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

Farm Records and Reconstitutions 10-CM (Revision 2)	Amendment 3

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Paragraph 11 has been amended to clarify the use of an unknown customer record when the county office cannot determine operator of a farm.

Paragraph 12 has been amended to clarify the use of an unknown customer record when the county office cannot determine the owner of the land.

Paragraph 15 has been amended to clarify the use of an unknown customer record when interest in land cannot be determined after an existing producer is identified as deceased.

Subparagraph 19 E has been amended to update the paragraph reference for completing a CCC-505.

Subparagraph 28 A has been amended to update the paragraph reference for completing a CCC-505.

Paragraph 28.5 has been added to provide instructions for completed the CCC-505 for base reductions.

Paragraph 190 has been amended to add a new “Bulk Update Partners” tool available from the Tools CRM Toolbar.

Paragraph 201.5 has been added to provide instructions for the Bulk Update Partners functionality.

Subparagraph 233 C has been amended to add instructions for bulk adding CRP data to multiple fields.

Subparagraph 251 C has been amended to add guidance that CCC-505 CRP Reduction data will be copied to the prior years per the entered start year of the associated CRP contract.

Amendment Transmittal (Continued)

Paragraph 291 has been amended to correct duplicate subparagraphs.

Subparagraph 304A has been amended to clarify the use of the CCC-505 wizard.

Paragraph 355 has been amended to update the location of the GIS Full Extract tool and provide additional guidance.

Page Control Chart		
TC	**Text**	**Exhibit**
1, 2 5, 6	2-3 through 2-8 2-11, 2-12 2-29, 2-30 2-67, 2-68 2-72.5 through 2-72.8 (add) 7-41 through 7-46 7-98.5 through 7-98.12 (add) 7-99, 7-100 7-269, 7-270 7-270.5, 7-270.6 (add) 7-341, 7-342 7-534.5, 7-534.6 7-535, 7-536 7-569, 7-570 7-839, 7-840	1, pages 1, 2

Table of Contents

		Page No.
Part 1	**General Provisions**	
1	Overview	1-1
2	Responsibilities	1-2
3	General Farm, Tract and Field Data	1-4
4	Rule of Fractions	1-11
5-9	(Reserved)	
Part 2	**Adding or Changing Farm Records**	
10	Determining the Land Constituting a Farm	2-1
11	Adding or Changing Operator	2-3
12	Adding or Changing Owner	2-6
13	Adding or Changing Other Producers	2-9
14	Correctly Associating Producer for Program Enrollment	2-9
15	Deceased Producers on Active Farm Records	2-11
16	Farm Records Hierarchy	2-14
17	Land Classification Definitions	2-18
18	Program Land Classification	2-24
19	Nonagricultural, Commercial, or Industrial Land Determinations	2-28
20	FSA Policy About Federal and State Grazing Land	2-30
21	GIS Rules	2-32
22	Rules for Delineating	2-35
23	Accessing Farm Records	2-46
24	Updating Farm Records	2-46
25	Creating a Farm Record	2-47
26	Conservation Compliance	2-52
27	Native Sod Acreage	2-67
28	Out-of-Balance Tracts	2-68
28.5	Using CCC-905	2-72.5
29	Rules for Yields When Tract Acreages Are Adjusted	2-73
30	CCC-517, Tract Redistribution Form	2-83
31	PLC Yield Adjustments Because of Reconstitutions	2-88
32	PLC Yield Adjustments	2-90
33	CCC-518, Tract Price Loss Coverage (PLC) Yield Redistribution Form	2-93
34	Examples of Handling Out-of-Balance Resulting Tracts With Double-Cropped Acres	2-97
35	PLC Yield Update	2-100
36	Historical Irrigated Percentage (HIP)	2-100
37-49	(Reserved)	

Page No.

Part 3 Administrative County

50 Overview 3-1

Section 1 Administrative County Office

51 Determination of Administrative County 3-2
52 Changing a Farm's Servicing County Office and Administrative County 3-5
53 Servicing County Office Closures 3-9
54 Servicing County Offices With Reduced Hours of Operation 3-11
55-61 (Reserved)

Section 2 In and Out Transfers

62 Initiating Transfer 3-21
63 Transfers Between Counties 3-22
64 Timing for Transfer 3-23
65 Records to Transfer 3-24
66 Handling Within-State Transfers 3-27
67 Handling Out-of-State Transfers 3-30
68 Processing Out-Transfers 3-36
69 Processing In-Transfers 3-37
70-89 (Reserved)

Part 4 Initiating a Reconstitution

90 Overview 4-1
91 Substantive Change in Farming Operations and Changes to Legal Entities 4-2
92 Who May Initiate 4-4
93 When to Initiate 4-5
94 How to Initiate 4-8
95 Effective Dates 4-12
96 Corrections 4-12
97-108 (Reserved)

Page No.

Part 7 Automation (Continued)

Section 2 Farm Records Maintenance

Subsection 1 Assignment Block Overview

198 Farm Records Maintenance Overview 7-91
199 Adding or Changing an Operator 7-91
200 Adding or Changing an Owner or Existing Tract 7-94
201 Adding or Changing Other Producer (Other Tenant) 7-96
201.5 Bulk Replacing, Adding, or Deleting Owners and Other Producers 7-98.6
202 GIS General Tools Overview 7-100
203 Scale Display 7-101
204 Navigating the Map Display 7-102
205 Identify Function 7-104
206 Full Screen Functionality 7-108
207 GIS Taskbar 7-116
208 Table of Contents 7-119
209 Shapefile Tool 7-129
210 Measurement Tool 7-135
211 PLSS Search 7-145
212 Farm Search 7-148
213 Address Search 7-152
214-218 (Reserved)

Subsection 2 Field Level Maintenance

220 CRM Farm Records Field Level Data and Maintenance 7-185
221 Field Level: GIS Info Assignment Block 7-189
222 Editing Best Practices 7-197
223 Snapping Function 7-203
224 Attribute Edit Tool 7-209
225 Bulk Edit CLU Attributes Tool 7-217
226 Split/Inclusions 7-224
227 Merge Tool 7-238
228 Vertex Edit Tool 7-242
229 Pre-Existing Overlap Correction 7-255
230 Farm Hierarchy Field Level Assignment Blocks and Maintenance 7-263
231 Field Level: Field General Data Assignment Block 7-264
232 Field Level: Field Land Data Assignment Block 7-266
233 Field Level: CRP Data Assignment Block 7-268
234 Field Level: NRCS Data Assignment Block 7-273
235 NRCS Field Level: Parties Involved Assignment Block 7-274
236 Parties Involved Assignment Block Editing – Field Level 7-276
237 Field Level: Field Change History Assignment Block 7-279
238 Field Level: Glossary Assignment Block 7-281
239-244 (Reserved)

Page No.

Part 7 Automation (Continued)

Section 2 Farm Record Maintenance (Continued)

Subsection 3 Tract Maintenance

245 Tract Level: Assignment Blocks and Maintenance 7-311
246 Tract Level: GIS Info Assignment Block 7-313
247 Tract Level: Tract General Data Assignment Block..... 7-314
248 Tract Level: Reconstitution History Assignment Block 7-317
249 Tract Level: Tract Land Data Assignment Block 7-320
250 Tract Level: Tract Crop Data Assignment Block 7-333
251 Tract Level: Tract CCC-505 CRP Reduction Data Assignment Block..... 7-339
252 Tract Level: Tract Parties Involved Assignment Block 7-346
253 Tract Level: Tract Change History Assignment Block..... 7-348
254 Tract Level: Glossary Assignment Block 7-350
255-260 (Reserved)

Subsection 4 Farm Maintenance

261 Farm Level Editing 7-389
262 Farm Level GIS Info Assignment Block 7-391
263 Farm Level General Data Assignment Block Editing 7-392
264 Farm Level Reconstitution History Assignment Block 7-394
265 Farm Land Data Assignment Block..... 7-397
266 Farm Crop Election Data Assignment Block..... 7-401
267 Farm Crop Data Assignment Block Editing 7-405
268 Farm Parties Involved Assignment Block 7-406
269 FPMS Status Assignment Block..... 7-410
270 ARCPLC Status Assignment Block 7-414
271 Farm Change History Assignment Block 7-416
272 Attachments Assignment Block..... 7-419
273 Notes Assignment Block 7-429
274-279 (Reserved)

11 Adding or Changing Operator

A Definition of Operator

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

B Determining Farm Operator

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

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

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

Notes: If a County Office has done thorough research and cannot determine the operator, the *--operator may be identified using the unknown customer record created according to 11-CM, paragraph 167. The unknown customer record has already been established for most counties nationwide and should be used for all unknown customers within that county. Do not create a new unknown record for the county until it has been determined one does not yet exist. Follow procedure in 11-CM paragraph 167 closely **before** creating a new unknown record.--*

Document all decisions in the farm file and COC minutes.

