

**FSA  
RMA  
HANDBOOK**

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## FCIC Program Integrity

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To access the transmittal page click on the short reference.

For State and County FSA Offices, RMA  
Regional Compliance Offices, and Regional Offices

SHORT REFERENCE

4-RM

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Washington, DC 20250



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**FCIC Program Integrity  
4-RM**

**Amendment 27**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 72 C has been amended to incorporate a requirement for County Offices to document mileage incurred for RCO spot checks.

Subparagraph 73 F has been added to require State Offices to:

- remind County Offices to document RCO mileage for spot checks completed throughout the FY
- work with County Offices to accurately document mileage.

Subparagraph 73 G has been added to require State Office POC's to submit annual RCO Mileage Reimbursement Spreadsheets reflecting total mileage incurred for all RCO spot checks completed in the State.

Subparagraph 73 H has been added to provide guidance on completing the RCO Mileage Reimbursement Spreadsheet.

Subparagraph 73 I has been added to provide guidance on calculating total RCO mileage eligible for reimbursement.

Subparagraph 82 A has been amended to clarify that AIP's may request information to verify new producer determinations.

Subparagraph 82 D has been amended to provide guidance to County Offices when fulfilling AIP requests for new producer verification. Specifically, County Offices are **not** required to provide copies of FSA-578's to verify new producer determinations. Instead, County Offices may submit a written statement that indicates whether or not the producer planted the crop in prior crop years.

Exhibit 11 has been amended to update State Office POC lists.

**Amendment Transmittal (Continued)**

<b>Page Control Chart</b>		
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**Part 1 Basic Provisions****1 Overview****A Background**

The Agricultural Risk Protection Act 2000 (2000 Act) requires FSA and RMA to:

- work together to improve program compliance and integrity of the Federal Crop Insurance Program
- develop a coordinated plan for implementation.

**B Oversight and Coordination**

The following offices are conducting oversight and coordination of this effort in consultation \*--with OIG and AIP's:--\*

- FSA, PECD
- RMA RCO's
- RMA RO's
- \*--RMA, Deputy Administrator for Product Management.

**C Handbook Purpose**

This handbook provides FSA and RMA offices procedure based on the joint work plans developed as a result of the 2000 Act. The areas covered by this handbook include, but are not limited to the following:

- referrals and investigations
- claim audits, inspections, and quality control reviews--\*
- consultation with STC's
- data reconciliation.

## 2 Sources of Authority and Related Handbooks

### A Statutory Authority

The statutory authority for FSA and RMA to improve program integrity is Subtitle B, Section 121 of the 2000 Act.

### B STC Authority to Supplement This Handbook

Because this handbook is a joint effort between FSA and RMA, STC's do **not** have the authority to modify this handbook. Any recommendations for amendment must be submitted to the National Office for concurrence by both FSA and RMA.

### \*--C Related Handbooks and Agreements

FSA and RMA handbooks and agreements related to program compliance include the--\* following:

- 9-AO for handling audits and investigations
- 1-AS for filing guidance for directives
- 1-CM for name, address, and producer ID number verification
- 3-CM for farm records management
- 2-CP for verifying acreage and completing field visits
- FCIC Loss Adjustment Manual and specific crop insurance Loss Adjustment Standard manuals
- 5-LP for bin measurements
- 1-PL for reviewing farm operating plans
- 22-PM for determining and handling conflict of interest
- \*--Standard Reinsurance Agreement.--\*

### 3 Publication Requirements

#### A Overview

With the passage of the 2000 Act, FSA and RMA are:

- required to coordinate a plan to identify, address, and reconcile discrepancies of all relevant producer-derived information
- directed to coordinate a monitoring program, which includes fact finding relative to allegations of program fraud, waste, and abuse.

As a key preventative measure, it is important that the agricultural community be made fully aware of FSA's, RMA's, and AIP's joint efforts to reduce fraud, waste, and abuse.--\*

#### B When to Provide Information

At a minimum, County Offices shall notify all producers twice a year of the monitoring efforts by FSA and RMA to prevent fraud, waste, and abuse in the Federal Crop Insurance Program.

This notification shall be publicized at the beginning of the calendar year and again during the crop growing season.

**Note:** It may be appropriate to publicize this information more than twice, depending on the planting and harvest seasons for different crops in a county.

#### C What Information to Provide

County Offices shall notify producers that:

- \*--FSA will be assisting RMA and AIP's in monitoring crop conditions throughout the--\* growing season
- FSA will refer all suspected cases of fraud, waste, and abuse about the Federal Crop Insurance Program to RMA
- producers may report suspected cases of fraud, waste, and abuse to their local County Office, RMA office, or OIG
- \*--FSA will provide producer information to RMA and AIP's to assist in claim audits, inspections, and quality control reviews.--\*

### 3 Publication Requirements (Continued)

#### D Methods of Notification

County Offices shall notify all producers of the efforts to reduce fraud, waste, and abuse of the Federal Crop Insurance Program by any means of communications, including, but not limited to, the following:

- news releases
- newsletters
- radio and television spots
- fact sheets
- \*--public web site information.--\*

### 4 Points of Contact

#### A Designating FSA POC

Each SED shall establish a POC and alternate who shall:

- serve as the primary contact for all functions associated with implementing the 2000 Act within their State
- \*--be responsible for maintaining the lines of communication between FSA, RMA, and AIP at the Regional and State levels--\*
- be responsible for POC responsibilities in this handbook.

#### B Designating RMA POC

Each RCO shall establish a POC and alternate who shall:

- serve as the primary contact for all functions associated with implementing the 2000 Act within its region
- \*--be responsible for maintaining the lines of communication between FSA, RMA, and AIP at the Regional and State levels--\*
- perform the duties required under these procedures.

## 5 FSA Access to Insured Records

### A FSA Authority to Access Farms and Records

7 CFR Part 457 grants FSA the authority, by RMA, at any time during the record retention period to have access to:

- any records relating to insurance at any location where these records may be found or maintained
- the farm.

## 6 Freedom of Information

### A Requests Submitted Under FOIA

The name, policy number, and identification number on the RCO spot check list will be withheld under FOIA according to 5 U.S.C., Section 522 (b)(6), “Personal Privacy”, unless the requestor is a producer on the list.

**Note:** If the requestor is a producer on the RCO spot check list, the only information that can be released, through a FOIA request for the RCO list, is information specific to the requesting producer. Names, policy number, and identification numbers for other producers on the list shall **not** be released.

Any information obtained and gathered through the fact-finding process and documented on AD-2007 or AD-2027 will be protected according to 5 U.S.C. 552 and 552a, “Freedom of Information Act” and “The Privacy Act of 1974”.

Requests for information or copies regarding oversight and compliance shall be made in writing by the requestor and processed by FSA State and County Office employees responsible for processing FOIA and Privacy Act requests.

Any questions and requests for guidance can be addressed to the FSA FOIA and Privacy Act  
\*--Specialist at 202-720-1598.--\*

## 7 Conflict of Interest

### A Procedure for Conflicts of Interest

State and County Offices shall follow 22-PM, paragraphs 402, 407, and 408 for determining and handling conflict-of-interest situations.

**\*--Note:** For those cases involving family members/relatives that are either employed by AIP or under contract as an AIP representative or LA, County Office employees shall not be involved in the referral or spot-check process for that family member's/relative's policy and/or book of business. The State POC shall be responsible for:--\*

- providing guidance
- coordinating work related to these situations.

## 8 FSA Employees Requested as Witnesses

### A Overview

Because of FSA's responsibility in identifying, investigating, observing, and fact finding cases of fraud, waste, and abuse, there may be instances where FSA employees are requested \*--or subpoenaed to be witnesses for RMA or AIP.--\*

**Example:** RMA RCO notified the Darlington County Office through the State POC that a complaint was filed that Stuart Clayton was planting his cotton crop 35 calendar days after the final planting date. A Darlington County FSA field representative went out and verified that Mr. Clayton was currently in the process of planting his \*--cotton. Because Mr. Clayton completed planting his crop before the AIP--\* representative visited the farm, the only eyewitness to Mr. Clayton planting his cotton crop after the final planting date is the Darlington County field representative. If in the process of denying Mr. Clayton's claim for loss he files \*--suit against AIP, the Darlington County field representative may be called as an eyewitness in support of AIP denying the claim.--\*

**8 FSA Employees Requested as Witnesses (Continued)**

**B County Office Action**

\*--If an FSA county representative is subpoenaed or requested to testify for RMA or AIP,--\* the County Office shall immediately notify their State Office of the request. The County Office shall provide a copy of the subpoena and any pertinent information to the State Office for their review.

**C State Office Action**

If a County Office employee is called as a witness to a court proceeding, the State Office shall immediately notify ALG for guidance. ALG will work with OGC in determining the validity of the request.

**9-19 (Reserved)**





## Part 2 Referrals and Investigations

### 20 Overview

#### A Background

County Offices have the authority and responsibility to keep an active watch for potential fraud, waste, and abuse of the Federal Crop Insurance Program. RMA also has the authority to request assistance from FSA in monitoring the Federal Crop Insurance Program. County Offices shall document observations and gather the documentation necessary to validate concerns according to this part.

### 21 Responsibilities

#### A County Office Responsibilities

County Offices shall:

- accept any form of complaint from any complainant as accurately as possible
- keep an active watch for potential fraud, waste, and abuse of the Federal Crop Insurance Program
- \*--document observations and gather relevant supporting documentation necessary to address concerns--\*
- honor any request by complainant with regard to confidentiality
- follow timeframes as outlined in this handbook
- follow publicity requirements as outlined in this handbook
- notify producers selected for spot check according to paragraph 41 using the example letter in Exhibit 4
- take specified actions on a case-by-case basis under the direction of the State Office POC
- provide details of case specific information or overall program administration concerns, as applicable, to the State Office POC
- provide the State Office POC with a \* \* \* summary report of all reviews conducted for \*--the crop year no later than:
  - December 31 for spring seeded crops
  - July 31 for fall seeded crops--\*

**Note:** This will include reviews that result in no questionable findings.

21 Responsibilities (Continued)

A County Office Responsibilities (Continued)

- \*--timely provide requested information to AIP's and LA's following procedure in subparagraph 75 C

**Notes:** Information about AD-2007 or AD-2027 referrals and investigations shall not--\* be released to sales agents.

When AD-2007 is requested, the County Office must redact the name of the complainant and any information that could identify the complainant.

- immediately notify the State POC of any request for fact finding received directly from \*--AIP according to subparagraph 75 C.--\*

B SED Responsibilities

SED is responsible for approving either of the following:

- further inquiry by FSA
- the referral of the case to OIG when RCO fails to timely respond to or declines to proceed with an investigation according to paragraph 73.

C State Office POC Responsibilities

The State Office POC or alternate shall:

- serve as the liaison between the County Office and RCO
- provide details of case specific information or overall program administration concerns, as applicable, to RCO
- forward all RCO spot check lists and referrals received from RCO to the applicable County Office
- forward all County Office responses to referrals initiated by RCO back to RCO within the specified timeframe

**Note:** A list of addresses with States served for each RCO is in Exhibit 5.

21 Responsibilities (Continued)

C State Office POC Responsibilities (Continued)

- \*--review and guide County Offices on timely providing relevant documentation available to address issues raised
- notify the County Office of County Office-initiated referrals that POC determines are unwarranted and will not be forwarded to RCO, for example, immaterial or inapplicable issues--\*
- make initial determination for FSA to conduct its own investigation or refer the case to OIG, subject to SED approval, when RCO fails to timely respond to or declines to proceed with an investigation, according to subparagraph 73 B
- for situations requiring immediate attention, the State Office POC shall coordinate with DD if the County Office POC is unavailable.



21 Responsibilities (Continued)

**D DD Responsibilities**

DD's shall:

- monitor the referral process within their respective district
- assist State and County Offices with the referral process as requested.

**E RCO Responsibilities**

RCO shall:

- coordinate all referral activities and request for inquiries through the State Office POC
- develop and provide, to:
  - FSA POC, spring and fall spot check lists for annual reviews that identify high-risk policy holders on a county basis
- **\*--Note:** The spring spot check list will be provided to FSA POC by April 1 and the fall spot check list by September 1.
- AIP's , the spot check list
  - **Note:** Ensure that the list only includes those insureds for which AIP has a policy.--\*
- submit referrals involving individual complaints of fraud, waste, or abuse to the County Office through the State Office POC
- review all referrals received from FSA POC and determine whether further investigation is warranted
- **\*--evaluate** the appropriateness of actions taken by AIP relative to the referred case and provide response to AIP--\*
- respond to the State Office POC within the specified timeframe for each case referred by POC
- upon conclusion of the review process, provide a written summary of the review results to the State Office POC.

## Section 1 FSA Referrals to RMA

## 22 Types of Referrals to RMA

## A Types of Referrals

The following are types of referrals of suspected crop insurance fraud, waste, or abuse that may originate:

- internally through:
  - a complaint received in the County Office by telephone, letter, in-person, etc., from an individual

**Example:** Producer Jones contacts the County Office to report that Producer Smith is not caring for the crop in a workmanlike manner.

- observations made by County Office employees or COC members.

**Examples:** While performing routine FSA compliance activities, it was noted that Producer Smith was using farming practices that were not considered normal or customary for the area.

While verifying production/income for loan making/loan servicing or LDP purposes, a significant discrepancy in data is noted between information provided from crop insurance records and information provided to FSA from the producer.

A field representative, while completing field work, observes a producer initially planting an insured crop after the final planting date.

- internal reviews such as, DD and CORP reviews
- \*--externally through audits, investigations, or other types of reviews conducted by OIG,--\* GAO, or other outside agencies.

23 Accepting Complaints or Documenting FSA Observations

A Accepting Initial Data

Once a County Office is aware of a suspected fraud, waste, or abuse case, AD-2007, Parts A and B must be completed as follows.

Part	Instructions
A	<ul style="list-style-type: none"> <li>• If the source of the complaint is from an individual, enter the individual’s name and address. If the individual is unknown, enter “Unknown” in item 2A. If the individual is known, but wishes to remain anonymous, enter “Confidential Informant” in item 2A.</li> <li>• If the source of the complaint originates from an FSA employee or COC member, enter the County Office name and address.</li> </ul>
B	County Offices shall follow the instructions in Exhibit 6.

Once Parts A and B have been completed, the County Office shall refer to subparagraph B.

B Verifying Crop Insurance

County Offices shall verify the insurance status of the producer’s crop by contacting the applicable RCO.

IF the producer is...	THEN * * * ...
not insured	*--no further action is required for RMA purposes. However, if the complaint could affect FSA programs, the complaint needs to be pursued for FSA purposes only.--*  * * *
insured	*--the County Office shall follow Section 3.
found not to be a producer because the subject of the complaint is deceased or no longer farming	no further action is required.--*  <b>Note:</b> Document findings on AD-2007, Part C, item 14.

24-39 (Reserved)





## Section 2 RMA Referrals to FSA

**40 Overview****A Background**

RMA has the authority to request assistance from FSA in monitoring producers suspected of fraud, waste, or abuse. The following are the 2 basic types of FSA assistance requested by RCO:

- spot checks of producers identified through RMA data mining or RCO criteria according to paragraph 41
- when additional information is needed to establish the credibility of a complaint or when immediate presence is needed to document evidence before it is destroyed according to paragraph 42.

**41 RMA-Requested Spot Checks and RMA-Initiated Complaint Referrals****A RCO Spot Check List**

\*--RCO shall annually provide to the State Office POC, by April 1 for spring-seeded crops and September 1 for fall-seeded crops, a list of producers for review that includes the following:

- high loss ratios, high frequency, or severe losses, and producers with anomalous disaster claims
- producers suspected of failing to follow good farming practices.--\*

The triggering factors may vary in each RCO based on types of crops and loss experience. The list will be broken down by State and county and will include the producer's name, policy number, identification number, and crops.

Upon receipt of the spot check list from the State POC, County Offices shall notify all producers on the list using the letter in Exhibit 4.

Refer any producer inquiries about the spot check list to the applicable RCO in Exhibit 5.

County Offices shall conduct reviews according to subparagraph 70 C.

**41 RMA-Requested Spot Checks and RMA-Initiated Complaint Referrals (Continued)**

**B Complaints Referred by RMA**

RMA may request FSA assistance when RCO has received a complaint that requires a field visit.

Upon receipt of the request for assistance, County Offices shall conduct the requested fact finding and relay their observations to the State Office POC. Urgent requests need to be responded to without delay. For all other requests, the County Office shall report the information within 14 calendar days.

When immediate action is required, RCO shall telephone the State Office POC. If the State Office POC or alternate is not available, contact may be made directly to the County Office.

In other cases, the request for assistance will be made in writing to the County Office through the State Office POC.

County Offices shall conduct reviews according to paragraph 70.

**42-69 (Reserved)**

## Section 3 Fact Finding and Documentation

## 70 Review Requirements

## A Overview

\*--County Offices may perform inspections for RCO as a result of:--\*

- individual complaints received by the County Office, State Office, or RCO
- observations noted by FSA employees or COC members
- producers selected from the list provided by RCO.

\* \* \* It is mandatory that County Offices include GPS points along with digital photos of each crop identified on the RCO spot check list.

## B County Office Action for Individual Complaint or County Office Observation

For reviews resulting from complaints received by the State Office POC or County Office, or reviews resulting from FSA employee or COC member observations, County Office reviews shall be limited to the specific farm or field in the complaint or observation. AD-2007 shall be completed according to instructions in Exhibit 6.

**Note:** County Offices must ensure that a sequential FSA tracking number has been assigned and entered on AD-2007 according to subparagraph 72 C for all reviews conducted for RCO.

## C County Office Action on RCO Spot Check List

\*--County Offices shall conduct reviews/spot checks on all producers/crops on the RCO spot check list. There will **never** be more than 10 producers per county on the RCO spot check list. AD-2027 shall be completed according to Exhibit 7.--\*

\* \* \*

Of those required reviews, County Offices shall conduct a review on a minimum of 1 \*--representative tract, which shall include all fields for all crops identified on the RCO spot--\* check list.

**Note:** For those producers on the RCO spot check list whose land is physically located in the county receiving the list, but the land is administered by an adjoining County Office, contact the State POC. The producer will be transferred to the administering county RCO spot check list. The administering County Office will be responsible for completing the spot check.

## 70 Review Requirements (Continued)

**C County Office Action on RCO Spot Check List (Continued)**

During routine FSA compliance activity, County Offices shall document findings for those insureds identified on the RCO spot check list. These reviews will be specific to only those producers selected for review for FSA purposes and not the process listed under the required RCO reviews.

**Examples:** Bob Smith's farm will be visited as a result of a commodity loan inspection. Because Bob's name is on the RCO spot check list, the field and/or crop condition shall be documented on AD-2027. The County Office may expand the review to include additional fields and tracts if time permits.

\*--Acreage determinations resulting from the National Spot Check selection process shall also be used for acreage determinations for producers shown--\* on the RCO spot check list. Producers whose crop acreage exceeds tolerance according to 2-CP, paragraph 378 shall be:

- reported as a finding on AD-2027
- forwarded to RCO POC through the State Office POC.

Although County Offices must meet the minimum number of required reviews and those reviews identified in conjunction with normal compliance activity, County Offices may expand reviews to additional tracts or fields as time or resources permit.

\*--For spot checks selected, County Offices shall complete AD-2027 and AD-2045 with digital pictures inserted into the document. One AD-2027 shall be used for both inspections and one AD-2045 shall be completed for each of the 2 inspections.

The process of acquiring a digital photo and a GPS point provides a method of transmitting most of the data related to the spot check electronically. Guidelines were created to assist field staff conducting the spot checks. The guidelines are found in the following:--\*

- Exhibit 8 for RCO spot check growing season inspection guidelines
- Exhibit 8.5 for GPS/digital camera getting set up quick
- Exhibit 8.6 for AD-2045 which is designed to capture the information about the digital photos and the GPS point.

\*--County Offices shall complete AD-2027 and AD-2045 immediately after the first and second inspections. County Offices shall send an e-mail to their State Office POC (Exhibit 11) informing them that AD-2027 and AD-2045 have been saved on the server after each inspection. No digital forms or documents shall be sent through e-mail. All documents will be retrieved from the County Office server.--\*

## 70 Review Requirements (Continued)

**D State Office Action**

\*--The State Office POC shall forward all AD-2027's to RCO immediately after each inspection. If any deficiencies are detected or concerns are identified, supporting documentation shall be forwarded to RCO.

State Offices shall e-mail RCO when the spot check results are placed in the mail.

**Note:** See Exhibit 5 for the list of RCO's and States served.

**E Naming Conventions****RMA GPS Points**

The GPS points that are collected during the field inspections shall be stored at **f:\geodata\project\_data\fsa\rma\gps\_points**.

GPS points are not needed for the second inspection. Use the GPS points from the first inspection for navigation on the second inspection.

- **rma\_F#\_T#\_field#\_p\_StCty**

**Example:** **rma\_F1234\_T4321\_field1<a,b,c...>\_p\_mn007** explains it is for the following:

- RMA spot check
- Farm 1234
- Tract 4321
- field 1a (the first picture taken in field #1)

**Note:** If pictures are taken from more than one location in the field, then add "field1a" for the first point location and "field1b" for the second point location.

- "p" indicates a geodata feature type of point
- Minnesota, Beltrami County.--\*

## 70 Review Requirements (Continued)

## E Naming Conventions (Continued)

**\*--RMA Digital Pictures**

The digital photos that are taken during the field inspections shall be stored:

- at **f:\geodata\project\_data\fsa\rma\pics.**
- with the naming convention  
**rma\_F#\_T#\_field#\_y\_<sequence-number>\_StCty\_<insp.#>.**

All layers, shape files, or digital pictures created may have an optional date following “StCty” to indicate the exact dates of the first and second inspections, but “yyyymmdd” format shall be used.

**Examples:**    **rma\_F1234\_T4321\_field1\_y\_1-2\_mn007\_1st**  
                   **rma\_F1234\_T4321\_field1\_y\_2-2\_mn007\_2nd**

The examples explain they are for the following:

- RMA spot check
- Farm 1234
- Tract 4321
- field 1
- “y” indicates a geodata feature type of photograph
- first of 2 photos (in first example); second of 2 photos (in second example)
- Minnesota, Beltrami County
- first inspection (in first example); second inspection (in second example).--\*

**70 Review Requirements (Continued)****E Naming Conventions (Continued)****\*--AD-2027**

If the County Office completes AD-2027 electronically, then the County Office **must** follow standard naming convention to transmit AD-2027's to RCO through their State Office.

One AD-2027 shall be used for both crop inspections. AD-2027 shall be stored:

- at **f:\geodata\project\_data\fsa\rma\forms**
- with the naming convention **AD-2027\_producer name\_crop\_StCty.pdf**.

**Example: AD2027\_JohnJones\_corn\_mn007.pdf** explains it is for the following:

- AD-2027 for RMA spot check
- John Jones is the producer
- corn is the crop
- Minnesota, Beltrami County.

**AD-2045**

AD-2045 shall be generated after each inspection and stored:

- at **f:\geodata\project\_data\fsa\rma\forms**
- with the naming convention  
**AD2045\_producer name\_F#\_T#\_field#\_ StCty\_<insp.#>.doc**.

**Example: AD2045\_JohnJones\_F1234\_T4321\_field1\_mn007\_1st.doc** explains it is for the following:

- AD-2045 for County Office GPS data log
- John Jones is the producer
- Farm 1234
- Tract 4321
- Field 1
- Minnesota, Beltrami County
- first inspection.

**F Retention Period**

Electronic versions of AD-2027 and AD-2045 shall be retained on the County Office server for the entire crop year for which they were created. At the end of the crop year, AD-2027 and AD-2045 shall be moved from the server and saved to CD. CD shall be retained according to 25-AS, Exhibit 59.5.5.--\*

**\*--71 Fact Finding, Documentation, and Supporting Documentation--\***

**A Fact Finding for Individual Complaints or County Office Observations**

For those individual complaints received by County Offices or observations indicating possible fraud, waste, or abuse, fact finding shall be conducted relative to the applicable crop, acreage, and allegation. Fact finding may include, but is not limited to, the following:

- reviewing FSA-578 and map, if applicable
- field visit to conduct growing season inspections, take photographs, observe similar farms, etc.

**Notes:** If FSA-578 has not been filed, the County Office shall ask the producer to identify the location of planted crops being reviewed.

FSA field representatives completing growing season inspections shall notate on the photocopy where the crop is located.



**\*--71 Fact Finding, Documentation, and Supporting Documentation (Continued)--\***

**A Fact Finding for Individual Complaints or County Office Observations (Continued)**

- verifying production, if applicable, at local elevators, gins, etc.
- reviewing other FSA records, if available, such as LDP records, results of spot checks, disaster program applications, and FLP records
- observing \* \* \* LA's performing appraisals only on a limited basis when requested by RCO
- for those reviews initiated at the County Office level, submit AD-2007 and all other supporting documentation to RCO through the State Office POC within 14 calendar days from the date the County Office becomes aware of the suspected fraud, waste, or abuse.

**\*--B Fact Finding and Documentation for RCO Spot Check List--\***

The County Office shall perform a minimum of 2 documented field inspections, 1 within 30 calendar days after final planting date and 1 before harvest becomes general in the area.

The inspections shall include the following:

- the kind of tillage methods the insured has carried out
- the kind of weed control practices that are being carried out
- if a current soil test has been taken on any of the insured acreage
- how the inspected crop compares with those in the general area
- the type of fertilizer program being followed
- brief explanation of the weather in the past 4 to 6 weeks, the current weather conditions, and the expected weather conditions

**\*--71 Fact Finding, Documentation, and Supporting Documentation (Continued)**

**B Fact Finding and Documentation for RCO Spot Check List (Continued)--\***

- brief description of any pertinent remarks
- digital photographs of the fields inspected

**Notes:** If FSA-578 has not been filed, the County Office shall ask the producer to identify the location of planted crops being reviewed.

FSA field representatives completing growing season inspections shall notate on the photocopy where the crop is located.

- GPS points
- \*--complete AD-2027
- complete AD-2045.

