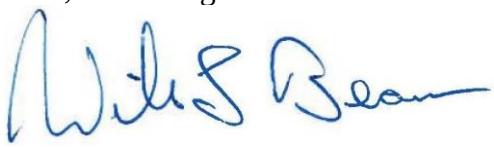
UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Farm Records and Reconstitutions for Current Year 10-CM (Revision 1)	Amendment 4

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 3 C has been amended to:

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

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

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

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

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

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

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

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

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

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

A Reasons for Amendment (Continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

- farm transfers must be initiated in the system and workflows acted on as FSA-179 is reviewed and determinations made

- including the IBase number of the farm on FSA-179 is a best practice to assist with tracking farm transfers.

A Reasons for Amendment (Continued)

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

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

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

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

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

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

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

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

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

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

Paragraph 187 has been amended to:

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

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

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

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

Subparagraph 189 C has been amended to:

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

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

A Reasons for Amendment (Continued)

Paragraph 191 has been amended to:

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

Subparagraph 192 B has been amended to update screens.

Subparagraph 192 C has been amended to include:

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

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

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

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

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

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

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

A Reasons for Amendment (Continued)

Subparagraph 204 B has been amended to:

- update the GIS General Tool screen
- clarify references.

Subparagraphs 206 A and B have been amended to:

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

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

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

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

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

Paragraph 248 has been amended to:

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

Paragraph 249 has been amended to:

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

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

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

Paragraph 259 has been amended to:

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

A Reasons for Amendment (Continued)

Paragraph 260 has been amended to:

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

Subparagraph 261 D has been amended to:

- remove reference to generic base acres

- clarify provisions for selecting the correct program election for a newly added base crop on a farm.

Paragraph 262 has been amended to:

- remove reference to CTAP Transitional Yield
- update screen.

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

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

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

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

Paragraph 275 has been amended to:

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

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

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

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

A Reasons for Amendment (Continued)

Subparagraph 292 D has been amended to:

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

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

Paragraph 301 has been amended to include:

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

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

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

Subparagraph 311 A has been amended to:

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

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

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

Exhibit 11 has been amended to:

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

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

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

Amendment Transmittal (Continued)

Page Control Chart		
TC	**Text**	**Exhibit**
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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
  - 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

  *** * ***
  - CTAP Transitional yield
  - PLC yield
- Farm Parties Involved
  - Name
  - Function (Operator)
  - Business Partner ID number
  - ***--**CW producer exception and appeals exhausted date
  - RMA CW producer exception
  - HEL producer exception and appeals exhausted date
  - RMA HEL producer exception
  - PCW producer exception and appeals exhausted date
  - RMA PCW producer exception**--***
- Farm Change History
  - Component
  - Field name
  - Old value
  - New value
  - Change time
  - Change date
  - Changed by.

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

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

Tract assignment blocks include:

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

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
  - CTAP Transitional yield
  - CTAP yield adjustment codes
  - PLC yield
  - PLC yield adjustment codes
- Tract CCC-505 CRP Reduction Data
  - Crop name
  - Crop year
  - Contract number
  - Start year
  - Acres
  - CTAP Transitional (Direct) yield
  - PLC (CC) yield
- Tract Parties Involved
  - Name
  - Function (Owners or Other Producers)
  - Business Partner ID number
  - ***--**CW producer exception and appeals exhausted date
  - RMA CW producer exception
  - HEL producer exception and appeals exhausted date
  - RMA HEL producer exception
  - PCW producer exception and appeals exhausted date
  - RMA PCW producer exception.**--***

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

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

Field assignment blocks include:

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

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. Refer to the following examples.

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

5-19 (Reserved)

23 Adding or Changing Other Producers

A Definition of Other Producers

Other producers are producers who are:

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

B Entering Other Producers Into the CRM Farm Records Application

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

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

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

*--23.5 Correctly Associating Producer for Program Enrollment

A Evaluating Records by Program Participation

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

- CARS
- CRP
- LFP
- DMC.

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

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

B Program Examples

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

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

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

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

Example: In FY 2019, Dairy Operation A enrolled in DMC for coverage year 2020. Dairy Operation A must be associated with the farm and tract where the facility is location for FY 2019 and 2020. The dairy operation dissolves on June 1, 2020. With the dissolution, Dairy Operation A may no longer be associated with the farm and tract. However, because they have coverage for a portion of the 2020 coverage year, they must remain on the farm and tract for the 2020 farm records year.

Note: Constitution of the farm should be evaluated by the current year producer interest and not by additional producers added because of prior or future FY program participation. In most instances, producers associated with the farm in a future program year, but no association to the current FY, must be entered as “Other Producers”.**--***

24 Farm Records Hierarchy

A Definition of Farm

A 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 and work instructions "Farm Division – CRM", "Farm division – GIS', and "Tract Division".

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.

24 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 and work instructions "Tract Combination" and "Tract Division".

24 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 30 E.

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

24 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 24 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 27 and all land on the farm has been retired from agricultural production

- as a result of a correction.

Notes: When a single tract from a multiple tract farm is retired from agricultural production a farm division will be completed and the resulting single tract farm must be inactivated.

--**Farms are not authorized to be in-activated solely because of lack of participation with FSA programs. Farms must be retained as active records unless COC has made a determination that the land is no longer used for any agricultural use according to paragraph 27.**--

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

25 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.--*****

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

25 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 WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

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.

25 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.

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

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

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

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

E Updating Records for Nonagricultural Uses

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

IF...	THEN...
part of a tract is nonagricultural	• complete a tract and farm division to separate the nonagricultural land • make the farm inactive. **Exception:** In instances where part of a tract is determined non-agricultural but ownership on the tract has not changed, County Offices must delineate the non-agricultural area in a separate CLU and update attributes accordingly. A tract division is not required, and the non-agricultural area can remain in the tract but delineated as a separate CLU. **Example:** On one part of a tract, a producer builds grain storage bins on land that is currently classified as cropland. Even though the bins are for an agricultural use, they are permanent structures and by FSA definition are classified as non-agricultural. The field is still owned by same owner, so no ownership has changed on the tract. In this example, because there has been no change of ownership on the tract that would otherwise require a division, the part of the tract determined non-agricultural must be delineated in a separate CLU and remain within the tract. A tract and farm division is not required in this case to separate the nonagricultural land.
an entire tract is 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 35.

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

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

F Notification Requirements

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

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

28 FSA Policy About Federal and State Grazing Land

A Background

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

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

This policy:

- and procedure applies **only** to grazing allotments/rangeland in the western U.S.
- addresses the following:

  - accommodating grazing permits in FRS
  - reporting acreage on acres that are grazed randomly by multiple permittees
  - delineating nonexistent boundaries on the CLU layer.

B Farm, Tract, and Field Policy

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

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

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

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

C Owner/Operator/Other Producer Policy

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

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

29 GIS Rules

A Overview

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

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

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

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

B Land Classifications

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

- Barren
- Cropland
- Forest
- Mined

29 GIS Rules (Continued)

B Land Classifications (Continued)

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

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

C Rules for Delineating CLU

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

Type of Boundary	Rules for Delineating
Visible	Determine the CLU boundary using natural or cultural features visible on official NAIP imagery. Natural boundaries may include: • water bodies • 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.

29 GIS Rules (Continued)

C Rules for Delineating CLU (Continued)

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

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.**--***

30 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 22. • Farm and tract boundaries must not overlap another farm's boundaries. • All farm reconstitutions must be based on a legal deed or description.
Management (Land Use 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.

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

30 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 25 C	rangeland	03	no	DCP ag-related activity.
	does not meet the definition of DCP cropland in subparagraph 25 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 25 C	forest	04	no	DCP ag-related acres.
	does not meet the definition of DCP cropland in subparagraph 25 C **Example:** Native forest land.	forest	04	no	farmland.

30 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 25 C	water body	05	no	DCP ag-related activity.
	does not meet the definition of DCP cropland in subparagraph 25 C **Note:** Water bodies such as farm ponds, aquaculture ponds, streams or canals will be considered farmland if it is associated with the farming operation.				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.

30 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.

33 Creating a Farm Record

A Overview

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

A new farm cannot be added unless it contains:

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

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

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

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

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

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

B Replicating Farms to Prior Years

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

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

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

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

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

33 Creating a Farm Record (Continued)

B Replicating Farms to Prior Years (Continued)

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

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

- the farm operator
- all owners
- highly erodible and wetland determinations.

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

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

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

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

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

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

State Offices will:

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

33 Creating a Farm Record (Continued)

B Replicating Farms to Prior Years (Continued)

- the farm should be replicated
- all applicable documentation has been provided

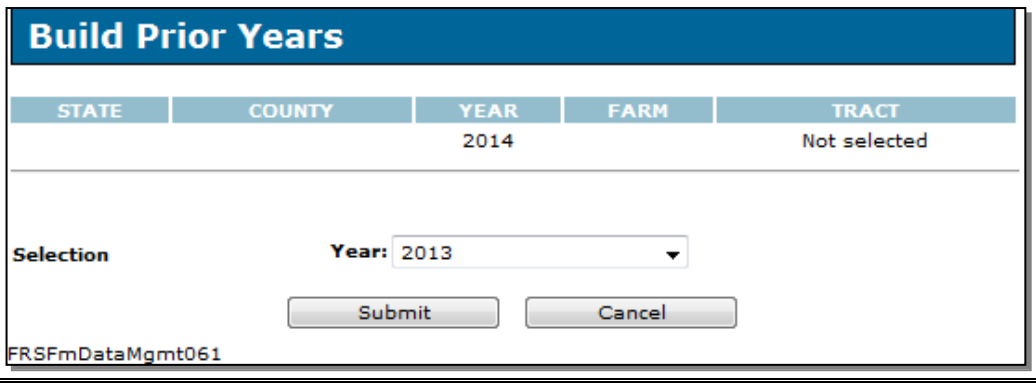
- review the farm in CRM to ensure that the farm is drawn, attributed, and constituted correctly in the current year

--Notes:** The Farm Replication Checklist (Exhibit 14) may be used to assist with verifying that boundaries and attributes have been correctly recorded before replicating the farm.**--

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

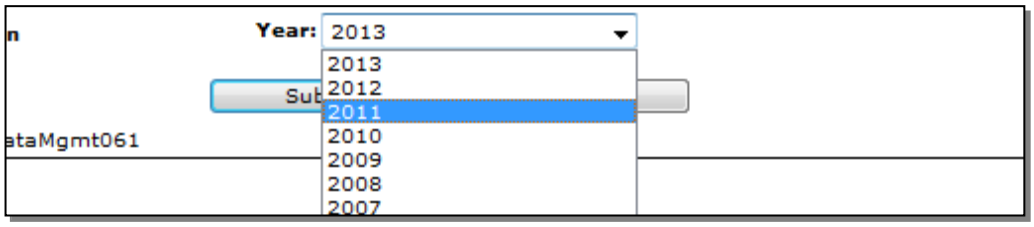
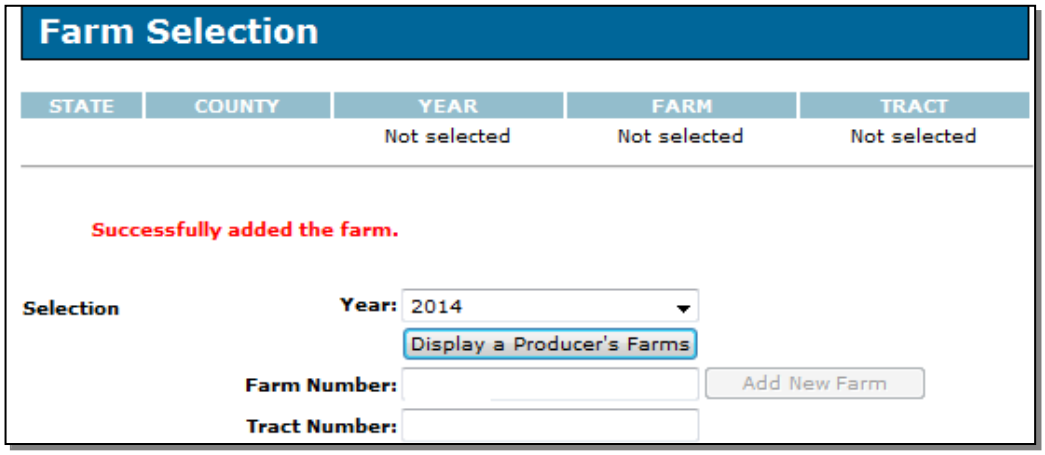
If the request is to replicate a farm to a prior year, ensure that the farm record is correct in the earliest year and all subsequent years in which the farm exists.

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

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

33 Creating a Farm Record (Continued)

B Replicating Farms to Prior Years (Continued)

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

34 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.--*****

34 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.

34 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.

34 Conservation Compliance (Continued)

D Wetland Violations

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

The following are wetland violation options:

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

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

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

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

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

See 6-CP for additional information on wetland violations.

E Farm Producer Exceptions

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

34 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.

34 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).

--*

34 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).

--*

34 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.

*--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.

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34 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.

34 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.

--*

34 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).

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34 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.

H Appeals Exhausted Date

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

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

35 Native Sod Acreage

A Background

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

B Recording Native Sod

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

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

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

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

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

36 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.

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

B Balancing Tract Data

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

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

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

- if the farm can support the excess base acres on the out-of-balance tract, the owner or owners of the tract with the excess base must be notified and given an opportunity to either redistribute using CCC-517 or permanently reduce the acre; see paragraph 38 or instructions on completing CCC-517.

  Notes: County Offices may redistribute amounts of .10 acres or less, or reduce amounts of .10 acres or less if the farm is over based, without first contacting the tract owner(s).

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

36 Out-of-Balance Tracts (Continued)

B Balancing Tract Data (Continued)

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

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

C County Office and COC Action

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

- the County Office will:
  - redistribute excess base acres using CCC-517, according to Exhibits 7 and 8, ***--**proportionately for all base acres, unless unassigned generic base acres are available

    Note: If the tract contains unassigned generic base acres, redistribute these acres first and then if the tract is still out-of-balance, redistribute the remaining base acres proportionately.
  - complete CCC-505, if applicable, reducing the base acres proportionately for each covered commodity unless unassigned generic base acres are available

    Note: If the tract contains unassigned generic base acres, reduce these acres first and then if the tract is still out-of-balance, reduce the remaining base acres proportionately.**--***
  - document in CCC-505, Item 16, "No CCC-517 and/or CCC-505 completed by owner(s) within 30 calendar days of notification"
  - obtain COC approval on CCC-505, if applicable
  - reduce base acres according to CCC-505
  - file the producer letter and CCC-505, if applicable, in the farm folder

36 Out-of-Balance Tracts (Continued)

C County Office and COC Action (Continued)

- COC must document reduction and/or redistribution in the COC minutes.

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

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

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

D Worksheet for Adjusting Acres

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

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

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

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

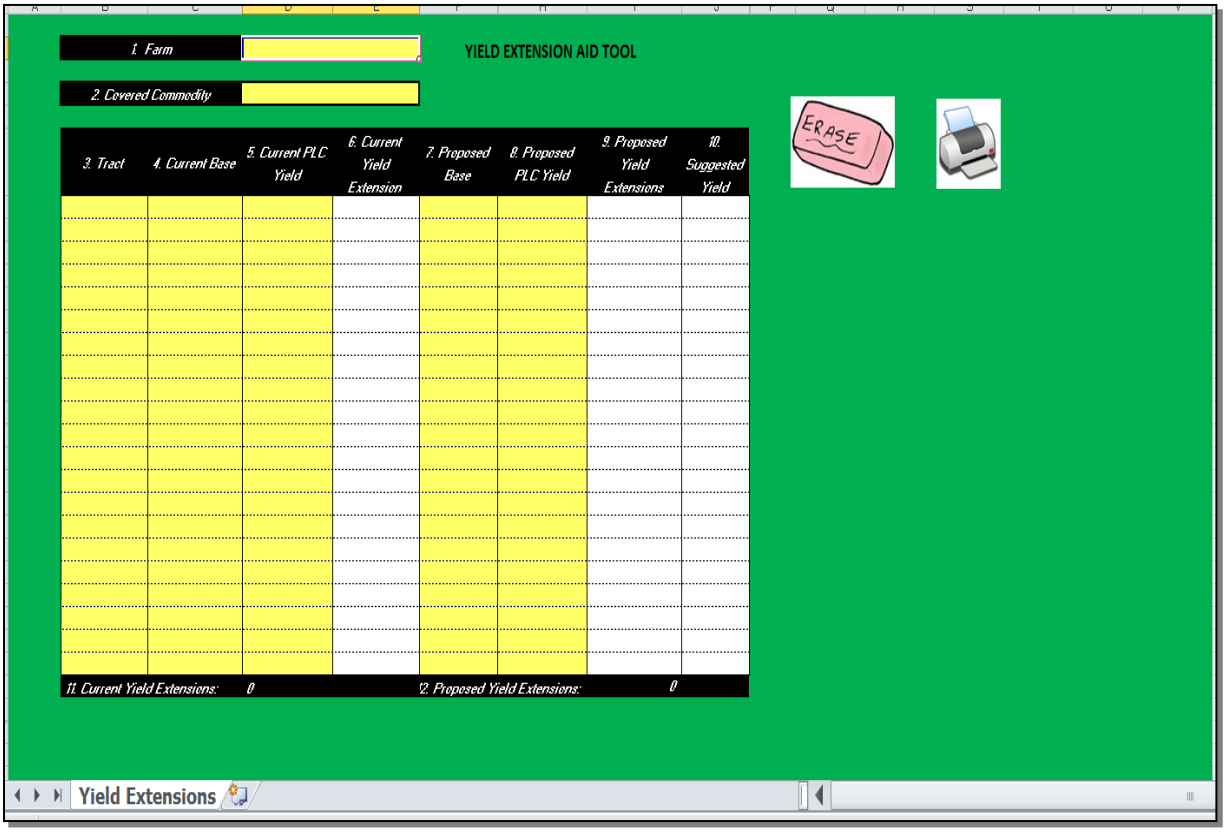
40 PLC Yield Adjustments (Continued)

D Requesting Adjusted PLC Yield

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

E PLC Yield Extension Calculator

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



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

A Background

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

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

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

COC:

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

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

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

C Example 1, DCP Cropland Method of Division

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*--43 PLC Yield Update

A Updating the PLC Yield

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

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

44-49 (Reserved)

54 Servicing County Offices With Reduced Hours of Operation

A Background

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

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

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

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

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

B Requesting a New Servicing County Office

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

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

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

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

B Requesting a New Servicing County Office (Continued)

- the request is subject to COC approval of the "transfer to" county.

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

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

In and out transfers must:

- be requested on FSA-179

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

- be signed by the farm owner and operator

- occur between contiguous counties with the exception of closed offices

- be submitted to STC for approval for processing.

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

Notes: DAFP has delegated its authority to STC's to approve requests for selecting a new servicing County Office in cases where County Offices have reduced hours of operation and/or reduced staffing. STC may redelegate this authority to SED.

--**STC must review and approve the farm transfer request on FSA-179 before the receiving county approves FSA-179 or farm transfer workflow. If the farm transfer is between counties within the State, a workflow will not be generated for the State Office. The approval workflow will only be received by the transferring and receiving counties and should be acted on after STC has approved FSA-179.**--

55-61 (Reserved)

66 Handling Within-State Transfers

A Initiating County Action

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

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

B Transferring County Action

Use the following table for transferring county action.

IF transfer...	THEN...
was initiated in the receiving 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 and work instructions "CRP – Updating CRP Cropland" and "Allocated CRP Cropland" to update CRP attributes at the field level and to update CRP MPL at the tract level. • re-create any active FSA-848's for CRP contracts, ECP, etc. • verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 11 • notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.

66 Handling Within-State Transfers (Continued)

C Receiving County Action (Continued)

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

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 and work instructions "Transfer Farm" and "Worklist_Farm_Transfer" to complete transfer in the CRM Farm Records system

--Note:** The farm transfer must be initiated in the system and the workflows acted on as FSA-179 is received and approved or disapproved by each transferring and receiving location.**--

- reconstitute it into a separate farm before transfer, if part of a farm will be transferred out of the county

- follow paragraph 64 for timing.

B County Office Action

County Offices will:

- generate and attach an FSA-156EZ PDF electronically to the farm being transferred

- print FSA-156EZ for the transferred farm before initiating the automated transfer process

Notes: See Part 7, Section 6.

Type the following comments on FSA-156EZ:

- "Transferred to _____County"
- the date of transfer
- IBase number.

- file the inactive FSA-156EZ with the inactive farm record file.

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

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 24. As applicable, initiate either of the following:

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

  Note: Restrictions in paragraphs 90 and 91 apply.

- The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution. Make corrections according to paragraph 96.

- COC determines that the farm was reconstituted on a basis of false information provided by the owner or farm operator.

- COC determines that the tracts of land included in a farm are not being operated as a single farm according to paragraph 96.

- An owner requests in writing that the owner's land no longer be included in a farm that is composed of tracts under separate ownership. See paragraph 131 for farm divisions.

- ***--**Farms are participating in ARC/PLC, have the same ARC/PLC program elections for all common covered commodities, have the same ARCPLC G/I/F Eligibility indicator,**--*** have the same owner, are located in the same county, and are operated as 1 farm.

93 When to Initiate (Continued)

B Timing of Farm Reconstitutions

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

A reconstitution is considered to be requested when all:

- of the required signatures are on FSA-155
- other applicable documentation, such as proof of ownership, is submitted.

--Note:** County Offices are authorized to process reconstitution requests received after August 1 if sufficient time is available to complete the request before rollover.**--

C Timing of Tract Divisions

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

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

D Total CRP and Non-ARC/PLC Farms

The following farms may be reconstituted at any time:

- total CRP
- non-ARC/PLC.

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 24

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

  - the farm was not properly constituted under the applicable procedure in effect at the time of the last reconstitution
  - COC determines that the farm was reconstituted on the basis of false information provided by the owner or farm operator.

Notes: Combinations of CRP land with non-CRP land are not required even though the criteria in this subparagraph may be met.

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

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

113 Combining Federally- and State-Owned Land

A Federal Land

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

B State Land

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

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

114 Combining Farms With Existing ARCPLC Elections

A Initiating Reconstitutions With Existing ARCPLC Elections

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

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

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

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

115 Reconstitution Policy for HIP Crops on Combined Farms

A Combination HIP Policy

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

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

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

The weighting formula for farms is as follows:

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

B Example

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

FSN	Corn Base Acres	HIP	HIP-Factored Base Acres
101 (parent)	100	75%	75
204 (parent)	175	30%	52.5
Calculation: 75 + 52.5 = 127.5 ÷ 275 = 46%			
1008 (resulting)	275	46%	

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

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

116 (Withdrawn--Amend. 2)

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

A ARCPLC G/I/F Eligibility Indicator and Combinations

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

118-124 (Reserved)

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 24.

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 and the work instructions "CRP - Updating CRP Cropland" and "Allocated CRP Acreage" to enter CRP attributes at the field level and to update CRP MPL at the tract level if applicable.

*--C Distributing CCC-505 CRP Reduction Acres

During a division of a tract with associated CCC-505 CRP reduction acres, if the DCP cropland method is selected, CCC-505 CRP reduction acres must be divided to the resulting tracts in proportion to the CRP cropland each resulting tract receives. If the estate or landlord method is selected to divide base acres, producers may also divide CCC-505 CRP reduction acres, but acres associated with a resulting tract cannot exceed the total number of CRP cropland acres associated with the tract.

The tract division process will automatically divide and populate CCC-505 CRP reduction acres as applicable during the reconstitution process. CCC-505 CRP reduction acres are automatically populated during the farm division, farm combination, and tract combination processes.--*

171 Dividing Farms During CRP Signup

A Dividing Farms for Current Year Contracts

Divide farms that enter into CRP-1's if either of the following applies:

- the land no longer meets the definition of a farm in paragraph 24

  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)

183 CRM Homepage (Continued)

B Example of CRM Homepage (Continued)

9. **Reports Assignment Block** - on the CRM Homepage has the following options:

- Business Partner Key Field Change Request Report
- Potential Duplicate Report
- Base and Yield Ads. History
- EC, HIP, PLC Yields History
- *--Reconstitution Reports.--*

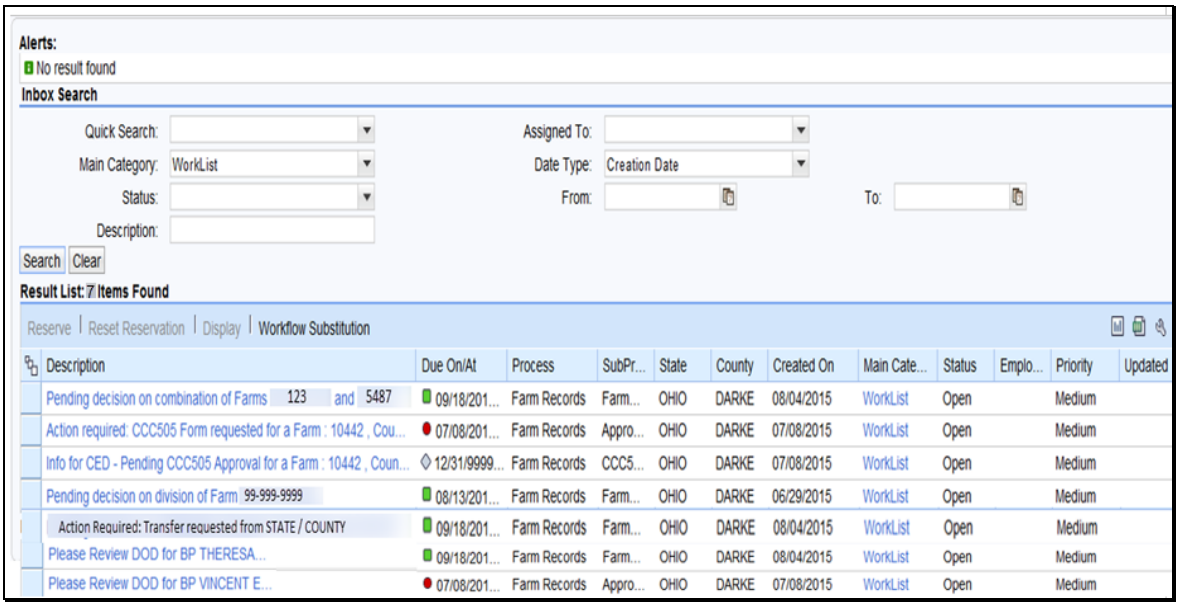
184 CRM Worklist

A Overview

The CRM Worklist contains workflow tasks for Farm Combinations, Farm Divisions, *--Transfers, CCC-505's, CCC-517's, CCC-867, allocation of CRP acres, and Date of Death--* (DOD) approvals. The CRM worklist also contains alerts for farm records and Business Partner.

B Example

Following is an example of the CRM Worklist.



C Action

Instructions on how to complete workflow tasks from the CRM Worklist are contained in Out-of-Balance Conditions and Adjustment Reports (Part 7, Section 5), Farm Transfers (Part 7, Section 6), and Reconstitutions (Part 7, Section 7).

185 Designating a Substitute for Farm Records Worklist Items

A Overview

--**Farm records worklist items (workflows) are generated during farm level reconstitutions, farm transfers, automated CCC-517, automated CCC-505, and CCC-867 processes. Additionally, farm records notification e-mails are generated after the completion of reconstitutions, approved CCC-867's, and updates received from the ARC/PLC applications. Recipients of these workflows and notifications are determined according to the Business Partner (employee) that is assigned to a specific position in CRM Organizational Structure. Potential recipients of the various workflows include SED's, DD's, and CED's. Designated workflow recipients may substitute the ability (not the authority) to approve or disapprove worklist items. Approval or disapproval of the worklist items is executing a decision already determined on the application form and must be supported by paper copies of the**-- documents that have been approved by the designated approval authority, or an individual with properly delegated approval authority. See Exhibit 1 for information on redelegations of authority.

Note: All approving officials in CRM (CED's, Acting CED's, DD's, Acting DD's, and Acting SED's) are required to establish a substitute in the event they are out of the office and a workflow task must be acted on.

Substitutes are created through the Universal Worklist available in the MIDAS Portal.

Universal Worklist offers 2 types of substitutes that may be created:

- "Receives My Tasks" substitutes receive workflows and notifications according to effective start and end dates established by the person designating the substitute. Substitutes cannot choose whether or not they receive the workflows and notifications

- "Fill In For Me" substitutes only receive workflows during time periods when they "take over" the approving official's workflows and notifications

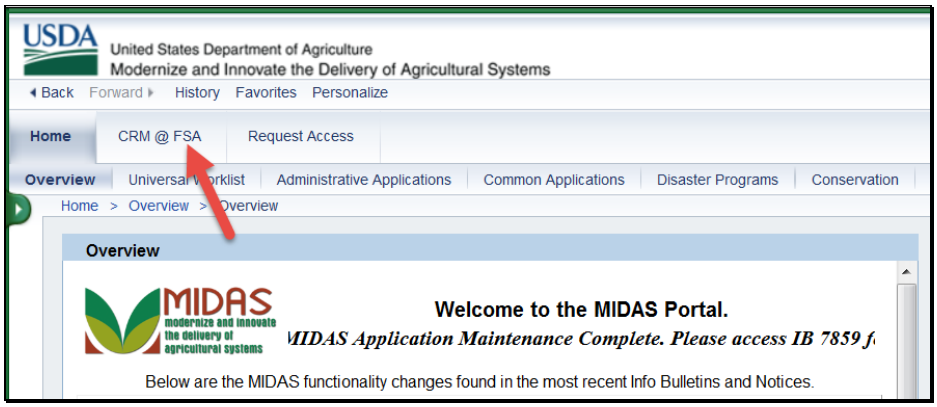
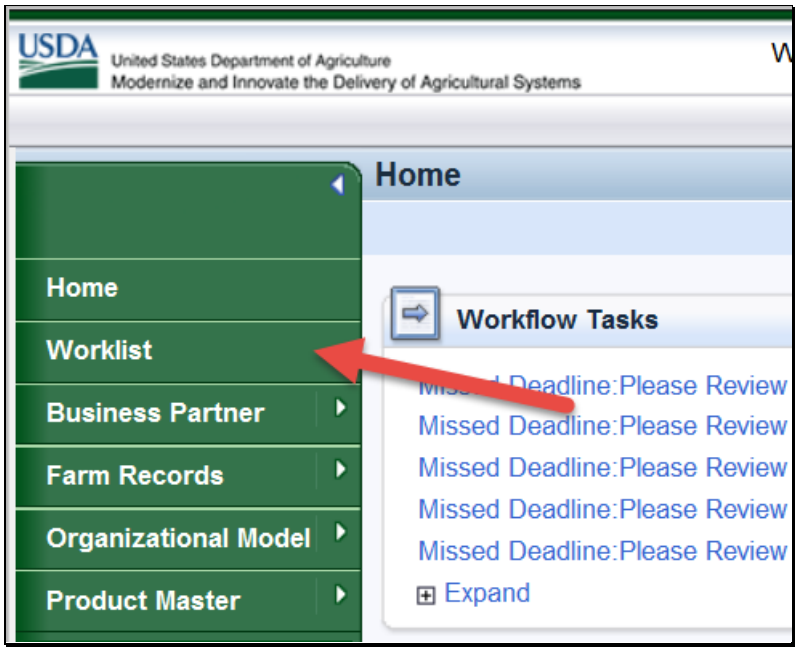
Notes: The person designating the substitute may designate an effective start date, but the end date is always indefinite (12/31/9999).

The person designating the substitute may designate both an effective start date and an effective end date for the duration of the substitution.

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

*--D Viewing a Substitute Through the CRM Worklist

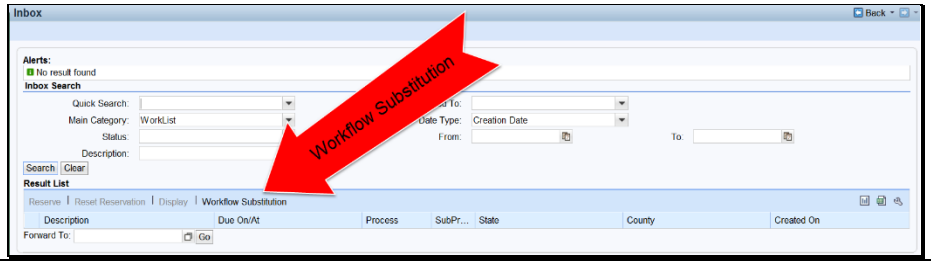
Substitutions can be reviewed through the Worklist link on the CRM@FSA homepage. Substitutions in the Worklist are view-only and cannot be added, removed, or edited. Any changes needed to a substitution must be completed through the MIDAS Portal. The--* following table provides instructions to view a substitute for Farm Records worklist items through the CRM Worklist.

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

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

--D Viewing a Substitute Through the CRM Worklist (Continued)--

* * *

Step	Action
3	CLICK "**Workflow Substitution**" in the "Worklist Inbox" window. 
* * *	* * *

E Available Task Sets (Substitution Profiles) for Farm Records

The following table provides tasks applicable to Farm Records that are available when establishing a substitution rule.

Substitution Rule	Task Description
FR_ALL – All FR WF Tasks	Allows the substitute to approve all reconstitution and transfer workflow tasks addressed to BP who is designating a substitute and to receive all notifications related to these tasks. **Note:** CCC-505 and CCC-517 workflows and notifications are not included in this task set and must be substituted using a CCC-505 and/or CCC-517 specific task set.
ALL – All Notifications	Allows the substitute to approve all FR and BP workflow items and allows the substitute to receive all FR and BP notifications. **Note:** CCC-505 and CCC-517 workflows and notifications are not included in this task set and must be substituted using a CCC-505 and/or CCC-517 specific task set.
FR_45D_WAIT – FR 45 Day Missed Deadline	Allows the substitute to receive notifications addressed to CED or DD 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 workflows addressed to CED for CCC-505 Base Reduction forms generated by the automated CCC-505 Reduction Tool.
FR_517_APPR – FR CCC-517 Approval Task	Allows the substitute to approve workflows addressed to CED for CCC-517 Base Redistribution forms generated by the automated CCC-517 Redistribution Tool.

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

E Available Task Sets (Substitution Profiles) for Farm Records (Continued)

Substitution Rule	Task Description
FR_CCC505 - FR CCC505 Notifications	Allows the substitute to receive notifications of upcoming or missed CCC-505 deadlines that are addressed to CED. This task set does not allow the substitute to approve workflows for CCC-505 Base Reduction forms.
FR_CCC517 – FR CCC517 Notifications	Allows the substitute to receive notifications of upcoming or missed CCC-517 deadlines that are addressed to CED. This task set does not allow the substitute to approved workflows for CCC-517 Base Redistribution forms.
FR_CED_NEW - FR CED Receiving Cty	Allows the substitute to approve in-transfers on behalf of CED of the receiving county.
FR_CED_OLD - FR CED Transferring Cty	Allows the substitute to approve out-transfers on behalf of CED of the transferring county.
FR _CRP – FR Contract Updates	Allows the substitute to process CRP Cropland Workflows when revised CRP Cropland and CRP MPL values are received from CCMS.
FR_RECON - FR RECON Notifications	Allows the substitute to receive notifications addressed to CED warning CED that the 45-day deadline for approving a workflow item is approaching and allows the substitute to extend the approval deadline for an additional 45 days.
FR_SED_OLD - SED Receiving Cty	Allows the substitute to approve State-to-State farm transfer workflows on behalf of SED of the receiving State.
FR-SED_OLD - FR SED Transferring Cty	Allows the substitute to approve State-to-State farm transfer workflows on behalf of SED of the transferring State.

F Taking Over a User's Worklist

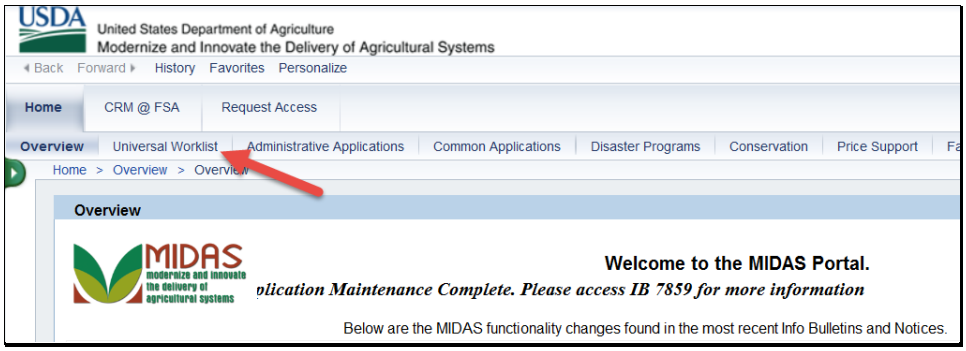
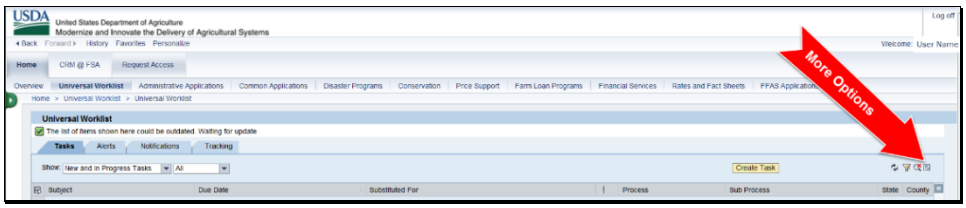
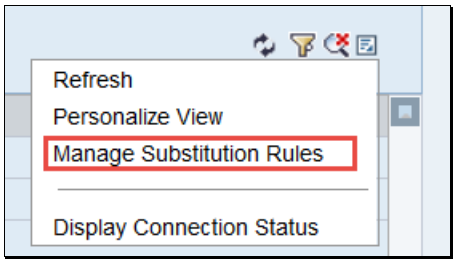
Substitutes designated as "Fill In for Me" do not receive workflows and notifications on behalf of the person that designated them as a substitute unless they take over the worklist of the person that designated them as a substitute. Taking over a worklist does not prevent the user that designated the substitute from seeing or acting upon worklist items and notifications directed to them. However, if the substitute takes action on a worklist item, that item is removed from the worklist of the person originally designated to receive the item.

