

**FSA
RMA
HANDBOOK**

FCIC Program Integrity

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

SHORT REFERENCE

4-RM

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

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FCIC Program Integrity 4-RM	Amendment 11
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 21 A and C have been amended to add procedure for State and County Offices to follow in providing details of case specific information.

Subparagraph 153 D has been added to provide direction when RMA identifies producers with probable and determined program deficiencies and/or are identified with policyholder alerts.

Subparagraph 154 D has been amended to provide guidance when producers have submitted questionable program information.

Page Control Chart		
TC	Text	Exhibit
3, 4	2-1, 2-2 5-57, 5-58 5-58.5, 5-58.6 (add) 5-59	

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
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Part 4 (Withdrawn--Amend. 8)

Section 1 (Withdrawn--Amend. 8)

101-108	(Withdrawn--Amend. 8)	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Section 2 (Withdrawn--Amend. 8)

111-118	(Withdrawn--Amend. 8)	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

153	General Procedures	5-57
154	Responsibilities	5-58.5
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, 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

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:

- C accept any form of complaint from any complainant as accurately as possible
- C keep an active watch for potential fraud, waste, and abuse of the Federal Crop Insurance Program
- C document observations and gather the evidence necessary to validate concerns
- C honor any request by complainant with regard to confidentiality
- C follow timeframes as outlined in this handbook
- C follow publicity requirements as outlined in this handbook
- C notify producers selected for spot check according to paragraph 41 using the example letter in Exhibit 4
- C take specified actions on a case-by-case basis under the direction of the State Office POC
- C*--provide details of case specific information or overall program administration concerns, as applicable, to the State Office POC--*
- C 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)

- C 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.

- C 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:

- C further inquiry by FSA
 - C 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:

- C serve as the liaison between the County Office and RCO
- C*--provide details of case specific information or overall program administration concerns, as applicable, to the RCO--*
- C forward all RCO spot check lists and referrals received from RCO to the applicable County Office
- C 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

21 Responsibilities (Continued)

C
State Office POC
Responsibilities
(Continued)

- C be responsible for ensuring that referrals from the County Office are complete and that all necessary documentation is provided
 - C notify the County Office of County Office-initiated referrals that POC determines are unwarranted and will not be forwarded to RCO
 - C 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
 - C for situations requiring immediate attention, the State Office POC shall coordinate with DD if the County Office POC is unavailable.
-

21 Responsibilities (Continued)

D
DD
Responsibilities

DD's shall:

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

E
RCO
Responsibilities

RCO shall:

- coordinate all referral activities and request for inquiries through the State Office POC
- *--develop and provide, to:
 - FSA POC, 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 2 types of referrals of suspected crop insurance fraud, waste, or abuse that may originate from a County Office:

- 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.--

23 Accepting Complaints or Documenting FSA Observations

A
Accepting Initial Data

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

Part	Instructions
A	<ul style="list-style-type: none"> • 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, 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.

Continued on the next page

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.
-

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 according to the larger of the first 10 insureds or the top 5 percent of the insureds on the list. AD-2027 shall be completed according to instructions in Exhibit 7.--*

Note: If less than 10 insureds are identified on the list, County Offices shall check all insureds.

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.

Continued on the next page

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 4-CP, paragraph 22 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.

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.

Continued on the next page

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 conditions, and the expected weather conditions
-

Continued on the next page

71 Fact Finding and Documentation (Continued)

B

Fact Finding for RCO Spot Check List (Continued)

- brief description of any pertinent remarks
- 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.

- *--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 photographs

Notes: Use a digital camera 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.

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

72 County Office Action (Continued)

B
County Office Action Relating to the RCO Spot Check List This table briefly summarizes steps for County Offices to follow when performing reviews for those producers selected on the RCO spot check list.

Step	Action	
1	Identify selected insureds from the RCO spot check list according to subparagraph 70 C.	
2	*--Assign tracking number according to subparagraph 72 C.--*	
3	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

72 County Office Action (Continued)

C**Record Keeping**

County Offices shall:

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

Example: SS-CCC-YYYY-XXXX. For the first complaint filed in crop year 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 the documentation 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-2007 or AD-2027 is complete and that all necessary--* documentation is provided
 - 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: <ul style="list-style-type: none"> • 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-2027 and 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.

Continued on the next page

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.
-

**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
-

Continued on the next page

82 Responsibilities (Continued)

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.

83 Completing FSA-426-A

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	<ul style="list-style-type: none"> Insurance provider representative's name RMA compliance investigator's name.
5	Phone Number	Telephone number for the: <ul style="list-style-type: none"> insurance provider representative RMA compliance investigator.
6	Requester	As applicable, check: <ul style="list-style-type: none"> "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: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

83 Completing FSA-426-A (Continued)

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

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

121 Responsibilities (Continued)

D

State Office POC Responsibilities (Continued)

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

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

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

E

COC Responsibilities

COC’s shall:

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

Note: See Exhibit 17.