**C Supporting Documentation--\***

The County Office shall compile supporting documentation that may include, but is not limited to, the following:

- photocopy of FSA-578 and map, if acreage report has been filed
- field notes
- representative digital photographs with an embedded date and time stamp
- \*\*\*
- other available FSA records applicable to the inquiry
- \*--other documents and items may be requested by RCO through the State Office POC.--\*

72 County Office Action

**A County Office Action for Individual Complaints or County Office Observations**

Certain actions are required when County Offices are made aware of potential fraud, waste, or abuse as it applies to the Federal Crop Insurance Program. This table briefly summarizes steps for the County Office to follow when dealing with possible fraud, waste, or abuse cases.

\*--All cases involving late planting of an insured crop either through a complaint or observation shall be forwarded to RCO on AD-2007 regardless of whether a late planting period is offered.--\*

Step	Action	
1	Document initial discovery of suspected fraud, waste, or abuse according to subparagraph 23 A.	
2	Verify producer's insurance status for the crop or crops in question according to subparagraph 23 B.	
3	<b>IF the crop is...</b> not insured	<b>THEN...</b> no further action is required for RMA purposes. However, if the complaint could affect FSA programs, the complaint needs to be pursued for FSA purposes only.
	insured	conduct fact finding according to subparagraph 71 A.
4	<b>Important:</b> Do not discuss referral of the case for possible fraud, waste, or abuse with the producer. Maintain confidentiality of complainant.	
5	Document results of fact finding efforts according to subparagraph 71 C.	
6	Submit AD-2007 and supporting documentation to * * * the State Office POC within 14 calendar days from the date the County Office becomes aware of the suspected fraud, waste, or abuse. Cases of urgency shall be processed expeditiously.	
7	Perform an additional inquiry as requested by the State Office POC or RCO through the State Office POC.	

72 County Office Action (Continued)

**B County Office Action Relating to the RCO Spot Check List**

This table briefly summarizes steps for County Offices to follow when performing reviews for those producers selected on the RCO spot check list.

Step	Action	
1	Identify selected insureds from the RCO spot check list according to subparagraph 70 C.	
2	Assign tracking number according to subparagraph 72 C.	
*--3	Send notification letter to insured according to subparagraph 41 A--*	
4	Conduct applicable inspections as outlined in subparagraph 71 B.  <b>Note:</b> If a producer on the RCO spot check list claims the crop is not insured, the County Office shall confirm the crop insurance status with RMA through the State POC.	
5	*-- <b>IF the inspection results are AD-2027...</b>	<b>THEN...</b>
	category 4A, 4B, or 4C	submit report according to subparagraph 71 B and continue to conduct inspections throughout the growing season.
	category 4D	go to step 6.--*
6	Document results of fact finding efforts according to subparagraph 71 C.	
7	<b>Important:</b> Do not discuss the specifics or details of the finding resulting from the RCO spot check list with any persons outside FSA or RMA, unless specifically requested according to subparagraph 75 C.	
8	Submit AD-2027 and supporting documentation to RCO through the State Office *--POC within 5 calendar days <b>after each</b> inspection is complete.--*	
9	Perform an additional inquiry as requested by the State Office POC or RCO through the State Office POC.	

## 72 County Office Action (Continued)

**C Record Keeping**

County Offices shall:

- assign an FSA tracking number for each review regardless of the form used for either County Office initiated or from RCO spot check list
- assign the FSA tracking number, consisting of the State and county codes, crop year, and 4-digit sequential number

**Example:** SS-CCC-YYYY-XXXX. For the first complaint filed in crop year 2012 in Wilbarger County, Texas, the tracking number assigned by the County Office would be 48-487-2012-0001.

- prepare individual file folders alphabetically labeled “RMPI 3, Producer Folders”, for each review for which a tracking number has been assigned
- include AD-2007 or AD-2027 and AD-2045 and a copy of all documentation and findings in the file folder including, but not limited to, documentation items listed in subparagraph B
- log the review on AD-2007A (Exhibit 10)
- file AD-2007A in file folder labeled “RMPI 2-1 Log”
- \*--document mileage incurred for each RCO completed
- coordinate with State Office POC’s to complete annual RCO mileage totals.

**Note:** See subparagraphs 73 H and I for guidance on calculating total mileage incurred for RCO inspections.--\*

## 73 State Office Action

### A Processing Referrals and Spot Checks

Upon receipt of AD-2045 and AD-2007 or AD-2027 from the County Office, the State Office POC shall:

- log the referral or spot check on AD-2007A (Exhibit 10)
- ensure that AD-2045 and AD-2007 or AD-2027 are complete
- request additional documentation from the County Office, if applicable
- review all facts related to the referral to concur that the referral should be forwarded
- for referrals initiated at the County Office level that are determined to be unwarranted, return the referral and notify the County Office that the referral will not be acted upon
- \*--forward all appropriate referrals to RCO or AIP using standard mail within 5 calendar days after receipt from the County Office
- forward all spot check results to RCO using standard mail within 5 calendar days after--\* receipt from the County Office
- for AIP referrals submitted to the State POC according to subparagraph 75 B, the State POC shall immediately forward the referral to the applicable County Office.

### B Post Referral Inquiry

For all types of referrals, if RCO has not provided a written response that describes intended action of RCO within 5 calendar days after receiving a submitted referral, the State Office POC, with SED approval:

- may determine that FSA will conduct its own inquiry into the alleged fraud, waste, or abuse
- shall notify RCO of the action that will be taken by FSA
- may refer the matter to OIG according to 9-AO if, as a result of the inquiry, FSA concludes further investigation is warranted, but RCO declines to proceed with the investigation.

**Note:** For those referrals with no findings, a response from RCO POC is not required.

73 State Office Action (Continued)

**C Monitoring Spot Check Inspections**

State Office POC’s shall monitor the completion of RCO spot checks for each county in the State and, when applicable, shall remind County Offices of the importance of timely completing RCO inspections.

Reminder notices can be provided to counties by any available means, such as phone calls, e-mail, etc.

**D RCO Spot Check Report**

In addition, State Office POC’s shall provide a report to the National Office that will identify the RCO selected spot checks for all counties in the State that have not been completed. At a minimum, the report shall contain the following information:

- State and county names
- producer name
- crop selected.

**Example:** The following is an example of the RCO Spot Check Report.

<b>Georgia RCO Spot Check Report</b>			
<b>County Name</b>	<b>Producer</b>	<b>Crop</b>	<b>Comments</b>
<b>Appling</b>	Producer Name	Peanuts	
	Producer Name	Cotton	
	Producer Name	Cotton	
<b>Atkinson</b>	Producer Name	Flue Cured Tobacco	County has completed the initial inspection but has not completed the final inspection at this time.
	Producer Name	Peanuts	
<b>Bacon</b>	Producer Name	Cotton	
	Producer Name	Cotton	
<b>Baker</b>	Producer Name	Cotton	

**Notes:** The “Comments” field is optional and **not** required.

Reports do **not** have to be in the same format as the example. State Office POC’s may add any additional fields as desired provided the report contains, at a minimum, the data outlined in this subparagraph.

73 State Office Action (Continued)

**E Submitting RCO Spot Check Report**

State Office POC’s shall submit the RCO Spot Check report quarterly each year according to the following.

<b>Quarter</b>	<b>Deadline to Submit RCO Spot Check Report</b>
1	July 31
2	October 31
3	December 31
4	March 31

State POC’s shall submit the RCO Spot Check report to the National Office by either of the following:

- e-mail at **melonie.sullivan@wdc.usda.gov**
- FAX at 202-690-2569, Attn: Melonie Sullivan.

Monitoring of RCO spot checks shall be implemented immediately. Submitting quarterly reports shall be effective for the 2012 RCO Spot Check lists. Accordingly, the first report shall be submitted July 31, 2012, and subsequent reports submitted thereafter according to the established deadlines.

**\*--F Assisting in RCO Mileage Reimbursement**

FSA and RMA finalized an agreement for mileage reimbursement associated with completing RCO growing season inspections. As a condition for reimbursement, FSA must document mileage associated for each RCO spot check.

State Office POC’s shall:

- remind County Offices to document mileage incurred for each RCO spot check
- work with County Offices to accurately document the correct mileage associated with each RCO spot check.--\*



73 State Office Action (Continued)

**\*--G Submitting Annual RCO Mileage Reimbursement Spreadsheet**

Annually, after the post of the spring RCO spot check list for the FY, the National Office will send State Office POC's an RCO Mileage Reimbursement Spreadsheet. State Office POC's shall:

- work with County Offices to ensure that accurate mileage for each completed RCO spot check has been documented on the RCO Mileage Reimbursement Spreadsheet
- compile mileage totals for all counties and have the total State RCO mileage amounts certified by SED or Administrative Officer
- submit the completed RCO Mileage Reimbursement Spreadsheet to the National Office by e-mail to Melonie Sullivan at **melonie.sullivan@wdc.usda.gov** no later than **September 14<sup>th</sup> of each year.**

**Note:** The RCO Mileage Reimbursement Spreadsheet contains PII and must be encrypted before e-mailing to the National Office.

**H Completing RCO Mileage Reimbursement Spreadsheet**

The RCO Mileage Reimbursement Spreadsheet:

- shall include all RCO spot checks completed during the FY
- may include spot checks from prior years' RCO spot check list.

The following is an example of the RCO Mileage Reimbursement Spreadsheet.

State	County	Producer Name	Crop	Mileage From Initial Inspection	Mileage From Final Inspection	Total Mileage	Mileage Rate	Total Cost
AL	Coffee	Producer 1	Peanuts	25	25			
AL	Coffee	Producer 1	Cotton	10	10			

**Note:** Only mileage for the initial and final inspections must be documented in the RCO Mileage Reimbursement Spreadsheet. The "Total Mileage", "Mileage Rate", and "Total Cost" columns automatically populate.

IF...	THEN State Offices...
an RCO spot check was completed during the FY, but is not listed on the RCO Mileage Reimbursement Spreadsheet	may add the spot check to the RCO Mileage Reimbursement Spreadsheet.
a spot check is on the RCO Mileage Reimbursement Spreadsheet, but an RCO inspection was <b>not</b> conducted	shall ENTER "0" in the applicable mileage column.

--\*



## 73 State Office Action (Continued)

**\*--I Calculating RCO Mileage**

Total mileage for each RCO inspection shall include round trip mileage to the producer's farm and back to the County Office.

RCO may identify multiple crops for a producer on the spot check list. Each crop is listed separately for the producer on the RCO Mileage Reimbursement Spreadsheet. If additional mileage is incurred to verify a subsequent crop, that mileage shall be documented on the RCO Mileage Reimbursement Spreadsheet.

**Example:** RCO spot checks were completed for Producer 1 for peanuts and cotton. Mileage to the producer's farm to spot check the peanuts totaled 25 miles round trip. The producer's cotton acreage was on an adjacent farm 5 miles away. In this case, 25 miles should be documented as the total mileage for the peanut crop and 10 miles should be documented as the total mileage for the cotton crop.

If an RCO inspection was completed in connection with other FSA inspections, total mileage for the trip may be included provided the RCO inspection was the farthest point. If the RCO inspection was not the farthest point for the trip, only the mileage associated with the RCO inspection may be included in the RCO Mileage Reimbursement Spreadsheet.

**Example 1:** The County Office completed RCO inspections and bin measurements on the same day. The RCO inspection was 20 miles from the County Office. The bin measurement was conducted only 5 miles from the County Office. In this case, the total mileage from the RCO inspection may be included in the RCO Mileage Reimbursement Spreadsheet because the RCO inspection was the farthest point traveled for the inspection.

**Example 2:** The County Office is conducting FSA-578 acreage inspections for a farm 15 miles from the County Office. On the way, the County Office employee travels 5 miles and completes an RCO inspection for a producer on the spot check list. In this case, the total mileage can only be documented on the RCO Mileage Reimbursement Spreadsheet for 10 miles (5 miles to and from the County Office) since the RCO inspection was not the farthest point traveled.

Total mileage on the RCO Mileage Reimbursement Spreadsheet shall **only** include mileage associated with performing RCO growing season inspections for producers on the spot check list. Mileage incurred during other inspections for AIP's shall **not** be included.--\*

74 RMA Action

A Action

\*--For all AD-2007 and AD-2027 category 4 D referrals, the State Office POC, RCO shall--\* complete this table.

Step	Action	
1	Review referral and determine whether further review is warranted.	
2	Request additional information if necessary.	
3	Within 5 calendar days after receiving the referral, provide a written response that describes the intended action.	
4	<b>IF a review is...</b>	<b>THEN RCO shall...</b>
	not warranted	inform the State Office POC in writing.
	warranted	determine whether RCO conducts the review: <ul style="list-style-type: none"> <li>●*--if a referral to AIP is warranted--*</li> <li>● according to standard operating procedure.</li>   <li>●*--RCO shall prepare a transmittal letter to AIP including AD-2007 or AD-2027. Attach the supporting--* documentation provided by FSA. Redact out the name of the complainant and any information that may be used to identify the complainant before sending AD-2007 to *--AIP.--*</li>   <li>● RCO shall evaluate the appropriateness of the actions taken *--by AIP and determine whether further review is necessary and provide response to AIP.--*</li> </ul>
5	RCO may refer the case to OIG at any time during the process.	
6	At the conclusion of the review process, RCO shall provide a written summary of the review results to the State Office POC.	

**\*--75 AIP Action****A Referrals to AIP by RCO**

If the review is referred by RCO to AIP, AIP shall:

- perform a field inspection--\*
- take the appropriate action
- document their actions
- provide a report back to RCO on results of the review and actions taken.

**\*--B Referrals to State POC by AIP**

AIP's may request additional documentation from the County Office through the State Office POC in cases where AIP suspects fraud, waste, or abuse and RMA has failed to timely respond within 30 calendar days from an initial request made by AIP.

**C Request for Information**

AIP or loss adjusters performing claim reviews, inspections, and quality control reviews may be provided AD-2007 or AD-2027 and all supporting information. Requests shall be made on FSA-426-A.

County Offices may accept the AIP's or loss adjuster's written certification on FSA-426-A as acceptable proof that it is authorized access to the producer's records. However, if the County Office has concerns, it may request AIP or loss adjuster to provide additional proof that the insured has a policy with the company. An example of acceptable proof includes 1 or more of the following:

- producer signed application or transfer of coverage
- schedule of insurance or summary of coverage.

**Note:** County Offices shall not release AD-2007 and/or AD-2027 to insurance agents. AD-2007 and AD-2027 are protected against release to third parties under 5 U.S.C. Section 552(b)(6) of FOIA.--\*

**76-80 (Reserved)**



**\*--Part 3 Claim Audits, Inspections, and Quality Control Reviews**

**81 Overview**

**A Background**

Appendix IV of the Standard Reinsurance Agreement requires AIP's to conduct claim audits, inspections, and quality control reviews that will:--\*

- provide assurances that procedures, systems, and programs are effective and adequate
- be used to:
  - expose intentional program abuse
  - identify discrepancies, inconsistencies, or errors.

\* \* \*

**B Purpose**

This part provides procedure to State and County Offices for:

- \*--assisting AIP's that are conducting claim audits, inspections, and quality control reviews
- processing forms and letters received from RCO requesting producer information
- assisting RCO's that are conducting evaluations of AIP's claim reviews, inspections, and quality control reviews.--\*





## 82 Responsibilities

### A AIP Responsibilities

AIP's are required to conduct claims audits, inspections, and quality control reviews. AIP's:

- may request information from County Offices to assist in verifying information submitted by an insured producer
- **\*--Note:** AIP's may request information to verify new producer determinations. In these cases, AIP's must ensure that all tools; such as Common Information Management System, Hyper Dynamic Reporting Application, and Policy Holder Tracking System; have been used to verify new producer determinations before requesting information from FSA. AIP's shall only request FSA verification on cases that cannot be resolved using available resources.--\*
- should only be requesting information needed to complete their reviews
- shall submit a completed FSA-426-A to the County Office to request producer information
- shall ensure procedures are in place to preserve privacy of information obtained from FSA.

### B RCO Responsibilities

RCO may evaluate a sample of completed AIP claims reviews, inspections, and quality control reviews. If discrepancies are discovered, RCO may submit a request to the applicable County Office for documentation that would resolve discrepancies in the AIP's review.

RCO's shall submit:

- FSA-426-A to the applicable County Office to request producer documentation

**Note:** See subparagraph 83 C for an example of a completed FSA-426-A.

- personal identification to County Offices if requesting documents in person.

RCO's may request documentation that does not reside in the County Office and may request the County Office to make a field visit. Information obtained outside of the County Office can only be requested by RCO. RCO shall make the request using RMA letterhead. Requests shall be sent to the State Office POC. See Exhibit 12 for an example of a RMA field visit request letter.

**Note:** Field visits may include the verification of information or data through independent resources.

**82 Responsibilities (Continued)**

**C State Office Responsibilities**

The State Office POC shall:

- assist AIP's and County Offices if problems cannot be resolved at the County Office level
- immediately notify PECD when there is a change in the State Office POC.

**Note:** FAX changes to 202-720-4941.

**D County Office Responsibilities**

County Offices shall:

- continue to give priority service to producers
- identify and prevent conflict of interest situations involving County Office employees when conducting field visits
- verify that the insured has a policy with AIP and provide copies of the following applicable documents as requested on the FSA-426-A:

**Note:** See subparagraph 75 C for guidelines for releasing information on FSA-426-A.

- CCC-502
- AD-1026A
- FSA-578 (producer print), for current and prior years
- price support loan or LDP documents and, if applicable, NAP loss claims or crop disaster applications

## 82 Responsibilities (Continued)

## D County Office Responsibilities (Continued)

- map photocopy
- “Other” documents may be requested, such as producer lease agreements

**Notes:** AIP must identify in FSA-426-A, “Remarks” section, the documents being requested.

Request for documents other than those listed should:

- be limited
  - be requested only when about the review.
- process the information request in no less than 7 workdays from the day the County Office receives FSA-426-A
  - provide copies of requested documents to AIP or RCO by mail, FAX, or in person
  - notify AIP immediately if documents requested cannot be processed within the 7 workday timeframe or do not exist
  - if requested by RCO, conduct an inspection or field visit and document results

**Note:** RCO requests for field visit shall be submitted on RMA letterhead. See Exhibit 12 for an example of a RMA field visit request letter.

- \*--if requested, provide documentation to AIP’s to verify new producer determinations.

**Note:** County Offices are **not** required to provide FSA-578 producer prints to verify new producer determinations. Instead, telephone verification or a written statement from the County Office is acceptable. The following are examples of acceptable statements to provide to AIP’s to verify new producer determination requests.

- “FSA does not have any record of the producer having planted the crop in the county for the most recent XX years.”
- “FSA records show the producer planted the crop in the county in the following years: CY XXXX; CY XXXX.”--\*

83 Completing FSA-426-A

A FSA-426-A Required Entries

\*--County Offices shall review, upon receipt from the requester, FSA-426-A, items 1 through 14.

**Note:** FSA-426-A shall not be used for purposes other than claim audits, inspections, and quality control reviews.--\*

Item Number	Item Definition	Item Description
1	FSA County Office Name, Address and Telephone No.	Insured's FSA Administrative County Office.
2	Crop Year	Crop year for claim.
3	Date	Date of information request.
4	*--AIP's Name	Name of requesting AIP.  <b>Note:</b> If an RMA request, ENTER "RMA".--*
5	Phone Number	Telephone number for the:  •*--AIP representative--* • RMA compliance investigator.
6	Requester	As applicable, check (✓):  •*--"Company Request", for AIP representative--* • "RMA Request", for RMA compliance investigator.
7	Insured Name	Producer's name identified for the claim review.
8	ID Number	*--Last 4 digits of tax identification number of insured.--*
9	Crop	Crop selected for claim review.
10	Policy Number	Crop insurance policy number for the insured.
11	Information Requested	Check (✓) appropriate boxes that are applicable to the claim review. See subparagraph B.
12	Request Information to be:  •*--mailed • FAXed--* • available for pickup	Check (✓) applicable box and mailing address if the documents requested are to be mailed.
13	Remarks	*--Identify other information being requested. List purpose of request, such as quality control review, GRP review.
14A	Requester's Printed Name and Signature	• AIP representative • RMA compliance investigator.
14B	Title	Includes AIP or RCO requesting information.--*  <b>Example:</b> ABC Insurance Company, Quality Control Reviewer, or RMA Western Regional Compliance Office.
14C	Date	Date the requester signed FSA-426-A.

83 Completing FSA-426-A (Continued)

**B Forms Identified on FSA-426-A**

The following identifies the forms listed on FSA-426-A and the information that can  
 \*--corroborate information on a claim audit, inspection, and/or quality control review. AIP--\*  
 or RCO shall only request the needed forms.

Form Number	Form Description	Information To Be Verified
CCC-502  (Includes CCC-502A-Individual, CCC-502B-Joint Venture or General Partnership, CCC-502C-Corporation, Limited Partnerships of Other Similar Entities as applicable)	Farm Operating Plan for payment limitation review	Share lease or cash lease agreements, entity information, other farming interests
AD-1026A	Identifies Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification.	Producer name, address, and telephone number, multi-county producer, control county and photo/grid, and land location.
FSA-578 (producer print)  (prior or current year)	*--Report of Acreage by last 4 digits of producer ID.--*	Crops planted, crop intended use, acres, and share. Total farmland and cropland.
Price support loan documents, CCC-677, CCC-678, and CCC-Cotton A  Price support loan deficiency documents, CCC-666, CCC-709, and CCC-Cotton AA  NAP loss claims or crop disaster program applications, if applicable	Production evidence	Total production for a farm submitted for a loan.  Total production for a farm submitted for LDP.  If applicable, production submitted for a crop disaster payment or NAP payment.
Map photocopy or aerial slides	Identifies the approximate boundaries of the crop on the farm.	Land location and crop conditions.
Other	<b>Example:</b> Lease Agreement	Share

83 Completing FSA-426-A (Continued)

C Example of FSA-426-A

Following is an example of FSA-426-A.

\*--Note: FSA offices may access FSA-426-A at <http://intranet.fsa.usda.gov>. In the future, AIP's may access FSA-426-A at RMA's web site.

This form is available electronically.

<b>FSA-426-A</b> U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency  <b>MPCI/FCIC INFORMATION REQUEST</b>		1A. COUNTY FSA OFFICE NAME AND ADDRESS (Zip Code) Goode Co. Farm Service Agency 91 Appleton Road Washington, PA 15301															
		1B. TELEPHONE NO. (Area Code) 724-891-2345															
2. CROP YEAR 2001		3. DATE (MM-DD-YYYY) 02-06-2002															
<b>ITEMS 4 THROUGH 14 TO BE COMPLETED BY REQUESTER</b>																	
4. APPROVED INSURANCE PROVIDER (AIP) NAME Farmers Insurance Co.		5. TELEPHONE NO. (Area Code) 859-123-4567															
6. REQUESTER Company's Request <input type="checkbox"/> RMA Request <input type="checkbox"/>																	
7. PRODUCER'S NAME	8. ID NUMBER <i>(Last 4 Digits of SSN or Tax ID No.)</i>	9. CROP NAME	10. POLICY NUMBER														
I.M. Insured	4444	XXXX	XXXXXXXXXX														
11. INFORMATION REQUESTED ( ) Check appropriate box(es) that are applicable to producer.																	
<table border="1"> <tr> <th>A. CCC-502</th> <th>B. AD-1028A</th> <th>C. FSA-578 PRIOR YEAR PRODUCER PRINT</th> <th>D. FSA-578 CURRENT YEAR PRODUCER PRINT</th> <th>E. PRODUCTION EVIDENCE</th> <th>F. MAP PHOTO COPIES</th> <th>G. OTHER</th> </tr> <tr> <td></td> <td></td> <td>X</td> <td>X</td> <td></td> <td>X</td> <td>X</td> </tr> </table>				A. CCC-502	B. AD-1028A	C. FSA-578 PRIOR YEAR PRODUCER PRINT	D. FSA-578 CURRENT YEAR PRODUCER PRINT	E. PRODUCTION EVIDENCE	F. MAP PHOTO COPIES	G. OTHER			X	X		X	X
A. CCC-502	B. AD-1028A	C. FSA-578 PRIOR YEAR PRODUCER PRINT	D. FSA-578 CURRENT YEAR PRODUCER PRINT	E. PRODUCTION EVIDENCE	F. MAP PHOTO COPIES	G. OTHER											
		X	X		X	X											
12A. INFORMATION WILL BE: <input type="checkbox"/> MAILED <input type="checkbox"/> FAXED <input type="checkbox"/> AVAILABLE FOR PICK UP		12B. ADDRESS, IF MAILED															
13. REMARKS (Include purpose of request, i.e., quality control review) Please provide a copy of I.M. Insured's lease agreement.																	
<b>14. CERTIFICATION</b> I certify that the producer(s) listed above has a current policy subject to review. This information will be used solely by the insurance company I represent for the express purpose of fulfilling claim audits, inspections, and quality control reviews.																	
A. REQUESTER'S PRINTED NAME	B. REQUESTER'S SIGNATURE /s/ Nicholas Chase	C. TITLE ABC Insurance Company, Quality Control Reviewer	D. DATE (MM/DD/YYYY) 02-06-2002														
<b>15. TO BE COMPLETED BY FSA ONLY</b>																	
A. DATE RECEIVED (MM-DD-YYYY)	B. DATE FURNISHED (MM-DD-YYYY)	C. WORKLOAD DATA	D. INITIALS														

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--\*

84 (Withdrawn--Amend. 21)

85-100 (Reserved)

2-8-08

4-RM Amend. 21

Page 3-8

**Part 4 (Withdrawn--Amend. 8)**

**Section 1 (Withdrawn--Amend. 8)**

**101-108 (Withdrawn--Amend. 8)**

**109, 110 (Reserved)**

**Section 2 (Withdrawn--Amend. 8)**

**111-118 (Withdrawn--Amend. 8)**

**119 (Reserved)**





**Part 5 STC Consultation**

**120 Overview**

---

**A  
Background**

The consultation process is a means for RMA and FSA to share and exchange FSA and RMA program information and to identify possible program areas of concern or discrepancies before they become effective. This information will include RMA crop program updates for existing programs, new programs, and program expansion. The consultation process will allow FSA the opportunity to review and make recommendations on policies, plans of insurance, and materials related to these policies or plans of insurance, including applicable final planting dates, assigned yields, and transitional yields (T-yields).