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

C Questionable Cases

COC will review all questionable cases. COC may:

- use personal knowledge or request additional information to obtain sufficient facts to determine whether an operator change is a scheme or device to defeat program purposes

- consider additional items when determining, which may include:

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

11 Adding or Changing Operator (Continued)

D Notification

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

E Federally-Owned Land

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

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

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

--F Operators on Heirs Property--

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

- for States that have adopted the Uniform Partition of Heirs Property Act, either of the following:

  - *--a court order verifying the land meets the definition of heirs property as defined in--* the Uniform Partition of Heirs Property Act, or

  - a certification from the local recorder of deeds that the recorded owner of the land is deceased and at least 1 heir has initiated a procedure to retitle the land

- a tenancy-in-common agreement, approved by a majority of the owners, that gives the individual the right to manage and control a portion or all of the land

- tax returns for the previous 5 years showing the individual has an undivided farming interest

11 Adding or Changing Operator (Continued)

--F Operators on Heirs Property (Continued)--

- self-certification that the individual has control of the land for purposes of operating a farm or ranch

- any other documentation acceptable by CED, or COC if applicable, that establishes that the individual has general control of the farming operation, including, but not limited to, any of the following:

  - affidavit from an owner stating that the individual has control of the land
  - limited power of attorney giving the individual control of the land
  - canceled checks and or receipts for rent payments and/or operating expenses.

--The unknown customer record created according to 11-CM, paragraph 167 should be-- entered as the owner in CRM Farm Records.

12 Adding or Changing Owner

A Definition of Owner

--[7 CFR 718.2]** An owner is an individual or entity who has legal ownership of farmland for the associated program year, including individuals or entities that are any of the following:**--

- buying farmland under a contract for deed

  Note: OGC, Regional Attorney will review contracts that are questionable before changing FSA ownership records.

- retaining a life estate in the property

- purchasing a farm in a foreclosure proceeding and both of the following apply:

  - the redemption period has not passed
  - the original owner has not redeemed the property

- a spouse in a community property State

- spouses owning property jointly.

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

12 Adding or Changing Owner (Continued)

A Definition of Owner (Continued)

Examples: Proof of ownership may include the following:

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

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

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

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

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

12 Adding or Changing Owner (Continued)

A Definition of Owner (Continued)

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

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

Document all decisions in the farm file and COC minutes.

B Ownership Dispute

If there is a dispute over ownership, follow:

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

C Restrictive Easements

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

- 1-ARCPLC
- 2-CP.

D Notification

Notify the farm operator and each prior and current owner of the farm of any ownership change by letter. See Exhibit 5 for examples of notification letters.

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

15 Deceased Producers on Active Farm Records

A Overview

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

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

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

15 Deceased Producers on Active Farm Records (Continued)

B Reviewing Producers on Farms with Death Confirmed in Business Partner

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

IF…	THEN…
no current year program participation is identified for the deceased customer	Use all means available to determine if a different producer is now associated with the farm and remove and update the producers associated with the farm as needed. County office may use the following to determine the correct producers on the farm: • contact other producers associated with the farm to request additional information • send notification to the address of the deceased producer requesting additional information • update ownership records through available public records. All producer changes in Farm Records must be completed according to provisions in this handbook. Once producer changes are completed, all applicable producers must be notified accordingly. Notify NRCS once producer changes on the farm have been completed. **Notes:** If it cannot be determined who has interest in the land after the deceased customer, the * * * *--provisions to use the unknown customer records in paragraphs 11 and 12 must be followed. If the unknown customer record provisions are used,--* County Offices must review periodically to determine if the correct producer association can be determined. County Offices are not authorized to change a deceased producer customer record to circumvent existing provisions in 11-CM, 1-CM, and this handbook. For example, it has been identified that the deceased customer address has been changed to the county office address to ensure the customer no longer receives mail. **Changing the customer address is not allowed by policy.**

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

E Updating Records for Nonagricultural Uses

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

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

Notes: Ensure that the farm and tracts are in balance according to paragraph 28.

--**See paragraph 28.5 for instructions on completing CCC-505.**--

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

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

F Notification Requirements

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

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

20 FSA Policy About Federal and State Grazing Land

A Background

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

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

This policy:

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

27 Native Sod Acreage

A Background

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

B Recording Native Sod

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

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

For land with a broken out date within the 2014 Farm Bill, February 7, 2014, through December 20, 2018, years planted attributes must be added as an attribute of the field in each year that the field is considered planted according to 1-NAP, Part 6 until the "4th Year Planted" attribute is populated. See paragraph 236 for instructions on entering native sod attributes.

For land with a broken out date within the 2018 Farm Bill, December 20, 2018, through the current date, years meeting the NAP restriction requirements must be added as an attribute of the field in each year that the field has met NAP restriction provision according to 1-NAP, Part 6 until the "4th Year Planted" attribute is populated. See paragraph 236 for instructions on entering native sod attributes.

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

28 Out-of-Balance Tracts

A Background

A tract is out-of-balance if the tract's base acres are in excess of the tract's effective DCP cropland plus double-cropped acres. Corrective action must be performed on all out-of-balance tracts.

The status of tracts may change frequently and may require constant action. Following are reasons that the status of a tract may change:

- land is enrolled into CRP
- existing CRP-1's expire or are terminated
- DCP cropland changes.

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

B Balancing Tract Data

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

- if the farm cannot support the excess acres, the owner or owners of the out-of-balance tract must complete CCC-505 to permanently reduce excess base acres on either of the following:

  - the specific tract that is out-of-balance
  - specific crops from multiple tracts if all tract owners agree

  --Note:** See subparagraph 28.5 C for instructions on completing a manual CCC-505. Also see Part 7, Section 5.**--

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

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

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

*--28.5 Using CCC-505

A Completing CCC-505

The following table provides instructions for completing CCC-505. Users are required to use the automated CCC-505 wizard within CRM Farm Records to initiate and generate the CCC-505 unless the software is not available. See paragraph 304 for instructions for completing a base reduction through the CCC-505 wizard.

Item	Instructions	
1	Enter State and county code where the farm is administratively located.	
2	Enter farm number where base acres will be reduced.	
3	Enter the program year the reduction is to become effective.	
	IF CCC-505 is…	**THEN enter the program year…**
	being prepared as a prerequisite for participation in CRP or GRP	• for CRP, equal to the effective date of CRP-1 **Note:** CCC-505 program year will equal FY CRP-1 becomes effective. **Example:** Producer completed and signed CCC-505 during CRP Signup 26. If the CRP offer is accepted: • CRP-1 will be effective October 1, 2008 • base acre reduction will be effective October 1, 2008 • CCC-505 program year is 2009. • for land enrolled in GRP under: • rental agreement, equal to date CCC-920 is approved by COC • easement, equal to date GRP easement is filed.
	completed for reasons other than CRP or GRP participation	equal to FY CCC-505 is approved by COC.

--*

***--28.5 Using CCC-505**

A Completing CCC-505 (Continued)

Item	Instructions
4	Check the applicable reduction reason type. For "Other", specify reason for the reduction of base acres.
5	Enter the applicable tract number(s) where base acres will be reduced.
6	For the tract number in Item 5, enter commodity for which base acres will be reduced.
7	Enter the tract level PLC yield for the commodity entered in Item 6. This may be different than the farm level PLC yield for the commodity.
8	For the tract number in Item 5, enter the total base acres for the commodity in Item 6 before reduction.
9	Enter the total base acres for the commodity in Item 6 to be reduced on the tract number in Item 5.
10	For the tract number in Item 5, enter the total base acres for the commodity in Item 6 after the reduction *(Column 8 MINUS Column 9)*.
11	Enter the total number of base acres to be reduced for the farm number entered in Item 2 *(total of Column 9)*.
12	Enter the total number of base acres on the farm number in Item 2 before reduction.
13	Enter the total number of base acres on the farm number in Item 2 after reduction *(Item 8 minus Item 12)*.
14 A	Requestor, if other than owner, shall sign.
14 B	If: • not signing in the representative capacity, leave blank • signing in a representative capacity, enter the title or relationship.
14 C	Enter date signed.
15 A and 16 A	Owner(s) or representatives of the owner(s) must sign. Only the affected owners must sign.
15 B And 16 B	If: • not signing in the representative capacity, leave blank • anyone other than the owner is signing in a representative capacity, enter the title or relationship to owner.

--*

***--28.5 Using CCC-505**

A Completing CCC-505 (Continued)

Item	Instructions
15 C and 16 C	Enter date signed. All owners must sign and date. **Exception:** All owner's signatures are not required provided owners who collectively have more than a 50 percent ownership interest in this farm have signed and dated the request. Owners having an undivided interest who collectively have more than a 50 percent ownership interest in this farm must sign and date before the request can be approved.
17	Enter any necessary remarks, including reference to CRP-1 if applicable
18	Indicate COC Action.
19	Enter County Office Name ,Address, and Phone Number for Servicing Office of Administrative County Indicated in Item 1
20	Signature and date of COC representative

Note: FSA will complete Items 1, 7, 17, and Part B.

Important: A manual CCC-505 is not required if the automated CCC-505 base reduction tool in Part 7, Section 5 is utilized.**--***

*--28.5 Using CCC-505

B Example of CCC-505

The following is an example of CCC-505.

This form is available electronically.