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

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

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

Section 1 RO Requests to FSA**122 Overview**

A**Background**

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

123 Types of Consultation Requests

A**RMA
Consultation
Requests**

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

- program dates

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

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

124 Processing Consultation Request

**A
RO POC
Information**

RO POC shall:

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

**B
State Office POC
Information**

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

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

125-129 (Reserved)

Section 2 FSA Inputs to RO

130 Overview

A**Background**

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

131 Types of Consultation Recommendations

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

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

- program dates

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

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

132 Processing Consultation Recommendations

A

State Office POC Information

The State Office POC shall:

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

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

B

RO POC Information

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

133-139 (Reserved)

Section 3 Documentation

140 Required Minimum Documentation in Support of Recommended Program Changes

A

Required Documentation

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

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

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

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**

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. Program audits may be initiated by RMA or OIG.

Insurance providers have a Standard Reinsurance Agreement with RMA to sell and service Federal crop insurance policies according to FCIC-approved policies and procedures. Indemnities are to be paid only for losses because of insured perils that occur during the insurance period. If reinsured crop insurance policies or actuarial documents are deficient, the resulting indemnity payments may not represent compensation for losses because of drought, flood, or other natural disaster as required by the Federal Crop Insurance Act.

B

Purpose

This section provides procedure to:

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

C

Definition of 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.--*

Continued on the next page

153 General Procedure (Continued)

***--D**

**Identified/
Probable
Deficiencies**

RMA may 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 policy.	FSA shall carefully review and compare policy information with 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 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 producers for whom preliminary information indicates a problem may exist for those producers identified as potential problems.	FSA shall not rely entirely on the RMA data at face value for these producers 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:

- C conduct analysis necessary to evaluate the deficiency after a preliminary assessment indicates that a potential problem may exist
- C 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
- C prepare a decision memorandum for the Administrator providing the following:
 - C the background
 - C alleged program deficiency
 - C assessment of issue
 - C the amount of indemnities paid that are determined to be in excess of compensation authorized by the Federal Crop Insurance Act.

The RMA Administrator, or designee, will determine whether the probable program deficiency has merit and requires written notice of a program deficiency determination to DAFO and affected STC.

When authorized by the RMA Administrator, RO shall notify the appropriate STC in writing of identified program deficiencies, with a courtesy copy to DAFP. The written notice will include:

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

Note: 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.

Continued on the next page

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	<ul style="list-style-type: none"> C determine whether any action is needed or appropriate C ensure that no producer's records are changed based solely on the initial notice of probable RMA program deficiency.
an identified RMA program deficiency	determine impact on FSA programs.

C
STC
Responsibilities

When notified of a deficiency, STC shall inform County Offices of the following:

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

Continued on the next page

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

D

**Location Versus
Administrative
County**

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

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

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

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

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

Continued on the next page

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

E

General Description of the Comparison Process

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

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

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

--*

Continued on the next page

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

E
General
Description of
the Comparison
Process
(Continued)

Step	Who	Action	
4	FSA KC-ITSDO	Data from RMA's data file is compared to data from FSA's data file. Discrepancies are determined according to the following.	
		IF...	THEN...
		an ID number is found on the RMA files that is not present on the FSA file	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 : <ul style="list-style-type: none"> • 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

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

D

Conducting Reviews

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

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

Step	Action
1	Print the Acreage/Share Data Reconciliation Report according to paragraph 183.
2	<p>Review the information listed for each producer on the report. The County Office’s initial review should include reviewing documentation available in the County Office to determine whether:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. <p>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).</p>

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Continued on the next page

*--181 County Office Responsibilities (Continued)

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: <ul style="list-style-type: none"> • 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. <p>Example: The producer indicated 510 acres of corn on a map but the acres were loaded in FSA-578 as 150 acres.</p> <p>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.</p>
	FSA data is correct or that the County Office does not have independent knowledge that an exception applies	send written notification, using the letter in Exhibit 13, to the producer indicating that a discrepancy exists in the data provided to FSA and RMA. The producer has 30 days from the date of the letter to provide information to the County Office

--*

Continued on the next page

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

**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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. <p>Note: Refer to the applicable program handbooks to determine any additional action that may be required.</p>	

--*

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

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

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

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

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Continued on the next page

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

**E
Report
Description**

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

Field	Description
PROD IDNO	RMA ID number from the data reconciliation download file.
CROP ABBR	Crop abbreviation as listed in 2-CP, Exhibit 10.
SHARE	<p>Crop shares associated with the RMA and/or FSA acres listed on this line item.</p> <p>Note: If the RMA and FSA shares:</p> <ul style="list-style-type: none"> • 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	<p>This flag is set to “Y” under the following circumstances:</p> <ul style="list-style-type: none"> • 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	<p>Producers name from RMA’s files. The producer name on FSA’s files is not printed on the report.</p> <p>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.</p>
REVIEW DATE	Reflects the date entered on Data Reconciliation Input Screen MHCA0301, indicating the date the County Office completed the review process for the applicable producer.
RMA REFER	Reflects the referral code entered on Screen MHCA0301, indicating that the County Office has determined that FSA data is correct and the discrepancy should be referred to RMA for further review.
DISCREPANCY CD	<p>Displays the discrepancy codes for ID numbers, crop share, and acres. See the following subparagraphs for additional information on discrepancy codes.</p> <ul style="list-style-type: none"> • subparagraph 187 E for ID number discrepancy codes • subparagraph 188 E for crop share discrepancy codes • subparagraph 189 E for acreage discrepancy codes.

