

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Farm Records and Reconstitutions
10-CM (Revision 2)**

Amendment 4

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 16 F has been amended to provide procedure for erroneous farm inactivations.

Subparagraph 19 F has been amended to correct the paragraph number at the top of page 2-30.

Subparagraph 20 A has been amended to correct the paragraph reference.

Subparagraph 21 E has been amended to add additional clarification for adjusting CLU boundaries using new official imagery.

Subparagraph 28 B has been amended to clarify policy on COC initiated base redistributions and reductions and to correct wording and paragraph reference.

Paragraph 33 has been amended to correct paragraph reference.

Paragraph 55 has been added to provide transfer policy when an administrative county is reassigned to a new servicing office.

Subparagraph 62 C has been amended to correct the paragraph reference.

Subparagraph 63 A has been amended to update a paragraph reference.

Subparagraph 185 A has been amended to add reference to Exhibit 21 and additional clarification concerning the recipient of generated workflows.

Subparagraph 190 B has been amended to correct the screen print for the Documents drop down menu.

Paragraph 282 has been amended to clarify that Certified Wetland and Year Certified Wetland entries are editable in current year and system will copy entries back to all applicable years.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Paragraph 292 has been amended to reference subparagraph 16 J for erroneous farm inactivations and clarify that a workflow for the Farm Inactivation process will only be generated for farms in an “Active” status.

Subparagraph 305 A has been amended to clarify that the CCC-517 wizard can be used if the farm is out-of-balance.

Subparagraph 310 A has been amended to clarify that the Producer Change History report must be generated before rollover to identify producer changes completed for the year.

Subparagraph 343 B has been amended to include the instruction reference for the Deceased Producers on Active Farms report.

Subparagraph 358 B has been amended to include generating the Producer Change History report prior to Farm Records rollover.

Exhibit 15.5 has been added to provide example letters for notifying producers impacted by servicing office reassignment according to paragraph 55.

Exhibit 16 has been amended to update the example of FSA-179.

Exhibit 20 has been amended to include the addition of the tract physical county and State on the Producer Farm Data Report.

Exhibit 21 has been added to provide details on Farm Records workflows, alerts, and notifications.

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7, 8	2-17, 2-18	15.5, pages 1, 2 (add)
9	2-29, 2-30	16, pages 3, 4
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16 Farm Records Hierarchy (Continued)

E Field/CLU Determinations

After applying the definition in subparagraph D, determine fields according to this table.

IF the land is...	THEN classify as...
part of a field that extends into the adjoining county, and the county boundary is not clearly defined	1 field unless the overall tract is divided based on subparagraph 16 C. Then separate CLU's within the tract based on the county boundary layer.
entirely in another county or bisected by a clearly defined county line, community or township lines, roads, streams, or other boundary Note: The GIS county layer in CRM Farm Records may be considered a clearly defined county line.	separate fields.

16 Farm Records Hierarchy (Continued)

F Inactivating Farms

Following are the only reasons for inactivating farms:

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

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

Farms are not authorized to be in-activated solely because of lack of participation with FSA programs. Farms must be retained as active records unless COC has determined that the land is no longer used for any agricultural use according to paragraph 19.

*--See paragraph 292 for instructions on farm inactivation.

The farm inactivation process cannot be reactivated.

If a farm is inactivated in error, the County Office must:

- review the inactivated farm to ensure the inactivation was in error and not due to a reconstitution, transfer, or nonagricultural or commercial use determination
- notify the State Office farm records specialist of the inactivation error.--*

16 Farm Records Hierarchy (Continued)

F Inactivating Farms (Continued)

*--The State Office farm records specialist must review the inactivated farm to ensure the inactivation was in error and not due to a reconstitution, transfer, or nonagricultural or commercial use determination.

If the State Office farm records specialist agrees that the farm was inactivated in error, the specialist will contact the National Office farm records specialist for authorization to reestablish the farm.

Reestablishing the farm requires:

- a new farm record be created based on the inactivated farm, including re-delineating all CLU's
- entering all attributes of the inactivated farm on the new farm including but not limited to associated producers, CLU land classifications, 3-CM cropland indicators, HEL and Wetland determinations, base crop and associated acres yields, elections, and all associated conservation acres

Note: If possible, the same field numbers must be assigned to re-delineated CLU's.

- review any program the original farm was enrolled in for the program year of the farm in-activations and re-enroll the new farm as applicable using the new farm number and follow all provisions for the associated program

Note: It is recommended that the County Office enter a note in the Farm Record to detail that the farm was created after the original farm was incorrectly inactivated. See paragraph 273 for instructions to add a note.

- COC review of the new farm compared to the inactivated farm and documentation in the COC minutes and farm folder of:
 - the newly established farm number and year of establishment
 - the inactivated farm number on which the attributes of the newly established farm are based.
 - COC concurrence that the new farm was established with the attributes of the inactivated farm
 - COC acknowledgement that the inactivated farm was inactivated in error.--*

16 Farm Records Hierarchy (Continued)**G Adding Farms**

Following are reasons for adding farms:

- a new farming operation is established or expanded on new land
- as a result of a correction.

Note: New tracts being added to a farm must be loaded as a 1 tract farm and a reconstitution completed to combine the 1 tract farm with an existing farm.

See Part 7, Section 4 for instructions on creating a farm.

17 Land Classification Definitions**A Definition of Farmland**

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

B Definition of Cropland

[7 CFR 718.2] Cropland is land that COC determines meets any of the following conditions:

- currently being tilled to produce a crop for harvest
- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production
- land that was tilled in a prior year, which is now seeded by drilling, broadcast, or other no-till planting practices
- currently devoted to 1- or 2-row shelterbelt planting, orchard, vineyard, Christmas trees, or other related crops
- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped
- in sod waterways or filter strips planted to perennial cover

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	<ul style="list-style-type: none"> • complete a tract and farm division to separate the nonagricultural land • make the farm inactive. <p>Exception: In instances where part of a tract is determined non-agricultural but ownership on the tract has not changed, County Offices must delineate the non-agricultural area in a separate CLU and update attributes accordingly. A tract division is not required, and the non-agricultural area can remain in the tract but delineated as a separate CLU.</p> <p>Example: On one part of a tract, a producer builds grain storage bins on land that is currently classified as cropland. Even though the bins are for an agricultural use, they are permanent structures and by FSA definition are classified as non-agricultural. The field is still owned by same owner, so no ownership has changed on the tract.</p> <p>In this example, because there has been no change of ownership on the tract that would otherwise require a division, the part of the tract determined non-agricultural must be delineated in a separate CLU and remain within the tract. A tract and farm division is not required in this case to separate the nonagricultural land.</p>
an entire tract is nonagricultural	<ul style="list-style-type: none"> • complete a farm division to separate the nonagricultural land • make the farm inactive.
an entire farm is nonagricultural	make the farm inactive.

Notes: Ensure that the farm and tracts are in balance according to paragraph 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 16--* 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.

21 GIS Rules (Continued)

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"> • water bodies • forest edges • rock outcrops • vegetation changes. <p>Cultural features may include:</p> <ul style="list-style-type: none"> • fences • roads • buildings.
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>
Physical Location	<p>Divide CLU's by physical location if land extends into multiple counties as identified by the county boundary layer displayed in CRM Farm Records.</p>

21 GIS Rules (Continued)

D Inclusions

Different categories of land classification may exist within a single field. These areas of different land classification can be digitized as inclusion CLU's, if appropriate. An inclusion CLU is a CLU that is fully contained within a larger CLU and has a different land classification than the larger CLU.

