

**\*--Part 6 Data Reconciliation****Section 1 General Policy and Provisions****160 General Provisions**

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**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.”

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**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.--\*
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**\*--161 2001 Crop Year Data Reconciliation**

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**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.

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**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.

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

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**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.--\*

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

**E**

**General  
Description of  
the Comparison  
Process**

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

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

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

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

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

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

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

**F**

**Reconciliation  
Process Time  
Line**

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

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

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

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**162-164 (Reserved)**

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

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**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.

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**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.

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**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.

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**D**

**Incorrect ID  
Numbers**

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

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

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

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**A**

**Introduction**

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

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**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.

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

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

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

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

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

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**\*--167 Acreage Discrepancies**

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**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.
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**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.

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

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

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

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

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**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.

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**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.

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

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

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

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

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

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

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**G****Crops Having Insured and Noninsurable Practices**

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

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

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**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.

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**I****Farm Reconstitutions**

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

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

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

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

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

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**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.--\*

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

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**A****Introduction**

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

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**B****Tolerance Level**

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

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**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.--\*
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**169-180 (Reserved)**

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

**181 County Office Responsibilities**

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**A****Introduction**

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

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**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.

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

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

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

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

**D**

**Conducting Reviews**

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

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

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

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\*--181 County Office Responsibilities (Continued)

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

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

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

**D  
Conducting  
Reviews  
(Continued)**

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

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

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**A****Introduction**

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

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

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

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

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

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

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

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

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

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**C  
Interpreting the  
Data  
Reconciliation  
Report**

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

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

Potential discrepancies are indicated on the report as follows:

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

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

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

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

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

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

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

--\*

Continued on the next page

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

**E  
Report  
Description**

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

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

--\*

Continued on the next page

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

**F**

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

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

--\*

Continued on the next page

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

**F  
Report Examples  
(Continued)**

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

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Continued on the next page

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

**F  
Report Examples  
(Continued)**

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

--\*

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

---

**A**

**Introduction**

The County Office data reconciliation software has been developed to:

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

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

---

**B**

**Accessing Software**

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

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

--\*

Continued on the next page

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

**C**

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

```

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

      4. Print Data Reconciliation Reports

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

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

**D**

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

**Options**

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

--\*

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

**A**

**Introduction**

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

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

**B**

**Updating the System**

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

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

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Continued on the next page

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

**B  
Updating the  
System  
(Continued)**

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

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Continued on the next page

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

**B  
Updating the  
System  
(Continued)**

Step	Action	Result								
5	Screen MHCA0301 allows the user to enter the following information: <ul style="list-style-type: none"> <li>• date County Office completed the data reconciliation review for the selected producer and crop</li> <li>• “Y” or “N” to indicate whether the County Office is recommending that the record be referred to RMA</li> <li>• ID number discrepancy code</li> <li>• any remarks about the data reconciliation review that may be pertinent to the case.</li> </ul>									
	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="237 968 704 1031">IF the user wants to...</th> <th data-bbox="704 968 1078 1031">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="237 1031 704 1129">continue with the update process</td> <td data-bbox="704 1031 1078 1129"> <ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul> </td> </tr> <tr> <td data-bbox="237 1129 704 1228">select a different crop record</td> <td data-bbox="704 1129 1078 1228">PRESS “Cmd4”.</td> </tr> <tr> <td data-bbox="237 1228 704 1320">exit the process</td> <td data-bbox="704 1228 1078 1320">PRESS “Cmd7”.</td> </tr> </tbody> </table>	IF the user wants to...	THEN...	continue with the update process	<ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul>	select a different crop record	PRESS “Cmd4”.	exit the process	PRESS “Cmd7”.	
IF the user wants to...	THEN...									
continue with the update process	<ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul>									
select a different crop record	PRESS “Cmd4”.									
exit the process	PRESS “Cmd7”.									
		Screen MHCA0401 will be displayed.								
		Screen MHCA0201 will be redisplayed.								
		Menu MHCA00 will be redisplayed.								

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Continued on the next page

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

**B  
Updating the  
System  
(Continued)**

Step	Action	Result		
6	Screen MHCA0401 allows the user to enter the following information: <ul style="list-style-type: none"> <li>• crop share discrepancy code</li> <li>• any remarks about the data reconciliation review that may be pertinent to the case.</li> </ul>			
	<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"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul> </td> </tr> </table>	continue with the update process	<ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul>	Screen MHCA0501 will be displayed.
continue with the update process	<ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul>			
	<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"> <li>• acreage discrepancy code</li> <li>• any remarks about the data reconciliation review that may be pertinent to the case.</li> </ul>			
	<table border="1"> <tr> <th data-bbox="237 1388 613 1444">IF the user wants to...</th> <th data-bbox="613 1388 1044 1444">THEN...</th> </tr> </table>	IF the user wants to...	THEN...	
IF the user wants to...	THEN...			
	<table border="1"> <tr> <td data-bbox="237 1444 613 1623">continue with the update process</td> <td data-bbox="613 1444 1044 1623"> <ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul> </td> </tr> </table>	continue with the update process	<ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul>	Screen MHCA0201 will be redisplayed so the next crop record for the producer can be selected.
continue with the update process	<ul style="list-style-type: none"> <li>• enter the required data</li> <li>• PRESS “Enter”.</li> </ul>			
	<table border="1"> <tr> <td data-bbox="237 1623 613 1722">go back to the crop share discrepancy screen</td> <td data-bbox="613 1623 1044 1722">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 1722 613 1812">exit the process</td> <td data-bbox="613 1722 1044 1812">PRESS “Cmd7”.</td> </tr> </table>	exit the process	PRESS “Cmd7”.	Menu MHCA00 will be redisplayed.
exit the process	PRESS “Cmd7”.			

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

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**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
    
```

