

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

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

**Amendment 5**

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**Approved by:** Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 2 D has been amended to add the requirement to provide NRCS copies of the Reconstitution History report, the Producer Change report, and field boundary and number changes when requesting HEL or wetland determinations and to remove the requirement to provide NRCS an updated FSA-156EZ when notifying them of changes to existing Farm Records.

Subparagraph 3 C has been amended to remove references to CTAP Transitional Yield and CTAP yield adjustment codes.

Paragraph 23.6 has been added to provide guidance on reviewing and updating farm records when an associated producer is identified as deceased.

Subparagraph 25 F has been amended to clarify that the NRCS Wetland Reserve Program (WRP) is now WRE/ACEP-WRE but will remain listed as “WRP” in the Farm Records applications.

Subparagraph 29 C has been amended to clarify official FSA imagery, ownership records, and FSA measurement service are allowable information sources when delineating or updating CLU boundaries.

Subparagraph 36:

- D has been amended to remove references to the manual base redistribution worksheet and semi-automated base redistribution spreadsheet.
- E has been amended to correct a paragraph reference.
- F and G have been amended to clarify that base reductions due to CRP enrollment must be completed on the tracts enrolling in CRP.

## Amendment Transmittal (Continued)

### A Reasons for Amendment (Continued)

Subparagraph 37 D has been amended to correct and clarify PLC Yield Calculation examples.

Paragraph 44 has been added to reference the Historical Irrigated Percentage (HIP) maintained in Farm Records for applicable base crops.

Subparagraph 50 A has been amended to clarify physical county.

Paragraph 115 has been amended to clarify HIP values during farm combination and provide an additional example.

Subparagraph 145 B has been amended with added automation of HIP values after a farm division.

Paragraph 293.6 has been added to provide instructions for using the HIP Calculator.

Exhibit 2 has been amended to remove the definition of Marginal Pasture Land (MPL).

Exhibits 7 and 8 have been withdrawn to remove the instructions for using the manual base redistribution worksheet and semi-automated base redistribution spreadsheet.

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**Part 1 General Provisions****1 Overview****A Handbook Purpose**

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

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

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

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

**B Source of Authority**

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

**C Related Handbooks**

FSA handbooks related to Farm Records maintenance are:

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

## 2 Responsibilities

### A STC Responsibilities

STC will:

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

### B DD Responsibilities

DD will:

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

### C COC Responsibilities

COC will:

- ensure that the policies in this handbook are followed
- correct improperly constituted farms
- continually review records to determine whether land must be reclassified as cropland; DCP cropland; or nonagricultural, commercial, or industrial uses
- require specific proof of ownership
- take appropriate action on requests for transfer received from landowners or operators
- ensure that all documents are completed, for example, FSA-179, before approving or disapproving a transfer
- take appropriate action on requests for reconstitution received from landowners or operators

## 2 Responsibilities (Continued)

### C COC Responsibilities (Continued)

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

### D County Office Responsibilities

County Office employees must:

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

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

**Par. 3**

**3 General Farm, Tract, and Field Data**

**A General Description of CRM Farm Records Business Application**

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

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

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

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

**B Farm and Tract Numbers**

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

### 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
  
- \* \* \*
  
- 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  
\* \* \*
  - 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.

**\*--23.6 Deceased Producers on Active Farm Records**

**A Overview**

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

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

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

**B Reviewing Producers on Farms with Death Confirmed in Business Partner**

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

<b>IF...</b>	<b>THEN...</b>
no current year program participation is identified for the deceased customer	use all means available to determine if a different producer is now associated with the farm and remove and update the producers associated with the farm as needed. County Offices may use the following to determine the correct producers on the farm: <ul style="list-style-type: none"> <li>• contact other producers associated with the farm to request additional information</li> <li>• send notification to the address of the deceased producer requesting additional information.</li> </ul>

--\*

\*--23.6 Deceased Producers on Active Farm Records (Continued)

