FSA RMA HANDBOOK

FCIC Program Integrity

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

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

FCIC Program Integrity 4-RM	Amendment 19

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 21 E has been amended to include that RCO will provide spring and fall list of insureds to FSA.

Subparagraph 41 A has been amended to include the date that RCO will provide the spring and fall list of insureds for spot check to FSA.

Subparagraph 70 C has been amended to indicate that RMA will no longer limit the list of insured producers for spot check to 10 in a county, but will prioritize the list if more than 10 producers are included. County Offices will spot check the larger of the first 10 or first 5 percent of insureds on the list.

Subparagraph 70 E has been amended to clarify naming conventions for GPS point data and digital pictures.

Subparagraph 73 A has been amended to clarify what State Office documentation should be retrieved from counties and forwarded to their RCO.

Exhibit 5 has been amended to include the new mailing address for the Mid-Western Regional Compliance Office.

Exhibit 7 has been amended to include procedure for notating in the comments section the reason why ‘not applicable’ was selected in box 4A of form AD-2027.

Exhibit 8.6 has been amended to include procedure for "unlocking" AD-2045 to allow digital pictures to be inserted.

Exhibit 11 has been amended to update State Office POC’s.

Amendment Transmittal (Continued)

Page Control Chart		
TC	**Text**	**Exhibit**
	2-3, 2-4 2-25 through 2-52 2-52.3, 2-52.4 2-57, 2-58	1, pages 1, 2 5, page 1 7, pages 1, 2 8.6, pages 1, 2 11, pages 1-4 page 5

Table of Contents

Page No.

Part 1 Basic Provisions

1	Overview	1-1
2	Sources of Authority and Related Handbooks	1-2
3	Publication Requirements	1-3
4	Points of Contact	1-4
5	FSA Access to Insured Records	1-5
6	Freedom of Information	1-5
7	Conflict of Interest	1-6
8	FSA Employees Requested as Witnesses	1-6
9-19	(Reserved)	

Part 2 Referrals and Investigations

20	Overview	2-1
21	Responsibilities	2-1

Section 1 FSA Referrals to RMA

22	Types of Referrals to RMA	2-4
23	Accepting Complaints or Documenting FSA Observations	2-5
24-39	(Reserved)	

Section 2 RMA Referrals to FSA

40	Overview	2-25
41	RMA-Requested Spot Checks and RMA-Initiated Complaint Referrals	2-25
42-69	(Reserved)	

Section 3 Fact Finding and Documentation

70	Review Requirements	2-51
71	Fact Finding and Documentation	2-52.5
72	County Office Action	2-55
73	State Office Action	2-57
74	RMA Action	2-58
75	Insurance Provider Action	2-59
76-80	(Reserved)	

Table of Contents (Continued)

Page No.

Part 3 Claims Audit

81 Overview 3-1
82 Responsibilities 3-2
83 Completing FSA-426-A 3-6
84 Providing Insured Information in Subsequent Years 3-9
85-100 (Reserved)

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 5-1
121 Responsibilities 5-1

Section 1 RO Requests to FSA

122 Overview 5-4
123 Types of Consultation Requests 5-4
124 Processing Consultation Request 5-5
125-129 (Reserved)

Section 2 FSA Inputs to RO

130 Overview 5-21
131 Types of Consultation Recommendations 5-21
132 Processing Consultation Recommendations 5-22
133-139 (Reserved)

Section 3 Documentation

140 Required Minimum Documentation in Support of Recommended Program Changes 5-35
141-144 (Reserved)

Table of Contents (Continued)

Page No.

Part 5 STC Consultation (Continued)

Section 4 Timelines

145 General Timelines 5-45
146 RO Requests 5-45
147 FSA Recommendations 5-45
148-152 (Reserved)

Section 5 RMA Program Deficiencies and Policyholder Alerts

153 General Procedures 5-57
154 Responsibilities 5-59
155-159 (Reserved)

Part 6 Data Reconciliation

Section 1 General Policy and Provisions

160 General Provisions 6-1
161 2001 Crop Year Data Reconciliation 6-2
162-164 (Reserved)
165 ID Number Discrepancies 6-13
166 Crop Share Discrepancies 6-14
167 Acreage Discrepancies 6-16
168 Discrepancies in Production Data 6-20
169-180 (Reserved)

Section 2 FSA County Office Responsibilities

181 County Office Responsibilities 6-47
182 Acreage/Share Data Reconciliation Report 6-51
183 Accessing Acreage/Share Data Reconciliation Report Software 6-58
184 Recording Review Findings 6-60
185 Data Reconciliation Maintenance Screen MHCA0101 6-64
186 Crop Selection Screen MHCA0201 6-65
187 Data Reconciliation Input Screen MHCA0301 6-67
188 Data Reconciliation Input Screen MHCA0401 6-71
189 Data Reconciliation Input Screen MHCA0501 6-75
190 Printing the Data Reconciliation Report 6-79
191 Transmitting and Correcting Records 6-80
192-210 (Reserved)

Table of Contents (Continued)

Page No.

Part 6 Data Reconciliation (Continued)

Section 3 FSA State Office POC Responsibilities

211 State Office POC Action 6-113
212 Accessing Acreage/Share Data Reconciliation Report State Office Software .. 6-115
213 2001 Acreage Data Referral Reports 6-117
214 Approving and Disapproving County Office Referral Records 6-121
215-220 (Reserved)
221 Data Reconciliation Input Screen MHFA0201 6-133
222 Exit/Update Screen MHFA0202 6-135
223 Denied Referral Screen MHFA0203 6-137
224 Transmitting and Correcting Records 6-139
225-240 (Reserved)

Section 4 RMA RCO Responsibilities

241 RMA RCO Action 6-169
242-257 (Reserved)

Section 5 Reinsured Company Responsibilities

258 Reinsured Company Action 6-185

Exhibits

1 Reports, Forms, Abbreviations, and Redelegations of Authority
2 Definitions of Terms Used in This Handbook
3 Menu and Screen Index
4 Example Letter to Notify Producer of Spot Check
5 List of RCO's and States Served
6 AD-2007, FSA/RMA Compliance Referral Form
7 AD-2027, RCO Spot Check List/Growing Season Inspection Form
8 RCO Spot Check Growing Season Inspection Guidelines
8.5 GPS/Digital Camera Getting Set Up Quick Field Sheet
8.6 AD-2045, FSA County Office GPS Data Log
9 (Reserved)
10 AD-2007A, FCIC Program Integrity Log for AD-2007 and AD-2027
11 State Office POC's
12 Example Letter for RMA Field Visit Request
13 Example Letter to Producers Requesting Verification of Data
14 (Reserved)
15 AD-2006A, Consultation Request Log for AD-2006
16 List of RO's and States Served
17 AD-2006, State and County Consultation Request
18 Program Deficiency Notification Memorandum

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 crop insurance companies:

- FSA, PECD
- RMA RCO's
- RMA RO's
- RMA, Deputy Administrator for Research and Development.

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 the following:

- referrals and investigations
- claims audit
- 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

FSA and RMA handbooks 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.

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 and RMA'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 insurance providers 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 assist RMA with auditing claims.

Continued on the next page

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.

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 RMA and FSA 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 RMA, FSA, and the insurance provider 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 list through FOIA, the only information that can be released is that information specifically about the requestor. No other names can 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 202-720-5534.

*--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 spouses or family members that are either employed by the insurance company or employed by or under contract as agents or LA's, County Office employees shall not be involved in the referral or spot-check process for that relative's 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 the insurance company.

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 insurance company 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 the insurance company, the Darlington County field representative may be called as an eyewitness in support of the insurance company denying the claim.**--***

Continued on the next page

***--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 the insurance company, 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 the evidence necessary to validate 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 year-end summary report of all reviews conducted for the crop year by January 31 of the subsequent year

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

Continued on the next page

21 Responsibilities (Continued)

A
County Office Responsibilities (Continued)

- timely provide requested information to insurance providers, agents, and LA's following procedure in 2-CP, paragraph 508

  Notes: Information about AD-2007 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 the insurance provider 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 the 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.

Continued on the next page

C
State Office POC Responsibilities (Continued)

- be responsible for ensuring that referrals from the County Office are complete and that all necessary documentation is provided

- notify the County Office of County Office-initiated referrals that POC determines are unwarranted and will not be forwarded to RCO

- 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.

Continued on the next page

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

  - insurance providers, the spot check list

    Note: Ensure that the list only includes those insureds for which the insurance provider 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 the insurance provider relative to the referred case

- 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

- external 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	• 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. • If the source of the complaint originates from an FSA employee or COC member, enter the County Office name and address.
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 the County Office shall...
not insured	take no further action. **Note:** If the information has an impact on FSA programs, thoroughly document findings and follow procedure in the applicable FSA program handbook.
insured	follow Section 3.
***--**found not to be a producer because the subject of the complaint is deceased or no longer farming	take no further action. **Note:** 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, by April 1 for spring-seeded crops and September 1 for fall-seeded crops, to the State Office POC and insurance providers a list of producers:**--

- exhibiting high loss ratios, high frequency, and severity of losses
- suspected of poor 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 spot checks 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.

For spot checks selected for 2005, it is optional for County Offices to include GPS points along with digital photos of each crop identified on the RCO spot check list. For 2006 and subsequent crop years, 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

***--**For those reviews identified on the RCO spot check list, County Offices shall conduct reviews/spot checks on the larger of the first 10 insured on the list or 5 percent of the insureds on the list. AD-2027 shall be completed according to Exhibit 7.

Note: If less than 10 insureds are indentified on the list, all insureds shall be checked.**--***

Of those required reviews, County Offices shall conduct a review on a minimum of 1 representative tract, which shall include all fields for all identified crops 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 Automated Farm Inspection Selection Register for FSA compliance 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 for 2005 it is optional for County Offices to fill out AD-2027 and (electronically) AD-2045 with digital pictures inserted into the document.

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. Instructional filed sheets were created to assist field staff to conduct the spot checks. The guidelines are found in the following:

- Exhibit 8 for RCO spotcheck 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 send an e-mail to their State Office POC (Exhibit 11) informing them that AD-2027 has been moved to the server. 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 and supporting documentation to the RMA Regional Compliance Office.

E Naming Conventions

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.

