

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice SP-100**

**For:** State and County Offices

**Rice Production Program (RPP) Acreage Report Corrections**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice SP-95 provided guidance for RPP. Notice SP-95, subparagraph 5 A states that no late-filed or modified acreage reports will be accepted. Since Notice SP-95 was issued, the National Office has become aware of situations where producers certified to incorrect crop types, intended uses, and acreage. County Offices have been instructed to:

- not approve any FSA-174 that contains data incorrectly certified on the acreage report
- hold until future policy is provided in a notice.

**B Purpose**

This notice provides the following guidance to State and County Offices on revising FSA-174's not previously approved for payment:

- authorized corrections
- unauthorized corrections
- procedures to record authorized corrections in the RPP Workbook
- required reviews by State Offices before COC approval.

Disposal Date	Distribution
April 1, 2024 6-20-23	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Contacts

State Offices will direct questions to the appropriate contacts according to this table.

IF the question is about...	THEN contact...
RPP policy	Alison Groenwoldt by either of the following: <ul style="list-style-type: none"><li>• email to <a href="mailto:alison.groenwoldt@usda.gov">alison.groenwoldt@usda.gov</a></li><li>• telephone at 202-720-4213.</li></ul>
	Kelly Hereth by either of the following: <ul style="list-style-type: none"><li>• email to <a href="mailto:kelly.hereth@usda.gov">kelly.hereth@usda.gov</a></li><li>• telephone at 202-720-0448.</li></ul>
RPP Workbook	Barry TerHark by either of the following: <ul style="list-style-type: none"><li>• email to <a href="mailto:barry.terhark@usda.gov">barry.terhark@usda.gov</a></li><li>• telephone at 202-720-0735.</li></ul>
RPP payments	Tina Nemec by either of the following: <ul style="list-style-type: none"><li>• email to <a href="mailto:tina.nemec@usda.gov">tina.nemec@usda.gov</a></li><li>• telephone at 202-690-4027.</li></ul>

### 2 Acreage Corrections

#### A Overview

The RPP Notice of Funds Availability (NOFA) and Notice SP-95 provide that no acreage report corrections will be allowed for RPP. Since issuing NOFA and Notice SP-95, the National Office has become aware of situations where County Offices made data entry errors when entering the producer's acreage report data into the Crop Acreage Reporting System (CARS). As a result, incorrect data was used for RPP purposes.

Policy is being amended to allow for limited corrections to acreage report data.

#### B Authorized Corrections

The following corrections are authorized using the corrections process for FSA-174's not previously approved for payment:

- crop type
- intended use
- crop status
- eligible acres.

See paragraph 3 for instructions on making the necessary corrections in the RPP Workbook and generating a revised FSA-174.

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### 2 Acreage Corrections (Continued)

#### C Unauthorized Corrections

The following corrections are **not** authorized:

- administrative State
- administrative county
- physical State
- physical county
- yields
- adding new producers.

**Note:** Revisions to FSA-174's previously paid are **not** authorized.

### 3 Instructions for Using the RPP Workbook to Make Corrections

#### A RRP Workbook Access

County Offices can access the RPP Workbook by clicking <https://usdagcc.sharepoint.com/sites/FPAC-FSA-RiceProductionProgram> and selecting “**RPP Workbook**” from the Quick links menu. The workbook version has been updated to include County Office adjustment fields.

#### B Entering Corrections

Enter corrections according to this table.

Step	Action																																																							
1	<p>Enter the core customer identification for the producer in block 1. The workbook data will be displayed.</p> <table><tr><th colspan="11">DATABASE INFORMATION</th></tr><tr><th>9 Admin State</th><th>10 Admin County</th><th>11 Physical State</th><th>12 Physical County</th><th>13 Crop Type</th><th>14 Intended Use</th><th>15 Crop Status</th><th>16 Eligible Acres</th><th>17 Yield</th><th>18 Payment Rate</th><th>19 Estimated RPP Payment</th></tr><tr><td>05</td><td>147</td><td>05</td><td>145</td><td>LGR</td><td>GR</td><td>I</td><td>426.46</td><td>6,721</td><td>\$0.01</td><td>\$28,662.38</td></tr><tr><td>22</td><td>009</td><td>22</td><td>009</td><td>LGR</td><td>GR</td><td>I</td><td>58.36</td><td>6,996</td><td>\$0.01</td><td>\$4,082.87</td></tr><tr><td>37</td><td>055</td><td>37</td><td>055</td><td>LGR</td><td>GR</td><td>I</td><td>231.57</td><td>7,694</td><td>\$0.01</td><td>\$17,817.00</td></tr></table>	DATABASE INFORMATION											9 Admin State	10 Admin County	11 Physical State	12 Physical County	13 Crop Type	14 Intended Use	15 Crop Status	16 Eligible Acres	17 Yield	18 Payment Rate	19 Estimated RPP Payment	05	147	05	145	LGR	GR	I	426.46	6,721	\$0.01	\$28,662.38	22	009	22	009	LGR	GR	I	58.36	6,996	\$0.01	\$4,082.87	37	055	37	055	LGR	GR	I	231.57	7,694	\$0.01	\$17,817.00
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2	<p>In the County Office Adjustments section, enter the correction to the crop type, intended use, crop status, or eligible acres in block 24, 25, 26, or 27.</p> <table><tr><th colspan="9">County Office Adjustments</th></tr><tr><th>20 Admin State Adjustm</th><th>21 Admin County Adjustmen</th><th>22 Physical State Adjustme</th><th>23 Physical County Adjustme</th><th>24 Crop Type Adjustment</th><th>25 Intended Use Adjustme</th><th>26 Crop Status Adjustment</th><th>27 Eligible Acres Adjustment</th><th>28 Yield Adjustment</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>422.80</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td>MGR</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>P</td><td></td><td></td></tr></table>	County Office Adjustments									20 Admin State Adjustm	21 Admin County Adjustmen	22 Physical State Adjustme	23 Physical County Adjustme	24 Crop Type Adjustment	25 Intended Use Adjustme	26 Crop Status Adjustment	27 Eligible Acres Adjustment	28 Yield Adjustment								422.80						MGR											P												
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### 3 Instructions for Using the RPP Workbook to Make Corrections (Continued)