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

IF...	THEN...
<p>no current year program participation is identified for the deceased customer</p>	<ul style="list-style-type: none"> <li>• update ownership records through available public records.</li> </ul> <p>All producer changes in Farm Records must be completed according to provisions in this handbook. Once producer changes are completed, all applicable producers must be notified accordingly. Notify NRCS once producer changes on the farm have been completed.</p> <p><b>Notes:</b> If it cannot be determined who has interest in the land after the deceased customer, the “Unknown” operator and owner provisions in paragraphs 21 and 22 must be followed. If the Unknown provisions are used, County Offices must review periodically to determine if the correct producer association can be determined.</p> <p>County Offices <b>are not authorized</b> to change a deceased producer customer record to circumvent existing provisions in 11-CM, 1-CM, and this handbook. For example, it has been identified that the deceased customer address has been changed to the County Office address to ensure the customer no longer receives mail. <b>Changing the customer address is not allowed by policy.</b></p>
<p>current year program participation with either FSA or NRCS is identified</p>	<p>Review associated program eligibility to determine the applicable Farm Records and program enrollment requirements. Update the customer records, associated farm record, and program enrollment as required.</p>
<p>prior year program participation and associated benefits with either FSA or NRCS may be impacted</p>	<p>Review the specific prior year program eligibility and determine if ineligible benefits were issued. Determine the corrective action for specific programs. If it is determined that updates to associated producers are required, update producers on the associated farm in all applicable program years.</p>

## 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 1/100<sup>th</sup> 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: <ul style="list-style-type: none"> <li>• greater than 10 acres in all physical locations</li> <li>• greater than 5 percent of the overall tract coverage.</li> </ul> <p><b>Notes:</b> Tracts may also be separated if land does not meet the requirements in this subparagraph but is requested by owners on the farm.</p> <p>Divide the tract at the county line using the GIS county boundary layer as the defining boundary.</p>
entirely in another county or bisected by a clearly defined county line  <b>Note:</b> 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”.

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.

<b>Agricultural and Nonagricultural Land Uses</b>	
<p><b>Land uses considered agricultural:</b></p> <ul style="list-style-type: none"> <li>• land meeting DCP cropland definition</li> <li>• sod</li> <li>• farm ponds</li> <li>• aquaculture ponds</li> <li>• nursery acreage devoted to in-ground plants</li> <li>• wildlife habitats</li> <li>• pasture</li> <li>• acreage used to raise domesticated game for restaurants</li> <li>• trees planted for harvest, conservation purposes, recreational uses, or BCAP</li> <li>• temporary hoop houses for nursery agriculture</li> <li>• temporary nonagricultural uses, such as parking for a field day, etc.</li> </ul>	<p><b>Land uses considered nonagricultural:</b></p> <ul style="list-style-type: none"> <li>• golf courses and other recreational facilities</li> <li>• land used for commercial development, buildings, or parking lots</li> <li>• strip malls</li> <li>• permanent structures, including those for agricultural uses</li> <li>• 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</li> <li>• land used for solar panels</li> <li>•*--pad site for wind turbines.--*</li> </ul>

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

### G Definition of GRP Acres

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

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

### H Definition of WBP Acres

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

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

## 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. Official FSA imagery, ownership records, and FSA measurement service are all authorized resources to delineate or modify CLU boundaries. CLU delineations may change based on changes in land cover or land use and will be drawn if that area is significant enough in size to affect FSA program determinations. Evaluate the following when delineating boundaries.--\*

Type of Boundary	Rules for Delineating
Visible	<p>Determine the CLU boundary using natural or cultural features visible on official NAIP imagery. Natural boundaries may include:</p> <ul style="list-style-type: none"> <li>• water bodies</li> <li>• forest edges</li> <li>• rock outcrops</li> <li>• vegetation changes.</li> </ul> <p>Cultural features may include:</p> <ul style="list-style-type: none"> <li>• fences</li> <li>• roads</li> <li>• buildings.</li> </ul>
Management	<p>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.</p>
Ownership	<p>Divide the area into CLU’s based on ownership lines delineated according to the rules for the land category that applies to the area.</p>
Programmatic	<p>Certain FSA programs may require areas be delineated based on program rules, including but not limited land enrolled in different CRP conservation practices.</p>

## 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.

\* \* \*

36 Out-of-Balance Tracts (Continued)

**E Adjusting Yields**

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

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

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

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

**Note:** The farm level yields must not be increased or decreased when recalculating the tract \*--yields according to paragraph 37.--\*

36 Out-of-Balance Tracts (Continued)

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

Owners may have to permanently reduce base acres using CCC-505 when part of a farm is \*--enrolled in CRP to avoid an out-of-balance tract. If a base reduction is required, reductions must be completed and retained as CCC-505 Reduction Acres on the tract enrolled in CRP. Owners may not want to permanently reduce the base acres associated with specific crops on the tracts being enrolled in CRP. In this situation, County Offices will do the following to redistribute base crops between tract before permanently reducing selected crops.--\*

