

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CM-741

For: State and County Offices

Farm Record Preparation for Agricultural Act of 2014 Disaster Programs

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Agricultural Act of 2014 extended the ELAP, LFP, LIP, and TAP disaster programs. Producers who suffered livestock death, livestock grazing, honey bee, and/or farm raised fish or tree losses after September 30, 2011, may be eligible for benefits under the ELAP, LFP, LIP, or TAP disaster programs provided certain eligibility requirements are met.

Before sign-up, it is important that producers interested in participating in the ELAP, LFP, LIP, or TAP disaster programs, ensure that their farm records are correct. This is especially important for new producers participating in FSA programs for the first time, and producers that have acquired new land that has not been recorded at the local County Office.

B Purpose

This notice:

- provides instructions for updating Farm Records in preparation of disaster programs authorized by the Agricultural Act of 2014
- advises State and County Offices of both of the following:
 - importance of ensuring that cropland, rangeland, and pastureland are correctly delineated on farms
 - instructions for updating Farm Records in MIDAS and Web Farm Records for the current year and previous program years.

Disposal Date

September 1, 2014
3-27-14

Distribution

State Offices; State Offices relay to County Offices

2 Action

A State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- ensure that County Offices update Farm Records according to this notice
- review the farm records and justification for all farms that shall be recorded in prior years
- load the information for prior year farm replication requests on the Farms_Tracts_Prior_Years_ST_MMDDYY Spreadsheet that was sent by e-mail and post to the Adding Prior Year Farms and Tract Share Point Site at <https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/PriorYearFarm/default.aspx>
- contact the following National Office contacts with any questions on this notice:
 - for Farm Record or GIS questions, contact Dan Culli at either of the following:
 - e-mail to **daniel.culli@wdc.usda.gov**
 - telephone at 202-690-1942
 - for SCIMS questions, contact to Kerry Sefton at either of the following:
 - e-mail to **kerry.sefton@wdc.usda.gov**
 - telephone at 202-720-6120
 - for LFP and LIP questions, contact Scotty Abbott at either of the following:
 - e-mail to **scotty.abbot@wdc.usda.gov**
 - telephone at 202-720-7997
 - for ELAP questions, contact Amy Mitchell at either of the following:
 - e-mail to **amy.mitchell@wdc.usda.gov**
 - telephone at 202-720-8954
 - for TAP questions, contact Kay Niner at either of the following:
 - e-mail to **kay.niner@wdc.usda.gov**
 - telephone at 202-205-9354.

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2 Action (Continued)

B County Office Action

County Offices shall:

- inform producers of the new programs and encourage all interested producers to review their Farm Records to ensure that all their cropland, rangeland, and pastureland acreages are correctly recorded at the FSA County Office before sign up
- update MIDAS and Web Farm Records according to 10-CM, MIDAS Farm Records Work Instructions (WI's), and this notice
- send requests for farms to be replicated for prior years to the State Office.

3 Modifying Current and Prior Year Farm Records

A New Producers

Add new producers to SCIMS according to 1-CM, paragraph 176.

B New Farms

Add new farms for 2014 and, if applicable, previous years according to the following:

- add the Farm Record in 2014 MIDAS Farm Records according to 10-CM, Part 2; WI37, "Create Farm Record"; and WI38, "Delineate CLU"

Note: Ensure that CLU's are correctly delineated and attributed with the correct Land Use Codes and the 3-CM Indicator according to 10-CM, paragraph 30.

- if the farm needs to be replicated to prior years, submit the Farm Records information and justification for prior year replication to the State Office.

State Offices shall review requests for prior year farm replication, record the farm information on the Farms_Tracts_Prior_Years_ST_MMDDYY Spreadsheet that was sent by e-mail, and post the spreadsheet to the Adding Prior Year Farms and Tract Share Point at <https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/PriorYearFarm/default.aspx>.

3 Modifying Current and Prior Year Farm Records (Continued)

C Current Year Farm, But No Prior Year Farm

Request replication of a current year farm to a prior year according to the following:

- review and, if necessary, update the current year farm to ensure all cropland, rangeland, and pastureland are correctly attributed according to 10-CM, paragraph 30
- submit the Farm Records information and justification for prior year replication to the State Office.

State Offices shall review requests for prior year farm replication, record the farm information on the Farms_Tracts_Prior_Years_ST_MMDDYY Spreadsheet that was sent by e-mail, and post the spreadsheet to the Adding Prior Year Farms and Tract Share Point at <https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/PriorYearFarm/default.aspx>.

