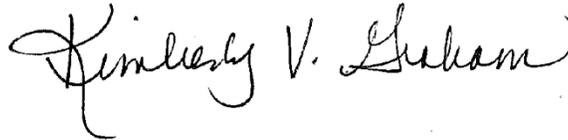


**For:** State and County Offices

**Automated CCC-505 Tool**

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



**1 Overview**

**A Background**

A tool has been created within Customer Relationship Management (CRM) Farm Records to assist with the creating, tracking, and approving CCC-505.

**B Purpose**

This notice provides an overview of the automated CCC-505 tool and instructions for using the tool.

**2 CCC-505 Voluntary Permanent Base Acreage Reduction Tool**

**A Accessing the CCC-505 Tool**

Access the CCC-505 Tool from the “More” drop-down on the CRM toolbar. The user must be at the farm level in the farm hierarchy to select the “CCC-505” from the drop-down menu. When the user is at the tract or field level in the CRM hierarchy, the “CCC-505” will be displayed in the menu but cannot be selected.

**B CCC-505 Tool Layout**

The toolbar at the top of the page allows the user to save, print, cancel, and delete the form.

Data for the farm being edited will be displayed in the following 4 sections within the wizard:

- farm level summary
- farm level detail
- tract level summary
- tract level detail.

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2016	State Offices; State Offices relay to County Offices

## Notice CM-775

### 2 CCC-505 Voluntary Permanent DCP Base Acreage Reduction Tool (Continued)

#### B CCC-505 Tool Layout (Continued)

The tract level summary and tract level detail section are coded according to their status as over-based (red), fully-based (green), and under-based (yellow).

A negative value in the (Effective DCP Cropland + Double Crop Acres) - Total Base Acres column at the tract level indicates the tract is over-based. A negative value in the (Effective DCP Cropland + Double Crop Acres) - Total Base Acres column at the farm level indicates the farm is over-based.

See Exhibit 1 for an example of the CCC-505 Voluntary Permanent Reduction Tool Screen.

#### C CCC-505 Tool Reason Code, Status and Printing Functionality

The tool allows the user to designate base acres to be reduced and reason codes to be applied for the reductions in the tract level detail sections.

Tract and farm statuses of over-based, fully-based, and under-based are interactively updated as base acre reductions are entered in the tool.

When the reason code “CCC-505 reduction due to CRP enrollment” is selected, the user must select an effective year of either the current FY or the subsequent FY. If the subsequent FY is selected the CCC-505 reductions are held in pending status until after FY rollover.

After selecting “complete and print”, a paper CCC-505 is generated for signature with the operator’s name automatically populated as the requestor. The owners of any tracts having base acres designated for reduction will be populated as required signatures. A workflow is generated and sent to the approving official.

Reminder messages are sent to the approving official for forms outstanding for more than 30 calendar days, and at designated intervals shortly before FY rollover.

Outstanding CCC-505’s that are unapproved will be deleted at rollover, except for those forms taken for CRP enrollment where the effective year is designated as the subsequent year.

Users may save a draft CCC-505 at any time. Edits to the farm while a printed, but unapproved CCC-505 is outstanding, will cancel the approval workflow. However, the user may save a draft when the edits are initiated and re-instate the approval workflow using the “complete and print” option after completing the farm edits.

Printed and saved automated CCC-505’s may be cancelled and saved as draft, or cancelled and deleted at any time.

## Notice CM-775

### 2 CCC-505 Voluntary Permanent DCP Base Acreage Reduction Tool (Continued)

#### C CCC-505 Tool Reason Code, Status and Printing Functionality (Continued)

When the approving official approves the automated CCC-505, changes to the base acres and associated reason codes for the changes are automatically updated in the farm record. The approving official shall not approve CCC-505 until all required signatures have been obtained.

**Note:** When base acres for a crop are reduced to zero on a tract the associated yield for the crop is not currently being automatically reduced to zero on that tract at approval. Until this defect is corrected, users must manually adjust the yield for the crop to zero following approval of the automated CCC-505 using the same reason code used for the base acre reduction.

### 3 Action

#### A State Office Action

State Offices shall:

- ensure that County Offices are aware of the contents of this notice
- direct questions about this notice to Steve Stark by either of the following:
  - e-mail to [steve.stark@wdc.usda.gov](mailto:steve.stark@wdc.usda.gov)
  - telephone at 816-823-5347.

#### B County Office Action

County Offices shall use the automated CCC-505 to generate form CCC-505 for signature. The automated CCC-505 shall be used to update the associated farm record after all signatures are obtained. See Exhibit 2 for instructions on accessing the CCC-505 Base Reduction work instruction and simulation.

County Offices shall direct questions about this notice to the State Office.

