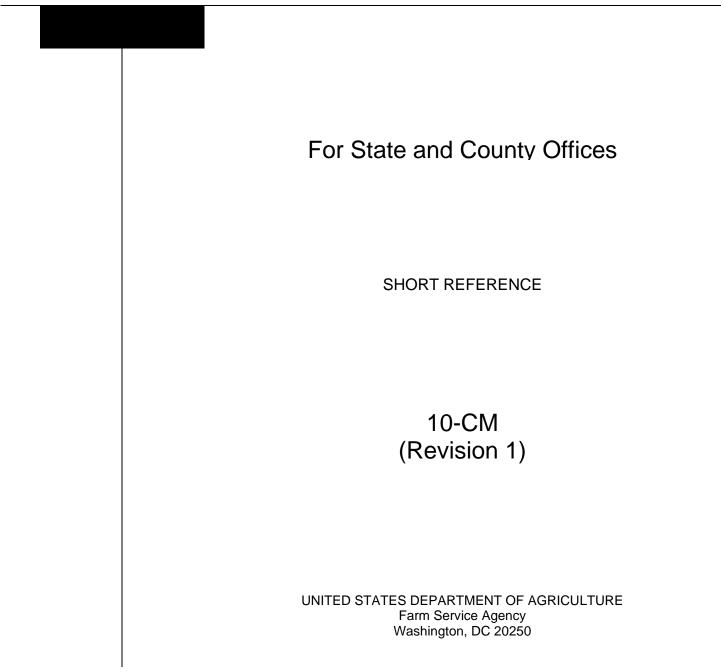


Farm Records and Reconstitutions for Current Year



UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

Farm Records and Reconstitutions for Current Year 10-CM (Revision 1)

Amendment 4

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 3 C has been amended to:

- include the ARCPLC G/I/F Eligibility Indicator from the Farm General Data
- remove reference to PTPP reduction acres from the Farm Crop Data
- clarify the producer exceptions in the Farm, Tract, and Field Parties Involved data
- update Native Sod entries.

Paragraph 23.5 has been added to provide guidance to correctly associate producers on farms for program enrollment.

Subparagraph 24 F has been amended to clarify the only reasons for inactivating farms.

Subparagraph 25 C has been amended to include pad sites for wind turbines as a nonagricultural use.

Subparagraph 25 M has been added to include the definition of ARCPLC G/I/F Eligibility.

Subparagraph 29 A has been amended to clarify that CLU's are not delineated by HEL determinations.

Subparagraph 29 F has been added to clarify numbering of CLU's.

Subparagraph 30 E has been amended to clarify classifying CLU's.

Subparagraph 33 B has been amended to reference that the Farm Replication Checklist (Exhibit 14) was added to assist State Offices with reviewing newly created farms before replicating the farms to a prior year.

Subparagraph 34 C has been amended to include reference to all wetland determinations. A prior amendment inadvertently removed a group of wetlands from the table.

A Reasons for Amendment (Continued)

Subparagraph 34 D has been amended to include wetland violations added because of the 2018 Farm Bill requirements.

Subparagraphs 34 E and F have been amended to include provisions for recording RMA producer exceptions added in Farm Records to assist with tracking and reporting producer conservation compliance.

Subparagraph 34 H has been amended to reference the applicable date when entering appeals exhausted dates before February 8, 2014.

Subparagraph 35 B has been amended to update the native sod provision applicable to the 2018 Farm Bill.

Subparagraph 36 C has been amended to clarify that when reducing bases because of out-of-balanced conditions, unassigned generic base must be redistributed or reduced before any other base crop.

Subparagraph 41 A has been amended to reference the applicable paragraph for adjusting PLC yields.

Paragraph 43 has been added to include the provisions for updating PLC yields in Farm Records.

Subparagraph 54 B has been amended to clarify farm transfer workflows when STC has approved farm transfers because of reduced hours of operation or reduced staffing.

Subparagraphs 66 B, 66 C, and 67 B have been amended to clarify:

- when farm transfer workflows are initiated and acted on in the Farm Records application
- removing CRP attributes before initiating a farm transfer
- guidance if a farm is enrolled in DMC.

Subparagraphs 67 C and D have been amended to reference State Office action for acting on farm transfer workflows.

Subparagraph 67 E has been amended to remove reference for providing appeal rights when disapproving out-of-State farm transfers.

Subparagraphs 68 A and B have been amended to clarify that:

- farm transfers must be initiated in the system and workflows acted on as FSA-179 is reviewed and determinations made
- including the IBase number of the farm on FSA-179 is a best practice to assist with tracking farm transfers.

A Reasons for Amendment (Continued)

Subparagraph 93 A has been amended to include reference to the ARCPLC G/I/F Eligibility indicator when evaluating required reconstitutions.

Subparagraph 110 B has been amended to include reference to the ARCPLC G/I/F Eligibility indicator for required farm combinations.

Paragraph 114 has been amended to include reference to the ARCPLC G/I/F Eligibility indicator when combining farms with ARCPLC elections.

Subparagraph 115 A has been amended to clarify the HIP calculation.

Paragraph 117 has been added to reference that ARCPLC G/I/F Eligibility indicators must be similar to complete a farm combination.

Subparagraph 170 C has been added to clarify how CCC-505 CRP Reduction acres are divided or combined during the reconstitution processes.

Subparagraph 183 B has been amended to include Reconstitution Reports in the list available in the Reports Assignment Block.

Subparagraph 184 A has been amended to list all tasks that generate a workflow, alert, or e-mail notification.

Paragraph 185 has been amended to clarify that substitutions are view-only through the CRM Worklist.

Subparagraph 186 C has been amended to correct steps to access CRM Farm Records.

Paragraph 187 has been amended to:

- include additional search criteria at the farm, tract, field, and producer levels
- update screens.

Subparagraph 188 B has been amended to update the Farm Data Screen.

Subparagraph 189 A has been amended to include the PLC Yield Calculator in the "More" drop-down menu.

Subparagraph 189 B has been amended to update the CRM Toolbar overview screen.

Subparagraph 189 C has been amended to:

- update the "More" drop-down menu screen and options
- add the PLC Yield Calculator and function.

Subparagraphs 190 B and C have been amended to update the "More" drop-down menu screen.

A Reasons for Amendment (Continued)

Paragraph 191 has been amended to:

- include all options to generate a Base and Yield Notice
- update screens.

Subparagraph 192 B has been amended to update screens.

Subparagraph 192 C has been amended to include:

- farm level ARCPLC G/I/F Eligibility
- farm level ARCPLC Status assignment block.

Subparagraph 193 B has been amended to update screens and farm level data to:

- add ARCPLC G/I/F Eligibility to General Data assignment block and update screen
- update Land Data assignment block screen
- update descriptions of data elements in the Crop Election Data assignment block
- update Farm Parties Involved assignment block with RMA Producer Exceptions descriptions and screen
- add ARCPLC Status assignment block and associated data elements, descriptions, and screen.

Subparagraph 193 C has been amended to update screens and tract level data to:

- remove reference to FAV/WR History
- update screen for Tract Land Data assignment block
- update Tract Parties Involved assignment block with RMA Producer Exceptions descriptions and screen.

Subparagraph 193 D has been amended to update screens and field level data to:

- update screen for Field General Data assignment block
- update Field Parties Involved assignment block with FSA and FMA Producer Exception descriptions and screen
- update Native Sod assignment block with 2018 Farm Bill changes when recording Years of Planting or NAP Restrictions.

A Reasons for Amendment (Continued)

Subparagraph 204 B has been amended to:

- update the GIS General Tool screen
- clarify references.

Subparagraphs 206 A and B have been amended to:

- include the Zoom to Editable Scale Tool
- update the screen.

Paragraph 208.5 has been added to include the overview and use of the Zoom to Editable Scale Tool.

Subparagraphs 220 A and paragraph 231 have been amended to reference that the Orphan selected CLU tool was removed in 2020.

Paragraph 232 has been amended to reference the requirements for entering a tract level Cropland Adjustment Reason Code when cropland changes after a GIS edit.

Paragraph 238 has been amended to include field level RMA producer exceptions.

Paragraph 248 has been amended to:

- update to Wetland Violation Determinations
- remove FAV/WR History
- update screens
- add clarification to Cropland Acres Adjustment Reason Code.

Paragraph 249 has been amended to:

- remove CTAP Transition Yield and Codes
- update Tract Crop Data assignment block screen.

Subparagraph 250 C has been amended to update guidance on system-populated CCC-505 CRP Reduction data when a base reduction is completed through the CCC-505 wizard because of CRP enrollment.

Paragraph 257 has been amended to include reference to the ARCPLC Status assignment block.

Paragraph 259 has been amended to:

- remove Combined To entry
- remove Divided From entry
- remove Combined From entry
- add ARCPLC G/I/F Eligibility
- update screen.

A Reasons for Amendment (Continued)

Paragraph 260 has been amended to:

- remove reference to FAV/WR History
- update screen.

Subparagraph 261 D has been amended to:

- remove reference to generic base acres
- clarify provisions for selecting the correct program election for a newly added base crop on a farm.

Paragraph 262 has been amended to:

- remove reference to CTAP Transitional Yield
- update screen.

Paragraph 263 has been amended to update FSA and RMA producer exceptions.

Subparagraph 264 C has been amended to update additional requirements when a farm fails to replicate to Web FRS.

Paragraph 264.5 has been added for the ARCPLC Status assignment block.

Subparagraph 273 C has been amended to clarify the use of the "tract does not contain a wetland" determination.

Paragraph 275 has been amended to:

- update Wetland Violation Determinations available in the Tract Land Data assignment block
- update the screen.

Paragraph 276 has been amended to update provisions for entering FSA and RMA producer exceptions and associated screens.

Subparagraphs 284 A and C have been amended to provide additional clarification and requirements for the farm inactivation process.

Subparagraph 290 A has been amended to reference that reconstitutions and farm transfers will be restricted on a farm if the base is out-of-balance on any tracts.

A Reasons for Amendment (Continued)

Subparagraph 292 D has been amended to:

- remove outdated instructions
- include the system action for recording CCC-505 CRP Reduction acres when a CCC-505 reduction is approved through the workflow.

Paragraph 293.5 has been added for using the PLC Yield Calculator.

Paragraph 301 has been amended to include:

- the best practice of notating the farm IBase number on FSA-179
- updated guidance for transferring associated CRP contracts in CCMS
- updated guidance for initiating and acting on Farm Transfer workflows as FSA-179 is reviewed and approved/disapproved.

Subparagraph 302 B has been amended to remove reference to removing tract level CRP MPL acres and revising CCC-505 CRP Reduction acre contract numbers, as applicable.

Subparagraph 309 C has been amended to reference dividing CCC-505 CRP Reduction acres during a tract division.

Subparagraph 311 A has been amended to:

- include reference to similar ARCPLC G/I/F Eligibility indicators for combining farms
- remove reference to farms with generic base
- remove reference to the deletion of FSA-578 after completing of a farm division.

Paragraph 314 has been added to include annual guidance on all Farm Records rollover tasks.

Exhibit 2 has been amended to add the definition of ARCPLC G/I/F Eligibility.

Exhibit 11 has been amended to:

- add the ARCPLC G/I/F Eligibility indicator on FSA-156EZ
- update the FSA-156EZ example.

Exhibit 14 has been added to provide a Farm Replication Checklist.

Exhibit 15 has been added to provide a Farm Transfer Checklist.

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Part 1 General Provisions

1 Overview

A Handbook Purpose

This handbook provides Farm Records maintenance policy for current fiscal year, including:

- integrated tabular and GIS data of the farm, tract, and field records
- reports
- transferring farms between counties
- reconstitutions
- crop base acreage and yield maintenance.

Notes: Refer to Part 7 and online work instructions for automation procedures.

For prior year farm records maintenance refer to 3-CM.

B Source of Authority

Authority for Farm Records maintenance and Reconstitutions is in 7 CFR Part 718.

C Related Handbooks

FSA handbooks related to Farm Records maintenance are:

- 1-APP for appeals
- 1-ARCPLC for ARC/PLC
- 2-ARCPLC for ARC/PLC automation
- 25-AS for record keeping requirements
- 1-CM for common management procedures
- 2-CP for compliance procedures
- 4-CP for payment reductions and violations
- 6-CP for HELC and WC procedures
- 2-CRP for Agricultural Resource Conservation Program procedures
- 3-PL (Rev. 2) for accessing and updating web-based subsidiary files.

A STC Responsibilities

STC will:

- establish the date for the annual review to determine whether land is properly constituted
- take any action required by this handbook that COC has not taken
- correct, or require COC to correct, any action COC has taken that is not according to the provisions of this handbook
- require COC to withhold any action that is not in accordance with handbook procedures.

B DD Responsibilities

DD will:

- certify that the annual review is correctly completed
- concur with COC nonagricultural land determinations.

C COC Responsibilities

COC will:

- ensure that the policies in this handbook are followed
- correct improperly constituted farms
- continually review records to determine whether land must be reclassified as cropland; DCP cropland; or nonagricultural, commercial, or industrial uses
- require specific proof of ownership
- take appropriate action on requests for transfer received from landowners or operators

2 **Responsibilities (Continued)**

C COC Responsibilities (Continued)

- ensure that all documents are completed, for example, FSA-179, before approving or disapproving a transfer
- take appropriate action on requests for reconstitution received from landowners or operators
- ensure that all documents are completed, for example, FSA-155, before acting on a reconstitution
- document in COC minutes:
 - questionable cases involving operators, owners, or other producers
 - changes to cropland definitions according to paragraph 25
 - changes to DCP cropland definitions according to paragraphs 25 and 27
 - approval and disapproval of farm transfers, including actions taken by CED
 - base acre adjustments made according to paragraph 36
 - PLC yield adjustments made according to paragraph 37
 - approval and disapproval of reconstitutions, including actions taken by CED
 - redelegation of authority.

D County Office Responsibilities

County Office employees must:

- follow all policies in this handbook
- ensure that basic farm and producer records are accurate
- publicize all methods of division, including the designation by landowner method of division according to paragraph 109
- •*--notify producers according to the requirements in this handbook when changes occur on an existing farm record
- notify NRCS and provide an updated FSA-156EZ when the following changes are made to an existing farm record:
 - owner
 - operator
 - tract combination or division
 - farm combination or division
 - field boundary or number.--*

9-11-19

3 General Farm, Tract, and Field Data

A General Description of CRM Farm Records Business Application

The CRM Farm Records Business Application integrates the Farm Records and GIS databases. Farm Records and the GIS databases will be maintained through the CRM Farm Records Business application.

To maintain an accurate and current dataset, CRM Farm Records Maintenance requires editing and updating CLU geometry and attributes based on a variety of FSA program tasks and other GIS-related processes. These tasks or processes may include:

- farm transfers
- reconstitutions
- adding new participating farms
- changes in program participation
- NRCS determinations (HELC/WC)
- land use changes
- producer maintenance
- crop base and yield maintenance
- ground measurements
- CLU database management and integrity (correcting topology errors and ensuring proper attribution).

Note: GIS wetland management will occur in the GIS Maintenance Tool.

B Farm and Tract Numbers

The CRM Farm Records Business application assigns all farm and tract numbers when a new farm or tract is added. County Offices cannot change the computer-assigned number for a farm or tract. State GIS specialists can assist users with correction of GIS farm number and tract number attributes that are out of sync with the CRM farm hierarchy.

C Farm, Tract, and Field Data Fields

Following are the farm, tract, and field data fields available in CRM.

Farm assignment blocks include:

- GIS Info
 - Imagery and spatial representation of all tracts included in the farm
- Farm General
 - Farm Number
 - State Code, County Code, and Farm Number
 - Farm Description
 - Administrative State
 - Administrative County
 - Farm Status
 - Transferred from
 - •*--ARCPLC G/I/F Eligibility Indicator--*
- Farm Land Data
 - Farmland acres
 - Cropland acres
 - DCP cropland acres
 - CRP cropland acres
 - WBP acres
 - GRP acres
 - State Conservation acres
 - Other Conservation acres
 - EWP program acres
 - DCP Ag related activity acres
 - Effective DCP cropland acres
 - Double cropped acres
 - Sugarcane base acres
 - WRP acres
 - CRP MPL acres
 - SOD acres

C Farm, Tract, and Field Data Fields (Continued)

- Crop Election Data
 - Crop Name
 - ARCPLC Election
 - HIP
 - Farm Level PLC Yield.
- Farm Crop Data
 - Crop Name
 - Crop Year
 - Base acres
 - CCC-505 CRP reduction acres
 - * * *
 - CTAP Transitional yield
 - PLC yield
- Farm Parties Involved
 - Name
 - Function (Operator)
 - Business Partner ID number
 - •*--CW producer exception and appeals exhausted date
 - RMA CW producer exception
 - HEL producer exception and appeals exhausted date
 - RMA HEL producer exception
 - PCW producer exception and appeals exhausted date
 - RMA PCW producer exception--*
- Farm Change History
 - Component
 - Field name
 - Old value
 - New value
 - Change time
 - Change date
 - Changed by.

Tract assignment blocks include:

- GIS Info
 - Imagery and spatial representation of the selected tract and its CLU's
- Tract General Data
 - Tract Number
 - State Code, County Code, and Tract Number
 - Tract Description
 - BIA Range Unit Number
 - Tract status
 - •*--FSA State physical location
 - FSA County physical location
 - ANSI State physical location
 - ANSI County physical location--*
 - Congressional district
 - Wetland certification
 - Year wetland certified
- Tract Land Data
 - Farmland acres
 - Cropland acres
 - DCP cropland acres
 - CRP cropland acres
 - WBP acres
 - GRP acres
 - State Conservation acres
 - Other Conservation acres
 - EWP program acres
 - DCP Ag related activity acres
 - Cropland acres adjustment reason codes
 - WRP acres
 - Effective DCP cropland acres
 - Double cropped acres
 - Sugarcane base acres

C Farm, Tract, and Field Data Fields (Continued)

- Tract Land Data (Continued)
 - CRP MPL acres
 - SOD acres
 - HEL status
 - HEL determinations
 - Wetland determinations
 - Wetland violation types
- Tract Crop Data
 - Crop Name
 - Crop Year
 - Base acres
 - Base acres adjustment codes
 - CTAP Transitional yield
 - CTAP yield adjustment codes
 - PLC yield
 - PLC yield adjustment codes
- Tract CCC-505 CRP Reduction Data
 - Crop name
 - Crop year
 - Contract number
 - Start year
 - Acres
 - CTAP Transitional (Direct) yield
 - PLC (CC) yield
- Tract Parties Involved
 - Name
 - Function (Owners or Other Producers)
 - Business Partner ID number
 - •*--CW producer exception and appeals exhausted date
 - RMA CW producer exception
 - HEL producer exception and appeals exhausted date
 - RMA HEL producer exception
 - PCW producer exception and appeals exhausted date
 - RMA PCW producer exception.--*

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C Farm, Tract, and Field Data Fields (Continued)

Field assignment blocks include:

- GIS Info
 - Imagery and spatial representation of the selected tract with selected CLU highlighted
- Field General Data
 - Field number
 - Field Description
 - FSA State physical location
 - FSA County physical location
 - ANSI State physical location
 - ANSI County physical location
 - Congressional district
- Field Land Data
 - Land class code
 - Acres
 - HEL status
 - 3-CM cropland indicator
- CRP Data
 - CRP contract number
 - Practice number
 - Expiration date
 - Practice description
- NRCS Data
 - NRCS contract number
 - NRCS cropland acres
 - NRCS expiration date
 - NRCS practice number

C Farm, Tract, and Field Data Fields (Continued)

- Parties Involved (Other Producers only)
 - Name
 - Business Partner ID number
 - •*--CW producer exception and appeals exhausted date
 - RMA CW producer exception
 - HEL producer exception and appeals exhausted date
 - RMA HEL producer exception
 - PCW producer exception and appeals exhausted date
 - RMA PCW producer exception
- Native Sod
 - Sod Broken Out Date
 - 1st YR Planted/NAP Restrictions
 - 2nd YR Planted/NAP Restrictions
 - 3rd YR Planted/NAP Restrictions
 - 4th YR Planted/NAP Restrictions.--*

D Validations

When new data is entered or data is changed, the application will perform a complete validation when users CLICK "**Save**".

If any of the data fails validation, the screen will be redisplayed with an error icon. When the icon is opened, the appropriate error message will be displayed.

Example: If an operator is not recorded for the farm, the message, "Assign an operator to the farm", will be displayed.

If the user corrects the data and it passes validation, the record will be saved.

4 **Rule of Fractions**

A Rounding Fractions

[7 CFR 718.5] Rounding fractions must not be performed until after the entire computation is completed. All computations must be carried to 2 decimal places beyond the required number of decimal places specified in the instructions for the computation. In rounding, if the 2 digits beyond the required number of decimal places are 49 or less, those 2 digits will be dropped. If the 2 digits beyond the required number of decimal places are 50 or more, the last required digit will be increased by 1. Refer to the following examples.

Required Decimal	Computation Result	Final Result
Whole Numbers	6.49 or less	6
	6.50 or more	7
Tenths	7.649 or less	7.6
	7.650 or more	7.7
Hundredths	8.8449 or less	8.84
	8.8450 or more	8.85
Thousandths	9.63449 or less	9.634
	9.63450 or more	9.635
10 Thousandths	10.993149 or less	10.9931
	10.993150 or more	10.9932

5-19 (Reserved)

•

Part 2 Adding or Changing Farm Records

20 Determining the Land Constituting a Farm

A Minors

[7 CFR 718.202] For farm records purposes, a minor is considered to be the same owner or operator as the parent or court-appointed guardian unless all of the following apply:

- the minor:
 - is a producer on a farm
 - establishes and maintains a separate household from the parent or guardian
 - personally carries out the farming activities in the operation
 - maintains a separate accounting system for the farming operation
- neither the minor's parents nor guardian has any interest in the minor's farm or production from the farm.
- **Exception:** A minor is not considered to be the same owner or operator as the parent or court-appointed guardian if the minor's interest in the farming operation results from being the beneficiary of an irrevocable trust, and ownership of the property is vested in the trust or the minor.

B Life Estate Tenant

[7 CFR 718.202] A life estate tenant is considered to be the owner of the property for their life.

20 Determining the Land Constituting a Farm (Continued)

C Trust

[7 CFR 718.202] A trust is considered to be an owner with the beneficiary of the trust, except a trust can be considered a separate owner or operator from the beneficiary if all of the following apply. The trust:

- has a separate and distinct interest in the land or crop involved
- exercises separate responsibility for the separate and distinct interest
- maintains funds and accounts separate from that of any other individual or entity for the interest.

D Immediate Family

[7 CFR 718.202] Land owned by different members of an immediate family living in the same household and operated as a single farming unit is considered as being under the same ownership in determining a farm.

E Parent Corporations

[7 CFR 718.202] All land operated as a single farming unit and owned and operated by a parent corporation and subsidiary corporation of which the parent corporation owns more than 50 percent of the value of outstanding stock, or where the parent is owned and operated by subsidiary corporations, will be constituted as 1 farm.

21 Adding or Changing Operator

A Definition of Operator

[7 CFR 718.2] An operator is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

B Determining Farm Operator

When the operator of a farm is initially added or later changed, CED will determine whether the operator, as defined in subparagraph A, will be in general control of the farming operation. In questionable cases follow subparagraph C.

CED, or COC if applicable according to subparagraph C, must ensure any new or changed operator is documented (either in the farm file or the minutes) and substantiated by one of the following:

- owner verification of the operator addition or change
- a lease agreement signed by the operator and owner(s) •
- current operator on the farm verifies the operator change.

Notes: If a County Office has done thorough research and cannot determine the operator, *--the operator may be identified as "unknown" according to 1-CM and 11-CM, paragraph 167.

Document all decisions in the farm file and COC minutes.

See subparagraph F for acceptable documentation to substantiate an operator on heir property .--*

C Ouestionable Cases

COC will review all questionable cases. COC may:

- use personal knowledge or request additional information to obtain sufficient facts to determine whether an operator change is a scheme or device to defeat program purposes
- •*--consider additional items in making a determination, which may include:--*
 - rental agreement between owner and operator
 - producer's prior activities. •

D Notification

Notify each owner on the farm and prior and current operator of the farm of any operator change by letter. Retain a copy of the letter in the farm file. See Exhibit 5 for examples of notification letters.

21 Adding or Changing Operator (Continued)

E Federally-Owned Land

Lessees on Federally owned land must provide a copy of a lease, permit, or other right of possession before:

- change of operation is approved
- participating in any program FSA administers with regard to the Federally owned land.

Note: The lessee of any Federally owned land must meet the definition of operator for the entire farm included under the farm number.

*--F Operators on Heir Property

Operators on heir property who cannot provide owner verification and/or a lease agreement according to subparagraph B may provide any of the following documents to substantiate that they will be in general control of the farming operation:

- for States that have adopted the Uniform Partition of Heirs Property Act, either of the following:
 - a court order verifying the land meets the definition of heir property as defined in the Uniform Partition of Heirs Property Act, or
 - a certification from the local recorder of deeds that the recorded owner of the land is deceased and at least 1 heir has initiated a procedure to retitle the land
- a tenancy-in-common agreement, approved by a majority of the owners, that gives the individual the right to manage and control a portion or all of the land
- tax returns for the previous 5 years showing the individual has an undivided farming interest
- self-certification that the individual has control of the land for purposes of operating a farm or ranch
- any other documentation acceptable by CED, or COC if applicable, that establishes that the individual has general control of the farming operation, including, but not limited to, any of the following:
 - affidavit from an owner stating that the individual has control of the land
 - limited power of attorney giving the individual control of the land
 - canceled checks and or receipts for rent payments and/or operating expenses.

"Unknown" should be entered as the owner in CRM Farm Records.--*

22 Adding or Changing Owner

A Definition of Owner

[7 CFR 718.2] An <u>owner</u> is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

• buying farmland under a contract for deed

Note: OGC, Regional Attorney will review contracts that are questionable before changing FSA ownership records.

- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
 - the redemption period has not passed
 - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

COC will require specific proof of ownership when land ownership is transferred.

Examples: Proof of ownership may include the following:

- copy of the deed, if recorded
- unrecorded deed, if specific program does not require a recorded deed
- land purchase contract or other similar document that affirms ownership interest
- FSA employee's check of the record at the county land records office or web site
- certification of an heir that may not be able to provide a legal documentation to confirm ownership of the property.

Note: The certification will need to be accompanied by documentation such as:

- real estate tax assessment or bill
- proof of gift tax
- will
- affidavit of ownership
- other documentation as may exist under State law.

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22 Adding or Changing Owner (Continued)

A Definition of Owner (Continued)

Notes: An heir providing a certification will be notified by COC if a certification is considered acceptable and if FSA or any other authority later determines that the heir's certification is false or inaccurate, FSA may impose liability on the certifying party for all payments associated with the certification plus additional costs that result from the certification.

If a determination cannot be made as to the acceptability of the documentation, submit the documentation to OGC, Regional Attorney for review. If OGC, Regional Attorney determines that the documentation is adequate; FSA ownership records may be changed.

*--If a County Office has done thorough research and cannot determine the owner, the owner may be identified as "unknown" according to 1-CM and 11-CM, paragraph 167. Owners that are identified through public ownership records may be entered in Business Partner according to 11-CM, Part 3, Section 1.

For owners not participating in FSA programs, the mail indicator flag should not be set. See 11-CM, subparagraph 60 C.

Document all decisions in the farm file and COC minutes.--*

B Ownership Dispute

If there is a dispute over ownership, follow:

- 1-ARCPLC for handling ARC/PLC
- 2-CRP for handling CRP
- other handbooks as applicable to specific programs.

C Restrictive Easements

When verifying proof of ownership and at every other opportunity, check for restrictive easements that prohibit the production of an agricultural commodity. If there is a restrictive easement, see:

- 1-ARCPLC
- 2-CP.

D Notification

Notify the farm operator and each prior and current owner of the farm of any ownership change by letter.

--Print the deed or screenprint of the public record and attach it to AD-2047 completed by the County Office. Collecting a landowner signature on AD-2047 is not required.--

23 Adding or Changing Other Producers

A Definition of Other Producers

<u>Other producers</u> are producers who are:

- associated with a tract or field
- **not** owners or operators.

B Entering Other Producers Into the CRM Farm Records Application

Other producers may be entered or changed in the CRM Farm Records application when verification has been provided by the owner or operator. A copy of a written lease or verbal verification is acceptable. However, if a verbal request is made to add or change an other producer, the County Office must document the following in the farm folder:

- name of owner or operator that provided the verbal statement
- date the verbal statement was provided to the County Office.

Other producers can be entered into the application at the field or tract level.

*--23.5 Correctly Associating Producer for Program Enrollment

A Evaluating Records by Program Participation

Farm Records are established by FY. There are programs that are implemented by calendar years or programs that allow enrollment for a future year. Additionally, some programs require that a producer remain on a farm for the entire FY to ensure that benefits can be properly dispersed. See subparagraph B for examples on how this impacts programs and processes, such as:

- CARS
- CRP
- LFP
- DMC.

When evaluating producers associated with a farm for the current year, there may be times when a producer who will have interest in a farm in the next FY will need to be added in the current FY to enroll or complete a program-specific task. Additionally, when evaluating eligible producers for a program that is implemented by calendar year, producers must be correctly identified for the applicable year in Farm Records.--*

*--23.5 Correctly Associating Producer for Program Enrollment (Continued)

B Program Examples

CARS allows acreage reports to be submitted for the next FY during spring or summer of the current FY. This allows producers to report fall-seeded and perennial crops for the next FY at the same time as spring-seeded crops are reported for the current year. Since there is no future FY Farm Records available, CARS accesses the current year Farm Records data to identify farms, tracts, fields, and associated producers. As a result, a producer with interest in a crop in the next FY must be added to the farm in the current FY.

In cases when a producer on a CRP contract dies or the land is sold mid-year and there are new producers associated with the farm, both the new and original producers may need to be associated with a farm or tract to ensure that any partial or full CRP payment can be issued in that FY.

Disaster programs, such as LFP, are implemented by calendar year but read Farm Records and CARS by the associated FY data for farm, tract, field, and producer association. Producers with interest in land eligible for LFP must be updated in Farm Records for the applicable FY.

DMC is implemented by calendar year for coverage, but enrollment starts before the calendar year and contract payment could go 3 months following the end of the coverage year. Producers applying for DMC must be associated with the farm and tract where the dairy operation is located in the enrollment year and for the full farm records year associated with the coverage period.

- **Example:** In FY 2019, Dairy Operation A enrolled in DMC for coverage year 2020. Dairy Operation A must be associated with the farm and tract where the facility is location for FY 2019 and 2020. The dairy operation dissolves on June 1, 2020. With the dissolution, Dairy Operation A may no longer be associated with the farm and tract. However, because they have coverage for a portion of the 2020 coverage year, they must remain on the farm and tract for the 2020 farm records year.
- **Note:** Constitution of the farm should be evaluated by the current year producer interest and not by additional producers added because of prior or future FY program participation. In most instances, producers associated with the farm in a future program year, but no association to the current FY, must be entered as "Other Producers".--*

24 Farm Records Hierarchy

A Definition of Farm

A <u>farm</u> is made up of tracts that have the same owner and the same operator. See Part 7, Section 1 and work instructions "Search for Farm Records" and "Farm Hierarchy" for instructions on accessing and navigating automated farm records.

The minimum size required for land to be considered a "farm" for FSA program purposes is $1/100^{\text{th}}$ of an acre. However, the land must be part of a farming operation, a business enterprise engaged in the production of agricultural products, commodities, or livestock, operated by a person, legal entity, or joint operation that could choose to make application or enter in contracts to receive payments, directly or indirectly, under 1 or more USDA programs.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, will not be considered a separate farm.

A farm that no longer meets the definition of a farm according to this paragraph must be divided. See Part 7, Section 7 and work instructions "Farm Division – CRM", "Farm division – GIS', and "Tract Division".

B Definition of Tract

[7 CFR 718.2] A <u>tract</u> is a unit of contiguous land within a physical county that is all of the following:

- 1 or more fields
- under 1 common ownership
- operated as a farm or a part of a farm.

Par. 24

C Tract Determinations

After applying the definition in subparagraph B, determine tracts according to this table.

IF the land is	THEN classify as
part of a tract that extends into the adjoining county, and the county boundary is not clearly defined	separate tracts if the land is physically located in multiple counties and meets both of the following requirements:
	greater than 10 acres in all physical locationsgreater than 5 percent of the overall tract
	 coverage. Notes: Tracts may also be separated if land does not meet the requirements in this subparagraph but is requested by owners on
	Divide the tract at the county line using the GIS county boundary layer as the defining
	boundary.
entirely in another county or bisected by a clearly defined county line	separate tracts.
Note: The GIS county layer in CRM Farm Records is considered a clearly defined county line.	
within one physical county but bisected by community or township lines, roads, streams, or other boundary	1 tract, unless circumstances justify separate tracts.

Note: Tracts may be combined or divided. See Part 7, Section 7 and work instructions "Tract Combination" and "Tract Division".

C Tract Determinations (Continued)

Tracts may be combined if all of the following conditions have been met:

- tracts are associated with the same farm number
- tracts have common ownership unit
- tracts are contiguous
- owner agrees.

Tracts will be divided only if:

- the tract no longer meets the definition of a tract according to this paragraph
- ownership changes for part of the tract
- the physical location of the land extends into multiple counties.

Note: Tract acreages will be aggregated to the farm level.

D Definition of Field

Field or <u>CLU</u> is the smallest unit of land within a physical county that has a:

- permanent, contiguous boundary
- common land cover and/or land management
- under one common owner
- common producer association.

Field acreage with "3-CM Cropland" indicator set to "Yes" will be aggregated in the tract level cropland acreage. The system does not consider the GIS land classification code attribute when determining if a field is aggregated into the total cropland acreage. See subparagraph 30 E.

All field acreage will be aggregated in the tract level farmland acreage.

E Field/CLU Determinations

After applying the definition in subparagraph D, determine fields according to this table.

IF the land is	THEN classify as
part of a field that extends into the adjoining	1 field unless the overall tract is
county, and the county boundary is not clearly	divided based on paragraph 24 C.
defined	Then separate CLU's within the tract
	based on the county boundary layer.
entirely in another county or bisected by a clearly	separate fields.
defined county line, community or township lines,	
roads, streams, or other boundary	
Note: The GIS county layer in CRM Farm	
Records may be considered a clearly	
defined county line.	

F Inactivating Farms

--Following are the only reasons for inactivating farms:--

- COC has made a non-agricultural determination according to paragraph 27 and all land on the farm has been retired from agricultural production
- as a result of a correction.
- **Notes:** When a single tract from a multiple tract farm is retired from agricultural production a farm division will be completed and the resulting single tract farm must be inactivated.
 - *--Farms are not authorized to be in-activated solely because of lack of participation with FSA programs. Farms must be retained as active records unless COC has made a determination that the land is no longer used for any agricultural use according to paragraph 27.--*

See Part 7, Section 1 and work instruction "Inactivate a Farm" for instructions on farm inactivation. Farm inactivation is accessed from the "More" dropdown on the CRM toolbar.

G Adding Farms

Following are reasons for adding farms:

- a new farming operation is established or expanded on new land
- as a result of a correction.

Note: New tracts being added to a farm must be loaded as a 1 tract farm and a reconstitution completed to combine the 1 tract farm with an existing farm.

See Part 7, Section 4 and the work instructions "Create Farm Record" and "Delineate CLU" for instructions on adding a farm.

25 Land Classification Definitions

A Definition of Farmland

--Farmland means all acreage associated with the farm, including the homestead.--

* * *

B Definition of Cropland

[7 CFR 718.2] <u>Cropland</u> is land that COC determines meets any of the following conditions:

- currently being tilled to produce a crop for harvest
- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production

* * *

- •*--land that was tilled in a prior year, which is now seeded by drilling, broadcast, or other no-till planting practices--*
- currently devoted to 1- or 2-row shelterbelt planting, orchard, vineyard, Christmas trees, or other related crops
- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped
- in sod waterways or filter strips planted to perennial cover

B Definition of Cropland (Continued)

• under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

Note: See 2-CRP, for alternative perennials.

- under GRP, when land was classified as cropland before being enrolled as GRP
- under WRP, when land was classified as cropland before being enrolled as WRP
- new land broken out if both of the following conditions are met:
 - land is planted to a crop to be carried through to harvest
 - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.
 - **Note:** In the event that these practices are not used other than for reasons beyond the producer's control, the cropland determination will be void retroactive to the time at which the land was broken out.

Land classified as cropland will be removed from this classification upon a determination by COC that the land is:

- no longer used for an agricultural use
- no longer suitable for producing a crop
- subject to a restrictive or permanent easement that prohibits the planting of an annual crop
 - **Note:** This does not include land under CRP-1, WRP, GRP or land that is hayed and/or grazed.
- converted to ponds, tanks, or trees.
 - **Note:** This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

Note: Violations of HELC or WC provisions do not affect cropland classification.

C Definition of DCP Cropland

[7 CFR 718.2] <u>DCP cropland</u> is land for which 1 or more of the following apply:

- the land currently meets the definition of cropland
- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity
- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

The following table provides land uses considered agricultural and nonagricultural.

Agricultural and Nonagricultural Land Uses		
Land uses considered agricultural:	Land uses considered nonagricultural:	
• land meeting DCP cropland definition	• golf courses and other recreational facilities	
• sod		
• farm ponds	 land used for commercial development, buildings, or parking lots 	
• aquaculture ponds	• strip malls	
 nursery acreage devoted to in-ground plants 	• permanent structures, including those for agricultural uses	
• wildlife habitats	• land subdivided and developed for multiple residential units or other	
• pasture	nonfarming uses if the size of the tracts and density of the subdivision is such	
• acreage used to raise domesticated game for restaurants	that the land is unlikely to return to the previous agricultural use	
• trees planted for harvest, conservation purposes, recreational uses, or BCAP	• land used for solar panels	
• temporary hoop houses for nursery agriculture	•*pad site for wind turbines*	
• temporary nonagricultural uses, such as parking for a field day, etc.		

Note: See 1-ARCPLC Part 9, Section 1 for additional information on eligible and ineligible agricultural uses.

D Definition of Effective DCP Cropland

<u>Effective DCP cropland</u> is the amount calculated by subtracting from DCP cropland, acres of the following:

- CRP
- GRP
- WBP
- WRP
- EWP
- State conservation
- other conservation.

E Definition of EWP Acreage

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR Part 624.

Note: This land cannot be DCP cropland.

F Definition of WRP Acres

<u>WRP acres</u> are DCP cropland acres enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

G Definition of GRP Acres

<u>GRP acres</u> are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

Note: If the GRP acres meet the definition of cropland and /or DCP cropland immediately classify as GRP acreage.

H Definition of WBP Acres

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR 752.

Note: Classify as WBP acreage for FY in which the easement is filed.

I Definition of State Conservation Acres

<u>State conservation acres</u> are DCP cropland acres on the farm enrolled in a Federal conservation program administered by the State for which payments are made in exchange for not producing an agricultural commodity on the acreage.

J Definition of Other Conservation Acres

<u>Other conservation acres</u> are DCP cropland acres on the farm enrolled in a Federal conservation program other than CRP, WRP, EWP, WBP, and GRP for which payments are made in exchange for not producing an agricultural commodity on the acreage.

K Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] <u>Nonagricultural, commercial, or industrial use land</u> is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

L Definition of Native Sod

<u>Native Sod</u> is land on which the plant cover is composed principally of native grasses, grass-like plants, or shrubs for grazing and browsing that has never been tilled, and the producer cannot substantiate that the ground has ever been tilled, for the production of an annual crop before February 7, 2014. Review 1-NAP for additional information concerning identifying and tracking native sod acres through four years of planting.

*--M Definition of ARCPLC G/I/F Eligibility Indicator

The <u>ARCPLC G/I/F Eligibility indicator</u> identifies the farm's eligibility for ARCPLC benefits. Farms with cropland reported as 100 percent grass, idle, or fallow or farms with missing or partial reporting history of only grass, idle, or fallow between December 30, 2009, and January 1, 2017, are not eligible for ARC/PLC benefits according to the 2018 Farm Bill. Farms are identified with the applicable indicator as follows.

ARCPLC G/I/F Eligibility Indicator	Populated When
Ineligible – Complete G/I/F History	100 percent of reported acreage in all associated
	years is grass, idle, or fallow. Farm is ineligible
	for ARC/PLC benefits.
Partial or Missing G/I/F History	There is no reported acreage or only partial reported history in all associated years and all reported acreage is grass, idle, or fallow. Farm is eligible for ARC/PLC benefits.
	Note: All remaining "Partial or Missing G/I/F History" indicators were reassigned to "Eligible" on July 2, 2020.
Eligible	A crop other than grass, idle, or fallow has been reported on the farm in at least 1 of the associated years. Farm is eligible for ARC/PLC benefits.

The ARCPLC G/I/F Eligibility indicator was initially populated based on acreage history reports from CARS in June 2019. Changes to the ARCPLC G/I/F Eligibility indicator must be documented in the COC minutes, and the COC minutes must include the documentation reviewed when determining the indicator was incorrectly set.

The ability for County Office users to edit the indicator was restricted after 2019 and 2020 Farm Records rollover. Only National Office administrators of Farm Records will have the authority to modify the indicator. ARCPLC G/I/F Eligibility changes must be submitted to the National Office by the State Office after the State Office concurs with the correction.--*

26 Program Land Classification

A Classifying Land by Farm Programs

Classify land according to the following table.

IF the land	AND	THEN
does not meet the cropland		see subparagraph 30 E.
definition in		
subparagraph 25 B		
does not meet the DCP		see subparagraph 30 E.
cropland definition in		
subparagraph 25 C		
is in or near a riparian area, wildlife area buffer, and/or wetland buffer Note: See 2-CRP for the definition of "marginal pastureland".	 all of the following apply: is no longer used for crops requiring annual tillage, as determined by COC will be offered for enrollment in CRP the owner of the land requests in writing to remove the land from cropland status Note: At least 1 owner of the land must request the reclassification of land in writing. COC has reviewed the request and has determined that the land is marginal 	remove from cropland and DCP Ag Related Activity immediately. See subparagraph 30 E.
	pasture land Note: This land cannot be classified as DCP cropland when CRP-1 expires.	
is subject to a restrictive or permanent easement that prohibits the planting of an annual crop including permanent GRP easements		remove from cropland and DCP Ag Related Activity immediately. See subparagraph 30 E.
Note: This does not include land under CRP-1, WRP, EWP, 30-year GRP easements, GRP rental agreements, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-ARCPLC.	CPP 1 has avaired	rotain as arapland. See
was enrolled in CRP and is	CRP-1 has expired	retain as cropland. See
suitable to be tilled for crop		subparagraph 30 E.
production		

26 Program Land Classification (Continued)

IF the land	AND	THEN
is subject to WRP	is DCP cropland and the WRP easement is	classify as WRP acreage for FY in
	filed at any time during FY	which the easement is filed.
	is not DCP cropland	classify as farmland. See
	*	subparagraph 30 E.
is subject to EWP	is DCP cropland and NRCS does not allow	classify as EWP acreage
	the crop planted on the land to be harvested	immediately.
	is DCP cropland and NRCS allows the crop	classify as EWP acreage the
	planted on the land to be harvested	beginning of the next FY.
	is not DCP cropland	classify as farmland. See
		subparagraph 30 E.
is devoted to trees, ponds,	has never been under CRP-1	remove acreage from cropland and
tanks, wind generators, or		classify immediately as DCP Ag
wind turbines		Related Activity, or
		nonagricultural, commercial, or
		industrial use land, as applicable.
	is currently under CRP-1	maintain as cropland until CRP-1
		expires or is terminated.
	CRP-1 has expired or was terminated	remove acreage from cropland and
		maintain as DCP Ag Related
		Activity. See subparagraph 30 E.
is subject to a 30-year GRP	meets the definition of cropland and/or DCP	classify immediately as GRP
easement or GRP rental	cropland	acreage.
agreement		
is subject to other		classify immediately as other
conservation acres that are		conservation acreage. See
DCP cropland acres on the		subparagraph 30 E.
farm enrolled in a Federal		
conservation program other		
than CRP, WRP, EWP, WBP,		
and GRP for which payments		
are made in exchange for not		
producing an agricultural		
commodity on the acreage, including haying and/or		
grazing		
Note: This does not include		
land under CRP-1,		
WRP, EWP, GRP,		
WBP, or land under		
easement that allows		
having and/or grazing		
under normal		
circumstances		
according to		
1-ARCPLC.		

A Classifying Land by Farm Programs (Continued)

26 Program Land Classification (Continued)

IF the land	AND	THEN
is subject to other State		classify immediately as State
conservation acres that are		conservation acreage. See
DCP cropland acres on the		subparagraph 30 E.
farm enrolled in Federal		
conservation program other		
than CRP, EWP, WBP, WRP,		
and GRP, for which payments		
are made in exchange for not		
producing an agricultural		
commodity on the acreage,		
including haying and/or		
grazing.		
Note: This does not include		
land under CRP-1,		
WRP, EWP, GRP,		
WBP, or land under		
easement that allows		
haying and/or grazing		
under normal		
circumstances		
according to		
1-ARCPLC.		
is subject to WBP		classify immediately as WBP
		acreage. See subparagraph 30 E.

A Classifying Land by Farm Programs (Continued)

27 Nonagricultural, Commercial, or Industrial Land Determinations

A Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] <u>Nonagricultural, commercial, or industrial use land</u> is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

B Different Uses

--See subparagraph 25 C, and 1-ARCPLC Part 9, Section 1 for additional information on-- land use, considered agricultural or related use, and nonagricultural use.

C COC Review

COC will continually review all available records, including GIS imagery, to determine whether land has been devoted to nonagricultural uses and reclassify the acreage according to paragraph 26.

To maintain eligibility for ARCPLC payments in an FY, land must meet DCP cropland criteria for the entire FY. A review of DCP cropland is recommended before final ARCPLC payments are processed.

D DD Concurrence

COC must obtain DD concurrence for all nonagricultural land determinations.

27 Nonagricultural, Commercial, or Industrial Land Determinations (Continued)

E Updating Records for Nonagricultural Uses

If land is devoted to nonagricultural uses, update records according to the following.

IF	THEN	
part of a tract is nonagricultural	 complete a tract and farm division to separate the nonagricultural land make the farm inactive. 	
	Exception: In instances where part of a tract is determined non-agricultural but ownership on the tract has not changed, County Offices must delineate the non-agricultural area in a separate CLU and update attributes accordingly. A tract division is not required, and the non-agricultural area can remain in the tract but delineated as a separate CLU.	
	Example: On one part of a tract, a producer builds grain storage bins on land that is currently classified as cropland. Even though the bins are for an agricultural use, they are permanent structures and by FSA definition are classified as non-agricultural. The field is still owned by same owner, so no ownership has changed on the tract.	
	In this example, because there has been no change of ownership on the tract that would otherwise require a division, the part of the tract determined non-agricultural must be delineated in a separate CLU and remain within the tract. A tract and farm division is not required in this case to separate the nonagricultural land.	
an entire tract is	• complete a farm division to separate the nonagricultural land	
nonagricultural	• make the farm inactive.	
an entire farm is nonagricultural	make the farm inactive.	

Notes: Ensure that the farm and tracts are in balance according to paragraph 35.

Complete CCC-505 according to 1-ARCPLC if a base acre reduction is required.

See Part 7, Section 5 and work instruction "CCC-505_Base Reduction".

F Notification Requirements

After a nonagricultural use determination is made, notify the farm operator and the owners, in writing, of the following:

- nonagricultural determination
- appeal rights according to 1-APP.

28 FSA Policy About Federal and State Grazing Land

A Background

Current Federal regulations prohibit the combination of Federal land with either State land or privately owned land into the same tract or farm. Current tract and field/CLU policy requires common ownership across a tract and/or field/CLU.

These current regulations and policies are problematic for grazing allotments in the western U.S. Many of these grazing allotments consist of multiple owners (Federal, State, and private) and multiple permittees within the same allotment. Many areas consist of open grazing or common use grazing allotments with no physical or visible ownership lines within the allotment. Many grazing allotments consist of checkerboard ownership patterns and the ownership boundaries are **not** physically present or visible. Current policy in paragraph 24 requires that only common ownership boundaries are combined for tracts and fields.

This policy:

- and procedure applies **only** to grazing allotments/rangeland in the western U.S.
- addresses the following:
 - accommodating grazing permits in FRS
 - reporting acreage on acres that are grazed randomly by multiple permittees
 - delineating nonexistent boundaries on the CLU layer.

B Farm, Tract, and Field Policy

Federal, State, and privately owned land can be constituted as single farms, tracts, and field/CLU's based on grazing allotments by county. Individual grazing allotments in a county must consist of 1 farm, 1 tract, and 1 field/CLU regardless of ownership of the land. If an allotment spans multiple counties, the allotment will be split into a separate farm, tract, and field/CLU in each county. Main roads, urban areas, and other land that would not be *--grazed must also be divided into separate CLU's to ensure that the acreage identified for--* grazing is accurately delineated.

Exceptions: Any area or contiguous areas within a grazing allotment that are under common private ownership and at the owners' request may be a separate tract under the allotment farm or a separate farm and tract if fenced out from the grazing allotment.

When a grazing allotment is bisected by a road or other physical feature that is fenced and not accessible to livestock, multiple CLU's may be used to delineate the allotment. If a single allotment is not contiguous, it shall be represented by 1 tract for each contiguous part.

28 FSA Policy About Federal and State Grazing Land (Continued)

C Owner/Operator/Other Producer Policy

All owners of land in the county within a grazing allotment in 1 farm, 1 tract, and 1 field/ CLU will be recorded as owners in Farm Records. The operator of the grazing allotment farm must meet the definition of an operator according to paragraph 21. All other producers associated with the grazing allotment farm will be recorded as other producers on the tract or field.

Exception: Any area or contiguous areas within a grazing allotment that are under common private ownership and are a separate tract under the allotment farm or a separate farm and tract if fenced out from the grazing allotment must have the owners recorded according to paragraph 22.

29 GIS Rules

A Overview

Delineating CLU polygons is called digitizing. Digitization is the creation of digital lines in the CRM Farm Records. For FSA, these polygons represent CLU or farm, tract, and field boundary lines.

During the process of delineating CLU's to represent the farm, tract, and field boundaries, CLU attribution is required. Farm, tract, and field numbers are automatically assigned by the system. Other key attribute information includes Land Classification Code, the 3-CM Cropland Indicator, and HEL determination. See Part 7, Section 2 for instructions on delineating, attributing, and modifying CLU's in GIS.

Notes: CRP fields will be delineated at the practice level.

--Contiguous land with the same land use but with multiple NRCS HEL determinations must not be delineated into separate CLU's by HEL determination. If separate portions of land within the field are associated with the same land use but with separate HEL determinations, the land must be retained in a single CLU, the HEL determinations set to "HEL", and in the "Comments" notate associated HEL and NHEL acres. Producers must be referred to NRCS-CPA-026E or NRCS for additional information concerning the HEL determinations.--

B Land Classifications

The partner agencies have established 10 fundamental land classifications based on land cover and land use. These classifications are:

- Barren
- Cropland
- Forest
- Mined

B Land Classifications (Continued)

- Other Agricultural
- Perennial Snow and Ice
- Rangeland
- Tundra
- Urban
- Water Body.

The specialized rules for delineating each of these land cover – land use classifications are included in subparagraph 30 E.

C Rules for Delineating CLU

Land categories represent various combinations of land cover and land use, and are the basis for determining CLU boundaries. CLU delineations may change based on changes in land cover or land use and will be drawn if that area is significant enough in size to affect FSA program determinations. Delineating CLU's involves 3 steps.

Type of Boundary	Rules for Delineating
Visible	 Determine the CLU boundary using natural or cultural features visible on official NAIP imagery. Natural boundaries may include: water bodies format adapted
	 forest edges rock outcrops vegetation changes.
	Cultural features may include:
	fencesroadsbuildings.
Management	Define land use, according to the delineation rules for the land category, to further divide the area according to management differences, such as pine trees verses hardwood timber. Management boundaries not visible on the aerial imagery may be delineated according to information provided by the customer or other sources.
Ownership	Divide the area into CLU's based on ownership lines delineated according to the rules for the land category that applies to the area.
Programmatic	Certain FSA programs may require areas be delineated based on program rules, including but not limited land enrolled in different CRP conservation practices.

29 GIS Rules (Continued)

Par. 29

Type of Boundary	Rules for Delineating
Physical Location	Divide CLU's by physical location if land extends into multiple counties as identified by the county boundary layer displayed in CRM Farm Records.

C Rules for Delineating CLU (Continued)

D Inclusions

Different categories of land classification may exist within a single field. These areas of different land classification can be digitized as inclusion CLU's, if appropriate. An inclusion CLU is a CLU that is fully contained within a larger CLU and has a different land classification than the larger CLU.

Inclusion CLU's will be drawn if that area is significant enough in size to affect FSA program acreage.

E Updating CLU Boundary and Land Use

County Offices will adjust CLU's boundaries and land class codes **immediately** when a change to a boundary or land classification occurs, is not temporary, and necessitates the adjustment.

If an acreage report had been filed in the current year before the adjustment and the acreage report is impacted by the adjustment, the acreage report must be revised.

County Offices will review acreage reports that were filed before the adjustment and determine whether a revised acreage report is required for the farm because of an adjustment.

Notes: Review all programs associated with the farm for possible impacts and changes needed.

Producers must be notified of all boundary changes, provided a map, and given an opportunity to dispute the boundary changes. See Exhibit 6 for producer notification letter.

*--F Numbering CLU's

CLU's are numbered by the system sequentially. The system is defaulted to never reuse a CLU number when existing CLU's are split or combined. When CLU's are created using the GIS editing tools, the system automatically numbers the resulting CLU with the next highest available number for the tract. After splitting or merging existing CLU's, renumbering or reusing a CLU number is not authorized.

Exceptions: The farm is in an in-creation status and CLU's are being delineated for the first time. A specific CLU number is needed to match an active CRP contract.--*

A Delineating Rules

Boundary categories represent various combinations of land cover and land use, and are the basis for determining CLU boundaries. CLU delineations may change based on changes in land cover or land use.

Type of	
Boundary	Rules for Delineating
Ownership	Establish the overall farm/tract boundary based on ownership lines.
(Property	
Boundary)	Farm and Tract
	• All farm and tract boundaries are created based on a legal deed or description. See paragraph 22.
	• Farm and tract boundaries must not overlap another farm's boundaries.
	• All farm reconstitutions must be based on a legal deed or description.
Management (Land Use	Divide the area into smaller CLU's delineated according to the land use and land cover that applies to acreage reporting requirements.
Boundaries)	
	Fields
	• Fields located within tracts must be delineated.
	• Crop management lines, distinct on the most current imagery, may form a boundary between adjacent program fields within a cultivated area.
	• Conservation (CRP/CREP/BCAP) areas delineated by practice type.
	• Easement (WRP, GRP) areas that have to do with cropland acreage must be accounted for in FRS.
	• Native Sod broken out after February 7, 2014 in the states of Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota must be delineated as a separate CLU beginning with the year in which the sod is destroyed. The newly created CLU cannot be merged with any other CLU until the land has been reported as planted for four years.
	Pasture and Other 'Non-Cropland' Areas (Disaster Reporting Requirements)
	• The area within the tract boundary considered to be pasture or rangeland must be delineated.
	Other non-cropland areas must be delineated.

A Delineating Rules (Continued)

Type of	
Boundary	Rules for Delineating
Visible	Determine the boundary for CLU using land cover, such as forest,
(Land Cover	rangeland, cropped land (tilled and non-tilled), natural windbreaks,
Boundaries)	fences, public roads, and waterways visible within digital imagery.
	Common Physical Boundaries include:
	transportation features
	• tree lines
	• waterways such as streams, rivers, lakes, bays
	• mine sites, including oil fields
	• urban features such as housing developments, industrial areas, airports, parks, golf courses (although these features will only be captured in the CLU until the land use of the farm has been determined to be nonagricultural, commercial, or industrial.

B Land Cover – Land Use Characteristics

These 2 terms are often used interchangeably however; the terms have distinct meanings. The understanding of these terms is also important to aerial interpretation and CLU delineation.

<u>Land cover</u> is the physical material at the surface of the earth. Land covers include grass, asphalt, trees, bare ground, water, etc. Following are the 2 primary methods for capturing information on land cover:

- field survey
- analysis of remotely sensed imagery.

Land use is the human use of land. Land use involves the management and modification of natural environment or wilderness into built environment such as fields, pastures, and settlements. It has also been defined as "the arrangements, activities and inputs people undertake in a certain land cover type to produce, change or maintain it."

Type of Land	
Cover	Description and Delineating Rules
Public Roads	• Public roads and their associated right-of-ways are maintained by the government.
	• Public roads should never be included within the boundaries of any farm or tract CLU polygon.
	Notes: Delineate public roads along the edge of the road.
	Extend boundaries to the outer edge of narrow roads that have no visible right-of-way, except in cases where the producer has rights from the State to conduct agricultural activity within right-of-ways. In those cases, the right-of-ways should be included within CLU. A producer must provide evidence of the right to conduct agriculture activity in these areas.
	Extend boundaries to the outer edge of the right-of-way for larger roads.
	• Do not include any part of a public road system within a CLU polygon (such as medians at intersections).
	• Do not include public roads that cross through tracts within any polygon.
	Notes: Separate the land unit into 2 or more polygons, leaving the roads open to the outside.
	Make sure all related polygons have the same farm and tract numbers.
	• Do not include public roads in polygons for other delineated areas.
Private Roads	Private roads maintained by land-owners are:
	• driveways and parking areas
	• farm lanes
	• private access roads.
	• Private roads may be included within farm and tract polygons.
	• Most private roads should not be included within program fields.
	Note: Delineate private roads at the outer edge of the road - never the centerline.
	• If the edge is difficult to distinguish, estimate based on the width of the road where it is more visible.
	Note: Small field access roads may be included in program field polygons.

B Land Cover – Land Use Characteristics (Continued)

Type of						
Land Cover	Description and Delineating Rules					
Tree Lines	A tree line is the edge of a habitat at which trees are capable of growing.					
	Tree lines may be a single row of trees between fields or at the edge of a forest or rangeland.					
	Notes: Delineate tree lines at the edge of tree growth.					
	Do not outline tree canopies.					
	Estimate the position of the tree bases (at the trunk).					
	Do not delineate the shadow line.					
Waterways	A waterway is any navigable body of water. Waterways can include rivers, lakes, seas, oceans and canals.					
	• Waterways for digitizing purposes include oceans, seas, lakes bays, estuaries, major rivers, smaller streams and canals.					
	Notes: Major waterways may form the farm/tract boundary but the major waterway's boundary should never be included within the farm/tract boundary.					
	Smaller waterways may form farm/tract boundaries or occur within the farm/tract boundary.					
	• Smaller waterways may be included within a farm/tract only if:					
	 they are completely contained within the farm/tract farm/tract boundary lines cross the smaller waterway. 					
	• Any waterways that form the farm/tract boundary should not be included in the farm/tract.					
	Notes: Waterways should never be delineated at the centerline.					
	Delineate tract boundaries that correspond to waterway at the edge closest to the farm/tract.					
	If the edge is difficult to distinguish, estimate its position using vegetation or approximate stream width.					
	Leave waterways that are not included within a tract polygon open (meaning no polygon) similar to public roads.					

B Land Cover – Land Use Characteristics (Continued)

Type of	
Land Cover	Description and Delineating Rules
Other Bodies of Water	Other bodies of water include lakes, ponds, bays, and other similar categorized bodies of water.
	• Bodies of water must be delineated if they occur within 'Cropland' and they are greater than 1 acre in size.
	• Small ponds, stock tanks etc., (under 1 acre) may be delineated if their removal from "Cropland" assists with matching program acreage.
	• Bodies of water in other land use/land cover classes should be delineated if they comprise a significant portion of the non-cropland within a tract boundary (greater than 1 acre in size).
	• If tract boundaries extend across water bodies, do not include the water body within the tract boundary.
	Exception: Aquaculture farms can be delineated to include the water body.
	• Bodies of water should be delineated at or above the normal water line:
	• within cropland delineate water body boundaries at the outside edge if untilled land (ex. dams)
	• if land cover extends to the water's edge, use the water line when delineating boundary.

B Land Cover – Land Use Characteristics (Continued)

C Official Acreage

GIS-calculated acreage is official FSA acreage. Acreage will be maintained to the hundredth decimal place.

D Land Class Codes

All polygons will have an associated land class code according to subparagraph E.

E Classifying Land

Use the following table to classify both CLU and Farm Records land use classification. Land classification may require an historical review of imagery and records to determine the generalized land use/land cover description for particular areas of the farm. The terms 'land use' and 'land cover' are used interchangeably for identifying a particular CLU land classification and associated Farm Records classification.

		THEN GIS land	*CLU Land	3-CM Cropland	Farm Records
IF land use/land cover		classification	Classification	Indicator	classification
is	AND	is	Code is*	is	is
Residential Commercial and services Industrial, Transportation, communications and utilities Industrial and commercial complexes Mixed urban or built-up land Other urban or built-up land		urban	01	no	non-ag uses.
Cropland, Orchards, Groves, Vineyards,	meets the definition of cropland in subparagraph 25 B	cropland	02	yes	cropland.
Nurseries, Ornamental Horticultural Areas Improved pasture	does not meet the definition of cropland in subparagraph 25 B but does meet the definition of DCP cropland in subparagraph 25 C	*other agriculture	10*	no	DCP ag-related activity.
	does not meet the definition of DCP cropland in subparagraph 25 C Example: Improved pasture that has never met the definition of cropland or DCP cropland.	rangeland or other, as applicable	03 or 10	no	farmland.

E Classifying Land (Continued)

				2.014	
		THEN GIS	* (111 1	3-CM	Farm
		land	*CLU Land	Cropland	Records
IF land use/land		classification	Classification	Indicator	classification
cover is	AND	is	Code is*	is	is
Herbaceous	meets the definition of	rangeland	03	no	DCP
Rangeland	DCP cropland in				ag-related
Grasses and	subparagraph 25 C				activity.
grass-like forbs	does not meet the	rangeland	03	no	farmland.
Shrub and Brush	definition of DCP	-			
Rangeland Brush	cropland in				
Shrubs and small	subparagraph 25 C				
trees					
Native Sod	Example: Native				
Mixed Rangeland	*pasture or*				
Non-forested	rangeland.				
Wetland	-				
Native Pasture					
Deciduous Forest	meets the definition of	forest	04	no	DCP
Land	DCP cropland in				ag-related
Evergreen Forest	subparagraph 25 C				acres.
Land	does not meet the	forest	04	no	farmland.
Mixed Forest Land	definition of DCP				
Forested Wetland	cropland in				
	subparagraph 25 C				
	Example: Native forest				
	land.				

E Classifying Land (Continued)

IF land use/land		THEN GIS land classification	*CLU Land Classification	3-CM Cropland Indicator	Farm Records classification
cover is	AND	is	Code is*	is	is
Ponds Streams and Canals Lakes Reservoirs Bays and Estuaries	meets the definition of DCP cropland in subparagraph 25 C does not meet the definition of DCP cropland in subparagraph 25 C Note: Water bodies such as farm ponds, aquaculture ponds, streams or canals will be considered farmland if it is associated with the farming operation. water bodies will not be considered farmland if it is not associated with	water body	05	no	DCP ag-related activity. farmland.
	the farming operation				
Strip Mines Quarries Gravel Pits		mined land	06	no	non-ag uses.

E Classifying Land (Continued)

IF land use/land cover is	AND	THEN GIS land classification is	*CLU Land Classification Code is*	3-CM Cropland Indicator is	Farm Records classification is
Dry Salt Flats		barren	07	no	non-ag uses.
Beaches		burren	07	no	non ug uses.
Sandy Areas Other than					
Beaches					
Bare Exposed Rock					
Transitional Areas					
Mixed Barren Land					
Shrub and Brush Tundra		tundra	08	no	non-ag uses.
Herbaceous Tundra					_
Bare Ground Tundra					
Wet Tundra					
Mixed Tundra					
Perennial Snowfields		perennial	09	no	non-ag uses.
Glaciers		snow and ice			
Confined Feeding Operations		other	10	no	farmland.
Other Agricultural Land		agriculture			non-ag uses.
Farmsteads					U
Farm Roads					
Grain Drying Facilities					
Note: Other Agriculture will					
be considered					
farmland if it is					
associated with the					
farming operation.					

F NRCS HEL/NHEL Notations

All NRCS HEL/NHEL notations are determined by NRCS. See paragraph 34 and 6-CP for more information.

Following are the types of HEL type codes and descriptions.

HEL Type Code	HEL Type Code Description
HEL	highly erodible land
NHEL	non-highly erodible land
UHEL	undetermined highly erodible land status
EHEL	exempt from highly erodible land determination

G NRCS Wetland Determinations

All wetland point determinations within a tract boundary will be recorded and maintained with the CLU Maintenance Tool.

Enter the point location and attribute data as associated to the NRCS CPA-026.

31 Accessing Farm Records

A Overview

CRM Farm Records will be updated by County Office employees.

In this part, the term "user" refers to employees.

B Accessing CRM Farm Records

The following table provides the steps to access CRM Farm Records.

Step	Action
1	Access FSA Applications Homepage.
2	Access the MIDAS link at https://mprdep.fmmi.usda.gov/irj/portal
3	In the MIDAS Portal, access CRM@FSA.
4	CLICK "Farm Records".
5	See Part 7, Section 1 and work instructions for specific topics.

32 Updating Farm Records

A Making Changes to Records

To make changes to current FY farm or tract data, the user must use CRM Farm Records.

To make changes to prior FY farm or tract data, the user must use FRS Farm Records. See 3-CM for instructions for making prior year updates.

B Who Can Update Records

Every County Office employee with an eAuthentication ID and who has completed the required CRM Farm Records training has update capability. State Office employees with the "Grantor Process Specialist All" role and National Office employees with the "Grantor Process Expert All" role can update CRM Farm Records.

33 Creating a Farm Record

A Overview

A new farm can be added in the current year by all users (see Part 7, Section 4). A new farm can be added in prior years by 1 employee in each State Office.

A new farm cannot be added unless it contains:

- at least 1 field
- at least 1 tract
- at least 1 owner on each tract
- 1 operator.

Ensure that the operator, owners, and, if applicable, other producers are recorded in CRM BP and are associated with the administrative county according to 11-CM before adding a farm.

Follow instructions in Part 7, Section 4 and the work instructions "Create Farm Record" and "Delineate CLU" to add a farm, tract, and field.

*--Note: Land not previously identified within a tract or new tracts cannot be added to an existing active farm record. The new land will be added as a new farm and combined with an existing farm, if applicable. If the new land is needed for program implementation in prior years, the new farm must be replicated to the prior year according to subparagraph B before combining the farm with an existing farm record.

Farms may also be created for the following according to this paragraph:

- urban agricultural enterprises, such as rooftop farms
- NRCS needs, such as enrollment for EQIP (see 1-CM for MOU agreement with NRCS)
- RMA needs, such as certifying conservation compliance.

B Replicating Farms to Prior Years

Newly created farms can be replicated back to prior years in FRS Farm Records (web farm) if necessary. For example, if an existing 2015 farm is needed for a retroactive 2013 program, the 2015 version of the farm can be replicated back to 2013.

Farms can be replicated to prior years by 1 employee in each State Office.

Farms in any given year can be replicated to prior years assuming the farm does **not** already exist in a prior year in any administrative county.--*

If the farm is the result of a reconstitution, or if a tract on the farm is a result of a reconstitution, the software will **not** allow users to replicate the farm to a prior year.

Note: In most cases, farms that are the result of a reconstitution should **not** need to be replicated to a prior year. For prior year programs, the prior year constitution of the farm should be used. For example, to enroll in 2012 LFP, the 2012 constitution of the farm should be used.

33 Creating a Farm Record (Continued)

B Replicating Farms to Prior Years (Continued)

If the farm has been transferred, use the prior year version of the farm in the county that administered the farm in prior years for the prior year programs. Farms should **not** be transferred in the current year and then replicated to a prior year in the receiving county. For example, Farm 100 existed in County A in 2012 and 2013. The farm was transferred to County B in 2014 and became Farm 200. In this case, Farm 100 in County A should be used for 2012 and 2013 programs, while Farm 200 in County B should be used for 2014 programs.

If a farm is being replicated to a prior year, the system will automatically add the farm information to all subsequent years. This includes:

- the farm operator
- all owners
- highly erodible and wetland determinations.
- **Notes:** Ensure that the operator, owners, and, if applicable, other producers are recorded in CRM BP and are associated with the administrative county according to 11-CM before requesting a farm be replicated.

County Offices will submit requests to replicate a farm to a prior year to their State Office.

To request a farm be added in a prior year, County Offices will submit the following documentation to their State Office:

- Administrative State. Administrative County, and Farm Number
- explanation of why the farm should be added in a prior year.

Note: If any of the following are different in prior years the user must access each applicable year in Web Farm Records and make the appropriate changes:

- farm operator,
- owner(s)
- other producer(s)
- highly erodible and wetland determinations
- wetland violations
- producer HEL, CW, or PCW.

State Offices will:

- review the documentation submitted by the County Office to ensure that:
 - the land in the farm being requested does not already exist as part of another farm number in prior years

33 Creating a Farm Record (Continued)

B Replicating Farms to Prior Years (Continued)

- the farm should be replicated
- all applicable documentation has been provided
- review the farm in CRM to ensure that the farm is drawn, attributed, and constituted correctly in the current year
- *--Notes: The Farm Replication Checklist (Exhibit 14) may be used to assist with verifying that boundaries and attributes have been correctly recorded before replicating the farm.--*

CLU's **must** be drawn correctly based on guidelines in this handbook. Houses, barns, and other structures **must** be separate CLU's from the remainder of the farm. Cropland, pasture, and rangeland areas should all be contained within separate CLU's. Tracts should **not** include public roads.

If the request is to replicate a farm to a prior year, ensure that the farm record is correct in the earliest year and all subsequent years in which the farm exists.

• after ensuring that the rules and validations mentioned in the previous bullet have been followed, replicate the farm according to the following steps.

Step			Action	1	
1	Access the farm i button will be dis	played at the	bottom of the	e Farm Screen	
	Note: If " "is not displayed, the farm cannot be replicated to prior years because of the rules and validations listed in this				
2	subparagraph. CLICK "Build Prior Years" and the following Build Prior Years Screen will be displayed.				
	Build Prior	Years			
	STATE	COUNTY	YEAR	FARM	TRACT
	2014 Not selected				
	Selection	Year:	2013	•	
		Sub	mit	Cancel	
	FRSFmDataMgmt061				

33 Creating a Farm Record (Continued)

Action Step From "Year" drop-down list, select the year to which the user wants to replicate 3 the farm. Year: 2013 • 2013 Sul 2012 2010 ataMgmt061 2009 2008 2007 4 CLICK "Submit" to replicate the farm. The farm will replicate to the year user selected in step 3, plus all years in between. In the example selecting "2011" in step 2, the farm will now exist in years 2011 through 2014. After the farm has been replicated, the Farm Selection Screen will be displayed with the message, "Successfully added the farm." **Farm Selection** Not selected Not selected Not selected Successfully added the farm. Year: 2014 Selection

Display a Producer's Farms

Add New Farm

B Replicating Farms to Prior Years (Continued)

Farm Number: Tract Number:

33 Creating a Farm Record (Continued)

B Replicating Farms to Prior Years (Continued)

If desired, users can verify the farm replicated by searching for the farm in a prior year.

Notes: If a farm cannot be replicated and it needs to be, contact Billie Jo Smith by e-mail to billiejo.smith@wdc.usda.gov.

If all or part of a farm that currently exists as a result of a reconstitution needs to be replicated to a prior year, e-mail the following information to **billiejo.smith@wdc.usda.gov**:

- current administrative State, administrative county, and farm number
- farm numbers before the reconstitution
- date of reconstitution
- justification for needing the current constitution of the farm in prior years, as opposed to using the prior year version of the farm that includes a clear explanation of the prior and current constitutions and why the reconstitution occurred.

After farm information is recorded by the State Office, County Offices will review the farm information for accuracy, record producer exceptions, and all conservation *--data.--*

A Overview

HEL determinations, wetland determinations, farm producer exceptions, and tract producer exceptions will be maintained in CRM farm records.

B HEL Determinations

HEL status determinations are applicable to each field. Selection of 1 of the following HEL values is required for each field:

- HEL, field determined highly erodible
- NHEL, field determined not highly erodible
- UHEL, field undetermined
- EHEL, field exempt from a determination needed.

Note: EHEL only applies to CA, NV, AZ, and NM. EHEL fields are treated the same as NHEL for HEL compliance purposes.

Field level HEL Status is recorded by user based on NRCS determinations using the Edit CLU Attribute Tool in the GIS Info assignment block (see Part 7, Section 3 and work instruction "Select Multiple CLU's and Edit Attributes").

Note: Field level HEL status determinations are recorded as "Undetermined" until NRCS has provided the County Office with written determination on NRCS-CPA-026 or NRCS-CPA-026E.

Tract level summary HEL status values are automatically determined by the varying combinations of field level HEL status values. The summary tract level HEL status dictates the values available for selection of the tract level HEL determination. If 1 or more fields on the tract is "Undetermined" the tract level summary HEL status is UHEL and the user must select the tract HEL determination from 1 of the following 6 values:

- HEL determinations not completed for all fields on the tract
- HEL field on tract. Conservation system is not required no agricultural commodity
- HEL field on tract. Conservation system being actively applied
- HEL field on tract. Conservation system is not being actively applied
- HEL field on tract. 2 years to implement conservation system on former CRP land
- NHEL: no agricultural commodity planted on undetermined fields.

B HEL Determinations (Continued)

If the tract contains 1 or more HEL fields and no fields on the tract are "Undetermined", then the tract level summary HEL status flag is automatically set to HEL and the user must select the tract HEL determination from 1 of the following 4 values:

- HEL field on tract. Conservation system is not required no agricultural commodity
- HEL field on tract. Conservation system being actively applied
- HEL field on tract. Conservation system is not being actively applied
- HEL field on tract. 2 years to implement conservation system on former CRP land.

If the tract contains only NHEL and/or EHEL fields then the flag is automatically set to "NHEL: no agricultural commodity planted on undetermined fields".

See Part 7, Section 3, work instruction "Select Multiple CLU's and Edit Attributes" and 6-CP for additional information on HEL determinations.

C Wetland Determinations

- *--Wetland determinations are applicable to the tract level only and should correspond with the wetland points identified in the wetland point layer. Selection of a wetland determination--* is required for each tract according to the following:
 - **Note:** Determinations are recorded as wetland determinations not complete until NRCS has provided the County Office with written determination on NRCS-CPA-026 or NRCS-CPA-026E. Incomplete wetland determinations do not adversely affect a producer's eligibility to receive program benefits.

Tract level wetland determinations are user entered.

The following wetland determination options are available:

- wetland determinations not complete
- tract contains a wetland or farmed wetland
- tract does not contain a wetland.

C Wetland Determinations (Continued)

Wetland Code/Label	Description	GIS Wetland Code	GIS Map Symbol	GIS Map Symbol Definition	CRM Tract Wetland Determination
AW	Artificial or irrigation induced wetland.	1	=	Exempt from Conservation Compliance Provisions	Tract does not contain a wetland.
AW/FW	Artificial or irrigation induced wetland and farmed wetland.	2	▼	Limited Restrictions	Tract contains a wetland or farmed wetland.
AW/W	Artificial or irrigation induced wetland and wetland.	3	•	Restricted Use	Tract contains a wetland or farmed wetland.
CC	Commenced conversion exemption.	4	-	Exempt from Conservation Compliance Provisions	Tract contains a wetland or farmed wetland.
CMW	Categorical minimal effect.	5	▼	Limited Restrictions	Tract contains a wetland or farmed wetland.
CPD	<u>COE Permit with</u> <u>Mitigation:</u> A converted wetland authorized by a permit issued under Section 404 pf the Clean Water Act. Production of agricultural commodities is allowed subject to conditions of the permit.	32	▼	Limited Restrictions	Tract contains a wetland or farmed wetland.
CW	Wetland converted between December 23, 1985, and November 28, 1990.	6	•	Restricted Use	Tract contains a wetland or farmed wetland.
CW+Year	Wetland converted after November 28, 1990.	7	•	Restricted Use	Tract contains a wetland or farmed wetland.
CWIL	Converted wetland payment in lieu. Wetland that is converted after February 7, 2014, with payment in lieu of mitigation (maintains RMA's federal crop insurance subsidy premium eligibility only).	30	•	Restricted Use	Tract contains a wetland or farmed wetland.

*--The following crosswalk can be used to determine the applicable tract level wetland determination to be entered when a wetland has been identified by NRCS.

--*

C Wetland Determinations (Continued)

		GIS		GIS Map	CRM Tract
Wetland		Wetland	GIS Map	Symbol	Wetland
Code/Label	Description	Code	Symbol	Definition	Determination
Wetland	Description	GIS	GIS Map	GIS Map	CRM Tract
Code/Label	Description	Wetland	Symbol	Symbol	Wetland
Code/Laber		Code	Symbol	Definition	Determination
CWNA	Wetland converted to	8		Limited	Tract contains a
CWIM	other than agricultural	0	$\overline{\nabla}$	Restrictions	wetland or
	commodity production.			Restrictions	farmed wetland.
CWTA	Converted wetland	31	1000	Restricted Use	Tract contains a
0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	technical assistance.		$\overline{\nabla}$		wetland or
	Wetland that is				farmed wetland.
	converted after				Turrito di Contanta
	February 7, 2014,				
	because of the lack of				
	timely assistance				
	(maintains RMA's				
	federal crop insurance				
	subsidy premium				
	eligibility only).				
CWTE	Wetland converted or	9	4	Limited	Tract contains a
	commenced based on an		×	Restrictions	wetland or
	incorrect NRCS				farmed wetland.
	determination.				
*Easement	A wetland easement	10	∇	Limited	Tract contains a
	exists on the land.			Restrictions	wetland or
					farmed wetland.
FW	A farmed wetland that	11	$\overline{\nabla}$	Limited	Tract contains a
	was manipulated and			Restrictions	wetland or
	planted before				farmed wetland.
	December 23, 1985, but				
	still meets wetland				
	criteria.				
FWP	Pasture or hayland	12	$\overline{\mathbf{\nabla}}$	Limited	Tract contains a
	converted before			Restrictions	wetland or
	December 23, 1985, that				farmed wetland.
	still meets wetland				
	criteria and is not				
CEW	abandoned.	25		Destricted Us	Treat contains :
GFW	CW that has been restored under the good	25	•	Restricted Use	Tract contains a wetland or
	faith provision.				farmed wetland.
GFW+Year	CW+Year that has been	26		Restricted Use	Tract contains a
$OI^{*}W + I cal$	restored after 1990 under	20	-	Resultieu Use	wetland or
	the good faith provision.				farmed
					wetland*
					wettallu

C Wetland Determinations (Continued)

Wetland Code/Label	Description	GIS Wetland Code	GIS Map Symbol	GIS Map Symbol Definition	CRM Tract Wetland Determination
*MIW	A frequently cropped wetland area that is converted under an agreement that another wetland, which was converted before December 23, 1985, is restored to replace it. The restored area may be protected by an	13	T	Limited Restrictions	Tract contains a wetland or farmed wetland.
MW	easement. Conversion activity was determined to have a minimal effect.	14	▼	Limited Restrictions	Tract contains a wetland or farmed wetland.
MWM	Minimal effect mitigation.	15	▼	Limited Restrictions	Tract contains a wetland or farmed wetland.
NI	Area that is not inventoried by NRCS.	16	▼	Limited Restrictions	Wetland determinations not complete.
NW	The field does not contain wetland.	17	•	Exempt from Conservation Compliance Provisions	Tract does not contain a wetland.
NW/NAD	Nonwetland per national appeals decision.	18	=	Exempt from Conservation Compliance Provisions	Tract does not contain a wetland.
OW	Other waters of the United States.	19	▼	Limited Restrictions	Wetland determinations not complete.
PC	Land converted before December 23, 1985, to make agricultural production possible.	20	•	Exempt from Conservation Compliance Provisions	Tract does not contain a wetland.
PC/NW	Prior converted and nonwetland.	21	=	Exempt from Conservation Compliance Provisions	Tract does not contain a wetland*
RPW	A not frequently cropped wetland area that is converted to improve efficiency under an agreement that another wetland, that was converted before December 23, 1985, is restored to replace it.	27		Restricted Use	Tract contains a wetland or farmed wetland.

C Wetland Determinations (Continued)

Wetlend		GIS Wetland	CIE Mar	GIS Map	CRM Tract Wetland
Wetland Code/Label	Description	Code	GIS Map Symbol	Symbol Definition	Determination
RSW	A wetland area that was not converted between December 23, 1985, and November 28, 1990, that is restored to pre-conversion conditions. No violation by planting on the converted wetland has occurred.	28		Restricted Use	Tract contains a wetland or farmed wetland.
RVW+Year	A wetland converted after December 23, 1985, on which NRCS determined a violation occurred and restoration to pre-conversion conditions has been completed.	29	•	Restricted Use	Tract contains a wetland or farmed wetland.
TP	Wetland converted by a third party.	22	▼	Limited Restrictions	Tract contains a wetland or farmed wetland.
W	Wetland or wetland farmed under natural conditions and no drainage has occurred.	23	•	Restricted Use	Tract contains a wetland or farmed wetland.
WX	Wetland manipulated after December 23, 1985, but agricultural production was not made possible.	24	▼	Limited Restrictions	Tract contains a wetland or farmed wetland.

See 6-CP for additional information on wetland determinations.

D Wetland Violations

Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. Entry is not required.

The following are wetland violation options:

- wetland converted between December 23, 1985, and November 28, 1990
- •*--wetland converted after November 28, 1990, and before February 8, 2014
- wetland converted after February 7, 2014
- agricultural commodity has been planted on a converted wetland before February 8, 2014
- agricultural commodity has been planted on a wetland converted after February 7, 2014.

Selecting wetland violation is **not** allowed unless the tract has been designated as "Tract contains a wetland or farmed wetland".

If user selects, "An agricultural commodity has been planted on a converted wetland before February 8, 2014", then the user **must** also select, either of the following:

- wetland converted between December 23, 1985, and November 28, 1990
- wetland converted after November 28, 1990, and before February 8, 2014.

If user selects, "An agricultural commodity has been planted on a converted wetland after February 7, 2014", then the user **must** also select wetland converted after February 7, 2014.--*

See 6-CP for additional information on wetland violations.

E Farm Producer Exceptions

The farm producer exceptions apply to the operator and will be selected in the "Parties Involved" assignment block at the farm level when a HEL or WL violation is indicated on a tract.

E Farm Producer Exceptions (Continued)

*--The following FSA and RMA farm producer exceptions are available when the HEL violation is "HEL field on tract. Conservation system is not being actively applied".

	FSA HEL Producer	Applicable RMA HEL	When to Select RMA
	Exception	Producer Exceptions	Producer Exception
1	Landlord/Tenant	No unique RMA exception	Not applicable.
2	Good Faith	No unique RMA exception	Not applicable.
3	Has Appeal Rights	No unique RMA exception	Not applicable.
4	Appeals Exhausted	New RMA Producer 2 RY RMA Exemption	Producers are ineligible for FSA and NRCS benefits, because of not meeting a conservation system. However, eligible for RMA because of new producer subject to conservation compliance exemption (6-CP, subparagraph 207 A). Producers are ineligible for FSA and NRCS benefits, because of not meeting a conservation system. However, eligible for RMA because of nonparticipation from a past violation with
			from a past violation, with 2 reinsurance year exemptions to come back into compliance for RMA (6-CP, subparagraph 207 D).
5	Economic Hardship	No unique RMA exception	Not applicable.
6	No Association to Violation	No unique RMA exception	Not applicable.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the HEL exception for the operator to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further information on HEL exceptions.

--*

E Farm Producer Exceptions (Continued)

*--The following FSA and RMA farm producer exceptions are available when the selected wetland violation is "wetland converted between December 23, 1985, and November 28, 1990" or "wetland converted after November 28, 1990, and before February 8, 2014" or "wetland converted after February 7, 2014".

	FSA CW Producer	Applicable CW RMA	When to Select RMA
	Exception	Producer Exceptions	Producer Exception
1	Appeals Exhausted	1 RY Exemption	Producers are ineligible for
		_	NRCS and FSA benefits,
			because of a converted
			wetland violation, but eligible
			for RMA because of the
			1 reinsurance year RMA
			producer exemption (6-CP,
			subparagraph 232 A).
		2 RY Exemption	Producers are ineligible for
			NRCS and FSA benefits,
			because of a converted
			wetland violation, but eligible
			for RMA because of the
			2 reinsurance year RMA
			producer exemption (6-CP,
			subparagraph 232 B).
		CWIL/CWTA	Producers are associated to a
			tract with a converted wetland
			determination of CWIL or
			CWTA. These
			determinations keep
			producers ineligible for
			NRCS and FSA benefits but
			eligible for RMA benefits
			(6-CP, paragraph 233).
		Good Faith RMA	When the producer has not
			met the 1-year FSA/NRCS
			good faith restoration/
			mitigation requirement. This
			communicates the
			2 reinsurance year restoration/
			mitigation before ineligibility
			requirement for RMA (6-CP,
			subparagraph 633 B).

E Farm Producer Exceptions (Continued)

*__

	FSA CW Producer Exception	Applicable CW RMA Producer Exceptions	When to Select RMA Producer Exception
2	Good Faith	Good Faith RMA	System will automatically assign good faith RMA.
3	Has Appeal Rights	No unique RMA exception	Not applicable.
4	New Producer After CW	No unique RMA exception	Not applicable.
5	Third Party	No unique RMA exception	Not applicable.
6	No Association to Violation	No unique RMA exception	Not applicable.
7	Wetland Restored	No unique RMA exception	Not applicable.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the CW Exception as applicable for the operator to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further information on CW exceptions.

*--The following FSA and RMA farm producer exceptions are available when the selected wetland violation is "agricultural commodity has been planted on a converted wetland before February 8, 2014" or "an agricultural commodity has been planted on a converted wetland after February 7, 2014".

	FSA PCW Producer	Applicable RMA PCW	When to Select RMA
	Exception	Producer Exceptions	Producer Exception
1	Appeals Exhausted	CWIL/CWTA	Producers are determined to have planted acreage determined CWIL/CWTA. These planting violations are applicable to NRCS and FSA but keep a producer eligible for RMA benefits (6-CP, paragraph 233).

--*

E Farm Producer Exceptions (Continued)

*_-

	FSA PCW Producer Exception	Applicable RMA PCW Producer Exceptions	When to Select RMA Producer Exception
1	Appeals Exhausted (Continued)	Good Faith RMA	The producer has not met the 1-year FSA/NRCS good faith restoration/mitigation requirement. This communicates the 2 reinsurance year restoration/ mitigation before ineligibility requirement for RMA (6-CP, subparagraph 633 B).
2	Good Faith	Good Faith RMA	System will automatically assign good faith RMA.
3	Has Appeal Rights	No unique RMA exception	Not applicable.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the PCW (Planted Converted Wetland) Exception for the operator to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further information on PCW exceptions.

F Tract Producer Exceptions

The tract producer exceptions apply to owners and other producers and will be selected in the "Parties Involved" assignment block if a HEL or WL violation is indicated on a tract.

*--The following FSA and RMA tract producer exceptions are available when the HEL violation is "HEL field on tract. Conservation system is not being actively applied".

	FSA HEL Producer Exception	Applicable RMA HEL Producer Exceptions	When to Select RMA Producer Exception
1	Landlord/Tenant	No unique RMA exception	Not applicable.
2	Good Faith	No unique RMA exception	Not applicable.

F Tract Producer Exceptions (Continued)

*--

	FSA HEL Producer Exception	Applicable RMA HEL Producer Exceptions	When to Select RMA Producer Exception
3	Has Appeal Rights	No unique RMA exception	Not applicable.
4	Appeals Exhausted	New RMA Producer	Producers are ineligible for FSA and NRCS benefits, because of not meeting a conservation system. However, eligible for RMA benefits because of new producer subject to conservation compliance exemption (6-CP, subparagraph 207 A). Producers are ineligible for
			FSA and NRCS benefits, because of not meeting a conservation system. However, eligible for RMA benefits because of nonparticipation from a past violation, with 2 reinsurance year exemptions to come back into compliance for RMA (6-CP, subparagraph 207 D).
5	Economic Hardship	No unique RMA exception	Not applicable.
6	No Association to Violation	No unique RMA exception	Not applicable.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the producer HEL exceptions for each producer associated with the tract to change the selection. See 6-CP for further information on HEL exceptions.

F Tract Producer Exceptions (Continued)

*--The following FSA and RMA tract producer exceptions are available when the wetland violation is "when wetland converted between December 23, 1985, and November 28, 1990" or "wetland converted after November 28, 1990, and before February 8, 2014" or "wetland converted after February 7, 2014".

	FSA CW Producer	Applicable CW RMA	When to Select RMA
	Exception	Producer Exceptions	Producer Exception
1	Appeals Exhausted	1 RY Exemption	Producers are ineligible for NRCS and FSA benefits, because of a converted wetland
			violation, but eligible for RMA
			because of the 1 reinsurance
			year RMA producer exemption
			(6-CP, subparagraph 232 A).
		2 RY Exemption	Producers are ineligible for
			NRCS and FSA benefits,
			because of a converted
			wetland violation, but eligible
			for RMA because of the
			2 reinsurance year RMA
			producer exemption (6-CP,
			subparagraph 232 B).
		CWIL/CWTA	Producers are associated to a
			tract with a converted wetland
			determination of CWIL or
			CWTA. These determinations
			keep producers ineligible for NRCS and FSA benefits but
			eligible for RMA benefits
			(6-CP, paragraph 233).
		Good Faith RMA	When the producer has not met
			the 1-year FSA/NRCS good
			faith restoration/mitigation
			requirement. This
			communicates the
			2 reinsurance year restoration/
			mitigation before ineligibility
			requirement for RMA benefits
			(6-CP, subparagraph 633 B).
2	Good Faith	Good Faith RMA	System will automatically
			assign good faith RMA.

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F Tract Producer Exceptions (Continued)

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	FSA CW Producer Exception	Applicable CW RMA Producer Exceptions	When to Select RMA Producer Exception
3	Has Appeal Rights	No unique RMA exception	Not applicable.
4	New Producer After CW	No unique RMA exception	Not applicable.
5	Third Party	No unique RMA exception	Not applicable.
6	No Association to Violation	No unique RMA exception	Not applicable.
7	Wetland Restored	No unique RMA exception	Not applicable.

- **Note:** "Has Appeal Rights" is automatically selected by the system. The user must access the producer CW exception for each producer associated with the tract to change the selection. See 6-CP for further information on CW exceptions.
- *--The following FSA and RMA tract producer exceptions are available when the wetland violation is "an agricultural commodity has been planted on a converted wetland before February 8, 2014" or "an agricultural commodity has been planted on a converted wetland after February 7, 2014".

	FSA PCW Producer	Applicable RMA PCW	When to Select RMA
	Exception	Producer Exceptions	Producer Exception
1	Appeals Exhausted	CWIL/CWTA	Producers are determined to
			have planted acreage
			determined CWIL/CWTA.
			These planting violations are
			applicable to NRCS and FSA
			benefits but keep a producer
			eligible for RMA benefits
			(6-CP, paragraph 233).
		Good Faith RMA	The producer has not met the
			1-year FSA/NRCS good faith
			restoration/mitigation
			requirement. This
			communicates the
			2 reinsurance year
			restoration/mitigation before
			ineligibility requirement for
			RMA benefits (6-CP,
			subparagraph 633 B).

*

F Tract Producer Exceptions (Continued)

^{*}__

	Exception	Producer Exceptions	Producer Exception
2 0	Good Faith	Good Faith RMA	System will automatically assign good faith RMA.
3 I	Has Appeal Rights	No unique RMA exception	Not applicable.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the producer CW exception for each producer associated with the tract to change the selection. See 6-CP for further information on PCW exceptions.

G Field Producer Exceptions

When a producer exists as a field level other producer the producer exceptions are handled the same as if the producer was a tract level other producer. If the producer exists as a field level other producer on multiple fields the producer exceptions must be the same for each field on the tract.

H Appeals Exhausted Date

The date that a producer has exhausted all appeal rights concerning the conservation compliance violation is a required entry when the producer Exception of "Appeals Exhausted" is selected.

Note: Only dates on or after February 7, 2014, can been entered into farm records. If the *--appeals exhausted date occurred before this date, then February 8, 2014, should be--* entered.

35 Native Sod Acreage

A Background

All acreage that existed as native sod after February 7, 2014, in the States of Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota that is planted is subject to more restrictive provisions for NAP and FCIC participation during the first 4 years of planting. To properly enforce these restrictions the identity of Native Sod acres physically located in these States must be maintained until the 4 years of planting have been met.

B Recording Native Sod

Native Sod acres physically located in Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota must be delineated and maintained as a separate field.

The "Sod Broken Out Date" attribute must be entered as a field level native sod attribute as soon as it is known that the native sod cover on the field has been mechanically or chemically destroyed.

*--For land with a broken out date within the 2014 Farm Bill, February 7, 2014, through December 20, 2018, years planted attributes must be added as an attribute of the field in each year that the field is considered planted according to 1-NAP, Part 6 until the "4th Year Planted" attribute is populated. See paragraph 239 for instructions on entering native sod attributes.

For land with a broken out date within the 2018 Farm Bill, December 20, 2018, through the current date, years meeting the NAP restriction requirements must be added as an attribute of the field in each year that the field has met NAP restriction provision according to 1-NAP, Part 6 until the "4th Year Planted" attribute is populated. See paragraph 239 for instructions on entering native sod attributes.

Note: During Farm Records rollover at the end of each FY, the Native Sod data will be deleted from Farm Records for any fields that have met the 4 years of planting or NAP restriction requirement.--*

A Background

A tract is out-of-balance if the tract's base acres are in excess of the tract's effective DCP cropland plus double-cropped acres. Corrective action must be performed on all out-of-balance tracts.

The status of tracts may change frequently and may require constant action. Following are reasons that the status of a tract may change:

- land is enrolled into CRP
- existing CRP-1's expire or are terminated
- DCP cropland changes.

--GIS Specialists have the tools and instructions to create an out-of-balance tract report using reports from the Enterprise Data Warehouse (EDW). See instructions on the GIS SharePoint website.--

B Balancing Tract Data

If a tract is out-of-balance, the tract acres must be adjusted according to either of the following:

- if the farm cannot support the excess acres, the owner or owners of the out-of-balance tract must complete CCC-505 to permanently reduce excess base acres on either of the following:
 - the specific tract that is out-of-balance
 - specific crops from multiple tracts, if all tract owners agree

Note: See 1-ARCPLC for instructions on completing CCC-505. Also see Part 7, Section 5 and work instruction "CCC-505_Base Reduction".

- if the farm can support the excess base acres on the out-of-balance tract, the owner or owners of the tract with the excess base must be notified and given an opportunity to either redistribute using CCC-517 or permanently reduce the acre; see paragraph 38 or instructions on completing CCC-517.
 - **Notes:** County Offices may redistribute amounts of .10 acres or less, or reduce amounts of .10 acres or less if the farm is over based, without first contacting the tract owner(s).

See Part 7, Section 5 for instructions on completing CCC-517.

36 Out-of-Balance Tracts (Continued)

B Balancing Tract Data (Continued)

The County Office will mail a letter to the owner or owners of the tract that is out-of-balance. The following is an example of what should be in the letter.

"Tract number XX on farm number XX has more base acres than effective Direct and Counter-Cyclical Program (DCP) cropland plus double-cropped acres. The excess base acres on tract XX must be either redistributed to the other tracts on the farm or be permanently reduced on the tract. If you do not contact this office and complete CCC-517, Tract Redistribution Form, and/or CCC-505, Voluntary Permanent DCP Base Acreage Reduction, within 30 calendar days from the date of this letter, the County Committee will redistribute the tract's excess base acres to the other tracts on the farm based on each tract's available effective DCP cropland. If the tract has base acres for more than 1 crop, the excess base acres base acres will be redistributed proportionately from all base acres (including unassigned generic base) of the tract".

C County Office and COC Action

If the tract owners do not complete CCC-517 and/or CCC-505 within 30 calendar days, the following action will occur:

- the County Office will:
 - redistribute excess base acres using CCC-517, according to Exhibits 7 and 8,
 *--proportionately for all base acres, unless unassigned generic base acres are available
 - **Note:** If the tract contains unassigned generic base acres, redistribute these acres first and then if the tract is still out-of-balance, redistribute the remaining base acres proportionately.
 - complete CCC-505, if applicable, reducing the base acres proportionately for each covered commodity unless unassigned generic base acres are available
 - **Note:** If the tract contains unassigned generic base acres, reduce these acres first and then if the tract is still out-of-balance, reduce the remaining base acres proportionately.--*
 - document in CCC-505, Item 16, "No CCC-517 and/or CCC-505 completed by owner(s) within 30 calendar days of notification"
 - obtain COC approval on CCC-505, if applicable
 - reduce base acres according to CCC-505
 - file the producer letter and CCC-505, if applicable, in the farm folder

36 Out-of-Balance Tracts (Continued)

C County Office and COC Action (Continued)

- COC must document reduction and/or redistribution in the COC minutes.
- **Note:** CCC-517 must be signed by all tract owners on the affected tracts to be considered complete. If all owners on each tract with base acres that are either increased or decreased do not sign CCC-517 within 30 calendar days of notification, CCC-517 will be considered null and void and the County Office must follow procedure in this paragraph to redistribute and/or permanently reduce excess base acres.

Because redistributing the base acres on a farm is not a benefit determination, the action taken by COC is not a decision that gives rise to any appeal by a participant according to 1-APP. The County Office will provide the owners with an updated copy of FSA-156EZ and a notification letter explaining the action and that it was based on the letter dated (insert date of letter sent according to subparagraph B). The letter should inform the owners of the acres by crops that were redistributed to the other tracts on the farm.

See 1-APP for further information about adverse decisions made for participants.

D Worksheet for Adjusting Acres

Part 7, Section 5 contains instructions for use of the farm records automated CCC-505 base reduction and CCC-517 base redistribution tools.

Exhibit 7 contains a manual worksheet and instructions for redistributing acres on out-of-balance tracts.

Exhibit 8 contains instructions for redistributing acres on out-of-balance tracts using the semi-automated redistribution spreadsheet. The semi-automated redistribution spreadsheet will be downloaded according to this table.

Step	Action
1	Open Internet Explorer.
2	On the address line, ENTER https://inside.fsa.usda.gov/program- areas/dafp/common-processes/farm-records/index.
3	Under "Farm Records", RIGHT-CLICK "Semi-Automated Redistribution Worksheet".
4	Select "Save Target As".
5	Save the spreadsheet to a directory on the user's computer.

9-21-20

E Adjusting Yields

As base acres are redistributed among tracts, the tract level PLC yields must be manually adjusted if the tracts involved in the redistribution of acres have different tract level yields. The following is an example:

- tract 1:
 - 100.53 corn base acres
 - 130.0000 bushels/acre tract PLC yield
- tract 2:
 - 100.08 corn base acres
 - 80.0000 bushels/acre tract PLC yield.

Tract 2 redistributes 20 corn base acres to tract 1. Recalculate tract 1's yield according to the following.

Step	Action
1	Multiply the base acres being redistributed from tract 2 (20.00) times tract 2's PLC yield (80.0000) to establish the bushel extension (1,600.0000).
2	Multiply the base acres on tract 1 (100.53) times tract 1's PLC yield (130.0000) to establish the tract's bushel extension (13,068.9000).
3	Total the bushel extension in step 1 (1,600.0000) and step 2 (13,068.9000) to establish the total bushel extension (14,668.9000).
4	Total the base acres from step 1 (20.00) and step 2 (100.53) to establish the resulting corn base acres on tract 1 (120.53).
5	Divide the results of step 3 (14,668.9000) by the total base acres from step 4 (120.53) to establish the new counter-cyclical yield for tract 1 (121.7033 as displayed in CRM Farm Records and rounded to 122 when replicated to FRS).

Note: The farm level yields must not be increased or decreased when recalculating the tract yields according to subparagraph 35 E.

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36 Out-of-Balance Tracts (Continued)

F Redistributing Base Acres Using CCC-517 Before Enrolling in CRP

Owners may have to permanently reduce base acres using CCC-505 when part of a farm is enrolled in CRP to avoid an out-of-balance tract. Owners may not want to permanently reduce the base acres associated with specific crops on the tracts being enrolled in CRP. In this situation, County Offices will do the following.

Step	Action			
1	*Have the owners complete and sign CCC-517, according to paragraph 38 to* redistribute the base acres on the farm so that the base acres for crops that the owners want to reduce are on the tracts being enrolled into CRP.			
	Note: All owners on the tracts with base acres being reduced or increased must sign CCC-517 agreeing to the base redistribution.			
2	Redistribute the base acres through farm maintenance and use reason code "CCC-517".			
3	Initiate CCC-505 to permanently reduce the base acres that were redistributed to the tracts being enrolled in CRP.			
4	Reduce the base acres according to CCC-505 through farm maintenance and use reason code "CCC-505 due to CRP enrollment". See work instructions "Base Reduction for New CRP Tract Level" and "CCC-505_Base Reduction". See Part 7, Section 5 for instructions on use of the farm records automated CCC-505 base reduction tool.			

*--G Maintaining Base Acres Reduced Due to CRP

Base acres reduced on CCC-505 because of CRP enrollment may be eligible to be restored once the CRP contract has expired, voluntarily terminated, or released early. To maintain and track the acres eligible to be restored, base acres reduced because of CRP enrollment must be entered into the CCC-505 CRP Reduction Data assignment block. See Part 7, Section 5 for instructions on entering the CCC-505 CRP Reduction Data in CRM. CCC-505's completed through the automated CCC-505 wizard will automatically be populated in the CCC-505 CRP Reduction Data assignment block. More details on the autopopulation are found in paragraph 250.

See 1-ARCPLC for additional information on reducing and restoring base acres because of CRP enrollment.--*

37 Rules for Yields When Tract Acreages Are Adjusted

A Background

Yields for a crop may change as base acres for the crop increase or decrease. The following changes to farms may result in an increase or decrease of the farm program payment yield:

- land is enrolled in CRP
- existing CRP-1's expire or are terminated
- DCP cropland acres decrease
- out-of-balance tracts are resolved using CCC-505.

Note: Changes to the farm program payment yields will only occur if the farm's tracts have different yields.

B Yields for Farms With Expired or Terminated CRP

Base acres released from CRP will be restored to the tract from which they were reduced.

For ARCPLC covered commodities:

- if the ARCPLC covered commodity to be restored has base acres that exist on the farm before the restoration, then the tract level yield to be associated with the base acres being returned will be the PLC yield currently established for the crop on the farm
 - if the existing tract level PLC yield does not equal the currently established farm level PLC yield an adjusted yield for the tract will result
 - calculate the adjusted yield according to the instructions in subparagraph 36 E
- if the covered commodity to be restored does not have base acres that exist on the farm before the restoration, and:
 - a farm level PLC yield already exists for the crop because the ARCPLC election for *--the crop is PLC and previous generic base acres were attributed to the crop when--* it was planted in a prior year,
 - then the tract level yield to be associated with the base acres being returned will be the farm level PLC yield currently established for the crop on the farm

B Yields for Farms With Expired or Terminated CRP (Continued)

- a farm level PLC yield does **not** exist,
 - restore the base acres to the applicable tract and farm once the current producers have completed a manual election according to 1-ARCPLC Part 7 for the applicable covered commodity

Exception: Restored base acres on ARC-IC farms are not required to make an election.

- the covered commodity will receive a PLC yield equal to the higher of the following:
 - CC yield for the crop at the time the applicable base acreage was reduced
 - county average CC yield for the applicable crop
 - **Note:** The owner will have the opportunity to update the yield according to 1-ARCPLC Part 3.

For generic base acres:

CTAP transitional yields are not applicable for 2016 and subsequent years. Until software can be revised to remove CTAP transitional yields, a CTAP transitional yield equal to the CTAP transitional (direct) yield associated with the CCC-505 CRP Reduction acres that existed for the expired, voluntarily terminated, or early released CRP contract must be entered. If the generic base acres are being restored to a tract where generic base acres already exist no adjustment to the existing CTAP transitional yield will be made.

--Note: Generic base acres were allocated in FY 2018 according to the Budget Act of 2018. A list for Generic Base may still be displayed on the farm with an associated CTAP yield. This entry will remain in Farm Records until further notice.--

C Decreases in Base Acres

Yields may be affected when base acres for a crop are reduced for any reason. Following are examples of yield fluctuation and County Office action that will be taken when new acres are enrolled in CRP and when DCP cropland acres decrease.

Example 1	County Office Action
Farm 100 consists of 2 tracts and has a farm level wheat PLC yield of	• Use the automated CCC-
39.8980 bushels/ acre. (Farm's wheat PLC payment production:	505 base reduction tool to
7,899.0000, bushels)	generate CCC-505
	Voluntary Permanent Base
Farm level PLC yield is 39.8980 as displayed in CRM Farm Records and is	Acre Reduction form at the time the CRP offer is
rounded to 40 when replicated to FRS.	accepted using reason code
	"CCC-505 reduction due
• Tract 1	to CRP enrollment" and
• 50.0000 bushels/acre wheat PLC yield	the applicable effective
 97.98 wheat base acres 	year
• 97.98 DCP cropland acres	
• 0.00 double cropped acres	• Immediately after CRP contract approval approve
	the workflow created for
(Tract 1 wheat PLC payment production: 50.0000 bushels/acre wheat PLC	CCC-505
yield x 97.98 acres = 4,899.0000 bushels)	
	Note: The farm program
• Tract 2	payment yields will be
• 30.0000 bushels/acre wheat PLC yield	recalculated by the
• 100.00 wheat base acres	system when the
• 100.00 DCP cropland acres	automated CCC-505
• 0.00 double cropped acres	is approved
(Tract 2.wheat PLC payment production: 30.0000 bushels/acre wheat PLC	A 11 16 55 COC 505 CDD
yield x 100.00 acres = $3,000.0000$ bushels)	• Add 16.55 CCC-505 CRP Reduction acre entry for
yield x $100.00 \text{ acres} = 3,000.0000 \text{ busilers}$	wheat on tract 2 with a
16.55 acres of tract 2 is offered and accepted in CRP. CCC-505 is filed to	PLC yield of 30.0000
permanently reduce the 16.55 base acres on tract 2.	bu./acre in the CCC-505
······································	CRP Reduction
The revised wheat PLC payment yield for the farm is now 40.8009 bushels	assignment block
per acre calculated as follows:	• Access the ARCPLC
	• Access the ARCF LC contract to:
[(Tract 1 wheat PLC payment production 4,899.0000 bushels) +(Tract 2	contract to:
wheat PLC payment production; 30.0000 bushels/acre yield x 83.45 wheat	• ensure that the new
base acres = 2503.5000 bushels) = 7402.5000 bushels] \div 181.43 wheat base	contract data is present
acres (97.98 tract1 and 83.45 tract 2) = 40.8009 bushels /acre.	
	• print new
Revised farm level PLC yield is 40.8009 bushels/acre as displayed in CRM	ARCPLC contract
Farm Records and is rounded to 41 when replicated to FRS.	obtain applicable signatures
Note: This example also applies to land that is no longer considered DCP	according to 1-ARCPLC
cropland or if base acres for a crop are reduced for any reason.	according to 1 Miller Le
Applicable reason codes used on CCC-505 would vary according to the scenario	
the scenario.	

C Decreases in Base Acres (Continued)

Example 2	County Office Action
Example 2Farm 200 consists of 2 tracts and has a farm level wheat PLC yield of43.8759 bushels/acre. (Farm's wheat PLC payment production:6,344.4529 bushels)• Tract 1• 50.0000 bushels/acre wheat PLC yield• 100.05 wheat base acres• 120.00 DCP cropland acres/cropland• 0.00 double cropped acres(Tract 1 wheat PLC payment production: 50.0000 bushels/acre wheatPLC yield x 100.05 wheat base acres = 5,002.5000 bushels)• Tract 2• 30.1224 bushels/acre wheat PLC yield• 30.5879 bushels/acre soybean PLC yield• 40.55 soybean base acres• 40.55 soybean base acres• 45.00 double cropped acres(Tract 2.wheat PLC payment production: 30.1224 bushels/acre wheatPLC yield x 44.55 wheat base acres• 45.00 double cropped acres(Tract 2.wheat PLC payment production: 30.1224 bushels/acre wheatPLC yield x 44.55 wheat base acres• 45.00 double cropped acres	 County Office Action Use the automated CCC-505 base reduction tool to generate CCC-505 Voluntary Permanent Base Acre Reduction form at the time the CRP offer is accepted using reason code "CCC-505 reduction due to CRP enrollment" and the applicable effective year Immediately after CRP contract approval approve the workflow created for CCC-505 Note: The farm program payment yields will be recalculated by the system when the automated CCC-505 is approved, but tract 2 remains over-based Manually redistribute the base acres in the tract level "Crop Data" assignment block by reducing the wheat
Tract 2 is offered and accepted into CRP (all 55.00 acres of DCP Cropland) resulting in effective DCP cropland and double crop acres being reduced to zero (double crop acres cannot exceed effective DCP cropland). CCC-505 is filed to permanently reduce 40.55 soybean base acres and 24.60 wheat base acres on tract 2, and CCC-517 is filed to redistribute 19.95 wheat base acres from tract 2 to tract 1. As a result, tract 1's base acres increase to 120.00 and its wheat PLC yield is recalculated to 46.6953 bushels/acre calculated as follows: [(100.05 original wheat base acres (tract 1) x 50.0000 bushels/acre PLC yield = 5,002.5000 bushels) + (19.95 wheat base acres redistributed from tract 2 x 30.1224 bushels/acre PLC yield = 600.9419 bushels) = 5,603.4419 total bushels] / 120.00 (total revised wheat base acres on tract 1) = 46.6953 bushels/acre PLC yield as displayed in CRM Farm Records and rounded to 47 when replicated to FRS.	base acres and yields for tract 2 to zero, increasing the wheat base acres for tract 1 to 120.00, and adjusting the wheat yield for tract 1 to 46.6953 using the reason code CCC-517 for all adjustments
The farm level wheat PLC payment yield is now 46.6953 bushels/acre because tract 2 no longer has base acres or yields.	

