FSA
HANDBOOK

Farm Records and Reconstitutions

For State and County Offices

SHORT REFERENCE

10-CM
(Revision 2)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Farm Records and Reconstitutions 10-CM (Revision 2)	Amendment 2

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

The cover has been amended to update the handbook title.

Paragraph 1 has been amended to include reference to prior year farm records maintenance, remove reference to 3-CM, and update related handbooks.

Subparagraph 3 C has been amended to add reference that the GIS Info assignment block is only available for current year and that field level data is only available in year 2016 to current.

Subparagraph 11 A has been amended to remove reference to current year.

Subparagraph 12 A has been amended to remove reference to current year.

Subparagraph 17 C has been amended to add hunting.

Paragraph 13 has been amended to add reference to associated year and remove reference to a specific software application for farm records.

Subparagraph 19 B has been amended to correct a paragraph reference.

Subparagraph 19 C has been amended to correct a paragraph reference.

Subparagraph 22 E has been amended to correct a paragraph reference.

Subparagraph 24 A has been amended to reference edits to farm records in all years and for associated CLU's is completed in CRM Farm Records.

Paragraph 25 has been updated with current provisions for creating a new farm and replicating a farm to prior years.

Subparagraph 26 C has been amended to reference entering wetland determinations in applicable years.

Amendment Transmittal (Continued)

Subparagraph 26 D has been amended to reference entering violations in applicable years.

Subparagraph 26 F has been amended to reference entering producer exceptions for applicable years.

Subparagraph 26 G has been amended to reference entering producer exception for applicable years.

Paragraph 35 has been amended to correct the 1-ARCPLC (Rev. 1) reference.

Paragraph 36 has been amended to provide HIP guidance for all applicable years.

Subparagraph 51 B has been amended to reference that changes to administrative county can only be completed in current year.

Subparagraph 92 A has been amended to reference that reconstitutions can only be completed in the current year.

Paragraph 93 has been amended to clarify the timing of processing reconstitutions.

Paragraph 96 has been amended to reference that reconstitutions are current year.

Subparagraph 109 H has been amended to reference reconstitutions history prior to CRM implementation.

Subparagraph 110 B has been amended to include reference the Producer Farm Data Report.

Subparagraph 181 A has been amended to remove reference to current year only.

Subparagraph 185 B has been amended to update the example screen print.

Subparagraph 185 E has been added to provide instructions for accessing and generating the Workflow Status Report.

Subparagraph 187 A has been amended to reference current and prior years.

Subparagraph 188 A has been amended to remove reference to current year.

Subparagraph 190 B has been amended to update screen prints and references to the tools available on the CRM Toolbar.

Subparagraph 190 C has been amended to update the tools available from the CRM Toolbar.

Paragraph 191 has been amended to include reference to assignment blocks in prior years.

Paragraph 199 has been amended to include reference to prior year operator changes.

Paragraph 200 has been amended to include reference to prior year owner changes.

Amendment Transmittal (Continued)

Paragraph 201 has been amended to include reference to prior year other producer changes.

Paragraph 202 has been amended to reference that the GIS Info assignment block is only accessible in current year.

Paragraph 220 has been amended to reference field level changes in prior years.

Subparagraph 221 A has been amended to reference the GIS Info assignment block is only accessible in current year.

Subparagraph 222 F has been amended to reference verifying successful farm replication for current year.

Paragraph 230 has been amended to reference prior years with field level data.

Paragraph 231 has been amended to update physical location data and edit access for current and prior years.

Subparagraph 232:

- D has been added with instructions for editing field level land data in years prior to current.
- E has been added to provide common error messages and action when editing field level land data in prior years.

Paragraph 233 has been amended to provide guidance for editing current and prior year data in the CRP Data assignment block.

Paragraph 234 has been amended to update guidance for the NRCS Data assignment block.

Paragraph 235 has been amended to provide guidance on editing current and prior year data in the Parties Involved assignment block.

Paragraph 236 has been amended to provide guidance on editing current and prior year data in the Native Sod assignment block.

Paragraph 245 has been amended to provide guidance on editing current and prior year tract data.

Paragraph 246 has been amended to update guidance for accessing and editing the GIS Info assignment block from the tract level.

Paragraph 247 has been amended to update guidance for editing current and prior year data in the tract level General Data assignment block.

Paragraph 249 has been amended to update guidance for editing current and prior year data in the tract level Land Data assignment block.

Paragraph 250 has been amended to update guidance for editing current and prior year data in the Crop Data assignment block.

Paragraph 251 has been amended to update guidance for editing current and prior year data in the CCC-505 CRP Reduction Data assignment block.

Paragraph 252 has been amended to update guidance for editing current and prior year producers in the Parties Involved assignment block.

Paragraph 261 has been amended to update guidance for farm level data in current and prior years.

Subparagraph 262 A has been amended to reference that the GIS Info assignment block is only available in current year.

Paragraph 263 has been amended to update guidance on farm level data in the General Data assignment block for current and prior years and correct paragraph references.

Paragraph 265 has been amended to update guidance for current and prior year data in the farm level Land Data assignment block.

Paragraph 266 has been amended to update guidance for current and prior year data in the farm level Crop Election Data assignment block.

Paragraph 267 has been amended to update guidance for current and prior year data in the farm level Crop Data assignment block.

Paragraph 268 has been amended to update guidance for current and prior year data in the farm level Parties Involved assignment block.

Subparagraph 269 A has been amended to reference that the FPMS Status assignment block is only available in current year.

Subparagraph 270 A has been amended to reference that the ARCPLC Status assignment block is only available in years 2019 through current.

Paragraph 280 has been amended to include instructions for updating HEL determinations in current and prior years.

Paragraph 283 has been amended to identify wetland violations that are available in current and prior years.

Paragraph 284 has been amended to identify producer exceptions that are only available in applicable years.

Subparagraph 291 F has been added to provide instructions for replicating newly created farms to a prior year.

Paragraph 292 has been amended to update instructions for the farm inactivation process to include the updated workflow process.

Paragraph 300 has been amended to update references for accessing processes from the CRM toolbar, add new functionality for the FSA-156EZ multi-farm and bulk processes and add reference to the Producer Farm Data Report.

Subparagraph 304 B has been amended with an updated screen shot.

Paragraph 305 has been amended with an updated slide and correction in the instructions table.

Paragraph 306 has been amended to update the location of the tool.

Paragraph 307 has been amended to update the location of the tool.

Subparagraph 310 C has been modified to provide additional instructions if searching for a producer change complete in a prior year during the current FY.

Paragraph 311 has been amended to provide updated documents available from the "Documents" drop-down menu.

Paragraph 312 has been amended to update the location of the system generated documents and add reference to the FSA-156EZ Multi Year option.

Paragraph 313 has been amended to update the location of the Base and Yield Notice.

Paragraph 314 has been amended to update the location of the Producer Notifications.

Paragraph 315 has been added to provide instructions for accessing the Producer Farm Data Report.

Paragraph 320 has been amended to update the location of the Farm Transfer tool and update the state-to-state farm transfer diagram with a clearer picture.

Subparagraph 328 B has been amended to reference the location of the reconstitution tools and that the tools are only available for current year.

Paragraph 329 has been amended to update the location of the Tract Division tool and make corrections to spelling and a paragraph reference.

Paragraph 331 has been amended to correct a paragraph reference and update the location of the Farm Division tools.

Paragraph 334 has been amended to update the location of the Tract Combination tool.

Paragraph 343 has been amended to remove references to replicating data to Web FRS.

Amendment Transmittal (Continued)

Subparagraph 357 B has been amended to provide guidance for submitting farm records changes for data in years prior to 2014.

Paragraph 358 has been amended to remove rollover guidance for Web FRS tasks.

Exhibit 2 has been amended to update the definition of:

- Double-Cropped Acreage
- Other Producer to match provisions for Other Producer in paragraph 13.

Exhibit 20 has been added to include the data returned on the Producer Farm Data Report.

Exhibit 31 has been added to provide a crosswalk of all farm records data elements at the farm, tract, and field levels for all years.

Exhibit 35 has been amended to include missing pages from previous amendment.

Note: Several pages in this amendment were updated to correct the revision number from (Rev. 1) to (Rev. 2) with original date of 1-10-23. No other changes were made to those pages.

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Part 1 General Provisions

1 Overview

A Handbook Purpose

*--This handbook provides Farm Records maintenance policy for the current and prior fiscal years, including:

- integrated tabular and GIS data of the farm, tract, and field records for current year
- display and maintenance of prior year records
- reports
- transferring farms between counties
- reconstitutions
- crop base acreage and yield maintenance
- fiscal year rollover processes and guidance.--*

Note: See Part 7 and online work instructions for automation procedures.

* * *

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 (Rev. 1) for ARC/PLC--*
- 2-ARCPLC for ARC/PLC automation
- 25-AS for record keeping requirements
- 1-CM for common management procedures
- *--11-CM for CRM and Business Partner 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.

2 Responsibilities

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
- 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

2 Responsibilities (Continued)

C COC Responsibilities (Continued)

- 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 17
  - changes to DCP cropland definitions according to paragraphs 17 and 19
  - approval and disapproval of farm transfers, including actions taken by CED
  - base acre adjustments made according to paragraph 28
  - PLC yield adjustments made according to paragraph 29
  - 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 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.

  Note: Notification to NRCS can be accomplished by using the Reconstitution History Report, Producer Change History Report, manual list of boundary and cropland changes, or other process established between local FSA and NRCS offices.

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 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.

3 General Farm, Tract, and Field Data (Continued)

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 – only available for current year:--***
    - 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

3 General Farm, Tract, and Field Data (Continued)

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
    - 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.

3 General Farm, Tract, and Field Data (Continued)

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

Tract assignment blocks include:

•***--**GIS Info – only available for current year:**--****

- 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

3 General Farm, Tract, and Field Data (Continued)

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
  - 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.

3 General Farm, Tract, and Field Data (Continued)

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

***--**Field level data is only available in year 2016 to current. Field assignment blocks include:

- GIS Info – only available for current year:**--***
  - 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

3 General Farm, Tract, and Field Data (Continued)

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. See 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

5-9 (Reserved)

Part 2 Adding or Changing Farm Records

10 Determining the Land Constituting a Farm

A Minors

[7 CFR 718.202] For farm records purposes, a minor is considered 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 the owner of the property for their life.

10 Determining the Land Constituting a Farm (Continued)

C Trust

[7 CFR 718.202] A trust is considered 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.

11 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 associated program 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 Questionable 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 when determining, which may include:

  - rental agreement between owner and operator
  - producer's prior activities.

11 Adding or Changing Operator (Continued)

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.

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 regarding 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

11 Adding or Changing Operator (Continued)

F Operators on Heir Property (Continued)

- 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.

12 Adding or Changing Owner

A Definition of Owner

--[7 CFR 718.2]** An owner is an individual or entity who has legal ownership of farmland for the associated program year, 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.

12 Adding or Changing Owner (Continued)

A Definition of Owner (Continued)

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.

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.

12 Adding or Changing Owner (Continued)

A Definition of Owner (Continued)

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. See Exhibit 5 for examples of notification letters.

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.

13 Adding or Changing Other Producers

A Definition of Other Producers

Other producers are producers who are:

- *--associated with a tract or field in the associated program year--*
- **not** owners or operators.

*--B Entering Other Producers on a Farm Record

Other producers may be entered or changed on a farm record 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.

14 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.

14 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 *--located 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”.

15 Deceased Producers on Active Farm Records

A Overview

FSA receives notification of deceased producers from a weekly transmission of records from the Social Security Administration (SSA) to CRM Business Partner (BP), per 11-CM. The Date of Death is loaded in the customer record, and a workflow is generated for the County Office to review. Upon confirmation of the workflow, the Death Confirmed Flag in the customer record is set. If a deceased individual's SSN is associated with other entity types (Revocable Trust or LLC), the Date of Death and Death Confirmed Flag are established on those records as well. The information is replicated to SCIMS and Subsidiary for halting payments to customers with a death confirmed flag.

Establishing the Date of Death and the Death Confirmed flag in the customer record does not remove the producer from associated farm records. Individually, FSA and NRCS program requirements identify whether a customer identified as deceased is eligible for program participation and benefits for specific years. County Offices must review the associated farm record and all program participation and work with the local NRCS to identify NRCS program participation to determine if the deceased producer should be removed or updated on the associated farm record.

Farm Records and associated program participation must be reviewed and updated accordingly when an associated deceased producer is identified.

15 Deceased Producers on Active Farm Records (Continued)

B Reviewing Producers on Farms with Death Confirmed in Business Partner

The national office will provide regular reports of deceased producers associated with active farm records. County Office must review the producers and farms and update records as applicable depending on existing program participation and program requirements. The following must be evaluated:

IF…	THEN…
no current year program participation is identified for the deceased customer	Use all means available to determine if a different producer is now associated with the farm and remove and update the producers associated with the farm as needed. County office may use the following to determine the correct producers on the farm: • contact other producers associated with the farm to request additional information • send notification to the address of the deceased producer requesting additional information • update ownership records through available public records. All producer changes in Farm Records must be completed according to provisions in this handbook. Once producer changes are completed, all applicable producers must be notified accordingly. Notify NRCS once producer changes on the farm have been completed. **Notes:** If it cannot be determined who has interest in the land after the deceased customer, the "Unknown" operator and owner provisions in paragraphs 21 and 22 must be followed. If the Unknown provisions are used, County Offices must review periodically to determine if the correct producer association can be determined. County Offices are not authorized to change a deceased producer customer record to circumvent existing provisions in 11-CM, 1-CM, and this handbook. For example, it has been identified that the deceased customer address has been changed to the county office address to ensure the customer no longer receives mail. **Changing the customer address is not allowed by policy.**

15 Deceased Producers on Active Farm Records (Continued)

B Reviewing Producers on Farms with Death Confirmed in Business Partner (Continued)

IF…	THEN…
Current year program participation with either FSA or NRCS is identified	Review associated program eligibility to determine the applicable Farm Records and program enrollment requirements. Update the customer records, associated farm record, and program enrollment as required.
Prior year program participation and associated benefits with either FSA or NRCS may be impacted	Review the specific prior year program eligibility and determine if ineligible benefits were issued. Determine the corrective action for specific programs. If it is determined that updates to associated producers are required, update producers on the associated farm in all applicable program years.

16 Farm Records Hierarchy

A Definition of Farm

A farm 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 1/100th 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.

B Definition of Tract

[7 CFR 718.2] A tract 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.

16 Farm Records Hierarchy (Continued)

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 locations • greater 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 the farm. 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 **Note:** The GIS county layer in CRM Farm Records is considered a clearly defined county line.	separate tracts.
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 for completing tract level reconstitutions.

16 Farm Records Hierarchy (Continued)

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 CLU 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 22 E.

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

16 Farm Records Hierarchy (Continued)

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 county, and the county boundary is not clearly defined	1 field unless the overall tract is divided based on paragraph 16 C. Then separate CLU's within the tract based on the county boundary layer.
entirely in another county or bisected by a clearly 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.	separate fields.

F Inactivating Farms

Following are the only reasons for inactivating farms:

- COC has made a non-agricultural determination according to paragraph 19 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 determined that the land is no longer used for any agricultural use according to paragraph 19.

See Part 7, Section 4 "Inactivate a Farm" for instructions on farm inactivation.

16 Farm Records Hierarchy (Continued)

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 for instructions on creating a farm.

17 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] Cropland 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

17 Land Classification Definitions (Continued)

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 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.

17 Land Classification Definitions (Continued)

C Definition of DCP Cropland

[7 CFR 718.2] DCP cropland 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 • sod • farm ponds • aquaculture ponds • nursery acreage devoted to in-ground plants • wildlife habitats • pasture • acreage used to raise domesticated game for restaurants • trees planted for harvest, conservation purposes, recreational uses, or BCAP • temporary hoop houses for nursery agriculture • temporary nonagricultural uses, such as parking for a field day, etc.	• golf courses and other recreational facilities • land used for commercial development, buildings, or parking lots • strip malls • permanent structures, including those for agricultural uses • land subdivided and developed for multiple residential units or other nonfarming uses if the size of the tracts and density of the subdivision is such that the land is unlikely to return to the previous agricultural use • land used for solar panels • pad site for wind turbines and drilling oil •*--hunting.--*

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

17 Land Classification Definitions (Continued)

D Definition of Effective DCP Cropland

Effective DCP cropland 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

WRP acres are DCP cropland acres enrolled in WRE/ACEP-WRE (formally WRP) administered by NRCS according to 16 U.S.C. 3837, et seq. In FSA Farm Records enrollment in WRE/ACEP-WRE on DCP Cropland will be recorded in the "WRP Acres" data entry field.

G Definition of GRP Acres

GRP acres 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.

17 Land Classification Definitions (Continued)

I Definition of State Conservation Acres

State conservation acres 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

Other conservation acres 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] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

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

L Definition of Native Sod

Native Sod 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 or through four years of meeting NAP restrictions.

17 Land Classification Definitions (Continued)

M Definition of ARCPLC G/I/F Eligibility Indicator

The ARCPLC G/I/F Eligibility indicator 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 was 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:** Indicator only displays for associated farm in FY 2019. 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 or no acreage report was submitted for the farm in at least one 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 has 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.

18 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 definition in subparagraph 17 B		see subparagraph 22 E.
does not meet the DCP cropland definition in subparagraph 17 C		see subparagraph 22 E.
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 pasture land **Note:** This land cannot be classified as DCP cropland when CRP-1 expires.	remove from cropland and DCP **Ag** Related Activity immediately. See subparagraph 22 E.

18 Program Land Classification (Continued)

A Classifying Land by Farm Programs (Continued)

IF the land…	AND…	THEN…
is subject to a restrictive or permanent easement that prohibits the planting of an annual crop including permanent GRP easements **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.		remove from cropland and DCP Ag Related Activity immediately. See subparagraph 22 E.
was enrolled in CRP and is suitable to be tilled for crop production	CRP-1 has expired	retain as cropland. See subparagraph 22 E.
is subject to WRP	is DCP cropland and the WRP easement is filed at any time during FY	classify as WRP acreage for FY in which the easement is filed.
	is not DCP cropland	classify as farmland. See subparagraph 22 E.
is subject to EWP	is DCP cropland and NRCS does **not** allow the crop planted on the land to be harvested	classify as EWP acreage immediately.
	is DCP cropland and NRCS allows the crop planted on the land to be harvested	classify as EWP acreage the beginning of the next FY.
	is **not** DCP cropland	classify as farmland. See subparagraph 22 E.

18 Program Land Classification (Continued)

A Classifying Land by Farm Programs (Continued)

IF the land…	AND…	THEN…
is devoted to trees, ponds, tanks, wind generators, or wind turbines	has never been under CRP-1	remove acreage from cropland and classify immediately as DCP Ag 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 22 E.
is subject to a 30-year GRP easement or GRP rental agreement	meets the definition of cropland and/or DCP cropland	classify immediately as GRP acreage.
is subject to other conservation acres that 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, 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.		classify immediately as other conservation acreage. See subparagraph 22 E.

18 Program Land Classification (Continued)

A Classifying Land by Farm Programs (Continued)

IF the land…	AND…	THEN…
is subject to other State conservation acres that are DCP cropland acres on the 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.		classify immediately as State conservation acreage. See subparagraph 22 E.
is subject to WBP		classify immediately as WBP acreage. See subparagraph 22 E.

19 Nonagricultural, Commercial, or Industrial Land Determinations

A Definition of Nonagricultural, Commercial, or Industrial Use Land

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

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

B Different Uses

--See subparagraph 17 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 22.--*

To maintain eligibility for ARCPLC payments in a 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.

19 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 nonagricultural	• complete a farm division to separate the nonagricultural land • 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 28.

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

See Part 7, Section 5 to utilize the CCC-505 or CCC-517 wizards to balance tracts and farms as required.

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

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.

20 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.

20 FSA Policy About Federal and State Grazing Land

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.

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 12.

21 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
- Perennial Snow and Ice
- Rangeland
- Tundra
- Urban
- Water Body.

The specialized rules for delineating each of these land use classifications are included in subparagraph 22 E.

21 GIS Rules (Continued)

C Rules for Delineating CLU

Land categories represent various combinations of land cover and land use and are the basis for determining CLU boundaries. Official FSA imagery, ownership records, and FSA measurement service are all authorized resources to delineate or modify 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. Evaluate the following when delineating boundaries.

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 • forest edges • rock outcrops • vegetation changes. Cultural features may include: • fences • roads • buildings.
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.
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.

21 GIS Rules (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.

22 Rules for Delineating

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 (Property Boundary)	Establish the overall farm/tract boundary based on ownership lines. **Farm and Tract** • All farm and tract boundaries are created based on a legal deed or description. See paragraph 12. • 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 Boundaries)	Divide the area into smaller CLU's delineated according to the land use and land cover that applies to acreage reporting requirements. **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.

22 Rules for Delineating (Continued)

A Delineating Rules (Continued)

Type of Boundary	Rules for Delineating
Visible (Land Cover Boundaries)	Determine the boundary for CLU using land cover, such as forest, rangeland, cropped land (tilled and non-tilled), natural windbreaks, 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.

Land cover 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."

22 Rules for Delineating (Continued)

B Land Cover – Land Use Characteristics (Continued)

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.

22 Rules for Delineating (Continued)

B Land Cover – Land Use Characteristics (Continued)

Type of Land Cover	Description and Delineating Rules
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.
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.

22 Rules for Delineating (Continued)

B Land Cover – Land Use Characteristics (Continued)

Type of Land Cover	Description and Delineating Rules
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.

22 Rules for Delineating (Continued)

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.

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.

22 Rules for Delineating (Continued)

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.

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…
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, Nurseries, Ornamental Horticultural Areas Improved pasture	meets the definition of cropland in subparagraph 17 B	cropland	02	yes	cropland.
	does not meet the definition of cropland ***--**in subparagraph 17 B but does**--*** meet the definition of DCP cropland in subparagraph 17 C	other agriculture	10	no	DCP ag-related activity.
	does not meet the definition of DCP cropland in subparagraph 17 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.

22 Rules for Delineating (Continued)

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…
Herbaceous Rangeland Grasses and grass-like forbs Shrub and Brush Rangeland Brush Shrubs and small trees Native Sod Mixed Rangeland Non-forested Wetland Native Pasture	meets the definition of DCP cropland in subparagraph 17 C	rangeland	03	no	DCP ag-related activity.
	does not meet the definition of DCP cropland in subparagraph 17 C **Example:** Native pasture or rangeland	rangeland	03	no	farmland.
Deciduous Forest Land Evergreen Forest Land Mixed Forest Land Forested Wetland	meets the definition of DCP cropland in subparagraph 17 C	forest	04	no	DCP ag-related acres.
	does not meet the definition of DCP cropland in subparagraph 17 C **Example:** Native forest land.	forest	04	no	farmland.

22 Rules for Delineating (Continued)

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…
Ponds Streams and Canals Lakes Reservoirs Bays and Estuaries	meets the definition of DCP cropland in subparagraph 17 C	water body	05	no	DCP ag-related activity.
	does not meet the definition of DCP cropland in subparagraph 17 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.				farmland.
	water bodies will not be considered farmland if it is not associated with the farming operation				non-ag uses.
Strip Mines Quarries Gravel Pits		mined land	06	no	non-ag uses.

22 Rules for Delineating (Continued)

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 Beaches Sandy Areas Other than Beaches Bare Exposed Rock Transitional Areas Mixed Barren Land		barren	07	no	non-ag uses.
Shrub and Brush Tundra Herbaceous Tundra Bare Ground Tundra Wet Tundra Mixed Tundra		tundra	08	no	non-ag uses.
Perennial Snowfields Glaciers		perennial snow and ice	09	no	non-ag uses.
Confined Feeding Operations Other Agricultural Land Farmsteads Farm Roads Grain Drying Facilities **Note:** Other Agriculture will be considered farmland if it is associated with the farming operation.		other agriculture	10	no	farmland. non-ag uses.

22 Rules for Delineating (Continued)

F NRCS HEL/NHEL Notations

All NRCS HEL/NHEL notations are determined by NRCS. See paragraph 26 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 as determined on NRCS CPA-026(e). Wetland points will display in CRM Farm Records and tract level wetland determinations must be entered accordingly.

23 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.

24 Updating Farm Records

A Making Changes to Records

--**Changes to farm records data in any year and changes to the associated CLU for current year are completed in CRM Farm Records.**--

B Who Can Update Records

All County Office employees with an eAuthentication ID and who have completed the required CRM Farm Records training have edit access. 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.

25 Creating a Farm Record

A Overview

*--A new farm can be created in the current year by all editors (see Part 7, Section 4). A new farm can only be copied to prior years by designated State Office employees.

A new farm cannot be created and activated for all program use 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 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 must be established 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 initiating any reconstitution or farm transfer.

--In addition to establishing farms for FSA program requirements, farms are also 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.
- AMS requirements to report hemp acreage reports.

25 Creating a Farm Record (Continued)

*--B Replicating Newly Created Farms to Prior Years

Newly created farms can be replicated to prior years if needed for program use. For example, if a farm created in 2023 is needed for a retroactive 2021 program, the 2023 version of the farm can be replicated back to 2021.

Farms are replicated to prior years by State Office employees with the Grantor Process Specialist – All role.

Farms created for the first time (not the result of a reconstitution or farm transfer) 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. The following farms cannot be replicated to prior years.**--***

- 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. 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.

25 Creating a Farm Record (Continued)

--B Replicating Newly Created Farms to Prior Years (Continued)--

- If the farm is the result of a farm transfer, use the prior year version of the farm in the county that administered the farm in prior years for the prior year programs. 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.

25 Creating a Farm Record (Continued)

--B Replicating Newly Created Farms to Prior Years (Continued)--

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: Once the farm is replicated, if any of the following are different in prior years the *--user must access each applicable year and update the record with the following--* appropriate changes:

- farm operator,
- owner(s)
- other producer(s)
- highly erodible and wetland determinations
- wetland violations
- producer HEL, CW, or PCW
- *--field level CRP data
- field level native sod data.--*

25 Creating a Farm Record (Continued)

--B Replicating Newly Created Farms to Prior Years (Continued)--

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
  - the farm should be replicated
  - all applicable documentation has been provided
- review the farm *** * *** to ensure that the farm is drawn, attributed, and constituted correctly in the current year

Notes: See Exhibit 7, Farm Replication Checklist to verify the farm record has been accurately establish 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.

- after ensuring that the rules and validations mentioned in the previous bullet have been ***--**followed, replicate the farm according to paragraph 291.**--***

*** * ***

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

*** * ***

Once the farm record has been replicated to prior years, County Offices must review the farm information for accuracy and update prior year records as needed.

26 Conservation Compliance

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).

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.

26 Conservation Compliance (Continued)

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, 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 for each applicable year according to paragraph 249.**--

The following wetland determination options are available:

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

26 Conservation Compliance (Continued)

C Wetland Determinations (Continued)

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.

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	COE Permit with Mitigation: 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.

26 Conservation Compliance (Continued)

C Wetland Determinations (Continued)

Wetland Code/Label	Description	GIS Wetland Code	GIS Map Symbol	GIS Map Symbol Definition	CRM Tract Wetland Determination
Wetland Code/Label	Description	GIS Wetland Code	GIS Map Symbol	GIS Map Symbol Definition	CRM Tract Wetland Determination
CWNA	Wetland converted to other than agricultural commodity production.	8		Limited Restrictions	Tract contains a wetland or farmed wetland.
CWTA	Converted wetland technical assistance. Wetland that is converted after February 7, 2014, because of the lack of timely assistance (maintains RMA's federal crop insurance subsidy premium eligibility only).	31		Restricted Use	Tract contains a wetland or farmed wetland.
CWTE	Wetland converted or commenced based on an incorrect NRCS determination.	9		Limited Restrictions	Tract contains a wetland or farmed wetland.
*--Easement	A wetland easement exists on the land.	10		Limited Restrictions	Tract contains a wetland or farmed wetland.
FW	A farmed wetland that was manipulated and planted before December 23, 1985, but still meets wetland criteria.	11		Limited Restrictions	Tract contains a wetland or farmed wetland.
FWP	Pasture or hayland converted before December 23, 1985, that still meets wetland criteria and is not abandoned.	12		Limited Restrictions	Tract contains a wetland or farmed wetland.
GFW	CW that has been restored under the good faith provision.	25		Restricted Use	Tract contains a wetland or farmed wetland.
GFW+Year	CW+Year that has been restored after 1990 under the good faith provision.	26		Restricted Use	Tract contains a wetland or farmed wetland.

26 Conservation Compliance (Continued)

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 easement.	13		Limited Restrictions	Tract contains a wetland or farmed wetland.
MW	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.

26 Conservation Compliance (Continued)

C Wetland Determinations (Continued)

Wetland Code/Label	Description	GIS Wetland Code	GIS Map Symbol	GIS Map Symbol Definition	CRM Tract Wetland 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.

26 Conservation Compliance (Continued)

D Wetland Violations

Wetland violations are applicable to the tract level. Multiple wetland violation *--determinations can exist for a tract. Enter violations on the associated farm for all the applicable years--*.

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.

26 Conservation Compliance (Continued)

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 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.
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 because of new producer subject to conservation compliance exemption (6-CP, subparagraph 207 A).
		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 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 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.

26 Conservation Compliance (Continued)

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 Exception	Applicable CW RMA Producer Exceptions	When to Select RMA 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).

26 Conservation Compliance (Continued)

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 Exception	Applicable RMA PCW Producer Exceptions	When to Select RMA 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).

26 Conservation Compliance (Continued)

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. Enter tract level producer exceptions for all applicable years.**--***

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.

26 Conservation Compliance (Continued)

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).
		2 RY RMA Exemption	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.

26 Conservation Compliance (Continued)

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 Exception	Applicable CW RMA Producer Exceptions	When to Select RMA 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.

26 Conservation Compliance (Continued)

F Tract Producer Exceptions (Continued)

	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 Exception	Applicable RMA PCW Producer Exceptions	When to Select RMA 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).

26 Conservation Compliance (Continued)

F Tract Producer Exceptions (Continued)

	FSA PCW Producer Exception	Applicable RMA PCW 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.

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. Enter field level producer exceptions for all applicable years.**--***

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.

27 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 or NAP restrictions 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 236 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 236 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.

28 Out-of-Balance Tracts

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.

See paragraph 351 for reports available to identify out-of-balance tracts.

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.

- 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.

28 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 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 paragraph 305 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, according to paragraph 304, 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"

28 Out-of-Balance Tracts (Continued)

C County Office and COC Action (Continued)

- 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

- 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, Base and Yield Notice, 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 paragraphs 312, 313, and Exhibits 8 and 9 for more information on FSA-156EZ and Base and Yield Notices.

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

D Instructions for Adjusting Acres

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

28 Out-of-Balance Tracts (Continued)

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 29 E.

28 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. If a base reduction is required, reductions must be completed and retained as CCC-505 Reduction Acres on the tract enrolled in CRP. 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 to redistribute base crops between tract before permanently reducing selected crops.

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. Bases must be reduced from and retained with the tract enrolled in CRP that resulted in the base reduction. 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 auto-population are found in paragraph 304.

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

29 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 29 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

29 Rules for Yields When Tract Acreages Are Adjusted (Continued)

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 2018 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.

29 Rules for Yields When Tract Acreages Are Adjusted (Continued)

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 39.8980 bushels/ acre. (Farm's wheat PLC payment production: 7,899.0000, bushels) Farm level PLC yield is 39.8980 as displayed in CRM Farm Records and is rounded to 40 when replicated to FRS. • Tract 1 • 50.0000 bushels/acre wheat PLC yield • 97.98 wheat base acres • 97.98 DCP cropland acres • 0.00 double cropped acres (Tract 1 wheat PLC payment production: 50.0000 bushels/acre wheat PLC yield x 97.98 acres = 4,899.0000 bushels) • Tract 2 • 30.0000 bushels/acre wheat PLC yield • 100.00 wheat base acres • 100.00 DCP cropland acres • 0.00 double cropped acres (Tract 2 wheat PLC payment production: 30.0000 bushels/acre wheat PLC yield x 100.00 acres = 3,000.0000 bushels) 16.55 acres of tract 2 is offered and accepted in CRP. CCC-505 is filed to permanently reduce the 16.55 base acres on tract 2. The revised wheat PLC payment yield for the farm is now 40.8009 bushels per acre calculated as follows: [(Tract 1 wheat PLC payment production 4,899.0000 bushels) +(Tract 2 wheat PLC payment production; 30.0000 bushels/acre yield x 83.45 wheat base acres = 2503.5000 bushels) = 7402.5000 bushels] ÷ 181.43 wheat base acres (97.98 tract1 and 83.45 tract 2) = 40.8009 bushels /acre.	• 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. • Add 16.55 CCC-505 CRP Reduction acre entry for wheat on tract 2 with a PLC yield of 30.0000 bu./acre 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

29 Rules for Yields When Tract Acreages Are Adjusted (Continued)

C Decreases in Base Acres (Continued)

Example 2	County Office Action
Revised farm level PLC yield is 40.8009 bushels/acre as displayed in CRM Farm Records and is rounded to 41 when replicated to FRS. **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. Farm 200 consists of 2 tracts and has a farm level wheat PLC yield of 43.8759 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 wheat PLC 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 • 44.55 wheat base acres • 40.55 soybean base acres • 55.00 DCP cropland acres • 45.00 double cropped acres. (Tract 2 wheat PLC payment production: 30.1224 bushels/acre wheat PLC yield x 44.55 wheat base acres = 1,341.9529 bushels) 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.	Obtain applicable signatures according to 1-ARCPLC. • 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 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.

29 Rules for Yields When Tract Acreages Are Adjusted (Continued)

C Decreases in Base Acres (Continued)

Example 2 (Continued)	County Office Action
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. The farm level wheat PLC payment yield is now 46.6953 bushels/acre because tract 2 no longer has base acres or yields. (Farm's wheat PLC payment production after adjustment = 5,603.4419) (Tract 1's wheat PLC payment production after adjustment = 5,603.4419) **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.	• Add CCC-505 CRP Reduction acre entries of 40.55 acres 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

29 Rules for Yields When Tract Acreages Are Adjusted (Continued)

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 ensure 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
Tract 10	10 Acres of Corn	100 Bushels/Acre	10 X 100 = 1000 Bushels
Tract 20	10 Acres of Corn	150 Bushels/Acre	10 X 150 = 1500 Bushels
Farm Yield Verification Based on Tract Yields		(1000 Bushels + 1500 Bushels)/20 Acres = 125 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.

29 Rules for Yields When Tract Acreages Are Adjusted (Continued)

D Increases in Base Acres Resulting From Expired or Terminated CRP (Continued0

PLC Yield Adjustment on Tract 10:

Level	Base Acres	PLC Yield	Yield Extension
Tract 10	10 Acres of Corn	100 Bushels/Acre	10 X 100 = 1000 Bushels
Tract 10	10 Acres of Restored Corn Base	125 Bushels/Acre **Note:** Restored acres received farm level yield	10 X 125 = 1250 Bushels
Adjusted Tract Level Yield After Restoration			
Tract 10	20 Acres of Total Corn Base	(1000 Bushels + 1250 Bushels)/20 acres = **112.5 Bushels/Acre**	

Verification Farm Level Yield has Not Changed after Base Restoration:

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

29 Rules for Yields When Tract Acreages Are Adjusted (Continued)

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 (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 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)	• 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**. **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.

29 Rules for Yields When Tract Acreages Are Adjusted (Continued)

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	

29 Rules for Yields When Tract Acreages Are Adjusted (Continued)

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.	

30 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 28)
- for any reason during the current FY if 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.

30 CCC-517, Tract Redistribution Form (Continued)

B Example of CCC-517

The following is an example of CCC-517.

This form is available electronically.

CCC-517 (02-10-11) U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. COUNTY FSA OFFICE NAME AND ADDRESS *(Including Zip Code)*
TRACT REDISTRIBUTION FORM	TELEPHONE NUMBER *(Area Code)*:
	2. STATE CODE / 3. COUNTY CODE
	4. FARM SERIAL NUMBER / 5. TRACT NUMBER

NOTE: *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 the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), 7 CFR Part 718, and 7 CFR Part 1412. The information will be used to accomplish the redistribution of base acres on each tract. 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 the redistribution of base acres on each tract.*

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title II, Subtitle J - Administration). ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

6. TRACT ACREAGE	
A. DCP CROPLAND	
B. EFFECTIVE DCP CROPLAND	
C. CURRENT DOUBLE CROPPED ACRES	
D. REQUESTED DOUBLE CROPPED ACRES	

E. CROP	F. CURRENT BASE	G. REQUESTED BASE	E. CROP	F. CURRENT BASE	G. REQUESTED BASE

7. OWNER'S CERTIFICATION

I understand that by signing this form I have made the tract redistribution decision shown in Item 6 for the farm serial number in Item 4.

I also understand that all owners on this farm must sign form CCC-517. In the event that one or more owners of this farm fail to sign form CCC-517, I understand that this form is null and void, that the tract redistribution decision shown in Item 6 is no longer applicable.

A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*

B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)

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30 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 number.		Manual Entry.
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 for 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 for 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.

30 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.

30 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 29 for rules on adjusting yields when tract acres are adjusted.

31 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.

31 PLC Yield Adjustments Because of Reconstitutions (Continued)

C Adjustment Example PLC Yield

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

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 x 62.5000 = 1,720.0000)
2	Multiply the acreage from Tract 300 times the established yield. (31.35 x 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.

32 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.

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

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.

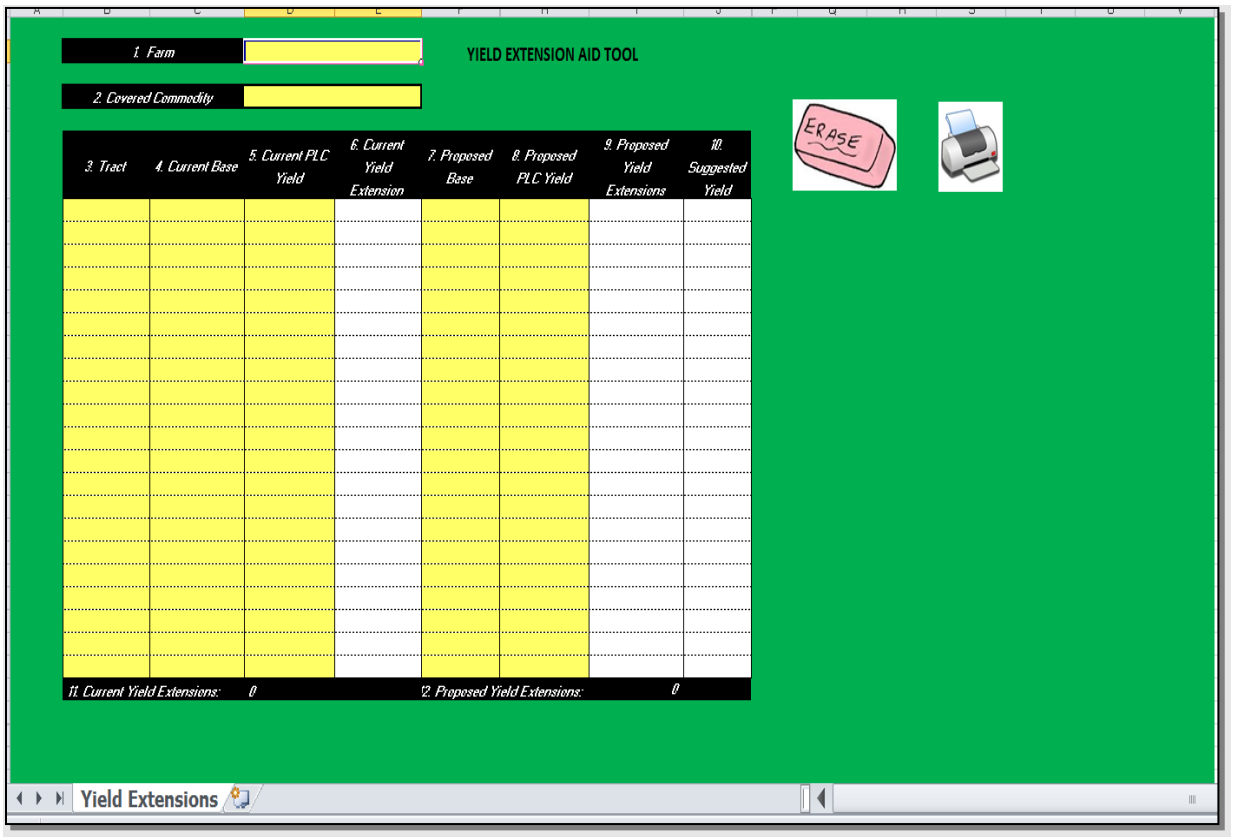
32 PLC Yield Adjustments (Continued)

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 33.

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 **https://sharepoint.fsa.usda.net/mgr/dafp/PECD/arcplc/sitepages/home.aspx**.



33 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.

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

B Example of CCC-518

The following is an example of CCC-518.

This form is available electronically.

CCC-518 (06-12-15) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation	1. COUNTY FSA OFFICE NAME AND ADDRESS *(Including Zip Code)*		
TRACT PRICE LOSS COVERAGE (PLC) YIELD REDISTRIBUTION FORM	TELEPHONE NUMBER *(Area Code)*:		
	2. STATE CODE	3. CTY CODE	4. FARM SERIAL NUMBER

NOTE: *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 1412, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the 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 Price Loss Coverage Program.*

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).

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.***

5A. TRACT	5B. CROP	5C. BASE ACRES	5D. CURRENT PLC YIELD	5E. PROPOSED PLC YIELD

6. OWNER'S CERTIFICATION

I understand that by signing this form I have made the tract yield adjustment shown in Item 5 for the farm serial number in Item 4.

I also understand that all affected owners on this farm must sign form CCC-518. In the event that one or more owners of this farm fail to sign form CCC-518, I understand that this form is null and void, that the tract yield adjustment decision shown in Item 5 is no longer applicable.

A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*

B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at ***http://www.ascr.usda.gov/complaint_filing_cust.html****, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at* ***program.intake@usda.gov****. USDA is an equal opportunity provider and employer.*

33 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 NUMBER

CONTINUATION OF OWNER'S INFORMATION ***(From Page 1)***

A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)
A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)
A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)
A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)

33 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	County Office name, address, and telephone number.		Manual Entry
2	State code.		Manual Entry
3	County code		Manual Entry
4	Farm serial number.		Manual Entry
5	Provide the tract's information.		
	A	Tract number.	Manual Entry
	B	Applicable covered commodity.	Manual Entry
	C	Applicable covered commodity's base acres.	Manual Entry
	D	Current PLC tract yield.	Manual Entry
	E	Tract's requested yield for applicable covered commodity.	The owner(s) must enter the requested yield being redistributed to the tract See paragraph 37.5 for limitations.
6	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 the individual signing in item 7 B is…**	**THEN..**
		signing in a representative capacity for the owner	a title and/or relationship must be listed.
		the signatory	no entry is required.
	D	Signature date.	all affected owners on the farm must date.

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

A Overview

This paragraph contains 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 farm with sufficient effective DCP cropland	leave the tract out of balance until the combination. On the combined farm correct the out of balance condition.
be divided off but not combined with another farm	before the farm is divided, correct the out of balance condition.
not be divided off	correct the out of balance condition.

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.

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

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.

34 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.

35 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 306.

36 Historical Irrigated Percentage (HIP)

A Establishing HIP for Eligible Base Crops

*--HIP's are established according to ARC/PLC program policy. The HIP eligibility for associated crops on a farm in current and prior years is based on the associated Farm Bill provisions for the specific year.

Applicable HIP provisions are found according to the following:

- 2014 Farm Bill, years 2014 through 2018, are provided in 1-ARCPLC
- 2018 Farm Bill, years 2019 through 2023, are provided in 1-ARCPLC (Rev. 1).--*

Once calculated HIP values are:

- maintained at the farm level for the specific base crop
- maintained regardless of future year program election changes
- updated after farm level reconstitutions according to ARCPLC policy when farms are divided or combined
- no longer editable by county or state level users.

B Automation of HIP Calculation

A HIP calculator is established in CRM FR to assist with calculating the HIP value for eligible crops. Instructions for accessing the HIP Calculator and calculating the HIP value are found in paragraph 307.

37-49 (Reserved)

Part 3 Administrative County

50 Overview

A Physical County

The physical county is where the land, or the majority of the land, on associated tracts on the farm are physically located. FSA physical and ANSI physical county are both geospatially determined and identified at the field and tract levels.

B Administrative County

The administrative county for a farm is the county that administers the Farm Records for the farm.

C Administrative County Office

The administrative County Office 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.

Section 1 Administrative County Office

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 land on the farm is physically located in 1 county and the county where the farm is physically located has an FSA County Office.	The servicing County Office is the physical location and administrative county. Follow procedure in paragraph 53 for handling servicing County Office closures.
All land on the farm is physically located in 1 county that was the 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.	Follow procedure in paragraph 53 for handling servicing County Office closures.
All of the land on the farm is physically located in 1 county that was the servicing County Office and administrative county, but the servicing County Office closed and the timeframe to request a change of administrative county has passed.	The farm records will be located in a servicing County Office designated by FSA to serve as the administrative county for the physical location county. **Example:** Contiguous counties A and B are each servicing County Offices and are each 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 located in more than 1 county.	The farm will be administered in 1 servicing 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. **Note:** Administrative county must be reviewed after a farm division. If all land in a resulting farm is physically located in a county different than the administrative county a farm transfer may be required to administer the farm in the county it is located.

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. Requests to change the administrative county can only be accepted and completed for current year farms.--*

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.

52 Changing a Farm's Servicing County Office and 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.

52 Changing a Farm's Servicing County Office and Administrative County (Continued)

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: • administrative county Pine • administrative county Spruce (FSA designation - 2009). **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.	No Service Center County Office since 2009. 2009 FSN 100 and Spruce Administrative County transferred to Pine Servicing County Office.
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.	

52 Changing a Farm's Servicing County Office and Administrative County (Continued)

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.

52 Changing a Farm's Servicing County Office and Administrative County (Continued)

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:

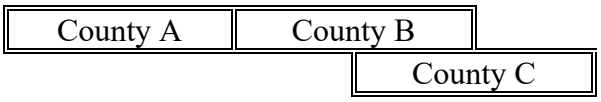
- all owners (in both counties) agree with the transfer
- the transferred farm will be combined with a farm in the receiving county.

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.

52 Changing a Farm's Servicing County Office and Administrative County (Continued)

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 15 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.

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

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

- 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.

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

B Requesting a New Servicing County Office (Continued)

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 16 and review the Transfer Checklist in Exhibit 17, 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 paragraph 301.

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. See Exhibit 18.

63 Transfers Between Counties

A Approving 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.

64 Timing for Transfer

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)

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.

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 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 17.

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 County Office	• complete FSA-179, Part B • 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 the transferring County Office	• complete FSA-179, Parts A and B • 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 County Office	• indicate recommendation for approval or disapproval on FSA-179, item 13A and provide reason if disapproved • 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 to update CRP attributes at the field 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 8 • 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 the transferring County Office (Continued)	if disapproved: • record the reason for disapproval • 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 County Office	• submit the request to STC for a determination according to subparagraph D • 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.

67 Handling Out-of-State Transfers (Continued)

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 • 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 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 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.

67 Handling Out-of-State Transfers (Continued)

B Transferring County Action (Continued)

IF transfer was initiated in the...	THEN the transferring County Office will...
transferring County Office	• complete FSA-179, Parts A and B • 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 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.

67 Handling Out-of-State Transfers (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.

67 Handling Out-of-State Transfers (Continued)

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 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 8 • 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 8 • 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.

67 Handling Out-of-State Transfers (Continued)

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 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.

69 Processing In-Transfers

A In County Transfers

Approve the transfer according to Part 7, Section 6.

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 reconstitution 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.

92 Who May Initiate

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.

--**Note: Reconstitutions can only be requested and completed in the current FY.**--

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.

93 When to Initiate

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 16. As applicable, initiate either of the following:

  - a farm combination according to paragraph 110
  - a farm division according to paragraph 131.

  Note: Restrictions in paragraph 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 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 and any subsequent program action 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.

D Total CRP and Non-ARC/PLC Farms

***--**The following farms may be reconstituted at any time within the current year if there are no impacts to already enrolled programs or acreage reports:

- farm level reconstitutions for total CRP farms**--***
- non-ARC/PLC.

93 When to Initiate (Continued)

E Completion Time Limit

--All reconstitutions initiated must be completed and approved 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 complete reconstitutions with crop base acres by August 31 of FY. This allows 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.

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

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 through D	Enter the appropriate farm number, tract number, crop, and base acres on the parent farm if the method of division is landowner designation or estate. ENTER "N/A" if not applicable.

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 "Yes" is checked for item 10, list requested crops.
15	Obtain appropriate signatures and dates. A reconstitution is considered 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.

This form is available electronically.

Form Approved - OMB No. 0560-0025

FSA-155
(01-27-05)

USDA-FSA

REQUEST FOR FARM RECONSTITUTION

1. County FSA Name and Address
Any FSA County Office
111 Nowhere Ave
Anywhere ST 00000-0000

2. Reconstitution No.: B50002

3. Type of Reconstitution
Farm Combination ☐ Tract Division ☐
Farm Division ☑ Tract Combination ☐

4. Reason for Reconstitution
Purchased T 1215

5. Approximate Date of Change (MM-DD-YYYY) 01-15-2013

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the Agricultural Adjustment Act of 1938, as amended, and the Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171). The information will be used to reconstitute your farming operation. Furnishing the requested information is voluntary. Failure to furnish and file the requested information will result in the denial of further monies or other program benefits as required by existing law and regulations. This information maybe provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 651, 1001; 15 USC 714m; and 31 USC 3729, maybe applicable to the information provided.*

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 0560-0025. The time required to complete this information collection is estimated to average 45 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.***

6. FARM IDENTIFICATION:

A. Parent Farm or Tract No.	B. Total Farmland	C. Total Cropland	D. Total DCP Cropland	E. Farm Identifier	F. Operator	G. Owner
1985	20	19.5	19.5		Any 1 Producer	Any 2 Producer

H. Resulting Farm or Tract No.	I. Total Farmland	J. Total Cropland	K. Total DCP Cropland	L. Farm Identifier	M. Operator	N. Owner
2501	16.5	16.3	16.3		Any 1 Producer	Any 2 Producer
2502	3.5	3.2	3.2		Any 3 Producer	Any 3 Producer

7. METHOD OF DIVISION:

A. Crop	B. Parent Farm/Tract Bases	C. Check Appropriate Method			
		Estate	Designation	DCP Cropland	Default
Wheat	5.4				✓
Corn	3.2				✓

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94 How to Initiate (Continued)

C Example of FSA-155 (Continued)

FSA-155 (Page 2) (01-27-05)

8. DIVISION BY OWNER DESIGNATION OR ESTATE: This item is required for the owner designation and estate methods unless the division of bases is documented and signed to, as applicable, on a separate document and attached to this form.

A. Parent Farm	B. Tract No.	C. Crop	D. Base	E. Resulting Farm/Tracts (1) Farm/Tract No.: Base	(2) Farm/Tract No.: Base	(3) Farm/Tract No.: Base	(4) Farm/Tract No.: Base
N/A							

9. SELLER AND PURCHASER MEMORANDUM OF UNDERSTANDING OF BASES:
I, the undersigned, agree to the above designation of bases which serves as a memorandum of understanding between seller and purchaser.

A. Seller's Signature	B. Date (MM-DD-YYYY)	C. Purchaser's Signature	D. Date (MM-DD-YYYY)

	YES	NO
10. Will there be an adverse effect to any producer by reconstituting any crops? If "YES", what crops?		✓
11. Is the parent farm in CRP?		✓
12. If combination, will combined farm be operated as a single farming unit?		
13. Are there any adverse HELC flags on farms or tracts being combined? If "YES", refer to NRCS .		
14. A. Has cost share assistance been received for any lifespan conservation practices?		✓
B. If "YES", has new owner and/or operator been informed of requirements?		

15. CERTIFICATION AND AGREEMENT:
I, the undersigned, certify that to the best of my knowledge and belief the information shown above is correct and I request and agree to the reconstitution. The results of the reconstitution will be shown on the COC report. The report will be made available upon request after the reconstitution is completed.

A. Signature of Operator/Owner	B. Date (MM-DD-YYYY)	A. Signature of Operator/Owner	B. Date (MM-DD-YYYY)
Any 3 Producer	1/15/2013		

16. COUNTY COMMITTEE ACTION:
This action applies to reconstitution of farms, tracts, and bases.

A. County Committee Person or Designee Signature	B. Date (MM-DD-YYYY)	C. County Committee Action
Any 1 COC Member	1/25/13	APPROVED ✓ DISAPPROVED ☐

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 in the current year 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 farm division 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 tract combination is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

E Definition of Tract Division

A tract division 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.

109 Overview (Continued)

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.

***--Notes:** The reconstitution identification numbers were not generated for reconstitutions completed in CRM Farm Records when the system first went live in FY 2013 and 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.

Reconstitutions completed in Web FRS prior to CRM implementation in 2013 have been migrated into CRM along with all prior year records.**--***

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 335 through 338.

Section 1 Combinations

Subsection 1 Farm Combinations

110 Common Ownership Farm Combinations

A Definition of Common Ownership Unit

A common ownership unit 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 16

  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 because 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 for instructions on processing farm combinations.

--**The Producer Farm Data Report will assist users with identifying farms required to be combined. See paragraph 315 and Exhibit 20 for additional instructions to generate the report.**--

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 16
- 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 farm's constitution.

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

See Part 7, Section 7 for instructions on processing farm combinations.

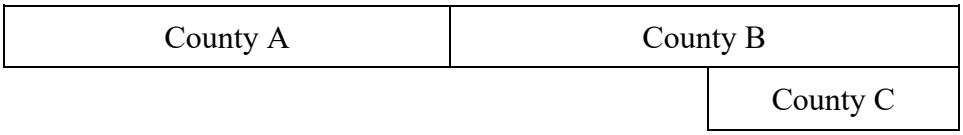
112 Combinations Across State and County Lines

--A Criteria for Combinations--

[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.

Note: HIP values for combined farms will only be weighted using HIP values on the HIP eligible farms and crops. If a crop within a farm in the combination in not HIP eligible (due to a different physical location that is not HIP eligible), the farm and crop will not be used in the weighted HIP calculation.

115 Reconstitution Policy for HIP Crops on Combined Farms (Continued)

B Examples

Example 1:

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 ÷ 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.

Example 2:

The following parent farms (101 and 204) with associated base acres. FSN 101 is HIP eligible and FSN 204 is not HIP eligible. FSN 204 is not used to calculate the HIP on the resulting child farm.

FSN	Corn Base Acres	HIP	HIP-Factored Base Acres
101 (parent)	100	75%	75
204 (parent)	175	Not HIP Eligible	
Calculation: 75 + 0 = 75 ÷ 100 = 75%			
1008 (resulting)	275	75%	

The system will enter "75" as the new HIP in CRM for FSN 1008 (round to 2 decimal places before the percentage sign).

116 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.

117-124 (Reserved)

Subsection 2 Tract Combinations

125 Common Ownership Tract Combinations

A Definition of Common Ownership Unit

A common ownership unit 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 for instructions on completing tract combinations.

127-130 (Reserved)

Section 2 Divisions

Subsection 1 Reasons for Divisions

131 Reasons for Farm Divisions

A Rules

Following are rules for dividing farms.

Reason for Farm Division	Who May Initiate Reconstitution
Part of the farm is **sold**, or ownership changes and the land no longer meets the definition of a farm in paragraph 16.	COC, owner, or operator
The land no longer meets the definition of a farm in paragraph 16.	COC, owner, or operator
The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution.	COC, owner, or operator
COC determines that the farm was reconstituted because of false information provided by the owner or farm operator.	COC
An owner of a multiple-ownership farm requests, in writing, that the 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.	owner

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

See Part 7, Section 7 for instructions for processing farm divisions.

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 according to paragraph 16.	COC or owner
Part of the tract is sold or ownership changes.	COC or owner

See Part 7, Section 7 for instructions to process tract divisions.

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 estate method 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 30, 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 designation by landowner method 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 Ownership	The land sold or transferred must have been owned for at least 3 years. 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 30, 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 DCP cropland method 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.

B Verifying DCP Cropland

Before using the DCP cropland method, verify the DCP cropland acres on each tract. Re-determine 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.

144 Default

A Definition of Default Method

[7 CFR 718.206] The default method 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.

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

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 HIP Update Following a Farm Division

The HIP associated with the applicable covered commodities will be added at the farm level for the resulting child farms by the system during the farm division process.

146-148 (Reserved)

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 19
- 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, see Exhibit 9
- FSA-156EZ to associated owners and operators only, see Exhibit 8
- 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.

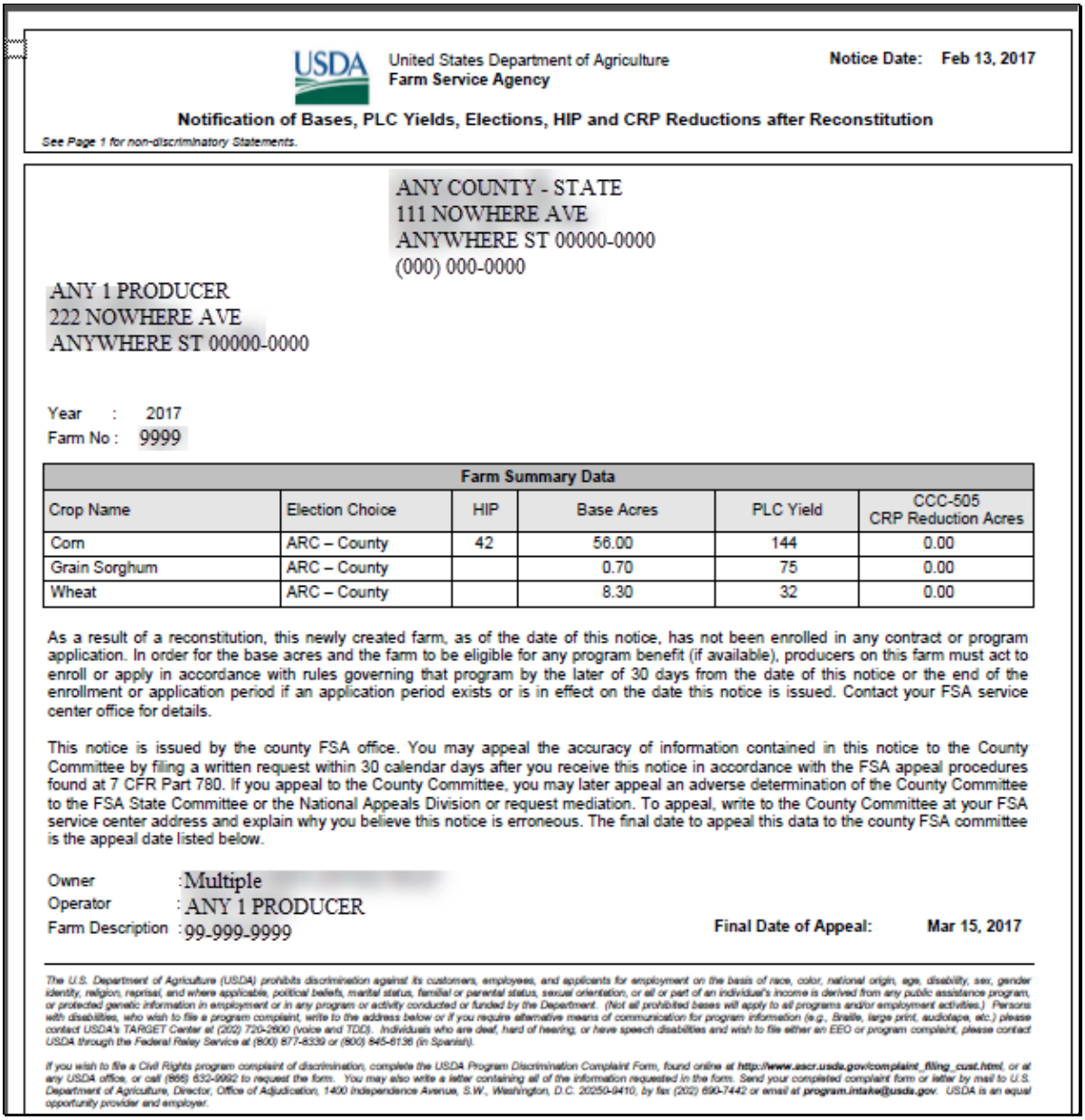
From more information on the Base and Yield Notice see Part 7 and Exhibit 9 for instructions on accessing and printing the notice.

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.



United States Department of Agriculture
Farm Service Agency

Notice Date: Feb 13, 2017

Notification of Bases, PLC Yields, Elections, HIP and CRP Reductions after Reconstitution

See Page 1 for non-discriminatory Statements.

ANY COUNTY - STATE
111 NOWHERE AVE
ANYWHERE ST 00000-0000
(000) 000-0000

ANY 1 PRODUCER
222 NOWHERE AVE
ANYWHERE ST 00000-0000

Year : 2017
Farm No : 9999

Farm Summary Data

Crop Name	Election Choice	HIP	Base Acres	PLC Yield	CCC-505 CRP Reduction Acres
Corn	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, this newly created farm, as of the date of this notice, has not been enrolled in any contract or program application. In order for the base acres and the farm to be eligible for any program benefit (if available), producers on this farm must act to enroll or apply in accordance with rules governing that program by the later of 30 days from the date of this notice or the end of the enrollment or application period if an application period exists or is in effect on the date this notice is issued. Contact your FSA service center office for details.

This notice is issued by the county FSA office. You may appeal the accuracy of information contained in this notice to the County Committee by filing a written request within 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the County Committee, you may later appeal an adverse determination of the County Committee to the FSA State Committee or the National Appeals Division or request mediation. To appeal, write to the County Committee at your FSA service center address and explain why you believe this notice is erroneous. The final date to appeal this data to the county FSA committee is the appeal date listed below.

Owner : Multiple
Operator : ANY 1 PRODUCER
Farm Description : 99-999-9999

Final Date of Appeal: Mar 15, 2017

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*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at **http://www.ascr.usda.gov/complaint_filing_cust.html**, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at **program.intake@usda.gov**. USDA is an equal opportunity provider and employer.*

152-159 (Reserved)

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 28 and 29.

161-169 (Reserved)

Part 6 CRP Reconstitutions

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 16.

Note: If the farm is under common ownership and the operator does not share in CRP-1, do not divide the farm.

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 to enter CRP attributes at the field level.

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.

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 16

  Exception: If the farm is under common ownership and the operator does not share in CRP-1, do not divide the farm.

- 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)

Part 7 Automation

Section 1 Overview

181 CRM Farm Records

A Overview

*** * *** Farm records access and maintenance is completed 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.

B GIS Integration within CRM

Current year farm records' tabular data and CLU data are integrated together within CRM Farm Records but are two separate datasets. The CLU is the spatial representation of farm records data and associated attributes. Some CLU attributes are derived from GIS layers while other attributes are entered based on policy and program requirements according to this handbook. The CLU is the basis for defining field, tract, and farm level data in the farm hierarchy. GIS layers, including the CLU, are displayed, and utilized within the map display of the GIS Info assignment block. All other associated farm records data is displayed and maintained within the applicable CRM tabular data assignment block at the farm, tract, and field levels.

The farm, tract, and field level tabular data and CLU data must stay in sync. The two datasets are in constant communication and edits in either will trigger automatic changes to the other. Out of sync data in either dataset results in incorrect farm records data replicating to downstream applications. All out of sync farm records tabular data and CLU data must be remediated.

182 MIDAS Portal

A Overview

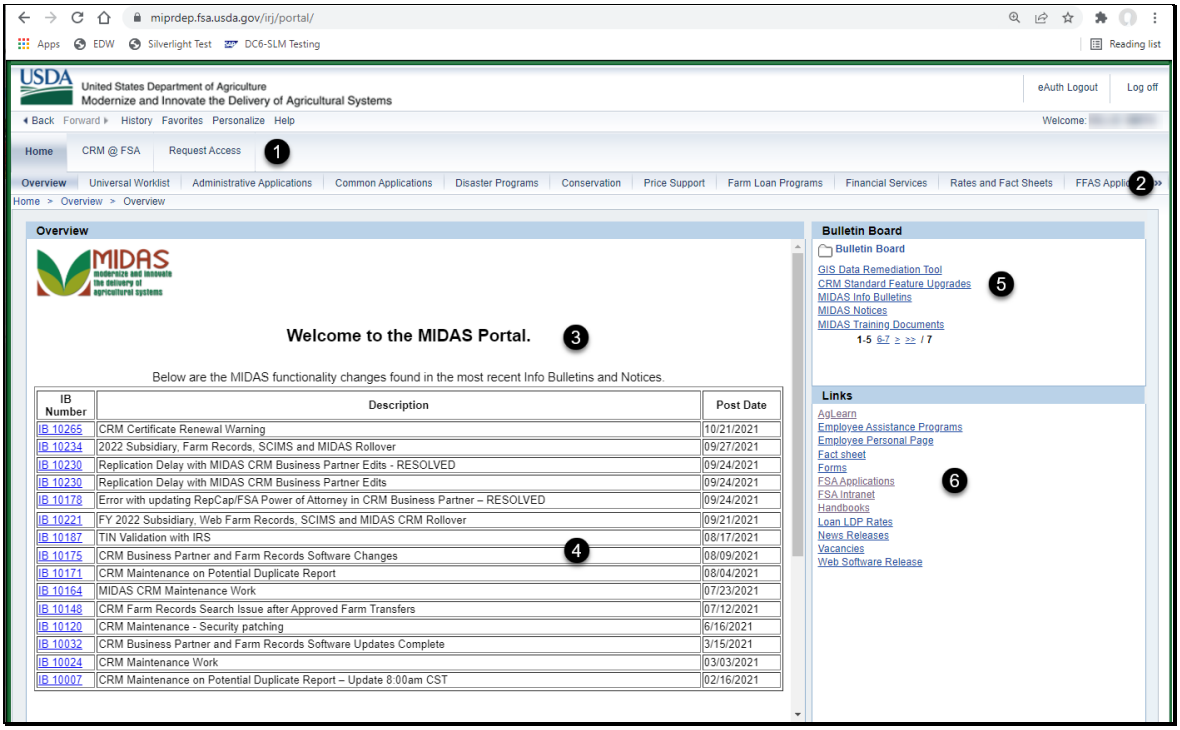
The MIDAS Portal is the first screen that displays after selecting "MIDAS CRM – Customer Relationship Management" from the FSA Intranet Applications page.

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.



182 MIDAS Portal (Continued)

B Example (Continued)

The following identifies the features on the Portal page.

Item	Area	Description
1	Navigation Bar	Tabs 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 provide access to the MIDAS Universal Worklist and other FSA software applications.
3	News Banner	Scrolling banner alerts users to the most recent developments related to the CRM applications.
4	Overview	Summary of the most recent CRM Information Bulletins and notices.
5	Bulletin Board	Hyperlinks to access CRM related information and training materials. See Exhibit 25 for a list of the Farm Records/GIS work instructions and simulations that are available via the MIDAS Training Documents hyperlink.
6	Links	Hyperlinks to other applications and websites.

C Action

Access the MIDAS Portal page from the FSA Intranet Applications page at **http://intranet.fsa.usda.gov/fsa/applications.asp**. Use the portal to navigate to software applications and find information related to MIDAS CRM – Customer Relationship Management.

183 Accessing CRM@FSA

A Overview

Access CRM applications from the MIDAS Portal page using “CRM@FSA”.

B Example

Following is an example of accessing the CRM@FSA applications.



184 CRM Homepage

A Overview

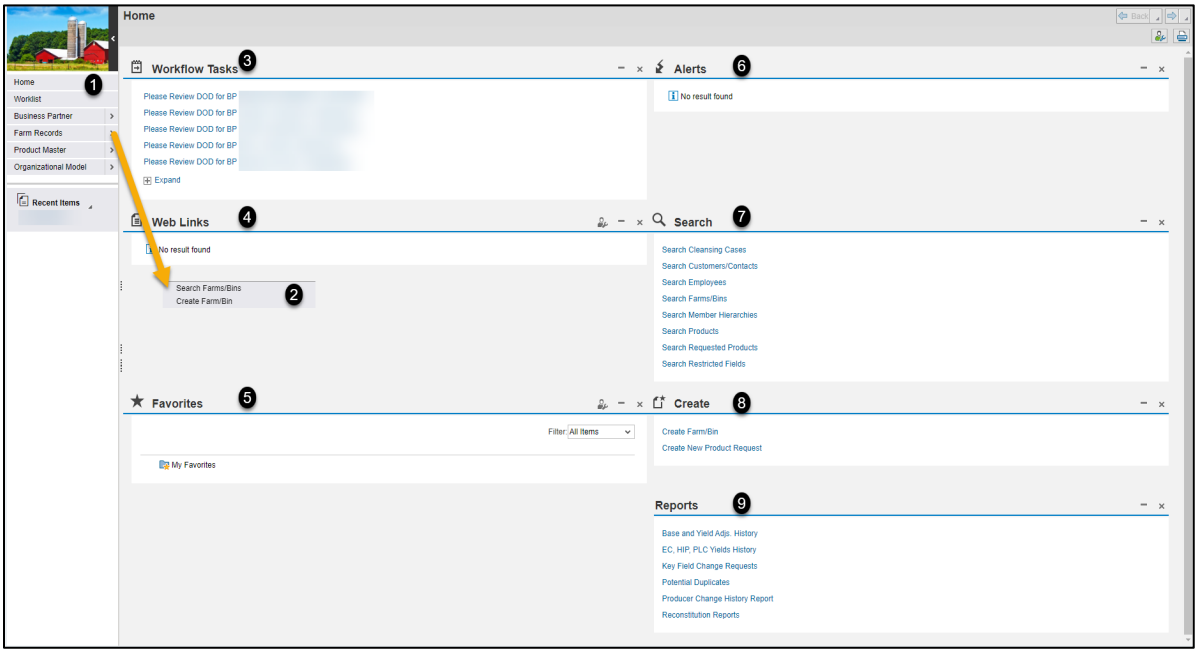
The Navigation Bar allows access to Home, Worklist, Business Partner, Farm Records, Organizational Model, and Product Master items are located on the CRM Homepage.

The central area of CRM@FSA Home Page will display 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 and description of each area.



184 CRM Homepage (Continued)

B Example of CRM Homepage (Continued)

Item	Area	Description
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 Items. A Second Level Navigation "fly-out" menu 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 menu has been moved down for clarity of the CRM Homepage. The fly-out menu will appear directly to the right of any navigation item selected. **Note:** Options within the fly-out menu will depend on the associated user role.
3	Workflow Tasks Assignment Block	The Workflow Tasks assignment block displays notification of pending actions to be taken by users. The workflow items displayed are 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 Personalize tool.  A "Personalize Web Links" 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. Alerts are generated to notify users of a needed action or the result of a failed action. The triggering application determines recipients of alerts. Access the alert by selecting the hyperlink in the description column.

184 CRM Homepage (Continued)

B Example of CRM Homepage (Continued)

Item	Area	Description
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 Customers/Contacts • Search Employees • Search Farm/Bins • Search Member Hierarchies • Search Products • Search Requested Products • Search Restricted Fields. **Note:** Options within the assignment block will depend on the associated user role.
8	Create Assignment Block	At least two options for creation options: • Create Farm/Bin • Create New Product Request(s). **Note:** Options within the assignment block will depend on the associated user role.
9	Reports Assignment Block	The following report options are available: • Base and Yield Adjs. History • EC, HIP, PLC Yields History • Key Field Change Requests • Potential Duplicates • Producer Change History Report • Reconstitution Reports.

185 CRM Worklist

A Overview

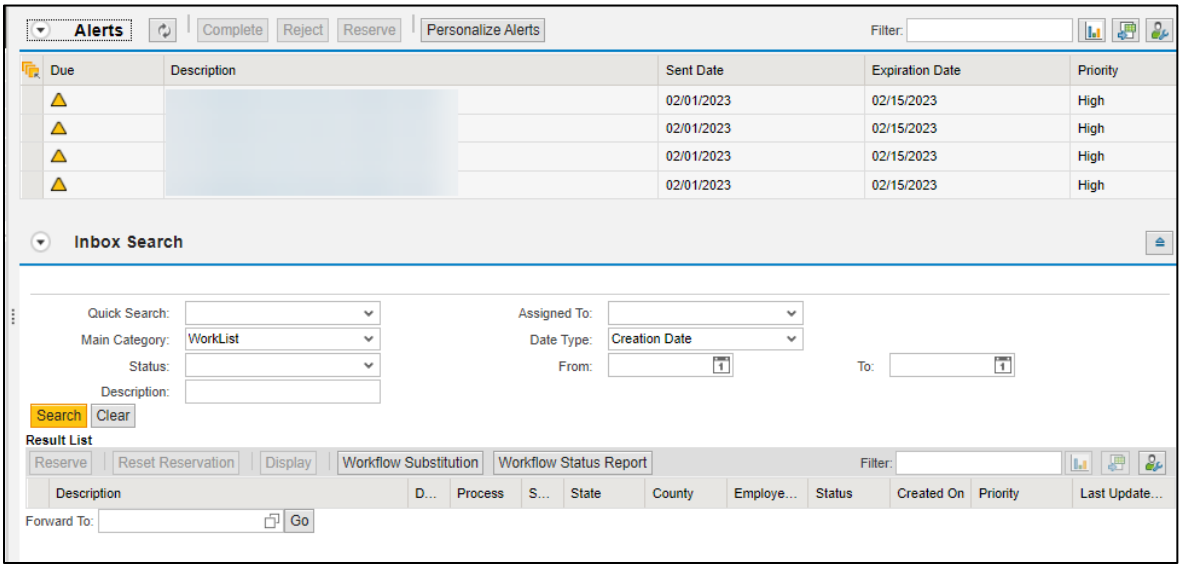
The CRM Worklist contains notifications for both alerts and workflow tasks. The intention of an alert is to notify the recipient about a change or requested change to records. The intention of a workflow task is to notify the recipient about a change, or requested change, to customer data and allow the user to act upon the requested change directly from the workflow. Alerts and workflows are generated for Farm Combinations, Farm Divisions, Transfers, CCC-505's, CCC-517's, CCC-867, allocation of CRP acres, Key Field Change requests, and Date of Death (DOD) approvals.

The Worklist also allows users to establish and manage user substitutions. Substitutions must be established to ensure workflows tasks are completed in a timely manner. See paragraph 186 for guidance on establishing substitutions.

B Example

Following is an example of the CRM Worklist.

*--



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185 CRM Worklist (Continued)

C Action

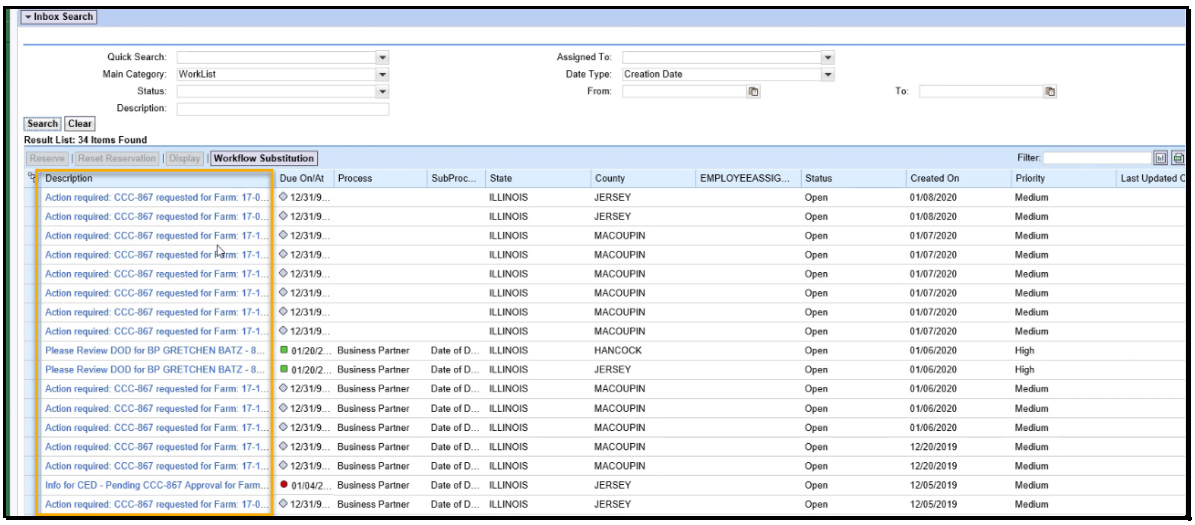
Instructions for completing specific workflow tasks from the CRM Worklist are provided in the applicable paragraphs in 10-CM and 11-CM.

D Managing Workflows

Due to the number of workflows potentially generated for a Grantor Process Manager (GPM) and the possibility that a GPM is in the manager role for multiple counties, the following instructions will assist users with sorting or finding a specific workflow to act on.

Customizing the Result List:

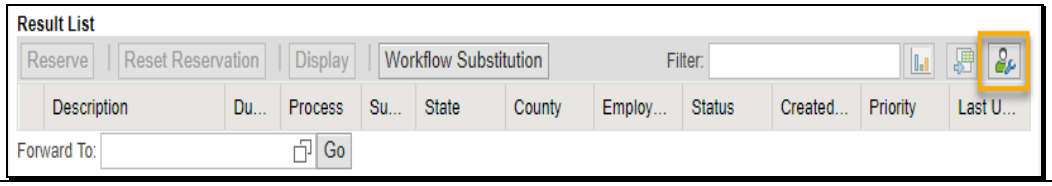
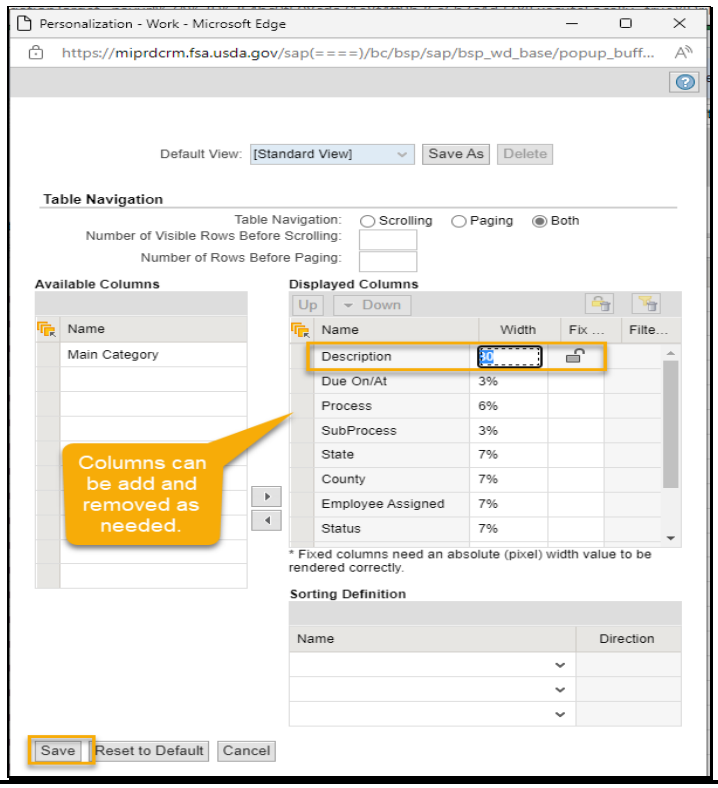
If the entire "Description" entry column is truncated so details of the workflow are not displayed for the worklist items, users may personalize the screen to better view the items. Follow displays a truncated workflow description.



185 CRM Worklist (Continued)

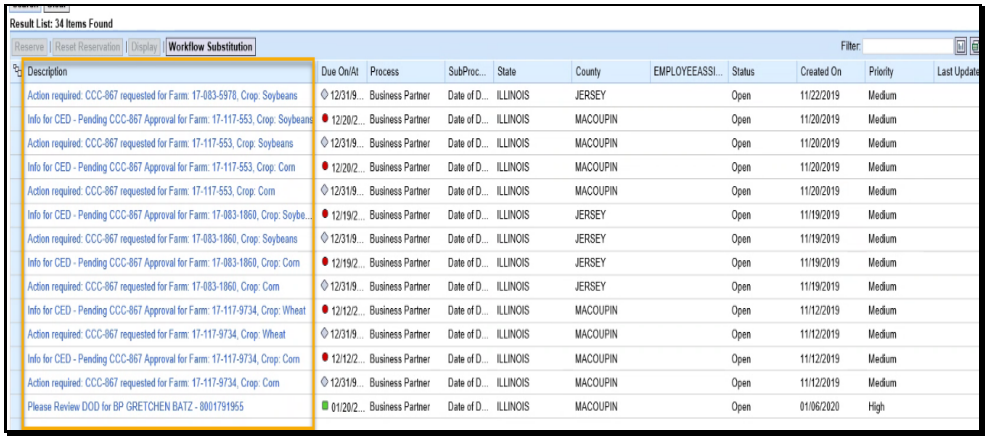
D Managing Workflows (Continued)

Following provides steps for modifying the description:

Step	Instructions
1	CLICK **"Personalize"** icon at the top right of the Results window (wrench icon) 
2	Within the Personalization window, modify the Displayed Columns and the Width to display all data needed. **Note:** The settings may not be the same for all workstations. Modifying the displayed columns and width percentages may require some trial and error to obtain the preferred settings for each specific user or machine. For the following screen prints, the Description column width was set to "30%" to successfully display the entire description in the results window. 

185 CRM Worklist (Continued)

D Managing Workflows (Continued)

Step	Instructions
3	CLICK **"Save"** to commit the modifications and view the changes in the display. Continue adjusting the personalization until the Results List displays as needed to view all data. Display results after personalization. 

Result List: 34 Items Found

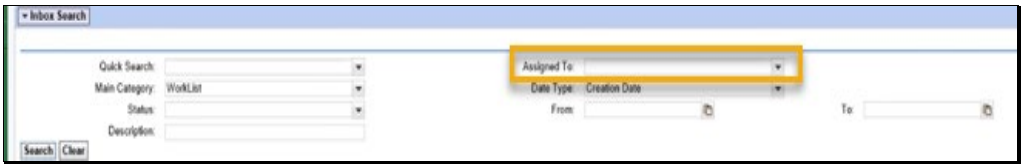
Reserve | Reset Reservation | Display | Workflow Substitution | Filter:

Description	Due On/At	Process	SubProc...	State	County	EMPLOYEEASSI...	Status	Created On	Priority	Last Updat
Action required: CCC-867 requested for Farm: 17-083-5978, Crop: Soybeans	12/31/9...	Business Partner	Date of D...	ILLINOIS	JERSEY		Open	11/22/2019	Medium	
Info for CED - Pending CCC-867 Approval for Farm: 17-117-553, Crop: Soybeans	12/20/2...	Business Partner	Date of D...	ILLINOIS	MACOUPIN		Open	11/20/2019	Medium	
Action required: CCC-867 requested for Farm: 17-117-553, Crop: Soybeans	12/31/9...	Business Partner	Date of D...	ILLINOIS	MACOUPIN		Open	11/20/2019	Medium	
Info for CED - Pending CCC-867 Approval for Farm: 17-117-553, Crop: Corn	12/20/2...	Business Partner	Date of D...	ILLINOIS	MACOUPIN		Open	11/20/2019	Medium	
Action required: CCC-867 requested for Farm: 17-117-553, Crop: Corn	12/31/9...	Business Partner	Date of D...	ILLINOIS	MACOUPIN		Open	11/20/2019	Medium	
Info for CED - Pending CCC-867 Approval for Farm: 17-083-1860, Crop: Soybe...	12/19/2...	Business Partner	Date of D...	ILLINOIS	JERSEY		Open	11/19/2019	Medium	
Action required: CCC-867 requested for Farm: 17-083-1860, Crop: Soybeans	12/31/9...	Business Partner	Date of D...	ILLINOIS	JERSEY		Open	11/19/2019	Medium	
Info for CED - Pending CCC-867 Approval for Farm: 17-083-1860, Crop: Corn	12/19/2...	Business Partner	Date of D...	ILLINOIS	JERSEY		Open	11/19/2019	Medium	
Action required: CCC-867 requested for Farm: 17-083-1860, Crop: Corn	12/31/9...	Business Partner	Date of D...	ILLINOIS	JERSEY		Open	11/19/2019	Medium	
Info for CED - Pending CCC-867 Approval for Farm: 17-117-9734, Crop: Wheat	12/12/2...	Business Partner	Date of D...	ILLINOIS	MACOUPIN		Open	11/12/2019	Medium	
Action required: CCC-867 requested for Farm: 17-117-9734, Crop: Wheat	12/31/9...	Business Partner	Date of D...	ILLINOIS	MACOUPIN		Open	11/12/2019	Medium	
Info for CED - Pending CCC-867 Approval for Farm: 17-117-9734, Crop: Corn	12/12/2...	Business Partner	Date of D...	ILLINOIS	MACOUPIN		Open	11/12/2019	Medium	
Action required: CCC-867 requested for Farm: 17-117-9734, Crop: Corn	12/31/9...	Business Partner	Date of D...	ILLINOIS	MACOUPIN		Open	11/12/2019	Medium	
Please Review DOD for BP GRETCHEN BATZ - 8001791955	01/20/2...	Business Partner	Date of D...	ILLINOIS	MACOUPIN		Open	01/06/2020	High	

185 CRM Worklist (Continued)

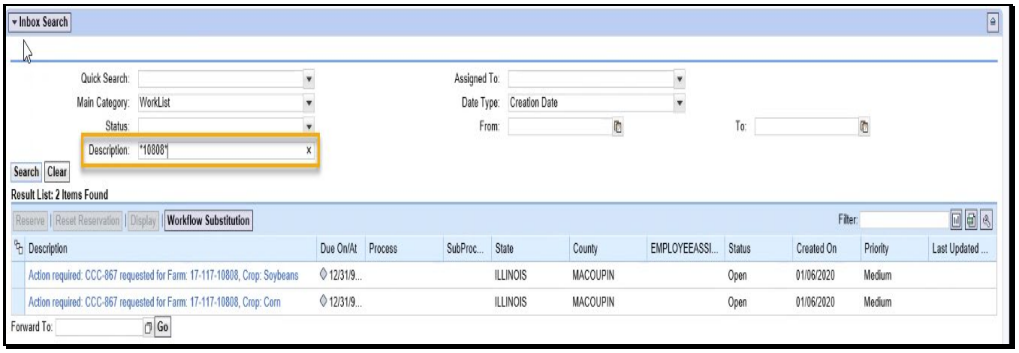
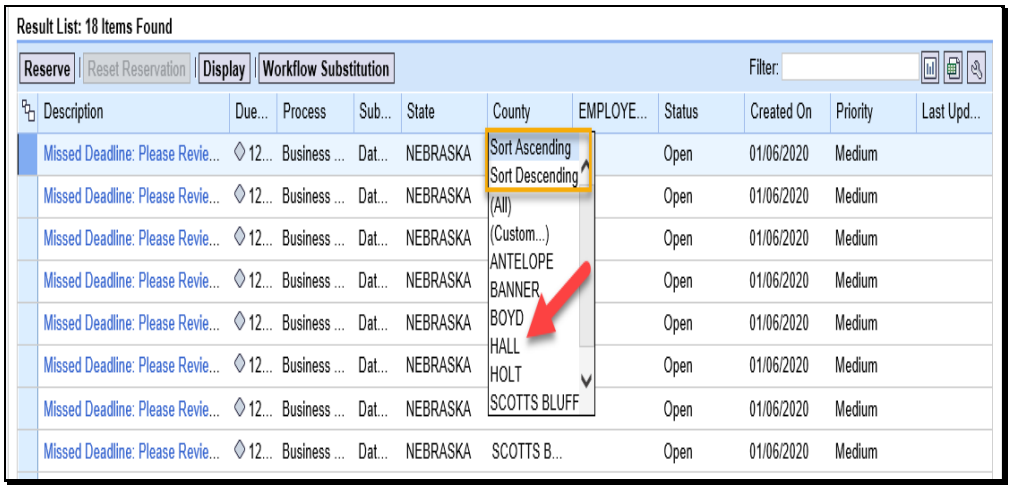
D Managing Workflows (Continued)

For the **Workflow Search and Sort Function,** use the **"Assigned To"** and the **"Description"** search options to find specific workflows.

Options	Search Instructions
1	**Using the "Assigned To" search option.** For workflow recipients that receive workflows for multiple servicing offices, the "Assigned To" search option can be used to filter workflow results to a specific servicing county. • CLICK the drop-down menu to select a specific County Office • CLICK **"Search"** to filter the workflow results to the workflows associated with that County Office.  **Note**: The "Assigned To" search option will return workflows generated for a servicing center. If that servicing County Office administers multiple counties within that service center, the search results will show all associated county workflows. This **cannot** be further filtered through the "Assigned To" search. Use other options available detailed below.

185 CRM Worklist (Continued)

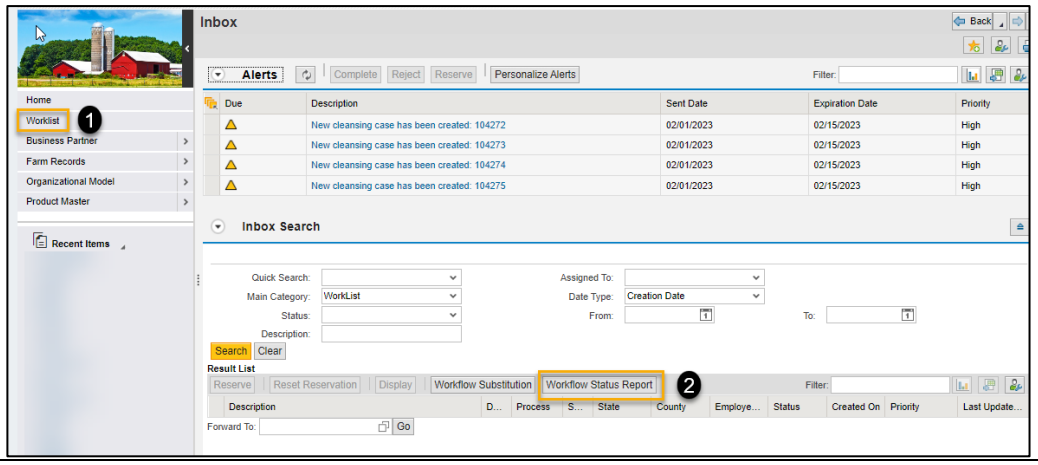
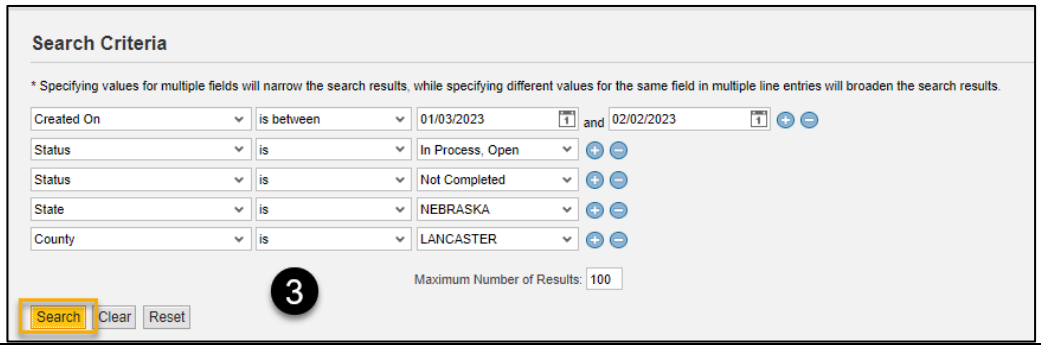
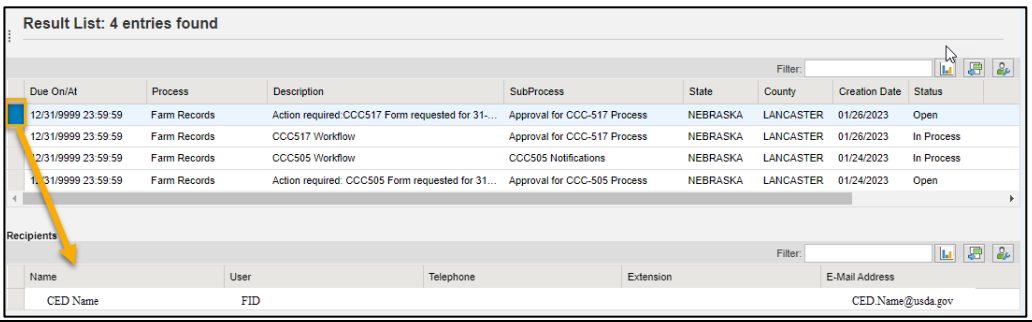
D Managing Workflows (Continued)

Options	Search Instructions
2	**Using the "Description" search option:** Use a wildcard (*) in the "Description" search will help find a specific workflow. For example, if needing to find workflows for a specific farm, use the wildcard before and after the farm number to return any workflows associated with the entered farm number. Below shows how to identify all workflows associated with FSN 10808 using ***10808*** as the entered search criteria:  Using the wildcard within the Description search can also help find specific workflows by type if looking for all reconstitutions, transfers, base adjustments, DOD, or yield updates or find all workflows for a county by adding the State and county code within the search criteria. Users should experiment with the wildcard search options to identify what works best to find a specific workflow or type of workflows.
--3--	**Using the "Sort and Filter" search options** In the Results List, data may be sorted as needed. Clicking on any column header will allow a selection of sort and filter options. For example, clicking on the "County" column will allow the data to be sorted or filtered by county. 

185 CRM Worklist (Continued)

*--E Workflow Status Report

State Office employees with the Grantor Process Specialist – All can access the "Workflow Status Report" from the Worklist page to search for pending workflows and identify who has been assigned. Access and generate the report according to the following.

Step	Instructions
1	CLICK "**Worklist**" link from the left navigation menu.
2	CLICK "**Workflow Status Report**". 
3	Enter the applicable search criteria and CLICK "**Search**". 
4	To identify the recipient of a workflow populated in the "Results List "assignment block, select the listed entry and view the assigned employee(s) in the "Recipients" assignment block. 

--*

186 Designating a Substitute for Farm Records Worklist Items

A Overview

All users in the Grantor Process Manager role are required to establish a substitute in the system to ensure that no workflows are missed if the manager is either unexpectedly out of the office or out of the office for a long period of time. The "Workflow Substitution" option allows users to view and manage substitutions established to and from other users.

Farm records workflow tasks are generated during:

- farm level reconstitutions
- farm transfers
- automated CCC-517
- automated CCC-505
- CCC-867 processes
- farm in-activations.

Farm records notification e-mails are generated after the completion of:

- reconstitutions
- approved CCC-867's
- program election updates received from the ARC/PLC applications.

Recipients of these workflows and notifications are determined based on the employee's designation within CRM Organizational Structure. Potential recipients of the various workflows include SED's, Program Specialists, 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 a worklist item executes a decision already determined on the application form and must be supported by the paper copy of the document that has been approved by the designated approval authority, or an individual with properly delegated approval authority. See Exhibit 1 for information on redelegations of authority.

Notes: All approving officials in CRM (CED's, Acting CED's, DD's, Acting DD's, SED'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.

Once a substitute is established, only workflows and alerts generated from the system after the activation are received by the substitute. Substitutes will not receive workflows and alerts generated prior to the substitution being established or activated.

186 Designating a Substitute for Farm Records Worklist Items (Continued)

A Overview (Continued)

Substitutes are created through the "Worklist" link in CRM@FSA or through the Universal Worklist available in the MIDAS Portal. Using CRM@FSA is the recommended method to view, create, or modify substitutions. See instructions in subparagraph D. Instructions for establishing substitutes through the Universal Worklist are provided in Exhibit 26. Additional functionality for editing substitutions of any user has been established for State Office users with the Grantor Process Specialist – All role. See instructions in subparagraph F.

When establishing a substitution, the grantor can either:

- make the substitution immediately active and the recipient will receive all workflows workflows and notification generated from that time forward. In the Universal worklist this is the "Receives My Task" Option; **or**

- create the substitution but not make it active, allowing the substitute to manually enable when needed. In the Universal worklist this is the "Fill In For Me" option.

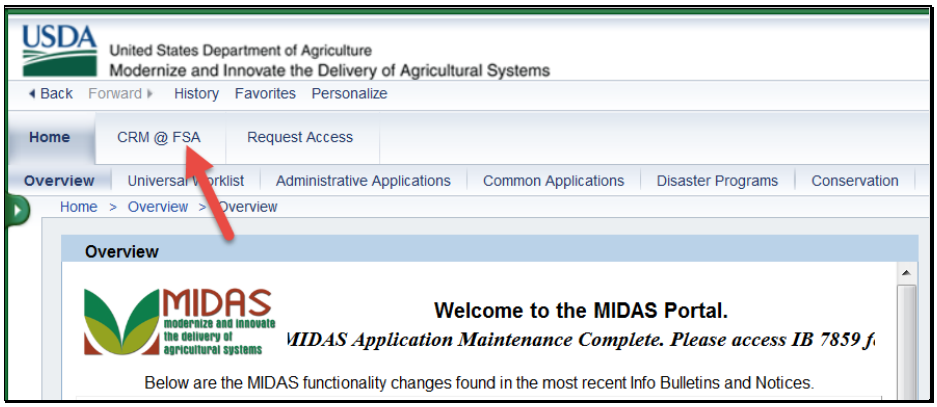
Note: The grantor may designate an effective start date and/or an effective end date for the duration of the substitution as applicable.

Establishing a substitute does not prevent the designated approving official 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.

186 Designating a Substitute for Farm Records Worklist Items (Continued)

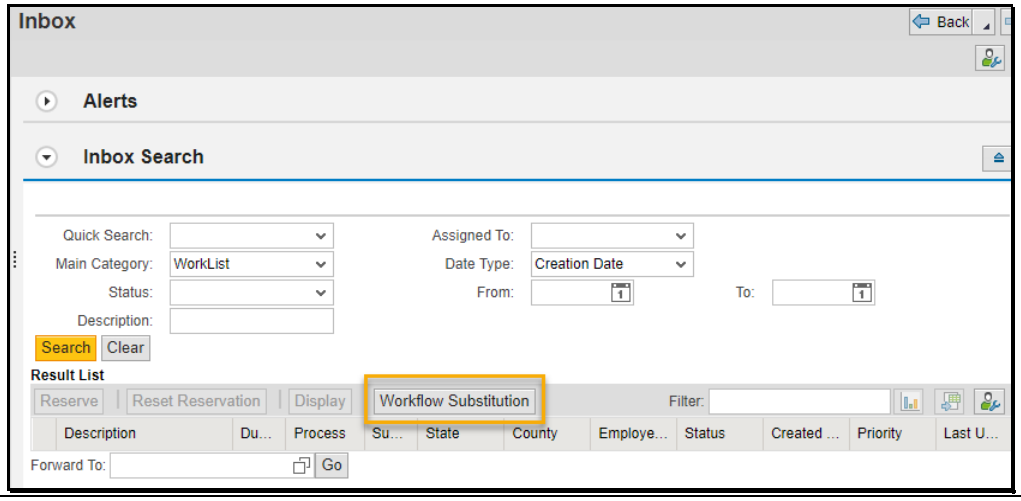
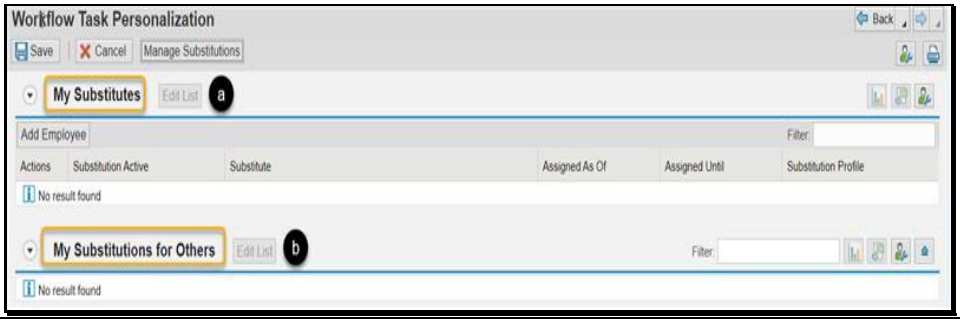
B Designating a Substitute Through the CRM Worklist (Recommended Method)

Substitutions can be designated through the Worklist link on the CRM@FSA homepage. This is the preferred method to designate, view, and maintain substitutions. Following are instructions for viewing, creating, and modifying a substitute.

Step	Action
1	CLICK "**CRM@FSA**" on the MIDAS Portal page. 
2	CLICK "**Worklist**" on the Navigation Bar. 

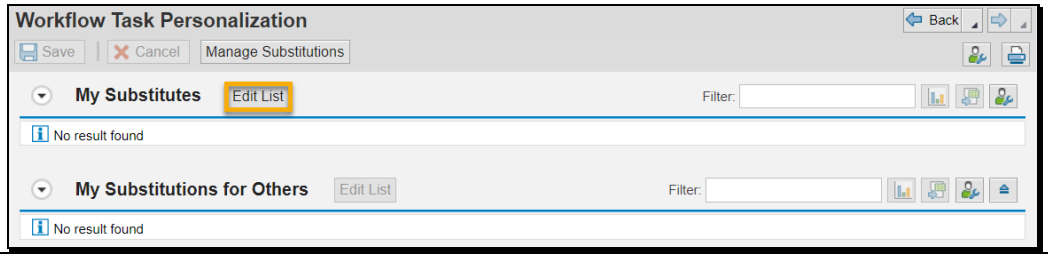
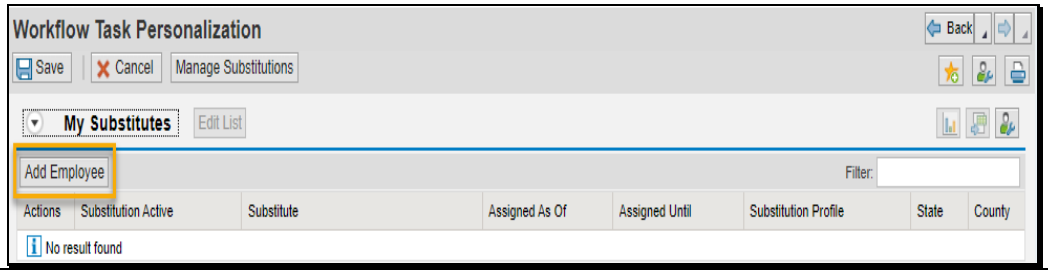
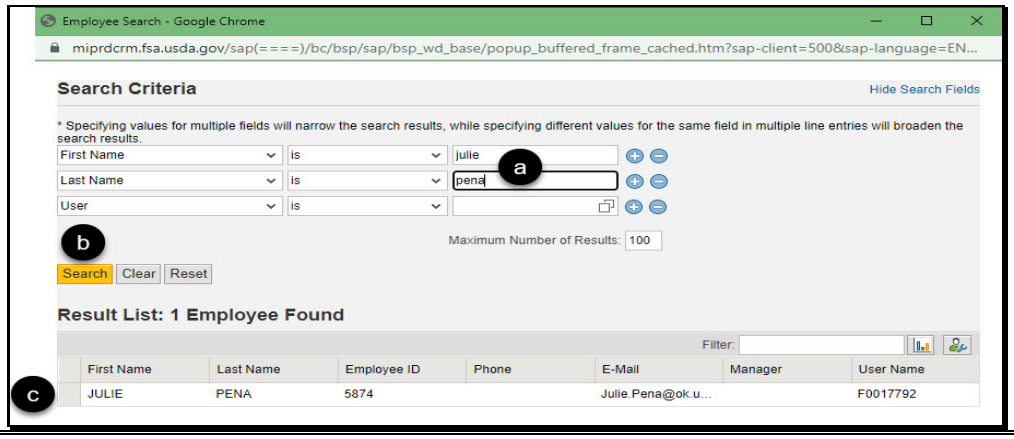
186 Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the CRM Worklist (Continued)

Step	Action
3	CLICK "**Workflow Substitution**" in the "Worklist Inbox" window. 
4	The "Workflow Task Personalization" Screen will be displayed. • "My Substitutes" – displays substitutions granted to other users. Substitutions can be added or modified using the "Edit List" icon. • "My Substitutions for Others" – displays substitutions granted to the employee from other users. The grantee has limited options to edit substitutions granted depending on how the substitution was established. The grantee can enable or disable the substitution if the substitution was not automatically activated by the grantor. The user cannot delete or modify the ethe type of substitution granted. Any changes needed to the substitution must be completed by the grantor that established the substitution. 

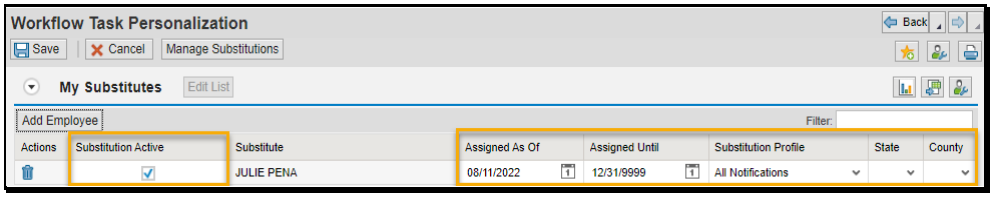
186 Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the CRM Worklist (Continued)

Step	Action
5	CLICK "**Edit List**" next to My Substitutions to create a new substitution or modify an existing substitution. 
6	CLICK "**Add Employee**" to create a new substitution. 
7	Search for the employee using the Search Criteria window: • enter the employee's name or User ID if known in the search menu • CLICK "Search" or PRESS "**Enter**" on the keyboard to return the search results • in the Results List, click the selection box for the user. 

186 Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the CRM Worklist (Continued)

Step	Action
8	The selected user is added under My Substitutions with the following default settings. • Substitution Active defaults to checked indicating the substitution is automatically enabled. The substitute will automatically start to receive any new workflows generated. Unchecking the box will allow the substitution to be established but the substitute will not start receiving workflows or alerts. The substitute has control to start receiving the workflows and alerts at any time by checking the "Substitution Active" option. See subparagraph D to activate the substitution.  • Assigned As Of – defaults to current date the substitution is added. This can be modified if the substitution is to take effect on a future date. Only current or future dates can be entered. • Assigned Until – defaults to "12/31/9999". This date can be modified if the substitution is temporary, and the task will end on a known specific date.

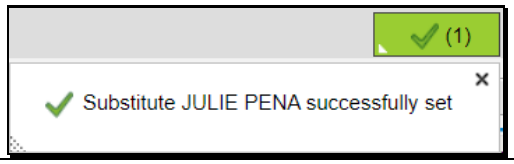
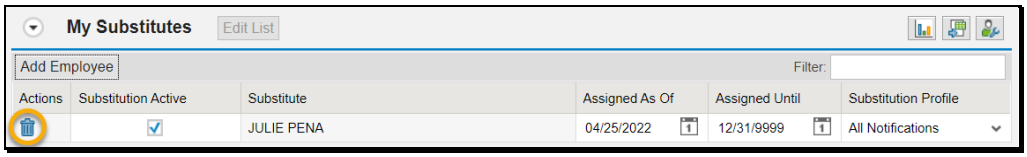
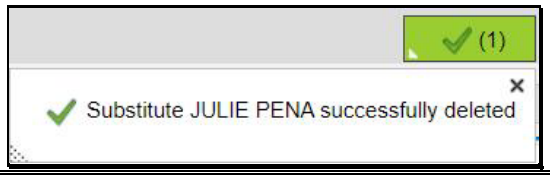
186 Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the CRM Worklist (Continued)

Step	Action
8 (cont.)	• Substitution Profile – defaults to "All Notifications". This indicates the substitution will receive all worklist items and alerts generated for the user granting the substitution. This can be modified to only generate workflows and alerts for specific tasks including: • All Notifications • All BP WF Tasks • BP DOD Notifications • BP KFC Notifications • FR SED Transferring Cty • FR 45 Day Missed Deadline • FR CCC-505 Approval Task • FR CCC-517 Approval Task • All FR WF Tasks • FR CCC505 Notifications • FR CCC517 Notifications • FR CED Receiving Cty • FR CED Transferring Cty • FR Contract Updates • FR RECON Notifications • FR SED Receiving Cty. **Note:** The above lists all available substitution tasks but will vary depending on user role. • State – Defaults to blank. A blank entry indicates that the substitute will receive all generated workflows in all States associated with the user granting the subsitute. Selection of a State will limit the substitute to only receive workflows generated for the selected State. • County – Defaults to blank. A blank entry indicates that the substitute will receive all generated workflows in all counties associated with the user granting the subsitute. Selection of a county will limit the substitute to only receive workflows generated for the selected county. **Note:** Selection of State and county may be beneficial for approving officials that manage multiple counties. Substitutes can be established to only receive workflows generated for a specific county.

186 Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the CRM Worklist (Continued)

Step	Action
9	CLICK "**Save**". The following verification message will be displayed. 
10	To delete an established substitute, CLICK "**Delete**" (trash can) at the beginning the substitute entry.  CLICK "Save". The following verification message will be displayed. 

186 Designating a Substitute for Farm Records Worklist Items (Continued)

C Available Task Sets (Substitution Profiles) for Farm Records

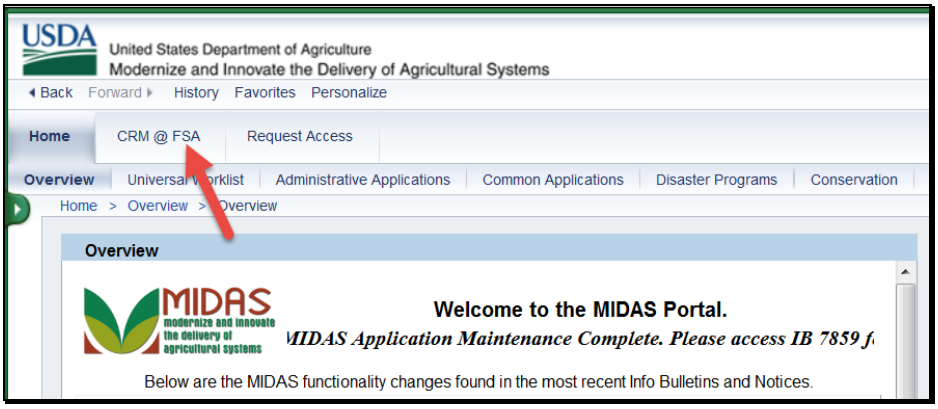
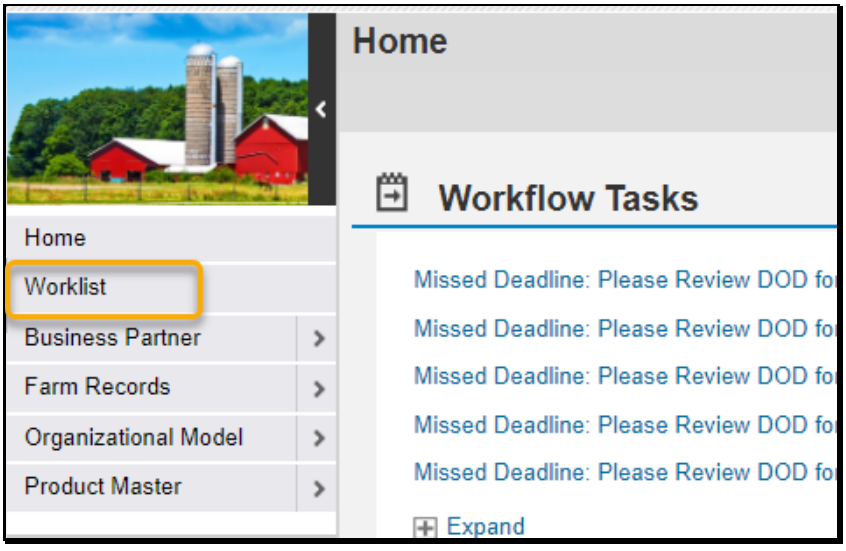
The following table provides tasks applicable to Farm Records that are available when establishing a substitution rule. Use "All – All Notification" to allow the established substitute to receive all workflows, alerts, and emails generated in all program areas.

Substitution Rule	Task Description
FR_ALL – All FR WF Tasks	Allows the substitute to approve all reconstitution and transfer workflows and receive associated notifications.
ALL – All Notifications	Allows the substitute to approve all FR and BP workflows and receive all FR and BP notifications.
FR_45D_WAIT – FR 45 Day Missed Deadline	Allows the substitute to receive notifications when a reconstitution is cancelled because it was not approved within the allotted 45-day timeframe.
FR_505_APPR – FR CCC-505 Approval Task	Allows the substitute to approve CCC-505 Base Reduction workflows.
FR_517_APPR – FR CCC-517 Approval Task	Allows the substitute to approve CCC-517 Base Redistribution workflows.
FR_CCC505 - FR CCC505 Notifications	Allows the substitute to receive notifications of upcoming or missed CCC-505 deadlines. This does not allow the substitute to approve CCC-505 Base Reduction workflows.
FR_CCC517 – FR CCC517 Notifications	Allows the substitute to receive notifications of upcoming or missed CCC-517 deadlines. This does not allow the substitute to approve CCC-517 Base Redistribution workflows.
FR_CED_NEW - FR CED Receiving Cty	Allows the substitute to approve in-transfers for the receiving county.
FR_CED_OLD - FR CED Transferring Cty	Allows the substitute to approve out-transfers for the transferring county.
FR _CRP – FR Contract Updates	Allows the substitute to process CRP Cropland Workflows when revised CRP Cropland or CRP MPL values are received from CCMS.
FR_RECON - FR RECON Notifications	Allows the substitute to extend the reconstitution approval deadline for an additional 45 days.
FR_SED_OLD - SED Receiving Cty	Allows the substitute to approve State-to-State farm transfer workflows for the receiving State.
FR-SED_NEW - FR SED Transferring Cty	Allows the substitute to approve State-to-State farm transfer workflows for the transferring State.

186 Designating a Substitute for Farm Records Worklist Items (Continued)

D Manually Activating a Substitution

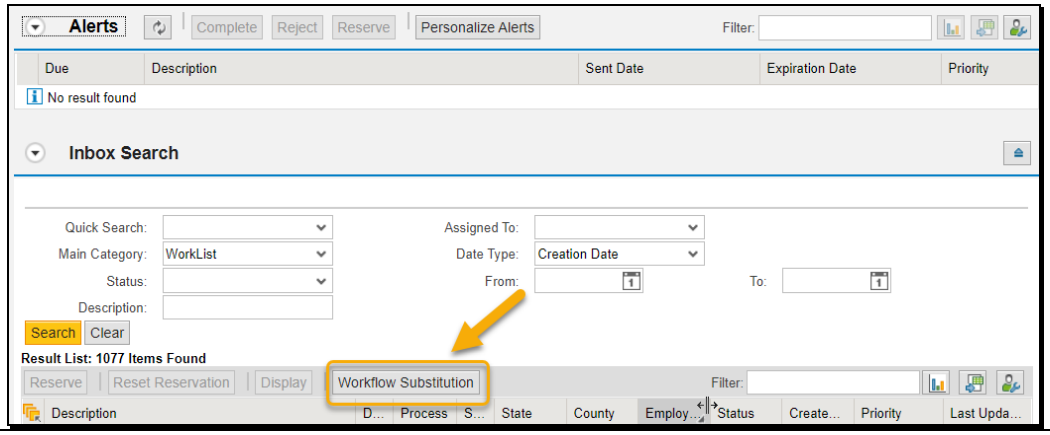
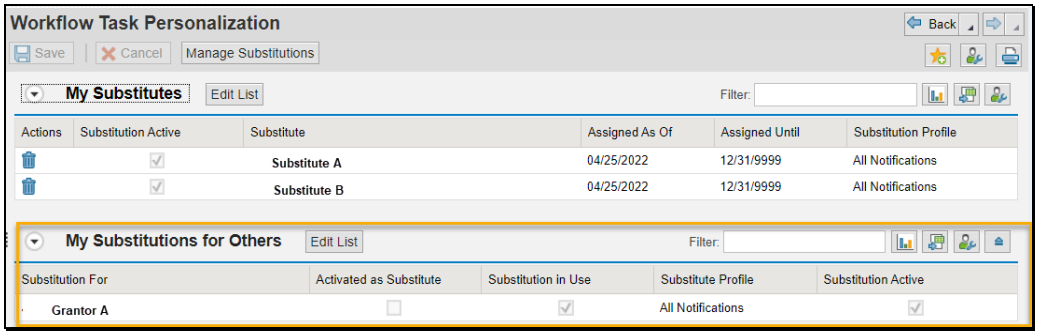
If a substitution is not active, the grantee will not receive workflows and notifications on behalf of the grantor until the substitution is activated. The following are steps completed by the grantee to activate the substitution.

Step	Action
1	CLICK "**CRM@FSA**" on the MIDAS Portal page. 
2	CLICK "**Worklist**" on the CRM@FSA homepage. 

186 Designating a Substitute for Farm Records Worklist Items (Continued)

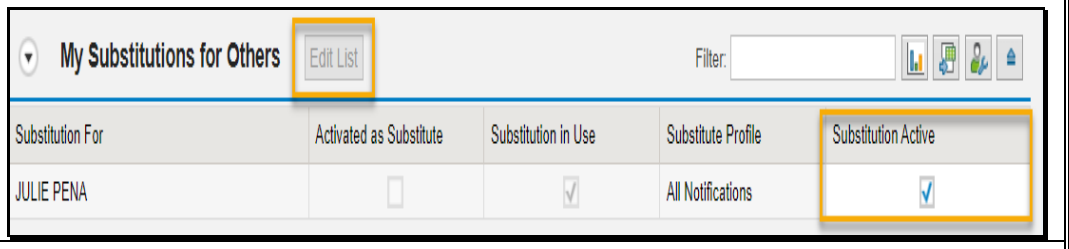
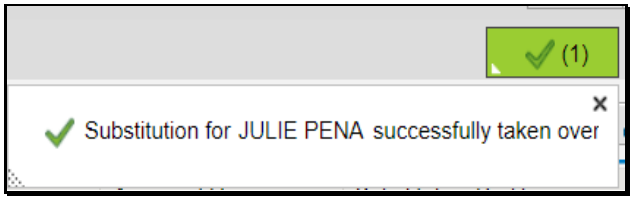
D Manually Activating a Substitution (Continued)

If a substitution is not active, the grantee will not receive workflows and notifications on behalf of the grantor until the substitution is activated. The following are steps completed by the grantee to activate the substitution.

Step	Action
3	CLICK **"Workflow Substitution"**. 
4	To view or modify personal substitutions set by another user, access the "My Substitutions for Others" listing.  Modifications to a substitution granted by another user are limited to enabling or disabling the "Substitution Active" box. • If the substitution was activated by the grantor, the "Activated as Substitute" box and the "Substitution Active" is checked and cannot be modified by the established substitute. • If the substitution was not activated by the grantor, the "Activate as Substitute" box is unchecked, and the substitute can enable or disable the substitutions as needed using the "Substitution Active" box.

186 Designating a Substitute for Farm Records Worklist Items (Continued)

D Manually Activating a Substitution (Continued)

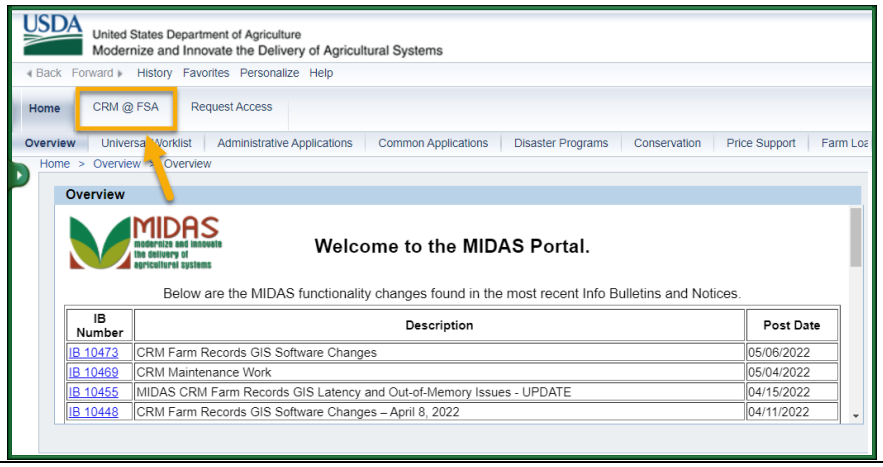
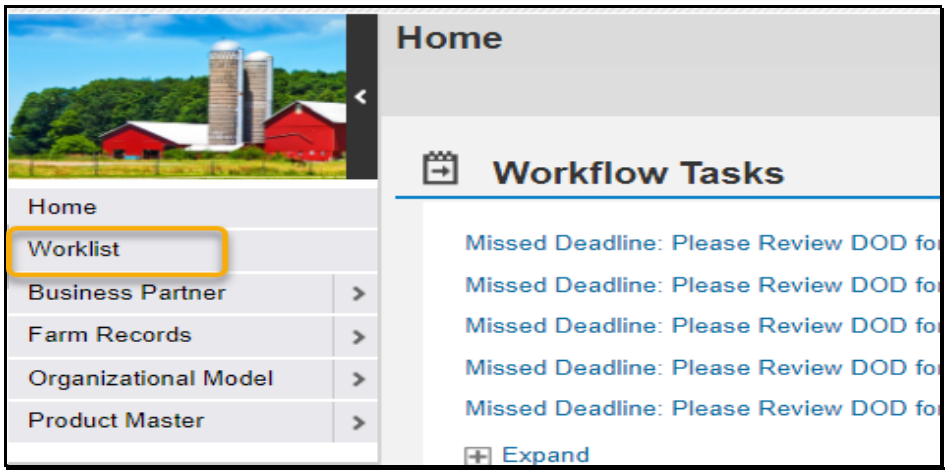
Step	Action
5	To enable or disable the substitution actions, CLICK **"Edit List"**. • CHECK the box under **"Substitution Active"** to enable the substitution and start receiving workflows tasks and alerts. • UNCHECK the box under **"Substitution Active"** to disable and stop receiving the workflow tasks and alerts. 
6	CLICK **"Save"** to save the changes. 

186 Designating a Substitute for Farm Records Worklist Items (Continued)

E Viewing and Editing Substitutions by Authorized State Office and National Office CRM Roles

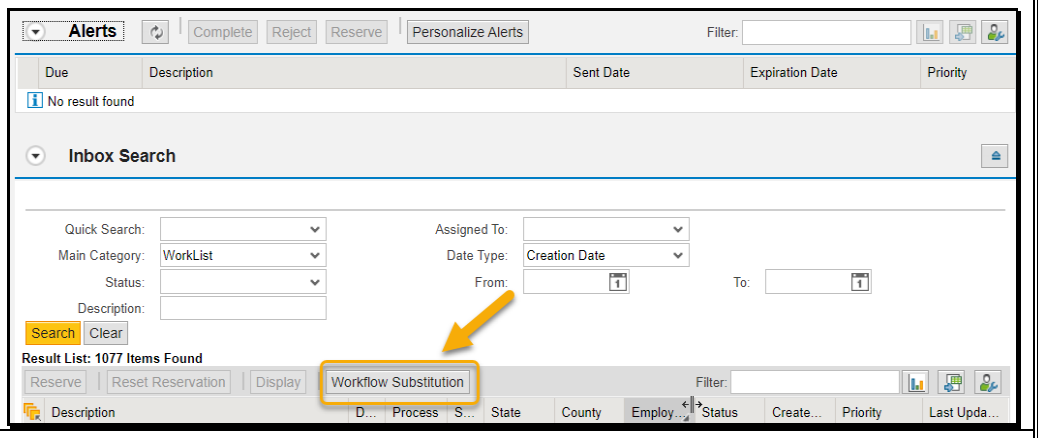
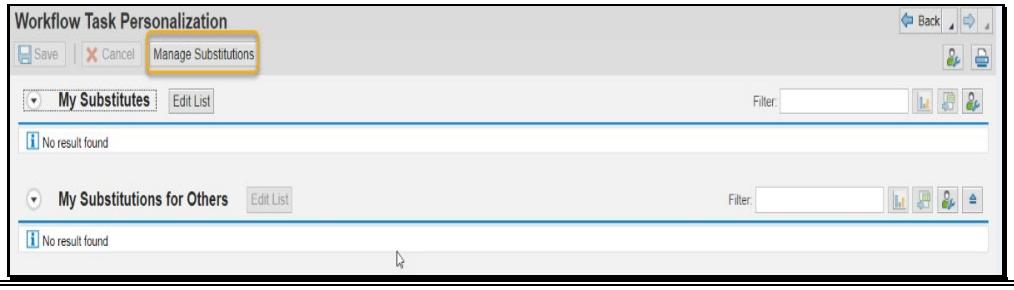
Users with the "Grantor Process Specialist – All" (GPS-All) or the "Grantor Process Expert – All" (GPE-All) role can access and edit substitutions for any user nationwide.

To access and edit another user's substitutions complete the following.

Step	Action
1	CLICK **"CRM@FSA"** on the MIDAS Portal page. 
2	CLICK **"Worklist"** on the Navigation Bar. 

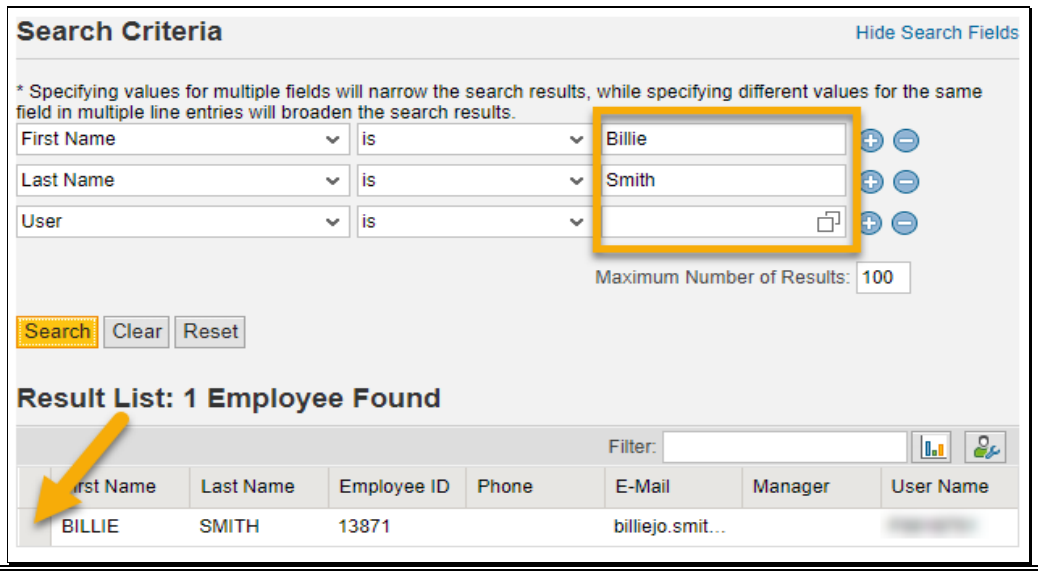
186 Designating a Substitute for Farm Records Worklist Items (Continued)

E Viewing and Editing Substitutions by Authorized State Office and National Office CRM Roles (Continued)

Step	Action
3	CLICK **"Workflow Substitution"**. 
4	CLICK **"Manage Substitutions"**. 

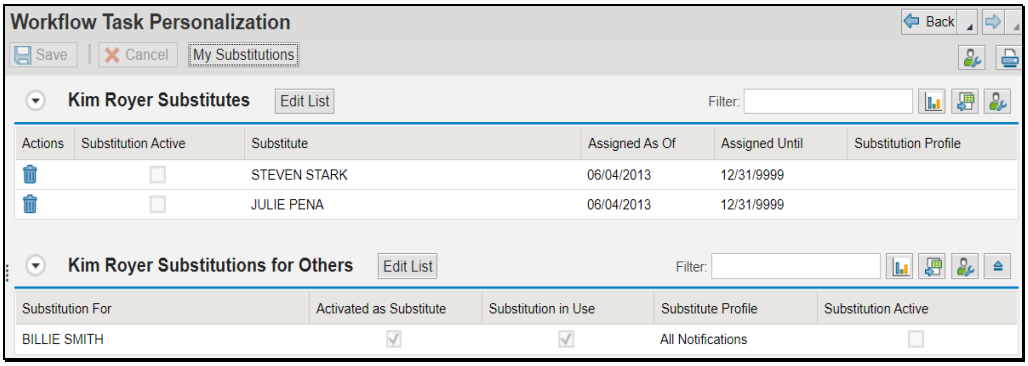
186 Designating a Substitute for Farm Records Worklist Items (Continued)

F Viewing and Editing Substitutions by Authorized State Office and National Office CRM Roles (Continued)

Step	Action
5	Search for the employee using the Search Criteria window. • Enter the employee's name or User ID if known in the search menu. • CLICK **"Search"** or PRESS **"Enter"** on the keyboard to return the search results. • In the Results List, click the selection box for the user. 

186 Designating a Substitute for Farm Records Worklist Items (Continued)

F Viewing and Editing Substitutions by Authorized State Office and National Office CRM Roles (Continued)

Step	Action
6	Upon selection of an employee, the Workflow Task Personalization Screen will switch to the selected employee's substitutions. In the example below the first section lists the substitutes for Kim Royer (the selected employee). The second section lists those who have established Kim Royer as a substitute. 
7	To add or modify substitutions use the instructions in subparagraph B.

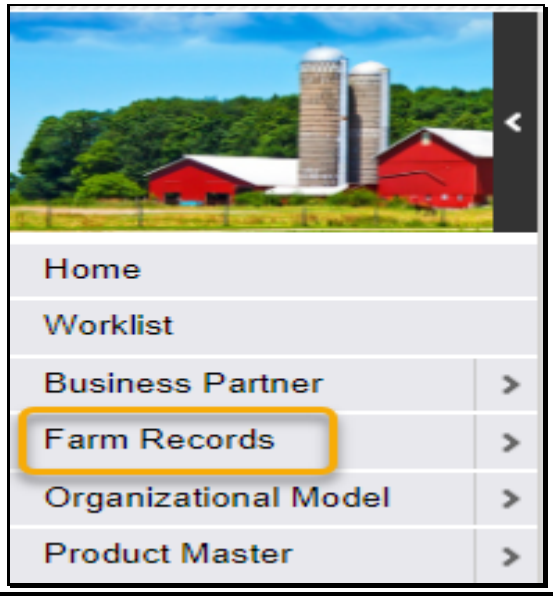
187 CRM Farm Records Access

A Overview

--CRM Farm Records is accessed to view and update farm, tract, and field data for current and prior years.--

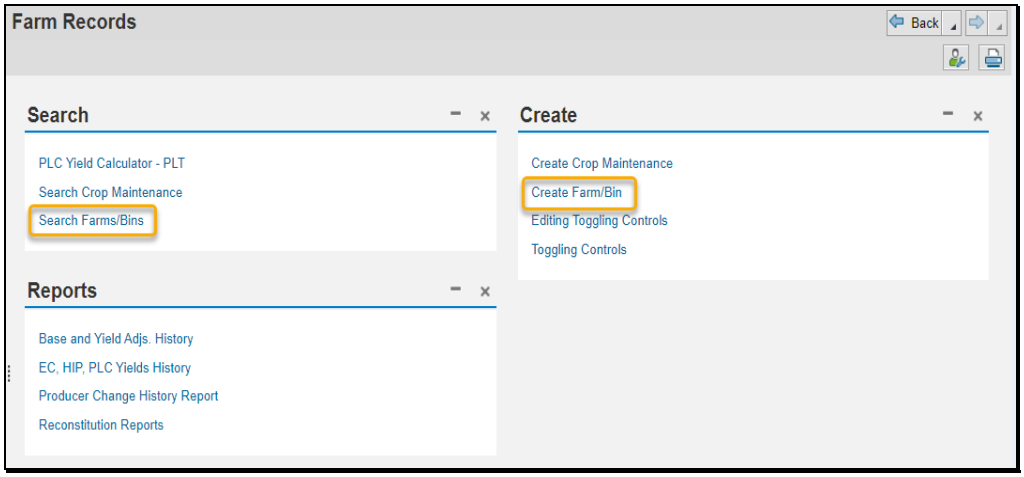
B Action

The following table provides instructions to access Farm Records from the CRM Home page.

Step	Action
1	CLICK "**Farm Records**". 

187 CRM Farm Records Access (Continued)

C Action (Continued)

Step	Action
2	The Farm Records screen will appear. This screen provides one method of accessing the Search and Create screens. Reports can only be accessed here. **Notes:** See Part 7, Section 4 for more detailed instructions on farm creation. See Part 7, Sections 5 and 7 for more detailed instructions on reports.  **Note:** Screen options will depend on user role.

188 CRM Farm Records Search

A Overview

--CRM allows users to search for farm records to identify specific farms meeting the entered-- search criteria. There are many ways to use the search criteria and multiple search levels to expand or narrow desired results.

The Search Criteria defines how the search is performed. The Results table lists the number of records found based on the criteria entered. There are five "Search For" level options:

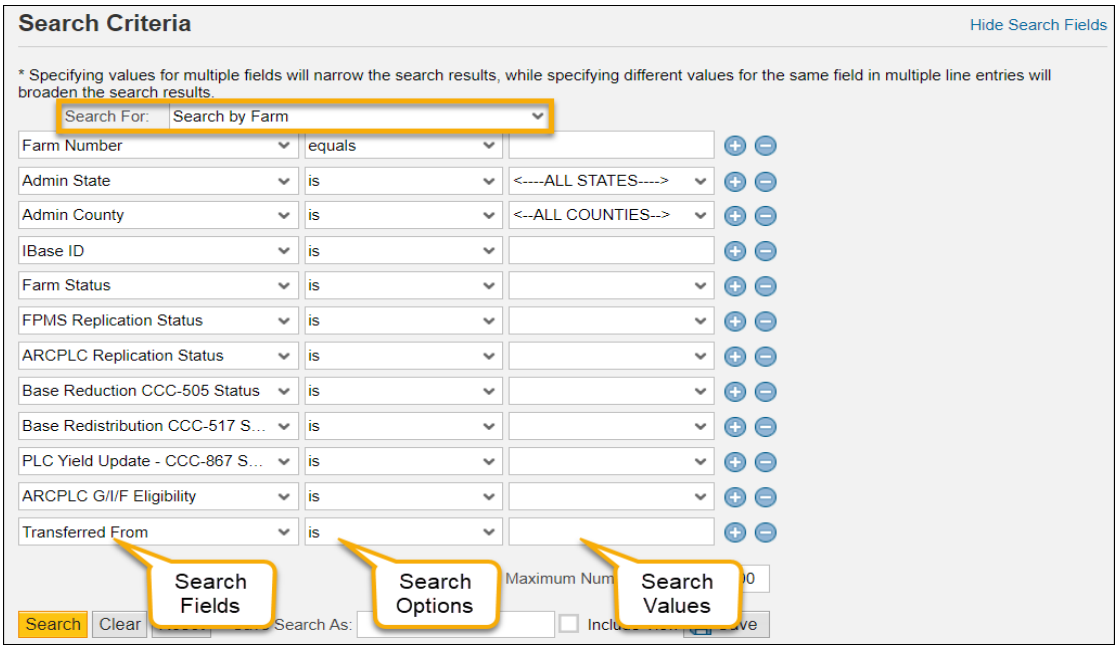
- Search by Farm
- Search by Field
- Search by Operator
- Search by Owner/OT
- Search by Tract.

Within each "Search For" option level multiple searchable attributes are available.

188 CRM Farm Records Search (Continued)

B Examples

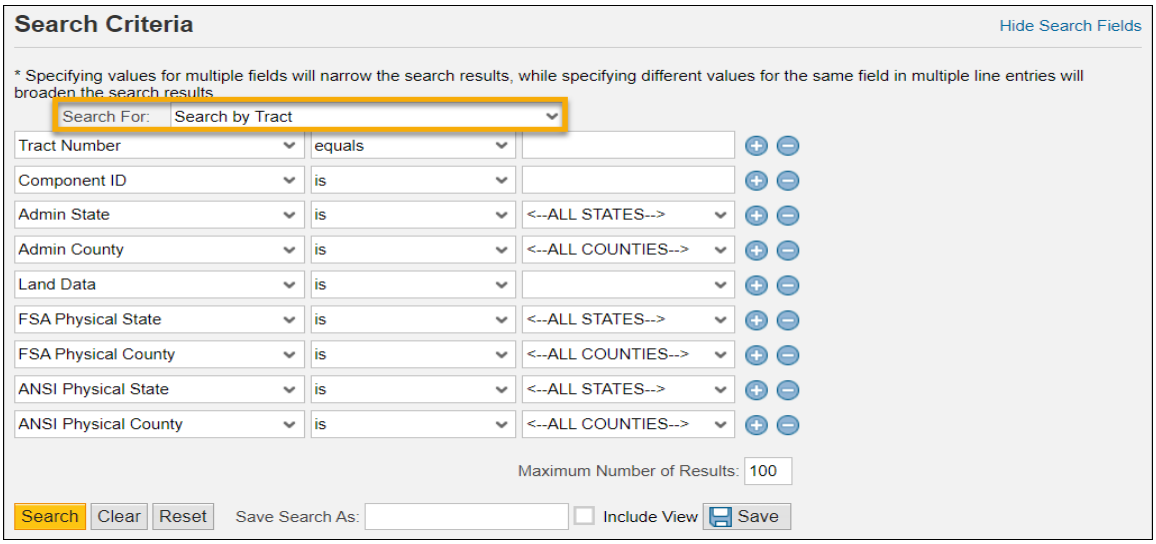
Following is an example of the "Search by Farm" options in the Search Criteria Menu.



188 CRM Farm Records Search (Continued)

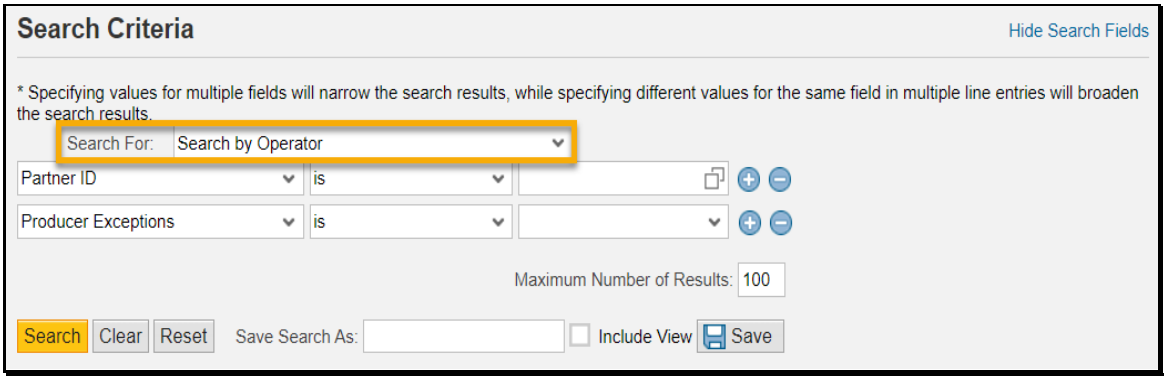
B Examples (Continued)

Following is an example of the "Search by Tract" options in the Search Criteria Menu.



Following is an example of the "Search by Operator" options in the Search Criteria Menu.

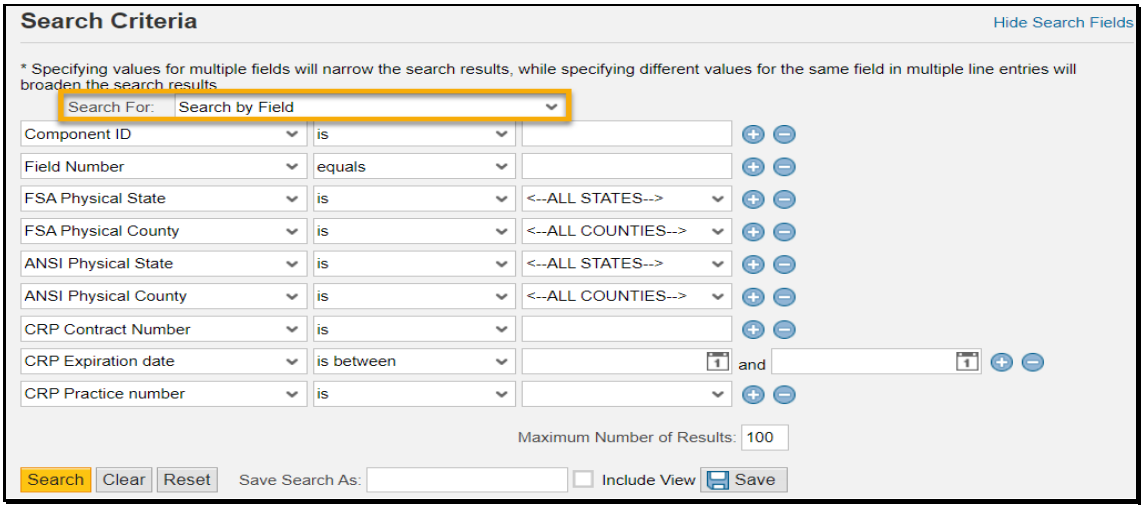
Note: The "Search by Owner/OT" option is similar to the "Search by Operator" option.



188 CRM Farm Records Search (Continued)

B Examples (Continued)

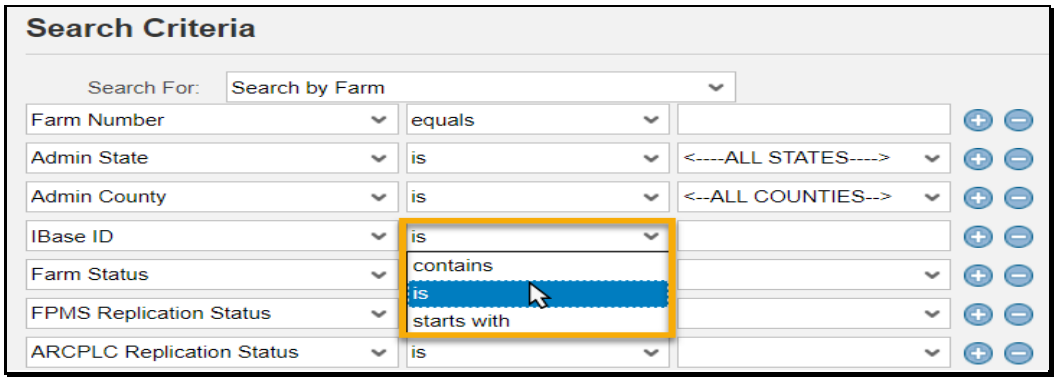
Following is an example of the "Search by Field" options in the Search Criteria Menu.



C Search Options: Is/Contains/Starts With

When searching for specific field search criteria, the following options are available to select.

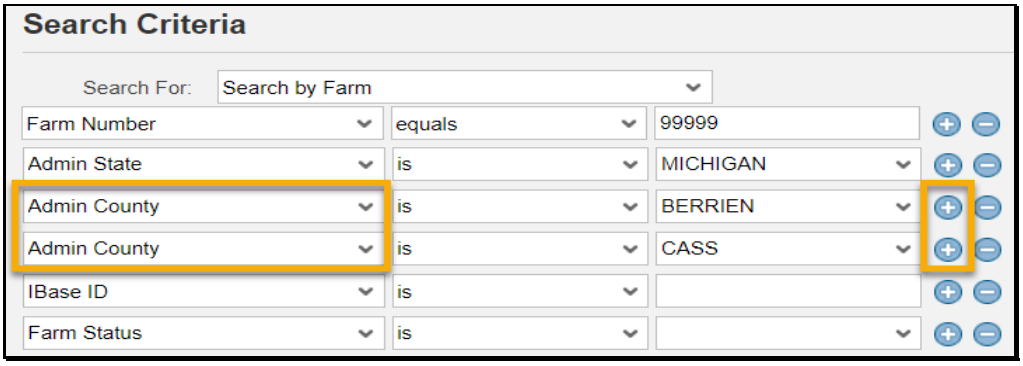
- **Is or Equals** - the value of the field to the right is exactly what is in the entry.
- **Contains** - the value in the field to the right is contained in the entry. This is used when only part of the value is known.
- **Starts With** - the value in the field to the right begins with the data entered. This is used when only the beginning part of the value is known.



188 CRM Farm Records Search (Continued)

D Search Options: Adding and Removing a Line

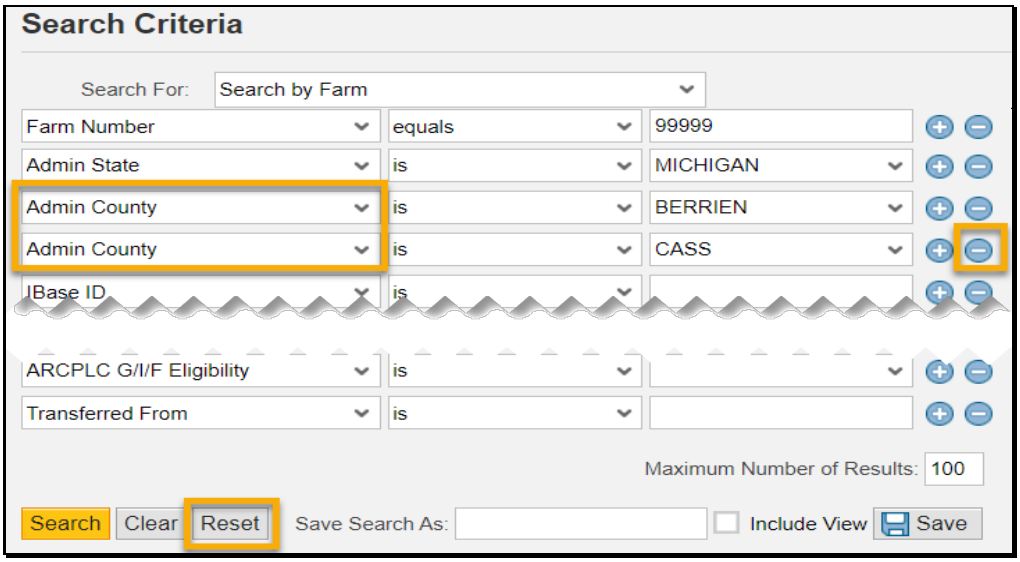
To add an additional line to the Search Criteria, CLICK "+" at the end of the field. This will duplicate the line item.



Alternative methods to add a line when searching multiple selection criteria include:

- HOLD "Control" key and select multiple entries
- HOLD "Control" or "Shift" key, click and drag through multiple entries.

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.

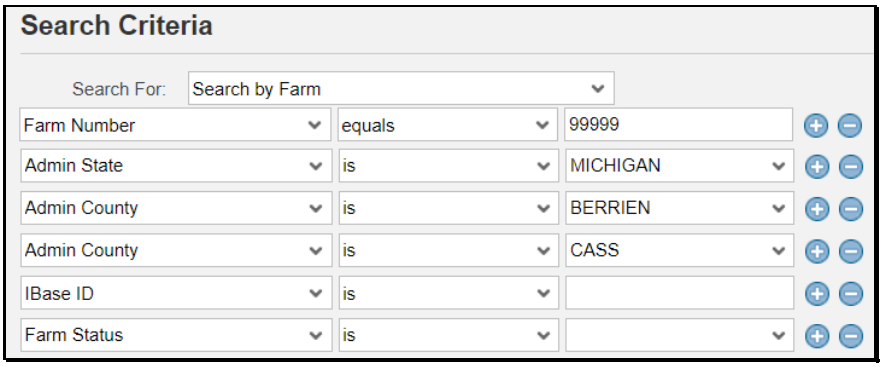


188 CRM Farm Records Search (Continued)

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).

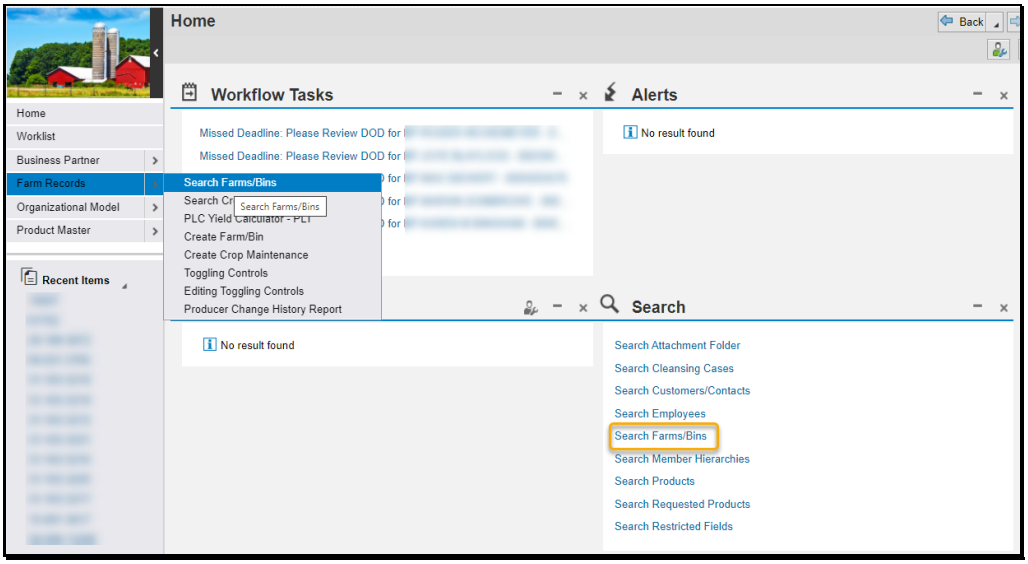
The following example of the Search Criteria Screen show that the Administrative County field has two separate line entries. The Farm/Bin Number field has only one entry. The search is for the Administrative “Berrien” OR “Cass” AND the Farm/Bin Number of 99999.



188 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. 
3	Ensure the Search For field shows "Search by Farm/Bin #". 
4	In the first criteria line, enter the Farm Number value. 
5	Ensure the Administrative State and Administrative County are correct. To change, use the drop-down in the value column.
6	CLICK"**Search**".
7	From the Results list, CLICK "IBase ID" link for the farm.

189 Introduction to a Farm Record and Associated Data

A Overview

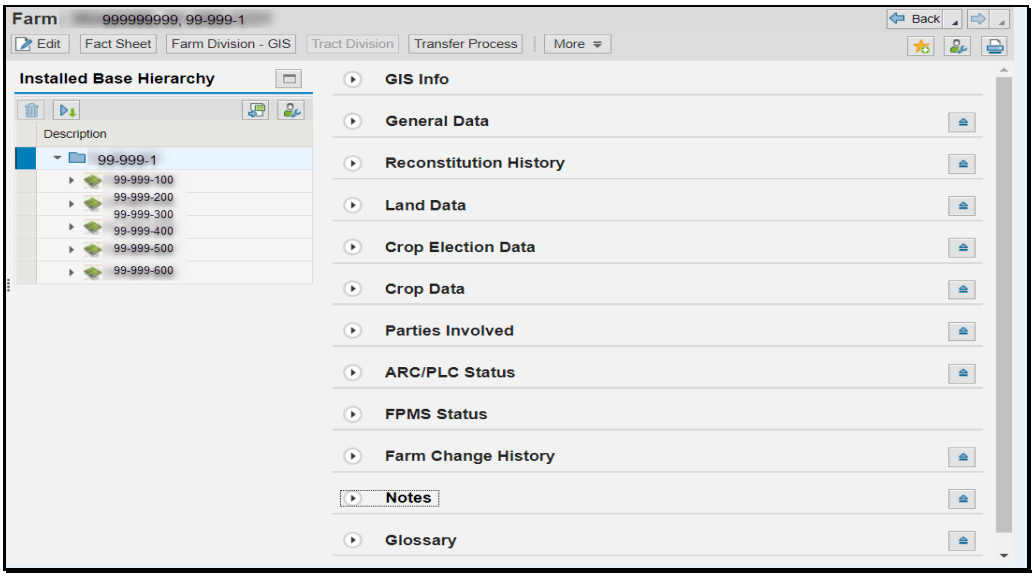
Standard features and assignment blocks are available for each farm record accessed. The farm hierarchy listing the Farm Number and associated tracts and fields is displayed on the left-hand side of the screen. Assignment blocks with associated farm, tract, and field level data are displayed on the right side. Assignment block location and content within each level can be personalize per Exhibit 27.

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 below the associated tract number in numeric order.

When a farm record is first accessed, the default display is at the farm level and all farm level data associated with the record is available in the listed assignment blocks. Changing the hierarchy level by clicking on a tract or field within the farm hierarchy will change the assignment blocks and associated data for the tract or field selected.

B Example

Following is an example of a farm record at the farm level. Farm hierarchy is displayed on the left and assignment blocks on the right. In this example all assignment block of the farm hierarchy are collapsed.

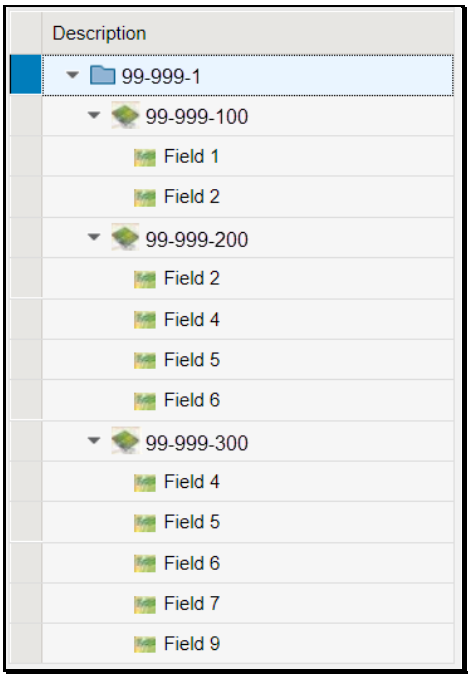


See Exhibit 27 for instructions on personalizing the assignment blocks at all farm hierarchy levels.

189 Introduction to a Farm Record and Associated Data (Continued)

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.



Note: See work instruction **Farm Hierarchy** for details of the information displayed when each level of the farm hierarchy is selected. Exhibit 25 contains a complete listing of all Farm Records and GIS work instructions and simulations.

190 CRM Toolbar Overview

A Overview

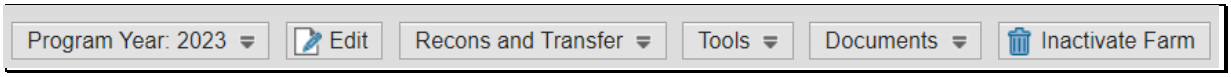
The CRM Toolbar is located near the top of the farm data screen and provides various options and functions including:

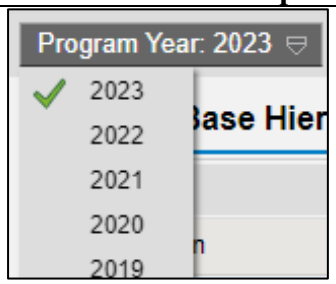
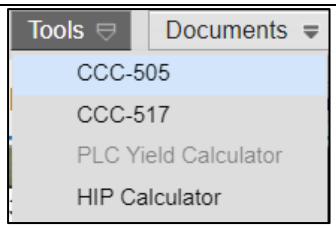
- Program Year:
  - Edit/Save
- Recons and Transfer:
  - Farm Division – GIS
  - Farm Division – CRM
  - Tract Division
  - Tract Combination
  - Transfer Process
- Tools:
  - CCC-505
  - CCC-517
  - PLC Yield Calculator
  - HIP Calculator
- Documents:
  - Base and Yield Notice
  - FSA-156EZ
  - Producer Notification Letters
  - Fact Sheet
- Inactivate Farm.

190 CRM Toolbar Overview (Continued)

B Example

Following are examples of the CRM Toolbar and drop-down menus. Drop-down menus open when the cursor is hovered over any option with additional selections that are available as part of the CRM Toolbar.



Tool	Drop-Down Menu Example
*--Program Year	 --*
Recon and Transfer	
Tools	
Documents	

Notes: Not all tools are enabled at all times.

Tools are enabled when the conditions for their functionality exists.

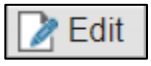
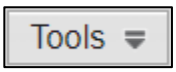
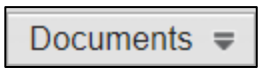
Example: The Continue Reconstitution tool is only enabled if a saved (draft) reconstitution exists for the farm or tract.

190 CRM Toolbar Overview (Continued)

C Action

The following table provides the tools and associated functions available on the CRM Toolbar.

*--

Tool Icon	Tool	Function
	Program Year	Drop-down menu allows selection of any current and prior year the selected farm is active or the year the farm became in-active. Farm display is defaulted to current year or the year the farm became in-active when the farm is first accessed.
	Edit	The "Edit" tool allows users to open an edit session for the selected farm and 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 at the Farm, Tract, and Field levels and edits to the CLU using the GIS editing tools.
	Cancel	Cancel is used to discontinue an edit session and remove any changes made during the same edit session.
	Recon and Transfer	Drop-down menu allowing access to each reconstitution and farm transfer processes. **Note**: Reconstitutions and transfer processes are only available in current year.
	Tools	Drop-down menu allowing access to tools and wizards performing specific function on the associated farm record. **Note**: Tool processes are only available in authorized years. See specific tool instructions for more information.
	Documents	Drop-down menu allowing access to forms, notification letters and other documents that can be generated for the farm or associated producers. **Note**: Not all documents are available in all years. See specific document instructions for more information.
	Inactivate Farm	Tool to initiate the farm inactivation process and delete associated CLU's. **Note**: Inactivation farm process is only available in current year

--*

190 CRM Toolbar Overview (Continued)

C Action (Continued)

Following are options available under the drop-down menus
*--

Tool	Function
Program Year Drop-Down Menu	
Program Year	When a farm is initially accessed, the Program Year menu defaults to current year or the year the farm became in-active. Any prior year record of the farm can be accessed by selecting the applicable year from the drop-down menu. **Note:** Only prior years where the farm is in an active status or in the year the farm was in-activated will display and be accessible.
Recons and Transfer Drop-Down Menu	
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 in the current year and only if the farm contains more than 1 tract.
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. **Note:** This tool will only be enabled in current year and if the farm contains more than one tract.
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 will only be enabled in the current year when the user selects a tract and the tract contains more than one field.
Transfer Process	The Transfer Process tool allows users to initiate a farm transfer to a different administrative county. See Part 7, Section 6 for additional information regarding farm transfers. This tool will only be enabled in current year.
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 in a current year.

--*

190 CRM Toolbar Overview (Continued)

C Action (Continued)

*--

Tool	Function
Tools Drop-Down Menu	
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. See Part 7, Section 5 for additional information regarding the CCC-505 wizard. This tool will only be enabled in current year.
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. See Part 7, Section 5 for additional information regarding the CCC-517 wizard. This tool will only be enabled in current year.
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. Users 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. See paragraph 306 for PLC Yield Calculator instructions. **Note:** PLC Yield Calculator is only active for years when producers are authorized to update the PLC Yield per 1-ARCPLC. Example, 2018 Farm Bill allows PLC Yield updates in FY 2020. Tool will remain in CRM but be disabled if the yield update is not authorized.
HIP Calculator	The HIP Calculator tool is used in specific years authorized by the Farm Bill to calculate and enter HIP values for HIP eligible base crops on the farm. Users can manually enter or pull directly from CARS, year-specific irrigated and planted acreage data to calculate the HIP. Once a calculated HIP is submitted through the calculator, the HIP value is automatically entered for the crop at the farm level. A spreadsheet of the irrigated and planted acreage and HIP calculation can be exported as documentation. This tool will only be enabled in current year. See paragraph 307 for HIP Calculator instructions.

--*

190 CRM Toolbar Overview (Continued)

C Action (Continued)

*--

Tool	Function
Documents Drop-Down Menu	
Base and Yield Notice	Document summarizing farm level base and yield data that is required to be generated and provided to producers when data changes or if requested. See paragraph 313 for additional information regarding different types of base and yield notices and instructions for generating the document. Document is only available in current year.
FSA-156EZ	Form generated to summarize the farm and tract level data associated with the farm. See paragraph 312 for additional information about generating the FSA-156EZ. FSA-156EZ can be generated for any year the farm is active or the year the farm became in-active
FSA-156EZ Multi Year	Allows the ability to generate the FSA-156EZ for selected years to summarize the associated farm and tract level data specific to each year. See paragraph 312 for additional information for generating the FSA-156EZ for multiple years.
Producer Notification Letters	Required producer notification letters may be generated after the following edits to the farm have been completed: • Operator Change • Owner Change • Boundary Changes resulting in a change to acreage on the associated farm. See paragraph 314 for additional information about generating producer notification letters. Documents are only available in current year.
Fact Sheet	After selecting the Fact Sheet option, a subsequent screen opens 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.

--*

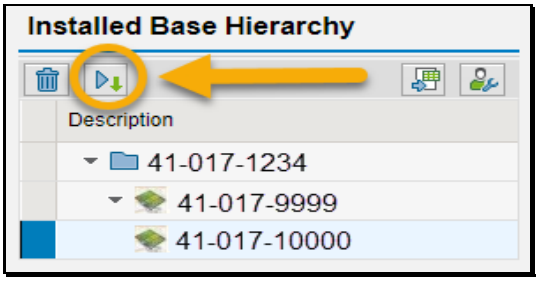
* * *

191 Associated Assignment Blocks by Hierarchy Level

A Overview

Clicking on the farm, tract, or specific field number in the farm hierarchy determines the associated assignment blocks and GIS data displayed.