CCC-505 (04-22-15) U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. STATE AND COUNTY CODE	2. FARM NO.	3. PROGRAM YEAR
VOLUNTARY PERMANENT BASE ACRE REDUCTION	4. REASON FOR REDUCTION OF BASE ACRES ☐ CRP Enrollment ☐ Other _____		

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1412, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agriculture Act of 2014 (Pub. L. 113-79). The information will be used to process a request for a permanent reduction of the base acres established for identified crops. The information collected on the 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 an inability to process a request for a permanent reduction of the base acres established for identified crops.*

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Agriculture Act of 2012 (Pub. L. 113-79), Title 1, Subtitle F – Administration.

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

PART A - REQUEST

The undersigned requests a permanent reduction of the base acres established for the following crop(s) for the farm identified in Item 2 above.

5. TRACT NO.	6. COMMODITY	7. YIELD	8. BASE ACRES ON TRACT BEFORE REDUCTION	9. BASE ACRES ON TRACT TO BE REDUCED	10. BASE ACRES ON TRACT AFTER REDUCTION *(Column 8 MINUS Column 9)*
			-	=	
			-	=	
			-	=	
			-	=	
11. Total Base Acres to be Reduced *(Total of Column 9)*					

12. Total Base Acres on Farm Before Reduction	13. Total Base Acres on Farm After Reduction *(Item 12 minus Item 11)*

14A. Requestor's Signature *(By)*	14B. Title/Relationship *(of the individual signing in the Representative Capacity)*	14C. Date *(MM-DD-YYYY)*
15A. Owner's Signature *(By)*	15B. Title/Relationship *(of the individual signing in the Representative Capacity)*	15C. Date *(MM-DD-YYYY)*
16A. Owner's Signature *(By)*	16B. Title/Relationship *(of the individual signing in the Representative Capacity)*	16C. Date *(MM-DD-YYYY)*

17. REMARKS (If the base acres are being reduced because of cropland enrollment into CRP, enter the CRP-1 number and the effective date of CRP-1).

PART B- APPROVAL *(COUNTY OFFICE USE ONLY)*

18. REDUCTION IS: APPROVED ☐ DISAPPROVED ☐		19. COUNTY FSA OFFICE NAME AND ADDRESS *(Including Zip Code)*
20. COC'S SIGNATURE	DATE *(MM-DD-YYYY)*	TELEPHONE NUMBER *(Area Code)*:

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

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

--*

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

B Example (Continued)

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

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

190 CRM Toolbar Overview

A Overview

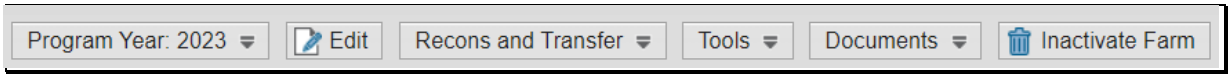
The CRM Toolbar is located near the top of the farm data screen and provides various options and functions including:

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

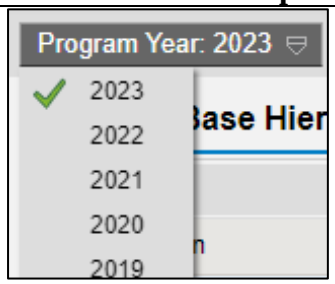
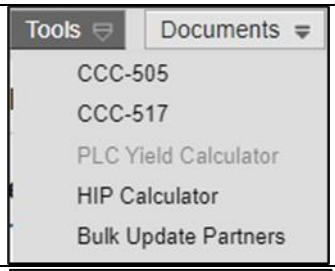
190 CRM Toolbar Overview (Continued)

B Example

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



*--

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

--*

Notes: Not all tools are enabled at all times.

Tools are enabled when the conditions for their functionality exists.

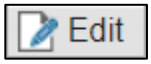
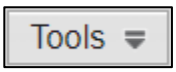
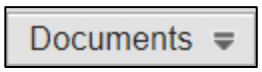
Example: The Continue Reconstitution tool is only enabled if a saved (draft) reconstitution exists for the farm or tract.

190 CRM Toolbar Overview (Continued)

C Action

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

*--

Tool Icon	Tool	Function
	Program Year	Drop-down menu allows selection of any current and prior year the selected farm is active or the year the farm became in-active. Farm display is defaulted to current year or the year the farm became in-active when the farm is first accessed.
	Edit	The "Edit" tool allows users to open an edit session for the selected farm and edit various data at the Farm, Tract, and Field level in CRM Farm Records. See Part 7, Section 2 for additional information regarding edits in CRM. After the Edit tool is activated, the "Edit" tool is replaced by the "Save" tool and the "Cancel" tool. All other tools, except for "Fact Sheet", are disabled.
	Save	Save is used to record changes to data at the Farm, Tract, and Field levels and edits to the CLU using the GIS editing tools.
	Cancel	Cancel is used to discontinue an edit session and remove any changes made during the same edit session.
	Recon and Transfer	Drop-down menu allowing access to each reconstitution and farm transfer processes. **Note**: Reconstitutions and transfer processes are only available in current year.
	Tools	Drop-down menu allowing access to tools and wizards performing specific function on the associated farm record. **Note**: Tool processes are only available in authorized years. See specific tool instructions for more information.
	Documents	Drop-down menu allowing access to forms, notification letters and other documents that can be generated for the farm or associated producers. **Note**: Not all documents are available in all years. See specific document instructions for more information.
	Inactivate Farm	Tool to initiate the farm inactivation process and delete associated CLU's. **Note**: Inactivation farm process is only available in current year

--*

190 CRM Toolbar Overview (Continued)

C Action (Continued)

Following are options available under the drop-down menus

*--

Tool	Function
Program Year Drop-Down Menu	
Program Year	When a farm is initially accessed, the Program Year menu defaults to current year or the year the farm became in-active. Any prior year record of the farm can be accessed by selecting the applicable year from the drop-down menu. **Note:** Only prior years where the farm is in an active status or in the year the farm was in-activated will display and be accessible.
Recons and Transfer Drop-Down Menu	
Farm Division - GIS	The Farm Division – GIS tool allows users to initiate a Farm Division reconstitution. Selection of tracts associated with each child farm is completed by selecting tracts in GIS. Additional steps of the farm division are completed in the farm division wizard. See Part 7, Section 7 for additional information regarding reconstitutions. **Note:** This tool will only be enabled in the current year and only if the farm contains more than 1 tract.
Farm Division - CRM	The Farm Division – CRM tool is used to initiate a farm division in CRM. Selection of tracts associated with each child farm is completed from a hierarchical list of tracts. Additional steps of the farm division are completed in the farm division wizard. See Part 7, Section 7 for additional information regarding reconstitutions. **Note:** This tool will only be enabled in current year and if the farm contains more than one tract.
Tract Division	The Tract Division tool allows users to initiate a Tract Division reconstitution. Selection of tracts associated with each child farm is completed using GIS. Additional steps of the tract division are completed in the tract division wizard. See Part 7, Section 7 for additional information regarding reconstitutions. **Note:** The Tract Division tool will only be enabled in the current year when the user selects a tract and the tract contains more than one field.
Transfer Process	The Transfer Process tool allows users to initiate a farm transfer to a different administrative county. See Part 7, Section 6 for additional information regarding farm transfers. This tool will only be enabled in current year.
Continue Reconstitution	The Continue Reconstitution tool is used to continue a previously saved (draft) reconstitution. **Note:** This tool will only be enabled if a saved (draft) reconstitution exists for the farm or tract in a current year.

--*

190 CRM Toolbar Overview (Continued)

C Action (Continued)

Tool	Function
Tools Drop-Down Menu	
CCC-505	The CCC-505 tool is used to generate CCC-505 Voluntary Permanent Base Acres Reduction. Current base acre values for each tract are automatically populated in the wizard and the user can enter reduction amounts and reason codes. Upon completion the form can be printed and a workflow is sent to CED for approval. See Part 7, Section 5 for additional information regarding the CCC-505 wizard. This tool will only be enabled in current year.
CCC-517	The CCC-517 tool is used to generate CCC-517 Base Redistribution. Current base acre values for each tract are automatically populated in the wizard and the user can enter redistribution amounts for applicable tracts and the reason codes. Upon completion the form can be printed and a workflow is sent to CED for approval. See Part 7, Section 5 for additional information regarding the CCC-517 wizard. This tool will only be enabled in current year.
PLC Yield Calculator	The PLC Yield Calculator tool is used in specific years authorized by the Farm Bill to update PLC yields for associated base crops on the farm. Users can enter year-specific, producer provided actual yield data to calculate an updated yield. CCC-567 is generated and submitted for workflow approval when the yield update is submitted. See paragraph 306 for PLC Yield Calculator instructions. **Note:** PLC Yield Calculator is only active for years when producers are authorized to update the PLC Yield per 1-ARCPLC. Example, 2018 Farm Bill allows PLC Yield updates in FY 2020. Tool will remain in CRM but be disabled if the yield update is not authorized.
HIP Calculator	The HIP Calculator tool is used in specific years authorized by the Farm Bill to calculate and enter HIP values for HIP eligible base crops on the farm. Users can manually enter or pull directly from CARS, year-specific irrigated and planted acreage data to calculate the HIP. Once a calculated HIP is submitted through the calculator, the HIP value is automatically entered for the crop at the farm level. A spreadsheet of the irrigated and planted acreage and HIP calculation can be exported as documentation. This tool will only be enabled in current year. See paragraph 307 for HIP Calculator instructions.
***--**Bulk Update Partners	The Bulk Update Partners tool is used to update owners and other producers on multiple tracts or fields. Tool functionality allows for bulk replacement of existing producers or adding additional producers to selected tracts or fields without manually navigating to each tract or field. See paragraph 201.5 for Bulk Update Partner instructions.**--***

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

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

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

D Common Error Messages

Common error messages that prevent users from saving edits include.