Employees in positions designated to receive workflows (SED's, DD's, and CED's) are expected to have a "Fill In for Me" substitute designated at all times to insure uninterrupted business operations in the event that the employee designated to receive the workflow is unexpectedly away from work or otherwise unable to access their worklist.

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

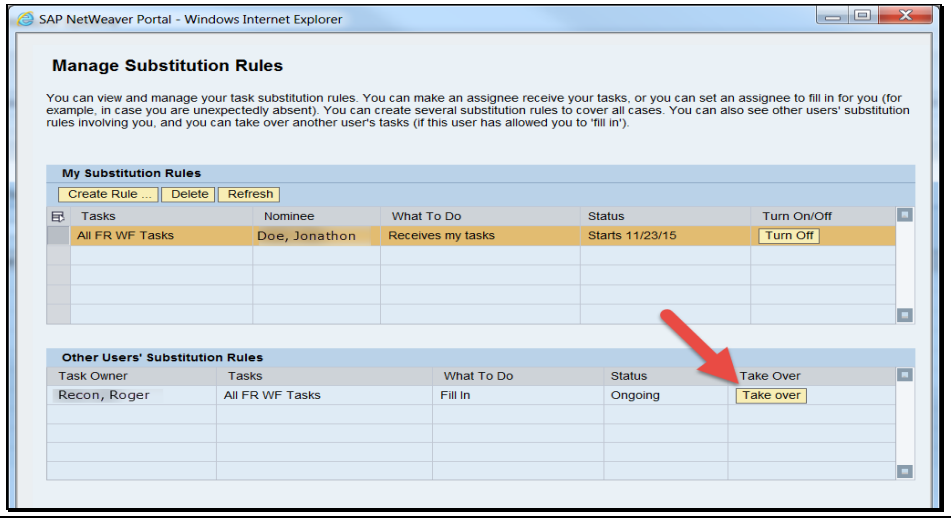
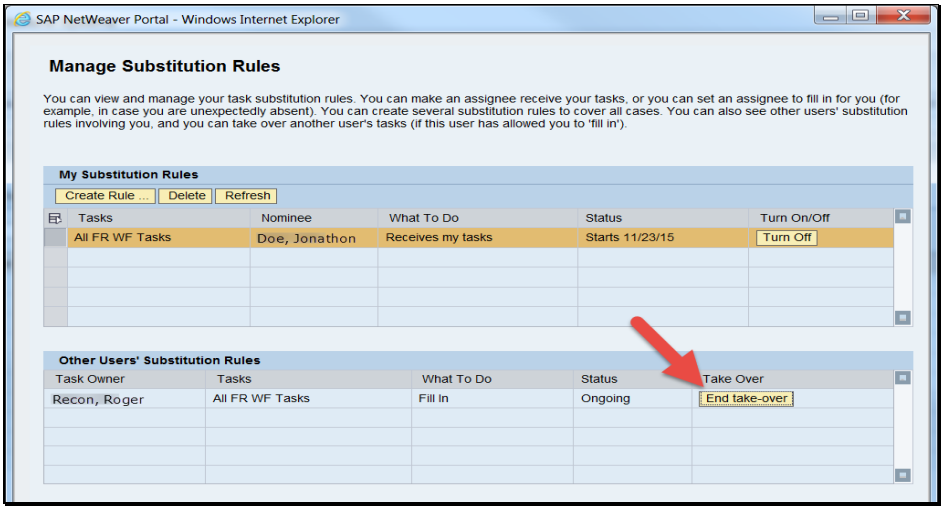
F Taking Over a User's Worklist (Continued)

The following table provides instructions to take over a user's worklist using the Universal Worklist in the MIDAS Portal.

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**". 

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

F 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 

* * *

186 CRM Farm Records Access

A Overview

CRM Farm Records is used to make changes to current FY farm and tract data.

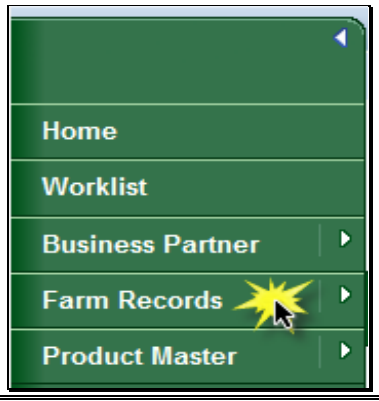
B Example

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

186 CRM Farm Records Access (Continued)

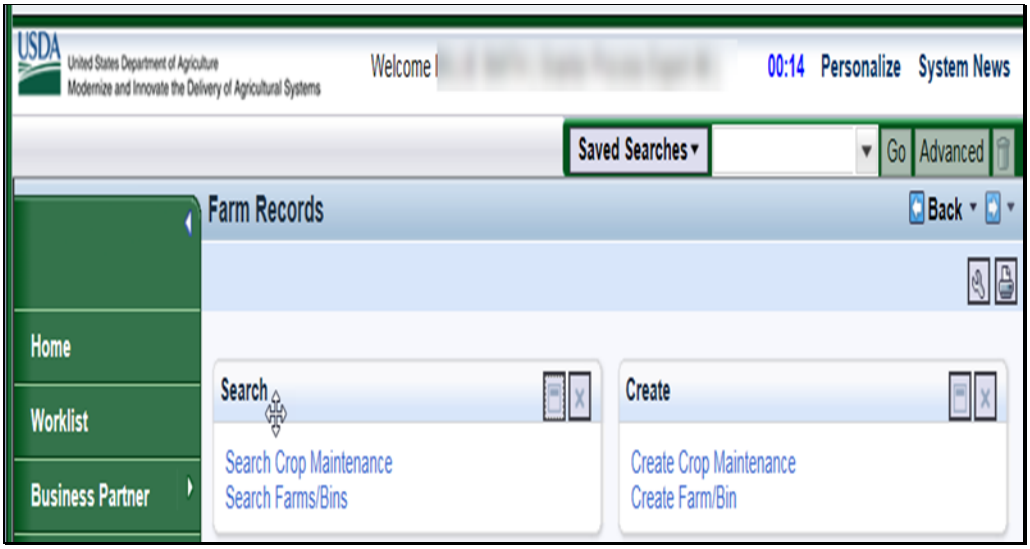
C Action

The following table provides instructions to open CRM Farm Records.

Step	Action
1	***--**Navigate to G-O.
2	CLICK "MIDAS CRM - Customer Relationship Management".**--***
3	In the MIDAS Portal, CLICK "**CRM@FSA**".
4	CLICK "**Farm Records**". 

186 CRM Farm Records Access (Continued)

C Action (Continued)

Step	Action
5	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, Section 5 for more detailed instructions on reports. 

187 CRM Farm Records Search

A Overview

CRM allows users to search the current year farm records data by the following search criteria:

- by farm number
- by tract number
- by operator
- by owner or other producer
- ***--by field data.--***

There are many ways to use the search criteria to expand or narrow desired results.

187 CRM Farm Records Search (Continued)

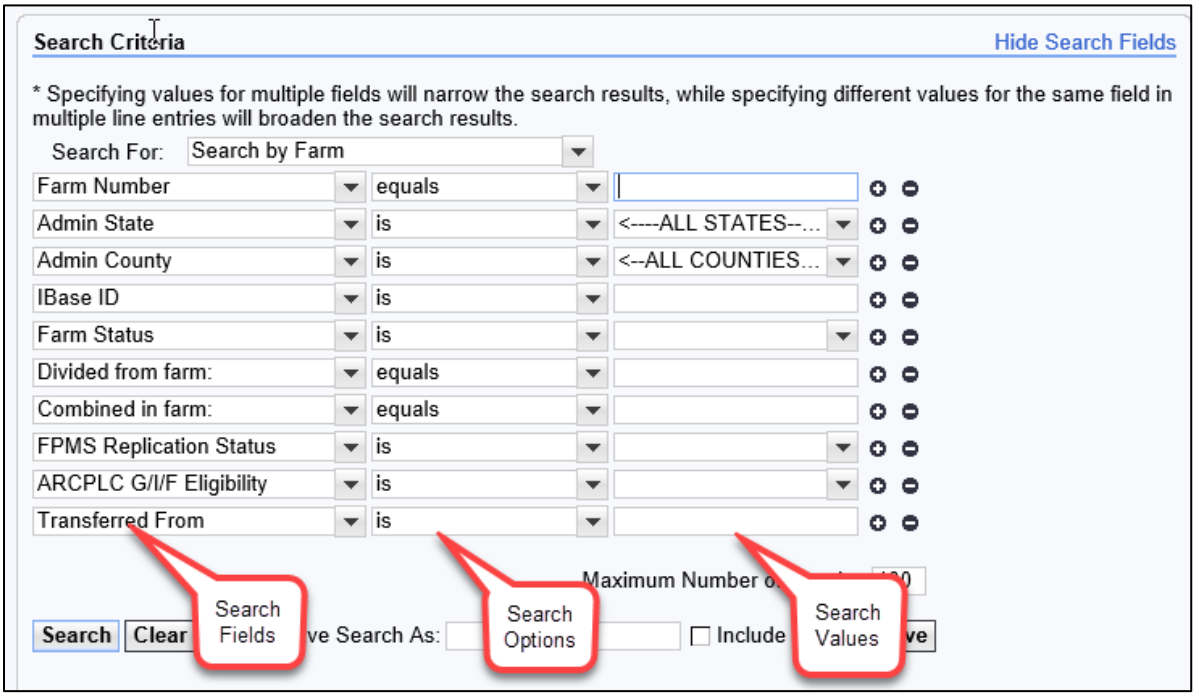
B Examples

CRM allows users to search farm records using search criteria.

The Search Criteria defines how the search will be performed. The Results table lists the number of records found based on the criteria entered. There are many ways to select and
*--use search criteria. There are 5 different search options:

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

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

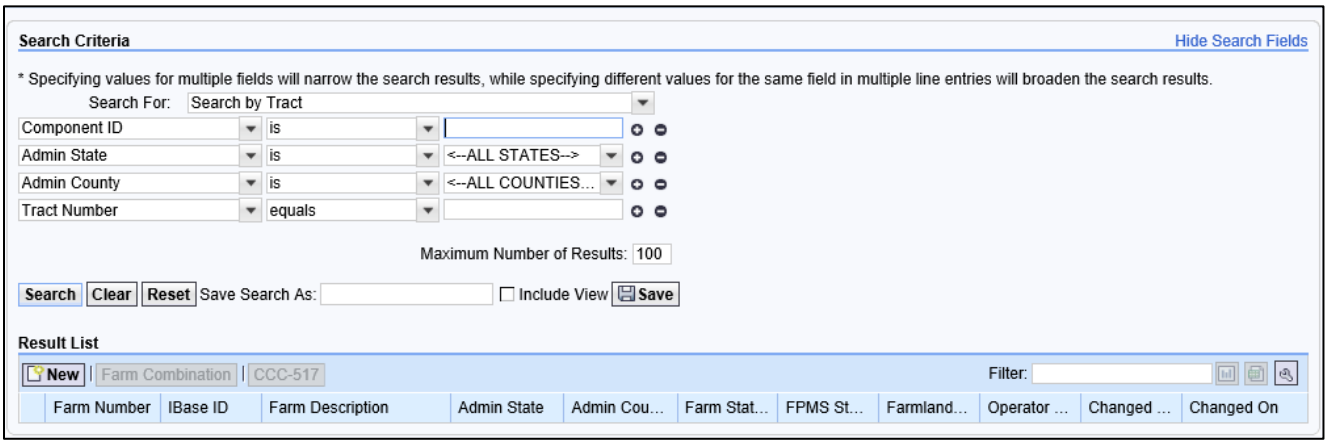


--*

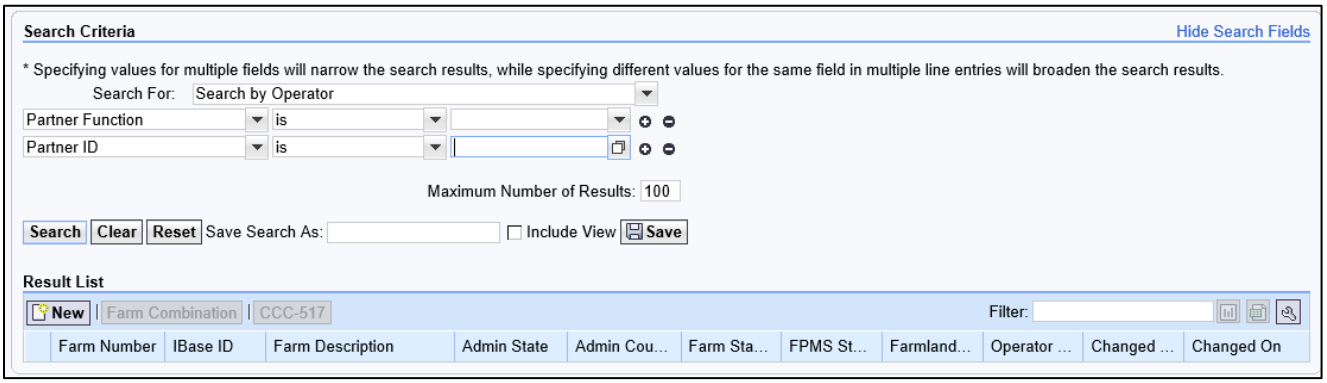
187 CRM Farm Records Search (Continued)

B Examples (Continued)

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

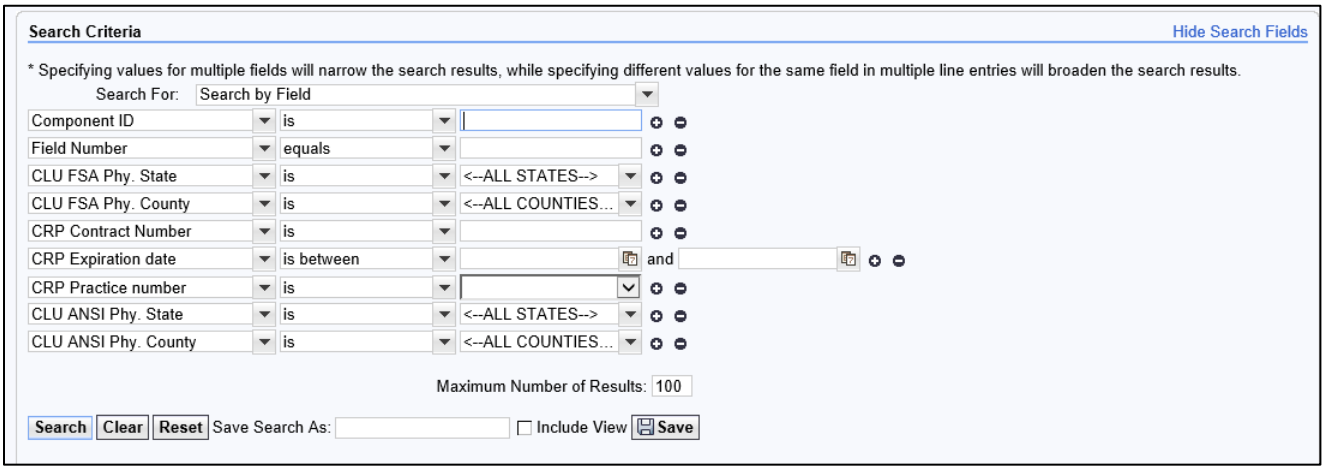


Following is an example of the "Search by Operator" options in the Search Criteria Menu.



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

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



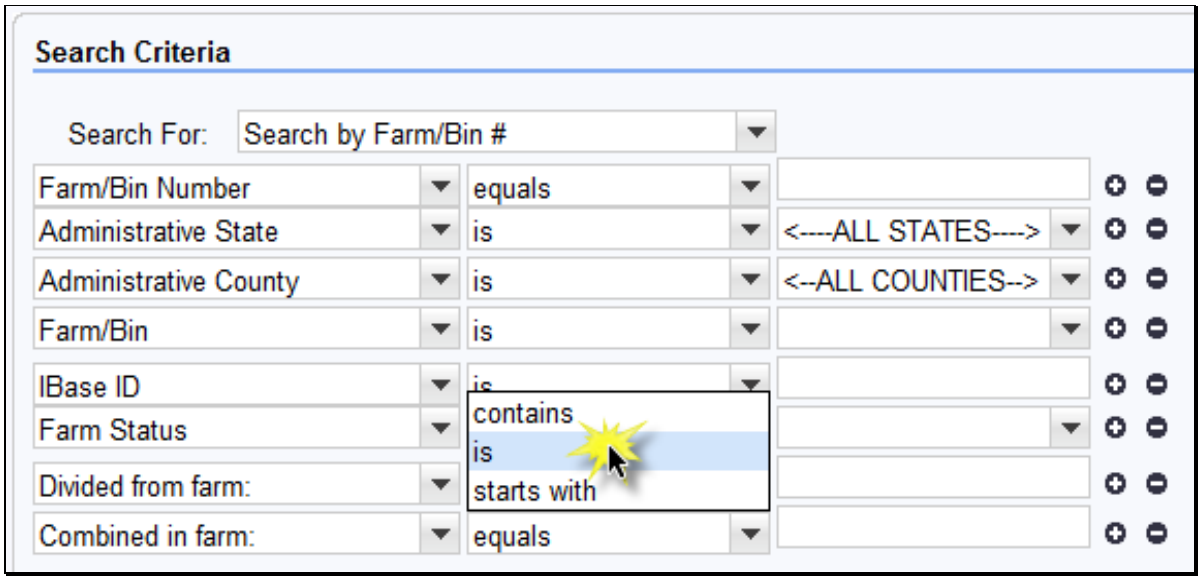
--*

187 CRM Farm Records Search (Continued)

C Search Options: Is/Contains/Starts With

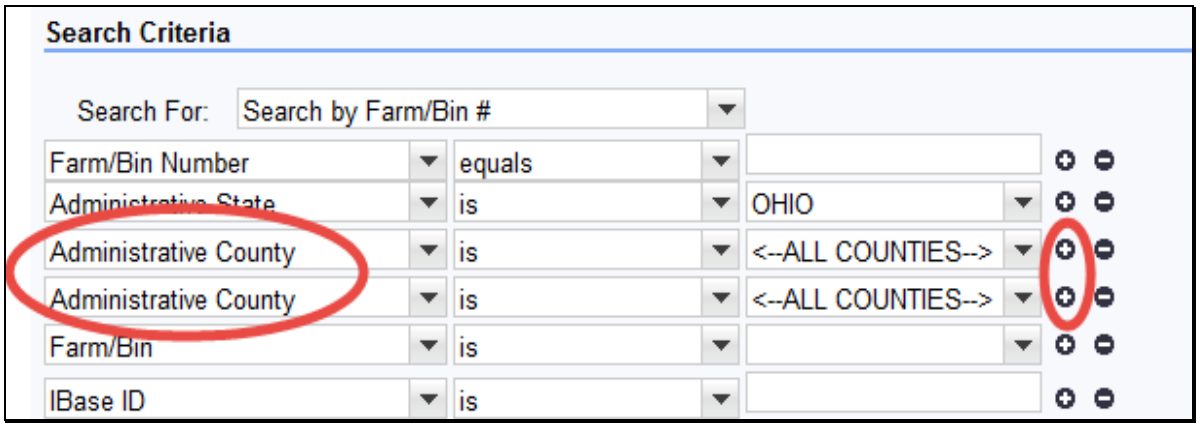
When searching for specific field search criteria, the following options are available to select.

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



D Search Options: Adding and Removing a Line

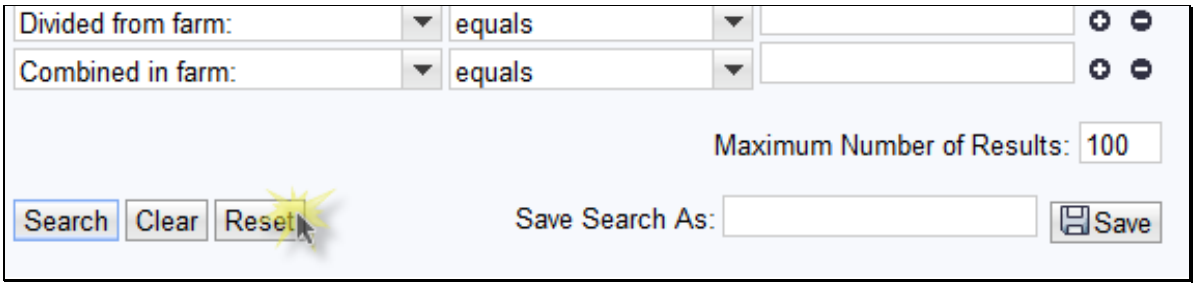
To add an additional line to the Search Criteria, CLICK on the "+" at the end of the field. This will duplicate the line item.



187 CRM Farm Records Search (Continued)

D Search Options: Adding and Removing a Line (Continued)

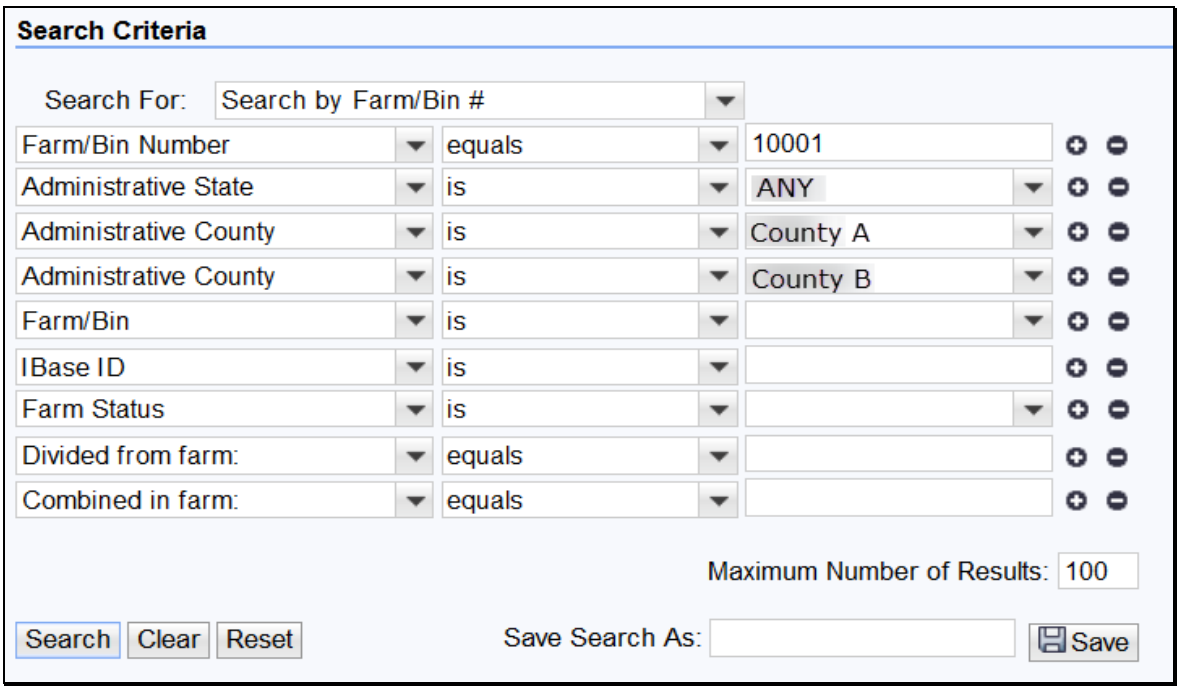
To remove a line from the search criteria, CLICK "-" at the end of field or CLICK "**Reset**" at the bottom of the search page to return to the original default search settings.



E Search Options: "And" vs. "Or"

When using different types of search fields, the indication is "AND" (Administrative County AND Farm/Bin Number). When using multiple line items of the same type of search fields, the indication is "OR" (Administrative County OR Administrative County).

The following example of the Search Criteria Screen show that the Administrative County field has two separate line entries. The Farm/Bin Number field has only one entry. The search is for the Administrative County of County A OR County B AND the Farm/Bin Number of 10001.



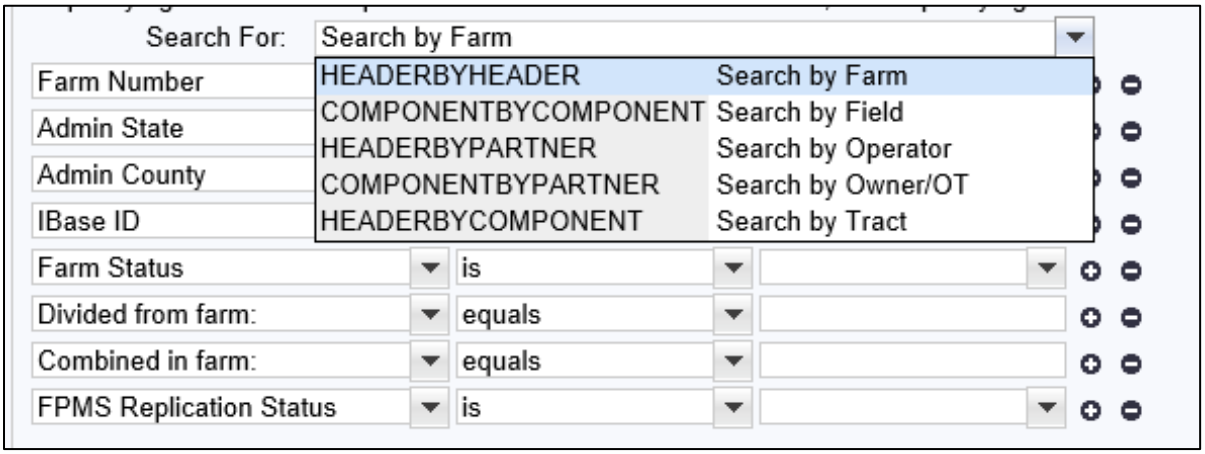
Note: "Any" is used as a fictitious state throughout this handbook. Any is not a valid search criteria for Administrative State.

187 CRM Farm Records Search (Continued)

F Additional Search Criteria Fields

Additional Search Criteria options are available by clicking on the drop-down arrow for the field. These options can be useful when the farm number is unknown.

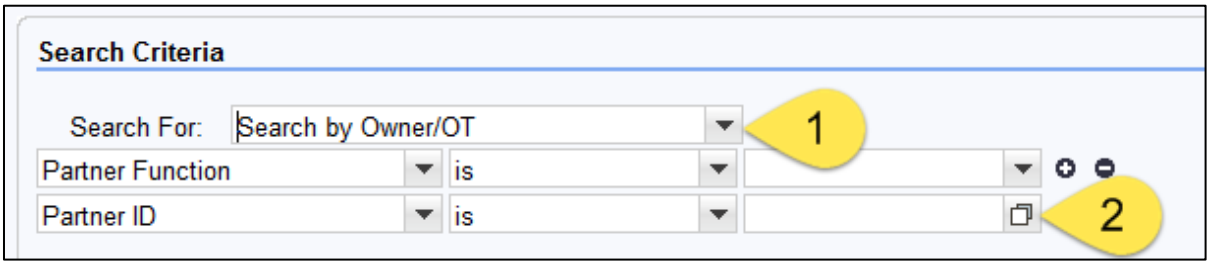
The additional Search options are as follows.
***--**



When searching for a farm with a known customer, click on the drop-down arrow at the "Search For" field (1), then scroll to "Search by Owner/OT" or "Search by Operator".**--*** The available fields will change.

Use the Input Help icon at the Partner ID (2) value to access the CRM Business Partner Search.

Note: See 11-CM *** * *** for more information on that search criteria.

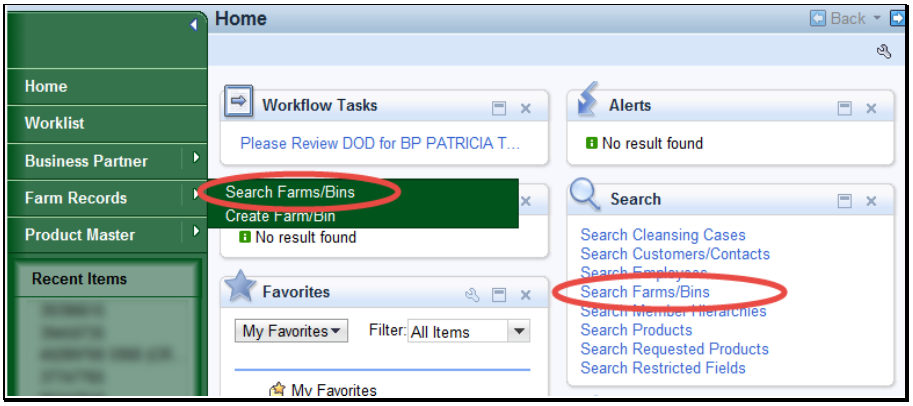
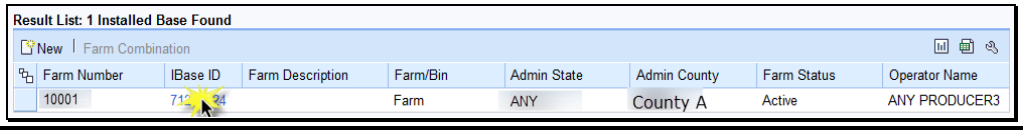


--**Use the "Search by Field" option to identify farms, tracts, and fields associated with a specific CRP contract number or a specific CRP practice that will expire within a specified date range, within a selected physical location, or to list all fields associated with a selected farm.**--

187 CRM Farm Records Search (Continued)

G Action

The following table provides instructions to search for a farm using a known farm number:

Step	Action
1	CLICK "**Farm Records**" from the Navigation Panel.
2	CLICK "**Search Farm/Bins**" using either of the following Search Farm/Bins links. 
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. 

Note: See work instruction **Search for Farm** Records for more information on searching for a farm record. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

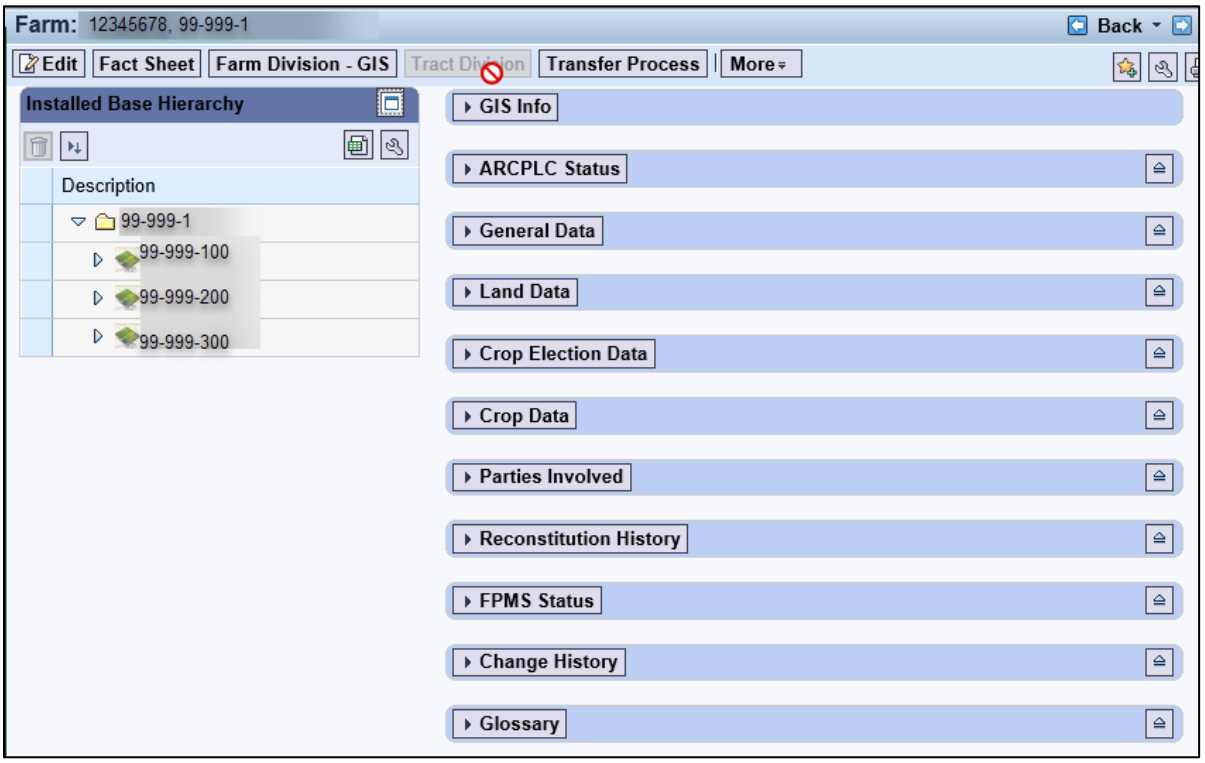
188 Farm Data Screen

A Overview

The farm data screen contains the farm hierarchy on the left-hand side of the screen and the assignment blocks on the right side. Farm number is displayed at the top of the farm hierarchy. A farm consists of one or more tracts. Tracts consist of one or more fields. Tracts contained within the farm are listed below the farm number in tract number order. Tracts can be expanded to display the fields. Fields display indented from the tract number on which they are contained.

B Example

Following is an example of the Farm Data Screen. Farm hierarchy is displayed on the left and assignment blocks on the right. All components of the farm hierarchy are collapsed.
*--



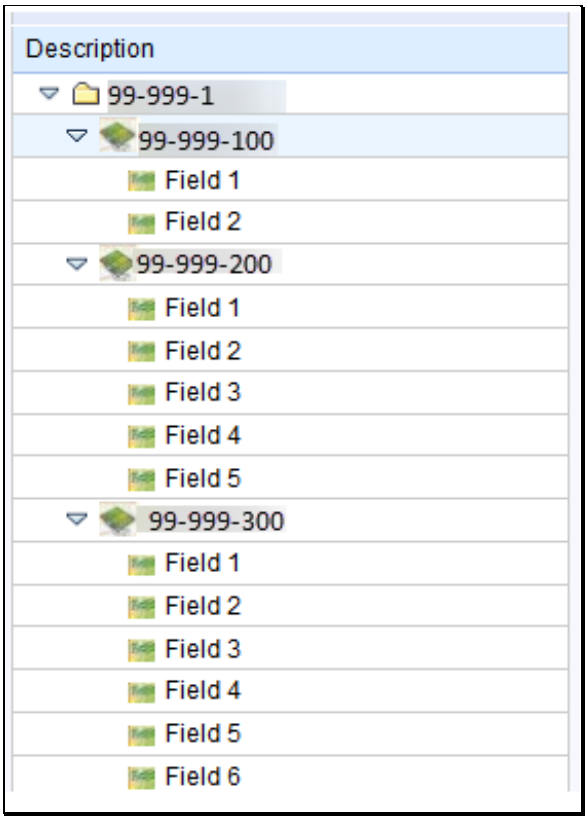
--*

See Exhibit 21 for instructions on personalizing the Farm Hierarchy assignment block to add a scroll bar.

188 Farm Data Screen (Continues)

B Example (Continued)

The following example shows the expanded hierarchy for state 99, county 999, farm 1. This farm contains 3 tracts; number 100, number 200, number 300. Each tract contains multiple fields.



Note: See work instruction **Farm Hierarchy** for details of the information displayed when each level of the farm hierarchy is selected. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

189 CRM Toolbar Overview

A Overview

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

- Edit/Save
- Fact Sheet
- Farm Division-GIS
- Tract Division
- Transfer Process
- More

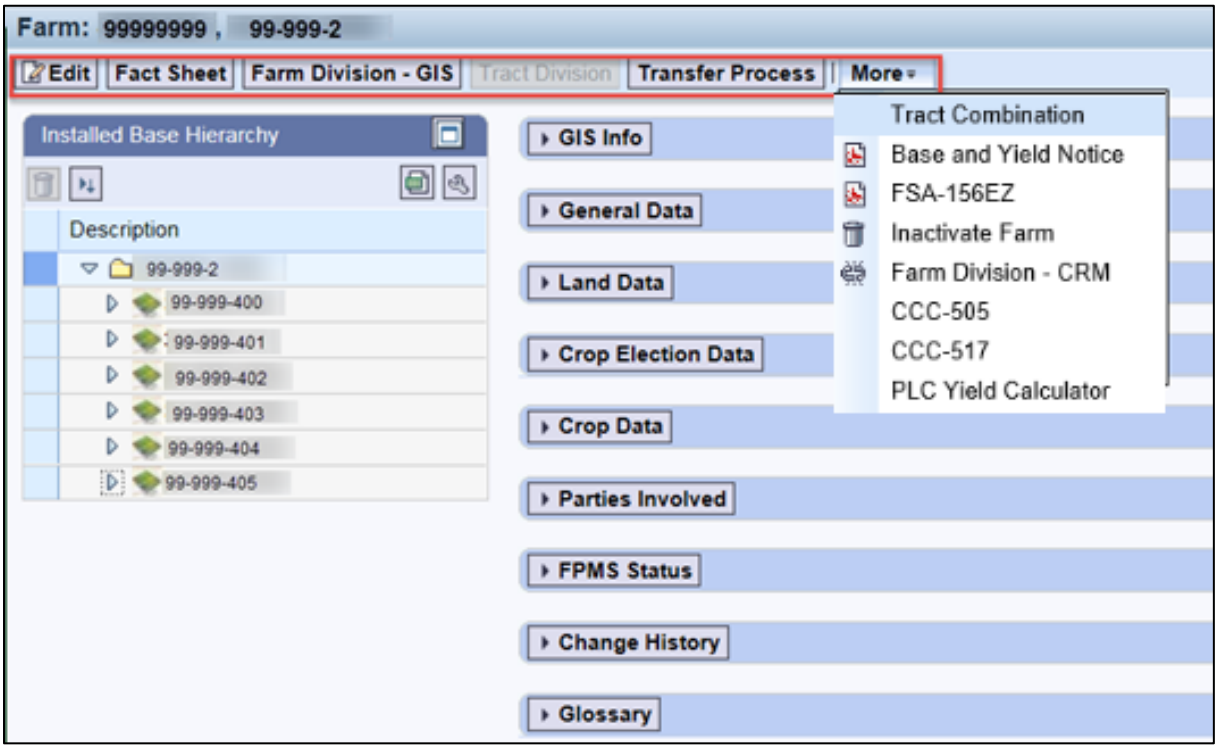
    - Tract Combination
    - Base and Yield Notice
    - FSA-156EZ
    - Continue Reconstitution
    - Inactivate Farm
    - Farm Division – CRM
    - CCC-505
    - CCC-517
    - *****--PLC Yield Calculator.--*****

189 CRM Toolbar Overview (Continued)

B Example

Following is an example of the CRM Toolbar that displays on the farm data screen. A red outline has been added to highlight the toolbar. The drop-down box outlined in blue displays when the cursor is hovered over the "More" selection displaying additional selections that are available as part of the CRM Toolbar.