Inclusion CLU's will be drawn if that area is significant enough in size to affect FSA program acreage.

E Updating CLU Boundary and Land Use

County Offices will adjust CLU's boundaries and land class codes **immediately** when a change to a boundary or land classification occurs, is not temporary, and necessitates the *--adjustment. Boundary and attribute changes are primarily identified through:

- producer notifying FSA of a change
- updated official imagery
- FSA completed measurement service.

FSA acquires updated official imagery on a regular basis. Changes to land use identified through imagery requires updates to CLU according to general maintenance procedures. Minor differences may occur when comparing new imagery to the CLU due to differences in imagery standards, acquisition, and processing. Minor imagery differences will not result in re-delineation of the CLU. CLU boundary modifications are not authorized unless initiated by the associated producers or general maintenance occurs.

Notes: County Office must review the impacts that any adjustment has to existing program contracts and common programs such as acreage reporting, and complete subsequent action that may be required by those applicable programs.--*

Producers must be notified of all boundary changes, provided a map, and given an opportunity to dispute the boundary changes. See Exhibit 6 for producer notification letter.

F Numbering CLU's

CLU's are numbered by the system sequentially. The system is defaulted to never reuse a CLU number when existing CLU's are split or combined. When CLU's are created using the GIS editing tools, the system automatically numbers the resulting CLU with the next highest available number for the tract. After splitting or merging existing CLU's, renumbering, or reusing a CLU number is not authorized.

Exceptions: The farm is in an in-creation status and CLU's are being delineated for the first time. A specific CLU number is needed to match an active CRP contract.

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 acres; see paragraph 30--* for 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 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 County Committee is unable to redistribute excess base acres to other tracts, the base will be permanently reduced. 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 paragraph 305 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.
 - for excess base that cannot be redistributed, complete CCC-505 according to paragraph 304, 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-517, Item 7 or CCC-505, Item 15A, “No CCC-517 and/or CCC-505 completed by owner(s) within 30 calendar days of notification”, as applicable

28 Out-of-Balance Tracts (Continued)**C County Office and COC Action (Continued)**

- 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
- 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, Base and Yield Notice, 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 paragraphs 312, 313, and Exhibits 8 and 9 for more information on FSA-156EZ and Base and Yield Notices.

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

D Instructions for Adjusting Acres

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

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

B Example of CCC-518 (Continued)

CCC-518 (06-12-15)		Page 2 of 2	
2. STATE CODE	3. COUNTY CODE	4. FARM SERIAL NUMBER	
CONTINUATION OF OWNER'S INFORMATION (From Page 1)			
A. OWNER'S NAME AND ADDRESS <i>(Including Zip Code)</i>			
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)	
A. OWNER'S NAME AND ADDRESS <i>(Including Zip Code)</i>			
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)	
A. OWNER'S NAME AND ADDRESS <i>(Including Zip Code)</i>			
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)	
A. OWNER'S NAME AND ADDRESS <i>(Including Zip Code)</i>			
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)	

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

C Completing CCC-518

Each affected owner must sign and date CCC-518, agreeing to the redistribution of PLC yields. The following table describes the fields on CCC-518.

Item	Description		Entry
1	County Office name, address, and telephone number.		Manual Entry
2	State code.		Manual Entry
3	County code		Manual Entry
4	Farm serial number.		Manual Entry
5	Provide the tract's information.		
	A	Tract number.	Manual Entry
	B	Applicable covered commodity.	Manual Entry
	C	Applicable covered commodity's base acres.	Manual Entry
	D	Current PLC tract yield.	Manual Entry
6	Tract's requested yield for applicable covered commodity.		The owner(s) must enter the requested yield being redistributed to the tract *--See paragraph 32 for--* limitations.
	Owner's certification.		
	A	Owner's name and address.	Manual Entry
	B	Owner's signature.	All affected owners on the farm must sign.
	C	If the individual signing in item 7 B is...	THEN..
signing in a representative capacity for the owner the signatory		a title and/or relationship must be listed. no entry is required.	
D	Signature date.	all affected owners on the farm must date.	

54 Servicing County Offices With Reduced Hours of Operation (Continued)**B Requesting a New Servicing County Office (Continued)**

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

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

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

--55 Servicing Office Reassignment*A Background**

Due to office changes, administrative counties may be assigned to a different servicing office as determined by DAFO. In these instances, the farms and customers within the administrative county may be impacted. Scenarios may include but not limited to the following:

- a new office is being opened and an existing administrative county is being reassigned to that new office from an existing office
- an administrative county is being reassigned from an existing office to another already existing office.

B Transferring to Previous Servicing Office

Producers on farms administratively located in a county that have been reassigned to a different servicing office may request a transfer back to the original servicing office if the office remains open, without providing a reason for transfer. To transfer farms back to the original servicing office, producers must request to transfer the farm to an administrative county still serviced by the original servicing office.--*

--55 Servicing Office Reassignment (Continued)*B Transferring to Previous Servicing Office (Continued)**

To process this request:

- the operator and all owners must sign the transfer request on FSA-179
- the reason for transfer will be recorded in the “DAFP Approval” block in Item 5 on FSA-179
- the approval authority will be COC’s of the transferring and receiving offices, or CED’s as delegated.

Example: The FSA Office in County A services the administrative farm records for both County A and County B. A new FSA Office is opened in County B and administrative County B farm records are assigned to the new office. As a result, the County B FSA Office is responsible for administration of County B farm records and associated customer and programs. Producers on impacted farms now serviced by County B FSA Office can request a transfer back to the County A Servicing Office without providing a reason for transfer, convenience, etc. The transfer back to the County A Servicing Office will result in the farm being administered by County A with new farm and tract numbers.

C Providing Notification

When an administrative county is reassigned to a new Service Center, impacted producers will be notified of the change to the new servicing office for their applicable farm or farms. This notification will include the location of the new servicing office and provide opportunity for the producer to choose an alternative servicing office, which may include a transfer of the impacted farm back to the original servicing office. See Exhibit 15.5 for an example notification letter.--*

56-61 (Reserved)

Section 2 In and Out Transfers

62 Initiating Transfer

A Who Initiates Transfer

A farm transfer may be initiated by:

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

B Completing FSA-179

Complete FSA-179, according to Exhibit 16 and review the Transfer Checklist in Exhibit 17, to initiate the transfer.

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

C Completing the Transfer Process

--The transfer process will be completed in the CRM Farm Records. See paragraph 320.--

Note: GIS wetland point attributes **must** be updated using the CLU Maintenance Tool in Citrix to reflect the administrative State and county of the receiving county. See Exhibit 18.

63 Transfers Between Counties

A Approving Transfers Between Counties

A transfer between counties will **not** be approved unless either of the following applies:

- land is combined in the receiving county and meets criteria for being a farm.

--Notes: See subparagraph 52 C for additional information.--

Farms being transferred according to paragraph 52, where all the land on the farm is physically located in 1 county but the administrative County Office where the farm is physically located has been closed and the timeframe to request a change of administrative county and/or administrative County Office has not yet passed, do **not** need to be combined with any other farm in the receiving county.

