

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 5

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 1 C has been amended to update related handbooks.

Paragraph 10 has been withdrawn and incorporated into paragraph 16.

Paragraph 10.5 has been added to provide guidance for the establishment of farm records and providing farm numbers to producers.

Subparagraph 11 B has been amended to provide guidance to COC's for determining an operator of a farm in limited cases where the producer is unable to provide a lease with the owner, owner verification, or prior operator verification.

Subparagraph 11 C has been amended to update guidance for the COC in determining the operator in questionable cases.

Subparagraph 11 F has been amended to clarify documentation that can be provided by operators on heirs' property

Subparagraph 12 A has been amended to reference a change to the mail flag indicator in CRM Business Partner.

Subparagraph 12 B has been amended to provide that OGC may be consulted regarding ownership disputes.

Paragraph 16 has been amended to clarify the definition of a farm, incorporate procedure previously found in paragraph 10, and remove rules specific to tract combinations and divisions that are located in Part 5

Subparagraph 17 C has been amended to reference DCP Ag Related Activity acres.

Subparagraphs 21 C and E have been amended to clarify using authorized imagery sources. Additional clarification has been added to delineate land meeting the definition of DCP cropland.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 22 A has been amended to clarify the delineation of fields using crop lines and delineating land meeting the definition of DCP cropland.

Subparagraph 22 B has been amended to clarify delineation rules for bodies of water, including submerged land related to NRCS conservation or restoration projects.

Subparagraph 25 B has been amended to generalize the National Office contact when assistance is needed to replicate a farm to a prior year.

Subparagraph 28 B has been amended to adjust language for notifying owners of the need for a base redistribution or reduction including the redistribution or reduction of unassigned generic base as the first action that will be taken by the COC.

Subparagraph 28 D has been amended to require the use of the CCC-505 and CCC-517 wizards to complete base adjustments.

Subparagraph 28 G has been amended to require the use of the CCC-505 and CCC-517 wizards when completing base adjustments and to clarify the importance of separate CCC-505's for multiple CRP contracts.

Subparagraph 28.5 A has been amended to note the required use of the CCC-505 wizard when completing base reductions and the need for separate CCC-505's when reducing base under multiple contracts.

Subparagraph 32 E has been amended to update the link for the PLC Yield Extension Calculator.

Subparagraph 36 A has been amended to correct missing word.

Subparagraph 51 A has been amended to cite new policy in paragraph 52.5 for transfers when completing a farm division that results in a child farm physically located in a different county than the current administrative county.

Subparagraph 51 C has been amended to clarify applicability of farm transfer requests and availability of nationwide customer service.

Paragraph 52 has been amended for clarity regarding policy for producer requested farm transfers.

Paragraph 52.5 has been added to provide policy for COC initiated transfers.

Subparagraph 62 B has been amended to incorporate signature requirements for COC initiated transfers.

Subparagraph 64 A has been amended to clarify handling of transfer requests received after August 1.

Subparagraph 65 E has been amended to correct HIP provisions when transferring farms.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraphs 66 C and 67 E have been amended to remove incorrect guidance for HIP values during a farm transfer.

Subparagraph 93 D has been amended to clarify timing on reconstitution with CRP or non-ARC/PLC participation.

Subparagraph 109 E has been amended to address situations that require a reconstitution and clarify that a tract division requires a subsequent farm division if all resulting owners have not agreed to have their land constituted as a single farm.

Paragraph 110 has been amended to clarify policy regarding COC initiated, required farm combinations.

Paragraph 111 has been amended to clarify farm combinations for land under separate ownership.

Subparagraph 131 A has been amended to reference transfer policy applicable in cases of farm divisions where a resulting farm is physically located in a different county than the current administrative county.

Paragraph 132 has been amended to include policy for tract divisions previously located in paragraph 16 and provide additional clarification.

Subparagraph 249 C has been amended with additional guidance for recording DCP Ag Related Activity Acres at the tract level.

Subparagraph 250 C has been amended to restrict g manual base reductions and provide updated base and yield adjustment reason codes.