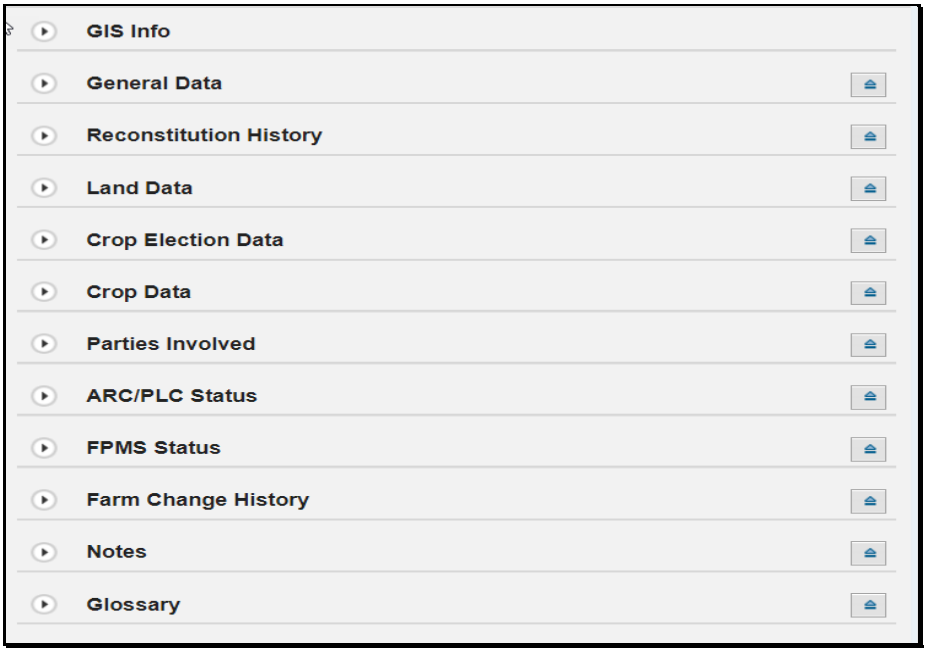
--After accessing a farm through the search functions in the CRM Homepage, the most current year the farm is active or the year the farm was in-activated will display. The farm,-- tract, and fields are listed within the Farm Records Hierarchy. To view all associated tract and field data the hierarchy 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. Assignment blocks are available for all years with the exception of the following:

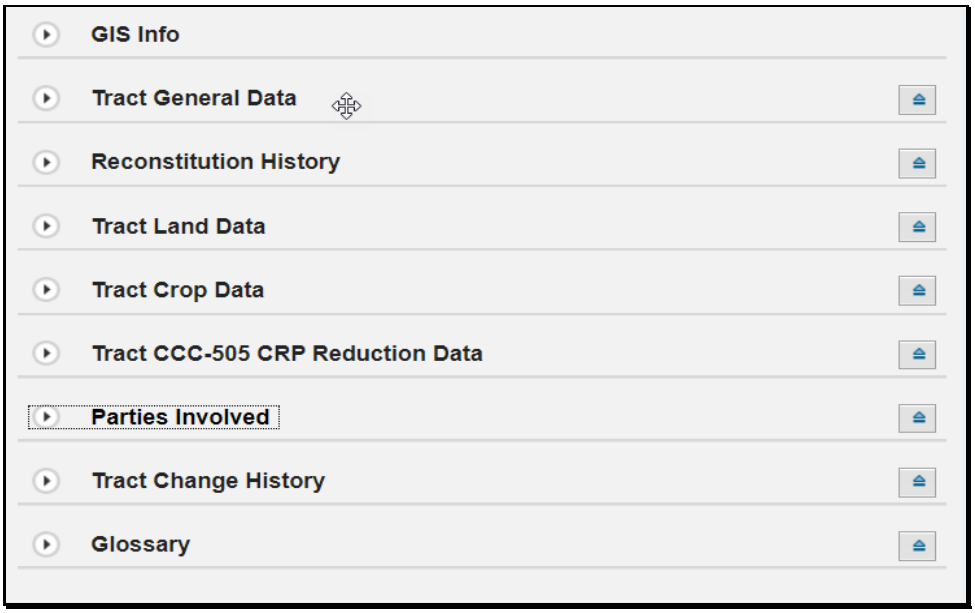
- GIS Info
- Cropland Election Data
- ARCPLC Status
- FPMS Status.--*



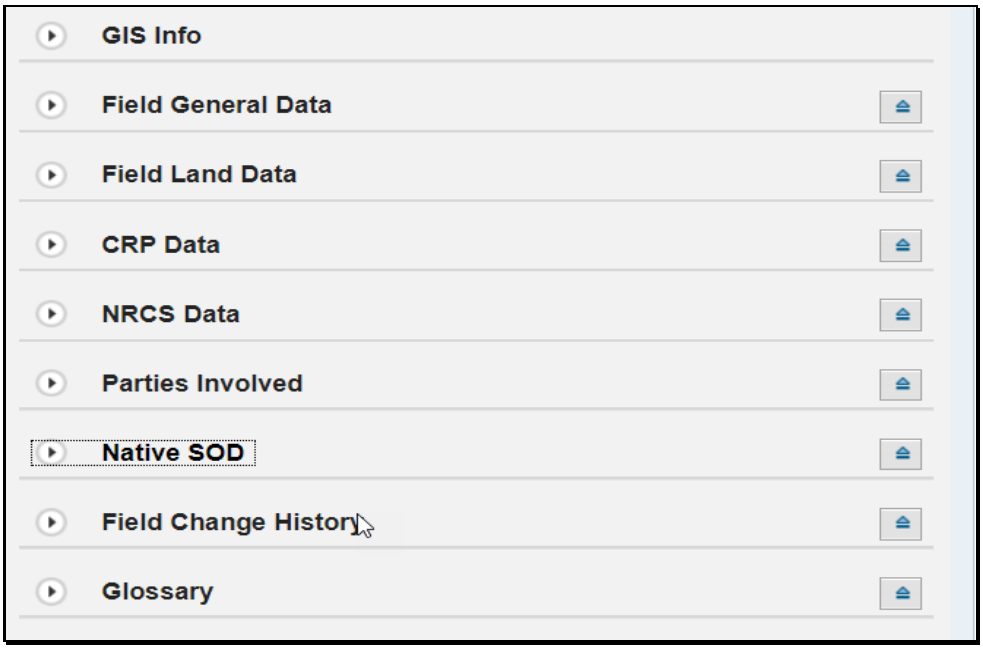
191 Associated Assignment Blocks by Hierarchy Level (Continued)

B Example of Assignment Blocks (Continued)

--Following is an example of assignment blocks available at the tract level. Assignment blocks are available for all years with the exception of the GIS Info assignment block.--



--Following is an example of assignment blocks available at the field level. Assignment blocks are available for all years with the exception of the GIS Info assignment block.--



191 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	Assignment Block	Description
Farm Level	GIS Info	GIS Info assignment block zooms to the full extent of the farm including all tracts and fields included within the farm. ***--Note:** Only displayed in current year.--**
	General Data	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	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	Land Data assignment block summarizes all acreage data totaled from all tracts on the farm.
	Crop Election Data	Crop Election Data assignment block identifies the ARCPLC program election by crop, the HIP if applicable, and the Farm Level PLC yield. ***--Note:** Only displayed in applicable years.--**
	Crop Data	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	Parties Involved assignment block lists the operator of the farm.
	ARCPLC Status	ARCPLC Status assignment block identifies if submission of data from ARC/PLC was successfully submitted to CRM. ***--Note:** Only displayed in applicable years.--**
	FPMS Status	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. ***--Note:** Only displayed in current year.--**

191 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description (Continued)

Hierarchy Level Selected	Assignment Block	Description
Farm Level (Cont.)	Change History	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.
	Notes	Notes assignment block allows entry of information as needed. No PII data is allowed. Notes are not displayed on the FSA-156EZ and are only available within CRM.
	Glossary	Glossary assignment block provides descriptions for acronyms used within CRM.
Tract Level	GIS Info	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. **Notes:** Multiple tracts may show in the assignment block if the extent of the selected tract encompasses the extent of another tract. ***--**Only available in current year.**--***
	Tract General Data	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	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.

191 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description (Continued)

Hierarchy Level Selected	Assignment Block	Description
Tract Level (Cont.)	Tract Land Data	Tract Land Data assignment block lists and summarizes, as applicable, the acreage and conservation compliance information associated with the tract selected.
	Tract Crop Data	Tract Crop Data assignment block lists, if applicable, data for crop bases and yields for the selected tract.
	Tract CCC-505 CRP Reduction Data	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.
	Parties Involved	Parties Involved assignment block identifies all owners and other producers (other tenants) associated with the tract.
	Change History	Change History assignment block lists changes that have occurred on the tract, including what type of change was completed, when the change was made, and who made the change.
	Glossary	Glossary assignment block provides descriptions for acronyms used within CRM.

191 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description (Continued)

Hierarchy Level Selected	Assignment Block	Description
Field Level	GIS Info	GIS Info assignment block zooms to display the full extent of the tract containing the selected field and highlights the field in aquamarine. ***--Note:** Only available in current year**--***
	Field General Data	Field General Data assignment block identifies the field description, FSA and ANSI physical location State and county, and congressional district.
	Field Land Data	Field Land Data assignment block lists the land classification code, field acreage, field HEL determination, and 3CM Cropland Indicator * * *.
	CRP Data	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	NRCS Data assignment block identifies NRCS program information for fields enrolled in NRCS programs. **Note:** At this time no data is identified in this assignment block.

191 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description (Continued)

Hierarchy Level Selected	Assignment Block	Description
Field Level (Cont.)	Parties Involved	Parties Involved assignment block lists Other Producers associated with only specific fields on a tract. **Note:** The same producer cannot be identified at the tract level as either an OT or OW and the producer cannot be associated as the OP at the farm level.
	Native Sod	***--**Assignment block only available in years 2016 through current. 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. **Note:** Identifying land as native sod is only applicable to land physically located in IA, MN, MT, NE, ND, and SD.
	Change History	Change History assignment block lists changes that have occurred on the field, including what type of change was completed, when the change was made, and who made the change.
	Glossary	Glossary assignment block provides descriptions for acronyms used within CRM.

--Note:** Field level data and associated assignment blocks are only available in years with field level data, 2016 through current.**--

192-197 (Reserved)

Section 2 Farm Records Maintenance

Subsection 1 Assignment Block Overview

198 Farm Records Maintenance Overview

A Overview

This section provides guidance for updating and maintaining farm records data.

199 Changing an Operator on an Existing Farm

A Overview

--After the user has selected a farm in the CRM Search window, the current year farm record or the farm record in the year the farm was in-activated displays. Users may change an existing operator on an active farm at the farm level by accessing the Parties Involved-- assignment block. For instructions on adding an operator to a newly created farm, see paragraph 291. When changing the operator on an existing active farm, the farm must have an operator associated with it prior to saving the farm record.

Notification to prior and current operator and all owners must be generated after an operator change per paragraph 11. The applicable producer change notification letter can be generated using instructions in paragraph 314.

***--Note:** Operator can be changed on the prior year farm record if determined the incorrect producer is associated according to paragraph 11. Instructions for changing the operator are the same for all years.--*

B Example

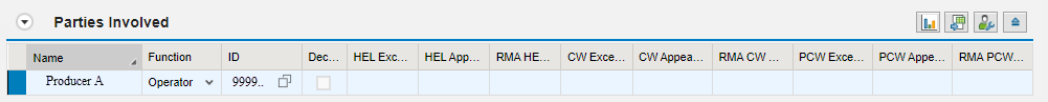
Following is an example of the Parties Involved assignment block for an existing farm.



199 Changing an Operator on an Existing Farm (Continued)

C Changing the Operator on an Existing Farm

The following table provides instructions to change the operator on an existing farm.
*--

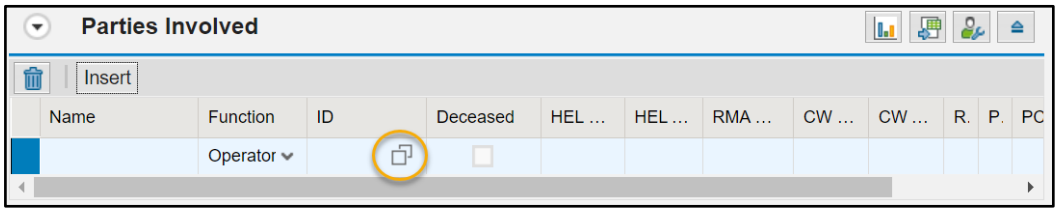
Step	Action
1	In the selected farm record navigate to the farm level in the farm hierarchy and navigate to the applicable year if needed. CLICK **"Edit"** on the CRM toolbar.
2	Navigate to the Parties Involved assignment block. 
3	**Method Options:** **Method 1:** CLICK **"Open Input Help"** (shown in Step 4) in the same row as the current operator, then continue to Step 5. **Method 2:** If the 10-digit Business Partner ID for the new operator is known, manually enter the BP ID number in the **"ID"** field, then continue to Step 8.

--*

199 Changing an Operator on an Existing Farm (Continued)

C Changing the Operator on an Existing Farm (Continued)

*--

Step	Action
4	CLICK **"Open Input Help"**.  The Search Partners window will be displayed.
5	Enter applicable information in the Search criteria entries.
6	CLICK "**Search**" in the Search Partners window.
7	CLICK on the hyperlinked Common Customer Name to populate the customer as the operator. **Note:** If multiple results are returned, identify the correct producer by examining the customer Business Partner records, if necessary.
8	CLICK "**Save**" on the CRM toolbar to save changes to the farm record.

--*

D Common Error Messages

Common error messages that prevent users from saving edits include the following.

Message or Error Received	Action
Added Partner does not have proper Associated County	Correct/add associated county in CRM Business Partner. See 11-CM for guidance on adding an associated county to an existing CRM Business Partner record.
Other Tenant cannot be the same person as the Operator	Correct Operator at the farm level or correct Other Producer (Other Tenant) at the tract or field level in the Parties Involved Assignment Block.

200 Adding or Changing an Owner on an Existing Tract

A Overview

--After users have selected a farm in the CRM Search window, the current year farm record or the farm record in the year the farm was in-activated displays. Users may add or change owners at the tract level on an active record by accessing the tract level Parties Involved-- assignment block. For instructions on adding an owner to a newly created tract, see paragraph 291.

Notification to operator and prior and current owners on impacted tracts must be generated *--after an owner change per paragraph 12. The applicable producer change notification--* letter can be generated using instructions in paragraph 314.

***--Note:** Owners can be added or changed on the prior year farm record if determined the incorrect producer(s) is associated according to paragraph 12. Instructions for adding or removing owners are the same for all years.--**

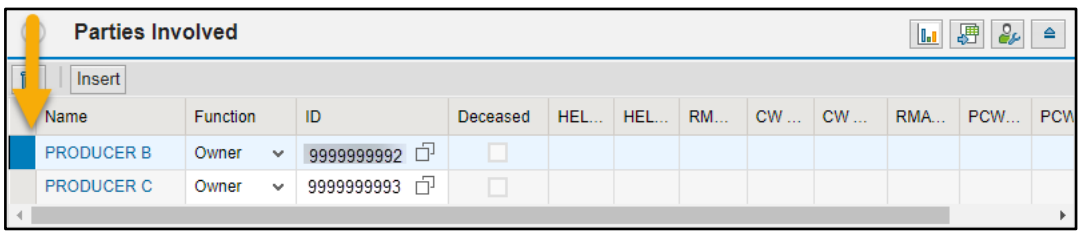
B Example

Following is an example of the Parties Involved assignment block for an existing tract.



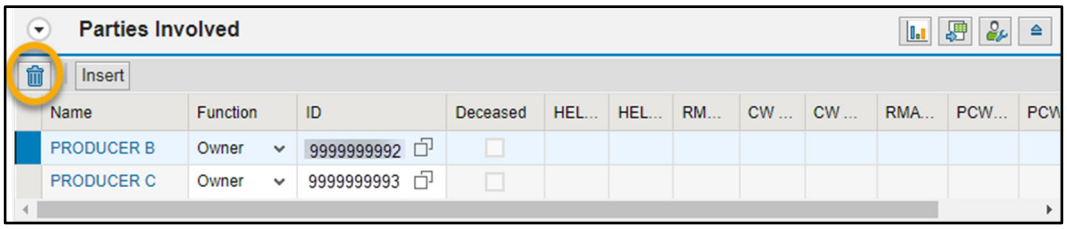
C Changing or Adding an Owner on an Existing Tract

The following table provides the steps to change an owner on an existing tract.

Step	Action
1	*--In the selected farm record navigate to the tract level in the farm hierarchy and navigate to the applicable year if needed. CLICK **"Edit"** on the CRM toolbar.--*
2	Navigate to the Parties Involved assignment block. • Proceed to step 3 to change an owner. • Proceed to step 5 to add an owner.
3	CLICK **"Selection box"** beside the owner to be changed if multiple owners are assigned to the tract.  **Note:** If only one owner currently exists on the tract and the tract does not contain an Other Producer, the "Selection box" beside the existing owner name is automatically selected.

200 Adding or Changing an Owner on an Existing Tract (Continued)

C Changing or Adding an Owner on an Existing Tract (Continued)

Step	Action
4	CLICK **"Delete"** (trash can). The selected owner is removed from the tract.  **Alternate methods:** **Method 1:** CLICK **"Open Input Help"** (shown in Step 6) in the same row as the existing owner to be changed, then continue to Step 7. **Method 2:** If the 10-digit Business Partner ID for the new owner is known, manually enter the BP ID number in the **"ID"** field, then continue to Step 10.
5	CLICK **"Insert"**.  **Note:** The Function at the tract level defaults to "Owner".
6	CLICK **"Open Input Help"** in the newly created row.  The Search: Partners window will display.

200 Adding or Changing an Owner (Continued)

C Changing or Adding an Owner on an Existing Tract (Continued)

Step	Action
7	Enter applicable information in the Search criteria entries.
8	CLICK **"Search"** in the Search: Partners window.
9	CLICK on the hyperlinked Common Customer Name to populate the customer as the owner. **Note:** If multiple results are returned, identify the correct producer by examining the customer Business Partner records, if necessary.
10	If additional owners need added to the tract, repeat Steps 5-9.
11	CLICK **"Save"** on the CRM toolbar.

D 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 proper Associated County	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 record.
Other Tenant cannot be the same person as the Owner	Check farm owner(s) and/or other tenant (other producer) at the tract and/or field levels and correct duplication.

201 Adding or Changing Other Producer (Other Tenant)

A Overview

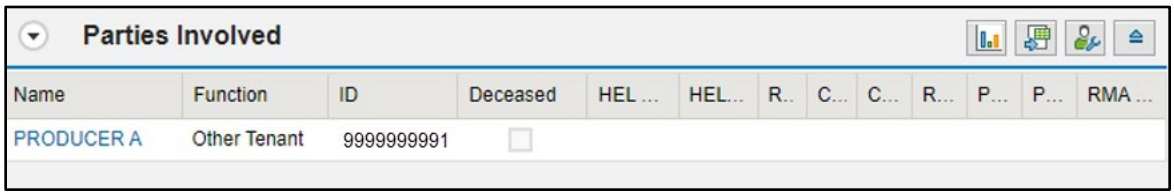
*--After users have selected a farm in the CRM Search window, the current year farm record or the farm record in the year the farm was in-activated displays. Users may add or change Other Producers as applicable at the tract or field level on an active record by accessing the Parties Involved assignment block.

Notes: Other Producer is referred to as Other Tenant within CRM.

Other Producers can be added or removed on prior year farm records when it is determined the incorrect producer is associated according to paragraph 13. Instructions for changing the other producer are the same regardless of the year selected.--*

B Examples

Following is an example of the Parties Involved assignment block when an Other Producer already exists on a tract or field.



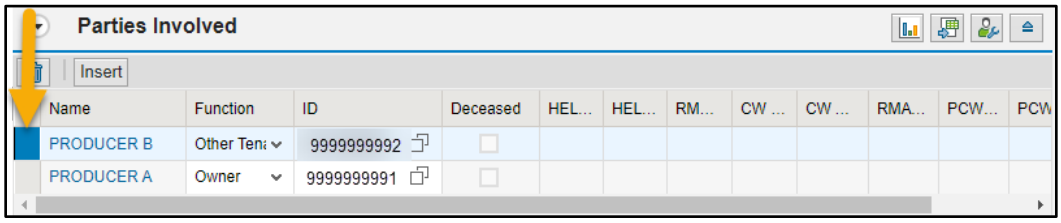
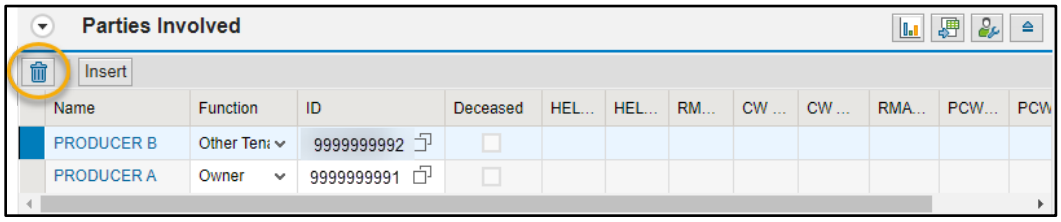
C Changing or Adding an Other Producer to an Existing Tract or Field

The following table provides the steps to change or add Other Producers at the tract level. The steps can also be followed to change or add Other Producers at the field level.

Step	Action
1	In the selected farm record navigate to the applicable tract in the farm hierarchy *--and navigate to the applicable year if needed. CLICK **"Edit"** on the CRM toolbar.--* **Note:** If adding an Other Tenant at the field level, navigate to the applicable field in the farm hierarchy.
2	Navigate to the Parties Involved assignment block. • Proceed to step 3 to change an Other Tenants • Proceed to step 5 to add an Other Tenants.

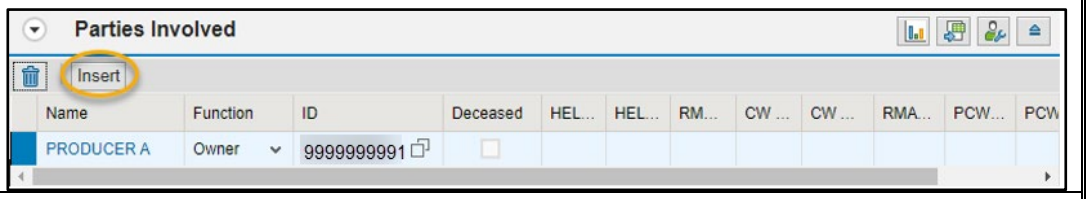
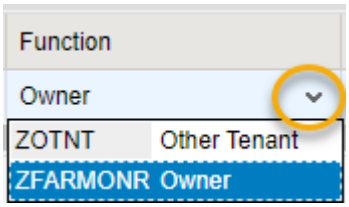
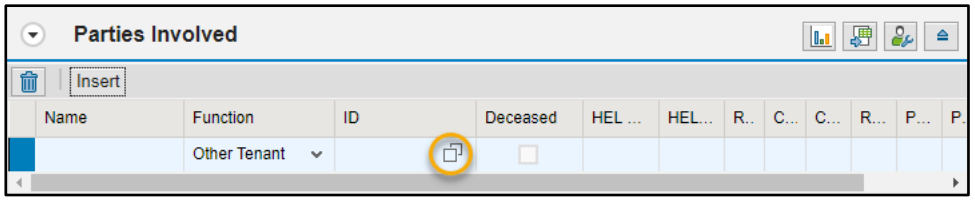
201 Adding or Changing Other Producer (Other Tenant)

C Changing or Adding an Other Producer to an Existing Tract or Field

Step	Action
3	CLICK **"Selection box"** beside the Other Tenants to be changed. 
4	CLICK **"Delete"** (trash can). The selected Other Tenant is removed from the tract.  **Alternate methods:** **Method 1:** CLICK **"Open Input Help"** (shown in Step 7) in the same row as the existing Other Tenant to be changed, then continue to Step 8. **Method 2:** If the 10-digit Business Partner ID for the new Other Tenant is known, manually enter the BP ID number in the **"ID"** field, then continue to Step 11.

201 Adding or Changing Other Producer (Other Tenant) (Continued)

C Changing or Adding an Other Producer to an Existing Tract or Field (Continued)

Step	Action
5	CLICK **"Insert"**. 
6	The function at the tract level defaults to "Owner". Use the dropdown to change the Function to "Other Tenant".  **Note:** Function will default to "Other Tenant" at the field level.
7	CLICK **"Open Input Help"** in the newly created row.  The Search Partners window will be displayed.

201 Adding or Changing Other Producer (Other Tenant) (Continued)

C Changing or Adding an Other Producer to an Existing Tract or Field (Continued)

Step	Action
8	Enter applicable information in the Search criteria entries.
9	CLICK **"Search"** in the Search Partners window.
10	CLICK on the hyperlinked Common Customer Name to populate the customer as the Other Tenant. **Note:** If multiple results are returned, identify the correct producer by examining the customer Business Partner records, if necessary.
11	If additional Other Tenants need added to the tract, repeat Steps 5-10.
12	CLICK **"Save"** on the CRM toolbar.

D Common Error Messages

Common error messages that prevent users from saving edits include.

Message or Error Received	Action
Added Partner does not have proper Associated County	Correct/add associated county in CRM Business Partner. See 11-CM for additional guidance on adding an associated county on an existing Business Partner record.
Other Tenant cannot be the same person as the Owner	Check tract owner(s) and/or other tenant(s) (other producers) at the tract and/or field levels and eliminate duplication.
Producer may not exist as an Other Tenant at both the Tract and Field	Check tract other tenant(s) and eliminate duplication.

202 GIS General Tools Overview

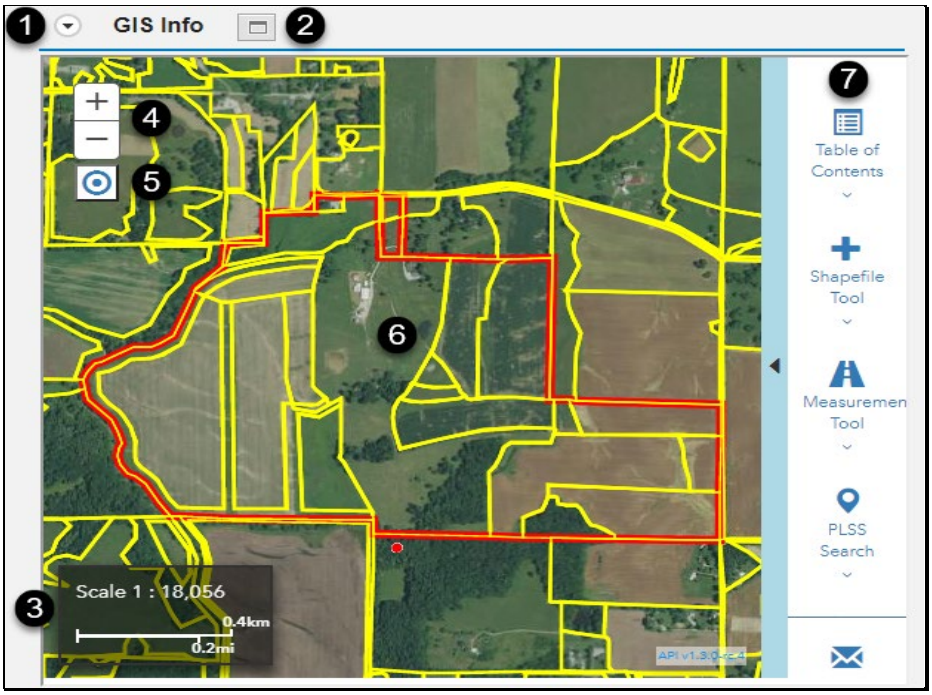
A Overview

Navigation and standard GIS tools are available in the GIS Info assignment block at farm, tract, and field levels. The tools and navigation functionality are the same regardless of the selected hierarchy level.

--GIS Info assignment block and all associated GIS tools and functions are only available in current year.--

B Example

The following are standard tools and functionality common to all levels:



Item	Name
1	Show/Hide GIS Info
2	Increase/Decrease GIS height
3	Scale
4	Navigation – Zoom In/Out
5	Navigation – Zoom to Edit Scale
6	Map Display
7	GIS Taskbar

203 Scale Display

A Overview

The map display scale appears in the lower left corner of the GIS Info assignment block and represents the distance on the map that relates to the distance on the ground. The scale is dependent upon the extent of the map display. The scale changes as the user navigates to different levels of the farm hierarchy or zooms within the map display.

B Example and Use

The following table provides examples of the scale display and describes the scale requirements.

Scale Examples	Description
General Scale Display 	Scale is depicted two ways: • a representative fraction (RF) where the ratio displayed represents the distance on the map to distance on the ground by applying the same units to both sides of the RF (e.g., 1:9,028 means one inch on the map display represents 9,028 inches or 752.33 feet on the ground). • a scale bar in feet/meters where the length of the bar represents the distance on the ground (e.g., 200m or 600ft).
Edit Scale Display 	Multiple GIS editing tools require users to zoom to a scale of 1:4,514 or closer before the editing tools become active. This is referred to as “Edit Scale” **Notes:** See paragraph 202 for the Zoom to Edit Scale button. See instructions for each editing tool for edit scale requirements.

204 Navigating the Map Display

A Overview

Navigation functionality allows the user to move within and zoom the map display in the GIS Info assignment block.

B Commonly Used Functionality

The following table provides an overview of navigation functionality.

Functionality	Use
Navigation Buttons 	• CLICK **"+"** to incrementally zoom in on the map at the center of the display. • CLICK **"-"** to incrementally zoom out on the map at the center of the display. • CLICK **"Zoom to Edit Scale"** to zoom to the preset editing scale 1:4,514. **Note**: The smallest edit scale when editing is 1:4,800, but due to preset zoom levels in CRM 1:4,514 is the closest edit scale available.
Computer Mouse **Note:** The cursor position impacts the zoom location.	• Click and drag the map display to move the map in any direction (often referred to as pan or panning). This option is not available when an edit tool is active except when using the Vertex Edit or Bulk Attribute tools. • Move the scroll wheel forward to zoom in and backward to zoom out. • Double-click on the map display to zoom in.
Combination Mouse and Keyboard	• PRESS **"Shift"** and double-click on the map display to recenter the display and zoom in to the location clicked. • PRESS **"Shift"** and click to recenter the map display at the location clicked without zooming.

204 Navigating the Map Display (Continued)

B Commonly Used Functionality (Continued)

Functionality	Use
Combination Mouse and Keyboard (Cont.)	• PRESS **"Shift"** then click and drag a box in the map display. When the click is released, the map display will zoom in to the scale level closest to the extent of the created box. • PRESS **"Shift+Ctrl"** then click and drag a box in the map display. When the click is released, the map display will zoom out proportionately to the scale level closest to the size of the box. A little box will zoom out more than a big box.
Keyboard Only	• PRESS **"+"** to zoom in and **"-"** to zoom out from the center of the map display. • PRESS an **"arrow key"** to move within the map display in the applicable direction. Use the Home, End, Page Up, and Page Down keys to move diagonally. **Note:** The cursor must be within the bounds of the map display prior to selecting keyboard functions.
Laptop Touchpad	A laptop touchpad can be used but is not recommended and will not be covered here.

205 Identify Function

A Overview

The Identify function allows users to identify the attributes of layers at a specific location in the map display. This includes identifying the attributes of layers added using the Shapefile Tool. The Identify function can be used to verify if an area has been delineated as part of an existing CLU.

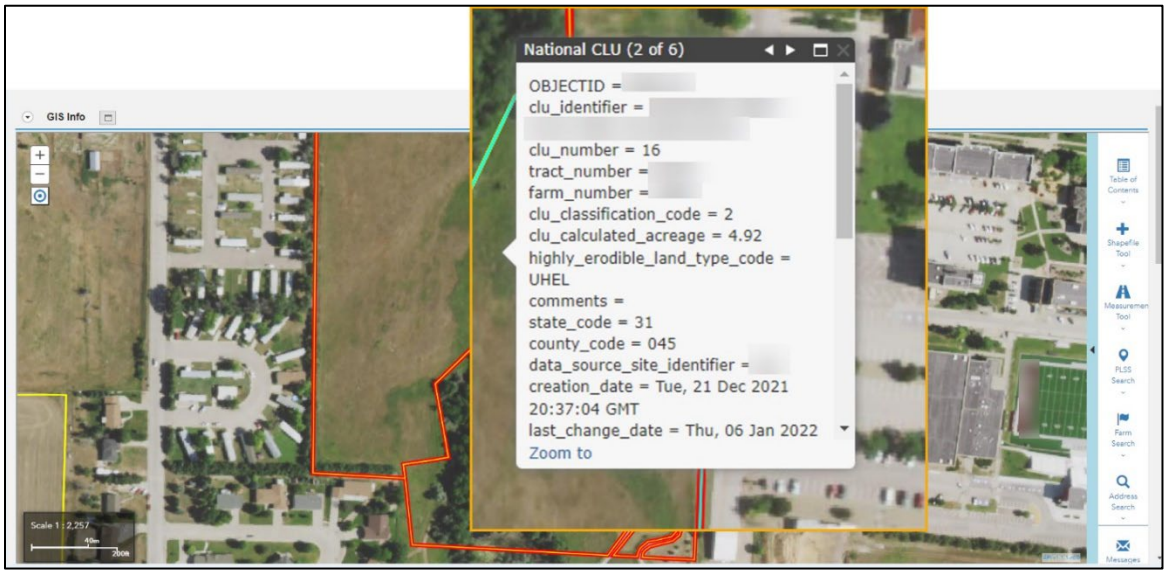
Layers must be visible in the map display to be identified. Layer visibility is managed through the Table of Contents layer checkboxes and visible scale ranges. See paragraph 208 for guidance on the Table of Contents and visible scale range.

Notes: Feature layers within the map display are always identifiable, while only the "no cache" imagery layers when active at the applicable display scale.

For CLU and wetland point attribute names and descriptions, reference 1-GIS.

B Example

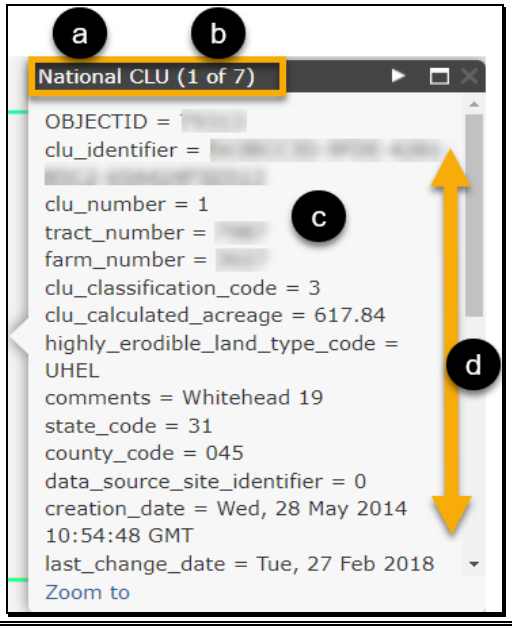
Following is an example of the Identify function displaying the attributes of the National CLU layer at the selected location.



205 Identify Function (Continued)

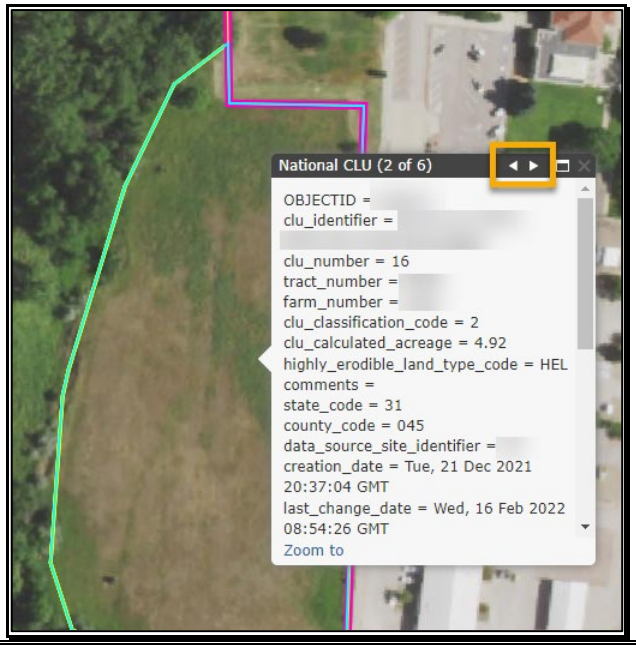
C Action

Following is a list of actions for using the Identify function.

Item	Action
1	CLICK a location within the map display to identify the attributes of visible layers at that location. **Note:** To view the attributes of a wetland point, CLICK directly on the wetland point.
2	All active layers in the Table of Contents at the location clicked are identified. The Identify pop-up displays the: • name of the current layer identified • number of other active layers identified • attributes of the displayed layer • scrollbar on the right side of the pop-up allows users to scroll through attributes in that layer. 

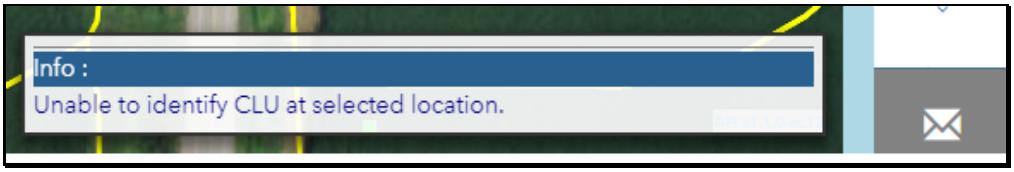
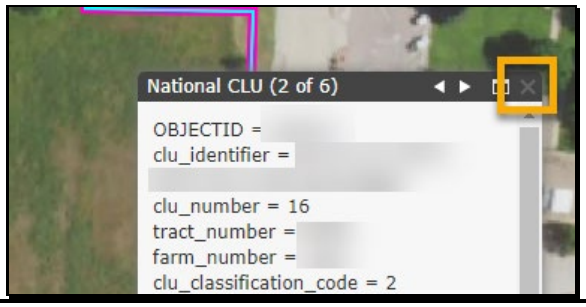
205 Identify Function (Continued)

C Action (Continued)

Item	Use
3	The Identify pop-up can be expanded by clicking “Maximize”. Once maximized, the same button can be used to minimize the pop-up.  
4	CLICK “**Next Feature**” or “**Previous Feature**” arrows to iterate between the available layers. **Note:** The feature of the layer being identified highlights in the map display. 

205 Identify Function (Continued)

C Action (Continued)

Item	Use
5	CLICK "**Zoom to**" to zoom to the scale closest to the full extent of the identified feature. In the example below, the "States" layer is identified. Clicking "Zoom to" zooms to the full extent of the State. 
6	Clicking in an area with no CLU delineated will return the notification "Unable to identify CLU at the selected location". This can be used to determine if a CLU already exists at that location. 
7	CLICK **"X"** to close the Identify pop-up. 

206 Full Screen Functionality

A Full Screen Overview

The map display exists within the GIS Info assignment block. Users can change the size of the GIS Info assignment block using the following options:

- Resize the Navigation Bar
- Collapse or Expand the Navigation Bar
- Increase GIS Height/Decrease GIS Height button on the GIS Info assignment block
- Increase Size/Decrease Size button on the farm hierarchy.

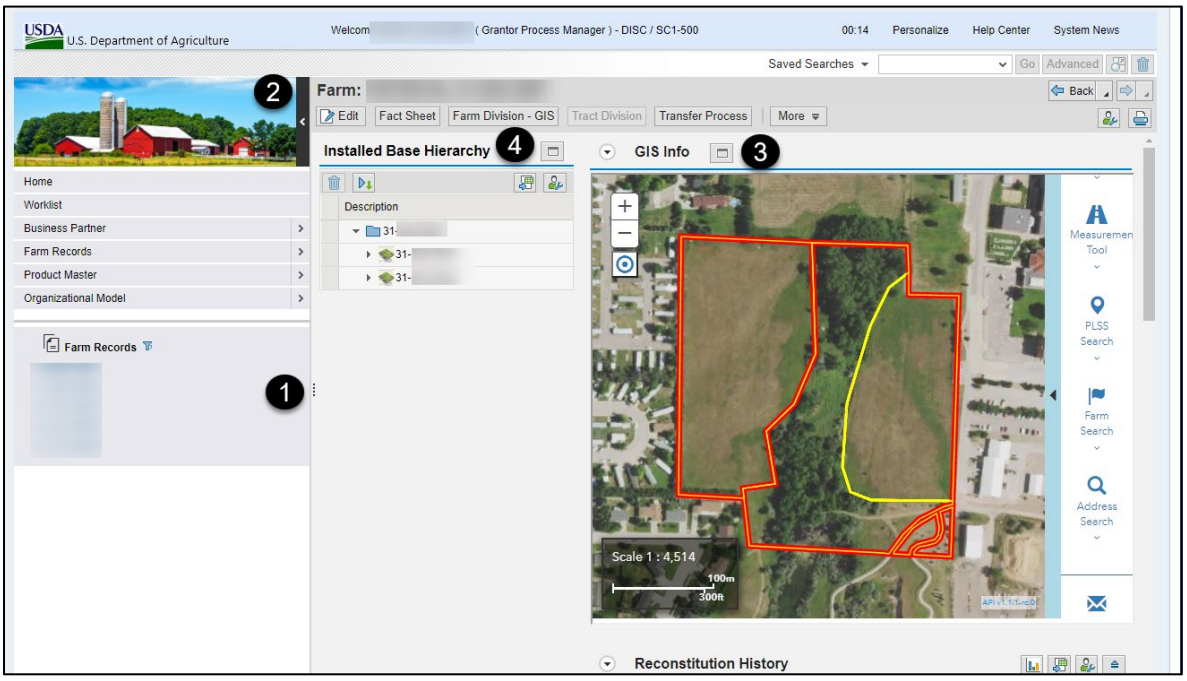
Note: Using both the Increase Size button on the farm hierarchy and the Increase GIS Height button on the GIS Info assignment block will fully maximize the assignment block.

Options to change the size of the GIS Info assignment block or the farm hierarchy are not available while an edit session is open.

206 Full Screen Functionality

B Example

Following is an example of the resizing options for the GIS Info assignment block.

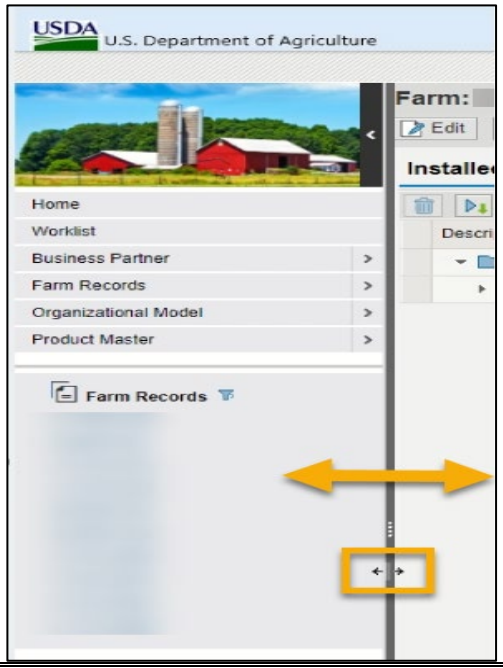


Item	Option
1	Resize Navigation Bar
2	Collapse/Expand Navigation Bar
3	Increase/Decrease GIS Height
4	Increase/Decrease Size

206 Full Screen Functionality (Continued)

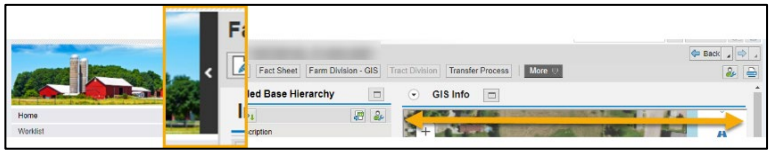
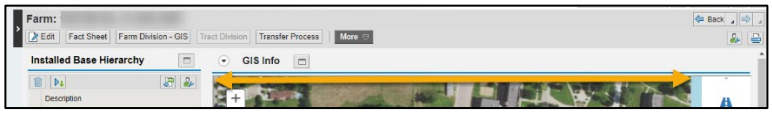
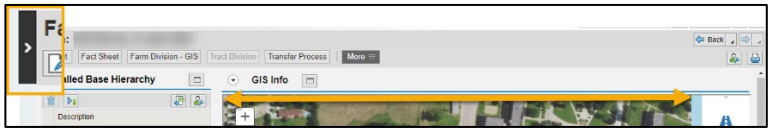
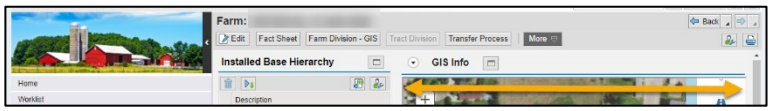
C Action

Following provides the steps for each resizing option.

Item	Option	Action
1	Resize Navigation Bar 	Use the following steps to resize the Navigation Bar. • Hover along the transition area on right side of the Navigation Bar until a dark line appears. • Click and drag the transition area left or right to resize. Dragging to the right will increase the size of the Navigation Bar and decrease the size of the assignment blocks. Dragging to the left will decrease the size of the Navigation Bar and increase the size of the assignment blocks. **Note:** The Navigation Bar cannot be completely collapsed by resizing. See Option two for collapsing the Navigation Bar. 

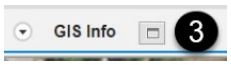
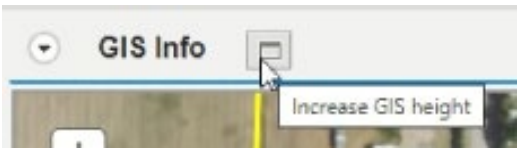
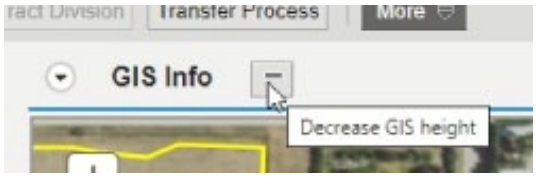
206 Full Screen Functionality (Continued)

C Action (Continued)

Item	Option	Action
2	Collapse/Expand Navigation Bar 	Use the following steps to collapse or expand the Navigation Bar. • CLICK "<" (Collapse Navigation Bar) to collapse the Navigation Bar and expand the width of the assignment blocks.   • CLICK ">" (Expand Navigation Bar) to expand the Navigation Bar and decrease the width of the assignment blocks.   **Note:** If users exit CRM with the Navigation Bar collapsed, the Navigation Bar will remain collapsed when re-entering CRM.

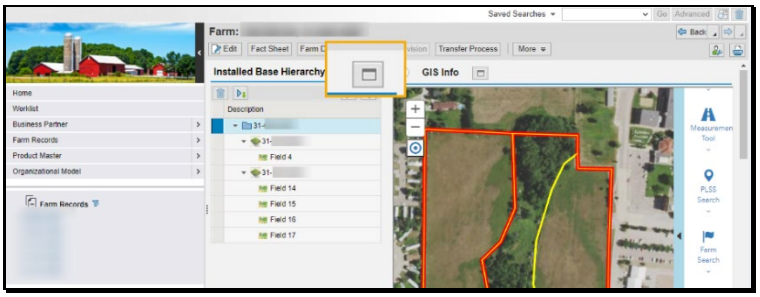
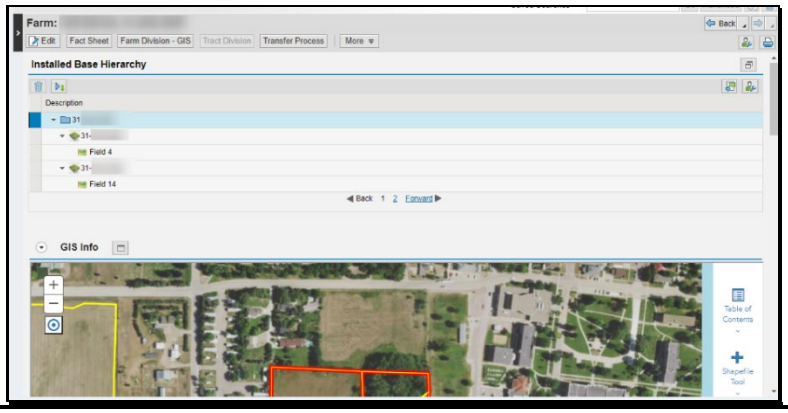
206 Full Screen Functionality (Continued)

C Action (Continued)

Item	Option	Action
3	Increase GIS Height / Decrease GIS Height 	Use the following steps to increase or decrease the height of the GIS Info assignment block. • CLICK "**Increase GIS Height**" button to increase the height of the GIS Info assignment block.  • CLICK "**Decrease GIS Height**" button to decrease the height of the GIS Info assignment block.  **Note:** The Increase/Decrease GIS Height button is not available if the GIS Info assignment block is collapsed.   **Note:** The Increase/Decrease GIS Height button is not available during an edit session.

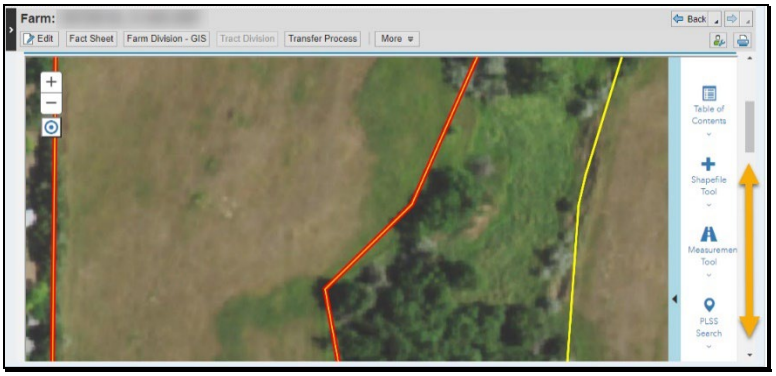
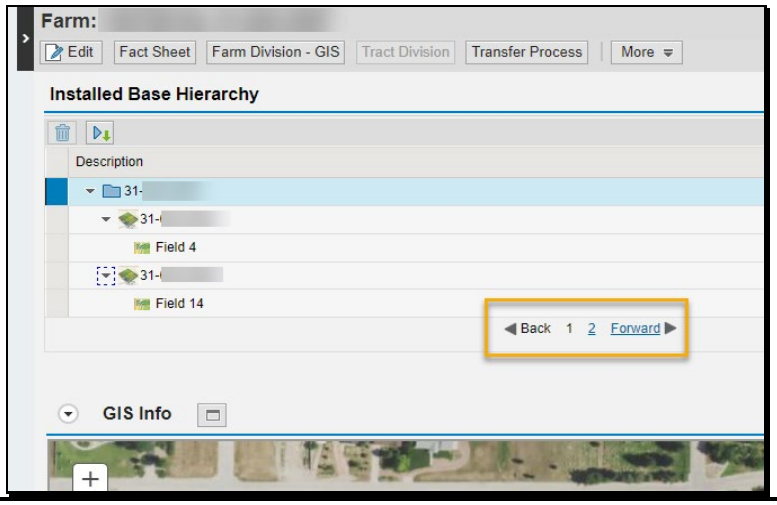
206 Full Screen Functionality (Continued)

C Action (Continued)

Item	Option	Action
4	Increase Size\ Decrease Size 	Use the following steps to increase or decrease the height of the farm hierarchy CLICK "**Increase Size**" button to:  • collapse the Navigation Bar • move the farm hierarchy to the top of the screen • expand the GIS Info assignment block to the maximum width. 

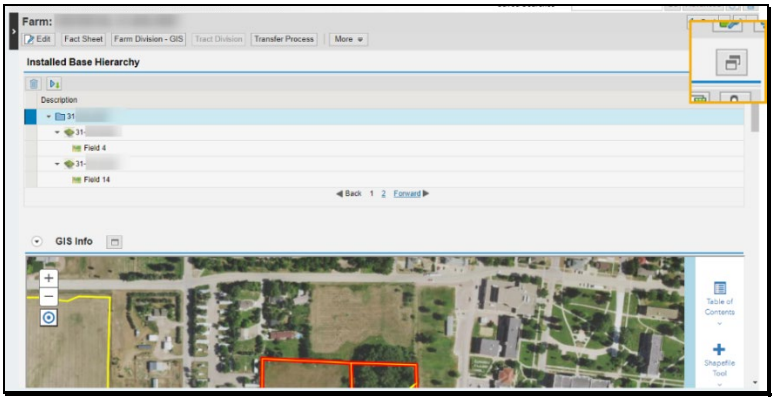
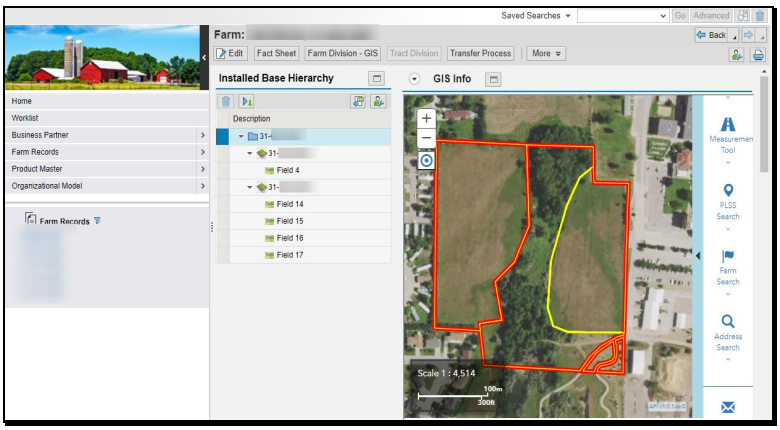
206 Full Screen Functionality (Continued)

C Action (Continued)

Item	Option	Action
4 (Cont.)	Increase Size \ Decrease Size (Cont.) 	Scroll down using the scrollbar on the right to center the map display within CRM.  Increasing the farm hierarchy size will limit the number of displayed records to five by default. Users can adjust the number of displayed records through personalization. See Exhibit 27. Use the page navigation to iterate through additional records. 

206 Full Screen Functionality (Continued)

C Action (Continued)

Item	Option	Action
4 (Cont.)	Increase Size \ Decrease Size (Cont.) 	CLICK "**Decrease Size**" button to: • expand the Navigation Bar to its original width • move the farm hierarchy to its original location • restore the GIS Info assignment block to its original size.   **Note:** The farm hierarchy size button is not available during an edit session.

Note: Options three and four together will fully maximize the size of the GIS Info assignment block.

207 GIS Taskbar

A Overview

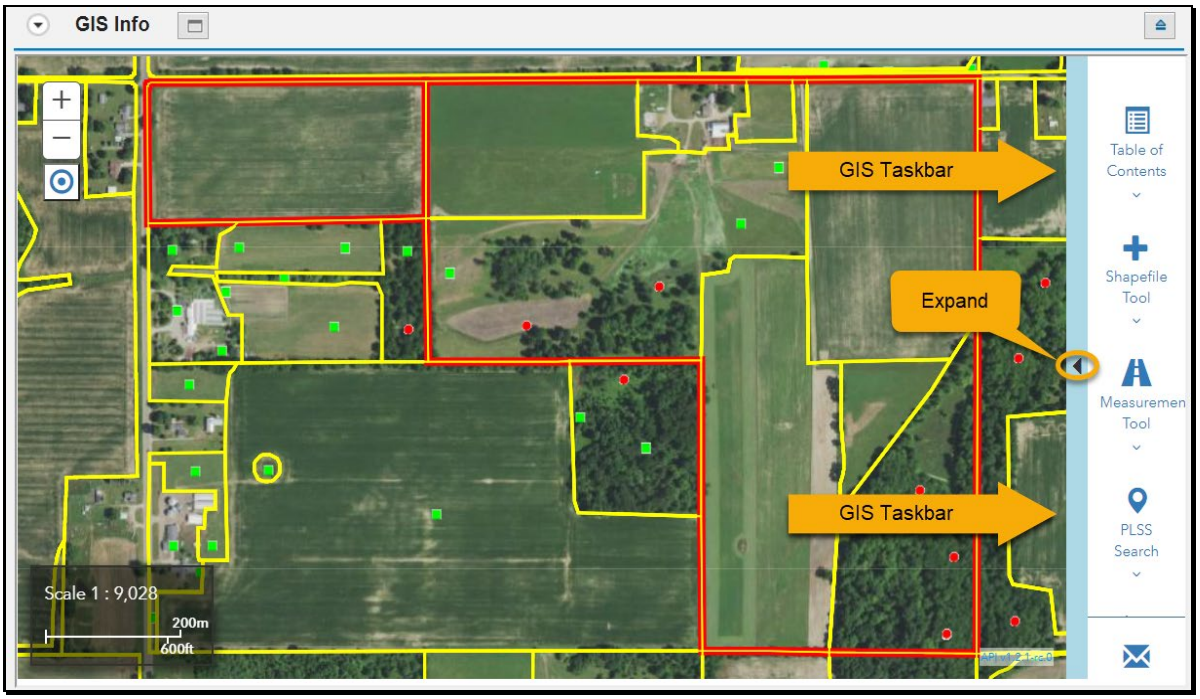
The GIS Taskbar in the GIS Info assignment block will display at all farm hierarchy levels. The following tools are available on the GIS Taskbar:

- Editing Tools (when enabled)
- Table of Contents
- Shapefile Tool
- Measurement Tool
- PLSS Search
- Farm Search
- Address Search
- Messages.

B Example

The GIS Taskbar is a vertical bar along the right side of the GIS Info assignment block. The GIS Taskbar can be expanded or collapsed by clicking the caret along the left side of the taskbar. Users can scroll within the GIS Taskbar using the mouse scroll wheel to access all options.

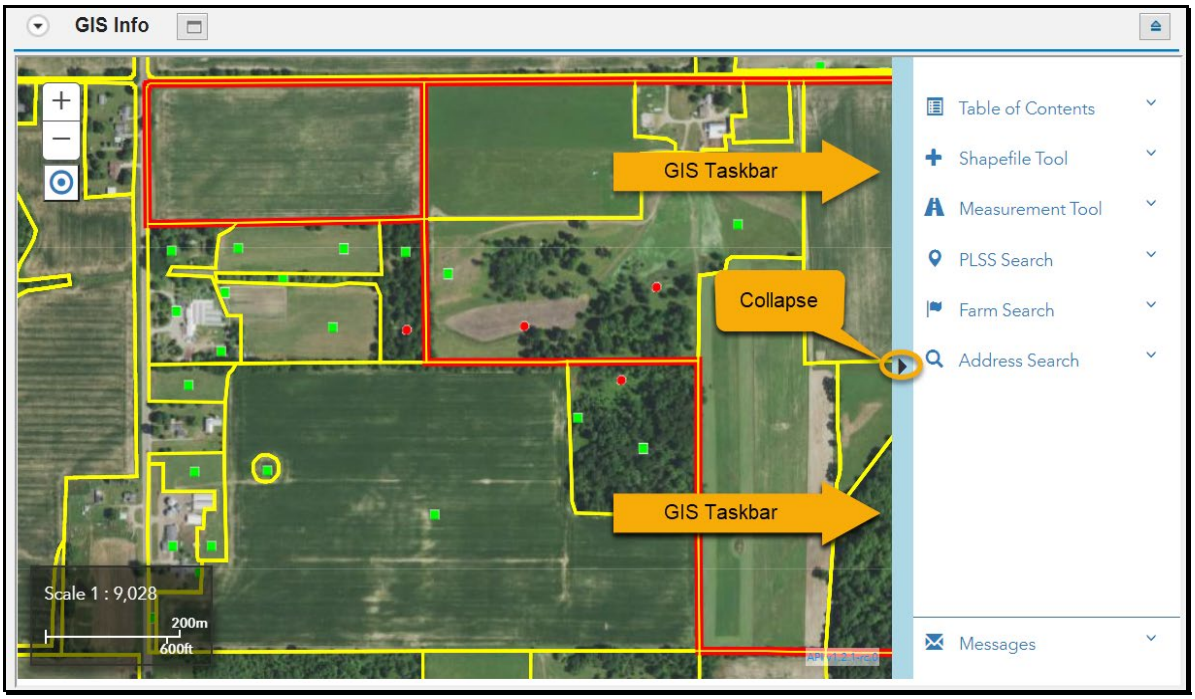
Following displays the GIS Taskbar collapsed.



207 GIS Taskbar (Continued)

B Example (Continued)

Following is a display of the GIS Taskbar expanded.



207 GIS Taskbar (Continued)

C GIS Taskbar Tools

GIS Taskbar tools can be accessed by clicking the tool or the caret (∨). Either action will expand the taskbar and display the tool. Tools can be collapsed by clicking the tool or clicking the caret (∧). Following is an overview of the tools on the GIS Taskbar.

Tool	Name	Description
 Editing Tools	Editing Tools	Tools required for CLU editing operations. Visible when editing is enabled at the tract or field level.
 Table of Contents	Table of Contents	Available GIS layers for map display.
 Shapefile Tool	Shapefile Tool	Allows users to add GIS shapefiles as needed for reference.
 Measuremen Tool	Measurement Tool	Allows users to measure areas, distances, and view coordinates within the map display.
 PLSS Search	PLSS Search	Used to select and zoom to a township, range, and/or section.
 Farm Search	Farm Search	Used to display and zoom to an existing farm, tract, and/or CLU.
 Address Search	Address Search	Used to select and zoom to an address or location.
 Messages	Messages	Conveys information and errors while completing GIS edits or tasks.

208 Table of Contents

A Overview

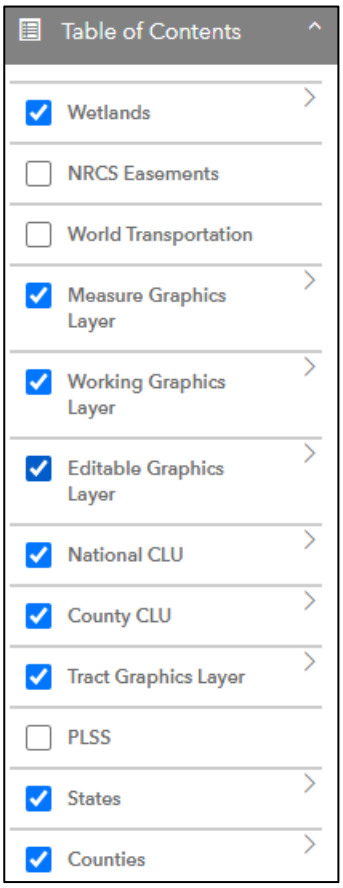
The Table of Contents displays the list of layers that are available in the GIS Info assignment block, including layers added by users.

B Example

The following example indicates:

- feature and imagery layers available for display in the Table of Contents
- layers that are automatically turned on by default (represented by a checked box).

Note: The defaulted NAIP layers will vary based on the physical location of the farm.

Feature Layers	Imagery Layers
	

208 Table of Contents (Continued)

C Layers and Descriptions

Following provides an overview of feature layers available for display.

Feature Layer	Description	Visible Scale Range
Wetlands	Represents certified and inventoried wetlands identified by NRCS. Maintained by FSA.	1:71 – 1:144,448
NRCS Easements	Geospatial boundaries (polygon sublayer) and locations (point sublayer) of environmental easement programs. Maintained and updated by NRCS.	Polygons: 1:71 – 1:72,224
		Points: ≥ 1:144,448
World Transportation	Roads layer from Esri Tiger dataset. Various representations of roads and labels are displayed at different scales. Labels include road names and address ranges.	Labels: 1:71 – 1:9,244,649
		Lines: 1:18,056 – 1:73,957,191
Measure Graphics Layer	Graphic features (points, lines, polygons) created with the Measurement Tool. Clears with a reset of the measurement tool.	All Scales
Working Graphics Layer	Subset of the editable graphics layer representing the CLU's that are selected for editing. Each time a selection is cleared, the layer empties. Each time new CLU's are selected, the layer populates.	All Scales
Editable Graphics Layer	A portion of the National CLU Layer that represents the geographic area of the selected farm plus an additional 10% of surrounding CLU's for the tract selected in the farm hierarchy.	All Scales
National CLU	National Common Land Unit layer. Created from all the individual county CLU layers. Updates to reflect current edits after an edit session is saved.	1:71 – 1:144,448
County CLU	Administrative county CLU layer of the farm selected.	1:71 – 1:144,448

208 Table of Contents (Continued)

C Layers and Descriptions (Continued)

Feature Layer	Description	Visible Scale Range
Tract Graphics Layer	Displays outer tract boundary. The boundary is pink if the tract if selected in the farm hierarchy and red if it is not. Updates after a save.	All Scales
PLSS	Public Land Survey System. Original surveying method developed and used in the U.S. Uses Township – Range - Section. Does not exist in all states.	1:71 – 1:36,112
States	U.S. States and territories.	All Scales
FSA Counties	FSA defined county boundaries. Required for farm creation and all GIS edit processes. FSA Physical and ANSI physical county attributes are derived from this layer.	1:71 – 1:577,791
Counties	U.S. Counties, including census boundaries in non-CONUS regions. Used for display purpose only.	Labels: 1:71 – 1:4,622,324 Polygons: 1:71 – 1:9,244,649
Congressional Districts	U.S. congressional district boundaries. **Note:** Last update to the congressional districts was 2013.	1:71 – 1:577,791

208 Table of Contents (Continued)

C Layers and Descriptions (Continued)

Imagery is provided through GIS services for FSA CONUS and non-CONUS imagery. The imagery services have pre-defined scale ranges. To display imagery at larger scales, pre-set imagery tiles are saved in a cache for faster display. As a result, each imagery dataset has two layers in the Table of Contents. Imagery will always be displayed for the physical location of the farm unless the layer is manually turned off.

NAIP Imagery, Non-Conus NAIP Imagery (PR, PB, HI, and AK Imagery), and Vivid Imagery (AK, HI, Mariana Islands, American Samoa, and Guam) are the official imagery for FSA. Official boundary changes must be completed using official FSA imagery. The Esri imagery is available if the FSA imagery is not accessible because of connection issues or manually turned on. The Esri imagery can be used for review and comparison, but official CLU changes **must** be made with the official FSA imagery.

Following provides an overview of imagery layers available for display.

Imagery Layer	Description	Visible Scale Range
NAIP Imagery	FSA official imagery (cached) used for CLU delineations. Covers the continental U.S.	≥ 1:4,514
NAIP Imagery no cache	FSA official imagery (no-cache) used for CLU delineations. Covers the continental U.S.	1:71 – 1:2,257
PR Imagery	FSA Non-CONUS NAIP official imagery (cached) used for CLU delineations. Covers Puerto Rico and the U.S. Virgin Islands.	≥ 1:564 – N/A
PR Imagery no cache	FSA Non-CONUS NAIP official imagery (no-cache) used for CLU delineations. Covers Puerto Rico and the U.S. Virgin Islands.	1:71 – 1:282
PB Imagery	FSA Non-CONUS NAIP official imagery (cached) used for CLU delineations. Covers the Pacific Basin.	≥ 1:2,257
PB Imagery no cache	FSA Non-CONUS NAIP official imagery (no-cache) used for CLU delineations. Covers the Pacific Basin.	1:71 – 1:1,128
Mariana Islands Vivid	High resolution satellite imagery that is a compilation of multiple acquisition dates. Used for CLU delineations. Covers the Mariana Islands.	All Scales

208 Table of Contents (Continued)

C Layers and Descriptions (Continued)

Imagery Layer	Description	Visible Scale Range
American Samoa Vivid	High resolution satellite imagery that is a compilation of multiple acquisition dates. Used for CLU delineations. Covers American Samoa.	All Scales
Guam Vivid	High resolution satellite imagery that is a compilation of multiple acquisition dates. Used for CLU delineations. Covers Guam.	All Scales
HI Imagery	FSA Non-CONUS NAIP official imagery (cached) used for CLU delineations. Covers Hawaii.	≥1:1,157
HI Imagery no cache	FSA Non-CONUS NAIP official imagery (no-cache) used for CLU delineations. Covers Hawaii.	1:71 – 1:1,128
HI Imagery Vivid	High resolution satellite imagery that is a compilation of multiple acquisition dates. Used for CLU delineations. Covers Hawaii.	All Scales
AK Imagery	FSA Non-CONUS NAIP official imagery (cached) used for CLU delineations. Covers Alaska.	1:4,514 – 36,789,595
AK Imagery no cache	FSA Non-CONUS NAIP official imagery (no-cache) used for CLU delineations. Covers Alaska.	1:71 – 1:2,257
AK Imagery Vivid	High resolution satellite imagery that is a compilation of multiple acquisition dates. Used for CLU delineations. Covers Alaska.	All Scales
Esri Imagery	Esri imagery is available if manually turned on or if the FSA NAIP imagery is not accessible because of service issues. Esri imagery can be used for review and comparison, but official CLU changes must be made using NAIP or Vivid imagery.	All Scales

Notes: Layers and imagery are displayed using the Web Mercator Auxiliary Sphere (WMAS) coordinate system.

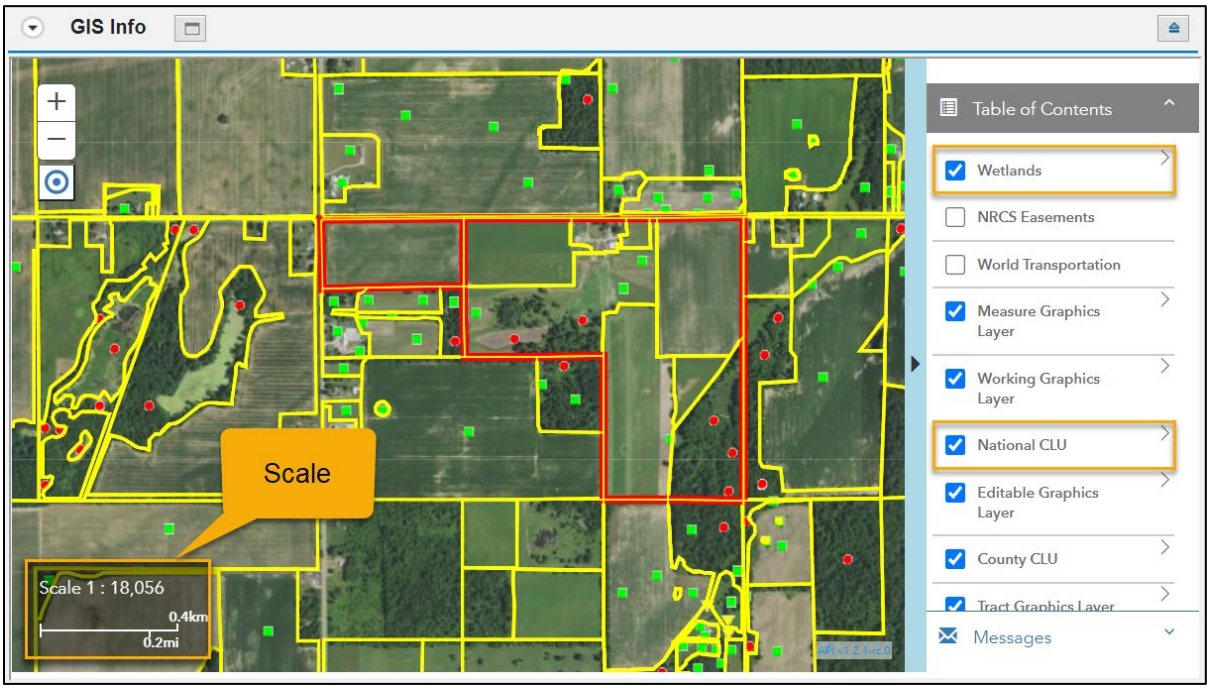
No cache and Vivid imagery layers are recognized by the Identify function, allowing users to determine the imagery acquisition date.

208 Table of Contents (Continued)

D Layer Visibility and Display Scale

Layers in the Table of Contents can be turned on and off using the check box, however scale dependent layers are only visible in the map display within a certain scale range. Scale ranges are pre-configured and cannot be adjusted. The layer name and the check box in the Table of Contents are grayed out when the map display is out of the visible scale range for that layer. See the defined scale range for each layer in subparagraph C.

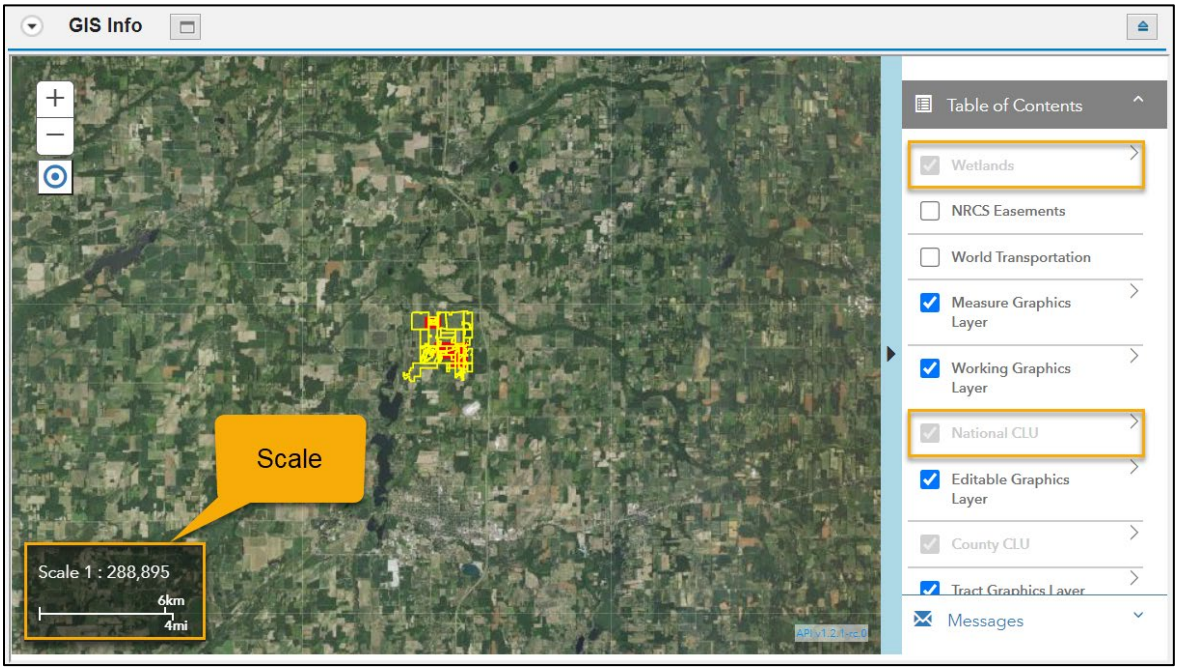
Following is an example showing the Wetlands and National CLU layers turned on and within the visible scale range.



208 Table of Contents (Continued)

D Layer Visibility and Display Scale (Continued)

Following is an example showing the Wetlands and National CLU layers turned on and outside the visible scale range.

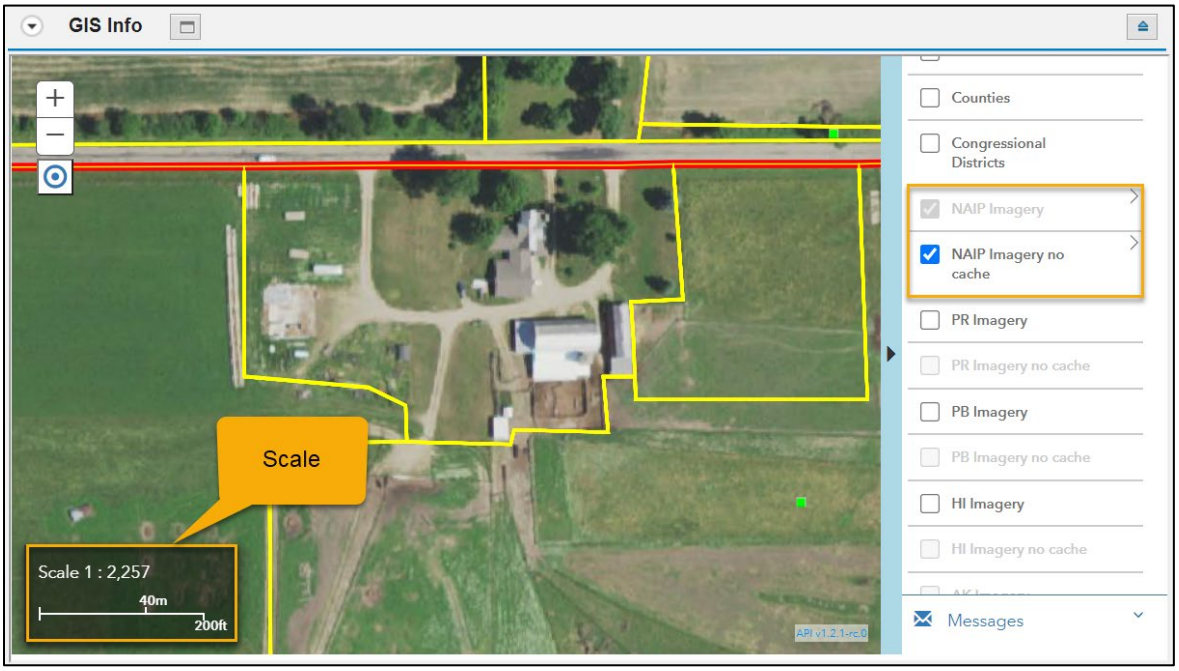


208 Table of Contents (Continued)

D Layer Visibility and Display Scale (Continued)

Following is an example showing NAIP imagery at a scale of 1:2,257:

- NAIP Imagery no cache layer turned on and visible
- NAIP Imagery (cached) layer turned on but not visible.



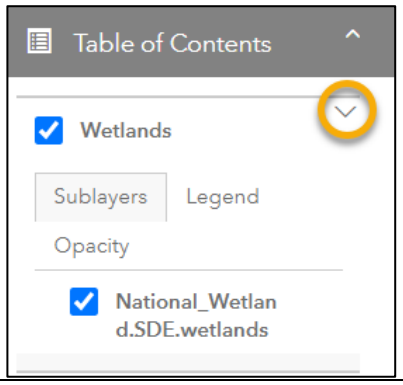
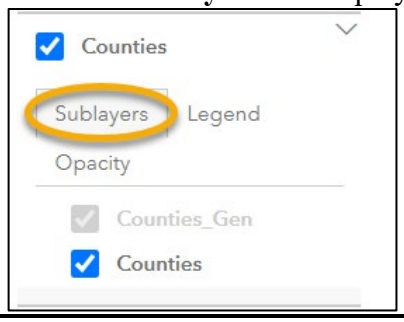
208 Table of Contents (Continued)

E Layer Properties

Each layer in the Table of Contents has associated properties. Properties can be accessed for a layer when turned on regardless of scale. Properties may include:

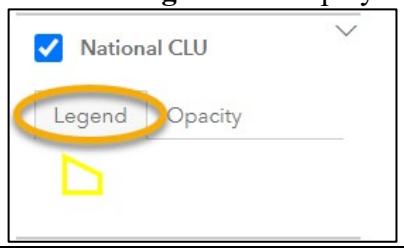
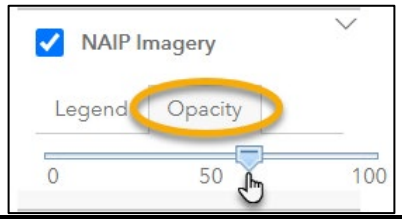
- Sublayers – Displays different levels of data based on scale range
- Legend – Displays layer symbology
- Opacity – Displays layer transparency.

The following table provides a list of actions for accessing the properties of a layer in the Table of Contents.

<table>
<tr><th>Item</th><th colspan="2">Action</th></tr>
<tr><td>1</td><td colspan="2">CLICK “Table of Contents”  to collapse/expand the Table of Contents and access the layers and layer properties.</td></tr>
<tr><td>2</td><td colspan="2">Instructions for expanding and collapsing layer properties:</td></tr>
<tr><td></td><td>CLICK “>” to expand the properties.
  </td><td>CLICK “v” to collapse the properties.
  </td></tr>
<tr><td>3</td><td colspan="2">CLICK “Sublayers” to display scale dependent sublayers, if available.
  </td></tr>
</table>

208 Table of Contents (Continued)

E Layer Properties (Continued)

Item	Action
4	CLICK **"Legend"** to display layer symbology. 
5	CLICK **"Opacity"** to change the transparency of the layer by dragging the slider left or right. 

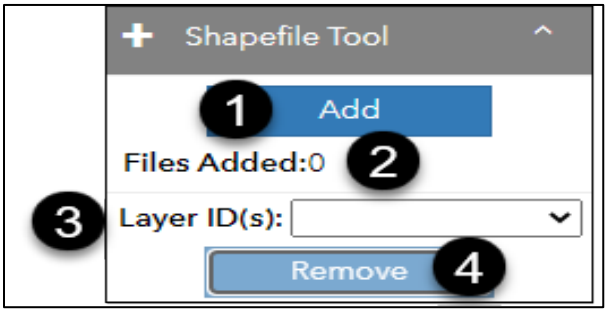
209 Shapefile Tool

A Overview

The Shapefile Tool will allow users to add GIS shapefiles in a compressed (zipped) format as needed for reference when viewing or maintaining the CLU layer. Once a shapefile is added, it is listed in the Table of Contents and users are able to view the legend and set the opacity in the properties. Examples of when an additional layer may need to be loaded include GPS data, CRP TERRA scenarios, or digital ownership records.

B Example

Following are the components of the Shapefile Tool.



Item	Component	Description
1	Add	Allows users to add zipped shapefiles.
2	Files Added	Displays the number of files added to the map display.
3	Layer ID(s)	Lists the added shapefiles. Allows users to specify the shapefile to be removed.
4	Remove	Removes the layer specified in the “Layers ID(s)” input.

209 Shapefile Tool (Continued)

C Shapefile Requirements

Shapefiles added into CRM must meet the following requirements:

- Polygon, line, and point shapefiles can all be loaded.
- Shapefiles must include the *.dbf, *.shp, *.shx, and *.prj files. Additional files may be included (e.g., *.cpg, *.sbn, *.sbx, etc.).

  Note: If the shapefile is in a coordinate system other than Web Mercator Auxiliary Sphere (WMAS), the *.prj file is used by the system to reproject the shapefile on the fly.

- Shapefiles must be zipped but cannot be encrypted.
- Zipped shapefiles cannot exceed 4 MB.
- Shapefiles cannot contain more than 4,000 features.
- Only three shapefiles can be loaded simultaneously. These can be in the same zip file.

Note: If needed, contact the state GIS Specialist for assistance with loading additional shapefiles into the GIS Info assignment block.

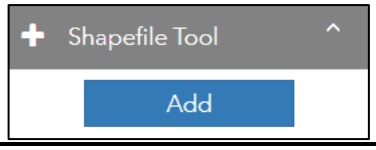
209 Shapefile Tool (Continued)

D Zipping Shapefiles

Shapefiles can be zipped using Windows or other approved zip applications (e.g., WinZip). Windows zip/compress functionality is standard on USDA machines and steps to zip files are as follows:

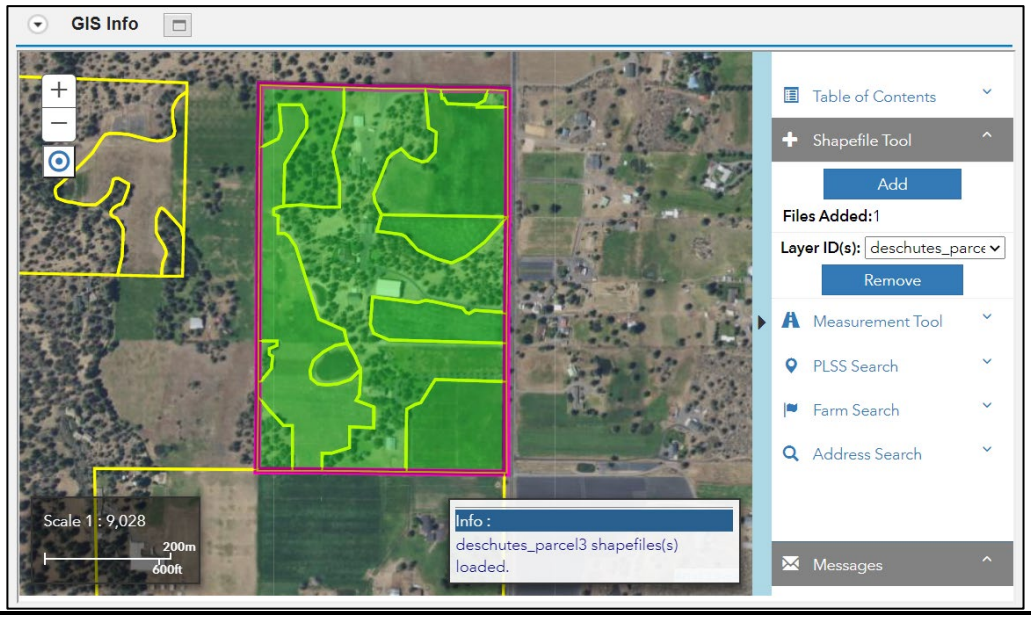
Step	Action
1	Using Windows File Explorer, navigate to the location of the shapefile. **Note:** The zipped file is saved to the same location as shapefile. Notate this location for use when adding the shapefile to the map display using the Shapefile Tool.
2	Select the files associated with the shapefile. Shapefiles must include the *.dbf, *.shp, *.shx, and *.prj files.
3	Right-click on the selected files, CLICK "**Send to**" and CLICK "**Compressed (zipped) folder**".
4	PRESS **"Enter"** to accept the default name or rename as appropriate.

E Adding a Zipped Shapefile

Step	Action
	Adding a Shapefile
1	Navigate to the applicable level in the farm hierarchy. **Note:** If the shapefile will be used in an edit session, either the tract or field level should be selected. Added shapefiles will remain in the map display until a different level is selected in the farm hierarchy.
2	Within the GIS Taskbar CLICK **"Shapefile Tool"**  to collapse/expand the Shapefile Tool.
3	Within the Shapefile Tool, CLICK **"Add".** 

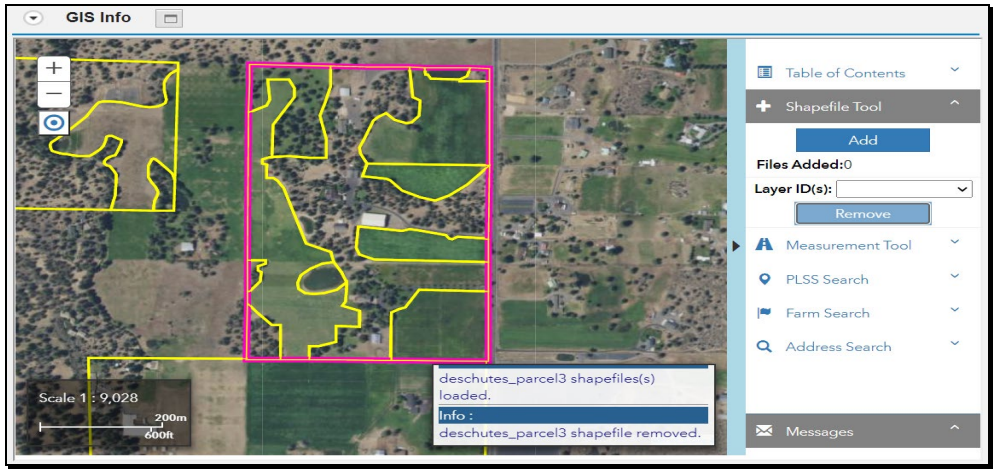
209 Shapefile Tool (Continued)

E Adding a Zipped Shapefile (Continued)

Step	Action
	Adding a Shapefile (Continued)
4	Browse to and select the zipped shapefile. CLICK **"Open"**. When successfully added: • the Shapefile Tool, Files Added entry displays the number of shapefiles added • the Shapefile Tool, Layer ID(s) drop-down menu populates the name of the file(s) • the GIS Taskbar Messages displays an "Info" message • the map display zooms to the scale closest to the extent of the features added. 

209 Shapefile Tool (Continued)

E Adding a Zipped Shapefile (Continued)

Step	Action
Shapefile Options	
5	Added shapefiles are represented as layers in the Table of Contents. See paragraph 208 for details on working with layers.
6	If multiple shapefiles are added, select a layer in the Layer ID(s) drop-down menu to zoom to the scale closest to the extent of the features within that layer.
7	If referencing the added shapefile to update the CLU, use the GIS editing tools and snapping functionality. See Section 2, Subsection 2 for details.
Removing a Shapefile	
8	In the Layer ID(s) box within the Shapefile Tool, CLICK "V" and select the shapefile to be removed. 
9	CLICK **"Remove"**. When successfully removed: • the Shapefile Tool, Files Added entry updates the number of shapefiles currently added • the Shapefile Tool, Layer ID(s) drop-down menu updates and only displays remaining shapefiles as applicable • the GIS Taskbar Messages displays an "Info" message indicating the shapefile was removed. 

209 Shapefile Tool (Continued)

F Common Error Messages

Common error messages that prevent users from saving edits include:

Message or Error Received	Issue Description
Encountered problem while adding shapefile. Please verify data and try again.	Network issues, encrypted file used, correct file extensions not included in the zipped file, shapefile(s) too large, shapefile(s) contains too many features.
Add shapefile as .zip file.	Shapefile not in zipped format.

If errors are encountered, review the files to ensure requirements in subparagraph C are met or contact the state GIS Specialist.

210 Measurement Tool

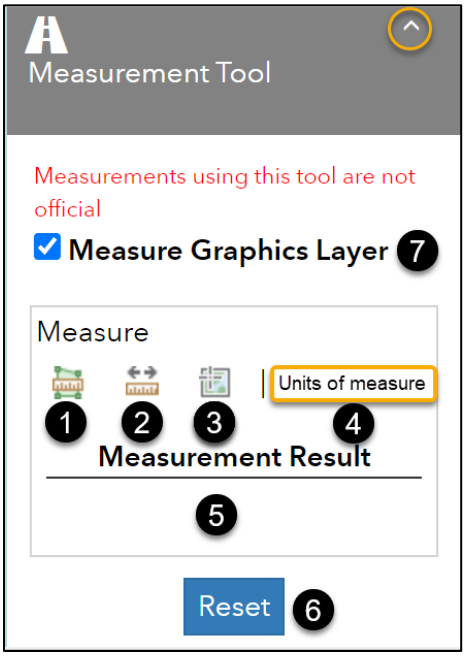
A Overview

The Measurement Tool allows users to measure area and distance or derive coordinates for a specific location in the map display. Multiple area, distance, and location measurement graphics can be created.

Note: Measurements are displayed using the WMAS coordinate system and as a result cannot be used as an official measurement service. Measurements can be considered close estimates and used as general reference. See 1-GIS, Part 5 for guidance on conducting an official measurement service.

B Example and Features

Following is an example of the Measurement Tool.



210 Measurement Tool (Continued)

B Example and Features (Continued

Following tools and options are available when the Measurement Tool is opened.

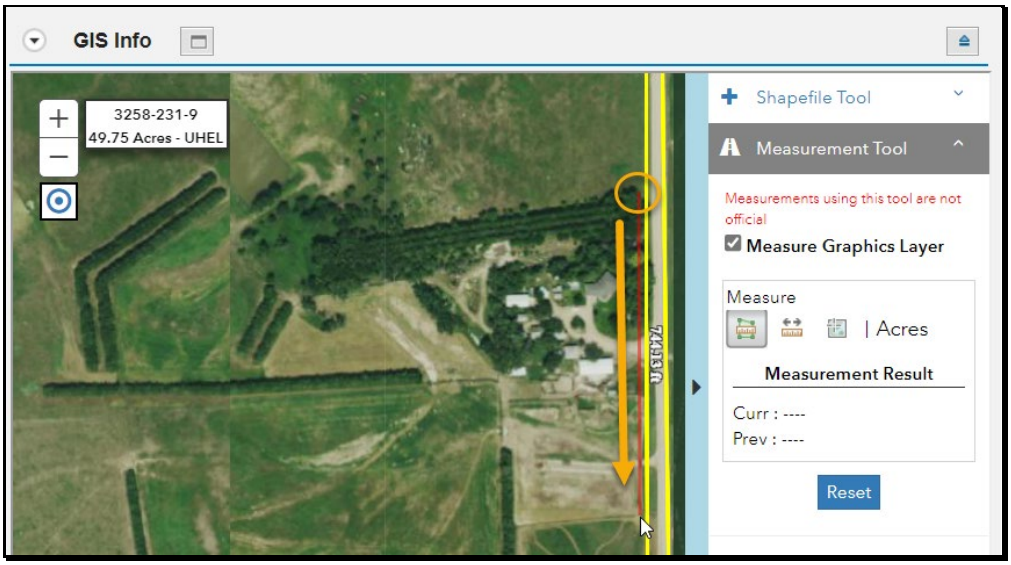
Item	Name	Description
1	Area	Used for areal measurements (default is acres).
2	Distance	Used for linear measurements (default is feet).
3	Location	Used for identifying latitude and longitude coordinates (default is degrees).
4	Units of measure	Not enabled until a measure tool (1, 2, 3) is activated. Click on displayed units to change as applicable.
5	Measurement Result	Appears after: • third click for area measurements • first click for linear measurements • a click for location measurements. Final values for current and previous measurements completed will displayed.
6	Reset	Clears all measurements. **Note:** Individual measurements cannot be altered or cleared.
7	Measure Graphics Layer	Allows the measurement graphics to be turned on and off. **Note:** Measurements are temporarily stored in the Measurement Graphics Layer in the Table of Contents (TOC). Display and properties can be adjusted in the TOC.

210 Measurement Tool (Continued)

C Conducting Measurements

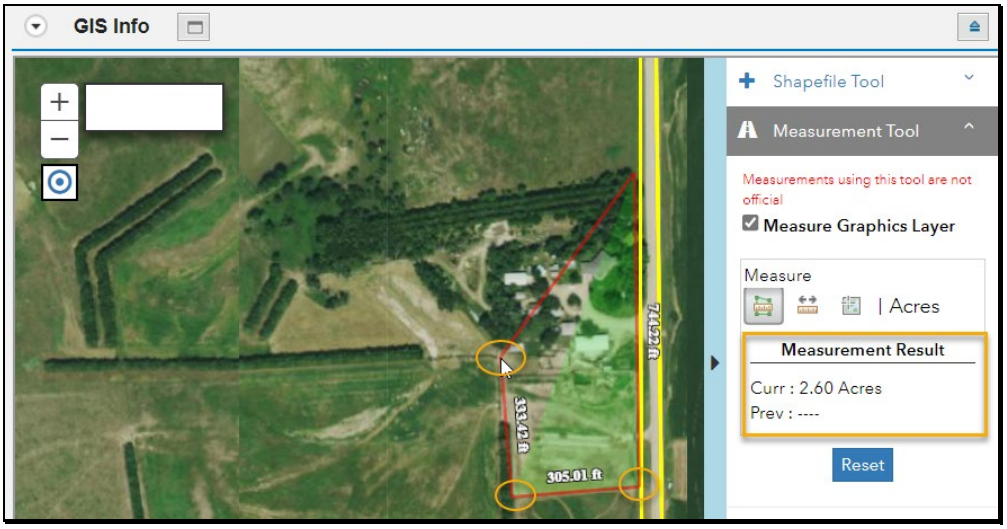
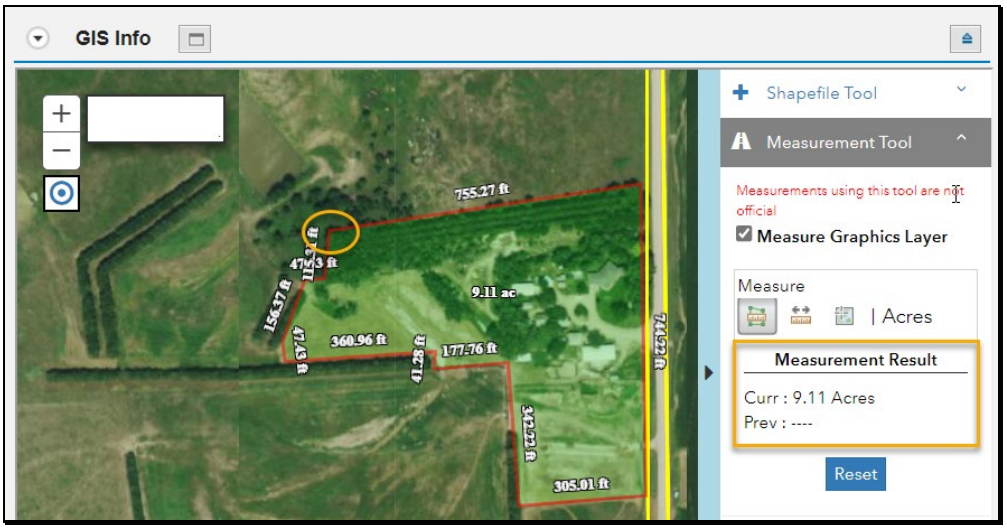
Following tables provide instruction to measure area, distance, and location.

Area Measurement

Step	Action
	CLICK **"Measurement Tool"** to collapse/expand the measurement tools and options.
1	CLICK **"Area".** 
2	CLICK **"Acres"** or currently displayed units to change unit type if necessary. 
3	Click within the map display at the starting point of the measurement, then move the cursor to the start of the next line segment. A dynamic distance measurement label will appear on the map display.  **Note:** PRESS **"Alt"** to snap to a vertex of an existing feature or graphic. See Par. 223 for guidance on snapping.

210 Measurement Tool (Continued)

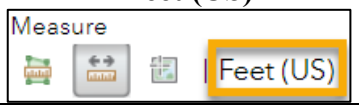
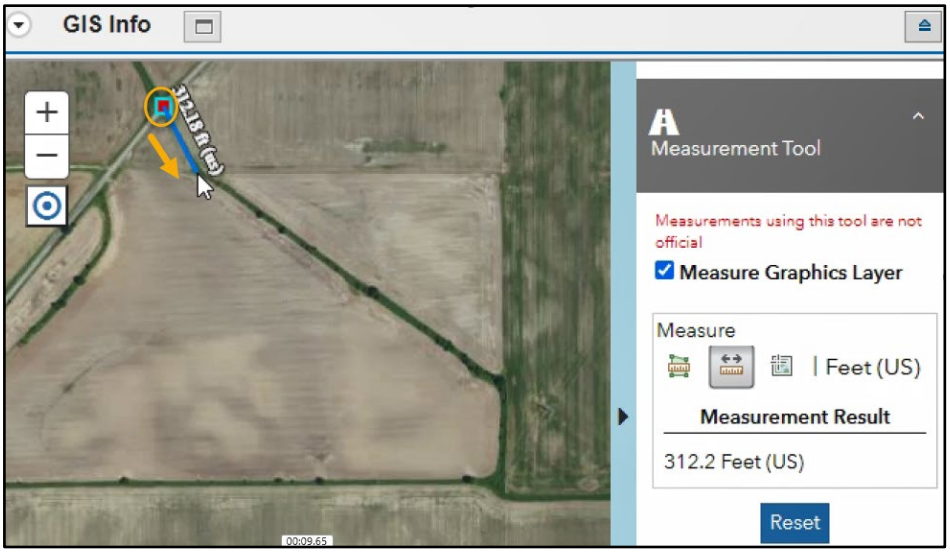
C Conducting Measurements (Continued)

Step	Action
4	Click each location where the measurement line changes direction or when the desired segment length has been reached.  **Note:** An area calculation displays under Measurement Result after the third click and updates as the measurement is delineated.
5	Double-click to end the measurement.  **Note:** The delineated graphic will turn red upon completion and the total acreage will appear within the graphic.

210 Measurement Service Tool (Continued)

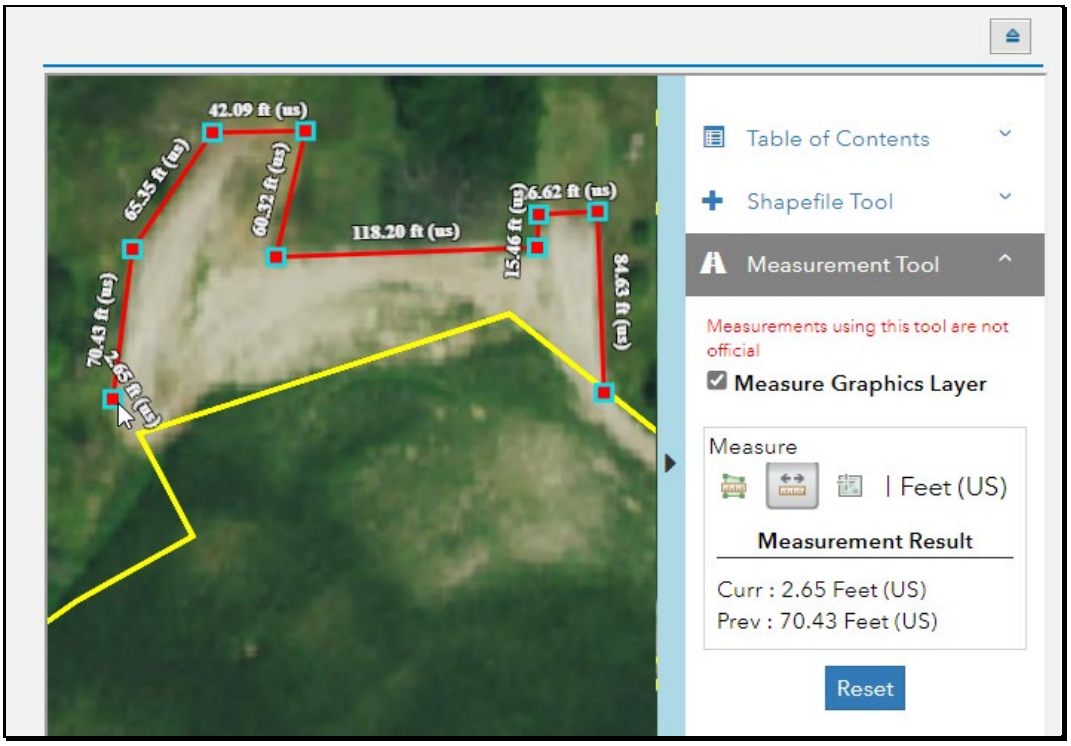
C Conducting Measurements (Continued)

Distance Measurement

Step	Action
	CLICK **"Measurement Tool"** to collapse/expand the measurement tools and options.
1	CLICK **"Distance"**. 
2	CLICK **"Feet (US)"** or currently displayed units to change unit type if necessary. 
3	Click within the map display at the starting point of the measurement, then move the cursor to the start of the next line segment. A dynamic distance measurement label will appear on the map display.  **Note:** PRESS **"Alt"** to snap to a vertex of an existing feature or graphic. See Par. 223 for guidance on snapping.

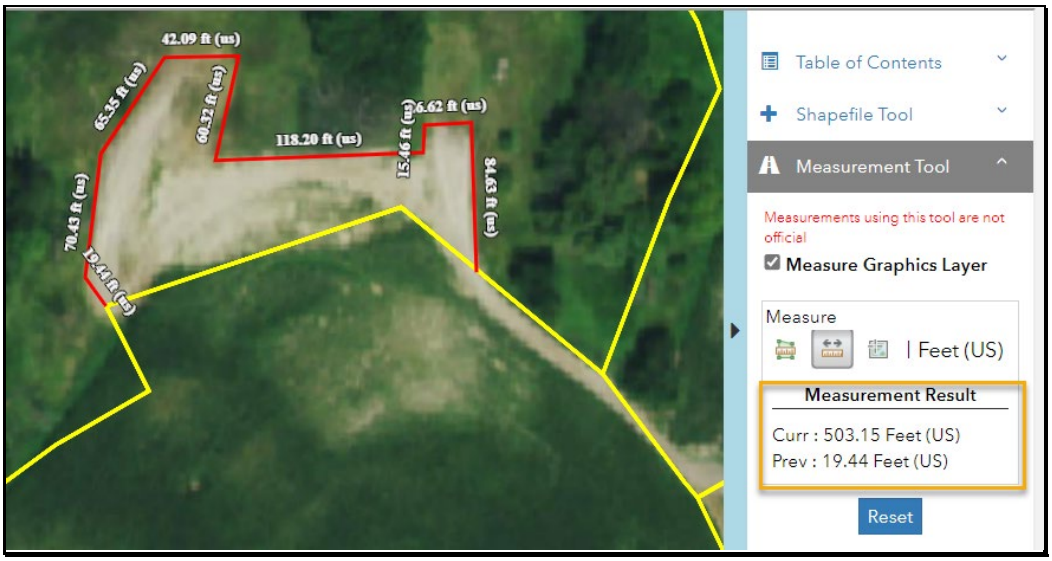
210 Measurement Service Tool (Continued)

C Conducting Measurements (Continued)

Step	Action
4	Click each location where the measurement line changes direction or when the desired segment length has been reached.  **Note:** A segment length appears on the map display after each segment is drawn and a current and previous distance subtotal will appear under Measurement Result as the measurement is delineated.

210 Measurement Service Tool (Continued)

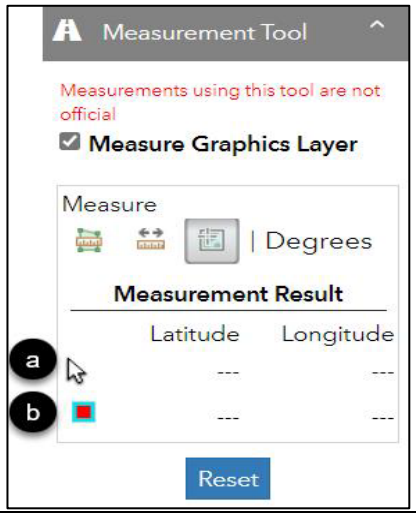
C Conducting Measurements (Continued)

Step	Action
5	Double-click to end the measurement.  **Note:** A total distance for all segments will display as the Current value and the last distance measure will display as the Previous value under Measurement Result

210 Measurement Service Tool (Continued)

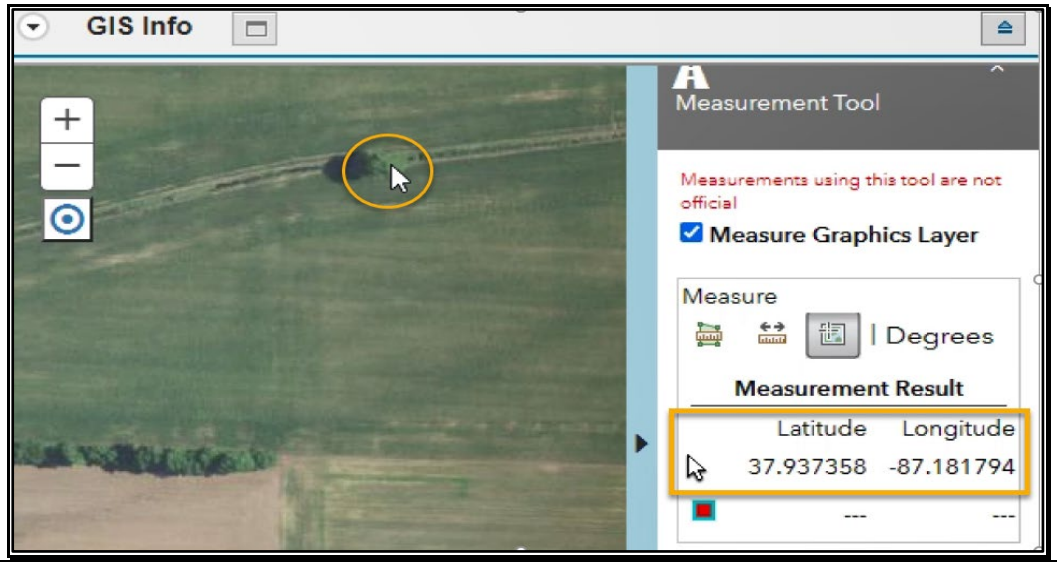
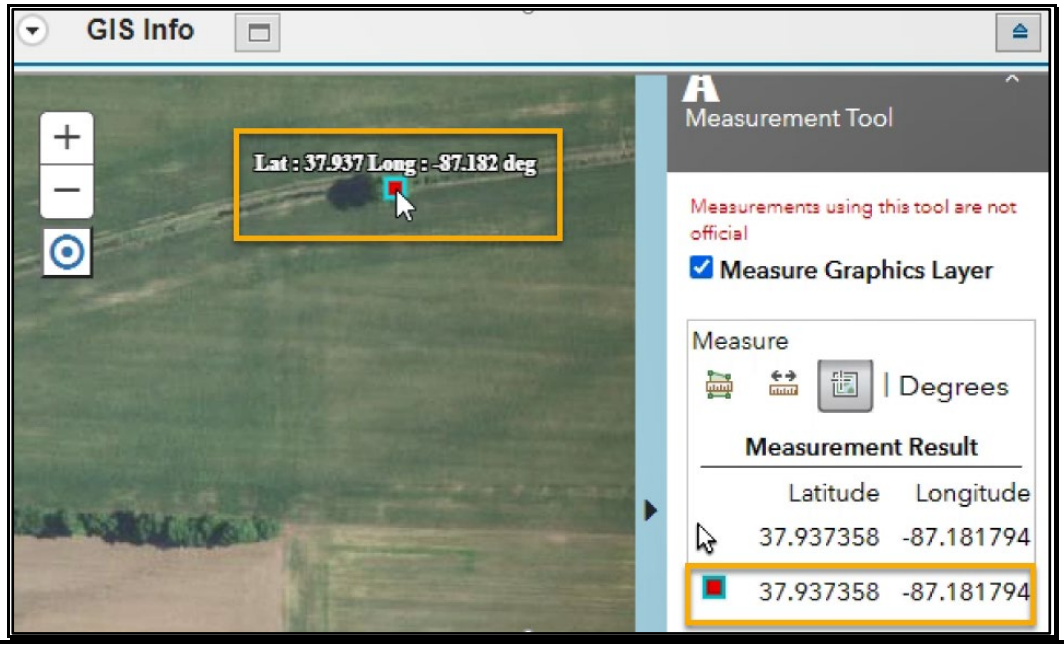
C Conducting Measurements (Continued)

Location Measurement

Step	Action
	CLICK **"Measurement Tool"** to collapse/expand the measurement tools and options.
1	CLICK **"Location"**.  **Note:** Under Measurement Result, there are two available entries. • The first measurement result dynamically displays the coordinates of the cursor location. • The second measurement result displays the coordinates of the last location graphic created. 
2	CLICK **"Degrees"** to change the location units if necessary. 

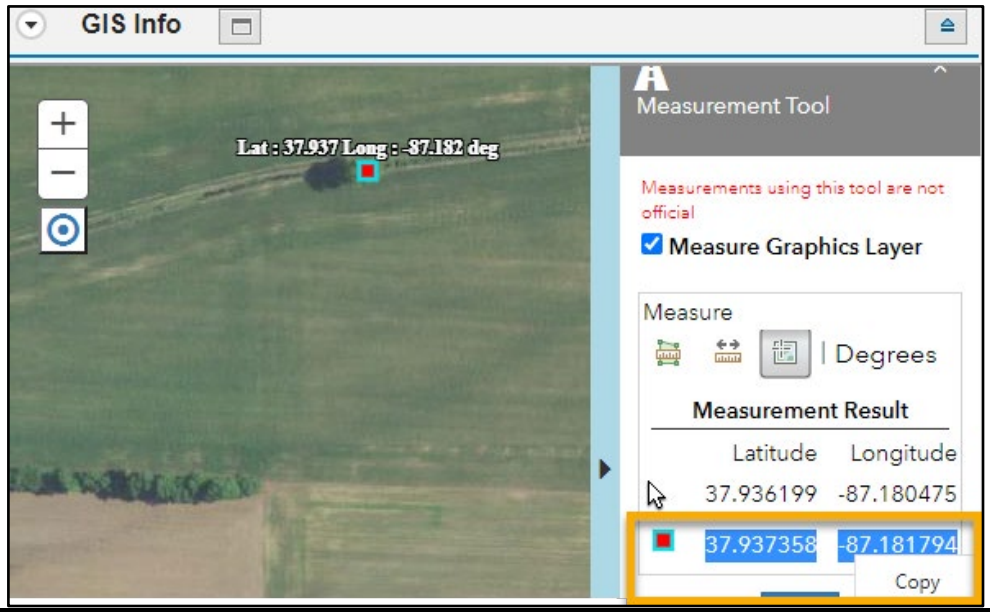
210 Measurement Service Tool (Continued)

C Conducting Measurements (Continued)

Step	Action
3	Move the cursor within the map display to view the coordinates under Measurement Result. 
4	Click within the map display to add a graphic marker notating the coordinates of the location. The coordinates of the last location clicked display under Measurement Result. 

210 Measurement Service Tool (Continued)

C Conducting Measurements (Continued)

Step	Action
5	To copy the measured coordinates for pasting into another document or application: • under Measurement Result, click and drag the cursor across the displayed coordinates. • right-click on the highlighted coordinates and choose Copy. 

211 PLSS Search

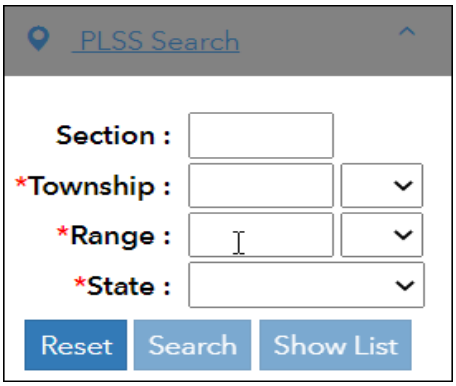
A Overview

The PLSS Search option allows users to search the Public Land Survey System or "PLSS" searching by Section (optional) and/or Township, Range, and State (all required fields).

Note: PLSS Search is only applicable to States with an established Public Land Survey System.

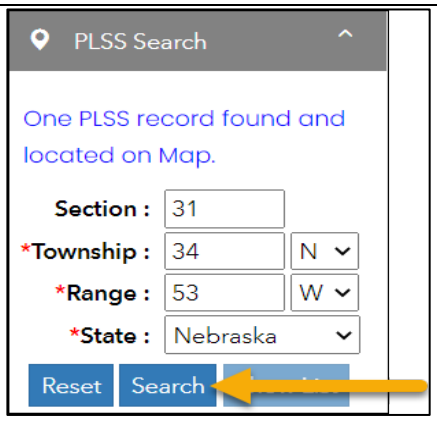
B Example

Following is an example of the PLSS Search Tool found on the GIS Taskbar. Required entries are notated by an asterisk.



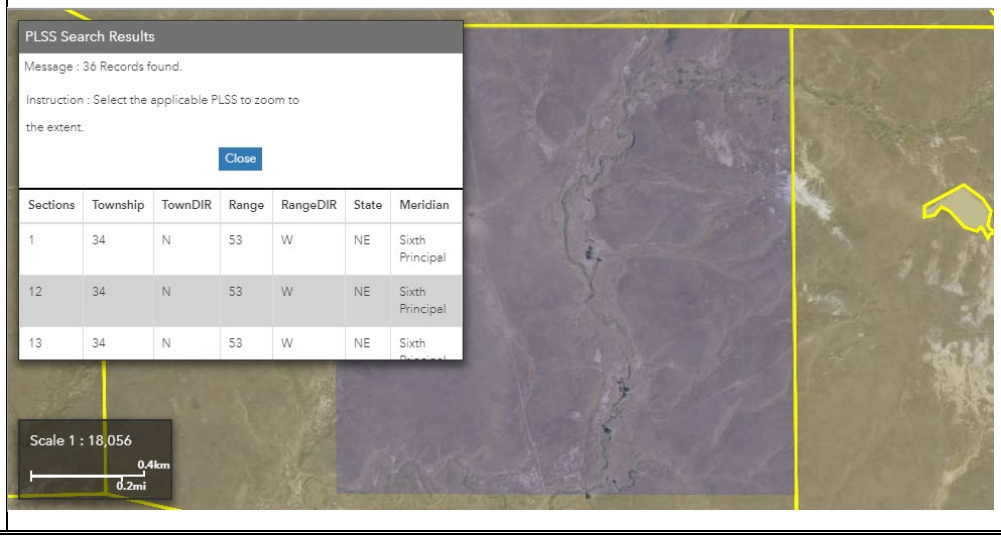
C Action

Following provides instructions for searching by the Public Land Survey System.

Step	Action
1	CLICK "**PLSS Search**"  to expand the PLSS Search Tool.
2	Enter: • Township • Range • State. Enter as applicable: • Section • Township direction • Range direction. 

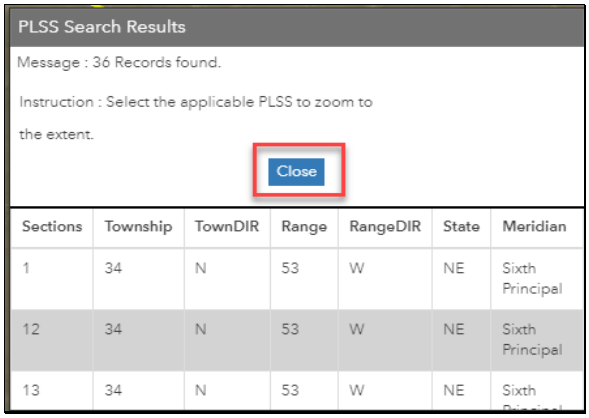
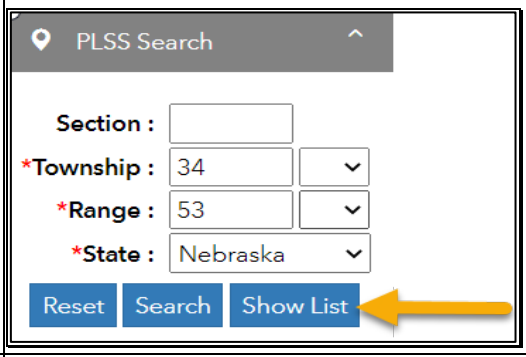
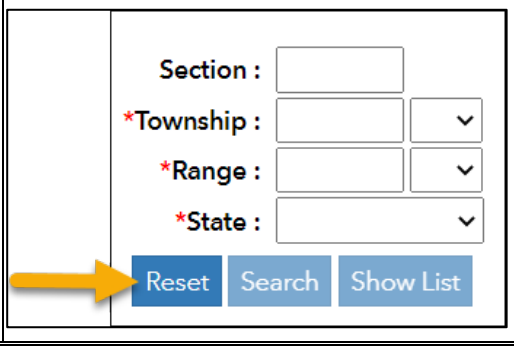
211 PLSS Search (Continued)

C Action (Continued)

Step	Action
3	CLICK “Search”.
4	If Section is entered, the map display zooms to the scale closest to the extent of the section.  If Section is not entered, a PLSS Search Results selection table displays. Users can scroll through the results list and click the applicable section to zoom to the scale closest to the extent of the section selected. 

211 PLSS Search (Continued)

C Action (Continued)

Step	Action
5	CLICK "**Close**" to remove the PLSS Search Results selection table from the map display.  CLICK "**Show List**" in the PLSS Search tool to restore the PLSS Search Results selection table. 
6	CLICK **"Reset"** in the PLSS Search tool to clear the entries. 

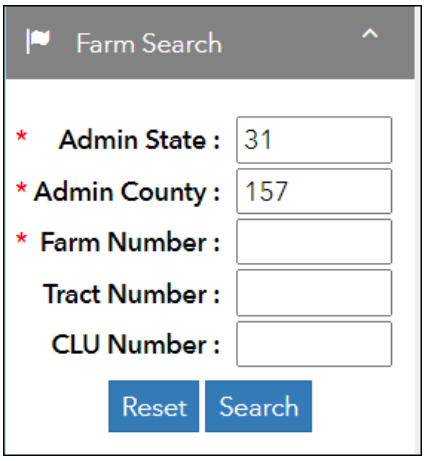
212 Farm Search

A Overview

The Farm Search option allows users to search for an existing farm, tract, and/or CLU.

B Example

Following is an example of the Farm Search tool found on the GIS Taskbar. Required entries are notated by an asterisk.



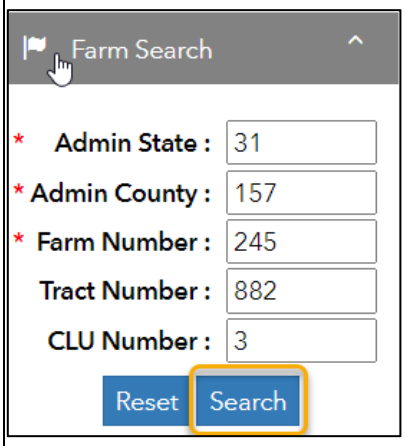
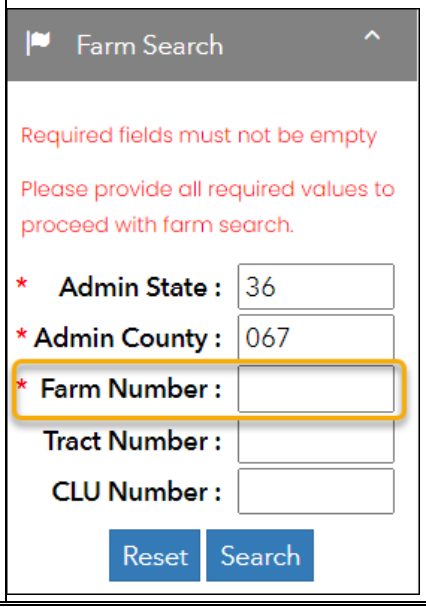
C Action

Following provides instructions for searching for a location by Farm.

Step	Action
1	CLICK "**Farm Search**" to expand the Farm Search tool.
2	Enter: • Admin State • Admin County • Farm Number. **Note:** The Admin State and Admin County defaults to the State and County of the farm record selected in the farm hierarchy. State and County can be changed as applicable. Enter as applicable: • Tract Number • CLU Number.

212 Farm Search (Continued)

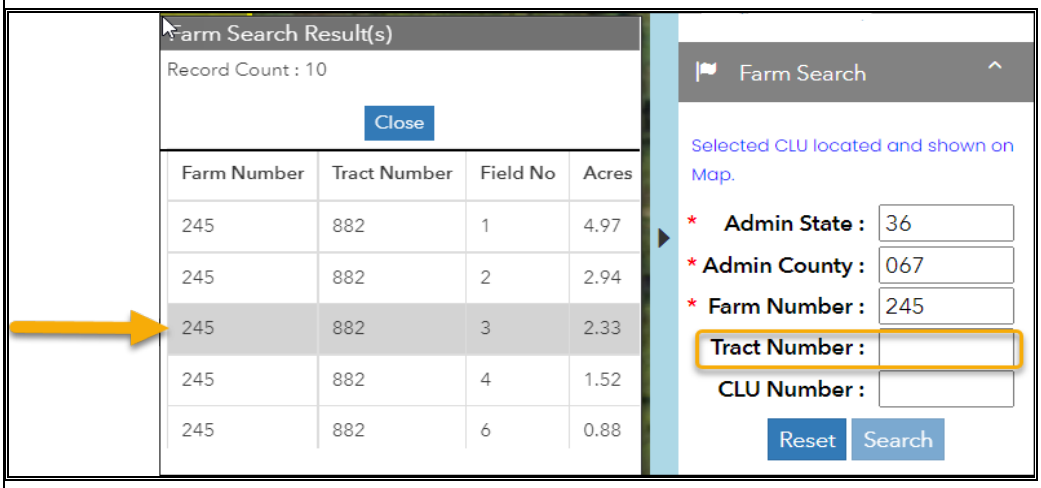
C Action (Continued)

Step	Action
3	CLICK **"Search"**. **Note:** To zoom to a specific CLU within a farm and tract, all three values must be entered.  The following error will be displayed if a Farm Number is not entered. 

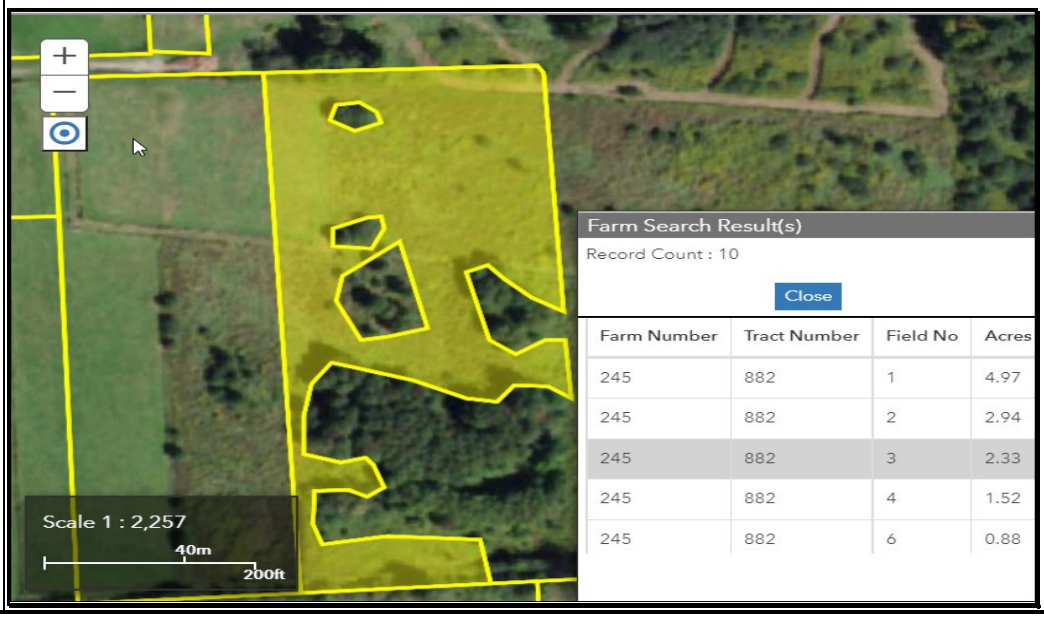
212 Farm Search (Continued)

C Action (Continued)

Step	Action
4	If Tract Number is left blank, the Farm Search Result(s) window will provide a listing all available tract and CLU's associated with the selected farm.

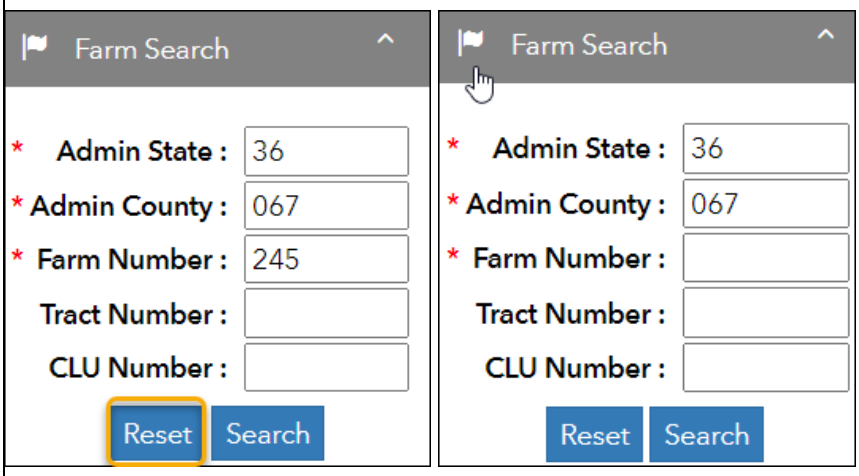


Users can select a record to zoom to the area in the map display.



212 Farm Search (Continued)

C Action (Continued)

Step	Action
5	CLICK "**Reset**" to clear the Farm, Tract and CLU number entries.  **Note:** Clicking Reset will retain or reset to the default Admin State and Admin County.

213 Address Search

A Overview

The Address Search tool is used to navigate to a known address or a point of interest.

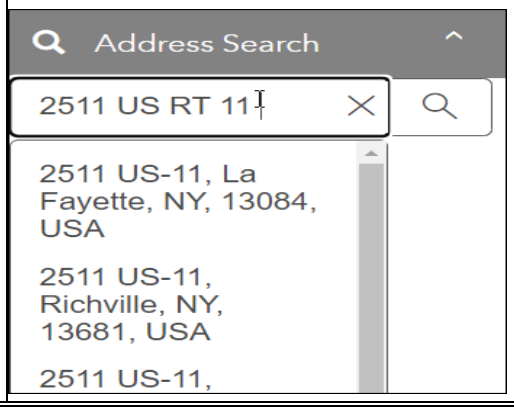
B Example

This is an example of the Address Search tool found on the GIS Taskbar.



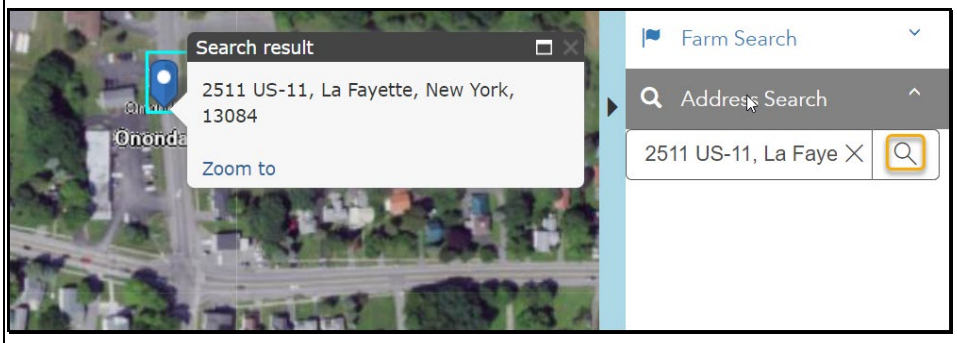
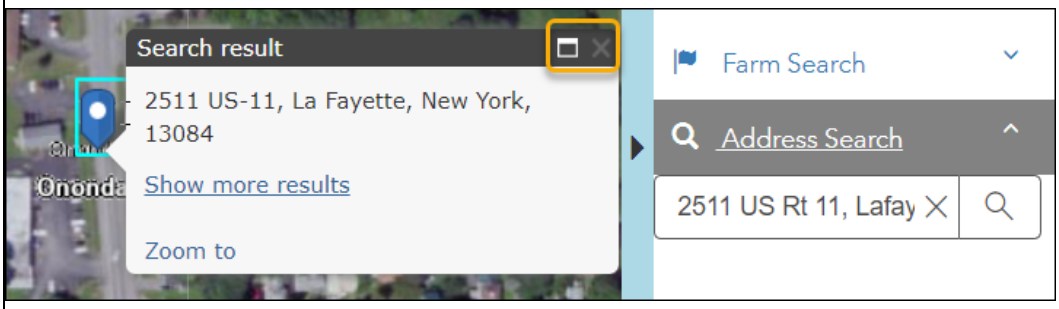
C Action

The following provides instructions for searching for an address or point of interest.

Step	Action
1	CLICK "**Address Search**"  to expand the Address Search tool.
2	Enter an address or point of interest **Note**: The search tool generates potential address options. Users can select from available options to immediately navigate to a location. If a location is selected from the options continue to Step 4. 

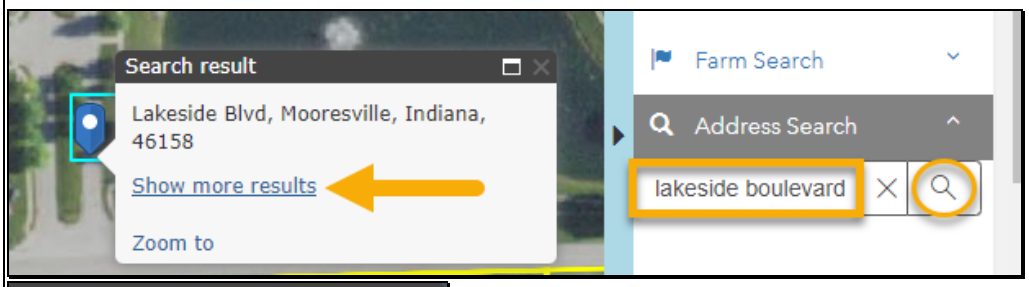
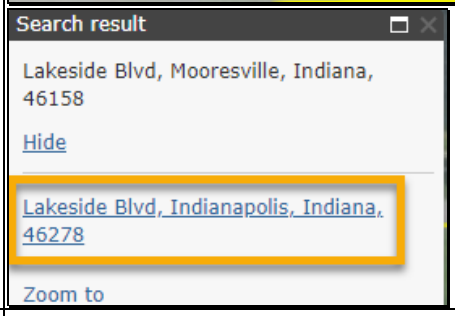
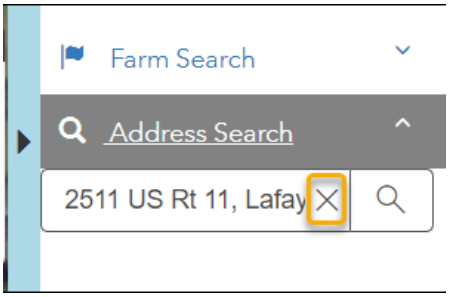
213 Address Search (Continued)

C Action (Continued)

Step	Action
3	CLICK "**Search**"  to zoom to the entered location in the map display.  **Note:** If a complete address is not entered, users may be zoomed to an incorrect location.
4	A pin is placed on the map display to mark the location and a "Search result" window opens. Verify the address or point of interest to ensure the correct location is identified. CLICK "**Zoom to**" for a closer view. The "Search result" pop-up can be maximized or closed.  **Note:** Clicking on the pin will enable the ID functionality and the attributes for all layers at that location are returned. 

213 Address Search (Continued)

C Action (Continued)

Step	Action
5	If the marked location is not the intended location, CLICK "**Show more results**" to review and choose a different location if applicable. This can happen when a partial address is entered, and the Search button is used.  
6	CLICK "**X**" in the Address Search tool to remove the pin from the map display. 

Reserved 214-219

Subsection 2 Field Level Maintenance

220 CRM Farm Records Field Level Data and Maintenance

A Overview

In general, the foundation of Farm Record's data starts with the field level data. Once a field is delineated and data entered in the CLU attributes, the information is aggregated to the tract *--and farm levels. With the exception of the GIS Info assignment block the following assignment blocks are found at the field level for a selected field for years 2016 through current:

- GIS Info

  Notes: GIS Info assignment block is only accessible in current year farm records.--*

  GIS Info assignment block is collapsed by default at the field level. Users should change the field level personalization to always open and display the assignment block when at the field level. See Exhibit 27 for personalizing assignment blocks.

- Field General Data
- Field Land Data
- CRP Data
- NRCS Data
- Parties Involved
- Native SOD
- Field Change History
- Glossary.

220 CRM Farm Records Field Level Data and Maintenance (Continued)

A Overview (Continued)

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 in current year 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 field level assignment blocks. Modifying or editing field level data in prior years is completed by manually editing the applicable assignment block.--*

Note: Automation instructions for field editing will use the terms “field” and “CLU” *--interchangeably. Generally, “field” is used when referencing tabular field data in--* the farm hierarchy and “CLU” is used when referencing a field and associated attributes in the GIS Info assignment block.

Important: After edits are completed users should verify that the updates have replicated *--successfully. Successful replications in current year are verified at the farm--* level in the FPMS Status assignment block. See Exhibit 28 and Part 7, Section 2 on Farm Level Editing for additional information concerning the FPMS Status assignment block.

220 CRM Farm Records Field Level Data and Maintenance (Continued)

*--B Field Level and CLU Data Integration and Communication - Current Year Only

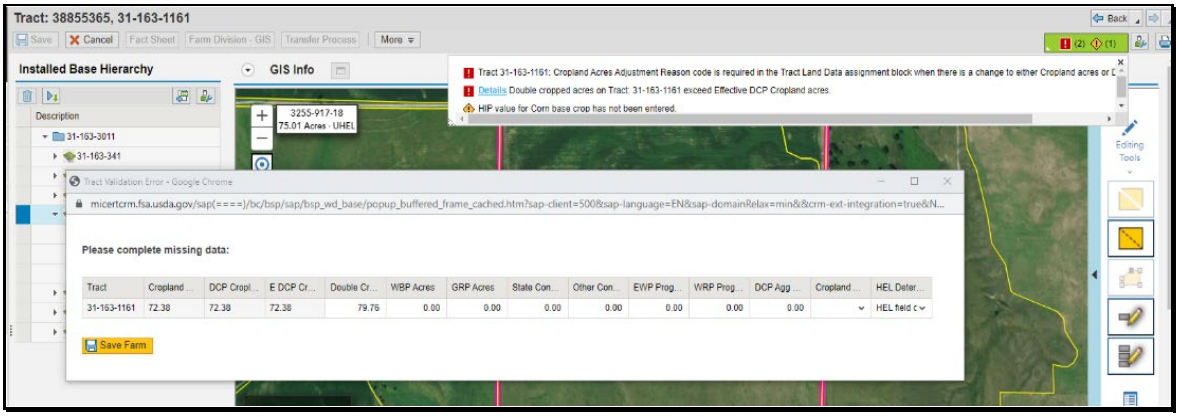
In current year only, GIS is integrated within CRM but is a separate system. The two--* systems are in constant communication as most edits in GIS will trigger automatic changes to CRM data and some edits in CRM will trigger changes to GIS data. Common integrated process include:

- New farm/tract creation
- Farm/Tract recon
- Farm transfer
- Farm inactivation
- Entering CRP or Native Sod data.

*--In current year, field level data is either derived from CLU attributes or manually entered in applicable assignment blocks. Changes needed to data derived from the CLU must be updated from the GIS Info assignment block. In prior years, records with field level data (2016 through one year less than current), data is maintained through the field level assignment blocks. Field level data is aggregated to the tract and farm level accordingly.

C Tract Validations

Depending on the editing scenario, the Tract Validation Error table may display after--* clicking “Save”. Expand and review the associated CRM system messages to identify missing or incorrect data that must be remediated.



220 CRM Farm Records Field Level Data and Maintenance (Continued)

C Tract Validations (Continued)

Users are prompted to update tract level data or select a cropland adjustment reason code when the following occur.

*--

IF the following are edited…	AND the following is impacted…	THEN the following must be entered in the Tract Validation Error Table…
CLU boundary (current year), field level acres (prior year), or CLU 3-CM Cropland Indicator attribute	tract level cropland/DCP cropland acreages	select the applicable "Cropland Adjustment Reason" code to document the change.
CLU boundary (current year), field level acres (prior year), or CLU 3-CM Cropland Indicator attribute	manually entered Tract Land Data assignment block acreages	adjust tract level acreages as prompted: • double-cropped acres cannot exceed Effective DCP Cropland. • WRP, GRP, State Conservation, Other Conservation, and DBP acres cannot exceed DCP cropland. **Note:** DCP Ag Related Activity Acres cannot exceed farmland minus cropland acres. System will automatically reduce DCP Ag Related Activity acres when applicable. Users have the option to manual adjust acres if further changes are needed.
CLU HEL status attribute (current year) or field level HEL Status (prior year)	tract level HEL Determination cannot be determined by the system	select the applicable tract level HEL Determination.

--*

220 CRM Farm Records Field Level Data and Maintenance (Continued)

C Tract Validations (Continued)

The following are available Cropland Adjustment Reason codes available for selection when cropland or DCP cropland changes occur on a tract.

Select the following Adjustment Reason Code	WHEN the Following Occurs
New Land Broken Out	CLU or attribute change results in an increase in tract cropland acres.
Residential Reduction	CLU or attribute change results in a decrease in tract cropland acres due to new residential development.
Commercial Reduction	CLU or attribute change results in a decrease in tract cropland acres due to new commercial development.
Boundary Correction	CLU boundary change resulting in either an increase or decrease in tract cropland acres due to a boundary correction.
Other	CLU or attribute change results in either an increase or decrease of tract cropland acreage for any other reason.

221 Field Level: GIS Info Assignment Block

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 assignment block and associated functions and tools are only available for current year.--*

Within the GIS Info assignment block, layers and imagery are displayed using the Web Mercator Auxiliary Sphere (WMAS) coordinate system. During an edit session, acres are calculated using the Universal Transverse Mercator (UTM) coordinate system to ensure accurate CLU acreages.

The GIS editing tools become available within the GIS Taskbar 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 map display regardless of:

- whether the edit session was initiated from the tract level or the field level
- the field selected in the farm hierarchy.

GIS edits can only be made within a single tract at a time.

221 Field Level: GIS Info Assignment Block (Continued)

A Overview (Continued)

The following GIS editing tools are available to modify or maintain CLU boundaries and attributes:

- Split/Inclusions
- Merge Features
- Vertex Edit
- Attribute Edit
- Bulk Attribute Edit.

Note: The user must be at a scale of at least 1:4,514 to access the following GIS editing tools:

- Split/Inclusions
- Vertex Edit.

Once an editing tool is selected, the user can zoom to a different scale as needed to perform the edit required. It is recommended to be zoomed in to at least edit scale to accurate delineate CLU boundaries and closer in shared boundary scenarios to ensure vertices are matched.

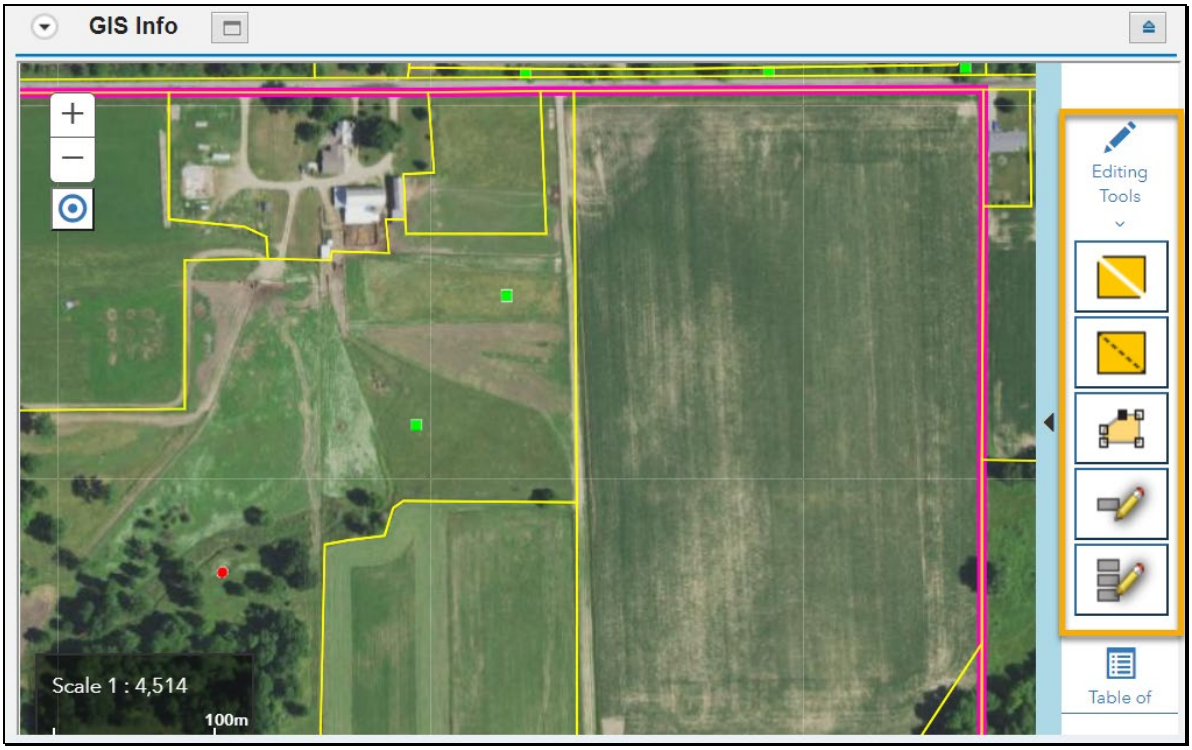
Within an edit session, clicking on an editing tool will open the associated toolbar and initiate a toolbar edit session. A toolbar edit session allows users to complete multiple edits prior to temporarily committing edits and closing the toolbar. Multiple toolbars can be used in the same edit session prior to saving edits. It is recommended that users minimize the number of different types of edits within an edit session and save frequently for best results.

After edits in the GIS Info assignment block are completed, the user must select Save before the edits are permanently saved in the CLU layer and all associated field, tract, and farm data is updated accordingly in the farm hierarchy.

221 Field Level: GIS Info Assignment Block (Continued)

B Example

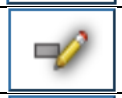
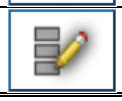
Following is an example of the editing tools available in the GIS Info assignment block within the GIS Taskbar.



221 Field Level: GIS Info Assignment Block (Continued)

C Editing Tools

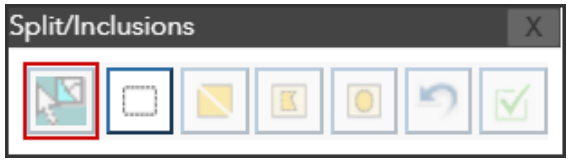
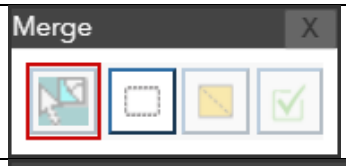
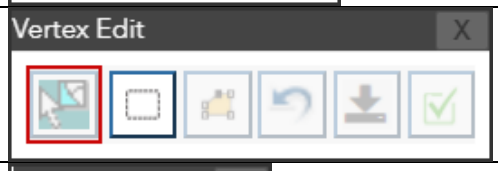
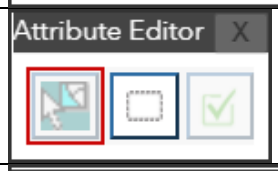
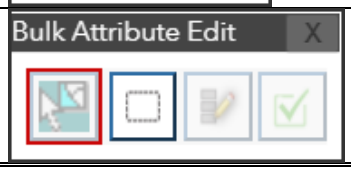
Following is an overview of the editing tools available in the GIS Info assignment block within the GIS Taskbar.

Tool Icon	Tool Name	Description
	Split/Inclusions	Allows a CLU to be divided into two or more separate CLU's. Contains three separate tools: • Split • Polygon Inclusion • Circle Inclusion.
	Merge Features	Allows two or more adjacent CLU's to be merged.
	Vertex Edit	Allows existing boundaries to be modified by adding, moving, or deleting vertices.
	Attribute Edit	Allows applicable updates to individual CLU attributes.
	Bulk Attribute	Allows applicable updates to multiple CLU attributes simultaneously.

221 Field Level: GIS Info Assignment Block (Continued)

D Editing Toolbars

Each editing tool will activate an associated editing toolbar. The Following toolbar for each editing tool will be displayed.

Tool Icon	Tool Name	Editing Toolbar
	Split/Inclusions	
	Merge Features	
	Vertex Edit	
	Attribute Edit	
	Bulk Attribute	

221 Field Level: GIS Info Assignment Block (Continued)

D Editing Toolbars (Continued)

Following identifies common tools and functions available on multiple editing toolbars.

Tool	Name	Description
	Select Feature	Selects the CLU or CLUs required to perform the edit applicable to that toolbar.
	Clear Selected Feature	Clears selected CLU's.
	Edit Undo	Allows users to undo the last edit(s) within a toolbar edit session. **Alternative Method:** PRESS **"Z"** on the keyboard to undo.
	Done	Temporarily commits changes performed in that toolbar edit session and closes the toolbar.
	X	Cancels edits and closes the toolbar

Tool symbology status will indicate availability and can change based on user actions. Statuses are as follows.

Tool Symbology	Status	Availability
	Enabled	A blue outline indicates the button is available for use.
	Activated	A red outline indicates the tool is active and does not have to be manually selected.
	Disabled	A greyed-out tool with no outline indicates that the tool is not available.

221 Field Level: GIS Info Assignment Block (Continued)

E Tool Automation

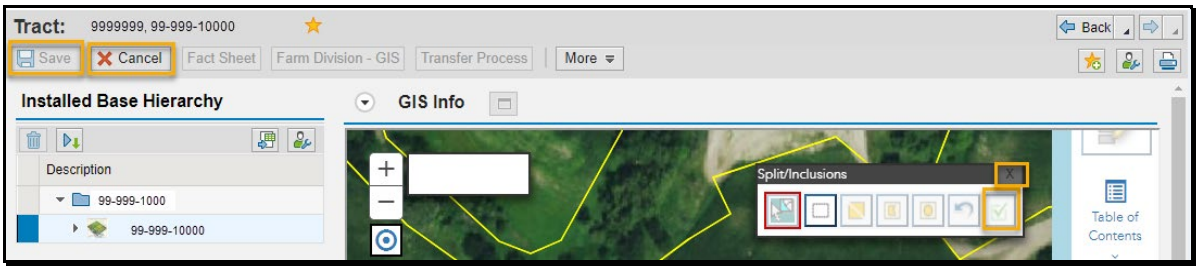
Individual editing toolbars are designed to walk a user through each edit task efficiently.

- If a field is not already selected in the farm hierarchy, the Select Feature tool is active by default when a toolbar is initially opened and does not have to be manually selected. For every tool, the first action is to select a CLU or multiple CLU's before any edits can be performed.
- If a selection is cleared, the Select Feature tool is automatically activated.
- Per tool requirements, selection is programmatically set to know if the tool function allows for single or multiple CLU selection.
- When using the Split, Vertex Edit and Attribute Edit tools, once a CLU or CLU's are selected, automation switches to the defaulted tool edit function.

F Saving and Canceling Edits

GIS edits require two separate steps to commit and permanently save changes. The first step temporarily commits edits performed using a specific toolbar. The second step permanently saves all edits committed during the edit session. It is very important to perform both steps to update the farm record. Users have options to discard and cancel edits during an edit session.

Following displays the location of options to commit, save, and cancel edits within CRM Farm Records.



221 Field Level: GIS Info Assignment Block (Continued)

F Saving and Canceling Edits (Continued)

The following lists tools used for these processes.

Button Icon	Button Name	Action	Action
	Done	Temporarily Commits Edits	CLICK **"Done"** to temporarily commit edits completed in a toolbar edit session and close the toolbar. **Note:** This action does not permanently save changes and does not update the farm hierarchy and field, tract, and farm data.
	Save	Permanently Saves Edits	CLICK **"Save"** to permanently save all committed edits, update farm hierarchy, and end the edit session. **Note:** The button will not be enabled until changes have been committed using "Done".
	X	Discards Toolbar Edits	CLICK **"X"** to close the edit toolbar and discard edits performed within that toolbar edit session. **Note:** Users will receive a confirmation message if there are uncommitted edits.
	Cancel	Discards All Edits	CLICK **"Cancel"** to discontinue an edit session and discard any edits initiated or committed during the edit session. **Note:** Users will receive a confirmation message if there are uncommitted edits.

222 Editing Best Practices

A Overview

It is recommended to plan CLU edits prior to initiating an edit session. This allows users to increase efficiencies and minimize the number of edits. Planning edits may include determining:

- the type of edits needed
- the order or precedence of the edits
- the best approach to individual CLU edits (e.g., the most efficient way to split a CLU)
- when and how often to temporarily commit changes
- when and how often to save changes
- potential impacts to the farm record (e.g., base acres, CRP, native sod)
- required subsequent actions (e.g. HEL/WC determinations, required producer notifications)
- potential impacts to downstream applications (e.g. CARS, ARC/PLC)
- potential adjustments to adjacent tracts.

Additional editing best practices include:

- using snapping functionality when delineating CLU boundaries using the Split/Inclusions or Vertex Edit toolbar. See paragraph 223 for details on snapping
- performing a snap check to identify if vertices exist on adjacent boundaries when using the Split and Vertex Edit tools
- establishing “tails” when delineating boundaries with the Split tool
- using the trim back functionality when adjusting CLU’s using the Vertex Edit tool to create or update shared boundaries
- saving often and minimizing the number of edits completed with different edit toolbars before saving
- verifying changes after saving to ensure that CLU edits saved correctly, and the GIS and CRM systems are synced.

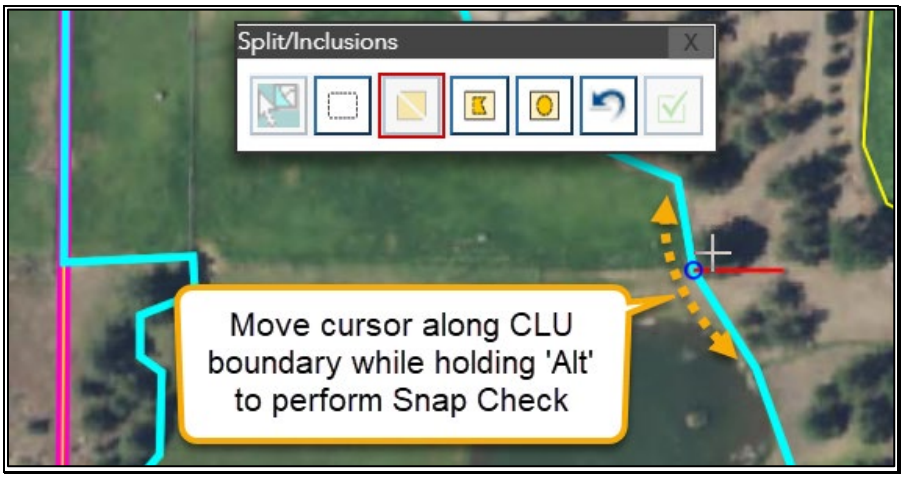
222 Editing Best Practices (Continued)

B Snap Check

A snap check verifies the existence of vertices when modifying shared boundaries, splitting CLU's or fixing voids. A snap check is performed by holding down the Alt key while placing the cursor near a CLU boundary. If there is an existing vertex in alignment with the edit to be performed, users should snap to the vertex.

Note: Users must be within 15 pixels of a vertex to perform a snap check.

Following is an example of a snap check being performed, prior to splitting a CLU. When a vertex is identified, as in this example, snapping should be used to ensure shared vertices are created.



222 Editing Best Practices (Continued)

C Establish "Tails"

When splitting a CLU, it's recommended to start and finish the split line just outside of the selected CLU, creating a "tail". This ensures that the split line crosses the boundary being divided. Envision the angle of where the boundary would extend beyond the selected CLU. Click once anywhere outside of the CLU along the angle to start drawing the split line. End the split by crossing over the selected CLU boundary along the angle where the boundary would extend to create a tail and complete the split boundary. This practice should always be used in conjunction with the snap check at the edges of the selected CLU.

Following is an example of a tail being created prior to performing a snap check and crossing the boundary to split a CLU.



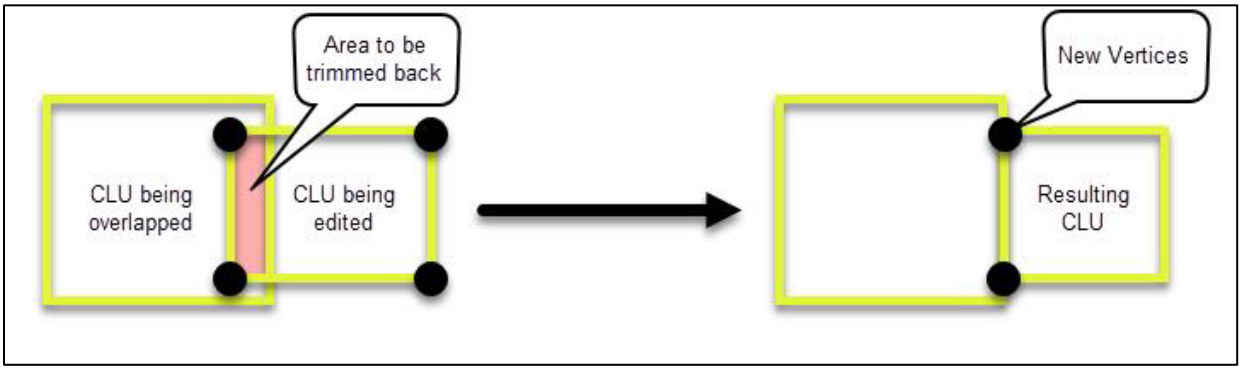
222 Editing Best Practices (Continued)

D Trim Back Functionality

When editing or creating shared boundaries (e.g. using vertex edit and new tract tools), the trim back functionality should be evaluated and used as the preferred editing method to ensure that a one-to-one match between vertices is achieved. Other delineation methods such as manually adding, moving, deleting, and snapping vertices to create a shared boundary can cause issues and result in voids between CLU's.

The trim back functionality can be leveraged to create shared boundaries between two or more CLU's. GIS editing tools are designed to remove overlaps created intentionally or accidentally using the trim back functionality. During the trim back process, vertices are created on the CLU being edited to match existing vertices on the adjacent CLU.

Following diagram depicts the trim back functionality.



The trim back functionality is systematically applied when dividing, creating, or adjusting a CLU boundary. Additionally, the trim back functionality is applied during the overlap check process as users select the overlap(s) to be trimmed in the Review Overlap(s) selection table.

Note: Users may need to use a combination of the trim back and snapping functionality for some shared boundary edits.

See subparagraph 228 C for details and examples of the trim back functionality when editing shared boundaries with the Vertex Edit tool and paragraph 291 when establishing new tract boundaries during the new farm creation process.

222 Editing Best Practices (Continued)

E Save Often

Users should minimize the number of edits completed before:

- committing edits on individual toolbars
- permanently saving edits using the Save on the CRM Toolbar.

Committing and saving often will ensure that edits are correctly updated to the farm record and reduce the potential for errors or lost data.

F Verify Changes after Save

Due to the integration of GIS within CRM and the constant communication between the two systems, it is critical to ensure that all edits performed are verified in both GIS and CRM tabular data. After CLU boundary edits, users should:

- verify the updates are reflected in the map display and that no voids were created while editing

  Note: Users should expand the GIS Info assignment block to verify the changes in the map display. See Exhibit 27 to default the GIS Info assignment as expanded at all levels of the farm hierarchy.

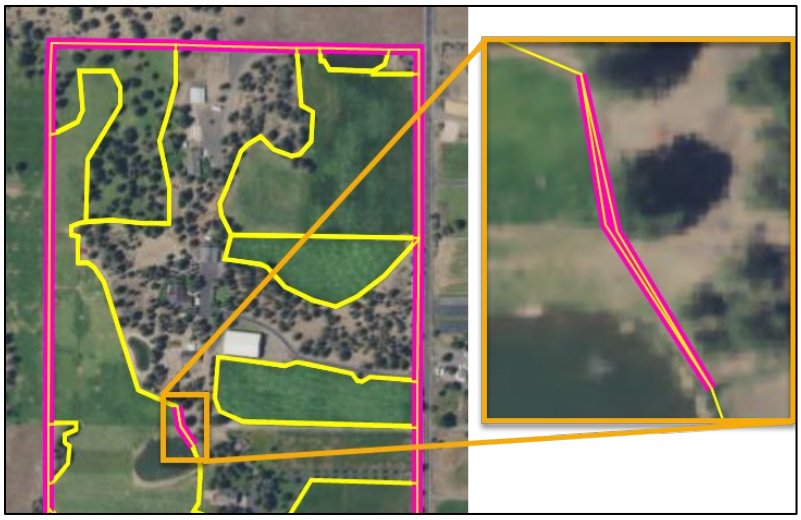
- ensure that CRM tabular data at the field, tract, and farm levels properly reflects the changes in GIS

- ***--**reference the FPMS assignment block to verify current year changes successfully**--*** replicated for use in downstream applications.

222 Editing Best Practices (Continued)

F Verify Changes after Save (Continued)

Following is an example showing a void after CLU edits have been saved. Voids within a tract often go unnoticed when users do not verify the updates in the GIS Info assignment block after a Save.



223 Snapping Function

A Overview

Snapping is the action of connecting a vertex of one feature to a vertex of another feature. Snapping should be used when editing CLU boundaries.
Snapping ensures:

- vertices for adjacent CLU boundaries are matched
- no voids exist between adjacent CLU boundaries
- intersections where multiple CLU boundaries meet connect at a single vertex.

Snapping should be used when:

- CLU boundaries are delineated or edited to ensure intersections match

- delineating a tract boundary for a newly created farm that will share a boundary with existing CLU's

- using other layers for reference to guarantee the exact delineation of a boundary (e.g., TERRA Scenarios)

- editing vertices on existing common shared boundaries.

  Note: CRM will ensure that no overlaps are created using the trim-back function of both split and vertex edit tools

Snapping is available with the following delineation and drawing tools:

- Split/Inclusions
- Vertex Edit
- New Tract
- Measurements.

Users can snap to the features of the following layers:

- Editable Graphics Layer
- National CLU Layer
- Measure Graphics Layer
- Added Shapefile (e.g., GPS data, parcel layer, TERRA scenario, etc.)

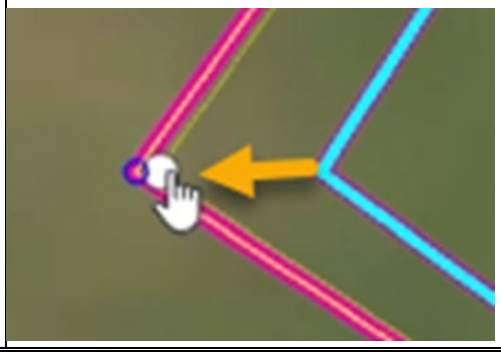
Snapping is enabled by holding down the "**Alt**" key while delineating with the tools listed above. When enabled, a blue circle will automatically display on an existing vertex when the mouse cursor is within 5 meters. Clicking when the blue circle displays will snap a vertex to the existing vertex.

Note: The cursor does not need to be within the blue circle.

223 Snapping Function

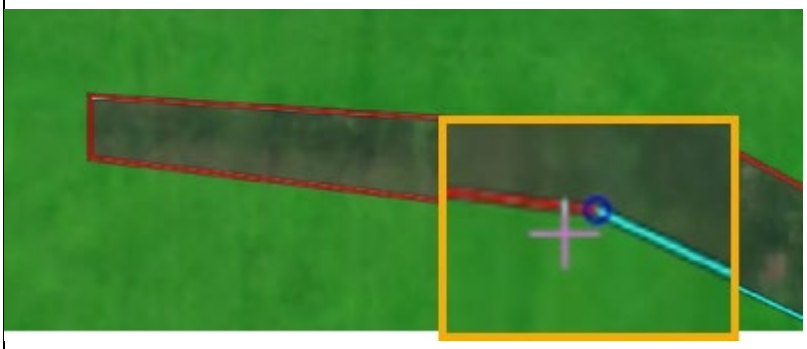
B Example

Following are examples of snapping in different scenarios.

Example	Description
Split	When delineating a new boundary using the split tool, snapping should be used to ensure the placement of vertices along shared boundaries match. The following example shows how the delineation is snapped to an existing vertex on a shared boundary. 
Vertex Editing	When editing existing boundaries using the Vertex Edit tool, snapping should be used to ensure the placement of vertices along shared boundaries match. The following example shows how a vertex is moved and snapped to another vertex on an adjacent boundary to close the gap and create a shared boundary. 

223 Snapping Function (Continued)

B Example (Continued)

Example	Description
Added Shapefiles	When delineating or adjusting boundaries to match an added shapefile, snapping should be used to ensure vertices coincide with the shapefile vertices. This maintains the integrity of the added shapefile represented by the CLU boundaries. The following example shows snapping to an added shapefile while delineating a new boundary (e.g., delineating new CRP using TERRA scenarios). 
New Tract	When delineating a new tract, snapping should be used to ensure the placement of vertices along shared boundaries match. The following example shows snapping to an existing CLU during the new tract creation process. 