- *--any of the situations in subparagraph 52 A or paragraphs 53, 54, or 55 are met.--*

B Canceling Transfers Between Counties

A transfer between counties can be canceled if **all** of the following apply:

- the transfer has **not** been completed
- the request to cancel the transfer is in writing and signed by all owners and the operator
- COC approving the transfer request approves of the cancellation.

Note: To cancel the transfer, one of the approving officials that receives the transfer workflow must disapprove the transfer workflow in CRM Farm Records.

C Authority

COC may redelegate to CED the authority to approve in and out transfers of land between counties.

D DAFP Approval

Any requests for in- and out-transfers that do not meet the criteria in subparagraph A can be submitted to DAFP for approval.

184 CRM Homepage (Continued)

B Example of CRM Homepage (Continued)

Item	Area	Description
7	Search Assignment Block	<p>All Search options are available in one list on the Search assignment block on the CRM Homepage.</p> <p>Search options are:</p> <ul style="list-style-type: none"> • Search Cleansing Cases • Search Customers/Contacts • Search Employees • Search Farm/Bins • Search Member Hierarchies • Search Products • Search Requested Products • Search Restricted Fields. <p>Note: Options within the assignment block will depend on the associated user role.</p>
8	Create Assignment Block	<p>At least two options for creation options:</p> <ul style="list-style-type: none"> • Create Farm/Bin • Create New Product Request(s). <p>Note: Options within the assignment block will depend on the associated user role.</p>
9	Reports Assignment Block	<p>The following report options are available:</p> <ul style="list-style-type: none"> • Base and Yield Adjs. History • EC, HIP, PLC Yields History • Key Field Change Requests • Potential Duplicates • Producer Change History Report • Reconstitution Reports.

185 CRM Worklist

A Overview

The CRM Worklist contains notifications for both alerts and workflow tasks. The intention of an alert is to notify the recipient about a change or requested change to records. The intention of a workflow task is to notify the recipient about a change, or requested change, to customer data and allow the user to act upon the requested change directly from the workflow. Alerts and workflows are generated for Farm Combinations, Farm Divisions, *--Transfers, Farm In-Activations, CCC-505's, CCC-517's, CCC-867, allocation of CRP acres, Key Field Change requests, and DOD approvals. See Exhibit 21 for a detailed summary of FR workflows, alerts, and notifications generated.

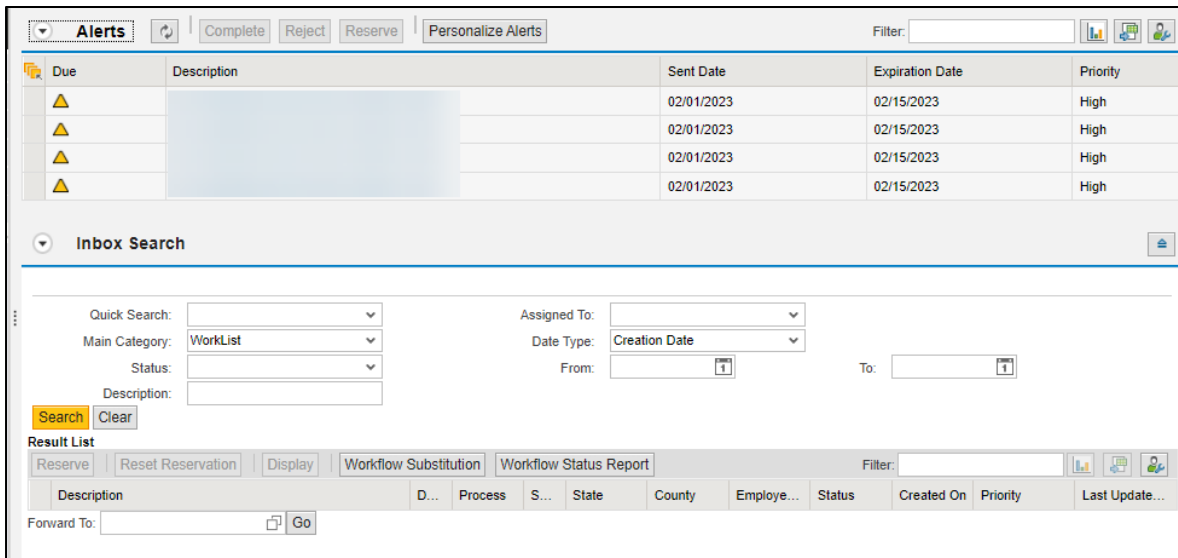
CRM FR workflows are generated for the applicable user based on the type of task completed. In general CRM FR workflows that required an action to be approved are generated for the employee assigned to the CED position of CRM Organizational (Org) Structure for the associated county. In instances where the employee in the CED position has an interest in the farm or has an established relationship in BP to a producer on the farm, the workflow will be generated for the associated DD.--*

The Worklist also allows users to establish and manage user substitutions. Substitutions must be established to ensure workflows tasks are completed in a timely manner. See paragraph 186 for guidance on establishing substitutions.

B Example

Following is an example of the CRM Worklist.

*--

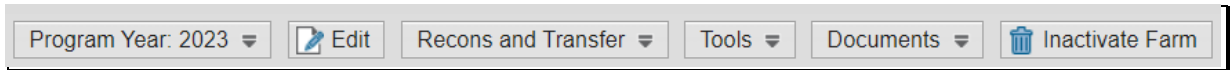


--*

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	<p>*--</p> <p>--*</p>

Notes: Not all tools are enabled at all times.

Tools are enabled when the conditions for their functionality exists.

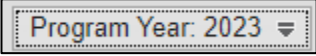
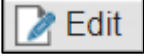
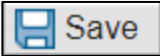
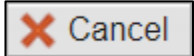
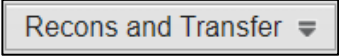
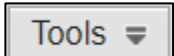
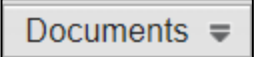
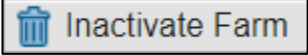
Example: The Continue Reconstitution tool is only enabled if a saved (draft) reconstitution exists for the farm or tract.

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

--*

282 Wetland Certification

A Overview

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

B Example

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

The screenshot shows the 'Tract General Data' form. On the left side, there are input fields for: Tract Number (9999), Admin State/County/Tract (36-069-9999), Tract Description (Not Applicable), BIA Range Unit Number, and Tract Status (Active). On the right side, there are dropdown menus for: FSA Physical State Location (NEW YORK), FSA Physical County Location (ONTARIO), ANSI State Physical Location (NEW YORK), ANSI County Physical Location (ONTARIO), Congressional District (23), * Wetland Certified (No), and Year Wetland Certified. The 'Wetland Certified' dropdown menu is open, showing three options: 'No', 'Partial', and 'Yes'. The 'No' option is currently selected.

Notes: The “Wetland Certified” drop-down menu defaults to “No”. If certified wetland documentation is received from NRCS on NRCS-CPA-026E, the user must update the “Wetland Certified” field and enter the certification year in the “Year Wetland Certified” field in the Tract General Data assignment block following the guidance in subparagraph C.

Wetland certified will only be set to “Yes” if the tract contains a certified wetland and wetland determinations are complete for all fields on the tract. If the tract contains a certified wetland, but wetland determinations are not complete for all fields, the appropriate selection is “Partial”.

Following is an example of the Year Wetland Certified field.

This screenshot is identical to the one above, but the 'Wetland Certified' dropdown menu is now set to 'Yes', and the 'Year Wetland Certified' field is populated with the value '2018'.

