

For: Peanut State and County Offices

**2001 Marketing Year Required Automation Sequence
and Timetable for Issuing FSA-1001's**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Purpose

This notice provides a sequence and timetable for issuing 2001 marketing year FSA-1001's.

B

**Printing
FSA-1001's**

FSA-1001's will be printed to replenish stock at the KC warehouse.

C

**County Office
Software Release**

County Release No. 451 opened:

- option 5, "Peanuts", to summarize peanut-planted acreage to the sales file
- peanut rollover.

D

Allocation Factor

Since there was no increase or decrease in the National quota for the 2001 crop year, downloading factors for allocation will not be required.

2 County Office Action

A

**Rollover
Requirements**

All County Offices with peanut farm records present on the automation system shall be required to complete rollover according to this paragraph. Rollover shall be completed whether the county had current year production or farms with no established quota.

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<p>Disposal Date</p> <p>August 1, 2001</p>	<p>Distribution</p> <p>Peanut State Offices; State Offices relay to applicable County Offices</p>
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2 County Office Action (Continued)

B

Before Rollover County Offices shall complete the steps in 1-PN, paragraph 69, by **March 1, 2001**.

C

Rollover County Offices shall complete the steps in this table by **March 16, 2001**.

Step	Action
1	Run adjustment of preliminary quota to determine farms with insufficient cropland to produce the basic quota according to 1-PN, paragraph 82. Note: See 1-PN, paragraph 69.
2	Save 2000 files to tape according to 1-PN, subparagraph 83 A. Access rollover according to 1-PN, paragraph 84. Note: Rollover requires a dedicated system.
3	Build and initialize the peanut crop table according to 1-PN, paragraph 85.
4	Adjust the preliminary quota on farms with ineligible tracts according to subparagraph 3 E, step 1.
5	Transferring county, on out-of-county operator transfers, shall add pounds from Report MPK250-R001 to the transferring farm's previous year's production according to 1-PN, subparagraph 22 A.
6	Access PA-103R according to 1-PN, paragraph 328. Process PA-103R according to subparagraph D.

D

Processing PA-103R

County Offices shall:

- not delete 1-acre farms from PA-103R
 - submit PA-103R to the State Office by **March 16, 2001**
 - not allocate the current year peanut quota until PA-103R has been reviewed by TPD and approval has been granted to the State Office.
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2 County Office Action (Continued)

E

Action by April 3, 2001 County Offices shall complete the steps in this table by **April 3, 2001**. Since there is no increase in the national peanut quota for the 2001 crop year, no factors will be prepared for quota allocation.

Step	Action
1	Run quota reduction calculations according to 1-PN, paragraphs 182 and 183.
2	Notify the State Office of quota pounds permanently reduced for ineligible quota holders according to 1-PN, subparagraph 153 A, step 4. Negative reports are required.
3	Obtain a list of farms receiving a quota reduction according to 1-PN, paragraph 184.
4	Obtain PA-77R according to 1-PN, paragraph 185.
5	Make adjustments to CRP farms according to 1-PN, subparagraph 398 J.
6	Process and issue initial FSA-1001's according to 1-PN, subparagraph 317 A. Note: Process FSA-1001's for ineligible quota holders according to subparagraphs 3 D and E.

Note: For farms identified in step 5, County Offices shall provide the CRP Program Technicians a copy of the updated FSA-626 for each farm with peanut quota designated under CRP.

F

Farms Ineligible to Hold Peanut Quota County Offices shall take the actions in this table for quota voluntarily or involuntarily acquired after allocating quota for the 2001 crop year.

Step	Action
1	Review farms determined to be ineligible to hold peanut quota for the 2001 crop. After verifying ineligible quota holders, flag appropriate farms on FSA-620 according to subparagraphs 3 A through C.
2	Notify the State Office, by memorandum, of the number of quota pounds not allocated to ineligible quota holders, but allocated to the farm. Negative reports are required.
3	Flag all farms as they become ineligible according to subparagraphs 3 A through C.