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

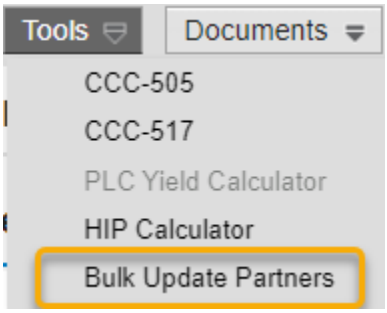
*--201.5 Bulk Replacing, Adding, or Deleting Owners and Other Producers

A Overview

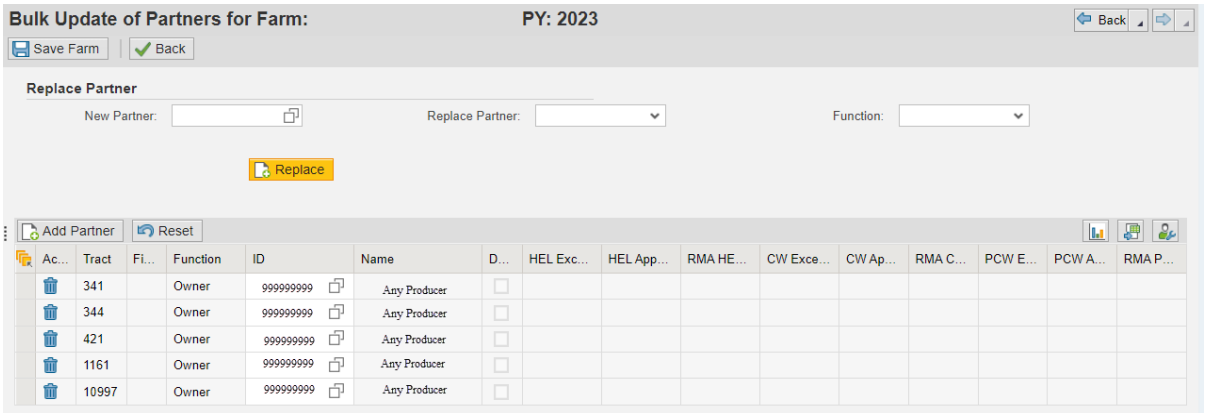
The Bulk Update Partners tool allow users to update owners and other producers on multiple tracts or fields without having to navigate to each tract or field and repeat the producer changes multiple times. The Bulk Update Partners tool is available through the “Tools” menu on the CRM Toolbar. The Bulk Update Partners tool is available for current and prior years that are editable. The tool is not available in an open edit session.

B Examples

Following is an example of accessing the Bulk Update Partners tool through the “Tools” drop-down menu.



Following is the Bulk Update Partners menu that displays once the tool is selected.

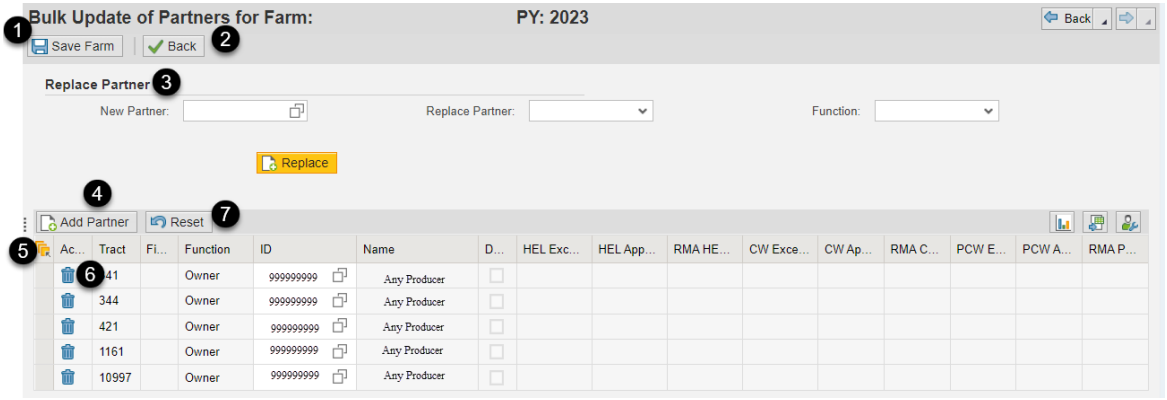


--*

*--201.5 Bulk Replacing, Adding, or Deleting Owners and Other Producers (Continued)

C Tool Functions

Following are functions available in the Bulk Update Partners tool.



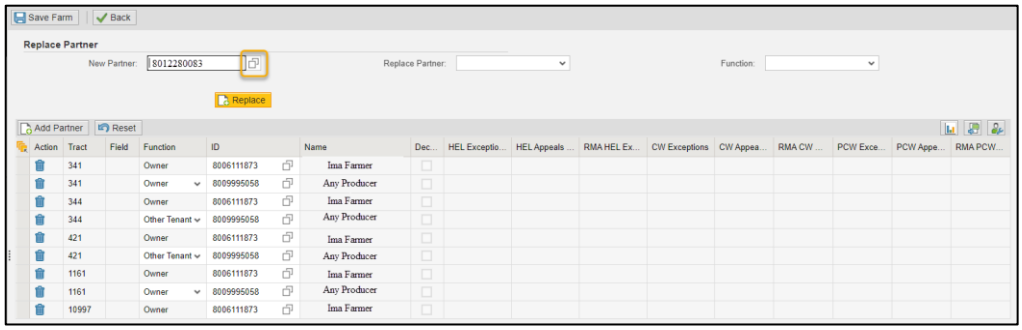
Item	Function	Description
1	Save Farm	Saves and applies the producer changes completed within the tool.
2	Back	Navigates users back to the farm record without saving any changes.
3	Replace Partner Options	Replaces an existing producer for all current associations or for selected tracts or fields.
4	Add Partner	Adds a producer to a selected tract in the menu below.
5	Select All or Individual Tracts	Selects all tracts listed or select individual tracts to then replace existing producers using the “Replace Partner” options.
6	Delete	Deletes a producer from a tract or field.
7	Reset	Resets the producers on all tracts as they existed prior to opening the Bulk Update Partners tool.

--*

*--201.5 Bulk Replacing, Adding, or Deleting Owners and Other Producers (Continued)

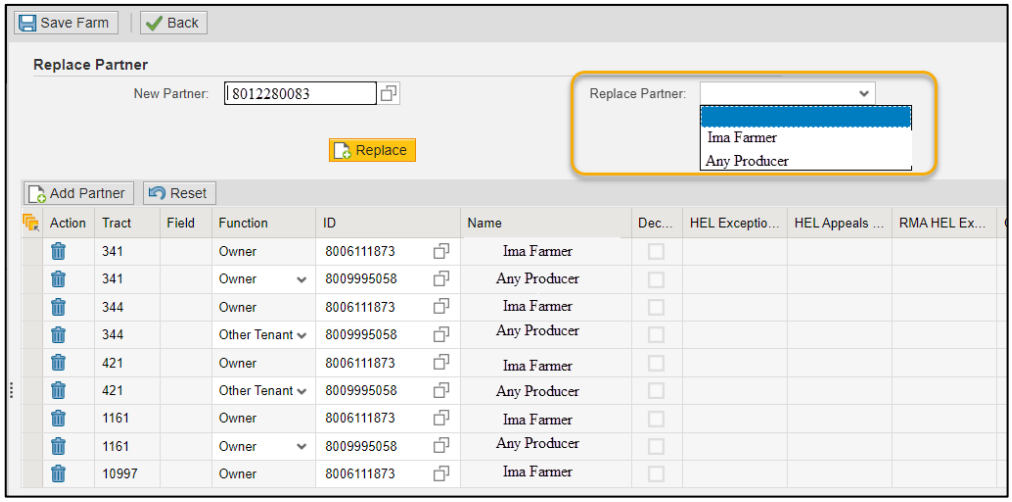
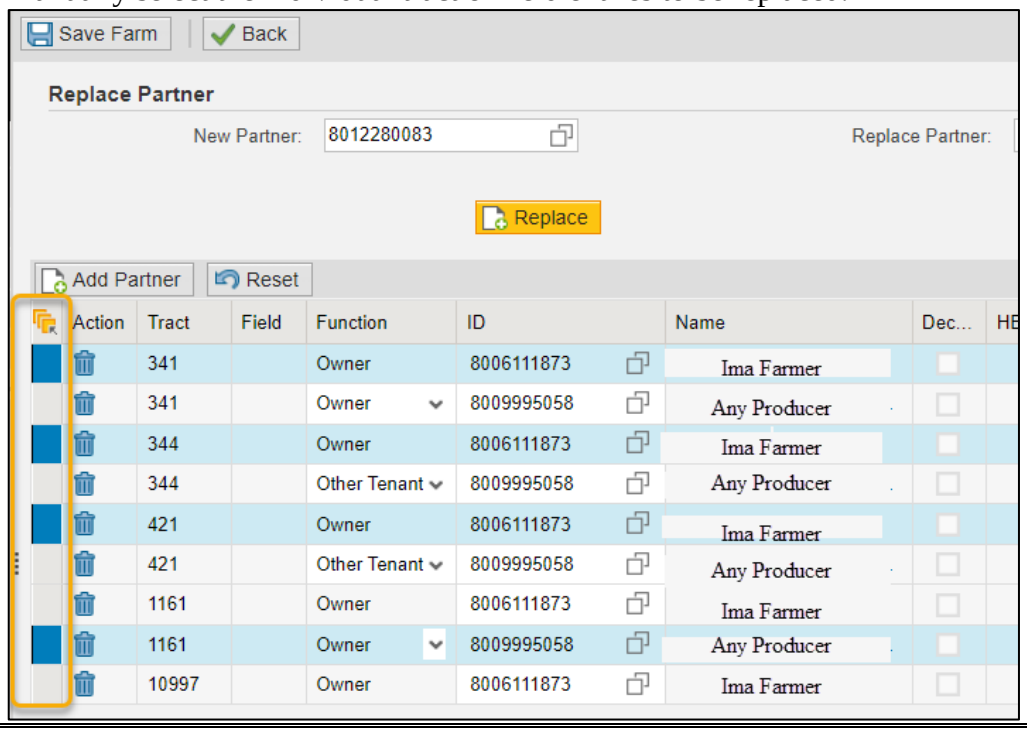
D Instructions for Replacing a Producer