Subparagraph 250 E has been adding to summarize base adjustment reason codes and the associated use description.

Subparagraph 291 D has been amended to correct instruction references in step 18 of the Create a Farm process.

Subparagraph 304 A has been amended to add a note about completing separate CCC-505 base reductions for CRP for each enrolled contract.

Subparagraph 304 C has been amended to correct the numbering in the table and reference applicable base and yield adjustment reason codes in step 5.

Subparagraph 305 A has been amended to clarify use of the CCC-517 wizard.

Subparagraph 312 A has been amended to reference generating bulk FSA-156EZ documents for multiple farms at a time.

Subparagraph 312 D has been added to provide instructions for bulk generating FSA-156EZ's.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 314 A has been amended to correct paragraph references.

Paragraph 316 has been added to provide guidance for accessing the new Permanent Base Reductions database and reports.

Subparagraph 328 B has been amended to reference that the system will automatically process a Full Extract to sync CRM and CLU data prior to initiating a reconstitution.

Subparagraph 329 C:

- step 3, has been amended to reference the automatic Full Extract completed when a Tract Division is initiated
- step 11, has been amended to include entering a Tract Description as applicable during a tract division.
- Subparagraph 331 C, step 2, has been amended to reference the automatic Full Extract completed when a Farm Division is initiated
- Subparagraph 334 C:
 - step 2, has been amended to reference the automatic Full Extract completed when a Tract Combination is initiated
 - step 6, has been amended to provide guidance during a Tract Combination when ownership is not the same.

Subparagraphs 343 B and 346 A have been amended to include farm inactivations on the Pending and Draft Farms report.

Subparagraph 351 A has been amended to correct acreage that can be balanced by COC.

Subparagraph 358 A has been amended to change planned to planted.

Exhibit 2 has been amended to update the definitions of:

- Field
- Tract
- Tract Division.

Exhibit 7 has been amended to correct paragraph reference.

Amendment Transmittal (Continued)

Page Control Chart		
TC	Text	Exhibit
1, 2 7, 8	1-1, 1-2 2-1, 2-2 2-2.5, 2-2.6 (add) 2-3, 2-4 2-7, 2-8 2-13, 2-14 2-14.5, 2-14.6 (add) 2-15, 2-16 2-16.5, 2-16.6 2-17 through 2-20 2-33, 2-34 2-34.5, 2-34.6 (add) 2-35, 2-36 2-39, 2-40 2-51, 2-52 2-69 through 2-72 2-72.7, 2-72.8 2-91, 2-92 2-99. 2-100 3-3 through 3-8 3-8.5 through 3-8.8 (add) 3-9. 3-10 3-21 through 3-26 3-29, 3-30 3-33, 3-34 4-5, 4-6 5-1, 5-2 5-2.5, 5-2.6 (add) 5-3, 5-4 5-37 through 5-50 7-323 through 7-326 7-333 through 7-338 7-338.5, 7-338.6 (add) 7-519 through 7-522 7-569, 7-570 7-573, 7-574 7-579, 7-580 7-634.5, 7-634.6 7-634.7, 7-634.8 (add) 7-635 through 7-638 7-640.5 through 640.8 (add) 7-641, 7-642 7-669 through 7-674 7-681, 7-682 7-696.5, 7-696.6 (add) 7-697, 7-698	1, pages 1, 2 2, pages 9, 10 pages 15, 16 7, page 1

Amendment Transmittal (Continued)

Page Control Chart		
TC	Text	Exhibit
	7-725, 7-726 7-726.5, 7-726.6 (add) 7-727 through 7-730 7-791, 7-792 7-797, 7-798 7-827, 7-828 7-849, 7-850	

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	(Withdrawn--Amend. 5)	
10.5	Establishing and Maintaining Farm Records.....	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 Definitions, Determinations, and 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-505.....	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)	

Table of Contents (Continued)

Page No.