Note: Farms with peanut quota acquired under FLP provisions shall be handled as involuntary acquisitions.

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2 County Office Action (Continued)

G

Action Before April 13, 2001 County Offices shall complete the steps in this table **before April 13, 2001**.

Step	Action
1	If applicable, load factors for reallocating nonproduced, permanently released quota, and quota permanently reduced for ineligible quota holders, according to 1-PN, paragraph 135.
2	Run reallocation of quota according to 1-PN, subparagraph 285 A.
3	Prepare FSA-1001's for reallocating quota not produced, quota permanently released, and quota permanently reduced because of ineligible quota holder provisions according to 1-PN, subparagraph 316 C. Note: This step must be completed even if no quota is to be reallocated. Completing this step allows peanuts to be moved forward to the resulting farms for partial farm reconstitutions.
4	Batch print Peanut FSA-156 according to 1-PN, subparagraph 26 B.
5	Begin reconstitution of peanut farms. If a: <ul style="list-style-type: none"> • tract division is completed before step 3, the tracts must be rebuilt according to 1-PN, paragraph 23 • farm is reconstituted that had an operator/owner transfer, review the actual yields for accuracy and make corrections on FSA-620.
6	County Offices shall prepare and transmit PA-105R, Report ID: MPK520-R001, to the State Office according to 1-PN, subparagraphs 285 B through E.

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3 Farms With Owners Ineligible to Hold Peanut Quota

**A
Updating
FSA-620**

County Offices shall update FSA-620 for farms acquired voluntarily or involuntarily according to this table.

Note: The automated procedures specified in this subparagraph are for maintenance and identification purposes only. There are no automated calculations or validations in this software procedure. County Offices shall monitor the applications in this software to ensure that the status of ineligible farms remains current and correct.

Step	Action	Result
1	On Menu MPA200: <ul style="list-style-type: none"> • ENTER "12", "Data Load/Maintenance" • PRESS "Enter". 	Menu HF0000 will be displayed.
2	On Menu HF0000: <ul style="list-style-type: none"> • ENTER "3", "Load Peanut Farm Data Load (FSA-620)" • PRESS "Enter". 	Screen MPC05001 will be displayed.
3	On Screen MPC05001: <ul style="list-style-type: none"> • enter FSN of the farm being updated • PRESS "Field Exit" • ENTER "1", "Update" • PRESS "Enter". 	Screen HFA02002 will be displayed.
4	Screen HFA02002, PRESS "Enter" twice.	Screen HFA02004 will be displayed.
5	On Screen HFA02004: <ul style="list-style-type: none"> • on FSA-620, item 4 D, enter the number of pounds the farm has voluntarily or involuntarily acquired for the current crop year • ENTER "V", "I", or "B" for the applicable crop year • PRESS "Enter". <p>Note: For farms determined to be ineligible for the 1998 and subsequent crop years, "V", "I", or "B" must be entered for the subject year.</p>	FSA-620 will be updated with the added data for farms ineligible to hold peanut quota.

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3 Farms With Owners Ineligible to Hold Peanut Quota (Continued)

**B
Updating
Ineligible Farms**

For farms:

- involuntarily acquired, “T” will be entered in the applicable crop year on FSA-620
 - voluntarily acquired, “V” will be entered on FSA-620 in the crop year in which the quota is acquired, and in each subsequent year until the quota is sold or the owner becomes eligible.
-

**C
Combined Farms**

If 1 of the farms being combined through reconstitution procedures has:

- a “B” indicator, the resulting farm will have a “B” indicator
- an “T” indicator and another farm being combined has a “V” indicator, the resulting farm will have a “B” indicator.

Note: Any combination of “T” and “V” will result in “B”.

**D
Voluntary/
Involuntary
Acquisitions**

For farms acquired according to 1-PN, subparagraphs 152 A and B, County Offices shall allocate quota to the farm and prepare FSA-1001 to be filed in the County Office. Do **not** issue FSA-1001 to the ineligible quota holder until the quota holder becomes eligible or the quota is sold.