282 Wetland Certification (Continued)

C Action

--The following table provides instructions for entering or modifying the Wetland Certified and Year Wetland Certified data entries. Entries are editable for current year only.--

Step	Action
1	To enter or modify the “Year Wetland Certified” CLICK “ Edit ”.
2	Click on the appropriate tract in the Farm Hierarchy.
3	CLICK the “ Wetland Certified ” drop-down menu in the Tract Land Data assignment block and select the appropriate certification status. Note: If “Partial” or “Yes” is selected, the “Year Wetland Certified” field is a required entry. If “No” is selected, go to step 5 (the “Year Wetland Certified” field will not be available).
4	Enter the calendar year (YYYY) in which the wetland was certified. Note: If tract contains multiple wetlands with more than 1 certification year, enter the earliest certification year.
5	CLICK “ Save ” to save the Year Wetland Certified entry.

*--**Note:** If a prior year is entered for “Year Wetland Certified” the system will update the Wetland Certified and Year Wetland Certified on the tract for all prior years back to the entered year.--*

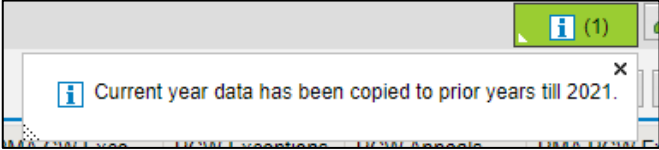
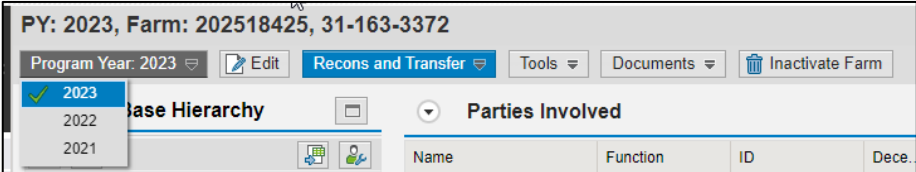
D Common Error Messages

The following table identifies common error when entering wetland data.

Error Message	Action
Make an entry in field “Year Wetland Certified”.	User must enter a year in the “Year Wetland Certified” field when “Yes” or “Partial” is selected from the “Wetland Certified” field.
Wetland Certified Year for Tract must be greater than 1978.	Correct the year in “Year Wetland Certified” field.

291 Create a Farm (Continued)

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

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

--*

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 initiated on any farm with an “Active” status 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.

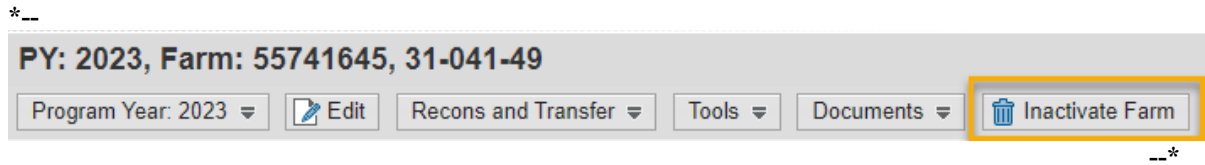
- Farm inactivation is a permanent action. There is no undo function after a farm inactivation is completed.
- Farm inactivation is not authorized instead of completing a reconstitution.
- When a single tract from a multiple tract farm is retired from agricultural production a farm division shall be 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.

--See subparagraph 16 J for farms inactivated in error.--

292 Inactivate a Farm

B Example

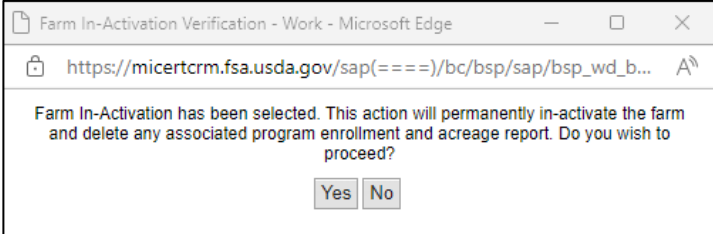
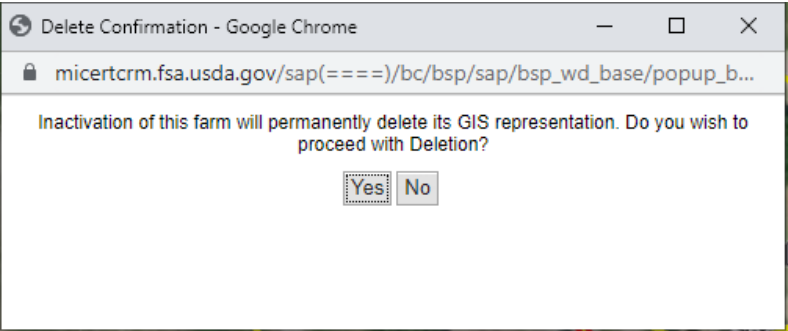
Following is an example of the farm inactivation tool, located * * * on the CRM Toolbar. The farm level must be selected in the farm hierarchy for the “Inactivate Farm” option to be available.



C Action

Following provides the steps to in-activate a farm.

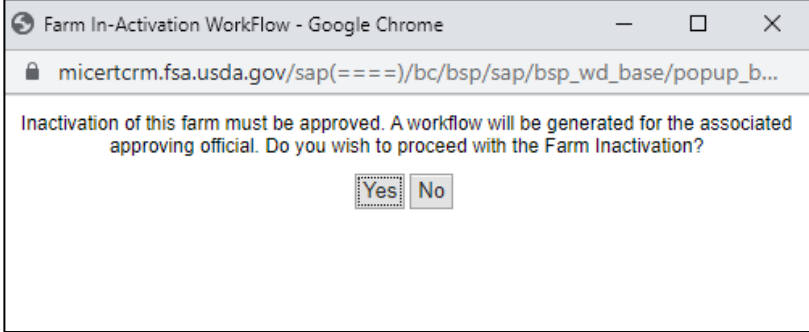
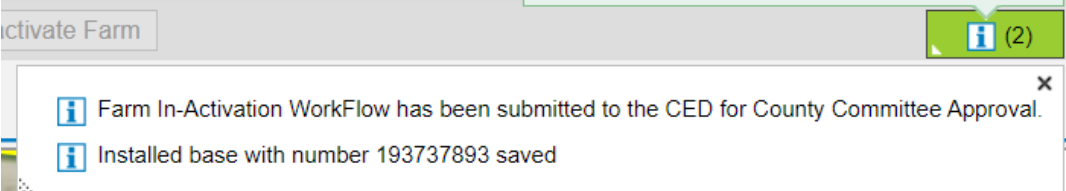
_

Step	Action
1	Within the farm record, navigate to the farm level in the farm hierarchy.
2	CLICK “ Inactivate Farm ” in the CRM toolbar.
3	<p>The Farm In-Activation Verification window will display.</p>  <p>CLICK the applicable response:</p> <ul style="list-style-type: none"> • if “Yes” is selected, proceed to Step 4 • if “No” is selected, the process ends.
4	<p>The Delete Confirmation window will display.</p>  <p>CLICK the applicable response:</p> <ul style="list-style-type: none"> • if “Yes” is selected, proceed to Step 5 • if “No” is selected, the process ends.