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

**G Maintaining Base Acres Reduced Due to CRP**

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

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

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

C Decreases in Base Acres (Continued)

Example 2 (Continued)	County Office Action
<p>(Farm's wheat PLC payment production after adjustment = 5,603.4419)                      (Tract 1's wheat PLC payment production after adjustment = 5,603.4419)</p> <p><b>Note:</b> This example also applies to land that is no longer considered DCP cropland or if base acres for a crop are reduced for any reason. Applicable reason codes used on CCC-505 would vary according to the scenario.</p>	<ul style="list-style-type: none"> <li>• Add CCC-505 CRP Reduction acre entries of 40.55 acres for soybeans with a PLC yield of 30.5879 and 24.60 acres of wheat with a PLC yield of 30.1224 to tract 2 in the CCC-505 CRP Reduction assignment block.</li> <li>• Access the ARCPLC contract to:                             <ul style="list-style-type: none"> <li>• ensure that the new contract data is present</li> <li>• print new ARCPLC contract</li> <li>• obtain applicable signatures according to 1-ARCPLC</li> </ul> </li> </ul>

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

**D Increases in Base Acres Resulting From Expired or Terminated CRP**

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

\*--Examples:

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

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

**PLC Yield Calculations for the Farm and Tracts after Base Restoration**

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

**PLC Yield Adjustment on Tract 10**

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

**Verification Farm Level Yield has Not Changed after Base Restoration**

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

--\*

**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 Historical Irrigated Percentage (HIP)****A Establishing HIP for Eligible Base Crops**

HIPs are established according to 1-ARCPLC (Rev. 1) Part 5. Once calculated HIP values are:

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

**B Automation of HIP Calculation**

A HIP calculator is established in CRM FR to assist with calculating the HIP value for eligible crops. Instructions for accessing the HIP Calculator and calculating the HIP value are found in Part 7, paragraph 293.6.

**45-49 (Reserved)**



**Part 3 Administrative County****50 Overview****A Physical County**

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

**B Administrative County**

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

**C Administrative County Office**

The administrative County Office is the County Office designated by FSA to:

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

**D Basic Rule**

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

**E Purpose**

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

## Section 1 Administrative County Office

## 51 Determination of Administrative County

## A Determining Administrative County

[7 CFR 718.8] Administrative County.

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

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

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

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

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

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

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

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

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

Follow Paragraphs 63 through 69 as applicable for policy on transfers

**113 Combining Federally- and State-Owned Land**

**A Federal Land**

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

**B State Land**

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

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

**114 Combining Farms With Existing ARCPLC Elections**

**A Initiating Reconstitutions With Existing ARCPLC Elections**

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

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

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

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

**115 Reconstitution Policy for HIP Crops on Combined Farms**

**A Combination HIP Policy**

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

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

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

The weighting formula for farms is as follows:

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

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

**B Examples**

Example 1:--\*

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

FSN	Corn Base Acres	HIP	HIP-Factored Base Acres
101 (parent)	100	75%	75
204 (parent)	175	30%	52.5
<b>Calculation: 75 + 52.5 = 127.5 ÷ 275 = 46%</b>			
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.

**115 Reconstitution Policy for HIP Crops on Combined Farms**

**A Combination HIP Policy (Continued)**

\*--Example 2:

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

<b>FSN</b>	<b>Corn Base Acres</b>	<b>HIP</b>	<b>HIP-Factored Base Acres</b>
101 (parent)	100	75%	75
204 (parent)	175	Not HIP Eligible	
<b>Calculation: <math>75 + 0 = 75 \div 100 = 75\%</math></b>			
1008 (resulting)	275	75%	

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

**116 (Withdrawn--Amend. 2)**



**143 DCP Cropland****A Definition of DCP Cropland Method**

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

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

**B Verifying DCP Cropland**

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

**C When to Use This Method**

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

**D When Not to Use This Method**

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

**E FSA-155 Signature Requirements**

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

- owner
- operator.

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

**144 Default****A Definition of Default Method**

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

**B When to Use This Method**

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

**C FSA-155 Signature Requirements**

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

- owner removing the tract or tracts
- operator.

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

**145 HIP Procedure for Divisions****A HIP after a Farm Division Policy**

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

**\*--B HIP Update Following a Farm Division**

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

**146-148 (Reserved)**

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.

