

For: State and County Offices

Automated CCC-517 Base Acre Redistribution Tool

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

An automated tool has been created within Customer Relationship Management (CRM) Farm Records to assist with creating, tracking, and executing the CCC-517, Tract Base Acre Redistributions. Two versions of the CCC-517 tool are available; single farm and multiple farm version.

B Purpose

This notice provides:

- an overview of the automated CCC-517 tool
- instructions for using the automated CCC-517 tool
- policy references when each version should be used.

2 CCC-517 Base Acre Redistribution Tool

A Overview of the CCC-517 Tool

Out of balance situations occur when the total tract base acres exceed the total of the tract’s effective DCP cropland acres plus double cropped acres. The CCC-517 form is intended to be used by owners to redistribute base acres when a tract is out of balance or per an owner’s request during the current FY as long as all owners on affected tracts agree to the base acre redistribution. County Offices shall follow 10-CM, paragraphs 35 and 172.

The CCC-517 tool is used to redistribute base acres and double cropped acres from one tract to another tract. See 10-CM, paragraphs 160 and 172 for policy to allow base acres to be redistributed from farm to farm after a farm division is performed using the default method. All affected owners must have agreed in writing by signing the CCC-517 within 30 calendar days of notification of base acres. The base acres may only be distributed between child farm A and child farm B when they have the same parent farm and when the division method was default. There are **no** other circumstances in which base acres can be redistributed across FSA farm numbers.

Disposal Date	Distribution
February 1, 2017	State Offices; State Offices relay to County Offices

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2 CCC-517 Base Acre Redistribution Tool (Continued)

A Overview of the CCC-517 Tool (Continued)

The newly developed CCC-517 tool will enable the selection of the tract(s) from which the base acres will be reduced (source tract(s)), the tract(s) to which the base acres will be added (target tract(s)), the covered commodity(s) (base crop(s)) from which the base acres will be redistributed, the number of base and double cropped acres to be redistributed, and the base acre reduction/increase reason code. The tool will interactively display revised bases and current yields as redistributions are confirmed or removed.

The CCC-517 tool will automatically populate the CCC-517 forms for each affected tract including the current owners listed on the affected tract(s) that are required to sign the form. The redistributed information (base acres and PLC yields) will be maintained within the CCC-517 tool until the workflow recipient executes the workflow decision, at which time the changes will be committed to the farm record(s). The workflow recipient is CED unless CED has an interest in the farm in which case the workflow is sent to DD.

The CCC-517 tool will provide notifications to CED and DD for forms which have been created but not signed within 30 calendar days. See subparagraph 2 I for the exception when signatures are not required.

Note: The CCC-517 tool automatically adjusts yields according to 10-CM, paragraph 37.5 when the PLC yields are different between the source and target tracts.

B CCC-517 Tool Single Farm and Multiple Farm Version Differences

Very few differences exist between the single farm and the multiple farm versions of the CCC-517 tool. The redistribution process works the same in both versions. The differences in the multiple farm version are:

- access the multiple farm version from the farm search results list
- the multiple farm version contains tracts from multiple farms
- there is one reason code in the multiple farm version and it is not editable.

C Accessing the CCC-517 Tool

At the farm level in the farm hierarchy, access the CCC-517 tool from the “More” drop-down on the CRM toolbar. If the user is at the tract or field level in the CRM hierarchy, the “CCC-517” will be displayed in the menu but the user cannot select the option.

Users may also access the CCC-517 tool from the farm search results list in CRM Farm Records by clicking the “Select Box” for a farm at the left end of the row. The CCC-517 button will become enabled. Click the CCC-517 button to open the tool.

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2 CCC-517 Base Acre Redistribution Tool (Continued)

C Accessing the CCC-517 Tool (Continued)

If multiple farms are selected from the farm search results list, the multiple farm version of the tool will open. According to 10-CM, subparagraph 172 A, the multiple farm version is only authorized for use on resulting farms of a farm division performed using the default method. An error message will be displayed if the farms selected do not have the same “divided from” farm attribute.

Notes: If the farm has more base acres than effective DCP cropland plus double cropped acres, the farm is “over-based”, and the CCC-517 tool will not be available. A red, hard-stop error message will be received in the top right corner that states, “Sum of Base Acres for all crops on Farm XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres. Out-of-balance condition must be corrected before using form “CCC-517.” CCC-505 must be processed to correct the over-based condition before the CCC-517 tool will become available.

Current functionality does not allow a CCC-517 to be initiated with an unapproved/draft CCC-505 on the same farm. CCC-505 must be approved before initiating CCC-517. Selecting the CCC-517 tool while an unapproved/draft CCC-505 exists will result in a red, hard-stop error message. If the farm is not over-based and has an existing unapproved/draft CCC-505 that the user wants to replace with CCC-517, the unapproved/draft CCC-505 should be canceled and deleted by clicking the CCC-505 option on the “More” menu.

