

For: State and County Offices

**Producer-Initiated Requests to Share Acreage Report Data**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Effective immediately, FSA is implementing a new policy to provide producers reporting crop acreage the option to obtain an electronic copy of their acreage report data for themselves and/or to share their acreage reporting data by e-mail with other parties.

The new producer-initiated data share request will serve as another means for sharing acreage reporting data. This policy is in addition to the data sharing policy in 2-CP, paragraphs 508 through 510 authorizing the sharing of FSA-578 Producer Prints and producer-supplied maps with crop insurance companies, agents, and LA's when requested on FSA-426. Current policy in 2-CP, paragraphs 508 through 510.6 remains unchanged.

**B Purpose**

This notice provides new policy and procedures for implementing producer-initiated requests to share acreage report data, including the following:

- the requirement to notify producers when filing acreage reports of the option to obtain to share their acreage report data with other parties by e-mail
- procedure for accepting and processing producer-initiated data share requests using web Receipt for Service (webRFS) to record producer requests
- State and County Office action and contact information.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2015	State Offices; State Offices relay to County Offices

## Notice CP-712

### 2 Producer-Initiated Requests to Share Data

#### A Producer Notification

County Offices shall notify **all** producers filing acreage reports of the option to share their FSA-578 Producer Print electronically for their own records and/or with other parties by e-mail.

Producers can elect to share their acreage reporting data with multiple recipients. Producer requests to share data are not limited to crop insurance companies, agents, and LA's. Producers must provide County Offices with the name and e-mail address of any recipient they want to receive an electronic copy of their acreage report data, including their own e-mail address.

County Offices shall notify producers of this option any time a producer reports their acreage. This process shall apply to reporting partial acreage and/or revised acreage reports. Notifying producers when they report their acreage will suffice to meet this requirement. County Offices do not have to publicize this option by newsletters, news releases, etc.

**Notes:** This procedure shall be effective for crop year 2015 and subsequent years. County Offices shall only offer the option to share acreage report data by e-mail with producers certifying their **current year** acreage report.

County Offices do not have to notify producers who reported 2015 acreage before issuing this notice.

#### B Processing Producer Acreage Report Data Share Requests

If a producer chooses to have their FSA-578 Producer Print e-mailed to themselves and/or to another party, County Offices shall use webRFS to document the request.

**Note:** County Offices shall follow Notices CM-753 and CM-755 for information on accessing and using webRFS.

In webRFS, County Offices shall select "**Other**" under the "**Service Requested**" section. The producer acreage report data share request shall be documented in the "**Service Requested Additional Description**" box on the webRFS Screen.

County Offices shall enter the name of the recipients the producer wants to share his or her acreage report data with along with the recipients' e-mail addresses as provided by the producer.

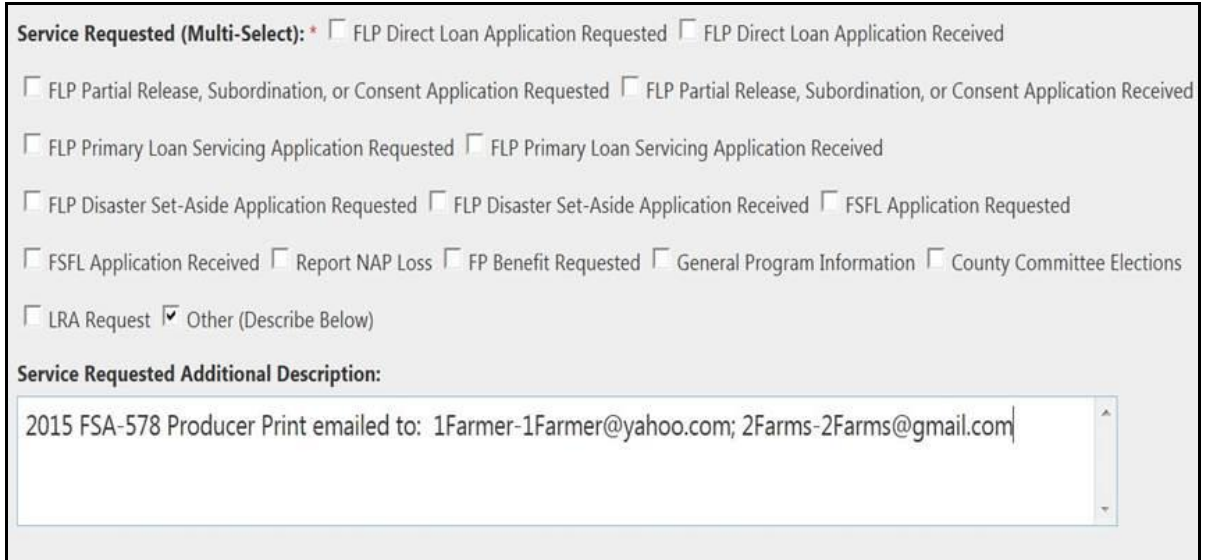
There is no charge to the producer for these requests.