<b>CCC-867</b> (07-23-19)		<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation		1. Program Years: <b>2020 through 2023</b>					
<b>YIELD UPDATE FOR THE PRICE LOSS COVERAGE (PLC) PROGRAM</b> I		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			
<p><b>NOTE:</b> 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.</p> <p><b>Paperwork Reduction Act (PRA) Statement:</b> The information collection is exempted from the Paperwork Reduction Act as specified in 7 U.S.C. 9091(c)(2)(B).</p> <p>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p>									
<p><b>THE FARM PLC YIELD UPDATE DECISION</b> 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.</p>									
<p><b>FARM YIELD UPDATE</b></p>									
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 <u>0.9000</u> .									
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)	
<p><small>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.</small></p> <p><small>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</small></p> <p><small>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20260-9410; (2) fax: (202) 690-7442; or (3) e-mail: <a href="mailto:usda.nondiscrimination@usda.gov">usda.nondiscrimination@usda.gov</a></small></p>									

**\*--293.6HIP Calculator****A Overview**

Farm Records maintains Historical Irrigated Percentage (HIP) for eligible base crops with an ARC-CO program election associated with a farm. HIP values are determined according to 1-ARCPLC (Rev. 1), Part 3. A HIP Calculator has been created in CRM Farm Records to assist with this process.

Farm Records will retain the entered HIP value even if the program election changes for the base crop.

Starting in FY 2021, the system will attempt to calculate a missing HIP value if a new ARC-CO program election is selected and submitted from the ARCPLC Contract software. The system will only calculate and enter a HIP if acreage report data is available in CARS for any of the years specific to the HIP values.

A listing of HIP eligible crops and counties can be found in 1-ARCPLC, (Rev. 1) Exhibit 15. In Farm Records the HIP entry in the farm level “Crop Election Data” assignment block will only be editable if the crop is HIP eligible and the entry is blank. Once a HIP value is entered, the HIP value can only be changed through the HIP calculator. A HIP value of “zero” is a valid HIP. Eligible crops with a “Blank” HIP value must be calculated and entered before a reconstitution or farm transfer will be allowed on the farm.

**B HIP Calculator**

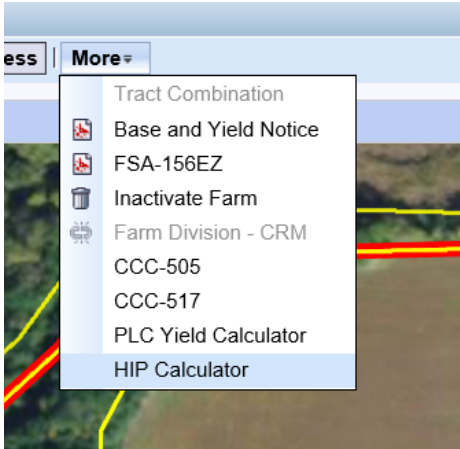
The HIP Calculator allows for:

- automatic connection to CARS for accessing reported irrigated and planted acreage
- the manual entry of irrigated and planted acreage for years 2013 through 2017 to calculate the HIP for the selected base crop
- export of the HIP calculator values and system calculations
- submitting the calculated HIP value and direct entry of the HIP for the base crop on the farm.--\*

\*--293.6HIP Calculator (Continued)

**C Instructions for Accessing HIP Calculator**

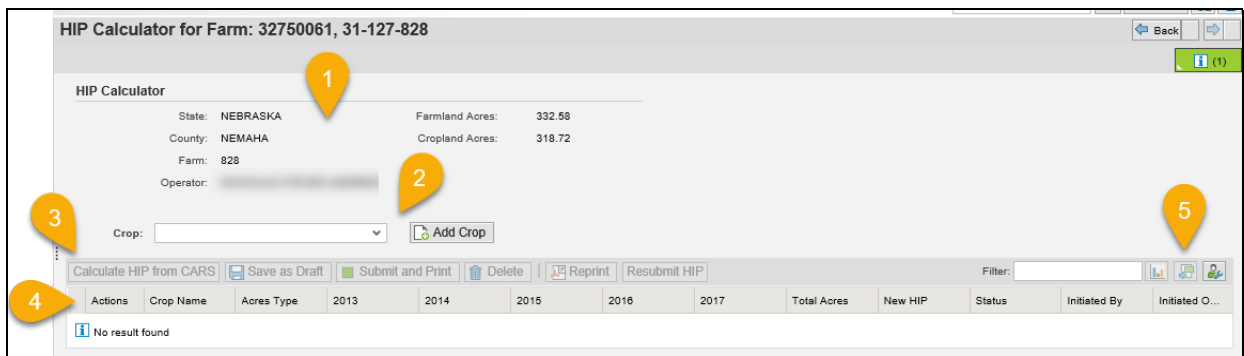
Use the following steps for accessing the HIP Calculator.