D CCC-517 Tool Layout

The toolbar at the top of the page allows the user to calculate default redistributions, save as draft, complete and print, cancel and save as draft, cancel, cancel and delete, and reprint the CCC-517 form.

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

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

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.

See Exhibit 1 for an example of the CCC-517 Redistribution Tool Screen.

2 CCC-517 Base Acre Redistribution Tool (Continued)

E CCC-517 Tool Source Tract Selection and Statuses

For both the single and multiple farm version of the tool, base acres to be redistributed must have a source tract and a target tract. For any source tract/crop combination, acres may be redistributed to multiple target tracts. A tract cannot serve as both a source tract and a target tract for the same crop. A target tract can receive base acres for the same crop from multiple source tracts. Tract yields are interactively recalculated when base acres are redistributed from one tract to another.

The user will select the source tract/crop combination in the “Tract Level Details” section. The user must designate the base acres to be redistributed and select the target tract to receive the base acres from a drop-down menu.

To redistribute the same crop base to multiple tracts enter the base acres to be redistributed and select the first target tract. CLICK “Confirm Changes”. The specific source tract and crop will become available for another entry and the previously entered changes will be added to the “Active Base Acre Changes Summary” section.

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

F CCC-517 Tool Reason Codes

In the single farm version of the CCC-517 tool, the tool requires the user to designate a reason code to be applied for the redistributions in the tract level detail section. The available reason codes are “CCC-517” and “COC Redistribution”. The reason code will default to “CCC-517” except in cases where the “Default Redistribution” button is used, in which case, the default reason code will be “COC Redistribution”. The reason code can be updated by a user. A single reason code will apply to the entire form.

In the multiple farm version of the CCC-517 tool, the reason code is not displayed in the tool but will print on the form and will always be “CCC-517”.

G CCC-517 Tool Double Crop Acres

When redistributing double crop acres, the amount of double crop acres to be redistributed shall be entered in the “double crop acres to be redistributed” column in the “Tract Level Summary” section. The amount of double crop acres to be redistributed on any given row cannot exceed the currently existing revised double crop acres value for that same row. The amount of redistributed double crop acres must always be positive. See 10-CM, subparagraph 172 D.

If a user enters an amount greater than the currently existing revised double crop acres value for the row present, the system will give a red hard-stop error message stating “Double crop acres to be redistributed cannot exceed available (revised) double crop acres.”

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2 CCC-517 Base Acre Redistribution Tool (Continued)

H CCC-517 Tool Printing Functionality

After selecting “complete and print”, a paper CCC-517 is generated for signature for each owner on any tract affected by the redistribution. Owners of tracts not affected by the redistribution are not required to sign the CCC-517. A workflow is generated and sent to the workflow recipient.

Reminder messages are sent to CED and DD of any printed (not draft) CCC-517 forms that remain unexecuted on September 1 and again on September 15 to limit the number of unwanted automatic cancellations because of the fiscal year rollover.

Outstanding automated CCC-517’s that are not executed will be deleted at rollover.

Users may save a draft CCC-517 at any time. Edits to the farm while a printed, but unexecuted CCC-517 is outstanding, will cancel the workflow. However, the user may save a draft when the edits are initiated and re-instate the workflow using the “complete and print” option after completing the farm edits. Printed and saved automated CCC-517’s may be cancelled and saved as draft, or cancelled and deleted at any time.

I CCC-517 Tool Executing Workflow

The system does not validate that all necessary signatures have been obtained, therefore the workflow recipient shall verify that all required signatures are obtained after receiving the CCC-517 workflow item. If all signatures are on file, the workflow recipient shall click “execute decision” on the CCC-517 workflow item in CRM so the edits are committed to the farm record. The CCC-517 tool will provide notifications to the workflow recipient and DD for forms which have been in existence beyond 30 calendar days, but have not yet been acted on.

The automated CCC-517 shall be used to update the associated farm record after all signatures are obtained and the workflow has been executed. When producers do not respond to letters generated according to 10-CM, paragraph 35 the automated CCC-517 tool shall be used to calculate default redistributions and apply the default redistributions to the farm.

When the workflow recipient executes the automated CCC-517 workflow, changes to the base acres and associated reason codes for the changes are automatically updated in the farm record.

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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 the following:
 - e-mail to **julie.pena@wdc.usda.gov**
 - e-mail to **steve.stark@wdc.usda.gov**.

B County Office Action

County Offices shall use the automated CCC-517 tool to generate form CCC-517 to obtain the signature of all owners on the affected tracts. See Exhibit 2 for instructions on accessing the CCC-517 Base Acre Redistribution Tool work instructions and simulations.