---

**121 Responsibilities**

---

**A  
RMA  
Responsibilities**

RMA shall designate an RO POC and an alternate POC to be responsible for the coordination of STC consultation requests with the FSA State Office POC.

---

**B  
RO POC  
Responsibilities**

RO POC shall:

- coordinate scheduling of requests with the State Office POC
  - provide a request of actions to be taken
  - provide State Office POC information for review in conjunction with the request for feedback
  - upon receipt of an STC recommendation, provide a response of actions taken
  - assign a tracking number to the consultation request and log request on AD-2006A (Exhibit 15) if initiated by RMA.
- 

Continued on the next page

121 Responsibilities (Continued)

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**C**  
**STC**  
**Responsibilities**

STC shall:

- if applicable, consult COC for input regarding requests for review of crop insurance program information
  - **\*--not provide any data received from RMA to the private industry when requesting input--\***
  - review compiled data gathered by the State Office POC
  - make recommendations to consultation requests submitted by RO POC
  - when aware of program vulnerabilities in their State, STC must notify the State Office POC to initiate recommendation process
  - identify, review, and recommend appropriate action to RO POC to change existing/proposed RMA T-yields, dates, practices, etc.
- 

**D**  
**State Office POC**  
**Responsibilities**

The State Office POC shall:

- maintain communications with RO POC
  - coordinate scheduling of requests with RO POC
  - conduct a cursory review of the request provided by RO POC
  - complete fact finding
- \*--Note:** The information provided by RMA is USDA internal use information. Do not provide any data received from RO POC to the public.--\*
- 

Continued on the next page

121 Responsibilities (Continued)

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**D**

**State Office POC Responsibilities (Continued)**

- provide STC and RO POC with supporting documentation including any written justification as appropriate to address identified concerns
- present the request and findings of fact to STC
- document and forward STC recommendations to RO POC

**Note:** RO’s addresses and States served are located in Exhibit 16.

- provide RO POC with STC written responses citing no concerns identified when appropriate
  - assign a tracking number to the recommendation and log request on AD-2006A if initiated by STC or County Office.
- 

**E**

**COC Responsibilities**

COC’s shall:

- review documents submitted by the State Office POC and provide recommendations on AD-2006

**Note:** See Exhibit 17.

- respond to requests for input according to the State Office POC schedule
- \*--not provide any data received from the State Office POC to the public when requesting input

**Note:** This information is USDA internal use information.--\*

- identify and initiate recommendations if problems or concerns are identified with the crop insurance program
  - when aware of program vulnerabilities in their county, COC must notify the State Office POC.
-

## Section 1 RO Requests to FSA

122 Overview

---

## A

**Background**

This section describes the process for which RO will request STC to review and evaluate RMA MPCl program information. This process also provides a mechanism for RO to share and exchange crop program information with STC.

---

123 **Types of Consultation Requests**

---

## A

**RMA  
Consultation  
Requests**

The type of requests submitted by RO to STC include but are not limited to the following:

- program dates

**Examples:** Sales closing date, final planting date, initial planting date, etc.

- RMA T-yields
  - statements (special provisions, MPCl crop policies, etc.)
  - existing crop program expansion
  - existing crop program deletion
  - farming practices and crop types/varieties
  - high-risk/unrated land.
-

**124 Processing Consultation Request**

---

**A  
RO POC  
Information**

RO POC shall:

- provide appropriate documentation and submit with AD-2006 (Exhibit 17) to the State Office POC
  - complete the issue and background (including the level of review and deadlines for completion)
  - inform the State Office POC of actions taken by RO as a result of the FSA recommendations.
- 

**B  
State Office POC  
Information**

Regardless of where the AD-2006 request is initiated, the State Office POC shall:

- review the RMA request to determine whether all information is included for STC to review, evaluate, and provide a recommendation
- Note:** If the State Office POC determines additional information is needed, the State Office POC:
- may contact the County Office for additional or supporting information
  - will specify the information needed, appropriate format and deadlines.
- respond to the request by completing FSA State Office recommendations with supporting justification and documentation. See Section 3.
- 

**125-129 (Reserved)**



**Section 2 FSA Inputs to RO****130 Overview**

---

**A****Background**

This section describes the process for which STC can initiate and recommend changes to RMA MPC I crop programs through the State Office POC. This process also provides a mechanism for the State Office to share and exchange crop program information with RMA.

---

**131 Types of Consultation Recommendations**

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**A****FSA  
Consultation  
Recommendation**

The type of recommendations submitted by STC to RO include, but are not limited to, the following:

- program dates

**Examples:** Sales closing date, final planting date, initial planting date, etc.

- RMA T-yields
  - statements (special provisions, MPC I crop policies, etc.)
  - existing crop program expansion
  - existing crop program deletion
  - farming practices and crop types/varieties.
-

132 Processing Consultation Recommendations

---

**A**

**State Office POC Information**

The State Office POC shall:

- if requested by STC, research and justify issue or concerns
- review issues and recommendations submitted by COC's/offices along with supporting documentation
- complete the issue and background (including the level of review and deadlines for completion)
- review the FSA County Office/Committee recommendation to determine if all information is included for STC to review, evaluate, and provide a recommendation. If the State Office POC determines additional information is needed, the State Office POC:
  - may contact the County Office for additional or supporting information
  - will specify the information needed, appropriate format and deadlines.

**Note:** Recommendations will be submitted through the State Office POC to the appropriate RO POC. Recommendations initiated by COC must be submitted to the State Office POC on AD-2006.

---

**B**

**RO POC Information**

RO shall inform STC of actions taken by RO as a result of the recommendation.

---

133-139 (Reserved)



Section 3 Documentation

**140 Required Minimum Documentation in Support of Recommended Program Changes**

---

A

**Required Documentation**

The County Office or STC shall use this table when initiating requests in support of recommended program changes on policies, plans of insurance, and materials related to these policies or plans of insurance. The State Office POC shall ensure that the minimum listed documentation associated to the type of program change is attached to AD-2006 in support of the recommendation.

Types of Requests Initiated by FSA	Minimum Documentation Needed in Support of the Program Change
Crop Expansion/Uninsured Practice/Type/Variety (P/T/V)	Type (for crop expansion) Practice Prices received (for crop expansion/type) Production history (yield per acre) Number of planted acres/producers Number of producers requesting insurance Market Evidence of adaptability
Planting Dates (Final/Initial)	Land grant universities Cooperative Extension Service Seed companies, etc.
RMA T-Yield	County yield history by P/T/V Cooperative Extension Service Land grant universities Other verifiable sources
Crop Program/P/T/V Deletions	Acreage trends Number of producers Loss of market/trends/processors

**Note:** For those types of requests initiated by RO for review, the State Office POC may contact RO POC for assistance as to the minimum supporting documentation required for the individual request. Additional documentation may be requested by RO POC from the State Office POC if further supporting documentation is required.

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141-144 (Reserved)



Section 4 Timelines

145 General Timelines

---

A

Overview

At a minimum, the State Office POC and RO POC shall meet annually to discuss crop program changes made for the current crop year and issues to be reviewed for subsequent crop years. Periodic meetings throughout the year may occur if deemed necessary to discuss work load and priorities.

---

146 RO Requests

---

A

RO Deadlines

Deadlines for completion of FSA reviews and the submission of recommendations to RO POC's will be coordinated. These deadlines to the extent possible will ensure timely implementation of these recommendations. RO POC shall notify the State Office POC of the action taken within 60 calender days of receiving the recommendation from the State Office POC.

---

147 FSA Recommendations

---

A

FSA  
Recommendation  
Deadlines

FSA requests identifying crop program discrepancies and recommendations to correct such discrepancies can be initiated or submitted to RO POC at any time. Based on the nature of the request and findings, RO POC shall determine the appropriate action to be taken. RO POC shall notify the State Office POC of the action taken within 60 calender days of receiving the recommendation from the State Office POC.

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148-152 (Reserved)



**\*--Section 5 RMA Program Deficiencies and Policyholder Alerts****153 General Procedure****A Background**

RMA maintains existing crop insurance programs and contracts for the research and development of new products. Pilot crop insurance programs are offered on a limited basis in selected States and counties. Crop programs and pilot programs are periodically evaluated by RMA, OIG, and GAO to determine whether there are deficiencies within the program. RMA may also review individual policyholders to determine if there are any inaccuracies with their insurance data that may be the result of the insured providing incorrect data or the company's failure to follow procedures.

**B Purpose**

This section provides procedure to:

- define RMA program deficiency and policyholder alerts
- advise FSA of probable RMA program deficiencies and policyholder alerts
- advise FSA of identified RMA program deficiencies and policyholder alerts
- identify FSA programs that may be impacted
- inform County Offices of corrective action.

**C Definition of Program Deficiency**

A program deficiency is defined as a defect in a crop insurance policy, procedure, or county actuarial document that result in excessive indemnities being paid to producers outside the authority of the Federal Crop Insurance Act as determined by RMA's Administrator.

**D Definition of Policyholder Alert**

A policyholder alert is defined as a problem, or potential problem, with a policyholder's insurance data that may result in payment being made to the policyholders outside the authority of the Federal Crop Insurance Act.--\*

153 General Procedure (Continued)

**\*--E Identified/Probable Deficiencies and Policyholder Alerts**

RMA will provide States Offices with Reports of Probable and Determined Program--\* Deficiencies and Policyholder Alerts identifying producers and associated counties with coding to identify RMA areas of deficiency and/or policyholder alert concerns.

Although the wording “sections” and “parts” may be used interchangeably when referring to codes, following are code definitions with required County Office actions.

Code	Definition	Action
Code 1	provides details on policies with final determinations by RMA but without corrections to the database. There is still an opportunity for appeal and further review although RMA Compliance has determined with some certainty that there is a problem with the policyholder’s insurance data.	FSA shall carefully review and compare RMA insurance data with FSA producer information. If the producer also participates in FSA programs, ensure that program payments are correct.
Code 2	contains information on RMA programs that RMA Compliance has identified as having potential or identified problems that could cause downloaded data to be in question.	County Offices shall review producer applications, if applicable, and request supporting documentation as necessary.
Code 3	lists policyholders for whom preliminary information indicates a problem may exist.	FSA shall not rely entirely on the RMA data at face value for these policyholders and shall verify the accuracy of each producer’s application and certification, if applicable.--*

## 154 Responsibilities

### A RMA Responsibilities

When a probable program deficiency is identified, RMA shall:

- conduct analysis necessary to evaluate the deficiency after a preliminary assessment indicates that a potential problem may exist
- provide a preliminary notification of the crop program and counties that may be impacted to affected STC, with a courtesy copy to DAFP to ensure that FSA is aware that a probable program deficiency is being evaluated
- \*--prepare a decision memorandum for the RMA Administrator providing the following:--\*
  - the background
  - alleged program deficiency
  - assessment of issue
  - the amount of indemnities paid that are determined to be in excess of compensation authorized by the Federal Crop Insurance Act.

\*--If the RMA Administrator determines that:

- there are no identified program deficiencies, RMA will notify the affected STC with a courtesy copy to DAFP
- there are identified program deficiencies RO will notify the affected STC in writing, using the memorandum in Exhibit 18, of identified program deficiencies with a--\* courtesy copy to DAFP.

**Notes:** The written notification will include:

- explanation of program deficiency
- RMA data affected
- policyholders affected
- indemnity amounts determined to be excess.

RO shall FAX a courtesy copy of all written notifications to STC for a probable or proven program discrepancy to DAFP, at 202-690-2130.

When a policyholder alert is identified, RMA shall issue, on an as needed basis but at least quarterly, a list of all final determinations and policyholder alerts to STC using the memorandum in Exhibit 18.

\*--FSA County Offices shall follow subparagraph 153 D for required action.--\*

**154 Responsibilities (Continued)**

**B FSA National Office Responsibilities**

The FSA National Office shall perform the following responsibilities.

<b>WHEN notified of...</b>	<b>THEN the FSA National Office shall...</b>
a <b>probable</b> RMA program *--deficiency or policyholder alert	<ul style="list-style-type: none"> <li>• determine whether any action is needed or appropriate</li> <li>• ensure that no producer's records are changed based solely on the initial notice of probable RMA program deficiency.</li> </ul>
an <b>identified</b> RMA program deficiency or policyholder alert	determine impact on FSA programs.

**C STC Responsibilities**

When notified of a deficiency or policyholder alert, STC shall inform County Offices of--\* the following:

- RMA program deficiency or handling policyholder alerts
- program impact
- corrective action.

**D County Office Responsibilities**

County Offices may request additional substantiating information from producers for any questionable information and shall ensure that corrective action is carried out.

**155-159 (Reserved)**



## Part 6 Data Reconciliation

### Section 1 General Policy and Provisions

#### 160 General Provisions

##### A Introduction

The Agricultural Risk Protection Act of 2000 mandates that “the Secretary shall develop and implement a coordinated plan for FCIC and FSA to reconcile all relevant information received by FCIC or FSA from a producer who obtains crop insurance coverage under this title. Beginning with the 2001 crop year, the Secretary shall require that FCIC and FSA reconcile this producer-derived information on at least an annual basis to identify and address any discrepancies.”

##### B Purpose

This part contains:

- provisions for the responsibilities of:
  - FSA County Offices
  - FSA State Office POC’s
  - RCO’s
  - \*--AIP’s--\*
- information about standards set for data reconciliation
- procedure for:
  - identifying discrepancies
  - correcting discrepancies identified on the Acreage/Share Data Reconciliation Report
  - \*--resolving discrepancies between agencies and AIP’s.--\*

**\*--161 2001 Crop Year Data Reconciliation****A Introduction**

For crop year 2001, RMA and FSA data is being compared at the crop, or summary, level. The summary level shows all acreage for a specific crop by crop share in the county where the land is physically located. The crop acreage and production are not being broken down to lower comparison levels, such as by crop type or practice.

**Example:** Producer is on 3 farms on FSA records, each with 100 acres. On 2 of the farms, the producer has irrigated corn. On the third farm, the producer raised non-irrigated corn. A total of 300 FSA acres of corn are listed for the producer.

For future years, data may be reconciled at a lower level.

**B Data Elements for Review**

The following 4 areas have been identified for data reconciliation:

- producer identification number
- crop shares
- acreage
- production.

As RMA and FSA move toward a common computing environment, the elements to be reconciled will be expanded to ensure program integrity.

**C Crops Being Reviewed**

For the 2001 crop year data reconciliation process, information on the following crops are being reconciled:

- |   |                               |
|---|-------------------------------|
| • barley                                | • peanuts                     |
| • canola                                | • quota tobacco               |
| • corn                                  | • rapeseed                    |
| • cotton (upland and extra long staple) | • rice                        |
| • crambe                                | • safflower                   |
| • flax                                  | • soybeans                    |
| • grain sorghum                         | • sunflower (oil and non-oil) |
| • mustard                               | • wheat.--*                   |
| • oats                                  |                               |

**\*--161 2001 Crop Year Data Reconciliation (Continued)**

---

**D****Location Versus  
Administrative  
County**

RMA maintains unit information by land location. FSA maintains tract information by physical land location, however the tract may be maintained and administered by a different County Office.

Because RMA does not have data to define which FSA County Office administers the farm where the land is physically located, all crop data for 2001 is being accumulated by land location. FSA created a process to read the tract files to determine the land location for the tract. The acreage for the crop is then accumulated for the land location and downloaded to physical location County Office.

Because location county is being used for this process, the following problems may occur:

- County Offices may receive information on a producer who does not have any farms administered in their county
- acreage downloaded to County Offices will not match the acreage on all the producer's FSA-578's.

In these cases, the County Office that administers the tracts located in another county shall contact County Offices where the land is physically located to determine the share and acreage information downloaded to them on the Acreage/Share Data Reconciliation Report.--\*

---

Continued on the next page

**\*--161 2001 Crop Year Data Reconciliation (Continued)**

**E**

**General Description of the Comparison Process**

An automated process has been developed in KC-ITSDO to eliminate the number of records requiring FSA County Office review. The following is a general description of how:

- data is shared between RMA and FSA
- potential data discrepancies are determined for inclusion on the Acreage/Share Data Reconciliation Report.

Step	Who	Action
1	RMA	Compiles data for all insured producers for the crops listed in subparagraph C. Data is accumulated by crop share for each crop insured by location county.
2	RMA	Accumulated data is electronically transmitted to FSA, KC-ITSDO.
3	FSA KC-ITSDO	Compiles data for all producers for the crops listed in subparagraph C. Data is accumulated by producer by crop share for each crop reported on FSA-578 by physical land location.  <b>Note:</b> The physical land location is obtained from the farm maintenance tract files.

--\*

Continued on the next page

\*--161 2001 Crop Year Data Reconciliation (Continued)

**E**  
**General**  
**Description of**  
**the Comparison**  
**Process**  
**(Continued)**

Step	Who	Action	
4	FSA KC-ITSDO	Data from RMA's data file is compared to data from FSA's data file. Discrepancies are determined according to the following.	
		<b>IF...</b>	<b>THEN...</b>
		an ID number is found on the RMA files that is not present on the FSA file	<ul style="list-style-type: none"> <li>• all the producer's crop records are listed on the Acreage/Share Data Reconciliation Report in the FSA County Office corresponding to RMA's location county</li> <li>• the record(s) must be reviewed by FSA County Offices to determine if a discrepancy exists with the ID number.</li> </ul>
		RMA's ID number matches an ID number on FSA's files	the crop shares are compared.
		crop shares do not match exactly  <b>Note:</b> FSA uses a 4-digit share, but RMA uses a 3-digit share. To match shares, FSA's shares have been rounded to 3 digits using traditional rounding rules.	<ul style="list-style-type: none"> <li>• all the producer's crop records are listed on the Acreage/Share Data Reconciliation Report in the FSA County Office corresponding to RMA's location county</li> <li>• the record(s) must be reviewed by FSA County Offices to determine if a discrepancy exists between the shares reported to RMA and the shares reported to FSA.</li> </ul>
		crop shares match exactly	the total crop acreage for the producer is are compared.
		crop acreage does not match and is not within established tolerances  <b>Note:</b> See subparagraph 167 D for additional information on acreage tolerances.	<ul style="list-style-type: none"> <li>• all the producer's crop records are listed on the Acreage/Share Data Reconciliation Report in the FSA County Office corresponding to RMA's location county</li> <li>• the record(s) must be reviewed by FSA County Offices to determine if a discrepancy exists between the acres reported to RMA and the acres reported to FSA.</li> </ul>
		crop acreage matches or is within established tolerances	the producer is not listed on the Acreage/Share Data Reconciliation Report.

--\*

Continued on the next page

**\*--161 2001 Crop Year Data Reconciliation (Continued)**

**F**

**Reconciliation  
Process Time  
Line**

The following is the time line for the data reconciliation process. The process is initiated when KC-ITSDO downloads data for the Acreage/Share Data Reconciliation Report to FSA County Offices.

**Note:** The Acreage/Share Data Reconciliation Report will be downloaded approximately every 4 months to County Offices. State and County Offices will be notified when the file is downloaded to County Offices.

Step	Action	Time Frame
1	KC-ITSDO compares RMA-provided data to FSA data. Potential discrepancies are downloaded to applicable County Offices.	
2	County Offices shall: <ul style="list-style-type: none"> <li>• review data listed on the Acreage/Share Data Reconciliation Report to determine if a discrepancy exists</li> <li>• update the automated system with discrepancy codes to reflect review determinations.</li> </ul>	60 calendar days from the download date.
3	State Offices shall : <ul style="list-style-type: none"> <li>• review County Office referral data to ensure that legitimate referrals are transmitted to RMA</li> <li>• update the automated system to send the referral data to RMA.</li> </ul>	74 calendar days from the download date.
4	RMA reviews data discrepancies forwarded by FSA State Office POC's.	To be determined.

--\*

**162-164 (Reserved)**

**\*--165 ID Number Discrepancies**

---

**A**

**Introduction**

The data comparison process matches the 9-digit ID number and the source type (S, E, etc.) of the ID number from RMA and FSA records to determine whether ID numbers provided to both agencies match.

---

**B**

**How Discrepancies Are Identified**

ID numbers that exist on RMA files that do not exist on FSA files are considered potential discrepancies that must be reviewed. If the producer does business with RMA and FSA, then all ID numbers discrepancies shall be resolved by correcting either RMA or FSA files.

---

**C**

**Acceptable Differences**

An ID number is not considered a discrepancy if the producer conducts business with RMA but does not participate in FSA programs.

---

**D**

**Incorrect ID Numbers**

County Offices shall take the following action when it is determined that producers have provided an incorrect ID number to RMA or FSA.

<b>IF the ID number is...</b>	<b>THEN County Office shall...</b>
correct on FSA records	ensure that the record is referred to RMA.
incorrect on FSA records	correct the records according to 1-CM, paragraph 300.

--\*

---

**\*--166 Crop Share Discrepancies**

---

**A**

**Introduction**

Crop shares are being reconciled to ensure that producers provide the same shares to RMA and FSA.

---

**B**

**How Discrepancies Are Identified**

Potential share discrepancies are identified when the share provided to RMA does not match the share provided to FSA on FSA-578. If the shares do not match exactly for the crop information, the crop record is flagged as a potential discrepancy requiring review to determine whether an actual discrepancy exists.

---

**C**

**Acceptable Share Differences**

RMA data may show producer crop shares that differ from the information in FSA County Offices. However in some instances, shares may differ but an actual discrepancy does not exist because RMA procedure allows agents to write policies to:

- 1 spouse for the entire crop share instead of just the share for that spouse
- 1 member or multi-members of a joint operation to insure the total acreage for the joint operation

**Note:** The member or multi-members may or may not use the joint operations ID number to insure the crop.

- a tenant for the landowner’s share of the crop
  - other exceptions, where 1 policy covers multiple producers, including:
    - tobacco marketing card CAT policies
    - undivided interest CAT policies.--\*
- 

Continued on the next page



**\*--166 Crop Share Discrepancies (Continued)**

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**C****Acceptable Share Differences (Continued)**

FSA uses a 4-digit share while RMA uses a 3-digit share. As a result, FSA's share has been rounded, following traditional rounding rules, to 3 digits. In some cases, shares may differ simply because of the rounding and an actual discrepancy does not exist.

**Example 1:** RMA has a share of .666. The share on FSA-578 is .6667. For the reconciliation process, FSA's share is rounded to .667. This results in the producer data being listed on the Acreage/Share Data Reconciliation Report, but an actual discrepancy probably does not exist.

**Example 2:** RMA has a share of .300. The share on FSA-578 is .3333. For the reconciliation process, FSA's share is .333. The producer is listed on the Acreage/Share Data Reconciliation Report and a discrepancy of some kind probably exists.--\*

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**\*--167 Acreage Discrepancies**

---

**A****Introduction**

For the 2001 data reconciliation process, acreage is reconciled at the crop level by producer by location county. Because of the differences in the way each agency maintains data, data cannot be compared at a lower level at this time because:

- RMA maintains data in the location county by unit.
  - FSA maintains data in the administrative county by farm.
- 

**B****Location County**

Because RMA maintains data by location county, FSA is also required to accumulate acreage information by location county so that a comparison can be made. The location county for FSA-578 data is determined by:

- the tract number from FSA-578
- reading the physical location that is recorded for the tract in the farm maintenance file.

If a producer is listed on the Acreage/Share Data Reconciliation Report with FSA acreage and the location county does not have acreage reporting records for that producer, then the location County Office shall contact the administrative County Office to verify acreage reporting information. The location County Office is responsible for updating the producer's report records in the data reconciliation software.

---

**C****How  
Discrepancies  
Are Identified**

FSA accumulates the total FSA-578 acreage for the producer and crop, by location county. Potential acreage discrepancies are identified when the total acreage provided to RMA does not match the total acreage provided to FSA on FSA-578.

If the accumulated crop acreage does not match, and is not within the established tolerance, the crop record is flagged as a potential discrepancy requiring review to determine whether an actual discrepancy exists.--\*

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Continued on the next page

**\*--167 Acreage Discrepancies (Continued)**

---

**D****Tolerance Level**

To reduce the number of discrepancy records requiring FSA County Office review, a tolerance has been established for accumulated acreage data. Acreage discrepancies that exceed the tolerance level will be listed on the Acreage/Share Data Reconciliation Report.

The tolerance level for acreage is the greater of 5 percent or 1 acre of the RMA acres for the producer and crop share.

---

**E****Reported Versus Determined Acreage**

The process to accumulate FSA-578 crop acreage was developed to pick up determined acreage if it is available. If determined acreage is not available for the crop record, then the reported acreage is used.

**Note:** For the initial 2001 crop year data reconciliation, FSA-578 data on the mainframe as of October 9, 2001, was processed.

---

**F****Acceptable Acreage Differences**

Acceptable acreage differences between RMA data and FSA data may result:

- when some acreage of the crop is noninsurable and therefore not reported to RMA
- when producers were not required by LA to revise RMA acres for small differences
- when all farms for the producer have not been reported to FSA
- if the producer has requested that the intended use of the crop be changed.

**Example:** Producer reports wheat for grain and later reports the same acreage as wheat for forage.

Other acceptable differences in acreage are described in further detail in the remainder of this paragraph.--\*

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Continued on the next page

**\*--167 Acreage Discrepancies (Continued)**

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**G  
Crops Having  
Insured and  
Noninsurable  
Practices**

There are situations where RMA insures a crop, but does not insure all practices of the crop. It is possible that the producer will report acreage for both the insurable and the noninsurable practice to the County Office.

**Example:** The producer has 100 RMA acres and 120 FSA acres for wheat. However, 20 of FSA acres have an intended use of grazing or forage. Since grazing is not an insurable practice, the producer probably does not have a data discrepancy, but verification may be needed from the producer.

---

**H  
Prevented  
Planting**

Some of the acreage on the Acreage/Share Data Reconciliation Report may reflect RMA prevented planting acres. FSA does not include prevented planted acreage when accumulating total acreage for the crop.

If, after reviewing the producer's records and contacting the producer for verification of the records, it is determined that the acreage difference is because of prevented planting acreage, a discrepancy does not exist.