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### 2 Producer-Initiated Requests to Share Data (Continued)

#### B Processing Producer Acreage Report Data Share Requests (Continued)

The following is an example of the webRFS Screen.



The screenshot shows a webRFS interface with a "Service Requested (Multi-Select)" section. It contains several checkboxes for different services, such as "FLP Direct Loan Application Requested/Received", "FLP Partial Release, Subordination, or Consent Application Requested/Received", "FLP Primary Loan Servicing Application Requested/Received", "FLP Disaster Set-Aside Application Requested/Received", "FSFL Application Requested/Received", "Report NAP Loss", "FP Benefit Requested", "General Program Information", "County Committee Elections", "LRA Request", and "Other (Describe Below)". The "Other (Describe Below)" option is selected. Below this is a text area labeled "Service Requested Additional Description:" containing the text: "2015 FSA-578 Producer Print emailed to: 1Farmer-1Farmer@yahoo.com; 2Farms-2Farms@gmail.com".

County Offices shall print the webRFS receipt to place in the producer's acreage reporting file. No other form is needed and producer signature is not required.

**Notes:** County Offices shall fulfill all producer requests to e-mail acreage report data at **no charge**.

Producer maps shall not be scanned and sent with the Producer Print.

#### C E-Mailing FSA-578 Producer Prints

When e-mailing acreage report data, County Offices shall:

- save a copy of the producer's FSA-578 Producer Print to PDF
- encrypt the PDF using current encryption procedures following 1-ISPP at <https://sharepoint.apps.fsa.usda.net/iso/public/Information%20Security%20Policies/Information%20Security%20Program%20Policies%20100114.pdf>
- attach the encrypted file to an e-mail and send to the address or addresses provided by the producer
- send the password to open the encrypted files in a separate e-mail

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### 2 Producer-Initiated Requests to Share Data (Continued)

#### C E-Mailing FSA-578 Producer Prints (Continued)

- process e-mail requests within 3 workdays, when feasible.

**Note:** County Offices should contact their State Office if they are unable to process the number of requests received in a reasonable time. FSA does not assume any responsibility for incorrect e-mail addresses or adverse action based on an e-mail request not being delivered timely.

### 3 Action

#### A County Office Action

Effective immediately, County Offices shall:

- notify all producers certifying acreage reports of the option to submit acreage report data (by e-mail) to recipients of their choosing
- process and record producer acreage report data share requests in webRFS according to this notice
- e-mail encrypted files of FSA Producer Prints according to this notice.

#### B State Office Action

State Offices shall ensure that County Offices are aware of the contents of this notice.

#### C Contact Information

For questions about this notice:

- County Offices shall contact State Office Compliance Specialists
- State Offices shall contact Melonie Sullivan by either of the following:
  - e-mail to [melonie.sullivan@wdc.usda.gov](mailto:melonie.sullivan@wdc.usda.gov)
  - telephone at 202-690-1003.