The digital photos that are taken during the field inspections shall be stored at ***--f:/geodata/project_data/fsa/rma/pics**.

If the County Office completes AD-2027 electronically, then the County Office **must** follow standard naming convention to transmit AD-2027's to the RMA Regional Compliance Office 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_crop.pdf**.

AD-2045 **must** use the following standard naming convention to transmit the electronic**--*** documents to RMA Regional Compliance Office:

- **dl_producer name_F#_T#_filed#_crop.doc**.

  Note: "dl" = Data Log

70 Review Requirements (Continued)

E Naming Conventions (Continued)

RMA GPS Points

- **rma_F#_T#_field#_p_StCty**

  Example: rma_F1234_T4321_field1_p_mn007 explains it is for the following:

  - RMA spot check
  - Farm 1234
  - Tract 4321
  - field 1

    Note: If there is more than 1 picture per field, then add "field1a" for the 1st point and "field1b" for the 2nd point in field #.

  - point map layer
  - Beltrami County, Minnesota.

RMA Digital Pictures

- **rma_F#_T#_field#_y_<sequence-number>**

  Examples: rma_F1234_T4321_field1_y_1-2_StCty
  rma_F1234_T4321_field1_y_2-2_StCty

***--**All layers, shape files, or digital pictures created may have an optional date following "StCty" to assist in differentiating between 1st and 2nd inspections, but "_yyyymmdd" format shall be used.

AD-2027 and AD-2045 must be transmitted to the State Office POC.**--***

71 Fact Finding and 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 and 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 company 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 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 and Documentation (Continued)

B Fact Finding 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--*****

- for reviews resulting from the RCO spot check list, submit AD-2027 and supporting documentation according to subparagraph B within 5 calendar days after the initial discovery of potential fraud, waste, or abuse. If no fraud, waste, or abuse is discovered, submit AD-2027 and supporting documentation within 5 calendar days after the final inspection.

C 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

Notes: For crop year 2005, a digital camera shall be used if available. If a digital camera is unavailable, use a 35mm camera and develop 2 sets of color prints. Maintain 1 set of prints and negatives in the County Office file.

For 2006 and subsequent crop years, use a digital camera.--*****

Do **not** use Polaroid cameras.

- other available FSA records applicable to the inquiry

- other documents and items as 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	**IF the crop 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	conduct fact finding according to subparagraph 71 A.
4	**Important:** 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.	

Continued on the next page

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	Conduct applicable inspections as outlined in subparagraph 71 B. **Note:** 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.	
4	**IF the initial review results in...**	**THEN...**
	no finding	*--submit report according to subparagraph 71 B--* and continue to conduct inspections throughout the growing season.
	a finding of potential fraud, waste, and abuse	go to step 5.
5	Document results of fact finding efforts according to subparagraph 71 C.	
6	**Important:** 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.	
7	*--Submit AD-2027 and supporting documentation to RCO through the State Office POC--* within 5 calendar days from the date the County Office completes the inspection. Cases of urgency shall be processed expeditiously.	
8	Perform an additional inquiry as requested by the State Office POC or RCO through the State Office POC.	

Continued on the next page

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 2002 in Wilbarger County, Texas, the tracking number assigned by the County Office would be 48-487-2002-0001.

- 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 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 the log in file folder labeled "RMPI 2-1 Log".

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 the insurance provider using overnight mail within 7 calendar days after receipt from the County Office
- forward all spot check results to RCO
- for insurance provider 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.

74 RMA Action

A Action

For all types of referrals, upon receipt of AD-2007 and attached documentation from 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	**IF a review is...**	**THEN RCO shall...**
	not warranted	inform the State Office POC in writing.
	warranted	determine whether RCO conducts the review: • if a referral to the insurance provider is warranted • according to standard operating procedure. • RCO shall prepare a transmittal letter to the company *--including AD-2007. 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 the company.--* • RCO shall evaluate the appropriateness of the actions taken by the insurance provider and determine whether further review is necessary.
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 Insurance Provider Action

A
Referrals to Insurance Providers by RCO

If the review is referred by RCO to the insurance provider, the insurance provider shall:

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

B
Referrals to State POC by Insurance Provider

Approved insurance providers may request assistance from the County Office through the State POC in cases where:

- the insurance provider suspects fraud, waste, or abuse
- RMA has failed to timely respond within 90 calendar days from an initial request made by the insurance provider.

C
Request for Information

--**Insurance providers may be given AD-2007 or AD-2027and all supporting referral documentation. When insurance providers request assistance from FSA, the insurance provider shall request documentation relating to an investigation or referral (AD-2007 or AD-2027) using FSA-426. The company representative requesting information shall provide proof that the insured has a policy with the company. Acceptable proof as indicated in 2-CP, paragraph 508 for the current crop year must be provided. AD-2007 or AD-2027, if it exists, shall not be provided to insurance agents. AD-2007 or AD-2027 is protected against release to third party under 5 U.S.C. Section 552(b)(6) of FOIA. A written statement certifying the producer has a policy with the company is **not** acceptable documentation when requesting a copy of AD-2007 or AD-2027.**--

76-80 (Reserved)

Part 3 Claims Audit

81 Overview

A Background

The 2000 Act requires that FSA assist approved insurance providers and RMA in conducting claim audits for statistically selected Compliance Crop Insurance Contracts.

FCIC-14010, Manual 14 requires insurance providers to conduct 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.

Note: One type of quality control review is the Compliance Crop Insurance Contract Review.

B Purpose

This part provides procedure to State and County Offices for:

- assisting insurance providers that are conducting a Compliance Crop Insurance Contract Review, herein after referred to as a claim audit or review
- processing forms and letters received from RCO requesting producer information
- assisting RCO's that are conducting evaluations of the insurance providers' claim reviews.

82 Responsibilities

A Insurance Provider Responsibilities

Annually, RMA, Deputy Administrator for Compliance statistically selects Compliance Crop Insurance Contracts (claims) for insurance providers to review. Insurance providers complete the reviews by verifying that all information on the claim provided by the policyholder, sales agent, and loss adjuster is correct.

Insurance providers:

- may request information from State and County Offices to assist in the verification of the claim

- should only be requesting information needed to complete their reviews.

The insurance provider representative shall submit FSA-426-A to the applicable State Office POC to obtain documents maintained in the County Office. Approved insurance provider representatives requesting producer documents shall provide:

- a completed FSA-426-A, items 1 through 14, according to paragraph 83
- ***--**FSA-426-A to the applicable State Office POC. See Exhibit 11.**--***

B RMA Responsibilities

RMA, Deputy Administrator for Compliance shall annually provide to PECD, Compliance Branch a file for distribution to State and County Offices, listing the statistically selected claims that will be reviewed by the insurance provider. The file is listed as follows:

- State and county name
- crop
- insured name and ID
- policy number.

Note: This list is provided for information purposes only. County Offices will not be providing information on all claims listed.

Continued on the next page

82 Responsibilities (Continued)

B RMA Responsibilities (Continued)

After the insurance provider completes the claim reviews, RCO's shall evaluate a judgmental sample of the claim reviews. If discrepancies are discovered, RCO may submit a request to the applicable County Office for documentation that would resolve discrepancies in the insurance provider's claim review.

RCO's shall submit:

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

  Note: See subparagraph 83 C.

- a copy to the State Office of FSA-426-A submitted to the County Office,

--Note:** See Exhibit 11.**--

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

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

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

82 Responsibilities (Continued)

C State Office Responsibilities

The State Office POC shall:

- distribute to each applicable County Office the list of insureds that are included in the RMA Compliance Crop Insurance Contract Reviews sent from the FSA National Office
- develop a tracking system for all requests from RCO and companies and serve as clearinghouse for all requests for information
- ensure that:
  - FSA-426-A is completed by requester before sending to the County Office
  - County Office has included all requested documentation before returning it to the requester
- forward insurance provider's FSA-426-A to the applicable County Office
- forward RCO request for a County Office field visit to the applicable County Office
- notify the applicable RCO immediately when workload demands in the County Office will delay a timely turn around for processing the information request

•***--**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

D
County Office Responsibilities (Continued)

- verify that the insureds listed on FSA-426-A are also on the RMA Compliance Crop Insurance Contract Review list sent from the State Office and then copy the following applicable documents as requested 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

  - map photocopy

  - "Other" documents may be requested, such as producer lease agreements

    Notes: The insurance provider must identify in FSA-426-A, "Remarks" section, the documents being requested.

    Request for documents other than those listed should:

    - be limited
    - not include all insureds being reviewed.

- process the information request in no less than 7 workdays from the day the County Office receives FSA-426-A

- mail copies of requested documents to the applicable insurance provider or RCO

- send a copy of FSA-426-A to the State Office POC with item 15 completed for logging and tracking purposes

- notify the State Office POC immediately if documents requested cannot be processed within the 7 workday timeframe or do not exist

- document results of field visits requested by RCO. Request for a field visit shall be submitted on RMA letterhead and sent to the State Office. See the example of a field request letter in Exhibit 12. Send a copy of the information provided to RCO to the State Office POC.

A
FSA-426-A Required Entries

The State Office POC 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 claims audits.--*

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	Requester's Name	• Insurance provider representative's name • RMA compliance investigator's name.
5	Phone Number	Telephone number for the: • insurance provider representative • RMA compliance investigator.
6	Requester	As applicable, check: • "Company Request", for insurance provider representative • "RMA Request", for RMA compliance investigator.
7	Insured Name	Producer's name identified for the claim review.
8	ID Number	Social Security or tax identification number of the 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 • available for pickup	Check applicable box and mailing address if the documents requested are to be mailed.
13	Remarks	Identify other information being requested.
14A	Requester's Signature	• Insurance provider representative • RMA compliance investigator.
14B	Title	Includes insurance company or RCO requesting information. **Example:** ABC Insurance Company, Quality Control Reviewer, or RMA Western Regional Compliance Office.
14C	Date	Date the requester signed FSA-426-A.

Continued on the next page

B
Forms Identified on FSA-426-A

The following table identifies the forms listed on FSA-426-A and the information that can corroborate information on a claim review. The insurance provider 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 (HELC) 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 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	**Example:** Lease Agreement	Share

Continued on the next page

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**. Insurance providers in the future may access FSA-426-A at RMA's website.