Following are instructions for using the Replace Partner function to replace an existing producer on all or selected tracts and fields.

Step	Action
1	CLICK “Open Input Help” next to New Partner and search for the producer to be added to the tracts or fields.  **Alternative Method** If known or can be copied from another source, enter the BP ID number for the customer instead of searching for the customer record.

*--201.5 Bulk Replacing, Adding, or Deleting Owners and Other Producers (Continued)

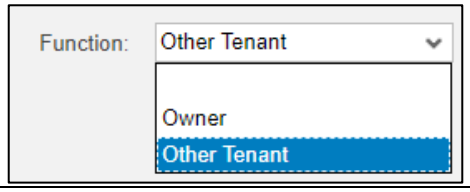
D Instructions for Replacing a Producer (Continued)

Step	Action
2	From the Replace Partner menu, select the producer to be replaced. **Note:** This will replace the selected producer with the new producer on every tract and field the existing producer is currently associated.  **Alternative Method** Manually select the individual tract or field entries to be replaced. 

--*

*--201.5 Bulk Replacing, Adding, or Deleting Owners and Other Producers (Continued)

D Instructions for Replacing a Producer (Continued)

Step	Action
3	**Optional Step** From the Function menu, select a partner type to be replaced. For example, if the existing producer only needs to be replaced in the instances where they are associated as an Other Producer, selecting "Other Tenant" as the function will only replace the producer at those associations. 
4	CLICK "**Replace**." Depending on the selection method the existing producer will be replaced with the new producer.
5	CLICK "**Save Farm**."

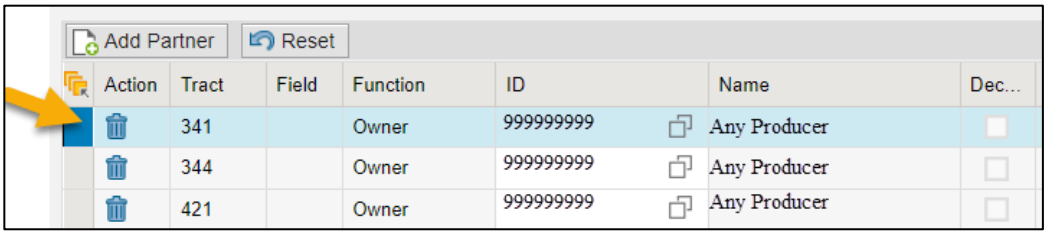
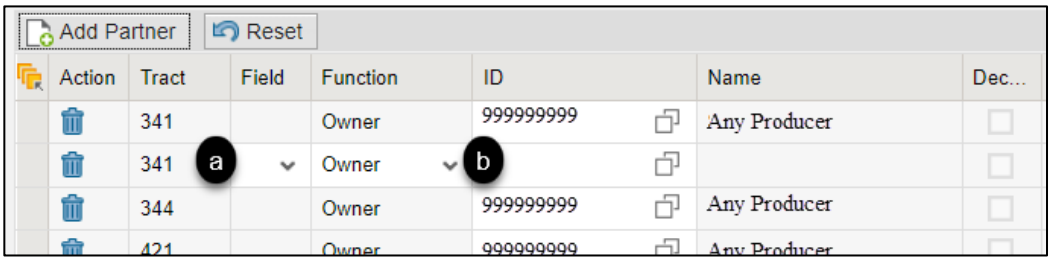
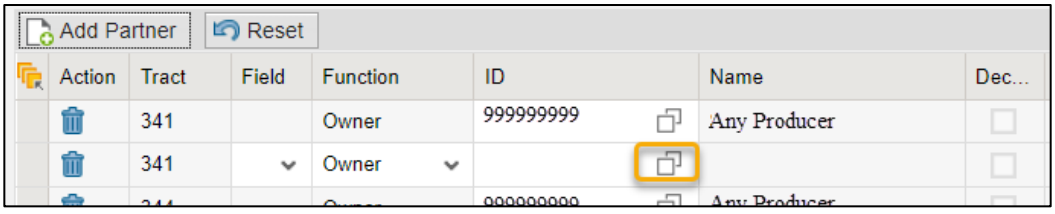
--*

*--201.5 Bulk Replacing, Adding, or Deleting Owners and Other Producers (Continued)

E Instructions for Adding a Producer

Following are instructions for adding a producer to tracts or fields.

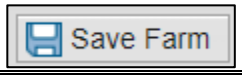
Note: A producer can only be added to one tract or field at a time.

Step	Action
1	Select a tract. 
2	CLICK "**Add Partner**."
3	Options a. If the producer to be added is only associated with a specific field on a tract, users can select the field number from the Field column drop-down. b. The new entry defaults to "Owner" as the assigned Function. Modify the selection to "Other Tenant" if needed. 
4	CLICK "**Open Input Help**" icon in the ID entry to search for the producer to add to the selected tract.  **Alternative Method** If the BP ID of the customer is known or can be copied, users can manually enter or paste the BP ID into the ID field. Press "**Enter**" to accept the entry.

--*

*--201.5 Bulk Replacing, Adding, or Deleting Owners and Other Producers (Continued)

E Instructions for Adding a Producer (Continued)

Step	Action
5	Repeat steps 1 through 4 as needed to add the same producer or additional producers as needed. **Note:** If the same producer needs to be added to multiple tracts or fields, copy and paste the BP ID instead of using the Open Input Help option to search for the customer each time.
6	CLICK "**Save Farm**." 

--*

***--201.5 Bulk Replacing, Adding, or Deleting Owners and Other Producers (Continued)**

F Instructions for Deleting a Producer

Following are instructions for deleting a producer from tracts or fields.

Note: If there is only a single owner associated with a tract, the owner cannot be deleted leaving the tract with no associated owner. Users must first add the new owner to the tract and then can delete the owner to be removed.

Step	Action
1	CLICK "**Delete**" (trash can icon) at the beginning of the producer entry to be removed from a tract or field.
2	Repeat as needed to delete producers from additional tracts or fields.
3	CLICK "**Save Farm**."

G Common Errors

Following are common errors when using the Bulk Update Partners tool.

Error	Description and Action
Deletion not possible. At least one Owner should be present on Tract XX-XXX-XXXX	Ensure at least one owner is added to the tract before removing the existing owner.
Please select only one row	When using the Add Partner function, only one tract can be selected at a time.

