

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Farm Records and Reconstitutions for Current Year 10-CM (Revision 1)	Amendment 3
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 2 D has been amended to require County Offices to notify:

- producers when changes occur on an existing farm record
- NRCS and provide FSA-156EZ when specific changes are made to an existing farm record.

Subparagraph 21 F has been added to identify acceptable documents that operators on heir property can provide to show they are in general control of a farming operation.

Subparagraph 25 B has been amended to clarify the definition of cropland.

Subparagraph 28 B has been amended to clarify that when delineating grazing allotments, roads, urban areas, and other land that are not grazed must be divided into a separate CLU to ensure that the acreage for grazing is accurately delineated.

Subparagraph 30 E has been amended to correct land classification codes and add procedure for entering unknown owners.

Subparagraph 66 C has been amended to remove the requirement for County Offices to send FSA-179 to the State Office in cases where the transfer was approved by the transferring County Office.

Subparagraphs 67 C and D have been amended to remove references to conservation allocations being completed by the State Office.

Subparagraph 150 C has been amended to add the requirement to notify NRCS of the results of all approved reconstitutions and to provide a copy of FSA-156EZ.

Amendment Transmittal (Continued)

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2 Responsibilities (Continued)

C COC Responsibilities (Continued)

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

D County Office Responsibilities

County Office employees must:

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

3 General Farm, Tract, and Field Data

A General Description of CRM Farm Records Business Application

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

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

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

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

B Farm and Tract Numbers

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

21 Adding or Changing Operator

A Definition of Operator

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

B Determining Farm Operator

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

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

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

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

Document all decisions in the farm file and COC minutes.

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

C 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 in making a determination, which may include:--*
 - rental agreement between owner and operator
 - producer’s prior activities.

D Notification

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

21 Adding or Changing Operator (Continued)

E Federally-Owned Land

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

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

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

***--F Operators on Heir Property**

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

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

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

22 Adding or Changing Owner

A Definition of Owner

[7 CFR 718.2] An 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
 - Note:** OGC, Regional Attorney will review contracts that are questionable before changing FSA ownership records.
- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
 - the redemption period has not passed
 - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

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

Examples: Proof of ownership may include the following:

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

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

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

22 Adding or Changing Owner (Continued)

A Definition of Owner (Continued)

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

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

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

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

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

B Ownership Dispute

If there is a dispute over ownership, follow:

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

C Restrictive Easements

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

- 1-ARCPLC
- 2-CP.

D Notification

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

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

24 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 and the work instructions “Create Farm Record” and “Delineate CLU” for instructions on adding a farm.

25 Land Classification Definitions

A Definition of Farmland

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

* * *

B Definition of Cropland

[7 CFR 718.2] 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

25 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 that these practices are not used other than for reasons beyond the producer's control, the cropland determination will be void retroactive to the time at which the land was broken out.

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

- no longer used for an agricultural use
- no longer suitable for producing a crop
- subject to a restrictive or permanent easement that prohibits the planting of an annual crop

Note: This does not include land under CRP-1, WRP, GRP or land that is hayed and/or grazed.

- converted to ponds, tanks, or trees.

Note: This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

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

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

E Updating Records for Nonagricultural Uses

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

IF...	THEN...
part of a tract is nonagricultural	<ul style="list-style-type: none"> • complete a tract and farm division to separate the nonagricultural land • make the farm inactive. <p>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.</p> <p>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.</p> <p>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.</p>
an entire tract is nonagricultural	<ul style="list-style-type: none"> • 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 35.

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

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

F Notification Requirements

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

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

28 FSA Policy About Federal and State Grazing Land

A Background

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

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

This policy:

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

B Farm, Tract, and Field Policy

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

30 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 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 25 B	cropland	02	yes	cropland.
	does not meet the definition of cropland in subparagraph 25 B but does meet the definition of DCP cropland in subparagraph 25 C	cropland	02	no	DCP Ag related activity.
	does not meet the definition of DCP cropland in subparagraph 25 C *-- Example: Improved pasture that has never met the definition of cropland or DCP cropland.	rangeland or other, as applicable	03 or 10	no--*	farmland.

30 Rules for Delineating (Continued)

E Classifying Land (Continued)

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

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 FSA-179 to transferring County Office <p style="text-align: center;">* * *</p> <ul style="list-style-type: none"> • 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 <p style="margin-left: 40px;">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.</p> <ul style="list-style-type: none"> • 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. <p style="margin-left: 40px;">Note: Follow Part 7, Section 2 and work instructions “CRP – Updating CRP Cropland” and “Allocated CRP Cropland” to update CRP attributes at the field level and to update CRP MPL at the tract level.</p> <ul style="list-style-type: none"> • re-create any active FSA-848’s for CRP contracts, ECP, etc. • verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 11 • notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.

66 Handling Within-State Transfers (Continued)

C Receiving County Action (Continued)

IF transfer...	THEN...
was approved by 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 will make a determination
- the County Office will forward the request for transfer to the State Office.

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
- 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 one State to another. STC may redelegate this authority to SED.