*--

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-426-A (01-30-02) **U.S. DEPARTMENT OF AGRICULTURE** Farm Service Agency

MPCI/FCIC INFORMATION REQUEST WORKSHEET

1. COUNTY OFFICE NAME, ADDRESS, AND TELEPHONE NO. (Include area code)
Goode Co. Farm Service Agency
91 Appleton Road
Washington, PA 15301

(724) 891-2345

2. CROP YEAR: 2001

3. DATE: 02-06-02

ITEMS 4 THROUGH 14 TO BE COMPLETED BY REQUESTER

4. REQUESTER'S NAME: Nicholas Chase

5. TELEPHONE NO.: (859) 123-4567

6. REQUESTER: Company's Request [X] RMA Request [ ]

7. PRODUCER'S NAME	8. ID NUMBER	9. Crop Name	10. Policy Number	11. INFORMATION REQUESTED (√) Check appropriate box(es) that are applicable to producer.) A. CCC-502	B. AD-1026A	C. FSA-578 PRIOR YEAR PRODUCER PRINT	D. FSA-578 CURRENT YEAR PRODUCER PRINT	E. PRODUCTION EVIDENCE	F. MAP PHOTO COPIES	G. OTHER
I.M. Insured	XXXXXXXXXXX	XXXX	XXXXXXX			X	X		X	X

12A. INFORMATION WILL BE: [ ] MAILED [X] AVAILABLE FOR PICK UP

12B. ADDRESS, IF MAILED

13. REMARKS
Please provide a copy of I.M. Insured's lease agreement.

14. CERTIFICATION
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 its loss adjustment and compliance obligations.

A. REQUESTER'S SIGNATURE: /s/ Nicholas Chase

B. TITLE: ABC Insurance Company, Quality Control Reviewer

C. DATE: 02-06-02

15. TO BE COMPLETED BY FSA ONLY

DATE RECEIVED	DATE FURNISHED	WORKLOAD DATA	INITIALS

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (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 USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

--*

84 Providing Insured Information in Subsequent Years

A

Crop Year 2000 Contract Claim Review Results

For crop year 2000 claim audits, FSA will provide assistance to insurance providers and RCO's by providing copies of documents that reside in the County Office to corroborate information in the insured's claim. County Offices shall also conduct field visits for RCO. This process will be evaluated before issuing additional procedures for FSA assistance in conducting future claim reviews.

85-100 (Reserved)

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)

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

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 MPCI 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, MPCI 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 MPCI 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

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, MPCI 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.

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.

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 my 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.

WHEN notified of...	THEN the FSA National Office shall...
a **probable** RMA program ***--**deficiency or policyholder alert	• determine whether any action is needed or appropriate • ensure that no producer's records are changed based solely on the initial notice of probable RMA program deficiency.
an **identified** 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
  - reinsured companies
- 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 reinsured companies.**--***

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

Continued on the next page

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

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. **Note:** The physical land location is obtained from the farm maintenance tract files.

--*

Continued on the next page

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.	
		IF...	**THEN...**
		an ID number is found on the RMA files that is not present on the FSA file	• 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 • the record(s) must be reviewed by FSA County Offices to determine if a discrepancy exists with the ID number.
		RMA's ID number matches an ID number on FSA's files	the crop shares are compared.
		crop shares do not match exactly **Note:** 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.	• 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 • 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.
		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 **Note:** See subparagraph 167 D for additional information on acreage tolerances.	• 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 • 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.
		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: • review data listed on the Acreage/Share Data Reconciliation Report to determine if a discrepancy exists • update the automated system with discrepancy codes to reflect review determinations.	60 calendar days from the download date.
3	State Offices shall : • review County Office referral data to ensure that legitimate referrals are transmitted to RMA • update the automated system to send the referral data to RMA.	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.

IF the ID number is...	THEN County Office shall...
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)**

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.**--***

*--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.**--***

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.**--***

Continued on the next page

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

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.**--***

Continued on the next page

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

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

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

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.--*

Continued on the next page

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	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:
	
	• the producer participates in FSA programs, and if so, whether the ID number provided to RMA matches the ID number provided to FSA
	
	• the crop shares provided to both agencies match and if they do not, then:
	
	  • are the shares loaded in the FSA-578 software as they were certified to by the producer
	
	  • does the County Office have independent knowledge that 1 of the exceptions included in paragraph 166 applies to this producer
	
	• the acreage provided to both agencies matches, or is within the established tolerance, and if it does not, then:
	
	  • is the acreage loaded in the FSA-578 software as it was certified to by the producer
	
	  • does the County Office have independent knowledge that 1 of the exceptions included in paragraph 167 applies to the producer
	
	  • is any of the acreage on a tract associated with the producer physically located or administered in another county.
	
	  Note: 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).

--*

Continued on the next page

D
Conducting
Reviews
(Continued)

Step	Action	
3	**IF County Offices determine that...**	**THEN County Offices shall...**
	FSA data is incorrect	correct FSA files for the following types of problems: • producer ID number was recorded in the name and address file incorrectly because of a transposition or data entry error • 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. **Example:** The producer indicated 510 acres of corn on a map but the acres were loaded in FSA-578 as 150 acres. **Reminder:** 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.
	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

--*

Continued on the next page

D
Conducting
Reviews
(Continued)

Step	Action	
4	**IF the producer...**	**THEN County Offices shall...**
	does not respond to the County Office's request for information	• 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 • 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.
	indicates FSA data is correct and 1 of the crop share or acreage exceptions applies	• update the automated system with "Exception Noted" and include the reason for the exception in the "Remarks" field • do not flag the crop record(s) for referral to RMA.
	indicates FSA data is correct and 1 of the crop share or acreage exceptions do **not** apply	update the automated system ensuring that the crop record(s) are flagged for referral to RMA.
	indicates FSA data is incorrect	• update the automated system and do not refer the record(s) to RMA • review applicable FSA program benefits received by the producer to determine if the producer complied with all program provisions. **Note:** Refer to the applicable program handbooks to determine any additional action that may be required.

--*

*--182 Acreage/Share Data Reconciliation Report

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.**--***

Continued on the next page

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

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.**--***

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
                                                       2001 ACREAGE DATA
   PROD     CROP                RMA        FSA   EX   RMA                                  REVIEW     RMA   DISCREPANCY CD
   IDNO     ABBR   SHARE      ACRES      ACRES  TOL  PROD NAME                             DATE     REFER   IDNO 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 PLOCEK
 330658554 UPCN    .042                   323.80  N
 330658554 SORGH   .055      298.60             Y  ELOISE C PLOCEK
 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	Crop shares associated with the RMA and/or FSA acres listed on this line item. **Note:** If the RMA and FSA shares: • match exactly, RMA and FSA acres will be listed on the same line item • do not match, RMA and FSA acres will be listed on separate line items.
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: • an ID number provided by RMA is not found on FSA files • the crop shares do not match • only RMA acres are listed, but matching FSA acres are not found • RMA and FSA acres do not match and are not within the established tolerance.
RMA PROD NAME	Producers name from RMA's files. The producer name on FSA's files is not printed on the report. **Note:** 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.
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	Displays the discrepancy codes for ID numbers, crop share, and acres. See the following subparagraphs for additional information on discrepancy codes. • subparagraph 187 E for **ID number** discrepancy codes • subparagraph 188 E for **crop share** discrepancy codes • subparagraph 189 E for **acreage** discrepancy codes.

--*

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.

Example	Producer	Description	Conclusions/Action
1	Ed Ford	The UPCN record with the .050 crop share: • does not include any RMA acres • has 0.00 FSA acres.	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: • 49.50 RMA acres • 131.00 FSA acres.	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: • does not include any RMA acres • lists 7.70 FSA acres.	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: • 59.70 RMA acres • 69.10 FSA acres.	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: • 199.30 RMA acres • 297.00 FSA acres.	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: • 139.50 RMA acres • 139.50 FSA acres.	There is no discrepancy for this crop record so the system should be updated accordingly.

--*

Continued on the next page

F
Report Examples
(Continued)

Example	Producer	Description	Conclusions/Action
4	Gregory Minnich	For both the UPCN and SORGH record, no FSA records are shown.	Since there is no FSA crop share and acreage data, either of the following conditions exists: • there may be an ID number discrepancy • the producer has not reported crop acreage to FSA. The County Office shall determine if the producer participates in FSA programs, and if so, whether the producer ID number is correct.
5	Eloise Plocek	The UPCN records list: • 321.90 RMA acres with a crop share of .041 • 323.80 FSA acres with a crop share of .042. The SORGH records list: • 298.60 RMA acres with a crop share of .055 • 298.60 FSA acres with a crop share of .056	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.
6	Dorotha Ocker	The first SORGH record with the .045 crop share lists: • 170.00 RMA acres • 182.20 FSA acres.	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. **Note:** The other crop records do not appear to have a discrepancy but the system should be updated for each record accordingly.
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: • 867.90 RMA acres • 967.90 FSA acres.	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: • 1,166.70 RMA acres with a .666 crop share • 1,166.70 FSA acres with a .667 crop share.	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: • ENTER “3” or “4”, “Application Processing”, as applicable • PRESS “Enter”.	Menu FAX09002 will be displayed.
2	On Menu FAX09002: • enter the appropriate county, if applicable • PRESS “Enter”.	Menu FAX07001 will be displayed.
3	On Menu FAX07001: • ENTER “9”, “Common Provisions” • PRESS “Enter”.	Menu MA0000 will be displayed.
4	On Menu MA0000: • ENTER “9”, “Data Reconciliation” • PRESS “Enter”.	Menu MHCA00 will be displayed.

--*

Continued on the next page

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 Options

The following table lists the options on Menu MHCA00.

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. **Note:** 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: • ENTER "1", "Update Acreage/Share Data Reconciliation Report " • PRESS "Enter".	Screen MHCA0101 will be displayed.
3	On Screen MHCA0101, either: • PRESS "Enter" to display the first producer on the Acreage/Share Data Reconciliation Report • enter all 9 digits of a specific producer's ID number from the Acreage/Share Data Reconciliation Report. **Note:** 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.	Screen MHCA0201 will be displayed.