__*

292 Inactivate a Farm (Continued)

C Action (Continued)

Step	Action
5	<p>The Farm In-Activation Workflow window will display.</p>  <p>*--Note: If the farm is in an “In-Creation” status, a farm inactivation workflow will not be generated. Farm will automatically be inactivated after Step 4.--*</p> <p>Click the applicable response:</p> <ul style="list-style-type: none"> • if “Yes” is selected, workflow will be submitted to be acted on by the employee in the CED position in Org Structure and any active substitute • if “No” is selected, the process ends. <p>If Yes is selected the following verification message will be generated and the farm will be set to a “Pending” status.</p> 

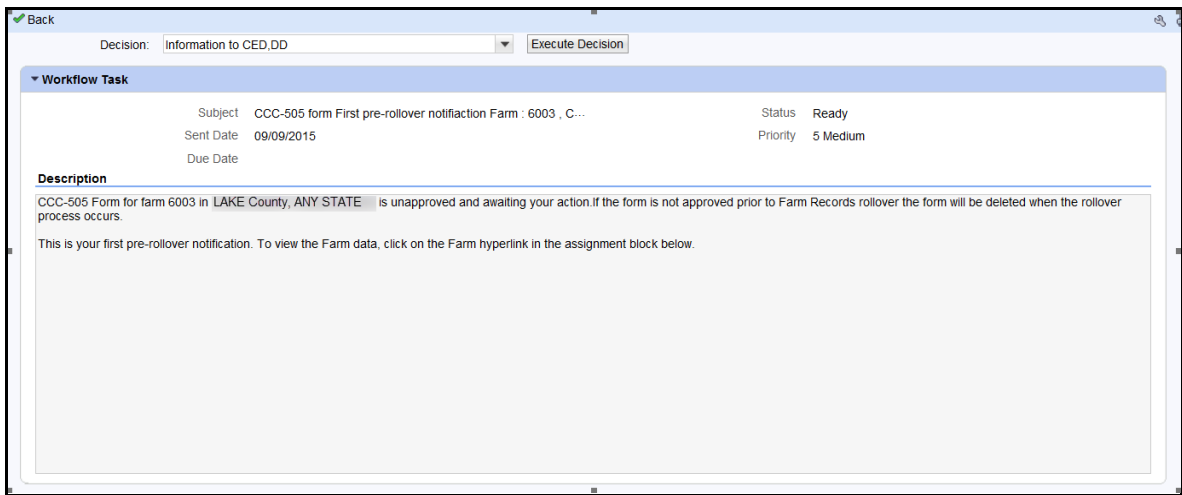
304 Automated CCC-505 Base Reduction Wizard (Continued)

E Examples of CCC-505 Messages (Continued)

Pre-Rollover Notification

Regardless of when the CCC-505 is generated, if the workflow remains unapproved on September 15, a reminder notification titled “Information to CED, DD” is sent to the CED and the DD for any workflow applicable to the current FY that will be deleted if not approved prior to rollover to the next FY. An additional pre-rollover notification is sent on if the workflow remains unapproved prior to the established rollover date for the year.

Following is an example of the pre-rollover notification.



F Auto-Populating CCC-505 CRP Reduction Data After CCC-505 for CRP Enrollment

If the CCC-505 workflow is approved and the reason for the base reduction is CRP enrollment, the approving official is prompted to enter or select the associated CRP contract number. The reduced base acres is entered by the system in the tract level CCC-505 CRP Reduction Data assignment block with the entered CRP contract number.

305 Automated CCC-517 Base Redistribution Wizard

A Overview

The automated CCC-517 base redistribution tool allows creation, tracking, and approval of CCC-517, Tract Base Acre Redistribution. The tool allows for the designation of base acres to be redistributed to available tracts and reason codes for the redistribution. Tract and farm over-based, fully-based and under-based statuses are interactively updated as base acre redistributions are entered in the tool.

There are two options within the automated CCC-517 tool available:

- single farm option
- multiple farm option.

Very few differences exist between the single farm and the multiple farm versions of the CCC-517 tool. The redistribution process works the same in both versions. The differences in the multiple farm version are:

- access the multiple farm version from the farm search results list
- the multiple farm version contains tracts from multiple farms
- there is one reason code in the multiple farm version and it is not editable.

Note: If the farm has more base acres than effective DCP cropland plus double cropped *--acres, the farm is “over-based”, and the CCC-517 tool is available. Producers may request to redistribute base between tracts on the farm through the CCC-517 wizard prior to reducing base to balance each tract and the farm.

Example: A farm has two tracts with corn and wheat base. One of the tracts is enrolling land in CRP which will result in the tract and farm being over-based. Producer requests to reduce all of the wheat base. The producer may redistribute the wheat base to the tract with CRP and the corn base to the tract without CRP so the wheat base can be reduced due to CRP enrollment. This ensures that the producer is allowed to reduce the base crop of their choice and that the reduced base is on the tract with the CRP enrollment.--*


Current functionality does not allow a CCC-517 to be initiated with an unapproved/draft *--CCC-505 on the same farm. CCC-505 must be approved or disapproved before initiating--* CCC-517. Selecting the CCC-517 tool while an unapproved/draft CCC-505 exists will result in a red, hard-stop error message. If the farm is not over-based and has an existing unapproved/draft CCC-505 that the user wants to replace with CCC-517, the unapproved/draft CCC-505 should be canceled and deleted by clicking the CCC-505 option on the “Tools” menu.

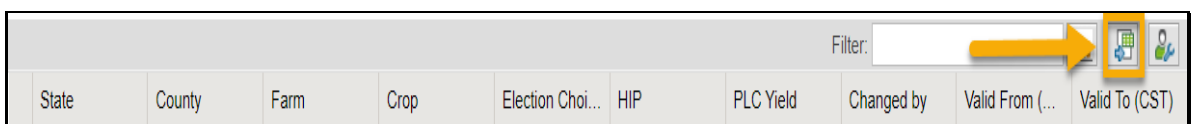
309 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

E Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
Valid To	Represents the last date that the specified value was effective. Rows with a “Valid To” date of 12/31/9999 indicate the Election Choice, HIP, and farm-level PLC Yield values displayed are the current values.	<p>Four adjustments were made to oats Farm 372 on 08/31/2015 resulting in final (current) values of Price Loss Coverage ARCPLC Election, no HIP, and no farm-level PLC Yield. These most current values are effective indefinitely.</p> <p>A single adjustment was made to flax on Farm 550 on 08/31/2015 resulting in final (current) values of ARC County ARCPLC Election, no HIP, and no farm-level PLC Yield. The revised values are effective indefinitely.</p> <p>A single adjustment was made to grain sorghum on Farm Wheat and grain sorghum on 08-31-2015 resulting in final (current) values of ARC County ARCPLC Election, HIP of 63, and no farm-level PLC Yield. The revised values are effective indefinitely.</p>

F Saving the Report

After generating the report export the results to an Excel spreadsheet. CLICK “**Export to Spreadsheet**”  on the toolbar at the top of the report results.



After exporting the report to Excel it can be saved and printed. Standard Excel functionality provides the ability to sort and filter the data as needed.