Note: For farms acquired according to subparagraph 152 A, the action in this subparagraph does not apply until after the 3-year provisions are exhausted.

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3 Farms With Owners Ineligible to Hold Peanut Quota (Continued)

E

Ineligible Tracts For farms with tracts owned by eligible and ineligible quota holders with voluntary or involuntary acquisitions, County Offices shall take the actions in this table.

Step	Action
1	On FSA-626, item 7, reduce the preliminary quota on the farm by the amount of quota owned by the ineligible quota holder. Note: The amount of quota deducted from the subject farms must be added to the preliminary quota on the farm after rollover and before allocation of the national quota for the year 2001, and each year that the tracts are owned by an ineligible quota holder.
2	Process and issue FSA-1001 for eligible producers according to subparagraph 2 C, step 6. This process will automatically recalculate the basic and effective quota for the farm.

F

Notifying Owners

For farms identified in subparagraph D, County Offices shall notify, by mail, all ineligible quota holders informing them of the status of the peanut quota on the voluntarily and involuntarily acquired farms and details of the options to become eligible or to sell the peanut quota.

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4 State Office Action

A

Action Before State Offices shall delete 2000 transmission files (reports) according to this table
March 1, 2001 **before March 1, 2001.**

Note: State Office files for the 2000 crop year **must** be deleted before current year reports are transmitted to the State Office.

Step	Action	Result
1	On Screen FAF07001: <ul style="list-style-type: none"> • ENTER "11", "Production Adjustment/Compliance" • PRESS "Enter". 	Menu MOF000 will be displayed.
2	On Menu MOF000: <ul style="list-style-type: none"> • ENTER "4", "Peanuts" • PRESS "Enter". 	Menu MPF000 will be displayed.
3	On Menu MPF000: <ul style="list-style-type: none"> • ENTER "7", "Delete State Report Files" • PRESS "Enter". 	Menu MPF040 will be displayed.
4	On Menu MPF040, select the applicable option and delete reports 1 through 10.	After each report is deleted, Menu MPF040 will be redisplayed.

B

Action Before State Offices shall complete the steps in this table **before March 8, 2001.**
March 8, 2001

Step	Action
1	Access PA-82R according to 1-PN, paragraph 81.
2	FAX PA-82R to TPD, Peanut Branch at 202-690-1536.

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4 State Office Action (Continued)

C

Action Before State Offices shall complete the steps in this table **before March 22, 2001.**
March 22, 2001

Step	Action
1	Add all peanut counties to file according to 1-PN, subparagraphs 329 A and B.
2	Review PA-103R to ensure that the reflected pounds equal the amount of quota to be allocated from the State according to Notice PN-644.
3	Print County Office PA-103R's according to 1-PN, subparagraph 329 D.
4	FAX PA-103R to TPD at 202-690-1536, according to 1-PN, subparagraph 328 C and subparagraph 2 D of this notice.
5	Notify County Offices to allocate quota.

D

Action by State Offices shall complete the steps in this table **by April 10, 2001.**
April 10, 2001

Step	Action
1	Combine quota pounds reduced from ineligible quota holders and pounds for reallocation from reductions because of insufficient tillable cropland to pounds on PA-77R to obtain total pounds for reallocation. Indicate the amount of peanut quota reduced for ineligible quota holders.
2	Send PA-77R to TPD according to 1-PN, paragraph 185. Report quota reduced for ineligible quota holders.
3	Compute the reallocation factor according to 1-PN, paragraph 284.
4	Transmit the reallocation factor to counties according to 1-PN, subparagraph 284 G.
5	The Texas State Office shall compute and transmit the reallocation factor to eligible County Offices according to 1-PN, paragraphs 165 through 167.

E

Action by State Offices shall:
May 8, 2001

- summarize PA-105R and each County Office report according to 1-PN, paragraph 285
- submit PA-105R to TPD **by May 8, 2001.**
