

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Farm Records and Reconstitutions for 2013 and Subsequent Years 10-CM	Amendment 2
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

Subparagraph 30 B has been amended to allow right-of-ways to be included in CLU if a producer can provide evidence of the right to conduct agricultural activity in these areas.

Paragraph 30 has been amended to indicate new procedure for farm replication for prior years.

Subparagraphs 62 C, 66 B, 66 C, 67 B, and 67 E have been amended with procedure about how to handle GIS wetland points for farm transfers.

Page Control Chart		
TC	Text	Exhibit
	2-25, 2-26 2-35, 2-36 2-36.5 through 2-36.8 (add) 2-37, 2-38 2-45, 2-46 3-21, 3-22 3-27 through 3-34	

30 Rules for Delineating (Continued)

A Delineating Rules (Continued)

Type of Boundary	Rules for Delineating
Visible (Land Cover Boundaries)	<p>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.</p> <p>Common Physical Boundaries include:</p> <ul style="list-style-type: none"> • 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 shall 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.

30 Rules for Delineating (Continued)

B Land Cover – Land Use Characteristics (Continued)

Type of Land Cover	Description and Delineating Rules
Public Roads	<ul style="list-style-type: none"> • 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. <p>Notes: Delineate public roads along the edge of the road.</p> <p>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.--*</p> <p>Extend boundaries to the outer edge of the right-of-way for larger roads.</p> <ul style="list-style-type: none"> • 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. <p>Notes: Separate the land unit into 2 or more polygons, leaving the roads open to the outside.</p> <p>Make sure all related polygons have the same farm and tract numbers.</p> <ul style="list-style-type: none"> • Do not include public roads in polygons for other delineated areas.
Private Roads	<ul style="list-style-type: none"> • Private roads are maintained by land-owners: <ul style="list-style-type: none"> • 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. <p>Note: Delineate private roads at the outer edge of the road - never the centerline.</p> <ul style="list-style-type: none"> • If the edge is difficult to distinguish, estimate based on the width of the road where it is more visible. <p>Note: Small field access roads may be included in program field polygons.</p>

33 Creating a Farm Record

A Overview

A new farm can be added in the current year by all users. A new farm can be added in prior *--years by 1 employee in each State Office.--*

A new farm cannot be added unless it contains:

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

Ensure that the operator, owners, and, if applicable, other producers are recorded in SCIMS and have a legacy link to the administrative county according to 1-CM before adding a farm.

Follow the work instruction to add a farm, tract, and field.

Note: New tracts cannot be added to an existing farm record. The new land shall be added as a new farm and combined with an existing farm, if applicable.

*--B Replicating Farms to Prior Years

Existing farms can be replicated back to prior years if necessary. For example, if an existing 2015 farm is needed for a retroactive 2013 program, the 2015 version of the farm can be replicated back to 2013.

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

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

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

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

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

33 Creating a Farm Record (Continued)

*--B Replicating Farms to Prior Years (Continued)

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 SCIMS and have a legacy link to the administrative county according to *--1-CM before requesting a farm be replicated.

County Offices shall submit requests to replicate a farm to a prior year to their State Office.--*

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

- explanation of why the farm should be added in a prior year
- color map with farm, tract, and field boundaries
- administrative State and county
- physical State and county
- operator
- owner(s)
- other producer(s)
- highly erodible and wetland determinations.

Note: If any of this data is different in subsequent years, the user must access each applicable year and make the appropriate changes.

- description
- wetland certification and year certified
- BIA range unit number
- Congressional District

33 Creating a Farm Record (Continued)

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

- farmland acres (estimated)
- cropland acres (estimated)
- double-crop acres
- DCP cropland acres
- HEL determinations
- wetland determinations
- wetland violations
- crop:
 - base acres
 - direct yields
 - counter-cyclical yields.