Part 3 Administrative County

50 Overview..... 3-1

Section 1 Administrative County Office

51 Determination of Administrative County 3-2
52 Producer Requested Farm Transfers 3-5
52.5 COC Initiated Transfers..... 3-8.7
53 Servicing County Office Closures 3-9
54 Servicing County Offices With Reduced Hours of Operation..... 3-11
55 Servicing Office Reassignment..... 3-13
56-61 (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)

Table of Contents (Continued)

Page No.

Part 7 Automation (Continued)

Section 3 HELC and WC Data

280	HEL Determinations	7-481
281	Wetland Determinations	7-483
282	Wetland Certification.....	7-485
283	Wetland Violations	7-487
284	Farm Producer Exceptions.....	7-489
285	Tract Producer Exceptions.....	7-494
286-290	(Reserved)	

Section 4 Farm Creation and Inactivation

291	Create a Farm.....	7-505
292	Inactivate a Farm.....	7-536
293-298	(Reserved)	

Section 5 Accessing System Wizards, Calculators, Reports, and Documents

300	System Process	7-559
301	Identifying Out-of-Balance Tracts	7-561
302	Out-of-Balance Tract Report	7-562
303	Manually Adjusting Base and Yield Data	7-563
304	Automated CCC-505 Base Reduction Wizard	7-569
305	Automated CCC-517 Base Redistribution Wizard.....	7-580
306	PLC Yield Calculator	7-590
307	HIP Calculator	7-601
308	Base and Yield Adjustment History Report	7-611
309	Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report	7-619
310	Producer Change History Report.....	7-626
311	Farm and Producer Documents	7-634
312	FSA-156EZ	7-634
313	Base and Yield Notice	7-636
314	Producer Notification Letters	7-635
315	Producer Farm Data Report	7-640.5
316	Permanent Base Reductions.....	7-640.6
317-319	(Reserved)	

Table of Contents (Continued)

Page No.

Part 7 Automation (Continued)

Section 6 Farm Transfers

320	Transferring County Process.....	7-643
321	Receiving County Process	7-654
322	Transfer Process Search Options	7-658
323-327	(Reserved)	

Section 7 Reconstitutions

328	Overview.....	7-669
329	Tract Division	7-669
330	Reconstitutions on Large Tracts	7-691
331	Farm Division	7-692
332	Farm Combinations.....	7-715
333	Farm Level Reconstitution Approvals	7-720
334	Common Ownership Tract Combinations	7-724
335	Reconstitution Reports	7-730
336	Reconstitution County Summary Report	7-735
337	Farm Reconstitution History Report	7-747
338	Tract Reconstitution History Report	7-755
339-342	(Reserved)	

Section 8 Required Remediation and Annual Farm Records Rollover

343	Farm Records Remediation	7-789
344	EDW-GIS Field Number Comparison Report	7-794
345	Handbook 1-GIS Reports for Farm Records Quality Control	7-797
346	Pending or Draft Farms Report	7-798
347	In-Creation Farm Report	7-804
348	Printed or Draft CCC-505 Report	7-809
349	Printed or Draft CCC-517 Report	7-816
350	Failed Farm Replication Report	7-823
351	Out-of-Balance Tract Report	7-828
352	CCC-505 CRP Reduction Acres but No CRP Report	7-830
353	Missing HIP	7-832
354	Deceased Producers on Active Farms	7-833
355	GIS Full Extract	7-839
356	Data Remediation Tool (DRT)	7-843
357	Remediation Required by National Office Farm Records Administrator	7-847
358	Annual Farm Records Rollover	7-849

Part 1 General Provisions

1 Overview

A Handbook Purpose

This handbook provides Farm Records maintenance policy for the current and prior fiscal years, including:

- integrated tabular and GIS data of the farm, tract, and field records for current year
- display and maintenance of prior year records
- reports
- transferring farms between counties
- reconstitutions
- crop base acreage and yield maintenance
- fiscal year rollover processes and guidance.

Note: See Part 7 and online work instructions for automation procedures.