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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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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

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

**F
Report Examples
(Continued)**

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

--*

Continued on the next page

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

F
Report Examples
(Continued)

Example	Producer	Description	Conclusions/Action
8	Jimmy Dodson	The third UPCN record with a .750 crop share lists: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • ENTER “3” or “4”, “Application Processing”, as applicable • PRESS “Enter”. 	Menu FAX09002 will be displayed.
2	On Menu FAX09002: <ul style="list-style-type: none"> • enter the appropriate county, if applicable • PRESS “Enter”. 	Menu FAX07001 will be displayed.
3	On Menu FAX07001: <ul style="list-style-type: none"> • ENTER “9”, “Common Provisions” • PRESS “Enter”. 	Menu MA0000 will be displayed.
4	On Menu MA0000: <ul style="list-style-type: none"> • ENTER “9”, “Data Reconciliation” • PRESS “Enter”. 	Menu MHCA00 will be displayed.

--*

Continued on the next page

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

C

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

```

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

      4. Print Data Reconciliation Reports

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

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

D

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

Options

Option	Use
"1", "Update Acreage/Share Data Reconciliation Report".	Access software to record the results of the data discrepancy review.
"2", "Update Production/Prevented Planting Reconciliation Report".	
"4", "Print Data Reconciliation Reports".	Print the Acreage/Share Data Reconciliation Report. 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: <ul style="list-style-type: none"> • ENTER “1”, “Update Acreage/Share Data Reconciliation Report ” • PRESS “Enter”. 	Screen MHCA0101 will be displayed.
3	On Screen MHCA0101, either: <ul style="list-style-type: none"> • 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. <p>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.</p>	Screen MHCA0201 will be displayed.

--*

Continued on the next page

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

**B
Updating the
System
(Continued)**

Step	Action		Result
4	Screen MHCA0201 allows the user to select the crop record to update.		
	IF the user wants to...	THEN...	
	continue with the update process	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • ENTER "N" • PRESS "Enter". 	Screen MHCA0201 will be redisplayed with information for the next producer on the report.

--*

Continued on the next page

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

**B
Updating the
System
(Continued)**

Step	Action	Result	
5	Screen MHCA0301 allows the user to enter the following information: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

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

**B
Updating the
System
(Continued)**

Step	Action	Result		
6	Screen MHCA0401 allows the user to enter the following information: <ul style="list-style-type: none"> • crop share discrepancy code • any remarks about the data reconciliation review that may be pertinent to the case. 			
	<table border="1"> <tr> <th data-bbox="237 745 613 802">IF the user wants to...</th> <th data-bbox="613 745 1044 802">THEN...</th> </tr> </table>	IF the user wants to...	THEN...	
IF the user wants to...	THEN...			
	<table border="1"> <tr> <td data-bbox="237 802 613 905">continue with the update process</td> <td data-bbox="613 802 1044 905"> <ul style="list-style-type: none"> • enter the required data • PRESS “Enter”. </td> </tr> </table>	continue with the update process	<ul style="list-style-type: none"> • enter the required data • PRESS “Enter”. 	Screen MHCA0501 will be displayed.
continue with the update process	<ul style="list-style-type: none"> • enter the required data • PRESS “Enter”. 			
	<table border="1"> <tr> <td data-bbox="237 905 613 1003">go back to the ID number discrepancy screen</td> <td data-bbox="613 905 1044 1003">PRESS “Cmd4”.</td> </tr> </table>	go back to the ID number discrepancy screen	PRESS “Cmd4”.	Screen MHCA0301 will be redisplayed.
go back to the ID number discrepancy screen	PRESS “Cmd4”.			
	<table border="1"> <tr> <td data-bbox="237 1003 613 1102">exit the process</td> <td data-bbox="613 1003 1044 1102">PRESS “Cmd7”.</td> </tr> </table>	exit the process	PRESS “Cmd7”.	Menu MHCA00 will be redisplayed.
exit the process	PRESS “Cmd7”.			
7	Screen MHCA0501 allows the user to enter the following information: <ul style="list-style-type: none"> • acreage discrepancy code • any remarks about the data reconciliation review that may be pertinent to the case. 			
	<table border="1"> <tr> <th data-bbox="237 1390 613 1446">IF the user wants to...</th> <th data-bbox="613 1390 1044 1446">THEN...</th> </tr> </table>	IF the user wants to...	THEN...	
IF the user wants to...	THEN...			
	<table border="1"> <tr> <td data-bbox="237 1446 613 1625">continue with the update process</td> <td data-bbox="613 1446 1044 1625"> <ul style="list-style-type: none"> • enter the required data • PRESS “Enter”. </td> </tr> </table>	continue with the update process	<ul style="list-style-type: none"> • enter the required data • PRESS “Enter”. 	Screen MHCA0201 will be redisplayed so the next crop record for the producer can be selected.
continue with the update process	<ul style="list-style-type: none"> • enter the required data • PRESS “Enter”. 			
	<table border="1"> <tr> <td data-bbox="237 1625 613 1724">go back to the crop share discrepancy screen</td> <td data-bbox="613 1625 1044 1724">PRESS “Cmd4”.</td> </tr> </table>	go back to the crop share discrepancy screen	PRESS “Cmd4”.	Screen MHCA0401 will be redisplayed.
go back to the crop share discrepancy screen	PRESS “Cmd4”.			
	<table border="1"> <tr> <td data-bbox="237 1724 613 1810">exit the process</td> <td data-bbox="613 1724 1044 1810">PRESS “Cmd7”.</td> </tr> </table>	exit the process	PRESS “Cmd7”.	Menu MHCA00 will be redisplayed.
exit the process	PRESS “Cmd7”.			

--*

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

**A
Producer
Selection Screen**

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

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

- enter specific ID number and PRESS “Enter”

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

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

**B
Screen
MHCA0101**

The following is an example of Screen MHCA0101.

