

For: State and County Offices

**Entering 2009 Compliance Review and Spot Check Results  
in the National Compliance Review Database**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

According to 2-CP, paragraphs 360 and 361, County Offices are to access the National Compliance Review Database and enter compliance review results. County Offices were previously advised that modifications were being made to the Compliance Review Database and that written documentation of program year 2009 compliance review and spot check findings should be maintained until the database was ready for deployment.

Modifications to the database have been completed and County Offices shall begin loading program year 2009 compliance review and spot check results.

**B Purpose**

This notice:

- advises State and County Offices that as of September 1, 2009, the Compliance Review Database is available for data entry
- provides the web address to access a list of 2009 survey codes for producers selected for compliance review and spot check
- provides additional instructions for entering program year 2009 compliance review results.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2010	State Offices; State Offices relay to County Offices

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### 2 2009 Survey Codes

#### A Accessing Survey Codes for Selected Producers

According to 2-CP, subparagraph 360 A, each producer selected for spot check and review has been assigned a unique survey code. County Offices must enter the assigned survey code for the producer to enter program year 2009 compliance review and spot check results.

A list of survey codes for producers selected for Spot Check and Review has been posted on the Common Provisions Branch web page on the Intranet at <http://fsaintranet.sc.egov.usda.gov/ffas/farmbill/cc/default.htm>.

#### B Survey Codes for Multi-State/County Producers

Producers have a different survey code for each State and/or county in which they have farming interests. County Offices shall ensure that they use the survey code listed by the applicable State or county for which the spot check was conducted.

**Example:** In this example, John Doe was selected for program year 2009 compliance review and spot check. Mr. Doe farmed in both Autauga and Baldwin Counties. Compliance reviews and spot checks were conducted in both counties. The Autauga County Office shall use the survey code listed by Autauga County when entering compliance review results in the database. Likewise, the Baldwin County Office shall use the survey code listed for John Doe in Baldwin County when entering spot check results.

2009 Survey Codes				
State Code	County Code	County Name	Producer Name	Survey Code
01	001	Autauga County	John Doe	01-48000011-ABC123
01	003	Baldwin County	John Doe	01-48000012-DEF456

#### C Accessing the Compliance Review Database

County Offices may access the Compliance Review Database at the National Agricultural Statistics Service Survey web site located at <http://www.agcounts.usda.gov>.

For additional instructions on accessing the Compliance Review Database, see 2-CP, paragraph 360.

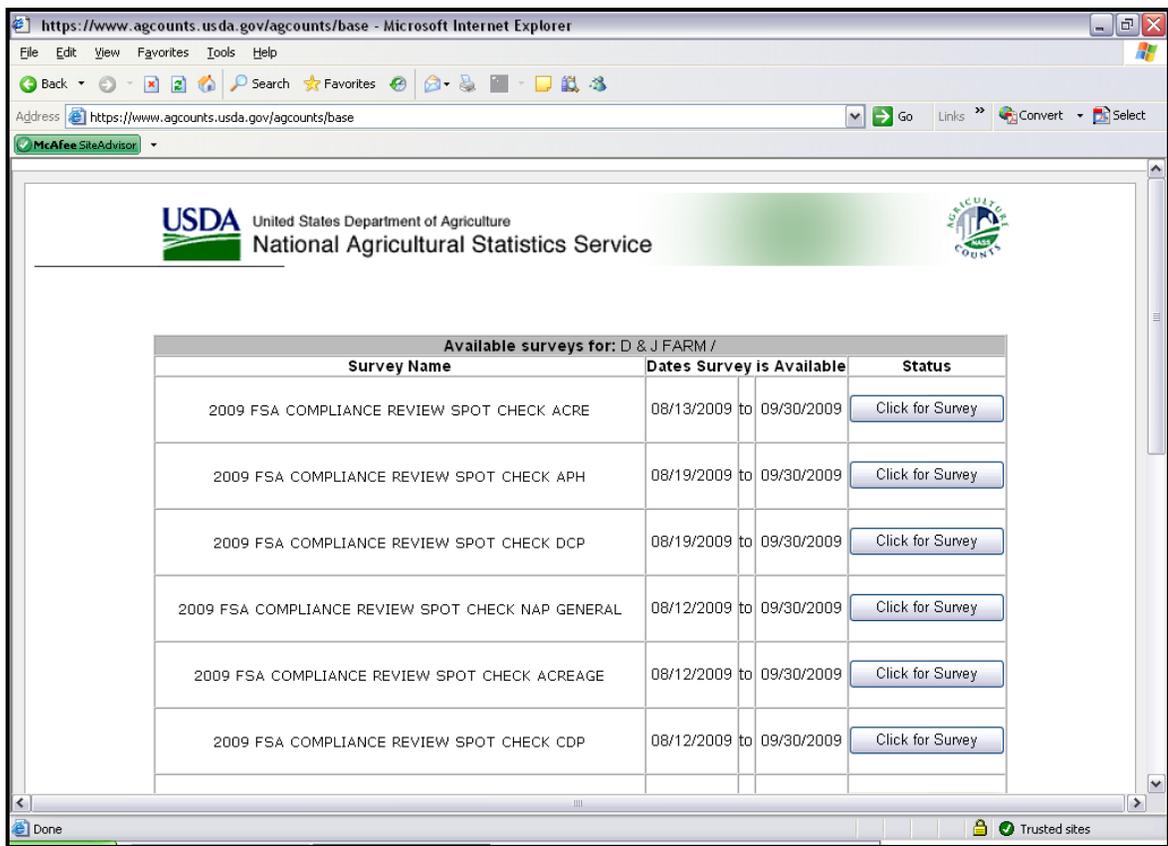
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### 3 Modifications to the Compliance Review Database