223 Snapping Function (Continued)

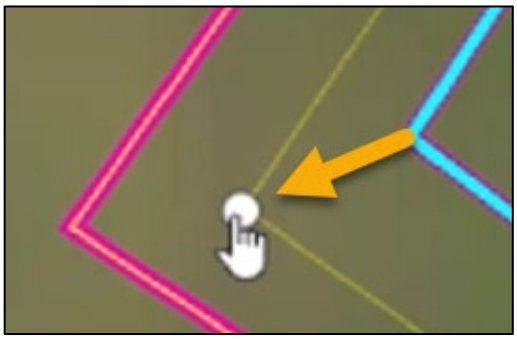
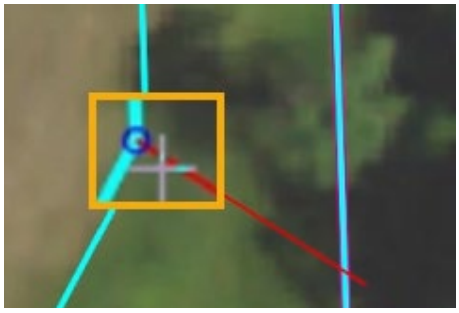
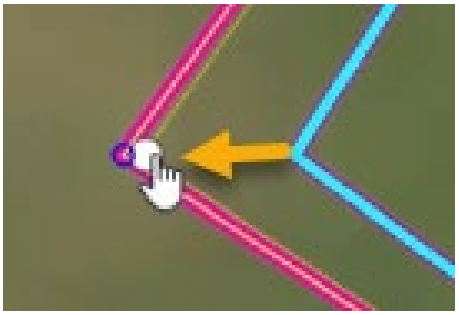
B Example (Continued)

Example	Description
Measurement Tools	When using the measurement tools, snapping can be used while delineating the measurement graphic to match existing vertices on other layers or other measurement graphics. The following example shows snapping to an existing CLU using the Area Measurement Tool. 

223 Snapping Function (Continued)

C Action

Following are instructions for snapping to an existing vertex when delineating new boundaries or adjusting existing vertices.

Step	Snapping While Delineating	Snapping While Adjusting Vertices
1	Hold down the "**Alt**" key. 	
2	While delineating using the split, measurement, and new tract tools, move the cursor towards an existing vertex until the blue circle displays. In this example, the cursor is not within tolerance to activate snapping and would need to be moved closer. 	While adjusting vertices, drag a vertex from the CLU being edited towards an existing vertex until the blue circle displays. In this example, the cursor is not within tolerance to activate snapping and would need to be moved closer. 
3	Click when the blue circle appears to place a vertex directly on the existing vertex. 	Release when the blue circle appears to snap the vertex directly to an existing vertex. 

223 Snapping Function (Continued)

D Recognizing Editing Errors

Users must review all GIS edits after saving to recognize if voids and other possible editing errors were created. GIS editing tools do not allow users to create overlaps between CLU's but will allow voids if snapping is not used. The following example shows a void between two CLU's as indicated by the red tract graphic. See Exhibit 29 for instructions on correcting voids.



224 Attribute Edit Tool

A Overview

The Attribute Edit Tool allows users to update attributes of individual CLU's. Users can select a single CLU or multiple CLU's and iterate through the individual CLU attributes to view or update as needed. Not all values displayed in the Attributes window are editable.

B Example

This is an example of the Attributes Edit tool located on the GIS taskbar and the resulting toolbar once opened.

Tool Icon	Editing Toolbar
	

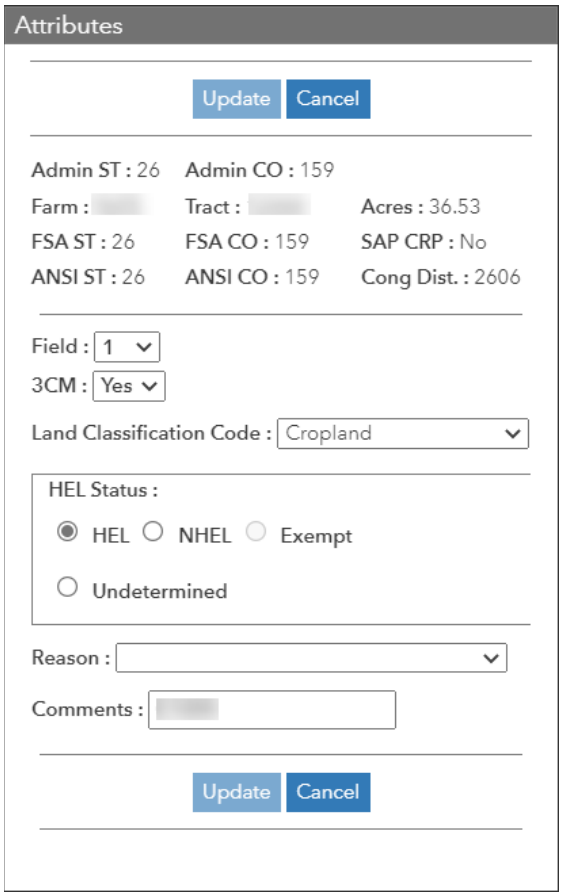
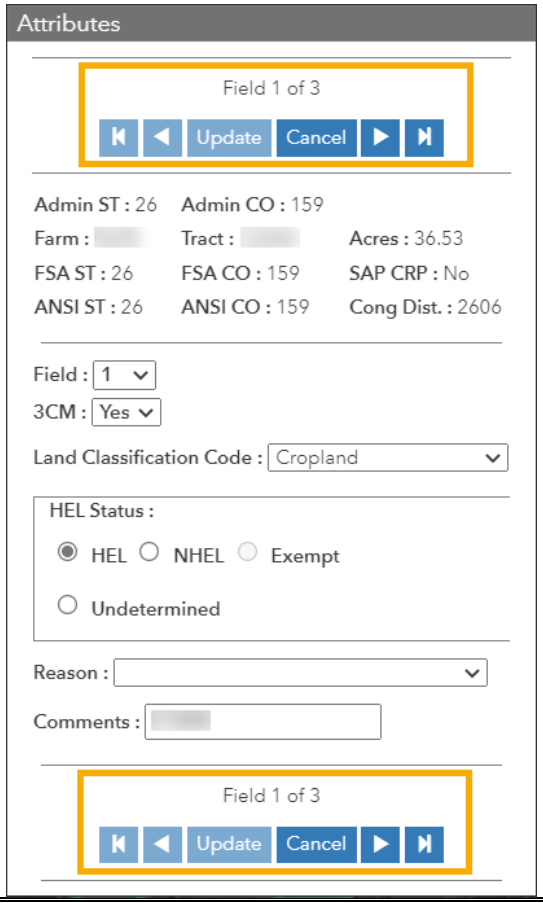
The following are the tools and descriptions for the Attribute Editor toolbar.

Item	Name	Description
1	Select Feature	Selects a CLU or multiple CLU's.
2	Clear Selected Feature	Clears the selected CLU's.
3	Done	Temporarily commits edits completed and closes the toolbar.
4	X	Cancels edits and closes toolbar.

224 Attribute Edit Tool (Continued)

B Example (Continued)

Following are examples of the Attributes window, showing the difference between the selection of a single CLU and multiple CLU's.

Single CLU Display	Multiple CLU Display with Iterate Option
	

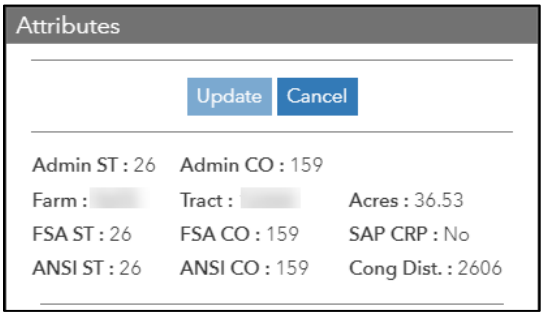
Note: While the entire window and all values are displayed in these examples, users must scroll within the Attributes window to access all entries.

224 Attribute Edit Tool (Continued)

C CLU Attributes

The Attributes window displays attributes associated with the selected CLU. Attributes that are not editable by the user are located at the top of the Attributes window. Attributes that are editable by the user are located at the bottom of the Attributes window.

Following example and table displays the CLU attributes that are system populated and cannot be manually changed.



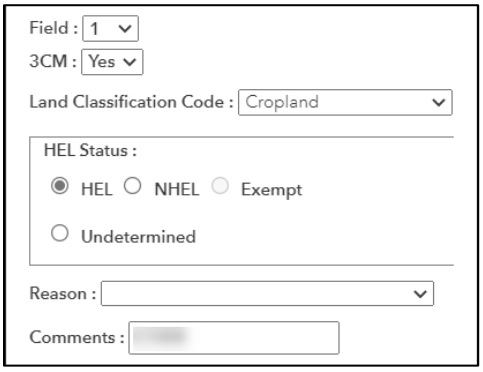
Attribute	Description
Admin ST	The state code where the farm is administered is populated based on the FSA administrative State of the farm record.
Admin CO	The county code where the farm is administered is populated based on the FSA administrative county of the farm record.
Farm	Farm number is assigned based on the farm hierarchy.
Tract	Tract number is assigned based on the farm hierarchy.
Acres	Acres are 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. Acres are calculated using the Universal Transverse Mercator (UTM) coordinate system and applicable zone to ensure accurate CLU acreages.

224 Attribute Edit Tool (Continued)

C CLU Attributes (Continued)

Attribute	Description
FSA ST	The FSA State code where the majority CLU is physically located is populated.
FSA CO	The FSA county code where the majority CLU is physically located is populated.
SAP CRP	The SAP CRP flag is set to "Yes" when CRP contract data has been entered at the field level CRP Data assignment block. 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 is set to "No".
ANSI ST	The U.S. Census defined State code where the majority CLU is physically located is populated.
ANSI CO	The U.S. Census defined county code where the majority CLU is physically located is populated.
Cong Dist.	The congressional district where the majority CLU is physically located is populated. **Note:** Congressional district in Farm Records may not be current and should not be used for program or application purposes.

The following example and table will be displayed with the CLU attributes that can be edited in the Attributes window.



224 Attribute Edit Tool (Continued)

C CLU Attributes (Continued)

Attribute	Description
Field	Field number displays the existing assigned CLU number. The field number can be manually changed, as allowed in paragraph 21, using the drop-down menu. Twenty unused numbers are available for selection in the drop-down menu.
3CM	Indicator identifies if the CLU meets the definition of cropland as defined in paragraph 17. Select "Yes" if CLU meets the definition of cropland. Select "No" if the CLU does not meet the definition of cropland. **Note:** Acreage for all CLU's identified as 3CM "Yes" are aggregated at the tract level as Cropland Acres."
Land Classification Code	The Land Classification Code is required to be entered for each CLU. The applicable Land Classification Code should be selected for the CLU according to paragraphs 21 and 22. To add or modify the Land Classification Code, click on the drop-down menu, and select the applicable code description.
HEL Status	The HEL Status must be manually set based on the determination completed by NRCS. 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. CLU's with pending determinations from NRCS or CLU's that are not required to have a determination should be set to Undetermined. See 6-CP, Part 4, for Recording and Filing NRCS Determinations. **Note:** Exempt only applies to CA, NV, AZ, and NM.
Reason	A reason code may be added to identify the reason a CLU adjustment was completed.
Comments	CLU comments can be added as needed or in accordance with State guidance. Do **not** enter any PII (personally identifiable information) data into this field.

224 Attribute Edit Tool (Continued)

D Actions

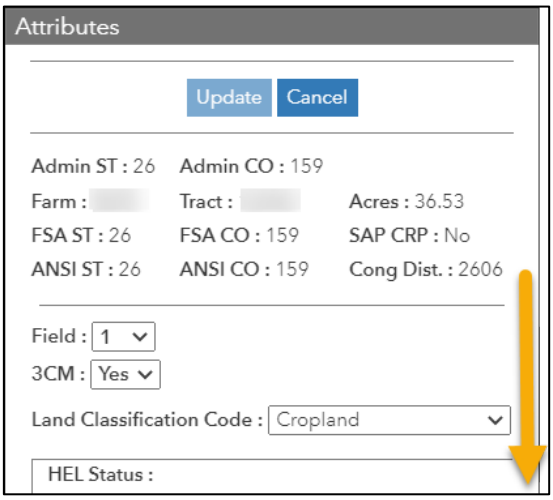
Following provides instructions to use the Attribute Edit Tool.

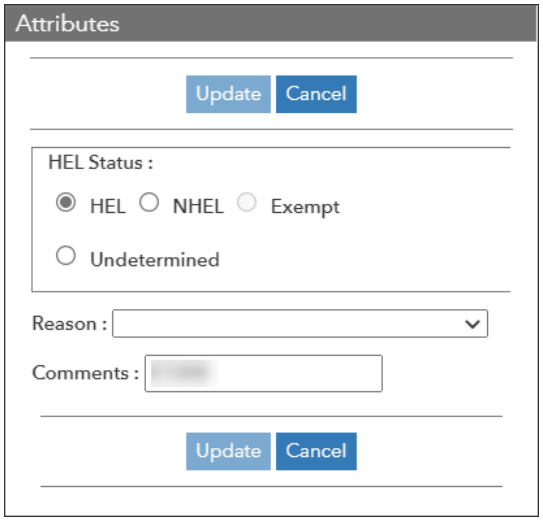
Step	Action
1	CLICK **"Attribute Edit"**  to open the toolbar in the map display. **Notes:** If a field is already selected from the farm hierarchy when the Attribute Edit Tool is clicked, both the Attribute Editor toolbar and the Attributes window will open. Proceed to Step 3. If the field selected from the farm hierarchy is not the field to be edited, users can clear the selected feature and proceed to Step 2.
2	The Select Feature tool is active by default. CLICK the CLU to be edited or select multiple CLU's using one of the following methods: • HOLD "**Shift**" and select each CLU • Click and drag through the CLU's. The Attributes window will open. **Note:** If CLU's are incorrectly selected, use the Clear Selected Feature tool to clear the entire selection or hold the Shift key and click in a selected CLU to clear that feature. Reselect applicable CLU's.

224 Attribute Edit Tool (Continued)

D Actions (Continued)

Step	Action
3	Review and update the attributes as applicable. Scroll within the Attributes window to access all values.





Note: If multiple CLU's are selected, use the Next Field and Previous Field buttons located within the Attributes window to iterate between CLU's.



224 Attribute Edit Tool (Continued)

D Actions (Continued)

Step	Action
4	CLICK **"Update"** to accept attribute changes and close the Attributes window. **Note:** CLICK **"Cancel"** to discard attribute changes and close the Attributes window.
5	CLICK **"Done"** to temporarily commit the edits that were completed.  **Note:** To cancel the attribute edits, CLICK **"X"** in the top right corner of the Attribute Editor toolbar. See paragraph 221 for more details.
6	CLICK **"Save"** to permanently save the edits.  **Notes:** Save frequently for best results. CLICK **"Cancel"** to discard all edits since the start of the edit session. Dependent on the editing scenario, the Tract Validation Error table may display after clicking Save. See subparagraph 220 C for more details. Expand and review the associated CRM system messages. Populate the data entries as prompted.
7	Review the farm hierarchy and GIS Info assignment block to ensure all edits saved as expected.

225 Bulk Edit CLU Attributes Tool

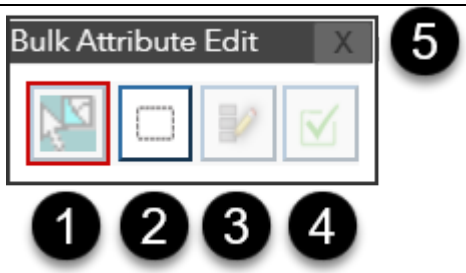
A Overview

The Bulk Edit CLU Attribute Tool allows users to select multiple fields and update applicable CLU attributes for all fields simultaneously. The following attributes can be edited in bulk:

- 3CM
- Land Classification Code
- HEL Status
- Reason.

B Example

Following is an example of the Bulk Edit CLU Attribute Tool.

Tool Icon	Editing Toolbar
	

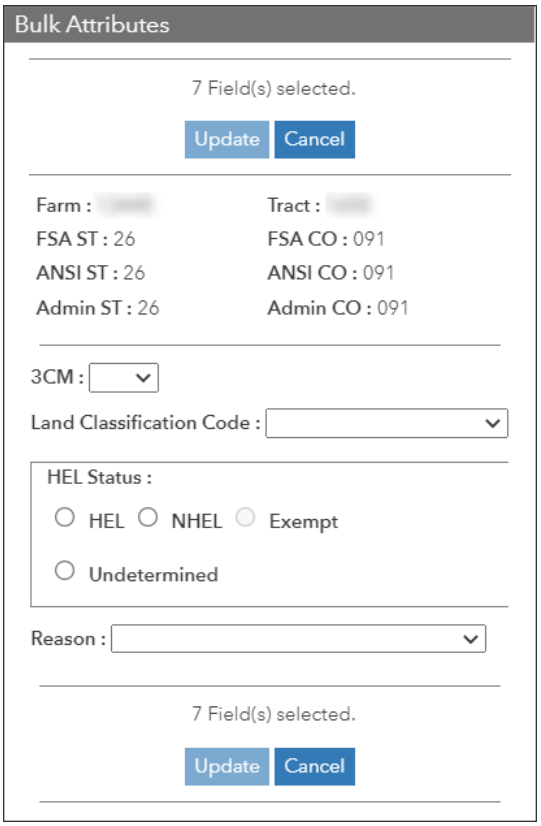
Following are the tools and descriptions for the Bulk Attribute Editor toolbar.

Item	Name	Description
1	Select Feature	Selects multiple CLU's.
2	Clear Selected Feature	Clears the selected CLU's.
3	Bulk Attribute	Opens the Bulk Attributes window. Only available when multiple CLU's are selected.
4	Done	Temporarily commits edits completed and closes the toolbar.
5	X	Cancels edits and closes toolbar.

225 Bulk Edit CLU Attributes Tool (Continued)

B Example (Continued)

Following is an example of the Bulk Attributes window.



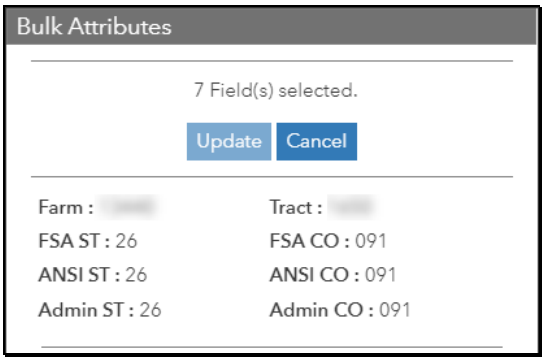
Note: While the entire window and all values are displayed in this example, users must scroll within the Attributes window to access all entries.

225 Bulk Edit CLU Attributes Tool (Continued)

C CLU Attributes

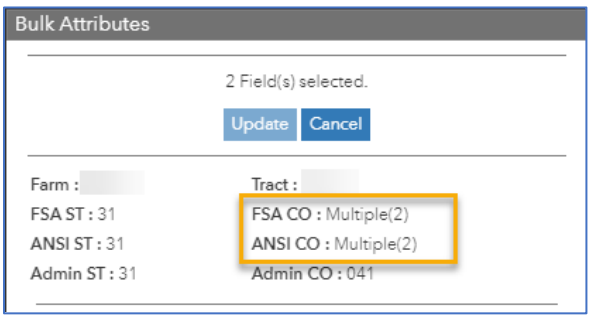
The Bulk Attributes window displays attributes associated with the selected CLU's. Attributes that are not editable by the user are located at the top of the Bulk Attributes window. Attributes that can be edited in bulk by the user are located at the bottom of the Bulk Attributes window.

The following provides and lists the CLU attributes that are system populated and **cannot** be manually changed. See subparagraph 224 C (in the Attribute Edit Tool section) for definitions.



- Farm
- Tract
- FSA ST
- FSA CO
- ANSI ST
- ANSI CO
- Admin ST
- Admin CO.

Note: If the selected CLU's do not have common system populated attributes (e.g., they are in different physical locations), the attributes will be displayed as follows.



225 Bulk Edit CLU Attributes Tool (Continued)

C CLU Attributes (Continued)

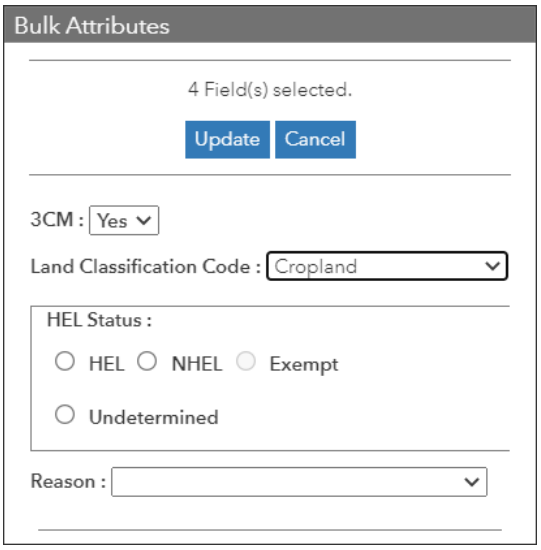
The following example and table display the CLU attributes that can be edited in the Bulk Attributes window. If an attribute is edited in bulk, all selected CLU's are updated with the new value. Users must ensure the edited attribute is applicable to all selected CLU's. If an attribute in the Bulk Attributes window is left blank, each of the selected CLU's will retain the individually assigned value for that attribute.

Attribute	Description
3CM	Indicator identifies if the CLU meets the definition of cropland as defined in Paragraph 17. Select "Yes" if CLU meets the definition of cropland. Select "No" if the CLU does not meet the definition of cropland. **Note:** Acreage for all CLU's identified as 3CM "Yes" are aggregated at the tract level as Cropland Acres.
Land Classification Code	The Land Classification Code is required to be entered for each CLU. The applicable Land Classification Code should be selected for the CLU according to paragraphs 21 and 22. To add or modify the Land Classification Code, click on the drop-down menu, and select the applicable code description.
HEL Status	The HEL Status must be manually set based on the determination completed by NRCS. 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. CLU's with pending determinations from NRCS or CLU's that are not required to have a determination should be set to Undetermined. See 6-CP, Part 4, for Recording and Filing NRCS Determinations. **Note:** Exempt only applies to CA, NV, AZ, and NM.
Reason	A reason code may be added to identify the reason a CLU adjustment was completed.

225 Bulk Edit CLU Attributes Tool (Continued)

C CLU Attributes (Continued)

In the example below, the 3CM and Land Classification Code will be updated for the four (4) selected fields. HEL Status and Reason attributes will not be updated and will retain the existing values.



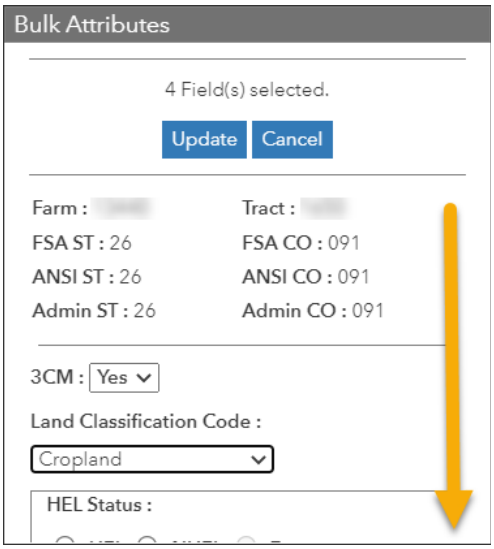
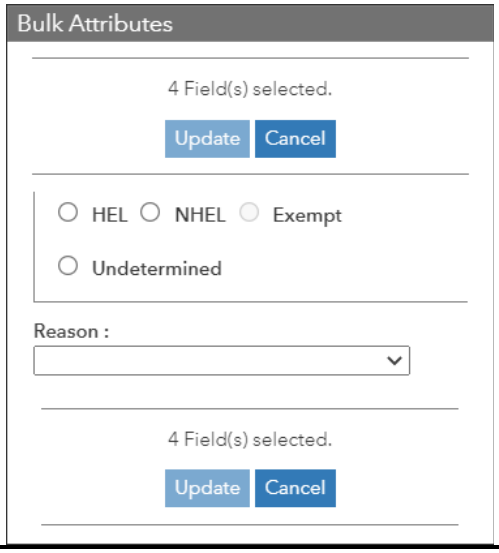
D Actions

Following provides instructions to use the Bulk Attribute Tool.

Step	Action
1	CLICK **"Bulk Attribute"**  to open the toolbar in the map display. **Note:** If a field is selected in the farm hierarchy but does not need to be edited, users can clear the selected feature.
2	The Select Feature tool is active by default. Select multiple CLU's using one of the following methods: • HOLD "**Shift**" and select each CLU • Click and drag through the CLU's. **Note:** If CLU's are incorrectly selected, use the Clear Selected Feature tool to clear the entire selection or hold the Shift key and click in a selected CLU to clear that feature. Reselect applicable CLU's.

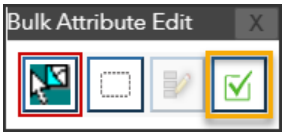
225 Bulk Edit CLU Attributes Tool (Continued)

D Actions (Continued)

Step	Action
3	CLICK **"Bulk Attribute"** on the Bulk Attribute Edit toolbar. The Bulk Attributes window will open. **Note:** The "Bulk Attribute" button on the Bulk Attribute Edit toolbar will not be enabled until multiple CLU's are selected.
4	Review and update the attributes as applicable. Scroll within the Attributes window to access all values.  

225 Bulk Edit CLU Attributes Tool (Continued)

D Actions (Continued)

Step	Action
5	CLICK **"Update"** to accept attribute changes and close the Bulk Attributes window. **Note:** CLICK **"Cancel"** to discard attribute changes and close the Bulk Attributes window.
6	CLICK **"Done"** to temporarily commit the edits that were completed.  **Note:** To cancel the attribute edits, CLICK **"X"** in the top right corner of the Attribute Editor toolbar. See paragraph. 221 for more details.
7	CLICK **"Save"** to permanently save the edits.  **Note:** Save frequently for best results. CLICK **"Cancel"** to discard all edits since the start of the edit session. Dependent on the editing scenario, the Tract Validation Error table may display after clicking Save. See subparagraph 220C for more details. Expand and review the associated CRM system messages. Populate the data entries as prompted.
8	Review the farm hierarchy and GIS Info assignment block to ensure all edits saved as expected.

226 Split/Inclusions

A Overview

An existing CLU can be divided into two or more separate CLU's using the Split/Inclusions toolbar. Three tools are used to divide CLU's per delineation rules in paragraph 22:

- Split
- Polygon Inclusion
- Circle Inclusion.

Only one CLU can be divided at a time, but the CLU can be divided in multiple places by continuously delineating within and outside the selected CLU. Tools can be used interchangeably with a few exceptions. Details are noted in the subparagraphs below.

It is important for users to plan ahead to efficiently complete edits with the least number of steps. Before initiating CLU divisions, consider the following:

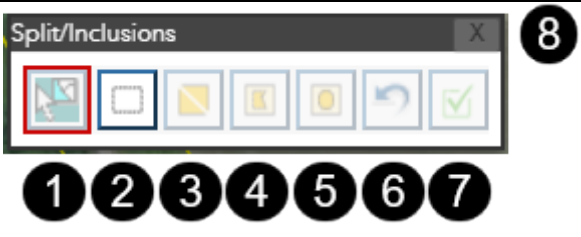
- Number of CLU's to be divided
- Number of divisions needed per CLU
- Order of delineation
- Best division tool(s) to use
- Where snapping needs to occur
- When to commit the changes.

Note: Best practice is to complete one or two CLU divisions and select Done on the toolbar before proceeding with additional edits. This will allow the cancelation of an edit without affecting previously committed divisions.

Resulting CLU's are numbered with the next highest available field numbers for the tract. Field numbers can only be changed if policy allows. See paragraph 21.

B Example

Following is an example of the Split/Inclusions tool located on the GIS taskbar and the resulting toolbar once opened.

Tool Icon	Editing Toolbar
	

226 Split/Inclusions (Continued)

B Example (Continued)

Following are the tools and descriptions for the Split/Inclusions toolbar.

Item	Name	Description
1	Select Feature	Selects a CLU to be split.
2	Clear Selected Feature	Clears the selected CLU.
3	Split	Used to delineate a line that divides a selected CLU.
4	Polygon Inclusion	Used to delineate a polygon that divides a selected CLU.
5	Circle Inclusion	Used to delineate a circular polygon that divides a selected CLU.
6	Edit Undo	Removes previously placed vertices while delineating, starting with the last vertex added. **Alternative Method:** Press "Z" on the keyboard to remove previously placed vertices or Esc to restart the split or inclusion.
7	Done	Temporarily commits CLU divisions completed in that toolbar edit session and closes the toolbar.
8	X	Cancels CLU divisions and closes toolbar.

226 Split/Inclusions (Continued)

C Initial Steps Common to all Splits/Inclusions

During the process of dividing a CLU there are initial and final common steps that must be completed regardless of the tool selected to use. Following provides initial steps for dividing a CLU.

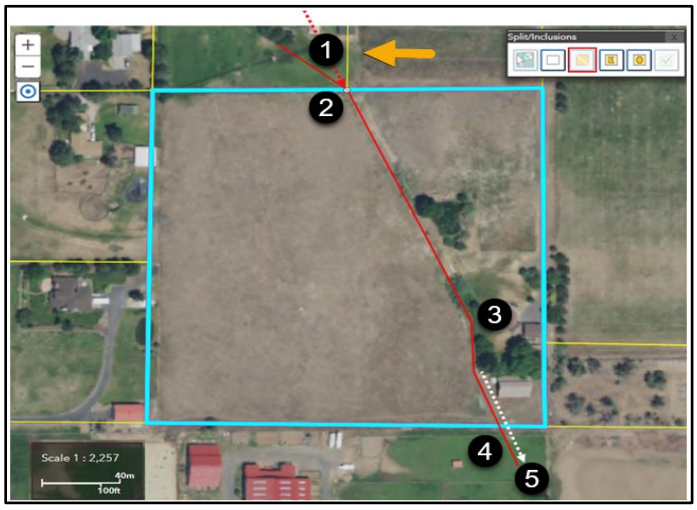
Note: When delineating new boundaries, snapping should be used to ensure vertices are coincident at shared boundaries or to ensure new boundaries match added shapefiles (e.g., TERRA scenarios). See paragraph 223 for instructions on snapping.

Step	Details
1	Zoom to the edit scale of 1:4,514 or closer to activate the Split/Inclusions tool.
2	CLICK "**Split/Inclusions**"  to open the toolbar in the map display.
3	Tool defaults depend on whether a field was selected in the farm hierarchy at the time the toolbar was opened or later from the map display. • If a field is selected in the farm hierarchy, proceed to Step 4. **Note:** If the field selected from the farm hierarchy is not the field to be divided, users can clear the selected feature and select the applicable CLU. • If a field is not selected in the farm hierarchy, "Select Feature" is automatically set as the default tool. From the map display, select the CLU to be divided. **Note:** Only one CLU can be selected.
4	Once the CLU is selected, the "Split tool" is activated. If this is not the appropriate tool, select either the Polygon Inclusion or the Circle Inclusion tool as applicable**.** See the following subparagraphs for guidance on the use of each tool.

226 Split/Inclusions (Continued)

D Split Tool Guidance

Following shows an example of the steps needed to divide a CLU using the Split tool.

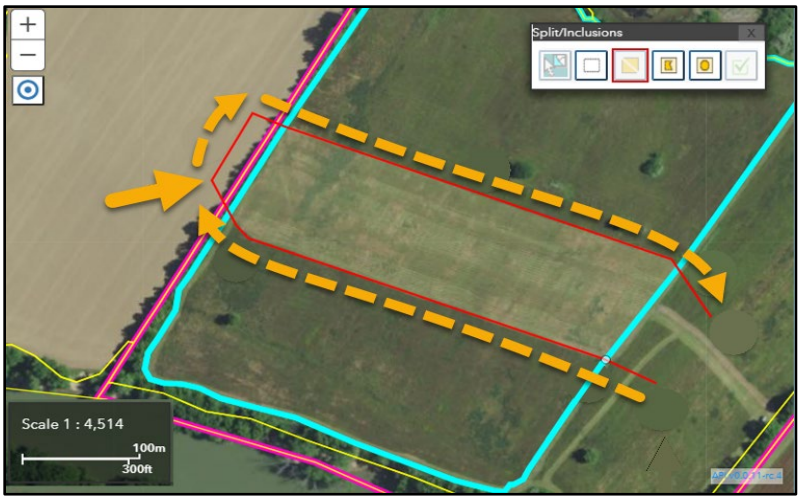


Step	Details
1	Position the cursor outside the selected CLU near the edge where the split line will intersect and CLICK. **Note:** When positioning the cursor, it may be helpful to envision the angle of where the boundary would extend beyond the selected CLU as shown by the dashed red line. **Alternative Method:** Start the split by snapping (Alt key) to a vertex on the edge of the selected CLU if one exists (e.g., a "T" intersection).
2	Snap check at edge (Alt key) and extend line inside the CLU being split. See paragraph 223 for snap check instructions.
3	Continue delineating the boundary by clicking each location where the boundary changes direction. **Note:** Reference paragraph 204 for navigation tips while delineating. In addition, users can pan by pressing **"Shift"** while clicking to recenter the image in the direction of line progression. This process will add a vertex. If the vertex is not wanted, click Undo to remove.
4	Complete a snap check at the edge and extend the last line segment outside the selected CLU boundary.
5	Double-click to end the split and divide the CLU. Proceed to subparagraph G for Final Steps.

226 Split/Inclusions (Continued)

D Split Tool Guidance (Continued)

While only one CLU can be split at a time, the CLU can be split in multiple places by continuously delineating within and outside the selected CLU. In the example below, the portion outside the selected CLU, indicated by the larger arrow on the left, will be trimmed back to the edge of the selected CLU and will result in three new CLU's being created.



226 Split/Inclusions (Continued)

E Polygon Inclusion Tool Guidance

Following shows an example of the steps needed to divide a CLU using the Polygon Inclusion tool.

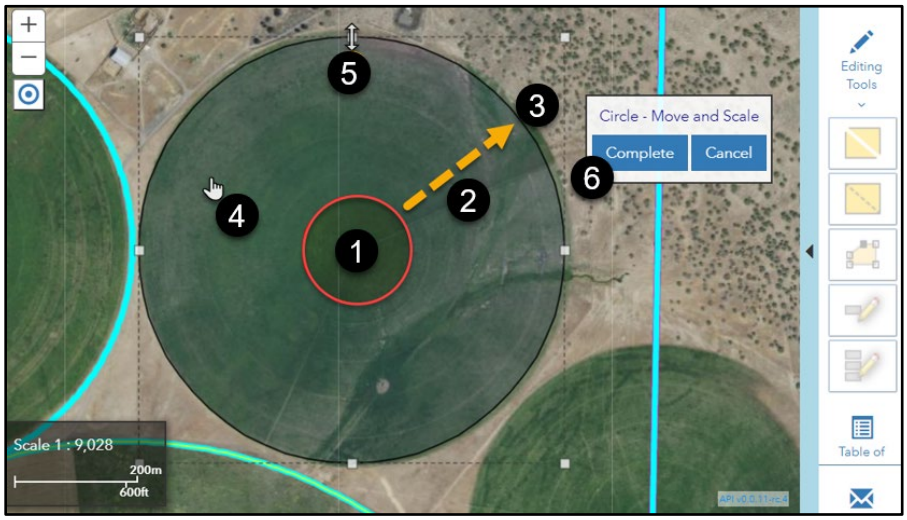


Step	Details
1	Start anywhere along the new boundary to be delineated and CLICK to begin. **Note:** Use snapping (Alt key) as applicable, especially if an added shapefile is used as a reference.
2	Continue delineating the boundary by clicking at each location where the boundary changes direction.
3	Double-click prior to the first vertex to add the last vertex and complete the inclusion. Proceed to subparagraph G for Final Steps. **Note:** Do not end on the first vertex placed unless snapping is used and do not self-intersect the inclusion boundary.

226 Split/Inclusions (Continued)

F Circle Inclusion Tool Guidance

Following is an example of the steps needed to divide a CLU using the Circle Inclusion tool.

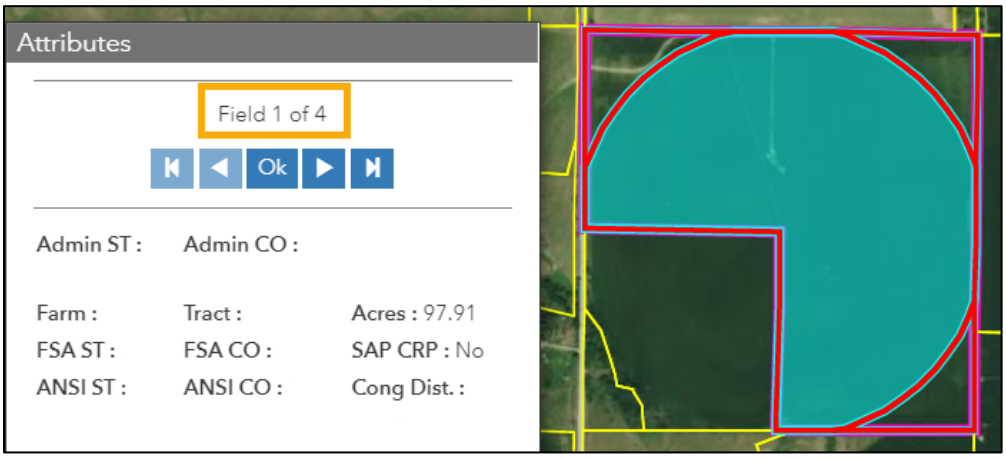


Step	Details
1	Place the cursor at the center of the circle to be delineated.
2	Click and drag a circle to size. **Note:** The circle can be partially or completely within the selected CLU. The portion outside the selected CLU will be trimmed back to the edge. **Alternative method:** Click within the selected CLU to create a circle polygon within the display. Users can move and resize the circle as needed using Steps 4 and 5.
3	Release the mouse to create the circle. The Circle – Move and Scale window will display. Users can move or resize the circle as needed using Steps 4 and 5.
4	To adjust the location of the circle, place the cursor within the circle then click and drag to the correct location.
5	To adjust the size of the circle, place the cursor over a grab handle (square that represents a corner or midpoint on the dashed extent line of the bounding box) then click and drag toward or away from the center of the circle to make it smaller or larger.
6	SELECT **"Complete"** to finalize the inclusion. Proceed to subparagraph G for Final Steps. **Note:** Cancel will discard both the circle graphic and the inclusion.

226 Split/Inclusions (Continued)

F Circle Inclusion Tool Guidance (Continued)

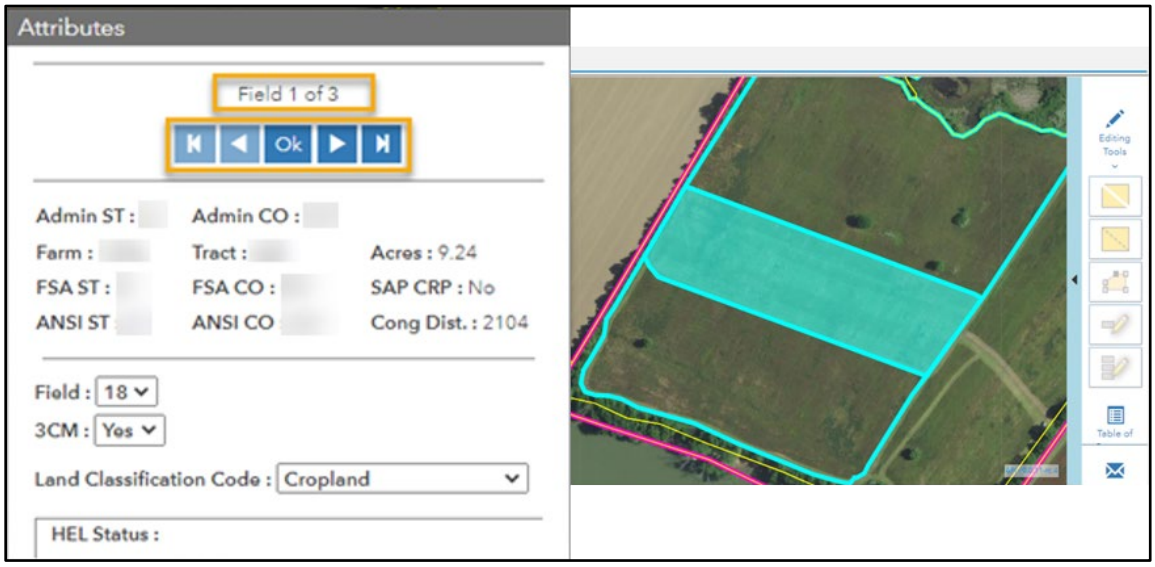
Following displays four resulting CLU's when a circle inclusion was used to delineate the boundary of a pivot field within a selected a CLU. The portions of the circle polygon that fell outside the selected CLU were trimmed back to the edge of the selected CLU.



G Final Steps Common to all CLU Divisions

After a CLU is divided, an Attributes window opens. Each new field and associated attributes must be reviewed to ensure the information accurately depicts program specifications.

Following is an example of the Attributes window.



226 Split/Inclusions (Continued)

G Final Steps Common to all CLU Divisions

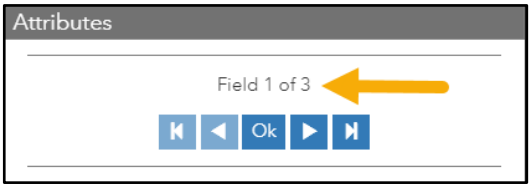
Before proceeding with the general steps, it is important users understand resulting attributes when a CLU division occurs. The following table lists the attributes that need to be reviewed and potentially updated. Some updates can be completed during the attribute review process while others may require a separate edit session. See paragraph 224 for details and description of all attributes.

Attribute	Change Description	Notes/Guidance
Acres	Acreage is recalculated for all resulting fields based on the delineated boundaries.	In general, the total acreage for the resulting fields should equal the acreage of the parent field. In some instances, geometry changes and rounding differences will result in a slightly different acreage total. If needed, adjustments can only be completed using the vertex edit tool after the CLU divisions are committed by clicking Done.
Field	Resulting fields are automatically assigned the next highest field numbers in the tract.	Do not renumber except as policy allows (e.g., CRP or CLU's delineated for the first time).
3CM	Resulting fields retain parent value.	Review and update accordingly.
Land Class	Resulting fields retain parent value.	Review and update accordingly.
HEL Status	Resulting fields revert to Undetermined status.	See 6-CP and related State notices whether redeterminations are required.
Reason	Optional	Select the applicable reason for the division.
Comments	Resulting CLU's retain parent values.	Review and update accordingly. **Note:** Do not enter any PII. States may have specific guidance regarding information entered in this box. Consult the State Farm Records or GIS Specialist.

226 Split/Inclusions (Continued)

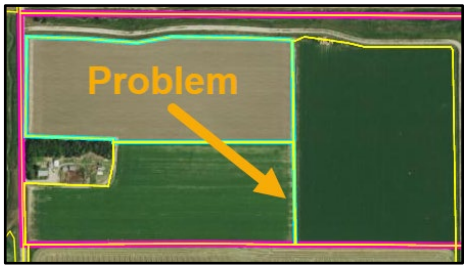
G Final Steps Common to all CLU Divisions (Continued)

General steps for completing the split/inclusion process.

Step	Details
1	Review number of resulting fields to ensure count is as expected.  **Note:** If count is not expected, continue with next steps to determine best course of action since the option to cancel edits is not available within the Attributes window.
2	Advance through all fields. Review each resulting CLU in the map display to verify boundaries and update attributes as necessary.  **Note:** Users have limited options at this step for making attribute or boundary corrections and should notate subsequent changes that may need to be completed. This is important for Step 4 in determining whether edits should be canceled or later revised. Some examples of additional edits that may be required. • A small field was created by accident and needs to be merged with an adjoining field. • Acreage needs to be adjusted to match a CRP contract. • A particular field number may not be available for selection until after the edits are saved. • A new HEL determination needs to be requested.

226 Split/Inclusions (Continued)

G Final Steps Common to all CLU Divisions (Continued)

Step	Details
3	CLICK **"Ok"**. 
4	Commit or cancel edits based on the CLU map display and attribute review in Step 2. • If the results of the review are not as expected and would require more time to fix than start over, CLICK **"X"** on the toolbar to cancel the edits.  • If the results of the review were satisfactory, requiring little or no additional edits, users should still review each CLU a second time to ensure the boundary represents the area accurately and no unexpected deviations or offsets are present. Select each resulting CLU on the map display to examine the highlighted boundary. Example of unexpected deviation that can only be seen when a single CLU is selected.  **Note:** If deviations or offsets are found, a decision to cancel the edits or use additional edit tools to resolve must be completed.

226 Split/Inclusions (Continued)

G Final Steps Common to all CLU Divisions (Continued)

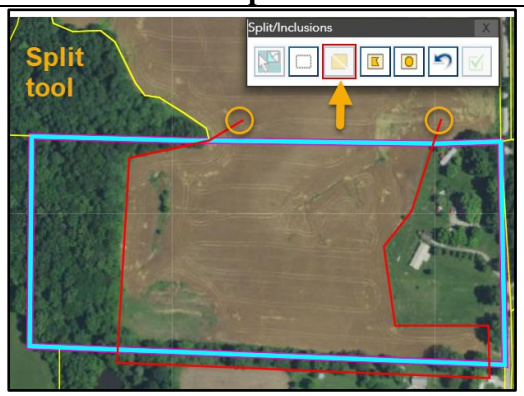
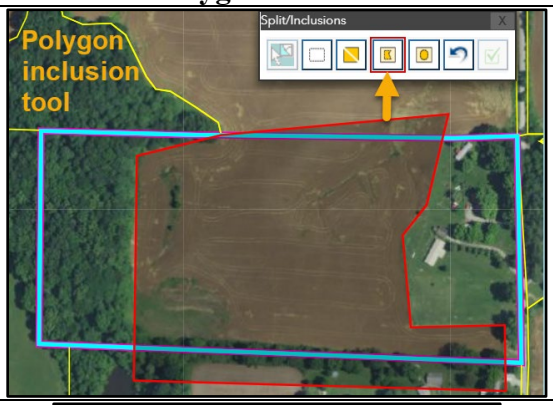
Step	Details
5	Perform additional splits or inclusions. **Note:** Multiple CLU divisions in the same toolbar session are possible but not recommended. Best practice is to proceed to Step 6 and commit or cancel the edit just completed. This allows for subsequent CLU divisions to be canceled without impacting preceding CLU divisions.
6	CLICK **"Done"** to temporarily commit the CLU divisions that were completed.  **Notes:** CLICK **"X"** on the toolbar to cancel the edits. See paragraph 221 for more details.
7	Perform additional edits of any type if necessary (e.g., examples listed in Step 2).
8	CLICK **"Save"** to permanently save the CLU divisions.  **Notes:** Save frequently for best results. CLICK **"Cancel"** to discard all edits since the start of the edit session. Dependent on the editing scenario, the Tract Validation Error table may display after clicking Save. See subparagraph 220C for more details. Expand and review the associated CRM system messages. Populate the data entries as prompted.
9	Review the farm hierarchy and GIS Info assignment block to ensure all edits saved as expected.

226 Split/Inclusions (Continued)

H Alternative and Advanced Splits/Inclusions

The split tool uses a line to delineate a new boundary and the inclusion tools use a polygon. In both instances, any part of the delineation that falls outside the selected CLU will be trimmed back to the edge of the selected CLU. It is possible to divide a CLU using either the Split or Polygon inclusion tool to achieve the same result. The following table shows examples of how a selected CLU can be divided the same way using each of the tools.

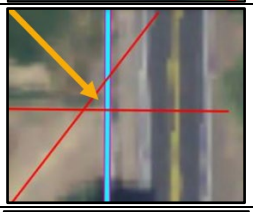
Note: Snapping to existing vertices is possible and necessary when using any of the tools.

Split	Polygon Inclusion
	
	
Note: Start and end points can be crossed as shown or snapped together.	

More complex advanced divisions are possible, but users must have a thorough understanding of the tools, concepts, and techniques used to avoid creating erroneous linework and acreage. Consult the State GIS Specialist and see the AgLearn training module on Split/Inclusions for more details.

226 Split/Inclusions (Continued)

I Common Error Messages

Message or Error Received	Issue Description	Example
Edits resulted in a self-intersecting CLU and cannot be saved. Try edit again.	Occurs when the Polygon Inclusion delineation crosses itself. This can happen when snapping is not used and the user attempts to end the delineation at the starting point.	
The edit resulted in a CLU less than the minimum .01 acres and cannot be saved. Try edit again.	Occurs when a split or inclusion delineation intersects the selected CLU and creates a sliver polygon less than 0.01 acres. This often happens when snapping is not used.	
Not supported operation with polyline. Please try with polygon inclusion.	Occurs when the Split tool is used to create a polygon inclusion around another polygon inclusion (e.g., trees around a water body or CRP buffer around a sinkhole).	
The selected CLU is identified as CRP. If you continue with the split, the attributes from the parent CLU will be copied in the resulting CLUs. Do you wish to continue?	Occurs when CRP contract information is found in the field level CRP Data assignment block. • If "Yes" is selected to continue, CRP contract information will need to be reviewed and updated for each resulting field after the edits have been saved. • If "No" is selected to continue, CRP contract information will need to be removed before continuing with the division. See paragraph 233 for instructions on updating the CRP Data assignment block.	

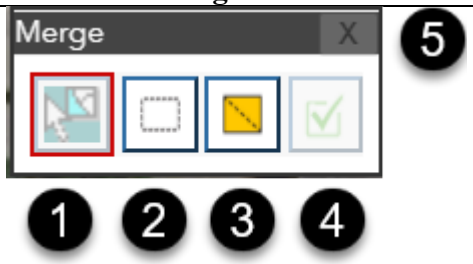
227 Merge Tool

A Overview

The Merge Features Tool will allow two or more adjacent CLU's in the same tract to be merged in a single CLU. The resulting, merged CLU is numbered using the next highest field number that currently exists on the tract. Once merged the attributes of the resulting CLU can be updated as needed.

B Example

Following is an example of the Merge Features tool located on the GIS taskbar and the Merge Features Toolbar once opened.

Tool Icon	Editing Toolbar
	

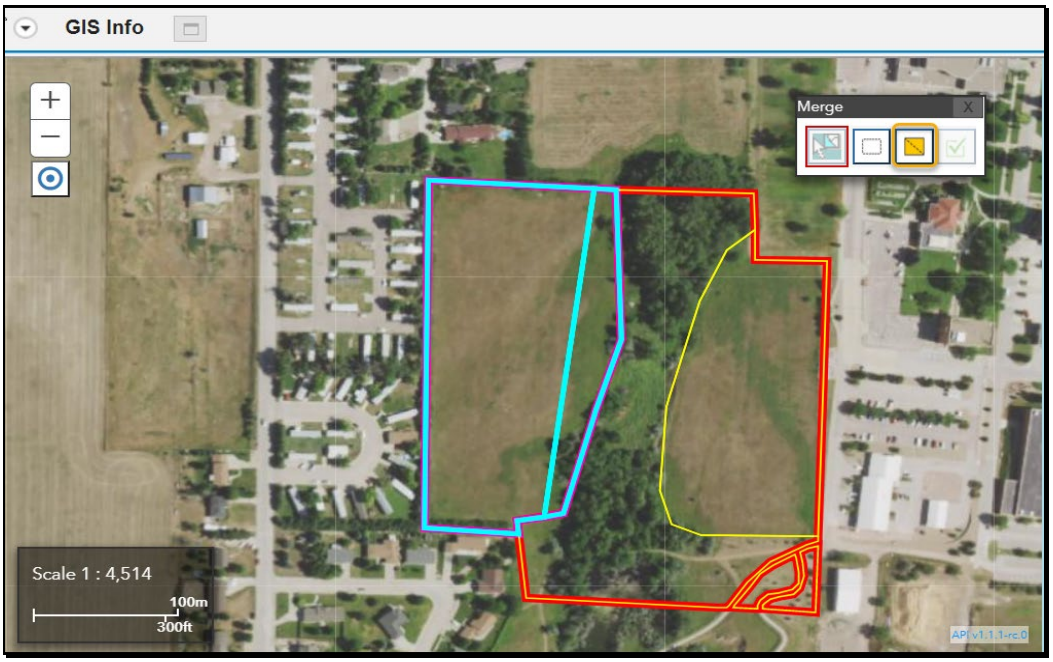
Following are the tools and descriptions within the Merge toolbar.

Item	Name	Description
1	Select Feature	Selects the CLU's to be merged.
2	Clear Selected Feature	Clears the selected CLU's.
3	Merge	Initiates process to merge all selected CLU's.
4	Done	Temporarily commits merges completed in that toolbar edit session and closes the toolbar.
5	X	Cancels edits and closes toolbar.

227 Merge Tool

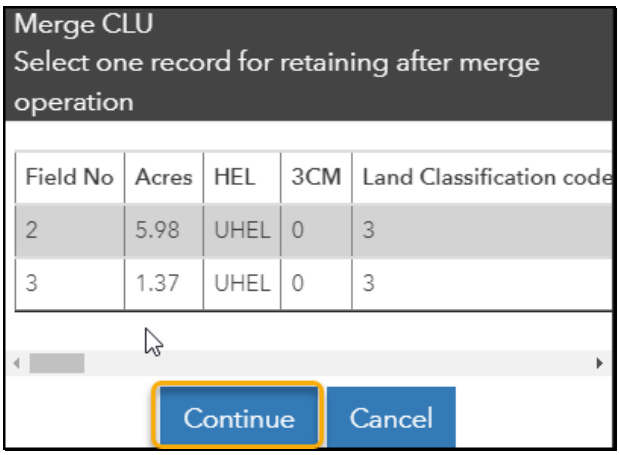
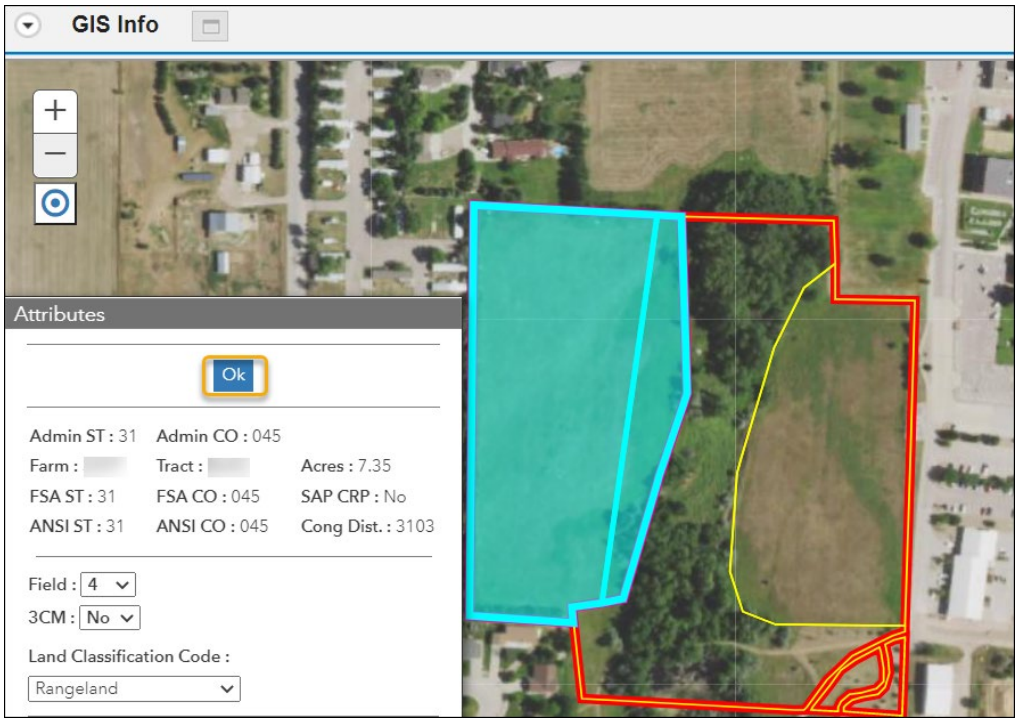
C Action

Following are instructions to perform a merge.

Step	Action
1	CLICK "**Merge Features**"  to open the toolbar in the map display.
2	Select the CLU's to be merged. The Select Feature button is defaulted and doesn't have to be selected. To Select the CLU's to merge, use one of the following methods: • HOLD "**Shift**" and select each CLU • Click and drag through the CLU's. **Notes:** CLU's must have shared boundaries to be merged within the same tract. If CLU's are incorrectly selected, use the Clear Selected Feature tool to clear the entire selection or hold the Shift key and click in a selected CLU to unselect the feature. Reselect applicable CLU's.
3	CLICK **"Merge"**.  **Note:** The Merge tool is not enabled until at least two CLU's are selected.

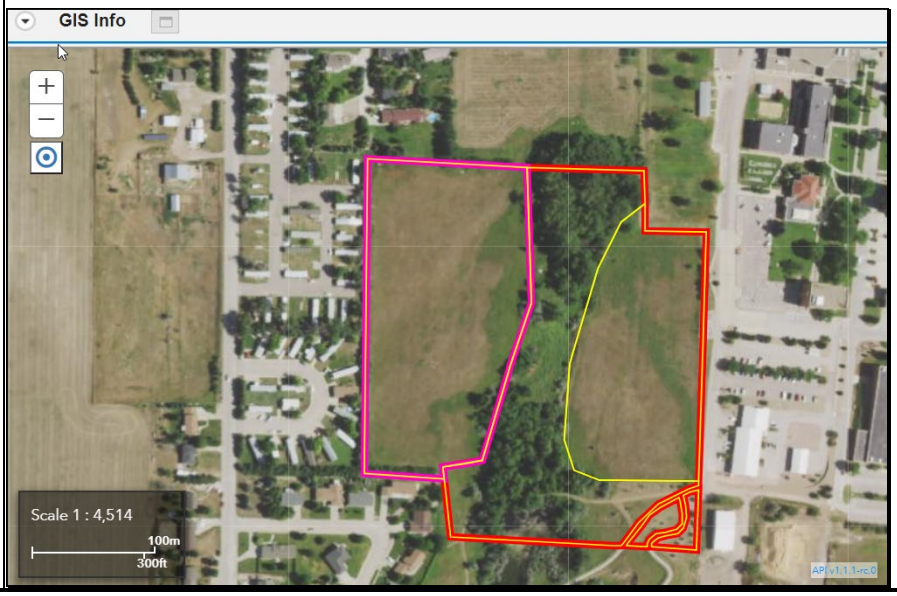
227 Merge Tool (Continued)

C Action (Continued)

Step	Action
4	The Merge CLU selection table will be displayed. Select one set of attributes to keep for the merge and CLICK "**Continue**". 
5	The Attributes window will be displayed, and attributes can be edited as applicable. • CLICK "**Ok**". 

227 Merge Tool (Continued)

C Action (Continued)

Step	Action
6	CLICK "**Done**" to temporarily commit the merges completed.  **Note**: CLICK "**X**" on the toolbar to cancel the edits. See paragraph 221 for more details.
7	CLICK "**Save**" to permanently save the changes.  **Notes:** Save frequently for best results. CLICK "**Cancel**" to discard all edits since the start of the edit session. Dependent on the editing scenario, the Tract Validation Error table may display after clicking Save. See subparagraph 220 C for more details. Expand and review the associated CRM system messages. Populate the data entries as prompted.
8	Review the farm hierarchy and GIS Info Assignment block to ensure all edits saved as expected. 

228 Vertex Edit Tool

A Overview

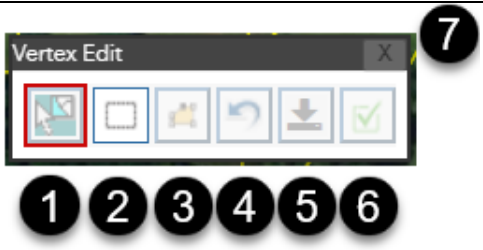
Vertex editing is the process of reshaping the boundary of a CLU by adding, deleting, or moving vertices. The steps needed for adjusting vertices vary depending on whether users reshape a shared boundary or a non-shared boundary. A recalculation of acreage is triggered when CLU boundaries are adjusted.

Users need to be aware of the following when using the Vertex Edit tool.

- Each CLU has its own boundary and associated vertices.
- Shared boundaries exist when two adjacent CLU's have a common edge. If the vertices of one boundary are moved, the vertices of the other boundary must also be moved to ensure unintentional voids are not created.
- Snapping or the trim back functionality must be used when editing shared boundaries.
- The system will not allow users to create overlaps.
- If a vertex is moved into an adjacent CLU, the overlapping portion is trimmed back to create shared boundaries.
- Pre-existing overlaps are required to be corrected prior to using the Vertex Edit tool.

B Example

Following is an example of the Vertex Edit tool located on the GIS taskbar and the resulting toolbar once opened.

Tool Icon	Editing Toolbar
	

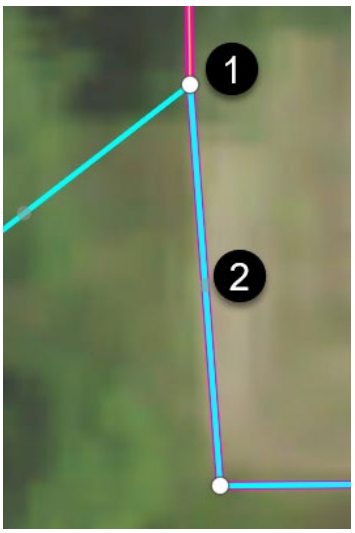
228 Vertex Edit Tool (Continued)

B Example (Continued)

Following are the tools and descriptions for the Vertex Edit toolbar.

Item	Name	Description
1	Select Feature	Selects a CLU to be vertex edited.
2	Clear Selected Feature	Clears the selected CLU.
3	Vertex Edit	This tool is automatically activated when a CLU is selected and displays the boundary vertices. Used to add, move, or delete vertices to reshape the selected boundary.
4	Edit Undo	Removes vertex edits one at a time starting with the last vertex edited.
5	Save Local	Temporarily commits the vertex edits on the CLU currently being edited and allows the Vertex Edit tool to remain available to complete additional vertex edits.
6	Done	Temporarily commits all vertex edits completed and closes the toolbar.
7	X	Cancels vertex edits and closes toolbar.

Following is an example of the existing and ghost vertices.



Item	Description
1	Existing vertices are depicted as a white circle graphic with black outline.
2	Ghost vertices are potential new vertices that can be added and are depicted as a semi-transparent gray circle representing the midpoint between two existing vertices. Adding new vertices is outlined in Step 5b.

228 Vertex Edit Tool (Continued)

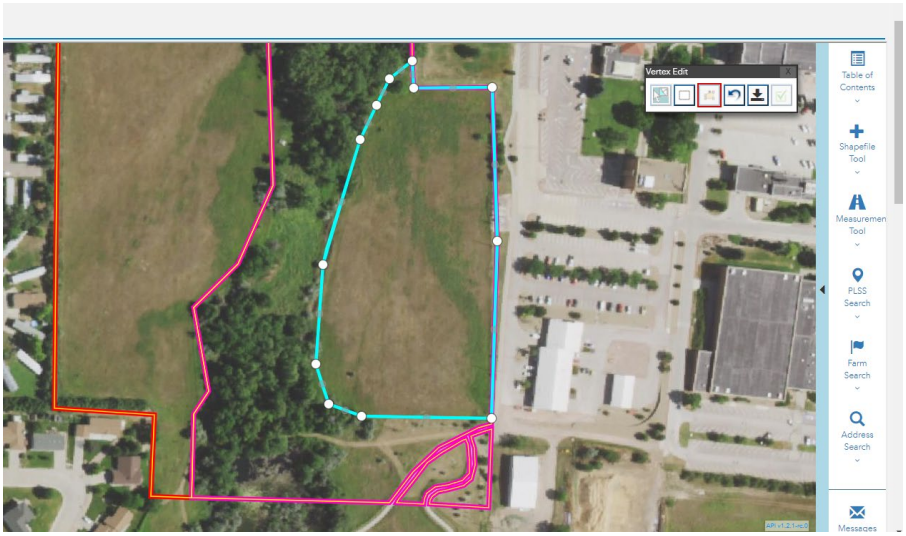
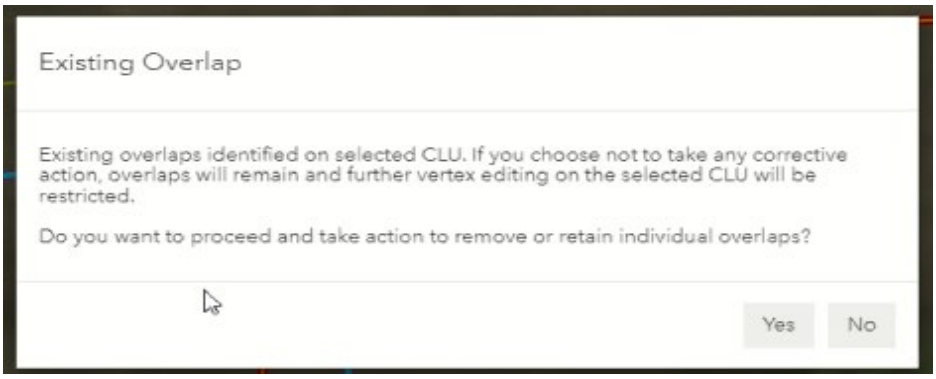
C Action

Following table provides guidance to adjust a CLU boundary.

Step	Action
Guidance for Selecting a CLU to Display the Associated Vertices	
1	Zoom to the edit scale of 1:4,514 or closer to activate the **"Vertex Edit"** tool.
2	CLICK "**Vertex Edit**"  to open the toolbar in the map display.
3	Tool defaults depend on whether a field was selected in the farm hierarchy at the time the toolbar was opened or later from the map display. • If a field is selected in the farm hierarchy, proceed to Step 4. **Note:** For edits involving shared boundaries, the CLU that will decrease in size must be selected and edited first. If the field selected from the farm hierarchy is not the field to be edited, users can clear the selected feature and select the applicable CLU. • If a field is not selected in the farm hierarchy, Select Feature is automatically set as the default tool. From the map display, select the CLU to be edited. **Note:** Only one CLU can be selected and edited at the same time.

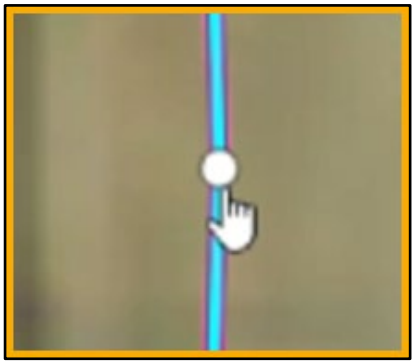
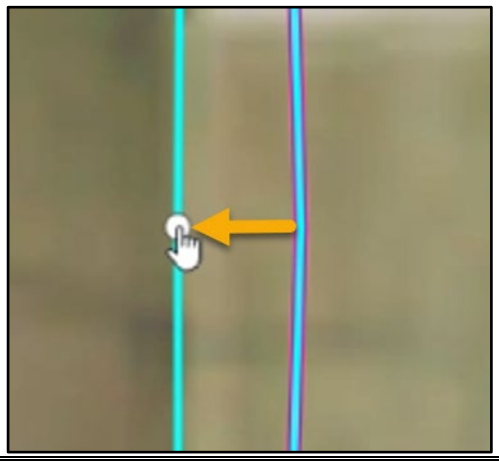
228 Vertex Edit Tool (Continued)

C Action (Continued)

Step	Action
4	Once the CLU is selected, the Vertex Edit tool is activated and the existing and ghost vertices will display.  **Note:** If a pre-existing overlap exists, users will receive the following message. Overlaps must be remediated following paragraph 229 prior to editing vertices. 

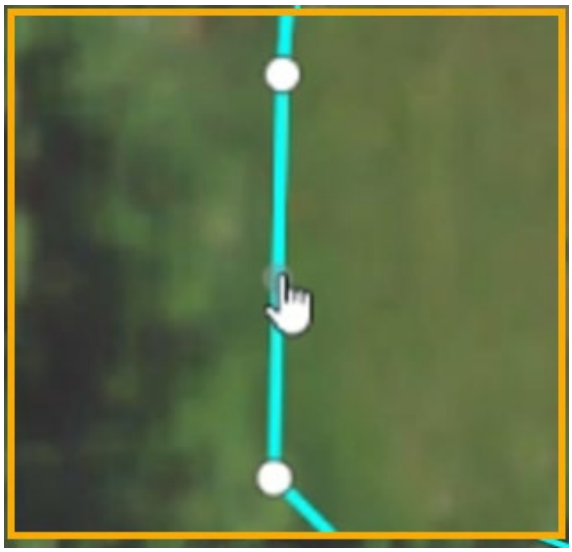
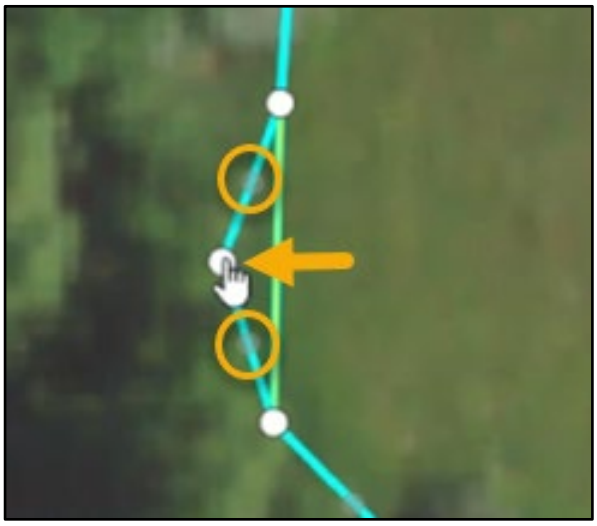
228 Vertex Edit Tool (Continued)

C Action (Continued)

Step	Action
Guidance for Handling Vertices to Reshape the Selected CLU Boundary	
5	Adjust the selected CLU boundary by moving (5a), adding (5b), or deleting vertices (5c) as needed to accurately depict the CLU. **Notes**: Users can either make further adjustments to the existing vertices by repeating instructions found in Steps 5a through 5c or CLICK "**Edit Undo**" to discard a vertex adjustment, addition, or deletion. Use snapping (Alt key) when moving a vertex to match an existing vertex to avoid bad geometry. See paragraph 223 for more details on snapping techniques.
5a	To move a vertex, hover the cursor over the vertex. When the cursor changes to a hand, click and drag to move the vertex to the desired location and release the mouse to place the vertex.  

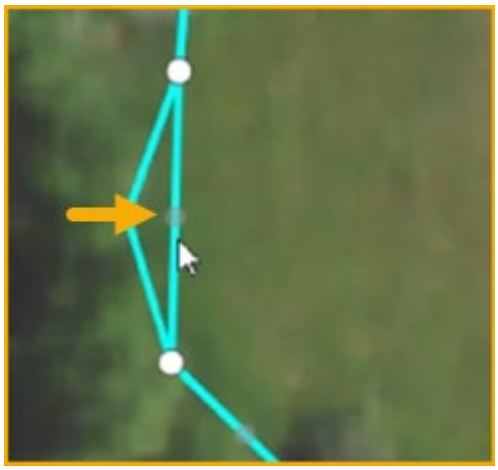
228 Vertex Edit Tool (Continued)

C Action (Continued)

Step	Action
5b	To add a vertex, hover the cursor over a ghost vertex. When the cursor changes to a hand, click and drag to move the vertex to the desired location and release the mouse to place the vertex.  The ghost vertex converts to a new vertex and two additional ghost vertices display between the newly created vertex and the existing vertices on either side. 

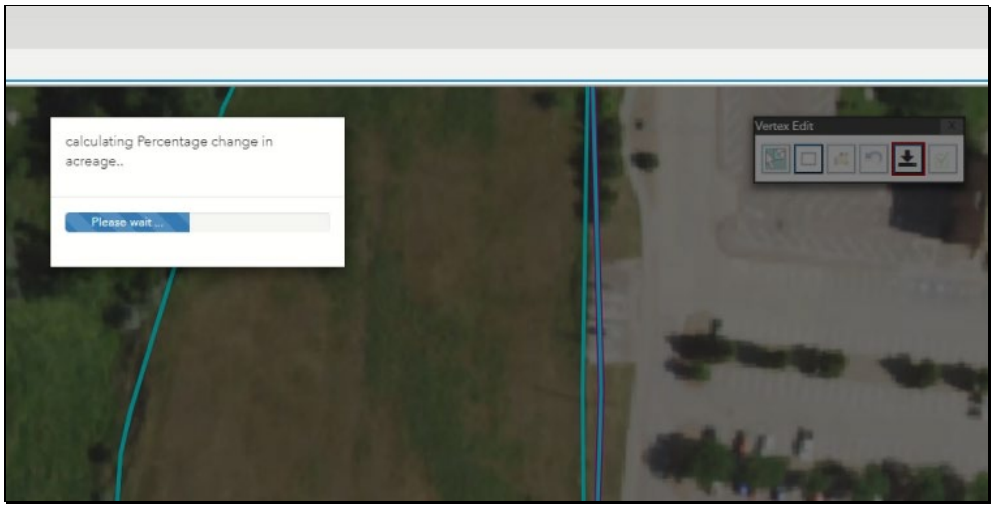
228 Vertex Edit Tool (Continued)

C Action (Continued)

Step	Action
5c	To delete a vertex, hover the cursor over the vertex. When the cursor changes to a hand, right click on the vertex and select "**Delete**".  The vertex is deleted, and the boundary becomes a straight line between the remaining existing vertices. 

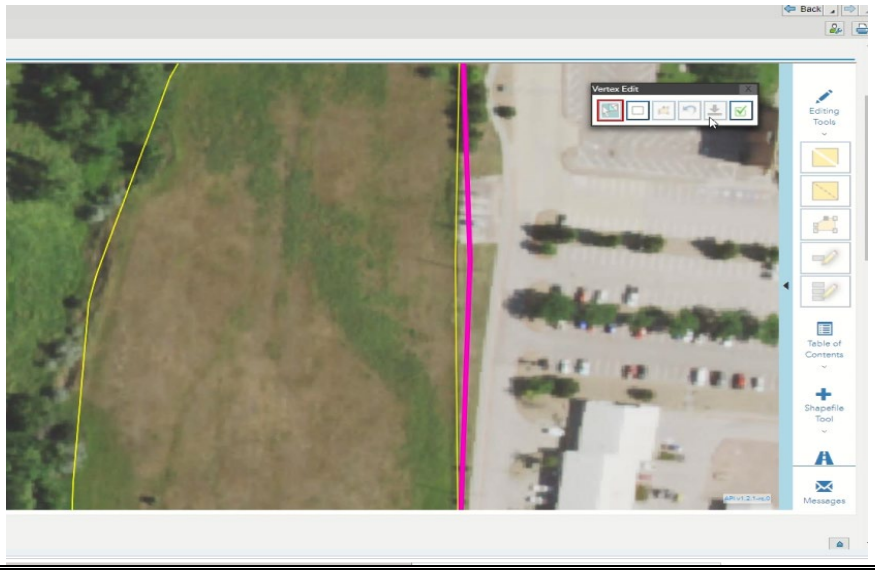
228 Vertex Edit Tool (Continued)

C Action (Continued)

Step	Action
6	Repeat Steps 5a through 5c to adjust all vertices as needed to accurately depict the CLU. Once all vertices have been edited on the selected CLU, CLICK "**Save Local**" to temporarily commit the edits and recalculate acreage.  **Note:** If users do not want to commit the edits for the selected CLU, CLICK "**Clear Selected Feature**" to discard the changes.

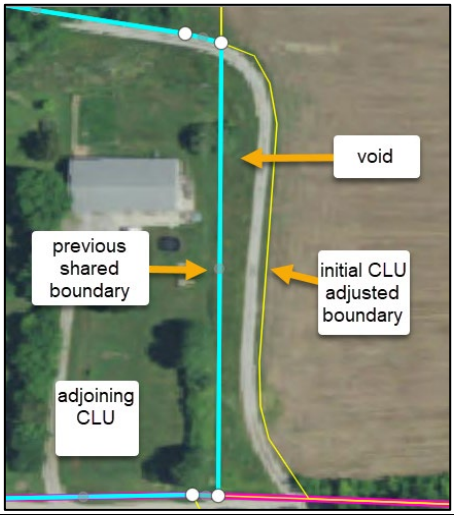
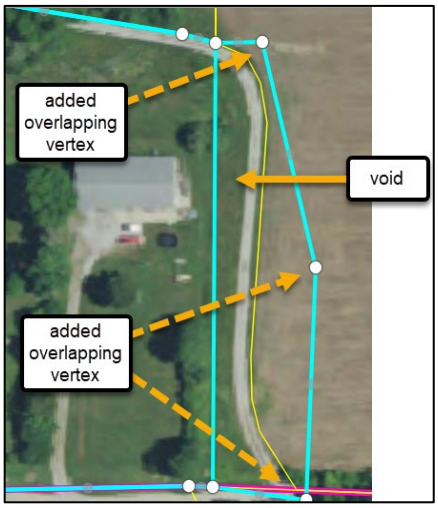
228 Vertex Edit Tool (Continued)

C Action (Continued)

Step	Action
7	The edited CLU highlights with a transparent fill and the resulting attributes are displayed. Edit the attributes if necessary and CLICK **"Ok".** **Note:** A reason code may be added to identify the reason the adjustment was completed.  The map display will return with the Vertex Edit toolbar available. **Note:** If the edited CLU is a tract boundary, the pink tract graphic temporarily remains in the location of the original line and will not be updated until a save is completed. 

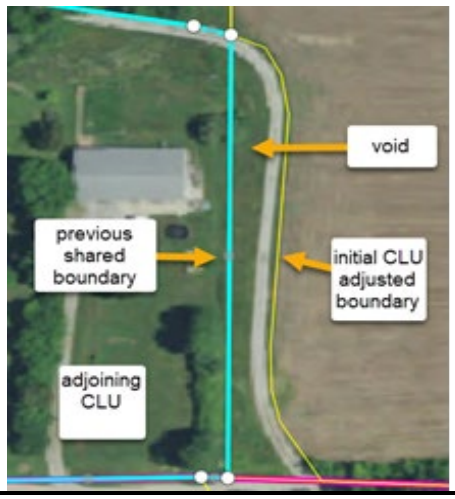
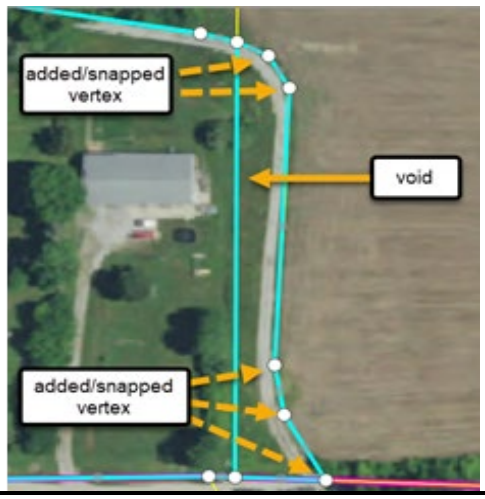
228 Vertex Edit Tool (Continued)

C Action (Continued)

Step	Action
	Guidance for CLU Shared Boundaries
8	If the modified CLU had one or more shared boundaries prior to the boundary adjustment, subsequent edits to adjoining CLU's need to be completed. This will close voids that were created when the boundary of the initial CLU was adjusted. **Note:** Use these instructions if a pre-existing void is identified between CLUs that should be a shared boundary. See Exhibit 29 for more instructions on void correction. Closing voids is accomplished by selecting the impacted adjoining CLU and using the trim back (8a) and/or snapping method (8b) as applicable.
8a	**Trim back method (recommended):** • Select the CLU that needs to be adjusted to close a void. • Using instructions in Steps 5a through 5c, adjust vertices to overlap the initial revised CLU boundary. The following shows an example of an adjoining CLU where vertices have been added and moved to overlap the initial modified CLU.  

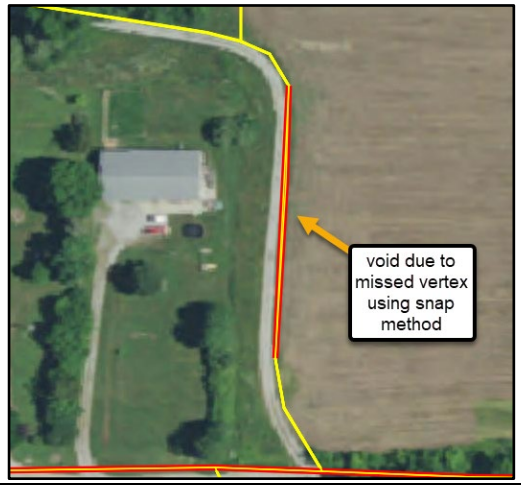
228 Vertex Edit Tool (Continued)

C Action (Continued)

Step	Action
	Guidance for CLU Shared Boundaries (Continued)
8a (Cont.)	• CLICK **"Save Local"** to temporarily commit the edits. Overlapped areas are trimmed back to match the adjacent CLU boundary. This removes the void and creates a perfectly matched shared boundary. 
8b	**Snapping method:** • Select the CLU that needs to be adjusted to close a void. • Using instructions in Steps 5a through 5c, adjust vertices and use the snap check method and snapping function to close existing voids. To remove a void, users must ensure a one-to-one match of vertices between the original adjusted CLU and the CLU being edited. The following shows an example of how vertices were added and moved to obtain a one-to-one match.  

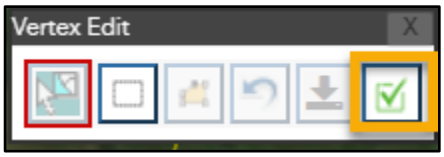
228 Vertex Edit Tool (Continued)

C Action (Continued)

Step	Action
	Guidance for CLU Shared Boundaries (Continued)
8b (Cont.)	• CLICK **"Save Local"** to temporarily commit the edits. **Note:** This method has the potential of leaving voids if all vertices are not snapped to establish the one-to-one match. Users may not recognize that a void remains until a save is completed in Step 11 and changes are permanently updated. The following example identifies a void after the edits were saved. 
9	If additional CLU's on the tract need to be adjusted, select the next CLU and repeat Steps 4-8.

228 Vertex Edit Tool (Continued)

C Action (Continued)

Step	Action
	Final Steps
10	If no other CLU's require editing, CLICK "**Done**" to temporarily commit the edits and close the Vertex Edit toolbar.  **Note:** CLICK **"X"** on the toolbar to cancel the edits. See paragraph 221 for more details.
11	CLICK **"Save"** to permanently save the CLU changes.  **Notes:** Save frequently for best results. CLICK **"Cancel"** to discard all edits since the start of the edit session. Dependent on the editing scenario, the Tract Validation Error table may display after clicking Save. See subparagraph 220 C for more details. Expand and review the associated CRM system messages. Populate the data entries as prompted.
12	Review the farm hierarchy and GIS Info assignment block to ensure all edits saved as expected and no voids were inadvertently introduced (pink or red boundary as shown in example at bottom of Step 8).

229 Pre-Existing Overlap Correction

A Overview

CLU overlaps are required to be corrected to ensure the same land and acreage is not associated with multiple CLU's, tracts, or farms. Overlapping CLU's may result in incorrect benefits to producers. Existing overlaps in the CLU are remnants from the original digitization process in which CLU's were delineated and edited in standalone county layers. Additionally, prior editing tools allowed overlaps to remain without requiring users to correct boundaries.

Users are prompted to correct pre-existing overlaps of the selected CLU through a quality control process before the boundaries can be adjusted using the Vertex Edit tool.

Note: The pre-exiting overlaps will not prevent other GIS edits on the CLU (e.g. split, merge, or attribute edits).

When a CLU is selected within a vertex edit session an overlap check is performed. If existing overlaps are identified, the overlap correction process is initiated allowing users to review, select, and trim back overlaps occurring within the selected CLU if applicable.

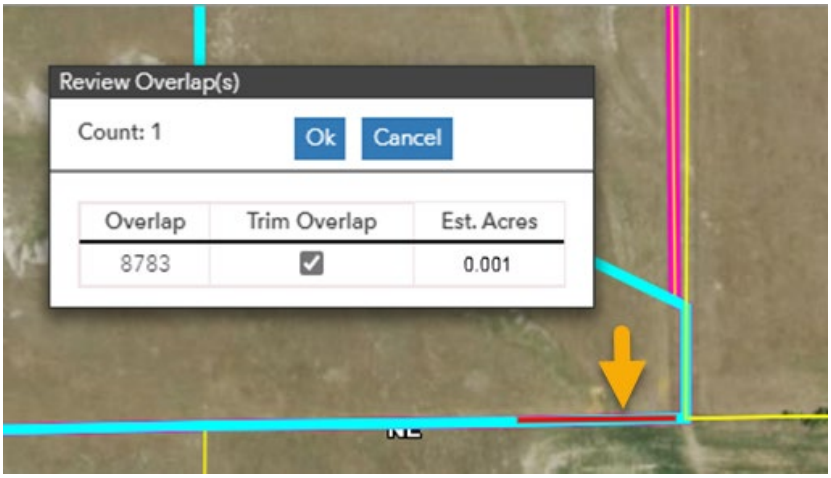
Important: In some scenarios it may be determined that the adjacent CLU boundary, which may be in a different tract or farm, must be corrected instead of the selected CLU. Prior to taking any corrective action, users must review the identified overlap(s) to determine the CLU boundary that should be corrected.

Note: Whole CLU overlaps should be evaluated carefully to determine if the overlap correction process is appropriate to the scenario. Users may need to review the overlap with the State Farm Records/GIS Specialist to determine the applicable corrective action.

229 Pre-Existing Overlap Correction

B Example

Following is an example of the Review Overlap(s) selection table that will be displayed if an existing overlap is identified when using the vertex edit tool.



Following are items and features of the Review Overlap function.

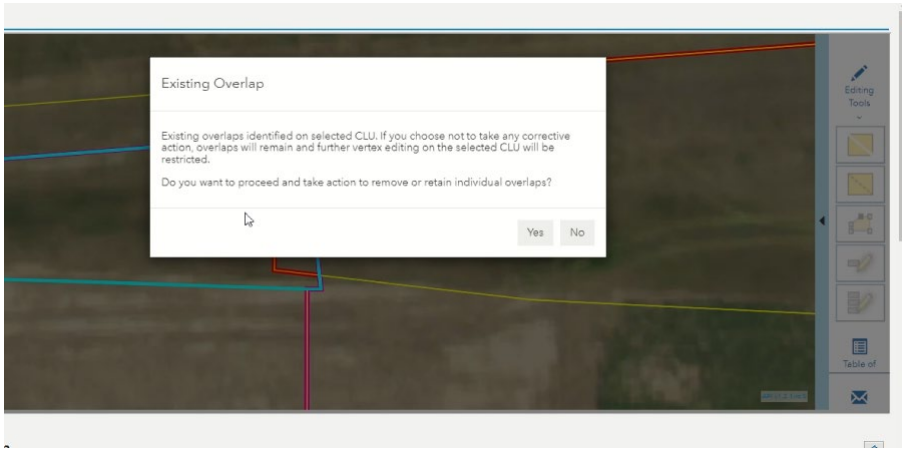
Item	Description
Count	Number of overlaps identified for the selected CLU.
Ok	Initiates the trim back function for any overlap with a check in the Trim Overlap column.
Cancel	Cancels and closes the Review Overlap function. Overlaps will not be corrected and the Vertex Edit tool will not be available.
Overlap	Object ID of the overlapping CLU.
Trim Overlap	Defaults to “checked” for all listed overlaps. A checked box identifies overlaps that will be trimmed back to the adjacent CLU boundary if the review overlap function is completed by clicking “OK”.
Est. Acres	Estimated acres of the identified overlap.

Note: Overlaps are listed in size order starting with the largest overlap identified. Estimated acreage display is limited to three decimal places and smaller overlaps may be identified as 0.000 acres.

229 Pre-Existing Overlap Correction (Continued)

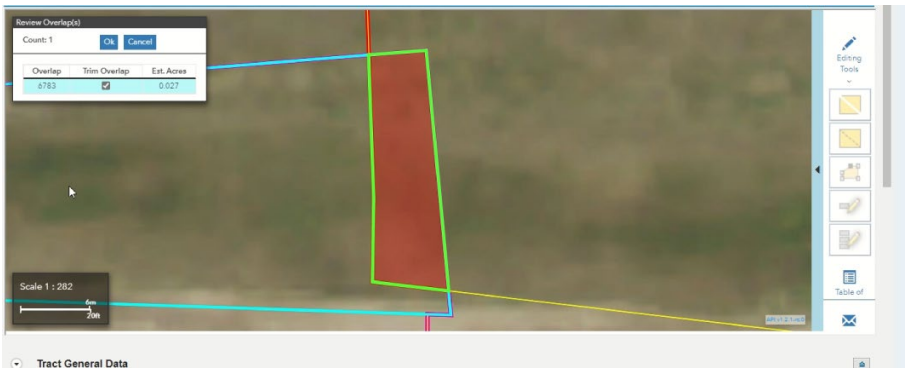
C Action

If overlaps are identified when selecting a CLU with the Vertex Edit tool, the overlap correction process is initiated. The following actions must be completed to review and remediate the overlap(s).

Step	Action
1	CLICK "**Yes**" to initiate the overlap correction process.  **Note:** If users click "No", the Existing Overlap window closes without additional action. Users will not be allowed to adjust the boundary of the selected CLU with the Vertex Edit tool, but other GIS edits are allowed. Overlaps will not be corrected. The Review Overlap(s) window opens and lists overlaps identified on the selected CLU. The map display zooms to the extent of the overlaps and overlapping areas are identified with a transparent fill. The selected CLU remains highlighted.  • If a single overlap is identified, proceed to Step 2. • If multiple overlaps are identified, proceed to Step 3.

229 Pre-Existing Overlap Correction (Continued)

C Action (Continued)

Step	Action
	Single Overlap Action
2	Review the overlap and determine the CLU to be trimmed back to remove the overlapping acreage. In some scenarios it may be determined that the adjacent CLU boundary, which may be in a different tract or farm, must be corrected instead of the selected CLU. Users may need to access the adjacent CLU's with the Vertex Edit tool to initiate the overlap correction process and trim back the overlap.  • If the selected CLU needs to be corrected, proceed to Step 5 • If the selected CLU is not the CLU to be corrected, CLICK "**Cancel**" and evaluate the corrective action to be completed. **Note**: If "**Cancel**" is selected, the "Review Overlap(s)" selection table will close with no action. Users will not be able to adjust CLU boundaries with the Vertex Edit tools until the overlap is corrected.

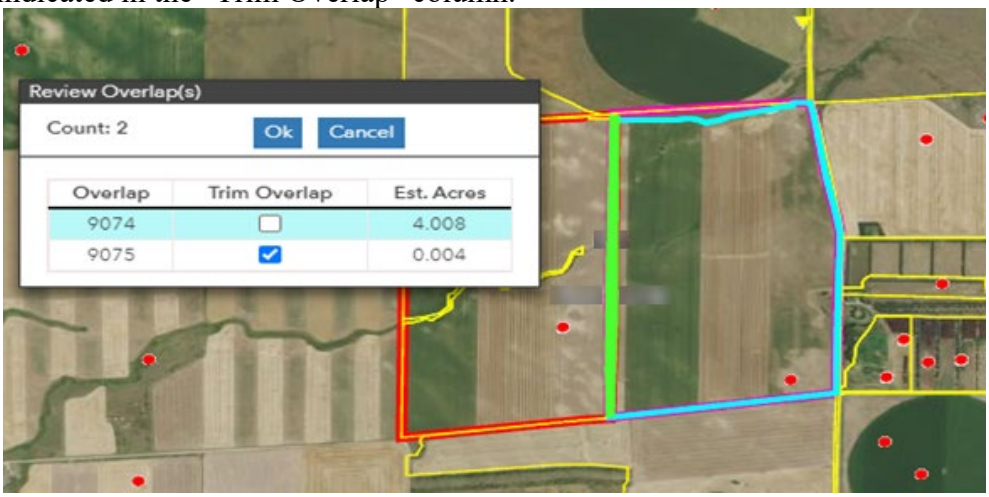
229 Pre-Existing Overlap Correction (Continued)

C Action (Continued)

Step	Action
	Multiple Overlap Action
3	Click on each overlap in the list to zoom to and review the area. The overlap selected is identified in the map display with a bright green outline. For each overlap, determine the correct CLU to be trimmed back to remove the overlapping acreage. In some scenarios it may be determined that the adjacent CLU boundary, which may be in a different tract or farm, must be corrected instead of the selected CLU. Users may need to access the adjacent CLU's with the Vertex Edit tool to initiate the overlap correction process and trim back the overlap. 

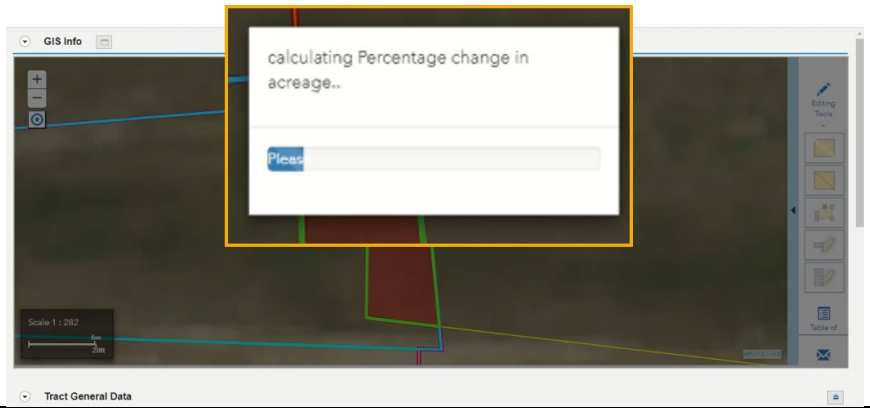
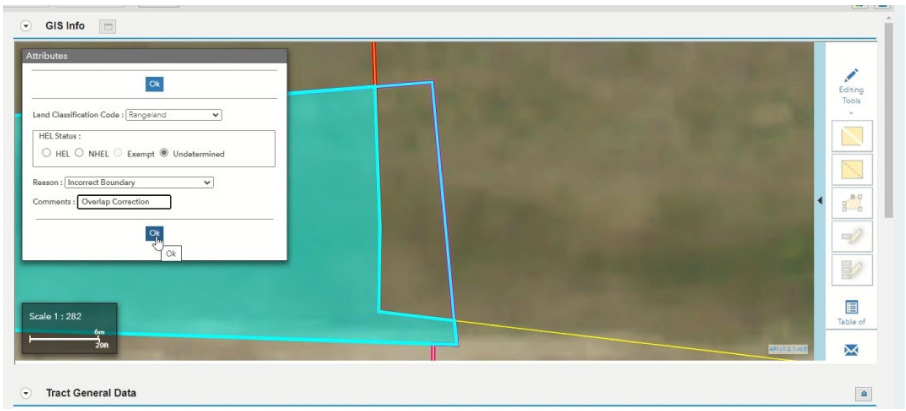
229 Pre-Existing Overlap Correction (Continued)

C Action (Continued)

Step	Action
4	For each overlap, the "Trim Overlap" box is checked by default. Overlaps checked in the "Trim Overlap" box will be trimmed back in the selected CLU to remove the overlapping acreage and match the adjacent CLU boundary. • If it is determined that all overlaps should be trimmed for the selected CLU, proceed to Step 5. • If it is determined that all overlaps should be corrected on adjacent CLU's, CLICK "**Cancel**". • If it is determined that one or more overlaps should be corrected on the adjacent CLU, uncheck the associated "Trim Overlap" box. Following is an example where one overlap will be trimmed back for the selected CLU (box checked) and one overlap will remain (box unchecked) as indicated in the "Trim Overlap" column.  **Note**: If "**Cancel**" is selected, the "Review Overlap(s)" selection table will close with no action. Users will not be able to edit CLU boundaries with the Vertex Edit tool until the overlaps are corrected.

229 Pre-Existing Overlap Correction (Continued)

C Action (Continued)

Step	Action
	Correcting Overlaps
5	CLICK "**Ok**" to trim the selected CLU boundary for the overlaps checked. The overlap(s) are trimmed on the selected CLU to remove the overlapped acreage and match the adjacent CLU boundary. The CLU acreage is recalculated. 
6	The Attribute window displays. • Review and update attributes as applicable. See paragraph 224 for additional information on updating attributes. • CLICK "**OK**" to close the attribute window. 

229 Pre-Existing Overlap Correction (Continued)

C Action (Continued)

Step	Action
6 (cont.)	**Note:** If the overlap is between multiple tracts, the original tract boundary will be displayed until all changes have been saved. 
7	CLICK "**Done**" to temporarily commit the overlap corrections. 
8	CLICK "**Save**" to permanently save the edits.  Following shows the overlap removed from the CLU after saving.  **Note:** If all overlaps for the CLU are corrected, the Vertex Edit tool can now be used to complete CLU boundary adjustments as needed. See paragraph 228 for instructions on adjusting boundaries with the Vertex Edit tool.

230 Farm Hierarchy Field Level Assignment Blocks and Maintenance

A Overview

*--Field level data is only associated with farm records data in years 2016 through current. Prior to 2016, only farm and tract level data are established and maintained for each farm record.

In current year, CLU data in the GIS Info assignment block and field level data in the--* Farm hierarchy must always be in sync. Once edits made in the GIS Info assignment block are saved, the field level data is updated accordingly. Similarly, certain edits within the field level assignment blocks are communicated to the CLU data. Within each field level assignment block, data is populated from the delineated CLU, associated CLU attributes, or from data manually entered by the user.

--In years prior to current where field level data is associated (2016 through one year less than current), no CLU is available and the GIS Info assignment block is not displayed. Edits to field level data are only completed through the associated field level assignment blocks. Field level data is aggregated to the tract and farm level as applicable.--

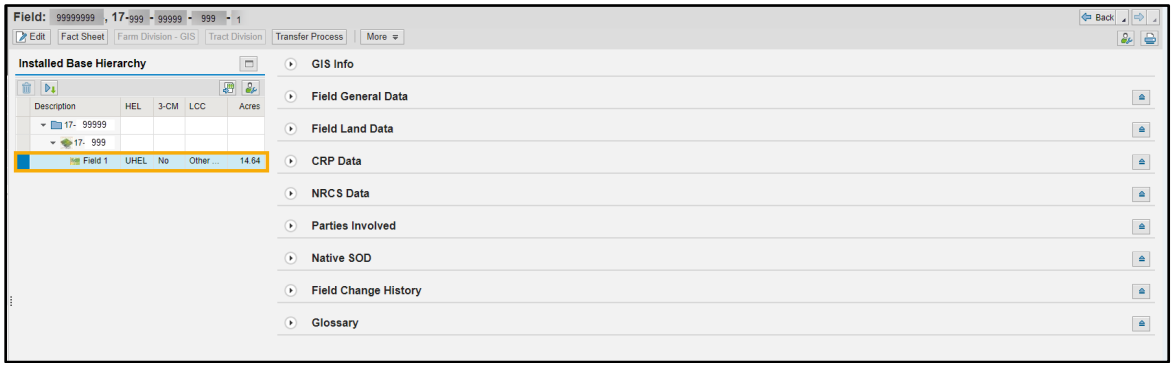
Notes: Field level assignment blocks only display data for the field selected in the farm hierarchy. Selecting CLU's in the GIS Info assignment block has no impact on the data displayed in other field level assignment blocks.

If the CLU data and farm hierarchy data are not in sync, see paragraph 355 to evaluate and process a Full Extract.

--See Exhibit 31 for a crosswalk of field level assignment block display and editability for current and prior years.--

B Example

The following is an example of the Field level assignment blocks.



231 Field Level: Field General Data Assignment Block

A Overview

The Field General Data assignment block provides basic field level data for the field selected in the farm hierarchy and is not editable. Data is automatically populated by the system. Updates or changes needed in the General Data assignment block for the selected field must be completed in the GIS Info assignment block using the GIS editing tools.

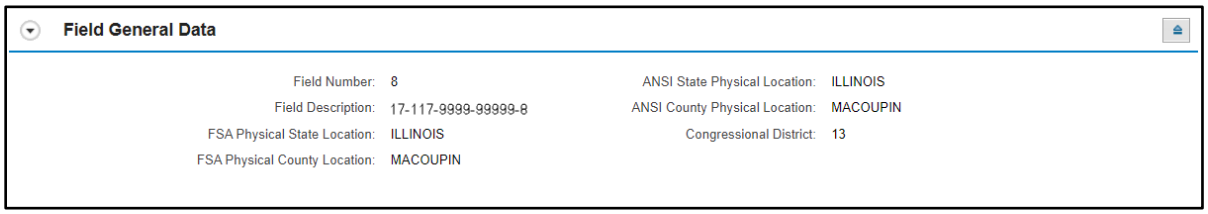
The following data is listed in the Field General Data assignment block:

- Field Number
- Field Description
- FSA Physical State Location
- FSA Physical County Location
- ANSI State Physical Location
- ANSI County Physical Location
- Congressional District.

***--Note**: ANSI State and county physical locations are only available in years 2018 through current.**--**

B Example

Following is an example of the Field General Data assignment block.



231 Field Level: Field General Data Assignment Block

C Action

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 hierarchy.
Field Description	System populated listing the Administrative State Code, Administrative County Code, Farm Number, Tract Number and Field Number.
FSA Physical State Location	In current year, entry is system populated FSA State name based on where the majority of the field is physically located as determined by GIS. In years prior to current, the FSA State name is displayed with the determined State established at the time of the FY rollover. Prior year entries are only editable by a National Office Farm Record Administrator.
FSA Physical County Location	In current year, entry is system populated with the FSA county name based on where the majority of the field is physically located as determined by GIS. In years prior to current, the FSA county name is displayed with the determined county established at the time of the FY rollover. Prior year entries are only editable by a National Office Farm Record Administrator.
ANSI State Physical Location	In current year, entry is system populated with the State name based on U.S. Census records where the majority of the field is physically located as determined by GIS. ANSI State Physical Location is only available in year 2018 through current. In years prior to current, the ANSI State name is displayed with the determined State established at the time of the FY rollover. Prior year entries are only editable by a National Office Farm Record Administrator.
ANSI County Physical Location	In current year, entry is system populated with the county name based on U.S. Census records where the majority of the field is physically located as determined by GIS. ANSI County Physical Location is only available in year 2018 through current. In years prior to current, the ANSI county name is displayed with the determined county established at the time of the FY rollover. Prior year entries are only editable by a National Office Farm Record Administrator.
Congressional District	System populated based on the congressional district where the majority of the field is located as determined by GIS. **Note:** Congressional District in Farm Records may not be current and should not be used for program or application purposes.

--*

232 Field Level: Field Land Data Assignment Block

A Overview

--In current year, the Field Land Data assignment block displays CLU attributes for the-- field selected in the farm hierarchy and is not editable. Updates or changes needed to the selected field must be completed in the GIS Info assignment block using the GIS editing tools. Acres are adjusted when CLU boundary edits are completed according to paragraphs 226 through 228. Other attributes in this assignment block are updated according to paragraphs 224 and 225.

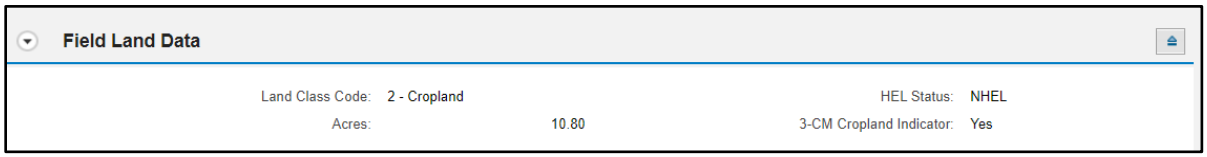
--In years prior to current where field level data is associated (2016 to one year less than current), all entries are editable.--

The following data is listed in the Field Land Data assignment block:

- Land Class Code
- Acres
- HEL Status
- 3-CM Cropland Indicator.

B Example

Following is an example of the Field Land Data assignment block.



232 Field Level: Field Land Data Assignment Block (Continued)

C Action

The following table contains fields and descriptions in Field Land Data assignment block.
*--

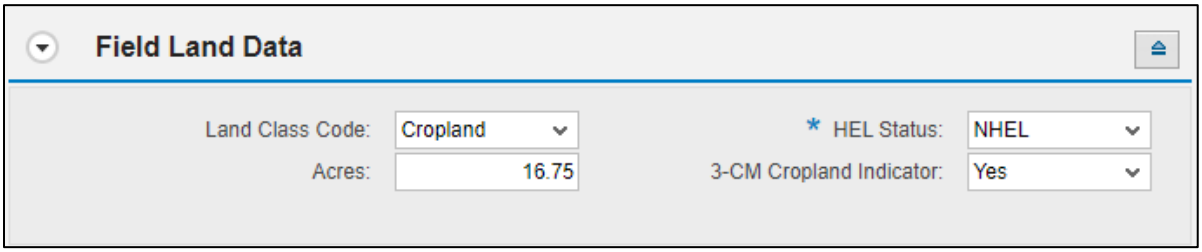
Field	Description
Land Class Code	Identifies the associated land classification code and name of the CLU as defined in paragraphs 21 and 22. In current year, system populated based on user entry within the CLU attributes. In years prior to current, entry is editable. See subparagraph D.
Acres	In current year, system calculated acreage of the field determined 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. In years prior to current, acres can be manually edited as needed to identify the correct acreage for the associated field. See subparagraph D.
HEL Status	Identifies the associated HEL Status of the CLU. In current year, system populated based on user entry within the CLU attributes. In years prior to current, entry is editable. See subparagraph D.
3-CM Cropland Indicator	Indicator identifies if the CLU meets the definition of cropland as defined in paragraph 17. "Yes" indicates the field meets the definition of cropland. "No" indicates the field does not meet the definition of cropland. In current year, system populated based on user entry within the CLU attributes. In years prior to current, entry is editable. See subparagraph D. **Note:** Acreage for all CLU's identified as 3-CM "Yes" are aggregated at the tract level as Cropland Acres.

--*

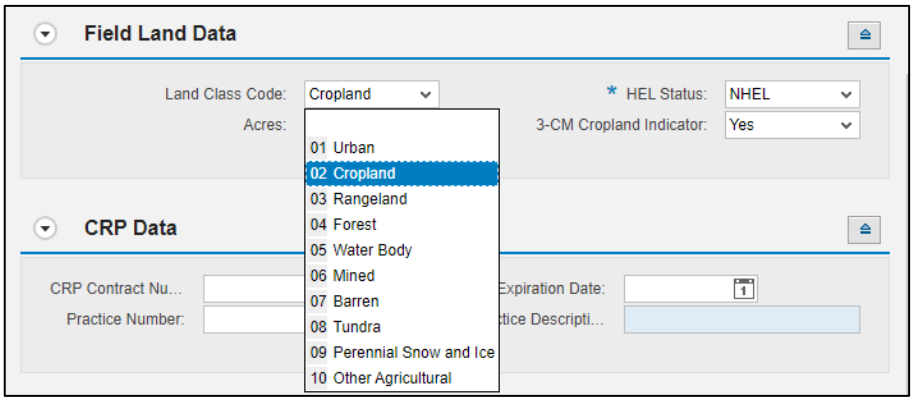
232 Field Level: Field Land Data Assignment Block (Continued)

*--D Editing Land Data in Years Prior to Current

In years prior to current with field level data, land data entries can be manually edited in the Field Land Data assignment block to identify the correct field level attributes.



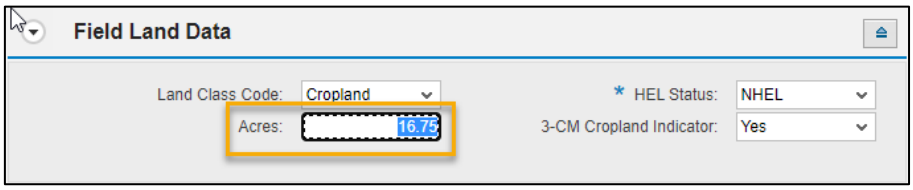
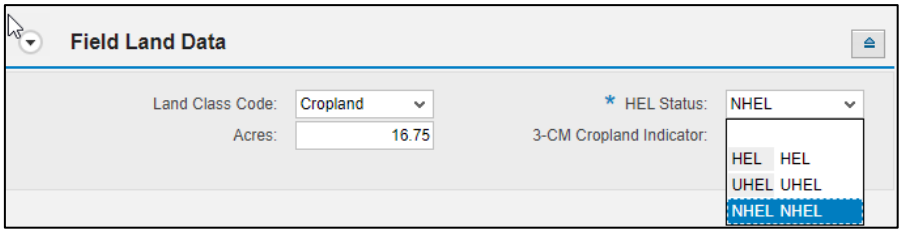
Following provides instructions for manually editing entries as applicable once an edit session is open in prior year data and a field is selected in the hierarchy.

Field	Edit Instructions
Land Class Code	Click the drop-down menu to select the applicable land classification code for the field according to paragraphs 21 and 22.  Entry cannot be blank.

--*

232 Field Level: Field Land Data Assignment Block (Continued)

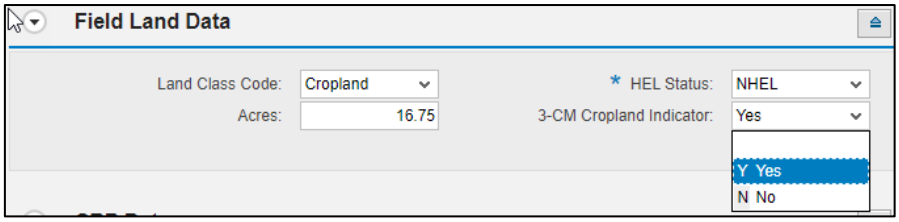
*--D Editing Land Data in Years Prior to Current (Continued)

Field	Edit Instructions
Acres	Enter the acreage for the associated field in hundredths.  Entry cannot be blank or zero. **Note:** If cropland acres are adjusted, users must select the applicable Cropland Acres Adjustment Reason Code at the tract level. Users will be prompted to enter the adjustment reason code, though users can edit multiple fields before selecting the applicable code. The adjustment reason code must be selected before the changes to the record can be saved.
HEL Status	Click the drop-down menu to select the applicable field HEL status as determined by NRCS on the associated NRCS-CPA-026e. "UHEL" is selected for fields not requiring determination or pending determination by NRCS.  Entry cannot be blank.

--*

232 Field Level: Field Land Data Assignment Block (Continued)

*--D Editing Land Data in Years Prior to Current (Continued)

Field	Edit Instructions
3-CM Cropland Indicator	Click the drop-down menu to select the applicable 3-CM Cropland Indicator per the definition of cropland as defined in paragraph 17. "Yes" indicates the field meets the definition of cropland. "No" indicates the field does not meet the definition of cropland.  Entry cannot be blank. **Note:** If tract level cropland acres are adjusted as a result of changing the 3-CM cropland indicator, users must select the applicable Cropland Acres Adjustment Reason Code at the tract level. Users will be prompted to enter the adjustment reason code, though users can edit multiple fields before selecting the applicable code. The adjustment reason code must be selected before the changes to the record can be saved.

E Common Error Messages

Common error messages that prevent users from saving edits include the following.

Message or Error Received	Action
Land Class Code is Mandatory for Prior Crop Year	Land class code cannot be blank. Select the applicable land class code for the listed field.
Acres are Mandatory for Prior Crop Year	Acres cannot be zero or blank. Enter the correct associated acres in hundredths.
HEL Status is Mandatory for Prior Crop Year	HEL Status cannot be blank. Select the associated HEL status determination for the listed field.
3-CM Indicator is Mandatory for Prior Crop Year	3-CM Cropland Indicator cannot be blank. Select the applicable 3-CM Cropland Indicator for the listed field.
Cropland Acres Adjustment Reason code is required in the Tract Land Data assignment block when there is a change to either Cropland acres or Ag Related Activity Acres	Changes to acres or the 3-CM Cropland Indicator that result in an overall change to the tract level cropland or DCP cropland require selection of an adjustment reason code. Select the applicable reason code when prompted.

--*

233 Field Level: CRP Data Assignment Block

A Overview

The Field CRP Data assignment block contains CRP contract data for fields enrolled in CRP. CRP is required to be identified in Farm Records to ensure acres and program data are *--correctly associated. In current year, all land actively enrolled in CRP must be permanently delineated in the CLU layer by conservation practice. In current and prior years, the associated contract data must be manually entered in the CRP Data assignment block for all fields actively enrolled in CRP. While CCMS is the authoritative source for CRP contract data, it is important that matching CRP data in Farm Records is entered and maintained. Changes in farm records due to CRP enrollment must be completed timely in the year the CRP contract becomes active or revised. When CRP contract data is added or updated in CCMS, users are notified of the revised farm level CRP cropland and marginal--* pastureland through a worklist CRP alert.

Users are reminded of the following when identifying CRP in Farm Records:

- Identify fields as CRP in the FY when the contract becomes active. For example, a CRP scenario was offered and accepted in FY 2022 but does not become active until FY 2023. Any delineation needed to identify conservation practices in the CLU and field level CRP data entry would not be completed until FY 2023. Fields enrolled in CRP must maintain the CRP contract data at the field level for the life of the CRP contract.

- CRP data loaded at the field level in CRM Farm Records should be compared and matched to CRP Contract information stored in CCMS on a regular basis. STO GIS Specialists will provide County Offices with a CCMS and CRM mismatch report. This report identifies errors between the CRM Farm Records CRP data and the CCMS CRP Contract information. Mismatches must be corrected to ensure the CRP information is accurate and the aggregated CRP acres are correct at the tract level. Refer to 1-GIS for an explanation of the mismatch data.

- CRP scenario shapefiles created with TERRA can be added to the GIS Info assignment block to use as reference when delineating CRP fields and practices. See paragraph 209 for instructions to add a shapefile into the GIS Info assignment block.

The following data is listed in the CRP Data assignment block:

- CRP Contract Number
- Expiration Date
- Practice Number
- Practice Description.

233 Field Level: CRP Data Assignment Block (Continued)

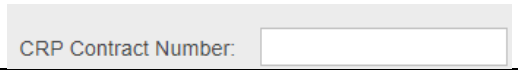
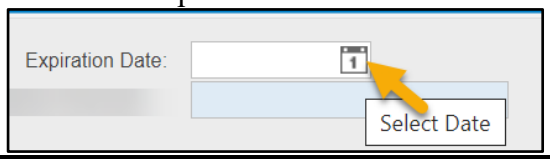
B Example

Following is an example of the CRP Data assignment block.



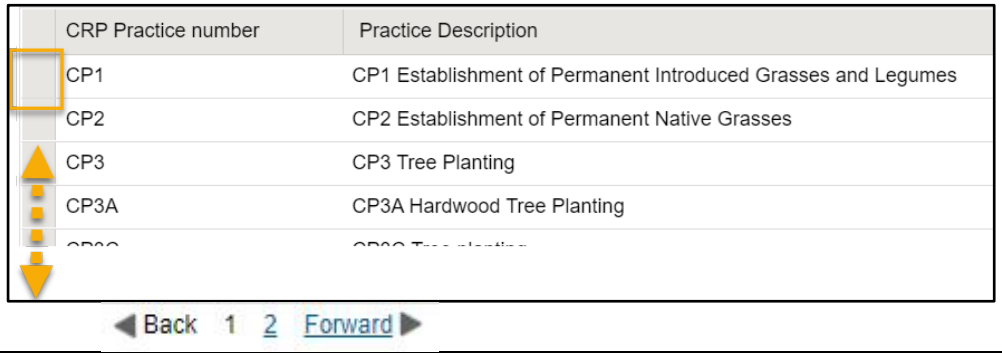
C Action

--The following provides instructions to add CRP data to the CRP Data assignment block. In current year, land enrolled in CRP must be delineated in the CLU by practice prior to adding CRP data attributes at the field level. In years prior to current, fields enrolled in CRP must be listed in the farm hierarchy to correctly enter or update CRP attributes. If the correct fields are not listed in the prior year farm hierarchy, users should contact their State Office for guidance.--

Step	Action
1	Navigate to the field to be updated in the farm hierarchy and CLICK **"Edit"** on the CRM Toolbar.
2	In the CRP Contract Number field, manually enter the CRP Contract number and suffix to match the CRP-1. 
3	In the Expiration Date field, enter the date the CRP contract expires to match the CRP-1. The expiration date can be manually entered or CLICK "**Select Date**" to choose the expiration date from the calendar. 

233 Field Level: CRP Data Assignment Block (Continued)

C Action (Continued)

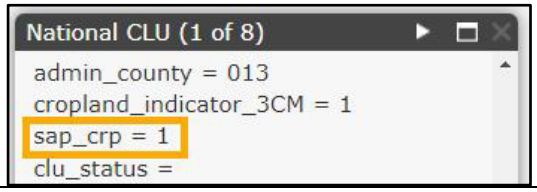
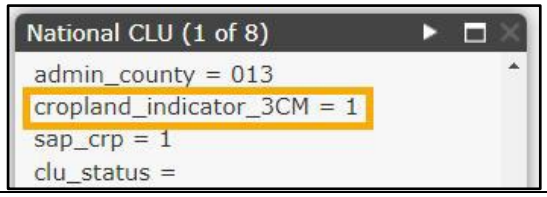
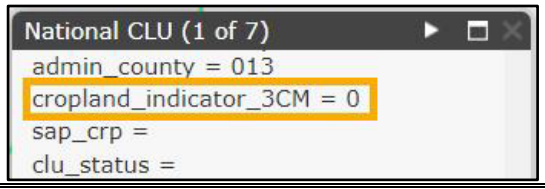
Step	Action
4	In the Practice Number field either: • manually enter the conservation practice (e.g., CP21), or • CLICK **"Open Input Help"**  If Open Input Help is clicked, the CRP Practices window will open. CLICK the selection box in front of the applicable conservation practice to match the CRP-1. Scroll or navigate to additional pages if necessary to select the applicable practice. 
5	The Practice Description will auto-populate once the practice number is manually entered or selected. 
6	CLICK **"Save"** on the CRM Toolbar. **Note:** If multiple fields require CRP Contract Data entered at the field level, users can continue to navigate to each field from the farm hierarchy and enter the applicable data prior to clicking "Save".

233 Field Level: CRP Data Assignment Block (Continued)

C Action (Continued)

Once field level CRP contract data is saved the following occurs:

*--

Step	Action
1	In current year, the sap_crp value in the CLU attributes for the field is set to "1" (Yes). Users should verify that the sap crp value in the CLU attributes is set accordingly using the identify function. See paragraph 205 for guidance on the identify function. 
2	In all years, acreage for all CRP fields with the 3-CM cropland indicator set to "1" (Yes) is aggregated as CRP Cropland acres at the tract level. 
3	In all years, acreage for all CRP fields with the 3-CM cropland indicator set to "0" (No) is aggregated to CRP MPL acres at the tract level. 

--*

233 Field Level: CRP Data Assignment Block (Continued)

D Removing CRP Contract Data

CRP Contract data in the CRP Data assignment block will automatically be deleted during Farm Records end of year rollover in the year the CRP contact expires. CRP contracts that end mid-year (termination or early release) must be evaluated to determine if the CRP contract data must remain on the fields for the whole year or must be manually removed once the contract ends.

Once CRP contract data is removed from the CRP Data assignment block, the sap crp value in the CLU attributes for the field will update to "0" (No). Users should verify that the sap_crp value in the CLU attributes is set accordingly using the identify function. See paragraph 205 for guidance on the identify function.

Exception: If a producer chooses to receive CRP payments for the fiscal year the CRP contract is voluntarily terminated, CRP data must remain on the field for that entire fiscal year.

E Verifying CRP between CCMS and CRM

County offices must ensure that land enrolled in CRP on an active CRP contract is identified in Farm Records and associated attributes match the CRP contract. See reports in CCMS, 1-GIS, and paragraphs 345 and 352 in this handbook to identify mismatched
--**CRP data between CCMS and CRM in current year.**--

F Common Error Messages

Common error messages that prevent users from saving edits include the following.

Message or Error Received	Action
CRP Contract Number, Expiration Date and Practice Number must be entered before edits can be saved.	Check the CRP Data assignment block to ensure all data fields are populated in adding contract information or cleared if deleting contract information.
CRP data changes must be saved or cancelled before GIS editing is possible.	CLICK **"Save"** or **"Cancel"** on the CRM Toolbar.

234 Field Level: NRCS Data Assignment Block

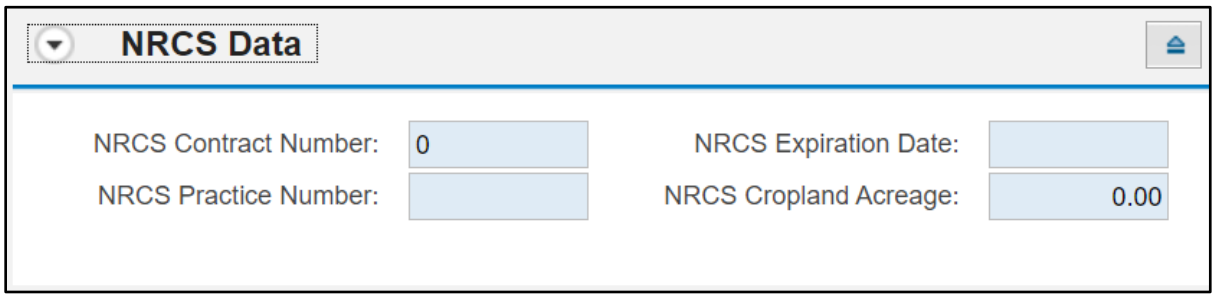
A Overview

Currently the NRCS Data assignment block is reserved. No data should be loaded in any *--year until further notice. The following data is listed in the NRCS Data assignment block:--*

- NRCS Contract Number
- NRCS Expiration Date
- NRCS Practice Number
- NRCS Cropland Acreage.

B Example

Following is an example of the NRCS Data assignment block.



C Action

No action required.

235 Field Level: Parties Involved Assignment Block

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 and can be added or removed for all years where field level data is available (2016 through current). The Parties Involved Assignment block at the field level contains:--*

- Name
- Function
- ID
- Deceased
- HEL Exceptions
- HEL Appeals Exhausted Date
- RMA HEL Exceptions
- CW Exceptions
- CW Appeals Exhausted Date
- RMA CW Exceptions
- PCW Exceptions
- PCW Appeals Exhausted Date RMA PCW Exceptions
- *--RMA PCW Exceptions.--*

Other Producers loaded at the field level will show on FSA-156EZ for the applicable tract.

The Deceased flag located in the Parties Involved assignment block reads the associated Business Partner record and is automatically updated by the system when:

- A DOD Workflow is Approved
- A DOD is manually loaded in the Business Partner record.

See paragraph 15 for action required for producers identified as deceased.

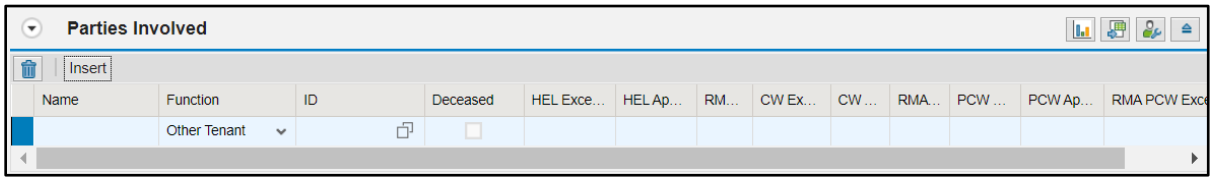
See Section 3 for conservation compliance definitions and entries.

Note: Other Producer is referred to as Other Tenant within CRM.

235 Field Level: Parties Involved Assignment Block (Continued)

B Example

Following is an example of the Parties Involved assignment block at the field level.



C Action

See paragraph 201 for adding or modifying an Other Producer (Other Tenant) at the field level.

Note: 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.

236 Field Level: Native Sod Assignment Block

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 or meet NAP restrictions as defined in 1-NAP, for 4 years.

In current year, newly broken out native sod fields must be delineated as separate CLU's--* in the GIS Info assignment block. CLU's cannot be combined with adjacent CLU's until the native sod planting or NAP restriction requirements have been met.

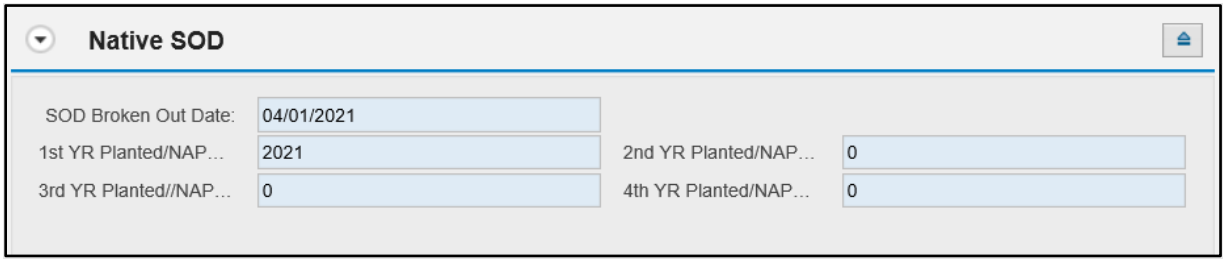
--In years 2016 through current, native sod data can be added, removed, or modified in the Native SOD assignment block. Acreage for fields with native sod attributes is aggregated to the tract and farm level Land Data accordingly. In year 2014-2015, native sod is only captured at the tract level. See paragraph 249 for modifying tract level sod acres in these years.--

The following data must be entered for broken out native sod:

- Sod Broken Out Date
- 1st YR Planted/NAP Restriction
- 2nd YR Planted/NAP Restriction
- 3rd YR Planted/NAP Restriction
- 4th YR Planted/NAP Restriction.

B Example

Following is an example of the Native Sod assignment block.



236 Field Level: Native Sod Assignment Block (Continued)

C Action

The following provides the fields and descriptions in the Native Sod assignment block. All *--data must be manually entered and maintained at the field level in the applicable years.--*

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. **Note:** 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 3-CM 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/NAP Restriction	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 or the year NAP restriction are met. 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 **not** 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. **Note:** 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 the crop is harvested. **Example:** Winter wheat planted in October of 2022 that will be harvested in the spring of 2023 should be designated as planted in 2023.

236 Field Level: Native Sod Assignment Block (Continued)

C Action (Continued)

Field	Actions and Data
2nd Year Planted/Nap Restriction	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 or the year NAP restriction are met. The year must be added in YYYY format. **Note:** The second year planted cannot be the same as or prior to the 1st Year Planted.
3rd Year Planted/NAP Restriction	Enter the third year that the broken out land is planted to a crop as indicated and verified by the reported acreage on FSA-578 or the year NAP restriction are met. The year must be added in YYYY format. **Note:** The third year planted cannot be the same as or prior to the 2nd Year Planted.
4th Year Planted/NAP Restriction	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 or the year NAP restriction are met. The year must be added in YYYY format. **Note:** The fourth year planted cannot be the same as or prior to the 3rd Year Planted.

Native Sod data is no longer required to be tracked and can be deleted from the assignment block after the field has been planted or met NAP restrictions 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 entered.

Fields with Native Sod attributes cannot be merged with any other field. CLU merging restrictions no longer apply in the year after the fourth year of planting and Native Sod attributes are no longer associated with the field.

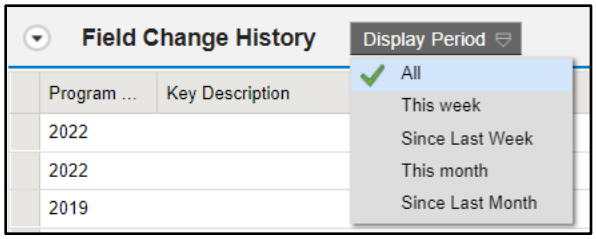
237 Field Level: Field Change History Assignment Block

A Overview

The Field Change History assignment block records edits completed in CRM Farm Records for the selected field. The change history is a running log of all manual or system edits completed since the field was created.

Users can further define the change history by selecting specific Display Periods:

- All
- This week
- Since Last Week
- This month
- Since Last Month.



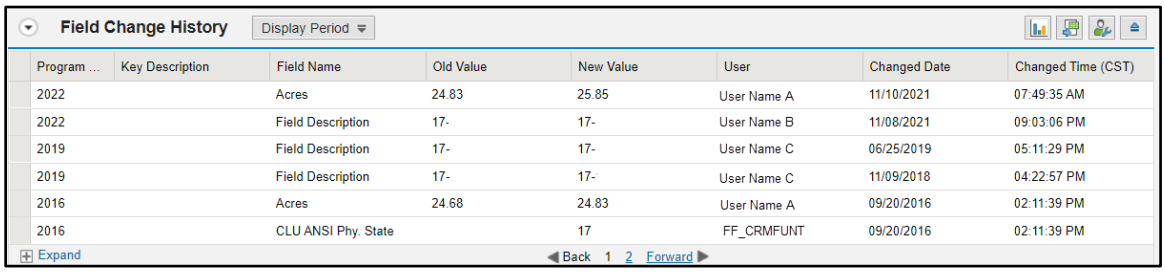
The default fields in this assignment block include the following:

- Program Year
- Key Description
- Field Name
- Old Value
- New Value
- User
- Changed Date
- Changed Time.

237 Field Level: Field Change History Assignment Block

B Example

Following is an example of the Field Change History assignment block displaying the "Field Change History".



The last six completed edits will display in the Change History assignment block by default. Users can click the "Expand" and paging options to view additional entries. The change history can be exported to Excel as needed.

C Description

The following provides the data fields and descriptions displayed in the Change History assignment block. All entries are system populated and cannot be edited.

Field Change History Entries	Description
Program Year	Program year the edit was completed
Key Description	Specific assignment block and data entry edited. Not all edits will display a Key Description.
Field Name	Title of specific data entry edited.
Old Value	Value before the edit was completed.
New Value	Value after the edit was completed.
User	The user name or system process that completed the change. System identified updates include any edit completed on the farm record through a process, workflow action, or bulk edit by the national office and will display as: • Batch User • BTC-DATA • Workflow Batch User • FF_CRMFUNT.
Changed Date	Date the edit was completed.
Changed Time	Time in military time in the Central time zone that the edit was completed.

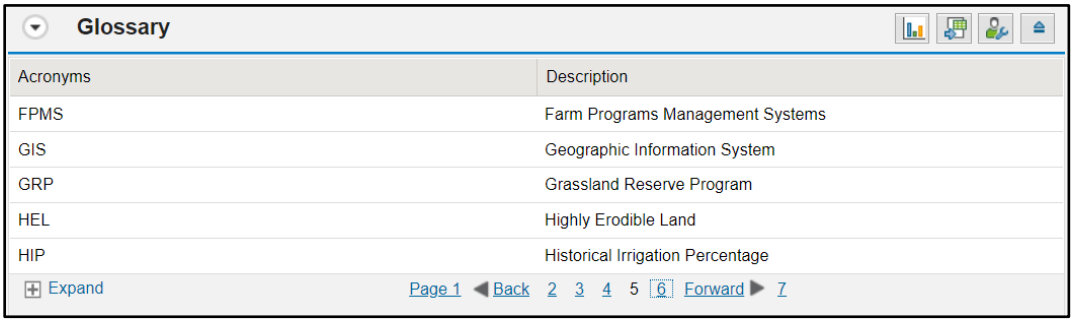
238 Field Level: Glossary Assignment Block

A Overview

The glossary provides acronyms and descriptions used in CRM.

B Example

Following is an example of the Glossary.



Reserved 239-244

Subsection 3 Tract Maintenance

245 Tract Level: Assignment Blocks and Maintenance

A Overview

*--The foundation of the CRM Farm Records data starts with the field level data in years where field level data is associated with the farm records (2016 through current). Once the field level data has been created and attributed according to Section 2, Subsection 2 the data is aggregated to the Tract Level.

In years prior to 2016, tract level data is the basis for the associated farm record and the tract level data is aggregated to the farm level.

The following assignment blocks are found at the tract level when a tract is selected in the Farm Hierarchy:

- GIS Info – only available in current year--*
- Tract General Data
- Tract Land Data
- Tract Crop Data
- Tract CCC-505 CRP Reduction Data
- Reconstitution History
- Parties Involved
- Tract Change history
- Glossary

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.

*--Prior year records are only editable for FY 2014 through current. Years prior to FY 2014 are display only. Edits required to records in years prior to FY 2014 must be submitted to the National Office. See paragraph 257 for more information on submitted prior year changes to the National Office.

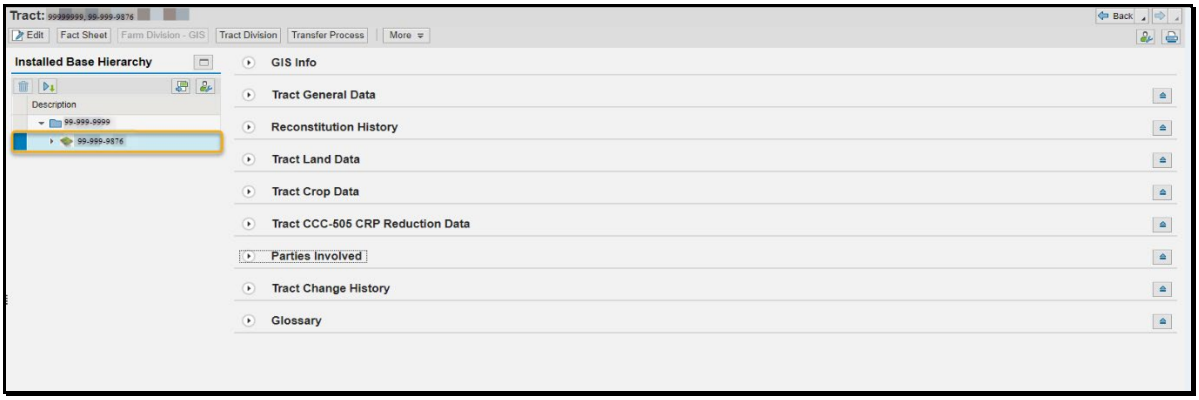
Important: After edits are completed, users should verify that the updates are available to other applications as applicable. In current year, successful replications are--* verified at the Farm Level in the FPMS Status assignment block. See paragraph 269 for additional information concerning the FPMS assignment block.

--See Exhibit 31 for a crosswalk of tract level assignment block display and editability for current and prior years.--

245 Tract Level: Assignment Blocks and Maintenance (Continued)

B Example

Following is an example of the tract level assignment blocks.



246 Tract Level: GIS Info Assignment Block

A Overview

--The GIS Info assignment block at the tract level is only available in current year and contains the GIS representation of the farm records data. Current year CLU data 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 223 through 228.

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.

Notes: The user can zoom and navigate to other locations as needed.

GIS Info assignment block is collapsed by default at the tract level. Users should change the tract level personalization to always open and display the assignment block. See Exhibit 27 for personalizing assignment blocks.

247 Tract Level: Tract General Data Assignment Block

A Overview

The Tract General Data assignment block provides basic tract level data for the tract selected in the Farm Hierarchy.

***--Note:** In current year, 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.--*

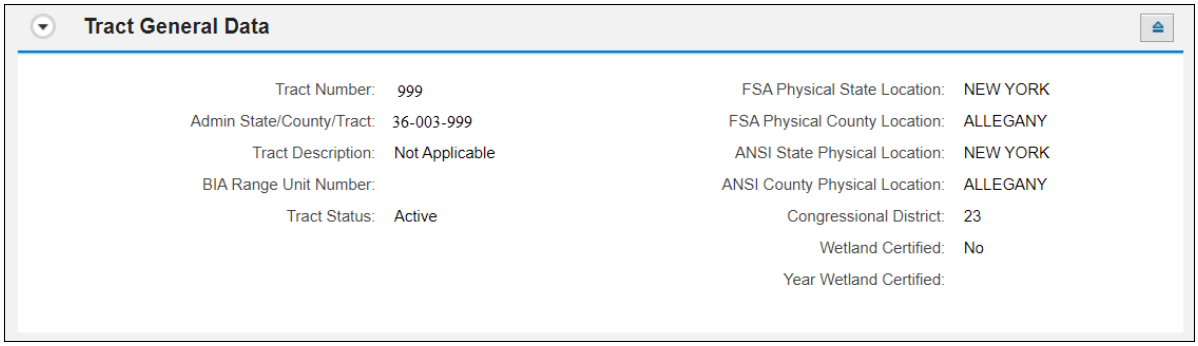
The following data is listed in the Tract General Data assignment block:

- 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.

***--Note:** ANSI State and County Physical Locations are only available in years 2018 through current.--*

B Example of the Tract General Data Assignment Block

Following is an example of the Tract General Data assignment block.



247 Tract Level: Tract General Data Assignment Block (Continued)

C Action

The Tract Description, BIA Range Unit Number, and Certified Wetland entries are the only editable entries in the Tract General Data assignment block. All other entries are populated by the system and cannot be manually changed.

Following 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. **Note:** Examples of PII that are not allowed include a producer's name or nickname, program participation notes, or agency participation, etc
BIA Range Unit Number	Manually enter the BIA (Bureau of Indian Affairs) Range Unit 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. Users must enter "Yes" or "Partial" in the first year a wetland on the tract was certified by NRCS and all subsequent years.
Year Wetland Certified	If "Wetland Certified" field is answered "Yes" or "Partial" this field becomes editable and entry is required in YYYY format. Users must enter the applicable year in the first year a wetland on the tract was certified by NRCS and all subsequent years. **Note:** If multiple wetlands have been determined by NRCS but in different years, enter the earliest year a wetland was determined.

--*

247 Tract Level: Tract General Data Assignment Block (Continued)

C Action (Continued)

*--Following provides the entries that are system populated or only editable by the National Office in the General Data assignment block.

System Generated Fields	Description
Tract Number	Displays the tract number of the selected tract. System populated at the time the tract is created. Tract number is a unique number within an administrative county.
Admin 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 Physical Location	In current year and prior years with field level data, entry is system populated with the FSA State name based on where the majority of the fields within the tract are physically located. In years without field level data, the FSA State name is displayed with the determined State establish at the time of the FY rollover. Entries in years prior to current are only editable by a National Office Farm Record Administrator.
FSA County Physical Location	In current year and prior years with field level data, entry is system populated with the FSA county name based on where the majority of the fields within the tract are physically located. In years without field level data, the FSA county name is displayed with the determined county establish at the time of the FY rollover. Entries in years prior to current are only editable by a National Office Farm Record Administrator
ANSI State Physical Location	In current year and prior years with field level data, entry is system populated with the State name based on U.S. Census records where the majority of the fields within the tract are physically located. In years without field level data, the ANSI State name is displayed with the determined state establish at the time of the FY rollover. Entries in years prior to current are only editable by a National Office Farm Record Administrator.
ANSI County Physical Location	In current year and prior years with field level data, entry is system populated county name based on U.S. Census records where the majority of the fields within the tract are physically located. In years without field level data, the ANSI county name is displayed with the determined county establish at the time of the FY rollover. Entries in years prior to current are only editable by a National Office Farm Record Administrator.
Congressional District	System populated based on the congressional district where the majority of the fields are physically located. **Note**: Congressional district in Farm Records may not be current and should not be used for program or application purposes.

--*

248 Tract Level: Reconstitution History Assignment Block

A Overview

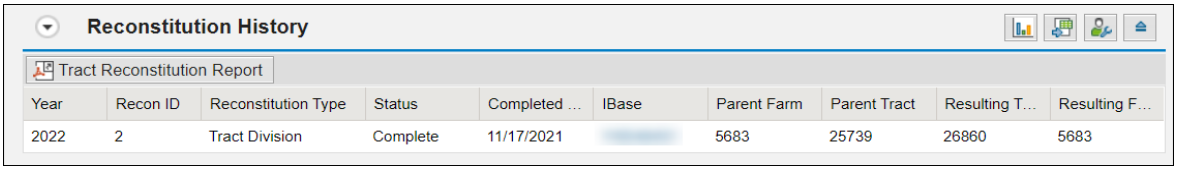
The Reconstitution History assignment block provides the reconstitution history of the selected tract in the Farm Hierarchy. If the tract was the result of a prior reconstitution or the parent tract involved with a reconstitution, the following data will display:

- 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 paragraph 338 for additional details on the Tract Reconstitution History Report and exporting the data to Excel.

B Example

Following is an example of the Tract Level Reconstitution History Assignment Block.



248 Tract Level: Reconstitution History Assignment Block (Continued)

C Field Descriptions and Actions

Data within the Reconstitution History assignment block only displays 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.

Tract General Data Entries	Description
Year	Fiscal year the reconstitution was completed.
Recon ID	System generated unique number assigned when the tract reconstitution has been completed in the system.
Reconstitution Type	Tract reconstitution type: Tract Combination Tract Division.
Status	Status of the reconstitution **Note:** Since a reconstitution ID for tract reconstitutions is only generated and the reconstitution history is only displayed for completed tract reconstitutions, "**Completed**" is the only status available.
Completed Date	The date the tract reconstitution was completed in the system.
IBase	IBase number for the farm associated with the tract(s) involved with the specified reconstitution.
Parent Farm	Farm number for the farm associated with the tract(s) involved with the specified reconstitution.
Parent Tract	Parent tract number before completing the tract reconstitution.
Resulting Tract	Resulting or child tract number after the completing the tract reconstitution.
Resulting Farm	Farm number for the farm associated with the tract(s) involved with the specified reconstitution. **Note:** Since farm numbers do not change during a tract combination, the Parent Farm and Resulting Farm will always be the same.

248 Tract Level: Reconstitution History Assignment Block (Continued)

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 paragraphs 335 and 338 for additional details on generating the reconstitution reports.

249 Tract Level: Tract Land Data Assignment Block

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:

--Note:** Not all entries below are available in all years. See Exhibit 31 to identify entries available and editable in each year.**--

- Farmland Acres
- Cropland Acres
- DCP Cropland Acres
- CRP Cropland Acres
- WBP Acres
- GRP Acres **1/**
- 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 **1/**
- an agricultural commodity has been planted on a wetland converted after February 7, 2014 **1/--***

249 Tract Level: Tract Land Data Assignment Block (Continued)

A Overview (Continued)

•*--EWP Program Acres **1/**

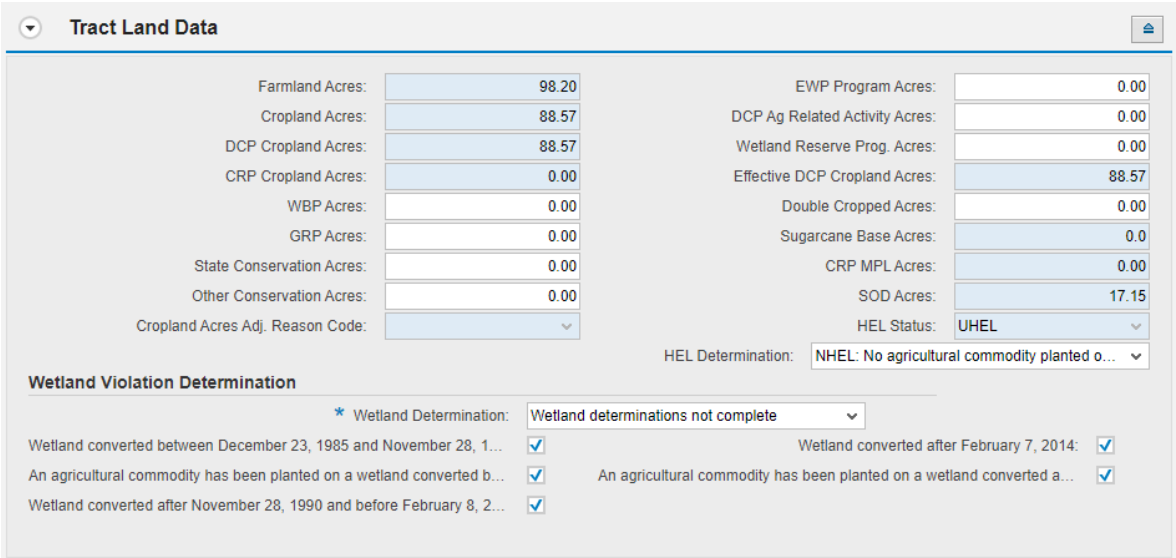
- DCP Ag Related Activity Acres
- Wetland Reserve Program Acres **1/**
- WRP/EWP Acres **1/**
- Effective DCP Cropland Acres
- Double cropped Acres
- Sugarcane Base Acres
- CRP MPL Acres
- Sod Acres **1/**
- NAP Acres **1/**
- FAV/WR History **1/**
- HEL Status
- HEL Determination.

1/ Only available in specific years.**--***

249 Tract Level: Tract Land Data Assignment Block (Continued)

*--B Examples

Following is an example of the Tract Data assignment block for current year open in an edit session for either current year or prior years with field level data.

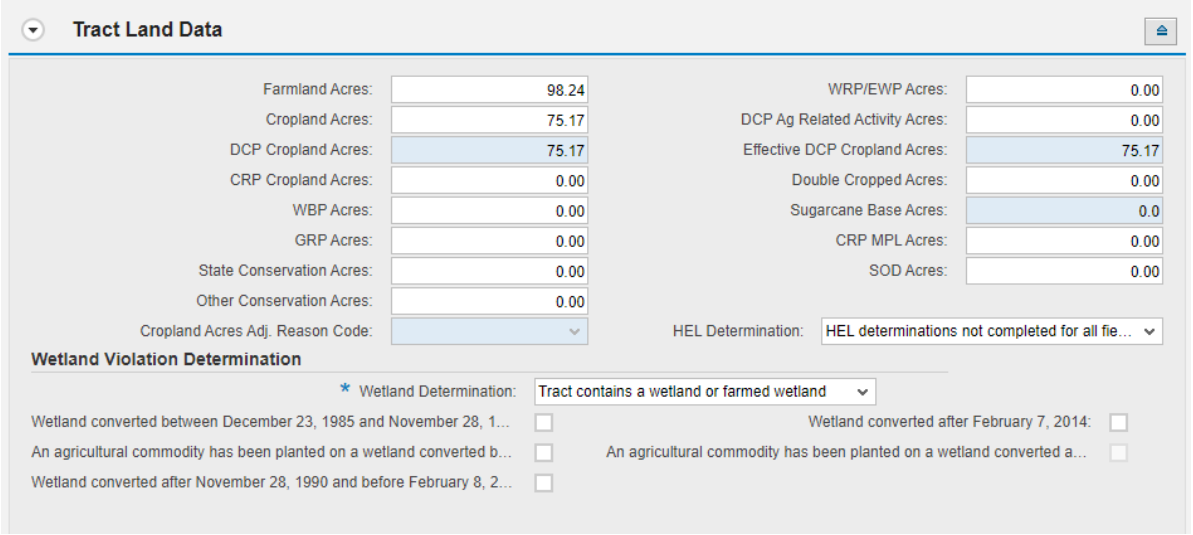


--*

249 Tract Level: Tract Land Data Assignment Block (Continued)

B Examples (Continued)

*--Following is an example of the Tract Land Data assignment block open in an edit session for an editable year without field level data.



--*

249 Tract Level: Tract Land Data Assignment Block (Continued)

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 *--(2016 through current) and entries manually entered by the user based on program participation and eligibility.

In current year and prior years with field level data, entries where data is aggregated from the field level cannot be manually changed in the Tract Land Data assignment block. Data must be changed at the field level, either through the CLU or field level assignment blocks. Updated field level values are then aggregated to the tract level.

In editable years without field level data, tract level acreages and conservation compliance determinations are manually maintained.

Following are the editable entries in the Tract Land Data assignment block for any editable year (2014 through current).--*

Editable Tract Land Data Entries	Description and Action
	CLICK **"Edit"** 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.
GRP Acres	*--Entry only available in years 2005 through current.--* Manual entry of GRP acres enrolled within the selected tract on DCP Cropland acres.
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, must be loaded in the State Conservation Acres data field.
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, must be loaded in the Other Conservation Acres data field.
Cropland Acres Adjustment Reason Code	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. Available selections are Commercial Reduction, New Land Broken Out, or Residential Reduction, Boundary Correction, or Other.

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

Editable Tract Land Data Entries	Description and Action
Wetland Determination	The tract level Wetland Determination is a required entry for all tracts. 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. **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.
Wetland Violation Determination – Wetland converted between December 23, 1985, and November 28, 1990	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. **Note:** Selecting a wetland violation is **not** 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 **--**wetland converted before February 8, 2014	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. **Note:** Selecting a wetland violation is **not** permitted unless the tract wetland determination has been designated as "Tract contains a wetland or farmed wetland".

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

Editable Tract Land Data Entries	Description and Action
Wetland Violation Determination – Wetland converted after November 28, 1990, and before February 8, 2014	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. **Note:** Selecting a wetland violation is **not** 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	***--**Entry only available in years 2014 through current.**--*** 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. **Note:** Selecting a wetland violation is **not** 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 wetland converted after February 7, 2014	***--**Entry only available in years 2014 through current.**--*** 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. **Note:** Selecting a wetland violation is **not** permitted unless the tract wetland determination has been designated as "Tract contains a wetland or farmed wetland".

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

Editable Tract Land Data Entries	Description and Action
EWP Acres	*--Entry only available in years 2020 through current. In years prior to 2020, acres are combined with WRP and entered as "WRP/EWP Acres". --* Manual entry of Emergency Watershed Protection Program (EWP) acres enrolled within the selected tract on DCP cropland acres.
DCP Ag Related Activity Acres	DCP Ag Related Activity Acres must be manually entered for acreage that meets the definition of DCP Cropland but does not meet the definition of cropland as defined in Part 2. Acres entered in the DCP Ag Related Activity Acres data field are added to the Cropland Acres to calculate the DCP Cropland acreage populated by the system. **Note:** Changes to DCP Ag Related Activity Acres will prompt the entry of a "Cropland Adjustment Reason Code" through the Tract Validation Error menu when saving. See subparagraph 220 C for additional guidance on the Tract Validation Error menu requirements and entries.
Wetland Reserve Program Acres	*--Entry only available in years 2020 through current. In years prior to 2020, acres are combined with EWP and entered as "WRP/EWP Acres".--* Manual entry of Wetland Reserve Program (WRP) acres enrolled within the selected tract on DCP cropland acres. **Note:** WRP acres include all easements enrolled on DCP cropland for WRE/ACEP-WRE.
Double Cropped Acres	*--Entry only available in years 2003 through current. In 2003, double-cropped acres are associated at the farm level only. Double-cropped acreage refers to acreage established based on historical double-cropping practices as defined under a previous farm bill. These values are frozen under current policy. The--* 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 CCC-517.

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

Editable Tract Land Data Entries	Description and Action
Sugarcane Base Acres	Sugarcane base acres are only applicable and editable by 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 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 it is because of redistribution from another tract or farm using CCC-827.
HEL Status	***--**Entry is only available in years with field level data (2016 through current).**--***** 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 is populated to "NHEL". • If one, or more fields on the tract have been determined as HEL, the tract HEL Status is 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 is populated with "UHEL" and the tract level HEL determination must be manually selected. See HEL determination.

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

Editable Tract Land Data Entries	Description and Action
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.

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

Editable Tract Land Data Entries	Description and Action
HEL Determination (Cont.)	**When Tract Level HEL Status is UHEL** 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. 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.

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

*--The following table provides system populated entries in years with field level data and description in the Tract Land assignment block.

System Generated Tract Land Data Entries	Description
Farmland Acres **1**/	In years with field level data, 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. **Note:** 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. In editable years without field level data, farmland acres are editable at the tract level. Farmland acres must be equal or greater than DCP Cropland acres.
Cropland Acres **1**/	In years with field level data, 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. **Notes:** Cropland acres cannot be manually adjusted in the Tract Land Data assignment block for current year. In current year, if tract level 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. In years prior to current with field level data if cropland acreage is not correct, editing must be completed within the field level Land Data assignment block. In editable years without field level data, cropland acres can be manually adjusted as needed at the tract level.

1/ In years without field level data, entries that can be manually updated in the editable years at the tract level.--*

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

*--

System Generated Tract Land Data Entries	Description
DCP Cropland Acres	DCP cropland acres are system calculated by totaling the Cropland Acres and the DCP Ag Related Activity Acres listed for the selected tract. 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, changes must be completed according to the following depending on the year edited. In current year, correctly identify cropland or DCP cropland by either of the following: • Editing applicable cropland CLU in the GIS Info assignment block using the GIS editing and attribution tools to modify cropland boundaries or attributes. • By manually adjusting the tract level Ag Related Activity acres within the Tract Land Acres assignment block. In years prior to current with field level data, correctly identify cropland or DCP cropland by either of the following: • Modifying acres or 3-CM Cropland Indicator at the field level Land Data assignment block for applicable fields. • Modifying the DCP Ag Related Activity acres within the Tract Land Acres assignment block. In editable years without field level data, manually adjust tract level cropland and/or DCP Ag Related Activity acres to correctly identify acreage. See the description and action instructions for editing the DCP Ag Related Activity Acres. **Note:** In editable years without field level data, changes to cropland and DCP Ag Related Activity Acres cannot exceed farmland. If DCP cropland is increased to exceed farmland, the tract level farmland acreage must also be increased accordingly.

--*

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

*--

System Generated Tract Land Data Entries	Description
CRP Cropland Acres **1/**	In years with field level data, including current year, CRP Cropland acres are aggregated from the field level. CRP 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. 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 according to the following: • for current and prior years with field level data, edit the field level CRP Data assignment block to add or remove the CRP contract data • for current year, delineate or modify the CRP field boundaries or edit the 3-CM indicator in the GIS Info assignment block using the GIS editing tools • for years prior to current with field level data, edit the field level Land Data assignment block to manually modify acreage or 3CM cropland indicator. In editable years without field level data, manually adjust tract level CRP cropland acres.
Effective DCP Cropland Acres	Effective DCP Cropland is system calculated by subtracting acreage 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. **Note:** Effective DCP Cropland cannot be manually adjusted. If the Effective DCP Cropland is not correct or needs to be adjusted, editing must be completed at the applicable CLU, field, or tract level depending on the data that needs to be updated and the year.

1/ In years without field level data, entries that can be manually updated in the editable years at the tract level.--*

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

*--

System Generated Tract Land Data Entries	Description
CRP MPL Acres **1**/	In years with field level data, including current year, 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. CRP MPL 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 according to the following: • for current and prior years with field level data, edit the field level CRP Data assignment block to add or remove the CRP contract data • for current year, delineate or edit the CRP field boundaries or 3-CM indicator in the GIS Info assignment block using the GIS editing tools • for years prior to current with field level data, edit the field level Land Data assignment block to manually modify acreage or 3-CM cropland indicator. In editable years without field level data, manually adjust tract level CRP MPL Acres.

1/ In years without field level data, entries that can be manually updated in the editable years at the tract level.--*

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

System Generated Tract Land Data Entries	Description
Sod Acres **1/**	In years with field level data, including current year, 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. Sod Acres cannot be manually adjusted in the Tract Land Data assignment block. If the sod acreage is not correct or needs to be adjusted, editing must be completed through: • the field level SOD Data assignment block to add or remove the Sod attributes • for current year, delineate or edit the field boundaries in the GIS Info assignment block using the GIS editing tools. In editable years without field level data, manually adjust tract level Sod Acres.

1/ In years without field level data, entries that can be manually updated in the editable years at the tract level.**--***

249 Tract Level: Tract Land Data Assignment Block (Continued)

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 DCP acres and Double Cropped Acres	Verify the correct acreage is populated for all 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 Code is required	Select the applicable Base Acreage Adjustment Reason Code.
PLC Yield or CTAP Transitional Yield Adjustment Reason Code is required	Select the applicable PLC Yield or CTAP Transitional Yield Adjustment Reason Code.
Tract Level HEL Determination Required	Select the applicable HEL Determination in the Tract Land Assignment block.
Tract Level Cropland Adjustment Reason Code Required	Select the applicable adjustment reason code in 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.

250 Tract Level: Tract Crop Data Assignment Block

A Overview

The Tract Crop Data assignment block lists the base crop 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 in years 2014 through current year:

- Crop Name
- Base Acres
- Base Acres Adjustment Reason
- PLC Yield
- PLC Yield Adjustment Reason.

The following are additional data fields available in years prior to 2014:

- CRP Reduction acres
- PTPP Reduction acres
- CRP Pending
- Direct Yield
- CC Yield
- CRP Yield.

B Example

Following is an example of the Tract Data assignment block in current year.

Tract Crop Data

Acti...	Crop Name	Base acres	Base acres Adj.Reaso...	PLC Yield	PLC Yield Adj.Reason ...
	Wheat	9.50		37.0000	
	Corn	14.50		57.0000	
	Grain Sorghum	7.00		53.0000	

--*

250 Tract Level: Tract Crop Data Assignment Block (Continued)

C Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block

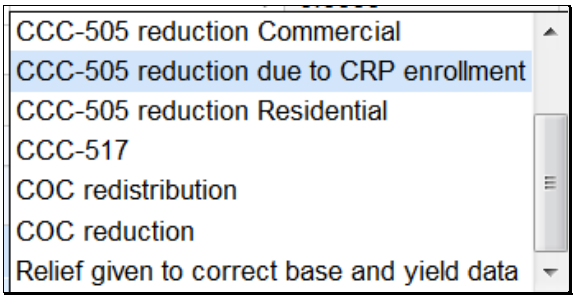
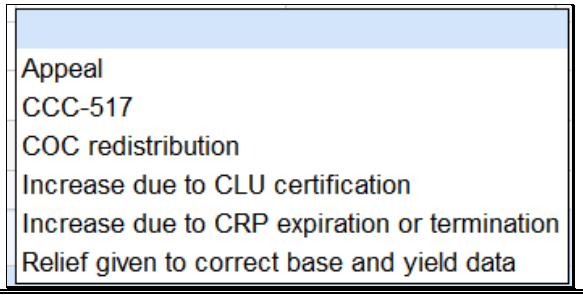
***--**Following provides the editable entries within the Tract Level Crop Data assignment block in years 2014 through current.

Note: While manual edits are allowed, base adjustments in the current year should be completed through the automated wizards as applicable (e.g. base reductions, redistributions, and yield updates). See paragraphs 304 through 306.**--***

Editing Tract Crop Data Entries	Description and Action
	CLICK **"Edit"** 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 **"Edit List"** in the Tract Crop Data assignment block • A new entry line is • created in the assignment block • Click the drop-down menu under the Crop Name header to select the applicable crop needed. **Notes:** 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. If the base crop added to a tract is a new base crop to the farm, users are prompted to load a program election at the farm level before the base updates can be saved. See paragraph 226.
* * *	* * *
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 "**Enter**" on the keyboard to accept the entry and populate the Base Acres Adjustment Reason Code drop-down menu.

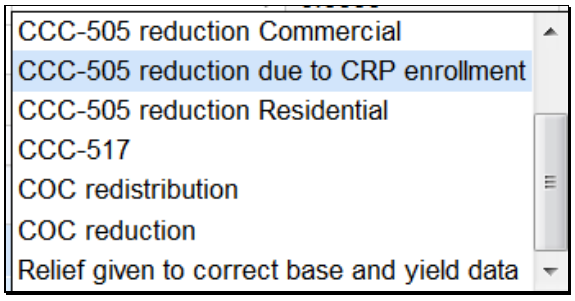
250 Tract Level: Tract Crop Data Assignment Block (Continued)

C Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)

Editing Tract Crop Data Entries	Description and Action
Base Acres Adjustment Code	Base Acres Adjustment Code is a required entry if the existing base acres on the tract are either increased or decreased or if a new base crop is added to the tract. Users must select the applicable reason code when base acreage is adjusted or newly added. **Adjustment Reason Codes When Reducing Base Acreage.**  • Appeal • CCC-505 reduction Permanent • 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. **Adjustment Reason Codes When Increasing or Adding Base Crop Acreage.** 

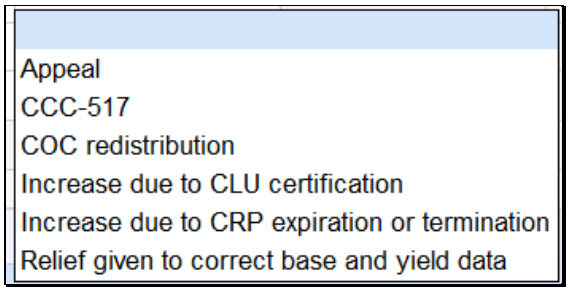
250 Tract Level: Tract Crop Data Assignment Block (Continued)

C Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)

Editing Tract Crop Data Entries	Description and Action
Base Acres Adjustment Code (Cont.)	**Adjustment Reason Codes When Increasing or Adding Base Crop Acreage (Continued).** • Appeal • CCC-517 • COC redistribution • Increase due to CLU Certification • Increase due to CRP expiration or termination • Relief given to correct base and yield.
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	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. **Adjustment Reason Codes When Reducing the PLC Yield:**  • Appeal • CCC-505 reduction Permanent • 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.

250 Tract Level: Tract Crop Data Assignment Block (Continued)

C Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)

Editing Tract Crop Data Entries	Description and Action
PLC Yield Adjustmen Codes (Cont.)	**Adjustment Reason Codes When Increasing or Adding a PLC Yield.**  • Appeal • CCC-517 • 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.

Note: 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.

250 Tract Level: Tract Crop Data Assignment Block (Continued)

D Common Error Messages

Following 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 Effective DCP acres and Double cropped acres	Verify the correct acreage is populated correctly for all entries in the Tract Land assignment 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 Code is required	Select the applicable Base Acreage Adjustment Reason Code
PLC Yield or CTAP Transitional Yield Adjustment Reason Code is required	Select the applicable PLC Yield or CTAP Transitional Yield Adjustment Reason Code
Crop Base acres must have a program election	A new base crop added with acres greater than zero cannot be saved until a program election is selected at the farm level Program Election assignment block.

251 Tract Level: Tract CCC-505 CRP Reduction Data Assignment Block

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.

Note: CCC-505 Reduction acres must be entered and retained with the tract that enrolled in CRP resulting in the associated base reduction.

The following data is identified in the Tract CCC-505 CRP Reduction Data assignment block *--in all years:--*

- Crop Name

* * *

- Contract Number
- Start Year
- Acres
- CTAP Transitional (Direct) Yield
- PLC (CC) Yield.

B Example

Following is an example of the Tract CCC-505 CRP Reduction Data assignment block.

*--

Tract CCC-505 CRP Reduction Data

Edit List

Acti...	Crop Name	Crop Year	Contract Number	Start Year	Acres	CTAP Transition...	PLC (CC) Yield
	Corn	2022	1005	2018	6.8	0.0000	105

--*

251 Tract Level: Tract CCC-505 CRP Reduction Data Assignment Block

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:** Users are 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.

251 Tract Level: Tract CCC-505 CRP Reduction Data Assignment Block (Continued)

C Action (Continued)

Loading CCC-505 CRP Reduction Data for Newly Enrolled CRP Contracts

Following 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 the reduction data and associated information when the CCC-505 workflow is approved. See paragraph 304 for additional information.