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

Example and Explanation of Automated CCC-517

Draft CCC-517 Form for Farm: 999999, 99-999-99999

Calculate Default Redistributions | Save as Draft | Complete and Print | Cancel and Save as Draft | Cancel and Delete | Report | Back **1**

Active Base Acre Changes Summary

Actions	Crop	Source Farm/Tract	Target Farm/Tract	Acres	Yield Extension Units (Bushels/Pounds)
	Soybeans	3694-4343	3694-4338		23.4500

Active Double Crop Acre Changes Summary

No result found

Farm Level Summary

Farm Number	Total Base Acres	Total Double Crop Acres	Eff. DCP Cropland Acres	(Eff. DCP Cropland + Double Crop) - Total Base Acres
3694		289.90	0.00	291.55

Farm Level Crop Detail

Farm Number	Crop	Base Acres	Yield
3694	Corn	152.00	111.6041
3694	Generic	41.85	1.450.0000
3694	Soybeans	96.05	36.0422

Tract Level Summary

Farm/Tract	Original Total Base A...	Base Acres Increase/...	Revised Total Bas...	Original Double Cr...	Double Crop Acre...	Revised Double Cr...	Double Crop Acre...	Target Farm/Tract	Eff. DCP Cropland	(Eff. DCP Croplan...	Recipient...	Status
3694-4338	132.15	0.67	132.82	0.00	0.00	0.00	0.00		136.15	3.34		UB
3694-4342	56.82	0.00	56.82	0.00	0.00	0.00	0.00		55.13	1.69		OB
3694-4343	100.93	0.67	100.26	0.00	0.00	0.00	0.00		100.26	0.00		FB

Tract Level Crop Detail

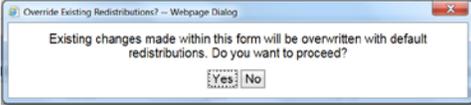
Reason Code: CCC-517

Farm/Tract	Crop	Original Base Acres	Revised Base Acres	Base acres to be redistributed	Target Farm/Tract	Original Yield	Revised Yield	Recipient...	Status
3694-4338	Corn	70.65	70.65	0.00		110.8301	110.8301		UB
3694-4338	Generic	19.47	19.47	0.00		1.450.0000	1.450.0000		UB
3694-4338	Soybeans	42.03	42.70	0.00		35.0000	35.0000		UB
3694-4342	Corn	28.86	28.86	0.00		115.0000	115.0000		OB
3694-4342	Generic	7.94	7.94	0.00		1.450.0000	1.450.0000		OB
3694-4342	Soybeans	20.02	20.02	0.00		40.0000	40.0000		OB
3694-4343	Corn	52.49	52.49	0.00		110.7787	110.7787		FB
3694-4343	Generic	14.44	14.44	0.00		1.450.0000	1.450.0000		FB
3694-4343	Soybeans	34.00	33.33	0.00		35.0000	35.0000		FB

Legend:
 Base Status: OB - Over-based UB - Under-based FB - Fully-based

Example and Explanation of Automated CCC-517 (Continued)

The following table provides explanations for the numbered items 1 through 8 on the screen example.

Number/Item	Explanation
<p>1. Toolbar</p>	<p> Calculate Default Redistributions The user may select this button when choosing to redistribute base acres using the default method. The default method reduces excess base acres from over-based tracts proportionately from each existing crop on the over-based tract and redistributes those base acres to all under-based tracts on the farm in proportion to the amount of free acres available on each target tract.</p> <p>If the user has manually entered one or more redistributions, confirms the changes and then clicks the “Calculate Default Redistributions” button, the question below will pop up.</p>  <p>Selecting “Yes” will clear the prior entries and replace them with the default values. Selecting “No” will return the user to the CCC-517 with the original manually entered values and will not calculate default values.</p> <p>When the default redistributions do not fully resolve the out-of-balance condition due to rounding, users must manually correct the issue by assigning an additional .01 acre to the tract/crop combination with the largest value for redistributed acres. To do this, use the trash can at the left end of the row to delete that entry from the “Active Base Acres Changes Summary” section and manually enter the same tract/crop combination with an additional .01 acres in the “Tract Level Crop Detail” section.</p> <p>Example: Target Tract/Crop combination 999-9999/corn has the largest value for redistributed acres field. The existing value for corn on Target Tract/Crop combination 999-9999/corn is 5.0. Users must delete this value using the trash can in the “Active Base Acre Changes Summary”. Then at the “Tract Level Crop Detail” section enter a new value of 5.01 (5.0 + .01) for corn for Target Tract/Crop 999-9999/corn.</p> <p>Note: Default calculation of redistribution is not applicable to the multiple farm version of the automated CCC-517.</p>
	<p> Save as Draft The user may save a draft of a CCC-517 at any time. Saving a draft maintains the existing data in the CCC-517 tool without generating the printed form or a workflow to the workflow recipient. 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 canceled and deleted.</p>
	<p> Complete and Print The user may complete and print CCC-517 at any time after at least 1 base redistribution entry and associated reason code is entered. CCC-517 is auto-populated with base redistribution information and affected owners that are required to sign the form. Saving and printing the form generates a workflow to the workflow recipient.</p>
	<p> Cancel and Save as Draft The user may only “cancel and save as draft” existing CCC-517’s that have previously been completed and printed. When an existing CCC-517 is canceled and saved as draft, the workflow to the workflow recipient is deleted and the data in the tool remains the same as if the CCC-517 had originally been saved as a draft.</p>
	<p> Cancel and Delete The user may only cancel and delete existing CCC-517’s that have previously been completed and printed. When an existing CCC-517 is canceled and deleted, the workflow to the workflow recipient is deleted and all information previously entered in the tool is deleted.</p>
	<p> Reprint When an existing CCC-517 has been completed and printed, the form may be reprinted at any time the unexecuted CCC-517 workflow remains outstanding.</p>
	<p> Back 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-517. Answering “No” returns the user to the farm record without saving any existing entries.</p>