C Decreases in Base Acres (Continued)

	Example 2 (Continued)	C	ounty Office Action
	s wheat PLC payment production after adjustment = 5,603.4419) 1's wheat PLC payment production after adjustment = 5,603.4419)	•	Add CCC-505 CRP Reduction acre entries of 40.55 acres
Note:	This example also applies to land that is no longer considered DCP cropland or if base acres for a crop are reduced for any reason. Applicable reason codes used on CCC-505 would vary according to the scenario.	•	for soybeans with a PLC yield of 30.5879 and 24.60 acres of wheat with a PLC yield of 30.1224 to tract 2 in the CCC- 505 CRP Reduction assignment block. Access the ARCPLC contract to:
			• ensure that the new contract data is present
			• print new ARCPLC contract
			• obtain applicable signatures according to 1-ARCPLC

D Increases in Base Acres Resulting From Expired or Terminated CRP

Base acres restored after release from CRP receive the PLC yield currently established for the crop on the farm, per 1-ACRPLC, Part 2, Section 2. The overall farm yield cannot change. Tract level PLC yields may be affected when base acres are released from CRP and returned to the farm. The following is an example of a tract level PLC yield fluctuation that occurs because the existing tract PLC yield for the tract on which the base acres are being restored is not equal to the farm level PLC yield. County Office action must be taken to insure the farm level PLC yield remains unchanged when an existing CRP-1 with CRP base acre reduction acres expires, is terminated, or is released from CRP.

*--Example: PLC Yield Calculations for the Farm and Tracts before Base Restoration

Level	Base Acres	PLC Yield	Yield Extension	
Farm 1	20 Acres of Corn	125 Bushels/Acre	(20 x 125) = 2500 Bushels	
Farm 10	10 Acres of Corn	100 Bushels/Acre	(10 x 100) = 1000 Bushels	
Farm 20	210 Acres of Corn	150 Bushels/Acre	(10 x 150) = 1500 Bushels	
Farm Yield Verification Based on (100 Bushels + 1500 Bushels)/20 Acres = 12				
Tract Yields		Bushels/acre		

PLC Yield Calculations for the Farm and Tracts after Base Restoration

Note: Farm level PLC Yield cannot be adjusted from 125 Bushels per acre and no adjustment is required for Tract 20.

PLC Yield Adjustment on Tract 10:

Level	Base Acres	PLC Yield	Yield Extension
Tract 10	10 Acres of Corn	100 Bushels/Acre	(10 x 1000 = 1000 Bushels)
Tract 10	10 acres of Restored	125 Bushels/Acre	(10 x 1250 = 1250 Bushels)
	Corn Base		
Tract 10	20 Acres Total Corn	112.5 (1000	Bushels + 1250 Bushels)/20
Adjusted	Base	Bushels/Acre	Acres =112.5 Bushels/Acre

Final PLC Yield for the Farm:

Level	Base Acres	PLC Yield	Yield Extension	
Farm 1	30 Acres of Corn	125 Bushels/Acre	(30 x 125) = 3750 Bushels	
Farm 10	20 Acres of Corn	112.5	(20 x 112.5) = 2250 Bushels	
		Bushels/Acre		
Tract 20	10 Acres of Corn	150 Bushels/Acre	(10 x 150) = 1500 Bushels	
Farm Yield Verification Based on		(220 Bushels + 1500 Bushels)/30 Acres = 125		
Tract Yields		Bushels/acre*		

E Increases in Base Acres After CCC-517

Yields are maintained to four decimal places within CRM Farm Records to prevent any unintended farm level yield increase due to rounding. Yield values replicated to FRS (web farm) are rounded to whole numbers and display as whole numbers within FRS. Yields must be calculated to four decimal places and entered into CRM farm records to four decimal places when base acres are redistributed using CCC-517. Following is an example of yield calculations when acres are redistributed using CCC-517.

Example	County Office Action
Farm 500 consists of 3 tracts and has a farm level wheat PLC yield of 116.5412 bushels/acre calculated as follows: (28,980.0000 bushels (tract 1) + 12,600.0000 bushels (tract 2) + 7,950.0000 bushels (tract 3)= 49,530.0000 bushels/425.00 (sum of tract 1, 2, and 3's wheat base acres) CRM displayed farm level yield = 116.5412 bushels/acre Rounded farm level PLC yield displayed on FSA-156EZ and replicated to FRS = 117	 Within the tract level "Crop Data" assignment block update base acres and yields, if applicable, with a reason code of "CCC-517". Yields must be updated to four decimal places.
 (Farm PLC Payment Production: 116.5412 bushels/acre PLC yield x 425.00 base acres = 49,530.0000 bu.) Tract 1: 126.0000 bushels/acre wheat PLC yield 230.00 wheat base acres 400.00 effective DCP cropland acres (Tract 1 PLC Payment Production: 126.0000 bushels/acre PLC yield x 230.00 base acres = 28,980.0000 bushels) Tract 2: 105.0000 bushels/acre wheat PLC yield 120.00 wheat base acres 150.00 effective DCP cropland acres (Tract 2 PLC Payment Production: 105.0000 bushels/acre wheat PLC yield 120.00 wheat base acres 150.00 effective DCP cropland acres (Tract 2 PLC Payment Production: 105.0000 bushels/acre PLC yield x 120.00 base acres = 12,600.0000 bushels) Tract 3: 106.0000 bushels/acre wheat PLC yield 75.00 wheat base acres 100.00 effective DCP cropland acres (Tract 3 PLC Payment Production: 106.0000 bushels/acre PLC yield x 75.00 base acres = 7,950.0000 bushels) 	Note: Because tract level and farm level yields are maintained to four decimal places within CRM farm records the calculated farm level yield within CRM farm records will never change due to redistribution of acres between tracts when using CCC-517. Therefore, the rounded yield replicated from CRM to FRS will remain unchanged.

E Increases In Base Acres After CCC-517 (Continued)

Example (Continued)	County Office Action
A CCC-517 is signed for Farm 500. 50.00 acres of wheat base is redistributed from tract 3 to tract 1 and 25.00 acres of wheat base is redistributed from tract 3 to tract 2. Following is the tract data for Farm 500 after the CCC-517 redistributed acres are entered into farm maintenance.	
Tract 1:	
 122.4286 bushels/acre wheat PLC yield 280.00 wheat base acres 400.00 effective DCP cropland acres 	
(Tract PLC Yield: 126.0000 bushels/acre PLC yield x original 230.00 base acres = 28,980.0000 bushels; 106.00 bushels/acre PLC yield x 50.00 redistributed (added) base acres = 5,300.0000 bushels; 28,980.0000 bushels + 5,300.0000 bushels = 34,280.0000 bushels/280.00 base acres = 122.4286 bushels/acre)	
CRM displayed tract level yield = 122.4286 bushels/acre Rounded tract level PLC yield displayed on FSA-156EZ and replicated to FRS = 122	
(Tract 1 PLC Payment Production: 122.4286 bushels/acre PLC yield x 280.00 base acres = 34,280.0080 bushels)	
Tract 2:	
 105.1724 bushels/acre wheat PLC yield 145.00 wheat base acres 150.00 effective DCP cropland acres 	
(Tract 2 PLC Yield: 105.0000 bushels/acre PLC yield x original 120.00 base acres = 12,600.000 bushels; 106.00 bushels/acre PLC yield x 25.00 redistributed (added) base acres = 2,650.0000 bushels; 12,600.0000 bushels + 2,650.0000 bushels = 15,250.0000 bushels/145.00 base acres = 105.1724 bushels/acre)	
(Tract 2 PLC Payment Production: 105.1724 bushels/acre PLC yield x 145.00 base acres = 15,249.9980 bushels)	
CRM displayed tract level yield = 105.1724 bushels/acre Rounded tract level PLC yield displayed on FSA-156EZ and replicated to FRS = 105	

E Increases In Base Acres After CCC-517 (Continued)

Example (Continued)	County Office Action
Tract 3 now has zero wheat base acres and a zero associated wheat yield. PLC Payment Production for Tract $3 = 0$ bushels.	
Calculated Wheat PLC Farm Yield: 116.5412 bushels/acre calculated as follows:	
[(Tract 1 PLC Payment Production: 122.4286 bushels/acre PLC yield x 280.00 base acres = 34,280.0080 bushels.) + (Tract 2 PLC Payment Production: 105.1724 bushels/acre PLC yield x 145.00 base acres = 15,249.9980 bushels) = 49,530.0060 bushels] ÷ 425.00 base acres (sum of tract 1 and 2's wheat base acres) = 116.5412 bushels/acre).	
CRM displayed farm level yield = 116.5412bushels/acre Rounded farm level PLC yield displayed on FSA-156EZ and replicated to FRS = 117	

38 CCC-517, Tract Redistribution Form

A Background

CCC-517 is intended to be used by owners to redistribute base acres:

- when a tract is out-of-balance (see paragraph 36)
- for any reason during the current FY as long as all affected owners on the farm agree to the redistribution.

CCC-517 can be used to redistribute base acres between resulting farms of a farm division that was completed using the default method if both of the following apply:

- a subsequent transfer of ownership has **not** occurred
- all affected owners on the resulting farms agree to the redistribution within 30 calendar days of notification of base acres.

Note: This procedure replaces the 10 percent variation rule that no longer applies to base acres.

All CCC-517's signed by the affected owners of a farm will be maintained as a permanent file record in the County Office.

Notes: CCC-517 is only intended for redistribution of base acres in the current FY. County Offices will not allow redistribution of base acres for a prior FY.

COC has authority to deny a redistribution of base acres if they determine that the redistribution is being requested to circumvent program regulations.

38 CCC-517, Tract Redistribution Form (Continued)

B Example of CCC-517

The following is an example of CCC-517.

CCC-517 (02-10-11)	U.S. DEPARTMENT OF AG Commodity Credit Corp		1. COUNTY FSA OFFIC	E NAME AND AI	DRESS (Inc	luding Zip Code)
TRACT REDISTRIBUTION FORM			TELEPHONE NUMBER (Area Code):			
		N FORM	2. STATE CODE 3.		COUNTY CODE	
			4. FARM SERIAL NUMB	ER 5	TRACT NU	JMBER
infoi The to où infoi Farr in a This Ene OFF	following statement is made in accorr mation identified on this form is the F information will be used to accomplis her Federal, State, Local governmen mation by statute or regulation and/o n Records File (Automated). Providir determination of ineligibility for the re information collection is exempted fr rgy Act of 2008 (see Pub. L. 110-246, iCE.	ood, Conservation, and Energ th the redistribution of base ac t agencies, Tribal agencies, a ras described in applicable R rg the requested information i distribution of base acres on e om the Paperwork Reduction , Title II, Subtitle J - Administr	gy Act of 2008 (Pub. L. 110-2 res on each tract. The infon nd nongovernmental entities outine Uses identified in the s voluntary. However, failure each tract. Act, as it is required for adm ation). RETURN THIS COM	246), 7 CFR Part mation collected that have been a System of Recor a to furnish the re inistration of the i PLETED FORM	718, and 7 C on this form r uuthorized ac ds Notice for quested infor Food, Conse TO YOUR C	CFR Part 1412. may be disclosed ccess to the ' USDA/FSA-2, rmation will result rvation, and
The	provisions of appropriate criminal and	<u>d civil fraud, privacy, and othe</u> 6. TRACT AC		to the informatio	1 provided.	
		A. DCP CROPLAND				
	B. EFF	ECTIVE DCP CROPLAND				
	C. CURRENT DC	OUBLE CROPPED ACRES				
		DUBLE CROPPED ACRES				
E. CROF	CURRENT BASE	G. REQUESTED BASE	E. CROP	F. CURRENT B/	<u>SE RE</u>	G. QUESTED BASE
	CERTIFICATION					
l also understa understand th	at by signing this form I have made nd that all owners on this farm mus at this form is null and void, that th AME AND ADDRESS (Including Zip	t sign form CCC-517. In the tract redistribution decisio	e event that one or more ow	ners of this farn		
B. SIGNATURE OF OWNER (BY) C.		IN A REPR	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING D. DATE (MM-DD- IN A REPRESENTATIVE CAPACITY			ΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥΥ
status, parental statu bases apply to all pro (202) 720-2600 (voici	of Agriculture (USDA) prohibits discrimination in s, religion, sexual orientation, political beliefs, gen grams.) Persons with disabilities who require alte a and TDD). To file a complaint of discrimination, 2 0250-9410, or call toll-free at (866) 632-9992	etic information, reprisal, or because all arnative means for communication of pro write to USDA, Assistant Secretary for	l or part of an individual's income is de ogram information (Braille, large print, Civil Rights, Office of the Assistant Se	rived from any public a audiotape, etc.) should cretary for Civil Rights,	ssistance progra I contact USDA's 1400 Independe	m. (Not all prohibited TARGET Center at ance Avenue, S.W., Stop

38 CCC-517, Tract Redistribution Form (Continued)

C Completing CCC-517

Print a CCC-517 for each affected owner on each tract on the farm. Each affected owner on the farm must sign and date CCC-517, agreeing to the redistribution of acres. The following table describes the fields on CCC-517.

Item	Description	Entry		
1	County Office name, address, and telephone	Manual Entry		
	number			
2	State code	Manual Entry		
3	County code	Manual Entry		
4	Farm serial number	Manual Entry		
5	Tract number	Manual Entry		
6	Provides the tract's acreage information	Manual Entry		
	A Tract's DCP cropland	Manual Entry		
	B Tract's effective DCP cropland	Manual Entry		
	C Tract's current double-cropped acres	Manual Entry		
	D Tract's requested double-cropped acres	The owner must enter the		
		amount of double-cropped acres		
		being attributed to the tract. See		
		subparagraph D for restrictions.		
	E Crop name	Manual Entry		
	F Current base acres	Manual Entry		
	G Requested base acres	The owner must enter the		
		amount of base acres being		
		attributed to the tract for each		
		applicable crop. See		
		subparagraph E for restrictions.		
7	Owner's certification			
	A Owner's name and address	Manual Entry		
	B Owner's signature	All affected owners on the farm		
		must sign.		
	C IF individual signing in item 7B is	THEN		
	signing in a representative capacity for the owner	a title/relationship must be listed.		
	the signatory	no entry is required.		
	D Signature date	all affected owners on the farm		
		must date.		

38 CCC-517, Tract Redistribution Form (Continued)

D Double-Cropped Acre Restrictions

The following restrictions apply to requested double-cropped acres.

- Double-cropped acres entered in CCC-517, item 6D must be the total amount of double-cropped acres that will exist on the tract after redistribution.
 - **Example:** Tract 1 currently contains 20.00 double-cropped acres. 10.00 double-cropped acres are being redistributed from tract 2 to tract 1. The owners must enter 30.00 acres in CCC-517, item 6D.
- Tract level double-cropped acres may be redistributed **only** if base acres are also being redistributed.
- Double-cropped acres and base acres must be redistributed from the same tract and attributed to the same tract.
- Tract level double-cropped acres being redistributed cannot exceed the amount of base acres being redistributed.

E Base Acre Restrictions

The following restrictions apply to requested base acres.

• Base acres entered in CCC-517, item 6G must be the total amount of base acres that will exist on the tract after redistribution.

Example: Tract 1 currently contains 20.00 wheat base acres. 10.00 wheat base acres are being redistributed from tract 2 to tract 1. The owners must enter 30.00 acres for wheat in CCC-517, item 6G.

- Total of the base acres entered for each crop on each tract cannot exceed the farm level base acres for that crop.
- Total of all base acres entered for each tract cannot exceed the farm level base acres.
- Total of all base acres entered for the farm cannot exceed the farm's effective DCP cropland plus double-cropped acres.

38 CCC-517, Tract Redistribution Form (Continued)

E Base Acre Restrictions (Continued)

- Total of base acres entered for each tract cannot exceed the tract's effective DCP cropland plus double-cropped acres
 - **Note:** Any acres entered in CCC-517, item 6D, will be used when determining the tract's effective DCP cropland plus double-cropped acres.
- Crops entered in CCC-517, item 6E, must already exist on the farm.
- All owners of the affected tracts must agree to the redistribution by signing CCC-517.

F Yield Adjustments

When acres are redistributed using CCC-517, yields may need to be adjusted. See paragraph 36 for rules on adjusting yields when tract acres are adjusted.

39 PLC Yield Adjustments Because of Reconstitutions

A Basic Rule for Determining Farms, Tracts, * * * and Bases Following a Reconstitution Decision

[7 CFR 718.206] Farm program payment yields calculated for the resulting farms of a division may be increased or decreased if all of the following apply:

- COC determines that the division provided an inequitable distribution considering:
 - available land
 - cultural operations
 - changes in the type of farming conducted on the farm
- the increase in a farm program payment yield on a resulting farm is offset by a corresponding decrease on another resulting farm of the division.

B Applying Adjustment to PLC Yields

Yield adjustments will be applied to program crops by updating reconstitutions after COC approval.

PLC Yield Adjustments Because of Reconstitutions (Continued)

Tract No.	Tract Wheat Base Acres	Tract Wheat PLC Yield	PLC Yield Extension (Acres x Yield)
300	31.35	50.0000	1,567.5000
500	27.52	50.0000	1,376.0000
1400	15.00	50.0000	750.0000
Total			3,693.5000

C Adjustment Example PLC Yield

39

During the division, Tracts 300 and 500 are assigned to Resulting Farm 900 and Tract 1400 is assigned to Resulting Farm 901.

Both resulting farms have a wheat payment yield of 50.0000 bushels/acre. Tract 500 has very good quality soil and consistently produces a yield of 62.5000 bushels/acre. Tract 1400 has poor quality soil and has yield potential of less than 50.0000 bushels/acre.

COC determined that the yield on Tract 500 will be increased to 62.5000 bushels/acre and the yield on Tract 1400 will be decreased.

The sum of the resulting farms' extensions cannot exceed the parent farm extension.

Use the following table to determine the resulting farms' PLC yields.

Step	Action					
1	Multiply the acreage from Tract 500 times the new yield of 62.5000 bushels/acre. $(27.52 \times 62.5000 = 1,720.0000)$					
2	Multiply the acreage from Tract 300 times the established yield. $(31.35 \times 50.0000 = 1,567.5000)$					
3	Add the results from steps 1 and 2. (1,720.0000 + 1,567.5000 = 3287.5000)					
4	Subtract the result of step 3 from the parent farm extension. $(3693.5000 - 3,287.5000 = 406.0000)$					
	Result: The extension for Tract 1400 is 510.					
5	Divide the result of step 4 by the acres from Tract 1400. (406.0000 ÷ 15.00 = 27.0667)					
	Result: The yield for Tract 1400 is 30.0000.					

--During the adjustment update process, the PLC yield for Tract:--

- 500 would be increased to 62.5000 bushels/acre
- 1400 would be decreased to 27.0667 bushels/acre.

40 PLC Yield Adjustments

A Basic Rule for Adjusting PLC Yields Following PLC Yield Updates Allowed by the 2014 Farm Bill

PLC yields updated according to the 2014 Farm Bill were completed at the farm level since the substitute yield could only be applied at the farm level. An owner was required to certify a "blended" yield for the farm if the owner requested to update the PLC yield during the update period. As a result, all tracts on the farm received the same PLC yield.

Because all tracts on the farm do not have the same cultural practices or productivity capabilities, farm owners are allowed to adjust the PLC yield to represent a yield more reflective of the tract's cultural practices or productivity, as approved by COC.

COC may approve the request to adjust yields if the adjusted tract yields support cultural practices and productivity capabilities and the weighted average yield remains unchanged. COC must consider the following before approving the yield adjustment:

- available land
- cultural operations
- changes in the type of farming conducted on the farm.

Note: All affected owners will be notified in writing of the increase or decrease of the tract yield adjustment and be provided appeal rights. COC has the option to request documentation to support the yield adjustment.

The increase in PLC yield on 1 or more tracts must be offset by the weighted reduction in the PLC yield of another tract or tract's PLC yield.

The farm level yield extension (base acres x PLC yield) cannot increase or decrease using this policy.

Exception: The farm level yield extension may be exceeded only because of normal rounding rules.

B Applying PLC Yield Adjustment

PLC yield adjustments will be applied to covered commodities after completion of the CRM Farm Records data import and/or export process associated with the Base Reallocation/Yield Update/ARCPLC Election.

Tract PLC yields must be updated in FY 2015 and any subsequent year. PLC yield adjustments **must not** be made for FY 2014.

PLC yield adjustments using the policy in this paragraph must be made before any reconstitution being processed to prevent PLC yield adjustments having to be completed from 1 farm to another.

40 PLC Yield Adjustments (Continued)

C PLC Yield Adjustment Example

In this example, the farm's PLC yield was updated for corn. The farm is composed of 3 tracts, 2 of which are irrigated and 1 not irrigated. Because the owners of the farm desired to update the tract's PLC yield to reflect irrigation on 2 of the tracts, the tract PLC yields were updated.

The farm's PLC yield was updated to 227. The farm's base acres after the reallocation process were 349.21.

Tract No.	Tract Base Acres	Farm PLC Yield	PLC Yield Extension (Base Acres x Yield)
125	69.00	227	15,663.00
250	139.56	227	31,680.12
375	140.65	227	31,927.55
Total	349.21		79,270.67

Tract 125 is non-irrigated and has limited production without irrigation. The owners of the farm request that the yield on tracts 250 and 375 should be 252 bushels.

Use the following table to determine the new PLC yield for the tracts on the farm.

Step	Action	Result
1	Multiply the base acres and the new yield from tracts 250	70,612.92
	and 375 times the new yield of 252 (280.21 x 252)	
2	Subtract the result of step 1 from the farm's total yield	8,657.75
	extension (79,270.67 – 70,612.92)	
3	Divide the result of step 2 by the base acres of tract 125	125.47
	(8,657.75 ÷ 69.00)	

As a result of the adjustment process, the PLC yield for Tract:

- 125 would decrease to 125 bushels (rounded down from 125.47)
- 250 would increase to 252 bushels
- 375 would increase to 252 bushels.

Important: The steps to calculate the tract yield above could vary depending on the yield requested on any or all tracts.

40 PLC Yield Adjustments (Continued)

D Requesting Adjusted PLC Yield

All owners of affected tracts must agree in writing by signing a CCC-518. The deadline to complete a CCC-518 in any given year is August 1 of the applicable fiscal year. Complete the CCC-518 according to paragraph 173.

E PLC Yield Extension Calculator

The PLC Yield Extension Calculator has been developed to assist County Offices in adjusting tract level base and/or PLC yields when either CCC-517 or CCC-518 is filed for the farm. The calculator assists County Offices with a suggested PLC yield when either a base and/or yield is being adjusted on a tract for the farm. The purpose of the spreadsheet is to ensure that the "Farm" level PLC yield does not increase or decrease because of the owner's request to adjust 1 of the tract's bases and/or PLC yields. Following is a copy of the PLC Yield Extension Calculator, which may be accessed at



	t.	Farm			YIELD	EXTENSION A	ID TOOL	0		
	2. Coverec	l Commodity]				Fa	
	3. Tract	4. Current Base	5. Current PLC Yield	6. Current Yield Extension	7. Proposed Base	& Proposed PLC Yield	9. Proposed Yield Extensions	10. Suggested Yield	ERASE	
	11. Current Yiel	d Extensions:	0		2 Pronosed Yi	eld Extensions:				
M	Yield Ex	tensions 🧷	1/							

41 CCC-518, Tract Price Loss Coverage (PLC) Yield Redistribution Form

A Background

CCC-518 is intended to be used by owners to adjust tract PLC yields according to *--paragraph 40.--*

All CCC-518's signed by the affected owners of a farm will be maintained as a permanent file in the County Office.

Notes: CCC-518 is only intended for redistribution of PLC yields in the current FY. County Offices must not allow redistribution of PLC yields for a prior FY.

COC:

- will document approval of CCC-518 satisfying all requirements (correct calculation, having all required signatures, etc.) in executive session minutes
- has authority to disallow a redistribution of PLC yields if the redistribution is being requested to circumvent program regulations.

CCC-518 can only be adjusted with concurrence by all affected owners.

41 CCC-518, Tract Price Loss Coverage (PLC) Yield Redistribution Form

B Example of CCC-518

The following is an example of CCC-518.

CCC-518 U.S	ronically.	1. COUNTY FSA OF	FICE NAME AND ADDF	RESS (Including Zip Code)
	Commodity Credit Corporation			
	SS COVERAGE (PLC) YIE			
	TRIBUTION FORM	TELEPHONE NUMB	ER (Area Code):	
		2. STATE CODE	3. CTY CODE	4. FARM SERIAL NUMBER
NOTE: The following sta	tement is made in accordance with the	Driveny Act of 1074 /5 USC 552		utherity for requesting the
information identi Act of 2014 (Pub Coverage Progra and nongovernm Routine Uses ide voluntary. Howe under the Price L	fied on this form is 7 CFR Part 1412, tl L. 113-79). The information will be us m. The information collected on this fe ental entities that have been authorized ntified in the System of Records Notice ver, failure to furnish the requested info oss Coverage Program. collection is exempted from the Paperv	he Commodity Credit Corporation sed to determine eligibility to parti orm may be disclosed to other Fe d access to the information by sta or USDA/FSA-2, Farm Records rmation will result in a determina	Charter Act (15 U.S.C. cipate in and receive ber deral, State, Local govern tute or regulation and/or s File (Automated). Prov. tion of ineligibility to parti	714 et seq.), and the Agricultural refits under the Price Loss nment agencies, Tribal agencies, as described in applicable iding the requested information is cipate in and receive benefits
The provisions of	appropriate criminal and civil fraud, pr CRM TO YOUR COUNTY FSA OFFIC		applicable to the informa	tion provided. RETURN THIS
5A.	5B.	5C.	5D.	5E.
TRACT	CROP	BASE ACRES	CURRENT PLC Y	IELD PROPOSED PLC YIELI
. OWNER'S CERTIFICA			I	
	this form I have made the tract yield	d adjustment shown in Item 5 G	n the farme conial numb	an in Itau 1
undersiana inai by signing	, inis jorm i nave made the tract yield	a aajasimeni shown in nem 5 je	n ine jurm seriai namo	er in nem 4.
	fected owners on this farm must sign			
	t this form is null and void, that the to DDRESS (Including Zip Code)	ract yield adjustment decision sl	hown in Item 5 is no lon	ger applicable.
A. OWNER 5 NAME AND A	DDRESS (Including Zip Code)			
3. SIGNATURE OF OWNER	P (BV)	C. TITLE/RELATIONSHIP OF T		IG D. DATE (MM-DD-YYYY)
. GIGINATURE OF OWNER		IN A REPRESENTATIVE CA		
eligion, reprisal, and where applicable protected genetic information in emplo disabilities, who wish to file a program JSDA's TARGET Center at (202) 720-	SDA) prohibits discrimination against its customers, political beliefs, marital status, familial or parental ment or in any program or activity conducted or fur complaint, write to the address below or if you requ 2600 (voice and TDD). Individuals who are deaf. Not) 877-839 or (800) 845-6136 (in Spanish).	status, sexual orientation, or all or part of an nded by the Department. (Not all prohibited ire alternative means of communication for p	individual's income is derived fro bases will apply to all programs a program information (e.g., Braille,	m any public assistance program, or and/or employment activities.) Persons with large print, audiotape, etc.) please contact
		Inneron Disprimination Complete Co	ad online of http://	la gov/complaint fill
you wish to tile a Civil Rights program	n complaint of discrimination, complete the USDA F	rogram Discrimination Complaint Form, foui	nd online at http://www.ascr.usc	<pre>ia.gov/complaint_filing_cust.html, or at a</pre>
SDA office. or call (866) 632-9992 to	request the form. You may also write a letter conta ication, 1400 Independence Avenue, S.W., Washin	ining all of the information requested in the i	form. Send your completed comp	laint form or letter by mail to U.S. Departme.

41 CCC-518, Tract Price Loss Coverage (PLC) Yield Redistribution Form (Continued)

B Example of CCC-518 (Continued)

CCC-518 (06-12-15)			Page 2 of 2
2. STATE CODE	3. COUNTY CODE	4. FARM SERIAL N	IUMBER
CONTINU	JATION OF OWNER'S INFORM	ATION (From Page 1)	
A. OWNER'S NAME AND ADDRESS (Including Z			
	. ,		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSH IN A REPRESENTA	HP OF THE INDIVIDUAL SIGNING	D. DATE (MM-DD-YYYY)
A. OWNER'S NAME AND ADDRESS (Including Z	ip Code)		
	1		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSH	HP OF THE INDIVIDUAL SIGNING TIVE CAPACITY	D. DATE (MM-DD-YYYY)
A. OWNER'S NAME AND ADDRESS (Including Z	ip Code)		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSH	HP OF THE INDIVIDUAL SIGNING	D. DATE (MM-DD-YYYY)
	IN A REPRESENTA		
A. OWNER'S NAME AND ADDRESS (Including Z	in Code)		
B. SIGNATURE OF OWNER (BY)		HP OF THE INDIVIDUAL SIGNING	D. DATE (MM-DD-YYYY)
	IN A REPRESENTA		

41 CCC-518, Tract Price Loss Coverage (PLC) Yield Redistribution Form (Continued)

C Completing CCC-518

Each affected owner must sign and date CCC-518, agreeing to the redistribution of PLC yields. The following table describes the fields on CCC-518.

Item		Description	Entry
1	Count	y Office name, address, and telephone	Manual Entry
	numbe	er.	
2	State of	code.	Manual Entry
3	Count	y code	Manual Entry
4		serial number.	Manual Entry
5	Provid	le the tract's information.	
	Α	Tract number.	Manual Entry
	В	Applicable covered commodity.	Manual Entry
	С	Applicable covered commodity's base acres.	Manual Entry
	D	Current PLC tract yield.	Manual Entry
	E Tract's requested yield for applicable		The owner(s) must enter
		covered commodity.	the requested yield being
			redistributed to the tract
			See paragraph 37.5 for
-			limitations.
6	Owne	r's certification.	
	Α	Owner's name and address.	Manual Entry
	В	Owner's signature.	All affected owners on the
			farm must sign.
	С	If the individual signing in item 7 B is	THEN
		signing in a representative capacity for the	a title and/or relationship
		owner	must be listed.
		the signatory	no entry is required.
	D	Signature date.	All affected owners on the
			farm must date.

42 Examples of Handling Out-of-Balance Resulting Tracts With Double-Cropped Acres

A Overview

This paragraph contains a number of examples that may occur when dividing tracts with double-cropped acres. Use the applicable example to determine what corrective action, if any, is needed on the resulting out-of-balance tracts.

In all of the examples, tract 1 is being divided into tract 2 and tract 3.

B General Rules

The double-cropped acres move with the bases to the extent allowable. Double-cropped acres on a tract cannot exceed the effective DCP cropland on the tract. County Offices have the authority to move double-cropped acres with the bases as needed.

Use the following table to determine how an out-of-balance tract is treated upon completion of the tract division.

IF the out-of-balance tract will	THEN
be divided off and combined with another	leave the tract out of balance until the
farm with sufficient effective DCP	combination. On the combined farm correct
cropland	the out of balance condition.
be divided off but not combined with	before the farm is divided, correct the out of
another farm	balance condition.
not be divided off	correct the out of balance condition.

42 Examples of Handling Out-of-Balance Resulting Tracts With Double-Cropped Acres (Continued)

C Example 1, DCP Cropland Method of Division

Base acres and double-cropped acres will be divided using the effective DCP cropland ratio. Since both base acres and double-cropped acres are divided according to the effective DCP cropland ratio no out-of-balance tracts should be created and no corrective action should be necessary.

D Example 2, Designation or Estate Method of Division Without Conservation Acres

In this example, both the sorghum base and soybean base are divided using the designation by landowner method.

Tract 1	Tract 2	Tract 3
100.00 acres DCP cropland 70/30 split:	70.00	30.00
100 00 acres effective DCP cropland:	70.00	30.00
50.00acres double-cropped:	35.00	15.00
Total effective DCP cropland plus acres double-cropped:	105.00	45.00
75.00 sorghum base acres :	7.00	0.00
75.00 soybean base acres:	0.00	75.00
Total bases acres:	75.00	75.00

Tract 3 is out of balance by 30.00 acres; move 15.00 double-cropped acres from tract 2 to tract 3. The double-cropped acres on tract 3 are limited by effective DCP cropland.

After moving 15.00 double-cropped acres, tract 3 is still out of balance by 15.00 acres. See the table in subparagraph B to determine the next step for tract 3.

E Example 3, Designation or Estate Method of Division with Conservation Acres

In this example, the bases are divided using the designation by landowner or estate method. This tract also contains CRP acres so the DCP cropland and effective DCP cropland are different. The double-cropped acres will be divided using the effective DCP cropland ratio.

Tract 1	Tract 2	Tract 3
100.00 acres DCP cropland 70/30 split:	70.00	30.00
15.00 acres CRP:	15.00	0.00
85.00 acres effective DCP cropland:	55.00	30.00
50.00 acres double-cropped:	32.363	17.64
Total effective DCP cropland plus acres double-cropped:	87.36	47.64
75.00 sorghum base acres:	75.00	0.00
60.00 soybean base acres:	0.00	60.00
Total bases acres:	75.00	60.00

Tract 3 is out of balance by 12.36 acres; move 12.36 double-cropped acres from tract 2 to tract 3.

42 Examples of Handling Out-of-Balance Resulting Tracts With Double-Cropped Acres (Continued)

F Example 4, Combination of Designation or Estate and DCP Cropland Methods of Division Without Conservation Acres

In this example, the sorghum base is divided using the designation by landowner method and the soybean base is divided using the DCP cropland method (effective DCP cropland ratio).

Tract 1	Tract 2	Tract 3
100.00 acres DCP cropland 70/30 split:	70.00	30.00
100.00 acres effective DCP cropland:	70.00	30.00
50.00 acres double-cropped	35.00	15.00
Total effective DCP cropland plus acres double-cropped:	105.00	45.00
75.00 sorghum base acres-designation:	75	0
75 soybean base acres-DCP cropland:	52.50	22.50
Total bases acres:	127.50	22.50

Tract 2 is out of balance by 22.50 acres, move 15.00 double-cropped acres from tract 3 to tract 2. After moving the 15.00 double-cropped acres, tract 2 is still out of balance by 7.50 acres. See the table in subparagraph B to determine the next step for tract 2.

G Example 5, Combination of Designation or Estate and DCP Cropland Methods of Division With Conservation Acres

In this example, the sorghum base is divided using the designation by landowner method and the soybean base is divided using the DCP cropland method (effective DCP cropland ratio). This tract also contains CRP acres so the DCP cropland and effective DCP cropland acres are different. The soybean base acres and the double-cropped acres will be divided using the effective DCP cropland ratio.

Tract 1	Tract 2	Tract 3
100.00 acres DCP cropland 70/30 split:	70.00	30.00
15.00 acres CRP:	15.00	0.00
85.00 acres effective DCP cropland:	55.00	30.00
50.00 acres double-cropped:	32.36	17.64
Total effective DCP cropland plus acres double-cropped:	87.36	47.64
75.00 sorghum base acres-designation:	75.00	0.00
60 00soybean base acres-DCP cropland (effective DCP cropland		
ratio):	48.83	21.17
Total bases acres:	113.83	21.17

Tract 2 is out of balance by 26.47 acres; move 17.64 double-cropped acres from tract 3 to tract 2. After moving 17.64 double-cropped acres, tract 2 is still out of balance by 8.83 acres. See the table in subparagraph B to determine the next step for tract 2.

*--43 PLC Yield Update

A Updating the PLC Yield

When allowed by Farm Bill provisions, producers may update the PLC yield for base crops associated with a farm. Policy for updating the PLC yield is provided in 1-ARCPLC (Rev. 1), Part 3. CCC-867 is used by producers to update the yield by request. A PLC Yield Calculator in CRM Farm Records must be used to process a producer's PLC yield update and generate CCC-867.

Instructions for the PLC Yield Calculator in CRM Farm Records are found in paragraph 214.--*

44-49 (Reserved)

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Part 3 Administrative County

50 Overview

A Physical County

The physical county is where the farm or the majority of the farm is physically located.

B Administrative County

The <u>administrative county</u> for a farm is the county that administers the Farm Records for the farm.

C Administrative County Office

The <u>administrative County Office</u> is the County Office designated by FSA to:

- make determinations
- handle official records
- issue payments to producers.

D Basic Rule

The basic rule is that the administrative county for a farm is the county in which the farm is physically located. The administrative County Office for the administrative county is the County Office assigned by FSA. The exceptions to this rule are covered in this part.

E Purpose

This part provides instructions for determining the administrative county and administrative County Office for a farm that includes land physically located in more than 1 county.

51 Determination of Administrative County

A Determining Administrative County

[7 CFR 718.8] Administrative County.

(a) If all land on the farm is physically located in one county, the farm will be administratively located in that county, except as provided in the rest of this section.

(b) In cases where there is no FSA office in the county in which the farm is physically located or FSA county offices have been consolidated, the farm will be administratively located in a county contiguous to the physical county in the same State that is most convenient for the farm operator and owner.

(c) If a county contiguous to the county in which the farm is physically located in the same State does not have an FSA county office, the farm will be administratively located in a contiguous county in another contiguous State that is convenient to the farm operator and owner. Requests for changes made to administrative county under this paragraph must be made to FSA by August 1 of each year for the change to take effect that calendar year.

(d) When land on the farm is physically located in more than one county, the farm will be administered in one county office responsible for administration of programs for one or more of the physical counties involved in the farm's constitution as determined by FSA. Paragraph (b) or (c) of this section apply if changes occur to that administrative county.

(e) The operator and owner of a farm administered in any county can request a change of administrative county to another county in the same State by August 1 for the change to take effect that calendar year. Requests for change in administrative county will be reviewed and approved by COC if all the following can be determined to apply:

(1) The requested change does not impact the constitution of a farm;

(2) The requested change will not result in increased program eligibility or additional benefits for the farm's producers that would not be earned absent the change in administrative county being made; and

(3) The change is not to circumvent any of the provisions of other program regulations to which this part applies.

(f) The State committee will submit all requests for exceptions from regulations specified in this section to the Deputy Administrator.

Follow Paragraphs 63 through 69 as applicable for policy on transfers

51 Determination of Administrative County (Continued)

A Determining Administrative County (Continued)

This table summarizes how to determine a farm's administrative county.

Situation	General Rule
All of the land on the farm is physically	The servicing County Office is the physical location
located in 1 county and the county where	and administrative county. Follow procedure in
the farm is physically located has an	paragraph 53 for handling servicing County Office
FSA County Office.	closures.
All of the land on the farm is physically	Follow procedure in paragraph 53 for handling
located in 1 county that was the	servicing County Office closures.
servicing County Office and	
administrative county, but the servicing	
County Office closed, and the timeframe	
to request a change of administrative	
county has not yet passed.	
All of the land on the farm is physically	The farm records will be located in a servicing
located in 1 county that was the	County Office designated by FSA to serve as the
servicing County Office and	administrative county for the physical location
administrative county, but the servicing	county.
County Office closed and the timeframe	Enough Continues continue A and D and a sh
to request a change of administrative county has passed.	Example: Contiguous counties A and B are each servicing County Offices and are each
county has passed.	administrative counties. Servicing
	County Office B is closed. FSA
	designates servicing County Office A to
	serve administrative county B as well as
	administrative county A.
	Note: The farm records may be transferred to
	another servicing County Office according to
	paragraph 52 in subsequent years. This may
	necessitate a change in administrative
	county.
The land on the farm is physically	The farm will be administered in 1 servicing County
located in more than 1 county.	Office responsible for administration of programs for
	1 or more of the physical counties involved in the
	farm's constitution as determined by FSA. For new
	designations of servicing County Office and
	administrative county, FSA will make this
	determination considering input of farm operator and
	COC's.
	Paragraph 52 or 53 applies if changes are requested
	or if changes occur to that servicing County Office
	and administrative county.

51 Determination of Administrative County (Continued)

B Requests for Changes to a Farm's Administrative County

Notwithstanding subparagraph A, requests for changes to another administrative county will not be processed unless the request involves the seeking of another servicing County Office.

- **Exception**: An exception to this will be if the farm's current administrative County Office is not in accordance with subparagraph (a)–(d) of 7 CFR 781.8. (subparagraph 51 A).
- **Example**: Servicing County A has farm records for two administrative counties, A and B. The operator and owner of farm 100, which is administered in County B, wants to transfer the farm records to administrative County A. The farm is also physically located in County A.

In this situation, the servicing County Office is not changing. As long as the requested change on farm records meets any of 7 CFR 718.8(a–d), the change in administrative county can be permitted without requiring a servicing change.

In this example the change can be approved because the operator is requesting to move the farm records back to the administrative county which is the physical county. (7 CFR718.8(a)).

Note: Requests for changes to a farm's administrative county are not ones that can be approved under the basis of significantly more convenient."

C FSA Decisions About Servicing County Office and Administrative County

FSA decisions about which servicing County Office will be responsible for farm records in an administrative county are not program, eligibility, or benefit determinations that are subject to participant requests for administrative review or appeal. How FSA conducts its administrative operations and decides how farm records will be maintained are administrative (not program) decisions. For these reasons, decisions by FSA to process requests for farm transfers or changes in administrative county are not subject any sort of appeal or appealability review. Offices will provide **neither** appeal, **nor** appealability review rights on administrative decisions about servicing County Office or administrative county.

A Changing Without a Farm Combination

The operator or owner of a farm administered in any servicing County Office can request a change to another servicing County Office by August 1 for the change to be effective for that calendar year. The change in servicing County Office may also necessitate a new administrative county. The operator or owner must state the reason for change (such as, but not limited to, change in the operation of the farm or for being significantly more convenient). For requests due to convenience, the farm operator or owner must document why it's significantly more convenient. The transfer request will be reviewed for processing by FSA and will be approved if all the following are determined to apply for the transfer request. The change:

- does not impact the constitution of a farm (a reconstitution request may have to be filed if the farming unit has changed)
- will not result in increased program eligibility or additional benefits for a farm's producers that would not otherwise be attained absent a change in administrative county
- **Exception:** Requests to move farm records and the farm to an administrative county responsible for the physical location of the farm will be permitted, but only if all other conditions of this paragraph are met and if all the land of the farm is physically located in the county for which administrative County Office designation is sought. The operator and owners must agree to conduct business in the servicing County Office responsible for the administrative county as designated by FSA.
- **Example:** Farm 100 was physically located in Spruce County which was also an administrative county. In 2009, FSA closed the Spruce County Office and designated neighboring Pine County Office to serve the Spruce administrative county (as well as be an administrative county for Pine County). At the time, some farm operators of farms in Spruce County believed the Needle County Office was more convenient and asked that their records be transferred to the Needle County Office. This was approved, which necessitated a change in administrative county from Spruce to Needle County. The farm operator and owners now want to return the farm records for Farm 100 to the Spruce administrative county that is serviced in Pine County. Provided the request is filed by August 1, 2015, the administrative county and farm records can be transferred from Needle County to Spruce County which, is serviced in Pine County for the 2015 and subsequent years.
- is not intended to circumvent any program provisions, as determined by FSA.

A Changing Without a Farm Combination (Continued)

This table provides an illustration for the example in this subparagraph.

Pine County	Spruce County
Servicing County Office for:	No Service Center County Office since 2009.
administrative county Pine	2009 FSN 100 and Spruce
• administrative county Spruce (FSA designation - 2009).	Administrative County transferred to Pine Servicing County Office.
Note: 2009 - FSN 100 administered here; however, the operator and owners select Needle County Service Center, this necessitates a change in administrative county from Spruce to Needle County.	
Needle County	
Servicing County Office for Administrative County Needle:	
• 2009 FSN 100 added per operator and owner request	
• by August 1, 2015, FSN 100 operator and owners request to move FSN 100 back to its physical location and administrative county (Spruce) which is serviced in Pine County.	

B Documenting Transfer Requests Without a Farm Combination

Reason for in and out transfer must be:

- specified on FSA-179
 - **Note:** On FSA-179, item 5, select "significantly more convenient", if the transfer is requested because of convenience. FSA COC will determine if it can approve the transfer unless any of the prohibitions in subparagraph A apply. In this context, "convenience and inconvenience" refer to the attributes one servicing County Office may have over another (location, distance of travel to and from farm or home, office hours, etc.) Because of nationwide customer service that enables a person to go into any servicing County Office to conduct business, requests for changes in servicing County Office should lessen.
- signed by the farm operator and **all** owners.

Approving a request for transfer of servicing County Office may necessitate a change in administrative county for all purposes. See paragraph 64 for the timing of the transfer.

For County Office closures, see paragraph 53. For reduced hours of operation of an office and reduced staffing, see paragraph 54 for procedure in changing the servicing County Office and administrative county.

Notes: See 15-AO for determinations of which LAA the farm's producer should be placed in the new county.

A change in the servicing County Office or administrative county may not impact FLP. FLP applications will be submitted in the County Office serving the area in which the farm is, or will be, located according to 7 CFR 1910.3. Files will be maintained according to 16-AO.

C Changing With a Farm Combination

A change in administrative county for a farm involved in a farm reconstitution may be permitted in a calendar year if the requested reconstitution was filed by August 1 and if both of the following apply:

- all owners (in both counties) agree with the transfer
- the transferred farm will be combined with a farm in the receiving county.

If a County Office determines that the farm transfer and combination are being requested to evade program rules, or obtain benefits that would not otherwise be obtained absent the transfer, the farm transfer, change in administrative county, and farm combination will **not** be approved.

- **Note:** Administrative county changes for farm combinations will only be made to counties that are contiguous to the county where the farm is physically located. If there are no servicing County Offices in the contiguous counties, the producer may select a noncontiguous office that is **significantly** more convenient. The farm/owner must document why the change is significantly more convenient.
 - **Note:** In this context, "convenience and inconvenience" refer to the attributes one servicing County Office may have over another (location, distance of travel to and from farm or home, office hours, etc.). Because of nationwide customer service that enables a person to go into any servicing County Office to conduct business, requests for changes in servicing County Office should lessen.
 - **Example:** County A is contiguous to County B. County B is contiguous to County C. Each are servicing County Offices and administrative counties.



Land in counties A, B, and C may be combined and administered in any 1 of the 3 administrative counties if there are parent farms located in all 3 counties.

If land in County B is divided from the farm, the land located in counties A and C would be transferred back to County A and County C to be administered.

C Changing With a Farm Combination (Continued)

In and out transfers will be:

- requested on FSA-179
- signed by the farm operator and **all** owners
- between contiguous counties when possible.

Approving the request will change the administrative county originally designated by FSA for all purposes. See paragraph 64 for the timing of the transfer.

53 Servicing County Office Closures

A Background

When a servicing County Office closes, FSA National Office designates a new servicing County Office for the administrative county.

B Letters

The new servicing County Office that is responsible for the administrative county and farm records in that administrative county will provide a letter within 60 calendar days of being notified of the closure of the previous servicing County Office to all operators and owners whose records were held in the closed servicing County Office. The letter informs the operator and owners:

- of the name and location of the servicing County Office where the administrative county farm records will be designated
- that if the designation by FSA is agreeable, the operator and owners will not need to do anything or take any action
- that subject to COC approval by the "transfer to" county, a different servicing County Office may be requested within 30 calendar days of the date of the letter (insert the names of the alternate servicing County Offices according to subparagraph C).
 - **Note:** Selection of an alternative servicing County Office may necessitate a change in administrative county. See Exhibit 9 for an example of the letter.

53 Servicing County Office Closures (Continued)

C Criteria for Selecting a Different Servicing County Office and Administrative County

An operator and owners who want to request a different servicing County Office and administrative county must request the transfer on FSA-179.

The County Office will inform the operator and owners of the available servicing County Offices the operator and owners may select from according to the following criteria:

- the requested servicing County Office must be contiguous to the servicing County Office that is closing **or** the requested servicing County Office must be contiguous to any of the contiguous counties of the servicing County Office responsible for the administrative county
- the request is subject to COC approval of the "transfer to" county.
 - **Exception:** A producer may request a servicing County Office that does not meet the above criteria if the producer wants to transfer to a servicing County Office that is currently responsible for the administrative county for another farm the operator operates or owner owns. The request is subject to COC approval of the "transfer to" administrative county. All other provisions of this handbook and paragraph 51 apply.

D Approval of Transfer Required by "Transfer to" County

The "transfer to" request must be approved or disapproved by COC by signing FSA-179.

COC may approve the request if it has knowledge of the farming practices of the "transfer from" farm based on the following characteristics of the geographic region:

- precipitation
- temperature
- cropping practices
- irrigation practices
- soil types
- management practices.

If COC does not approve the transfer for processing, the operator and owners must be notified in writing and provided an opportunity to select a different transfer request within 30 calendar days.

Note: DAFP has delegated authority to STC's to approve requests for selecting a new servicing County Office in cases where County Offices have closed and an operator and owners request a servicing County Office other than the 1 designated by FSA to be responsible for the administrative county. STC may redelegate this authority to SED.

54 Servicing County Offices With Reduced Hours of Operation

A Background

Reduced hours at some servicing County Offices may create an inconvenience for some operators and owners in obtaining reasonable availability and accessibility to services. The servicing County Office with reduced hours of operation will notify operators and owners of this option if hours of operation are being permanently reduced.

Operators and owners on farms that are in an administrative county located within a servicing County Office that has reduced hours of operation may request a new servicing County Office. The farm operator or owner must document the reasons why the new servicing County Office is significantly more convenient.

Notes: In this context, the word "convenient" refers to the attributes 1 servicing County Office may have over another (location, distance of travel to and from farm or home, office hours, etc.). Because of nationwide customer service that enables a person to go into any servicing County Office to conduct business, requests for changes in servicing County Office should lessen.

If SED determines that reduced staffing in a servicing County Office has caused an inconvenience to operators and owners, SED may use this procedure to allow a farm operator and owners to choose a new servicing County Office even though the servicing County Office may not close or have reduced work hours. The requested change in servicing County Office could necessitate a change of administrative county. After SED has made this decision, the servicing County Office must notify the operators and owners in the county of the option to choose another servicing County Office.

Any requests for new servicing County Office and administrative county for the current calendar year under this provision must be filed by August 1.

B Requesting a New Servicing County Office

A farm operator or owners who want to request a change in servicing County Office and administrative county must request the transfer on FSA-179. Requests for the current calendar year must be filed by August 1.

The servicing County Office will inform the operator or owners of the available servicing County Offices from which a new servicing County Office may be selected according to the following criteria:

• the requested servicing County Office must be contiguous to the servicing County Office that has reduced hours of operation or reduced staff **or** the requested servicing County Office must be contiguous to any of the contiguous counties of the servicing County Office

54 Servicing County Offices With Reduced Hours of Operation (Continued)

B Requesting a New Servicing County Office (Continued)

- the request is subject to COC approval of the "transfer to" county.
 - **Exception:** An operator and owners may request a servicing County Office that does not meet the above criteria if the operator and owners want to transfer to a servicing County Office that currently is responsible for an administrative county for another farm the operator operates or owner owns. The request is subject to COC approval of the "transfer to" administrative county.

An operator and owners who select a new servicing County Office, must request a farm transfer to accomplish the change. The request is due by August 1 to be effective for the same calendar year. These requests will be reviewed and approved for processing by STC.

In and out transfers must:

• be requested on FSA-179

Note: On FSA-179, item 5, enter "reduced hours of operation" or "reduced staffing", as applicable.

- be signed by the farm owner and operator
- occur between contiguous counties with the exception of closed offices
- be submitted to STC for approval for processing.

Approving the request could require a change to the administrative county for all purposes. See paragraph 64 for the timing of transfers.

- **Notes:** DAFP has delegated its authority to STC's to approve requests for selecting a new servicing County Office in cases where County Offices have reduced hours of operation and/or reduced staffing. STC may redelegate this authority to SED.
 - *--STC must review and approve the farm transfer request on FSA-179 before the receiving county approves FSA-179 or farm transfer workflow. If the farm transfer is between counties within the State, a workflow will not be generated for the State Office. The approval workflow will only be received by the transferring and receiving counties and should be acted on after STC has approved FSA-179.--*

55-61 (Reserved)

Section 2 In and Out Transfers

62 Initiating Transfer

A Who Initiates Transfer

A farm transfer may be initiated by:

- either the receiving or the transferring COC
- the operator or owner.

B Completing FSA-179

Complete FSA-179, according to Exhibit 10, to initiate the transfer.

Note: All owners and operator must sign FSA-179.

C Completing the Transfer Process

The transfer process will be completed in the CRM Farm Records. See Part 7, Section 6 and work instructions "Transfer Farm" and "Worklist_Farm_Transfer".

Note: GIS wetland point attributes **must** be updated using the CLU Maintenance Tool in Citrix to reflect the administrative State and county of the receiving county.

63 Transfers Between Counties

A transfer between counties will **not** be approved unless either of the following applies:

• land is combined in the receiving county and meets criteria for being a farm.

Notes: See subparagraph 52 B for additional information.

Farms being transferred according to paragraph 52, where all the land on the farm is physically located in 1 county but the administrative County Office where the farm is physically located has been closed and the timeframe to request a change of administrative county and/or administrative County Office has not yet passed, do **not** need to be combined with any other farm in the receiving county.

• any of the situations in subparagraph 52 A or paragraph 53 or 54 are met.

B Canceling Transfers Between Counties

A transfer between counties can be canceled if **all** of the following apply:

- the transfer has **not** been completed
- the request to cancel the transfer is in writing and signed by all owners and the operator
- COC approving the transfer request approves of the cancellation.

Note: To cancel the transfer, one of the approving officials that receives the transfer workflow must disapprove the transfer workflow in CRM Farm Records.

C Authority

COC may redelegate to CED the authority to approve in and out transfers of land between counties.

D DAFP Approval

Any requests for in- and out-transfers that do not meet the criteria in subparagraph A can be submitted to DAFP for approval.

A Basic Rule

-- August 1 of each FY is the deadline for a producer to request a farm transfer. Records-- **cannot** be transferred, until the next FY, if crop loan and LDP payments have been issued for the farm.

The transfer of records is effective for the next program, crop, or FY, as applicable, for the program.

- The new administrative County Office selected by the producer will handle all new activity for the next program year or FY.
- The current administrative County Office will continue to handle:
 - crop loan and LDP requests and servicing for current and prior crop years
 - pending appeals for current or prior years.

B Implications for Records

County Offices must use good judgment when transferring records. It may be necessary to delay the transfer of farm records to the receiving County Office to permit continued price support activity for current and prior crop year loans and LDP's.

--All requested farm transfers must be acted on by the end of the FY.--

65 Records to Transfer

A Overview

If an in and out transfer is approved according to paragraph 63, follow this paragraph to determine which records are to be transferred.

Send FSA-179, all of the following farm records, and only copies of the producer records, if the producer still has other interests in the transferring county.

--Note: If documents to transfer are accessible to the receiving County Office electronically or through a program application, the paper copy does not need to be physically transferred. This exception does not apply to programs that require the original contract or filed copy located in the administrative office, for example CRP contracts.--

B Common Farm Record Files

Transfer all common farm records files including:

- FSA-156 EZ
- CCC-501
- CCC-502EZ, CCC-502A, CCC-502B, CCC-502C, or CCC-502D as applicable
- CCC-503A
- CCC-901
- CCC-902 I Short, CCC-902 I, or CCC-902 E as applicable
- CCC-903
- AD-1026
- AD-1068
- AD-1069
- FSA-492
- FSA-493
- FSA-569
- NRCS-CPA-026
- NRCS-CPA-027
- FSA-211
- base and yield notification
- other related documentation.

65 Records to Transfer (Continued)

Par. 65

C Conservation Files

Transfer all conservation files including:

- original CRP contracts
- CCC-1245's, FSA-848A's and FSA-848B's for CRP contracts for complete and incomplete practices
- CCC-1245's FSA-848A's and FSA-848B's for other conservation programs for complete and incomplete practices
- AD-862's
- other related documentation.
- lifespan records
- correspondence.

D Compliance Files

Transfer all compliance files including, but not limited to:

- FSA-578's
- measurement services
- all related documentation.

65 Records to Transfer (Continued)

E ARC/PLC Records

Transfer all ARC/PLC farm files including, but not limited to:

- CCC-505
- CCC-517
- CCC-518
- CCC-857
- CCC-858
- CCC-859
- CCC-860
- CCC-861
- CCC-862
- CCC-863
- FSA-156EZ
- FAV history by tract, if applicable
- base and yield notification
- producer payment history print.

Note: See 1-ARCPLC. For farms transferring from a non-HIP to a HIP eligible county, the required HIP values must be manually calculated and entered by the receiving county once the transfer has been completed. See 1-ARCPLC for instructions on calculating the HIP values.

F FSFL Program Records

Requests by borrowers to transfer an outstanding FSFL to another servicing office will be denied because the system files for one FSFL cannot be easily transferred from one County Office computer system to another.

Exception: For FSFL's that must be transferred because a County Office is being closed, all case files and FSFL system files will be transferred to the County Office chosen by FSA.

G NAP

Transfer all of the following NAP records and only copies of the producer records, if the producer still has other interests in the transferring county:

- CCC-471
- CCC-576 (page 1)
- CCC-576 (page 2)
- CCC-452
- FSA-658
- other related documentation.

66 Handling Within-State Transfers

A Initiating County Action

--Use the following table for initiating county action. A Farm Transfer Checklist is available in Exhibit 15.--

IF transfer is initiated in the	THEN
receiving County Office	• complete FSA-179, Part A
	• send FSA-179 to the transferring County Office.
transferring County Office	• complete FSA-179, Parts A and B
	• send FSA-179 to the receiving County Office.

B Transferring County Action

Use the following table for transferring county action.

IF transfer	THEN
was initiated in the receiving	• complete FSA-179, Part B
County Office	• indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved
	• if approved:
	•*initiate and approve the farm transfer workflow in CRM Farm Records
	Note: Notate the farm IBase number on FSA-179.
	• If land is enrolled in CRP, remove CRP attributes from all fields before initiating the transfer in CRM Farm Records. Follow instructions in Part 7, Section 6.
	• If a dairy operation is on the land being transferred, then a DMC transfer must also be accepted. Transfer has to be initiated in the original county for DMC transfers*
	• send FSA-179 and pertinent farm records to the receiving County Office
	• cancel ARC/PLC contract in the system
	* * *
	 notify receiving office of all outstanding debts and producer offset requests
	• ensure that all outstanding debts are loaded in NRRS according to 64-FI
	• ensure that all business partners associated with the farm are associated with the receiving county

66 Handling Within-State Transfers (Continued)

B Transferring County Action (Continued)

IF transfer	THEN		
was initiated in	* * *		
the receiving			
County Office (Continued)	use the CLU Maintenance Tool in Citrix to update the administrative State and county attributes of all GIS wetland points associated with the farm		
	• if disapproved, send disapproved FSA-179 back to the receiving County Office.		
was initiated in	• complete FSA-179, Parts A and B		
the transferring			
County Office	 indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved 		
	if approved by transferring County Office, send all FSA-179 copies to the receiving County Office		
	•*initiate and approve the farm transfer in CRM Farm Records		
	Note: Notate the farm IBase number on FSA-179.		
	• If land is enrolled in CRP, remove CRP attributes from all fields before initiating the transfer in CRM Farm Records. Follow instructions in Part 7, Section 6.		
	• If a dairy operation is on the land being transferred, then a DMC transfer must also be accepted. Transfer must be initiated in the original county for DMC transfers*		
	* * *		
	• send pertinent farm records to the receiving County Office		
	• cancel ARC/PLC contract in the system		
	* *		
	• notify receiving office of all outstanding debts and producer offset requests		
	• ensure that all outstanding debts are loaded in NRRS according to 64-FI		
	• ensure that all business partners associated with the farm are associated with the receiving county		
	• follow Part 7, Section 6 to complete transfer in the CRM Farm Records System		
	• use the CLU Maintenance Tool in Citrix to update the administrative State and county attributes of all GIS wetland points associated with the farm		
	• if disapproved by receiving County Office, submit the request to STC for a determination. See subparagraph D.		

66 Handling Within-State Transfers (Continued)

C Receiving County Action

Use the following table for receiving county action.

IF transfer	THEN								
was approved by the transferring	• indicate recommendation for approval or disapproval on FSA-179, item 13A and provide reason if disapproved								
County Office	• if approved:								
	•*act on the farm transfer workflow in CRM Farm Records								
	• send a copy of the approved FSA-179 to transferring County Office*								
	• approve new ARC/PLC contract and modify CRP contracts in CCMS to reflect new farm and tract numbers, as applicable, in the system for the transferred contracts								
	Note: For farms transferring from a non-HIP to a HIP eligible county, calculate the HIP values for the applicable base crops as needed and manually enter within the farm records.								
	• enter CRP attributes for all fields enrolled in CRP (including CRP MPL) after receiving the CRP Cropland workflow that is generated after the CCMS contract modification.								
	Note: Follow Part 7, Section 2 and work instructions "CRP – Updating CRP Cropland" and "Allocated CRP Cropland" to update CRP attributes at the field level and to update CRP MPL at the tract level.								
	• re-create any active FSA-848's for CRP contracts, ECP, etc.								
	• verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately								
	• notify owners and operators of the action taken								
	• provide owners and operators a copy of FSA-156EZ; see Exhibit 11								
	• notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.								

66 Handling Within-State Transfers (Continued)

C Receiving County Action (Continued)

IF transfer	THEN
was approved by	if disapproved:
the transferring County Office	• record the reason for disapproval
(Continued)	 submit the request to STC for a determination according to subparagraph D
	• return all records to the transferring County Office if the transfer remains disapproved after STC determination.
has been disapproved by the transferring	 submit the request to STC for a determination according to subparagraph D
County Office	• complete the transfer request if the transfer is approved after STC determination.

D Handling Disagreements

If the receiving or transferring COC disapproves the request for transfer:

- STC will make a determination
- the County Office will forward the request for transfer to the State Office.

67 Handling Out-of-State Transfers

A Initiating County Action

Use the following table for initiating county action.

IF transfer is initiated in	
the	THEN the initiating County Office will
receiving County Office	• complete FSA-179, Part A
	• send FSA-179 to the transferring County Office.
transferring County Office	• complete FSA-179, Parts A and B
	• send FSA-179 to the transferring State Office.

Note: COC may redelegate authority to CED to approve in and out transfers between States. STC may redelegate this authority to SED or applicable State Office Specialist.

B Transferring County Action

Use the following table for transferring county action.

IF transfer										
was initiated										
in the	THEN the transferring County Office will									
receiving County Office	complete FSA-179, Part B									
county office	• indicate recommendation for approval or disapproval on FSA-179, item 11A with reason if disapproved									
	• if approved:									
	•*initiate and approve the farm transfer in CRM Farm Records									
	Note: Notate the farm IBase number on FSA-179.									
	• If land is enrolled in CRP, remove CRP attributes from all fiel before initiating the transfer in CRM Farm Records. Follow instructions in Part 7, Section 6.									
	• If a dairy operation is on the land being transferred, then a DMC transfer must also be accepted. Transfer must be initiated in the original county for DMC transfers*									
	• send FSA-179 and pertinent farm records to the transferring State Office									
	• notify the receiving office of all outstanding debts and producer offset requests									
	• ensure that all outstanding debts are loaded in NRRS according to 64-FI									
	• ensure that all business partners associated with the farm are associated with the receiving county									
	* * *									
	• use the CLU Maintenance Tool in Citrix to update the administrative State and county attributes of all GIS wetland points associated with the farm									
	• if disapproved, send disapproved FSA-179 back to the receiving County Office.									

IF transfer was initiated in the... THEN the transferring County Office will... transferring complete FSA-179, Parts A and B • **County Office** • indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved if approved by transferring County Office, send FSA-179 to the transferring State ٠ Office •*--initiate and approve the farm transfer in CRM Farm Records Note: Notate the farm IBase number on FSA-179. If land is enrolled in CRP, remove CRP attributes from all fields before initiating the transfer in CRM Farm Records. Follow instructions in Part 7, Section 6. If a dairy operation is on the land being transferred, then a DMC transfer must also be accepted. Transfer must be initiated in the original county for DMC transfers.--* * * * send pertinent farm records to the transferring State Office . notify the receiving office of all outstanding debts and producer offset requests . ensure that all outstanding debts are loaded in NRRS according to 64-FI • if disapproved by the receiving State Office, submit the request to DAFP for a • determination. See subparagraph F.

B Transferring County Action (Continued)

C Transferring State Action

The transferring State will:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved
- •*--if approved, act on the farm transfer workflow--*
- send FSA-179 to the receiving State Office.

D Receiving State Action

The receiving State will:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved
 - **Note:** DAFP has delegated its authority to STC's to approve requests for selecting a new administrative County Office in cases where the transfer request is from 1 State to another. STC may redelegate this authority to SED.
- •*--if approved, act on the farm transfer workflow--*
- send FSA-179 to the receiving County Office.

E Receiving County Action

Follow this table after completing FSA-179, Part C.

IF transfer is	THEN
approved	• send a copy of FSA-179 to the receiving State Office.
	Receiving State Office will:
	• keep copy of the approved FSA-179
	• send approved FSA-179 to the transferring State Office for filing and distribution to the transferring County Office.
	Receiving County Office will:
	• follow Part 7, Section 6 and work instructions "Transfer Farm" and "Worklist_Farm_Transfer" to complete transfer in the CRM Farm Records System
	• approve new ARC/PLC and modify CRP contracts in CCMS to reflect new farm and tract numbers, as applicable, in the system for the transferred contracts
	Note: For farms transferring from a non-HIP to a HIP eligible county, calculate the HIP values for the applicable base crops as needed and manually enter within the farm records.
	• enter CRP attributes for all fields enrolled in CRP (including CRP MPL) and allocate CRP MPL acres to applicable tracts after receiving the CRP Cropland workflow generated after the CCMS contract modification
	Note: Follow Part 7, Section 2 and work instructions "CRP – Updating CRP Cropland and "Allocated CRP Acreage" to update CRP attributes at the field level and to update CRP MPL at the tract level.
	• re-create any active FSA-848's for CRP contracts, ECP, etc.
	• notify owners and operators of the action taken
	• provide owners and operators a copy of FSA-156EZ; see Exhibit 11
	• coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments
	• notify the receiving office of all outstanding debts and producer offset requests
	• ensure that all outstanding debts are loaded in NRRS according to 64-FI
	• notify owners and operators of the action taken
	• provide owners and operators a copy of FSA-156EZ; see Exhibit 11
	• notify all applicable NRCS offices handling the farm of the new farm, tract, and field numbers
	• verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately.

Par. 67

E Receiving County Action (Continued)

IF transfer is	THEN
disapproved	record the reason for disapproval
	 notify owners and operators of the action taken with the reason for disapproval
	* * *
	• return all records to the transferring County Office if the transfer remains disapproved after reconsideration.

F Handling Disagreements

If the receiving STC and transferring STC do not agree on the request for transfer:

- DAFP will make the final determination
- the receiving State Office will forward the request for transfer to DAFP.

G Sugarcane Bases

A transfer between States must not be approved for farms with a sugarcane base or for farms requesting to be combined with a farm having a sugarcane base.

68 Processing Out-Transfers

A Out-of-County Transfers

To process the transfer of a farm out of the county in CRM Farm Records, County Offices will:

- follow Part 7, Section 6 and work instructions "Transfer Farm" and "Worklist Farm Transfer" to complete transfer in the CRM Farm Records system
- *--Note: The farm transfer must be initiated in the system and the workflows acted on as FSA-179 is received and approved or disapproved by each transferring and receiving location.--*
- reconstitute it into a separate farm before transfer, if part of a farm will be transferred out of the county
- follow paragraph 64 for timing.

B County Office Action

County Offices will:

- generate and attach an FSA-156EZ PDF electronically to the farm being transferred
- print FSA-156EZ for the transferred farm before initiating the automated transfer process

Notes: See Part 7, Section 6.

Type the following comments on FSA-156EZ:

- "Transferred to _____County"
- the date of transfer
- IBase number.
- file the inactive FSA-156EZ with the inactive farm record file.
- **Note:** CRM Farm Records does not inactivate the transferred farm, but transfers the IBase to the receiving county. The farm will no longer be found in a search of CRM Farm Records within the transferring county. A search by IBase number within CRM Farm
 - *--Records will find the new farm in the receiving county database. As a best practice, it is recommended to notate the farm IBase number on FSA-179 as reference.--*

9-21-20

69 Processing In-Transfers

A In County Transfers

Approve the transfer according to Part 7, Section 6 and work instruction "Worklist_Farm_Transfer".

B County Office Action

County Offices will:

- print FSA-156EZ
- file the printout with the active farm record file.

70-89 (Reserved)

•

Part 4 Initiating a Reconstitution

90 Overview

A Definition of Reconstitution

[7 CFR 718.2] A <u>reconstitution</u> is a change in the land constituting a farm as a result of combining or dividing tracts or farms.

B Previously Constituted Land

[7 CFR 718.201] Land that was properly constituted under procedures existing at the time of reconstitution will remain so constituted until a change in operation or ownership occurs that requires a reconstitution.

C Approval Restrictions

COC must not approve a reconstitution by combination or division if it determines that the primary purpose of the reconstitution is to do either of the following:

- increase the amount of program benefits received from any USDA agency
- circumvent any other USDA program provisions, penalties, or reductions.

D FSA-578

Follow provisions in 2-CP, for impacts on FSA-578 as a result of a reconstitution.

91 Substantive Change in Farming Operations and Changes to Legal Entities

A Approval Restrictions

[7 CFR 718.205] Land that is properly constituted will not be reconstituted if:

- the reconstitution request is based on the formation of a newly established entity that owns or operates the farm or any part of it, and COC determines there is not a substantive change in the farming operation
- COC determines that the primary purpose of the request for the reconstitution is to:
 - obtain additional benefits under any commodity program
 - avoid damages under a contract or statute
 - correct an erroneous acreage report
 - circumvent other program provisions.

In addition, no farm will remain as constituted when COC determines that a substantive change in the farming operation has occurred that would require a reconstitution, except as otherwise approved by STC with the concurrence of DAFP.

B Determining Substantive Change

[7 CFR 718.205] In determining whether substantive change has occurred with respect to a farming operation, COC must consider factors such as composition of the legal entities having an interest in the farming operation with respect to management, financing, and accounting. COC must also consider the use of land, labor, and equipment available to the farming operations and any other relevant factors that bear on the determination.

91 Substantive Change in Farming Operations and Changes to Legal Entities (Continued)

C STC Approval

[7 CFR 718.205] Unless otherwise approved by STC with the concurrence of DAFP, when COC determines that a corporation, trust, or other legal entity is formed primarily for the purpose of obtaining additional benefits under the commodity programs, the farm will remain as constituted or must be reconstituted, as applicable, when the farm is owned and operated by 1 of the following:

- a corporation having more than 50 percent stock owned by members of the same family living in the same household
- corporations having more than 50 percent of the stock owned by stockholders common to more than 1 corporation
- trusts in which the beneficiaries and trustees are family members living in the same household.

A Who May Initiate a Reconstitution

[7 CFR 718.203] A reconstitution may be initiated by:

- the farm operator with the concurrence of the owner or owners of the farm
- the farm owner
- COC.

B FSA-155 Signatures

Signatures required on FSA-155 vary depending on the:

- type of reconstitution
- method of division, if applicable.
- **Notes:** FSA-155's initiated by COC are not required to have owner or operator signatures. However, the County Office must use the signature lines provided in item 15 to include a statement that the reconstitution is being initiated by COC. A date must be included with this statement.

An operator may request a reconstitution without the owner's signature if the reconstitution would be required by COC.

A Required Reconstitutions

[7 CFR 718.201] A reconstitution of a farm either by division or by combination is required and must be initiated when any of the following occur for farms in the same administrative county.

- A change has been made in the operation of the land since the last constitution or reconstitution, and the farm no longer meets the definition of a farm in paragraph 24. As applicable, initiate either of the following:
 - a farm combination according to paragraph 110
 - a farm division according to paragraph 131.

Note: Restrictions in paragraphs 90 and 91 apply.

- The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution. Make corrections according to paragraph 96.
- COC determines that the farm was reconstituted on a basis of false information provided by the owner or farm operator.
- COC determines that the tracts of land included in a farm are not being operated as a single farm according to paragraph 96.
- An owner requests in writing that the owner's land no longer be included in a farm that is composed of tracts under separate ownership. See paragraph 131 for farm divisions.
- •*--Farms are participating in ARC/PLC, have the same ARC/PLC program elections for all common covered commodities, have the same ARCPLC G/I/F Eligibility indicator,--* have the same owner, are located in the same county, and are operated as 1 farm.

93 When to Initiate (Continued)

B Timing of Farm Reconstitutions

[7 CFR 718.204] To be effective for the current FY, farm combinations and farm divisions must be requested by August 1.

A reconstitution is considered to be requested when all:

- of the required signatures are on FSA-155
- other applicable documentation, such as proof of ownership, is submitted.
- *--Note: County Offices are authorized to process reconstitution requests received after August 1 if sufficient time is available to complete the request before rollover.--*

C Timing of Tract Divisions

Tract divisions must be processed at any time during FY to ensure tract record accuracy.

If a farm reconstitution is required, process the reconstitution according to subparagraph B, Part 7, Section 7, and the work instructions "Farm Division - CRM", "Farm Division – GIS", and "Tract Division".

D Total CRP and Non-ARC/PLC Farms

The following farms may be reconstituted at any time:

- total CRP
- non-ARC/PLC.

93 When to Initiate (Continued)

E Completion Time Limit

- *--All reconstitutions initiated in CRM Farm Records must be completed within 45 calendar--* days or the system will automatically cancel the reconstitution.
 - **Note:** One 45-calendar-day extension may be processed by the approving official after receiving a notification of approaching deadline for approval. The notification is sent 40 calendar days after the reconstitution is finished in the computer and the approval workflow is initiated. See Part 7, Section 7.

All reconstitutions not completed prior to FY rollover will be cancelled.

County Offices must update reconstitutions with crop base acres by August 31 of FY. This will allow sufficient time for producers to return signatures and documentation by the deadline for ARC/PLC.

94 How to Initiate

A Requesting a Reconstitution

[7 CFR 218.203] Any request for a farm reconstitution shall be filed with COC. County Offices must prepare FSA-155 for each requested reconstitution.

B Completing FSA-155

Complete FSA-155 according to this table.

Item	Instructions					
1	Enter county FSA name and address.					
2	Enter reconstitution number.					
3	Check the appropriate box for the type of reconstitution. When the request is for					
	a tract division and followed by a farm division, check both boxes.					
4	Enter a brief explanation of the reason for the reconstitution.					
	Examples: "Tract 100 sold." or "Operator change."					
5	Enter approximate date of change, such as sale or lease date.					
6	Enter the following data for each parent and resulting farm and/or tract:					
	• farm data when item 3 indicates a farm combination or division					
	• tract data when item 3 indicates a tract combination or division					
	• tract and farm data when item 3 indicates a tract division and a farm division.					
7 A	For divisions, enter each crop on the parent farm from FSA-156EZ.					
7 B	For divisions, enter appropriate base for each crop on the parent farm.					
7 C	Check appropriate method of division for each base on the parent farm.					
8 A	Enter the appropriate farm number, tract number, crop, and base acres on the					
through	parent farm if the method of division is landowner designation or estate. ENTER					
D	"N/A" if not applicable.					

Note: A separate FSA-155 is not required for a tract division if the reconstitution also includes a farm division.

94 How to Initiate (Continued)

B Completing FSA-155 (Continued)

Item	Instructions
8 E	If the method division is landowner designation or estate, enter the
	following for each crop on the resulting farms:
	• farm number
	• tract number
	• acres of bases.
	When there are more than 4 resulting tracts or farms, continue on another
	FSA-155 and attach it to the original document.
9 A and C	Obtain all owners' signatures for the landowner designation method of
	division unless an MOU has been signed by the buyers and sellers
	designating the distribution of bases.
	When more signature blocks are required, continue on another FSA-155 and attach it to the original document.
10 through 14	Review each question and enter a checkmark in the appropriate column. If
10 through 11	"Yes" is checked for item 10, list requested crops.
15	Obtain appropriate signatures and dates. A reconstitution is considered to
	be requested when all:
	• of the required signatures are obtained on FSA-155
	Note: Appropriate documentation according to 1-CM must be on file in the County Office for persons signing in a representative authority.
	• other applicable documentation, such as proof of ownership, is submitted
	Exception: For COC-initiated FSA-155's, see subparagraph 93 A.
16 A and B	COC must sign and date, unless COC has delegated authority to CED according to paragraph 150. Sign according to the following:
	• for farm level reconstitutions, sign after the reconstitution is initiated in the computer and it is in pending status
	• for tract level reconstitutions, sign after the combination or division is completed in the computer.
	FSA-155 is the reconstitution approval document. Attach FSA-156EZ for both the parent and child farms to FSA-155.
16 C	Enter a checkmark to indicate either approved or disapproved.

94 How to Initiate (Continued)

C Example of FSA-155

The following is an example of FSA-155.

ESA-155			USDA-ESA	1. County FSA Na	ma and Address		2 Tuno o	f Reconstitu	. 0560-00		
(01-27-05)			03DA-F3A	Any FSA Coun							
,				111 Nowhere	Ave		Fan Combinatio		Tract Division		
	REQUE	EST FOR		Anywhere ST	00000-0000		Farr		Tract		
FARM RECONSTITUTION			N	2 Decentitution	Neveen		Divisio	Division Combination			
				2. Reconstitution							
				 Reason for Re Purchased T 	1215		(AMA-DD-	mate Date o ^{mm} 01-15	-2013		
requesting The Inform Will result I Departmen civil fraud : According displays a	the following inform nation will be used to in the denial of furth nt of Justice, or othe statutes, including 1 to the Paperwork R valid OMB control n	nation is the Agricultu o reconstitute your fai er monies or other pr er State and Federal I 18 USC 286, 287, 371 Reduction Act of 1995 number. The valid Oil	h the Privacy Act of 1 ral Adjustment Act of ming operation. Furn ogram benefits as reg aw enforcement agen 1, 651, 1001; 15 USC an agency may not c tB control number for luding the time for rew mation. RETURN TH	1938, as amended, a ishing the requested i quired by existing law icles and in response 714m; and 31 USC 3 ionduct or sponsor, ar this information colle	nd the Farm Securi Information Is volunt and regulations. Thi to a court magistrat 729, maybe applica id a person Is not re ction Is 0560-0025.	ty and Rural II ary. Failure to is information ie or administi ble to the info quired to resp The time requ	nvestment Act o turnish and file maybe provideo rative tribunal. To rmation provideo pond to, a colleco lired to complete	f 2002 (Pub. L the requested I to other agen he provisions (d. tion of informati this informati	. 107-171). Informatio Icles, IRS, of criminal tion unless on collectio		
FARM IDENTI	IFICATION:										
A. Parent Farm or Tract No.	B. Total Farmland	C. Total Cropland	D. Total DCP Cropland	E. Farm identifier	F. Oper			G. Owner			
1985	20	19.5	19.5		Any 1 Produ	lcer	Any 2 1	Producer			
							_				
H.	I. Total	J. Total	K. Total DCP	L. Farm identifier	M			N.			
Resulting Farm or Tract No.	Farmland	Cropland	Cropland	Farm Identifier Operator Any 1 Producer		Owner Any 2 Producer					
2501	3.5	16.3	3.2		Any 3 Produ	lcer	Any 3 1	Producer			
. METHOD OF	DIVISION:	<u> </u>	<u> </u>								
	Α.			В.			C. Check Appro				
	Crop		Par	ent Farm/Tract Bas	ies	Estate	Designation	DCP Cropland	Default		
Wheat			5.4						1		
Corn			3.2						1		
			<u> </u>								
			<u> </u>								
			1		, color, national origin,						

94 How to Initiate (Continued)

C Example of FSA-155 (Continued)

 DIVISION BY OWN documented and si 	VER DESIGNATION igned to, as applicab						tion and estate m	ethods unles	s the divi	sion of ba	ases is
Α.	В.	(C.	D.		E. Resulting Farm/Tracts					
Parent Farm Tract No.		Crop		Base	(1) 1	arm/Tract No.:	: (2) Farm/Tract No	0.: (3) Farm/T	ract No.: (4	4) Farm/Ti	ract No.
						Base	Base	Bas	ie –	Bas	e
N/A								_			
 SELLER AND PUR I, the undersigned, a purchaser. 						memorandu	um of understan	iding betwe	en seller	and	
A. Seller's Signature			B. Date (M)	HDD-YYYY)	C. Purch	ser's Signature	e		D. Date	(MM-DD-YY	202
10. Will there be an ad	lverse effect to any	producer b	oy reconstitu	uting any crops	? If "YES	", what crops	\$?			YES	NO
11. Is the parent farm i	in CRP?										✓ ✓
12. If combination, will	combined farm be o	operated a	as a single f	arming unit?							
13. Are there any adve	erse HELC flags on f	farms or tr	racts being	combined? If "	YES", refe	r to NRCS.					
14. A. Has cost share B. If "VES" has n	e assistance been revenues assist				-	?					✓
15. CERTIFICATION I I, the undersigned and agree to the r available upon rea	AND AGREEMENT l, certify that to t econstitution. T	: the best he result	of my kno ts of the r	wledge and econstitutio	l belief t						
A. Signature of Operat			1	- M+DD-YYYY)	A. Sign	ature of Oper	rator/Owner		B. Dat	e (MM+DD-)	m
Any	3 Producer		1/1	5/2013							
16. COUNTY COMMIT	TTEE ACTION: s to reconstitutio	on of far	ms tract	s, and bases	1				1		
ints action applies	roconsmille		may areacted	, and 00060							
A. County Committee F		Signature				B. Date (MM	(FDD-YYYY) C	. County Con	nmittee A	ction	

95 Effective Dates

A Rule

[7 CFR 718.204] Determine the effective dates of reconstitutions according to this table. *--

IF the reconstitution was requested	THEN the effective date is the
by August 1	current FY.
after August 1	next FY.

Notes: The reconstitution will not be processed in the computer until the appropriate FY.

Tract divisions will be processed at any time during the FY to ensure tract record accuracy. If a farm reconstitution is required, process the reconstitution according to paragraph 93 and this paragraph.

96 Corrections

A Prior Reconstitutions

[7 CFR 718.201] Reconstitute a farm if either of the following applies:

- the land was not properly constituted under the regulations in effect when the farm was last constituted
- COC determines that misrepresentation occurred.

Note: In this context, misrepresentation includes, but is not limited to:

- side agreements between buyer and seller that defeat the program
- knowingly disclosing false information regarding land ownership or farm operation
- knowingly taking actions to defeat program purposes.

B Correction Effective Date

The effective date for corrections because of misrepresentation by producer or error made by the County Office is the FY in which the reconstitution correcting the error would be effective.

97-108 (Reserved)

Part 5 Types of Reconstitutions

109 Overview

A Reconstitution Types

The following are 4 types of reconstitutions:

- farm combinations
- farm divisions
- tract combinations
- tract divisions.

B Definition of Farm Combination

A farm combination is the consolidation of 2 or more farms, having the same operator, into 1 farm.

C Definition of Farm Division

A <u>farm division</u> is the dividing of a farm into 2 or more farms because of a change in ownership or operation.

D Definition of Tract Combination

A <u>tract combination</u> is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

E Definition of Tract Division

A <u>tract division</u> is the dividing of a tract into 2 or more tracts because of a change in ownership or operation. A tract division does not always require a subsequent farm division.

F Publicizing Method of Division

County Offices will:

- publicize the designation by landowner method of division, including the definition and criteria for using it
- distribute the information in any manner available including, but not limited to:
 - newspaper articles
 - newsletters
 - radio and television spots.

G When to Publicize

Publicize this method of division:

- once a year, at a minimum
- toward the end of each FY.
- **Note:** This will ensure that producers are familiar with the method and criteria throughout the coming FY.

*--H Reconstitution Identification Number

A reconstitution identification number is system generated for all tract or farm reconstitutions when:

- a tract reconstitution has been completed
- a farm reconstitution has been submitted for approval.

Reconstitutions completed in CRM Farm Records, including both farm and tract reconstitutions, will be numbered sequentially starting with reconstitution ID #1 through the number of reconstitutions completed by the end of FY. All reconstitution ID numbers will be unique within the administrative State and county for the FY. The reconstitution ID number will revert back to 1 at the beginning of each FY.

Note: The reconstitution identification number will not be generated for reconstitutions completed in CRM Farm Records when the system first went live in FY2013 when the software was not tracking reconstitutions completed. As a result, there will be some reconstitution history that will not be identified in the reports or assignment blocks.

The reconstitution ID number generated for a reconstitution should be entered on FSA-155, Request for Farm Reconstitution in data entry field "**2. Reconstitution No**:".

I Reconstitution Reports

The following reconstitution reports are available to assist county offices with reviewing completed reconstitutions and tracking the history of a farm or tract:

- Reconstitution County Summary Report
- Farm Reconstitution History
- Tract Reconstitution History.

Additional information on the reconstitution reports and functionality in CRM Farm Records is found in Part 7, paragraphs 296-299, and Exhibits 31-33.--*

Section 1 Combinations

Subsection 1 Farm Combinations

110 Common Ownership Farm Combinations

A Definition of Common Ownership Unit

A <u>common ownership unit</u> is a distinguishable part of a farm, consisting of 1 or more tracts of land with the same owners, as determined by FSA.

B Required Combinations

Farms must be combined when:

- all of the following apply for farms in the same administrative county:
 - same operator
 - the tracts are under common ownership unit
 - the resulting farm would meet the definition of a farm in paragraph 24

Note: All ARC/PLC farms with the same ARC/PLC election for all common covered *--commodities, the same ARCPLC G/I/F Eligibility indicator, the same owner,--* operated as 1 farm, and located in the same county, must be combined.

- the farm was not properly constituted under the applicable procedure in effect at the time of the last reconstitution
- COC determines that the farm was reconstituted on the basis of false information provided by the owner or farm operator.
- **Notes:** Combinations of CRP land with non-CRP land are not required even though the criteria in this subparagraph may be met.

ARC/PLC and non-ARC/PLC farms may be combined.

See Part 7, Section 7 and work instruction "Farm Combination" for instructions on processing farm combinations in the automated system.

•

111 Separate Ownership Farm Combinations

A Basic Rule

Combinations of land under separate ownership:

- are voluntary
- will not be encouraged.

B Criteria for Combinations

[7 CFR 718.201] Land under separate ownership may be combined if all of the following apply:

- the resulting farm meets the definition of a farm in paragraph 24
- all owners agree in writing
- the land is under a lease agreement of at least 1-year duration.

Exceptions: All owners who had previously agreed to the combination of land under separate ownership are **not** required to agree again in writing. Only owners contributing new land to the combination must agree in writing.

If multiple ownership farms are involved, only the operator's signature is required if all owners on each farm had previously agreed to that farms constitution.

Notes: ARC/PLC and non-ARC/PLC farms may be combined.

See Part 7, Section 7 and work instruction "Farm Combination" for instructions on processing farm combinations in the automated system.

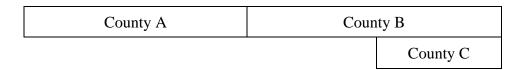
112 Combinations Across State and County Lines

A Base and Non-Base Farms

[7 CFR 718.201] Farms across State or county lines may be combined upon request if all of the following conditions apply:

- the farms meet the criteria for being transferred according to paragraph 52
- the farms meet the criteria for combination according to paragraph 110
- any of the following:
 - counties that are contiguous; that is, touching at corners, sides, etc.

Example: County A is contiguous to County B. County B is contiguous to County C.



Land in counties A, B, and C may be combined if there are parent farms located in all 3 counties.

If the land in County B is divided from the farm, separate the land in counties A and C, because counties A and C are not contiguous.

- farms within 20 road miles of each other
- counties divided by a river
- counties that do not touch because of a correction line adjustment.

113 Combining Federally- and State-Owned Land

A Federal Land

[7 CFR 718.201] Federally-owned land shall not be combined with privately owned land.

B State Land

[7 CFR 718.201] Wildlife land owned by State entities shall not be combined with privately owned land.

Exception: State-owned wildlife land may be combined with privately owned land when the former owner has possession of the land under a leasing agreement.

114 Combining Farms With Existing ARCPLC Elections

A Initiating Reconstitutions With Existing ARCPLC Elections

Combinations of ARC-CO and PLC parent farms with other ARC-CO and PLC parent *--farms can only be approved if there are no conflicting elections for common crops or conflicting ARCPLC G/I/F Eligibility indicator. Lack of an election for a crop with zero--* base acres is not considered a conflicting election.

Combinations of ARC-IC parent farms with other ARC-IC parent farms are permitted.

ARC-CO and PLC parent farms cannot be combined with ARC-IC parent farms.

See 1-ARCPLC, Part 8 for County Office action for ARC/PLC contracts that have been cancelled because of reconstitutions.

115 Reconstitution Policy for HIP Crops on Combined Farms

A Combination HIP Policy

Farms with different HIP may be combined if all other provisions apply per paragraph 110.

--Upon approval of the reconstitution, the system will calculate new HIP's for the resulting-- farm by "weighting" the applicable crop HIP from each parent farm in the combination by the base acres of the crop associated with each parent farm. The resulting new HIP will be:

- •*--automatically entered at the farm level for the resulting farm--*
- effective starting with that year forward.

The weighting formula for farms is as follows:

- •*--multiply the crop base acres times the applicable HIP for the crop for each parent farm in the combination to calculate the HIP-factored base acres--*
- total the HIP-factored base acres for the crop
- divide by the total base acres of the crop on the child farm.

B Example

The following are 2 parent farms (101 and 204) with associated base acres and HIP's to calculate the weighted HIP for the resulting farm.

FSN	Corn Base Acres	HIP	HIP-Factored Base Acres
101 (parent)	100	75%	75
204 (parent)	175	30%	52.5
Calculation: 75 + 52.	$5 = 127.5 \div 275 = 46\%$		
1008 (resulting)	275	46%	

^{*--}The system will enter "46" as the new HIP in CRM for FSN 1008 (round to 2 decimal--* places before the percentage sign).

Note: For farm divisions, the resulting child farms will maintain the same HIP's as applied to the parent farm.

116 (Withdrawn--Amend. 2)

*--117 Combining Farms With Similar ARCPLC G/I/F Eligibility Indicator

A ARCPLC G/I/F Eligibility Indicator and Combinations

Farms with similar ARCPLC G/I/F Eligibility indicators may be combined. A farm with an "Ineligible" indicator will be restricted from being combined with a farm with an "Eligible" indicator.--*

118-124 (Reserved)

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Subsection 2 Tract Combinations

125 Common Ownership Tract Combinations

A Definition of Common Ownership Unit

A <u>common ownership unit</u> is a distinguishable part of a farm, consisting of 1 or more tracts of land with the same owners, as determined by FSA.

B Permitted Combinations

Tracts may be combined when all the following conditions are met:

- tracts are associated with the same farm number
- tracts have common ownership unit
- tracts are contiguous
- owner agrees.

C Combining Tracts Across State and County Lines

Tracts may be combined across State and County lines if there is no defined county boundary.

The system will assign the "Congressional District" code associated with the physical location of the tract.

126 Initiating Tract Combinations

A Before Initiating Tract Combination

Before initiating a tract combination, verify that the:

- tracts are on the same farm
- tracts have the same ownership
- tracts are contiguous
- owner agrees, by signing FSA-155
- FSA-155 was completed according to paragraph 94.

See Part 7, Section 7 and work instruction "Tract Combination" for instructions on completing tract combinations in the automated system.

127-130 (Reserved)

Section 2 Divisions

Subsection 1 Reasons for Divisions

131 Reasons for Farm Divisions

A Rules

Following are rules for dividing farms.

	Who May Initiate
Reason for Farm Division	Reconstitution
Part of the farm is sold or ownership changes and the land no longer	COC, owner, or
meets the definition of a farm in paragraph 24.	operator
The land no longer meets the definition of a farm in paragraph 24.	COC, owner, or
	operator
The farm was not properly constituted under the applicable regulations	COC, owner, or
in effect at the time of the last reconstitution.	operator
COC determines that the farm was reconstituted on the basis of false	COC
information provided by the owner or farm operator.	
An owner of a multiple-ownership farm requests, in writing, that the	owner
land owned by that owner no longer be included in the farm.	
Note: This request must be in writing; however, the owner's	
signature on FSA-155 may serve as the written request. When	
a tract of land on a multiple-ownership farm is owned by	
persons with undivided interest, only 1 undivided interest	
owner's request and signature is required.	

The resulting farms must be administratively located in the county where the land is physically located.

See Part 7, Section 7 and work instructions "Farm Division – CRM" and "Farm Division – GIS" for instructions for processing farm divisions in the automated system.

132 Reasons for Tract Divisions

A Rules

Following are rules for dividing tracts.

Reason for Tract Division	Who May Initiate Reconstitution
The tract no longer meets the definition of a tract	COC or owner
according to paragraph 24.	
Part of the tract is sold or ownership changes.	COC or owner

See Part 7, Section 7 and work instruction "Tract Division" for instructions to process tract divisions in the automated system.

133-139 (Reserved)

Subsection 2 Methods of Division

140 Overview

A What Are the Methods of Division

[7 CFR 718.206] The methods of division in priority order are shown in this table.

Priority Order	Method of Division	Paragraph Reference
1	Estate.	141
2	Designation by landowner.	142
3	DCP cropland (applicable to base acres for tract divisions only).	143
4	Default (applicable to base acres for farm divisions only).	144

B Selection of Methods

Select the proper method of division:

- on a crop-by-crop basis
- using the priority order in subparagraph A.

141 Estate

A Definition of Estate Method

[7 CFR 718.206] The <u>estate method</u> is the division of bases for a parent farm among heirs in settling an estate.

B Documentation Required

Divide bases among heirs according to this subparagraph.

To divide a farm by the estate method, obtain either of the following documentation and attach to FSA-155:

- copy of the will by the testator
 - **Note:** COC must determine whether a division can be made reasonably according to the terms of the will. If COC determines the terms are not reasonable, do not use the estate method.
- written agreement by all heirs or devisees who acquire an interest in the property for which bases have been established.
 - **Notes:** The written statement will only be used if there is no will or COC determines the terms of the will are not clear as to the division of the bases.

An agreement by the administrator or executor will not be accepted instead of an agreement by the heirs or devisees.

C FSA-155 Signature Requirements

Signatures are not required on FSA-155, however, a copy of the will or written agreement signed by all heirs or devisees must be attached to FSA-155.

141 Estate (Continued)

D Land Sold Before Estate Is Settled

If the estate sells a tract of land before the farm is divided according to subparagraph B, complete the following reconstitutions:

- divide the land sold from the parent farm as follows:
 - do not use the estate method
 - use the next appropriate method of division
- divide the remainder of the farm among the heirs using the estate method.

E COC Determination

COC must determine whether a division can be made reasonably according to the terms of the will. If COC determines that the terms are not reasonable, do not use the estate method.

F Double-Cropped Acres

Double-cropped acres must go with the base acres. Before dividing a farm with double-cropped acres, ensure that sufficient effective DCP cropland plus double-cropped acres will be on each resulting farm to support the designated bases. If the effective DCP cropland plus double-cropped acres will not be sufficient to cover the bases, use CCC-517, according to paragraph 36.5, to move double-cropped acres as needed **before** the division is processed.

142 Designation by Landowner

A Definition of Designation by Landowner Method

[7 CFR 718.206] The <u>designation by landowner method</u> is the division of bases in the manner agreed to by the parent farm owner and purchaser or transferee.

B When This Method May Be Used

The designation by landowner method may be used when any of the following apply:

- part of a farm is sold or ownership is transferred
- an entire farm is sold to 2 or more persons
- farm ownership is transferred to 2 or more persons
- part of a tract is sold or ownership is transferred
- a tract is sold to 2 or more persons
- tract ownership is transferred to 2 or more persons.

C FSA-155 Signature Requirements

FSA-155 must be signed by all of the following:

- sellers
- buyers (transferees).
- **Exception:** When MOU that is signed by all sellers and buyers is filed, signatures of all sellers and buyers are not required on FSA-155. However, a copy of MOU must be attached to FSA-155.

D Multiple-Ownership Farms

If a tract will be divided before the farm is divided using the designation by landowner method, divide the tract using the standard method of division before dividing the farm.

142 Designation by Landowner (Continued)

E Eligibility Requirements

All of the requirements in this table must be met to use the designation by landowner method.

Description	Requirement
3-Year	The land sold or transferred must have been owned for at least 3 years.
Ownership	See subparagraph G for a waiver of this 3-year requirement.
MOU	 The owner of the parent farm and the purchaser or transferee must file a signed MOU designating bases before either of the following occurs: the farm is reconstituted; that is, COC or designee signs the COC
	 report any subsequent transfer of ownership. An MOU may be revised to meet the eligibility requirements in this subparagraph.
	Note: A deed is not an MOU.

F Revising Designation

If COC determines that bases cannot be divided in the manner designated, the owner will be notified and permitted to revise the designation.

If a revised designation is not provided within a reasonable time, or if it does not meet the conditions of this paragraph, the bases will be divided using the next appropriate method.

142 Designation by Landowner (Continued)

G Waiver of 3-Year Requirement

COC may waive the 3-year ownership requirement if COC determines that the sale was not primarily to keep or sell bases.

If COC does **not** waive the 3-year requirement and only a portion of the land sold or transferred has been owned for less than 3 years, complete the following reconstitutions:

- divide the parent farm to separate the land owned for less than 3 years using the default method of division
- divide the land owned for 3 years or more using the designation by landowner method.

H Leased Indian Tribal Land

If land owned by an Indian Tribal Council is leased to 2 or more producers:

- allow the Indian Tribal Council to use the designation by landowner method
- do not apply the eligibility requirements in subparagraph E.

I Double-Cropped Acres

Double-cropped acres must go with the base acres. Before dividing a farm with double-cropped acres, ensure that sufficient effective DCP cropland plus double-cropped acres will be on each resulting farm to support the designated bases. If the effective DCP cropland plus double-cropped acres will not be sufficient to cover the bases, use CCC-517 according to paragraph 38, to move double-cropped acres as needed **before** the division is processed.

143 DCP Cropland

A Definition of DCP Cropland Method

[7 CFR 718.206] The <u>DCP cropland method</u> is the division of bases in the same proportion that the DCP cropland for each resulting tract relates to the DCP cropland on the parent tract.

B Verifying DCP Cropland

Before using the DCP cropland method, verify the DCP cropland acres on each tract. Redetermine the acreage if there is any question, doubt, or suspicion about the authenticity of the DCP cropland acreage on record.

C When to Use This Method

The DCP cropland method may be used if COC determines paragraphs 141 and 142 do not apply.

D When Not to Use This Method

The DCP cropland method shall not be used to divide base acres in a farm division.

E FSA-155 Signature Requirements

FSA-155 must be signed by 1 of the following:

- owner
- operator.

Note: The owner's signature is not required for a reconstitution initiated by the operator if the division would be required by COC.

Note: Reconstitution software divides base acres according to the ratio of effective DCP cropland on each resulting tract when the DCP Cropland method is selected.

144 Default

A Definition of Default Method

[7 CFR 718.206] The <u>default method</u> is the division of bases for a parent farm with each tract maintaining the bases attributed to the tract level when the reconstitution is initiated in the system.

B When to Use This Method

The default method may be used if COC determines paragraphs 141 and 142 do not apply.

C FSA-155 Signature Requirements

FSA-155 must be signed by 1 of the following:

- owner removing the tract or tracts
- operator.

145 HIP Procedure for Divisions

A HIP after a Farm Division Policy

For farm divisions, the resulting child farms will maintain the same HIP's as applied to the parent farm.

B update the HIP Following a farm Division

The HIP associated with the applicable covered commodities must be manually added at the farm level for the resulting child farms after the farm division is completed. Failure to add the HIP's could result in failed ARCPLC payments for triggered covered commodities.

146-148 (Reserved)

Note: The owner's signature is not required for a reconstitution initiated by the operator if the division would be required by COC.

Subsection 3 Approving Reconstitutions

149 Documentation for COC Approval

A Required Documentation

County Offices must submit the following to COC for each reconstitution:

- completed FSA-155 prepared according to paragraph 94
- FSA-156EZ's printed for the parent and resulting farms
- additional documentation necessary to support the reconstitution or the methods of division selected.

B COC Review Requirements

When reviewing proposed reconstitutions, COC will:

- check the items submitted according to subparagraph A
- ensure that the reconstitution requirements in Part 4 are met
- ensure that all information on FSA-155 has been obtained and the form is complete
- ensure that the reconstitution effective dates are correct according to paragraph 95
- for divisions, ensure that the proper methods of division are selected according to paragraphs 141, 142, and 143 and the applicable questions in subparagraph D are addressed
- if adjustment rules are used, ensure that the:
 - rules are applied correctly
 - results are correct
- sign FSA-155 for all reconstitutions
- see subparagraph 150 D if the reconstitution is not approved.

150 Reconstitution Approval Process

A Required Documentation

County Offices must submit the following to COC for each reconstitution:

- completed FSA-155 prepared according to paragraph 94
- FSA-156EZ's printed for the parent and child farms
- additional documentation necessary to support the reconstitution or the methods of division selected.

B COC Review Requirements

When reviewing proposed reconstitutions, COC will:

- check the items submitted according to Exhibit 13
- ensure that the reconstitution requirements in paragraphs 90 and 91 are met
- ensure that all information on FSA-155 has been obtained and the form is complete
- ensure that the reconstitution effective dates are correct according to paragraph 95
- for divisions, ensure that the proper methods of division are selected according to paragraphs 141, 142, and 143 and the applicable questions in subparagraph D are addressed
- if adjustment rules are used, ensure that the:
 - rules are applied correctly
 - results are correct
- sign FSA-155 for all reconstitutions
- see subparagraph D if the reconstitution is not approved.

150 Reconstitution Approval Process (Continued)

C Approval

COC must sign and date FSA-155, checking "approved" according to the following:

- for farm level reconstitutions, sign after the reconstitution is completed in CRM Farm Records and the approval workflow has been initiated
- for tract level reconstitutions, sign after the combination or division is completed in CRM Farm Records
- approving official must approve the workflow in the CRM Farm Records System. See Part 7, Section 7.

Note: COC can delegate authority to CED according to subparagraph E.

FSA-155 is the reconstitution approval document. Attach the parent and child farm's FSA-156EZ's to FSA-155.

Provide the following information to the parent and child farm's owners and operators:

- Base and Yield Notice, applicable to the farm level reconstitutions only
- FSA-156EZ to associated owners and operators only
- a photocopy of NRCS determinations with NRCS determinations entered for each field

Note: See 6-CP for additional information.

- appeal rights on Base and Yield Notice.
- *--Notify NRCS of the results of all approved reconstitutions. Provide a copy of FSA-156EZ.--*

D Disapproval

COC must sign and date FSA-155, checking "disapproved".

Approving official must select "disapprove" from the drop down menu in the workflow and execute the decision. See Part 7, Section 7.

If a tract level reconstitution is disapproved, perform the necessary subsequent reconstitution in CRM farm records to reverse the tract combination or tract division.

150 Reconstitution Approval Process (Continued)

D Disapproval (Continued)

Provide the following information to the parent and child farm's or tract's owners and operators:

- a letter explaining why the reconstitution cannot be processed
- appeal rights according to 1-APP.

E COC Redelegation

COC may redelegate to CED the authority to approve or disapprove FSA-155's if another reconstitution, signup, or similar action would be delayed if COC action in not obtained in a timely manner.

If COC redelegates to CED:

- the redelegation must be in writing
- each month, COC must review CED decisions.

151 Printing Base and Yield Notice

A Printing Base and Yield Notice

The Base and Yield Notice is sent to the approving official as an attachment to an e-mail following approval of the reconstitution workflow. Base and Yield Notice may be reprinted for the current FY for an approved:

- farm combination
- farm division.
- **Note:** When a series of reconstitutions has been processed, the Base and Yield Notification for the initial reconstitutions can only be printed from the attachment in the e-mail that is generated following approval of the initial reconstitution workflow. The Base and Yield Notification containing the address of the farm operator for the final approved reconstitution can be reprinted from the "More" drop-down located on the CRM toolbar of the child farm(s).

The mailing date on Base and Yield Notice will be the date the reconstitution was updated, and the final appeal/review date will be 30 calendar days after the mailing date.

From more information on the Base and Yield Notice see Part 7 for instructions on accessing and printing the notice.

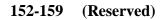
See Part 7, Section 7.

151 Printing Base and Yield Notice (Continued)

B Example of Base and Yield Notice

Following is an example of Base and Yield Notice.

	Farm Se	rvice Age	•		ice Date: Feb 13, 2017
Notification See Page 1 for non-discriminatory Stateme		, Electio	ons, HIP and CRP Reduc	tions after Recor	nstitution
occrege risk horescale and y calcing	ma.				
ANY 1 PRODUCER	111 NO ANYV	OWHER	Y - STATE RE AVE ST 00000-0000 0		
222 NOWHERE AVE					
ANYWHERE ST 00000-0	000				
Year : 2017 Farm No : 9999					
		Farm S	ummary Data		
Crop Name	Election Choice	HIP	Base Acres	PLC Yield	CCC-505 CRP Reduction Acres
Com	ARC - County	42	56.00	144	0.00
Grain Sorghum	ARC – County		0.70	75	0.00
Wheat	ARC – County		8.30	32	0.00
As a result of a reconstitution, application. In order for the base enroll or apply in accordance w enrollment or application period center office for details. This notice is issued by the co Committee by filing a written rec found at 7 CFR Part 780. If you to the FSA State Committee or t service center address and expla is the appeal date listed below.	acres and the farm to be ith rules governing that if an application period ounty FSA office. You in juest within 30 calendar (appeal to the County Cor he National Appeals Divis	e eligible program exists or nay appe days after nmittee, j sion or re	for any program benefit (if a by the later of 30 days fro is in effect on the date this al the accuracy of informal r you receive this notice in a you may later appeal an adv quest mediation. To appeal,	vailable), producers m the date of this r notice is issued. Co- tion contained in the secondance with the erse determination of write to the County	on this farm must act to notice or the end of the ontact your FSA service is notice to the County FSA appeal procedures of the County Committee Committee at your FSA
Owner Multiple					
Operator : ANY 1 PR					
Farm Description : 99_999_999	99			Final Date of Appea	al: Mar 15, 2017
The U.S. Department of Agriculture (USDA) pro- identity, religion, reprised, and where applicable, or protected genetic information in employment of with disabilities, who wish to file a program com- contest USDA's TARGET Center at (2020) 720-24 USDA through the Federal Reley Service at (800)	colitical beliefs, marital status, familial r in any program or activity conducted siaint, write to the address below or it 00 (voice and TDD). Individuals who	or parental sti I or funded by you require a are deaf, har	atus, sexual orientation, or all or part of an the Department. (Not all prohibited base atemative means of communication for pr	individual's income is derived s will apply to all programs and poram information (e.g., Braili	from any public assistance program, glor employment activities.) Persons a large print, audiotane, etc.) please
If you wish to file a Civil Rights program complex any USDA office, or call (866) 633-9992 to require Department of Agriculture, Director, Office of Adj opportunity provider and employer.	est the form. You may also write a k	stler containin	g all of the information requested in the fi	orm. Send your completed co	mplaint form or letter by mail to U.S.



Subsection 4 Adjustments After Farm Divisions

160 Basic Rule for Adjustments

A Rule

Base acres apportioned among the resulting farms using the default method may be increased and decreased if all of the following apply:

- a subsequent transfer of ownership has **not** occurred
- all owners agree in writing by signing CCC-517 within 30 calendar days of notification of base acres
- the increase in base acres with respect to a farm is offset by a corresponding decrease for the base acres established on the other resulting farm or farms.

Base acres and yields will be adjusted according to paragraphs 35 and 36.

161-169 (Reserved)

170 Overview

A Rule

If the operator of a farm which contains land enrolled in CRP-1 does not share in CRP, review the farming operation to ensure that the land meets the definition of a farm according to paragraph 24.

B Distribution of Acres

Before a reconstitution is initiated, users will verify that the CRP cropland allocated to each tract matches the amount recorded in the CRP system for the following:

- CRP cropland acres
- CRP MPL acres, if applicable.

Follow Part 7, Section 2 and the work instructions "CRP - Updating CRP Cropland" and "Allocated CRP Acreage" to enter CRP attributes at the field level and to update CRP MPL at the tract level if applicable.

*--C Distributing CCC-505 CRP Reduction Acres

During a division of a tract with associated CCC-505 CRP reduction acres, if the DCP cropland method is selected, CCC-505 CRP reduction acres must be divided to the resulting tracts in proportion to the CRP cropland each resulting tract receives. If the estate or landlord method is selected to divide base acres, producers may also divide CCC-505 CRP reduction acres, but acres associated with a resulting tract cannot exceed the total number of CRP cropland acres associated with the tract.

