

UNITED STATES DEPARTMENT OF AGRICULTURE

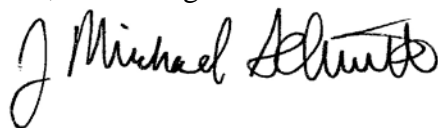
Farm Service Agency
Washington, DC 20250

Notice CM-765

For: FSA Offices

**Closeout of Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC)
Election Software and Data Freeze-Out for Farm Records Import**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Agricultural Act of 2014:

- authorized owners of a farm a 1-time opportunity to reallocate base acres of covered commodities on a farm, **excluding** upland cotton, and update PLC yields for those crops
- provided an opportunity for producers to make a 1-time ARCPLC election for the farm.

The ARCPLC reallocation and election period ended April 7. The base, PLC yield, and election data needs to be moved to the 2014 Farm Records software and 2015 MIDAS Farm Records system.

B Purpose

This notice:

- informs State and County Offices and associated Agencies about:
 - closeout of the ARC and PLC election software
 - software and data access during the freeze-out
 - the expected length of the freeze-out
 - additional guidance on affected software and data
- obsoletes Notice CM-764 to update subparagraph 3 B.

| Disposal Date | Distribution |
|----------------------|--|
| August 1, 2015 | All FSA Offices; State Offices relay to County Offices |

2 ARC and PLC Election Software Closeout

A Ensuring ARCPLC Data Will Be Imported to Farm Records

To ensure that ARCPLC base reallocations, yield updates, and ARCPLC elections have been completed correctly and will be imported to Farm Records, the following **must** take place.

Reallocation:

- reallocation and yield update decisions have been recorded in the software
- “Owner Signature Date” field must be loaded with the date CCC-858 was signed.

Election:

- election choice for all associated crops have an election recorded in the software
- “Producer Signature Date” field must be loaded with the date the last producer with interest signed CCC-857.

B Farms Without Signature Dates Loaded

Any farm that has had a reallocation and/or election recorded, but all required signatures were **not** timely obtained and loaded will **not** be imported to Farm Records. These farms will:

- retain the current base acres and CC yield associated with the farm
- receive the default election of PLC for all crops associated with the farm
- **not** earn a payment for 2014.

Important: No action is needed by the County Office to prepare these farms for import.

C Final Date of Availability of the ARC and PLC Election Software

The ARC and PLC Election software will be shut down at COB Friday, May 29, 2015. All data **must** be loaded in the software by COB May 29, 2015. Any reallocation (CCC-858) and election (CCC-857) not recorded will be required to be manually loaded in both 2014 Farm Records software and 2015 MIDAS Farm Records system after the import is completed.

3 Software and Data Freeze-Out

A Length of Freeze-Out

Freeze-out activities will begin COB May 29, 2015, and will continue until the Farm Records import process is complete (estimated duration of 14 calendar days). During this time, users will **not** be able to access some software and will be limited to read-only access for others. See subparagraph B for a list of software affected by the ARCPLC Farm Records freeze-out period.

1-CM, subparagraph 2 C allows using a register because of computer unavailability for producers who want to enroll in FSA programs. County Offices are encouraged to use the register and appointment process to accommodate impacted producers according to policy and procedure in 1-CM. In addition, if software or data is **not** available, a manual application may be taken. The manual application must be loaded after the software becomes available.

B Software Access

The following table provides access status definitions for software during the freeze-out.

| Access Status | Definition |
|---------------|--|
| No Access | Users will not have access to the software. Access will resume after import process is complete. |
| Full Access | User has full access based on user roles to the software. Any updates made during the import will be updated to the applicable software when import activity is complete, as applicable. |
| Read-Only | Users can access the software, but cannot edit or update any records. |

The following table provides a list of software/systems and related data that will be directly affected by ARCPLC Farm Records import.