State Offices shall:

- 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

33 Creating a Farm Record (Continued)

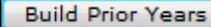
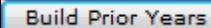
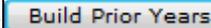
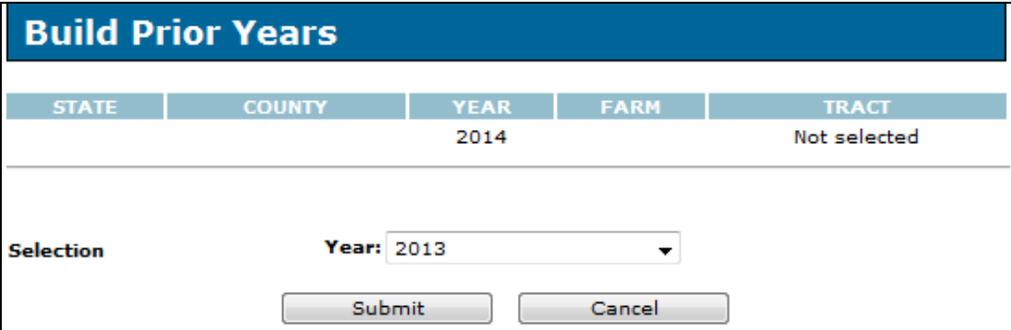
***--B Replicating Farms to Prior Years (Continued)**

- review the farm in MIDAS to ensure that the farm is drawn, attributed, and constituted correctly in the current year

Notes: 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 highways or other major roadways.

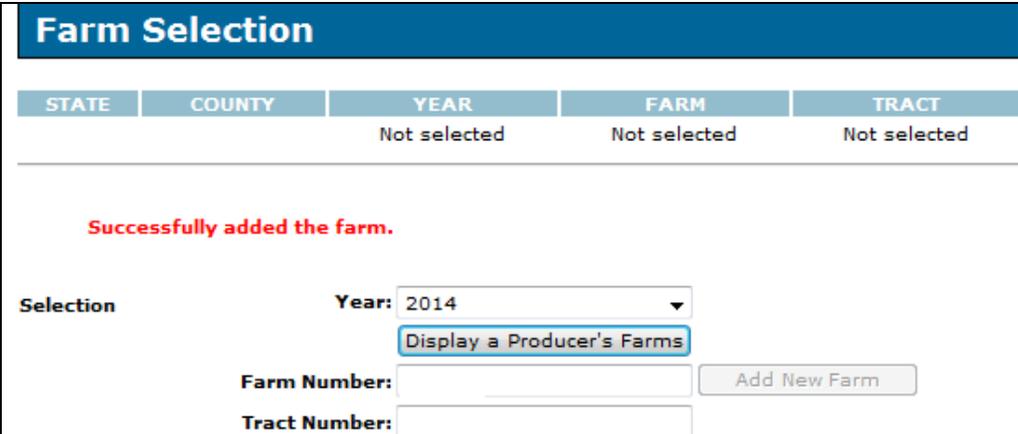
If the request is to replicate a 2014 or earlier farm to a prior year, ensure that the farm record is correct in the earliest year and all subsequent years in which the farm exists.

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

Step	Action
1	<p>Access the farm in FRS. If the farm can be replicated, “” button will be displayed at the bottom of the Farm Screen.</p> <p>Note: If “” is not displayed, the farm cannot be replicated to prior years because of the rules and validations listed in this subparagraph.</p>
2	<p>CLICK “” and the following Build Prior Years Screen will be displayed.</p> 

33 Creating a Farm Record (Continued)

*--B Replicating Farms to Prior Years (Continued)

Step	Action
3	<p>From “Year” drop-down list, select the year to which the user wants to replicate the farm.</p> 
4	<p>CLICK “Submit” to replicate the farm. The farm will replicate to the year user selected in step 3, plus all years in between. In the example selecting “2011” in step 2, the farm will now exist in years 2011 through 2014.</p> <p>After the farm has been replicated, the Farm Selection Screen will be displayed with the message, “Successfully added the farm.”</p> 

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33 Creating a Farm Record (Continued)***--B Replicating Farms to Prior Years (Continued)**

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

Notes: If a farm **cannot** be replicated and it needs to be, contact Steve Stark by e-mail to steve.stark@wdc.usda.gov.

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

- current administrative State, administrative county, and farm number
- farm numbers before the reconstitution
- date of reconstitution
- justification for needing the 2014 constitution of the farm in prior years, as opposed to using the prior year version of the farm that includes a clear explanation of the prior and current constitutions and why the reconstitution occurred.

After farm information is recorded by the State Office, County Offices shall review--* the farm information for accuracy, record producer exceptions, and all conservation, NAP, FAV/WR, and PTPP information.