Example and Explanation of Automated CCC-517 (Continued)

Number/Item	Explanation
2. (Effective DCP Cropland + Double Crop Acres) – Total Base Acres	<p>A negative value in this data field at the tract level indicates the tract is over-based.</p> <p>A zero value indicates the tract is fully based.</p> <p>A positive value indicates the tract is under-based, meaning it has free acres available to support additional base acres.</p>
3. Color-coded tract level data	<p>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.</p>
4. Over-based tract indicator	<p>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.</p>
5. Base Acres to be Redistributed	<p>The “Base Acres to be Redistributed” column in the “Tract Level Crop Detail” section is editable to allow the user to select applicable tracts and crops that will have base acres redistributed and to enter the amount of the redistribution. The user selects the source tract and crop in “Tract Level Details” section.</p> <p>Base acres may be redistributed from any tract regardless of its status as over-based, fully-based, or under-based.</p>
6. Reason Code	<p>The tool requires the user to designate a reason code to be applied for the redistributions in the “Tract Level Detail” sections.</p> <p>In the single farm version of the CCC-517 tool, available reason codes are “CCC-517” and “COC Redistribution”. The reason code will default to “CCC-517” except in cases where the “Default Redistribution” button is used, in which case, the default reason code will be “COC Redistribution”. The reason code can be updated by a user. A single reason code will apply to the entire form.</p> <p>In the multiple farm version of the CCC-517 tool, the reason code is not displayed in the tool but will print on the form and will always be “CCC-517”.</p>
7. Target Farm/Tract	<p>Users select the target farm/tract to receive the base acres being redistributed for a specific crop by selecting the applicable “Target Farm/Tract” from the drop-down menu. If the same crop will be redistributed to multiple tracts, after entering the base acres to be redistributed and selecting the first target tract, CLICK “Confirm Changes”. The specific source tract and crop will become available for another entry and the previously entered changes will be added to the “Active Base Acre Changes Summary” section.</p>
8. Confirm Changes	<p>As soon as an entry is made in the “target farm/tract data” field and the user clicks “Confirm Changes” the status of the tracts 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</p>

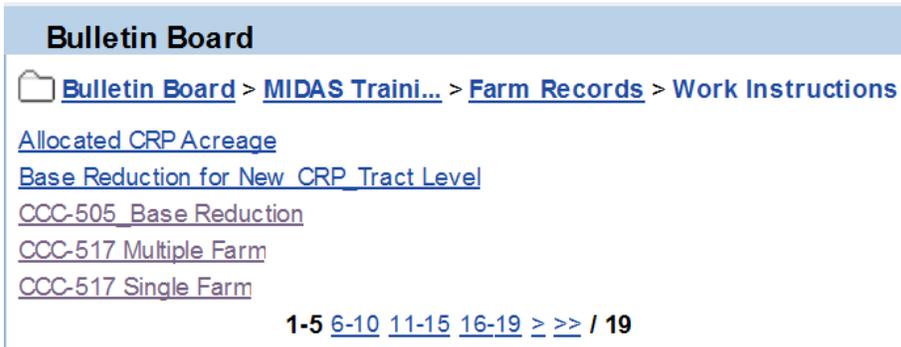
Accessing Work Instruction and Simulation for Automated CCC-517 Reduction Tool

To access the work instruction and/or simulation for the Automated CCC-517 Base Acre Redistribution Tool select “MIDAS CRM – Customer Relationship Management” on the FSA Applications page.

Enter eAuth or Smart Card/LincPass credentials as necessary.

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

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



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