```

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

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

                                     ID Number      .....

Enter=Continue  Cmd7=End

```

--*

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

A
Screen
MHCA0201

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

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

The following information is displayed on Screen MHCA0201:

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

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

On Screen MHCA0201:

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

Screen MHCA0301 will be displayed.

B
Screen
MHCA0201

The following is an example of Screen MHCA0201.

```

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

Place an 'X' before desired crop for processing

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

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

```

--*

Continued on the next page

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

**C
Available
Commands**

The following table lists the commands available on Screen MHCA0201.

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

--*

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

A
Description of
Screen
MHCA0301

Screen MHCA0301 is used to record the following:

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

The following additional information is displayed on Screen MHCA0301:

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

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

B
Screen
MHCA0301

The following is an example of Screen MHCA0301.

```

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

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

      Select desired response 6

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

```

--*

Continued on the next page

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

C

**Updating
Information on
Screen
MHCA0301**

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

Field	Action
Record Review Completed.	Enter the date the data reconciliation review was completed for the selected producer and crop. This is a mandatory entry.
Referral sent to RMA.	County Offices shall ENTER: <ul style="list-style-type: none"> • “Y” if the record is recommended for referral to RMA for further review for either of the following reasons: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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

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

C

**Updating
Information on
Screen
MHCA0401**

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

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

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

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

Field	Action
Crop Share Discrepancy Code.	<p>Enter the discrepancy code to reflect the result of the review for the selected producer, crop, and crop share. See subparagraph E for additional information on discrepancy codes.</p> <p>This is a mandatory entry.</p>
Remarks.	<p>Enter remarks, up to 80 characters, that clarify the reason the applicable discrepancy code was entered. This information will be forwarded to the State Office POC and RMA, if the record is referred to RMA. Remarks:</p> <ul style="list-style-type: none"> • 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.	<p>An exception to the discrepancy has been detected. See subparagraph 166 C. Enter the exception in the remarks section.</p> <p>Examples: If the acreage difference is because of prevented planting acreage.</p> <p>FSA acreage is greater than RMA acreage because the farm was reconstituted and acreage was report on both the parent and resulting farms.</p>	No.
5. No discrepancy.	The shares provided to FSA match the shares provided to RMA.	No.
6. Crop share verified correct from FSA records.	The County Office has completed a spot check on the producer and FSA records are considered correct.	Yes.

--*

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

A
Description of
Screen
MHCA0501

Screen MHCA0501 is used to record the following:

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

The following additional information is displayed on Screen MHCA0501:

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

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

B
Screen
MHCA0501

The following is an example of Screen MHCA0501.