34 Conservation Compliance

A Overview

HEL determinations, wetland determinations, farm producer exceptions, and tract producer exceptions will be maintained in MIDAS 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: Only applies to CA, NV, AZ, and NM.

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 work instruction).

Note: Field level HEL status determinations are recorded as "Undetermined" until NRCS has provided the County Office with written determination.

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.

35 Out-of-Balance Tracts (Continued)

B Balancing Tract Data (Continued)

The County Office shall 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 acreage than effective Direct and Counter-Cyclical Program (DCP) cropland plus double-cropped acres. The excess base acreage on tract XX must be redistributed to the other tracts on the farm or be permanently reduced. 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 acreage for more than 1 crop, the excess base acreage for the crop having the lowest DCP direct payment per acre will be redistributed first.”

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 shall occur:

- the County Office shall:
 - complete CCC-505, if applicable, reducing the base acreage for the crop having the lowest DCP direct payment per acre first
 - document in CCC-505, Item 16, “No CCC-517 and/or CCC-505 completed by owner(s) within 30 calendar days of notification”
 - obtain COC approval on CCC-505, if applicable
 - reduce base acres according to CCC-505
 - redistribute excess base acres, according to Exhibits 7 and 8, DCP direct lowest paying crops first
 - file the producer letter and CCC-505, if applicable, in the farm folder
- COC shall document reduction and/or redistribution in the COC minutes.

Note: CCC-517 must be signed by all owners on the farm to be considered complete. If all owners do not sign CCC-517 within 30 calendar days of notification, CCC-517 will be considered null and void and the County Office shall follow procedure in this paragraph to redistribute and/or permanently reduce excess base acres.

35 **Out-of-Balance Tracts (Continued)**

C County Office and COC Action (Continued)

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 shall provide the owners with an updated copy of FSA-156EZ and a notification letter explaining the action and that it was based on the letter dated (insert date of letter sent according to subparagraph B). The letter should inform the owners of the acres by crops that were redistributed to the other tracts on the farm.

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

D Worksheet for Adjusting Acres

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

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

Step	Action
1	Open Internet Explorer.
2	On the address line, ENTER *--“ http://fsaintranet.sc.egov.usda.gov/ffas/farmbill/cc/default.htm ” and PRESS “Enter”.
3	Under “ Farm Records ”, RIGHT-CLICK “ Semi-Automated Redistribution Worksheet ”.--*
4	Select “Save Target As...”.
5	Save the spreadsheet to a directory on the user’s computer.

Section 2 In and Out Transfers

62 Initiating Transfer

A Who Initiates Transfer

A farm transfer may be initiated by:

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

B Completing FSA-179

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

- 3 copies for within-State transfers
- 4 copies for out-of-State transfers.

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

C Completing the Transfer Process

The transfer process will be completed in the MIDAS Farm Records. See work instructions.

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

63 Transfers Between Counties

A Approving Transfers Between Counties

A transfer between counties shall **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.

C Authority

COC may delegate 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.

66 Handling Within-State Transfers

A Initiating County Action

Use the following table for initiating county action.

IF transfer is initiated in the...	THEN...
receiving County Office	<ul style="list-style-type: none"> • complete FSA-179, Part A • send all FSA-179 copies to the transferring County Office.
transferring County Office	<ul style="list-style-type: none"> • complete FSA-179, Parts A and B • send all FSA-179 copies 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	<ul style="list-style-type: none"> • complete FSA-179, Part B • indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved • if approved: <ul style="list-style-type: none"> • send all FSA-179 copies and pertinent farm records to the receiving County Office • cancel DCP contract in the system • cancel CRP contracts in the system • reduce CRP Cropland and CRP MPL acres to zero for all tracts after receiving the CRP Cropland workflow. Follow user guide to process the workflow. • notify receiving office of all outstanding debts and producer offset requests

66 Handling Within-State Transfers (Continued)

B Transferring County Action (Continued)