B Source of Authority

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

C Related Handbooks

FSA handbooks related to Farm Records maintenance are:

- 1-APP for appeals
- 1-ARCPLC (Rev. 1) for ARC/PLC
- * * *
- 25-AS for record keeping requirements
- 1-CM for common management procedures
- 11-CM for CRM and Business Partner procedures
- 2-CP for compliance procedures
- * * *
- 6-CP for HELC and WC procedures
- 2-CRP for Agricultural Resource Conservation Program procedures
- *--1-GIS for instructions specific to Farm Records--*
- 3-PL (Rev. 2) for accessing and updating web-based subsidiary files.

2 Responsibilities

A STC Responsibilities

STC will:

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

B DD Responsibilities

DD will:

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

C COC Responsibilities

COC will:

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

Part 2 Adding or Changing Farm Records**10 (Withdrawn--Amend. 5)*****--10.5 Establishing and Maintaining Farm Records****A Purpose**

Establishing a farm record:

- is an informal process that does not require the completion of a specific form
- is not contingent upon program participation and is available to any producer and farming operation, as defined in paragraph 16, regardless of commercial or for-profit status.
- is required to participate in most FSA and NRCS programs
- is required for nonspecific program processes such as acreage reporting
- may be required for AD-1026 filers (See 6-CP) to meet conservation compliance provisions
- is also necessary for:
 - urban agricultural enterprises and non-traditional farming operations, such as rooftop farms
 - AMS requirements to report hemp acreage to FSA.

Notes: Farm records are created, updated, and maintained through the CRM FR application. CLU's representing the geospatial farm, tract, and field boundaries of the farm record are also established and maintained in CRM FR.

Land constituting a farm is determined according to paragraph 16.--*

--10.5 Establishing and Maintaining Farm Records (Continued)*B Requirements**

An existing farm record is updated when the following occur:

- producer notifies FSA of a change to an existing farm or COC knowledge identifies a change to a farm that requires update

Note: COC may initiate farm changes based on knowledge of producer changes or identifying land changes from FSA official imagery.

- producer meets one of the association requirements under paragraphs 11, 12, or 13 with land that represents all or part of an existing farm record.

Note: In cases where a producer is associated with only part of an active farm record, determine if the existing record still meets the definition of a farm under paragraph 16 or if a reconstitution is required.

A new farm record must be established according to paragraphs 25 and 291 for a producer when the producer meets one of the association requirements under paragraphs 11, 12, or 13 with land that is not part of an active farm record.

Notes: A customer record for a producer must exist in CRM BP with an association to the applicable administrative county, according to 11-CM before the producer can be associated with a farm record.

Land constituting the new farm must meet the requirements of paragraph 16. Once a new farm record is established, subsequent reconstitutions may be required to ensure the farm and other farms under the same farming operation are properly constituted as defined by paragraph 16. If a newly created farm is needed in a prior FY, the farm must be copied to the prior year before a subsequent reconstitution is initiated, according to paragraph 25.

C Processing Requests for Farm Records Creation and Updates

Within 30 days of County Office knowledge that a change has occurred on a farm or a request to establish a farm has been initiated FSA will:

- attempt to obtain any additional information from the producer necessary to create a new farm record or update an existing farm record, as applicable
- establish the new farm or process the farm records changes, including any necessary reconstitutions
- notify the producer(s) of the farm creation or farm updates using the FSA-156EZ, Base and Yield Notice and map of the farm, as applicable.--*

--10.5 Establishing and Maintaining Farm Records (Continued)*C Processing Requests for Farm Records Creation and Updates (Continued)**

According to subparagraph A, establishing a farm record is not contingent on a producer's participation in FSA or NRCS programs. Farm record requests must be expedited if a farm is required for a producer participation in USDA programs, including third party cooperator programs.

County Offices must notify their DD if they are unable to timely process requests for farm records creation and updates. DD's must consult with their State Office as necessary to determine steps to ensure timely processing of farm records requests.

Note: The initial interaction with a producer to establish or update a farm record must be recorded in Receipt for Service as a Farm Records Creation or Farm Records Maintenance request as applicable. Handbook 1-RFS provides guidance for using the RFS application.--*

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.