```

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

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

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

```

--*

Continued on the next page

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

C

**Updating
Information on
Screen
MHCA0501**

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

Field	Action
Acreage Discrepancy Code.	<p>Enter the discrepancy code to reflect the result of the review for the selected producer, crop, crop share, and crop acreage. See subparagraph E for additional information on discrepancy codes.</p> <p>This is a mandatory entry.</p>
Remarks.	<p>Enter remarks, up to 80 characters, that clarify the reason the applicable discrepancy code was entered. This information will be forwarded to the State Office POC and RMA, if the record is referred to RMA. Remarks:</p> <ul style="list-style-type: none"> • 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

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

E

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

Discrepancy Code	Use	Send Referral to RMA
1. FSA acreage verified correct by the producer	The producer has verified the acreage is correct on FSA’s records for a crop.	Yes.
2. RMA acreage verified correct by the producer	The producer has verified the acreage is correct on RMA records for a crop.	No.
3. No response from the producer	The producer has not responded to the FSA request for information.	Yes.
4. Exception noted	An exception to the discrepancy has been detected. See subparagraph 167 F. Enter exception in the remarks section. 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-ITSDO, a mainframe process:

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

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

**B
Correcting
Records After
Transmission**

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

**C
Transmission
Schedule**

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

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

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: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • ENTER "3" or "4", "Application Processing", as applicable • PRESS "Enter".
2	FAX09002	<ul style="list-style-type: none"> • enter the option for the State Office • PRESS "Enter".
3	FAFA07001	<ul style="list-style-type: none"> • ENTER "9", "Common Provisions" • PRESS "Enter".
4	MAH000	<ul style="list-style-type: none"> • 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

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

D

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

Option	Use
“1”, “Print All Referral Records”.	This option prints 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: <ul style="list-style-type: none"> • access records recommended for referral by County Offices • flag the referral record for transmission: <ul style="list-style-type: none"> • 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

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

B

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

Step	Action	Result
1	Access Menu MHFA00 according to subparagraph 212 B.	
2	On Menu MHFA00, if the user wants to print either the: <ul style="list-style-type: none"> • 2001 Acreage Data - All County Office Referral Report: <ul style="list-style-type: none"> • ENTER "1", "Print all Referral Records" • PRESS "Enter" • 2001 Acreage Data - Pending County Office Referral Report: <ul style="list-style-type: none"> • ENTER "2", "Print Only Referrals Pending Action" • PRESS "Enter". 	Screen MHFAR101 will be displayed
3	On Screen MHFAR101, either: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. <p>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.</p>	Menu MHFA00 will be redisplayed.

--*

Continued on the next page

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

C

Information on the Referral Reports

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

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

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

Field	Description
PROD IDNO	RMA ID number from the data reconciliation download file.
CROP ABBR	Crop abbreviation as listed in 2-CP, Exhibit 10.
SHARE	Crop shares associated with the RMA and/or FSA acres listed on this line item. Note: If the RMA and FSA shares: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.
DSCRPNY CD	<p>Displays the discrepancy codes for ID numbers, crop share, and acres recorded by the County Office. See the following for additional information on discrepancy codes:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • ENTER “3”, “Update Referral Records” • PRESS “Enter”. 	Screen MHFA0101 will be displayed.
3	On Screen MHFA0101: <ul style="list-style-type: none"> • 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. <p>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.</p>	Screen MHFA0201 will be displayed.

--*

Continued on the next page

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

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

Step	Action	Result
4	On Screen MHFA0201, enter any of the following referral codes: <ul style="list-style-type: none"> • “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...
	<ul style="list-style-type: none"> • update the records • continue with the update process 	<ul style="list-style-type: none"> • PRESS “Cmd 4” • continue to step 5.
	<ul style="list-style-type: none"> • update the records • end the process 	<ul style="list-style-type: none"> • PRESS “Cmd 7” • continue to step 5.
	scroll through records not displayed	PRESS the “Page Up” and “Page Down” keys.
		Screen MHFA0202 or MHFA0203 will be displayed.

--*

Continued on the next page

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

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

Step	Action	Result	
5	If any of the records are denied, popup Denied Referral Screen MHFA0203 will be displayed which allows the State Office POC to enter an explanation as to why the referral was denied.	After the remarks are entered and "Enter" is pressed, Screen MHFA0202 will be displayed.	
6	Popup Exit/Update Screen MHFA0202 displays: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

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

Cmd4=Previous Screen Cmd7=End Roll=Page

--*

Continued on the next page

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

C

Updating Information on Screen MHFA0201

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

IF the...	THEN enter the following in the "Approve Referral" field...
record is approved for referral to RMA for further review	"Y".
record is not approved for referral to RMA 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: <ul style="list-style-type: none"> • “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
-----
099 0954                               RMA Acres  FSA Acres  MHFA0203 , P)
099 3918      County 099                RMA Acres  234.3
099 4035      ID No. 403548036          FSA Acres
099 4035      Crop  CORN
099 4110      Share 0.500
099 4110      Name  JEFF BENSON
099 4115
099 4115      Why was this referral denied?
099 4115      .....
099 4117      .....
099 4603
Enter=Continue Cmd4=Previous Screen

Cmd4=Previous Screen Cmd7=End Roll=Page

```

--*

Continued on the next page

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

C

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

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-ITSDO, a mainframe process transmits:

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

**B
Correcting
Records After
Transmission**

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

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

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

**C
Transmission
Schedule**

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

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

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

225-240 (Reserved)

***--Section 4 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 Delegations 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. 10
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-A	MPCI/FCIC Information Request	83	75, 82
FSA-578	Report of Acreage		Text, Ex. 6

Continued on the next page

Reports, Forms, Abbreviations, and Delegations 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.--*

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

Terrance Hill

Date:

1400 Cloverleaf Road
Lucky, TX 12345

Dear Producer,

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

One of your policy crops has been chosen for a spot check. RMA has requested FSA to perform a minimum of two-documented field inspections; one within 30 calendar days of the final planting date and one before harvest becomes general in the area for those producers on the list. These inspections will be documented. This documented information will be reported to the appropriate RMA Regional Compliance Office and 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.

Sincerely,

Doug Johnson
County Executive Director

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	
<p>*--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</p>	<p>Arkansas Kentucky Louisiana Mississippi</p>	<p>New Mexico Oklahoma Tennessee Texas</p>
<p>*--Eastern Regional Compliance Office--* 4407 Bland Road Suite 280 Raleigh, NC 27609 919-875-4930 (7:00 - 4:30 E) FAX: 919-875-4928</p>	<p>Alabama Connecticut Delaware Florida Georgia Maine Maryland Massachusetts New Hampshire New Jersey</p>	<p>New York North Carolina Pennsylvania Puerto Rico Rhode Island South Carolina Vermont Virginia West Virginia</p>
<p>*--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</p>	<p>Alaska Arizona California Hawaii Idaho</p>	<p>Nevada Oregon Utah Washington</p>
<p>*--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</p>	<p>Iowa Minnesota Montana North Dakota</p>	<p>South Dakota Wisconsin Wyoming</p>
<p>*--Central Regional Compliance Office--* 6501 Beacon Drive Kansas City, MO 64133 816-926-7963 (7:30 - 4:00 C) FAX: 816-926-5186</p>	<p>Colorado Kansas Missouri Nebraska</p>	
<p>*--Mid-Western Regional Compliance Office--* Corporate Center North 6905 Corporate Circle Indianapolis, IN 46278 317-290-3050 (7:30 - 4:00 E) FAX: 317-290-3065</p>	<p>Illinois Indiana Michigan Ohio</p>	

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

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

**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 MPCCI 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

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

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

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

B
Example of
AD-2007

Following is an example of AD-2007.