--*

Continued on the next page

B
Updating the System (Continued)

Step	Action		Result
4	Screen MHCA0201 allows the user to select the crop record to update.		
	IF the user wants to...	**THEN...**	
	continue with the update process	• ENTER “X” next to the crop • PRESS “Enter”.	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	• ENTER “N’ • PRESS “Enter”.	Screen MHCA0201 will be redisplayed with information for the next producer on the report.

--*

Continued on the next page

B
Updating the System (Continued)

Step	Action		Result
5	Screen MHCA0301 allows the user to enter the following information: • date County Office completed the data reconciliation review for the selected producer and crop • "Y" or "N" to indicate whether the County Office is recommending that the record be referred to RMA • ID number discrepancy code • any remarks about the data reconciliation review that may be pertinent to the case.		
	IF the user wants to...	**THEN...**	
	continue with the update process	• enter the required data • PRESS "Enter".	Screen MHCA0401 will be displayed.
	select a different crop record	PRESS "Cmd4".	Screen MHCA0201 will be redisplayed.
	exit the process	PRESS "Cmd7".	Menu MHCA00 will be redisplayed.

--*

Continued on the next page

B
Updating the System (Continued)

Step	Action		Result
6	Screen MHCA0401 allows the user to enter the following information: • crop share discrepancy code • any remarks about the data reconciliation review that may be pertinent to the case.		
	IF the user wants to...	**THEN...**	
	continue with the update process	• enter the required data • PRESS “Enter”.	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: • acreage discrepancy code • any remarks about the data reconciliation review that may be pertinent to the case.		
	IF the user wants to...	**THEN...**	
	continue with the update process	• enter the required data • PRESS “Enter”.	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

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. **This is a mandatory entry**.

Referral sent to RMA.	County Offices shall ENTER:
	
	• "Y" if the record is recommended for referral to RMA for further review for either of the following reasons:
	
	  • FSA records are correct
	  • producer fails to reply to FSA's request for information
	
	• "N" if the record is not being referred to RMA.
	
	This is a mandatory entry.

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. **This is a mandatory entry**.
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: • should be entered to offer further explanation as to why a certain discrepancy code was selected • shall be used when an "Exception Noted" discrepancy code is entered • will be displayed on all 3 discrepancy code input screens • will be transmitted with all requests for referrals to the State Office POC and RMA.

--*

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.

--*

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.

Discrepancy Code	Use	Send Referral to RMA
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. **Exceptions:** 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

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.	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. **This is a mandatory entry**.
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: • should be entered to offer further explanation as to why a certain discrepancy code was selected • shall be used when an "Exception Noted" discrepancy code is entered • will be displayed on all 3 discrepancy code input screens • will be transmitted with all requests for referrals to the State Office POC and RMA.

--*

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.	An exception to the discrepancy has been detected. See subparagraph 166 C. Enter the exception in the remarks section. **Examples:** If the acreage difference is because of prevented planting acreage. FSA acreage is greater than RMA acreage because the farm was reconstituted and acreage was report on both the parent and resulting farms.	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.	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. **This is a mandatory entry**.
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: • should be entered to offer further explanation as to why a certain discrepancy code was selected • shall be used when an “Exception Noted” discrepancy code is entered • will be displayed on all 3 discrepancy code input screens • will be transmitted with all requests for referrals to the State Office POC and RMA.

--*

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.

--*

Continued on the next page

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. **Note:** If the "Ex Tol" field is "Y", this discrepancy code **shall not** 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-ITDSO, 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.**--***

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.**--***

Continued on the next page

***--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: • submit a request to SSA for the applicable ID number • provide the results of the investigation to the State Office POC.
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	• ENTER "3" or "4", "Application Processing", as applicable • PRESS "Enter".
2	FAX09002	• enter the option for the State Office • PRESS "Enter".
3	FAFA07001	• ENTER "9", "Common Provisions" • PRESS "Enter".
4	MAH000	• ENTER "7", "RMA Data Reconciliation" • PRESS "Enter".

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

D
Menu MHFA00 Options

The following table describes the options available on Menu MHFA00.

Option	Use
"1", "Print All Referral Records".	This option prints **all** 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. **Note:** 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. **Note:** 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:
	
	• access records recommended for referral by County Offices
	• flag the referral record for transmission:
	
	  • to RMA, through KC-ITSDO, for further review
	  • back to the originating County Office for additional review.

--*

*--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

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:
	
	• 2001 Acreage Data - All County Office Referral Report:
	
	  • ENTER "1", "Print all Referral Records"
	  • PRESS "Enter"
	
	• 2001 Acreage Data - Pending County Office Referral Report:
	
	  • ENTER "2", "Print Only Referrals Pending Action"
	  • PRESS "Enter".
		Screen MHFAR101 will be displayed

3	On Screen MHFAR101, either: • enter the selected printer where the report will be queued and PRESS "Enter" • leave the field blank if the report will be sent to the default printer and PRESS "Enter".	Screen MHFAR401 will be displayed.
4	On Screen MHFAR401, either: • PRESS "Enter" to print a listing of referral records from all County Offices in the State • enter a specific county code in the "County Code" field to print referral records from a specific county. **Note:** 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.	Menu MHFA00 will be redisplayed.

--*

Continued on the next page

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. **Note:** If the RMA and FSA shares: • match exactly, the RMA and FSA acres will be listed on the same line item • do not match, the RMA and FSA acres will be listed on separate line items.
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: • ID number provided by RMA is not found on FSA files • crop shares do not match • only RMA acres are listed, but matching FSA acres are not found • RMA and FSA acres do not match and are not within the established tolerance.
RMA PROD NAME	Producers name from RMA's files. The producer name on FSA's files is not printed on the report. **Note:** 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.
DSCRPNCY CD	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: • subparagraph 187 E for **ID number** discrepancy codes • subparagraph 188 E for **crop share** discrepancy codes • subparagraph 189 E for **acreage** discrepancy codes.
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: • ENTER "3", "Update Referral Records" • PRESS "Enter".	Screen MHFA0101 will be displayed.
3	On Screen MHFA0101: • PRESS "Enter" to list all referral records from all County Offices in the State • enter a specific county code in the " County Code" field to display referral records from a specific county. **Note:** 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.	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: • "Y" to refer the record to RMA • "N" to send the record back to the County Office • "P" to indicate additional information is needed before a decision can be made on whether to refer the record to RMA.		
	IF the user wants to...	**THEN...**	
	• update the records • continue with the update process	• PRESS "Cmd 4" • continue to step 5.	Screen MHFA0202 or MHFA0203 will be displayed.
	• update the records • end the process	• PRESS "Cmd 7" • continue to step 5.	
	scroll through records not displayed	PRESS the "Page Up" and "Page Down" keys.	

--*

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: • number of records updated • the question, "Do you want these updated to the file before you exit?"		
	IF the user answers...	**THEN...**	
	"Y"	the records will be updated and transmitted to KC-ITSDO for: • referral to RMA • transmission back to the County Office .	Screen MHFA0101 or Menu MHFA00 will be redisplayed.
	"N"	records will not be updated.	Menu MHFA00 will be redisplayed.