---

**I  
Farm  
Reconstitutions**

If a reconstitution has been completed on a farm after an acreage report was filed and another acreage report was filed for the resulting farm(s), the FSA acreage on the Acreage/Share Data Reconciliation Report may appear to be doubled, since acreage is being accumulated at the producer level and not the farm level.--\*

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Continued on the next page

**\*--167 Acreage Discrepancies (Continued)**

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**J****Late-filed or  
Revised Acreage  
Reports**

The acreage information on the Acreage/Share Data Reconciliation Report includes all FSA-578 data transmitted to KC-ITSDO. However, if an acreage report was modified because of a spot-check or late-filed acreage report was loaded after KC-ITSDO ran the RMA and FSA data comparison process, the data on the report may not be accurate.

**Note:** For the initial 2001 crop year data reconciliation, FSA-578 data on the mainframe as of October 9, 2001, was processed.

---

**K****GPS Measured  
Acreage Versus  
FSA  
Spot-checked  
Acreage**

In some cases, RMA and FSA acreages do not agree even though:

- RMA measured acreage using a GPS unit
- FSA spot-checked acreage.

In these case, FSA spot-checked shall not be revised and the acreage discrepancy shall be referred to RMA.--\*

---

**\*--168 Discrepancies in Production Data**

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**A****Introduction**

Because complete RMA is not available until February of 2002 for crop year 2001, production data is not included in the initial data reconciliation review for the 2001 crop year. Additional information will be provided when production data is included for the review process.

---

**B****Tolerance Level**

A tolerance level will be established and announced when production data is included in the data reconciliation process.

---

**C****Acceptable  
Production  
Differences**

RMA and FSA production data may differ because:

- RMA and FSA use different pack factors for measured production
  - RMA may have adjusted production for quality
  - bin measurements by 2 persons will seldom be identical
  - RMA measured production that has since been marketed
  - the producer has optional units and only production for the units that have a loss is reflected
  - FSA loan or LDP was not requested for less than total production.--\*
- 

**169-180 (Reserved)**

## \*--Section 2 FSA County Office Responsibilities

**181 County Office Responsibilities**

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**A****Introduction**

After the data is compared on the mainframe in KC-ITSDO, potential discrepancy information is downloaded to FSA County Offices for review. This section describes FSA County Office responsibilities for reviewing potential data discrepancies and updating the automated system accordingly.

---

**B****County Office Reviews**

Within 60 calendar days from the date the Acreage/Share Data Reconciliation Report data is downloaded to County Offices from KC-ITSDO, County Offices shall:

- print the Acreage/Share Data Reconciliation Report when notified by an Information Bulletin that potential discrepancy data has been downloaded
- identify the reason each producer record is listed as a potential discrepancy
- determine if the producer record(s) should be referred to RMA
- update the automated system with the applicable discrepancy codes and ensure that the data is transmitted to KC-ITSDO.

**Note:** Producers may be listed on the Acreage/Share Data Reconciliation Report for more than 1 reason, such as shares do not match and the acreage is out of tolerance. County Offices shall ensure that all discrepancies are identified and recorded in the system accordingly.

---

**C****Using AD-2007**

County Offices **shall not** use AD-2007 to refer potential data discrepancies to RMA. An automated process has been developed to refer potential discrepancies identified through the data reconciliation reviews to RMA.

AD-2007 shall continue to be used for investigations according to Part 2.--\*

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Continued on the next page

**\*--181 County Office Responsibilities (Continued)**

**D**

**Conducting Reviews**

The following is a general description of the process County Office shall use to:

- review information on the Acreage/Share Data Reconciliation Report
- update the automated system to indicate whether the records are or are not being referred to RMA.

Step	Action
1	Print the Acreage/Share Data Reconciliation Report according to paragraph 183.
2	<p>Review the information listed for each producer on the report. The County Office’s initial review should include reviewing documentation available in the County Office to determine whether:</p> <ul style="list-style-type: none"> <li>• the producer participates in FSA programs, and if so, whether the ID number provided to RMA matches the ID number provided to FSA</li> <li>• the crop shares provided to both agencies match and if they do not, then: <ul style="list-style-type: none"> <li>• are the shares loaded in the FSA-578 software as they were certified to by the producer</li> <li>• does the County Office have independent knowledge that 1 of the exceptions included in paragraph 166 applies to this producer</li> </ul> </li> <li>• the acreage provided to both agencies matches, or is within the established tolerance, and if it does not, then: <ul style="list-style-type: none"> <li>• is the acreage loaded in the FSA-578 software as it was certified to by the producer</li> <li>• does the County Office have independent knowledge that 1 of the exceptions included in paragraph 167 applies to the producer</li> <li>• is any of the acreage on a tract associated with the producer physically located or administered in another county.</li> </ul> </li> </ul> <p><b>Note:</b> If the producer has land that is physically located or administered in another county, then County Offices shall determine what records are available by contacting the other County Office(s).</p>

--\*

Continued on the next page



\*--181 County Office Responsibilities (Continued)

**D**  
**Conducting**  
**Reviews**  
**(Continued)**

Step	Action	
3	<b>IF County Offices determine that...</b>	<b>THEN County Offices shall...</b>
	FSA data is incorrect	correct FSA files for the following types of problems: <ul style="list-style-type: none"> <li>• producer ID number was recorded in the name and address file incorrectly because of a transposition or data entry error</li> <li>• acreage or share data recorded on FSA-578 does not match information certified to by the producer on a map, the numbers were transposed, or there was a data entry error.</li> </ul> <p><b>Example:</b> The producer indicated 510 acres of corn on a map but the acres were loaded in FSA-578 as 150 acres.</p> <p><b>Reminder:</b> County Offices shall ensure that 2-CP provisions are strictly followed before making any changes to FSA-578 data. Acreage that has been spot-checked shall not be changed unless it is determined that the acreage was data loaded in the system incorrectly.</p>
	FSA data is correct or that the County Office does not have independent knowledge that an exception applies	send written notification, using the letter in Exhibit 13, to the producer indicating that a discrepancy exists in the data provided to FSA and RMA. The producer has 30 days from the date of the letter to provide information to the County Office

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Continued on the next page

**\*--181 County Office Responsibilities (Continued)**

**D  
Conducting  
Reviews  
(Continued)**

Step	Action	
4	<b>IF the producer...</b>	<b>THEN County Offices shall...</b>
	does not respond to the County Office’s request for information	<ul style="list-style-type: none"> <li>• update the automated system ensuring that the crop record(s) are flagged for referral to RMA so that the reinsured agent can attempt to contact the producer for verification of RMA data</li> <li>• apply the most restrictive acreage or crop shares to determine if the producer has complied with FSA program provisions for any benefits paid to the producer.</li> </ul>
	indicates FSA data is correct and 1 of the crop share or acreage exceptions applies	<ul style="list-style-type: none"> <li>• update the automated system with “Exception Noted” and include the reason for the exception in the “Remarks” field</li> <li>• do not flag the crop record(s) for referral to RMA.</li> </ul>
	indicates FSA data is correct and 1 of the crop share or acreage exceptions do <b>not</b> apply	update the automated system ensuring that the crop record(s) are flagged for referral to RMA.
indicates FSA data is incorrect	<ul style="list-style-type: none"> <li>• update the automated system and do not refer the record(s) to RMA</li> <li>• review applicable FSA program benefits received by the producer to determine if the producer complied with all program provisions.</li> </ul> <p><b>Note:</b> Refer to the applicable program handbooks to determine any additional action that may be required.</p>	

--\*

**\*--182 Acreage/Share Data Reconciliation Report**

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**A****Introduction**

A mainframe process has been developed to eliminate producer records that do not have any of the identified discrepancies. As a result, only those records containing potential discrepancies are downloaded to County Offices from KC-ITSDO.

Potential discrepancies are listed on the Acreage/Share Data Reconciliation Report printed by County Offices.

---

**B****General  
Description of  
the Report Data**

Before the data is downloaded to County Offices, KC-ITSDO compares producer derived data from FSA records and data provided to RMA through the reinsured companies. The mainframe process searches for mismatches on the following information:

- ID numbers
- insurable crops listed in subparagraph 161 C
- crop share per crop
- acreage per crop.

The Acreage/Share Data Reconciliation Report lists **all** crop records for a producer in a location county if any crop record for that producer has been flagged with a potential discrepancy.

**Note:** A producer may have 10 crop records listed on the report but not all 10 crop records are flagged as a potential discrepancy.

All crops are listed to provide County Offices with a complete description of the producer's crop information. Even though all crop records may not have a discrepancy, County Offices shall update the automated system for all crop records on the report.--\*

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Continued on the next page

**\*--182 Acreage/Share Data Reconciliation Report (Continued)**

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**C  
Interpreting the  
Data  
Reconciliation  
Report**

Only producers with potential discrepancies between RMA and FSA data are listed on the Acreage/Share Data Reconciliation Report. FSA County Offices shall review the report to determine the reason the producer is listed.

**Note:** The reason will not be listed on the report.

Potential discrepancies are indicated on the report as follows:

- ID numbers found in the RMA files but not the FSA files will result in a single line entry on the Acreage/Share Data Reconciliation Report with RMA shares and acreages
- all other potential discrepancies are listed on the Acreage/Share Data Reconciliation Report as follows:
  - 1 line item that includes the RMA and FSA acreages if the RMA and FSA shares are the same
  - 2 line items if the RMA and FSA shares do not match.

**Notes:** The RMA record includes the RMA acreage with no FSA acreage listed.

The FSA record includes FSA acreage with no RMA acreage listed.--\*

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Continued on the next page

\*--182 Acreage/Share Data Reconciliation Report (Continued)

**D**  
**Example of**  
**Acreage/Share**  
**Data**  
**Reconciliation**  
**Report**

The following is an example of the Acreage/Share Data Reconciliation Report.

TEXAS			USDA-FSA				Date: 10-11-2001				
I. MEDINA (COMPL)			RMA DATA RECONCILIATION				Page: 1				
PROD IDNO	CROP ABBR	SHARE	RMA ACRES	FSA ACRES	EX TOL	RMA PROD NAME	REVIEW DATE	RMA REFER	DISCREPANCY IDNO	CD SHR	ACRES
123456947	UPCN	.050		0.00	N		10-05-2001	Y	1	5	5
123456947	SORGH	.050	49.50	131.00	Y	Ed FORD					
123456947	SORGH	.333		7.70	N						
256854785	SORGH	.333	59.70	69.10	Y	MARY TRIESTMAN					
330148756	UPCN	.125	199.30	297.00	Y	MARGARET DEER					
330148756	SORGH	.167	139.50	139.50	N	MARGARET DEER					
330256478	UPCN	.028	73.40		Y	GREGORY MINNICH					
330256478	SORGH	.037	86.30		Y	GREGORY MINNICH					
330658554	UPCN	.041	321.90		Y	ELOISE C FLOCEK					
330658554	UPCN	.042		323.80	N						
330658554	SORGH	.055	298.60		Y	ELOISE C FLOCEK					
330658554	SORGH	.056		298.60	N						
445963546	UPCN	.033	164.00	164.00	N	DOROTHA OCKER					
445963546	UPCN	.125	94.00	94.80	N	DOROTHA OCKER					
445963546	SORGH	.045	170.00	182.20	Y	DOROTHA OCKER					
445963546	SORGH	.167	100.00	100.00	N	DOROTHA OCKER					
447563241	UPCN	.375		1,640.80	N						
447563241	UPCN	.500		274.90	N						
447563241	UPCN	.750	1,641.00		Y	Hellmann JV Larry & Valarie					
447563241	UPCN	1.000	274.90		Y	Hellmann JV Larry & Valarie					
447563241	CORN	.333		311.90	N						
447563241	CORN	.500		20.00	N						
447563241	CORN	.667	311.70		Y	Hellmann JV Larry & Valarie					
447563241	CORN	1.000	20.00		Y	Hellmann JV Larry & Valarie					
449325874	UPCN	.125		79.80	N						
449325874	UPCN	.667		0.00	N						
449325874	UPCN	.750	867.90	967.90	Y	JIMMY DODSON					
449325874	UPCN	1.000		0.00	N						
449325874	SORGH	.167		79.20	N						
449325874	SORGH	.666	1,166.70		Y	JIMMY DODSON					
449325874	SORGH	.667		1,166.70	N						
449325874	SORGH	1.000	7.50	7.50	N	JIMMY DODSON					

ID NUMBER DISCREPANCY CODES:  
 1. FSA ID number verified correct by producer  
 2. RMA ID number verified correct by producer  
 3. No response from producer  
 4. ID number not on FSA records  
 5. ID numbers do not match - different entity types  
 6. No discrepancies

ACREAGE DISCREPANCY CODES:  
 1. FSA acreage verified correct by producer  
 2. RMA acreage verified correct by producer  
 3. No response from producer  
 4. Exception noted  
 5. No discrepancies  
 6. FSA acreage verified correct by FSA records

CROP SHARE DISCREPANCY CODES:  
 1. FSA crop share verified correct by producer  
 2. RMA crop share verified correct by producer  
 3. No response from producer  
 4. Exception noted  
 5. No discrepancies  
 6. FSA crop share verified correct by FSA records

--\*

Continued on the next page

**\*--182 Acreage/Share Data Reconciliation Report (Continued)**

**E  
Report  
Description**

The Acreage/Share Data Reconciliation Report includes the following information.

Field	Description
PROD IDNO	RMA ID number from the data reconciliation download file.
CROP ABBR	Crop abbreviation as listed in 2-CP, Exhibit 10.
SHARE	<p>Crop shares associated with the RMA and/or FSA acres listed on this line item.</p> <p><b>Note:</b> If the RMA and FSA shares:</p> <ul style="list-style-type: none"> <li>• match exactly, RMA and FSA acres will be listed on the same line item</li> <li>• do not match, RMA and FSA acres will be listed on separate line items.</li> </ul>
RMA ACRES	RMA acres as reported from the reinsured companies for that crop for the location county. If this field is blank, then RMA acreage was not available for crop and/or crop share.
FSA ACRES	FSA acres as reported on FSA-578 for that crop. Acres are accumulated by physical land location for tract(s) associated with the producer ID. If this field is blank, then FSA acreage was not available for crop and/or crop share.
EX TOL	<p>This flag is set to “Y” under the following circumstances:</p> <ul style="list-style-type: none"> <li>• an ID number provided by RMA is not found on FSA files</li> <li>• the crop shares do not match</li> <li>• only RMA acres are listed, but matching FSA acres are not found</li> <li>• RMA and FSA acres do not match and are not within the established tolerance.</li> </ul>
RMA PROD NAME	<p>Producers name from RMA’s files. The producer name on FSA’s files is not printed on the report.</p> <p><b>Note:</b> If the line item just reflects FSA data, because RMA data was not found for the applicable crop and/or crop share, then the producer name will be blank.</p>
REVIEW DATE	Reflects the date entered on Data Reconciliation Input Screen MHCA0301, indicating the date the County Office completed the review process for the applicable producer.
RMA REFER	Reflects the referral code entered on Screen MHCA0301, indicating that the County Office has determined that FSA data is correct and the discrepancy should be referred to RMA for further review.
DISCREPANCY CD	<p>Displays the discrepancy codes for ID numbers, crop share, and acres. See the following subparagraphs for additional information on discrepancy codes.</p> <ul style="list-style-type: none"> <li>• subparagraph 187 E for <b>ID number</b> discrepancy codes</li> <li>• subparagraph 188 E for <b>crop share</b> discrepancy codes</li> <li>• subparagraph 189 E for <b>acreage</b> discrepancy codes.</li> </ul>

--\*

Continued on the next page

**\*--182 Acreage/Share Data Reconciliation Report (Continued)**

**F**

**Report Examples** The following examples are from the Acreage/Share Data Reconciliation Report in subparagraph D.

<b>Example</b>	<b>Producer</b>	<b>Description</b>	<b>Conclusions/Action</b>
1	Ed Ford	The UPCN record with the .050 crop share: <ul style="list-style-type: none"> <li>• does not include any RMA acres</li> <li>• has 0.00 FSA acres.</li> </ul>	Because RMA data is not available, a discrepancy probably does not exist and the record should not be referred to RMA for review. However, FSA-578 shall be checked for accuracy.
		The first SORGH record with the .050 crop share lists: <ul style="list-style-type: none"> <li>• 49.50 RMA acres</li> <li>• 131.00 FSA acres.</li> </ul>	This acreage difference exceeds the established tolerance. The County Office shall determine if the acreage difference is a legitimate discrepancy and take the appropriate action.
		The second SORGH record with the .333 crop share: <ul style="list-style-type: none"> <li>• does not include any RMA acres</li> <li>• lists 7.70 FSA acres.</li> </ul>	Because RMA data is not available, a discrepancy probably does not exist and the record should not be referred to RMA for review. However, FSA-578 shall be checked for accuracy.
2	Mary Triestman	The SORGH record with the .333 crop share lists: <ul style="list-style-type: none"> <li>• 59.70 RMA acres</li> <li>• 69.10 FSA acres.</li> </ul>	This acreage difference exceeds the established tolerance. The County Office shall determine if the acreage difference is a legitimate discrepancy and take the appropriate action.
3	Margaret Deer	The UPCN record with the .125 crop share lists: <ul style="list-style-type: none"> <li>• 199.30 RMA acres</li> <li>• 297.00 FSA acres.</li> </ul>	This acreage difference exceeds the established tolerance. The County Office shall determine if the acreage difference is a legitimate discrepancy and take the appropriate action.
		The SORGH record with the .167 crop share lists: <ul style="list-style-type: none"> <li>• 139.50 RMA acres</li> <li>• 139.50 FSA acres.</li> </ul>	There is no discrepancy for this crop record so the system should be updated accordingly.

--\*

Continued on the next page

**\*--182 Acreage/Share Data Reconciliation Report (Continued)**

**F  
Report Examples  
(Continued)**

Example	Producer	Description	Conclusions/Action
4	Gregory Minnich	For both the UPCN and SORGH record, no FSA records are shown.	<p>Since there is no FSA crop share and acreage data, either of the following conditions exists:</p> <ul style="list-style-type: none"> <li>• there may be an ID number discrepancy</li> <li>• the producer has not reported crop acreage to FSA.</li> </ul> <p>The County Office shall determine if the producer participates in FSA programs, and if so, whether the producer ID number is correct.</p>
5	Eloise Plocek	<p>The UPCN records list:</p> <ul style="list-style-type: none"> <li>• 321.90 RMA acres with a crop share of .041</li> <li>• 323.80 FSA acres with a crop share of .042.</li> </ul> <hr/> <p>The SORGH records list:</p> <ul style="list-style-type: none"> <li>• 298.60 RMA acres with a crop share of .055</li> <li>• 298.60 FSA acres with a crop share of .056</li> </ul>	<p>Since the acreage is within the established tolerance, the crop shares should be reviewed. The crop shares are probably not a discrepancy, but rather just a rounding difference.</p> <p>Each record should probably be updated with a discrepancy code of “4”, “Exception Noted” and should not be referred to RMA for further review.</p>
6	Dorotha Ocker	<p>The first SORGH record with the .045 crop share lists:</p> <ul style="list-style-type: none"> <li>• 170.00 RMA acres</li> <li>• 182.20 FSA acres.</li> </ul>	<p>This acreage difference exceeds the established tolerance. The County Office shall determine if the acreage difference is a legitimate discrepancy and take the appropriate action.</p> <p><b>Note:</b> The other crop records do not appear to have a discrepancy but the system should be updated for each record accordingly.</p>
7	Hellmann JV, Larry and Valarie		All records should be reviewed for a crop share discrepancies.

--\*

Continued on the next page



**\*--182 Acreage/Share Data Reconciliation Report (Continued)**

**F  
Report Examples  
(Continued)**

Example	Producer	Description	Conclusions/Action
8	Jimmy Dodson	The third UPCN record with a .750 crop share lists: <ul style="list-style-type: none"> <li>• 867.90 RMA acres</li> <li>• 967.90 FSA acres.</li> </ul>	This acreage difference exceeds the established tolerance. The County Office shall determine if the acreage difference is a legitimate discrepancy and take the appropriate action.
		The second and third SORGH records list: <ul style="list-style-type: none"> <li>• 1,166.70 RMA acres with a .666 crop share</li> <li>• 1,166.70 FSA acres with a .667 crop share.</li> </ul>	Since the acreage is within the established tolerance, the crop shares should be reviewed. The crop shares are probably not a discrepancy, but rather just a rounding difference.  Each record should probably be updated with a discrepancy code of “4”, “Exception Noted” and should not be referred to RMA for further review.

--\*

**\*--183 Accessing Acreage/Share Data Reconciliation Report Software**

---

**A**

**Introduction**

The County Office data reconciliation software has been developed to:

- facilitate the referral of potential discrepancy records to RMA
- record the findings of County Office reviews.

This process eliminates the need for forwarding hard copy documentation, such as AD-2007, to RMA when discrepancies are found.

---

**B**

**Accessing Software**

Access the Acreage/Share Data Reconciliation Report software according to the following table.

Step	Action	Result
1	On Menu FAX250: <ul style="list-style-type: none"> <li>• ENTER “3” or “4”, “Application Processing”, as applicable</li> <li>• PRESS “Enter”.</li> </ul>	Menu FAX09002 will be displayed.
2	On Menu FAX09002: <ul style="list-style-type: none"> <li>• enter the appropriate county, if applicable</li> <li>• PRESS “Enter”.</li> </ul>	Menu FAX07001 will be displayed.
3	On Menu FAX07001: <ul style="list-style-type: none"> <li>• ENTER “9”, “Common Provisions”</li> <li>• PRESS “Enter”.</li> </ul>	Menu MA0000 will be displayed.
4	On Menu MA0000: <ul style="list-style-type: none"> <li>• ENTER “9”, “Data Reconciliation”</li> <li>• PRESS “Enter”.</li> </ul>	Menu MHCA00 will be displayed.

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Continued on the next page

**\*--183 Accessing Acreage/Share Data Reconciliation Report Software (Continued)**

**C**

**Menu MHCA00** The following is an example of 2001 Data Reconciliation Menu MHCA00.

```

COMMAND                                MENU: MHCA00                                H4
2001 Data Reconciliation Menu
-----
      1. Update Acreage/Share Data Reconciliation Report
    * 2. Update Production/Prevented Planting Reconciliation Report

      4. Print Data Reconciliation Reports

    21. Return to Application Selection Screen
    23. Return to Primary Selection Menu
    24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.
Enter option and press "Enter".
    
```

**D**

**Menu MHCA00** The following table lists the options on Menu MHCA00.

**Options**

Option	Use
"1", "Update Acreage/Share Data Reconciliation Report".	Access software to record the results of the data discrepancy review.
"2", "Update Production/Prevented Planting Reconciliation Report".	
"4", "Print Data Reconciliation Reports".	Print the Acreage/Share Data Reconciliation Report.  <b>Note:</b> A newly downloaded file must be printed before Data Reconciliation Maintenance Screen MHCA0101 can be accessed.

--\*

**\*--184 Recording Review Findings**

**A**

**Introduction**

After completing the review for producers listed on the Acreage/Share Data Reconciliation Report, County Offices shall record the findings in the system. This information is uploaded to:

- KC-ITSDO
- State Office POC’s, if the record is flagged for referral to RMA.

**B**

**Updating the System**

County Offices shall update the automated system for **all producer crop records** listed on the Acreage/Share Data Reconciliation Report according to the following table.

Step	Action	Result
1	Access Menu MHCA00 according to subparagraph 183 B.	
2	On Menu MHCA00: <ul style="list-style-type: none"> <li>• ENTER “1”, “Update Acreage/Share Data Reconciliation Report ”</li> <li>• PRESS “Enter”.</li> </ul>	Screen MHCA0101 will be displayed.
3	On Screen MHCA0101, either: <ul style="list-style-type: none"> <li>• PRESS “Enter” to display the first producer on the Acreage/Share Data Reconciliation Report</li> <li>• enter all 9 digits of a specific producer’s ID number from the Acreage/Share Data Reconciliation Report.</li> </ul> <p><b>Note:</b> If a specific producer ID number is entered and that producer is not listed on the Acreage/Share Data Reconciliation Report, the message, “ ID Number not on the RMA/FSA Data Reconciliation File”, will be displayed.</p>	Screen MHCA0201 will be displayed.

--\*

Continued on the next page

**\*--184 Recording Review Findings (Continued)**

**B  
Updating the  
System  
(Continued)**

Step	Action		Result
4	Screen MHCA0201 allows the user to select the crop record to update.		
	<b>IF the user wants to...</b>	<b>THEN...</b>	
	continue with the update process	<ul style="list-style-type: none"> <li>• ENTER "X" next to the crop</li> <li>• PRESS "Enter".</li> </ul>	Screen MHCA0301 will be displayed.
	select another producer	PRESS "Cmd4".	Screen MHCA0101 will be redisplayed.
	exit the process without updating	PRESS "Cmd7".	Menu MHCA00 will be redisplayed.
	select the next producer on the Acreage/Share Data Reconciliation Report	<ul style="list-style-type: none"> <li>• ENTER "N"</li> <li>• PRESS "Enter".</li> </ul>	Screen MHCA0201 will be redisplayed with information for the next producer on the report.

--\*

Continued on the next page

**\*--184 Recording Review Findings (Continued)**

**B  
Updating the  
System  
(Continued)**

Step	Action	Result								
5	Screen MHCA0301 allows the user to enter the following information: <ul style="list-style-type: none"> <li>• date County Office completed the data reconciliation review for the selected producer and crop</li> <li>• “Y” or “N” to indicate whether the County Office is recommending that the record be referred to RMA</li> <li>• ID number discrepancy code</li> <li>• any remarks about the data reconciliation review that may be pertinent to the case.</li> </ul>									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="237 968 704 1031">IF the user wants to...</th> <th data-bbox="704 968 1078 1031">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="237 1031 704 1129">continue with the update process</td> <td data-bbox="704 1031 1078 1129"> <ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul> </td> </tr> <tr> <td data-bbox="237 1129 704 1228">select a different crop record</td> <td data-bbox="704 1129 1078 1228">PRESS “Cmd4”.</td> </tr> <tr> <td data-bbox="237 1228 704 1318">exit the process</td> <td data-bbox="704 1228 1078 1318">PRESS “Cmd7”.</td> </tr> </tbody> </table>	IF the user wants to...	THEN...	continue with the update process	<ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul>	select a different crop record	PRESS “Cmd4”.	exit the process	PRESS “Cmd7”.	
IF the user wants to...	THEN...									
continue with the update process	<ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul>									
select a different crop record	PRESS “Cmd4”.									
exit the process	PRESS “Cmd7”.									
		Screen MHCA0401 will be displayed.								
		Screen MHCA0201 will be redisplayed.								
		Menu MHCA00 will be redisplayed.								