<small>REPRODUCE LOCALLY. Include form number and date on all reproductions.</small> AD-2007 U.S. DEPARTMENT OF AGRICULTURE <small>(04-02-01)</small> Farm Service Agency <p align="center">FSA/RMA COMPLIANCE REFERRAL FORM</p>		1. FSA TRACKING NUMBER (13 Digit Number)* 48-487-2001-0001
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 856-555-1234
PART B - DETAILS OF THE COMPLAINT		
3. FORM OF COMPLAINT: Phone <input type="checkbox"/> E-Mail <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> OTHER: <i>(Explain in Item 10)</i> <input type="checkbox"/>		
4. NAME AND ADDRESS OF THE SUBJECT OF THE COMPLAINT 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 <i>(State exact location of the field(s) in the complaint by road, intersection, or landmark and farm serial number if available):</i> Wilbarger County, TX FSN 1234 Field on north side of Farmer Road at intersection with Neighbors Road		
8. NARRATIVE OF THE COMPLAINT <i>(Include all details including current crop and field conditions. Address who, what, where, when, and how):</i> 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 <input type="checkbox"/> Visual <input checked="" type="checkbox"/> Knowledge of Records <input type="checkbox"/>		
10. OTHER INFORMATION NOT EXPLAINED IN ITEM 8 <i>(include photos, receipts, or other hard copy documentation, or other sources of information):</i> 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
<small>*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).</small>		
<small>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) 720-2500 (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.</small>		

Continued on the next page

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

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. MPC1? (Check one of the boxes below. If "No" is checked, no further action is required.) YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
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 <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
19. DID FSA PERSONNEL TAKE PHOTOS OF THE FARM OR AREA OF COMPLAINT? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		20. WAS THE CONDITION OF THE COMPLAINT COMPARABLE TO OTHER LIKE CONDITIONS IN THE AREA? (If "No," explain in item 22.) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
21. FSA SUPPORTING DOCUMENTATION ATTACHED: FSA-578 Photos of field Aerial Map Field notes describing observation of Henry Fieldman AD-1026A			
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 <input type="checkbox"/> COMPANY <input checked="" type="checkbox"/> OIG <input type="checkbox"/> INTERNAL TO RCO <input type="checkbox"/> 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 corp. 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. Note: County Office shall 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 (04-07-03)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. FSA Tracking Number (13 Digit Number) 48-487-2002-00C1	
RCO SPOT CHECKLIST GROWING SEASON INSPECTION FORM					
2. Producer Information:					
2A. Producer Name (Last, First, Middle Initial) Joe Farmer			2B. Producer Tax ID Number 836-555-1234		
2C. Producer Address (Street, City, State, Zip Code) 123 Farmer Road Anytown, TX 23456					
3. General Information:					
3A. State Texas		3B. County FSA Office where Farm Records are Maintained Wilbarger		3C. Crop Cotton	3D. Crop Year 2002
3E. Farm Serial Number(s) 1234			3F. Farm Tract Number(s) 1610		
4. Inspection Results (County FSA Office shall complete and submit immediately if item 4A or 4D is checked):					
<input type="checkbox"/> 4A. Not Applicable - No Inspection Performed (Producer deceased, quit farming, not farming in county, did not plant the crop, crop not insured, etc.)					
<input checked="" type="checkbox"/> 4B. Inspection Performed, No Concerns Identified. Note: If Item 4B is applicable, check and submit after the second inspection is completed.					
<input type="checkbox"/> 4C. Inspection Performed, Reduced Yields Expected, (Crop conditions <i>similar</i> to other farms in the area.) Note: If Item 4C is applicable, check and submit after the second inspection is completed.					
<input type="checkbox"/> 4D. Inspection Performed, Concerns Identified, (Crop conditions <i>NOT similar</i> to other farms in the area). Summarize concerns:					
5. Date County FSA Office Forward to State POC (MM-DD-YYYY) 11-18-2002			6. Date State FSA Office Forward to RCO (MM-DD-YYYY) 11-21-2002		
7A. County FSA Office Name and Address (Include Zip Code) Wilbarger County FSA 5015 College Drive, Room 1 Vernon, TX 76384			7B. County FSA Office Telephone Number (Include Area Code) 940-555-4394		
<small>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.</small>					

--*

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

B Example of AD-2027 (Continued)

