

For: State and County Offices

**Using a Register for 2013 ACRE Election and Enrollment**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

For FY 2013, policy was revised to change the election method for 2013 ACRE because ACRE election and participation is only for 1 year. CCC-509ACRE will **not** be used for FY 2013. Landowners with a zero direct share are **not** required to make the 2013 election because the decision to elect and participate in ACRE only impacts the farm for that 1 single year. For a farm to elect and enroll in ACRE, the only requirement is that 100 percent of the direct shares on the ACRE farm **must** be obligated by June 3, 2013. As with prior years, other tenants, with a zero direct share, may sign CCC-509 at any time, but no later than September 30, 2013.

Because of workload in County Offices and system limitations, and the evolution of MIDAS, using a register may be required to allow producers to be considered timely enrolled in ACRE.

**Note: June 3, 2013** is the **deadline** for completing ACRE election.

**B Purpose**

This notice provides guidance to State and County Offices about using a register for ACRE election and enrollment and their enrollment decisions.

**2 Register for ACRE Election and Enrollment**

**A Using Registers**

If program provisions set a final signup, and reporting, filing, or other date, and heavy workload or computer failure makes processing the prescribed forms impossible, County Offices may request an extension and the use of a customer register through the State Office.

It is important to remember that County Office Employees do not initiate the placement of farms on a register; producers **must** request that farms are placed on a register.

Disposal Date	Distribution
October 1, 2013	State Offices; State Offices relay to County Offices

## Notice DCP-265

### 2 Register for ACRE Election and Enrollment (Continued)

#### A Using Registers (Continued)

For a farm to be placed on a register, all producers on the farm with a direct payment share greater than zero must each contact the County Office according to 1-CM and ask to be placed on the ACRE Election and Enrollment Register by close of business, June 3, 2013.

If all producers on the farm with a direct payment share greater than zero fail to contact the County Office and ask to be placed on the ACRE Election and Enrollment Register by close of business June 3, 2013, the farm will **not** be considered to have elected ACRE for FY 2013.

#### B Significance of Placing Farms on the ACRE Election and Enrollment Register

By placing the farm on the ACRE Election and Enrollment Register, that farm will be considered to have made the ACRE Election. Participation will be limited to having elected ACRE. Farms on the ACRE Election and Enrollment Register will not have an option to revoke or rescind or retract the ACRE election **after** close of business June 3, 2013, and will **not** be eligible for enrollment in 2013 DCP.

#### C Scheduling Completion of ACRE Election and Enrollment for Farms on the Register

Farms that are on the ACRE Election and Enrollment Register shall be scheduled an appointment to be able to complete the Election and Enrollment process and have all signatures of producers with a direct share greater than zero by close of business, June 28, 2013.

#### D Deadline for Returning Documents for Farms on the ACRE Election and Enrollment Register

Completed CCC-509's (with signatures provided for all shareholders with a direct share greater than zero) shall be returned to the County Office as soon as possible, but no later than June 28, 2013. Failure to return documentation by June 28, 2013 will result in ineligibility for 2013 ACRE and 2013 DCP.

## Notice DCP-265

### 3 Action

#### A County Office Action

County Offices may request to use a register because of heavy workload or computer processing issues. After State Office approval of using the register, County Offices shall:

- receive requests from the producer(s) to place the farm on the register when conditions exist that necessitate using a register
- schedule an appointment when the producer makes contact with the County Office to be placed on the register

**Note:** County Offices must schedule appointments for farms on the register as soon as possible but within the allotted time period. The appointments shall be monitored closely by DD's and the State Office to ensure that all farms are processed by June 28, 2013.

- date each CCC-509 with the date it is actually filed and cross-reference to the register
- provide a copy of the register to the DD and State Office to use in monitoring register activity by COB June 3, 2013
- emphasize to producers that all signature requirements must be met by June 28, 2013.

#### B State Office Action

State Offices shall:

- approve or disapprove the request to use a register for ACRE election and enrollment on a case-by-case basis;

**Note:** Blanket authorizations are **not** authorized.

- monitor County Offices to ensure that farms on the register are scheduled for appointments as soon as possible after June 3, 2013, but within the allotted time
- ensure that farms on the approved County Office registers are processed as soon as possible after June 3, 2013.