The tract division process will automatically divide and populate CCC-505 CRP reduction acres as applicable during the reconstitution process. CCC-505 CRP reduction acres are automatically populated during the farm division, farm combination, and tract combination processes.--*

Note: If the farm is under common ownership and the operator does not share in CRP-1, do not divide the farm.

171 Dividing Farms During CRP Signup

A Dividing Farms for Current Year Contracts

Divide farms that enter into CRP-1's if either of the following applies:

• the land no longer meets the definition of a farm in paragraph 24

• 1 or more owners refuse to sign CRP-1 that will be effective in either the current or future FY. For future year contracts, see subparagraph B.

B Dividing Farms for Future Year Contracts

Process the reconstitution in FY CRP-1 is effective.

172-180 (Reserved)

Exception: If the farm is under common ownership and the operator does not share in CRP-1, do not divide the farm.

Part 7 Automation

Section 1 Overview

181 CRM Farm Records

A Overview

Current fiscal year farm records maintenance is done within the CRM Farm Records system, including editing of the following at the farm, tract, and/or field level:

- GIS spatial data
- land data
- crop data
- program data
- owner, operator, and other producer data.

182 MIDAS Portal

A Overview

The MIDAS Portal is the first screen that displays after selecting "MIDAS – Modernize and Innovate the Delivery of Agricultural Systems" from the FSA Intranet Applications page.

The portal displays the following assignment blocks by default:

- Overview contains a summary of recent information bulletins and notices related to MIDAS functionality changes
- Bulletin Board contains links to MIDAS related information including, Information Bulletins, Notices, VTC (video teleconference) Notes, MIDAS Training Documents, and contacts for GIS Data Remediation Tool administrators
- Links contains hyperlinks to other FSA applications, FSA websites, USDA websites, and OPM (Office of Personnel) Websites.

B Example

Following is an example of the MIDAS Portal page.

Mode	States Department of Agriculture rnize and Innovate the Delivery of Agricultural Systems History Favorites Personalize						
K Polwalu P	risiony ravolites reisonalize						
e CRM	@ FSA Request Access						
	versal Worklist Administrative Applications Common Applications Disaster Programs Conservation Price Support Farm Loan Pr	rograms Financial Services	Rates and Fact Sheets FFAS Applications				
Home > Ove	erview > Overview						
Overview	N		Bulletin Board				
			Bulletin Board				
	MIDAS Welcome to the MIDAS Portal.		MIDAS Info Bulletins				
	modernize and innovate		MIDAS Notices 5				
	In delivery of MIDAS Application Maintenance Complete. Please access IB 7859 for more in applications	nformation <u>3</u>	MIDAS VTC Notes MIDAS Training Documents				
	Below are the MIDAS functionality changes found in the most recent Info Bulletins and Notices.		GIS Data Remediation Tool				
IB 7859	MIDAS - MIDAS Maintenance Complete	10/19/2015	1-5 <u>6</u> ≥ ≥≥ / 6				
IB 7858	MIDAS - MIDAS Maintenance	10/16/2015					
IB 7838	MIDAS-BP - View of Common Eligibility Data Resolved	10/01/2015					
IB 7834	MIDAS-BP - MIDAS Business Partner: View of Common Eligibility Data	09/30/2015	Links				
IB 7826	MIDAS-GIS - MIDAS Health Check Message - Resolved	09/28/2015	FSA Applications				
IB 7825	MIDAS-GIS - MIDAS Health Check Message	09/28/2015	ESA Intranet				
IB 7791	MIDAS-GIS - MIDAS error when working with GIS images - Resolved	09/03/2015	Handbooks				
IB 7788	MIDAS-GIS - MIDAS error when working with GIS images	09/02/2015	Eorms Web Software Release				
IB 7781	MIDAS Maintenance - MIDAS maintenance complete	08/31/2015	Fact sheet				
	MIDAS Maintenance - MIDAS Maintenance Work	08/25/2015	News Releases				
I <u>B 7770</u>	MIDAS Maintenance - MIDAS Maintenance Work Complete - Reminder	08/24/2015	Employee Personal Page				
IB 7770 IB 7766	MIDAS Maintenance - MIDAS Maintenance work this weekend - Reminder	08/20/2015	Employee Assistance Programs				
		08/19/2015	AgLearn Vacancies				
IB 7766	MIDAS Maintenance - MIDAS Replication Error Resolved	MIDAS Maintenance - MIDAS Replication Error 08/19/2015					
IB 7766 IB 7763		08/19/2015					

- 1. **Navigation Bar** tabs on this bar provide access to CRM (Customer Relationship Management) applications including CRM Farm Records via the "CRM@FSA" tab. The "Request Access" tab is used to request access to CRM applications.
- 2. **Hyperlink Bar** tabs on this bar provide access to the MIDAS Universal Worklist and other FSA software applications.
- 3. **News Banner** this scrolling banner alerts users to the most recent developments related to MIDAS applications.
- 4. **Overview** is a summary of the most recent MIDAS Information Bulletins and Notices.
- 5. **Bulletin Board** hyperlinks in this assignment block can be used to access MIDAS related information and training materials. See Exhibit 20 for a list of the Farm Records/GIS work instructions and simulations that are available via the MIDAS Training Documents hyperlink.
- 6. **Links** hyperlinks in this assignment block provide access to other applications and websites.

C Action

Access the MIDAS Portal page from the FSA Applications page: http://intranet.fsa.usda.gov/fsa/applications.asp. Use the portal to navigate to software applications and find information related to MIDAS software.

183 CRM Homepage

A Overview

Access to Business Partner, Farm Records, Product Master, and Worklist items are located on the CRM Homepage.

The central area of CRM@FSA Home Page displays by default the following assignment blocks:

- Workflow tasks
- Web Links
- Favorites
- Alerts
- Search
- Create
- Reports.

B Example of CRM Homepage

Following is an example of the CRM Homepage.

	S	Saved Searches Go Advanced 👔
<u> </u>	Home	🖸 Back 👻 💽 👻
	1	R 🖶
Home	Workflow Tasks	
Worklist		Alerts 6
Business Partner	No result found	No result found
Farm Records	Web Links 4 🔍 🗆 🗙	Q Search 7 E x
Product Master	No result found	Search Cleansing Cases Search Customers/Contacts
Recent Items 8512550 10564297 113486362 101512453	Favorites 5 S I ×	Search Customers/Contacts Search Employees Search Farms/Bins Search Member Hierarchies Search Products Search Requested Products Search Restricted Fields
10563727	inty Favorites	Create 8 🗆 🛪
	1	Create Farm/Bin Create New Product Request
	Search Farms/Bins	Reports 9 🖻 🗙
	Create Farm/Bin	Key Field Change Requests Potential Duplicates

183 CRM Homepage (Continued)

B Example of CRM Homepage (Continued)

- 1. **Navigation Bar** The left Navigation Bar on the Home screen allows quick access to the Worklist, Business Partner, Farm Records, Product Master. and Recent Search Items. A Second Level Navigation "fly out" can also be used to search for items in CRM.
- 2. Second Level Navigation "fly out" Appears after clicking on the arrow on the right side of any navigation item. In the diagram above, the "fly out" has been moved down for clarity of the CRM Homepage. The "fly out" will appear directly to the right of any navigation item selected.
- 3. Workflow Tasks Assignment Block The Workflow tasks assignment block displays notification of pending actions to be taken by user. The workflow items displayed will be specific to users with responsibility for the workflow task.
- 4. Web Links Assignment Block The Web Link assignment block displays quick links for frequently used websites. The assignment block is empty by default. Users can add

frequently used websites using the personalization tool. A "Personalize Web Links - Webpage Dialog" window will appear. CLICK "**New**" to add a website to the list.

- 5. **Favorites Assignment Block** The Favorites assignment block can be personalized for each user. Folders are created by the user to store their selected Favorite items.
- 6. Alerts Assignment Block Alerts are processed from the CRM Worklist or the Alert assignment block on the CRM Homepage. The alert is a result of a failed action. The triggering application determines recipients of alerts. Access the alert by selecting the hyperlink in the description column.
- 7. **Search Assignment Block** All Search options are available in one list on the Search assignment block on the CRM Homepage.

Search options are:

- Search Cleansing Cases
- Search Employees
- Search Farm/Bins
- Search Member Hierarchies
- Search Products
- Search Requested Products
- Search Restricted Fields.
- 8. Create Assignment Block on the CRM Homepage has two options:
 - Create Farm/Bin
 - Create New Product Request(s)
 - 10-CM (Rev. 1) Amend. 1

183 CRM Homepage (Continued)

B Example of CRM Homepage (Continued)

- 9. **Reports Assignment Block** on the CRM Homepage has the following options:
 - Business Partner Key Field Change Request Report
 - Potential Duplicate Report
 - Base and Yield Ads. History
 - EC, HIP, PLC Yields History
 - •*--Reconstitution Reports.--*

184 CRM Worklist

A Overview

The CRM Worklist contains workflow tasks for Farm Combinations, Farm Divisions, *--Transfers, CCC-505's, CCC-517's, CCC-867, allocation of CRP acres, and Date of Death--* (DOD) approvals. The CRM worklist also contains alerts for farm records and Business

Partner.

B Example

Following is an example of the CRM Worklist.

Alerts:												
No result found												
Inbox Search												
Quick Search:		•		Assigned To:				•				
Main Category:	WorkList	•		Date Type:	Creation	Date		•				
Status:		•		From:					To:		0	
Description:												
Search Clear												
Result List: 7 Items Found	1											
Reserve Reset Reserva	tion Display Workflow Substi	tution										II 🛍
铅 Description			Due On/At	Process	SubPr	State	County	Created On	Main Cate	Status E	Emplo Priority	Upda
Pending decision on co	mbination of Farms 123 a	nd 5487	09/18/201	Farm Records	Farm	OHIO	DARKE	08/04/2015	WorkList	Open	Medium	n
Action required: CCC50	05 Form requested for a Farm : 10	442 , Cou	07/08/201	Farm Records	Appro	OHIO	DARKE	07/08/2015	WorkList	Open	Medium	n
Info for CED - Pending	CCC505 Approval for a Farm : 10	442 , Coun	12/31/9999	Farm Records	CCC5	OHIO	DARKE	07/08/2015	WorkList	Open	Medium	n
Pending decision on di	vision of Farm 99-999-9999		08/13/201	Farm Records	Farm	OHIO	DARKE	06/29/2015	WorkList	Open	Medium	n .
Action Required: Trans	sfer requested from STATE / COUNT	ł	09/18/201	Farm Records	Farm	OHIO	DARKE	08/04/2015	WorkList	Open	Mediun	n
Please Review DOD f	or BP THERESA		09/18/201	Farm Records	Farm	OHIO	DARKE	08/04/2015	WorkList	Open	Medium	n
Please Review DOD f	- DD MINOCHT F		07/08/201	Farm Records	Appro	OHIO	DARKE	07/08/2015	WorkList	Open	Medium	

C Action

Instructions on how to complete workflow tasks from the CRM Worklist are contained in Out-of-Balance Conditions and Adjustment Reports (Part 7, Section 5), Farm Transfers (Part 7, Section 6), and Reconstitutions (Part 7, Section 7).

A Overview

- *--Farm records worklist items (workflows) are generated during farm level reconstitutions, farm transfers, automated CCC-517, automated CCC-505, and CCC-867 processes. Additionally, farm records notification e-mails are generated after the completion of reconstitutions, approved CCC-867's, and updates received from the ARC/PLC applications. Recipients of these workflows and notifications are determined according to the Business Partner (employee) that is assigned to a specific position in CRM Organizational Structure. Potential recipients of the various workflows include SED's, DD's, and CED's. Designated workflow recipients may substitute the ability (not the authority) to approve or disapprove worklist items. Approval or disapproval of the worklist items is executing a decision already determined on the application form and must be supported by paper copies of the--* documents that have been approved by the designated approval authority, or an individual with properly delegated approval authority. See Exhibit 1 for information on redelegations of authority.
 - **Note:** All approving officials in CRM (CED's, Acting CED's, DD's, Acting DD's, and Acting SED's) are required to establish a substitute in the event they are out of the office and a workflow task must be acted on.

Substitutes are created through the Universal Worklist available in the MIDAS Portal.

Universal Worklist offers 2 types of substitutes that may be created:

- "Receives My Tasks" substitutes receive workflows and notifications according to effective start and end dates established by the person designating the substitute. Substitutes cannot choose whether or not they receive the workflows and notifications
- "Fill In For Me" substitutes only receive workflows during time periods when they "take over" the approving official's workflows and notifications
- **Notes:** The person designating the substitute may designate an effective start date, but the end date is always indefinite (12/31/9999).

The person designating the substitute may designate both an effective start date and an effective end date for the duration of the substitution.

B Example

Following is an example of an established substitute as displayed in the Universal Worklist available in the MIDAS Portal.

SAP I	NetWeaver Portal - Window	vs Internet Explorer							X
Manage Substitution Rules You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for									
exar rule:	nple, in case you are unexp s involving you, and you can	ectedly absent). You can take over another user's	create se tasks (if	everal substitution rules to this user has allowed you	cover to 'fill	all cases. You ca in').	in also se	e other users' subs	titution
N	ly Substitution Rules								
	Create Rule Delete	Refresh							
屘	Tasks	Nominee		What To Do		Status		Turn On/Off	
	All FR WF Tasks	DOE. JONATHON		Receives my tasks		Starts 11/15/15		Turn Off	
_									
_	ther Users' Substitution I				-				
Ta	ask Owner	Tasks	What	To Do	Sta	atus	Take O	ver	
									_

C Designating a Substitute Through the Universal Worklist

The following table provides instructions to designate a substitute for Farm Records worklist items through the Universal Worklist.

Step	Action
1	CLICK "Universal Worklist" on the MIDAS Portal page.
	United States Department of Agriculture Modernize and Innovate the Delivery of Agricultural Systems
	Home CRM @ FSA Request Access
	Overview Universal Worklist Administrative Applications Common Applications Disaster Programs Conservation Price Support Fa
	Home > Overview > Overview
	Overview
	Welcome to the MIDAS Portal. <i>plication Maintenance Complete. Please access IB 7859 for more information</i> Below are the MIDAS functionality changes found in the most recent Info Bulletins and Notices.

Step	Action
2	On the Universal Worklist page CLICK "More Options".
	Under States Department of Agloculum Option Under States Department of Agloculum Systems Under States Department of Agloculum Under States Department of Agloculum Systems Under States Department of Agloculum Systems Under States Department of Agloculum Under States Department of Agloculum Systems Under States Department of Agloculum Systems Under States Department of Agloculum Systems Under States Department of Agloculum States Programs Department of Agloculum Systems Systems Under States Department of Agloculum States Programs Department of Agloculum Systems Systems Under States Department of Agloculum States Programs Department of Agloculum Systems Systems Under States Department of Agloculum States Programs Department of Agloculum Systems Systems Under States Department of Agloculum States Programs Department of Agloculum Systems Systems Task of the strates one except to outdate Watting for update Task of the strates one except to outdate Agloculum Systems Systems Systems Task of the strates one except to outdate Agloculum Systems Task of the strates one except to outdate Agloculum Systems Task of the strates one except to outdate Agloculum Systems Task of the strates one except to
3	In the drop-down menu that appears CLICK "Manage Substitution Rules".
4	In the "Manage Substitution Rules" window CLICK "Create Rule".

Step	Action
5	In the "Create a Substitution Rule" window CLICK "Select".
	SAP NetWeaver Portal - Windows Internet Explorer
	Create a Substitution Rule
	You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).
	Define Rule Set Rule Activation
	Nominee: Select Select
	The nominee is the substitute for all tasks
	I Want the Nominee to: Receive My Tasks You hand over tasks to the assignee for the duration of your planned absence; in the next
	Step you can set a start date for this rule Fill In For Me
	If you are unexpectedly absent, the assignee can take over your tasks completely. Next Cancel
6	In the "Find People" window TYPE in the last name (1) of the employee that will
	be designated as the substitute and CLICK "Search" (2).
	Note: The search is not case sensitive.
	Find People
	Search For Names: doe Search
	Current Selection
	E User
	Apply Cancel

Step	Action
7	The list of employees matching the search criteria for that last name will be populated. Select the desired employee by clicking in the box at the left end of the row (1). The selected row will be highlighted. CLICK "Apply" (2).
	Find People Search For Names: Current Selection DOE, JONATHON DOE, JANE DOE, JANE Cancel
	Notes: The search can be further refined to limit the number of results that display. The format used for searching when using more than just the last name should be last name, followed by a comma, followed by a space, then first name. It is important that both the comma and the space are included between the first name and the last name or no results will be returned. The use of a partial name with an asterisk (wildcard) returns results for any name that begins with the information entered before the asterisk.
	 Examples: A search using the criteria: "doe, j*" would return both "DOE, JANE" and "DOE, JONATHON"
	 +"doe, jo*" would return only "DOE, JONATHON" "doe, john or "doe, john*" would not return either of the employees shown in the list above.

Step	Action
8	The "Create a Substitution Rule" window is now populated with a nominee. The assigned task set for the substitute defaults to "All". Click on the arrow on the right side of the data field to display a list of available task sets to be assigned if something other than "All" is desired.
	SAP NetWeaver Portal - Windows Internet Explorer Create a Substitution Rule You can define which tasks you want to assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent). Define Rule Set Rule Activation Nominee: DOE, JONATHON Select Assign These Tasks: Want the Nominee to: Receive My Tasks You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule Fill In For Me If you are unexpectedly absent, the assignee can take over your tasks completely. Next Cancel
9	Click on the desired task set to select the set. The selected task set will be highlighted. In this example "All FR WF Tasks" has been selected.

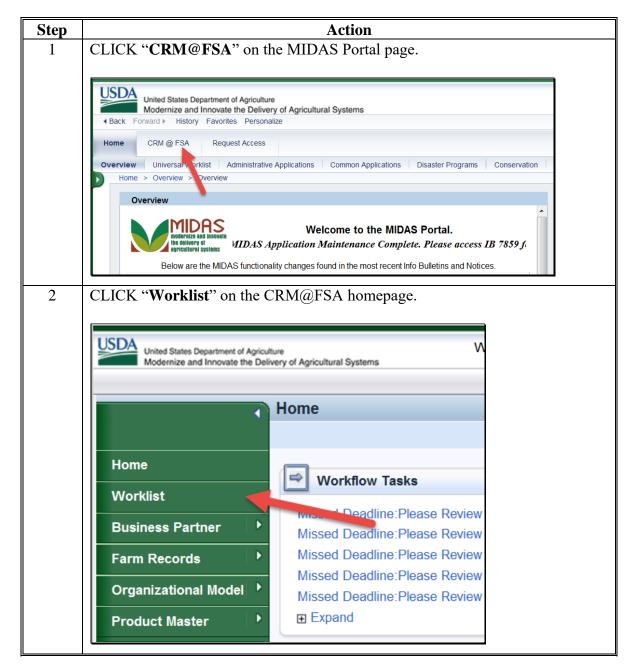
Action			
 After selecting the nominee and the applicable set of tasks, the user must finish defining the rule by indicating if they want the designated substitute to:			
 "Receive My Tasks", or "Fill In For Me".			
If "Receive My Tasks" is selected the substitute receives the selected task set for the specific time frame as determined by the user that is designating the substitute. "Receive My Tasks" is designed to handle scenarios where the user knows in advance that they will need a substitute to handle their tasks for a set period of time.			
If "Fill In For Me" is selected the substitute does not receive the selected task s until the substitute takes over the tasks (see subparagraph F). "Fill In For Me" designed to establish a substitute to handle the user's tasks when the user is unexpectedly out of the office or otherwise unable to process worklist items. Substitutes designated as "Fill In For Me" will have access to outstanding worklist items in the user's worklist at the time they take over and new worklist items that are sent after the substitute takes over.			
items that are sent after the substitute takes over.			
 Note: To insure uninterrupted business operations all users who are in a position designated to receive Farm Records worklist items (CED's, DDs', and SED's) must have a "Fill In For Me" substitute established who can temporarily take over their worklist tasks if necessary. 			
Note : To insure uninterrupted business operations all users who are in a position designated to receive Farm Records worklist items (CED's, DDs', and SED's) must have a "Fill In For Me" substitute established who can			
 Note: To insure uninterrupted business operations all users who are in a position designated to receive Farm Records worklist items (CED's, DDs', and SED's) must have a "Fill In For Me" substitute established who can temporarily take over their worklist tasks if necessary. After the rule is defined as either "Receives My Tasks" (1) or "Fill In For Me," 			
Note: To insure uninterrupted business operations all users who are in a position designated to receive Farm Records worklist items (CED's, DDs', and SED's) must have a "Fill In For Me" substitute established who can temporarily take over their worklist tasks if necessary. After the rule is defined as either "Receives My Tasks" (1) or "Fill In For Me," CLICK "Next" (2). SAP NetWeaver Portal - Windows Internet Explorer Vican define which tasks you want to assign to a assignee. You can either make the assignee receive you tasks (for example, in case you are unexpected) assent).			
Note: To insure uninterrupted business operations all users who are in a position designated to receive Farm Records worklist items (CED's, DDs', and SED's) must have a "Fill In For Me" substitute established who can temporarily take over their worklist tasks if necessary. After the rule is defined as either "Receives My Tasks" (1) or "Fill In For Me," CLICK "Next" (2). SAP NetWeaver Portal - Windows Internet Explorer Vican define which tasks you want to assign to a assignee. You can either make the assignee receive you rasks (for example, when you go or vacation), or you can allow the assignee to fill in for you (for example, in case you are unequery dataset).			

Step	Action
11	To complete creation of the substitute the rule activation status must be set. Available choices are:
	• On
	 Choose "At Once" to establish the substitute immediately. Choose "On" to establish a start date that the substitution will be effective.
	• Off
	• Substitutes may be established with the rule turned off. Choose " Off " to establish the rule without activating it.
	• Once established, the rule can be turned on at any time by the user who establishes the substitution rule.
	After setting the rule activation status CLICK "Save".
	SAP NetWeaver Portal - Windows Internet Explorer
	Create a Substitution Rule You can define which tasks you want to assigne to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent). Image: Colspan="2">Image: Colspan="2">Colspan="2"Colspan="2">Colspan="2"Colsp
	Note : In this example the user has established the rule with a start date of 11/15/2015. Rules that are established within the universal worklist continue indefinitely and must be turned off, or deleted by the creator when the user no longer wants the designated employee to serve as a substitute.

Step	Action				
StepAction12The newly created rule is now present in the "Manage Substitution Ru window. When selected (highlighted) the rule may be deleted or turn turn the rule off, CLICK "Turn Off". If the rule is turned off it remain of "My Substitution Rules" but is not activated. The "Turn Off" option by a "Turn On" option. To reactivate the rule CLICK "Turn On". Turn CLICK "Delete". When deleted, the rule is removed from the list Substitution Rules".					
	SAP NetWeaver Portal - Windows Internet Explorer				
	Manage Substitution Rules You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for rules involving you, and you can take over 10 other user's tasks (if this user has allowed you to 'fill in'). My Substitution Rules Create Rule Delete Refresh				
	E Tasks Nominee What To Do Status Turn On/Off All FR WF Tasks DOE, JONATHON Receives my tasks Starts 11/15/15 [Turn Off]				
	 Notes: If "At Once" is selected when establishing the rule the Status of the rule will be ongoing. If a start date is designated the substitution does not become effective until the start date is reached, at which time the status will change from "Starts MM/DD/YYYY" to "Ongoing". If there is a need to change the start date, the existing substitution rule created through the MIDAS Portal process must be deleted and a new rule stirution rule and a mith the substitution rule and a mithe substitution rule and				
13	substitution rule must be created with the correct start date. Multiple substitutes may be designated. A specific employee may be designated				
	for multiple task sets. A specific employee may be designated certain task sets as "Fill In For Me" and other task sets as "Receive My Tasks". Task sets designated as "Fill in For Me" may not be duplicated as "Receive my Tasks" and vice-versa.				

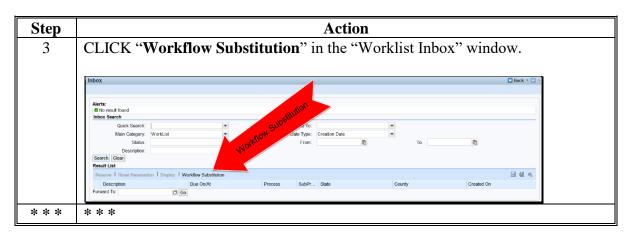
*--D Viewing a Substitute Through the CRM Worklist

Substitutions can be reviewed through the Worklist link on the CRM@FSA homepage. Substitutions in the Worklist are view-only and cannot be added, removed, or edited. Any changes needed to a substitution must be completed through the MIDAS Portal. The--* following table provides instructions to view a substitute for Farm Records worklist items through the CRM Worklist.



--D Viewing a Substitute Through the CRM Worklist (Continued)--





E Available Task Sets (Substitution Profiles) for Farm Records

The following table provides tasks applicable to Farm Records that are available when establishing a substitution rule.

Substitution Rule	Task Description
FR_ALL – All FR WF	Allows the substitute to approve all reconstitution and
Tasks	transfer workflow tasks addressed to BP who is designating a
	substitute and to receive all notifications related to these
	tasks.
	Note: CCC-505 and CCC-517 workflows and notifications
	are not included in this task set and must be substituted
	using a CCC-505 and/or CCC-517 specific task set.
ALL – All Notifications	Allows the substitute to approve all FR and BP workflow
	items and allows the substitute to receive all FR and BP
	notifications.
	Note: CCC-505 and CCC-517 workflows and notifications
	are not included in this task set and must be substituted
	using a CCC-505 and/or CCC-517 specific task set.
FR_45D_WAIT – FR	Allows the substitute to receive notifications addressed to
45 Day Missed Deadline	CED or DD when a reconstitution is cancelled because it was
_	not approved within the allotted 45-day timeframe.
FR_505_APPR – FR	Allows the substitute to approve workflows addressed to
CCC-505 Approval Task	CED for CCC-505 Base Reduction forms generated by the
	automated CCC-505 Reduction Tool.
FR_517_APPR – FR	Allows the substitute to approve workflows addressed to
CCC-517 Approval Task	CED for CCC-517 Base Redistribution forms generated by
	the automated CCC-517 Redistribution Tool.

Substitution Rule	Task Description
FR_CCC505 - FR	Allows the substitute to receive notifications of upcoming or
CCC505 Notifications	missed CCC-505 deadlines that are addressed to CED. This
	task set does not allow the substitute to approve workflows
	for CCC-505 Base Reduction forms.
FR_CCC517 – FR	Allows the substitute to receive notifications of upcoming or
CCC517 Notifications	missed CCC-517 deadlines that are addressed to CED. This
	task set does not allow the substitute to approved workflows
	for CCC-517 Base Redistribution forms.
FR_CED_NEW - FR	Allows the substitute to approve in-transfers on behalf of
CED Receiving Cty	CED of the receiving county.
FR_CED_OLD - FR CED	Allows the substitute to approve out-transfers on behalf of
Transferring Cty	CED of the transferring county.
FR _CRP – FR Contract	Allows the substitute to process CRP Cropland Workflows
Updates	when revised CRP Cropland and CRP MPL values are
	received from CCMS.
FR_RECON - FR	Allows the substitute to receive notifications addressed to
RECON Notifications	CED warning CED that the 45-day deadline for approving a
	workflow item is approaching and allows the substitute to
	extend the approval deadline for an additional 45 days.
FR_SED_OLD - SED	Allows the substitute to approve State-to-State farm transfer
Receiving Cty	workflows on behalf of SED of the receiving State.
FR-SED_OLD - FR SED	Allows the substitute to approve State-to-State farm transfer
Transferring Cty	workflows on behalf of SED of the transferring State.

E Available Task Sets (Substitution Profiles) for Farm Records (Continued)

F Taking Over a User's Worklist

Substitutes designated as "Fill In for Me" do not receive workflows and notifications on behalf of the person that designated them as a substitute unless they take over the worklist of the person that designated them as a substitute. Taking over a worklist does not prevent the user that designated the substitute from seeing or acting upon worklist items and notifications directed to them. However, if the substitute takes action on a worklist item, that item is removed from the worklist of the person originally designated to receive the item.

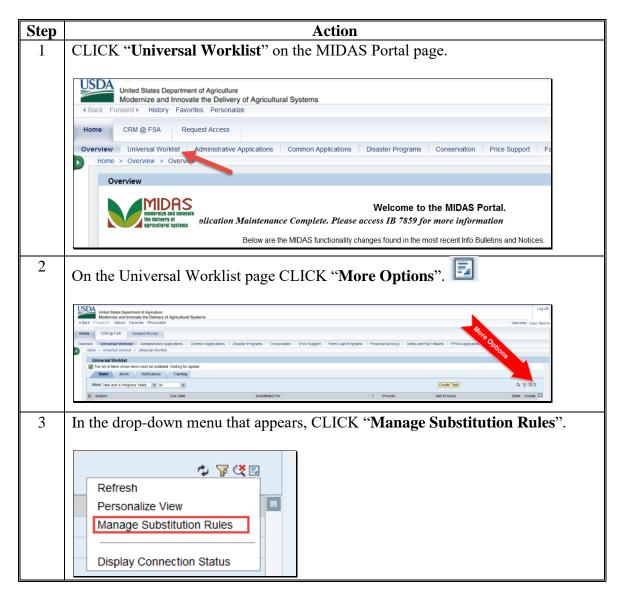
Employees in positions designated to receive workflows (SED's, DD's, and CED's) are expected to have a "Fill In for Me" substitute designated at all times to insure uninterrupted business operations in the event that the employee designated to receive the workflow is unexpectedly away from work or otherwise unable to access their worklist.

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185 Designating a Substitute for Farm Records Worklist Items (Continued)

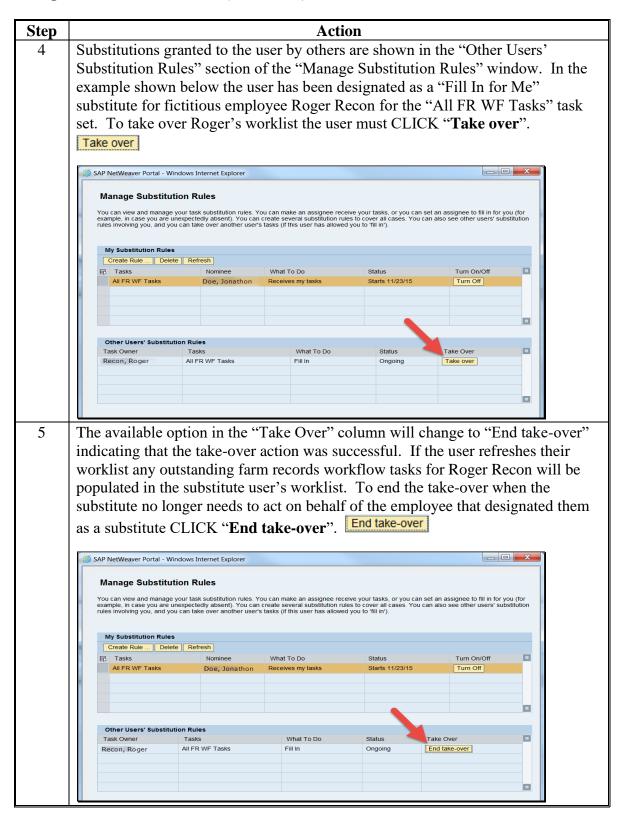
F Taking Over a User's Worklist (Continued)

The following table provides instructions to take over a user's worklist using the Universal Worklist in the MIDAS Portal.



185 Designating a Substitute for Farm Records Worklist Items (Continued)

F Taking Over a User's Worklist (Continued)



* * *

186 CRM Farm Records Access

A Overview

CRM Farm Records is used to make changes to current FY farm and tract data.

B Example

Following is an example of accessing the CRM@FSA applications.



•

186 CRM Farm Records Access (Continued)

C Action

The following table provides instructions to open CRM Farm Records.

Step	Action
1	*Navigate to G-O.
2	CLICK "MIDAS CRM - Customer Relationship Management"*
3	In the MIDAS Portal, CLICK "CRM@FSA".
4	CLICK "Farm Records".
	Home Worklist Business Partner Farm Records

C Action (Continued)

Step		Α	ction	
5		ls screen will appear. This e screens. Reports can onl	-	method of accessing the
	Notes: See Part 7	7, Section 4 for more detail	led instructions on fa	rm creation.
	See Part ²	7, Section 5 for more detail	led instructions on re	ports.
	United States Department of Agricul Modernize and Innovate the Deli		h lan has lan k	00:14 Personalize System News
			Saved Searches *	 Go Advanced 1
	(Farm Records		🖸 Back 🔹 🛄 👻
				4
	Home	(a		
	Worklist	Search	Create	
	Business Partner	Search Crop Maintenance Search Farms/Bins	Create Crop Maint Create Farm/Bin	enance

187 CRM Farm Records Search

A Overview

CRM allows users to search the current year farm records data by the following search criteria:

- by farm number
- by tract number
- by operator
- by owner or other producer
- •*--by field data.--*

There are many ways to use the search criteria to expand or narrow desired results.

187 CRM Farm Records Search (Continued)

B Examples

CRM allows users to search farm records using search criteria.

The Search Criteria defines how the search will be performed. The Results table lists the number of records found based on the criteria entered. There are many ways to select and *--use search criteria. There are 5 different search options:

- Search by Farm
- Search by Field
- Search by Operator
- Search by Owner/OT
- Search by Tract.

Following is an example of the "Search by Farm" options in the Search Criteria Menu.

Farm Number Admin State	•	equals				
Admin State		equais	•		0	• •
	•	is	•	<all states="" td="" 🔻<=""><td>0</td><td>• •</td></all>	0	• •
Admin County	•	is	•	<all counties="" td="" 🔻<=""><td>0</td><td>• •</td></all>	0	• •
IBase ID	•	is	•		0	• •
Farm Status	•	is	•	•	0	• •
Divided from farm:	•	equals	-		0	• •
Combined in farm:	•	equals	-		0	• •
FPMS Replication Status	•	is	-	•	0	• •
ARCPLC G/I/F Eligibility	•	is	-	•	0	• •
Transferred From	Ŧ	is	-		0	• •

B Examples (Continued)

*--Following is an example of the "Search by Tract" options in the Search Criteria Menu.

Search Criteria												Hide Search Fields
* Specifying values for multiple			rch r	esults, while specify	ing dif	fere	ent values for the sa	ame field in mu	ultiple line entri	es will broader	the search re	sults.
Search For: Search	h by	/ Tract				-						
Component ID	-	is	•			0	•					
Admin State	Ŧ	is	•	<all states=""></all>	•	0	•					
Admin County	•	is	•	<all counties<="" td=""><td>s 🔻</td><td>0</td><td>0</td><td></td><td></td><td></td><td></td><td></td></all>	s 🔻	0	0					
Tract Number	-	equals	•			0	0					
Search Clear Reset Save	Se	arch As:	Ma	ximum Number of F	_	_						
Result List												
New Farm Combination	1	CCC-517								Filter:		H 🗐 🔍
Farm Number IBase ID		Farm Description		Admin State A	Admin	Cou	u Farm Stat	FPMS St	Farmland	Operator	Changed	Changed On

Following is an example of the "Search by Operator" options in the Search Criteria Menu.

Search Criteria											Hide Search Fields
* Specifying values for multiple Search For: Search		ds will narrow the search Operator	results, while spe	cifying diff	erent v	alues for the s	same field in m	ultiple line entr	ies will broade	en the search r	esults.
Partner Function	•	is	·	•	0 0						
Partner ID	•	is		đ	0 0						
Search Clear Reset Sav	e Se		flaximum Number		•						
Result List											
New Farm Combination		CC-517							Filter:		II 🖬 🔍
Farm Number IBase ID		Farm Description	Admin State	Admin C	ou	Farm Sta	FPMS St	Farmland	Operator	Changed	Changed On

Note: The "Search by Owner/OT" option is similar to the "Search by Operator" option.

Following is an example of the "Search by Field" options in the Search Criteria Menu.

Search For: Sea	rch by	Field			1	
Component ID	-	is	-			0 0
Field Number	-	equals	-			0 0
CLU FSA Phy. State	-	is	•	<all states=""></all>	•	00
CLU FSA Phy. County	-	is	-	<all counties<="" td=""><td>•</td><td>00</td></all>	•	00
CRP Contract Number	•	is	•			0 0
CRP Expiration date	-	is between	-		2	and 🗈 o o
CRP Practice number	-	is	-		~	0 0
CLU ANSI Phy. State	-	is	-	<all states=""></all>	•	00
CLU ANSI Phy. County	-	is	-	<all counties<="" td=""><td>•</td><td>00</td></all>	•	00
Search Clear Reset Sa	ive Se	arch As:	Ma	ximum Number of Resu	ults	ts: 100

--*

187 CRM Farm Records Search (Continued)

C Search Options: Is/Contains/Starts With

When searching for specific field search criteria, the following options are available to select.

- **Is** the value of the field to the right is exactly what is in the entry.
- **Contains** the value in the field to the right is contained in the entry. This is used when only part of the value is known.
- **Starts With** the value in the field to the right begins with the data entered. This is used when only the beginning part of the value is known.

Search For:	Search by F	Farm/B	lin #	-				
Farm/Bin Numb	er	-	equals	-			0	¢
Administrative S	State	-	is	-	<>ALL STATES>	•	0	¢
Administrative (County	-	is	-	<all counties=""></all>	•	0	¢
Farm/Bin		-	is	-		•	0	¢
IBase ID		-	ie	-			0	¢
Farm Status		-	contains is			•	0	¢
Divided from far	m:	-	starts with				0	¢
Combined in far	m:	-	equals	-			0	(

D Search Options: Adding and Removing a Line

To add an additional line to the Search Criteria, CLICK on the "+" at the end of the field. This will duplicate the line item.

Search For:	Search by Fa	rm/B	in #	-			
Farm/Bin Numb	er	-	equals	-			0 0
Administrative C	State	-	is	-	OHIO	•	00
Administrative C	County	-	is	•	<all counties=""></all>	-	00
Administrative C	County	-	is	•	<all counties=""></all>	-	00
Farm/Bin		-	is	-		•	ŏ •
Base ID		-	is	-			00

•

D Search Options: Adding and Removing a Line (Continued)

To remove a line from the search criteria, CLICK "-" at the end of field or CLICK "**Reset**" at the bottom of the search page to return to the original default search settings.

Divided from farm:	•	equals	•	0 0
Combined in farm:	•	equals	•	0 0
			Ma	ximum Number of Results: 100
Search Clear Reset		Save Search As:		Save

E Search Options: "And" vs. "Or"

When using different types of search fields, the indication is "AND" (Administrative County AND Farm/Bin Number). When using multiple line items of the same type of search fields, the indication is "OR" (Administrative County OR Administrative County).

The following example of the Search Criteria Screen show that the Administrative County field has two separate line entries. The Farm/Bin Number field has only one entry. The search is for the Administrative County of County A OR County B AND the Farm/Bin Number of 10001.

Search For:	Search by Far	m/E	3in #	-				
Farm/Bin Numb	-	-	equals	-	10001		0	•
Administrative S		•	is	-	ANY	-	_	•
Administrative (County	-	is	-	County A	-	0	0
Administrative (County	•	is	-	County B	-	0	•
Farm/Bin		•	is	-		-	0	•
IBase ID		•	is	-			0	•
Farm Status		-	is	-		-	0	•
Divided from fa	r m :	-	equals	-			0	•
Combined in fa	rm:	-	equals	•			0	0

Note: "Any" is used as a fictitious state throughout this handbook. Any is not a valid search criteria for Administrative State.

187 CRM Farm Records Search (Continued)

F Additional Search Criteria Fields

Additional Search Criteria options are available by clicking on the drop-down arrow for the field. These options can be useful when the farm number is unknown.

Search For:	Search	by	Farm				•	
Farm Number			YHEADER		arch by Farm			•
Admin State			ENTBYCOMPONENT YPARTNER		arch by Field arch by Operator			•
Admin County			ENTBYPARTNER		arch by Owner/OT		þ	•
IBase ID	HEADE	RB	YCOMPONENT		arch by Tract		•	•
Farm Status		•	is	•		-	0	•
Divided from farm:		•	equals	•			0	•
Combined in farm:		•	equals	•			0	•
FPMS Replication Sta	tus	•	is	-		-	0	•

The additional Search options are as follows.

When searching for a farm with a known customer, click on the drop-down arrow at the "Search For" field (1), then scroll to "Search by Owner/OT" or "Search by Operator".--* The available fields will change.

Use the Input Help icon at the Partner ID (2) value to access the CRM Business Partner Search.

Note: See 11-CM * * * for more information on that search criteria.

Search by Ow	ner/	от	- 1	
	•	is		- 0 O
	•	is	•	□ 2
	Search by Own	Search by Owner/	Search by Owner/OT ▼ is	Search by Owner/OT is

--Use the "Search by Field" option to identify farms, tracts, and fields associated with a specific CRP contract number or a specific CRP practice that will expire within a specified date range, within a selected physical location, or to list all fields associated with a selected farm.--

187 CRM Farm Records Search (Continued)

G Action

The following table provides instructions to search for a farm using a known farm number:

Step	Action		
1	CLICK "Farm Records" from the Navigation Panel.		
2	CLICK " Search Farm/Bins " using either of the following Search Farm/Bins links.		
	Home Back - D		
	Home Image: Workflow Tasks X Worklist Please Review DOD for BP PATRICIA T Image: No result found		
	Business Partner		
	Farm Records Search Farms/Bins × Product Master Image: Search Farms/Bins × B No result found Search Cleansing Cases Search Customers/Contacts		
	Recent Items Favorites Search Fams/Bins My Favorites Filter: All Items Search Frams/Bins My Favorites Filter: All Items Search Requested Products My Favorites My Favorites		
3	Ensure the Search For field shows "Search by Farm/Bin #".		
1	Search For: Search by Farm/Bin #		
4	In the first criteria line, enter the Farm Number value.		
	Farm/Bin Number 💌 equals 👻 10001		
5	Ensure the Administrative State and Administrative County are correct. To change, use the drop-down in the value column.		
	Administrative State 🔻 is 🔹 ANY 🔽 O O		
	Administrative County V is County A V O O		
6	CLICK"Search".		
7	From the Results list, CLICK "IBase ID" link for the farm.		
	Result List: 1 Installed Base Found Prew Farm Combination Image: Comparison of the c		

Note: See work instruction **Search for Farm** Records for more information on searching for a farm record. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

188 Farm Data Screen

A Overview

The farm data screen contains the farm hierarchy on the left-hand side of the screen and the assignment blocks on the right side. Farm number is displayed at the top of the farm hierarchy. A farm consists of one or more tracts. Tracts consist of one or more fields. Tracts contained within the farm are listed below the farm number in tract number order. Tracts can be expanded to display the fields. Fields display indented from the tract number on which they are contained.

B Example

Following is an example of the Farm Data Screen. Farm hierarchy is displayed on the left and assignment blocks on the right. All components of the farm hierarchy are collapsed.

Farm: 12345678, 99-999-1		🖸 Back 👻 🖸
Edit Fact Sheet Farm Division - GIS	act Divoin Transfer Process More ₹	🚕 🔍 🖨
Installed Base Hierarchy	→ GIS Info	
Description	ARCPLC Status	
	▶ General Data	
▶ 🔷 99-999-200	► Land Data	4
▶ 📌 99-999-300	Crop Election Data	
	Crop Data	4
	Parties Involved	
	Reconstitution History	4
	FPMS Status	4
	Change History	4
	► Glossary	4

*-bb od d

See Exhibit 21 for instructions on personalizing the Farm Hierarchy assignment block to add a scroll bar.

188 Farm Data Screen (Continues)

B Example (Continued)

The following example shows the expanded hierarchy for state 99, county 999, farm 1. This farm contains 3 tracts; number 100, number 200, number 300. Each tract contains multiple fields.

Description
▽ 🗀 <mark>99-999-1</mark>
▽ 秦 99-999-100
Minimizer Field 1
Field 2
Minimized Field 1
Field 2
뺆 Field 3
Field 4
Minimized Field 5
🗢 🧇 99-999-300
mi Field 1
Field 2
🚟 Field 3
mi Field 4
Minimized Field 5
Minimizer Field 6

Note: See work instruction **Farm Hierarchy** for details of the information displayed when each level of the farm hierarchy is selected. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

189 CRM Toolbar Overview

A Overview

The CRM Toolbar is located near the top of the farm data screen and provides various options and functions including:

- Edit/Save
- Fact Sheet
- Farm Division-GIS
- Tract Division
- Transfer Process
- More
 - Tract Combination
 - Base and Yield Notice
 - FSA-156EZ
 - Continue Reconstitution
 - Inactivate Farm
 - Farm Division CRM
 - CCC-505
 - CCC-517
 - •*--PLC Yield Calculator.--*

B Example

Following is an example of the CRM Toolbar that displays on the farm data screen. A red outline has been added to highlight the toolbar. The drop-down box outlined in blue displays when the cursor is hovered over the "More" selection displaying additional selections that are available as part of the CRM Toolbar.

*			
Farm: 99999999 , 99-999-2			
Edit Fact Sheet Farm Division - GIS	ract Division Transfer Process	More -	
Edit Fact Sheet Farm Division - GIS Installed Base Hierarchy Image: Comparison - GIS Image: Comparison - GIS Image: Comparison - GIS	Field Data General Data General Data Land Data Crop Election Data Crop Data Parties Involved FPMS Status Change History	More - Tract Combination Base and Yield Notice FSA-156EZ Inactivate Farm Farm Division - CRM CCC-505 CCC-517 PLC Yield Calculator	
	► Glossary		
		-	-*

Notes: Not all tools are enabled at all times.

Tools are enabled when the conditions for their functionality exists.

Example: The Continue Reconstitution tool is only enabled if a saved (draft) reconstitution exists for the farm or tract.

C Action

The following table provides the tools and associated functions available on the CRM Toolbar.

Tool	Function
Edit	The "Edit" tool allows users to edit various data at the Farm, Tract, and Field level in CRM Farm Records. See Part 7, Section 2 for additional information regarding edits in CRM. After the Edit tool is activated, the "Edit" tool is replaced by the "Save" tool and the "Cancel" tool. All other tools, except for "Fact Sheet", are disabled.
Save	Save is used to record changes to data in CRM at the Farm, Tract, and Field level in CRM Farm Records.
× Cancel	Cancel is used to discontinue an edit session and remove any changes made during the same edit session to data in CRM at the Farm, Tract, and Field levels.
Fact Sheet	After selecting the Fact Sheet option, users will be taken to a subsequent screen displaying each business partner associated with the selected farm. Click on a business partner name to navigate to a specific business partner.
	Note: The Business Partner Fact Sheet tool provides a partner- based Fact Sheet listing farms and tracts directly associated with the selected Business Partner. For owners and other producers who are not associated with all tracts on a farm, only the tracts with which they are directly associated will display in the Fact Sheet.
Farm Division - GIS	The Farm Division – GIS tool allows users to initiate a Farm Division reconstitution. Selection of tracts associated with each child farm is completed by selecting tracts in GIS. Additional steps of the farm division are completed in the farm division wizard. See Part 7, Section 7 for additional information regarding reconstitutions.
	Note: This tool will only be enabled if the farm contains more than 1 tract.

C Action (Continued)

Tool	Function
Tract Division	The Tract Division tool allows users to initiate a Tract Division reconstitution. Selection of tracts associated with each child farm is completed using GIS. Additional steps of the tract division are completed in the tract division wizard. See Part 7, Section 7 for additional information regarding reconstitutions.
	Note: The Tract Division tool is not enabled until the user selects a tract.
Transfer Process	The Transfer Process tool allows users to initiate a farm transfer. See Part 7, Section 6 for additional information regarding farm transfers.
More =	The More drop-down menu provides the following options:
	 Tract Combination Base and Yield Notice FSA-156EZ Continue Reconstitution Inactivate Farm Farm Division-CRM CCC-505 CCC-517 *PLC Yield Calculator*
Tract Combination	The Tract Combination tool is used to initiate a tract combination. Users must be at the farm level in the Farm Hierarchy in order to access this tool. See Part 7, Section 7 for additional information regarding reconstitutions.
	Note: The Tract Combination tool will be enabled only if the farm contains multiple tracts.
Base and Yield Notice	Base and Yield Notice tool is used to access the Base and Yield Notice Notification of Bases, Payment Yields, and CRP *Reductions after Reconstitutions, updates to ARC/PLC program data, changes to program elections, or general summary of ARC/PLC data associated with a farm. See* paragraph 191 for additional information regarding the Base and Yield Notice.
FSA-156EZ	The FSA-156EZ tool is used to access the FSA-156EZ Abbreviated 156 Farm Record report. See paragraph 190 and Part 2, Section 9 for additional information regarding printing FSA-156EZ.

C Action (Continued)

Tool	Function	
* PLC Yield Calculator	The PLC Yield Calculator tool is used in specific years authorized by the Farm Bill to update PLC yields for associated base crops on the farm. User can enter year-specific, producer-provided actual yield data to calculate an updated yield. CCC-567 is generated and submitted for workflow approval when the yield update is submitted.	
	The 2018 Farm Bill for FY 2020 allows a yield update*	
Continue Reconstitution	The Continue Reconstitution tool is used to continue a previously saved (draft) reconstitution.	
	Note: This tool will only be enabled if a saved (draft) reconstitution exists for the farm or tract.	
🗊 Inactivate Farm	The Inactivate Farm tool is used to inactivate a farm. See Part 7, Section 4 for additional information regarding Farm Inactivation.	
È Farm Division - CRM	The Farm Division – CRM tool is used to initiate a farm division in CRM. Selection of tracts associated with each child farm is completed from a hierarchical list of tracts. Additional steps of the farm division are completed in the farm division wizard. See Part 7, Section 7 for additional information regarding reconstitutions.	
CCC-505	The CCC-505 tool is used to generate CCC-505 Voluntary Permanent Base Acres Reduction. Current base acre values for each tract are automatically populated in the wizard and the user can enter reduction amounts and reason codes. Upon completion the form can be printed and a workflow is sent to CED for approval.	
CCC-517	The CCC-517 tool is used to generate CCC-517 Base Redistribution. Current base acre values for each tract are automatically populated in the wizard and the user can enter redistribution amounts for applicable tracts and the reason codes. Upon completion the form can be printed and a workflow is sent to CED for approval.	

190 FSA-156EZ

A Overview

FSA-156EZ is available at any time and at any level in the hierarchy. FSA-156EZ is a CRM generated "snapshot" form of a farm and displays farm level and tract level assignment block information. The FPMS status, Change History, Attachment, and GIS Info Assignment Block information will not appear on FSA-156EZ.

See Exhibit 11 for a detailed list of information included on FSA-156EZ.

B Accessing FSA-156EZ

Following is an example of where to find FSA-156EZ in CRM. *--

Farm: 99999999 , 99-999-2				
Edit Fact Sheet Farm Division - GIS	act Division Transfer Process	Mo	ore =	
Installed Base Hierarchy	→ GIS Info		Tract Combination	
	V GIS INTO	5	Base and Yield Notice	
1 H	General Data		FSA-156EZ	
Description	V General Data	Û	Inactivate Farm	
▽ 🗋 99-999-2	Land Data	è9	Farm Division - CRM	
D 🐟 99-999-400	r Lana Data		CCC-505	
D 🔶 99-999-401	Crop Election Data		CCC-517	
₽ 🔶 99-999-402			PLC Yield Calculator	
Þ 🔶 99-999-403	Crop Data			
D 🝨 99-999-404				
D 🗇 99-999-405	Parties Involved			
	FPMS Status			
	Change History			
	Glossary			

C Action

The following table provides instructions to access FSA-156EZ for a selected farm.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "Farm Records".
	Earm Records
	Farm Records
3	CLICK "Search Farms/Bins".
	Search Farms/Bins
4	Manually enter the farm number of the desired FSA-156EZ.
5	CLICK "Search".
6	In the results list, CLICK on the "IBASE ID" for the desired farm.
7	Locate the "More" menu in the CRM toolbar and SELECT "FSA-156EZ".
	*
	Tract Combination
	Base and Yield Notice
	FSA-156EZ
	1 Inactivate Farm
	👾 Farm Division - CRM
	CCC-505
	CCC-517
	PLC Yield Calculator
8	FSA-156EZ will open in Adobe Acrobat. Use the print function in Adobe Acrobat to
	print the document. See paragraph 266 for instructions to save FSA-156EZ as an
	attachment.

191 Base and Yield Notice

A Overview

Form Base and Yield Notice is sent to the approving official of a reconstitution as an attachment to an e-mail. The Base and Yield Notice may be reprinted for the current FY for an approved:

- farm combination
- farm division.
- **Note:** When a series of reconstitutions have been processed, the Base and Yield Notice for the initial reconstitutions can only be printed from the attachment in the email that is generated following approval of the reconstitution workflow. The Base and Yield Notice for the final approved reconstitution can be reprinted from the "More" drop down within the CRM toolbar in CRM Farm Records.

B Accessing the Base and Yield Notice

Following is an example of accessing the Base and Yield Notice to reprint the document as needed.

dit Fact Sheet Farm Division - G	IS Tract Division Transfer Proces	s More =
stalled Base Hierarchy	GIS Info	Tract Combination
		Base and Yield Notice
Þ.	General Data	FSA-156EZ
Description	r General Data	Inactivate Farm
▽ 🗋 99-999-2	Land Data	👹 Farm Division - CRM
D 🔶 99-999-400	(CCC-505
Þ 🔶 99-999-401	Crop Election Data	CCC-517
D 😒 99-999-402		PLC Yield Calculator
D 😒 99-999-403	Crop Data	
D 😒 99-999-404		
D 🍨 99-999-405	Parties Involved	
	FPMS Status	
	Change History	
	> Glossary	

191 Base and Yield Notice (Continued)

C Action

The following table provides instructions for accessing and printing the Base and Yield Notice.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "Farm Records".
3	CLICK "Search Farms/Bins". Search Farms/Bins
4	Manually enter the farm number of the desired Base and Yield Notice.
5	CLICK "Search".
6	In the results list, CLICK on the "IBASE ID" for the desired farm.
7	Locate the "More" menu in the CRM toolbar and SELECT "Base and Yield Notice". * Tract Combination Base and Yield Notice FSA-156EZ Inactivate Farm Farm Division - CRM CCC-505 CCC-517
8	PLC Yield Calculator * In the Base and Yield Notice dialog window, select the applicable producer.

191 Base and Yield Notice (Continued)

C Action (Continued)

Step	Action
9	*Select the applicable Base and Yield Notice version:
	 ARC/PLC Election General Reconstitution Yield & Hip Establishment. CLICK "Base and Yield Notice" button to generate the document*
	Select Producers:
	Partner ID Name
	99999999 Producer A
10	Base and Yield Notice
10	The Base and Yield Notice will open in Adobe Acrobat. Use the print function in Adobe Acrobat to print the document.

192 Associated Assignment Blocks by Hierarchy Level

A Overview

Clicking on the farm, tract, or specific field numbers determines the associated assignment blocks and GIS data that will be displayed.

After accessing a farm through the search functions in the CRM Homepage, the farm, tract, and fields are listed within the Farm Records Hierarchy. To view all associated tract and field data the hierarchy can be expanded using the drop-down arrows at the beginning of each listing or by CLICKING the "**Expand All**" icon at the top of the hierarchy menu.



B Example of Assignment Blocks

Following is an example of the assignment blocks available at the farm level. *--

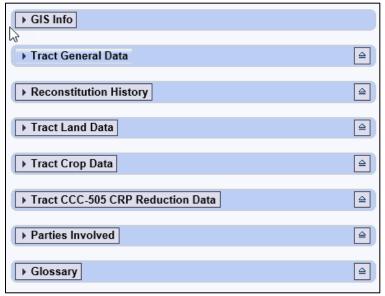
GIS Info	
General Data	
Reconstitution History	
► Land Data	
Crop Election Data	
► Crop Data	
► Parties Involved	
► ARC/PLC Status	
► Change History	
FPMS Status	
Glossary	

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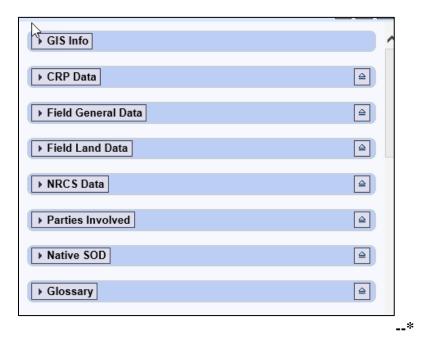
192 Associated Assignment Blocks by Hierarchy Level (Continued)

B Example of Assignment Blocks (Continued)

Example of assignment blocks available at the tract level. ***--**



Example of assignment blocks available at the field level.



•

192 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description

The following table identifies the assignment blocks and GIS data listed when either the farm, tract, or field number is selected in the hierarchy.

Hierarchy Level Selected	Results
Farm Level	• GIS Info assignment block zooms to the full extent of the farm including all tracts and fields included within the farm.
	• General Data assignment block identifies the administrative *county, farm description if manually loaded, farm status, farm history of farm transfer if it has previously occurred, and ARCPLC G/I/F Eligibility*
	• Reconstitution History assignment block identifies any reconstitution the farm has been associated with and includes the year the reconstitution was completed, Recon ID, reconstitution type, status, submitted date, completed date, parent IBase, parent farm number, resulting farm number, and resulting IBase.
	• Land Data assignment block summarizes all acreage data totaled from all tracts on the farm.
	• Crop Election Data assignment block identifies the ARCPLC program election by crop, the HIP if applicable, and the Farm Level PLC yield.
	• Crop Data assignment block summarizes the crop base acres, CCC-505 CRP reduction acres and yield data from all tracts on the farm.
	• Parties Involved assignment block lists the operator of the farm.
	•*ARCPLC Status assignment block identifies if submission of data from ARC/PLC was successfully submitted to CRM*
	• FPMS Status assignment block identifies the farm replication status back to the web-based FRS. If the replication status was not successful, additional information is provided to help remediate the issue.

192 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description (Continued)

Hierarchy Level Selected	Results
Farm Level (Continued)	 Change History assignment block lists changes that have occurred on the farm, including what type of change was completed, when the change was made, and who made the change. Glossary assignment block provides descriptions for acronyms
Tract Level	 used within CRM. GIS Info assignment block zooms to display the full extent of the tract selected. The tract selected is outlined in pink, while all other tracts of the farm are outlined in red.
	Note: Multiple tracts may show in the assignment block if the extent of the selected tract encompasses the extent of another tract.
	• Tract General Data assignment block identifies tract description, BIA range unit number, tract status, the FSA and ANSI tract physical location (State and county), congressional district, tract level reconstitution history, wetland certified, and year wetland certified.
	• Reconstitution History assignment block identifies any reconstitution the selected tract has been associated with and includes the year the reconstitution was completed, Recon ID, reconstitution type, status, completed date, parent IBase, parent farm number, resulting tract number, and resulting farm number.
	• Tract Land Data assignment block lists and summarizes, as applicable, the acreage and conservation compliance information associated with the tract selected.
	• Tract Crop Data assignment block lists, if applicable, data for crop bases and yields for the selected tract.
	• Tract CCC-505 CRP Reduction Data assignment block lists all crop base acres and yields that have previously been reduced on the tract due to CRP enrollment.

192 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description (Continued)

Hierarchy Level Selected	Results
Tract Level (Continued)	• Parties Involved assignment block identifies all owners and other producers (other tenants) associated with the tract.
	• Glossary assignment block provides descriptions for acronyms used within CRM.
Field Level	• GIS Info assignment block zooms to display the full extent of the tract containing the selected field and highlights the field in aquamarine.
	• Field General Data assignment block identifies the field description, FSA and ANSI physical location State and county, and congressional district.
	• Field Land Data assignment block lists the land classification code, field acreage, field HEL determination, and 3CM Cropland Indicator as attributed in the CLU attribute table for the field.
	• CRP Data assignment block allows users to load and view the CRP contract information if the field selected is enrolled in CRP, including the CRP contract number, contract expiration date, and conservation practice.
	• NRCS Data assignment block identifies NRCS program information for fields enrolled in NRCS programs.
	• Parties Involved assignment block lists Other Producers associated with only specific fields on a tract.
	• Native Sod assignment block identifies fields meeting the Native Sod provisions and includes the date the land was broken and the years the land has been cropped.
	• Glossary assignment block provides descriptions for acronyms used within CRM.

193 CRM Farm Records Assignment Blocks Detail

A Overview

Information in the Farm Records assignment blocks will change depending on the level selected in the Hierarchy. Following are the farm, tract, and field data fields available in CRM.

Edits to Farm Records data are made at the lowest applicable level and data aggregates to the next higher level.

B Farm Level Assignment Blocks

The following are included in Farm Level assignment blocks. *--

Farm: 12345678, 99-999-1		🖸 Back 👻 🗋
Edit Fact Sheet Farm Division - GIS	act Divoon Transfer Process More ₹	🚕 🔍 🖟
Installed Base Hierarchy	► GIS Info	
Description	► ARCPLC Status	
 	► General Data	
▶ 👳 99-999-200	► Land Data	
▷ 秦99-999-300	Crop Election Data	
	► Crop Data	
	Parties Involved	
	Reconstitution History	
	FPMS Status	
	Change History	
	► Glossary	
		*

B Farm Level Assignment Blocks (Continued)

GIS Info

The GIS Info assignment block displays the imagery and spatial representation of all tracts included in the farm. Following is an example of a displayed farm.



The following are included in General Data.

- Farm Number System assigned.
- State Code/County Code/ Farm Number System assigned.
- **Farm Description** Manual Entry (Optional).
- Administrative State User selected when farm is created or farm transfer initiated.
- Administrative County User selected when farm is created or farm transfer initiated.
- **Farm Status** After the farm is created and status is updated to Active, status is no longer editable.
- **Transferred from** Shows only on farms transferred in the CRM Farm Records application after July of 2014.
- •*--ARCPLC G/I/F Eligibility Identifies the ARCPLC eligibility of the farm according to the 2018 Farm Bill. Only editable by National Office users.--*

B Farm Level Assignment Blocks (Continued)

Following is an example of the farm level General Data assignment block.

*		
General Data		
Farm Number:	Tr	ansferred From:
State/County/Farm:	9-999-1 ARCPLC	G/I/F Eligibility: Ineligible - Partial or Missing G/I/F History
Farm Description:		
Administrative State:		
Administrative County:	Any County	
Farm Status:	Active	

Reconstitution History

Data within the Reconstitution History assignment block will only be displayed if the selected farm was either the result of a farm reconstitution or the parent farm of a reconstitution. The data displayed in the assignment block is system assigned and is not editable.

- Year
- Recon ID
- Reconstitution Type
- Status
- Submitted Date
- Completed Date
- Parent IBase
- Parent Farm
- Resulting Farm
- Resulting IBase.

	▼ Reconstitution History								
Farn	n Reconsti	tution Report							
Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
2017	16	Farm Division	Pen	06/15/2017		9999999990	7490	9387	999999991
								9388	999999992

--*

B Farm Level Assignment Blocks (Continued)

Land Data

All fields in this assignment block are not editable, they are populated by aggregation of tract level data. Following is an example of the data displayed in the farm level Land Data assignment block.

*	

*			
✓ Land Data			4
Farmlan Acres:	153.56	EWP Program Acres:	0.00
Cropland Acres:	71.15	DCP Ag Related Activity Acres:	0.00
DCP Cropland Acres:	71.15	Wetland Reserve Prog Acres:	0.00
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	71.15
WBP Acres:	0.00	Double Cropped Acres:	26.20
GRP Acres:	0.00	Sugarcane Base Acres:	0.00
State Conservation Acres:	0.00	CRP MPL Acres:	0.00
Other Conservation Acres:	0.00	SOD Acres:	0.00

Crop Election Data

- Crop Name System generated.
- •*--Election Choice Entries are populated by the ARCPLC program decisions. New--* entries can be made manually. Changes to an existing Election Choice can only be made by the National Office. Submit requests for corrections to ARCPLC elections and an explanation of the reason for the correction to the National Office through the State Office.
- •*--HIP Historical Irrigation Percentage for ARC/PLC program benefits. New or updated entries can be made manually.
- **PLC Yield** Farm level PLC yield is no longer applicable. Users will not be able to add or modify farm level PLC yields listed in the Crop Election Data assignment block.--*
- Created On/At System generated.
- Changed by System generated.
- Changed On/At System generated.

--*

B Farm Level Assignment Blocks (Continued)

Following is an example of ARCPLC program election associated with each base crop on the farm.

▼ Crop Election Data						
Crop Name	Election Choice	HIP	PLC Yield	Created On/At	Changed by	Changed On/At
Corn	ARC County		0.0000	04/20/2015 1	TCO_EM097	04/20/2015 1
Soybeans	ARC County		0.0000	04/20/2015 1	TCO_EM097	04/20/2015 1

Crop Data

All entries in this assignment block are not editable. Entries are aggregated from the tract level data. Following is an example of the base crops and associated data entered on a farm.

•	▼Crop Data					
	Crop Name	Crop Year	Base Acres	CCC-505 CRP Redu. Acres	CTAP Transitional Yield	PLC Yield
	Corn	2015	38.30	0.00	0.0000	150.0000
	Soybeans	2015	38.30	0.00	0.0000	48.0000

Farm Parties Involved

- Name Auto-populates when Business Partner ID number is selected using Input Help.
- **Function** System defaults to Operator at farm level.
- **ID** Use input help to search and select a Business Partner.
- **HEL Exceptions** Editable only if a tract has "HEL: conservation system is not being actively applied" as its HEL determination.
- **HEL Appeals Exhausted Date** Editable only if "Appeals Exhausted" is selected for the producer's HEL Exception.
- •*--RMA HEL Exceptions Only editable if HEL Exceptions are selected.--*
- **CW Exceptions** Editable only if a converted wetland violation exists on 1 or more tracts and the operator is not an owner on all tracts.
- **CW Appeals Exhausted Date** Editable only if "Appeals Exhausted" is selected for the producer's CW Exception.
- •*--RMA CW Exceptions Only editable if CW Exceptions are selected.--*
- **PCW Exceptions** Editable only if a planted converted wetland violation exists on 1 or more tracts.

B Farm Level Assignment Blocks (Continued)

• **PCW Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's PCW Exception.

•*--RMA PCW Exceptions – Only editable if PCW Exceptions are selected.--*

Following is an example of the associated operator for the farm entered in the farm level Parties Involved assignment block.

	-										
▼ Parties Involved											
Name	Function ID	HEL Exceptions	HEL Appeals	RMA HEL Ex	CW Exceptions	CW Appeals	RMA CW Exc	PCW Exceptions	PCW Appeals Exh	RMA PCW Exceptions	
Producer A	Operator 99999999999										

FPMS Status

*

Messages in the FPMS Status block are used to determine if edits in CRM Farm Records have replicated to current year Web Farm Records.

Note: Entries in this assignment block are not editable.

- **Replication ID** System generated.
- **Replicated By** System generated to populate the user or system ID that completed the last edit and save for the farm records.
- Scenario System generated notation of the location of the edit completed and saved. Options are either CLU Maintenance or Farm Maintenance. Status – System generated notation of the farm replication status back to the Web Farm Records. Options include SUCCESS, WAITING, or FAILED.
- Error on Report If the farm failed to replicate the error will displayed.
- **Error Description** If the farm failed to replicate an error description will display.
- Error Remediation If the farm failed to replicate, basic remediation steps will display.
- **Created On** Date the last edit was saved and the farm replication to the Web Farm Records was attempted.
- **Note:** See Exhibit 22 for a listing of possibly errors and the remediation required for farms that fail to replicate.

--*

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B Farm Level Assignment Blocks (Continued)

Following is an example of the replication status of the farm to the Web Farm Records System.

▼FPMS Status 🔟 🗐 ও্ ≙									
	Replication ID	Replicated By	Scenario	Status	Error On Report	Error Description	Error Remediation	Created On	
	6464304	TCO_EM097322	CLU Maintenance	SUCCESS				04/20/2015 19:1	

Change History

- **Component** System generated ID.
- Field Name System generated descriptor of the edited farm records data.
- Old Value System generated value prior to the edit.
- **New Value** System generated value after the saved edit.
- **Changed At** Time the associated change occurred.
- **Changed On** Date the associated change occurred.
- Changed By User or system ID that completed the farm records change.

Note: Entries in this assignment block are not editable.

Following is an example of the collected change history associated with a farm.

- Change Histo	ory					lil ∰ & ≙
Component	Field Name	Old Value	New Value	Changed At	Changed On	Changed By
71226735	Installed Base	-> From Installe	-> To 71226724	09:12	06/21/2013	
71226735	Quantity	0.000	1.000	09:12	06/21/2013	
71226727	Installed Base	-> From Installe	-> To 71226724	15:06	04/20/2015	TCO_EM097322
71226730	Installed Base	-> From Installe	-> To 71226724	15:06	04/20/2015	TCO_EM097322
71226731	Installed Base	-> From Installe	-> To 71226724	15:06	04/20/2015	TCO_EM097322
Expand				3 Forward		

*--ARCPLC Status

- **ARC/PLC Year** Entry will be blank.
- **Status** Submission status from ARC/PLC applications to CRM Farm Records. Statuses include "SUCCESS" or "FAILED".
- **Error Summary** If the submission status displays "FAILED", a summary of the error will be displayed. If the submission status displays "SUCCESS", entry will be blank.
- **Error Detail** If the submission status displays "FAILED", details of the error will be displayed. If the submission status displays "SUCCESS", entry will be blank.--*

B Farm Level Assignment Blocks (Continued)

- •*--Error Remediation If the submission status displays "FAILED", a suggested remediation to correct the error will be displayed. If the submission status displays "SUCCESS", entry will be blank.
- **Submitted On/At** Date and time the submission from ARC/PLC was attempted in CRM Farm Records.

4 \	ARC/PLC Status 2 Refresh											
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	ARC/PLC Year	Status	Error Summary	Error Detail	Error Remediation	Submitted On/At						
	0000	SUCCESS				09/05/2018 16:59						

# C Tract Level Assignment Blocks

Following is an example of the assignment blocks available at the tract level.

1	Tract: 12345678, 99-999-100		🖸 Back 👻 💟 👻
	Edit Fact Sheet Farm Division - GIS Tra	ct Division Transfer Process More =	الله 😣 😂
Home	Installed Base Hierarchy	→ GIS Info	
Worklist			
Business Partner	Description	Tract General Data	≙
Farm Records	<ul> <li>▽ □ 99-999-1</li> <li>▷ ◆ 99-999-100</li> </ul>	► Reconstitution History	
Organizational Model 🔸	V 99-999-100	Tract Land Data	
Product Master		Firact Land Data	2
Recent Items		Tract Crop Data	
25723829 78062020		Tract CCC-505 CRP Reduction Data	
186398740			
77358200 35914485		▶ Parties Involved	
126875458		► Glossary	
195949905 45426277			
193426695			
195931766 172830037			
89156340 Not Appl			

--*

### C Tract Level Assignment Blocks (Continued)

# **GIS Info**

Following is an example of imagery and spatial representation of the selected tract and its CLU's.



## **Tract General Data**

- **Tract Number** System assigned.
- State Code/County Code/Tract Number System assigned.
- **Tract Description** Manual entry.
- **BIA Range Unit Number** Manual entry required if applicable.
- Tract Status System assigned.
- FSA State Physical Location System assigned.
- **FSA County Physical Location** System assigned.
- ANSI State Physical Location System assigned.
- ANSI County Physical Location System assigned.
- Congressional District System assigned.
- Wetland Certified Manual entry, required if applicable.
- Year Wetland Certified Manual entry, required if applicable.

Following is an example of the General Data associated with a selected tract.

- Tract General Data			<b>a</b>
Tract Number: Admin State/County/Tract: Tract Description: BIA Range Unit Number:	100 99-999-100 N2NW4, PT OF S	FSA Physical State Location: FSA Physical County Location: ANSI State Physical Location: ANSI County Physical Location:	FSA State FSA County ANSI State ANSI County
Tract Status:	Active	Congressional District: Wetland Certified: Year Wetland Certified:	

## C Tract Level Assignment Blocks (Continued)

### **Reconstitution History**

- Year
- Recon ID
- Reconstitution Type
- Status
- Completed Date
- IBase
- Parent Farm
- Parent Tract
- Resulting Tract
- Resulting Farm

(	▼ Reconstitution History										
	In Track Reconstitution Report										
	Year	Recon ID	Reconstitution Type	Status	Completed	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm	
	2017	15	Tract Division	Complete	06/15/2017	999999999	7490	10597	15014	7490	
L.						,,,,,,,,,					

### **Tract Land Data**

- **Farmland Acres** System populated. This is the sum of the acreage of all CLU's on the tract, this field is not editable at the tract level. It is aggregated from the field level.
- **Cropland Acres** System populated. This is the sum of the acreage of all CLU's with a 3-CM Indicator of Yes on the tract, this field is not editable at the tract level. It is aggregated from the field level.
- **DCP Cropland Acres** System populated. DCP cropland is equal to the tract's Cropland acres plus the tract's DCP Ag related activity acres, this is a calculated value and not editable.
- **CRP Cropland Acres** System populated. CRP cropland acres for the tract are equal to the aggregated acreage of all cropland fields (3-CM Indicator = Yes) on the tract that contain CRP attributes in the field level CRP Data assignment block.

•

- C Tract Level Assignment Blocks (Continued)
  - WBP Acres Manual entry.
  - **GRP Acres** Manual entry.
  - **State Conservation Acres** Manual entry.
  - **Other Conservation Acres** Manual entry.
  - **Cropland Acres Adjustment Reason Codes** Manual entry required when tract level cropland or DCP cropland acres change.
  - **EWP Program Acres** Manual entry.
  - **DCP Ag Related Activity Acres** Manual entry.
  - Wetland Reserve Program Acres Manual entry.
  - Effective DCP Cropland Acres System populated as [DCP Cropland (CRP cropland acres + WBP acres + GRP acres + State Conservation acres + Other Conservation acres + EWP program acres + Wetland Reserve Program acres)].
  - **Double Cropped Acres** Manual entry.
  - Sugarcane Base Acres Manual entry. Only applicable to farms administered in Louisiana.
  - **CRP MPL Acres** System populated. CRP MPL acres for the tract are equal to the aggregated acreage of all non-cropland fields (3-CM Indicator = No) on the tract that contain CRP attributes in the field level CRP Data assignment block.

* * *

- **SOD** Acres System populated. This is the aggregated acreage of all fields with a SOD broken out date included as a field attribute.
- HEL Status System assigned based on HEL statuses of fields on the tract.
- **HEL Determinations** Manual entry required.
- Wetland Determinations Manual entry required.
- Wetland Violation Types Manual entry. Only editable if Wetland Determination is set to "Tract contains a wetland or farmed wetland".

--*

### **193** CRM Farm Records Assignment Blocks Detail (Continued)

### C Tract Level Assignment Blocks (Continued)

Following is an example of the data displayed in the tract level Land Data assignment block.

Tract Land Data			5
Farmland Acres:	135.17	EWP Program Acres:	0.0
Cropland Acres:	97.54	DCP Ag Related Activity Acres:	0.0
DCP Cropland Acres:	97.54	Wetland Reserve Prog. Acres:	0.0
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	97.5
WBP Acres:	0.00	Double Cropped Acres:	0.0
GRP Acres:	0.00	Sugarcane Base Acres:	0.
State Conservation Acres:	0.00	CRP MPL Acres:	0.0
Other Conservation Acres:	0.00	SOD Acres:	0.0
Cropland Acres Adj. Reason Code:		HEL Status: UHEL	
		HEL Determination: NHEL: No agricultural commodity planted on u	ndetermined fields
Wetland Violation Determination			
Wetland Dete	ermination: Wetland determina	tions not complete	
Wetland converted between December 23, 1985 and November	r 28, 1990: 🔲	Wetland converted after Februar	y 7, 2014: 🔲
An agricultural commodity has been planted on a wetland converted before Februa	ry 8, 2014: 🔲	An agricultural commodity has been planted on a wetland converted after Februar	y 7, 2014: 🔲
Wetland converted after November 28, 1990 and before Februa	ry 8, 2014: 🔲		

### **Tract Crop Data**

- Crop Name Manual entry.
- Crop Year System assigned.
- **Base Acres** Manual entry.
- **Base Acres** Manual entry required.
- **CTAP Transitional Yield** Manual entry if applicable.
- **CTAP yield adjustment Codes** Manual entry required.
- **PLC Yield** Manual entry.
- PLC Yield Adjustment Codes Manual entry required.

Following is an example of the base crop data maintained on the tract.

▼ Tract Crop Data 🔟 🗐 🔍 🔺											
Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	CTAP Transitional Yield	CTAP Transitional Yield Adj	PLC Yield	PLC Yield Adj. Reason				
Corn	2015	23.65	In-Transfer	0.0000		150.0000	In-Transfer				
Soybeans	2015	23.65	In-Transfer	0.0000		48.0000	In-Transfer				

#### **Tract CCC-505 CRP Reduction Data**

- **Crop Name** System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.
- **Crop Year** System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.
- **Contract Number** System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.
- **Start Year** System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.

# C Tract Level Assignment Blocks (Continued)

# Tract CCC-505 CRP Reduction Data

- Acres System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.
- **CTAP Transitional Yield** System populated after an approved automated CCC-505 because of CRP enrollment or manual entry if applicable.
- **PLC Yield** System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.

Following is an example of the base acres and associated data that have been reduced due to CRP enrollment on that tract.

💌 Tract CCC-505 CRP Reduction Data										
Actions	Crop Name	Crop Year	Contract Number	Start Year	Acres	CTAP Transitional (Direct	PLC (CC) Yield			
	Soybeans	2015	2308	2010	0.60	33.0000		39.0000		

## **Tract Parties Involved**

- Name System assigned when a Business Partner is searched and selected using the input help for Business Partner ID number.
- Function (Owners or Other Producers) Manual entry if applicable.
- **ID** Manual entry or system assigned when a Business Partner is searched and selected by name.
- **HEL Exceptions** Editable only if the tract has "HEL field on tract. Conservation system not being actively applied" as its HEL determination.
- **HEL Appeals Exhausted Date** Editable only if "Appeals Exhausted" is selected for the producer's HEL Exception.
- •*--RMA HEL Exceptions Editable only if HEL Exceptions are selected.--*
- **CW Exceptions** Editable only if a converted wetland violation exists on the tract.
- **CW Appeals Exhausted Date** Editable only if "Appeals Exhausted" is selected for the producer's CW Exception.
- •*--RMA CW Exceptions Editable only if CW Exceptions are selected.--*
- **PCW Exceptions** Editable only if a planted converted wetland violation exists on the tract.

# C Tract Level Assignment Blocks (Continued)

• **PCW Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's PCW Exception.

## •*--RMA PCW Exceptions – Editable only if PCW Exceptions are selected.

Following is an example of an owner associated at the tract level.

CParties Involved											
Name	Function	ID	HEL Exceptions	HEL A	RMA HEL	CW Excepti	CW Appeal	RMA CW E	PCW Excepti	PCW Appeals Exha	RMA PCW Exceptions
Producer A	Other Tenant	999999999									
Producer B	Owner	888888888									

### **D** Field Level Assignment Blocks

Following is an example of the field level assignment blocks.

	Field: 12345678, 99-99	9-1		🔄 Back 👻 💟 👻
	Bedit Fact Sheet Farm	Division - GIS Tract [	Division Transfer Process │ More <del>=</del>	2 B
Home	Installed Base Hierarchy		→ GIS Info	
Worklist	🗊 🕨 Level Up	e @		
Business Partner	Description	H 3 L	Field General Data	≙
Farm Records		· · · · ·	▹ Field Land Data	≙
Product Master	Field 2	U No O		
Recent Items	Field 3	N Yes C	CRP Data	≙
Recent nems	Field 4	N Yes C		
	⊽ 秦 99-999-200		► NRCS Data	≙
	Minimization Field 1	N Yes C		
	Field 2	U No O	Parties Involved	≙
			▶ Native SOD	≙
				4

### **GIS Info**

Following is an example of imagery and spatial representation of the selected tract with selected CLU highlighted.



--*

## D Field Level Assignment Blocks (Continued)

### **Field General Data**

- Field Number Associated CLU number of the field selected in the hierarchy.
- **Field Description** System generated field description including the State-County-Farm-Tract-Field number.
- **FSA Physical State Location** The State where the majority of the field is physically located as determined by GIS using the FSA physical location.
- **FSA Physical County Location** The county where the majority of the field is physically located as determine by GIS using the FSA physical location.
- **ANSI Physical State Location** The State where the majority of the field is physically located as determined by GIS using the true physical location determined by Census.
- **ANSI Physical County Location** The county where the majority of the field is physically located as determine by GIS using the true physical location determined by Census.
- **Congressional District** The congressional district where the field is located as determined by GIS.

Note: Data in this assignment block is not editable.

Following is an example of field level general data.

▼ Field General Data				4
Field Number:	1	ANSI State Physical Locati	Any ANSI Physical State	
Field Description:	99-999-1-200-1	ANSI County Physical Loc	Any ANSI Physical County	
FSA Physical State Location:	Any FSA Physical State	Congressional District:	8	
FSA Physical County Location:	Any FSA Physical County			

**Field Land Data** 

- Land Class Code Land Class Code assigned for the selected field from the associated CLU attributes.
- Acres Calculated acres for the selected field determined by GIS in the CLU layer.
- **HEL Status** HEL determination assigned for the selected field from the associated CLU attributes.

*

*__

### **D** Field Level Assignment Blocks (Continued)

• **3-CM Cropland Indicator** – 3-CM cropland indicator assigned for the selected field from the associated CLU attributes.

**Note:** Data in this assignment block is not editable.

### **Field Land Data**

Following is an example of land data associated with a selected field.

▼ Field Land Data				
Land Class	Code: 2 - Cropland		HEL Status:	NHEL
	Acres:	71.84	3-CM Cropland Indicator:	Yes

### **CRP** Data

- **CRP Contract Number** User entered CRP contract number from CCMS if the selected field is enrolled in an active CRP contract.
- **Expiration Date** User entered CRP contract expiration date from CCMS if the selected field is enrolled in an active CRP contract.
- **Practice Number** User selected Conservation Practice from CCMS if the selected field is enrolled in an active CRP contract.
- **Practice Description** System generated conservation practice description loaded once a conservation practice has been selected for the selected field enrolled in an active CRP contract.
- **Note:** If the selected field is enrolled in CRP, all entries in the CRP Data assignment block must be loaded with valid data before the field is flagged as CRP in Farm Records and the acres are totaled as CRP Cropland or CRP MPL Acres at the tract level as applicable. All data must match the CRP contract enrolled in CCMS.

Following is an example of CRP contract data associated with a selected field.

- CRP Data			≙
CRP Contract Number:	1000A	Expiration Date: 09/30/2015	
Practice Number:	1500476	CP10 VEG COVER GRASS ALREADY E	

# **D** Field Level Assignment Blocks (Continued)

### NRCS Data

193

NRCS Data assignment block is reserved for future use. All entries are manual entries.

- NRCS Contract Number
- NRCS Practice Number
- NRCS Expiration Date
- NRCS Cropland Acreage.

Following is an example of NRCS data that could be entered in the future.

▼ NRCS Data				≙	
	NRCS Contract Number:	0	NRCS Expiration Date:	11	
	NRCS Practice Number:		NRCS Cropland Acreage:	0.00	

### **Parties Involved**

- Name Auto-populates when Business Partner ID Number is selected using Input Help.
- Function System defaults to "Other Producer".
- **ID** Use Input Help to search for and select producer's business partner ID.
- **HEL Exceptions** Editable only if the tract * * * has "HEL field on tract. Conservation system not being actively applied" as its HEL determination.
- •*--HEL Appeals Exhausted Date Editable only if "Appeals Exhausted" is selected for the producer's HEL Exception.
- **RMA HEL Exceptions** Editable only if HEL Exceptions are selected.
- **CW Exceptions** Editable only if a converted wetland violation exists on the tract.
- **CW Appeals Exhausted Date** Editable only if "Appeals Exhausted" is selected for the producer's CW Exception.
- **RMA CW Exceptions** Editable only if CW Exceptions are selected.--*

# **D** Field Level Assignment Blocks (Continued)

- •*--PCW Exceptions Editable only if a planted converted wetland violation exists on the tract.
- **PCW Appeals Exhausted Date** Editable only if "Appeals Exhausted" is selected for the producer's PCW Exception.
- **RMA PCW Exceptions** Editable only if PCW Exceptions are selected.

Following is an example of an "Other Tenant" associated with a selected field.

▼ Parties Involved												
Î	Insert											
	Name	Function	ID	HEL Exc	HEL App	RMA HE	CW Exc	CW App	RMA C	PCW Ex	PCW Ap	RMA PC
		Other Ten-	đ									
												*

### **Native Sod**

All entries in this assignment block are editable and a manual entry by users.

- SOD Broken Out Date Date the producer indicates that land meeting the definition of Native Sod was broken to be brought into production. Broken out date must be on or after January 7, 2014.
- •*--1st Year Planted/NAP Restriction For land broken between February 7, 2014, and December 20, 2018, enter the first year that the newly broken land is planted. For land broken after December 20, 2018, enter the first year the newly broken land meets NAP restrictions. Date entered must be in or after the same FY entered in the SOD Broken Out Date.
- 2nd Year Planted/NAP Restriction For land broken between February 7, 2014, and December 20, 2018, enter the second year that the newly broken land is planted. For land broken after December 20, 2018, enter the first year the newly broken land meets NAP restrictions. Date entered must be after the 1st Year Planted.
- **3rd Year Planted/NAP Restriction** For land broken between February 7, 2014, and December 20, 2018, enter the third year that the newly broken land is planted. For land broken after December 20, 2018, enter the first year the newly broken land meets NAP restrictions. Date entered must be after the 2nd Year Planted.
- 4th Year Planted/NAP Restriction For land broken between February 7, 2014, and December 20, 2018, enter the fourth year that the newly broken land is planted. For land broken after December 20, 2018, enter the first year the newly broken land meets NAP restrictins. Date entered must be after the 3rd Year Planted.--*

# **D** Field Level Assignment Blocks (Continued)

**Note:** Native Sod assignment block applies only to fields with a physical location in the following States:

- Iowa
- Minnesota
- Montana
- Nebraska
- North Dakota
- South Dakota.

Following is an example of Native Sod data entries associated with a selected field.

▼ Native SOD			≙
SOD Broken Out Date:	03/15/2014		
1st Year Planted:	2014	2nd Year Planted:	2015
3rd Year Planted:	0	4th Year Planted:	0

# **194-199** (Reserved)

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### Section 2 Farm Records Maintenance

## Subsection 1 Assignment Block Overview

### 200 Farm Records Maintenance Overview

#### A Overview

This section provides guidance for updating and maintaining farm records data.

#### 201 Adding or Changing an Operator

#### A Overview

After the user has selected a farm in the CRM Search window, the Farm Data Screen will be displayed. Users may add a new operator or change an existing operator at the farm level on the Farm Data Screen by accessing the Parties Involved assignment block. When adding an operator to a newly created farm, the operator must be assigned prior to saving the farm record. When changing the operator on an existing farm, the farm must have an operator associated with it prior to saving the farm record.

### **B** Example

Following is an example of the Parties Involved assignment block for a newly created farm.

				L	] @ @ ≙			
🗊   Insert								
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Ex			
No result found								

Following is an example of the Parties Involved assignment block for an existing farm.

▼ Parties Involved     III III III III IIIIIIIIIIIIIIIIIIIII								
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Exc			
ANY PRODUCER2	Operator	8011390136						

## C Adding an Operator to a Newly Created Farm

During creation of a new farm the user is required to enter an operator. See Section 3, Create a Farm for operator assignment on a newly created farm.

# 201 Adding or Changing an Operator (Continued)

# **D** Changing the Operator on an Existing Farm

The following table provides instructions to change the operator on an existing farm.

Step	Action							
1	After searching for and selecting the farm on which the operator will be changed CLICK <b>"Edit"</b> on the CRM toolbar.							
2	<ul><li>Navigate to the Parties Involved assignment block.</li><li>Note: The "Selection box" beside the current operator name is automatically selected.</li></ul>							
	▼ Parties Involved       Im Im R         Insert       Insert         Name       Function         ID       HEL Exce         NY PRODUCER3       Operator         Name       8011390137							
3	CLICK "Remove".							
4	CLICK "Insert".							
5	CLICK "Input Help" on the Parties Involved Assignment Block.							
6	The Search: Partners – Webpage Dialog window will display.							
7	Enter applicable information in the Search criteria entries.							

# 201 Adding or Changing an Operator (Continued)

Step	Action
8	CLICK "Search" in the Search: Partners – Webpage Dialog window.
9	Select appropriate producer from displayed list by CLICKING on the
	"Common Customer Name".
10	CLICK "Save" on the CRM toolbar to complete transaction.
	Alternate methods:
	Method 1: Users may click the "Input Help" tool (shown in Step 5) in the same row as the current operator, then continue to Step 6.
	Method 2: If the 10-digit Business Partner ID for the new operator is known, users may click in the ID field and manually enter the BP ID number, then continue to Step 10.

# **D** Changing the Operator on an Existing Farm (Continued)

# **E** Common Error Messages

Common error messages that prevent users from saving edits include the following.

Action
Correct/add associated county in CRM Business Partner. See 11-CM for additional guidance on adding an associated county to an existing CRM
Business Partner.
Correct Operator at the farm level or correct Other Producer (Other Tenant) at the tract or field level in the Parties Involved Assignment Block.

# 202 Adding or Changing an Owner

# A Overview

After user has selected a farm in the CRM Search window, the farm data screen will be displayed. Users may add or change owners at the **tract** level by accessing the Parties Involved assignment block. When creating a new tract on a farm, at least one owner must be assigned to the tract before the farm can be set to active status. When changing an owner on an existing tract of an active farm, the tract must have at least one owner associated with it prior to saving the farm record.

# **B** Example

Following is an example of the Parties Involved assignment block for a newly created tract.

•	Parties Involved					<b>1</b>	9		
î.	Insert								
	Name	Function	ID	HEL Exceptions	CW Exceptions	PCW	Ex		
	B No result found								

Following is an example of the Parties Involved assignment block for an existing tract.

▼Parties Involved Ш 🗐 💐 ≙					
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Exc
ANY PRODUCER	Owner	8011390138			

# C Adding an Owner to a Newly Created Tract

During creation of a new tract the user is required to enter an owner. See Part 7, Section 3, Create a Farm for owner assignment on a newly created tract.

# D Changing an Owner on an Existing Tract

The following table provides the steps to change an owner or an existing tract.

Step			Action				
1	CLICK "Edit" on	the CRM to	olbar.				
2	Navigate to the Pa	arties Involve	d assignment	block.			
3	CLICK <b>"Selection box"</b> beside the owner to be changed if multiple owners are assigned to the tract.						
	✓ Parties Involved     Íi Insert				[	⊡ ∰ & ≙	
	Name F	Function	ID	HEL Exceptions	CW Exceptions	PCW Ex	
		Owner 🔻	8011390105 D				
			cer, the "Sele				

# Par. 202

# 202 Adding or Changing an Owner (Continued)

Step	Action
4	CLICK <b>"Remove"</b> . The selected owner is removed from the tract.
	▼Parties Involved 🔟 🗐 💐 ≜
	Name Function ID HEL Exceptions CW Exceptions PCW Ex
	ANY PRODUCER1 Owner
	ANY PRODUCER2 Owner    8011390136
5	CLICK "Insert".
	▼Parties Involved 🖬 🗟 ≙
	Insert         ID         HEL Exceptions         CW Exceptions         PCW Ex
	ANY PRODUCER1 Owner V8011390105 I
6	CLICK "Input Help" in the newly created row in the Parties Involved
0	assignment block.
	▼Parties Involved 🔟 🗐 🍕 👄
	1 Insert
	Name     Function     ID     HEL Exceptions     CW Exceptions     PCW Ex       Owner     Image: Comparison of the second se
	ANY PRODUCER1 Owner - 8011390105
	<b>Note:</b> The Parties Involved assignment block at the tract level defaults to "Other Tenant". Use the drop-down menu to select "Owner".
7	The Search: Partners – Webpage Dialog window will display.
8	ENTER applicable information in the Search criteria entries.
9	CLICK "Search" in the Search: Partners – Webpage Dialog window.
10	Select appropriate producer from displayed list by CLICKING on the "Common Customer Name".
11	CLICK "Save" on the CRM toolbar to complete transaction.
	Alternate methods:
	<b>Method 1:</b> Users may click the "Input Help" tool (shown in Step 6) in the same
	row as the current owner to be changed, then continue to Step 7.
	<b>Method 2:</b> If the 10-digit Business Partner ID for the new owner is known,
	users may click in the ID field of the current owner to be changed
	and manually enter the BP ID number, then continue to Step 10.

# **D** Changing an Owner on an Existing Tract (Continued)

# 202 Adding or Changing an Owner (Continued)

# E Adding Additional Owners to a Tract

The following table provides the steps to add additional owners to a tract.

Step	Action			
1	Click the appropriate tract in the Farm Hierarchy.			
2	CLICK "Edit" on the CRM Toolbar.			
3	CLICK "Insert" on the Parties Involved assignment block.			
	▼ Parties Involved			
	Name Function ID			
	ANY PRODUCER1 Owner   8011390105			
4	CLICK <b>"Input Help"</b> for the newly created row in the Parties Involved assignment block.			
	✓ Parties Involved			
	☐ Insert			
	Name Function ID			
	Owner			
	ANY PRODUCER1 Owner V 8011390105			
	Note: The Parties Involved assignment block at the tract level defaults to "Other Tenant". Use the drop-down menu to select "Owner".			
5	The Search: Partners – Webpage Dialog window will display.			
6	Enter applicable information in the Search criteria entries.			
7	CLICK "Search" on the Search: Partners – Webpage Dialog window.			
8	Select appropriate producer from displayed list by CLICKING <b>"Common Customer Name"</b> .			
9	CLICK "Save" on the CRM toolbar to complete transaction.			

## 202 Adding or Changing an Owner (Continued)

#### **F** Common Error Messages

Common error messages that prevent users from saving edits include:

Message or Error Received	Action
Assign an Owner to the Tract	Navigate to the Parties Involved Assignment
	Block and add an owner to the tract.
	• Check the Function field to ensure that Owner
	was selected from the drop-down menu.
Added Partner does not have	Correct/add associated county in CRM Business
proper Associated County	Partner.
Other Tenant cannot be the same	Check farm owner(s) and/or other tenant (other
person as the owner	producer) at the tract and/or field levels and
	correct duplication.

### 203 Adding or Changing Other Producer (Other Tenant)

#### A Overview

After the user has selected a farm in the CRM search window, the farm data screen will be displayed. Users may add or change Other Producers at the tract or field level by accessing the Parties Involved assignment block at the appropriate level. Users are not required to enter an Other Producer prior to saving a newly created or existing farm record.

Note: Other Producer is referred to as Other Tenant within CRM.

### **B** Examples

Following is an example of the Parties Involved assignment block for a newly created tract.

•	Parties Involved				11	<b>a</b> 4	≙
î.	Insert						
	Name	Function	ID	HEL Exceptions	CW Exceptions	PCW E	x
	lo result found						

# **B** Examples (Continued)

Following is an example of the Parties Involved assignment block when an Other Producer already exists on a tract or field.

▼ Parties Involved				Ы	@ & ≙
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Exc
ANY PRODUCER1	Other Tenant	8011390105			

# C Adding an Other Producer to a Newly Created Tract or Field

The following table provides the steps to add and Other Producers to a newly created tract or field.

Step	Action
1	Click the appropriate tract or field in the Farm Hierarchy.
2	CLICK "Edit" on the CRM Toolbar.
3	NAVIGATE to the Parties Involved assignment block.
4	CLICK "Insert".
5	CLICK "Input Help".
6	The Search: Partners – Webpage Dialog window will display.
7	ENTER applicable information in the Search criteria entries.
8	CLICK "Search" in the Search: Partners – Webpage Dialog window.
9	Select appropriate producer from displayed list by CLICKING on the "Common Customer Name".
10	CLICK "Save" on the CRM toolbar to complete transaction.

# **D** Changing an Other Producer

The following table provides instructions to change an other producer.

Step	Action				
1	Click the appropriate tract or field in the Farm Hierarchy.				
2	CLICK "Edit" on the CRM Toolbar.				
3	Navigate to the Parties Involved assignment block.				
4	CLICK <b>"Selection</b> " box beside the other producer to be changed when multiple				
-	business partners exist at the tract level or multiple other producers are assigned at the field level.				
	▼ Parties Involved 🔟 🗐 🖏 👄				
	1 Insert				
	Name         Function         ID         HEL Exceptions         CW Exceptions         PCW Ex           ANY PRODUCER2         Other Tenant         \$ 8011390136         ID				
5	<ul> <li>Note: When working at the field level, if only one other producer currently exists at the field, the "Selection box" beside the current other producer name is automatically selected.</li> <li>CLICK "Remove" (trash can). The selected other producer is removed from</li> </ul>				
	the tract or field.				
	Parties Involved				
	Parties Involved III III (3) ≙				
	Parties Involved Insert Insert Name Function ID HEL Exceptions CW Exceptions PCW Ex				
	Parties Involved III III (3) ≙				
	Parties Involved  Parties Involved  Insert  Name Function ID HEL Exceptions CW Exceptions PCW Ex ANY PRODUCER2 Other Tenant 8011390105 D				
6	Parties Involved Insert Name Function ID HEL Exceptions CW Exceptions PCW Ex ANY PRODUCER2 Other Tenant ▼ 8011390136 □				
6	Parties Involved  Parties Involved  Insert  Name Function ID HEL Exceptions CW Exceptions PCW Ex ANY PRODUCER2 Other Tenant 8011390105 D				
6	Parties Involved  Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Par				
6	Parties Involved  Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved Parties Involved P				
	Parties Involved  Parties Involved  Parties Involved  Punction  D HEL Exceptions CW Exceptions PCW Ex  ANY PRODUCER1 Owner  BO11390105  CLICK "Insert".   Parties Involved  Punction D HEL Exceptions CW Exceptions PCW Ex  Ponties Involved  Punction D HEL Exceptions CW Exceptions PCW Ex  Punction D HEL Exceptions CW Exceptions PCW Ex Punction PCW PCW Ex PUnction PCW				
6	Parties Involved Name Function ID HEL Exceptions CW Exceptions PCW Ex ANY PRODUCER2 Other Tenant 8011390136 ANY PRODUCER1 Owner 8011390105 CLICK "Insert". Parties Involved Parties Involved PCW Ex				
	Parties Involved       Image: Function       Image: Function <td< th=""></td<>				
	Parties Involved       Image: Sector of a body         Insert       Image: Sector of a body         ANY PRODUCER2       Other Tenant         Owner       8011390136         S011390105       Image: Sector of a body         CLICK "Insert".         Image: Sector of a body         Owner       8011390105         Image: Sector of a body         Owner       8011390105         Image: Sector of a body         Image: Sector of a body <t< th=""></t<>				
	Parties Involved         Insert         Name         Function         Image: Structure         Image				

Step		Action		
8	The Search: I	Partners – Webpage Dialog window will display.		
9	Enter applica	ble information in the search criteria menus.		
10	CLICK "Sea	rch" on the Search: Partners – Webpage Dialog window.		
11	Select approp	Select appropriate producer from displayed list by CLICKING "Common		
	Customer Na	ame".		
12	CLICK "Sav	e" on the CRM toolbar to complete transaction.		
	Alternate mo	Alternate methods:		
	Method 1:	Method 1: Users may click "Input Help" (shown in Step 7) in the same row as the current other producer to be changed, and then continue to Step 8.		
	Method 2:	If the 10-digit Business Partner ID for the new other producer is known, users may CLICK in the ID field of the current other producer to be changed and manually enter the BP ID number, then continue to Step 12.		

# **D** Changing an Other Producer (Continued)

# **E** Adding Additional Other Producers to a Tract or Field

The following table provides the steps to add additional other producers to a tract or field.

Step	Action		
1	Click the appropriate tract or field in the Farm Hierarchy.		
2	CLICK "Edit" on the CRM Toolbar.		
3	Navigate to the Parties Involved assignment block.		
4	CLICK "Insert" on the Parties Involved assignment block.		
5	CLICK <b>"Input Help"</b> for the newly created row in the Parties Involved assignment block.		
	Name         Function         ID         HEL Exceptions         CW Exceptions         PCW Ex           Other Tenant <t< th=""></t<>		
	ANY PRODUCER Other Tenant 🔹 8011390131		
6	The Search: Partners – Webpage Dialog window will display.		

# **E** Adding Additional Other Producers to a Tract or Field (Continued)

Step	Action
7	ENTER applicable information in the Search criteria entries.
8	CLICK "Search" on the Search: Partners – Webpage Dialog window.
9	Select appropriate producer from displayed list by CLICKING "Common
	Customer Name".
10	CLICK "Save" on the CRM toolbar to complete transaction.

# **F** Common Error Messages

Common error messages that prevent users from saving edits include:

Message or Error Received	Action
Added Partner does not have	Correct/add associated county in CRM Business
proper Associated County	Partner. See 11-CM for additional guidance on
	adding an associated county on an existing Business
	Partner.
Other Tenant cannot be the same	Check tract owner(s) and/or other tenant(s) (other
person as the Owner	producers) at the tract and/or field levels and
	eliminate duplication.

# 204 GIS General Tools Overview

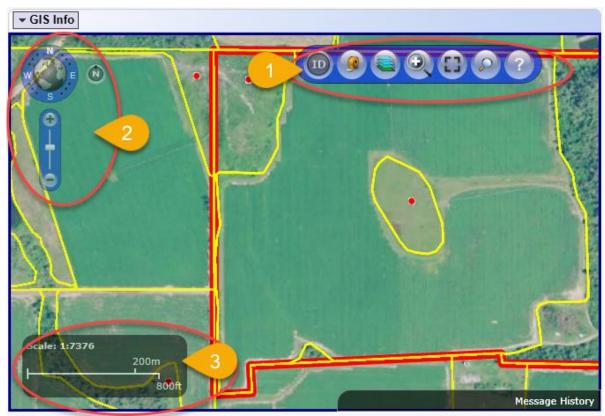
### A Overview

Navigation and standard GIS tools are available in the GIS Info assignment block at all farm, tract, and field levels. The tools and navigation functionality are the same regardless of the selected hierarchy level.

# **B** Example

*--Following is an example of the following:

- navigation compass (1)
- GIS standard toolbar (2)
- scale bar (3).



--*

# A Navigation Compass Overview

The navigation compass allows the user to move and zoom the image displayed in the GIS Info assignment block.

## **B** Action

The following table provides an overview of the Navigation Compass Tool.

Tool	Use	
Navigation Compass	• Clicking on the N, W, E, and S will expand the users view in the selected direction.	
N	• CLICK the "+" to zoom the GIS image in.	
S S S S	• CLICK the "-" to zoom the GIS image out.	
<b>P</b>	• Clicking in the center of the Navigation Compass on the "world" will zoom the user out to the full extent of the world. It is not recommended that users zoom to full extent.	
6	<ul> <li>Clicking between the directions (N, W, E, and S) and dragging, will rotate the GIS image in the same direction. Clicking the "N" circle to the right of the navigation compass will reset the map image to display the image with north at the top.</li> </ul>	
	Other navigations options are available using the mouse or the arrow keys on the keyboard.	
	• Click and drag on the GIS image to move the map in any direction.	
	• The roll bar/wheel on the mouse can be used to zoom in and out. Move the roll bar/wheel forward to zoom in. Move the roll bar/wheel back to zoom out.	
	• Press the arrow keys on the keyboard to move the map in the applicable direction.	
	• Press the shift key and CLICK and drag the mouse to create a box on the map. When the mouse is released the screen will zoom to the extent of the created box.	

### 206 GIS Standard Toolbar

# A Overview

The GIS Standard Toolbar in the GIS Info assignment block will display at all farm hierarchy levels selected. The following tools are available on the GIS Standard Toolbar:

- Identification Tool
- Measurement Service Tool
- Layers TOC Tool
- •*--Zoom to Editable Scale--*
- Full Screen Mode Tool
- AOI Search Tool
- Task Help Tool.

### **B** Example

Following is an example of a GIS standard toolbar.



**Note:** See work instruction **Display the GIS Standard Toolbar** for more information on using the standard toolbar. See Exhibit 20 for a complete listing of all Farm Records and GIS work instructions and simulations.

### 207 Identification Tool

### A Overview

The Identification Tool allows users to identify the CLU attributes of any field selected with the tool. Additionally, users can utilize the Identification Tool to verify if an area has been delineated as part of an existing CLU.

The tool will identify any CLU in the National CLU, regardless of the farm that is currently selected from the Farm Search.

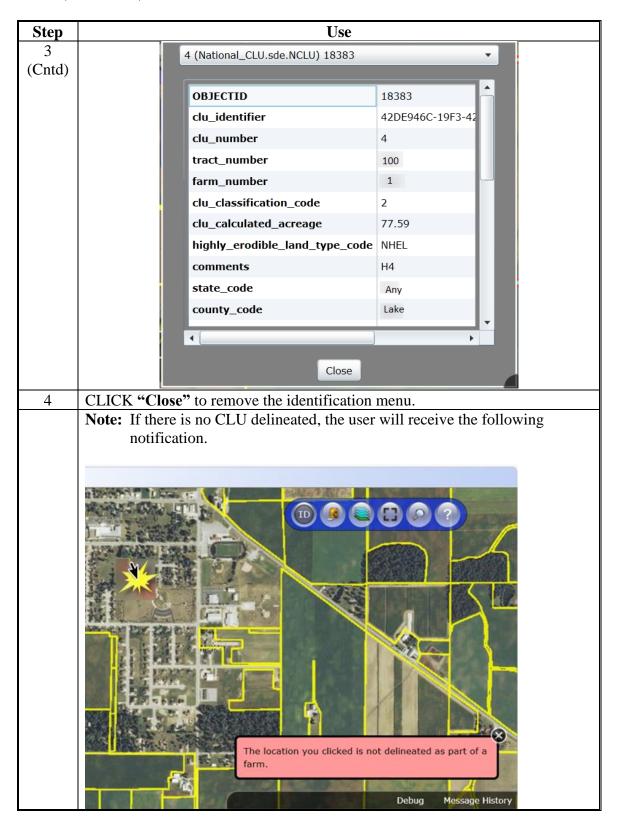
### **B** Action

The following table provides instructions to display the attributes of a selected CLU using the Identification Tool.

Step	Use	
1	CLICK "Identification Tool".	
2	CLICK on any location within the GIS map representation.	
3	The CLU attributes for the area clicked will be listed in the window. The scrollbar on the right will allow users to scroll through all attributes.	

# 207 Identification Tool (Continued)

### **B** Action (Continued)



# A Measurement Service Tool Overview

The Measurement Tool allows users to measure area or distance in the GIS Info assignment block. The measurement tools are also available while editing.

### **B** Action

The following table provides instructions to measure area or distance within the GIS Info assignment block.

Step	Action	
	CLICK "Measurement Tool"	
	In the Measurement Tool window, the ability to measure by area or distance	
	will be available.	
Measuring Area		
1	Set the area options to acres using the drop-down menu.	
2	Set the distance options to feet using the drop-down menu.	
3	CLICK "Draw Polygon".	
4	Draw by clicking around the area to be measured.	
5	Double click to finish the measurement.	
	Image: Constraint of the second s	

# 208 Measurement Service Tool (Continued)

# **B** Action (Continued)

Step	Action		
	Measuring Distance		
1	Set the distance options to feet using the drop-down menu.		
2	CLICK "Draw Polygon".		
3	On the map, click at the beginning point to start measuring.		
4	Click at the end of the measured segment line.		
5	Continue to measure as needed by clicking and making new segments.		
6	Double click when the measurement is completed. Each segment between mouse		
	clicks will be measured individually in feet.		
	Wessurements:       721         Distance Options:       Feet         Draw Polygon       Draw Polyline         Draw Polygon       Draw Polyline         Status       511         Bost       511		

### *--208.5 Zoom to Editable Scale Tool

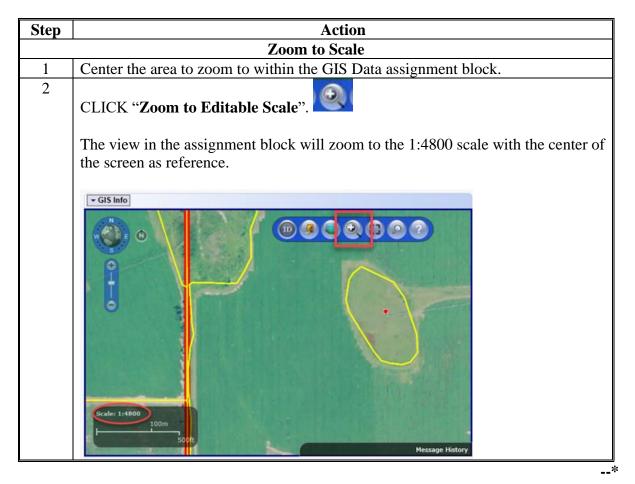
## A Overview

The Zoom to Editable Scale Tool allows users to quickly zoom to 1:4800 to enable the editing tools and zoom to the largest scales allowable when modifying or delineating CLU boundaries.

When selected, the GIS Screen will zoom to 1:4800 using the center of the screen as reference.

# **B** Action

The following table provides instructions for the Zoom to Editable Scale Tool.