*--



--*

Notes: Not all tools are enabled at all times.

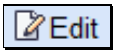
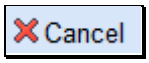
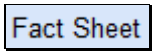
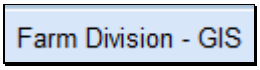
Tools are enabled when the conditions for their functionality exists.

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

189 CRM Toolbar Overview (Continued)

C Action

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

Tool	Function
	The "Edit" tool allows users to edit various data at the Farm, Tract, and Field level in CRM Farm Records. See Part 7, Section 2 for additional information regarding edits in CRM. After the Edit tool is activated, the "Edit" tool is replaced by the "Save" tool and the "Cancel" tool. All other tools, except for "Fact Sheet", are disabled.
	Save is used to record changes to data in CRM at the Farm, Tract, and Field level in CRM Farm Records.
	Cancel is used to discontinue an edit session and remove any changes made during the same edit session to data in CRM at the Farm, Tract, and Field levels.
	After selecting the Fact Sheet option, users will be taken to a subsequent screen displaying each business partner associated with the selected farm. Click on a business partner name to navigate to a specific business partner. **Note:** The Business Partner Fact Sheet tool provides a partner-based Fact Sheet listing farms and tracts directly associated with the selected Business Partner. For owners and other producers who are not associated with all tracts on a farm, only the tracts with which they are directly associated will display in the Fact Sheet.
	The Farm Division – GIS tool allows users to initiate a Farm Division reconstitution. Selection of tracts associated with each child farm is completed by selecting tracts in GIS. Additional steps of the farm division are completed in the farm division wizard. See Part 7, Section 7 for additional information regarding reconstitutions. **Note:** This tool will only be enabled if the farm contains more than 1 tract.

189 CRM Toolbar Overview (Continued)

C Action (Continued)

Tool	Function
Tract Division	The Tract Division tool allows users to initiate a Tract Division reconstitution. Selection of tracts associated with each child farm is completed using GIS. Additional steps of the tract division are completed in the tract division wizard. See Part 7, Section 7 for additional information regarding reconstitutions. **Note:** The Tract Division tool is not enabled until the user selects a tract.
Transfer Process	The Transfer Process tool allows users to initiate a farm transfer. See Part 7, Section 6 for additional information regarding farm transfers.
More	The More drop-down menu provides the following options: • Tract Combination • Base and Yield Notice • FSA-156EZ • Continue Reconstitution • Inactivate Farm • Farm Division-CRM • CCC-505 • CCC-517 •*--PLC Yield Calculator.--*
Tract Combination	The Tract Combination tool is used to initiate a tract combination. Users must be at the farm level in the Farm Hierarchy in order to access this tool. See Part 7, Section 7 for additional information regarding reconstitutions. **Note:** The Tract Combination tool will be enabled only if the farm contains multiple tracts.
Base and Yield Notice	Base and Yield Notice tool is used to access the Base and Yield Notice Notification of Bases, Payment Yields, and CRP *--Reductions after Reconstitutions, updates to ARC/PLC program data, changes to program elections, or general summary of ARC/PLC data associated with a farm. See--* paragraph 191 for additional information regarding the Base and Yield Notice.
FSA-156EZ	The FSA-156EZ tool is used to access the FSA-156EZ Abbreviated 156 Farm Record report. See paragraph 190 and Part 2, Section 9 for additional information regarding printing FSA-156EZ.

189 CRM Toolbar Overview (Continued)

C Action (Continued)

Tool	Function
*-- PLC Yield Calculator	The PLC Yield Calculator tool is used in specific years authorized by the Farm Bill to update PLC yields for associated base crops on the farm. User can enter year-specific, producer-provided actual yield data to calculate an updated yield. CCC-567 is generated and submitted for workflow approval when the yield update is submitted. The 2018 Farm Bill for FY 2020 allows a yield update.--*
Continue Reconstitution	The Continue Reconstitution tool is used to continue a previously saved (draft) reconstitution. **Note:** This tool will only be enabled if a saved (draft) reconstitution exists for the farm or tract.
Inactivate Farm	The Inactivate Farm tool is used to inactivate a farm. See Part 7, Section 4 for additional information regarding Farm Inactivation.
Farm Division - CRM	The Farm Division – CRM tool is used to initiate a farm division in CRM. Selection of tracts associated with each child farm is completed from a hierarchical list of tracts. Additional steps of the farm division are completed in the farm division wizard. See Part 7, Section 7 for additional information regarding reconstitutions.
CCC-505	The CCC-505 tool is used to generate CCC-505 Voluntary Permanent Base Acres Reduction. Current base acre values for each tract are automatically populated in the wizard and the user can enter reduction amounts and reason codes. Upon completion the form can be printed and a workflow is sent to CED for approval.
CCC-517	The CCC-517 tool is used to generate CCC-517 Base Redistribution. Current base acre values for each tract are automatically populated in the wizard and the user can enter redistribution amounts for applicable tracts and the reason codes. Upon completion the form can be printed and a workflow is sent to CED for approval.

190 FSA-156EZ

A Overview

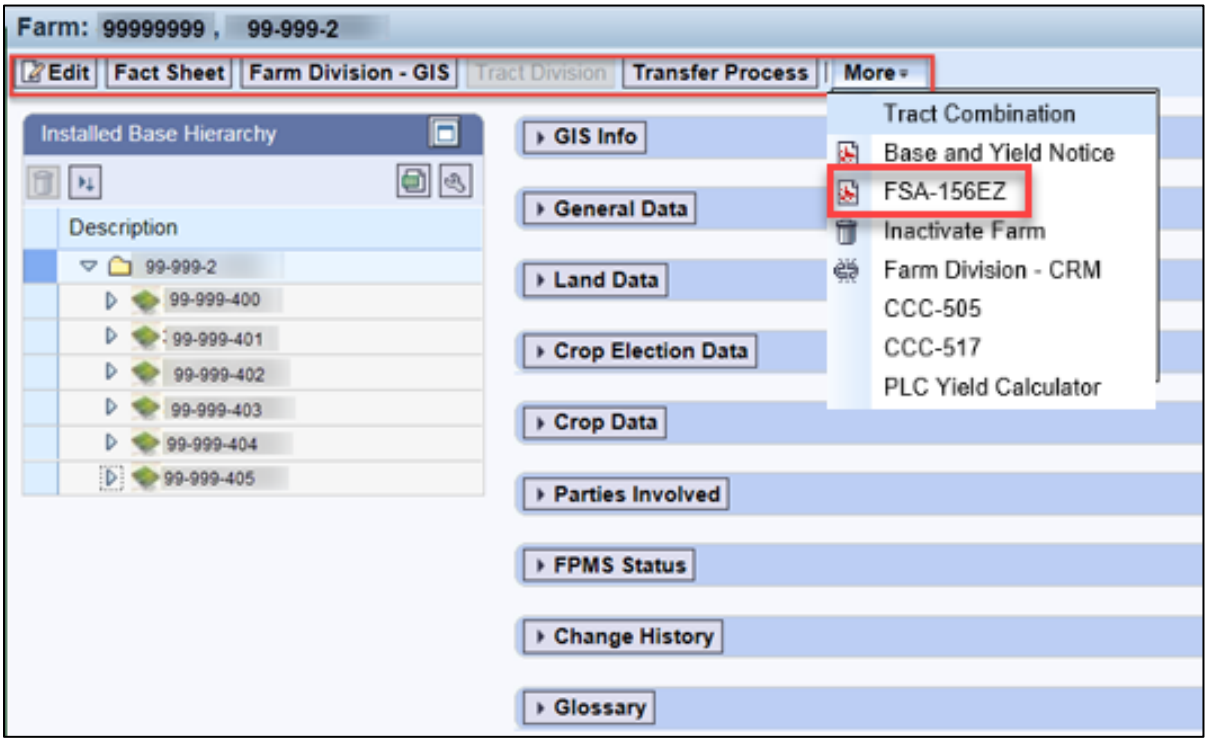
FSA-156EZ is available at any time and at any level in the hierarchy. FSA-156EZ is a CRM generated "snapshot" form of a farm and displays farm level and tract level assignment block information. The FPMS status, Change History, Attachment, and GIS Info Assignment Block information will not appear on FSA-156EZ.

See Exhibit 11 for a detailed list of information included on FSA-156EZ.

B Accessing FSA-156EZ

Following is an example of where to find FSA-156EZ in CRM.

*--

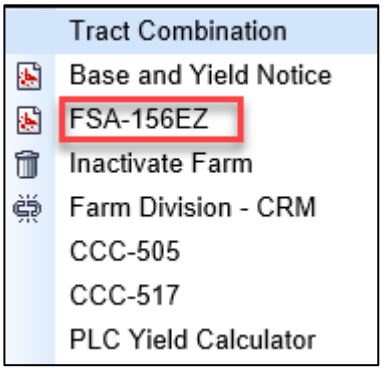


--*

190 FSA-156EZ (Continued)

C Action

The following table provides instructions to access FSA-156EZ for a selected farm.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "**Farm Records**".
3	CLICK "**Search Farms/Bins**".
4	Manually enter the farm number of the desired FSA-156EZ.
5	CLICK "**Search**".
6	In the results list, CLICK on the "**IBASE ID**" for the desired farm.
7	Locate the "More" menu in the CRM toolbar and SELECT "**FSA-156EZ**". ***--**  **--***
8	FSA-156EZ will open in Adobe Acrobat. Use the print function in Adobe Acrobat to print the document. See paragraph 266 for instructions to save FSA-156EZ as an attachment.

191 Base and Yield Notice

A Overview

Form Base and Yield Notice is sent to the approving official of a reconstitution as an attachment to an e-mail. The Base and Yield Notice may be reprinted for the current FY for an approved:

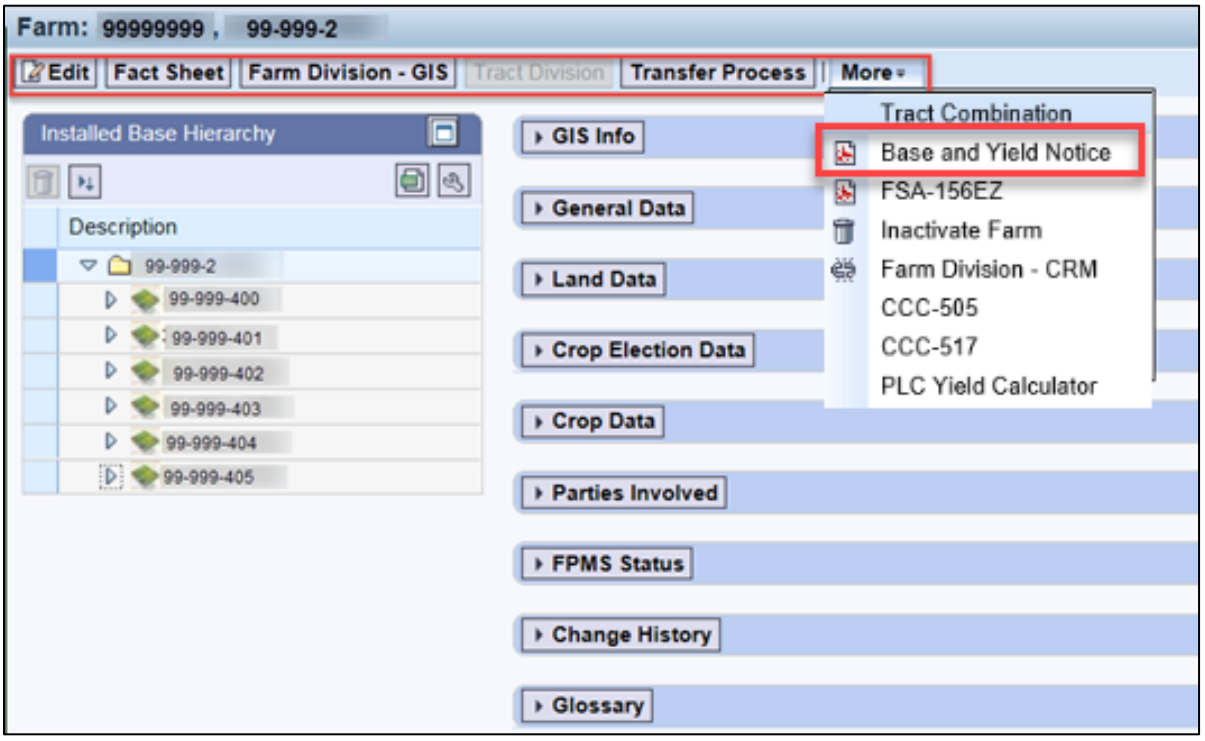
- farm combination
- farm division.

Note: When a series of reconstitutions have been processed, the Base and Yield Notice for the initial reconstitutions can only be printed from the attachment in the email that is generated following approval of the reconstitution workflow. The Base and Yield Notice for the final approved reconstitution can be reprinted from the "More" drop down within the CRM toolbar in CRM Farm Records.

B Accessing the Base and Yield Notice

Following is an example of accessing the Base and Yield Notice to reprint the document as needed.

*--

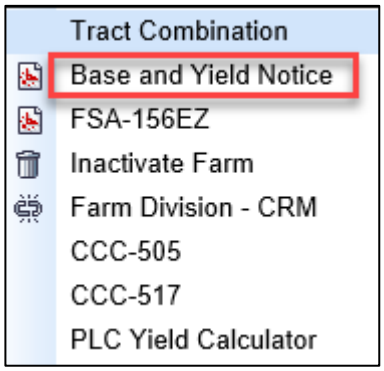


--*

191 Base and Yield Notice (Continued)

C Action

The following table provides instructions for accessing and printing the Base and Yield Notice.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "**Farm Records**".
3	CLICK "**Search Farms/Bins**".
4	Manually enter the farm number of the desired Base and Yield Notice.
5	CLICK "**Search**".
6	In the results list, CLICK on the "**IBASE ID**" for the desired farm.
7	Locate the "**More**" menu in the CRM toolbar and SELECT "**Base and Yield Notice**". ***--**  **--***
8	In the Base and Yield Notice dialog window, select the applicable producer.

191 Base and Yield Notice (Continued)

C Action (Continued)

Step	Action
9	***--Select** the applicable Base and Yield Notice version: • ARC/PLC Election • General • Reconstitution • Yield & Hip Establishment. CLICK "**Base and Yield Notice**" button to generate the document.**--***
10	The Base and Yield Notice will open in Adobe Acrobat. Use the print function in Adobe Acrobat to print the document.

192 Associated Assignment Blocks by Hierarchy Level

A Overview

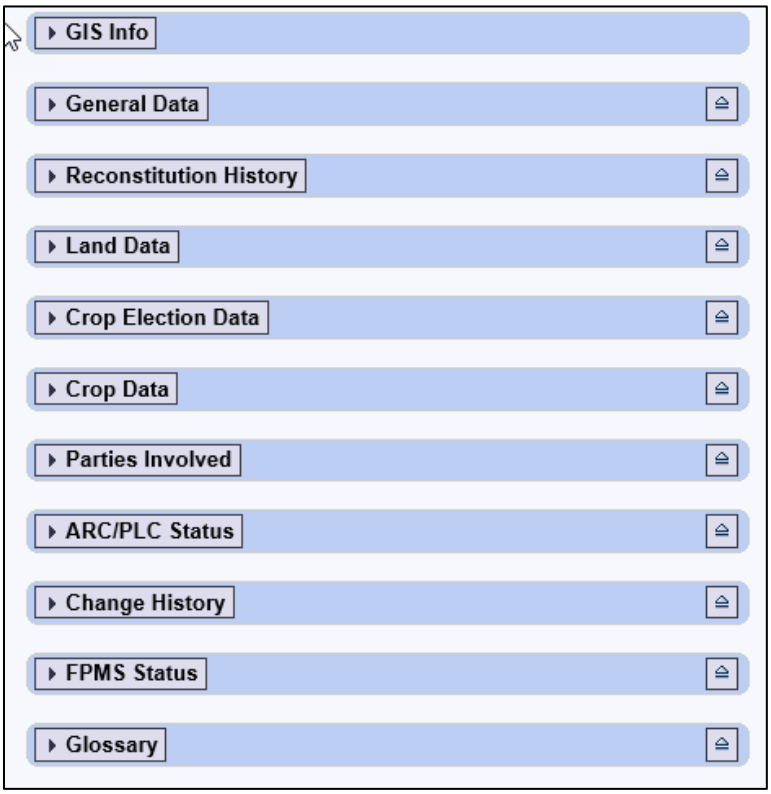
Clicking on the farm, tract, or specific field numbers determines the associated assignment blocks and GIS data that will be displayed.

After accessing a farm through the search functions in the CRM Homepage, the farm, tract, and fields are listed within the Farm Records Hierarchy. To view all associated tract and field data the hierarchy can be expanded using the drop-down arrows at the beginning of each listing or by CLICKING the "**Expand All**" icon at the top of the hierarchy menu.

B Example of Assignment Blocks

Following is an example of the assignment blocks available at the farm level.

*--



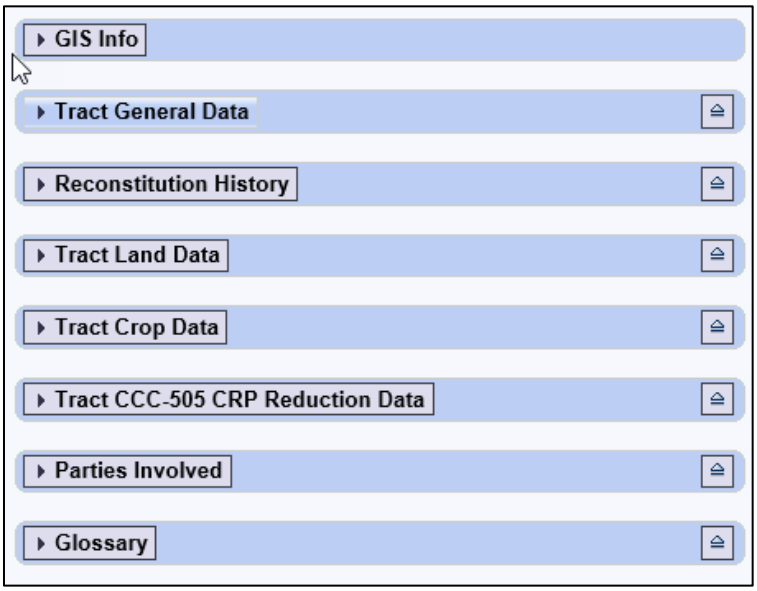
--*

192 Associated Assignment Blocks by Hierarchy Level (Continued)

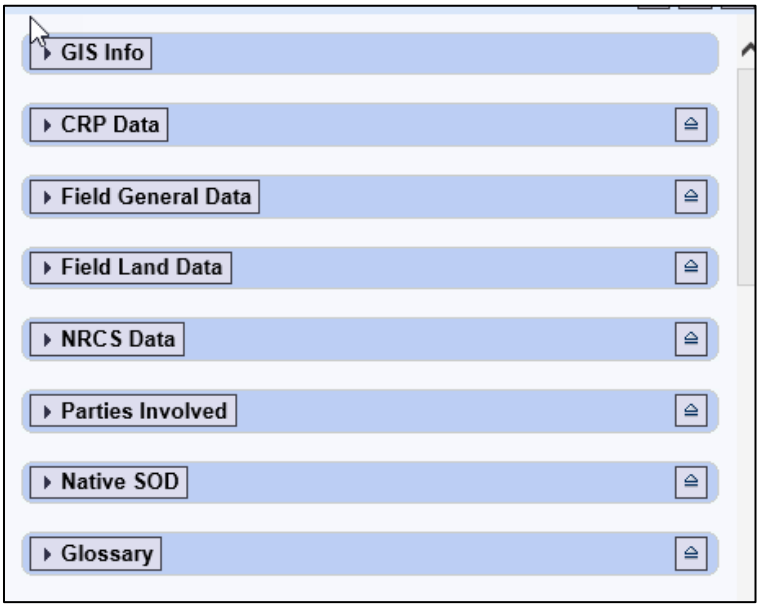
B Example of Assignment Blocks (Continued)

Example of assignment blocks available at the tract level.

*--



Example of assignment blocks available at the field level.



--*

192 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description

The following table identifies the assignment blocks and GIS data listed when either the farm, tract, or field number is selected in the hierarchy.

Hierarchy Level Selected	Results
Farm Level	• GIS Info assignment block zooms to the full extent of the farm including all tracts and fields included within the farm. • General Data assignment block identifies the administrative ***--**county, farm description if manually loaded, farm status, farm history of farm transfer if it has previously occurred, and ARCPLC G/I/F Eligibility.**--*** • Reconstitution History assignment block identifies any reconstitution the farm has been associated with and includes the year the reconstitution was completed, Recon ID, reconstitution type, status, submitted date, completed date, parent IBase, parent farm number, resulting farm number, and resulting IBase. • Land Data assignment block summarizes all acreage data totaled from all tracts on the farm. • Crop Election Data assignment block identifies the ARCPLC program election by crop, the HIP if applicable, and the Farm Level PLC yield. • Crop Data assignment block summarizes the crop base acres, CCC-505 CRP reduction acres and yield data from all tracts on the farm. • Parties Involved assignment block lists the operator of the farm. •***--**ARCPLC Status assignment block identifies if submission of data from ARC/PLC was successfully submitted to CRM.**--*** • FPMS Status assignment block identifies the farm replication status back to the web-based FRS. If the replication status was not successful, additional information is provided to help remediate the issue.

192 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description (Continued)

Hierarchy Level Selected	Results
Farm Level (Continued)	• Change History assignment block lists changes that have occurred on the farm, including what type of change was completed, when the change was made, and who made the change. • Glossary assignment block provides descriptions for acronyms used within CRM.
Tract Level	• GIS Info assignment block zooms to display the full extent of the tract selected. The tract selected is outlined in pink, while all other tracts of the farm are outlined in red. **Note:** Multiple tracts may show in the assignment block if the extent of the selected tract encompasses the extent of another tract. • Tract General Data assignment block identifies tract description, BIA range unit number, tract status, the FSA and ANSI tract physical location (State and county), congressional district, tract level reconstitution history, wetland certified, and year wetland certified. • Reconstitution History assignment block identifies any reconstitution the selected tract has been associated with and includes the year the reconstitution was completed, Recon ID, reconstitution type, status, completed date, parent IBase, parent farm number, resulting tract number, and resulting farm number. • Tract Land Data assignment block lists and summarizes, as applicable, the acreage and conservation compliance information associated with the tract selected. • Tract Crop Data assignment block lists, if applicable, data for crop bases and yields for the selected tract. • Tract CCC-505 CRP Reduction Data assignment block lists all crop base acres and yields that have previously been reduced on the tract due to CRP enrollment.

192 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description (Continued)

Hierarchy Level Selected	Results
Tract Level (Continued)	• Parties Involved assignment block identifies all owners and other producers (other tenants) associated with the tract. • Glossary assignment block provides descriptions for acronyms used within CRM.
Field Level	• GIS Info assignment block zooms to display the full extent of the tract containing the selected field and highlights the field in aquamarine. • Field General Data assignment block identifies the field description, FSA and ANSI physical location State and county, and congressional district. • Field Land Data assignment block lists the land classification code, field acreage, field HEL determination, and 3CM Cropland Indicator as attributed in the CLU attribute table for the field. • CRP Data assignment block allows users to load and view the CRP contract information if the field selected is enrolled in CRP, including the CRP contract number, contract expiration date, and conservation practice. • NRCS Data assignment block identifies NRCS program information for fields enrolled in NRCS programs. • Parties Involved assignment block lists Other Producers associated with only specific fields on a tract. • Native Sod assignment block identifies fields meeting the Native Sod provisions and includes the date the land was broken and the years the land has been cropped. • Glossary assignment block provides descriptions for acronyms used within CRM.

193 CRM Farm Records Assignment Blocks Detail

A Overview

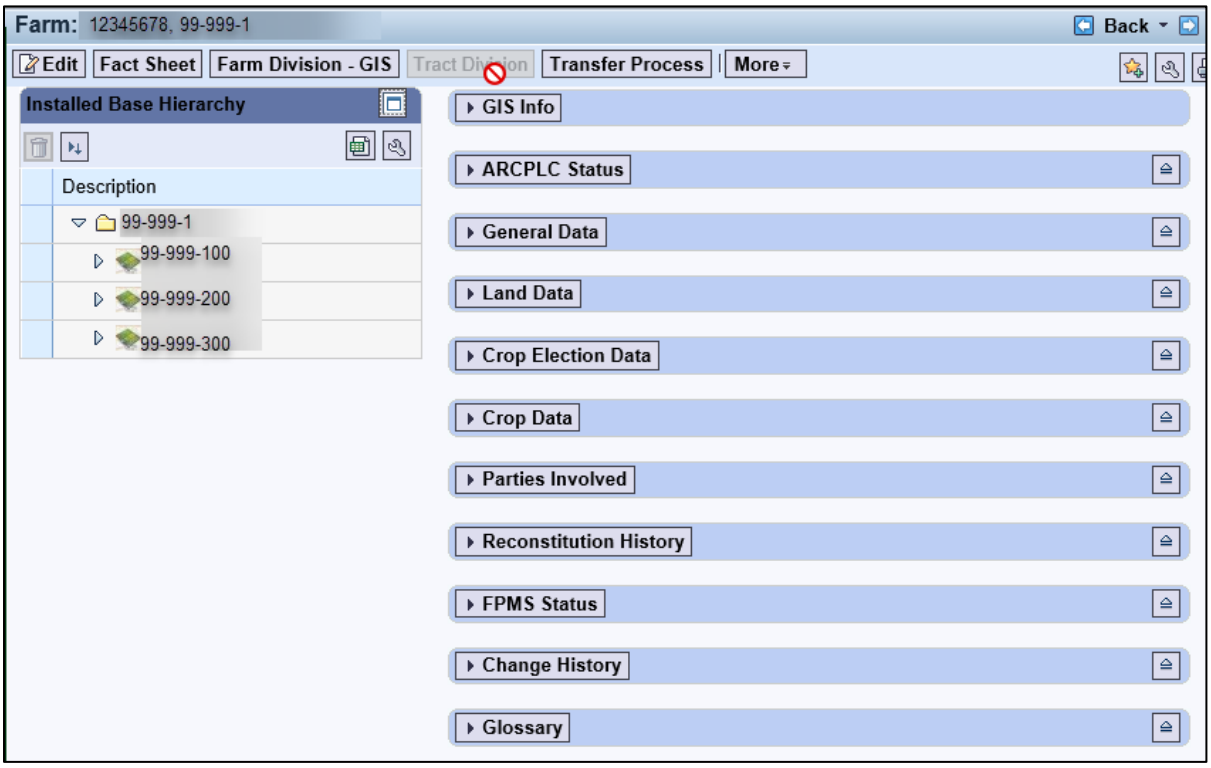
Information in the Farm Records assignment blocks will change depending on the level selected in the Hierarchy. Following are the farm, tract, and field data fields available in CRM.

Edits to Farm Records data are made at the lowest applicable level and data aggregates to the next higher level.

B Farm Level Assignment Blocks

The following are included in Farm Level assignment blocks.

*--



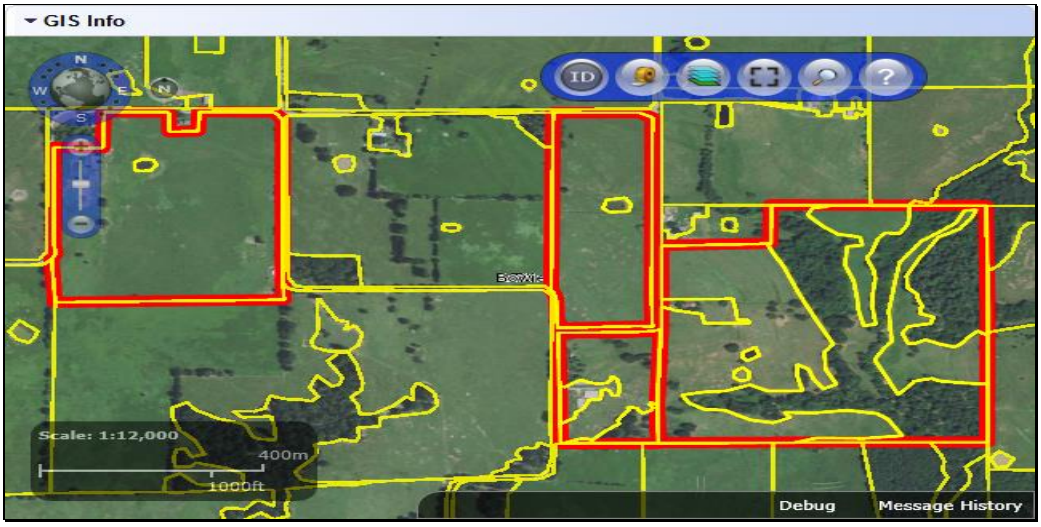
--*

193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)

GIS Info

The GIS Info assignment block displays the imagery and spatial representation of all tracts included in the farm. Following is an example of a displayed farm.



The following are included in General Data.

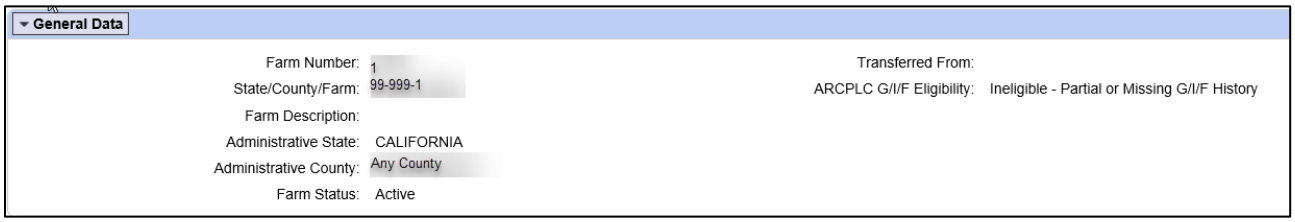
- **Farm Number** – System assigned.
- **State Code/County Code/ Farm Number** – System assigned.
- **Farm Description** – Manual Entry (Optional).
- **Administrative State** – User selected when farm is created or farm transfer initiated.
- **Administrative County** – User selected when farm is created or farm transfer initiated.
- **Farm Status** – After the farm is created and status is updated to Active, status is no longer editable.
- **Transferred from** – Shows only on farms transferred in the CRM Farm Records application after July of 2014.
- ***--ARCPLC G/I/F Eligibility** – Identifies the ARCPLC eligibility of the farm according to the 2018 Farm Bill. Only editable by National Office users.**--***

193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)

Following is an example of the farm level General Data assignment block.

*--

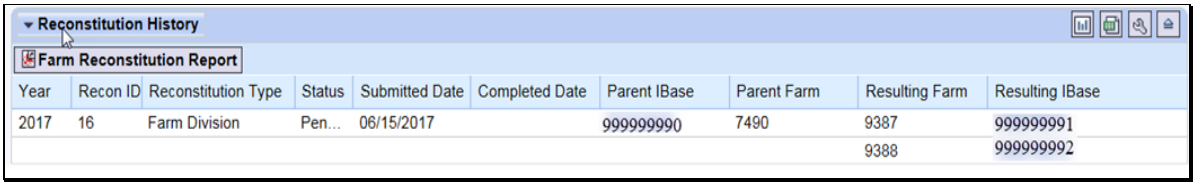


--*

Reconstitution History

Data within the Reconstitution History assignment block will only be displayed if the selected farm was either the result of a farm reconstitution or the parent farm of a reconstitution. The data displayed in the assignment block is system assigned and is not editable.

- Year
- Recon ID
- Reconstitution Type
- Status
- Submitted Date
- Completed Date
- Parent IBase
- Parent Farm
- Resulting Farm
- Resulting IBase.



193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)

Land Data

All fields in this assignment block are not editable, they are populated by aggregation of tract level data. Following is an example of the data displayed in the farm level Land Data assignment block.

*--

Land Data

Farmland Acres:	153.56	EWP Program Acres:	0.00
Cropland Acres:	71.15	DCP Ag Related Activity Acres:	0.00
DCP Cropland Acres:	71.15	Wetland Reserve Prog Acres:	0.00
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	71.15
WBP Acres:	0.00	Double Cropped Acres:	26.20
GRP Acres:	0.00	Sugarcane Base Acres:	0.00
State Conservation Acres:	0.00	CRP MPL Acres:	0.00
Other Conservation Acres:	0.00	SOD Acres:	0.00

--*

Crop Election Data

- **Crop Name** – System generated.

- ***--Election Choice** – Entries are populated by the ARCPLC program decisions. New--* entries can be made manually. Changes to an existing Election Choice can only be made by the National Office. Submit requests for corrections to ARCPLC elections and an explanation of the reason for the correction to the National Office through the State Office.

- ***--HIP** – Historical Irrigation Percentage for ARC/PLC program benefits. New or updated entries can be made manually.

- **PLC Yield** – Farm level PLC yield is no longer applicable. Users will not be able to add or modify farm level PLC yields listed in the Crop Election Data assignment block.--*

- **Created On/At** – System generated.

- **Changed by** – System generated.

- **Changed On/At** – System generated.

193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)

Following is an example of ARCPLC program election associated with each base crop on the farm.

Crop Election Data

Crop Name	Election Choice	HIP	PLC Yield	Created On/At	Changed by	Changed On/At
Corn	ARC County		0.0000	04/20/2015 1..	TCO_EM097...	04/20/2015 1..
Soybeans	ARC County		0.0000	04/20/2015 1..	TCO_EM097...	04/20/2015 1..

Crop Data

All entries in this assignment block are not editable. Entries are aggregated from the tract level data. Following is an example of the base crops and associated data entered on a farm.

Crop Data

Crop Name	Crop Year	Base Acres	CCC-505 CRP Redu. Acres	CTAP Transitional Yield	PLC Yield
Corn	2015	38.30	0.00	0.0000	150.0000
Soybeans	2015	38.30	0.00	0.0000	48.0000

Farm Parties Involved

- **Name** – Auto-populates when Business Partner ID number is selected using Input Help.
- **Function** – System defaults to Operator at farm level.
- **ID** – Use input help to search and select a Business Partner.
- **HEL Exceptions** – Editable only if a tract has "HEL: conservation system is not being actively applied" as its HEL determination.
- **HEL Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's HEL Exception.

•***--RMA HEL Exceptions** – Only editable if HEL Exceptions are selected.**--***

- **CW Exceptions** – Editable only if a converted wetland violation exists on 1 or more tracts and the operator is not an owner on all tracts.
- **CW Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's CW Exception.

•***--RMA CW Exceptions** – Only editable if CW Exceptions are selected.**--***

- **PCW Exceptions** – Editable only if a planted converted wetland violation exists on 1 or more tracts.

193 CRM Farm Records Assignment Blocks Detail (Continued)

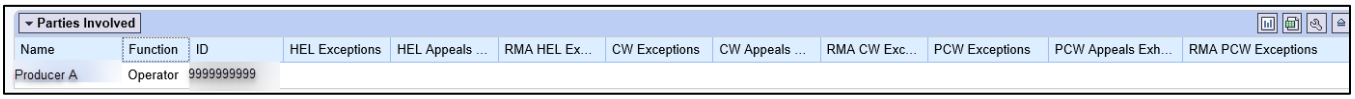
B Farm Level Assignment Blocks (Continued)

- **PCW Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's PCW Exception.

- ***--RMA PCW Exceptions** – Only editable if PCW Exceptions are selected.**--***

Following is an example of the associated operator for the farm entered in the farm level Parties Involved assignment block.

*--



--*

FPMS Status

Messages in the FPMS Status block are used to determine if edits in CRM Farm Records have replicated to current year Web Farm Records.

Note: Entries in this assignment block are not editable.

- **Replication ID** – System generated.

- **Replicated By** – System generated to populate the user or system ID that completed the last edit and save for the farm records.

- **Scenario** – System generated notation of the location of the edit completed and saved. Options are either CLU Maintenance or Farm Maintenance. Status – System generated notation of the farm replication status back to the Web Farm Records. Options include SUCCESS, WAITING, or FAILED.

- **Error on Report** – If the farm failed to replicate the error will displayed.

- **Error Description** – If the farm failed to replicate an error description will display.

- **Error Remediation** – If the farm failed to replicate, basic remediation steps will display.

- **Created On** – Date the last edit was saved and the farm replication to the Web Farm Records was attempted.