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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

```

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Continued on the next page

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

**C**

**Updating  
Information on  
Screen  
MHCA0301**

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

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

--\*

Continued on the next page

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

---

**D**

**Available  
Commands**

The following table lists the commands available on Screen MHCA0301.

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

--\*

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Continued on the next page

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

**E**

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

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

--\*

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

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

Screen MHCA0401 is used to record the following:

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

The following additional information is displayed on Screen MHCA0401.

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

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

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

The following is an example of Screen MHCA0401.

```

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

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

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

```

--\*

Continued on the next page

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

**C**

**Updating Information on Screen MHCA0401**

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

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

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

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

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

--\*

Continued on the next page

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

**D**

**Available  
Commands**

The following table lists the commands available on Screen MHCA0401.

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

--\*

Continued on the next page

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

**E**

**Crop Share  
Discrepancy  
Codes**

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

Discrepancy Code	Use	Send Referral to RMA
1. FSA crop share verified correct by the producer.	The producer has verified the crop share is correct on FSA's records for a crop.	Yes.
2. RMA crop share verified correct by the producer.	The producer has verified the crop share is correct on RMA records for a crop.	No.
3. No response from the producer.	The producer has not responded to the FSA request for information.	Yes.
4. Exception noted.	<p>An exception to the discrepancy has been detected. See subparagraph 166 C. Enter the exception in the remarks section.</p> <p><b>Examples:</b> If the acreage difference is because of prevented planting acreage.</p> <p>FSA <b>acreage</b> is greater than RMA <b>acreage</b> 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.	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.  <b>This is a mandatory entry.</b>
Remarks.	Enter remarks, up to 80 characters, that clarify the reason the applicable discrepancy code was entered. This information will be forwarded to the State Office POC and RMA, if the record is referred to RMA. Remarks: <ul style="list-style-type: none"> <li>• should be entered to offer further explanation as to why a certain discrepancy code was selected</li> <li>• shall be used when an “Exception Noted” discrepancy code is entered</li> <li>• will be displayed on all 3 discrepancy code input screens</li> <li>• will be transmitted with all requests for referrals to the State Office POC and RMA.</li> </ul>

--\*

Continued on the next page

**\*--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.  <b>Note:</b> If the “Ex Tol” field is “Y”, this discrepancy code <b>shall not</b> be entered.	No.
5. No discrepancy	The acreage provided to FSA matches, or is within tolerance of, the acreage provided to RMA.	No.
6. Acreage verified correct from FSA records	The County Office has completed a spot check on the producer and FSA records are considered correct.	Yes.

--\*

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

---

**A**

**Introduction**

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

---

**B**

**Accessing Menu MHCAR0**

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

---

**C**

**Menu MHCAR0**

The following is an example of Menu MHCAR0.

```

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

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

Cmd3=Previous Menu                                *=Option currently not available.