--\*

Continued on the next page

**\*--184 Recording Review Findings (Continued)**

**B  
Updating the  
System  
(Continued)**

Step	Action	Result	
6	Screen MHCA0401 allows the user to enter the following information: <ul style="list-style-type: none"> <li>• crop share discrepancy code</li> <li>• any remarks about the data reconciliation review that may be pertinent to the case.</li> </ul>		
	<b>IF the user wants to...</b>	<b>THEN...</b>	
	continue with the update process	<ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul>	Screen MHCA0501 will be displayed.
	go back to the ID number discrepancy screen	PRESS “Cmd4”.	Screen MHCA0301 will be redisplayed.
	exit the process	PRESS “Cmd7”.	Menu MHCA00 will be redisplayed.
7	Screen MHCA0501 allows the user to enter the following information: <ul style="list-style-type: none"> <li>• acreage discrepancy code</li> <li>• any remarks about the data reconciliation review that may be pertinent to the case.</li> </ul>		
	<b>IF the user wants to...</b>	<b>THEN...</b>	
	continue with the update process	<ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul>	Screen MHCA0201 will be redisplayed so the next crop record for the producer can be selected.
	go back to the crop share discrepancy screen	PRESS “Cmd4”.	Screen MHCA0401 will be redisplayed.
	exit the process	PRESS “Cmd7”.	Menu MHCA00 will be redisplayed.

--\*

**\*--185 Data Reconciliation Maintenance Screen MHCA0101**

---

**A  
Producer  
Selection Screen**

After reviewing the Acreage/Share Data Reconciliation Report and determining whether a discrepancy exists for a producer, County Offices shall update **all** discrepancy crop records in the automated system.

Screen MHCA0101 allows the user to enter the producer ID number from the Acreage/Share Data Reconciliation Report. On Screen MHCA0101, either:

- enter specific ID number and PRESS “Enter”

**Note:** If an ID number is entered, the **entire ID number** must be entered.

- PRESS “Enter” to view the first record listed on the report.
- 

**B  
Screen  
MHCA0101**

The following is an example of Screen MHCA0101.

```

Data Reconciliation  099-B MINNEHAHA           Selection  MHCA0101
Data Reconciliation Maintenance Screen  Version: AE36  02/13/2002 14:21 Term E5
-----
                                     To start with a particular producer,
                                     please enter the full ID Number.

                                     If the records are to be processed from the beginning
                                     of the file, leave the ID Number Field blank.

                                     ID Number      .....

Enter=Continue  Cmd7=End

```

--\*



**\*--186 Crop Selection Screen MHCA0201**

**A  
Screen  
MHCA0201**

Screen MHCA0201 allows the user to select a crop for the selected producer.

**Note:** All crops for the producer are listed on Screen MHCA0201, even if only 1 crop has a potential discrepancy. County Offices shall take action on **all crop records** regardless of whether an actual discrepancy is found.

The following information is displayed on Screen MHCA0201:

- RMA producer name from the data discrepancy download file
- FSA producer name from the name and address file
- ID number from the data discrepancy download file
- each crop and share record listed on the data discrepancy download file
- whether the County Office has flagged the record for referral to RMA.

**Note:** The RMA referral field reflects information that is input on Data Reconciliation Input Screen MHCA0301.

On Screen MHCA0201:

- ENTER "X" next to the crop record to be updated
- PRESS "Enter".

Screen MHCA0301 will be displayed.

**B  
Screen  
MHCA0201**

The following is an example of Screen MHCA0201.

```

Data Reconciliation  099-B MINNEHAHA                      MHCA0201
Crop Selection Screen                               Version: AE30  10/09/2001 11:10 Term H4
-----
RMA Producer Name Stan Sunny                          ID Number 152654757
FSA Producer Name STAN A. SUNNY

          Place an 'X' before desired crop for processing

          Crop      Share   RMA Referral
          . .      CORN    0.133     N
          . .      CORN    0.400     Y
          . .      SOYBN    0.133     N
          . .      SOYBN    0.400

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page  (N)ext ID number
    
```

--\*

Continued on the next page

**\*--186 Crop Selection Screen MHCA0201 (Continued)**

---

**C  
Available  
Commands**

The following table lists the commands available on Screen MHCA0201.

Command	Description
Enter	If a crop record has been selected, PRESS "Enter" to continue to Screen MHCA0301.
"Cmd 4"	Screen MHCA0101 will be redisplayed.
"Cmd 7"	Menu MHCA00 will be redisplayed.
Roll	The roll keys can be used to scroll through the list of crops if the producer has more crops then can be listed on 1 screen.
"N"	View the next ID number on file.

--\*

**\*--187 Data Reconciliation Input Screen MHCA0301**

**A**  
**Description of**  
**Screen**  
**MHCA0301**

Screen MHCA0301 is used to record the following:

- date the County Office completed the data reconciliation review
- whether the record is being referred to RMA
- ID number discrepancy codes
- remarks about the County Office review.

The following additional information is displayed on Screen MHCA0301:

- RMA producer name from the data discrepancy download file
- ID number from the data discrepancy download file
- crop abbreviation for the selected crop
- share for the selected crop
- RMA acres from the data discrepancy download file
- FSA acres from the data discrepancy download file
- “Ex Tol” indicator.

**Note:** See subparagraph 182 E for additional information on how the “Ex Tol” indicator is set.

**B**  
**Screen**  
**MHCA0301**

The following is an example of Screen MHCA0301.

```

Data Reconciliation 099-B MINNEHAHA MHCA0301
Data Reconciliation Input Screen Version: AE30 10/09/2001 13:23 Term H4
-----
RMA Producer Name Stan Sunny ID Number 152654757
Crop Share RMA Acres FSA Acres Ex Tol
CORN 0.400 56.20 0.00 Y
Record Review Completed 10162001 (MMDDCCYY) Referral sent to RMA Y

  ID Number
  1. FSA ID number verified correct by the producer
  2. RMA ID number verified correct by the producer
  3. No response from the producer
  4. ID number not on FSA records
  5. ID numbers do not match because of different entity types
  6. No discrepancy

      Select desired response 6

Remarks: .....
          .....
Enter=Continue Cmd4=Previous Screen Cmd7=End

```

--\*

Continued on the next page

**\*--187 Data Reconciliation Input Screen MHCA0301 (Continued)**

**C**

**Updating  
Information on  
Screen  
MHCA0301**

County Offices shall follow this table for updating information on Screen MHCA0301.

Field	Action
Record Review Completed.	Enter the date the data reconciliation review was completed for the selected producer and crop.  <b>This is a mandatory entry.</b>
Referral sent to RMA.	County Offices shall ENTER:  <ul style="list-style-type: none"> <li>• “Y” if the record is recommended for referral to RMA for further review for either of the following reasons:                             <ul style="list-style-type: none"> <li>• FSA records are correct</li> <li>• producer fails to reply to FSA’s request for information</li> </ul> </li> <li>• “N” if the record is not being referred to RMA.</li> </ul> <b>This is a mandatory entry.</b>
ID Number Discrepancy Code.	Enter the discrepancy code to reflect the result of the review for the selected producer and crop. See subparagraph E for additional information on discrepancy codes.  <b>This is a mandatory entry.</b>
Remarks.	Enter remarks, up to 80 characters, that clarify the reason the applicable discrepancy code was entered. This information will be forwarded to the State Office POC and RMA, if the record is referred to RMA. Remarks: <ul style="list-style-type: none"> <li>• should be entered to offer further explanation as to why a certain discrepancy code was selected</li> <li>• shall be used when an “Exception Noted” discrepancy code is entered</li> <li>• will be displayed on all 3 discrepancy code input screens</li> <li>• will be transmitted with all requests for referrals to the State Office POC and RMA.</li> </ul>

--\*

Continued on the next page

**\*--187 Data Reconciliation Input Screen MHCA0301 (Continued)**

---

**D**

**Available  
Commands**

The following table lists the commands available on Screen MHCA0301.

Command	Description
Enter	After all the data has been entered on Screen MHCA0301 according to subparagraph C, PRESS "Enter" to continue to Screen MHCA0401.
"Cmd 4"	Screen MHCA0201 will be redisplayed.
"Cmd 7"	Exit out of the update process. The record will not be updated, although any information loaded on the screen will be retained if the record is re-accessed. Menu MHCA00 will be redisplayed.

--\*

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Continued on the next page

**\*--187 Data Reconciliation Input Screen MHCA0301 (Continued)**

**E**

**ID Number Discrepancy Codes**                      The following table lists the discrepancy codes that shall be used on Screen MHCA0301.

<b>Discrepancy Code</b>	<b>Use</b>	<b>Send Referral to RMA</b>
1. FSA ID number verified correct by the producer.	The producer has verified the ID number in the FSA name and address system is correct.	Yes.
2. RMA ID number verified correct by the producer.	The producer has verified the ID number in the RMA records is correct.	No.
3. No response from the producer.	The producer has not responded to the FSA request for information and FSA cannot verify the ID number is correct.	Yes.
4. ID number not on FSA records.	A producer does not do business with FSA and is not in the FSA name and address system.	No.
5. ID numbers do not match because of different entity types.	The County Office discovers that the producer is purchasing insurance as a different entity than as reported to FSA.  <b>Exceptions:</b> Joint operations, husband/wife, and landlord/tenant.	Yes, if it is determined that the producer is operating under the correct entity type for FSA.
6. No discrepancy.	The ID number on FSA files matches the ID number provided to RMA.	No.

--\*

**\*--188 Data Reconciliation Input Screen MHCA0401**

**A**  
**Description of**  
**Screen**  
**MHCA0401**

Screen MHCA0401 is used to record the following:

- crop share discrepancy codes
- remarks about the County Office review.

The following additional information is displayed on Screen MHCA0401.

- RMA producer name from the data discrepancy download file
- ID number from the data discrepancy download file
- crop abbreviation for the selected crop
- share for the selected crop
- RMA acres from the data discrepancy download file
- FSA acres from the data discrepancy download file
- “Ex Tol” indicator.

**Note:** See subparagraph 182 E for additional information on how the “Ex Tol” indicator is set.

**B**  
**Example of**  
**Screen**  
**MHCA0401**

The following is an example of Screen MHCA0401.

```

Data Reconciliation  099-B MINNEHAHA                      MHCA0401
Data Reconciliation Input Screen      Version: AE30  10/09/2001 14:04 Term H4
-----
RMA Producer Name  Stan Sunny                          ID Number  152654757
Crop  Share  RMA Acres  FSA Acres  Ex Tol
CORN  0.400      56.20      0.00      Y

Crop Share
  1. FSA crop share verified correct by the producer
  2. RMA crop share verified correct by the producer
  3. No response from the producer
  4. Exception noted
  5. No discrepancy
  6. Data Certified Correct from FSA records
Select desired response 1

Remarks:  .....
          .....
Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--\*

Continued on the next page

**\*--188 Data Reconciliation Input Screen MHCA0401 (Continued)**

**C**

**Updating  
Information on  
Screen  
MHCA0401**

County Offices shall follow this table for updating information on Screen MHCA0401.

**Note:** When RMA and FSA have different shares listed for the same crop, there are at least 2 records printed on the Acreage/Share Discrepancy Report. All records shall be updated to reflect the County Office’s review.

**Example:** The RMA record has a crop share of .300. The FSA record has a crop share of .333. The producer verifies that the FSA record is correct. Therefore, both crop share records shall be:

- updated with discrepancy code “1”, “FSA crop share verified correct by producer”
- referred to RMA for further review.

Field	Action
Crop Share Discrepancy Code.	<p>Enter the discrepancy code to reflect the result of the review for the selected producer, crop, and crop share. See subparagraph E for additional information on discrepancy codes.</p> <p><b>This is a mandatory entry.</b></p>
Remarks.	<p>Enter remarks, up to 80 characters, that clarify the reason the applicable discrepancy code was entered. This information will be forwarded to the State Office POC and RMA, if the record is referred to RMA. Remarks:</p> <ul style="list-style-type: none"> <li>• should be entered to offer further explanation as to why a certain discrepancy code was selected</li> <li>• shall be used when an “Exception Noted” discrepancy code is entered</li> <li>• will be displayed on all 3 discrepancy code input screens</li> <li>• will be transmitted with all requests for referrals to the State Office POC and RMA.</li> </ul>

--\*

Continued on the next page



**\*--188 Data Reconciliation Input Screen MHCA0401 (Continued)**

**D**

**Available  
Commands**

The following table lists the commands available on Screen MHCA0401.

Command	Description
Enter	After all the data has been entered on Screen MHCA0401 according to subparagraph C, PRESS "Enter" to continue to Screen MHCA0501.
"Cmd 4"	Screen MHCA0301 will be redisplayed.
"Cmd 7"	Exit out of the update process. The record will not be updated, although any information loaded on the screen will be retained if the record is re-accessed. Menu MHCA00 will be redisplayed.

--\*

Continued on the next page

**\*--188 Data Reconciliation Input Screen MHCA0401 (Continued)**

**E**

**Crop Share  
Discrepancy  
Codes**

The following table lists the discrepancy codes that shall be used on Screen MHCA0401.

Discrepancy Code	Use	Send Referral to RMA
1. FSA crop share verified correct by the producer.	The producer has verified the crop share is correct on FSA's records for a crop.	Yes.
2. RMA crop share verified correct by the producer.	The producer has verified the crop share is correct on RMA records for a crop.	No.
3. No response from the producer.	The producer has not responded to the FSA request for information.	Yes.
4. Exception noted.	<p>An exception to the discrepancy has been detected. See subparagraph 166 C. Enter the exception in the remarks section.</p> <p><b>Examples:</b> If the acreage difference is because of prevented planting acreage.</p> <p>FSA acreage is greater than RMA acreage because the farm was reconstituted and acreage was report on both the parent and resulting farms.</p>	No.
5. No discrepancy.	The shares provided to FSA match the shares provided to RMA.	No.
6. Crop share verified correct from FSA records.	The County Office has completed a spot check on the producer and FSA records are considered correct.	Yes.

--\*

**\*--189 Data Reconciliation Input Screen MHCA0501**

**A**  
**Description of**  
**Screen**  
**MHCA0501**

Screen MHCA0501 is used to record the following:

- crop acreage discrepancy codes
- remarks about the County Office review.

The following additional information is displayed on Screen MHCA0501:

- RMA producer name from the data discrepancy download file
- ID number from the data discrepancy download file
- crop abbreviation for the selected crop
- share for the selected crop
- RMA acres from the data discrepancy download file
- FSA acres from the data discrepancy download file
- “Ex Tol” indicator.

**Note:** See subparagraph 182 E for additional information on how the “Ex Tol” indicator is set.

**B**  
**Screen**  
**MHCA0501**

The following is an example of Screen MHCA0501.

```

Data Reconciliation  099-B MINNEHAHA                      MHCA0501
Data Reconciliation Input Screen      Version: AE30  10/09/2001 14:59 Term H4
-----
RMA Producer Name  Stan Sunny                               ID Number  152654757
Crop      Share   RMA Acres  FSA Acres  Ex Tol
CORN     0.400    56.20     0.00      Y

Acreage
  1. FSA acreage verified correct by the producer
  2. RMA acreage verified correct by the producer
  3. No response from the producer
  4. Exception noted
  5. No discrepancy
  6. Data certified correct from FSA records
    Select desired response  1

Remarks:  .....
          .....
Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--\*

Continued on the next page

**\*--189 Data Reconciliation Input Screen MHCA0501 (Continued)**

**C**

**Updating  
Information on  
Screen  
MHCA0501**

County Offices shall follow this table for updating information on Screen MHCA0501.

Field	Action
Acreage Discrepancy Code.	<p>Enter the discrepancy code to reflect the result of the review for the selected producer, crop, crop share, and crop acreage. See subparagraph E for additional information on discrepancy codes.</p> <p><b>This is a mandatory entry.</b></p>
Remarks.	<p>Enter remarks, up to 80 characters, that clarify the reason the applicable discrepancy code was entered. This information will be forwarded to the State Office POC and RMA, if the record is referred to RMA. Remarks:</p> <ul style="list-style-type: none"> <li>• should be entered to offer further explanation as to why a certain discrepancy code was selected</li> <li>• shall be used when an “Exception Noted” discrepancy code is entered</li> <li>• will be displayed on all 3 discrepancy code input screens</li> <li>• will be transmitted with all requests for referrals to the State Office POC and RMA.</li> </ul>

--\*

Continued on the next page

**\*--189 Data Reconciliation Input Screen MHCA0501 (Continued)**

---

**D**

**Available Commands**                      The following table lists the commands available on Screen MHCA0501.

Command	Description
Enter	After all the data has been entered on Screen MHCA0501 according to subparagraph C, PRESS "Enter" to complete the update process and transmit the record to KC-ITSDO. Screen MHCA0201 will be redisplayed.
"Cmd 4"	Screen MHCA0401 will be redisplayed.
"Cmd 7"	Exit out of the update process. The record will not be updated, although any information loaded on the screen will be retained if the record is re-accessed. Menu MHCA00 will be redisplayed.

--\*

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**\*--189 Data Reconciliation Input Screen MHCA0501 (Continued)**

**E**

**Acreage Discrepancy Codes**                      The following table lists the discrepancy codes that shall be used on Screen MHCA0501.

Discrepancy Code	Use	Send Referral to RMA
1. FSA acreage verified correct by the producer	The producer has verified the acreage is correct on FSA’s records for a crop.	Yes.
2. RMA acreage verified correct by the producer	The producer has verified the acreage is correct on RMA records for a crop.	No.
3. No response from the producer	The producer has not responded to the FSA request for information.	Yes.
4. Exception noted	An exception to the discrepancy has been detected. See subparagraph 167 F. Enter exception in the remarks section.  <b>Note:</b> If the “Ex Tol” field is “Y”, this discrepancy code <b>shall not</b> be entered.	No.
5. No discrepancy	The acreage provided to FSA matches, or is within tolerance of, the acreage provided to RMA.	No.
6. Acreage verified correct from FSA records	The County Office has completed a spot check on the producer and FSA records are considered correct.	Yes.

--\*

**\*--190 Printing the Data Reconciliation Report**

---

**A**

**Introduction**

County Offices shall print the Acreage/Share Data Reconciliation Report when notified that a new file has been downloaded. The downloaded report data must be printed before options 1 and 2 can be accessed on 2001 Data Reconciliation Menu MHCA00 to update data discrepancy information.

---

**B**

**Accessing Menu MHCAR0**

Access Menu MHCA00 according to subparagraph 183 D and ENTER “4”, “Print Data Reconciliation Reports”. 2001 Data Reconciliation Report Menu MHCAR0 will be displayed.

---

**C**

**Menu MHCAR0**

The following is an example of Menu MHCAR0.

```

COMMAND                      MENU: MHCAR0                      H4
2001 Data Reconciliation Report Menu
-----
      1. Select Acreage/Share Data Reconciliation Report
      * 2. Select Production/Prevented Planting Reconciliation Report

      21. Return to Application Selection Screen
      23. Return to Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu                      *=Option currently not available.

Enter option and press "Enter".
  
```

---

**D**

**Printing the Report**

On Menu MHCAR0, print the Acreage/Share Data Reconciliation Report according to the following.

- ENTER “1” or “2”, when available
  - PRESS “Enter”, to access the printer selection screen
  - enter either a specific printer or PRESS “Enter” to send the report to the default printer.--\*
-

**\*--191 Transmitting and Correcting Records**

---

**A  
Transmitting  
Records**

When “Enter” is pressed on Screen MHCA0501, data discrepancy records are automatically queued for upload to KC-ITSDO for processing.

After the records are uploaded to KC-ITSDO, a mainframe process:

- sorts the records
- uploads all records flagged for referral to RMA to KC-ITSDO.

If, after reviewing the record flagged for referral to RMA, the State Office POC determines that there is a question as to whether the record should be referred, the record will be re-downloaded to the County Office to be re-reviewed.

---

**B  
Correcting  
Records After  
Transmission**

If an error is detected after a record has been transmitted to KC-ITSDO, County Offices shall correct the crop record in the automated system. When “Enter” is pressed on Screen MHCA0501, a new transmission record is uploaded to KC-ITSDO.

---

**C  
Transmission  
Schedule**

County Office records are uploaded to KC-ITSDO every Tuesday during end-of-day processing.

Records flagged for additional review by the State Office POC are downloaded back to the originating County Office. These records are available in County Offices on Friday morning after the State Office denies the referral.--\*

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**192-210 (Reserved)**



**\*--Section 3 FSA State Office POC Responsibilities****211 State Office POC Action**

---

**A****Introduction**

After the data is reviewed by County Offices, records flagged for referral to RMA are transmitted to State Offices through KC-ITSDO. This section describes FSA State Office POC responsibilities for:

- reviewing records flagged for referral to RMA
  - updating the automated system.
- 

**B****State Office POC Reviews**

Within 74 calendar days from the date the Acreage/Share Data Reconciliation Report data is downloaded to County Offices from KC-ITSDO, State Office POC's shall ensure that all records requiring referral to RMA have been transmitted to KC-ITSDO. As part of this process, State Office POC's shall:

- monitor County Offices to ensure that data reconciliation reviews are completed timely
- review records flagged for referral to RMA to:
  - send the record back to the County Office for further review, if necessary
  - approve and release referrals to RMA for further review
- update the automated system to forward referral records to RMA
- ensure that data is transmitted to KC-ITSDO.

State Office POC's shall also:

- act as a contact between RMA and County Offices to reconcile data
  - monitor responses from RCO on referred data discrepancies
  - forward final responses from RCO to County Offices.--\*
- 

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**\*--211 State Office POC Action (Continued)**

**C**

**Additional  
Action for ID  
Number  
Discrepancies**

If, after ID number discrepancies are forwarded to RMA, the applicable RCO and State Office POC cannot determine the correct ID number for a producer, the following action shall be taken.

Step	Action
1	The State Office POC shall submit a written request to PECD, CPB requesting investigation of the ID number in question.
2	PECD, CPB shall: <ul style="list-style-type: none"> <li>• submit a request to SSA for the applicable ID number</li> <li>• provide the results of the investigation to the State Office POC.</li> </ul>
3	After receiving the results of the investigation, the State Office POC shall forward a copy to the applicable County Office(s) and RCO.
4	RCO shall forward the correct ID number information to the reinsured company.

--\*

**\*--212 Accessing Acreage/Share Data Reconciliation Report State Office Software**

---

**A**

**Introduction**

The State Office data reconciliation software has been developed to:

- facilitate the referral of potential discrepancy records to RMA
- record the approval and disapproval determinations of State Office POC's.

This process eliminates the need for forwarding hard copy documentation, such as AD-2007, to RMA when discrepancies are found.

---

**B**

**Accessing State Office Software**

Access the Acreage/Share Data Reconciliation Report State Office software according to the following table.