Note: See Exhibit 22 for a listing of possibly errors and the remediation required for farms that fail to replicate.

193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)

Following is an example of the replication status of the farm to the Web Farm Records System.

FPMS Status

Replication ID	Replicated By	Scenario	Status	Error On Report	Error Description	Error Remediation	Created On
6464304	TCO_EM097322	CLU Maintenance	SUCCESS				04/20/2015 19:1...

Change History

- **Component** – System generated ID.
- **Field Name** – System generated descriptor of the edited farm records data.
- **Old Value** – System generated value prior to the edit.
- **New Value** – System generated value after the saved edit.
- **Changed At** – Time the associated change occurred.
- **Changed On** – Date the associated change occurred.
- **Changed By** – User or system ID that completed the farm records change.

Note: Entries in this assignment block are not editable.

Following is an example of the collected change history associated with a farm.

Change History

Component	Field Name	Old Value	New Value	Changed At	Changed On	Changed By
71226735	Installed Base	-> From Installe...	-> To 71226724...	09:12	06/21/2013	
71226735	Quantity	0.000	1.000	09:12	06/21/2013	
71226727	Installed Base	-> From Installe...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322
71226730	Installed Base	-> From Installe...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322
71226731	Installed Base	-> From Installe...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322

Expand Back 1 2 3 Forward

***--ARCPLC Status**

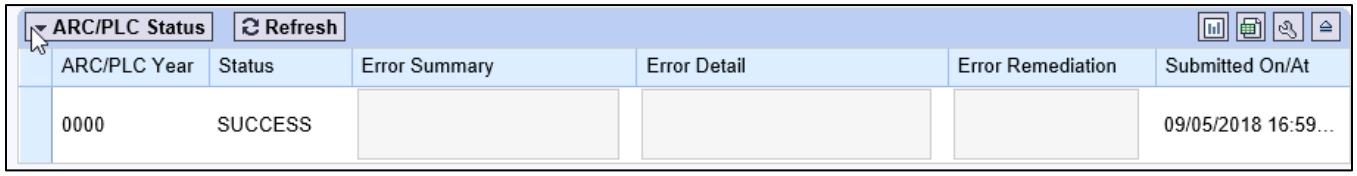
- **ARC/PLC Year** – Entry will be blank.
- **Status** – Submission status from ARC/PLC applications to CRM Farm Records. Statuses include “SUCCESS” or “FAILED”.
- **Error Summary** – If the submission status displays “FAILED”, a summary of the error will be displayed. If the submission status displays “SUCCESS”, entry will be blank.
- **Error Detail** – If the submission status displays “FAILED”, details of the error will be displayed. If the submission status displays “SUCCESS”, entry will be blank.--*****

193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)

- ***--Error Remediation** – If the submission status displays "FAILED", a suggested remediation to correct the error will be displayed. If the submission status displays "SUCCESS", entry will be blank.

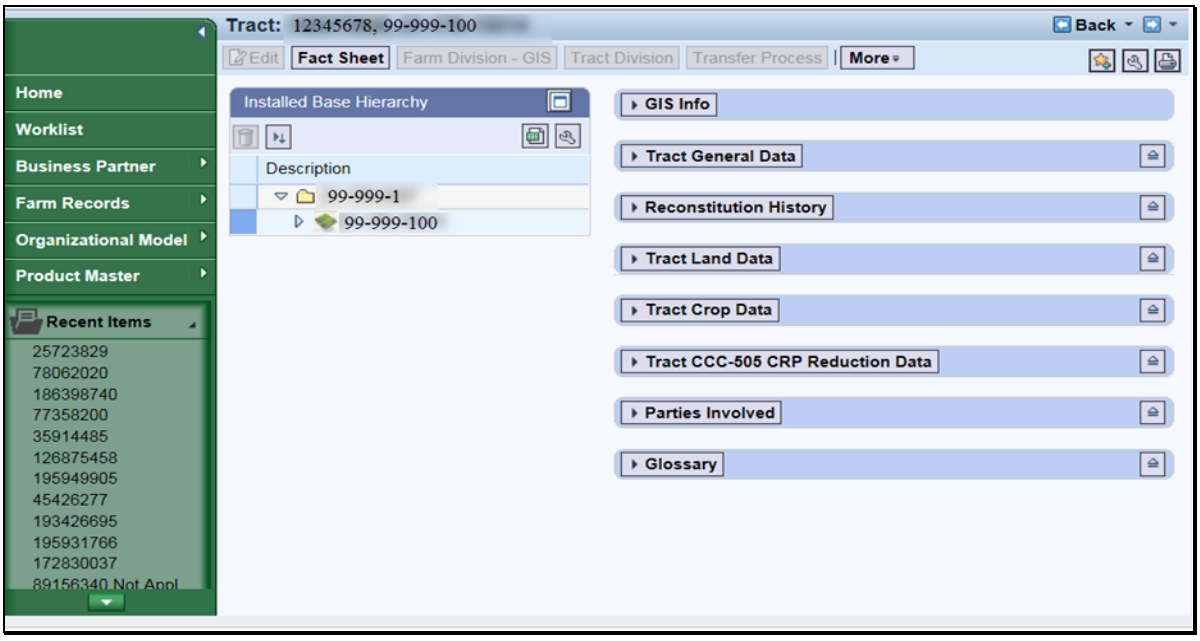
- **Submitted On/At** – Date and time the submission from ARC/PLC was attempted in CRM Farm Records.



--*

C Tract Level Assignment Blocks

Following is an example of the assignment blocks available at the tract level.



193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

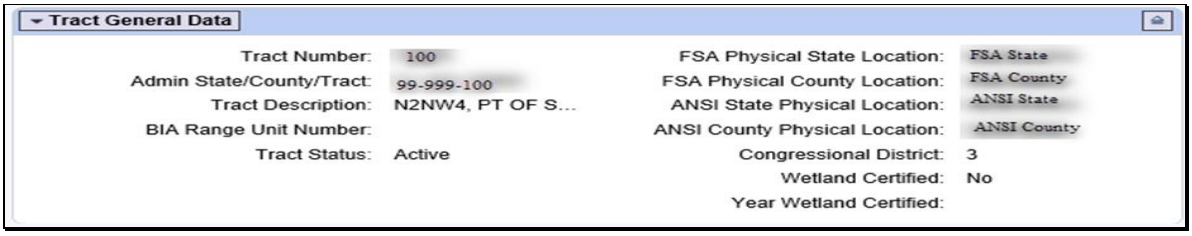
GIS Info

Following is an example of imagery and spatial representation of the selected tract and its CLU's.

Tract General Data

- **Tract Number** – System assigned.
- **State Code/County Code/Tract Number** – System assigned.
- **Tract Description** – Manual entry.
- **BIA Range Unit Number** – Manual entry required if applicable.
- **Tract Status** – System assigned.
- **FSA State Physical Location** – System assigned.
- **FSA County Physical Location** – System assigned.
- **ANSI State Physical Location** – System assigned.
- **ANSI County Physical Location** – System assigned.
- **Congressional District** – System assigned.
- **Wetland Certified** – Manual entry, required if applicable.
- **Year Wetland Certified** – Manual entry, required if applicable.

Following is an example of the General Data associated with a selected tract.

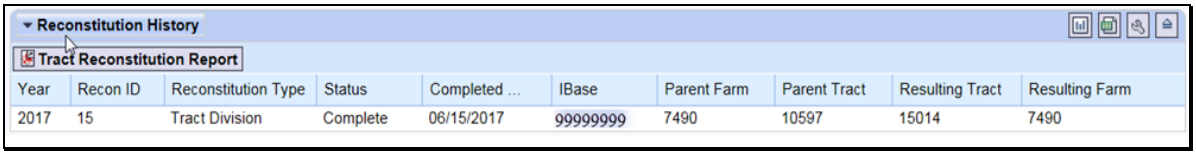


193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

Reconstitution History

- Year
- Recon ID
- Reconstitution Type
- Status
- Completed Date
- IBase
- Parent Farm
- Parent Tract
- Resulting Tract
- Resulting Farm



Tract Land Data

- **Farmland Acres** – System populated. This is the sum of the acreage of all CLU's on the tract, this field is not editable at the tract level. It is aggregated from the field level.

- **Cropland Acres** – System populated. This is the sum of the acreage of all CLU's with a 3-CM Indicator of Yes on the tract, this field is not editable at the tract level. It is aggregated from the field level.

- **DCP Cropland Acres** – System populated. DCP cropland is equal to the tract's Cropland acres plus the tract's DCP Ag related activity acres, this is a calculated value and not editable.

- **CRP Cropland Acres** – System populated. CRP cropland acres for the tract are equal to the aggregated acreage of all cropland fields (3-CM Indicator = Yes) on the tract that contain CRP attributes in the field level CRP Data assignment block.

193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

- **WBP Acres** – Manual entry.
- **GRP Acres** – Manual entry.
- **State Conservation Acres** – Manual entry.
- **Other Conservation Acres** – Manual entry.
- **Cropland Acres Adjustment Reason Codes** – Manual entry required when tract level cropland or DCP cropland acres change.
- **EWP Program Acres** – Manual entry.
- **DCP Ag Related Activity Acres** – Manual entry.
- **Wetland Reserve Program Acres** – Manual entry.
- **Effective DCP Cropland Acres** – System populated as [DCP Cropland – (CRP cropland acres + WBP acres + GRP acres + State Conservation acres + Other Conservation acres + EWP program acres + Wetland Reserve Program acres)].
- **Double Cropped Acres** – Manual entry.
- **Sugarcane Base Acres** – Manual entry. Only applicable to farms administered in Louisiana.
- **CRP MPL Acres** – System populated. CRP MPL acres for the tract are equal to the aggregated acreage of all non-cropland fields (3-CM Indicator = No) on the tract that contain CRP attributes in the field level CRP Data assignment block.

*** * ***

- **SOD Acres** – System populated. This is the aggregated acreage of all fields with a SOD broken out date included as a field attribute.
- **HEL Status** – System assigned based on HEL statuses of fields on the tract.
- **HEL Determinations** – Manual entry required.
- **Wetland Determinations** – Manual entry required.
- **Wetland Violation Types** – Manual entry. Only editable if Wetland Determination is set to “Tract contains a wetland or farmed wetland”.

193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

Following is an example of the data displayed in the tract level Land Data assignment block.

*--

Tract Land Data

Farmland Acres:	135.17	EWP Program Acres:	0.00
Cropland Acres:	97.54	DCP Ag Related Activity Acres:	0.00
DCP Cropland Acres:	97.54	Wetland Reserve Prog. Acres:	0.00
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	97.54
WBP Acres:	0.00	Double Cropped Acres:	0.00
GRP Acres:	0.00	Sugarcane Base Acres:	0.0
State Conservation Acres:	0.00	CRP MPL Acres:	0.00
Other Conservation Acres:	0.00	SOD Acres:	0.00
Cropland Acres Adj. Reason Code:		HEL Status:	UHEL
		HEL Determination:	NHEL: No agricultural commodity planted on undetermined fields

Wetland Violation Determination

Wetland Determination:	Wetland determinations not complete		
Wetland converted between December 23, 1985 and November 28, 1990:	☐	Wetland converted after February 7, 2014:	☐
An agricultural commodity has been planted on a wetland converted before February 8, 2014:	☐	An agricultural commodity has been planted on a wetland converted after February 7, 2014:	☐
Wetland converted after November 28, 1990 and before February 8, 2014:	☐		

--*

Tract Crop Data

- **Crop Name** – Manual entry.
- **Crop Year** – System assigned.
- **Base Acres** – Manual entry.
- **Base Acres** – Manual entry required.
- **CTAP Transitional Yield** – Manual entry if applicable.
- **CTAP yield adjustment Codes** – Manual entry required.
- **PLC Yield** – Manual entry.
- **PLC Yield Adjustment Codes** – Manual entry required.

Following is an example of the base crop data maintained on the tract.

Tract Crop Data

Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	CTAP Transitional Yield	CTAP Transitional Yield Adj...	PLC Yield	PLC Yield Adj. Reason
Corn	2015	23.65	In-Transfer	0.0000		150.0000	In-Transfer
Soybeans	2015	23.65	In-Transfer	0.0000		48.0000	In-Transfer

Tract CCC-505 CRP Reduction Data

- **Crop Name** – System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.
- **Crop Year** – System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.
- **Contract Number** – System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.
- **Start Year** – System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.

193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

Tract CCC-505 CRP Reduction Data

- **Acres** – System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.
- **CTAP Transitional Yield** – System populated after an approved automated CCC-505 because of CRP enrollment or manual entry if applicable.
- **PLC Yield** – System populated after an approved automated CCC-505 because of CRP enrollment or manual entry.

Following is an example of the base acres and associated data that have been reduced due to CRP enrollment on that tract.

Tract CCC-505 CRP Reduction Data

Actions	Crop Name	Crop Year	Contract Number	Start Year	Acres	CTAP Transitional (Direct...	PLC (CC) Yield
	Soybeans	2015	2308	2010	0.60	33.0000	39.0000

Tract Parties Involved

- **Name** – System assigned when a Business Partner is searched and selected using the input help for Business Partner ID number.
- **Function** (Owners or Other Producers) – Manual entry if applicable.
- **ID** – Manual entry or system assigned when a Business Partner is searched and selected by name.
- **HEL Exceptions** – Editable only if the tract has "HEL field on tract. Conservation system not being actively applied" as its HEL determination.
- **HEL Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's HEL Exception.

•***--RMA HEL Exceptions** – Editable only if HEL Exceptions are selected.**--***

- **CW Exceptions** – Editable only if a converted wetland violation exists on the tract.
- **CW Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's CW Exception.

•***--RMA CW Exceptions** – Editable only if CW Exceptions are selected.**--***

- **PCW Exceptions** – Editable only if a planted converted wetland violation exists on the tract.

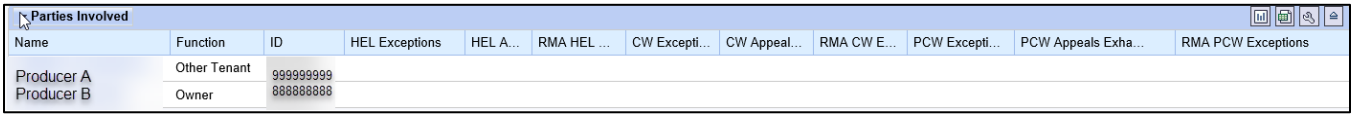
193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

- **PCW Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's PCW Exception.

- ***--RMA PCW Exceptions** – Editable only if PCW Exceptions are selected.

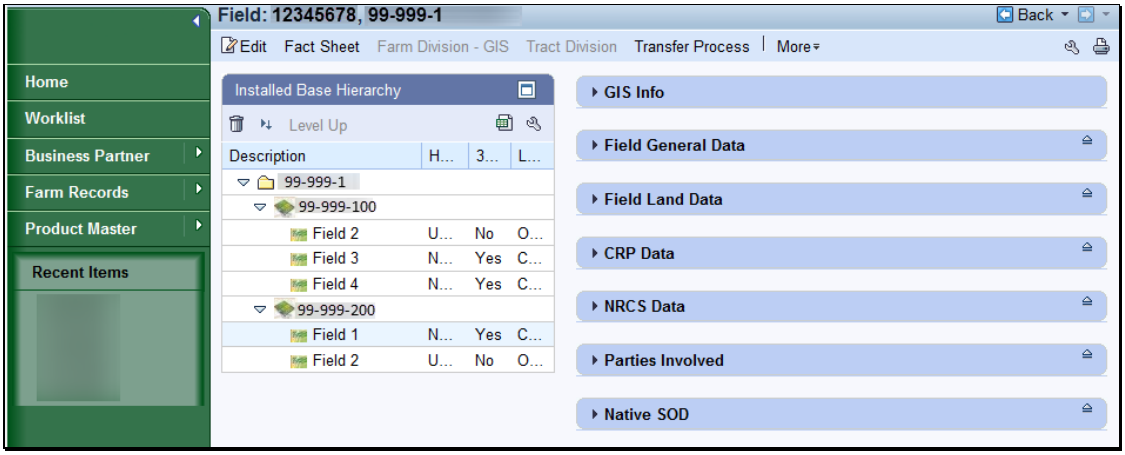
Following is an example of an owner associated at the tract level.



--*

D Field Level Assignment Blocks

Following is an example of the field level assignment blocks.



GIS Info

Following is an example of imagery and spatial representation of the selected tract with selected CLU highlighted.

193 CRM Farm Records Assignment Blocks Detail (Continued)

D Field Level Assignment Blocks (Continued)

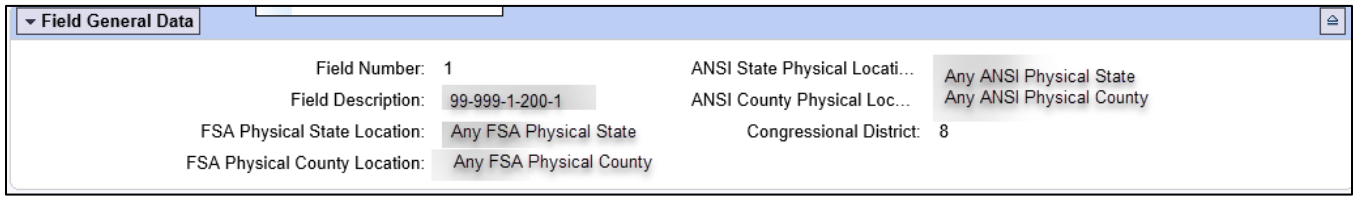
Field General Data

- **Field Number** – Associated CLU number of the field selected in the hierarchy.
- **Field Description** – System generated field description including the State-County-Farm-Tract-Field number.
- **FSA Physical State Location** – The State where the majority of the field is physically located as determined by GIS using the FSA physical location.
- **FSA Physical County Location** – The county where the majority of the field is physically located as determine by GIS using the FSA physical location.
- **ANSI Physical State Location** – The State where the majority of the field is physically located as determined by GIS using the true physical location determined by Census.
- **ANSI Physical County Location** – The county where the majority of the field is physically located as determine by GIS using the true physical location determined by Census.
- **Congressional District** – The congressional district where the field is located as determined by GIS.

Note: Data in this assignment block is not editable.

Following is an example of field level general data.

*--



--*

Field Land Data

- **Land Class Code** – Land Class Code assigned for the selected field from the associated CLU attributes.
- **Acres** – Calculated acres for the selected field determined by GIS in the CLU layer.
- **HEL Status** – HEL determination assigned for the selected field from the associated CLU attributes.

193 CRM Farm Records Assignment Blocks Detail (Continued)

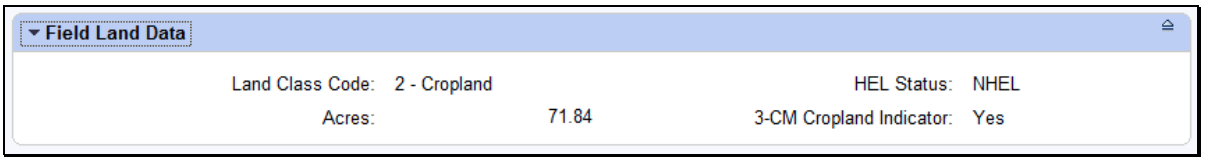
D Field Level Assignment Blocks (Continued)

- **3-CM Cropland Indicator** – 3-CM cropland indicator assigned for the selected field from the associated CLU attributes.

Note: Data in this assignment block is not editable.

Field Land Data

Following is an example of land data associated with a selected field.



CRP Data

- **CRP Contract Number** – User entered CRP contract number from CCMS if the selected field is enrolled in an active CRP contract.

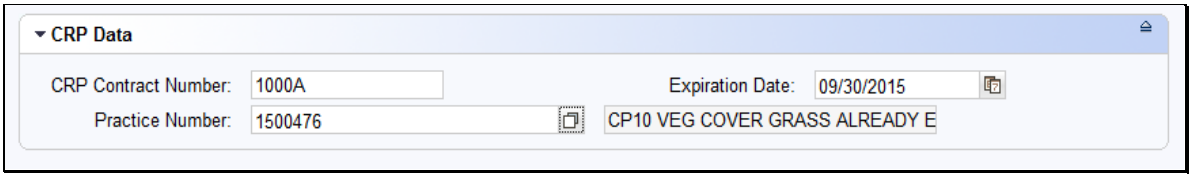
- **Expiration Date** – User entered CRP contract expiration date from CCMS if the selected field is enrolled in an active CRP contract.

- **Practice Number** – User selected Conservation Practice from CCMS if the selected field is enrolled in an active CRP contract.

- **Practice Description** – System generated conservation practice description loaded once a conservation practice has been selected for the selected field enrolled in an active CRP contract.

Note: If the selected field is enrolled in CRP, all entries in the CRP Data assignment block must be loaded with valid data before the field is flagged as CRP in Farm Records and the acres are totaled as CRP Cropland or CRP MPL Acres at the tract level as applicable. All data must match the CRP contract enrolled in CCMS.

Following is an example of CRP contract data associated with a selected field.



193 CRM Farm Records Assignment Blocks Detail (Continued)

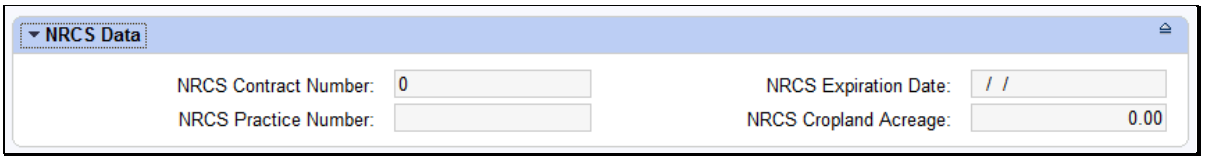
D Field Level Assignment Blocks (Continued)

NRCS Data

NRCS Data assignment block is reserved for future use. All entries are manual entries.

- **NRCS Contract Number**
- **NRCS Practice Number**
- **NRCS Expiration Date**
- **NRCS Cropland Acreage**.

Following is an example of NRCS data that could be entered in the future.



Parties Involved

- **Name** – Auto-populates when Business Partner ID Number is selected using Input Help.
- **Function** – System defaults to "Other Producer".
- **ID** – Use Input Help to search for and select producer's business partner ID.
- **HEL Exceptions** – Editable only if the tract *** * *** has "HEL field on tract. Conservation system not being actively applied" as its HEL determination.
- ***--HEL Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's HEL Exception.
- **RMA HEL Exceptions** – Editable only if HEL Exceptions are selected.
- **CW Exceptions** – Editable only if a converted wetland violation exists on the tract.
- **CW Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's CW Exception.
- **RMA CW Exceptions** – Editable only if CW Exceptions are selected.**--***

193 CRM Farm Records Assignment Blocks Detail (Continued)

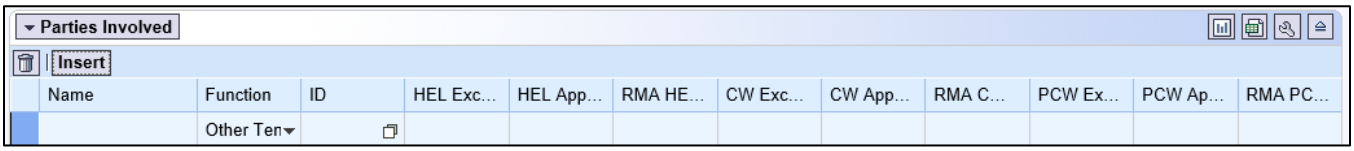
D Field Level Assignment Blocks (Continued)

•*--**PCW Exceptions** – Editable only if a planted converted wetland violation exists on the tract.

- **PCW Appeals Exhausted Date** – Editable only if "Appeals Exhausted" is selected for the producer's PCW Exception.

- **RMA PCW Exceptions** – Editable only if PCW Exceptions are selected.

Following is an example of an "Other Tenant" associated with a selected field.



--*

Native Sod

All entries in this assignment block are editable and a manual entry by users.

- **SOD Broken Out Date** – Date the producer indicates that land meeting the definition of Native Sod was broken to be brought into production. Broken out date must be on or after January 7, 2014.

•*--**1st Year Planted/NAP Restriction** – For land broken between February 7, 2014, and December 20, 2018, enter the first year that the newly broken land is planted. For land broken after December 20, 2018, enter the first year the newly broken land meets NAP restrictions. Date entered must be in or after the same FY entered in the SOD Broken Out Date.

- **2nd Year Planted/NAP Restriction** – For land broken between February 7, 2014, and December 20, 2018, enter the second year that the newly broken land is planted. For land broken after December 20, 2018, enter the first year the newly broken land meets NAP restrictions. Date entered must be after the 1st Year Planted.

- **3rd Year Planted/NAP Restriction** – For land broken between February 7, 2014, and December 20, 2018, enter the third year that the newly broken land is planted. For land broken after December 20, 2018, enter the first year the newly broken land meets NAP restrictions. Date entered must be after the 2nd Year Planted.

- **4th Year Planted/NAP Restriction** – For land broken between February 7, 2014, and December 20, 2018, enter the fourth year that the newly broken land is planted. For land broken after December 20, 2018, enter the first year the newly broken land meets NAP restrictins. Date entered must be after the 3rd Year Planted.--*

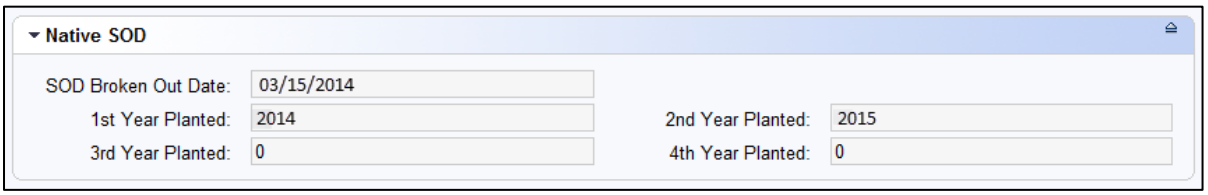
193 CRM Farm Records Assignment Blocks Detail (Continued)

D Field Level Assignment Blocks (Continued)

Note: Native Sod assignment block applies only to fields with a physical location in the following States:

- Iowa
- Minnesota
- Montana
- Nebraska
- North Dakota
- South Dakota.

Following is an example of Native Sod data entries associated with a selected field.



194-199 (Reserved)

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

E Adding Additional Other Producers to a Tract or Field (Continued)

Step	Action
7	ENTER applicable information in the Search criteria entries.
8	CLICK **"Search"** on the Search: Partners – Webpage Dialog window.
9	Select appropriate producer from displayed list by CLICKING **"Common Customer Name"**.
10	CLICK **"Save"** on the CRM toolbar to complete transaction.

F Common Error Messages

Common error messages that prevent users from saving edits include:

Message or Error Received	Action
Added Partner does not have 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.
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.

204 GIS General Tools Overview

A Overview

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

B Example

*--Following is an example of the following:

- navigation compass (1)
- GIS standard toolbar (2)
- scale bar (3).

--*

205 Utilizing the Navigation Compass

A Navigation Compass Overview

The navigation compass allows the user to move and zoom the image displayed in the GIS Info assignment block.

B Action

The following table provides an overview of the Navigation Compass Tool.

Tool	Use
Navigation Compass	• Clicking on the N, W, E, and S will expand the users view in the selected direction. • CLICK the **"+"** to zoom the GIS image in. • CLICK the **"-"** to zoom the GIS image out. • Clicking in the center of the Navigation Compass on the "world" will zoom the user out to the full extent of the world. It is not recommended that users zoom to full extent. • Clicking between the directions (N, W, E, and S) and dragging, will rotate the GIS image in the same direction. Clicking the **"N"** circle to the right of the navigation compass will reset the map image to display the image with north at the top. Other navigations options are available using the mouse or the arrow keys on the keyboard. • Click and drag on the GIS image to move the map in any direction. • The roll bar/wheel on the mouse can be used to zoom in and out. Move the roll bar/wheel forward to zoom in. Move the roll bar/wheel back to zoom out. • Press the arrow keys on the keyboard to move the map in the applicable direction. • Press the shift key and CLICK and drag the mouse to create a box on the map. When the mouse is released the screen will zoom to the extent of the created box.

206 GIS Standard Toolbar

A Overview

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

- Identification Tool
- Measurement Service Tool
- Layers TOC Tool
- *--Zoom to Editable Scale--*
- Full Screen Mode Tool
- AOI Search Tool
- Task Help Tool.

B Example

Following is an example of a GIS standard toolbar.

*--

--*

Note: See work instruction **Display the GIS Standard Toolbar** for more information on using the standard toolbar. See Exhibit 20 for a complete listing of all Farm Records and GIS work instructions and simulations.

207 Identification Tool

A Overview

The Identification Tool allows users to identify the CLU attributes of any field selected with the tool. Additionally, users can utilize the Identification Tool to verify if an area has been delineated as part of an existing CLU.

The tool will identify any CLU in the National CLU, regardless of the farm that is currently selected from the Farm Search.

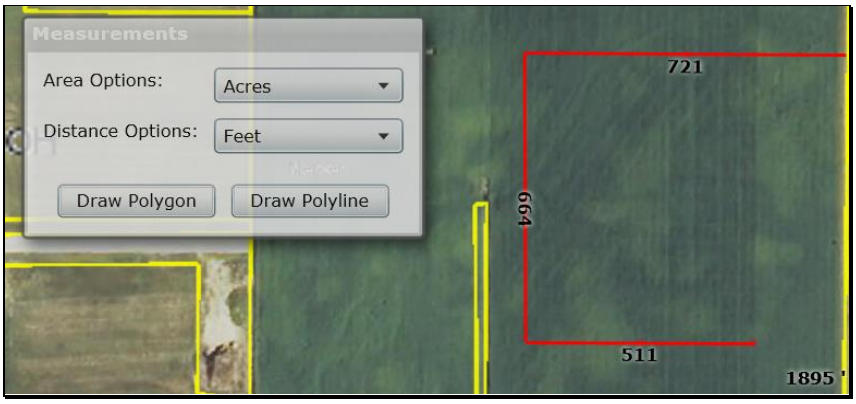
B Action

The following table provides instructions to display the attributes of a selected CLU using the Identification Tool.

Step	Use
1	CLICK "**Identification Tool**".
2	CLICK on any location within the GIS map representation.
3	The CLU attributes for the area clicked will be listed in the window. The scrollbar on the right will allow users to scroll through all attributes.

208 Measurement Service Tool (Continued)

B Action (Continued)

Step	Action
	Measuring Distance
1	Set the distance options to feet using the drop-down menu.
2	CLICK "**Draw Polygon**".
3	On the map, click at the beginning point to start measuring.
4	Click at the end of the measured segment line.
5	Continue to measure as needed by clicking and making new segments.
6	Double click when the measurement is completed. Each segment between mouse clicks will be measured individually in feet.  **Note:** Only one measurement graphic can be viewed at a time. If the user has completed one measurement and click either "Draw Polygon" or "Draw Polyline" to start a new measurement, the first graphic will be deleted. Users may want to take a screen print of the measurement if needed as documentation. **Important:** If a measurement is needed as a reference to delineate or modify a CLU boundary, the user must enter into Edit mode first and then use the measurement tool. If the measurement tool is utilized prior to entering edit mode, the measurement will be deleted when edit mode is selected.

*--208.5 Zoom to Editable Scale Tool

A Overview

The Zoom to Editable Scale Tool allows users to quickly zoom to 1:4800 to enable the editing tools and zoom to the largest scales allowable when modifying or delineating CLU boundaries.

When selected, the GIS Screen will zoom to 1:4800 using the center of the screen as reference.

B Action

The following table provides instructions for the Zoom to Editable Scale Tool.

Step	Action
	Zoom to Scale
1	Center the area to zoom to within the GIS Data assignment block.
2	CLICK "**Zoom to Editable Scale**". The view in the assignment block will zoom to the 1:4800 scale with the center of the screen as reference.

--*

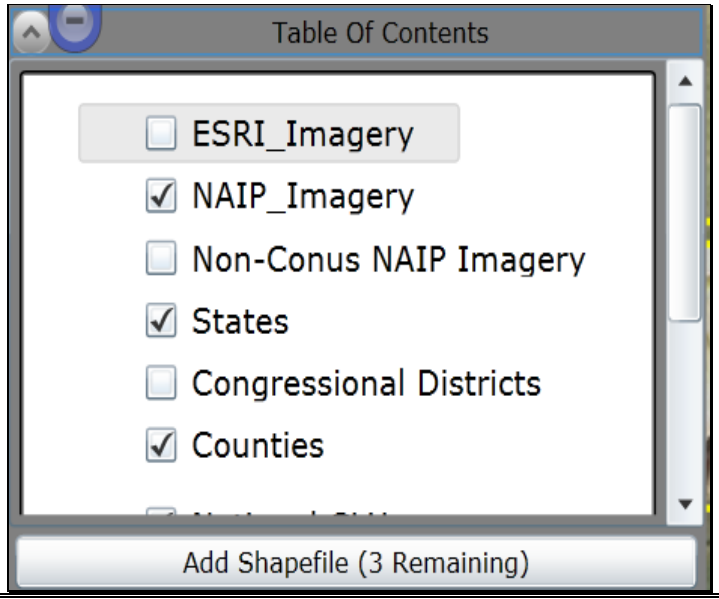
209 Layers TOC Tool

A Overview

The Layers TOC tool allows users to view the layers that are loaded in the GIS Info assignment block. Additionally, the Layer TOC tool allows users to add reference shapefiles into the GIS Info assignment block as needed.

B Action

The following table provides an overview of the layers available for display in the GIS Data assignment block.

Step	Action
	CLICK "**Layers TOC**".
	Adjusting Layers
1	The layers, including imagery, can be toggled on and off by checking (√) the boxes in front of each dataset listed. **Note:** NAIP Imagery and Non-Conus NAIP Imagery are the official imagery for FSA. Official boundary changes must only be completed using official FSA imagery. The ESRI imagery is available if the FSA imagery is **not** accessible because of connection issues or if a user manually turns it on. The ESRI imagery can be used for review and comparison, but official changes **must only** be made with the NAIP or Non-Conus NAIP displayed. 

Subsection 2 Field Level Maintenance

219 CRM Farm Records Field Level Editing

A Overview

In general, the foundation of the CRM Farm Records data starts with the field level data. Once a field is delineated and data loaded in the CLU attributes, the information is aggregated to the tract and farm levels. The following assignment blocks are found at the field level for a selected field:

- GIS Info Assignment Block
- field general data
- field land data
- CRP data
- NRCS data
- parties involved
- native sod.

Within each assignment block, data is populated from the automated system, from the CLU attributes, or from data manually entered by the user. Modifying or editing the field level data is completed either through editing the CLU boundaries and attributes in the GIS Info assignment block or manually entering data that is needed for specific program requirements in other assignment blocks.

Note: Throughout the following automation instructions for field editing the terms field and CLU will be used interchangeably.

Important: After edits are completed users should verify that the updates completed have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See Exhibit 22 and Part 7, Section 2 on Farm Level Editing for additional information concerning the FPMS Status assignment block.

220 GIS Info Assignment Block Editing – Field Level

A Overview

The GIS Info assignment block contains the GIS representation of the farm records data including the CLU layer, CLU attributes, wetland layer, imagery, and other State and national layers needed to identify a specific field.

The GIS editing tools become available when an edit session is initiated from either the tract level or field level in the Farm Hierarchy. Edits made with the GIS editing tools are always specific to the field or fields selected within the GIS Info assignment block regardless of whether the edit session was initiated from the tract level or the field level in the Farm Hierarchy and regardless of the field that may be selected in the farm hierarchy at the time the GIS edits are being made. Edits can only be made within a single tract at a time.

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

- select
- clear selected features
- split selected CLU
- merge selected CLU's
- edit vertices of selected CLU
- polygon inclusion
- circle inclusion
- edit CLU attributes
- bulk edit CLU attributes
- ***--**orphan selected CLU (tool was removed in 2020)**--***
- save and sync.

Note: The user must be at a scale of at least 1:4800 to access the following GIS editing tools:

- Split the Selected CLU
- Edit Vertices of Selected CLU
- Polygon Inclusion
- Circle Inclusion.

Once an editing tool is selected, the user can zoom to a different scale, as needed, to perform the edit required.

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

229 Edit CLU Attributes Tool (Continued)

C CLU Attribute Editing

The following table provides the CLU attribute and description of each entry in the Edit CLU Attribute tool.

Edit CLU Attributes Tool	CLU Attribute Descriptions and Editing
Farm	Farm number is automatically assigned based on the Farm Records Hierarchy and cannot be manually changed.
Tract	Tract number is automatically assigned based on the Farm Records Hierarchy and cannot be manually changed.
Field	Field number is automatically assigned with the existing CLU number. After new CLU's are created using any of the split, merge, inclusion, or circle inclusion tools the next highest CLU number available is assigned. The Field number can be manually changed as needed using the drop-down menu, but only after a Save and Sync has been successfully completed if one of the CLU delineating tools or the merge tool has been used.
Acres	Acreage for any CLU is automatically calculated as CLU's are created or modified. Acreage cannot be manually adjusted. To adjust acreage, the CLU boundaries must be modified using the GIS editing tools.
Land Class Code	The Land Class Code is required to be entered for each CLU. The applicable Land Class Code should be selected for the CLU according to the Land Classification definitions found in Part 2. To add or modify the Land Class Code, click on the drop-down menu and select the applicable code.
3CM Cropland	All fields meeting the definition of cropland, as defined in Part 2, should be attributed as "Yes" for the 3CM Cropland indicator.
FSA State	The State code where the CLU is physically located will automatically be populated and cannot be manually changed.
FSA County	The county code where the CLU is physically located will automatically be populated and cannot be manually changed.
ANSI State	The true State code where the CLU is physically located will automatically be populated and **cannot** be manually changed.
ANSI County	The true county code where the CLU is physically located will ***--**automatically be populated and cannot be manually changed.**--***

231 Orphan Tool

A Overview

*****--The Orphan Tool was removed from the GIS toolset in FY 2020. Users must use existing functionality with the reconstitutions process and vertex edit tool to complete any boundary changes needed.--*****

*** * ***

232 Save and Sync Tool

A Overview and Use of the Save and Sync Tool

Save and Sync must be used after all GIS edits to save the changes. Acreage changes resulting from GIS edits are committed to the field, tract, and farm level assignment blocks when the Save and Sync is completed.