--*

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.

```
Data Reconciliation   000-STATE OFFICE           Input         MHFA0201
Data Reconciliation Input Screen        Version: AB65  11/08/2001 14:45 Term H4
-------------------------------------------------------------------------------
                        Screen 001 of 001
Cty    ID                                                 RMA      FSA    Approve
Code Number    RMA Producer Name       Crop    Share    Acres    Acres   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

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 **Note:** 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: • "Y" to update the record(s) and create the transmission file to KC-ITSDO • "N" to indicate the records should not be updated or transmitted.
"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
          Denied Referral Screen                                MHFA0203 , P)
099 0954
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.

Command	Description
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-ITDSO, 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 RMA RCO Responsibilities

241 RMA 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 reinsured company 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 table.

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 the reinsured company.

--*

Continued on the next page

***--241 RMA 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 reinsured company 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 Reinsured Company Responsibilities

258 Reinsured Company Action

A
ID Number Discrepancies

Reinsured companies 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

The reinsured company 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

The reinsured company 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 (HELC) 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, 70-73, 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	82
FSA-578	Report of Acreage		Text, Ex. 6

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
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

Redelegations 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.

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.

Insurance Provider

Insurance providers are company employees and persons contracted to perform loss adjustment and compliance obligations that includes loss adjusters, field supervisors, quality control reviewers, etc. This does not include insurance sales agents or employees thereof.

*--Policyholder Alert

A policyholder alert is defined as a problem, or potential problem, with a policyholder's insurance data that my 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.

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

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
MHCA00	2001 Data Reconciliation Menu	183
MHCA0101	Data Reconciliation Maintenance Screen	185
MHCA0201	Crop Selection Screen	186
MHCA0301	Data Reconciliation Input Screen	187
MHCA0401	Data Reconciliation Input Screen	188
MHCA0501	Data Reconciliation Input Screen	189
MHCAR0	2001 Data Reconciliation Report Menu	190
MHFA00	Data Reconciliation State Office Menu	212
MHFA0201	Data Reconciliation Input Screen	221
MHFA0202	Exit/Update Screen	222
MHFA0203	Denied Referral Screen	223

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, which is _____, has been chosen for a spot check. RMA has requested FSA to perform a minimum of two-documented field inspections; one within 30 calendar days of the final planting date. One before harvest becomes general in the area for those producers on the list. The final planting date for (crop) is (date). 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.

A policy crop that has been chosen does not mean that it is a crop insurance compliance issue.

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.

Mailing Address of RCO's	States Served	
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 4407 Bland Road Suite 280 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 612-725-3730 (7:00 - 4:30 C) FAX: 612-725-3735	Iowa Minnesota Montana North Dakota	South Dakota Wisconsin Wyoming
Central Regional Compliance Office 6501 Beacon Drive Kansas City, MO 64133 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.

Item	Instructions
1	***--**Enter tracking number. Assign according to subparagraph 72 C.**--*** *** * ***
Part A - Complainant/Source Information (Optional)	
2A	Enter name and address of the complainant. (Optional)
2B	Enter telephone number of the complainant. (Optional)
Part B - Details of the Complaint	
3	Indicate how the complaint was received. **Note:** 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.

Continued on the next page

A
Completing
AD-2007
(Continued)

Item	Instructions
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.
Part C - Insurance Verification	
12	Before calling RCO for insurance verification, determine all entities and associated social security or tax identification numbers involved in the complaint.
13A	Print the name of the RCO POC that gave the insurance verification.
13B	Enter the date on which verification was given.
14	Indicate MPCI status as reported by RCO. If “No”, no further action is required.
Part D - FSA Fact Finding	
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.

Continued on the next page

A
Completing
AD-2007
(Continued)

Item	Instructions
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.
Part E - State Office POC Action	
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.
Part F - RCO Action	
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.

Continued on the next page

B
Example of AD-2007

Following is an example of AD-2007.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

AD-2007
(04-02-01)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

FSA/RMA COMPLIANCE REFERRAL FORM

1. FSA TRACKING NUMBER *(13 Digit Number)**
48-487-2C01-0001

PART A - COMPLAINANT/SOURCE INFORMATION

2A. NAME AND ADDRESS OF PERSON MAKING THE COMPLAINT
Joe Farmer
123 Farmer Road
Anytown, TX 23456

2B. TELEPHONE NUMBER OF THE PERSON MAKING THE COMPLAINT
836-555-1234

PART B - DETAILS OF THE COMPLAINT

3. FORM OF COMPLAINT: Phone [ ] E-Mail [ ] In-Person [X] OTHER: *(Explain in Item 10)* [ ]

4. NAME AND ADDRESS OF THE SUBJECT OF THE COMPLIANT
Jerry Neighbors
260 Neighbors Road
Anytown, TX 12345

5. CROP(S) STATED IN COMPLAINT
Cotton

6. CROP YEAR(S) IN WHICH THE COMPLAINT OCCURRED:
2001

7. STATE & 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):* Wilbarger County, TX FSN 1234
Field on north side of Farmer Road at intersection with Neighbors Road

8. NARRATIVE OF THE COMPLAINT *(Include all details including current crop and field conditions. Address who, what, where, when, and how):*
Jerry Neighbors planted the cotton on June 28 and has not taken care of it since planting. The cotton did not emerge, and the weeds have grown waist high.

9. HOW DOES COMPLAINANT KNOW THE SITUATION? Hearsay [ ] Visual [X] Knowledge of Records [ ]

10. OTHER INFORMATION NOT EXPLAINED IN ITEM 8 *(Include photos, receipts, or other hard copy documentation, or other sources of information):*
Seed may have been purchased from Big Seed Dealer, Anytown, TX. Joe Farmer tends the farm on the south side of Farmer Road at the intersection with Neighbors Road.

11A. NAME OF FSA OFFICIAL RECORDING INFORMATION
/s/ I. M. Employee

11B. DATE COMPLAINT RECEIVED
08-10-2001

*TRACKING NUMBER *(13 Digits alpha numeric):*
Digits 1 & 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).

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (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 USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Continued on the next page

B
Example of
AD-2007
(Continued)

AD-2007 (04-02-01) REVERSE

PART C - INSURANCE VERIFICATION

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.	ENTITY NAME	SSN NO. OR TAX ID NO.
A. Neighbors Farms, Inc.	12-345-6789	B.	
C.		D.	

13A. NAME OF REGIONAL COMPLIANCE OFFICE CONTACT: Sally Investigator

13B. DATE CONTACTED: 08-11-01

14. MPCI? *(Check one of the boxes below. If "No" is checked, no further action is required.)*
YES [X] NO [ ]

PART D - FSA FACT FINDING

15. NAME OF FSA OFFICIAL INVOLVED IN FACT FINDING: Henry Fieldman

16. DATE THE COMPLAINT WAS ASSIGNED TO FSA OFFICIAL: 08-12-01

17A. FARM FSN NUMBER: 1234

17B. FARM TRACT NUMBER: 1610

18. DID FSA PERSONNEL VISIT THE FARM OR AREA OF COMPLAINT? *(If "No," explain in Item 22.)*
YES [X] NO [ ]

19. DID FSA PERSONNEL TAKE PHOTOS OF THE FARM OR AREA OF COMPLAINT?
YES [X] NO [ ]

20. WAS THE CONDITION OF THE COMPLAINT COMPARABLE TO OTHER LIKE CONDITIONS IN THE AREA? *(If "No," explain in Item 22.)*
YES [ ] NO [X]

21. FSA SUPPORTING DOCUMENTATION ATTACHED:
FSA-578
Aerial Map
AD-1026A
Photos of Field
Field notes describing observation of Henry Fieldman

22. FSA COMMENTS *(If additional space is needed, attach and sign a separate sheet.)*
Photos 1, 2, and 3 are Jerry Neighbors' cotton. Photos 4, 5, and 6 were taken in Joe Farmer's field. Neighbors' cotton has weeds waist high and has a poor stand. Surrounding farms have cotton planted and the crops have good stands and have been well taken care of.

23. FSA COUNTY OFFICE NAME & ADDRESS *(Include Zip Code)*
Wilbarger County FSA
5015 College Drive, Room 1
Vernon, TX 76384
TELEPHONE NUMBER: 940-553-4394

24. NAME OF FSA COF REVIEWING OFFICIAL: Sam Runner

25. DATE TO STO: 08-18-01

PART E - STATE POC'S ACTIONS

26. FSA STATE OFFICE NAME & ADDRESS *(Include ZIP Code.)*
Texas State FSA Office
2405 Texas Avenue
College Station, TX 77840
TELEPHONE NUMBER: 979-680-5150

27. DATE TO COF:

28. DATE TO RCO: 08-22-01

PART F - RCO'S ACTIONS