9-21-20

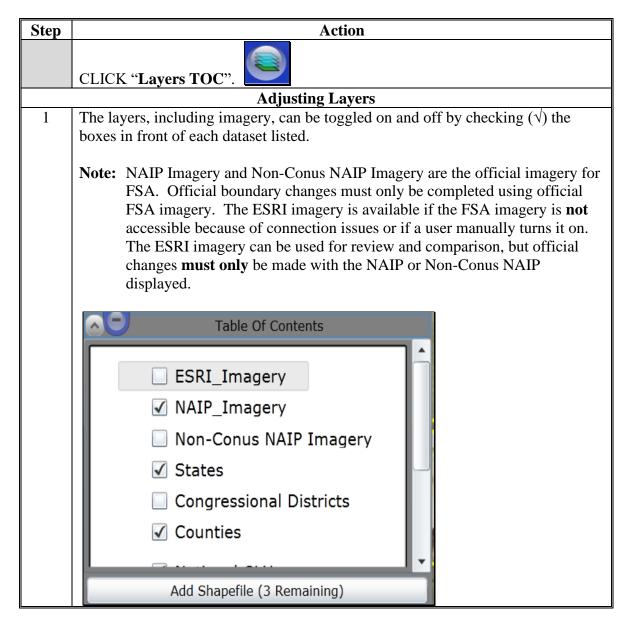
## 209 Layers TOC Tool

## A Overview

The Layers TOC tool allows users to view the layers that are loaded in the GIS Info assignment block. Additionally, the Layer TOC tool allows users to add reference shapefiles into the GIS Info assignment block as needed.

## **B** Action

The following table provides an overview of the layers available for display in the GIS Data assignment block.



•

# 209 Layers TOC Tool (Continued)

### **B** Action (Continued)

Step	Action					
2	Hovering over the imagery listed in the TOC menu allows users to change the					
	transparency of the imagery by dragging the scroll bar left or right.					
	Table Of Contents					
	ESRI_Imagery					
	Non-Conus NAIP Imagery					
	States					
	Congressional Districts					
	Counties					
	· · · · · · · · · · · · · · · · · · ·					
	Add Shapefile (3 Remaining)					
3	To close out of the TOC menu, CLICK "Layers TOC" again on the toolbar.					
	Adding Shapefiles					
4	Using the Add Shapefiles tool will allow user to add additional GIS shapefiles as					
	needed for reference when viewing or maintaining the CLU layer. Examples of when an additional layer may need to be loaded include GPS data, CRP TERRA					
	Scenarios, or digital ownership records or surveys. Shapefiles added into CRM					
	must meet the following requirements:					
	• only three additional shapefiles can be loaded into GIS at the same time.					
	• polygon, line, and point shapefiles can all be loaded into GIS.					
	• shapefiles loaded in GIS must be no larger than 2 MB.					
	<ul> <li>shapefiles loaded into GIS must be in the Web Mercator Auxiliary Sphere projection.</li> </ul>					
	<b>Note:</b> Contact the state GIS Specialist for assistance with projecting or loading additional shapefiles into the GIS Info assignment block.					

**Note:** See work instruction **Add a New Shapefile** for more information on adding layers into the GIS Info assignment block. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

### A Full Screen Mode Tool Overview

The Full Screen Mode tool allows users to expand the GIS Info assignment block to the full extent of the screen as needed.

### **B** Action

Tool	Use
Full Screen Mode	• CLICK "Full Screen Mode" to expand the GIS Assignment
	Block.
	• CLICK "Esc" to return to return to the previous screen.
	Notes: Editing within full screen mode is not recommended. If
	users are experiencing performance issues in Full Screen
	Mode, this option should not be used and editing should be
	completed from the standard size GIS Info assignment block.
	When in full screen mode input from the keyboard is not
	permitted except for "Esc".

## 211 AOI Search Tool

## A AOI Search Tool Overview

The AOI Search window has three search options to find the location of an existing farm or to locate the area where a new farm will be delineated:

🎭 🔜 🔇

- CLU Search,
- PLSS Search,
- Address Search.

Choose the applicable search method.

# 211 AOI Search Tool (Continued)

# **B** Action

The following table provides instructions for searching for a location by CLU, PLSS, or address.

Step	Action				
	CLICK "AOI Search"				
	CLU Search				
	The CLU Search window can be used to display and zoom to a known Farm, Tract, and/or CLU. When delineating a new farm the approximate location of the new farm can be found by searching for an existing farm that is close to the approximate location of the new farm.				
1	Select the Administrative State and County for the farm by either:				
	<ul> <li>selecting the State and County from the drop-down menus</li> <li>checking (√) the "Use FSA County/State for the Current Farm".</li> </ul>				
	ADI Search				
	<ul> <li>The State and county will be automatically populated as the Administrative State and County identified in the Farm General Data assignment block when a checkmark (√) is placed in "Use FSA County/State for the Current Farm".</li> <li>Enter one of the following for the farm:</li> <li>Farm Number</li> </ul>				
	Farm Number and Tract Number				
	• Farm Number and Tract Number and CLU Number.				

# 211 AOI Search Tool (Continued)

# **B** Action (Continued)

Step	Action						
2	CLICK "Submit Query".						
	As shown the approximate location will appear in blue in the GIS Info assignment block.						
	▼ GIS Info						
	Cull Scarch         Cull Scarch						
	PLSS Search						
	The PLSS Search window can be used to select and zoom to a known section, township, and range that is close to or includes the location of an existing or new farm.						
1	Enter the section, township, and range number. Select the directional indicator from the drop-down menu for both township and range.						
2	Select the State from the drop-down menu.						
	Following is an example of searching by PLSS.						
	AOI Search     X       PLSS Search     X     X						
	Section: 2						
	Township: 105 S 🔻						
	Range: 36 E 🔻						
	State: Any 🔻						
	Submit Query						

# 211 AOI Search Tool (Continued)

## **B** Action (Continued)

Step	Use					
2	CLICK "Submit Query".					
(Cntd)						
	The PLSS section will be highlighted in the GIS Info assignment block and all					
	displayed sections will be labeled with the section township and range.					
	Address Search					
	The Address Search window can be used to select and zoom to a known address					
	of interest that represents or is close to the approximate location of an existing or					
	new farm.					
1	ENTER the address, city, and zip code.					
2	Select the State from the drop-down menu.					
	Following is an example of searching by address.					
	Address Search					
	Address of Interest					
	Address:					
	City:					
	State: Tip Code:					
	Locate					
3	CLICK "Locate".					
5	CLICIX LUCAU .					
	The GIS Info assignment block will zoom to the approximate location.					
4	TO close the AOI Search window CLICK <b>[X]</b> in the upper right corner of the window.					
	willdow.					

**Note:** See work instruction **PLSS Search** for more information on searching for a location by Section-Township-Range. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

3-16-18

### 212 Task Help Text Tool

### A Overview

The Task Help Text tool allows users to toggle the editing instruction pop-ups on and off. By default the help instructions are not displayed.

### **B** Action

Task Help Text	Use
	CLICK <b>"Task Help Text"</b> to enable the pop-up instructions to assist with editing tasks.

# 213 Scale Bar

#### A Overview

The scale will change as the user zooms in and out on the map extent.

### **B** Example and Use

The following table provides an example of the Scale Bar and describes the scale requirements.

Tool	Use		
Scale Bar Scale: 1:6,000 100m 500ft	<b>Note:</b> Several GIS editing tools require that the scale is zoomed to a minimum of 1:4800 before the editing tools will become active.		

### 214-218 (Reserved)

# 219 CRM Farm Records Field Level Editing

### A Overview

In general, the foundation of the CRM Farm Records data starts with the field level data. Once a field is delineated and data loaded in the CLU attributes, the information is aggregated to the tract and farm levels. The following assignment blocks are found at the field level for a selected field:

- GIS Info Assignment Block
- field general data
- field land data
- CRP data
- NRCS data
- parties involved
- native sod.

Within each assignment block, data is populated from the automated system, from the CLU attributes, or from data manually entered by the user. Modifying or editing the field level data is completed either through editing the CLU boundaries and attributes in the GIS Info assignment block or manually entering data that is needed for specific program requirements in other assignment blocks.

- **Note:** Throughout the following automation instructions for field editing the terms field and CLU will be used interchangeably.
- **Important:** After edits are completed users should verify that the updates completed have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See Exhibit 22 and Part 7, Section 2 on Farm Level Editing for additional information concerning the FPMS Status assignment block.

# Par. 220

# A Overview

The GIS Info assignment block contains the GIS representation of the farm records data including the CLU layer, CLU attributes, wetland layer, imagery, and other State and national layers needed to identify a specific field.

The GIS editing tools become available when an edit session is initiated from either the tract level or field level in the Farm Hierarchy. Edits made with the GIS editing tools are always specific to the field or fields selected within the GIS Info assignment block regardless of whether the edit session was initiated from the tract level or the field level in the Farm Hierarchy and regardless of the field that may be selected in the farm hierarchy at the time the GIS edits are being made. Edits can only be made within a single tract at a time.

The following GIS editing tools are available to modify or maintain CLU boundaries and attributes:

- select
- clear selected features
- split selected CLU
- merge selected CLU's
- edit vertices of selected CLU
- polygon inclusion
- circle inclusion
- edit CLU attributes
- bulk edit CLU attributes
- •*--orphan selected CLU (tool was removed in 2020)--*
- save and sync.

**Note:** The user must be at a scale of at least 1:4800 to access the following GIS editing tools:

- Split the Selected CLU
- Edit Vertices of Selected CLU
- Polygon Inclusion
- Circle Inclusion.

Once an editing tool is selected, the user can zoom to a different scale, as needed, to perform the edit required.

After an edit in the GIS Info assignment block is completed, the user must select "Save and Sync" before the edit is permanently saved in the CLU layer and all associated field, tract, and farm data is updated accordingly.

## 220 GIS Info Assignment Block Editing – Field Level (Continued)

### **B** Example

Following is an example of the editing tools available in the GIS Info assignment block.



**Note:** See work instruction **Display GIS Assignment Block** for more information on viewing the GIS Info assignment block. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

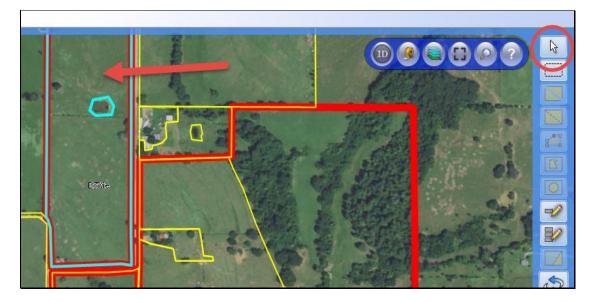
# 221 Select Tool

### A Overview

A field or multiple fields must be selected in the GIS Info assignment block before most editing tools are enabled. One or multiple fields can be selected using the Select tool.

## **B** Example

Following is an example of a highlighted field that has been selected using the Select Tool.



### 221 Select Tool (Continued)

## C Action

Following provides the functionality of the Select Tool.

Select Tool	Action
13	• To select a single field, CLICK <b>"Select"</b> and then CLICK on the desired field. The boundary of the field selected will highlight in aquamarine.
	• To select multiple fields either click and drag the cursor through all fields or hold the SHIFT-key and CLICK on each field. The boundaries of the fields selected will highlight in aquamarine.

### 222 Clear Selected Features Tool

### A Overview

The Clear Selected Features tool is used to unselect fields that are highlighted through selection with select tool or by clicking on a field in Farm Hierarchy.

### **B** Action

The following provides an example of the Clear Selected Features tool and a description of its use.

Clear Selected	
Features Tool	Action
	To unselect all highlighted fields, CLICK "Clear Selected
[ ]	Features". The aquamarine highlight will be removed and editing
	will no longer be possible until at least one field is selected.

3-16-18

# 223 Split Tool

## A Overview

An existing CLU can be divided into two separate CLU's using the Split Tool. Following a field split the resulting CLU's will be numbered with the next highest available field numbers for the tract. The new CLU attributes can be updated or modified as needed.

**Note:** Only one CLU can be split at a time.

# **B** Action

The following table provides general instructions for splitting an existing CLU.

Step	Action
1	Select the CLU to be divided using the "Select" tool.
2	Zoom to at least 1:4800 to activate the Split Tool.
3	CLICK "Split"
4	Split the selected field by starting outside the selected CLU and click to set a vertex. Cross over the existing CLU boundary and delineate the new boundary by clicking to place vertices along the new boundary to be created. To finish the new field boundary, cross over an existing boundary to exit the field and double-click outside the selected CLU to end the editing session and initiate validation checks on the new CLU's.
	Important: When delineating new boundaries with the Split Tool, snapping should be used where applicable to ensure all vertices, where multiple CLU's connect, are matched. To enable snapping while
	delineating new CLU's, hold the Control-key down while clicking to place a vertex. See Paragraph 225 for instructions on snapping.

# 223 Split Tool (Continued)

Step	Action							
5	The CLU Split attribute window will display.							
	CLU Calit							
	CLU Split							
	Select a field for editing.							
	admin_state admin_county farm_number clu_number tract_number clu_classification_r							
	99	999	9999	20	99999	2		
	33	999	0000		99999	-		
						+		
	Record: << <	0 > >> R	ecords (0 out of 2	Selected)				
			Edit CLU S	ave Canc	el			
6	CLICK "Se	wo" to saw	a the new d	alineated k	oundary	nd existing C		
0						CK " <b>Edit</b> " to		
							1	
	the attributes for the new resulting CLU. Repeat for the other resulting CLU if necessary and CLICK " <b>Save</b> ".							
	-							
	<b>Important:</b> Do not change field numbers for the resulting fields until after							
			•		*	save the new	v CLU's.	
7	CLICK <b>"Save and Sync"</b> to save the boundaries and attributes for the new CLU's.							
8	The followi		one to Und	o Dolinoot	ion		*	
0	The follows	ing are opti		0 Denneat	1011.			
	<b>Note:</b> While delineating a new boundary with the Split							
	Tool the Edit Drawing Tools menu will be							
	displayed. As the new boundary is being							
	delineated:							
			<b>"Undo"</b> to	remove pr	eviously p	laced	5	
	vertices.							
	• Users can CLICK "Cancel" to remove all vertices and start [ w ] the							
	split over							

**Note:** See work instruction **Split CLU** for more information on splitting existing CLU's with the Split Tool. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

# 224 Merge Tool

## A Overview

The Merge Tool will allow two or more adjacent CLU's to be merged together. The resulting, merged CLU will be numbered one number higher than the highest field number that currently exists on the tract. Once merged the attributes of the resulting CLU can be updated as needed.

## **B** Action

The following table provides instructions that must be completed to merge two or more CLU's.

Step	Action				
1	CLICK "Select".				
2	Click and drag through the CLU's to be merged or hold the shift-key and Click on each CLU to be merged.				
	Note: All CLU's selected must have shared boundaries or be overlapping in order to be merged together.				
3	CLICK "Merge"				
	The Merge tool is not enabled until at least two CLU's are selected.				
	Scale: 1:9,600				
4	The Merge CLU window will display.				
5	User must Select one of the parent CLU's.				

# 224 Merge Tool (Continued)

### **B** Action (Continued)

Step	Action						
6	Attributes of the selected CLU will be retained for the resulting merged CLU.						
	Merge CLU						
	Select one	record for reta	ining after me	erge operatio	n.		
	admin_state	admin_county	farm_number	clu_number	tract_number	clu_classification_	
	99	999	1	3	100	5	
	99	999	1	1	100	2	
	•					•	
	Record: << <	2 > >> R	ecords (1 out of 2	Selected)			
			Continue	Cancel			
7	CLICK "Continue".						
8	A confirmation window will display. CLICK <b>"OK"</b> to copy the attributes and						
	finish the merge or CLICK "Cancel" to cancel out of the merge and clear the						
	selected CLU's.						
9	After CLICKING <b>"OK"</b> the CLU Attribute window will display.						
10	Update the newly merged CLU as needed (See paragraph 229, Edit CLU						
	Attributes)	•					
	Important		-	•	-	n the CLU A	
	window until after a Save and Sync has been completed.						
11	CLICK "OK".						
12	CLICK <b>"Save and Sync"</b> to save the merged CLU.						
						>	

**Note:** See work instruction **Merge CLU** for more information on merging adjacent CLU's together. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations. See Exhibit 23 for instructions on using the merge tool for resolving overlapping CLU's.

# A Overview

The snapping function is not a tool but is a technique that should be utilized when delineating new boundaries or editing existing boundaries. Snapping allows common vertices between two or more CLU's to be placed in the exact same location to ensure the integrity and quality of the CLU boundaries and data. To enable snapping during any editing function, hold down the **CTRL** key on the keyboard as vertices are placed or moved.

If snapping is not utilized when delineating or modifying boundaries, voids between CLU's could be created or unintentional overlaps may occur. If an overlap occurs the overlapping portion of the edit will be trimmed back to match the boundaries of the adjacent CLU.

# **B** Recognizing Editing Errors

Users must recognize voids and other possible editing errors as boundaries are adjusted or created using the GIS editing tools. GIS editing tools do not allow users to create overlaps between CLU's, but will allow voids to be created if a user pulls apart a shared boundary using the Edit Vertices tool. Users can identify voids by a red or pink boundary that appears between two CLU's. See Exhibit 24 for instructions on correcting voids and snapping boundaries back together.

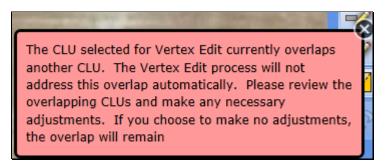
# 226 Edit Vertices Tool

## A Overview

Existing boundaries can be moved using the Edit Vertices Tool. Moving vertices along a boundary adjusts the boundary and automatically recalculates the acreage of the selected field. The steps needed for moving vertices vary depending on whether the user is moving a shared boundary or a non-shared boundary.

**Note:** The system will not allow users to create overlaps when using the Edit Vertices Tool. If an overlap occurs the overlapping portion of the edit will be trimmed back to match the boundaries of the adjacent CLU. When an overlap is detected during the post-edit overlap check the user will be notified of the existing overlap, but if the overlap was not created during the current edit, it will not be automatically be corrected by the system.

The following message will be received when accessing the Vertex Edit tool when a selected CLU contains an overlaps.



### A Overview (Continued)

**Note:** The acreage of the overlap is counted multiple times when aggregated acreages for tract and farm level are determined so it is important that overlaps are corrected to accurately reflect the acreages of farms and tracts. See Exhibit 23 for instructions on identifying and resolving overlaps.

The system will permit the creation of voids. Voids are areas where shared boundaries have been pulled apart. The area within a void is not included in the calculated acreage of the CLU. To ensure correct acreage, unintended voids must be corrected. See Exhibit 24 for instructions on identifying and resolving voids. To prevent the creation of voids the snapping function should be used to ensure that all vertices along a shared boundary have a one-to-one match with the corresponding boundary. Contact the GIS Specialist for assistance if needed.

#### **B** Editing a Non-Shared Boundary With the Edit Vertices Tool

The following table provides the steps to edit a non-shared boundary.

Step	Action		
1	CLICK "Select" and select the CLU of the boundary that needs to be		
	adjusted. Once selected, the CLU will be highlighted in aquamarine.		
2	Zoom to at least the 1:4800 scale to enable the Edit Vertices Tool.		
3	CLICK "Edit Vertices of Selected CLU".		
4	The vertices for all points existing on the selected CLU boundary will show as small dots along the boundary.		

Step	Action
5	Click on a vertex and hold, then drag the mouse to move the vertex to the desired location.
	Edit Drawing Tools
6	Repeat for all vertices that need to be adjusted.
7	Click inside the selected CLU to finish the editing session and the system will verify that no overlaps were created during the editing session. If an overlap was created by the edit, the system will automatically snap boundaries to eliminate the overlap for the portion of the boundary being edited.
	<b>Note:</b> See Exhibit 23 for identifying and resolving known pre-existing overlaps.
8	The CLU Attributes window will display.
9	Update attributes as needed.
10	CLICK "Save and Sync".

**B** Editing a Non-Shared Boundary With the Edit Vertices Tool (Continued)

**Note:** See work instruction **Edit a CLU Boundary with Vertex Editor** for more information on using the Vertex Edit tool to adjust boundaries. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

# **C** Adding New Vertices

New vertices can be added to a boundary as needed to assist with adjusting a boundary.

Adding vertices can be completed once the Edit Vertices Tool is activated.

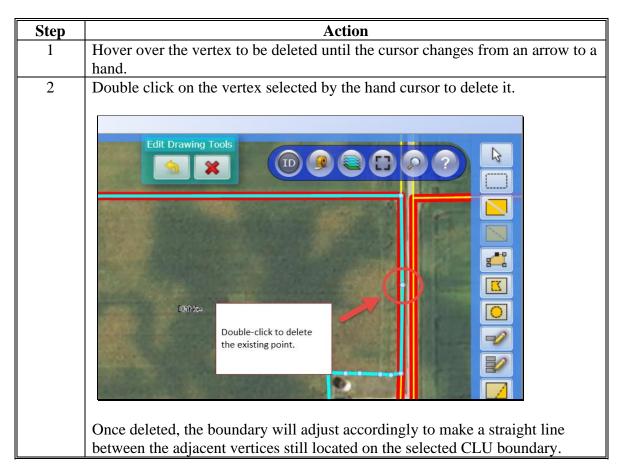
The following table provides the steps for adding new vertices.

Step	Action
1	To add a new vertex, hover the mouse cursor on the CLU boundary. A small black circle will appear at the mid-point between two existing vertices.
	Edit Drawing Tools
2	Click on the circle and a new vertex will be added.
	Note: The new vertex can be moved as needed.

### **D** Deleting Existing Vertices

Existing vertices can be deleted as needed to assist with adjusting a boundary. Deleting vertices can be completed once the Edit Vertices Tool is activated.

The following table provides the steps for deleting existing vertices.



# E Editing a Shared Boundary Between CLU's

The following table provides instructions to edit vertices of a shared boundary.

Step	Action			
Editing Shared Boundaries	Instructions for moving a shared boundary are the same as editing a non- shared boundary, except the vertices of all CLU's sharing the same boundary must be adjusted.			
<u>ō</u> 6	Edits increasing the size of the CLU being edited beyond a nearby or adjacent CLU cannot be saved if an overlap is created while using the Edit Vertices Tool. The boundary of the CLU being edited will be trimmed back so the overlap with the adjacent CLU is removed when the edit is saved. To prevent overlaps, boundaries of the first CLU edited must be moved away from the adjacent CLU. Then the vertices of the second and any subsequent CLU's must be snapped back to the previously adjusted vertices of the first CLU that was edited.			
	Example of a shared boundary between two CLU's.			
	▼ GIS Info			
	Edb Drawing Tools CLU Selected with shared boundaries. Scale: 1:7,200 200m 600t			
	<b>Note:</b> Use the Identification Tool if it is unclear if the boundary to be edited is a shared boundary, to identify and verify the CLU attributes on each side of the line. If attributes are not displayed on both sides of the boundary, it is not a shared boundary.			
I	of the boundary, it is not a shared boundary.			

Step	Action
Editing Shared Boundaries (Cntd)	Note: While adjusting vertices with the Edit Vertices Tool the Edit Drawing Tools menu will be displayed. As the new boundary is being delineated:
	• Users can CLICK "Undo" to reset previously moved vertices.
	• Users can CLICK "Cancel" to reset all vertices that were previously adjusted and start the adjustments again as needed.
	<b>Important:</b> When moving vertices along a shared boundary, snapping should always be used to ensure all vertices for both CLU's are snapped together. To enable snapping while moving vertices, hold the "Ctrl" key down while dragging the vertex.

### E Editing a Shared Boundary Between CLU's (Continued)

**Note:** See work instruction **Edit Shared Boundary with Snap Feature** for more information on using the Vertex Edit tool and the snapping function to adjust boundaries. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations. Exhibit 23 contains instructions for using the Edit Vertices Tool to resolve overlapping CLU's if the pre-edit overlap check detects an overlap.

#### 227 Polygon Inclusion Tool

#### A Overview

The Polygon Inclusion Tool can be used to delineate a CLU inside of an existing CLU where the new CLU does not touch any of the existing boundaries.

### **B** Action

The following table provides instructions to create an inclusion polygon.

Step	Action		
1	CLICK "Select" and Click the CLU that will contain the inclusion field. Once		
	selected, the CLU will be highlighted in aquamarine.		
2	Verify the scale is zoomed to at least 1:4800.		
3	CLICK "Polygon Inclusion".		

# 227 Polygon Inclusion Tool (Continued)

# **B** Action (Continued)

Step	Action			
4	<ul> <li>Delineate the boundary for the inclusion by clicking to place a single vertex to start the inclusion. Continue to place vertices and stretch the inclusion around the enclosed area being delineated. Double-click to finish the boundary and end the editing with the tool.</li> <li>Note: Unlike delineating a new tract, there is no need to cross over the first vertex to complete the inclusion.</li> </ul>			
	Edit Drawing Tools         Image: Contraction of the inclusion field.         Duble-click the inclusion field.         Image: Contraction of the inclusion field.			
6	The CLU Attributes window will display. UPDATE the CLU attributes as needed.			
	<b>Important:</b> Do not renumber the newly created inclusion CLU in the CLU Attribute window until after a Save and Sync has been completed.			
7	CLICK "Update".			
8	CLICK "Save and Sync" to save the new boundary and			
	attributes for the inclusion that was created.			

**Note:** See work instruction **Perform Polygon Inclusion** for more information on creating an inclusion CLU. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

# 228 Polygon Circle Inclusion Tool

# A Overview

The Polygon Circle Inclusion tool can be used to delineate a circular field.

# **B** Action

The following table provides instructions for using the polygon circle inclusion tool.

Step	Action				
1	CLICK "Select" and click the CLU that will contain the circle field. Once				
	selected the CLU will be highlighted in aquamarine.				
2	Verify the scale is zoomed to at least 1:4800.				
3	Navigate to the center location of the circle to be delineated.				
4	CLICK "Circle Polygon Inclusion".				
5	Click the center of the circle and drag it out to the appropriate location.				
	Release the click when the circle is complete.				
6	The Inclusion window will display.				
	Inclusion Do you wish to continue? OK Cancel				
	CLICK <b>"OK"</b> to continue. <b>Note:</b> CLICKING <b>"Cancel</b> " will remove the circle inclusion just				
	delineated.				
7	Another Inclusion window will display.				
	Inclusion         Do you wish to manually adjust the circle location?         OK       Cancel         CLICK "OK" if the circle inclusion needs to be adjusted or CLICK				
	"Cancel" if no further adjustments need to be made.				
8	To adjust the circle graphic CLICK "Move Circle" on the Circle Inclusion				
	toolbar.				

# 228 Polygon Circle Inclusion Tool (Continued)

### **B** Action (Continued)



# 228 Polygon Circle Inclusion Tool (Continued)

### **B** Action (Continued)

Step	Action			
11	The CLU Attribute window will display.			
	Edit Attributes			
	Farm: 999 Tract: 9999 Field: 22 * Ok			
	Acres: 1.01			
	Land Class Code: Cropland			
	3CM Cropland: Yes			
	State: 99 County: 999 Administrating			
	State: 99 County: 999			
	Congressional District: 3103			
	SAP CRP: No			
	HEL Status			
	Reason:			
	Comments			
	CLICK "Save and Sune"			
	CLICK "Save and Sync".			
	<b>Note:</b> Boundaries of the circle will be trimmed back if they intersect with			
	an existing CLU.			
	un existing elle.			

**Note:** See work instruction **Perform Circle Inclusion** for more information on splitting an existing CLU with the circle polygon inclusion tool. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

### 229 Edit CLU Attributes Tool

### A Overview

The Edit CLU Attributes Tool allows users to update the individual CLU attributes for any CLU or CLU's selected. The tool only becomes active when at least one CLU is selected.

### **B** Example

Following is an example of the CLU Attribute display menu. *--

N.	Trank	Falt: [2 -	-	Update
arm:	Tract:	Field: 2 *		Cancel
cres:	16.75			
and Class C	ode:	Cropland	-	
CM Croplan	d:	Yes	-	
SA State:	31	FSA County: 163		
ANSI State:	31	ANSI County: 163		
Administratir	ng			
State:	31	County: 163		
Congressiona	al District:	3103		
SAP CRP:		No		
IEL Status			-	
O HEL 💿		Exempt 🔘 Undetermi	ned	
Reason:	20	(		
		/OIDE		

# 229 Edit CLU Attributes Tool (Continued)

# C CLU Attribute Editing

The following table provides the CLU attribute and description of each entry in the Edit CLU Attribute tool.

Edit CLU		
Attributes Tool		
	CLU Attailante Descriptions on d Editing	
	CLU Attribute Descriptions and Editing	
Farm	Farm number is automatically assigned based on the Farm Records	
	Hierarchy and cannot be manually changed.	
Tract	Tract number is automatically assigned based on the Farm Records	
	Hierarchy and cannot be manually changed.	
Field	Field number is automatically assigned with the existing CLU number.	
	After new CLU's are created using any of the split, merge, inclusion, or	
	circle inclusion tools the next highest CLU number available is	
	assigned. The Field number can be manually changed as needed using	
	the drop-down menu, but only after a Save and Sync has been	
	successfully completed if one of the CLU delineating tools or the merge	
	tool has been used.	
Acres	Acreage for any CLU is automatically calculated as CLU's are created	
	or modified. Acreage cannot be manually adjusted. To adjust acreage,	
	the CLU boundaries must be modified using the GIS editing tools.	
Land Class	The Land Class Code is required to be entered for each CLU. The	
Code	applicable Land Class Code should be selected for the CLU according	
	to the Land Classification definitions found in Part 2. To add or modify	
	the Land Class Code, click on the drop-down menu and select the	
	applicable code.	
<b>3CM Cropland</b>	All fields meeting the definition of cropland, as defined in Part 2,	
	should be attributed as "Yes" for the 3CM Cropland indicator.	
FSA State	The State code where the CLU is physically located will automatically	
	be populated and cannot be manually changed.	
FSA County	The county code where the CLU is physically located will	
	automatically be populated and cannot be manually changed.	
ANSI State	The true State code where the CLU is physically located will	
	automatically be populated and <b>cannot</b> be manually changed.	
ANSI County	The true county code where the CLU is physically located will	
	*automatically be populated and cannot be manually changed*	

•

# 229 Edit CLU Attributes Tool (Continued)

# C CLU Attribute Editing (Continued)

Edit CLU		
Attributes Tool	CLU Attribute Descriptions and Editing	
Administering	The State code were the farm is administered will automatically be	
State	populated and cannot be manually changed.	
Administering	The county code where the farm is administered will automatically be	
County	populated and cannot be manually changed.	
Congressional	The congressional district is automatically populated and cannot be	
District	manually changed.	
SAP CRP	The SAP CRP flag is automatically set to "Yes" when CRP contract	
	data has been loaded for the CLU in the CRP Data assignment block at	
	the field level. If there is no contract data loaded in the CRP Data	
	assignment block or if the CRP Contract data is removed, the SAP	
	CRP flag will be set to "No".	
HEL Status	For applicable CLU's, the HEL Determination must be manually set	
	based on the field determination made by NRCS. The HEL Status is	
	automatically defaulted to "UHEL" (undetermined) for all newly	
	created fields. The status of HEL, NHEL, and Exempt must be	
	selected to match the official NRCS determination for the field as	
	indicated on NRCS-CPA-026E. See 6-CP, Part 4, for Recording and	
	Filing NRCS Determinations.	
Reason	Reason codes should be selected any time the CLU boundary or	
	attributes are adjusted or modified.	
Comments	CLU comments can be added as needed. Do NOT enter any PII	
	(personally identifiable information) data into this field.	
	If multiple CLU's were selected prior to opening the Edit CLU	
	Attributes Tool, the Previous and Next options located at the bottom of	
	the window, can be utilized to move from one CLU to the next to	
	review or update the attributes of each CLU selected.	
	Previous 1 of 3 Next	

### 230 Bulk Edit CLU Attributes Tool

#### A Overview

The Bulk Edit CLU Attribute Tool allows users to select multiple fields and update the applicable CLU attributes for all fields at the same time.

#### **B** Example

Following is an example of the Bulk Edit CLU Attribute Tool.

Farm and Tract		Update
Farm: 1	Tract: 100	Cancel
Physical Location State / County: Ar	ny 99/999 - County	
Administrative State / County: An	y 99/999 - County	
Land Class Code		
Land Class:		•
	or	
Land Class: 3CM Cropland Indicat Cropland:	or	•

#### C Action

The following attributes can be bulk updated:

- Land Classification Code
- 3CM Cropland Indicator
- Edit Reason
- HEL Status.

**Notes:** The Bulk Edit CLU Attribute tool will become active when at least one CLU is selected.

See work instruction **Select Multiple CLU's and Edit Attributes** for more information on bulk updating CLU attributes. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

## 231 Orphan Tool

## A Overview

*--The Orphan Tool was removed from the GIS toolset in FY 2020. Users must use existing functionality with the reconstitutions process and vertex edit tool to complete any boundary changes needed.--*

* * *

### 232 Save and Sync Tool

#### A Overview and Use of the Save and Sync Tool



Save and Sync must be used after all GIS edits to save the changes. Acreage changes resulting from GIS edits are committed to the field, tract, and farm level assignment blocks when the Save and Sync is completed.

- **Important:** Multiple edits using the same editing tool can be completed before initiating a Save and Sync, but a Save and Sync should be completed before switching editing tools.
  - *--CLU boundary or attribute changes that result in a tract level cropland acreage change require a tract level Cropland Adjustment Reason Code to be entered after the Save and Sync. Users must enter the adjustment reason code before the GIS edits are updated at the field, tract, and farm levels and the changes are replicated to Web FRS. If the reason code is not entered, a mismatch of CLU and farm, tract, and field level data could occur.--*

#### 233 GIS Instructional, Warning, and Error Messages

#### A Overview

Messages specific to GIS edits display within the GIS Info assignment block and are color coded according to the message content and behavior.

There are 3 types of messages that will display depending on the task or error that may occur. The types of messages will be color coded based on the message type:

- Instructional Messages Light Blue
- Warning Messages Yellow-Green
- Error Messages Salmon.

# 233 GIS Instructional, Warning, and Error Messages (Continued)

# **B** Examples

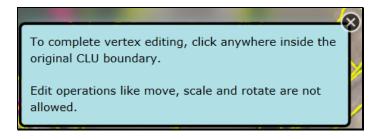
## **GIS Instructional Messages**

GIS instructional messages display with a light blue background. By default instructional

messages are turned off. Instructional messages can be turned on by CLICKING in the standard GIS toolbar and can be turned back off by clicking the same button again. It is recommended that users who are unfamiliar with GIS editing turn on the instructional messages. While editing in GIS, instructional messages provide the user basic guidance in steps needed to perform various editing functions such as "Split" and "Edit Vertices".

Once displayed, GIS instructional messages remain on the screen until the user clicks the "X" in the upper right corner to close the message.

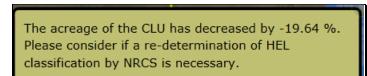
Following is an example of an instructional message.



# GIS Warning Messages

GIS warning messages display with a yellow-green background. Once displayed, GIS warning messages remain visible on the screen for approximately 5 seconds and then fade away.

Following is an example of a warning message.



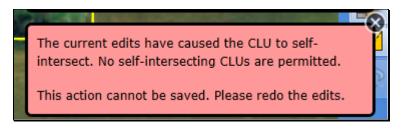
### 233 GIS Instructional, Warning, and Error Messages (Continued)

### **B** Examples (Continued)

#### **GIS Error Messages**

GIS error messages display with a salmon colored background. Once displayed, GIS error messages remain on the screen until the user CLICKS "X" in the upper right corner to close the message.

Following is an example of an error message.



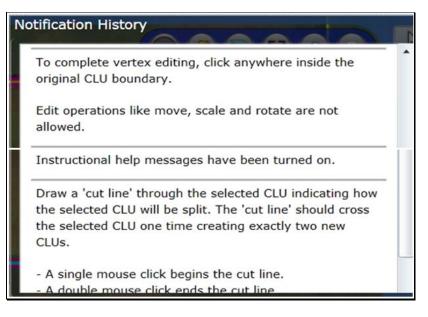
#### C Message History

Messages dismissed by the user or warning messages that have faded can be retrieved for

reference or troubleshooting by CLICKING "**Message History**"^{Message History}. All messages that have been generated during the current editing session are displayed in a notification history pop-up window in the order in which they occurred. To close the

notification history window CLICK "**Message History**" again. Once the edits are saved sthe message history is cleared and begins again for a new editing session.

Following is an example of the notification history window.



**Note**: Even if instructional messages are turned off, they will display in the notification history since the messages are generated but hidden when instructional messages are turned off.

### 234 Field General Data Assignment Block Editing

#### A Overview

The Field General Data assignment block provides basic field level data for the field selected in the Farm Hierarchy.

**Note:** Selecting CLU's in the GIS Info Assignment block does not change the data displayed in other assignment blocks. Data in the other assignment blocks always refers to the field selected in the Farm Hierarchy.

The following data is listed in the Field General Data assignment block:

- Field Number
- Field Description
- •*--FSA Physical State Location
- FSA Physical County Location
- ANSI Physical State Location
- ANSI Physical County Location--*
- Congressional District.

#### **B** Example

Following is an example of the Field General Data assignment block.

- Field General Data			
Field Number:	1	ANSI State Physical Location:	ANSI State
Field Description:	99-999-1-100-1	ANSI County Physical Location:	ANSI County
FSA Physical State Location:	FSA State	Congressional District:	3
FSA Physical County Location:	FSA County		

# 234 Field General Data Assignment Block Editing (Continued)

# C Action

The following table contains fields and descriptions in Field General Data assignment block. *--

Field	Description
Field Number	System populated based on the field selected in the Farm Records
	Hierarchy.
Field Description	System populated listing the Administrative State Code,
	Administrative County Code, Farm Number, Tract Number and Field
	Number.
FSA Physical	System populated based on the physical state where the majority of
State Location	the field is located as determined by GIS.
FSA Physical	System populated based on the physical county where the majority of
County Location	the field is located as determined by GIS.
ANSI Physical	System populated based on the true physical state where the majority
State Location	of the field is located as determined by GIS.
ANSI Physical	System populated based on the true physical county where the
County Location	majority of the field is located as determined by GIS.
Congressional	System populated based on the congressional district where the
District	majority of the field is located as determined by GIS.
	*

**Note:** Field level general data is not editable. Data is automatically populated by the system and cannot be manually changed.

•

#### 235 Field Land Data Assignment Block Editing

#### A Overview

The Field Land Data assignment block provides an overview of attributes for the selected field in the Farm Hierarchy. The following data is listed in the Field Land Data assignment block:

- Land Class Code
- Acres
- HEL Status
- 3CM Cropland Indicator.

#### **B** Example

Following is an example of the Field Land Data assignment block.

▼ Field Land Data				≙
Land Class C	Code: 2 - Cropland	1	HEL Status:	UHEL
A	cres:	9.27	3-CM Cropland Indicator:	Yes

# C Action

The Field Land Data is not editable within this assignment block. All data is populated from the GIS CLU attributes. Updates or changes needed for the Field Land Data must be completed in the GIS Info assignment block using the GIS editing tools. Field acres are adjusted when edits are preformed according to paragraphs 223 through 228 and 231. Other attributes in this assignment block are updated according to paragraphs 229 and 230.

#### 236 CRP Data Assignment Block Editing

#### A Overview

The CRP Data assignment block holds the CRP contract data for fields enrolled in CRP. The following data is listed in the CRP Data Assignment Block:

- CRP Contract Number
- Expiration Date
- Practice Number
- Practice Description.

#### **B** Example

Following is an example of the CRP Data assignment block.

➡ CRP Data				4
CRP Contract Nu	2545A	Expiration Date:	09/30/2020	
Practice Number:	CP21	Practice Descripti	CP21 Filter Strips	

#### C Action

The CRP data in the CRP Data assignment block is required to be manually loaded for all fields enrolled in CRP. CRP contract number, expiration date, and practice number must match the active CRP contract data contained on the CRP-1. When CRP contract data is added or updated in CCMS, users will be made aware of the revised farm level CRP cropland and marginal pastureland through a CRP notification in CRM.

All land enrolled in CRP must be permanently delineated in the CLU layer at the practice level. If needed, the CRP scenario shapefile created through the Citrix TERRA CRP application can be loaded into the GIS Info assignment block to use as reference when delineating the CRP fields and practices.

Note: See Exhibit 25 for instructions to add a shapefile into the GIS Info assignment block.

The following table contains fields and descriptions in the CRP Data assignment block.

Important:	CLICK "Edit" on the CRM Toolbar to edit or modify the following CRP
	Data entries.

Field	Action
CRP Contract	Manually enter the CRP contract number and suffix from the CRP-1.
Number	
Expiration	Enter the date the CRP contract expires as indicated on the CRP-1. The
Date	expiration date can be manually entered or CLICK "Select Date"
	to choose the expiration date from the calendar.

## 236 CRP Data Assignment Block Editing (Continued)

#### C Action (Continued)

Field	Action
Practice	CLICK <b>"Input Help</b> " to find the applicable conservation practice
Number	number. From within the list of practices that display, select the
	desired practice by clicking on the selection box in front of the practice.
Practice	Auto-populated once the practice number is selected by the user.
Description	

**Note:** See work instruction **CRP-Updating CRP Cropland** for more information on loading CRP contract data to the field level CRP Data assignment block. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

CLICK **"Save"** to save the CRP contract data for the field. Repeat for all fields actively enrolled in CRP.

**Note:** All four data fields, CRP contract number, expiration date, practice number, and practice description must have an entry before clicking save.

Once the contract data is saved:

- the SAP CRP flag in the CLU attributes for the field (found in the GIS Info assignment block) is set to "Yes". Users should verify that the SAP CRP flag in the CLU attributes is set accordingly.
- acreage for all fields with the 3-CM cropland indicator set to "Yes" within the tract will be totaled and populated as CRP Cropland acres at the tract level.
- acreage for all fields with the 3-CM cropland indicator set to "No" within the tract will be totaled and populated as CRP MPL acres at the tract level.

The CRP Contract data in the CRP Data assignment block will automatically be deleted during Farm Records end of year roll over in the year when the CRP contact expires. CRP contract data for contracts that are terminated or early released must be manually deleted at the time the contract is terminated or early released. Once the CRP contract data is removed from the CRP Data assignment block the SAP CRP flag in the CLU attributes for the field will update to "No". Users should verify that the SAP CRP flag in the CLU attributes is set accordingly.

**Exception:** If the producer chooses to receive CRP payments for the year the CRP contract is early released, CRP attributes must remain on the field for that entire fiscal year.

#### A Overview

Currently the NRCS Data assignment block is reserved for future use. No data should be loaded in any of the assignment blocks until further notice:

- NRCS Contract Number
- NRCS Expiration Date
- NRCS Practice Number
- NRCS Cropland Data.

# **B** Example

Following is an example of the NRCS Data assignment block.

▼ NRCS Data			≙
NRCS Contract Number:	0	NRCS Expiration Date:	11
NRCS Practice Number:		NRCS Cropland Acreage:	0.00

# C Action

No action required.

#### A Overview

Other Producers can be loaded at the field level if producers are only associated with specific fields rather than all fields within a tract. Loading Other Producers at the field level is optional. The Parties Involved Assignment block contains:

- Name
- Function
- ID
- HEL Exceptions
- •*--HEL Appeals Exhausted
- RMA HEL Exceptions
- CW Exceptions
- CW Appeals Exhausted
- RMA CW Exceptions
- PCW Exceptions
- PCW Appeals Exhausted
- RMA PCW Exceptions.--*

Other Producers loaded at the field level will show on FSA-156EZ for the applicable tract.

**Note:** Other Producer is referred to as Other Tenant within CRM. For an OT to access and use the FSAfarm+ online application, the OT must be loaded at the field level for only the fields they have an interest in.

#### **B** Example of the Parties Involved Assignment Block

Following is an example of the Parties Involved assignment block.

*												
	▼ Parties Involved											
Ĩ	Insert											
	Name	Function	ID	HEL	HEL	RMA	CW E	CW A	RMA C	PCW Ex	PCW Ap	RMA PCW
		Other Tenant 🛛 🔫	٥									

#### C Action

The following table provides instructions for adding a producer at the field level.

Step	Action
1	CLICK "Edit".
2	CLICK "Insert".
3	CLICK "Input Help".
	Note: See paragraph 203 for instructions for adding an Other Producer.

....

--*

# 238 Parties Involved Assignment Block Editing – Field Level (Continued)

#### C Action (Continued)

Step	Action
4	Search and select the producer to be added.
	<b>Note:</b> See Part 7, Section 3 for instructions on loading the producer wetland and/or HEL exceptions if a CW violation, PCW violation, and or "HEL field on tract: Conservation system not being actively applied" determination exists for the tract.
5	CLICK "Save" to save the producer at the field level.

#### 239 Native Sod Assignment Block Editing

#### A Overview

Tracking native sod land broken out since February 7, 2014, is only applicable to land physically located in Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota. Native Sod restrictions apply until the field has been planted to a crop as defined in 1-NAP, Part 6 for 4 years.

Newly broken out native sod fields must be delineated as separate fields in the GIS Info assignment block. Fields cannot be combined with adjacent fields until the native sod planting requirements have been met.

The following data must be entered for broken out native sod:

- Sod Broken Out Date
- •*--1st YR Planted/NAP Restrictions
- 2nd YR Planted/NAP Restrictions
- 3rd YR Planted/NAP Restrictions
- 4th YR Planted/NAP Restrictions.--*

#### **B** Example

Following is an example of the Native Sod assignment block.

✓ Native SOD				≙
SOD Broken Out Date:				
1st Year Planted:	0	2nd Year Planted:	0	
3rd Year Planted:	0	4th Year Planted:	0	

#### 239 Native Sod Assignment Block Editing (Continued)

## C Action

The following table provides the fields and descriptions in the Native Sod assignment block.

**Note:** The Native Sod assignment block will only be editable for fields physically located in the designated States. This includes fields physically located in the designated state that are administered by another State.

Field	Actions and Data				
Sod Broken Out Date	Date the native sod was broken out. The date format should be in DD/MM/YYYY format.				
	<b>Note:</b> Date must be on or after February 7, 2014. Enter the Sod Broken Out Date as soon as it is known. Do not change the 3CM Cropland indicator to "Yes" in the GIS Info assignment block until the producer reports that a crop has been planted on the field.				
1st Year Planted	Enter the first year that the broken out land is planted to a crop as indicated and verified by the reported acreage on FSA-578. The year must be added in YYYY format.				
	Any annual, perennial, or biennial crop planted on broken out native sod acreage will count towards fulfilling a year of planting. A combination of annual and perennial or biennial crops may be used to fulfill the 4 crop years of planting (the perennial or biennial crops do <b>not</b> require planting each year; however, the years that the perennial or biennial crop remains on the acreage count as a crop year of planting). The planted crop must be documented on FSA-578.				
	<b>Note:</b> The first year planted cannot be prior to the year the field was broken out.				
	Fall-seeded crops should be designated as planted according to the calendar year in which they will be harvested.				
	<b>Example:</b> Winter wheat planted in October of 2015 that will be harvested in the spring of 2016 should be designated as planted in 2016.				
2nd Year Planted	Enter the second year that the broken out land is planted to a crop as indicated and verified by the reported acreage on FSA-578. The year must be added in YYYY format.				
	<b>Note:</b> The second year planted cannot be the same as or prior to the 1 st Year Planted.				

# 239 Native Sod Assignment Block Editing (Continued)

#### C Action (Continued)

Field	Actions and Data
3rd Year Planted	Enter the third year that the broken out land is planted to a crop as indicated and waified by the reported across on $ESA 578$ . The year
	indicated and verified by the reported acreage on FSA-578. The year must be added in YYYY format.
	<b>Note:</b> The third year planted cannot be the same as or before the $2^{nd}$ Year Planted.
4th Year Planted	Enter the fourth year that the broken out land is planted to a crop as
	indicated and verified by the reported acreage on FSA-578. The year must be added in YYYY format.
	<b>Note:</b> The fourth year planted cannot be the same as or before the 3 rd Year Planted.

The Native Sod data no longer is required to be tracked and can be deleted from the assignment block after the field has been planted for 4 years. During farm records rollover at the end of the FY, the system will identify and delete all Native Sod data for fields with 4 years of planting entered.

Fields having Native Sod attributes cannot be merged with any other field and may not be orphaned until the native sod 4-year planting provisions have been met. Restrictions to merging and orphaning no longer apply in the year after the fourth year of planting. Once merged with another field, Native Sod attributes will not exist on the newly merged field.

#### 240-244 (Reserved)

#### 245 CRM Farm Records Tract Level Editing

#### A Overview

The foundation of the CRM Farm Records data starts with the field level data. Once the field level data has been created and attributed according to paragraphs 221 through 232 the data is aggregated to the Tract Level. The following assignment blocks are found at the tract level when a tract is selected in the Farm Hierarchy:

- GIS Info Assignment Block
- Tract General Data
- Tract Land Data
- Tract Crop Data
- Tract CCC-505 CRP Reduction Data
- •*--Reconstitution History--*
- Parties Involved.

Within each assignment block, data is populated either from the automated system, from the Field Level CLU attributes or assignment blocks, or from data manually entered by the user. Modifying or editing the tract level data is completed either through editing the field level data or manually entering data at the tract level.

**Important:** After edits are completed users should verify that the updates have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See paragraph 249 for additional information concerning the FPMS assignment block.

#### 246 GIS Info Assignment Block Editing – Tract Level

#### A Overview

The GIS Info assignment block at the tract level contains the GIS representation of the farm records data and can be edited and maintained from the Tract Level. After selecting a tract from the CRM Hierarchy, the same editing functions found at the field level are available for use in the tract level GIS Info assignment block. GIS Edits should be completed according to the Field Level Editing instructions in paragraphs 221 through 232.

The tract level GIS Info assignment block will display the following:

- CLU layer
- CLU attributes
- wetland layer
- imagery
- other State and national layers needed to identify a specific area.

Note: The user can zoom and navigate to other locations as needed.

#### 247 Tract General Data Assignment Block Editing

#### A Overview

The Tract General Data assignment block provides basic tract level data for the tract selected in the Farm Hierarchy.

**Note:** Selecting CLU's in the GIS Info assignment block does not change the data displayed in other assignment blocks. Data in the other assignment blocks always refers to the selection made in the Farm Hierarchy.

The following data is listed in the Tract General Data assignment block:

- Tract Number
- State/County/Tract
- Tract Description
- BIA Range Unit Number
- Tract Status
- •*--FSA State Physical Location
- FSA County Physical Location
- ANSI State Physical Location
- ANSI County Physical Location--*
- Congressional District
- Wetland Certified
- Year Wetland Certified.
- * * *

#### **B** Example of the Tract General Data Assignment Block

Following is an example of the Tract General Data assignment block.

Tract Number:	100	FSA Physical State Location:	FSA State
Admin State/County/Tract:	99-999-100	FSA Physical County Location:	FSA County
Tract Description:	N2NW4, PT OF S	ANSI State Physical Location:	ANSI State
BIA Range Unit Number:		ANSI County Physical Location:	ANSI County
Tract Status:	Active	Congressional District:	3
		Wetland Certified:	No

#### C Action

The Tract Description, BIA Range Unit Number, and Certified Wetland entries are the only entries that are editable in the Tract General Data assignment block. All other entries are automatically populated by the system and cannot be manually changed.

The following table provides the editable fields and descriptions in the Tract General Data assignment block.

**Note:** CLICK "Edit" on the CRM Toolbar to edit or modify the following Tract General Data entries. CLICK "Save" on the CRM Toolbar to save the Tract General Data entries.

Editable Fields	Description and Action
Tract Description	Entering a tract description is optional. It is recommended to add a tract
	description such as the legal description of the tract. Do NOT enter any PII
	(personally identifiable information) data into this field.
BIA Range Unit	Manually enter the BIA (Bureau of Indian Affairs) Range Unit Number
Number	when applicable.
Wetland Certified	Defaults to "No". Only update to "Yes" or "Partial" after receiving an
	official determination from NRCS on NRCS-CPA-026E.
Year Wetland	If "Wetland Certified" field is answered "Yes" or "Partial" this field will
Certified	become editable and entry is required in YYYY format.

The following table provide the entries that are editable in the General Data assignment block.

System Generated	
Fields	Description
Tract Number	System populated based on the tract selected in the Farm Records
	Hierarchy.
State/County/Tract	System populated listing the Administrative State Code, Administrative
	County Code, and Tract Number.
Tract Status	Tract status will always be active with the exception of tracts attached to
	farms inactivated using the "Inactivate Farm" tool. Tract status is inactive
	for tracts associated with inactive farms.
*FSA State	System populated based on the FSA physical State where the majority of the
Physical Location	tract's land is located as determined by GIS.
FSA County	System populated based on the FSA physical county where the majority of
Physical Location	the tract's land is located as determined by GIS.
ANSI State	System populated based on the true physical State where the majority
Physical Location	of the tract's land is located as determined by GIS.
ANSI County	System populated based on the true physical county where the
Physical Location	majority of the tract's land is located as determined by GIS*
Congressional	System populated based on the congressional district where the majority of
District	the tract's land is located as determined by GIS.
* * *	* * *
* * *	* * *

#### *--247.5 Tract Level Reconstitution History Assignment Block Editing

#### A Overview

The Reconstitution History assignment block provides the reconstitution history of the selected tract in the Farm Hierarchy. If the tract was the result of a prior reconstitution or the parent tract involved with a reconstitution, the following data will display:

- Year
- Recon ID
- Reconstitution Type
- Status
- Completed Date
- IBase
- Parent Farm
- Parent Tract
- Resulting Tract
- Resulting Farm.

The Reconstitution History assignment block also provides the ability to create a Tract Reconstitution Report and export data listed in the assignment block to excel. See Exhibit 30 for additional details on the Tract Reconstitution History Report and exporting the data to Excel.

#### **B** Tract Level Reconstitution History Assignment Block

Following is an example of the Tract Level Reconstitution History Assignment Block.

▼ Reconstitution History									
🕌 Traci	Reconstitut	ion Report							
Year	Recon ID	Reconstitution Type	Status	Completed	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
2017	15	Tract Division	Complete	06/15/2017	999999999	7490	10597	15014	7490

__*

## 247.5 Tract Level Reconstitution History Assignment Block Editing (Continued)

#### **C** Field Descriptions and Actions

Data within the Reconstitution History assignment block will only be displayed if the selected tract was either the result of a tract reconstitution or the parent tract involved a reconstitution. The data displayed in the assignment block is system assigned and is not editable.

Description
Description
Fiscal year the reconstitution was completed.
System generated unique number assigned when the tract
reconstitution has been completed in the system.
Tract reconstitution type:
Tract Combination
Tract Division.
Status of the reconstitution
<b>Note:</b> Since a reconstitution ID for tract reconstitutions will only be generated and the reconstitution history will only be displayed for completed tract reconstitutions, " <b>Completed</b> " is the only status available.
The date the tract reconstitution was completed in the system.
IBase number for the parent farm associated with the tract(s)
involved with the specified reconstitution.
Farm number for the farm associated with the tract(s) involved with
the specified reconstitution.
Parent tract number before completing the tract reconstitution.
Resulting or child tract number after the completing the tract
reconstitution.
Farm number for the farm associated with the tract(s) involved with
the specified reconstitution.
1
<b>Note:</b> Since farm numbers do not change during a tract
combination, the Parent Farm and Resulting Farm will
always be the same.

#### **D** Tract Reconstitution Report

A Tract Reconstitution Report can be generated through the tract level "Reconstitution History" assignment block. Clicking on the "Tract Reconstitution Report" option will open an adobe acrobat report summarizing the reconstitution history for the selected tract. This report can also be generated through the Farm Records Reconstitution Reports option in CRM. See paragraph 296 and Exhibit 33 for additional details on generating the reconstitution reports.

#### 248 Tract Land Data Assignment Block Editing

#### A Overview

The Tract Land Data assignment block provides an overview of attributes for the selected tract in the Farm Hierarchy. The following data is listed in the Tract Land Data assignment block:

- Farmland Acres
- Cropland Acres
- DCP Cropland Acres
- CRP Cropland Acres
- WBP Acres
- GRP Acres
- State Conservation Acres
- Other Conservation Acres
- Cropland Acres Adjustment Reason Code
- Wetland Determination
- Wetland Violation Determination Wetland converted between December 23, 1985 and November 28, 1990
- Wetland Violation Determination An agricultural commodity has been planted on a *--wetland converted before February 8, 2014
- Wetland Violation Determination Wetland converted after November 28, 1990, and before February 8, 2014
- wetland converted after February 7, 2014
- an agricultural commodity has been planted on a wetland converted after February 7, 2014--*
- EWP Program Acres
- DCP Ag Related Activity Acres
- Wetland Reserve Program Acres

#### A Overview (Continued)

- Effective DCP Cropland Acres
- Double Cropped Acre
- Sugarcane Base Acres
- CRP MPL Acres
- Sod Acres

* * *

- HEL Status
- HEL Determination.

#### **B** Example of the Tract Land Data Assignment Block

Following is an example of the Tract Data assignment block. *--

- Tract Land Data			4
Farmland Acres:	20.13	EWP Program	Acres: 0.00
Cropland Acres:	20.13	DCP Ag Related Activity	Acres: 0.00
DCP Cropland Acres:	20.13	Wetland Reserve Prog.	Acres: 0.00
CRP Cropland Acres:	0.00	Effective DCP Cropland	Acres: 20.13
WBP Acres:	0.00	Double Cropped	Acres: 0.00
GRP Acres:	0.00	Sugarcane Base	Acres: 0.0
State Conservation Acres:	0.00	CRP MPL /	Acres: 0.00
Other Conservation Acres:	0.00	SOD	Acres: 0.00
Cropland Acres Adj. Reason Code:	*	HELS	Status: HEL
		HEL Determination: HEL field	on tract. Conservation syste
Wetland Violation Determination			
Wetlar	d Determination: Wetlan	d determinations not complete	
Wetland converted between December 23, 198	5 and Novemb	Wetland converte	ed after February 7, 2014: 🛛 🔲
An agricultural commodity has been planted on	a wetland con 🔲	An agricultural commodity has been pla	anted on a wetland con
Wetland converted after November 28, 1990 an	d before Febr		

#### C Action

The Tract Land Data summarizes the acreage and HEL and wetland determinations specific to the tract selected in the Farm Hierarchy. Data visible in the Tract Land Data assignment block is a combination of system populated entries aggregated from the field level data and entries manually entered by the user based on program participation and eligibility. Data aggregated from the field level data cannot be manually changed in the Tract Land Data assignment block and must be changed at the field level. Changed field level values are then aggregated to the tract level.

__*

# C Action (Continued)

Following are the editable entries in the Tract Land Data assignment block.

Editable Tract	
Land Data	
Entries	Description and Action
	CLICK <b>"Edit"</b> to enter or modify the following Tract Land Data
	entries.
WBP Acres	Manual entry of WBP acres enrolled within the selected tract on DCP
	Cropland acres. WBP acreage must be loaded in the WBP Acres data
CDD 4	field.
GRP Acres	Manual entry of GRP acres enrolled within the selected tract on DCP
	Cropland acres. GRP acreage must be loaded in the GRP Acres data
	field.
	<b>Note:</b> Do not load GRP acres located on non-cropland in this data field.
State	Manual entry of state conservation acreage enrolled on DCP Cropland
Conservation	acres within the selected tract, where Federal payments are made in
Acres	exchange for not producing an agricultural commodity on the acreage,
	must be loaded in the State Conservation Acres data field.
Other	Manual entry of other conservation acreage for a federal conservation
Conservation	program enrolled on DCP Cropland acres, where payments are made in
Acres	exchange for not producing an agricultural commodity on the acreage,
	must be loaded in the Other Conservation Acres data field.
Cropland Acres	*Required entry when tract level cropland or DCP cropland increases
Adjustment	or decreases because of changes to the CLU boundary or attributes or
Reason Code	manual change is made to the Ag Related Activity Acres. Available*
	selections are Commercial Reduction, New Land Broken Out, or
	Residential Reduction, Boundary Correction, or Other.
Wetland	The tract level Wetland Determination is a required entry for all tracts.
Determination	
	Manually SELECT the tract level wetland determination as applicable
	according to 6-CP Part 4. Options for the tract level Wetland
	Determination include:
	• tract contains a wetland or farmed wetland
	• tract does not contain a wetland
	• wetland determination not complete.
	1
	Note: If a certified wetland exists on the tract, "Tract contains a
	wetland or farmed wetland" shall be selected even if all wetland
	determinations are not complete.

Editable Tract	
Land Data	
Entries	Description and Action
Wetland Violation Determination – Wetland converted between	Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no converted wetland violation exists for this time frame.
December 23, 1985, and November 28, 1990	<b>Note:</b> Selecting a wetland violation is <b>not</b> permitted unless the tract wetland determination has been designated as "Tract contains a wetland or farmed wetland".
Wetland Violation Determination – An agricultural commodity has been planted on a	Planted Converted Wetland violations are applicable to the tract level if planted before February 8, 2014. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no planted converted wetland violation exists.
*wetland converted before February 8, 2014	<b>Note:</b> Selecting a wetland violation is <b>not</b> permitted unless the tract wetland determination has been designated as "Tract contains a wetland or farmed wetland".
Wetland Violation Determination – Wetland converted after November 28,	Wetland violations are applicable to the tract level if converted before February 8, 2014. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no converted wetland violation exists for this time frame.
1990, and before February 8, 2014	<b>Note:</b> Selecting a wetland violation is <b>not</b> permitted unless the tract wetland determination has been designated as "Tract contains a wetland or farmed wetland".
Wetland Violation Determination – Wetland converted after February 7, 2014	Wetland violations are applicable to the tract level if converted after February 7, 2014. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no converted wetland violation exists for this time frame.
	<b>Note:</b> Selecting a wetland violation is <b>not</b> permitted unless the tract wetland determination has been designated as "Tract contains a wetland or farmed wetland".
Wetland Violation Determination – An agricultural commodity has been planted on a	Planted converted wetland violations are applicable to the tract level if planted after February 7, 2014. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no planted converted wetland violation exists.
wetland converted after February 7, 2014	<b>Note:</b> Selecting a wetland violation is <b>not</b> permitted unless the tract wetland determination has been designated as "Tract contains a wetland or farmed wetland"*

Editable Tract	
Land Data	
Entries	Description and Action
EWP Acres	Manual entry of Emergency Watershed Protection Program (EWP)
	acres enrolled within the selected tract on DCP cropland acres. EWP
	acreage must be loaded in the EWP Acres data field.
Ag Related	Ag Related Activity Acres should be manually entered for acreage
Activity Acres	that meets the definition of DCP Cropland but does not meet the
	definition of cropland as defined in Part 2. Acres entered in the Ag
	Related Activity Acres data field will be added to the Cropland Acres
	to calculate the DCP Cropland acreage populated by the system.
Wetland Reserve	Manual entry of Wetland Reserve Program (WRP) acres enrolled
Program Acres	within the selected tract on DCP cropland acres. WRP acreage must
	be loaded in the WRP Acres data field.
Double Cropped	Double Cropped acres were established according to 5-PA. The
Acres	Double Cropped acres on a tract cannot be increased unless base acres
	and Double Cropped acres are redistributed using CCC-517. Double Cropped acres cannot exceed the Effective DCP Cropland and must
	be decreased if the Effective DCP Cropland for the tract is reduced to
	an amount less than the Double Cropped acres for the tract. Double
	Cropped acres may be transferred to another tract when CCC-517 is
	used to transfer base acres to another tract. Double Cropped acres
	data is manually loaded in the Double Cropped Acres data field.
	See Part 2 and Part 6 for additional information regarding use of
C	CCC-517.
Sugarcane Base Acres	Sugarcane base acres are only applicable and editable by counties
Acres	administered in Louisiana. Sugarcane base acres were established in 1002 according to 2 BAS and historically have been rateined with the
	1992 according to 2-PAS and historically have been retained with the farm.
	14111.
	Sugarcane base acres for a tract should not exceed the cropland for the
	tract. If cropland for a tract is reduced to an amount less than the
	sugarcane base acres for the tract, see 2-PAS for provisions to transfer
	the sugarcane base acres to another farm or tract. Sugarcane base
	acres should not be increased unless as a result of redistribution from
	another tract or farm using CCC-827.
* * *	* * *

Editable Tract	
Land Data	
Entries	Description and Action
HEL Status	Tract level HEL status values are automatically determined by the varying combinations of field level HEL status values. The summary tract level HEL status dictates the values available for selection of the tract level HEL determination.
	• If all fields within the tract have been determined as NHEL and/or EHEL, the tract HEL Status will be populated to "NHEL".
	• If one, or more fields on the tract have been determined as HEL, the tract HEL Status will be populated with "HEL" and the tract level HEL Determination must be manually selected. See HEL determination.
	• If one or more fields within the tract are "UHEL" the tract status will be populated with "UHEL" and the tract level HEL determination must be manually selected. See HEL determination.
HEL Determination	The tract level HEL determination is selected according to the producer certification of compliance on AD-1026 or according to official NRCS determination on the FSA-569.
	When Tract Level HEL Status is HEL the user must select the tract HEL determination from 1 of the following 4 values:
	• HEL field on tract. conservation system is not required – no agricultural commodity
	• HEL field on tract. Conservation system being actively applied
	• HEL field on tract. Conservation system is not being actively applied
	• HEL field on tract. 2 years to implement conservation system on former CRP land.

Editable Tract	
Land Data	
Entries	Description and Action
HEL	When Tract Level HEL Status is UHEL the user must select the
Determination (Cntd)	tract HEL determination from 1 of the following 6 values:
	• HEL determinations not completed for all fields on the tract
	• HEL field on tract. Conservation system is not required – no agricultural commodity
	• HEL field on tract. Conservation system being actively applied
	• HEL field on tract. Conservation system is not being actively applied
	• HEL field on tract. Two years to implement conservation system on former CRP land
	• NHEL: no agricultural commodity planted on undetermined fields.
	When Tract Level HEL Status is NHEL the system automatically populates the tract level determination as NHEL, no agricultural commodity planted on undetermined fields.
	Users are not able to change the HEL Determination for the tract.
	CLICK "Save" to save the Tract Land Data entries.

**Note:** See work instruction **Edit Tract** for more information on editing tract level Tract Land Data entries. Exhibit 20 contains a complete listing of all farm records and GIS work instructions and simulations.

# C Action (Continued)

The following table provides system populated entries and description in the Tract Land assignment block.

<b>S</b> -ratana	
System	
Generated	
Tract Land	
Data Entries	Description
Farmland Acres	Farmland acres are system calculated by totaling the acreage for all fields, regardless of the land classification, delineated within the tract in the GIS Info assignment block.
	<b>Note:</b> Farmland acres cannot be manually adjusted in the Tract Land Data assignment block. If farmland acreage is not correct or needs to be adjusted, editing must be completed within the GIS Info assignment block using the GIS editing tools.
Cropland Acres	Cropland acres are system calculated by totaling the acreage for all fields within the selected tract coded as "Yes" for the 3CM cropland indicator in the CLU attributes of the GIS Info assignment block.
	<b>Note:</b> Cropland acres cannot be manually adjusted in the Tract Land Data assignment block. If cropland acreage is not correct or needs to be adjusted, editing must be completed within the GIS Info assignment block using the GIS editing and attribution tools.
DCP Cropland Acres	DCP cropland acres are system calculated by totaling the Cropland Acres and the Ag Related Activity Acres listed for the selected tract.
	<b>Note:</b> DCP cropland acres cannot be manually adjusted in the Tract Land Data assignment block. If the DCP cropland acreage is not correct or needs to be adjusted, editing must be completed in the GIS Info assignment block using the GIS editing and attribution tools to adjust the Cropland for the tract or by adjusting the Ag Related Activity acres within the Tract Land Acres assignment block. See the description and action instructions for editing the Ag Related Activity Acres.

System				
Generated				
Tract Land				
<b>Data Entries</b>	Description			
CRP Cropland	CRP Cropland acres are aggregated from the field level. CRP			
Acres	Cropland Acres are system populated based on the cropland fields			
	coded "Yes" for the 3CM Cropland Indicator that are also enrolled in			
	CRP as identified in the field level CRP Data assignment block.			
	Note: CRP Cropland Acres cannot be manually adjusted in the Tract			
	Land Data assignment block. If the CRP cropland acreage is			
	not correct or needs to be adjusted, editing must be completed			
	in either the field level CRP Data assignment block to add or			
	remove the CRP contract data or by delineating or editing the			
	CRP field boundaries in the GIS Info assignment block using			
	the GIS editing tools.			
Effective DCP	Effective DCP Cropland is system calculated by subtracting acreage			
Cropland Acres	entered for all conservation program entries, including CRP Cropland,			
	WBP, GRP, State Conservation Acres, Other Conservation Acres,			
	EWP, and Wetland Reserve Program at the tract level from the DCP Cropland acreage at the tract level.			
	Cropiand acreage at the tract level.			
	<b>Note:</b> Effective DCP Cropland cannot be manually adjusted. If the Effective DCP Cropland is not correct or needs to be adjusted, editing must be completed within the GIS Info assignment block with the GIS editing tools to adjust field boundaries or attributes as needed or by manually editing the conservation acreage entered within the Tract Land Data assignment block entries.			
CRP MPL Acres	CRP MPL Acres are aggregated from the field level. CRP MPL Acres			
	are system populated based on the fields coded "No" for the 3-CM			
	Cropland Indicator that are also enrolled in CRP as identified in the			
	field level CRP Data assignment block.			
	Note: CRP MPL Acres cannot be manually adjusted in the Tract			
	Land Data assignment block. If the CRP MPL acreage is not			
	correct or needs to be adjusted, editing must be completed in			
	either the field level CRP Data assignment block to add or			
	remove the CRP contract data or by delineating or editing the			
	CRP field boundaries in the GIS Info assignment block using			
	the GIS editing tools.			

# C Action (Continued)

System Generated Tract Land Data Entries	Description
Sod Acres	<ul> <li>Sod acres are aggregated from the field level data. Sod acres are system populated based on the fields identified as sod broken out after February 7, 2014, in the Native Sod assignment block at the field level.</li> <li>Note: Sod Acres cannot be manually adjusted. If the Sod Acres are not correct or need to be adjusted, editing must be completed within the GIS Info assignment block using the GIS editing tools to adjust or delineate any field or by adding or deleting attributes within the Native Sod assignment block at the field level.</li> </ul>

# **D** Common Error Messages

Following are common error messages and the action required.

Message or Error Received	Action
Base acres exceed the sum of Effective	Verify the correct acreage is populated for all
DCP acres and Double Cropped Acres	entries in the Tract Land Assignment block. If
	needed, review and correct CLU boundaries and
	attributes in the GIS Info assignment block.
	If the Effective DCP Cropland and Double
	Cropped Acres are populated correctly, the base
	acreage must be reduced or redistributed
	accordingly so it no longer exceeds the Effective
	DCP Cropland plus Double Cropped acreage
	total.
Base Acreage Adjustment Reason	Select the applicable Base Acreage Adjustment
Code is required	Reason Code.
PLC Yield or CTAP Transitional Yield	Select the applicable PLC Yield or CTAP
Adjustment Reason Code is required	Transitional Yield Adjustment Reason Code.
Tract Level HEL Determination	Select the applicable HEL Determination in the
Required	Tract Land Assignment block.
Tract Level Cropland Adjustment	Select the applicable adjustment reason code in
Reason Code Required	*the Tract Land assignment block. Required
	entry when tract level cropland or DCP cropland
	increases or decreases because of changes to the
	CLU boundary or attributes or manual change is
	made to the Ag Related Activity Acres*

# A Overview

The Tract Crop Data assignment block lists the crop base and yield data assigned to the tract selected in the Farm Hierarchy. Total base acreage cannot exceed the Effective DCP Cropland acreage plus Double Cropped acres totaled in the Tract Land Data assignment block.

**Note:** The system will notify users if the base acreage exceeds the Effective DCP Cropland plus Double Cropped acreage for the tract.

The following data is identified in the Tract Crop Data assignment block:

- Crop Name
- Crop Year
- Base Acres
- Base Acres Adjustment Code
- * * *
- PLC Yield
- PLC Yield Adjustment Codes.

#### **B** Example

*__

Following is an example of the Tract Data assignment block.

→ Tract Crop Data					H # < 4
Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	PLC Yield	PLC Yield Adj. Reason
Corn	2020	14.50		165.0000	CCC-867
Soybeans	2020	4.83		49.0000	CCC-867

# C Action for Editing, Adding, or Removing Data From the Tract Crop Data Assignment Block

The following table provides the editable entries within the Tract Level Crop Data assignment block.

<b>Editing Tract Crop</b>	
Data Entries	Description and Action
	CLICK <b>"Edit"</b> to enter or modify the following Tract Crop Data entries.
Crop Name	Crop name for applicable base acres associated on the tract. To add a new crop with base acres on the tract:
	• CLICK <b>"Edit List"</b> in the Tract Crop Data assignment block
	• A new entry line will be created in the assignment block
	• Click the drop-down menu under the Crop Name header to select the applicable crop needed.
	<b>Note:</b> Once a crop name has been selected and saved, it can no longer be edited or changed to a different crop name. If a base crop name is selected and saved incorrectly, the base acreage and yields must be reduced to zero and then a new base crop entry must be added for the correct base crop.
Crop Year	Crop year will automatically populate and default to the current crop year once a crop has been added.
Base Acres	Base acres are manually entered or adjusted according to the number of base acres for the selected crop that are associated with the tract.
	Enter the number of base acres and PRESS the Enter key on the keyboard to accept the entry and populate the Base Acres Adjustment Reason Code drop-down menu.

Editing Tract Crop Data Entries	Description and Action				
Base Acres	Base Acres Adjustment Code is a required entry if the existing				
Adjustment Code	base acres on the tract are either increased or decre	U			
5	base crop is added to the tract. Users must select the applicable				
	reason code when base acreage is adjusted or newl	y added.			
	Adjustment Reason Codes When Reducing Bas	e Acreage:			
	CCC-505 reduction Commercial	•			
	CCC-505 reduction due to CRP enrollment				
	CCC-505 reduction Residential				
	CCC-517				
	COC redistribution	=			
	COC reduction				
	Relief given to correct base and yield data	-			
	<ul> <li>CCC-505 reduction Permanent</li> <li>CCC-505 reduction Commercial</li> <li>CCC-505 reduction due to CRP enrollment</li> <li>CCC-505 reduction Residential</li> <li>CCC-517</li> <li>COC redistribution</li> <li>COC reduction</li> <li>Relief given to correct base and yield data.</li> </ul> Adjustment Reason Codes When Increasing or Crop Acreage:	Adding Base			
	Appeal CCC-517				
	COC redistribution Increase due to CLU certification				
	Increase due to CLO certification				
	Relief given to correct base and yield data				

C Action for Editing, Adding, or Removing Data From the Tract Crop Data Assignment Block (Continued)

- 249 Tract Crop Data Assignment Block Editing (Continued)
  - C Action for Editing, Adding, or Removing Data From the Tract Crop Data Assignment Block (Continued)

<b>Editing Tract Crop</b>				
Data Entries	Description and Action			
Base Acres	Adjustment Reason Codes When Increasing or Adding Base			
Adjustment Code	Crop Acreage (Continued):			
(Cntd)				
	• Appeal			
	• CCC-517			
	COC redistribution			
	Increase due to CLU Certification			
	• Increase due to CRP expiration or termination			
	• Relief given to correct base and yield.			
* * *	* * *			

•

Editing Tract Crop Data Entries	Description and Action			
PLC Yield	This yield was formerly the CC payment yield under DCP/ACRE and predecessor programs. The PLC Yield is populated based on the established PLC Yield for the crop on the tract. The PLC Yield can be adjusted manually to increase or decrease the yield according to Part 2 and 1-ARCPLC.			
PLC Yield Adjustment Codes	<ul> <li>PLC Yield Adjustment Code is a required entry if the existing yield on the tract is either increased or decreased or if a new base crop and yield is added to the tract. Users must SELECT the applicable reason code when the PLC yield is adjusted or added.</li> <li>Adjustment Reason Codes When Reducing the PLC Yield:</li> </ul>			
	<ul> <li>CCC-505 reduction Commercial</li> <li>CCC-505 reduction due to CRP enrollment</li> <li>CCC-505 reduction Residential</li> <li>CCC-517</li> <li>COC redistribution</li> <li>COC reduction</li> <li>Relief given to correct base and yield data</li> <li>CCC-505 reduction Permanent</li> <li>CCC-505 reduction Commercial</li> <li>CCC-505 reduction due to CRP enrollment</li> <li>CCC-505 reduction Residential</li> <li>CCC-505 reduction Residential</li> <li>CCC-517</li> <li>COC redistribution</li> <li>CCC-517</li> </ul>			

C Action for Editing, Adding, or Removing Data From the Tract Crop Data Assignment Block (Continued)

Editing Tract Crop Data Entries	Description and Action			
	Adjustment Reason Codes When Increasing or Adding a PLC			
Codes (Cntd)	Yield:			
	<u></u>			
	Appeal			
	CCC-517			
	COC redistribution			
	Increase due to CLU certification			
	Increase due to CRP expiration or termination			
	Relief given to correct base and yield data			
	• Anneal			
	<ul><li>Appeal</li><li>CCC-517</li></ul>			
	COC redistribution			
	Increase due to CLU Certification			
	• Increase due to CRP expiration or termination			
	Relief given to correct base and yield.			
	CLICK "Save" to save the Tract Crop Data entries.			

C Action for Editing, Adding, or Removing Data From the Tract Crop Data Assignment Block (Continued)

**Notes:** See work instruction **Base Reductions for New CRP_Tract Level** for more information on adjusting base acres due to CRP enrollment. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

If the crop base acres are reduced completely from the tract, the acreage and yield(s) must be reduced to zero and the applicable reason codes selected. The crop base entry line is not removed from the Tract Crop Data assignment block and will remain as an entry with zero acres and zero yields listed.

#### **D** Common Error Messages

The following table provides possible messages and action if the data in the Tract Crop Data assignment block is edited.

Message or Error Received	Action
Crop base acres exceed the sum of	Verify the correct acreage is populated correctly
Effective DCP acres and Double	for all entries in the Tract Land assignment
cropped acres	block. If needed, review and correct boundary
	and attributes in the CLU attributes in the GIS
	Info assignment block.
	If the Effective DCP Cropland and Double
	Cropped Acres are populated correctly, the base
	acreage must be reduced or redistributed
	accordingly so it no longer exceeds the Effective
	DCP Cropland plus Double Cropped acreage
	total.
Base Acreage Adjustment Reason	Select the applicable Base Acreage Adjustment
Code is required	Reason Code
PLC Yield or CTAP Transitional Yield	Select the applicable PLC Yield or CTAP
Adjustment Reason Code is required	Transitional Yield Adjustment Reason Code
Crop Base acres must have a program	A new base crop * * * added with acres greater
election	than zero cannot be saved until a program
	election is selected at the farm level Program
	Election assignment block.

#### 250 Tract CCC-505 CRP Reduction Data Assignment Block Editing

#### A Overview

The Tract CCC-505 CRP Reduction Data assignment block lists the crop base and yield data reduced from the tract due to enrolling acres into CRP.

In accordance with current federal regulations, "CCC will annually adjust the base acres for covered commodities * * * with respect to the farm by the number of production flexibility contract acres or base acres protected by a CRP contract that expired, was voluntarily terminated, or was early released". These acres are restored by removing them from the Tract CCC-505 CRP Reduction assignment block and adding them to the Tract Crop Data assignment block.

#### A Overview (Continued)

The following data is identified in the Tract CCC-505 CRP Reduction Data assignment block:

- Crop Name
- Crop Year
- Contract Number
- Start Year
- Acres
- CTAP Transitional (Direct) Yield
- PLC (CC) Yield.

#### **B** Example

Following is an example of the Trace CCC-505 CRP Reduction Data assignment block.

▼ Tract CCC-505 CRP Reduction Data						⊡ ∰ & ≙		
Ed	Edit List							
ъ	Act	Crop Name	Crop Year	Contract Number	Start Year	Acres	CTAP Transition	PLC (CC) Yield
	Î	Corn 🔹	2015	1005	2010	6.8	0.0000	105
	Î	•						

#### C Action

The following instructions provide the actions required for:

- loading CCC-505 CRP Reduction Data for newly enrolled CRP contracts
- loading CCC-505 CRP Reduction Data for revised CRP contracts
- removing CCC-505 CRP Reduction Data for expired, terminated, or early released CRP contracts
- restoring CCC-505 CRP Reduction Data when a CRP contract has expired, voluntarily terminated, or early released.
- **Note:** The user is only allowed to add CCC-505 CRP Reduction Data on a tract where the base crop is already listed under the Tract Crop Data assignment block. In some cases, CCC-505 CRP Reduction Data may have existed but was not loaded in the system prior to MIDAS go-live so there is a need to load CCC-505 CRP Reduction Data for a crop that does not have a base acre entry in CRM Farm Records. If the crop is not listed in the Tract Crop Data assignment block under the Crop Name, the user will need to load the crop with zero base and yield values under the Tract Crop Data assignment block before the CCC-505 CRP Reduction Data can be entered.

#### C Action (Continued)

#### Loading CCC-505 CRP Reduction Data for Newly Enrolled CRP Contracts

The following table provides instructions for adding the CCC-505 CRP Reduction Data for Newly Enrolled CRP Contracts.

*--Note: If CCC-505 because of CRP was completed through the automated wizard, the system will automatically enter that the CCC-505 workflow is approved. See paragraph 292 for additional information.--*

Data Entries	Description and Action				
	CLICK "Edit" to enter or modify the following CCC-505 CRP Reduction				
	Data entries.				
Crop Name	Select the Crop Name for the applicable base acres being reduced on the				
	tract. To add CCC-505 CRP reduction acres for a new CRP contract				
	enrolled on the tract.				
	• CLICK "Edit List" in the Tract Crop Data assignment block				
	• A new entry line will be created in the assignment block				
	• Click the drop-down menu under the Crop Name header to select the				
	applicable crop for the reduced base acreage.				
Crop Year	Crop Year will automatically populate and default to the current crop year				
	once a crop has been selected. Crop Year is not editable.				
Contract	Manually ENTER the active CRP contract number and suffix from the				
Number	associated CRP-1.				
Start Year	Manually ENTER the year the active CRP contract or its predecessor was				
	first enrolled in YYYY format.				
	<b>Example:</b> CRP Contract #100 was initially enrolled in 2010 and was				
	split into successor contracts 2010A and 2010B in 2013, the				
	start year for the CCC-505 CRP Reduction acres for contracts				
	2010A and 2010B is entered as 2010.				
Acres	Manually enter the number of acres for the crop reduced on the tract due to				
	CRP enrollment.				
	<b>Note:</b> Reduced acres should match the acres reduced on CCC-505 completed during CRP enrollment.				
СТАР	This field data entry is either the CTAP Transitional Yield or the direct				
Transitional	yield. CRP contracts enrolled after 2001, but prior to 2014 are required to				
(Direct)	have the direct yield entered in this data field. CRP contracts enrolled in				
Yield	2018 will only have an entry in this data field if the crop base being				
	reduced is generic base. Manually load the direct or CTAP transitional				
	yield associated with the base reduced as identified on CCC-505 completed				
	during CRP enrollment.				

#### C Action (Continued)

Data Entries	Description and Action
PLC (CC)	This field data entry is either the CC yield or the PLC yield. CRP
Yield	contracts enrolled after 2001 but prior to 2014 are required to have a CC
	yield entered. CRP contracts enrolled in 2014 or later require a PLC
	yield to be entered for all crops except generic. Manually load the PLC
	yield or the CC yield associated with the base crop reduced at time of the
	CRP enrollment.
	<b>Note:</b> Reduced generic base is only applicable to CRP contract enrolled
	between 2014-2015.
	CLICK "Save" to save the CCC-505 CRP Reduction Acreage data
	entries.

**Note:** See work instruction **Base Reduction for New CRP Tract Level** for more information on loading CCC-505 CRP base reduction acres due to CRP enrollment. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

#### Revising CCC-505 CRP Reduction Data for Revised or Re-Enrolled CRP Contracts

Once an entry for tract CCC-505 CRP Reduction data is entered and saved, entry must be revised is a contract is revised or a subsequent contract established because of farm or CRP changes. If the CRP contract is revised, resulting in a change to the contract number and suffix, or if the CRP contract expires and is re-enrolled resulting in a new contract number the initial CCC-505 CRP Reduction entry must be updated with current information matching the new CRP contract.

*--Note: For re-enrolled CRP contracts, existing CCC-505 reduction data must be restored and then the tract and farm must be evaluated to determine whether a new base reduction or redistribution must be completed. Offices are not authorized to carry forward CCC-505 from a prior CRP contract.--*

# C Action (Continued)

*--The following table provides instructions for revising saved CCC-505 CRP Reduction Data.--*

Data Entries	Description and Action
	CLICK "Edit".
	Navigate to the Tract CCC-505 CRP Reduction Data assignment
	block.
	CLICK "Edit List" within the Tract CCC-505 CRP Reduction Data
	assignment block.
* * *	* * *
*Revise Entry	Enter new CRP contract number and start date as needed to match
	the updated or new contract.
	Note: Review all other reduction data to ensure accuracy. Revise as
	needed.
* * *	* * *
	CLICK "Save" to save the CCC-505 CRP Reduction Acreage data
	entries.
	Note: When a new CRP contract number is entered, the system will
	validate with CCMS that the number entered matches an
	available active CRP contract for the tract*

## C Action (Continued)

# Removing CCC-505 CRP Reduction Data for Expired, Terminated, or Early Released CRP Contracts

The following table provides instructions for removing the CCC-505 reduction date for expired, terminated, or early released CRP contracts.

Data Entries	Description and Action
	CLICK "Edit". Navigate to the Tract CCC-505 CRP Reduction Data
	assignment block.
	CLICK <b>"Edit List"</b> within the Tract CCC-505 CRP Reduction Data assignment block.
Acres and Yields	Enter zero for the acres data field.
CCC-505 CRP Reduction Data Entry	Once the acres are set to zero, <b>"Delete"</b> (trash can) will become active.
	• Select the selection box in front of the CCC-505 CRP Reduction data entry.
	• CLICK <b>"Delete"</b> (trash can) to remove the entire entry.
	<b>Important:</b> Base acres reduced due to CRP should be restored when the CRP contract expires, is voluntarily terminated, or is early released.
	<b>Note:</b> CCC-505 CRP Reduction Acres cannot be restored for terminated CRP contracts that do not meet the definition of voluntarily terminated, as defined in 1-ARCPLC.

## 250 Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)

## C Action (Continued)

Data Entries	Description and Action
Restoring Base	Base acres reduced due to CRP enrollment are restored in the Tract
Acres	Crop Data assignment block when the CRP contract expires, is
	voluntarily terminated, or is early released. See the Tract Crop Data
	assignment block instructions for editing the Tract Crop Data to
	increase the existing base acre entry or add a new entry for the crop.
	See paragraph 37 for instructions on determining and entering the tract level yield when CCC-505 CRP Reduction acres are returned to the tract as base acres.
	<b>Note:</b> If the crop having its base acres restored does not have an
	ARCPLC election, the ARCPLC election must be obtained
	and entered at the farm level before restoring the base acres.
	CLICK "Save" to save the CCC-505 CRP Reduction Acreage data
	entries.

#### * * *

### **D** Common Error Messages

The following error messages may occur as the CCC-505 CRP Reduction Data is increased or reduced.

Message or Error	
Received	Action
CRP Contract number	The same CRP contract number cannot be used for CCC-
exists on another tract	505 CRP reduction acres loaded on multiple tracts. Verify
	the contract number associated with the CRP-1 and enter
	the correct contract number within the CCC-505 CRP
	Reduction Data assignment block.
Election Choice is	CCC-505 CRP Reduction Acres are returned as a new base
Mandatory at Farm Level	crop, not currently loaded on the selected farm. Associated
for Crop	base data cannot be added to a tract unless a program
	election for the base crop has been made at the farm level.
	See 1-ARCPLC for details on acquiring the program
	election from the applicable producers.

#### 251 Tract Parties Involved Assignment Block Editing

### A Overview

All owners of the selected tract are required to be loaded under the Tract Parties Involved assignment block. Other Producers can be loaded at the tract level if producers are associated with the selected tract. Users should evaluate if the Other Producers need to be loaded at the tract or field level. Other Producers cannot be loaded at both levels.

**Note:** Other Producers will need to be loaded at the field level if they are requesting access to FSAfarm+.

### **B** Example

Following is an example of the Tract Parties Involved assignment block.

•	Parties Involved						[	⊡ ∰ & ≙
Î	Insert							
	Name	Function		ID		HEL Exceptions	CW Exceptions	PCW Exce
		Other Tenant	•		đ			
	Any Producer	Owner	•	12345678	đ			

#### C Action to Edit the Tract Parties Involved Assignment Block

The following table provides the steps to edit the Tract Parties Involved assignment block.

Step	Action
1	CLICK "Edit".
2	CLICK "Insert".
3	The Parties Involved Function will default to Other Tenant (Other Producer).
	Select the applicable producer association – Owner or Other Producer.
4	CLICK "Insert Help". See paragraph 202 for instructions to add an Owner
	and paragraph 203 for instructions to add an Other Producer.
5	Search and select the producer to be added.
6	See Conservation Compliance Instructions for loading producer violation
	exceptions.
7	CLICK "Save" to save the producers added to the Tract Parties Involved
	assignment block.

## 252-256 (Reserved)

#### Subsection 4 Farm Maintenance

#### 257 Farm Level Editing

#### A Overview

Farm level editing is limited to CRM tabular data and is not available in the GIS Info assignment block. The majority of farm level data is aggregated from the tract and field levels and cannot be edited at the farm level. The following assignment blocks are found at the farm level:

- GIS Info
- Farm General Data
- Farm Land Data
- Crop Election Data
- Crop Data
- Parties Involved
- FPMS Status
- •*--ARCPLC Status--*
- Change History.

Within each farm level assignment block, data displayed for the farm is populated from the automated system, manually entered by the user, or aggregated from the tract and field levels.

**Important:** After edits are completed, users should verify that the updates have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See paragraph 246 for additional information regarding the FPMS Status assignment block.

#### **B** Example

Following is an example of the farm level Farm Data Screen. *--

Farm: 9999999999, 99-999-9999		🖸 Back * 🖸 🕯
Edit Fact Sheet Farm Division - GIS	act Division Transfer Process	s 🕹
Installed Base Hierarchy	FPMS Status	
	► GIS Info	Â
Description		
D 🍝	► General Data	2
▶ ● 99-999-1001	Reconstitution History	
▶ 👳 99-999-1002	Land Data	<u> </u>
	Crop Election Data	
	Crop Data	<b>a</b>
	Parties Involved	4
	ARC/PLC Status	4
	Change History	
	→ Glossary	4

--*

#### 258 Farm Level GIS Info Assignment Block

#### A Overview

The GIS Info assignment block is view-only at the farm level. By default, the GIS Info assignment block zooms to an extent that shows all tracts on a farm. All GIS edits are completed at the tract and field levels.

#### **B** Example

Following is an example of the GIS Info assignment block.



#### C Action

The following navigation and standard tools are available for use at the farm level in the GIS Info assignment block.

- Navigation Compass Zoom In, Zoom out, or Pan
- Identification Tool
- Measurement Tools
- Layers TOC
- Full Screen Mode
- AOI Search
- Show Task Help Text.

See paragraph 205 for additional information on the use of the navigation tools. See paragraph 206 for additional information on the use of the standard tools.

#### 259 Farm Level General Data Assignment Block Editing

#### A Overview

The Farm General Data assignment block contains the following information for the selected farm:

- Farm Number
- State/County/Farm
- Farm Description
- Administrative State
- Administrative County
- Farm Status

* * *

- Transferred From
- * * *
- •*--ARCPLC G/I/F Eligibility.--*

#### **B** Example

*

Following is an example of the General Data assignment block.

· •••			
✓ General Data			
Farm Number:	9999	Transferred From:	
State/County/Farm:	99-999-9999	ARCPLC G/I/F Eligi	Eligible
Farm Description:			
Administrative State:			
Administrative County:	Any County		
Farm Status:	Active		
1			*

#### C Action

The following table provides the editable fields in the Farm General Data assignment block.

Editable Farm General Data Entries	Description and Action
	CLICK "Edit" to enter or modify the following Farm General
	Data entries.
Farm Description	Farm description is optional. If desired, user may enter a farm description.
	Do NOT enter any PII data into this field.

## 259 Farm Level General Data Assignment Block Editing (Continued)

## C Action (Continued)

Editable Farm	
General Data Entries	Description and Action
Farm Status	Farm Status selections include:
	• In-creation
	Active
	• Pending
	• Draft
	• Inactive.
	The initial Farm Status when creating a new farm is "In-
	Creation". When the creation process is complete, click the
	drop-down menu and SELECT "Active".
	<b>Notes:</b> "Draft" status is set automatically when a farm reconstitution has been initiated in the system but not finished or submitted. "Pending" status is set automatically when a farm transfer or farm reconstitution has been submitted but has not been approved. Once the process is complete, the farm status will automatically update accordingly. See Part 3, Section 2 and Part 7, Section 6 for additional information regarding farm transfers. See Part 5 and Part 7, Section 7 for additional information regarding farm reconstitutions.
	"Inactive" status is set automatically when the user completes a Farm Inactivation. See paragraph 27 and paragraph 284 for additional information regarding Farm
	Inactivation. Parent farms of approved farm
	combinations and farm divisions are automatically set to
	inactive status when the reconstitution is approved.
	CLICK "Save" to save the Farm General Data entries.

### 259 Farm Level General Data Assignment Block Editing (Continued)

#### C Action (Continued)

The following table provides the fields in the Farm General Data assignment block are system populated and are not editable.

System Generated Farm	
General Data Entries	Description
Farm Number	Farm Number is system generated and is populated as the next
	available farm number for the county when the farm is created.
State/County/Farm	System populated farm description consisting of the
	administrative State, county, and farm number.
Administrative State	System populated based on user input when farm is created.
Administrative County	System populated based on user input when farm is created.
* * *	* * *
Transferred From	System populated if the currently selected farm has been
	previously transferred from a different administrative
	State/county.
* * *	* * *
*ARCPLC G/I/F Eligibility	Original population from CARS history of reported Grass, Idle, or Fallow acreage between 2009 through 2018. Entry required because of updated provision in the 2018 Farm Bill to determine ARCPLC eligibility. The following entries are available:
	<ul> <li>Ineligible – Complete G/I/F History – All years were reported to Grass, Idle, or Fallow</li> </ul>
	• Partial or Missing G/I/F History – 1 or more years of acreage report history is missing, but for years available reported to Grass, Idle, or Fallow
	• Eligible – History of reported crops other than Grass, Idle, or Fallow.
	Entry is only editable by the National Office Administrator*

#### 259.5 Farm Level Reconstitution History Assignment Block Editing

#### A Overview

The Reconstitution History assignment block provides the reconstitution history of the selected farm. If the farm was the result of a prior reconstitution or the parent farm involved with a reconstitution, the following data will display:

- Year
- Recon ID
- Reconstitution Type

### 259.5 Farm Level Reconstitution History Assignment Block Editing (Continued)

#### A Overview (Continued)

- Status
- Submitted Date
- Completed Date
- Parent IBase
- Parent Farm
- Resulting Farm
- Resulting IBase
- Resulting.

The Reconstitution History assignment block also provides the ability to create a Farm Reconstitution Report and export data listed in the assignment block to excel. See

*--Exhibit 31 for more details on the Farm Reconstitution History Report and exporting the data to Excel.

#### **B** Example of the Farm Level Reconstitution History Assignment Block

Following is an example of the Farm Reconstitution History assignment block.--*

▼ Rec	onstitution	History							II 🗐 🌒 🔺
🕌 Fari	n Reconsti	tution Report							
Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
2017	16	Farm Division	Pen	06/15/2017		9999999990	7490	9387	999999991
								9388	999999992

#### C Field Descriptions and Actions

Data within the Reconstitution History assignment block will only be displayed if the selected farm was either the result of a farm reconstitution or the parent farm involved a reconstitution. The data displayed in the assignment block is system assigned and is **not** editable.

System Generated Tract General Data Entries	Description
Year	Fiscal year the reconstitution was completed.
	× *
Recon ID	System generated unique number assigned when the farm
	reconstitution has been submitted for CRM approval in the system.
Reconstitution	Farm reconstitution type:
Туре	
	Farm Combination
	• Farm Division.

#### 259.5 Farm Level Reconstitution History Assignment Block Editing (Continued)

System Generated Tract General	
Data Entries	Description
Status	Status of the reconstitution:
	• Pending – farm reconstitutions that have been submitted for CRM approval, but have not been approved in CRM by the County Office approving official
	• Completed – farm reconstitutions that have been approved in CRM by the County Office approving official
	• Disapproved – farm reconstitutions that have been disapproved in CRM by the county office approving official.
Submitted Date	The data the farm reconstitution was submitted for CRM approval.
Completed Date	The date the farm reconstitution was approved or disapproved in CRM by the County Office approving official.
Parent IBase	IBase number for the parent farm associated with the specified reconstitution.
Parent Farm	Farm number for the parent farm associated with the specified reconstitution.
Resulting Farm	Resulting/child farm number(s) associated with the specified reconstitution.
Resulting IBase	IBase number of the resulting/child farm(s) associated with the specified reconstitution.

#### **C** Field Descriptions and Actions (Continued)

#### **D** Farm Reconstitution Report

A Farm Reconstitution Report can be generated through the farm level "Reconstitution History" assignment block. Clicking on the "Farm Reconstitution Report" button will open an adobe acrobat report summarizing the reconstitution history for the selected farm. This report can also be generated through the Farm Records Reconstitution Reports option in CRM. See paragraph 296 and Exhibit 33 for additional details on generating reconstitution reports.

#### 260 Farm Land Data Assignment Block Editing

#### A Overview

The fields in the Farm Land Data assignment block contain the following information for the selected farm:

- Farmland Acres
- Cropland Acres
- DCP Cropland Acres
- CRP Cropland Acres
- WBP Acres
- GRP Acres
- State Conservation Acres
- Other Conservation Acres
- EWP Program Acres
- DCP Ag Related Activity Acres
- Wetland Reserve Program Acres
- Effective DCP Cropland Acres
- Double Cropped Acres
- Sugarcane Base Acres
- CRP MPL Acres
- Sod Acres.

* * *

#### **B** Example

Following is an example of the Farm Land Data assignment block.

d Data			
Farmland Acres:	78.31	EWP Program Acres:	(
Cropland Acres:	78.31	DCP Ag Related Activity Acres:	(
DCP Cropland Acres:	78.31	Wetland Reserve Prog Acres:	0
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	78
WBP Acres:	0.00	Double Cropped Acres:	0
GRP Acres:	0.00	Sugarcane Base Acres:	(
State Conservation Acres:	0.00	CRP MPL Acres:	(
Other Conservation Acres:	0.00	SOD Acres:	(

--*

## 260 Farm Land Data Assignment Block Editing (Continued)

## C Description

All fields in the Farm General Data assignment block are system populated and are not editable.

System Generated				
Farm Land Data				
Entries	Description			
Farmland Acres	Farmland acres are system calculated by totaling the acreage			
	for all tracts and fields on the farm delineated within the GIS			
	Info assignment block regardless of the land classification.			
	Note: Farmland acres cannot be manually adjusted in CRM			
	Farm Records. If farmland acreage is not correct or			
	needs adjusted, editing must be completed within the			
	GIS Info assignment block using the GIS editing tools at the tract or field levels.			
Cropland Acres	Cropland acres are system calculated by totaling the acreage for			
	all fields within the selected farm and tract(s) with the 3CM			
	Cropland Indicator coded "Yes" in the CLU attributes of the			
	GIS Info assignment block. Cropland acreage data is			
	aggregated from the tract and field levels.			
	<b>Note:</b> Cropland acres cannot be manually adjusted in CRM			
	Farm Records. If cropland acreage is not correct or			
	needs adjusted, editing must be completed within the			
	GIS Info assignment block using the GIS editing and			
	attribution tools at the tract or field levels.			
DCP Cropland Acres	DCP Cropland Acres are system calculated by totaling the			
	Cropland Acres and the Ag Related Activity Acres on all tracts			
	on the farm. DCP Cropland acreage data is aggregated from			
	the tract level.			
CRP Cropland Acres	CRP Cropland Acres are system populated based on the			
	cropland fields with a 3-CM Cropland Indicator coded "Yes"			
	that are also enrolled in CRP as identified in the field level CRP			
	Data assignment block. CRP Cropland acres are aggregated			
	from the tract and field levels.			

## **C** Description (Continued)

System Generated Farm Land Data Entries	Description
WBP Acres	WBP acreage represents acres enrolled on DCP cropland acres within the selected farm. WBP acreage data is aggregated from the tract level.
GRP Acres	GRP acreage represents acres enrolled on DCP cropland acres within the selected farm. GRP acreage data is aggregated from the tract level.
State Conservation Acres	State conservation acreage represents acres enrolled on DCP cropland acres within the selected farm where federal payments administered by the State are made in exchange for not producing an agricultural commodity on the acreage. State Conservation Acres data is aggregated from the tract level.
Other Conservation Acres	Other conservation acreage represents acres enrolled in a federal conservation program on DCP cropland acres within the selected farm where payments are made in exchange for not producing an agricultural commodity on the acreage. Other Conservation Acres data is aggregated from the tract level.
EWP Program Acres	EWP acreage represents acres enrolled on DCP cropland acres within the selected farm. EWP acreage data is aggregated from the tract level.
DCP Ag Related Activity Acres	Ag Related Activity Acres are acreage that meets the definition of DCP Cropland but does not meet the definition of cropland as defined in Part 2. Acres displayed for DCP Ag Related Activity Acres are added to the Cropland Acres to calculate the DCP Cropland acreage populated by the system. DCP Ag Related Activity acreage data is aggregated from the tract level.
Wetland Reserve Program Acres	Wetland Reserve Program (WRP) acreage represents acres enrolled on DCP cropland acres within the selected farm. WRP acreage data is aggregated from the tract level.

## **C** Description (Continued)

System Generated			
Farm Land Data			
Entries	Description		
Effective DCP	Effective DCP Cropland is system calculated by subtracting		
Cropland Acres	acreage entered for all conservation program entries, except		
	CRP MPL, from the DCP Cropland. Effective DCP Cropland		
	acreage data is aggregated from the tract level.		
Double Cropped Acres	Double Cropped acres were established according to 5-PA.		
	The Double Cropped acres on a farm cannot be increased		
	unless base acres and Double Cropped acres are redistributed		
	using CCC-517. Double Cropped acres cannot exceed the		
	Effective DCP Cropland and must be decreased if the Effective		
	DCP Cropland for the tract is reduced to an amount less than		
	the Double Cropped acres for the tract. Double Cropped acres		
	may be transferred to another tract when CCC-517 is used to		
	transfer base acres to another tract. Double Cropped acres data		
	is aggregated from the tract level.		
Sugarcane Base Acres	Sugarcane base acres are only applicable to counties		
	administered in Louisiana. Sugarcane base acres were		
	established in 1992 according to 2-PAS and historically have		
	been retained with the farm. Sugarcane base acres are		
	aggregated from the tract level.		
CRP MPL Acres	CRP MPL acreage is based on acres enrolled in CRP on		
	marginal pasture land. CRP MPL acreage data is aggregated		
	from the tract level. Grassland CRP acres enrolled on		
	non-cropland are included in the CRP MPL Acres data field.		
Sod Acres	Sod acres are system populated based on the fields identified as		
	sod broken out after February 7, 2014, in the Native Sod		
	assignment block at the field level. Sod acres are aggregated		
	from tract and field level data.		
* * *	* * *		

#### 261 Farm Crop Election Data Assignment Block Editing

#### A Overview

The Farm Crop Election Data assignment block contains the following fields:

- Crop Name
- Election Choice
- HIP (Historical Irrigation Percentage)
- PLC (Price Loss Coverage)Yield
- Created On/At
- Changed by
- Changed On/At.

#### **B** Example of the Crop Election Data Assignment Block

Following is an example of the Crop Election Data assignment block.

▼ Crop Election	n Data					ଆ 🗐 ଣ୍ ≙
Crop Name	Election Choice	HIP	PLC Yield	Created On/At	Changed by	Changed On/At
Corn	ARC County		0.00	0 04/20/2015 19:0	TCO_EM097322	04/20/2015 19:1
Soybeans	ARC County		0.00	0 04/20/2015 19:0	TCO_EM097322	04/20/2015 19:1

#### C Action in the Crop Election Data Assignment Block

The following table provides the fields in the Crop Election Data assignment block that are editable.

Editable Crop		
<b>Election Data Entries</b>	Description and Action	
	CLICK "Edit" to enter or modify the following Crop Election	
	Data entries.	
Election Choice	<ul> <li>Existing ARCPLC elections are not editable. Requests to correct existing ARCPLC elections must be submitted to the state office ARCPLC specialist. ARCPLC election choices are required for all crop bases (except generic) that are added to the farm (i.e. return of CCC-505 CRP Reduction acres). Prior to entering ARCPLC election choice for a non-generic crop being added to the farm, crop base acres must first be added at the tract level. See paragraph 249 for additional information regarding adding crop base acres in the tract level Crop Data assignment block.</li> <li>Click on the appropriate tract in the farm hierarchy and navigate to the Tract Crop Data assignment block to add the</li> </ul>	
	new crop to the tract.	

C Action in the Crop Election Data Assignment Block (Continued	С	Action in the Crop	<b>Election Data</b>	<b>Assignment Block</b>	(Continued
----------------------------------------------------------------	---	--------------------	----------------------	-------------------------	------------

Editable Crop	
<b>Election Data Entries</b>	Description and Action
Election Choice (Cntd)	When entries are complete at the tract level, click on the farm level in the Farm Hierarchy and navigate to the Farm Crop Election Data assignment block. Click the drop-down menu for the new crop and select the appropriate election choice.
	In 2015 and subsequent years, three possible ARCPLC Election options exist:
	<ul><li>ARC individual</li><li>ARC county</li></ul>
	• PLC.
	<b>Note:</b> The Election Choice field at the farm level must be completed <b>after</b> entering crop data in the Tract Crop Data assignment block, but <b>prior</b> to saving the edits.
	Elections are made only for crops with base acres, except when *the farm contains unassigned generic base acres elections*
HIP	Historical Irrigation Percentage (HIP) is applicable only to:
	• a designated set of counties
	• designated crops by county within the established set of counties
	• crops with election choice of ARC county.
	HIP is a single factor for each eligible crop representing the historical irrigated acres of the crop as a percentage of the total planted acres for the crop based upon a 4-year (2009-2012) irrigation history.
	Valid entries are the initial default value of blank and numeric whole number entries ranging between zero and one hundred. HIP is established only for crops with base acres greater than zero. * * *
	<b>Note:</b> HIP will not display and will not be editable for crops that are not eligible for HIP.

<b>Description and Action</b>
*Farm-level PLC yields are only editable for base crops equal to zero that were originally established with an election because
of generic base acres associated with the farm. Farm-level yields for crops with base acres greater than zero will always display as a zero yield in this assignment block. Farms that previously contained generic base acres may be displayed* with a farm level PLC yield for crops without base acres as described in subparagraph D.
<b>Note:</b> The existing level of precision for yields will be maintained (4 decimal places in CRM Farm Records, whole numbers in web Farm Records).
CLICK <b>"Save"</b> to save entries in the Crop Election Data assignment block.

## C Action in the Crop Election Data Assignment Block (Continued)

The following fields in the Crop Election Data assignment block are system populated and are not editable. * * *

System Generated Crop Election Data Entries	Description
Crop Name	System populated data aggregated from the tract level.
Created On/At	System populated date and time information based on when the initial data entry is completed.
Changed by	System populated user ID indicating the person responsible for the crop data election edit.
Changed On/At	System populated date and time information recorded when changes are made to the data, following the initial crop data election entry.

## **D** Action in the Crop Election Data Assignment Block

The following table provides a summary of specific actions to be completed in the Crop Election Data assignment block when events such as addition/removal of base acres occur on a farm containing generic base acres, or when generic base acres are attributed to a planted zero base acre crop with an election of ARC County or PLC.

	Edit Actions			
Event	IF	THEN	PLC Yield	
Addition of base	*producer elects	select the PLC	PLC yield	
acres (such as	PLC	election for the	determined	
return of		newly added base	according to	
CCC-505 CRP		crop.	instructions in	
reduction acres)	producer elects ARC	select ARC County	1-ARCPLC, Part 2,	
for a currently	County	for the newly added	Section 2 must be	
zero-base acre crop		base crop and*	added at the tract	
on a farm * * *.		establish HIP	level. See	
		according to	paragraph 249 for	
		1-ARCPLC, Part 5,	instructions for	
		Section 2 if the crop	adding the tract PLC	
		being added is	yield. * * *	
		included in the list of		
		HIP-eligible		
		county/crop		
		combinations in		
		1-ARCPLC * * * and		
		load in the Crop		
		Election Data		
		assignment block		
		according to		
		subparagraph C.		
	existing election is	*a new base crop		
	ARC Individual	receives ARC		
		Individual*		

9-21-20

	Edit Actions			
Event	IF	THEN	PLC Yield	
* * *	* * *	* * *	* * *	
Base acres for a * * * crop are reduced to zero for all tracts on a farm * * *.	existing ARCPLC election for the crop is retained	HIP for the crop (if applicable) is retained.	If the election for the crop is PLC a farm-level PLC yield is automatically created using the yield that existed on the last tract to have its base acres reduced to zero. User may edit the yield if necessary.	