Important: Multiple edits using the same editing tool can be completed before initiating a Save and Sync, but a Save and Sync should be completed before switching editing tools.

*****--CLU boundary or attribute changes that result in a tract level cropland acreage change require a tract level Cropland Adjustment Reason Code to be entered after the Save and Sync. Users must enter the adjustment reason code before the GIS edits are updated at the field, tract, and farm levels and the changes are replicated to Web FRS. If the reason code is not entered, a mismatch of CLU and farm, tract, and field level data could occur.--*****

233 GIS Instructional, Warning, and Error Messages

A Overview

Messages specific to GIS edits display within the GIS Info assignment block and are color coded according to the message content and behavior.

There are 3 types of messages that will display depending on the task or error that may occur. The types of messages will be color coded based on the message type:

- Instructional Messages – Light Blue
- Warning Messages – Yellow-Green
- Error Messages – Salmon.

233 GIS Instructional, Warning, and Error Messages (Continued)

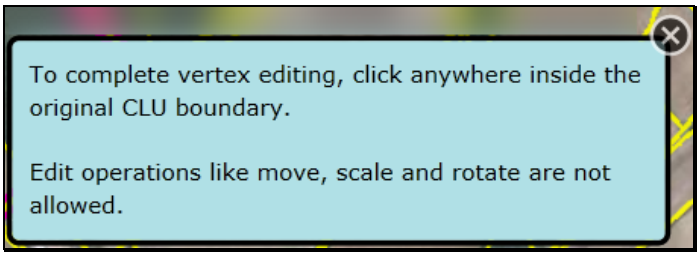
B Examples

GIS Instructional Messages

GIS instructional messages display with a light blue background. By default instructional messages are turned off. Instructional messages can be turned on by CLICKING on the standard GIS toolbar and can be turned back off by clicking the same button again. It is recommended that users who are unfamiliar with GIS editing turn on the instructional messages. While editing in GIS, instructional messages provide the user basic guidance in steps needed to perform various editing functions such as “Split” and “Edit Vertices”.

Once displayed, GIS instructional messages remain on the screen until the user clicks the “X” in the upper right corner to close the message.

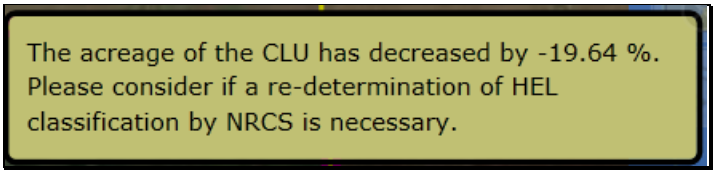
Following is an example of an instructional message.



GIS Warning Messages

GIS warning messages display with a yellow-green background. Once displayed, GIS warning messages remain visible on the screen for approximately 5 seconds and then fade away.

Following is an example of a warning message.



238 Parties Involved Assignment Block Editing – Field Level

A Overview

Other Producers can be loaded at the field level if producers are only associated with specific fields rather than all fields within a tract. Loading Other Producers at the field level is optional. The Parties Involved Assignment block contains:

- Name
- Function
- ID
- HEL Exceptions
- *--HEL Appeals Exhausted
- RMA HEL Exceptions
- CW Exceptions
- CW Appeals Exhausted
- RMA CW Exceptions
- PCW Exceptions
- PCW Appeals Exhausted
- RMA PCW Exceptions.--*

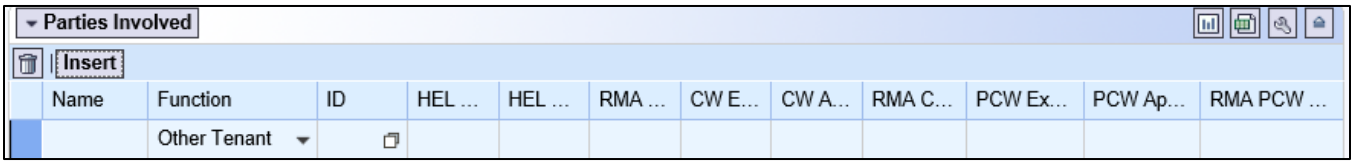
Other Producers loaded at the field level will show on FSA-156EZ for the applicable tract.

Note: Other Producer is referred to as Other Tenant within CRM. For an OT to access and use the FSAfarm+ online application, the OT must be loaded at the field level for only the fields they have an interest in.

B Example of the Parties Involved Assignment Block

Following is an example of the Parties Involved assignment block.

*--



--*

C Action

The following table provides instructions for adding a producer at the field level.

Step	Action
1	CLICK "**Edit**".
2	CLICK "**Insert**".
3	CLICK "**Input Help**". **Note:** See paragraph 203 for instructions for adding an Other Producer.

238 Parties Involved Assignment Block Editing – Field Level (Continued)

C Action (Continued)

Step	Action
4	Search and select the producer to be added. **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.
5	CLICK "**Save**" to save the producer at the field level.

239 Native Sod Assignment Block Editing

A Overview

Tracking native sod land broken out since February 7, 2014, is only applicable to land physically located in Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota. Native Sod restrictions apply until the field has been planted to a crop as defined in 1-NAP, Part 6 for 4 years.

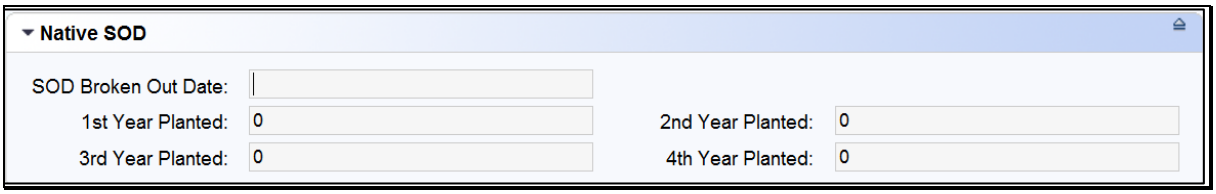
Newly broken out native sod fields must be delineated as separate fields in the GIS Info assignment block. Fields cannot be combined with adjacent fields until the native sod planting requirements have been met.

The following data must be entered for broken out native sod:

- Sod Broken Out Date
- ***--**1st YR Planted/NAP Restrictions
- 2nd YR Planted/NAP Restrictions
- 3rd YR Planted/NAP Restrictions
- 4th YR Planted/NAP Restrictions.**--***

B Example

Following is an example of the Native Sod assignment block.



239 Native Sod Assignment Block Editing (Continued)

C Action

The following table provides the fields and descriptions in the Native Sod assignment block.

Note: The Native Sod assignment block will only be editable for fields physically located in the designated States. This includes fields physically located in the designated state that are administered by another State.

Field	Actions and Data
Sod Broken Out Date	Date the native sod was broken out. The date format should be in DD/MM/YYYY format. **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 3CM Cropland indicator to "Yes" in the GIS Info assignment block until the producer reports that a crop has been planted on the field.
1st Year Planted	Enter the first year that the broken out land is planted to a crop as indicated and verified by the reported acreage on FSA-578. The year must be added in YYYY format. Any annual, perennial, or biennial crop planted on broken out native sod acreage will count towards fulfilling a year of planting. A combination of annual and perennial or biennial crops may be used to fulfill the 4 crop years of planting (the perennial or biennial crops do **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 they will be harvested. **Example:** Winter wheat planted in October of 2015 that will be harvested in the spring of 2016 should be designated as planted in 2016.
2nd Year Planted	Enter the second year that the broken out land is planted to a crop as indicated and verified by the reported acreage on FSA-578. The year must be added in YYYY format. **Note:** The second year planted cannot be the same as or prior to the 1st Year Planted.

239 Native Sod Assignment Block Editing (Continued)

C Action (Continued)

Field	Actions and Data
3rd Year Planted	Enter the third year that the broken out land is planted to a crop as indicated and verified by the reported acreage on FSA-578. The year must be added in YYYY format. **Note:** The third year planted cannot be the same as or before the 2nd Year Planted.
4th Year Planted	Enter the fourth year that the broken out land is planted to a crop as indicated and verified by the reported acreage on FSA-578. The year must be added in YYYY format. **Note:** The fourth year planted cannot be the same as or before the 3rd Year Planted.

The Native Sod data no longer is required to be tracked and can be deleted from the assignment block after the field has been planted for 4 years. During farm records rollover at the end of the FY, the system will identify and delete all Native Sod data for fields with 4 years of planting entered.

Fields having Native Sod attributes cannot be merged with any other field and may not be orphaned until the native sod 4-year planting provisions have been met. Restrictions to merging and orphaning no longer apply in the year after the fourth year of planting. Once merged with another field, Native Sod attributes will not exist on the newly merged field.

240-244 (Reserved)

Subsection 3 Tract Maintenance

245 CRM Farm Records Tract Level Editing

A Overview

The foundation of the CRM Farm Records data starts with the field level data. Once the field level data has been created and attributed according to paragraphs 221 through 232 the data is aggregated to the Tract Level. The following assignment blocks are found at the tract level when a tract is selected in the Farm Hierarchy:

- GIS Info Assignment Block
- Tract General Data
- Tract Land Data
- Tract Crop Data
- Tract CCC-505 CRP Reduction Data
- ***--Reconstitution History--***
- Parties Involved.

Within each assignment block, data is populated either from the automated system, from the Field Level CLU attributes or assignment blocks, or from data manually entered by the user. Modifying or editing the tract level data is completed either through editing the field level data or manually entering data at the tract level.

Important: After edits are completed users should verify that the updates have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See paragraph 249 for additional information concerning the FPMS assignment block.

246 GIS Info Assignment Block Editing – Tract Level

A Overview

The GIS Info assignment block at the tract level contains the GIS representation of the farm records data and can be edited and maintained from the Tract Level. After selecting a tract from the CRM Hierarchy, the same editing functions found at the field level are available for use in the tract level GIS Info assignment block. GIS Edits should be completed according to the Field Level Editing instructions in paragraphs 221 through 232.

The tract level GIS Info assignment block will display the following:

- CLU layer
- CLU attributes
- wetland layer
- imagery
- other State and national layers needed to identify a specific area.

Note: The user can zoom and navigate to other locations as needed.

247 Tract General Data Assignment Block Editing

A Overview

The Tract General Data assignment block provides basic tract level data for the tract selected in the Farm Hierarchy.

Note: Selecting CLU's in the GIS Info assignment block does not change the data displayed in other assignment blocks. Data in the other assignment blocks always refers to the selection made in the Farm Hierarchy.

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

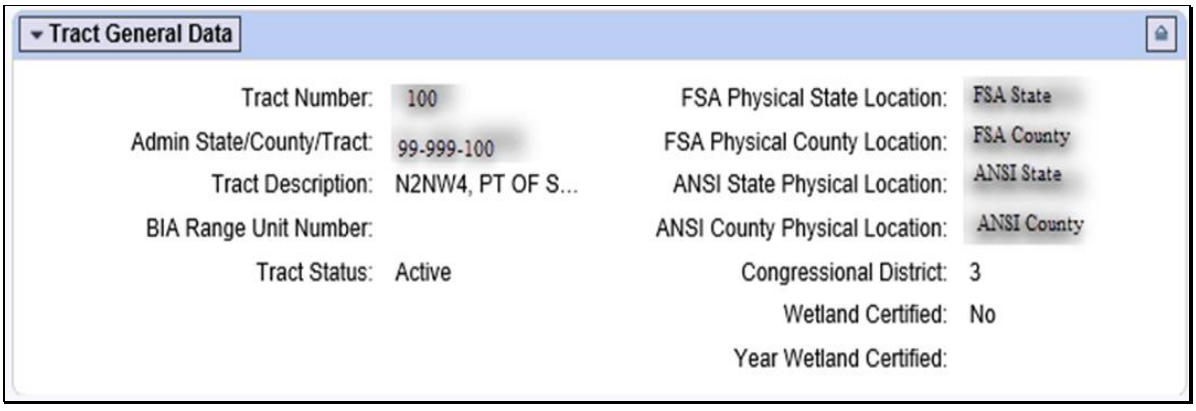
- Tract Number
- State/County/Tract
- Tract Description
- BIA Range Unit Number
- Tract Status
- ***--**FSA State Physical Location
- FSA County Physical Location
- ANSI State Physical Location
- ANSI County Physical Location**--***
- Congressional District
- Wetland Certified
- Year Wetland Certified.

*** * ***

B Example of the Tract General Data Assignment Block

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

***--**



--*

247.5 Tract Level Reconstitution History Assignment Block Editing (Continued)

C Field Descriptions and Actions

Data within the Reconstitution History assignment block will only be displayed if the selected tract was either the result of a tract reconstitution or the parent tract involved a reconstitution. The data displayed in the assignment block is system assigned and is not editable.

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 will only be generated and the reconstitution history will only be 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 parent 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.

D Tract Reconstitution Report

A Tract Reconstitution Report can be generated through the tract level "Reconstitution History" assignment block. Clicking on the "Tract Reconstitution Report" option will open an adobe acrobat report summarizing the reconstitution history for the selected tract. This report can also be generated through the Farm Records Reconstitution Reports option in CRM. See paragraph 296 and Exhibit 33 for additional details on generating the reconstitution reports.

248 Tract Land Data Assignment Block Editing

A Overview

The Tract Land Data assignment block provides an overview of attributes for the selected tract in the Farm Hierarchy. The following data is listed in the Tract Land Data assignment block:

- Farmland Acres
- Cropland Acres
- DCP Cropland Acres
- CRP Cropland Acres
- WBP Acres
- GRP Acres
- State Conservation Acres
- Other Conservation Acres
- Cropland Acres Adjustment Reason Code
- Wetland Determination
- Wetland Violation Determination – Wetland converted between December 23, 1985 and November 28, 1990
- Wetland Violation Determination – An agricultural commodity has been planted on a ***--**wetland converted before February 8, 2014
- Wetland Violation Determination – Wetland converted after November 28, 1990, and before February 8, 2014
- wetland converted after February 7, 2014
- an agricultural commodity has been planted on a wetland converted after February 7, 2014**--***
- EWP Program Acres
- DCP Ag Related Activity Acres
- Wetland Reserve Program Acres

248 Tract Land Data Assignment Block Editing (Continued)

A Overview (Continued)

- Effective DCP Cropland Acres
- Double Cropped Acre
- Sugarcane Base Acres
- CRP MPL Acres
- Sod Acres

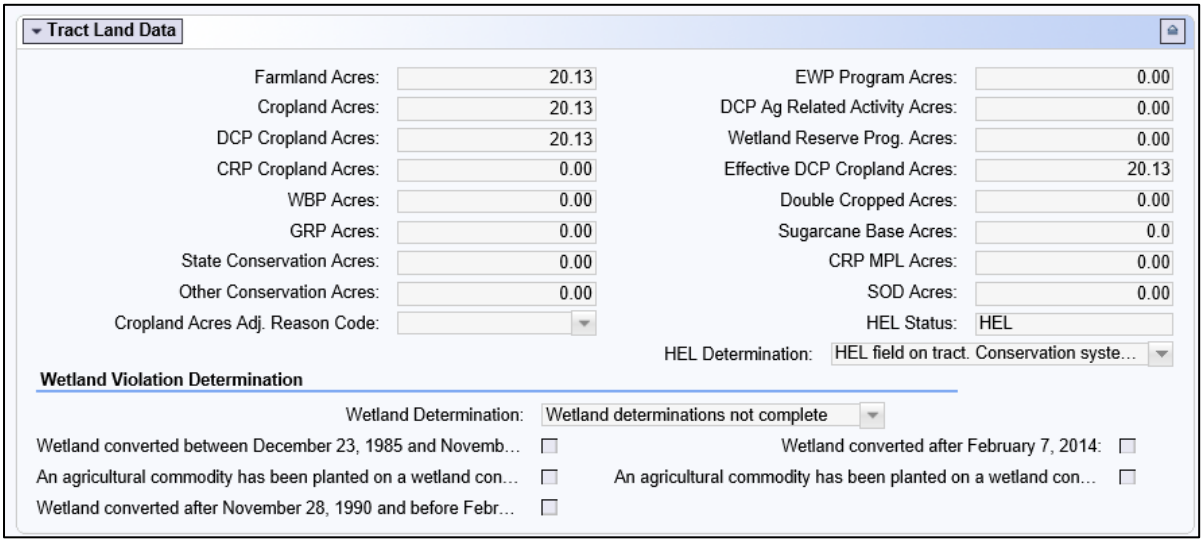
*** * ***

- HEL Status
- HEL Determination.

B Example of the Tract Land Data Assignment Block

Following is an example of the Tract Data assignment block.

***--**



--*

C Action

The Tract Land Data summarizes the acreage and HEL and wetland determinations specific to the tract selected in the Farm Hierarchy. Data visible in the Tract Land Data assignment block is a combination of system populated entries aggregated from the field level data and entries manually entered by the user based on program participation and eligibility. Data aggregated from the field level data cannot be manually changed in the Tract Land Data assignment block and must be changed at the field level. Changed field level values are then aggregated to the tract level.

248 Tract Land Data Assignment Block Editing (Continued)

C Action (Continued)

Following are the editable entries in the Tract Land Data assignment block.

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. WBP acreage must be loaded in the WBP Acres data field.
GRP Acres	Manual entry of GRP acres enrolled within the selected tract on DCP Cropland acres. GRP acreage must be loaded in the GRP Acres data field. **Note:** Do not load GRP acres located on non-cropland in this data field.
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.
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.

248 Tract Land Data Assignment Block Editing (Continued)

C Action (Continued)

Editable Tract Land Data Entries	Description and Action
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".
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	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	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".**--***

248 Tract Land Data Assignment Block Editing (Continued)

C Action (Continued)

Editable Tract Land Data Entries	Description and Action
EWP Acres	Manual entry of Emergency Watershed Protection Program (EWP) acres enrolled within the selected tract on DCP cropland acres. EWP acreage must be loaded in the EWP Acres data field.
Ag Related Activity Acres	Ag Related Activity Acres should be manually entered for acreage that meets the definition of DCP Cropland but does not meet the definition of cropland as defined in Part 2. Acres entered in the Ag Related Activity Acres data field will be added to the Cropland Acres to calculate the DCP Cropland acreage populated by the system.
Wetland Reserve Program Acres	Manual entry of Wetland Reserve Program (WRP) acres enrolled within the selected tract on DCP cropland acres. WRP acreage must be loaded in the WRP Acres data field.
Double Cropped Acres	Double Cropped acres were established according to 5-PA. 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.
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 as a result of redistribution from another tract or farm using CCC-827.
* * *	* * *

248 Tract Land Data Assignment Block Editing (Continued)

C Action (Continued)

System Generated Tract Land Data Entries	Description
Sod Acres	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. **Note:** Sod Acres cannot be manually adjusted. If the Sod Acres are not correct or need to be adjusted, editing must be completed within the GIS Info assignment block using the GIS editing tools to adjust or delineate any field or by adding or deleting attributes within the Native Sod assignment block at the field level.

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.**--***

249 Tract Crop Data Assignment Block Editing

A Overview

The Tract Crop Data assignment block lists the crop base and yield data assigned to the tract selected in the Farm Hierarchy. Total base acreage cannot exceed the Effective DCP Cropland acreage plus Double Cropped acres totaled in the Tract Land Data assignment block.

Note: The system will notify users if the base acreage exceeds the Effective DCP Cropland plus Double Cropped acreage for the tract.

The following data is identified in the Tract Crop Data assignment block:

- Crop Name
- Crop Year
- Base Acres
- Base Acres Adjustment Code

*** * ***

- PLC Yield
- PLC Yield Adjustment Codes.

B Example

Following is an example of the Tract Data assignment block.

***--**

Tract Crop Data

Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	PLC Yield	PLC Yield Adj. Reason
Corn	2020	14.50		165.0000	CCC-867
Soybeans	2020	4.83		49.0000	CCC-867

--*

249 Tract Crop Data Assignment Block Editing (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 (Cntd)	**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.
* * *	* * *

250 Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)

C Action (Continued)

Loading CCC-505 CRP Reduction Data for Newly Enrolled CRP Contracts

The following table provides instructions for adding the CCC-505 CRP Reduction Data for Newly Enrolled CRP Contracts.

--Note:** If CCC-505 because of CRP was completed through the automated wizard, the system will automatically enter that the CCC-505 workflow is approved. See paragraph 292 for additional information.**--

Data Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following CCC-505 CRP Reduction Data entries.
Crop Name	Select the Crop Name for the applicable base acres being reduced on the tract. To add CCC-505 CRP reduction acres for a new CRP contract enrolled on the tract. • CLICK **"Edit List"** in the Tract Crop Data assignment block • A new entry line will be created in the assignment block • Click the drop-down menu under the Crop Name header to select the applicable crop for the reduced base acreage.
Crop Year	Crop Year will automatically populate and default to the current crop year once a crop has been selected. Crop Year is not editable.
Contract Number	Manually ENTER the active CRP contract number and suffix from the associated CRP-1.
Start Year	Manually 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	Manually enter the number of acres for the crop reduced on the tract due to CRP enrollment. **Note:** Reduced acres should match the acres reduced on CCC-505 completed during CRP enrollment.
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.

250 Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)

C Action (Continued)

Data Entries	Description and Action
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.

Note: See work instruction **Base Reduction for New CRP Tract Level** for more information on loading CCC-505 CRP base reduction acres due to CRP enrollment. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

Revising CCC-505 CRP Reduction Data for Revised or Re-Enrolled CRP Contracts

Once an entry for tract CCC-505 CRP Reduction data is entered and saved, entry must be revised is a contract is revised or a subsequent contract established because of farm or CRP changes. If the CRP contract is revised, resulting in a change to the contract number and suffix, or if the CRP contract expires and is re-enrolled resulting in a new contract number the initial CCC-505 CRP Reduction entry must be updated with current information matching the new CRP contract.

--Note:** For re-enrolled CRP contracts, existing CCC-505 reduction data must be restored and then the tract and farm must be evaluated to determine whether a new base reduction or redistribution must be completed. Offices are not authorized to carry forward CCC-505 from a prior CRP contract.**--

257 Farm Level Editing

A Overview

Farm level editing is limited to CRM tabular data and is not available in the GIS Info assignment block. The majority of farm level data is aggregated from the tract and field levels and cannot be edited at the farm level. The following assignment blocks are found at the farm level:

- GIS Info
- Farm General Data
- Farm Land Data
- Crop Election Data
- Crop Data
- Parties Involved
- FPMS Status
- *--ARCPLC Status--*
- Change History.

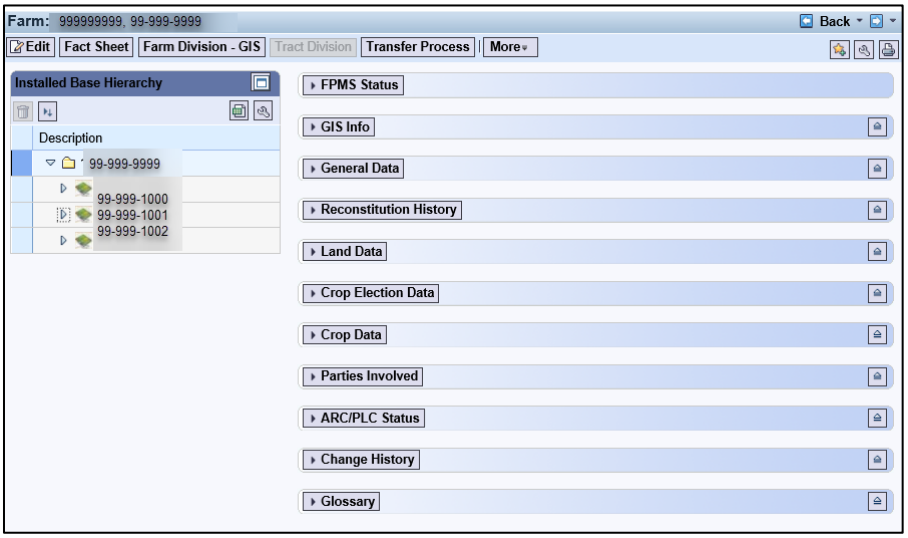
Within each farm level assignment block, data displayed for the farm is populated from the automated system, manually entered by the user, or aggregated from the tract and field levels.

Important: After edits are completed, users should verify that the updates have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See paragraph 246 for additional information regarding the FPMS Status assignment block.

B Example

Following is an example of the farm level Farm Data Screen.

*--



--*

258 Farm Level GIS Info Assignment Block

A Overview

The GIS Info assignment block is view-only at the farm level. By default, the GIS Info assignment block zooms to an extent that shows all tracts on a farm. All GIS edits are completed at the tract and field levels.

B Example

Following is an example of the GIS Info assignment block.

C Action

The following navigation and standard tools are available for use at the farm level in the GIS Info assignment block.

- Navigation Compass – Zoom In, Zoom out, or Pan
- Identification Tool
- Measurement Tools
- Layers TOC
- Full Screen Mode
- AOI Search
- Show Task Help Text.

See paragraph 205 for additional information on the use of the navigation tools. See paragraph 206 for additional information on the use of the standard tools.

259 Farm Level General Data Assignment Block Editing

A Overview

The Farm General Data assignment block contains the following information for the selected farm:

- Farm Number
- State/County/Farm
- Farm Description
- Administrative State
- Administrative County
- Farm Status

*** * ***

- Transferred From

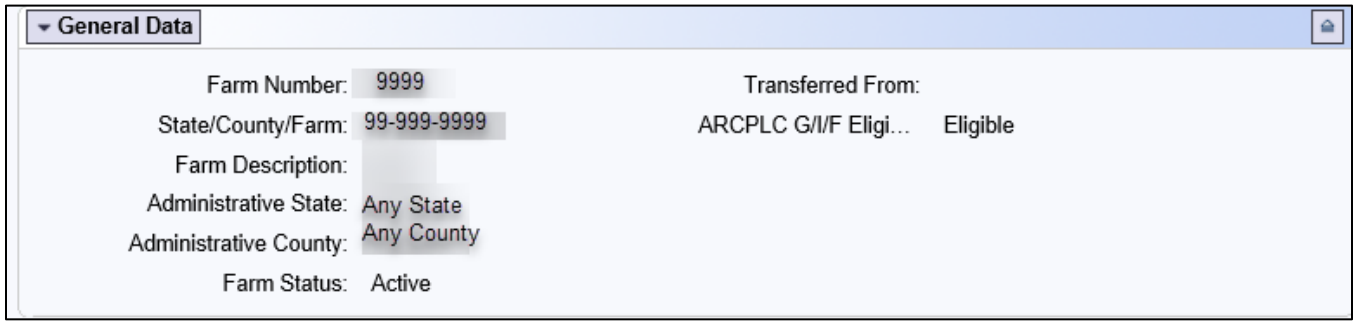
*** * ***

•*****--ARCPLC G/I/F Eligibility.--*****

B Example

Following is an example of the General Data assignment block.

***--**



--*

C Action

The following table provides the editable fields in the Farm General Data assignment block.

Editable Farm General Data Entries	Description and Action
	CLICK "**Edit**" to enter or modify the following Farm General Data entries.
Farm Description	Farm description is optional. If desired, user may enter a farm description. **Do NOT enter any PII data into this field.**

259 Farm Level General Data Assignment Block Editing (Continued)

C Action (Continued)

Editable Farm General Data Entries	Description and Action
Farm Status	Farm Status selections include: • In-creation • Active • Pending • Draft • Inactive. The initial Farm Status when creating a new farm is "In-Creation". When the creation process is complete, click the drop-down menu and SELECT **"Active"**. **Notes:** "Draft" status is set automatically when a farm reconstitution has been initiated in the system but not finished or submitted. "Pending" status is set automatically when a farm transfer or farm reconstitution has been submitted but has not been approved. Once the process is complete, the farm status will automatically update accordingly. See Part 3, Section 2 and Part 7, Section 6 for additional information regarding farm transfers. See Part 5 and Part 7, Section 7 for additional information regarding farm reconstitutions. "Inactive" status is set automatically when the user completes a Farm Inactivation. See paragraph 27 and paragraph 284 for additional information regarding Farm Inactivation. Parent farms of approved farm combinations and farm divisions are automatically set to inactive status when the reconstitution is approved.
	CLICK **"Save"** to save the Farm General Data entries.

259 Farm Level General Data Assignment Block Editing (Continued)

C Action (Continued)

The following table provides the fields in the Farm General Data assignment block are system populated and are not editable.

System Generated Farm General Data Entries	Description
Farm Number	Farm Number is system generated and is populated as the next available farm number for the county when the farm is created.
State/County/Farm	System populated farm description consisting of the administrative State, county, and farm number.
Administrative State	System populated based on user input when farm is created.
Administrative County	System populated based on user input when farm is created.
* * *	* * *
Transferred From	System populated if the currently selected farm has been previously transferred from a different administrative State/county.
* * *	* * *
*--ARCPLC G/I/F Eligibility	Original population from CARS history of reported Grass, Idle, or Fallow acreage between 2009 through 2018. Entry required because of updated provision in the 2018 Farm Bill to determine ARCPLC eligibility. The following entries are available: • Ineligible – Complete G/I/F History – All years were reported to Grass, Idle, or Fallow • Partial or Missing G/I/F History – 1 or more years of acreage report history is missing, but for years available reported to Grass, Idle, or Fallow • Eligible – History of reported crops other than Grass, Idle, or Fallow. Entry is only editable by the National Office Administrator.--*

259.5 Farm Level Reconstitution History Assignment Block Editing

A Overview

The Reconstitution History assignment block provides the reconstitution history of the selected farm. If the farm was the result of a prior reconstitution or the parent farm involved with a reconstitution, the following data will display:

- Year
- Recon ID
- Reconstitution Type

259.5 Farm Level Reconstitution History Assignment Block Editing (Continued)

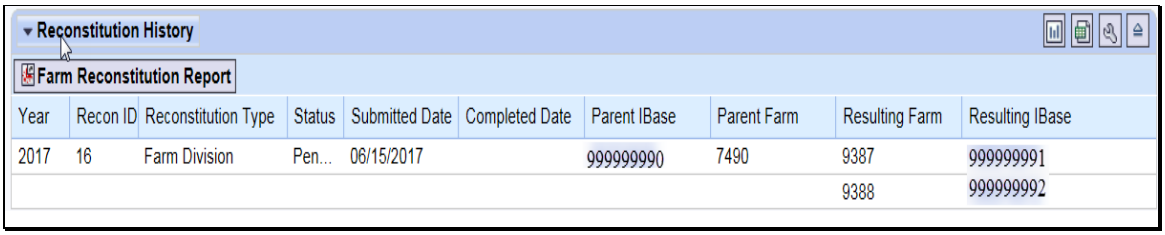
A Overview (Continued)

- Status
- Submitted Date
- Completed Date
- Parent IBase
- Parent Farm
- Resulting Farm
- Resulting IBase
- Resulting.

The Reconstitution History assignment block also provides the ability to create a Farm Reconstitution Report and export data listed in the assignment block to excel. See ***--**Exhibit 31 for more details on the Farm Reconstitution History Report and exporting the data to Excel.

B Example of the Farm Level Reconstitution History Assignment Block

Following is an example of the Farm Reconstitution History assignment block.**--***



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.

259.5 Farm Level Reconstitution History Assignment Block Editing (Continued)

C Field Descriptions and Actions (Continued)

System Generated Tract General Data Entries	Description
Status	Status of the reconstitution: • Pending – farm reconstitutions that have been submitted for CRM approval, but have not been approved in CRM by the County Office approving official • Completed – farm reconstitutions that have been approved in CRM by the County Office approving official • Disapproved – farm reconstitutions that have been disapproved in CRM by the county office approving official.
Submitted Date	The data the farm reconstitution was submitted for CRM approval.
Completed Date	The date the farm reconstitution was approved or disapproved in CRM by the County Office approving official.
Parent IBase	IBase number for the parent farm associated with the specified reconstitution.
Parent Farm	Farm number for the parent farm associated with the specified reconstitution.
Resulting Farm	Resulting/child farm number(s) associated with the specified reconstitution.
Resulting IBase	IBase number of the resulting/child farm(s) associated with the specified reconstitution.

D Farm Reconstitution Report

A Farm Reconstitution Report can be generated through the farm level "Reconstitution History" assignment block. Clicking on the "Farm Reconstitution Report" button will open an adobe acrobat report summarizing the reconstitution history for the selected farm. This report can also be generated through the Farm Records Reconstitution Reports option in CRM. See paragraph 296 and Exhibit 33 for additional details on generating reconstitution reports.

260 Farm Land Data Assignment Block Editing

A Overview

The fields in the Farm Land Data assignment block contain the following information for the selected farm:

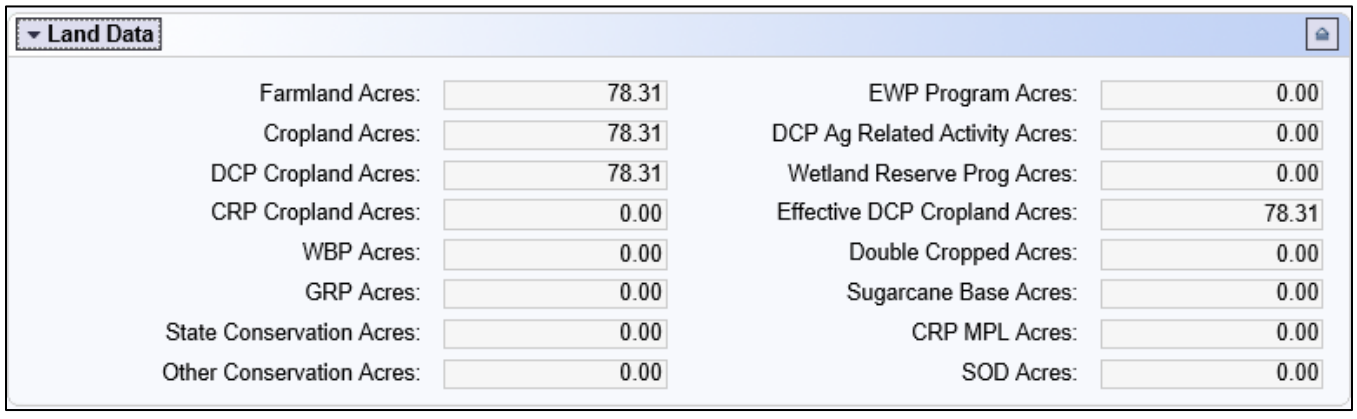
- Farmland Acres
- Cropland Acres
- DCP Cropland Acres
- CRP Cropland Acres
- WBP Acres
- GRP Acres
- State Conservation Acres
- Other Conservation Acres
- EWP Program Acres
- DCP Ag Related Activity Acres
- Wetland Reserve Program Acres
- Effective DCP Cropland Acres
- Double Cropped Acres
- Sugarcane Base Acres
- CRP MPL Acres
- Sod Acres.

*** * ***

B Example

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

*--



--*

260 Farm Land Data Assignment Block Editing (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 acreage data is aggregated from the tract level.
Double Cropped Acres	Double Cropped acres were established according to 5-PA. The Double Cropped acres on a farm cannot be increased unless base acres and Double Cropped acres are redistributed using CCC-517. Double Cropped acres cannot exceed the Effective DCP Cropland and must be decreased if the Effective DCP Cropland for the tract is reduced to an amount less than the Double Cropped acres for the tract. Double Cropped acres may be transferred to another tract when CCC-517 is used to transfer base acres to another tract. Double Cropped acres data is aggregated from the tract level.
Sugarcane Base Acres	Sugarcane base acres are only applicable to counties administered in Louisiana. Sugarcane base acres were established in 1992 according to 2-PAS and historically have been retained with the farm. Sugarcane base acres are aggregated from the tract level.
CRP MPL Acres	CRP MPL acreage is based on acres enrolled in CRP on marginal pasture land. CRP MPL acreage data is aggregated from the tract level. Grassland CRP acres enrolled on non-cropland are included in the CRP MPL Acres data field.
Sod Acres	Sod acres are system populated based on the fields identified as sod broken out after February 7, 2014, in the Native Sod assignment block at the field level. Sod acres are aggregated from tract and field level data.
* * *	* * *

261 Farm Crop Election Data Assignment Block Editing

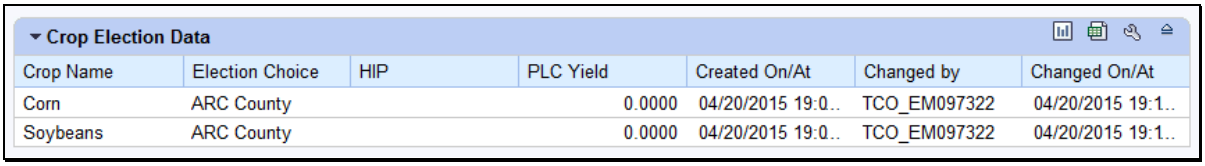
A Overview

The Farm Crop Election Data assignment block contains the following fields:

- Crop Name
- Election Choice
- HIP (Historical Irrigation Percentage)
- PLC (Price Loss Coverage)Yield
- Created On/At
- Changed by
- Changed On/At.

B Example of the Crop Election Data Assignment Block

Following is an example of the Crop Election Data assignment block.