Example and Explanation of Automated CCC-505

**New CCC-505 Form for Farm: 99999999, 99-037-10439**

Save as Draft | Complete and Print | Cancel and Save as Draft | Cancel and Delete | Reprint | Back

**Farm Level Summary**

Farm Number	Original Total Base Ac...	Base Acres To Be Redu...	Base Acres After Reduc...	Effective DCP Cropland + Double Crop Acres	(Effective DCP Cropland + Double Crop Acres) - Total Base A...
10439	168.05	0.00	168.05	167.29	0.76-

**Farm Level Detail**

Crop Name	Original Total Base Acres	Original Yield	Base Acres To Be Reduced	Base Acres After Reduction	Yield After Base Acre Reduction
Barley	5.00	50.0000	0.00	5.00	50.0000
Corn	133.05	115.6032	0.00	133.05	115.6032
Soybeans	30.00	40.0000	0.00	30.00	40.0000

**Tract Level Summary**

Tract Number	Original Total Base Acres	Base Acres to be red...	Base Acres after reduction	Effective DCP Cropland + Double Crop...	(Effective DCP Cropland + Double Crop Acres) - Total Base A...
5866	53.00	0.00	53.00	54.22	1.22
5867	10.05	0.00	10.05	10.05	0.00
5875	105.00	0.00	105.00	103.02	1.98-

**Tract Level Detail**

Tract Number	Crop Name	Yield	Original Base Acres	Base Acres to be reduced	Reason Code	Effective Year	Base Acres after reduction
5866	Barley	50.0000	5.00	0.00			5.00
5866	Corn	100.0000	48.00	0.00			48.00
5867	Corn	120.0000	10.05	0.00			10.05
5875	Corn	125.0000	75.00	0.00			75.00
5875	Soybeans	40.0000	30.00	0.00			30.00

The following table provides explanations for the numbered items 1 through 7 on the screen example.

Number/Item	Explanation
<b>1. Toolbar</b>	<b>Save as Draft</b> The user may save a draft of CCC-505 at any time. Saving a draft maintains the existing data in the tool without generating the printed form or a workflow to the approving official. The next time the user accesses the record, the following actions may take place: additional edits may be made, the form may be completed and printed, or the form may be cancelled and deleted.
	<b>Complete and Print</b> The user may complete and print CCC-505 at any time after at least 1 base reduction entry and associated reason code is entered. CCC-505 is auto-populated with base reduction information and producers that are required to sign the form. Saving and printing the form generates a workflow approval to the approving official.
	<b>Cancel and Save as Draft</b> The user may only cancel and save as draft, existing CCC-505's that have previously been completed and printed. When an existing CCC-505 is cancelled and saved as draft, the workflow to the approving official is deleted and the data in the tool remains the same as if the CCC-505 had originally been saved as a draft.
	<b>Cancel and Delete</b> The user may only cancel and delete existing CCC-505's that have previously been completed and printed. When an existing CCC-505 is cancelled and deleted, the workflow to the approving official is deleted and all information previously entered in the tool is deleted.
	<b>Reprint</b> When an existing CCC-505 has been completed and printed, the form may be reprinted at any time the unapproved CCC-505 workflow remains outstanding.
	<b>Back</b> The user may return to the farm record at any time by clicking "Back". If entries have been made in the tool a message will ask the user if they want to save their edits. Answering "Yes" saves a draft of the CCC-505. Answering "No" returns the user to the farm record without saving any existing entries.

Example and Explanation of CCC-505 (Continued)

Numbered Item	Explanation
<b>2. (Effective DCP Cropland + Double Crop Acres) – Total Base Acres</b>	A negative value in this data field at the farm level indicates the farm is over-based. A negative value in this data field at the tract level indicates the tract is over-based.
<b>3. Color-coded tract level data</b>	Over-based tracts are color coded red in both the tract level summary and tract level detail sections of the tool. Fully-based tracts are color coded green. Under-based tracts are color coded yellow.
<b>4. Over-based tract indicator</b>	Over-based tracts are shown in the tract level summary section both as color coded red and with a negative entry in the “(Effective DCP Cropland + Double Crop Acres) – Total Base Acres” column to alert the user to the over-based condition.
<b>5. Base Acres to be Reduced</b>	The “Base Acres to be Reduced” column in the tract level detail section is editable to allow the user to select applicable tracts and crops that will have base acres reduced and to enter the amount of the reduction. As soon as an entry is made and the user hits enter or clicks “Save” the status of the tract being edited as over-based, fully-based, or under-based is interactively updated and the amount in the “(Effective DCP Cropland + Double Crop Acres) – Total Base Acres” column is automatically updated in the tract level summary section and in the farm level summary section. Base acres may be reduced from any tract regardless of its status as over-based, fully-based, or under-based.
<b>6. Reason Code</b>	When an entry is made in the “Base Acres to be Reduced” column for a specific tract and crop the “Reason Code” column becomes editable as soon as the user hits “enter” or clicks “Save”. An error code will be displayed in the upper right corner of the screen until a reason code is selected from the choices in the drop-down menu. When multiple reductions are being made a mixture of reason codes is permitted except that the reason code “CCC-505 due to CRP enrollment” may not be used with any other reason code.
<b>7. Effective Year</b>	The “Effective Year” is automatically populated as the current year for all reason codes. When the selected reason code is “CCC-505 due to CRP enrollment” a drop-down menu is available to change the effective year to the subsequent year, if necessary. When multiple “CCC-505 due to CRP enrollment” entries exist the effective year must be the same for all entries.

**Accessing Work Instruction and Simulation for Automated CCC-505 Reduction Tool**

To access the work instruction and/or simulation for the Automated CCC-505 Reduction Tool select “MIDAS – Modernize and Innovate the Delivery of Agricultural Systems” on the FSA Applications page.

Enter your eAuth or Smart Card credentials as necessary.

From the MIDAS portal in the “Bulletin Board” assignment block:

- the work instruction is found under Bulletin Board>MIDAS Training>Farm Records>Work Instructions according to the following screenshot



- the simulation is found under Bulletin Board>MIDAS Training>Farm Records>Simulations according to the following screenshot.