#### B Entering Corrections (Continued)

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3	<p>The correction will overwrite the previous entry in block 13, 14, 15, or 16.</p> <table><tr><th colspan="11">DATABASE INFORMATION</th></tr><tr><th>9 Admin State</th><th>10 Admin County</th><th>11 Physical State</th><th>12 Physical County</th><th>13 Crop Type</th><th>14 Intended Use</th><th>15 Crop Status</th><th>16 Eligible Acres</th><th>17 Yield</th><th>18 Payment Rate</th><th>19 Estimated RPP Payment</th></tr><tr><td>05</td><td>147</td><td>05</td><td>145</td><td>LGR</td><td>GR</td><td>I</td><td>422.8</td><td>6,721</td><td>\$0.01</td><td>\$28,416.39</td></tr><tr><td>22</td><td>009</td><td>22</td><td>009</td><td>MGR</td><td>GR</td><td>I</td><td>58.36</td><td>6,996</td><td>\$0.01</td><td>\$4,082.87</td></tr><tr><td>37</td><td>055</td><td>37</td><td>055</td><td>LGR</td><td>GR</td><td>P</td><td>231.57</td><td>7,894</td><td>\$0.01</td><td>\$10,690.20</td></tr></table>	DATABASE INFORMATION											9 Admin State	10 Admin County	11 Physical State	12 Physical County	13 Crop Type	14 Intended Use	15 Crop Status	16 Eligible Acres	17 Yield	18 Payment Rate	19 Estimated RPP Payment	05	147	05	145	LGR	GR	I	422.8	6,721	\$0.01	\$28,416.39	22	009	22	009	MGR	GR	I	58.36	6,996	\$0.01	\$4,082.87	37	055	37	055	LGR	GR	P	231.57	7,894	\$0.01	\$10,690.20
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4	<p>Save a copy of the corrected workbook for the producer using the format [State Code][County Code][Producer Last Name or Business Name][Date].xlsx to the local drive.</p> <p><b>Example:</b> 05001ABCCORP06132023.xlsx</p>																																																							
5	Email a copy of the corrected workbook to the responsible State Office specialist to complete the required State Office review according to subparagraph 4 B.																																																							
6	After receiving written notification from the State Office, access the corrected workbook for the producer and click the “Print FSA-174” button. Obtain the producer’s signature on the revised FSA-174 before COC approval.																																																							
7	After receiving COC approval of the revised FSA-174, follow the procedure in Notice SP-95 to enter the payment into the RPP payment system.																																																							

### 4 Action

#### A County Office Action

County Offices will ensure that:

- corrections are authorized according to subparagraph 2 B
- the following actions occur **before** revising the data in the RPP Workbook according to paragraph 3:
  - producer requests changes to FSA-174, as authorized by this notice, by the RPP signup deadline, July 10, 2023
  - partial and revised acreage reports for the 2022 rice crop year in CARS are completed according to 2-CP, paragraph 28
  - producer’s signature is obtained on the revised FSA-578

**4 Action (Continued)**

**A County Office Action (Continued)**

- before obtaining the producer's signature on the revised FSA-174, written notification is received from the State Office after completing the required review
- producer's signature is obtained on FSA-174 before COC approval.

**B State Office Action**

State Offices will:

- timely review corrected workbooks sent by County Offices
- notify County Offices in writing of completed reviews and authorized next steps
- upload the corrected workbook to the RPP SharePoint site at <https://usdagcc.sharepoint.com/sites/FPAC-FSA-RiceProductionProgram> by selecting "Acreage Corrections" from the Quick links menu and clicking "Upload".