Data Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following CCC-505 CRP Reduction Data entries.
Crop Name	• CLICK **"Edit List"** in the Tract Crop Data assignment block. • A new entry line is 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.
* * *	* * *
Contract Number	Enter the active CRP contract number and suffix from the associated CRP-1.
Start Year	Enter the year the active CRP contract or its predecessor was first enrolled in YYYY format. **Example:** 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	Enter the number of acres reduced for the crop on the tract due to CRP enrollment. **Note:** Reduced acres should match the acres reduced on CCC-505 completed during CRP enrollment.

251 Tract Level: Tract CCC-505 CRP Reduction Data Assignment Block (Continued)

C Action (Continued)

Data Entries	Description and Action
CTAP Transitional (Direct) Yield	This field data entry is either the CTAP Transitional Yield or the direct yield. CRP contracts enrolled after 2001, but prior to 2014 are required to have the direct yield entered in this data field. CRP contracts enrolled in 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.
PLC (CC) Yield	This field data entry is either the CC yield or the PLC yield. CRP 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. **Note:** 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.

251 Tract Level: Tract CCC-505 CRP Reduction Data Assignment Block (Continued)

C Action (Continued)

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 if 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.

Following 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.

251 Tract Level: Tract CCC-505 CRP Reduction Data Assignment Block (Continued)

C Action (Continued)

Removing CCC-505 CRP Reduction Data for Expired, Terminated, or Early Released CRP Contracts

Following 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 **"Edit List"** 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, **"Delete"** (trash can) activates. • Select the selection box in front of the CCC-505 CRP Reduction data entry. • CLICK **"Delete"** (trash can) to remove the entire entry. **Important:** Base acres reduced due to CRP should be restored when the CRP contract expires, is voluntarily terminated, or is early released. **Note:** 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.

251 Tract Level: Tract CCC-505 CRP Reduction Data Assignment Block (Continued)

C Action (Continued)

Data Entries	Description and Action
Restoring Base Acres	Base acres reduced due to CRP enrollment are restored in the Tract 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 paragrap29 for instructions on determining and entering--* the tract level yield when CCC-505 CRP Reduction acres are returned to the tract as base acres. **Note:** If the crop restored does not have an ARCPLC election, the ARCPLC program election must be selected by the associated producers using CCC-866-1 and entered at the farm level before saving the restored the base acres at the tract level. See paragraph 266 to enter the farm level program election.
	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 exists on another tract	The same CRP contract number cannot be used for CCC-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 Mandatory at Farm Level for Crop	CCC-505 CRP Reduction Acres are returned as a new base crop, not currently loaded on the selected farm. Associated 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.

252 Tract Level: Tract Parties Involved Assignment Block

A Overview

All legal 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.
The parties involved assignment block contains:

- Name
- Function
- ID
- Deceased
- HEL Exception
- *--HEL Appeals Exhausted Date **1/**
- RMA HEL Exceptions**1/**
- CW Exceptions
- CW Appeals Exhausted Date **1/**
- RMA CW Exceptions **1/**
- PCW Exceptions
- PCW Appeals Exhausted Date **1/**
- RMA PCW Exceptions **1/**

1/ Only available in years 2014 through current.**--***

Owners and Other Producers loaded at the tract level will show on FSA-156EZ for the applicable tract.

The Deceased flag located in the Parties Involved assignment block reads the associated Business Partner record, and is automatically updated by the system when:

- A DOD Workflow is Approved
- A DOD is manually loaded in the Business Partner record.

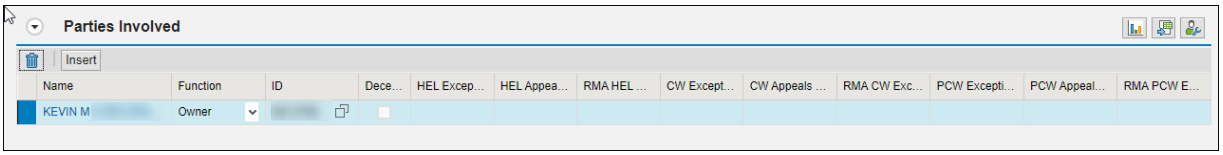
See paragraph 15 for actions required for producers identified as deceased.

See Section 3 for conservation compliance definitions and entries.

252 Tract Level: Tract Parties Involved Assignment Block

B Example

Following is an example of the Tract Parties Involved assignment block.



C Action to Edit the Tract Parties Involved Assignment Block

The following table provides the steps to edit the Tract Parties Involved assignment block.

--Note:** Instructions for adding, removing, or modifying a producer at the tract level are the same for all editable years.**--

Step	Action
1	CLICK **"Edit"**.
2	CLICK **"Insert"**.
3	The Parties Involved Function will default to Owner. **Note:** Other Producers are added as applicable at the tract level.
4	CLICK **"Insert Help"**. See paragraph 200 for instructions to add an Owner and paragraph 201 for instructions to add an Other Producer.
5	Search and select the producer to be added. **Note:** 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.
6	CLICK **"Save"** to save the producers added to the Tract Parties Involved assignment block.

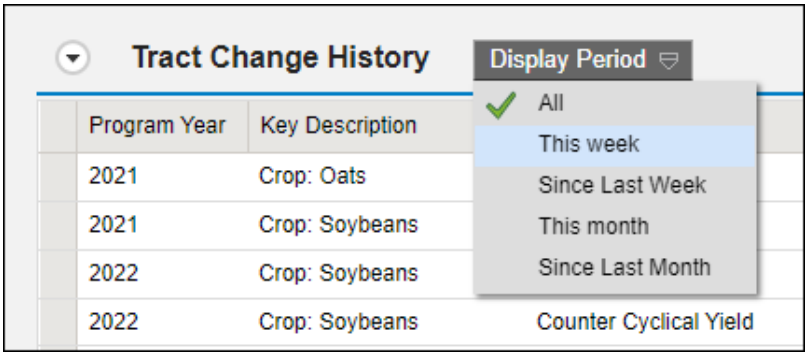
253 Tract Level: Tract Change History Assignment Block

A Overview

The Tract Change History assignment block records edits completed in CRM Farm Records for the selected tract. The change history is a running log of all manual or system edits completed since the tract was created.

Users can further define the change history by selecting specific Display Periods:

- All
- This week
- Since Last Week
- This month
- Since Last Month.



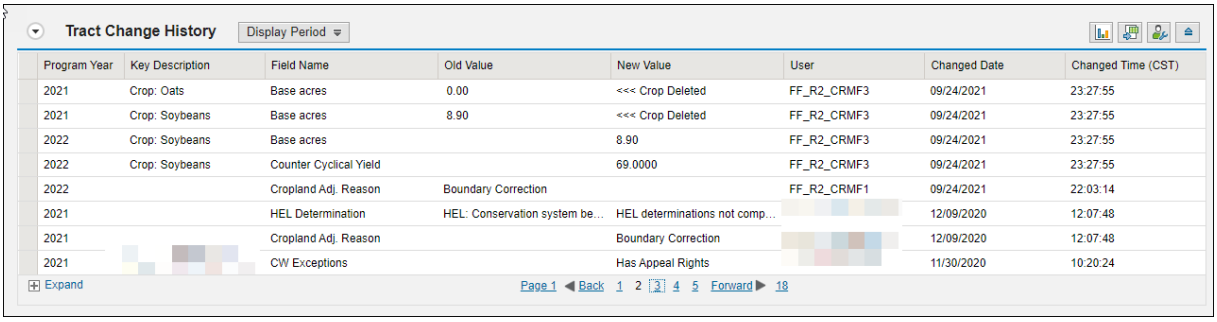
The default tracts in this assignment block include the following:

- Program Year
- Key Description
- Field Name
- Old Value
- New Value
- User
- Changed Date
- Changed Time (CST).

253 Tract Level: Tract Change History Assignment Block Continued)

B Example

Following is an example of the Tract Change History assignment block displaying the "Tract Change History".



The last six completed edits will display in the Change History assignment block by default. Users can click the "Expand" and paging options to view additional entries. The change history can be exported to Excel as needed.

C Description

Following provides the data fields and descriptions displayed in the Change History assignment block. All entries are system populated and cannot be edited.

Field Change History Entries	Description
Program Year	Program year the edit was completed
Key Description	Specific assignment block and data entry edited. Not all edits will display a Key Description.
Field Name	Title of specific data entry edited.
Old Value	Value before the edit was completed.
New Value	Value after the edit was completed.

253 Tract Level: Tract Change History Assignment Block (Continued)

C Description (Continued)

Field Change History Entries	Description
User	The user name or system process that completed the change. System identified updates include any edit completed on the farm record through a process, workflow action, or bulk edit by the national office and will display as: • Batch User • BTC-DATA • Workflow Batch User • FF_CRMFUNT
Changed Date	Date the edit was completed.
Changed Time	Military time in the Central time zone that the edit was completed.

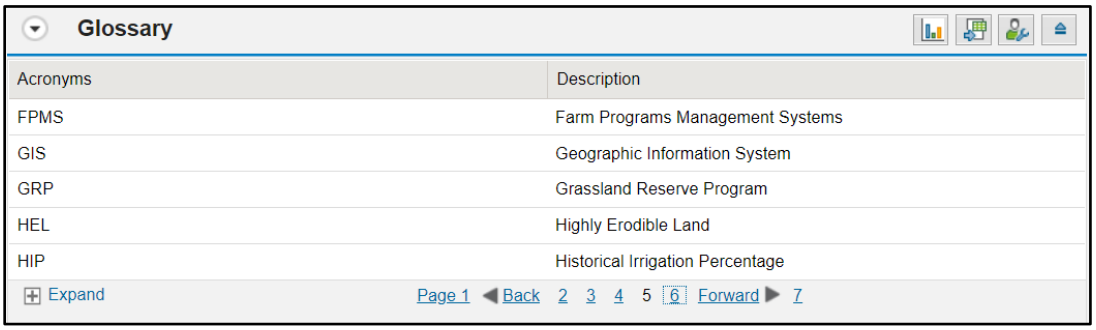
254 Tract Level: Glossary Assignment Block

A Overview

The glossary provides acronyms and descriptions used in CRM.

B Example

Following is an example of the Glossary.



255-260 (Reserved)

Subsection 4 Farm Maintenance

261 Farm Level Editing

A Overview

Farm level editing is limited to CRM tabular data and is not available in the GIS Info assignment block. Many of the farm level data entries are aggregated from the tract, and field levels and cannot be edited at the farm level. Editable entries are often program specific data and editing may be restricted once the data is saved. The following assignment blocks are found at the farm level:

- *--GIS Info – current year only--*
- Farm General Data
- Farm Land Data
- Crop Election Data
- Crop Data
- Parties Involved
- *--FPMS Status – current year only
- ARCPLC Status – years 2014 through current only--*
- Change History
- Notes
- Glossary.

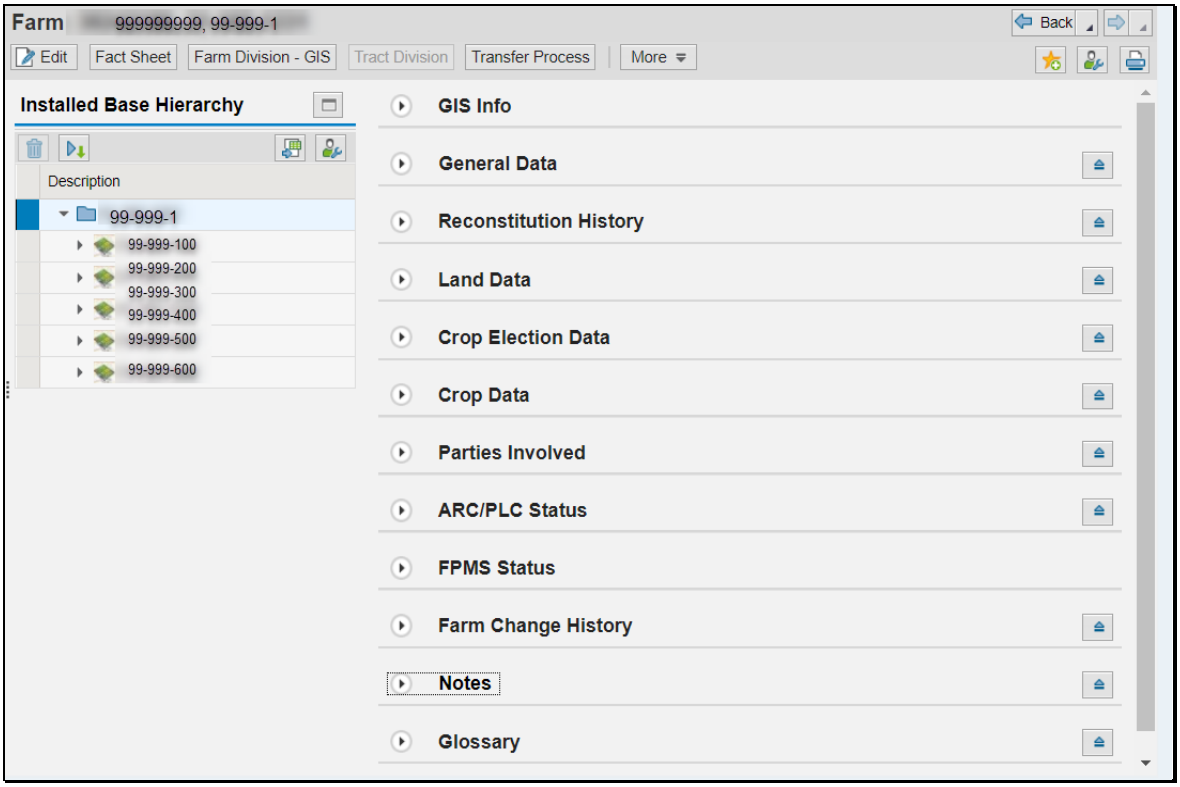
Within each farm level assignment block, data displayed for the farm is populated from the automated system or other application, manually entered by the user, or aggregated from the tract, and field levels.

*--**Important:** After edits are completed, users should verify that the updates are successful. In current year, successful replications are verified at the Farm Level in the FPMS Status assignment block. See paragraph 269 for additional information regarding the FPMS Status assignment block. In all years, users should review and take action on any system message or alert generated when editing or saving records.--*

261 Farm Level Editing (Continued)

B Example

--Following is an example of the current year farm level Farm Data Screen with-- assignment blocks collapsed.



262 Farm Level GIS Info Assignment Block

A Overview

--The GIS Info assignment block is only available in current year and 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. Tract boundaries are outline with a red graphic. Users can navigate as needed and utilize the general tools on the GIS taskbar, but GIS edits are not allowed at the farm level and must be completed at the tract or field levels.

B Example

Following is an example of the GIS Info assignment block.



262 Farm Level GIS Info Assignment Block (Continued)

C Action (Continued)

The following navigation and tools are available for use at the farm level in the GIS Info assignment block.

- Navigation, Zoom to Edit Scale, and Scale display
- Identification Feature
- Resizing options for the GIS Info assignment block.

The following tools are available from the GIS Taskbar:

- Table of Contents
- Shapefile Tool
- Measurement Tool
- PLSS Search
- Farm Search
- Address Search.

See paragraph 204 for additional information on the use of the navigation tools. See paragraphs 205 through 213 for additional information on the use of available tools at the farm level.

263 Farm Level General Data Assignment Block

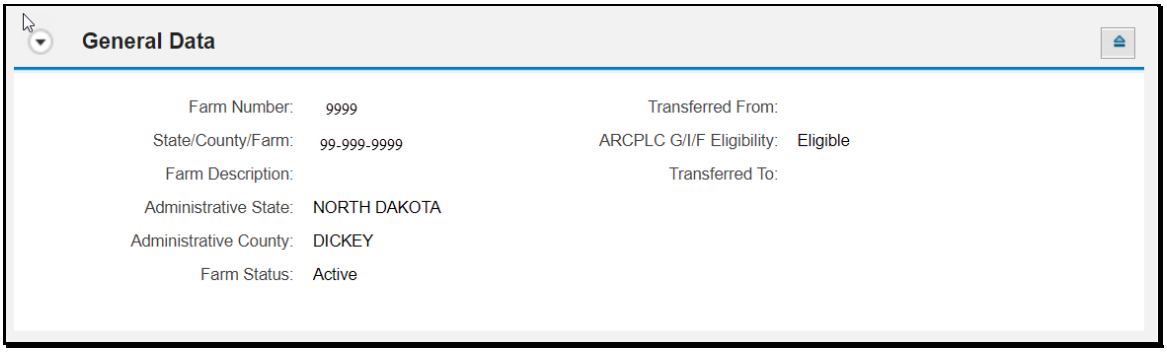
A Overview

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 – only available in years 2019 through current--*
- Transferred To.

B Example

Following is an example of the General Data assignment block.



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.

263 Farm Level General Data Assignment Block (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"**. Once a farm is Active the farm status can no longer be manually edited. • "Draft" status is set when a farm reconstitution has been initiated in the system but not finished or submitted. •*--"Pending" status is set when a farm transfer, farm inactivation 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 for a farm after approval of a Farm Inactivation. See paragraphs 19 and 292 for--* additional information regarding Farm Inactivation. Parent farms of farm combinations, farm divisions, and farm transfers are also set to inactive status when the associated workflow is approved.
* * *	* * *

263 Farm Level General Data Assignment Block (Continued)

C Action (Continued)

Following 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	The FSA administrative State populated by the user when the *--farm is created. Administrative State can only be changed through the farm transfer process in current year.--*
Administrative County	The FSA administrative county populated by the user when *--the farm is created. Administrative county can only be changed through the farm transfer process in current year.--*
Transferred From	System populated if the currently selected farm has been previously transferred from a different administrative State/county.
ARCPLC G/I/F Eligibility	*--Entry only available in years 2019 through current.--* Originally population from CARS history of reported Grass, Idle, or Fallow acreage between 2009 through 2018. Entry required due to 2018 Farm Bill provisions to determine ARCPLC eligibility. The following entries are available. • Ineligible – Complete G/I/F History – All years were reported to Grass, Idle, or Fallow. • Eligible – History of reported crops other than Grass, Idle, or Fallow or missing acreage report history in any of the specified years. •*--Missing or Partial G/I/F History – only available in FY 2019. In FY 2020 all remaining Missing or Partial G/I/F history indicators were set to “Eligible”.--* Entry is only editable by the National Office Administrator.
Transferred To	System populated if the currently selected farm has been transferred to a different administrative State/county.

264 Farm Level Reconstitution History Assignment Block

A Overview

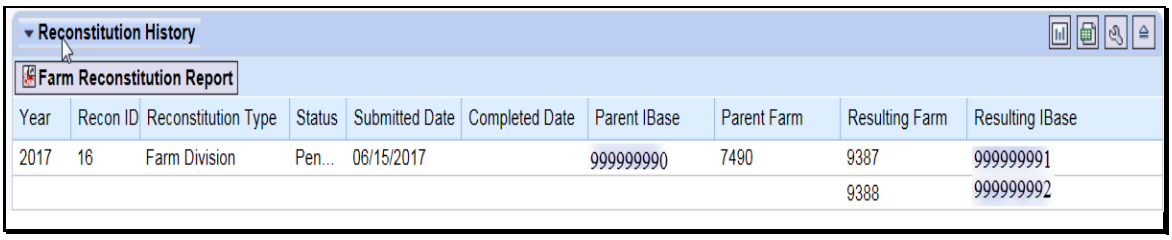
The Reconstitution History assignment block provides the reconstitution history of the selected farm. If the farm was the result of a prior reconstitution or the parent farm involved with a reconstitution, the following data will display:

- Year
- Recon ID
- Reconstitution Type
- 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 paragraph 337 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.



264 Farm Level Reconstitution History Assignment Block (Continued)

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 Type	Farm reconstitution type: • Farm Combination • Farm Division.
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 date the farm reconstitution was submitted for CRM approval.
Completed Date	The date the farm reconstitution workflow 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.

264 Farm Level Reconstitution History Assignment Block (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 paragraphs 335-338 for additional details on generating reconstitution reports.

265 Farm Land Data Assignment Block

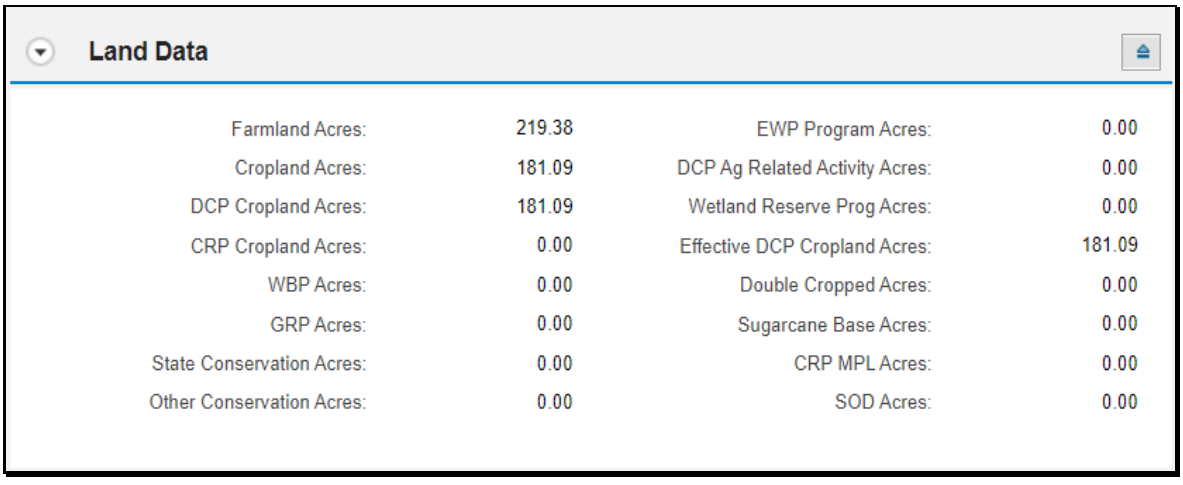
A Overview

The fields in the 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
- *--WRP/EWP Acres – only available in years prior to 2020--*
- DCP Ag Related Activity Acres
- Wetland Reserve Program Acres
- Effective DCP Cropland Acres
- Double Cropped Acres
- Sugarcane Base Acres
- CRP MPL Acres
- SOD Acres
- *--NAP Acres – only available in years prior to 2014
- FAV/WR History – only available in years prior to 2013--*

B Example

--Following is an example of the Land Data assignment block in current year.--



265 Farm Land Data Assignment Block Editing (Continued)

C Description

All fields in the Land Data assignment block are system populated and are not editable.
*--

System Generated Land Data Entries	Description
Farmland Acres	Farmland acres are system calculated by totaling the acreage for all tracts and fields on the farm regardless of the land classification. Farmland acreage data is aggregated from the tract, and field levels. Farmland acres cannot be manually adjusted in any year. If farmland acreage is not correct or needs adjustment, editing at the field or tract level must be completed. For: • current year within the GIS Info assignment block using the GIS editing tools at the tract or field levels. • years prior to current with field level data, by manually editing acreage in the field level Land Data assignment block. • editable years without field level data, by manually editing tract level farmland acreage in the Tract Land Data assignment block. Farmland acres cannot exceed DCP Cropland acres.
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”. Cropland acreage data is aggregated from the tract, and field levels. Cropland acres cannot be manually adjusted in any year. If cropland acreage is not correct or needs adjustment, editing at the field or tract level must be completed. For: • current year, within the GIS Info assignment block using the GIS editing and attribution tools at the tract or field levels. • years prior to current with field level data, by manually editing acreage or 3-CM indicator in the field level Land Data assignment block. • editable years without field level, by manually editing tract level cropland acreage in the Tract Land Data assignment block.

--*

265 Farm Land Data Assignment Block Editing (Continued)

C Description (Continued)

*--

System Generated Land Data Entries	Description
DCP Cropland Acres	DCP Cropland Acres are system calculated by totaling the Cropland Acres and the DCP 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 by totaling CRP cropland acres for all tracts and field on the farm. In years with field level data, CRP Cropland acres are 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. In years without field level data, CRP cropland acres are based on entered tract level CRP acres. CRP cropland acres cannot be manually adjusted in any year. If acreage is not correct or needs adjustment, editing at the field or tract level must be completed according to the following. For: • current year, within the GIS Info assignment block using the GIS editing tools at the tract or field levels or by the field level CRP Data assignment block. • years prior to current with field level data, by manually editing acreage in the field level Land Data assignment block to correctly identify the correct acreage and 3-CM indicator or by correctly identify the CRP contract data in the CRP Data assignment block. • editable years without field level, by manually editing tract level CRP cropland acreage in the Tract Land Data assignment block.

--*

265 Farm Land Data Assignment Block (Continued)

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 Acres are aggregated from the tract level.
GRP Acres	GRP acreage represents acres enrolled on DCP cropland acres within the selected farm. GRP Acres are 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 are 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 are aggregated from the tract level.
EWP Program Acres	EWP acreage represents acres enrolled on DCP cropland acres within the selected farm. EWP Acres are 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 Acres are aggregated from the tract level.
Wetland Reserve Program Acres	Wetland Reserve Program (WRP) acreage represents acres enrolled in WRE/ACEP-WRE (formally WRP) on DCP cropland acres within the selected farm. WRP Acres are aggregated from the tract level.

265 Farm Land Data Assignment Block (Continued)

C Description (Continued)

System Generated Farm Land Data Entries	Description
Effective DCP Cropland Acres	Effective DCP Cropland is system calculated by subtracting acreage entered for all conservation program entries, except CRP MPL, from the DCP Cropland. Effective DCP Cropland Acres are aggregated from the tract level.
*--Double-Cropped Acres	Double-cropped acreage refers to acreage established based on historical double-cropping practices as defined under a previous farm bill. These values are frozen under current policy. 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 on the farm when CCC-517 is used redistribute base. Double -cropped acres are 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 system calculated based on acres enrolled in CRP on non-cropland as identified on CRP CLU's with a 3-CM Cropland indicator set to "No". 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.
*--NAP Acres	Only display for years prior to 2013. Value represents the total number of NAP acres on the farm. NAP acres are aggregated from the tract level.
FAV/WR History	Only displays for years prior to 2014. Entry is Yes or No based on whether the farm had a prior history of planting fruits, vegetables, or wild rice.--*

266 Farm Crop Election Data Assignment Block

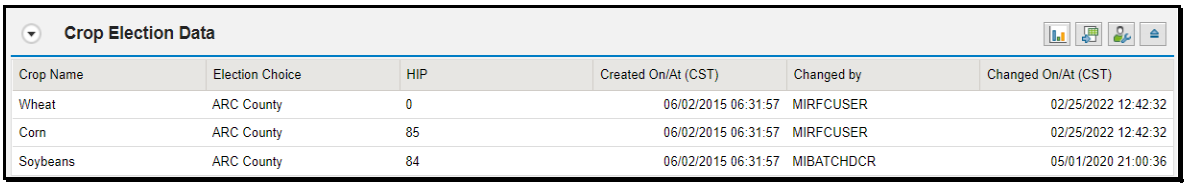
A Overview

--The Farm Crop Election Data assignment block is only available in years 2014 through current and contains the following fields:--

- Crop Name
- Election Choice
- HIP (Historical Irrigation Percentage)
- 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 Data

Crop Name	Election Choice	HIP	Created On/At (CST)	Changed by	Changed On/At (CST)
Wheat	ARC County	0	06/02/2015 06:31:57	MIRFCUSER	02/25/2022 12:42:32
Corn	ARC County	85	06/02/2015 06:31:57	MIRFCUSER	02/25/2022 12:42:32
Soybeans	ARC County	84	06/02/2015 06:31:57	MIBATCHDCR	05/01/2020 21:00:36

C Action in the Crop Election Data Assignment Block

Following provides the fields in the Crop Election Data assignment block that are editable.

Editable Crop Election Data Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following Crop Election Data entries.
Election Choice	A program election is required for all base crops with acres greater than zero except unassigned generic base. Once a program election is entered and saved for a base crop, the election can only be changed by: • ARCPLC contract software to submit new elections during the election period • a national office administrator. Requests to correct existing ARCPLC elections must be submitted to the state office ARCPLC specialist and be supported by the ARCPLC contract for the applicable year, from the CCC-866-1, or by other documentation allowed by ARCPLC policy.

266 Farm Crop Election Data Assignment Block (Continued)

C Action in the Crop Election Data Assignment Block (Continued)

Editable Crop Election Data Entries	Description and Action
Election Choice (Cont.)	New base crops restored to a farm after CRP, must have an associated program election submitted by the applicable producer on the CC-866-1 prior to restoring the base crop in the system. Prior to entering ARCPLC election choice for a base crop being added to the farm, crop base acres must first be added at the tract level. See paragraph 250 for additional information regarding adding crop base acres in the tract level Crop Data assignment block. **Note:** Farms will maintain associated crop and election history regardless of maintaining acres of the base crop. For example, after a farm reconstitution a resulting farm did not receive any base acres. The farm will still carry the history of the base crop election history from the parent farm. Election history is authorized to be changed by the associated producer using the CCC-866-1 during an enrollment period. 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. The following ARCPLC Election options exist: • ARC Individual • ARC County • PLC • ARC individual – Default • ARC County – Default • PLC – Default. **Notes:** Default elections are only allowed on farms with an "Ineligible" ARCPLC Eligibility Indicator. The Election Choice field at the farm level must be completed **after** entering crop data in the Tract Crop Data assignment block, but **prior** to saving the edits.

266 Farm Crop Election Data Assignment Block (Continued)

C Action in the Crop Election Data Assignment Block (Continued)

*--

Editable Crop Election Data Entries	Description and Action
Election Choice (Cont.)	The following program election rules apply based on associated farm bill requirements. • In years 2014 through 2018, the program election for a base crop must be the same for all years. Producer made a program election at the start of the farm bill that was retained for the life of the farm bill. • In years 2019 and 2020, producers could elect a new program election that applied to both years. • In years 2021 through 2023, producers could annually elect a new program election.

--*

266 Farm Crop Election Data Assignment Block (Continued)

C Action in the Crop Election Data Assignment Block (Continued)

Editable Crop Election Data Entries	Description and Action
HIP	Historical Irrigation Percentage (HIP) is applicable only to: •*--years 2014 through current year--* • a designated set of counties • designated crops by county within the established set of counties • crops with election choice of ARC county. *--For years 2019 through 2023, 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 (2013 through 2017) irrigation history. See 1-ARCPLC (Rev. 1). For years 2014 through 2018, 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 through 2012) irrigation history. See 1-ARCPLC.--* 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. **Notes**: HIP will not display and will not be editable for crops that are not eligible for HIP. Starting with FY 2020, the HIP value is retained in the system as read only even if the program elections changes to PLC or ARC-IC. See paragraph 307 for instructions on determining and entering the HIP value using the HIP Calculator.
	CLICK **"Save"** to save entries in the Crop Election Data assignment block.

266 Farm Crop Election Data Assignment Block (Continued)

C Action in the Crop Election Data Assignment Block (Continued)

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 or system 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

Following 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.

Event	Edit Actions		
	IF…	THEN…	PLC Yield
Addition of base acres (such as return of CCC-505 CRP reduction acres) for a currently zero-base acre crop on a farm.	producer elects PLC on CCC-866-1	select the PLC election for the newly added base crop.	PLC yield determined according to instructions in 1-ARCPLC, Part 2, Section 2 must be added at the tract level. See paragraph 250 for instructions for adding the tract PLC yield.
	producer elects ARC County on CCC-866-1	select ARC County for the newly added base crop. Establish and enter HIP according to 1-ARCPLC, Part 5, Section 2 if the crop is HIP-eligible county/crop	
	existing election is ARC Individual	a new base crop receives ARC Individual.	
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.

267 Farm Crop Data Assignment Block

A Overview

The Farm Crop Data assignment block contains the following fields:

- Crop Name

* * *

- Base Acres
- CCC-505 CRP Reduction Acres
- PLC Yield.

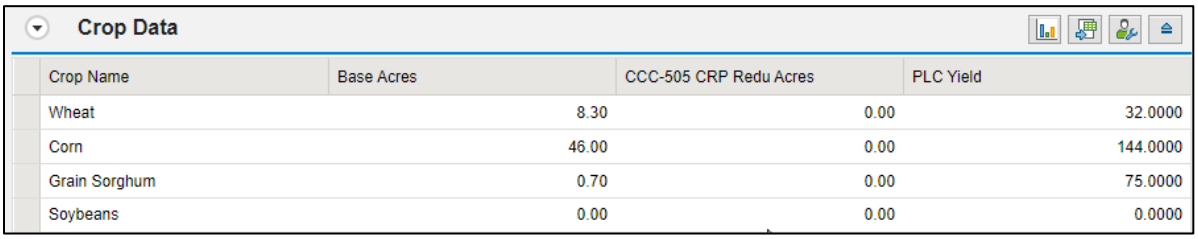
*--The following fields are available in the Farm Crop Data assignment block for years prior to 2014:

- CRP Reduction Acres
- CRP Pending Acres
- PTPP Reduction Acres
- Direct Yield
- CC Yield.--*

B Example

Following is an example of the Farm Crop Data assignment block.

*--



Crop Data

Crop Name	Base Acres	CCC-505 CRP Redu Acres	PLC Yield
Wheat	8.30	0.00	32.0000
Corn	46.00	0.00	144.0000
Grain Sorghum	0.70	0.00	75.0000
Soybeans	0.00	0.00	0.0000

--*

C Description

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.
* * *	* * *
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.

267 Farm Crop Data Assignment Block Editing (Continued)

C Description (Continued)

System Generated Farm Crop Data Entries	Description
CCC-505 CRP Reduction Acres	CCC-505 CRP Reduction Acres are base acres reduced due to 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 251 for additional information regarding CCC-505 CRP Reduction Acres.
PLC Yield	The PLC Yield applies to all crops except unassigned 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.

268 Farm Parties Involved Assignment Block

A Overview

The Parties Involved assignment block includes the following fields:

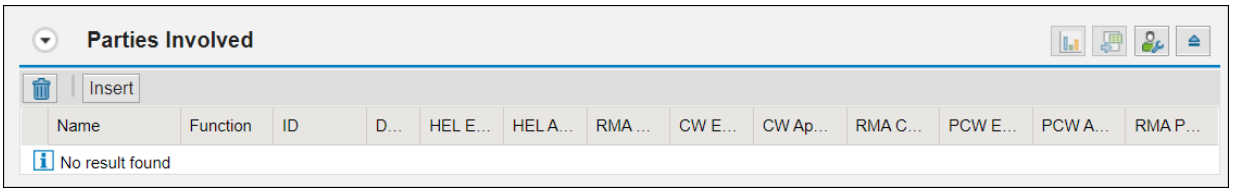
- Name
- Function
- ID
- Deceased
- HEL Exceptions
- *--HEL Appeals Exhausted **1**/
- RMA HEL Exceptions **1**/
- CW Exceptions
- CW Appeals Exhausted **1**/
- RMA CW Exceptions **1**/
- PCW Exceptions
- PCW Appeals Exhausted **1**/
- RMA PCW Exceptions. **1**/

1/ Only available in years 2014 through current.--*

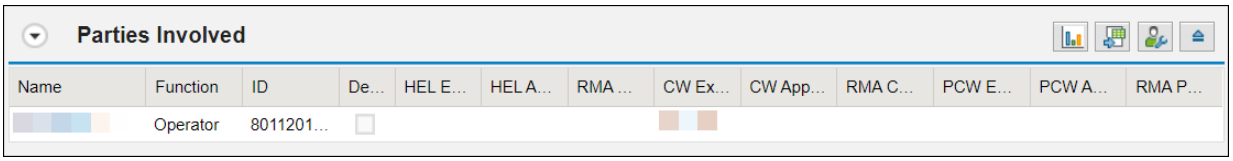
268 Farm Parties Involved Assignment Block (Continued)

B Example

Following is an example of the Parties Involved assignment block for a newly created farm.



Following is an example of the Parties Involved assignment block for an existing farm.



C Action

The following fields in the Parties Involved assignment block are editable.

Editable Farm Parties Involved Entries	Description and Action
	CLICK "**Edit**" to enter or modify the following Farm Parties Involved entries.
ID	CLICK "**Input Help**" to search for and select the associated Business Partner ID for the farm operator. See paragraph 199 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. Entry only available in years 2014 through current. --*

268 Farm Parties Involved Assignment Block (Continued)

C Action (Continued)

Editable Farm Parties Involved Entries	Description and Action
RMA HEL Exceptions	Click the drop-down menu and select the appropriate RMA ***--**Highly Erodible Land (HEL) exception, if applicable. Entry only available in years 2014 through current.**--***
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.
RMA CW Exceptions	Click the drop-down menu and select the appropriate RMA *--Converted Wetland (CW) exception, if applicable. Entry only available in years 2014 through current.**--***
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 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. Entry only available in years 2014 through current.**--***
RMA PCW Exceptions	Click the drop-down menu and select the appropriate RMA ***--**PCW exception, if applicable. Entry only available in years 2014 through current.**--***
	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 26 for additional information regarding Operator HEL, CW, and/or PCW exceptions.

268 Farm Parties Involved Assignment Block (Continued)

C Action (Continued)

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.
Deceased	System populated based on the Deceased Producer indicator set for the customer in Business Partner.

269 FPMS Status Assignment Block

A Overview

*--Assignment block is only available in current year. When a current year farm record is edited and saved in CRM Farm Records a replication to Web Farm Records databases occurs through the FPMS. This replication provides farm records data to the EDW reporting application for current year only. The status of the replication is recorded in the FPMS Status assignment block. If an invalid condition exists within CRM Farm Records, replication will fail, and users are provided the replication error message. If a replication fails, EDW will not be updated and is an indication that downstream applications may not have updated farm records data.

The FPMS Status assignment block is a temporary assignment block and will be removed once a long-term solution for current and prior year farm records reporting is established.

Important: All failed farm replications must be remediated immediately to ensure current and accurate farm records data is available to all applications. All--* employees associated with the administrative county of a failed farm replication will receive an email with the alert and reason of the failed replication.

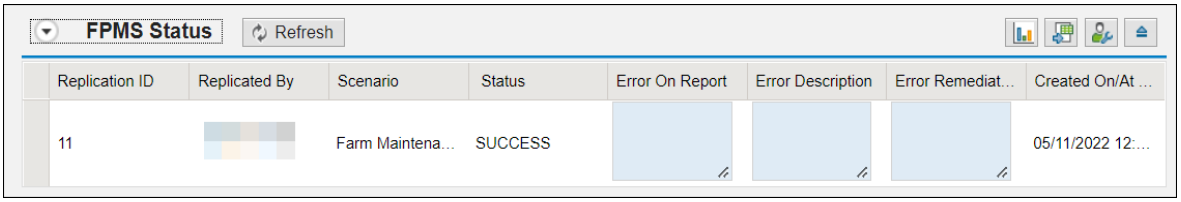
The fields in this assignment block include the following:

- Replication ID
- Replicated By
- Scenario
- Status
- Error On Report
- Error Description
- Error Remediation
- Created On.

--In years prior to current, the FPMS Status assignment block is not applicable. Users must review and address any system messages and alerts generated while editing and saving changes to prior year records. All messages must be addressed to ensure that farm records changes are saved successfully and available to other applications.--

B Example

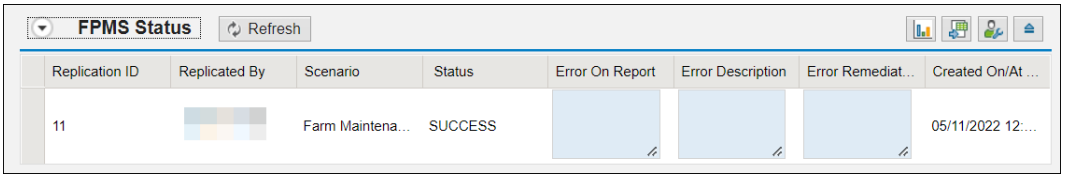
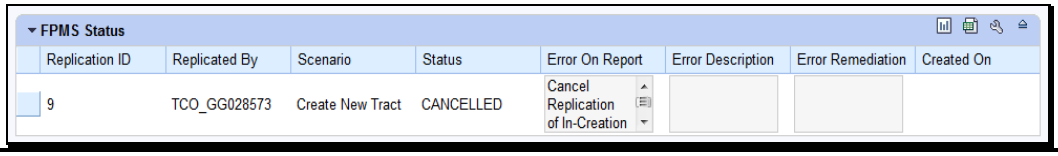
Following is an example of the FPMS Status assignment block.



269 FPMS Status Assignment Block (Continued)

C Action

After any edit is saved to a farm, tract, or field in CRM Farm Records, users should return to the farm level to view the FPMS Status and ensure a successful replication.

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.
4	The Status field displays "SUCCESS" the replication between CRM Farm Records and the FPMS Farm Records system is successful.  **Notes:** If the farm has not been edited within the last 60 days in CRM Farm Records the status is blank. An edit must be saved before a status is displayed. Replication messages are cancelled and not sent to FPMS for child farms of pending "Farm Level" reconstitutions and "In-Creation" status farms. The "FPMS Status" assignment block will display "CANCELLED" for these messages. 

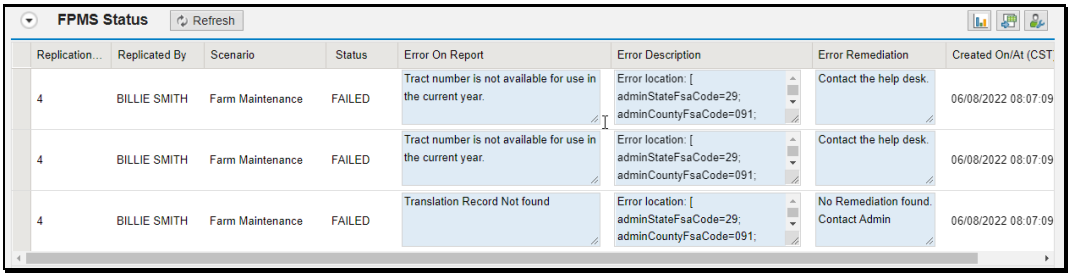
269 FPMS Status Assignment Block (Continued)

C Action (Continued)

Step	Action
5	If the Status field displays “ONHOLD” or “WAITING” the replication between CRM Farm Record and the FPMS Farm Records system has not yet replicated and is waiting. FPMS Status Replication ID: 6464302 | Replicated By: WF-BATCH | Scenario: Farm Division After Approval | Status: WAITING | Error On Report: Replication is in waiting status from FPMS due to communication delay/error. | Error Description: | Error Remediation: Please check back after sometime and if the issue persists contact Help Desk. | Created On: FPMS Status Replication ID: 6464303 | Replicated By: F0018707 | Scenario: Farm Maintenance | Status: ONHOLD | Error On Report: Replication is in waiting status from FPMS due to communication delay/error. | Error Description: | Error Remediation: Please check back after sometime and if the issue persists contact Help Desk. | Created On: In this example users should click “Refresh” or wait and check back later to ensure the communication replicates and the Status displays “SUCCESSFUL”. If a farm remains “ONHOLD” or “WAITING” status for more than 1 hour, submit a help desk ticket.

269 FPMS Status Assignment Block (Continued)

C Action (Continued)

Step	Action
6	If the Status field displays "FAILED" the replication between CRM Farm Records *--and the FPMS FRS databased has not yet replicated because of an error that--* needs to be resolved by the user. **Note:** If a farm fails to replicate * * *, 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 so accurate 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 Refresh Replication... | Replicated By | Scenario | Status | Error On Report | Error Description | Error Remediation | Created On/At (CST) 4 | BILLIE SMITH | Farm Maintenance | FAILED | Tract number is not available for use in the current year. | Error location: [adminStateFsaCode=29; adminCountyFsaCode=091; | Contact the help desk. | 06/08/2022 08:07:09 4 | BILLIE SMITH | Farm Maintenance | FAILED | Tract number is not available for use in the current year. | Error location: [adminStateFsaCode=29; adminCountyFsaCode=091; | Contact the help desk. | 06/08/2022 08:07:09 4 | BILLIE SMITH | Farm Maintenance | FAILED | Translation Record Not found | Error location: [adminStateFsaCode=29; adminCountyFsaCode=091; | No Remediation found. Contact Admin | 06/08/2022 08:07:09 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.
7	For farms receiving a "FAILED" error message in the "FPMS Status" assignment block, the user should: • access the Error Message Resolution table in Exhibit 28 • locate the same message in the Error Message Resolution table • follow the steps listed in column E, "Error Remediation" • if the error message does not display in the Error Message Resolution table, contact the state FR/GIS specialist for further review.

270 ARCPLC Status Assignment Block

A Overview

The ARCLPC Status assignment block displays the status of receiving updated ARCPLC *--program data from the ARCPLC contract software. This assignment block is only available in years 2019 through current. A connection to the ARCPLC application was established--* to receive updated base crop, base crop acreage, PLC yield, and program election data when applicable, due to current Farm Bill provisions. This assignment block will display whether the submission status from ARCPLC applications was successfully received and updated in Farm Records. The fields in this assignment block include the following:

- Refresh
- Status
- Error Summary
- Error Detail
- Error Remediation
- Created By
- Created On/At.

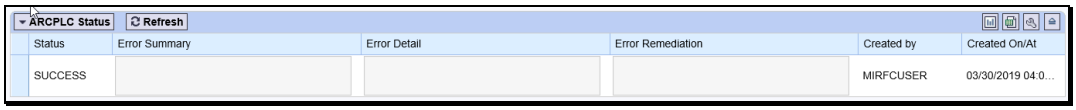
Notes: Farm Records is only update if the program election or associated data received from ARCPLC is different than the data already associated with the farm. If there is no change from ARCPLC, the update is ignored by Farm Records and the ARCPLC Status assignment block will not display any status message.

ARCPLC Status message is retained on the farm as history of the last time an update from ARCPLC was received.

270 ARCPLC Status Assignment Block (Continued)

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.  If the "Status" field displays "FAILED", the submission from ARCPLC was not 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. **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. 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.

271 Farm Change History Assignment Block

A Overview

The Farm Change History assignment block records edits completed in CRM Farm Records for the selected farm. The change history is a running log of all manual or system edits completed since the farm was created. At the farm level there are two options for displaying change history:

- Farm History – displays completed farm level edits
- Full Farm History – displays completed edits at any level of the farm including within the map display.

Users can further define the change history by selecting specific Display Periods:

- All
- This week
- Since Last Week
- This month
- Since Last Month.

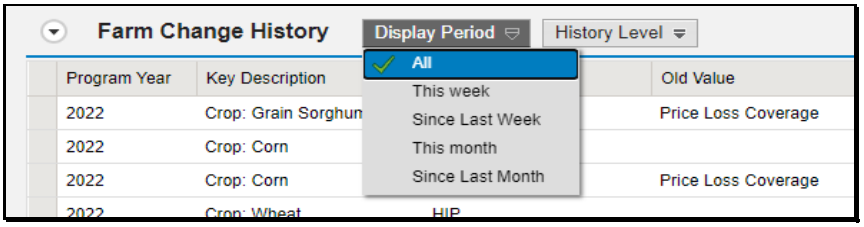
The default fields in this assignment block include the following:

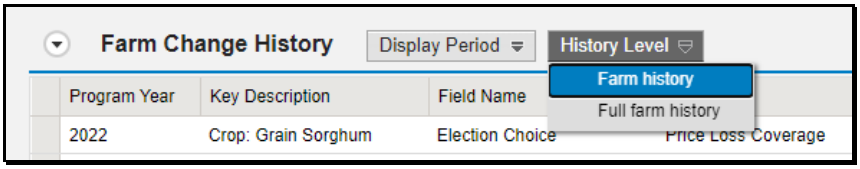
- Tract/Field – Entry only available for “Full Farm History”
- Program Year
- Key Description
- Field Name
- Old Value
- New Value
- User
- Changed Date
- Changed Time.

271 Farm Change History Assignment Block (Continued)

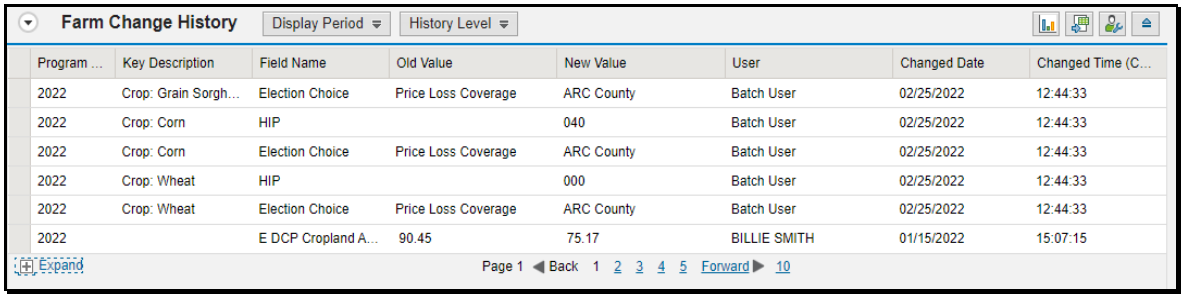
B Example

Following are examples of the available Display Period and History Level drop-down menus.

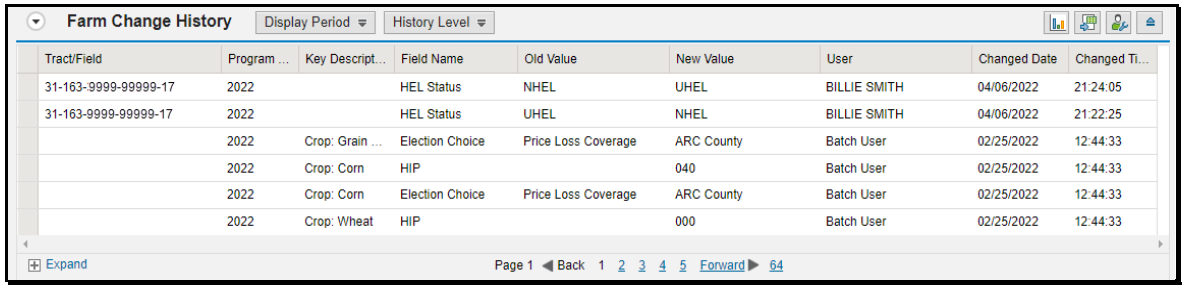




Following is an example of the Farm Change History assignment block with the "Farm History" option.



Following is an example of the Farm Change History assignment block with the "Full Farm History" option.



The last six completed edits will display in the Change History assignment block by default. Users can click the "Expand" and paging options to view additional entries. The change history can be exported to Excel as needed.

271 Farm Change History Assignment Block (Continued)

C Description

Following provides the data fields and descriptions displayed in the Change History assignment block. All entries are system populated and cannot be edited.

Farm Change History Entries	Description
Tract/Field	Specific tract and/or field where the associated edit was completed. This data field only displays when viewing the Full Farm History.
Program Year	Program year the edit was completed.
Key Description	Specific assignment block and data entry edited. Not all edits will display a Key Description.
Field Name	Title of specific data entry edited.
Old Value	Value before the edit was completed.
New Value	Value after the edit was completed.
User	The user's name or system process that completed the change. System identified updates include any edit completed on the farm record through a process, workflow action, or bulk edit by the national office and will display as: • Batch User • BTC-DATA • Workflow Batch User • FF_CRMFUNT.
Changed Date	Date the edit was completed.
Changed Time	Military time in the Central time zone that the edit was completed.

272 Attachments Assignment Block

A Overview

CRM has the capability to attach documents to a farm record using the "Attachments" assignment block. The following optional documents are approved for attachment in CRM.

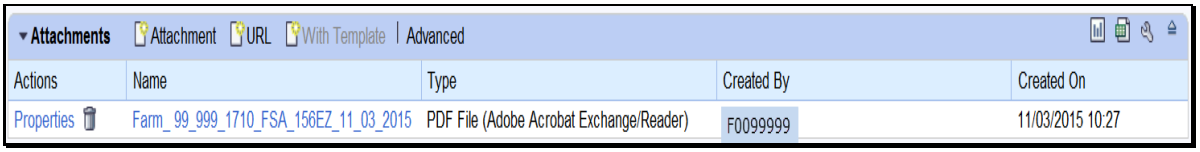
- FSA-156EZ can be attached prior to initiating a reconstitution or a farm transfer
- Approved FSA-179
- Proof of Ownership
- Leases
- Approved FSA-155
- Approved CCC-505
- Approved CCC-517.

The fields in this assignment block include the following:

- Actions
- Name
- Type
- Created By
- Created On.

B Example

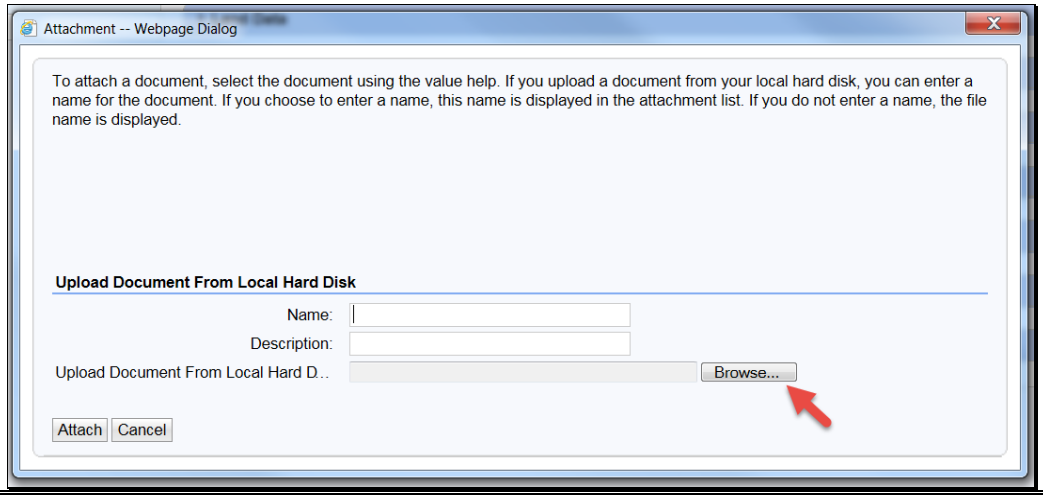
Following is an example of the Attachments assignment block.



272 Attachments Assignment Block (Continued)

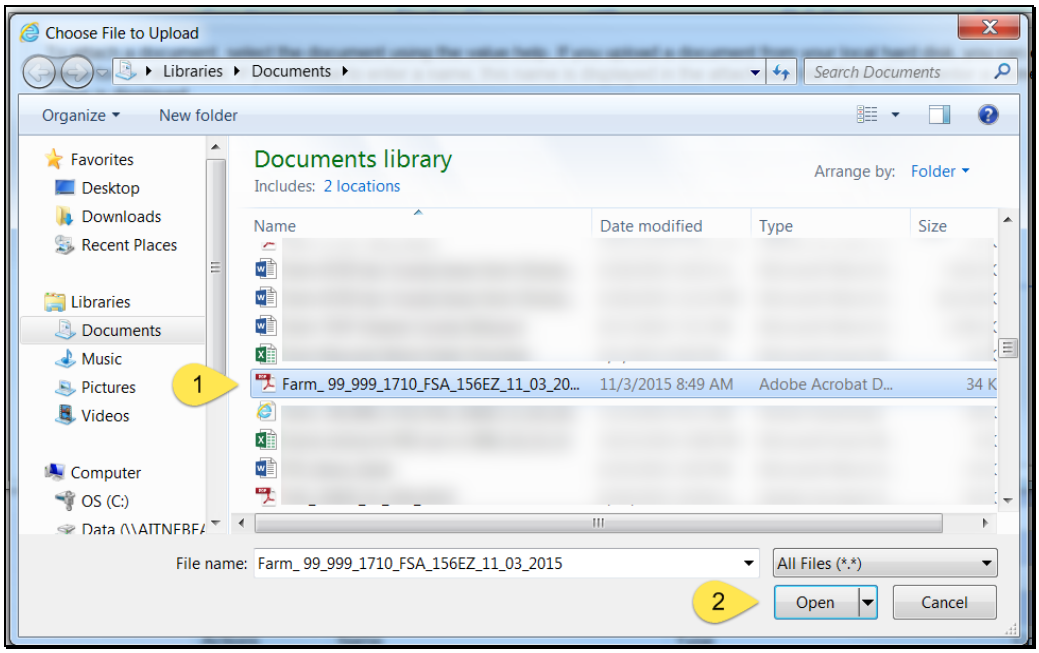
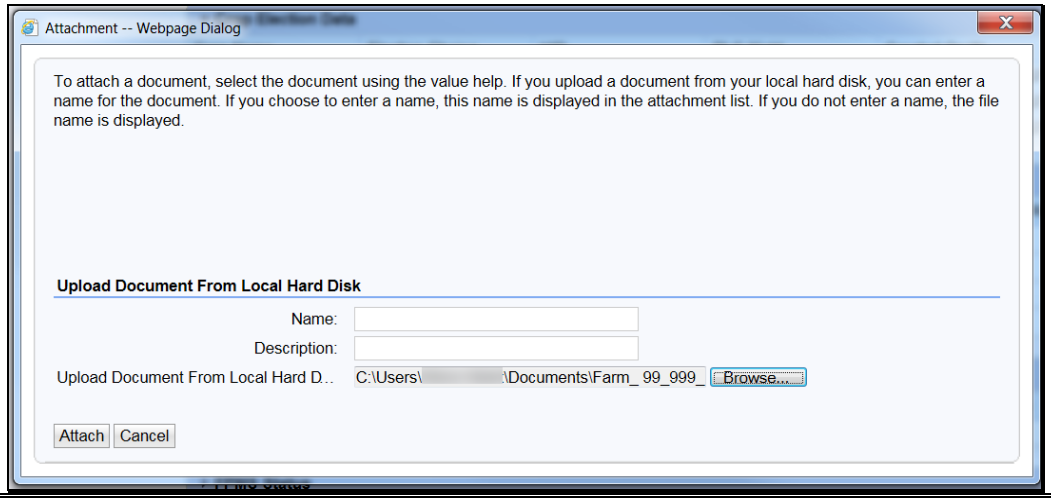
C Action

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. 
2	On the "Attachment" window, CLICK "**Browse**". 

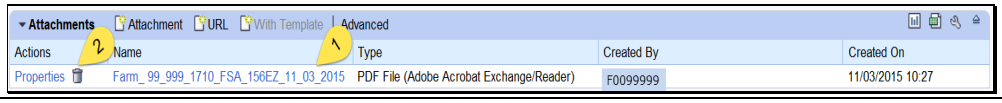
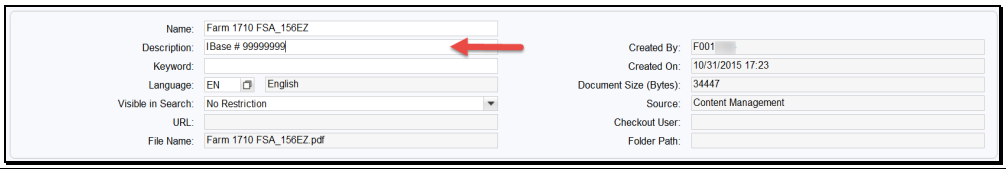
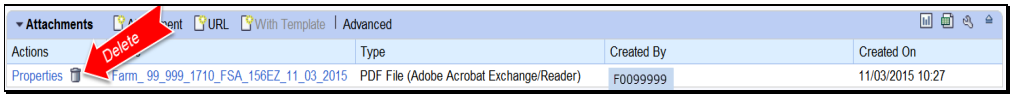
272 Attachments Assignment Block (Continued)

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 "**Open**" (2). 
4	On the "Attachment --Webpage Dialog" window, CLICK "**Attach**". 

272 Attachments Assignment Block (Continued)

C Action (Continued)

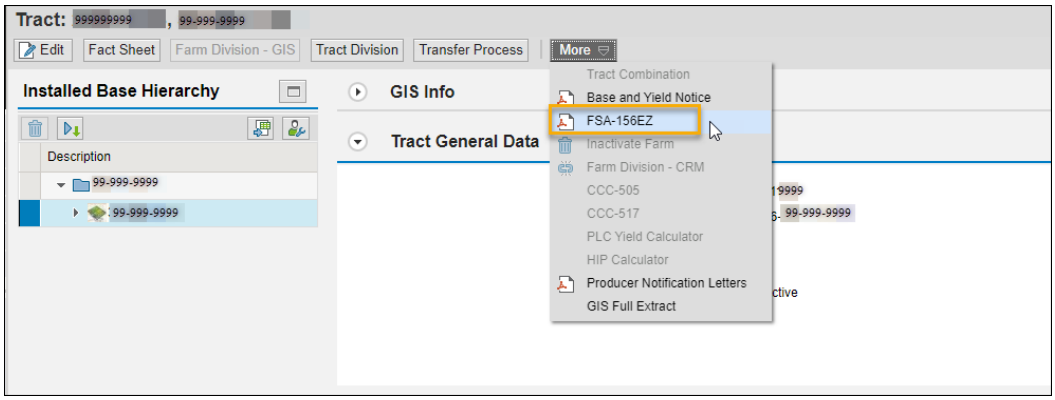
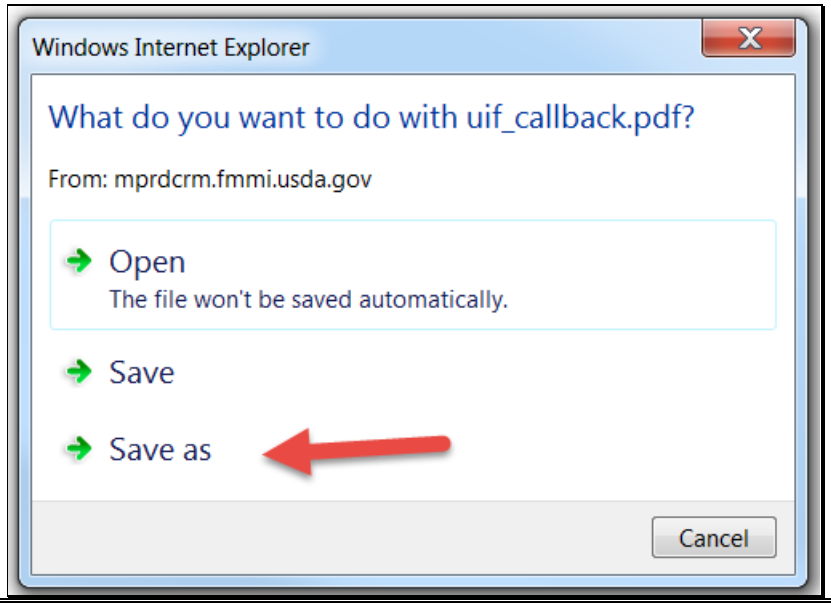
Step	Action
5	Click the "Name" (1) to display the document and "Properties" (2) to display the document properties. 
6	Within the "Properties" window it is recommended that the Farm IBase # be entered in the "Description" data field. 
7	To remove an existing attachment CLICK "**Delete**" (trash can icon). 

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.

272 Attachments Assignment Block (Continued)

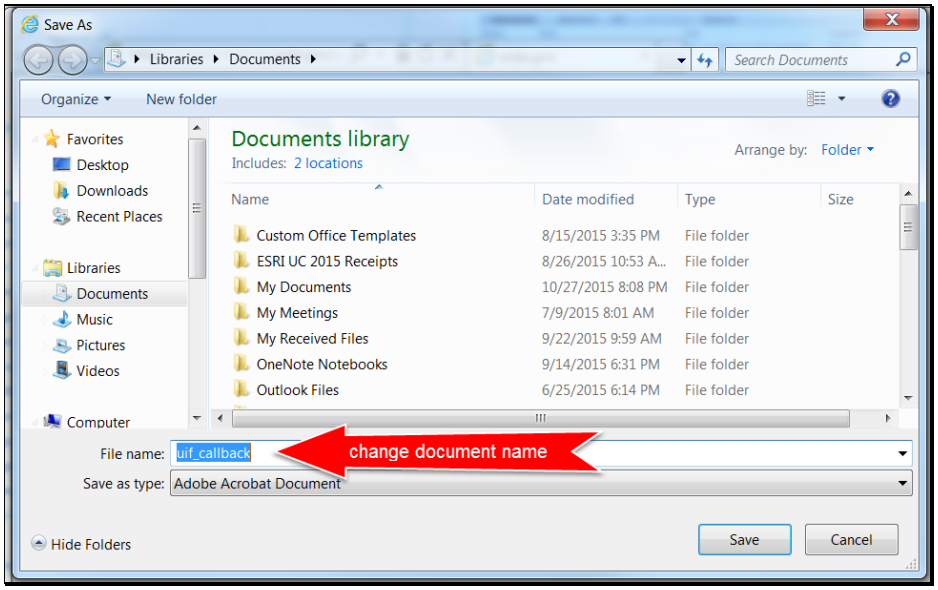
D Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer

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 farm to be reconstituted or transferred.
2	With the farm level of the farm hierarchy selected hover the cursor over "More" on the CRM toolbar. CLICK "**FSA-156EZ**" in the dropdown list that is displayed. 
3	CLICK "**Save As**" in the window that is displayed. 

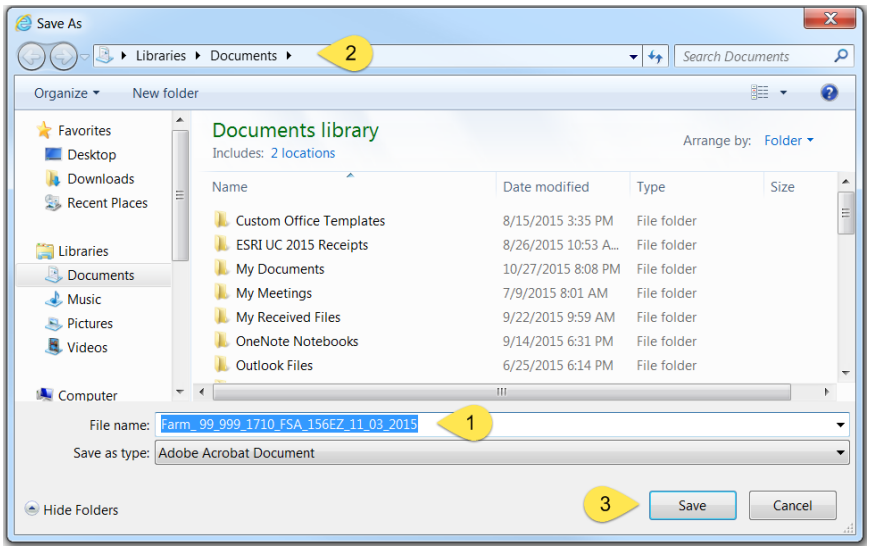
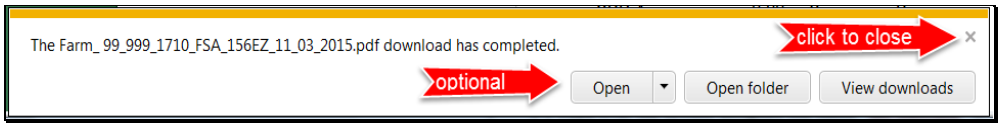
272 Attachments Assignment Block (Continued)

D Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer (Continued)

Step	Action
4	Type over the system assigned file name "uif_callback" to change the name.  The saved file should be named as follows for reconstitutions. Farm_SS_CCC_FFFF_FSA_156EZ_MM_DD_YYYY where: • SS = two-digit numerical administrative state code • CCC = three-digit numerical administrative county code • FFFF = Farm Number • MM = two-digit numerical month of the date the file is being saved • DD = two-digit numerical day the file is being saved • YYYY = four-digit numerical year the file is being saved. The saved file should be named as follows for transfers. Transfer_20XX_SS_CCC_XXXX_NNNNNNNN where: • 20XX = Program Year • SS = transferring State Code • CCC = transferring County Code • XXXX = the current farm number • NNNNNNNN = the IBASE ID.

272 Attachments Assignment Block (Continued)

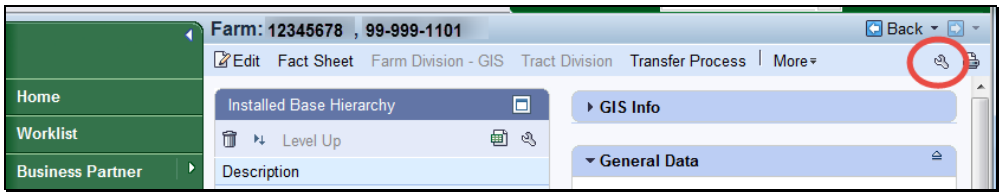
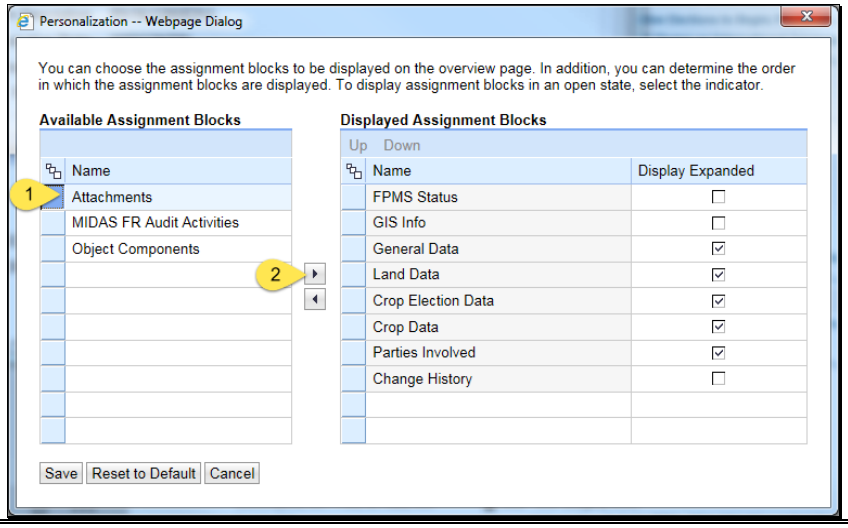
D Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer (Continued)

Step	Action
5	Type the new file name using the format described in Step 4 (1). After typing the new file name make note of the location where the document is being saved (2) so you can navigate to the document during the attachment process described in subparagraph C. CLICK "**Save**" (3). 
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 "**X**" in the upper right corner of the window. 

272 Attachments Assignment Block (Continued)

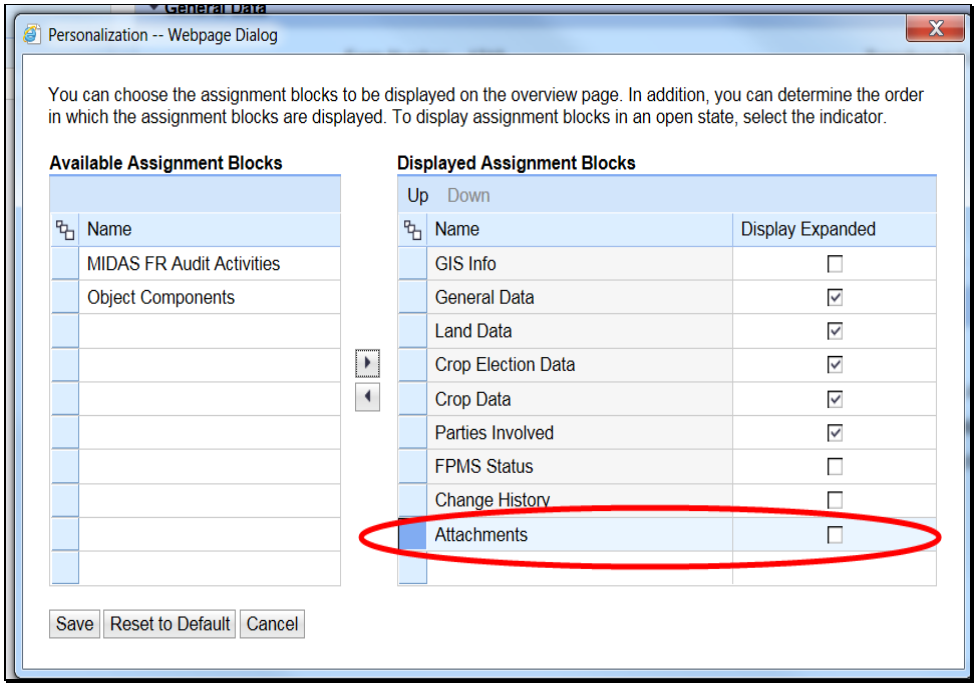
E Instructions for Adding the Attachments Assignment Block

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 "**Personalize**" button (looks like a wrench). 
2	On the "Personalization --Webpage Dialog" window, under the "Available Assignment Blocks" section, CLICK "**Attachments**" (1) to select it and click the arrow pointing to the right (2). 

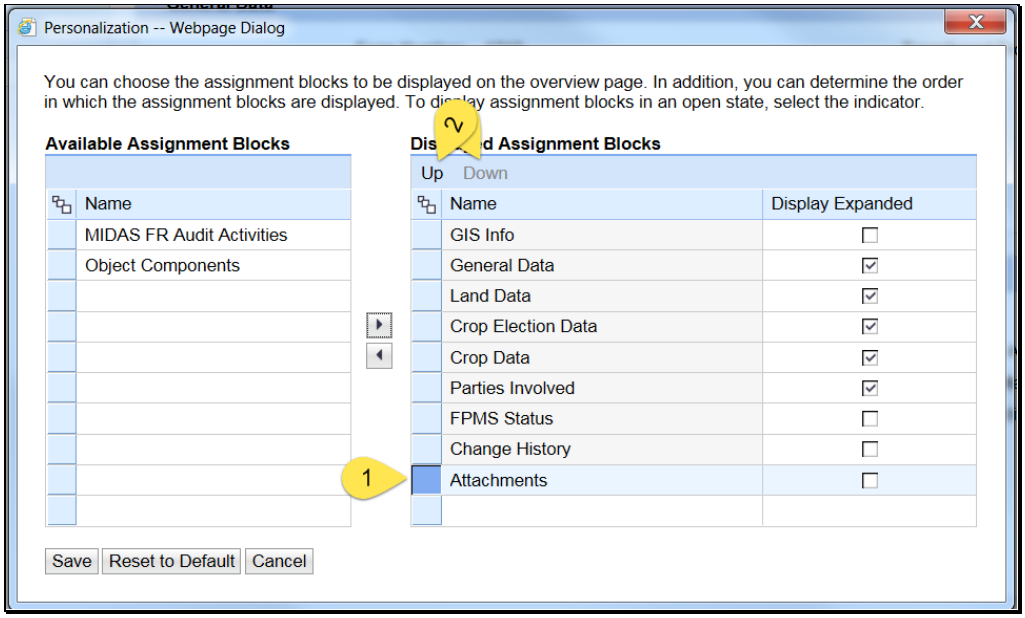
272 Attachments Assignment Block (Continued)

E Instructions for Adding the "Attachments" Assignment Block (Continued)

Step	Action
3	Attachments 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.  **Note:** On the "Personalization -- Webpage Dialog" window, in the "Displayed Assignment Blocks" section, under "Display Expanded" column, for each assignment block that the user checks (√), the assignment block will always expand on each farm accessed. If the user does not check (√) an assignment block, the user can manually expand the assignment block as desired.

272 Attachments Assignment Block (Continued)

E Instructions for Adding the "Attachments" 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. 
5	CLICK "**Save**" to retain changes.

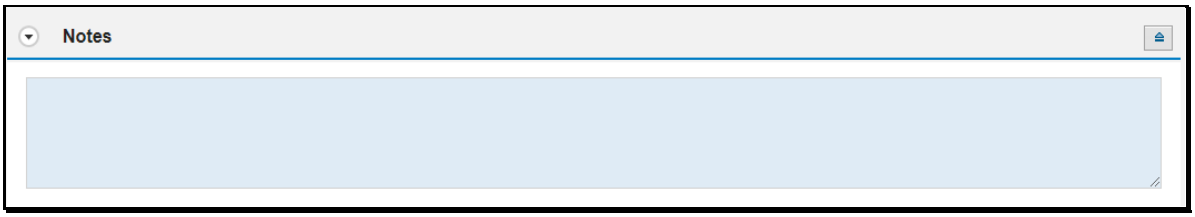
273 Notes Assignment Block

A Overview

The Notes assignment block is a free form entry field allowing internal use only notes to be added farm as needed. No PII entries are allowed. Notes will not print on the FSA-156EZ and will not be replicated to the legacy Web FRS or downstream applications.

B Example

Following is an example of the Attachments assignment block.



C Action

Following are steps to add notes as applicable.

Step	Action
1	CLICK "**Edit**" to open an edit session for the selected farm.
2	At the farm level, navigate to the "Notes" assignment block and expand the assignment block as needed. **Note:** If the assignment block does not automatically display use the Personalization to add the assignment block to the view.
3	Enter notes as applicable. No PII is allowed.
4	CLICK "**Save**".

274-279 (Reserved)

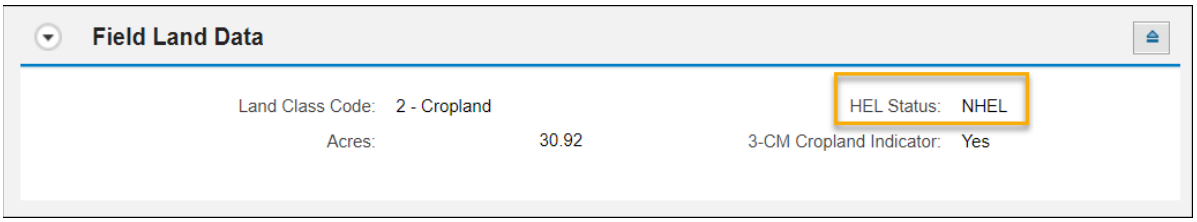
280 HEL Determinations

A Overview

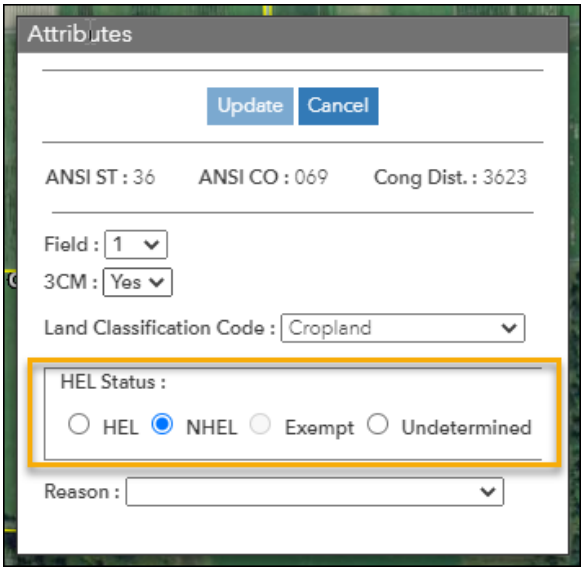
Field level HEL status determinations and tract level summary HEL status values are maintained in CRM farm records.

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.



--In current year, the HEL Status at the field level 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.



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.

280 HEL Determinations (Continued)

C Field Level HEL Status Action

--Following provides steps for updating HEL Determination within the CLU attributes in current year.--

Step	Action
1	To enter or modify the field level HEL Status CLICK "**Edit**".
2	Click on the appropriate field in the Farm Hierarchy. Expand **"GIS Info"** assignment block if needed.
3	CLICK "**Attribute Edit**" on the GIS Taskbar. The CLU Attributes toolbar displays.
4	Click the appropriate radio button in the HEL Status box.
5	CLICK "**Update**" on the CLU Attributes window.
6	CLICK "**Done**" on the Attribute Toolbar
7	CLICK "**Save**"

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

*--Following provides steps for updating the HEL Determination within the field level Land Data assignment block for years prior to current year with field level data associated:

Step	Action
1	To enter or modify the field level HEL Status CLICK "**Edit**."
2	Navigate to the tract and field to be edited.
3	Navigate to the field level Land Data assignment block.
4	Select the appropriate HEL determination from the "HEL Status" drop-down menu. Repeat steps 2-4 as needed to update multiple fields.
5	CLICK "**Save**."

--*

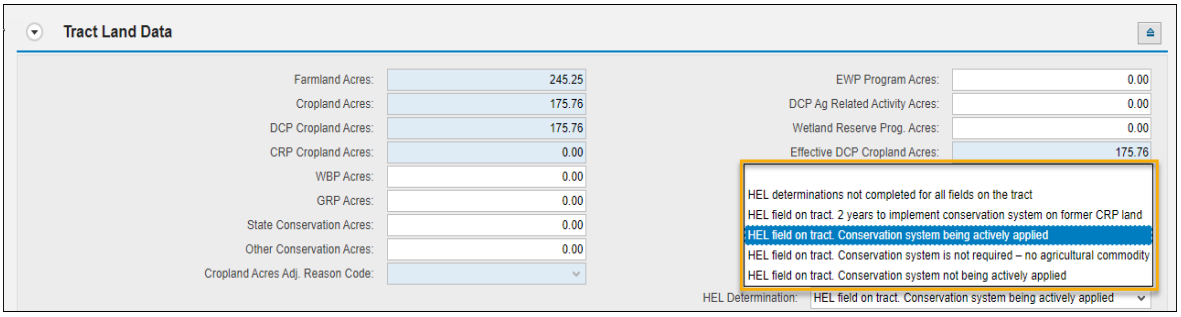
280 HEL Determinations (Continued)

D Tract Level HEL Determination Example

--In years with field level data (2016 through current) 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.

--In years without field level data the tract level HEL Determination is manually entered.--

Following is an example of the tract level HEL Determination drop-down menu.



--Following provides steps for updating the tract level HEL Determination in all editable years.--

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.
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 26 and 6-CP for additional information on HEL determinations.

281 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.



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.

281 Wetland Determinations (Continued)

C Action (Continued)

The following table provides instructions for entering the tract level Wetland Determination.

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td>1</td><td colspan="3">To enter or modify the Tract Wetland Determination CLICK “Edit”.</td></tr>
<tr><td>2</td><td colspan="3">Click the appropriate tract in the Farm Hierarchy.</td></tr>
<tr><td>3</td><td colspan="3">CLICK the “Wetland Determination” drop-down menu in the Tract Land Data Assignment Block.</td></tr>
<tr><td rowspan="6">4</td><td colspan="3">Click the appropriate determination from the available selections.</td></tr>
<tr><td>IF NRCS…</td><td>AND CPA-026E…</td><td>WETLAND Determination is…</td></tr>
<tr><td rowspan="2">has not completed wetland determinations for all fields on the tract</td><td>indicates 1 or more fields contain a wetland or a farmed wetland</td><td>“tract contains a wetland or farmed wetland”.</td></tr>
<tr><td>does not indicate that any fields contain a wetland or farmed wetland</td><td>“wetland determinations not complete”.</td></tr>
<tr><td rowspan="2">has completed wetland determinations for all fields (cropland and non-cropland fields)</td><td>indicates 1 or more fields contain a wetland or a farmed wetland</td><td>“tract contains a wetland or farmed wetland”.</td></tr>
<tr><td>indicates that there are not wetlands or farmed wetlands on any fields</td><td>“tract does not contain a wetland”.</td></tr>
<tr><td>5</td><td colspan="3">CLICK “Save” to save the Tract Wetland Determination entry.</td></tr>
</table>

See paragraph 26 and 6-CP for additional information on wetland determinations.

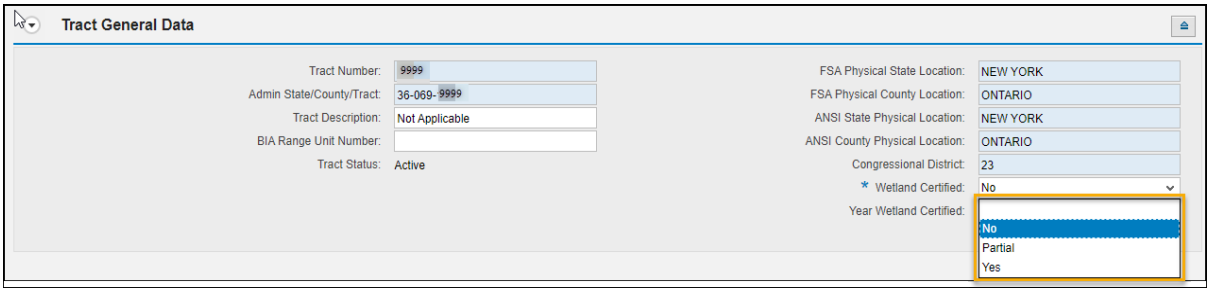
282 Wetland Certification

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

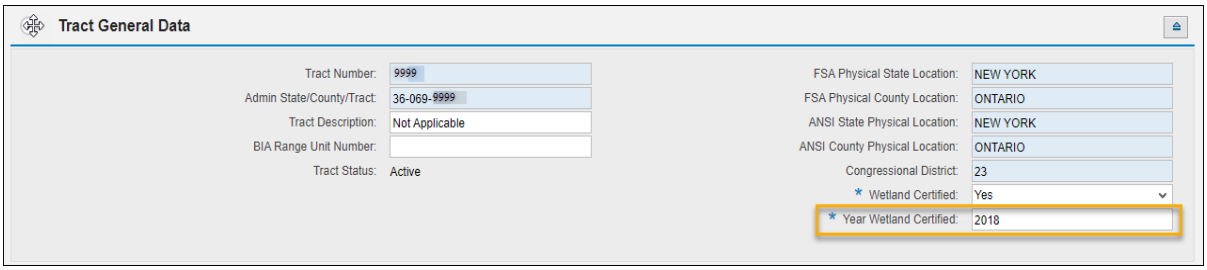
Following is an example of the Wetland Certified drop-down menu.



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.



282 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 **"Wetland Certified"** drop-down menu in the Tract Land Data assignment block and select the appropriate certification status. **Note:** 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. **Note:** 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 Wetland Certified".	User must enter a year in the "Year Wetland Certified" field when "Yes" or "Partial" is selected from the "Wetland Certified" field.
Wetland Certified Year for Tract must be greater than 1978.	Correct the year in "Year Wetland Certified" field.

283 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

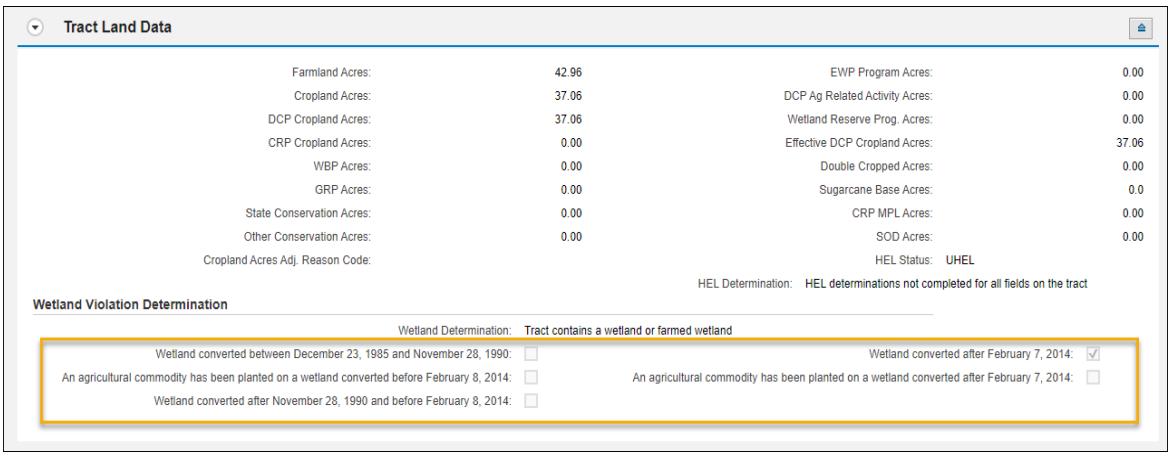
--Note:** Entry is only available in years 2014 through current.--

- Wetland Violation Determination – An agricultural commodity has been planted on a wetland converted after February 7, 2014.

--Note:** Entry is only available in years 2014 through current.--

B Example

--**Following is an example of Wetland Violation Determination boxes at the tract level for current year.**--



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

283 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 26 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	Occurs when: • 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". • 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".

284 Farm Producer Exceptions

A Overview

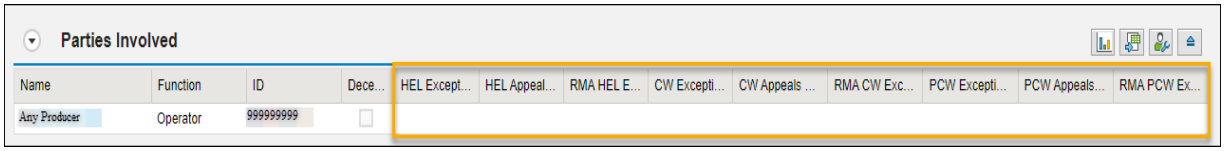
The farm producer exceptions apply to the operator and are selected in the "Parties Involved" assignment block at the farm level when an HEL or WL violation is indicated on a tract. The following data entries are available:

- HEL Exception
- *--HEL Appeals Exhausted **1**/
- RMA HEL Exception **1**/
- CW Exception
- CW Appeals Exhausted **1**/
- RMA CW Exception **1**/
- PCW Exception
- PCW Appeals Exhausted **1**/
- RMA PCW Exception. **1**/

1/ Only available in years 2014 through current.--*

B Example

Following is an example of the Farm Producer Exceptions boxes at the farm level.



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.

--Entries are only available for years 2014 through current.--

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. Entries are only available for years 2014 through current.--*

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.

284 Farm Producer Exceptions (Continued)

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 producer exception is…	AND applicable RMA HEL producer exception is…	THEN select RMA producer 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.

284 Farm Producer Exceptions (Continued)

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 producer exception is…	AND applicable CW RMA producer exception is…	THEN select RMA producer exception 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 6CP, 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 6CP, 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 1year 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.
New Producer After CW	no unique RMA exception	not applicable.
Third Party	no unique RMA exception	not applicable.
No Association to Violation	no unique RMA exception	not applicable.
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 RMA" will automatically be entered by the system**.**

284 Farm Producer Exceptions (Continued)

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 producer exception is…	AND applicable RMA PCW producer exception is…	THEN select RMA producer 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 RMA" will automatically be entered by the system.

284 Farm Producer Exceptions (Continued)

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 26 and 6-CP for further information on HEL, CW, and PCW exceptions.

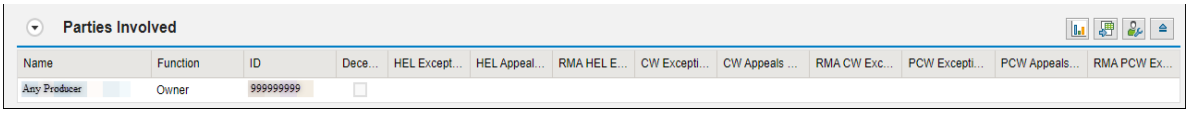
285 Tract Producer Exceptions

A Overview

The tract producer exceptions apply to owners and other producers and are 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.



Notes: See paragraph 284 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. **Note:** 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 26 and 6-CP for further information on HEL, CW, and PCW exceptions.

286-290 (Reserved)

Section 4 Farm Creation and Inactivation

291 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 25 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

- identify the farm location. The following tools are available to assist in navigating to the location in the map display:

  - Shapefile Tool: Add an auxiliary shapefile (e.g., parcel). See paragraph 209.
  - PLSS Search: Search using Public Land Survey System. See paragraph 211.
  - Farm Search: Search using adjacent or nearby farm. See paragraph 212.
  - Address Search: Search using location or address. See paragraph 213.

- identify the boundaries of each tract based on authoritative proof of ownership as specified in paragraph 12

- use the Identify function according to paragraph 205 to verify that no CLU's exist in the location of the new farm.

  Note: CLU's may exist on an active farm in another administrative county.

291 Create a Farm

B Example

This is an example of the New Tract tool that appears on the GIS taskbar during the farm creation process and the resulting toolbar once opened.

Tool Icon	Editing Toolbar
	

Following are the tools and descriptions for the Attribute Editor toolbar.

Item	Name	Description
1	Create AOI	Used to delineate the Area of Interest (AOI) defining the bounds in which the tract will be created.
2	Clear AOI	Used to clear the AOI.
3	Create Tract	Used to delineate the tract boundary.
4	Undo	Removes previously placed vertices for the AOI or tract boundary while delineating, starting with the last vertex added. **Alternative Method:** Press “Z” on the keyboard to remove previously placed vertices or Esc to restart the AOI or tract boundary.
5	X	Cancels new tract creation and closes toolbar.

291 Create a Farm

C Verifying the Farm Location

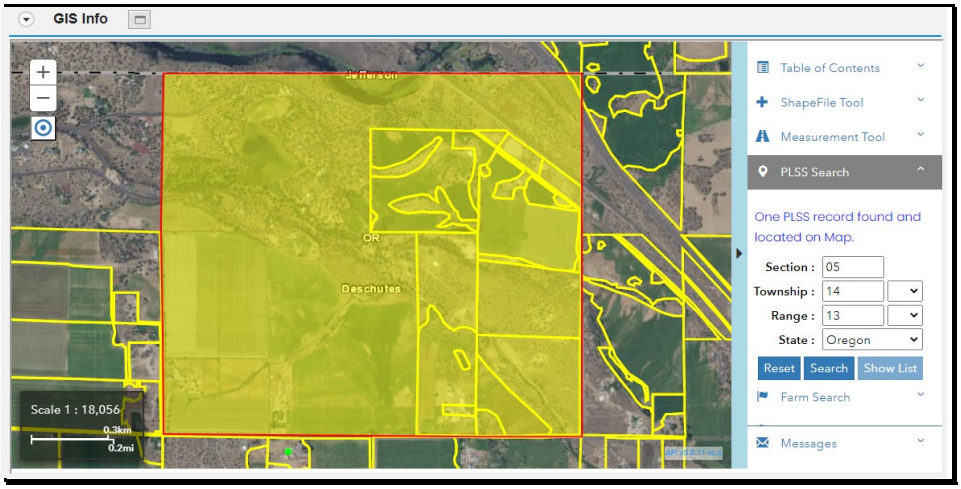
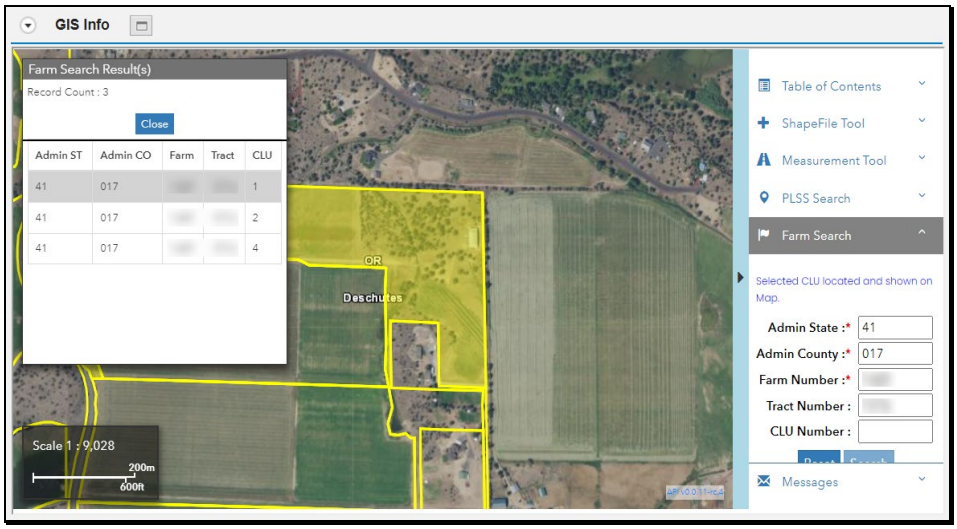
Following are examples of options to locate the area where the farm is to be created. These must be used during the farm creation process to:

- initially verify that no CLU's exist at the location of the new farm
- navigate to the area to delineate the tract if there are no existing CLU's at the location.

Area Located Using	Example
Shapefile Tool	 **Note:** See Paragraph 209 for details.

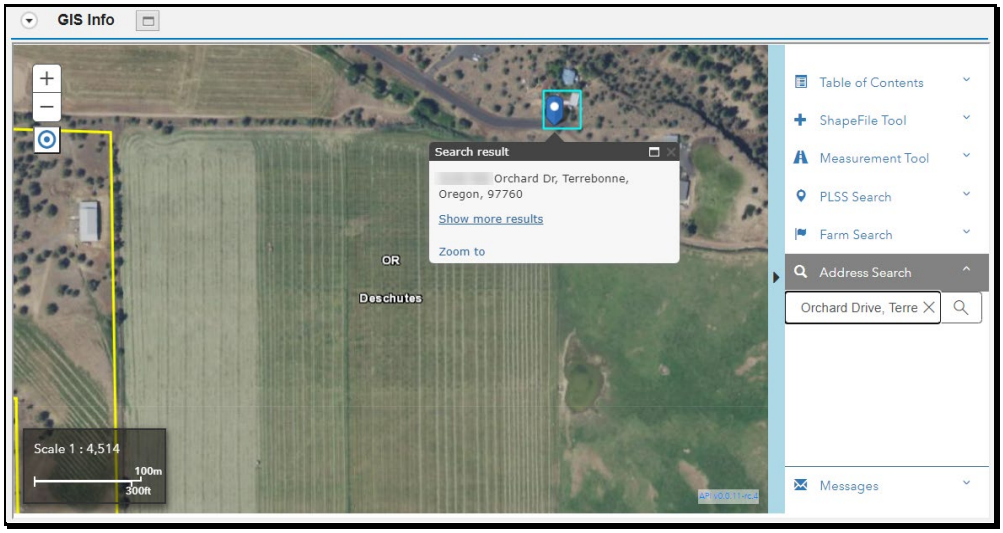
291 Create a Farm (Continued)

C Verifying the Farm Location (Continued)

Area Located Using	Example
PLSS Search	 **Note:** See Paragraph 211 for details.
Farm Search	 **Note:** See Paragraph 212 for details.

291 Create a Farm (Continued)

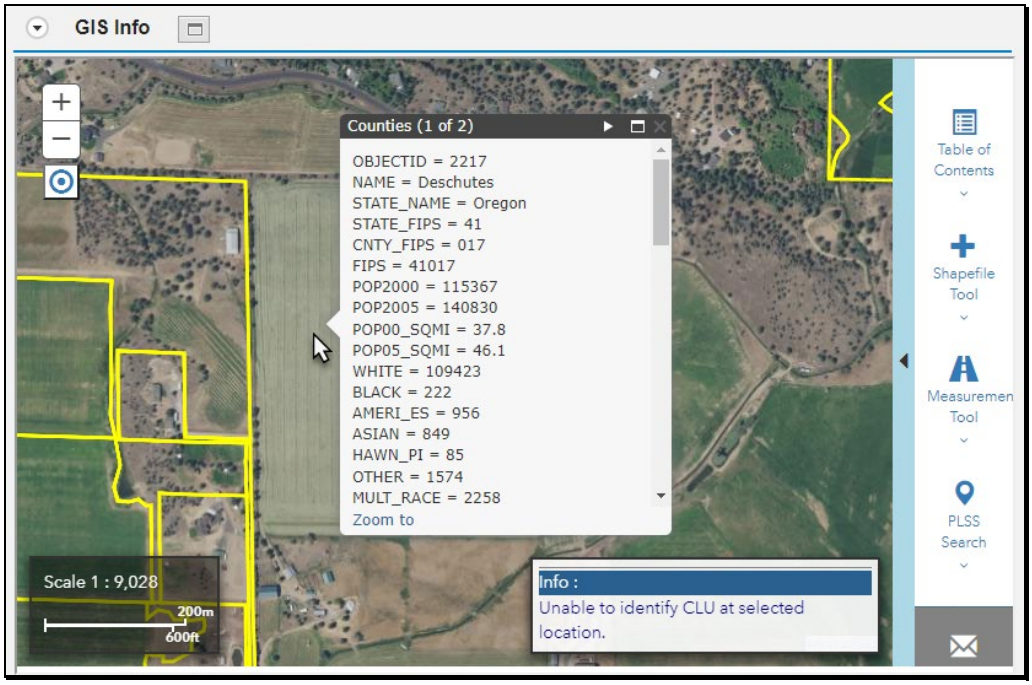
C Verifying the Farm Location (Continued)

Area Located Using	Example
Address Search	 **Note:** See Paragraph 213 for details.

291 Create a Farm (Continued)

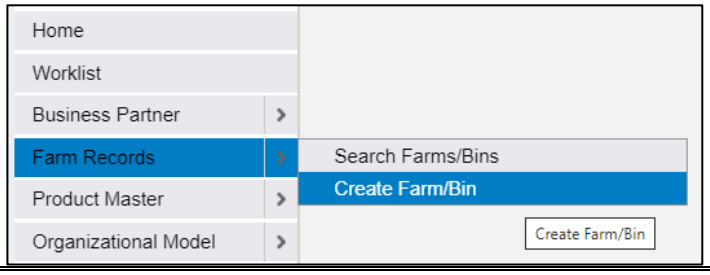
D Action

The following table provides the steps for creating a new farm.

Step	Action
	Identify Location & Verify No CLU's Exist
1	Prior to initiating the new farm creation process, users must access the map display to ensure no CLU's exist. To verify, access any existing farm record and expand the GIS Info assignment block.
2	Locate the new farm area per paragraph C and verify that no CLU's exist at the location of the proposed new farm by using the Identify function. See paragraph 205 for more details. If no CLU exists at the location clicked, the system will return the message "Unable to identify CLU at selected location."  **Important**: If a CLU already exists in the location, the Create a Farm steps are not the correct action for the land under consideration. Instead, the farm associated with the CLU at that location should be reviewed, updated as applicable, and used for program purposes accordingly.

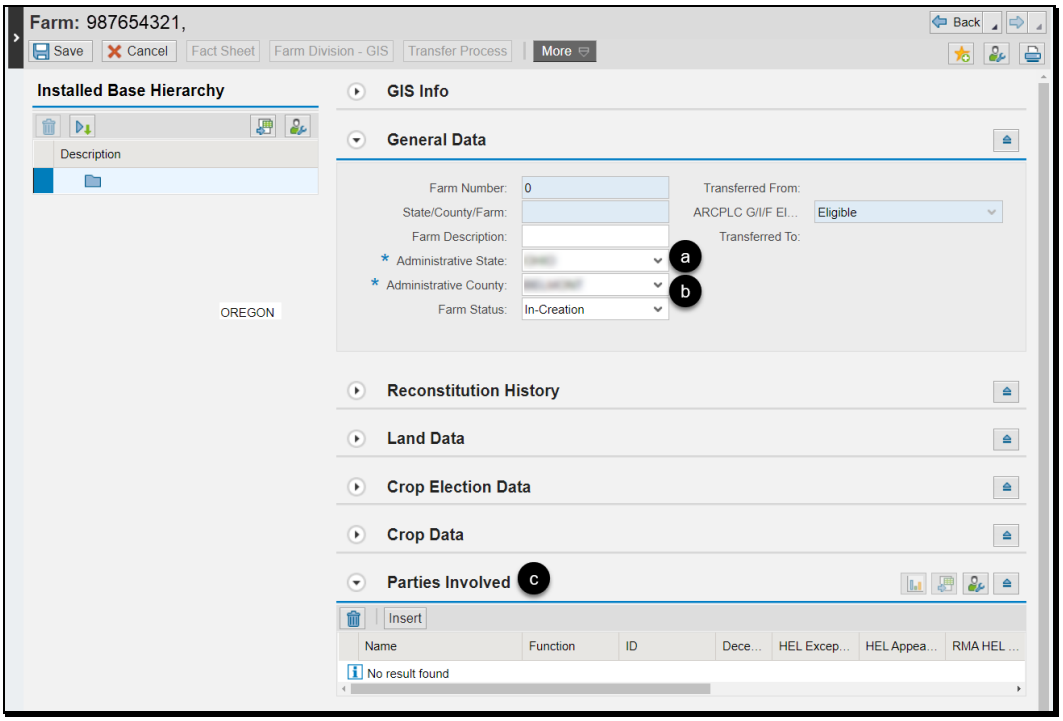
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create Farm Record
3	Begin the farm creation process using one of the following methods: • on the left Navigation Bar, CLICK **">"** next to Farm Records to open the fly-out menu and SELECT **"Create Farm/Bin"** • on the left Navigation Bar, CLICK **"Farm Records"** and CLICK **"Create Farm/Bin"** from the Create assignment block. • from the CRM Homepage, CLICK **"Create Farm/Bin"** from the Create assignment block • from the Search: Farms page, CLICK **"New"** in the Result List assignment block. Following is an example of the initiating the farm creation process through the fly-out option. 

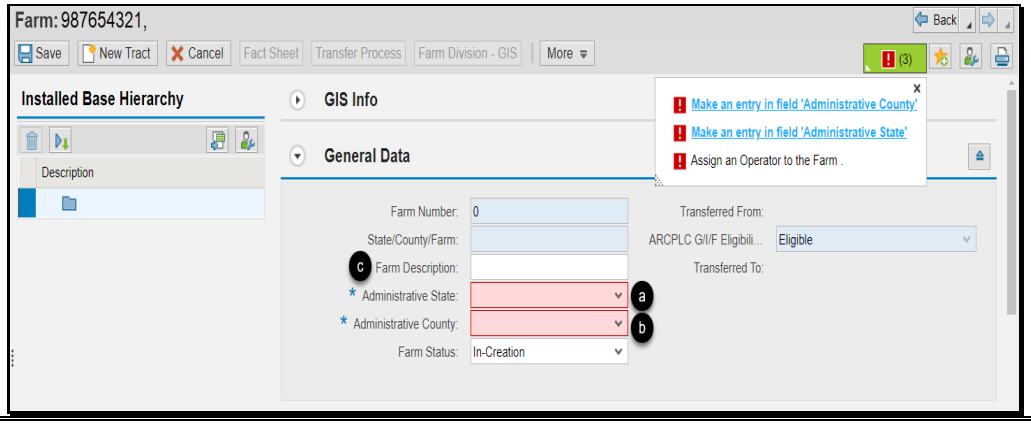
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create Farm Record (Continued)
4	A new farm record will open. The following are required entries: a. Administrative State b. Administrative County c. Operator.  **Notes:** The initial Farm Status is set to "In-Creation" when creating a farm. A farm number will not be assigned until the required data is entered and saved.

291 Create a Farm (Continued)

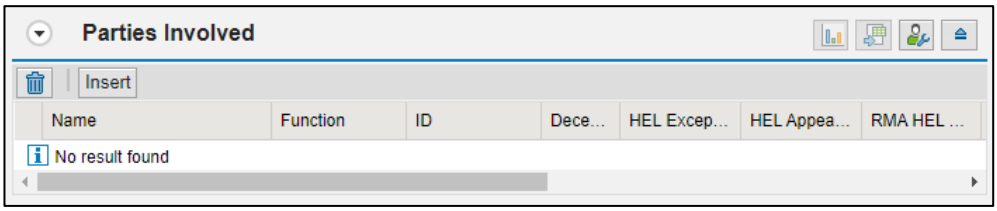
D Action (Continued)

Step	Action
Create Farm Record (Continued)	
5	Enter the following information within the General Data assignment block. a. CLICK "v" next to Administrative State to SELECT the state where the farm will be administered. b. CLICK "v" next to Administrative County and SELECT the county where the farm will be administered. **Note**: The above values will default to the user's administrative state and county. Multi-county users must ensure that the correct administrative county is selected prior to beginning the farm creation process. c. Enter Farm Description (optional). **Do NOT enter any PII data in this field**. 

291 Create a Farm (Continued)

D Action (Continued)

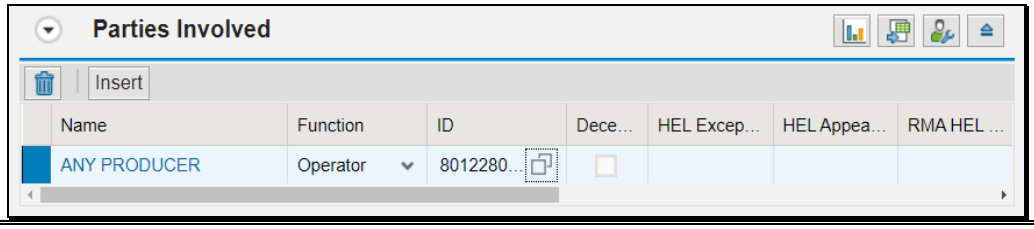
Step	Action
	Create Farm Record (Continued)
6	Within the Parties Involved assignment block, add an operator.



d. CLICK **"Insert"**.

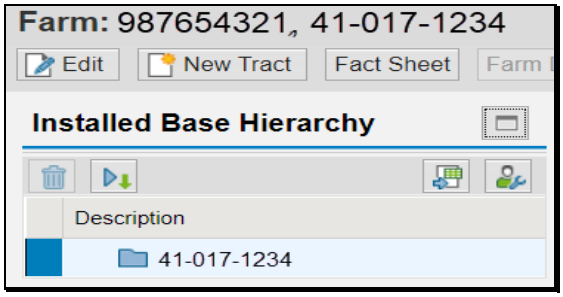
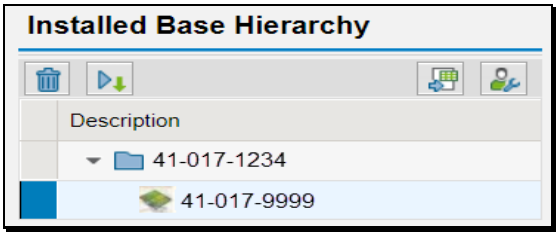
- CLICK **"Open Input Help"** under the ID column.
- Within the Search: Partners window, enter the applicable information in the Search Criteria.
- CLICK **"Search"** in the Search: Partners window.
- CLICK on the hyperlinked Common Customer Name to populate the customer as the operator for the new farm.

Note: If multiple results are returned, identify the correct producer by examining the customer Business Partner records.



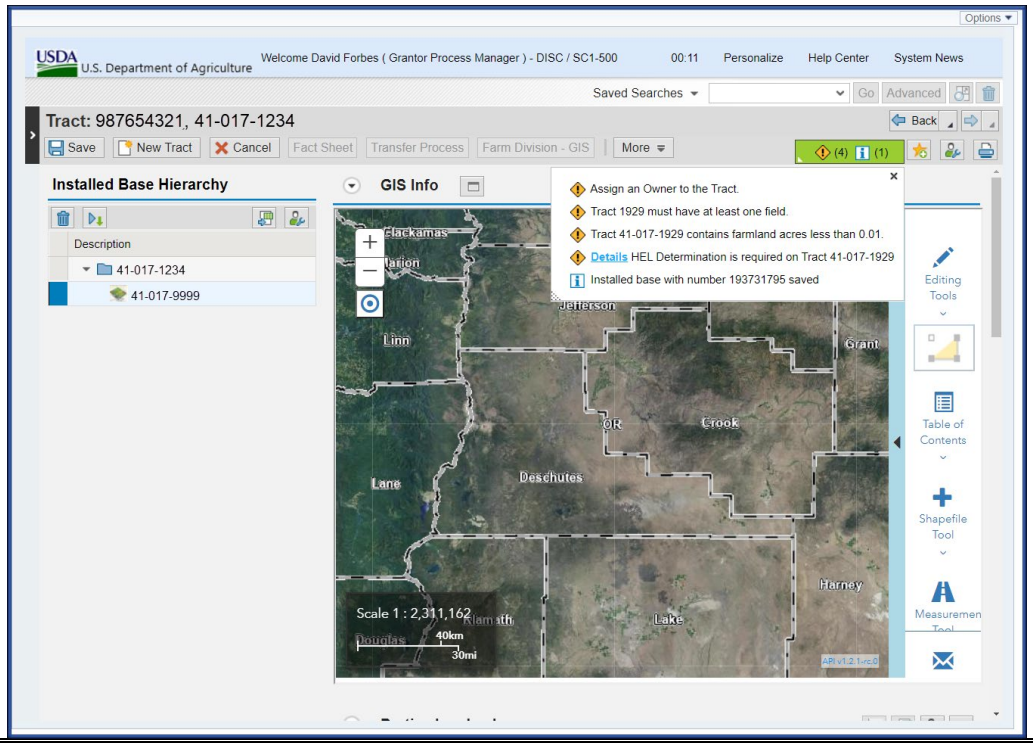
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create Farm Record (Continued)
7	CLICK "**Save**" Save on the CRM toolbar to save the farm record with a new farm number.  **Note:** Farm number is system assigned and will populate as the next available farm number for the administrative county after the farm is saved.
	Create CRM Tract
8	All Farms must consist of at least one tract. To add a tract to a farm, CLICK "**New Tract**" New Tract on the CRM toolbar to create a new tract in the farm hierarchy.  **Note:** Tract number is system generated and will populate as the next available tract number for the administrative county.

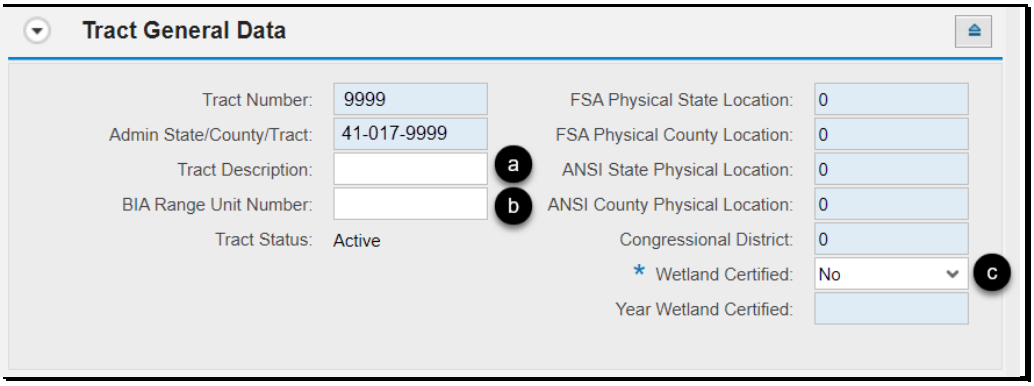
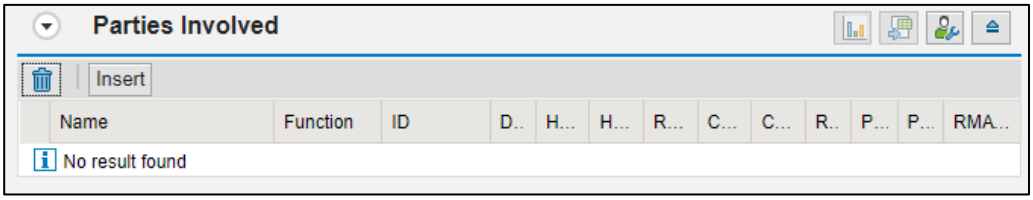
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create CRM Tract (Continued)
8 (cont.)	Upon tract creation, an edit session is initiated, the GIS Info assignment block will zoom to the extent of the administrative county, and the system messages will indicate the following requirements of tract creation: • Assign an Owner to the Tract. • Tract must have at least one field • HEL Determination is required. 

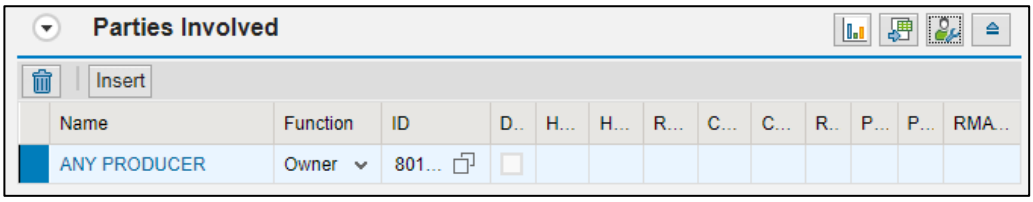
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create CRM Tract (Continued)
9	Within the Tract General Data assignment block, enter the following tabular data as applicable. a. Tract Description. It is recommended to enter a tract description such as the section, township, and range. **Do not enter any PII data into this field.** b. BIA Range Unit Number. The BIA Range Unit Number is a manual entry when applicable. c. Wetland Certified. The Wetland Certified value defaults to "No". Only update to "Yes" or "Partial" after receiving an official determination from NRCS on NRCS-CPA-026e. 
10	Within the Parties Involved assignment block, add an owner.  • CLICK **"Insert"**. • CLICK **"Open Input Help"**  under the ID column.

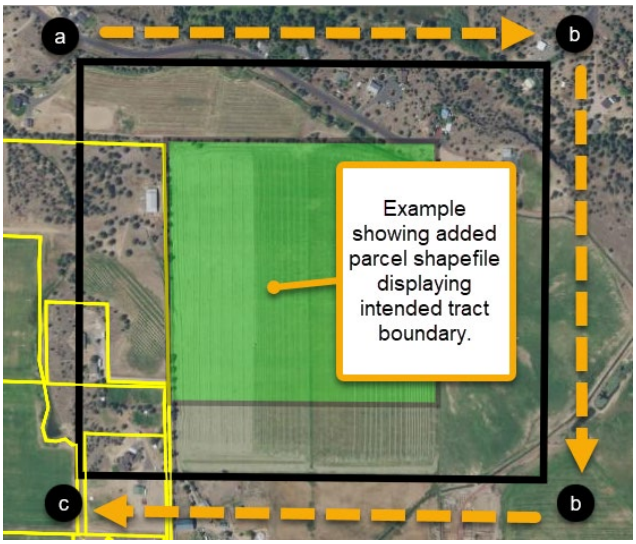
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create CRM Tract (Continued)
10 (cont.)	• Within the Search: Partners window, enter the applicable information in the Search Criteria. • CLICK **"Search"** in the Search: Partners window. • CLICK on the hyperlinked Common Customer Name to populate the customer as the owner for the new farm. **Note**: If multiple results are returned, identify the correct producer by examining the customer Business Partner records.  **Note:** Other Producers, referred to as Other Tenants in CRM, can be added at the tract or field level following the same steps as adding an owner and setting the Function to Other Tenant using the drop-down.
11	CLICK "**Save**"  on the CRM toolbar to save the farm record with the new tract and owner.
	Create GIS Tract
12	CLICK **"Edit"** on the CRM toolbar to open an edit session.
13	Select the tract level in the farm hierarchy.
14	Within the map display, navigate to the location of the new tract according to paragraph C.
15	Zoom to the edit scale of 1:4,514 or closer.
16	CLICK **"New Tract"**  to open the toolbar in the map display.

291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
17	The Create AOI tool is active by default and the following message will display. Info : Please draw a polygon to define 'Area of Interest'. Double-click to complete the polygon. The AOI is not the tract boundary but defines the area in which the tract will be created. The AOI does not need to be precise but should be larger than the tract boundary to be delineated. Create the AOI as follows. • Click outside the extent of the intended tract to begin delineating the AOI. When creating a large tract, it may be necessary to zoom out to be sure the AOI is larger than the actual tract. The AOI will draw as a red polygon. • Continue delineating the AOI boundary to create a polygon shape. • Double click to complete the AOI before the point of beginning. The final AOI will be displayed as a black polygon.  **Notes:** CLICK **"Undo"** or PRESS **"Z"** on the keyboard to remove previously placed vertices. PRESS **"Esc"** to delete the entire delineation and draw again.

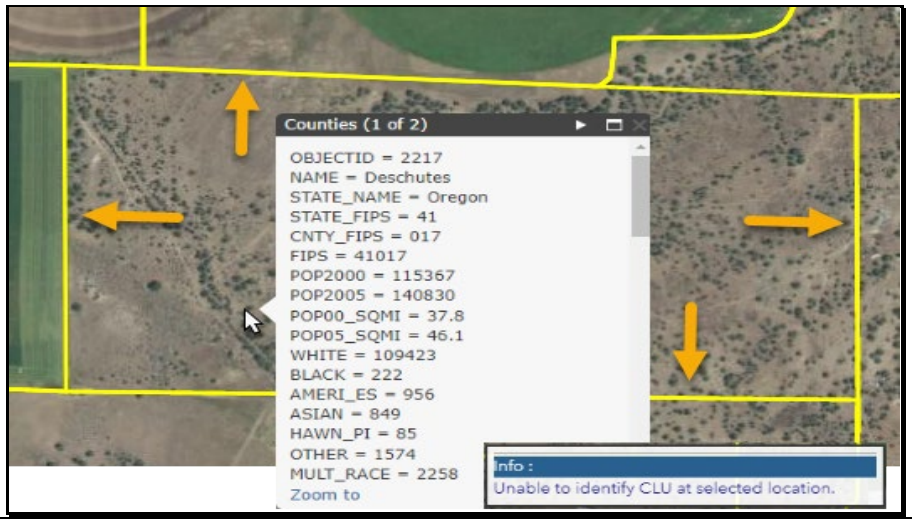
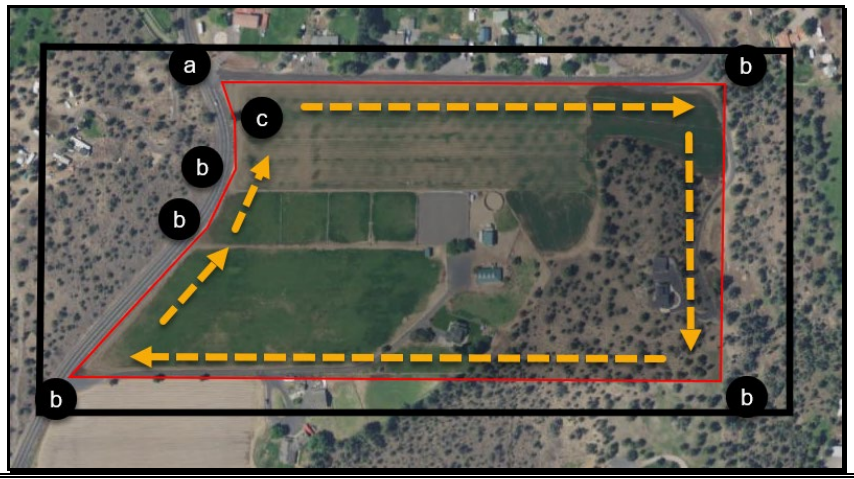
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
18	After completing the AOI boundary, users are prompted to begin delineating the tract and the Create Tract tool will automatically be activated.  The initial tract boundary must include all land within the tract. Determine which of the following scenarios is applicable and choose the method required to delineate the new tract. • **Stand-alone Tract** - The new tract will reside in an open area not bordered by existing CLU's. See Step 11a.  • **Shared Boundary Tract** - The new tract needs to be appended to existing CLU's to create shared boundaries. See Step 11b.  

291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
18 (cont.)	• **Completely Enclosed Tract** - The empty area is surrounded by existing CLU's. See Step 11c. **Note:** The following example shows the Identify function being used to verify that there are no existing CLU's at the location clicked. 
18a	Stand-alone Tract - The new tract will reside in an open area not bordered by existing CLU's. **Note:** Users should ensure the map display is zoomed in to at least edit scale (1:4,514) to accurately delineate the tract boundary. The tract boundary draws as a red polygon. 

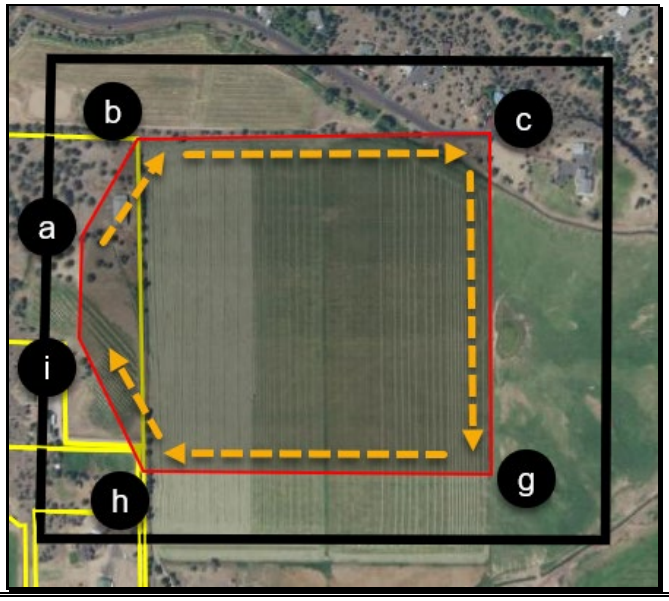
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
18a (cont.)	Create the stand-alone tract boundary as follows. • Start at any corner along the intended tract boundary and CLICK to begin. • Continue delineating the boundary by clicking at each location where the line changes direction to add a vertex. • Double-click prior to the first vertex to complete the tract boundary. **Note:** Do not end on the first vertex placed. **Methods to Undo:** • CLICK "**Undo**" or PRESS **"Z"** on the keyboard to remove previously placed vertices. • PRESS "**Esc**" to delete the entire delineation and draw again. The map display will highlight and zoom to the extent of the new tract boundary. Proceed to Step 20. 

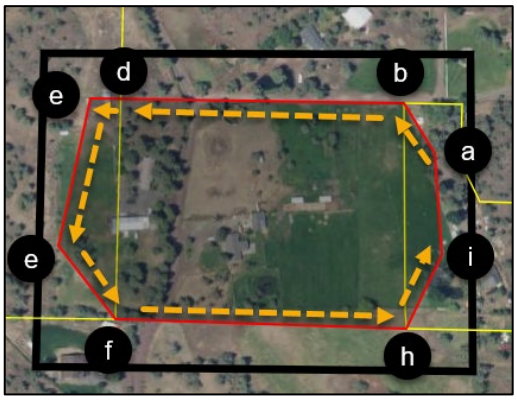
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
18b	**Shared Boundary Tract** - The new tract needs to be appended to existing CLU's to create shared boundaries. Users should be aware of the following. • When adjacent CLU boundaries exist, shared boundaries must be created. This is not accomplished by tracing the existing boundaries, but by utilizing the trim back functionality. • Snapping should be utilized as applicable. • Areas of the new tract with no shared boundaries must be accurately delineated. **Note:** Users should ensure the map display is zoomed in to at least edit scale (1:4,514) to accurately delineate the tract boundary. In shared boundary scenarios, the map display must be zoomed in closer than edit scale to ensure accurate snapping. The tract boundary draws as a red polygon. 

291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
18b (cont.)	Create the shared boundary tract as follows. Users can start drawing the tract boundary at any location. Steps will vary based on the specific tract scenario and not all steps will always be applicable. In the following steps, the delineation begins within an adjacent CLU and associated steps are depicted in the above examples.  • Click within an adjacent CLU boundary. • Perform a snap check where the new tract boundary will align with the existing CLU and snap to existing vertices as applicable to begin delineating the new portion of the boundary. If no vertices are found during the snap check, cross the CLU in alignment with the intended tract boundary. • Continue delineating the tract by accurately clicking at each location where the boundary changes direction. **Note:** In instances where another shared boundary needs to be created, overlap existing CLU's to use the trim back functionality: • Perform a snap check at the edge of the existing CLU and snap to existing vertices as applicable, crossing into the adjacent CLU. Continue with the delineation inside the existing CLU's. Do not attempt to trace an existing CLU boundary. Boundaries delineated through existing CLU's are trimmed back to create the shared boundary. As the delineation exits the adjacent CLU, perform a snap check where the new tract boundary will align with the existing CLU and snap to existing vertices as applicable.

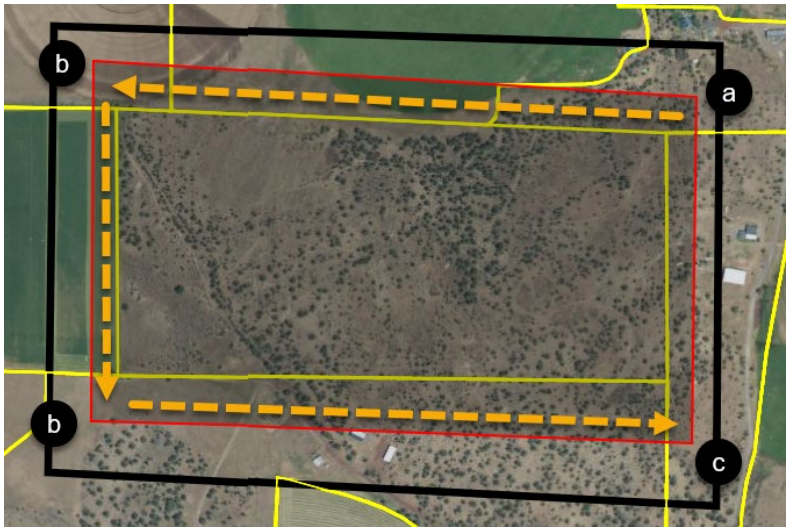
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
18b (cont.)	To finish the delineation. • Continue delineating the tract by accurately clicking at each location where the boundary changes direction. • As the delineation nears completion, perform a snap check where the new boundary will align with an existing CLU and snap to existing vertices as applicable, crossing into the adjacent CLU. • **Note:** Do not double-click to finish the boundary while snapping due to the potential of bad geometry (e.g., multiple vertices, slivers, etc.). • Double-click inside the existing CLU to complete the new tract boundary to ensure. **Methods to undo:** • CLICK **"Undo"** or PRESS **"Z"** on the keyboard to remove previously placed vertices. • PRESS **"Esc"** to delete the entire delineation and draw again. If a contiguous boundary was created, the map display will highlight and zoom to the extent of the new tract boundary. Proceed to Step 20. If non-contiguous CLU's were created, proceed to Step 19.  

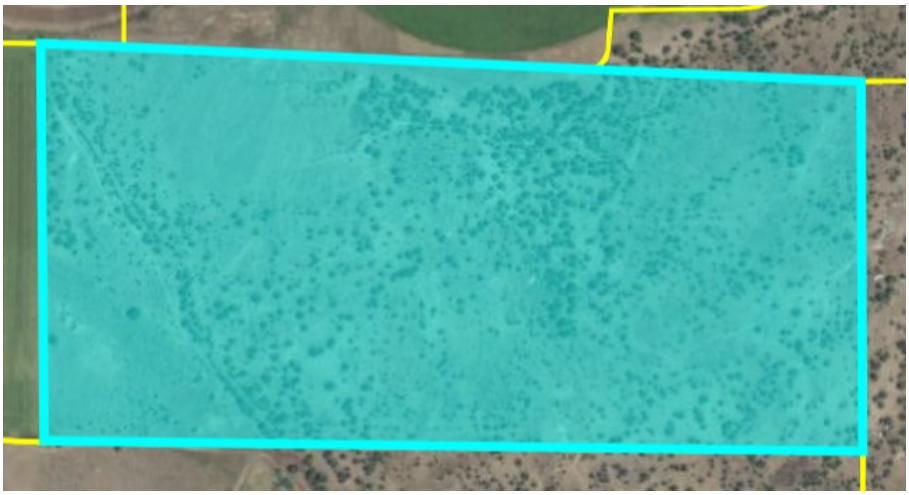
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
18c	**Completely Enclosed Tract** - The empty area is surrounded by existing CLU's. • For a completely enclosed tract, shared boundaries must be created. This is not accomplished by tracing the existing boundaries, but by utilizing the trim back functionality. • Delineate an oversized boundary for the tract through the adjacent existing CLU's. The tract boundary draws as a red polygon.  Create the shared boundary tract as follows. • Click within an adjacent CLU boundary. • Continue with the delineation inside the surrounding CLU's encompassing the entire intended tract area. Do not attempt to trace existing CLU boundaries. Boundaries delineated through existing CLU's are trimmed back to create the shared boundary. **a.** Double-click prior to the first vertex to complete the tract boundary.

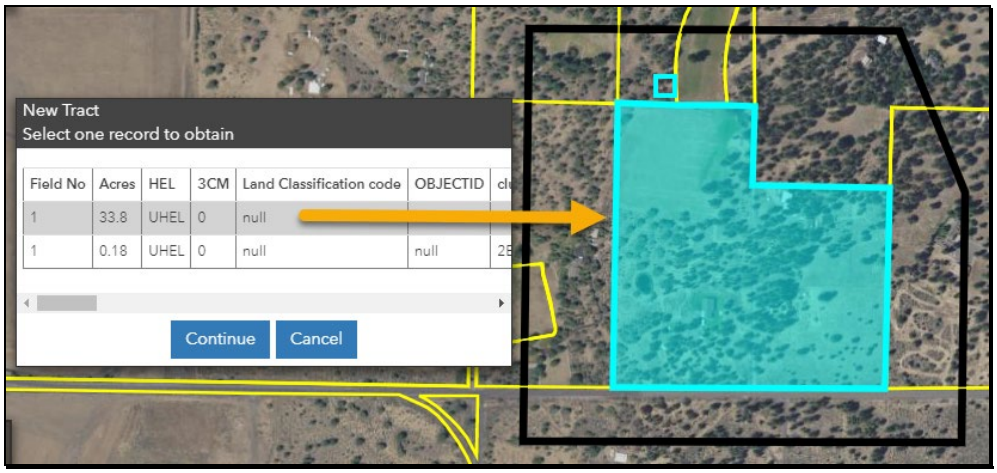
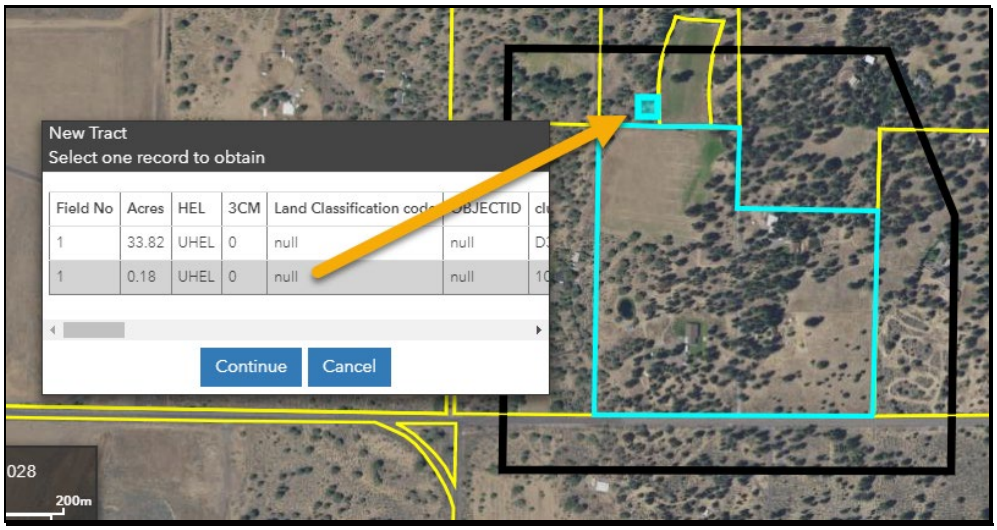
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
18c (cont.)	**Methods to undo.** • CLICK **"Undo"** or PRESS **"Z"** on the keyboard to remove placed vertices. • PRESS **"Esc"** to delete the entire delineation and draw again. If a contiguous boundary was created, the map display will highlight and zoom to the extent of the new tract boundary. Proceed to Step 20. If non-contiguous CLU's were created, proceed to Step 19. 

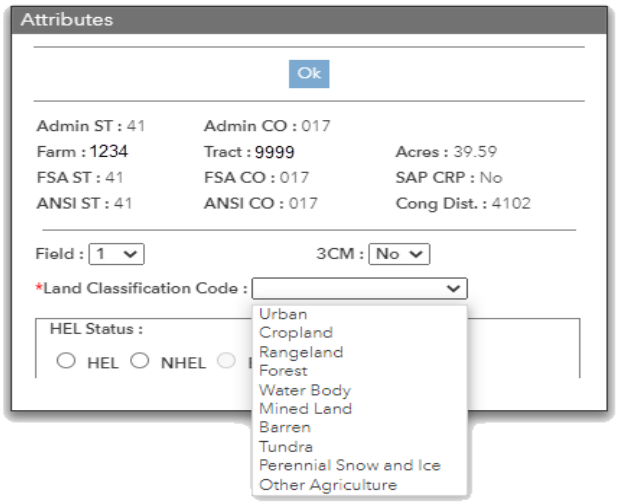
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
19	**Possible Result – Multiple CLU's Created:** If the initial tract boundary results in multiple CLU's, the New Tract table will appear. The potential tract boundaries are highlighted. Selecting a row in the table will display the corresponding area in the map display with a transparent fill.   The user must take one of the following actions. • Select the row in the New Tract table that accurately depicts the intended tract boundary and CLICK **"Continue"** or • CLICK **"Cancel"** to close the New Tract table and redraw the tract boundary.

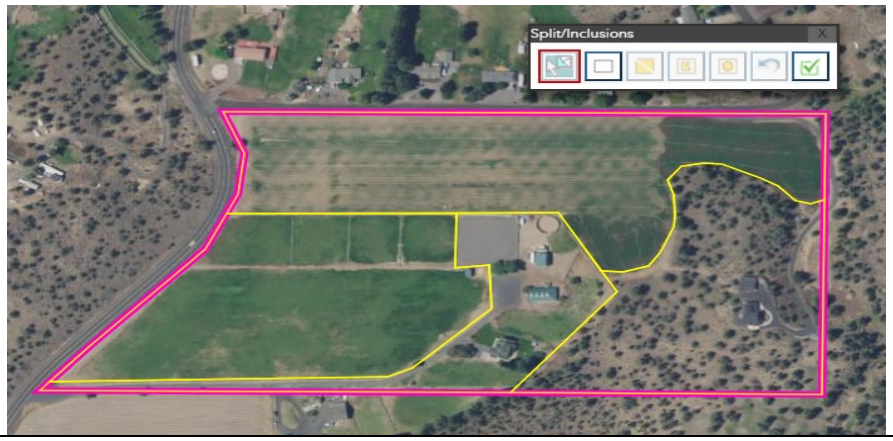
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
Create GIS Tract (Continued)	
20	The Attributes window opens. The Land Classification Code field is required. Choose the best entry for the new tract. • If the final representation of the tract will only contain one field, the 3CM, Land Classification Code, and HEL Status attributes must be verified and updated to accurately reflect the correct value. • If the final representation of the tract will be split into multiple fields, select an applicable Land Classification Code. It is not recommended to select cropland. The 3CM and HEL Status attributes can remain at the default value until the fields are delineated into their final representation. **Note:** CLU level HEL Status is recorded as "UHEL" until NRCS has provided the County Office with a written determination on NRCS-CPA-026e. 
21	CLICK **"OK"** to accept attribute changes and close the Attributes window. The system will return the message "New Tract created successfully. To continue editing please 'Save'". 

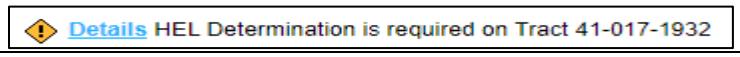
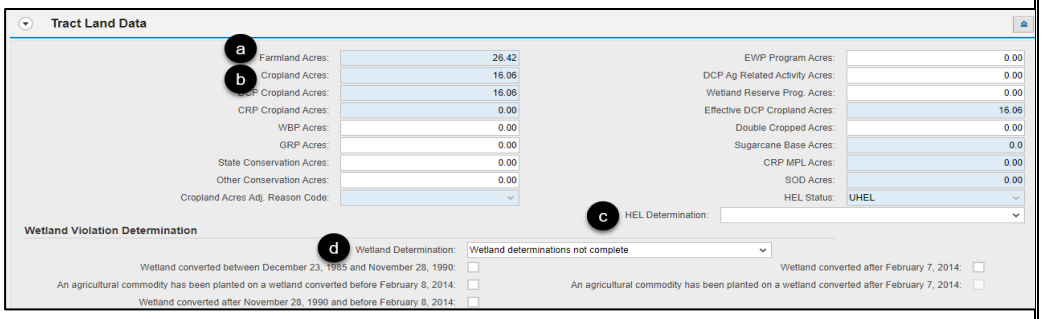
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Create GIS Tract (Continued)
22	CLICK **"Save"** on the CRM toolbar to save the tract. • If the final representation of the tract is a single CLU, proceed to Step 30. • If the final representation of the tract will contain multiple CLU's and all land is contiguous, proceed to Step 23. • If the final representation of the tract will contain multiple CLU's and land is not contiguous (e.g., divided by a road or a river), see Exhibit 30 for creating a gap in the tract. Once finished, proceed to Step 23 if additional CLU's need to be delineated or Step 30 if no additional CLU's need to be delineated.
	Delineate CLU's
23	CLICK **"Edit"** on the CRM toolbar to open another edit session.
24	Select the tract level in the farm hierarchy.
25	Zoom to the edit scale of 1:4,514 or closer.
26	Use the GIS editing tools, per Section 2 to accurately delineate the CLU boundaries. Ensure the CLU's in the tract are populated with the correct attributes, including 3CM, Land Class Code, and HEL Status. Renumbering CLU's during the farm creation process is allowed and CLU's should be renumbered sequentially starting with "1" while the farm is in In-Creation status. **Note:** CLU level HEL Status is recorded as "UHEL" until NRCS has provided the County Office with a written determination on NRCS-CPA-026e. 
27	CLICK "**Save**" on the CRM toolbar to save edits. It is recommended to save frequently. Review the farm hierarchy and GIS Info assignment block to ensure all edits saved as expected.

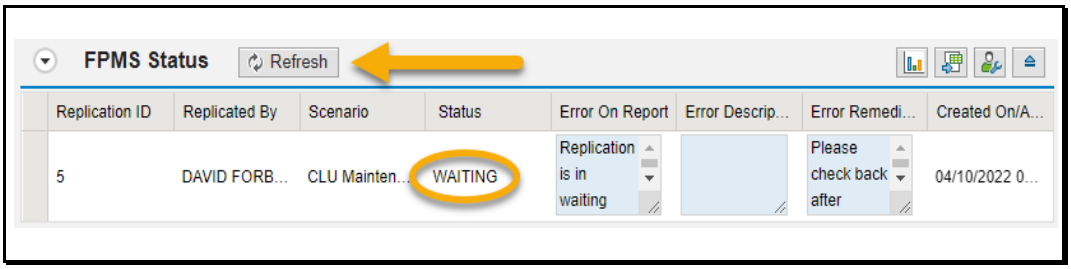
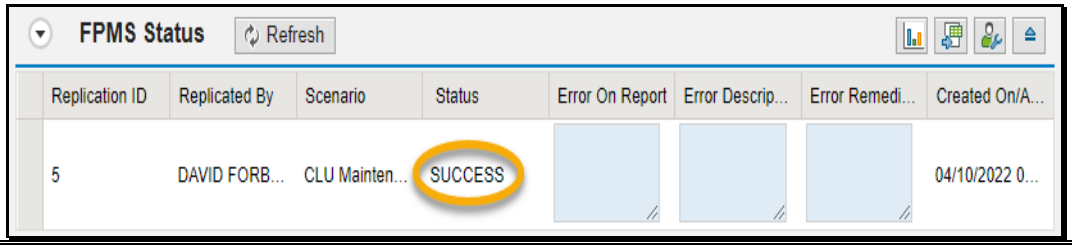
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
Determine Additional Tracts	
28	If additional tracts need to be added to the farm, repeat steps 5-17. If no additional tracts are required, continue to Step 30.
29	If a tract is created in error, it must be removed following instructions in subparagraph D "Removal of Erroneous Tracts" prior to changing the Farm Status to "Active" according to Step 24.
Enter Additional CRM Data	
30	CLICK **"Edit"** on the CRM toolbar to open another edit session. The CRM messages will indicate missing data. Complete the following steps to review and update the Tract Land Data (e.g., HEL Determination). If other data is missing (e.g., Owner), see applicable instructions. 
31	For each tract, select the tract level in the farm hierarchy. Within the Tract Land Data assignment block, verify resulting acreages and enter tabular data as applicable.  • Farmland Acres: Verify the aggregate acreage of all CLU's on the tract is represented. This includes all land within the tract ownership boundary. • Cropland Acres: Verify the aggregate acreage of all cropland CLU's on the tract is represented. This includes all land with a 3CM attribute set to "Yes". • HEL Determination: Enter the HEL Determination based on 6-CP: • If HEL Determinations are required, the 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 determination on the NRCS-CPA-026e. • If HEL Determinations are not required, the Tract level HEL Determination is recorded as "NHEL: No agricultural commodity planted on undetermined fields". • Wetland Determination: Leave at the default determination of "Wetland determinations not complete". Tract level Wetland Determination is recorded as "Wetland determinations not complete" until NRCS has provided the County Office with a determination on NRCS-CPA-026e. See 6-CP.

291 Create a Farm (Continued)

D Action (Continued)

Step	Action
	Activate and Verify Farm Record
32	When all tracts have been completed, navigate to the farm level and review the farm data for accuracy.
33	Navigate to the General Data assignment block and use the Farm Status drop-down menu to change the status from "In-Creation" to "Active".
34	CLICK "**Save**" on the CRM toolbar to save the farm in Active status.
35	Verify the farm has successfully replicated within the FPMS assignment block. • CLICK "Refresh" if the farm has a status of "WAITING".  • The Status should reflect "SUCCESS". Successful replication makes the farm available in other FSA applications for programmatic use. 

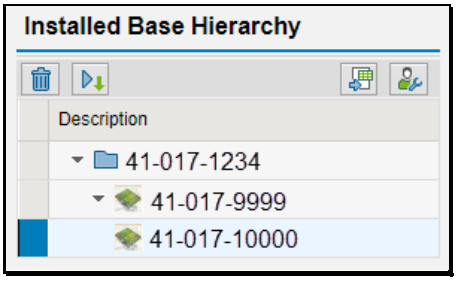
291 Create a Farm (Continued)

E 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 yet have CLU's delineated, the tract can be deleted.

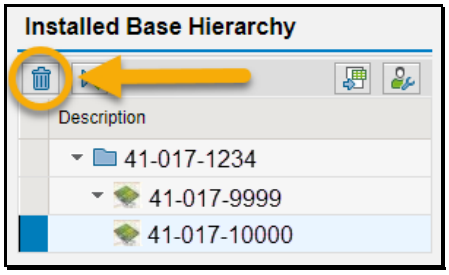
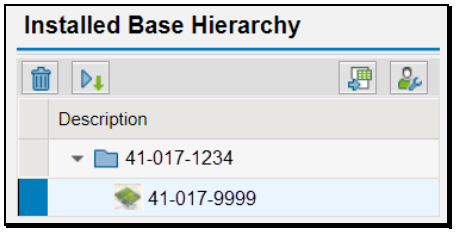
Note: Tracts cannot be removed if CLU's are delineated for the tract or after the farm status has been set to "Active".

Following provides instructions for removing an incorrectly created tract on a farm with In-Creation status.

Step	Action
1	Select the erroneous tract in the farm hierarchy.  **Note**: Tracts without GIS representation do not contain an expand caret in front of the the tract description.
2	CLICK **"Edit"** on the CRM toolbar to open an edit session.

291 Create a Farm (Continued)

E Removal of Erroneous Tracts (Continued)

Step	Action
3	CLICK "**Delete**".  **Note:** If there is GIS representation and "Delete" (trash can) doesn't work, contact the State Farm Records or GIS Specialist.
4	CLICK **"Save"** on the CRM toolbar to save the farm without the erroneous tract. 

291 Create a Farm (Continued)

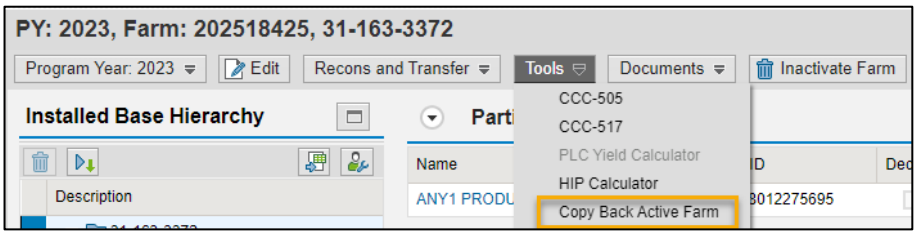
E Common Error Messages

Common error messages that prevent users from saving edits include.

Message	Action
Assign an Owner to the Tract	Add an Owner in the tract level Parties Involved assignment block.
HEL Determination is required for tract XXXX	Add an HEL Determination in the Tract Land Data assignment block.

*--F Replicating Newly Created Farms to Prior Years

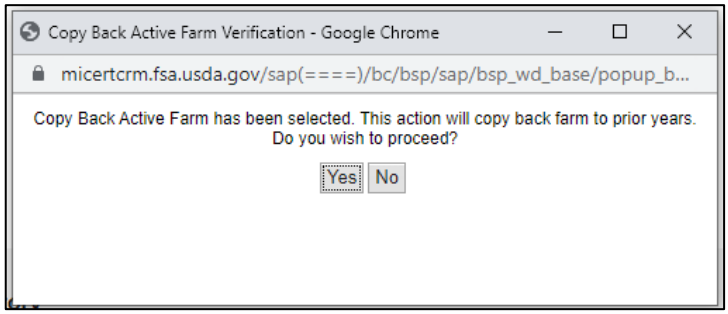
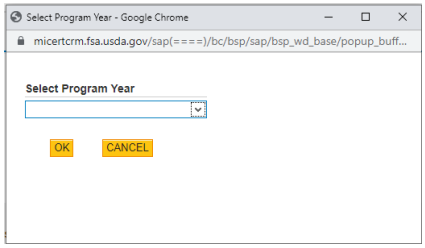
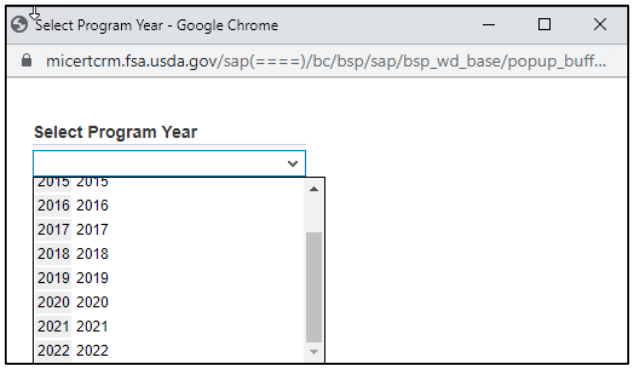
State Office employees with the Grantor Process Specialist – All role have the access to replicate newly created farms to prior years as needed for prior year program participation. See additional provisions in paragraph 25 and Exhibit 7. The following guidance provides the steps to replicate a newly created farm to a prior year.

Step	Action
1	Access the farm in the year it was first created. If the farm can be replicated, the "Copy Back Active Farm" option will be available from the Tools drop-down menu button will be displayed at the bottom of the Farm Screen.  **Note:** If "Copy Back Active Farms" options is not accessible, the farm **cannot** be replicated to prior years because of the rules and validations provided in paragraph 25.

--*

291 Create a Farm (Continued)

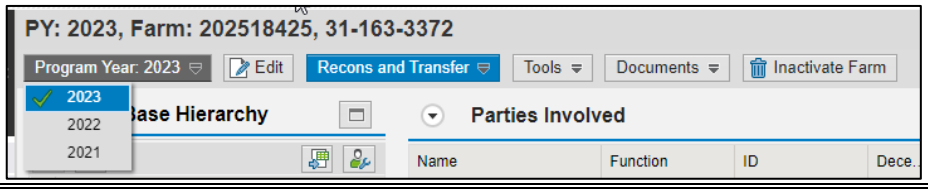
*--F Replicating Newly Created Farms to Prior Years (Continued)

Step	Action
2	CLICK "Yes" in the verification window. 
3	Select the earliest year to copy the farm to in the Select Program Year menu.   CLICK "**OK**."

--*

291 Create a Farm (Continued)

*--F Replicating Newly Created Farms to Prior Years (Continued)

Step	Action
4	Verify the farm replicated to the year select and all subsequent year if applicable. The following is a verification message the farm was copied to prior years successfully.  Access the farm in prior years and verify all records: 

--*

292 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. Farm inactivation is only allowed in current year. The farm inactivation process triggers a workflow that must be approved before the farm is fully inactivated. 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 19
- as the result of a correction.

Prior to obtaining a COC determination of nonagricultural, users should ensure that:

- the farm does not participate in any FSA or NRCS programs.
- no land on the farm meets the definition of cropland according to subparagraph 17 B
- all land on the farm qualifies for a "Non Ag Use" according to Farm Records classification in subparagraph 22 E.

Other considerations prior to farm inactivation.

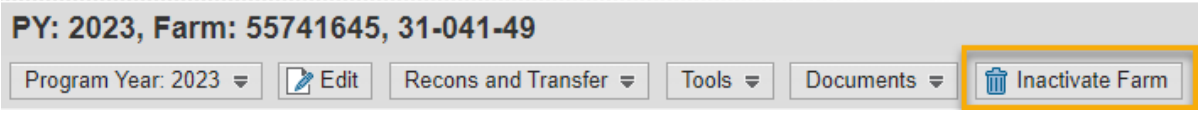
- Farm inactivation is a permanent action. There is no undo function after a farm inactivation is completed.
- Farm inactivation is not authorized instead of completing a reconstitution.
- When a single tract from a multiple tract farm is retired from agricultural production a farm division shall be completed and the resulting single tract farm shall be inactivated.
- 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.
- The farm cannot contain any land that could produce an agricultural commodity, forestry product, conserving use or qualify for a NRCS program. This includes land that meets the land classification of Forest or Rangeland.

292 Inactivate a Farm

B Example

Following is an example of the farm inactivation tool, located * * * on the CRM Toolbar. The farm level must be selected in the farm hierarchy for the "Inactivate Farm" option to be available.

*--

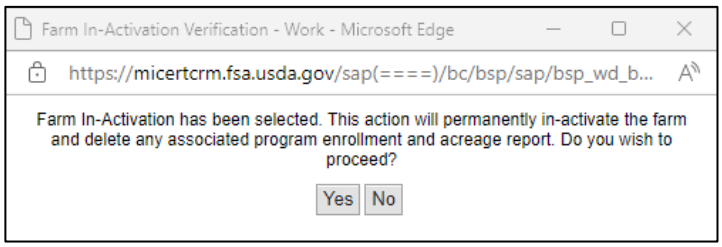
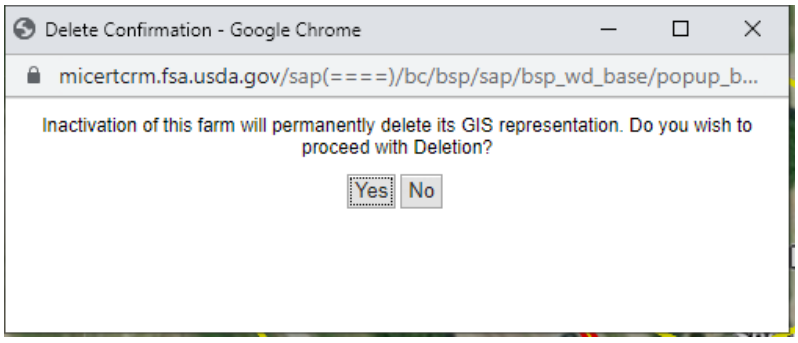


--*

C Action

Following provides the steps to in-activate a farm.

*--

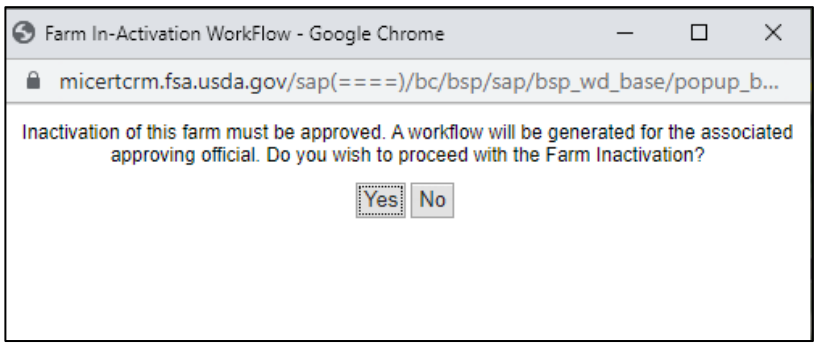
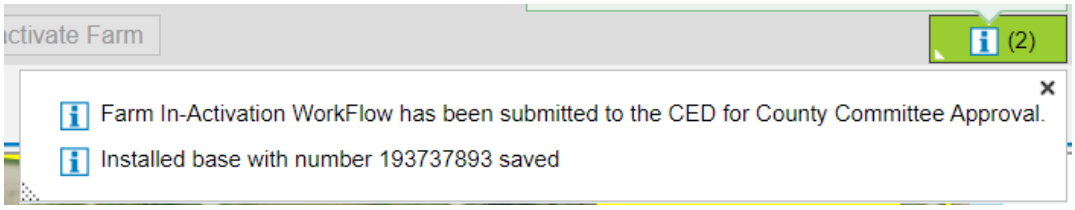
Step	Action
1	Within the farm record, navigate to the farm level in the farm hierarchy.
2	CLICK "**Inactivate Farm**" in the CRM toolbar.
3	The Farm In-Activation Verification window will display.  CLICK the applicable response: • if "Yes" is selected, proceed to Step 4 • if "No" is selected, the process ends.
4	The Delete Confirmation window will display.  CLICK the applicable response: • if "Yes" is selected, proceed to Step 5 • if "No" is selected, the process ends.

--*

292 Inactivate a Farm (Continued)

C Action (Continued)

*--

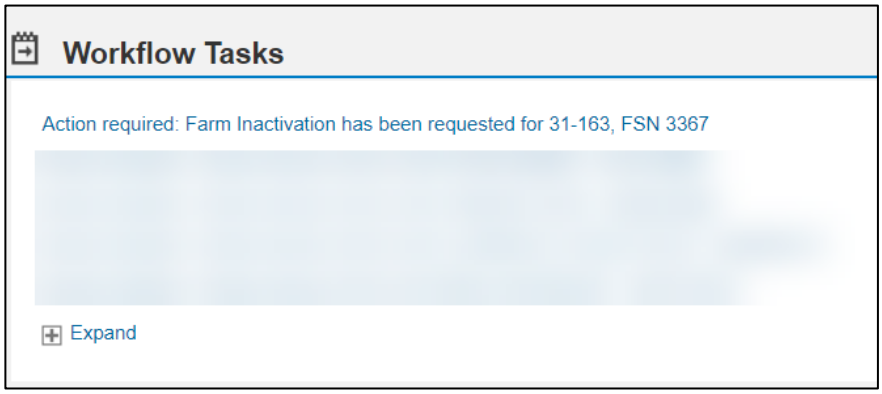
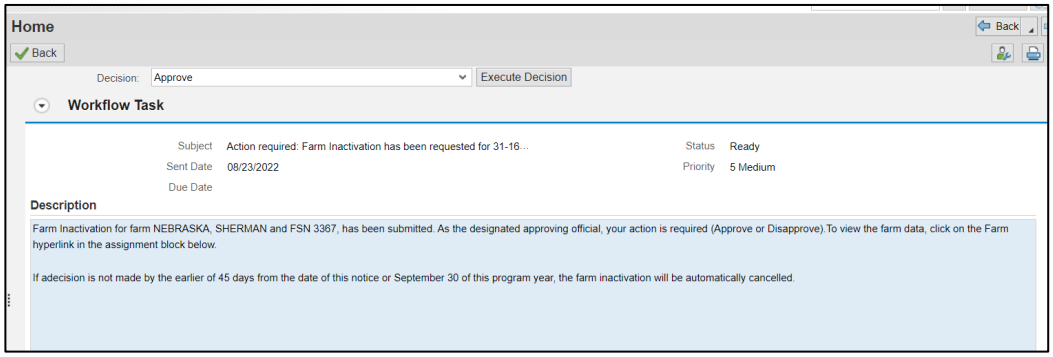
Step	Action
5	The Farm In-Activation Workflow window will display.  Click the applicable response: • if "Yes" is selected, workflow will be submitted to be acted on by the employee in the CED position in Org Structure and any active substitute • if "No" is selected, the process ends. If Yes is selected the following verification message will be generated and the farm will be set to a "Pending" status. 

--*

292 Inactivate a Farm (Continued)

C Action (Continued)

*--

Step	Action
6	Employee in the CED position for the associated county must act on the workflow according to the following to finalize the farm inactivation. Access the "Workflow Tasks" and select the listed workflow.  Approve or disapprove the workflow as applicable.  If the workflow is approved, the farm inactivation is complete. The farm is set to an inactive status, all associated CLU's are permanently deleted, and the farm is no longer available for current year program enrollment. If the workflow is disapproved, the farm is set back to an active status

293-299 (Reserved)

Section 5 Accessing System Wizards, Calculators, Reports, and Documents

300 System Process

A Overview

Automated processes to assist users with updating data, generate reports to document changes, and generate forms or producer notification letters when changes occur have been established within CRM. Processes include.

Process	Description	Type	Location
CCC-505 Base Reduction	Assists with initiating a base reduction due to an out-of-balance tract condition or owner request.	Wizard	*--Tools--* drop-down menu
CCC-517 Base Redistribution	Assists with initiating a base redistribution between tracts due to an out-of-balance tract condition or owner request.	Wizard	*--Tools--* drop-down menu
PLC Yield Update	Assists with updating PLC yields using CCC-867 when allowed by policy or farm bill provisions.	Calculator	*--Tools--* drop-down menu
Establish HIP	Assist with calculating and entering HIP values for HIP eligible crops.	Calculator	*--Tools--* drop-down menu
Base and Yield Adjustment History	Report of farms and tracts where base and yield data has been adjusted in the current FY.	Report	Reports menu from CRM Home page
EC, HIP, PLC Yields History	Report of farms and tracts where program elections, HIP values, and PLC Yields have been adjusted in the current FY.	Report	Reports menu from CRM Home page
Producer Change History	Report of farms and tracts where producers have been changed in the current FY.	Report	Reports menu from CRM Home page

300 System Process (Continued)

A Overview (Continued)

*--

Process	Description	Type	Location
FSA-156EZ	Summary of all farm and tract data associated with the selected farm. Used to provide to producers and as documentation within a county office.	Document	Documents drop-down menu
FSA-156EZ Multi Year	Allows selection of multiple years to generate a summary of all farm and tract data associated with the selected farm for each year.	Document	Documents drop-down menu
Bulk Print FSA-156EZ	Ability to generate FSA-156EZ for multiple farms at a time.	Document	CRM FR Search Criteria, Results List
Base and Yield Notice	Summary of base, yield, and ARCPLC program data associated with a selected farm. Used to notify producers of changes or provide a summary for county or producer use.	Document	Documents drop-down menu
Producer Notification Letters	Required notification letters to producers when changes have occurred on the farm.	Document	Documents More drop-down menu
Producer Farm Data Report	Nationwide summary of farm and tracts associated with a selected producer. Report available through the BP customer record	Document	CRM Business Partner: Documents drop-down menu within the customer BP record.