IF transfer...	THEN...
was initiated in the receiving County Office (Continued)	<ul style="list-style-type: none"> • ensure that all outstanding debts are loaded in NRRS according to 64-FI • ensure all producers associated with the farm have a legacy link to the receiving county • follow work instructions to complete transfer in the MIDAS 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, send disapproved FSA-179 back to the receiving County Office.
was initiated in the transferring County Office	<ul style="list-style-type: none"> • 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 • wait for approval by receiving County Office. If approved by receiving County Office: <ul style="list-style-type: none"> • send pertinent farm records to the receiving County Office • cancel DCP contract in the system • cancel CRP contracts in the system • reduce CRP Cropland and CRP MPL acres to zero for all tracts after receiving the CRP Cropland workflow. Follow work instructions to process the workflow. • 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 all producers associated with the farm have a legacy link to the receiving county • follow work instructions to complete transfer in the MIDAS 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...
<p>was approved by the transferring County Office</p>	<ul style="list-style-type: none"> • indicate recommendation for approval or disapproval on FSA-179, item 13A and provide reason if disapproved • if approved: <ul style="list-style-type: none"> • send 1 copy of FSA-179 to transferring County Office • send 1 copy of FSA-179 to the State Office • approve new DCP and CRP contracts, as applicable, in the system for the transferred contracts <p style="margin-left: 40px;">Note: For CRP contracts that have been converted, contact the State Office for entering in the system.</p> <ul style="list-style-type: none"> • allocate CRP Cropland and CRP MPL acres to applicable tracts after receiving the CRP Cropland workflow. Follow work instructions to process the workflow. • re-create any active AD-1245's for CRP contracts, ECP, etc. •*--verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately--* • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 11 • notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.

66 Handling Within-State Transfers (Continued)

C Receiving County Action (Continued)

IF transfer...	THEN...
was approved by the transferring County Office (Continued)	if disapproved: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 shall make a determination
- the County Office shall 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 shall...
receiving County Office	<ul style="list-style-type: none"> • complete FSA-179, Part A • send all FSA-179 copies to the transferring County Office.
transferring County Office	<ul style="list-style-type: none"> • complete FSA-179, Parts A and B • send all FSA-179 copies to the transferring State Office.

Note: COC may redelegate authority to CED to approve in and out transfers between States.

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 shall...
receiving County Office	<ul style="list-style-type: none"> • complete FSA-179, Part B • indicate recommendation for approval or disapproval on FSA-179, item 11A with reason if disapproved • if approved: <ul style="list-style-type: none"> • send all FSA-179 copies 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 all producers associated with the farm have a legacy link to the receiving county •*--follow work instructions to complete transfer in the MIDAS FRS • 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.
transferring County Office	<ul style="list-style-type: none"> • 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 transferring State Office • wait for approval by transferring State Office; if approved by transferring State Office the transferring County Office shall: <ul style="list-style-type: none"> • 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 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 shall:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved
- send all FSA-179 copies and farm records to the receiving State Office
- complete the following actions for conservation allocations:
 - reduce the transferring County Office's allocation on the State ledger
 - reduce the State allocation on the State ledger
 - return funds to the National Office.

Note:National Office will send the funds to the appropriate State Office.

D Receiving State Action

The receiving State shall:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved
- send all FSA-179 copies and farm records including geospatial data to the receiving County Office
- increase the following conservation allocations:
 - State allocation on the State ledger when funds are received from the National Office
 - receiving county's allocation on the State ledger.

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	<ul style="list-style-type: none"> • send 3 copies of FSA-179 to the receiving State Office • receiving State Office shall: <ul style="list-style-type: none"> • keep 1 copy of the approved FSA-179 • send 2 copies to the transferring State Office for filing and distribution to the transferring County Office • follow work instructions to complete transfer in the MIDAS Farm Records System • approve new DCP and CRP contracts, as applicable, in the system for the transferred contracts <p style="margin-left: 40px;">Note: For CRP contracts that have been converted, contact the State Office for entering in the system.</p> • allocate CRP Cropland and CRP MPL acres to applicable tracts after receiving the CRP Cropland workflow. See work instructions. Re-create any active AD-1245's for CRP contracts, ECP, etc. • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 11 • coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments • notify the receiving office of all outstanding debts and producer offset requests • ensure that all outstanding debts are loaded in NRRS according to 64-FI • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 11 • notify all applicable NRCS offices handling the farm of the new farm, tract, and field numbers •*--verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately.--*