Crop Election Data

Crop Name	Election Choice	HIP	PLC Yield	Created On/At	Changed by	Changed On/At
Corn	ARC County		0.0000	04/20/2015 19:0..	TCO_EM097322	04/20/2015 19:1..
Soybeans	ARC County		0.0000	04/20/2015 19:0..	TCO_EM097322	04/20/2015 19:1..

C Action in the Crop Election Data Assignment Block

The following table provides the fields in the Crop Election Data assignment block that are editable.

Editable Crop Election Data Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following Crop Election Data entries.
Election Choice	Existing ARCPLC elections are not editable. Requests to correct existing ARCPLC elections must be submitted to the state office ARCPLC specialist. ARCPLC election choices are required for all crop bases (except generic) that are added to the farm (i.e. return of CCC-505 CRP Reduction acres). Prior to entering ARCPLC election choice for a non-generic crop being added to the farm, crop base acres must first be added at the tract level. See paragraph 249 for additional information regarding adding crop base acres in the tract level Crop Data assignment block. Click on the appropriate tract in the farm hierarchy and navigate to the Tract Crop Data assignment block to add the new crop to the tract.

261 Farm Crop Election Data Assignment Block Editing (Continued)

D Action in the Crop Election Data Assignment Block

The following table provides a summary of specific actions to be completed in the Crop Election Data assignment block when events such as addition/removal of base acres occur on a farm containing generic base acres, or when generic base acres are attributed to a planted zero base acre crop with an election of ARC County or PLC.

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	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 249 for instructions for adding the tract PLC yield. *** * ***
	producer elects ARC County	select ARC County for the newly added base crop and--***** establish HIP according to 1-ARCPLC, Part 5, Section 2 if the crop being added is included in the list of HIP-eligible county/crop combinations in 1-ARCPLC *** * *** and load in the Crop Election Data assignment block according to subparagraph C.	
	existing election is ARC Individual	*****--a new base crop receives ARC Individual.--*****	

261 Farm Crop Election Data Assignment Block Editing (Continued)

D Action in the Crop Election Data Assignment Block * * * (Continued)

Event	Edit Actions		
	IF…	THEN…	PLC Yield
* * *	* * *	* * *	* * *
Base acres for a * * * crop are reduced to zero for all tracts on a farm *** * ***.	existing ARCPLC election for the crop is retained	HIP for the crop (if applicable) is retained.	If the election for the crop is PLC a farm-level PLC yield is automatically created using the yield that existed on the last tract to have its base acres reduced to zero. User may edit the yield if necessary.

262 Farm Crop Data Assignment Block Editing

A Overview

The Farm Crop Data assignment block contains the following fields:

- Crop Name
- Crop Year
- Base Acres
- CCC-505 CRP Reduction Acres

* * *

- PLC Yield

B Example

Following is an example of the Farm Crop Data assignment block.

*--

Crop Data

Crop Name	Crop Year	Base Acres	CCC-505 CRP Redu. ...	PLC Yield
Corn	2020	56.40	0.00	165.0000
Soybeans	2020	18.80	0.00	49.0000

--*

C Description

All fields in this assignment block are not editable and are system populated by aggregation of tract level data.

System Generated Farm Crop Data Entries	Description
Crop Name	Crop name for applicable base acres associated with the farm. The Crop name is system populated from entries made at the tract level.
Crop Year	Crop Year is system populated and defaults to the current crop year once a crop has been added at the tract level.
Base Acres	Base acres are the total number of base acres for each crop associated with the farm. Base acres are aggregated from the tract level.

262 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 240 for additional information regarding CCC-505 CRP Reduction Acres.
* * *	* * *
PLC Yield	The PLC Yield applies to all crops except generic and is populated based on the established PLC Yield for the crop on the farm. The PLC Yield is aggregated from the tract level using the yield extension calculations. **Note:** This yield was formerly the CC payment yield under DCP/ACRE and predecessor programs.

263 Farm Parties Involved Assignment Block Editing

A Overview

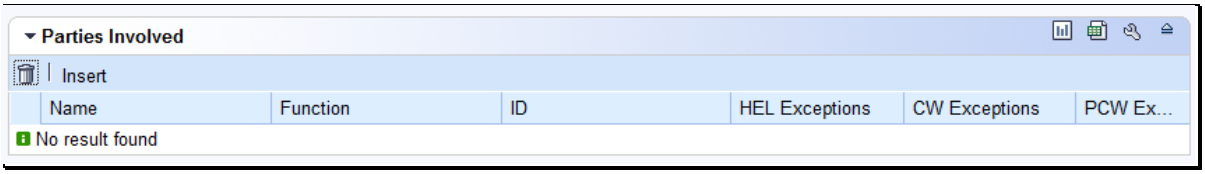
The Farm Parties Involved assignment block includes the following fields:

- Name
- Function
- ID
- HEL Exceptions
- ***--**HEL Appeals Exhausted
- RMA HEL Exceptions
- CW Exceptions
- CW Appeals Exhausted
- RMA CW Exceptions
- PCW Exceptions
- PCW Appeals Exhausted
- RMA PCW Exceptions.**--***

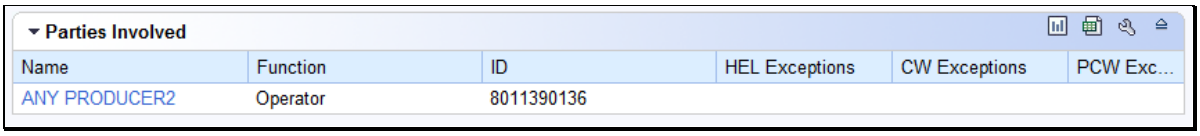
263 Farm Parties Involved Assignment Block Editing (Continued)

B Example

Following is an example of the Parties Involved assignment block for a newly created farm.



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 201 for detailed instructions regarding adding or changing a farm operator.
HEL Exceptions	Click the drop-down menu and select the appropriate Highly Erodible Land (HEL) exception, if applicable. This field is editable only if a tract on the farm has "HEL: conservation system is not being actively applied" indicated in the HEL Determination field at the tract level and the operator is not an owner on all tracts. See Part 7, Section 3, and 6-CP for additional information regarding HEL Exceptions.
***--HEL Appeals Exhausted	The Appeals Exhausted Date entry is required if Appeals Exhausted exception has been flagged for a producer. Select the applicable date all appeals have been exhausted for the producer.
RMA HEL Exceptions	Click the drop-down menu and select the appropriate RMA Highly Erodible Land (HEL) exception, if applicable.--*
CW Exceptions	Click the drop-down menu and select the appropriate Converted Wetland (CW) exception, if applicable. This field is editable only if a converted wetland exists on 1 or more tracts on the farm and the operator is not an owner on all tracts. See Part 7, Section 3 and 6-CP for additional information regarding CW Exceptions.

263 Farm Parties Involved Assignment Block Editing (Continued)

C Action (Continued)

Editable Farm Parties Involved Entries	Description and Action
***--**CW Appeals Exhausted	The Appeals Exhausted Date entry is required if Appeals Exhausted exception has been flagged for a producer. Select the applicable date all appeals have been exhausted for the producer.
RMA CW Exceptions	Click the drop-down menu and select the appropriate RMA Converted Wetland (CW) exception, if applicable.**--***
PCW Exceptions	Click the drop-down menu and select the appropriate PCW exception, if applicable. This field is editable only if a planted converted wetland exists on one or more tracts on the farm and the operator is not an owner on all tracts. See Part 7, Section 3, and 6-CP for additional information regarding PCW Exceptions.
***--**PCW Appeals Exhausted	The Appeals Exhausted Date entry is required if Appeals Exhausted exception has been flagged for a producer. Select the applicable date all appeals have been exhausted for the producer.
RMA PCW Exceptions	Click the drop-down menu and select the appropriate RMA PCW exception, if applicable.**--***
	CLICK "**Save**" to save the Farm Parties Involved entries.

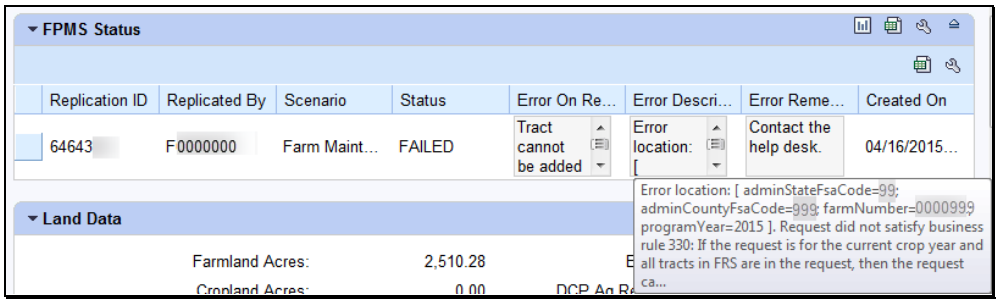
Note: Operator HEL, CW, and/or PCW exceptions are set at the farm level in the Parties Involved assignment block. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See paragraph 34 for additional information regarding Operator HEL, CW, and/or PCW exceptions.

The following fields in the Parties Involved assignment block are not editable.

System Generated Farm Parties Involved Entries	Description
Function	System populated based on the level selected in the farm hierarchy. At the farm level, this field defaults to "Operator" and is not editable.
Name	System populated based on the Business Partner record selected as the operator of the farm.

264 FPMS Status Assignment Block (Continued)

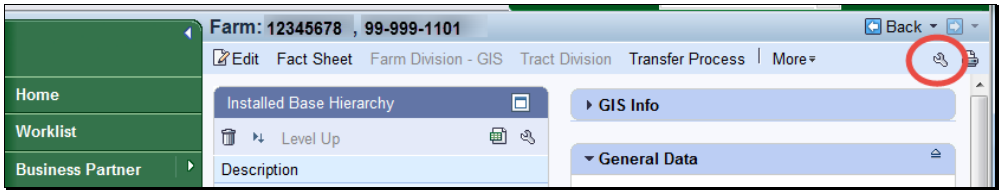
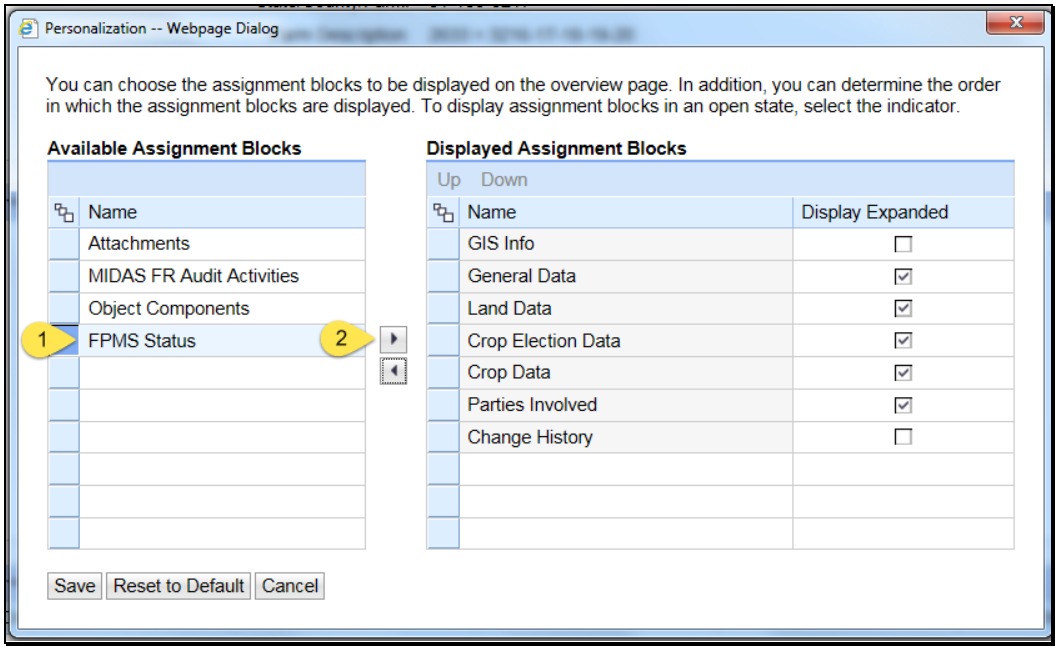
C Action (Continued)

Step	Action
6	If the Status field displays "FAILED" the replication between CRM Farm Records and the FPMS FRS has not yet replicated because of an error that needs to be resolved by the user. ***--Note:** If a farm fails to replicate to Web FRS, all users associated to the administrative county will receiving an e-mail notifying them that the farm failed replication and provide guidance for remediating the issue. Offices must immediately take the applicable action to correct the issue and ensure that the farm successfully replicates to Web FRS so current data is available to all applications.**--*** Review the Error on Report, Error Description, and Error Remediation field for more information on the reason the replication is not successful.  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 22 • 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, submit an incident report (Remedy ticket).

264 FPMS Status Assignment Block (Continued)

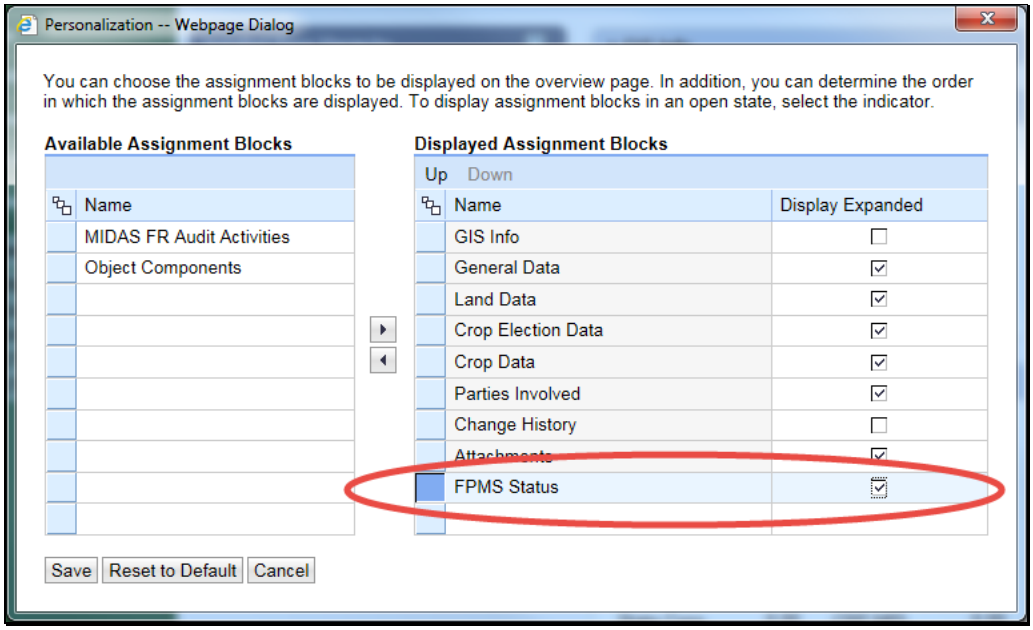
D Instructions for Adding the "FPMS Status" Assignment Block

If the FPMS Status assignment block does not display when the farm level is selected in the hierarchy, the following table provides instructions on how to add the "FPMS Status" assignment block.

Step	Action
1	In the upper right corner of the screen, CLICK "**Personalize**" (looks like a wrench). 
2	On the "Personalization --Webpage Dialog" window, under the "Available Assignment Blocks" section, CLICK "**FPMS Status**" (1) to select it and click the arrow pointing to the right (2).  **Note:** To restore the default display settings for the assignment blocks at the selected hierarchy level, CLICK "**Reset to Default**".

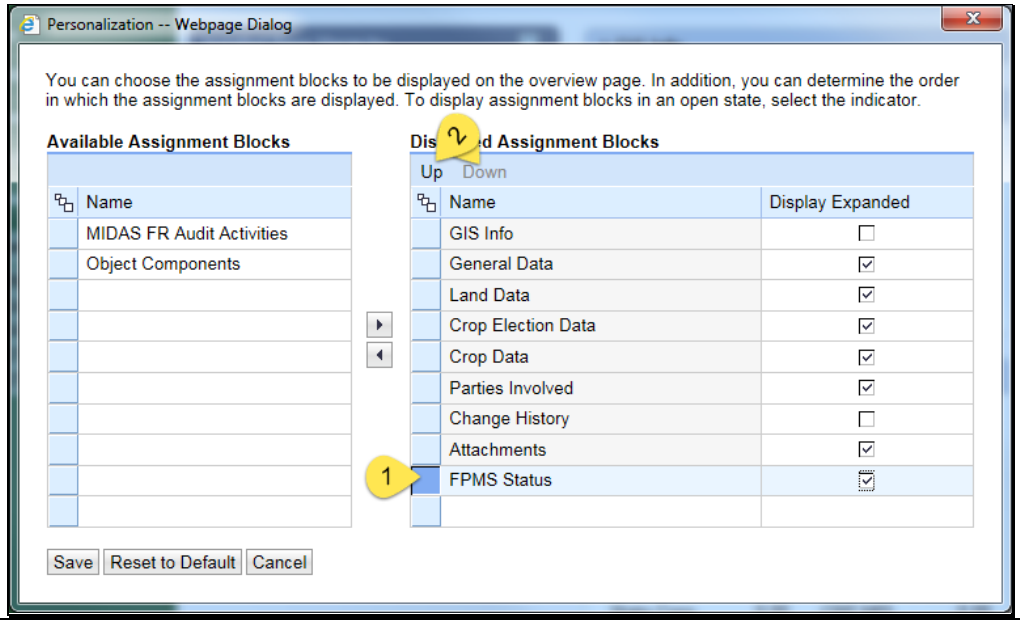
264 FPMS Status Assignment Block (Continued)

D Instructions for Adding the "FPMS Status" Assignment Block (Continued)

Step	Action
3	"FPMS Status" will now be displayed under the "Display Assignment Blocks" section that allows users to specify whether the assignment block is automatically expanded in the view. This is a personal preference.  **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.

264 FPMS Status Assignment Block (Continued)

D Instructions for Adding the "FPMS Status" Assignment Block (Continued)

Step	Action
4	In the "Displayed Assignment Blocks" section, to change the order that the assignment blocks are listed, select them by clicking the block to the left of the item (1) and click the up or down option (2) to rearrange user's view. 
5	CLICK "**Save**" to retain changes. **Note**: Users can edit the "Personalization -- Webpage Dialog" menu any time.

*--264.5 ARCPLC Status Assignment Block

A Overview

The ARCLPC Status assignment block displays the submission status of ARCPLC program data from the ARCPLC election or enrollment software. A connection to the ARCPLC application was created to receive updated base crop, base crop acreage, PLC yield, and program election data, when applicable, because of new or modified Farm Bill provisions. This assignment block will display if a submission from ARCPLC applications was successfully received and updated in Farm Records. The fields in this assignment block include the following:

- Refresh
- Status
- Error Summary--*

*--264.5 ARCPLC Status Assignment Block (Continued)

A Overview (Continued)

- Error Detail
- Error Remediation
- Created By
- Created On/At.

B Action

After any submission of ARCPLC data from the ARCPLC applications to Farm Records, the user should return to the farm level to view the ARCPLC Status assignment block for the status.

Step	Action
1	After submission of data from ARCPLC applications, access the farm.
2	Navigate to the ARCPLC Status assignment block.
3	Review the "Status" field.
4	The "Status" field displays "SUCCESS" if the submission of data from ARCPLC was successfully updated in CRM Farm Records. 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.

--*

265 Farm Change History Assignment Block

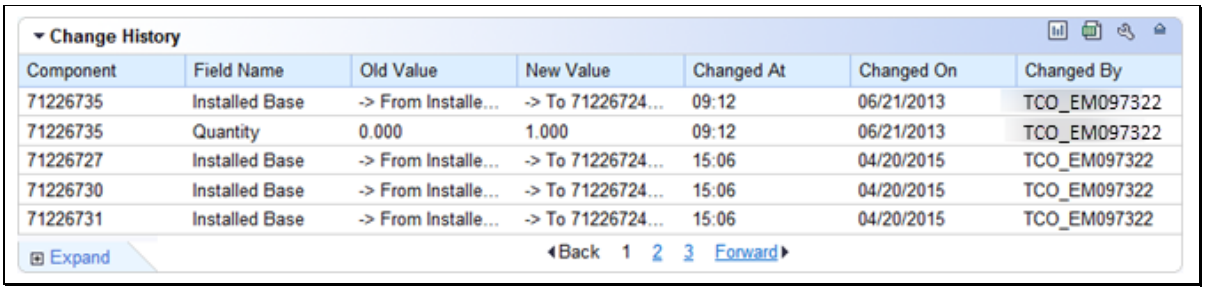
A Overview

The Farm Change History assignment block records information associated with each edit made in CRM Farm Records for the farm. The fields in this assignment block include the following:

- Component
- Field Name
- Old Value
- New Value
- Changed At
- Changed On
- Changed By.

B Example

Following is an example of the Farm Change History assignment block.



Change History

Component	Field Name	Old Value	New Value	Changed At	Changed On	Changed By
71226735	Installed Base	-> From Installe...	-> To 71226724...	09:12	06/21/2013	TCO_EM097322
71226735	Quantity	0.000	1.000	09:12	06/21/2013	TCO_EM097322
71226727	Installed Base	-> From Installe...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322
71226730	Installed Base	-> From Installe...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322
71226731	Installed Base	-> From Installe...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322

Expand Back 1 2 3 Forward

C Description

The following table provides the data fields and descriptions displayed in the Change History assignment block.

System Generated Farm Change History Entries	Description
Component	System populated
Field Name	System populated
Old Value	System populated
New Value	System populated
Changed At	System populated time stamp indicating when the edit occurred.
Changed On	System populated date stamp indicating the month/day/year on which the edit occurred.
Changed By	System populated user ID or user name indicating the person responsible for the edit.

266 Attachments Assignment Block

A Overview

CRM has the capability to attach documents to a farm record using the "Attachments" assignment block. The following documents are approved for attachment in CRM.

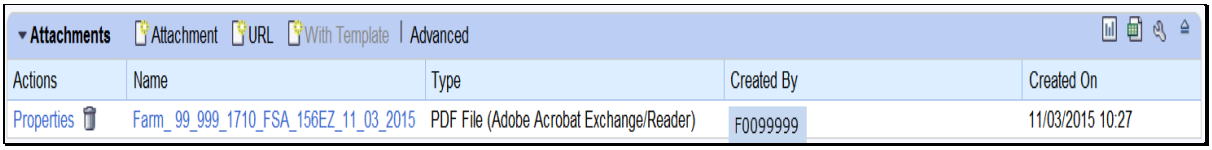
- Optional
  - FSA-156EZ can be attached prior to initiating a reconstitution or a farm transfer in CRM
  - Approved FSA-179
  - Proof of Ownership
  - Leases
  - Approved FSA-155.

The fields in this assignment block include the following:

- Actions
- Name
- Type
- Created By
- Created On.

B Example

Following is an example of the Attachments assignment block.



273 Wetland Determinations (Continued)

C Action (Continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Click the appropriate determination from the available selections.
<table>
<tr><th>IF NRCS…</th><th>AND CPA-026E…</th><th>WETLAND Determination is…</th></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>
</table></td></tr>
<tr><td>5</td><td>CLICK “Save” to save the Tract Wetland Determination entry.</td></tr>
</table>

See paragraph 34 and 6-CP for additional information on wetland determinations.

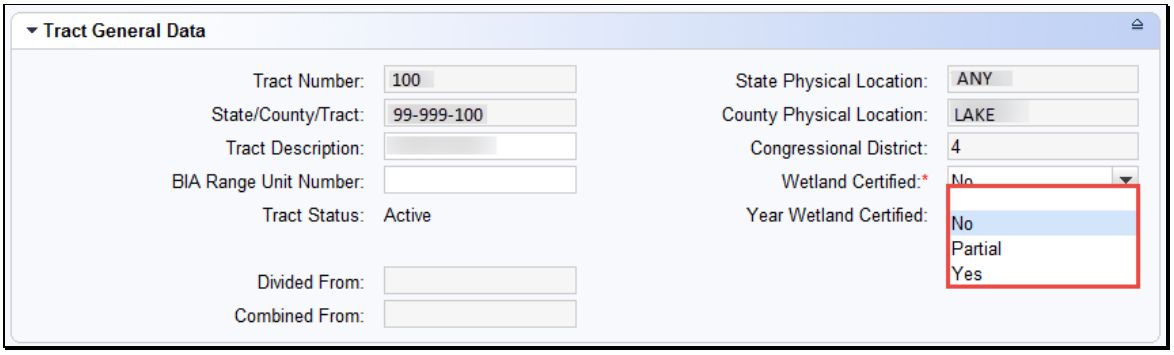
274 Wetland Certification

A Overview

Wetland certification is applicable to the tract level and is entered in the Tract General Data assignment block. See 6-CP for additional information on wetland certification.

B Example

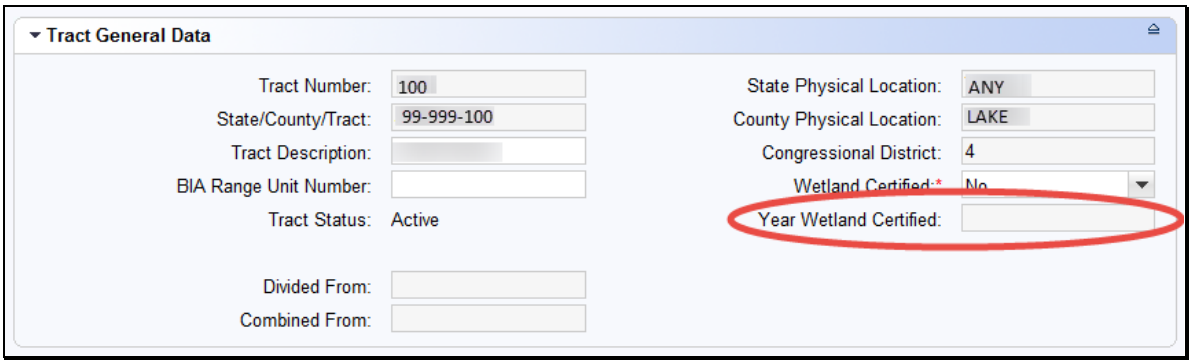
Following is an example of the Wetland Certified drop-down menu.



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.



274 Wetland Certification (Continued)

C Action

The following table provides instructions for entering or modifying the Year Wetland Certified data entry.

Step	Action
1	To enter or modify the "Year Wetland Certified" CLICK "**Edit**".
2	Click on the appropriate tract in the Farm Hierarchy.
3	CLICK the **"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.

275 Wetland Violations

A Overview

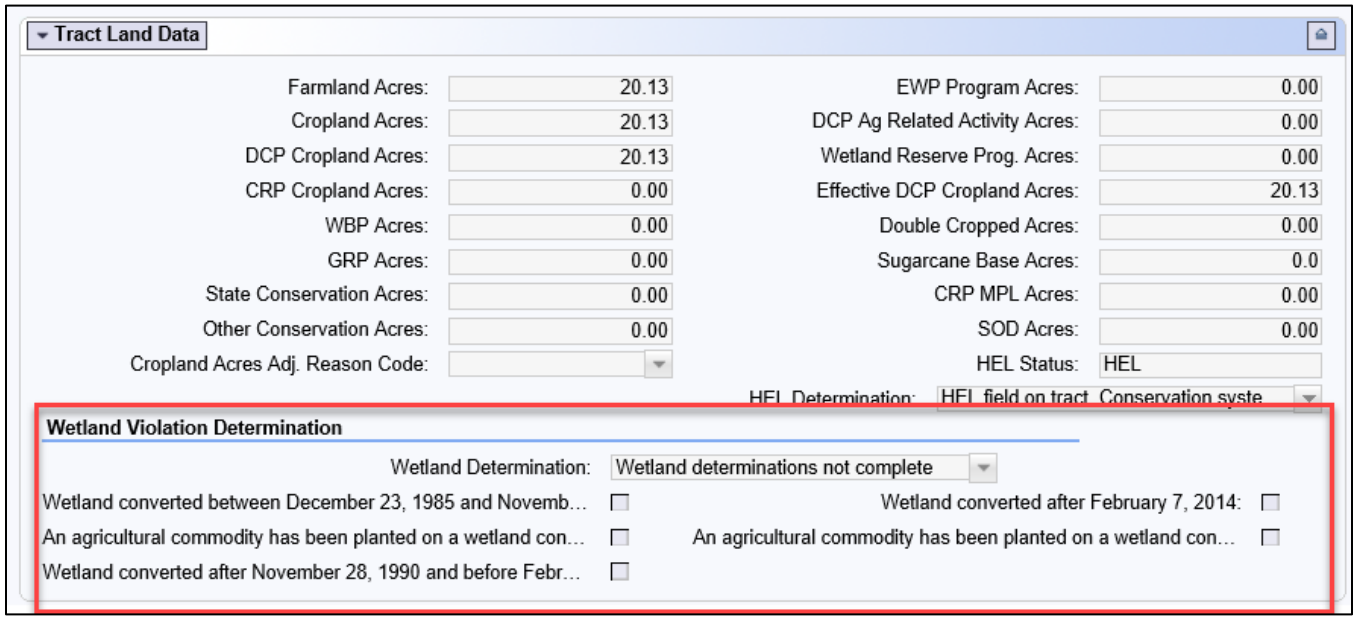
Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. When wetland violations do not exist, entry is not required. The following wetland violation options exist in the Tract Land Data assignment block:

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

B Example

Following is an example of Wetland Violation Determination boxes at the tract level.

*--



--*

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

275 Wetland Violations (Continued)

C Action

The following table provides the steps for updating the tract level Wetland Violations.

Step	Action
1	To enter or modify the Tract Wetland Violation Determinations CLICK "**Edit**".
2	Click on the appropriate tract in the Farm Hierarchy.
3	CLICK the appropriate determination from the available "**Wetland Violation Determination**" selections on the Tract Land Data assignment block.
4	CLICK "**Save**" to save the Tract Wetland Violation Determination entries.

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

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

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

See paragraph 34 and 6-CP for additional information on wetland violations.

D Common Error Messages

Common error messages that prevent users from saving edits include:

Error Message	Cause
Tract should not have wetland violation of an ag commodity	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".**--***

276 Farm Producer Exceptions

A Overview

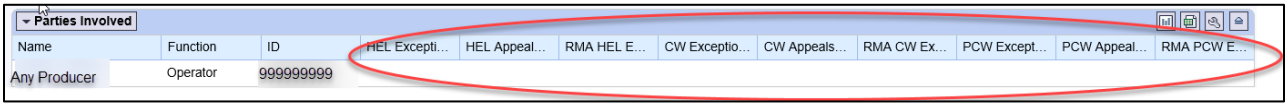
The farm producer exceptions apply to the operator and will be selected in the "Parties Involved" assignment block at the farm level when an HEL or WL violation is indicated on a *--tract. The following data entries are available:

- HEL Exception
- HEL Appeals Exhausted
- RMA HEL Exception
- CW Exception
- CW Appeals Exhausted
- RMA CW Exception
- PCW Exception
- PCW Appeals Exhausted
- RMA PCW Exception.--*

B Example

Following is an example of the Farm Producer Exceptions boxes at the farm level.

*--



C Appeals Exhausted Date

An Appeals Exhausted Date must be entered for any HEL, CW, or PCW producer exception of "Appeals Exhausted" selected. Any date between February 8, 2014, and the current date can be entered representing the date when the producer has exhausted all appeal rights.

D RMA Producer Exceptions

Producer exceptions specific to RMA have been added in CRM Farm Records. To assist with the annual report FSA is required to provide to RMA, this will help in identifying producers with conservation compliance violations in an applicable reinsurance year (RY). RMA producer exceptions that are unique only to the reinsured crop insurance premium subsidy, according to the 2014 Farm Bill provisions, are only applicable when specific FSA producer exceptions have been selected.

If an FSA producer exception is removed or changed to an exception that does not allow an RMA producer exception, the RMA producer exception will automatically be removed by the system.--*

276 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.

--*

276 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 6-CP, subparagraph 232 A.
	2 RY Exemption	producers are ineligible for NRCS and FSA because of a CW violation, but eligible for RMA because of the 2 RY RMA producer exemption. See 6-CP, subparagraph 232 B.
	CWIL/CWTA	producers are associated to a tract with a CW determination of CW in lieu (CWIL) or CW technical assistance (CWTA). These determinations keep producers ineligible for NRCS and FSA, but eligible for RMA. See 6-CP, paragraph 233.
	Good Faith RMA	producer has not met the 1-year FSA/NRCS good faith restoration/ mitigation requirement. This communicates the 2 RY restoration/ mitigation before ineligibility requirement 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.--*

276 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.--*

276 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 34 and 6-CP for further information on HEL, CW, and PCW exceptions.

277 Tract Producer Exceptions

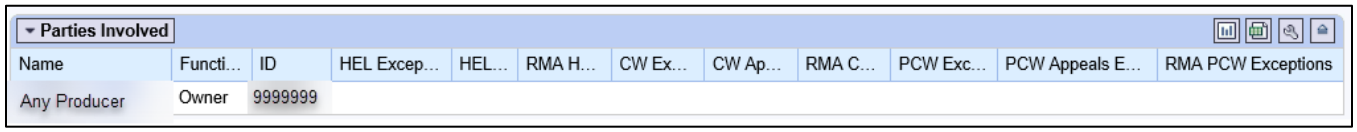
A Overview

The tract producer exceptions apply to owners and other producers and will be selected in the "Parties Involved" assignment block if an HEL, CW, and/or PCW violation is indicated on a tract. This includes Other Producers entered at the field level when the associated field is located on a tract with an HEL, CW, and/or PCW violation.

B Example

Following is an example of the Tract Producer Exceptions drop-down menus at the tract or field level.

*--



--*

* * *

--Notes:** See paragraph 276 for additional details on producer exceptions.**--

The same options are available for Other Producers at the tract or field level.

277 Tract Producer Exceptions (Continued)

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 34 and 6-CP for further information on HEL, CW, and PCW exceptions.

278-282 (Reserved)

283 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 at 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.

284 Inactivate a Farm

A Overview

*****--Farm inactivation removes a farm from "active" status in CRM farm records and removes the farm from enrollment or program use for all other applications. All CLU's associated with the farm are also deleted permanently. Following are reasons for farm inactivation:

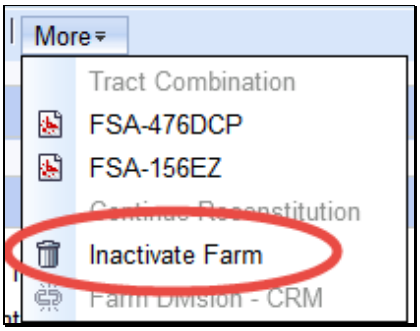
- all land on the farm has been retired from agricultural production and COC has determined the land nonagricultural according to paragraph 27--*****
- as the result of a correction.

Notes: When a single tract from a multiple tract farm is retired from agricultural production a farm division shall be completed and the resulting single tract farm shall be inactivated.

*****--Farm inactivation is not authorized instead of completing a reconstitution. Additionally, farms must not be inactivated solely because of no longer participating in USDA programs. Even if the farm has not participated in a USDA program in current or recent years, the farm should be retained as active unless COC has determined the land nonagricultural.--*****

B Example

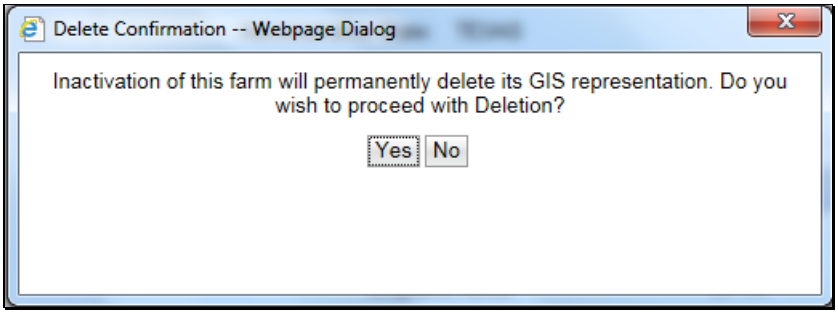
Following is an example of the farm inactivation tool, located under the "More" drop-down menu on the CRM Toolbar.



284 Inactivate a Farm (Continued)

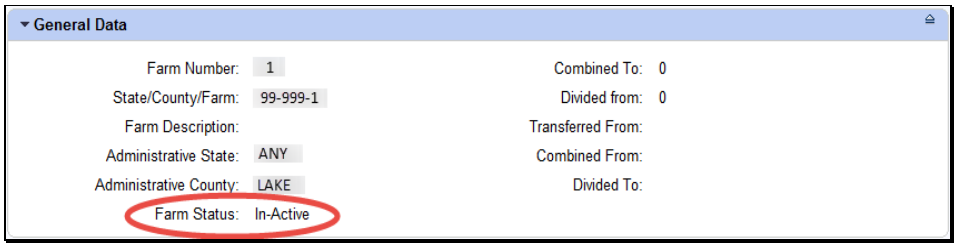
C Action

The following table provides the steps to in-activate a farm.

Step	Action
1	On the Farm Data Screen, CLICK the "**More**" drop-down menu on the CRM Toolbar.
2	CLICK "**Inactivate Farm**" tool.
3	***--**The Farm In-Activation Verification – Webpage Dialog window will display.
4	**Title:** "Farm In-Activation Verification" **Message:** "Farm In-Activation has been selected. This action will permanently in-activate the farm and delete any associated program enrollment and acreage report. Do you wish to proceed?"**--*** Click the applicable response: *** * *** • if "Yes" is selected, proceed to step 5 • if "No" is selected, the process ends.
5	The Delete Confirmation – Webpage Dialog window will display.
6	Click the applicable response.  If "Yes" is selected, proceed to step 7. If "No" is selected the process ends.

