

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Direct and Counter-Cyclical Program  
1-DCP**

**Amendment 42**

**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 5 C has been amended to indicate Base Acreage and Yield Adjustment Report shall now be printed according to 3-CM.

| <b>Page Control Chart</b> |             |                |
|---------------------------|-------------|----------------|
| <b>TC</b>                 | <b>Text</b> | <b>Exhibit</b> |
|                           | 1-5, 1-6    |                |



## 5 DD Responsibilities

### A Responsibility

DD's shall ensure that COC's and CED's follow provisions in this handbook.

### B Reviewing County Office Procedures

DD's shall:

- review County Office procedures to ensure that County Offices comply with requirements established by the State Office
- review all CCC-509's and CCC-490's disapproved by COC
- provide SED with a written report of all reviews.

### C Preparing DD Base and Yield Adjustment Report

\*--DD's shall print a current Base Acreage and Yield & Adjustment Report according to 3-CM. The Base Acreage and Yield & Adjustment Report provides base acreage and payment yield adjustments made on farms during the date range selected for which the Base Acreage and Yield & Adjustment Report was printed. Each adjustment on the Base Acreage and Yield & Adjustment Report includes the following:

- farm number
- tract number
- crop name
- adjustment type
- adjustment reason
- date changed
- farm status.--\*

5 DD Responsibilities (Continued)

**\*--D How to Review Adjustments**

After preparing the DD Base Acreage and Yield Adjustment Report, review base acreage and yield adjustments according to this table.

| Step | Action   |
|------|--|
| 1    | Review all adjustments not included in the previous review.  |
| 2    | Verify the following: <ul style="list-style-type: none"> <li>• adjustments were authorized and approved according to procedure</li> <li>• amount of adjustment is correct</li> <li>• base acreage and/or yield is correct.</li> </ul>                      |
| 3    | Verify that the frequency of each type of adjustment is reasonable considering: <ul style="list-style-type: none"> <li>• type of adjustment</li> <li>• number of the same type of adjustments approved in other County Offices in the district.</li> </ul> |
| 4    | Verify that the total number of adjustments is reasonable.   |
| 5    | If an excessive number of adjustments for corrections were made, ensure that the cause of the error is: <ul style="list-style-type: none"> <li>• recognized</li> <li>• alleviated.</li> </ul>  |
| 6    | Considering the type of adjustment, verify that adjustments were made in a timely manner.  |
| 7    | Ensure that: <ul style="list-style-type: none"> <li>• all errors are corrected</li> <li>• procedure is uniformly interpreted.</li> </ul>   |

**E When to Review Adjustments**

DD’s shall review current year base acreage and yield adjustments as often as possible but no less than twice each FY for each County Office.

- The first review shall be completed at least 2 weeks before November 30 of each FY.
- The second review shall be completed at least 2 weeks before August 1 of each FY.
- Additional reviews may be made as determined necessary by DD or STC.--\*