Enter option and press "Enter".
    
```

---

**D**

**Printing the Report**

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

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

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

---

**A  
Transmitting  
Records**

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

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

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

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

---

**B  
Correcting  
Records After  
Transmission**

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

---

**C  
Transmission  
Schedule**

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

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

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**192-210 (Reserved)**

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

---

**A****Introduction**

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

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

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

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

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

State Office POC's shall also:

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

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"> <li>• submit a request to SSA for the applicable ID number</li> <li>• provide the results of the investigation to the State Office POC.</li> </ul>
3	After receiving the results of the investigation, the State Office POC shall forward a copy to the applicable County Office(s) and RCO.
4	RCO shall forward the correct ID number information to the reinsured company.

--\*

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

---

**A**

**Introduction**

The State Office data reconciliation software has been developed to:

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

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

---

**B**

**Accessing State Office Software**

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

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

---

**C**

**Menu MHFA00**

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

```

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

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

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

--\*

Continued on the next page

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

**D**

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

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

--\*

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

---

**A**

**Introduction**

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

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

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

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

---

Continued on the next page

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

**B**

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

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

--\*

Continued on the next page

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

**C  
Information on  
the Referral  
Reports**

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

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

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

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

--\*

Continued on the next page

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

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

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

--\*

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

---

**A**

**Introduction**

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

---

**B**

**Updating the System with Referral Information**

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

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

--\*

Continued on the next page

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

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

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

--\*

Continued on the next page

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

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

Step	Action	Result		
5	If any of the records are denied, popup Denied Referral Screen MHFA0203 will be displayed which allows the State Office POC to enter an explanation as to why the referral was denied.	After the remarks are entered and "Enter" is pressed, Screen MHFA0202 will be displayed.		
6	Popup Exit/Update Screen MHFA0202 displays: <ul style="list-style-type: none"> <li>• number of records updated</li> <li>• the question, "Do you want these updated to the file before you exit?"</li> </ul>			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th data-bbox="245 968 423 1058">IF the user answers...</th> <th data-bbox="423 968 1068 1058">THEN...</th> </tr> </table>	IF the user answers...	THEN...	
IF the user answers...	THEN...			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="245 1068 423 1268" style="text-align: center;">"Y"</td> <td data-bbox="423 1068 1068 1268">                             the records will be updated and transmitted to KC-ITSDO for:                             <ul style="list-style-type: none"> <li>• referral to RMA</li> <li>• transmission back to the County Office .</li> </ul> </td> </tr> </table>	"Y"	the records will be updated and transmitted to KC-ITSDO for: <ul style="list-style-type: none"> <li>• referral to RMA</li> <li>• transmission back to the County Office .</li> </ul>	Screen MHFA0101 or Menu MHFA00 will be redisplayed.
"Y"	the records will be updated and transmitted to KC-ITSDO for: <ul style="list-style-type: none"> <li>• referral to RMA</li> <li>• transmission back to the County Office .</li> </ul>			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="245 1278 423 1356" style="text-align: center;">"N"</td> <td data-bbox="423 1278 1068 1356">records will not be updated.</td> </tr> </table>	"N"	records will not be updated.	Menu MHFA00 will be redisplayed.
"N"	records will not be updated.			

--\*

**215-220 (Reserved)**



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

**A  
Overview of  
Screen  
MHFA0201**

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

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

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

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

**B  
Screen  
MHFA0201**

The following is an example of Screen MHFA0201.

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

Cmd4=Previous Screen Cmd7=End Roll=Page

--\*

Continued on the next page

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

**C**

**Updating Information on Screen MHFA0201**

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

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

**D**

**Available Commands**

The following table lists the commands available on Screen MHFA0201.

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

--\*

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

**A**

**Introduction**

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

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

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

**B**

**Example of Screen MHFA0202**

The following is an example of popup Screen MHFA0202.

```

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

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

--\*

Continued on the next page

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

---

**C**

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

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

--\*

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

**A**

**Introduction**

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

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

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

**B**

**Example of Screen MHFA0203**

The following is an example of popup Screen MHFA0203.

```

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

Cmd4=Previous Screen Cmd7=End Roll=Page

```

--\*

Continued on the next page

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

---

**C**

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

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

---\*

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

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**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.--\*

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**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.

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**D**

**Discrepancies in  
Production Data**

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

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