## **D** Action in the Crop Election Data Assignment Block * * * (Continued)

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### 262 Farm Crop Data Assignment Block Editing

#### A Overview

The Farm Crop Data assignment block contains the following fields:

- Crop Name
- Crop Year
- Base Acres
- CCC-505 CRP Reduction Acres

* * *

• PLC Yield

### **B** Example

*

Following is an example of the Farm Crop Data assignment block.

_									
	- Crop Data								
	Crop Name	Crop Year	Base Acres	CCC-505 CRP Redu	PLC Yield				
	Corn	2020	56.40	0.00	165.0000				
	Soybeans	2020	18.80	0.00	49.0000				

### **C** Description

All fields in this assignment block are not editable and are system populated by aggregation of tract level data.

System Generated Farm Crop Data	
Entries	Description
Crop Name	Crop name for applicable base acres associated with the farm. The
	Crop name is system populated from entries made at the tract level.
Crop Year	Crop Year is system populated and defaults to the current crop year
	once a crop has been added at the tract level.
Base Acres	Base acres are the total number of base acres for each crop
	associated with the farm. Base acres are aggregated from the tract
	level.

#### **C Description** (Continued)

System Generated Farm Crop Data	
Entries	Description
CCC-505 CRP	CCC-505 CRP Reduction Acres are base acres reduced due to
Reduction Acres	enrollment in CRP or GRP. These base acres are not available for
	participation in ARCPLC during the life of the CRP or GRP
	contract. CCC-505 CRP Reduction acres are aggregated from the
	tract level. See paragraph 240 for additional information regarding
	CCC-505 CRP Reduction Acres.
* * *	* * *
PLC Yield	The PLC Yield applies to all crops except generic and is populated based on the established PLC Yield for the crop on the farm. The PLC Yield is aggregated from the tract level using the yield extension calculations.
	Note: This yield was formerly the CC payment yield under
	DCP/ACRE and predecessor programs.

### 263 Farm Parties Involved Assignment Block Editing

#### A Overview

The Farm Parties Involved assignment block includes the following fields:

- Name
- Function
- ID
- HEL Exceptions
- •*--HEL Appeals Exhausted
- RMA HEL Exceptions
- CW Exceptions
- CW Appeals Exhausted
- RMA CW Exceptions
- PCW Exceptions
- PCW Appeals Exhausted
- RMA PCW Exceptions.--*

## 263 Farm Parties Involved Assignment Block Editing (Continued)

## **B** Example

Following is an example of the Parties Involved assignment block for a newly created farm.

•	Parties Involved				Ш	<b>a</b>	≙
1	Insert						
	Name	Function	ID	HEL Exceptions	CW Exceptions	PCW E	<b>x</b>
81	lo result found						

Following is an example of the Parties Involved assignment block for an existing farm.

▼ Parties Involved				II	@ & ≏
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Exc
ANY PRODUCER2	Operator	8011390136			

## C Action

The following fields in the Parties Involved assignment block are editable.

Editable Farm Parties Involved Entries	Description and Action
	CLICK " <b>Edit</b> " to enter or modify the following Farm Parties Involved entries.
ID	CLICK " <b>Input Help</b> " to search for and select the associated Business Partner ID for the farm operator. See paragraph 201 for detailed instructions regarding adding or changing a farm operator.
HEL Exceptions	Click the drop-down menu and select the appropriate Highly Erodible Land (HEL) exception, if applicable. This field is editable only if a tract on the farm has "HEL: conservation system is not being actively applied" indicated in the HEL Determination field at the tract level and the operator is not an owner on all tracts. See Part 7, Section 3, and 6-CP for additional information regarding HEL Exceptions.
*HEL Appeals Exhausted	The Appeals Exhausted Date entry is required if Appeals Exhausted exception has been flagged for a producer. Select the applicable date all appeals have been exhausted for the producer.
RMA HEL Exceptions	Click the drop-down menu and select the appropriate RMA Highly Erodible Land (HEL) exception, if applicable*
CW Exceptions	Click the drop-down menu and select the appropriate Converted Wetland (CW) exception, if applicable. This field is editable only if a converted wetland exists on 1 or more tracts on the farm and the operator is not an owner on all tracts. See Part 7, Section 3 and 6-CP for additional information regarding CW Exceptions.

### 263 Farm Parties Involved Assignment Block Editing (Continued)

#### C Action (Continued)

Editable Farm Parties	
Involved Entries	Description and Action
*CW Appeals	The Appeals Exhausted Date entry is required if Appeals
Exhausted	Exhausted exception has been flagged for a producer. Select the
	applicable date all appeals have been exhausted for the
	producer.
RMA CW Exceptions	Click the drop-down menu and select the appropriate RMA
	Converted Wetland (CW) exception, if applicable*
PCW Exceptions	Click the drop-down menu and select the appropriate PCW
	exception, if applicable. This field is editable only if a planted
	converted wetland exists on one or more tracts on the farm and
	the operator is not an owner on all tracts. See Part 7, Section 3,
	and 6-CP for additional information regarding PCW
	Exceptions.
*PCW Appeals	The Appeals Exhausted Date entry is required if Appeals
Exhausted	Exhausted exception has been flagged for a producer. Select the
	applicable date all appeals have been exhausted for the
	producer.
RMA PCW Exceptions	Click the drop-down menu and select the appropriate RMA
	PCW exception, if applicable*
	CLICK "Save" to save the Farm Parties Involved entries.

**Note:** Operator HEL, CW, and/or PCW exceptions are set at the farm level in the Parties Involved assignment block. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See paragraph 34 for additional information regarding Operator HEL, CW, and/or PCW exceptions.

The following fields in the Parties Involved assignment block are not editable.

System Generated Farm Parties Involved Entries	Description
Function	System populated based on the level selected in the farm hierarchy. At the farm level, this field defaults to "Operator" and is not editable.
Name	System populated based on the Business Partner record selected as the operator of the farm.

#### 264 FPMS Status Assignment Block

#### A Overview

When a farm record is edited and saved in CRM Farm Records a replication message is sent to the FPMS. If an invalid condition exists within CRM Farm Records, the replication will fail and users are provided the replication error message. If a replication error message exists, the CRM Farm Record and the FPMS Farm Record are out-of-sync.

The fields in this assignment block include the following:

- Replication ID
- Replicated By
- Scenario
- Status
- Error On Report
- Error Description
- Error Remediation
- Created On.

**Note:** Out-of-sync farm records may cause overpayments or underpayments to occur in programs using farm records data.

#### **B** Example

Following is an example of the FPMS Status assignment block.

FPMS Status							
Replication ID	Replicated By	Scenario	Status	Error On Rep	Error Descrip	Error Remedi	Created On
6464340	TCO_EM097	CLU Mainten	SUCCESS				04/28/2015 2

#### C Action

After any edit is saved to a farm, tract or field in CRM Farm Records, the user should return to the farm level to view the FPMS Status for replication errors.

Step	Action
1	After any edit is saved in CRM Farm Records, click the farm number in the Farm
	Hierarchy, to return to the farm level assignment blocks.
2	NAVIGATE to the FPMS Status assignment block. CLICK "FPMS Status" to
	expand the "FPMS Status" assignment block if it is not already expanded.
3	Review the Status field.

# C Action (Continued)

Step				A	ction				
4	The Status and the FPN	-	•	CESS" th	e replicat		en CRM I	Farm Record	ls
	▼ FPMS Status								
								<b>a</b>	
	Replication	. Replicated	. Scenario	Status	Error On R	Error Desc	. Error Rem	Created On	
	6464302	WF-BATCH	Farm Divi	SUCCESS				04/01/201	
	be d Rep pene "FP	ords the s lisplayed. lication n ding "Far	tatus will nessages a m Level"	be blank. re cancell reconstitu	An edit i ed and no tions and	must be sa ot sent to l "In-Crea	aved befor FPMS for tion" statu	I Farm e a status w child farms s farms. Th Y for these	of
	✓ FPMS Status							ा 🗐 थ, ≙	
	Replication ID	Replicated By	Scenario	Status	Error On Report	Error Description	Error Remediation	Created On	
	9	TCO_GG028573	Create New Tract	CANCELLED	Cancel Replication of In-Creation T				
5	If the Status CRM Farm is waiting.	-					-	n between replicated an	ıd
	Replication ID	Replicated By	Scenario	Status	Error On Report	Error Description	Error Remediation	Created On	
		WF-BATCH	Farm Division After Approval	WAITING	Replication is in waiting status from FPMS due to communication delay/error.		Please check back after sometime and if the issue persists contact Help Desi		
	▼ FPMS Status							- B - B	
	Replication ID	Replicated By	Scenario	Status	Error On Report	Error Description	Error Remediation	Created On	
	6464303	F0018707	Farm Maintenance	ONHOLD	Replication is in waiting status from FPMS due to communication delay/error.		Please check back after sometime and if the issue persists contact Help Desk.		
	In this exar communica remains "C incident rep	ation repli	cates and " or "WA	the Status ITING" st	s displays	"SUCCE	ESSFUL".		

## C Action (Continued)

Step	Action								
6	If the Status field displays "FAILED" the replication between CRM Farm Records and the FPMS FRS has not yet replicated because of an error that needs to be resolved by the user.								
	*Note: If a farm fails to replicate to Web FRS, all users associated to the administrative county will receiving an e-mail notifying them that the farm failed replication and provide guidance for remediating the issue. Offices must immediately take the applicable action to correct the issue and ensure that the farm successfully replicates to Web FRS so current data is available to all applications*								
	Review the Error on Report, Error Description, and Error Remediation field for more information on the reason the replication is not successful.								
	▼ FPMS Status ।।। 🖽 ৩, ≏								
	때 왕 Replication ID Replicated By Scenario Status Error On Re Error Descri Error Reme Created On								
	64643 F0000000 Farm Maint FAILED Tract be added								
	► Land Data     Error location: [ adminStateFsaCode=99; adminCountyFsaCode=999; farmNumber=0000999 programYear=2015 ]. Request did not satisfy business rule 330: If the request is for the current crop year and all tracts in FRS are in the request concluded Auroria 0.00 DCD Act D								
7	Hover over the error description to display the full error message. The expanded error description will contain more details to assist the user in identifying the specie problem that needs to be corrected.								
	<ul> <li>follow the steps listed in column E, "Error Remediation"</li> </ul>								
	• if the error message does not display in the Error Message Resolution table, submit an incident report (Remedy ticket).								

### **D** Instructions for Adding the "FPMS Status" Assignment Block

If the FPMS Status assignment block does not display when the farm level is selected in the hierarchy, the following table provides instructions on how to add the "FPMS Status" assignment block.

Step			Action						
1	In the upper right corner of the screen, CLICK "Personalize" (looks like a wrench)								
	Farm: 12345678 , 99-999-1101								
	Zedit Fact Sheet	Farm D	ivision - GIS Tract Division Transfer Pro	ocess More≠					
	Home Installed Base Hierarchy GIS Info								
	Worklist		🗐 ஆ ▼ General Data	<u></u>					
	Business Partner Description		• General Data						
2	On the "Demonstration W	-1	Diala a??in darre						
2	On the "PersonalizationW								
	Assignment Blocks" section		CK "FPMS Status" (	I) to select it and click the					
	arrow pointing to the right (2	2).							
	Personalization Webpage Dialog	-	80-24-04-04-08						
	You can choose the assignment blocks	to be di	splayed on the overview page. In a	ddition, you can determine the order					
	in which the assignment blocks are disp								
	Available Assignment Blocks		Displayed Assignment Blocks						
			Up Down						
	ጜ Name		ጜ Name	Display Expanded					
	Attachments		GIS Info						
	MIDAS FR Audit Activities		General Data						
	Object Components	,	Land Data						
	FPMS Status 2		Crop Election Data						
		•	Crop Data						
			Parties Involved						
			Change History						
	Save Reset to Default Cancel								
1			1						
	Note: To restore the default	-		0					
	selected hierarchy lev	vel, C	CLICK "Reset to Defa	ult".					

Step				Action						
3	"FPMS Status" will now be displayed under the "Display Assignment Blocks"									
	section that allows users to specify whether the assignment block is automatically									
	expanded in the view. This is a personal preference.									
	I		I.	I						
	Personalization Webpage Dialog				X					
	Fersonalization Treopage biolog									
				ayed on the overview page. In addition, yo						
	in which the assignment blocks are dis	splayed.	To d	isplay assignment blocks in an open state	e, select the indicator.					
	Available Assignment Blocks	_	Dis	played Assignment Blocks						
			Up	Down						
	哈 Name		ጜ	Name	Display Expanded					
	MIDAS FR Audit Activities			GIS Info						
	Object Components			General Data						
				Land Data						
		•		Crop Election Data						
		•		Crop Data						
		_		Parties Involved						
				Change History						
				FPMS Status						
		$\leq$		PPMS Status						
	Save Reset to Default Cancel									
	Note: On the "Demonslized	tion	v	Johnaga Dialag" window	in the "Displayed					
	Note: On the "Personalizat				1 1					
	e			, under "Display Expande	-					
				er checks ( $$ ), the assignm						
	expand on each farm	1 acce	esse	ed. If the user does not ch	eck ( $$ ) an assignme					
	-			v expand the assignment b						

# **D** Instructions for Adding the "FPMS Status" Assignment Block (Continued)

Step					Action			
4	In the "Displayed Assignment Blocks" section, to change the order that the							
	assignment blocks are listed, select them by clicking the block to the left of the							
	item (1) and click the up or down option (2) to rearrange user's view.							
	ter (1) and enex the up of down option (2) to realizing discription.							
	Personalization Webpage Dialog							
					yed on the overview page. In addition, yo isplay assignment blocks in an open state			
		illable Assignment Blocks	nayou.		Vd Assignment Blocks			
	Av.	mable Assignment blocks			Down			
	8	Name			Name	Display Expanded		
		MIDAS FR Audit Activities			GIS Info			
		Object Components			General Data			
					Land Data	$\checkmark$		
			•		Crop Election Data			
			•		Crop Data			
					Parties Involved			
					Change History			
			1	_	Attachments			
			1	1	FPMS Status			
	Sa	ve Reset to Default Cancel						
5	CLIC	K "Save" to retain ch	ong	20				
5	CLIC	K Save to retain on	ange	55.				
	<b>N</b> T (	TT 11. 1 (2)			1 11.1 5.	1		
	Note:	Users can edit the "	Perso	ona	alization Webpage Dia	log" menu any time.		

#### **D** Instructions for Adding the "FPMS Status" Assignment Block (Continued)

#### *--264.5 ARCPLC Status Assignment Block

#### A Overview

The ARCLPC Status assignment block displays the submission status of ARCPLC program data from the ARCPLC election or enrollment software. A connection to the ARCPLC application was created to receive updated base crop, base crop acreage, PLC yield, and program election data, when applicable, because of new or modified Farm Bill provisions. This assignment block will display if a submission from ARCPLC applications was successfully received and updated in Farm Records. The fields in this assignment block include the following:

- Refresh
- Status
- Error Summary--*

## *--264.5 ARCPLC Status Assignment Block (Continued)

### A Overview (Continued)

- Error Detail
- Error Remediation
- Created By
- Created On/At.

### **B** Action

After any submission of ARCPLC data from the ARCPLC applications to Farm Records, the user should return to the farm level to view the ARCPLC Status assignment block for the status.

Step	Action						
1	After submission of data from ARCPLC applications, access the farm.						
2	Navigate to the ARCPLC Status assignment block.						
3	Review the "Status" field.						
4	The "Status" field displays "SUCCESS" if the submission of data from ARCPLC was						
	successfully updated in CRM Farm Records.						
	XRCPLC Status         C Refresh           Status         Error Summary         Error Detail   Error Remediation Created by Created On/At						
	SUCCESS MIRFCUSER 03/30/2019 04.0						
	<ul> <li>successful and no records in CRM Farm Records were updated. The issue must be remediated, and the data must be re-submitted from the ARCPLC application.</li> <li>Note: If the ARCPLC data fails to update in CRM Farm Records, all users associated with the administrative county will receive an e-mail notifying them that the submission failed and provide guidance for remediating the issue. Offices must immediately take the applicable action to correct the issue and ensure that the ARCPLC data is updated as needed.</li> </ul>						
	Review the "Error on Report, Error Description, and Error Remediation" field for more information on the reason the replication is not successful. Hover over the error description to display the full error message. The expanded error						
	description will contain more details to assist the user in identifying the specific problem that needs to be corrected.						

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#### 265 Farm Change History Assignment Block

#### A Overview

The Farm Change History assignment block records information associated with each edit made in CRM Farm Records for the farm. The fields in this assignment block include the following:

- Component
- Field Name
- Old Value
- New Value
- Changed At
- Changed On
- Changed By.

#### **B** Example

Following is an example of the Farm Change History assignment block.

<ul> <li>Change Histo</li> </ul>						
Component	Field Name	Old Value	New Value	Changed At	Changed On	Changed By
71226735	Installed Base	-> From Installe	-> To 71226724	09:12	06/21/2013	TCO_EM097322
71226735	Quantity	0.000	1.000	09:12	06/21/2013	TCO_EM097322
71226727	Installed Base	-> From Installe	-> To 71226724	15:06	04/20/2015	TCO_EM097322
71226730	Installed Base	-> From Installe	-> To 71226724	15:06	04/20/2015	TCO_EM097322
71226731	Installed Base	-> From Installe	-> To 71226724	15:06	04/20/2015	TCO_EM097322

#### **C** Description

The following table provides the data fields and descriptions displayed in the Change History assignment block.

System Generated	
Farm Change History Entries	Description
Component	System populated
Field Name	System populated
Old Value	System populated
New Value	System populated
Changed At	System populated time stamp indicating when the edit occurred.
Changed On	System populated date stamp indicating the month/day/year on which the edit occurred.
Changed By	System populated user ID or user name indicating the person responsible for the edit.

#### A Overview

CRM has the capability to attach documents to a farm record using the "Attachments" assignment block. The following documents are approved for attachment in CRM.

- Optional
  - FSA-156EZ can be attached prior to initiating a reconstitution or a farm transfer in CRM
  - Approved FSA-179
  - Proof of Ownership
  - Leases
  - Approved FSA-155.

The fields in this assignment block include the following:

- Actions
- Name
- Type
- Created By
- Created On.

#### **B** Example

Following is an example of the Attachments assignment block.

	CAttachment CURL CWith Template   Ac	tvanced		∭ ∰ & ≙
Actions	Name	Туре	Created By	Created On
Properties 📋	Farm_ 99_999_1710_FSA_156EZ_11_03_2015	PDF File (Adobe Acrobat Exchange/Reader)	F0099999	11/03/2015 10:27

## C Action

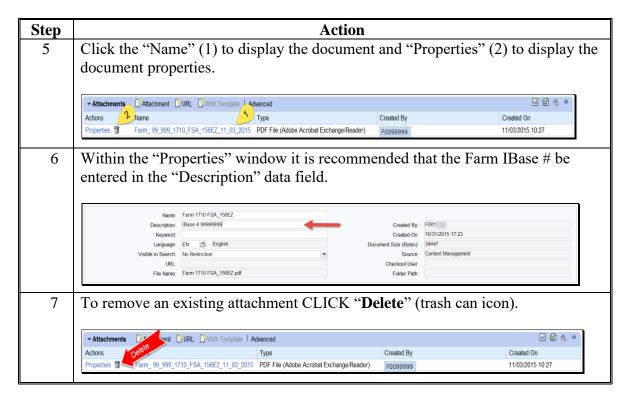
The following table provides the steps for attaching a document to the farm record.

Step	Action
1	CLICK "Attachment" on the toolbar located at the top of the assignment block.
	Attachments CAttachment CURL CWith Template Advanced      Mew Attachment     New Attachment
2	On the "AttachmentWebpage Dialog" window, CLICK "Browse".
	Attach Cancel

## C Action (Continued)

Step	Action										
3	Navigate to the location of the document to be uploaded. Select the document										
	from the list (1) and CLICK " <b>Open</b> " (2).										
	7										
	Choose File to Upload	when the document using the value hold. If or	to alload a feeture	of from once based by							
	Libraries	Documents	trapequel is free also	✓ ← Search Docu	iments 🔎						
	Organize 👻 New fold	er									
	Favorites	Documents library Includes: 2 locations		Arrange by: Folder -							
	Downloads Recent Places	Name	Date modified	Туре	Size						
	Libraries										
	A Music		11/0/0015-0-40-444								
	S Pictures	Farm_ 99_999_1710_FSA_156EZ_11_03_20	11/3/2015 8:49 AM	Adobe Acrobat D	34 K						
	Computer										
	Tata (\\AITNEBF/ *	· [	III		•						
	File na	me: Farm_ 99_999_1710_FSA_156EZ_11_03_2015		▼ All Files (*.*)	-						
			2	Open 🔻	Cancel						
			-		4						
4	On the "Attachme	entWebpage Dialog" wind	ow, CLICK	"Attach".							
	(	The Baction Date									
	Attachment Webpage Diale	og									
		elect the document using the value help. If you uploa If you choose to enter a name, this name is displaye									
	Upload Document From	n Local Hard Disk									
		Name:									
	Upload Document From	Description: Local Hard D C:\Users\ \Documents	\Farm_99_999_ [	wse							
	Attach Cancel										
		- mo otatao									

#### C Action (Continued)



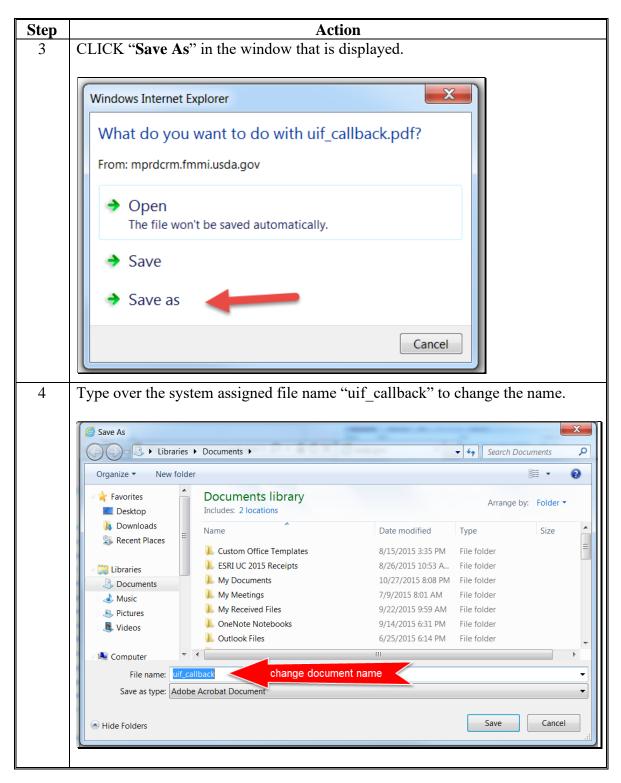
**Note**: Before completing a reconstitution or transfer attach a copy of FSA-156EZ to the farm record. See subparagraph D for instructions on saving FSA-156EZ as a pdf document to be used as the attachment.

#### D Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer

The following table provides the instructions for saving the FSA-156EZ prior to initiating a reconstitution or farm transfer.

Step		Action		
1	Open the farm record of the fa	rm that will be rec	constituted or transfe	erred.
2	With the farm level of the farm on the CRM toolbar. CLICK displayed.	•		
	Farm: 99999999 99-999-1710			🖸 Back 👻 🖸 👻
	Edit Fact Sheet Farm Division - GIS Trac	t Division Transfer Process	More∓	8 B
	Installed Base Hierarchy	<ul> <li>▶ GIS Info</li> <li>▼ General Data</li> </ul>	<ul> <li>Tract Combination</li> <li>FSA-476DCP</li> <li>FSA-156EZ</li> <li>Continue Reconstitution</li> </ul>	
	<ul> <li>✓ □ 99-999-1710</li> <li>▶ ● 99-999-162</li> </ul>	Farm Number: 1710 State/County 99-999- Farm Descri	<ul> <li>Inactivate Farm</li> <li>Farm Division - CRM</li> <li>CCC-505</li> </ul>	Ε

D Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer (Continued)



## **D** Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer (Continued)

Step		Action								
4	The saved file should be named a									
(Cntd)										
× ,	Farm_SS_CCC_FFFF_FSA_156EZ_MM_DD_YYYY where:									
	• SS = two-digit numerical adm									
	• CCC = three-digit numerical	administrative county code								
	• FFFF = Farm Number									
	• MM = two-digit numerical m	onth of the date the file is being saved								
	• DD = two-digit numerical day	y the file is being saved								
	• YYYY = four-digit numerica	l year the file is being saved.								
	The second file should be normed	as follows for transform								
	The saved file should be named	as tonows for transfers.								
	Transfer_20XX_SS_CCC_XXX	X_NNNNNNN where:								
	• 20XX = Program Year									
	• SS = transferring State Code									
	• CCC = transferring County	Code								
	• XXXX = the current farm n	umber								
	• NNNNNNN = the IBASE	ID.								
5	Type the new file name using the	e format described in Step 4 (1). After typing								
		he location where the document is being								
	saved (2) so you can navigate to	the document during the attachment process								
	described in subparagraph C. CI	LICK " <b>Save</b> " (3).								
	Save As									
	Colores + Libraries + Documents + 2	Search Documents								
	Organize  New folder	≣≣ ▼ 😡								
	Favorites Documents library Desktop Includes: 2 locations	Arrange by: Folder -								
	Downloads     Secent Places	Date modified Type Size								
	L Custom Office Templates	8/15/2015 3:35 PM File folder								
	Libraries Libraries My Documents	8/26/2015 10:53 A File folder 10/27/2015 8:08 PM File folder								
	A Music My Meetings	7/9/2015 8:01 AM File folder								
	Pictures     My Received Files     Videoc     OneNote Notebooks	9/22/2015 9:59 AM File folder 9/14/2015 6:31 PM File folder								
	Videos	6/25/2015 6:14 PM File folder								
	🧏 Computer 🔻 🕻	111 Þ								
	File name: Farm_99_999_1710_FSA_156EZ_11_03_2015	<u>↓</u>								
	Save as type: Adobe Acrobat Document	•								
		3 Save Cancel								
	Hide Folders	Jave Cancel								

D Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer (Continued)

Step	Action								
6	After saving the document the window that appears at the bottom of the screen can be used to open the document for viewing or printing if desired, but it is not necessary to open the document. The window may be closed by CLICKING " <b>X</b> " in the upper right corner of the window.								
	The Farm_99_999_1710_FSA_156EZ_11_03_2015.pdf download has completed.								

## **E** Instructions for Adding the Attachments Assignment Block

If the Attachments assignment block does not display when the farm level is selected in the hierarchy, the following table provides instructions on how to add the "Attachments" assignment block.

Step	Action								
1	In the upper right corner of the screen, CLICK " <b>Personalize</b> " button (looks like a wrench).								
	ſ	Farm: 12345678 , 99-999-1101		🖸 Back 👻 🖸 👻					
		Edit Fact Sheet Farm Division - GIS Tract I	Division Transfer Process I More≂						
	Home	Installed Base Hierarchy	→ GIS Info						
	Worklist	🗊 🕨 Level Up 🔲 🔍							
	Business Partner	Description	▼ General Data						

Step	Action							
2	On the "PersonalizationWebpage Dialog" window, under the "Available							
	Assignment Blocks" section, CLICK "Attachments" (1) to select it and click the							
	arrow pointing to the right (	(2).						
	Personalization Webpage Dialog				×			
		played. T	ō d Disj	yed on the overview page. In addition, yo isplay assignment blocks in an open state played Assignment Blocks				
			- 1-	Down	Diala English			
	る Name		ኄ	Name FPMS Status	Display Expanded			
	MIDAS FR Audit Activities			GIS Info				
	Object Components	- ,		General Data				
	2			Land Data				
				Crop Election Data				
				Crop Data				
				Parties Involved				
		-		Change History				
	Save Reset to Default Cancel							
	Save Reset to Default Cancel							
	Note: To restore the defau selected hierarchy le		-	ny settings for the assignm <u>JCK "<b>Reset to Default</b>".</u>	ent blocks at the			

# **E** Instructions for Adding the Attachments Assignment Block (Continued)

E	<b>Instructions for</b>	Adding the	"Attachments"	Assignment	<b>Block</b> (Continued	)
_						

Step	Action						
3	Assignments will now be displayed under the "Display Assignment Blocks"						
	section that allows users to specify whether the assignment block is						
	automatically expanded in	the	vie	w. This is a personal pr	reference.		
	<b>7</b> 1			1 1			
					X		
	Ø Personalization Webpage Dialog			-			
				yed on the overview page. In addition, yo isplay assignment blocks in an open state			
	Available Assignment Blocks		Dis	blayed Assignment Blocks			
			Up	Down			
	る Name		ኄ	Name	Display Expanded		
	MIDAS FR Audit Activities			GIS Info			
	Object Components			General Data	$\checkmark$		
				Land Data	$\checkmark$		
		۲		Crop Election Data	$\checkmark$		
		•		Crop Data	$\checkmark$		
				Parties Involved			
				FPMS Status			
				Change History			
				Attachments			
	Save Reset to Default Cancel						
	Notes On the "Demonstrat			Wahnaga Dialag" wind	win the "Displayed		
	Note: On the "Personalizat			100	· · · · ·		
				n, under "Display Expan			
	-			user checks ( $$ ), the assig			
	• •			m accessed. If the user d			
	0	e us	er	can manually expand th	e assignment block as		
	desired.						

E	<b>Instructions for</b>	Adding the	"Attachments"	Assignment Block	(Continued)

Step	Action							
4	In the Displayed Assignment Blocks section, to change the order that the							
	assig	nment blocks are liste	ed, sel	lect	t them by clicking the blo	ck to the left of the		
	item	(1) and click the up o	r dow	m o	option (2) to rearrange use	er's view.		
		1						
	Per:	sonalization Webpage Dialog				X		
	in v				nyed on the overview page. In addition, yo ion any assignment blocks in an open state of <b>Assignment Blocks</b>			
				Up				
	8	Name		ጜ	Name	Display Expanded		
		MIDAS FR Audit Activities			GIS Info			
		Object Components			General Data	$\checkmark$		
	_				Land Data			
			•		Crop Election Data	$\checkmark$		
			•		Crop Data			
	_				Parties Involved			
	_		_		FPMS Status			
					Change History			
					Attachments			
	Save Reset to Default Cancel							
5	CLIC	CK "Save" to retain c	hange	es.				
	Note	: Users can edit the '	Perso	ona	lization Webpage Dial	og" menu any time.		

### 267-271 (Reserved)

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#### 272 HEL Determinations

#### A Overview

Field level HEL status determinations and tract level summary HEL status values will be maintained in CRM farm records.

### **B** Field Level HEL Status Determination Example

Following is an example of the field level HEL Status display located in the Field Land Data assignment block. This block is automatically updated when the user records an HEL determination in the HEL Status Determination box.

▼ Field Land Data				≙
Land (	Class Code: 2 - Croplan		HEL Status: HEL	
	Acres:	47.30	3-CM Cropland Indicator: Yes	

This block is automatically updated when the user records an HEL determination in the HEL Status Section of the Edit CLU Attributes window found within the GIS Info assignment block.

Attributes				
Farm: 1	Tract: 10	0 Field:	2 🔻	Update
Acres:	47.30			Cancel
Land Class C	ode:	Cropland	•	
3CM Croplan	d:	Yes	•	
State:	99	County:	999	
Administrati	ng			
State:	99	County:	999	
Congression	al District:	3908		
SAP CKP:		No		
HEL Status				
🔍 HEL 🔘	NHEL 🔘 E	kempt 🔘 Ur	determined	
Reason:				
Comments:				
P	revious 1 o	f 1 Next		

**Note:** Field level HEL status determinations are recorded as "Undetermined" until NRCS has provided the County Office with a written determination on NRCS-CPA-026E.

#### 272 HEL Determinations (Continued)

#### C Field Level HEL Status Action

The following table provides steps for updating HEL Determination within the CLU attributes.

Step	Action
1	To enter or modify the field level HEL Status CLICK "Edit".
2	Click on the appropriate field in the Farm Hierarchy.
3	CLICK the "GIS Info" assignment block.
4	CLICK "Edit CLU Attributes" on the Edit CLU Toolbar.
5	The CLU Attributes window will display.
6	Click the appropriate radio button in the HEL status box.
7	CLICK "Update" on the CLU Attributes window.
8	CLICK " <b>Save and Sync</b> " to save the CLU Attribute entries.

**Note:** "EHEL" status applies only to CA, NV, AZ, and NM. EHEL fields are treated the same as NHEL for HEL compliance purposes.

#### **D** Tract Level HEL Determination Example

Following is an example of the tract level HEL Determination drop-down menu.

▼ Tract Land Data								
Farmland Acres:	155.83	EWP Program Acres:	0.00					
Cropland Acres:	0.00	DCP Ag Related Activity Acres:	0.00					
DCP Cropland Acres:	0.00	Wetland Reserve Prog. Acres:	0.00					
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	0.00					
WBP Acres:	0.00	Double Cropped Acres:	0.00					
GRP Acres:	0.00	Sugarcane Base Acres:	0.0					
State Conservation Acres:	0.00	CRP MPL Acres:	0.00					
Other Conservation Acres:	0.00	SOD Acres:	0.00					
Cropland Acres Adj. Reason Code:	Ψ	FAV/WR History:	No 💌					
Wetland Determination:* Wetland determ	nations not complete 💌	HEL Status:	UHEL					
Wetland Vio. Det Wetland converted betw	veen Decembe	HEL Determination:						
	November 28, HEL field o	ninations not completed for all fields on the tra n tract. 2 years to implement conservation sys n tract. Conservation system being actively ap	stem on former CRP land					
	HEL field o HEL field o	n tract. Conservation system is not required – n tract. Conservation system not being activel agricultural commodity planted on undetermine	no agricultural commod y applied					

**Note:** Tract level summary HEL determination values are automatically populated in the drop-down menu based on the varying combinations of field level HEL status values.

### 272 HEL Determinations (Continued)

### **E** Tract Level HEL Determination Action

The following table provides steps for updating the tract level HEL Determination.

Step	Action
1	To enter or modify the tract level HEL Determination CLICK "Edit".
2	Click on the appropriate tract in the Farm Hierarchy.
3	CLICK the "HEL Determination" drop-down menu in the Tract Land Data
	assignment block.
4	Click the appropriate determination from the available selections in the drop-down
	menu.
5	CLICK "Save" to save the tract level HEL Determination entry.

**Note:** If the tract contains only NHEL fields and/or EHEL fields then the flag is automatically set to "NHEL: no agricultural commodity planted on undetermined fields".

See paragraph 34 and 6-CP for additional information on HEL determinations.

#### 273 Wetland Determinations

#### A Overview

Wetland determinations are applicable to the tract level only. Selection of a wetland determination is required for each tract.

#### **B** Example

Following is an example of the Wetland Determination drop-down menu at the tract level.

▼ Tract Land Data			≙
Farmland Acres:	155.83	EWP Program Acres:	0.00
Cropland Acres:	0.00	DCP Ag Related Activity Acres:	0.00
DCP Cropland Acres:	0.00	Wetland Reserve Prog. Acres:	0.00
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	0.00
WBP Acres:	0.00	Double Cropped Acres:	0.00
GRP Acres:	0.00	Sugarcane Base Acres:	0.0
State Conservation Acres:	0.00	CRP MPL Acres:	0.00
Other Conservation Acres:	0.00	SOD Acres:	0.00
Cropland Acres Adj. Reason Code:		FAV/WR History:	No
Wetland Determination:* Wetland determin	ations not complete 🔻	HEL Status:	UHEL
Wetland Vio. Det Wetlar Tract contains a	wetland or farmed wetland	HEL Determination:	-
Wetland Vio. Det An agr Tract does not co	ontain a wetland		
Wetland Vio. Det Wetlan <mark>Wetland determin</mark>	nations not complete		

**Note:** Determinations are recorded as "Wetland determinations not complete" until NRCS has provided the County Office with a written determination on NRCS-CPA-026E. Incomplete wetland determinations do not adversely affect a producer's eligibility to receive program benefits.

### C Action

The following table provides instructions for entering the tract level Wetland Determination.

Step	Action
1	To enter or modify the Tract Wetland Determination CLICK "Edit".
2	Click the appropriate tract in the Farm Hierarchy.
3	CLICK the "Wetland Determination" drop-down menu in the Tract Land
	Data Assignment Block.

## 273 Wetland Determinations (Continued)

# C Action (Continued)

Step		Action						
4	Click the appropriate determination from the available selections.							
	IF NRCS         AND CPA-026E         WETLAND							
	has not completed wetland determinations for	indicates 1 or more fields contain a wetland or a farmed wetland	"tract contains a wetland or farmed wetland". "wetland determinations not complete".					
	all fields on the tract	<b>does not</b> indicate that any fields contain a wetland or farmed wetland						
	has completed wetland determinations for	indicates 1 or more fields contain a wetland or a farmed wetland	"tract contains a wetland or farmed wetland".					
	all fields *(cropland and non-cropland fields)	indicates that there are not wetlands or farmed wetlands on any fields*	"tract does not contain a wetland".					
5	CLICK "Save" to save	the Tract Wetland Determin	nation entry.					

See paragraph 34 and 6-CP for additional information on wetland determinations.

#### 274 Wetland Certification

#### A Overview

Wetland certification is applicable to the tract level and is entered in the Tract General Data assignment block. See 6-CP for additional information on wetland certification.

#### **B** Example

Following is an example of the Wetland Certified drop-down menu.

▼ Tract General Data			≙
Tract Number: State/County/Tract: Tract Description:	100 99-999-100	State Physical Location: County Physical Location: Congressional District:	ANY LAKE 4
BIA Range Unit Number: Tract Status: Divided From: Combined From:	Active	Wetland Certified:* Year Wetland Certified:	No Partial Yes

**Notes:** The "Wetland Certified" drop-down menu defaults to "No". If certified wetland documentation is received from NRCS on NRCS-CPA-026E, the user must update the "Wetland Certified" field and enter the certification year in the "Year Wetland Certified" field in the Tract General Data assignment block following the guidance in subparagraph C.

Wetland certified will only be set to "Yes" if the tract contains a certified wetland and wetland determinations are complete for all fields on the tract. If the tract contains a certified wetland, but wetland determinations are not complete for all fields, the appropriate selection is "Partial".

Following is an example of the Year Wetland Certified field.

act General Data			
Tract Number:	100	State Physical Location:	ANY
State/County/Tract:	99-999-100	County Physical Location:	LAKE
Tract Description:		Congressional District:	4
BIA Range Unit Number:		Wetland Certified*	No
Tract Status:	Active	Year Wetland Certified:	
Divided From:			
Combined From:			

### 274 Wetland Certification (Continued)

## C Action

The following table provides instructions for entering or modifying the Year Wetland Certified data entry.

Step	Action							
1	To enter or modify the "Year Wetland Certified" CLICK "Edit".							
2	Click on the appropriate tract in the Farm Hierarchy.							
3	CLICK the <b>"Wetland Certified"</b> drop-down menu in the Tract Land Data assignment block and select the appropriate certification status.							
	<b>Note:</b> If "Partial" or "Yes" is selected, the "Year Wetland Certified" field is a required entry. If "No" is selected, go to step 5 (the "Year Wetland Certified" field will not be available).							
4	Enter the calendar year (YYYY) in which the wetland was certified.							
	<b>Note:</b> If tract contains multiple wetlands with more than 1 certification year, enter the earliest certification year.							
5	CLICK "Save" to save the Year Wetland Certified entry.							

### **D** Common Error Messages

The following table identifies common error when entering wetland data.

Error Message	Action
Make an entry in field "Year	User must enter a year in the "Year Wetland
Wetland Certified".	Certified" field when "Yes" or "Partial" is selected
	from the "Wetland Certified" field.
Wetland Certified Year for Tract	Correct the year in "Year Wetland Certified" field.
must be greater than 1978.	

#### 275 Wetland Violations

### A Overview

Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. When wetland violations do not exist, entry is not required. The following wetland violation options exist in the Tract Land Data assignment block:

- Wetland Violation Determination Wetland converted between December 23, 1985 and November 28, 1990
- Wetland Violation Determination An agricultural commodity has been planted on a *--wetland converted before February 8, 2014
- Wetland Violation Determination Wetland converted after November 28, 1990, and before February 8, 2014
- Wetland Violation Determination Wetland converted after February 7, 2014
- Wetland Violation Determination An agricultural commodity has been planted on a wetland converted after February 7, 2014.--*

#### **B** Example

*__

Following is an example of Wetland Violation Determination boxes at the tract level.

<ul> <li>Tract Land Data</li> </ul>								
Farmland Acres:	20.13	EWP Program Acres:	0.00					
Cropland Acres:	20.13	DCP Ag Related Activity Acres:	0.00					
DCP Cropland Acres:	20.13	Wetland Reserve Prog. Acres:	0.00					
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	20.13					
WBP Acres:	0.00	Double Cropped Acres:	0.00					
GRP Acres:	0.00	Sugarcane Base Acres:	0.0					
State Conservation Acres:	0.00	CRP MPL Acres:	0.00					
Other Conservation Acres:	0.00	SOD Acres:	0.00					
Cropland Acres Adj. Reason Code:	~	HEL Status:	HEL					
		HEL Determination: HEL field on tract	Conservation syste					
Wetland Violation Determination								
Wetlar	nd Determination: Wetlan	d determinations not complete						
Wetland converted between December 23, 198	5 and Novemb 🔲	Wetland converted after	February 7, 2014: 🔲					
An agricultural commodity has been planted on	a wetland con	An agricultural commodity has been planted on	a wetland con					
Wetland converted after November 28, 1990 and before Febr								

**Note:** Selecting a wetland violation is **not** permitted unless the tract has been designated as "Tract contains a wetland or farmed wetland".

### 275 Wetland Violations (Continued)

### C Action

The following table provides the steps for updating the tract level Wetland Violations.

Step	Action
1	To enter or modify the Tract Wetland Violation Determinations CLICK "Edit".
2	Click on the appropriate tract in the Farm Hierarchy.
3	CLICK the appropriate determination from the available "Wetland Violation
	Determination" selections on the Tract Land Data assignment block.
4	CLICK "Save" to save the Tract Wetland Violation Determination entries.

**Notes:** If user selects, "An agricultural commodity has been planted on a converted wetland *--before February 8, 2014", then the user **must** also select, either of the following:

- wetland converted between December 23, 1985, and November 28, 1990
- wetland converted after November 28, 1990, and before February 8, 2014.

If user selects, "An agricultural commodity has been planted on a converted wetland after February 7, 2014", then the user **must** also select wetland converted after February 7, 2014.--*

See paragraph 34 and 6-CP for additional information on wetland violations.

#### **D** Common Error Messages

Common error messages that prevent users from saving edits include:

Error Message	Cause
Tract should not have wetland violation of an ag commodity	<ul> <li>Occurs when:</li> <li>both "tract contains wetland/farmed wetland" and "an ag commodity has been planted on a converted wetland" are selected, but no wetland conversion is indicated in "wetland converted between December 23, 1985, and November 28, 1990" or *"wetland converted after November 28, 1990, and before February 8, 2014"*</li> </ul>
	<ul> <li>both "wetland determination not complete" and "an ag commodity has been planted on a converted wetland" are selected, but no wetland conversion is indicated in "wetland converted between December 23, 1985, and November 28, 1990" or *"wetland converted after November 28, 1990, and before February 8, 2014"*</li> </ul>

#### 276 Farm Producer Exceptions

#### A Overview

The farm producer exceptions apply to the operator and will be selected in the "Parties Involved" assignment block at the farm level when an HEL or WL violation is indicated on a *--tract. The following data entries are available:

- HEL Exception
- HEL Appeals Exhausted
- RMA HEL Exception
- CW Exception
- CW Appeals Exhausted
- RMA CW Exception
- PCW Exception
- PCW Appeals Exhausted
- RMA PCW Exception.--*

#### **B** Example

*

Following is an example of the Farm Producer Exceptions boxes at the farm level.

•											
✓ Parties Involved											- 9 4
Name	Function	ID	HEL Excepti	HEL Appeal	RMA HEL E	CW Exceptio	CW Appeals	RMA CW Ex	PCW Except	PCW Appeal	RMA PCW E
Any Producer	Operator	9999999999									

#### C Appeals Exhausted Date

An Appeals Exhausted Date must be entered for any HEL, CW, or PCW producer exception of "Appeals Exhausted" selected. Any date between February 8, 2014, and the current date can be entered representing the date when the producer has exhausted all appeal rights.

#### **D RMA Producer Exceptions**

Producer exceptions specific to RMA have been added in CRM Farm Records. To assist with the annual report FSA is required to provide to RMA, this will help in identifying producers with conservation compliance violations in an applicable reinsurance year (RY). RMA producer exceptions that are unique only to the reinsured crop insurance premium subsidy, according to the 2014 Farm Bill provisions, are only applicable when specific FSA producer exceptions have been selected.

If an FSA producer exception is removed or changed to an exception that does not allow an RMA producer exception, the RMA producer exception will automatically be removed by the system.--*

## *--D RMA Producer Exceptions (Continued)

The following table provides the available RMA HEL producer exceptions for producers associated to a tract with a determination of "HEL: conservation system is not being applied" when the following FSA HEL producer exceptions are selected.

IF FSA HEL	AND applicable RMA	
producer exception	HEL producer exception	THEN select RMA producer
is	is	exception when
Landlord/Tenant	no unique RMA exception	not applicable.
Good Faith	no unique RMA exception	not applicable.
Has Appeal Rights	no unique RMA exception	not applicable.
Appeals Exhausted	New RMA Producer	producers are ineligible for FSA and NRCS because of not meeting a conservation system. However, eligible for RMA because of new producer subject to conservation compliance exemption. See 6-CP, subparagraph 207 B.
	2 RY RMA Exemption	producers are ineligible for FSA and NRCS because of not meeting a conservation system. However, eligible for RMA because of nonparticipation from a past violation, with 2 RY exemption to come back into compliance for RMA. See 6-CP, subparagraph 207 D.
Economic Hardship	no unique RMA exception	not applicable.
No Association to Violation	no unique RMA exception	not applicable.

--*

### *--D RMA Producer Exceptions (Continued)

The following table provides the available RMA CW producer exceptions for producers associated to a tract with a determination of "Wetland Converted after February 7, 2014" when the following FSA CW producer exceptions are selected.

IF FSA CW	AND applicable CW	
producer	RMA producer	THEN select RMA producer exception
exception is	exception is	when
Appeals Exhausted	1 RY Exemption	producers are ineligible for NRCS and
	-	FSA because of a CW violation, but
		eligible for RMA because of the 1 RY
		RMA producer exemption. See 6-CP,
		subparagraph 232 A.
	2 RY Exemption	producers are ineligible for NRCS and
		FSA because of a CW violation, but
		eligible for RMA because of the 2 RY
		RMA producer exemption. See 6-CP,
		subparagraph 232 B.
	CWIL/CWTA	producers are associated to a tract with a
		CW determination of CW in lieu (CWIL)
		or CW technical assistance (CWTA).
		These determinations keep producers
		ineligible for NRCS and FSA, but eligible
		for RMA. See 6-CP, paragraph 233.
	Good Faith RMA	producer has not met the 1-year
		FSA/NRCS good faith restoration/
		mitigation requirement. This
		communicates the 2 RY restoration/
		mitigation before ineligibility requirement
<u> </u>		for RMA. See 6-CP, subparagraph 633 B.
Good Faith	Good Faith RMA	system will automatically assign good
		faith RMA.
Has Appeal Rights	no unique RMA exception	not applicable.
New Producer	no unique RMA exception	not applicable.
After CW		
Third Party	no unique RMA exception	not applicable.
No Association to	no unique RMA exception	not applicable.
Violation		
Wetland Restored	no unique RMA exception	not applicable.

When the FSA CW producer exception of "Appeals Exhausted" has been selected, the applicable RMA CW producer exception must also be selected. When the FSA CW producer exception of "Good Faith" has been selected, the RMA CW producer exception of "Good Faith" has been selected by the system.--*

### *--D RMA Producer Exceptions (Continued)

The following table provides the available RMA PCW producer exceptions for producers associated to a tract with a determination of "An agricultural commodity has been planted on a wetland converted after February 7, 2014" when the following FSA PCW producer exceptions are selected.

IF FSA PCW	AND applicable RMA	
producer exception	PCW producer exception	THEN select RMA producer
is	is	exception when
Appeals Exhausted	CWIL/CWTA	producers are determined to have
		planted acreage determined
		CWIL/CWTA. These planting
		violations are applicable to NRCS
		and FSA but keep a producer eligible
		for RMA. See 6-CP, paragraph 233.
	Good Faith RMA	the producer has not met the 1-year
		FSA/NRCS good faith restoration/
		mitigation requirement. This
		communicates the 2 RY
		restoration/mitigation before
		ineligibility requirement for RMA.
		See 6-CP, subparagraph 633 B.
Good Faith	Good Faith RMA	system will automatically assign
		good faith RMA.
Has Appeal Rights	no unique RMA exception	not applicable.

When the FSA PCW producer exception of "Appeals Exhausted" has been selected, the applicable RMA PCW producer exception must also be selected. When the FSA PCW producer exception of "Good Faith" has been selected, the RMA PCW producer exception of "Good Faith" has been selected, the system.--*

•

### *--E Operator HEL, CW, and/or PCW Exceptions--*

Operator HEL, CW, and/or PCW exceptions are set at the farm level. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See next section for adding owner and other producer exceptions at the tract level when the operator is also an owner on all tracts of the farm.

### **F** Action

The following table provides the steps for editing farm level producer exceptions for the associated operator.

Step	Action
1	To enter or modify the Farm Producer Exceptions CLICK "Edit".
2	CLICK on the farm in the Farm Hierarchy.
3	CLICK the appropriate exceptions drop-down menu and select the appropriate
	type of producer exception in the Parties Involved assignment block.
4	CLICK "Save" to save the Farm Producer Exceptions entries.

**Note:** When an HEL, CW, and/or PCW violation is indicated on a tract, "Has Appeal Rights" is automatically selected by the system. To change the selection the user must access the HEL, CW, or PCW exception at the farm level if the operator does not own the tract with the violation or at the tract level if the operator is an owner on the tract with the violation.

See paragraph 34 and 6-CP for further information on HEL, CW, and PCW exceptions.

### 277 Tract Producer Exceptions

### A Overview

The tract producer exceptions apply to owners and other producers and will be selected in the "Parties Involved" assignment block if an HEL, CW, and/or PCW violation is indicated on a tract. This includes Other Producers entered at the field level when the associated field is located on a tract with an HEL, CW, and/or PCW violation.

### **B** Example

Following is an example of the Tract Producer Exceptions drop-down menus at the tract or field level.

▼Parties Involved III @											
Name	Functi	ID	HEL Excep	HEL	RMA H	CW Ex	CW Ap	RMA C	PCW Exc	PCW Appeals E	RMA PCW Exceptions
Any Producer	Owner	9999999									
											*

* * *

*--Notes: See paragraph 276 for additional details on producer exceptions.--*

The same options are available for Other Producers at the tract or field level.

### C Action

The following table provides the steps for * * * editing tract level producer exceptions for owners and other producers.

Step	Action
1	CLICK "Edit" to enter or modify the Tract Producer Exceptions.
2	Click on the appropriate tract or field in the Farm Hierarchy.
	<b>Note:</b> When 1 or more field level Other Producers exist on a tract with an HEL, CW and/or PCW violation, navigation to the field level is necessary to enter the HEL, CW and/or PCW exception.
3	Click the appropriate box drop-down menu and select the appropriate type of
	producer exception in the Parties Involved assignment block.
4	CLICK "Save" to save the Tract Producer Exception entries.

**Note:** "Has Appeal Rights" is automatically selected by the system. The user must access the HEL, CW, or PCW exception for the Owner or Other Producer to change the selection. See paragraph 34 and 6-CP for further information on HEL, CW, and PCW exceptions.

278-282 (Reserved)

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### 283 Create a Farm

#### A Overview

New farms can only be added in CRM Farm Records in the current FY.

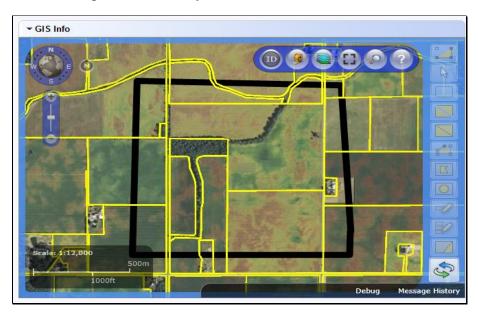
**Exception:** New farms created in the current FY may be replicated to a prior year in certain circumstances according to subparagraph 33 B.

Prior to creating a new farm, users must:

- ensure the operator, owners, and if applicable other producers are recorded in CRM Business Partner and have the needed associated county
- know the location of the new farm by identifying a:
  - neighboring farm and tract number
  - section-township-range number
  - physical address
- verify that no CLU's exist in the location of the new farm.
  - **Note:** A farm may reside in another county CLU layer and may be difficult to determine in CRM, especially if the area is completely surrounded by boundaries. See paragraph 207 for using the Identification Tool to determine if the area is already delineated as a farm.

### **B** Example

Following is an example of the GIS Assignment Block with an AOI delineated identifying land to be captured in a newly created farm.



# C Action

The following table provides the steps for creating a new farm.

Step	Action			
1	<ul> <li>Verify that no CLU's exist in the location of the new farm. In the GIS Info assignment block:</li> <li>use the "AOI Search" tool to find the location of the new farm. See</li> </ul>			
	<ul> <li>paragraph 207.</li> <li>use the "Identification Tool" and click in the location of the new farm to determine if a CLU already exists in the location. If a CLU already exists in the location, the Create a Farm steps are not the correct action for the intended</li> </ul>			
2	new farm.         From the CRM Homepage, CLICK "Farm Records" from the navigation bar.         CLICK "Create Farm/Bin" from the second level navigation.			
	Home Home Workflow Tasks Worklist Business Partner Farm Records Product Master L No result found L No result found			

Step	Action
3	User must enter:
	<ul> <li>Administrative State</li> <li>Administrative County</li> </ul>
	• Farm Operator.
	The following identifies the data elements to be entered when creating a new farm.
	Farm: 96342815, 🖸 Back 👻 🖸
	Save Save Save Save Save Save Save Save
	Installed Base Hierarchy  GIS Info Make an entry in field 'Administrative County'
	Image: the second processing of the second procesing of the second procesing of the second processing of the second
	Farm Number: 0 Construction
	d Farm Description:
	Administrative State:*
	Administrative Count
	Farm Status: In-Creation
	► Land Data
	► Crop Election Data
	► Crop Data
	▼ Parties Involved 🔟 🕮 🍕 👄
	C II Insert
	Name Function ID HEL Exce CW Exce PCW B No result found
	→ FPMS Status
	<ul> <li>a. Click the drop-down for the Administrative State value to choose the state where this farm will be administered.</li> </ul>
	<b>Note</b> : This value may default to the user's administrative state.
	b. Click the drop-down for the Administrative County value to choose the county where this farm will be administered.
	Note: This value may default to the user's administrative county.
	c. Add an operator to the newly created farm using the Parties Involved assignment block. See step 4 for detailed instructions.
	d. Farm Description is optional. If desired the user may enter a farm description. <b>Do NOT enter any PII data into this field.</b>

Step	Action				
3	Notes: Farm Number is system assigned and will populate as the next available				
(Cntd)	farm number for the county after clicking save.				
	The initial Farm Status will be "In-Creation" when creating a farm. When finished with the creation process the user must change the Farm Status to "Active".				
4	Add an Operator to the Newly Created Farm.				
	1. CLICK " <b>Insert</b> " in the Parties Involved assignment block.				
	✓ Parties Involved				
	1 (Insert)				
	Name				
	No result found				
	2. CLICK "Input Help". ▼ Parties Involved				
	Î Insert				
	Name Function ID				
	Operator				
	<ol> <li>The Search: Partners – Webpage Dialog window will display.</li> <li>Enter applicable information in the Search criteria entries. See Display Business Partner Record Simulation and/or work instructions for additional instructions.</li> </ol>				
	4. CLICK " <b>Search</b> " in the Search: Partners – Webpage Dialog window.				
	<ol> <li>Select the appropriate producer from displayed list by CLICKING on the "Common Customer Name".</li> </ol>				
5	CLICK "Save" Save on the CRM Toolbar to assign the new farm number.				

Step	Action				
6	All Farms must consist of at least one tract. To add a tract to a farm,				
	CLICK " <b>New Tract</b> " ^[] New Tract on the CRM Toolbar to assign a new tract number and populate the new tract in the Farm Hierarchy.				
	<b>Note:</b> Tract number is system generated and will populate as the next available tract number for the county.				
7	User must:				
	• enter tract Owner(s)				
	• enter tract level HEL Determination as "HEL determinations not completed"				
	• add at least one field containing at least 0.01 acres of farmland.				
	- GIS / More <del>-</del> (4) 🖪 (1)				
	Assign an Owner to the Tract.				
	Tract 5761 must have at least one field.				
	Tract 48-037-5761 contains farmland acres less than 0.01.				
	HEL Determination is required for tract 5761				
	Installed base with number 96342816 saved				

Step	Action
7	Tract: 96342817, 99-999 -5761
(Cntd)	Save SNew Tract X Cancel Fact Sheet Transfer Process Farm Division - GIS More =
``´´	Installed Base Hierarchy
	1 H Level Up
	State/County/Tract: 99-999 -5761     County Physical Location: 0
	b Tract Description: Congressional District: 0
	C BIA Range Unit Number: d Wetland Certified:* No
	Tract Status: Active Year Wetland Certified:
	Divided From:
	Combined From:
	► Tract Land Data
	► Tract Cran Data
	Tract Crop Data
	→ Tract CCC-505 CRP Reduction Data
	▼Parties Involved 🔟 🖶 🍳
	Îl Inset
	A Name Function ID HEL Exce CW Exce PCW
	No result found
	a. Add an owner to the newly created tract using the Parties Involved assignment block. See the next step for detailed instructions. An "other producer" can also be added when applicable to the tract.
	b. Tract Description is optional. It is recommended to enter a tract description such as the legal description of the tract. <b>Do not enter any</b>
	PII data into this field.
	c. The BIA Range Unit Number is a manual entry when applicable.
	d. The Wetland Certified value defaults to "No". Do NOT update during
	tract creation. Only update to "Yes" or "Partial" after receiving an
	official determination from NRCS on NRCS-CPA-026E.

Step	Action
8	Add an Owner to a Newly Created Tract
	CLICK "Insert" on the Parties Involved assignment block.
	Parties Involved
	CLICK "Input Help".
	▼ Parties Involved
	🗊   Insert
	Name Function ID
	Owner
	<ul><li>Note: The Parties Involved Assignment Block at the tract level defaults to "Other Tenant". Use the drop-down menu to select "Owner".</li><li>The Search: Partners – Webpage Dialog window will display.</li></ul>
	Enter applicable information in the Search criteria entries. See <b>Display</b> <b>Business Partner Record Simulation</b> and/or <b>work instructions</b> for additional instructions.
	CLICK "Search" in the Search: Partners – Webpage Dialog window.
	Select appropriate producer from displayed list.

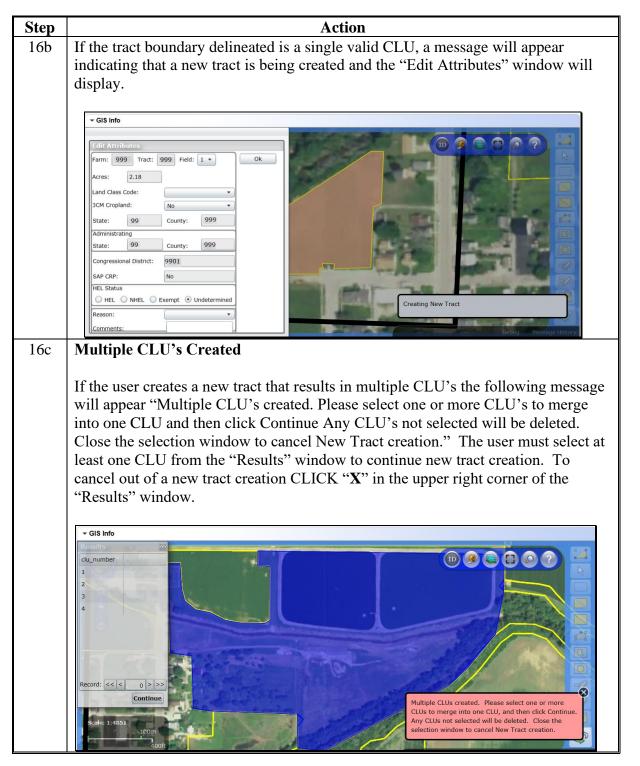
Step	Action
9	Adding an Other Producer to a Newly Created Tract or Field (if necessary)
	Navigate to the Parties Involved assignment block.
	CLICK "Insert" on the Parties Involved assignment block.
	Parties Involved
	Name
	No result found
	CLICK "Input Help".
	▼Parties Involved III @ @ ●
	Insert         Insert           Name         Function         ID         HEL Exceptions         CW Exceptions         PCW Ex
	Other Tenant
	The Search: Partners – Webpage Dialog window will display.
	Enter applicable information in the Search criteria entries. See Display
	<b>Business Partner Record Simulation</b> and/or <b>work instructions</b> for additional instructions.
	CLICK "Search" in the Search: Partners – Webpage Dialog window.
	Select appropriate producer from displayed list by clicking on the "Common Customer Name".
	CLICK "Save" on the CRM toolbar to complete transaction.
10	CLICK on " <b>GIS Info</b> " to expand the GIS Info assignment block.
11	On the GIS Standard Toolbar, CLICK the "AOI Search" area of interest tool.

Step	Action
12	The AOI Search window has three search options to find the location of the new farm:
	<ul> <li>CLU Search</li> <li>PLSS Search</li> <li>Address Search.</li> </ul>
	Choose the most applicable search method. See to paragraph 211 for instructions on searching an area using the AOI Search tools.
	<b>Note:</b> See work instructions <b>PLSS Search</b> for more information on searching by Section-Township-Range to identify the location of the new farm. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.
13	In the GIS Info assignment block, use the navigation tools to locate the area to create the new farm. Refer to the paragraph 205 for further instructions on using the Navigation Compass tools.
14	CLICK "Create New Tract" <b>F</b> ool. <b>Note:</b> If this tool is not active, zoom in to 1:4800 scale.
15	The AOI defines the area where the tract will be created and is represented by a black line. This does not need to be precise. The AOI needs to be large enough to include the entire tract.
	Click outside the extent of the tract to begin delineating the AOI. When creating a very large tract it may be necessary to zoom out to be sure the AOI is larger than the actual tract size.
	Click at each corner needed to create a polygon shape.
	Double click to complete the area.
	Note: The AOI is not the tract boundary, it should include ample area to delineate the tract inside of the AOI without touching or crossing the AOI boundary.

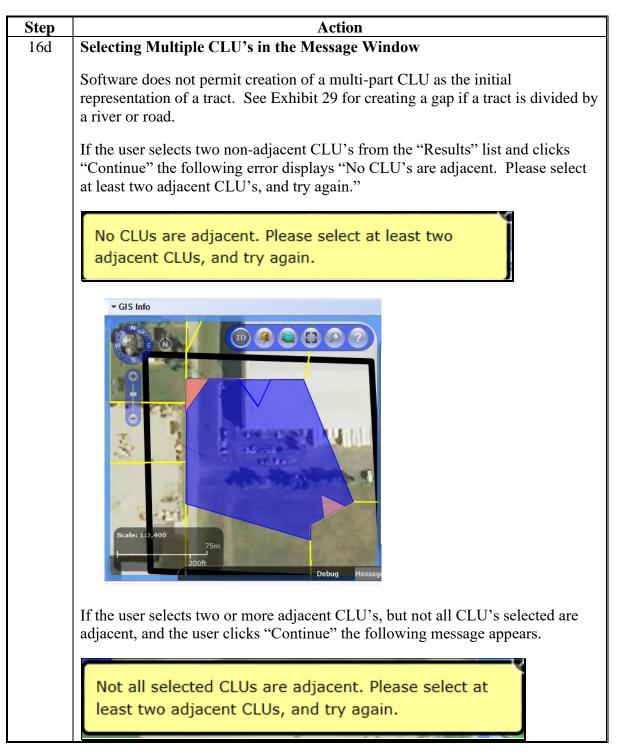
Step	Action
16	Read the following scenarios completely and choose the most applicable method before delineating the new tract.
	After completing the AOI boundary, the user will be able to immediately begin delineating the tract, no additional tool needs to be activated first. The initial tract boundary must include all land within the tract. See Exhibit 29 for creating a gap in the tract if the tract being created is divided by a road or a river. The area contained within the dividing road or river must be included in the initial representation of the tract. The gap for the road or river should be removed from the tract according to instructions in Exhibit 29 immediately after delineating and saving the initial tract boundary and before further dividing the tract into multiple fields. Specific fields within the tract will be delineated using a delineation tool in step 22. Ensure the GIS Info assignment block is zoomed to at least 1:4800.
16a	<b>Stand-alone Tract</b> - The new tract will reside in an open area not bordered by existing tracts.
	The starting and ending points must cross to complete the tract. Because the lines need to cross to complete the tract, the first and last point should be offset from the intended actual start and end location of the tract. The point where the two lines cross becomes the intended point as indicated below by the red boundary.
	Click to begin delineating the tract offset from the intended start location.
	Click to add vertices where the tract boundary changes direction.
	Double click to complete the tract offset from the intended end location after crossing the starting line. The point where the two lines cross becomes the intended point (as indicated by the black dot shown below).
	Start       End         DUBLE CLICK       to End

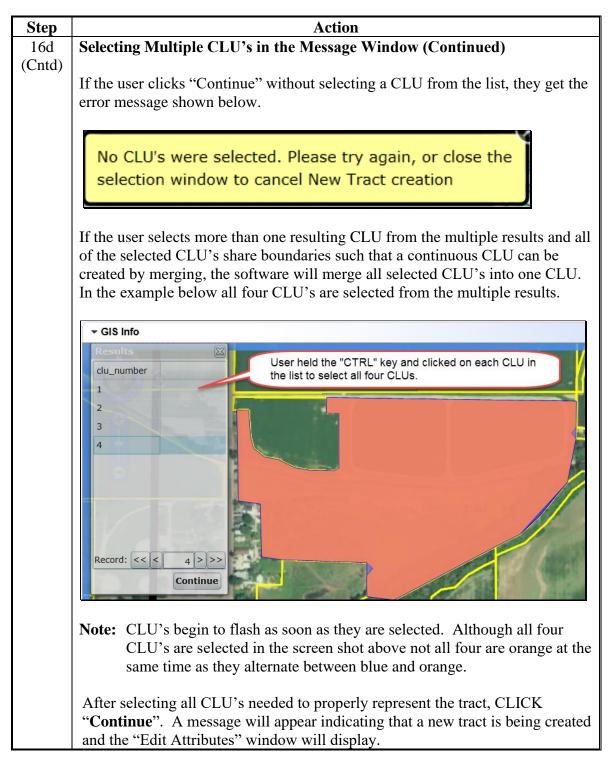
Step	Action
16a	Completely Enclosed Tract - The empty area is completely surrounded by
(Cntd)	existing tracts.
	• For a completely enclosed tract, overdraw the boundary so the new tract CLU will clip to and share the boundaries of the existing tracts. See below red boundary.
	• Delineate an oversized boundary for the tract through the adjacent existing tracts as indicated below by the red boundary.
	• Boundaries delineated through existing tracts will clip to the existing tract boundary and will not split the existing tracts.
	• Do not delineate new boundaries by attempting to trace an existing boundary because voids can result.
	Click to begin the oversized boundary outside of the existing CLU boundaries.
	Click to add vertices where the tract boundary changes direction completely through existing tracts.
	Double-click to complete the oversized boundary, crossing the starting line.
	DOUBLE CLICK to End CLICK to Start

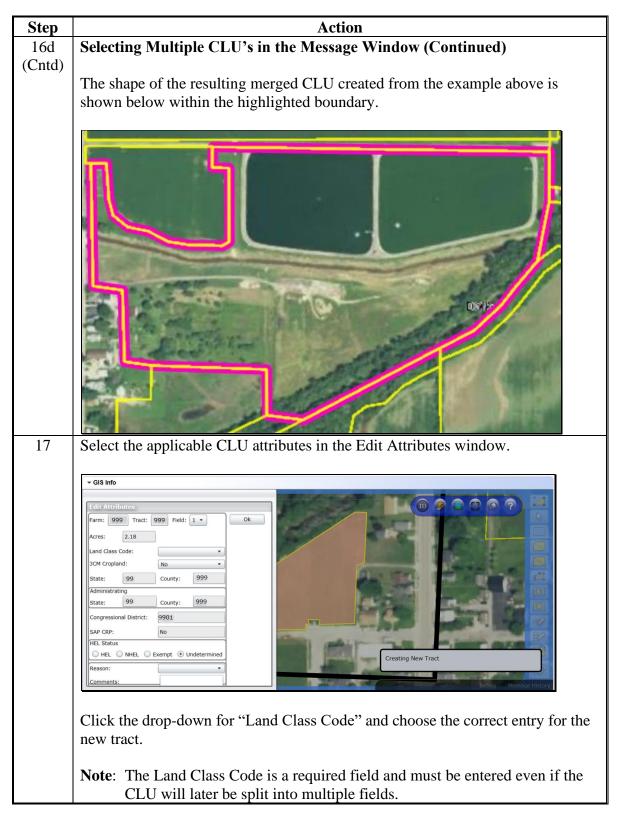
Step	Action
16a	New Tract with a Single Shared Boundary - The new tract needs to be
(Cntd)	appended to and share a boundary with an existing tract.
	• Only delineate the boundaries that are missing.
	• Boundaries delineated through existing tracts will clip to the existing tract boundary and will not split the existing tracts.
	• Do not delineate new boundaries by attempting to trace an existing boundary because voids can result.
	• This technique will append the new tract to the existing CLU(s). See below red boundary.
	Click to begin the tract within an existing tract near the corner vertex where the new boundary will begin appending it to the existing tract.
	If needed to snap to a corner vertex, hold the CTRL key and click the corner vertex to snap to the corner vertex. If no vertex is available to snap, cross the tract boundary without clicking on it.
	Click to add vertices where the tract boundary changes direction when the tract boundary will not be shared with an existing tract.
	For the final vertex, snap to a corner vertex if applicable, hold the CTRL key and click the corner vertex to snap to the corner vertex. If no vertex is available to snap, cross the tract boundary without clicking on it.
	Double-click inside of the same existing tract the starting point is in to complete the new tract.
	CLICK DOUBLE CLICK to End Double CLICK



Step	Action
16c	Multiple CLU's Created (Continued)
(Cntd)	Within the "Results" window CLICK on a row to select a CLU to keep. To select multiple CLU's, click one CLU, hold the CTRL key and select additional
	CLU's in the results window. The selected CLU's will flash alternating between blue and orange highlights. In the screen shot below CLU #4 is selected.
	← GIS Info
	Results
	clu_number
	3 4
	2
	Record: << < 4 > >>
	Continue
	Scale: 1:7276
	200m
	Zooft
	Note Small CLU's created by imperfect drawing may be difficult to detect. In
	the example above, as the selected CLU (4) flashes in orange the other
	3 unselected CLU's (1, 2, and 3) remain in constant blue and become more noticeable.







Step		Act	ion				
17 (Cntd)	If the final representation of the tract will only contain one field and the tract will not be split into multiple fields, the 3CM Cropland indicator and HEL Status must be verified and updated, if necessary, to accurately reflect the correct value.						
	<b>Note:</b> Field level HEL status determinations are recorded as "Undetermined" until NRCS has provided the County Office with a written determination on NRCS-CPA-026E.						
	If the tract will be split into Status can remain the defau representation.	-	· •				
	Refer to paragraph 229 for	entering CLU	attributes.				
	CLICK "OK" when comp	leted.					
18	NAVIGATE to the Tract Land Data assignment block and ENTER the Wetland Determination and the HEL Determination for the Tract. Refer to Part 7, Section 3.						
	<b>Note:</b> Tract level HEL Determination is recorded as "HEL determinations not completed for all fields on the tract" until NRCS has provided the County Office with a written determination on NRCS-CPA-026E.						
	Click the drop-down for W Click the drop-down for tra						
	▼ Tract Land Data			۵			
	Farmland Acres:	0.00					
			EWP Program Acres:	0.00			
	Cropland Acres:	0.00	EWP Program Acres: DCP Ag Related Activity Acres:	0.00			
	Cropland Acres: DCP Cropland Acres:	0.00					
	DCP Cropland Acres: CRP Cropland Acres:	0.00	DCP Ag Related Activity Acres:	0.00 0.00 0.00			
	DCP Cropland Acres: CRP Cropland Acres: WBP Acres:	0.00 0.00 0.00	DCP Ag Related Activity Acres: Wetland Reserve Prog. Acres: Effective DCP Cropland Acres: Double Cropped Acres:	0.00 0.00 0.00 0.00			
	DCP Cropland Acres: CRP Cropland Acres: WBP Acres: GRP Acres:	0.00 0.00 0.00 0.00	DCP Ag Related Activity Acres: Wetland Reserve Prog. Acres: Effective DCP Cropland Acres: Double Cropped Acres: Sugarcane Base Acres:	0.00 0.00 0.00 0.00 0.00			
	DCP Cropland Acres: CRP Cropland Acres: WBP Acres: GRP Acres: State Conservation Acres:	0.00 0.00 0.00 0.00 0.00	DCP Ag Related Activity Acres: Wetland Reserve Prog. Acres: Effective DCP Cropland Acres: Double Cropped Acres: Sugarcane Base Acres: CRP MPL Acres:	0.00 0.00 0.00 0.00 0.0			
	DCP Cropland Acres: CRP Cropland Acres: WBP Acres: GRP Acres: State Conservation Acres: Other Conservation Acres:	0.00 0.00 0.00 0.00 0.00 0.00	DCP Ag Related Activity Acres: Wetland Reserve Prog. Acres: Effective DCP Cropland Acres: Double Cropped Acres: Sugarcane Base Acres: CRP MPL Acres: SOD Acres:	0.00 0.00 0.00 0.00 0.0 0.00			
	DCP Cropland Acres: CRP Cropland Acres: WBP Acres: GRP Acres: State Conservation Acres: Other Conservation Acres: Cropland Acres Adj. Reason Code:	0.00 0.00 0.00 0.00 0.00	DCP Ag Related Activity Acres: Wetland Reserve Prog. Acres: Effective DCP Cropland Acres: Double Cropped Acres: Sugarcane Base Acres: CRP MPL Acres: SOD Acres: FAV/WR History:	0.00 0.00 0.00 0.00 0.00 0.00 No			
	DCP Cropland Acres: CRP Cropland Acres: WBP Acres: GRP Acres: State Conservation Acres: Other Conservation Acres: Cropland Acres Adj. Reason Code: Wetland Determination:* Wetland determination:	0.00 0.00 0.00 0.00 0.00 0.00 ations not complete	DCP Ag Related Activity Acres: Wetland Reserve Prog. Acres: Effective DCP Cropland Acres: Double Cropped Acres: Sugarcane Base Acres: CRP MPL Acres: SOD Acres: FAV/WR History: HEL Status:	0.00 0.00 0.00 0.00 0.00 0.00 0.00 No UHEL			
	DCP Cropland Acres: CRP Cropland Acres: WBP Acres: GRP Acres: GRP Acres: State Conservation Acres: Other Conservation Acres: Cropland Acres Adj. Reason Code: Wetland Determination:* Wetland determination: Wetland Vio. Det Wetland converted between	0.00 0.00 0.00 0.00 0.00 0.00 etions not complete	DCP Ag Related Activity Acres: Wetland Reserve Prog. Acres: Effective DCP Cropland Acres: Double Cropped Acres: Sugarcane Base Acres: CRP MPL Acres: SOD Acres: FAV/WR History: HEL Status:	0.00 0.00 0.00 0.00 0.00 0.00 No			
	DCP Cropland Acres: CRP Cropland Acres: WBP Acres: GRP Acres: State Conservation Acres: Other Conservation Acres: Cropland Acres Adj. Reason Code: Wetland Determination:* Wetland determination:	0.00 0.00 0.00 0.00 0.00 0.00 etions not complete	DCP Ag Related Activity Acres: Wetland Reserve Prog. Acres: Effective DCP Cropland Acres: Double Cropped Acres: Sugarcane Base Acres: CRP MPL Acres: SOD Acres: FAV/WR History: HEL Status:	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.			

### C Action (Continued)

eps 5-17.
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**Note:** See work instructions Create Farm Record and Delineate CLU for more information on creating a new farm. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations

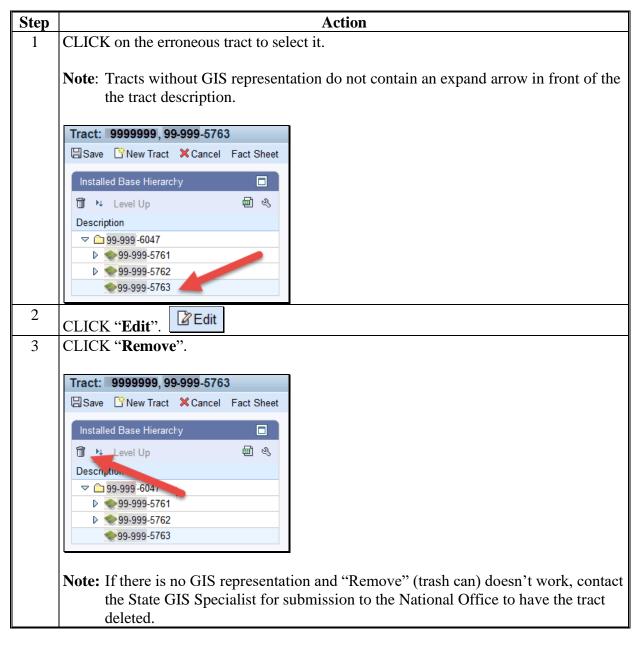
### **D** Removal of Erroneous Tracts

If an unwanted tract has been added to a newly created farm in error and it is listed in the Farm Hierarchy but does not have GIS polygons added to it, the erroneous tract can be deleted.

**Notes:** Tracts cannot be removed if GIS polygon(s) are delineated for the tract.

Tracts cannot be removed after the farm status has been set to "Active".

The following table provides instructions for removing an incorrectly created tract on a farm with In-Creation status.



### **E** Common Error Messages

Common error messages that prevent users from saving edits include:

Message	Action
Assign an Owner to the Tract	Add an Owner at the tract level Parties Involved
	assignment block.
HEL Determination is required for	Add an HEL Determination in the Tract Land Data
tract XXXX	assignment block.

### 284 Inactivate a Farm

#### A Overview

- *--Farm inactivation removes a farm from "active" status in CRM farm records and removes the farm from enrollment or program use for all other applications. All CLU's associated with the farm are also deleted permanently. Following are reasons for farm inactivation:
  - all land on the farm has been retired from agricultural production and COC has determined the land nonagricultural according to paragraph 27--*
  - as the result of a correction.
  - **Notes:** When a single tract from a multiple tract farm is retired from agricultural production a farm division shall be completed and the resulting single tract farm shall be inactivated.
    - *--Farm inactivation is not authorized instead of completing a reconstitution. Additionally, farms must not be inactivated solely because of no longer participating in USDA programs. Even if the farm has not participated in a USDA program in current or recent years, the farm should be retained as active unless COC has determined the land nonagricultural.--*

### **B** Example

Following is an example of the farm inactivation tool, located under the "More" drop-down menu on the CRM Toolbar.



# 284 Inactivate a Farm (Continued)

# C Action

The following table provides the steps to in-activate a farm.

Step	Action
1	On the Farm Data Screen, CLICK the "More" drop-down menu on the CRM
	Toolbar.
2	CLICK "Inactivate Farm" tool.
3	*The Farm In-Activation Verification – Webpage Dialog window will display.
4	Title: "Farm In-Activation Verification"
	<b>Message:</b> "Farm In-Activation has been selected. This action will permanently in-activate the farm and delete any associated program enrollment and acreage report. Do you wish to proceed?"*
	Click the applicable response:
	* * *
	<ul> <li>if "Yes" is selected, proceed to step 5</li> <li>if "No" is selected, the process ends.</li> </ul>
5	The Delete Confirmation – Webpage Dialog window will display.
6	Click the applicable response.
	Delete Confirmation Webpage Dialog          Inactivation of this farm will permanently delete its GIS representation. Do you wish to proceed with Deletion?         Yes         If "Yes" is selected, proceed to step 7. If "No" is selected the process ends.

### **284** Inactivate a Farm (Continued)

### C Action (Continued)

#### Action Step Farm is inactivated and Farm Status is updated to "In-Active" in the Farm Level 7 General Data Assignment Block ≙ ▼ General Data Farm Number: 1 Combined To: 0 State/County/Farm: 99-999-1 Divided from: 0 Farm Description: Transferred From: Administrative State: ANY Combined From: Administrative County: LAKE Divided To: Farm Status: In-Active Note: Once a farm is inactivated, it cannot be returned to active status.

**Note:** See work instruction **Inactivate a Farm** for more information on inactivating a farm. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

### 285-289 (Reserved)

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### Section 5 Out-of-Balance Conditions and Adjustment Reports

### **290 Out-of-Balance Tracts**

### A Overview

A tract is out of balance if tract base acres are in excess of the tract's Effective DCP *--Cropland plus Double Cropped acres. Corrective action is required on all out-of-balance tracts. Refer to paragraph 36. Reconstitutions and farm transfers will be restricted if out-of-balance tract conditions exist.--*

### **B** Example

Following is an example of a tract that is out of balance at the tract level.

•	Tract Land Data								
		Farm	and Acres:	82.49	)		EWP Program	Acres:	0.00
		Cropi	and Acres:	80.45	5	DCP /	Ag Related Activity	Acres:	0.00
		DCP Cropi	and Acres:	80.45	5	Wetla	nd Reserve Prog	Acres:	0.00
		CRP Crop	and Acres:	0.00	)	Effecti	ve DCP Cropland	d Acres:	80.45
		v	VBP Acres:	0.00			Double Cropped	d Acres:	0.00
		c	GRP Acres:	0.00	)		Sugarcane Base	Acres:	0.0
		State Conserva	ition Acres:	0.00			CRP MPL	Acres:	0.00
		Other Conserva	ition Acres:	0.00			SOE	Acres:	0.00
	Cropla	and Acres Adj. Rea	ison Code:	•			FAV/WR	History: No	•
Wetland Determination:* Wetland determinations not complete					HEL	Status: UHEL			
Wetland Vio. Det Wetland converted between December 23, 1985 and November				HEL Det	ermination:	NHEL: No agri	cultural commodity	planted on undetermir 🔻	
۷	Vetland Vio. Det An agricultu	ral commodity has	been planted on a	converted wetl					
		Vio. Det Wetland	converted after Nov	ember 28, 1990: 🔲					
•	Tract Crop Data								H 🗐 I
Ed	it List			_					
ъ	Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	CTAP Transitional Yield	CTAP Trai	nsitional Yiel	PLC Yield	PLC Yield Adj. Reason
	Wheat	2015	20.07		0.0000			65.0000	
	Corn	2015	19.91		0.0000			146.0000	
	Soybeans	2015	45.47		0.0000			49.0000	

In this example, Tract 100 has 85.45 acres of base with 80.45 acres of Effective DCP Cropland. Tract 100 is out of balance due to the total base acres exceeding the total Effective DCP Cropland Acres plus Double Cropped acres.

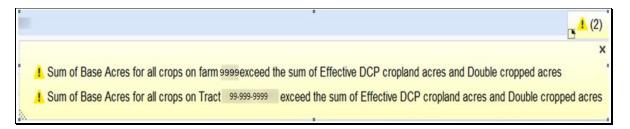
### C Action

The following table provides the steps for identifying if a tract is out of balance.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "Farm Records". Farm Records
3	CLICK "Search Farms/Bins".
4	Manually enter Farm number and CLICK "Search".
5	From the resulting list, CLICK on the "IBASE ID".
6	CLICK "Edit" to identify if a resulting notification message indicates an out-of-balance
	tract condition.

### **D** Common Error Messages

When "Edit" is selected from the CRM Toolbar a warning message will be displayed alerting the user if a tract is out-of-balance. If the farm is out of balance an additional error message will display indicating the farm is also out-of-balance.



### *--290.5 Out-of-Balance Tract Report--*

### A Overview

State GIS Specialists have been provided the GIS tools and instructions for creating an Out-of-Balance Tract Report for their State. This report must be created on a regular basis and provided to the County Office field staff to review and correct all out-of-balance tract conditions according to paragraph 36. The data to run the report is available in the Farm Records Tract Detail Report from EDW.

### **B** GIS Out-of-Balance Tract Tool and Instructions

The GIS python tool to create the State Out-of-Balance Tract Report is saved to the I:/Scripts folder within the Citrix environment folder directory. Instructions for copying the tool to the local workstation, downloading the required EDW tract report, and running the tool in ArcMap are found on the Farm Records Intranet page at

https://inside.fsa.usda.gov/program-areas/dafp/common-processes/farm-records/index.

### 291 Correcting Out-of-Balance Tracts or Incorrect Yield Data

### A Overview

Users must have an approved CCC-505 or properly executed CCC-517 or CCC-518 on file before completing edits to the Tract Crop Data assignment block. Refer to paragraph 249 and Part 2 for instructions on manually updating base and yields using the CCC-505 and CCC-517 and CCC-518.

**Note:** Users have the option to utilize a semi-automated redistribution worksheet located at https://inside.fsa.usda.gov/program-areas/dafp/common-processes/farm-records/index, though for all new base reductions or redistributions the automated processes in CRM should be the primary tools used.

### **B** Example

Following is an example of correcting the Tract Crop Data assignment block due to Out-of-Balance Tracts.

▼ Tract Crop Data 🔟 🗐 🔍 ः						lil ∰ & ≙	
Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	CTAP Transitional Yield	CTAP Transitional Yield	PLC Yield	PLC Yield Adj. Reason
Wheat	2015	20.07	CCC-517	0.0000		65.0000	
Corn	2015	19.91	CCC-517	0.0000		146.0000	
Soybeans	2015	39.57	CCC-505 permanent re	0.0000		49.0000	

### C Actions for Decreasing Base Acres or Yields

Once the out-of-balance tract has been selected, decrease base acres or yields according the following instructions.

Step	Action	
	CLICK "Edit" on the CRM Toolbar.	
Selection Box	Click the blue box located to the left side of a crop to select the crop and enable the Tract Crop data field entries to be edited. Soybeans	
Crop Name	System populated. No action necessary.	
Crop Year	System populated. No action necessary.	
Base Acres	Base acres are decreased by manually adjusting the amount of base acres. Clicking "Enter" or "Save" after making the adjustment enables the dropdown for Base Acre Reason Adjustment Code. A reason code is required whenever base acres are adjusted.	

<ul> <li>Appeal</li> <li>CCC-505 Permanent Reduction</li> <li>CCC-505 Reduction Commercial</li> <li>CCC-505 Reduction due to CRP Enrollment</li> <li>CCC-505 Reduction Residential</li> <li>CCC-517</li> <li>COC Redistribution</li> <li>CCC Reduction</li> <li>CCC Reduction reason code will be added. Until this code is available use relief given to correct base and yield data when correction would be the most appropriate reason code.</li> <li>CTAP Transitional Yields are decreased by manually adjusting the yield value. Whenever an adjustment is made to the CTAP Yield a adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for CTAP Transitional Yield Adjustment Code. The CTAP Yield is only editable for Generic Base Acres.</li> <li>CTAP Transitional Adj Reason</li> <li>Appeal</li> <li>CCC-505 Reduction Commercial</li> <li>CCC-505 Reduction due to CRP Enrollment</li> <li>CCC-505 Residential</li> <li>CCC-505 Residential</li> <li>CCC-517</li> <li>COC Redistribution</li> <li>COC Reduction</li> <li>CRP Expired/Terminated</li> <li>Relief given to correct base and yield data.</li> </ul>	Step	Action
<ul> <li>CCC-505 Permanent Reduction</li> <li>CCC-505 Reduction Commercial</li> <li>CCC-505 Reduction due to CRP Enrollment</li> <li>CCC-505 Reduction Residential</li> <li>CCC-517</li> <li>COC Redistribution</li> <li>COC Reduction</li> <li>CRP Expired/Terminated</li> <li>Relief given to correct base and yield data.</li> </ul> Note: A correction reason code will be added. Until this code is available use relief given to correct base and yield data. Note: A correction reason code will be added. Until this code is available use relief given to correct base and yield data when correction would be the most appropriate reason code. CTAP Transitional Yield CTAP yields are decreased by manually adjusting the yield value. Whenever an adjustment is made to the CTAP Yield a adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for CTAP Transitional Yield Adjustment Code. The CTAP Yield is only editable for Generic Base Acres. CTAP Transitional Adj Reason Appeal CCC-505 Permanent Reduction • Appeal • CCC-505 Reduction due to CRP Enrollment • CCC-505 Reduction due to CRP Enrollment • CCC-505 Residential • CCC-517 • COC Reduction • COC Reduction • CPC PExpired/Terminated • Relief given to correct base and yield data.	Base Acres Adj. Reason	Select the appropriate reason code that applies to the situation:
reason code.CTAP Transitional YieldCTAP yields are decreased by manually adjusting the yield value. Whenever an adjustment is made to the CTAP Yield a adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for CTAP Transitional Yield Adjustment Code. The CTAP Yield is only editable for Generic Base Acres.CTAP Transitional Adj ReasonSelect the appropriate reason code that applies to the situation• Appeal • CCC-505 Permanent Reduction • CCC-505 Reduction Commercial • CCC-505 Residential • CCC-505 Residential • CCC-517 • COC Redistribution • COC Reduction • CRP Expired/Terminated • Relief given to correct base and yield data.		<ul> <li>CCC-505 Permanent Reduction</li> <li>CCC-505 Reduction Commercial</li> <li>CCC-505 Reduction due to CRP Enrollment</li> <li>CCC-505 Reduction Residential</li> <li>CCC-517</li> <li>COC Redistribution</li> <li>COC Reduction</li> <li>CRP Expired/Terminated</li> <li>Relief given to correct base and yield data.</li> </ul> Note: A correction reason code will be added. Until this code is available use relief given to correct base and yield
Yieldvalue. Whenever an adjustment is made to the CTAP Yield a adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for CTAP Transitional Yield Adjustment Code. The CTAP Yield is only editable for Generic Base Acres.CTAP Transitional Adj ReasonSelect the appropriate reason code that applies to the situation• Appeal• CCC-505 Permanent Reduction • CCC-505 Reduction due to CRP Enrollment • CCC-505 Residential • CCC-505 Residential • CCC-517 • COC Redistribution • COC Reduction • CRP Expired/Terminated • Relief given to correct base and yield data.		
CTAP Transitional Adj ReasonSelect the appropriate reason code that applies to the situation• Appeal• CCC-505 Permanent Reduction• CCC-505 Reduction Commercial• CCC-505 Reduction due to CRP Enrollment• CCC-505 Residential• CCC-517• COC Redistribution• COC Reduction• CRP Expired/Terminated• Relief given to correct base and yield data.		value. Whenever an adjustment is made to the CTAP Yield an adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for CTAP Transitional Yield Adjustment Code.
is available use Relief given to correct base and yield	•	<ul> <li>CCC-505 Permanent Reduction</li> <li>CCC-505 Reduction Commercial</li> <li>CCC-505 Reduction due to CRP Enrollment</li> <li>CCC-505 Residential</li> <li>CCC-517</li> <li>COC Redistribution</li> <li>COC Reduction</li> <li>CRP Expired/Terminated</li> <li>Relief given to correct base and yield data.</li> </ul> Note: A Correction reason code will be added. Until this code

# C Actions for Decreasing Base Acres or Yields (Continued)

Step	Action		
PLC Yield	PLC yields are decreased by manually adjusting the yield value.		
	Whenever an adjustment is made to the PLC Yield an		
	adjustment reason code is required. Clicking "Enter" or "Save"		
	after making the yield adjustment activates the dropdown for		
	PLC Yield Adjustment Code. * * *		
PLC Yield Adj.	Select the appropriate reason code that applies to the situation:		
Reason			
	• Appeal		
	CCC-505 Permanent Reduction		
	CCC-505 Reduction Commercial		
	CCC-505 Reduction due to CRP Enrollment		
	CCC-505 Reduction Residential		
	• CCC-517		
	COC redistribution		
	COC reduction		
	• Relief given to correct base and yield data.		
	Note: CCC-518 and Correction reason codes will be added.		
	Until they are available use Relief given to correct base		
	and yield data when either CCC-518 or Correction reason		
	codes would be the most appropriate entry.		

# C Actions for Decreasing Base Acres or Yields (Continued)

**Note:** The tract yield for a crop can only be greater than zero if the crop base acres are greater than zero. Base and/or Yield Adjustment Reasons are only needed if either the base and/or yield have been updated.

# **D** Actions for Increasing Base Acres or Yields

Once the tract has been selected, increase the base acres or yield according to the following.

Step	Action
	CLICK "Edit" on the CRM Toolbar.
Selection Box	Click the blue box located to the left side of a crop to select
	the crop and enable the Tract Crop data field entries to be
	edited. Soybeans
Crop Name	System populated. No action necessary.
Crop Year	System populated. No action necessary.
Base Acres	Base acres are increased by manually adjusting the amount of
	base acres. Clicking "Enter" or "Save" after making the
	adjustment enables the dropdown for Base Acre Reason
	Adjustment Code. A reason code is required whenever base
	acres are adjusted.
Base Acres Adj. Reason	Select the appropriate reason code that applies to the
	situation:
	• Appeal
	• CCC-517
	COC Redistribution
	Increase due to CLU certification
	• Increase due to CRP expiration or termination
	• Relief given to correct base and yield data.
	Note: A correction reason code will be added. Until this
	code is available use relief given to correct base and
	yield data when correction would be the most
	appropriate reason code.

### Action Step **CTAP** Transitional Yield CTAP yields are increased by manually adjusting the yield value. Whenever an adjustment is made to the CTAP Yield an adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for CTAP Transitional Yield Adjustment Code. The CTAP Yield is only editable for Generic Base Acres. Select the appropriate reason code that applies to the CTAP Transitional Adj Reason situation: • Appeal • CCC-517 • COC Redistribution • Increase due to CLU certification • Increase due to CRP expiration or termination • Relief given to correct base and yield data. Note: A correction reason code will be added. Until this code is available use relief given to correct base and vield data when correction would be the most appropriate reason code. PLC yields are increased by manually adjusting the yield PLC Yield value. Whenever an adjustment is made to the PLC Yield an adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for PLC Yield Adjustment Code. *** PLC Yield Adj. Reason Select the appropriate reason code that applies to the situation: Appeal • CCC-517 COC Redistribution • Increase due to CLU certification • Increase due to CRP expiration or termination • Relief given to correct base and yield data. Note: CCC-518 and correction reason codes will be added. Until they are available use relief given to correct base and yield data when either CCC-518 or correction reason codes would be the most appropriate entry.

### **D** Actions for Increasing Base Acres or Yields (Continued)

**Note:** The tract yield for a crop can only be greater than zero if the crop base acres are greater than zero. Base and/or Yield Adjustment Reasons are only needed if either the base and/or yield have been updated.

# **E** Common Error Messages

Common Error Messages that prevent users from saving edits include.

Alert	Action
Base Acre Adj. Reason Code is required	User must manually enter from the drop-down
for the 2015 "crop name" change on	the applicable reason code.
Tract XX-XXX-XXXX	
CTAP Transitional Yield Adjustment	User must manually enter from the drop-down
Reason Code required for 2015 crop	the applicable reason code.
change on Tract XX-XXX-XXXX	
PLC Yield Adjustment Reason Code	User must manually enter from the drop-down
required for 2015 crop change on Tract	the applicable reason code.
XX-XXX-XXXX	
The YYYY Base Acres of Tract	User must review and correct base acres prior to
XX-XXX-XXXX exceed the sum of the	saving to ensure out-of-balance tracts do not
Effective DCP acres and Double	result.
cropped acres	

### 292 Automated CCC-505 Base Reduction Tool

### A Overview

The automated CCC-505 base reduction tool allows creation, tracking, and approval of CCC-505, Voluntary Permanent DCP Base Acreage Reduction. The tool allows the user to designate base acres to be reduced and reason codes for the reductions. Tract and farm over-based, fully-based, and under-based statuses are interactively updated as base acre reductions are entered in the tool.

**Note:** The work instruction and/or simulation for the Automated CCC-505 Reduction Tool is available on the MIDAS Portal in the Bulletin Board assignment block. See Exhibit 20 for instructions on how to access the work instruction.

### **B** Example

Farm: 99999999, 99-999-2 🖸 Back 🝷 💽 🝷 Edit Fact Sheet Farm Division - GIS Tract Division Transfer Process More∓ ه 🖨 Tract Combination Installed Base Hierarchy GIS Info FSA-476DCP 🗊 🕨 Level Up **a** K FSA-156EZ ≙ General Data Continue Reconstitution Description Inactivate Farm ▽ 🗀 99-999-2 ≙ Land Data G Farm Division - CRM ▶ 🍉 99-999-400 CCC-505 ▶ 🍉 99-999-401 ≙ Crop Election Data  $\cong$ Crop Data  $\triangleq$ Parties Involved ≙ FPMS Status ≙ Change History

Following is an example of the location of the CCC-505 Tool.

The user must be at the farm level in the farm hierarchy to select "CCC-505" from the "More" drop-down menu. When at the tract or field level in the CRM hierarchy, "CCC-505" displays in the menu, but is not selectable.

# **B** Example (Continued)

Following is an example of the automated CCC-505.

CCC-505 For	m for Farm: 99999999 ,9	9 -999 -10439									🖸 Back 👻 💟
Save as Draft 🛛 🗖 Co	omplete and Print   🖫 Cancel	and Save as Draft	Cancel and Delete	🖉 Reprint 🛛 🖌 B	Back						2 (
▼ Farm Level Summa	ary										H 🗐 🔍
Farm Number	Original Total Base Ac	Base Acres To Be R	edu Base Acres A	fter Reduc Eff	fective DCP	Cropland + Double Crop A	cres (E	ffective [	OCP Cropland + [	Double Crop Acre	es) – Total Base A
10439	168.05	1.00	167.05	16	7.29		0.2	24			
▼ Farm Level Detail											ଳା 🖬 ଏ ≙
Crop Name	Original Tot	al Base Acres	Original Yield		Base Acre	es To Be Reduced	Base Acre	es After F	Reduction	Yield After Bas	e Acre Reduction
Barley	5.00		50.0000		0.00		5.00			50.0000	
Corn	133.05		115.6032		1.00		132.05			115.5320	
Soybeans	30.00		40.0000		0.00		30.00			40.0000	
<ul> <li>Tract Level Summa Tract Number</li> </ul>	ary Original Total Base Acres	Base Acres to b	e red Base Acres	after reduction	Effective [	OCP Cropland + Double Cro	op (E	ffective [	DCP Cropland + [	Double Crop Acre	es) – Total Base A
5866	54.98	0.00	54.98		54.22		0.7	76-			
5867	10.05	0.00	10.05		10.05		0.0				
5875	103.02	1.00	102.02		103.02		1.0	00			
▼ Tract Level Detail											⊨ ∰ & ≙
Tract Number	Crop Name	Yield	Original Base Acres	Base Acres to b	e reduced	Reason Code			Effective Year	Base Acres	s after reduction
5866	Barley	50.0000	5.00		0.00					5.00	
5866	Corn	100.9904	49.98		0.00					49.98	
5867	Corn	120.0000	10.05		0.00					10.05	
5875	Corn	125.0000	73.02		1.00	CCC-505 reduction Reside	ential	•	2016	72.02	
5875	Soybeans	40.0000	30.00		0.00					30.00	

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

Data for the farm being edited is displayed in four sections within the wizard:

- Farm level summary
- Farm level detail
- Tract level summary
- Tract level detail.

The tract level summary and tract level detail sections are color 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.

### C Action

After selecting the CCC-505 tool from the "More" drop-down menu, the CCC-505 wizard will display with the existing base records currently associated with the selected farm.

ew CCC-505 Form	n for Farm: 999999999, 99	-999-10439						🖸 Back	i 🕆 🖸
Save as Draft 🛛 🗖 Co	omplete and Print   🖫 Cancel a	and Save as Draft	Cancel and Delete	🖉 Reprint 🗹 Back	<b>1</b>				Ľ
▼ Farm Level Summa	ary							u (	<b>1</b> 4
Farm Number	Original Total Base Ac	Base Acres To Be	Redu Base Acres A	fter Reduc Effective	OCP Cropland + Double	Crop Acres	(Effective DCP Cropland +	Double Crop Acres) – Total Bas	se A.
10439	168.05	0.00	168.05	167.29		2	0.76-		
▼ Farm Level Detail								II @ (	Q 4
Crop Name		al Base Acres	Original Yield		Acres To Be Reduced		Acres After Reduction	Yield After Base Acre Reduc	ction
Barley	5.00		50.0000	0.00		5.00		50.0000	
Corn	133.05		115.6032	0.00		133.05	5	115.6032	
Soybeans	30.00		40.0000	0.00		30.00		40.0000	
▼ Tract Level Summa	ary < 3							, 👜 🗐	2
Tract Number	Original Total Base Acres	Base Acres to	be red Base Acres	after reduction Effect	tive DCP Cropland + Do	uble Crop	(Effective DCP Cropland +	Double Crop Acres) – Total Bas	-
5866	53.00	0.00	53.00	54.2		abio orop	1.22		
5867	10.05	0.00	10.05	10.0			0.00		
5875	105.00	0.00	105.00	103.	2		1.98- 4		
									eg.
▼ Tract Level Detail									Ŭ
Tract Number	Crop Name	Yield	Original Base Acres	Base Acres to be redu	ed Reason Code		Effective Year	Base Acres after reduction	on
5866	Barley	50.0000	5.00		.00			5.00	
5866	Corn	100.0000	48.00		.00			48.00	
5867	Corn	120.0000	10.05		.00			10.05	
5875	Corn	125.0000	75.00	5	.00 6		7	75.00	
5875	Soybeans	40.0000	30.00		.00			30.00	

A reduction to the current base data on the farm is submitted through the CCC-505 wizard according to the following table.

CCC-505	Description and Action
1. Toolbar	Save as Draft The user may save a draft of the 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 additional edits may be made, the form may be completed and printed, or the form may be cancelled and deleted.
	<b>Note:</b> It is not possible to print a draft CCC-505 because draft forms are permitted to contain incomplete, potentially erroneous, data. The intent of the automated CCC-505 reduction tool is to generate and print completed CCC-505 forms, generate a workflow to the CED, and immediately begin tracking the 30-day time frame for obtaining signatures. If more than 30 days are required to obtain all necessary signatures on forms voluntarily initiated by the producer additional time may be allowed. Workflows do not expire and are not cancelled by the system until rollover at the end of the CCC-505's designated effective year.

CCC-505 Form	Description and Action						
1. Toolbar (Cont.)	Complete and Print The user may complete and print CCC-505 at any time after at least one base reduction entry and associated reason code are entered. After CLICKING "Complete and Print" a paper CCC-505 is generated and is automatically populated with base reduction information along with the operator's name as the requestor and the owners of any tracts having base acres designated for reduction as required signatures. In addition, a workflow is generated and sent to the approving official.						
	<b>Note:</b> Edits to the farm while a printed but unapproved CCC-505 is outstanding, cancel the approval workflow. However, the user may save a draft at the time edits are initiated and re-instate the approval workflow using the "complete and print" option after the farm edits are completed.						
	Cancel and Save as Draft The user may only cancel and save as draft existing CCC-505 forms 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 CCC-505 had originally been saved as a draft.						
	<b>CCC-505</b> forms 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>Example 1</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.						
	✓Back The user may return to the farm record at any time by CLICKING "Back". If entries have been made in the tool the user will be asked if they want to save their edits. CLICKING "Yes" saves a draft of the CCC-505. CLICKING "No" returns the user to the farm record without saving any existing entries.						

CCC-505 Form	Description and Action
2. (Effective DCP	A negative value in this data field at the farm level indicates the
Cropland +	farm is over-based. A negative value in this data field at the
Double Crop	tract level indicates the tract is over-based.
Acres) – Total	
Base Acres	
3. Color-coded	Over-based tracts are color-coded as red in both the tract level
tract level data	summary and tract level detail sections of the tool. Fully-based
	tracts are color-coded as green. Under-based tracts are color
	coded as yellow.
4. Over-based	Over-based tracts are shown in the tract level summary section
tract indicator	both as color coded in 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.
5. Base Acres to	The "Base Acres to be Reduced" column in the tract level detail
be Reduced	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 PRESSES "Enter" on
	the keyboard or CLICKS "Save", the status of the tract being
	edited as over-based, fully-based, or under-based is interactively
	updated. As a result, 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.

### C Action (Continued)

CCC-505 Form	Description and Action							
6. Reason Code	When an entry is made in "Base Acres to be Reduced" for a specific tract and crop, the "Reason Code" column becomes editable when the user PRESSES "Enter" on the keyboard or CLICKS "Save". An error code will display 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.							
	<b>Note:</b> Reason code "CCC-505 due to CRP enrollment" is not permitted to be mixed with any other reason code.							
	When the reason code "CCC-505 reduction due to CRP enrollment" is selected, the user must select an effective year of either the current fiscal year or the subsequent fiscal year. If the subsequent fiscal year is selected the CCC-505 reductions are held in a pending status until after FY rollover.							
7. Effective Year	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.							

**Note:** See work instruction **CCC-505_Base Reduction** for more information on completing the automated CCC-505 Base Reduction form. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

### **D** Automated CCC-505 Approval

When "Complete and Print" is selected, 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. Pre-rollover notifications are sent on September 15 and September 25. Unapproved outstanding CCC-505's are deleted at rollover, except for those forms taken for CRP enrollment where the effective year is designated as the subsequent year.

* * *

For CCC-505 where the reason code is "CCC-505 due to CRP enrollment", CCC-505 CRP *--Reduction information must be entered in the Tract CCC-505 CRP Reduction Data

assignment block **after approval** of CCC-505. For reductions because of CRP completed through the automated CCC-505 wizard, the system will automatically enter the CCC-505 CRP Reduction Acres when the workflow is approved. See subparagraph E. See paragraph 250 for instructions for updating existing CCC-505 CRP Reduction Acres for a--* tract.

### **CCC-505 Workflow Tasks**

The workflow tasks associated with a submitted CCC-505 are shown below in the Workflow Task assignment block for the approving official. Select any of the workflow tasks to review the information or act on the workflow.



### **D** Automated CCC-505 Approval (Continued)

#### CCC-505 Worklist Items

To see all items in	the users' wor	klist, select "Wo	orklist" Wor	klist	from the
Navigation Menu.	On the screen	below, CLICK	"Search" to	display items	in the worklist.

Alerts:				-						
	No result found									
Inbox Search										
Quick Sear		-	Assigned 1	<b>o</b> :		-				
Main Cate.	WorkList	-	Date Typ	e:	Creation Date	-				
Status:		•	Fro	m:	17		To:	٥		
Description:										
Search Clear										
Result List										
Reserve Res	Reserve   Reset Reservation   Display   Workflow Substitution									
Description	Description Due On/At Proc S State County Created On									
Forward To:		🗗 Go								

Following is an example of the worklist.

Alert									
🗉 N	o result found								
Inbo	x Search								
	Quick Search:		-	Assig	ned To:		-		
	Main Category:	WorkList	-	Dat	e Type:	Creation Date	-		
	Status:		-		From:	<b>1</b>	То	6	
	Description:								
Sea	Clear								
Res	ult List: 6 Items Found	1							
Res	erve   Reset Reserva	tion Display	Workflow Substitution						H 🗐 🔍
ጜ	Description		Due On/At	Process	SubPr	State	County	Created On	
	Action required: CCC50	05 Form reques	09/15/2015 12:00:01 AM	Farm Records	Appro	ANY	LAKE	09/09/2015	
	Info for CED - Pending	CCC505 Appro	09/09/2015 04:51:41 PM	Farm Records	CCC5	ANY	LAKE	09/09/2015	
	CCC-505 form First pre	-rollover notifia	12/31/9999 11:59:00 PM	Farm Records	CCC5	ANY	LAKE	09/09/2015	
	Info for CED - Pending	CCC505 Appro	09/15/2015 12:00:01 AM	Farm Records	CCC5	ANY	LAKE	09/09/2015	
	CCC-505 form First pre	e-rollover notifia	09/09/2015 01:04:16 PM	Farm Records	CCC5	ANY	LAKE	09/09/2015	
	Action required: CCC50	05 Form reques	12/31/9999 11:59:00 PM	Farm Records	Appro	ANY	LAKE	09/09/2015	
Forw	ard To:	🗇 Go							

### E Examples of CCC-505 Messages

### **Initial Workflow**

The initial workflow sent to the CED when "Complete and Print" is selected is named "Action required: CCC-505 requested for a Farm".

Following is an example of the action required workflow message.