--*

202 GIS General Tools Overview

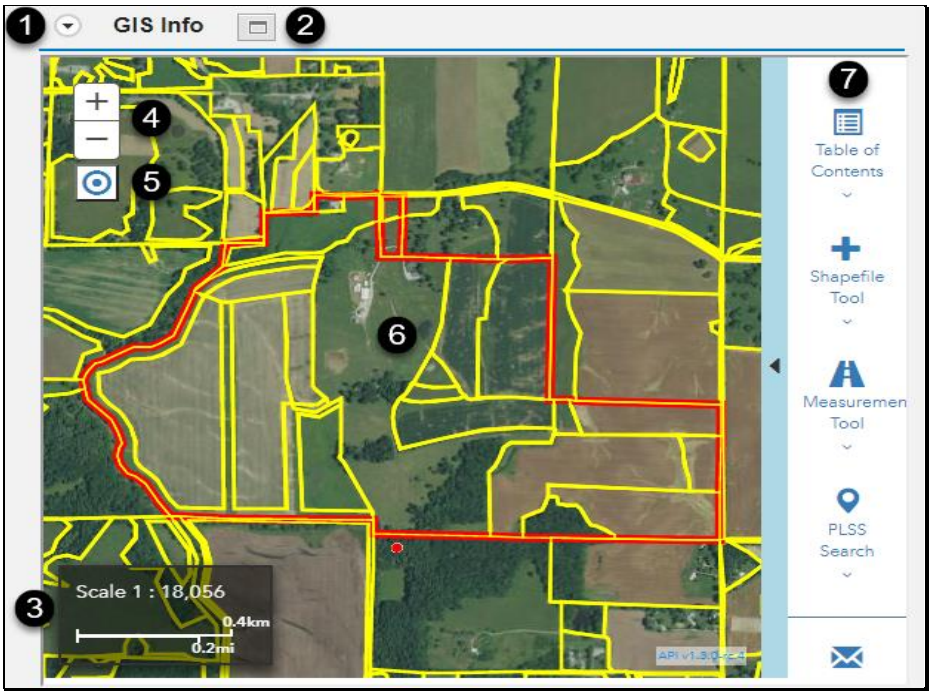
A Overview

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

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

B Example

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

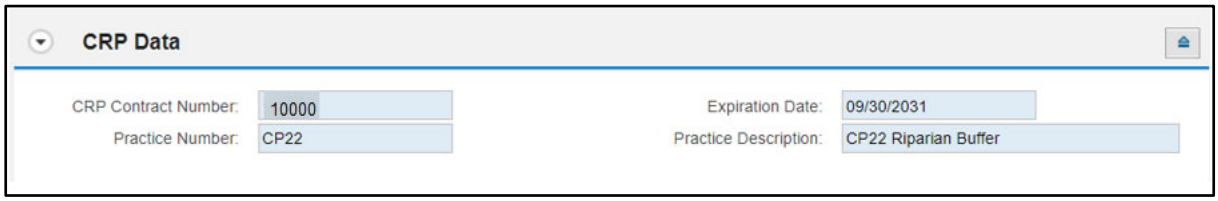


Item	Name
1	Show/Hide GIS Info
2	Increase/Decrease GIS height
3	Scale
4	Navigation – Zoom In/Out
5	Navigation – Zoom to Edit Scale
6	Map Display
7	GIS Taskbar

233 Field Level: CRP Data Assignment Block (Continued)

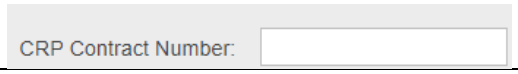
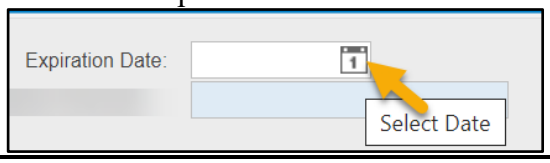
B Example

Following is an example of the CRP Data assignment block.



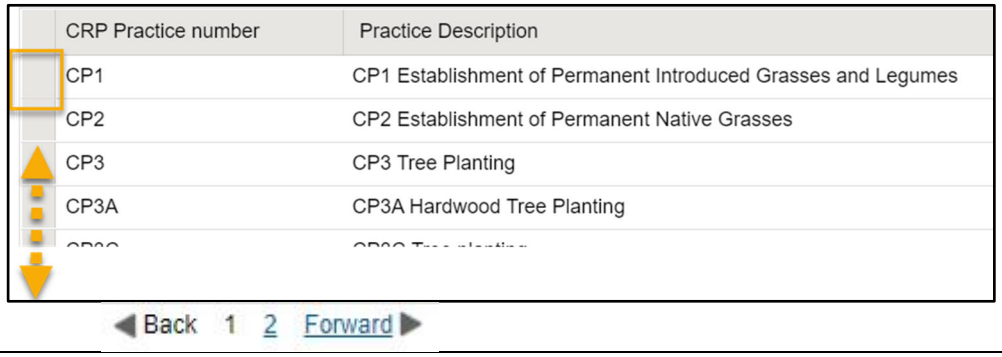
C Action

--The following provides instructions to add CRP data to the CRP Data assignment block. In current year, land enrolled in CRP must be delineated in the CLU by practice prior to adding CRP data attributes at the field level. In years prior to current, fields enrolled in CRP must be listed in the farm hierarchy to correctly enter or update CRP attributes. If the correct fields are not listed in the prior year farm hierarchy, users should contact their State Office for guidance.--

Step	Action
1	Navigate to the field to be updated in the farm hierarchy and CLICK **"Edit"** on the CRM Toolbar.
2	In the CRP Contract Number field, manually enter the CRP Contract number and suffix to match the CRP-1. 
3	In the Expiration Date field, enter the date the CRP contract expires to match the CRP-1. The expiration date can be manually entered or CLICK "**Select Date**" to choose the expiration date from the calendar. 

233 Field Level: CRP Data Assignment Block (Continued)

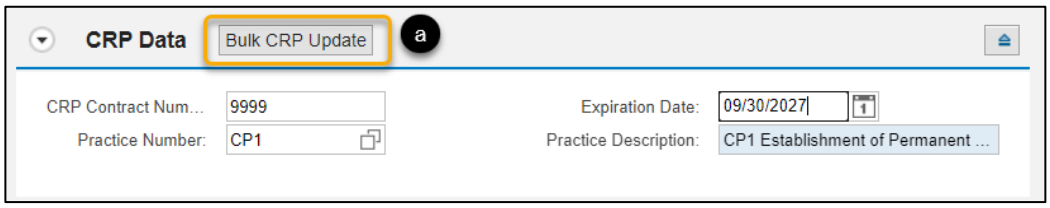
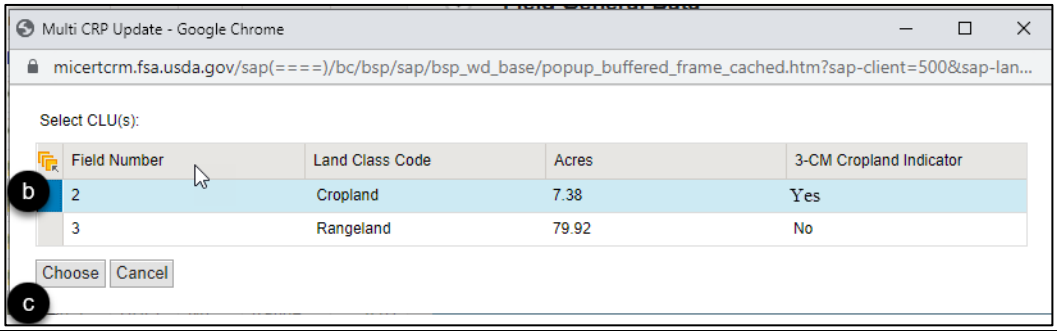
C Action (Continued)

Step	Action
4	In the Practice Number field either: • manually enter the conservation practice (e.g., CP21), or • CLICK **"Open Input Help"** If Open Input Help is clicked, the CRP Practices window will open. CLICK the selection box in front of the applicable conservation practice to match the CRP-1. Scroll or navigate to additional pages if necessary to select the applicable practice. 
5	The Practice Description will auto-populate once the practice number is manually entered or selected.

233 Field Level: CRP Data Assignment Block (Continued)

C Action (Continued)

*--

Step	Action
6	Complete the following instructions to copy the entered CRP contract information to other fields that are enrolled in CRP under the same contract number, practice, and expiration date. a. CLICK "**Bulk CRP Update**."  b. Select the applicable fields to copy the CRP contract data. c. CLICK "**Choose**." 
7	CLICK **"Save"** on the CRM Toolbar. **Note:** If multiple fields require CRP Contract Data entered at the field level, users can continue to navigate to each field from the farm hierarchy and enter the applicable data prior to clicking "Save".

--*

251 Tract Level: Tract CCC-505 CRP Reduction Data Assignment Block (Continued)

C Action (Continued)

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

Following provides instructions for adding the CCC-505 CRP Reduction Data for Newly Enrolled CRP Contracts.

Note: If CCC-505 because of CRP was completed through the automated wizard, the system will automatically enter the reduction data and associated information when the CCC-505 workflow is approved. See paragraph 304 for additional information.

Data Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following CCC-505 CRP Reduction Data entries.
Crop Name	• CLICK **"Edit List"** in the Tract Crop Data assignment block. • A new entry line is created in the assignment block. • Click the drop-down menu under the Crop Name header to select the applicable crop for the reduced base acreage.
Contract Number	Enter the active CRP contract number and suffix from the associated CRP-1.
Start Year	Enter the year the active CRP contract or its predecessor was first enrolled in YYYY format. **Example:** CRP Contract #100 was initially enrolled in 2010 and was split into successor contracts 2010A and 2010B in 2013, the start year for the CCC-505 CRP Reduction acres for contracts 2010A and 2010B is entered as 2010. ***--Note:** If a prior year Start Year is entered, the system will copy the CCC-505 CRP Reduction data to all applicable years. Users do not need to access each prior year to enter the reduction acres.**--***
Acres	Enter the number of acres reduced for the crop on the tract due to CRP enrollment. **Note:** Reduced acres should match the acres reduced on CCC-505 completed during CRP enrollment.