Step	Menu	Action
1	FAX250	<ul style="list-style-type: none"> <li>• ENTER "3" or "4", "Application Processing", as applicable</li> <li>• PRESS "Enter".</li> </ul>
2	FAX09002	<ul style="list-style-type: none"> <li>• enter the option for the State Office</li> <li>• PRESS "Enter".</li> </ul>
3	FAFA07001	<ul style="list-style-type: none"> <li>• ENTER "9", "Common Provisions"</li> <li>• PRESS "Enter".</li> </ul>
4	MAH000	<ul style="list-style-type: none"> <li>• ENTER "7", "RMA Data Reconciliation"</li> <li>• PRESS "Enter".</li> </ul>

---

**C**

**Menu MHFA00**

The following is an example of the Data Reconciliation State Office Menu MHFA00.

```

COMMAND                                MHFA00                                H4
Data Reconciliation State Office Menu
-----
1.  Print All Referral Records
2.  Print Only Referrals Pending Action
3.  Update Referral Records

20. Return To Application Primary Menu
21. Return To Application Selection Menu
23. Return To Primary Selection Menu
24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

--\*

Continued on the next page

**\*--212 Accessing Acreage/Share Data Reconciliation Report State Office Software (Continued)**

**D**

**Menu MHFA00 Options**      The following table describes the options available on Menu MHFA00.

Option	Use
“1”, “Print All Referral Records”.	This option prints <b>all</b> referral requests sent to the State Office from County Offices within the State. All records recommended for referral to RMA are printed on the report including those that the State Office POC has approved or disapproved for referral.  <b>Note:</b> State Offices may print reports for all counties in the State or select a specific county.
“2”, “Print Only Referrals Pending Actions”.	This option prints referral requests that are pending an approval or denial from the State Office POC.  <b>Note:</b> State Offices may print reports for all counties in the State or select a specific county.
“3”, “Update Referral Records”.	This option is used to: <ul style="list-style-type: none"> <li>• access records recommended for referral by County Offices</li> <li>• flag the referral record for transmission:                             <ul style="list-style-type: none"> <li>• to RMA, through KC-ITSDO, for further review</li> <li>• back to the originating County Office for additional review.</li> </ul> </li> </ul>

--\*

**\*--213 2001 Acreage Data Referral Reports**

---

**A**

**Introduction**

The following 2 reports have been developed for State Office POC use to review records that County Offices have flagged for referral to RMA:

- 2001 Acreage Data - All County Office Referrals
- 2001 Acreage Data - Pending County Office Referrals.

The information on these reports is exactly the same, except that the 2001 Acreage Data - Pending County Office Referrals Report only includes records that the State Office POC has:

- not approved or disapproved for referral to RMA
- updated with a “pending” flag.--\*

---

Continued on the next page

**\*--213 2001 Acreage Data Referral Reports (Continued)**

**B**

**Printing All Referral Records** State Office POC's shall print the All County Office Referrals and Pending County Office Referrals reports according to the following table.

Step	Action	Result
1	Access Menu MHFA00 according to subparagraph 212 B.	
2	On Menu MHFA00, if the user wants to print either the: <ul style="list-style-type: none"> <li>• 2001 Acreage Data - All County Office Referral Report:                             <ul style="list-style-type: none"> <li>• ENTER "1", "Print all Referral Records"</li> <li>• PRESS "Enter"</li> </ul> </li> <li>• 2001 Acreage Data - Pending County Office Referral Report:                             <ul style="list-style-type: none"> <li>• ENTER "2", "Print Only Referrals Pending Action"</li> <li>• PRESS "Enter".</li> </ul> </li> </ul>	Screen MHFAR101 will be displayed
3	On Screen MHFAR101, either: <ul style="list-style-type: none"> <li>• enter the selected printer where the report will be queued and PRESS "Enter"</li> <li>• leave the field blank if the report will be sent to the default printer and PRESS "Enter".</li> </ul>	Screen MHFAR401 will be displayed.
4	On Screen MHFAR401, either: <ul style="list-style-type: none"> <li>• PRESS "Enter" to print a listing of referral records from all County Offices in the State</li> <li>• enter a specific county code in the "County Code" field to print referral records from a specific county.</li> </ul> <p><b>Note:</b> If a specific county code is entered and there are not any referral records for that county, the message, "No records found for this county", will be displayed.</p>	Menu MHFA00 will be redisplayed.

--\*

Continued on the next page

**\*--213 2001 Acreage Data Referral Reports (Continued)**

**C  
Information on  
the Referral  
Reports**

The data printed on the referral reports is the same regardless of whether all referral records are printed or just pending records are printed. However, the number of records printed varies between the reports depending on the action that has or has not been taken on the record by the State Office POC.

**Notes:** All referral records are printed on the 2001 Acreage Data - All County Office Referrals Report.

Only records with a “P” or “blank” in the “ST REFER” field are printed on the 2001 Acreage Data - Pending County Office Referral Report.

Field	Description
PROD IDNO	RMA ID number from the data reconciliation download file.
CROP ABBR	Crop abbreviation as listed in 2-CP, Exhibit 10.
SHARE	Crop shares associated with the RMA and/or FSA acres listed on this line item.  <b>Note:</b> If the RMA and FSA shares: <ul style="list-style-type: none"> <li>• match exactly, the RMA and FSA acres will be listed on the same line item</li> <li>• do not match, the RMA and FSA acres will be listed on separate line items.</li> </ul>
RMA ACRES	RMA acres as reported from the reinsured companies for that crop, for the location county. If this field is blank, then RMA acreage was not available for crop and/or crop share.
FSA ACRES	FSA acres as reported on FSA-578 for that crop. Acres are accumulated by physical land location for tract(s) associated with the producer ID. If this field is blank, then FSA acreage was not available for crop and/or crop share.
EX TOL	This flag is set to “Y” under the following circumstances: <ul style="list-style-type: none"> <li>• ID number provided by RMA is not found on FSA files</li> <li>• crop shares do not match</li> <li>• only RMA acres are listed, but matching FSA acres are not found</li> <li>• RMA and FSA acres do not match and are not within the established tolerance.</li> </ul>
RMA PROD NAME	Producers name from RMA’s files. The producer name on FSA’s files is not printed on the report.  <b>Note:</b> If the line item just reflects FSA data, because RMA data was not found for the applicable crop and/or crop share, then the producer name will be blank.

--\*

Continued on the next page

\*--213 2001 Acreage Data Referral Reports (Continued)

**C**  
**Information on**  
**the Referral**  
**Reports**  
**(Continued)**

Field	Description
ST REV DATE	Reflects the date the State Office POC updated the record in the automated system.
ST REFER	Reflects the approval or disapproval action taken by the State Office POC. See subparagraph 214 B for additional information on State referral codes.
DSCRPNY CD	<p>Displays the discrepancy codes for ID numbers, crop share, and acres recorded by the County Office. See the following for additional information on discrepancy codes:</p> <ul style="list-style-type: none"> <li>• subparagraph 187 E for <b>ID number</b> discrepancy codes</li> <li>• subparagraph 188 E for <b>crop share</b> discrepancy codes</li> <li>• subparagraph 189 E for <b>acreage</b> discrepancy codes.</li> </ul>
REVIEW DATE	Reflects the date entered by the County Office that the review process was completed for the applicable producer.
REMARKS	Any remarks entered by the County Office are printed on the 2001 Acreage Data - Pending County Office Referrals Report immediately below the affected line item.

--\*



**\*--214 Approving and Disapproving County Office Referral Records**

---

**A**

**Introduction**

After reviewing records flagged for referral to RMA, State Office POC’s shall approve or disapprove all referral requests from County Offices.

---

**B**

**Updating the System with Referral Information**

State Office POC’s shall update the automated system for each County Office record flagged for referral to RMA according to the following table.

Step	Action	Result
1	Access Menu MHFA00 according to subparagraph 212 B.	
2	On Menu MHFA00: <ul style="list-style-type: none"> <li>• ENTER “3”, “Update Referral Records”</li> <li>• PRESS “Enter”.</li> </ul>	Screen MHFA0101 will be displayed.
3	On Screen MHFA0101: <ul style="list-style-type: none"> <li>• PRESS “Enter” to list all referral records from all County Offices in the State</li> <li>• enter a specific county code in the “ County Code” field to display referral records from a specific county.</li> </ul> <p><b>Note:</b> If a specific county code is entered and there are no referrals records for that county, message “No records found for this county” will be displayed.</p>	Screen MHFA0201 will be displayed.

--\*

Continued on the next page

**\*--214 Approving and Disapproving County Office Referral Records (Continued)**

**B  
Updating the  
System with  
Referral  
Information  
(Continued)**

Step	Action	Result
4	On Screen MHFA0201, enter any of the following referral codes: <ul style="list-style-type: none"> <li>• “Y” to refer the record to RMA</li> <li>• “N” to send the record back to the County Office</li> <li>• “P” to indicate additional information is needed before a decision can be made on whether to refer the record to RMA.</li> </ul>	
	<b>IF the user wants to...</b>	<b>THEN...</b>
	<ul style="list-style-type: none"> <li>• update the records</li> <li>• continue with the update process</li> </ul>	<ul style="list-style-type: none"> <li>• PRESS “Cmd 4”</li> <li>• continue to step 5.</li> </ul>
	<ul style="list-style-type: none"> <li>• update the records</li> <li>• end the process</li> </ul>	<ul style="list-style-type: none"> <li>• PRESS “Cmd 7”</li> <li>• continue to step 5.</li> </ul>
	scroll through records not displayed	PRESS the “Page Up” and “Page Down” keys.
	Screen MHFA0202 or MHFA0203 will be displayed.	

--\*

Continued on the next page

**\*--214 Approving and Disapproving County Office Referral Records (Continued)**

**B  
Updating the  
System with  
Referral  
Information  
(Continued)**

Step	Action	Result		
5	If any of the records are denied, popup Denied Referral Screen MHFA0203 will be displayed which allows the State Office POC to enter an explanation as to why the referral was denied.	After the remarks are entered and "Enter" is pressed, Screen MHFA0202 will be displayed.		
6	Popup Exit/Update Screen MHFA0202 displays: <ul style="list-style-type: none"> <li>• number of records updated</li> <li>• the question, "Do you want these updated to the file before you exit?"</li> </ul>			
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;"><b>IF the user answers...</b></td> <td><b>THEN...</b></td> </tr> </table>	<b>IF the user answers...</b>	<b>THEN...</b>	
<b>IF the user answers...</b>	<b>THEN...</b>			
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">"Y"</td> <td>                             the records will be updated and transmitted to KC-ITSDO for:                             <ul style="list-style-type: none"> <li>• referral to RMA</li> <li>• transmission back to the County Office .</li> </ul> </td> </tr> </table>	"Y"	the records will be updated and transmitted to KC-ITSDO for: <ul style="list-style-type: none"> <li>• referral to RMA</li> <li>• transmission back to the County Office .</li> </ul>	Screen MHFA0101 or Menu MHFA00 will be redisplayed.
"Y"	the records will be updated and transmitted to KC-ITSDO for: <ul style="list-style-type: none"> <li>• referral to RMA</li> <li>• transmission back to the County Office .</li> </ul>			
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">"N"</td> <td>records will not be updated.</td> </tr> </table>	"N"	records will not be updated.	Menu MHFA00 will be redisplayed.
"N"	records will not be updated.			

--\*

**215-220 (Reserved)**



**\*--221 Data Reconciliation Input Screen MHFA0201**

**A  
Overview of  
Screen  
MHFA0201**

After reviewing records flagged for referral to RMA, State Office POC's shall approve and disapprove all referral requests from County Offices. Records that are:

- approved will be forwarded to RMA for review
- disapproved will be transmitted back to the applicable County Office for additional review.

Screen MHFA0201 allows the State Office POC to approve or disapprove referral requests from County Offices. The following information is displayed on Screen MHFA0201:

- number of screens to display
- county code
- producer ID number from the data discrepancy download file
- RMA producer name
- crop abbreviation
- crop share
- RMA acres from the data discrepancy download file
- FSA acres from the data discrepancy download file
- approve referral field.

**B  
Screen  
MHFA0201**

The following is an example of Screen MHFA0201.

Cty ID		RMA Producer Name	Crop	Share	RMA Acres	FSA Acres	Approve Referral (Y, N, P)
099	075214653	Armen Brown	SOYBN	0.400	58.3		P
099	075354741	L C Buddy	CORN	0.500	141.0		Y
099	075354741	L C Buddy	SOYBN	0.500	148.4		N
099	154785214	JEFF Green	CORN	0.500	234.3		
099	154785214	JEFF Green	CORN	0.600	102.8		
099	275458752	Special Farms	CORN	1.000	106.0		
099	275458752	Special Farms	SOYBN	1.000	90.0		
099	356987521	Rangerover LTD	CORN	0.250	264.1	264.1	
099	356987521	Rangerover LTD	SOYBN	0.500	175.5	120.8	
099	458752136	Apple Cove Farm LTD	CORN	0.500	160.8	113.3	
099	485631147	BAR NONE FARMS PART	CORN	0.600	159.1		

Cmd4=Previous Screen    Cmd7=End    Roll=Page

--\*

Continued on the next page

**\*--221 Data Reconciliation Input Screen MHFA0201 (Continued)**

**C**

**Updating Information on Screen MHFA0201**

State Office POC's shall follow this table to update records that have been recommended for referral to RMA.

IF the...	THEN enter the following in the "Approve Referral" field...
record is approved for referral to RMA for further review	"Y".
record is not approved for referral to RMA  <b>Note:</b> If the State Office POC does not approve a requested referral, then the crop record is transmitted back to the originating County Office for further review.	"N".
State Office POC needs additional information before determining whether to approve or disapprove the referral request, the State Office POC should contact the County Office to request any additional information needed to make a decision on the referral	"P".

**D**

**Available Commands**

The following table lists the commands available on Screen MHFA0201.

Command	Description
"Cmd 4"	If a referral code has been entered for any record listed on Screen MHFA0201, popup Screen MHFA0202 will be displayed when "Cmd 4" or "Cmd 7" is pressed.
"Cmd 7"	
Roll	Allows the State Office POC to scroll through records not displayed on subsequent screens.

--\*

**\*--222 Exit/Update Screen MHFA0202**

**A**

**Introduction**

After the pending, approval, and disapproval codes are entered, Screen MHFA0202:

- is displayed when “Cmd4” or “Cmd7” is pressed on Screen MHFA0201
- indicates the number of records that have been updated
- prompts the user to update the file before exiting by entering:
  - “Y” to update the records for transmission to KC-ITSDO for processing
  - “N” not to update.

Approved referrals will be forwarded to RMA for further review, while disapproved referrals will be downloaded back to the originating County Office.

**B**

**Example of Screen MHFA0202**

The following is an example of popup Screen MHFA0202.

```

Data Reconciliation 000-STATE OFFICE          Input      MHFA0201
Data Reconciliation Input Screen             Version: AB69 02/12/2002 15:25 Term E5
-----
                               Screen 001 of 001
Cty   ID                               RMA      FSA      Approve
Code Number   RMA Producer Name   Crop Share Acres  Acres  Referral
Exit/Update Screen                               MHFA0202 , p)
099 0954
099 3918
099 4035           You have input/updated      1 records.
099 4035
099 4110           Do you want these updated to the file
099 4110                before you exit?
099 4115
099 4115
099 4115           ..
099 4117
099 4603
Enter=Continue  Cmd4=Previous Screen

Cmd4=Previous Screen  Cmd7=End  Roll=Page
    
```

--\*

Continued on the next page

**\*--222 Exit/Update Screen MHFA0202 (Continued)**

**C**

**Available Commands**            The following table lists the commands available on Screen MHFA0202.

Command	Description
Enter	Allows the user to specify whether the number of records indicated should be updated. Either of the following entries are allowed: <ul style="list-style-type: none"> <li>• “Y” to update the record(s) and create the transmission file to KC-ITSDO</li> <li>• “N” to indicate the records should not be updated or transmitted.</li> </ul>
“Cmd 4”	Screen MHFA0201 will be redisplayed.

--\*



**\*--223 Denied Referral Screen MHFA0203**

**A**

**Introduction**

After the pending, approval, and disapproval codes are entered, Screen MHFA0203:

- may be displayed when “Cmd4” or “Cmd7” is pressed on Screen MHFA0201
- is only displayed if the State Office POC entered “N” to disapprove a referral recommendation from a County Office
- allows the user to enter up to 80 characters explaining why the referral was disapproved.

State Office POC’s shall use the “Remarks” field, to the maximum extent possible, to describe the reason the referral was denied.

**B**

**Example of Screen MHFA0203**

The following is an example of popup Screen MHFA0203.

```

Data Reconciliation 000-STATE OFFICE          Input      MHFA0201
Data Reconciliation Input Screen      Version: AB69 02/14/2002 12:03 Term E4
-----
                               Screen 001 of 001
Cty   ID                               RMA      FSA      Approve
Code Number  RMA Producer Name  Crop Share Acres  Acres  Referral
-----
099 0954                               RMA Acres  FSA Acres  MHFA0203 , P)
099 3918      County 099                RMA Acres  234.3
099 4035      ID No. 403548036          FSA Acres
099 4035      Crop  CORN
099 4110      Share 0.500
099 4110      Name  JEFF BENSON
099 4115
099 4115      Why was this referral denied?
099 4115      .....
099 4117      .....
099 4603
Enter=Continue Cmd4=Previous Screen