--*

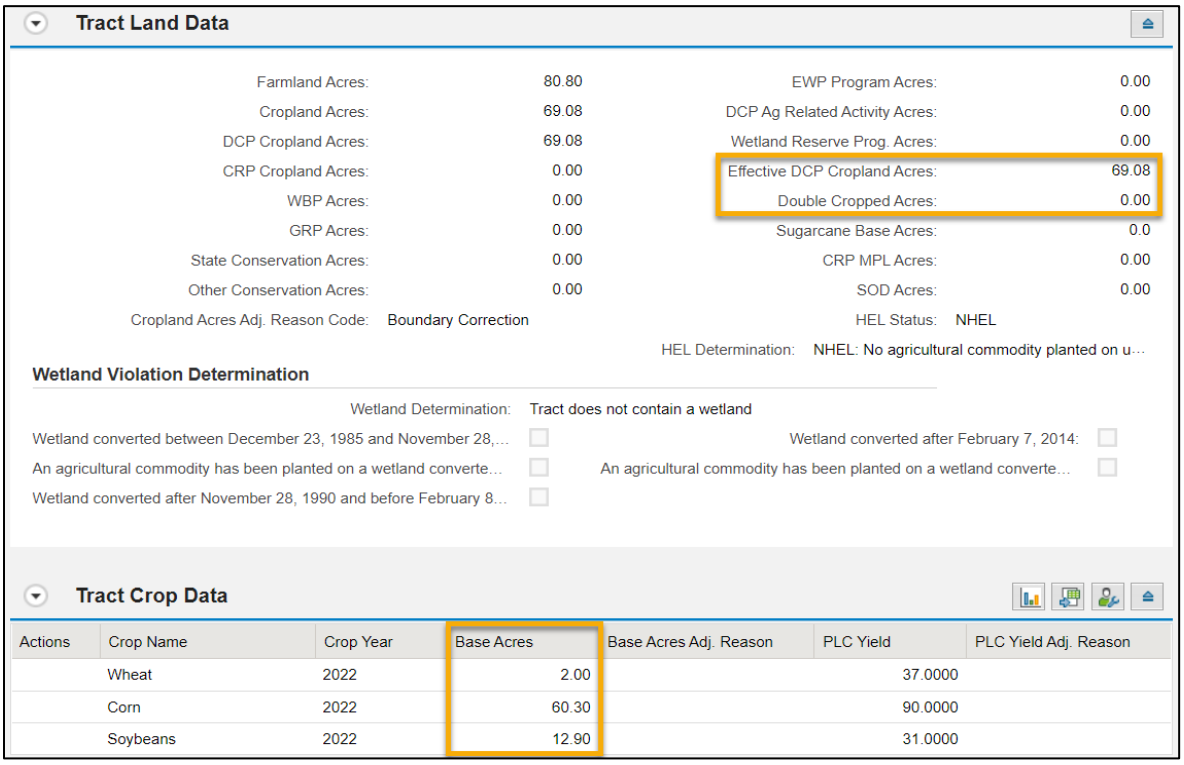
301 Identifying Out-of-Balance Tracts

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. See paragraph 28. Reconstitutions and farm transfers are restricted if out-of-balance tract conditions exist on the farm.

B Example

Following is an example of a tract that is out-of-balance.



Tract Land Data

Farmland Acres:	80.80	EWP Program Acres:	0.00
Cropland Acres:	69.08	DCP Ag Related Activity Acres:	0.00
DCP Cropland Acres:	69.08	Wetland Reserve Prog. Acres:	0.00
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	69.08
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:	Boundary Correction	HEL Status:	NHEL
		HEL Determination:	NHEL: No agricultural commodity planted on u…

Wetland Violation Determination

Wetland Determination: Tract does not contain a wetland

Wetland converted between December 23, 1985 and November 28,…
An agricultural commodity has been planted on a wetland converte…
Wetland converted after November 28, 1990 and before February 8…
Wetland converted after February 7, 2014:
An agricultural commodity has been planted on a wetland converte…

Tract Crop Data

Actions	Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	PLC Yield	PLC Yield Adj. Reason
	Wheat	2022	2.00		37.0000	
	Corn	2022	60.30		90.0000	
	Soybeans	2022	12.90		31.0000	

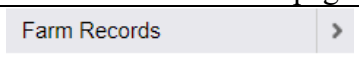
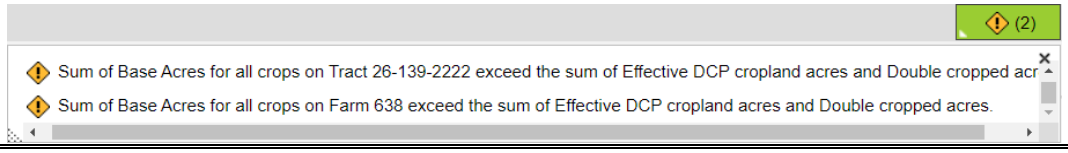
In this example, the tract has 75.2 acres of base with 69.08 acres of Effective DCP Cropland. The tract is out-of-balance due to the total base acres exceeding the total Effective DCP Cropland Acres plus Double Cropped acres.

301 Out-of-Balance Tracts (Continued)

C Notification of Out-of-Balance Condition

When "Edit" is selected from the CRM Toolbar a warning message is 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.

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**". 
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. 

302 Out-of-Balance Tract Report

A Overview

The National Office provides a monthly out-of-balance tract report to State contacts. See paragraph 351 on remediation. Additionally, State GIS Specialists have GIS tools and instructions for creating a State Out-of-Balance Tract Report. See Exhibit 35. This report is required to 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 28. 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**.

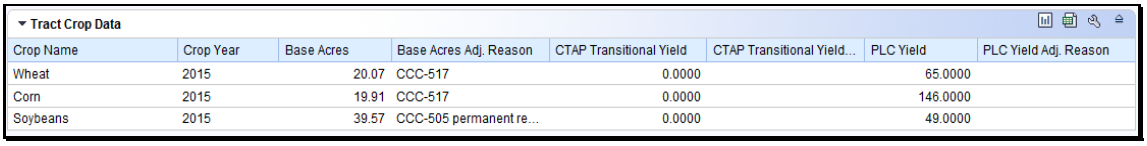
303 Manually Adjusting Base and Yield Data

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. Users should use the automated CCC-505 and CCC-517 wizards to generate the required forms and complete all base adjustments unless an issue with the application or program issue limits the use of the automated tools. See paragraphs 304 and 305 to complete base adjustments through the applicable automated wizard.

B Example

Following is an example of adjusted bases Tract Crop Data assignment block because Out-of-Balance Tracts.

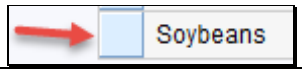


Tract Crop Data

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 Manually Decreasing Base Acres or Yields

Once the out-of-balance tract has been selected, manually decrease base acres, or yields according to 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. 
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.

303 Manually Adjusting Base and Yield Data (Continued)

C Actions for Manually Decreasing Base Acres or Yields (Continued)

Step	Action
Base Acres Adj. Reason	Select 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 Reduction Residential CCC-517 COC Redistribution COC Reduction Correction CRP Expired/Terminated Relief given to correct base and yield data.
CTAP Transitional Yield Not listed after 2019	CTAP yields are decreased 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.
CTAP Transitional Adj Reason Not listed after 2019	Select 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 CCC-518 COC Redistribution COC Reduction Correction CRP Expired/Terminated Relief given to correct base and yield data.

303 Manually Adjusting Base and Yield Data (Continued)

C Actions for Manually Decreasing Base Acres or Yields (Continued)

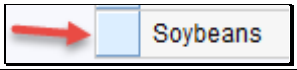
Step	Action
PLC Yield	PLC yields are decreased by manually adjusting the yield value. Whenever an adjustment is made to the PLC Yield an adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for PLC Yield Adjustment Code.
PLC Yield Adj. Reason	Select 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 Reduction Residential CCC-517 CCC-518 COC redistribution COC reduction Correction Relief given to correct base and yield data.

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.

303 Manually Adjusting Base and Yield Data (Continued)

D Actions for Manually Increasing Base Acres or Yields

Once the tract has been selected, manually 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. 
Crop Name	System populated. No action necessary.
Crop Year	System populated. No action necessary.
Base Acres	Base acres are increased by manually adjusting the base acres amount. 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 Correction Increase due to CLU certification Increase due to CRP expiration or termination Relief given to correct base and yield data.

303 Manually Adjusting Base and Yield Data (Continued)

D Actions for Manually Increasing Base Acres or Yields (Continued)

Step	Action
CTAP Transitional Yield Not listed after 2019	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.
CTAP Transitional Adj Reason Not listed after 2019	Select the appropriate reason code that applies to the situation: Appeal CCC-517 CCC-518 COC Redistribution Correction Increase due to CLU certification Increase due to CRP expiration or termination Relief given to correct base and yield data.
PLC Yield	PLC yields are increased 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. Reason	Select the appropriate reason code that applies to the situation: Appeal CCC-517 CCC-518 COC Redistribution Correction Increase due to CLU certification Increase due to CRP expiration or termination Relief given to correct base and yield data.

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.

303 Manually Adjusting Base and Yield Data (Continued)

E Common Error Messages

Common Error Messages that prevent users from saving edits include.

Alert	Action
Base Acre Adj. Reason Code is required for the 2015 “crop name” change on Tract XX-XXX-XXXX.	User must manually enter from the drop-down the applicable reason code.
CTAP Transitional Yield Adjustment Reason Code required for 2015 crop change on Tract XX-XXX-XXXX.	User must manually enter from the drop-down the applicable reason code.
PLC Yield Adjustment Reason Code required for 2015 crop change on Tract XX-XXX-XXXX.	User must manually enter from the drop-down the applicable reason code.
The YYYY Base Acres of Tract XX-XXX-XXXX exceed the sum of the Effective DCP acres and Double cropped acres.	User must review and correct base acres prior to saving to ensure out-of-balance tracts do not result.

304 Automated CCC-505 Base Reduction Wizard

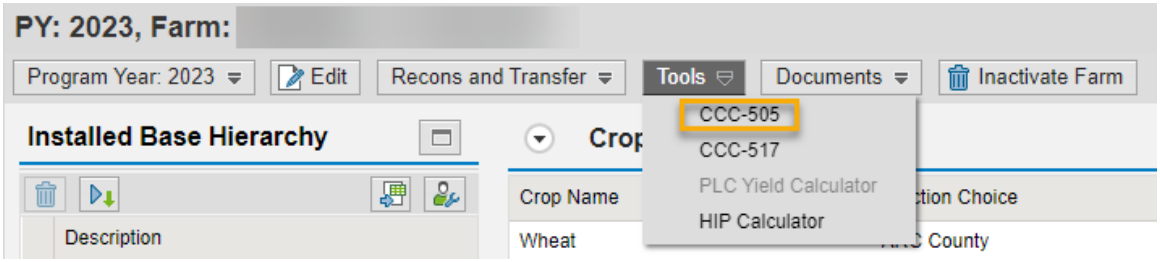
A Overview

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 25 for instructions on how to access the work instruction.

B Example

Following is an example of the location of the CCC-505 Tool.
*--

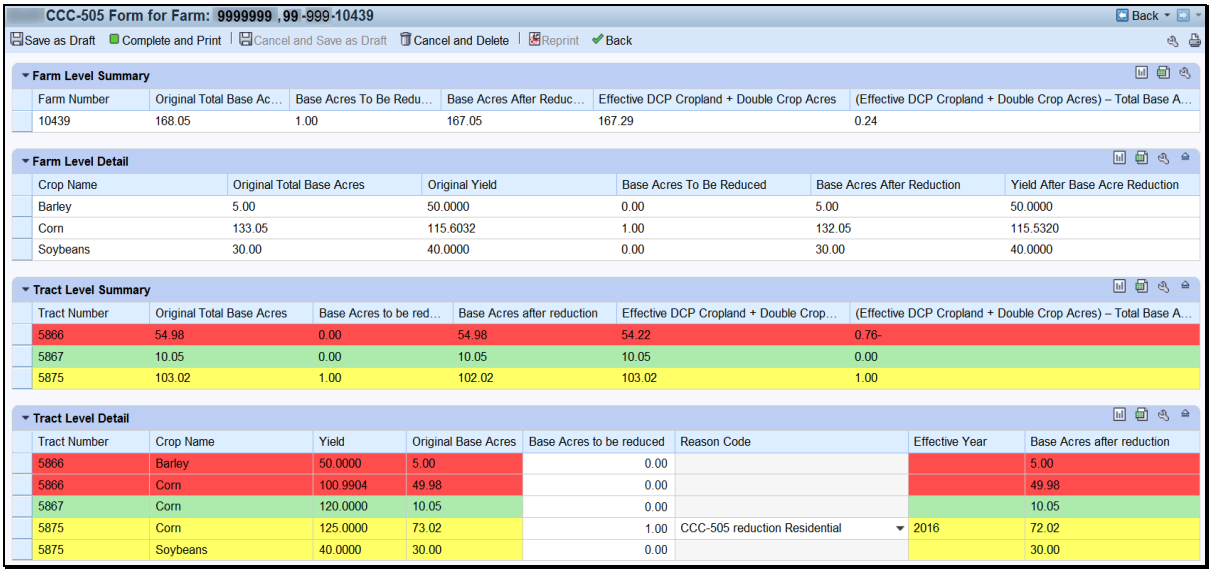


The user must be at the farm level in the farm hierarchy to select “CCC-505” from the “Tools” drop-down menu. When at the tract or field level in the CRM hierarchy,--* “CCC-505” displays in the menu, but is not selectable.

304 Automated CCC-505 Base Reduction Wizard (Continued)

B Example (Continued)

Following is an example of the automated CCC-505.



CCC-505 Form for Farm: 9999999 ,99 -999-10439

Back

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

Farm Level Summary

Farm Number	Original Total Base Ac…	Base Acres To Be Redu…	Base Acres After Reduc…	Effective DCP Cropland + Double Crop Acres	(Effective DCP Cropland + Double Crop Acres) – Total Base A…
10439	168.05	1.00	167.05	167.29	0.24

Farm Level Detail

Crop Name	Original Total Base Acres	Original Yield	Base Acres To Be Reduced	Base Acres After Reduction	Yield After Base Acre Reduction
Barley	5.00	50.0000	0.00	5.00	50.0000
Corn	133.05	115.6032	1.00	132.05	115.5320
Soybeans	30.00	40.0000	0.00	30.00	40.0000

Tract Level Summary

Tract Number	Original Total Base Acres	Base Acres to be red…	Base Acres after reduction	Effective DCP Cropland + Double Crop…	(Effective DCP Cropland + Double Crop Acres) – Total Base A…
5866	54.98	0.00	54.98	54.22	0.76-
5867	10.05	0.00	10.05	10.05	0.00
5875	103.02	1.00	102.02	103.02	1.00

Tract Level Detail

Tract Number	Crop Name	Yield	Original Base Acres	Base Acres to be reduced	Reason Code	Effective Year	Base Acres after reduction
5866	Barley	50.0000	5.00	0.00			5.00
5866	Corn	100.9904	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 Residential	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.

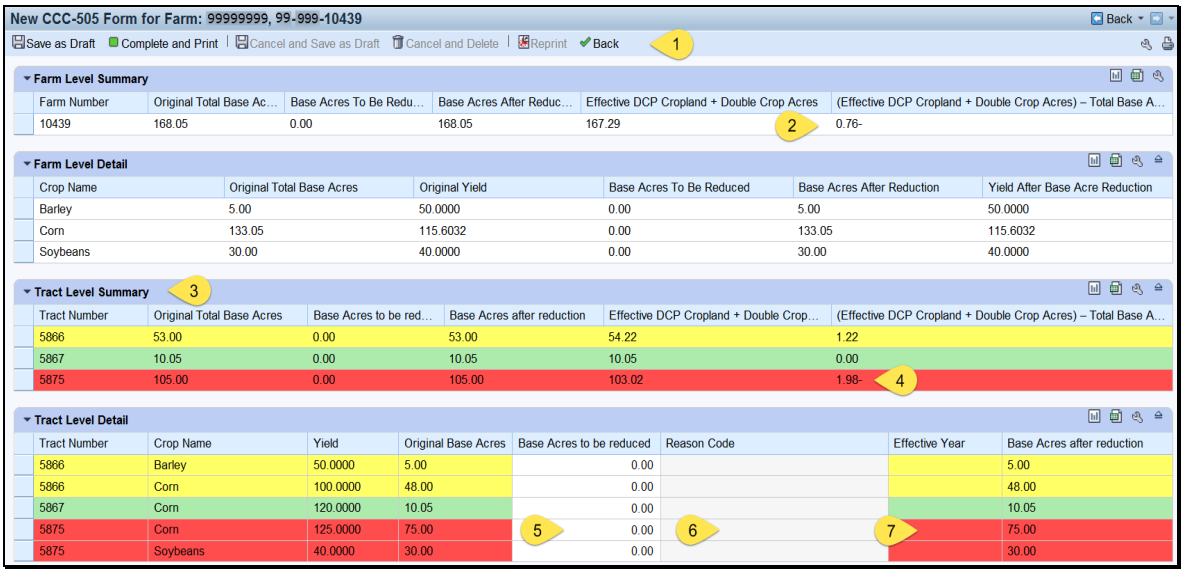
The tract level summary and tract level detail sections are color coded according to their status as over-based (red), fully-based (green), and under-based (yellow).

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.

304 Automated CCC-505 Base Reduction Wizard (Continued)

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.



A reduction to the current base data on the farm is submitted through the CCC-505 wizard according to the following table.

	Item	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. It is not possible to print a draft CCC-505 because draft forms are permitted to contain incomplete or 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.

304 Automated CCC-505 Base Reduction Wizard (Continued)

C Action (Continued)

	Item	Description and Action
1 (Cont.)	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 CCC-505 is generated in PDF format 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. 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.
		Cancel and Delete The user may only cancel and delete existing CCC-505 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.
		Reprint 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 Users may return to the farm record at any time by CLICKING **"Back"**. If entries have been made in the tool the user is prompted to save edits. CLICKING **"Yes"** saves a draft of the CCC-505. CLICKING **"No"** returns the user to the farm record without saving any existing entries.

304 Automated CCC-505 Base Reduction Wizard (Continued)

C Action (Continued)

	Item	Description and Action
1	(Effective DCP Cropland + Double Crop Acres) – Total Base Acres	A negative value in this data field at the farm level indicates the farm is over-based. A negative value in this data field at the tract level indicates the tract is over-based.
2	Color-coded tract level data	Over-based tracts are color-coded as red in both the tract level 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.
3	Over-based tract indicator	Over-based tracts are shown in the tract level summary section 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.
4	Base Acres to be Reduced	The "Base Acres to be Reduced" column in the tract level detail section is editable to allow the user to select applicable tracts and crops that will have base acres reduced and to enter the amount of the reduction. As soon as an entry is made and the user 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.

304 Automated CCC-505 Base Reduction Wizard (Continued)

C Action (Continued)

	Item	Description and Action
5	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. 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.
6	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. When an effective year is selected, the system will hold the pending CCC-505 reduction in the system until the entered effective year. At that time, the system will generate the CCC-505 workflow for approval. CCC-505's submitted with an effective year are not deleted during rollover.

Note: See work instruction **CCC-505_Base Reduction** for more information on completing the automated CCC-505 Base Reduction form.

304 Automated CCC-505 Base Reduction Wizard (Continued)

D Automated CCC-505 Approval

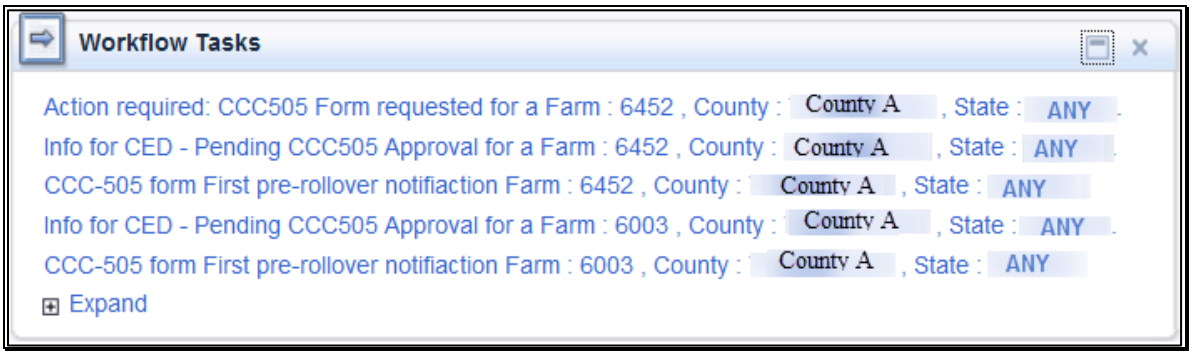
When "Complete and Print" is selected, a workflow is generated and sent to the approving official. Reminder messages are sent to the approving official for forms outstanding for more than 30 calendar days and at designated intervals shortly before FY rollover. Pre-rollover notifications are sent on September 15 and September 25.

Note: If rollover for a specific FY occurs before September 25th, the second pre-rollover notifications are not generated.

Unapproved outstanding CCC-505's are deleted at rollover, except for those forms completed 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 completed through the wizard due to CRP, the system will automatically enter the CCC-505 CRP Reduction Acres when the workflow is approved. See subparagraph E. See paragraph 251 for instructions for updating existing CCC-505 CRP Reduction Acres for a tract.

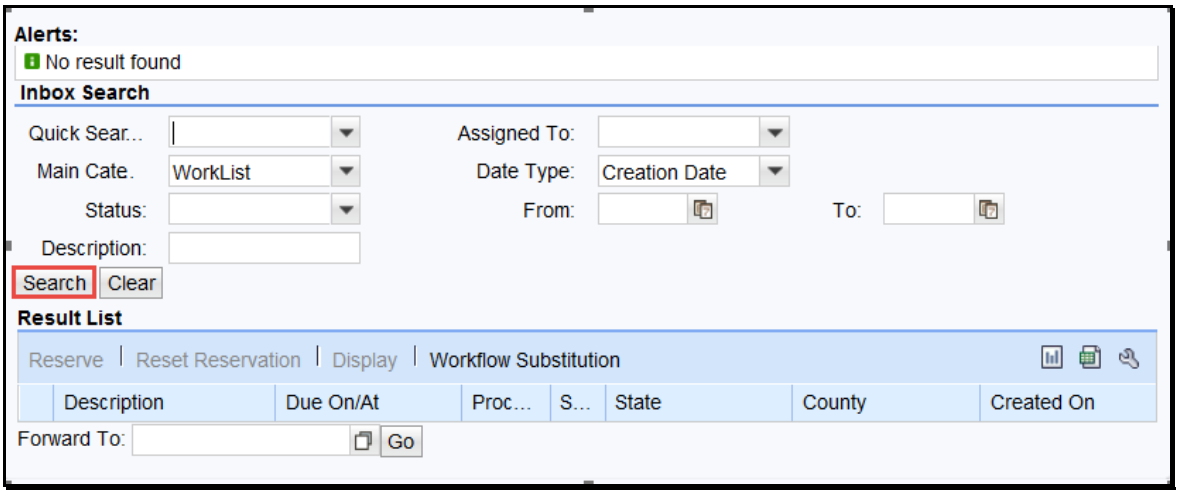
CCC-505 Workflow - The workflow tasks associated with a submitted CCC-505 are shown below in the Workflow Task assignment block for the approving official. Select any of the workflow tasks to review the information or act on the workflow.



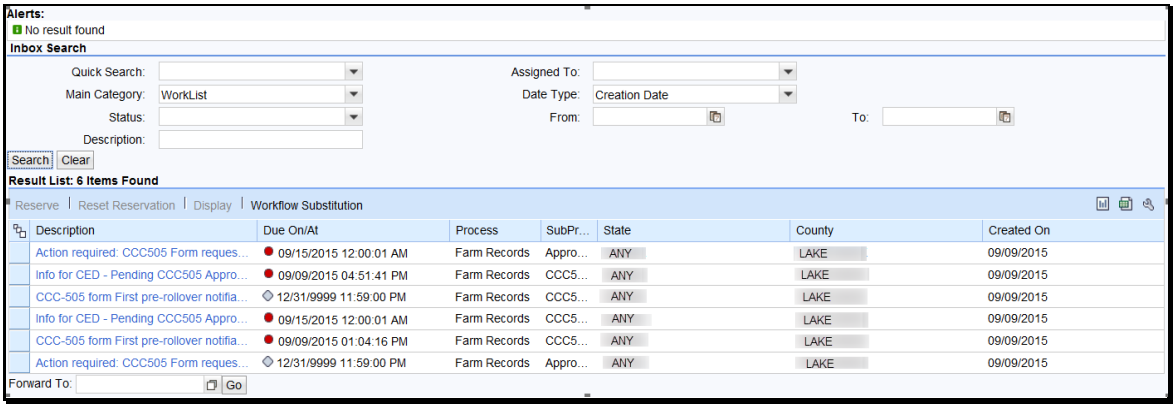
304 Automated CCC-505 Base Reduction Wizard (Continued)

D Automated CCC-505 Approval (Continued)

CCC-505 Worklist Items - To see all items in the users' worklist, select "Worklist" Worklist from the Navigation Menu. On the following screen, CLICK **"Search"** and the items in the worklist will be displayed.



Following is an example of the worklist.

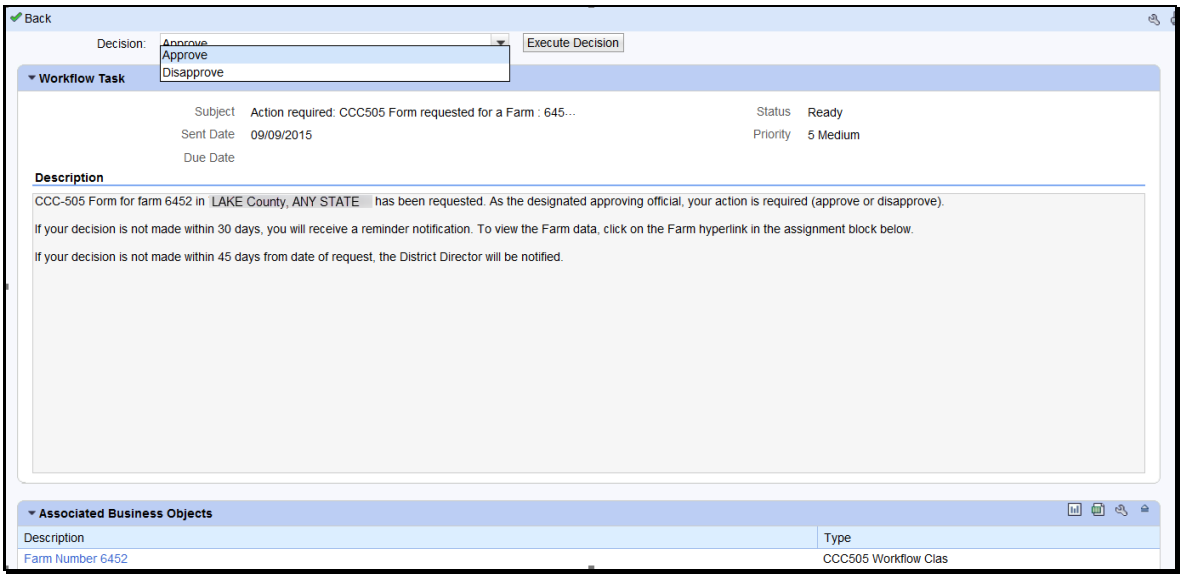


304 Automated CCC-505 Base Reduction Wizard (Continued)

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.



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.

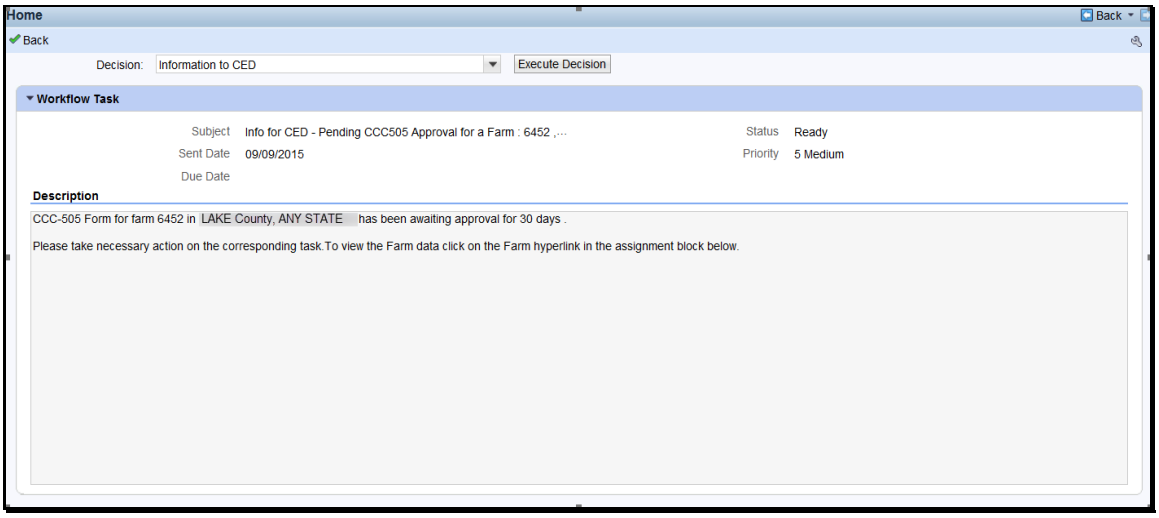
If the CCC-505 workflow is approved and the reason for the base reduction due to CRP enrollment, the approving official is prompted to enter or select the associated CRP contract number. The reduced base acres are automatically entered in the tract level CCC-505 CRP Reduction Data assignment bock with the entered CRP contract number.

304 Automated CCC-505 Base Reduction Wizard (Continued)

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 is notified.

Following is an example of the 30-day reminder notification.



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).

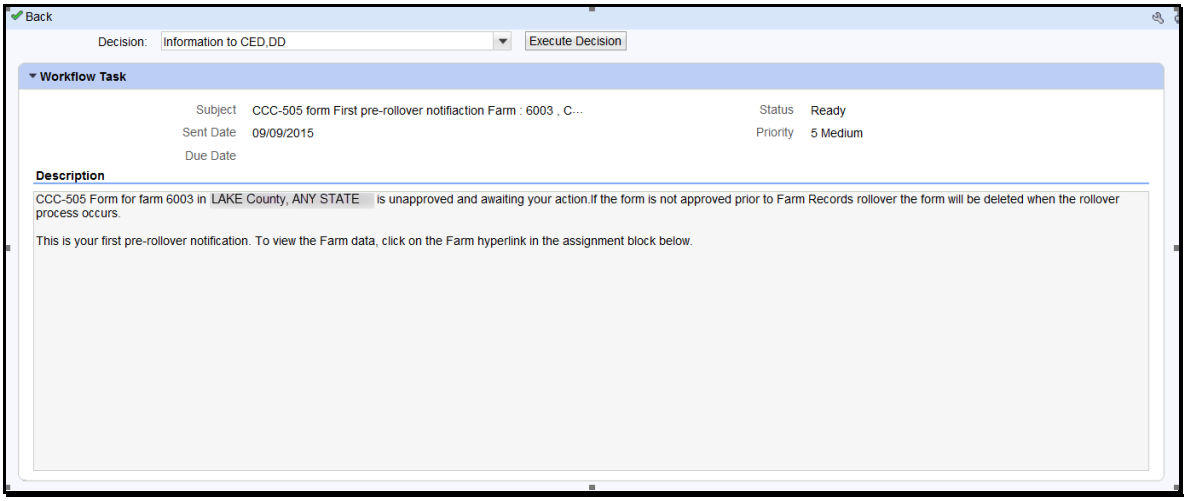
304 Automated CCC-505 Base Reduction Wizard (Continued)

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 is sent on if the workflow remains unapproved prior to the established rollover date for the year.

Following is an example of the pre-rollover notification.



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 is prompted to enter or select the associated CRP contract number. The reduced base acres is entered by the system in the tract level CCC-505 CRP Reduction Data assignment bock with the entered CRP contract number.

305 Automated CCC-517 Base Redistribution Wizard

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.

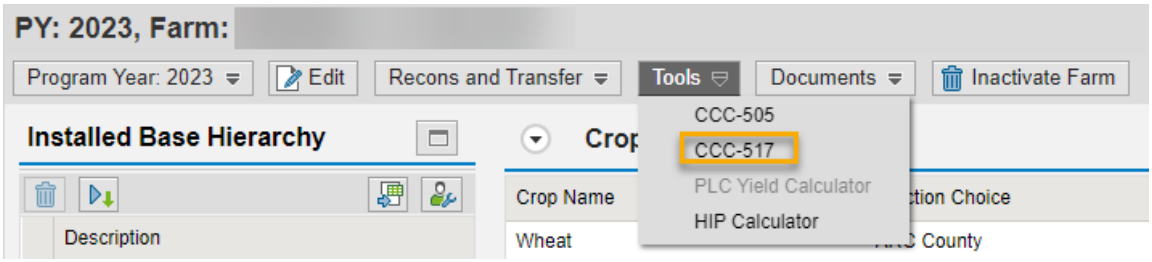
Note: If the farm has more base acres than effective DCP cropland plus double cropped acres, the farm is "over-based", and the CCC-517 tool will not be available. A red, hard-stop error message is generated in the top right corner that States, "Sum of Base Acres for all crops on Farm XXXX exceed the 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 becomes 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 "Tools" menu.**--***

305 Automated CCC-517 Base Redistribution Wizard (Continued)

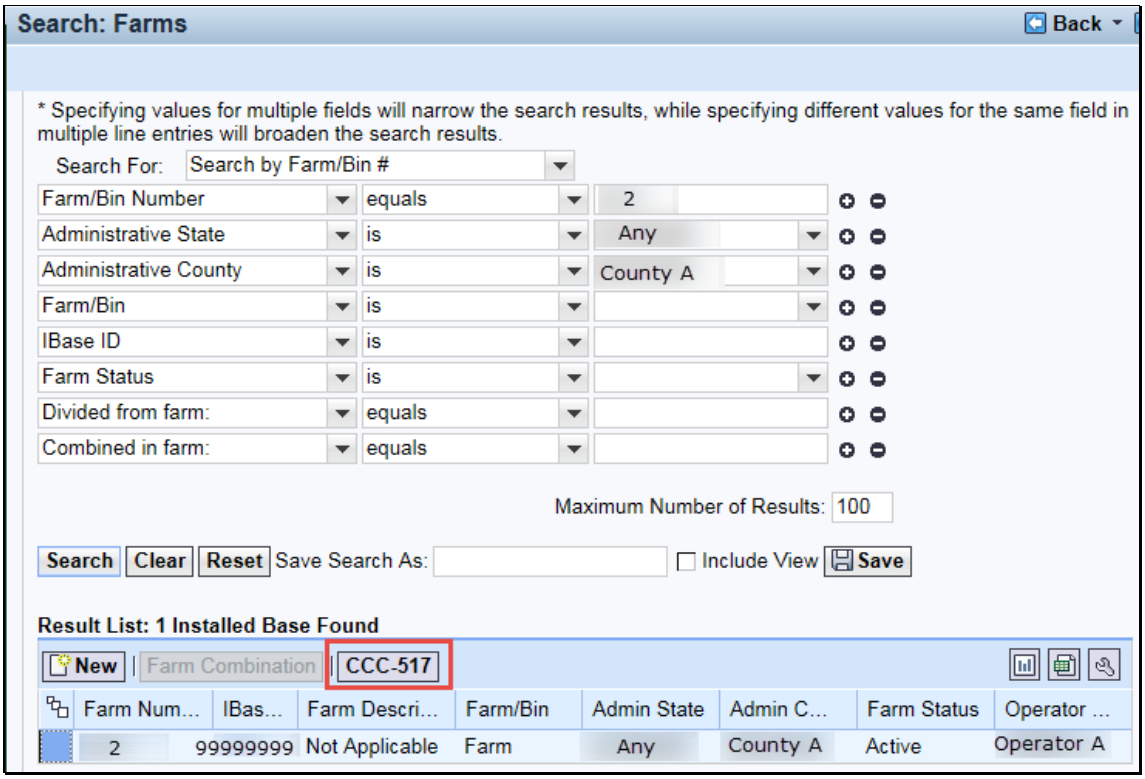
B Examples

The following screen displays the location of the CCC-517 Tool accessed from the *--"Tools" drop-down menu on the CRM toolbar.



--*

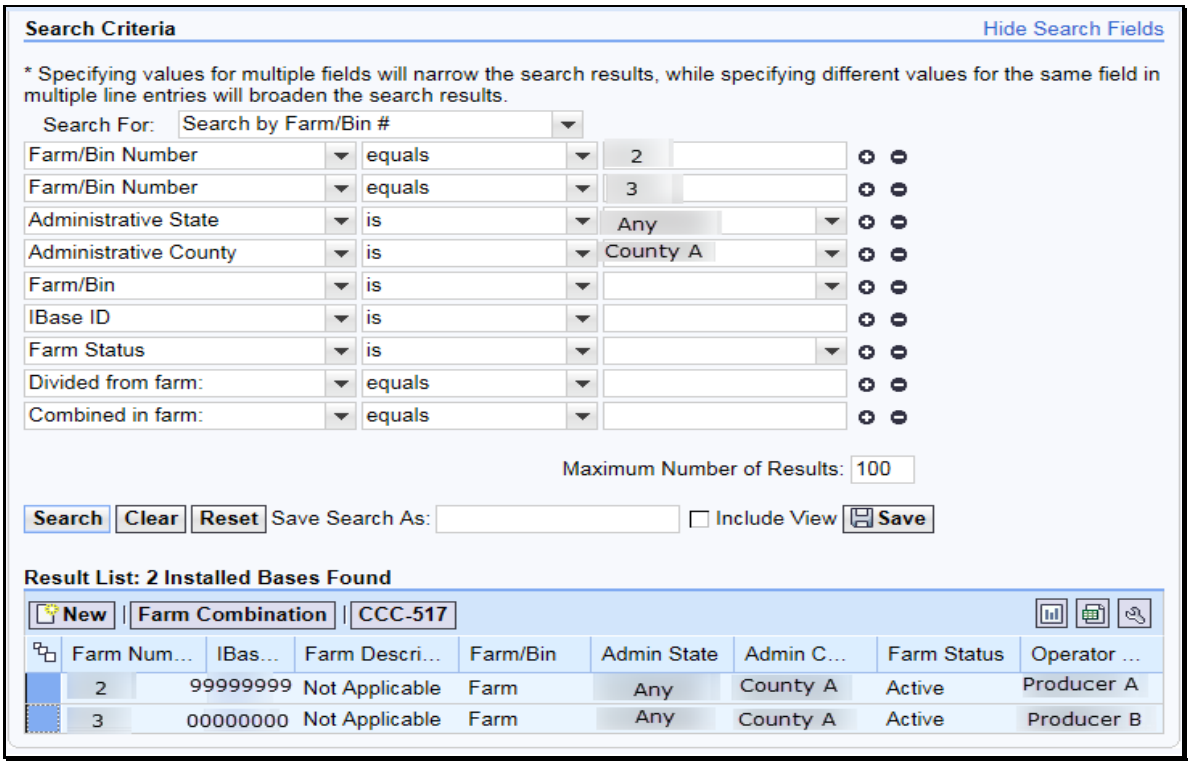
The following screen displays accessing the CCC-517 Tool from the farm search results when only one farm is searched.



305 Automated CCC-517 Base Redistribution Wizard (Continued)

B Examples (Continued)

The following screen will be displayed when accessing the CCC-517 tool from the farm search results when more than one farm is searched.

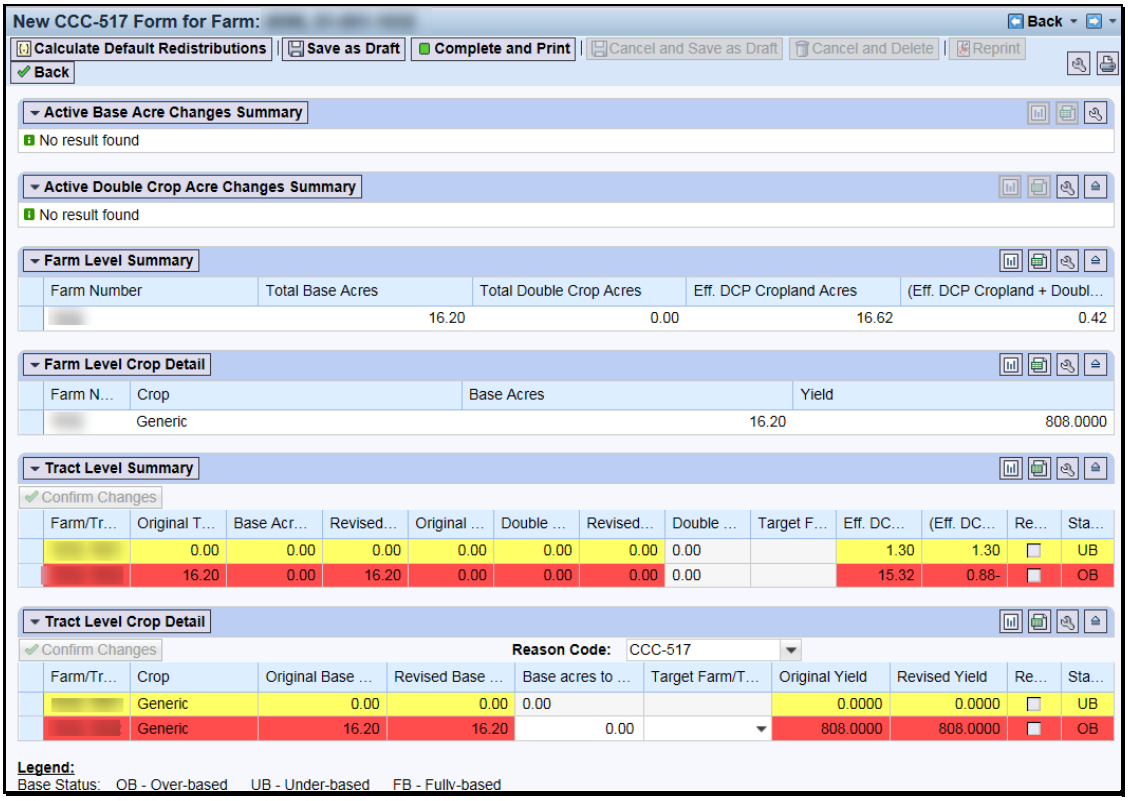


Note: The multiple farm version is only authorized for use on resulting farms of a farm division performed using the default method. An error message is displayed if the farms selected do not have the same "divided from" farm attribute.

305 Automated CCC-517 Base Redistribution Wizard (Continued)

B Examples (Continued)

Following is an example of the automated CCC-517.



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 is displayed in the following four sections within the tool:

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

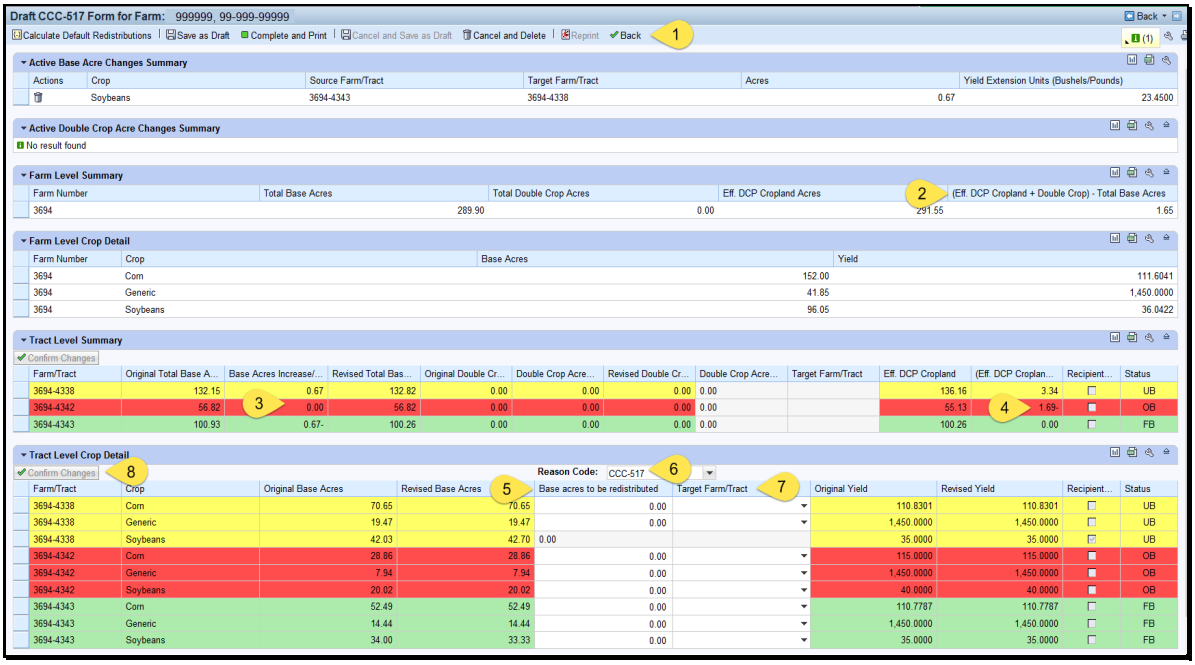
The tract level summary and tract level detail section are coded according to their status as over-based (red), fully-based (green), and under-based (yellow).

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.

305 Automated CCC-517 Base Redistribution Wizard (Continued)

C Action

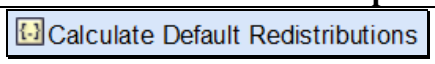
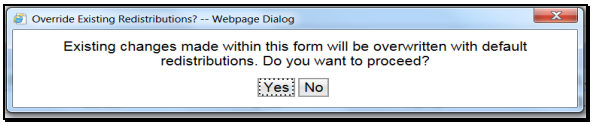
Following is an explanation of the automated CCC-517.



305 Automated CCC-517 Base Redistribution Wizard (Continued)

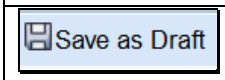
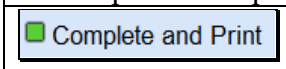
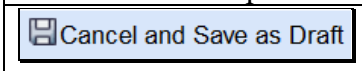
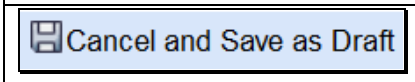
C Action (Continued)

A base redistribution is completed in the CCC-517 wizard according to the following.

Function Reference	Item	Explanation
1	Toolbar	 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.  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.

305 Automated CCC-517 Base Redistribution Wizard (Continued)

C Action (Continued)

Function Reference	Item	Explanation
1 (Cont.)	Toolbar (Cont.)	Target Tract/Crop combination 999-9999/corn has the largest value for redistributed acres field. The existing value for corn on Target Tract/Crop combination 999-9999/corn is 5.0. Users must delete this value using the trash can in the "Active Base Acre Changes Summary". Then at the "Tract Level Crop Detail" section enter a new value of 5.01 (5.0 + .01) for corn for Target Tract/Crop 999-9999/corn. Default calculation of redistribution is not applicable to the multiple farm version of the automated CCC-517.
		 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.
		 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.
		 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.
		 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.

305 Automated CCC-517 Base Redistribution Wizard (Continued)

C Action (Continued)

Function Reference	Item	Explanation
1 (Cont.)	Toolbar (Cont.)	Reprint When an existing CCC-517 has been completed and printed, the form may be reprinted at any time the unexecuted CCC-517 workflow remains outstanding.
		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 DCP Cropland + Double Crop Acres) – Total Base Acres	A negative value in this data field at the tract level indicates the tract is over-based. A zero value indicates the tract is fully based. A positive value indicates the tract is under-based, meaning it has free acres available to support additional base acres.
3	Color-coded tract level data	Over-based tracts are color coded red in both the "Tract Level Summary" and Tract Level Detail" sections of the tool. Fully-based tracts are color coded green. Under-based tracts are color coded yellow.
4	Over-based tract indicator	Over-based tracts are shown in the "Tract Level Summary" section both as color coded red and with a negative entry in the "(Effective DCP Cropland + Double Crop Acres) – Total Base Acres" column to alert the user to the over-based condition.
5	Base Acres to be Redistributed	The "Base Acres to be Redistributed" column in the "Tract Level Crop Detail" section is editable to allow the user to select applicable tracts and crops that will have base acres redistributed and to enter the amount of the redistribution. The user selects the source tract and crop in "Tract Level Details" section. Base acres may be redistributed from any tract regardless of its status as over-based, fully-based, or under-based.

305 Automated CCC-517 Base Redistribution Wizard (Continued)

C Action (Continued)

Function Reference	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 defaults to "CCC-517" except in cases where the "Default Redistribution" button is used. If "Default Redistribution" is used the default reason code is "COC Redistribution". The reason code can be updated by a user. A single reason code applies to the entire form. In the multiple farm version of the CCC-517 tool, the reason code is not displayed in the tool but prints on the form and is always be "CCC-517".
7	Target Farm/Tract	Users select the target farm/tract to receive the base acres being redistributed for a specific crop by selecting the applicable "Target Farm/Tract" from the drop-down menu. If the same crop is redistributed to multiple tracts, after entering the base acres to be redistributed and selecting the first target tract, CLICK "**Confirm Changes**". The specific source tract and crop becomes available for another entry and the previously entered changes are added to the "Active Base Acre Changes Summary" section.
8	Confirm Changes	As soon as an entry is made in the "target farm/tract data" field and the user clicks "Confirm Changes" the status of the tracts being edited as over-based, fully-based, or under-based is interactively updated and the amount in the "(Effective DCP Cropland + Double Crop Acres) – Total Base Acres" column is automatically updated in the tract level summary section and in the farm level summary section.

305 Automated CCC-517 Base Redistribution Wizard (Continued)

D CCC-517 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.

Outstanding automated CCC-517's that are not executed are 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.

306 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.

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.

306 PLC Yield Calculator

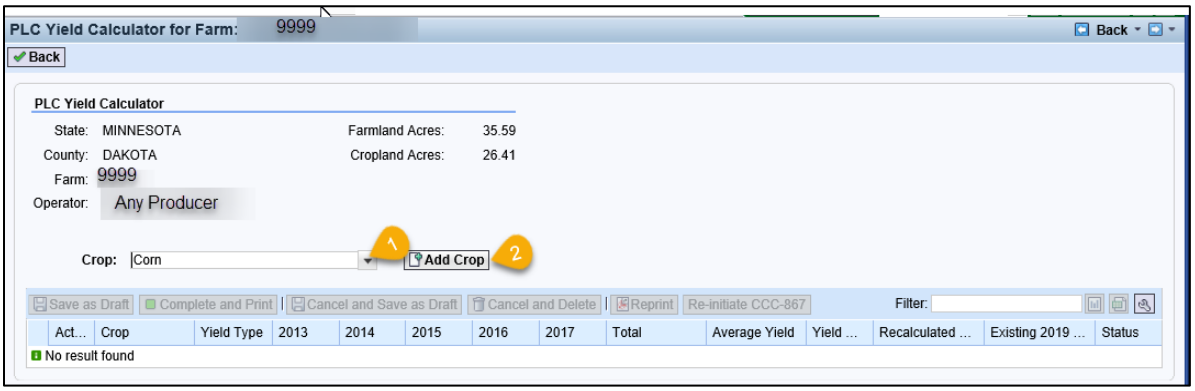
C Instructions for Accessing the PLC Yield Calculator

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 "**Tools**" drop-down menu.--*
4	CLICK "**PLC Yield Calculator**." * * *

D Calculator Overview

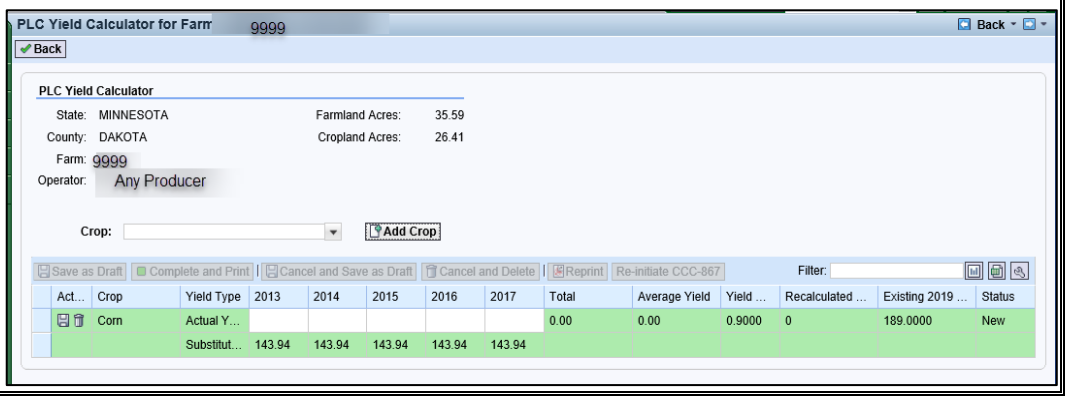
When accessing the PLC Yield Calculator for the first time for the selected farm, the tool will be displayed as follows.



306 PLC Yield Calculator (Continued)

E Selecting a Base Crop

The following steps must be completed to add a base crop to the PLC Yield Calculator.

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. 

306 PLC Yield Calculator (Continued)

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.
Farmland Acres	Total farmland acres associated with the selected farm.
Cropland Acres	Total cropland acres associated with the selected farm.
Crop	Drop-down menu to select a base crop associated with the farm. Only base crops that have not already been selected and entered in the calculator are 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 completing the yield update process.
Complete and Print	Button to complete the yield update calculation for a selected crop, print CCC-867, and submit the updated PLC yield through the workflow approval process.
Cancel and Save as Draft	Button to cancel an already submitted PLC yield update for a crop and return the yield calculation back to a draft status. All entered actual PLC yields are retained in the calculator.
Cancel and Delete	Button to cancel an already submitted PLC yield update for a crop and delete all entries for the crop.

306 PLC Yield Calculator (Continued)

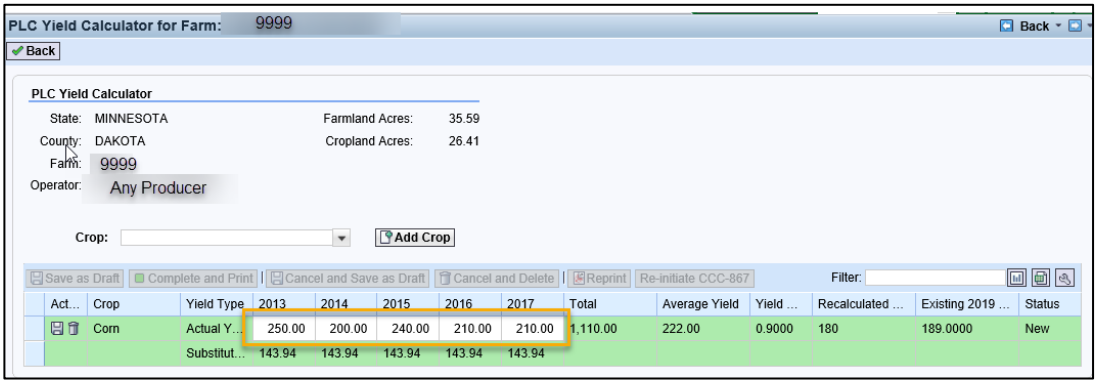
F Tool and Data Entry Overview (Continued)

Data Entry or Button	Description
Reprint	Button to reprint CCC-867 for any PLC yield previously completed and printed.
Reinitiate CCC-867	Button to reinitiate the PLC Yield Calculator for a base crop PLC yield that has already been approved and updated in Farm Records.
Action	"Save" and "Delete" buttons.
Crop	Crop type.
Yield Type	Actual Yield – User entry. 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 PLC Yield	Average yield multiplied by .90 multiplied by crop factor.
Existing PLC Yield	The existing PLC yield for the selected base crop on the selected farm.
Status	"New", "Printed", "Approved", or "Draft".

306 PLC Yield Calculator (Continued)

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. The system is currently displaying the yield values in hundredths, but they should be entered as a whole number. If the crop was not planted in a specific year, the entry **must** remain blank. Entering a zero will include the substitute yield in the Total and Average Yield Calculation.
2	PRESS "**Enter**" to accept the entered actual yields and trigger the PLC Yield Calculator.  **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.

306 PLC Yield Calculator (Continued)

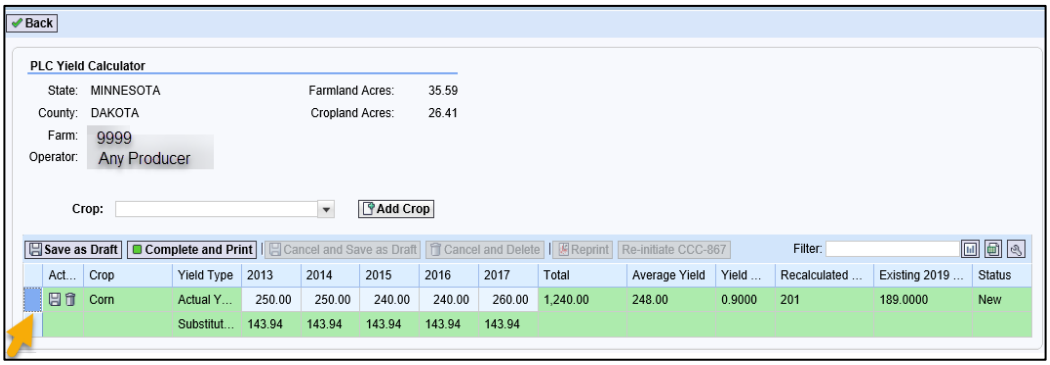
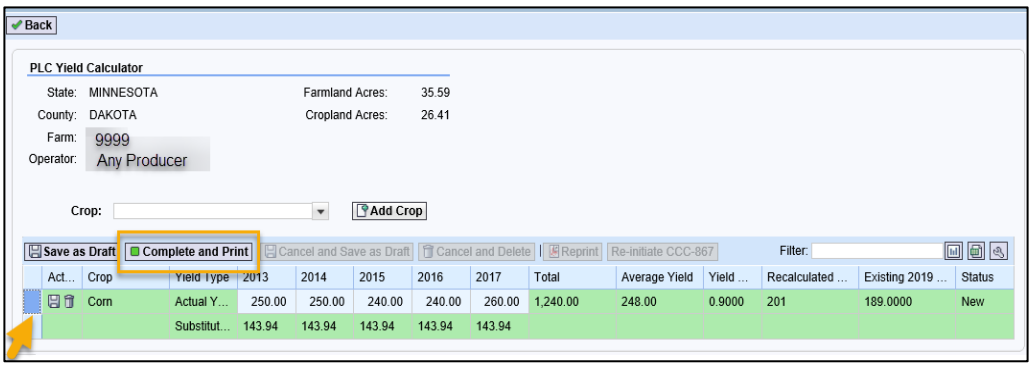
G Entering Actual Yields and Calculating the Updated Yield (Continued)

Step	Instructions
3	Compare the "**Recalculated PLC Yield**" to the "**Existing PLC Yield**". Only recalculated 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.

306 PLC Yield Calculator (Continued)

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.  The "**Save as Draft**" and "**Complete and Print**" buttons are enabled.
2	CLICK "**Complete and Print**".  CCC-867 is generated and opens in Adobe Acrobat.
3	CCC-867 can be printed and/or saved as needed. 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.

306 PLC Yield Calculator (Continued)

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.

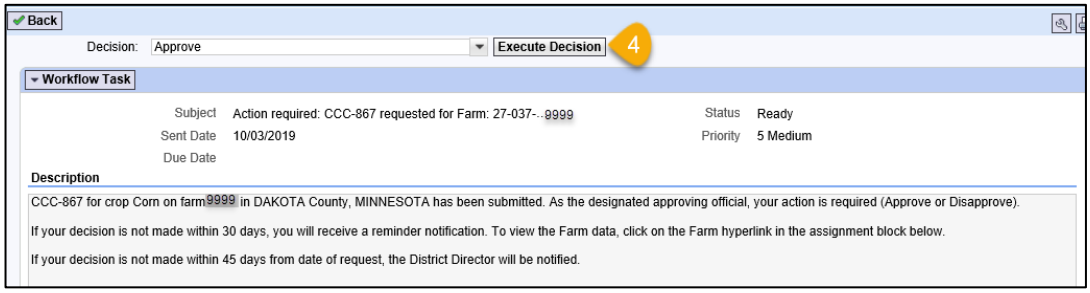
The PLC yield update does not require approval by COC, but CCC-867 does require signature and date by a CCC representative acknowledging CCC-867 signed by the owner has been received.

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. There may be many PLC yield workflows in the worklist. Ensure that the correct farm and base crop are selected. 

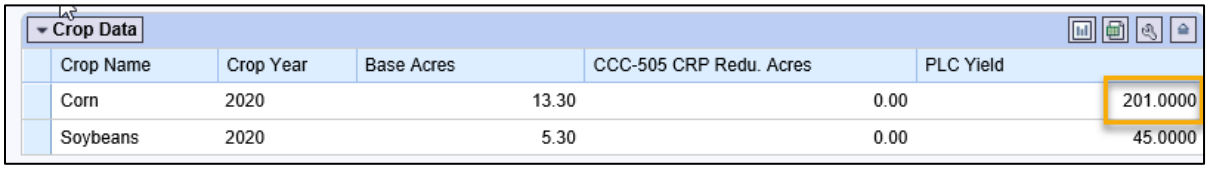
306 PLC Yield Calculator (Continued)

I PLC Yield Workflow (Continued)

Step	Instructions
3	Select the appropriate decision ("Approve" or "Disapprove").
4	CLICK "**Execute Decision**".  If a PLC yield workflow is not acted on within 30 calendar days, a reminder message is 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 is deleted from the system with the rollover tasks.

When a PLC yield is approved, the system automatically updates 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**" is populated by the system.

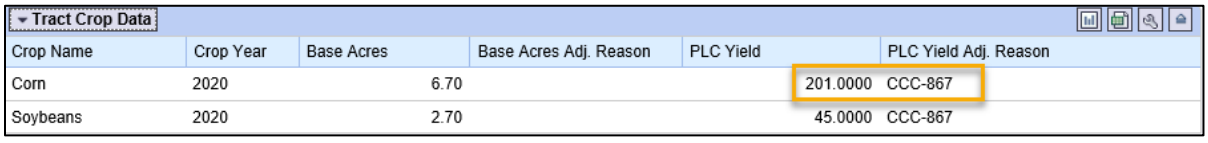
Farm Level Crop Data Assignment Block



Crop Data

Crop Name	Crop Year	Base Acres	CCC-505 CRP Redu. Acres	PLC Yield
Corn	2020	13.30	0.00	201.0000
Soybeans	2020	5.30	0.00	45.0000

Tract Level Crop Data Assignment Block



Tract Crop Data

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.

306 PLC Yield Calculator (Continued)

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 313 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.

CCC-867
(07-23-19)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

YIELD UPDATE FOR THE PRICE LOSS COVERAGE (PLC) PROGRAM

1. Program Years: **2020 through 2023**

2A. County FSA Office Name and Address *(Including Zip Code)*
DAKOTA COUNTY - MN
4100 220th St. W Suite 104
FARMINGTON MN 55024-0129

2B. County FSA Office Telephone No. *(Including Area Code)*: (651)463-8626 x2

2C. County FSA Office FAX No. *(Including Area Code)*: (855)739-3981

3. State Code	4. County Code	5. Farm No.	6. Covered Commodity
27	037	9999	Corn

NOTE: *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 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 and Price Loss 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.

FARM YIELD UPDATE

7. I 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 2017 average yield per planted acre, excluding any year(s) when no acreage was planted times a national factor determined by dividing the 2008-12 national yield by the 2013-2017 national yield. The covered commodity's national yield factor is 0.9000.

7A. 2013 Yield	7B. 2014 Yield	7C. 2015 Yield	7D. 2016 Yield	7E. 2017 Yield	7F. Total	7G. Average Yield	7H. Multiplied by 2.4 *(If Seed Cotton)*	7I. Multiplied by 90%	7J. Multiplied by yield factor *(PLC Yield)*
250.00	250.00	240.00	240.00	260.00	1240.00	248.00		223.20	201

8. Owner's Name and Address *(Including Zip Code)*
Any Producer
RR1
Any Town, USA 99999

9A. Signature of Owner *(By)*	9B. Title/Relationship of the Individual Signing in the Representative Capacity	9C. Date *(MM-DD-YYYY)*

10A. Signature of CCC Representative	10B. Date *(MM-DD-YYYY)*

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 retaliation 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 http://www.ascr.usda.gov/complaint_filing_cust.html 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) e-mail:

307 HIP Calculator

A Overview

Farm Records maintains Historical Irrigated Percentage (HIP) for eligible base crops with an ARC-CO program election associated with a farm. HIP values are determined according to 1-ARCPLC (Rev. 1), Part 3. A HIP Calculator has been created in CRM Farm Records to assist with this process.

Farm Records will retain the entered HIP value even if the program election changes for the base crop.

Starting in FY 2021, the system will attempt to calculate a missing HIP value if a new ARC-CO program election is selected and submitted from the ARCPLC Contract software. The system will only calculate and enter a HIP if acreage report data is available in CARS for any of the years specific to the HIP values.

A listing of HIP eligible crops and counties is found in 1-ARCPLC. In Farm Records the HIP entry in the farm level "Crop Election Data" assignment block will only be editable if the crop is HIP eligible and the entry is blank. Once a HIP value is entered, the HIP value can only be changed through the HIP calculator. A HIP value of "zero" is a valid HIP. Eligible crops with a "Blank" HIP value must be calculated and entered before a reconstitution or farm transfer is allowed on the farm.

B HIP Calculator

The HIP Calculator allows for:

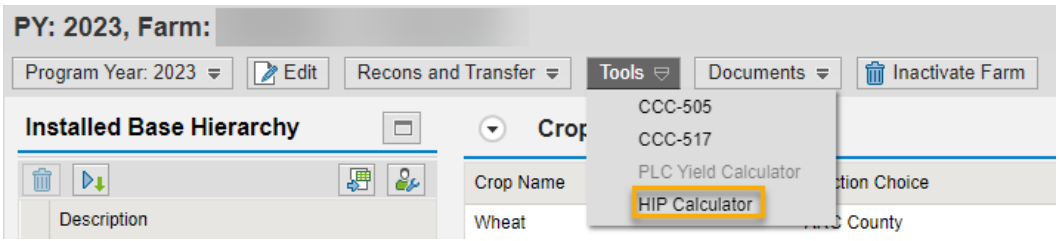
- automatic connection to CARS to access reported irrigated and planted acreage
- the manual entry of irrigated and planted acreage for years 2013 through 2017 to calculate the HIP for the selected base crop
- export of the HIP calculator values and system calculations
- submitting the calculated HIP value and direct entry of the HIP for the base crop on the farm.

307 HIP Calculator (Continued)

C Instructions for Accessing HIP Calculator

Use the following steps for accessing the HIP Calculator.

*--

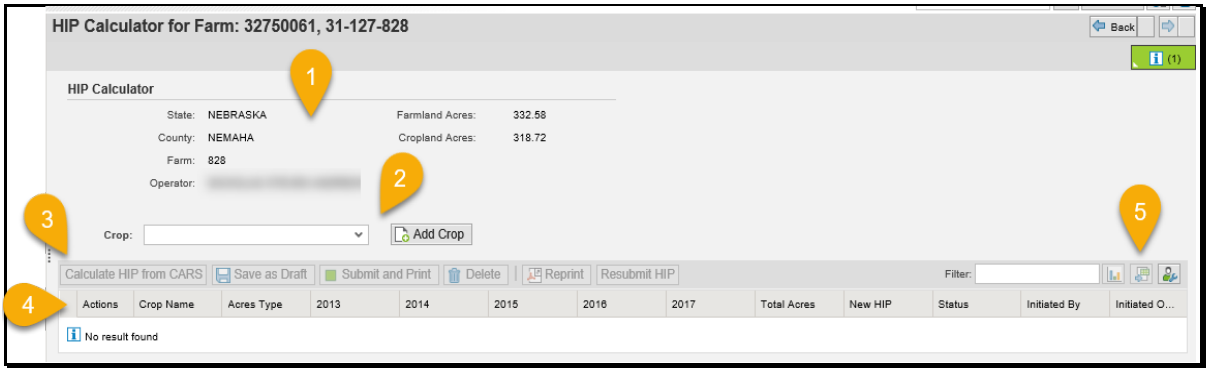
Step	Instructions
1	Access CRM Farm Records.
2	Search for and select the applicable farm.
3	At the farm level of the selected farm, click on the "**Tools**" drop-down menu.
4	CLICK "**HIP Calculator**". 

--*

D Calculator Overview

When accessing the HIP Calculator for the first time for the selected farm, the tool will display the following data:

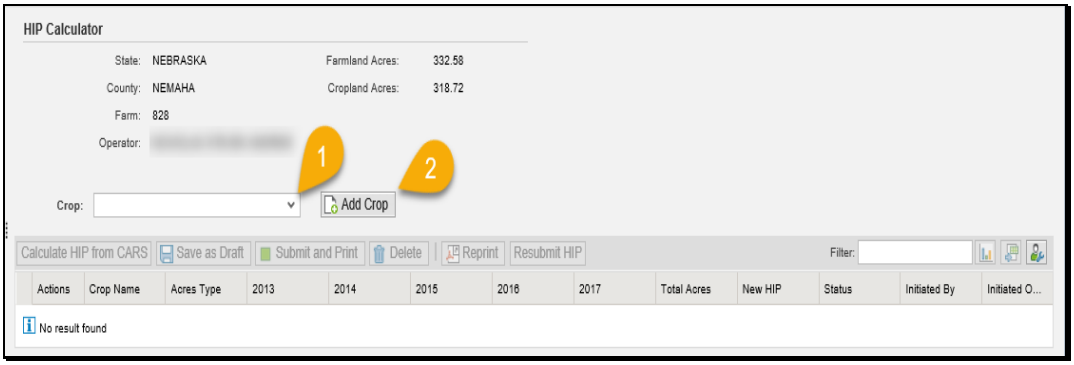
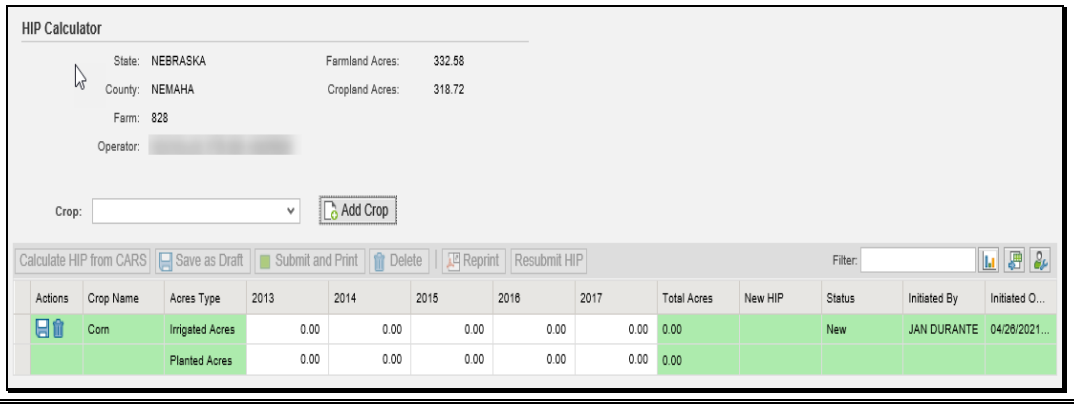
1. Farm Data
2. Crop Selection
3. Action Buttons
4. HIP Calculator Entries
5. Spreadsheet Export.



307 HIP Calculator (Continued)

E Selecting a Base Crop

Following steps must be completed to add a base crop to the HIP Calculator and initiate the HIP calculation entries.

Step	Instructions
1	Click on the drop-down arrow next to the "Crop" data entry and select the base crop to be updated.  **Note:** Only eligible crops with an ARC-CO election are listed.
2	CLICK "**Add Crop**". The base crop will add to the bottom menu. 

307 HIP Calculator (Continued)

F Tool and Data Entry Overview

The HIP Calculator displays and allows entry for the following.

Data Entry or Button	Description
Back	Button to exit the HIP 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.
Farmland Acres	Total farmland acres associated with the selected farm.
Cropland Acres	Total cropland acres associated with the selected farm.
Crop	Drop-down menu to select a base crop associated with the farm. Only the following base crops are available: • crops that have not already been selected and entered in the calculator • crops that are HIP eligible with an ARC-CO program election.
Add Crop	Button to add the selected base crop to the calculator.
Calculate HIP from CARS	Button to make a direct connection to CARS for specified years and pull all report irrigated and planted acreage for the crop.
Save as Draft	Button to save existing work and entered data without completing the yield update process.
Submit and Print	Button to complete the HIP calculation for a selected crop, generate an overview of the data to be printed or saved, and submit the updated HIP value for the base crop on the farm.
Delete	Button to Delete all entries for a selected crop.
Reprint	Button to regenerate the HIP calculator entries in a spreadsheet format to be printed or saved as documentation.
Resubmit HIP	Button to reinitiate the HIP Calculator for a base crop that has already been entered Farm Records.

307 HIP Calculator (Continued)

F Tool and Data Entry Overview (Continued)

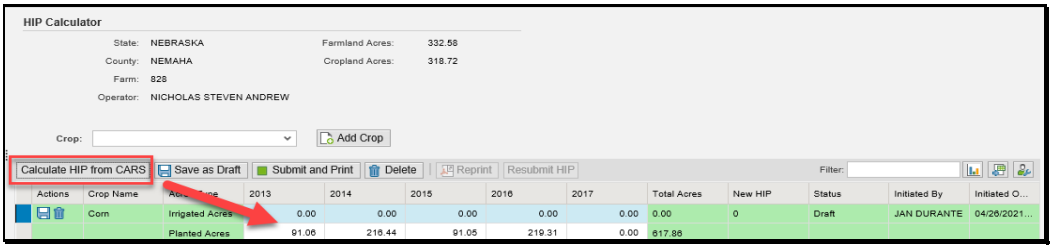
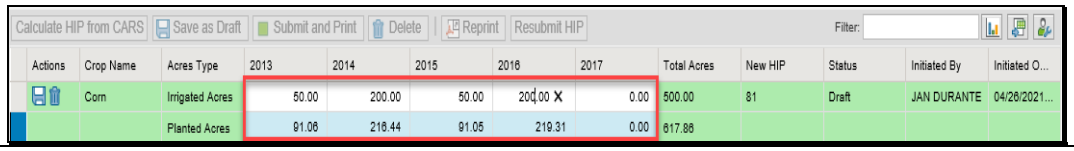
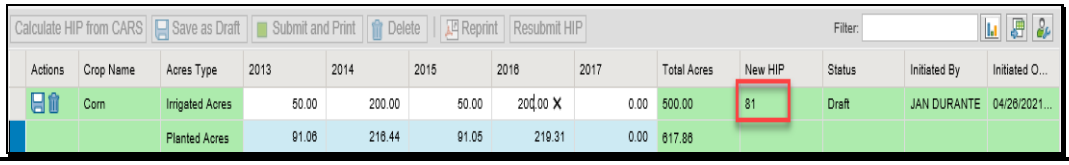
Data Entry or Button	Description
Action	"Save" and "Delete" buttons.
Crop Name	Crop type.
Acres Type	Irrigated Acres – total acres on the farm of the base crop for specific years reported as irrigated on the annual acreage report. Planted Acres – total acres on the farm of the base crop for specific years reported on the annual acreage report.
2013-2017	Applicable years used when calculating the HIP.
Total	Total acres or irrigated and planted acreage of the crop for all five years.
New HIP	Calculation of (Total Irrigated divided by Total Planted) multiplied by 100. **Note:** Value is rounded to a whole number.
Status	"New", "Printed", or "Draft".
Initiated By	Name or User (FID) number of employee who initiated the HIP Calculator.
Initiated On	Date the HIP calculator was initiated

307 HIP Calculator (Continued)

G Entering Irrigated and Planted History

Use the following instructions to either connect to CARS to system load irrigated and planted history for each year available or manually enter irrigated and planted history.

Note: As long as the system can access one year of acreage report history, the calculator will auto generate a HIP value. If due to broking history (reconstitutions and farm transfers) since 2018, the system cannot identify any acreage reports, users must manually review the farm history and enter the irrigated and planted history as applicable.

Step	Instructions
1a	If irrigated and planted history is available in CARS, Select the crop and click on the "Calculate HIP from CARS" button.  If data is available in CARS the irrigated and planted history is populated for applicable years and the HIP value automatically calculated. **Note:** Even if values are pulled from CARS, users can manually enter values as needed.
1b	Manually enter irrigated and planted history of the crop for each applicable year. Leave as Zero if no irrigated and/or planted acres for the crop are reported for the associated year. 
2	PRESS "**Enter**" to accept the entered entries and trigger the HIP to be calculated. 

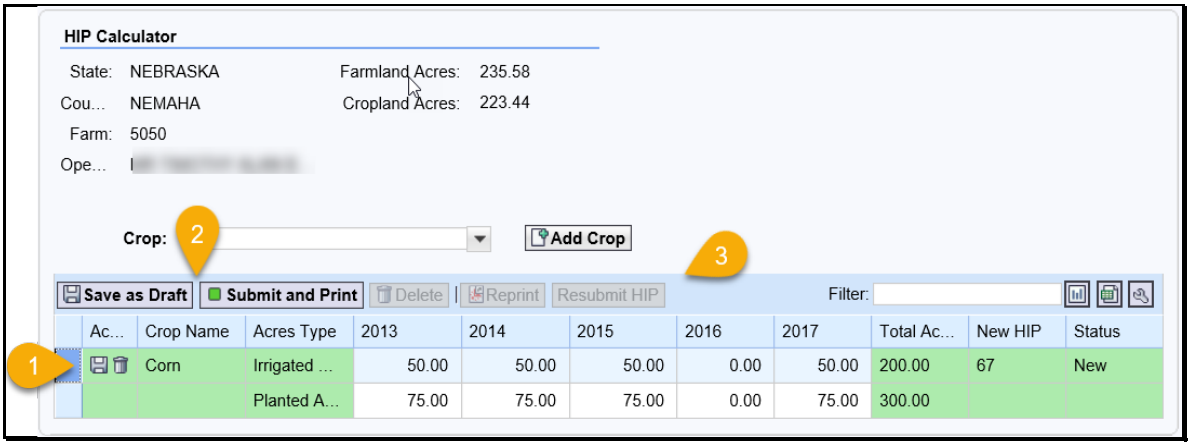
307 HIP Calculator (Continued)

H Documenting the Calculated HIP and Submitting the HIP Value

A summary of the entered irrigated and planted crop history and calculated HIP value can be generated as documentation as needed.

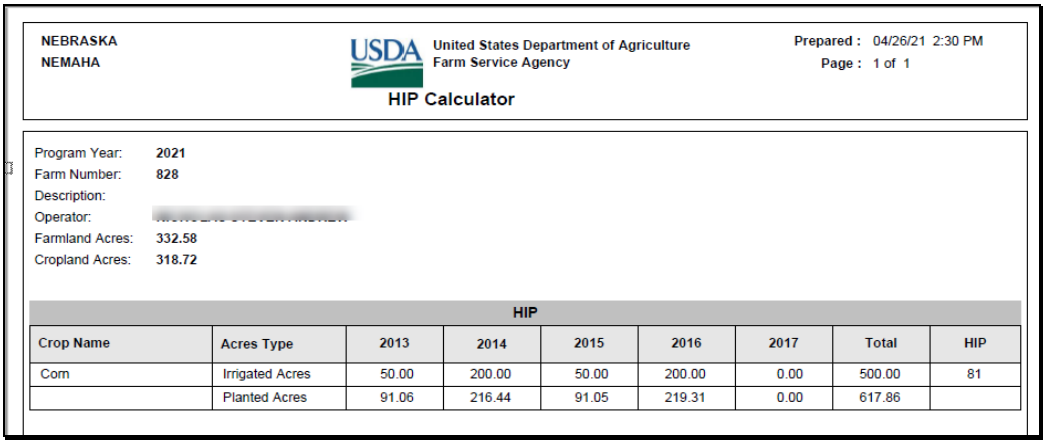
Once the HIP is submitted, the HIP value is automatically entered on the farm for the base crop at the farm level. There is no workflow approval required to calculate and enter a HIP value.

Following are options and instructions after acreage history is populated for a base crop.



307 HIP Calculator (Continued)

H Documenting the Calculated HIP and Submitting the HIP Value (Continued)

Step	Instructions
1	Click on the selection box at the beginning of the crop entry line. The "**Save as Draft**" and "**Submit and Print**" buttons are enabled.
2	CLICK "**Submit and Print**". The following will open in Adobe Acrobat.  The PDF can be saved or printed as needed.

NEBRASKA
NEMAHA

USDA United States Department of Agriculture
Farm Service Agency

Prepared : 04/26/21 2:30 PM
Page : 1 of 1

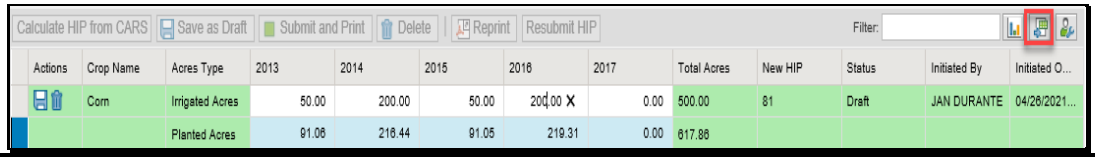
HIP Calculator

Program Year: 2021
Farm Number: 828
Description:
Operator: [redacted]
Farmland Acres: 332.58
Cropland Acres: 318.72

HIP								
Crop Name	Acres Type	2013	2014	2015	2016	2017	Total	HIP
Corn	Irrigated Acres	50.00	200.00	50.00	200.00	0.00	500.00	81
	Planted Acres	91.06	216.44	91.05	219.31	0.00	617.86	

307 HIP Calculator (Continued)

H Documenting the Calculated HIP and Submitting the HIP Value (Continued)

Step	Instructions
3	"Save as Draft" can be selected to save entries without populating the HIP on the farm. The following buttons become accessible once HIP entries are Saved or Submitted: • Delete – can only delete entries and crops that have not been submitted • Reprint – can re-generate and print the PDF document at any time • Resubmit HIP – can re-initiate the HIP calculator even after submission.
4	An excel table can also be generated to document the HIP calculation by clicking the Export icon: 

I System Generated HIP after ARC-CO Election

Starting with 2021 ARCPLC enrollment, the HIP will system calculated and loaded when all the following apply:

- ARC-CO election submitted from ARCPLC contract software for a HIP eligible crop
- HIP value is not already entered on the farm records
- At least one year of cropping history is available from the acreage reporting services.

The HIP is calculated and entered on the farm when the program election is successfully submitted.

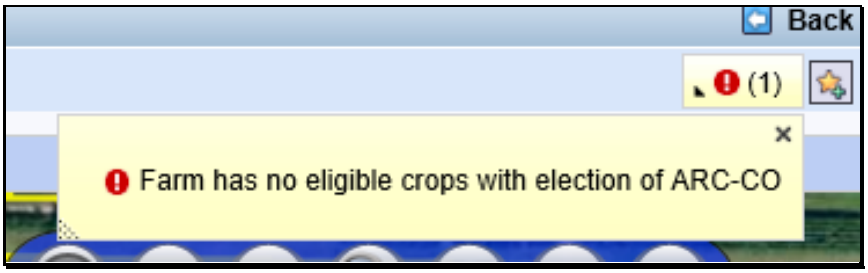
The HIP calculator is populated with the data returned from CARS used to calculate the HIP.

307 HIP Calculator (Continued)

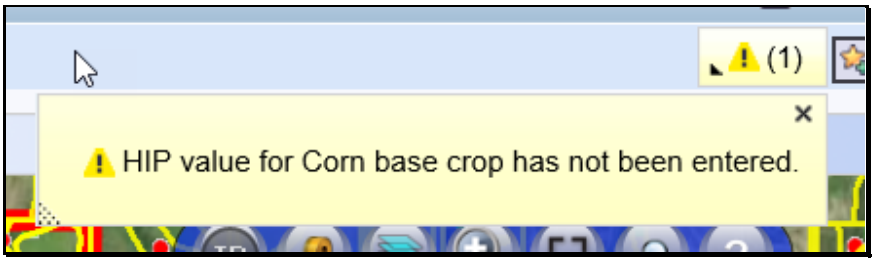
J CRM Messages and Alerts for HIP

The following alerts and messages are generated.

If attempting to access the HIP calculator but no eligible base crops with an ARC-CO election are associated with the farm, the following hard stop is generated.



If a HIP value is missing for a HIP eligible crop on the farm and a user initiates a reconstitution or farm transfer the following message is generated and the task will not be allowed until a HIP value has been entered.



K Maintenance of HIP Value

Once a HIP value has been entered for a crop on the farm, the farm record will retain the history of the HIP value even in the program election for the crop changes to an election other than ARC-CO. If the producer makes a different election choice, the HIP value becomes display only on the associated farm record. If the producer choses to go back to ARC-CO, the saved HIP value is re-enabled on the farm record and users do not have to re-calculate the HIP value.

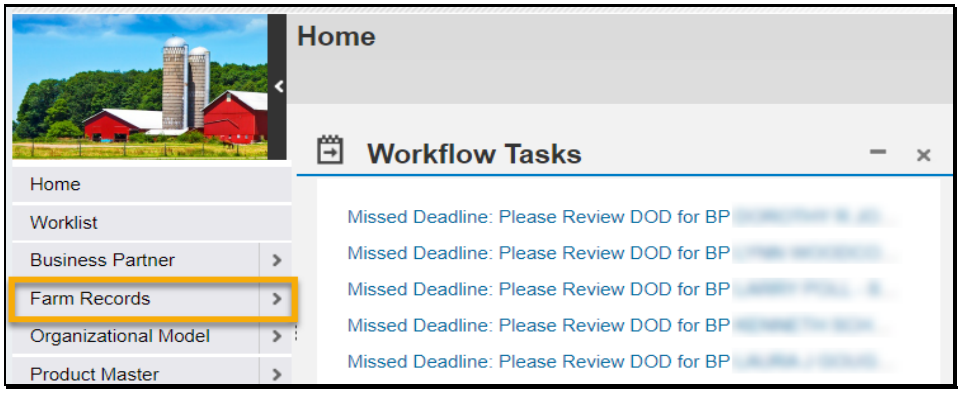
308 Base and Yield Adjustment History Report

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

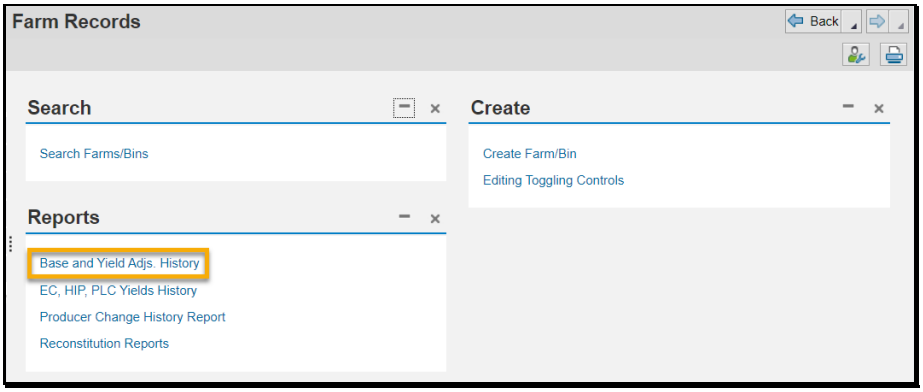
Following provides instructions for generating the Base and Yield Adjustment History Report.

Step	Action
1	Use one of the following options to access the Base and Yield Adjs. History report: **Option 1** From the CRM@FSA home page CLICK "**Farm Records**" on the left navigation bar.  **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 search criteria screen.

308 Base and Yield Adjustment History Report (Continued)

B Accessing the Report (Continued)

Following provides instructions for generating the Base and Yield Adjustment History Report.

Step	Action
1 (Cont.)	**Option 2** On the Farm Records home page CLICK "**Base and Yield Adjs. History**" in the "Reports" assignment block. 

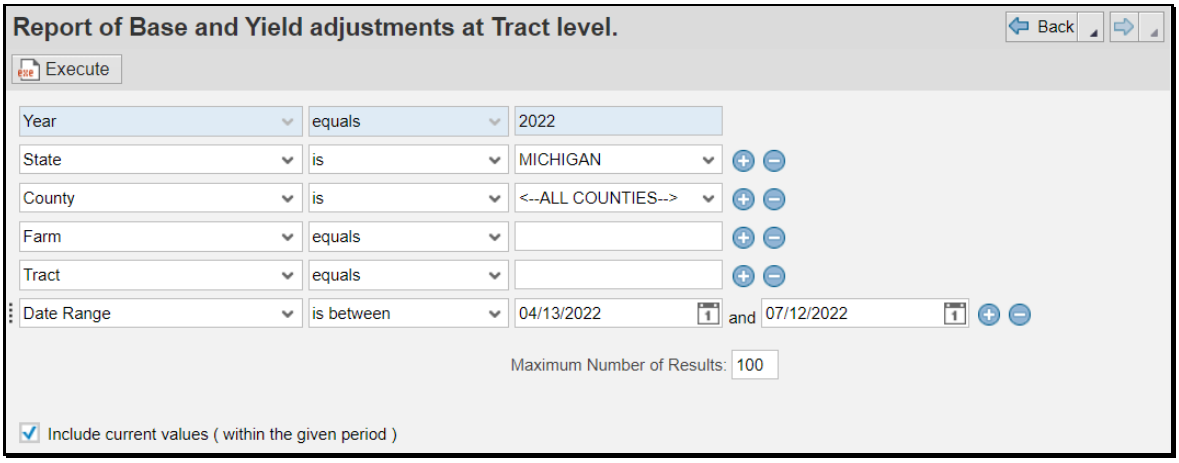
308 Base and Yield Adjustment History Report (Continued)

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.



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.

308 Base and Yield Adjustment History Report (Continued)

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. 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 given period)	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 the report.
Maximum Number of Results	If expected results will exceed 100. The Maximum Number of 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.

308 Base and Yield Adjustment History Report (Continued)

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 2022 and date range of 09/26/2021 through 11/01/2021. The report shows adjustments were made to three unique farms (indicated by numbers 1, 2, and 3 in the image below).



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	Each of the farms in the report had adjustments to base acres and/or yields on a single tract in the report: Farm 1288, Tract 2516 Farm 1785, Tract 245 Farm 1837, Tract 3596.
Crop	Crop Name	Records for three crops, grain sorghum, soybeans, and wheat were adjusted on the farms and tracts displayed in the report.
Crop Year	Program Year	All base and yield records displayed in the report are for program year 2016.

308 Base and Yield Adjustment History Report (Continued)

E Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
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 Adjustment Reason	Descriptive reason code for the adjustment to base acres.	Grain sorghum base acres for Farm 1288, Tract 2516 were reduced "CCC-505 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".
CTAP Transitional Yield	Yield associated with generic base acres.	No CTAP Transitional Yield exists for any of the farms listed.
CTAP Transitional Yield Adjustment Reason	Descriptive reason code for the adjustment to CTAP Transitional Yield.	No adjustment to CTAP Transitional Yield occurred for any of the farms listed.
PLC Yield	Yield associated with any non-generic base acres.	PLC Yields exist for all crops listed.
PLC Yield Adjustment Reason	Descriptive reason code for the adjustment to PLC Yield.	Initial PLC yield for soybeans on Farm 1785, Tract 245 was zero because no soybean base acres existed on the tract until after base acres were restored due to CRP expiration or termination.
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.

308 Base and Yield Adjustment History Report (Continued)

E Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
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 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. **Note:** 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).
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 values.	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. 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.

308 Base and Yield Adjustment History Report (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.



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.

309 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report

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.

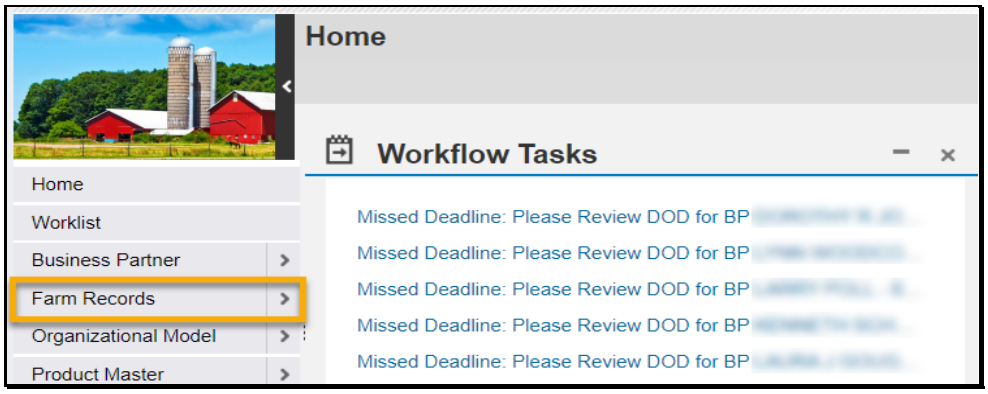
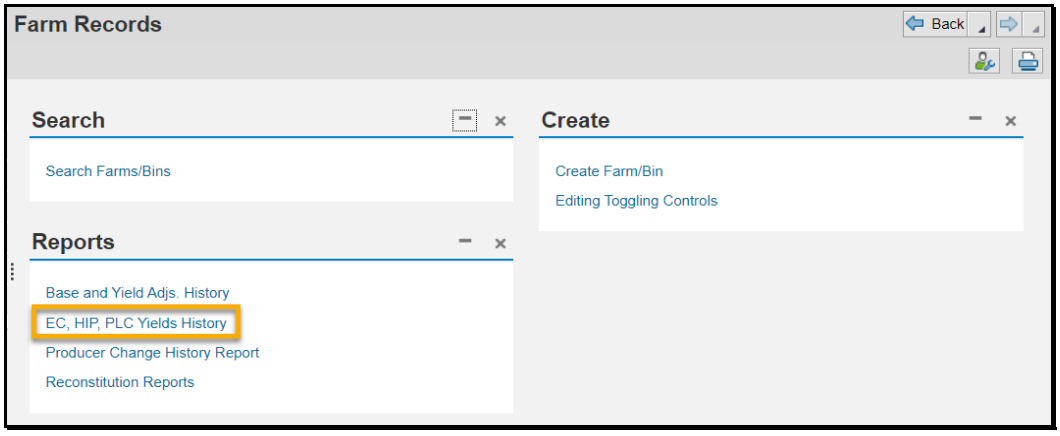
Note: Once an ARCPLC election is made for a covered commodity it cannot be changed. Requests for corrections of erroneously loaded ARCPLC elections must be submitted to the State office. State offices shall forward requests for ARCPLC election corrections to the National office for processing.

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.

309 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

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.  **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 "**EC, HIP, PLC Yields History**" in the "Reports" assignment block. 

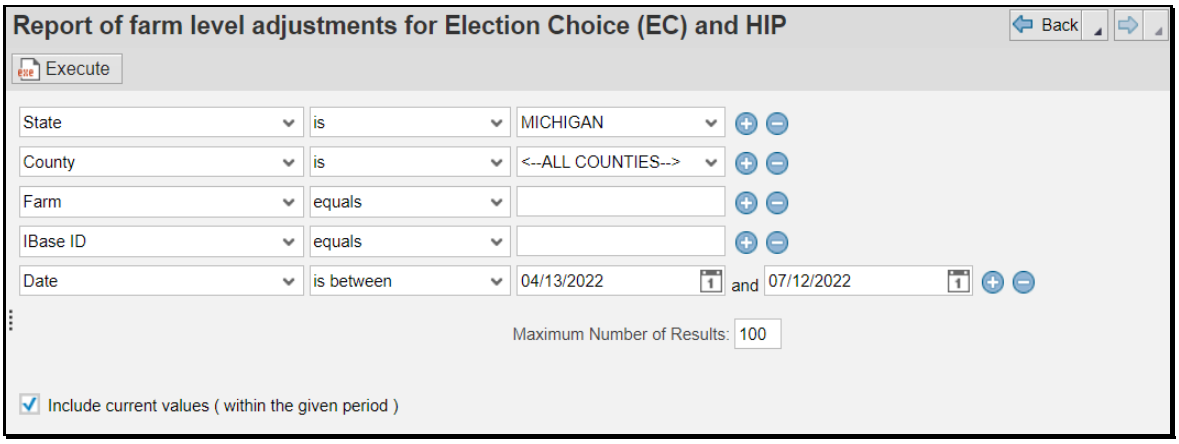
309 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

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 number. 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.



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.

309 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

C Entering Selection Criteria (Continued

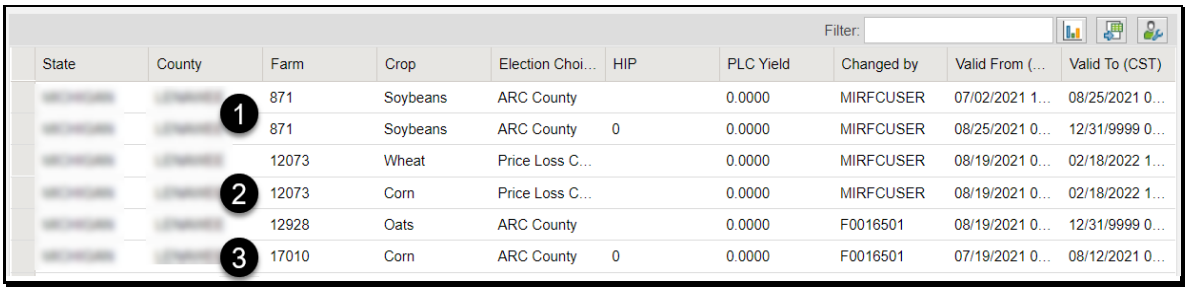
Customization Criteria	Results
Date Range	Enter a start and end date for the desired date range of EC, HIP and farm-level PLC yield adjustments. The default end date value is the current date and the default start date value is 90 days prior to the current date.
Include current values (within the given period)	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 the report.
Maximum Number of Results	If expected results will exceed 100. The Maximum Number of 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
- 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 08/03/2021 through 09/26/2021. The report shows adjustments were made to three unique farms (indicated by the numbers 1, 2, and 3 in the image below).



309 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

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 IBase ID is not displayed in the report. IBase ID is another way of identifying a farm. If IBase ID is used as a search criteria the corresponding FSA Farm Number displays in the report results.	Three farms 372, 550, and 1011 are displayed in the report. Tract number is not displayed because Election Choice, HIP, and farm-level PLC Yield are all farm-level data elements.
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 crop. Potential values are ARC Individual, ARC County, and Price Loss Coverage.	Election of ARC County was entered for all three crops and farms on 08/31/2015. The election for oats on Farm 372 was corrected to Price Loss Coverage on 08/31/2015.
HIP	Historical Irrigated Percentage ranging expressed as a whole number ranging from zero to 100.	HIP of 63 was entered for grain sorghum on Farm 1011 on 08/31/2015 indicating 63 percent of the planted and considered planted acres for grain sorghum during the years of 2009-2012 were irrigated on farm 1011.

309 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

E Interpretation of Report Results (Continued)

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. **Note:** 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).

309 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

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.

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.



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.

310 Producer Change History Report

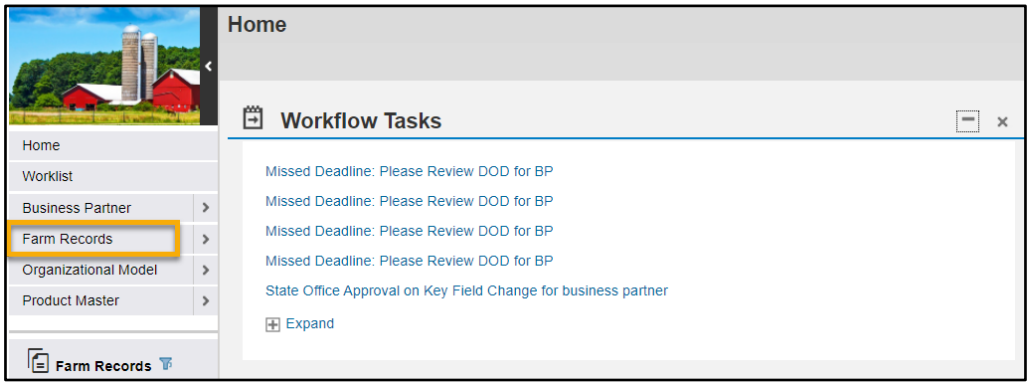
A Overview

A report is available identifying producer changes occurring within the current FY. Producer changes occur at the farm, tract, and field level in the associated Parties Involved assignment block. The report can be used to:

- review producer changes with COC or DD as needed
- verify required notification has been provided to prior and current producers as required by policy
- provide notification to NRCS of producer changes.

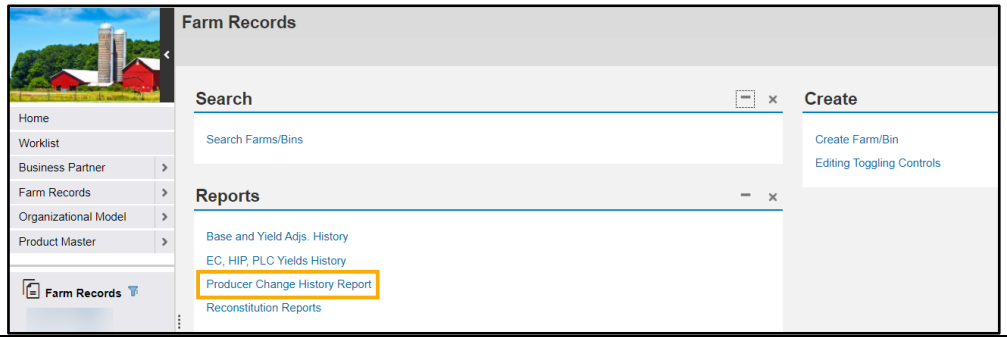
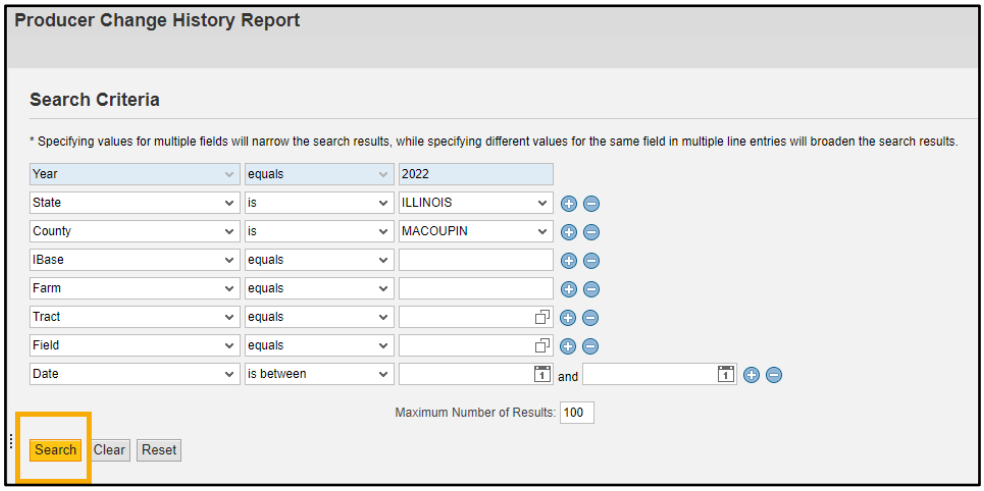
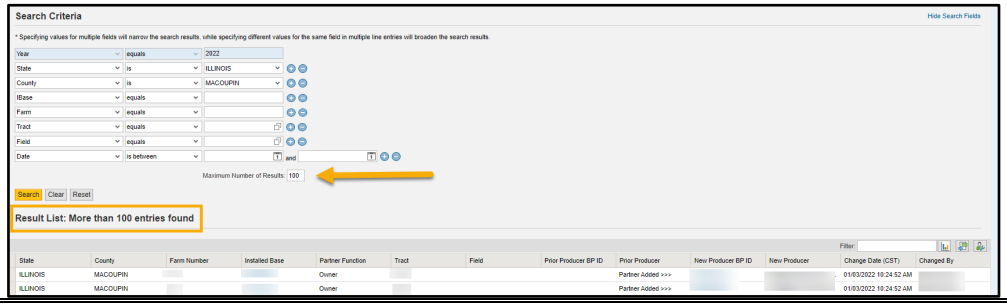
B Accessing the Report

The following table provides the steps to access the Producer Change History Report.

Step	Action
1	On the left navigation bar, CLICK "**Farm Records**".  **Note:** Do not click the fly-out arrow. Clicking on the fly-out arrow will result in search options. Users will not be able to access the farm records reports from the resulting screen.

310 Producer Change History Report (Continued)

B Accessing the Report (Continued)

Step	Action
2	CLICK **"Producer Change History Report"** from the Reports assignment block. 
3	Enter applicable Search Criteria. **Note:** Year is defaulted to current FY. State and County are required entries. CLICK **"Search"**. 
4	The search results are displayed in the results list. 

310 Producer Change History Report (Continued)

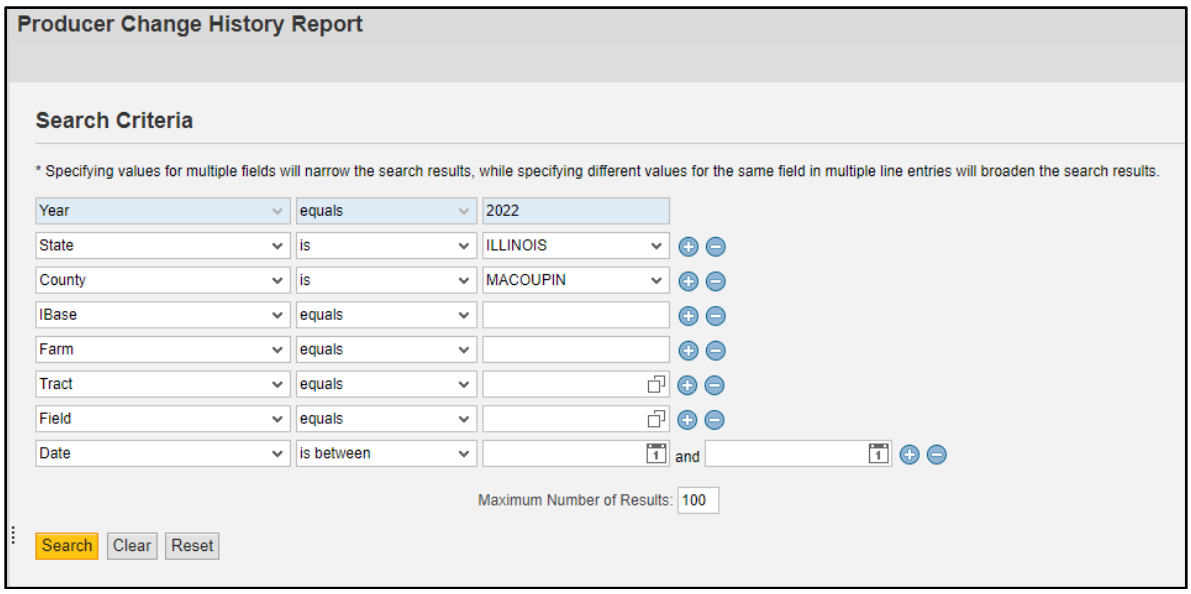
C Entering Selection Criteria Options

By default, the report is set to display all producer changes for the default State and county for the current FY. Users can enter selection criteria to limit the desired results.

The report is customized by entering a specific State and County. Additional customization may be made to limit the report to a specific IBase, Farm, Tract, Field, or Date range. After selection criteria are entered, CLICK "**Enter**" to generate the report.

***--Note:** Year can be changed to a different FY, but only changes that have been completed within the current year can be identified. Date range must be within the current FY. For example, in FY 2023 a producer change was completed on a farm in FY 2022. To identify that change on the report enter, "2022" as the Year and enter a date range within FY 2023, (October 1, 2022-September 30, 2023).--*

Following is an example of the Producer Change History Report customization screen.



310 Producer Change History Report (Continued)

C Entering Selection Criteria Options (Continued)

The following table provides search criteria options and required entries.

*--

Customization Criteria	Results
State	A State must be selected. State is defaulted to user's associated State, but can be changed to any State.
County	A County must be selected. County is defaulted to user's associated county, but can be changed to any county.
IBase	Entering an IBase ID limits the report to producer changes for the specific farm entered.
Farm	Entering a farm number limits the report to producer changes for the specific farm entered. **Note:** Multiple farms can be entered.
Tract	Entering a tract number limits the report to producer changes for the specific tract entered. If a tract number is entered, the farm number is a required entry. **Note:** Clicking on the Open Input Help icon next to the tract entry  will generate a list of tracts associated with the entered farm number. Users can select a tract as needed. The Open Input Help is only available if a single farm is entered.
Field	Entering a field number limits the report to producer changes for the specific field entered. If a field number is entered, the farm number and tract numbers are also required entries. **Note:** Clicking on the Open Input Help icon next to the field entry  will generate a list of fields associated with the entered farm and tract numbers. Users can select a field or fields as needed. The Open Input Help is only available if a single tract is entered.
Date	Entering a start and end date limits the report to producer changes for the specific date range entered. Date range must be in the current FY.
Maximum Number of Results	If expected results will exceed 100, the Maximum Number of Results must be increased to ensure all results are returned.

--*

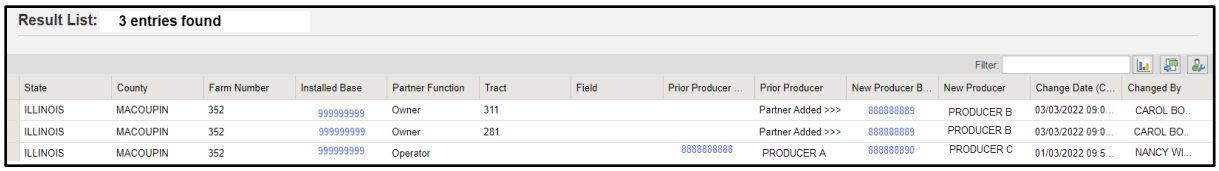
310 Producer Change History Report (Continued)

D Example

Report of Producer Change History contains the following data fields:

- State
- County
- Farm Number
- Installed Base
- Partner Function
- Tract
- Field
- Prior Producer BP ID
- Prior Producer Name or Partner Function Action
- New Producer BP ID
- New Producer Name or Partner Function Action
- Change Date
- Changed By.

The following screen is an example of the Producer Change History Report for Macoupin County, Illinois. The report shows three producer changes completed for the selected farm.



Result List: 3 entries found

Filter:

State	County	Farm Number	Installed Base	Partner Function	Tract	Field	Prior Producer ...	Prior Producer	New Producer B...	New Producer	Change Date (C...	Changed By
ILLINOIS	MACOUPIN	352	999999999	Owner	311			Partner Added >>>	888888889	PRODUCER B	03/03/2022 09:0...	CAROL BO..
ILLINOIS	MACOUPIN	352	999999999	Owner	281			Partner Added >>>	888888889	PRODUCER B	03/03/2022 09:0...	CAROL BO..
ILLINOIS	MACOUPIN	352	999999999	Operator			8888888888	PRODUCER A	888888890	PRODUCER C	01/03/2022 09:5...	NANCY WI...

310 Producer Change History Report (Continued)

E Interpretation of Report Results

Following provides a description of the report data fields and interpretation of the example report shown in subparagraph D.

Data Field	Description	Interpretation
State	Administrative State	This report will only show farms with producer changes in the selected administrative State and county.
County	Administrative County	This report will only show farms with producer changes in the selected administrative State and county.
Farm Number	Farm Number	Five separate producer changes on Farm 828 are returned in the results.
Installed Base	Farm IBase Number	IBase ID is another way of identifying a farm. If IBase ID is used as a search criteria, the corresponding FSA Farm Number is displayed in the report results. IBase is hyperlinked to navigate directly to the farm record.
Partner Function	Type of producer association	Options are: Operator Owner Other Producer.
Tract	Tract Number	Will only be listed if the producer change occurred at the tract or field level for an Owner or Other Producer
Field	Field Number	Will only be listed if the producer change occurred at the field level for an Other Producer

310 Producer Change History Report (Continued)

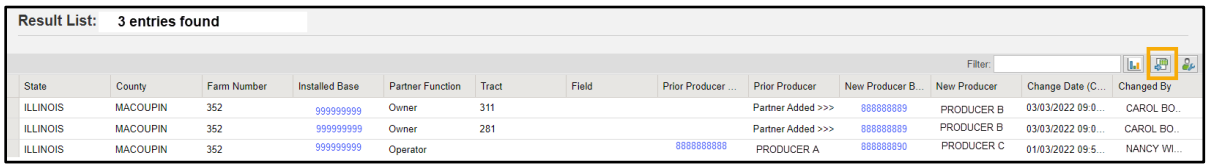
E Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
Prior Producer BP ID	Business Partner ID number for the producer removed	Will only be listed if a prior producer was removed from any level of the farm. Entry is blank if the change was to add a new producer to the farm.
Prior Producer	Common Name for producer removed or will list “Partner Added” for a new producer added	Either the Common Name for the prior producer that was removed or will list “Partner Added” if the entry is for a new producer added at the tract or field levels.
New Producer BP ID	Business Partner ID number	is listed for both added and removed producer.
New Producer	Common Name for producer added or will list “Partner Deleted” for a producer removed from the farm	Either the Common Name for the new producer added or will list “Partner Deleted” if the entry is for a deleted producer at the tract or field levels.
Change Date	Month/Day/Year	Date the producer change occurred.
Changed by	Lists the user who made the adjustment.	Name or FID of employee who made the producer change in the system.

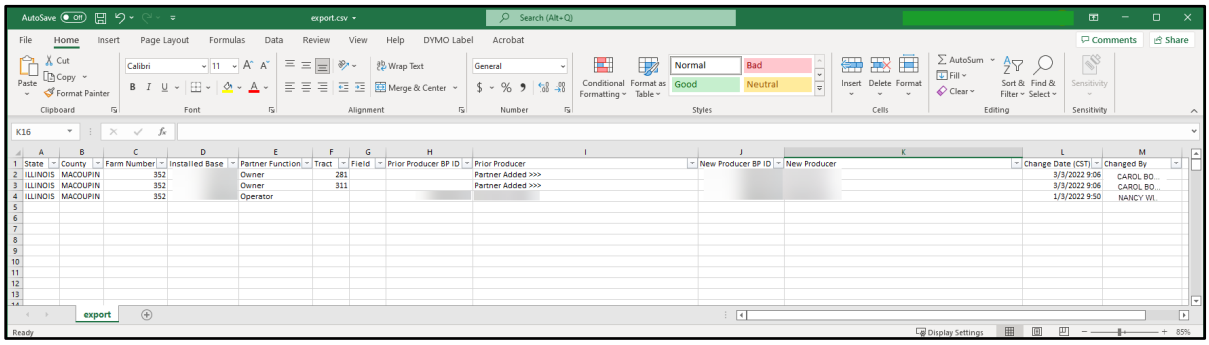
310 Producer Change History Report (Continued)

F Saving the Report

After generating the report users may export results to an Excel spreadsheet. CLICK "**Export to Spreadsheet**" on the toolbar at the top of the report results.



After exporting to Excel the report can be saved and printed. Standard Excel functionality provides the ability to sort and filter data as needed.



311 Farm and Producer Documents

A Overview

--The following documents can be generated from the CRM Toolbar, "Documents"-- drop-down menu.

- FSA-156EZ – Summary of farm and tract data
- *--FSA-156EZ Multi Year--*
- Base and Yield Notice
- Producer Notification Letters
- *--PDF Fact Sheet.

B Current and Prior Year Access of Documents

Following documents are available in all years:

- FSA-156EZ – Summary of farm and tract data
- FSA-156EZ Multi Year
- PDF Fact Sheet.

The following documents are only available in current year:

- Base and Yield Notice
- Producer Notification Letters.--*

312 FSA-156EZ

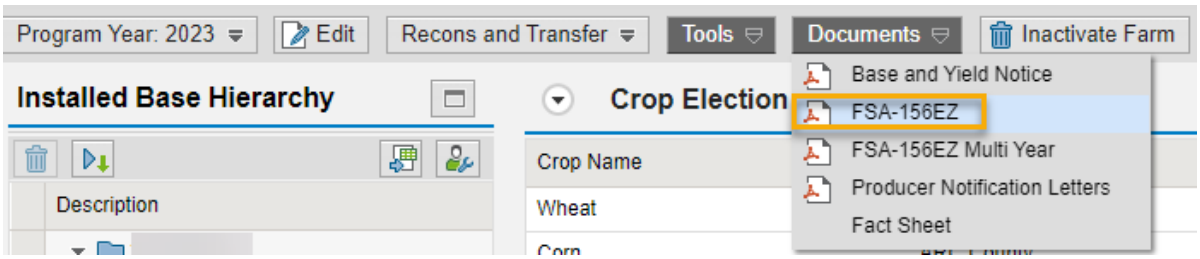
A Overview

--FSA-156EZ is available at any time, for any year, and at any level in the hierarchy as long as the farm does not have an Edit session. FSA-156EZ is a CRM generated summary of a-- farm and displays farm level and tract level assignment block information. The FPMS status, Change History, Attachment, Notes, and GIS Info Assignment Block information will not appear on FSA-156EZ.

--See Exhibit 8 for a detailed list of information included on FSA-156EZ. Options for generating the FSA-156EZ include a single document for the associated year or through the multi-year option where the user can select the applicable years to generate the individual documents at the same time.--

B Accessing FSA-156EZ

Following is an example of how to generate the FSA-156EZ in CRM.
*--

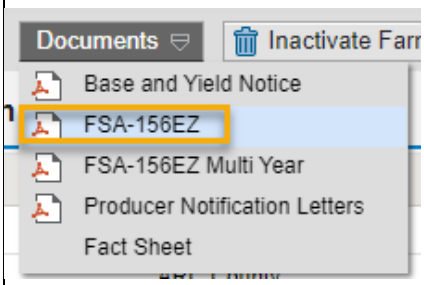


--*

312 FSA-156EZ (Continued)

C Action

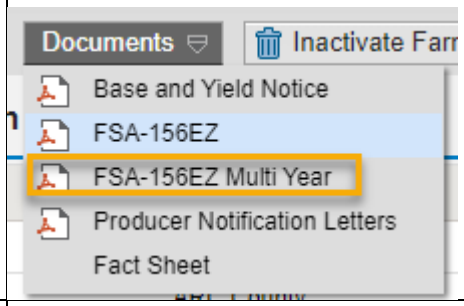
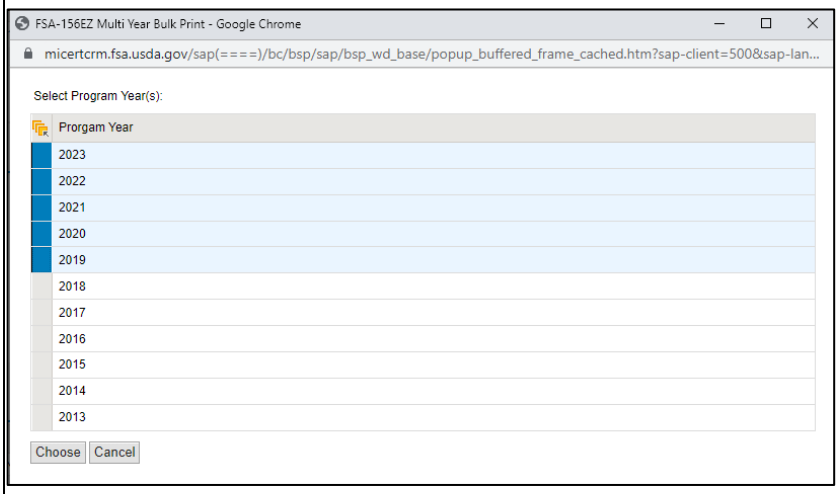
The following table provides instructions to access FSA-156EZ for a selected farm.

Step	Action
1	*--Locate the "Documents" menu in the CRM toolbar and SELECT "**FSA-156EZ**".  --*
2	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.

312 FSA-156EZ (Continued)

C Action (Continued)

*--The following provides instructions to generate the FSA-156EZ for multiple years for the selected farm:

Step	Action
1	Locate the "Documents" menu in the CRM toolbar and SELECT "**FSA-156EZ Multi Year**". 
2	Select all applicable years from the menu.  **Note:** Only years the selected farm is active or the year the farm became in-active will be available for selection.
3	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.

--*

313 Base and Yield Notice

A Overview

The Base and Yield Notification is required to be sent to associated producers (operator and owners) when changes occur on the farm impacting program data (bases, yields, program elections, HIP, CRP, and CRP Reduction Data). A Base and Yield Notice is system generated and sent to the approving official as an e-mail attachment when reconstitutions are approved, and new base crop program elections are submitted from the ARCPLC Contract application. The Base and Yield Notice may be reprinted as needed and must be generated and provided to associated producers for the following:

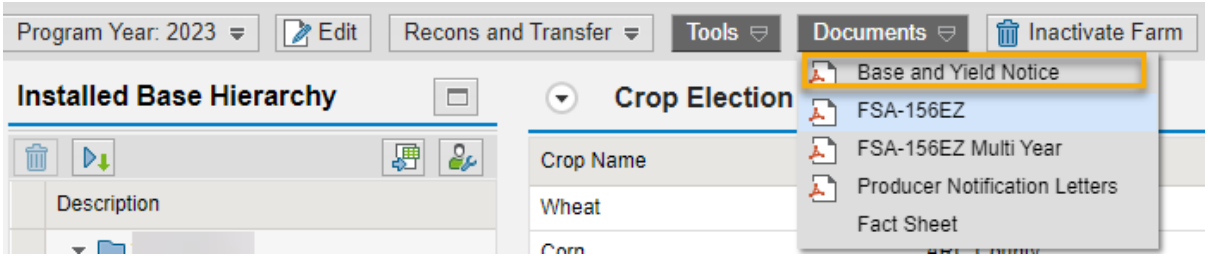
- farm combination
- farm division
- Yield & HIP Establishment
- ARC/PLC Election
- General
- Base Reductions.

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 "Documents"--* 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 generate the document as needed.

*--

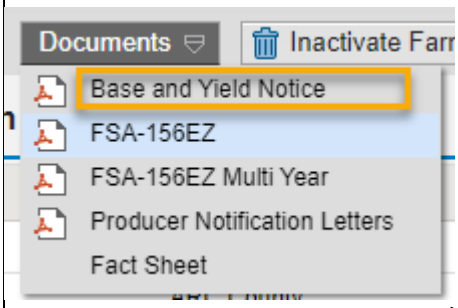
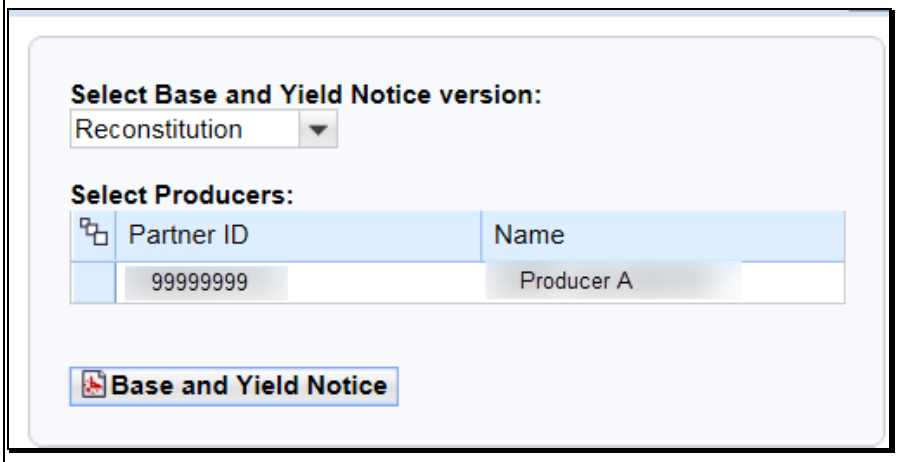


--*

313 Base and Yield Notice (Continued)

C Action

The following table provides instructions for accessing and printing the Base and Yield Notice from within the farm record.

Step	Action
1	*--Locate the "**Documents**" menu in the CRM toolbar and SELECT "**Base and Yield Notice**".  --*
2	In the Base and Yield Notice dialog window, select the applicable producer.
3	**SELECT** the applicable Base and Yield Notice version: • ARC/PLC Election • General • Reconstitution • Yield & Hip Establishment • Base Reduction. SELECT the applicable producer. CLICK "**Base and Yield Notice**" button to generate the document. 
4	The Base and Yield Notice will open in Adobe Acrobat. Use the print function in Adobe Acrobat to print the document. Examples of the Base and Yield Notification letters are found in Exhibit 9.

314 Producer Notification Letters

A Overview

Notification letters with review rights are required to be submitted to applicable producers when the following changes occur on the farm:

- Operator – See paragraph 21 for notification requirements
- Owner – See paragraph 22 for notification requirements
- CLU boundary changes impacting acreage – See paragraph 30 for notification requirements.

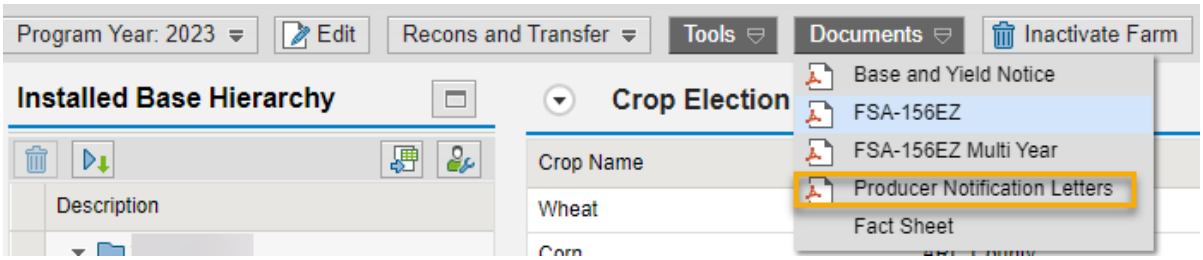
Templates for the following notification letters are found in Exhibits 5 and 6:

- Operator Change Notification Letter
- Boundary and Acreage Change
- Owner Change Notification Letter to Current/Prior Owners
- Owner Change Notification Letter to Operator.

B Accessing the Producer Notification Letters

Following is an example of accessing the Producer Notification Letters.

*--

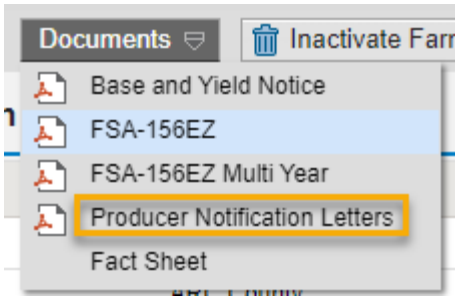
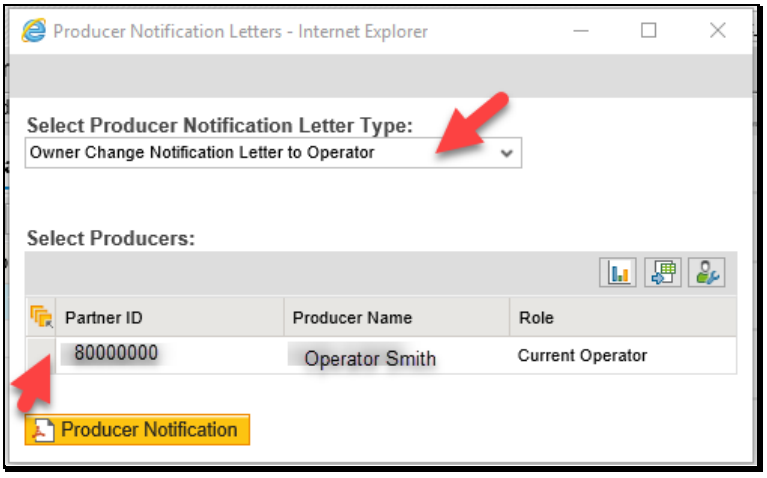


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314 Producer Notification Letters (Continued)

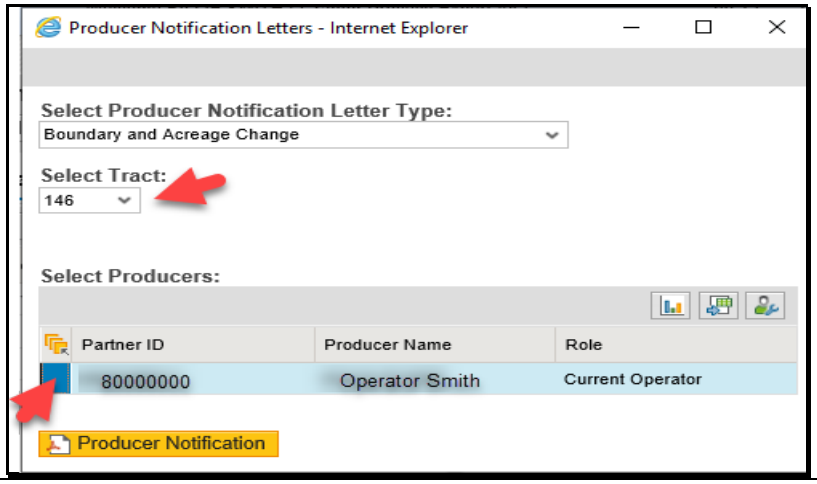
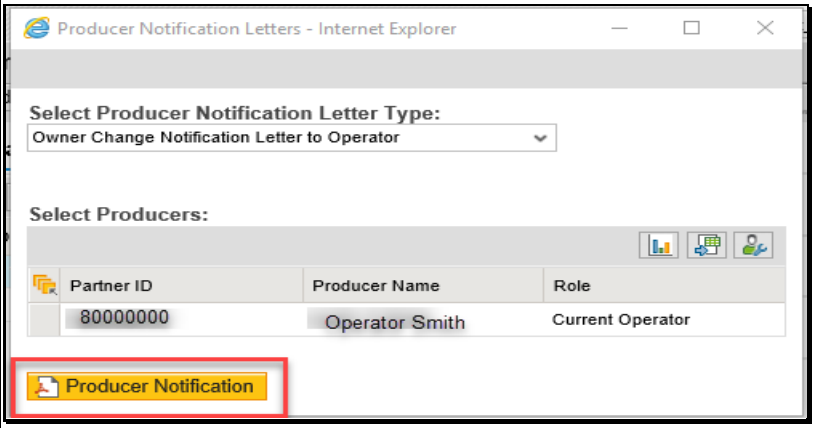
C Action

The following table provides instructions for accessing and generating a producer notification letter from within the associated farm record.

Step	Action
1	*--Hover on the "**Documents**" drop-down menu in the CRM toolbar and SELECT "**Producer Notification Letters**".  --*
2	In the Producer Notification Letter dialog window, select the applicable. • Producer Notification Letter Type – based on the type of letter selected additional options and associated producers will display accordingly. • Select the applicable producer(s). **Note**: More than one producer can be selected at a time. Individual letters will generate for each producer selected. 

314 Producer Notification Letters (Continued)

C Action (Continued)

Step	Action
2 (Cont.)	If a Boundary and Acreage Change letter is selected, options for selecting the applicable tract or associated producers will only display if there has been an acreage change on the tract in the current FY. Notification letters for boundary and acreage changes are by tract and if changes have occurred on multiple tracts, a letter is generated for each tract selected. • Select the applicable Tract. • Select the appliable producer(s). 
3	CLICK "**Producer Notification**" to generate the letter.  The letter will open as a PDF. The letter can be printed or saved as needed.

*--315 Producer Farm Data Report

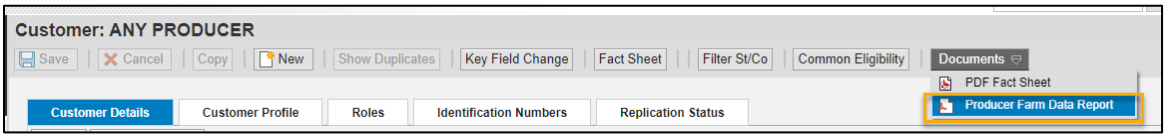
A Overview

The producer farm data report provides a summary of all farming interest nationwide for a selected producer. The report is available through a selected customer record in Business Partner.

Details of the data generated on the Producer Farm Data Report are found in Exhibit 20.

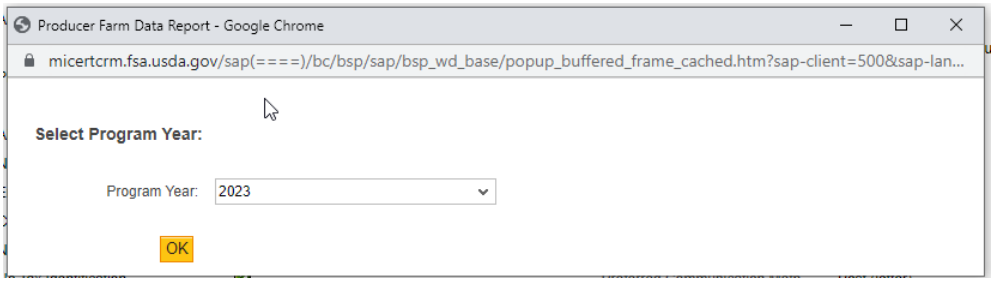
B Accessing Producer Farm Data Report

Following is an example of accessing the Producer Farm Data report from a select customer record in Business Partner.



C Action

Following provides instructions for accessing and generating a Producer Farm Data report.

Step	Action
1	Through CRM Business Partner, search for and select the applicable customer record. Instructions for access and searching in BP are found in 11-CM.
2	CLICK "**Documents**" and select "**Producer Farm Data Report**."
3	Select the applicable Program Year. 
4	CLICK "**OK**." The report will open as a .PDF and can be printed or saved as needed.

--*

316-319 Reserved

Section 6 Farm Transfers

320 Transferring County Process

A Overview

A farm transfer is the reassignment of the administrative State and county assigned to a farm record when requested by a producer, owner(s), or COC on an approved FSA-179. Farm transfers require multiple approvals to be completed by all county and State locations that are required to sign the FSA-179.

Within-State farm transfers require review and approval by:

- transferring county
- receiving county.

State-to-State farm transfers require review and approval by:

- transferring county
- transferring State
- receiving State
- receiving county.

The farm transfer process is automated in CRM Farm records. Once a farm transfer is submitted, a multi-step workflow process is initiated for approving officials in each county or State. Each approving official must review and take action on the transfer. Workflows are generated in the order of required approval.

Once a farm transfer is fully approved the system will in-activate the parent farm in the transferring county and create a new farm in the receiving county. CLU's are assigned to the new farm and tract numbers. The original farm in the transferring county will remain searchable using the original farm number or original IBase number.

Note: If the farm being transferred contains CRP acreage, do not cancel the CRP contract in CCMS. Follow 5-CRP, Part 2, to transfer CRP contracts enrolled on the farm once the farm transfer is complete in Farm Records.

320 Transferring County Process (Continued)

B Example

*--Following displays the location of the Transfer Process tool from the Recons and Transfer drop-down menu on the CRM Toolbar.

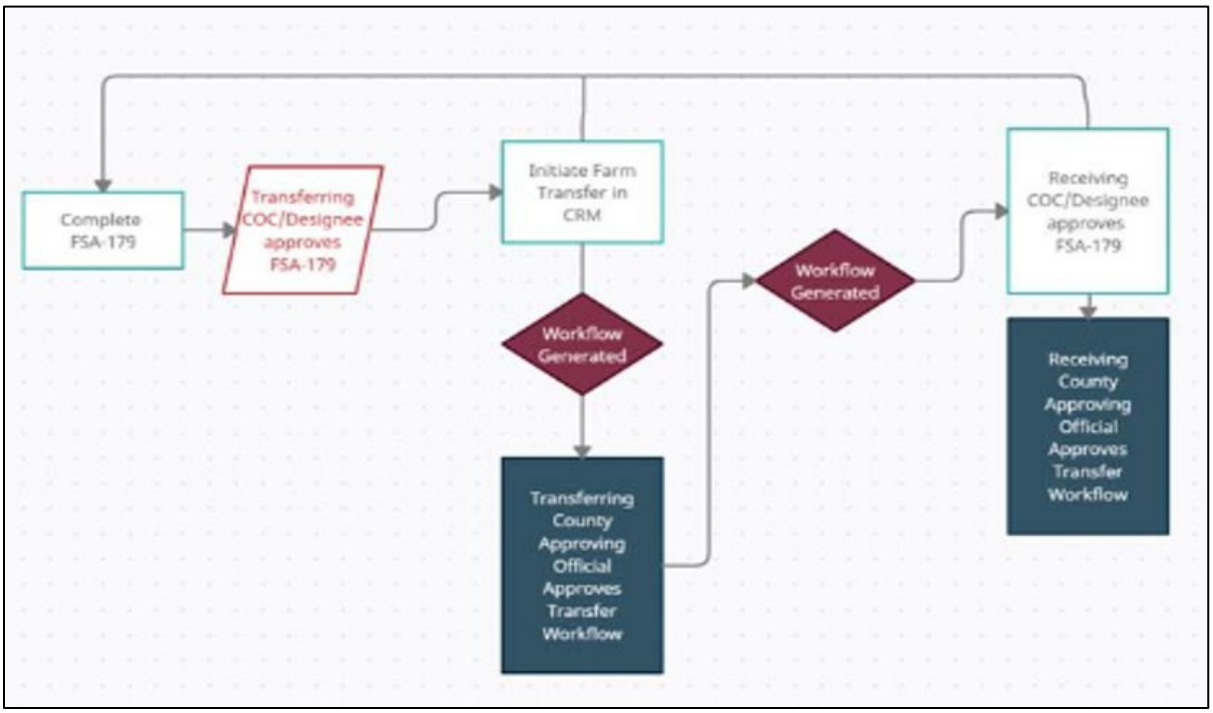


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320 Transferring County Process (Continued)

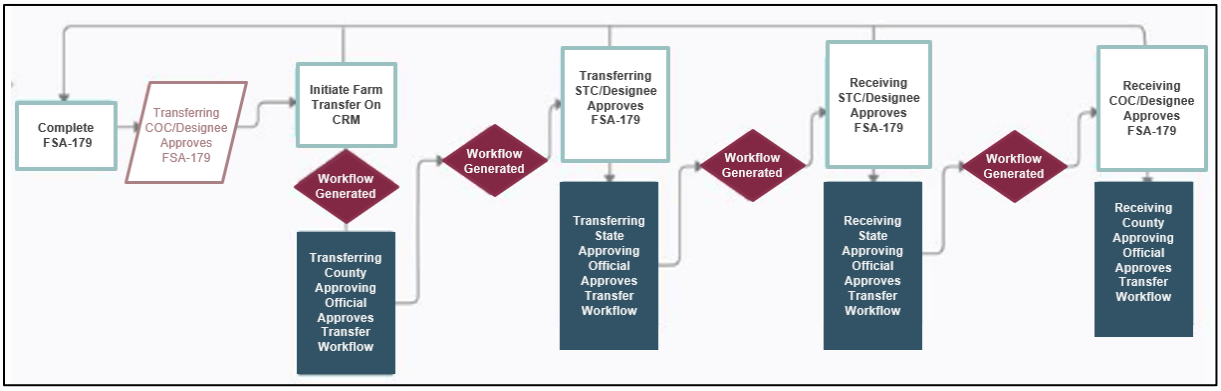
B Example (Continued)

Following is the process for completing a within-state transfer.



Following is the process for completing a State-to-State farm transfer.

*--



--*

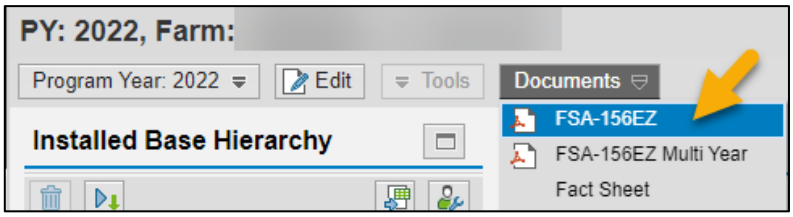
320 Transferring County Process (Continued)

C Action

Transferring county must complete the following actions to initiate and submit a farm transfer for approval.

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. See Exhibit 18 Transfer of Wetlands.

Following provides transferring county instructions for initiating the farm transfer.
*--

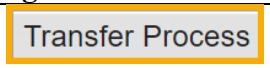
Step	Action
	Tasks to be completed prior to initiating a farm transfer
1	Review and ensure all updates required on the farm record and associated CLU's are complete. See Exhibit 17 for the Farm Transfer Checklist.
2	Update all applicable operators, owners, and other producers on the farm record according to the FSA-179. See paragraphs 199 through 201 to update a producer on a farm.
3	Generate and save a copy of the current FSA-156EZ for office documentation through the Documents drop-down menu on the CRM Taskbar.  **Best Practice** Attach the FSA-156EZ to the farm to be transferred in the in the "Attachments" assignment block using the naming convention of "Transfer 20XX_SS_CCC_XXXX_NNNNNNNN", where 20XX = Program Year, SS = transferring State Code, CCC = transferring County Code, XXXX = current farm number, and NNNNNNNN represents IBASE ID. See paragraph 272 for instructions on adding an attachment to a farm record.

--*

320 Transferring County Process (Continued)

C Action (Continued)

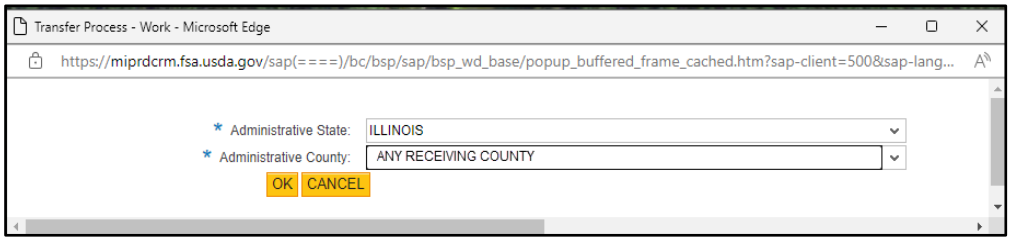
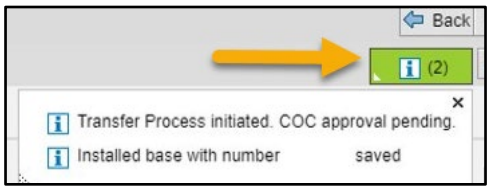
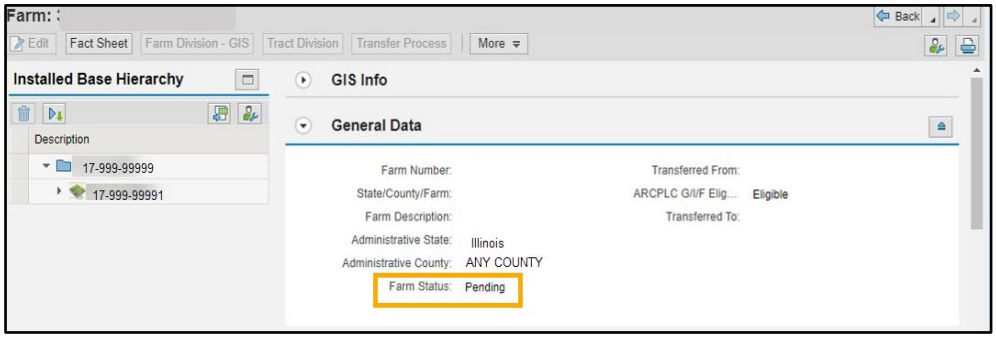
*--

Step	Action
4	If the farm contains CRP, complete the following actions. If the farm does not contain CRP, proceed to Step 5. • Remove all CRP contract data from the field level "CRP Data" assignment block. **Note:** See Subparagraph 233 for instructions on "CRP Data" assignment block editing. • Transfer the CRP contract in CCMS per 5-CRP, Part 2. **Note:** 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. **Exception:** 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. See paragraph 251 for instructions on editing the CCC-505 CRP Reduction Data assignment block.
5	If GIS wetland points are associated with the farm record, reassign the administrative State and county of the points to the receiving State and county using the CLU Maintenance Tool in Citrix. See Exhibit 18 Transfer of Wetlands.
	Initiating a Farm Transfer
6	CLICK "**Transfer Process**".  A transfer can be initiated at either the farm or tract level. **Notes:** The Transfer Process in Farm Records should be initiated at the same time the FSA-179 is approved by the transferring office. A farm transfer cannot be initiated during an edit session.

--*

320 Transferring County Process (Continued)

C Action (Continued)

Step	Action
7	CLICK "**Administrative State**" drop-down menu and select the receiving State. CLICK "**Administrative County**" drop-down menu and select the receiving county. Click "**OK**".  The following message is generated. CLICK **"Expand message area"** to review the system message(s). 
8	Verify that the farm status is "Pending". 

320 Transferring County Process (Continued)

C Action (Continued)

*--

Step	Action
9	The initial workflow for the transferring county approving official, as identified in the CED position in Org Structure, is generated. See subparagraph D to access and act on the transfer workflow. • In the case of a within-State farm transfer, once the workflow is approved by the transferring county, a workflow is generated for the receiving county approving official. See paragraph 331 for transferring county responsibilities. • In the case of a State-to-State farm transfer, once the initial workflow is approved by the transferring county, workflows are generated and must be acted on in the order listed below by the following approving officials: • the transferring State (employees in the SED position and State users with the Grantor Process Specialist role) • the receiving State (employees in the SED position and State users with the Grantor Process Specialist role) • the receiving county's approving official as identified in the CED position in Org Structure. See paragraph 331. If any approving official disapproves the transfer, the transfer is cancelled and the original farm re-activated.

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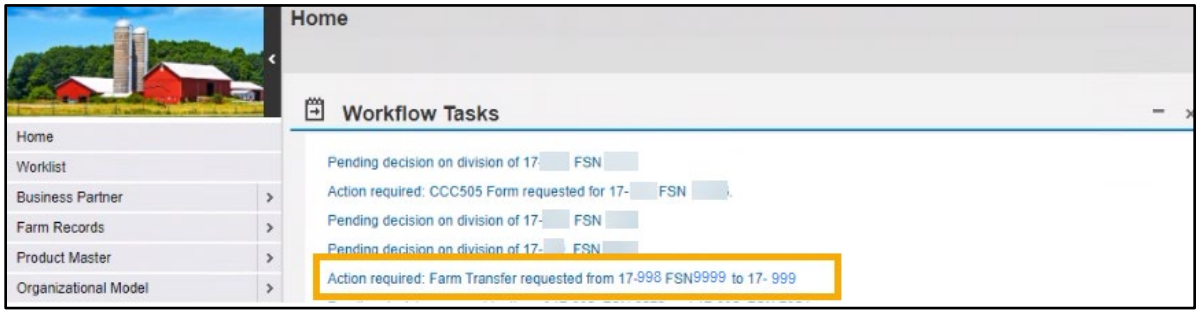
320 Transferring County Process (Continued)

D Approval

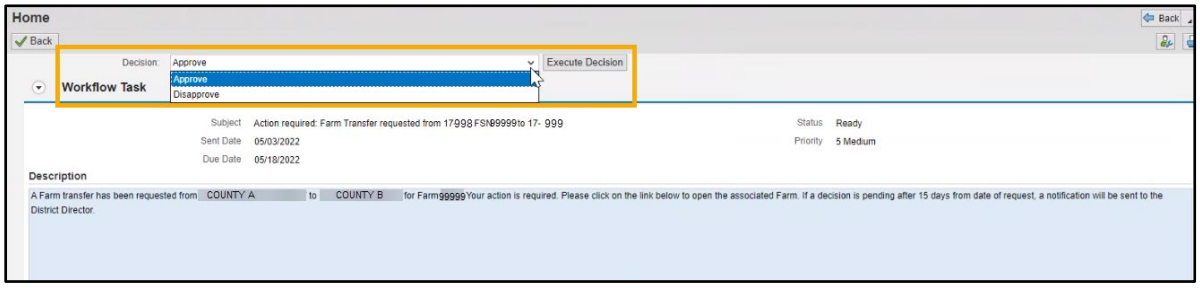
A workflow process is initiated when a farm transfer is submitted. Farm transfers require multiple workflow approvals depending on whether the transfer is within-state or State-to-State. The initial workflow is generated for the approving official and any active substitute established in the transferring county. The approving official is determined by Org Structure under the CED position for the associated county office.

The approving official must execute the decision made by COC or designee on the FSA-179 to approve or disapprove the farm transfer workflow.

Following is an example of a farm transfer workflow task.



Following is an example of an opened Farm Transfer workflow.



320 Transferring County Process (Continued)

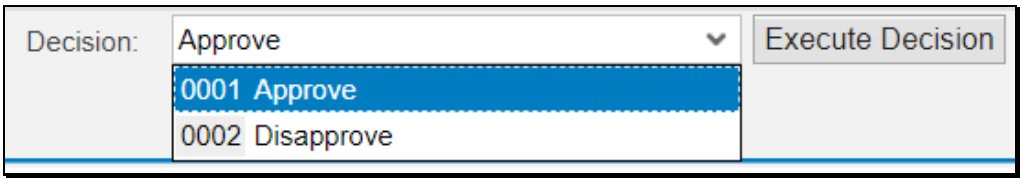
D Approval (Continued)

Complete the following steps to execute the decision made by the COC or designee as indicated on the FSA-179.

Step	Action
1	Access the CRM Home page.
2	Recent workflow tasks will display on the Home page under the Workflow Tasks assignment block. • If the workflow displays on the Home page go to Step 3. • If the workflow is not listed, from the left Navigation Bar CLICK "**Worklist**" and CLICK "**Search**". See paragraph 185 for instructions to search for specific workflows.
3	Select the appropriate hyperlink for the farm transfer workflow. 
4	To review the farm prior to executing a decision, click the hyperlinked farm number listed in the Associated Business Objects assignment block. 

320 Transferring County Process (Continued)

D Approval (Continued)

Step	Action
5	Approve or disapprove the workflow according to the COC decision. SELECT "**Approve**" or "**Disapprove**" from the Decision drop-down menu and CLICK **"Execute Decision".**  If the decision is "Approve", a workflow is generated for the next approving official. For a within-State transfer: • a workflow is generated for the receiving county approving official. See paragraph 321. For a State-to-State transfer: • a workflow is generated for the transferring State approving official. The approving official for the transferring State must act on the workflow as indicated on the FSA-179. • if approved by the transferring State, a workflow is generated for the receiving State approving official. The approving official for the receiving State must act on the workflow as indicated on the FSA-179. • if approved by the receiving State, a workflow is generated for the receiving county approving official. See paragraph 321. If the decision is "Disapprove", then the transferring farm's status returns to "Active".

320 Transferring County Process (Continued)

E Common Error Messages

Following provides common error messages that prevent users from initiating a farm transfer.

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 not linked to both transferring and receiving county. Update applicable State and county to the associated Business Partner record(s). See 11-CM for additional guidance on adding an associated county to an existing CRM Business Partner record.
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.
HIP value on CROP base crop must be entered before the Farm Transfer process can be initiated.	User must load the missing HIP value on the applicable crop(s) before transfer process can be initiated.
Sum of Base Acres for all crops on Tract ST-CO-XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres.	Base acres on all tracts must be balanced before a farm transfer is allowed. Users must access the listed farm and tract and take the applicable action to balance the tract.
Sum of Base Acres for all crops on Farm ST-CO-XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres	Base acres on all tracts must be balanced before a farm transfer is allowed. Users must access the listed farm and associated out-of-balance tract(s) and take the applicable action to balance all tracts on the farm.

321 Receiving County Process

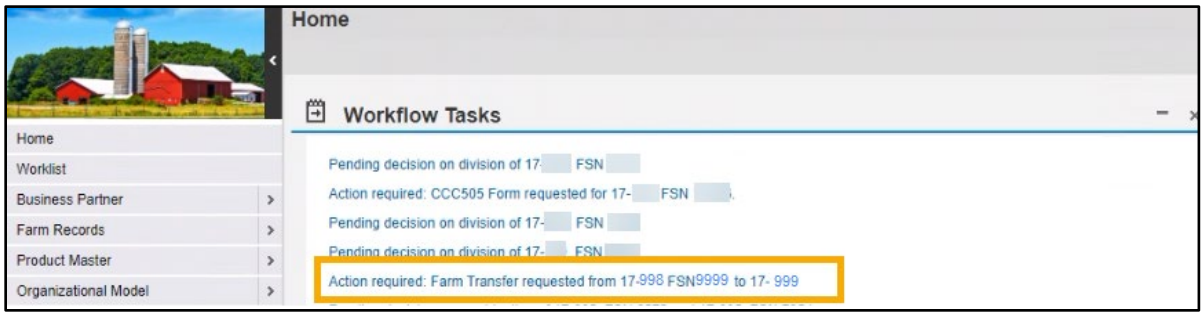
A Overview

The approving official for the receiving county must execute the decision made by COC or designee on the FSA-179 to approve or disapprove the farm transfer workflow.

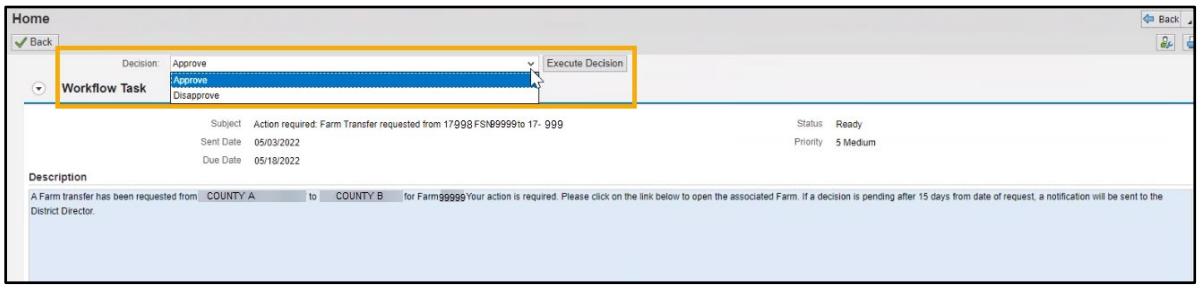
Subsequent tasks must be completed to review to update the transferred farm record and update program participation as needed.

B Example

Following is an example of a farm transfer workflow task.



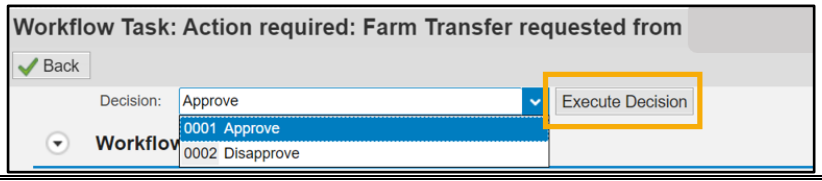
Following is an example of an opened Farm Transfer workflow.



321 Receiving County Process (Continued)

C Action

Following provides receiving county instructions for completing the farm transfer.

Step	Action
1	Access the CRM Home page.
2	Recent workflow tasks will display on the Home page under the Workflow Tasks assignment block. If the workflow displays on the Home page go to Step 3. If the workflow is not listed, from the left Navigation Bar CLICK "**Worklist**" and CLICK "**Search**". See paragraph 185 for instructions to search for specific workflows.
3	Select the appropriate hyperlink for the farm transfer workflow. 
4	Approving official in the receiving county must approve or disapprove the workflow according to the COC decision. SELECT **"Approve"** or **"Disapprove"** from the drop-down menu. CLICK "**Execute Decision**". 

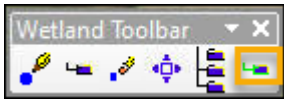
321 Receiving County Process (Continued)

C Action (Continued)

Step	Action
4 (cont.)	If approved, the following is completed by the system. **Original Transferring County Farm** • Inactivation of the original farm in the transferring county. • "Transferred To" field in the farm level General Data assignment block of the original farm populated with the receiving State, county, and new farm number. **New Receiving County Farm** • Reassignment of the administrative State and county of the Farm Record to the receiving county. • Reassignment of the farm and tract numbers of all CLU's to the next available farm and tract numbers in the receiving county. • Creation of a new IBase associated with the new farm in the receiving county. • "Transferred From" field in the farm level General Data assignment block of the receiving farm populated with the transferring State, county, and original farm number. If disapproved, the farm transfer is cancelled. The farm record in the transferring county returns to "Active" status with no changes.

321 Receiving County Process (Continued)

C Action (Continued)

Step	Action
5	Review the new active farm in the receiving county to ensure the records and CLU's transferred successfully.
6	If the farm is enrolled in CRP, complete the following actions. If the farm does not contain CRP, proceed to Step 7. Follow 5-CRP, Part 2, to transfer CRP contracts in CCMS that are involved with a farm transfer once the farm transfer is complete in Farm Records. Enter new CRP contract data at the field level in "CRP Data" assignment block the for enrolled CLU's. Revise CCC-505 CRP Reduction Data contract number at the tract level if applicable.
7	Review the GIS Info assignment block to identify if wetland points are associated with the farm record. Verify that wetland point attributes have been reassigned by the transferring county to the receiving State and county using the ID function. If GIS wetland points have not been re-assigned, access and run the QC tool on the Wetland Toolbar in the Citrix CLU Maintenance Tool application.  See 1-GIS, Exhibit 21. Contact the State GIS Specialist for additional assistance.
8	Print FSA-156EZ.
9	Attach approved FSA-179 with all signatures to new farm "Attachment" assignment block (optional).
10	Notify associated producers that the farm transfer is complete and provide the new farm and tract numbers.
11	Review the farm for program impacts other than CRP and complete the applicable action.

322 Transfer Process Search Options

A Overview

The completion of the transfer process inactivates the farm record in the transferring administrative State and county and creates an active farm with a newly created IBase number in the receiving administrative State and county. Farms resulting from a fully approved farm transfer can be identified through the following.

- "Transfer From" and "Transfer To" entries in the farm level "General Data" assignment block within the associated farm record.
- CRM FR Search Criteria.
- "In Out Transfer" report generated from the Farm Records dashboard (see 12-CM).

B Identifying a Farm Transfer from General Data Assignment Block

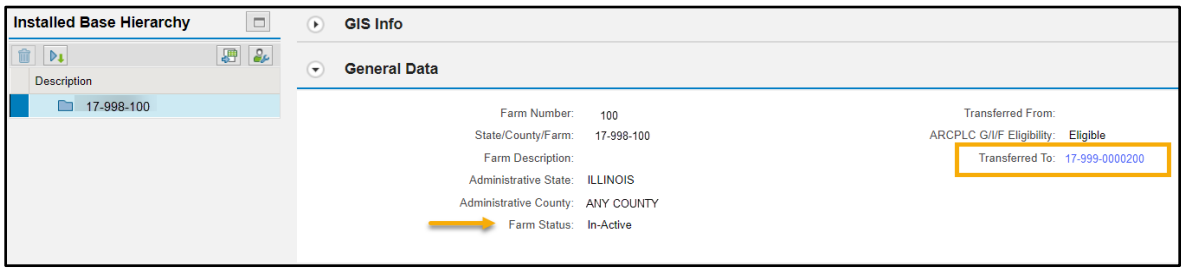
Users are able to identify a farm record that has been part of the transfer process. In the "General Data" assignment block a "Transferred To" or "Transferred From" field is populated with a hyperlink that will navigate users directly to the transferred to or transferred from farm record.

Identifying the new administrative State, county, and farm number after an approved farm transfer can be completed from the original inactive farm record in the transferring county. The "Transferred To" data entry in the farm level "General Data" assignment block displays the new State, county, and farm number of the transferred record. The "Transferred To" entry is hyperlinked. Clicking on the hyperlink will open the associated farm records.

322 Transfer Process Search Options (Continued)

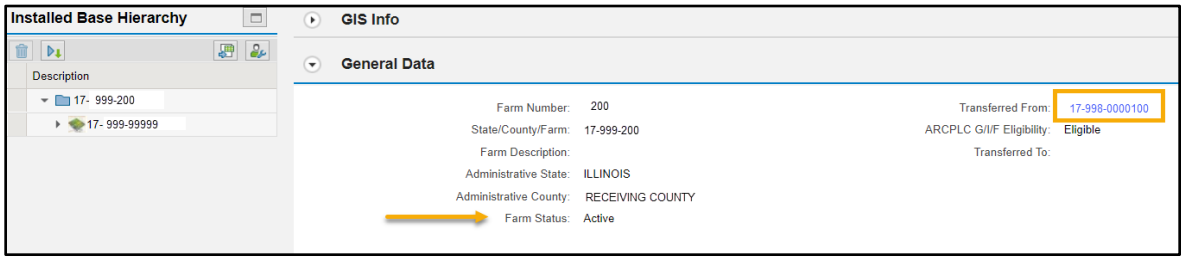
B Identifying a Farm Transfer from General Data Assignment Block (Continued)

Following is an example of the populated and hyperlinked "Transferred To" entry within the original farm record that was transferred.



Identifying the original administrative State, county, and farm number after an approved farm transfer can be completed from the created farm record in the receiving county. The "Transferred From" data entry in the farm level General Data assignment block displays the original State, county, and farm number of the transferred record. The "Transferred From" entry is hyperlinked. Clicking on the hyperlink will open the original farm record.

Following is an example of the populated and hyperlinked "Transferred From" entry within the receiving county farm record.



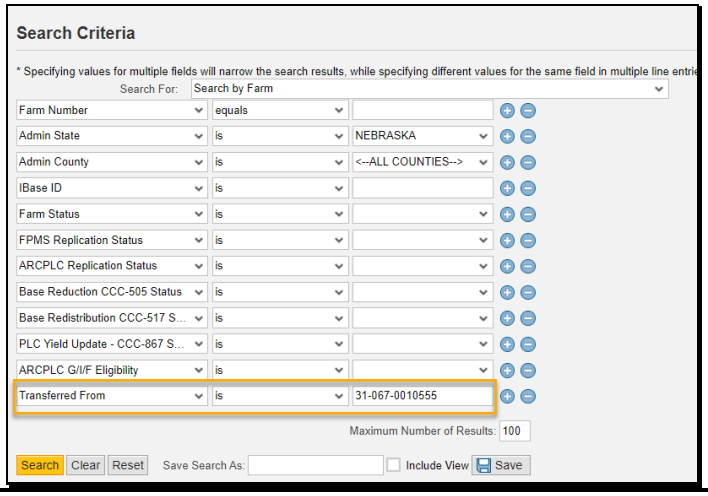
322 Transfer Process Search Options (Continued)

C Searching from Farm Records Search Criteria

Users can identify transferred farms through the Farm Records search criteria by searching for:

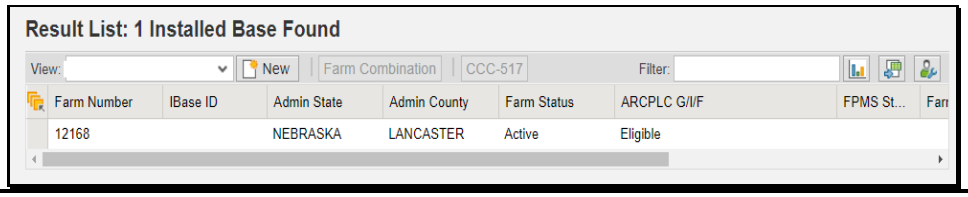
- the original farm number or IBase in the associated transferring county
- the new farm number or IBase in the associated receiving county
- the original State, county, and farm number using the "Transferred From" entry.