Step	Instructions
1	Access CRM Farm Records.
2	Search for and select the applicable farm.
3	At the farm level of the selected farm, click on the “More” drop-down menu.
4	<p>CLICK “HIP Calculator”.</p> 

**D Calculator Overview**

When accessing the HIP Calculator for the first time for the selected farm, the tool will display as follows with the following data:

1. Farm Data
2. Crop Selection
3. Action Buttons
4. HIP Calculator Entries
5. Spreadsheet Export.



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\*--293.6HIP Calculator (Continued)

**E Selecting a Base Crop**

The following steps must be completed to add a base crop to the HIP Calculator and initiate the HIP calculation entries.

The screenshot shows the HIP Calculator interface. At the top, it displays: State: NEBRASKA, Farmland Acres: 332.58, County: NEMAHA, Cropland Acres: 318.72, Farm: 828, and Operator: [redacted]. Below this is a 'Crop:' dropdown menu and an 'Add Crop' button. Two yellow callout bubbles with numbers 1 and 2 are overlaid on the image. Bubble 1 points to the dropdown arrow, and bubble 2 points to the 'Add Crop' button. Below the form is a toolbar with buttons for 'Calculate HIP from CARS', 'Save as Draft', 'Submit and Print', 'Delete', 'Reprint', and 'Resubmit HIP'. At the bottom, there is a table with columns: Actions, Crop Name, Acres Type, 2013, 2014, 2015, 2016, 2017, Total Acres, New HIP, Status, Initiated By, and Initiated O... The table currently shows 'No result found'.

Step	Instructions
1	<p>Click on the drop-down arrow next to the “Crop” data entry and select the base crop to be updated.</p> <p><b>Note:</b> Only eligible crops with an ARC-CO election will be listed.</p>
2	<p>CLICK “Add Crop”.</p> <p>The base crop will add to the bottom menu.</p> <p>The screenshot shows the HIP Calculator interface after step 2. The 'Crop:' dropdown menu now shows 'Corn' selected. The 'Add Crop' button is still present. The table below the form now shows two rows: 'Irrigated Acres' and 'Planted Acres'. The 'Irrigated Acres' row has a 'New' status and was initiated by 'JAN DURANTE' on '04/28/2021...'. The 'Planted Acres' row is currently empty.</p>

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## \*--293.6HIP Calculator (Continued)

**F Tool and Data Entry Overview**

The HIP Calculator displays and allows entry for the following.

<b>Data Entry or Button</b>	<b>Description</b>
Back	Button to exit the HIP Calculator.
State	Administrative State for the selected farm.
County	Administrative county for the selected farm.
Farm	Selected farm number.
Operator	Operator name on the selected farm.
Farmland Acres	Total farmland acres associated with the selected farm.
Cropland Acres	Total cropland acres associated with the selected farm.
Crop	Drop-down menu to select a base crop associated with the farm. Only 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.
Calculate HIP from CARS	Button to make a direct connection to CARS for specified years and pull all report irrigated and planted acreage for the crop.
Save as Draft	Button to save existing work and entered data without completing the yield update process.
Submit and Print	Button to complete the HIP calculation for a selected crop, generate an overview of the data to be printed or saved, and submit the updated HIP value for the base crop on the farm.
Delete	Button to Delete all entries for a selected crop
Reprint	Button to regenerate the HIP calculator entries in a spreadsheet format to be printed or saved as documentation
Resubmit HIP	Button to reinitiate the HIP Calculator for a base crop that has already been entered Farm Records.
Action	“Save” and “Delete” buttons.
Crop Name	Crop type.