Cmd4=Previous Screen Cmd7=End Roll=Page
    
```

--\*

Continued on the next page

**\*--223 Denied Referral Screen MHFA0203 (Continued)**

---

**C**

**Available Commands**            The following table lists the commands available on Screen MHFA0203.

<b>Command</b>	<b>Description</b>
Enter	Allows the user to continued to Screen MHFA0202.
“Cmd 4”	Redisplays Screen MHFA0201.

---\*

**\*--224 Transmitting and Correcting Records**

---

**A  
Transmitting  
Records**

When “Enter” is pressed on popup Screen MHFA0202, records are automatically queued for transmission to KC-ITSDO for processing.

After the records are uploaded to KC-ITSDO, a mainframe process transmits:

- approved referral records to RMA
  - disapproved records back to the originating County Office.
- 

**B  
Correcting  
Records After  
Transmission**

Once “Enter” is pressed on popup Screen MHFA0202, State Office POC’s do not have an opportunity to correct any records that have been updated with a “Y” or “N”. If it is determined that a record was flagged incorrectly, State Office POC’s shall contact the applicable County Office and instruct them to take the following action:

- access the affected record
- change 1 of the discrepancy codes and update the record
- re-access the affected record and change the discrepancy code back to the correct code.

This action will cause the record to be re-transmitted to the State Office POC for correction.

---

**C  
Transmission  
Schedule**

State Office records are uploaded to KC-ITSDO daily during end-of-day processing.

Records flagged for additional review by the State Office POC are:

- processed each Wednesday for download back to the originating County Office
  - available on Friday after the State Office denies the referral.--\*
- 

**225-240 (Reserved)**



Section 4 RCO Responsibilities

241 RCO Action

A Introduction

After FSA State and County Offices have reviewed the data discrepancy reports, records that cannot be reconciled by FSA are electronically forwarded to RMA for review.

B ID Number Discrepancies

RCO shall:

- rectify producer ID data discrepancies and disputed data
- \*--forward a listing of ID data discrepancies to each AIP for information, followup,--\* and/or correction
- review reinsured company response to ID data discrepancies and maintain supporting documentation.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

**Note:** RCO will act only on referrals which display evidence of intent to commit an act that would result in RMA assuming undo liability.

If the applicable RCO and the State Office POC cannot distinguish the correct ID number, take action according to the following.

Step	Action
1	State Office POC will submit a written request to PECD, CPB requesting a check with SSA to indicate the correct ID number.
2	PECD, CPB will provide a response to the State Office POC.
3	After receiving the response, the State Office POC will forward a copy to the County Office and applicable RCO.
4	*--RCO will forward the correct ID number to AIP.--*

**241 RCO Action (Continued)**

**C Crop Share Discrepancies**

RCO shall:

- rectify share data discrepancies and disputed data
- forward a listing to each reinsured company of share data discrepancies for information, followup, and or correction.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

**D Acreage Discrepancies**

RCO shall:

- rectify acreage data discrepancies and disputed data
- \*--forward a listing to each AIP of acreage data discrepancies for information, followup,--\* and/or correction.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

**E Discrepancies in Production Data**

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

**242-257 (Reserved)**

**\*--Section 5 AIP Responsibilities**

**258 AIP Action**

**A ID Number Discrepancies**

AIP's shall review ID data discrepancies forwarded by RCO for information, followup,--\* and/or correction.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

**B Crop Share Discrepancies**

\*--AIP's shall review share data discrepancies forwarded by RCO for information, followup,--\* and/or correction.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

**C Acreage Discrepancies**

\*--AIP's shall review acreage data discrepancies forwarded by RCO for information,--\* followup, and/or correction.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

**D Discrepancies in Production Data**

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.





## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

None

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026A	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		82, 83, Ex. 6
AD-2006	State and County Consultation Request	Ex. 17	121, 124, 132
AD-2006A	Consultation Request Log for AD-2006	Ex. 15	121
AD-2007	FSA/RMA Compliance Referral Form	Ex. 6	6, 21, 23, 70-75, 181, 183, 212 Ex. 10
AD-2007A	FCIC Program Integrity Log for AD-2007 and AD-2027	Ex. 10	72, 73
AD-2027	RCO Spot Check List/Growing Season Inspection Form	Ex. 7	6, 21, 70-75, Ex. 8, 8.5, 10
AD-2045	FSA County Office GPS Data Log	Ex. 8.6	70-73, Ex. 8, 8.5
CCC-502	Farm Operating Plan for Payment Eligibility Review		82, 83
CCC-666	Farm Stored Loan Quantity Certification		83
CCC-677	Farm Storage Note and Security Agreement		83
CCC-678	Warehouse Storage Note and Security Agreement		83
CCC-709	Direct Loan Deficiency Payment Agreement		83
CCC-Cotton A	Cotton Producer's Note and Security Agreement		83
CCC-Cotton AA	Upland Cotton Producer's Loan Deficiency Payment Application and Certification		83
FSA-426	MPCI/FCIC Information Request Worksheet		75
FSA-426-A	MPCI/FCIC Information Request	83	75, 82
FSA-578	Report of Acreage		Text, Ex. 6

**Reports, Forms, Abbreviations, and Delegations of Authority (Continued)**

**Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
AIP	approved insurance provider	Text
ALG	Appeals and Litigation Group	8
GPS	Global Positioning System	167
MPCI	Multiple Peril Crop Insurance	122, 123, 130, 131, Ex. 6
POC	point of contact	Text, Ex. 6, 7, 11, 17

**Delegations of Authority**

None

## Definitions of Terms Used in This Handbook

### Abuse

Abuse is the improper or excessive use of authority. Abuse refers to administrative violations of Departmental, agency, or program regulations that impair the effective and efficient execution of programs. These violations may result in Federal losses or they may result in denial or reduction in lawfully authorized Federal benefits to participants.

### \*--Approved Insurance Provider (AIP)

An approved insurance provider (AIP) is a legal entity which has entered into a Standard Reinsurance Agreement with FCIC for the applicable reinsurance year. For the purpose of this handbook this includes company employees and persons contracted to perform loss adjustment and compliance obligations that includes loss adjusters, field supervisors, quality control reviews, etc. This does **not** include insurance sales agents or employees thereof.--\*

### Determined Acreage

Determined acreage is acreage determined by an authorized FSA representative.

### Fraud

Fraud is the intentional, wrongful obtaining or attempt of obtaining either money or some other advantage or benefit from governmental programs. Fraud includes but is not limited to, theft, embezzlement, false statements, illegal commissions, kickbacks, conspiracies, and obtaining contracts through collusive arrangements.

\* \* \*

### Policyholder Alert

A policyholder alert is defined as a problem, or potential problem, with a policyholder's insurance data that may result in payment being made to the policyholders outside the authority of the Federal Crop Insurance Act.

### Program Deficiency

A program deficiency is defined as a defect in a policy or county actuarial document that result in excessive indemnities being paid to producers outside the authority of the Federal Crop Insurance Act as determined by RMA's Administrator.

**Definitions of Terms Used in This Handbook (Continued)**

**Tolerance**

Tolerance is the number of acres that the reported acreage or allotment may differ from the determined acreage without either of the following:

- the total loss of benefits
- the overall accuracy of the acreage report being questioned.

**Waste**

Waste is incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

## Menu and Screen Index

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The following menus and screens are displayed in this handbook.

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
MHCA00	2001 Data Reconciliation Menu	183
MHCA0101	Data Reconciliation Maintenance Screen	185
MHCA0201	Crop Selection Screen	186
MHCA0301	Data Reconciliation Input Screen	187
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MHFA0203	Denied Referral Screen	223

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Example Letter to Notify Producer of Spot Check

\*--

Name:  
Address:

Date:

Dear Producer,

In June 2000, Congress passed the Agricultural Risk Protection Act. It requires the Risk Management Agency (RMA) with the assistance of the Farm Service Agency (FSA) to improve program compliance and integrity of the Federal crop insurance program. RMA has also been given the authority to request assistance from FSA in conducting reviews of insured crops during the growing season.

One of your policy crops has been chosen for a spot check. RMA has requested FSA to perform a minimum of two-documented field inspections during the growing season. These inspections will be thoroughly documented and reported to the appropriate RMA Regional Compliance Office. This information will also be made available at the FSA County Office for your insurance company's use if loss adjustment activities occur.

The \_\_\_\_\_ FSA County Office is requiring you to inform this office by (date), in writing, of where your fields of (crop) are located for the (year) growing season. Indicate whether a soil test has been completed for the crop locations above. Include in your written statement what method of chemical and fertilizer treatment is being implemented for the (year) growing season. This information is required by handbook 4-RM, subparagraph 71 B as part of the spot check process.

Sincerely,

County Executive Director  
Your County USA

--\*





**List of RCO's and States Served**

The following is a list of RCO's and the States they serve.

<b>Mailing Address of RCO's</b>	<b>States Served</b>	
Southern Regional Compliance Office 1111 W. Mockingbird Lane, Suite 280 Dallas, TX 75247 214-767-7700 (7:30 - 4:30 C) FAX: 214-767-7721	Arkansas Kentucky Louisiana Mississippi	New Mexico Oklahoma Tennessee Texas
Eastern Regional Compliance Office 4405 Bland Road, Suite 165 Raleigh, NC 27609 919-875-4930 (7:00 - 4:30 E) FAX: 919-875-4928	Alabama Connecticut Delaware Florida Georgia Maine Maryland Massachusetts New Hampshire New Jersey	New York North Carolina Pennsylvania Puerto Rico Rhode Island South Carolina Vermont Virginia West Virginia
Western Regional Compliance Office 430 G Street, Suite 4167 Davis, CA 95616-4167 530-792-5850 (7:00 - 4:00 P) FAX: 530-792-5865	Alaska Arizona California Hawaii Idaho	Nevada Oregon Utah Washington
Northern Regional Compliance Office 3440 Federal Drive, Suite 200 Eagan, MN 55122-1301 *--651-452-1688 (7:00 - 4:30 C) FAX: 651-452-1689	Iowa Minnesota Montana North Dakota	South Dakota Wisconsin Wyoming
Central Regional Compliance Office Beacon Facility, Mail Stop 0833 PO Box 419205 Kansas City, MO 64141-6205--* 816-926-7963 (7:30 - 4:00 C) FAX: 816-926-5186	Colorado Kansas Missouri Nebraska	
Mid-Western Regional Compliance Office 6045 Lakeside Blvd. Indianapolis, IN 46278 317-290-3050 (7:30 - 4:00 E) FAX: 317-290-3065	Illinois Indiana Michigan Ohio	



**AD-2007, FSA/RMA Compliance Referral Form**

**A Completing AD-2007**

Complete one AD-2007 for each complaint or referral on file with the County Office. County Offices shall complete AD-2007 according to the instructions in the following table.

<b>Item</b>	<b>Instructions</b>
1	*--Enter tracking number. Assign according to subparagraph 72 C.--*  * * *
<b>Part A - Complainant/Source Information (Optional)</b>	
2A	Enter name and address of the complainant. (Optional)
2B	Enter telephone number of the complainant. (Optional)
<b>Part B - Details of the Complaint</b>	
3	Indicate how the complaint was received.  <b>Note:</b> If located on RMA compliance spot check list, go to Part C.
4	Enter name and address of the person or entity the complaint was filed against.
5	Record all crops stated in the complaint.
6	Record the crop year(s) in which the complaint occurred.
7	Record the State and county in which the complaint occurred. Record the exact location of the field(s) in the complaint by road, intersection, or landmark and farm serial number, if available.
8	This is the narrative of the complaint. It is necessary to include all details provided by the complainant including the current crop and field conditions. Be as specific as possible. Try to address who, what, where, when, and how.
9	Indicate how the complainant is aware of the situation.

**AD-2007, FSA/RMA Compliance Referral Form (Continued)**

**A Completing AD-2007 (Continued)**

<b>Item</b>	<b>Instructions</b>
10	Include any information the complainant has other than what is detailed in item 8. This could include photos, receipts, or other hard copy documentation. Include any other person or source of information.
11A	The FSA employee recording the information shall print and sign their name.
11B	Record the date the complaint is received.
<b>Part C - Insurance Verification</b>	
12	Before calling RCO for insurance verification, determine all entities and associated *--social security or tax identification numbers involved in the complaint. Enter last 4 digits of SSN or tax ID.--*
13A	Print the name of the RCO POC that gave the insurance verification.
13B	Enter the date on which verification was given.
14	Indicate MPCCI status as reported by RCO. If "No", no further action is required.
<b>Part D - FSA Fact Finding</b>	
15	Print the name of the FSA employee(s) involved in the fact finding.
16	Record the date the complaint was assigned for fact finding.
17A	Enter the farm number(s) associated with the farm(s).
17B	Enter the tract number(s) associated with the farm(s).
18	Indicate if FSA personnel visited the farm or area of complaint. If "No", briefly describe the results of the fact finding in item 22.
19	Indicate if FSA personnel took pictures of the farm or area of complaint.
20	Determine whether the condition described in the complaint are comparable to other like conditions in the area. If "No", explain in item 22.

**AD-2007, FSA/RMA Compliance Referral Form (Continued)**

**A Completing AD-2007 (Continued)**

<b>Item</b>	<b>Instructions</b>
21	List all FSA documentation that is attached to the form. This will include but is not limited to FSA-578, AD-1026A, photocopies, and crop specific FSA forms when required. Also, any CCC forms that were used as part of the FSA fact finding.
22	Comment on FSA findings (include explanation for items 18 and 20 if answered "No").
23	Enter the name, address, and telephone number of FSA County Office.
24	The FSA County Office reviewing official shall print and sign their name.
25	Enter the date the completed report was transmitted to the FSA State Office POC.
<b>Part E - State Office POC Action</b>	
26	Enter the name, address, and telephone number of FSA State Office.
27	Enter the date the referral was returned to the County Office by the State Office POC, if applicable.
28	Enter the date the referral was transmitted to RCO.
<b>Part F - RCO Action</b>	
29A	Enter RO's name and address.
29B	Enter RO's telephone number.
30	Indicate the action taken by RCO and the date RCO took action.

AD-2007, FSA/RMA Compliance Referral Form (Continued)

B Example of AD-2007

Following is an example of AD-2007.

\*--

<p>This form is available electronically.</p> <p><b>AD-2007</b> U.S. DEPARTMENT OF AGRICULTURE (02-11-08) Farm Service Agency</p> <p align="center"><b>FSA/RMA COMPLIANCE REFERRAL FORM</b></p>		<p>1. FSA TRACKING NUMBER (13 Digit Number)*</p>
<p><b>PART A - COMPLAINANT/SOURCE INFORMATION</b></p>		
<p>2A. NAME AND ADDRESS OF PERSON MAKING THE COMPLAINT</p>		<p>2B. TELEPHONE NUMBER OF THE PERSON MAKING THE COMPLAINT (Include Area Code)</p>
<p><b>PART B - DETAILS OF THE COMPLAINT</b></p>		
<p>3. FORM OF COMPLAINT: Phone <input type="checkbox"/> E-Mail <input type="checkbox"/> In-Person <input type="checkbox"/> OTHER: (Explain in Item 10) <input type="checkbox"/></p>		
<p>4. NAME AND ADDRESS OF THE SUBJECT OF THE COMPLAINT</p>		<p>5. CROP(S) STATED IN COMPLAINT</p>
		<p>6. CROP YEAR(S) IN WHICH THE COMPLAINT OCCURRED:</p>
<p>7. STATE &amp; COUNTY WHERE COMPLAINT OCCURRED (State exact location of the field(s) in the complaint by road, intersection, or landmark and farm serial number if available):</p>		
<p>8. NARRATIVE OF THE COMPLAINT (Include all details including current crop and field conditions. Address who, what, where, when, and how):</p>		
<p>9. HOW DOES COMPLAINANT KNOW THE SITUATION? Hearsay <input type="checkbox"/> Visual <input type="checkbox"/> Knowledge of Records <input type="checkbox"/></p>		
<p>10. OTHER INFORMATION NOT EXPLAINED IN ITEM 8 (include photos, receipts, or other hard copy documentation, or other sources of information):</p>		
<p>11A. NAME OF FSA OFFICIAL RECORDING INFORMATION</p>		<p>11B. DATE COMPLAINT RECEIVED (MM-DD-YYYY)</p>
<p>*TRACKING NUMBER (13 Digits alpha numeric):                  Digits 1 &amp; 2 identify State Location Code (i.e., Texas = 48).                  Digits 3 through 5 identify County Location Code (i.e., Wilbarger = 487).                  Digits 6 through 9 identify calendar year the request is made (i.e., 2001 = 2001).                  Digits 10 through 13 identify the request number in chronological order (i.e., request number 1 = 0001).</p>		
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its program and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information ( Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small></p>		

\*--

AD-2007, FSA/RMA Compliance Referral Form (Continued)

B Example of AD-2007 (Continued)

\*--

AD-2007 (02-11-08)		Page 2	
<b>PART C - INSURANCE VERIFICATION</b>			
12. ALL ENTITIES INCLUDED IN THE COMPLAINT KNOWN BY FSA AND THEIR ASSOCIATED SSNs AND/OR TAX IDENTIFICATION NUMBERS:			
ENTITY NAME	SSN NO. OR TAX ID NO. <i>(Last 4 Digits)</i>	ENTITY NAME	SSN NO. OR TAX ID NO. <i>(Last 4 Digits)</i>
A.		B.	
C.		D.	
13A. NAME OF REGIONAL COMPLIANCE OFFICE CONTACT		13B. DATE CONTACTED (MM-DD-YYYY)	
14. MPC? (Check one of the boxes) YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If "NO" is checked, no further action is required.</i>			
<b>PART D - FSA FACT FINDING</b>			
15. NAME OF FSA OFFICIAL INVOLVED IN FACT FINDING		16. DATE THE COMPLAINT WAS ASSIGNED TO FSA OFFICIAL <i>(MM-DD-YYYY)</i>	
17A. FARM FSN NUMBER	17B. FARM TRACT NUMBER	18. DID FSA PERSONNEL VISIT THE FARM OR AREA OF COMPLAINT? <i>(If "NO," explain in Item 22.)</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	
19. DID FSA PERSONNEL TAKE PHOTOS OF THE FARM OR AREA OF COMPLAINT? YES <input type="checkbox"/> NO <input type="checkbox"/>		20. WAS THE CONDITION OF THE COMPLAINT COMPARABLE TO OTHER LIKE CONDITIONS IN THE AREA? <i>(If "NO," explain in Item 22.)</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	
21. FSA SUPPORTING DOCUMENTATION ATTACHED:			
22. FSA COMMENTS <i>(If additional space is needed, attach and sign a separate sheet.)</i>			
23. FSA COUNTY OFFICE NAME AND ADDRESS <i>(Include Zip Code)</i>		24. NAME OF FSA COF REVIEWING OFFICIAL	
TELEPHONE NUMBER: <i>(Include Area Code)</i>		25. DATE TO STO (MM-DD-YYYY)	
<b>PART E - STATE POC'S ACTIONS</b>			
26. FSA STATE OFFICE NAME AND ADDRESS <i>(Include ZIP Code)</i>		27. DATE TO COF (MM-DD-YYYY)	
TELEPHONE NUMBER: <i>(Include Area Code)</i>		28. DATE TO RCO (MM-DD-YYYY)	
<b>PART F - RCO'S ACTIONS</b>			
29A. REGIONAL OFFICE NAME & ADDRESS <i>(Include ZIP Code)</i>		29B. REGIONAL OFFICE TELEPHONE NUMBER <i>(Include Area Code)</i>	
30. ACTION TAKEN BY RCO: <i>(Check one of the following and insert date when RCO took action below.)</i>			
REFERRED TO: POC <input type="checkbox"/>	COMPANY <input type="checkbox"/>	OIG <input type="checkbox"/>	INTERNAL TO RCO <input type="checkbox"/> DATE RCO TOOK ACTION: _____ <i>(MM-DD-YYYY)</i>

--\*





AD-2027, RCO Spot Check List/Growing Season Inspection Form

A Completing AD-2027

Complete one AD-2027 for each selected producer’s crop listed on the RCO spot check list. County Offices shall complete AD-2027 according to the instructions in the following.

Item	Instructions
1	Enter tracking number. Assign according to subparagraph 72 C.
2A	Enter name of producer.
2B	*--Enter producer address.
2C	Enter last 4 digits of producer tax ID.
2D	Enter telephone number of producer.
3A	Enter the State name.
3B	Enter the County Office name where farm records are maintained.
3C	Enter county name where the farm land is located.
3D	Enter the applicable crop.  <b>Note:</b> Only one crop per AD-2027.
3E	Enter applicable crop year.
3F	Enter the farm serial number(s) selected for spot check.
3G	Enter the farm tract numbers selected for spot check.--*
4A	Check if no spot check necessary. * * *  <b>Notes:</b> County Office shall:  <ul style="list-style-type: none"> <li>•*--notate in item 4E why this spot check is not applicable, that is, --* deceased, sold land, etc.</li> <li>• verify insurance from RCO before checking “Not Applicable”.</li> </ul>
4B	Check if spot check performed and no concerns were identified. * * *
4C	Check if spot check performed and concerns were identified; however, crop conditions were similar to other farms in the area. * * *
4D	Check if spot check performed, concerns were identified, and crop conditions were <b>not</b> similar to other farms in the area. Provide a brief summary of the concerns identified. * * *
*--4E	Enter all relevant comments about the inspection.--*
5	Enter the date the County Office forwarded AD-2027 to the State Office POC.
6	Enter the date the State Office POC forwarded AD-2027 to RCO.

**\*--AD-2027, RCO Spot Check List/Growing Season Inspection Form (Continued)**

**A Completing AD-2027 (Continued)**

<b>Item</b>	<b>Instructions</b>
7A	Enter the name and address of FSA County Office.
7B	Enter the telephone number of FSA County Office.
8A	Enter the tillage methods used before first inspection and after first inspection. Enter NA if not applicable.
8B	Enter the weed/pest control practices used by the producer before the first inspection and after the first inspection. Enter NA if not applicable.
8C	Enter the date of the last soil test.
8D	Determine whether the crop conditions are comparable to other farms in the area during first and second inspections. If no, explain.
8E	Enter the fertilization program before the first inspection and after the first inspection. Enter NA if not applicable.
8F	Describe the weather conditions at the time of planting.
8G	Describe the weather conditions after planting, before the first inspection, and after first inspection.
8H	Indicate if FSA personnel took pictures of the crop on the farm during first inspection and during second inspection.
9A	Print the name of the FSA reviewing official conducting first inspection.
9B	Enter the date of the first inspection.
10A	Print the name of the FSA reviewing official conducting second inspection.
10B	Enter the date of the second inspection.
11	Check the applicable items for which supporting documentation is attached to AD-2027.

--\*

AD-2027, RCO Spot Check List/Growing Season Inspection Form (Continued)

B Example of AD-2027

Following is an example of AD-2027.

\*--

This form is available electronically. <b>AD-2027</b> (02-11-08)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. FSA Tracking Number (13 Digit Number)	
<b>RCO SPOT CHECKLIST                  GROWING SEASON INSPECTION FORM</b>					
<b>PRODUCER INFORMATION</b>					
2A. Producer Name (Last, First, Middle Initial)			2B. Producer Address (Street, City, State, Zip Code)		
2C. Producer Tax ID Number (Last 4 Digits)			2D. Producer Telephone Number (Include Area Code)		
<b>GENERAL INFORMATION</b>					
3A. State	3B. County FSA Office where Farm Records are Maintained	3C. County FSA Office where Farm Land is Located	3D. Crop	3E. Crop Year	
3F. Farm Serial Number(s)			3G. Farm Tract Number(s)		
4. Inspection Results (County FSA Office shall complete and submit immediately after each inspection):					
<input type="checkbox"/> 4A. Not Applicable - No Inspection Performed (Producer deceased, quit farming, not farming in county, did not plant the crop, crop not insured, etc.). Note: If item 4A is applicable, indicate in comments section below why no inspection was performed.					
<input type="checkbox"/> 4B. Inspection Performed, No Concerns Identified.					
<input type="checkbox"/> 4C. Inspection Performed, Reduced Yields Expected, (Crop conditions <i>similar</i> to other farms in the area.)					
<input type="checkbox"/> 4D. Inspection Performed, Concerns Identified, (Crop conditions <i>NOT similar</i> to other farms in the area). Summarize concerns in comments section below.					
4E. Comments:					
5. Date County FSA Office Forward to State POC (MM-DD-YYYY)			6. Date State FSA Office Forward to RCO (MM-DD-YYYY)		
7A. County FSA Office Name and Address (Include Zip Code)			7B. County FSA Office Telephone Number (Include Area Code)		

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of Discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

AD-2027, RCO Spot Check List/Growing Season Inspection Form (Continued)

B Example of AD-2027 (Continued)

\*--

AD-2027 (02-11-08)		Page 2
<b>8. Explain each of the following:</b>		
<b>A. Tillage Method Used:</b>		
(1) First Inspection	(2) Second Inspection (Enter N/A if not applicable)	
<b>B. Weed/Pest Control Practices:</b>		
(1) First Inspection	(2) Second Inspection (Enter N/A if not applicable)	
<b>C. Date of Last Soil Test (MM-DD-YYYY):</b>		
First Inspection		
<b>D. Describe Crop Conditions (Comparable to other farms in the area):</b>		
(1) First Inspection	(2) Second Inspection	
<b>E. Type of Fertilization Program:</b>		
(1) First Inspection	(2) Second Inspection (Enter N/A if not applicable)	
<b>F. Weather Conditions at Time of Planting:</b>		
First Inspection		
<b>G. Current Weather Conditions:</b>		
(1) First Inspection	(2) Second Inspection	
<b>H. Photographs Taken:</b>		
(1) Number of Photos Taken	(2) Date of Photos	(3) Second Inspection <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>SIGNATURES</b>		
9A. Name of First FSA Reviewing Official (print):		10A. Name of Second FSA Reviewing Official (print):
9B. Date of First Inspection (MM-DD-YYYY)		10B. Date of Second Inspection (MM-DD-YYYY)
11. County FSA Office shall enter a check mark indicating what documentations are attached:		
<input type="checkbox"/> FSA-578	<input type="checkbox"/> AD-1026A	<input type="checkbox"/> Photographs (AD-2045, FSA County Office GPS Data Log)
<input type="checkbox"/> Map Photocopies	<input type="checkbox"/> Field Notes	<input type="checkbox"/> Other _____

--\*

**RCO Spot Check Growing Season Inspection Guidelines**

**Important:** This process **requires** that the time on the digital camera and the time on the GPS unit match within 1 minute. If the clock on the digital camera is not set, then the data collected will not be valid. Check the time on the digital camera each time it is taken out in the field.

- One GPS point and 2 digital pictures are required for each spot check. The first picture shall be an overview of the field and the second digital picture shall be a “zoomed in” picture of the standing crop condition.

**Note:** The picture shall document the general crop condition of the standing crop. A measuring device is encouraged to document crop height where applicable.

- If AD-2027, items 4A through 4C are identified, then no additional data will need to be collected. The GPS point and 2 digital pictures are required. The County Office must fill out the electronic versions of AD-2027 and AD-2045 with the digital pictures and a description of the digital pictures inserted. Include in the description the direction that was faced while the picture was taken.
- If AD-2027, item 4D is the result of the inspection, then additional data shall be collected.
- In addition to the 1 GPS point and 2 digital pictures, the inspector shall take as many GPS points and digital pictures as needed to document the situation/condition. Take additional digital pictures of surrounding fields with similar crops to further document your findings.
- The County Office shall complete AD-2027 and AD-2045 with the digital pictures inserted with a description of each picture. Include in the description the direction that was faced while the picture was taken. Both AD-2027 and AD-2045 shall be completed after the first and second inspections and made available immediately, saved to server, after both inspections. County Offices shall send an e-mail to the State Office that the documents have been moved to the server.--\*

\* \* \*



**\*--GPS/Digital Camera Getting Set Up Quick Field Sheet**

**A Acquiring Differential GPS**

Acquire differential GPS according to the following.

<b>Step</b>	<b>Action</b>
1	Turn the GPS Map 76 and the Back Pack unit on.
2	PRESS "Menu" 3 times to get the main menu.
3	Use the rocker to highlight "Setup".
4	PRESS "Enter" to select "Setup".
5	Rocker left 1 time to highlight "Interface".
6	Rocker to the 1 <sup>st</sup> line (Serial Data Format) to highlight and PRESS "Enter".
7	Rocker down to highlight "RTCM In/NMEA Out" and PRESS "Enter".
8	Rocker down to select the beacon, highlight, and PRESS "Enter".
9	Select "User".
10	Rocker right to highlight Freq(ueency) and PRESS "Enter".
11	Position the rocker: <ul style="list-style-type: none"> <li>• up to select the first numbers</li> <li>• to the right to highlight the middle number</li> <li>• up to select the number</li> <li>• to the right to highlight the third number</li> <li>• up to select the number again</li> <li>• PRESS "Enter".</li> </ul>

--\*

**\*--GPS/Digital Camera Getting Set Up Quick Field Sheet (Continued)**

**B Establishing Camera Settings**

Establish camera settings for the **Olympus C 2040** according to the following.