284 Inactivate a Farm (Continued)

C Action (Continued)

Step	Action
7	Farm is inactivated and Farm Status is updated to “In-Active” in the Farm Level General Data Assignment Block  **Note:** Once a farm is inactivated, it cannot be returned to active status.

Note: See work instruction **Inactivate a Farm** for more information on inactivating a farm. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

285-289 (Reserved)

Section 5 Out-of-Balance Conditions and Adjustment Reports

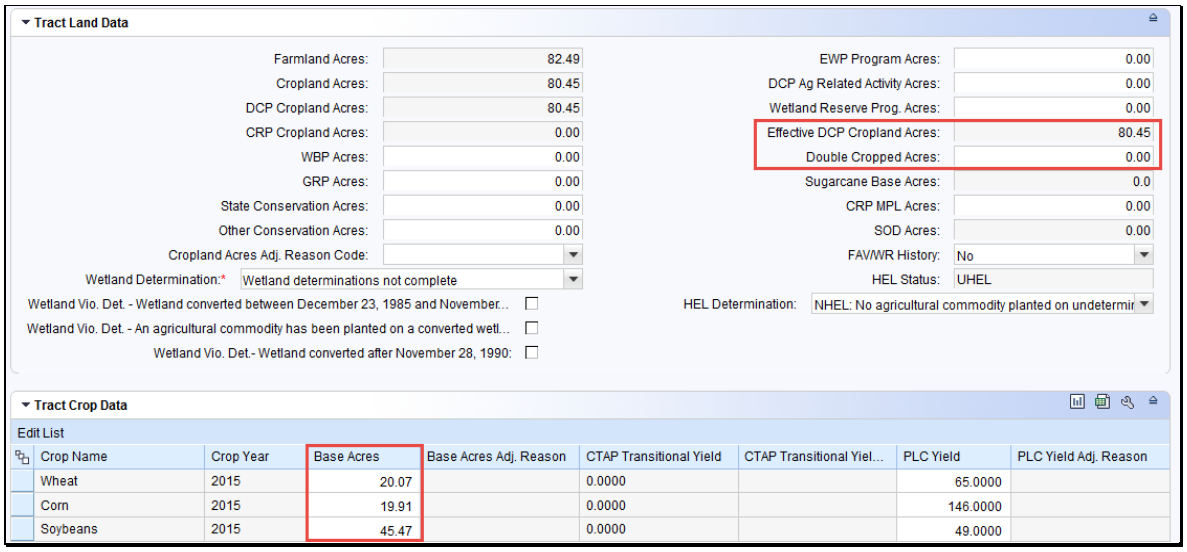
290 Out-of-Balance Tracts

A Overview

A tract is out of balance if tract base acres are in excess of the tract's Effective DCP *--Cropland plus Double Cropped acres. Corrective action is required on all out-of-balance tracts. Refer to paragraph 36. Reconstitutions and farm transfers will be restricted if out-of-balance tract conditions exist.--*

B Example

Following is an example of a tract that is out of balance at the tract level.



Tract Land Data

Farmland Acres:	82.49	EWP Program Acres:	0.00
Cropland Acres:	80.45	DCP Ag Related Activity Acres:	0.00
DCP Cropland Acres:	80.45	Wetland Reserve Prog. Acres:	0.00
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	80.45
WBP Acres:	0.00	Double Cropped Acres:	0.00
GRP Acres:	0.00	Sugarcane Base Acres:	0.0
State Conservation Acres:	0.00	CRP MPL Acres:	0.00
Other Conservation Acres:	0.00	SOD Acres:	0.00
Cropland Acres Adj. Reason Code:		FAV/WR History:	No
Wetland Determination:*	Wetland determinations not complete	HEL Status:	UHEL
Wetland Vio. Det. - Wetland converted between December 23, 1985 and November...	☐	HEL Determination:	NHEL: No agricultural commodity planted on undetermir
Wetland Vio. Det. - An agricultural commodity has been planted on a converted wetl...	☐		
Wetland Vio. Det.- Wetland converted after November 28, 1990:	☐		

Tract Crop Data

Edit List

Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	CTAP Transitional Yield	CTAP Transitional Yiel...	PLC Yield	PLC Yield Adj. Reason
Wheat	2015	20.07		0.0000		65.0000	
Corn	2015	19.91		0.0000		146.0000	
Soybeans	2015	45.47		0.0000		49.0000	

In this example, Tract 100 has 85.45 acres of base with 80.45 acres of Effective DCP Cropland. Tract 100 is out of balance due to the total base acres exceeding the total Effective DCP Cropland Acres plus Double Cropped acres.

290 Out-of-Balance Tracts (Continued)

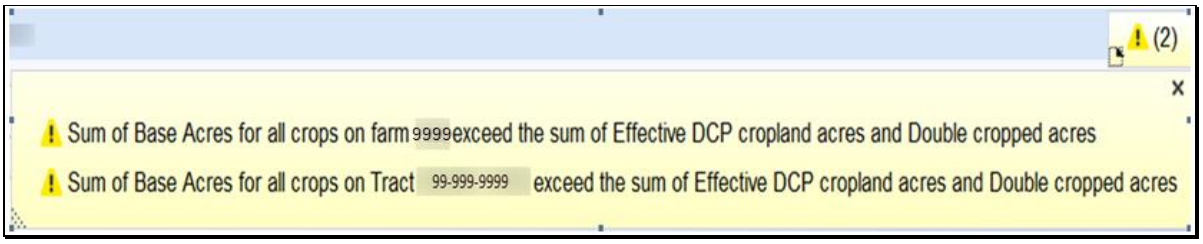
C Action

The following table provides the steps for identifying if a tract is out of balance.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "**Farm Records**".
3	CLICK "**Search Farms/Bins**".
4	Manually enter Farm number and CLICK "**Search**".
5	From the resulting list, CLICK on the "**IBASE ID**".
6	CLICK "**Edit**" to identify if a resulting notification message indicates an out-of-balance tract condition.

D Common Error Messages

When "Edit" is selected from the CRM Toolbar a warning message will be displayed alerting the user if a tract is out-of-balance. If the farm is out of balance an additional error message will display indicating the farm is also out-of-balance.



--290.5 Out-of-Balance Tract Report--

A Overview

State GIS Specialists have been provided the GIS tools and instructions for creating an Out-of-Balance Tract Report for their State. This report must be created on a regular basis and provided to the County Office field staff to review and correct all out-of-balance tract conditions according to paragraph 36. The data to run the report is available in the Farm Records Tract Detail Report from EDW.

B GIS Out-of-Balance Tract Tool and Instructions

The GIS python tool to create the State Out-of-Balance Tract Report is saved to the I:/Scripts folder within the Citrix environment folder directory. Instructions for copying the tool to the local workstation, downloading the required EDW tract report, and running the tool in ArcMap are found on the Farm Records Intranet page at **https://inside.fsa.usda.gov/program-areas/dafp/common-processes/farm-records/index**.

292 Automated CCC-505 Base Reduction Tool (Continued)

D Automated CCC-505 Approval

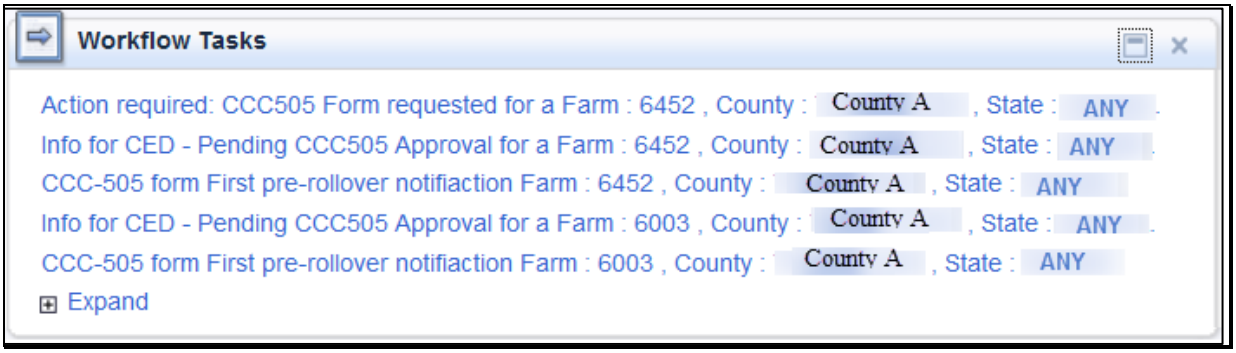
When "Complete and Print" is selected, a workflow is generated and sent to the approving official. Reminder messages are sent to the approving official for forms outstanding for more than 30 calendar days and at designated intervals shortly before FY rollover. Pre-rollover notifications are sent on September 15 and September 25. Unapproved outstanding CCC-505's are deleted at rollover, except for those forms taken for CRP enrollment where the effective year is designated as the subsequent year.

*** * ***

For CCC-505 where the reason code is "CCC-505 due to CRP enrollment", CCC-505 CRP ***--**Reduction information must be entered in the Tract CCC-505 CRP Reduction Data assignment block **after approval** of CCC-505. For reductions because of CRP completed through the automated CCC-505 wizard, the system will automatically enter the CCC-505 CRP Reduction Acres when the workflow is approved. See subparagraph E. See paragraph 250 for instructions for updating existing CCC-505 CRP Reduction Acres for a**--*** tract.

CCC-505 Workflow Tasks

The workflow tasks associated with a submitted CCC-505 are shown below in the Workflow Task assignment block for the approving official. Select any of the workflow tasks to review the information or act on the workflow.



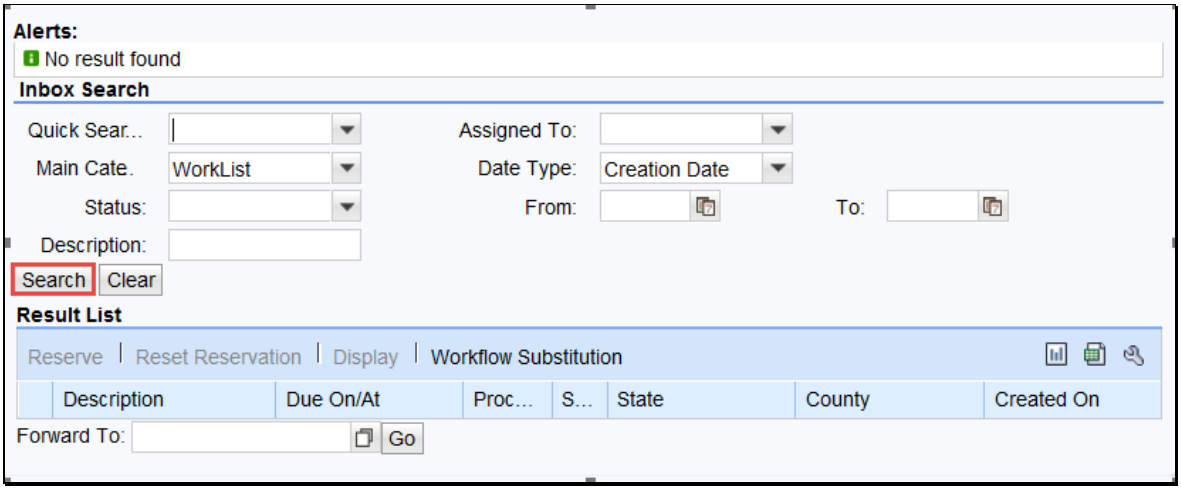
292 Automated CCC-505 Base Reduction Tool (Continued)

D Automated CCC-505 Approval (Continued)

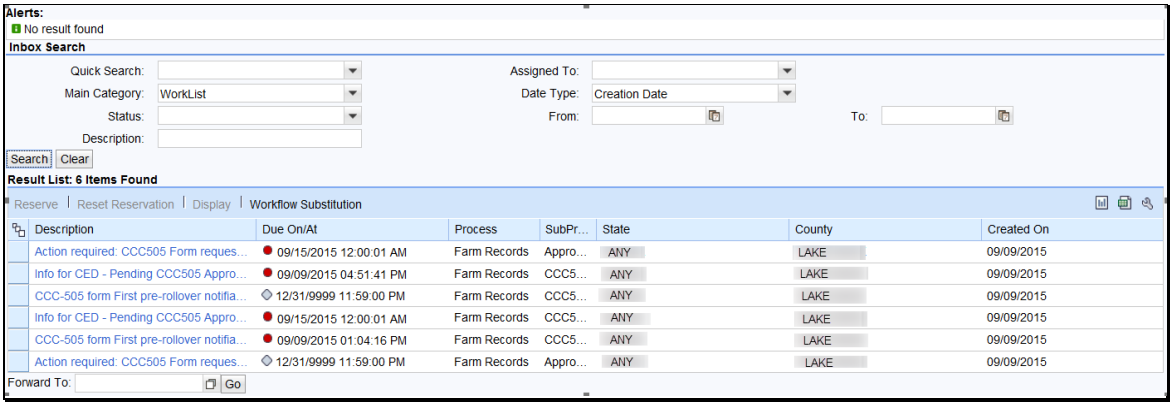
CCC-505 Worklist Items

To see all items in the users' worklist, select "Worklist"

from the Navigation Menu. On the screen below, CLICK **"Search"** to display items in the worklist.



Following is an example of the worklist.



293 Automated CCC-517 Base Redistribution Tool (Continued)

D CCC-517 Tool Printing Functionality (Continued)

Outstanding automated CCC-517's that are not executed will be deleted at rollover.

Users may save a draft CCC-517 at any time. Edits to the farm while a printed, but unexecuted CCC-517 is outstanding, will cancel the workflow. However, the user may save a draft when the edits are initiated and re-instate the workflow using the "complete and print" option after completing the farm edits. Printed and saved automated CCC-517's may be canceled and saved as draft, or cancelled and deleted at any time.

E Automated CCC-517 Workflow and Approval

When "Complete and Print" is selected, a workflow is generated and sent to the approving official. Reminder messages are sent to the approving official for forms outstanding for more than 30 calendar days and at designated intervals shortly before FY rollover. Pre-rollover notifications are sent on September 15 and September 25. Unapproved outstanding CCC-517's are deleted at rollover.

When the workflow recipient executes the automated CCC-517 workflow, changes to the base acres and associated reason codes for the changes are automatically updated in the farm record.

*--293.5 PLC Yield Calculator

A Overview

Farm Records maintains PLC yields for base crops associated with a farm. The 2018 Farm Bill allows owners on the farm to update the yield in FY 2020. The policy and provisions for completing a yield update are provided in 1-ARCPLC (Rev. 1), Part 3. A PLC Yield Calculator has been created in CRM Farm Records to assist with this process.

The PLC Yield Calculator will only be accessible for FY 2020 or in future years if policy allows the PLC yield to be updated.

B PLC Yield Calculator

The PLC Yield Calculator allows for:

- the entry of producer-provided actual yields for years 2013 through 2017 to calculate the updated yield for the selected base crop
- printing CCC-867
- submitting the updated yield through the CRM workflow process
- system-updated PLC yields after the CCC-867 workflow is approved.--*

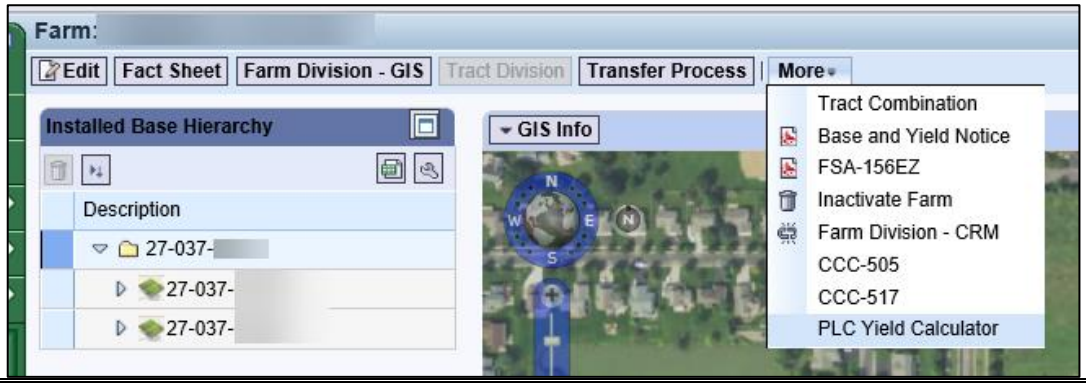
*--293.5 PLC Yield Calculator (Continued)

B PLC Yield Calculator (Continued)

PLC yields are updated on a base-crop-by-base-crop basis through the PLC Yield Calculator. Additionally, printing CCC-867 and updating a crop's yield is completed base crop by base crop.

C Instructions for Accessing the PLC Yield Calculator

Use the following steps for accessing the PLC Yield Calculator.

Step	Instructions
1	Access CRM Farm Records.
2	Search for and select the applicable farm.
3	At the farm level of the selected farm, click on the "**More**" drop-down menu.
4	CLICK "**PLC Yield Calculator**". 

D Calculator Overview

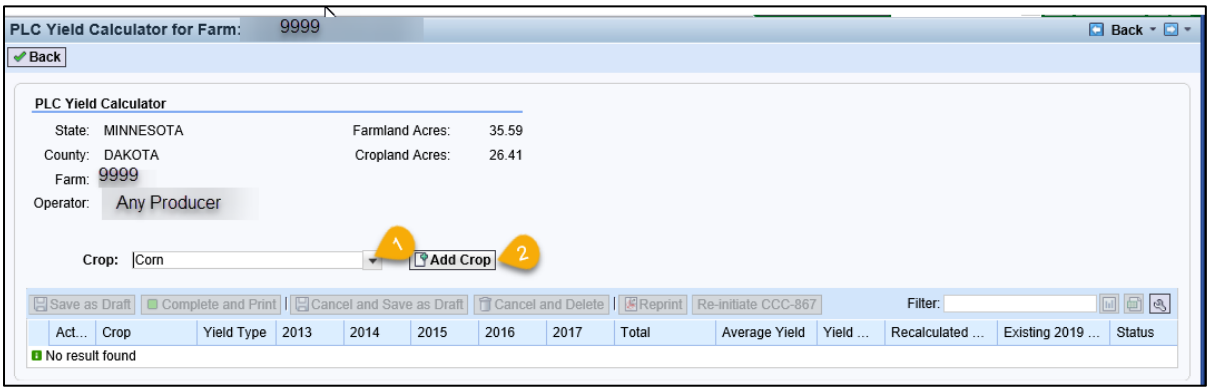
When accessing the PLC Yield Calculator for the first time for the selected farm, the tool will display as follows.

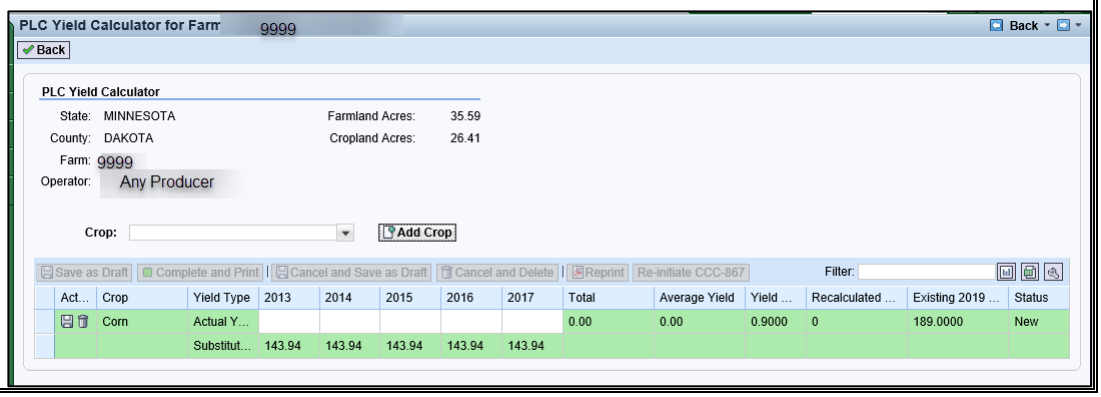
--*

*--293.5 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. 

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.

--*

***--293.5 PLC Yield Calculator (Continued)**

F Tool and Data Entry Overview (Continued)

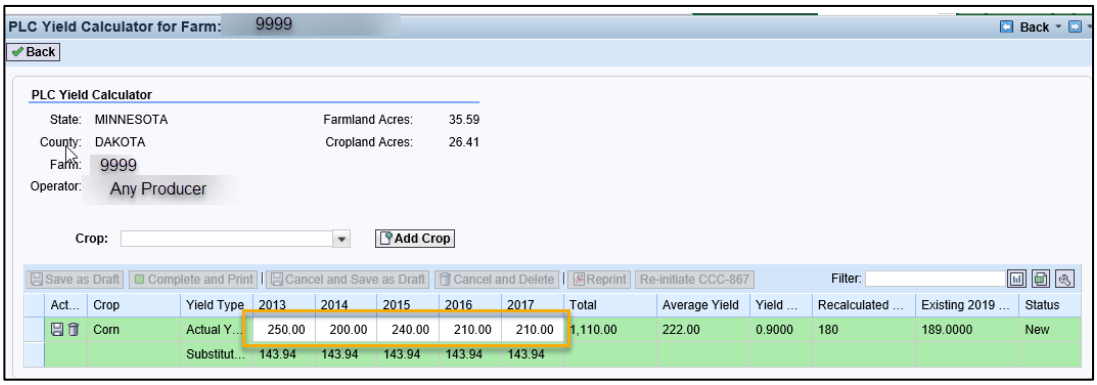
Data Entry or Button	Description
Farmland Acres	Total farmland acres associated with the selected farm.
Cropland Acres	Total cropland acres associated with the selected farm.
Crop	Drop-down menu to select a base crop associated with the farm. Only base crops that have not already been selected and entered into the calculator will be listed.
Add Crop	Button to add the selected base crop to the calculator.
Save as Draft	Button to save existing work and entered data without printing or 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 will be 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.
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".

--*

*--293.5 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. **Notes:** 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.
3	Compare the "**Recalculated PLC Yield**" to the "**Existing PLC Yield**". **Note:** Only recaculated PLC yields that are greater than the existing PLC yield may be updated. If the recalculated PLC yield is less than the existing yield, no further action needs to be taken for this yield update. The data can remain in the calculator as reference. If the County Office attempts to submit a PLC yield less than the existing PLC yield, the system will restrict the submission and provide the user a hard stop message. If the recalculated PLC yield is greater than the existing yield, CCC-867 can be printed and the updated yield submitted through the workflow process. See subparagraph H.

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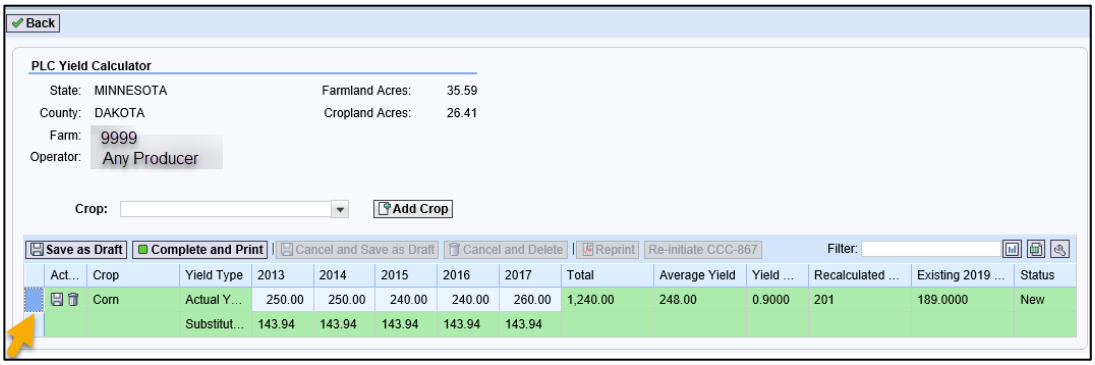
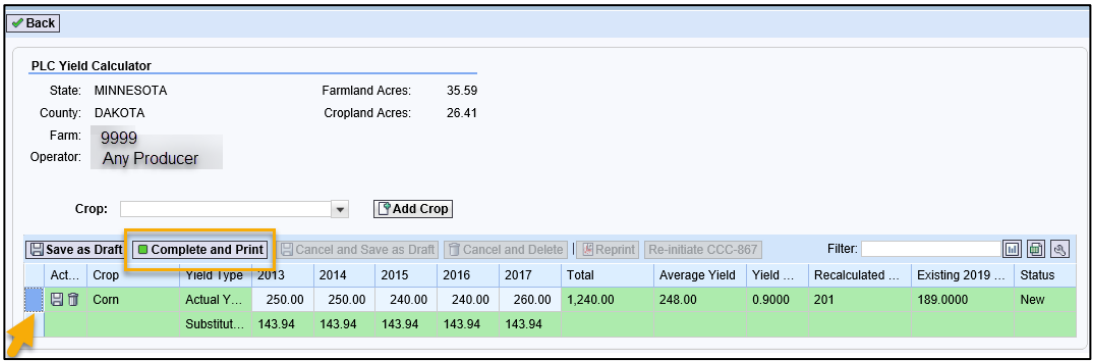
*--293.5 PLC Yield Calculator (Continued)

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 will be enabled.
2	CLICK "**Complete and Print**".  CCC-867 will be generated and will open 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.--*

*--293.5 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.

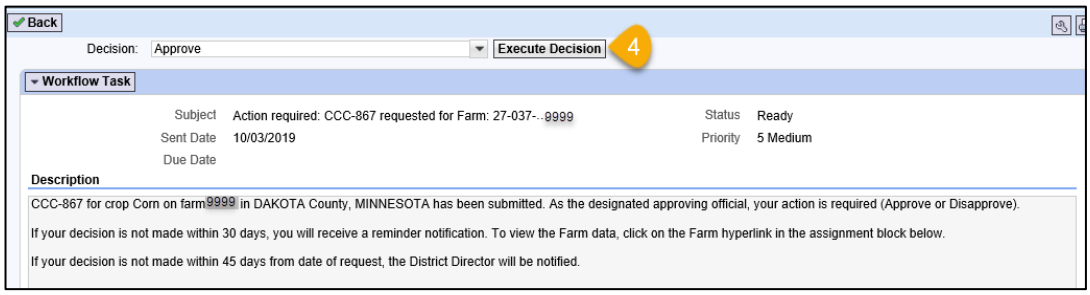
When a signed CCC-867 is received, CED or Acting CED must act on the PLC yield workflow according to the following table.

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. **Note:** There may be many PLC yield workflows in the worklist. Ensure that the correct farm and base crop are selected.

--*

*--293.5 PLC Yield Calculator (Continued)

I PLC Yield Workflow (Continued)

Step	Instructions
3	Select the appropriate decision ("Approve" or "Disapprove").
4	CLICK "**Execute Decision**".  **Notes:** If a PLC yield workflow is not acted on within 30 calendar days, a reminder message will be generated by the system. If the PLC yield workflow is not acted on within 45 calendar days, DD will receive a notification workflow. There is no expiration date for the PLC yield workflow, but if the workflow is not acted on before FY 2020 Farm Records rollover, it will be deleted from the system with the rollover tasks.

When a PLC yield is approved, the system will automatically update the PLC yield for the base crop at the farm level and at the tract level for all tracts with the associated base crop. At the tract level, a PLC Yield Adjustment Reason Code of "**CCC-867**" will be populated by the system.

Farm Level Crop Data Assignment Block

Crop 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.--*

*--293.5 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 191 for additional guidance.

K CCC-867, Yield Update for the Price Loss Coverage (PLC) Program

The following CCC-867 is generated from the PLC Yield Calculator.

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.

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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.

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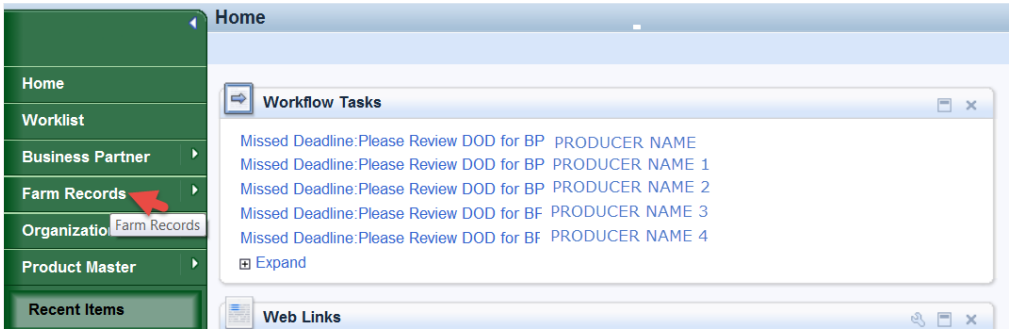
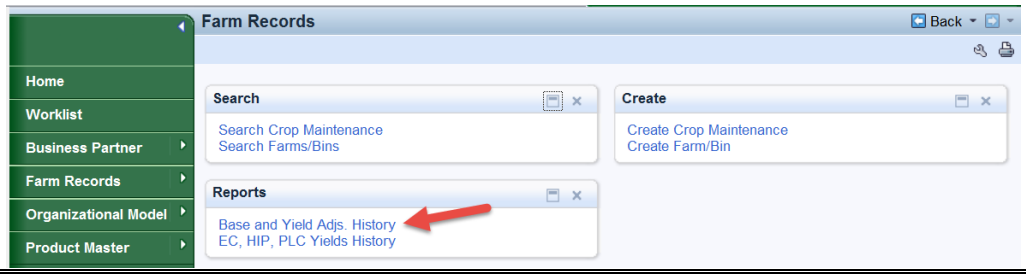
294 Base and Yield Adjustment History Report

A Overview

A report is available showing the current and previous values for base acres and yields on farms where those values have been adjusted.

B Accessing the Report

The following table provides instructions for generating the Base and Yield Adjustment History Report.

Step	Action
1	From the CRM@FSA home page CLICK "**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 "**Base and Yield Adjs. History**" in the "Reports" assignment block. 

Section 6 Farm Transfers

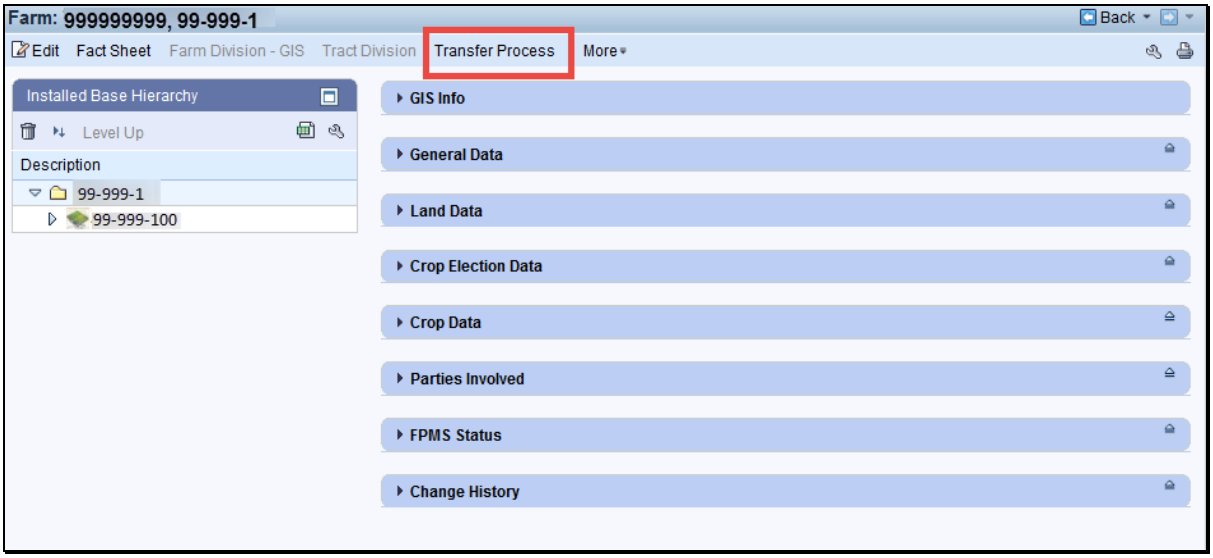
301 Transferring County Process

A Overview

A farm transfer is a modification to the Administrative State and County of a Farm Record when requested by a producer, owners, or County Committee on an approved FSA-179. The transfer process will be completed in CRM Farm Records.

B Example

The following screen displays the location of the Transfer Process tool.



CRM Farm Records does not inactivate the transferred farm but transfers the IBase record to the receiving county. The farm will no longer be identified in CRM Farm Records within the transferring county. A search by IBase number within CRM Farm Records will find the farm *--in the receiving county database. As a best practice, offices should notate the IBase number of the farm on FSA-179 to use as reference.

Note: If the farm being transferred contains CRP acreage, do **not** cancel the CRP contract in CCMS. Follow 5-CRP, Part 2, Section 3 to transfer CRP contracts that are involved with a farm transfer once the farm transfer is complete in Farm Records.--*

301 Transferring County Process (Continued)

C Action

Users from the transferring county shall complete the following actions:

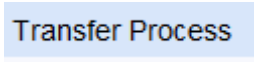
Prior to initiating a transfer in CRM Farm Records, GIS wetland point attributes must be updated using the CLU Maintenance Tool in Citrix to reflect the administrative State and county of the receiving county. See Exhibit 30 Transfer of Wetlands.

The following table provides the instructions for completing the farm transfer.

Step	Action
1	Access CRM Business Partner from the CRM Homepage and ensure that the Producers / Owners listed in items 1 and 2 of the FSA-179 have been loaded properly into Business Partner with associations to both the transferring and receiving counties.
2	Access CRM Farm Records from the CRM Homepage.
3	CLICK "**Farm Records**".
4	CLICK "**Search Farms/Bins**".
5	Manually enter the farm number to be transferred and CLICK "**Search**".
6	From the resulting list, CLICK on the "**IBASE ID**". **Note:** If the Transfer Process tool is not available, check the status of the Farm Record and verify if it is "Active".
7	Update all applicable operators, owners, and other producers according to the FSA-179. CLICK "**MORE**" to obtain and save a copy of the current FSA-156EZ. ***--Best Practice:** Attach the FSA-156EZ to the farm to be transferred in the--* Attachments assignment block using the naming convention of "Transfer_20XX_SS_CCC_XXXX_NNNNNNNN", where 20XX = Program Year, SS = transferring State Code, CCC = transferring County Code, XXXX = the current farm number, and NNNNNNNN represents the IBASE ID. See paragraph 266 for instructions on adding an attachment to a farm record.
8	CLICK "**Save**".

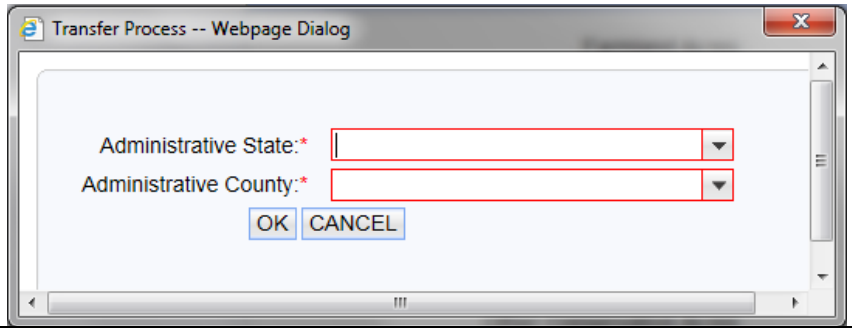
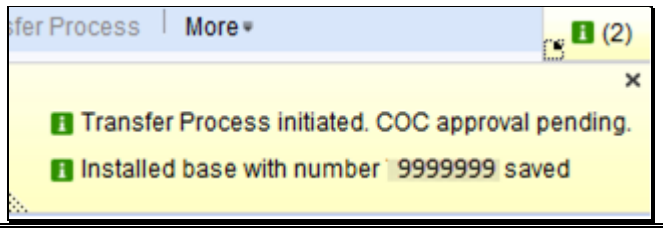
301 Transferring County Process (Continued)

C Action (Continued)

Step	Action
9	If the farm contains CRP, the following actions need to be completed: • Remove all CRP attributes from the field level CRP Data assignment block. *** * *** • Update CCMS "Revise > Farm / Tract" with current Tract and CLU number if status shows "unknown" in CCMS. **Notes:** 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. To change or update the contract number/suffix for a CCC-505 CRP Reduction entry first reduce the acres for the entry to zero, then use the trash can that is populated at the left end of the row to delete the existing entry. Re-enter the information for the CCC-505 CRP Reduction entry with the revised contract number and suffix.
10	CLICK "**Transfer Process**".  A transfer can be initiated at either the farm or tract level. ***--Note:** The Transfer Process in Farm Records should be initiated at the same time as FSA-179 is approved by the transferring office.**--***

301 Transferring County Process (Continued)

C Action (Continued)

Step	Action
11	CLICK "**Administrative State**" drop-down menu and select the receiving State. CLICK "**Administrative County**" drop-down menu and select the receiving county. Click "**OK**". 
12	Verify that the status changed to "Pending" and "Expand message area" to determine if any error messages have occurred. 