Back		L.
Decision:	Approve Execute Decision	
▼ Workflow Task	Disapprove	
	Subject Action required: CCC505 Form requested for a Farm : 645	Status Ready
	Sent Date 09/09/2015	Priority 5 Medium
	Due Date	
Description		
CCC-505 Form for far	m 6452 in LAKE County, ANY STATE has been requested. As the designated approvi	ng official, your action is required (approve or disapprove).
If your decision is not i	made within 30 days, you will receive a reminder notification. To view the Farm data, click	on the Farm hyperlink in the assignment block below.
Associated Busines	ss Objects	lil 圓 &
Description		Туре
Farm Number 6452		CCC505 Workflow Clas

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. If "Disapprove" is selected, the CCC-505 is cancelled and deleted and no updates are made to the record.

*--If the CCC-505 workflow is approved and the reason for the base reduction due to CRP enrollment, the approving official will be prompted to enter or select the associated CRP contract number. The reduced base acres will automatically be entered in the tract level CCC-505 CRP Reduction Data assignment bock with the entered CRP contract number.--*

### E Examples of CCC-505 Messages (Continued)

### **30-Day Notification**

If the workflow remains unapproved, 30 days after the CCC-505 is generated, a reminder notification titled "Information to CED" is sent to the CED. For CCC-505's initiated by the County Committee according to subparagraph 36 C, the CCC-505 shall be approved if all required signatures have not been returned within 30 days. If action is not taken within 15 days of receiving the notification below, the DD-will be notified.

Following is an example of the 30-day reminder notification.

Home						🖸 Back 🔻 📘
✓ Back						Ľ
Decision: I	Information to CE	CED 💌	Execute Decision			
* Workflow Task						
	Subject	Info for CED - Pending CCC505 Approval for a Farr	m : 6452 ,	Status	Ready	
	Sent Date	09/09/2015		Priority	5 Medium	
	Due Date					
Description						
CCC-505 Form for farm 6	6452 in LAKE C	County, ANY STATE has been awaiting approval for	or 30 days .			
Please take necessary a	iction on the corr	rresponding task. To view the Farm data click on the F	Farm hyperlink in the assignment block below	Ι.		
			_			

**Note:** CCC-505's approved without all required signatures after the 30 day timeframe has passed, must reflect a proportionate reduction from all crops with base acres on the out of balance tract(s).

### E Examples of CCC-505 Messages (Continued)

### **Pre-Rollover Notification**

Regardless of when the CCC-505 is generated, if the workflow remains unapproved on September 15, a reminder notification titled "Information to CED, DD" is sent to the CED and the DD for any workflow applicable to the current FY that will be deleted if not approved prior to rollover to the next FY. An additional pre-rollover notification will be sent on September 25 if the workflow remains unapproved.

Following is an example of the pre-rollover notification.

Back								2
Decision:	Information to CEL	.D,DD	▼ Exe	xecute Decision				
▼ Workflow Task								
	Subject C	CCC-505 form First pre-rollover	notifiaction Farm : 600	103 , C…	Sta	atus	Ready	
	Sent Date 0	09/09/2015			Prie	ority	5 Medium	
	Due Date							
Description								_
CCC-505 Form for fai process occurs.	rm 6003 in LAKE Co	ounty, ANY STATE is unapp	roved and awaiting you	our action.If the form is	not approved prior to	Farm	Records rollover the form will be deleted when the rollover	
This is your first pre-r	ollover notification. T	To view the Farm data, click on	the Farm hyperlink in t	the assignment block	below			
This is your mat pro-	onover notification. 1	To view the Farm data, click on	and i ann nyperinnen i	The assignment block	below.			

### *--F Auto-Populating CCC-505 CRP Reduction Data After CCC-505 for CRP Enrollment

If the CCC-505 workflow is approved and the reason for the base reduction is CRP enrollment, the approving official will be prompted to enter or select the associated CRP contract number. The reduced base acres will automatically be entered by the system in the tract level CCC-505 CRP Reduction Data assignment bock with the entered CRP contract number.--*

### 293 Automated CCC-517 Base Redistribution Tool

# A Overview

The automated CCC-517 base redistribution tool allows creation, tracking, and approval of CCC-517, Tract Base Acre Redistribution. The tool allows for the designation of base acres to be redistributed to available tracts and reason codes for the redistribution. Tract and farm over-based, fully-based, and under-based statuses are interactively updated as base acre redistributions are entered in the tool.

There are two options within the automated CCC-517 tool available:

- single farm option
- multiple farm option.

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.
- **Note:** 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 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.

### **B** Examples

The following screen displays the location of the CCC-517 Tool accessed from the "More" drop-down menu on the CRM toolbar.

Farm: 99999999 99-999-2			🖸 Bacl	( ¥ 🚺 ¥
Edit Fact Sheet Farm Division - GIS Tr	act Division Transfer Process	Мо	re =	28
			Tract Combination	
Installed Base Hierarchy	→ GIS Info		Base and Yield Notice	
T N D S			FSA-156EZ	
Description	General Data		Continue Reconstitution	4
▽ □ 99-999-2		Û	Inactivate Farm	
▶ ♦ 99-999-100	► Land Data	Š	Farm Division - CRM	
> > 99-999-101			CCC-505	
D ◆ 99-999-102	Crop Election Data		CCC-517	4
	Crop Data			

The following screen displays accessing the CCC-517 Tool from the farm search results when only one farm is searched.

Search: Farms								🖸 Back 🝷 (
* Specifying values for multiple f multiple line entries will broaden Search For: Search by Farm	the s	search resi		esults, wł	nile sj	pecifying diff	erent values for	the same field in
Farm/Bin Number	•	equals	•	2			0 0	
Administrative State	▼ i	is	•	Any		-	0 0	
Administrative County	▼ i	is	•	County	А	-	0 0	
Farm/Bin	▼ i	is	•			-	0 0	
IBase ID	▼ i	is	-				0 0	
Farm Status	▼ i	is	•			-	0 0	
Divided from farm:	•	equals	•				0 0	
Combined in farm:	•	equals	-				0 0	
Search Clear Reset Save Result List: 1 Installed Base F			Ma			r of Results:		
<b>New</b> Farm Combination		C-517						III 🗐 🔍
哈 Farm Num IBas Fa	arm D	Descri I	Farm/Bin	Admin St	tate	Admin C	Farm Status	Operator
2 99999999 No	ot Ap	plicable	Farm	Any		County A	Active	Operator A

### **B** Examples (Continued)

The following screen displays accessing the CCC-517 tool from the farm search results when more than one farm is searched.

Search Criteria							Hid	e Search Fields
* Specifying values for multi multiple line entries will broa				results, whi	le specifying (	differe	ent values for th	ne same field in
Search For: Search by I	⁻ arm/B	in #	-					
Farm/Bin Number	-	equals	-	2		0	•	
Farm/Bin Number	in Number 👻 equals		-	3		0	•	
Administrative State	-	is	-	Any		• 0	•	
Administrative County	-	is	-	County A		• 0	•	
Farm/Bin	-	is	-			• 0	•	
IBase ID	-	is	-			0	•	
Farm Status	-	is	-			• 0	•	
Divided from farm:	-	equals	•			0	•	
Combined in farm:	•	equals	•			0	•	
			Ma	ximum Nun	ber of Result	is: 10	00	
Search Clear Reset Sa	ave Sea	arch As:			Include Viev	N 🖪	Save	
Result List: 2 Installed Bas	ses Fo	und						
New   Farm Combina	tion	CCC-517						💷 📾 🍳
℃ Farm Num IBas	Farm	Descri F	Farm/Bin	Admin Sta	te Admin C		Farm Status	Operator
2 99999999	Not A	pplicable F	Farm	Any	County	А	Active	Producer A
3 0000000	Not A	pplicable F	Farm	Any	County /	4	Active	Producer B

**Note:** 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.

### **B** Examples (Continued)

Following is an example of the automated CCC-517.

Calculate Default Redistributions       Save as Draft       Complete and Print       Cancel and Save as Draft       Cancel and Delete       Reprint         Back       - Active Base Acre Changes Summary       Image: Cancel and Delete       Reprint       Image: Cancel and Delete       Reprint         A No result found       - Active Double Crop Acre Changes Summary       Image: Cancel and Delete       Image: Cancel and Parte       Image: Cancel and Parte       Image			Form for F												C Bac	• • E	
- Active Base Acre Changes Summary       Image: Summary<		ate Defa	ault Redistrib	utions 🛛 🔚 Sa	ive as Dra	aft 🔲 Com	plete a	nd Print	Can	cel a	and Save as Di	raft 🗍 Car	ncel and	Delete 🛛 🖉 Rep	rint	Z	
No result found <ul> <li>Active Double Crop Acre Changes Summary</li> <li>No result found</li> </ul> <ul> <li>Active Double Crop Acre Changes Summary</li> <li>No result found</li> <li>Farm Level Summary</li> <li>Total Dauble Crop Acres</li> <li>Eff. DCP Cropland Acres</li> <li>(Eff. DCP Cropland + CP</li> <li>16.20</li> <li>0.00</li> <li>16.62</li> <li>Farm Number</li> <li>Total Dauble Crop Acres</li> <li>Eff. DCP Cropland Acres</li> <li>(Eff. DCP Cropland + CP</li> <li>Farm N Crop</li> <li>Base Acres</li> <li>Yield</li> <li>Generic</li> <li>16.20</li> <li>80</li> <li>Cropt</li> <li>Base Acres</li> <li>Yield</li> <li>Generic</li> <li>16.20</li> <li>80</li> <li>Cropt</li> <li>Base Acres</li> <li>Yield</li> <li>Generic</li> <li>16.20</li> <li>80</li> <li>Generic</li> <li>16.20</li> <li>0.00</li> <li>0.00</li> <li>0.00</li> <li>1.30</li> <li>1.30&lt;</li></ul>	Dack																
Active Double Crop Acre Changes Summary      Active Double Crop Acre Changes Summary      Active Double Crop Acre Changes Summary      Farm Level Summary      Farm Number      Total Base Acres      Total Double Crop Acres      Eff. DCP Cropland Acres      (Eff. DCP      (Eff. DC      (D      (D      (D      (D	- Active	e Base	Acre Change	s Summary													
• Farm Level Summary       Total Base Acres       Total Double Crop Acres       Eff. DCP Cropland Acres       (Eff. DCP Cropland + D         • Farm Number       Total Base Acres       Total Double Crop Acres       Eff. DCP Cropland Acres       (Eff. DCP Cropland + D         • Farm Level Crop Detail       0.00       16.20       0.00       16.62         • Farm N       Crop       Base Acres       Yield         • Generic       16.20       0.00       0.00         • Tract Level Summary       Yield       0.00       0.00       0.00         • Tract Level Summary       0.00       0.00       0.00       0.00       0.00         • Tract Level Summary       0.00       0.00       0.00       0.00       1.30       0         • Tract Level Summary       • Tract Level Summary       • Target F       Eff. DC       (Eff. DC       Re         • Tract Level Crop Detail       • Original       Double       Revised       Double       Target F       Eff. DC       (Eff. DC       Re         • Tract Level Crop Detail       • O.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.0	No res	ult foun	d														
• Farm Level Summary       Total Base Acres       Total Double Crop Acres       Eff. DCP Cropland Acres       (Eff. DCP Cropland + D         • Farm Number       Total Base Acres       Total Double Crop Acres       Eff. DCP Cropland Acres       (Eff. DCP Cropland + D         • Farm Level Crop Detail       0.00       16.20       0.00       16.62         • Farm N       Crop       Base Acres       Yield         • Generic       16.20       0.00       0.00         • Tract Level Summary       Yield       0.00       0.00       0.00         • Tract Level Summary       0.00       0.00       0.00       0.00       0.00         • Tract Level Summary       0.00       0.00       0.00       0.00       1.30       0         • Tract Level Summary       • Tract Level Summary       • Target F       Eff. DC       (Eff. DC       Re         • Tract Level Crop Detail       • Original       Double       Revised       Double       Target F       Eff. DC       (Eff. DC       Re         • Tract Level Crop Detail       • O.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.0	- Activ	a Doub	le Cron Acre	Changes Sum	many											ភា	
- Farm Level Summary       Total Base Acres       Total Double Crop Acres       Eff. DCP Cropland Acres       (Eff. DCP Cropland + D         Farm Number       Total Base Acres       0.00       16.62         - Farm Level Crop Detail       Base Acres       Yield         Farm N       Crop       Base Acres       Yield         - Farm N       Crop       Base Acres       Yield         - Tract Level Summary       Yield       800       800         - Tract Level Summary       Original T       Base Acr       Revised       Original       Double       Target F       Eff. DC       (Eff. DC       Re         Confirm Changes       Farm/Tr       Original T       Base Acr       Revised       Original       Double       Target F       Eff. DC       (Eff. DC       Re         - Tract Level Crop Detail       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00 <td< td=""><td></td><td></td><td></td><td>onanges sam</td><td>inary</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>9</td></td<>				onanges sam	inary											9	
Farm Number         Total Base Acres         Total Double Crop Acres         Eff. DCP Cropland Acres         (Eff. DC)         (Ef	110103	uit iouii	iu .														
16.20       0.00       16.62         Farm Level Crop Detail       Farm N       Crop       Base Acres       Yield         Farm N       Crop       Base Acres       Yield       800         Tract Level Summary       16.20       0.00       0.00       800         Confirm Changes       Farm/Tr       Original T       Base Acr       Revised       Original       Double       Target F       Eff. DC       (Eff. DC       Re         Farm/Tr       Original T       Base Acr       Revised       Original       Double       Target F       Eff. DC       (Eff. DC       Re         Gonfirm Changes       Farm/Tr       Original 620       0.00       0.00       0.00       0.00       15.32       0.88       Image: Frame Tract Level Crop Detail       Image: Frame Tract Level Crop Detail       Farm/Tr       Crop       Original Base       Base acres to       Target Farm/Tr       Original Yield       Revised Yield       Re	- Farm	Level	Summary													2	
Farm Level Crop Detail         Yield           Farm N         Crop         Base Acres         Yield           Generic         16.20         800           Tract Level Summary         Iff. 20         800           Confirm Changes         Farm/Tr         Original T         Base Acr         Revised         Original         Double         Target F         Eff. DC         (Eff. DC         Re           Farm/Tr         Original T         Base Acr         Revised         Original         Double         Revised         Double         Target F         Eff. DC         (Eff. DC         Re           0.00         0.00         0.00         0.00         0.00         0.00         1.30         1.30         I           Tract Level Crop Detail         If 20         0.00         0.00         0.00         0.00         0.00         If 30         I         I           Confirm Changes         Farason Code:         CCC-517         Image: Farason Code:         CCC-517         Farason Code:         Target Farason Tr         Original Yield         Revised Yield         Re	Farm	n Numb	er	Total Ba	se Acres		Total	Double C	rop Acres	s	Eff. DCP (	Cropland Ac	res	(Eff. DCP Cro	pland + I	Doubl	
Farm N         Crop         Base Acres         Yield           Generic         16.20         80           Tract Level Summary         16.20         80           Confirm Changes         Farm/Tr         Original T         Base Acres         16.20         80           Farm/Tr         Original T         Base Acr         Revised         Double         Target F         Eff. DC         (Eff. DC         Re           0.00         0.00         0.00         0.00         0.00         0.00         1.30         1.30         1           Tract Level Crop Detail         16.20         0.00         0.00         0.00         0.00         0.00         15.32         0.88-         1           Confirm Changes         Farm/Tr         Crop Detail         Farm/Tr         Crop Original Base         Base acres to         Target Farm/T         Original Yield         Revised Yield         Re						16.20				0.0	00		16.62	2		0.	
Farm N         Crop         Base Acres         Yield           Generic         16.20         80           Tract Level Summary	F	1	Onen Deteil														
Generic       16.20       80          Tract Level Summary                 16.20               16.20               80          Confirm Changes                 7               7               7               7               7               7               7               7               7               7               7               7               7               7               7               7               7               7               7               7	-																
- Tract Level Summary       - Tract Level Summary	Farm	1 N					Base Acres							808.00			
Confirm Changes         Original T         Base Acr         Revised         Original         Double         Revised         Double         Target F         Eff. DC         (Eff. DC         Re           4         0.00         0.00         0.00         0.00         0.00         0.00         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30			Generic								1	6.20			0	00.00	
Confirm Changes         Original T         Base Acr         Revised         Original         Double         Revised         Double         Target F         Eff. DC         (Eff. DC         Re           4         0.00         0.00         0.00         0.00         0.00         0.00         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30	- Tract	Level	Summary													2	
0.00         0.00         0.00         0.00         0.00         0.00         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30         1.30 <td< td=""><td>Confin</td><td>m Char</td><td>nges</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Confin	m Char	nges														
Tract Level Crop Detail         0.00         16.20         0.00         0.00         0.00         0.00         15.32         0.88-         Image: Second Seco	Farm	1/Tr	Original T	Base Acr	Revised	Original	D	ouble	Revised	<b>1</b>	Double	Target F	Eff. DC	(Eff. DC	Re	Sta	
Tract Level Crop Detail     Confirm Changes     Farm/Tr     Crop     Original Base     Revised Base     Base acres to     Target Farm/T     Original Yield     Revised Yield     Re			0.00	0.00	0.	00 0.	.00	0.00	0	.00	0.00			1.30 1.30		U	
Confirm Changes         Reason Code:         CCC-517           Farm/Tr         Crop         Original Base         Revised Base         Base acres to         Target Farm/T         Original Yield         Revised Yield         Re			16.20	0.00	16.	20 0.	.00	0.00	0	.00	0.00		18	5.32 0.88-		0	
Confirm Changes         Reason Code:         CCC-517           Farm/Tr         Crop         Original Base         Revised Base         Base acres to         Target Farm/T         Original Yield         Revised Yield         Re	Tract	Level (	Cron Detail												n A	a	
Farm/Tr Crop Original Base Revised Base Base acres to Target Farm/T Original Yield Revised Yield Re			<u> </u>					Reason C	ode: C		-517	-				2	
Generic 0.00 0.00 0.00 0.000 0.0000 0.0000				Original	Base	Revised Ba	se	Base acr	res to	Та	arget Farm/T		Yield	Revised Yield	Re	Sta	
			Generic	, i	0.00						-	Ű	0.0000	0.0000		U	
Generic 16.20 16.20 0.00 - 808.0000 0			Generic		16.20		16.20		0.00			- 80	8.0000	808.0000		0	

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.

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.

# C Action

Following is an explanation of the automated CCC-517.

raft CCC-517 F	Form for Farm: 99999	9, 99-999-99999											🖸 Back 🝷
Calculate Default	Redistributions   🛛 Save a:	s Draft 🔲 Complete and Print 🗏 🗒	Cancel and Save as Draft 🛛 🗊 Ca	incel and Delet	e I 🗷 Reprint 🖌 Back <	1)							<b>(1)</b>
<ul> <li>Active Base Ac</li> </ul>	cre Changes Summary					<u> </u>							
Actions	Crop	Source Fan	m/Tract	Tar	get Farm/Tract		Acres			Yield Extensi	on Units (B	ushels/Pound	ls)
10	Soybeans	3694-4343		369	4-4338				0.67				23.45
- Anthra Davible (	Crop Acre Changes Summ											h	] = 4
No result found	crop Acre Changes Summ	aiy											3 <del>2</del> 3
												5	
Farm Level Su	ummary												
Farm Number		Total Base Acres		Total Double	Crop Acres		Eff. DCP Cropland A	cres		(Eff. DCP Cropla	ind + Doubl	e Crop) - Tota	
3694			289.90			0.00			291.55				1.
• Farm Level Cro	op Detail											Ŀ	
Farm Number	Crop		8	Base Acres				Yield					
3694	Com							152.00					111.60
3694	Generic							41.85					1,450.00
3694	Soybeans							96.05					36.04
												_	
<ul> <li>Tract Level Su</li> </ul>	•											Ŀ	] 🗐 🔍
Confirm Changes													
Farm/Tract	Original Total Base		ed Total Bas Original Double		Crop Acre Revised Double		e Crop Acre Ta	rget Farm/Tract	Eff. DCP Cropland			Recipient	Status
3694-4338		2.15 0.67	132.82	0.00	0.00	0.00 0.00			136		3.34		UB
3694-4342			56.82	0.00	0.00	0.00 0.00				.13 4	1.69-		OB
3694-4343	100	0.93 0.67-	100.26	0.00	0.00	0.00 0.00			100	.26	0.00	L	FB
<ul> <li>Tract Level Cro</li> </ul>	op Detail											Ŀ	1 🗐 🔍
	s < 8			F	leason Code: CCC-517 <	6 -							
Confirm Changes				5	Base acres to be redistributed	Target Farm	/Tract < 7 🌖	Original Yield	Re	vised Yield		Recipient	Status
Confirm Changes Farm/Tract	Crop	Original Base Acres	Revised Base Acres	5 /	value acrea to be registingated	rarger i ann					110.8301		UB
		Original Base Acres	Revised Base Acres 70.65	70.65	0.00		<u> </u>	-	110.8301		110.6301		
Farm/Tract	Crop	Original Base Acres						•	110.8301 1,450.0000		1,450.0000		UB
Farm/Tract 3694-4338	Crop Com	Original Base Acres	70.65	70.65	0.00								
Farm/Tract 3694-4338 3694-4338	Crop Com Generic	Original Base Acres	70.65 19.47	70.65 19.47	0.00				1,450.0000		1,450.0000		UB
Farm/Tract 3694-4338 3694-4338 3694-4338	Crop Com Generic Soybeans	Original Base Acres	70.65 19.47 42.03	70.65 19.47 42.70	0.00 0.00			-	1,450.0000 35.0000		1,450.0000 35.0000		UB UB
Farm/Tract 3694-4338 3694-4338 3694-4338 3694-4338	Crop Com Generic Soybeans Com	Original Base Acres	70.65 19.47 42.03 28.86	70.65 19.47 42.70 28.86	0.00 0.00 1.00 0.00			-	1,450.0000 35.0000 115.0000		1,450.0000 35.0000 115.0000		UBUB
Farm/Tract 3694-4338 3694-4338 3694-4338 3694-4342 3694-4342	Crop Com Generic Soybeans Com Generic	Original Base Acres	70.65 19.47 42.03 28.86 7.94	70.65 19.47 42.70 28.86 7.94	0.00 0.00 0.00 0.00 0.00				1,450.0000 35.0000 115.0000 1,450.0000		1,450.0000 35.0000 115.0000 1,450.0000		UB UB OB OB
3694-4338 3694-4338 3694-4338 3694-4342 3694-4342 3694-4342	Crop Com Generic Soybeans Com Generic Soybeans	Original Base Acres	70.65 19.47 42.03 28.86 7.94 20.02	70.65 19.47 42.70 28.86 7.94 20.02	0.00 0.00 0.00 0.00 0.00 0.00			· · · · · · · · · · · · · · · · · · ·	1,450.0000 35.0000 115.0000 1,450.0000 40.0000		1,450.0000 35.0000 115.0000 1,450.0000 40.0000		UB UB OB OB OB

# C Action (Continued)

A base redistribution is completed in the CCC-517 wizard according to the following.

Number/Item	Explanation
1. Toolbar	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.
	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.
	Override Existing Redistributions? Webpage Dialog      Existing changes made within this form will be overwritten with default redistributions. Do you want to proceed?      Yessi No
	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.
	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.

# C Action (Continued)

Number/Item	Explanation				
1. Toolbar	<b>Example:</b> Target Tract/Crop combination 999-9999/corn has the largest				
(Cntd)	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.				
	Note: Default calculation of redistribution is not applicable to the				
	multiple farm version of the automated CCC-517.				
	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.				
	<b>Complete and Print</b> 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.				
	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.				
	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.				

# C Action (Continued)

Number/Item	Explanation					
1. Toolbar	Reprint When an axisting CCC 517 has been completed and					
(Cntd)	when an existing CCC-317 has been completed and					
	printed, the form may be reprinted at any time the unexecuted CCC-517					
	workflow remains outstanding.					
	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.					
2. (Effective	A negative value in this data field at the tract level indicates the tract is					
DCP Cropland +	over-based.					
Double Crop						
Acres) – Total	A zero value indicates the tract is fully based.					
Base Acres						
	A positive value indicates the tract is under-based, meaning it has free					
	acres available to support additional base acres.					
3. Color-coded	Over-based tracts are color coded red in both the "Tract Level Summary"					
tract level data	and Tract Level Detail" sections of the tool. Fully-based tracts are color					
	coded green. Under-based tracts are color coded yellow.					
4. Over-based	Over-based tracts are shown in the "Tract Level Summary" section both					
tract indicator	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.					
5. Base Acres to	The "Base Acres to be Redistributed" column in the "Tract Level Crop					
be Redistributed	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.					
	Base acres may be redistributed from any tract regardless of its status as					
	over-based, fully-based, or under-based.					

### C Action (Continued)

Number/Item	Explanation
6. Reason Code	The tool requires the user to designate a reason code to be applied for the redistributions in the "Tract Level Detail" sections.
	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.
	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".
7. Target	Users select the target farm/tract to receive the base acres being
Farm/Tract	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 " <b>Confirm</b>
	<b>Changes</b> ". 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.
8. Confirm	As soon as an entry is made in the "target farm/tract data" field and the
Changes	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.

# **D** 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's 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.

# D CCC-517 Tool Printing Functionality (Continued)

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 canceled and saved as draft, or cancelled and deleted at any time.

# E Automated CCC-517 Workflow and Approval

When "Complete and Print" is selected, 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. Pre-rollover notifications are sent on September 15 and September 25. Unapproved outstanding CCC-517's are deleted at rollover.

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.

# *--293.5 PLC Yield Calculator

# A Overview

Farm Records maintains PLC yields for base crops associated with a farm. The 2018 Farm Bill allows owners on the farm to update the yield in FY 2020. The policy and provisions for completing a yield update are provided in 1-ARCPLC (Rev. 1), Part 3. A PLC Yield Calculator has been created in CRM Farm Records to assist with this process.

The PLC Yield Calculator will only be accessible for FY 2020 or in future years if policy allows the PLC yield to be updated.

# **B PLC** Yield Calculator

The PLC Yield Calculator allows for:

- the entry of producer-provided actual yields for years 2013 through 2017 to calculate the updated yield for the selected base crop
- printing CCC-867
- submitting the updated yield through the CRM workflow process
- system-updated PLC yields after the CCC-867 workflow is approved.--*

# **B** PLC Yield Calculator (Continued)

PLC yields are updated on a base-crop-by-base-crop basis through the PLC Yield Calculator. Additionally, printing CCC-867 and updating a crop's yield is completed base crop by base crop.

#### C Instructions for Accessing the PLC Yield Calculator

Use the following steps for accessing the PLC Yield Calculator.

Step	Instructions	
1	Access CRM Farm Records.	
2	Search for and select the applicable farm.	
3	At the farm level of the selected farm, click on the "More"	drop-down menu.
4	CLICK "PLC Yield Calculator".	
	Farm: ☐ Edit Fact Sheet Farm Division - GIS Tract Division Transfer Process   Installed Base Hierarchy ☐ ↓ Description ○ 27-037- ▷ 27-037- ▷ 27-037-	More Tract Combination Base and Yield Notice FSA-156EZ Inactivate Farm Farm Division - CRM CCC-505 CCC-517 PLC Yield Calculator

### **D** Calculator Overview

When accessing the PLC Yield Calculator for the first time for the selected farm, the tool will display as follows.

PLC Yield Calculator for Farm: 9999				-	-	🖸 Back 👻 🗔 👻
Back						
W						
PLC Yield Calculator						
State: MINNESOTA	Farmland Acres:	35.59				
County: DAKOTA	Cropland Acres:	26.41				
Farm: 9999						
Operator: Any Producer						
Crop:	▼ Add Cro	op				
Save as Draft Complete and Print Canc	el and Save as Draft	Cancel and Delete	Reprint Re-in	nitiate CCC-867	Filter:	
Act Crop Yield Type 2013	2014 2015	2016 2017	Total A	Average Yield Yield	Recalculated	Existing 2019 Status
No result found						
						*

# E Selecting a Base Crop

The following steps must be completed to add a base crop to the PLC Yield Calculator.

PLC Yield Calculator for Farm:	9999				🖸 Back 👻 🗔 👻
✓ Back					
PLC Yield Calculator					
State: MINNESOTA	Farmland Acres:	35.59			
County: DAKOTA Farm: 9999	Cropland Acres:	26.41			
Operator: Any Producer					
Crop: Corn		rop <mark>2</mark>			
Save as Draft Complete and Print	Cancel and Save as Draft	Cancel and Delete	Reprint Re-initiate CCC-86	Filter:	9 9
Act Crop Yield Type	2013 2014 2015	2016 2017	Total Average Yield	Yield Recalculated	Existing 2019 Status
No result found					

Step	Instructions				
1	Click on the drop-down arrow next to the "Crop" data entry and select the base				
	crop to be updated.				
2	CLICK "Add Crop".				
	The base crop will add to the bottom menu.				
ĺ	PLC Yield Calculator for Farm 9999 Back				
	PLC Yield Calculator				
	State: MINNESOTA Farmland Acres: 35.59				
	County: DAKOTA Cropland Acres: 26.41				
	Farm: 9999				
	Operator: Any Producer				
	Crop:				
	Save as Draft Complete and Print Concel and Save as Draft Concel and Delete   EReprint Re-initiate CCC-867 Filter:				
	Act Crop Yield Type 2013 2014 2015 2016 2017 Total Average Yield Yield Recalculated Existing 2019 Status				
	Com Actual Y 0.00 0.00 0.9000 0 189.0000 New				
	Substitut 143.94 143.94 143.94 143.94				

### **F** Tool and Data Entry Overview

The PLC Yield Calculator displays and allows entry for the following.

Data Entry or	
Button	Description
Back	Button to exit the PLC Yield Calculator.
State	Administrative State for the selected farm.
County	Administrative county for the selected farm.
Farm	Selected farm number.
Operator	Operator name on the selected farm.

--*

# F Tool and Data Entry Overview (Continued)

Data Entry or Button	Description
Farmland Acres	<b>Description</b> Total farmland acres associated with the selected farm.
Cropland Acres	
	Total cropland acres associated with the selected farm. Drop-down menu to select a base crop associated with the farm. Only
Crop	base crops that have not already been selected and entered into the
	calculator will be listed.
Add Crop	Button to add the selected base crop to the calculator.
Save as Draft	Button to save existing work and entered data without printing or
Save as Dialt	
Complete and	completing the yield update process. Button to complete the yield update calculation for a selected crop, print
Complete and Print	CCC-867, and submit the updated PLC yield through the workflow
1 11111	approval process.
Cancel and	Button to cancel an already submitted PLC yield update for a crop and
Save as Draft	return the yield calculation back to a draft status. All entered actual
Save as Dialt	PLC yields will be retained in the calculator.
Cancel and	Button to cancel an already submitted PLC yield update for a crop and
Delete	delete all entries for the crop.
Reprint	Button to reprint CCC-867 for any PLC yield previously completed and
Reprint	printed.
Reinitiate	Button to reinitiate the PLC Yield Calculator for a base crop PLC yield
CCC-867	that has already been approved and updated in Farm Records.
Action	"Save" and "Delete" buttons.
Crop	Crop type.
Yield Type	Actual Yield – User entry.
inter a spec	
	Substitute Yield – The county substitute yield for the selected crop.
	System will automatically use the higher of the user-entered actual yield
	or the substitute yield when calculating the updated yield.
2013-2017	Applicable years used when updating the PLC yield.
Total	Total of the higher of the actual yield or substitute yield for each year
	entered.
Average Yield	Total yield divided by the number of years actual yields were entered.
Yield Factor	.90
Recalculated	Average yield multiplied by .90 multiplied by crop factor.
PLC Yield	
Existing PLC	The existing PLC yield for the selected base crop on the selected farm.
Yield	
Status	"New", "Printed", "Approved", or "Draft".
	*

# G Entering Actual Yields and Calculating the Updated Yield

Use the following instructions to enter actual yields for a selected base crop and recalculate the PLC yield.

Step	Instructions
1	Manually enter the actual yields provided by the producer for each applicable year.
	<ul><li>Notes: The system is currently displaying the yield values in hundredths, but they should be entered as a whole number.</li><li>If the crop was not planted in a specific year, the entry <b>must</b> remain blank. Entering a zero will include the substitute yield in the Total and Average Yield Calculation.</li></ul>
2	PRESS "Enter" to accept the entered actual yields and trigger the PLC Yield Calculator.
	PLC Yield Calculator for Farm: 9999
	✓ Back
	PLC Yield Calculator
	State: MINNESOTA Farmland Acres: 35.59
	County: DAKOTA Cropland Acres: 26.41 Fami: 9999
	Operator: Any Producer
	Crop:
	Save as Draft Complete and Print Cancel and Save as Draft Cancel and Delete E Reprint Re-initiate CCC-867 Filter.
	Act Crop Vield Type 2013 2014 2015 2016 2017 Total Average Vield Vield Recalculated Existing 2019 Status
	E T Com Actual Y 250.00 200.00 240.00 210.00 210.00 1,110.00 222.00 0.9000 180 189.0000 New
	Substitut 143.94 143.94 143.94 143.94 143.94
	Recalculated PLC Yield Values
	• Total – Total of the higher of the entered actual yield or substitute yield for each year.
	• Average Yield – Total divided by the number of actual yield entries.
	• Recalculated PLC Yield – Average yield multiplied by .90 multiplied by the yield factor for the base crop as found in 1-ARCPLC (Rev. 1), Part 3.
3	Compare the " <b>Recalculated PLC Yield</b> " to the " <b>Existing PLC Yield</b> ".
	<b>Note:</b> Only recaculated PLC yields that are greater than the existing PLC yield may be updated.
	If the recalculated PLC yield is less than the existing yield, no further action needs to be taken for this yield update. The data can remain in the calculator as reference. If the County Office attempts to submit a PLC yield less than the existing PLC yield, the system will restrict the submission and provide the user a hard stop message.
	If the recalculated PLC yield is greater than the existing yield, CCC-867 can be printed and the updated yield submitted through the workflow process. See subparagraph H.

### H Printing CCC-867 and Submitting the Updated PLC Yield

If the recalculated PLC yield is higher than the existing PLC yield on the farm, the system will allow the yield update process to be completed and CCC-867 printed to obtain the owner signature.

Step	Instructions
1	Click on the selection box at the beginning of the crop entry line.
	✓ Back
	PLC Yield Calculator
	State:     MINNESOTA     Farmland Acres:     35.59       County:     DAKOTA     Cropland Acres:     26.41
	Farm: 9999 Operator: Any Producer
	Crop:
	Save as Draft Complete and Print Cancel and Save as Draft Cancel and Delete Re-initiate CCC-867 Fitter.
	Act Crop Yield Type 2013 2014 2015 2016 2017 Total Average Yield Yield Recalculated Existing 2019 Status
	Image: Corn         Actual Y         250.00         240.00         240.00         260.00         1,240.00         248.00         0.9000         201         189.0000         New           Substitut         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         143.94         <
	The "Save as Draft" and "Complete and Print" buttons will be enabled.
2	CLICK "Complete and Print".
	✓ Back
	PLC Yield Calculator
	State: MINNESOTA Farmland Acres: 35.59
	County: DAKOTA Cropland Acres: 26.41 Farm: QQQQ
	Farm: 9999 Operator: Any Producer
	Crop:
	Save as Draft Complete and Print Cancel and Save as Draft Cancel and Delete
	Act Crop Vield Type 2013 2014 2015 2016 2017 Total Average Yield Vield Recalculated Existing 2019 Status
	Com Actual Y 250.00 250.00 240.00 240.00 260.00 1,240.00 248.00 0.9000 201 189.0000 New
	Substitut 143.94 143.94 143.94 143.94 143.94
	CCC-867 will be generated and will open in Adobe Acrobat.
3	CCC-867 can be printed and/or saved as needed.
5	CCC-807 can be printed and/or saved as needed.
	See subnergements $V$ for an example of $CCC_{0}$ 967
	See subparagraph K for an example of CCC-867.
4	Updated PLC yield is submitted through the CRM workflow process.

**Note:** CCC-867 is printed base crop by base crop. The PLC Yield Calculator will allow multiple crops to be added in the tool, but printing and submitting the updated yields is completed crop by crop.--*

### I PLC Yield Workflow

A recalculated PLC yield completed in the PLC Yield Calculator is submitted through the CRM workflow process. The user within the servicing County Office with the CRM role of "Grantor Process Manager" (CED or Acting CED) will receive the PLC yield workflow to approve or disapprove.

Acting on the PLC yield workflow to approve or disapprove the updated PLC yield must only be completed if the owner's signature is obtained on CCC-867. Acting on a workflow is executing a decision that has already been completed on an official form. In the case of CCC-867, the PLC yield update is complete once an associated owner on the farm has signed CCC-867.

The PLC yield update does not require approval by COC, but CCC-867 does require signature and date by a CCC representative acknowledging CCC-867 signed by the owner has been received.

When a signed CCC-867 is received, CED or Acting CED must act on the PLC yield workflow according to the following table.

Step	Instructions									
1	Access the "Workflow Task" assignment block from the CRM Homepage.									
2	Click on the workflow to act on the associated farm and base crop.									
	<b>Note:</b> There may be many PLC yield workflows in the worklist. Ensure that the correct farm and base crop are selected.									
	Workflow Tasks									
	Action required: CCC-867 requested for Farm: 27-037- 9999Crop: Corn									
	Action required: CCC-867 requested for Farm: 27-037- Crop: Soybeans									

### I PLC Yield Workflow (Continued)

Step	Instructions								
3	Select the appropriate decision ("Approve" or "Disapprove").								
4	CLICK "Execute Decision".								
	✓ Back								
	Decision: Approve Execute Decision								
	- Workflow Task								
	Subject         Action required: CCC-867 requested for Farm: 27-0379999         Status         Ready           Sent Date         10/03/2019         Priority         5 Medium								
	Due Date								
	Description ICCC-867 for crop Corn on farm 9999 in DAKOTA County, MINNESOTA has been submitted. As the designated approving official, your action is required (Approve or Disapprove).								
	If your decision is not made within 30 days, you will receive a reminder notification. To view the Farm data, click on the Farm hyperlink in the assignment block below.								
	If your decision is not made within 45 days from date of request, the District Director will be notified.								
	<b>Notes:</b> If a PLC yield workflow is not acted on within 30 calendar days, a reminder message will be generated by the system.								
	If the PLC yield workflow is not acted on within 45 calendar days, DD will receive a notification workflow.								
	There is no expiration date for the PLC yield workflow, but if the workflow is not acted on before FY 2020 Farm Records rollover, it will be deleted from the system with the rollover tasks.								

When a PLC yield is approved, the system will automatically update the PLC yield for the base crop at the farm level and at the tract level for all tracts with the associated base crop. At the tract level, a PLC Yield Adjustment Reason Code of "**CCC-867**" will be populated by the system.

### Farm Level Crop Data Assignment Block

						⊎ @ ≙
Crop Name	Crop Year	Base Acres	CCC-505 CRP Redu. Acres		PLC Yield	
Corn	2020	13.30		0.00		201.000
Soybeans	2020	5.30		0.00		45.000

### **Tract Level Crop Data Assignment Block**

<ul> <li>Tract Crop Data</li> </ul>								II 🗐 🔍 🖴
Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	PLC Yield		PLC Yield Adj	Reason	
Corn	2020	6.70			201.0000	CCC-867		
Soybeans	2020	2.70			45.0000	CCC-867		

Once the PLC yield has been updated on the record, the tract level yields can be adjusted between tracts per owner request on CCC-518, according to paragraphs 40 and 41.--*

#### J Producer Notification of PLC Yield Update

The operator and all owners on the farm must be notified of the PLC yield update using the Base and Yield Notice. The Base and Yield Notice is generated from the "More" drop-down menu within the farm record. Follow paragraph 191 for additional guidance.

# K CCC-867, Yield Update for the Price Loss Coverage (PLC) Program

The following CCC-867 is generated from the PLC Yield Calculator.

000 003	7									
CCC-867 (07-23-19)		U.S. DE	PARTMENT		17	1. Program		2020 through		
(07-23-18)			Commodity	Credit Corpor	ation	2A. County	FSA Offic	e Name and A	ddress (Includ	ing Zip Code)
				_		4100 22	COUNTY Ith St. W 3 GTON MN			
וחח	CE LOSS				M 2	B County	ESA Offic	e Telephone	2C Coun	ty FSA Office FAX No.
		COVERA		FRUGRA	-		cluding Area			luding Area Code)
I					(	(651)463-8	626 x2		(855)739-	3981
						3. State Code	4. County Code	5. Farm No.	. 6. Co	vered Commodity
						27	037	9999	) Cor	-
						21	657	0000		
amm part fort acc FS. Pro Pap 905 The CO THE FAR conflicting of the dis FARM YIELD 7. I agree to	NOTE: The following statement is made in accordance with the Privacy Act of 9714 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Agricultural Act of 2014 (7 U.S.C. 9015) as amended by the Agriculture Improvement Act of 2018 (Pub. L. 115-334) and 7 CFR Part 1412. The information will be used to determine eligibility to participate in and receive benefits under the Agriculture Risk Coverage Program and Price Loss Coverage Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Agriculture Risk Coverage Program. Paperwork Reduction Act (PRA) Statement: The information collection is exempted from the Paperwork Reduction Act as specified in 7 U.S.C. 9091(c)(2)(B). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE. THE FARM PLC YIELD UPDATE DECISION is made by an owner of the farm identified in Item 5 above. If FSA receives conflicting yield update from another owner, owners will be required to resolve their dispute providing CCC with written evidence of the dispute resolution by the end of the yield update period. ARM YIELD UPDATE 7.1 agree to update the PLC yield for the covered commodity, identified in Item 6 above, based on 90 percent of the farm's 2013 through									
						mmodity		yield factor i		termined by dividing the
2013 Yield	2014 Yield	2015 Yield	2016 Yield	2017 Yield	Total	Ave	rage Mi	Itiplied by 2.4 Seed Cotton)	Multiplied by 90%	
250.00	250.00	240.00	240.00	260.00	1240.00	248	.00		223.20	201
Any Pr RR1 Any To	B. Owner's Name and Address (including Zip Code)  Any Producer  RR1  Any Town, USA 999999  9A. Signature of Owner (By)  PB. Title/Relationship of the Individual Signing in the Representative Capacity  PC. Date (MM-DD-YYYY) Representative Capacity  PC. Date (MM-DD-YYYY) PC. Date (MM-DD-YYY) PC. Date (MM-DD-YYY) PC. Date (MM-DD-YYYY) PC. Date (MM-DD-YYY) PC. Date (MM-DD-YY) PC									
, i	ure of CCC Re									10B. Date (MM-DD-YYYY)
administering US family/parental st	ith Federal civil rig DA programs are ( tatus, income derivi ams). Remedies an	prohibited from disc ed from a public as	criminating based of sistance program,	on race, color, nat pol/tical beliefs, or	tvil rights regulat Ional origin, religi reprisal or retail	tions and poli lon, sex, gent ation for prior	cles, the USE ler identity (in civil rights ac	A, its Agencies, of Juding gender expl Wby, in any program	Tices, and employe ression), sexual ori n or activity condu	es, and institutions participating in entation, disability, age, marital statu cted or funded by USDA (not all base
Persons with dis USDA's TARGET English.	abilities who requi T Center at (202) 71	re alternative mean 20-2600 (voice and	s of communicatio TTY) or contact U	in for program info SDA through the Fi	ormation (e.g., B ederal Relay Ser	vice at (800)	rint, audiotape 177-0339. Add	, American Sign Li Itionally, program in	anguage, etc.) sho formation may be i	uld contact the responsible Agency ( made available in languages other the
To file a program a letter addresse mail: U.S. Depu	artment of Agricul	plaint, complete the wide in the letter al iture. Office of th	USDA Program D of the Information Assistant Secre	Iscrimination Com requested in the f stary for Civil Ri	plaint Form, AD- form. To request Ights: 1400 Inde	3027, found o a copy of the spendence A	nline at <u>http://</u> complaint fon venue, SW 1	n, call (866) 632-99 Vashington, D.C.	complaint filing cu 192. Submit your co 20250-9410; (2)	<u>st.html</u> and at any USDA office or wri mpleted form or letter to USDA by: ( fax: (202) 690-7442; or (3) e-ma

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### 294 Base and Yield Adjustment History Report

# A Overview

A report is available showing the current and previous values for base acres and yields on farms where those values have been adjusted.

### **B** Accessing the Report

The following table provides instructions for generating the Base and Yield Adjustment History Report.

Step	Action
1	From the CRM@FSA home page CLICK " <b>Farm Records</b> " on the left navigation bar.
	Home  Home  Worklist Business Partner  Farm Bacorde
	Farm Records       Missed Deadline:Please Review DOD for BP PRODUCER NAME 2         Organizatio       Farm Records         Product Master       Missed Deadline:Please Review DOD for BF PRODUCER NAME 3         Missed Deadline:Please Review DOD for BF PRODUCER NAME 4         Expand         Web Links
	Notes: Do not click the fly-out arrow. Clicking on the fly-out arrow will result in the search options. The users will not be able to access the farm records reports from the resulting screen.
2	On the Farm Records home page CLICK " <b>Base and Yield Adjs. History</b> " in the "Reports" assignment block.
	Farm Records   Back • 🖸 •
	Home       Search       x         Worklist       Search Crop Maintenance       x         Business Partner       Search Farms/Bins       Create Crop Maintenance         Farm Records       Reports       x
	Organizational Model     Base and Yield Adjs, History       Product Master     EC, HIP, PLC Yields History

### **C** Entering Selection Criteria

By default the report is set to display adjustments to bases and yields for the current fiscal year for all states and all counties during the previous 90 days. It is critical that users enter selection criteria to limit the results to the desired State, county, and date range to ensure that the results are practical to work with.

The report is customized by entering a specific State, county, and date range. Additional customization for a specific farm, tract, or specific program year can also be made. After selection criteria are entered, press **Enter** to generate the report.

Following is an example of the Base and Yield Adjustment History Report customization screen.

R	eport of Base and Yield a	dju	stments at Tract I	ev	vel.			🖸 Bao	ck r	-
	State	•	is ·	•	<> TALL STATES>		0 0			
	County	•	is ·	•	<all counties=""> 🔻</all>		0 0			
	Year	•	equals	•	2016		• •			
	Farm	•	equals	•			0 0			
	Tract	•	equals	•		(	0 0			
	Date Range	•	is between	•	08/03/2015	8	and 11/01/2015			) o (
	Maximum Number of Results: 100									
	☑ Include current values( within	the	given period)							

The following table provides the search criteria options and the required entries.

Customization Criteria	Results
State	A State must be selected. Selecting a State, without selecting a county, will return results for the selected State.
County	Selecting a State and County will return results for the selected county.
Year	Selecting the Program Year limits the results to the base and yield adjustments for the selected program year.
Farm	Entering a farm number limits the report to base and yield adjustments for the specific farm entered.
Tract	Entering a tract number limits the report to base and yield adjustments for the specific tract entered.

### **C** Entering Selection Criteria (Continued)

Customization Criteria	Results
Date Range	Enter a start and end date for the desired date range of base and yield adjustments. The default end date value is the current date and the default start date value is 90 days prior to the current date.
	<b>Note:</b> It is not recommended to select the Program year in combination with a date range if the date range includes multiple program years. Selection of a Program Year will exclude edits to base acres made outside the selected program year.
Include current values (within the	It is recommended that this box is always checked. If not checked the current values for the bases and yields will not be displayed in
given period)	the report.
Maximum	If expected results will exceed 100. The Maximum Number of
Number of Results	Results must be increased to ensure all results are returned.

# **D** Example

Report of Base and Yield adjustments at Tract level contains the following data fields:

- State
- County
- Farm
- Tract
- Crop
- Crop Year
- Base Acres
- Base Acres Adjustment Reason
- CTAP Transitional Yield
- CTAP Transitional Yield Adjustment Reason
- PLC Yield
- PLC Yield Adjustment Reason
- Farm Status
- Changed by
- Valid From
- Valid To.

### **D** Example (Continued)

The following screen is an example of the Base and Yield Adjustment History Report that was run for County A in Any State using Program Year 2016 and date range of 09/26/2015 through 11/01/2015. The report shows adjustments were made to three unique farms (indicated by numbers 1, 2, and 3 in the image below).

☐ Include current values( within the given period )															
															ه 🗎
State	County	Farm	Tract	Crop	Crop Y	Base A	Base Acres Ad	CTAP	CTAP Transitio	PLC Yield	PLC Yield Adj	Farm S	Chang	Valid From	Valid To
ANY	County A	1288	2516	Grain S	2016	0.60		0.0000		69.0000		Active	FF_CR	09/26/2015 13:	10/07/2015 14:
ANY	County A	1288	2516	Grain S	2016	0.59	CCC-505 Per	0.0000		69.0000		Active	F0099999	10/07/2015 14:	12/31/9999 23:
ANY	County A	1785	245	Soybeans	2016	0.00		0.0000		0.0000		Active	FF_CR	09/26/2015 13:	10/13/2015 16:
ANY	County A	1785	245	Soybeans	2016	3.70	Increase due t	0.0000		19.0000	Increase due t	Active	F0099999	10/13/2015 16:	12/31/9999 23:
ANY	County A	1837	3596	Wheat	2016	34.90		0.0000		33.0000		Active	FF_CR	09/26/2015 13:	10/13/2015 16:
ANY	County A	1837	3596	Wheat	2016	37.20	Increase due t	0.0000		33.0000		Active	F0099999	10/13/2015 16:	12/31/9999 23:
ANY	County A	1837	3596	Grain S	2016	63.60		0.0000		70.0000		Active	FF_CR	09/26/2015 13:	10/13/2015 16:
ANY	County A	1837	3596	Grain S	2016	66.20	Increase due t	0.0000		70.0000		Active	F0099999	10/13/2015 16:	12/31/9999 23:

### **E** Interpretation of Report Results

The following table provides a description of the report data fields and interpretation of the example Base and Yield Adjustment History Report.

Data Field	Description	Interpretation
State	Administrative State	This report has been customized to show farms administered in the fictitious state "Any".
County	Administrative County	This report has been customized to show farms administered by the fictitious "County A."
Farm	Farm Number	Three farms 1288, 1785, and 1837 are displayed in the report and identified by callouts 1, 2, and 3.
Tract	Tract Number	<ul> <li>Each of the farms in the report had adjustments to base acres and/or yields on a single tract in the report:</li> <li>Farm 1288, Tract 2516</li> <li>Farm 1785, Tract 245</li> <li>Farm 1837, Tract 3596.</li> </ul>
Сгор	Crop Name	Records for three crops, grain sorghum, soybeans, and wheat were adjusted on the farms and tracts displayed in the report.

Data Field	Description	Interpretation
Crop Year	Program Year	All base and yield records displayed in
		the report are for program year 2016.
Base Acres	Crop Base Acres	A chronological listing of the base acres
		for the specific farm, tract, and crop are
		listed in this column. The oldest value is
		at the top with the most recent value at
		the bottom.
Base Acres	Descriptive reason code	Grain sorghum base acres for Farm 1288,
Adjustment	for the adjustment to base	Tract 2516 were reduced "CCC-505
Reason	acres	Permanent Reduction".
		Soybean base acres for Farm 1785, Tract
		245 were increased using reason code
		"Increase due to CRP expiration or
		termination".
		Wheat and grain sorghum base acres for
		Farm 1837, Tract 3596 were increased
		using reason code "Increase due to CRP
		expiration or termination".
СТАР	Yield associated with	No CTAP Transitional Yield exists for
Transitional	generic base acres	any of the farms listed.
Yield		
CTAP	Descriptive reason code	No adjustment to CTAP Transitional
Transitional	for the adjustment to CTAP Transitional Yield	Yield occurred for any of the farms listed.
Yield	CTAP Transitional Yield	
Adjustment Reason		
PLC Yield	Yield associated with any	PLC Yields exist for all crops listed.
	non-generic base acres	The fields exist for an crops listed.
PLC Yield	Descriptive reason code	Initial PLC yield for soybeans on Farm
Adjustment	for the adjustment to PLC	1785, Tract 245 was zero because no
Reason	Yield	soybean base acres existed on the tract
		until after base acres were restored due to
		CRP expiration or termination.

# **E** Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
Farm Status	Status of the specific farm at the time the base and yield adjustment report is run	All farms listed in the report were active at the time the report was run.
Changed by	Lists the user ID who made the adjustment	The initial entry for each farm/tract/crop listed is shown as being adjusted by the specified user. This indicates that the value for the program year listed was established by the rollover process. Subsequent entries for each farm/tract/crop entry show as being adjusted by user F00999999. This entry represents the CRM USER ID of the employee making the adjustment. The user name can be determined by conducting an Employee search in Business Partner. <b>Note:</b> User ID F0099999 is a fictitious employee used for demonstration only.
Valid From	Represents the first date that the specified value became effective (date of adjustment)	The first "valid from" value for each farm/tract/crop listed is 09/26/2015, the date that rollover from program year 2015 to 2016 occurred. Subsequent "valid from" entries for the same farm/tract/crop indicate the adjustment date for the revised value(s).

# **E** Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
Valid To	Represents the last date that the specified value was effective. Rows with a "Valid To" date of 12/31/9999 indicate the base and yield values displayed are the current	Grain sorghum base acres for Farm 1288, Tract 2516 were reduced on 10/07/2015 by .01 acres using reason code "CCC-505 Permanent Reduction". The old value of 0.60 ceased to be effective on that date. The current value of 0.59 acres is in effect indefinitely.
	values	Soybean base acres for Farm 1785, Tract 245 were increased on 10/13/2015 by 3.70 acres using reason code "Increase due to CRP expiration or termination". The old value of zero ceased to be effective on that date. The new value of 3.70 is in effect indefinitely.
		Wheat and grain sorghum base acres for Farm 1837, Tract 3596 were increased on 10/13/2015 by 2.30 and 2.60 acres respectively using reason code "Increase due to CRP expiration or termination". Old values ceased to be effective on that date. Current values became effective on that date and remain in effect indefinitely.

# **E** Interpretation of Report Results (Continued)

# **F** Saving the Report

After generating the report, export the results to an Excel spreadsheet. CLICK "**Export to Spreadsheet**" on the toolbar at the top of the report results.

Ī	☑ Include current va	lues( within the	given perio	od )												
																<u> </u>
	State	County	Farm	Tract	Crop	Crop	Base	Base Acres	CTAP	CTAP Transi	PLC	PLC Yield A	Farm	Chan	Valid From	Export to Spreadsheet

After exporting the report to Excel it can be saved and printed. Standard Excel functionality provides the ability to sort and filter the data as needed.

# A Overview

A report is available showing the current and previous values for ARCPLC Election Choice, HIP and farm-level PLC Yields on farms where those values have been adjusted.

**Note:** Once an ARCPLC election is made for a covered commodity it cannot be changed. Requests for corrections of erroneously loaded ARCPLC elections must be submitted to the State office. State offices shall forward requests for ARCPLC election corrections to the National office for processing.

Adjustments made to farm-level PLC yields are reflected in this report. Farm-level PLC yields are applicable to covered commodities having zero base acres and an election of PLC on farms containing generic base acres, and are established when the covered commodity is reported as planted for the first-time during years covered by the ARCPLC program

*--(2014-2018). Adjustments to tract-level PLC yields for covered commodities with base--* acres are reflected in the Base and Yield Adjustment History Report.

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# **B** Accessing the Report

The following table provides the steps to access the EC, HIP, PLC Yields Adjustment History Report.

Step	Action						
1	From the CRM@FSA home page CLICK "Farm Records" on the	left navigation					
	bar.	-					
	Home						
	Home Workflow Tasks						
	Worklist	<b>×</b>					
	Business Partner						
	Farm Records						
	Organizatio Farm Records Missed Deadline: Please Review DOD for BF PRODUCER NAME 3 Missed Deadline: Please Review DOD for BF PRODUCER NAME 4						
	Organization       Missed Deadline:Please Review DOD for BF PRODUCER NAME 4         Product Master <ul> <li>Expand</li> </ul>						
	Recent Items Web Links	र 🗆 🗙					
	Notes: Do not click the fly-out arrow. Clicking on the fly-out arrow will result in the search option will not be able to access the farm records reports from the screen.	resulting					
2	On the Farm Records home page CLICK "EC, HIP, PLC Yields H	listory" in the					
	"Reports" assignment block.						
	Farm Records	🗑 Back 👻 💽 👻					
		م <u>م</u>					
	Home Search  Worklist Search  Search  Create  Create	= ×					
	Business Partner  Soarch Fams/Bins Croate Fam Bin						
	Reports         Crganizational Model         Name           Base and Yield Adjs. History         Base and Yield Adjs. History         Kase						
	Recent Items     EU, HIP, PLC Yidds Instory						

### **C** Entering Selection Criteria

By default the report is + set to display adjustments to bases and yields for all states and all counties during the previous 90 days. Users should enter selection criteria to limit the results to the desired state, county, and date range to ensure that the results are practical to work with.

The report is customized by entering a specific State, County, and Date Range. Additional customization may be made to limit the report to a specific farm number or IBase ID #. After selection criteria are entered, CLICK "Enter" to generate the report.

Following is an example of the EC, HIP, PLC Yields Adjustment History Report customization screen.

Report of farm	level adjustme	nts for Electi	on Cho	oice (EC), HIP and	farm level PLC	🖸 Back 🝷 🔯 🍷			
State	-	is	-	<all states=""></all>	- 0 0				
County	-	is	•	<all counties=""></all>	- 0 0				
Farm	-	equals	•		0 0				
IBase ID	-	equals	•		0 0				
Date	-	is between	•	08/03/2015	and 11/01/2015	600			
Maximum Number of Results: 100									
✓ Include curren	t values( within the	given period)							

The following table provides the search criteria options and required entries.

Customization Criteria	Results
State	A State must be selected. Selecting a State, without selecting a county, will return results for the selected State.
County	Selecting a State and County will return results for the selected county.
Farm	Entering a farm number limits the report to EC, HIP and farm-level PLC yield adjustments for the specific farm entered.
IBase ID	Entering an IBase ID limits the report to EC, HIP and farm-level PLC yield adjustments for the specific farm entered.

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Customization	
Criteria	Results
Date Range	Enter a start and end date for the desired date range of EC, HIP and
	farm-level PLC yield adjustments. The default end date value is the
	current date and the default start date value is 90 days prior to the
	current date.
Include current	It is recommended that this box is always checked. If not checked
values (within the	the current values for the bases and yields will not be displayed in
given period)	the report.
Maximum	If expected results will exceed 100. The Maximum Number of
Number of Results	Results must be increased to ensure all results are returned.

# C Entering Selection Criteria (Continued

### **D** Example

Report of Base and Yield adjustments at Tract level contains the following data fields:

- State
- County
- Farm
- Crop
- Election Choice
- HIP
- PLC Yield
- Changed by
- Valid From
- Valid To.

The following screen is an example of the Base and Yield Adjustment History Report that was run for County A in Any State using date range of 08/03/2015 through 09/26/2015. The report shows adjustments were made to three unique farms (indicated by the numbers 1, 2, and 3 in the image below).

									ه 🗎
State	County	Farm	Сгор	Election Choice	HIP	PLC Yield	Changed by	Valid From	Valid To
ANY	County A	372	Oats	ARC County		0.0000	F0099999	08/31/2015 14:4	08/31/2015 15:1
ANY	County A	372	Oats	Price Loss Cover		0.0000	F0099999	08/31/2015 15:1	08/31/2015 15:2
ANY	County A	372	Oats	Price Loss Cover		50.0000	F0099999	08/31/2015 15:2	08/31/2015 15:2
ANY	County A	372 🌙	Oats	Price Loss Cover		0.0000	F0099999	08/31/2015 15:2	12/31/9999 23:5
ANY	County A 2	550 }	Flax	ARC County		0.0000	F0099999	08/31/2015 14:4	12/31/9999 23:5
ANY	County A 3	1011	Grain Sorghum	ARC County	63	0.0000	F0099999	08/31/2015 14:4	12/31/9999 23:5

# **E** Interpretation of Report Results

The following table provides a description of the report data fields and interpretation of the example report shown ins subparagraph D.

Data Field	Description	Interpretation				
State	Administrative State	This report has been customized to show farms administered in the fictitious state "Any".				
County	Administrative County	This report has been customized to show farms administered by the fictitious county "A".				
Farm	Farm Number –	Three farms 372, 550, and 1011 are displayed in the report.				
	Note: IBase ID is not					
	displayed in the	<b>Note:</b> Tract number is not displayed				
	report. IBase ID is	because Election Choice, HIP,				
	another way of	and farm-level PLC Yield are all				
	identifying a farm.	farm-level data elements.				
	If IBase ID is used					
	as a search criteria					
	the corresponding					
	FSA Farm Number					
	will be displayed in					
	the report results.					
Crop	Crop Name	Records for three crops, oats, flax, and				
		grain sorghum, were adjusted on the				
		farms displayed in the report.				
Election Choice	ARCPLC Election for the	Election of ARC County was entered for				
	crop. Potential values are	all three crops and farms on 08/31/2015.				
	ARC Individual, ARC	The election for oats on Farm 372 was				
	County, and Price Loss	corrected to Price Loss Coverage on				
	Coverage.	08/31/2015.				
HIP	Historical Irrigated	HIP of 63 was entered for grain sorghum				
	Percentage ranging	on Farm 1011 on 08/31/2015 indicating				
	expressed as a whole	63 percent of the planted and considered				
	number ranging from zero	planted acres for grain sorghum during				
	to 100.	the years of 2009-2012 were irrigated on				
		farm 1011.				

Data Field	Description	Interpretation
PLC Yield	Farm-level PLC Yield is applicable only to crops with zero base acres and an election of Price Loss Coverage that have been planted on farms *previously containing* generic base acres.	A farm level yield of 50.0000 was entered for oats on Farm 372 on 08/31/2015 and was removed on the same day indicating it was entered in error.
Changed by	Lists the user ID who made the adjustment.	All adjustments were made by user F0099999. This entry represents the CRM USER ID of the employee making the adjustment. The user name can be determined by conducting an Employee search in Business Partner. <b>Note:</b> User ID F0099999 is a fictitious employee used for demonstration only.
Valid From	Represents the first date that the specified value became effective (date of adjustment).	The first "Valid From" value for each farm/crop listed is 08/31/2015. Subsequent "Valid From" entries for the same farm/crop indicate the adjustment date for the revised value(s).

# **E** Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
Valid To	Represents the last date that the specified value was effective. Rows with a "Valid To" date of 12/31/9999 indicate the Election Choice, HIP, and farm-level PLC Yield values displayed are the current values.	Four adjustments were made to oats Farm 372 on 08/31/2015 resulting in final (current) values of Price Loss Coverage ARCPLC Election, no HIP, and no farm- level PLC Yield. These most current values are effective indefinitely. A single adjustment was made to flax on Farm 550 on 08/31/2015 resulting in final (current) values of ARC County ARCPLC Election, no HIP, and no farm- level PLC Yield. The revised values are effective indefinitely.
		A single adjustment was made to grain sorghum on Farm Wheat and grain sorghum on 08-31-2015 resulting in final (current) values of ARC County ARCPLC Election, HIP of 63, and no farm-level PLC Yield. The revised values are effective indefinitely.

# E Interpretation of Report Results (Continued)

# **F** Saving the Report

After generating the report export the results to an Excel spreadsheet. CLICK "**Export to Spreadsheet**" on the toolbar at the top of the report results.

4	☑ Include current values( within the given period )									
										به 🖻 🦉
	State	County	Farm	Сгор	Election Choice	HIP	PLC Yield	Changed by	Valid From	Valid To

After exporting the report to Excel it can be saved and printed. Standard Excel functionality provides the ability to sort and filter the data as needed.

# A Accessing the Reconstitution Reports

The following 3 reconstitution report options have been developed to assist counties and States with tracking and reviewing completed reconstitutions:

- Reconstitution County Summary Report
- Farm Reconstitution History
- Tract Reconstitution History.

The reconstitution reports are available through the Farm Records homepage under the **Reports** assignment block. To access the Farm Records homepage and the reconstitution reports, from the CRM Homepage screen:

- CLICK "Farm Records" in the left navigation menu
- then CLICK the "Reconstitution Reports" option.

		Farm Records	
Home		Search	
Worklist			
Business Partner	Þ	Search Farms/Bins	
Farm Records	•	Reports	
Product Master		Base and Yield Adjs. History EC, HIP, PLC Yields History Reconstitution Reports	
Recent Items	4		

### *--296 Reconstitution Reports (Continued)

#### A Accessing the Reconstitution Reports (Continued)

Once "Reconstitution Reports" is selected, the Search Criteria Screen will be displayed. The "Reconstitution County Summary Report" and associated search options are defaulted. A different reconstitution report can be chosen from the "Select Report:" drop-down menu.

econstitution Repo	rts - Cou	nty Summai	ry Repor	t				🖸 B	ack 👻	
Search Criteria								Hide Sea	arch Fiel	ds
Specifying values for n multiple line entries will	nultiple field broaden the	ls will narrow th e search results	e search r	esults,while	specifying di	fferent va	alues for th	e same fiel	d in	
Select Report:	Reconstit			on County Si stitution Hist	ummary Rep ory	ort				
Year	-	equals 03 Tr	act Recon	stitution Hist	ory					
State	-	is	-	Any State		00				
County	-	is	-	· Any Count	y 🔻	00				
Reconstitution Number	-	equals	-			00				
Reconstitution level	-	is	-			00				
Date Range	-	is between	-		6	and		Q	00	5
Search Clear All I	Reset to De	efaults								
								11	1	3
Reco Reconsti	t Statu	s Submi	Comp	Paren	Paren F	aren	Result	Result	Resu.	
No result found										

Each report provides detailed reconstitution history based on the search criteria entered. Search results will be displayed in the "**Result List**" assignment block. Options are then available to generate the associated reconstitution report from the Result List in PDF or export the results to an Excel spreadsheet.--*

# A Overview

The Reconstitution County Summary Report provides the option to identify reconstitutions completed in the selected administrative State and county by searching the following criteria:

- Year (fiscal year)*
- State (administrative)*
- County (administrative)*
- **Note:** * Entries are required for **Year**, **State**, and **County** to create a "Reconstitution County Summary Report". Failure to enter one or more of these entries will result in a "Hard Stop" message informing users to enter the missing search criteria.
- Reconstitution Number
- Reconstitution Level (farm or tract)
- Date Range.
  - **Note:** The entered date range must be within the specified FY entered for "Year" and **cannot** span multiple FY's.
- **Note:** * Entries are required for **Year**, **State**, and **County** to create a "Reconstitution County Summary Report". Failure to enter one or more of these entries will result in a "Hard Stop" message informing users to enter the missing search criteria.

		Select Report:	Reco	nstitution County Summ	nary	y Report	•
Year	-	equals	•	2017		0 0	
State	-	is	•	Any State	•	0 0	
County	-	is	Ŧ	Any County	•	0 0	
Reconstitution Number	-	equals	•			0 0	
Reconstitution level	-	is	-		•	0 0	
Date Range	-	is between	-		2	and 🗈 o o	

### *--297 Reconstitution County Summary Report (Continued)

### A Overview (Continued)

Regardless of the search criteria entered, the data returned in the "**Result List**" assignment block will be displayed with the following information for a valid search. See the following screen.

earch Criteria	ı													Hide	e Search Field
Specifying valu	ues for multiple	field	s will narrow the s	search r	esults,whi	le specifying dif	ferer	nt values	for the same fiel	d in multiple lir	ne entries will broa	iden the search re	esults.		
	Select Re	port	Reconstitution	n Count	y Summar	y Report		•							
/ear		•	equals	-	2016		0	•							
State		-	is	-	Any Sta	ite 👻	0	0							
County		-	is	-	Any Co	unty	0	•							
Reconstitution N	Number	Ŧ	equals			,	0	•							
Reconstitution le	evel	•	is	-		-	0	0							
Date Range		-	is between	-		67	and	1	[	00					
Search Clear	Reconstitution														
esult List: 13	Reconstitution	ent		ort			-								
esult List: 13 Reconstitution	Reconstitution	ent Rec	ries Found onstitution Repo		itted Date	Completed Da					Resulting Farm	Resulting Tract	Resulting IB	lase	
esult List: 13 Reconstitutio	Reconstitution	Rec Typ	ries Found onstitution Repo e Status	Subm		Completed Da 12/16/2016					Resulting Farm	Resulting Tract 12380	Resulting IB	lase	
esult List: 13 Reconstitution Recon ID 1	Reconstitution n Counts	Rec Typ	ries Found onstitution Repo e Status Complete	Subm 12/16/	2016	12/16/2016			e Parent Farm 6001	Parent Tract 12351 12354	6001	12380	Resulting IB	lase	1
esult List: 13 Reconstitution	Reconstitution	Rec Typ	ries Found onstitution Repo e Status Complete	Subm 12/16/	2016				e Parent Farm	Parent Tract 12351 12354 12353			Resulting IB	Base	H #
esult List: 13 Reconstitution Recon ID 1	Reconstitution n Counts	Rec Typ	ries Found onstitution Repo e Status Complete	Subm 12/16/	2016	12/16/2016			e Parent Farm 6001	Parent Tract 12351 12354 12353 12355	6001	12380	Resulting IB	ase	
esult List: 13 Reconstitution Recon ID 1	Reconstitution n Counts	Rec Typ	ries Found onstitution Repo e Status Complete	Subm 12/16/	2016	12/16/2016			e Parent Farm 6001	Parent Tract 12351 12354 12353 12355 12356	6001	12380	Resulting IB	ase	
esult List: 13 Reconstitution Recon ID 1	Reconstitution n Counts	Rec Typ	ries Found onstitution Repo e Status Complete	Subm 12/16/	2016	12/16/2016			e Parent Farm 6001	Parent Tract 12351 12354 12355 12355 12355 12356	6001	12380	Resulting IB	ðase	
esult List: 13 Reconstitution Recon ID 1	Reconstitution n Counts	Rec Typ	ries Found onstitution Repo e Status Complete	Subm 12/16/ 12/16/	2016 2016	12/16/2016			e Parent Farm 6001	Parent Tract 12351 12354 12353 12355 12356	6001	12380	Resulting IB	3ase	

See Exhibit 28 for additional instructions for generating the Reconstitution County Summary Report and for a description of the returned data in the "**Result List**" of each listed reconstitution.

### **B** Reconstitution County Summary Report Results

Reports can be generated from the "**Result List**" once a valid search has been completed. Users have the following options:

- **Reconstitution Count** a display showing a summary of the number of reconstitutions completed by type and status based on the search criteria and "**Result List**"
- **Reconstitution Report** PDF Reconstitution Status Report listing all reconstitution data available in the "**Result List**" based on the search criteria
- **Export to Spreadsheet** an option to export all data listed within the "**Result List**" to an Excel spreadsheet.

Res	Result List: 13 Reconstitution entries Found												
Re	constit	tution Counts	Reco	onstitution	Report								
	Re	Reconstituti	St	Submit	Com	Pare	Par	Par	Resulti	Resulti	Resulting IBase		
	1	Tract Combi	Co	12/16/	12/16		6001	12351	6001	12380			

See Exhibit 28 for instructions and examples of each report option.--*

### A Overview

The "Farm Reconstitution History Report" option provides users the ability to identify the reconstitution(s) associated with a specific farm or IBase within the selected administrative State and county. Entry is required for a farm or IBase along with an administrative State and county. The search criteria for the Farm Reconstitution History Report are as follows:

- State (administrative)*
- County (administrative)*
- Farm Number*
- IBase*
- **Note:** * Entries are required for State and county. An entry is also required for either Farm Number or IBase, but not for both. Failure to enter one or more of these entries will result in a "Hard Stop" message informing users to enter the missing search criteria.
- Year.
  - **Note:** Entering FY is optional and will limit the search for reconstitutions associated with the entered farm to the specified year. If the reconstitutions did not occur within the specified year, the results will be blank.

Regardless of the search criteria entered, the data returned in the "**Result List**" will be displayed with reconstitution(s) of the farm or IBase entered. If the farm or IBase entered was involved in multiple farm reconstitutions (the farm was the result of a reconstitution and was also involved in a subsequent reconstitution) all will be displayed. See the following screen.

earch Criteria													Hide Search Fie
pecifying valu	es for multiple	e field	is will narrow the	earch i	esults,while specif	ying diff	erent	values for the same	ield in multiple line er	ntries will broad	ien the search re	sults.	
	Select	Repo	ort: Farm Recor	stitutior	History			•					
State		•	is	-	Any State	-	0 0	•					
County		•	is	-	Any County	-	0	•					
arm Number		-	equals	-	4599		0 0	•					
Base		Ŧ	equals	-			0	•					
'ear		-	equals	-			0	0					
Search Clear	All Reset	to De	efaults										
esult List: 2 R	constitution	enti	ries Found										
🖉 Farm Recor	stitution Rep	oort											II 🗐 🖉
State	County	Ye	ar Recon ID	Re	constitution Type	Status		Submitted Date	Completed Date	Parent IB	Parent Farm	Resulting Farm	Resulting IBase
Any State A	ny County	20	17 15	Fai	rm Division	Compl	ete	01/11/2017	01/11/2017		4599	4828	
												4829	



### *--298 Farm Reconstitution History Report (Continued)

### A Overview (Continued)

The following will not be displayed in the "Result List" or Farm Reconstitution Report:

- for farm divisions, when searching for a child farm or IBase, the associated child farms that were also the result of the identified reconstitution will **not** be displayed
- for farm combinations, when searching for a parent farm or IBase, the associated parent farms also involved with the reconstitution will **not** be displayed.
- **Note:** To access the full reconstitution history for the above scenarios the user can do any of the following:
  - search by the parent farm number or IBase for farm divisions
  - search by a resulting farm or IBase for farm combinations
  - click on the applicable hyperlinked IBase number (parent IBase for farm divisions, resulting IBase for farm combinations) to go to the farm level
     "Reconstitution History" assignment block and access the Farm Reconstitution Report
  - search the Reconstitution County Summary Report for the specific reconstitution ID number.

See Exhibit 29 for additional instructions for generating the Farm Reconstitution History Report and for a description of the returned data in the "**Result List**" of each listed reconstitution.--*

### *--298 Farm Reconstitution History Report (Continued)

#### **B** Farm Reconstitution History Report Results

Reports can be generated from the "**Result List**" once a valid search has been completed. Users have the following options:

- Farm Reconstitution Report PDF Reconstitution Status Report listing all reconstitution data available in the "Result List" based on the search criteria
- **Export to Spreadsheet** an option to export all data listed within the "**Result List**" to an Excel spreadsheet.

Search Criteria													Hide Search Fiel
Cpecifying values for	multiple fie	lds will narrow the	e search	results,while specif	iying diff	erer	nt valu	es for the same f	ield in multiple line er	ntries will broad	den the search re	sults.	
	Select Rep	oort: Farm Rec	onstitutio	n History				•					
State		is		Any State		0							
County		is		Any County	•								
Farm Number		equals		4599			•						
Base		equals	-			0	•						
Year	-	equals	-			0	•						
Search Clear All	Reset to D	Defaults											
esult List: 2 Recons	titution en	tries Found											
Farm Reconstitut	ion Report	$\mathbf{D}$											
State	County Y	ear Recon I	D Re	constitution Type	Status			Submitted Date	Completed Date	Parent IB	Parent Farm	Resulting Farm	Resulting IBase
Any State Any C	County 20	017 15	Fa	rm Division	Compl	ete		01/11/2017	01/11/2017		4599	4828	
												4829	

See Exhibit 29 for instructions and examples of each report option.

# C Farm Reconstitution History Reports From the Reconstitution History Assignment Block

The Farm Reconstitution History Report can also be accessed from within the specific farm record data under the **"Reconstitution History"** assignment block at the farm level.

Users can access the "Reconstitution History" assignment block by either:

- clicking on the hyperlinked IBase from within the Farm Reconstitution History search "Result List" to go to the associated farm record data at the farm level
- searching for the associated farm through the regular Farm Records search options.--*

# *--298 Farm Reconstitution History Report (Continued)

# C Farm Reconstitution History Reports From the Reconstitution History Assignment Block (Continued)

Both the Farm Reconstitution Report and the Excel spreadsheet can be created from within the **"Reconstitution History"** assignment block.

Installed Base Hierarchy	→ GIS In	nfo									
Description	- Gener	ral Data									
-4599		F	Farm Number:	4599				Combined To	o: 0		
		State	/County/Farm:		-			Divided fron	n: O		
		Fan	m Description:				T	ransferred Fron	1:		
		Admini	istrative State:	Any S	State			Combined Fron	1:		
		Administ	rative County:	Any C	County			Divided To	0.		
			Farm Status:	In-Acti	ve						
	- Recor	nctitution Hist	ery								
	Farm	Reconstitutio	n Report								0
	Year	Recon ID	Reconstitution	Туре	Status	Submitted	Completed	Parent IBase	Parent Farm	Resulting Fa	Resulting IB
	2017	15	Farm Division		Compl	01/11/2017	01/11/2017		4599	4828	
										4829	
											*

### A Overview

The Tract Reconstitution History Report option provides users the ability to identify the reconstitution(s) associated with a specific tract within the selected administrative State and county. Entry is required for a tract number along with an administrative State and county. The search criteria for the Tract Reconstitution History Report are as follows:

- State (Administrative)*
- County (Administrative)*
- Tract*
- **Note:** * Entries are required for State, County, and Tract. Failure to enter one or more of these entries will result in a "Hard Stop" message informing users to enter the missing search criteria.
- Year.
  - **Note:** Entering FY is optional and will limit the search for reconstitutions associated with the entered tract to the specified year. If the reconstitutions did not occur within the specified year, the results will be blank.

Search Criteria *Specifying values for Multiple line entries will				esults,while specify	ing diff	Hide Search Fields
Select Report:	Tract Rec	onstitution Hist	tory 💌			
State	-	is	-	Any State	-	0 0
County	-	is	-	Any County	-	0 0
Tract Number	-	equals	-			0 0
Year	-	equals	-			0 0
Search Clear All	Reset to D	efaults				 

### *--299 Tract Reconstitution History Report (Continued)

### A Overview (Continued)

Regardless of the search criteria entered, the data returned in the "**Result List**" will be displayed with reconstitution(s) for the tract entered. If the tract entered was involved in multiple tract reconstitutions (the tract was the result of a reconstitution and was also involved in a subsequent reconstitution) all will be displayed. See the following screen.

												Hide Search F
pectifying values f	for multiple field	ls will na	arrow the sear	ch r	esults,while spec	ifying diff	ere	nt values for th	ne same field in	n multiple line er	ntries will broaden th	he search results.
S	elect Report:	Tract R	econstitution H	Hist	ory		Ŧ					
ate	-	is		•	Any State	•	0	•				
ounty	•	is		•	Any County	-	0	•				
act Number	-	equals		Ŧ	10785		0	•				
ar	-	equals	als 🔻				0	•				
sult List: 4 Reco		ries Fou	und									هاها
sult List: 4 Reco		ries Fou	und								1	
			Ind Recon ID	Re	econstitution T	Complete	ed	. IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Tract Reconstit	tution Report		Recon ID			Complete 12/20/20		. IBase	Parent Farm 1994	Parent Tract 10784	Resulting Tract 10785	
Tract Reconstit State Any State	County Any County	Year	Recon ID			· ·		. IBase			0	Resulting Farm
Tract Reconstit	tution Report County	Year	Recon ID 3	Tra	act Combina	· ·	16	. IBase		10784	0	Resulting Farm

### *--299 Tract Reconstitution History Report (Continued)

### A Overview (Continued)

The following will not be displayed in the "Result List" or Tract Reconstitution Report:

- for tract divisions, when searching for a child tract, the associated child tracts that were also the result of the identified reconstitution will **not** be displayed
- for tract combinations, when searching for a parent tract, the associated parent tracts also involved with the reconstitution will **not** be displayed.
- **Note:** To access the full reconstitution history for the scenarios in this subparagraph, the user can do any of the following:
  - search by the parent tract number for tract divisions
  - search by a child tract number for tract combinations
  - search the Reconstitution County Summary Report for the specific reconstitution ID number.

See Exhibit 30 for additional instructions for generating the Tract Reconstitution History Report and for a description of the returned data in the "**Result List**" of each listed reconstitution.--*

### *--299 Tract Reconstitution History Report (Continued)

#### **B** Tract Reconstitution History Report Results

Reports can be generated from the **"Result List"** once a valid search has been completed. Users have the following options:

- **Tract Reconstitution Report** PDF Reconstitution Status Report listing all reconstitution data available in the **"Result List"** based on the search criteria
- **Export to Spreadsheet** an option to export all data listed within the "**Result List**" to an Excel spreadsheet.

arch Criteria												Hide Search F
pectifying value	s for multiple fiel	ds will n	arrow the searc	:h re	sults,while spec	ifying diffe	erer	nt values for th	e same field in	multiple line er	tries will broaden t	ne search results.
	Select Report:	Tract F	Reconstitution H	listor	Ŋ		•					
ate	-	is		•	Any State	Ŧ	0	•				
unty	-	is			Any County	-	0	•				
act Number	-	equals	ŝ	•	10785		0	•				
ar	-	equals	5	-			0	•				
sult List. 4 Red	constitution ent		und									
Tract Recons												
Tract Recons			Recon ID	Rec	onstitution T	Complete	ьd	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Tract Recons State Any State	County Any County	Year				Complete 12/20/201		Base		Parent Tract 10784	Resulting Tract	Resulting Farm
State Any State	County Any County					Complete 12/20/20		Base	Parent Farm 1994	Parent Tract 10784 10783	Resulting Tract 10785	Resulting Farm
State	County	Year	3	Trac	ct Combina	· ·	6	IBase		10784	0	0

See Exhibit 30 for instructions and examples for each report option.--*

# C Tract Reconstitution History Reports From the Reconstitution History Assignment Block

The Tract Reconstitution History Report can also be accessed from within the specific farm record data under the **"Reconstitution History"** assignment block at the tract level.

Users can access the **"Reconstitution History"** assignment block by doing any of the following:

- clicking on the hyperlinked IBase from within the tract reconstitution history search "Result List" to go to the associated farm record data and then clicking on the specific tract in the hierarchy
- clicking on the hyperlinked tract number, if the tract number is still active on an active farm, will take the user directly to the selected tract level in associated farm record
- searching for the associated farm through the regular "Farm Records" search options; once the farm is accessed, click on the specific tract in the hierarchy to go to the tract level data.

Both the Tract Reconstitution Report and the Excel spreadsheet can be created from within the **"Reconstitution History"** assignment block.

Installed Base Hierarchy		GIS In	nfo								
Description	<b>.</b>	▼ Tract	General Da	ta							
▼     1994       ▶     -10786       ▶     -10787			В	Tract Number State/County/Trac Tract Descriptior IA Range Unit Number Tract Status Divided From Combined From	t: n: r: s: Active n: 10785			County Phy Congres We	vsical Location: vsical Location: ssional District: tland Certified: tland Certified:	Any Coun 4	
			Reconstitution H Reconstitut Recon ID 4		Status Complete	Complete 12/20/2016	IBase	Parent Fa 1994	Parent Tract 10785	Resulting 10786	Resulting 1994

#### 300 (Reserved)

__*

#### **301** Transferring County Process

#### A Overview

A farm transfer is a modification to the Administrative State and County of a Farm Record when requested by a producer, owners, or County Committee on an approved FSA-179. The transfer process will be completed in CRM Farm Records.

#### **B** Example

The following screen displays the location of the Transfer Process tool.

Farm: 999999999, 99-99	99-1		🖸 Back 👻 💟 👻
Edit Fact Sheet Farm D		rision Transfer Process More •	3, L
Installed Ress Historsby			
Installed Base Hierarchy		► GIS Info	
🛅 🕨 Level Up	<u>∎</u> &		9
Description		General Data	-
▽			
▷ 🧇 99-999-100		▶ Land Data	
		Crop Election Data	
		▶ Crop Data	≙
		Parties Involved	≙
		► FPMS Status	≙
		Change History	

CRM Farm Records does not inactivate the transferred farm but transfers the IBase record to the receiving county. The farm will no longer be identified in CRM Farm Records within the transferring county. A search by IBase number within CRM Farm Records will find the farm *--in the receiving county database. As a best practice, offices should notate the IBase number of the farm on FSA-179 to use as reference.

**Note:** If the farm being transferred contains CRP acreage, do **not** cancel the CRP contract in CCMS. Follow 5-CRP, Part 2, Section 3 to transfer CRP contracts that are involved with a farm transfer once the farm transfer is complete in Farm Records.--*

### C Action

Users from the transferring county shall complete the following actions:

Prior to initiating a transfer in CRM Farm Records, GIS wetland point attributes must be updated using the CLU Maintenance Tool in Citrix to reflect the administrative State and county of the receiving county. See Exhibit 30 Transfer of Wetlands.

The following table provides the instructions for completing the farm transfer.

Step	Action
1	Access CRM Business Partner from the CRM Homepage and ensure that the
	Producers / Owners listed in items 1 and 2 of the FSA-179 have been loaded
	properly into Business Partner with associations to both the transferring and
	receiving counties.
2	Access CRM Farm Records from the CRM Homepage.
	Farm Records
3	CLICK "Farm Records".
4	CLICK "Search Farms/Bins".
5	Manually enter the farm number to be transferred and CLICK "Search".
6	From the resulting list, CLICK on the "IBASE ID".
	<b>Note:</b> If the Transfer Process tool is not available, check the status of the Farm Record and verify if it is "Active".
7	Update all applicable operators, owners, and other producers according to the FSA-179. CLICK " <b>MORE</b> " to obtain and save a copy of the current
	FSA-175. CLICK WOKE to obtain and save a copy of the current
	*Best Practice: Attach the FSA-156EZ to the farm to be transferred in the* Attachments assignment block using the naming convention of "Transfer_20XX_SS_CCC_XXXX_NNNNNNN", where 20XX = Program Year, SS = transferring State Code, CCC = transferring County Code, XXXX =
	the current farm number, and NNNNNNN represents the IBASE ID. See paragraph 266 for instructions on adding an attachment to a farm record.
8	CLICK "Save".

Step	Action
9	If the farm contains CRP, the following actions need to be completed:
	• Remove all CRP attributes from the field level CRP Data assignment block.
	* * *
	• Update CCMS "Revise > Farm / Tract" with current Tract and CLU number if status shows "unknown" in CCMS.
	<b>Notes:</b> CCC-505 CRP Reduction acres do not need to be removed prior to the transfer. The contract number and suffix combination associated with the CCC-505 CRP Reduction acres must be updated by the receiving County Office when the new contract number is known.
	<b>Exception:</b> If the specific contract number/suffix combination associated with the CCC-505 CRP Reduction acres in the transferring county already exists in the receiving county, the CCC-505 CRP Reduction acre entry in the transferring county must be changed by adding "XX" in front of the existing contract number/suffix. The transfer process performs a validation for CCC-505 CRP Reduction contract number/suffix and notifies the user if the contract number/suffix combination already exists in the receiving county.
	To change or update the contract number/suffix for a CCC-505 CRP Reduction entry first reduce the acres for the entry to zero, then use the trash can that is populated at the left end of the row to delete the existing entry. Re-enter the information for the CCC-505 CRP Reduction entry with the revised contract number and suffix.
10	CLICK "Transfer Process". Transfer Process
	A transfer can be initiated at either the farm or tract level.
	*Note: The Transfer Process in Farm Records should be initiated at the same time as FSA-179 is approved by the transferring office*

Step	Action
11	CLICK "Administrative State" drop-down menu and select the receiving State.
	CLICK "Administrative County" drop-down menu and select the receiving county.
	Click " <b>OK</b> ".
	Transfer Process Webpage Dialog
12	Verify that the status changed to "Pending" and "Expand message area" to
12	determine if any error messages have occurred.
	fer Process More • (2)
	Transfer Process initiated. COC approval pending.
	Installed base with number 9999999 saved

#### **C** Action (Continued)

Step	Action
13	In the case of a county to county transfer, the Transfer Process will generate a workflow task item that will appear in the transferring administrative county's CED's universal worklist. Once the workflow is approved by the transferring county, the workflow is transmitted to the receiving county's CED's worklist.
	<b>Note:</b> In the case of a transfer across State lines, the transferring administrative State's SED, the receiving administrative State's SED, the transferring county's CED, and receiving county's CED must all approve. If any approving official disapproves a transfer, it will be canceled. For information on how to approve a Farm Transfer, see the work instruction, "Worklist Farm Transfer."

**Note:** See work instructions **Farm Transfer** and **Worklist Farm Transfer** for more information on completing a farm transfer. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

### **D** Approval

*--Perform this procedure when a farm transfer workflow task is sent for approval. Farm Transfer workflows should be acted on as the associated county or State Office approves the associated FSA-179.--*

Following is an example of a Farm Transfer workflow task.

		Saved Searches	💌 Go_Advanced 📋
•	Home		🖸 Back 👻 🔂 🛩
			ې 🖨 🕲
Home	🗢 Workflow Tasks 📃 🗙	Alerts	Ξ×
Worklist	Action required: Farm Transfer requested from County A	CREATION OF FARM RECORDS IN	04.03 18:01
Busine: Worklist ner	Action required: Farm Transfer requested from PENNSYL		
Farm Records	Please Review DOD for BP A L GIDDENS	CREATION OF FARM RECORDS IN	04.03 23:33
Farm Records	Action required: Farm Transfer requested from MARYLAN		
Product Master	Action required: Farm Transfer requested from PENNSYL	Search	Ξ ×
Recent Items 171518 24-021 CREATION OF Action required: CREATION OF	Web Links C X No result found Favorites C X	Search Customers/Contacts Search Employees Search Farms/Bins Search Member Hierarchies Search Products Search Requested Products	
143061 18-139	My Favorites - Filter: All tems -	Create	= ×
	會 My Favorites	Create Farm/Bin Request New Product	

### **D** Approval (Continued)

Clicking on a Farm Transfer workflow task will result in the opening the workflow to review the information and execute the *** decision from FSA-179 by COC. The following screen will be displayed with an opened Farm Transfer workflow.

Home			🖸 Back 💌 🖾
🖋 Back			es.
Decision:	Approve	Execute Decision Choose One Option and Click "Execute Decision"	
<ul> <li>Workflow Task</li> </ul>	Disapprove		1
	Subject	Action required: Farm Transfer requested fro Status	Ready
	Sent Date	04/27/2015 Priority	5 Medium
	Due Date	05/12/2015	
Description			
		s pending after 15 days from date of request, a notification will be sent to the D	

The CED or their substitute shall follow the steps in the following table to execute the decision made by COC.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "Worklist". Worklist
3	In the Workflow Tasks select the appropriate hyperlink for the transfer needing approval.
	Action required: Farm Transfer requested from County A

### **D** Approval (Continued)

Step	Action
4	The CED or designee acting on behalf of the County Committee must approve or
	disapprove the workflow according to the COC decision. Once approval or disapproval is selected from the drop-down menu.
	disapproval is selected from the drop-down menu.
	Approve
	Disapprove
	CLICK "Execute Decision".
	Execute Decision
5	If the decision is "Approve", the farm status changes to "Active" in the receiving county and the parent farm status changes to "Inactive" in the transferring county.
	If the decision is "Disapprove", the transfer is abandoned and the farm status returns to "Active" in the transferring county.

### **E** Common Error Messages

The following table provides common error messages that prevent users from saving edits.

Alert	Action
Business Partner XXXXXXXXXX is not authorized for the State : ANY and County: ANY.	Transfer process failed due to current operator, other producers, and/ or owners are not linked to both current and receiving county. User must follow step 1.
Election Choice is mandatory at Farm Level for Crop: CROP.	User must manually enter from the drop-down menu the applicable election choice by crop at the farm level.
Farm Transfer is not possible due to errors on farm XX-XXX-XXXX.	User must review and correct all error messages before transfer process will proceed.

### **302** Receiving County Process

### A Overview

A county receiving a transferred farm must approve or disapprove the transfer request. Approval of the transfer updates the Administrative State and County of a Farm Record and assigns new farm and tract numbers. Disapproval of the farm transfer request ends the transfer process without changing the administrative state and county for the farm. The farm record in the transferring county returns to "Active" status with no changes.

### **B** Receiving County Office Action

Receiving County Offices shall:

- execute the decision of the workflow item
- update CCMS, if applicable
- restore CRP field level attributes

* * *

- •*--revise CCC-505 CRP Reduction acre contract number/suffix, if applicable--*
- print FSA-156EZ
- attach approved FSA-179 with all signatures to new farm attachment assignment block (optional).

**Note:** If the farm containing a HIP eligible covered commodity is transferred from a non-HIP-eligible county to a HIP-eligible county and the election for the covered commodity is ARC-County, a HIP must be calculated for the covered commodity. Refer to 1-ARCPLC, Part 5.

303-307 (Reserved)

### **308** Overview

### A Overview of Initiating a Reconstitution in CRM

A properly completed FSA-155, Request for Farm Reconstitution must be on file prior to initiating any reconstitution in CRM Farm Records.

### **B** Reconstitution Types in CRM

The following are 4 types of reconstitutions:

- tract division
- farm division
- farm combination
- tract combination.

#### **309** Tract Division

#### A Overview

The purpose of this process is to divide an existing parent tract into two or more child tracts. A properly completed FSA-155 must be on file prior to initiating any reconstitution in CRM Farm Records.

**Note:** If a reconstitution is completed, the FSA-578 Acreage Report will be deleted from CARS when the reconstitution is finished.

There are three methods a tract division can be completed by. Refer to Part 5, Section 2, Subsection 2, Methods of Division. They are:

- estate
- owner designation
- DCP Cropland (identified as Default within the tract division wizard and divides base acres according to the percentage of Effective DCP Cropland on each resulting tract).

### **B** Example

Following is an example of the screen for initiating the Tract Division Tool.

**Note:** The Tract Division option is enabled after clicking on the tract that will be divided in the farm hierarchy to select it.

Tract: 999999999, 99-999-2			🖸 Back 👻 💟 👻
Edit Fact Sheet Farm Division - GIS	Tract Div	ision Transfer Process More *	2 🖨
Installed Base Hierarchy		► GIS Info	
🗊 👫 Level Up 🖷	1 2		
Description		→ Tract General Data	
▽ 🛅 99-999-2			
₽ 👳 99-999-400		→ Tract Land Data	
₽ 👳 99-999-401			
		→ Tract Crop Data	
		Tract CCC-505 CRP Reduction Data	≙
		Parties Involved	≙
		2	

### C Action

The following table provides the instructions to complete and submit a tract division.

Step	Action				
1	Access CRM Farm Records from the CRM Homepage.				
2	CLICK "Farm Records". Farm Records				
3	CLICK "Search Farms/Bins".				
4	Manually enter the farm number that contains the tract(s) to be divided.				
5	CLICK "Search". Search				
6	In the results list assignment block, CLICK the "IBASE ID".				
7	In the farm hierarchy click on the tract that will be divided to select it.				
8	In the CRM toolbar SELECT " <b>Tract Division</b> ". Tract Division				
9	Open the GIS Info Assignment block, CLICK				
	"Perform Tract Division Tool".				

Step	Action				
10	Begin by establishing groups of CLU's that will represent the resulting tracts. Enter a Group ID to assign all CLU's that will result in the first child tract. CLICK "New Group". User shall select the first CLU for the first tract. If additional CLU's are needed, CLICK "Add to" and select the next CLU until all CLU's are selected for the first tract. Multiple CLU's may be selected at the same time by clicking and dragging the cursor. Any CLU contained (entirely or partially) within the resulting box will be selected. Close attention must be paid to very small CLU's to insure they are assigned to the correct group. After being selected, the CLU's are shaded to match the color assigned to the group.				
	Group ID Groups Group a T New Group Add to Remove From Clear Group Finish Cancel				
	Enter as many groups as necessary to create the desired number of resulting tracts If the "default" group option is utilized, the default group becomes the final group of CLU's.				
	<b>Example</b> : To divide a single tract into three, the user can either:				
	• create groups A, B, & C, or				
	• create groups A, B, and allow the remaining CLU's to be assigned to the default group.				
	Continue selecting CLU's until all named groups have the correct CLU's assigned.				
	CLICK "Finish" to continue.				

Step		Acti	on				
11	The following alert message						
	The following alore message will appear.						
	Please verify that each tract	-					
	division consists of contiguo						
	before final confirmation of	all selection g	proups.				
	User shall ensure all CLU's a	are assigned	properly.				
12	Review all tracts that are out	lined in aqua	marine. If the resulting				
	tracts to be created are correct	et, CLICK "S	ave and Sync".				
13	_	plete and revi	ew each of the following steps within				
	the wizard.						
	Finish 🗒 Save 🗊 Delete						
	₩ 1 2	3 4	5 6 7				
		itional NRCS					
	Assignment D	ata Determina	tion Method Reduction				
	Note: Users can click "Save"	" at any time	to hold all changes made as a saved				
			a later time or users can click "Delete"				
	to terminate this reque						
13a	Wizard Step 1 - Owner Assig	gnment:					
	Desig her geniere in a the group		a anound listed. If many anound annound				
			ng groups listed. If more groups appear unselected CLU resulted in the creation				
	-		urs the reconstitution should be deleted				
	and the user should begin aga	-	urs the reconstitution should be deleted				
	Owner Assignment						
	C Add Owner						
	Act Tract	Owner ID	Owner Name				
	Default Group     Default Group     Default Group	9999999999 D 9999999998 D	ANY PRODUCER 1 ANY PRODUCER 2				
	Group a	999999997	ANY PRODUCER 3				
	Group a	999999996	ANY PRODUCER 4				

Step	Action						
13a (Cntd)	Users shall update the ownership for each resulting child tract as needed. To assign a new owner, CLICK "Add Owner". Once the new owner is updated, delete the previous owner by using "Remove (trash can)". Users shall review all tract owners before proceeding.						
	Alternate Method for Loading a Producer:						
	If the 10-digit Business Partner ID for the new owner is known, the user may click in the ID field and manually enter the BP ID number or the user may click on "Input Help" in the row containing an existing owner and search for a business partner. When the new owner is selected from the search results the existing owner is replaced.						
1.21	If correct, CLICK "Next".						
13b	Data Division						
	Tract Farmian Cropian CRP Cr DCP Ag WBP Ac WRP Ac EWP Ac State C Other C FWP Ac CRP M Sugarc GRP Ac DCP Cr						
	48-037 122.63 77.88 9.27 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0						
	Default         97.97         53.22         9.27         0.00         0.00         0.00         0.00         0.00         0.00         0.00         53.22           Group a         24.66         24.66         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         24.66						
	<ul> <li>*As required, review and/or assign acres to the applicable data fields to the* appropriate child tracts. The sum of the acres of the child tracts, must equal the acres on the parent tract. See Part 5, Section 2 for further guidance.</li> <li>DCP AG Related Acres - Ag Related Activity Acres should be manually entered for acreage that meets the definition of DCP Cropland but does not meet the definition of cropland as defined. Users must decide which child tract or tracts should receive DCP Ag related Acres and assign the acres to the tract(s) where they are actually located.</li> </ul>						
	<ul> <li>WBP Acres - Manual entry of WBP acres enrolled within the selected tract on DCP Cropland acres. Users must decide which child tract or tracts should receive WBP Acres and assign the acres to the tract(s) where they are actually located.</li> <li>WRP Acres- Manual entry of WRP acres enrolled within the selected tract</li> </ul>						
	on DCP cropland acres. Users must decide which child tract or tracts should receive WRP Acres and assign the acres to the tract(s) where they are actually located.						

Step	Action
13b	Wizard Step 2 - Data Division (Continued):
(Cntd)	
	• EWP Acres - Manual entry of EWP acres enrolled within the selected tract on DCP cropland acres. Users must decide which child tract or tracts should receive EWP Acres and assign the acres to the tract(s) where they are actually located.
	• State Conservation Acres - Manual entry of state conservation acreage enrolled on DCP Cropland acres within the selected tract, where Federal payments are made in exchange for not producing an agricultural commodity on the acreage. Users must decide which child tract or tracts should receive State Conservation Acres and assign the acres to the tract(s) where they are actually located.
	• Other Conservation Acres - Manual entry of other conservation acreage for a federal conservation program enrolled on DCP Cropland acres, where payments are made in exchange for not producing an agricultural commodity on the acreage. Users must decide which child tract or tracts should receive Other Conservation Acres and assign the acres to the tract(s) where they are actually located.
	• FWP Acres - Cropland acres enrolled in CRP FWP are automatically allocated to child tracts by the tract division wizard as part of the CRP Cropland. Non-cropland FWP acres enrolled under practice CP39 must be manually entered for each resulting tract that contains non-cropland FWP acres.
	• CRP MPL Acres – CRP MPL Acres are aggregated from the field level from non-cropland fields with CRP data entered. Non-cropland fields are identified as fields with the 3-CM Indicator set to "No".

ected tract on Acres data ve GRP v located. assign acres parent tract.
parent tract.
at existed on
Back c * (1)
0 s
Year Wetland Certi
0
0

Step	Action					
13d	Wizard Step 4 - NRCS Determination:					
	Tract: 999999999, 99-999-9				Back +	
	Finish Save 1 Delete					
	# 1 2	3 4 5	6 7			
	Owner Data Division A Assignment	dditional NRCS DCP Divis		P		
	Previous     Next					
	NRCS Determination					
					9 4	
	Tract HEL Determination 99-999-9999 HEL determination		WVD - Wetland converted betwe	WVD - An agricultural commod	ity WVD - Wetland converted after N	
	Default Group HEL determinati Group a NHEL No agricu	Tract contains a watiand or i	farmed wetland.			
	Group a NHEL No agricu	Hact does not comain a we	land	1		
	review each value	e and change it to	t value for eac the correct va	alue if the def		
	review each value	oopulate a defaul e and change it to oices available i e fields on the tra	t value for eac the correct van the drop-dov act. See 6-CP,	alue if the def wn menu are c Part 4 for ins	ault value is lependent upon th tructions on	
	review each value incorrect. The ch HEL Status of the	oopulate a defaul e and change it to oices available i e fields on the tra anges to NRCS f	t value for eac the correct van the drop-dov act. See 6-CP,	alue if the def wn menu are c Part 4 for ins	ault value is lependent upon th tructions on	
	review each value incorrect. The ch HEL Status of the referring tract cha	oopulate a defaul e and change it to oices available i e fields on the tra anges to NRCS f	t value for eac the correct van the drop-dov act. See 6-CP,	alue if the def wn menu are c Part 4 for ins	ault value is lependent upon th tructions on	
	<ul> <li>review each value incorrect. The ch HEL Status of the referring tract cha</li> <li>HEL Deterem</li> <li>Wetland Deterem</li> </ul>	oopulate a defaul e and change it to oices available i e fields on the tra anges to NRCS f nination ermination	t value for eac o the correct van n the drop-dov act. See 6-CP, for updated det	alue if the def wn menu are o Part 4 for ins erminations o	ault value is lependent upon th tructions on f:	
	review each value incorrect. The ch HEL Status of the referring tract cha • HEL Deterem • Wetland Dete •*Wetland Con	oopulate a defaul e and change it to oices available i e fields on the tra anges to NRCS f nination ermination verted between I	t value for eac o the correct va n the drop-dov act. See 6-CP, for updated det December 23,	alue if the def vn menu are o Part 4 for ins erminations o 1985 and Nov	Fault value is dependent upon the structions on of: vember 28, 1990	
	<ul> <li>review each value incorrect. The ch HEL Status of the referring tract cha</li> <li>HEL Deterem</li> <li>Wetland Dete</li> <li>*Wetland Cont</li> <li>An Agricultur</li> </ul>	populate a defaul e and change it to oices available i e fields on the tra anges to NRCS f nination ermination verted between I ral commodity h	t value for eac o the correct van n the drop-dov act. See 6-CP, for updated det December 23, as been plante	alue if the def wn menu are o Part 4 for ins erminations o 1985 and Nov d on a conver	Fault value is dependent upon the structions on of: vember 28, 1990	
	<ul> <li>review each value incorrect. The ch HEL Status of the referring tract cha</li> <li>HEL Deterem</li> <li>Wetland Dete</li> <li>*Wetland Cont</li> <li>An Agricultur</li> </ul>	oopulate a defaul e and change it to oices available i e fields on the tra anges to NRCS f nination ermination verted between I	t value for eac o the correct van n the drop-dov act. See 6-CP, for updated det December 23, as been plante	alue if the def wn menu are o Part 4 for ins erminations o 1985 and Nov d on a conver	Fault value is dependent upon the structions on of: vember 28, 1990	

Step	Action						
13e	Wizard Ste	р 5 - DCP Г	<b>Division Metho</b>	d:			
	Previous     Next						
	DCP Division Method						
	Deraut						6
	Crop Name Wheat			Crop Method Default			•
	Corn			Estate			-
	Soybeans			Owner Designation			•
		Jsers shall se	thod of division elect one of the u:	• •	-	-	d
	Default						
	• Estate						
	Owner D	esignation.					
	CLICK "Ne						
	<b>Note:</b> Selecting "Previous" will return the user to the prior screen if the selected						
13f	division method needs to be changed. Wizard Step 6 - DCP Divison:						
		efault metho	d is selected fo	r all crops, th		view all	_
	information	on the DCP	<b>Division Assig</b>	nment Block.	No edits are	allowed	1.
	Information DCP Division	on the DCP	Division Assig	nment Block.	No edits are	allowed	1.
		on the DCP	Division Assig	nment Block.	No edits are	allowed	l. ■ &
		Crop	Division Assig	nment Block. Base Acres	CTAP Transitional Yield	allowed PLC Yield	
	DCP Division			Base Acres 5.00			
	DCP Division Tract 99-999-9999 Default Group	Crop Wheat Wheat	Crop Method Default Default	Base Acres 5.00 3.00	CTAP Transitional Yield 0.0000 0.0000	PLC Yield	· · · · · · · · · · · · · · · · · · ·
	DCP Division Tract 99-999-9999 Default Group Group A	Crop Wheat Wheat Wheat	Crop Method Default Default Default	Base Acres 5.00 3.00 2.00	CTAP Transitional Yield 0.0000 0.0000 0.0000	PLC Yield 62.0000	<b>a</b>
	DCP Division Tract 99-999-9999 Default Group Group A 99-999-9999	Crop Wheat Wheat Wheat Corn	Crop Method Default Default Default Estate	Base Acres 5.00 3.00 2.00 25.80	CTAP Transitional Yield 0.0000 0.0000 0.0000 0.0000	PLC Yield	<ul> <li>في الح الح الح الح الح الح الح الح الح الح</li></ul>
	DCP Division Tract 99-999-9999 Default Group Group A 99-999-9999 Default Group	Crop Wheat Wheat Wheat Corn Corn	Crop Method Default Default Estate Estate	Base Acres           5.00           3.00           2.00           25.80           25.80	CTAP Transitional Yield 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	PLC Yield 62.0000	62.0000 62.0000 153.0000
	DCP Division Tract 99-999-9999 Default Group A 99-999-9999 Default Group Group A	Crop Wheat Wheat Wheat Corn Corn Corn	Crop Method Default Default Estate Estate Estate	Base Acres 5.00 3.00 2.00 25.80	CTAP Transitional Yield 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	PLC Yield 62.0000	62.0000 62.0000 153.0000
	DCP Division Tract 99-999-9999 Default Group Group A 99-999-9999 Default Group	Crop Wheat Wheat Wheat Corn Corn	Crop Method Default Default Estate Estate	Base Acres           5.00           3.00           2.00           25.80           25.80	CTAP Transitional Yield 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.000 0.0000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.00	PLC Yield 62.0000 153.0000	<ul> <li>في الح الح الح الح الح الح الح الح الح الح</li></ul>

Step	Action						
13f	Estae of Owner Designation Methods						
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	When the Estate or Owner Designation method is chosen, users must manually						
	enter the correct allocation of base acres and yields as applicable according to						
	FSA-155. Base acres for each crop that exists on the parent tract are listed i						
			ta for the crop.		-		
		-	_				
	the resulting	ng tracts for	each crop must	equal the total	base acres to	or the crop on	
	the parent	tract.					
	-						
	DCP Division						
						<b>a</b> 4	
	Tract	Crop	Crop Method	Base Acres	CTAP Transitional Yield	PLC Yield	
	99-999-9999	Wheat	Default	5.00	0.0000	62.0000	
	Default Group	Wheat	Default	3.00	0.0000	62.0000	
	Group A	Wheat	Default	2.00	0.0000	62.0000	
	99-999-9999 Default Group	Corn	Estate	25.80 25.80	0.0000	153.0000	
	Group A	Corn	Estate	25.80	0.0000	153.0000	
	99-999-9999	Soybeans	Owner Designation	37.00	0.0000	44.0000	
	Default Group	Soybeans	Owner Designation	37.00	0.0000	44.0000	
	Group A	Soybeans	Owner Designation	37.00	0.0000	44.0000	
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	If the data	is confect, C	LICK "Next".				
13g	Wizard St	ten 7 - CCC	-505 CRP Redu	action			
108							
	CCC E0E CBB Roductio	-					
	CCC-505 CRP Reductio	n					
			CDD Contract Number	Start Vear CCC 565 CS	ID Dedu	e c (CC) Vield	
	CCC-505 CRP Reductio	Crop Cro	pp Method CRP Contract Number	Start Year CCC-505 CF 2015 30.10	IP Redu CTAP Transitional (Di	PLC (CC) Yield	
	Tract	Crop Cro Com De					
	Tract 39-037-2071	Crop Crr Com De Com De	fault 2500	2015 30.10	0.0000	PLC (CC) Yield 118.0000	
	Tract 39-037-2071 Default Group	Crop Crr Com De Com De	fault 2500 fault 2500	2015 30.10 2015	0.0000	PLC (CC) Yield 118.0000 118.0000	
	Tract 39-037-2071 Default Group Group a	Crop Crr Com De Com De Com De	fault 2500 fault 2500 fault 2500	2015         30.10           2015         2015	0.0000 0.0000 0.0000	PLC (CC) Yield 118.0000 118.0000 118.0000 118.0000	
	Tract 39-037-2071 Default Group Group a	Crop Crr Com De Com De Com De	fault 2500 fault 2500 fault 2500	2015         30.10           2015         2015	0.0000 0.0000 0.0000	PLC (CC) Yield 118.0000 118.0000 118.0000 118.0000	
	Tract 39-037-2071 Default Group Group a *If there	Crop Crop Com De Com De Com De	fault 2500 fault 2500 fault 2500	P reduction for	the parent tr	PLC (CC) Yield 118,0000 118,0000 118,0000 118,0000 118,0000 118,0000	
	Tract 39-037-2071 Default Group Group a	Crop Crop Com De Com De Com De Com De Is an existin	fault 2500 fault 2500 fault 2500 g CCC-505 CRI CCC-505 CRP R	P reduction for eduction acres	the parent to to the correct	ract, the resulting	
	Tract 39-037-2071 Default Group Group a	Crop Crop Com De Com De Com De Com De Is an existin	fault 2500 fault 2500 fault 2500 g CCC-505 CRI CCC-505 CRP R	P reduction for eduction acres	the parent to to the correct	ract, the resulting	
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	*If there system will tract. CCC	Crop Crop Com De Com De Com De Com De Com De Com Crop Com De	fault 2500 fault 2500 fault 2500 g CCC-505 CRI CCC-505 CRP R	P reduction for eduction acres are prorated to	the parent to to the correct	ract, the g tracts based	
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	*If there system will tract. CCC on the num	Crop Crop Com De Com De Com De Com De Com Com De Com Com Creater Com Com Creater Com Creater Com Creater Com Creater Com Creater Creater Com Creater Creater Com Creater Creater Creater Com Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater Creater C	fault 2500 fault 2500 fault 2500 CCC-505 CRP R Reduction Acress Cropland acres Method 2500 CCC-505 CCC-505 Cropland acres	2015 30.10 2015 2015 2015 P reduction for eduction acress are prorated to each resulting	the parent the correct of the resulting tract receive	PLC (CC) Yield 118.0000 118.0000 118.0000 118.0000 118.0000 118.0000 118.0000 118.0000	

Step	Action				
13g (Cntd)	User will manually enter the following information from the approved CCC-505:				
	• Update the CRP Contract number.				
	• When the tract division results in CRP acres on more than one resulting tract revised CRP contract numbers are required. The new suffixes to be added to the existing CRP contract number will not be known until revised CRP contracts are created in CCMS. Temporary placeholder suffixes of "XX1, XX2, etc. shall be added to create unique contract numbers until the correct suffixes are known. After CCMS assigns the new CRP contract number and suffix , the user will need to review each child tract having CRP and enter the correct contract number and suffix.				
	• CCC-505 CRP Reduction Acres.				
	• CTAP Transistional (Direct) and/or PLC (CC) Yield. See paragraph 240 for rules on when specific yields apply. Yields for resulting tracts must be equal to the yield for the parent tract.				
	<b>Notes:</b> The CCC-505 CRP Reduction Acres assigned to a child tract cannot exceed the CRP contract acres for the specific contract number associated with the child tract. The total CCC-505 CRP Reduction acres entered for the resulting tracts must equal the parent tract CCC-505 CRP Reduction acres.				
	When the DCP Cropland method is used for the tract division, CCC-505 CRP Reduction Acres shall be prorated manually according to the percentage of the total CRP acres for the specific contract located on that child tract.				
	<b>Example:</b> CRP Contract 1 contains 20.00 acres of CRP located in two fields each containing 10.00 acres. Field 1 goes to child tract 2, field 2 goes to child tract 3. Of the 10.00 CCC-505 CRP Reduction Acres associated with CRP Contract 1, 5.00 CCC-505 CRP Reduction Acres shall be assigned to tract 2 and 5.00 CCC-505 CRP Reduction acres shall be assigned to tract 3.				
	If the data is correct, CLICK "Next".				