#### A Separate Program Surveys

All programs/activities included in the compliance review process have a separate survey. After County Offices enter the appropriate survey code for the producer, a screen will be displayed showing the surveys for all applicable programs/activities. County Offices may access all program areas and enter data.

Following is an example of the Program Survey Screen.



The screenshot shows a web browser window displaying the USDA National Agricultural Statistics Service website. The page title is "Available surveys for: D & J FARM /". The page features a table with the following columns: Survey Name, Dates Survey is Available, and Status. The table lists six surveys, each with a "Click for Survey" button in the Status column.

Survey Name	Dates Survey is Available	Status
2009 FSA COMPLIANCE REVIEW SPOT CHECK ACRE	08/13/2009 to 09/30/2009	<a href="#">Click for Survey</a>
2009 FSA COMPLIANCE REVIEW SPOT CHECK APH	08/19/2009 to 09/30/2009	<a href="#">Click for Survey</a>
2009 FSA COMPLIANCE REVIEW SPOT CHECK DCP	08/19/2009 to 09/30/2009	<a href="#">Click for Survey</a>
2009 FSA COMPLIANCE REVIEW SPOT CHECK NAP GENERAL	08/12/2009 to 09/30/2009	<a href="#">Click for Survey</a>
2009 FSA COMPLIANCE REVIEW SPOT CHECK ACREAGE	08/12/2009 to 09/30/2009	<a href="#">Click for Survey</a>
2009 FSA COMPLIANCE REVIEW SPOT CHECK CDP	08/12/2009 to 09/30/2009	<a href="#">Click for Survey</a>

**3 Modifications to the Compliance Review Database (Continued)**

**B Producers Not Participating in All Programs**

Producers may not participate in all programs/activities included in the compliance review process. A **“Not Applicable”** option has been added to each program survey. If a producer did not participate in a certain program/activity, County Offices shall enter the applicable survey, CLICK **“Not Applicable”**, and save the entry. This procedure shall be followed for each program/activity the producer did not participate in for the year.

**Example:** John Doe was selected for program year 2009 spot check and review. Mr. Doe filed program year 2009 acreage reports and participates in DCP; however, he does not participate in any of the other applicable programs.

County Office will enter the spot check results in the program year 2009 Acreage and DCP Survey. Although Mr. Doe did not participate in any other programs, the County Office must enter each remaining program survey (ACRE, NAP-APH, NAP-General, TAP, CDP, MAL, LDP, CRP, LCP, LIP, FLP, SURE); CLICK **“Not Applicable”** and save the entry.

**C Producers Not-Participating in Programs in Any State/County**

Because the National selection process is based in part on prior years’ payments and program participation, some producers selected may not be farming or participating in **any** FSA programs for the current year. In previous years, County Offices were required to enter **“NA”** in the Compliance Review Database to indicate that the producer selected did not participate in **any** FSA programs for the year.

For program year 2009, after a County Office has determined that a selected producer does not participate in **any** FSA programs for the year and has obtained DD concurrence according to 2-CP, subparagraph 322 B, the County Office shall access the Compliance Review Database with the producer’s survey code; enter each program survey, and CLICK **“Not Applicable”** for each program area; then CLICK **“Save and Return Later”** to save the entry.