301 Transferring County Process (Continued)

C Action (Continued)

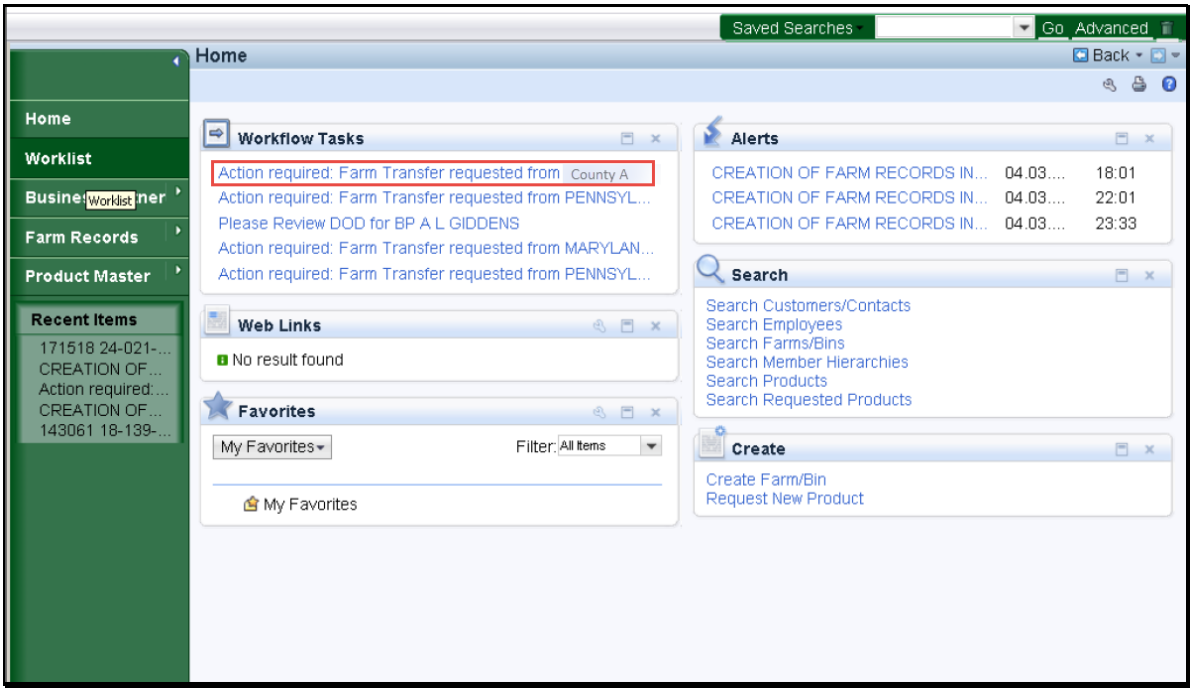
Step	Action
13	In the case of a county to county transfer, the Transfer Process will generate a workflow task item that will appear in the transferring administrative county's CED's universal worklist. Once the workflow is approved by the transferring county, the workflow is transmitted to the receiving county's CED's worklist. **Note:** In the case of a transfer across State lines, the transferring administrative State's SED, the receiving administrative State's SED, the transferring county's CED, and receiving county's CED must all approve. If any approving official disapproves a transfer, it will be canceled. For information on how to approve a Farm Transfer, see the work instruction, "Worklist Farm Transfer."

Note: See work instructions **Farm Transfer** and **Worklist Farm Transfer** for more information on completing a farm transfer. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

D Approval

--**Perform this procedure when a farm transfer workflow task is sent for approval. Farm Transfer workflows should be acted on as the associated county or State Office approves the associated FSA-179.**--

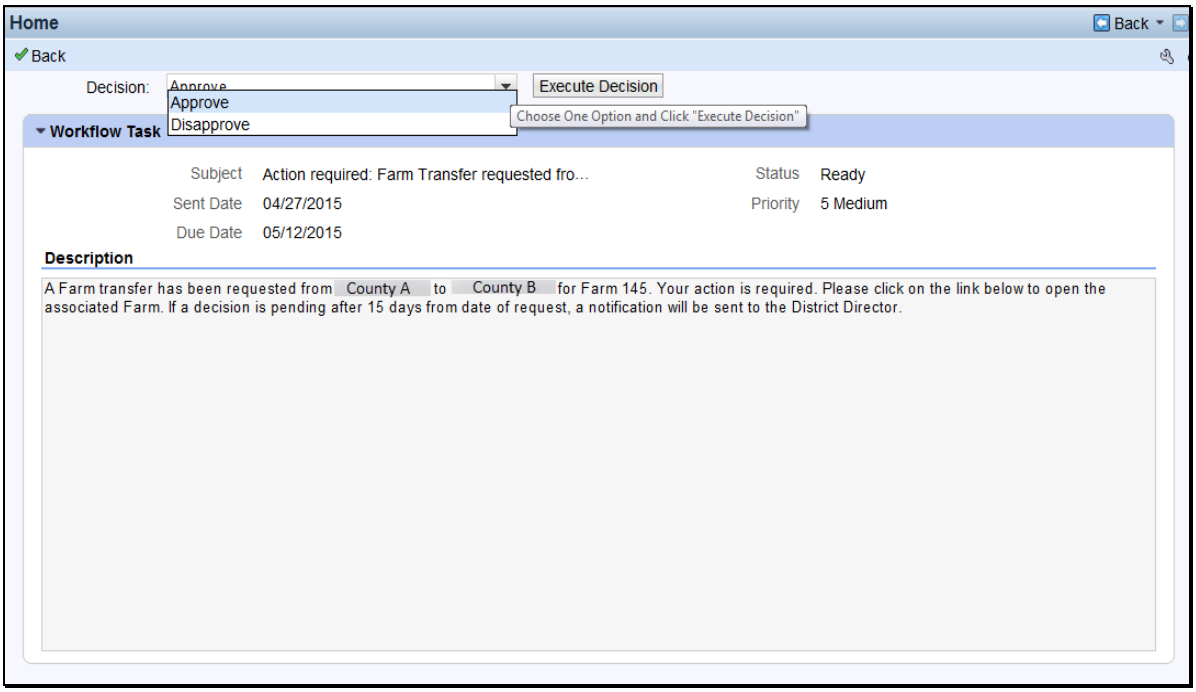
Following is an example of a Farm Transfer workflow task.



301 Transferring County Process (Continued)

D Approval (Continued)

Clicking on a Farm Transfer workflow task will result in the opening the workflow to review the information and execute the *** * *** decision from FSA-179 by COC. The following screen will be displayed with an opened Farm Transfer workflow.

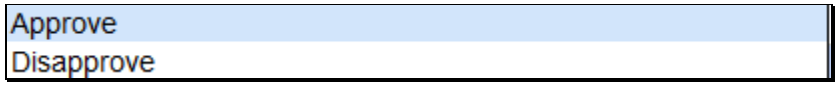
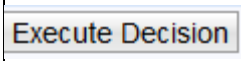


The CED or their substitute shall follow the steps in the following table to execute the decision made by COC.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "**Worklist**".
3	In the Workflow Tasks select the appropriate hyperlink for the transfer needing approval.

301 Transferring County Process (Continued)

D Approval (Continued)

Step	Action
4	The CED or designee acting on behalf of the County Committee must approve or disapprove the workflow according to the COC decision. Once approval or disapproval is selected from the drop-down menu.  CLICK "**Execute Decision**". 
5	If the decision is "Approve", the farm status changes to "Active" in the receiving county and the parent farm status changes to "Inactive" in the transferring county. If the decision is "Disapprove", the transfer is abandoned and the farm status returns to "Active" in the transferring county.

E Common Error Messages

The following table provides common error messages that prevent users from saving edits.

Alert	Action
Business Partner XXXXXXXXXX is not authorized for the State : ANY and County: ANY.	Transfer process failed due to current operator, other producers, and/ or owners are not linked to both current and receiving county. User must follow step 1.
Election Choice is mandatory at Farm Level for Crop: CROP.	User must manually enter from the drop-down menu the applicable election choice by crop at the farm level.
Farm Transfer is not possible due to errors on farm XX-XXX-XXXX.	User must review and correct all error messages before transfer process will proceed.

302 Receiving County Process

A Overview

A county receiving a transferred farm must approve or disapprove the transfer request. Approval of the transfer updates the Administrative State and County of a Farm Record and assigns new farm and tract numbers. Disapproval of the farm transfer request ends the transfer process without changing the administrative state and county for the farm. The farm record in the transferring county returns to "Active" status with no changes.

B Receiving County Office Action

Receiving County Offices shall:

- execute the decision of the workflow item
- update CCMS, if applicable
- restore CRP field level attributes

*** * ***

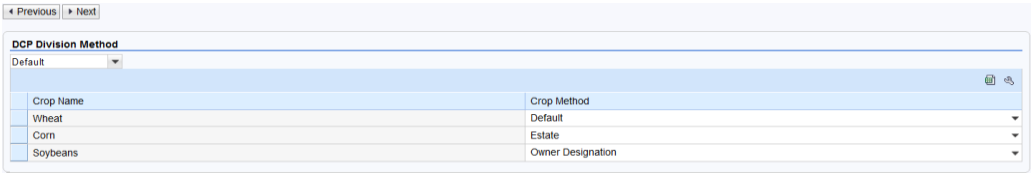
- ***--**revise CCC-505 CRP Reduction acre contract number/suffix, if applicable**--***
- print FSA-156EZ
- attach approved FSA-179 with all signatures to new farm attachment assignment block (optional).

Note: If the farm containing a HIP eligible covered commodity is transferred from a non-HIP-eligible county to a HIP-eligible county and the election for the covered commodity is ARC-County, a HIP must be calculated for the covered commodity. Refer to 1-ARCPLC, Part 5.

303-307 (Reserved)

309 Tract Division (Continued)

C Action (Continued)

Step	Action
13e	**Wizard Step 5 - DCP Division Method:**  Users shall enter the method of division by crop according to the completed FSA-155. Users shall select one of the following methods from the Crop Method drop-down menu: • Default • Estate • Owner Designation. CLICK **"Next"**. **Note:** Selecting "Previous" will return the user to the prior screen if the selected division method needs to be changed.
13f	**Wizard Step 6 - DCP Divison:** **Default Method** When the Default method is selected for all crops, the user shall review all information on the DCP Division Assignment Block. No edits are allowed. 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 / 0.00 / 0.0000 / 0.0000 99-999-9999 / Soybeans / Owner Designation / 37.00 / 0.0000 / 44.0000 Default Group / Soybeans / Owner Designation / 0.00 / 0.0000 / 0.0000 Group A / Soybeans / Owner Designation / 37.00 / 0.0000 / 44.0000

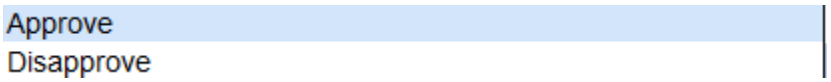
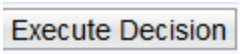
309 Tract Division (Continued)

C Action (Continued)

Step	Action
13f (Cntd)	**Estae of 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. **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 If the data is correct, CLICK "**Next**".
13g	**Wizard Step 7 - CCC-505 CRP Reduction** **CCC-505 CRP Reduction** Tract / Crop / Crop Method / CRP Contract Number / Start Year / CCC-505 CRP Redu... / CTAP Transitional (Di... / PLC (CC) Yield 39-037-2071 / Corn / Default / 2500 / 2015 / 30.10 / 0.0000 / 118.0000 Default Group / Corn / Default / 2500 / 2015 / / 0.0000 / 118.0000 Group a / Corn / Default / 2500 / 2015 / / 0.0000 / 118.0000 ***--**If there is an existing CCC-505 CRP reduction for the parent tract, the system will enter the CCC-505 CRP Reduction acres to the correct resulting tract. CCC-505 CRP Reduction Acres are prorated to the resulting tracts based on the number of CRP Cropland acres each resulting tract receives.**--*** CRP Contract Number: 2500 / 2500XX1 / 2500XX2 CCC-505 CRP Redu....: 30.10 / 15.00 / 15.10 PLC (CC) Yield: 118.0000 / 118.0000 / 118.0000

310 Farm Division (Continued)

D Approval (Continued)

Step	Action
5	The CED or designee acting on behalf of the County Committee must approve or disapprove the workflow according to the COC decision. Once approval or disapproval is selected from the drop-down menu.  CLICK **"Execute Decision".** 
6	If the decision is "Approve", the child farms' statuses change to "Active" the parent farm's status changes to "Inactive". If the decision is "Disapprove", the child farms are abandoned and the parent farm status returns to "Active".
7	If the reconstitution is approved the CED will receive an email containing Forms FSA-156EZ and FSA-476DCP for the new farms. These forms shall be used to notify the operators and owners associated with the farms of the results of the reconstitution. See Part 5, Section 2, Subsection 3 for approval and notification requirements.

311 Farm Combinations

A Overview

The purpose of this process is to combine 2 or more farms into 1 resulting farm. The farms *--being combined must be located in the same administrative State and county, have the same ARCPLC G/I/F Eligibility indicator, and have the same ARCPLC program elections for any common crops that exist on more than 1 farm involved in the farm combination.--*

ARCPLC farms and farms with no base acres and no CCC-505 CRP Reduction acres may be combined.

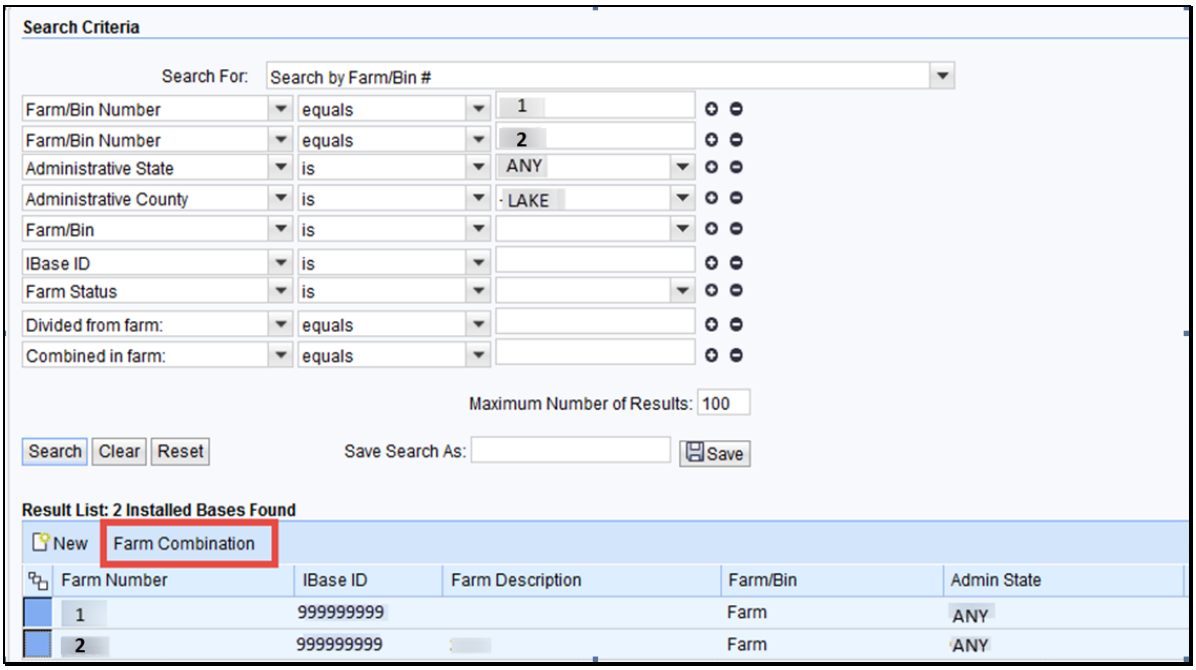
HIP farms can be combined with non-HIP farms, however, counties must recalculate the HIP after the combination takes place. See 1-ARCPLC, Part 5.

* * *

B Example

To initiate a Farm Combination search for all farms to be combined. When more than one farm is displayed in the search results the ability to select "**Farm Combination**" becomes enabled.

Following is an example of initiating a Farm Combination from the Results Lit of the Search Criteria screen.



*--314 Annual Farm Records Rollover

A Overview

Rollover in Farm Records occurs at the end of the FY when both CRM and Web FRS are migrated to the next FY. In CRM Farm Records, which is the system of record for current program year farm records data, the current year farm records data will be migrated and become the next FY program year data. In Web FRS, current year data will become editable (similar to prior years) and the next FY data will be added in the system and will be view-only reflecting what has been replicated from CRM Farm Records.

Each FY, the date for farm records rollover will be announced through guidance from the National Office. To complete all rollover tasks, the CRM system, including Farm Records, Business Partner, and Product Master, as well as Web FRS, will be shut down at end of day on the selected day. Farm Records updates and changes that need to be effective for the current program year must all be completed and replicated before shutdown.

Once rollover is successfully completed, users will be notified when both systems are accessible and editing and maintenance can begin.

B FY Tasks To Be Completed Before Rollover

The following tasks must be completed before Farm Records shutdown and rollover.

- All producer-requested reconstitutions are received by August 1.

- All producer-requested farm transfers are received by August 1.

- Cropland changes are effective for the current FY.

  Note: Cropland changes that will be applicable starting with the next FY crop year **must not be** delineated in Farm Records until after rollover. Making future FY changes in the current FY will result in inaccurate farm representation and may result in deleted or inaccurate current year acreage report data or impact current year program eligibility and enrollment.

- Review CRP contracts that expired or were voluntarily terminated by September 30 of the prior FY and ensure that all eligible base acres have been restored. Offices can use the CCMS "Contracts that Expired on Sept. 30" Report, according to 5-CRP, to identify all expired CRP contracts.

- Enter CRP contract data for all fields enrolled on an active CRP contract for the current FY or earlier, to ensure that the CRP cropland and CRP MPL acres at the tract and farm levels are correctly populated for the current year. State Offices must be running the tools provided to State GIS Specialists to compare CRM CRP data to the CCMS data. Identified discrepancies must be reviewed and corrected. The tools and instructions to create the comparison report have been provided in 1-GIS.--*

***--314 Annual Farm Records Rollover (Continued)**

B FY Tasks To Be Completed Before Rollover (Continued)

- If applicable, revise the expiration date for CRP fields expiring at the end of the FY but have been approved for an extension. The field level expiration date **must** be revised before Farm Record's shutdown. If the expiration date is not revised before shutdown, the rollover process will automatically delete the CRP data from these records and all CRP contract data will need to be reloaded after rollover is complete. No other data needs to be changed for the contracts that have been extended.

  Users can identify CRP contracts that have been approved for an extension by running the Contracts with Extension Report in CCMS according to 5-CRP. Users shall select "YYYY One-Year Contract Extension" for the extension type while running the report.

  Note: CRP contracts that are not effective until October 1 of the next FY **must not** be delineated in CLU or entered into CRM Farm Records until after rollover is completed.

- Delineate applicable fields as Native Sod and enter the Broken Out Date and Years of Planting within the field level "Native Sod" assignment block in CRM Farm Records. Identifying and tracking native sod is only applicable to land physically located in the following States:

  - Iowa
  - Minnesota
  - Montana
  - Nebraska
  - North Dakota
  - South Dakota.

- Act on all pending reconstitution, farm transfer, CCC-505, CCC-517, and CCC-867 workflows.

- Complete any Farm Records remediation provided to County Offices by either the National Office or State Office, if applicable. This includes, but is not limited to, the following:

  - reviewing and correcting all out-of-balance tract conditions according to paragraph 36

  - correcting any failed farm replications

  - completing and activating any farm with an "In-Creation" status or inactivate the record if determined that the farm is not needed or created in error

  - reviewing and correcting any mismatches identified on the Farm Records and CRP Mismatch Report.**--***

***--314 Annual Farm Records Rollover (Continued)**

B FY Tasks To Be Completed Before Rollover (Continued)

- Run the Base and Yield Report and the Election, PLC Yield, and HIP Report for adjustment history to compile a complete list of adjustments made in the current FY for DD review and concurrence, according to 1-ARCPLC, subparagraph 3 A. See paragraphs 294 and 295 for instructions on running the reports in 90-calendar-day increments to obtain all changes for the FY.

  Note: Running the adjustment reports must be completed before rollover. The reports in CRM are only available for the current FY. Once rollover is completed successfully, County Offices will no longer be able to access the adjustments.

C CRM Farm Records Updates Completed by the System During Rollover

The following actions are completed in the system during rollover to either delete pending tasks or update records as needed for the next FY.

- The following pending tasks and workflows that are not approved within CRM Farm Records before rollover will be canceled:

  - reconstitutions
  - farm transfers
  - automated CCC-505's and CCC-517's
  - CCC-867's.

- CRP contract data expiring on September 30 of the FY or earlier will automatically be deleted from the field level "CRP Data" assignment block and the associated SAP_CRP indicator in the CLU attributes will be set to "No".

- Field level native sod data will be deleted for fields that have met the 4 years of planting requirement.

  Note: All 4 years of planting **must** be entered in the field level "**Native Sod Data**" assignment block (in CRM Farm Records) to automatically be deleted during rollover.**--***

***--314 Annual Farm Records Rollover (Continued)**

D Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP

Once rollover is complete and users are notified that editing in CRM Farm Records for the next FY is available, County Offices are reminded that the following maintenance associated with CRP enrollment **must** be completed timely in CRM.

Maintenance for Expired, Voluntarily Terminated, or Early Released CRP Contracts

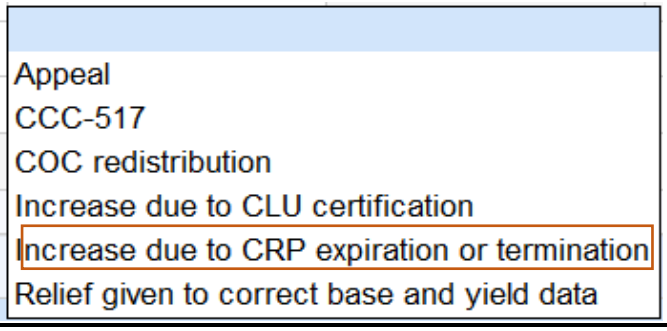
- Restore eligible base acres that were previously reduced because of the CRP enrollment for CRP contracts that expired or were voluntarily terminated in the prior year.

  If restoring a new covered commodity to a tract that previously did not have a program election, the producer will need to make a program election for that crop on CCC-866-1. County Offices are not authorized to restore a new base crop and select an associate program election without having obtained a complete CCC-866-1.

Steps for Restoring Base Acres for an Established Covered Commodity

The following steps should be completed when restoring base acres and associated data for a covered commodity already established on the tract.

Note: Base acres and associated data should be restored according to the data entered in the "**CCC-505 CRP Reduction Data**" assignment block or the original CCC-505.

Step	Description and Action
1	Access the farm in CRM and CLICK "**Edit**". Navigate to the applicable tract.
2	CLICK "**Edit List**" in the "**Tract Crop Data**" assignment block.
3	Add the number of base acres to be restored to the existing base acres listed for the covered commodity. Enter the total number of base acres for the applicable covered commodity and PRESS "**Enter**" to accept the entry and populate the "Base Acres Adjustment Reason Code" drop-down menu.
4	Under "Adjustment Reason Codes", CLICK "**Increase due to CRP expiration or termination**". 

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***--314 Annual Farm Records Rollover (Continued)**

D Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP (Continued)

Step	Description and Action
5	A PLC yield must be entered for all covered commodities, according to forthcoming policy. The base acres being restored are restored using the farm level PLC yield for the crop. Enter the PLC yield according to the following. • If the tract level PLC yield already established for the covered commodity is equal to the farm level PLC yield, no PLC yield adjustment is needed. • If the tract level PLC yield already established for the covered commodity is not equal to the farm level PLC yield, the base acres being restored are restored using the farm PLC yield. A blended tract yield is computed according to paragraph 37 and a yield adjustment for the tract must be completed to ensure that the overall PLC yield for the farm is not adjusted. Enter the adjusted yield, if needed, and PRESS "**Enter**" to accept the entry and populate the "PLC Yield Adjustment Code" drop-down menu.
6	An adjustment reason code must be selected if an adjusted PLC yield was entered. • If the tract PLC yield was increased, CLICK "**Increase due to CRP expiration or termination**". • If the tract PLC yield was decreased, CLICK "**CRP Expired/Terminated**".
7	CLICK "**Save**" to save the "Tract Crop Data" entries.

Steps for Restoring Base Acres for a New Covered Commodity on a Tract

Step	Description and Action
1	Access the farm in CRM and CLICK "**Edit**". Navigate to the applicable tract.
2	CLICK "**Edit List**" in the "Tract Crop Data" assignment block. A new entry line will be created in the assignment block. Click the drop-down menu under the "**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 base acreage and yields must be reduced to zero and the base entry deleted. Then a new covered commodity entry must be added for the correct covered commodity.

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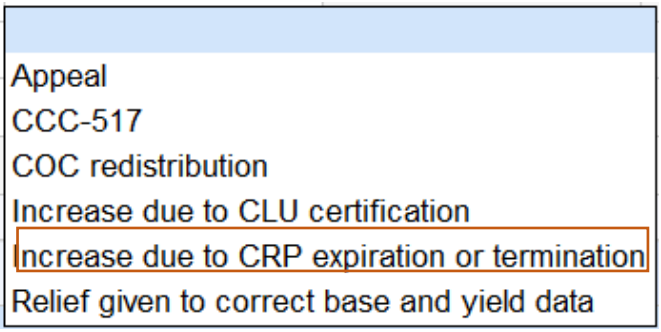
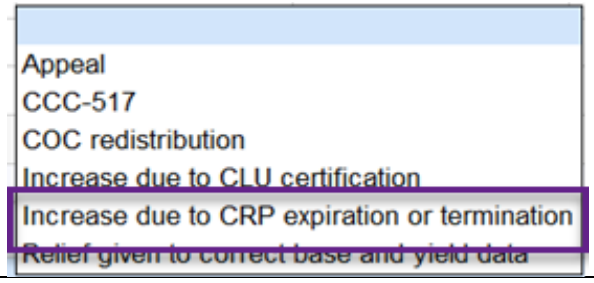
***--314 Annual Farm Records Rollover (Continued)**

D Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP (Continued)

Step	Description and Action
3	Crop year will automatically populate and default to the current crop year once a crop has been added.
4	Manually enter the applicable number of base acres to be restored. Enter the number of base acres and PRESS "**Enter**" to accept the entry and populate the "Base Acres Adjustment Reason Code" drop-down menu.
5	Under the Adjustment Reason Codes, CLICK "**Increase due to CRP expiration or termination**". 
6	Do **not** enter the CTAP transitional yield.
7	For the PLC yield, enter either of the following: • farm level PLC yield if the covered commodity to be restored on this tract is already established on another tract on the farm • applicable PLC yield according to 1-ARCPLC if the covered commodity to be restored is a new covered commodity on the farm. Enter the yield and PRESS "Enter" to accept the entry and populate the "PLC Yield Adjustment Code" drop-down menu.
8	Under the PLC Yield Adjustment Code, CLICK "Increase due to CRP expiration or termination". 

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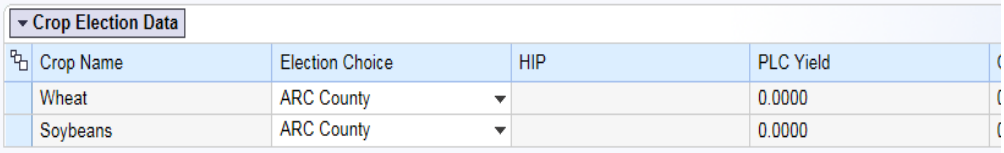
***--314 Annual Farm Records Rollover (Continued)**

D Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP (Continued)

Step	Description and Action
9	If the restored covered commodity is new to the farm, click the farm number in the farm hierarchy to navigate to the farm level data assignment blocks. **Note:** If the restored covered commodity is already established on another tract on the farm, 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 load a program election without first obtaining CCC-866-1. If CCC-866-1 has not been obtained from producers, cancel out of the base restoration process until CCC-866-1 is completed. 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" to save the tract crop data entries.

Notes: Restored base acres **cannot** exceed the total Effective DCP Cropland plus double-cropped acres on the tract. If an out-of-balance tract condition exists after base restoration is completed, the excess base **must** be redistributed or reduced according to paragraph 36.

After rollover, if it is identified that eligible base acres were not restored in the prior FY or earlier after CRP expiration, voluntary termination, or early release, the base can only be restored according to 1-ARCPLC.

***--314 Annual Farm Records Rollover (Continued)**

D Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP (Continued)

Maintenance for Newly Enrolled CRP

- Delineate CRP CLU's by conservation practice to match the TERRA Scenario for all newly enrolled CRP contracts with an enrollment date of October 1 of the current FY. Once delineated, the CRP contract number, expiration date, and practice number for each CRP field must be entered in the field level "**CRP Data**" assignment block.

- Redistribute or reduce any excess base acres because of the new CRP enrollment as applicable for the associated tract. If a base reduction is required, the reduced base acres and associated data must be entered in the "**Tract CCC-505 CRP Reduction Data**" assignment block.

  Note: If an automated CCC-505 was approved in CRM because of CRP enrollment with an effective year, the base acres will automatically be reduced from the "**Tract Crop Data**" assignment block after rollover, and the reduced acres will be automatically entered in the "**Tract CCC-505 CRP Reduction Data**" assignment block.**--***

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		65, 248
AD-2047	Customer Data Worksheet Request for Business Partner Record Change		22
CCC-452	NAP Production and Yield Report		65
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage (2015 and Subsequent Crop Years)		65
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		65
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		65
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		65
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		65
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		65
CCC-503A	County Committee Worksheet for “Actively Engaged In Farming” and “Person” Determinations		65
CCC-505	Voluntary Permanent Base Acre Reduction		Text
CCC-517	Tract Redistribution Form (need to find this)		Text, Ex. 8
CCC-518	Tract Price Loss Coverage (PLC) Yield Redistribution Form	41	Text
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program for 2013 and Subsequent Years		65
CCC-857	Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Program Election		65
CCC-858	Base Reallocation and Yield Update Decision for Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Program		65

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-859	Price Loss Coverage (PLC) Yield Worksheet		65
CCC-860	Socially Disadvantaged, Limited Resource and Beginning Farmer Rancher Certification		65
CCC-861	Agricultural Risk Coverage – County Option (ARC-CO) and Price Loss Coverage (PLC) Contract		65
CCC-862	Agricultural Risk Coverage – Individual Option (ARC-IC) Contract		65
CCC-863	Agricultural Risk Coverage – Individual (ARC-IC) Yield Certification		65
CCC-866-1	Election for Base Acres Returned to the Farm		314
CCC-867	Yield Update for the Price Loss Coverage (PLC) Program	293.5	43, 184, 314
CCC-1245	Practice Approval and Payment Application		65
CRP-1	Conservation Reserve Program Contract		25, 26, 36, 37, 170, 236, 250,
FSA-155	Request for Farm Reconstitution	94	Text
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing	Ex. 11	Text, Ex. 15
FSA-179	Transfer of Farm Records Between Counties	Ex. 10	Text, Ex. 15
FSA-211	Power of Attorney		65
FSA-578	Report of Acreage		66, 90, 239, 309, 310, 311, Ex. 15
FSA-658	Record of Production and Yield		65
FSA-848A	Cost-Share Agreement		65
FSA-848B	Cost-Share Performance Certification and Payment		65
NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		34, 65
NRCS-CPA-026E	Highly Erodible Land and Westland Conservation Determination (electronic)		65, 229, 247, 272, 273, 274, 283,
NRCS-CPA-027	Certification of Highly Erodible Land Conservation Plan(s) and System(s)		65
Base and Yield Notice	Notice of Acreage Bases, Payment Yields and CRP Reduction	151	150, 151, 189, 191

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ANSI	Appeals Exhausted Dates	3
AOI	area of interest	Part 7
BP	Business Partner	Text, Ex. 15, 26
CC	counter-cyclical	Text
CCMS	Conservation Contract Maintenance System	Ex. 15
CRM	Customer Relationship Management	Text, Ex. 14, 15
CTAP	Cotton Transitional Assistance Program	3, 37, Ex. 26
EDW	Enterprise Data Warehouse	36, 290.5
FAV/WR	fruits and vegetables or wild rice	Text
FPMS	Farm Program Management System	Text, Ex. 26
FR	Farm Records	Part 7, Ex. 14
FRS	Farm Records System	Text
FWP	Farmed Wetland Program	Part 7
HIP	historical irrigation percentage	Text
PCW	planted converted wetland	3, 34, 263
PLC	price loss coverage	Text
PLSS	public land survey systems	Part 7
TOC	table of contents	206, 209
WVD	wetland violation determination	Part 7

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, Ex. 10
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 an alert is a notification received in a user's worklist that an action needs to be taken or an update to a farm record has occurred.

ARCPLC Election

An 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.

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.

Definitions of Terms Used in This Handbook (Continued)

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.

Common Land Unit (CLU)

A CLU or Common Land Unit is the smallest unit of land that has a permanent, contiguous boundary, common land cover and land management, common owner, and common producer association (subject to certain exceptions for native sod, CRP, HEL status, or county boundary). For the purpose of FSA farm records, the area within the lines drawn to represent the boundaries of the field, is referred to as a CLU.

Common Ownership Unit

A 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.

Data Elements on FSA-156EZ

A FSA-156EZ Data Elements Farm Land Data Section

The following lists the data elements on FSA-156EZ at the farm level.

Farm Land Data
Crop Year.
Date Prepared.
State and County.
Farm Number.
Operator Name.
Farms Associated with Operator.
CRP Contract Number(s).
Recon ID.
--ARCPLC G/I/F Eligibility.--
Farmland.
Cropland.
DCP Cropland.
WBP.
WRP.
CRP.
GRP.
Sugarcane.
Farm Status.
Number of Tracts.
State Conservation.
Other Conservation.
Effective DCP Cropland.
Double Cropped.
MPL.
FAV/WR History.
Acre Election.
EWP.
DCP Ag Related Activity.
Broken from Native Sod.
Total(s) for Base Acres and Reduction Acres.
Crop Election Choice
ARC Individual.
ARC County.
Price Loss Coverage.
DCP Crop Data
Crop Name.
Base Acres.
CCC-505 CRP Reduction.
CTAP Yield.
PLC Yield.
HIP.
Notes
Manual entry after printing.

Data Elements on FSA-156EZ (Continued)

A FSA-156EZ Data Elements Farm Land Data Section (Continued)

Example of FSA-156EZ Farm Land Data Section

*--

Any State
Any County

Form: FSA-156EZ

See Page 3 for non-discriminatory Statements.

United States Department of Agriculture
Farm Service Agency

Abbreviated 156 Farm Record

FARM : 6906
Prepared : Nov 20, 2019
Crop Year : 2020

Operator Name	:	Any Producer
Farms Associated with Operator	:	99-999-3217, 99-999-99999
CRP Contract Number(s)	:	None
Recon ID	:	None
ARCPLC G/I/F Eligibility	:	Eligible

Farm Land Data

Farmland	Cropland	DCP Cropland	WBP	WRP	CRP	GRP	Sugarcane	Farm Status	Number Of Tracts
78.31	78.31	78.31	0.00	0.00	0.00	0.00	0.00	Active	3
State Conservation	**Other Conservation**	**Effective DCP Cropland**	**Double Cropped**		**MPL**	**Acre Election**	**EWP**	**DCP Ag.Rel. Activity**	**Broken From Native Sod**
0.00	0.00	78.31	0.00		0.00		0.00	0.00	0.00

Crop Election Choice

ARC Individual	ARC County	Price Loss Coverage
None	None	None
ARC Individual - Default	**ARC County - Default**	**Price Loss Coverage - Default**
None	CORN, SOYBN	None

DCP Crop Data

Crop Name	Base Acres	CCC-505 CRP Reduction Acres	PLC Yield	HIP
Corn	56.40	0.00	165	
Soybeans	18.80	0.00	49	
TOTAL	**75.20**	**0.00**		

NOTES

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***--Farm Replication Checklist**

Checklist for Replicating New Farms to a Prior Year		
Item	**Review and Verify**	**Complete**
1	Review and follow directions in paragraph 33.	
2	In CRM FR, verify the farm is not the result of a farm or tract reconstitution: • farm level "Reconstitution History" assignment block must be blank • tract level "Reconstitution History" assignment block must be blank.	
3	In CRM FR or by reviewing known farm history, verify the farm is not the result of a farm transfer. "Transferred From:" data entry field in the farm level "General Data" assignment block must be blank. **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 structure 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. • boundaries are delineated to match available imagery or question areas that do not match to verify that they are accurately delineated according to the current land use.	
6	Review CLU attributes and tract level land data to ensure that acres have been accurately identified. Specifically, check cropland fields to ensure that the 3-CM cropland indicator is identified correctly.	
7	Also review that land established in a new farm for the first time with FSA will never have base acres established. Review the "Crop Data" assignment block to verify no base acres have been added.	

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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. Approve transfer workflow in CRM.		
Send all FSA-179 copies (with FSA-156EZ) to the receiving County Office.		
If it is a transfer out-of-State, route FSA-179 and FSA-156EZ through the State Office.		
Wait for approval by the receiving County Office. If not approved, submit the request to STC for a determination. If approved, continue with these steps.		
Send pertinent farm records directly to the receiving County Office.		
Notify the receiving office of all outstanding debts and producer offset requests.		
Keep all outstanding debts and offset requests until either of the following apply: • all outstanding prior year program payments have been issued and offset • debt reaches claim status.		
Notify NRCS of deleted farm/tract.		
Notify producer of complete transfer.		

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***--Farm Transfer Checklist (Continued)**

Receiving Office (After Approval of Transferring County Office)	Completion Date	Completed By
Indicate recommendation for approval or disapproval on FSA-179, item 13A. Document reason if disapproved.		
If approved:		
• Approve transfer workflow in CRM.		
• Send 1 copy of completed FSA-179 and FSA-156EZ to the transferring County Office (and the State Office if across State lines).		
• Complete CRP transfer process in CCMS. Approve new CRP contracts, as applicable, in the system for the transferred contracts. Enter CRP contract data at the field level.		
• Set the claim flag in the producer's name and address file for any outstanding debts and price support claims.		
• Coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments.		
• Reload any current year FSA-578's.		
• Notify owners and operators of the action taken with a copy of FSA-156EZ and map.		
• Record in COC minutes.		
• Notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.		
If disapproved:		
• Record the reason for disapproval.		
• Notify owners and operators of the action taken with the reason for disapproval.		
• Return all records to the transferring County Office if the transfer remains disapproved after reconsideration.		
If the transfer was disapproved by the transferring County Office, submit the request to STC for a determination.		
Notes:		

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