310 Producer Change History Report

A Overview

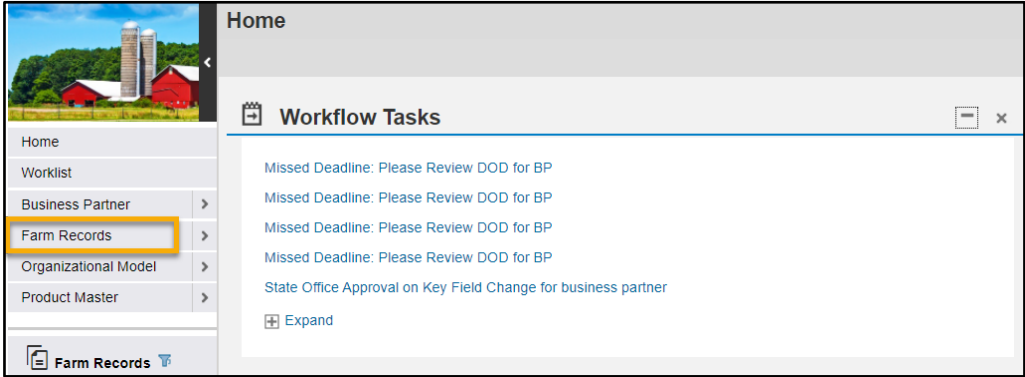
A report is available identifying producer changes occurring within the current FY. Producer changes occur at the farm, tract, and field level in the associated Parties Involved assignment block. The report can be used to:

- review producer changes with COC or DD as needed
- verify required notification has been provided to prior and current producers as required by policy
- provide notification to NRCS of producer changes

***--Note:** The report must be generated before Farm Records rollover to identify changes completed for the FY.--*

B Accessing the Report

The following table provides the steps to access the Producer Change History Report.

Step	Action
1	<p data-bbox="423 989 1101 1024">On the left navigation bar, CLICK “Farm Records”.</p>  <p data-bbox="423 1476 1463 1581">Note: Do not click the fly-out arrow. Clicking on the fly-out arrow will result in search options. Users will not be able to access the farm records reports from the resulting screen.</p>

343 Farm Records Remediation (Continued)

B Reports (Continued)

Report	Description	Generated By	Instruction Reference
Missing HIP	Report of missing HIP values for specific year when the program election is ARC-CO, and the base crop is HIP eligible for the associated physical location county.	National Office Farm Records Administrator	NA
Deceased Producers on Active Farms	Report of deceased producers on active farms.	National Office Farm Records Administrator	*--Paragraph 354--*

Note: Reports generated by the National Office are posted to the Farm Records SharePoint site. Access to the site is limited to FR and GIS Specialists.

344 EDW-GIS Field Number Comparison Report**A Overview**

Mismatches between the CLU field number and acres and the CRM tabular data occur when the datasets are not in sync due to:

- CLU's not associated with active farms
- Failed reconstitutions
- Error in the system when saving edits.

Mismatched CLU and CRM tabular data could result in the following.

- Incorrect acreages associated with the tract and farm available for program enrollment
- Incorrect fields and/or acreage in CARS
- Mismatches between farm or tract maps and data available in downstream applications (e.g. CARS)
- Out-of-balance farms and tracts due to incorrect cropland or DCP cropland acres at the tract level.

The python EDW-GIS Field Number Comparison Tool must be used to compare CLU and CRM tabular data. State GIS Specialists should reference Exhibit 36 for instructions on generating the EDW-GIS Field Number Comparison report.

358 Annual Farm Records Rollover (Continued)

B FY Tasks Completed Before Rollover (Continued)

- Act on all pending reconstitution, farm transfer, CCC-505, CCC-517, and CCC-867 workflows.
- Complete any Farm Records remediation provided to County Offices by either the National Office or State Office, if applicable. This includes, but is not limited to, the following:
 - reviewing and correcting all out-of-balance tract conditions according to paragraph 36
 - correcting any failed farm replications
 - completing and activating any farm with an “In-Creation” status or inactivate the record if determined that the farm is not needed or created in error
 - reviewing and correcting any mismatches identified on the Farm Records and CRP Mismatch Report or the EDW-GIS Field Comparison Report.
- Run the Base and Yield Report and the Election, PLC Yield, and HIP Report for adjustment history to compile a complete list of adjustments made in the current FY for DD review and concurrence, according to 1-ARCPLC, subparagraph 3 A. See paragraphs 308 and 309 for instructions on running the reports in 90-calendar-day increments to obtain all changes for the FY.

Note: Running the adjustment reports must be completed before rollover. The reports in CRM are only available for the current FY. Once rollover is completed successfully, County Offices will no longer be able to access the adjustments.

- *--Generate the Producer Change History report to compile a complete list of producer changes for the current FY. See paragraph 310 for instructions.

Note: Running the producer change history report must be completed before rollover. The report in CRM is only available for the current FY. Once rollover is completed successfully, County Offices are no longer able to access the prior year changes.--*

358 Annual Farm Records Rollover (Continued)

C CRM Farm Records Updates Completed by the System During Rollover

The following actions are completed in the system during rollover to either delete pending tasks or update records as needed for the next FY.

- The following pending tasks and workflows that are not approved within CRM Farm Records before rollover are canceled:
 - reconstitutions
 - farm transfers
 - automated CCC-505's and CCC-517's
 - CCC-867's.
- CRP contract data expiring on September 30 of the FY or earlier are deleted from the field level "CRP Data" assignment block and the associated SAP_CRP indicator in the CLU attributes is set to "No".
- Field level native sod data are deleted for fields that have met the 4 years of planting or NAP restriction requirements.

Note: All 4 years of planting or NAP restrictions **must** be entered in the field level "Native Sod Data" assignment block to automatically be deleted during rollover.

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-179	Transfer of Farm Records Between Counties	Ex. 10	Text, Ex. 15
FSA-211	Power of Attorney		65
FSA-578	Report of Acreage		66, 90, 239, 309, 310, 311, Ex. 15
FSA-658	Record of Production and Yield		65
FSA-848A	Cost-Share Agreement		65
FSA-848B	Cost-Share Performance Certification and Payment		65
NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		34, 65
NRCS-CPA-026E	Highly Erodible Land and Westland Conservation Determination (electronic)		65, 229, 247, 272, 273, 274, 283,
NRCS-CPA-027	Certification of Highly Erodible Land Conservation Plan(s) and System(s)		65
Base and Yield Notice	Notice of Acreage Bases, Payment Yields and CRP Reduction	151	150, 151, 189, 191

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ANSI	American National Standards Institute	3
AOI	Area of Interest	Part 7
BP	Business Partner	Text, Ex. 15, 26
CC	counter-cyclical	Text
CCMS	Conservation Contract Maintenance System	Ex. 15
CONUS	Continental United States	Part 7
CRM	Customer Relationship Management	Text, Ex. 14, 15

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
CTAP	Cotton Transitional Assistance Program	3, 37, Ex. 26
DOD	date of death	235
EDW	Enterprise Data Warehouse	Text, Ex. 35, 36
FAV/WR	fruits and vegetables or wild rice	Text
FPMS	Farm Program Management System	Text, Ex. 26
FR	Farm Records	Part 7, Ex. 14
FRS	Farm Records System	Text
FWP	Farmed Wetland Program	Part 7
HIP	historical irrigation percentage	Text
NAIP	National Agriculture Imagery Program	Part 7
PCW	planted converted wetland	3, 34, 263
PLC	price loss coverage	Text
PLSS	public land survey systems	Part 7
TOC	table of contents	206, 209
WVD	wetland violation determination	Part 7

Example Notification Letters to Producers About Administrative Counties Reassigned to New Service Centers

The following are example notification letters for affected producers on farms administratively located in a county that has been reassigned to a newly opened office.