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\*--293.6HIP Calculator (Continued)

**F Tool and Data Entry Overview (Continued)**

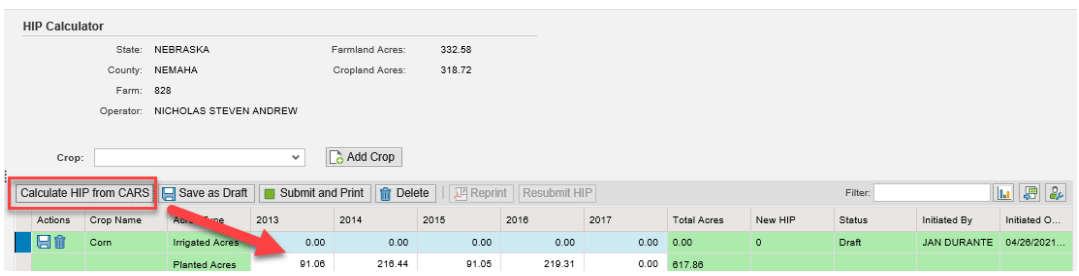
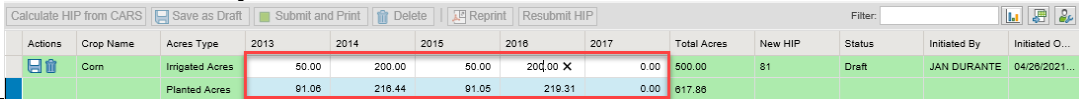
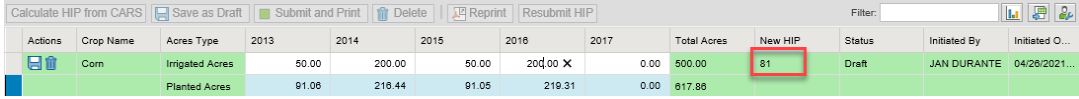
<b>Data Entry or Button</b>	<b>Description</b>
Acres Type	Irrigated Acres – total acres on the farm of the base crop for specific years reported as irrigated on the annual acreage report.  Planted Acres – total acres on the farm of the base crop for specific years reported on the annual acreage report.
2013-2017	Applicable years used when calculating the HIP.
Total	Total acres or irrigated and planted acreage of the crop for all five years.
New HIP	Calculation of (Total Irrigated divided by Total Planted) multiplied by 100.  Note: Value is rounded to a whole number
Status	“New”, “Printed”, or “Draft”.
Initiated By	Name or User (FID) number of the employee that initiated the HIP Calculator
Initiated On	Date the HIP calculator was initiated

\*--293.6HIP Calculator (Continued)

**G Entering Irrigated and Planted History**

Use the following instructions to either connect to CARS to system load irrigated and planted history for each year available or manually enter irrigated and planted history.

**Note:** As long as the system can access one year of acreage report history, the calculator will auto generate a HIP value. If because of broken history (reconstitutions and farm transfers) since 2018, the system cannot identify any acreage reports, users must manually review the farm history and enter the irrigated and planted history as applicable.

Step	Instructions
1a	<p>If irrigated and planted history is available in CARS, Select the crop and click on the “Calculate HIP from CARS” button</p>  <p>If data is available in CARS the irrigated and planted history will be populated for applicable years and the HIP value automatically calculated.</p> <p><b>Note:</b> Even if values are pulled from CARS, users can manually enter values as needed.</p>
1b	<p>Manually enter irrigated and planted history of the crop for each applicable year.</p> <p><b>Note:</b> Leave as Zero if no irrigated and/or planted acres for the crop apply for the associated year.</p> 
2	<p>PRESS “<b>Enter</b>” to accept the entered entries and trigger the HIP to be calculated.</p> 
3	

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\*--293.6HIP Calculator (Continued)

**H Documenting the Calculated HIP and Submitting the HIP Value**

A summary of the entered irrigated and planted crop history and calculated HIP value can be generated as documentation as needed.

Once the HIP is submitted, the HIP value is automatically entered on the farm for the base crop at the farm level. There is no workflow approval required to calculate and enter a HIP value.

Ac...	Crop Name	Acres Type	2013	2014	2015	2016	2017	Total Ac...	New HIP	Status
	Corn	Irrigated ...	50.00	50.00	50.00	0.00	50.00	200.00	67	New
		Planted A...	75.00	75.00	75.00	0.00	75.00	300.00		

Step	Instructions
1	Click on the selection box at the beginning of the crop entry line.  The “Save as Draft” and “Submit and Print” buttons will be enabled.
2	CLICK “Submit and Print”.  The following will open in Adobe Acrobat.