**Example:** Jane Doe was selected for program year 2009 spot check and review based on her prior years’ program participation. Ms. Doe no longer has any farming interest and does not participate in any FSA programs for program year 2009.

The County Office shall access the Compliance Review Database, select the survey for each program area listed, CLICK **“Not Applicable”** for each program and save the entry.

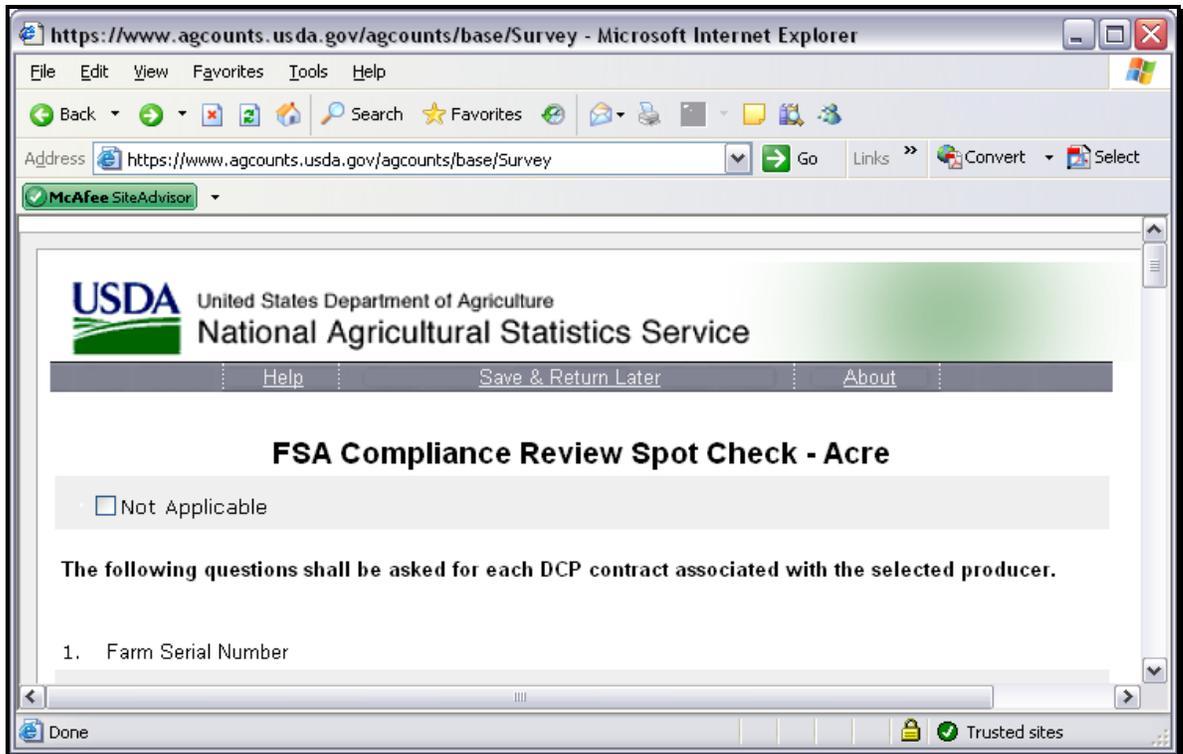
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### 3 Modifications to the Compliance Review Database (Continued)

#### D Saving Data

After entering the compliance review findings in the database, County Offices shall **CLICK “Save and Return Later”** at the top of each program survey to save and submit all data entered.

Following is an example of the Survey Screen with the “Save and Return Later” option.



**Note:** A “Submit” option may appear at the end of a program screen but is **not** functional. County Offices do not have to click “Submit”. When **“Save and Return Later”** is clicked, all data entered will be saved and submitted.

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### 4 Action

#### A County Office Action

County Offices shall:

- enter program year 2009 compliance review and spot check results throughout the year according to this Notice
- continued to load FY 2008 compliance review results if not already entered.

#### B State Office Action

State Office Compliance Specialists shall ensure that County Offices follow procedure in this notice when entering program year 2009 compliance review and spot check results.

#### C Contact Information

For any problems or concerns with the database or this notice:

- County Offices shall contact their State Office Compliance Specialist
- State Office Specialists shall contact Melonie Sullivan, PECD, by either of the following:
  - e-mail at [Melonie.Sullivan@wdc.usda.gov](mailto:Melonie.Sullivan@wdc.usda.gov)
  - telephone at 202-690-1003.