Following are instructions to search for the farm transfer record using the "Transferred From" search criteria.

Step	Action
1	ENTER the original State, county, and farm number in the "Transferred From" field using the following format. XX (State Code)-XXX (County Code)-XXXXXXX Farm Number must be entered using seven digits. Use preceding zeros "0" for State, county, and farm number when necessary to complete all values in the search criteria. Hyphens between fields are required. For example, to search for farm number 10555 that was transferred from Gage County, Nebraska enter: 31-067-0010555. 

322 Transfer Process Search Options (Continued)

C Searching from Farm Records Search Criteria (Continued)

Step	Action
2	CLICK "**Search**" The Results List will return the receiving county farm associated with the farm transfer. In this example the farm was transferred to Lancaster County, Nebraska. 

323-327 (Reserved)

Section 7 Reconstitutions

328 Overview

A Overview of Initiating a Reconstitution

A properly completed FSA-155, Request for Farm Reconstitution, must be on file prior to initiating any reconstitution in CRM Farm Records.

B Reconstitution Processes

Following are the four types of reconstitutions:

- tract division
- farm division
- farm combination
- tract combination.

--Reconstitution processes are located under the Recons and Transfer drop-down menu of the CRM Toolbar and only available for current year.--

329 Tract Division

A Overview

The purpose of the tract division 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. See paragraph 132 for reasons to complete a tract division.

Note: Tract level reconstitutions do not require approval through the workflow process. Once a tract level reconstitution is completed, records are automatically updated accordingly.

During the tract division process, CLU's are assigned from a parent tract to the resulting child tracts. Attributes including acres and land determinations of the associated CLU's are assigned and aggregated to the resulting tracts accordingly. Base acres associated with the parent tract are split using one of the following three methods of division. See Part 5, Section 2, Subsection 2, Methods of Division.

- Estate.

- Designation by Landowner.

- 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).

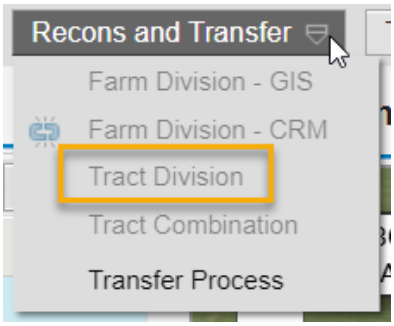
Note: Review 2-CP for the impact on existing acreage reports after a tract division.

329 Tract Division (Continued)

B Example

*--Following is an example of the Tract Division tool from the Recons and Transfer drop-down menu on the CRM Toolbar.

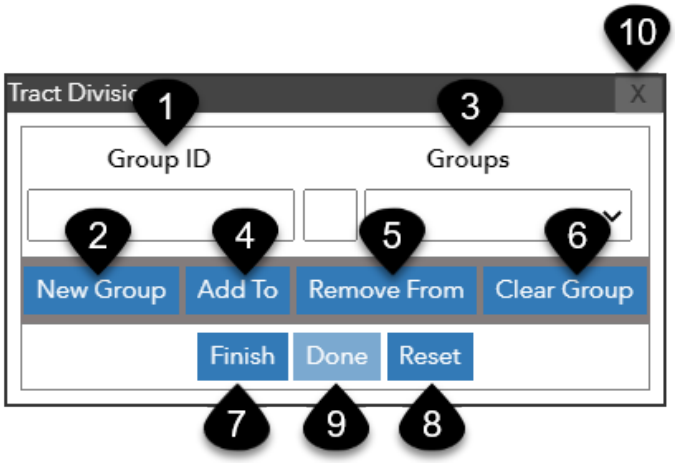
Note: The Tract Division tool is enabled after selecting the tract to be divided in the farm hierarchy.



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After the Tract Division tool on the CRM toolbar is clicked the following occurs:

- the Tract Division tool icon displays on the GIS Taskbar
- the Tract Division window opens automatically in the map display.

Tool Icon	Tract Division Window - GIS
	

329 Tract Division (Continued)

B Example (Continued)

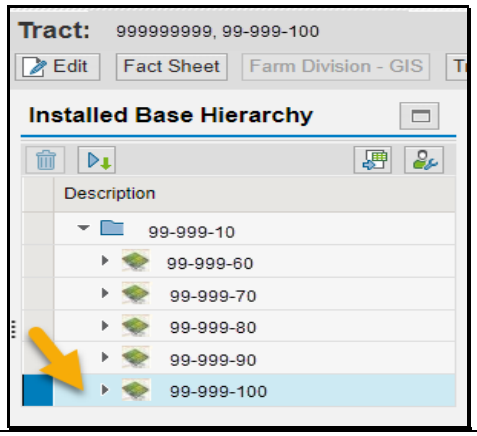
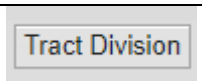
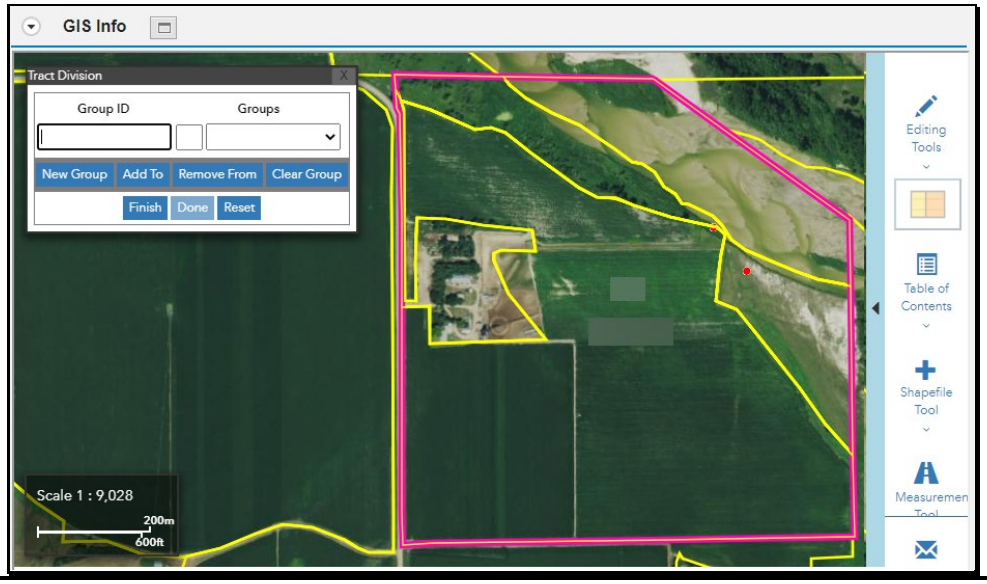
Following are the tools and descriptions for the Tract Division window.

Item	Name	Description
1	Group ID	Free-form text field used to establish group names. **Note:** Only alpha characters can be used.
2	New Group	Saves the Group ID as entered in the Group ID field.
3	Groups	Drop-down displaying all established Group ID's and the assigned group color. Allows users to specify the active group for the addition or removal of CLU's. The group displayed in the "Groups" entry is the active group. **Note:** Group colors are system assigned.
4	Add To	Initiates selection of CLU's to be added to a group. Allows users to click on a single CLU or click and drag to select multiple CLU's to add to the active group.
5	Remove From	Initiates selection of CLU's to be removed from a group. Allows users to click on a single CLU or click and drag to select multiple CLU's to remove from the active group.
6	Clear Group	Deletes the active group and associated CLU assignments.
7	Finish	Finalizes all groups. Any unassigned CLU's are added to a system created default group.
8	Reset	Deletes all groups and associated CLU assignments.
9	Done	Only available after "Finish" is selected. Opens the Tract Division Wizard. **Note:** Users cannot change groups or CLU's assignments once "Done" is clicked and the Tract Division Wizard opens.
10	X	Closes the window. **Note:** Reconstitution is not cancelled, and users remain in the reconstitution edit session. CLU assignments are retained. Tract Division tool on the GIS Taskbar is enabled. Users can re-open the reconstitution toolbar by clicking on the tool from the GIS taskbar.

329 Tract Division (Continued)

C Action

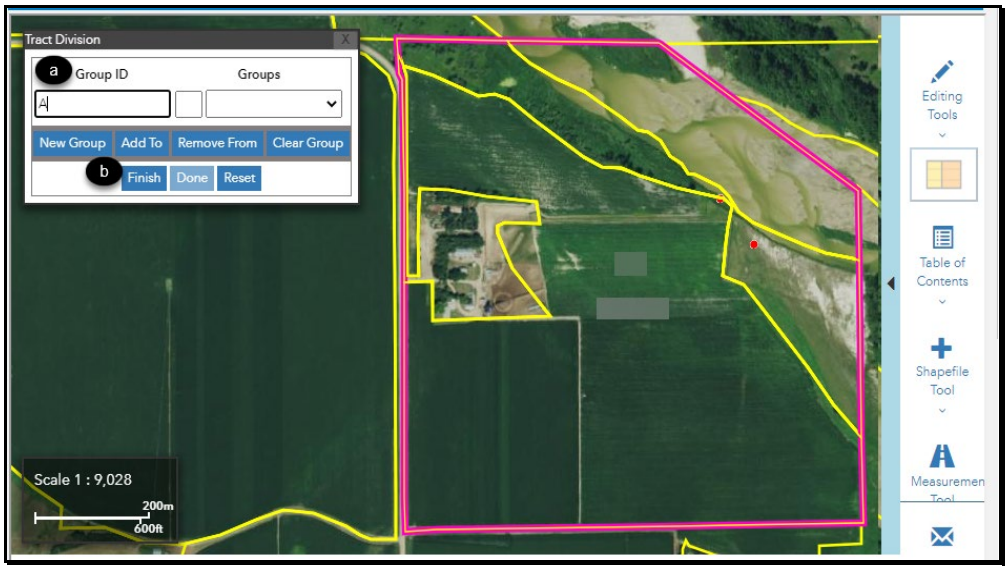
Following provides the instructions to complete and submit a tract division.

Step	Action
1	Access the farm that contains the tract to be divided.
2	In the farm hierarchy select the tract to be divided. 
3	In the CRM toolbar SELECT "**Tract Division**". 
4	If needed, expand the "GIS Info" assignment block The Tract Division tool will open automatically from the GIS Taskbar. 

329 Tract Division (Continued)

C Action (Continued)

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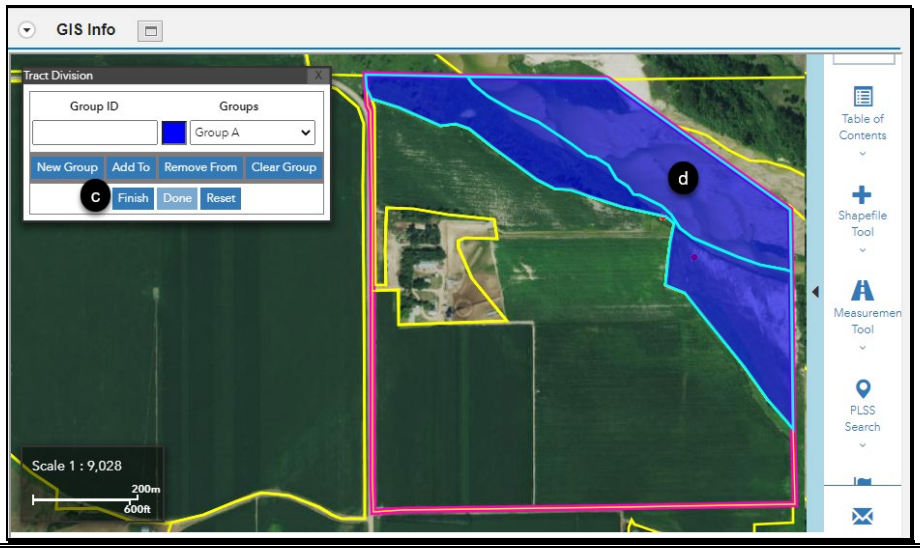
Step	Action
5	Establish groups of CLU's that will represent the resulting tracts. a. Enter a Group ID to assign all CLU's that will result in the first child tract. **Note:** Only alpha characters can be entered as a Group ID. Enter a Group ID that is distinctive (e.g. producer name) to easily differentiate the data associated with the resulting child tracts in the tract division wizard. b. CLICK **"New Group"**. 

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329 Tract Division (Continued)

C Action (Continued)

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Step	Action
5 (Cont.)	c. CLICK "**Add To**" d. Select a CLU to be associated with the group. If additional CLU's are needed, CLICK "**Add to**" and select the next CLU. Repeat 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 through multiple CLU's. Any CLU contained (entirely or partially) within the resulting box are 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. 

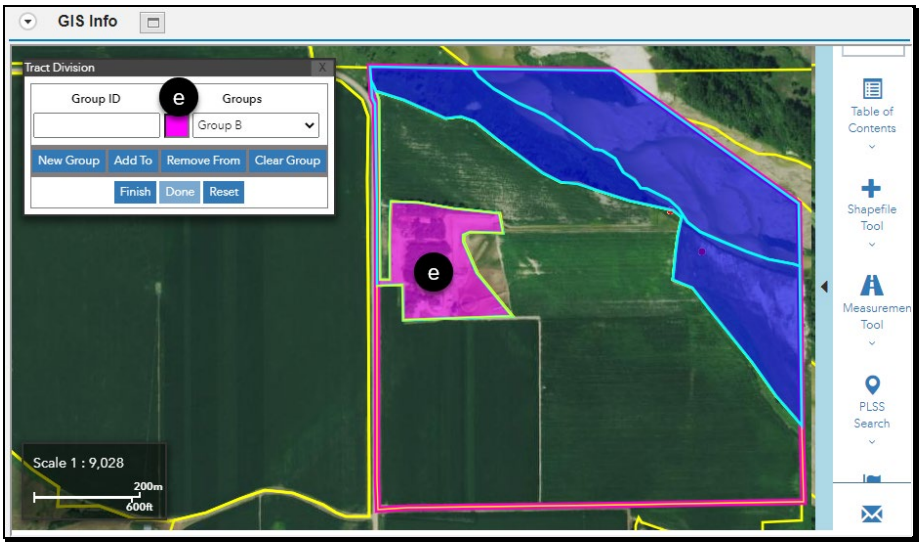
--*

329 Tract Division (Continued)

C Action (Continued)

*--

Step	Action
5 (Cont.)	e. Enter as many groups as necessary to create the desired number of resulting child tracts. Repeat the steps above as needed.



CLU's that are not assigned to a group are placed in a default group created by the system after clicking "Finish" (Step f). This default group could be used in two ways.

- To represent one of the child tracts. For example, if the tract is divided into three resulting tracts, users may create two groups and assign CLU's accordingly. The system will create a default group and assign all remaining CLU's.

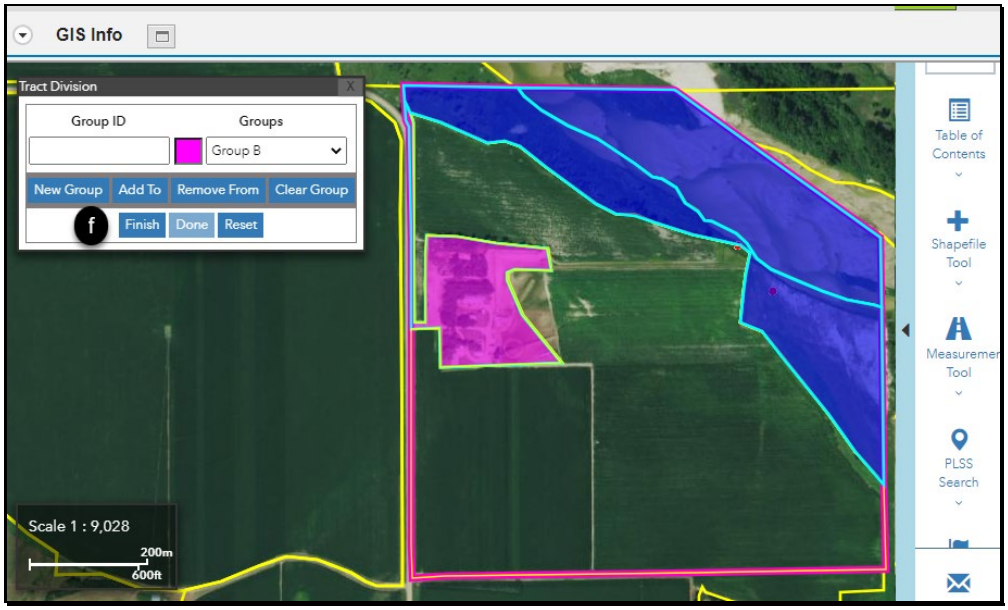
- As a quality control check to ensure CLU's are not missed during the selection and group assignment process. To use the default as a quality control check, create the same number of groups as the resulting child tracts and assign all CLU's accordingly. If a default group is created by the system, one or more CLU's were missed while assigning CLU's to the created groups.

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329 Tract Division (Continued)

C Action (Continued)

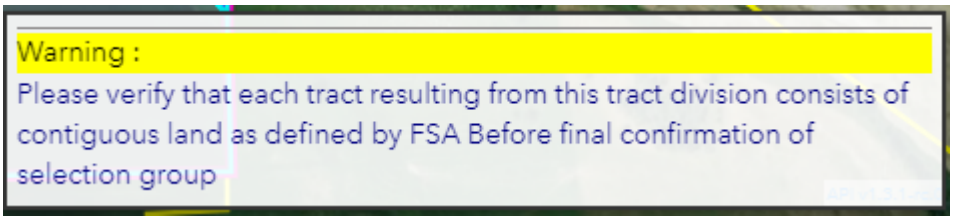
*--

Step	Action
5 (Cont.)	f. CLICK "**Finish**".  **Note:** Any unassigned CLU's are added to a default group in this step.

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329 Tract Division (Continued)

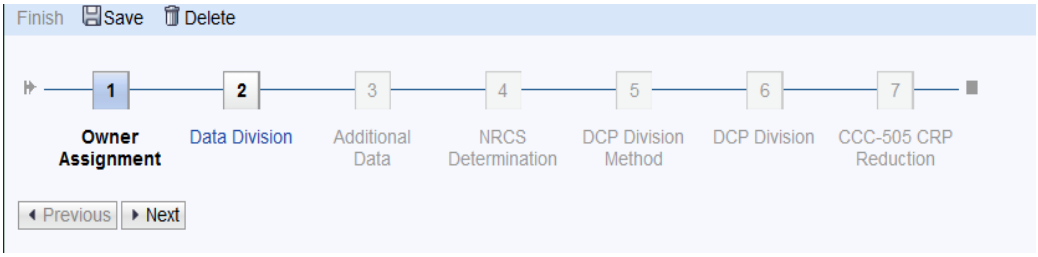
C Action (Continued)

Step	Action
6	The following message will display to remind users to verify that CLU's are contiguous before proceeding.  Users must review CLU and group associations to ensure all CLU's are assigned properly. If a default group is created unexpectedly or if CLU's are not assigned to the correct group, reassign the CLU's accordingly. 

329 Tract Division (Continued)

C Action (Continued)

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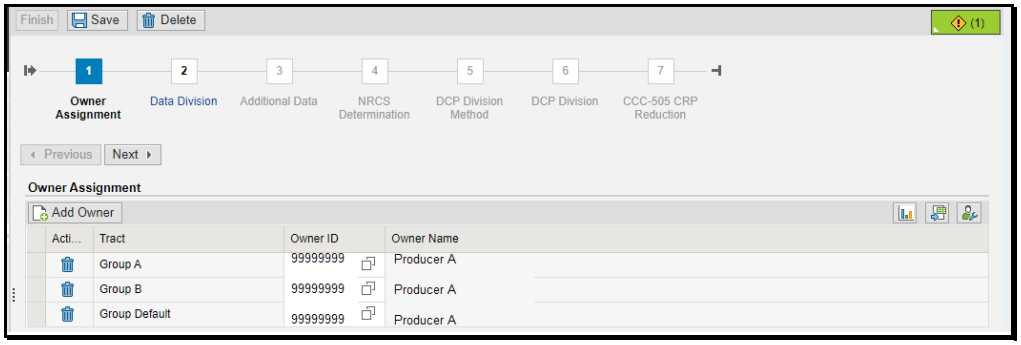
Step	Action
7	CLICK "**Done**". 
	Tract Division Wizard
8	The Tract Division Wizard will open. Users must complete and review each of the following steps within the wizard to correctly divide the parent tract attributes to the resulting child tracts.  **Note:** Users must open and review the Expand message center to review any alerts generated. Alerts will guide users through data required to be entered and ensure that entries meet system validations.

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329 Tract Division (Continued)

C Action (Continued)

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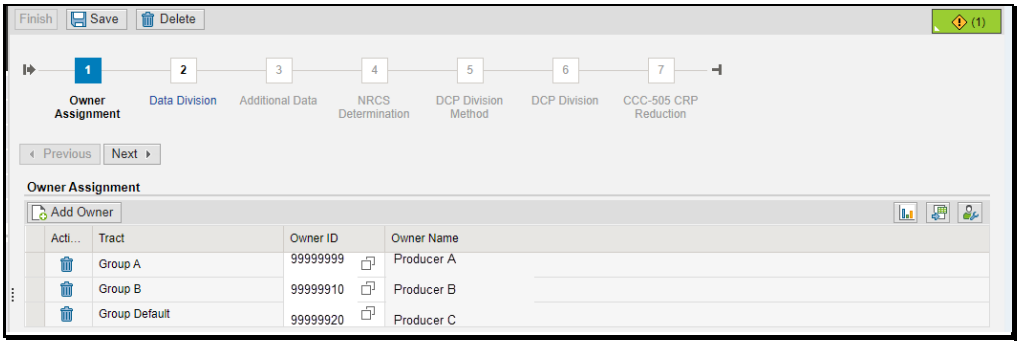
Step	Action
8 (Cont.)	Review the number of resulting groups listed. If an unexpected default group is created, this is an indication CLU's were not assigned to an established group. If this occurs, the reconstitution must be deleted and users should begin the tract division again.  **Note:** Users can click "Save" at any time to hold all changes made as a saved (draft) reconstitution and return at a later time or users can click "Delete" to terminate the reconstitution.

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329 Tract Division (Continued)

C Action (Continued)

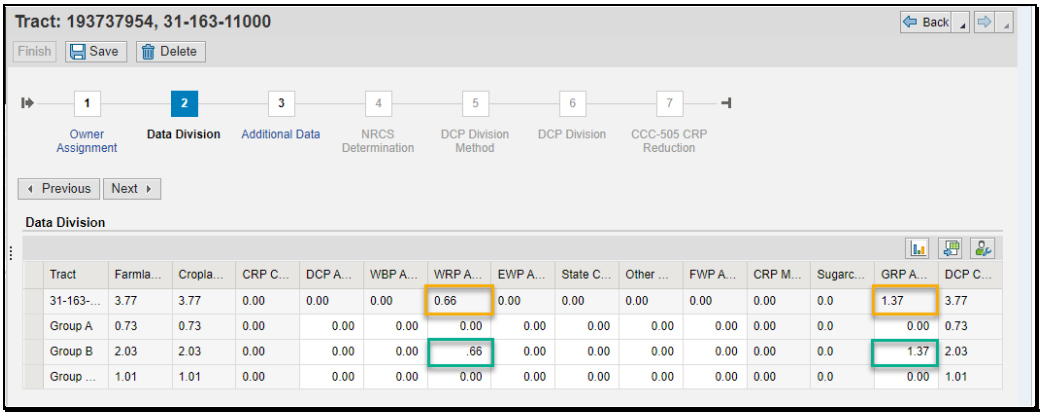
*--

Step	Action
9	**Wizard Step 1 - Owner Assignment** At least one owner must be associated with each resulting child tract. System will initially assign the owner(s) on the parent tract to all associated tracts. Users must review and update owner(s) accordingly.  Update the ownership for each resulting child tract as needed. • To add an additional owner(s), select the row representing the child tract requiring another owner. CLICK **"Add Owner"**. Search for and select the applicable producer. • To remove an owner(s) CLICK "**Remove**" (trash can). **Note:** An owner cannot be deleted if there is only one owner associated with a tract. Use the instructions to modify an owner. • To modify a listed owner, CLICK "**Open Input Help**" button in the Owner ID column. Search and select the applicable producer. Users shall review all tract owners before proceeding and verify the correct owners are associated with the correct child tract.

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329 Tract Division (Continued)

C Action (Continued)

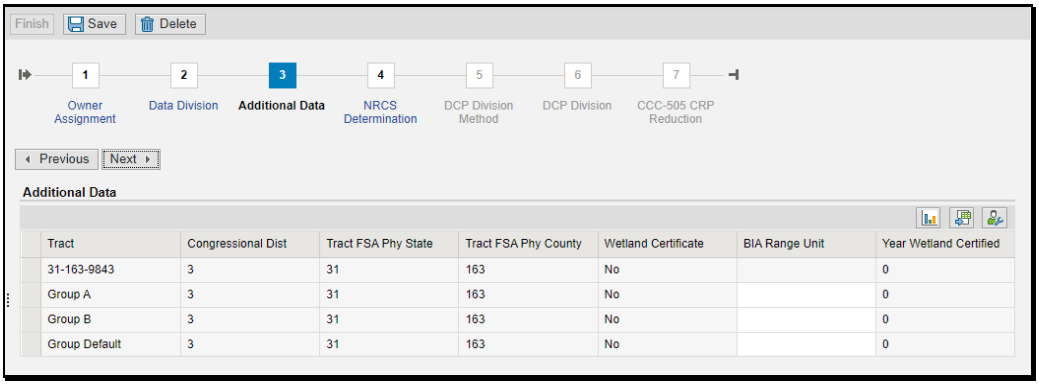
Step	Action
9 (Cont.)	**Wizard Step 1 - Owner Assignment (Continued)** **Alternate Method for Entering a Producer** If the 10-digit Business Partner ID for the new owner is known, the user may click in the ID field and manually enter the BP ID number. If correct, CLICK **"Next"**.
10	**Wizard Step 2 - Data Division** The Data Division step divides tract acreages associated in the Tract Land Data assignment block from the parent tract to the resulting child tracts. Parent tract acres are shown in the first row. Acreage determined by the CLU attributes is system calculated and populated. Acreage manually entered at the tract level must be manually distributed to resulting child tracts. As applicable, distribute parent acres to the resulting child tracts. The sum of the acres for the resulting tracts must equal the acres that existed on the parent tract. See Part 5, Section 2 for further guidance for reconstitution provisions. See paragraph 17 for land type definitions.  Enter DCP Ag Related Activity Acres as applicable on the resulting child tract(s) where the acres are physically located.

Tract	Farmla...	Cropla...	CRP C...	DCP A...	WBP A...	WRP A...	EWP A...	State C...	Other ...	FWP A...	CRP M...	Sugarc...	GRP A...	DCP C...
31-163-...	3.77	3.77	0.00	0.00	0.00	0.66	0.00	0.00	0.00	0.00	0.00	0.0	1.37	3.77
Group A	0.73	0.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.73
Group B	2.03	2.03	0.00	0.00	0.00	.66	0.00	0.00	0.00	0.00	0.00	0.0	1.37	2.03
Group ...	1.01	1.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	1.01

329 Tract Division (Continued)

C Action (Continued)

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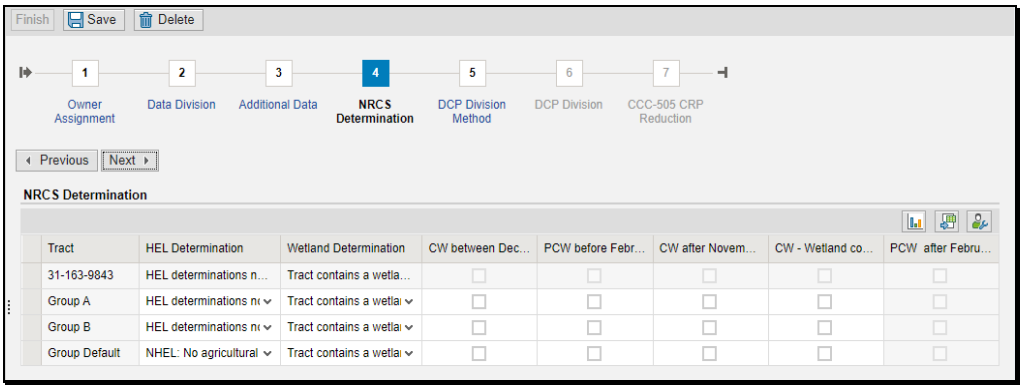
Step	Action
10 (Cont.)	**Wizard Step 2 – Data Division (Continued)** Enter the following acres as applicable on the resulting child tract(s) where the associated acreage type is physically located and land meets the definition of DCP cropland. • WBP Acres • WRP Acres • EWP Acres • State Conservation Acres • Other Conservation Acres • FWP Acres • GRP Acres. All other acreage entries are system calculated and entered based on the attributes of the CLU's assigned to the resulting child tracts. Users cannot modify system calculated entries. If an error in acres is identified, users must delete the tract division and initiate the reconstitution process again with the correct CLU's assigned to the resulting child tract groups. CLICK **"Next"**.
11	**Additional Data – Wizard Step 3** Verify all data and add BIA Range Unit as applicable.  CLICK **"Next"**.

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329 Tract Division (Continued)

C Action (Continued)

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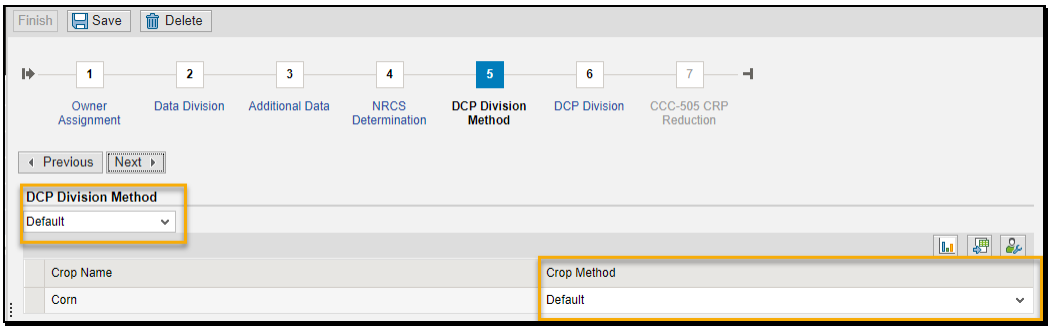
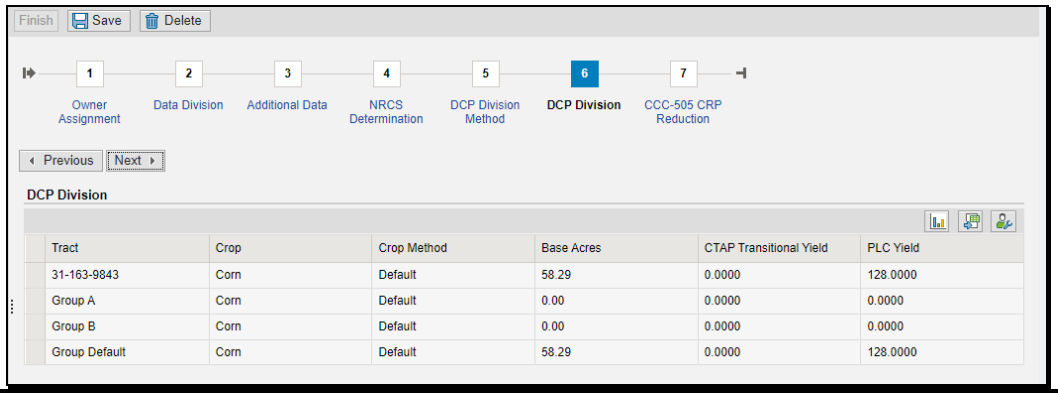
Step	Action
12	**Wizard Step 4 - NRCS Determination**  The system will populate a default value for each resulting tract. Users must review each determination and update to the correct value if the default value is incorrect. Users may need to review the NRCS-CPA-026e to verify technical determinations. • HEL Determination will initially be populated based on HEL status from the assocaited CLU's. Choices available in the drop-down menu are dependent upon the HEL Status of the CLU's assigned to the resulting child tract • Wetland Determination will initially be populated with the determination from the parent tract. Users must review and update the wetland determination based on determinations completed on the NRCS-CPA-026e for the land associated with each resulting child tract. • Violations will initially be populated with the determination from the parent tract. See paragraph 26 to determine the applicable tract level conservation compliance determinations. Once all updates have been entered, CLICK **"Next".**

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329 Tract Division (Continued)

C Action (Continued)

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Step	Action
13	**Wizard Step 5 - DCP Division Method**  Users shall enter the method of division by crop according to the completed FSA-155. Users must select one of the following methods from the Crop Method drop-down menu: • Default • Estate • Owner Designation. See paragraph 140 for additional information on methods of division. CLICK **"Next"**.
14	**Wizard Step 6 - DCP Divison** **Default Method** When the Default method is selected for all crops, the system will prorate the base acres to the resulting child tracts based on the associated DCP cropland. Users must review all information on the DCP Division Assignment Block. No edits are allowed. 

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329 Tract Division (Continued)

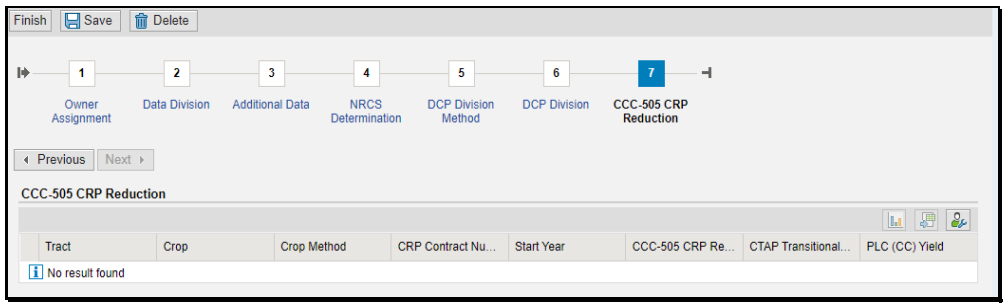
C Action (Continued)

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Step	Action
14 (Cont.)	**Wizard Step 6 - DCP Divison: (Continued)** **Estate or Owner Designation Methods** 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 in the first row of crop data for the crop. The sum of the base acres allocated to the resulting tracts for each crop must equal the total base acres for the crop on the parent tract. **Note:** Following is an example of a tract division showing the manual enteries required when the Estate or Owner Designation Methods are selected. DCP Division If the data is correct, CLICK "**Next**".
15	**Wizard Step 7 - CCC-505 CRP Reduction** If there is an existing CCC-505 CRP reduction associated with the parent tract, the system will calculate and enter the CCC-505 CRP Reduction acres to the resulting tract by prorating the CCC-505 acres based on the number of CRP Cropland acres received by each resulting child tract.

DCP Division

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	Corn	Estate	25.80	0.0000	153.0000
Default Group	Corn	Estate	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

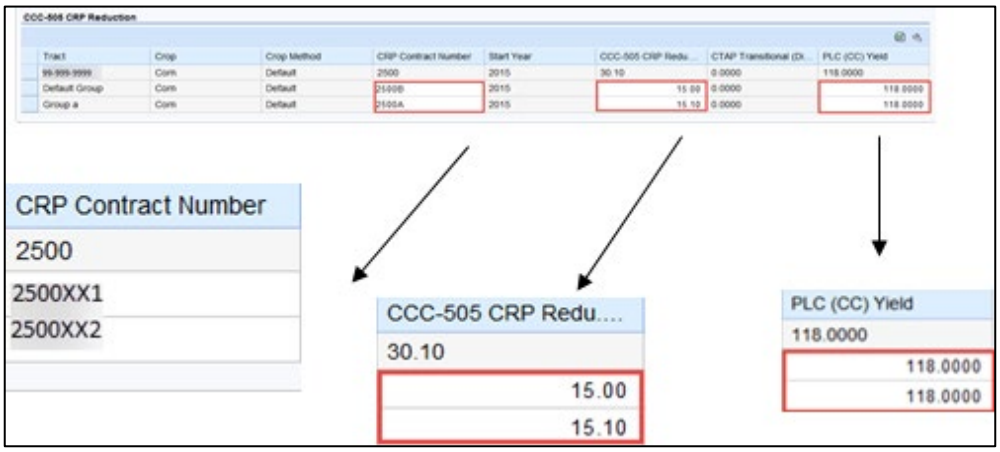


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329 Tract Division (Continued)

C Action (Continued)

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Step	Action
15 (Cont.)	**Wizard Step 7 – CCC-505 CRP Reduction (Continued)** Following is an example of a tract division with CCC-505 reduction acres.  Users must enter or verify the following information. • Enter the current CRP contract number followed by “XX1”, “XX2”, etc. (e.g. 2500XX1 and 2500XX2) as a placeholder for resulting child tracts receiving CCC-505 CRP Reduction acres. **Note:** A tract division completed for a tract with CRP acres will require a contract revision in CCMS. The new CRP contract number will not be known until the revised CRP contracts are created in CCMS. Child tracts that are assigned CCC-505 CRP reduction acres must be updated with a temporary contract number that is different than the parent tract contract number. Temporary placeholder suffixes of “XX1”, “XX2”, etc. must be added to create unique contract numbers until the correct suffixes are known. After the contract revision is completed in CCMS, the new CRP contract number and suffix must be entered on the associated CCC-505 CRP Reduction acres to replace the placeholder data.

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329 Tract Division (Continued)

C Action (Continued)

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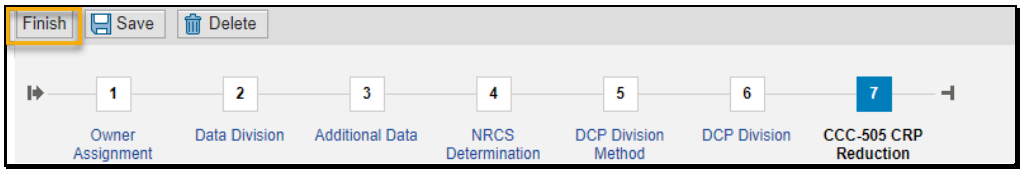
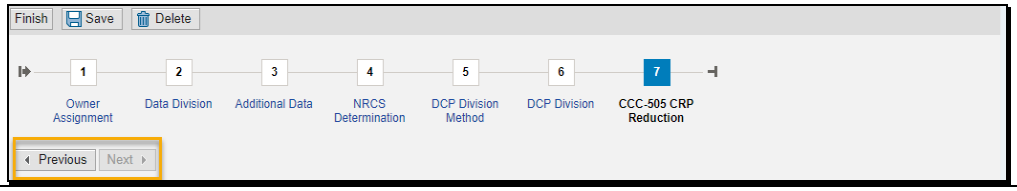
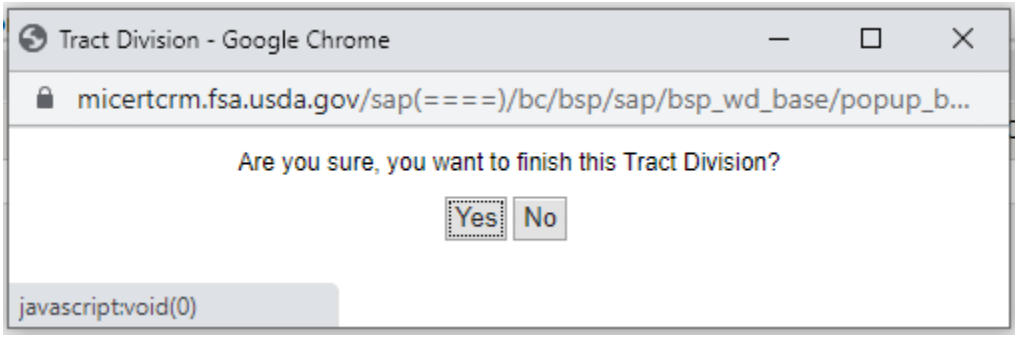
Step	Action
15 (Cont.)	**Wizard Step 7 - CCC-505 CRP Reduction (Continued)** • Verify resulting CCC-505 CRP Reduction Acres. • Verify CTAP Transistional (Direct) and/or PLC (CC) Yield. See paragraph 240 for rules on when specific yields apply. Yields for resulting tracts must be equal to the yield for the parent tract. **Notes:** 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 are prorated by the system based on the percentage of the CRP cropland acres associated with the resulting child tract. **Example:** CRP Contract 1000 contains 20.00 acres of CRP cropland. Field 1 contains 10.00 acres and field 2 contains 10.00. The parent tract also contains 10.00 acres of CCC-505 CRP Reduction Acres. Field 1 is assigned to child tract 200, field 2 is assigned to child tract 201. Since each resulting tract receives 50% of the CRP cropland, the CCC-505 CRP Reduction acres are prorated to the child tracts accordingly: • Tract 200 receives 5.00 CCC-505 CRP Reduction Acres • Tract 201 receives 5.00 CCC-505 CRP Reduction Acres.

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329 Tract Division (Continued)

C Action (Continued)

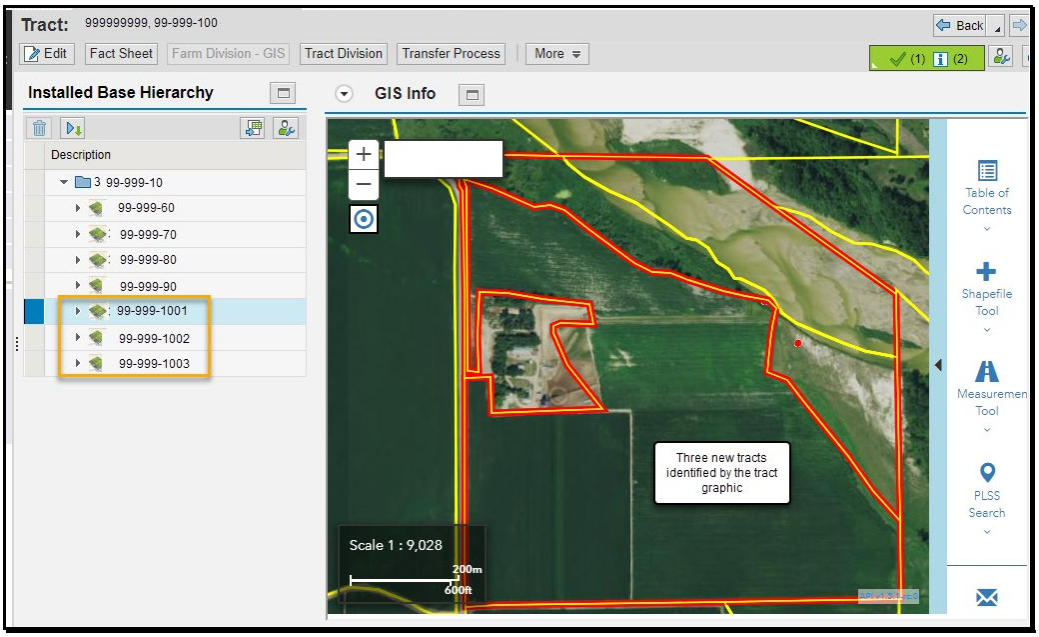
*--

Step	Action
16	"Finish" is enabled when all steps of the wizard have been accessed and required data entered. Clicking "Finish" completes the tract division. Users must ensure that data is accurate on all steps of the wizard before completing the reconstitution. CLICK "**Finish**" when all steps have been completed accurately.  **Note:** Selecting "Previous" or clicking on a prior wizard step returns the user to the wizard step to review or update as needed. 
17	Tract Division confirmation message displays.  CLICK **"Yes"** to complete the tract division. Selecting "No" will return the user to the CCC-505 CRP reduction wizard, step 7.

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329 Tract Division (Continued)

C Action (Continued)

Step	Action
18	Review the tract division results in both the farm hierarchy and the map display. Child tracts should be listed in the farm hierarchy replacing the parent tract.  Enter a tract description as applicable in the General Data assignment block for each resulting tract.

D Approval

Tract level reconstitutions do not require approval through the workflow process. Once a tract level reconstitution is completed, records are automatically updated accordingly. While no workflow is generated, an email is sent by the system to the employee(s) in the associated county office Org Structure CED position. The email provides the following documentation of the reconstitution results:

- FSA-156EZ
- Base and Yield Notice.

Note: Documents must be sent to associated producers as required.

329 Tract Division (Continued)

E Common Error Messages

Common error messages that prevent users from initiating a farm combination include the following.

Alert	Action
HIP value on “crop name” base crop must be entered before Farm Combination process is initiated	User is trying to initiate a reconstitution for a farm that is missing a required HIP value. User must access the listed farm to calculate and entered data.
Sum of Base Acres for all crops on Tract ST-CO-XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres	User is trying to initiate a reconstitution for a farm that contains an out-of-balance condition at the tract level. User must access the listed farm and tract and take the applicable action to balance the tract.
Sum of Base Acres for all crops on Farm ST-CO-XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres	User is trying to initiate a reconstitution for a farm that contains an out-of-balance condition at the farm level. User must access the listed farm and associated out-of-balance tract(s) and take the applicable action to balance all tracts on the farm.

330 Reconstitutions of Large Tracts

A Reconstitution Processing

Tract divisions and combinations on farms with a large number of tracts or CLU's may require additional processing time to complete the tract reconstitution. If additional processing time is required:

- users will receive the informational message "Farm Status is set to Draft. Job Scheduled in Background". Message is received prior to accessing the wizard of a tract division or after selecting tracts during a tract combination

- the "Farm Status" is set to "Draft".

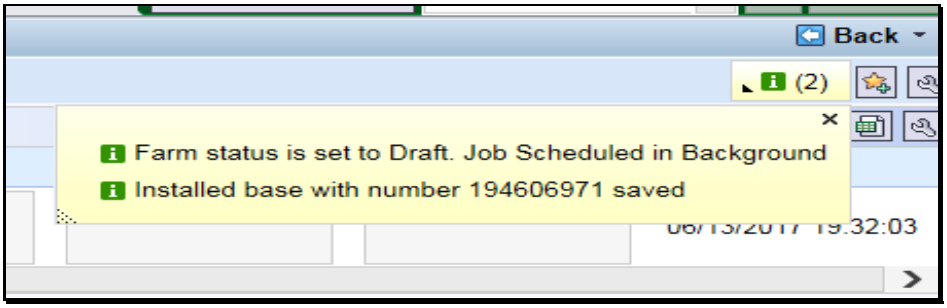
Once the additional processing is complete, users receive an alert on the Home Page confirming if the job is successful or has failed.

For tract divisions, if processing is successful, users must access the farm and continue the reconstitution process by selecting "Continue Reconstitution" from the More drop-down menu. For tract combinations if processing is successful, the tract combination is completed by the system.

The status in the "Reconstitution History" assignment block is updated to either "Complete" or "Failed" accordingly. If processing fails, users must contact the State Farm Records or GIS specialists for further review and guidance.

B Example

Following message is received when additional processing time is needed to complete the tract reconstitution.



331 Farm Division

A Overview

The purpose of the farm division 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. See paragraph 131 for reasons to complete a farm--* division.

Note: Review 2-CP for the impact on existing acreage reports after a farm division.

During the farm division process, tracts are assigned from the parent farm to the resulting child farms. Attributes including acres and land determinations of the associated tracts are assigned and aggregated to the resulting farms accordingly. Base acres associated with the parent farm are split using one of the following three methods of division. See Part 5, Section 2, Subsection 2, Methods of Division.

- Estate
- Designation by Landowner
- Default.

B Farm Division Process and Examples

Users have two options to process a Farm Division:

- Farm Division – CRM
- Farm Division – GIS.

The Farm Division processes are enabled when the selected farm has multiple tracts. If a farm division is required for a farm with only one tract, a tract division must first be completed to divide associated CLU's into individual tracts.

331 Farm Division (Continued)

B Farm Division Process and Examples (Continued)

Farm Division – CRM

The "Farm Division – CRM" method allows the assignment of tracts to the resulting child farms through a tabular list. Assigning tracts using GIS is not available when this method is used. This method may be helpful when the farm contains a large number of tracts. Users should ensure the correct tract numbers are associated with the resulting child farms.

*--Following displays the "Farm Division – CRM" option from the Recons and Transfers drop-down menu.

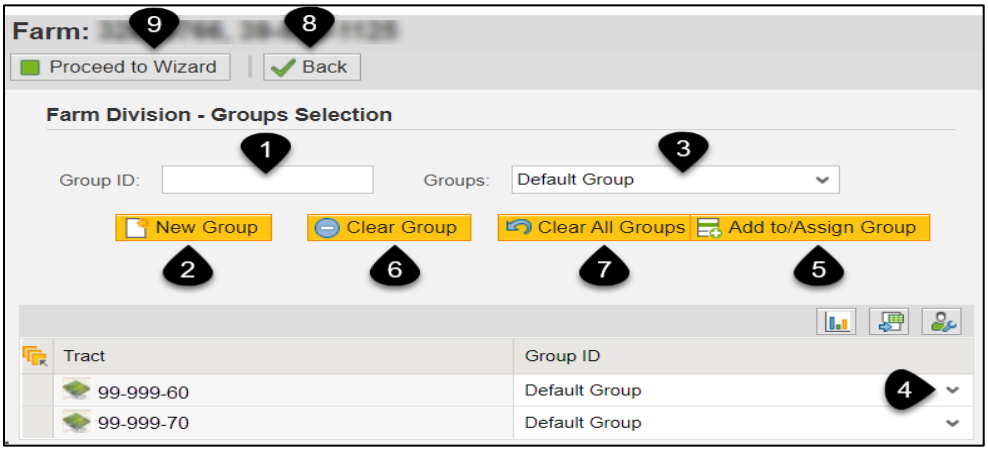


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331 Farm Division (Continued)

B Farm Division Process and Examples (Continued)

After the Farm Division - CRM tool on * * * is clicked, the "Farm Division – Groups Selection" screen appears.



Following are the tools and descriptions for the "Farm Division – Groups Selection" window.

Item	Name	Description
1	Group ID	Free-form text field used to establish group names. **Note:** Only alphanumeric characters can be used.
2	New Group	Saves the Group ID as entered in the Group ID field.
3	Groups	Drop-down displaying all established Group ID's. Allows users to specify the active group when bulk assigning tracts. The group displayed in the "Groups" entry is the active group.
4	Group ID Drop-down	Allows users to assign individual tracts to a group.
5	Add to/Assign Group	Allows users to bulk assign tracts to the active group.
6	Clear Group	Deletes the active group and associated tract assignments.
7	Clear All Groups	Deletes all groups and associated tract assignments.
8	Back	Cancels the reconstitution and returns users to the farm record.
9	Proceed to Wizard	Opens the Farm Division Wizard. **Note:** Users cannot change groups or tract assignments once "Done" is clicked and the Farm Division Wizard opens.

331 Farm Division (Continued)

B Farm Division Process and Examples (Continued)

Farm Division – GIS

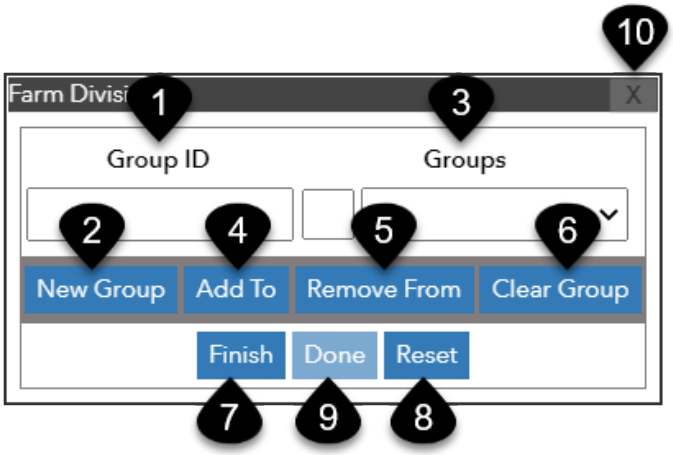
The "Farm Division – GIS" method allows the assignment of tracts to the resulting child farms using the map display. This method may be helpful when users want a GIS representation when assigning the tracts to the resulting child farms.

--Following displays the "Farm Division – GIS" option from Recons and Transfer drop-down menu.--



After the Farm Division tool is clicked the following occurs:--*

- the Farm Division tool icon displays on the GIS Taskbar
- the Farm Division window opens automatically in the map display.

Tool Icon	Farm Division Window - GIS
	

331 Farm Division (Continued)

B Farm Division Process and Examples (Continued)

Following are the tools and descriptions for the Farm Division window.

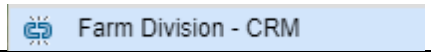
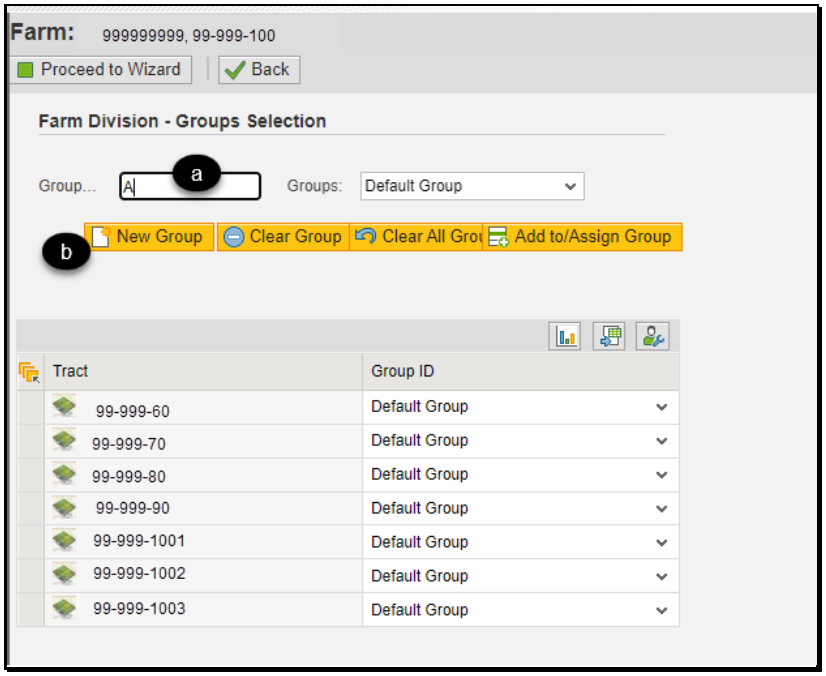
Item	Name	Description
1	Group ID	Free-form text field used to establish group names. **Note:** Only alpha characters can be used.
2	New Group	Saves the Group ID as entered in the Group ID field.
3	Groups	Drop-down displaying all established Group ID's and the assigned group color. Allows users to specify the active group for the addition or removal of tracts. The group displayed in the "Groups" entry is the active group. **Note:** Group colors are system assigned.
4	Add To	Initiates selection of tracts to be added to a group. Allows users to click on a single tract or click and drag to select multiple tracts to add to the active group.
5	Remove From	Initiates selection of tracts to be removed from a group. Allows users to click on a single tract or click and drag to select multiple tracts to remove from the active group.
6	Clear Group	Deletes the active group and associated CLU assignments.
7	Finish	Finalizes all groups. Any unassigned tracts are added to a system created default group.
8	Reset	Deletes all groups and associated tract assignments.
9	Done	Only available after "Finish" is selected. Opens the Farm Division Wizard. **Note:** Users cannot change groups or tract assignments once "Done" is clicked and the Farm Division Wizard opens.
10	X	Closes the window. **Note:** Reconstitution is not cancelled, and users remain in the reconstitution edit session. Tract assignments are retained. Farm Division tool on the GIS Taskbar is enabled. Users can re-open the reconstitution toolbar by clicking on the tool from the GIS taskbar.

331 Farm Division (Continued)

C Action for Farm Division – CRM Method

Following provides instructions for initiating a farm division through the Farm Division - CRM Method.

*--

Step	Action
1	Access the farm to be divided.
2	From the **"Recons and Transfer"** drop-down menu on the CRM toolbar, CLICK **"Farm Division – CRM"**. 
3	System initially assigns all tracts to a "Default Group". Users must create as many groups as necessary to represent the desired number of resulting farms. Users can use the Default Group to represent one of the resulting child farms. a. ENTER a Group ID that will represent a resulting child farm. **Note:** Only alpha characters can be entered as a Group ID. b. CLICK "New Group".  

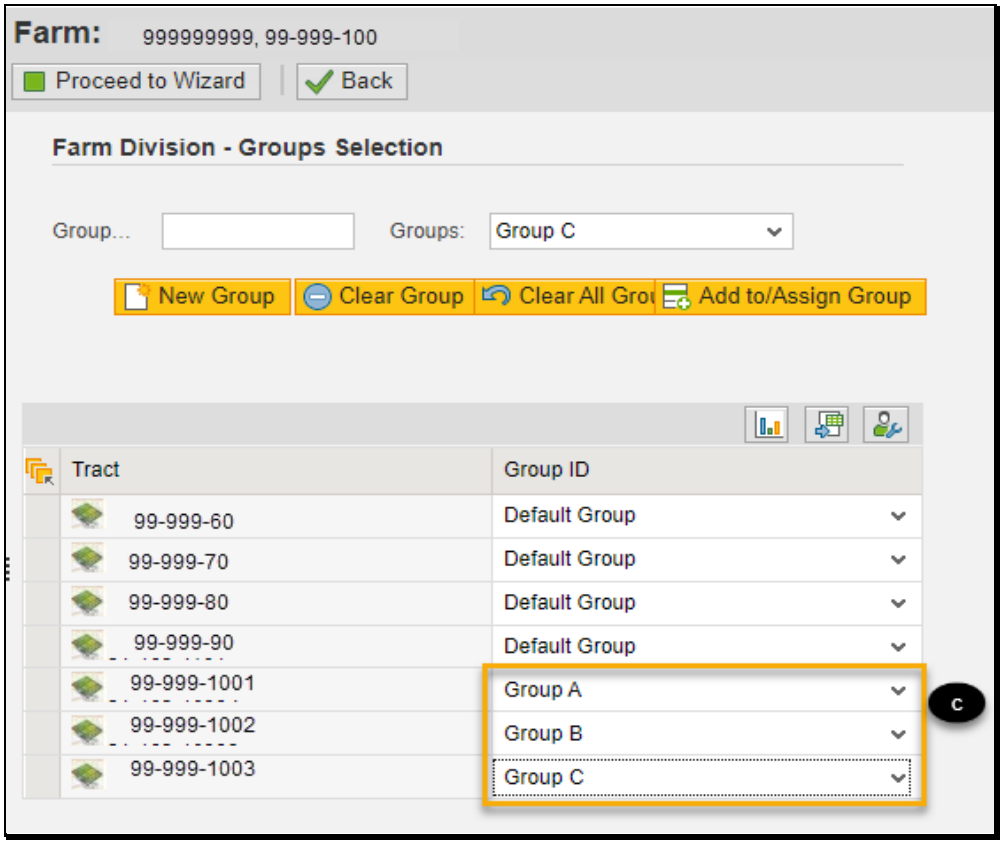
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331 Farm Division (Continued)

C Action for Farm Division – CRM Method (Continued)

*--

Step	Action
3 (Cont.)	c. Use the drop-down menu to assign each tract the applicable group representing a resulting child farm.

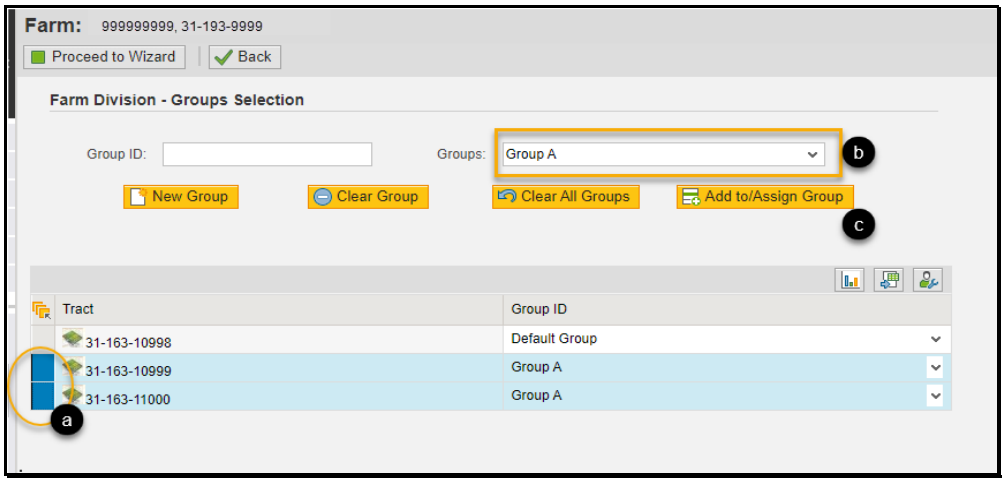
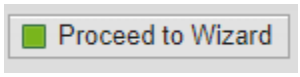


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331 Farm Division (Continued)

C Action for Farm Division – CRM Method (Continued)

*--

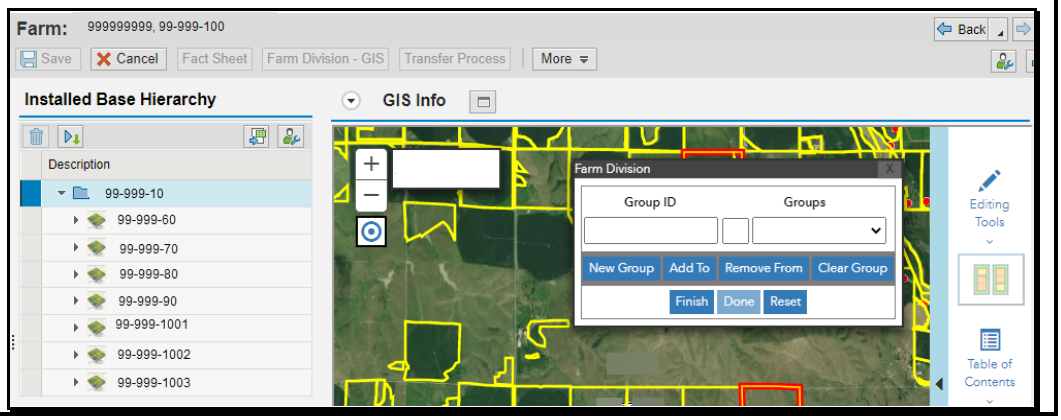
Step	Action
3 (Cont.)	Multiple tracts can be assigned simultaneously to a resulting child farm by: a. CLICK "**Select Table Row**" at the beginning of each tract to be assigned to the same resulting child farm group. b. Select the applicable group in the "Groups" menu. c. CLICK "**Add to/Assign Group**". 
4	Once all tracts have been assigned to the applicable resulting child farm group, CLICK **"Proceed to Wizard"**.  The farm division wizard opens. Continue to subparagraph E.

--*

331 Farm Division (Continued)

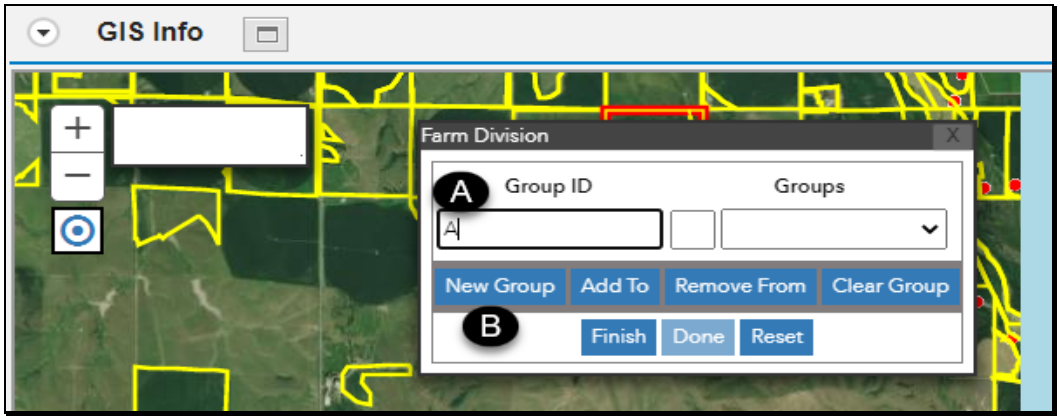
D Action for Farm Division – GIS Method

Following provides the instructions for initiating a farm division using the Farm Division - GIS method.

Step	Action
1	Access the farm to be divided.
2	***--**CLICK **"Farm Division – GIS"** located on the **"Recon and Transfer"** drop-drown menu.**--*** Farm Division - GIS The "Farm Division" menu displays in the GIS Info assignment block. 

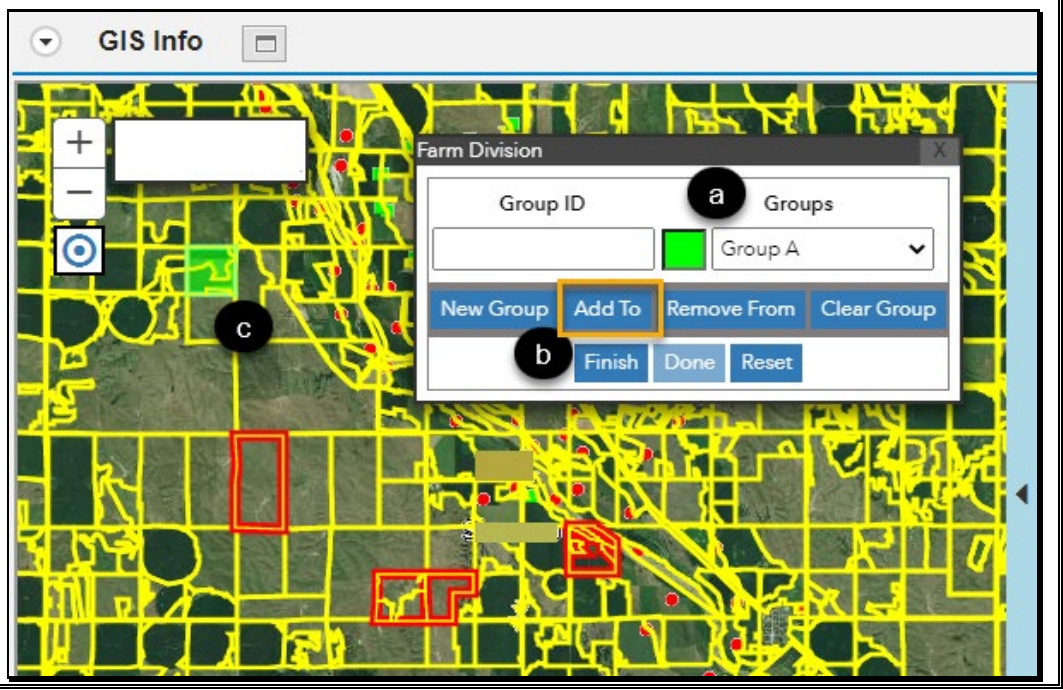
331 Farm Division (Continued)

D Action for Farm Division – GIS Method (Continued)

Step	Action
3	Establish groups that will represent the resulting child farms. Establish as many groups as needed to represent the number or resulting child farms. ENTER a Group ID representing a resulting child farm. Only alpha characters can be entered as a Group ID. Enter a Group ID that is distinctive (e.g. producer name) to easily differentiate the data associated with the resulting child farms in the farm division wizard. CLICK **"New Group"** New Group .  **Using the Default Group Option** Tracts that are not assigned to a group are placed in a default group created by the system after clicking "Finish" (Step 5). This default group could be used in two ways. • To represent one of the resulting child farms. For example, if the farm is divided into three resulting farms, users may create two groups and assign tracts accordingly. The system will create a default group and assign all remaining tracts. • As a quality control check to ensure tracts are not missed during the selection and group assignment process. To use the default as a quality control check, create the same number of groups as the resulting child farms and assign all tracts accordingly. If a default group is created by the system, one or more tracts were missed while assigning tracts to the created groups.

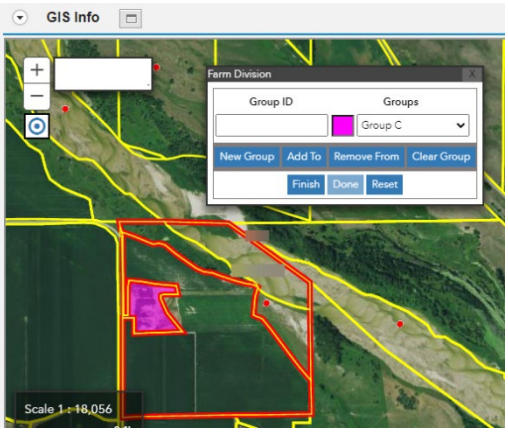
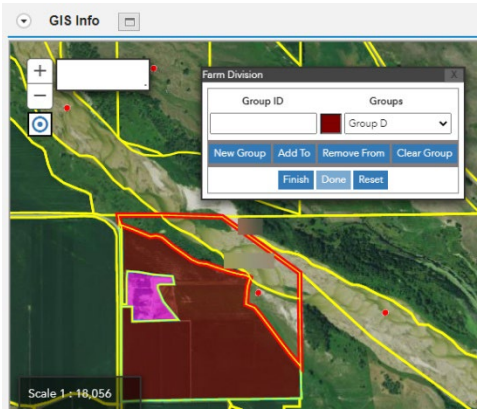
331 Farm Division (Continued)

D Action for Farm Division – GIS Method (Continued)

Step	Action
4	Verify or select a created group to assign tracts. CLICK "**Add To**". Select a CLU within a tract on the map display to select all CLU's associated with the tract. All CLU's in the selected tract will reflect the group color. 

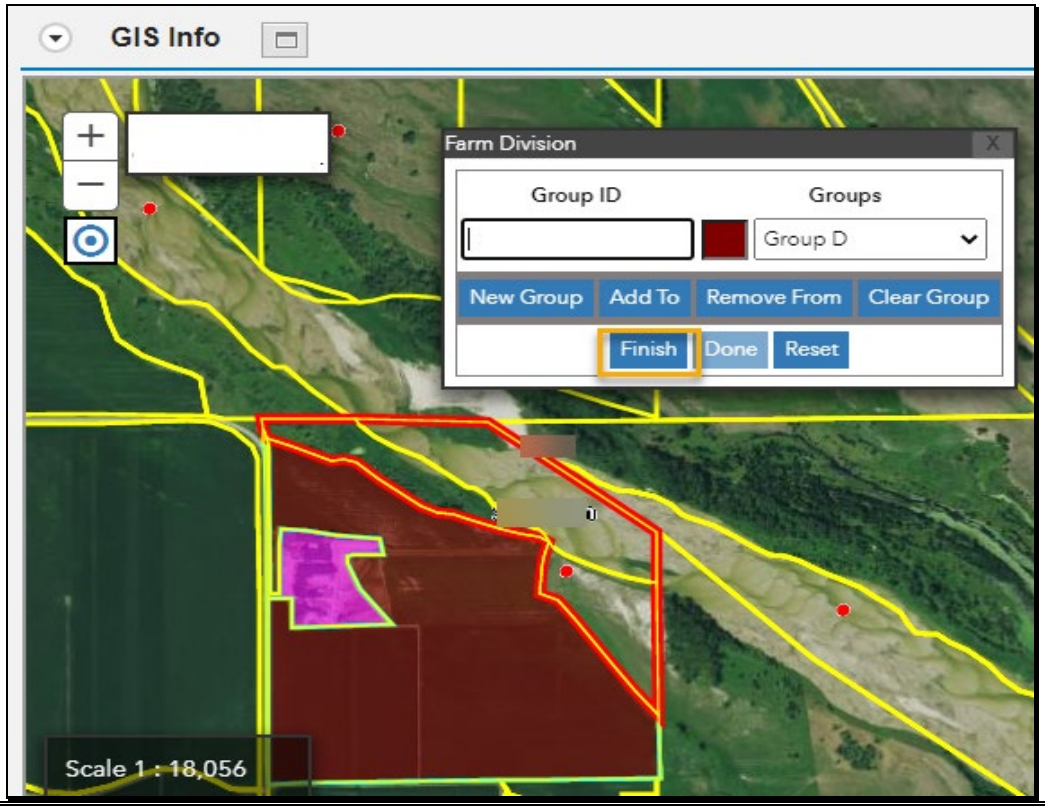
331 Farm Division (Continued)

D Action for Farm Division – GIS Method (Continued)

Step	Action
4 (Cont.)	Repeats Steps a-c to assign tracts to each applicable group representing the resulting child farms. Use applicable navigation options in the map display to accurately identify and assign tracts to groups. Following is an example of zooming in to accurately select and assign tracts to the correct groups.   **Note:** Multiple tracts may be selected simultaneously using the mouse to click and drag a box through or around the tracts. Any tract (entirely or partially) within the resulting box is selected.

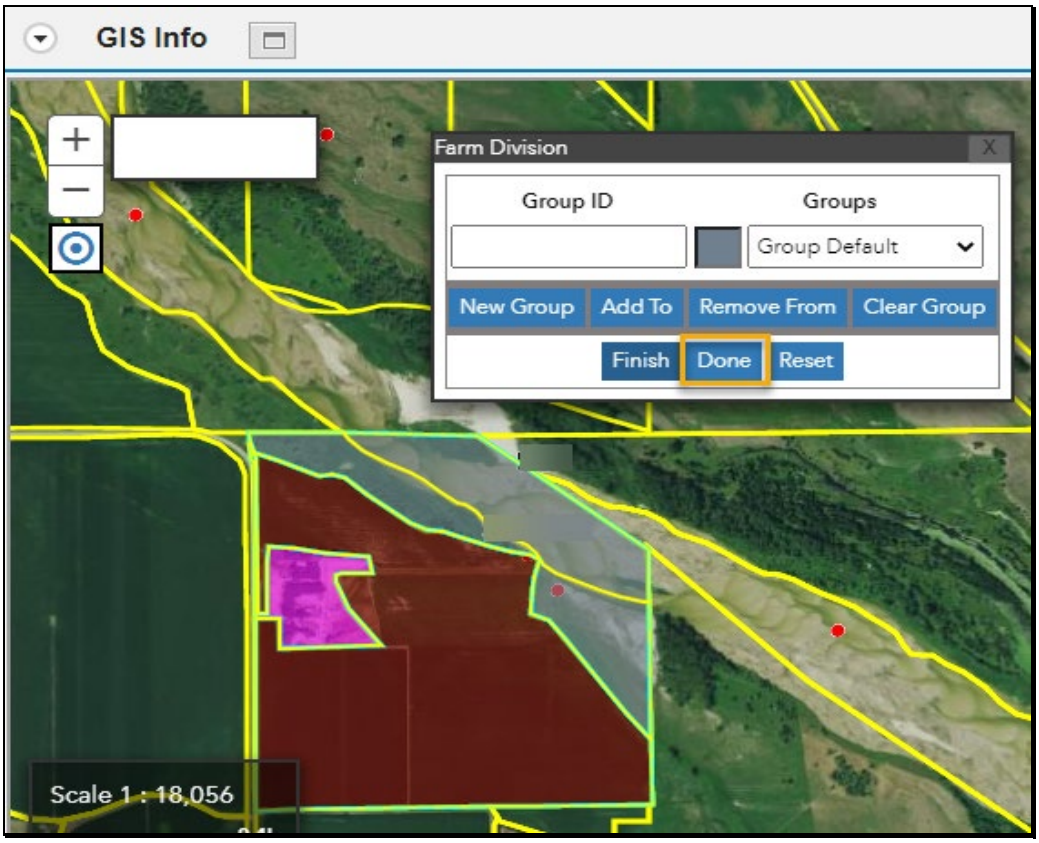
331 Farm Division (Continued)

D Action for Farm Division – GIS Method (Continued)

Step	Action
5	If the tract assignments to the resulting child farm groups are correct, CLICK **"Finish"**. The following example leaves a tract unassigned. This tract is assigned to a Default Group after clicking "Finish". 

331 Farm Division (Continued)

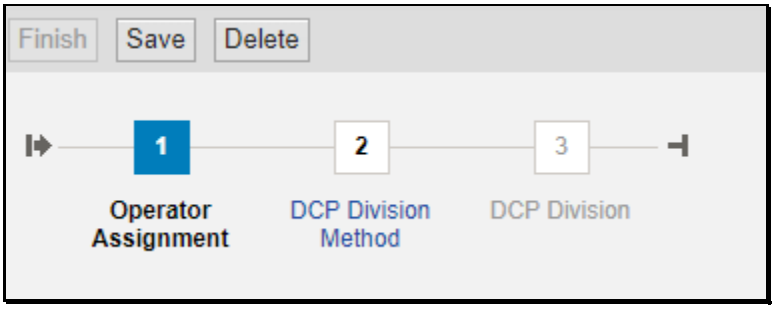
D Action for Farm Division – GIS Method

Step	Action
6	Verify all tracts are correctly assigned to groups representing the resulting child farms. If tracts are incorrectly assigned, use "Remove From" option to remove a tract from a group or click "Reset" to clear all groups and start again. CLICK "**Done**"  The farm division wizard opens. Continue to subparagraph E.

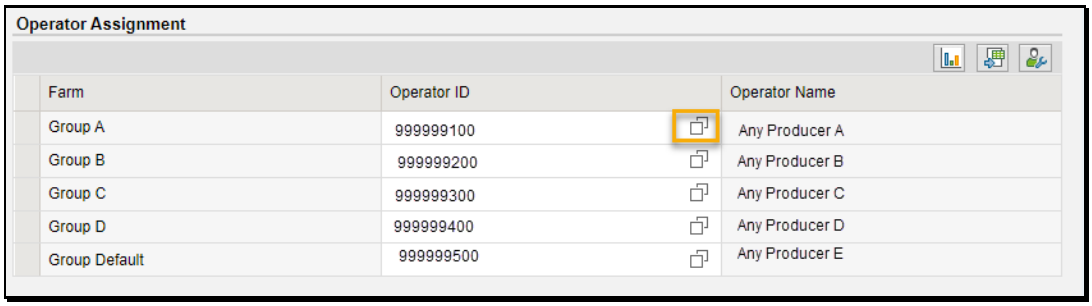
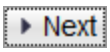
331 Farm Division (Continued)

E Action for Farm Division Wizard

Users must review and complete the farm division wizard steps.

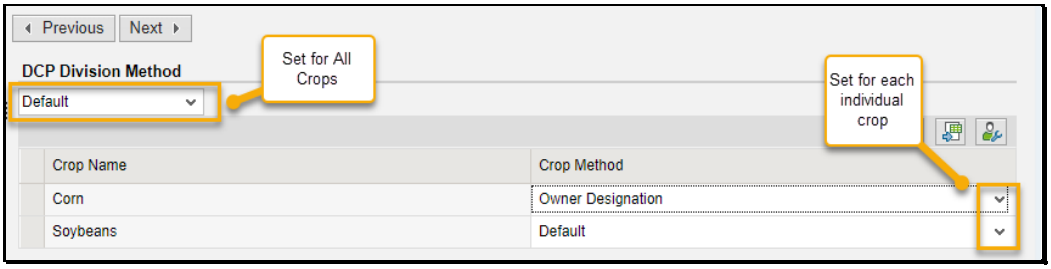


Note: Users can CLICK **"Save"** to hold all changes as a draft recon and return at a later time. CLICK **"Delete"** to terminate the reconstitution.

Step	Action
1	**Wizard Step 1 - Operator Assignment** By default, the current operator on the parent farm are assigned to all resulting child farms. Users must review and update the associated operator as applicable. CLICK "**Open Input Help**" to search and assign new operators to the resulting child farms. When a new operator is selected from the search results the existing operator is replaced.  **Alternate Method for Producer Selection** If the 10-digit Business Partner ID for the new operator is known, the user may click in the Operator ID field and manually enter the PB ID number. CLICK **"Next"**. 

331 Farm Division (Continued)

E Action for Farm Division Wizard (Continued)

Step	Action
2	**Wizard Step 2 - DCP Division Method**  Users must enter the method of division by individual crop or select a method for all crops according to the completed FSA-155. Select one of the following methods from the "DCP Division Method" or the "Crop Method" drop-down menus: Default Estate Owner Designation. CLICK **"Next"**. Selecting "Previous" will return the user to the prior wizard Step.

331 Farm Division (Continued)

E Action for Farm Division Wizard (Continued)

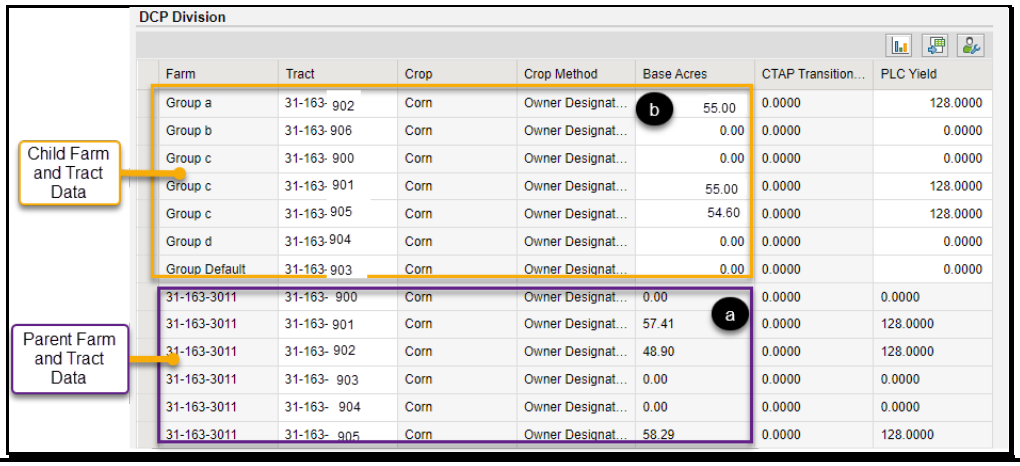
Step	Action
3	**Wizard Step 3 - DCP Division** **Default Method** When the Default method is selected for all crops, tracts will retain the associated base crop acres and yields and no edits are allowed. Users must review all information. DCP Division If incorrect data is identified, the reconstituion should be cancelled by clicking "Delete". Users must review and update data for the associated tracts before initiating the reconstitution again.

DCP Division

Farm	Tract	Crop	Crop Method	Base Acres	CTAP Transition...	PLC Yield
Group a	31-163- 900	Soybeans	Default	10.00	0.0000	71.0000
Group b	31-163- 901	Soybeans	Default	0.00	0.0000	0.0000
Group c	31-163- 902	Soybeans	Default	0.00	0.0000	0.0000
Group c	31-163- 903	Soybeans	Default	20.00	0.0000	71.0000
Group c	31-163- 904	Soybeans	Default	0.00	0.0000	0.0000
Group d	31-163- 905	Soybeans	Default	0.00	0.0000	0.0000
Group Default	31-163- 906	Soybeans	Default	0.00	0.0000	0.0000
31-163-Parent	31-163-Parent	Soybeans	Default	20.00	0.0000	71.0000
31-163-Parent	31-163-Parent	Soybeans	Default	10.00	0.0000	71.0000

331 Farm Division (Continued)

E Action for Farm Division Wizard (Continued)

Step	Action
3 (cont.)	**Estate or Owner Designation Method(s)** When the Estate or Owner Designation method is chosen, users must manually enter the correct allocation of base acres and yields to the resulting farm and tracts according to FSA-155. **Assigning Base Acres** For each base crop on the parent farm, the existing acres associated with the tract are listed (a). Users must enter base acres for the crop(s) on the resulting child farm(s) and tract(s) per the FSA-155. The sum of the base acres for each crop assigned to the tracts on the resulting farms (b) must equal the sum of the base acres for the crop on the parent farm. 

Farm	Tract	Crop	Crop Method	Base Acres	CTAP Transition...	PLC Yield
Group a	31-163- 902	Corn	Owner Designat...	55.00	0.0000	128.0000
Group b	31-163- 906	Corn	Owner Designat...	0.00	0.0000	0.0000
Group c	31-163- 900	Corn	Owner Designat...	0.00	0.0000	0.0000
Group c	31-163- 901	Corn	Owner Designat...	55.00	0.0000	128.0000
Group c	31-163- 905	Corn	Owner Designat...	54.60	0.0000	128.0000
Group d	31-163- 904	Corn	Owner Designat...	0.00	0.0000	0.0000
Group Default	31-163- 903	Corn	Owner Designat...	0.00	0.0000	0.0000
31-163-3011	31-163- 900	Corn	Owner Designat...	0.00	0.0000	0.0000
31-163-3011	31-163- 901	Corn	Owner Designat...	57.41	0.0000	128.0000
31-163-3011	31-163- 902	Corn	Owner Designat...	48.90	0.0000	128.0000
31-163-3011	31-163- 903	Corn	Owner Designat...	0.00	0.0000	0.0000
31-163-3011	31-163- 904	Corn	Owner Designat...	0.00	0.0000	0.0000
31-163-3011	31-163- 905	Corn	Owner Designat...	58.29	0.0000	128.0000

331 Farm Division (Continued)

E Action for Farm Division Wizard (Continued)

Step	Action
3 (cont.)	**PLC Yield Adjustments** PLC Yields on resulting farms only need adjustment if yields were previously adjusted between tracts on the parent farm. If the PLC yield for the associated crop is the same for all tracts on the parent farm, then the same PLC yield is defaulted on the child farms. **Exception:** Owners may request to adjust PLC yields between resulting farms during the reconstitution process. If PLC yields on the tracts require adjustment, the sum of the yield extensions for the child farms must be equal to the sum of the yield extensions for the for the parent farm. See paragraph 31 for yield extension calculations. Enter yields for the child farm to four decimal places to account for rounding and ensure accurate yield calculations. Following shows calculating and entering PLC yields. For soybeans, all of the base acres were assigned by owner designation to Group Smith, tract 10998. Since the tract level PLC yield for soybeans on the parent farm and associated tracts is the same value of 44.000, the PLC Yield for the resulting farm and tract that received all the base acres remains 44.0000. The Jones and Default groups and associated tracts did not receive any base acres so the PLC Yields are zero. DCP Division Farm / Tract / Crop / Crop Method / Base Acres / CTAP Transitional Yield / PLC Yield Group Smith / 31-163-10998 / Wheat / Default / 5.00 / 0.0000 / 70.0000 Group Jones / 31-163-10999 / Wheat / Default / 0.00 / 0.0000 / 0.0000 Group Default / 31-163-11000 / Wheat / Default / 0.00 / 0.0000 / 0.0000 31-163-3367 / 31-163-10998 / Wheat / Default / 5.00 / 0.0000 / 70.0000 Group Smith / 31-163-10998 / Corn / Owner Designation / 5.00 / 0.0000 / 150.0000 Group Jones / 31-163-10999 / Corn / Owner Designation / 1.50 / 0.0000 / 155.0000 Group Default / 31-163-11000 / Corn / Owner Designation / 0.50 / 0.0000 / 155.0000 31-163-3367 / 31-163-10998 / Corn / Owner Designation / 5.00 / 0.0000 / 150.0000 31-163-3367 / 31-163-10999 / Corn / Owner Designation / 1.50 / 0.0000 / 155.0000 31-163-3367 / 31-163-11000 / Corn / Owner Designation / 0.50 / 0.0000 / 155.0000 Group Smith / 31-163-10998 / Soybeans / Owner Designation / 7.00 / 0.0000 / 44.0000 Group Jones / 31-163-10999 / Soybeans / Owner Designation / 0.00 / 0.0000 / 0.0000 Group Default / 31-163-11000 / Soybeans / Owner Designation / 0.00 / 0.0000 / 0.0000 31-163-3367 / 31-163-10998 / Soybeans / Owner Designation / 5.00 / 0.0000 / 44.0000 31-163-3367 / 31-163-10999 / Soybeans / Owner Designation / 1.50 / 0.0000 / 44.0000 31-163-3367 / 31-163-11000 / Soybeans / Owner Designation / 0.50 / 0.0000 / 44.0000

331 Farm Division (Continued)

E Action for Farm Division Wizard (Continued)

Step	Action
3 (cont.)	For corn, all of the base acres were assigned by owner designation method to the Smith group, tract 10998. The farm level PLC Yield was originally 151.4286 but the tract level PLC yields were adjusted as follows: Tract 10998 – PLC Yield 150.0000 Tract 10999 – PLC Yield 155.0000 Tract 11000 – PLC Yield 155.0000. The PLC Yield for the resulting farm and tract must equal the farm level PLC yield for the parent farm. Users must manually calculate the resulting PLC yields according to paragraph 29. Since Group Jones and Group Default did not receive any base acres the PLC yields are zero.

DCP Division

Farm	Tract	Crop	Crop Method	Base Acres	CTAP Transitional Yield	PLC Yield
Group Smith	31-163-10998	Wheat	Default	5.00	0.0000	70.0000
Group Jones	31-163-10999	Wheat	Default	0.00	0.0000	0.0000
Group Default	31-163-11000	Wheat	Default	0.00	0.0000	0.0000
31-163-3367	31-163-10998	Wheat	Default	5.00	0.0000	70.0000
Group Smith	31-163-10998	Corn	Owner Designation	7.00	0.0000	151.4286
Group Jones	31-163-10999	Corn	Owner Designation	0.00	0.0000	0.0000
Group Default	31-163-11000	Corn	Owner Designation	0.00	0.0000	0.0000
31-163-3367	31-163-10998	Corn	Owner Designation	5.00	0.0000	150.0000
31-163-3367	31-163-10999	Corn	Owner Designation	1.50	0.0000	155.0000
31-163-3367	31-163-11000	Corn	Owner Designation	0.50	0.0000	155.0000
Group Smith	31-163-10998	Soybeans	Owner Designation	7.00	0.0000	44.0000
Group Jones	31-163-10999	Soybeans	Owner Designation	0.00	0.0000	0.0000
Group Default	31-163-11000	Soybeans	Owner Designation	0.00	0.0000	0.0000
31-163-3367	31-163-10998	Soybeans	Owner Designation	5.00	0.0000	44.0000
31-163-3367	31-163-10999	Soybeans	Owner Designation	1.50	0.0000	44.0000
31-163-3367	31-163-11000	Soybeans	Owner Designation	0.50	0.0000	44.0000

331 Farm Division (Continued)

E Action for Farm Division Wizard (Continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3
(cont.)</td><td>Continued Corn Yield Example Calculations.

Original Farm Level PLC Yield.

<table>
<tr><th>Tracts on Parent Farm</th><th>Base Crop Acres</th><th>PLC Yield</th><th>Bushels (Base Crop Acres*PLC Yield)</th><th>Farm Level Yield (Total Bushels/Total Base Crop Acres)</th></tr>
<tr><td>10998</td><td>5.00</td><td>150</td><td>750.0000</td><td></td></tr>
<tr><td>10999</td><td>1.50</td><td>155</td><td>232.5000</td><td></td></tr>
<tr><td>11000</td><td>0.50</td><td>155</td><td>77.5000</td><td></td></tr>
<tr><td>Total</td><td>7.00</td><td></td><td>1060.0000</td><td>151.4286</td></tr>
</table>

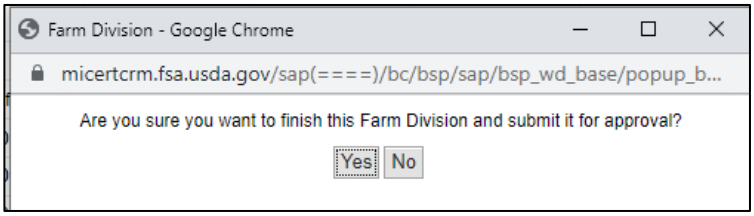
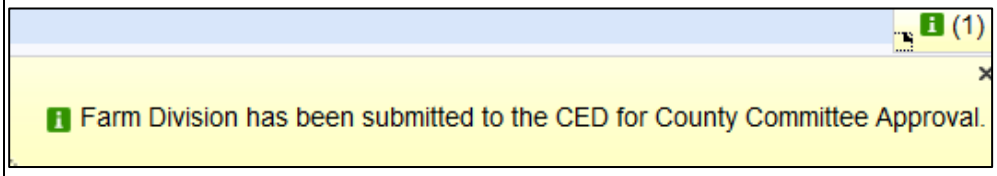
Resulting Tract Level PLC Yield.

<table>
<tr><th>Resulting Farm Group</th><th>Tract</th><th>Base Crop Acres</th><th>PLC Yield</th><th>Bushels (Base Crop Acres * PLC Yield)</th></tr>
<tr><td>Smith</td><td>10998</td><td>7.00</td><td>151.4286</td><td>1060.0002</td></tr>
<tr><td>Jones</td><td>10999</td><td>0.00</td><td>0</td><td>0.0000</td></tr>
<tr><td>Default</td><td>11000</td><td>0.00</td><td>0</td><td>0.0000</td></tr>
</table>

If the data is correct, CLICK “Finish”.</td></tr>
</table>

331 Farm Division (Continued)

E Action for Farm Division Wizard (Continued)

Step	Action
4	Farm Division confirmation message will display. CLICK **"Yes"** to complete the farm division and initiate the workflow. Status of the parent and child farms is set to "Pending".  The following message is generated. CLICK **"Expand message area"** to review the system message(s).  CLICK **"No"** to return to the wizard, Step 3.
5	A workflow is generated for the approving official associated with the county office as identified in Org Structure (CED position). Approving official must act on the workflow.

F Approval

The authorized approving official for the county office will receive and execute the decision of the reconstitution workflow based on the FSA-155. See subparagraph 333 for further guidance on approving a reconstitution workflow.

331 Farm Division (Continued)

G Common Error Messages

Common error messages that prevent users from initiating a farm division include the following.

Alert	Action
HIP value on “crop name” base crop must be entered before Farm Division process is initiated	HIP value for associated HIP eligible base crops is required before a reconstitution is allowed. User must access the associated farms to calculate and enter required HIP values.
Sum of Base Acres for all crops on Tract ST-CO-XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres	Base acres on all tracts must be balanced before a reconstitution is allowed. Users must access the listed farm and tract and take the applicable action to balance the tract.
Sum of Base Acres for all crops on Farm ST-CO-XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres	Base acres on all tracts must be balanced before a reconstitution is allowed. Users must access the listed farm and associated out-of-balance tract(s) and take the applicable action to balance all tracts on the farm.

332 Farm Combinations

A Overview

The purpose of the farm combination process is to combine two or more farms into a single resulting child farm. A properly completed FSA-155 must be on file prior to initiating any reconstitution in CRM Farm Records. See paragraph 110 for reasons to complete a farm combination or when a farm combination is required. The farm combination process is only allowed if all farms:

- are located in the same administrative State and county
- have the same ARCPLC G/I/F Eligibility indicator
- have the same ARCPLC program elections for common base crops
- have a HIP entered for all associated HIP eligible crops.

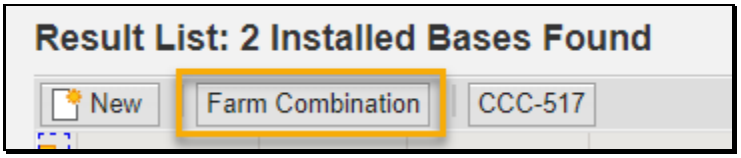
Farms with base acres can be combined with farms without base acres and farms without CCC-505 CRP Reduction acres.

Farms with HIP eligible base crops can be combined with non-HIP farms, however, HIP values must be entered for all HIP eligible crops before the farm combination is allowed. See 1-ARCPLC, Part 5.

Note: Review 2-CP for the impact on existing acreage reports after a farm combination.

B Example

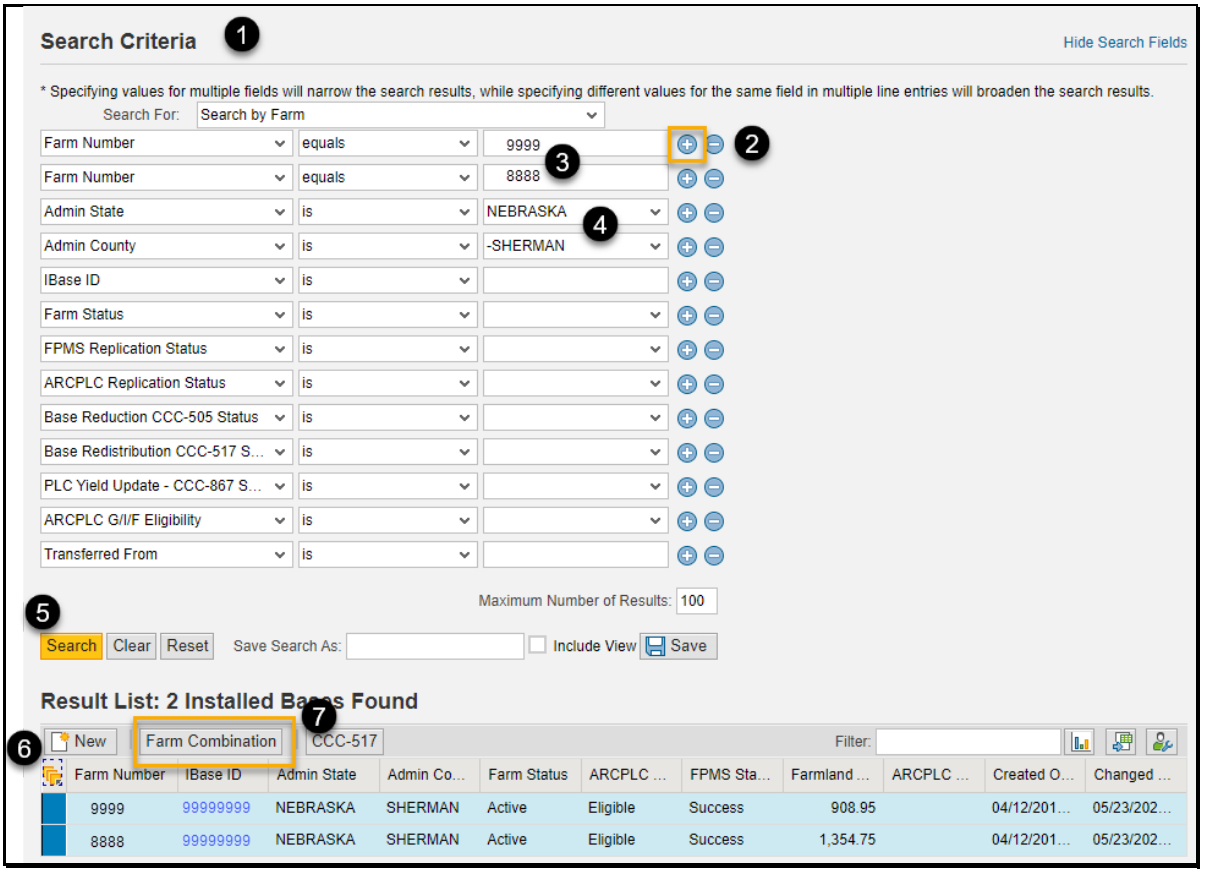
The farm combination process is initiated through the Farm Search Criteria screen. Following is an example the Farm Combination tool in the Results List.



332 Farm Combinations (Continued)

C Action

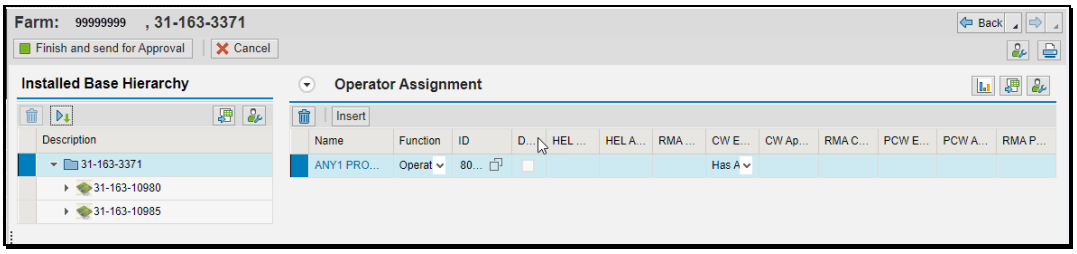
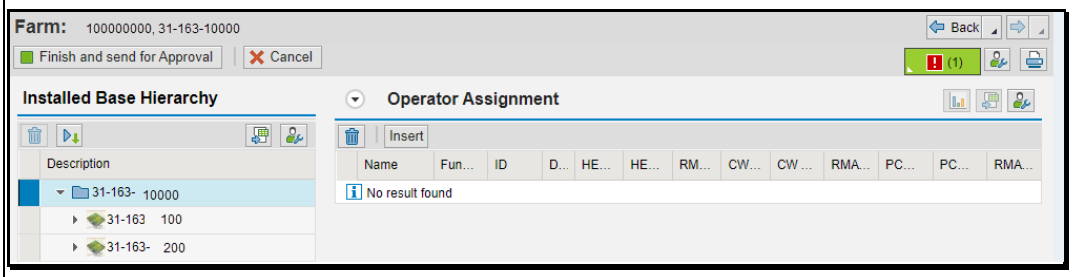
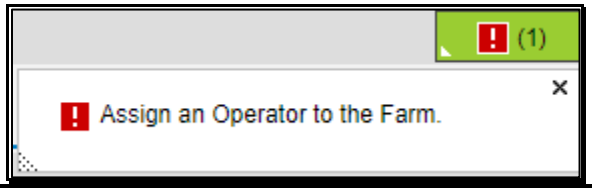
Following provides instructions to search for multiple farms and initiate a farm combination.



Step	Action
1	Access CRM Farm Records Search Criteria page
2	CLICK **"Copy Line"** at the end of the Farm/Bin entry line, to search for additional farms to be combined. Depending on the number of farms being combined, multiple lines may need to be added using the "Copy Line" tool.
3	Enter the farm numbers to be combined in the search options.
4	Verify the correct Administrative State and County are selected. Select the correct State and county if applicable.
5	CLICK **"Search"**.
6	In the Results List, verify all farms searched are listed. CLICK **"Select All"**

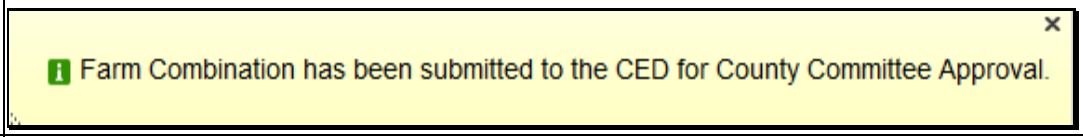
332 Farm Combinations (Continued)

C Action (Continued)

Step	Action
7	CLICK **"Farm Combination".**  The new child farm is created, and the farm record displayed.  Review the Operator in the Operator Assignment window. • If the operator is correct, proceed to Step 13. • If the operator is not listed, proceed to Step 8. • If the operator displayed is not correct, proceed to Step 9.
8	If an operator is not listed, farms being combined do not have the same operator. The following hard stop message is generated. CLICK **"Expand error message"** to view the message. Proceed to Step 10.  

332 Farm Combinations (Continued)

C Action (Continued)

Step	Action
9	If an operator is listed but is not the correct operator, CLICK **"Remove"** (trash can) in the Operator Assignment block.
10	CLICK **"Insert"**.
11	CLICK **"Open Input Help"**  under the ID column.
12	Search for and select the Business Partner record to be assigned as the farm operator.
13	CLICK **"Finish and send for Approval"**.  **Note:** The status of the parent and child farms is set to "Pending". CLICK **"Expand message area"** to review the system message(s). 
14	A workflow is generated for the approving official associated with the county office as identified in Org Structure (CED position). Approving office must act on the workflow.

D Approval

The authorized approving official for the county office will receive and execute the decision of the reconstitution workflow based on the FSA-155. See subparagraph 333 for further guidance on approving a reconstitution workflow.

332 Farm Combinations (Continued)

E Common Error Messages

Common error messages that prevent users from initiating a farm combination include the following.

Alert	Action
Crop election choices do not match. Farm Combination cannot be done.	Farm combination is not allowed. Only farms with matching program elections for common base crops can be combined. Farms must maintain separate farm numbers. No software action required. FSA-155 must be disapproved and producers notified accordingly.
ARC Individual Farms can only be combined with other ARC Individual farms.	Farm combination is not allowed. Only farms with matching program elections for common base crops can be combined. Farms must maintain separate farm numbers. No software action required. FSA-155 must be disapproved and producers notified accordingly.
HIP value on “crop name” base crop must be entered before Farm Combination process is initiated	HIP value for associated HIP eligible base crops is required before a reconstitution is allowed. User must access the associated farms to calculate and enter required HIP values.
Sum of Base Acres for all crops on Tract ST-CO-XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres	Base acres on all tracts must be balanced before a reconstitution is allowed. Users must access the listed farm and tract and take the applicable action to balance the tract.
Sum of Base Acres for all crops on Farm ST-CO-XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres	Base acres on all tracts must be balanced before a reconstitution is allowed. Users must access the listed farm and associated out-of-balance tract(s) and take the applicable action to balance all tracts on the farm.

333 Farm Level Reconstitution Approvals

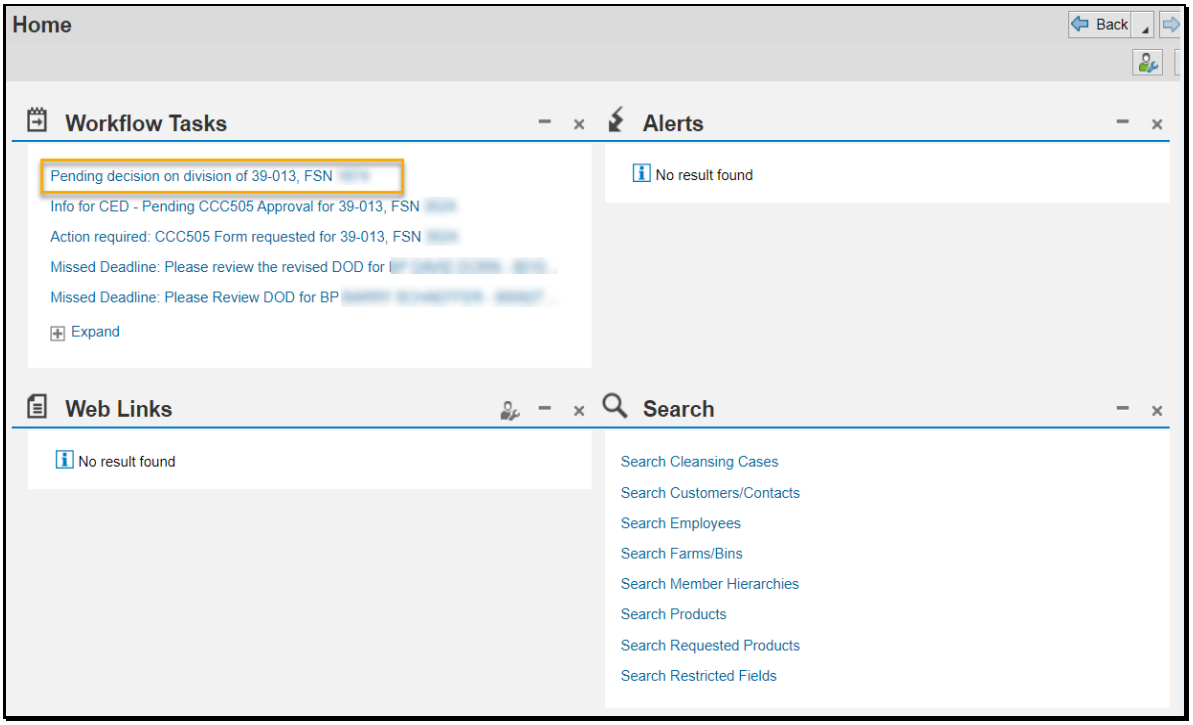
A Overview

Farm level reconstitutions initiate a workflow process when either a farm division or farm combination is submitted. The workflow is generated for the approving official and any active substitute established. The approving official is determined by Org Structure under the CED position for the associated County Office.

The approving official must execute the decision made by COC or designee on the FSA-155 to approve or disapprove the reconstitution workflow.

B Workflow Example

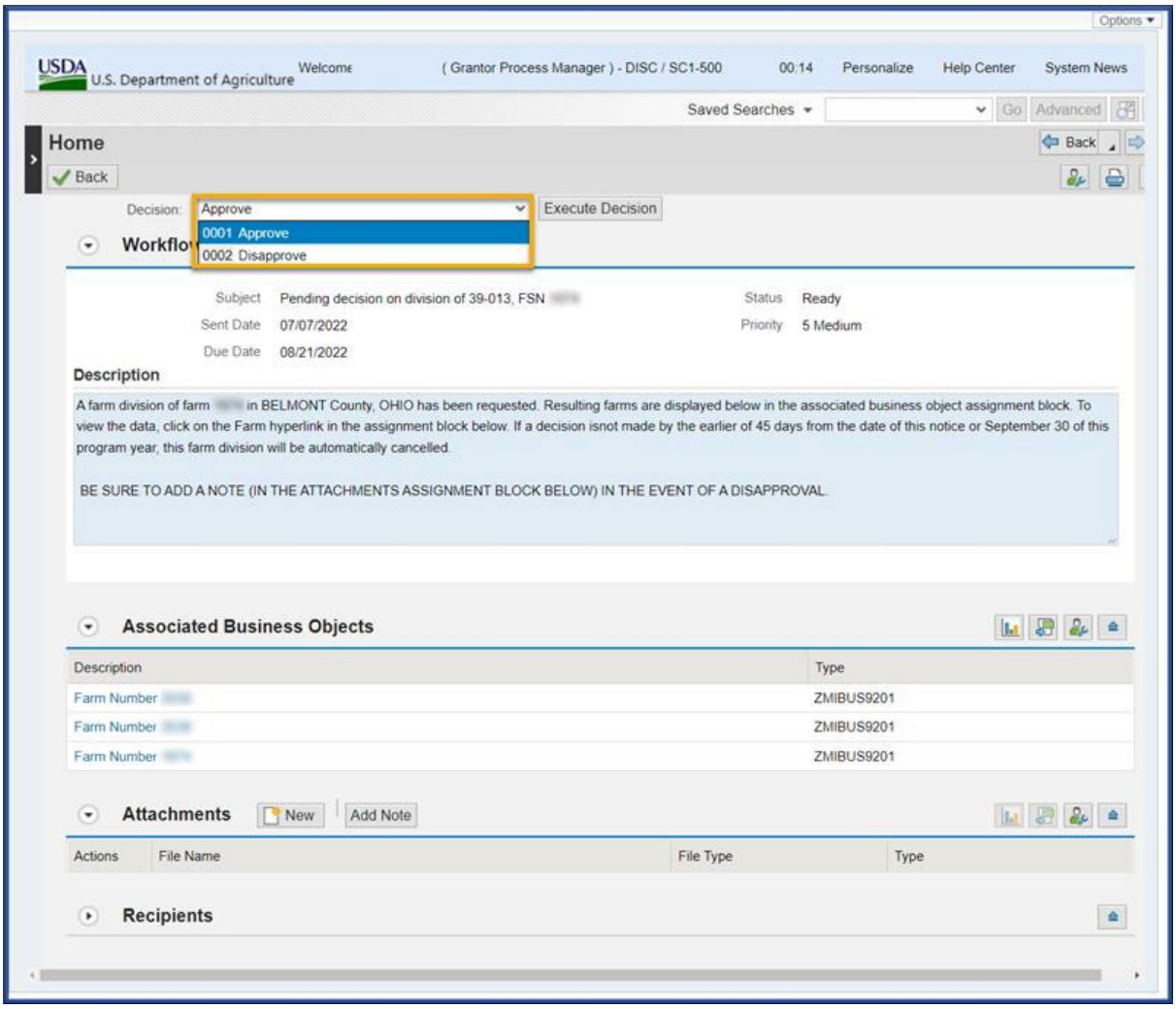
Following is an example of workflow tasks.



333 Farm Level Reconstitution Approvals (Continued)

B Workflow Example (Continued)

Following is an example of opened reconstitution workflow task:



333 Farm Level Reconstitution Approvals (Continued)

C Action

Complete the following steps to execute the decision made by the COC or designee as indicated on the FSA-155.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	Recent workflow tasks will display on the Home page under the Workflow Tasks assignment block. If the workflow displays on the Home page go to Step 3. If the workflow is not listed, from the left Navigation Bar CLICK "**Worklist**" and CLICK "**Search**". See paragraph 185 for instructions to search for specific workflows.
3	Select the appropriate hyperlink for the reconstitution workflow. Pending decision on division of 39-013, FSN 9999
4	To review the parent and child farms prior to executing a decision, click the hyperlinked farm numbers listed in the Associated Business Objects assignment block. **Associated Business Objects** Description / Type Farm Number 12123 / ZMIBUS9201 Farm Number 12124 / ZMIBUS9201 Farm Number 9999 / ZMIBUS9201

333 Farm Level Reconstitution Approvals (Continued)

C Action (Continued)

Step	Action
5	Approve or disapprove the workflow according to the COC decision. SELECT "**Approve**" or "**Disapprove**" from the Decision drop-down menu and CLICK **"Execute Decision"**.  If the decision is "Approve": • the parent farm(s) is inactivated • the child farm(s) is activated • farm number(s) of the associated CLU's are reassigned to the applicable resulting child farm(s) • reconstitution history is updated to "Completed". If the decision is "Disapprove": • the parent farm(s) status returns to "Active" • the child farms are abandoned • Reconstitution history is updated to "Disapproved".
7	If the reconstitution is approved the approving official will receive an email containing the FSA-156EZ and Base and Yield Notice for the new farms. Use the documents: • as county office documentation • as required notification to applicable producers of the resulting reconstitution. See Part 5, Section 2, Subsection 3 for approval and notification requirements.

Note: Resulting farms after a farm division must be administered in the county where the land is physically located. Once a farm division is complete, if all land associated with the farm is physically located in a different county than where the farm is currently administered, a subsequent farm 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.

334 Common Ownership Tract Combinations

A Overview

The tract combination process combines two or more tracts into a single resulting child farm. A properly completed FSA-155 must be on file before initiating any reconstitution in CRM Farm Records. See paragraph 125 for reasons to complete a tract combination. The tract combination process is only allowed if:

- tracts are within the same farm
- land within the associated tracts meets the definition of a tract and land is contiguous per paragraph 16
- tracts are physical located in the same county.

Notes: The tract combination process will not validate if tracts to be combined are contiguous. Users must use GIS to verify that land is contiguous before initiating a tract combination.

Review 2-CP for the impact on existing acreage reports after a tract combination.

Tract level reconstitutions do not require approval through the workflow process. Once a tract level reconstitution is completed, records are automatically updated accordingly.

B Example

--Following displays the “Tract Combination” option from the Recon and Transfer-- drop-down menu. The “Tract Combination” option is enabled when the farm contains more than one tract.



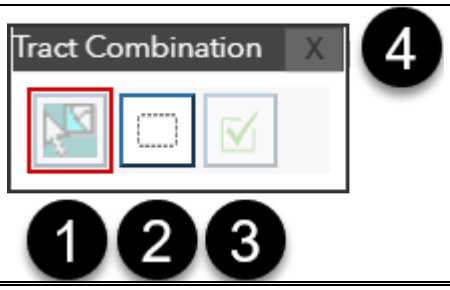
--*

334 Common Ownership Tract Combinations (Continued)

B Example (Continued)

After the Tract Combination tool on the CRM toolbar is clicked the following occurs:

- the Tract Combination tool icon displays on the GIS Taskbar
- the Tract Combination toolbar opens automatically in the map display.

Tool Icon	Tract Combination Toolbar
	

Following are the tools and descriptions for the Tract Combination toolbar.

Item	Name	Description
1	Select Tract	Selects a tract or multiple tracts.
2	Clear Selected Tract	Clears the selected tract(s).
3	Done	Completes the tract combination and closes the toolbar.
4	X	Closes the toolbar. **Note:** Reconstitution is not cancelled, and users remain in the reconstitution edit session. Tract assignments are retained. Tract Combination tool on the GIS Taskbar is enabled. Users can re-open the reconstitution toolbar by clicking on the tool from the GIS taskbar.

334 Common Ownership Tract Combinations (Continued)

C Action

Following provides instructions to a complete a tract combination.

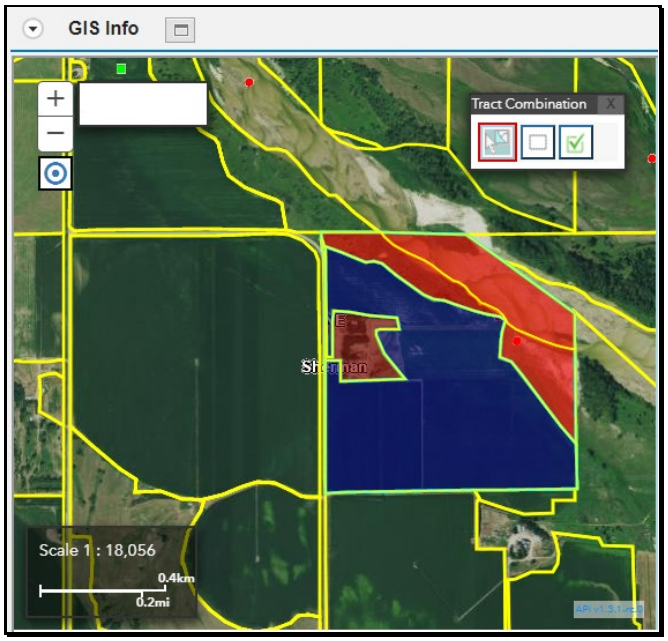
*--

Step	Action
1	Access the farm containing the tracts to be combined.
2	From the **"Recons and Transfer"** drop-down menu in the CRM toolbar, SELECT **"Tract Combination"**.
3	Expand the GIS Info Assignment block if needed. The "Tract Combination" toolbar will automatically open with the Select tool defaulted.
4	CLICK within a CLU to select all CLU's associated with a tract to be combined.  **Note:** To assist with identifying tracts to be combined in the map display, hover over a CLU to display the attributes.

--*

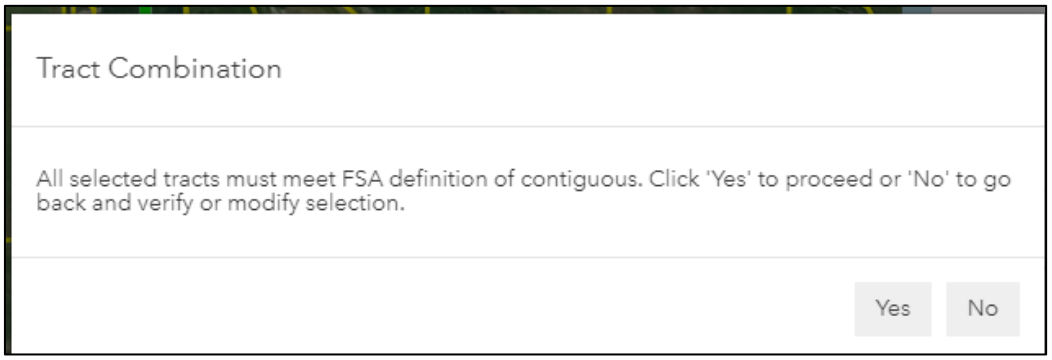
334 Common Ownership Tract Combinations (Continued)

C Action (Continued)

Step	Action
5	CLICK within a CLU to select all CLU's within an adjacent tract to be combined. Repeat this step if more than two contiguous tracts are being combined.  To unselect a tract, hold Shift and click a CLU within the tract.
6	Review all selected tracts. If correct, CLICK "**Done**". 

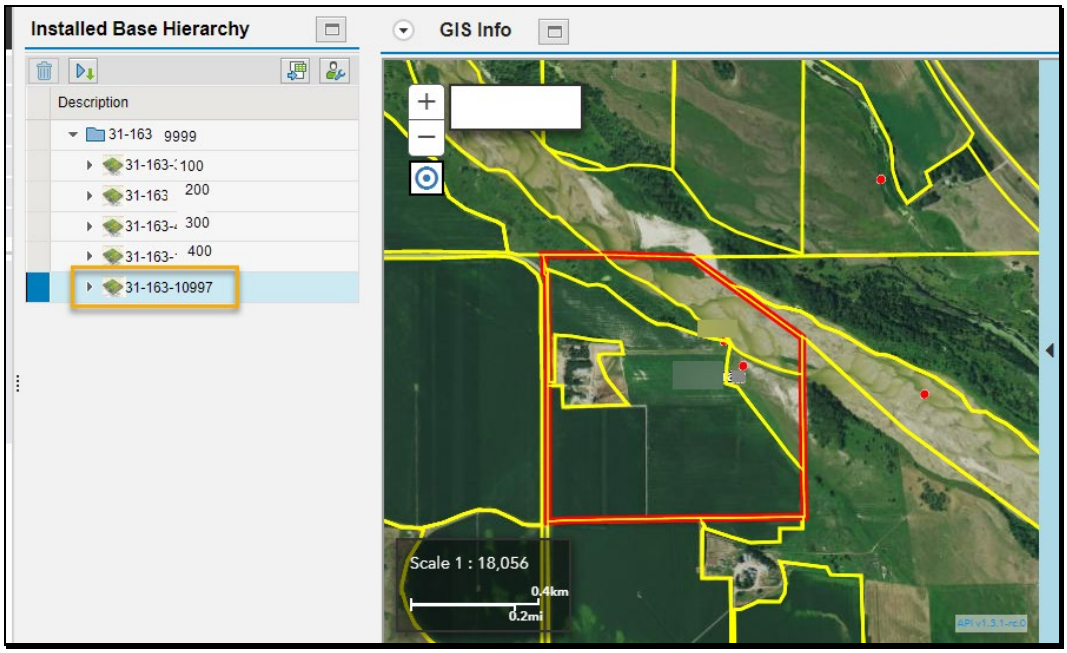
334 Common Ownership Tract Combinations (Continued)

C Action (Continued)

Step	Action
	The Tract Combination confirmation message will display. CLICK **"Yes"** if all selected tracts meet the FSA definition of contiguous. Selecting "No" will return the user to the tract selection process.  CLICK **"Expand message area"** to review the system message(s). The following occurs when the tract combination is completed: • the parent tracts are inactivated, and the tract numbers are removed from the farm hierarchy • the resulting child tract becomes active, and the tract number is listed in the farm hierarchy • all CLU's associated with the parent tracts are reassigned to the resulting child tract • duplicate field numbers are renumbered to the next highest numbers available in the resulting child tract.

334 Common Ownership Tract Combinations (Continued)

C Action (Continued)

Step	Action
9	Review the tract combination results in both the farm hierarchy and the map display. The child tract should be listed in the farm hierarchy replacing the parent tracts.  Enter a tract description as applicable in the General Data assignment block for each resulting tract.

D Approval

Tract level reconstitutions do not require approval through the workflow process. Once a tract level reconstitution is completed, records are automatically updated accordingly. While no workflow is generated, an email is sent by the system to the employee(s) in the associated county office Org Structure CED position. The email provides the following documentation of the reconstitution results:

- FSA-156EZ
- Base and Yield Notice.

Note: Documents must be sent to associated producers as required.

335 Reconstitution Reports

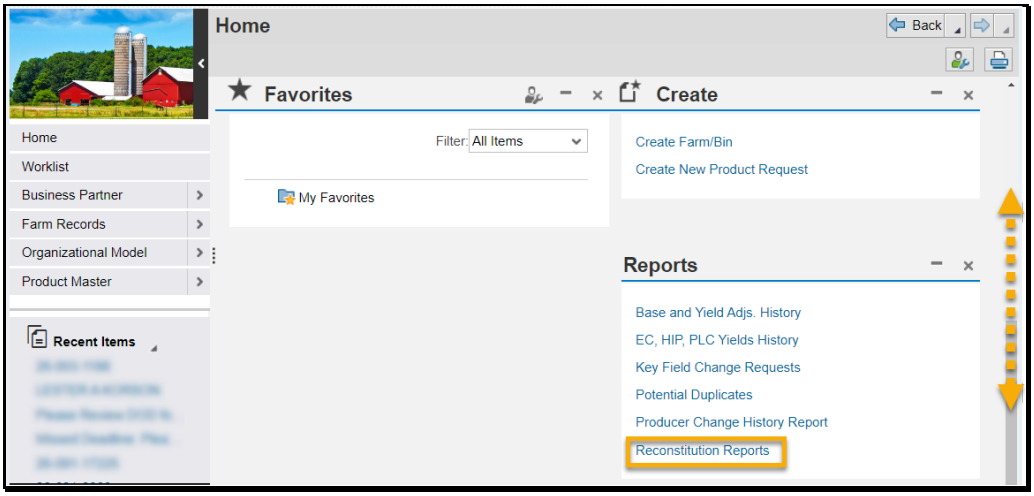
A Overview

The following 3 reconstitution report options are available to assist counties and States with tracking and reviewing reconstitutions:

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

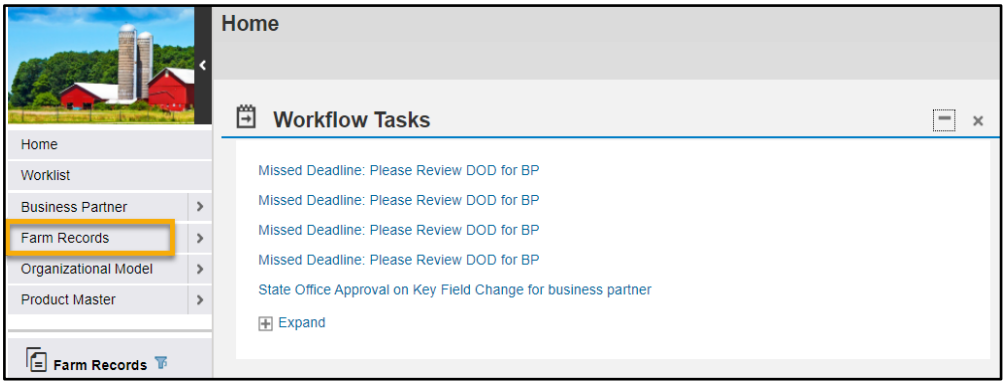
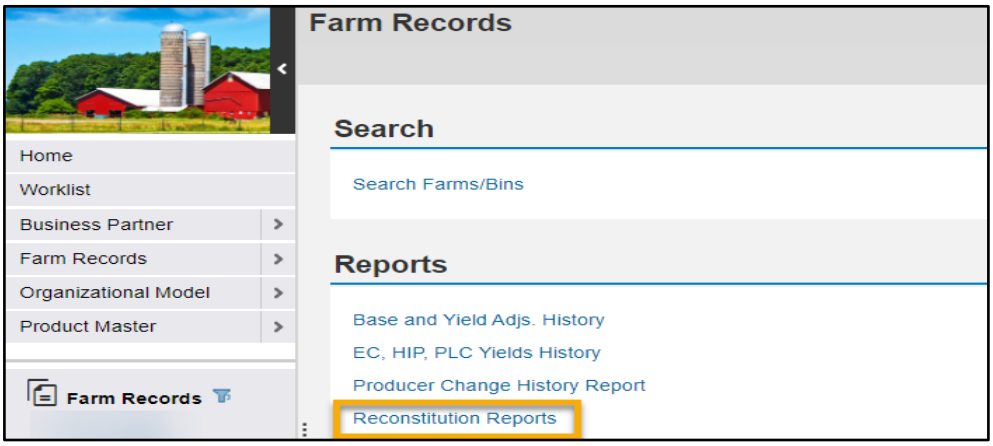
B Accessing the Reconstitution Reports

The following table provides the steps to access the Reconstitution Reports.

Step	Action
1	Access the Reconstitution Reports using one of the following methods. **Option 1** From the CRM homepage, CLICK "**Reconstitution Reports**" from the Reports assignment block. **Note:** Users may have to scroll to see the Reports assignment block. 

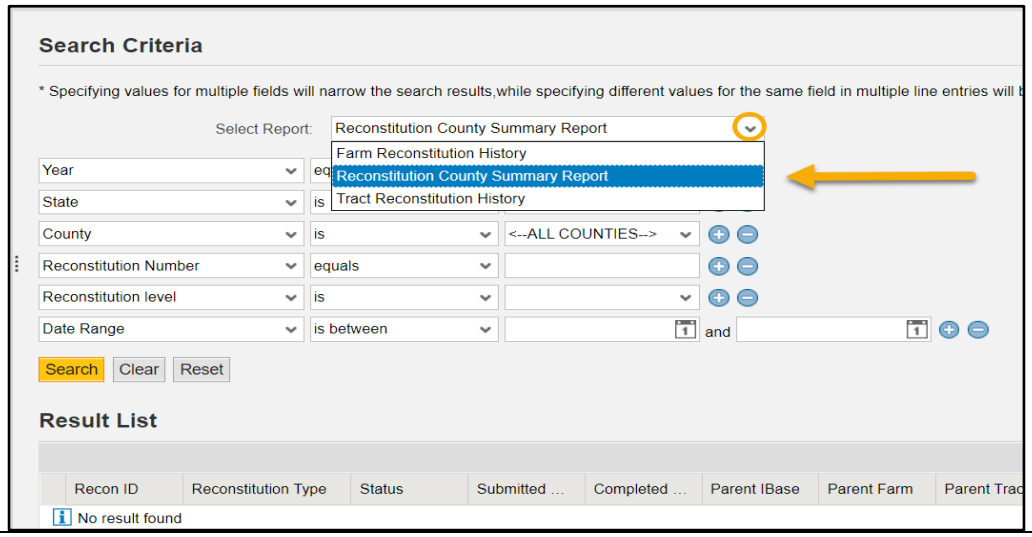
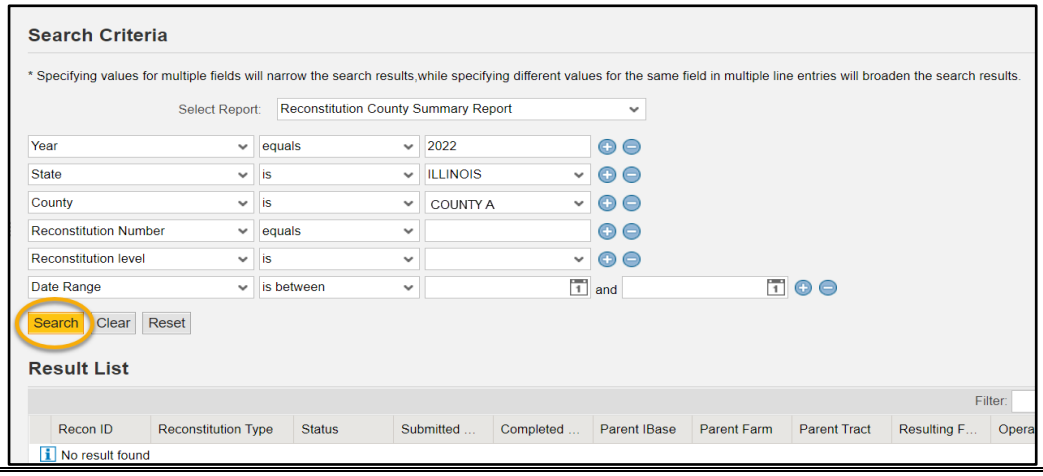
335 Reconstitution Reports (Continued)

B Accessing the Reconstitution Reports (Continued)

Step	Action
1 (cont.)	**Option 2** On the left Navigation Bar, CLICK "**Farm Records**". Do not click the fly-out arrow. Clicking on the fly-out arrow will display search and create options.  CLICK "**Reconstitution Reports**" from the Reports assignment block.  Farm and tract reconstitution history for a single farm or tract can be accessed from associated farm record using the Reconstitution History assignment block at the applicable level.

335 Reconstitution Reports (Continued)

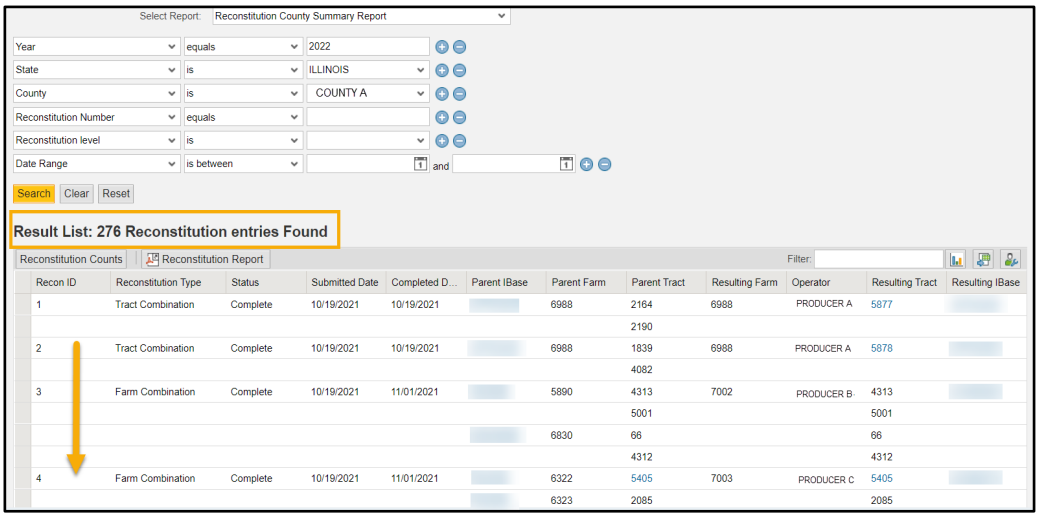
B Accessing the Reconstitution Reports (Continued)

Step	Action
2	The Search Criteria screen displays. CLICK the **"Select Report"** drop down menu to select a report option. **Note:** The system defaults to the Reconstitution County Summary Report. 
4	Enter applicable search criteria in the Search Criteria options and CLICK **"Search"**. Reconstitution reports can only be generated by county and by FY. National, State, or multiple county reports or reports for multiple years cannot be generated at the same time. 

335 Reconstitution Reports (Continued)

B Accessing the Reconstitution Reports (Continued)

Step	Action
5	The search results are displayed in the results list.



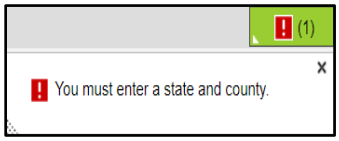
336 Reconstitution County Summary Report

A Overview

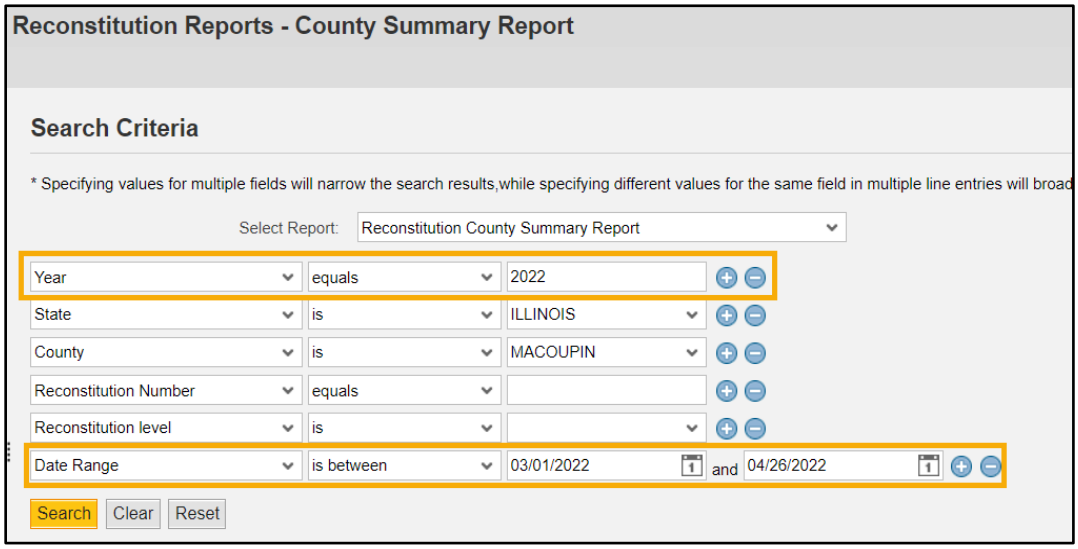
The Reconstitution County Summary Report identifies reconstitutions completed based on the following search criteria:

- Year (fiscal year)
- State (administrative)
- County (administrative)
- Reconstitution Number
- Reconstitution level (farm or tract)
- Date Range.

Notes: Entries are required for Year, State, and County. Failure to enter one or more of these entries results in a "Hard Stop" message instructing users to enter the missing search criteria.



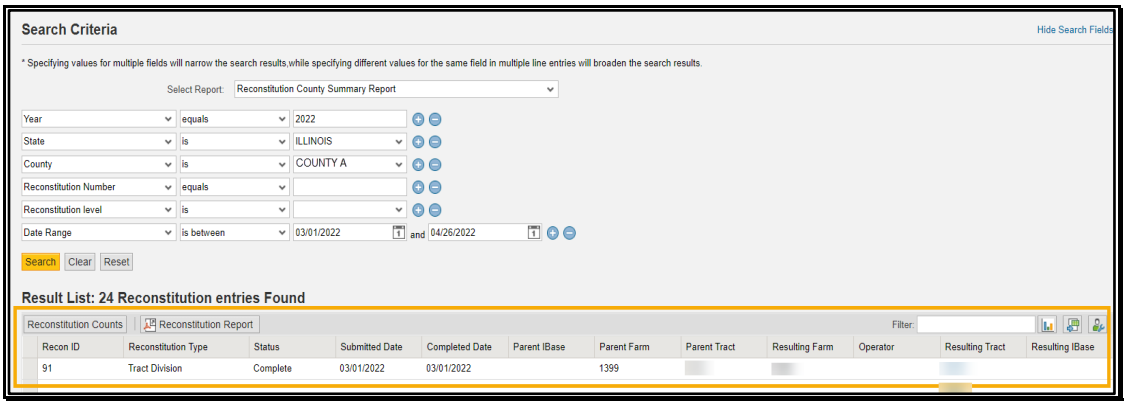
An entered date range must be within the specified FY entered for "Year" and cannot span multiple fiscal years.



336 Reconstitution County Summary Report (Continued)

A Overview (Continued)

Regardless of the search criteria entered, the data returned in the "Result List" assignment block will display the following information.

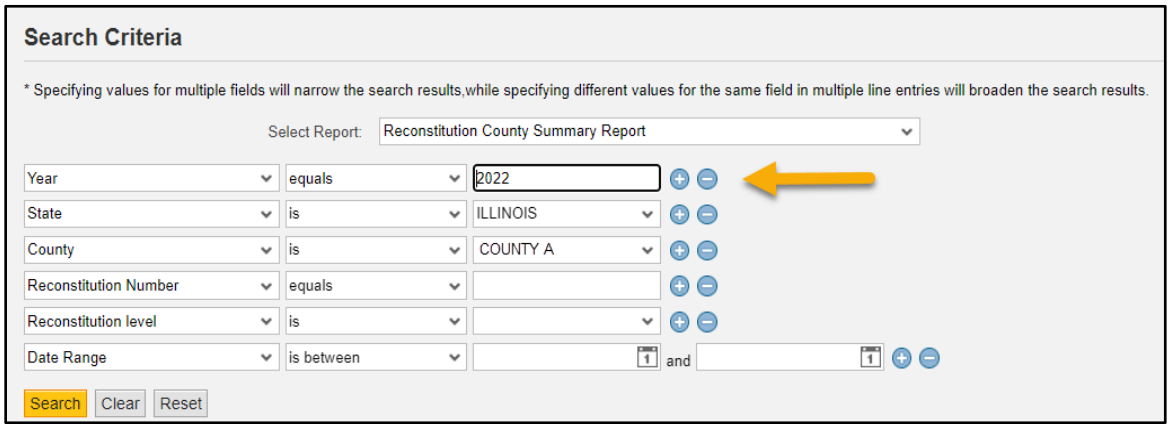


B Searching by Year

The "Year" is a required entry representing the FY in which the reconstitutions were completed. The "Year" is defaulted to the current FY, but a prior year can be entered.

Note: Reconstitutions completed before CRM implementation in March 2013 will not be returned if a search is completed for that timeframe.

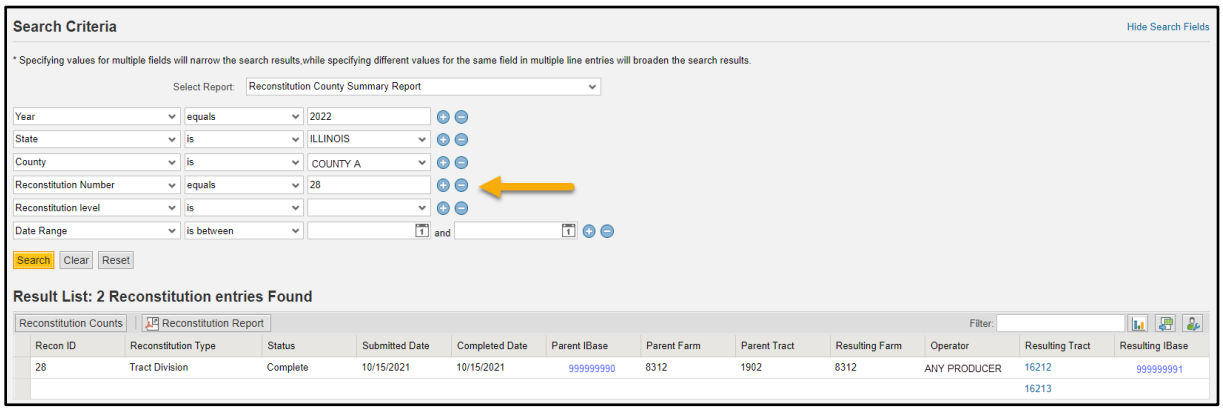
Entering only the "Year" with the associated State and county will return all reconstitutions completed during that FY.



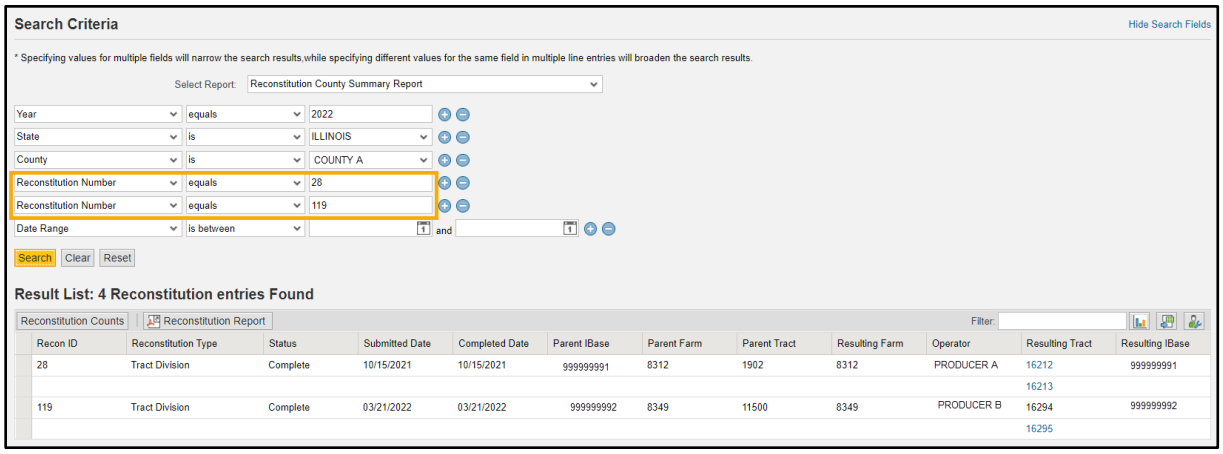
336 Reconstitution County Summary Report (Continued)

C Searching by Reconstitution Number

Searching by reconstitution number returns the associated reconstitution in the specified State, county, and FY.



To add additional Reconstitution Number lines to the Search Criteria CLICK **"Copy Line"** at the end of the field.



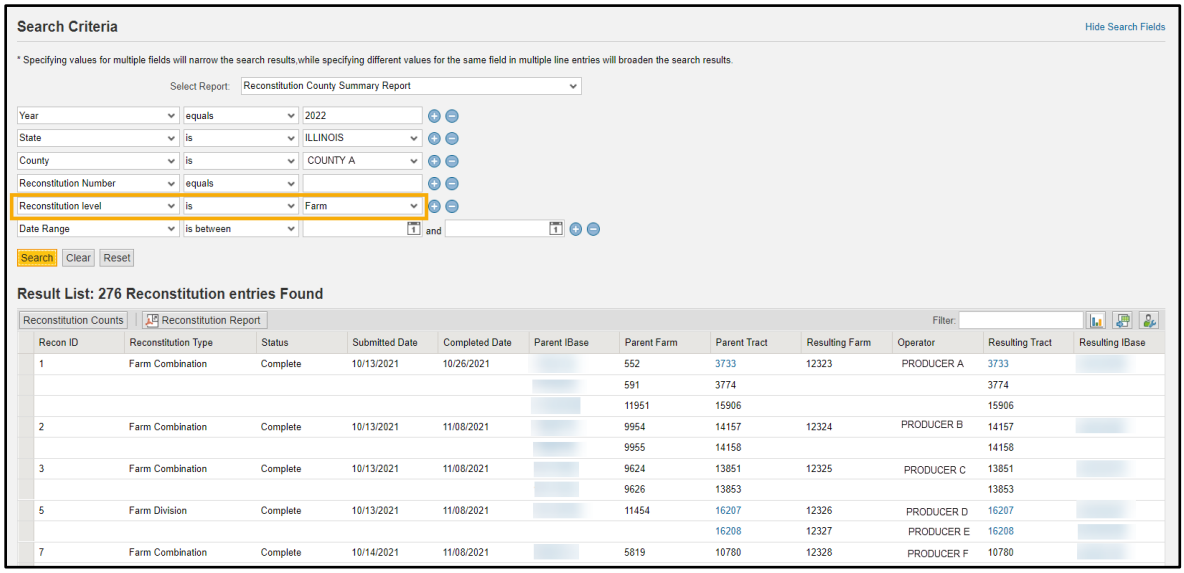
336 Reconstitution County Summary Report (Continued)

D Searching by Reconstitution Level

Searching by reconstitution level returns the associated reconstitution type in the specified State, county, and FY. The two reconstitution levels include:

- farm
- tract.

Following is an example of searching for farm level reconstitutions.



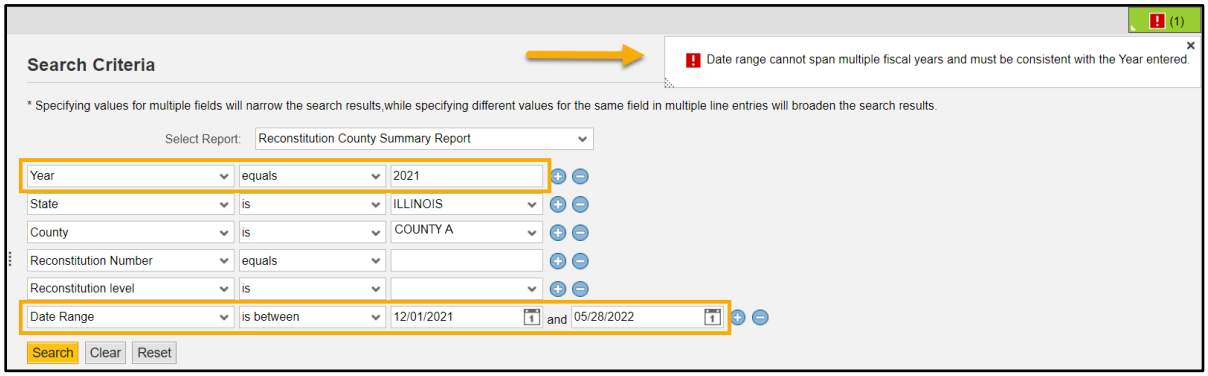
336 Reconstitution County Summary Report (Continued)

E Searching by Date Range

Searching by Date Range returns reconstitutions completed within the dates entered for the specified State, county, and FY. When entering a date range, the "Year", "State", and "County" options are still required entries. The date range cannot span multiple FY's and the entered date range must be within the FY entered in the "Year" data field.

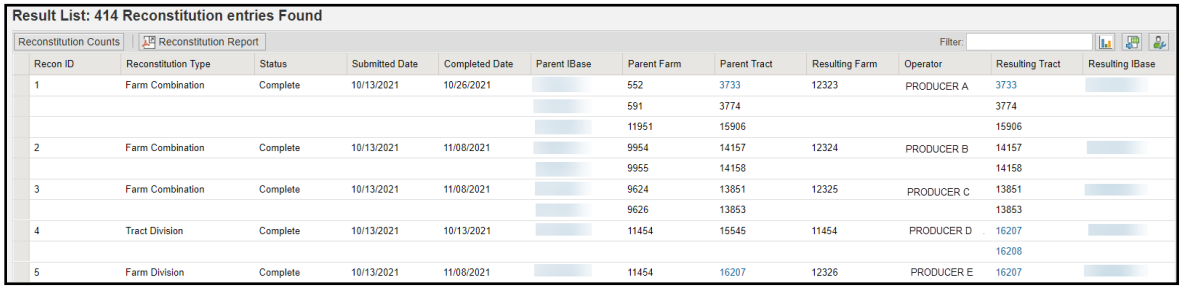
Users can enter the start and end dates of the "Date Range" by either selecting the dates from the calendar option or manually entering dates in MM/DD/YYYY format.

If a date range entered spans either multiple FY's or is not within the fiscal year specified, the following "Hard Stop" message displays instructing users to modify the search criteria.



F Result List

Once the search criteria have been entered, CLICK "**Search**" to display the results. All reconstitutions meeting the search criteria are returned in the "Result List" assignment block.



Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Parent Tract	Resulting Farm	Operator	Resulting Tract	Resulting IBase
1	Farm Combination	Complete	10/13/2021	10/26/2021		552	3733	12323	PRODUCER A	3733	
						591	3774			3774	
						11951	15906			15906	
2	Farm Combination	Complete	10/13/2021	11/08/2021		9954	14157	12324	PRODUCER B	14157	
						9955	14158			14158	
3	Farm Combination	Complete	10/13/2021	11/08/2021		9624	13851	12325	PRODUCER C	13851	
						9626	13853			13853	
4	Tract Division	Complete	10/13/2021	10/13/2021		11454	15545	11454	PRODUCER D	16207	
										16208	
5	Farm Division	Complete	10/13/2021	11/08/2021		11454	16207	12326	PRODUCER E	16207	

336 Reconstitution County Summary Report (Continued)

F Result List (Continued)

Following are the attributes and descriptions of the reconstitution data displayed in the "Result List".

Result	Description
Recon ID	Reconstitution identification number generated by the system after a farm reconstitution is submitted for approval or after a tract reconstitution is completed.
Reconstitution Type	Type of reconstitution submitted or completed: tract combination tract division farm combination farm division.
Status	Current status of the reconstitution. The status is dependent on the type of reconstitution completed. Tract reconstitutions display as "Complete". Farm reconstitutions display as one of the following: • "Pending" if the reconstitution has been submitted but not approved • "Completed" if the reconstitution has been approved • "Disapproved" if the reconstitution has been disapproved.

336 Reconstitution County Summary Report (Continued)

F Result List (Continued)

Result	Description
Submitted Date	Submitted date is dependent on the type of reconstitution completed. Tract reconstitutions display the date the reconstitution was completed. Farm reconstitutions display the date the reconstitution was submitted for approval.
Completed Date	The completed date is dependent on the type of reconstitution completed. Tract reconstitutions display the date the reconstitution was completed. The submitted date and the completed date should always be the same for tract reconstitutions. Farm reconstitutions display the date the reconstitution workflow was approved by the approving official.
Parent IBase	The IBase number associated with the parent farm number. The IBase number is hyperlinked. Clicking on the IBase will navigate the user 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 is 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 navigate the user to the associated farm record at the tract level. The parent tract number displays even if a tract reconstitution was not completed

336 Reconstitution County Summary Report (Continued)

F Result List (Continued)

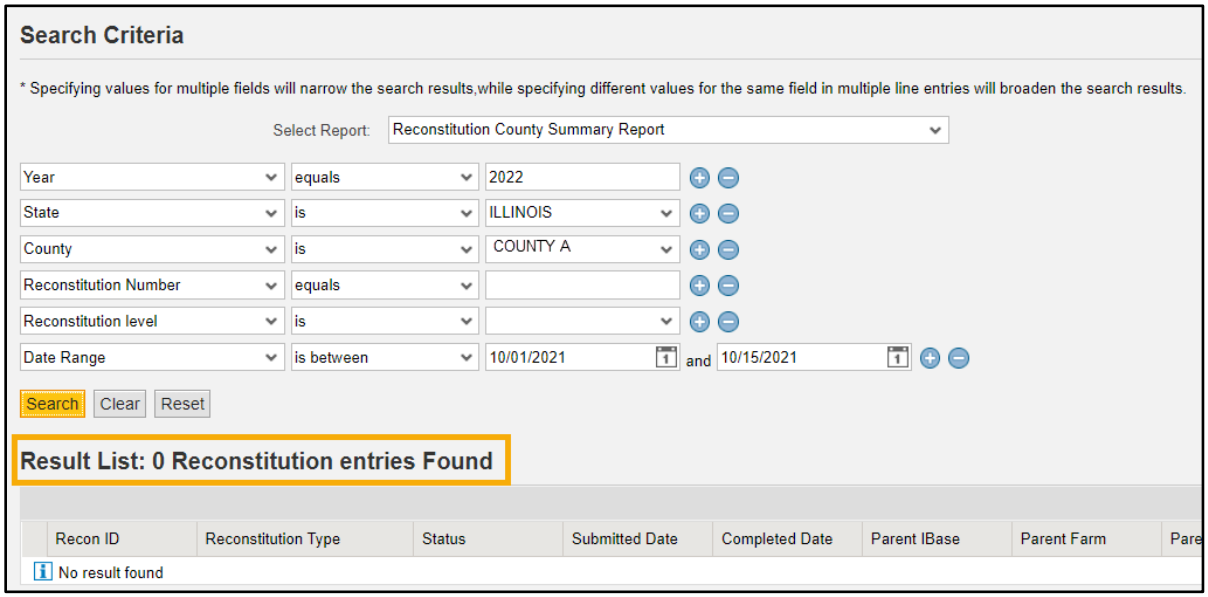
Result	Description
Resulting Farm	Resulting farm number associated with the reconstitution. The resulting farm number will match the parent farm number if a tract reconstitution was completed and not a farm reconstitution.
Operator	Operator associated with the resulting farm.
Resulting Tract	Resulting tract number associated with the reconstitution. The resulting tract number is hyperlinked if the tract is still active and has not been involved with a subsequent reconstitution. Clicking on the hyperlinked tract number will navigate the user to the associated farm record at the tract level. **Note:** The resulting tract number will match the Parent Tract number if a farm reconstitution was completed and not a tract reconstitution.
Resulting IBase	IBase number associated with the resulting farm number. The IBase number is hyperlinked. Clicking on the IBase will navigate the user to the associated farm record. **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.

336 Reconstitution County Summary Report (Continued)

G No Results

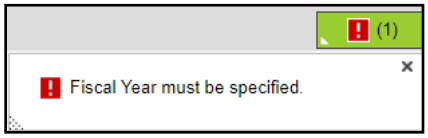
If there have been no reconstitutions completed within the specified timeframe or matching other specified search criteria, the Result List assignment block will be displayed with "0 Reconstitution Entries Found."



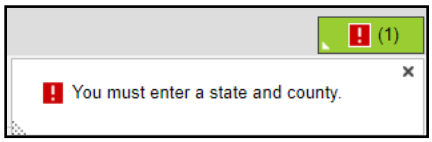
H Messages

The following "Hard stop" messages display if the required search criteria, "Year, State, or County", are not entered.

Message when no "Year" has been entered.



Message when "State" and/or "County" has not been selected.

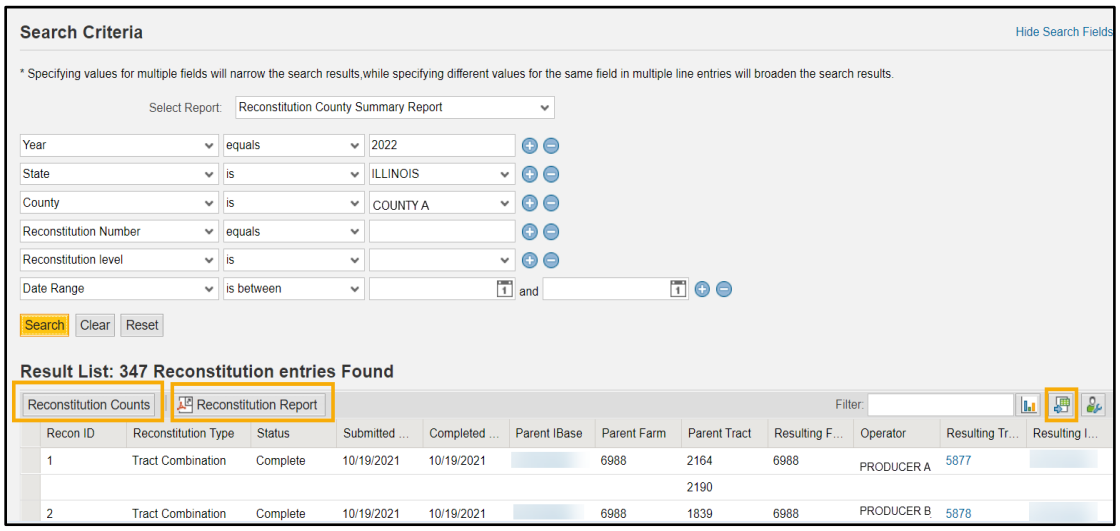


336 Reconstitution County Summary Report (Continued)

I Generating Reconstitution County Summary Reports

The following report options are available after initiating a valid search from the "Reconstitution County Summary Report" option:

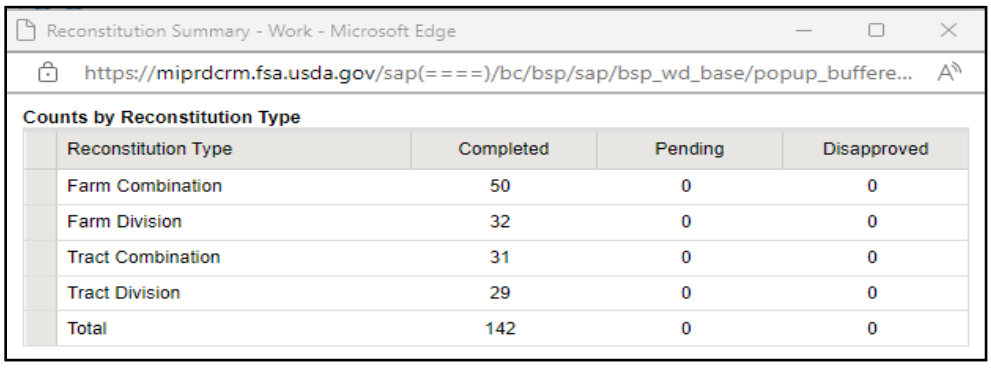
- Reconstitution Counts
- Reconstitution Report
- Export to Spreadsheet.



J Reconstitution Counts Report

The "Reconstitution Counts" button generates a summary report that displays the following:

- number of reconstitutions by reconstitution type
- number of reconstitutions by status
- overall totals.

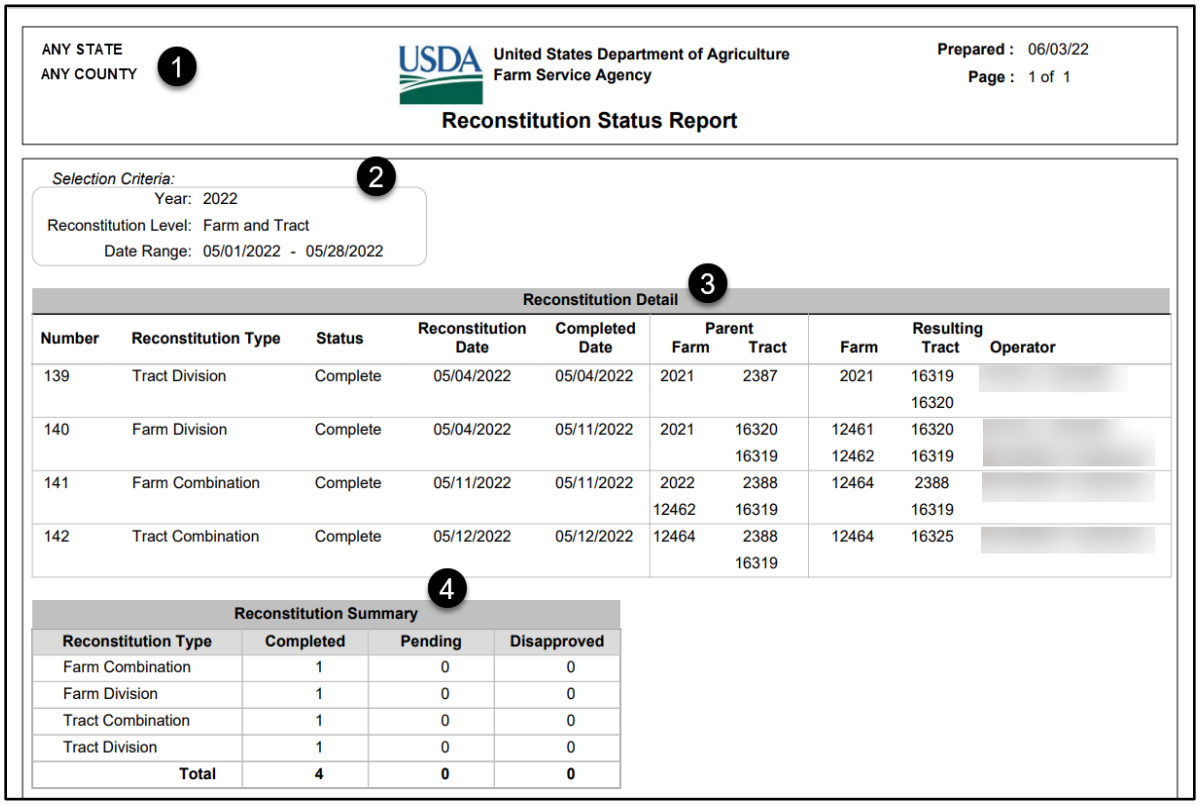


Note: The option to print the summary window is not available. The same information is provided within the "Reconstitution Reports" option which can be printed.

