

For: State and County Offices

AGI Validation in the Conservation On-Line System (COLS)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Historically, COLS did not validate AGI data from the Subsidiary File. This has required the State Offices to use the AGI override option in the Conservation Payments software, resulting in significant workload. Changes to COLS software were released into production on June 27, 2013. Because of the changes, COLS will now verify that AGI provisions are met at COC approval for applicable producers or members **before** allowing the contract to be approved.

B Purpose

This notice provides:

- information on changes made for AGI validation in COLS
- action to be taken when certain error messages are encountered in COLS.

2 Procedure for CRP AGI Eligibility

A Procedure for Obtaining AGI Certification

2-CRP provides AGI policy provisions that are now validated in COLS.

For detailed policy on AGI provisions, see:

- 2-CRP, paragraph 131
- 1-PL, Part 6.5
- 4-PL, Part 6.

Note: 4-PL provisions apply to contracts approved in COLS.

Disposal Date	Distribution
January 1, 2014	State Offices; State Offices relay to County Offices

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2 Procedure for CRP AGI Eligibility (Continued)

B AGI Validation in COLS

The following table provides corrective action for messages that will be displayed in COLS during COC approval.

COLS Display Message	Description	Corrective Action
“Producer or member does not have an active eligibility record.”	Producer and/or member do not have an eligibility record in the web-based Subsidiary System for the applicable year.	County Offices shall ensure that the producer and/or member are linked to the County Office in SCIMS. If the producer or member is linked in SCIMS, then: <ul style="list-style-type: none"> • County Offices shall refer the case to the State Office specialist responsible for subsidiary processes • State Office subsidiary specialist shall contact PECD for guidance.
“Member data is not recorded.”	Producer and/or member are an entity or joint operation, but the member data is not active in the Business File application.	County Offices shall follow 3-PL (Rev. 1) to ensure that CCC-902 or CCC-901 information is properly recorded in the Business File application.
“Entity or joint operation data is recorded on the permitted entity file, but the accumulated member shares do not equal 100 percent and the discrepancy exceeds 1 percent.”	Producer and/or member are an entity or joint operation, but the member shares do not equal 100 percent as recorded in the Business File application. If the entity or joint operation is recorded in the Business File application, then the member shares: <ul style="list-style-type: none"> • have not been recorded for all members • are not recorded in whole percentages • recorded do not equal 100 percent. <p>Example: Shares may be recorded as 0.3333 instead of 33.33 percent.</p>	County Offices shall follow 3-PL (Rev. 1) to ensure that CCC-902 or CCC-901 information is properly recorded in the Business File application.

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2 Procedure for CRP AGI Eligibility (Continued)

B AGI Validation in COLS (Continued)

COLS Display Message	Description	Corrective Action
“Producer or member’s tax ID number is not eligible for payment.”	<p>Producer and/or member do not have TIN recorded in SCIMS.</p> <p>Normally this condition would just be applied when payments are processed, but since TIN must be provided on the AGI certification, the producer and/or member cannot have met the requirement of filing AGI if TIN was not provided.</p>	Verify that the producer or member has provided TIN and ensure that TIN is updated in SCIMS, according to 1-CM, Part 6.
“All producers and/or members are required to file an AGI certification before the contract can be approved.”	AGI certification has not been filed by the producer with a share greater than 0 percent and/or all members of entities or joint operations, if applicable. The contract shall not be approved by COC until all AGI provisions are met.	The County Office shall follow 2-CRP, paragraph 131 to ensure that AGI requirements are met.

C Validation Problems in COLS After Corrective Action

If COLS users receive an error messages during COC approval, users shall ensure that the corresponding “Corrective Action” is taken according to subparagraph B. If users cannot approve a contract in COLS after the corresponding “Corrective Action” has been taken, then proceed according to the following table.

Non-AGI Messages	AGI-Messages
<p>For non-AGI messages, users shall contact the appropriate State Office subsidiary specialist.</p> <p>Note: If the State Office specialist cannot resolve the issue, then contact the national subsidiary specialist.</p>	<p>For AGI certification messages, users shall contact the appropriate State Office conservation specialist.</p> <p>Note: If the State Office conservation specialist cannot resolve the AGI issue, then contact the National Program Manager, CEPD.</p>

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3 Contacts

A State Offices

State Offices shall ensure that County Offices follow the procedure provided in this notice.

If there are questions about:

- policy, contact Beverly Preston, CRP Program Manager, by either of the following:
 - e-mail at **beverly.preston@wdc.usda.gov**
 - telephone at 202-720-9563
- automation, contact Kelly Worley, Program Specialist, by either of the following:
 - e-mail at **kelly.worley@wdc.usda.gov**
 - telephone at 202-720-9646.

B County Offices

County Offices shall contact the State Office for questions about this notice.