- 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	<ul style="list-style-type: none"> • send a copy of FSA-179 to the receiving State Office <p>Receiving State Office will:</p> <ul style="list-style-type: none"> • 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 <p>Receiving County Office will:</p> <ul style="list-style-type: none"> • follow Part 7, Section 6 and work instructions “Transfer Farm” and “Worklist_Farm_Transfer” to complete transfer in the CRM Farm Records System • approve new ARC/PLC and modify CRP contracts in CCMS to reflect new farm and tract numbers, as applicable, in the system for the transferred contracts <p>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.</p> <ul style="list-style-type: none"> • 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. Follow Part 7, Section 2 and work instructions “CRP – Updating CRP Cropland and “Allocated CRP Acreage” to update CRP attributes at the field level and to update CRP MPL at the tract level. • re-create any active FSA-848’s for CRP contracts, ECP, etc. • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 11 • coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments • notify the receiving office of all outstanding debts and producer offset requests • ensure that all outstanding debts are loaded in NRRS according to 64-FI • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 11 • notify all applicable NRCS offices handling the farm of the new farm, tract, and field numbers • verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately.

150 Reconstitution Approval Process (Continued)**C Approval**

COC must sign and date FSA-155, checking "approved" according to the following:

- for farm level reconstitutions, sign after the reconstitution is completed in CRM Farm Records and the approval workflow has been initiated
- for tract level reconstitutions, sign after the combination or division is completed in CRM Farm Records
- approving official must approve the workflow in the CRM Farm Records System. See Part 7, Section 7.

Note: COC can delegate authority to CED according to subparagraph E.

FSA-155 is the reconstitution approval document. Attach the parent and child farm's FSA-156EZ's to FSA-155.

Provide the following information to the parent and child farm's owners and operators:

- Base and Yield Notice, applicable to the farm level reconstitutions only
- FSA-156EZ to associated owners and operators only
- a photocopy of NRCS determinations with NRCS determinations entered for each field

Note: See 6-CP for additional information.

- appeal rights on Base and Yield Notice.

--Notify NRCS of the results of all approved reconstitutions. Provide a copy of FSA-156EZ.--

D Disapproval

COC must sign and date FSA-155, checking "disapproved".

Approving official must select "disapprove" from the drop down menu in the workflow and execute the decision. See Part 7, Section 7.

If a tract level reconstitution is disapproved, perform the necessary subsequent reconstitution in CRM farm records to reverse the tract combination or tract division.

150 Reconstitution Approval Process (Continued)

D Disapproval (Continued)

Provide the following information to the parent and child farm's or tract's owners and operators:

- a letter explaining why the reconstitution cannot be processed
- appeal rights according to 1-APP.

E COC Redelelegation

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 is 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.

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

See Part 7, Section 7.

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 (HELIC) and Wetland Conservation (WC) Certification		65, 248
AD-2047	Customer Data Worksheet Request for Business Partner Record Change		22
CCC-452	NAP Production and Yield Report		65
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage (2015 and Subsequent Crop Years)		65
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		65
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		65
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		65
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		65
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		65
CCC-503A	County Committee Worksheet for “Actively Engaged In Farming” and “Person” Determinations		65
CCC-505	Voluntary Permanent Base Acre Reduction		Text
CCC-517	Tract Redistribution Form (need to find this)		Text, Ex. 8
CCC-518	Tract Price Loss Coverage (PLC) Yield Redistribution Form	41	Text
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program for 2013 and Subsequent Years		65
CCC-857	Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Program Election		65

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
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-1245	Practice Approval and Payment Application		65
CRP-1	Conservation Reserve Program Contract		25, 26, 36, 37, 170, 236, 250,
FSA-155	Request for Farm Reconstitution	94	Text
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing	Ex. 11	Text
FSA-179	Transfer of Farm Records Between Counties	Ex. 10	Text
FSA-211	Power of Attorney		65
FSA-578	Report of Acreage		66, 90, 239, 309, 310, 311
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 Wetland 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

Definitions of Terms Used in This Handbook (Continued)

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.

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--*

Definitions of Terms Used in This Handbook (Continued)

Cropland (Continued)

- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped
- in sod waterways or filter strips planted to perennial cover
- under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

Note: See 2-CRP, paragraph 327 for alternative perennials.

- under GRP, when land was classified as cropland before being enrolled as GRP
- under WRP, when land was classified as cropland before being enrolled as WRP
- new land broken out if both of the following conditions are met:
 - land is planted to a crop to be carried through to harvest
 - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.

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

- no longer used for an agricultural use
- no longer suitable for producing a crop
- subject to a restrictive or permanent easement that prohibits the planting of an annual crop

Note: This does not include land under CRP-1, WRP, or land that is hayed and/or grazed.

- converted to ponds, tanks, or trees.

Note: This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

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

CTAP Transitional Yield

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.

Definitions of Terms Used in This Handbook (Continued)

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 1/100th 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 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.

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.

Definitions of Terms Used in This Handbook (Continued)

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, including the homestead.--

* * *

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.

***--Example of Notification Letter About Field Boundary Change**

This is an example of the letter notifying producers when Field Boundaries change.

*--

Dear Producer,

A field boundary change has been completed on Farm Number _____, Tract Number _____, fields _____ administered from the _____ FSA County Office. This field boundary change was made due to _____. As a result, the acreage on the farm has been recalculated to _____ cropland acres and _____ farmland acres.

Please review the new field boundaries and associated acres on the attached map and FSA-156EZ. If you identify fields that appear to be incorrectly delineated, please contact the _____ FSA County Office within 30 calendar days from the date of this letter to request a review of the field boundaries.

You may also request FSA to complete a measurement service to obtain an official field measurement using GPS. There is a fee for this service; please contact the local county office for measurement service rates.

If we do not hear from you within 30 calendar days from the date of this letter, we will consider the field boundary information correct and used for all FSA program purposes. Please note that the attached maps are intended for FSA program purposes only.

Sincerely,

CED

--*