336 Reconstitution County Summary Report (Continued)

K Reconstitution Report

The "Reconstitution Report" button generates a report from the "Result List" displaying all data except the Parent and Resulting IBase. Following is an example and description of the report.



ANY STATE
ANY COUNTY

1

United States Department of Agriculture
Farm Service Agency

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Reconstitution Status Report

2

Selection Criteria:
Year: 2022
Reconstitution Level: Farm and Tract
Date Range: 05/01/2022 - 05/28/2022

3

Reconstitution Detail

Number	Reconstitution Type	Status	Reconstitution Date	Completed Date	Parent Farm	Parent Tract	Resulting Farm	Resulting Tract	Operator
139	Tract Division	Complete	05/04/2022	05/04/2022	2021	2387	2021	16319	
								16320	
140	Farm Division	Complete	05/04/2022	05/11/2022	2021	16320	12461	16320	
						16319	12462	16319	
141	Farm Combination	Complete	05/11/2022	05/11/2022	2022	2388	12464	2388	
					12462	16319		16319	
142	Tract Combination	Complete	05/12/2022	05/12/2022	12464	2388	12464	16325	
						16319			

4

Reconstitution Summary

Reconstitution Type	Completed	Pending	Disapproved
Farm Combination	1	0	0
Farm Division	1	0	0
Tract Combination	1	0	0
Tract Division	1	0	0
Total	**4**	**0**	**0**

336 Reconstitution County Summary Report (Continued)

K Reconstitution Report (Continued)

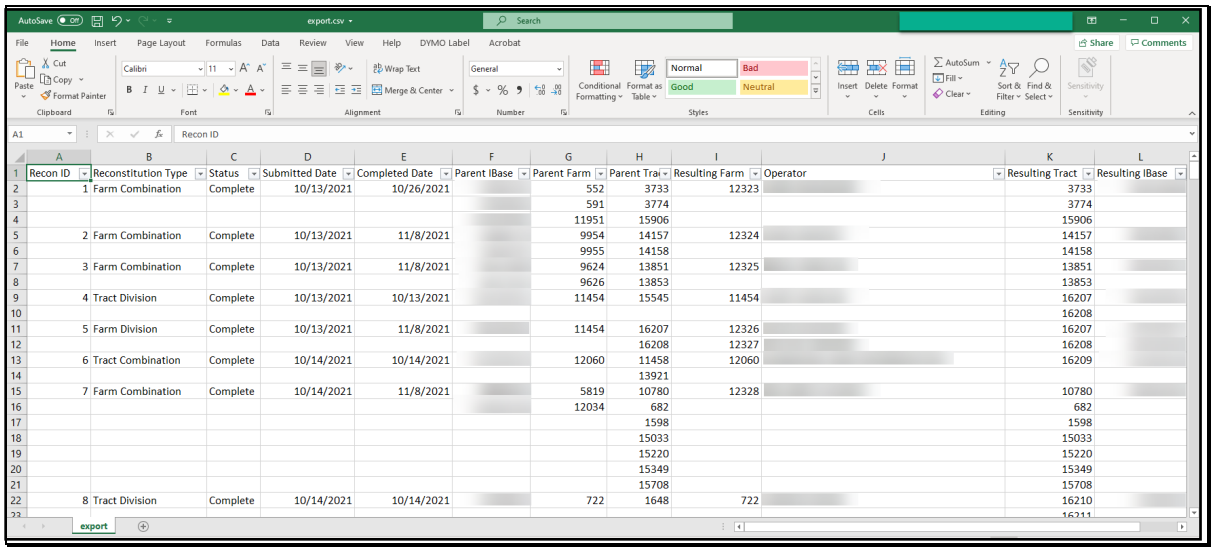
Item	Section	Description
1	Report Header	Displays the administrative State and county and the date prepared
2	Section Criteria	Displays the search criteria entered to create the report. **Note:** If only a "Year" and administrative State and county were entered in the search criteria, the system displays the Date Range for the entire FY and the "Reconstitution Level" includes both farm and tract reconstitutions.
3	Reconstitution Detail	Displays the details of the reconstitutions listed
4	Reconstitution Summary	Summarizes the number of reconstitutions completed **Note:** This is the same information displayed when the "Reconstitution Counts" button is selected in subparagraph J.

336 Reconstitution County Summary Report (Continued)

L Export to Spreadsheet

The “Export to Spreadsheet” option generates an Excel spreadsheet of all data in the Result List based on the search criteria.

Once the data is exported, normal Excel functions to save and print the data in the worksheet apply.



Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Parent Trai	Resulting Farm	Operator	Resulting Tract	Resulting IBase
1	Farm Combination	Complete	10/13/2021	10/26/2021		552	3733	12323		3733	
						591	3774			3774	
						11951	15906			15906	
2	Farm Combination	Complete	10/13/2021	11/8/2021		9954	14157	12324		14157	
						9955	14158			14158	
3	Farm Combination	Complete	10/13/2021	11/8/2021		9624	13851	12325		13851	
						9626	13853			13853	
4	Tract Division	Complete	10/13/2021	10/13/2021		11454	15545	11454		16207	
										16208	
5	Farm Division	Complete	10/13/2021	11/8/2021		11454	16207	12326		16207	
							16208	12327		16208	
6	Tract Combination	Complete	10/14/2021	10/14/2021		12060	11458	12060		16209	
							13921				
7	Farm Combination	Complete	10/14/2021	11/8/2021		5819	10780	12328		10780	
						12034	682			682	
							1598			1598	
							15033			15033	
							15220			15220	
							15349			15349	
							15708			15708	
8	Tract Division	Complete	10/14/2021	10/14/2021		722	1648	722		16210	

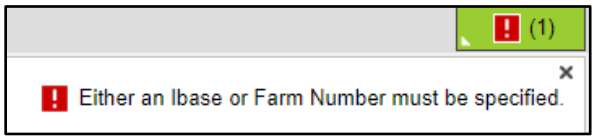
337 Farm Reconstitution History Report

A Overview

The Farm Reconstitution History Report identifies farm level reconstitutions completed based on the following search criteria:

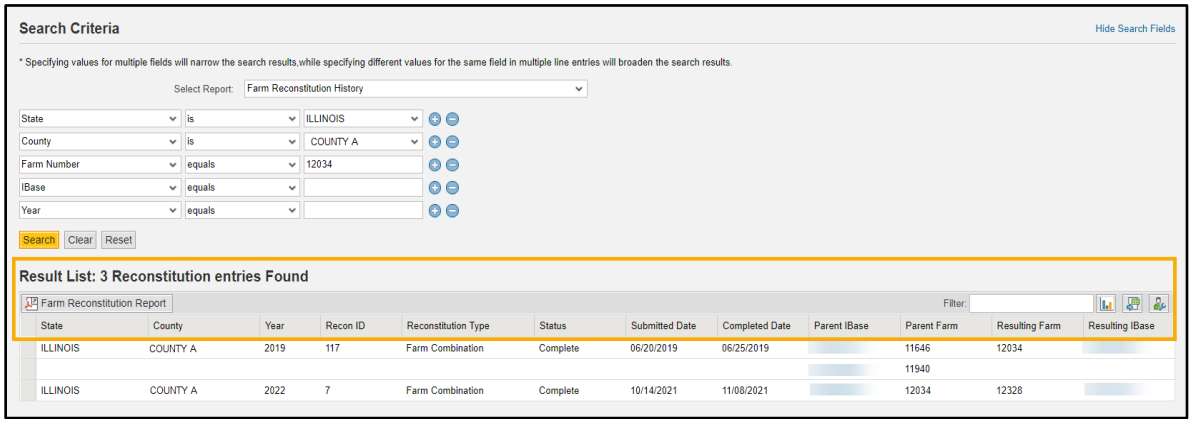
- State (administrative)
- County (administrative)
- Farm Number
- IBase
- Year.

Notes: Entries are required for State, county and either farm number or IBase. Failure to enter one or more of these entries results in a "Hard Stop" message instructing users to enter the missing search criteria.



Entering Year is optional and will limit the search for reconstitutions associated with the entered farm to the selected fiscal year. If the reconstitution did not occur within the selected fiscal year, results will not be listed.

Regardless of the search criteria entered, the data returned in the "Result List" displays the following information. 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 associated reconstitutions will display.

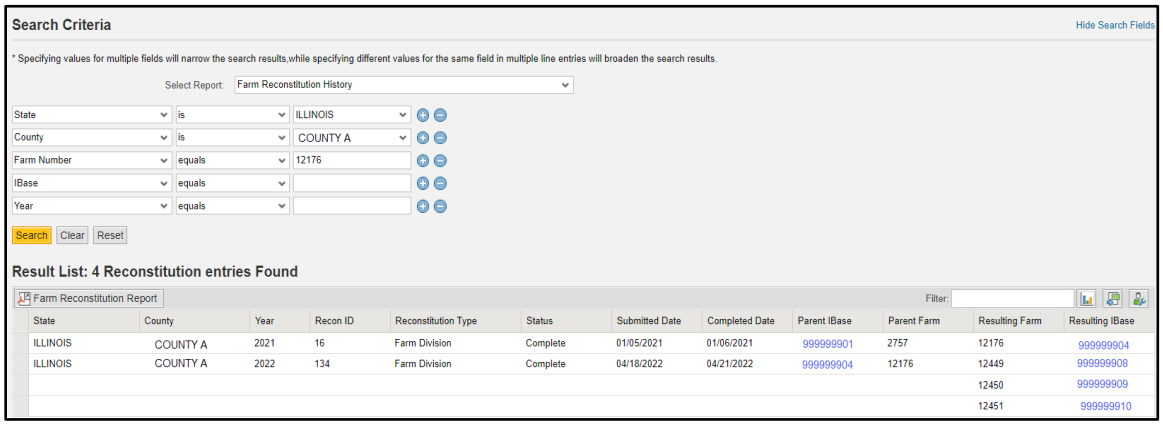


337 Farm Reconstitution History Report (Continued)

B Searching by Farm Number or IBase

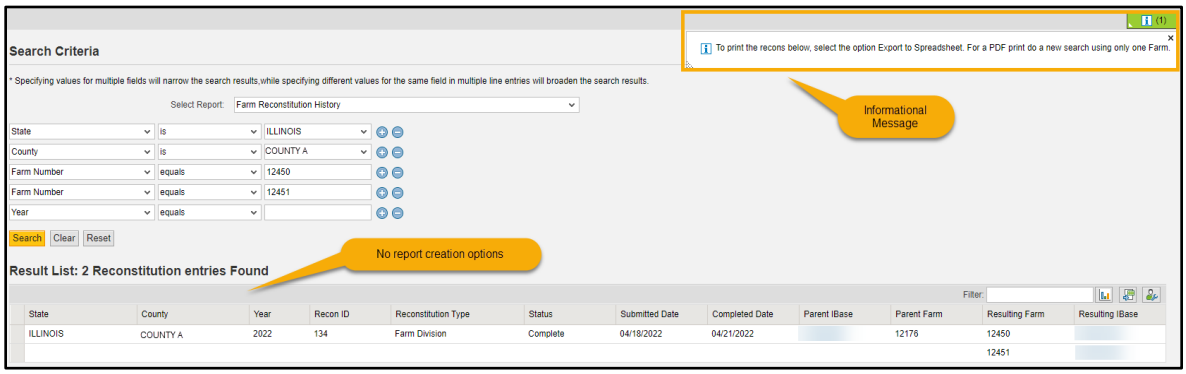
Farm Number or IBase are required entries to search for associated farm reconstitutions and generate reports.

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.



Users can add additional search lines to the search criteria to identify reconstitutions for additional farms or IBases.

Note: If multiple farms or IBase numbers are entered in the search criteria, the "Result List" will be displayed with 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 following informational message.



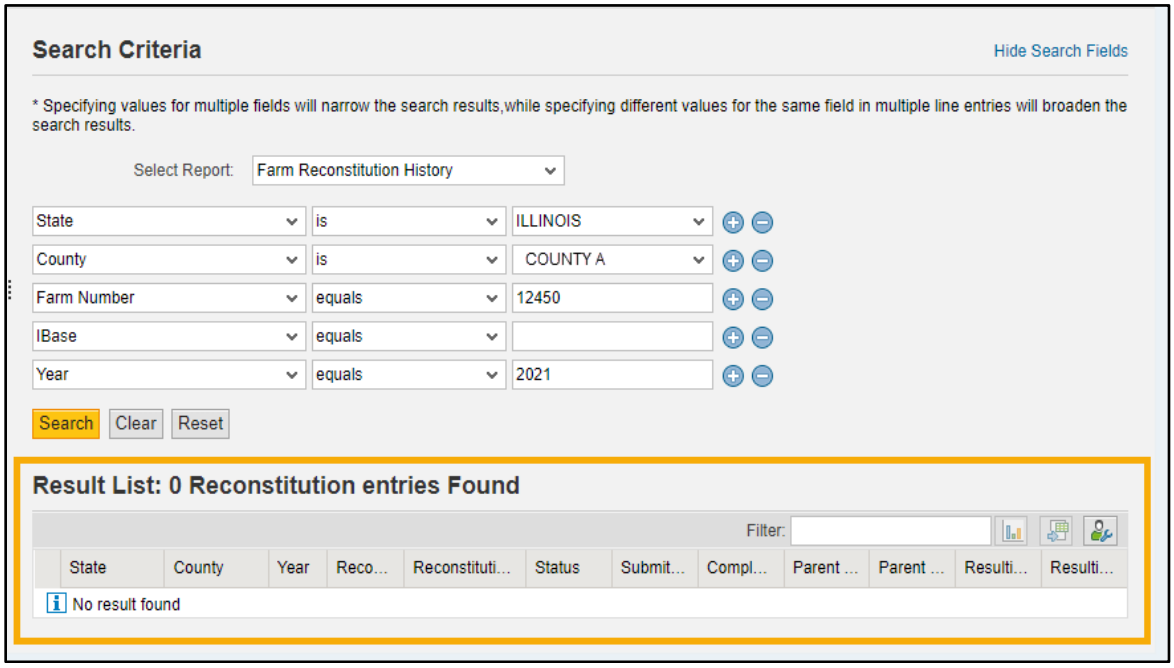
To generate the Farm Reconstitution PDF report, users must limit the farm or IBase to only one entry.

337 Farm Reconstitution History Report (Continued)

C Searching by Year

Searching by "Year" limits the search results to only reconstitutions completed on the specified farm in the entered FY.

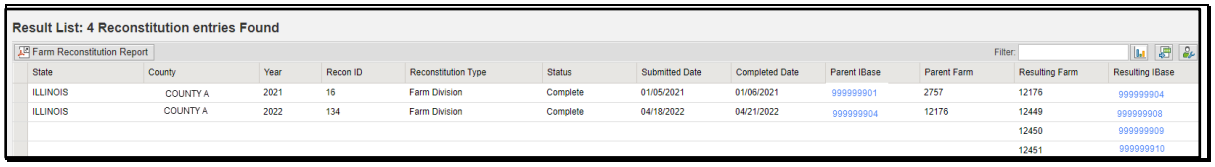
If no reconstitutions were completed for the farm or IBase in the specified "Year" the "Result List" will remain blank and the header displays "0 Reconstitution entries Found."



337 Farm Reconstitution History Report (Continued)

D Result List

Once the search criteria have been entered CLICK "**Search**" to display the results. All reconstitutions meeting the search criteria are returned in the "Result List" assignment block.


Result List: 4 Reconstitution entries Found

Farm Reconstitution Report

Filter:

State	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
ILLINOIS	COUNTY A	2021	16	Farm Division	Complete	01/05/2021	01/06/2021	999999901	2757	12176	999999904
ILLINOIS	COUNTY A	2022	134	Farm Division	Complete	04/18/2022	04/21/2022	999999904	12176	12449	999999908
										12450	999999909
										12451	999999910

The following are not 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 display.

- For farm combinations, when searching for a parent farm or IBase, the associated parent farms also involved with the reconstitution will not display.

  Note: To access the full reconstitution history for the above scenarios, users 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.

337 Farm Reconstitution History Report (Continued)

D Result List (Continued)

Following are the attributes and descriptions of the reconstitution data displayed in the "Result List".

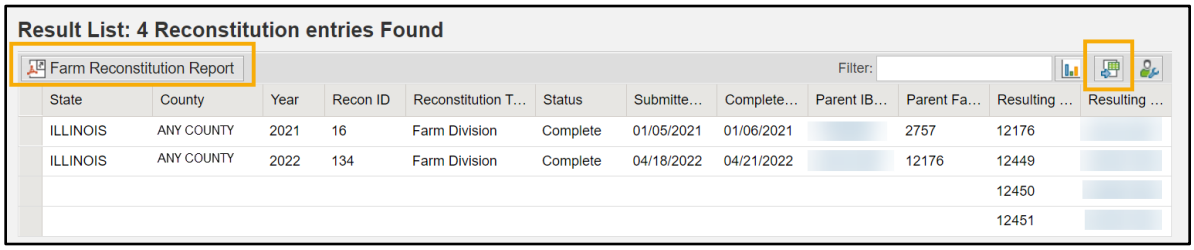
Results	Description
State	The administrative State of the entered farm or IBase.
County	The administrative county of the entered farm or IBase.
Year	FY when the associated reconstitution occurred.
Recon ID	Reconstitution identification number generated by the system after a farm reconstitution has been submitted for approval.
Reconstitution Type	The type of farm reconstitution submitted or completed: farm combination farm division.
Status	Current status of the farm reconstitution. Farm reconstitutions display one of the following: "Pending" if the reconstitution has been submitted but not approved "Completed" if the reconstitution has been approved "Disapproved" if the reconstitution has been disapproved.
Submitted Date	Date the reconstitution was submitted for approval.
Completed Date	Date the reconstitution was approved by the approving official from the worklist.
Parent IBase	IBase associated with the parent farm number. The IBase is hyperlinked. Clicking on the IBase navigates the user to the associated farm record.
Parent Farm	Parent farm number(s) associated with the reconstitution.
Resulting Farm	Resulting child farm number(s) associated with the reconstitution. : The resulting farm number(s) displays even if a farm reconstitution was disapproved or pending approval.
Resulting IBase	IBase number associated with the resulting child farm number(s). The IBase number is hyperlinked. Clicking on the IBase navigates the user to the associated farm records. : The resulting IBase displays even if a farm reconstitution was disapproved or pending approval.

337 Farm Reconstitution History Report (Continued)

E Generating the Farm Reconstitution Reports

The following report options are available after initiating a valid search from the "Farm Reconstitution History" option:

- Farm Reconstitution Report
- Export to Spreadsheet.

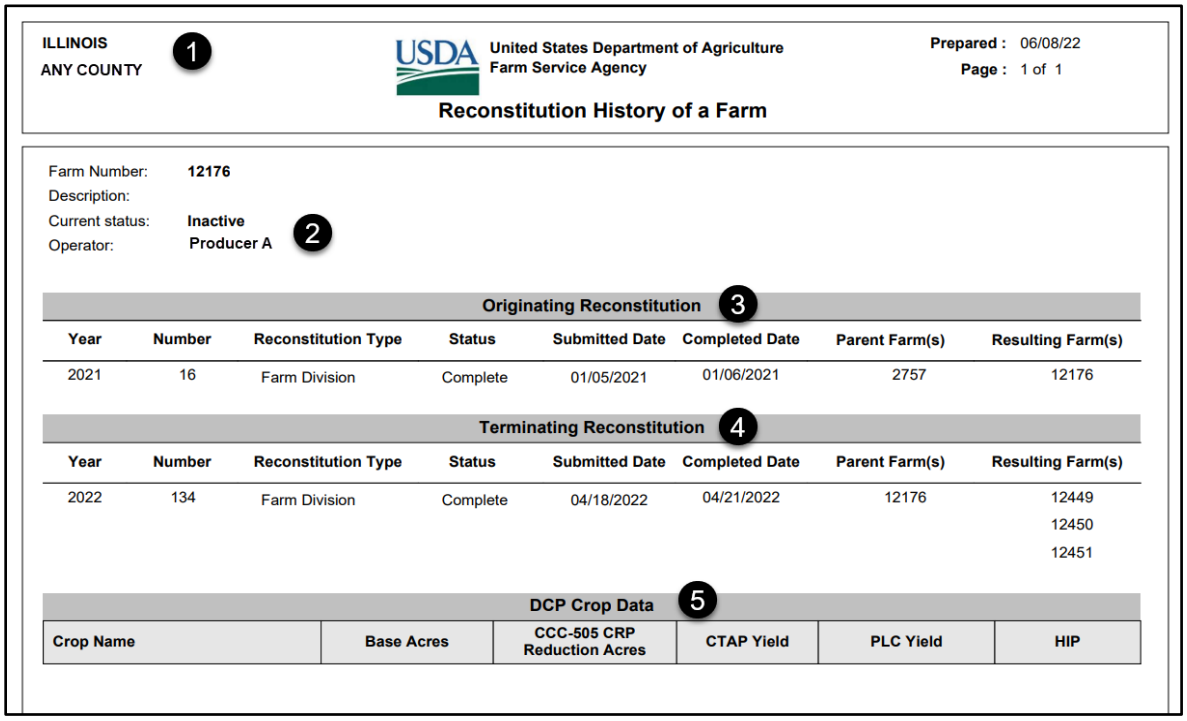


State	County	Year	Recon ID	Reconstitution T…	Status	Submitte…	Complete…	Parent IB…	Parent Fa…	Resulting …	Resulting …
ILLINOIS	ANY COUNTY	2021	16	Farm Division	Complete	01/05/2021	01/06/2021		2757	12176	
ILLINOIS	ANY COUNTY	2022	134	Farm Division	Complete	04/18/2022	04/21/2022		12176	12449	
										12450	
										12451	

337 Farm Reconstitution History Report (Continued)

F Farm Reconstitution History Report

The "Farm Reconstitution Report" button generates a report from the "Result List" displaying all data except the Parent and Resulting IBase. Following is an example and description of the report.



ILLINOIS 1
ANY COUNTY

USDA United States Department of Agriculture
Farm Service Agency

Prepared : 06/08/22
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Reconstitution History of a Farm

Farm Number: 12176
Description:
Current status: Inactive
Operator: Producer A 2

Originating Reconstitution 3

Year	Number	Reconstitution Type	Status	Submitted Date	Completed Date	Parent Farm(s)	Resulting Farm(s)
2021	16	Farm Division	Complete	01/05/2021	01/06/2021	2757	12176

Terminating Reconstitution 4

Year	Number	Reconstitution Type	Status	Submitted Date	Completed Date	Parent Farm(s)	Resulting Farm(s)
2022	134	Farm Division	Complete	04/18/2022	04/21/2022	12176	12449 12450 12451

DCP Crop Data 5

Crop Name	Base Acres	CCC-505 CRP Reduction Acres	CTAP Yield	PLC Yield	HIP

	Section	Description
1	Report Header	Displays the administrative State and county and the date prepared
2	Farm Details	Displays the: Farm Number Description Status Operator.
3	Originating Reconstitution	Displays the details of the originating reconstitution listed if applicable. If the selected farm number was the result of a farm reconstitution, the parent farm number(s) that the selected farm was created from display.

337 Farm Reconstitution History Report (Continued)

F Farm Reconstitution History Report (Continued)

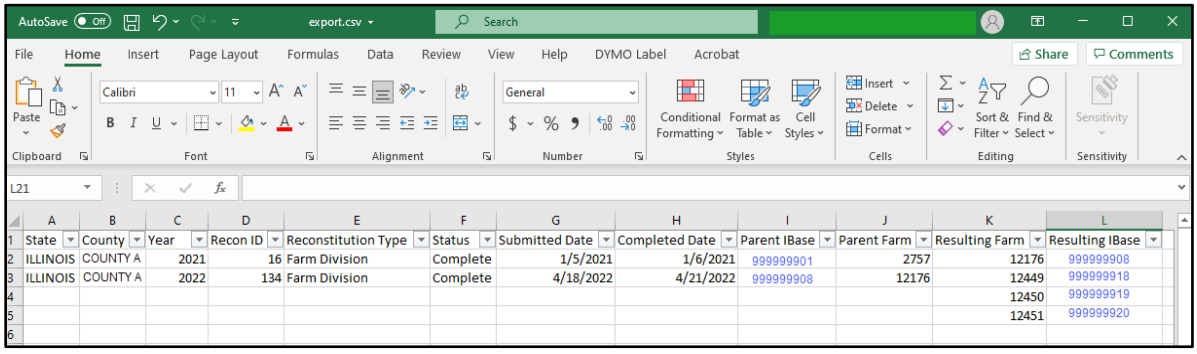
	Section	Description
4	Terminating Reconstitution	Displays the details of a terminating reconstitution listed if applicable. If the selected farm number was a parent farm involved in the farm reconstitution, the child farms that resulted in the termination or inactivation of the parent farm(s) display.
5	DCP Crop Data	The following farm level data will display for the selected farm if applicable: Crop Name Base Acres CCC-505 CRP Reduction Acres CTAP Yield PLC Yield HIP.

The PDF Reconstitution History of a Farm report can be saved or printed, as needed.

G Export to Spreadsheet

The “Export to Spreadsheet” option 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.



	A	B	C	D	E	F	G	H	I	J	K	L
1	State	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
2	ILLINOIS	COUNTY A	2021	16	Farm Division	Complete	1/5/2021	1/6/2021	999999901	2757	12176	999999908
3	ILLINOIS	COUNTY A	2022	134	Farm Division	Complete	4/18/2022	4/21/2022	999999908	12176	12449	999999918
4											12450	999999919
5											12451	999999920
6												

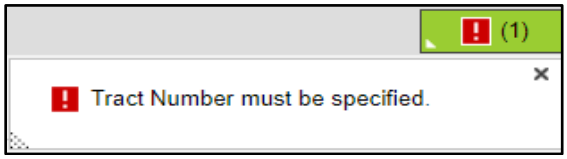
338 Tract Reconstitution History Report

A Overview

The Tract Reconstitution History Report identifies tract level reconstitutions completed based on the following search criteria:

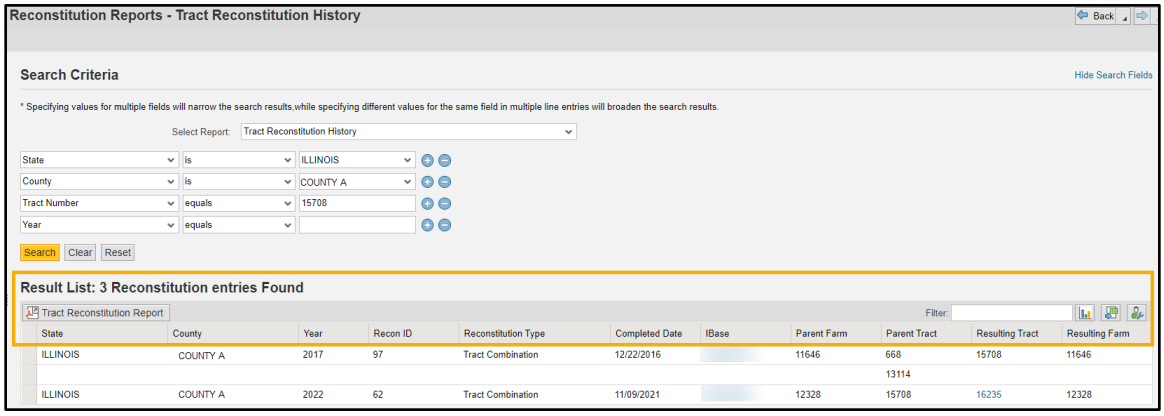
- State (administrative)
- County (administrative)
- Tract
- Year.

Notes: Entries are required for State, County, and Tract. Failure to enter one or more of these entries results in a "Hard Stop" message instructing users to enter the missing search criteria.



Entering Year is optional and will limit the search for reconstitutions associated with the selected tract to the specified fiscal year. If the reconstitutions did not occur within the specified fiscal year, no results display.

Regardless of the search criteria entered, the data returned in the "Result List" displays 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 display.

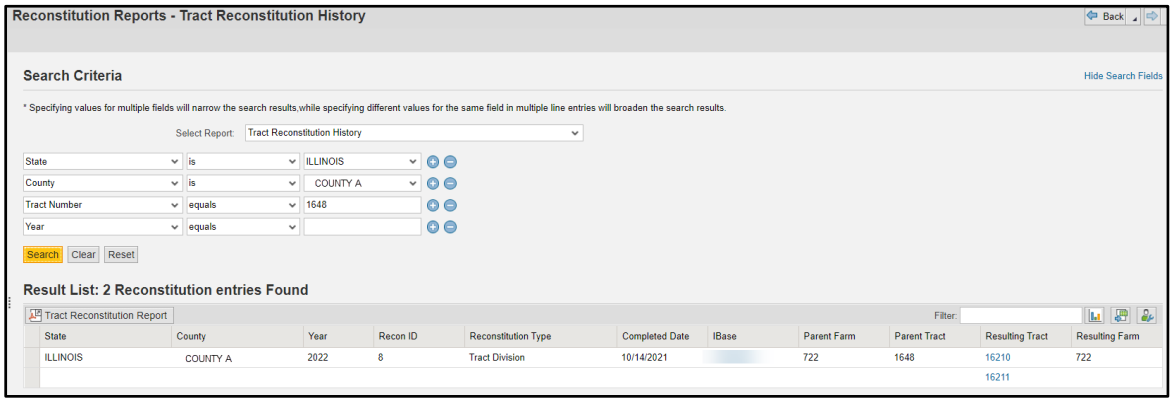


338 Tract Reconstitution History Report (Continued)

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.

Entering the "State", "County", and "Tract Number" will return all reconstitutions completed for the entered tract.

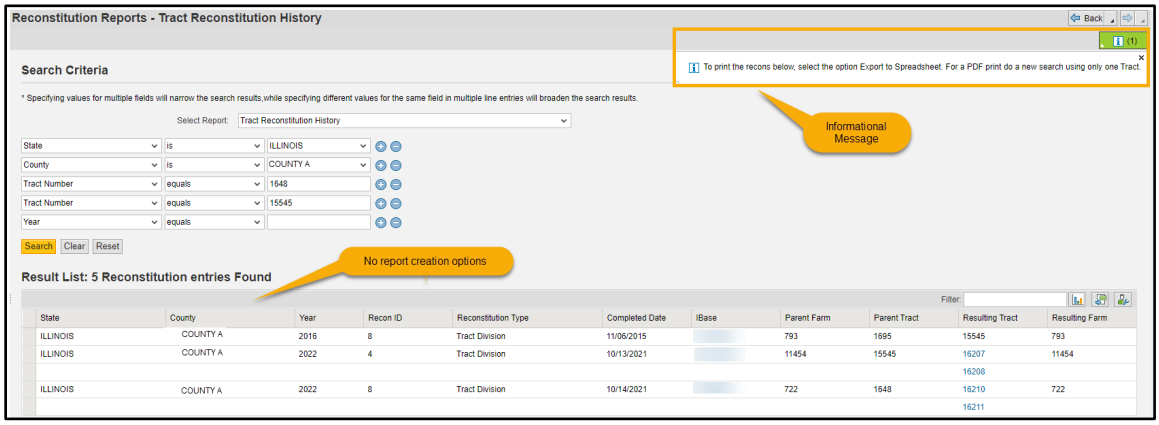


338 Tract Reconstitution History Report (Continued)

B Searching by Tract (Continued)

Users can add additional search lines to the search criteria to identify reconstitutions for additional tracts in the "Result List".

Note: If multiple tracts are entered in the search criteria, the "Result List" displays with all results, but users cannot create a "Tract Reconstitution History Report" for multiple tracts. The "Export to Spreadsheet" option is available to export all results from the list. The "Tract Reconstitution Report" button does not display, and users will receive the following informational message.



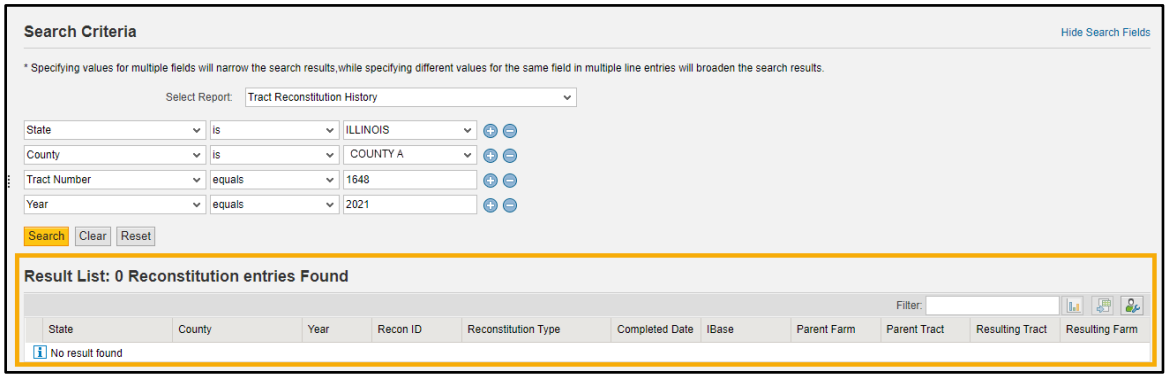
To generate the tract reconstitution PDF report, users must refine the search criteria and limit the "Tract Number" option to only one entry.

338 Tract Reconstitution History Report (Continued)

C Searching by Year

Searching by "Year" limits the search results to only reconstitutions completed on the specified tract in the entered FY.

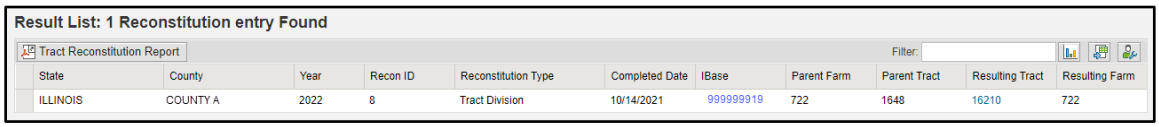
If no reconstitutions were completed for the tract in the specified "Year" the "Result List" will remain blank and the header will display with "0 Reconstitution entries Found."



338 Tract Reconstitution History Report (Continued)

D Result List

Once the search criteria have been entered CLICK "**Search**" to display the results. All reconstitutions meeting the search criteria are returned in the Result List assignment block.



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 display.

- For tract combinations, when searching for a parent tract the associated parent tracts involved with the reconstitution will not display.

Note: To access the full reconstitution history for the scenarios above, users can do any of the following:

- search by the parent tract number for tract divisions

- search by a child tract number for tract combinations

  - click on the hyperlinked tract number to navigate to the "Reconstitution History" assignment block and access the "Tract Reconstitution Report"

- search the Reconstitution County Summary Report for the specific reconstitution ID number.

338 Tract Reconstitution History Report (Continued)

D Result List (Continued)

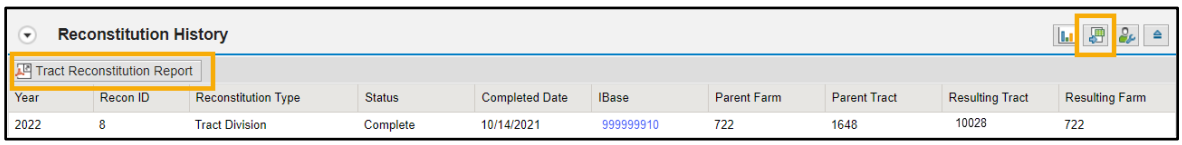
Following are the attributes and descriptions of the reconstitution data displayed in the "Result List".

Result	Description
State	Administrative State of the entered tract number.
County	Administrative county of the entered tract number.
Year	FY when the associated reconstitution occurred.
Recon ID	Reconstitution identification number generated by the system after a tract reconstitution was completed.
Reconstitution Type	The type of tract reconstitution submitted or completed: • tract division • tract combination.
Completed Date	Date the reconstitution was completed.
IBase	IBase number associated with the parent farm number. The IBase number is hyperlinked. Clicking on the IBase navigates the user to the associated farm record.
Parent Farm	Parent farm number associated with the reconstitution.
Parent Tract	Parent tract number associated with the reconstitution.
Resulting Tract	Resulting child tract number associated with the reconstitution.
Resulting Farm	Resulting farm number associated with the reconstitution. **Note:** For tract reconstitutions, the resulting farm number will always be displayed and be the same as the parent farm number listed.

E Generating Tract Reconstitution History Reports

The following report options are available after initiating a valid search from the "Tract Reconstitution History" option:

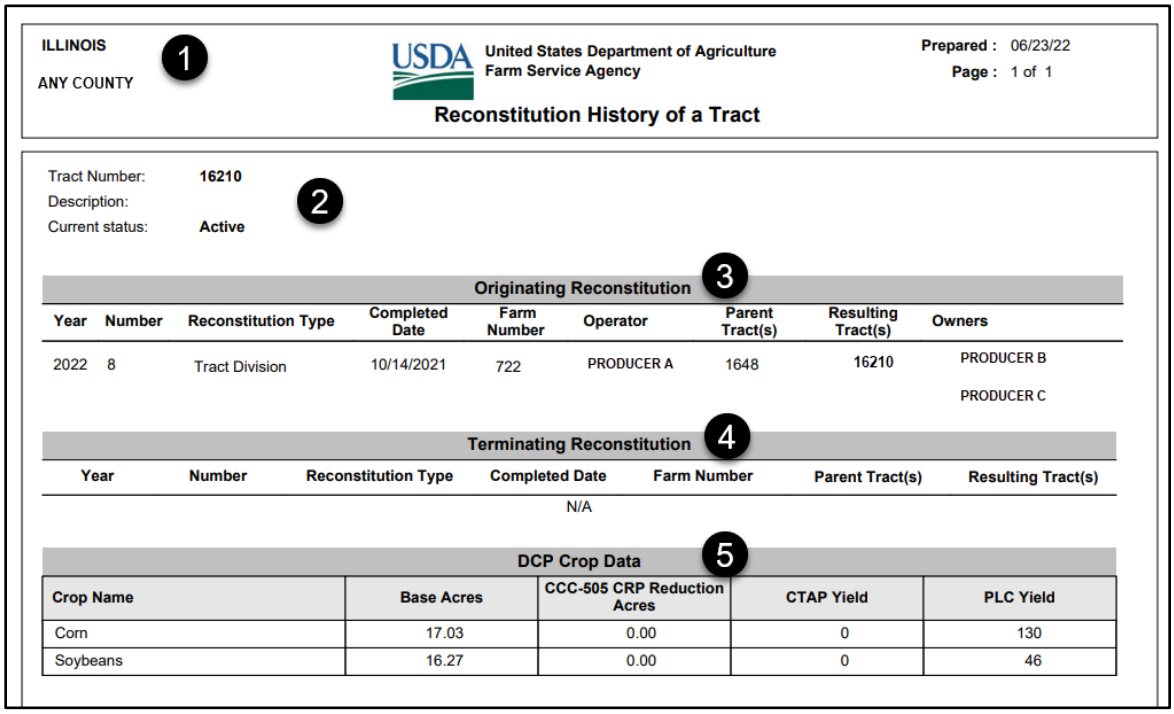
- Tract Reconstitution Report
- Export to Spreadsheet.



338 Tract Reconstitution History Report (Continued)

F Tract Reconstitution History Report

The "Tract Reconstitution Report" button generates a report from the "Result List" displaying all data except IBase numbers. Following is an example and description of the report.



ILLINOIS (1)
ANY COUNTY

USDA United States Department of Agriculture
Farm Service Agency

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Reconstitution History of a Tract

Tract Number: **16210**
Description:
Current status: **Active** (2)

Originating Reconstitution (3)

Year	Number	Reconstitution Type	Completed Date	Farm Number	Operator	Parent Tract(s)	Resulting Tract(s)	Owners
2022	8	Tract Division	10/14/2021	722	PRODUCER A	1648	16210	PRODUCER B PRODUCER C

Terminating Reconstitution (4)

Year	Number	Reconstitution Type	Completed Date	Farm Number	Parent Tract(s)	Resulting Tract(s)
N/A						

DCP Crop Data (5)

Crop Name	Base Acres	CCC-505 CRP Reduction Acres	CTAP Yield	PLC Yield
Corn	17.03	0.00	0	130
Soybeans	16.27	0.00	0	46

	Item	Description
1	Report Header	Displays the administrative State and county and the date prepared
2	Tract Details	Displays the associated: Tract Number Description Status.
3	Originating Reconstitution	Displays the details of the originating reconstitution listed if applicable. If the selected tract number was the result of a tract reconstitution, the parent tract number displays.

338 Tract Reconstitution History Report (Continued)

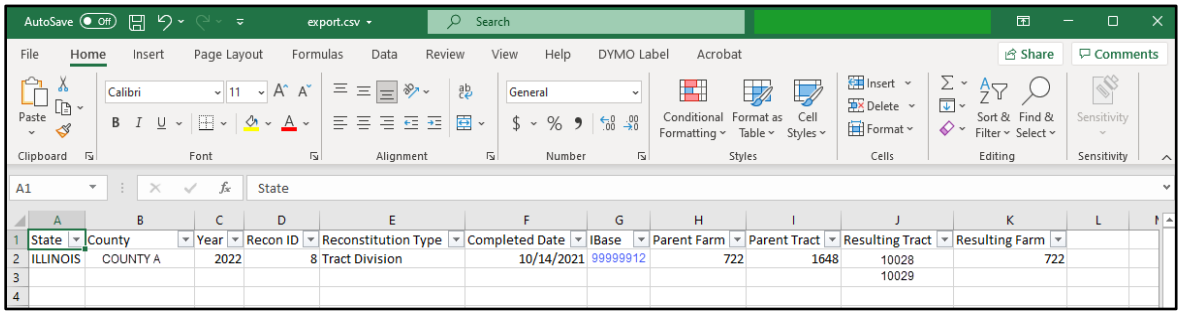
F Tract Reconstitution History Report (Continued)

	Item	Description
4	Terminating Reconstitution	Displays the details of a terminating reconstitution listed if applicable. 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) display.
5	DCP Crop Data	The following tract level data will display for the selected tract if applicable: Crop Name Base Acres CCC-505 CRP Reduction Acres CTAP Yield PLC Yield.

G Export to Spreadsheet

The “Export to Spreadsheet” option 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.



339-342 (Reserved)

Section 8 Required Remediation and Annual Farm Records Rollover

343 Farm Records Remediation

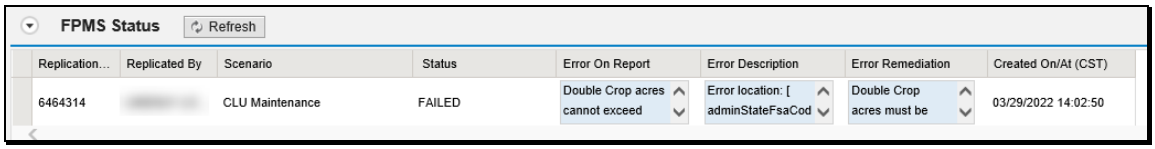
A Overview

Applications accessing Farm Records and CLU data are dependent on the accuracy of records created and maintained according to this handbook. Additionally, it is required that farm records tabular data be in sync with CLU data and attributes. * * * Farms in CRM must successfully replicate* * * to be available to other applications.

Reports and tools have been created to:

- identify potential issues
- identify tasks that need to be completed
- assist with data correction.

As edits are saved for a farm record, data validations ensure updates to the record meet policy and procedure requirements. Hard stop and warning messages generated in CRM prompt users for incorrect or missing data that must be remediated to ensure accurate data is *--replicated to downstream applications. In current year, edits to farms will not replicate--* downstream if the status displays as FAILED in the FPMS assignment block.



All employees associated with the administrative county receive an email notification of the failed replication that includes the reason for the failure and possible remediation. **All failed farm replications must be immediately reviewed and corrected**. See paragraph 269 for more information on the FPMS Status assignment block and paragraph 350 for generating a report of farms with a FAILED status in the FPMS Status assignment block.

343 Farm Records Remediation (Continued)

B Reports

The following Farm Records and CLU reports are required to be generated and reviewed on a regular basis.

Report	Description	Generated By	Instruction Reference
EDW-GIS Field Comparison	Report created using ArcGIS Python script to compare and identify mismatched CLU and CRM Farm Hierarchy Field numbers and acres.	State FR/GIS Specialist	Exhibit 36
Compare MIDAS CRP to CCMS	Report created using ArcGIS python script to compare and identify mismatched CRP contract data from CCMS to CRM FR.	State FR/GIS Specialist	1-GIS, Exhibit 25
Find Overlap Tool	Report created using ArcGIS python script to identify overlapping CLU's.	State FR/GIS Specialist	1-GIS, Exhibit 125
Find Gaps	Report created using ArcGIS python script to identify potential voids between CLU's	State FR/GIS Specialist	1-GIS, Exhibit 126
Find Non-Contiguous Tracts Tool	Report created using ArcGIS python script to identify tracts that may not meet the tract definition of contiguous. Tracts need to be reviewed and may need to be divided using the tract division process.	State FR/GIS Specialist	1-GIS, Exhibit 127

343 Farm Records Remediation (Continued)

B Reports (Continued)

Report	Description	Generated By	Instruction Reference
Find Required Farm Combination Tool	Report created using ArcGIS python script to identify farms that may need to be combined per the definition of a farm.	State FR/GIS Specialist	1-GIS, Exhibit 128
Identify Tracts Split by County Boundary Tool	Report created using ArcGIS python script to identify tracts that may need to be divided by the county boundary per the definition of a tract.	State FR/GIS Specialist	1-GIS, Exhibit 128.1
Pending or Draft Farms	Report created through CRM FR search criteria to identify farms in a pending or draft status indicating a reconstitution or farm transfer has been initiated.	Any User **Note:** Provided by the National Office monthly	Par. 346
In-Creation Farms	Report created through the CRM FR search criteria to identify farms with an in-creation status. Farm with an in-creation status have been initiated but have not been activated.	Any User **Note:** Provided by the National Office monthly	Par. 347
Pending or Draft CCC-505	Report created through the CRM FR search criteria to identify farms where the CCC-505 wizard has been utilized to initiate or submit a base reduction on the farm.	Any User **Note:** Provided by the National Office monthly	Par. 348

343 Farm Records Remediation (Continued)

B Reports (Continued)

Report	Description	Generated By	Instruction Reference
Pending or Draft CCC-517	Report created through the CRM FR search criteria to identify farms where the CCC-517 wizard has been utilized to initiate or submit a base redistribution on the farm.	Any User **Note:** Provided by the National Office monthly	Paragraph 349
Failed Farm Replication	Report created through CRM FR search criteria to identify farms that have not successfully replicated.	County and State Users	Paragraph 350
Out-of-Balance Tracts	Report created through EDW Farm Records Tract Crop Details data identifying tracts where the total number of base acres exceeds the sum of the effective DCP cropland and double-cropped acres. All out of balance tract conditions must be corrected per paragraphs 28.	National Office Farm Records Administrator **Note:** An ArcGIS python script is available for State Specialists to generate a State level out-of-balance tract report.	Paragraph 351 Exhibit 35
Tracts with CCC-505 but no CRP	Report created though EDW Farm Records data identifying tracts with CCC-505 CRP Reduction acres but no CRP Cropland Acres. Report indicates there are potential CCC-505 reduction acres eligible to be restored to the tract.	National Office Farm Records Administrator	Paragraph 352

343 Farm Records Remediation (Continued)

B Reports (Continued)

Report	Description	Generated By	Instruction Reference
Missing HIP	Report of missing HIP values for specific year when the program election is ARC-CO, and the base crop is HIP eligible for the associated physical location county.	National Office Farm Records Administrator	NA
Deceased Producers on Active Farms	Report of deceased producers on active farms.	National Office Farm Records Administrator	NA

Note: Reports generated by the National Office are posted to the Farm Records SharePoint site. Access to the site is limited to FR and GIS Specialists.

344 EDW-GIS Field Number Comparison Report

A Overview

Mismatches between the CLU field number and acres and the CRM tabular data occur when the datasets are not in sync due to:

- CLU's not associated with active farms
- Failed reconstitutions
- Error in the system when saving edits.

Mismatched CLU and CRM tabular data could result in the following.

- Incorrect acreages associated with the tract and farm available for program enrollment
- Incorrect fields and/or acreage in CARS
- Mismatches between farm or tract maps and data available in downstream applications (e.g. CARS)
- Out-of-balance farms and tracts due to incorrect cropland or DCP cropland acres at the tract level.

The python EDW-GIS Field Number Comparison Tool must be used to compare CLU and CRM tabular data. State GIS Specialists should reference Exhibit 36 for instructions on generating the EDW-GIS Field Number Comparison report.

344 EDW-GIS Field Number Comparison Report (Continued)

B Report Results

Following is an example of the report results.

County	Farm	Tract	CLU	Result
[redacted]	269	1776	8	GIS field not found in EDW report
[redacted]	269	1776	9	EDW farm/tract/field not found in GIS
[redacted]	269	1776	10	EDW farm/tract/field not found in GIS
[redacted]	269	1776	12	EDW farm/tract/field not found in GIS
[redacted]	1065	8078	6	GIS farm not in EDW report; tract and field reside under farm ['5018']
[redacted]	1065	8079	1	GIS farm not in EDW report; tract and field reside under farm ['5019']
[redacted]	1065	8080	14	GIS farm not in EDW report; tract and field reside under farm ['5020']
[redacted]	1148	1279	1	GIS farm not in EDW report; tract and field reside under farm ['5007']
[redacted]	1338	1393	1	neither GIS farm or tract found in EDW report
[redacted]	1338	1393	3	neither GIS farm or tract found in EDW report
[redacted]	1338	1393	4	neither GIS farm or tract found in EDW report
[redacted]	1338	1393	5	neither GIS farm or tract found in EDW report
[redacted]	1338	1393	6	neither GIS farm or tract found in EDW report

Following provides a description and possible reason why the mismatch occurred.

Report Result	Description
EDW farm/tract/field not found in GIS	Farm, tract, field found in EDW but does not match any farm, tract, field in the CLU. Possible reasons for mismatch include: • a failed reconstitution that needs remediated with DRT. • a deleted CLU.
GIS field not found in EDW report	CLU field number not found in EDW. Possible reasons for mismatch include: • communication issue between the CLU and the farm tabular data • a CLU not associated with an active farm. • In-Creation farm with CLU's delineated but farm is not active.

344 EDW-GIS Field Number Comparison Report (Continued)

B Report Results (Continued)

Report Result	Description
GIS tract not found in EDW report	CLU tract number not found in EDW potentially caused by a failed tract reconstitution.
Neither GIS farm or tract found in EDW report	The farm and tract number associated with a CLU is not an active farm in EDW.
GIS farm not in EDW report; tract and field reside under farm ['XXXX']	The tract and field number associated with a CLU can be match in EDW but the farm number does not match. This issue is most likely due to a failed reconstitution or a reconstitution in progress.

Notes: If the CLU and EDW data pulls are not from a similar timeframe, additional mismatches may be returned on the report due to edits made in one dataset that are not reflected in the other dataset.

C Remediation

Corrective action must be completed to ensure all mismatched records are remediated timely. Corrective actions include.

- Processing a GIS Full Extract. See paragraph 355.
- Reassigning or deleting CLU's with DRT. County Offices must contact the FR/GIS Specialists for review and corrective action.
- National Office remediation. State Offices must review and submit issues to the National Office that require remediation by the National Office FR administrator per paragraph 357.

345 Handbook 1-GIS Reports for Farm Records Quality Control

A Overview

ArcGIS allows custom development of tools within ArcToolbox to automate tasks and provide advanced analysis of data. The National Office provides State GIS Specialists with a number of custom tools to compile and analyze data to support FSA business operations. Handbook 1-GIS provides instructions for State specialists to access and generate the reports to identify mismatches and incorrect data in Farm Records that must be reviewed and remediated.

B Reports Generated from GIS State Office CLU Tools

The following Farm Records reports are generated through the ArcGIS python tools available in the State Office CLU Tools (StatewideCLU.pyt) toolbox:

- Compare MIDAS CRP to CCMS
- Find Gaps in CLU Layer (i.e. voids)
- Find Overlaps
- Find Non-Contiguous Tracts
- Find Required Farm Combinations
- Identify Tracts Split by County Boundary

State specialists should refer to 1-GIS for instructions and details concerning these reports. Reports are required to be generated and provided to County Office staff on a regular basis. County Offices must review and remediate any issues as applicable.

346 Pending or Draft Farms Report

A Overview

State Farm Records and GIS Specialists are provided a monthly report of farms in a pending or draft status due to initiated reconstitutions or farm transfers. Reconstitutions and farm transfers must be completed and approved timely to ensure resulting farms are available for program use.

While the National Office provides this report, States and counties can generate the report using the CRM Search criteria. States and counties should use the report to ensure that pending tasks are completed timely and to verify that the associated CED or approving official has received applicable workflows. If it is identified that workflows were not generated for the correct employee, CRM Organizational Model must be reviewed. If the correct employee is not associated in the CED position for the county:

- contact the State SLR to ensure the proper role and county associations have been assigned to the employee

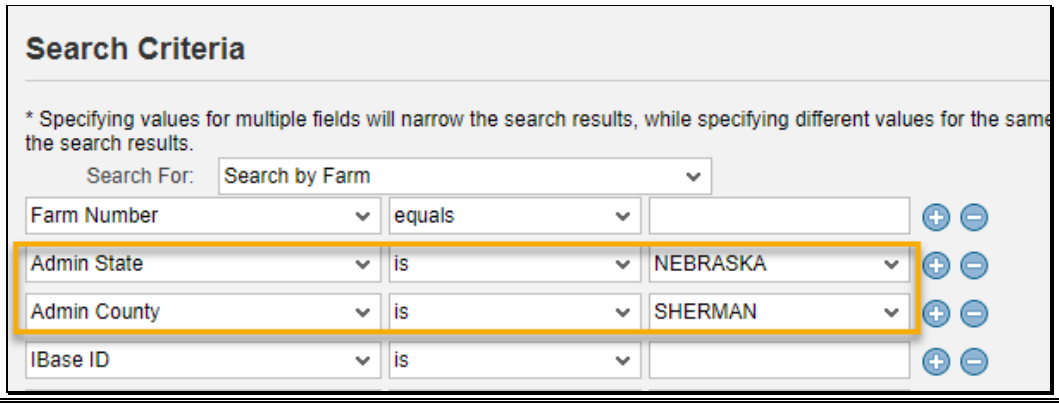
- evaluate if the employee needs to be manually added in the CED position in CRM Organizational Model

- evaluate if the State specialist needs to submit a request to the National Office administrator to push any missed workflows.

346 Pending or Draft Farms Report (Continued)

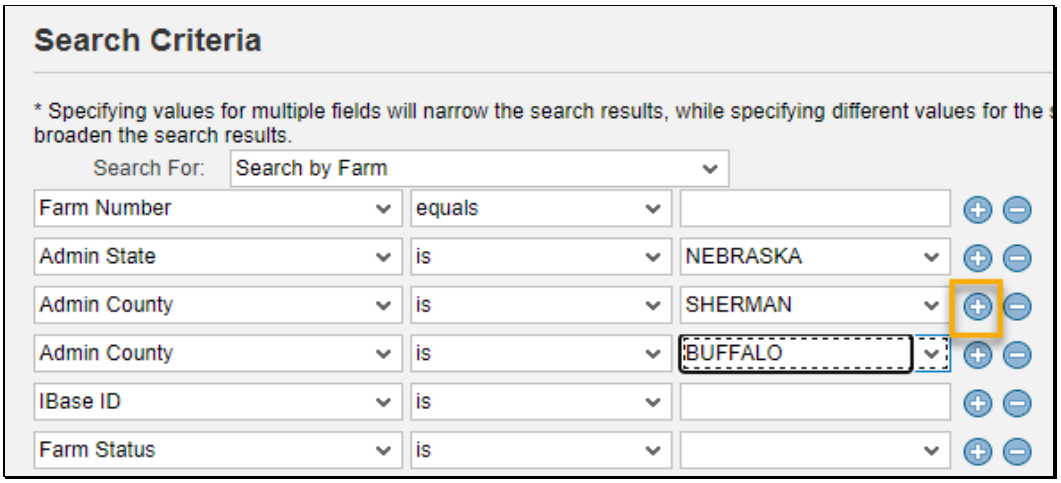
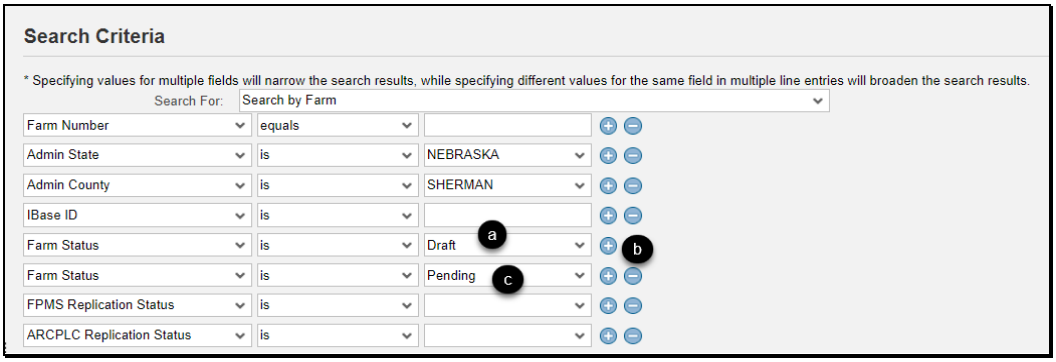
B Action

Following are instructions for generating the report identifying farms in a pending or draft status.

Step	Action
	Search Criteria
1	Within CRM@FSA, navigate to the "Search: Farm" page.
2	Complete the following to identify pending or draft farms at the State or county level: • select the applicable "Admin State" • to refine the search for a specific county or counties, select the applicable "Admin County". 

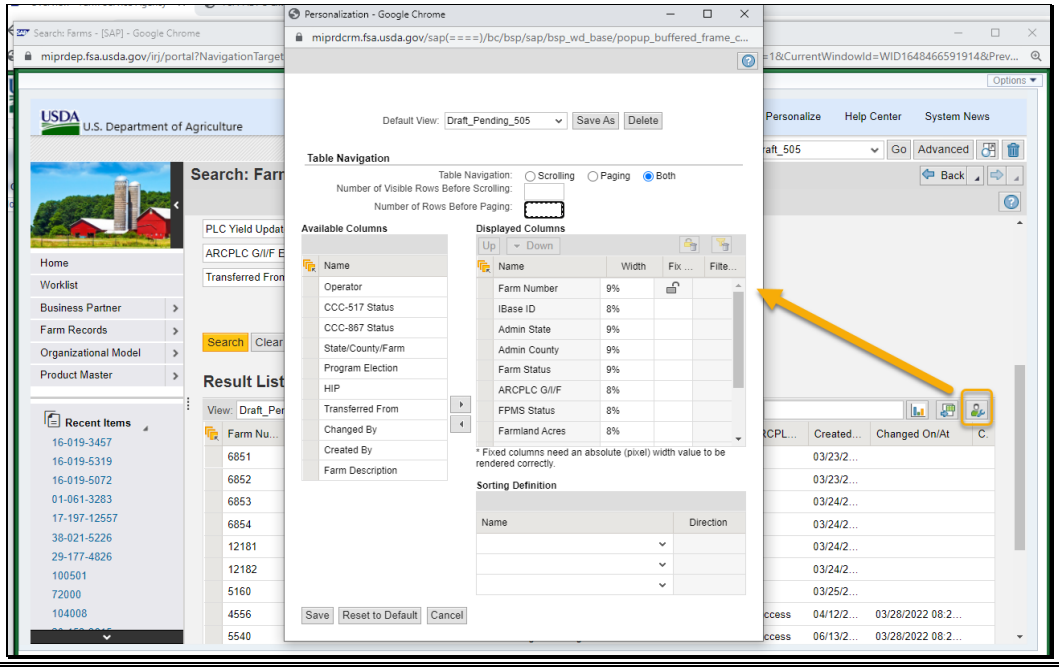
346 Pending or Draft Farms Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
2 (Cont.)	**Note:** Add additional Admin County entries to the search by clicking "+" next to the Admin County entry line to copy the search criteria line and select an additional county. See Paragraph 188 for alternative methods when searching by multiple counties.  Repeat steps as needed to add additional counties.
3	Complete the following to search for farms in either a Pending or Draft Status: • SELECT "**Draft**" from the Farm Status entry line • CLICK "+" next to the Farm Status entry line to copy the search criteria line • SELECT "**Pending**" from the second Farm Status entry line. 

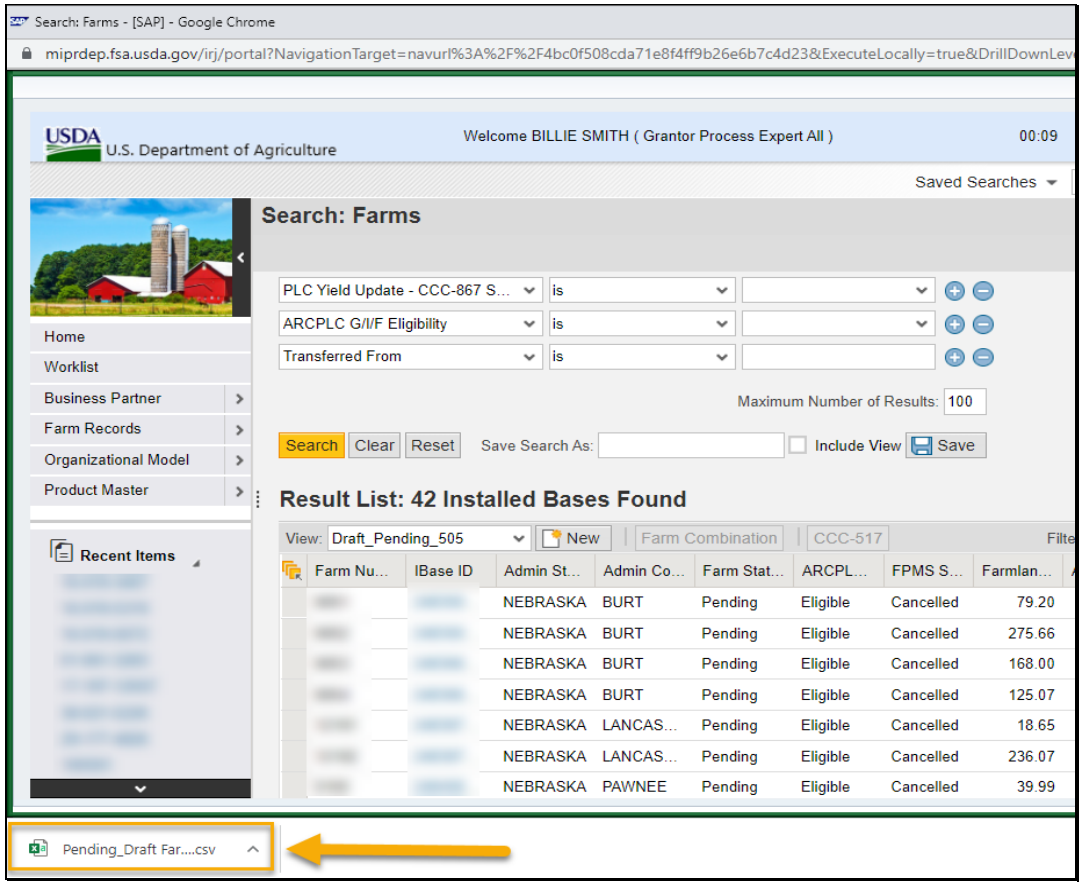
346 Pending or Draft Farms Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
4	CLICK "**Search**" or PRESS "**Enter**" to generate the report results. **Note:** Personalization can be modified to change the Results List attributes. Click the Personalize icon within the Results List to add, remove, or modify attributes. Search criteria and personalized views can be saved as needed to generate the report in the future. See 11-CM for details. 

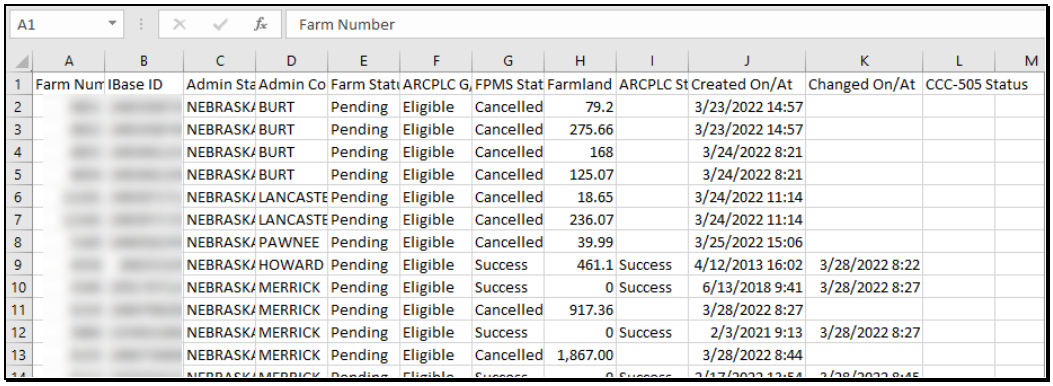
346 Pending or Draft Farms Report (Continued)

B Action (Continued)

Step	Action
	Export Results List
5	CLICK "**Export to Spreadsheet**"  or PRESS "**Ctrl+Shift+E**".
6	Complete the steps as prompted to name and save the exported file to a known location. Steps may vary based on internet browser. **Note:** Exported file will save as a ".CSV" format.
7	If the spreadsheet does not immediately open in Excel, click on the file download prompt, or open the file from the saved location. 

346 Pending or Draft Farms Report (Continued)

B Action (Continued)

Step	Action
	Export Results List
7 (Cont.)	Once opened, the report can be formatted, sorted, or filtered as needed using Excel functions.  A1 Farm Number A B C D E F G H I J K L M 1 Farm Num IBase ID Admin Sta Admin Co Farm Stati ARCPLC G, FPMS Stat Farmland ARCPLC St Created On/At Changed On/At CCC-505 Status 2 [redacted] NEBRASKA BURT Pending Eligible Cancelled 79.2 3/23/2022 14:57 3 [redacted] NEBRASKA BURT Pending Eligible Cancelled 275.66 3/23/2022 14:57 4 [redacted] NEBRASKA BURT Pending Eligible Cancelled 168 3/24/2022 8:21 5 [redacted] NEBRASKA BURT Pending Eligible Cancelled 125.07 3/24/2022 8:21 6 [redacted] NEBRASKA LANCASTE Pending Eligible Cancelled 18.65 3/24/2022 11:14 7 [redacted] NEBRASKA LANCASTE Pending Eligible Cancelled 236.07 3/24/2022 11:14 8 [redacted] NEBRASKA PAWNEE Pending Eligible Cancelled 39.99 3/25/2022 15:06 9 [redacted] NEBRASKA HOWARD Pending Eligible Success 461.1 Success 4/12/2013 16:02 3/28/2022 8:22 10 [redacted] NEBRASKA MERRICK Pending Eligible Success 0 Success 6/13/2018 9:41 3/28/2022 8:27 11 [redacted] NEBRASKA MERRICK Pending Eligible Cancelled 917.36 3/28/2022 8:27 12 [redacted] NEBRASKA MERRICK Pending Eligible Success 0 Success 2/3/2021 9:13 3/28/2022 8:27 13 [redacted] NEBRASKA MERRICK Pending Eligible Cancelled 1,867.00 3/28/2022 8:44 To save the file as an Excel spreadsheet, CLICK "**File**" and "**Save As**". Change the Save as Type to "Excel Workbook (*.xlsx)". This will save any customizations completed in the exported spreadsheet.

347 In-Creation Farm Report

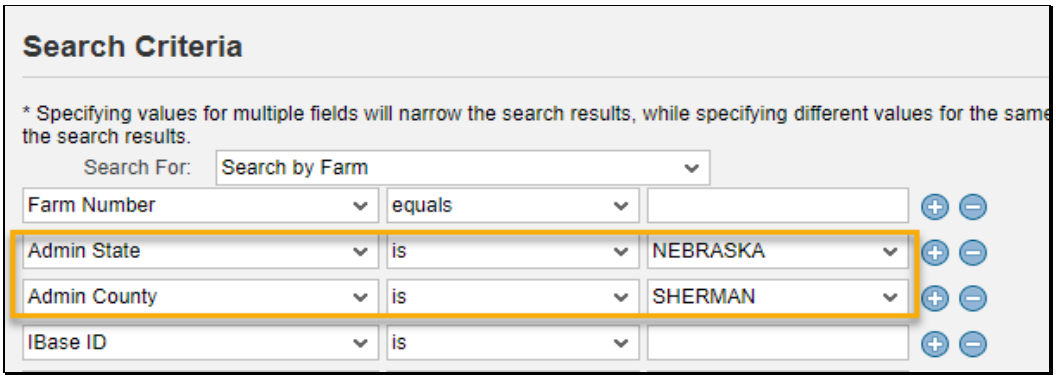
A Overview

State Farm Records and GIS Specialists are provided a monthly report of farms in an In-Creation status. Farms with a status of In-Creation have been initiated through the New Farm Creation process but have not been set to an active status. In-Creation farms are not available for other program use.

While the National Office provides this report, States and counties can generate the report at any time using the CRM Search criteria. States and counties should use the report to ensure that newly created farms are activated and available for program use. For In-Creation farms that were created in error see paragraph 292 to complete the farm inactivation process.

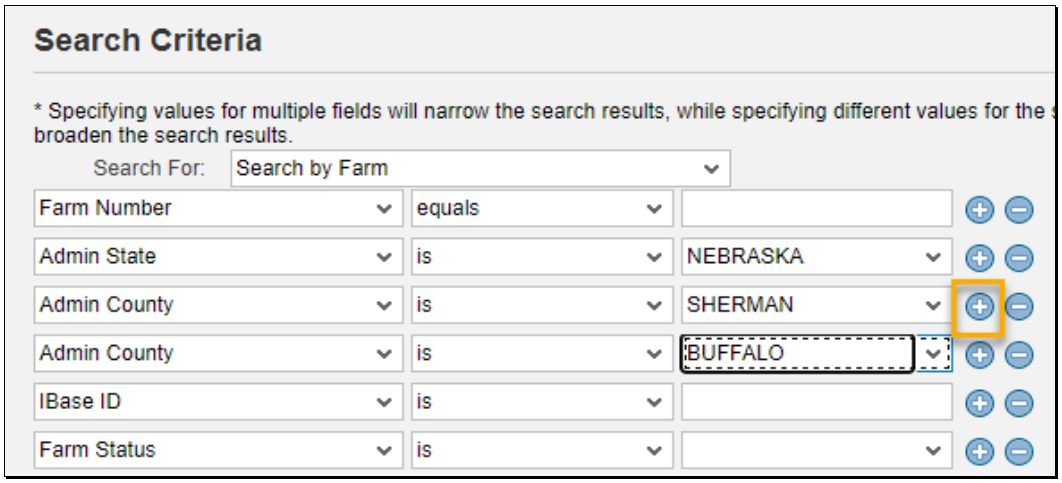
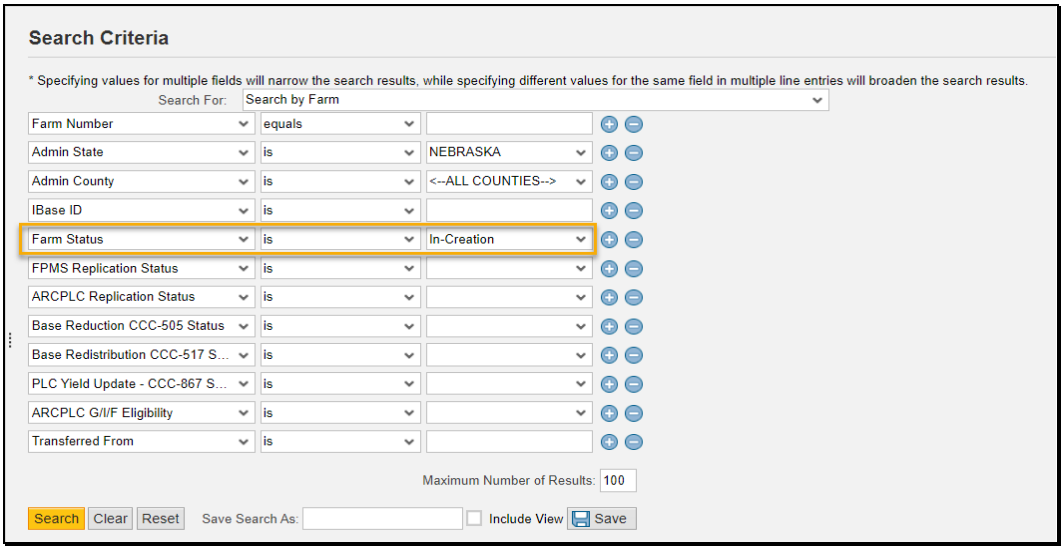
B Action

The following are instructions for generating the report identifying farms in an In-Creation status.

Step	Action
	Search Criteria
1	Within CRM@FSA, navigate to the "Search: Farm" page.
2	Complete the following to identify In-Creation farms at the State or county level: • select the applicable "Admin State" • to refine the search for a specific county or counties, select the applicable "Admin County". 

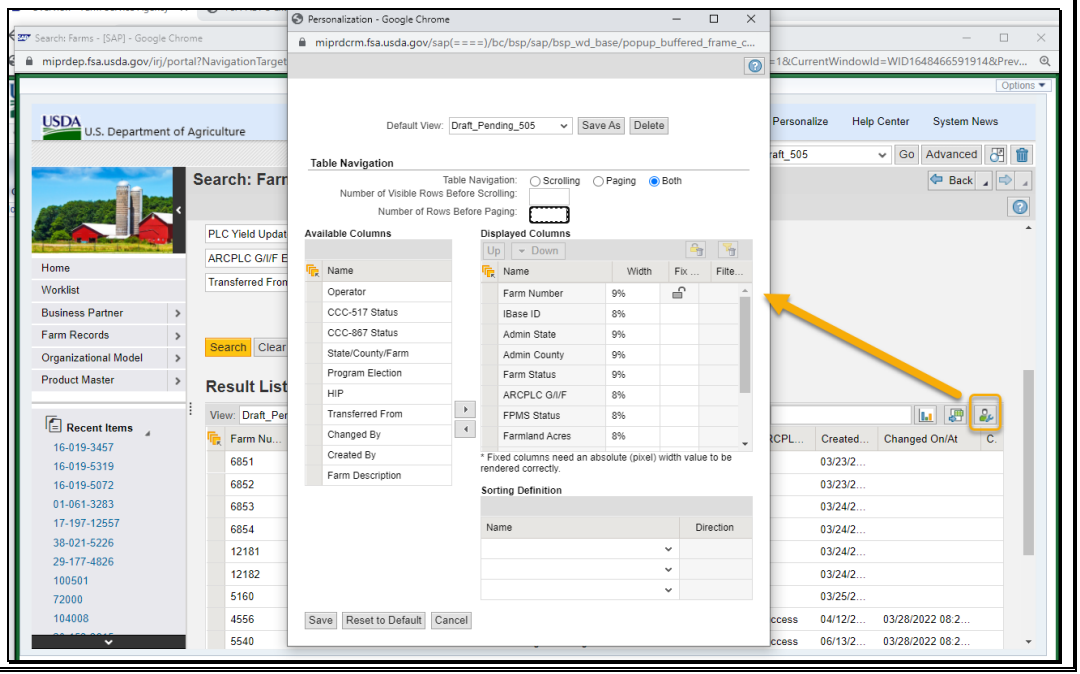
347 In-Creation Farm Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
2 (Cont.)	**Note:** Add additional Admin County entries to the search by clicking "+" next to the Admin County entry line to copy the search criteria line and select an additional county. See Paragraph 188 for alternative methods when searching by multiple counties.  Repeat steps as needed to add additional counties.
3	SELECT "**In-Creation**" from the Farm Status entry line. 

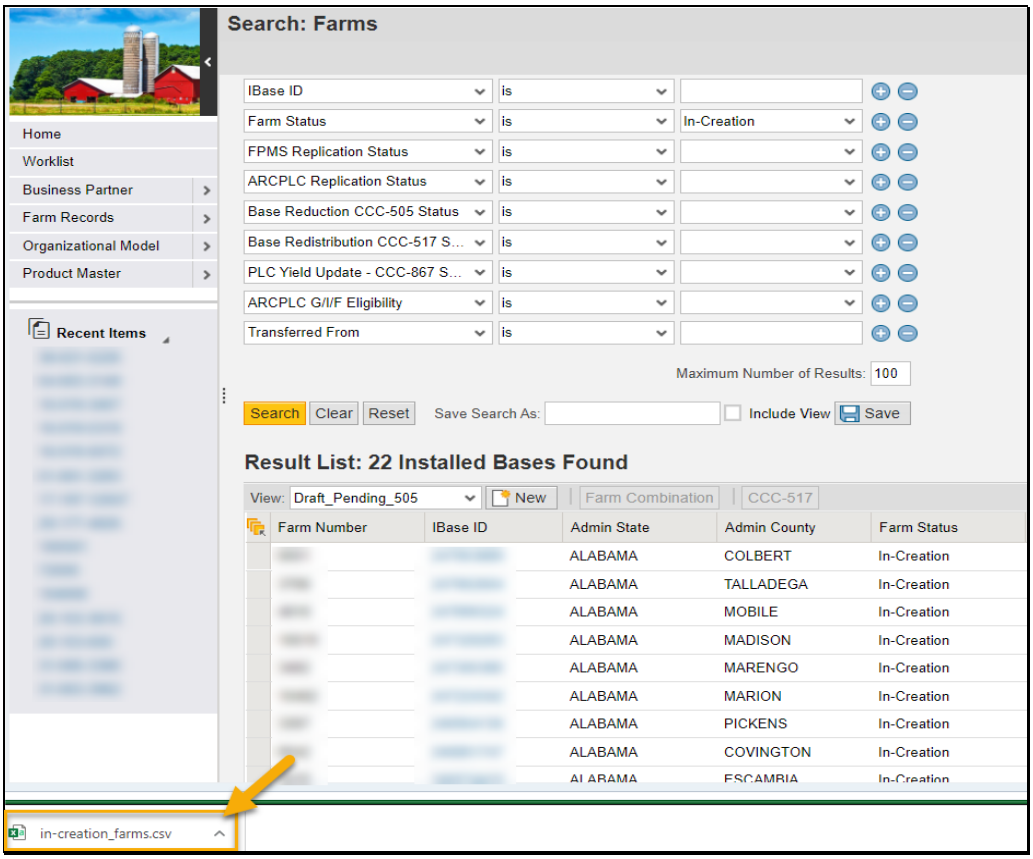
347 In-Creation Farm Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
4	CLICK "**Search**" or PRESS "**Enter**" to generate the report results. **Note:** Personalization can be modified to change the generated Results List attributes. Click the Personalize icon within the Results List to add, remove, or modify attributes as desired. Search criteria and personalized views can be saved as needed to generate the report in the future. See 11-CM for details. 

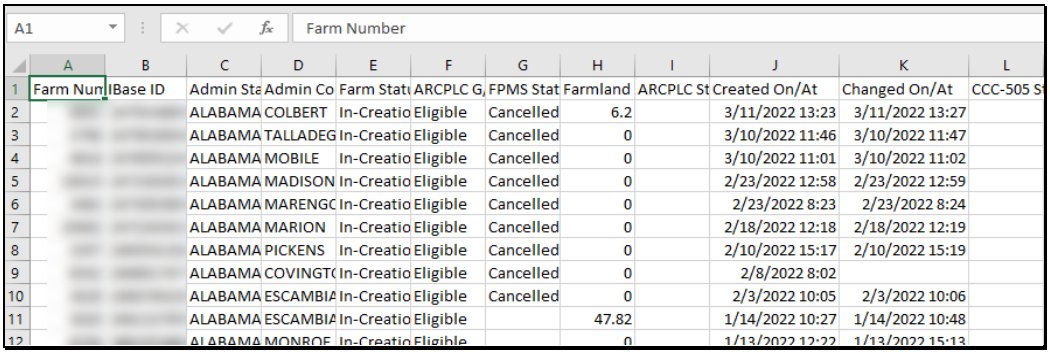
347 In-Creation Farm Report (Continued)

B Action (Continued)

Step	Action
	Export Results List
5	CLICK "**Export to Spreadsheet**"  or PRESS "**Ctrl+Shift+E**".
6	Complete the steps as prompted to name and save the exported file to a known location. Steps may vary based on internet browser used. **Note:** Exported file will save as a ".CSV" format.
7	If the spreadsheet does not immediately open in Excel, click on the file download prompt, or open the file from the saved location. 

347 In-Creation Farm Report (Continued)

B Action (Continued)

Step	Action
	Export Results List (Continued)
7 (Cont.)	Once opened, the report can be formatted, sorted, or filtered as needed using Excel functions.  A1 Farm Number Farm Nun IBase ID Admin Sta Admin Co Farm Stati ARCPLC G FPMS Stat Farmland ARCPLC St Created On/At Changed On/At CCC-505 S ALABAMA COLBERT In-Creatio Eligible Cancelled 6.2 3/11/2022 13:23 3/11/2022 13:27 ALABAMA TALLADEG In-Creatio Eligible Cancelled 0 3/10/2022 11:46 3/10/2022 11:47 ALABAMA MOBILE In-Creatio Eligible Cancelled 0 3/10/2022 11:01 3/10/2022 11:02 ALABAMA MADISON In-Creatio Eligible Cancelled 0 2/23/2022 12:58 2/23/2022 12:59 ALABAMA MARENGC In-Creatio Eligible Cancelled 0 2/23/2022 8:23 2/23/2022 8:24 ALABAMA MARION In-Creatio Eligible Cancelled 0 2/18/2022 12:18 2/18/2022 12:19 ALABAMA PICKENS In-Creatio Eligible Cancelled 0 2/10/2022 15:17 2/10/2022 15:19 ALABAMA COVINGTC In-Creatio Eligible Cancelled 0 2/8/2022 8:02 ALABAMA ESCAMBIA In-Creatio Eligible Cancelled 0 2/3/2022 10:05 2/3/2022 10:06 ALABAMA ESCAMBIA In-Creatio Eligible 47.82 1/14/2022 10:27 1/14/2022 10:48 ALABAMA MONROE In-Creatio Eligible 0 1/13/2022 12:22 1/13/2022 15:13 To save the file as an Excel spreadsheet, CLICK "**File**" and "**Save As**". Change the Save as Type to "Excel Workbook (*.xlsx)". This will save any customizations completed in the exported spreadsheet.

348 Printed or Draft CCC-505 Report

A Overview

State Farm Records and GIS Specialists are provided a monthly report of farms with a Printed or Draft CCC-505 status. Farms with a Printed CCC-505 status have been submitted in the workflow process but have not been approved. Farms with a Draft CCC-505 status have been initiated but have not been submitted for approval. CCC-505 base reductions must be completed and approved timely to correct out-of-balance tracts and ensure the correct number of base acres are associated with the tract and farm to be enrolled in ARCPLC programs.

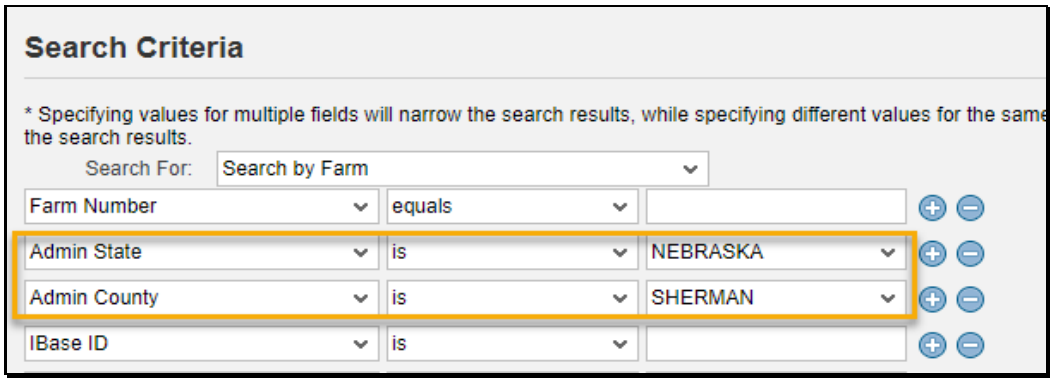
While the National Office provides this report, States and counties can generate the report using the CRM Search criteria. States and counties should use the report to ensure that pending tasks are completed timely and to verify that the associated CED or approving official has received applicable workflows. If it is identified that workflows were not generated for the correct employee, CRM Organizational Model must be reviewed. If the correct employee is not associated in the CED position for the county:

- contact the State SLR to ensure the proper role and county associations have been assigned to the employee
- evaluate if the employee needs to be manually added in the CED position in CRM Organizational Model
- evaluate if a State Office specialist needs to submit a request to the National Office administrator to push any missed workflows.

348 Printed or Draft CCC-505 Report (Continued)

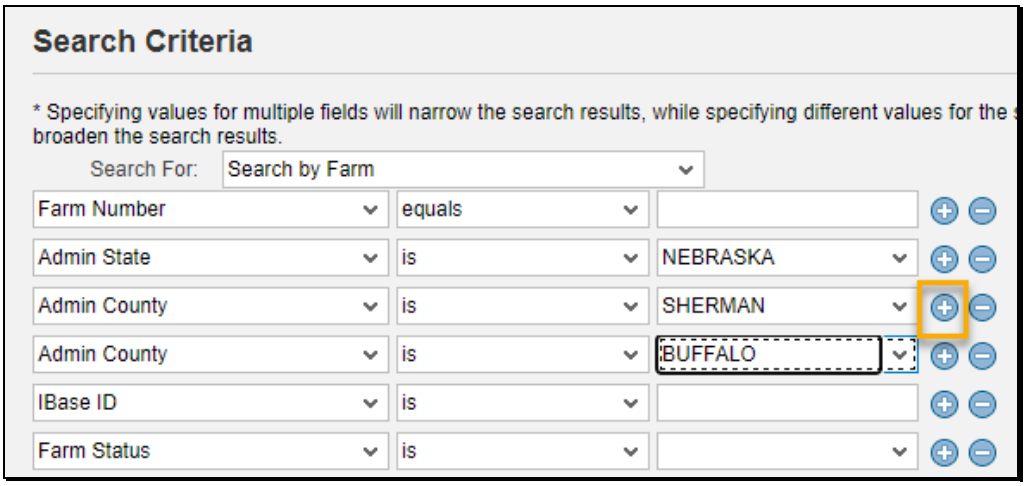
B Action (Continued)

Following are instructions for generating the report identifying farms with a printed or draft CCC-505 status.

Step	Action
	Search Criteria
1	Within CRM@FSA, navigate to the "Search: Farm" page.
2	Complete the following to identify farms with a printed or draft CCC-505 status at the State or county level: • select the applicable "Admin State" • to refine the search for a specific county or counties, select the applicable "Admin County". 

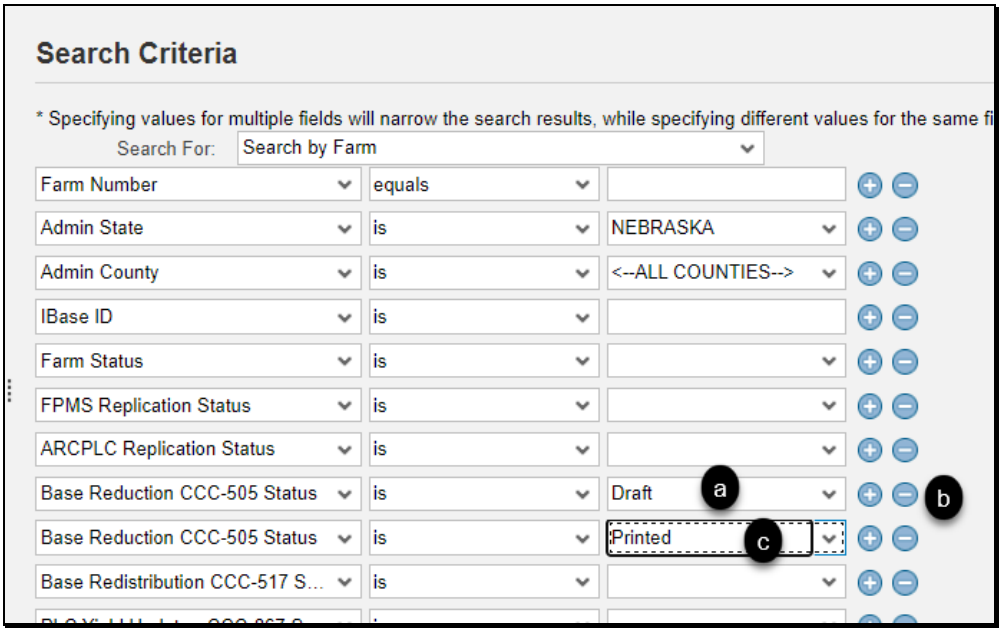
348 Printed or Draft CCC-505 Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
2 (Cont.)	**Note:** Add additional Admin County entries to the search by clicking "+" next to the Admin County entry line to copy the search criteria line and select an additional county. See Paragraph 188 for an alternative method when searching by multiple counties.  Repeat steps as needed to add additional counties.

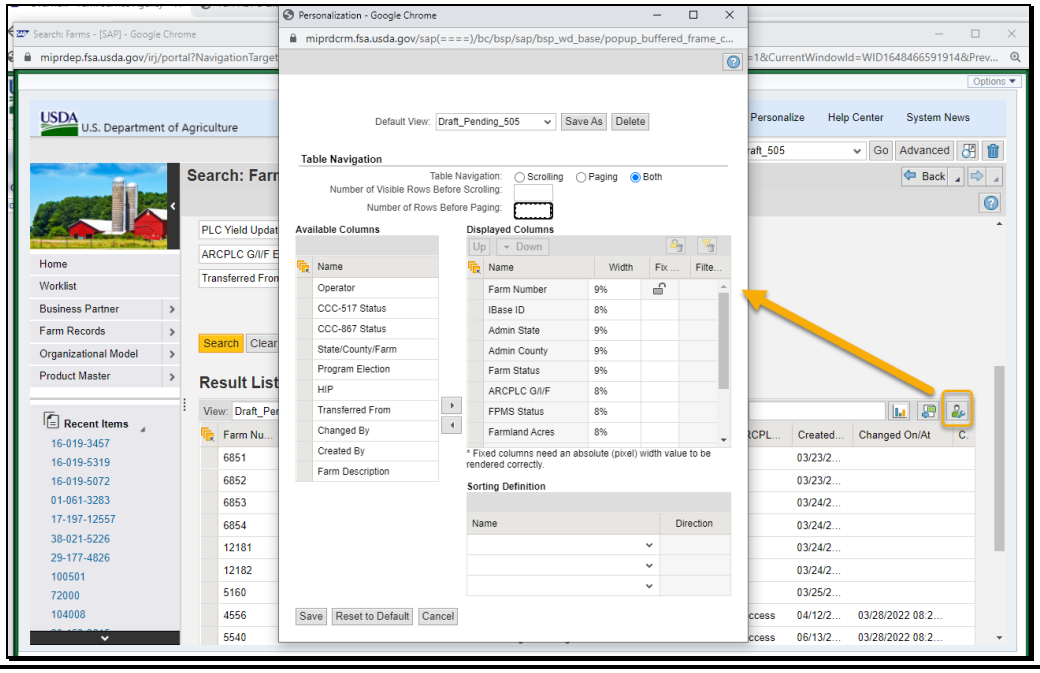
348 Printed or Draft CCC-505 Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
3	Complete the following to search for farms in either a Printed or Draft Status: • SELECT "**Draft**" from the Base Reduction CCC-505 Status entry line • CLICK "+" next to the Base Reduction CCC-505 Status entry line to copy a second search criteria line • SELECT "**Printed**" from the second Base Reduction CCC-505 Status entry line. 

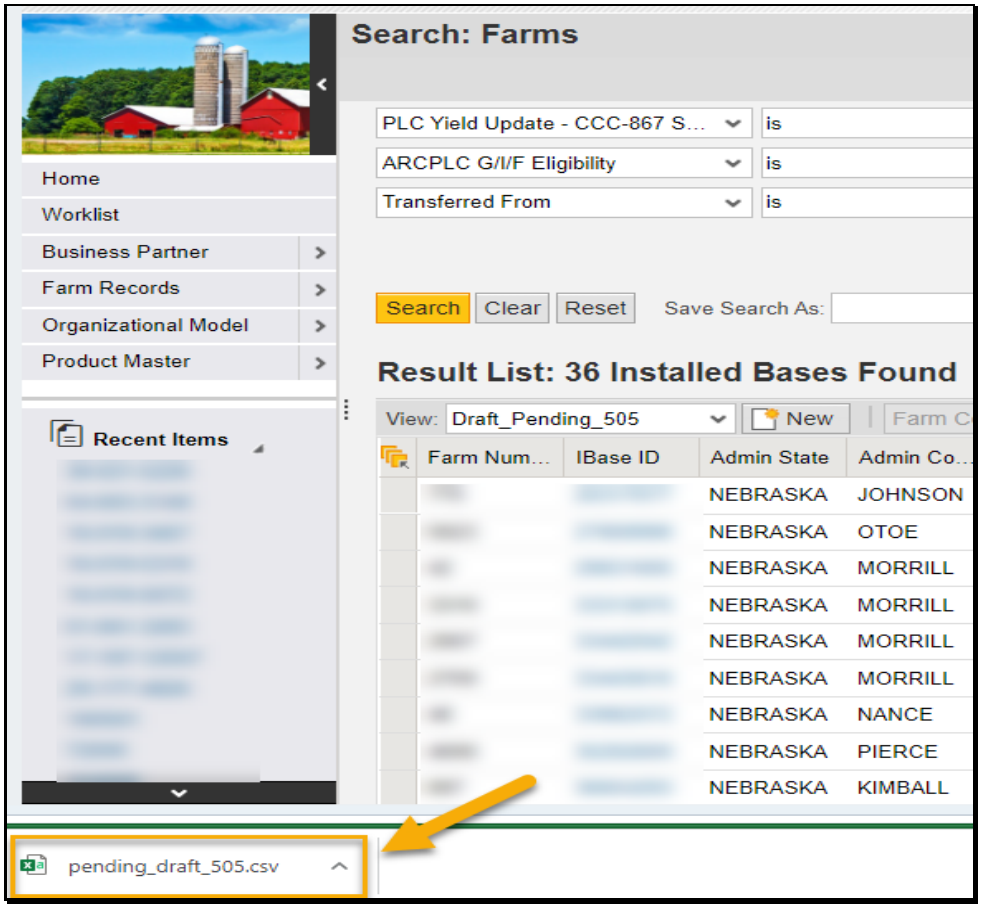
348 Printed or Draft CCC-505 Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
4	CLICK "**Search**" or PRESS "**Enter**" to generate the report results **Note:** Personalization can be modified to change the generated Results List attributes. Click the Personalize icon within the Results List to add, remove, or modify attributes as desired. Search criteria and personalized views can be saved as needed to generate the report in the future. See 11-CM for details. 

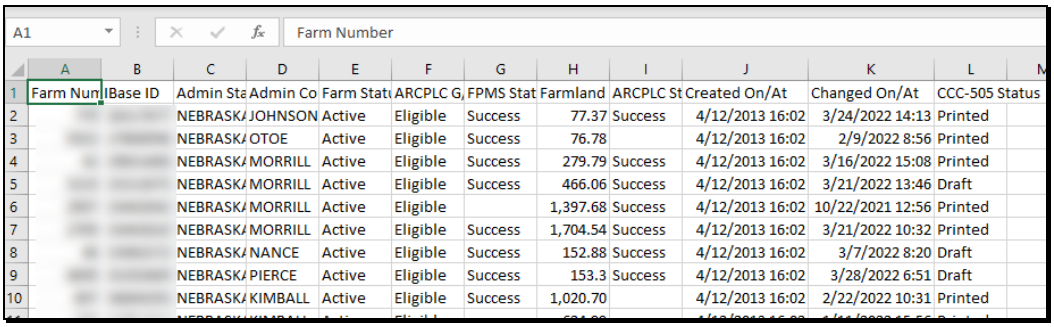
348 Printed or Draft CCC-505 Report (Continued)

B Action (Continued)

Step	Action
	Export Results List
5	CLICK "**Export to Spreadsheet**"  or PRESS "**Ctrl+Shift+E**".
6	Complete the steps as prompted to name and save the exported file to a known location. Steps may vary based on internet browser used to access CRM. **Note:** Exported file will save as a ".CSV" format.
7	If the spreadsheet does not immediately open in Excel, click on the file download prompt, or open the file from the saved location: 

348 Printed or Draft CCC-505 Report (Continued)

B Action (Continued)

Step	Action
	Export Results List (Continued)
7 (Cont.)	Once opened, the report can be formatted, sorted, or filtered as needed using Excel functions.  To save the file as an Excel spreadsheet, CLICK "**File**" and "**Save As**". Change the Save as Type to "Excel Workbook (*.xlsx)". This will save any customizations completed in the exported spreadsheet.

A1 | Farm Number

	A	B	C	D	E	F	G	H	I	J	K	L
1	Farm Num	IBase ID	Admin Sta	Admin Co	Farm Stat	ARCPLC G	FPMS Stat	Farmland	ARCPLC St	Created On/At	Changed On/At	CCC-505 Status
2			NEBRASKA	JOHNSON	Active	Eligible	Success	77.37	Success	4/12/2013 16:02	3/24/2022 14:13	Printed
3			NEBRASKA	OTOE	Active	Eligible	Success	76.78		4/12/2013 16:02	2/9/2022 8:56	Printed
4			NEBRASKA	MORRILL	Active	Eligible	Success	279.79	Success	4/12/2013 16:02	3/16/2022 15:08	Printed
5			NEBRASKA	MORRILL	Active	Eligible	Success	466.06	Success	4/12/2013 16:02	3/21/2022 13:46	Draft
6			NEBRASKA	MORRILL	Active	Eligible		1,397.68	Success	4/12/2013 16:02	10/22/2021 12:56	Printed
7			NEBRASKA	MORRILL	Active	Eligible	Success	1,704.54	Success	4/12/2013 16:02	3/21/2022 10:32	Printed
8			NEBRASKA	NANCE	Active	Eligible	Success	152.88	Success	4/12/2013 16:02	3/7/2022 8:20	Draft
9			NEBRASKA	PIERCE	Active	Eligible	Success	153.3	Success	4/12/2013 16:02	3/28/2022 6:51	Draft
10			NEBRASKA	KIMBALL	Active	Eligible	Success	1,020.70		4/12/2013 16:02	2/22/2022 10:31	Printed

349 Printed or Draft CCC-517 Report

A Overview

State Farm Records and GIS Specialists are provided a monthly report of farms with a Printed or Draft CCC-517 status. Farms with a Printed CCC-517 status have been submitted in the workflow process but have not been approved. Farms with a Draft CCC-505 status have been initiated but have not been submitted for approval. CCC-517 base redistributions must be completed and approved timely to correct out-of-balance tracts and ensure the correct number of base acres are associated with the tract and farm to be enrolled in ARCPLC programs.

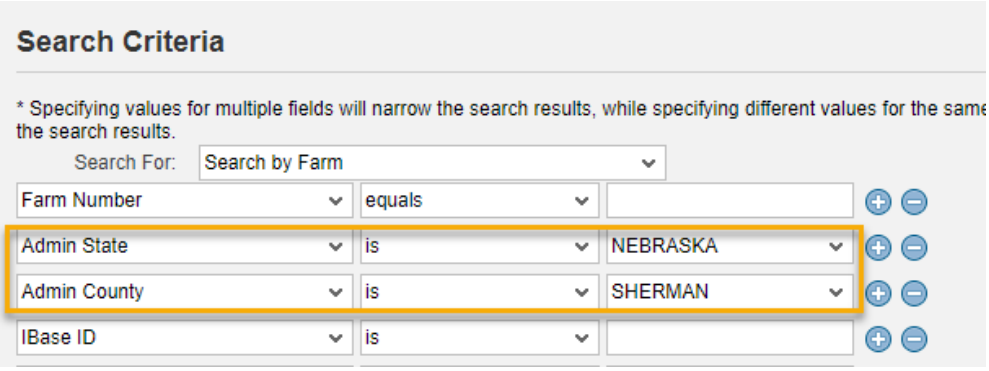
While the National Office provides this report, States and counties can generate the report using the CRM Search criteria. States and counties should use the report to ensure that pending tasks are completed timely and to verify that the associated CED or approving official has received applicable workflows. If it is identified that workflows were not generated for the correct employee, CRM Organizational Model must be reviewed. If the correct employee is not associated in the CED position for the county:

- contact the State SLR to ensure the proper role and county associations have been assigned to the employee
- evaluate if the employee needs to be manually added in the CED position in CRM Organizational Model
- evaluate if a State Office specialist needs to submit a request to the National Office administrator to push any missed workflows.

349 Printed or Draft CCC-517 Report (Continued)

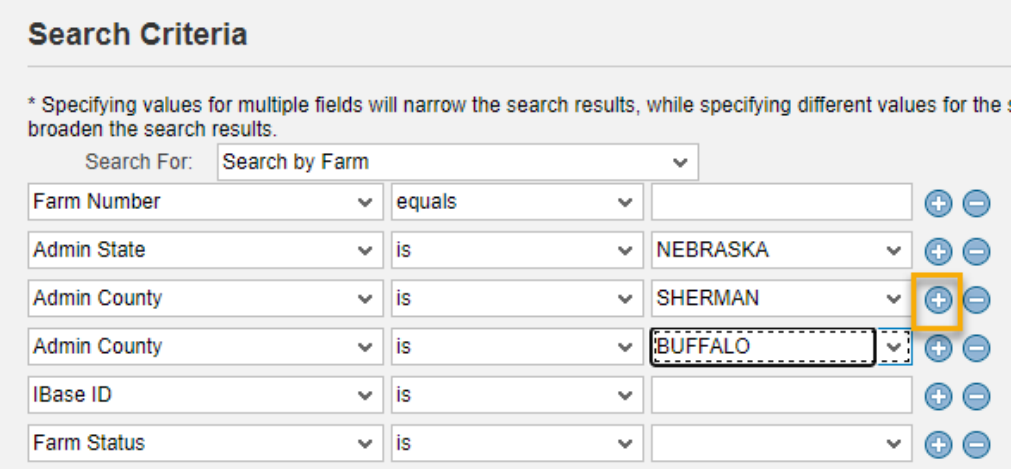
B Action

The following are instructions for generating the report identifying farms with a printed or draft CCC-517.

Step	Action
Search Criteria	
1	Within CRM@FSA, navigate to the "Search: Farm" page
2	Complete the following to identify farms with a printed or draft CCC-517 at the State or county level: • Select the applicable "Admin State" • To refine the search for a specific county or counties, select the applicable "Admin County" 

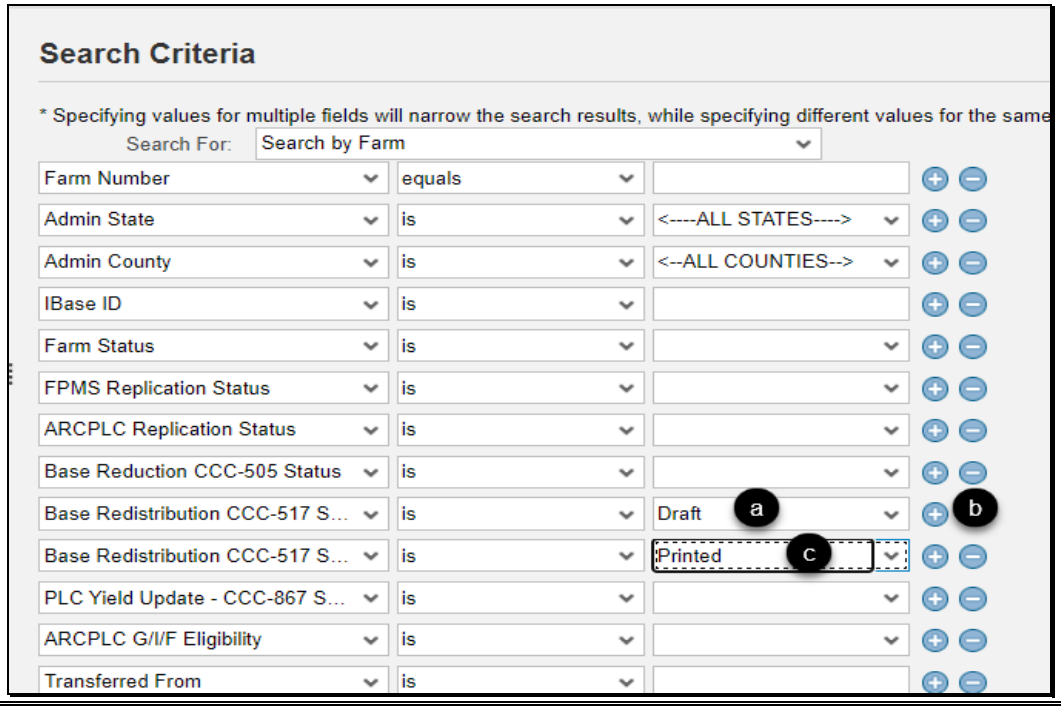
349 Printed or Draft CCC-517 Report (Continued)

B Action (Continued)

Step	Action
Search Criteria (Continued)	
2 (Cont.)	**Note:** Add additional Admin County entries to the search by clicking "+" next to the Admin County entry line to copy the search criteria line and select an additional county. See Paragraph 188 for an alternative method when searching by multiple counties.  Repeat steps as needed to add additional counties.

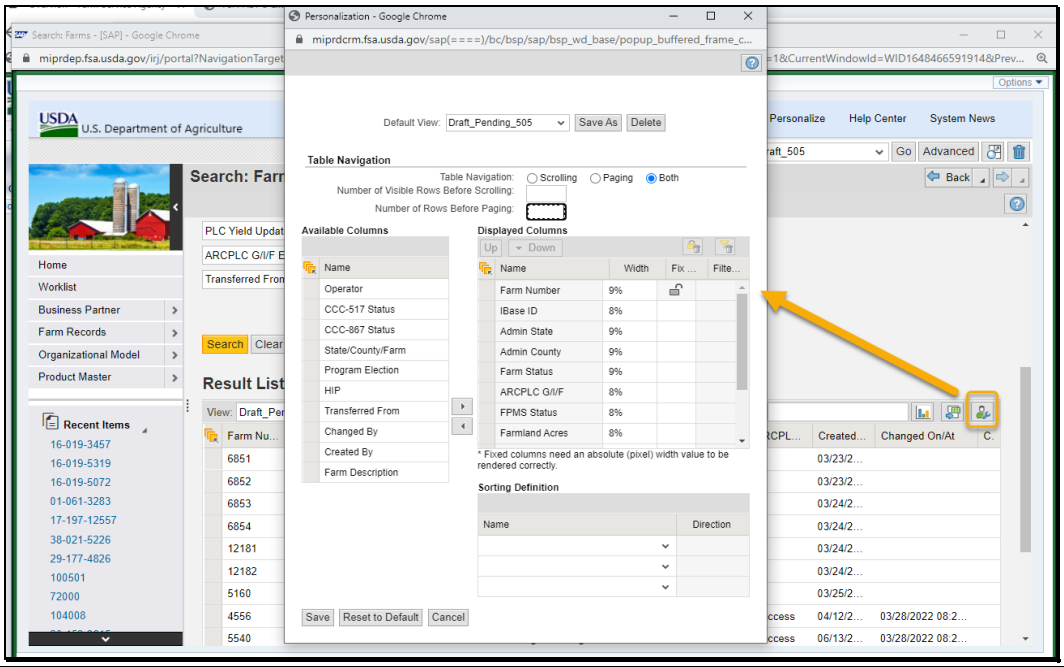
349 Printed or Draft CCC-517 Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
3	Complete the following to search for farms in either a Printed or Draft Status. • SELECT "**Draft**" from the Base Reduction CCC-517 Status entry line • CLICK "+" next to the Base Reduction CCC-517 Status entry line to copy a second search criteria line • SELECT "**Printed**" from the second Base Reduction CCC-517 Status entry line 

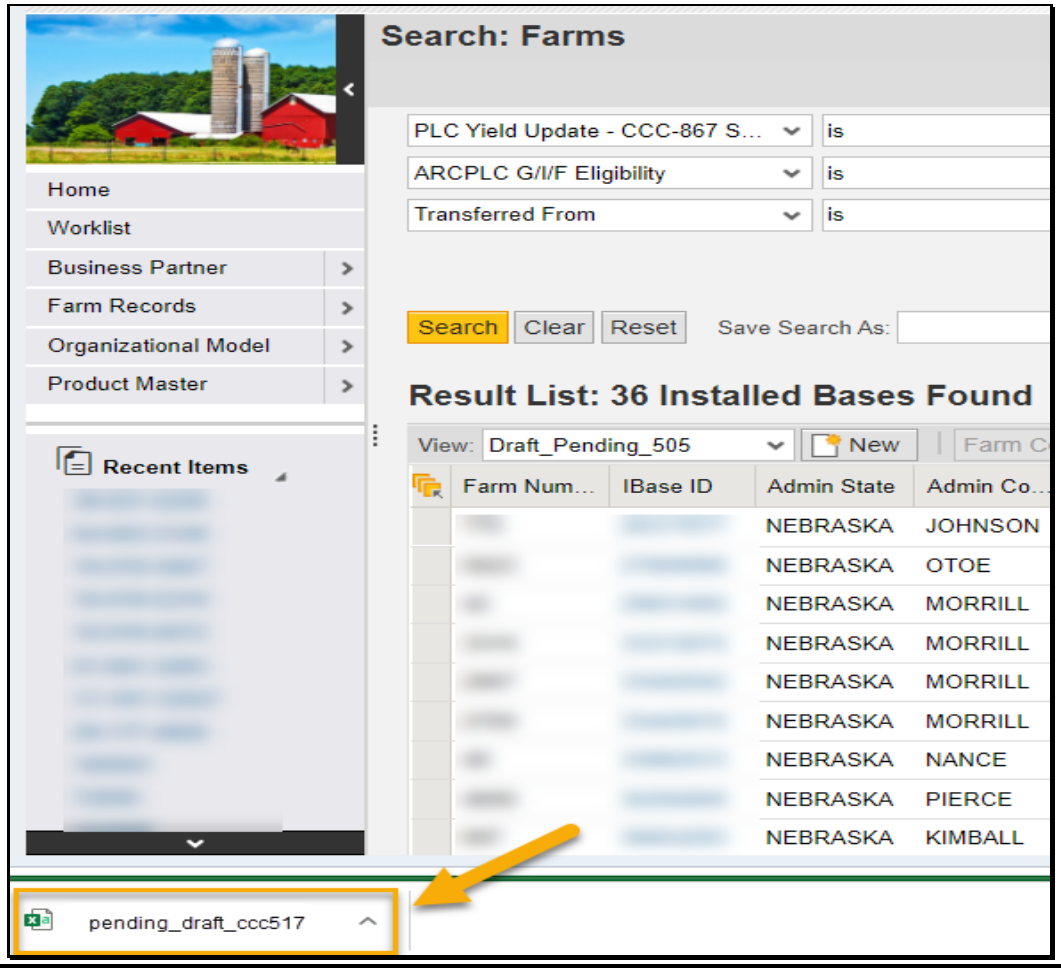
349 Printed or Draft CCC-517 Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
4	CLICK "**Search**" or PRESS "**Enter**" to generate the report results. **Note:** Personalization can be modified to change the generated Results List attributes. Click the Personalize icon within the Results List to add, remove, or modify attributes as desired. Search criteria and personalized views can be saved as needed to generate the report in the future. See 11-CM for details. 

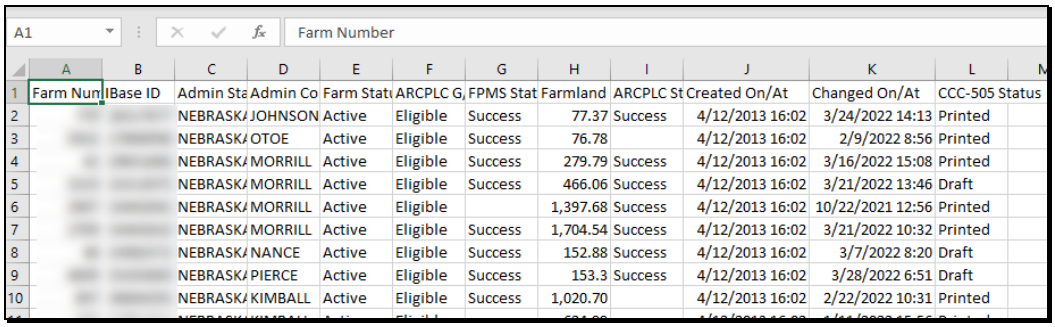
349 Printed or Draft CCC-517 Report (Continued)

B Action (Continued)

Step	Action
	Export Results List
5	CLICK "**Export to Spreadsheet**"  or PRESS "**Ctrl+Shift+E**"
6	Complete the steps as prompted to name and save the exported file to a known location. Steps may vary based on internet browser used to access CRM. **Note:** Exported file will save as a ".CSV" format.
7	If the spreadsheet does not immediately open in Excel, click on the file download prompt, or open the file from the saved location. 

349 Printed or Draft CCC-517 Report (Continued)

B Action (Continued)

Step	Action
	Export Results List
7 (Cont.)	Once opened, the report can be formatted, sorted, or filtered as needed using Excel functions.  A1 Farm Number Farm Num / Base ID / Admin Sta / Admin Co / Farm Stat / ARCPLC G / FPMS Stat / Farmland / ARCPLC St / Created On/At / Changed On/At / CCC-505 Status NEBRASKA JOHNSON Active Eligible Success 77.37 Success 4/12/2013 16:02 3/24/2022 14:13 Printed NEBRASKA OTOE Active Eligible Success 76.78 4/12/2013 16:02 2/9/2022 8:56 Printed NEBRASKA MORRILL Active Eligible Success 279.79 Success 4/12/2013 16:02 3/16/2022 15:08 Printed NEBRASKA MORRILL Active Eligible Success 466.06 Success 4/12/2013 16:02 3/21/2022 13:46 Draft NEBRASKA MORRILL Active Eligible 1,397.68 Success 4/12/2013 16:02 10/22/2021 12:56 Printed NEBRASKA MORRILL Active Eligible Success 1,704.54 Success 4/12/2013 16:02 3/21/2022 10:32 Printed NEBRASKA NANCE Active Eligible Success 152.88 Success 4/12/2013 16:02 3/7/2022 8:20 Draft NEBRASKA PIERCE Active Eligible Success 153.3 Success 4/12/2013 16:02 3/28/2022 6:51 Draft NEBRASKA KIMBALL Active Eligible Success 1,020.70 4/12/2013 16:02 2/22/2022 10:31 Printed To save the file as an Excel spreadsheet, CLICK "**File**" and "**Save As**". Change the Save as Type to "Excel Workbook (*.xlsx)". This will save any customizations completed in the exported spreadsheet.

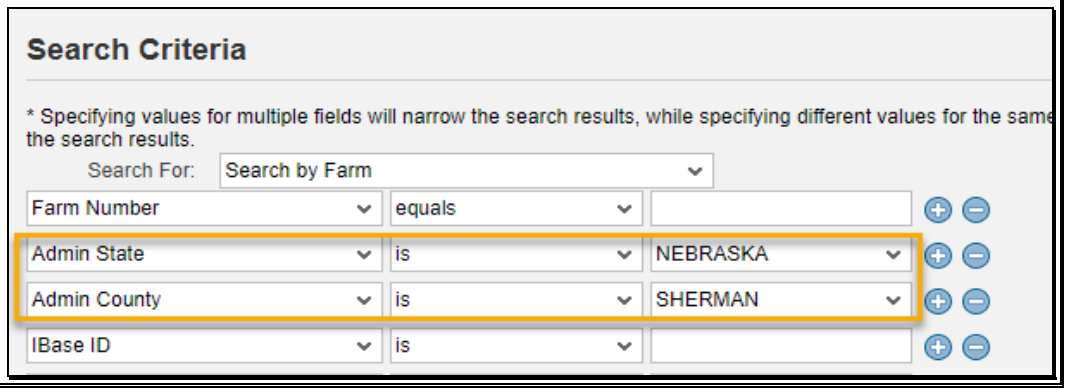
350 Failed Farm Replication Report

A Overview

States or County Offices can generate a report of failed farm replications at any time using the Farm Record's search criteria. This report should be generated regularly, and all failed farm replications remediated immediately to ensure updated farm records are available to all applications.

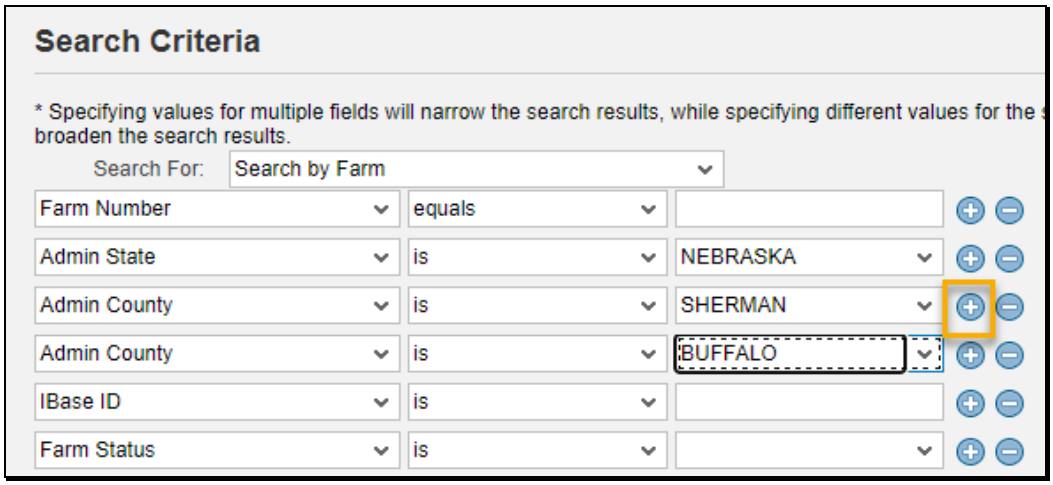
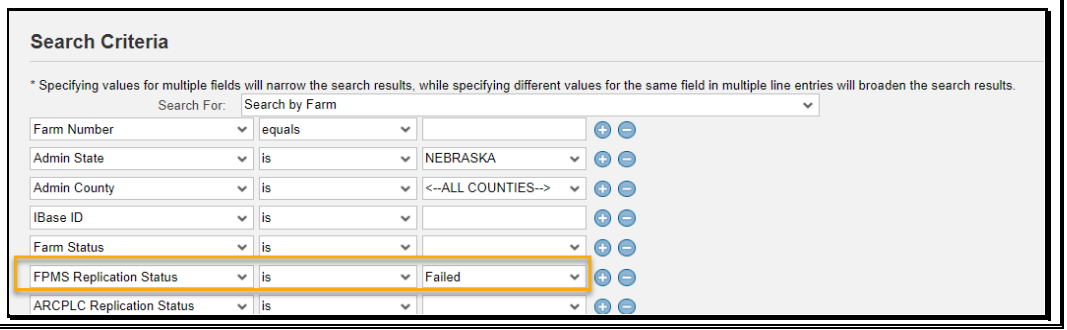
B Action

The following are instructions for generating the report identifying farms that have not successfully replicated.

Step	Action
	Search Criteria
1	Within CRM@FSA, navigate to the "Search: Farm" page.
2	Complete the following to identify farms that have failed to replicate at the State or county level: • select the applicable "Admin State" • to refine the search for a specific county or counties, select the applicable "Admin County". 

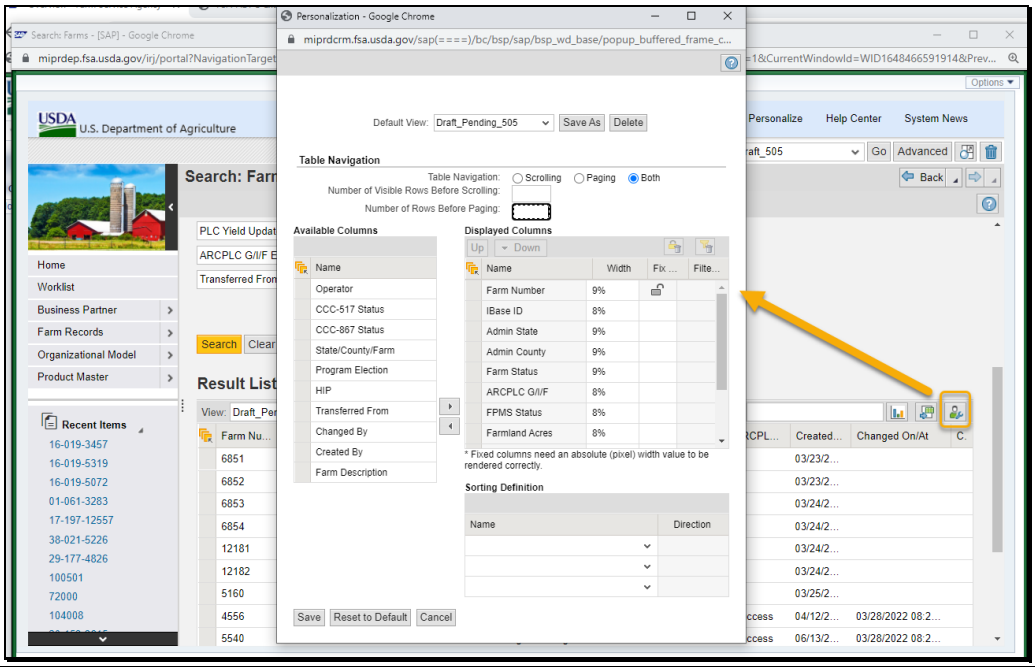
350 Failed Farm Replication Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
2 (Cont.)	**Note:** Add additional Admin County entries to the search by clicking "+" next to the Admin County entry line to copy the search criteria line and select an additional county. See Paragraph 188 for an alternative method when searching by multiple counties.  Repeat steps as needed to add additional counties.
3	SELECT "**Failed**" from the FPMS Replication Status entry line. 

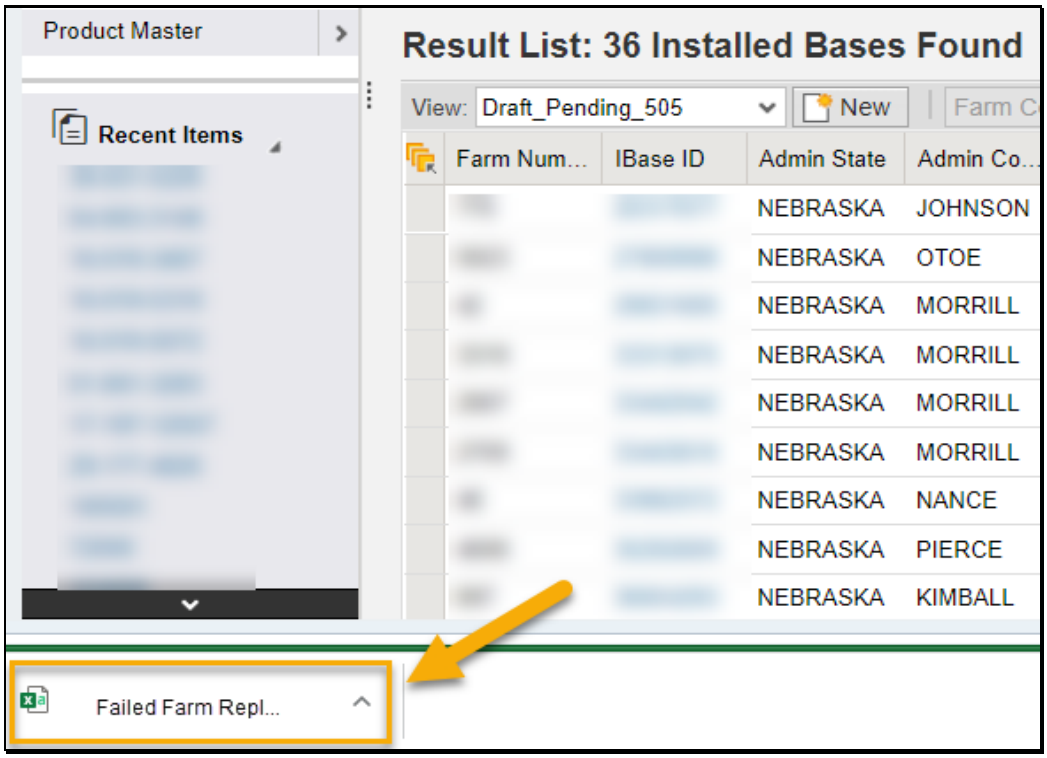
350 Failed Farm Replication Report (Continued)

B Action (Continued)

Step	Action
	Search Criteria (Continued)
4	CLICK "**Search**" or PRESS "**Enter**" to generate the report results **Note:** Personalization can be modified to change the generated Results List attributes. Click the Personalize icon within the Results List to add, remove, or modify attributes as desired. Search criteria and personalized views can be saved as needed to generate the report in the future. See 11-CM for details. 

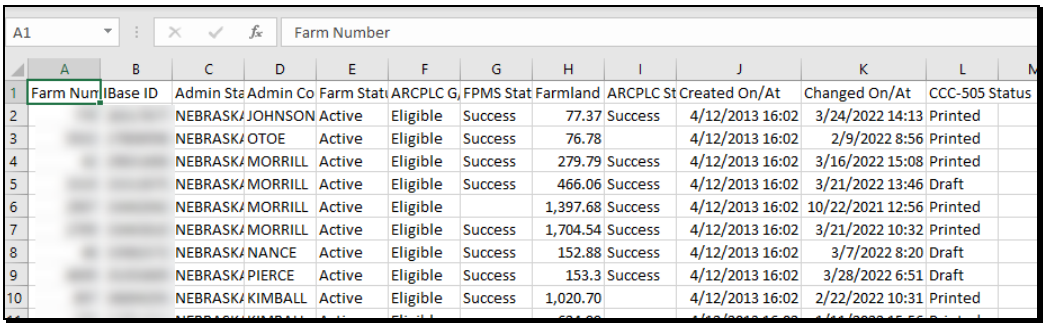
350 Failed Farm Replication Report (Continued)

B Action (Continued)

Step	Action
	Export Results List
5	CLICK "**Export to Spreadsheet**"  or PRESS "**Ctrl+Shift+E**".
6	Complete the steps as prompted to name and save the exported file to a known location. Steps may vary based on internet browser used to access CRM. **Note:** Exported file will save as a ".CSV" format.
7	If the spreadsheet does not immediately open in Excel, click on the file download prompt, or open the file from the saved location. 

350 Failed Farm Replication Report (Continued)

B Action (Continued)

Step	Action
	Export Results List
7 (Cont.)	Once opened, the report can be formatted, sorted, or filtered as needed using Excel functions:  To save the file as an Excel spreadsheet, CLICK "**File**" and "**Save As**". Change the Save as Type to "Excel Workbook (*.xlsx)". This will save any customizations completed in the exported spreadsheet.

A1 | Farm Number

	A	B	C	D	E	F	G	H	I	J	K	L
1	Farm Num	Base ID	Admin Sta	Admin Co	Farm Stati	ARCPLC G	FPMS Stat	Farmland	ARCPLC St	Created On/At	Changed On/At	CCC-505 Status
2	[redacted]		NEBRASKA	JOHNSON	Active	Eligible	Success	77.37	Success	4/12/2013 16:02	3/24/2022 14:13	Printed
3	[redacted]		NEBRASKA	OTOE	Active	Eligible	Success	76.78		4/12/2013 16:02	2/9/2022 8:56	Printed
4	[redacted]		NEBRASKA	MORRILL	Active	Eligible	Success	279.79	Success	4/12/2013 16:02	3/16/2022 15:08	Printed
5	[redacted]		NEBRASKA	MORRILL	Active	Eligible	Success	466.06	Success	4/12/2013 16:02	3/21/2022 13:46	Draft
6	[redacted]		NEBRASKA	MORRILL	Active	Eligible		1,397.68	Success	4/12/2013 16:02	10/22/2021 12:56	Printed
7	[redacted]		NEBRASKA	MORRILL	Active	Eligible	Success	1,704.54	Success	4/12/2013 16:02	3/21/2022 10:32	Printed
8	[redacted]		NEBRASKA	NANCE	Active	Eligible	Success	152.88	Success	4/12/2013 16:02	3/7/2022 8:20	Draft
9	[redacted]		NEBRASKA	PIERCE	Active	Eligible	Success	153.3	Success	4/12/2013 16:02	3/28/2022 6:51	Draft
10	[redacted]		NEBRASKA	KIMBALL	Active	Eligible	Success	1,020.70		4/12/2013 16:02	2/22/2022 10:31	Printed

351 Out-of-Balance Tract Report

A Overview

Out-of-balance tracts occur when total base acres on a tract exceed the tract Effective DCP Cropland plus Double-cropped acres. All out-of-balance tract conditions are required to be remediated. Out-of-balance tracts occur when:

- bases have never been balanced since base acres were moved from the farm level to the tract level or due to rounding issues when farm records acreage moved to hundredths
- newly enrolled CRP recorded on the farm/tract and bases need to be adjusted accordingly
- cropland or DCP cropland changes that impacted eligible base acres on the farm/tract that now need to be adjusted accordingly.

Out-of-balance tract report is provided monthly by the National Office. Out-of-balance tracts are balanced by:

- reviewing cropland boundaries and attributes to ensure the correct number of cropland acres are associated with the tract
- completing CCC-517 to redistribute base to other tract(s) with available free acres
- completing CCC-505 base to reduce base acres.

All out-of-balance tracts must be balanced. For out-of-balance conditions, review to ensure the farm records data is correct and update as applicable. If the out-of-balance condition remains, notify the applicable owners with the letter in subparagraph 28B allowing 30 days to select the base crops and acreage to be adjusted/reduced. If the owners do not respond within 30 days, the COC must take action to balance the tract(s).

Note: Tracts that are out-of-balance by .01 acres or less can be balanced by the COC without owner involvement.

351 Out-of-Balance Tract Report (Continued)

A Overview (Continued)

Prior to initiating a CCC-505 or CCC-517 the County Office must verify the following.

- Cropland CLU boundaries are accurately delineated and attributed to ensure the correct number of cropland acres.
- DCP Ag Related Activity acres at the tract level are correct.
- All land enrolled in CRP is accurately delineated and the CRP contract information at the field level matches the CRP contract in CCMS.
- All tract level acreage manually entered for any of the other conservation entries (e.g. WRP, WBP) is correct.
- Double-cropped acres are correct.

B Action

Out-of-balance tract report is generated and provided monthly by the National Office to State Office Farm Records/GIS specialists. State Offices are required to provide the report to local offices timely and assist with any needed remediation.

County Offices must review and take the applicable corrective action to balance all tracts per paragraph 28.

Important: County Offices must ensure when bases are adjusted, PLC yields are reviewed and adjusted as applicable. See paragraph 29 for adjusting yields when base acres are adjusted.

352 CCC-505 CRP Reduction Acres but No CRP Report

A Overview

The CCC-505 Reduction Acres with No CRP Cropland report may assist counties with identifying tracts where bases are eligible to be restored because of CRP expiration. Users should follow this handbook, 1-ARCPLC, and any additional reports provided to ensure that bases are being restored or reduced/redistributed as required due to CRP contract changes.

B Action

Report listing tracts with CCC-505 reduction acres, but no CRP cropland acres is generated and provided monthly by the National Office to State Office Farm Records and GIS specialists. State Offices are required to provide the report to local County Offices timely and assist with any needed remediation.

County Offices must timely review and take corrective action. Following are potential reasons and the associated resolution to remediate outstanding CCC-505 CRP Reduction Acres.

Potential Circumstances	Resolution
Active contract in CCMS but no corresponding CRP data entered at the field level in Farm Records.	Add the CRP contract data to the applicable field(s) in the field level CRP Data assignment block.
Contract has expired, was early released, or voluntarily terminated and the base acres have already been restored to the Tract Crop Data assignment block, but CCC-505 CRP Reduction Acres have not been removed.	Delete data from the Tract CCC-505 CRP Reduction Data assignment block.
Contract has expired, early released, or voluntarily terminated and the base acres have **not** been restored to the Tract Crop Data assignment block.	Restore the base acres according to this handbook and 1-ARCPLC. Delete the reduction acres in tract level CCC-505 CRP Reduction Data assignment block in the program year after the CRP contract ends once base acres are restored.

352 CCC-505 CRP Reduction Acres but No CRP Report (Continued)

B Action (Continued)

Potential Circumstances	Resolution
COC has terminated a CRP contract due to violation.	CCC-505 CRP Reduction Acres are not eligible to be restored. Remove CRP contract data from the field level CRP Data assignment block. Delete CCC-505 CRP Reduction Data.
Producer associated with the CRP contract is deceased and the new producer on the farm does not succeed to the CRP contract. A partial payment for the original producer has been elected, and the base acres have **not** been restored to the Tract Crop Data assignment block.	CRP contract data should remain entered on the applicable CRP fields through the program year. No action required this program year. Base acres will need to be restored and Tract CCC-505 CRP Reduction data deleted in the next program year.
CCC-505 reduction acres are entered on the incorrect tract in CRM Farm Records.	Enter the CCC-505 CRP Reduction data on the correct tract. Delete the CCC-505 CRP Reduction data entered on the wrong tract.
Note: CCC-505 CRP Reduction Acres that should have been restored in a year prior to current can only be restored in the year identified. See 1-ARCPLC for base correction provisions.	

353 Missing HIP

A Overview

Missing HIP reports identify farms where HIP eligible base crops with an ARC-CO election are missing a HIP value for a specific program year. Missing HIP values must be entered on the farm before ARC/PLC payments can be issued. Missing HIP values are established using the CRM HIP calculator. Instructions for accessing and calculating HIP values are found in paragraph 307.

B Action

Reports are provided by the National Office to State Farm Records and GIS Specialists monthly. State Offices are required to provide the report to local County Offices timely and assist with any needed remediation.

354 Deceased Producers on Active Farms

A Overview

Deceased producers on active farms report is generated and provided regularly by the National Office to State Office Farm Records/GIS specialists. Report identifies producers associated with active farms that have a date of death entered on the associated Business Partner record.

FSA receives notification of deceased customers through a weekly transmission of records from the Social Security Administration (SSA) to CRM Business Partner (BP), according to 11-CM. The Date of Death (DOD) is loaded in the customer record and a workflow is generated for the County Office to review. Upon confirmation of the workflow the Death Confirmed Flag (DCF) in the customer record is set. If a deceased individual's SSN is associated with other entity types (Revocable Trust or LLC), the DOD and DCF are automatically established on those records. Additionally, 6-PL provides guidance for handling deceased producer determinations and subsidiary records.

Establishing the DOD and the DCF in the customer record does **not** remove the customer from associated farm records. Individually, FSA and NRCS program requirements stipulate whether a customer identified as deceased is eligible for program participation and benefits for specific years. County Offices must review the associated farm record, all FSA program participation records, and work with the local NRCS to identify NRCS program participation to determine if the deceased producer should be removed or updated on the associated farm record.

Because of the potential for issuing improper payments or potentially sending local or national producer mailings to incorrect producers, County Offices must immediately review and update if required, farm records and associated program participation when an associated deceased customer is identified. Guidance in 11-CM, subparagraph 38 F should be referenced for excluding deceased customers from mailing lists.

354 Deceased Producers on Active Farms (Continued)

B Reports

Following reports are generated identifying farms and tracts with an associated deceased customer:

Report	Explanation
Deceased_OP_with_EarnedBenefits	Current farms with a deceased operator (OP) who received benefits from FSA, including both Farm Programs (FP) and Farm Loan Programs (FLP), or NRCS in the prior year.
Deceased_OW_with_EarnedBenefits	Current farms and tracts with a deceased owner (OW) who received benefits from FSA, including both FP and FLP, or NRCS in the prior year.
Deceased_OT_with_EarnedBenefits	Current farms and tracts with a deceased other producer (OT) who received benefits from FSA, including both FP and FLP, or NRCS in the prior year.
Deceased OP	all current year farms with a deceased OP.
Deceased OW	all current year tracts with a deceased OW.
Deceased OT	all current year tracts with a deceased OT.

354 Deceased Producers on Active Farms (Continued)

C Explanation of Reports of Deceased Customers who Received Benefits

Deceased customers on active farms were compared to the list of participating customers that received benefits through either FSA, including both FP and FLP, or NRCS in prior years. The resulting lists of farms and customers, as provided in subparagraph 2 A, is the priority to review and determine if additional updates must be completed.

County Offices must review the date of death and determine the impact on existing and prior year program enrollment and farm record's association. Additionally, the customer record must be reviewed in BP according to 11-CM to determine if any updates or new customer records are required. The following is guidance for potential review and update needed for individual customer and SSN Family records. See 11-CM and 1-CM for guidance on customer records and payments to deceased producers.

Note: There is no automatic creation of new customer records (or conversion to new records) after a death. When a new record is required for the Estate or Irrevocable Trust, the **COF must manually create the new record after the Executor requests and provides the AD-2047 and new EIN for the record.**

Potential impact to prior year program enrollment and benefits must be reviewed depending on the date of death. Some of the dates of death are recent and the prior year program benefits earned are not impacted.

354 Deceased Producers on Active Farms (Continued)

D Reviewing Farm Records Association and Program Participation of Deceased Customers

The listings of all deceased customers on farms and tracts, must be reviewed and County Offices must work to update the records accordingly. Customers on the list with a deceased date that is several years old must be reviewed and removed or replaced as applicable.

IF…	THEN…
prior year program participation and associated benefits with either FSA or NRCS may be impacted	review the specific program year eligibility and determine if benefits were issued correctly. If not, determine the corrective action for each specific program. If updates to associated customers are required, update the farm current and prior program years. **Note:** If there is no prior year participation, review current records and program participation accordingly.
no current year program participation is identified for the deceased customer	use all means available to determine if a different customer is now associated with the farm and remove and update the producers associated with the farm as needed per this handbook. County Offices may use the following to determine the correct producers on the farm. • Contact other producers associated with the farm to request additional information • Send notification to the address of the deceased producer or known heirs requesting additional information and update to FSA records • Update ownership records through available public records.

354 Deceased Producers on Active Farms (Continued)

D Reviewing Farm Records Association and Program Participation of Deceased Customers (Continued)

IF…	THEN…
no current year program participation is identified for the deceased customer (Continued)	all producer changes in Farm Records must be completed according to provisions in this handbook. Once producer changes are completed, all applicable producers must be notified accordingly. Notify NRCS once producer changes on the farm have been completed. if it cannot be determined who has interest in the land after the deceased customer, the "Unknown" operator and owner provisions in this handbook must be followed. If the Unknown provisions are used, County Offices must review periodically to determine if the correct producer association can be determined. **Note:** County Offices **are not authorized** to change a deceased producer customer record to circumvent existing provisions in 11-CM, 1-CM, and this handbook. For example, nationally it has been identified that deceased customer addresses have been changed to the County Office address to ensure the customer no longer receives mail. This action is **not** authorized.
current year program participation with either FSA or NRCS is identified	Review associated program eligibility to determine the applicable Farm Records and program enrollment requirements. Update the customer records, associated farm record, and program enrollment as required or allowed.

354 Deceased Producers on Active Farms (Continued)

D Reviewing Farm Records Association and Program Participation of Deceased Customers (Continued)

Each program the farm is enrolled in must be reviewed and appropriate action taken. Prior year programs may also need to be reviewed. Examples.

- If the deceased individual was the owner on the farm/tract and is eligible to earn a conservation program benefit through the date of death, the deceased producer will need to be updated from the owner to an OT on the farm/tract. The new owner would be required to be recorded as the owner.

- If the deceased individual had a share interest on the enrolled ARC/PLC contract in the year of the date of death, determine if the producer should receive benefits through the individual TIN using FSA-325 or if a different producer or entity is succeeding to the contract.

There is no authorization to allow a succession in interest contract to be enrolled now if both the following apply:

- date of death was in a prior year impacting the prior year ARCPLC contract

- it is identified that a succession in interest contract was not completed by September 30 of the enrollment year.

E Timely Review of Deceased Customer Notifications and Record Updates

Any new DOD confirmation received in BP must be timely acted on according to 11-CM. Deceased customers, associated Farm Records, and program participation must be reviewed and updated accordingly.

355 GIS Full Extract

A Overview

Fields listed in the farm hierarchy must be in sync with associated CLU's. In sync means there is an exact match between CLU attribute data and field level data in the farm hierarchy. Mismatches occur when:

- there is lost communication between the two datasets while editing or during the reconstitution or farm transfers processes
- data has not been remediated since MIDAS CRM was implemented
- DRT is used to reassign CLU farm, tract, and/or field numbers but records are not synced properly in CRM.

Any mismatches must be remediated immediately since only field level tabular data in the farm hierarchy is replicated to downstream applications. If the farm hierarchy does not display current CLU data (e.g. field numbers, acres, HEL, 3-CM cropland indicator), all levels of the farm hierarchy tabular data could potentially be incorrect.

Note: Farm and tract maps only display the associated CLU data and if data is not in sync, the maps will not represent tabular data in the farm hierarchy as replicated to downstream applications (e.g. CARS).

The "GIS Full Extract" tool allows users to sync CLU and farm hierarchy field level data to ensure records match and accurate information is associated with all levels of the farm and replicated to all downstream applications.

355 GIS Full Extract (Continued)

A Overview (Continued)

Before initiating the GIS Full Extract tool, users should evaluate the changes that will occur in the farm hierarchy tabular data when the full extract is processed. Field level tabular data are replaced with current CLU numbers and associated attributes. Fields listed in the farm hierarchy that do not have an associated CLU are removed from the hierarchy and field level assignment blocks. For example, if field number 1 is listed in the farm hierarchy and contains CRP contract data at the field level, but does not have an associated CLU, processing a full extract will remove field number 1 and associated CRP data from the farm record. The full extract will still need to be processed to sync records and the user will need to evaluate if field level attributes need to be restored.

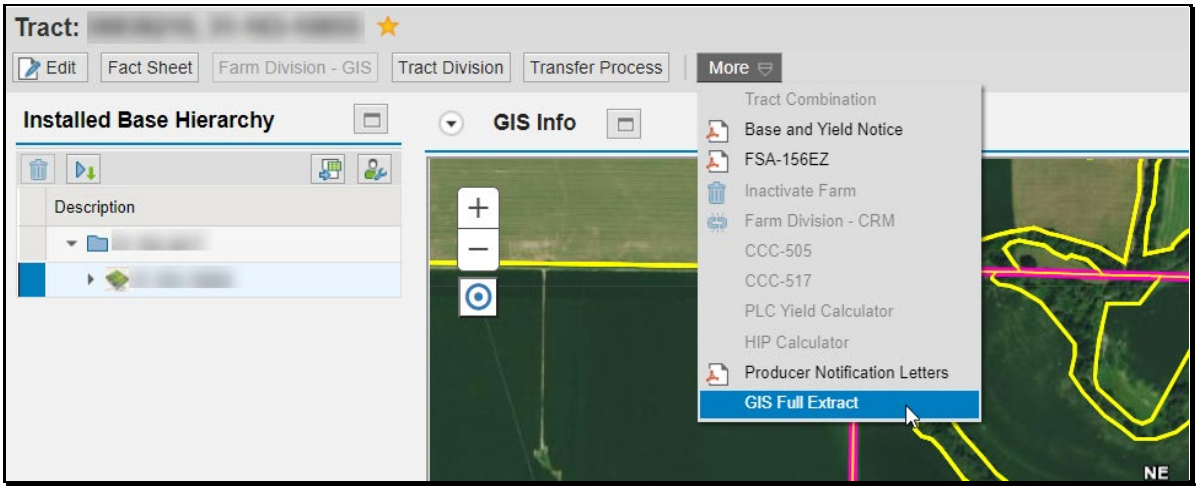
Note: The GIS Full Extract Tool does not update tract or farm number in the farm hierarchy, nor does it restore missing CLU's. The tool is only used to ensure field numbers and associated field level data within each tract are matched to the CLU field numbers and attributes. Discrepancies between tract numbers in the CLU and farm hierarchy must be further investigated and may require remediation at the State or national level. CLU and farm hierarchy mismatches resulting in a Tract Inconsistency error must be reviewed and remediated by the applicable State specialists and submitted to the National Office site administrator to clear the errors.

Mismatched CLU and field farm hierarchy data can be identified using the EDW-GIS Field Number Comparison tool available to State GIS specialists. See Exhibit 36 for instructions on generating the report and paragraph 344 for guidance on reviewing the results of the report and remediation.

355 GIS Full Extract (Continued)

B Accessing the GIS Full Extract Tool

Following is an example of accessing the GIS Full Extract tool.

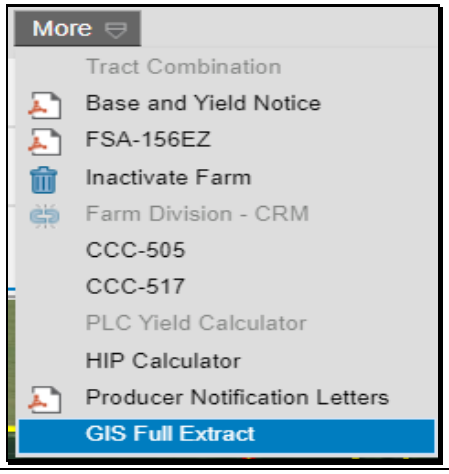
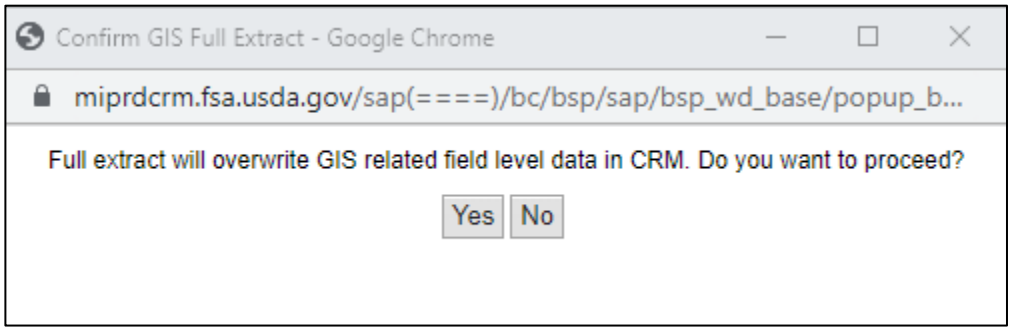


Note: The "GIS Full Extract" tool can be accessed from any level of the farm hierarchy, except within an edit session.

355 GIS Full Extract (Continued)

C Processing a GIS Full Extract

Following provides instructions for accessing and processing a full extract once a farm record is open.

Step	Action
1	Hover over the "**More**" drop-down menu from the CRM Tools taskbar.
2	CLICK "**GIS Full Extract**". 
3	CLICK **"Yes"** within the pop-up window "Full extract will overwrite GIS related field level data in CRM. Do you want to proceed?"  The system will process a full extract to update the farm hierarchy and associated field level data with the CLU attribute data. Updated records will automatically be saved and replicated to downstream applications.
4	Once records are saved, review and verify the farm record data is accurate at all levels. Evaluate if field level attributes need to be restored because of farm hierarchy fields and data being replaced when the full extract was processed (e.g. field level CRP contract data). Users should verify the updates have successfully replicated in the FPMS Status assignment block.

356 Data Remediation Tool (DRT)

A Overview

The Data Remediation Tool (DRT) is available for authorized State specialists to access and remediate specific CRM Farm Records and CLU issues that otherwise cannot be completed through the CRM application. DRT is accessed through the Citrix environment per 1-GIS and allows limited editing directly of the CLU for the following:

- Reassign CLU farm, tract, and field numbers due to an error during the reconstitution or farm transfer process, correction to CLU's incorrectly identified, or to assist with matching field numbers to enrolled CRP contracts.

- Delete CLUs from existing farms and tracts that were created in error.

Note: If an active tract in CRM Farm Records only has one CLU, DRT cannot be used to either delete or reassign the CLU to another farm and tract, leaving the existing tract with no CLUs. Other means of correcting the field structure on the farm must be evaluated, including whether a farm division or farm inactivation is needed.

Important: DRT cannot be utilized to circumvent policy for completing reconstitutions, farm transfers, or non-agricultural determinations. Unauthorized use of DRT will result in loss of access to the tool.

B Authorization to Access DRT

Access to DRT is limited to State and National Office employees responsible for Farm Records or GIS. Prior to granting access, training to review the DRT tool and authorized edits must be completed by either another DRT user or by the national Farm Records or GIS Specialist.

DRT access is requested on the FSA-13-A. The request should be submitted to the National Office Farm Records Specialist to verify training and submit the access request to security.

356 Data Remediation Tool (DRT) (Continued)

C Authorized Data Remediation Tool Use

1-GIS provides an overview of the DRT toolbar and associated tools. Following provides an overview of authorized DRT use.

Authorized DRT Use	Description
Correcting Failed Reconstitutions	Farm and tract numbers on the CLUs must always match the farm and tract numbers in the farm hierarchy. If CLUs no longer match the farm hierarchy after a tract or farm level reconstitution, the farm and tract numbers in the CLU must be manually assigned using DRT to match the farm hierarchy.
Matching CLU Numbers to CRP Contract Field Numbers	For fields enrolled on an active CRP contract, CLU numbers and fields listed in the farm hierarchy must match the CRP contract. Because of limited field renumbering options within CRM Farm Records, DRT may be utilized to assist County Offices with matching CLU numbers to the active CRP contract.
Re-assigning Stand-Alone CLU's to an Active Farm and Tract	Stand-alone CLU's are CLU's in the county layer that are not assigned to an active Farm and Tract in Farm Records. Stand-alone CLU's can be viewed in CRM Farm Records but cannot be searched or edited from CRM. CLU's with no association to an active farm and tract must be remediated to ensure all CLU's are matched to an active farm. Stand-alone CLU's not assigned to an active farm and tract must be reviewed to determine the corrective action: • assigned to an existing farm and tract using DRT • assigned to a new farm and tract to be created with the Farm Creation tools • deleted due to prior non-ag determination, MIDAS CRM implementation remediation not completed, or other determination identifying that the land is not needed in an active farm.

356 Data Remediation Tool (DRT) (Continued)

C Authorized Data Remediation Tool Use (Continued)

Authorized DRT Use	Description
Deleting CLU's (Limited Authorized Use)	Deleting a CLU is only authorized in cases where a CLU does not match to an active farm or tract and a determination has been made that the CLU is not needed in an active farm or tract. These cases are most likely issues remaining when MIDAS CRM was implemented and the mismatch between the CLU and the farm records data was not remediated. Before deleting any CLU, a review of the history and prior year records must be completed to determine the correct action. If it is determined that the CLU needs to be associated with an active farm and tract, DRT should be used to reassign the farm/tract numbers and deleting the CLU should not completed. **Note:** When determining if a CLU should be deleted, prior farm history including COC minutes, reconstitution history, farm transfer history, archived CLU layers or other documentation should be reviewed to support the deletion of the CLU.

356 Data Remediation Tool (DRT) (Continued)

D Action

See 1-GIS for instructions on accessing and using DRT to reassign farm, tract, or field numbers and for deleting CLU's.

If DRT is used to delete or re-assign CLU's, it is important to sync the impacted CLU and farm hierarchy after the DRT edit is completed. When reassigning CLU's from one active farm and tract to another active farm and tract, syncing the records must be completed in the proper order to ensure a failed farm replication is not generated. The following instructions provide the order of steps to be completed after using DRT to re-assign CLU's to successfully sync and replicate the impacted farms.

Step	Action
1	Access the farm where CLU's were originally associated.
2	From the More drop-down menu, CLICK "**GIS Full Extract**".
3	CLICK "**Yes**" to verify the full extract. **Note:** Before removing fields from this farm, if the Adjustment Reason window is triggered, enter the applicable reason code and CLICK "**Save**".
4	Verify in the FPMS Status assignment block that the farm successfully replicated.
5	Access the farm the CLU's were assigned to.
6	From the More drop-down menu, CLICK "**GIS Full Extract**".
7	CLICK "**Yes**" to verify the full extract. **Note:** When adding fields to this farm, if the Adjustment Reason window is triggered, enter the applicable reason code and CLICK "**Save**".
8	Verify in the FPMS Status assignment block that the farm(s) successfully replicated.

Notes: Only steps 5-8 need to be completed if a stand-alone CLU is reassigned to an active farm and tract.

Only steps 1-4 need to be completed if a CLU:

- was reassigned within the same farm
- number was reassigned to match a CRP contract or,
- was deleted.

357 Remediation Required by National Office Farm Records Administrator

A Overview

There are issues and Farm Records changes that can only be completed by the National Office Farm Records administrator. Potential issues identified by the County Office need to be submitted to the State Farm Records or GIS specialist for review before submitting to the National Office. State Farm Records or GIS specialists must submit any issues requiring National Office remediation to the Farm Records Remediation SharePoint site. This SharePoint site is only accessible to authorized Farm Records and GIS Specialists and the URL is provided to State specialists based on program involvement.

B National Office Remediation Issues

The following are issues that only the National Office Farm Records administrator can remediate.

Issue	Description
*--Data Edits in Years Prior to 2014	Farm Records data in years prior to 2014 is only editable by National Office administrators. Any change required must be submitted and include detailed information on what needs to be changed, documentation supporting the change, and a summary of known impacts to other applications.--*
Tract Inconsistency Errors	A Tract Inconsistency error occurs when there are no CLU's associated with a tract number in the farm hierarchy. Mismatched tract numbers between the farm hierarchy and the CLU attributes result in a hard stop message that must be cleared before editing on the farm is allowed. **Note:** State Office specialists must review and take any applicable action needed with DRT to ensure CLU farm and tract numbers match the farm hierarchy before submitting the issue to the National Office.
Lost Workflows	Lost workflows occur after a task is submitted but the workflow is not generated for the correct employee. Causes for lost workflows include: • incorrectly assigned CED or DD position in the CRM Organizational Model • no substitute established for the assigned CED in cases where CED is not available to approve workflow timely. Workflows can be pushed to any employee with CRM edit access. **Note:** State Office specialists can review employee positions in CRM Organizational Model to verify the county CED and DD positions are correctly established, ensuring workflows are generated and are not lost.

357 Remediation Required by National Office Farm Records Administrator (Continued)

B National Office Remediation Issues (Continued)

Issue	Description
Program Election Corrections	Once a program election for an associated base crop is saved on a farm record it can only be changed by: • submitting new elections through the ARCPLC Contract software during the applicable election period **Note:** See 1-ARCPLC for enrolling ARCPLC contracts. • the national Farm Records administrator. When outside of the ARCPLC election and enrollment period, any program election corrections must be submitted to the National Office for review and update. ARCPLC contracts, CCC-866-1, or other documentation supporting the election change must be included when submitting an election correction. **Note:** Prior to submitting the issue, State ARCPLC or Farm Records specialists must review all ARCPLC contract and farm records data to verify the correction request is authorized per ARCPLC policy.
ARCPLC Eligibility GIF Indicator Corrections	ARCPLC Eligibility GIF indicator was established with the 2018 Farm Bill according to XXX. Any change to the indicator must be supported by acreage report history. Indicator changes are made for all years starting in 2019 through current year. **Note:** Changes to the GIF indicator may impact associated program elections and could impact ARCPLC enrollment in any year the indicator is changed.
Manual Reconstitutions	The system may not be able to complete reconstitutions for extremely large farms (farms covering a large geographic area, farms with a large number of tracts, or tracts with a large number of fields) due to size and performance. The National Office may need to complete or remediate failed reconstitution attempts for large farms. **Note:** County Offices should attempt the reconstitution through the system prior to submitting the farm for a manual reconstitution.
500 Internal Services Error	Error returned when attempting to edit producers associated with a farm in the Parties Involved assignment blocks. Error is due to a miscommunication between BP and FR for the customer record. The National Office must clear the error before edits can be completed to the associated producer data.

358 Annual Farm Records Rollover

A Overview

*--Rollover in Farm Records occurs at the end of the FY when farm data records data is established for the next FY. The following occurs:

- the current year farm records data is migrated and becomes the next FY program year data
- records are updated accordingly for the next FY to remove data that is not applicable for the new FY, such as expired CRP, native sod meeting all four years of history, and planned converted wetland violations.--*

Each FY the date for farm records rollover is announced through guidance from the National Office. To complete all rollover tasks, the CRM system, including Farm Records, Business Partner, and Product Master * * * is 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 are notified when the system is accessible-- and editing and maintenance can resume.

B FY Tasks Completed Before Rollover

The following tasks must be completed before Farm Records shutdown and rollover.

- All producer-requested reconstitutions received by August 1.
- All producer-requested farm transfers received by August 1.
- *--All base and yield adjustments requested or required for the FY.--*
- Cropland changes effective for the current FY.

*--**Note:** Cropland changes and CRP changes effective 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.

358 Annual Farm Records Rollover (Continued)

B FY Tasks Completed Before Rollover (Continued)

- 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 run 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.

- 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 Records' systems are shut down to initiate rollover. 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, per paragraph 236. Identifying and tracking native sod is only applicable to land physically located in the following States:

  - Iowa
  - Minnesota
  - Montana
  - Nebraska
  - North Dakota
  - South Dakota.

358 Annual Farm Records Rollover (Continued)

B FY Tasks Completed Before Rollover (Continued)

- 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 or the EDW-GIS Field Comparison Report.

- 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 308 and 309 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.

358 Annual Farm Records Rollover (Continued)

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 are 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 are deleted from the field level "CRP Data" assignment block and the associated SAP_CRP indicator in the CLU attributes is set to "No".

- Field level native sod data are deleted for fields that have met the 4 years of planting or NAP restriction requirements.

  Note: All 4 years of planting or NAP restrictions **must** be entered in the field level "**Native Sod Data**" assignment block to automatically be deleted during rollover.

358 Annual Farm Records Rollover (Continued)

D Post Rollover Farm Records Updates Completed in New FY Due to 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. Reference CCMS reports for expired CRP and report of CCC-505 CRP Reduction Acres but No CRP to identify bases that are eligible to be restored. See paragraph 352 for more information on the CCC-505 CRP Reduction Acres but No CRP report.

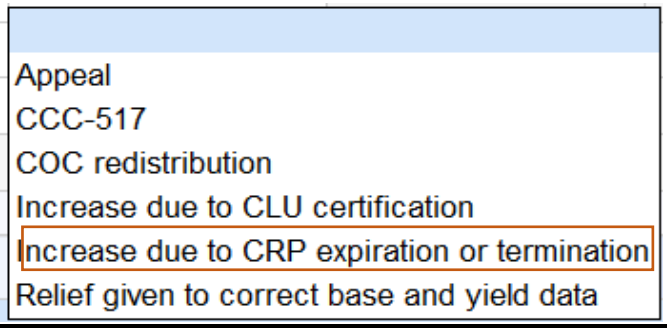
- If restoring a new covered commodity to a tract that previously did not have a program election, the producer will need to make a program election for that crop on CCC-866-1. County Offices are not authorized to restore a new base crop and select an associate program election without having obtained a complete CCC-866-1.

358 Annual Farm Records Rollover (Continued)

D Post Rollover Farm Records Updates Completed in New FY Due to CRP (Continued)

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**".
2	Select to the applicable tract in the Farm Hierarchy.
3	CLICK "**Edit List**" in the "**Tract Crop Data**" assignment block.
4	Add the number of base acres to be restored to the existing base acres listed for the covered commodity by: • entering the total number of base acres for the applicable covered commodity • PRESS "**Enter**" to accept the entry • selecting "**Increase due to CRP expiration or termination**" from the Base Acres Adjustment Reason Code drop-down menu.
4	

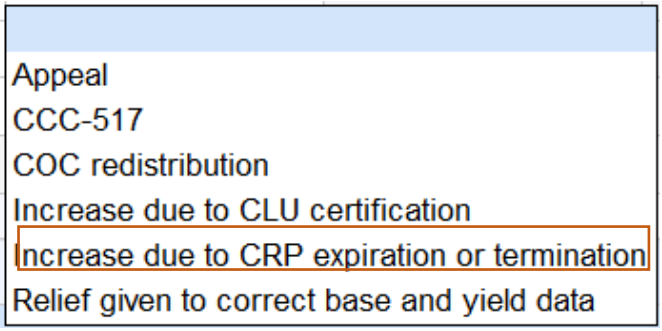
358 Annual Farm Records Rollover (Continued)

D Post Rollover Farm Records Updates Completed in New FY Due to CRP (Continued)

Step	Description and Action
5	Review the PLC yield. The farm level PLC yield for the crop acres being restored is used to establish PLC yield on the tract. Determine 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 must be restored using the farm PLC yield. A blended tract yield is calculated 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 and PRESS "**Enter**" to accept the entry.
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**".

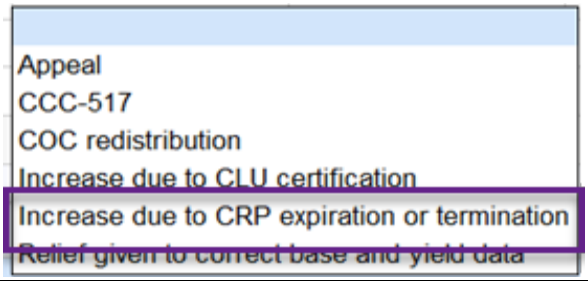
358 Annual Farm Records Rollover (Continued)

D Post Rollover Farm Records Updates Completed in New FY Due to CRP (Continued)

Step	Description and Action
1	Access the farm in CRM and CLICK "**Edit**".
2	Select to the applicable tract in the Farm Hierarchy.
3	CLICK "**Edit List**" in the "Tract Crop Data" assignment block. A new entry line is created in the assignment block. Click the drop-down menu under the "**Crop Name**" header to select the applicable crop needed. **Note:** 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 entry cannot be deleted by a county or State user and must be submitted to the National Office for correction.
4	Crop year is populated and default to the current crop year once a crop has been added.
5	Manually enter the applicable number of base acres to be restored and PRESS "**Enter**" to accept the entry.
6	Under the Adjustment Reason Codes, CLICK "**Increase due to CRP expiration or termination**". 