Remove the lens cap before turning on the power. Turn on the camera by turning the mode dial to playback mode or “P”.



**Setting Time and Date for the Olympus C 2040**

Step	Action
1	Press the menu button on the back of the camera.
2	Press the up arrow on the arrow pad to scroll up until “mode setup” is selected.
3	Press the right arrow and the “setup” box will appear to the right of “mode setup”.
4	PRESS “OK” to enter the “mode setup” screen.
5	Press the up button on the arrow pad to highlight the icon that looks like a clock face.
6	Press the right arrow button to display the setup box and PRESS “OK”.
7	The time and date setting field will be displayed. There will be fields to set the month, day, year, hour, and minute. The 1 <sup>st</sup> icon which is the arrows forming a circle, can be used to set the date format. Select any of the following formats: <ul style="list-style-type: none"> <li>• day/month/year</li> <li>• month/day/year</li> <li>• year/month/day.</li> </ul>
8	Use the left and right keys to select between fields and use the up and down keys to set the fields, ie month or hour.
9	When the time has been set, PRESS “OK” until the menus are exited.

--\*



**\*--GPS/Digital Camera Getting Set Up Quick Field Sheet (Continued)**

**B Establishing Camera Settings (Continued)**

Establish camera settings for the **Olympus C-4000 Zoom** according to the following.

Remove the lens cap before turning on the power. Turn on the camera by turning the mode dial to playback mode or "P".



**Setting Time and Date for the Olympus C-4000 Zoom**

Step	Action
1	Press the menu button ("OK" button) on the back of the camera.
2	Press the up arrow on the arrow pad.
3	Press the left arrow twice and scroll to "Setup".
4	Press the right arrow and scroll to the clock icon.
5	Press the right arrow once.
6	Press the right arrow button to display the setup box and PRESS "OK".
7	<p>The time and date setting field will be displayed. There will be fields to set the month, day, year, hour, and minute. The 1<sup>st</sup> icon which is the arrows forming a circle, can be used to set the date format. Select any of the following formats:</p> <ul style="list-style-type: none"> <li>• day/month/year</li> <li>• month/day/year</li> <li>• year/month/day.</li> </ul>
8	Use the left and right keys to select between fields and use the up and down keys to set the fields, ie month or hour.
9	When the time has been set, PRESS "OK" until the menus are exited.

**GPS/Digital Camera Getting Set Up Quick Field Sheet (Continued)**

**C Collecting Data**

Collect 1 waypoint at the inspection site according to the following.

Step	Action
1	PRESS and HOLD "Enter" for 2-seconds until the Mark Waypoint Screen is displayed.
2	PRESS "Menu" 1 time to select the "Average Location" function and PRESS "Enter".
3	Wait 10 seconds to allow the GPS to average the estimated accuracy and PRESS "Save".
4	Highlight the waypoint name with the rocker and PRESS "Enter".
5	Rename the waypoint so that the office staff will be able to understand by using the rocker up/down and side-to-side. When finished PRESS "Enter".
6	Use the rocker to highlight "OK" and PRESS "Enter" to complete the waypoint.

Collect digital pictures by taking the following 2 digital pictures at each inspection site:

- 1 overview picture
- \*--1 "zoomed in" picture.--\*

**Note:** If AD-2027, item 4D is checked, then additional documentation is required.

**D Completing AD-2045**

Complete AD-2045. Fill out the "General Information" section properly which will be a 2 step process. AD-2045 will have to be filled out digitally once back in the office. Digital pictures will be inserted and a picture description will be added in the office. \* \* \*

AD-2045, FSA County Office GPS Data Log

A Completing AD-2045

Complete AD-2045 according to the following.

Item	Action
1A	Enter the producer's name.
1B	Enter the producer's address.
1C	*--Enter the producer's tax ID (last 4 digits only).--*
1D	Enter the producer's telephone number.
2	Enter State.
3	*--Enter county where farm is located.--*
4	Enter crop.
5	Enter crop year.
6	Enter zone.
7	Enter farm number.
8	Enter field number.
9	Enter projection.  *--Note: In most cases projection is UTM.--*
10	Enter tract number.
11	Enter date of farm visit.
12	Enter time of farm visit.
13A - 13G	*--Enter file name of GPS waypoint number latitude and longitude.  Note: See subparagraph 70 E for proper file naming convention.
14A, 14B	Enter total number of digital pictures taken and list the file names of each picture taken.  Note: See subparagraph 70 E for proper file naming convention.
15	Enter any additional comments.
16	Enter prepared by.
17	Enter title of preparer.
18	Enter the date prepared.

AD-2045, FSA County Office GPS Data Log (Continued)

A Completing AD-2045 (Continued)

Item	Action
19 A	<p>Enter overview picture.</p> <p><b>Note:</b> AD-2045 must be unlocked before inserting digital pictures. Pictures must be properly inserted. Do <b>not</b> copy and paste pictures. Unlock AD-2045 according to the following.</p> <ul style="list-style-type: none"> <li>• Click the empty picture box.</li> <li>• On the Word toolbar, CLICK “View”, “Toolbars”, and “Forms”.</li> <li>• On the Forms toolbar, CLICK “🔒”, “Protect Form” to unlock the form.</li> </ul> <p>Insert digital pictures according to the following.</p> <ul style="list-style-type: none"> <li>• Click the empty picture box.</li> <li>• On the Word toolbar, CLICK “Insert”, “Picture”, and “From File”.</li> <li>• Browse to the saved digital picture file location and CLICK “Insert”</li> <li>• Repeat until all digital picture files are inserted.</li> </ul> <p>To lock AD-2045, using the Forms toolbar, CLICK “🔒”, “Protect Form”. AD-2045 should be locked after inserting pictures to ensure that the pictures are maintained.</p>
19B	Enter direction facing and any additional information.
20A	Enter zoomed in picture.
20B	Enter direction facing and any additional information.
21A	Enter any additional pictures.
21B	Enter direction facing and any additional information.

AD-2045, FSA County Office GPS Data Log (Continued)

B Example of AD-2045

The following is an example of AD-2045.

\*--

This form is available electronically.		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
AD-2045 (02-11-08)		FSA COUNTY OFFICE GPS DATA LOG	
NOTE: This form should be used with the AD-2027 or AD-2007. Use this to record GPS points and attach digital photos.			
<b>PRODUCER INFORMATION</b>			
1A. PRODUCER'S NAME (Last, First, Middle Initial)		1B. PRODUCER'S ADDRESS (Street, City, State, Zip Code)	
1C. PRODUCER'S TAX ID NO. (Last 4 digits)		1D. PRODUCER'S TELEPHONE NUMBER (Include Area Code)	
<b>GENERAL INFORMATION</b>			
2. STATE	3. COUNTY FSA OFFICE WHERE FARM IS LOCATED	4. CROP	5. CROP YEAR
6. ZONE	7. FARM NUMBER	8. FIELD NUMBER	
9. PROJECTION	10. TRACT NUMBER	11. DATE (MM-DD-YYYY)	12. TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
13. GPS INFO:			
A. FILE NAME OF FIRST WAYPOINT	B. LATITUDE	C. LONGITUDE	
D. FILE NAME OF SECOND WAYPOINT	E. LATITUDE	G. LONGITUDE	
14. DIGITAL PICTURE INFORMATION:			
A. TOTAL NUMBER OF PICTURES	B. LIST PICTURE FILE NAMES		
15. ADDITIONAL COMMENTS:			
<b>SIGNATURE</b>			
16. PREPARED BY (Print Name):		17. TITLE OF PREPARER	18. DATE PREPARED
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its program and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call (600) 795-3272 (voice) or (202) 720-6362 (TDD). USDA is an equal opportunity provider and employer.</small>			

--\*

AD-2045, FSA County Office GPS Data Log (Continued)

**B Example of AD-2045 (Continued)**

\*--

AD-2045 (02-11-08) Page 2 of 4

19A. Overview Picture

19B. Description:

--\*

**AD-2045, FSA County Office GPS Data Log (Continued)**

**B Example of AD-2045 (Continued)**

\*--

AD-2045 (02-11-08) Page 3 of 4

20A. Zoomed In Picture

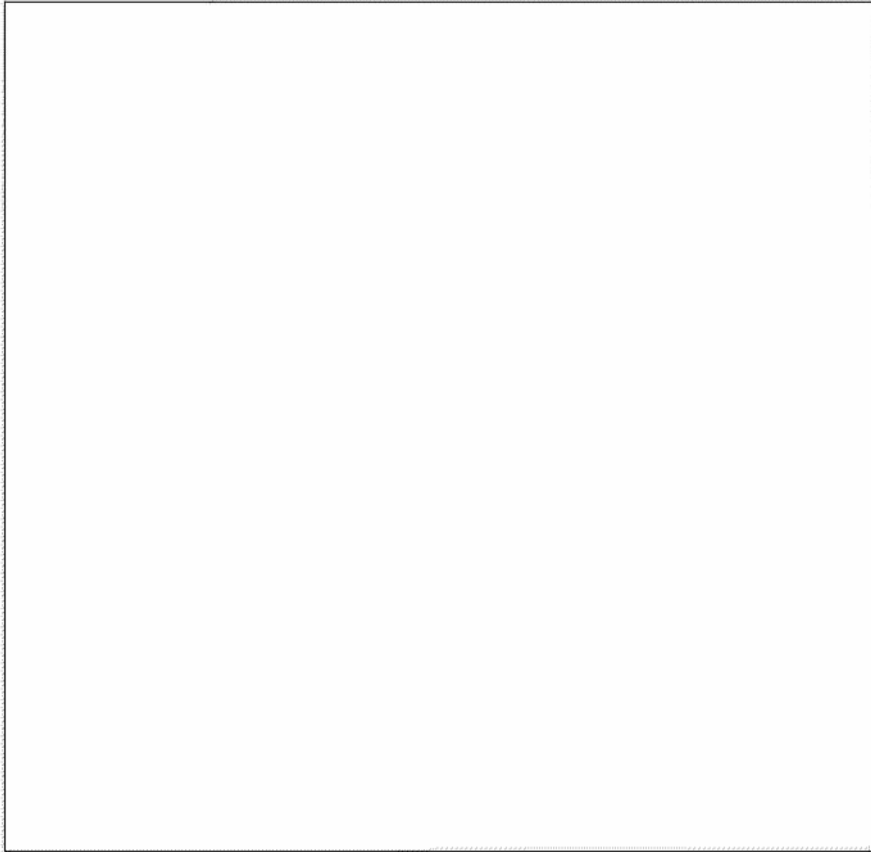
20B. Text/Description:

--\*

AD-2045, FSA County Office GPS Data Log (Continued)

**B Example of AD-2045 (Continued)**

\*--

AD-2045 (02-11-08)	Page 4 of 4
21A. Additional Picture Number 1	
	
21B. Description:	

--\*



**\*--AD-2007A, FCIC Program Integrity Log for AD-2007 and AD-2027--\***

**A Completing AD-2007A**

Complete one AD-2007A for each crop year. County Offices shall complete AD-2007A according to the instructions in the following table.

<b>Item</b>	<b>Instructions</b>
1	Enter crop year.
2	Enter sequential page number for the calendar year.
3	Enter State code.
4	Enter county code.
5	Enter the tracking number.  <b>Example:</b> SS-CCC-YYYY-XXXX  <b>Note:</b> For the first complaint filed in crop year 2001 in Wilbarger County, Texas, the tracking number assigned by the County Office would be 48-487-2001-0001.
6	Enter the producer name for which there is a concern.
7-10	Check the applicable column for the type of review. 7 = complaint received by the County Office (this could be in person, telephone, etc.) 8 = concern discovered by FSA through normal FSA activity 9 = request by RCO 10 = review of producer on the RMA spot check list
11	If entry in item 7, 8, or 9, enter the date County Office became aware of the concern. If entry in item 10, enter the date the review is conducted.
12	Enter the date a referral was submitted if applicable.
13	Enter total of each column to reflect the number entered on the log in each category, total number received of all categories, and total of actual referrals submitted.



State Office POC's

State	POC	Alternate POC
<b>Alabama</b> 4121 Carmichael Rd Ste 600 Montgomery AL 36106-3660	Walda Malone Telephone: 334-279-3520 FAX: 334-279-3550 <b>walda.malone@al.usda.gov</b>	William Henderson Telephone: 334-279-3529 FAX: 334-279-3550 <b>william.henderson@al.usda.gov</b>
<b>Alaska</b> 800 W Evergreen Ave Ste 216 Palmer AK 99645-6546	Jimmy La Voie Telephone: 907-761-7751 FAX: 907-761-7788 <b>jimmy.lavoie@ak.usda.gov</b>	Donna Kramer Telephone: 907-761-7753 FAX: 907-761-7788 <b>donna.kramer@ak.usda.gov</b>
<b>Arizona</b> 230 N 1st Ave Ste 506 Phoenix AZ 85003-1733	Mark Grubbs Telephone: 602-285-6320 FAX: 602-285-6325 <b>mark.grubbs@az.usda.gov</b>	Carla Hill Telephone: 602-285-6314 FAX: 602-285-6325 <b>carla.hill@az.usda.gov</b>
<b>Arkansas</b> 700 W Capitol Ave Ste 3416 Little Rock AR 72201-3215	Stephen Walker Telephone: 501-301-3007 FAX: 501-301-3088 <b>stephen.walker@ar.usda.gov</b>	Sharon Baker Telephone: 501-301-3054 FAX: 501-301-3088 <b>sharon.baker@ar.usda.gov</b>
<b>California</b> 430 G St Dept 4161 Davis CA 95616-4161	Ken Ogden Telephone: 530-792-5525 FAX: 530-792-5555 <b>ken.ogden@ca.usda.gov</b>	Navdeep Dhillon Telephone: 530-792-5530 FAX: 530-792-5555 <b>navdeep.dhillon@ca.usda.gov</b>
<b>Colorado</b> Denver Federal Center Building 56, Room 2760 PO Box 25426 Denver, CO 80225-0426	Diane Pierson Telephone: 720-544-2899 FAX: 720-544-2966 <b>diane.pierson@co.usda.gov</b>	Bridget Smith Telephone: 720-544-2893 FAX: 720-544-2966 <b>bridget.smith@co.usda.gov</b>
<b>Connecticut</b> 344 Merrow Rd Tolland CT 06084-3917	*--Devon Marsden Telephone: 860-871-4094 FAX: 860-871-4184 <b>devon.marsden@ct.usda.gov</b>	Robert Maurer Telephone: 860-871-4091 FAX: 860-871-4184 <b>robert.maurer@ri.usda.gov--*</b>
<b>Delaware</b> 1221 College Park Dr Ste 201 Dover DE 19904-8724	Robin Talley Telephone: 302-678-4252 FAX: 302-678-9100 <b>robin.talley@de.usda.gov</b>	Lynn Manges Telephone: 302-678-4253 FAX: 302-678-9100 <b>lynn.manges@de.usda.gov</b>
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**State Office POC's (Continued)**

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<b>Kentucky</b> 771 Corporate Dr Ste 100 Lexington KY 40503-5438	Guy Perry Telephone: 859-224-7629 FAX: 859-224-7632 <b>guy.perry@ky.usda.gov</b>	Marylou Bohannon Telephone: 859-224-7630 FAX: 859-224-7632 <b>marylou.bohannon@ky.usda.gov</b>
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<b>Maryland</b> John Hanson's Business Center 339 Buschs Frontage Rd Ste 104 Annapolis MD 21409-5561	Robert Wevodau Telephone: 443-482-2770 FAX: 443-757-9265 <b>robert.wevodau@md.usda.gov</b>	George Turner Telephone: 410-632-5439 ext 104 FAX: 410-632-2732 <b>george.turner@md.usda.gov</b>

State Office POC's (Continued)

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State	POC	Alternate POC
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<b>New Jersey</b> Mastoris Professional Plaza 163 US Hwy 130 Bldg 2 Ste E Bordentown NJ 08505-2228	Coleen McGarrity Telephone: 609-587-0104 FAX: 609-587-0906 <b>coleen.mcgarrity@nj.usda.gov</b>	Chris Scheirer Telephone: 609-587-0104 FAX: 609-587-0906 <b>chris.scheirer@nj.usda.gov</b>
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State Office POC's (Continued)

State	POC	Alternate POC
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<b>North Dakota</b> 1025 28 <sup>th</sup> St S Fargo ND 58103-2372	Bryan Olschlager Telephone: 701-239-5224 FAX: 701-239-5696 <b>bryan.olschlager@nd.usda.gov</b>	Kim Kylo Telephone: 701-893-2231 FAX: 701-239-5696 <b>kimberly.kylo@nd.usda.gov</b>
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<b>Oklahoma</b> Farm Rd and McFarland St 100 USDA Ste 102 Stillwater OK 74074-2651	Danny Lee Telephone: 405-742-1130 FAX: 405-742-1177 <b>danny.lee@ok.usda.gov</b>	Terry Henley Telephone: 450-742-1161 FAX: 405-742-1177 <b>theresa.henley@ok.usda.gov</b>
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<b>Pennsylvania</b> 1 Credit Union Pl Ste 320 Harrisburg PA 17110-2912	Christina Rotz Telephone: 717-237-2165 FAX: 717-237-2149 <b>christina.rotz@pa.usda.gov</b>	Rebecca Csutoras Telephone: 717-237-2129 FAX: 717-237-2149 <b>rebecca.csutoras@pa.usda.gov</b>
<b>Puerto Rico</b> 654 Plaza Ste 829 654 Ave Munoz Rivera Ste 829 San Juan PR 00918-4127	Wanda J. Perez Telephone: 787-294-1613 ext 326 FAX: 787-294-1609 <b>wanda.perez@pr.usda.gov</b>	Marelita Sosa Telephone: 787-878-2580 ext 105 FAX: 787-816-5367 <b>marelita.sosa@pr.usda.gov</b>
<b>Rhode Island</b> 60 Quaker Ln Ste 40 Warwick RI 02886-0114	Melissa Turrisi Telephone: 401-828-3120 ext 2 FAX: 401-821-0780 <b>melissa.turrisi@ri.usda.gov</b>	Devon Marsden Telephone: 401-828-3120 ext 2 FAX: 401-821-0780 <b>devon.marsden@ri.usda.gov</b>
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<b>South Dakota</b> 200 4th St SW Rm 308 Huron SD 57350-2478-2431	Rhonda Pudwill Telephone: 605-352-1176 FAX: 605-352-1195 <b>rhonda.pudwill@sd.usda.gov</b>	Donita Garry Telephone: 605-352-1158 FAX: 605-352-1195 <b>donita.garry@sd.usda.gov</b>

**State Office POC's (Continued)**

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<b>Texas</b> 2405 Texas Ave S College Station TX 77840-4699	Kathy Sayers Telephone: 979-680-5202 FAX: 979-680-5236 <b>kathy.kayers@tx.usda.gov</b>	Scott Reed Telephone: 979-680-5214 FAX: 979-680-5236 <b>scott.reed@tx.usda.gov</b>
<b>Utah</b> 125 S State St Rm 4239 Salt Lake City UT 84138-1189	Cary B. Son Telephone: 801-524-4544 FAX: 801-524-5166 <b>cary.son@ut.usda.gov</b>	Lori Jones Telephone: 801-524-4250 FAX: 801-524-5166 <b>lori.jones@ut.usda.gov</b>
<b>Vermont</b> 356 Mountain View Dr Ste 104 Colchester VT 05446-5986	Rachel Cadieux Telephone: 802-658-2803 ext 300 FAX: 802-660-0953 <b>rachel.cadieux@vt.usda.gov</b>	Kim Peck Telephone: 802-658-2803 FAX: 802-660-0953 <b>kim.peck@vt.usda.gov</b>
<b>Virginia</b> Culpeper Bldg Ste 1606 Santa Rosa Rd Rm 138 Richmond VA 23229-5000	Dan Mertz Telephone: 804-287-1548 FAX: 804-287-1723 <b>dan.mertz@va.usda.gov</b>	Allison Wash Telephone: 804-287-1545 FAX: 804-287-1723 <b>allison.wash@va.usda.gov</b>
<b>Virgin Island</b> (Florida address) 4440 NW 25th Pl Ste 1 Gainesville FL 32606-6508	Christopher Vazquez Telephone: 352-379-4562 FAX: 352-379-4581 <b>christopher.vazquez@fl.usda.gov</b>	Tom Hockert Telephone: 352-379-4526 FAX: 352-379-4581 <b>tom.hockert@fl.usda.gov</b>
<b>Washington</b> 316 W Boone Ave Ste 568 Spokane WA 99201-2350	Dwaine Schettler Telephone: 509-323-3009 FAX: 509-323-3074 <b>dwaine.schettler@wa.usda.gov</b>	Rod Hamilton Telephone: 509-323-3015 FAX: 509-323-3074 <b>rod.hamilton@wa.usda.gov</b>
<b>West Virginia</b> 1550 Earl Core Road, Suite 102 Morgantown WV 26507-1049	Leanne M. Taylor Telephone: 304-284-4800 FAX: 304-284-4821 <b>leanne.taylor@wv.usda.gov</b>	Kevin S. Hinkle Telephone: 304-284-4800 FAX: 304-284-4821 <b>kevin.hinkle@wv.usda.gov</b>
<b>Wisconsin</b> 8030 Excelsior Dr Ste 100 Madison WI 53717-2906	Russell Raeder Telephone: 608-662-4422 ext 111 FAX: 608-662-9425 <b>russell.raeder@wi.usda.gov</b>	Barbara Quam Telephone: 608-662-4422 ext 116 FAX: 608-662-9425 <b>barb.quam@wi.usda.gov</b>
<b>Wyoming</b> 951 Werner Ct Ste 130 Casper WY 82601-1307	Todd Even Telephone: 307-261-5231 FAX: 307-261-5857 <b>todd.even@wy.usda.gov</b>	Deb Shirley Telephone: 307-261-5011 FAX: 307-261-5857 <b>debra.shirley@wy.usda.gov</b>


--\*





Example Letter for RMA Field Visit Request

\*--

  
United States Department of Agriculture  
Farm and Foreign Agricultural Services  
Risk Management Agency

SUBMISSION DATE \_\_\_\_\_

TO: \_\_\_\_\_, COUNTY EXECUTIVE DIRECTOR  
COUNTY

THRU: \_\_\_\_\_, STATE OFFICE POINT OF CONTACT

FROM: \_\_\_\_\_, DIRECTOR  
REGIONAL COMPLIANCE OFFICE

SUBJECT: **REQUEST FOR FIELD VISIT TO VERIFY CROP INSURANCE DATA**

This regional RMA compliance office is currently conducting its Appendix IV program review. Discrepancies have been identified with the insurance company's claim audit listed below. The following assistance regarding the claim is being requested for:

INSURED NAME: \_\_\_\_\_ POLICY NUMBER: \_\_\_\_\_

INSURED ID: \_\_\_\_\_

REQUESTED ACTION:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

COUNTY OFFICE CONTACT PERSON

NAME: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_


FAX: (\_\_\_\_) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Please forward all documentation along with a copy of this form, by \_\_\_\_\_, to the individual listed below.

RMA POINT OF CONTACT

NAME: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_ E-MAIL: \_\_\_\_\_



The Risk Management Agency Administers and Oversees  
All Programs Authorized Under the Federal Crop Insurance Corporation  
USDA Is An Equal Opportunity Provider and Employer.

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**Example Letter to Producers Requesting Verification of Data**

The following is an example of the letter that County Offices shall use to notify producers of discrepancies between RMA and FSA data.

**Note:** State and County Offices are **not** authorized to amend the language in this letter.

\*--

Dear Producer:

The Agricultural Risk Protection Act of 2000 requires that the Farm Service Agency (FSA) and the Risk Management Agency (RMA) compare crop information submitted by producers to ensure that both agencies' records are correct. On XXXXXX XX, 2003, the [crop year] crop records from the 2 agencies were compared, and your records were determined to have 1 or more differences.

The following is the information provided to each agency.

RMA Information	Crop Year _____	Crop _____	Crop Share _____	Acreage _____	Verified Correct _____ Producer Initials
FSA Information	Crop Year _____	Crop _____	Crop Share _____	Acreage _____	Verified Correct _____ Producer Initials

Other – Your ID number is not the same between the 2 agencies – Please provide the correct ID number - \_\_\_\_\_

**If both the RMA and FSA information is inaccurate, please provide the correct information below and a brief description of why the information is incorrect:**

Crop Year _____	Crop _____	Crop Share _____	Acreage _____	Verified Correct _____ Producer Initials
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The information provided to RMA and FSA was inaccurate because: \_\_\_\_\_

Please initial by the correct information and return this letter to the FSA County Office within 15 calendar days of receipt. Failure to return this letter within 15 calendar days may result in FSA assigning the most restrictive information as correct or RMA referring your policy to your insurance provider for further review. This may also result in an overpayment of FSA benefits, which you will be required to refund.

We appreciate your time and concern in this matter.

Sincerely,

John Smith  
CED, Minnehaha County

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**AD-2006A, Consultation Request Log for AD-2006**

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**A**

**Completing  
AD-2006A**

Complete AD-2006A according to this table.

<b>Item</b>	<b>Instructions</b>
1	Enter the crop year the issue is referred to RO for action.
2	Enter page number of the log.
3	Enter the State Office or RO name.
4	Enter the next consecutive tracking number.
5	Identify the issue. Ensure to include enough information to accurately identify the issue.
6	Enter date referred for RO action.
7	Enter date of RO action.

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Continued on the next page



**List of RO's and States Served**

The following is a list of all RO's and the States they serve.

<b>Mailing Address of RO</b>	<b>States Served</b>	
*--Billings Regional Office 3490 Gabel Road Billings, MT 59102-7302 406-657-6447 (8:00 - 4:30 MST) FAX: 406-657-6573	Montana North Dakota South Dakota Wyoming	
Davis Regional Office 430 G Street, # 4168 Davis, CA 95616-4168 530-792-5870 (7:30 - 4:00 P) FAX: 530-792-5893	Arizona California Hawaii Nevada Utah	
Raleigh Regional Office 4405 Bland Road, Suite 160 Raleigh, NC 27609 919-875-4880 (8:00 - 4:30 E) FAX: 919-875-4915	Connecticut Delaware Maine Maryland Massachusetts New Hampshire New Jersey New York North Carolina Pennsylvania Rhode Island Vermont Virginia West Virginia	
Jackson Regional Office 803 Liberty Road Flowood, MS 39232 601-965-4771 (7:30 - 4:00 C) FAX: 601-965-4517	Arkansas Kentucky Louisiana Mississippi Tennessee	
Oklahoma City Regional Office 205 NW 63rd. Street, Suite 170 Oklahoma City, OK 73116-8254--* 405-879-2700 (7:30 - 4:00 C) FAX: 405-879-2741	New Mexico Oklahoma Texas	

**List of RO's and States Served (Continued)**

<b>Mailing Address of RO</b>	<b>States Served</b>
*--St. Paul Regional Office Minnesota World Trade Center 30 E. 7th Street, Suite 1450 St.Paul, MN 55101 651-290-3304 (7:30 - 4:00 C) FAX: 651-290-4139	Iowa Minnesota Wisconsin
Springfield Regional Office 3500 West Wabash Avenue Springfield, IL 62711 217-241-6600 (7:30 - 4:00 C) FAX: 217-241-6618	Illinois Indiana Michigan Ohio
Spokane Regional Office 11707 E. Sprague Avenue Suite 201 Spokane Valley, WA 99206 509-353-2147 (7:00 - 4:00 P) FAX: 509-353-3149	Alaska Idaho Oregon Washington
Topeka Regional Office 3401 SW Van Buren Street, Suite 2 Topeka, KS 66611-2227 785-266-0248 (7:30 - 4:00 C) FAX: 785-266-2487	Colorado Kansas Missouri Nebraska
Valdosta Regional Office 106 South Patterson Street Suite 250 Valdosta, GA 31601 229-219-2200 (8:00 - 4:30 E) FAX: 229-242-3566--*	Alabama Florida Georgia Puerto Rico South Carolina



**AD-2006, State and County Consultation Request**

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**A**

**Completing  
AD-2006**

STC, RO POC, State Office POC, COC, and County Offices shall complete AD-2006 according to the instruction in the following table. Attach additional sheets and supporting documentation, as necessary, to thoroughly explain the issue, provide background, justify recommendations, or explain the action.

Item	Instruction
1	Tracking Number: Depending on the origin of the request the State Office POC or RO POC will assign a 9-digit alpha numeric tracking number (for example, 200106F0001). The first 4 digits will be the calendar year the request is made (for example, 2001 = 2001), the third and fourth digit identifies the State location (for example, California = 06), the fifth digit identifies the origin of the request (for example, F for FSA or R for RMA), the next 4 digits are used for the request number in chronological order (for example, request number 1 = 0001).
2	Date originated.
3	Issue: The originator (RO POC, State Office POC, STC, COC) of the request states the subject and the task to be completed.
4	Background: The originator describes the subject and/or process and any other pertinent information in assisting the recipient in making their determination. Other information may include but not limited to why the task needs to be completed or what specific information needs to be reviewed.
5	STC Recommendation: The appropriate action recommended.
6	Justification: Supporting documentation provided for the action recommended (Part 5, Section 3).
7A	STC Signature: An STC member or their appointed designee will sign the request.
7B	Date Sent: The date the State Office POC sent the request to RO POC.
8	RO Explanation/Action: Describe the appropriate action taken by RO and the reason for the action. If the request is accepted, explain when the action will occur.
9A	RO POC signature.
9B	Check whether action is concurred or non-concurred.
9C	Enter date signed.
10	RO name.
11	State Office name and address.

Continued on the next page

**AD-2006, State and County Consultation Request (Continued)**

**B  
Example of  
AD-2006**

Following is an example of AD-2006.

<b>REPRODUCE LOCALLY.</b> Include form number and date on all reproductions.		
<b>AD-2006</b> (04-05-01)  <b>STATE AND COUNTY CONSULTATION REQUEST</b>	<b>U.S. DEPARTMENT OF AGRICULTURE</b> Farm Service Agency	<b>1. TRACKING NUMBER (11 Digit Number)*</b> 200148F0001
		<b>2. DATE ORIGINATED</b> 04-03-2001
<b>3. ISSUE (State the issue as briefly as possible):</b> Valid final planting dates of April 15 for corn in the following counties: Dallas, Ellis, Navarro, Freestone, Leor, Limestone, Hill, Johnson, Tarrant, Denton, Wise, Parker, Hood, McLennan.		
<b>4. BACKGROUND (State who does the issue impact; how does the issue impact you or your constituency?)</b> Final planting dates must adhere to the following criteria: 1) the latest date the crop can be planted with the expectation of producing a normal yield, and 2) the date at which time at least 90% of the crop is normally planted in the county.		
<b>5. STATE COMMITTEE RECOMMENDATION (State the committee's recommendation as briefly as possible):</b> Final planting dates for Dallas, Ellis, Johnson, and Tarrant should be changed from April 15 to May 31.		
<b>6. JUSTIFICATION (Fully explain your recommendation):</b> The current final planting date of April 15 subjects any acreage planted that late to excessive heat in July that will adversely affect the ability of the plant to pollinate properly and ultimately reduce the yield. See attached recommendation from Extension.		
<b>7A. STATE COMMITTEE MEMBER'S OR DESIGNEE'S SIGNATURE</b>  /s/ <i>James Jones</i>		<b>7B. DATE SENT TO RMA REGIONAL OFFICE'S POC</b>  <i>04-03-01</i>
<b>8. REGIONAL OFFICE EXPLANATION:</b> We accept your recommendation in part. We plan to change the final planting date to April 7 by the next filing date. Our concern for moving the date to March 31 is that in years when the crop can and should be replanted no attempt will be made to do so which would adversely affect the program.		
<b>9A. REGIONAL OFFICE POC'S SIGNATURE</b>  /s/ <i>Franklin Harrison</i>	<b>9B. REGIONAL OFFICE:</b> <input checked="" type="checkbox"/> Concurred <input type="checkbox"/> Non-concurred	<b>9C. DATE SIGNED</b>  <i>05-22-01</i>
<b>10. RMA REGIONAL OFFICE NAME &amp; ADDRESS (Include ZIP Code)</b> USDA Risk Management Agency Regional Office 205 NW 63rd Street, Suite 170 Oklahoma City, OK 73116  TELEPHONE NUMBER:		<b>11. FSA STATE OFFICE NAME &amp; ADDRESS (Include ZIP Code)</b> Texas State FSA 2405 Texas Avenue College Station, TX 77840  TELEPHONE NUMBER:
<b>*TRACKING NUMBER (11 Digits alpha numeric):</b> Digits 1 through 4 identify the calendar year the request is made (i.e., 2001 = 2001). Digits 5 & 6 identify the State Location Code (i.e., California = 06). Digit 7 identifies the origin of the request (F for FSA or R for RMA). Digits 8 through 11 identify the request number in chronological order (i.e., request number 1 = 0001).		
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**\*--Program Deficiency Notification Memorandum**

This is an example of a memorandum to be used by RO to notify STC of probable and determined program deficiencies and policyholder alerts.

XX XXXXXX XXXXXX  
State Executive Director  
Farm Service Agency  
City, State Zip

RE: 4-RM Report of Probable and Determined Program Deficiencies and Policyholder Alerts

Dear XX XXXXXX:

In accordance with the procedures outlined in 4-RM, the Risk Management Agency, XXX Regional Compliance Office is providing you with the attached listing of probable or known crop insurance program deficiencies and policyholder alerts for your information. The attached report is divided into three sections:

Section 1 (Code 1), Final Determinations – This listing includes policyholders with final findings impacting their crop insurance policies that may not be reflected on the download received from RMA. Final determinations may still be appealed by the insurance provider and are subject to dispute by the policyholder with their respective insurance companies. These findings have been identified by this office, reviewed by the insurance provider, and determined to be correct taking the company and or policyholder’s response into consideration.

Section 2 (Code 2), Probable and Determined Program Deficiencies – This is a listing of program issues identified by RMA that may have resulted in crop insurance overpayments for some policyholders. Because the deficiencies may have been imbedded in the insurance program itself, RMA may not recover all overpaid indemnities or correct other information relative to the policy data. FSA may want to review the downloaded information for producers who participated in these programs to ensure that the program deficiency does not improperly inflate the producer’s CDP payment.

Section 3 (Code 3), Other Policyholder Alerts – This section contains the names and identification numbers of policyholders that RMA has identified for potential problems with their insurance data, but has not completed a review or received responses from the policyholder’s insurance provider to verify any findings. This list is provided only as a “heads up” to your State regarding those policyholder’s who have gained our attention, but have not had the benefit of full review process at this time.

If you have any questions or need additional information, please feel free to call me at XXX-XXX-XXXX.

Sincerely,

XXXX XXXXXX  
Director

Attachment

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