Dear _____ (Owner or Operator):

USDA has established the _____ (new servicing office name) Office located at _____ (address) in _____ (town). The new office is open as of (month, day, year). Your farm records and associated program enrollment will now be administered from the new office. The phone number for the new office is _____ (phone).

You may request that your farm be transferred back to the _____ (prior servicing office name) Office. You may also request a transfer to a different servicing office if more convenient to you. Any transfer will change your farm's administrative county, which will result in a new farm number and impact existing contracts and enrollments. FSA staff can assist you with requesting a transfer and answer questions you have.

If you have a direct or guaranteed loan with FSA, please contact your loan officer to discuss where you would like to have your loan file located and serviced.

Please contact the _____ (new servicing office name) FSA Office no later than 30 calendar days after the date of this letter if you wish to request a farm transfer. Farm transfer requests must be submitted on form FSA-179 and the operator and all owners must sign agreeing to the transfer. If we do not hear from you within 30 calendar days of the date of this letter, your farm records will be managed by the _____ (new servicing office name) FSA Office.

Sincerely,

_____, CED

Example Notification Letters to Producers About Administrative Counties Reassigned to New Service Centers (Continued)

Dear _____ (Owner or Operator):

FSA recently took action to reassign _____ (impacted administrative county) administrative farms to the _____ (new servicing office) Office located at _____ (address) in _____ (town). Prior to this action, _____ (impacted administrative county) farms were serviced by the _____ (previous servicing office) Office. Your farm records and associated program enrollment(s) for your _____ (impacted administrative county) farms will now be serviced from the _____ (new servicing office) Office. The phone number for the office is _____ (phone).

You may request that your farm be transferred back to the _____ (prior servicing office name) Office. You may also request a transfer to a different servicing office if more convenient to you. Any transfer will change your farm's administrative county, which will result in a new farm number and impact existing contracts and enrollments. FSA staff can assist you with requesting a transfer and answer questions you have.

Please contact the _____ (new servicing office name) Office no later than 30 calendar days after the date of this letter if you wish to request a farm transfer. Farm transfer requests must be submitted on form FSA-179 and the operator and all owners must sign agreeing to the transfer. If we do not hear from you within 30 calendar days of the date of this letter, your farm records will be managed by the _____ (new servicing office name) Office.

If you have a direct or guaranteed loan with FSA, please contact your loan officer to discuss where you would like to have your loan file located and serviced.

Sincerely,

_____, CED

FSA-179, Transfer of Farm Records Between Counties (Continued)

B Example of FSA-179

Following is an example of FSA-179.

*--

This form is available electronically.		OMB Control No. 0560-0253 OMB Expiration Date: 01/31/2027	
FSA-179 (01-30-24)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
TRANSFER OF FARM RECORDS BETWEEN COUNTIES			
See Page 2 for Privacy Act and Paperwork Reduction Act Statements.)			
1. NAME AND ADDRESS OF OPERATOR		2. NAME AND ADDRESS OF OWNER	
		3. ACTION INITIATED BY: <input type="checkbox"/> OWNER <input type="checkbox"/> OPERATOR <input type="checkbox"/> COUNTY COMMITTEE	
PART A - REQUEST FOR TRANSFER			
It is requested that records for the below identified farm be transferred so that such land will be considered as located in the county and State indicated here.		4. TRANSFER TO:	
		4A. COUNTY	4B. STATE
5. REASON FOR TRANSFER (check appropriate box below):			
<input type="checkbox"/> Physically Located in Receiving County	<input type="checkbox"/> Combination With Other Farms Operated by Same Person	<input type="checkbox"/> County Office Closure	<input type="checkbox"/> Principle Dwelling of Operator Changed
<input type="checkbox"/> Change in Operation of Land	<input type="checkbox"/> Change has Occurred to Make Another Office More Accessible	<input type="checkbox"/> DAFP Approval (Specify):	
6A. SIGNATURE OF OWNER(S)	6B. DATE SIGNED (MM-DD-YYYY)	6C. SIGNATURE OF OPERATOR	6D. DATE SIGNED (MM-DD-YYYY)
PART B - ACTION BY TRANSFERRING COUNTY			
7. NAME OF TRANSFERRING COUNTY		8. FARM NO.	9. LOCATION OF FARM
10. FORMS AND DOCUMENTS TRANSFERRED:			
11A. COUNTY COMMITTEE RECOMMENDS: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		11B. IF DISAPPROVAL, GIVE REASON:	
A copy of FSA-156EZ and a copy of all related records are transmitted herewith supporting the history data and related base acres that have been established for this tract of land.			
12A. SIGNATURE OF COUNTY COMMITTEE MEMBER		12B. DATE SIGNED (MM-DD-YYYY)	
PART C - ACTION BY RECEIVING COUNTY			
13A. COUNTY COMMITTEE ACTION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		13B. IF DISAPPROVAL, GIVE REASON:	
14. FARM NUMBER ASSIGNED:		15. CROP YEAR EFFECTIVE:	
16A. SIGNATURE OF COUNTY COMMITTEE MEMBER		16B. DATE SIGNED (MM-DD-YYYY)	
PART D - ACTION BY REPRESENTATIVE OF STATE COMMITTEE			
17. TRANSFERRING STATE:			
17A. TRANSFER RECOMMENDED FOR: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		17B. IF DISAPPROVAL, GIVE REASON:	
17C. SIGNATURE OF STC REPRESENTATIVE		17D. DATE SIGNED (MM-DD-YYYY)	
18. RECEIVING STATE (For transfer across State line):			
18A. TRANSFER RECOMMENDED FOR: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		18B. IF DISAPPROVAL, GIVE REASON:	
18C. SIGNATURE OF STC REPRESENTATIVE		18D. DATE SIGNED (MM-DD-YYYY)	
PART E - ACTION BY REPRESENTATIVE OF DAFP			
19A. DAFP ACTION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		19B. IF DISAPPROVAL, GIVE REASON:	
19C. SIGNATURE OF DAFP REPRESENTATIVE		19D. DATE SIGNED (MM-DD-YYYY)	
<input type="checkbox"/> Original (Receiving County) <input type="checkbox"/> State Office <input type="checkbox"/> Transferring County			

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FSA-179, Transfer of Farm Records Between Counties (Continued)

B Example of FSA-179 (Continued)

*--

FSA-179 (01-30-24)

Page 2

Privacy Act Statement: *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 718 and Farm Security and Rural Investment Act of 2002 (Pub L. 107-171). The information will be used to determine eligibility for farm owners/operators to elect to transfer farm records between FSA county offices. 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 for farm owners/operators to elect to transfer farm records between FSA county offices.*

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0253. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.

Non-Discrimination Statement: 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.

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.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

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Producer Farm Data Report

The following provides the data elements on the Producer Farm Data Report.