NEBRASKA  
NEMAHA

United States Department of Agriculture  
Farm Service Agency

Prepared : 04/26/21 2:30 PM  
Page : 1 of 1

**HIP Calculator**

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Program Year: 2021  
Farm Number: 828  
Description:  
Operator:  
Farmland Acres: 332.58  
Cropland Acres: 318.72

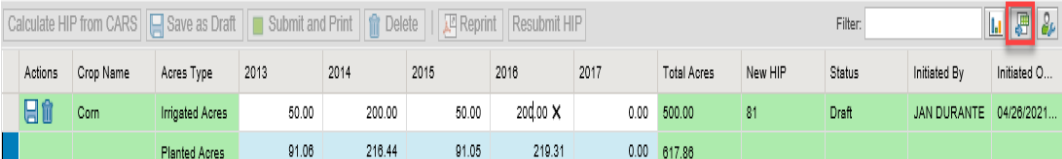
HIP								
Crop Name	Acres Type	2013	2014	2015	2016	2017	Total	HIP
Corn	Irrigated Acres	50.00	200.00	50.00	200.00	0.00	500.00	81
	Planted Acres	91.06	216.44	91.05	219.31	0.00	617.86	

The PDF can be saved or printed as needed.

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\*--293.6HIP Calculator (Continued)

**H Documenting the Calculated HIP and Submitting the HIP Value (Continued)**

Step	Instructions
3	<p>“Save as Draft” can be selected to save entries without populating the HIP on the farm.</p> <p>The following buttons will become accessible once HIP entries are Saved or Submitted:</p> <ul style="list-style-type: none"> <li>• Delete – can only delete entries and crops that have not been submitted</li> <li>• Reprint – can re-generate and print the PDF document at any time</li> <li>• Resubmit HIP – can re-initiate the HIP calculator even after submission.</li> </ul>
4	<p>An excel table can also be generated to document the HIP calculation by clicking the Export icon.</p> 

**I System Generated HIP after ARC-CO Election**

Starting with 2021 ARCPLC enrollment, the HIP will automatically be calculated and loaded when all the following apply:

- ARC-CO election submitted from ARCPLC contract software for a HIP eligible crop
- HIP value is not already entered on the farm records
- At least one year of cropping history is available from the acreage reporting services

The HIP will be calculated and entered on the farm when the program election is successfully submitted.

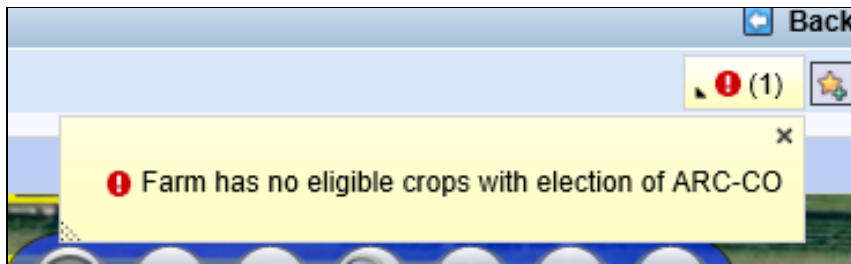
The HIP calculator will be populated with the data returned from CARS used to calculate the HIP.



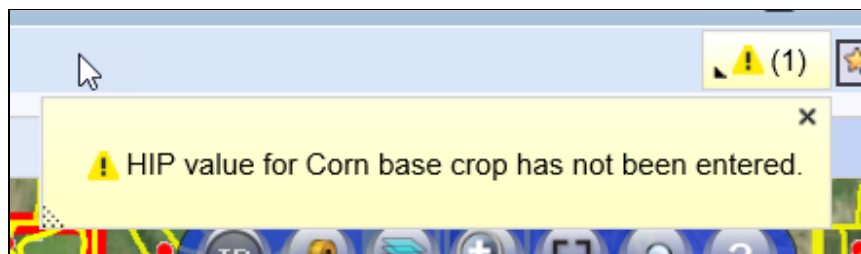
**\*--293.6HIP Calculator (Continued)****J CRM Messages and Alerts for HIP**

The following alerts and messages will be generated.

If attempting to access the HIP calculator but no eligible base crops with an ARC-CO election are associated with the farm, the following hard stop will be returned to the user.



If a HIP value is missing for a HIP eligible crop on the farm, and a user attempts to initiate a reconstitution or farm transfer the following message will be returned and the task will not be allowed until a HIP value has been entered.

**K Maintenance of HIP Value**

Once a HIP value has been entered for a crop on the farm, the farm record will retain the history of the HIP value even in the program election for the crop changes to an election other than ARC-CO. If the producer makes a different election choice, the HIP value will become display only on the associated farm record. If the producer chooses to go back to ARC-CO, the saved HIP value will be re-enabled on the farm record and users will not have to re-calculate the HIP value.