### C Action (Continued)

Step	Action
13h	Tract Division confirmation message will be displayed.
	Tract Division Webpage Dialog
	Are you sure, you want to finish this Tract Division?
	CLICK "YES" to complete the tract division.
	Selecting "NO" will return the user to the CCC-505 CRP reduction wizard, step 7.

**Notes:** See work instruction Tract Division for more information on completing a tract division. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

Upon completing a Tract Division, enter an updated tract description as applicable in the General Data assignment block for each resulting tract.

### **D** Approval

System approval is not required when tracts are divided. No workflow task will be generated.

#### *--309.5 Reconstitutions on Large Tracts

#### A Reconstitution Processing

Tract divisions and combinations involving tracts with either a large number of tracts or a significant number of CLU's, may require additional processing time to complete the tract reconstitution successfully.

Users will receive the informational message, "Farm Status is set to Draft. Job Scheduled in Background", when initiating the Tract Wizard for farms with a large number of Tracts/Fields, and the "Farm Status" option will be set to "Draft". Once the job completes the user will receive an alert on the Home Page advising if the job is successful or has failed and can take the appropriate action to complete the reconstitution or resubmit it if it failed. The "Reconstitution Status" option will be updated to either "Success" or "Fail" accordingly.--*

#### *--309.5 Reconstitutions on Large Tracts (Continued)

### **B** Example

The following message is received when additional processing time is needed to complete the tract reconstitution.

	ack -
(2)	🍫 🝳
Farm status is set to Draft. Job Scheduled in Background	<b>1</b>
Installed base with number 194606971 saved	32:03
	>
	;

#### 310 Farm Division

#### A Overview

The purpose of this process is to divide an existing parent farm into two or more child farms. A properly completed FSA-155 must be on file prior to initiating any reconstitution in CRM Farm Records.

**Note:** If a reconstitution is completed, the FSA-578 Acreage Report will be deleted from CARS when the reconstitution is approved.

The resulting farms shall be administratively located in the county where the land is physically located. Once a farm division is complete, a subsequent transfer may be required. See Part 3 for additional information on determining the administrative county for a farm and farm transfers. See Part 7, Section 6 for automation instructions for farm transfers.

#### **B** Farm Division Process and Examples

The first step of a farm division is to establish groups of tracts that will be contained in the child farms resulting from the division. Two types of groups are possible; user-identified groups and default. There must be at least one user-identified group. Additional user-identified groups can be created as needed. The maximum number of user-identified groups is limited to the number of tracts that exist on the parent farm. A default group containing the remaining tracts will be established if all tracts that exist on the parent farm are not assigned to user-identified groups. Default Groups are useful when a large percentage of the parent farm's tracts will be on one resulting child farm. The user then only needs to select a few tracts to go to the new user-identified group or groups. All unassigned tracts will automatically be assigned to the Default Group as the last step of the tract selection process.

**Note:** When entering names for user-identified groups, the group ID field only accepts alpha characters and no spaces.

### **B** Farm Division Process and Examples (Continued)

Users have two options to process a Farm Division depending on the method they choose for selection of tracts to be associated with the groups that will depict the resulting farms.

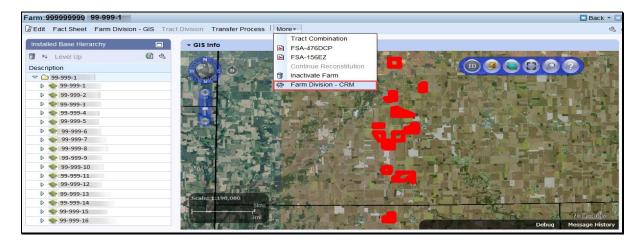
- Farm Division CRM
- Farm Division GIS

Note: The Farm Division tools are enabled when the selected farm has multiple tracts.

#### Farm Division – CRM

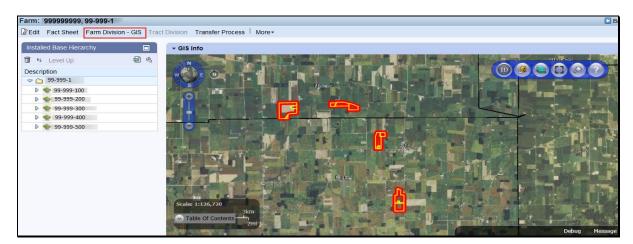
This method is helpful when the farm contains a large number of tracts and the use of GIS to select tracts to be assigned to groups is not practical.

The following screen will be displayed.



### **Farm Division – GIS**

This method is helpful when the user wants to use the visual representation of the farm to select tracts to be assigned to groups. The following example displays how to access the Farm Division-GIS from the main menu.



### C Action

The following table provides the steps to complete the reconstitution depending on which division option is chosen to initiate the farm division. Depending on the division option chosen, follow the applicable steps 1-7. Steps 8- are the same regardless of the division option chosen.

### Farm Division – CRM Method

The following table provides instructions for initiating a farm division through the Farm Division - CRM Method.

Step	Action					
1	Access CRM farm records from the CRM Homepage.					
2	CLICK "Farm Records".					
3	CLICK "Search Farms/Bins".					
4	Manually ENTER the farm number that will be divided.					
5	From the "More" tool on the CRM toolbar, CLICK "Farm Division – CRM".					
	👾 Farm Division - CRM					
6	ENTER a Group ID to assign all tract(s) that will result in the first child farm.					
	CLICK "New Group". New Group					
	Enter as many groups as necessary to create the desired number of resulting farms. If the <b>"default"</b> group option is utilized, the default group becomes the final group of tracts.					
	<b>Example:</b> To divide a single farm into three, the user can either:					
	• create groups A, B, & C, or					
	• create groups A, B, and allow the remaining tracts to be assigned to the default group.					
	Use the drop-down menu to assign each tract to its assigned group.					
7	CLICK "Proceed to Wizard".					
	Proceed to Wizard					

### C Action (Continued)

### Farm Division – GIS Method

The following table provides

Step	Action
1	Access CRM farm records from the CRM Homepage.
2	CLICK "Farm Records".
3	CLICK "Search Farms/Bins".
4	Manually ENTER the farm number that will be divided.
5	CLICK <b>"Farm Division – GIS</b> " located in the CRM Toolbar.
	Farm Division - GIS
	Open the GIS Info assignment block. CLICK <b>"Perform Farm Division"</b> tool.
6	CLICK "New Group" New Group to ENTER a Group ID to assign all tracts that will result in the first child farm.
	Enter as many groups as necessary to create the desired number of resulting farms If the <b>"default"</b> group option is utilized, the default group becomes the final group of tracts.
	<b>Example:</b> To divide a single farm into three, the user can either:
	• create groups A, B, & C, or
	• create groups A, B, and allow the remaining tracts to be assigned to the default group.
	Identify and click on any field within the first tract to select it. Repeat as needed to assign tracts to the named groups. Multiple Tracts may be selected at the same time by clicking and dragging the cursor. Any tract contained (entirely or partially) within the resulting box will be selected.
7	If the tracts selected are correct, CLICK <b>"Save and Sync"</b> .

Step	Action
Note:	Beginning with step 8, all remaining steps are the same regardless of which method
	was chosen.
8	As required, users shall complete and review each of the following steps.
	Finish Save Delete
	▶ 1 2 3 ■
	Operator DCP Division DCP Division Assignment Method
	Notes Hears on CHICK "Source" to hold all shanges made as a draft record and
	<b>Note:</b> Users can CLICK <b>"Save"</b> to hold all changes made as a draft recon and return at a later time or users can click <b>"Delete"</b> to terminate this
	reconstitution request.
9	Wizard Step 1 - Operator Assignment
-	
	Operator Assignment
	el &
	Farm Operator ID Operator Name
	Default Group         99999999         Image: Constraint of the second se
	Search using the "Input Help" tool to assign new Operators to the resulting child
	farms.
	Alternate Method for Producer Selection:
	If the 10-digit Business Partner ID for the new owner is known, the user may click
	in the ID field and manually enter the PB ID number or the user may click on
	"Input Help" in the row containing an existing operator and search for a business
	partner. When the new operator is selected from the search results the existing
	operator is replaced.
	CLICK "Next".

Step				Action				
10	Wizard Step	<b>D</b> 2 - DCP	Division M	/lethod				
	-							
	Previous     Next							
	DCP Division Method							
	Default 💌							
	Crop Name			Crop Metho	d		<b>a</b>	
	Wheat			Default			•	
	Corn Soybeans			Estate Owner Desig	gnation		*	
	Users shall er	nter the m	ethod of di	vision by cro	op according	g to the o	completed	
				•	-		ne Crop Metho	
			select one (	of the follow	ing inculou	5 110111 11	ie erop metite	
	drop-down m	nenu:						
	• Default							
	• Estate							
	Owner D	Designation	n.					
	CLICK "Nov	r+99						
	CLICK "Next".							
	Note: Selec	cting "Prev	vious" will	return the us	ser to the pri	ior scree	n if the selecte	
		-			ser to the pri	ior scree	n if the selecte	
	divisi	ion metho	d needs to	return the us be changed.	ser to the pri	or scree	n if the selecte	
11		ion metho	d needs to		ser to the pri	ior scree	n if the selecte	
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11	divisi Wizard Step	ion metho <b>3 - DCP</b>	d needs to		ser to the pri	ior scree	n if the selecte	
11	divisi	ion metho <b>3 - DCP</b>	d needs to		ser to the pri	ior scree	n if the selecte	
11	divisi Wizard Step	ion metho <b>3 - DCP</b>	d needs to		ser to the pri	or scree	n if the selecte	
11	divisi Wizard Step Default Met	ion metho 3 - DCP hod:	d needs to Division	be changed.				
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11	divisi Wizard Step Default Met	ion metho <b>3 - DCP</b> hod: efault meth	d needs to Division	be changed. ted for all cr	ops, the use	r shall re	eview all	
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11	divisi Wizard Step Default Met When the De information of	ion metho <b>3 - DCP</b> hod: efault meth	d needs to Division	be changed. ted for all cr	ops, the use	r shall re	eview all	
11	divisi Wizard Step Default Met When the De information of	ion metho <b>3 - DCP</b> hod: efault meth	d needs to Division	be changed. ted for all cr	ops, the use	r shall re	eview all e allowed.	
11	division Wizard Step Default Met When the De information of DCP Division	ion metho <b>3 - DCP</b> <b>hod:</b> efault methon the DC	d needs to <b>Division</b> nod is selec P Division	be changed. ted for all cr Assignment	ops, the use Block. No Base Acres	r shall re edits are CTAP Transition: 0.0000	eview all e allowed.	
11	division Wizard Step Default Met When the De information of CCP Division	ion metho <b>3 - DCP</b> <b>hod:</b> efault methon the DC	d needs to Division nod is selec P Division Crop Vneat Wheat	be changed. ted for all cr Assignment	Block. No	r shall re edits are	eview all e allowed.	
11	division Wizard Step Default Meth When the De information of DCP Division	ion metho <b>3 - DCP</b> <b>hod:</b> efault methon the DC Tract 5852 -5851 -5851	d needs to Division nod is selec P Division Crop Wheat Wheat Wheat	be changed.	Base Acres	r shall re edits are	eview all e allowed.	
11	division Wizard Step Default Met When the De information of Group a 99-999-1	ion metho <b>3 - DCP</b> hod: efault methon the DC Tract -5851 -5851 -5852	d needs to Division nod is selec P Division Crop Wheat Wheat Wheat	be changed. ted for all cr Assignment Crop Method Default Default Default Default	Base Acres           1.70           4.50           1.70	r shall re edits are	eview all e allowed.	
11	division Wizard Step Default Meth When the De information of DCP Division	ion metho <b>3 - DCP</b> <b>hod:</b> efault methon the DC Tract 5852 -5851 -5851	d needs to Division nod is selec P Division Crop Wheat Wheat Wheat	be changed.	Base Acres	r shall re edits are	eview all e allowed.	
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Step				Actio	n					
11	Estate or Owner Designation Method(s):									
(Cntd)										
	When the Estate or Owner Designation method is chosen, users must manually ENTER the correct allocation of base acres and yields as applicable according to FSA-155.									
	exist on the	parent far	m (1). The ting farms	m the existin he sum of the s must equal	e base acr	es for each	crop assign	ed to		
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Step	p Action						
11	The sum of	the vield e	extensions	for the child	farms must	be equal to	o the sum of
		•				-	
(Cntd)	•			he parent farr	-	0 1	•
	extension ca	alculations	Enter vie	elds for the cl	hild farm to	four decir	mal places.
			J				I
	DCP Division						
							60 4
	Farm	Tract	Crop	Crop Method	Base Acres	CTAP Transitional	PLC Yield
	Default Group	-5852	Wheat	Default	1.70	0.0000	65.0000
	Group a	-5851	Wheat	Default	4.50	0.0000	65.0000
	99-999-1	-5851	Wheat	Default	4.50	0.0000	65.0000
	99-999-1 Default Group	-5852	Com	Default Estate	1.70	0.0000	65.0000
	Group a	-5851	Com	Estate	15.70	0.0000	0.0000
	99-999-1	-5851	Com	Estate	11.40	0.0000	150.0000
	99-999-1	-5852	Com	Estate	4.30	0.0000	155.0000
	Default Group	-5852	Soybeans	Owner Designation	0.00	0.0000	0.0000
	Group a	-5851	Soybeans	Owner Designation	9.80	0.0000	44.0000
	99-999-1	-5851	Soybeans	Owner Designation	7.10	0.0000	44.0000
	99-999-1	-5852	Soybeans	Owner Designation	2.70	0.0000	44.0000
	bushels; bushels.	Tract 5851, Total yield	, 11.40 acre extension	acres * 155.00 s * 150.0000 b = 2,376.5000 b	oushels/acre oushels.	= 1,710.00	00
	bushels; bushels. Child Fa total yiel (2,376.50	Tract 5851, Total yield rm: Tract 5 d extensior 0000+0.000	, 11.40 acre extension 852, 15.70 n. The sum 00) for the c	s * 150.0000 k = 2,376.5000 k acres *151.36 of the rounde hild farms is e	oushels/acre oushels. 94 bushels/a ed whole bus	= 1,710.00 cre = 2,376 hel yield ex	00 5.5000 ktension
	bushels; bushels. Child Fa total yiel (2,376.50	Tract 5851, Total yield rm: Tract 5 d extensior 0000+0.000	, 11.40 acre extension 852, 15.70 n. The sum 00) for the c	s * 150.0000 k = 2,376.5000 k acres *151.36 of the rounde	oushels/acre oushels. 94 bushels/a ed whole bus	= 1,710.00 cre = 2,376 hel yield ex	00 5.5000 ktension
	bushels; bushels. <b>Child Fa</b> total yiel (2,376.50 bushel yi	Tract 5851, Total yield rm: Tract 5 d extensior 0000+0.000 eld extensi	, 11.40 acre extension 852, 15.70 n. The sum 0) for the c on for the p	es * 150.0000 k = 2,376.5000 k acres *151.36 of the rounde hild farms is e parent farm.	oushels/acre oushels. 94 bushels/a ed whole bus	= 1,710.00 cre = 2,376 hel yield ex	00 5.5000 ktension
12	bushels; bushels. <b>Child Fa</b> total yiel (2,376.50 bushel yi If the data is	Tract 5851, Total yield rm: Tract 5 d extensior 2000+0.000 eld extensi s correct, C	, 11.40 acre extension 852, 15.70 n. The sum 00) for the p 00 for the p	s * 150.0000 k = 2,376.5000 k acres *151.369 of the rounde hild farms is e parent farm.	oushels/acre oushels. 94 bushels/a ed whole bus qual to the r	= 1,710.00 cre = 2,376 shel yield ex ounded wh	00 5.5000 ktension hole
12	bushels; bushels. <b>Child Fa</b> total yiel (2,376.50 bushel yi If the data is Farm Divisi	Tract 5851, Total yield rm: Tract 5 d extensior 0000+0.000 eld extensi s correct, C ion confirm	, 11.40 acre extension 852, 15.70 h. The sum 00) for the c on for the p CLICK "N nation mes	s * 150.0000 k = 2,376.5000 k acres *151.36 of the rounde hild farms is e parent farm. (ext". ssage will dis	pushels/acre pushels. 94 bushels/a ed whole bus qual to the r play. Users	= 1,710.00 cre = 2,376 shel yield ex ounded wh	00 5.5000 ktension hole
12	bushels; bushels. <b>Child Fa</b> total yiel (2,376.50 bushel yi If the data is Farm Divisi	Tract 5851, Total yield rm: Tract 5 d extensior 0000+0.000 eld extensi s correct, C ion confirm	, 11.40 acre extension 852, 15.70 h. The sum 00) for the c on for the p CLICK "N nation mes	s * 150.0000 k = 2,376.5000 k acres *151.36 of the rounde hild farms is e parent farm. (ext". ssage will dis	pushels/acre pushels. 94 bushels/a ed whole bus qual to the r play. Users	= 1,710.00 cre = 2,376 shel yield ex ounded wh	00 5.5000 ktension hole
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### C Action (Continued)

Step	Action
13	
	Farm Division has been submitted to the CED for County Committee Approval.
	When the Farm Division is finished a workflow is submitted to the CED for review and approval/disapproval based on the COC determination on FSA-155. CLICK <b>"Expand message area"</b> to review the system message(s).

**Note:** See work instructions **Farm Division-CRM** and **Farm Division-GIS** for more information on completing a farm division. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

### **D** Approval

Perform this procedure when a farm division workflow task is sent for approval.

Following is an example of CED workflow tasks.

Home			🖸 Back 👻 📄 👻
			4 🗄
Workflow Tasks	E×	Alerts	<b>■</b> ×
Pending decision on division of Farm 1		No result found	
Pending decision on division of Farm 4582 Please Review DOD for BP ANY PRODUCER Pending decision on division of Farm 6500		Q Search	□ ×
Pending decision of division of Farm 1917 B Expand		Search Cleansing Cases Search Customers/Contacts Search Employees Search Farms/Bins	
Web Links  No result found	& 🗆 🗙	Search Nember Hierarchies Search Products Search Requested Products Search Restricted Fields	
Favorites	& 🔳 X	Create	E ×
My Favorites  Filter	All Items 💌	Create Farm/Bin Create New Product Request	
🖆 My Favorites		Reports	E ×
		Key Field Change Requests Potential Duplicates	

Click on the applicable workflow task to open the display and execute the applicable COC decision to approve or disapprove the pending reconstitution.

### **D** Approval (Continued)

Following is an example of opened reconstitution workflow task:

Back		<b>-</b>
Decision:	Approve Exe	ecute Decision
- Workflow Task	Disapprove	
	Subject Pending decision on division of Farm 99-999-1	Status Ready
	Sent Date 04/23/2015	Priority 5 Medium
	Due Date 06/07/2015	
Description		
division will be auto	matically cancelled.	the earlier of 45 days from the date of this notice or September 30 of this program year, this farm
BE SURE TO ADD	A NOTE (IN THE ATTACHMENTS ASSIGNMENT BLOCK BELOW)	IN THE EVENT OF A DISAPPROVAL.
<ul> <li>Associated Busin</li> </ul>	ness Objects	u 🖬 4.
Description		Туре
Farm Number 7000		ZMIBUS9201
Farm Number 7001		ZMIBUS9201
Farm Number 1		ZMIBUS9201

The CED or their Substitute shall follow the steps in the table below to execute the decision made by the COC.

Step		Action				
1	Access CRM Farm Records from the CRM Homepage.					
2	CLICK <b>"Worklist</b> ".	Worklist				
3	In the Workflow Tasks select the appropriate hyperlink for the farm division needing approval.					
	Pending de	ecision on division of Farm	99-999-1			
4		of the farm division prior to e farms is listed in the Associa				
	<ul> <li>Associated Business Objects</li> </ul>			🔟 🛍 🍕 🗎		
	Description		Туре			
	Farm Number 7000		ZMIBUS9201			
	Farm Number 7001		ZMIBUS9201			
	Farm Number 1		ZMIBUS9201			

### **D** Approval (Continued)

Step	Action				
5	The CED or designee acting on behalf of the County Committee must approve or disapprove the workflow according to the COC decision. Once approval or disapproval is selected from the drop-down menu.				
	Approve				
	Disapprove				
	CLICK "Execute Decision".				
6	If the decision is "Approve", the child farms' statuses change to "Active" the parent farm's status changes to "Inactive". If the decision is "Disapprove", the child farms are abandoned and the parent farm status returns to "Active".				
7	If the reconstitution is approved the CED will receive an email containing Forms FSA-156EZ and FSA-476DCP for the new farms. These forms shall be used to notify the operators and owners associated with the farms of the results of the reconstitution. See Part 5, Section 2, Subsection 3 for approval and notification requirements.				

### A Overview

The purpose of this process is to combine 2 or more farms into 1 resulting farm. The farms *--being combined must be located in the same administrative State and county, have the same ARCPLC G/I/F Eligibility indicator, and have the same ARCPLC program elections for any common crops that exist on more than 1 farm involved in the farm combination.--*

ARCPLC farms and farms with no base acres and no CCC-505 CRP Reduction acres may be combined.

HIP farms can be combined with non-HIP farms, however, counties must recalculate the HIP after the combination takes place. See 1-ARCPLC, Part 5.

* * *

#### **B** Example

To initiate a Farm Combination search for all farms to be combined. When more than one farm is displayed in the search results the ability to select "**Farm Combination**" becomes enabled.

Following is an example of initiating a Farm Combination from the Results Lit of the Search Criteria screen.

Search For:	Search by Farm/	Bin #		•
Farm/Bin Number	<ul> <li>equals</li> </ul>	<b>v</b> 1	0 0	
Farm/Bin Number	<ul> <li>equals</li> </ul>	₹ 2	0 0	
Administrative State	▼ is	▼ ANY	- O O	
Administrative County	▼ is	LAKE	- 0 0	
Farm/Bin	▼ is	•	- 0 0	
Base ID	▼ is	-	0 0	
Farm Status	▼ is	<b>~</b>	- 0 0	
Divided from farm:	<ul> <li>equals</li> </ul>	-	0 0	
Combined in farm:	<ul> <li>equals</li> </ul>	•	0 0	
Search Clear Reset	ound	Maximum Number ( Search As:	of Results: 100	
[]]).				
New Farm Combination				
	IBase ID	Farm Description	Farm/Bin	Admin State
		Farm Description	Farm/Bin Farm	Admin State

9-21-20

## **311** Farm Combinations (Continued)

## C Action

The following table provides instructions to search for multiple farms and initiate a farm combination.

Step		Action					
1	Access CRM Farm Records from the CRM Homepage.						
2	CLICK "Farm Records".	Farm Records					
3	CLICK "Search Farms/Bins".	Search Farms/Bins					
4	CLICK the "Copy Line" tool • at the end of the Farm/Bin entry line, to search for additional farms that will be combined. Depending on the number of farms being combined, multiple lines may need to be added using the "Copy Line" tool.						
5	Manually ENTER the farm numbers to be combined in the search options.						
6	CLICK "Search". Search						
7	In the Results window, all farms searched will be listed. CLICK the <b>"Select</b> All" tool.						
8	CLICK "Farm Combination".	Farm Combination					

Follow steps 9 and 10 when the defaulted operator is correct.

In this example, once "Farm Combination" is selected in Step 8, the resulting farm will display with the combined farm records data. The farm operator must be reviewed and updated according to the following table.

arm: 999999999, 99-999-4459 🖸 Back 🔻 🖸									
■ Finish and send for Approval 1 🗙 Cancel							2 🗄		
Installed Base Hierarchy		•	Operator Assignme	nt				[	] 🗐 d
🗊 🕨 Level Up	<u> </u>	Û	Insert						
Description			Name	Function	ID		HEL Excepti	CW Excepti	PCW
▽ 🗀 99-999-4459			ANY PRODUCER	Operator -	999999999	٥			
09-999-100 💓 💓									
09-999-701									

# 311 Farm Combinations (Continued)

# C Action (Continued)

Step	Action
9	Review the Operator in the Operator Assignment window. If the operator is correct, CLICK " <b>Finish and Send for Approval</b> ". If the operator needs to be updated, update according to steps 12 - 16.
	Finish and send for Approval
10	When the Farm Division is Finished a workflow is submitted to the CED for review and approval/disapproval based on the COC determination. CLICK <b>"Expand message area"</b> to review the system message(s).
	Farm Combination has been submitted to the CED for County Committee Approval.

Follow Steps 11 and 11a when the defaulted Operator must be changed or no operator is defaulted. The following provides the steps to updated the operator on the resulting farm and submit the farm combination for approval.

Farm: 9999999999, 99-999-4459							C 8	ack 🝷 🖸
Finish and send for Approval 1								26
Installed Base Hierarchy	•	Operator Assignme	ent				[	
🗊 🎍 Level Up 🛛 🚺 🚺	1	Insert <12						
Description		Name	Function		ID	HEL Excepti	CW Excepti	PCW
▽ 🗀 99-999-4459		ANY PRODUCER	Operator	-	999999999	13		
Þ 🧙 99-999-100								
Þ 🜪 99-999-701								

Step	Action
11	If the operator is not defaulted because all farms being combined do not have the same operator, CLICK <b>"Expand error message"</b> and the following error will display.
	<b>9</b> (1)
	Assign an Operator to the Farm.
11a	CLICK "Remove" (trash can) in the Operator Assignment window to remove the
	existing operator. This step is not needed if no operator is defaulted.

## 311 Farm Combinations (Continued)

### **C** Action (Continued)

Follow all remaining steps to complete the farm combination.

Step	Action
12	CLICK "Insert". Insert
13	CLICK "Input Help" in the Business Partner ID field.
14	Search for Business Partner that will be assigned as the farm operator.
	Finish and send for Approval
15	CLICK "Finish and Send for Approval".
	Note: The status of the parent and child farms is set to "Pending".
16	When the Farm Combination is Finished a workflow is submitted to the CED for review and approval/disapproval based on the COC determination. CLICK <b>"Expand message area"</b> to review the system message(s).
	► Farm Combination has been submitted to the CED for County Committee Approval.

**Note:** See work instruction **Farm Combination** for more information on completing a farm combination. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

#### **D** Approval

The CED or authorized substitute will perform this procedure when a farm combination workflow task is sent for approval. See subparagraph 310 D for further guidance on approving a reconstitution workflow.

**Note:** A hyperlink to the parent and child farms is provided in the Associated Business Objects assignment block to allow the approving official to review the results of the farm combination prior to executing the decision.

#### **E** Common Error Messages

Common error messages that prevent users from saving edits include the following.

Alert	Action
Crop election choices do not match.	User is trying to combine unlike farms. User
Farm Combination cannot be done.	cannot complete farm reconstitution. Farms must
	maintain separate farm numbers.
ARC Individual Farms can only be	User is trying to combine unlike farms. User
combined with other ARC Individual	cannot complete farm reconstitution. Farms must
farms.	maintain separate farm numbers.

# 312 Common Ownership Tract Combinations

## A Overview

The purpose of this process is to combine two or more contiguous tracts with the same ownership into one tract. Tracts being combined must be administered in the same county and must be contained within the same farm. A properly completed FSA-155 must be on file prior to initiating any reconstitution in CRM Farm Records.

**Note:** If a reconstitution is completed, FSA-578 Acreage Report will be deleted from CARS when the reconstitution is finished.

## **B** Example

To initiate a Tract Combination, CLICK **"Tract Combination"** on the "More" drop-down menu. "Tract Combination" will not be enabled if the farm contains only one tract.

Farm: 9999	99999, 99-9	99-2						
Bdit Fact	Sheet Farm D	ivision - GIS T	Fract [	Division	Transfer Process	M	lore	Ŧ
, Installed De	a a Lliasasabu				~	- 6		Tract Combination
Installed Ba	se Hierarchy	Ľ		► GI	S Info	1	1	FSA-476DCP
🗊 🕨 Lev	el Up	É,	Ð,	_			1	FSA-156EZ
Description				·▼ Ge	eneral Data			Continue Reconstitution
▽ 🗅 99-999-2				Far	. f	Ì	Inactivate Farm	
₽ 👽 99-999-400					State/C	è	ž I	Farm Division - CRM
▷ 柬 99-999-401				Farm (	)escri	ptio	n:	
					Administ			

# C Action

The following table provides instructions to a complete a tract combination.

Step	Action				
1	Access CRM Farm Records from the CRM Homepage.				
2	CLICK "Farm Records". Farm Records				
3	CLICK "Search Farms/Bins". Search Farms/Bins				
4	Manually enter the farm number that contains the tracts to be combined.				
5	CLICK "Search". Search				

# 312 Common Ownership Tract Combinations (Continued)

# C Action (Continued)

Step	Action
6	In the results list assignment block, CLICK the "IBASE ID".
7	Locate the "More" menu in the CRM toolbar and SELECT "Tract Combination".
	Tract Combination
8	OPEN the GIS Info Assignment block, and CLICK the <b>"Select Tool"</b> .
9	Identify and click on any field within the first tract to select it.
	<b>Note:</b> When searching for tracts to combine in the GIS Info Assignment Block, hovering over a tract with the Select Tool will display the tract information.
10	Identify and click on any field within the next tract to be combined to select it. <b>Repeat this step if more than two tracts are being combined.</b>
11	Review all tracts that are outlined in aquamarine. If the tracts selected are correct, CLICK <b>"Save and Sync"</b> .
12	The Tract Combination confirmation message will display. CLICK <b>"OK"</b> if all selected tracts meet the FSA Definition of contiguous.
	Tract Combination         All selected tracts must meet FSA definition of contiguous. Click 'Ok' to proceed or 'Cancel' to go back and check.
	OK Cancel
13	CLICK "Expand message area" and review all CRM Alerts.
14	The old tract numbers are now removed from the Farm Hierarchy and the new tract number is displayed. Duplicate field numbers will be renumbered.

**Note:** See work instruction **Tract Combination** for more information on completing a tract combination. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

## 312 Common Ownership Tract Combinations (Continued)

# **D** Approval

System approval is not required when tracts are combined. No workflow task will be generated.

## *--313 Tract Reconstitutions on Large Tracts

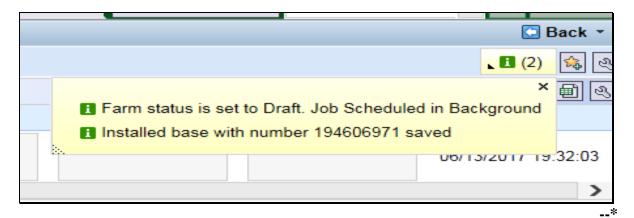
#### A Reconstitution Processing

Tract divisions and combinations involving tracts with either a large number of tracts or a significant number of CLU's, may require additional processing time to complete the tract reconstitution successfully.

Users will receive the informational message "Farm Status is set to Draft. Job Scheduled in Background" when initiating the Tract Wizard for farms with a large number of Tracts/Fields, and the Farm Status will be set to Draft. Once the job completes the User will receive an alert on the home page advising if the job is successful or has failed and can take the appropriate action to complete the reconstitution or resubmit it if failed. The "Reconstitution Status" option will be updated to either "Success" or "Fail" accordingly.

## **B** Example

The following message is received when additional processing time is needed to complete the tract reconstitution.



# A Overview

Rollover in Farm Records occurs at the end of the FY when both CRM and Web FRS are migrated to the next FY. In CRM Farm Records, which is the system of record for current program year farm records data, the current year farm records data will be migrated and become the next FY program year data. In Web FRS, current year data will become editable (similar to prior years) and the next FY data will be added in the system and will be view-only reflecting what has been replicated from CRM Farm Records.

Each FY, the date for farm records rollover will be announced through guidance from the National Office. To complete all rollover tasks, the CRM system, including Farm Records, Business Partner, and Product Master, as well as Web FRS, will be shut down at end of day on the selected day. Farm Records updates and changes that need to be effective for the current program year must all be completed and replicated before shutdown.

Once rollover is successfully completed, users will be notified when both systems are accessible and editing and maintenance can begin.

# B FY Tasks To Be Completed Before Rollover

The following tasks must be completed before Farm Records shutdown and rollover.

- All producer-requested reconstitutions are received by August 1.
- All producer-requested farm transfers are received by August 1.
- Cropland changes are effective for the current FY.
  - **Note:** Cropland changes that will be applicable starting with the next FY crop year **must not be** delineated in Farm Records until after rollover. Making future FY changes in the current FY will result in inaccurate farm representation and may result in deleted or inaccurate current year acreage report data or impact current year program eligibility and enrollment.
- Review CRP contracts that expired or were voluntarily terminated by September 30 of the prior FY and ensure that all eligible base acres have been restored. Offices can use the CCMS "Contracts that Expired on Sept. 30" Report, according to 5-CRP, to identify all expired CRP contracts.
- Enter CRP contract data for all fields enrolled on an active CRP contract for the current FY or earlier, to ensure that the CRP cropland and CRP MPL acres at the tract and farm levels are correctly populated for the current year. State Offices must be running the tools provided to State GIS Specialists to compare CRM CRP data to the CCMS data. Identified discrepancies must be reviewed and corrected. The tools and instructions to create the comparison report have been provided in 1-GIS.--*

## **B** FY Tasks To Be Completed Before Rollover (Continued)

• If applicable, revise the expiration date for CRP fields expiring at the end of the FY but have been approved for an extension. The field level expiration date **must** be revised before Farm Record's shutdown. If the expiration date is not revised before shutdown, the rollover process will automatically delete the CRP data from these records and all CRP contract data will need to be reloaded after rollover is complete. No other data needs to be changed for the contracts that have been extended.

Users can identify CRP contracts that have been approved for an extension by running the Contracts with Extension Report in CCMS according to 5-CRP. Users shall select "YYYY One-Year Contract Extension" for the extension type while running the report.

- **Note:** CRP contracts that are not effective until October 1 of the next FY **must not** be delineated in CLU or entered into CRM Farm Records until after rollover is completed.
- Delineate applicable fields as Native Sod and enter the Broken Out Date and Years of Planting within the field level "Native Sod" assignment block in CRM Farm Records. Identifying and tracking native sod is only applicable to land physically located in the following States:
  - Iowa
  - Minnesota
  - Montana
  - Nebraska
  - North Dakota
  - South Dakota.
- Act on all pending reconstitution, farm transfer, CCC-505, CCC-517, and CCC-867 workflows.
- Complete any Farm Records remediation provided to County Offices by either the National Office or State Office, if applicable. This includes, but is not limited to, the following:
  - reviewing and correcting all out-of-balance tract conditions according to paragraph 36
  - correcting any failed farm replications
  - completing and activating any farm with an "In-Creation" status or inactivate the record if determined that the farm is not needed or created in error
  - reviewing and correcting any mismatches identified on the Farm Records and CRP Mismatch Report.--*

# **B** FY Tasks To Be Completed Before Rollover (Continued)

- Run the Base and Yield Report and the Election, PLC Yield, and HIP Report for adjustment history to compile a complete list of adjustments made in the current FY for DD review and concurrence, according to 1-ARCPLC, subparagraph 3 A. See paragraphs 294 and 295 for instructions on running the reports in 90-calendar-day increments to obtain all changes for the FY.
  - **Note:** Running the adjustment reports must be completed before rollover. The reports in CRM are only available for the current FY. Once rollover is completed successfully, County Offices will no longer be able to access the adjustments.

## C CRM Farm Records Updates Completed by the System During Rollover

The following actions are completed in the system during rollover to either delete pending tasks or update records as needed for the next FY.

- The following pending tasks and workflows that are not approved within CRM Farm Records before rollover will be canceled:
  - reconstitutions
  - farm transfers
  - automated CCC-505's and CCC-517's
  - CCC-867's.
- CRP contract data expiring on September 30 of the FY or earlier will automatically be deleted from the field level "CRP Data" assignment block and the associated SAP_CRP indicator in the CLU attributes will be set to "No".
- Field level native sod data will be deleted for fields that have met the 4 years of planting requirement.
  - **Note:** All 4 years of planting **must** be entered in the field level "**Native Sod Data**" assignment block (in CRM Farm Records) to automatically be deleted during rollover.--*

# D Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP

Once rollover is complete and users are notified that editing in CRM Farm Records for the next FY is available, County Offices are reminded that the following maintenance associated with CRP enrollment **must** be completed timely in CRM.

## Maintenance for Expired, Voluntarily Terminated, or Early Released CRP Contracts

• Restore eligible base acres that were previously reduced because of the CRP enrollment for CRP contracts that expired or were voluntarily terminated in the prior year.

If restoring a new covered commodity to a tract that previously did not have a program election, the producer will need to make a program election for that crop on CCC-866-1. County Offices are not authorized to restore a new base crop and select an associate program election without having obtained a complete CCC-866-1.

#### Steps for Restoring Base Acres for an Established Covered Commodity

The following steps should be completed when restoring base acres and associated data for a covered commodity already established on the tract.

**Note:** Base acres and associated data should be restored according to the data entered in the "**CCC-505 CRP Reduction Data**" assignment block or the original CCC-505.

Step	Description and Action						
1	Access the farm in CRM and CLICK "Edit". Navigate to the applicable tract.						
2	CLICK "Edit List" in the "Tract Crop Data" assignment block.						
3	Add the number of base acres to be restored to the existing base acres listed for						
	the covered commodity.						
	Enter the total number of base acres for the applicable covered commodity and PRESS "Enter" to accept the entry and populate the "Base Acres Adjustment						
	Reason Code" drop-down menu.						
4	Under "Adjustment Reason Codes", CLICK "Increase due to CRP expiration						
	or termination".						
	Appeal						
	CCC-517						
	COC redistribution						
	Increase due to CLU certification						
	Increase due to CRP expiration or termination						
	Relief given to correct base and yield data						

Step	Description and Action
5	A PLC yield must be entered for all covered commodities, according to forthcoming policy.
	The base acres being restored are restored using the farm level PLC yield for the crop.
	Enter the PLC yield according to the following.
	• If the tract level PLC yield already established for the covered commodity is equal to the farm level PLC yield, no PLC yield adjustment is needed.
	• If the tract level PLC yield already established for the covered commodity is not equal to the farm level PLC yield, the base acres being restored are restored using the farm PLC yield. A blended tract yield is computed according to paragraph 37 and a yield adjustment for the tract must be completed to ensure that the overall PLC yield for the farm is not adjusted.
	Enter the adjusted yield, if needed, and PRESS " <b>Enter</b> " to accept the entry and populate the "PLC Yield Adjustment Code" drop-down menu.
6	An adjustment reason code must be selected if an adjusted PLC yield was entered.
	• If the tract PLC yield was increased, CLICK "Increase due to CRP expiration or termination".
	• If the tract PLC yield was decreased, CLICK "CRP Expired/Terminated".
7	CLICK "Save" to save the "Tract Crop Data" entries.

# D Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP (Continued)

# Steps for Restoring Base Acres for a New Covered Commodity on a Tract

Step	Description and Action	
1	Access the farm in CRM and CLICK "Edit". Navigate to the applicable tract.	
2	CLICK "Edit List" in the "Tract Crop Data" assignment block.	
	A new entry line will be created in the assignment block. Click the drop-down menu under the " <b>Crop Name</b> " header to select the applicable crop needed.	
	<b>Note:</b> Once a crop name has been selected and saved with associated data, it can no longer be edited or changed to a different crop. If a covered commodity is selected and saved incorrectly, the base acreage and yields must be reduced to zero and the base entry deleted. Then a new covered commodity entry must be added for the correct covered commodity.	

Step	Description and Action
3	Crop year will automatically populate and default to the current crop year once a crop has been added.
4	Manually enter the applicable number of base acres to be restored.
	Enter the number of base acres and PRESS "Enter" to accept the entry and
5	populate the "Base Acres Adjustment Reason Code" drop-down menu. Under the Adjustment Reason Codes, CLICK " <b>Increase due to CRP</b>
5	expiration or termination".
	Appeal
	CCC-517
	COC redistribution
	Increase due to CLU certification
	Increase due to CRP expiration or termination
	Relief given to correct base and yield data
6	Do <b>not</b> enter the CTAP transitional yield.
7	For the PLC yield, enter either of the following:
	• farm level PLC yield if the covered commodity to be restored on this tract is
	already established on another tract on the farm
	• applicable PLC yield according to 1-ARCPLC if the covered commodity to be restored is a new covered commodity on the farm.
	Enter the yield and PRESS "Enter" to accept the entry and populate the "PLC
	Yield Adjustment Code" drop-down menu.
8	Under the PLC Yield Adjustment Code, CLICK "Increase due to CRP
	expiration or termination".
	Appeal
	CCC-517
	COC redistribution
	Increase due to CLU certification
	Increase due to CRP expiration or termination
	Relief given to correct base and yield data

D Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP (Continued)

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D Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP (Continued)

	•		the farm number in	
		If the restored covered commodity is new to the farm, click the farm number is the farm hierarchy to navigate to the farm level data assignment blocks.		
		y is already establi	shed on another tract	
eing restored, select roducer's election or	the applicable "Ele		•	
		HIP	PLC Yield (	
	ARC County		0.0000 (	
<ul> <li>Notes: Users are not authorized to load a program election without first obtaining CCC-866-1. If CCC-866-1 has not been obtained from producers, cancel out of the base restoration process until CCC-866-1 is completed.</li> <li>If the farm is enrolled in ARC-IC, the new covered commodity will automatically be enrolled in ARC-IC and no further entry is needed.</li> </ul>				
			chuy is needed.	
	on the farm, sk the "Crop Election roducer's election or Crop Election Data Crop Name Wheat Soybeans otes: Users are not a obtaining CCC producers, can completed. If the farm is e automatically	on the farm, skip to step 11. the "Crop Election Data" assignment eing restored, select the applicable "Elector crop Election Data Crop Election Data Crop Name Election Choice Wheat ARC County • Soybeans ARC County • Soybeans ARC County • It list are not authorized to load a obtaining CCC-866-1. If CCC-8 producers, cancel out of the base completed. If the farm is enrolled in ARC-IC automatically be enrolled in ARC	the "Crop Election Data" assignment block for the new of eing restored, select the applicable "Election Choice" opticoducer's election on CCC-866-1.         • Crop Election Data         • Crop Name       Election Choice         Wheat       ARC County         Soybeans       ARC County         • Otes:       Users are not authorized to load a program election obtaining CCC-866-1. If CCC-866-1 has not been of producers, cancel out of the base restoration process completed.         If the farm is enrolled in ARC-IC, the new covered	

**Notes:** Restored base acres **cannot** exceed the total Effective DCP Cropland plus double-cropped acres on the tract. If an out-of-balance tract condition exists after base restoration is completed, the excess base **must** be redistributed or reduced according to paragraph 36.

After rollover, if it is identified that eligible base acres were not restored in the prior FY or earlier after CRP expiration, voluntary termination, or early release, the base can only be restored according to 1-ARCPLC.

# D Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP (Continued)

## Maintenance for Newly Enrolled CRP

- Delineate CRP CLU's by conservation practice to match the TERRA Scenario for all newly enrolled CRP contracts with an enrollment date of October 1 of the current FY. Once delineated, the CRP contract number, expiration date, and practice number for each CRP field must be entered in the field level "CRP Data" assignment block.
- Redistribute or reduce any excess base acres because of the new CRP enrollment as applicable for the associated tract. If a base reduction is required, the reduced base acres and associated data must be entered in the "**Tract CCC-505 CRP Reduction Data**" assignment block.
  - **Note:** If an automated CCC-505 was approved in CRM because of CRP enrollment with an effective year, the base acres will automatically be reduced from the "**Tract Crop Data**" assignment block after rollover, and the reduced acres will be automatically entered in the "**Tract CCC-505 CRP Reduction Data**" assignment block.--*

# Reports, Forms, Abbreviations, and Redelegations of Authority

# Reports

None

# Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		65, 248
AD-2047	Customer Data Worksheet Request for Business Partner Record Change		22
CCC-452	NAP Production and Yield Report		65
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage (2015 and Subsequent Crop Years)		65
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		65
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		65
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		65
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		65
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		65
CCC-503A	County Committee Worksheet for "Actively Engaged In Farming" and "Person" Determinations		65
CCC-505	Voluntary Permanent Base Acre Reduction		Text
CCC-517	Tract Redistribution Form (need to find this)		Text, Ex. 8
CCC-518	Tract Price Loss Coverage (PLC) Yield Redistribution Form	41	Text
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program for 2013 and Subsequent Years		65
CCC-857	Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Program Election		65
CCC-858	Base Reallocation and Yield Update Decision for Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Program		65

# Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

# Forms (Continued)

Number	Title	Display Reference	Reference
CCC-859	Price Loss Coverage (PLC) Yield Worksheet		65
CCC-860	Socially Disadvantaged, Limited Resource and Beginning Farmer Rancher Certification		65
CCC-861	Agricultural Risk Coverage – County Option (ARC-CO) and Price Loss Coverage (PLC) Contract		65
CCC-862	Agricultural Risk Coverage – Individual Option (ARC-IC) Contract		65
CCC-863	Agricultural Risk Coverage – Individual (ARC-IC) Yield Certification		65
CCC-866-1	Election for Base Acres Returned to the Farm		314
CCC-867	Yield Update for the Price Loss Coverage (PLC) Program	293.5	43, 184, 314
CCC-1245	Practice Approval and Payment Application		65
CRP-1	Conservation Reserve Program Contract		25, 26, 36, 37, 170, 236, 250,
FSA-155	Request for Farm Reconstitution	94	Text
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing	Ex. 11	Text, Ex. 15
FSA-179	Transfer of Farm Records Between Counties	Ex. 10	Text, Ex. 15
FSA-211	Power of Attorney		65
FSA-578	Report of Acreage		66, 90, 239, 309, 310, 311, Ex. 15
FSA-658	Record of Production and Yield		65
FSA-848A	Cost-Share Agreement		65
FSA-848B	Cost-Share Performance Certification and Payment		65
NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		34, 65
NRCS-CPA-026E	Highly Erodible Land and Westland Conservation Determination (electronic)		65, 229, 247, 272, 273, 274, 283,
NRCS-CPA-027	Certification of Highly Erodible Land Conservation Plan(s) and System(s)		65
Base and Yield Notice	Notice of Acreage Bases, Payment Yields and CRP Reduction	151	150, 151, 189, 191

# Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

# **Abbreviations Not Listed in 1-CM**

Approved Abbreviation	Term	Reference
ANSI	Appeals Exhausted Dates	3
AOI	area of interest	Part 7
BP	Business Partner	Text, Ex. 15, 26
CC	counter-cyclical	Text
CCMS	Conservation Contract Maintenance System	Ex. 15
CRM	Customer Relationship Management	Text, Ex. 14, 15
CTAP	Cotton Transitional Assistance Program	3, 37, Ex. 26
EDW	Enterprise Data Warehouse	36, 290.5
FAV/WR	fruits and vegetables or wild rice	Text
FPMS	Farm Program Management System	Text, Ex. 26
FR	Farm Records	Part 7, Ex. 14
FRS	Farm Records System	Text
FWP	Farmed Wetland Program	Part 7
HIP	historical irrigation percentage	Text
PCW	planted converted wetland	3, 34, 263
PLC	price loss coverage	Text
PLSS	public land survey systems	Part 7
TOC	table of contents	206, 209
WVD	wetland violation determination	Part 7

The following abbreviations are not listed in 1-CM.

# Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

# **Redelegations of Authority**

This table lists the redelegations of authority for this handbook.

Redelegations	Reference
DAFP has delegated authority to STC's to approve requests for selecting a new	53
servicing County Office in cases where County Offices have closed, and an operator	
and owners request a servicing County Office other than the 1 designated by FSA to	
be responsible for the administrative county. STC may redelegate this authority to SED.	
DAFP has delegated its authority to STC's to approve requests for selecting a new	54
servicing County Office in cases where County Offices have reduced hours of	
operation and/or reduced staffing. STC may redelegate this authority to SED.	
COC may redelegate to CED the authority to approve in and out transfers of land between	
counties.	
COC may redelegate authority to CED to approve in and out transfers between	67
States.	
DAFP has delegated its authority to STC's to approve requests for selecting a new	67
administrative County Office in cases where the transfer request is from one State to	
another. STC may redelegate this authority to SED.	
*DAFP has delegated its authority to STC's to approve requests for selecting a	67*
new administrative County Office in cases where the transfer request is from one	
State to another. STC may redelegate this authority to SED or applicable State	
Office Specialist.	
COC may redelegate to CED the authority to approve or disapprove FSA-155's for	150
reconstitutions.	

## **Definitions of Terms Used in This Handbook**

# Exhibit 2

## **Acreage Report**

Acreage Report is the annual report of acreage taken on a form FSA-578.

#### **Administrative County Office**

Administrative County Office is the County Office designated by FSA to:

- make determinations
- handle official records
- issue payments to producers.

#### Alert

An <u>alert</u> in CRM Farm Records an alert is a notification received in a user's worklist that an action needs to be taken or an update to a farm record has occurred.

#### **ARCPLC Election**

An <u>ARCPLC Election</u> was a decision made to elect either the Average Crop Revenue (ARC) County or Individual Program or Price Loss Coverage (PLC) Program by farm.

#### *--ARCPLC G/I/F Eligibility

An <u>ARCPLC G/I/F Eligibility</u> in an indicator added to Farm Records with the 2018 Farm Bill to identify farms that are eligible or ineligible for ARC/PLC program benefits. ARCPLC G/I/F Eligibility was determined using farm structure as of June 2019. Farms with 100 percent acreage reported to grass, idle, and/or fallow for years 2009 through 2018 are identified as ineligible to received ARC/PLC benefits.--*

#### **Assignment Blocks**

<u>Assignment Blocks</u> are logical groups of data fields found within CRM Farm Records that contain different data that is applicable to the farm and the tracts and fields contained within the farm.

#### Attribute

An attribute is descriptive data attached to selected data that is either geospatial or tabular.

#### **Examples:**

- A type of geospatial attributes would be data associated with each CLU in the CLU dataset.
- Tabular attributes would be data associated at the farm, tract, or field level assignment blocks of a selected record.

## **Base Acres**

[7 CFR 1412.3] <u>Base acres</u> means, with respect to a covered commodity on a farm, the number of acres in effect on September 30, 2013, as defined in the regulations in 7 CFR Part 1412, subpart B that were in effect on that date, subject to any reallocation, adjustment, or reduction.

*--Unless specifically stated otherwise, the term "base acres" includes any unassigned generic--* base acres when P&CP to a covered commodity or are eligible subsequently planted crop acreage.

## **Business Partner**

<u>Business Partner</u> is a customer, contact or employee. A customer can be an individual or organization.

## **CCC-505 CRP Reduction Acres**

CCC-505 CRP Reduction Acres is a record of base acres reduced due to participation in CRP.

## **Child (Farm or Tract)**

A farm or a tract is referenced as a <u>child farm or tract</u> when it is created as a result of a reconstitution.

## **CLU Layer**

A <u>CLU</u> layer is a geospatial layer made up of CLU's (Common Land Units). A spatial representation of the fields', tracts', and farms' boundaries.

#### **Common Land Unit (CLU)**

A <u>CLU</u> or <u>Common Land Unit</u> is the smallest unit of land that has a permanent, contiguous boundary, common land cover and land management, common owner, and common producer association (subject to certain exceptions for native sod, CRP, HEL status, or county boundary). For the purpose of FSA farm records, the area within the lines drawn to represent the boundaries of the field, is referred to as a CLU.

#### **Common Ownership Unit**

A <u>common ownership unit</u> is a distinguishable part of a farm, consisting of 1 or more tracts of land with the same owners, as determined by FSA.

# **Conservation Contract Maintenance System (CCMS)**

<u>CCMS</u> is the FSA application software that is used to complete CRP contract revisions, divisions, transfers, and terminations.

# Contiguous

<u>Contiguous</u> is touching at a point or along a boundary. For the purposes of defining an FSA tract; an undelineated river or a road may split a tract and all CLU's will be assigned to the same tract.

# **Contiguous County**

<u>Contiguous county</u> is a county that is touching at a point or along a boundary to another county.

# **Contiguous County Office**

<u>Contiguous County Office</u> is a county that is touching at a point or along a boundary to another county where an FSA County Office currently exists.

# **CRM** (Customer Relationship Management)

<u>CRM</u>, or <u>Customer Relationship Management</u>, refers to the system which houses master data for Farm Records, Business Partner, and Product Master. CRM is designed to offer solutions to improve management of important customer-focused issues and provide superior operational efficiencies.

# CRM@FSA

<u>CRM@FSA</u> refers to a tab in the CRM Portal that offers access to the CRM homepage where Farm Records, Business Partner, and Product Master processes occur.

# Crop Acreage Reporting System (CARS)

The <u>Crop Acreage Reporting System (CARS)</u> is the current web-based system that provides the capability to record and edit acreage reports.

# Cropland

<u>Cropland</u> is land that COC determines meets any of the following conditions:

- currently being tilled to produce a crop for harvest
- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production
- •*--land that was tilled in a prior year, which is now seeded by drilling, broadcast, or other no-till planting practices
- currently devoted to 1- or 2-row shelterbelt planting, orchard, vineyard, Christmas trees, or other related crops--*

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### **Cropland (Continued)**

- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped
- in sod waterways or filter strips planted to perennial cover
- under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

Note: See 2-CRP, paragraph 327 for alternative perennials.

- under GRP, when land was classified as cropland before being enrolled as GRP
- under WRP, when land was classified as cropland before being enrolled as WRP
- new land broken out if both of the following conditions are met:
  - land is planted to a crop to be carried through to harvest
  - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.

Land classified as cropland shall be removed from this classification upon a determination by COC that the land is:

- no longer used for an agricultural use
- no longer suitable for producing a crop
- subject to a restrictive or permanent easement that prohibits the planting of an annual crop

Note: This does not include land under CRP-1, WRP, or land that is hayed and/or grazed.

- converted to ponds, tanks, or trees.
  - **Note:** This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

Note: Violations of HELC or WC provisions do not affect cropland classification.

# **CTAP Transitional Yield**

<u>Cotton Transitional Assistance Program (CTAP)</u> is the transitional program for cotton producers. The Cotton program was removed with the passing of the 2014 Farm Bill. The CTAP yield is the old cotton base program yield associated with the DCP Program.

## **Current Year**

Current year is the present FY.

## Customer

A customer is any individual or any type of organization that has business with USDA.

## DCP

<u>DCP</u> references the Direct and Counter-Cyclical Program implemented with the 2002 and 2008 farm bills.

# DCP Ag Related Activity Acres

DCP Ag Related Activity acres are acres that:

- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity
- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

Note: See 1-ARCPLC, Part 9, Section 1 for a list of agricultural uses.

# **DCP** Cropland

<u>DCP cropland</u> is land for which 1 or more of the following apply:

- the land currently meets the definition of cropland
- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity
- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

# **DCP Cropland Method**

The <u>DCP cropland method</u> is the division of bases in the same proportion that the DCP cropland for each resulting tract relates to the DCP cropland on the parent tract.

**Note:** Reconstitution software divides base acres according to the ratio of effective DCP cropland on each resulting tract when the DCP cropland method is selected.

# **Default Method**

The <u>default method</u> is the division of bases for a parent farm with each tract maintaining the bases attributed to the tract level when the reconstitution is initiated in the system.

## Delineation

Delineation means to trace or sketch an outline to indicate the position of a border or boundary.

# **Designation by Landowner Method**

The <u>designation by landowner method</u> is the division of base acres in the manner agreed to by the parent farm owner and purchaser or transferee.

#### **Double-Cropped Acreage**

For the purpose of Farm Records, <u>Double Cropped acreage</u> refers to acres established according to 5-PA under a provisions of a previous Farm Bill.

## **Effective DCP Cropland**

<u>Effective DCP cropland</u> is the amount calculated by subtracting from DCP cropland, cropland acres of the following:

- CRP
- GRP
- WBP
- WRP
- EWP
- State conservation
- Other conservation.

#### Estate Method

The <u>estate method</u> is the division of base acres for a parent farm among heirs in settling an estate.

# **Excess DCP Cropland**

<u>Excess DCP cropland</u> is the result of subtracting the tract's base acres, CRP-1 acres, and outstanding WBP, WRP, GRP, State conservation, and other conservation acres from the tract's DCP cropland acres.

# **EWP** Acreage

<u>EWP acreage</u> is land enrolled in EWP administered by NRCS according to 7 CFR Part 624. This land **cannot** be DCP cropland.

## Farm

A farm is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

**Note:** Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, shall not be considered a separate farm.

The minimum size required for land to be considered a "farm" for FSA program purposes is  $1/100^{\text{th}}$  of an acre. However, the land must be part of a farming operation, a business enterprise engaged in the production of agricultural products, commodities, or livestock, operated by a person, legal entity, or joint operation that is eligible to receive payments, directly or indirectly, under one or more USDA programs.

## **Farm Combination**

A <u>farm combination</u> is the consolidation of 2 or more farms, having the same operator, into 1 farm.

#### **Farm Division**

A <u>farm division</u> is the dividing of a farm into 2 or more farms because of a change in ownership or operation.

# Farm Hierarchy

The farm hierarchy includes all the levels associated with the farm in a hierarchical structure

**Example:** The farm, tract, and field.

# Farm Level PLC Yield

<u>Farm Level PLC Yield</u> is a yield established when generic base acres are attributed to a crop (covered commodity) with an election of PLC that does not have base acres and the crop is
*--planted on the farm (entry is only applicable to years 2014 through 2018 but will be maintained on the farm after for historical purposes). The yield is established in the first year of PLC--* participation in which it is planted.

# **Farm Records**

<u>Farm Records</u> is the location for all land data including the farm, field, tract, and producers associated with specific farm. Current year farm records are referred to as CRM Farm Records. Prior year farm records are maintained on the Web Farm Records System. Web Farm Records are sometimes referred to as Farm Record System (FRS) or Farm Records Management System (FRMS).

# Farmland

*--Farmland means all acreage associated with the farm, including the homestead.--*

* * *

# Field

Field or <u>CLU</u> is the smallest unit of land that has a:

- permanent, contiguous boundary
- common land cover and land management
- under one common owner
- common producer association.

# **Generic Base Acre**

<u>Generic base acres</u> mean the number of base acres for upland cotton in effect as of September 30, 2013, subject to any adjustment or reduction under [7 CFR Part 1412]. Generic base acres are *--always the same as upland cotton base acres. Generic base acres were allocated in FY 2018 with the Bipartisan Budget Act of 2018.--*

# **Geographic Information System (GIS)**

GIS is a system that:

- stores, analyzes, and manipulates spatial or geographically referenced data
- computes distances and acres using stored data and calculations.

# Geospatial

Geospatial is data that is associated with a particular location.

#### **Global Positioning System (GPS)**

<u>GPS</u> is a positioning system using satellites that continuously transmit coded information. The information transmitted from the satellites is interpreted by GPS receivers to precisely identify locations on Earth by measuring distance from the satellites.

#### **Grassland Reserve Program (GRP) Acres**

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

#### **Group ID**

<u>Group ID</u> is used during the reconstitution processes. It is a name assigned to a grouping of tracts (farm division) or CLU's (tract division) that depict a single resulting farm (farm division) or single resulting tract (tract division).

#### Historical Irrigation Percentage (HIP)

<u>HIP</u> means the percentage of the covered commodity that was irrigated (P&CP, including subsequent acres) divided by the total acreage of the covered commodity (P&CP, including subsequent acres) between years of 2009 and 2012 on the farm.

## Hyperlinks

A <u>hyperlink</u> is an icon, graphic, or word in a file or on a webpage that, when clicked on, opens another file for viewing or takes the user to another location in the file.

#### **IBase ID**

A <u>IBase ID</u> is a system generated unique identifier for each farm that is prominently displayed in the CRM header in front of the admin state, county, and farm number information.

#### Land Cover

<u>Land cover</u> is the physical material at the surface of the earth. Land covers include grass, asphalt, trees, bare ground, water, etc. Following are the 2 primary methods for capturing information on land cover:

- field survey
- analysis of remotely sensed imagery.

#### Land Use

<u>Land use</u> is the human use of land. Land use involves the management and modification of natural environment or wilderness into built environment such as fields, pastures, and settlements. It has also been defined as "the arrangements, activities and inputs people undertake in a certain land cover type to produce, change or maintain it.

# Marginal Pasture Land (MPL)

<u>Marginal Pasture Land</u> is non-cropland that enrolled in CRP. For Farm Records purposes MPL and CRP Grassland acres enrolled in CRP are maintained at the tract level as CRP MPL acres and displayed at the tract and farm levels.

# **MIDAS Portal**

The <u>MIDAS Portal</u> is a single point of access to CRM@FSA and Universal Worklist services across the organization. The MIDAS Portal also contains hyperlinks to other FSA Applications and information.

# **Native Sod**

<u>Native Sod</u> means land on which the plant cover is composed principally of native grasses, grasslike plants, or shrubs for grazing and browsing that has never been tilled, and the producer cannot substantiate that the ground has ever been tilled, for the production of an annual crop before February 7, 2014.

# **Navigation Bar**

The <u>Navigation Bar</u>, located at the left-side of the screen, is the section on the MIDAS CRM Homepage designed to aide users in navigating through the system by providing useful hyperlinks and pathways to information and tools.

# Nonagricultural, Commercial, or Industrial Use Land

<u>Nonagricultural, commercial, or industrial use land</u> is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

# Noncropland

For farm record purposes <u>noncropland</u> is any field that does not meet the definition of cropland.

# Operator

An <u>operator</u> is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

# **Other Conservation Acres**

<u>Other conservation acres</u> are DCP cropland acres on the farm enrolled in a Federal conservation program other than CRP, WRP, EWP, WBP, and GRP for which payments are made in exchange for not producing an agricultural commodity on the acreage.

#### Exhibit 2

#### **Definitions of Terms Used in This Handbook (Continued)**

#### **Other Producers (OT)**

Other producers are producers who are:

- associated with a farm
- **not** owners or operators.

Note: Other producers may also be referred to as Other tenants.

#### **Out-of-Balance Tract**

An <u>out-of-balance tract</u> is a tract that has base acres in excess of the tract's effective DCP cropland acres plus double-cropped acres.

#### Owner

An <u>owner</u> is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed
- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
  - the redemption period has not passed
  - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

#### **Parent (Farm or Tract)**

A parent farm or tract is a farm used in a reconstitution that is:

- divided, or
- combined with another parent farm or tract.

#### PLC Yield

The <u>PLC yield</u> is used for PLC program under ARCPLC. Prior to the 2014 Farm Bill, this was known as the CC Yield.

## Point

A <u>point</u> is a geometric element defined by a pair of x,y coordinates.

#### Polygon

A <u>polygon</u> is a closed shape having multiple line segments connected to form a plane. Polygons are the GIS term for a CLU's boundary.

#### Process

A process is a systematic series of actions directed to some end.

## Public Land Survey System (PLSS)

<u>Public Land Survey System (PLSS)</u> is the surveying method used historically over the largest fraction of the United States to survey and spatially identify land parcels by section, township, and range.

## Range

<u>Range</u> (Rng, R): A measure of the distance east or west from a referenced principal meridian, in units of six miles. Applies to PLSS states.

#### Section

A <u>section</u> is one-square mile block of land. There are 36 sections in a survey township. Applies to PLSS States.

#### **Servicing County Office**

<u>Servicing County Office</u> means the service center location of the FSA County Office designated by FSA to administer FSA programs and loans for an administrative county or counties.

**Example:** Contiguous counties A and B are each servicing County Offices located in counties A and B, respectively, and are administrative counties. The servicing County Office in County B is closed. FSA designates servicing County Office A to serve as administrative county B as well as administrative county A.

# Shapefile

A GIS <u>shapefile</u> is a file format used for storing geographic information data in GIS computer programs and databases, such as ArcGIS and ArcCatalog. A shapefile consists of multiple files including a .shp, .dbf, .prj, and .shx, all with the same file name. All these file extensions are needed to compose one shapefile.

## **Spatial Data**

<u>Spatial data</u> is information about the location, shape, and relationships of map features, such as roads, fences, barns, feed lots, and other details contained on maps. Spatial data stores the geographic location of features, usually in a longitude and latitude numbering system, with attribute information describing what these features represent.

## **State Conservation Acres**

<u>State conservation acres</u> are DCP cropland acres on the farm enrolled in a Federal conservation program administered by the State for which payments are made in exchange for not producing an agricultural commodity on the acreage.

## Tabular Data

Tabular data is the numerical and text representation of data.

## Township

A <u>Township</u> (Twp, T) is a measure of the distance north or south from a referenced baseline, in units of six miles or a synonym for survey township. A township is a square parcel of land of 36 square miles. Applies to PLSS States.

## Tract

A tract is a unit of contiguous land that is both of the following:

- under 1 ownership
- operated as a farm or a part of a farm.

# **Tract Combination**

A <u>tract combination</u> is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

# **Tract Division**

A <u>tract division</u> is the dividing of a tract into 2 or more tracts because of a change in ownership or operation. A tract division does not always require a subsequent farm division.

#### *--Unassigned Generic Base

<u>Unassigned generic base</u> acres were created in the Bipartisan Budget Act of 2018. Base acres previously allotted to Generic Base were allocated to planted and considered planted acres in FY 2018. Generic acres on farms with no planting history or without eligible planting history were assigned to unassigned generic base. Unassigned generic base acres are not eligible for ARCPLC program payment but are maintained for historical purposes on the farm. Unassigned generic base are considered base for Farm Records purpose and used when determining if a tract is over based and when dividing base acres during reconstitution.--*

## Vertex

A <u>vertex</u> is a special kind of point that represents the corners or intersections of geometric shapes. An ordered group of vertices (plural) defines the shape of a line or polygon feature.

# Void

A void is an area inside of a delineated GIS CLU that is not delineated as part of a farm.

## **WBP** Acres

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR Part 752.

## Workflow / Workflow Tasks

<u>Workflow Tasks</u> are internal messages/alerts/triggers initiated in the CRM system which require action. An item that requires verification or approval to complete a process.

#### Worklist

The <u>worklist</u> is an inbox in CRM that allows access to system generated Workflow tasks and alerts.

# Wetland Reserve Program (WRP) Acres

<u>WRP acres</u> are DCP cropland acres enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

#### Wetland Violation Determination

A <u>wetland violation determination</u> (WVD), CRM acronym used during the reconstitution process for tract level wetland violations.

# **Yield Extension**

The <u>yield extension</u> for a crop on a tract equals:

- the crop's original base acres multiplied times the original yield for the crop,
- and in cases where base acres are being moved from one tract to another using CCC-517 the yield extension includes the crop's base acres that are being moved multiplied times the yield for the crop on the tract where the base acres originally existed.

**Example:** A workflow task is sent to the County Office approving official after a farm reconstitution has been submitted for approval.

# Farm Operator Change Notification

# A Example of Notification Letter About Farm Operator Change

This is an example of the letter notifying owners when farm operator changes.

	United States Department of Agriculture
arm Production nd Conservation	Date
Farm Service Agency Any County Office FSA Office O.O. Box XXX Anytown, ST Zip Code	Full Name Street Address City, State Zip Code Dear Mr. Xxxx: This office has recently updated farm <u>xxxx</u> to remove you as farm operator in general control of the farming operations on the farm. You have been removed and the new operator has been added.
	This office will be providing a copy of this notification of change of farm record to the prio and current operator and all farm owners. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change. If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.
	Sincerely, Full Name Title
	USDA is an equal opportunity provider, employer, and lender.

# Farm Operator Change Notification (Continued)

# **B** Example of Notification Letter About Controlling Operator Change

This is an example of the notification letter informing operators added as general control operators.

	USDA United States Department of Agriculture
Farm Production and Conservation	Date
Farm Service Agency Any County Office FSA Office	Full Name Street Address City, State Zip Code
P.O. Box XXX Anytown, ST Zip Code	Dear Mr. Xxxx: This office has recently updated farm <u>xxxx</u> to show you as farm operator in general control of the farming operations on the farm.
	The prior operator has been removed and you have been added. Enclosed with this letter is an FSA-156 indicating the update.
	This office will be providing a copy of this notification of change of farm record to the prior and current operator and all farm owners. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.
	If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.
	Sincerely,
	Full Name Title
	USDA is an equal opportunity provider, employer, and lender.

# Farm Operator Change Notification (Continued)

# C Example of Notification Letter About the Removal of Prior Operator

This is an example of the notification letter informing prior operators of their removal from the farming operation.

	United States Department of Agriculture
arm Production	
and Conservation	Date
arm Service agency any County Office SA Office 2.0. Box XXX	Full Name Street Address City, State Zip Code Dear Mr. Xxxx:
Anytown, ST Ip Code	This office has recently updated farm <u>xxxx</u> to show <u>Mr.xxxx</u> as farm operator in general control of the farming operations on the farm.
	The prior operator <u>Mr. xxxx</u> has been removed and the new operator <u>Mr. xxxx</u> has been added. Enclosed with this letter is an FSA-156 indicating the operator change.
	This office will be providing a copy of this notification of change of farm record to the prior and current operator and all farm owners. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.
	If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.
	Sincerely,
	Full Name Title

•

### *--Example of Notification Letter About Field Boundary Change

This is an example of the letter notifying producers when Field Boundaries change.

Dear Producer,
A field boundary change has been completed on Farm Number, Tract Number, fields administered from the FSA County Office. This field boundary change was made due to As a result, the acreage on the farm has been recalculated to cropland acres and farmland acres.
Please review the new field boundaries and associated acres on the attached map and FSA-156EZ. If you identify fields that appear to be incorrectly delineated, please contact the FSA County Office within 30 calendar days from the date of this letter to request a review of the field boundaries.
You may also request FSA to complete a measurement service to obtain an official field measurement using GPS. There is a fee for this service; please contact the local county office for measurement service rates.
If we do not hear from you within 30 calendar days from the date of this letter, we will consider the field boundary information correct and used for all FSA program purposes. Please note that the attached maps are intended for FSA program purposes only.
Sincerely,
CED

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## Manual Redistribution Worksheet for Out-of-Balance Tracts

County Offices shall use these instructions for completing the redistribution worksheet for out-of-balance tracts.

Enter farm number and tract number or numbers for the farm. Enter DCP cropland acres for each tract and total DCP cropland acres for the farm. Enter CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acres for each tract and for the farm. This will include all CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acreage currently under contract. Determine the effective DCP cropland acreage for each tract and the farm by subtracting item 2 from item 1. Enter the double-cropped acres for each tract and total double-cropped acres for the farm.
Enter CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acres for each tract and for the farm. This will include all CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acreage currently under contract. Determine the effective DCP cropland acreage for each tract and the farm by subtracting item 2 from item 1.
each tract and for the farm. This will include all CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acreage currently under contract. Determine the effective DCP cropland acreage for each tract and the farm by subtracting item 2 from item 1.
Determine the effective DCP cropland acreage for each tract and the farm by subtracting item 2 from item 1.
item 2 from item 1.
Enter the double-cropped acres for each tract and total double-cropped acres for the farm.
Determine the effective DCP cropland plus double-cropped acres for each tract and the farm by adding item 4 to item 3.
Enter the base acres by crop for each tract on the farm.
Enter the total base acres for each tract and the farm.
Subtract the base acres for each tract in item 7 from the effective DCP cropland plus double-cropped acres for each tract in item 5. This will determine whether a tract is out of balance or has excess DCP cropland acres plus double-cropped acres. After subtracting
item 7 from item 5, negative values shall be entered in item 8a for each tract and are considered out of balance. Positive values shall be entered in item 8b for each tract and represent values with excess DCP cropland plus double-cropped acres. Item 8c is the total of all amounts in item 8b.
For each tract with excess DCP cropland plus double-cropped acres in item 8b, determine the redistribution factor. Divide the excess DCP cropland plus double-cropped acres for each tract in item 8b by the total excess DCP cropland plus double-cropped acres in item 8c. Round to 4 decimal places.
Enter by tract and by crop the base acres in item 8a to be redistributed. Base acres shall be redistributed proportionately from each crop (including generic) according to the percentage of the total base acres on the tract that each crop represents or, if applicable, the owner(s) of the out-of-balance tract(s) may select the crop(s) to be redistributed.
Determine the acres of each crop to be redistributed to each tract with excess DCP cropland plus double-cropped acres (receiving tracts.) Calculate the base acres to redistribute to receiving tracts by multiplying each tract's redistribution factor in item 9 times each crop's acreage in items 10a through 10d.
<ul> <li>Determine the resulting base acres for each crop and tract using either of the following:</li> <li>subtract item 10 acreage from item 6 acreage</li> <li>add item 11 acreage plus item 6 acreage.</li> <li>Employee shall initial and date the worksheet.</li> </ul>

## Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

Farm:	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Farm Total
(1)									
DCP Cropland Acres									
(2)									
CRP, WBP,									
WRP/EWP, GRP,									
St. Consrv., and									
Other Consrv. Acres									
(3)									
Effective DCP Cropland									
(Item 1 - Item 2)	ļ	ļ							
(4)									
Double-Cropped Acres									
Effective DCP Cropland									
plus Double-Cropped Acres									
(Item 3 + Item 4)									
(1011 5 + 11011 4)	In this s	ection li	st the has	e acres h	w crop fc	or each tra	uct on the	farm	
Base Acres	in uns s								
Duse Heres									
Crop 1:									
Crop 2:									
-									
Crop 3:									
Crop 4:									
(7)									
Total Base Acres									
(sum of crops in item 6)									
(8)	Subtrac	t the bas	e acres f	or each t	ract from	n the effe	ctive DC	CP cropla	and plus
Excess DCP Cropland	double-	cropped	acres for	r each tra	act. Neg	ative valu	ues shall	be listed	l in 8a and
plus Double-Cropped	represe	nt out-of	-balance	tracts. I	Positive	values sh	all be lis	ted in 8t	and
Acres	represe	nt tracts	with exc	ess DCP	cropland	d acres pl	us doub	le-cropp	ed acres
(Item 5 - Item 7)	(receivi	ing tracts	s).						
8a-Excess Base Acres									
Out of balance Tracts									
									8c - Total:
8b-Excess DCP Cropland									oc - 10tal:
plus double-cropped acres									
Receiving Tracts									
(9)									
<b>Redistribution Factor</b>									
for Receiving Tracts									
(Item 8b / 8c)									
round dec. to 4 places									1.0000

## Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

Farm:	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Farm Total			
(10)	List the	acres of e	each crop	or crops	s to be re	distribute	ed to the	tracts w	ith excess			
Acres to Redistribute									ave data in			
From Out-of-Balance								0	Generic) shall			
Tracts									ge of the total			
	base acres on the tract that each crop represents or, if applicable, the owner(s) of											
	the out-o	of-balanc	e tract(s)	may sel	ect the cr	op(s) to	be redist	ributed.	I			
Crop 1:									(10a) Total:			
									(10b) Total:			
Crop 2:												
									(10c) Total:			
									(100) 100ai.			
Crop 3:												
·									(10d) Total:			
									()			
Crop 4:												
orop												
Tract Totals												
Note: Should equal 8a												
for the tract												
(11)	This sec	tion will	determin	e the act	es of eac	h crop th	at will b	e redistr	ibuted to each			
Acres to Redistribute									tracts that			
to Receiving Tract(s)			this secti						fudets that			
to Receiving Tract(s)	will liav	c data III				values i		). 				
Item 9 x Item 10a-10d												
Crop 1:												
Item 9 x item 10a												
Crop 2:												
Crop 2: Item 9 x Item 10b												
nem 9 x nem 100												
Crop 3:												
Item 9 x Item 10c												
Crop 4:												
Item 9 x Item 10d												

## Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

Farm:	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Farm Total			
(12)							d tract by	y subtrac	ting item 10			
	from item 6 or by adding Item 11 to item 6.											
Redistribution												
Crop 1:												
Crop 2:												
Crop 3:												
Crop 4:												
Total Tract									Total			
Base Acres												

Employee initials: _____ Date: _____

#### Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts

#### A Introduction

The spreadsheet shall **not** be completed for farms with any of the following conditions.

- Farm level CRP acres are **not** equal to tract level CRP acres. This situation will cause incorrect redistribution factors.
- Base acres are in excess of the effective DCP cropland plus double-cropped acres on the farm. The base acres must be reduced to get the farm in-balance according to 1-DCP.
- Tracts with double-cropped acres exceeding the effective DCP cropland acres.

County Offices shall use the instructions in subparagraphs B and C to complete the semi-automated redistribution spreadsheet for out-of-balance tracts.

#### **B** Instructions

Following are instructions for completing the semi-automated redistribution spreadsheet.

Item	Instructions
Header	Enter the farm number and tract number(s).
1	Enter the DCP cropland for each tract.
2	If applicable, enter the CRP, WBP, WRP/EWP, GRP, State conservation, and other
	conservation acres for each tract.
3	
4	If applicable, enter the double-cropped acres for each tract.
5	
6	Enter the base acres by crop for each tract.
7	
8a	
8b	
9	
10	Enter the acres of each crop to be redistributed to the tracts with excess DCP cropland. The only tracts that will have data in this section are those with values in item 8a. Base acres (including Generic) shall be redistributed proportionately from each crop according to the percentage of the total base acres on the tract that each crop represents or, if applicable, the owners of the out-of-balance tracts may select the crops to be redistributed.
11	
12	

**Note:** This spreadsheet is only a tool. Some results may need to be adjusted because of rounding.

#### Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts (Continued)

#### C Final Action

After completing subparagraph B, County Offices shall:

- print the semi-automated redistribution spreadsheet
- initial and date the spreadsheet
- if applicable, have the owners complete CCC-517 according to paragraph 36.5showing the new tract level base acres that were determined by the spreadsheet in item 12
- *--Note: CCC-517 shall be completed only if the requirements in subparagraph 36 B were--* met and the owners are requesting the redistribution.
- enter the new tract level base acres from item 12 on the spreadsheet into farm maintenance according to Part 7, Subsection 2.2.

Note: Some results may need to be adjusted because of rounding.

• file the spreadsheet in the farm folder.

#### **Example of Letter to Producers About Closed County Offices**

This is an example of the letter to producers about closed County Offices.

Dear Producer:

The FSA County Office in (county name) County will be officially closed as of______(month, day, year). This will result in your farm records in ______county and ______servicing County Office being transferred to the ______servicing County Office. The ______County FSA Office is located at ______(address) in ______(town) and the phone number is ______(phone). The administrative county will remain the same as it has been.

(List the alternative County Offices and addresses)

If you have a direct or guaranteed loan with FSA, please contact your loan officer to discuss where you would like to have your loan file located and serviced.

NRCS client files will remain with the NRCS field staff servicing those files.

You may also select a servicing County Office that is not contiguous to

_____(closing county name) if that servicing County Office is more convenient for you. This may necessitate a change in administrative county. You may select one of the following servicing County Offices as an alternative:

(List the alternative County Offices and addresses)

Your selection will apply for all programs for the next crop year and subsequent crop years.

Please contact the _____County FSA Office within 30 calendar days of this letter to request the servicing County Office that will be more convenient for you. Your request is subject to State committee approval. If we do not hear from you within 30 calendar days of this letter, your farm records will continue to be serviced from the (county) County Office. The more convenient option is a one-time choice for producers.

Sincerely,

_____, CED

..

### FSA-179, Transfer of Farm Records Between Counties

## A Preparing FSA-179

Prepare FSA-179 according to the following instructions.

Item	
Number	Instructions
	Part A – Request for Transfer
1	Enter name and address of operator for the current year.
2	Enter name and address of owner for the current year.
3	Indicate who initiated the transfer request.
4A and 4B	Enter name of county and State to which transfer is requested.
5	Indicate the reason for transfer. If "DAFP Approval" is selected as the reason for
	transfer, specify the reason that the transfer is being submitted to DAFP for approval.
6	Have all owners and the operator sign and date.
	Note: If transfer was initiated by COC, no signature is required. ENTER "COC
	initiated" for operator signature.
	Part B – Action by Transferring County
7	Indicate the name of the transferring county.
8	Indicate the farm number of the farm being transferred. Also include the IBase number
	of the farm being transferred. The IBase number of the farm will remain the same in the
	receiving county as it was in the transferring county and provides a method to search for
9	the newly created farm without knowing the new system-assigned farm number. Enter legal description, location, or other description necessary to positively identify the
9	tract or farm to be transferred. If transfer is initiated in receiving county, location shall
	be entered by receiving county and corrected where necessary by transferring county.
	In case of proposed combination, also enter any pertinent factors about operation of a
	single farming unit.
10	List all forms and documents being transferred. See paragraph 66.
11A and 11B	Indicate whether transferring COC recommends approval or disapproval. If
	disapproval, enter reason
12A and 12B	A member of the transferring COC shall sign and date.
	<b>Note:</b> COC may redelegate to CED the authority to approve in and out transfers of
	land between counties.
	Part C – Action by Receiving County
13A and 13B	Indicate whether receiving COC recommends approval or disapproval. If disapproval,
	enter reason.
14	Enter the receiving county farm number assigned to the transferred farm.
15	Enter the crop year for which the transfer is effective.
16A and 16B	A member of the receiving COC shall sign and date.
	<b>Note:</b> COC may redelegate to CED the authority to approve in and out transfers of land between counties
	land between counties.

#### FSA-179, Transfer of Farm Records Between Counties (Continued)

#### Item Number Instructions Part D – Action by Representative of State Committee 17A and 17B Use for transfers between States. Indicate whether transferring STC recommends approval or disapproval. If disapproval, enter reason. 17C and 17D A member of the transferring STC shall sign and date. Note: STC may redelegate to SED the authority to approve in and out transfers of land between counties. 18A and 18B Use for transfers between States. Indicate whether receiving STC recommends approval or disapproval. If disapproval, enter reason. 18C and 18D A member of the receiving STC shall sign and date. **Note:** STC may redelegate to SED the authority to approve in and out transfers of land between counties. Part E – Action by Representative of DAFP 19A, 19B, 19C, For use by a DAFP representative only. and 19D

#### A Preparing FSA-179 (Continued)

### FSA-179, Transfer of Farm Records Between Counties (Continued)

## **B** Example of FSA-179

Following is an example of FSA-179.

is form is available electronically	ILS DEP			TURE				ation Date: 09/30/2013		
- <b>5A-179</b> 08-03-16)		Farm Servic		LIOKE						
TRANSFER	OF FAR	M RECO	RDS BET	WEEN C	OUNT	IES				
See Page 2 for Privacy Act and Paperwork Reduction Act Sta	atements.)	O NAME (		ESS OF OW	0150					
. NAME AND ADDRESS OF OPERATOR		2. NAME A	ND ADDRE	255 OF OW	INER			ON INITIATED BY:		
								ERATOR		
PART A - REQUEST FOR TRANSFER								ontri o'onnin'i Le		
t is requested that records for the below identified farm b	e				4. TRA	NSFER TO:				
ransferred so that such land will be considered as locate county and State indicated here.	d in the	4A. COUN	ITY			4B. STA	TE			
<u>"</u>										
. REASON FOR TRANSFER (check appropriate box below		_	County Off			vinciale Duvelli		Significantly man		
Physically Located in Combination With Oth Receiving County Operated by Same Pe	er Farms erson		County Off Closure	ice		Principle Dwellin Operator Chang	led	Significantly more Convenient		
Change in Operation Change has Occurred of Land Another Office More A			DAFP Approval (S	Specify):						
6A.	DATE	6B. SIGNED DD-YYYY)			6C.			6D. DATE SIGNED (MM-DD-YYYY)		
SIGNATURE OF OWNER(S)	(MM-L	DD-YYYY)		SIGNATU	IRE OF C	PERATOR		(MM-DD-YYYY)		
PART B - ACTION BY TRANSFERRING COUNTY . NAME OF TRANSFERRING COUNTY	Ŷ	8. FARI		9. LOCA		EARM				
		0.170		0. LOOA		17000				
0. FORMS AND DOCUMENTS TRANSFERRED:										
1A. COUNTY COMMITTEE RECOMMENDS:	11B.	IF DISAPP	ROVAL, GIV	VE REASO	N:					
A copy of FSA-156EZ and a copy of all related records ar	re transmit	ted herewith	supporting	the history	data and	d related bas	e acres tha	t have been		
established for this tract of land.		1011010-01-010102		11149 AMERICA	VER PRO DEMEMBER					
2A. SIGNATURE OF COUNTY COMMITTEE MEMBER	4					128	DATE SI	GNED (MM-DD-YYYY)		
PART C - ACTION BY RECEIVING COUNTY										
3A. COUNTY COMMITTEE ACTION:	13B.	IF DISAPP	ROVAL, GIV	VE REASO	N:					
14. FARM NUMBER ASSIGNED:						15.	CROP YE	AR EFFECTIVE:		
6A. SIGNATURE OF COUNTY COMMITTEE MEMBER	2					16B. DATE SIGNED (MM-DD-YYYY)				
	•					102	. DATE OF			
PART D - ACTION BY REPRESENTATIVE OF ST	TATE CO	MMITTEE								
7. TRANSFERRING STATE:	475			-						
7A. TRANSFER RECOMMENDED FOR:	1/B.	IF DISAPP	ROVAL, GI	VE REASO	N:					
17C. SIGNATURE OF STC REPRESENTATIVE						170		GNED (MM-DD-YYYY)		
70. SIGNATORE OF STO REFREGENTATIVE						176	. DATE OF	GIVED (MMI-DD-TTTT)		
8. RECEIVING STATE (For transfer across State line,										
8A. TRANSFER RECOMMENDED FOR:	18B.	IF DISAPP	ROVAL, GIV	VE REASO	N:					
								01155 June 10 10 10 10 10 10 10 10 10 10 10 10 10		
						18L	DATE SI	GNED (MM-DD-YYYY)		
APPROVAL DISAPPROVAL										
8C. SIGNATURE OF STC REPRESENTATIVE	AFP									
		IF DISAPP	ROVAL, GIV	VE REASO	N:					
8C. SIGNATURE OF STC REPRESENTATIVE		IF DISAPP	ROVAL, GIV	VE REASOI	N:					
ISC. SIGNATURE OF STC REPRESENTATIVE PART E - ACTION BY REPRESENTATIVE OF DA 19A. DAFP_ACTION:		IF DISAPP	ROVAL, GIV	VE REASO	N:	190	. DATE SI	GNED (MM-DD-YYYY)		
8C. SIGNATURE OF STC REPRESENTATIVE         PART E - ACTION BY REPRESENTATIVE OF DA         19A. DAFP ACTION:         APPROVAL		IF DISAPP	ROVAL, GIN	VE REASOI	N:	190	). DATE SI	GNED (MM-DD-YYYY)		
8C. SIGNATURE OF STC REPRESENTATIVE         PART E - ACTION BY REPRESENTATIVE OF DA         19A. DAFP ACTION:         APPROVAL			ROVAL, GIN	VE REASOI	N:		). DATE SI Transferrin	HEREESE THE HEREE ESCHARTER IN CONTRACT		

#### FSA-179, Transfer of Farm Records Between Counties (Continued)

#### **B** Example of FSA-179 (Continued)

FSA-179 (08-03-16) Page 2 The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 718 and Farm Security and Rural Investment Act of 2002 (Pub L. 107-171). The information will NOTE be used to determine eligibility for farm owners/operators to elect to transfer farm records between FSA county offices. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for farm owners/operators to elect to transfer farm records between FSA county offices. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0253. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retailation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410, (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

### **Data Elements on FSA-156EZ**

### A FSA-156EZ Data Elements Farm Land Data Section

The following lists the data elements on FSA-156EZ at the farm level.

Farm Land Data
Crop Year.
Date Prepared.
State and County.
Farm Number.
Operator Name.
Farms Associated with Operator.
CRP Contract Number(s).
Recon ID.
*ARCPLC G/I/F Eligibility*
Farmland.
Cropland.
DCP Cropland.
WBP.
WRP.
CRP.
GRP.
Sugarcane.
Farm Status.
Number of Tracts.
State Conservation.
Other Conservation.
Effective DCP Cropland.
Double Cropped.
MPL.
FAV/WR History.
Acre Election.
EWP.
DCP Ag Related Activity.
Broken from Native Sod.
Total(s) for Base Acres and Reduction Acres.
Crop Election Choice
ARC Individual.
ARC County.
Price Loss Coverage.
DCP Crop Data
Crop Name.
Base Acres.
CCC-505 CRP Reduction.
CTAP Yield.
PLC Yield.
HIP.
Notes
Manual entry after printing.

### Data Elements on FSA-156EZ (Continued)

## A FSA-156EZ Data Elements Farm Land Data Section (Continued)

### Example of FSA-156EZ Farm Land Data Section

ny State ny County Form: FSA-156E See Page 3 for non-o	SA-156EZ 3 for non-discriminatory Statements. United States Department of Agriculture Farm Service Agency Abbreviated 156 Farm Record FARM : 690 Prepared : Nov Crop Year : 2020							20, 2019		
Operator Name Farms Associate CRP Contract N Recon ID ARCPLC G/I/F E		Any Producer       99-999-3217, 90       None       None       Eligible	9-999-99999							
				Farm Land	Data					
Farmland	Cropland	DCP Cropland	WBP	WRP	WRP CRP GRI		Sugarcane	Farm Status	Number O Tracts	
78.31	78.31	78.31	0.00	0.00	0.00 0.00		0.00	Active	3	
State Conservation	Other Conservation	Effective DCP Cropland	Double 0	Cropped	opped MPL		EWP	DCP Ag.Rel. Activity	Broken From Nativ Sod	
0.00	0.00	78.31	0.0	00	0.00		0.00	0.00	0.00	
			C	rop Election	Choice					
	ARC Individual			ARC Cour			Price Lo	ss Coverage		
	None			None	,		a meroare —m	None		
ARG	C Individual - Def	ault	Α	ARC County - I	Default		Price Loss Coverage - Default			
	None			CORN, SO	/BN		None			
				DOD Onen	D-4-	1				
				DCP Crop	CRP Reduction					
Crop Name		Ba	se Acres		Acres	PL	C Yield	н	IP	
Corn			56.40		0.00		165			
Soybeans			18.80		0.00		49			
TOTAL			75.20		0.00					
				NOTES	5					

## Data Elements on FSA-156EZ (Continued)

## **B** FSA-156EZ Data Elements Tract Land Data Section * * *

The following lists the data elements on FSA-156EZ at the tract level:

Tract Land Data
Tract Number.
Description.
*FSA Physical Location.
ANSI Physical Location*
FAV/WR History.
BIA Unit Range Number.
HEL Status.
Wetland Status.
Wetland Violations.
Owners.
Other Producers.
*Recon ID*
Farmland.
Cropland.
DCP Cropland.
WBP.
WRP.
CRP.
GRP.
Sugarcane.
State Conservation.
Other Conservation.
Effective DCP Cropland.
Double Cropped.
MPL.
EWP.
DCP Ag. Related Activity.
* Broken From Native Sod*
Total(s) for Base Acres and Reduction Acres.
DCP Crop Data
Crop Name.
Base Acres.
CCC-505 CRP Reduction.
CTAP Yield.
PLC Yield.
Notes
Manual entry after printing.
Page Number – printed as page X of X.

#### Data Elements on FSA-156EZ (Continued)

#### **B** FSA-156EZ Data Elements Tract Land Data Section - Page 2 (Continued)

*__ 10 Tract Number : 10855 : N2NW4, PT OF SW4NW4 15-14-16 Description FSA Physical Location : County A ANSI Physical Location : County B BIA Unit Range Number : HEL Status : NHEL: No agricultural commodity planted on undetermined fields Wetland Status : Tract contains a wetland or farmed wetland WL Violations : None Owners : Any Producer : None Other Producers Recon ID : None Tract Land Data WBP GRP Sugarcane Farm Land Cropland DCP Cropland WRP CRP 98.24 75.17 75.17 0.00 0.00 0.00 0.00 0.00 DCP Ag. Rel Activity Other Conservation **Broken From** State Conservation Effective DCP Cropland Double Cropped MPL EWP Native Sod 0.00 75.17 0.00 0.00 0.00 0.00 0.00 0.00 DCP Crop Data CCC-505 CRP Reduction Acres Crop Name Base Acres **CTAP Yield** PLC Yield Wheat 8.30 0.00 0 32 Page: 1 of 2 State FARM: 3217 United States Department of Agriculture USDA County Prepared : Aug 3, 2018 Farm Service Agency Form: FSA-156EZ Crop Year: 2018 Abbreviated 156 Farm Record Tract 10855 Continued ... Com 56.00 0.00 0 144 Grain Sorghum 0.70 0.00 75 0 TOTAL 65.00 0.00 NOTES

#### Example of FSA-156EZ Tract Land Data Section * * *

--*

## **Reconstitution Checklist**

Step	Pre-Reconstitution Action	Init	Date	
Step		Yes	No	NA
1	Has FSA-155 been completed properly and all required signatures obtained?	_ ~~		
-	Method of Division (circle the method used)			
	Estate DCP Cropland (Tract Division only)*			
	Landowner Default (Farm Division only)			
	*Manually calculate bases prior to recon if necessary.			
2	Check CARS for current year acreage report(s).			
	• If any, make a copy for use when re-entering the data for new farm or tract			
	number.			
	• After the tract level reconstitution is finished.			
2	After the farm level reconstitution is approved.			
3	Check for current ARCPLC Program contract(s).			
	Treat Level reconstitutions - write if 1 ADCDLC Dort 2 can ditions one mat			
	• Tract Level reconstitutions – verify if 1-ARCPLC Part. 2 conditions are met			
	and contract(s) information will need to be re-entered.			
	• Farm Level reconstitutions – System will cancel the current contract at the			
	time the reconstitution is approved and the child farm(s) contracts will need			
	to be processed.			
4	For tract division reconstitutions - Has all GIS work been completed first? Field			
-	splits, etc.			
	Complete in the GIS Data assignment block with the GIS Editing tools.			
5	Ensure all applicable producers on the child farms and/or tracts are loaded and are			
	associated with the county in CRM Business Partner/ Farm Records.			
6	Ensure Farm Records information is correct for all tracts:			
	• owners and OT's			
	• Correct any out of balance tract conditions.			
7	Print parent FSA-156EZ for file copy, and save .pdf file for step 9.			
Step	Reconstitution Action	Yes	No	NA
8	Complete Reconstitution in CRM Farm Records.			
	• Change Operator on child farm(s), if necessary			
	• Add any additional producers to the applicable tract as the reconstitution is			
	completed in the reconstitution wizard.			
9	Electronically attach parent FSA-156EZ file (from step 7) to the child farm.			
	(recommended).		ļ	
10	Verify the FSA-155 contains correct resulting information.			
11	Has COC/CED signed FSA-155?			
11a	For Farm Division reconstitutions, manually recalculate yields if the COC			
	determined adjustments are necessary.		1	

## **Reconstitution Checklist (Continued)**

Step	Reconstitution Action	Yes	No	NA
12	Has CED/substitute executed the reconstitution decision in the CRM worklist			
	based on the FSA-155?			
13	Has CED received email containing reconstitution results (FSA-476DCP & FSA-			
	156EZ) and forwarded to Program Technician for producer notification?			
Step	Post-Reconstitution Approval Action	Yes	No	NA
14	Insert farm and/or tract description in CRM Farm Records.			
15	Print a copy of the resulting FSA-156EZ and FSA-476.			
16	Has the new map been created and printed?			
17	Have the FSA-476, FSA-156EZ, letter and maps been mailed to resulting owners			
	and operators as applicable?			
18	File all reconstitution documentation in recon folder.			
	(FSA-155, Parent/child FSA-156EZ, deed/survey, FSA-476, letters, etc.)			
19	Inactivate parent farm files:			
	• mark parent farm folder inactive (Inactive 20xx Recon)			
	mark parent farm program folder inactive			
20	Is there CRP on the resulting farm/tract?			
	• If yes, give copy of FSA-156EZ to CRP PT for contract revision.			
	• If yes, give copy of PSA-130EZ to CKI 1 1 for contract revision.			
	• Update field level CRP Data in CRM Farm Records with the revised CRP			
	contract data.			
	• Verify that tract level CRP Cropland, MPL Acres, and CCC-505 CRP			
	Reduction acres are loaded correctly for the child farm/tract.			
	Note: Update the field level CRP data after the revision is completed in CCMS.			
21	Notify NRCS of tract/field divisions.			
	• Bring NRCS HELC/WC records forward to the new tract HELC/WC file.			
	• If field boundary(s) change, has a new determination been requested?			
22	Reload applicable acreage report(s).			

File this document with the reconstitution documentation.

# *--Farm Replication Checklist

Checklist for Replicating New Farms to a Prior Year			
Item	Review and Verify	Complete	
1	Review and follow directions in paragraph 33.		
2	In CRM FR, verify the farm is not the result of a farm or tract reconstitution:		
	<ul> <li>farm level "Reconstitution History" assignment block must be blank</li> <li>tract level "Reconstitution History" assignment block must be blank.</li> </ul>		
3	In CRM FR or by reviewing known farm history, verify the farm is not the		
	result of a farm transfer. "Transferred From:" data entry field in the farm level "General Data" assignment block must be blank.		
	<b>Note:</b> Farm transfers completed in CRM in prior years may not always display in the "General Data" assignment block. This was added functionality after the system's go-live date. If questioned, users may need to do additional investigating into the farm history.		
4	Review tract boundaries to ensure that the newly created boundaries are snapped to adjacent tracts, when applicable. Gaps between boundaries are not allowed unless there is a separating structure between the adjacent farms/tracts (road, waterway, etc.).		
5	Review CLU boundaries to ensure that:		
	<ul> <li>delineation rules are followed to separate different land uses in individual CLU's</li> <li>Example: Building sites are separated from other noncropland.</li> </ul>		
	• boundaries are delineated to match available imagery or question areas that do not match to verify that they are accurately delineated according to the current land use.		
6	Review CLU attributes and tract level land data to ensure that acres have been accurately identified. Specifically, check cropland fields to ensure that the 3-CM cropland indicator is identified correctly.		
7	Also review that land established in a new farm for the first time with FSA will never have base acres established. Review the "Crop Data" assignment block to verify no base acres have been added.	*	

•

## *--Farm Transfer Checklist

Transferring Office	<b>Completion Date</b>	<b>Completed By</b>
Complete FSA-179, Parts A and B. Attach FSA-156EZ.		
Indicate COC recommendation for approval or disapproval		
on FSA-179, item 11A. Document reason if disapproved.		
Initiate transfer process in CRM. Notate IBase number of		
farm on FSA-179. Before initiating transfer:		
• review and ensure that the county association to the		
receiving county has been established in the customer		
record in BP for producers on the farm		
• review boundary delineations to ensure no voids,		
overlaps, or gaps with adjacent boundaries and accurate		
delineation and attribution of fields		
the state of CDD late from the field level if any lively		
• delete all CRP data from the field level, if applicable.		
Approve transfer workflow in CRM.		
Send all FSA-179 copies (with FSA-156EZ) to the		
receiving County Office.		
If it is a transfer out-of-State, route FSA-179 and		
FSA-156EZ through the State Office.		
Wait for approval by the receiving County Office. If not		
approved, submit the request to STC for a determination. If		
approved, continue with these steps.		
Send pertinent farm records directly to the receiving County		
Office.		
Notify the receiving office of all outstanding debts and		
producer offset requests.		
Keep all outstanding debts and offset requests until either of		
the following apply:		
• all outstanding prior year program payments have been		
issued and offset		
• debt reaches claim status.		
Notify NRCS of deleted farm/tract.		
Notify producer of complete transfer.		
roury producer of complete transfer.		*

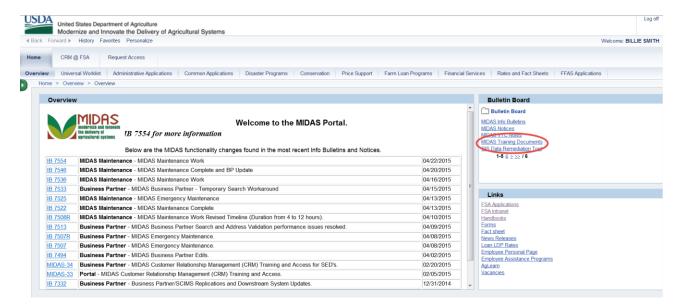
# *--Farm Transfer Checklist (Continued)

Receiving Office		
(After Approval of Transferring County Office)	Completion Date	Completed By
Indicate recommendation for approval or disapproval on		
FSA-179, item 13A. Document reason if disapproved.		
If approved:		
• Approve transfer workflow in CRM.		
• Send 1 copy of completed FSA-179 and FSA-156EZ to the transferring County Office (and the State Office if across State lines).		
• Complete CRP transfer process in CCMS. Approve new CRP contracts, as applicable, in the system for the transferred contracts. Enter CRP contract data at the field level.		
• Set the claim flag in the producer's name and address file for any outstanding debts and price support claims.		
• Coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments.		
• Reload any current year FSA-578's.		
• Notify owners and operators of the action taken with a copy of FSA-156EZ and map.		
• Record in COC minutes.		
• Notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.		
If disapproved:		
• Record the reason for disapproval.		
• Notify owners and operators of the action taken with the reason for disapproval.		
• Return all records to the transferring County Office if the transfer remains disapproved after reconsideration.		
If the transfer was disapproved by the transferring County Office, submit the request to STC for a determination.		
Notes:		

#### Accessing CRM Work Instructions and Simulations

#### A Overview

CRM Farm Records work instructions have been created to provide users with step by step instructions on completing tasks and functions in the CRM application. All work instructions can be found by clicking MIDAS Training Documents under the Bulletin Board on the MIDAS Portal page.



#### **B** Farm Records Work Instructions and Links

The following Farm Records and GIS Editing work instructions have been created. Users can access either the written step by step work instructions or participate in a simulation to walk through the steps.