29A. REGIONAL OFFICE NAME & ADDRESS *(Include ZIP Code)*
Southern Regional Compliance Office
1111 West Mockingbird Lane, Suite 280
Dallas, TX 75247-5016

29B. REGIONAL OFFICE TELEPHONE NUMBER: 214-767-7700

30. ACTION TAKEN BY RCO: *(Check one of the following and insert date when RCO took action below:)*
REFERRED TO: POC [ ] COMPANY [X] OIG [ ] INTERNAL TO RCO [ ] DATE RCO TOOK ACTION 08-26-01

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 table.

Item	Instructions
1	Enter tracking number. Assign according to subparagraph 72 C.
2A	Enter name of producer.
2B	Enter producer Social Security or tax ID number.
2C	Enter address of producer.
3A	Enter the State name.
3B	Enter the county name.
3C	Enter the applicable crop. Only one crop per AD-2027.
3D	Enter the applicable crop year.
3E	Enter the farm number(s) selected for spot check.
3F	Enter the farm tract number(s) selected for spot check.
4A	Check if no spot check necessary. Submit immediately if this block is checked. **Notes:** County Office shall: •***--**notate in the "Comments" section why this spot check is not applicable, that is, deceased, sold land, etc.**--*** • verify insurance from RCO before checking "Not Applicable".
4B	Check if spot check performed and no concerns were identified. Submit after second inspection if this block is checked.
4C	Check if spot check performed and concerns were identified; however, crop conditions were similar to other farms in the area. Submit after second inspection if this block is checked.
4D	Check if spot check performed, concerns were identified, and crop conditions were **not** similar to other farms in the area. Provide a brief summary of the concerns identified. Submit immediately if this block is checked.
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)

Item	Instructions
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.

AD-2027
(10-24-05)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

RCO SPOT CHECKLIST
GROWING SEASON INSPECTION FORM

1. FSA Tracking Number *(13 Digit Number)*
1234567889123

PRODUCER INFORMATION

2A. Producer Name *(Last, First, Middle Initial)*	2B. Producer Address *(Street, City, State, Zip Code)*
Mr. Spot Checked	23 80th Ave SE My Town MN 54321-1234
2C. Producer Tax ID Number *(Last 4 Digits)* 2222	2D. Producer Telephone Number *(Include Area Code)*

GENERAL INFORMATION

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
Minnesota	Your County	Your County	corn	2005

3E. Farm Serial Number(s)	3F. Farm Tract Number(s)
109,838,2949,3865,3866,3867,4349,4731,4863,4864	613,1509,3194,2548,3995,3997,1457,2547,4213,3072,4427

4. Inspection Results *(County FSA Office shall complete and submit immediately if Item 4A or 4D is checked)*:

☐ 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 why no inspection was performed.

☑ 4B. Inspection Performed, No Concerns Identified. **Note:** If Item 4B is applicable, check and submit after the second inspection is completed.

☐ 4C. Inspection Performed, Reduced Yields Expected, (Crop conditions ***similar*** to other farms in the area.) **Note:** If Item 4C is applicable, check and submit after the second inspection is completed.

☐ 4D. Inspection Performed, Concerns Identified, (Crop conditions ***NOT similiar*** to other farms in the area). **Summarize concerns:**

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)* Your County FSA Office 1234 RMA Avenue Fsaville MN 55555-5555	7B. County FSA Office Telephone Number *(Include Area Code)* (218) 555-5555

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.

--*

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

B Example of AD-2027 (Continued)

*--

AD-2027 (10-24-05) Page 2

8. Explain each of the following:

A. Tillage Method Used:

(1) First Inspection	(2) Second Inspection *(Enter N/A if not applicable)*
Conventional, some 15" rows, some 30" roes, all beans on corn stubble.	Same as (1)

B. Weed/Pest Control Practices:

(1) First Inspection	(2) Second Inspection *(Enter N/A if not applicable)*
All fields recently sprayed, most appears to be working fine.	N/A

C. Date of Last Soil Test *(MM-DD-YYYY)*:

First Inspection	

D. Describe Crop Conditions *(Comparable to other farms in the area)*:

(1) First Inspection	(2) Second Inspection
Good to above average for the area.	Average for area of county.

E. Type of Fertilization Program:

(1) First Inspection	(2) Second Inspection *(Enter N/A if not applicable)*
Not available	

F. Weather Conditions at Time of Planting:

First Inspection	
Excellent, approximately 8"- 10" of rain within 30 days of planting.	

G. Current Weather Conditions:

(1) First Inspection	(2) Second Inspection
Month of June was cool,crops are 10 days behind normal, however excellent plant stand. Very minimal drown out areas with no early signs of yield loss potential.	Crops are reaching maturity, harvest just starting, some of producers fields affected by frost. Good moisture all summer, little if any drown out.

H. Photographs Taken:

(1) Number of Photos Taken	(2) Date of Photos	(3) Second Inspection
10	7/01/2005	☑ YES ☐ NO

SIGNATURES

9A. Name of First FSA Reviewing Official *(print)*:	10A. Name of Second FSA Reviewing Official *(print)*:
9B. Date of First Inspection *(MM-DD-YYYY)* 7/1/2005	10B. Date of Second Inspection *(MM-DD-YYYY)* 9/28/2005

11. County FSA Office shall enter a check mark indicating what documentations are attached:

☑ FSA-578 ☐ AD-1026A ☑ Photographs (AD-2045, FSA County Office GPS Data Log)

☐ Map Photocopies ☑ Field Notes ☐ 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 1st picture shall be an overview of the field and the 2nd 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.

- On AD-2027, item 4D, complete the inspection and file/transmit the information within 24 hours to allow RMA to take appropriate and timely action.**--***

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

A Acquiring Differential GPS

Acquire differential GPS according to the following.

Step	Action
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 1st 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(uency) and PRESS “Enter”.
11	Position the rocker: • up to select the first numbers • to the right to highlight the middle number • up to select the number • to the right to highlight the third number • up to select the number again • PRESS “Enter”.

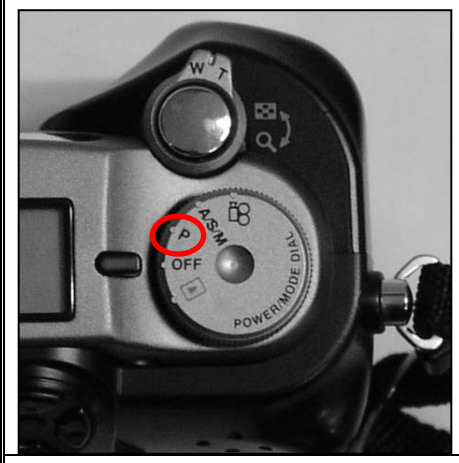
--*

***--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 1st icon which is the arrows forming a circle, can be used to set the date format. Select any of the following formats: • day/month/year • month/day/year • year/month/day.
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.

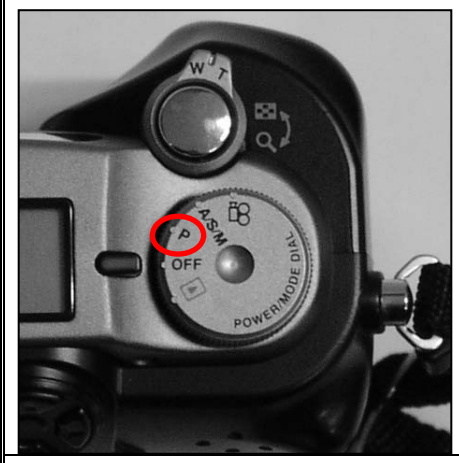
--*

***--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	The time and date setting field will be displayed. There will be fields to set the month, day, year, hour, and minute. The 1st icon which is the arrows forming a circle, can be used to set the date format. Select any of the following formats: • day/month/year • month/day/year • year/month/day.
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 it" 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. Complete AD-2045, items 21B, 22B, and 23B in the field after taking the digital picture.**--***

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).
1D	Enter the producer's telephone number.
2	Enter State.
3	Enter county.
4	Enter crop.
5	Enter crop year.
6	Enter zone.
7	Enter farm number.
8	Enter field number.
9	Enter projection.
10	Enter tract number.
11	Enter date of farm visit.
12	Enter time of farm visit.
13A - 13G	Enter GPS information.
14A, 14B	Enter digital picture information. ***--Note:** The form must be "unlocked" before inserting digital pictures. To unlock the form, click on the box in the form, then select "View", "Toolbars", "Forms" on the MS Word main toolbar. When the Forms toolbar is displayed, click on the "Lock" icon to unlock the form and insert picture, then click on the "Lock" icon to lock the form after inserting the picture. The form should be locked after inserting pictures to ensure that the picture is maintained with the document.**--***
15	Enter reference station/differential correction.
16A – 16C	Enter differential information.
17	Enter any additional comments.
18	Enter prepared by.
19	Enter the title of the preparer.
20	Enter the date prepared.
21A	Enter overview picture.
21B	Enter any additional information.
22A	Enter zoomed in picture.
22B	Enter any additional information.
23A	Enter any additional pictures.
23B	Enter 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.

AD-2045
(10-24-05)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

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.

PRODUCER INFORMATION

1A. PRODUCER'S NAME *(Last, First, Middle Initial)*	1B. PRODUCER'S ADDRESS *(Street, City, State, Zip Code)*
Joe Farmer	Anytown, ST 23456
1C. PRODUCER'S TAX ID NO. *(Last 4 digits)* 1234	1D. PRODUCER'S TELEPHONE NUMBER *(Include Area Code)* 856-555-1234

GENERAL INFORMATION

2. STATE	3. COUNTY FSA OFFICE WHERE FARM IS LOCATED	4. CROP	5. CROP YEAR
Any State	Your County	Grass	2005
6. ZONE 15	7. FARM NUMBER 1234	8. FIELD NUMBER 1	
9. PROJECTION UTM	10. TRACT NUMBER 1610	11. DATE *(MM-DD-YYYY)* 09/09/2005	12. TIME 10:00 ☐A.M. ☐P.M.

13. GPS INFO:

A. WAYPOINT NUMBER(S)	B. TRACK NUMBER	C. ORDER	
D. NORTHING	E. EASTING	F. LATITUDE	G. LONGITUTE

14. DIGITAL PICTURE INFORMATION:

A. PICTURE NUMBER(S)	B. ORDER
10	1-10

15. REFERENCE STATION/DIFFERENTIAL CORRECTION:
The right station

16. DIFFERENTIAL CORRECTION ACQUIRED: ☐ YES ☐ NO

A. POSITION ACCURACY	B. FREQUENCY	C. BIT RATE
10 ft.	192	100

17. ADDITIONAL COMMENTS:
The crops are in good condition. We have had heavy rains recently, precipitation is near normal for the year. The temperature has also been near or above normal. The crop is ready for harvest.

SIGNATURE

18. PREPARED BY *(Print Name)*:	19. TITLE OF PREPARER	20. DATE PREPARED

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.

--*

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

B Example of AD-2045

AD-2045 (10-24-05) Page 2 of 4

21A. Overview Picture

21B. Description: Facing N, Crop condition is excellent

--*

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

B Example of AD-2045

AD-2045 (10-24-05) Page 3 of 4

22A. Zoomed In Picture

22B. Text/Description: Facing N, Crop condition is excellent

--*

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

B Example of AD-2045

AD-2045 (10-24-05) Page 4 of 4

23A. Additional Picture Number 1

23B. 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.

Item	Instructions
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. **Example:** SS-CCC-YYYY-XXXX **Note:** 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.

***--AD-2007A, FCIC Program Integrity Log for AD-2007 and AD-2027 (Continued)**

B Example of AD-2007A

Following is an example of AD-2007A.

This form is available electronically.

AD-2007A
(04-07-03)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

FCIC PROGRAM INTEGRITY LOG FOR AD-2007 AND AD-2027

1. CROP YEAR
2. PAGE NUMBER ____ of ____
3. STATE CODE
4. COUNTY CODE

5. Reference/ Tracking Number *(13 Digits) (From AD-2007 or AD-2027)*	6. Producer Name *(From AD-2007)*	TYPE OF REVIEW *(Enter a check mark below for the applicable type of review.)*				11. Date County Office became aware of the concern or the date review was conducted. *(MM-DD-YYYY)*	12. Date Referral Submitted *(MM-DD-YYYY)*
		7. Complaint Received by COF	8. FSA Discovery	9. RCO Referral	10. RMA Spotcheck List		
13. TOTALS							

--*

State Office POC's

State	POC	Alternate POC
Alabama 4121 Carmichael Rd. Suite 600 Montgomery, AL 36106	***--**Walda Malone Telephone: 334-279-3520 FAX: 334-279-3550 **walda.malone@al.usda.gov**	Judy Norris Telephone: 334-279-3534 FAX: 334-279-3550 **judy.norris@al.usda.gov**
Alaska 800 West Evergreen Suite 216 Palmer, AK 99645	Jimmy La Voie Telephone: 907-761-7751 FAX: 907-761-7789 **jimmy.lavoie@ak.usda.gov**	Dale Carlson Telephone: 907-761-7752 FAX: 907-761-7789**--*** **dale.carlson@ak.usda.gov**
Arizona 77 East Thomas Rd. Suite 240 Phoenix, AZ 85012	Carlisle Cox Telephone: 602-285-6311 FAX: 602-285-6325 **carlisle.cox@az.usda.gov**	Mark Grubbs Telephone: 602-285-6320 FAX: 602-285-6325 **mark.grubbs@az.usda.gov**
Arkansas Federal Bldg, Room 3416 700 W. Capitol Little Rock, AR 72201	Clay Medford Telephone: 501-301-3058 FAX: 501-301-3088 **stephen.walker@ar.usda.gov**	Tony Franco Telephone: 501-301-3052 FAX: 501-301-3088 **tony.franco@ar.usda.gov**
California 430 G. St. # 4161 Davis, CA 95616	Jeff Yasui Telephone: 530-792-5520 FAX: 530-792-5555 **jeff.yasui@ca.usda.gov**	Darla Irwin Telephone: 530-792-5531 FAX: 530-792-5555 **darla.irwin@ca.usda.gov**
Colorado 655 Parfet St. Suite E-305 Lakewood, CO 80215	Jenny Peterson Telephone: 720-544-2895 FAX: 720-544-2966 **jenny.peterson@co.usda.gov**	Margaret Wright Telephone: 720-544-2893 FAX: 720-544-2966 **margaret.wright@co.usda.gov**
Connecticut 344 Merrow Rd. Tolland, CT 06084	Rosemary Edwards Telephone: 860-871-2944 ext. 194 FAX: 860-871-4184 **rosemary.edwards@ct.usda.gov**	Frank Bouchard Telephone: 401-828-8232 FAX: 401-528-5206 **frank.bouchard@ri.usda.gov**
Delaware 1221 College Park Dr. Suite 201 Dover, DE 19904	Kathy Shaffer Telephone: 302-678-4253 FAX: 302-678-9100 **kathy.shaffer@de.usda.gov**	Robin Talley Telephone: 302-678-4252 FAX: 302-678-9100 **robin.talley@de.usda.gov**
Florida 4440 N.W. 25th Pl. Suite 1 Gainesville, FL 32606	John Trimm Telephone: 352-379-4521 FAX: 352-379-4580 **john.trimm@fl.usda.gov**	Elaine Truluck Telephone: 352-379-4521 FAX: 352-379-4580 **elaine.truluck@fl.usda.gov**
Georgia Federal Bldg., Room 102 355 East Hancock Ave. Athens, GA 30601	***--**Charles Riley Telephone: 706-546-2256 ext. 5730 FAX: 706-546-2014 **charles.riley@ga.usda.gov--***	Ron Carey Telephone: 706-546-2262 FAX: 707-546-2014 **ronald.carey@ga.usda.gov**

State Office POC's (Continued)

State	POC	Alternate POC
Hawaii 300 Ala Moana Blvd. Room 5-112, P.O. Box 50008 Honolulu, HI 96850	Steve Peterson Telephone: 808-541-2600 ext. 138 FAX: 808-541-2648 **steve.peterson@hi.usda.gov**	Bill Burns Telephone: 808-541-2600 ext. 139 FAX: 808-541-2648 **bill.burns@hi.usda.gov**
Idaho 9173 W. Barnes Dr. Suite B Boise, ID 83709-1555	***--**Jeff Mitchell Telephone: 208-378-5665 FAX: 208-378-5678 **jeffrie.mitchell@id.usda.gov**	Ron Abbot Telephone: 208-378-5669 FAX: 208-378-5678 **ronald.abbot@id.usda.gov--***
Illinois P.O. Box 19273 Springfield, IL 62794	Doug Bailey Telephone: 217-241 6600 ext. 213 FAX: 217-241-6619 **doug.bailey@il.usda.gov**	Stan Wilson Telephone: 217-241-6601 ext. 228 FAX: 217-241-6619 **stan.wilson@il.usda.gov**
Indiana 5981 Lakeside Blvd. Indianapolis, IN 46278	Ron Birt Telephone: 317-290-3030 ext. 205 FAX: 317-290-3045 **ron.birt@in.usda.gov**	Rick Kelley Telephone: 317-290-3030 ext. 213 FAX: 317-290-3045 **rick.kelley@in.usda.gov**
Iowa 10500 Buena Vista Court Des Moines, IA 50322	Steve Phillips Telephone: 515-254-1540 ext. 640 FAX: 515-254-1573 **steve.phillips@io.usda.gov**	Debra Krusemark Telephone: 515-254-1540 ext. 641 FAX: 515-254-1573 **debra.krusemark@io.usda.gov**
Kansas 3600 Anderson Ave. Manhattan, KS 66503	***--**Todd Barrows Telephone: 785-539-3532 FAX: 785-537-9659 **todd.barrows@ks.usda.gov--***	Scott Willbrant Telephone: 785-539-3532 FAX: 785-539-9659 **scott.willbrant@ks.usda.gov**
Kentucky 771 Corporate Dr. Suite 100 Lexington, KY 40503	Shayla Watson Telephone: 859-224-7624 FAX: 859-224-7632 **shayla.watson@ky.usda.gov**	Debbie Beehn Telephone: 720-684-9286 FAX: 270-926-7808 **debbie.beehn@ky.usda.gov**
Louisiana 3737 Government St. Alexandria, LA 71302	Keith Chapman Telephone: 318-473-7640 FAX: 318-473-7735 **keith.chapman@la.usda.gov**	Robert Bradley Telephone: 318-473-7640 FAX: 318-473-7735 **robert.bradley@la.usda.gov**
Maine 967 Illinois Ave. Bangor, ME 04401	Brent Mullis, DD Telephone: 207-990-9144 FAX: 207-990-9169 **brent.mullis@ma.usda.gov**	Candace Weymouth Telephone: 207-990-9154 FAX: 207-990-9169 **candace.weymouth@me.usda.gov**
Maryland 8335 Guilford Rd. Suite E Columbia, MD 21046	***--**Elizabeth Miller Telephone: 410-381-4550 ext. 113 FAX: 410-962-4860 **elizabeth.miller@md.usda.gov--***	George Turner Telephone: 410-632-5439 ext. 104 FAX: 410-632-2732 **george.turner@md.usda.gov**

State Office POC's (Continued)

State	POC	Alternate POC
Massachusetts 445 West St. Amherst, MA 01002	Noreen Vassallo Telephone: 413-256-0232 *--FAX: 413-253-4504 **noreen.vassallo@ma.usda.gov**	Paul Russell Telephone: 413-253-4500 FAX: 413-253-4540--* **paul.russell@ma.usda.gov**
Michigan 3001 Coolidge Rd. Suite 350 East Lansing, MI 48823	Rod Stocking Telephone: 517-324-5104 FAX: 517-324-5120 **rodney.stocking@mi.usda.gov**	Eric Fischer Telephone:: 517-324-5107 FAX: 517-324-5119 **eric.fischer@mi.usda.gov**
Minnesota 375 Jackson St. Suite 400 St. Paul, MN 55101-1852	Scott Kapphahn Telephone: 651-602-7900 FAX: 651-602-7743 **scott.kapphahn@mn.usda.gov**	Lisa MacDonald Telephone: 651-602-7900 FAX: 651-602-7743 **lisa.macdonald@mn.usda.gov**
Mississippi 6310 1-55 North Jackson, MS 39211	Johnnie B. Holloway Telephone: 601-965-4300 FAX: 601-965-4184 **johnnie.holloway@ms.usda.gov**	Steve Melton Telephone: 601-965-4300 ext. 104 FAX: 601-965-4184 **steve.melton@ms.usda.gov**
Missouri Suite 225 Parkade Plaza 601 Business Loop 70 W. Columbia. MO 65203	Bo Wendleton Telephone: 573-876-0930 FAX: 573-876-0935 **bo.wendleton@mo.usda.gov**	Gerald Sergent Telephone: 573-876-0930 FAX: 573-876-0935 **gerald.sergent@mo.usda.gov**
Montana 10 East Babcock St. P.O. Box 670 Bozeman, MT 59711	Edna Price Telephone: 406-587-6878 FAX: 406-587-6887 **edna.price@mt.usda.gov**	Patti Soares Telephone: 406-587-6870 FAX: 406-587-6887 **patti.soares@mt.usda.gov**
Nebraska 7131 A St. Lincoln, NE 68510	Dan Steinkruger Telephone: 402-437-5603 FAX: 402-437-5891 **dan.steinkruger@ne.usda.gov**	Cathy Anderson Telephone: 402-437-5604 FAX: 402-437-5891 **cathy.anderson@ne.usda.gov**
Nevada 1755 E. Plumb Lane Suite 202 Reno, NV 89502	Debbie Goin Telephone: 775-784-5411 ext. 116 FAX: 775-784-5015 **debbie.goin@nv.usda.gov**	Gus Wegren Telephone: 775-784-5411 ext. 113 FAX: 775-784-5015 **gus.wegren@nv.usda.gov**
New Hampshire 22 Bridge St. 4th Floor Concord, NH 03301	Linda L. Grames Telephone: 603-224-7941 FAX: 603-225-1410 **linda.grames@nh.usda.gov**	Marilyn Norton Telephone: 603-224-7941 FAX: 603-225-1410 **marilyn.norton@nh.usda.gov**
New Jersey Mastoris Professional Plaza 163 Rt 130, Bldg. 2, Ste E Bordentown, NJ 08505	Chris Scheirer Telephone: 609-298-3446 FAX: 609-298-8761 **chris.scheire@nj.usda.gov**	Carol Reid Telephone: 609-298-3446 FAX: 609-298-8761 **carol.reid@nj.usda.gov**
New Mexico 6200 Jefferson St., NE. Room 211 Albuquerque, NM 87109	Emaleta Mooney Telephone: 505-761-4910 FAX: 505-761-4934 **emaleta.mooney@nm.usda.gov**	Andrew Ortiz Telephone: 505-761-4912 FAX: 505-761-4934 **andrew.ortiz@nm.usda.gov**

State Office POC's (Continued)

State	POC	Alternate POC
New York 441 S. Salina St. Suite 356, 5th Floor Syracuse, NY 13202-2455	Dolores Bochenek Telephone: 315-477-6312 FAX: 315-477-6323 **dolores.bochenek@ny.usda.gov**	George Walter Telephone: 315-477-6312 FAX: 315-477-6323 **george.walter@ny.usda.gov**
North Carolina 4407 Bland Rd. Suite 175 Raleigh, NC 27609	Thomas F. McLamb Telephone: 919-875-4833 FAX: 919-875-4825 **tommy.mclamb@nc.usda.gov**	Cathy Moore Telephone: 919-875-4834 FAX: 919-875-4825 **cathy.moore@nc.usda.gov**