251 Tract Level: Tract CCC-505 CRP Reduction Data Assignment Block (Continued)

C Action (Continued)

Data Entries	Description and Action
CTAP Transitional (Direct) Yield	This field data entry is either the CTAP Transitional Yield or the direct yield. CRP contracts enrolled after 2001, but prior to 2014 are required to have the direct yield entered in this data field. CRP contracts enrolled in 2018 will only have an entry in this data field if the crop base being reduced is generic base. Manually load the direct or CTAP transitional yield associated with the base reduced as identified on CCC-505 completed during CRP enrollment.
PLC (CC) Yield	This field data entry is either the CC yield or the PLC yield. CRP contracts enrolled after 2001 but prior to 2014 are required to have a CC yield entered. CRP contracts enrolled in 2014 or later require a PLC yield to be entered for all crops except generic. Manually load the PLC yield or the CC yield associated with the base crop reduced at time of the CRP enrollment. **Note:** Reduced generic base is only applicable to CRP contract enrolled between 2014-2015.
	CLICK **"Save"** to save the CCC-505 CRP Reduction Acreage data entries.

291 Create a Farm (Continued)

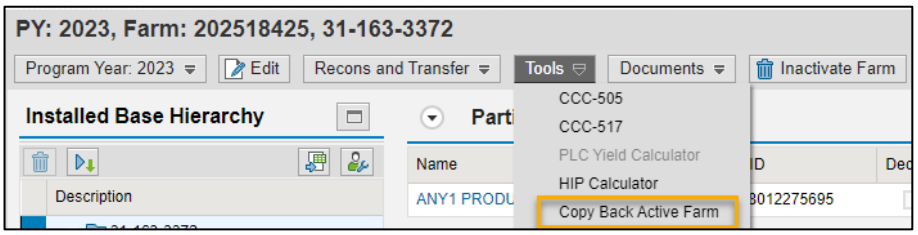
--F Common Error Messages--

Common error messages that prevent users from saving edits include.

Message	Action
Assign an Owner to the Tract	Add an Owner in the tract level Parties Involved assignment block.
HEL Determination is required for tract XXXX	Add an HEL Determination in the Tract Land Data assignment block.

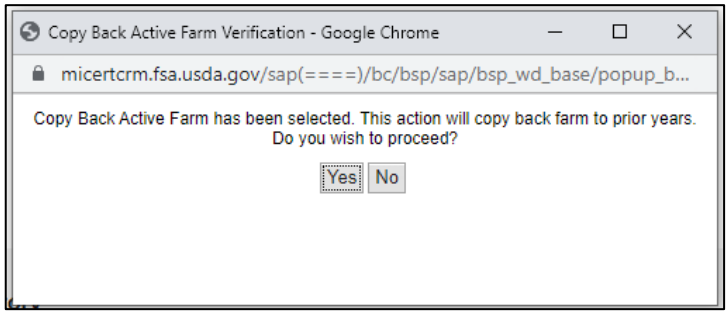
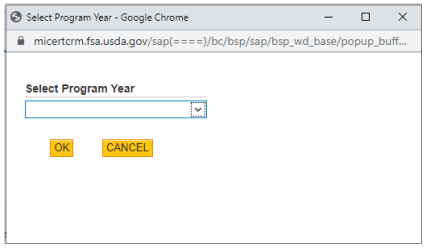
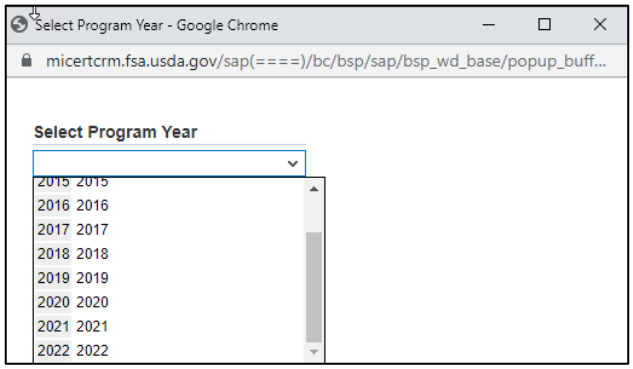
--G Replicating Newly Created Farms to Prior Years--

State Office employees with the Grantor Process Specialist – All role have the access to replicate newly created farms to prior years as needed for prior year program participation. See additional provisions in paragraph 25 and Exhibit 7. The following guidance provides the steps to replicate a newly created farm to a prior year.

Step	Action
1	Access the farm in the year it was first created. If the farm can be replicated, the "Copy Back Active Farm" option will be available from the Tools drop-down menu button will be displayed at the bottom of the Farm Screen.  **Note:** If "Copy Back Active Farms" options is not accessible, the farm **cannot** be replicated to prior years because of the rules and validations provided in paragraph 25.

291 Create a Farm (Continued)

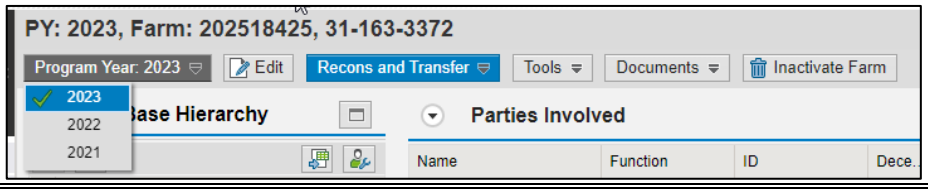
--G Replicating Newly Created Farms to Prior Years (Continued)--

Step	Action
2	CLICK "Yes" in the verification window. 
3	Select the earliest year to copy the farm to in the Select Program Year menu.   CLICK "**OK**."

--*

291 Create a Farm (Continued)

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

Step	Action
4	Verify the farm replicated to the year select and all subsequent year if applicable. The following is a verification message the farm was copied to prior years successfully. Access the farm in prior years and verify all records: 

--*

292 Inactivate a Farm

A Overview

Farm inactivation removes a farm from "active" status in CRM farm records and removes the *--farm from enrollment or program use for all other applications. Farm inactivation is only allowed in current year. The farm inactivation process triggers a workflow that must be approved before the farm is fully inactivated. All CLU's associated with the farm are also--* deleted permanently. Following are reasons for farm inactivation:

- all land on the farm has been retired from agricultural production and COC has determined the land nonagricultural according to paragraph 19
- as the result of a correction.

Prior to obtaining a COC determination of nonagricultural, users should ensure that:

- the farm does not participate in any FSA or NRCS programs.
- no land on the farm meets the definition of cropland according to subparagraph 17 B
- all land on the farm qualifies for a "Non Ag Use" according to Farm Records classification in subparagraph 22 E.

Other considerations prior to farm inactivation.

- Farm inactivation is a permanent action. There is no undo function after a farm inactivation is completed.
- Farm inactivation is not authorized instead of completing a reconstitution.
- When a single tract from a multiple tract farm is retired from agricultural production a farm division shall be completed and the resulting single tract farm shall be inactivated.
- Farms must not be inactivated solely because of no longer participating in USDA programs. Even if the farm has not participated in a USDA program in current or recent years, the farm should be retained as active unless COC has determined the land nonagricultural.
- The farm cannot contain any land that could produce an agricultural commodity, forestry product, conserving use or qualify for a NRCS program. This includes land that meets the land classification of Forest or Rangeland.

304 Automated CCC-505 Base Reduction Wizard

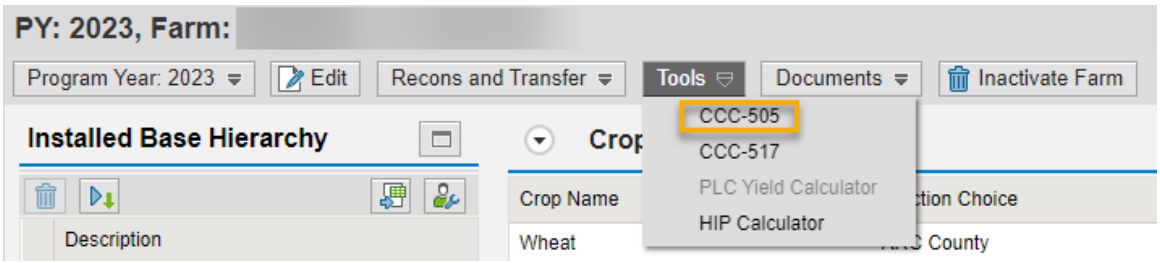
A Overview

The automated CCC-505 base reduction tool allows creation, tracking, and approval of CCC-505, Voluntary Permanent DCP Base Acreage Reduction. The tool allows the user to designate base acres to be reduced and reason codes for the reductions. Tract and farm over-based, fully-based, and under-based statuses are interactively updated as base acre *--reductions are entered in the tool. Users are required to use the CCC-505 wizard to complete all base reductions unless the software is not available.--*

Note: The work instruction and/or simulation for the Automated CCC-505 Reduction Tool is available on the MIDAS Portal in the Bulletin Board assignment block. See Exhibit 25 for instructions on how to access the work instruction.

B Example

Following is an example of the location of the CCC-505 Tool.