D Farm Without Rangeland or Pastureland Delineated

Update farms with rangeland and pastureland that have **not** previously been delineated according to the following:

- ensure that all rangeland and pastureland acres are within the current farmland boundaries
- delineate and attribute the rangeland and pastureland on the current year farm in MIDAS Farm Records according to 10-CM, paragraph 30
- review and, if necessary, update the current year farm to ensure that all cropland is correctly attributed according to 10-CM, paragraph 30
- review and, if necessary, update the prior year farm to ensure that all cropland, rangeland, and pastureland is correctly attributed according to 3-CM, paragraph 152.

Note: Any changes to current or prior year cropland can affect contracts and payments.

3 Modifying Current and Prior Year Farm Records (Continued)

E Current Producers With Additional Land Not Recorded in Farm Records

If a current producer provides proof of ownership or proof of control of additional land for current and, if applicable, prior years, update Farm Records according to the following:

- review the information provided by the producer to ensure compliance with 10-CM, paragraphs 21, 22, and/or 23, as applicable
- add the additional land as a new farm for 2014 in MIDAS Farm Records according to 10-CM, Part 2; WI37, “Create Farm Record”; and WI38, “Delineate CLU”

Note: Ensure that CLU’s are correctly delineated and attributed with the correct Land Use Codes and the 3-CM Indicator according to 10-CM, paragraph 30.

- submit the Farm Records information and justification for prior year replication to the State Office.

State Offices shall review requests for prior year farm replication, record the farm information on the Farms_Tracts_Prior_Years_ST_MMDDYY Spreadsheet that was sent by e-mail, and post the spreadsheet to the Adding Prior Year Farms and Tract Share Point at <https://fsa.sc.egov.usda.gov/mgr/daftp/PECD/PriorYearFarm/default.aspx>.

F Existing Farms With Incorrect Boundaries

If a producer informs the County Office that the farm boundaries are incorrect on an existing farm and the adjacent farm contains land from the farm, update Farm Records according to the following:

- review all records for the producers farm and the adjacent farm to determine the correct farm boundaries

Notes: The producer may have to provide additional evidence to support their claim the boundaries are incorrect.

Any producer involved with any farm in this situation will need to be aware of any changes made.

- update CLU’s using the MIDAS GIS editing tools and the GIS Data Remediation Tool, as appropriate, so that CLU’s and Customer Relationship Management data accurately reflect the makeup of the farms in question
- if the farm already exists in prior years in Web Farm Records, update the acreages in Web Farm Records for 2013 and prior years according to 3-CM, paragraph 152.

Note: Any changes to current or prior year cropland can affect contracts and payments.

3 Modifying Current and Prior Year Farm Records (Continued)

G Replicating Farms With Farm Structure Different Between Years

Request replication of a farm to a prior year according to the following for farms with different farm structures between years:

- review and, if necessary, update the current year farm to ensure that all cropland, rangeland, and pastureland are correctly attributed according to 10-CM, paragraph 30
- submit the Farm Records information and justification for prior year replication to the State Office.

State Offices shall review requests for prior year farm replication, record the farm information on the Farms_Tracts_Prior_Years_ST_MMDDYY Spreadsheet that was sent by e-mail, and post the spreadsheet to the Adding Prior Year Farms and Tract Share Point at <https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/PriorYearFarm/default.aspx>.

Note: Information about which tracts need to be replicated to prior years and which tracts do **not** need to be replicated to prior years shall be entered in the “Notes” column in the Farms_Tracts_Prior_Years_ST_MMDDYY Spreadsheet.

H Farms With Incorrect Owners, Operators, or Other Producers

If a producer provides proof of ownership or proof of control of the land for current and, if applicable, prior years, update Farm Records according to the following:

- review the information provided by the producer to ensure compliance with 10-CM, paragraphs 21, 22, and/or 23, as applicable
- if applicable, reconstitute the farm for the current year in MIDAS Farm Records according to WI27, “Execute Farm Combination”; WI29, “Tract Combination”; WI35, “Tract Division”; and WI36, “Divide Farm”
- update farm owners, operators, or other producers for the current year in MIDAS Farm Records according to 10-CM, paragraphs 31, 32, and 33; WI37, “Create a Farm”, steps 8 through 14; and WI38, “Delineate CLU”, steps 21 through 29
- update farm owners, operator, or other producers for the prior year in Web Farm Records according to 3-CM, paragraphs 130, 211, and 226.

Notes: Any changes to current or prior year owners, operator, or other producers can affect contracts and payments.