North Dakota 1025 28th St., SW Fargo, ND 58103	Bryan Olschlager Telephone: 701-239-5224 FAX: 701-230-5696 **bryan.olschlager@nd.usda.gov**	Gwen Uecker Telephone: 701-239-5224 FAX: 701-239-5696 **gwen.uecker@nd.usda.gov**
Ohio Room 540 Federal Bldg. 200 N. High St. Columbus, OH 43215	Rick Borland Telephone: 614-255-2446 FAX: 614-255-2542 **rick.borland@oh.usda.gov**	***--**Chris Piper Telephone: 614-255-2445 FAX: 614-255-2541 **chris.piper@oh.usda.gov--***
Oklahoma 100 USDA, Suite 102 Farm Rd. and McFarland St. Stillwater, OK 74074	Danny Lee Telephone: 405-742-1130 FAX: 405-742-1177 **danny.lee@ok.usda.gov**	DeAnn Hafner Telephone: 450-742-1130 FAX: 405-742-1177 **deann.hafner@ok.usda.gov**
Oregon 7620 S.W. Mohawk Tualatin, OR 97062	Jerry Griffith Telephone: 503-692-6830 FAX: 503-692-8139 **jerry.griffith@or.usda.gov**	Charles Newhouse Telephone: 503-692-6830 FAX: 503-692-8139 **charles.newhouse@or.usda.gov**
Pennsylvania One Credit Union Place Suite 320 Harrisburg, PA 17110	William Foose Telephone: 717-237-2114 FAX: 717-237-2149 **william.foose@pa.usda.gov**	Alarie O. Fleming Telephone: 717-237-2114 FAX: 717-237-2149 **alarie.fleming@pa.usda.gov**
Puerto Rico Cobian's Plaza Bldg, Room 301 1607 Ponce de Leon Ave. Santurce, Puerto Rico 00909	Bienvenido Serrano Telephone: 787-729-6872 FAX: 787-729-7964 **bienvenido.serrano@pr.usda.gov**	Bernice Perez Telephone: 787-729-6872 FAX: 787-729-7964 **bernice.perez@pr.usda.gov**
Rhode Island 60 Quaker Lane Suite 40 Warwick, RI 02886	Marilu Soileau Telephone: 401-828-8232 FAX: 401-528-5206 **marilu.soileau@ri.usda.gov**	Frank Bouchard Telephone: 401-828-8232 FAX: 401-528-5206 **frank.bouchard@ri.usda.gov**
South Carolina 1927 Thurmond Mall Suite 100 Columbia, SC 29201	Kenneth McCaskill Telephone: 803-806-3853 FAX: 803-806-3839 **kenneth.mccaskill@sc.usda.gov**	Ruth Gamble Telephone: 803-806-3835 FAX: 803-806-3839 **ruth.gamble@sc.usda.gov**
South Dakota 200 4th St., SW Room 308 Huron, SD 57350-2478	Rhonda Pudwill Telephone: 605-352-1176 FAX: 605-352-1195 **rhonda.Pudwill@sd.usda.gov**	Jamie White Telephone: 605-351-1181 FAX: 605-351-1195 **jamie.white@sd.usda.gov**

State Office POC's (Continued)

State	POC	Alternate POC
Tennessee Room 579 U.S. Courthouse 801 Broadway Nashville, TN 37201	Christina Boles Telephone: 615-277-2632 FAX: 615-277-2650 **christina.boles@tn.usda.gov**	Dennis Williams Telephone: 615-277-2619 FAX: 615-277-2649 **dennis.williams@tn.usda.gov**
Texas 2405 Texas Ave. South College Station, TX 77840	Danny Noble Telephone: 979-680-5151 FAX: 979-680-5235 **danny.noble@tx.usda.gov**	Kathy Sayers Telephone: 979-680-5151 FAX: 979-680-5235 **kathy.sayers@tx.usda.gov**
Utah P.O. Box 11350 125 S. State St., Room 4239 Salt Lake City, UT 84138	Boyd Critchfield Telephone: 801-524-4537 FAX: 801-524-5244 **boyd.critchfield@ut.usda.gov**	Cary Son Telephone: 801-524-4544 FAX: 801-524-5244 **cary.son@ut.usda.gov**
Vermont Executive Square Office Bldg. 346 Shelburne St. Burlington, VT 05401	Mike Toussaint Telephone: 802-658-2803 FAX: 802-660-0953 **mike.toussaint@vt.usda.gov**	Alan Rogers Telephone: 802-658-2803 FAX: 802-660-0953 **alan.rogers@vt.usda.gov**
Virginia Culpeper Bldg., Suite 138 1606 Santa Rosa Rd. Richmond, VA 23229	***--**Nelson Link Telephone: 804-287-1542 FAX: 804-287-1723 **nelson.link@va.usda.gov**	Robert A. Smith Telephone: 804-287-1723 FAX: 804-287-1723 **robert.smith@va.usda.gov--***
Virgin Island (Florida address) 4440 N.W. 25th Pl. Suite 1 Gainesville, FL 32606	John Trimm Telephone: 352-379-4521 FAX: 352-379-4580 **john.trimm@fl.usda.gov**	Elaine Truluck Telephone: 352-379-4521 FAX: 352-379-4580 **elaine.truluck@fl.usda.gov**
Washington 316 West Boone Ave. Suite 568 Spokane, WA 99201	Dwaine Schettler Telephone: 509-323-3009 FAX: 509-323-3074 **dwaine.schettler@wa.usda.gov**	Rod Hamilton Telephone: 509-323-3015 FAX: 509-323-3074 **rod.hamilton@wa.usda.gov**
West Virginia 75 High St. P.O. Box 1049 Morgantown, WV 26507	Leanne Dilsworth Telephone: 304-284-4800 FAX: 304-284-4821 **leanne.dilsworth@wv.usda.gov**	Kevin S. Hinkle Telephone: 304-284-4800 FAX: 304-284-4821 **kevin.hinkle@wv.usda.gov***
Wisconsin 8030 Excelsior Dr. Room 100 Madison, WI 53719	Russell Raeder Telephone: 608-662-4422 ext. 111 FAX: 608-662-9425 **russell.raeder@wi.usda.gov**	Susan Butler Telephone: 608-662-4422 ext. 114 FAX: 608-276-9425 **susan.butler@wi.usda.gov**
Wyoming 951 Werner Court Suite 130 Casper, WY 82601	Ken Boulter Telephone: 307-261-5231 FAX: 307-261-5857 **ken.boulter@wy.usda.gov**	Todd Even Telephone: 307-261-5231 FAX: 307-261-5857 **todd.even@wi.usda.gov**

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 Manual 14 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

An Equal Opportunity Employer

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

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, Minnihaha County

--*

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

A
Completing AD-2006A

Complete AD-2006A according to this table.

Item	Instructions
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.

Continued on the next page

B
Example of AD-2006A

Following is an example of AD-2006A.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

AD-2006A
(04-05-01)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

CONSULTATION REQUEST LOG FOR AD-2006

1. CROP YEAR: 2002

2. PAGE NUMBER: _____ to _____

3. NAME OF STATE OR RMA REGIONAL OFFICE: California State Office

4. Tracking Number *(11 Digits) (From AD-2006, Item 1)*	5. Issue *(From AD-2006, Item 3)*	6. Date Referred for RO Action *(From AD-2006, Item 7B)*	7. Date of RO Action *(From AD-2006, Item 9C)*
200106F0001	Sales closing date for peaches for Napa County		

List of RO's and States Served

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

Mailing Address of RO	States Served
Suite 106 2110 Overland Avenue Billings, MT 59102-6440 406-657-6447 (8:00 - 4:30 MST) FAX: 406-657-6573	Montana North Dakota South Dakota Wyoming
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
Suite 160 4407 Bland Road 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
8 River Bend Place Jackson, MS 39208 601-965-4771 (7:30 - 4:00 C) FAX: 601-965-4517	Arkansas Kentucky Louisiana Mississippi Tennessee
Suite 170 205 NW 63rd. Street Oklahoma City, OK 73116-8209 405-879-2700 (7:30 - 4:00 C) FAX: 405-879-2741	New Mexico Oklahoma Texas

Continued on the next page

List of RO's and States Served (Continued)

Mailing Address of RO	States Served
30 E. 7th Street 910 Minn. World Trade Center St. Paul, MN 55101 651-290-3304 (7:30 - 4:00 C) FAX: 651-290-4139	Iowa Minnesota Wisconsin
3500 West Wabash Avenue Springfield, IL 62707 217-241-6600 (7:30 - 4:00 C) FAX: 217-241-6618	Illinois Indiana Michigan Ohio
112 N. University Road Suite 205 Spokane, WA 99206-5295 509-353-2147 (7:00 - 4:00 P) FAX: 509-353-3149	Alaska Idaho Oregon Washington
3401 SW Van Buren Street Topeka, KS 66611-2227 785-266-0248 (7:30 - 4:00 C) FAX: 785-266-2487	Colorado Kansas Missouri Nebraska
106 South Patterson Street Suite 250 Valdosta, GA 31601 229-219-2200 (8:00 - 4:30 E) FAX: 229-244-6103	Alabama Florida Georgia Puerto Rico South Carolina

AD-2006, State and County Consultation Request

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

B Example of AD-2006

Following is an example of AD-2006.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

AD-2006 (04-05-01)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

STATE AND COUNTY CONSULTATION REQUEST

1. TRACKING NUMBER *(11 Digit Number)**: 200148F0001

2. DATE ORIGINATED: 04-03-2001

3. ISSUE *(State the issue as briefly as possible)*:
Valid final planting dates of April 15 for corn in the following counties: Dallas, Ellis, Navarro, Freestone, Leon, Limestone, Hill, Johnson, Tarrant, Denton, Wise, Parker, Hood, McLennan.

4. BACKGROUND *(State who does the issue impact; how does the issue impact you or your constituency?)*
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.

5. STATE COMMITTEE RECOMMENDATION *(State the committee's recommendation as briefly as possible)*:
Final planting dates for Dallas, Ellis, Johnson, and Tarrant should be changed from April 15 to May 31.

6. JUSTIFICATION *(Fully explain your recommendation)*:
The current final planting date of April 15 subjects any acreage planted that late to excessive heat in July that will adversly affect the ability of the plant to pollinate properly and ultimately reduce the yield. See attached recommendation from Extension.

7A. STATE COMMITTEE MEMBER'S OR DESIGNEE'S SIGNATURE: */s/ James Jones*

7B. DATE SENT TO RMA REGIONAL OFFICE'S POC: *04-03-01*

8. REGIONAL OFFICE EXPLANATION:
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 adversly affect the program.

9A. REGIONAL OFFICE POC'S SIGNATURE: */s/ Franklin Harrison*

9B. REGIONAL OFFICE: [X] Concurred [ ] Non-concurred

9C. DATE SIGNED: *05-22-01*

10. RMA REGIONAL OFFICE NAME & ADDRESS *(Include ZIP Code)*
USDA Risk Management Agency
Regional Office
205 NW 63rd Street, Suite 170
Oklahoma City, OK 73116
TELEPHONE NUMBER:

11. FSA STATE OFFICE NAME & ADDRESS *(Include ZIP Code)*
Texas State FSA
2405 Texas Avenue
College Station, TX 77840
TELEPHONE NUMBER:

*TRACKING NUMBER *(11 Digits alpha numeric)*:
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).

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (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 USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

***--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 XXXXX XXXXX
State Executive Director
Farm Service Agency
City, State Zip

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

Dear XX XXXXX:

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 XXXXX
Director

Attachment

--*