Work Instruction	Link to Written Work Instructions
Allocate CRP Acreage	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_31_Allocate_CRP_Ac
	re_Wrkflw.pdf
Base Reduction for	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_129_Base_Reduction.
New CRP_Tract Level	pdf
CCC-505_Base	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_CCC505_Base_Reduc
Reduction	tion.pdf
Create Farm Record	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_37_Create_Farm.pdf
CRP – Updating CRP	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_CRP_Updating_CRP
Cropland	_Cropland.pdf
Delineate CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_38_Delineate_New_C
	LU.pdf
Edit Tract	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_26_Edit_Tract.pdf
Farm Combination	https://mprdep.fmmi.usda.gov/irj/go/km/docs/documents/MIDAS/Bulletin
	%20Board/MIDAS%20Training%20Documents/Farm%20Records/Work
Erme Distation CDM	%20Instructions/Farm%20Combination.pdf
Farm Division – CRM	https://mprdep.fmmi.usda.gov/irj/go/km/docs/documents/MIDAS/Bulletin %20Board/MIDAS%20Training%20Documents/Farm%20Records/Work
	%20Instructions/Farm%20Division%20-%20CRM.pdf
Farm Division – GIS	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_36_Execute_Farm_Di
	v.pdf
Farm Hierarchy	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_30_Display_Farm_Hi
	erarchy.pdf
Inactivate a Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/101_Inactivate_a_Farm.p
	df
PLSS Search	https://mprdep.fmmi.usda.gov/irj/go/km/docs/documents/MIDAS/Bulletin
	%20Board/MIDAS%20Training%20Documents/Farm%20Records/Work %20Instructions/PLSS%20Search.pdf
Search for Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_33_Search_Farm_Rec
Records	.pdf
Substitutions – CRM	https://www.fsa.usda.gov/Internet/FSA_MIDAS/127_FN_Create_Mng_Sub
Substitutions Citivi	_Rules_CRM.pdf
Substitutions – UWL	https://www.fsa.usda.gov/Internet/FSA_MIDAS/126_FN_Create_Sub_Rule
	s_Portal_UWL.pdf
Tract Combination	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_29_Tract_Combo.pdf
Tract Division	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_35_Execute_Tract_Di
	v.pdf
Transfer Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_28_Execute_Farm_Tr
Worklick Erms	ansfer.pdf https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_Worklist_Farm_Tran
Worklist_Farm_	https://www.isa.usda.gov/internet/FSA_MIDAS/W1_Worklist_Farm_1ran sfer.pdf
Transfer	suppu

Work Instruction	Link to Simulation Work Instructions
Allocate CRP Acreage	https://www.fsa.usda.gov/Internet/FSA_MIDAS/31_Alloc_CRP_Wfl/Alloc _CRP_Wfl/sim/html/index.htm
Base Reduction for	https://www.fsa.usda.gov/Internet/FSA_MIDAS/129_Base_Reduction/Bas
New CRP_Tract	e_Reduction/index.htm
Level	
CCC-505_Base	https://www.fsa.usda.gov/Internet/FSA_MIDAS/131_CCC505_Base_Redu
Reduction	c/CCC505_Base_Rdtn/index.htm
Create Farm Record	https://www.fsa.usda.gov/Internet/FSA_MIDAS/37_Create_Farmt/Create _Farm/sim/html/index.htm
CRP - Updating CRP	https://www.fsa.usda.gov/Internet/FSA_MIDAS/130_CRP_Update_CRP/
Cropland	CRP_Update_CRP/html/index.htm
Delineate CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/38_Delin_New_CLU/Deli n_New_CLU/sim/html/index.htm
Edit Tract	https://www.fsa.usda.gov/Internet/FSA_MIDAS/26_Edit_Tract/26_Edit_T ract/sim/html/index.htm
Farm Combination	https://www.fsa.usda.gov/Internet/FSA_MIDAS/27_Ex_Farm_Combo/27_ Ex_Farm_Combo/html/index.htm
Farm Division – CRM	https://www.fsa.usda.gov/Internet/FSA_MIDAS/128_FR_Farm_Div_CR M/FR_Farm_Div_CRM/html/index.htm
Farm Division – GIS	https://www.fsa.usda.gov/Internet/FSA_MIDAS/36_Div_Farm/Div_Farm/ html/index.htm
Farm Hierarchy	https://www.fsa.usda.gov/Internet/FSA_MIDAS/30_Farm_Hierarch/30_F arm_Hierarch/sim/html/index.htm
Inactivate a Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/101_Inactivate_a_Farm/I nactive_Farm/html/index.htm
PLSS Search	https://www.fsa.usda.gov/Internet/FSA_MIDAS/125_FR_PLSS_Search/F R_PLSS_Search/html/index.htm
Search for Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/33_Srch_for_FarmRec/Sr
Records	ch_FarmRec/sim/html/index.htm
Substitutions – CRM	https://www.fsa.usda.gov/Internet/FSA_MIDAS/127_FN_Crt_Sub_Rules_ CRM/FN_Crt_Rule_CRM/index.htm
Substitutions – UWL	https://www.fsa.usda.gov/Internet/FSA_MIDAS/126_FN_Crt_Sub_Rule_ Port_UWL/FN_Crt_Sub_Rule/index.htm
Tract Combination	https://www.fsa.usda.gov/Internet/FSA_MIDAS/29_Ex_Tract_Combo/Ex_Tract_ Combo/html/index.htm
Tract Division	https://www.fsa.usda.gov/Internet/FSA_MIDAS/35_Divide_Tract/Divide_Tract/sim/html/index.htm
Transfer Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/28_Xfr_Farm/28_Xfr_Fa rm/sim/html/index.htm
Worklist Farm Level	https://www.fsa.usda.gov/Internet/FSA_MIDAS/50_Wrklst_Frm_Xfr/Wr
Transfer	klst_Frm_Xfr/sim/html/index.htm

C Farm Records Work Instruction Simulations and Links

Work Instruction	Link to Written Work Instructions
Add a New Shapefile	https://www.fsa.usda.gov/Internet/FSA_MIDAS/40_Add_shapefile.pdf
Display GIS	https://www.fsa.usda.gov/Internet/FSA_MIDAS/39_Display_GIS_Assign
Assignment Block	_Block.pdf
Display the GIS	https://www.fsa.usda.gov/Internet/FSA_MIDAS/41_Display_GIS_St_Too
Standard Toolbar	lbar.pdf
Edit a CLU Boundary	https://www.fsa.usda.gov/Internet/FSA_MIDAS/42_Edit_CLU_Bound_V
with Vertex Editor	ertex_Ed.pdf
Edit Shared Boundary	https://www.fsa.usda.gov/Internet/FSA_MIDAS/58_GIS_Edit_Shared_C
with Snap Feature	LU_Bound_w_Snap_Feature.pdf
Merge CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/34_Merge_CLU.pdf
Orphan and Merge	https://www.fsa.usda.gov/Internet/FSA_MIDAS/46_Orphan_Merge.pdf
Perform Circle	https://www.fsa.usda.gov/Internet/FSA_MIDAS/44_Perform_Circle_Incl
Inclusion	.pdf
Perform Polygon Inclusion	https://www.fsa.usda.gov/Internet/FSA_MIDAS/43_Perform_Polygon_In clusion.pdf
Select Multiple CLUs	https://www.fsa.usda.gov/Internet/FSA_MIDAS/45_Select_Mult_CLUs_
and Edit Attributes	Edit_Attrib.pdf
Split CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/32_Split_CLU.pdf

### **D** GIS Work Instructions and Links

Work Instruction	Link to Simulation Work Instructions
Add a New Shapefile	https://www.fsa.usda.gov/Internet/FSA_MIDAS/40_Add_shapefile/Add_sh ape/sim/html/index.htm
Display GIS Assignment Block	https://www.fsa.usda.gov/Internet/FSA_MIDAS/39_Dsp_GIS_Block/Dsp_ GIS_Blk/sim/html/index.htm
Display the GIS Standard Toolbar	https://www.fsa.usda.gov/Internet/FSA_MIDAS/41_Disp_GIS_Std_Tool/G IS_Std_Tool/sim/html/index.htm
Edit a CLU Boundary with Vertex Editor	https://www.fsa.usda.gov/Internet/FSA_MIDAS/42_Edit_CLU_Bound_Ver tex_Ed.pdf
Edit Shared Boundary with Snap Feature	https://www.fsa.usda.gov/Internet/FSA_MIDAS/58_GIS_Edit_CLU_Feat/ Edit_CLU_Bnd/html/index.htm
Merge CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/34_Merge_CLU/Merge_C LU/sim/html/index.htm
Orphan and Merge	https://www.fsa.usda.gov/Internet/FSA_MIDAS/46_Orph_Merge/Orph_Merge/Sim/html/index.htm
Perform Circle Inclusion	https://www.fsa.usda.gov/Internet/FSA_MIDAS/44_Perf_Crl_Inc/Prf_Crl_Incl/sim/html/index.htm
Perform Polygon Inclusion	https://www.fsa.usda.gov/Internet/FSA_MIDAS/43_Perf_Plygn_Incl/Prf_P lygn_Inc/sim/html/index.htm
Select Multiple CLUs and Edit Attributes	https://www.fsa.usda.gov/Internet/FSA_MIDAS/45_Sel_Mltpl_CLUs/Sel_ Mltpl_CLUs/sim/html/index.htm
Split CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/32_Split_CLU/Split_CLU/sim/html/index.htm

### **E GIS** Work Instructions Simulations and Links

#### Personalizing the Farm Hierarchy Assignment Block to Scroll Tracts

#### A Overview

The Hierarchy assignment block can be personalized to increase the personal satisfaction of the CRM experience.

#### **B** Action to Personalize the Farm Hierarchy Assignment Block to Scroll

For farms with many tracts and fields that default to a second page or more it may be more useful to personalize the Hierarchy assignment block to add a scroll bar.

The following table provides the instructions to add a scroll to the hierarchy.

Step	Action
1	On the Installed Base Hierarchy assignment block, locate and CLICK the " <b>Personalize</b> " tool.
	Edit CNew Tract Fact Sheet Farm Division - GIS Transfer Proc
	Installed Base Hierarchy GIS Info
	Description
	▼ □ 99-999-10416       ▼ ● 99-999-5830
	Field 6
	Field 7
	Field 9
	Field 11
	Market Field 12
	▽ 1999-999-5831
	Field 2
	Field 4
	Field 5
	▽ 🗇 99-999-5836
	Field 2
	Field 4 Scale: 1:12,000
	Field 5
	Field 7
	Field 8
	Field 9
	Field 10

## Personalizing the Farm Hierarchy Assignment Block to Scroll Tracts (Continued)

**B** Action to Personalize the Farm Hierarchy Assignment Block to Scroll (Continued)

Step	Action			
2	On the "Personalize" window, change the "Table Navigation" to " <b>Scrolling</b> ". Choose a " <b>Number of Visible Rows Before Scrolling</b> ". The height of the GIS Info assignment block is approximately 18 rows high. 18 rows is the suggested setting, but users can adjust to meet their needs. CLICK " <b>Save</b> ".			
	Promodization Webgage Bridging       X         Percentagion at the Odd may and displayed. You can also doma the reliable screen are at. Hy ou want to define the relative width, add % after the number. Fixed columns need an absolute (pixel) width wile be referred correctly.         Default View:       Standard View]         Table Navigation:       If Standard View]         Table Navigation:       If Standard View]         View:       Standard View]         Bigstond Columns       If Standard View]         Default View:       Standard View]         Bigstond Columns       If Standard View]         Bigstond Columns       If Standard View]         Default View:       Standard View]         Bigstond Columns       If Standard View]         Bigstond Columns       If Standard View]         Default View:       Standard View]         Bigstond Columns       If Standard View]         Displayed Columns			

### Personalizing the Farm Hierarchy Assignment Block to Scroll Tracts (Continued)

**B** Action to Personalize the Farm Hierarchy Assignment Block to Scroll (Continued)

Step	Action
3	A scroll bar will appear on the right side of the "Installed Base Hierarchy" assignment block. The scroll bar is only visible if the hierarchy has more rows expanded than the number chosen in step 2.
	N:       Level Up         Description         Image: Field 6         Image: Field 7         Image: Field 12         Image: Field 12         Image: Field 2         Image: Field 5         Image: Field 2         Image: Field 3         Image: Field 4         Image: Field 3
4	If the user needs to modify this personalization or reset to default, return to the "Personalize" window.

#### **Replication Error Message Resolution**

#### A Overview

When a farm record is edited in CRM Farm Records, a replication message is sent to FPMS. If an invalid condition exists within CRM Farm Records, the replication will fail and users are provided the replication error message. If a replication error message exists, the CRM Farm Record and the FPMS Farm Record are out-of-sync.

#### **B** Error Message Resolution List

#### Farm Level:

The following table provides replication error messages associated with farm level errors and the associated resolution.

Error	Resolution
Error.farmrecords.farm.	The farm operator is not linked to the farm's
ccid.notLinked	administrative county. Add a link to the administrative
	county in CRM BP.
Error.farmrecords.farm.crop.hip.	A non-generic crop with zero base acres on a farm
baseAcres.greaterThanZero	without generic base acres cannot have a HIP value.
	Click "Edit" and "Save" to remove the invalid HIP
	entry.
Error.farmrecords.farm.crop.election.	Initiate edit session and enter missing ARCPLC
missingOrInvalid	election(s).
Error.farmrecords.farm.crop.election.	Initiate an edit session and enter missing ARCPLC
nonGenericCrop.missing	election(s).
Error.farmrecords.farm.producer.	Farm operator has a status of something other than
status.invalid	active. Remove/replace the producer identified in the
	error message or edit the business partner as necessary
	in BP to resolve the error.
Error.farmrecords.farm.	There is an incorrect validation in the software that
sodAcres.mismatch	requires Native Sod acres to be less than the Cropland
	acres for the tract. If the field has not yet been planted
	and is therefore correctly identified as non-cropland.
	Temporarily change the 3-CM indicator to indicate that
	it is cropland to allow replication of edits to occur.
	Mark the folder so that the 3-CM indictor can be
	returned to "no" after software is corrected.

### **Replication Error Message Resolution (Continued)**

### **B** Error Message Resolution List (Continued)

#### HEL:

The following table provides the possible error message and the resolution that could occur for the entered HEL Determinations.

Error	Resolution
Error.farmrecords.helExceptionCode. mismatchhighestpriorityhelcode Resolution	Farm contains a tract with a determination that "conservation system is not being actively applied'. Owner of that tract is also the farm operator and the HEL Exception for the producer is inconsistent between the tract and farm level. Enter the correct HEL Exception code for that producer consistently between farm and tract level. If multiple violations exist on multiple tracts and the operator is not an owner on all tracts the highest priority tract violation should be entered at the farm level.
	<b>Note</b> : If the producer owns all tracts of the farm the correct value must be entered at the tract level and the farm level (operator) will be updated with a consistent value automatically.

## **B** Error Message Resolution List (Continued)

#### Tract:

The following table provides the potential errors and associated resolution for issues occurring within the tract level data.

Error	Resolution
Error.farmrecords.tract.	A tract (or tracts) on the farm contains a producer that
ccid.notLinked	is not linked to the county. CLICK "Edit" to identify
	the producer causing the issue. Use Business Partner
	to establish a link for the producer to the farm's
	administrative county.
Error.farmrecords.tract. Crop.	A specific CCC-505 CRP Reduction entry for any
contract.multipleTracts	given contract number/contract suffix/crop may exist
	on only one tract. CLICK "Edit" to generate the
	error message identifying the duplicate tract where
	the specific contract/suffix/crop combination exists.
	Remove any incorrect entries by reducing base acres
	to zero and then deleting that entry using the trash
	can that appears on the left side of the row. Re-enter
	the CCC-505 CRP Reduction for that tract if
	necessary using the correct contract/suffix/crop entry
	for the tract.
Error.farmrecords.tract.crop.dcp	PLC yield exists in CRM (MIDAS) farm records for
BaseAcres.mismatchacres.equalzero	at least one crop where the base acres for that crop
Resolution	have been reduced to zero. Reduce the PLC yield for
	the tract(s) with the issue to zero and save the edit.
Error.farmrecords.tract.	There is a tract on the farm where the sum of CRP
croplandAcres.inconsistent	Cropland, WBP, GRP, State Cons., Other Cons.,
	EWP and WRP for that tract exceeds the Cropland
	for the tract. CLICK "Edit" to identify the tract
	causing the issue. Correct errors if necessary by
	either adjusting the 3CM Cropland indicator for
	fields in the GIS Info assignment block or adjusting
	the various conservation program acres. If no error
	condition is apparent initiate an edit session and
	CLICK "Save". Check FPMS status for the farm to
	determine if replication is successful.

**B** Error Message Resolution List (Continued)

Error	Resolution
Error.farmrecords.tract.	The sum of CRP Cropland, WBP, GRP, State Cons., Other
dcpCroplandAcres.inconsistent	Cons., EWP and WRP for a tract exceeds the DCP
	Cropland for the tract. Click edit to identify the tract
	where the error condition exists. Correct errors if
	necessary by either adjusting the 3CM Cropland indicator
	for fields in the GIS Info assignment block, adjusting the
	DCP Ag Related Activity, or adjusting the various
	conservation program acres. If no error condition is
	apparent initiate an edit session and CLICK "Save".
	Check FPMS status for the farm to determine if replication
	is successful.
Error.farmrecords.tract.	Verify Effective DCP Cropland Acres are correct for all
dcpDoubleCropAcres.mismatch	tracts on the farm. If they are, reduce double crop acres so
	they don't exceed the Effective DCP Cropland.
Error.farmrecords.tract.	Farmland acres for a tract are equal to zero on an active
farmlandAcres.invalid	farm. Contact the help desk.
Error.farmrecords.tract.	Sum of DCP Cropland plus MPL acres exceeds the
farmlandAcres.mismatch	farmland for a tract. CLICK " <b>Edit</b> " to determine the
	tract(s) causing the problem from the error message.
	Ensure that the 3CM Cropland indicator is set to "N" for
	all fields enrolled in MPL on the tract(s) causing the
Error.farmrecords.tract.	problem.
helCode.required	HEL determination is missing for a tract. Click edit to determine the tract(s) causing the problem from the error
neiCoue.i equii eu	message and add the correct HEL determination to that
	tract.
Error.farmrecords.	A tract was added to a farm through CRM Farm Records
tract.nosimpleaddition	when that farm already existed as an active farm in FRS
· · · · · · · · · · · · · · · · · · ·	without the tract. Contact the state GIS Specialist to work
	through them with the national office to resolve the
	problem.
Error.farmrecords.	A tract was deleted from a farm through CRM Farm
tract.nosimpledeletion	Records when that farm already existed as an active farm
_	in FRS with the tract included. Contact the state GIS
	Specialist to work through them with the national office to
	resolve the problem.
Error.farmrecords.tract.	One or more producers exist as an OT at both the tract and
otherProducer.duplicate	field level on a tract. Either remove the producer as an OT
	from the tract level, or remove the producer as an OT from
	all fields where they are shown as an OT so they exist only
	at one level or the other.

**B** Error Message Resolution List (Continued)

Error	Resolution		
Error.farmrecords.tract.	A tract exists that does not have an associated owner. Add		
ownerProducer.required	a valid owner to the tract		
Error.farmrecords.tract.	A tract contains a producer that has a status of something		
producer.status.invalid	other than "active". Remove, replace, or correct the		
	producer having the status of something other than		
	"active".		
Error.farmrecords.tract.	A tract on the farm either already exists on another active		
tractNumber.notAvailable	farm in FRS, or has been deleted in FRS in a previous		
	year. Contact the help desk.		

#### Wetland:

The following table provides the potential errors and associated resolution for the issues occurring with the Wetland data.

Error	Resolution
Error.farmrecords.	Farm contains a tract with "wetlands certified" data
wetlandcertificationyear.extraneous	field indicating "no", but a "year wetland certified" is
	designated. Update the "wetlands certified" data field
	to either "yes" or "partial" or remove the "year wetland
	certified" entry as appropriate.
	Note: The "year wetland certified" will not display
	until the "wetlands certified" is set to "yes" or
	"partial". If the correct "wetlands certified"
	value is "no", this value will need to be
	temporarily changed to "yes" or "partial" to
	display the "year wetland certified" value so it
	can be deleted.

## **B** Error Message Resolution List (Continued)

#### Yield:

The following table provides the potential errors and the associated resolution for issues occurring within the Yield data.

Error	Resolution
Error.farmrecords.nongeneric.	A CTAP Transitional (Direct) yield exists in the CCC-505
crop.paymentYield.extraneous	CRP Reduction data for a non-generic crop with a start year
	of 2014 or greater for the CCC-505 CRP Reduction data.
	CLICK "Edit" and "Save" for the software to automatically
	remove the yield and successfully replicate the farm to FPMS.
Error.farmrecords.generic.	A PLC (CC) yield exists in the CCC-505 CRP Reduction data
crop.alternatePaymentYield.	for a generic crop with a start year prior to 2002 or after 2013
extraneous	for the CCC-505 CRP Reduction data. CLICK "Edit" and
	"Save" for the software to automatically remove the yield and
	successfully replicate the farm to FPMS.

#### **Overlap Correction**

## A Overview

When delineating fields within a tract in the GIS Info assignment block, overlaps may be found. Overlaps are areas where a field boundary extends into an adjacent field past the boundary for the adjacent field. The GIS Info assignment block has built in validation to prevent overlaps from being created. However, overlaps may still exist from previous GIS editing tools. The area contained within the overlaps is counted twice in the farmland acreage for the tract and for the farm.

Note: Contact a state GIS specialist if assistance is needed.

#### **B** Examples of Overlap Errors in the GIS Info Assignment Block

Overlaps will be difficult to detect in the GIS Info assignment block. The State GIS specialist can run a report of overlaps that exist and can distribute, as needed, for resolution.

Overlaps become apparent when a field is selected in aquamarine and it includes a yellow field boundary. The two fields below overlap in the triangle shaped area in the center of the screen.



## C Correcting Partial Overlaps Using "Edit Vertices of Selected CLU"

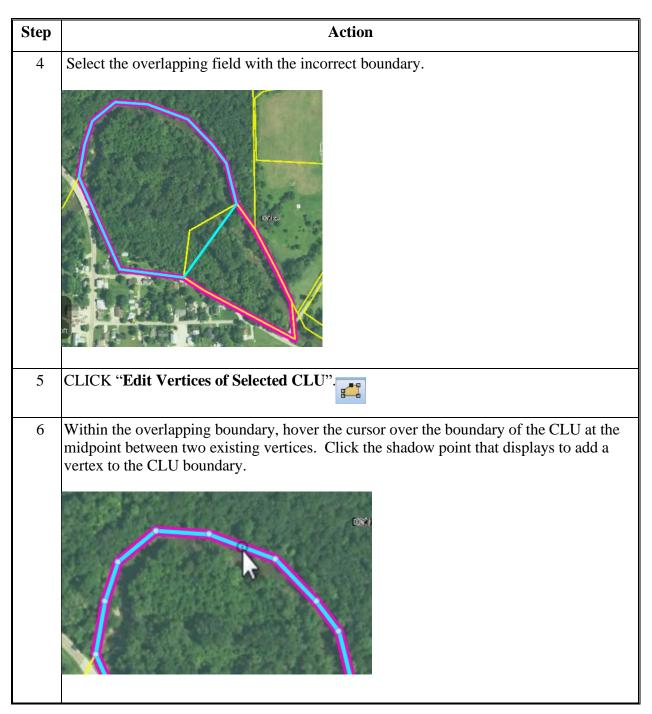
The following table provides instructions for resolving partial overlaps using "Edit Vertices of Selected CLU"

Overlaps involving partially overlapping CLU's can quickly be resolved using the "Edit Vertices of Selected CLU" tool. See subparagraph D for instructions for resolving full overlaps where an entire CLU overlaps another CLU.

**Note**: Do not use this technique if the overlapping CLU is administered in a different county. Contact a state GIS Specialist if assistance is needed.

Step	Action
1	Identify the overlap and determine the correct placement of the boundary. In the following example the field highlighted in aquamarine has the correct boundary.
2	At the tract level in the Farm Hierarchy, CLICK "Edit".
3	CLICK " <b>GIS Info</b> " to expand the assignment block and zoom in to the overlap area using the navigation compass.

C Correcting Partial Overlaps Using "Edit Vertices of Selected CLU" (Continued)



C Correcting Partial Overlaps Using "Edit Vertices of Selected CLU" (Continued)

Step	Action
7	Hover the cursor over the vertex that was just added. The cursor changes to a hand shape and a "Move this Point" label displays. Double click on the vertex that was just added to delete the vertex.
	Move this Point
	<b>Note:</b> The addition of the vertex to the CLU followed by the immediate deletion of the same vertex has no impact on the shape of the CLU, but it registers as an edit which enables the save process for use in subsequent steps.
8	Click inside the CLU that is being edited to finish the vertex edits.
9	The system to automatically trim the boundaries of the CLU being edited to match the boundaries of the adjacent CLU(s).

C Correcting Partial Overlaps Using "Edit Vertices of Selected CLU" (Continued)

Step	Action			
10	The "Edit Attributes" window is displayed. The user may change CLU attributes if necessary. CLICK " <b>OK</b> " to close the "Edit Attributes" window. The CLU with its adjusted boundaries flashes as highlighted.			
	Edit Attributes			
	Farm:         999         Tract:         999         Field:         8         Ok           Acres:         18.12         Image: Contract of the second of the seco			
	Land Class Code: Urban  Code: Urban Urban Urban Urban Urban Urban Urban			
	State: 99 County: 999			
	Administrating State: 99 County: 999			
	Congressional District: 9901			
	SAP CRP: No HEL Status HEL NHEL Exempt O Undetermined			
	→ HEL ○ NHEL ○ Exempt ○ Undetermined			
	Reason:			
	Comments:			
11	CLICK "Save & Sync" to finalize the edits.			
12	The resulting field boundary is updated and the overlap is removed:			

## D Correcting Full Overlaps Using "Merge"

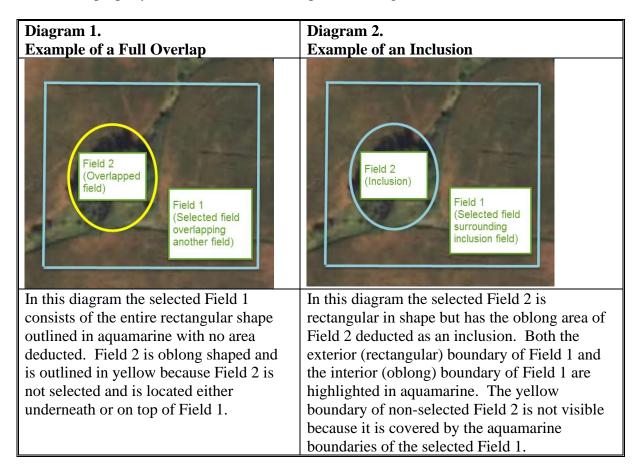
Overlaps where one CLU overlaps another CLU entirely can be quickly resolved using "Merge". The following steps provide instructions for identifying resolving full overlaps using "Merge".

**Note**: Partial overlaps may also be resolved by merging the partially overlapping CLUs. However, the user will need to split the resulting merged CLU to re-establish separate CLUs. For this reason use of "Edit Vertices of Selected CLU" is recommended as the most efficient method for resolving partially overlapping CLUs. See subparagraph C for instructions for resolving partially overlapping CLUs using "Edit Vertices of Selected CLU".

#### **Identifying Full Overlaps**

There several ways that a user may become aware of a full overlap.

1. The most obvious and easily detectable full overlap is the scenario when the selected CLU is outlined in aquamarine and another CLU outlined in yellow is displayed inside the selected CLU (Diagram 1). This appearance differs slightly from the similar scenario where an inclusion is properly delineated and no overlap exists (Diagram 2).



## D Correcting Full Overlaps Using "Merge" (Continued)

2. More difficult to detect scenarios where an overlap exists are scenarios where an exact geometrical duplicate exists. Indications that an exact geometrical duplicate exists are demonstrated in the following four scenarios. Depending upon the specific circumstances the user may become aware of the exact geometrical duplicate in different ways.

#### Scenario A

When a tract contains just a few fields an easy way to determine that an exact geometrical duplicate is present is a visual comparison of the number of fields in the CRM hierarchy to the number of CLU's in the GIS Info assignment block. When the count of the fields in the CRM hierarchy does not match the number of CLU's that are visible in GIS and the discrepancy remains with no error messages after CLICKING "**Edit**" on the CRM toolbar this is an indication that an exact geographical duplicate exists. This diagram is an example of a farm that shows three fields in the CRM hierarchy for tract 4444 but only two CLU's are visible in GIS meaning an exact geometrical duplicate exists for one of the fields.



**Note**: It is importand that the user CLICKS "**Edit**" to verify that the discrepancy between the number of fields in the CRM hierarchy and the number of CLUs in GIS is not due to an unprocessed message between GIS and CRM. If the discrepancy is due to an unprocessed message the health check that occurs when "**Edit**" is CLICKED will cause a full extract to occur and the number of fields in the CRM hierarchy will be synchronized with the number of CLUs in GIS.

## **D** Correcting Full Overlaps Using "Merge" (Continued)

**Scenario B** When selecting different fields from the hierarchy the user may become aware that the same CLU is highlighted in aquamarine as the selected CLU for more than one field. In these diagrams the same CLU shows as the selected CLU in GIS when either Field 1 or Field 5 is selected from the hierarchy indicating an exact geometrical duplicate exists. Installed Base Hierarchy Installed Base Hierarchy 🗊 🕨 Level Up ه 🛍 **a** 4 📋 🕨 Level Up H... 3... L.. Description Description H... 3... L. ¬ □ qq_qqq_qqqq 🗢 🗀 99-999-9999 ▽ 🍉 99-999-5555 🗢 🍉 99-999-5555 Field 1 U... No U... Field 1 No U., Field 2 No R... Field 2 U.... No R.. Field 5 U... No 0.. Field 5 U.... No 0... Field 6 U. No R.. Field 6 U... No R., Field 7 U., No O. Field 7 No 0... U. Scenario C When the GIS "Select" bol is used to select what appears to be a single CLU, "Merge the Selected CLUs" is immediately highlighted as an available tool. This is an indication that the selected area contains exact geometrical duplicates stacked upon each other. The single click in the area outlined in aquamarine selected multiple stacked CLU's as shown in the diagram below. + GIS Info R 0999000 Single CLU displays "Merge as selected the Selected 2 CLUs" is 20 enabled

## D Correcting Full Overlaps Using "Merge" (Continued)

	Scenario D			
click within the CLU, then exp	pand the drop	the existence of an overlap. CLICK "ID" tool, bodown menu at the top of the dialog window that own menu will contain more than one CLU		
the specific CLU's and county, farm number, and are covered by another administrative states and	is helpful to i nd tract numb CLU. Do not d/or counties.	c CLU from the dropdown list provides details of identify the administrative state, administrative per of CLU's that are not selectable because they t attempt to merge CLUs from different . Contact the GIS state specialist for assistance if same administrative state and county.		
25 (National_CLU.sde.NCLU) 294047				
24 (National_CLU.sde.NCLU) 294447		Contraction of the second s		
clu_identifier	D97FB8BA-C6C9-4			
clu_number	24			
tract_number	500			
farm_number	200			
clu_classification_code	10			
clu_calculated_acreage	0.93	and the second se		
highly_erodible_land_type_code	UHEL			
comments				
state_code	99	AND A DECEMBER OF A DECEMBER O		
county_code	999	2 Martine Contraction		
•	•			
Close				
CTUS INT	1	Debug Message History		

## **D** Correcting Full Overlaps Using "Merge" (Continued)

The following table provides the steps to correct full overlaps using the "Merge" tool.

Step	Action
1	At the tract level in the Farm Hierarchy, CLICK "Edit".
2	CLICK "GIS Info" to expand the assignment block.
3	CLICK " <b>Select</b> " and click inside the area containing the stacked exact geometrical duplicates.
	• GIS Info         • • • • • • • • • • • • • • • • • • •
4	"Merge the Selected CLUs" becomes enabled.         CLICK "Merge the Selected CLUs".
	→ GIS Info
	<ul> <li>Gis into</li> <li>Construction</li> <li>Construct</li></ul>

Step	Action							
5	•	CLU" window CLU (1) and C			ave its attribut	tes retained for the		
	Merge CLU	record for reta	ining after me	arge operatio				
	Select one record for retaining after merge operation.           admin_state         admin_county         farm_number         clu_number         tract_number         clu_classification_							
	99	999	9999	1 1	5555	1		
	99	999	9999	5	5555	10		
	Record: << < 0 > >> Records (0 out of 2 Selected)       2     Continue       Cancel							
6	Please Confirm	to confirm and		×				
			ОК	Cancel				

# D Correcting Full Overlaps Using "Merge" (Continued)

## **D** Correcting Full Overlaps Using "Merge" (Continued)

**Resolving Full Overlaps (Continued)** 

Step	Action
7	In the "Edit Attributes" window adjust attributes if needed and CLICK "Ok".
	Edit Attributes
	Farm: 9999 Tract: 5555 Field: 8 V Ok
	Acres: 4.58
	Land Class Code: Cropland
	3CM Cropland:
	State: 99 County: 999
	Administrating
	State: 99 County: 999
	Congressional District: 9901
	SAP CRP: No
	HEL Status
	Reason:
	Comments:
	Note: Do not attempt to renumber the newly created merged field until after the "Save
	and Sync" has been performed to establish the newly created field.
8	CLICK " <b>Save and Sync</b> " to complete the merge and resolve the overlapping exact
	geometrical duplicate CLU's.
	Note: The newly merged CLU may now be renumbered to one of the original field
	numbers that was involved in the merge if desired using "Edit CLU Attributes".

#### **Void Correction**

## A Overview

When delineating fields within a tract in the GIS Info assignment block, voids can occur. Voids are areas that are not delineated as part of a farm. Voids located within a tract boundary will need to be resolved to accurately reflect the acreage included in the tract and farm. The area contained within the void is not included in the farmland acreage for the tract and for the farm.

Notes: Contact a state GIS Specialist if assistance is needed.

Do NOT attempt to correct a void by merging all surrounding fields together, this will not correct the void.

Do NOT attempt to correct a void by snapping all the vertices to a single vertex, this will make the surrounding field disappear.

#### **B** Examples of Void Errors in the GIS Info Assignment Block

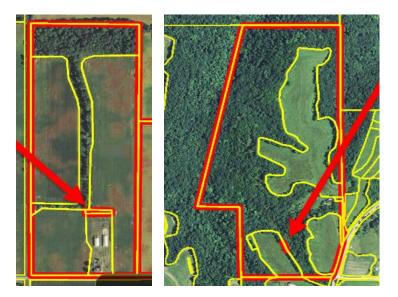
When viewing the tract that is selected in the CRM hierarchy a void can be identified by a pink tract boundary surrounding a small area within the larger pink tract boundary.

Void in a selected tract (pink boundary)



Tract boundaries for tracts on a farm that are not selected in the CRM hierarchy display as red boundaries in the GIS Info assignment block. Voids in non-selected tracts will display as a red tract boundary surrounding a small area within the larger red tract boundary.

Voids in non-selected tracts (red boundaries)



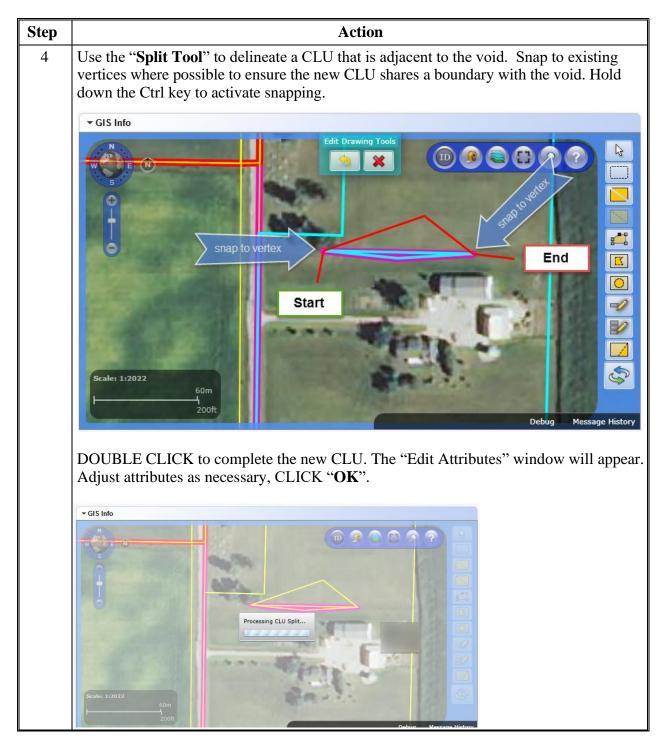
## C Correcting a Void Inclusion

The following table provides instructions to correct a void inclusion.

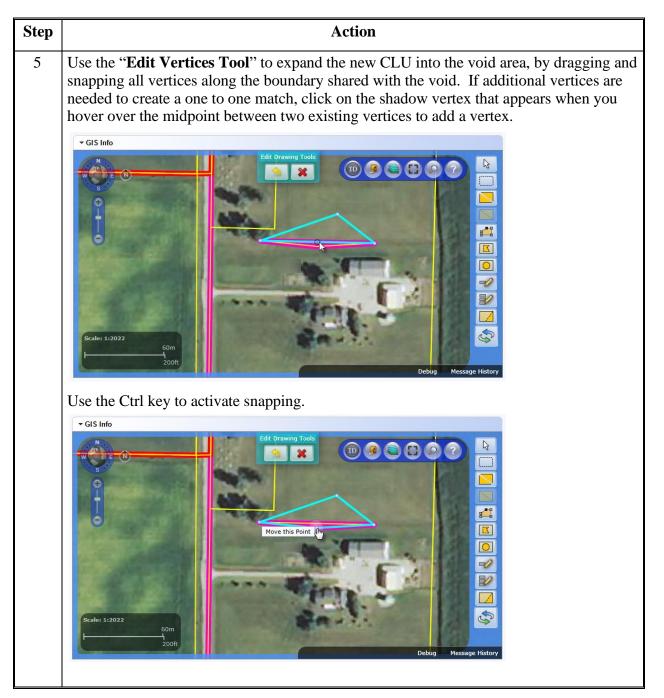
**Note:** A void inclusion is a void that is fully surrounded by a CLU and does not touch any of the outside boundaries.

Step	Action
1	Identify the void. CLICK the "Identification Tool" then CLICK within the suspected void area. If a void exists, an error message will appear "The location you clicked is not delineated as part of a farm."
2	At the tract level in the Farm Hierarchy, CLICK "Edit".
3	CLICK " <b>GIS Info</b> " to expand the assignment block (if necessary) and zoom in to the void area using the navigation compass.

**C** Correcting a Void Inclusion (Continued)



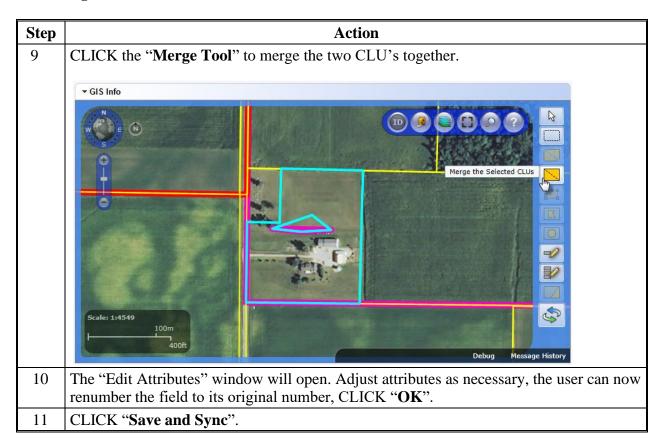
#### C Correcting a Void Inclusion (Continued)



C Correcting a Void Inclusion (Continu	ed)	(Continu	lusion	Void	Correcting a	С
----------------------------------------	-----	----------	--------	------	--------------	---

Step	Action				
5 (cntd)	If an extra vertex exists on the CLU that is being expanded, double-click the vertex to delete it to create a one to one match of vertices. When finished, click inside the select CLU to end the vertex edit session.				
	GIS Info         Image: Single Image: Singl				
	The "Edit Attributes" window will appear. Adjust attributes as necessary, CLICK " <b>OK</b> ". Refer to Part 7, Subsection 2.1, Field Maintenance for further instructions for using the "Edit Vertices Tool" and the snapping function.				
6	CLICK " <b>Save and Sync</b> ". The void is now eliminated. Follow steps 7-10 to restore the CLU that previously encompassed the void back to a single CLU.				
7	At the tract level in the Farm Hierarchy, CLICK "Edit".				
8	CLICK the " <b>Select Tool</b> " and select the new CLU that now fills the void and the surrounding CLU.				

**C** Correcting a Void Inclusion (Continued)



**Note:** See work instruction **Edit a CLU Boundary with Vertex Editor** for more information on using the Vertex Edit tool to adjust boundaries. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

#### **D** Correcting a Void on a Field Boundary

The following table provides the instructions for correcting a void along a field boundary.

Note: Voids can be created along a field boundary when using the "Edit Vertices" tool.

Step	Action
1	Identify the void. CLICK the "Identification Tool" then CLICK within the suspected void area. If a void exists, an error message will appear "The location you clicked is not delineated as part of a farm."
2	At the tract level in the Farm Hierarchy, CLICK "Edit".
3	CLICK "GIS Info" to expand the assignment block and zoom in to the void area using the navigation compass.

Step	Action				
4	Use the " <b>Select</b> " tool to select the CLU on one side of the void, CLICK " <b>Edit Vertices</b> " tool to see the vertices of that CLU. Do the same for the CLU on the other side of the void. Look for vertices that do not match one side to the other.				
	✓ GIS Info				
	Note: In this example the "Edit Vertices" tool has indicated that there is an extra vertex on the west side of the void (there are three vertices on the west boundary and two vertices on the east boundary).				
5	Use the " <b>Edit Vertices</b> " tool to match the vertices from one side of the void to the vertice on the other side, use the Ctrl key to activate snapping. If an extra vertex exists, double- click the vertex to delete it.				
	Refer to Part 7, Subsection 2.1, Field Maintenance for further instructions for using the "Edit Vertices" tool.				
6	When finished matching up the vertices, click inside the selected CLU to complete vertex editing.				
	If the user has created an overlap the system will automatically snap the boundary to eliminate the overlap. If a pre-existing overlap was present elsewhere on the CLU, this overlap will not be corrected, though the users will be notified that an overlap still exists.				

## D Correcting a Void on a Field Boundary (Continued)

## **D** Correcting a Void on a Field Boundary (Continued)

Step	Action			
7	If the vertex editing was successful, the "Edit Attributes" window will appear. Adjust attributes as necessary, CLICK " <b>OK</b> ".			
8	CLICK "Save and Sync".			
9	The void is successfully resolved if the small pink or red tract boundary is no longer visible within the tract.			

#### Add Shapefile to CRM Farm Records

#### A Overview

Shapefiles can be added to CRM to assist in delineating field boundaries. The shapefiles may come from a variety of sources including; TERRA scenario, GPS data, tax parcel shapefile, or PLSS layer.

Shapefiles must be:

- a point, line, or polygon shapefile
- less than 2.0 MB in size
- projected in WGS84 Web Mercator (auxiliary sphere)
- stored on a local drive.

#### **B** Example

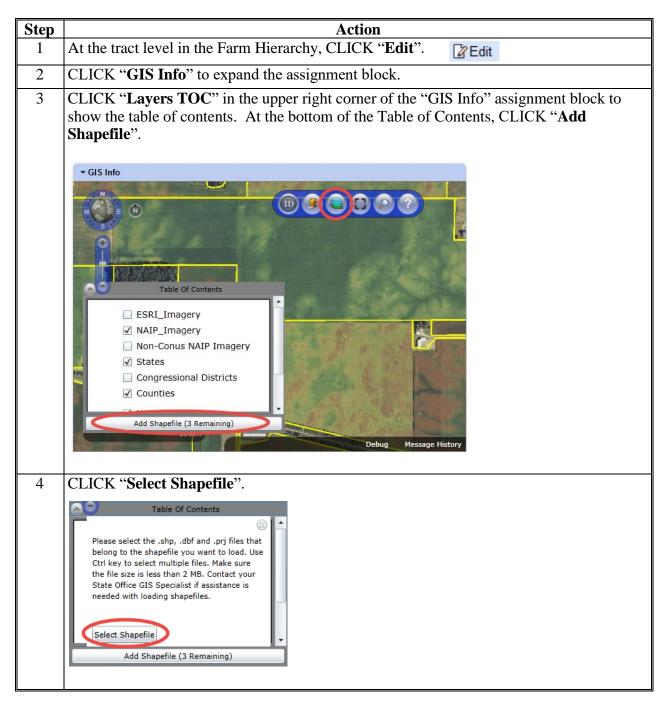
Following is an example of a shapefile that has been added. The GIS Info display will zoom in to the added shapefile. Added shapefile polygons will have blue lines.



#### Add Shapefile to CRM Farm Records (Continued)

#### C Action

Note: Contact a state GIS Specialist if assistance is needed.



## Add Shapefile to CRM Farm Records (Continued)

C Action (Continued)

Step			Action				
5	In the "Open" v	window, navigate to th	ne location of	of the st	ored sh	apefi	ile. CLICK on the .dbf
							All the files must have
	the same file na			.pij unu	•••••P ••	100.	
	the same me na	anne.					
		shapefile is a file form					
	GIS con	mputer programs and o	databases, si	uch as A	ArcGIS	and	ArcCatalog. A
	shapefi	le, when viewed in a f	ile explorer.	consist	s of m	ultinl	le files including a
		bf, .prj, and .shx, all w					
	<b>1</b>	1 5					
		to compose one shape		0			1.
	selectin	g the .shp, .prj, and .d	bf files will	add the	necess	sary.	shx file.
	Øpen					×	
		Manara lina la			77000 54000		
	G v ↓ « saved >	TERRA_ZZ999_F10002_T2002_S1_example1	▼ 4 ₂	Search TERRA	_ZZ999_F1000.	2 🔎	
	Organize 🔻 New folde	21			•== •	?	
	☆ Favorites	Name	Date modified	Туре	Size		
	🧮 Desktop	Scenario_Polygon.dbf	4/23/2015 8:26 AM	DBF File		2 KB	
	Downloads ≡	Scenario_Polygon.prj	4/23/2015 8:26 AM	PRJ File		1 KB	
	Recent Places	Scenario_Polygon.shp	4/23/2015 8:26 AM	SHP File		2 KB	
	📜 Libraries	Scenario_Polygon_CLU.dbf Scenario_Polygon_Soils.dbf	4/23/2015 8:26 AM 4/23/2015 8:26 AM	DBF File DBF File		1 KB 1 KB	
	Documents	Scenario_Table.dbf	4/23/2015 8:26 AM			3 KB	
	J Music						
	Pictures						
	Videos						
	. Community						
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	CITRIX_Transfe						
	· · · · · ·		m				
	File n	ame: "Scenario_Polygon.shp" "Scenario_Polygo	on.dbf" "Scenario_Pr 👻	All Files (.dbf;.p	orj;.shp)	•	
				Open 🗸	Cance	!	
					_	#	
	CLICK "Open	"					
	CLICK Open	•					
	<b>T</b> I 1 (°1 '				• .• •	1	1 1 1 0
6	The shapefile is	now available for use	e in CRM as	an add	itional	layer	r that overlays the CLU
	layer. Adding th	ne shapefles does not o	create a CLU	J. User	s can u	ise th	lese added shapefiles
		hey can also be used t					1
							snapping runction to
	snap the CLU b	oundary to the vertice	s within the	added	shapeti	le.	

**Note:** See work instruction **Add a New Shapefile** for more information on adding layers into the GIS Info assignment block. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

#### Creating a Gap Area in the CLU Layer

## A Overview

When creating a new tract, users must create a tract boundary with a single polygon. If a tract boundary crosses a road, river, or other area requiring a gap (and resulting in multiple polygons), the tract boundary must initially be delineated to include the gap area.

#### **B** Action to Create a Gap Area in the CLU Layer

After delineating and saving the entire tract boundary, complete the following steps to remove the gap area from the delineated boundary. For the purpose of these instructions, a road will be used to represent the gap area in a tract.

**Note:** The same steps should be used to create a gap in any existing CLU, not only a tract boundary.

The following table provides instructions for creating a gap in an existing CLU.

Step	Action			
1	CLICK "Edit" on the CRM Toolbar.			
2	Click on the desired tract in the farm hierarchy.			
3	CLICK "GIS Info" to expand the assignment block, if needed.			
4	CLICK "Select" ken click inside the CLU requiring a gap area.			
5	Zoom to at least 1:4800 to enable the GIS Editing Tools, as needed.			
6	CLICK <b>"Split"</b> and delineate one edge of the gap area using the Split Tool.			
	See Part 7, Subsection 2.1 for Field Level Editing Split Tool instructions			
7	The Edit Attributes window will open.			
8	Review CLU attributes and make any necessary changes.			
9	CLICK <b>"OK"</b> on the Edit Attributes window.			

## Creating a Gap Area in the CLU Layer (Continued)

Step	Action						
10	CLICK "Save and Sync".						
11	CLICK "Edit".						
12	CLICK "GIS Info" to expand the assignment block, if needed.						
13	CLICK <b>"Select"</b> and click in the CLU <b>containing</b> the road.						
	- GIS Info						
14	Zoom to at least1:4800 to enable the GIS Editing Tools, as needed.						
15	CLICK "Vertex Edit"						
	See Part 7, Subsection 2.1 for Field Level Editing Vertex Tool instructions.						
16	Click and drag each vertex on the split line along the edge of the road to the opposite side of the road to create a space where the road is located.						

**B** Action to Create a Gap Area in the CLU Layer (Continued)

## Creating a Gap Area in the CLU Layer (Continued)

Step	Action					
17	When finished moving vertices, click inside the selected polygon to initiate validations					
	and end vertex editing.					
18	The Edit CLU Attributes window will open.					
19	Review CLU attributes and make any necessary changes.					
20	CLICK "OK" on the Edit CLU Attributes window.					
21	CLICK "Save and Sync".					
22	CLICK "GIS Info" to expand the GIS Info assignment block and review the gap area.					

**B** Action to Create a Gap Area in the CLU Layer (Continued)

#### **Transfer of Wetlands**

#### A Overview

Prior to a farm transfer, CRM users should check the farm for associated wetlands in Citrix. Wetlands points must be maintained in the Citrix environment. If not maintained in Citrix, maps printed will not include the correct wetland points.

If wetlands are located on the farm intended for transfer, the Administrative State and Administrative County attributes of the wetland points must be updated to match the Administrative State and Administrative County for the receiving county PRIOR to initiating the farm transfer in MIDAS CRM.

#### **B** Example

Wetland points in Citrix are indicated with green squares, yellow triangles, or red circles.



#### C Action

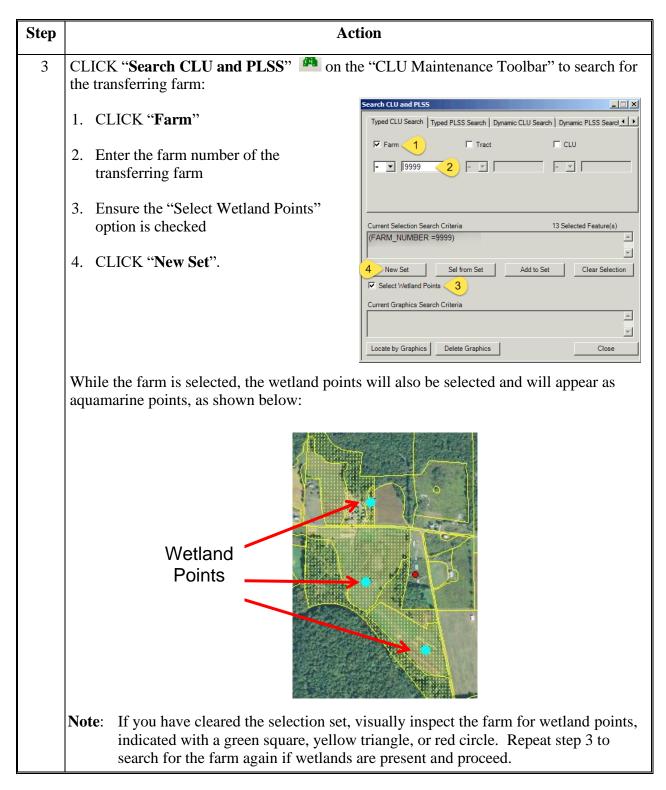
The following table provides instructions to assign a new administrative county to an associated wetland points when a farm transfer is completed.

Note: Contact a state GIS Specialist if assistance is needed.

Step	Action
1	Login to Citrix using the most current Citrix instructions.
2	Open an ArcMap project for the transferring county.

#### **Transfer of Wetlands (Continued)**

#### **C** Action (Continued)



# **Transfer of Wetlands (Continued)**

# C Action (Continued)

Step	Action
4	If no wetland points are present, no additional action is needed in Citrix and the farm transfer may proceed in MIDAS CRM.
5	If wetland(s) are present, CLICK "CLU Maintenance Tool" drop-down menu and select the "Wetland Toolbar". CLU Maintenance Toolbar Acreage Toolbar Wetland Toolbar Layout Toolbar QC Toolbar Utility Toolbar
6	CLICK "Bulk Attribute Wetland Points".
7	After validating that the number of wetland points on the farm match the number of wetland points noted in the message below, CLICK "Yes".
8	Use the drop-down menus to change the "Admin State" and "Admin County" information to the correct state and county of the receiving county. Note: Do NOT change the "State" and "County" values, these values reflect the state and county where the farm is physically located. CLICK "OK".
9	Proceed with the farm transfer in MIDAS CRM according to Paragraphs 65 and 282.

•

## *--County Reconstitution Summary Report Instructions

## A Overview

The "County Reconstitution Summary Report" option allows users to identify all reconstitutions that have been completed in the selected administrative county for the entered FY. The search criteria can also be narrowed to:

- a specific date range within the FY
- a certain type of reconstitution
- or even further to a single reconstitution identification number.

The search functionality follows similar logic to all other searches completed in MIDAS CRM.

The Year, State, and County options are required entries for the County Reconstitution Summary Report. All other search criteria are optional.

The following instructions provide the options for the County Reconstitution Summary Report and examples of the results depending on the search criteria.

## **B** Searching by Year

The "Year" is a required entry representing the FY in which the reconstitutions were completed. The "**Year**" will be defaulted to the current FY, but a prior year can be entered.

**Note:** Reconstitutions completed before implementing Release 2.19 that includes the reconstitution ID number and reconstitution reports in CRM Farm Records, will not be returned if a search is completed for that timeframe.

Entering only the "**Year**" with the associated State and county will return all reconstitutions completed during that FY.

Specifying values for multi	pie lieic	is will harrow the s	earchi	esuits, while specing	ying uin	erent values for i	une same neiu	in multiple line entr	ies will broaden the search resu
		Select Report:	Reco	Institution County S	Summar	y Report			•
Year	•	equals	-	2017		0 0			
State		is	-	Any State	-	0 0			
County	-	is	-	Any County	-	00			
Reconstitution Number	•	equals	-			0 0			
Reconstitution level	-	is	-		-	00			
Date Range		is between	-		17	and	5	00	

#### **C** Searching by Reconstitution Number

The "**Reconstitution Number**" is an optional search criterion that if entered will limit the search results to only the associated reconstitution completed under that reconstitution identification number. When entering a specific reconstitution number, the Year, State, and County options are still required entries.

Adding a "**Reconstitution Number**" to the search criteria will narrow the results from all reconstitutions completed for the selected Year, State, and County to the individual reconstitution history associated with the entered number.

earch Criteria													Hid	e Search Field
Specifying values for multi	ple field	is will narrow the	e search	results,w	hile specifying	diffe	erer	nt values	for the same	field in mult	iple line entries w	ill broaden the sea	arch results.	
Select	Report:	Reconstitutio	on County	Summa	ry Report			•						
Year	-	equals	-	2017			0	•						
State	-	is	-	Any Sta	te	-	0	•						
County	-	is	-	Any Cou	nty	-	0	•						
Reconstitution Number	-	equals	-	18			0	•						
Reconstitution level	-	is	-			-	0	•						
Date Range	-	is between	-			7	and	b		00				
Search Clear All Resi Result List: 5 Reconstituti Reconstitution Counts	on enti	ries Found constitution Re	port Submitt	tod D	Complete	Pa	ror	ıt IBa	Parent F	Parent T	Resulting F	Resulting Tr	Resulting IBase	•
	on Tun					га	lei	it ibd	Falent F	Falent I	Resulting F	Resulting IT	Resulting ibase	
Recon Reconstitut				0.47	-	0000			1000	40700	1000	10700	00000001	
		Compl	01/11/2	017	01/11/2017	9999	9999	00	4830	10788	4833	10788	999999991	
Recon Reconstitut				017	-	9999	9999	00	4830	10789		10789		
Recon Reconstitut				017	-	9999	9999	00	4830	10789 10792	4833 4834	10789 10792	9999999991 9999999990	
Recon Reconstitut				017	-	9999	9999	00	4830	10789		10789		

Users can add additional search lines to the search criteria to enter additional reconstitution numbers to be returned in the "**Result List**".

Se	elect Report	Reconstitutio	n County	Summa	ary Report			-							
ar	-	equals	-	2017			0	•							
te	*	is	-	Any Sta	ate	-	0	•							
unty	-	is	-	Any Cou	unty	-	0	•							
constitution Number	r 👻	equals	-	18			0	•							
constitution Number	r 💌	equals	-	16			0	•							
constitution level	*	is	-			-	0	•							
ite Range	-	is between	-				and	ł		0	0				
sult List: 10 Recon		tries Found	port												
sult List: 10 Recon	stitution en	tries Found	port Submitt	ted D	Complete	Pa	aren	t IBa	Parent F	Parent T.	F	Resulting F	Resulting Tr	Resulting IBase	
esult List: 10 Recon Reconstitution Cour Recon Recon	stitution en	tries Found constitution Re be Status			Complete 01/11/2017		aren 99999		Parent F 4828	Parent T. 10788		Resulting F	Resulting Tr 10788	Resulting IBase 999999991	
sult List: 10 Recon econstitution Cour Recon Recon	stitution en nts   ERee nstitution Typ	tries Found constitution Re be Status	Submitt			999	99999	000							
sult List: 10 Recon econstitution Cour Recon Recon	stitution en nts   ERee nstitution Typ	tries Found constitution Re be Status	Submitt			999		000		10788			10788		
esult List: 10 Recon Reconstitution Cour Recon Recon	stitution en nts   ERee nstitution Typ	tries Found constitution Re be Status	Submitt			999	99999	000	4828	10788 10789 10792 10793			10788 10789 10792 10793		
Recon Recon 16 Farm 0	stitution en Image: Ile Real Institution Typ Combination	tries Found constitution Re be Status Compl	Submitt 01/11/2	017	01/11/2017	999 995	99999	900	4828 4829	10788 10789 10792 10793 10794	4	4830	10788 10789 10792 10793 10794	9999999991	
esult List: 10 Recon econstitution Cour Recon Recon 16 Farm 0	stitution en nts   ERee nstitution Typ	tries Found constitution Re be Status	Submitt 01/11/2	017		999 995	99999	900	4828	10788 10789 10792 10793 10794 10788	4		10788 10789 10792 10793 10794 10788		
econstitution Cour Recon Recon 16 Farm (	stitution en Image: Ile Real Institution Typ Combination	tries Found constitution Re be Status Compl	Submitt 01/11/2	017	01/11/2017	999 995	99999	900	4828 4829	10788 10789 10792 10793 10794 10788 10789	4	4830	10788 10789 10792 10793 10794 10788 10789	999999991 999999992	
Recon Recon 16 Farm 0	stitution en Image: Ile Real Institution Typ Combination	tries Found constitution Re be Status Compl	Submitt 01/11/2	017	01/11/2017	999 995	99999	900	4828 4829	10788 10789 10792 10793 10794 10788	4	4830	10788 10789 10792 10793 10794 10788	9999999991	

### **D** Searching by Reconstitution Level

The "**Reconstitution Level**" is an optional search criterion that if entered will limit the search results to only the associated reconstitutions completed for the selected level. The two reconstitution levels include:

- farm
- tract.

When entering a specific reconstitution level, the **Year**, **State**, and **County** options are still required entries. The following is an example of searching for only farm reconstitutions.

pecifying va	alues for multiple fie	elds	s will narrow the	search	results,v	vhile specifying	differ	ent valu	es for the same	e field in multi	ple line entries w	ill broaden the se	arch results.	
	Select Repor	rt:	Reconstitution	n County	Summa	ary Report		-						
ear		•	equals	-	2017									
ate		• i	is		Any S	State	- 0	0						
ounty		- 1	is		Any (		- 0	• •						
econstitution	Number	-	equals	-				0						
econstitution	level	- i	is	-	Farm		- C	• •						
ate Range		- 1	is between	-			🗈 a	nd		00				
	4 Reconstitution e			port										
		eco	onstitution Rep	port Submit	ted D	Complete	Pare	ent IBa	Parent F	Parent T	Resulting F	Resulting Tr	Resulting IBase	
Reconstituti	on Counts	ecc ype	onstitution Rep			Complete	Pare	ent IBa	Parent F 4664	Parent T 10631	Resulting F 4818	Resulting Tr	Resulting IBase	
Reconstituti Recon	on Counts	ecc ype	onstitution Rep	Submit		Complete	Pare	ent IBa					Resulting IBase	
Reconstituti Recon	on Counts	ecc ype on	onstitution Rep Status Pending	Submit	016	Complete	Pare	ent IBa	4664	10631		10631	Resulting IBase	
Reconstituti Recon 5	on Counts   ER Reconstitution Ty Farm Combinatio	ecc ype on	onstitution Rep Status Pending	Submitt 12/20/2	016	Complete	Pare	ent IBa	4664 4667	10631 10632	4818	10631 10632	Resulting IBase	
Reconstituti Recon 5	on Counts   ER Reconstitution Ty Farm Combinatio	ecc ype on	e Status Pending Pending	Submitt 12/20/2	016 016	Complete 12/21/2016	Pare	ent IBa	4664 4667 4664 4667 4664	10631 10632 10631 10632 10632	4818	10631 10632 10631 10632 10631	Resulting IBase	
Reconstituti Recon 5 6 6 7	on Counts   [ 圏 R Reconstitution Ty Farm Combinatio Farm Combinatio	ecc ype on on	e Status Pending Pending Compl	Submitt 12/20/2 12/21/2 12/21/2	016 016 016	· ·	Pare	ent IBa	4664 4667 4664 4667 4664 4667	10631 10632 10631 10632 10631 10631	4818 4819 4820	10631 10632 10631 10632 10631 10632	Resulting IBase	
Reconstituti Recon 5 6	on Counts   ER Reconstitution Ty Farm Combinatio	ecc ype on on	e Status Pending Pending Compl	Submitt 12/20/2 12/21/2	016 016 016	· ·	Pare	ent IBa	4664 4667 4664 4667 4664 4667 4630	10631 10632 10631 10632 10631 10632 10632 10602	4818 4819	10631 10632 10631 10632 10631 10632 10632 10602	Resulting IBase	
Reconstituti Recon 5 6 6 7 7 8 8	on Counts   [ 層 R Reconstitution Ty Farm Combinatio Farm Combinatio Farm Combinatio Farm Combinatio	ecc ype on on	Status Pending Pending Compl Pending	Submiti 12/20/2 12/21/2 12/21/2 12/21/2	016 016 016 016	12/21/2016	Pare	ent IBa	4664 4667 4664 4667 4664 4667 4630 4816	10631 10632 10631 10632 10631 10632 10602 10778	4818 4819 4820 4821	10631 10632 10631 10632 10631 10632 10632 10602 10778	Resulting IBase	
Reconstituti Recon 5 6 6 7	on Counts   [ 圏 R Reconstitution Ty Farm Combinatio Farm Combinatio	ecc ype on on	Status Pending Pending Compl Pending	Submitt 12/20/2 12/21/2 12/21/2	016 016 016 016	· ·	Pare	ent IBa	4664 4667 4664 4667 4664 4667 4630	10631 10632 10631 10632 10631 10632 10632 10602 10778 10745	4818 4819 4820 4821 4822	10631           10632           10631           10632           10631           10632           10632           10632           10632           10632           10778           10745	Resulting IBase	
Reconstituti Recon 5 6 7 8 8	on Counts   [ 層 R Reconstitution Ty Farm Combinatio Farm Combinatio Farm Combinatio Farm Combinatio	ecc ype on on	Status Pending Pending Compl Pending	Submitt 12/20/2 12/21/2 12/21/2 12/21/2 12/29/2	016 016 016 016 016	12/21/2016	Pare	ent IBa	4664 4667 4664 4667 4664 4667 4630 4816	10631 10632 10631 10632 10631 10632 10602 10778	4818 4819 4820 4821	10631 10632 10631 10632 10631 10632 10632 10602 10778	Resulting IBase	

## E Searching by Date Range

The "**Date Range**" is an optional search criterion. If a start and end date are entered, the results will be limited to only the reconstitutions completed in the entered timeframe. When entering a date range, the **Year**, **State**, and **County** options are still required entries. Additionally, the date range cannot span multiple FY's and the entered date range **must** be within the FY entered in the "**Year**" data field.

Users can enter the start and end dates of the "**Date Range**" by either selecting the dates from the calendar option or manually entering dates in MM/DD/YYYY format.--*

#### **E** Searching by Date Range (Continued)

If a date range entered spans either multiple FY's or is not within the **Year** specified, the following "Hard Stop" message will be displayed directing users to modify the search criteria accordingly.

* Specifying values for multip broaden the search results.	ple field	ls will narrow the		ite range cannot sp	an mul	tiple	e fiscal years and must be consistent with the Year enter
Select Report:	Reco	nstitution County	Summar	y Report 💌			
Year	-	equals	-	2016		0	•
State	-	is	-	Any State	-	0	•
County	-	is	-	Any County	-	0	•
	-	equals	-			0	•
Reconstitution Number			-		-	0	•
Reconstitution Number Reconstitution level	-	is					

## F Result List

Once the search criteria have been entered the user can click "Search" to display the results. All reconstitutions meeting the search criteria will be returned in the **Result List** assignment block.

Reconstit	ution Counts   🗷 Re	constitution	Report							
Recon ID	Reconstitution Type	Status	Submitted	Completed Date	Parent IBase	Parent Farm	Parent Tract	Resulting Farm	Resulting Tract	Resulting IBase
1	Tract Division	Complete	12/16/2016	12/16/2016		4384	10354	4384	10781	
									10782	
2	Tract Division	Complete	12/20/2016	12/20/2016		1994	8310	1994	10783	
									10784	
3	Tract Combination	Complete	12/20/2016	12/20/2016		1994	10783	1994	10785	
							10784			
4	Tract Division	Complete	12/20/2016	12/20/2016		1994	10785	1994	10786	
									10787	
5	Farm Combination	Pending	12/20/2016			4664	10631	4818	10631	
						4667	10632		10632	

# F Result List (Continued)

The following are the attributes and descriptions of the reconstitution data displayed in the "**Result List**".

Result	Description
Recon ID	The reconstitution identification number generated by the system after
	a farm reconstitution has been submitted for approval or after a tract
	reconstitution has been completed.
Reconstitution Type	The type of reconstitution submitted or completed:
	• tract combination
	<ul> <li>tract combination</li> <li>tract division</li> </ul>
	<ul> <li>farm combination</li> </ul>
	• farm division.
Status	Current status of the reconstitution. The status is dependent on the type of reconstitution completed.
	cype of reconstitution compreted.
	• Tract reconstitutions will be displayed as "Completed."
	• Farm reconstitutions will be displayed as one of the following:
	• " <b>Pending</b> " if the reconstitution has been submitted but not approved
	• "Completed" if the reconstitution has been approved
	• " <b>Disapproved</b> " if the reconstitution has been disapproved.
Submitted Date	The submitted date is dependent on the type of reconstitution completed.
	• Tract reconstitutions will display the date the reconstitution was completed.
	• Farm reconstitutions will display the date the reconstitution was submitted for approval.
Completed Date	The completed date is dependent on the type of reconstitution completed.
	• Tract reconstitution will display the date the reconstitution was completed. The submitted date and the completed date should always be the same for tract reconstitutions.
	• Farm reconstitutions will display the date the reconstitution was approved by the approving official from the worklist.

## F Result List (Continued)

Result	Description
Parent IBase	The IBase number associated with the parent farm number. The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm record.
Parent Farm	Parent farm number associated with the reconstitution.
Parent Tract	Parent tract number associated with the reconstitution. Parent tract number will be hyperlinked if a farm reconstitution was completed and the tract was not involved in a tract reconstitution and is still active on the resulting farm. Clicking on the hyperlinked tract number will result in navigating to the associated farm record at the tract level.
	<b>Note:</b> The parent tract number will be displayed even if a tract reconstitution was not completed
Resulting Farm	<ul><li>Resulting farm number associated with the reconstitution.</li><li>Note: The resulting farm number will match the parent farm number if a tract reconstitution was completed and not a farm reconstitution.</li></ul>
Resulting Tract	<ul> <li>Resulting tract number associated with the reconstitution. The resulting tract number will be hyperlinked if the tract is still active and has not been involved with a subsequent reconstitution. Clicking on the hyperlinked tract number will result in navigating to the associated farm record at the tract level.</li> <li>Note: The resulting tract number will match the Parent Tract number if a farm reconstitution was completed and not a tract reconstitution.</li> </ul>
Resulting IBase	The IBase number associated with the resulting farm number. The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm records.         Note: The resulting IBase will match the parent IBase if a tract reconstitution was completed and not a farm reconstitution.

Reports can be generated from the **Result List**. See subparagraph I for the options available for generating the reports or output files.--*

## G No Results

If there have been no reconstitutions completed within the specified timeframe or matching other specified search criteria, the "**Result List**" assignment block will be displayed with "0 Reconstitution Entries Found."

Specifying values for multip eld in multiple line entries w					counto,	in the op	conying a		
Select Report: Reco	nstituti	on Count	y Summ	n: 🕶					
rear 🛛	-	equals		-	2017		×	00	, ,
State	-	is		-					<b>,</b>
County	-	is		-					<b>,</b>
Reconstitution Number	-	equals		-				00	<b>,</b>
Reconstitution level	-	is		-					<b>,</b>
` <b>&lt;</b> [	1						_		>
Search Clear All Rese	t to D	efaults							
cicul Ail Resc		Juano							
esult List: 0 Reconstitutio	on ent	ries Four	d						
									<b>D</b>
					Pa	Pa			

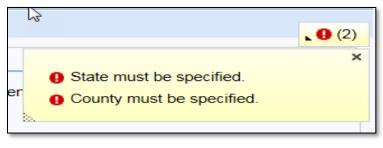
#### H Messages

The following "hard stop" messages will be displayed if the required search criteria, **Year**, **State**, or **County**, are not entered:

Message when no **Year** has been entered:



Message when the **State** and/or **County** has not been selected:



## I Generating Output Reports

The following report options are available after initiating a valid search from the "Reconstitution County Summary Report" option:

- Reconstitution Counts
- Reconstitution Report
- Export to Spreadsheet.

Search Criteria									Hide Search	Field
* Specifying values for multi entries will broaden the sea Select Report:	rch res				vhile speci	ifying diff	erent values	for the same	e field in multiple	line
Year	-	equals		2016			0 0			
State	-	is			-	-	00			
County	-	is				-	0 0			
Reconstitution Number	-	equals					0 0			
Reconstitution level	-	is				-	00			
Date Range	-	is between				1	and		00	
Result List: 13 Reconstitu	tion er								3	
Reconstitution Counts	# Re	constitution	Report							
Re Reconstituti	St	Submit	Com	Pare	Par	Par	Resulti	Resulti	Resulting IBase	
1 Tract Combi	Co	12/16/	12/16		6001	12351	6001	12380		
						12354				
2 Tract Combi	Co	12/16/	12/16		6001	12353	6001	12381		
						12355				
						12356				

## J Reconstitution Counts

Clicking the "**Reconstitution Counts**" button will generate a summary report displaying the total number of reconstitutions by reconstitution type and an overall total based on the search criteria and "**Result List**" display. The summary also displays the number of reconstitutions by completion status.

Reconstitution Type	Completed	Pending	Disapproved
Tract Combination	3	0	0
Fract Division	2	0	0
Total	5	0	0

**Note:** The option to print this summary window currently is not available. This same information is also provided within the "Reconstitution Reports" option.--*

### **K** Reconstitution Report

Clicking the "**Reconstitution Report**" button will generate a report of all data, except the Parent and Resulting IBase, from the **Result List** in Adobe Acrobat PDF based on the search criteria. The report header will be displayed with the administrative State and county, the selection criteria entered to create the report, and the date prepared.

**Note:** If only a **Year** was selected in the search criteria, the system will automatically display the Date Range for the entire FY and the **Reconstitution Level** will include both farm and tract reconstitutions.

At the bottom of the report all reconstitutions listed will be summarized in the "Reconstitution Summary" section. This is the same information displayed when the "**Reconstitution Counts**" button is selected in subparagraph H.

Any State Any County			USDA	United States D Farm Service A	epartment of Ag gency	riculture	1	Prepared : 02/2 Page : 1 of	
			Re	constitution S	tatus Repor	t			
	Year: 2016 In Level: Farm	and Tract /2015 - 09/30/20	016						
				Reconstitut	ion Detail				
Number	Reconstitut	tion Type St	atus	Reconstitution Date	Completed Date	Par Farm	ent Tract	Resu Farm	lting Tract
1	Tract Comb	ination Co	mplete	12/16/2016	12/16/2016	6001	12351 12354	6001	12380
2	Tract Comb	ination Co	mplete	12/16/2016	12/16/2016	6001	12353 12355	6001	12381
						6001	12356 12357	6001	12381
						6001	12380	6001	12381
3	Tract Divisio	n Complete		12/19/2016	12/19/2016	6001	12381	6001	12398 12399
4	Tract Comb	ination Complete		12/19/2016	12/19/2016	6001	12398 12399	6001	12401
5	Tract Divisio	n Co	mplete	12/19/2016	12/19/2016	6001	12401	6001	12404 12405
	F	Reconstitution S	ummary						
Reconstit	ution Type	Completed	Pending	Disapproved					
	Tract Combination		0	0					
Tract Divis	ion	2	0	0					
	Total	5	0	0					

## L Export to Spreadsheet

Clicking the "**Export to Spreadsheet**" icon will generate an Excel spreadsheet of all data in the Result List based on the search criteria.

Once the data is exported to an Excel spreadsheet, normal Excel functions to save, print, sort, filter, or summarize the data in the worksheet apply.

XI 🔒 🕤	) · @ · +		export_1170224_13	3219 - Excel		TABLE TO	DOLS						? 📧 -	- 🗆 X
FILE	HOME INSERT PAGE	LAYOUT F	ORMULAS DAT	A REVIEW VIEW	ACROBAT	DESIG	5N				Smi	th, BillieJo -	FSA, Lincoln	, NE 👻 🔍
Paste	Calibri • 11 • B I U • 🔲 • 💩	1		🛱 Wrap Text	General \$ - % >		Conditiona		Insert	Delete Fo	ormat	AutoSum	ZŤ Sort&F	
• •		_				F	ormatting				* <b>*</b>	Clear -	Filter → S	
Clipboard 5	Font	Gr.	Alignm	ient 🕞	Number	Es.		Styles		Cells		E	diting	
A1	$\cdot$ : $\times \checkmark f_x$	Recon ID												
٨	P	6	D	E	F		6			Ţ			K	
A A	B	C	D				G	H	n		n 11 !	, 	K.	
1 Recon ID		_		Completed Date	Parent IBase	6001	Farm 💌	Parent Tract 💌 12351	6001		Resultin 12380	g Tract 💌	Resulting I	Base M
2 <b>1</b> 3	Tract Combination	complete	12/16/2016	12/16/2016		0001		12351	0001		12380			
4 2	Tract Combination	Conselete	12/16/2016	12/16/2016	-	6001		_	6001		12381			
4 Z	Tract Combination	complete	12/10/2010	12/10/2010		0001		12355	0001		12381			
6								12355						
7								12350						
8								12380						
9 3	Tract Division	Complete	12/19/2016	12/19/2016		6001			6001		12398	_		
10											12399			
11 4	Tract Combination	Complete	12/19/2016	12/19/2016		6001		12398	6001		12401			
12								12399						
13 5	Tract Division	Complete	12/19/2016	12/19/2016		6001		12401	6001		12404			

All data displayed in the **Result Lists** will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.--*

## *-- Farm Reconstitution History Report Instructions

## A Overview

The "Farm Reconstitution History Report" option allows users to identify the prior and/or subsequent reconstitution history for a specified farm or IBase. The **State**, **County**, and either **Farm Number** or **IBase** are required entries. Adding a specific year will narrow the search results to only reconstitutions associated with the specified farm that have occurred in that FY.

The following instructions provide the options for the Farm Reconstitution History Report and examples of the results.

**Note:** Reconstitutions completed prior to implementing the reconstitution ID number and reconstitution reports in CRM will not be returned if a search is completed for that timeframe.

#### **B** Searching by Farm Number or IBase

The following are required entries to search for associated farm reconstitutions and generate reports:

- Farm Number or IBase
- State
- County.

The **State** and **County** should default to the user's administrative county, but these entries can be changed as needed.

Entering the **State**, **County**, and **Farm** or **IBase** number will return all reconstitutions associated with the specified farm including any disapproved, completed, or pending reconstitutions.

arch Cri	teria												Hide Search Fie
pecifying	g values fo	r multip	le field	Is will narrow the	search re	esults,while sp	pecifying dif	ferer	t values for the same	e field in multiple	e line entries wil	broaden the searc	h results.
	Se	lect Rep	oort:	Farm Reconstitu	ition Histo	ory		-					
ite			-	is	-	Any State		0	•				
unty			•			Any County	v _	0	-				
-	har						•		-				
rm Num	ber			equals		4623		0	-				
ise				equals	-			0	•				
ar			•	equals	•			0	•				
Sult List	leconstitu	stitutio Ition Re	on entr eport	faults ies Found			1			1			
State	County	Year	Reco	n ID Reconstit	ution Typ	e Status	Submitted	Dat	e Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
P	ADAMS	2016	10	Farm Div	sion	Disa	01/09/201	7	01/09/2017	999999910	4623	4824	999999915
												4825	999999916
P	ADAMS	2016	11	Farm Div	sion	Co	01/10/201	7	01/10/2017	999999910	4623	4826	9999999917 9999999918

-*

## **B** Searching by Farm Number or IBase (Continued)

Users can add additional search lines to the search criteria to identify reconstitutions for additional farms or IBases in the "**Result List**".

**Note:** If multiple farm or IBase numbers are entered in the search criteria, the "**Result List**" will display all results, but users will not be able to create a Farm Reconstitution History Report for multiple farms. The "Export to Spreadsheet" option is still available to export all results from the list. The "Farm Reconstitution Report" button will **not** be displayed, and users will receive the informational message on the following screen.

Search C	deala												.8
		r multip	le field	s will narrow the		To print the rec	ons below,	sele	ct the option Export t	o Spreadsheet.	For a PDF print	do a new search	using only one Far
	Se	lect Rep	ort:	Farm Reconstit	ution Histe	ory		*					
State			Ŧ	is	*	Any State	Ŧ	0	<ul> <li>Information</li> <li>messa</li> </ul>				
County			*	is		Any County		0					
arm Nur	nber		*	equals	-	4623		0	•				
arm Nur	nber		Ŧ	equals	-	4824		0	•				
Base			*	equals	-			0	•				
'ear			Ŧ	equals				0	•				
Search	Clear All	Reset	t to De	faults									
	st: 4 Recon			No repor options	t creatio	n							
	-												
St	County	Year	Reco	n ID Reconsti	tution Typ	e Status	Submitted	D	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
P	ADAMS	2016	10	Farm Div	ision	Disa	01/09/201	7	01/09/2017		4623	4824	

To generate the Farm Reconstitution PDF report, users will need to refine the search criteria and limit the farm or IBase to only one entry.

#### C Searching by Year

The **Year** is an optional search criteria that if entered will limit the search results to only reconstitutions completed on the specified farm in the entered FY. When entering a **Year**, the following data fields are still required to be completed:

- Farm or IBase
- State
- County.

If no reconstitutions were completed for the farm or IBase in the specified **Year** the **Result List** will remain blank and the header will be displayed with "0 Reconstitutions Entries Found."

earch Criteria											Hide Search Fie
Specifying values for multiple fields will narrow the search results while specifying different values for the same field in multiple line entries will broaden the search results.											h results.
	eport:	Farm Reconsti	tution Histo	ny		Ŧ					
late	Ŧ	is	Ŧ	Any State		0 0	•				
ounty	*	is	*	Any County	*	0 0	•				
arm Number	Ŧ	equals	Ŧ	4623		0 0	•				
ase	*	equals	•			0 0	0				
ear	Ŧ	equals	*	2017		0 0	•				
Search Clear All Res											
St County Year	Reco	on ID Reconst	titution Typ	e Status	Submitted	D	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
No result found											

*

# **D** Result List

Once the search criteria have been entered the user can click "Search" to view the results. All reconstitutions meeting the search criteria will be returned in the "**Result List**" assignment block.

Res	ult List	t: 4 Recon	stitutio	on entries Fo	ound							
												<b>II</b>
	St	County	Year	Recon ID	Reconstitution Type	Status	Submitted D	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
	Any State	e Any County	y 2016	10	Farm Division	Disa	01/09/2017	01/09/2017	99999910	4623	4824	99999915
											4825	99999916
A	ny State	e Any County	2016	11	Farm Division	Co	01/10/2017	01/10/2017	99999910	4623	4826	99999917
											4827	99999918

- **Note:** Depending on the entered search criteria, the following will not be displayed in the "**Result List**":
  - for farm divisions, when searching for a child farm or IBase, the associated child farms that were also the result of the identified reconstitution will not be displayed
  - for farm combinations, when searching for a parent farm or IBase, the associated parent farms also involved with the reconstitution will not be displayed.

The following are the attributes and descriptions of the reconstitution data displayed in the "**Result List**".

Results	Description
State	The administrative State of the entered farm or IBase.
County	The administrative county of the entered farm or IBase.
Year	FY when the associated reconstitution occurred.
Recon ID	The reconstitution identification number generated by the system after a
	farm reconstitution has been submitted for approval through the CRM
	worklist tasks to the County Office approving official.
Reconstitution	The type of farm reconstitution submitted or completed:
Туре	
	• farm combination
	• farm division.
Status	Current status of the farm reconstitution. The status is dependent on the
	type of reconstitution completed:
	Farm reconstitutions will be displayed as one of the following:
	• " <b>Pending</b> " if the reconstitution has been submitted but not approved
	• Tenamig in the reconstitution has been submitted but not approved
	• "Completed" if the reconstitution has been approved
	• "Disapproved" if the reconstitution has been disapproved.
	*

# **D** Result List (Continued)

Results	Description
Submitted Date	The submitted date will display the date the reconstitution was submitted
	for approval.
Completed Date	The completed date will display the date the reconstitution was approved
	by the approving official from the worklist.
Parent IBase	The IBase associated with the parent farm number. The IBase is
	hyperlinked. Clicking on the IBase will result in navigating to the
	associated farm records.
Parent Farm	The parent farm number(s) associated with the reconstitution.
Resulting Farm	The resulting farm number(s) associated with the reconstitution.
	Note: The resulting farm number(s) will be displayed even if a farm
	reconstitution was disapproved or still in a pending status.
Resulting IBase	The IBase number associated with the resulting farm number(s). The
	IBase number is hyperlinked. Clicking on the IBase will result in
	navigating to the associated farm records.
	Note: The resulting IBase will be displayed even if a farm reconstitution
	was disapproved or in a pending status.

## **E** Navigating to the Associated Farm and Reconstitution History Assignment Block

Both the Parent IBase and Resulting IBase numbers are hyperlinked. Clicking on an IBase number will result in the navigation to the associated farm record.

Re	sult List	t: 4 Recon	stitutio	on entries F	ound						oerlinked se Number	
	St	County	Year	Recon ID	Reconstitution Type	Status	Submitted D	Completed Date	Parent IBase	Jent Farm	Resulting Farm	Resulting IBase
	Any State	e Any Count	2016	10	Farm Division	Disa	01/09/2017	01/09/2017	99999910	4623	4824	99999915
											4825	99999916
	Any State	Any County	2016	11	Farm Division	Co	01/10/2017	01/10/2017	99999910	4623	4826	99999917
											4827	99999918

Farm: , -4623										🖸 Back 👻 🕻	3 -
Edit Fact Sheet Farm Division - GIS Tran	t Division	Transfer	Process More =							چ 😒	-
Installed Base Hierarchy	► GIS	Info									^
Description	- Gen	eral Data								4	
4623		F	arm Number: 462	3			Combined To	r: 0			
1			County/Farm:	4623			Divided from				
			n Description:			Tra	nsferred Fron	1:			
		Adminis	strative State:			Co	ombined Fron	n:			
		Administr	ative County:				Divided To	0:			
			Farm Status: In-A	ctive							
	_								_		
		onstitutio								- 0 -	
	Farr		titution Report								
	Year	Reco	Reconstitution	Status	Submitt		Parent I	Parent F	Resulting	Resulting	
	2016	10	Farm Division	Disa	01/09/2	01/09/2		4623	4824		
	2016	11	Farm Division	Com	01/10/2	01/10/2		4623	4825 4826		
	2010		Tariff Division	0011	01/10/2	01/10/2		4023	4827		
	_										
	✓ Lan	d Data								<b>è</b>	
			Farmland Acre	S:		0.00	EW	Program Ac	res:	0.00	
			Cropland Acre	S:		0.00	CP Ag Relat	ed Activity Act	res:	0.00	~

The **Reconstitution History** assignment block will display information associated with the reconstitutions similar to the search **Result List**. Additionally, the ability to generate the farm reconstitution history reports or export the data to an Excel spreadsheet is available.

The following attributes and descriptions will be displayed in the farm level **Reconstitution History** assignment block.

Results	Description
Year	The FY when the associated reconstitutions occurred.
Recon ID	The reconstitution identification number generated by the system after a
	farm reconstitution has been submitted for approval.
Reconstitution	The type of farm reconstitution submitted or completed:
Туре	
	• farm combination
	• farm division.

Results	Description
Status	Current status of the farm reconstitution. The status is dependent on the type of reconstitution completed.
	Farm reconstitutions will be displayed as one of the following:
	• " <b>Pending</b> " if the reconstitution has been submitted but not approved
	• "Completed" if the reconstitution has been approved
	• "Disapproved" if the reconstitution has been disapproved.
Submitted	The submitted date will display the date the reconstitution was submitted for
Date	approval.
Completed	The completed date will display the date the reconstitution was approved by
Date	the approving official from the worklist.
Parent IBase	The IBase number associated with the parent farm number. The IBase
	number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm record.
Parent Farm	The parent farm number(s) associated with the reconstitution.
Resulting	The resulting farm number(s) associated with the reconstitution.
Farm	
	Note: The resulting farm number(s) will be displayed even if a farm
	reconstitution was disapproved or still in a pending status.
Resulting	The IBase number associated with the resulting farm number. The IBase
IBase	number is hyperlinked. Clicking on the IBase will result in navigating to the
	associated farm record.
	<b>Note:</b> The resulting IBase will be displayed even if a farm reconstitution was disapproved or in a pending status.

E Navigating to the Associated Farm and Reconstitution History Assignment Block (Continued)

# **F** Generating Reports

Reports can be generated from the **Result List** or from the farm level **Reconstitution History** assignment block within the associated farm record.

# **Generating the Farm Reconstitution Report:**

Access "The Farm Reconstitution Report" option to generate an Adobe Acrobat PDF document of the selected farm reconstitution history through either the "**Result List**" or within the "**Reconstitution History**" assignment block by clicking on the "Farm Reconstitution Report" button.--*

## **F** Generating Reports (Continued)

Example generating the report from the "Result List".

Farm Recon	stitution	n Report								<b>I</b>
it County	rear	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
	2016	10	Farm Division	Disa	01/09/2017	01/09/2017		4623	4824	
									4825	
	2016	11	Farm Division	Co	01/10/2017	01/10/2017		4623	4826	
									4827	

Example generating the report from the "Reconstitution History assignment block".

- Rec	onstitution	History							<b>(</b> )
🕼 Farn	n Reconst	itution Report							
Year	Reco	Reconstitution	Status	Submitt	Complet	Parent IBase	Parent	Resulti	Resultin
2016	10	Farm Division	Disa	01/09/2	01/09/2		4623	4824	
								4825	
2016	11	Farm Division	Com	01/10/2	01/10/2		4623	4826	
								4827	

#### **Exporting the Reconstitution History to an Excel Spreadsheet:**

The "**Result List**" display or the "**Reconstitution History**" assignment block display can be exported to an Excel spreadsheet using the "Export to Excel" icon in either location.

Example exporting from the "**Result List**".

Fa	rm Recon	stitutio	n Report								
St	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
		2016	10	Farm Division	Disa	01/09/2017	01/09/2017		4623	4824	
										4825	
		2016	11	Farm Division	Co	01/10/2017	01/10/2017		4623	4826	
										4827	

# F Generating Reports (Continued)

Example exporting from the **Reconstitution History** assignment block.

	onstitutior n Reconst	History						Ū	
Year	Reco	Reconstitution	Status	Submitt	Complet	Parent IBase	Parent	Resulti	Resultin
2016	10	Farm Division	Disa	01/09/2	01/09/2		4623	4824	
								4825	
2016	11	Farm Division	Com	01/10/2	01/10/2		4623	4826	
								4827	

# **G** Report Examples

The following is an example of a Farm Reconstitution History Report in Adobe Acrobat format.

	1			Recon	stitution History	of a Farm		6
Farm Number Description: Current status Operator:			2			3		
				Ori	ginating Reconstitu	tion		
Year	Number	Reconsti	tution Type	Status	Submitted Date	Completed Date	Parent Farm(s)	Resulting Farm(s)
					No reconstitution found	4		
				Ter	minating Reconstitu	tion		
Year	Number	Reconsti	tution Type	Status	Submitted Date	Completed Date	Parent Farm(s)	Resulting Farm(s)
2016	10	Farm Div	ision/	Disapprov	ved 01/09/2017	01/09/2017	4623	4824
								4825
2016	11	Farm Div	ision	Complete	01/10/2017	01/10/2017	4623	4826
						5		4827
					DCP Crop Data	~		
Crop Name			Base A	cres	CCC-505 CRP Reduction Acres	CTAP Yield	PLC Yield	HIP

# **G** Report Examples (Continued)

The report returns the following information.

	Item	Description
1	State	Administrative State Name.
	County	Administrative County Name.
2	Farm Number	Selected Farm Number.
	Description	Farm Description listed in the General Data assignment
		block for the selected Farm Number.
	Current Status	Farm Status for the selected Farm Number.
	Operator	Operator name associated with the selected farm number.
3	Originating Reconstitution	If the selected farm number was the result of a farm reconstitution, the parent farm number(s) that the selected farm was created from will be listed with the associated reconstitution data:
		<ul> <li>Year – FY the reconstitution was completed</li> <li>Number – reconstitution ID number assigned to the reconstitutions</li> </ul>
		• Reconstitution Type – type of farm reconstitution completed
		• Status – status of the reconstitution
		• Submitted Date – date the reconstitution was submitted for workflow approval
		• Completed Date – date the reconstitution was acted on through the worklist workflows by the approving official
		• Parent Farm(s) – the parent farm number(s) that the selected farm was created from
		• Resulting Farm(s) – resulting farm(s) created through this reconstitution.

# **G** Report Examples (Continued)

	Item	Description
4	Terminating Reconstitution	If the selected farm number was a parent farm involved in the farm reconstitution, the farms that resulted in the termination or inactivation of the parent farm(s) and the following information will be displayed:
		• Year – FY the reconstitution was completed
		• Number – reconstitution ID number assigned to the reconstitution
		• Reconstitution Type – type of farm reconstitution completed
		• Status – status of the reconstitution
		• Submitted Date – date the reconstitution was submitted for workflow approval
		• Completed Date – date the reconstitution was acted on through the worklist workflows by the approving official
		• Parent Farm(s) – parent farm number(s) associated with the reconstitution
		• Resulting Farms(s) – the resulting farm number(s) involved in the reconstitution.
5	DCP Crop Data	The farm level crop data and CCC-505 CRP reduction acres will be displayed in the report for the selected farm. This data is populated directly from the farm level Crop Election Data and Crop Data assignment blocks. The following data will be displayed if applicable:
		Crop Name
		<ul><li>Base Acres</li><li>CCC-505 CRP Reduction Acres</li></ul>
		CTAP Yield
		PLC Yield
		• HIP.

	Item	Description
6	Prepared	The date the report was generated by clicking on the "Farm
		Reconstitution History" button from either the Result List after
		a search is completed or the farm level "Reconstitution
		History" assignment block.
	Page	The current page number and the total number of pages in the
		generated report.

## **G** Report Examples (Continued)

- **Note:** Depending on the entered search criteria, the following will not be displayed in the Farm Reconstitution Report:
  - for farm divisions, when searching for a child farm or IBase, the associated child farms that were also the result of the identified reconstitution will not be displayed
  - for farm combinations, when searching for a parent farm or IBase, the associated parent farms also involved with the reconstitution will not be displayed.

The PDF Reconstitution History of a Farm report can be saved or printed, as needed.

The following is an example of the "**Result List**" exported to an Excel spreadsheet using the "Export to Spreadsheet" icon.

x	5	¢.	Ŧ			export_1170	0303_102704	- Excel		TABLE TOOLS				? 📧	– 🗆 ×
F	ILE HO	ME	INSERT	PAGE L	AYOUT	FORMULAS	DATA	REVIEW	VIEW ACROBAT	DESIGN			Smi	th, BillieJo - FSA, Lincol	In, NE 👻 🔍
Pa	L 🕞 🗸 🗠	Calibri B I		- 11	A* A* =	-= *	_	<b>Vrap Text</b> Vlerge & Center	General \$ • % >		nal Format as Cell g + Table + Styles	Insert Delete For		Sort & Find & Filter + Select +	
Clip	board G		Fon		5		Alignment		5 Number	Gi i	Styles	Cells	E	diting	^
A		▼ :		Ji	State		F	-	G		I		ĸ		
	A		В	С	D	▼ Reconstit	E	F Status	G	H	I Date Y Parent IB	J ase 🔽 Parent Farm	K Resulting Farm	L Resulting IBase	
1	A State	Ţ	B County 🔽	C Year 🔻	D	<ul> <li>Reconstit</li> <li>Farm Divi</li> </ul>	ution Type		-		I Date ▼ Parent IBa 99999910			L Resulting IBase 99999920	
1	A	Ţ	В	C Year 🔻	D Recon ID		ution Type		Submitted Dat	e 💌 Completed	99999910	4623	<ul> <li>Resulting Farm</li> </ul>	L Resulting IBase 99999920 99999921	
1 2	A State	- Any	B County 🔽	C Year ¥ 2016	D Recon ID		ution Type sion		Submitted Dat ved 01/09/2017	e 💌 Completed			<ul> <li>Resulting Farm</li> <li>4824</li> </ul>	99999920	
1 2	A State Any State	- Any	B County y County	C Year ¥ 2016	D Recon ID 10	Farm Divi	ution Type sion	Disapprov	Submitted Dat ved 01/09/2017	e 💌 Completed 01/09/2017	99999910	4623	<ul> <li>Resulting Farm 4824 4825</li> </ul>	99999920 99999921	
1 2	A State Any State	- Any	B County y County	C Year ¥ 2016	D Recon ID 10	Farm Divi	ution Type sion	Disapprov	Submitted Dat ved 01/09/2017	e 💌 Completed 01/09/2017	99999910	4623	<ul> <li>Resulting Farm</li> <li>4824</li> <li>4825</li> <li>4826</li> </ul>	999999920 99999921 99999922	

All data displayed in the **Result List** will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.--*

## **G** Report Examples (Continued)

The following is an example of the farm level "**Reconstitution History**" assignment block exported to an Excel spreadsheet using the "Export to Spreadsheet" icon.

X			- <del>-</del>	e	(port_1170303	103021 - Excel			TABL	E TOOLS						
F	ILE	HOME	INSERT PAGE LA	YOUT FOR	MULAS D	ATA REVIEW	VIEW	ACRO	BAT DE	SIGN					Si	nith, Billie
Pa	ste	BI	<u>u</u> •   •   •		: = %/• : = € #	📴 Wrap Text		General \$ → %	• • €.0 .00 • 00. • 00		ional Formatas ting • Table •		• •	te Format	∑ AutoSur ↓ Fill ▼	Z Sor Filt
Cli	pboard	5	Font	Es.	Alig	nment	- Gi	Nun	iber 🕞		Styles		Cel	s		Editing
A:	A	▼ : B	X V Jx	Year	D	E		F	G		н		I	J		К
1	Year 💌	Recon II	) 💌 Reconstitution 1	Type 🔽 Statu	is 🛛 💌 Sul	mitted Date 🔽	Complet	ted Date	Parent IB	ase 🔻 P	Parent Farm 🔽	Resultin	ng Farm 💌	Resulting	IBase 💌	
2	2016	10	Farm Division	Disa	proved 01/	09/2017	01/09/20	)17	999999910	4	623	4824		99999920	)	
з												4825		99999921	1	
4	2016	11	Farm Division	Com	olete 01/	10/2017	01/10/20	017	999999910	4	623	4826		999999922	2	
5												4827		99999923	;	
6																

All data in the assignment block will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.--*

## *--Tract Reconstitution History Report Instructions

## A Overview

The "Tract Reconstitution History Report" option allows users to identify the prior and/or subsequent reconstitution history for a specified tract number. The "**State**", "**County**", and "**Tract Number**" options are required entries. Adding a specific year will narrow the search results to only reconstitutions associated with the specified tract that have occurred in that FY.

The following instructions provide the options for the Tract Reconstitution History Report and examples of the results.

**Note:** Reconstitutions completed before implementing the reconstitution ID number and reconstitution reports in CRM will **not** be returned if a search is completed for that timeframe.

## **B** Searching by Tract

The "**Tract Number**" is a required entry to search for associated tract reconstitutions and generate reports. The "**State**" and "**County**" are also required entries. The **State** and **County** should default to the user's administrative county but can be changed if needed.

Entering3 the "**State**", "**County**", and "**Tract Number**" will return all reconstitutions completed for the entered tract.

Sear 🖓 h Criteria											Hide Search Field
Specifying values for	multiple fie	ds will narr	ow the search res	ults, while specifying	g diffe	erer	nt values for t	ne same field in	multiple line entrie	s will broaden the se	arch results.
Sel	ect Report:	Tract Re	constitution Histor	у		Ŧ	•				
State		is	<b>•</b> A	ny State	•	0	•				
County		is	👻 A	ny County	-	0	•				
ract Number		equals	▼ 1	0786		0	•				
/ear		equals	-			0	•				
Search Clear All Result List: 1 Recons											
😹 Tract Reconstitut	ion Report	]									II (II) 🗐 🔍
State Count	Year	Recon ID	Reconstitution T	ype Completed	Date		IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
			Tract Division	12/20/2016			999999910	1994	10785	10786	1994

User can add additional search lines to the search criteria to identify reconstitutions for additional tracts in the **Result List.--***

#### **B** Searching by Tract (Continued)

**Note:** If multiple tracts are entered in the search criteria, the **Result List** will be displayed with all results, but users will **not** be able to create a Tract Reconstitution History Report for multiple tracts. The "Export to Spreadsheet" option is still available to export all results from the list. The "Tract Reconstitution Report" button will not be displayed, and users will receive the informational message on the following screen.

arch Criteria											
Specifying values for mu	ltiple fiel	ds will nar	row the searc		print the recons	belo	w, select the o	option Export to	Spreadsheet. Fo	r a PDF print do a ne	ew search using only one
	Report:		constitution His	o.			-				
00000	toport.	Hactrice	Jonstitution	story					Informat	ional	
State	-	r is		<ul> <li>Any S</li> </ul>		-	0 0		messag		
County	-	is	7	Any C	ounty	-	0 0		messag		
Tract Number		equals	7	<ul> <li>1078</li> </ul>	6		0 0				
Tract Number	-	equals	7	<ul> <li>1078</li> </ul>	5		• •				
Year	-	equals	7	-			0 0				
Search Clear All Re	set to D				No report crea	ation	1				
Result List: 4 Reconstit		Recon ID	Reconstitutio			ite	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
State County		Recon ID		on Type		ate			Parent Tract 10784	Resulting Tract 10785	
	Year I	Recon ID	Reconstitutio	on Type	Completed Da	ate				ě	Resulting Farm
State County	Year F 2016 3	Recon ID 3	Reconstitutio	on Type nation	Completed Da	ate		1994	10784	ě	Resulting Farm

To generate the tract reconstitution PDF report, users must refine the search criteria and limit the **Tract Number** option to only one entry.

#### C Searching by Year

The **Year** is an optional search criterion that if entered will limit the search results to only reconstitutions that occurred on the specified tract in the entered FY. When entering a **Year**, the **State**, **County**, and **Tract Number** options are still required entries.

If no reconstitutions were completed for the tract in the specified year, the **Result List** will remain blank and the header "0 Reconstitutions Entries Found" will be displayed.

	Select Report:	Tract Reconsti	itution Histo	ry		•				
State		is	▼.	Any State	•	0	•			
County	-	is	-	Any County	-	0	•			
Tract Numbe	r 💌	equals	•	10786		0	•			
Year	-	equals	•	2017		0	•			
Search C	ear All Reset to D	efaults								
	0 Reconstitution ent	ries Found								

## **D** Result List

Once the search criteria have been entered the user can click "Search" to display the results. All reconstitutions meeting the search criteria will be returned in the "**Result List**" assignment block.

- **Note:** Depending on the entered search criteria, the following will not be displayed in the **Result List**:
  - for tract divisions, when searching for a child tract, the associated child tracts that were also the result of the identified reconstitution will not be displayed
  - for tract combinations, when searching for a parent tract, the associated parent tracts also involved with the reconstitution will not be displayed.

F	Result List: 1	Reconstit	ution e	ntry Found							
[	😹 Tract Rec	onstitutior	n Repoi	t							II 🗐 🔍
	State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
	Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

Following are the attributes and descriptions of the reconstitution data that will be displayed in the **Result List.** 

Result	Description
State	The administrative state of the entered tract number.
County	The administrative county of the entered tract number.
Year	The FY when the associated reconstitution occurred.
Recon ID	The reconstitution identification number generated by the system
	after a tract reconstitution has been submitted or completed.
Reconstitution Type	The type of tract reconstitution submitted or completed:
	tract division
	• tract combination.
Completed Date	The completed date will display the date the reconstitution was
	completed in CRM Farm Records by the user.
Parent IBase	The Ibase associated with the parent farm number. The Ibase is
	hyperlinked. Clicking on the Ibase will result in navigating to the
	associated farm record.
Parent Farm	The parent farm number associated with the reconstitution.
Parent Tract	The parent tract number associated with the reconstitutions. This
	may or may not be the same tract number entered in the search
	criteria.
	*

**D** Result List (Continued)

Result	Description
Resulting Tract	The resulting tract number associated with the reconstitution. This may or may not be the same tract number entered in the search criteria.
Resulting Farm	The resulting farm number associated with the reconstitution.
	<b>Note:</b> For tract reconstitutions, the resulting farm number will always be displayed and be the same as the parent farm number listed.

## E Navigating to the Associated Farm Records and Reconstitution History Assignment Block

The **Parent IBase** for the associated farm is hyperlinked. Clicking on an IBase number will result in navigating to the associated farm record. Tracts listed that are still active tracts are also hyperlinked. Clicking on a hyperlinked tract will result in navigating to the associated farm record at the selected tract level.

Resu	ılt List: 1	Reconstitu	ition ei	ntry Found				t to an a strate and	A			
援 T	ract Reco	onstitution	Repor	t	Hyperlink	ed IBase		Number	ActiveTract			9
:	State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBas⊾	i arcint i ann	гаюнстная.	urting	g Tract	Resulting Farm
F	Any State A	Any County	2016	4	Tract Division	12/20/2016	999999910	1994	10785	10786		1994

## Below is an example of clicking on a hyperlinked tract number from the **Result List.**

Tract: , -10786										🖸 Back 👻 🕻	•
Edit Fact Sheet Farm Division - GIS Trac	t Division	Transfe	er Process More	-						الله 💫	8
Installed Base Hierarchy	→ GIS Ir	nfo									^
Description	- Tract	General [	Data							≙	
-1994			Tract Number	r: 10786			State Phys	ical Location:	Any State		
-10786			State/County/Tract	t -1	0786		County Phys	ical Location:	Any Cou	nty	
Þ 🜪 -10787			Tract Description	1			Congress	sional District:	4		
		BIA	Range Unit Number	r.			Wet	and Certified:	No		
			Tract Status	: Active			Year Wet	and Certified:			
			Divided From Combined From								
	- Reco	nstitution	History							<b></b>	
	援 Tract	Reconsti	tution Report								
	Year	Reco	Reconstitution	Status	Complet	IBase	Parent F	Parent T	Resultin	Resultin	
	2016	4	Tract Division	Complete	12/20/2016		1994	10785	10786	1994	
	- Tract	Land Dat	a							≙	~

The **Reconstitution History** assignment block will provide information associated with the reconstitutions similar to the search **Result List**. Additionally, the ability to generate the tract reconstitution history reports or export the data to an Excel spreadsheet is available.--*

# E Navigating to the Associated Farm Records and Reconstitution History Assignment Block (Continued)

The following attributes and descriptions will be displayed in the tract level Reconstitution History assignment block.

- Reco	nstitution Histo	ry							
援 Tract	Reconstitution	Report							
Year	Recon ID	Reconstitution Type	Status	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
2016	4	Tract Division	Complete	12/20/2016	99999910	1994	10785	10786	1994

Result	Description
Year	The FY when the associated reconstitution occurred.
Recon ID	The reconstitution identification number generated by the system after
	a tract reconstitution was completed.
Reconstitution Type	The type of farm reconstitution submitted or completed:
	tract division
	• tract combination.
Status	Status of "Completed" will be displayed for all tract reconstitutions.
Completed Date	The date the reconstitution was completed.
Parent IBase	The IBase associated with the parent farm number. The IBase is
	hyperlinked. Clicking on the IBase will result in navigating to the
	associated farm records at the farm level.
Parent Farm	The parent farm number associated with the reconstitution.
Parent Tract	The parent tract number(s) associated with the reconstitution.
Resulting Tract	The resulting tract number(s) associated with the reconstitution.
Resulting Farm	The resulting farm number associated with the reconstitution.
	Note: The resulting farm number will be displayed even if a prior or
	subsequent farm reconstitution was not completed and the farm
	number did not change.

## **F** Generating Reports

Reports can be generated from the **Result List** or from the tract level **Reconstitution History** assignment block within the associated farm record.

## **Generating the Tract Reconstitution Report:**

Access the "Tract Reconstitution Report" option to generate an Adobe Acrobat PDF report of the associated tract reconstitution history through either the **Result List** or within the **Reconstitution History** assignment block by clicking on the "Tract Reconstitution Report" button.--*

## **F** Generating Reports (Continued)

Example of generating the report from the **Result List**.

sult List [.] 1	Reconstitu	ution e	ntry Found							
Tract Rec	onstitutior	Repor	T)							9
State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	999999910	1994	10785	10786	1994

Example of generating the report from the **Reconstitution History** assignment block.

✓ Re	constitution Histo	ry							
🛛 🚂 Tra	act Reconstitution	Report							
Year	Recon ID	Reconstitution Type	Status	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
2016	4	Tract Division	Complete	12/20/2016	99999910	1994	10785	10786	1994

#### **Exporting the Reconstitution History to an Excel Spreadsheet:**

The **Result List** display or the **Reconstitution History** assignment block display can be exported to an Excel spreadsheet using the "Export to Excel" icon in either location.

Example of exporting from the **Result List**.

F	esult List: 1	Reconstitu	ution e	ntry Found							
[	🔏 Tract Rec	onstitution	Repor	t							
	State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
	Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

# Example of exporting from the **Reconstitution History** assignment block.

I Tract Reconstitution Report	
	t Resulting Farm
State         County         Year         Recon ID         Reconstitution Type         Completed Date         IBase         Parent Farm         Parent Tract         Resulting Tra           Anv State         Anv County         2016         4         Tract Division         12/20/2016         99999910         1994         10785         10786	Resulting Faim

## **G** Report Displays and Examples

The following is an example of a Tract Reconstitution History Report in Adobe Acrobat format.

- **Note:** Depending on the entered search criteria, the following will not be displayed in the Tract Reconstitution Report:
  - for tract divisions, when searching for a child tract, the associated child tracts that were also the result of the identified reconstitution will not be displayed
  - for tract combinations, when searching for a parent, tract the associated parent tracts also involved with the reconstitution will not be displayed.

ny State ny County	1		United States Depa Farm Service Agen constitution Hist	су	e Pr	epared : 03/02/17 Page : 1 of 1
Tract Number:	10786					
Description:						
Current status:	Active	2		3		
			Originating Recons	stitution		
Year	Number	Reconstitution Type	Completed Date	Farm Number	Parent Tract(s)	Resulting Tract(s)
2016	4	Tract Division	12/20/2016	1994	10785	10786
			Terminating Recon			
Year	Number	Reconstitution Type	Completed Date	Farm Number	Parent Tract(s)	Resulting Tract(s)
			N/A	5		
			DCP Crop Da	ta		
Crop Name		Base Acr		RP Reduction cres	CTAP Yield	PLC Yield
Wheat		9.30		0.00	0	35
Corn		32.70		0.00	0	84
Soybeans		10.62		0.00	0	20

# **G** Report Displays and Examples (Continued)

The report returns the following information.

	Item	Description
1	State	Administrative State Name.
	County	Administrative County Name.
2	Tract Number	Selected Tract Number.
	Description	Tract description listed in the General Data assignment block
		for the selected Tract Number.
	Current Status	Tract status for the selected tract number.
3	Originating Reconstitution	If the selected tract number was the result of a tract reconstitution, the parent tract number that the selected farm was created from will be listed with the associated reconstitution data:
		• Year – FY the reconstitution was completed in
		• Number – reconstitution ID number assigned to the reconstitutions
		• Reconstitution Type – type of tract reconstitution completed
		• Completed Date – date the reconstitution was completed in the system by the user
		• Farm Number – the farm number associated with the tract(s) involved in the specific reconstitution
		• Parent Tract(s) – the parent tract number(s) involved in the originating reconstitution
		• Resulting Tract(s) – resulting tract(s) created through the reconstitutions.

G Report Displays and Examples (Contin	ued)
----------------------------------------	------

	Item	Description
4	Terminating Reconstitution	If the selected tract number was a parent tract involved in a tract reconstitution, the tracts that resulted in the termination or inactivation of the parent tract(s) and the following information will be displayed:
		• Year – FY the reconstitution was completed
		• Number – reconstitution ID number assigned to the reconstitution
		• Reconstitution Type – type of tract reconstitution completed
		• Completed Date – date the reconstitution was completed in the system by the user
		• Farm Number – the farm number associated with the tract(s) involved in the specific reconstitution
		• Parent Tract(s) – the parent tract number(s) involved in the originating reconstitution
		• Resulting Tract(s) – resulting tracts created through the reconstitutions.
5	DCP Crop Data	The tract level crop data and CCC-505 CRP reduction acres will be displayed for the tract that the report was generated for. This data is populated directly from the tract level tract crop data and tract CCC-505 CRP reduction data assignment blocks. The following data will be displayed if applicable:
		<ul><li>Crop Name</li><li>Base Acres</li></ul>
		<ul> <li>Base Acres</li> <li>CCC-505 CRP Reduction Acres</li> </ul>
		<ul><li>CTAP Yield</li><li>PLC Yield.</li></ul>
6	Prepared	The date the report was generated by clicking on the Tract Reconstitution History button from either the <b>Result List</b> after a search or the tract level <b>Reconstitution History</b> assignment block.
	Page	The current page number and the total number of pages in the generated report.

## **G** Report Displays and Examples (Continued)

The PDF Reconstitution History of a Tract report can be saved or printed, as needed.

The following is an example of the "**Result List**" exported to an Excel spreadsheet using the "Export to Spreadsheet" icon.

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1 State C	ounty 💌 Year 💌	Recon ID 💌 Re	econstitution Type	Completed Date	<ul> <li>IBase</li> </ul>	Parent Farm 💌	Parent Tract 💌 Re	esulting Tract 💌 Resu	lting Farm 💌	
	County 2016		ract Division	12/20/2016	99999910			1994		
3										

All data displayed in the **Result List** will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.

The following is an example of the tract level **Reconstitution History** assignment block exported to an Excel spreadsheet using the "Export to Spreadsheet" icon.

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1 Yea	A ar 🔽 R	В	C Reconstituti	on Type	Status 💌	Completed D		Parent Farm		t Tract 💌 I	I Resulting Tract ▼ 10786	J Resulting 1994	Farm 🔽	К	L		M	
	A ar 🔽 R	В	с	on Type	Status 💌	_	ate 💌 IBase 💌	Parent Farm	Parent	t Tract 💌 I			Farm 💌	К	L		M	
1 Yea 2 201	A ar 🔽 R	В	C Reconstituti	on Type	Status 💌	Completed D	ate 💌 IBase 💌	Parent Farm	Parent	t Tract 💌 I			Farm 🔽	K	L		M	
1 Yea 2 201 3	A ar 🔽 R	В	C Reconstituti	on Type	Status 💌	Completed D	ate 💌 IBase 💌	Parent Farm	Parent	t Tract 💌 I			Farm 🔽	К			M	

All data in the assignment block will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.--*