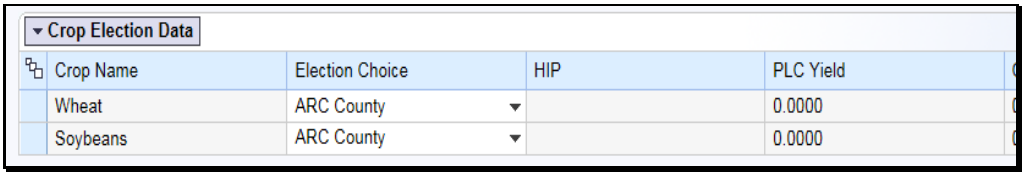
358 Annual Farm Records Rollover (Continued)

D Post Rollover Farm Records Updates Completed in New FY Due to CRP (Continued)

Step	Description and Action
7	Determine the PLC yield according to the following: • if the covered commodity to be restored is already established on another tract on the farm, the farm level PLC yield must be established as the tract level yield • if the covered commodity is a new covered commodity on the farm, establish the PLC Yield according to 1-ARCPLC. Enter the yield and PRESS "**Enter**" to accept the entry.
8	Under the PLC Yield Adjustment Code, CLICK "**Increase due to CRP expiration or termination**". 

358 Annual Farm Records Rollover (Continued)

D Post Rollover Farm Records Updates Completed in New FY Due to CRP (Continued)

Step	Description and Action
9	Program Election is required for any covered commodity established on a farm. • If the restored covered commodity is new to the farm, navigate to the farm level in the farm hierarchy to enter the associate program election. • If the restored covered commodity is already established on another tract on the farm the already has a program election, skip to step 11.
10	In the "Crop Election Data" assignment block for the new covered commodity being restored, select the applicable "Election Choice" option based on the producer's election on CCC-866-1.  **Notes:** Users are not authorized to select a program election without first obtaining CCC-866-1. If CCC-866-1 has not been obtained from producers, cancel out of the edit session until CCC-866-1 is completed. 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.
11	CLICK "**Save**".

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 28.

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 corrected according to 1-ARCPLC.

358 Annual Farm Records Rollover (Continued)

D Post Rollover Farm Records Updates Completed in New FY Due to 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. See paragraph 233.

  Note: When CRP contract data is added or updated in CCMS, users are notified of the revised farm level CRP cropland and marginal pastureland through a CRP alert in CRM.

- Redistribute or reduce any excess base acres due to 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 due to CRP enrollment with an effective year, the base acres are reduced from the "**Tract Crop Data**" assignment block after rollover, and the reduced acres are 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		28
CCC-517	Tract Redistribution Form		30
CCC-518	Tract Price Loss Coverage (PLC) Yield Redistribution Form		33

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
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
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		251, 357, 358,
CCC-867	Yield Update for the Price Loss Coverage (PLC) Program	306	Text
CCC-1245	Practice Approval and Payment Application		65
CRP-1	Conservation Reserve Program Contract		Text
FSA-155	Request for Farm Reconstitution	94	94
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing	Ex. 11	312, Ex. 15

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ANSI	American National Standards Institute	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
CONUS	Continental United States	Part 7
CRM	Customer Relationship Management	Text, Ex. 14, 15

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
CTAP	Cotton Transitional Assistance Program	3, 37, Ex. 26
DOD	date of death	235
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
NAIP	National Agriculture Imagery Program	Part 7
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

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 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.	53
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.	54
COC may redelegate to CED the authority to approve in and out transfers of land between counties.	63
COC may redelegate authority to CED to approve in and out transfers between States.	67
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 one State to another. STC may redelegate this authority to SED.	67
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 one State to another. STC may redelegate this authority to SED or applicable State Office Specialist.	67
COC may redelegate to CED the authority to approve or disapprove FSA-155's for reconstitutions.	150

Definitions of Terms Used in This Handbook

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 alert in CRM Farm Records is a notification received in a user's worklist that an action needs to be taken or an update to a record has occurred.

ARCPLC Election

An ARCPLC Election 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 ARCPLC G/I/F Eligibility 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

Assignment Blocks 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.

Definitions of Terms Used in This Handbook (Continued)

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] Base acres 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

Business Partner 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 child farm or tract when it is created as a result of a reconstitution.

CLU Layer

A CLU layer is a geospatial layer made up of CLU's (Common Land Units). A spatial representation of the fields', tracts', and farms' boundaries.

Definitions of Terms Used in This Handbook (Continued)

Common Land Unit (CLU)

A Common Land Unit (CLU) 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, CLU boundaries delineated are also referred to as fields.

Common Ownership Unit

A common ownership unit 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)

CCMS is the FSA application software that is used to complete CRP contract revisions, divisions, transfers, and terminations.

Contiguous

Contiguous 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

Contiguous county is a county that is touching at a point or along a boundary to another county.

Contiguous County Office

Contiguous County Office 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)

CRM, or Customer Relationship Management, 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.

Definitions of Terms Used in This Handbook (Continued)

CRM@FSA

CRM@FSA 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 Crop Acreage Reporting System (CARS) is the current web-based system that provides the capability to record and edit acreage reports.

Cropland

Cropland 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
- 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

Definitions of Terms Used in This Handbook (Continued)

Cropland (Continued)

- 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

Cotton Transitional Assistance Program (CTAP) 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.

Definitions of Terms Used in This Handbook (Continued)

DCP

DCP 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

DCP cropland 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 DCP cropland method 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.

Definitions of Terms Used in This Handbook (Continued)

Default Method

The default method 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 designation by landowner method is the division of base acres in the manner agreed to by the parent farm owner and purchaser or transferee.

Double-Cropped Acreage

--**For Farm Records, Double-Cropped acreage refers to acreage established based on historical double-cropping practices as defined under a previous Farm Bill. These values are frozen under current policy.**--

Effective DCP Cropland

Effective DCP cropland 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 estate method is the division of base acres for a parent farm among heirs in settling an estate.

Definitions of Terms Used in This Handbook (Continued)

Excess DCP Cropland

Excess DCP cropland 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

EWP acreage 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 $1/100^{th}$ 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 farm combination is the consolidation of 2 or more farms, having the same operator, into 1 farm.

Farm Division

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

Definitions of Terms Used in This Handbook (Continued)

Excess DCP Cropland

Excess DCP cropland 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

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR Part 624. This land **cannot** be DCP cropland.

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

Farm Level PLC Yield 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

Farm Records 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 and ownership, including building sites.

Definitions of Terms Used in This Handbook (Continued)

Field

Field or CLU 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

Generic base acres 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)

GPS 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

Group ID 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).

Definitions of Terms Used in This Handbook (Continued)

Historical Irrigation Percentage (HIP)

HIP 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 hyperlink 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 IBase ID 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

Land cover 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

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.

Definitions of Terms Used in This Handbook (Continued)

MIDAS Portal

The MIDAS Portal 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

Native Sod means 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.

Navigation Bar

The Navigation Bar, 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

Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

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

Noncropland

For farm record purposes noncropland is any field that does not meet the definition of cropland.

Operator

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.

Other Conservation Acres

Other conservation acres 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.

Definitions of Terms Used in This Handbook (Continued)

Other Producers (OT)

Other producers are producers who are:

- ***--**associated with a tract or field in the associated program year**--***
- **not** owners or operators.

Note: Other producers may also be referred to as other tenants.

Out-of-Balance Tract

An out-of-balance tract is a tract that has base acres in excess of the tract's effective DCP cropland acres plus double-cropped acres.

Owner

An owner 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 PLC yield is used for PLC program under ARCPLC. Prior to the 2014 Farm Bill, this was known as the CC Yield.

Definitions of Terms Used in This Handbook (Continued)

Point

A point is a geometric element defined by a pair of x,y coordinates.

Polygon

A polygon 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)

Public Land Survey System (PLSS) 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

Range (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 section is one-square mile block of land. There are 36 sections in a survey township. Applies to PLSS States.

Servicing County Office

Servicing County Office 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.

Definitions of Terms Used in This Handbook (Continued)

Shapefile

A GIS shapefile 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

Spatial data 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

State conservation acres 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 Township (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 tract combination is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

Definitions of Terms Used in This Handbook (Continued)

Tract Division

A tract division 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

Unassigned generic base 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 vertex 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

Workflow Tasks are internal messages/alerts/triggers initiated in the CRM system which require action. An item that requires verification or approval to complete a process.

Example: A workflow task is sent to the County Office approving official after a farm reconstitution has been submitted for approval.

Worklist

The worklist is an inbox in CRM that allows access to system generated Workflow tasks and alerts.

Definitions of Terms Used in This Handbook (Continued)

Wetland Reserve Program (WRP) Acres

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

Wetland Violation Determination

A wetland violation determination (WVD), CRM acronym used during the reconstitution process for tract level wetland violations.

Yield Extension

The yield extension 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.

Producer Change Notification

A Example of Notification Letter About Farm Operator Change

Following is an example of the letter notifying owners when farm operator changes.



USDA
United States Department of Agriculture

Farm Production and Conservation

Farm Service Agency

Any County Office
FSA Office
P.O. Box XXX
Anytown, ST
Zip Code

Date

Full Name
Street Address
City, State Zip Code

Dear Mr. Xxxx:

This office has recently updated farm xxxx 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.

Producer Change Notification (Continued)

A Example of Notification Letter About Farm Operator Change (Continued)

Following is an example of the system generated letter notifying owners when farm operator changes.

United States Department of Agriculture
Farm Service Agency

Operator Change Notification Letter

Sherman County - NE
4009 6TH AVE, SUITE 2
KEARNEY, NE 68845-2386
(308)237-3118

April 26, 2021

Owner A
801 ADAIR ST
ADAIR, IA 50002-1122

Dear Owner A:

This office has recently updated Farm 3217 to identify Operator A as farm operator in general control of the farming operations on the farm.

Prior operator Operator B has been removed. Enclosed with this letter is form FSA-156EZ indicating the operator change and a summary of the associate farm details.

This office will be providing a copy of this notification 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,

CED Smith
County Executive Director

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 retaliation 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.

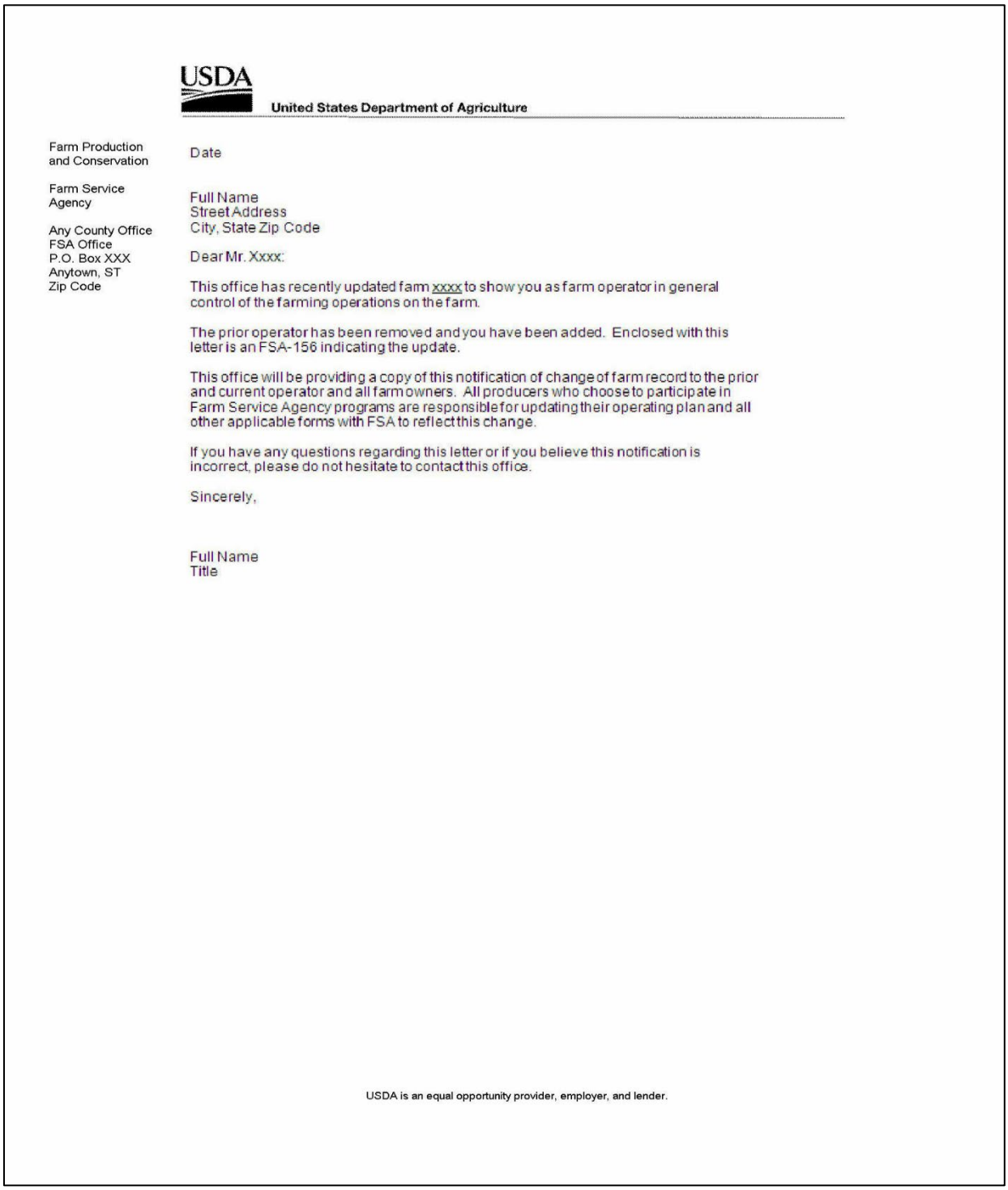
Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay 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 http://www.ascr.usda.gov/complaint_filing_cust.html 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) e-mail: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Producer Change Notification (Continued)

B Example of Notification Letter About Controlling Operator Change

Following is an example of the notification letter informing operators added as general control operators.



USDA United States Department of Agriculture

Farm Production and Conservation

Farm Service Agency

Any County Office
FSA Office
P.O. Box XXX
Anytown, ST
Zip Code

Date

Full Name
Street Address
City, State Zip Code

Dear Mr. Xxxx:

This office has recently updated farm xxxx 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,

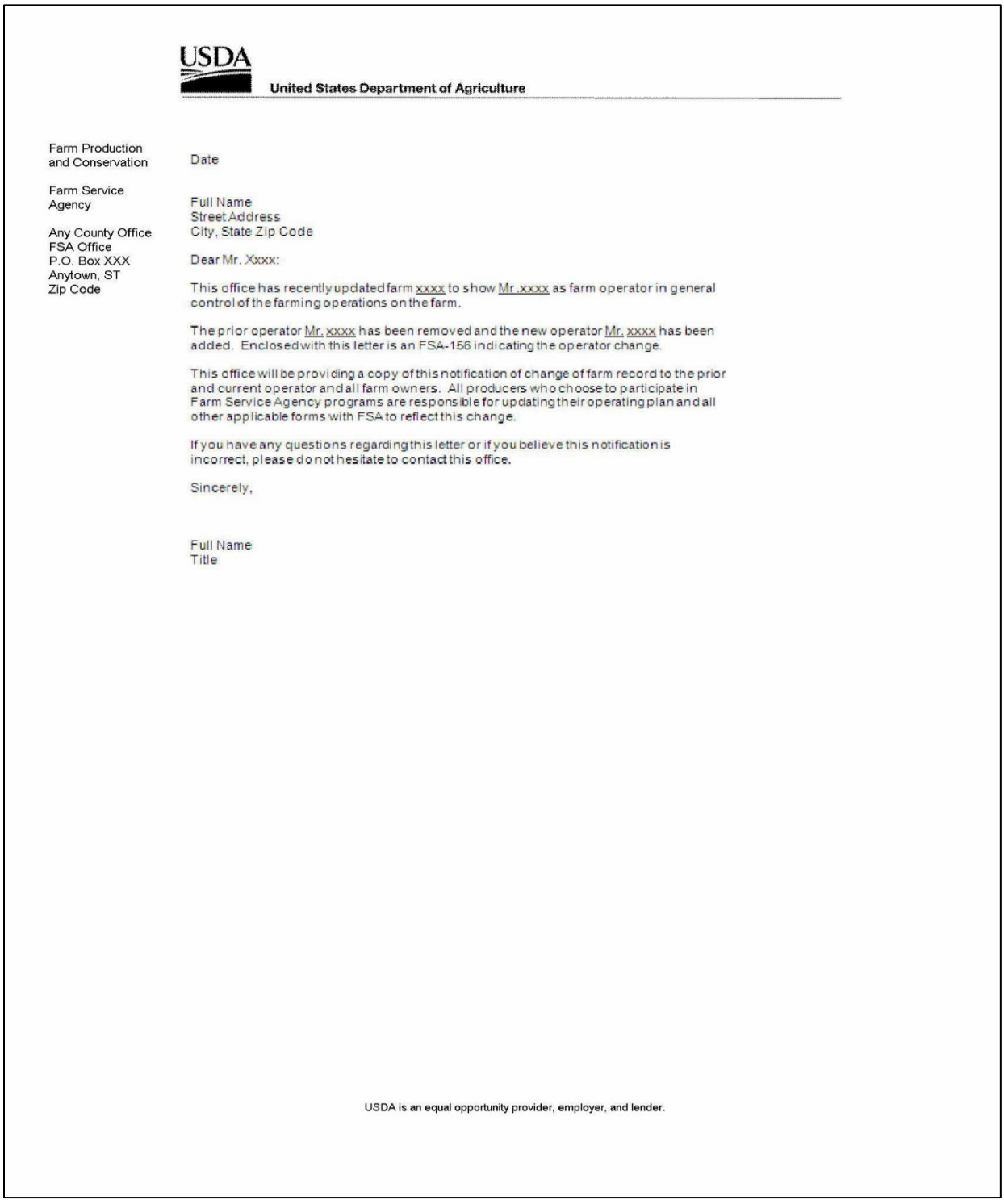
Full Name
Title

USDA is an equal opportunity provider, employer, and lender.

Producer Change Notification (Continued)

C Example of Notification Letter About the Removal of Prior Operator

Following is an example of the notification letter informing prior operators of their removal from the farming operation.



USDA

United States Department of Agriculture

Farm Production and Conservation

Farm Service Agency

Any County Office
FSA Office
P.O. Box XXX
Anytown, ST
Zip Code

Date

Full Name
Street Address
City, State Zip Code

Dear Mr. Xxxx:

This office has recently updated farm xxxx to show Mr. xxxx as farm operator in general control of the farming operations on the farm.

The prior operator Mr. xxxx has been removed and the new operator Mr. xxxx 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

USDA is an equal opportunity provider, employer, and lender.

Producer Change Notification (Continued)

D Example of Notification Letter About a Change to Ownership

Following is an example of the system generated notification letter informing prior and current owners of an ownership change.



United States Department of Agriculture
Farm Service Agency

Owner Change Notification Letter

Sherman County - NE
4009 6TH AVE, SUITE 2
KEARNEY, NE 68845-2386
(308)237-3118

April 26, 2021

CATTLE OPERATION LLC
801 ADAIR ST
ADAIR, IA 50002-1122

Dear CATTLE OPERATION LLC:

This office has recently updated ownership on Farm 3217 to the following:

Tract	Current Owners	Prior Owners
10980	CATTLE OPERATION LLC	Producer Smith
10980	ANY1 PRODUCER	

Enclosed with this letter is form FSA-156EZ that indicates the owner change and a summary of the associate farm details.

This office will be providing a copy of this notification to the operator and all prior and current owners on this farm. 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,

CED Jones
County Executive Director

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 retaliation 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 http://www.ascr.usda.gov/complaint_filing_cust.html 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) e-mail: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Producer Change Notification (Continued)

D Example of Notification Letter About a Change to Ownership (Continued)

Following is an example of the system generated notification letter informing operator of an ownership change.

United States Department of Agriculture
Farm Service Agency

Owner Change Notification Letter

Sherman County - NE
4009 6TH AVE, SUITE 2
KEARNEY, NE 68845-2386
(308)237-3118

April 26, 2021

Operator A
7842 466TH AVE
LITCHFIELD, NE 68852-1888

Dear Operator A:

This office has recently updated ownership on Farm 3217 to the following:

Tract	Current Owners	Prior Owners
10980	CATTLE OPERATION LLC	Owner Smith
10980	ANY1 PRODUCER	

Enclosed with this letter is form FSA-156EZ that indicates the owner change and a summary of the associate farm details.

This office will be providing a copy of this notification to the operator and all prior and current owners on this farm. 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,

CED Jones
County Executive Director

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 retaliation 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.

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Field Boundary Notification

A Example of Notification Letter after Field Boundary Change

Following is an example of the letter notifying producers when field boundary changes result in a change of acreage.

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

Field Boundary Notification (Continued)

B Example of System Generated Notification Letter after Field Boundary Change

Following is an example of the system generated letter notifying producers when field boundary changes result in an acreage change.

United States Department of Agriculture
Farm Service Agency

Boundary and Acreage Change Notification Letter

Sherman County - NE
4009 6TH AVE, SUITE 2
KEARNEY, NE 68845-2386
(308)237-3118

April 26, 2021

Producer A
78427 466TH AVE
LITCHFIELD, NE 68852-1888

Dear Producer A

A field boundary change has been completed on Farm Number 3217 Tract Number 10980 administered from the Sherman County Office. This field boundary change was made due to 'Boundary Correction'. As a result, the acreage on the farm has been recalculated to 82.79 cropland acres and 98.25 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 Smith
County Executive Director

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 retaliation 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.

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html 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) e-mail: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

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 reconstitution or a farm transfer: • farm level "Reconstitution History" assignment block must be blank • tract level "Reconstitution History" assignment block must be blank	
3	In CRM FR, verify the farm is not the result of a farm transfer by reviewing the "Transfer From" entry in General Data assignment block or by reviewing known farm history. "Transferred From:" data entry field must be blank. **Note:** 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 feature between the adjacent farms/tracts (road, waterway, etc.).	
5	Review CLU boundaries to ensure that: • delineation rules are followed to separate different land uses in individual CLU's **Example:** Building sites are separated from other noncropland. Cropland is separated from non-cropland acres. • 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, review cropland fields to ensure that the 3-CM cropland indicator is identified correctly.	
7	Review that land established in a new farm for the first time with FSA does not have base acres established. Review the "Crop Data" assignment block to verify no base acres have been added.	

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.
CRP Contract Number(s).
Recon ID.
Transferred From.
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.
Acre Election.
EWP.
DCP Ag Related Activity.
Broken from Native Sod.
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

NEBRASKA
SHERMAN
Form: FSA-156EZ
See Page 2 for non-discriminatory Statements.

USDA United States Department of Agriculture
Farm Service Agency

Abbreviated 156 Farm Record

FARM : 9999
Prepared : 10/12/22 8:39 AM CST
Crop Year : 2023

Operator Name	:	Any Producer
CRP Contract Number(s)	:	None
Recon ID	:	None
Transferred From	:	None
ARCPLC G/I/F Eligibility	:	Eligible

Farm Land Data

Farmland	Cropland	DCP Cropland	WBP	WRP	CRP	GRP	Sugarcane	Farm Status	Number Of Tracts
98.24	75.17	75.17	0.00	0.00	0.00	0.00	0.00	Active	1

State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	MPL	Acre Election	EWP	DCP Ag.Rel. Activity	Broken From Native Sod
0.00	0.00	75.17	0.00	0.00		0.00	0.00	0.00

Crop Election Choice

ARC Individual	ARC County	Price Loss Coverage
None	WHEAT, CORN, SORGH	None

DCP Crop Data

Crop Name	Base Acres	CCC-505 CRP Reduction Acres	PLC Yield	HIP
Wheat	8.30	0.00	32	0
Corn	56.00	0.00	156	40
Grain Sorghum	0.70	0.00	75	
TOTAL	**65.00**	**0.00**		

NOTES

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.
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.
DCP Crop Data
Crop Name.
Base Acres.
CCC-505 CRP Reduction.
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)

Example of FSA-156EZ Tract Land Data Section

Tract Number	:	**10855**
Description	:	N2NW4, PT OF SW4NW4 15-14-16
FSA Physical Location	:	NEBRASKA/SHERMAN
ANSI Physical Location	:	NEBRASKA/SHERMAN
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 Owner
Other Producers	:	None
Recon ID	:	None

Tract Land Data

Farm Land	Cropland	DCP Cropland	WBP	WRP	CRP	GRP	Sugarcane
98.24	75.17	75.17	0.00	0.00	0.00	0.00	0.00
State Conservation	**Other Conservation**	**Effective DCP Cropland**	**Double Cropped**	**MPL**	**EWP**	**DCP Ag. Rel Activity**	**Broken From Native Sod**
0.00	0.00	75.17	0.00	0.00	0.00	0.00	0.00

Page: 1 of 2

NEBRASKA
SHERMAN
Form: FSA-156EZ

USDA United States Department of Agriculture
Farm Service Agency

Abbreviated 156 Farm Record

FARM : 9999
Prepared : 5/24/22 7:12 AM
Crop Year : 2022

DCP Crop Data

Tract 10855 Continued ...

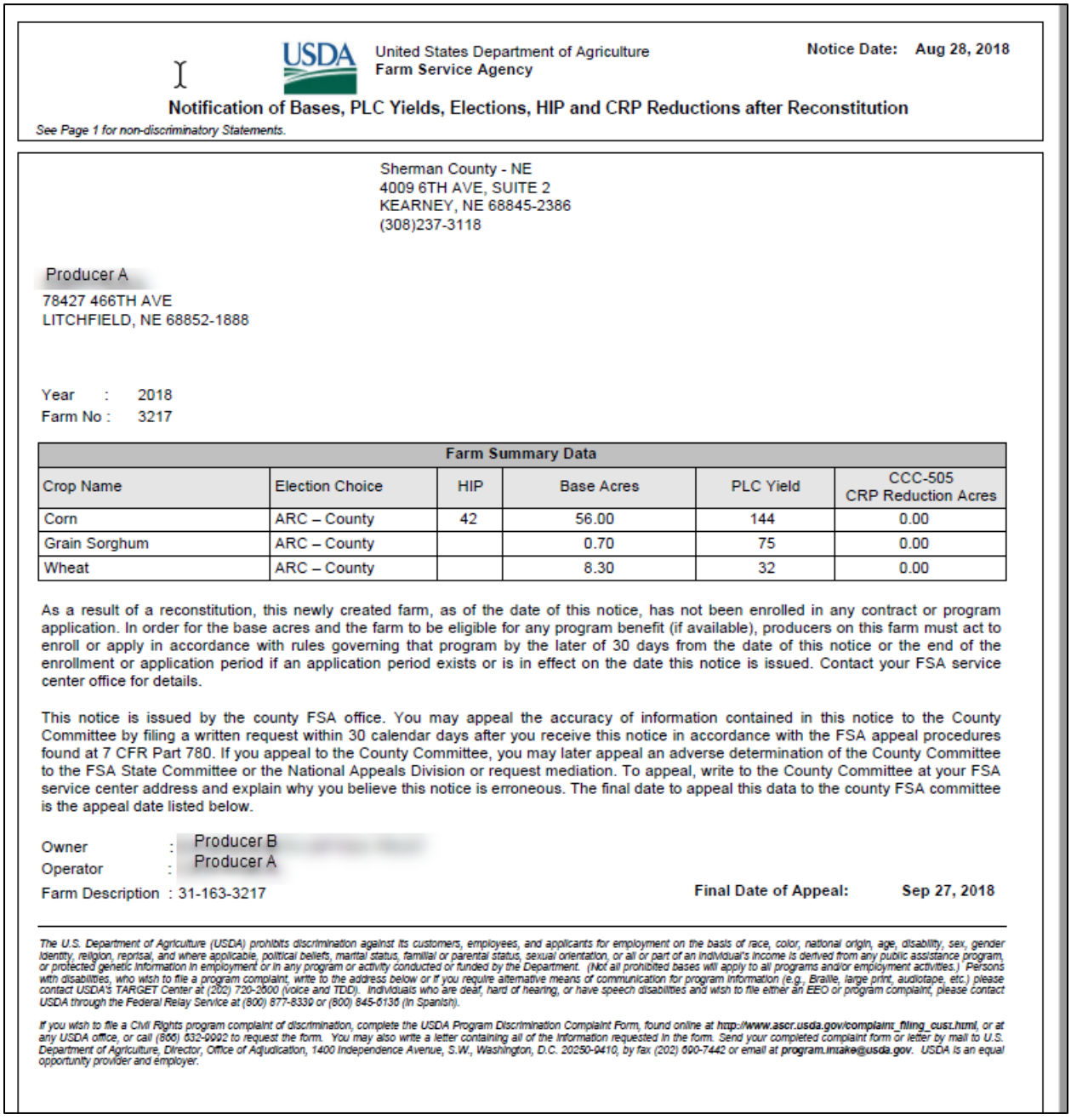
Crop Name	Base Acres	CCC-505 CRP Reduction Acres	PLC Yield
Wheat	8.30	0.00	32
Corn	56.00	0.00	156
Grain Sorghum	0.70	0.00	75
TOTAL	**65.00**	**0.00**	

NOTES

Base and Yield Notification Letters

The following are Base and Yield Notification letters based on the type of change that has occurred on the farm. Forms are either auto-generated by the system depending on the type of change occurring on the farm or user generated through the associated.

After Reconstitution



United States Department of Agriculture
Farm Service Agency

Notice Date: Aug 28, 2018

Notification of Bases, PLC Yields, Elections, HIP and CRP Reductions after Reconstitution

See Page 1 for non-discriminatory Statements.

Sherman County - NE
4009 6TH AVE, SUITE 2
KEARNEY, NE 68845-2386
(308)237-3118

Producer A
78427 466TH AVE
LITCHFIELD, NE 68852-1888

Year : 2018
Farm No : 3217

Farm Summary Data					
Crop Name	Election Choice	HIP	Base Acres	PLC Yield	CCC-505 CRP Reduction Acres
Corn	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, this newly created farm, as of the date of this notice, has not been enrolled in any contract or program application. In order for the base acres and the farm to be eligible for any program benefit (if available), producers on this farm must act to enroll or apply in accordance with rules governing that program by the later of 30 days from the date of this notice or the end of the enrollment or application period if an application period exists or is in effect on the date this notice is issued. Contact your FSA service center office for details.

This notice is issued by the county FSA office. You may appeal the accuracy of information contained in this notice to the County Committee by filing a written request within 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the County Committee, you may later appeal an adverse determination of the County Committee to the FSA State Committee or the National Appeals Division or request mediation. To appeal, write to the County Committee at your FSA service center address and explain why you believe this notice is erroneous. The final date to appeal this data to the county FSA committee is the appeal date listed below.

Owner : Producer B
Operator : Producer A
Farm Description : 31-163-3217

Final Date of Appeal: Sep 27, 2018

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*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at **http://www.ascr.usda.gov/complaint_filing_cust.html**, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at **program.intake@usda.gov**. USDA is an equal opportunity provider and employer.*

Base and Yield Notification Letters

After Program Election Change

United States Department of Agriculture
Farm Service Agency

Notice Date: Apr 22, 2021

Notification of Base Acres, PLC Yields, Elections, HIP and CRP Reductions

See Page 1 for non-discriminatory Statements.

Sherman County - NE
4009 6TH AVE, SUITE 2
KEARNEY, NE 68845-2386
(308)237-3118

Producer A
517 ANTHONY LN
LINCOLN, NE 68520-1253

Farm : 3217

Final Date of Appeal: May 22, 2021

ARCPLC G/I/F Eligibility: Eligible

Farm Summary Data

Crop Name	Election Choice	HIP	Base Acres	PLC Yield	CCC-505 CRP Reduction Acres
Corn	Price Loss Coverage		56.00	156	0.00
Grain Sorghum	Price Loss Coverage		0.70	75	0.00
Wheat	Price Loss Coverage		8.30	32	0.00

As of the notice date (displayed above), a change to this farm's farm record (election and/or PLC yield) has been made. Please review this notice for accuracy.

This notice is issued by the county FSA office. You may appeal the accuracy of information contained in this notice to the County Committee by filing a written request within 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the County Committee, you may later appeal an adverse determination of the County Committee to the FSA State Committee or the National Appeals Division or request mediation. To appeal, write to the County Committee at the FSA service center address shown above and explain why you believe this notice is erroneous. The final date to appeal this data to the county FSA committee is the Final date of Appeal listed above.

Owner : Producer B
Operator : Producer A

Farm Description : 31-163-3217

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 retaliation 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 http://www.ascr.usda.gov/complaint_filing_cust.html 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) e-mail: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Base and Yield Notification Letters

After Yield and HIP Establishment

United States Department of Agriculture
Farm Service Agency

Notice Date: Aug 28, 2018

Notification of Bases, PLC Yields, Elections, HIP and CRP Reductions after Yield or HIP Establishment

See Page 1 for non-discriminatory Statements.

Sherman County - NE
4009 6TH AVE, SUITE 2
KEARNEY, NE 68845-2386
(308)237-3118

Producer A
78427 466TH AVE
LITCHFIELD, NE 68852-1888

Year : 2018
Farm No : 3217

Farm Summary Data

Crop Name	Election Choice	HIP	Base Acres	PLC Yield	CCC-505 CRP Reduction Acres
Corn	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 planting a covered commodity on the farm, a yield or HIP has been established for the covered commodity and farm

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Owner : Producer B
Operator : Producer A
Farm Description : 31-163-3217

Final Date of Appeal: Sep 27, 2018

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.

Base and Yield Notification Letters

After Base Reduction

United States Department of Agriculture
Farm Service Agency

Notice Date: April 23, 2021

Notification of Bases, PLC Yields, Elections, HIP and CRP Reductions after Base Reduction

See Page 1 for non-discriminatory Statements.

Sherman County - NE
4009 6TH AVE, SUITE 2
KEARNEY, NE 68845-2386
(308)237-3118

Producer A
78427 466TH AVE
LITCHFIELD, NE 68852-1888

Year : 2021
Farm No : 3217

Farm Summary Data

Crop Name	Election Choice	HIP	Base Acres	PLC Yield	CCC-505 CRP Reduction Acres
Corn	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 of the notice date, a change to this farm's Effective DCP Cropland due to either CRP enrollment or removing land from DCP Cropland has resulted in a reduction in base acres. Please review this notice for accuracy.

If this farm was previously enrolled in the ARC/PLC program for the current year, the associated contract is no longer valid after this base acre reduction. In order for the base acres and the farm to be eligible for any program benefit (if available), the producers on this farm must act to enroll or apply in accordance with the rules governing that program by the later of 30 days from the date of this notice or the end of the enrollment or application period if an application period exists or is in effect on the date this notice is issued. Contact your FSA service center office for details.

This notice is issued by the county FSA office. You may appeal the accuracy of information contained in this notice to the County Committee by filing a written request within 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the County Committee, you may later appeal an adverse determination of the County Committee to the FSA State Committee or the National Appeals Division or request mediation. To appeal, write to the County Committee at your FSA service center address and explain why you believe this notice is erroneous. The final date to appeal this data to the county FSA committee is the appeal date listed below.

Owner : Producer B
Operator : Producer A
Farm Description : 31-163-3217

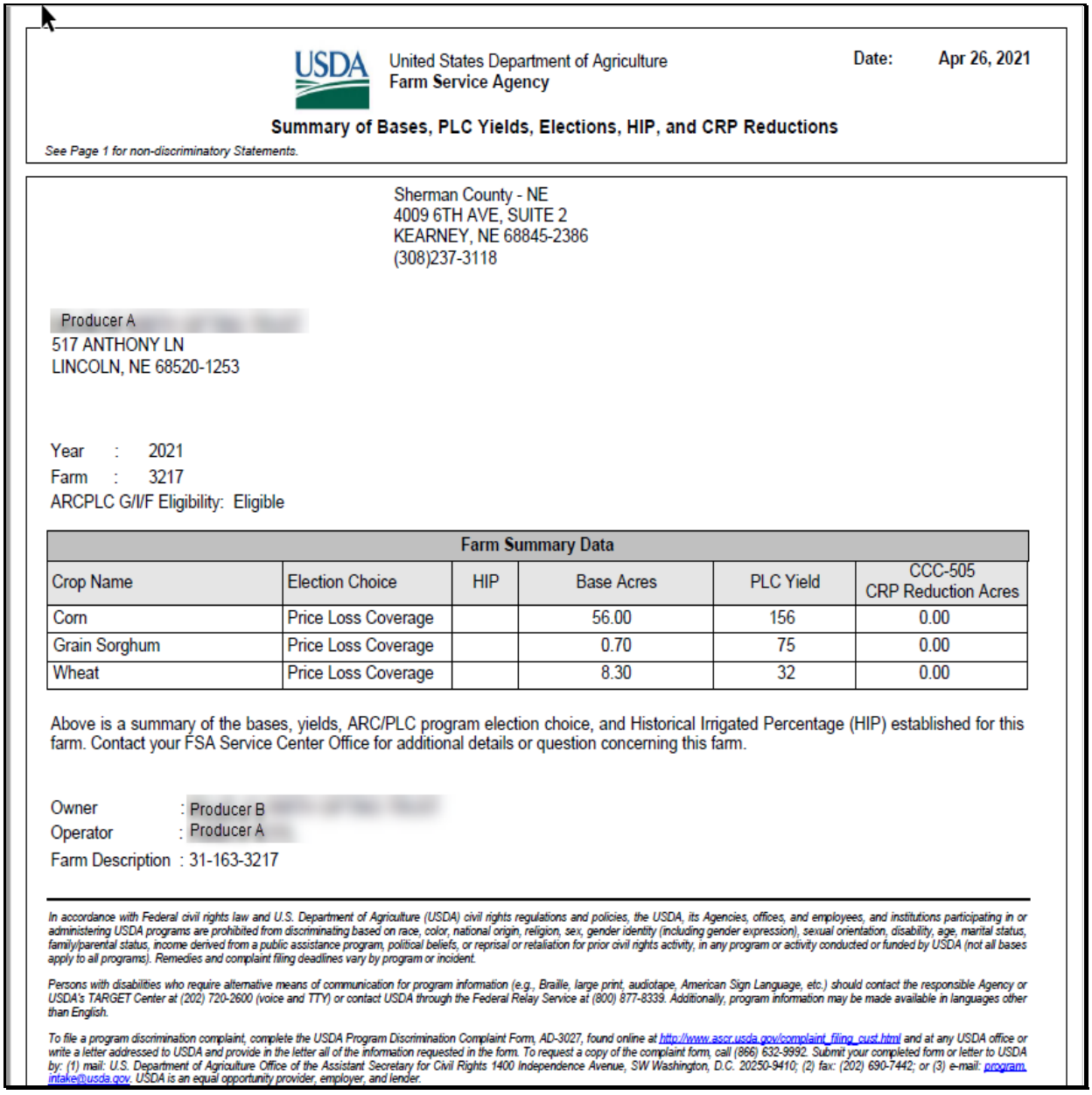
Final Date of Appeal: May 23, 2021

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Base and Yield Notification Letters

General Notice



United States Department of Agriculture
Farm Service Agency

Date: Apr 26, 2021

Summary of Bases, PLC Yields, Elections, HIP, and CRP Reductions

See Page 1 for non-discriminatory Statements.

Sherman County - NE
4009 6TH AVE, SUITE 2
KEARNEY, NE 68845-2386
(308)237-3118

Producer A
517 ANTHONY LN
LINCOLN, NE 68520-1253

Year : 2021
Farm : 3217
ARCPLC G/I/F Eligibility: Eligible

Farm Summary Data

Crop Name	Election Choice	HIP	Base Acres	PLC Yield	CCC-505 CRP Reduction Acres
Corn	Price Loss Coverage		56.00	156	0.00
Grain Sorghum	Price Loss Coverage		0.70	75	0.00
Wheat	Price Loss Coverage		8.30	32	0.00

Above is a summary of the bases, yields, ARC/PLC program election choice, and Historical Irrigated Percentage (HIP) established for this farm. Contact your FSA Service Center Office for additional details or question concerning this farm.

Owner : Producer B
Operator : Producer A
Farm Description : 31-163-3217

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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.

Operators on farms that are transferred to a servicing County Office because of closure may request a different servicing County Office, which may necessitate a change in administrative county. You may select one of the following servicing County Offices contiguous to _____(closing county name) County as an alternative:

(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.
9	Enter legal description, location, or other description necessary to positively identify the 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. **Note:** 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. **Note:** COC may redelegate to CED the authority to approve in and out transfers of land between counties.

FSA-179, Transfer of Farm Records Between Counties (Continued)

A Preparing FSA-179 (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, and 19D	For use by a DAFP representative only.

FSA-179, Transfer of Farm Records Between Counties (Continued)

B Example of FSA-179

Following is an example of FSA-179.

OMB Control No. 0560-0253
OMB Expiration Date: 09/30/2017

This form is available electronically.

FSA-179
(08-03-16)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

TRANSFER OF FARM RECORDS BETWEEN COUNTIES

See Page 2 for Privacy Act and Paperwork Reduction Act Statements.)

1. NAME AND ADDRESS OF OPERATOR	2. NAME AND ADDRESS OF OWNER	3. ACTION INITIATED BY: ☐ OWNER ☐ OPERATOR ☐ COUNTY COMMITTEE

PART A - REQUEST FOR TRANSFER

It is requested that records for the below identified farm be transferred so that such land will be considered as located in the county and State indicated here.

4. TRANSFER TO:

4A. COUNTY	4B. STATE

5. REASON FOR TRANSFER *(check appropriate box below)*:

☐ Physically Located in Receiving County ☐ Combination With Other Farms Operated by Same Person ☐ County Office Closure ☐ Principle Dwelling of Operator Changed ☐ Significantly more Convenient

☐ Change in Operation of Land ☐ Change has Occurred to Make Another Office More Accessible ☐ DAFP Approval *(Specify)*:

6A. SIGNATURE OF OWNER(S)	6B. DATE SIGNED *(MM-DD-YYYY)*	6C. SIGNATURE OF OPERATOR	6D. DATE SIGNED *(MM-DD-YYYY)*

PART B - ACTION BY TRANSFERRING COUNTY

7. NAME OF TRANSFERRING COUNTY	8. FARM NO.	9. LOCATION OF FARM

10. FORMS AND DOCUMENTS TRANSFERRED:

11A. COUNTY COMMITTEE RECOMMENDS: ☐ APPROVAL ☐ DISAPPROVAL	11B. IF DISAPPROVAL, GIVE REASON:

A copy of FSA-156EZ and a copy of all related records are transmitted herewith supporting the history data and related base acres that have been established for this tract of land.

12A. SIGNATURE OF COUNTY COMMITTEE MEMBER	12B. DATE SIGNED *(MM-DD-YYYY)*

PART C - ACTION BY RECEIVING COUNTY

13A. COUNTY COMMITTEE ACTION: ☐ APPROVAL ☐ DISAPPROVAL	13B. IF DISAPPROVAL, GIVE REASON:

14. FARM NUMBER ASSIGNED:	15. CROP YEAR EFFECTIVE:
16A. SIGNATURE OF COUNTY COMMITTEE MEMBER	16B. DATE SIGNED *(MM-DD-YYYY)*

PART D - ACTION BY REPRESENTATIVE OF STATE COMMITTEE

17. TRANSFERRING STATE:

17A. TRANSFER RECOMMENDED FOR: ☐ APPROVAL ☐ DISAPPROVAL	17B. IF DISAPPROVAL, GIVE REASON:
17C. SIGNATURE OF STC REPRESENTATIVE	17D. DATE SIGNED *(MM-DD-YYYY)*

18. RECEIVING STATE ***(For transfer across State line)*:**

18A. TRANSFER RECOMMENDED FOR: ☐ APPROVAL ☐ DISAPPROVAL	18B. IF DISAPPROVAL, GIVE REASON:
18C. SIGNATURE OF STC REPRESENTATIVE	18D. DATE SIGNED *(MM-DD-YYYY)*

PART E - ACTION BY REPRESENTATIVE OF DAFP

19A. DAFP ACTION: ☐ APPROVAL ☐ DISAPPROVAL	19B. IF DISAPPROVAL, GIVE REASON:
19C. SIGNATURE OF DAFP REPRESENTATIVE	19D. DATE SIGNED *(MM-DD-YYYY)*

☐ Original (Receiving County ☐ State Office ☐ Transferring County

FSA-179, Transfer of Farm Records Between Counties (Continued)

B Example of FSA-179 (Continued)

FSA-179 (08-03-16) Page 2

NOTE: *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 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.***

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Farm Transfer Checklist

Transferring Office	Completion Date	Completed By
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 • delete all CRP data from the field level, if applicable.		
Execute the CRM workflow task based on the transferring COC determination on the FSA-179.		
If the farm is being transferred to a different state, submit FSA-179 and applicable documentation to the transferring State Office for review and determination. Transferring State Office must: • Indicate STC recommendation for approval or disapproval on FSA-179, item 17A. Document reason if disapproved. • Execute the CRM workflow task based on the STC determination on the FSA-179. • Submit FSA-179 and applicable documentation to receiving State Office. Receiving State Office must: • Indicate STC recommendation for approval or disapproval on FSA-179, item 18A. Document reason if disapproved. • Execute the CRM workflow task based on the STC determination on the FSA-179. • Submit FSA-179 and applicable documentation to receiving county office.		

Farm Transfer Checklist (Continued)

Transferring Office (Continued)	Completion Date	Completed By
Send FSA-179 and applicable documentation to the receiving County 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.		

Receiving County Action

Receiving Office	Completion Date	Completed By
Indicate recommendation for approval or disapproval on FSA-179, item 13A. Document reason if disapproved.		
If approved:		
Execute the CRM workflow task based on the transferring COC determination on the FSA-179.		
Enter new Farm Number on FSA-179, item 14.		
Send copy of completed FSA-179 and FSA-156EZ to the transferring County Office (and the associated State Offices 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.		

Farm Transfer Checklist (Continued)

Receiving Office	Completion Date	Completed By
Record in COC minutes.		
Notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.		
Update Administrative State and County on any associated wetland points using the CLU Maintenance Wetland Toolbar.		
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:		

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

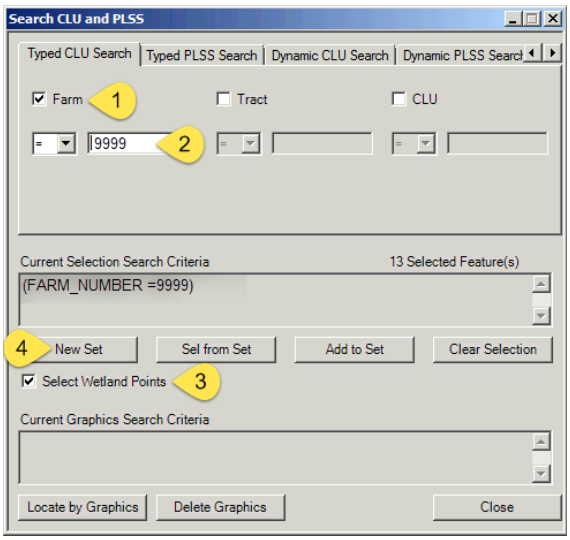
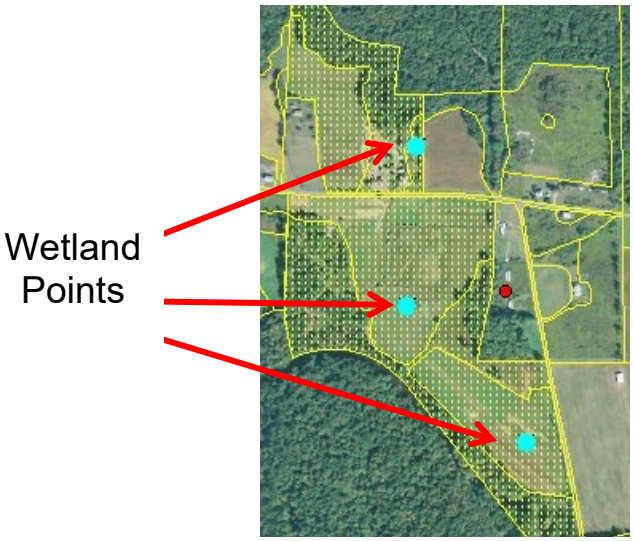
The following table provides instructions to assign a new administrative county to an associated wetland points when a farm transfer is completed.

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.

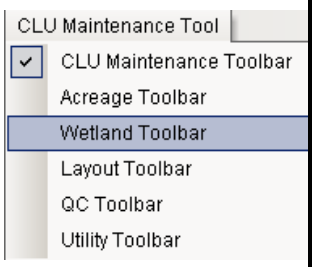
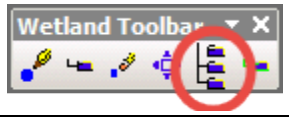
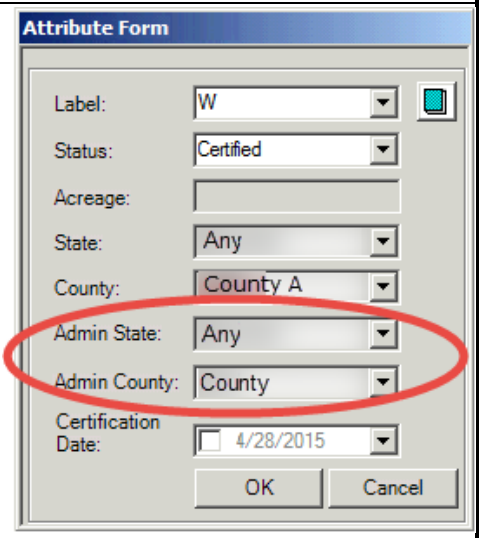
Transfer of Wetlands (Continued)

C Action (Continued)

Step	Action
3	CLICK "**Search CLU and PLSS**" on the "CLU Maintenance Toolbar" to search for the transferring farm: 1. CLICK "**Farm**" 2. Enter the farm number of the transferring farm 3. Ensure the "Select Wetland Points" option is checked 4. CLICK "**New Set**".  While the farm is selected, the wetland points will also be selected and will appear as aquamarine points, as shown below:  **Note**: If you have cleared the selection set, visually inspect the farm for wetland points, indicated with a green square, yellow triangle, or red circle. Repeat step 3 to search for the farm again if wetlands are present and proceed.

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**". 
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.

Reconstitution Checklist

Step	Pre-Reconstitution Action	Initial & Date		
		Yes	No	NA
1	FSA-155 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 or initiate the reconstitution in CRM to determine resulting bases.			
2	Verify CARS for current year acreage report(s). If existing acreage reports for current year are entered, generate FSA-578 to verify or re-entering data as applicable for new farm or tract number. • After the tract level reconstitution is finished. • After the farm level reconstitution is approved.			
3	Check for current ARCPLC Program contract(s). • Tract Level reconstitutions – verify if 1-ARCPLC Part. 2 conditions are met and contract(s) information can 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 if applicable.			
4	For tract division reconstitutions verify all CLU changes are completed representing correct ownership boundaries and land determinations as applicable prior to initiating the reconstitution.			
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).			
10	Verify the FSA-155 contains correct resulting information.			
11	COC/CED signed FSA-155.			
11a	For Farm Division reconstitutions, manually recalculate yields if the COC determined adjustments are necessary.			

Reconstitution Checklist (Continued)

Step	Reconstitution Action	Yes	No	NA
12	Workflow executed by CED/substitute executed per the determination on the FSA-155.			
13	Print system generated documents received via email containing reconstitution results (Base and Yield Notice & FSA-156EZ).			
Step	**Post-Reconstitution Approval Action**	**Yes**	**No**	**NA**
14	Update farm and/or tract description in CRM Farm Records as applicable.			
15	Print a copy of the resulting FSA-156EZ and Base and Yield Notice for the new farm folder.			
16	Create and print a new map.			
17	Provide results of the reconstitution to the applicable producers as required: Base and Yield Notice, FSA-156EZ, and new maps.			
18	File all reconstitution documentation in recon folder. (FSA-155, Parent/child FSA-156EZ, deed/survey, Base and Yield Notice, letters, etc.)			
19	Inactivate parent farm folders and files: • mark parent farm folder inactive (Inactive 20xx Recon) • mark parent farm program folder inactive			
20	Complete the following if any land is enrolled in CRP: • Notify CRP PT for contract revision in CCMS. • Once CCMS contract revision or updates are complete, 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.			
21	Notify NRCS of tract/field divisions. • Update NRCS HELC/WC records as applicable for new tract HELC/WC file. • If field boundary(s) changes occurred, submit determination requests on AD-1026 to NRCS if applicable according to 6-CP.			
22	Review and reload acreage reports, as applicable.			

File this document with the reconstitution documentation.

***--Producer Farm Data Report**

The following provides the data elements on the Producer Farm Data Report.

Report, Producer, and Farm Data	
Data	**Description**
Crop Year:	Selected program year selected by the user to generate the report.
Date:	Date and time the report was generated. Time is Central Standard Time.
Page:	Current and total pages generated in the report.
Producer Name and Address	Name and address of the selected customer. Standard address listed from the customer record.
Telephone:	Primary phone number of the selected customer record
Recoding County Office Name	Recording county of selected customer as identified in Subsidiary.
Number of Farms	Total number of farms the selected producer has an interest as operator, owner, or other producer.
Number of Tracts	Total number of tracts associated with the farms the producer has an interest in.
Farmland	Total number of farmland acres for all farms the producer has an interest in.
Cropland	Total number of cropland acres for all farms the producer has an interest in.
DCP Cropland	Total DCP cropland acres for all farms the producer has an interest in.
CRP Cropland	Total CRP cropland acres for all farms the producer has an interest in.
Eff DCP Cropland	Total effective DCP cropland for all farms the producer has an interest in.
Total Base Acres	Total number of base acres for all farms the producer has an interest in.
Tract Level Data	
State and County	Administrative state and county for the associated farm
ARC/PLC Elig	ARC/PLC eligibility for the associated farm
Farm	Farm number
Tract	Tract number for the associated farm
Relationship to Farm/Tract	Producer interest (Operator, Other Tenant, Owner) on the farm for the associated producer.
Producer	Producer with interest on the associated farm and tract
Farmland	Total farmland for the listed tract
Cropland	Total cropland for the listed tract
DCP Cropland	Total DCP cropland for the listed tract
CRP Cropland	Total CRP cropland for the listed tract
Eff DCP Cropland	Total Effective DCP cropland for the listed tract
Total Base Acres	Total base acres for the listed tract
HEL Code	Code for the associated HEL determination for the listed tract.
Wetland Code	Code for the associate wetland determination for the listed tract.

--*

***--Producer Farm Data Report (Continued)**

Report, Producer, and Farm Data	
Legend	
HEL Codes	
01	HEL determinations no completed for all fields on the tract.
02	HEL field on tract. Conservation system being actively applied.
03	HEL field on tract. Conservation system is no required – no agricultural commodity.
04	HEL field on tract. 2 years to implement conservation system on former CRP land.
05	HEL field on tract. Conservation system no being actively applied.
06	NHEL No agricultural commodity planted on undetermined fields
Wetland Codes	
NC	Wetland determination no complete
TN	Tract does not contain a wetland
TY	Tract contain as wetland or farmed wetland
ARCPLC Elig Codes	
CG	Ineligible – Complete G/I/F History
EG	Eligible
IG	Partial or Missing G/I/F History (only applicable in 2019)

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*--Producer Farm Data Report (Continued)

The following is an Example of Producer Farm Data Report

Producer Farm Data Report
Crop Year: 2023

Date: 12/12/22 11:51 AM CST
Page 1 of 2

Producer Name and Address

PRODUCER, ANY
711 N VELASCO ST
STE D
ANGLETON, TX 77515-4575

Telephone:

Recording County Office Name

Deschutes, Oregon

Number of Farms	Number of Tracts	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	Total Base Acres
6	10	2974.73	533.19	543.19	0	538.19	0

State & County	ARC/ PLC Elig	Farm	Tract	Relationship to Farm/ Tract	Producer	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	Total Base Acres	HEL Code	Wetland Code
Belmont, OH	EG	3534	9574	Operator		40.17	0.00	0.00	0.00	0.00	0.00	01	TN
				Other Tenant									
				Other Tenant									
				Owner									
				Owner									
				Owner									
			9575	Operator		144.26	0.00	0.00	0.00	0.00	0.00	01	TN
				Owner	PRODUCER, ANY								
Deschutes, OR	EG	1843	1923	Operator	PRODUCER, ANY	1549.36	492.59	492.59	0.00	492.59	0.00	01	NC
				Owner	PRODUCER, ANY								
Deschutes, OR	EG	1825	1902	Operator	PRODUCER, ANY	177.64	0.00	0.00	0.00	0.00	0.00	01	NC
				Owner	PRODUCER, ANY								
Deschutes, OR	EG	1823	1900	Operator	PRODUCER, ANY	32.38	0.00	0.00	0.00	0.00	0.00	01	NC
				Owner	PRODUCER, ANY								

HEL Codes:
01 = HEL determinations not completed for all fields on the tract
02 = HEL field on tract. Conservation system being actively applied
03 = HEL field on tract. Conservation system is not required – no agricultural commodity
04 = HEL field on tract. 2 years to implement conservation system on former CRP land
05 = HEL field on tract. Conservation system not being actively applied
06 = NHEL: No agricultural commodity planted on undetermined fields

Wetland Codes:
NC = Wetland determinations not complete
TN = Tract does not contain a wetland
TY = Tract contains a wetland or farmed wetland

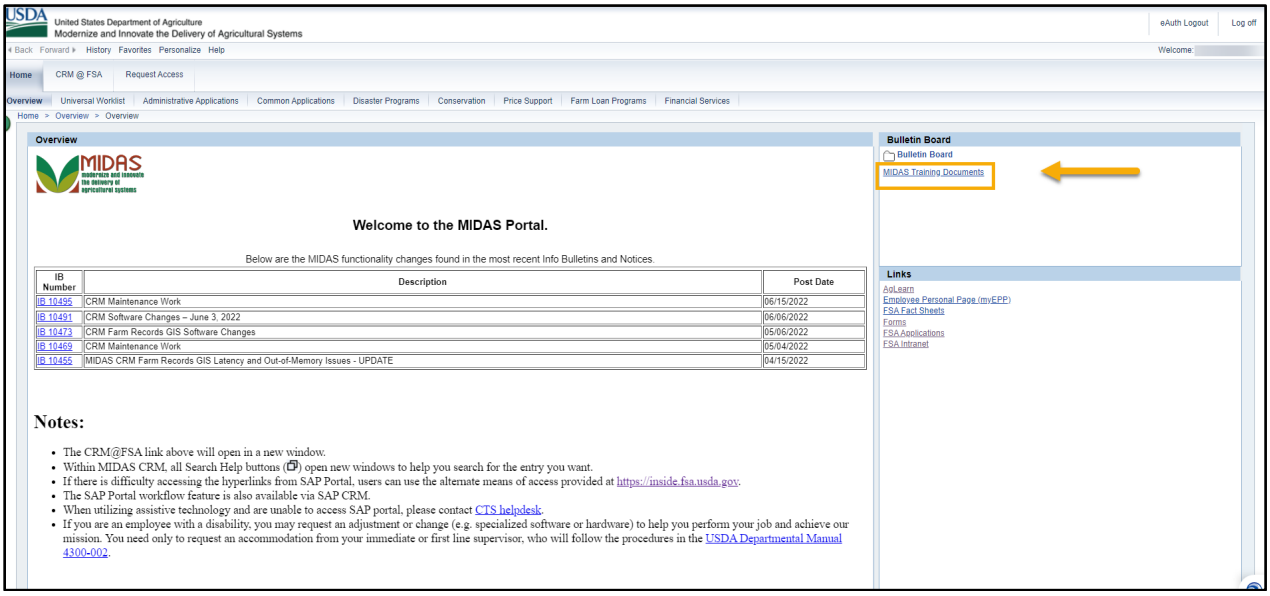
ARC/PLC Elig Codes:
CG = Ineligible - Complete G/I/F History
EG = Eligible
IG = Partial or Missing G/I/F History

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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.



Accessing CRM Work Instructions and Simulations (Continued)

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
CCC-517 Multiple Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/75_FR_517_Multi_Farm/517_Multi_Farm/sim/html/index.htm
CCC-517 Single Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/74_FR_CCC517_Farm/517_Single_Farm/sim/html/index.htm
CCC-505_Base Reduction	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_CCC505_Base_Reduction.pdf**
Farm Combination	**https://mprdep.fmmi.usda.gov/irj/go/km/docs/documents/MIDAS/Bulletin%20Board/MIDAS%20Training%20Documents/Farm%20Records/Work%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**
Search for Farm Records	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_33_Search_Farm_Rec.pdf**
Substitutions – UWL	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/126_FN_Create_Sub_Rules_Portal_UWL.pdf**
Tract Combination	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_29_Tract_Combo.pdf**
Transfer Farm	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_28_Execute_Farm_Transfer.pdf**
Worklist_Farm_ Transfer	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_Worklist_Farm_Transfer.pdf**

Accessing CRM Work Instructions and Simulations (Continued)

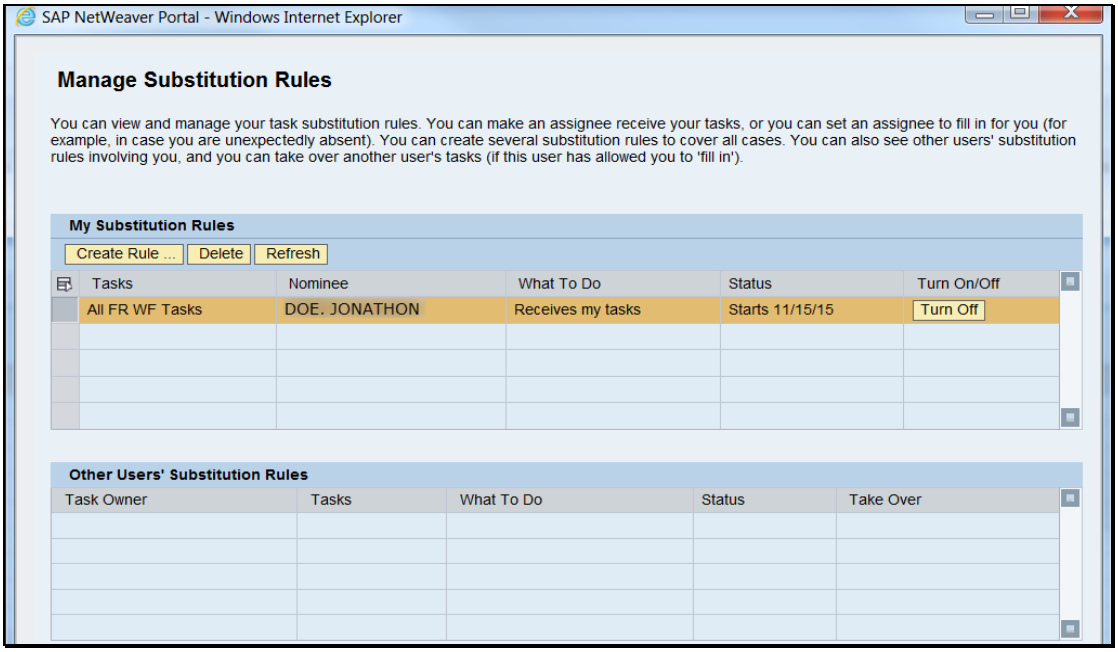
C Farm Records Work Instruction Simulations and Links

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 New CRP_Tract Level	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/129_Base_Reduction/Base_Reduction/index.htm**
CCC-505_Base Reduction	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/131_CCC505_Base_Reduc/CCC505_Base_Rdtn/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_CRM/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**
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_Farm/sim/html/index.htm**
Worklist Farm Level Transfer	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/50_Wrklst_Frm_Xfr/Wrklst_Frm_Xfr/sim/html/index.htm**

Designating a Substitute for Farm Records Worklist Items

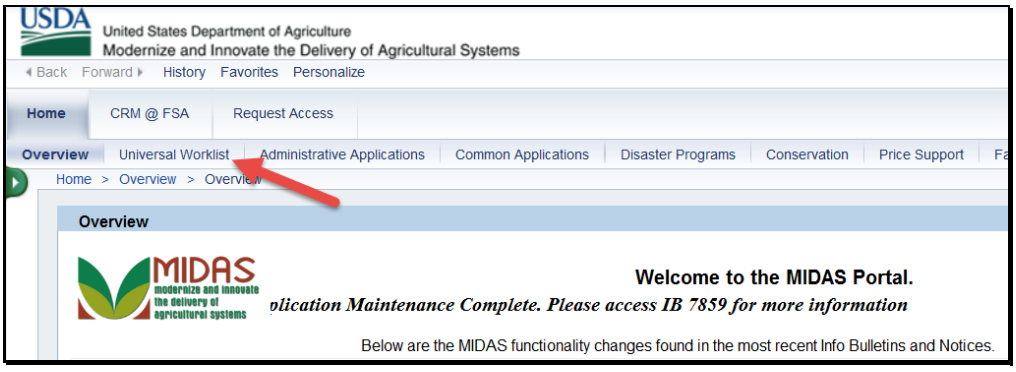
A Example of Designating a Substitution

Following is an example of an established substitute as displayed in the Universal Worklist available in the MIDAS Portal.



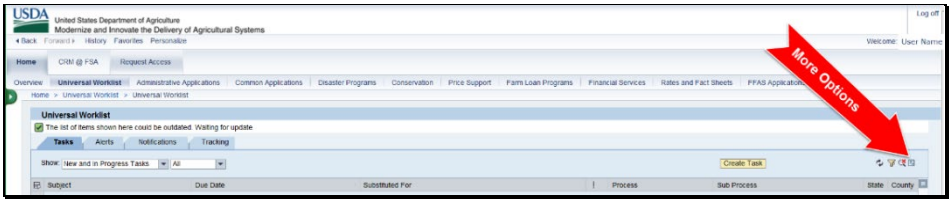
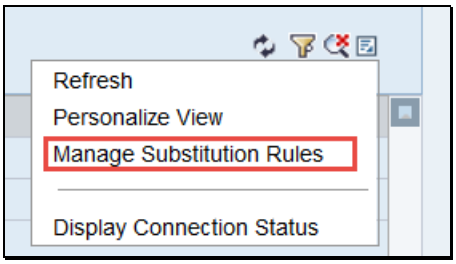
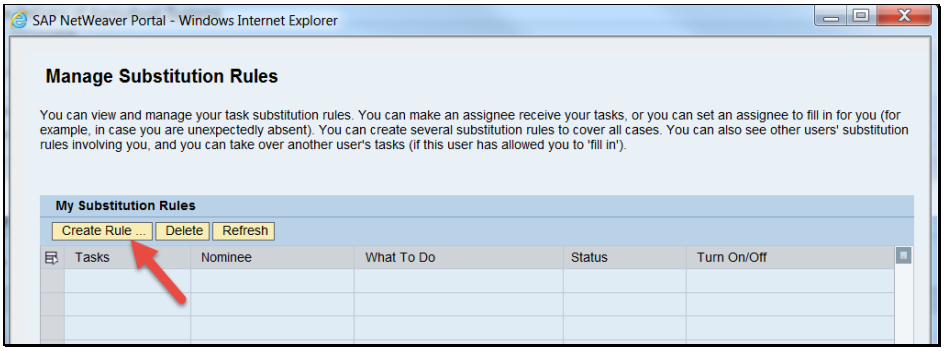
B Designating a Substitute Through the Universal Worklist

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. 

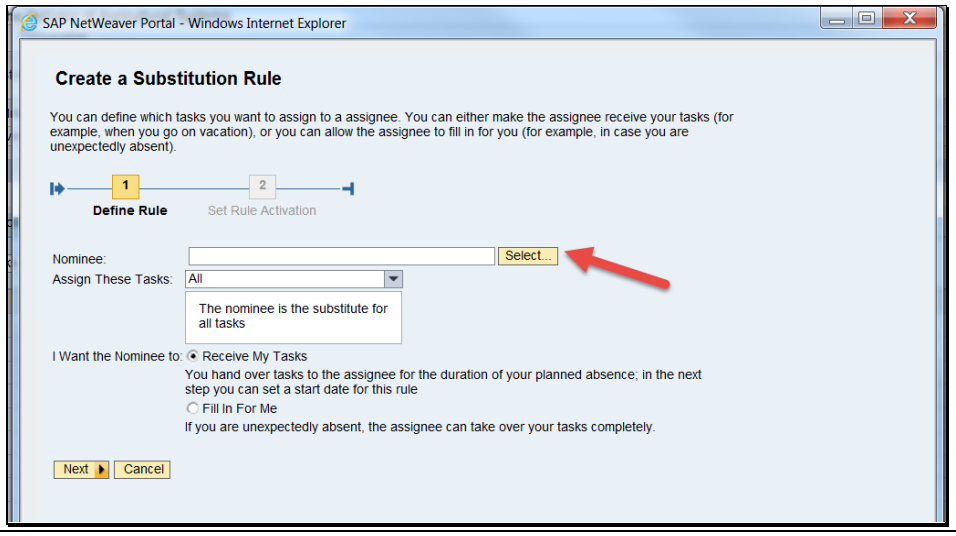
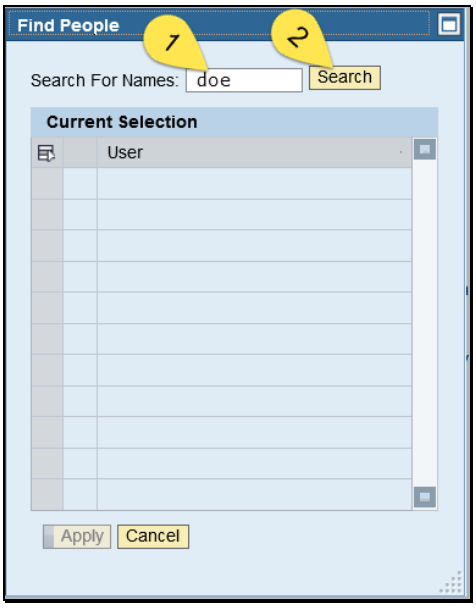
Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the Universal Worklist (Continued)

Step	Action
2	On the Universal Worklist page CLICK "**More Options**".  
3	In the drop-down menu that appears CLICK "**Manage Substitution Rules**". 
4	In the "Manage Substitution Rules" window CLICK "**Create Rule**". 

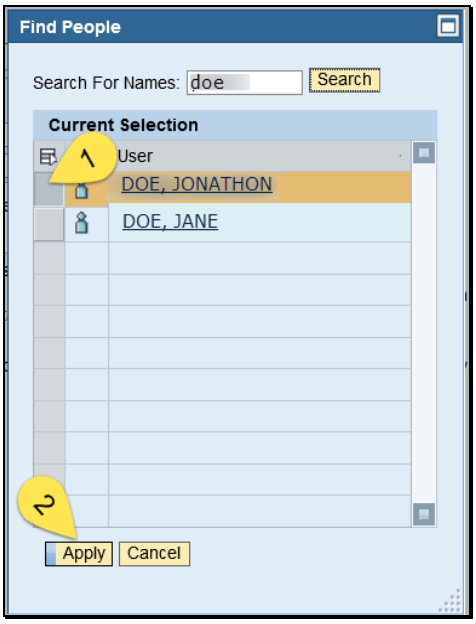
Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the Universal Worklist (Continued)

Step	Action
5	In the "Create a Substitution Rule" window CLICK "**Select**". 
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. 

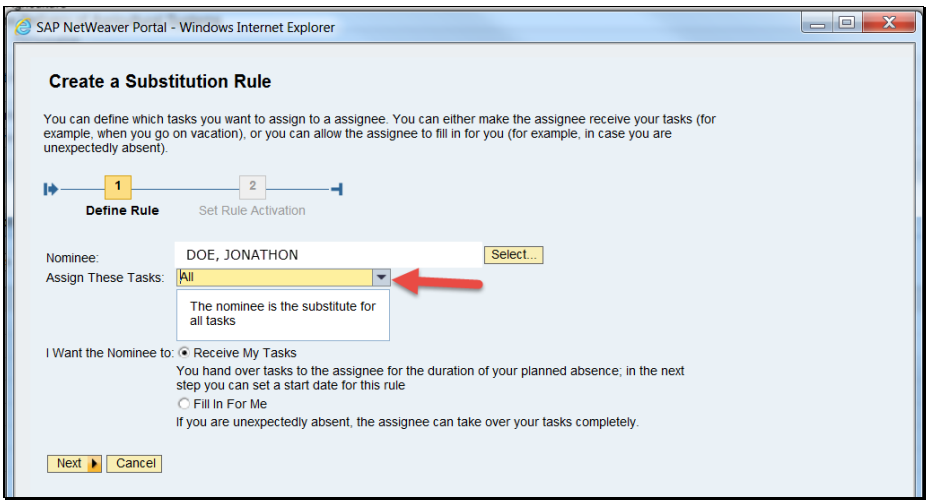
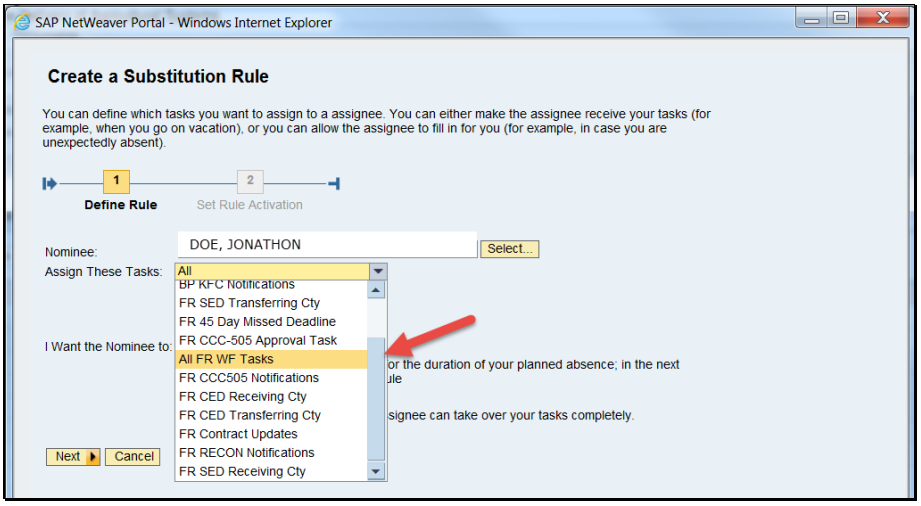
Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the Universal Worklist (Continued)

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).  **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.

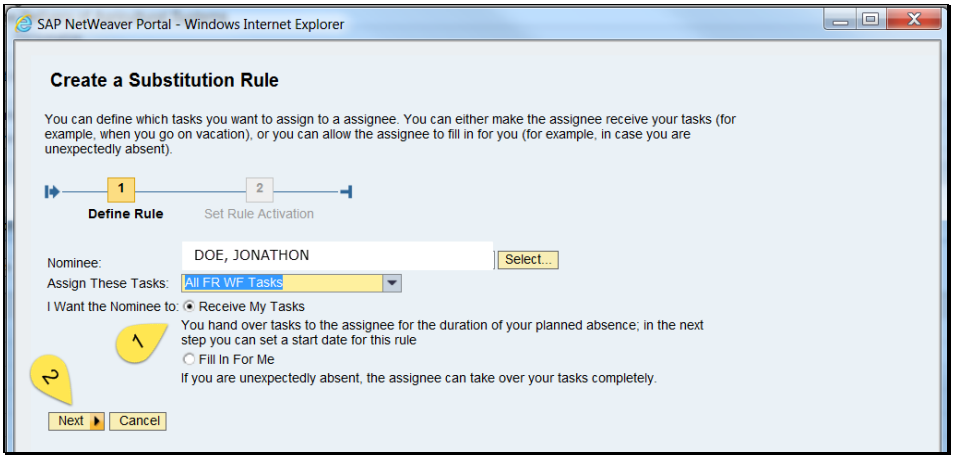
Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the Universal Worklist (Continued)

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. 
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. 

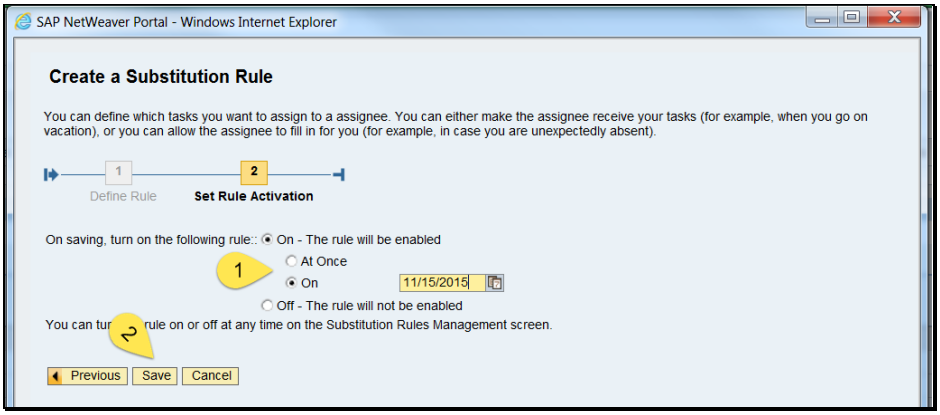
Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the Universal Worklist (Continued)

Step	Action
10	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 set until the substitute takes over the tasks (see subparagraph F). "Fill In For Me" is 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. **Note**: To ensure 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). 

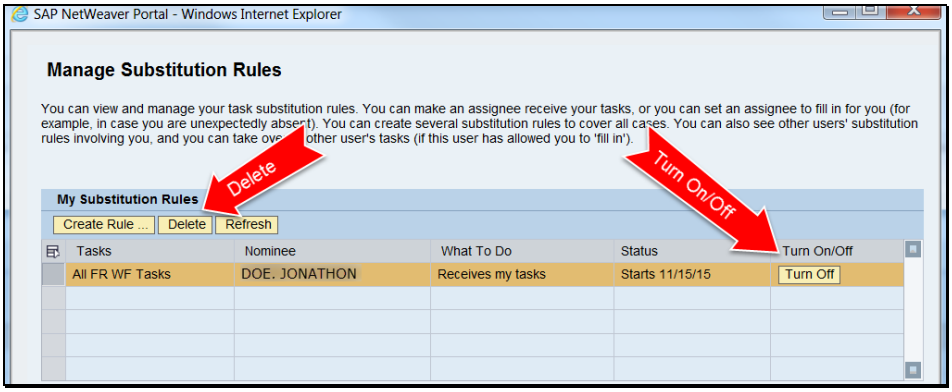
Designating a Substitute for Farm Records Worklist Items (Continued)

B Designating a Substitute Through the Universal Worklist (Continued)

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 • "**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**".  **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.

Designating a Substitute for Farm Records Worklist Items (Continued)

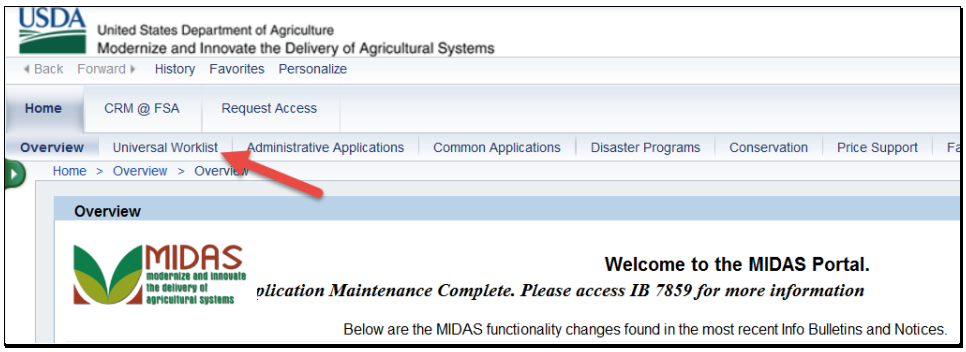
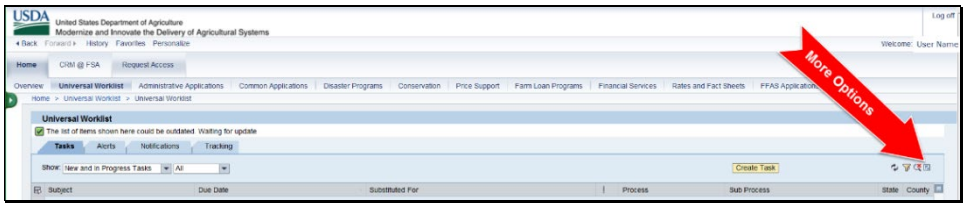
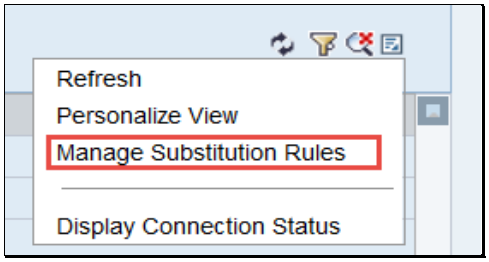
B Designating a Substitute Through the Universal Worklist (Continued)

Step	Action
12	The newly created rule is now present in the "Manage Substitution Rules" window. When selected (highlighted) the rule may be deleted or turned off. To turn the rule off, CLICK "**Turn Off**". If the rule is turned off, it remains in the list of "My Substitution Rules" but is not activated. The "Turn Off" option is replaced by a "**Turn On**" option. To reactivate the rule, CLICK "**Turn On**". To delete the rule, CLICK "**Delete**". When deleted, the rule is removed from the list of "My Substitution Rules".  **Notes:** If "At Once" is selected when establishing the rule, then 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 substitution rule must be created with the correct start date.
13	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.

Designating a Substitute for Farm Records Worklist Items (Continued)

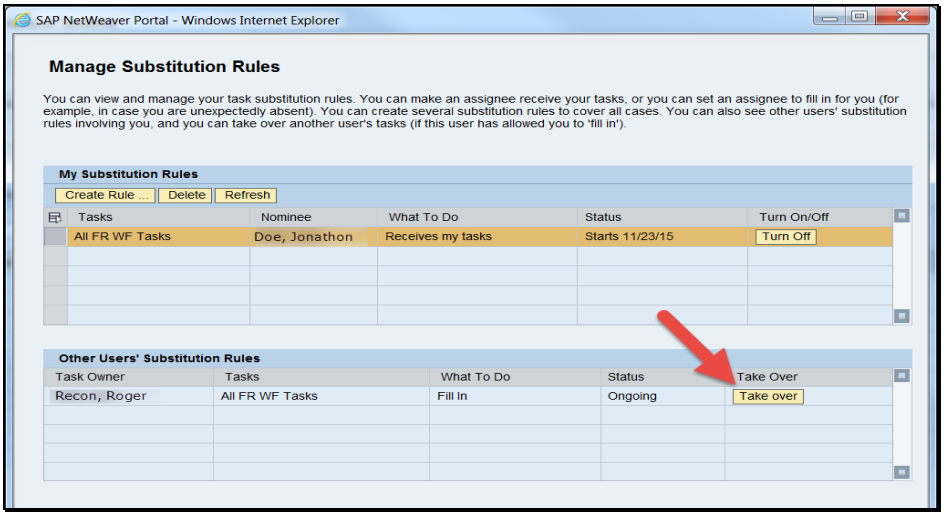
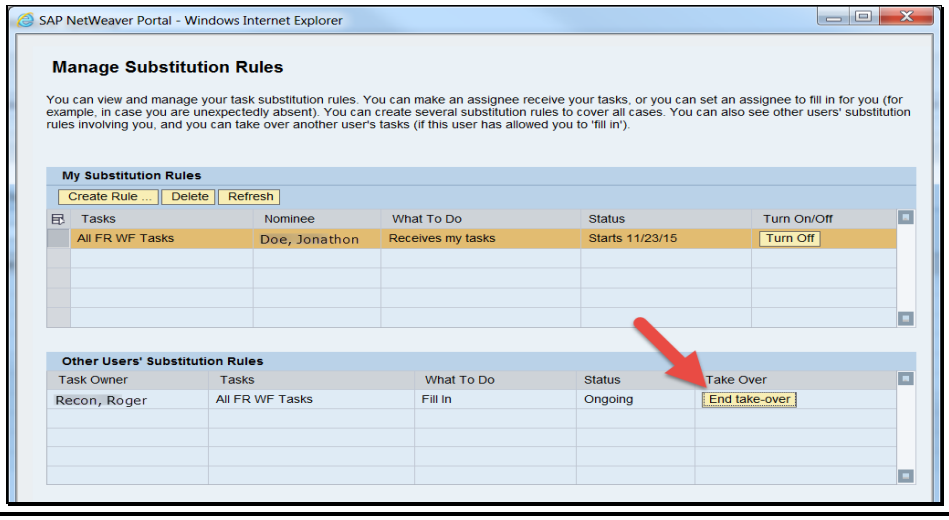
C Taking Over a User's Worklist (Continued)

The following table provides instructions to take over a user's worklist using the Universal Worklist in the MIDAS Portal.

Step	Action
1	CLICK "**Universal Worklist**" on the MIDAS Portal page. 
2	On the Universal Worklist page CLICK "**More Options**".  
3	In the drop-down menu that appears, CLICK "**Manage Substitution Rules**". 

Designating a Substitute for Farm Records Worklist Items (Continued)

C Taking Over a User's Worklist (Continued)

Step	Action
4	Substitutions granted to the user by others are shown in the "Other Users' Substitution Rules" section of the "Manage Substitution Rules" window. In the example shown below the user has been designated as a "Fill In for Me" substitute for fictitious employee Roger Recon for the "All FR WF Tasks" task set. To take over Roger's worklist the user must CLICK "**Take over**". Take over 
5	The available option in the "Take Over" column will change to "End take-over" indicating that the take-over action was successful. If the user refreshes their worklist any outstanding farm records workflow tasks for Roger Recon will be populated in the substitute user's worklist. To end the take-over when the substitute no longer needs to act on behalf of the employee that designated them as a substitute CLICK "**End take-over**". End take-over 

Farm Record Display Personalization

A Overview

Any CRM assignment block in the farm record that includes a Personalize tool can be customized to a user's preference. Personalization may also assist with ensuring data integrity and operational efficiency. For example, personalizing the GIS Info assignment block to display expanded by default allows users to easily review and verify CLU boundaries.

Customization options will vary for each level of the farm hierarchy and for each individual assignment block.

- The farm hierarchy "Personalize" tool customizes the appearance and functionality of the "Installed Base Hierarchy" assignment block.

- The CRM Toolbar "Personalize" tool controls which assignment blocks are displayed and whether each assignment block appears expanded or collapsed.

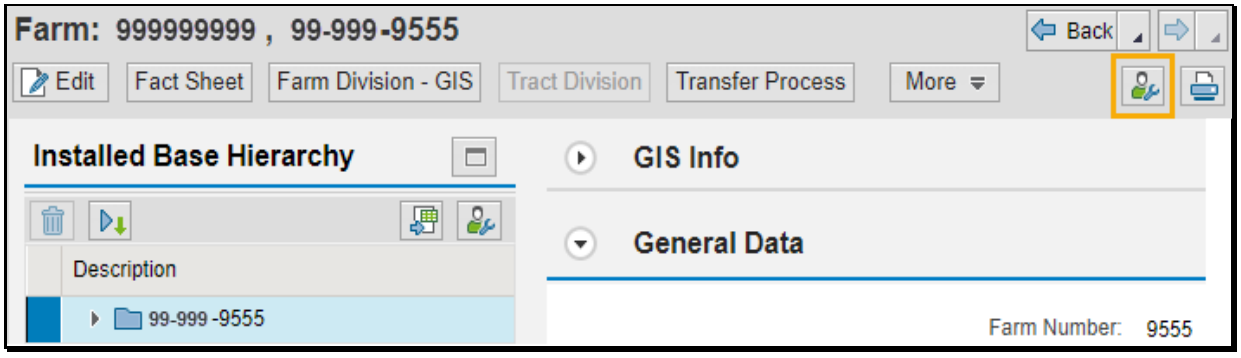
Options will change for both the farm hierarchy assignment block and CRM Toolbar "Personalize" tools depending on the active level in the farm hierarchy (e.g., farm, tract, or field). The active level is selected by clicking a farm, tract, or field number in the farm hierarchy. To set unique properties for a specific level, select a farm, tract, or field in the hierarchy before opening the applicable Personalize tool.

B Example

Following is the Personalize tool associated with the farm hierarchy assignment block.



Following is the Personalize tool associated with the CRM toolbar based on the active level within the hierarchy (Farm in this case).

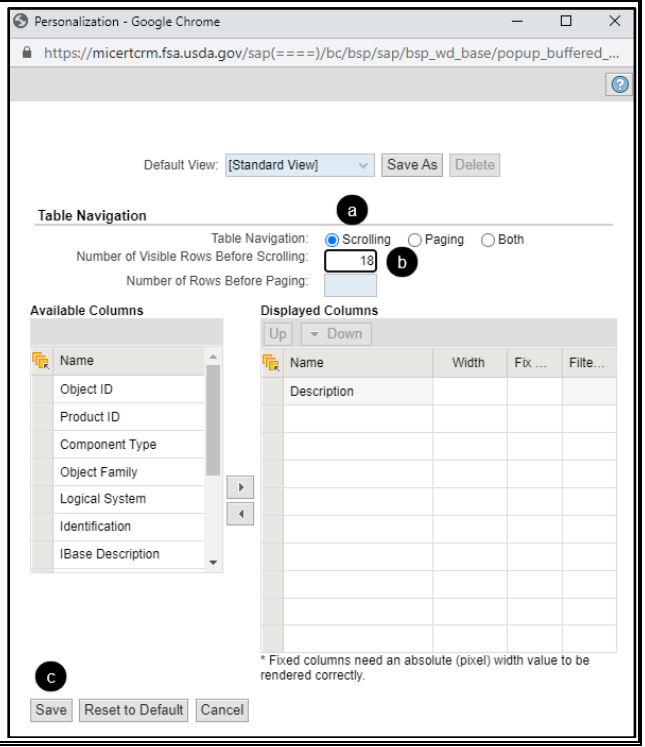


Farm Record Display Personalization (Continued)

C Action to Personalize the Farm Hierarchy Assignment Block to Scroll

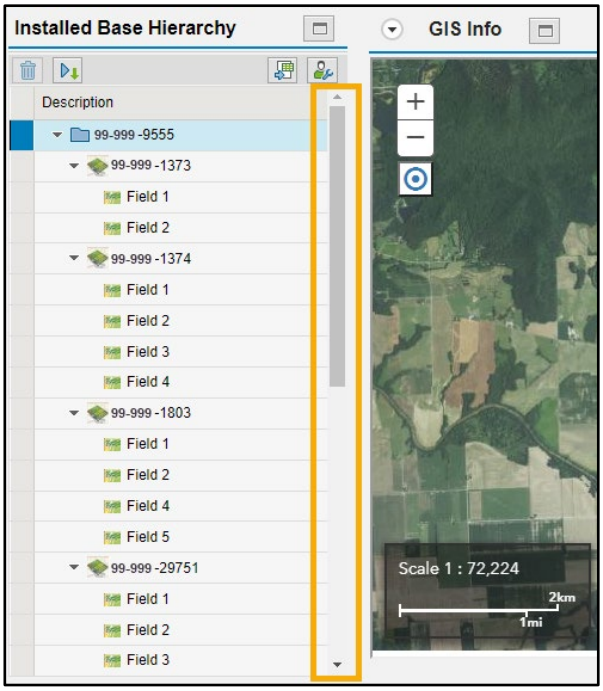
Adding a scroll bar to the farm hierarchy may be useful for farms with many tracts and fields that default to a second page or more. Adding a scroll bar to the farm hierarchy allows users to scroll through listed tracts and fields in the hierarchy without scrolling past the GIS Info assignment block.

Following provides instructions to make the farm hierarchy scrollable.

Step	Action
1	On the farm hierarchy assignment block, CLICK "**Personalize**". 
2	On the Personalization window: a. Change the "Table Navigation" option to "**Scrolling**". b. Enter a value, ranging from 1 to 999, in the "Number of Visible Rows Before Scrolling" box. The suggested setting is 18 which is the number of rows visible to match the height of the GIS Info assignment block (22 if the "Increase GIS height" button is used). c. CLICK "**Save**". 

Personalizing the Farm Record (Continued)

C Action to Personalize the Farm Hierarchy Assignment Block to Scroll (Continued)

Step	Action
3	A scroll bar appears on the right side of the "Installed Base Hierarchy" assignment block and is only visible if the hierarchy has more rows expanded than the number entered in Step 2. 
4	Return to the "Personalize" window to make additional modifications or "Reset to Default" to restore the application default settings.
5	**Optional:** Repeat Step 2 for the tract, and field levels in the Farm Hierarchy to retain the scroll bar when switching between levels.

D Action to Personalize the Display of Assignment Blocks at Farm, Tract, and Field Level

Each farm, tract, and field level in the farm record has a specific set of related assignment blocks. The GIS Info assignment block resides at the top of the sequence for each level and is collapsed by default. To improve data integrity, it is recommended that farm, tract, and field level personalization settings be changed so the GIS Info assignment block displays expanded and remains at or near the top. This allows for a quick visual inspection when first accessing a farm and after saving edits to ensure the record is complete and accurate in both the farm hierarchy and map display.

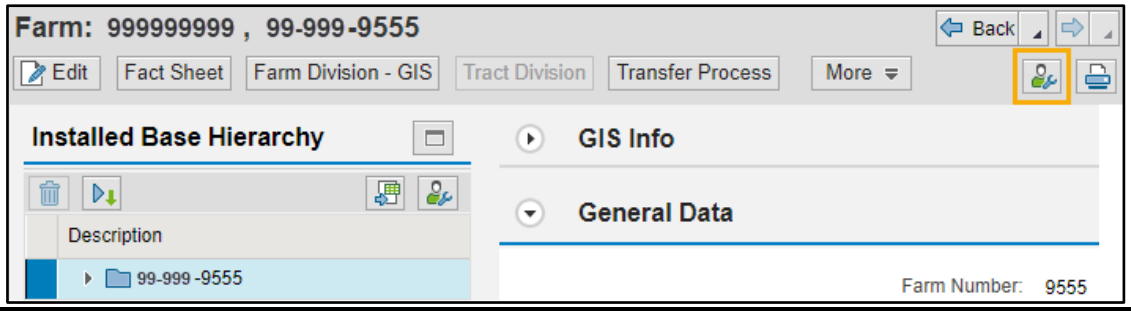
Personalizing the Farm Record (Continued)

D Action to Personalize the Display of Assignment Blocks at Farm, Tract, and Field Level (Continued)

The sequence of the assignment blocks can also be altered to improve operational efficiency when repeatedly performing specific tasks. Some suggestions include the following.

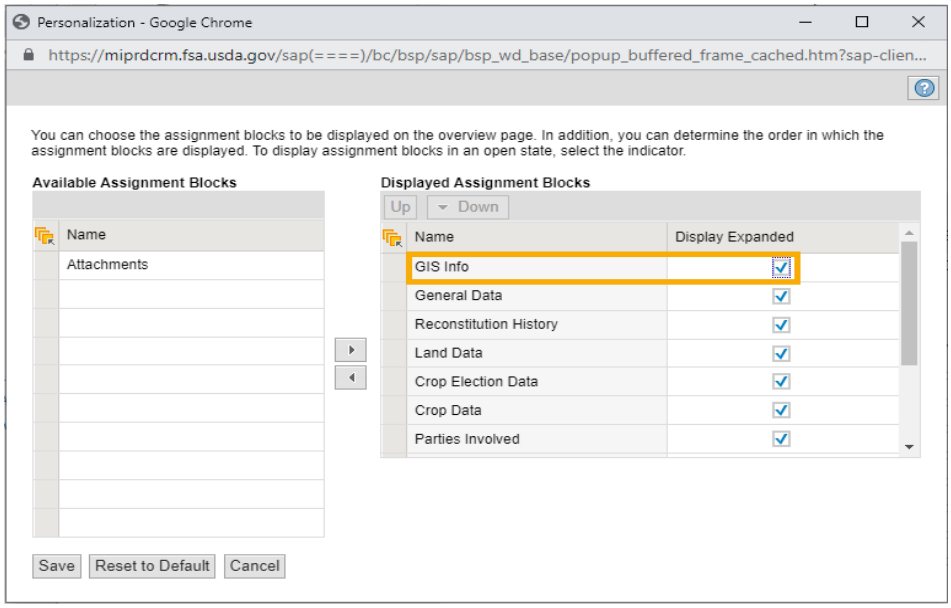
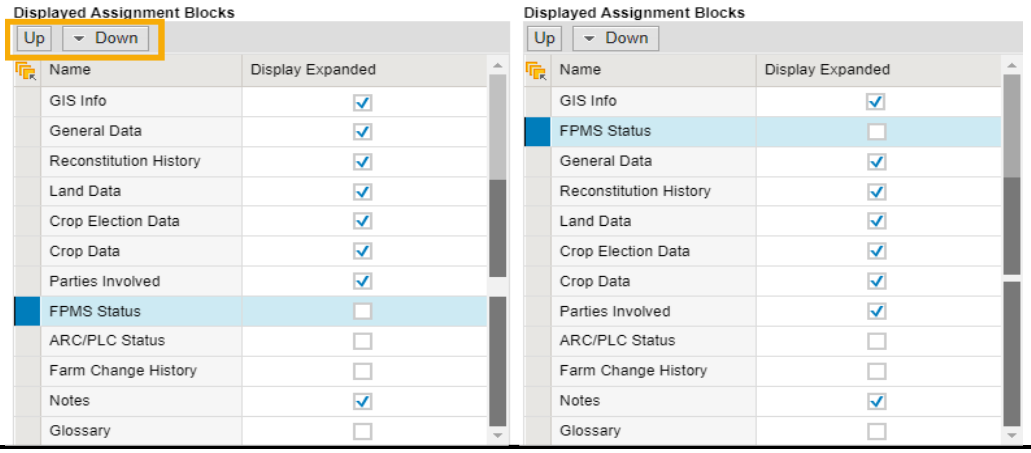
- Moving the FPMS block near the top at the farm level to quickly see whether recently saved edits successfully replicated to FRS.
- Moving the Parties Involved assignment block near the top for ease in viewing and modifying producers as needed.
- Moving the CRP Data assignment block near the top of the field level assignment block list to improve data entry efficiency when many contracts need to be updated.

Following provides instructions to personalize the farm, tract, and field levels so the GIS Info assignment block displays expanded. While modifying the personalization, users may also want to alter the Display Expanded setting or change the order of the assignment blocks.

Step	Action
1	Select the level in the farm hierarchy to personalize (farm, tract, or field). **Note:** Personalization options are dependent on the level selected. Changes made to one level will not be associated with other levels. Users may personalize each level. The following instructions provide steps for personalizing the farm level. Steps can be repeated for the tract and field levels.
2	CLICK **"Personalize"** on the far-right side of the CRM toolbar. 

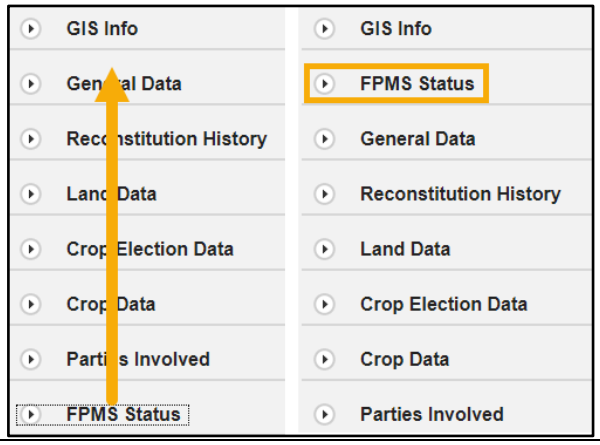
Personalizing the Farm Record (Continued)

D Action to Personalize the Display of Assignment Blocks at Farm, Tract, and Field Level (Continued)

Step	Action
3	On the Personalize window that opens, check the GIS Info "Display Expanded" box.  **Note:** Change the "Display Expanded" setting for other assignment blocks as needed.
4	Change the order of the assignment blocks as needed. Click the box to the left of an assignment block and use the "Up" and "Down" buttons or click and drag the box to a different position in the list. Following is an example of the assignment block order before and after adjustments. 

Personalizing the Farm Record (Continued)

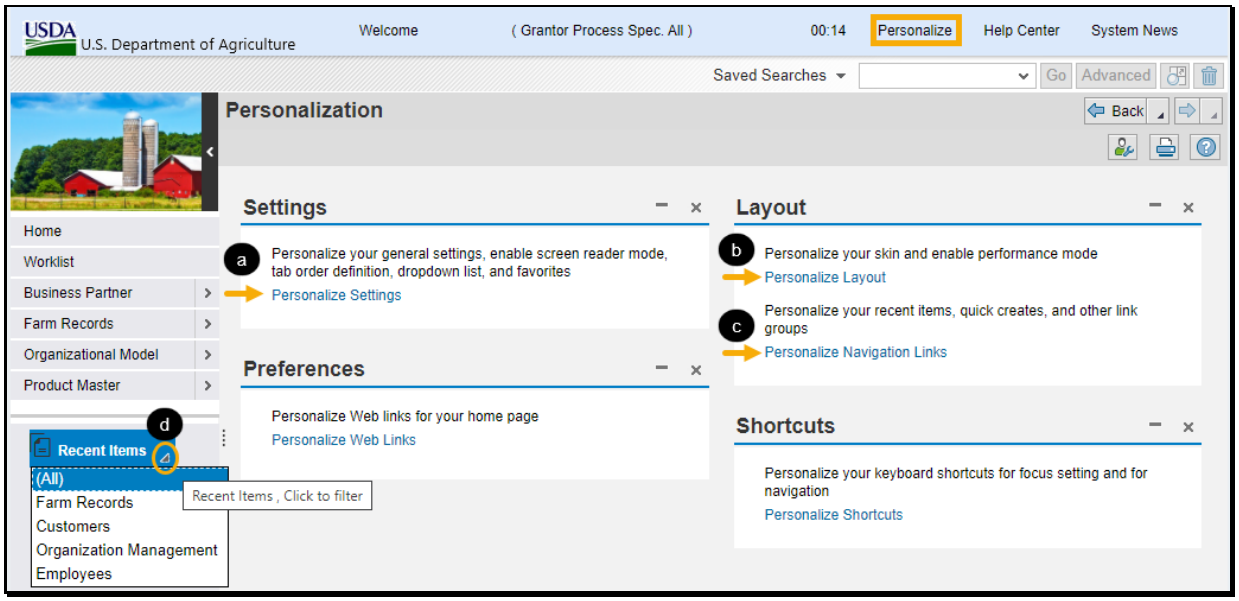
D Action to Personalize the Display of Assignment Blocks at Farm, Tract, and Field Level (Continued)

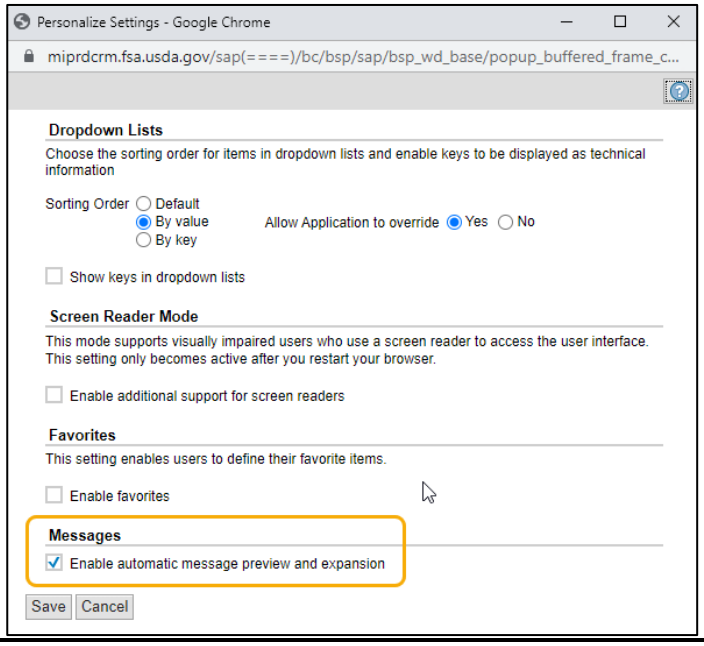
Step	Action
4 (cont.)	**Alternative method not using the Personalize tool** Users can change the order of the assignment blocks within the farm record by clicking and dragging assignment block title bars to a different position in the display. In the following example assignment blocks are shown collapsed but can still be moved when expanded. 
5	CLICK **"Save"** to keep the modified settings.  **Notes:** **"**Cancel**"** will discard the changes and **"**Reset to Default**"** will restore the application default settings. If the alternative method in Step 4 is used to change the order of assignment blocks, modifications are automatically retained.
6	Repeat Steps 2-5 as needed for different levels of the farm hierarchy.

Personalizing the Farm Record (Continued)

E Other Personalization Options

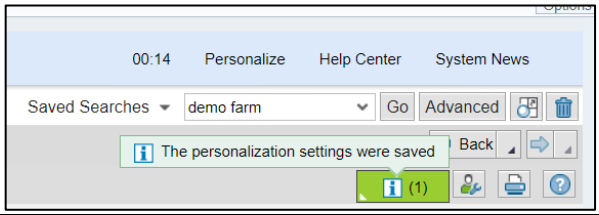
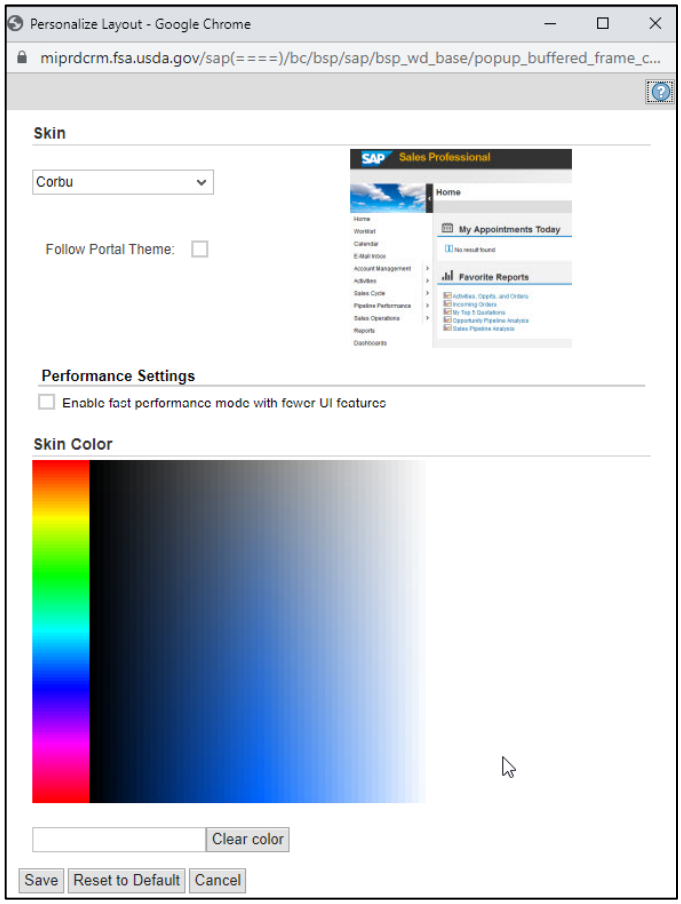
Other personalization options are available under the Personalize menu in the upper right corner of the CRM Homepage. Following are four suggested personalizations.



Option	Personalization	Description
a	Personalize Settings: Enable automatic message preview and expansion	Provides a brief preview of system information messages without manually expanding the message. 

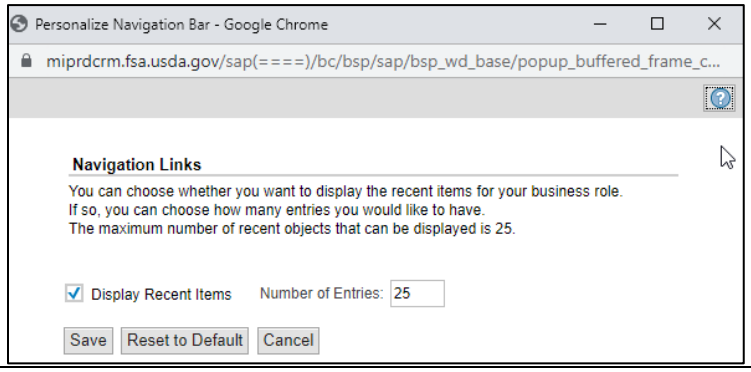
Personalizing the Farm Record (Continued)

E Other Personalization Options (Continued)

Option	Personalization	Description
a (cont.)	Personalize Settings: Enable automatic message preview and expansion. (Continued)	Example of message. 
b	Personalize Layout: Change the SRM skin theme and color.	Corbu is the recommended and default skin.  **Note:** Changing the skin may impact functionality of some CRM features such as the ability to collapse the left Navigation Bar.

Personalizing the Farm Record (Continued)

E Other Personalization Options (Continued)

Option	Personalization	Description
c	Personalize Navigations Links. Modify the number of Recent Items displayed.	Allows changes to the number of "Recent Items" displayed on the left navigation bar. Users can increase or decrease the displayed items as needed. 
d	Recent Item Filter.	The recent items can be filtered by record type (e.g. Farm Records. 

Note: Users can explore all personalizations to identify the options that work best.

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. ccid.notLinked	The farm operator is not linked to the farm's administrative county. Add a link to the administrative county in CRM BP.
Error.farmrecords.farm.crop.hip. baseAcres.greaterThanZero	A non-generic crop with zero base acres on a farm without generic base acres cannot have a HIP value. Click “Edit” and “Save” to remove the invalid HIP entry.
Error.farmrecords.farm.crop.election. missingOrInvalid	Initiate edit session and enter missing ARCPLC election(s).
Error.farmrecords.farm.crop.election. nonGenericCrop.missing	Initiate an edit session and enter missing ARCPLC election(s).
Error.farmrecords.farm.producer. status.invalid	Farm operator has a status of something other than 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. sodAcres.mismatch	There is an incorrect validation in the software that 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. **Note**: 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.

Replication Error Message Resolution (Continued)

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. ccid.notLinked	A tract (or tracts) on the farm contains a producer that 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. contract.multipleTracts	A specific CCC-505 CRP Reduction entry for any 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 BaseAcres.mismatchacres.equalzero Resolution	PLC yield exists in CRM (MIDAS) farm records for at least one crop where the base acres for that crop 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. croplandAcres.inconsistent	There is a tract on the farm where the sum of CRP 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.

Replication Error Message Resolution (Continued)

B Error Message Resolution List (Continued)

Error	Resolution
Error.farmrecords.tract. dcpCroplandAcres.inconsistent	The sum of CRP Cropland, WBP, GRP, State Cons., Other 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. dcpDoubleCropAcres.mismatch	Verify Effective DCP Cropland Acres are correct for all tracts on the farm. If they are, reduce double crop acres so they don't exceed the Effective DCP Cropland.
Error.farmrecords.tract. farmlandAcres.invalid	Farmland acres for a tract are equal to zero on an active farm. Contact the help desk.
Error.farmrecords.tract. farmlandAcres.mismatch	Sum of DCP Cropland plus MPL acres exceeds the farmland for a tract. CLICK "**Edit"** 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 problem.
Error.farmrecords.tract. helCode.required	HEL determination is missing for a tract. Click edit to determine the tract(s) causing the problem from the error message and add the correct HEL determination to that tract.
Error.farmrecords. tract.nosimpleaddition	A tract was added to a farm through CRM Farm Records 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. tract.nosimpledeletion	A tract was deleted from a farm through CRM Farm 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. otherProducer.duplicate	One or more producers exist as an OT at both the tract, and 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.

Replication Error Message Resolution (Continued)

B Error Message Resolution List (Continued)

Error	Resolution
Error.farmrecords.tract. ownerProducer.required	A tract exists that does not have an associated owner. Add a valid owner to the tract.
Error.farmrecords.tract. producer.status.invalid	A tract contains a producer that has a status of something other than “active”. Remove, replace, or correct the producer having the status of something other than “active”.
Error.farmrecords.tract. tractNumber.notAvailable	A tract on the farm either already exists on another active 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. wetlandcertificationyear.extraneous	Farm contains a tract with “wetlands certified” data 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.

Replication Error Message Resolution (Continued)

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. crop.paymentYield.extraneous	A CTAP Transitional (Direct) yield exists in the CCC-505 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. crop.alternatePaymentYield. extraneous	A PLC (CC) yield exists in the CCC-505 CRP Reduction data for a generic crop with a start year prior to 2002 or after 2013 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.

Void Correction

A Overview

Voids are open areas within or between CLU's that should be associated with a CLU. When delineating or adjusting CLU boundaries, voids can occur if snapping or the trim back functionality is not used to maintain shared boundaries. Voids must be resolved to ensure boundaries and associated acres are accurately represented.

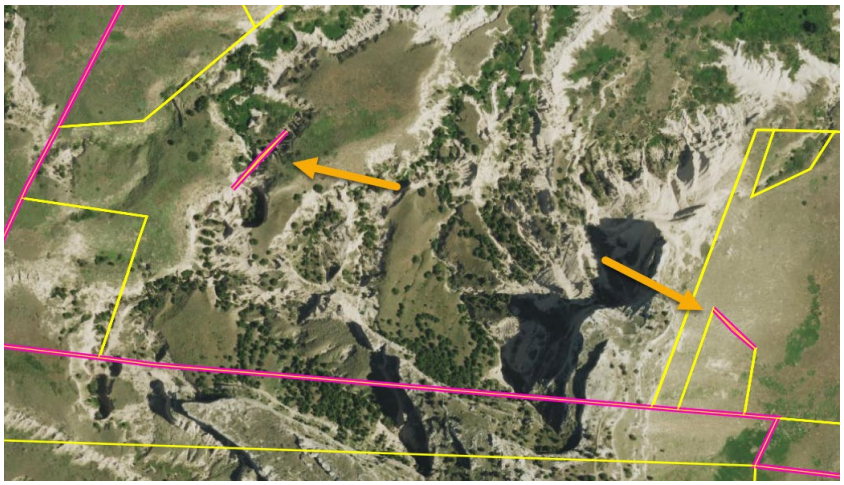
Notes: Contact the State Farm Records and/or GIS Specialist if assistance is needed.

Do NOT attempt to correct a void by merging all surrounding fields together, this will not correct the void.

B Examples of Voids

Voids can be identified by an unintended pink/red tract boundary within a tract boundary.

Following displays voids within a selected tract boundary (pink boundaries).



Following displays voids within a non-selected tract boundary (red boundaries).



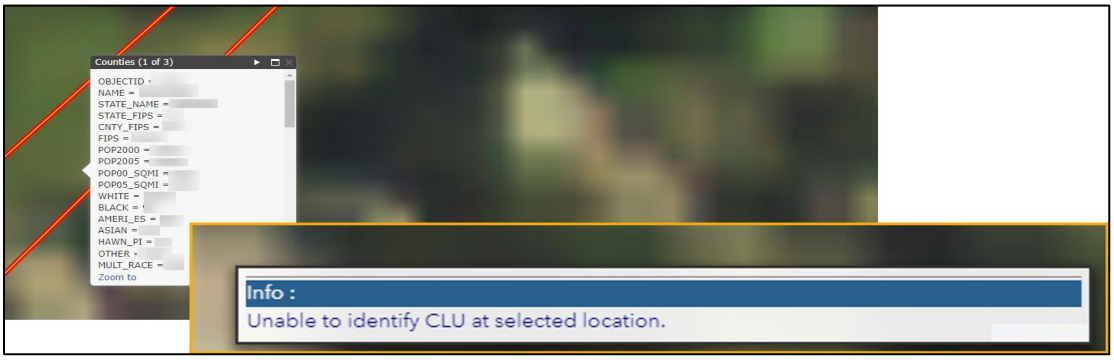
Void Correction (Continued)

C Correcting Voids within a CLU (Continued)

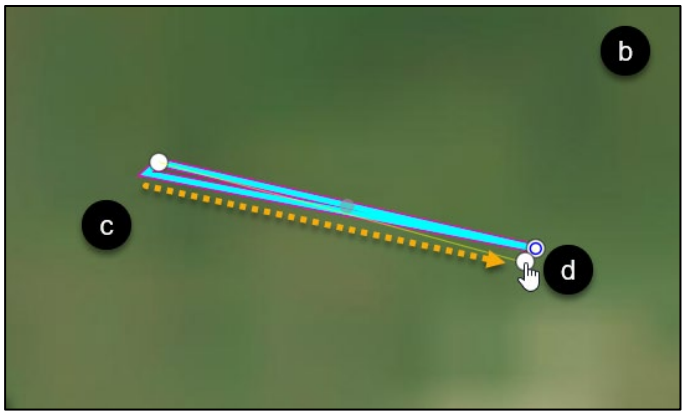
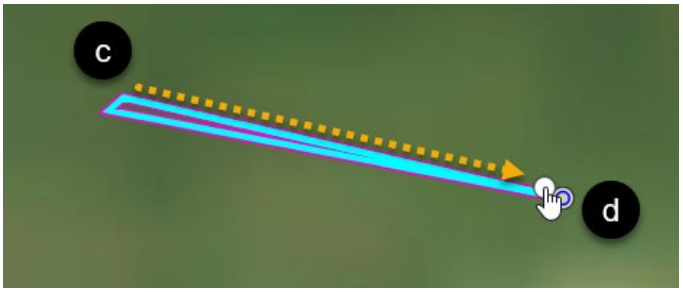
Following is an example of a void within a CLU.



Following provides instructions to correct a void within a CLU.

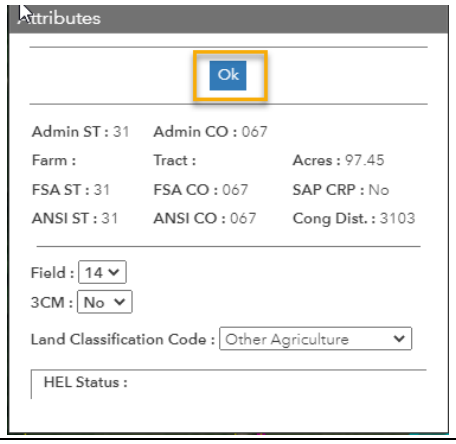
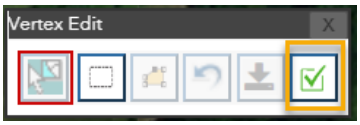
Step	Action
1	Use the ID functionality to verify there is no associated CLU with the void area. **Note:** Zoom into the area as close as possible to ensure the area identified is within the suspected void. If the area is a void, the following Info Message will display: "Unable to identify CLU at selected location."  **Note:** If the area identified is not a void but is within a CLU, the Identify window will display the associated CLU attributes. Review the CLU attributes and determine the corrective action required if the area should be included with the surrounding CLU.

Void Correction (Continued)

Step	Action
2	CLICK "**Edit**".
3	Expand the GIS Info assignment block (if necessary) and zoom in to the void
4	Use the Vertex Edit tool and snapping function to snap all vertices around the void to a single vertex. a. CLICK "**Vertex Edit**"  to open the toolbar in the map display. b. The "Select Feature**"** tool is active. Select the CLU surrounding the void to enable the vertices.   c. Holding the "Alt-key", CLICK and drag to move a vertex to another vertex on the void. d. Continue to hold the "Alt-key". Release the mouse when the blue circle appears to snap the vertex directly to the other vertex. e. Repeat Steps c. and d. until all vertices along the void are snapped to a single vertex. 

Void Correction (Continued)

C Correcting Voids within a CLU (Continued)

Step	Action
5	CLICK "**Save Local**". 
6	Review attributes and CLICK "**OK**". 
7	CLICK "**Done**". 
8	CLICK "**Save**"
9	Within the GIS Info assignment block, verify the void has been removed and there are no longer tract boundary graphics within the CLU.

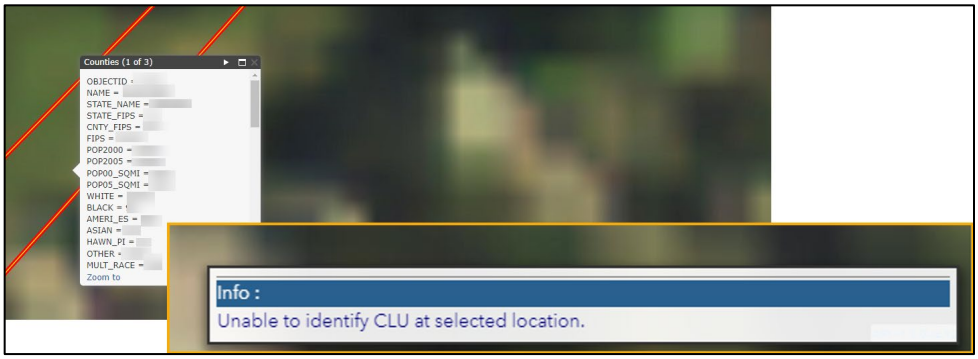
Void Correction (Continued)

D Correcting a Void on a Shared Boundary

Following is an example of a void along a shared boundary.

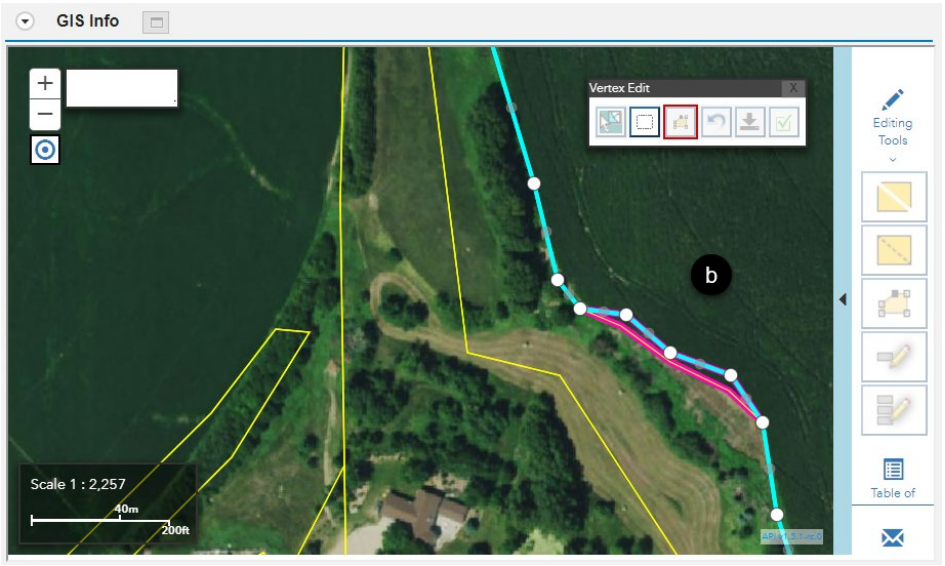


Following provides the instructions for correcting a void along a shared boundary.

Step	Action
1	Use the ID functionality to verify there is no associated CLU with the area. **Note:** Zoom into the area as close as possible to ensure the area identified is within the suspected void. If the area is a void, the following Info Message will display: "Unable to identify CLU at selected location."  **Note:** If the area identified is not a void but is within a CLU, the Identify window will display the associated CLU attributes. Review the CLU attributes and determine the corrective action required if the area should be included with the surrounding CLU.

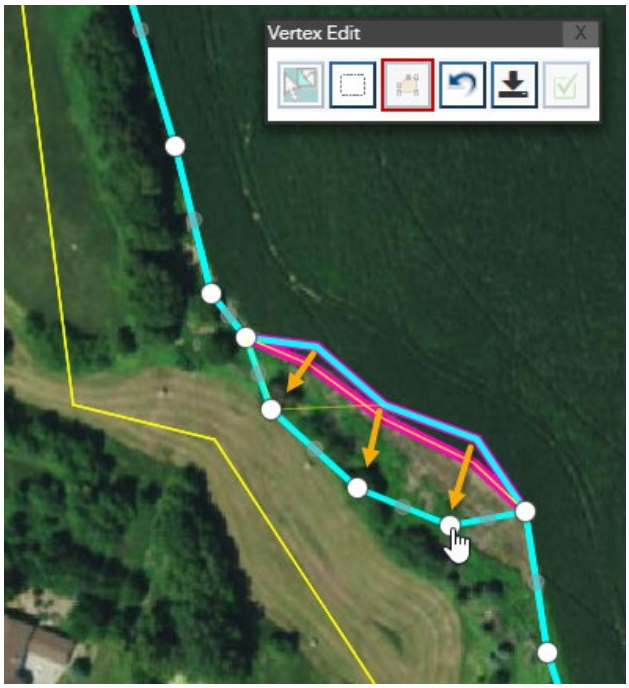
Void Correction (Continued)

D Correcting a Void on a Shared Boundary (Continued)

Step	Action
2	CLICK "**Edit**".
3	Expand the GIS Info assignment block (if necessary) and zoom in to the void
4	Use the Vertex Edit tool and trim back functionality to remove the void. a. CLICK "**Vertex Edit**"  to open the toolbar in the map display. The "Select Feature**"** tool is active. Review the area to determine and select the CLU that must be adjusted to close the void.  

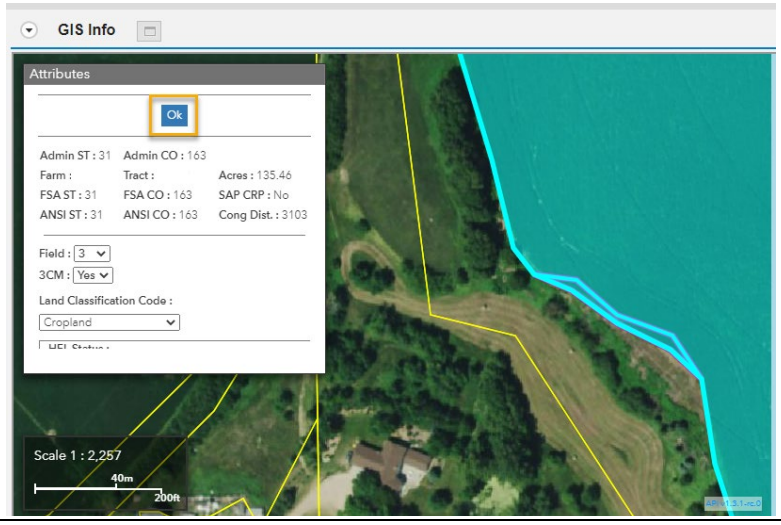
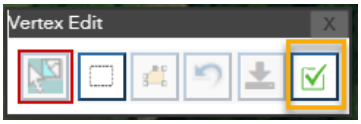
Void Correction (Continued)

D Correcting a Void on a Shared Boundary (Continued)

Step	Action
5	Drag the vertices from the selected CLU into the adjacent CLU to encompass the void area and create an intentional overlap. 
6	CLICK "**Save Local**".  The overlap will be trimmed back to the adjacent CLU boundary creating a shared boundary.

Void Correction (Continued)

D Correcting a Void on a Shared Boundary (Continued)

Step	Action
7	Review attributes and CLICK "**OK**". 
8	CLICK "**Done**". 
9	CLICK "**Save**"
10	Within the GIS Info assignment block, verify the void has been removed and there are no longer tract boundary graphics between CLU's. 

Creating a Gap

A Overview

During the new farm creation process, if the area of the new tract meets the definition of a single tract but the land is divided by a physical feature (e.g. public road or waterway) requiring noncontiguous CLU's, the tract boundary must initially be delineated to include the physical feature. Subsequent steps must be completed to delineate the boundary of the feature and then create a gap to exclude the feature from the tract.

Notes: Creating a gap could be applicable within an existing farm record if it is determined that a permanent feature should be removed from a tract.

The process to create a gap should not be used in place of required reconstitutions or COC non-agricultural determinations.

B Example

Following is an example of a tract with a road which must be removed from the CLU.



Creating a Gap (Continued)

C Action to Create a Gap Area within a CLU

Within the tract boundary, complete the following steps to remove the feature and create a gap.

Step	Action
1	CLICK **"Edit"** on the CRM Toolbar.
2	Select the tract in the farm hierarchy.
3	Expand the GIS Info assignment block (if necessary) and zoom to the area where the gap will be created.
4	CLICK "**Split/Inclusions**"  to open the toolbar in the map display.
5	"Select Feature" is automatically set as the default tool. From the map display, select the CLU to be divided. 

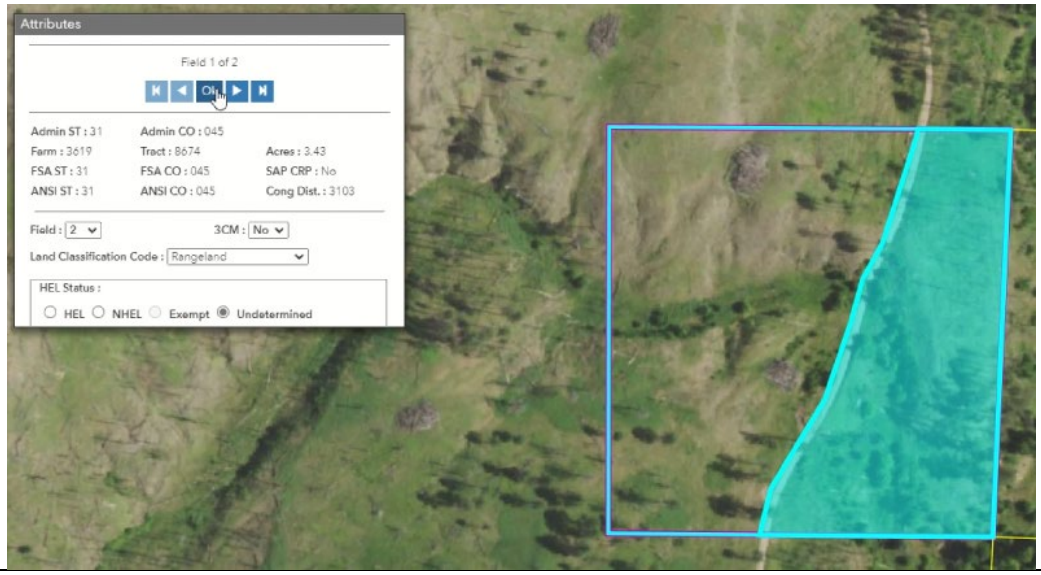
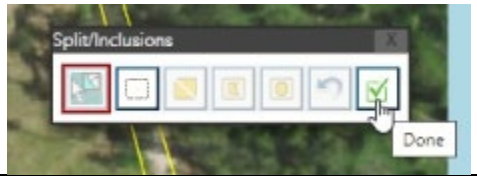
Creating a Gap (Continued)

C Action to Create a Gap Area within a CLU (Continued)

Step	Action
6	Accurately delineate one edge of the physical feature that will be excluded from the tract. **Reminder:** Perform snap checks at the edge of the CLU and use snapping as applicable. See Part 7, Subsection 2.1 for field level editing instructions and functions. 

Creating a Gap (Continued)

C Action to Create a Gap Area within a CLU (Continued)

Step	Action
7	Review and update attributes as applicable. Use the Next Field and Previous Field buttons located within the Attributes window to iterate between CLU's. CLICK "**Ok"** to close the attributes window. 
8	CLICK "**Done"** to temporarily commit the edit. 
9	CLICK "**Save**".
10	CLICK "**Edit**" to open a new edit session.
11	CLICK "**Vertex Edit"**  to open the toolbar in the map display. The "**Select Feature"** tool is active.

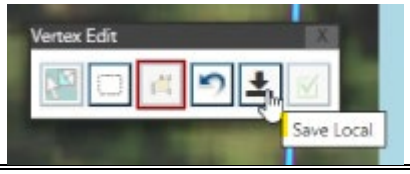
Creating a Gap (Continued)

C Action to Create a Gap Area within a CLU (Continued)

Step	Action
12	"Select Feature" is automatically set as the default tool. From the map display, select the CLU containing the physical feature that will be removed. 

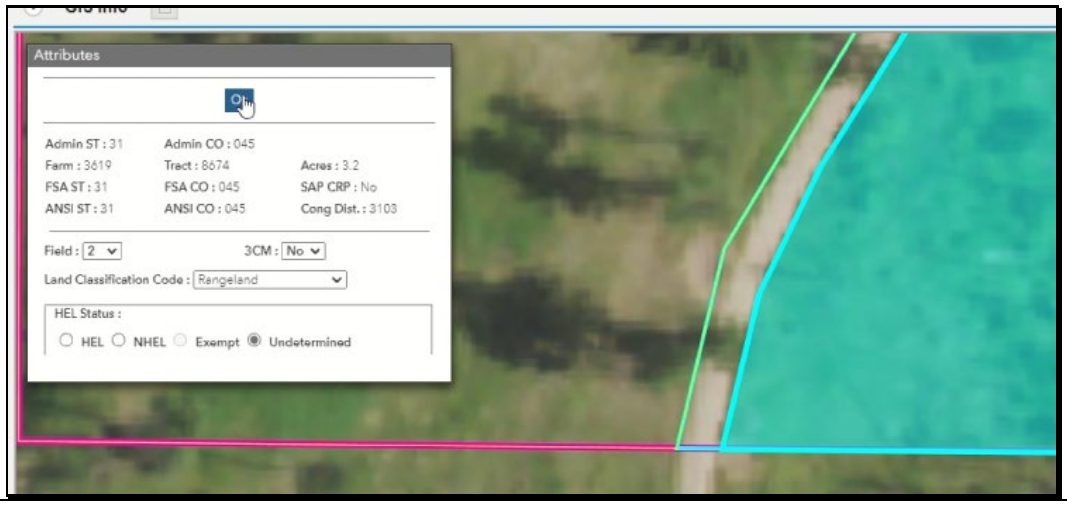
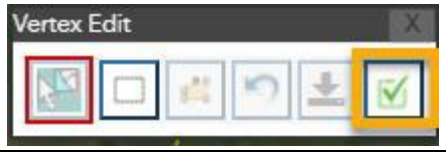
Creating a Gap (Continued)

C Action to Create a Gap Area within a CLU (Continued)

Step	Action
13	Click and drag vertices to the opposite edge of the physical feature to create a gap between the two CLU's. **Note:** Vertices may need to be added or deleted to accurately define the boundary of the physical feature. See paragraph 228 for Field Level Vertex Edit tool instructions.  **Notes:** Ensure unintentional voids are not created between adjacent tracts and ownership boundaries remain accurately delineated.
14	CLICK "**Save Local**" to temporarily save the vertex edits. 

Creating a Gap (Continued)

C Action to Create a Gap Area within a CLU (Continued)

Step	Action
15	Review and update attributes as applicable. CLICK "**Ok"** to close the attributes window. 
16	CLICK "**Done**" to temporarily commit the edits. 
17	CLICK "**Save**" to permanently save the edits. 

Creating a Gap (Continued)

C Action to Create a Gap Area within a CLU (Continued)

Step	Action
18	Within the GIS Info assignment block, verify the gap representing the physical feature between the CLU's has been created. Tract graphics should display between the CLU's. 

Note: If the physical feature divides multiple CLU's, repeat all steps in the exhibit to create gaps between all impacted CLU's.

***--Data Entries in All Years**

A Farm Level

Following tables provide available farm level data elements for an associated farm record in all years. Tables identify if data is editable in an associated year.

Legend:

	Data entry is not available for the associated year
X	Entry is displayed and editable by any CRM editor for the associated year
X	Entry is display but only editable by a National Office FR Administrator
X	Entry is displayed but is not editable. Entry is either system populated or derived from other entries based on FR rules.

Farm Level General Data Assignment Block

Item	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	Current
Farm Number	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
State/County/Farm	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Farm Description	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Administrative County	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Administrative State	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Farm Status	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ARCPLC G/I/F Eligibility																					X	X	X	X	X
Transferred From																							X	X	X
Transferred To																							X	X	X

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***--Data Entries in All Years (Continued)**

A Farm Level (Continued)

Farm Level Land Data Assignment Block																								
Item	**99**	**00**	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
Farmland Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cropland Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DCP Cropland	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CRP Cropland	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
WBP Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
GRP Acres							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
State Conservation Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Other Conservation Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
EWP Acres																							X	X	X
DCP Ag Related Activity Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wetland Reserve Prog Acres																							X	X	X
WRP/EWP/Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Effective DCP Cropland Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Double Cropped Acres				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sugarcane Base Acres (Only LA)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CRP MPL Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SOD																X	X	X	X	X	X	X	X	X	X
NAP Crop Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
FAV/WR History	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										

Note: In FY 2022 WRP/EWP in Web FRS was separated into the individual programs of Wetland Reserve Program Acres and EWP Acres. No farm level editable data in any years.**--***

***--Data Entries in All Years (Continued)**

A Farm Level (Continued)

Farm Level Crop Data Assignment Block																								
Item	**99**	**00**	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
Crop Name	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Base Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CRP Reduction Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
CCC-505 CRP Reduction Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PTPP Reduction Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
CRP Release Acres							X	X	X	X	X	X	X	X											
Direct Yield	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
CC Yield	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
CRP Yield	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
PLC Yield																X	X	X	X	X	X	X	X	X	X
CTAP Yield																X	X	X	X						

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***--Data Entries in All Years (Continued)**

A Farm Level (Continued)

Farm Level Crop Data Assignment Block – Covered Commodities (Base Crops)																									
Crop Code	**Crop Name**	**99**	**00**	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
11	Wheat	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	Oats	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	Rice/Long Grain Rice	X	X	X	X	X	X	X	X	X	X	LG	LG	LG	LG	LG	LG	LG	LG	LG	LG	LG	LG	LG	LG	LG
18	Medium Grain Rice											X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	Temperate Japonica Rice (CA only)																					X	X	X	X	X
21	Upland Cotton/Generic	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	G	G	G	G						
31	Flax	NA	NA	NA	NA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
41	Corn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	Small Chickpeas (Beans)											X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	Large Chickpeas (Beans)											X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
51	Grain Sorghum	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
67	Peas											X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
75	Peanuts					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
78	Sunflowers					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
79	Safflower					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
81	Soybeans					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
91	Barley	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
129	Rapeseed					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
130	Mustard					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
320	Seed Cotton																				X	X	X	X	X	X
323	Unassigned Generic																				X	X	X	X	X	X
396	Sesame					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
401	Lentils											X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
711	Canola					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
714	Crambe					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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***--Data Entries in All Years (Continued)**

A Farm Level (Continued)

Farm Level Crop Election Data Assignment Block (assignment block only available in 2014 through current year)											
Item	**1999-2013**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
Crop Name	N/A	X	X	X	X	X	X	X	X	X	X
Election Choice		X	X	X	X	X	X	X	X	X	ARCPLC/X
HIP		X	X	X	X	X	X	X	X	X	X
PLC Yield		X	X	X	X	X	X	X	X	X	X
Created On/At		X	X	X	X	X	X	X	X	X	X
Changed by		X	X	X	X	X	X	X	X	X	X
Changed on/At		X	X	X	X	X	X	X	X	X	X
Created By		X	X	X	X	X	X	X	X	X	X

Note: Election Choice in current year is updated only by the ARCPLC contract software through the election period. After the election period, elections can only be changed by national office administrator.

Farm Level Parties Involved Assignment Block																								
Item	**99**	**00**	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
Name	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Function	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ID	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Deceased	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HEL Exceptions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HEL Appeals Exhausted																X	X	X	X	X	X	X	X	X	X
CW Exceptions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CW Appeals Exhausted																X	X	X	X	X	X	X	X	X	X
PCW Exceptions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PCW Appeals Exhausted																X	X	X	X	X	X	X	X	X	X
RMA HEL Exceptions																X	X	X	X	X	X	X	X	X	X
RMA CW Exceptions																X	X	X	X	X	X	X	X	X	X
RMA PCW Exceptions																X	X	X	X	X	X	X	X	X	X

Note: Producer exceptions are editable if there are applicable wetland violations identified at the tract level and operator is different than owner on a tract with violation.**--***

***--Data Entries in All Years (Continued)**

B Tract Level

Following tables provide available tract level data elements for an associated farm record in all years. Tables identify if data is editable in an associated year.

Legend:

	Data entry is not available for the associated year
X	Entry is displayed and editable by any CRM editor for the associated year
X	Entry is display but only editable by a National Office FR Administrator
X	Entry is displayed but is not editable. Entry is either system populated or derived from other entries based on FR rules.
X*	Entry is displayed but is not editable. Entry is derived or aggregated from field level data or if noted, CLU attributes.

Tract Level General Data Assignment Block

Item	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	Current
Tract Number	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Admin State/County/Tract	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tract Description	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BIA Range Unit Number	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tract Status	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FSA Physical State Location	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FSA Physical County Location	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ANSI Physical State Location																				X	X	X	X	X	X
ANSI Physical County Location																				X	X	X	X	X	X
Congressional District	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wetland Certified	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Year Wetland Certified	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

--*

***--Data Entries in All Years (Continued)**

B Tract Level (Continued)

Tract Level Land Data Assignment Block																								
Item	**99**	**00**	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
Farmland Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X*	X*	X*	X*	X*	X*	X*	CLU
Cropland Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X*	X*	X*	X*	X*	X*	X*	CLU
DCP Cropland	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CRP Cropland	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X*	X*	X*	X*	X*	X*	X*	X*/CLU
WBP Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
GRP Acres							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
State Conservation Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Other Conservation Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
EWP Acres																						X	X	X	X
DCP Ag Related Activity Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wetland Reserve Prog Acres																						X	X	X	X
WRP/EWP/Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Effective DCP Cropland Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Double Cropped Acres					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sugarcane Base Acres (Only LA)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CRP MPL Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X*	X*	X*	X*	X*	X*	X*	X*/CLU
SOD																X	X	X*	X*	X*	X*	X*	X*	X*	X*/CLU
NAP Crop Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
FAV/WR History	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
HEL Status																		X*	X*	X*	X*	X*	X*	X*	CLU
HEL Determination	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wetland Determination	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wetland converted between December 23, 1985 and November 28, 1990	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
An agricultural commodity has been planted on a wetland converted before February 8, 2014	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wetland converted after November 28, 1990 and before February 8, 2014	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wetland converted after February 7, 2014																X	X	X	X	X	X	X	X	X	X
An agricultural commodity has been planted on a wetland converted after February 7, 2014																X	X	X	X	X	X	X	X	X	X

***--Data Entries in All Years (Continued)**

B Tract Level (Continued)

Tract Crop Data Assignment Block																								
Item	**99**	**00**	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
Actions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Crop Name	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Crop Year	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Base Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Base Acres Adj. Reason Code																X	X	X	X	X	X	X	X	X	X
PLC Yield																X	X	X	X	X	X	X	X	X	X
PLC Yield Adj. Reason Code																X	X	X	X	X	X	X	X	X	X
CC Yield	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
CRP Yield	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
PLC Yield																X	X	X	X	X	X	X	X	X	X
CTAP Yield																X	X	X	X						

Tract CCC-505 CRP Reduction Data Assignment Block																									
Item	**99**	**00**	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
Actions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Crop Name	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CRP Contract Number	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Start Year	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CTAP Yield																X	X	X	X						
CCC-505 Reduction Acres																X	X	X	X	X	X	X	X	X	X
Direct Yield					X	X	X	X	X	X	X	X	X	X	X										
CC Yield					X	X	X	X	X	X	X	X	X	X	X										
PLC Yield																X	X	X	X	X	X	X	X	X	X

--*

***--Data Entries in All Years (Continued)**

C Field Level

Following tables provide available field level data elements for an associated farm record in all years. Tables identify if data is editable in an associated year. Field level data is only associated with farm records in years 2016-current. Current year data is geospatially delineated and attributes through the CLU.

Legend:

	Data entry is not available for the associated year
X	Entry is displayed and editable by any CRM editor for the associated year
X	Entry is display but only editable by a National Office FR Administrator
X	Entry is displayed but is not editable. Entry is either system populated or derived from other entries based on FR rules.

Field Level General Data Assignment Block									
Item	**1999-2015**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
Farm Number	N/A	X	X	X	X	X	X	X	
Field Description		X	X	X	X	X	X	X	
FSA Physical State Location		X	X	X	X	X	X	X	Geospatially Derived
FSA Physical County Location		X	X	X	X	X	X	X	Geospatially Derived
ANSI Physical State Location				X	X	X	X	X	Geospatially Derived
ANSI Physical County Location				X	X	X	X	X	Geospatially Derived
Congressional Dist.		X	X	X	X	X	X	X	Geospatially Derived

Note: In current year, physical locations and congressional district are geospatially derived by the system based on where the majority of the CLU is physically located. Adjustments to existing CLU boundaries result in the system redetermining physical location and congressional district.**--***

***--Data Entries in All Years (Continued)**

C Field Level (Continued)

Field Level Parties Involved Assignment Block									
Item	**1999-2015**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
Name	N/A	X	X	X	X	X	X	X	X
Function		X	X	X	X	X	X	X	X
ID		X	X	X	X	X	X	X	X
Deceased		X	X	X	X	X	X	X	X
HEL Exceptions		X	X	X	X	X	X	X	X
HEL Appeals Exhausted		X	X	X	X	X	X	X	X
CW Exceptions		X	X	X	X	X	X	X	X
CW Appeals Exhausted		X	X	X	X	X	X	X	X
PCW Exceptions		X	X	X	X	X	X	X	X
PCW Appeals Exhausted		X	X	X	X	X	X	X	X
RMA HEL Exceptions		X	X	X	X	X	X	X	X
RMA CW Exceptions		X	X	X	X	X	X	X	X
RMA PCW Exceptions		X	X	X	X	X	X	X	X

Field Level Land Data Assignment Block									
Item	**1999-2015**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
Land Class Code	N/A	X	X	X	X	X	X	X	CLU
Acres		X	X	X	X	X	X	X	CLU
HEL Status		X	X	X	X	X	X	X	CLU
3-CM Cropland Indicator		X	X	X	X	X	X	X	CLU

Note: Current year Land Data is populated from CLU attributes. If changes are needed, updates must be completed through the CLU to adjust boundaries or attributes as applicable.**--***

***--Data Entries in All Years (Continued)**

C Field Level (Continued)

Field Level CRP Data Assignment Block									
Item	**1999-2015**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
CRP Contract Number	N/A	X	X	X	X	X	X	X	X
Practice Number		X	X	X	X	X	X	X	X
Expiration Date		X	X	X	X	X	X	X	X
Practice Description		X	X	X	X	X	X	X	X

Field Level Native SOD Data Assignment Block									
Item	**1999-2015**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**Current**
SOD Broken Out Date	N/A	X	X	X	X	X	X	X	X
1st Year Planted/NAP Restrictions		X	X	X	X	X	X	X	X
2nd Year Planted/NAP Restrictions		X	X	X	X	X	X	X	X
3rd Year Planted/NAP Restrictions		X	X	X	X	X	X	X	X
4th Year Planted/NAP Restrictions		X	X	X	X	X	X	X	X

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Out-of-Balance Tracts Tool

*--A Overview

The Out-of-Balance Tracts Tool is available to the GIS or FR Specialist to create a State or county report of out of balance tracts. The tool is contained within the EDW toolbox, available on the I:\ drive within the Citrix environment.

B Requirements

The following must be completed prior to running the Out-of-Balance Tract Tool.

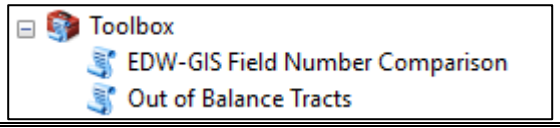
- **First time use only:** Download and extract the EDW.FieldCompare_Tool.zip file to C:\Geodata\Scripts. This will create a "EDW.FieldCompare_Tool" folder.

- Prior to running the tool: Download the "Farm Records Detail – Tract Level" from EDW according to 1-GIS Exhibit 16.

  Note: The Farm Records Detail – Tract Level report must be downloaded each time the tool is run to ensure current data is used.

C Instructions

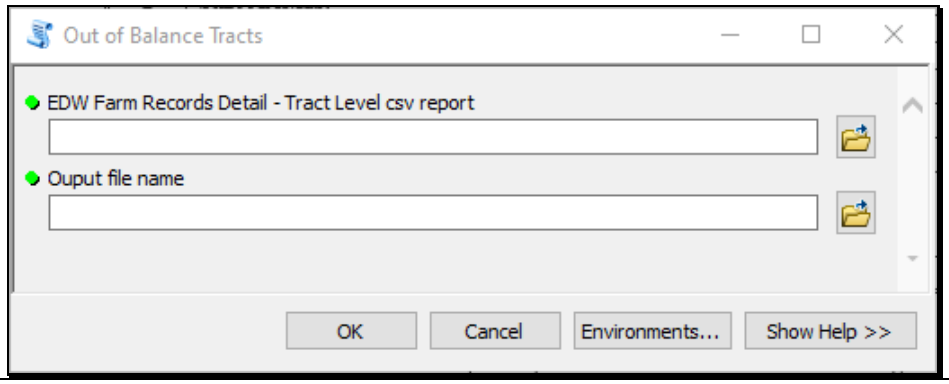
Following provides instructions for running the Out-of-Balance Tracts Tool.

Step	Action
1	Start ArcMap.
2	Open the Catalog window.
3	Navigate to C:\Geodata\Scripts\ EDW.FieldCompare_Tool.
4	Expand the EDW.tbx toolbox. 

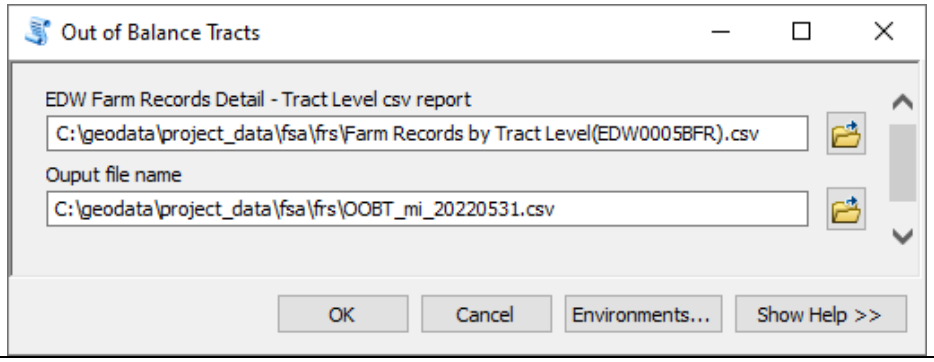
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Out-of-Balance Tracts Tool (Continued)

C **Instructions (Continued)**

Step	Action
5	Double-click "**Out of Balance Tracts**". 
6	Populate the EDW Farm Records Detail – Tract Level csv report input box. • CLICK "**Browse**"  next to EDW Farm Records Detail – Tract Level csv report. • Navigate to C:\geodata\project_data\fsa\frs. • CLICK "**Farm Records by Tract Level (EDW0005BFR).csv"**. • CLICK "**Open**".
7	Populate the Output file name input box • CLICK "**Browse**"  next to Output file name • Navigate to C:\geodata\project_data\fsa\frs • Name the output file (e.g. "OOBT_<st>_<yyyymmdd>.csv") • CLICK "**Open**".

C **Instructions (Continued)**

Step	Action
8	CLICK "**OK**" to run the tool. 
9	When the tool has completed, CLICK "**Close**". Following is an example of the output file opened in Excel. **Note:** The output report may be added to the ArcMap Table of Contents. The .csv file can also be opened in Excel, formatted, and saved as an Excel file.

	A	B	C	D	E	F	G	H
1	AdminStCo	Farm	Tract	EffDCPAc	DblCropAc	BaseAc	AcOutOfBal	FarmOutOfBal
2	[illegible]			17.04	0	17.8	-0.76	N
3	[illegible]			2.74	0	5	-2.26	Y
4	[illegible]			2.95	0	4.66	-1.71	N
5	[illegible]			7.36	0	7.8	-0.44	Y
6	[illegible]			5.32	0	14.99	-9.67	Y

EDW-GIS Field Number Comparison Tool

A Overview

The EDW-GIS Field Number Comparison Tool is available to GIS or FR Specialists to create a state or county report of fields that are mismatched between the CLU and the CRM tabular data. The tool is contained within the EDW ArcGIS Desktop or EDW ArcGIS Pro python toolbox.

B Requirements

The following must be completed before running the EDW-GIS Field Number Comparison tool.

Note: For the first time use only, download and extract the contents of the EDW-GIS QC Tools.zip file available on the I:\ drive within the Citrix environment to C:\Geodata\Scripts.

Prior to running the tool.

- Download current county CLU(s) exported to File Geodatabase per 1-GIS Exhibit 99. To achieve the best results, CLU exports should be done either:
  - first thing in the morning before CLU edits begin
  - at the end of the day after CLU edits are completed.
- Create statewide CLU Layer per 1-GIS Exhibit 17 if running the tool for the entire State.
- Download the "Farm Records Detail – Field Level" from EDW per 1-GIS Exhibit 16. To ensure farm record's data from EDW is a similar timeframe as the CLU data, EDW report should be generated either:
  - the same day as the CLU if the CLU was exported in the morning
  - the day after the CLU if the CLU was exported at the end of the day.
- Optionally run and save a CRM search of farms with a Draft, In-Creation, and Pending farm status. See Step 8 in the following table for instructions.

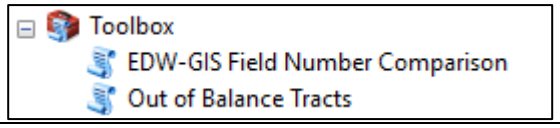
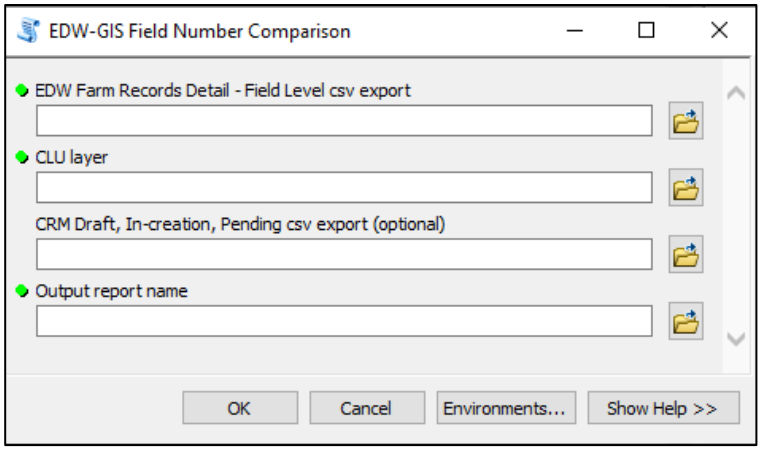
Notes: CLU's and EDW Field Level data must be downloaded each time the tool is run to ensure current data is used.

It is important that CLU and EDW data represent the same point in time as close as possible to reduce the number of false mismatches (e.g. same day edits).

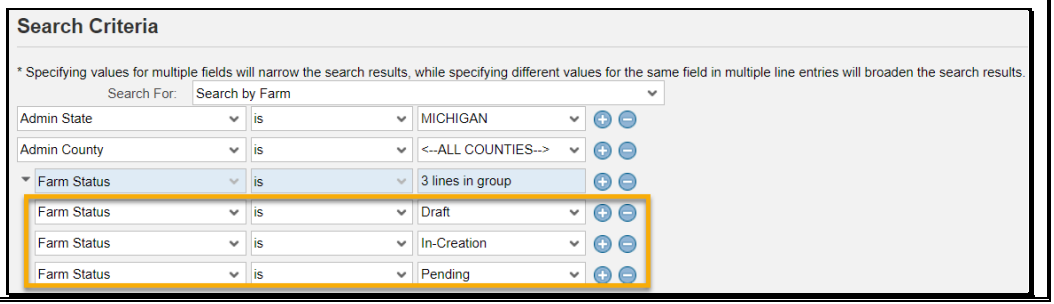
EDW-GIS Field Number Comparison Tool

C Instructions

Following provides instructions for running the EDW-GIS Field Number Comparison Tool using the EDW ArcGIS Desktop toolbox. These instructions can be used to run the tool within the EDW ArcGIS Pro toolbox, with slight variations.

Step	Action
1	Start ArcMap.
2	Open the Catalog window.
3	Navigate to C:\Geodata\Scripts\ EDW ArcGIS Desktop toolbox.
4	Expand the toolbox to reveal the tools. 
5	Double-click the "**EDW-GIS Field Number Comparison**" tool.  **Note:** CLICK "**Show Help**" for tool information and detailed instruction related to each input and output box.

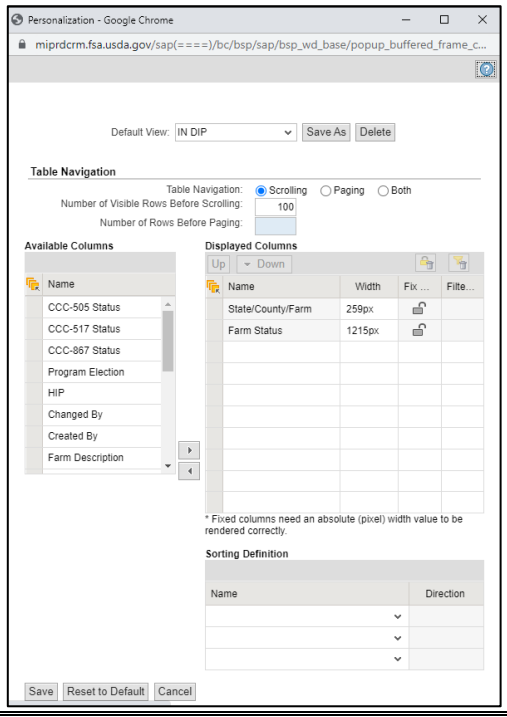
C Instructions (Continued)

Step	Action
6	Populate EDW Farm Records Detail – Field Level csv report input box. • CLICK "**Browse**"  next to EDW Farm Records Detail – Field Level csv report. • Navigate to C:\geodata\project_data\fsa\frs. • CLICK "**Farm Records Field Level Report (EDW0005EFR).csv**". • CLICK "**Open**".
7	Populate the CLU layer input box. • CLICK "**Browse**"  next to CLU layer. • Navigate to C:\geodata\common_land_unit\fsa_clu. • Select the applicable CLU feature class. • CLICK "**Add".**
8	Optionally generate a CRM Draft, In-creation, Pending CSV file and populate the respective box. To generate the file: • Run a search in CRM FR for farms with a status of Draft, In-Creation, and Pending. 

EDW-GIS Field Number Comparison Tool

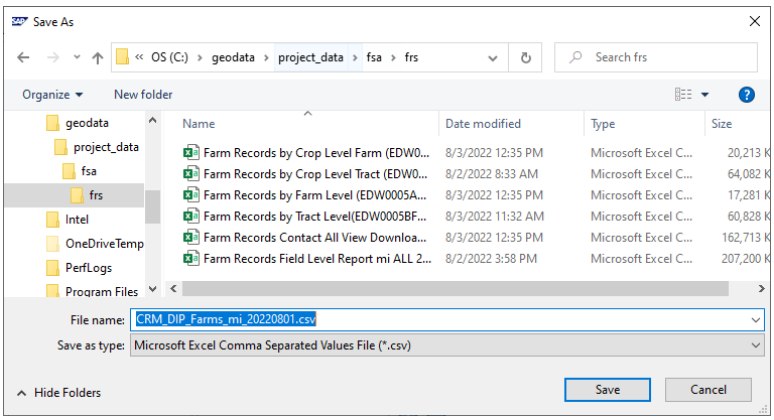
C Instructions (Continued)

Step	Action
8 (Cont.)	• Personalize the results list to only display the "State/County/Farm" and "Farm Status" columns in that order. See 11-CM for details on personalizing search results.



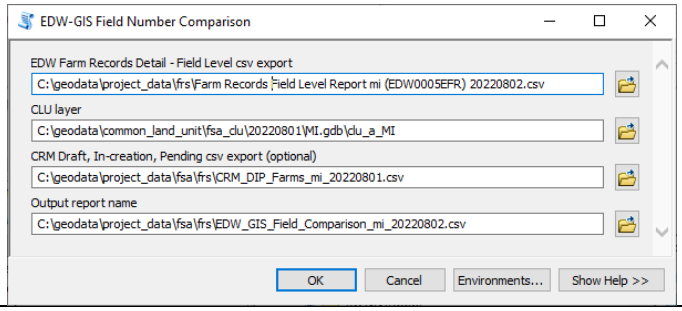
EDW-GIS Field Number Comparison Tool

C Instructions (Continued)

Step	Action
8 (Cont.)	• Export the results list as a using a descriptive file name (e.g. CRM DIP Farms <st>_YYYYMMDD.csv) to a local folder (e.g. C:\geodata\project_data\fsa\frs).  To populate the tool input box. • CLICK “Browse” next to CRM Draft, In-creation, Pending csv export. • Navigate to the folder where the CSV file was stored and select the applicable file. • CLICK **“Add”**.
9	Populate the Output report name input box. • CLICK “**Browse**” next to Output file name. • Navigate to C:\geodata\project_data\fsa\frs. • Name the output file (e.g. “EDW_GIS_Field Comparison <st>_<yyyymmdd>.cvs”). • CLICK “**Open**”.

EDW-GIS Field Number Comparison Tool

C Instructions (Continued)

Step	Action
10	CLICK "**OK**" to run the tool. 
11	When the tool has completed, CLICK "**Close**". Following is an example of the output file opened in Excel. **Note:** The output report may be added to the ArcMap Table of Contents. The .csv file can also be opened in Excel, formatted, and saved as an Excel file.

	County	Farm	Tract	CLU	Result	CreationDate	LastChangeDate	Notes
2	26021			3	neither GIS farm or tract found in EDW report	7/29/2022	7/29/2022	
3	26021			4	neither GIS farm or tract found in EDW report	7/29/2022	7/29/2022	
4	26021			5	neither GIS farm or tract found in EDW report	7/29/2022	7/29/2022	
5	26021			6	neither GIS farm or tract found in EDW report	7/29/2022	7/29/2022	
71	26049			1	neither GIS farm or tract found in EDW report	6/14/2022	6/14/2022	"InCreation"
72	26049			1	neither GIS farm or tract found in EDW report	6/24/2022	6/24/2022	"InCreation"
73	26049			1	neither GIS farm or tract found in EDW report	7/28/2022	7/28/2022	"InCreation"
266	26075			3	EDW farm/tract/field not found in GIS			
267	26075			6	EDW farm/tract/field not found in GIS			
268	26075			7	EDW farm/tract/field not found in GIS			
269	26075			18	EDW farm/tract/field not found in GIS			
270	26075			5	neither GIS farm or tract found in EDW report	10/20/2020	8/2/2022	same day edits
271	26075			6	neither GIS farm or tract found in EDW report	10/20/2020	8/2/2022	same day edits
272	26075			11	neither GIS farm or tract found in EDW report	8/2/2022	8/2/2022	same day edits
273	26075			12	neither GIS farm or tract found in EDW report	12/14/2005	8/2/2022	same day edits
274	26075			1	GIS farm not in EDW report; tract and field reside under farm	12/14/2005	8/1/2022	