AD-2027 (04-07-03)		Page 2
8. Explain each of the following:		
A. Tillage Method Used:		
(1) First Inspection Chisel once, sweeps twice, bedded	(2) Second Inspection (Enter N/A if not applicable) Cultivated once	
B. Weed/Pest Control Practices:		
(1) First Inspection Creflan in April	(2) Second Inspection (Enter N/A if not applicable) Roundup BWEP sprayed twice for boll weevils.	
C. Date of Last Soil Test (MM-DD-YYYY):		
First Inspection 12-01-2001		
D. Describe Crop Conditions (Comparable to other farms in the area):		
(1) First Inspection Other cotton in the area looked similar.	(2) Second Inspection Other cotton in the area looked similar.	
E. Type of Fertilization Program:		
(1) First Inspection 100# 20-20-10 per acre	(2) Second Inspection (Enter N/A if not applicable) None	
F. Weather Conditions at Time of Planting:		
First Inspection Adequate moisture at planting time.		
G. Current Weather Conditions:		
(1) First Inspection County has had above normal moisture.	(2) Second Inspection County has not had a killing frost. Waiting on frost to harvest. Moisture has been normal.	
H. Photographs Taken:		
(1) First Inspection <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(2) Second Inspection <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
9A. Name of First FSA Reviewing Official (print): Sam Runner	10A. Name of Second FSA Reviewing Official (print): Sam Runner	
9B. Date of First Inspection (MM-DD-YYYY) 7-01-2002	10B. Date of Second Inspection (MM-DD-YYYY) 11-17-02	
11. County FSA Office shall enter a check mark indicating what documentations are attached:		
<input checked="" type="checkbox"/> FSA-578 <input checked="" type="checkbox"/> Map Photocopies	<input checked="" type="checkbox"/> AD-1026A <input checked="" type="checkbox"/> Field Notes	<input checked="" type="checkbox"/> Photographs <input type="checkbox"/> Other

--*

--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.

State Office POC's

State	Point of Contact	Alternate
Alabama 4121 Carmichael Rd. Suite 600 Montgomery, AL 36106	Jeff Knotts Phone: 334-279-3534 FAX: 334-279-3550 *--E-mail: jeff.knotts@al.usda.gov --*	*--Walda Messer Phone: 334-279-3520 FAX: 334-279-3550 walda.messer@al.usda.gov --*
Alaska 800 West Evergreen Suite 216 Palmer, AK 99645	Jimmy La Voie Phone: 907-761-7751 FAX: 907-745-7984 E-mail: jimmy.lavoie@ak.usda.gov	Jane Hamilton Phone: 907-895-4241 FAX: 907-745-7984 E-mail: jane.hamilton@ak.usda.gov
Arizona 77 East Thomas Rd. Suite 240 Phoenix, AZ 85012	Alan Nulliner Phone: 602-640-5200, ext. 225 FAX: 602-640-5652 E-mail: alan.nulliner@az.usda.gov	Monte Nevitt Phone: 602-640-5200, ext. 226 FAX: 602-640-5652 E-mail: monte.nevitt@az.usda.gov
Arkansas Federal Bldg, Rm. 3416 700 W. Capitol Little Rock, AR 72201	Stephen Walker Phone: 501-301-3007 FAX: 501-301-3088 E-mail: stephen.walker@ar.usda.gov	Tony Franco Phone: 501-301-3052 FAX: 501-301-3088 E-mail: tony.franco@ar.usda.gov
California 430 G. St. #4161 Davis, CA 95616	Jeff Yasui Phone: 530-792-5520 FAX: 530-792-5555 E-mail: jeff.yasui@ca.usda.gov	Darla Irwin Phone: 530-792-5531 FAX: 530-792-5555 E-mail: darla.irwin@ca.usda.gov
Colorado 655 Parfet St. Suite E-305 Lakewood, CO 80215	Ed Buck Phone: 720-544-2892 FAX: 720-544-2966 E-mail: ed.buck@co.usda.gov	Margaret Wright Phone: 720-544-2893 FAX: 720-544-2866 E-mail: margaret.wright@co.usda.gov
Connecticut 88 Day Hill Rd. Windsor, CT 06095	Rosemary Belliveau Phone: 860-871-2944, ext. 194 FAX: 860-285-8481 E-mail: rosemary.belliveau@ct.usda.gov	Howard Rood Phone: 860-626-8852 FAX: 860-626-8850 E-mail: howard.rood@ct.usda.gov
Delaware 1201 College Park Dr. Suite 101 Dover, DE 19904	*--Kathy Schaffer Phone: 302-678-4253 FAX: 302-678-9100 E-mail: kathy.schaffer@de.usda.gov --*	Robin Talley Phone: 302-678-4252 FAX: 302-678-9100 E-mail: robin.talley@de.usda.gov