Report, Producer, and Farm Data	
Data	Description
Crop Year:	Selected program year selected by the user to generate the report.
Date:	Date and time the report was generated. Time is Central Standard Time.
Page:	Current and total pages generated in the report.
Producer Name and Address	Name and address of the selected customer. Standard address listed from the customer record.
Telephone:	Primary phone number of the selected customer record
Recording County Office Name	Recording county of selected customer as identified in Subsidiary.
Number of Farms	Total number of farms the selected producer has an interest as operator, owner, or other producer.
Number of Tracts	Total number of tracts associated with the farms the producer has an interest in.
Farmland	Total number of farmland acres for all farms the producer has an interest in.
Cropland	Total number of cropland acres for all farms the producer has an interest in.
DCP Cropland	Total DCP cropland acres for all farms the producer has an interest in.
CRP Cropland	Total CRP cropland acres for all farms the producer has an interest in.
Eff DCP Cropland	Total effective DCP cropland for all farms the producer has an interest in.
Total Base Acres	Total number of base acres for all farms the producer has an interest in.
Tract Level Data	
State and County	Administrative state and county for the associated farm
ARC/PLC Elig	ARC/PLC eligibility for the associated farm
Farm	Farm number
--Tract/Location	Tract number for the associated farm and physical county and State of the tract.--
Relationship to Farm/Tract	Producer interest (Operator, Other Tenant, Owner) on the farm for the associated producer.
Producer	Producer with interest on the associated farm and tract.
Farmland	Total farmland for the listed tract.
Cropland	Total cropland for the listed tract.
DCP Cropland	Total DCP cropland for the listed tract.
CRP Cropland	Total CRP cropland for the listed tract.
Eff DCP Cropland	Total Effective DCP cropland for the listed tract.
Total Base Acres	Total base acres for the listed tract.
HEL Code	Code for the associated HEL determination for the listed tract.
Wetland Code	Code for the associate wetland determination for the listed tract.

***--Producer Farm Data Report (Continued)**

Report, Producer, and Farm Data	
Legend	
HEL Codes	
01	HEL determinations no completed for all fields on the tract.
02	HEL field on tract. Conservation system being actively applied.
03	HEL field on tract. Conservation system is no required – no agricultural commodity.
04	HEL field on tract. 2 years to implement conservation system on former CRP land.
05	HEL field on tract. Conservation system no being actively applied.
06	NHEL No agricultural commodity planted on undetermined fields
Wetland Codes	
NC	Wetland determination no complete
TN	Tract does not contain a wetland
TY	Tract contain as wetland or farmed wetland
ARCPLC Elig Codes	
CG	Ineligible – Complete G/I/F History
EG	Eligible
IG	Partial or Missing G/I/F History (only applicable in 2019)

--*

Producer Farm Data Report (Continued)

The following is an Example of Producer Farm Data Report.

*--

Producer Farm Data Report										Date: 12/12/23 8:40 AM CST							
Crop Year : 2024										Page: 1 of 2							
Producer Name and Address										Recording County Office Name							
Any Producer Address 1 City, State Zipcode										SHERMAN, NEBRASKA							
Telephone: 999-999-9999																	
Number of Farms		Number of Tracts		Farmland		Cropland		DCP Cropland		CRP Cropland		Eff DCP Cropland		Total Base Acres			
4		7		2928.94		1707.33		1707.33		0		1707.33		1135.40			
Admin State & County	ARC/PLC Elig	Farm	Tract / Physical Location	Relationship to Farm / Tract	Producer	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	Total Base Acres	HEL Code	Wetland Code				
BUFFALO, NE	EG	8391	7138 SHERMAN, NE	Owner/ Operator	Producer, Any	12.17	12.17	12.17	0.00	12.17	10.00	06	NC				
SHERMAN, NE	EG	3023	9900 SHERMAN, NE	Operator	Producer, Any	163.70	0.00	0.00	0.00	0.00	0.00	01	TN				
				Owner	Producer, Any												
				Owner	Producer, One												
				Owner	Producer, Two												
				Owner	Producer, Three												
			9901 SHERMAN, NE	Operator	Producer, Any	1200.18	462.01	462.01	0.00	462.01	53.90	02	TN				
				Owner	Producer, Any												
				Other Tenant	Producer, OT												
				Owner	Producer, One												
HEL Codes:						Wetland Codes:						ARC/PLC Elig Codes:					
01 = HEL determinations not completed for all fields on the tract						NC = Wetland determinations not complete						CG = Ineligible - Complete G/I/F History					
02 = HEL field on tract. Conservation system being actively applied						TN = Tract does not contain a wetland						EG = Eligible					
03 = HEL field on tract. Conservation system is not required - no agricultural commodity						TY = Tract contains a wetland or farmed wetland						IG = Partial or Missing G/I/F History					
04 = HEL field on tract. 2 years to implement conservation system on former CRP land																	
05 = HEL field on tract. Conservation system not being actively applied																	
06 = NHEL. No agricultural commodity planted on undetermined fields																	

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CRM Farm Records Alert and Workflow Details

Following are details for CRM Farm Records generated alerts, workflows, and notifications.

FR Workflows	Recipients	Action	Associated Alerts	Email Notification
Farm Division and Combination Reconstitutions	<p>Employee(s) in the CED position in Org Structure for the associated county.</p> <p>Note: DD receives notification if CED has not acted on the workflow after 30 days.</p>	<p>Approval or Disapproval</p> <p>Note: If workflow is not acted on or extended within 45 days the workflow is cancelled.</p>	Reminder after 30 days with option to extend the workflow action.	Generated for approving official after workflow is approved. Includes FSA-156EZ and Base and Yield Notice for the associated farm(s).
Farm Transfers	<p>Employee(s) in the CED position in Org Structure for the associated transferring and receiving county.</p> <p>For state-to-state transfers, employees with the Grantor Process Specialist – All role in the transferring and receiving states receive the workflows.</p>	Approval or Disapproval		

CRM Farm Records Alert and Workflow Details (Continued)

FR Workflows	Recipients	Action	Associated Alerts	Email Notification
CCC-505	Employee(s) in the CED position in Org Structure for the associated county.	Approval or Disapproval Note: When approving a base reduction due to CRP, approving official is required to enter the associated CRP contract number.		Generated for approving official after workflow is approved. Includes Base and Yield Notice for the associated farm.
CCC-517	Employee(s) in the CED position in Org Structure for the associated county.	Approval or Disapproval		Generated for approving official after workflow is approved. Includes Base and Yield Notice for the associated farm.
PLC Yield Update CCC-867	Only enabled when authorized for the applicable year. Employee(s) in the CED position in Org Structure for the associated county.	Approval or Disapproval		
Farm Inactivation	Employee(s) in the CED position in Org Structure for the associated county.	Approval or Disapproval		

CRM Farm Records Alert and Workflow Details (Continued)

FR Workflows	Recipients	Action	Associated Alerts	Email Notification
CRP Contract Acreage Changes	All employees assigned to the associated county in Org Structure.	Notification to review associated CRP data at the field and tract levels to ensure data matches active CRP contracts in CCMS.		
Tract Level Reconstitutions				Generated for approving official after workflow is approved. Includes FSA-156EZ and Base and Yield Notice for the associated farm.
ARCPLC Election Update				Generated when elections are updated in CRM after ARCPLC contract enrollment. Includes Base and Yield Notice for the associated farm.

Notes: For all system generated alerts, workflows, and notifications, all active substitutions for any recipient of the workflow will also receive the task.

If the employee in the CED position has an interest in the farm or has a family member association to a producer on the farm, the workflow will not be generated for the CED and will be generated for the associated DD.

Reminder notifications are generated for all workflows 30 and 15 days before rollover.

All pending tasks are cancelled at rollover if the workflow is not acted on when FR is shutdown to roll records to the next FY. Parent farms are returned to an active status with the original associated data for the FY. Any resulting farms are inactivated.