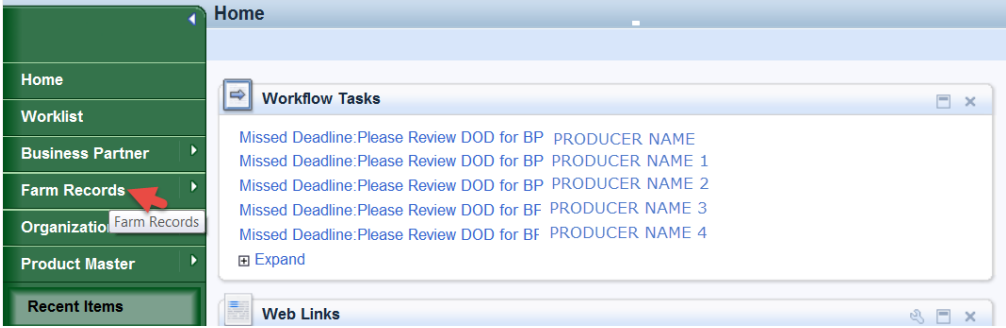
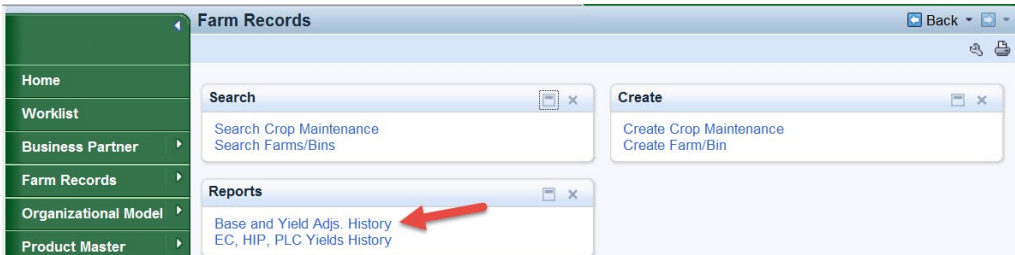
294 Base and Yield Adjustment History Report

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	<p>From the CRM@FSA home page CLICK “<b>Farm Records</b>” on the left navigation bar.</p>  <p><b>Notes:</b> Do not click the fly-out arrow.</p> <p>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.</p>
2	<p>On the Farm Records home page CLICK “<b>Base and Yield Adjs. History</b>” in the “<b>Reports</b>” assignment block.</p> 

## Definitions of Terms Used in This Handbook (Continued)

### Global Positioning System (GPS)

GPS is a positioning system using satellites that continuously transmit coded information. The information transmitted from the satellites is interpreted by GPS receivers to precisely identify locations on Earth by measuring distance from the satellites.

### Grassland Reserve Program (GRP) Acres

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

### Group ID

Group ID is used during the reconstitution processes. It is a name assigned to a grouping of tracts (farm division) or CLU's (tract division) that depict a single resulting farm (farm division) or single resulting tract (tract division).

### Historical Irrigation Percentage (HIP)

HIP means the percentage of the covered commodity that was irrigated (P&CP, including subsequent acres) divided by the total acreage of the covered commodity (P&CP, including subsequent acres) between years of 2009 and 2012 on the farm.

### Hyperlinks

A hyperlink is an icon, graphic, or word in a file or on a webpage that, when clicked on, opens another file for viewing or takes the user to another location in the file.

### IBase ID

A IBase ID is a system generated unique identifier for each farm that is prominently displayed in the CRM header in front of the admin state, county, and farm number information.

### Land Cover

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

- field survey
- analysis of remotely sensed imagery.

### Land Use

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

## Definitions of Terms Used in This Handbook (Continued)

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### **MIDAS Portal**

The MIDAS Portal is a single point of access to CRM@FSA and Universal Worklist services across the organization. The MIDAS Portal also contains hyperlinks to other FSA Applications and information.

### **Native Sod**

Native Sod means land on which the plant cover is composed principally of native grasses, grass-like plants, or shrubs for grazing and browsing that has never been tilled, and the producer cannot substantiate that the ground has ever been tilled, for the production of an annual crop before February 7, 2014.

### **Navigation Bar**

The Navigation Bar, located at the left-side of the screen, is the section on the MIDAS CRM Homepage designed to aide users in navigating through the system by providing useful hyperlinks and pathways to information and tools.

### **Nonagricultural, Commercial, or Industrial Use Land**

Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

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

### **Noncropland**

For farm record purposes noncropland is any field that does not meet the definition of cropland.

### **Operator**

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

### **Other Conservation Acres**

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