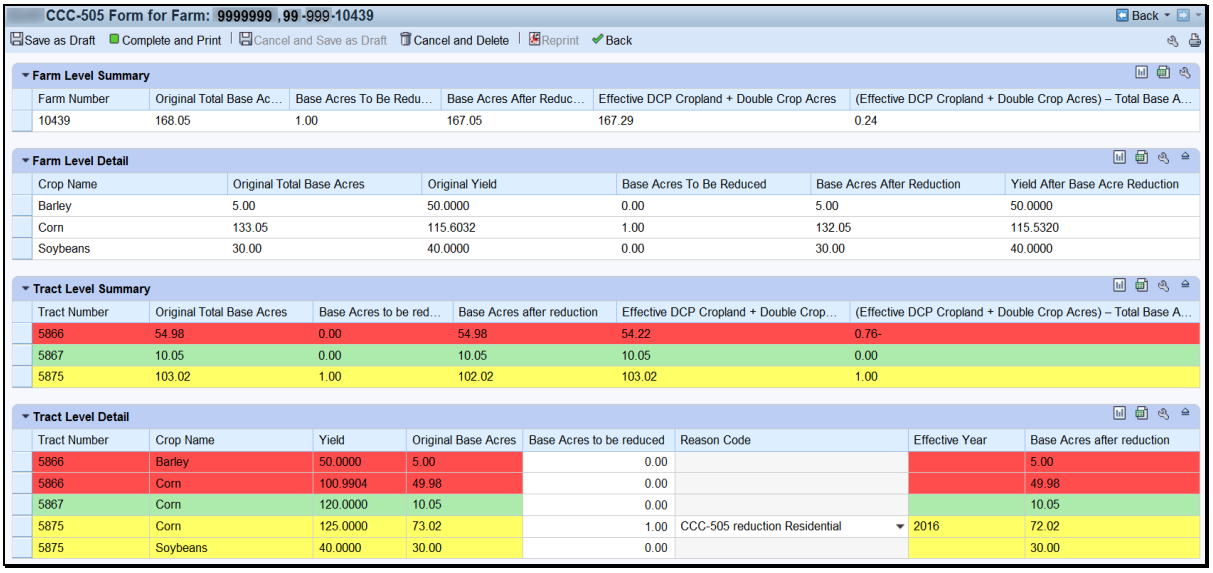


The user must be at the farm level in the farm hierarchy to select “CCC-505” from the “Tools” drop-down menu. When at the tract or field level in the CRM hierarchy, “CCC-505” displays in the menu, but is not selectable.

304 Automated CCC-505 Base Reduction Wizard (Continued)

B Example (Continued)

Following is an example of the automated CCC-505.



CCC-505 Form for Farm: 9999999 ,99 -999-10439

Back

Save as Draft | Complete and Print | Cancel and Save as Draft | Cancel and Delete | Reprint | Back

Farm Level Summary

Farm Number	Original Total Base Ac…	Base Acres To Be Redu…	Base Acres After Reduc…	Effective DCP Cropland + Double Crop Acres	(Effective DCP Cropland + Double Crop Acres) – Total Base A…
10439	168.05	1.00	167.05	167.29	0.24

Farm Level Detail

Crop Name	Original Total Base Acres	Original Yield	Base Acres To Be Reduced	Base Acres After Reduction	Yield After Base Acre Reduction
Barley	5.00	50.0000	0.00	5.00	50.0000
Corn	133.05	115.6032	1.00	132.05	115.5320
Soybeans	30.00	40.0000	0.00	30.00	40.0000

Tract Level Summary

Tract Number	Original Total Base Acres	Base Acres to be red…	Base Acres after reduction	Effective DCP Cropland + Double Crop…	(Effective DCP Cropland + Double Crop Acres) – Total Base A…
5866	54.98	0.00	54.98	54.22	0.76-
5867	10.05	0.00	10.05	10.05	0.00
5875	103.02	1.00	102.02	103.02	1.00

Tract Level Detail

Tract Number	Crop Name	Yield	Original Base Acres	Base Acres to be reduced	Reason Code	Effective Year	Base Acres after reduction
5866	Barley	50.0000	5.00	0.00			5.00
5866	Corn	100.9904	49.98	0.00			49.98
5867	Corn	120.0000	10.05	0.00			10.05
5875	Corn	125.0000	73.02	1.00	CCC-505 reduction Residential	2016	72.02
5875	Soybeans	40.0000	30.00	0.00			30.00

A toolbar at the top of the page allows the user to save, print, cancel, and delete the form.

Data for the farm being edited is displayed in four sections within the wizard:

- Farm level summary
- Farm level detail
- Tract level summary
- Tract level detail.

The tract level summary and tract level detail sections are color coded according to their status as over-based (red), fully-based (green), and under-based (yellow).

A negative value in the (Effective DCP Cropland + Double Crop Acres) – Total Base acres column at the tract level indicates the tract is over-based. A negative value in the (Effective DCP Cropland + Double Crop Acres) – Total Base acres column at the farm level indicates the farm is over-based.

355 GIS Full Extract

A Overview

Fields listed in the farm hierarchy must be in sync with associated CLU's. In sync means there is an exact match between CLU attribute data and field level data in the farm hierarchy. Mismatches occur when:

- there is lost communication between the two datasets while editing or during the reconstitution or farm transfers processes
- data has not been remediated since MIDAS CRM was implemented
- DRT is used to reassign CLU farm, tract, and/or field numbers but records are not synced properly in CRM.

Any mismatches must be remediated immediately since only field level tabular data in the farm hierarchy is replicated to downstream applications. If the farm hierarchy does not display current CLU data (e.g. field numbers, acres, HEL, 3-CM cropland indicator), all levels of the farm hierarchy tabular data could potentially be incorrect.

Note: Farm and tract maps only display the associated CLU data and if data is not in sync, the maps will not represent tabular data in the farm hierarchy as replicated to downstream applications (e.g. CARS).

The "GIS Full Extract" tool allows users to sync CLU and farm hierarchy field level data to *--ensure active records match and accurate information is associated with all levels of the--* farm and replicated to all downstream applications.

***--Important:** The GIS Full Extract tool should only be used on farms with an "Active" farm status. The tool should not be used on farms in an "In-Creation" status. Initiating a full extract on an In-Creation farm will result in an error that cannot be cleared and the only remediation is to in-activate the farm and create a new farm.--*

355 GIS Full Extract (Continued)

A Overview (Continued)

Before initiating the GIS Full Extract tool, users should evaluate the changes that will occur in the farm hierarchy tabular data when the full extract is processed. Field level tabular data are replaced with current CLU numbers and associated attributes. Fields listed in the farm hierarchy that do not have an associated CLU are removed from the hierarchy and field level assignment blocks. For example, if field number 1 is listed in the farm hierarchy and contains CRP contract data at the field level, but does not have an associated CLU, processing a full extract will remove field number 1 and associated CRP data from the farm record. The full extract will still need to be processed to sync records and the user will need to evaluate if field level attributes need to be restored.

Note: The GIS Full Extract Tool does not update tract or farm number in the farm hierarchy, nor does it restore missing CLU's. The tool is only used to ensure field numbers and associated field level data within each tract are matched to the CLU field numbers and attributes. Discrepancies between tract numbers in the CLU and farm hierarchy must be further investigated and may require remediation at the State or national level. CLU and farm hierarchy mismatches resulting in a Tract Inconsistency error must be reviewed and remediated by the applicable State specialists and submitted to the National Office site administrator to clear the errors.

Mismatched CLU and field farm hierarchy data can be identified using the EDW-GIS Field Number Comparison tool available to State GIS specialists. See Exhibit 36 for instructions on generating the report and paragraph 344 for guidance on reviewing the results of the report and remediation.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		65, 248
AD-2047	Customer Data Worksheet Request for Business Partner Record Change		22
CCC-452	NAP Production and Yield Report		65
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage (2015 and Subsequent Crop Years)		65
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		65
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		65
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		65
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		65
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		65
CCC-503A	County Committee Worksheet for “Actively Engaged In Farming” and “Person” Determinations		65
CCC-505	Voluntary Permanent Base Acre Reduction	28.5	Text
CCC-517	Tract Redistribution Form		30
CCC-518	Tract Price Loss Coverage (PLC) Yield Redistribution Form		33

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program for 2013 and Subsequent Years		65
CCC-857	Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Program Election		65
CCC-858	Base Reallocation and Yield Update Decision for Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Program		65
CCC-859	Price Loss Coverage (PLC) Yield Worksheet		65
CCC-860	Socially Disadvantaged, Limited Resource and Beginning Farmer Rancher Certification		65
CCC-861	Agricultural Risk Coverage – County Option (ARC-CO) and Price Loss Coverage (PLC) Contract		65
CCC-862	Agricultural Risk Coverage – Individual Option (ARC-IC) Contract		65
CCC-863	Agricultural Risk Coverage – Individual (ARC-IC) Yield Certification		65
CCC-866-1	Election for Base Acres Returned to the Farm		251, 357, 358,
CCC-867	Yield Update for the Price Loss Coverage (PLC) Program	306	Text
CCC-1245	Practice Approval and Payment Application		65
CRP-1	Conservation Reserve Program Contract		Text
FSA-155	Request for Farm Reconstitution	94	94
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing	Ex. 11	312, Ex. 15