Continued on the next page

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

State	Point of Contact	Alternate
Florida 4440 N. W. 25 th Pl. Suite 1 Gainesville, FL 32606	Earnest Jett Phone: 352-379-4521 FAX: 352-379-4580 E-mail: earnest.jett@fl.usda.gov	Earl Williams, DD Phone: 850-973-2205 FAX: 850-973-3935 E-mail: earl.williams@fl.usda.gov
Georgia Federal Bldg., Rm 102 355 East Hancock Ave. Athens, GA 30601	Gloria James Phone: 706-546-2256, ext. 5730 FAX: 706-546-2014 E-mail: gloria.james@ga.usda.gov	Clark Weaver Phone: 706-546-2256, ext. 5727 FAX: 706-546-2014 E-mail: clark.weaver@ga.usda.gov
Hawaii 300 Ala Moana Blvd. Rm 5-112 P. O. Box 50008 Honolulu, HI 96850	Steve Peterson Phone: 808-541-2600, ext. 138 FAX: 808-541-2648 E-mail: steve.peterson@hi.usda.gov	Bill Burns Phone: 808-541-2600, ext. 139 FAX: 808-541-2648 E-mail: bill.burns@hi.usda.gov
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Kansas 3600 Anderson Avenue Manhattan, KS 66503	Sharon Thoman Phone: 785-539-3532, ext. 268 FAX: 785-537-9659 E-mail: sharon.thoman@ks.usda.gov	Scott Willbrant Phone: 785-539-3532, ext. 241 FAX: 785-537-9659 E-mail: scott.willbrant@ks.usda.gov

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Continued on the next page

State Office POC's (Continued)

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Continued on the next page

State Office POC's (Continued)

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New Mexico 6200 Jefferson St., NE Room 211 Albuquerque, NM 87109	Scotty Abbott Phone: 505-761-4912 FAX: 505-761-4934 E-mail: scotty.abbott@nm.usda.gov	(Vacant)
New York 441 S. Salina St Suite 356, 5 th Floor Syracuse, NY 13202-2455	Sallee Ten Eyck Phone: 315-477-6312 FAX: 315-477-6323 E-mail: sallee.teneyck@ny.usda.gov	George Walter Phone: 315-477-6305 FAX: 315-477-6323 E-mail: george.walter@ny.usda.gov

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Continued on the next page

State Office POC's (Continued)

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Virgin Islands	Earnest Jett (Florida Office) Phone: 352-379-4500 FAX: 352-379-4580 E-mail: earnest.jett@fl.usda.gov	Earl Williams, DD Phone: 850-973-2205 FAX: 850-973-3935 earl.williams@fl.usda.gov

Continued on the next page

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

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Wyoming 951 Werner Ct. Suite 130 Casper, WY 82601	Ken Boulter Phone: 307-261-5082 FAX: 307-261-5857 E-mail: ken.boulter@wy.usda.gov	Todd Even, CED Phone: 307-334-2953 FAX: 307-334-3539 E-mail: todd.even@wy.usda.gov

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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 October XX, 200X, the [crop year] crop records from the 2 agencies were compared, and your data was determined to have 1 or more differences.

The following is the data as provided by both agencies.

RMA data -	Crop Year	Crop	Crop Share	Acreage	Verified Correct
	_____	_____	_____	_____	_____
					Producer's Initials
FSA data -	Crop Year	Crop	Crop Share	Acreage	Verified Correct
	_____	_____	_____	_____	_____
					Producer's Initials

Other - Your ID number does not match - Please provide correct ID number - _____

Please initial by the correct information and return this letter to the FSA County Office within 30 calendar days of receipt. Failure to return this letter within 30 calendar days may result in FSA assigning the most restrictive data as correct or RMA referring your policy to your insurance provider for further review. This may result in an overpayment of FSA benefits, which you will be required to refund.

We appreciate your time and concern in this matter.

Sincerely,

John Smith
CED, Minnehaha County

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

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 Nevada California Utah Hawaii
Suite 160 4407 Bland Road Raleigh, NC 27609 919-875-4880 (8:00 - 4:30 E) FAX: 919-875-4915	Connecticut New York Delaware North Carolina Maine Pennsylvania Maryland Rhode Island Massachusetts Vermont New Hampshire Virginia New Jersey West Virginia
8 River Bend Place Jackson, MS 39208 601-965-4771 (7:30 - 4:00 C) FAX: 601-965-4517	Arkansas Mississippi Kentucky Tennessee Louisiana
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

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

B
Example of
AD-2006

Following is an example of AD-2006.

<p>REPRODUCE LOCALLY. Include form number and date on all reproductions.</p>		
<p>AD-2006 (04-05-01)</p>	<p>U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p>	<p>1. TRACKING NUMBER (11 Digit Number)* 200148F0001</p>
<p>STATE AND COUNTY CONSULTATION REQUEST</p>		<p>2. DATE ORIGINATED 04-03-2001</p>
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		
<p>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 adversely affect the ability of the plant to pollinate properly and ultimately reduce the yield. See attached recommendation from Extension.</p>		
<p>7A. STATE COMMITTEE MEMBER'S OR DESIGNEE'S SIGNATURE /s/ James Jones</p>		<p>7B. DATE SENT TO RMA REGIONAL OFFICE'S POC 04-03-01</p>
<p>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 adversely affect the program.</p>		
<p>9A. REGIONAL OFFICE POC'S SIGNATURE /s/ Franklin Harrison</p>	<p>9B. REGIONAL OFFICE: <input checked="" type="checkbox"/> Concurred <input type="checkbox"/> Non-concurred</p>	<p>9C. DATE SIGNED 05-22-01</p>
<p>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:</p>		<p>11. FSA STATE OFFICE NAME & ADDRESS (Include ZIP Code) Texas State FSA 2405 Texas Avenue College Station, TX 77840 TELEPHONE NUMBER:</p>
<p>*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).</p>		
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