Note: If the farm record and customer information was correct before the freeze-out period began and no changes are requested during the freeze-out period, any contracts or applications that use the farm record and customer information will function in a normal manner during the freeze-out period.

| Software/ System | Access During Freeze-Out | Explanation |
|----------------------------|-----------------------------|--|
| MIDAS Portal and CRM | No Access | The following functionality will not be available in MIDAS CRM: <ul style="list-style-type: none"> • Farm Records • Business Partner • Product Master. |

3 Software and Data Freeze-Out (Continued)

B Software Access (Continued)

| Software/ System | Access During Freeze-Out | Explanation |
|---|--------------------------------|--|
| SCIMS | Read-Only | Available for users to view customer data, but will not be receiving updated customer information, because Business Partner will be unavailable for customer record creation or maintenance. |
| Web-Based Farm Records | No Access | The Farm Records Web Application will be brought down for the entire length of the ARCPLC data import process. |
| Business File | Full Access | Any edits made will be available and incorporated into the Business Partner functionality after the import process is complete. <ul style="list-style-type: none"> • lease information cannot be recorded if changes are required in Farm Records. • CCC-902 cannot be recorded for new producers or members of entities and joint operations that need to be recorded in SCIMS. • Functions that require working with estates, minors, or members of a business that are an individual will receive an error message until the import process is complete. |
| Contracts/ Applications | Full Access | Any contract or application (CRP, LFP, MAL, etc.) that relies on Farm Records information shall not be processed in the automated system if Farm Records edits are necessary. Procedure in 1-CM, subparagraph 2 C allows using a register and County Offices may follow current policy for taking manual contracts or applications in situations where the producer wants to make a contract or application. |
| Crop Acreage Reporting System (CARS) | Full Access | Only acreage reports that do not require changes to Farm Records or MIDAS GIS shall be loaded in CARS. If a change is needed in Farm Records or MIDAS GIS during the freeze-out, a manual acreage report shall be taken according to 2-CP, subparagraph 15 B. After the freeze-out, editing the Farm Records information will be available again in MIDAS Farm Records. |

3 Software and Data Freeze-Out (Continued)

B Software Access (Continued)

| Software/ System | Access During Freeze-Out | Explanation |
|---|--------------------------|---|
| Conservation On-Line System (COLS), Conservation Contract Maintenance System (CCMS), and Cost Share Software (CSS) | Full Access | CRP software will be available. If a change is made that reduces the acres enrolled in CRP for prior years on a farm, CRP software will show those changes immediately, but the CRP cropland will not be adjusted in Farm Records until after the freeze-out. The changes will be held in a temporary table. After MIDAS Farm Records is available, updates to 2015 CRP cropland can be made by updating field level CRP data. |
| GIS Maintenance Tool, Tool for Environmental Resource Results Assessment (TERRA), and GIS Data Remediation Tool (DRT) | Full Access | |
| Subsidiary Conservation Compliance | Full Access | Updated from HELC, planted converted wetland (PCW), and CW determinations in Farm Records. Because Farm Records is not available for changes during the freeze-out, Subsidiary Conservation Compliance may not reflect the correct determination if a change is necessary to HELC, PCW, or CW determinations. Farm Records editing can resume in Farm Records after the freeze-out. Until changes can be made to HELC, PCW, and CW determinations in Farm Records, County Offices will need to manually verify conservation compliance for any payment being issued and, if the conservation compliance is not correct, the payment shall be put on hold in NPS. |

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3 Software and Data Freeze-Out (Continued)

B Software Access (Continued)

| Software/ System | Access During Freeze-Out | Explanation |
|------------------|--------------------------|--|
| Other Data Users | | <p>Other data users, such as FLP, NRCS, and RMA approved insurance providers (AIP's), use FSA data in their programs and/or processes. Freeze-out activities will affect other Agency programs and processes.</p> <p>There should be no impact for NRCS participants, unless an edit is needed to Farm Records during the freeze-out.</p> <p>For other impacts, see Business Partner information in this table.</p> |

4 Action

A State Office Action

State Offices will ensure that County Offices load all ARCPLC reallocation and election signature dates in the ARCPLC software by COB May 29, 2015.

Contact Michael Walter for questions about this notice by either of the following:

- e-mail to **michael.walter@wdc.usda.gov**
- telephone at 816-926-7902.

B County Office Action

County Offices **must** follow procedure provided in this notice to prepare for the ARCPLC Farm Records import.

If there are questions about this notice, contact the State Office.