11 Adding or Changing Operator (Continued)

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.

*--In limited cases where the producer is unable to meet these substantiations, the COC may consider other documentation or information that supports the producer's status on the farm. This evaluation must include why the producer is unable to provide owner verification, a lease, or verification from the prior operator.

This guidance for limited cases will not be used to circumvent the normal requirements for determining the operator of a farm.

Example: A producer is a participant with a city's adopt-a-lot program. In this program, the city identifies abandoned properties under authority of a city ordinance and leases those properties to individuals for their use. The producer submits a copy of his agreement with the city for COC review. In this case, the producer is unable to provide a lease or verification from the actual owner or verification from the prior operator because the property is abandoned. However, the COC is able to determine the producer is an operator on the property based on existence of the adopt-a-lot program, supporting city ordinance, and producer agreement with the city.--*

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.

11 Adding or Changing Operator (Continued)

C Questionable Cases

*--COC will review all questionable cases, including all cases where the producer is unable to provide a lease agreement, owner verification, or confirmation from the prior operator. In making its determination, COC may:

- consult with regional attorney, through their State Office--*
- 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.

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.

11 Adding or Changing Operator (Continued)

E Federally-Owned Land

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

- change of operation is approved
- participating in any program FSA administers 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
- *--for any State, regardless of Uniform Partition of Heirs Property Act adoption, any of the following:--*
 - 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

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 agency interest indicator-- 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, COC, through their State Office, may consult with regional attorney to determine the legal ownership of the land.

COC must also 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 (Continued)

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

IF...	THEN...
Current year program participation with either FSA or NRCS is identified	Review associated program eligibility to determine the applicable Farm Records and program enrollment requirements. Update the customer records, associated farm record, and program enrollment as required.
Prior year program participation and associated benefits with either FSA or NRCS may be impacted	Review the specific prior year program eligibility and determine if ineligible benefits were issued. Determine the corrective action for specific programs. If it is determined that updates to associated producers are required, update producers on the associated farm in all applicable program years.

--16 Farm Records Definitions, Determinations, and Hierarchy--

A Definition of Farm

--[7 CFR 718.201(a)] In order to implement FSA programs and monitor compliance with regulations, FSA must have records on what land is being farmed by a particular producer. This is accomplished by a determination of what land or group of lands “constitute” an individual unit or farm. Land that was properly constituted under prior regulations will remain so constituted until a reconstitution is required.--

The minimum size required for land to be considered a “farm” for FSA program purposes is 1/100th of an acre. However, the land must be part of a farming operation, a business enterprise engaged in the production of agricultural products, commodities, or livestock, operated by a person, legal entity, or joint operation that could choose to make application or enter in contracts to receive payments, directly or indirectly, under 1 or more USDA programs.

See Part 7, Section 1, and work instructions “Search for Farm Records” and “Farm Hierarchy” for instructions on accessing and navigating automated farm records.

*--A properly constituted farm consists of a tract, or tracts, of land that:

- are under or considered to be under the same ownership as determined by paragraphs 11 and this paragraph, and
- have the same operator as determined under paragraph 10.

A properly constituted farm does **not** contain:

- land under separate ownership unless all owners:
 - agree in writing or have previously agreed in writing to having land constituted under a single farm
 - the labor, equipment, accounting, and management are operated in common by the operator, but separate from other tracts
- land under lease agreement of less than one-year in duration

Note: Leases for less than one year but which are customary and routine to the area and type of farming operation can be considered to have met this requirement. For example, a crop year lease which begins March 1 and ends December 31.--*

--16 Farm Records Definitions, Determinations, and Hierarchy--

A Definition of Farm (Continued)

•*--land located in counties that are not contiguous except where:

- counties are divided by a river
- counties do not share a common border because of a correction line adjustment
- the land is within 20 miles by road of other land included in the farm

Note: A farm may contain land located in multiple counties as long as land constituting the farm is physically located in counties which are collectively contiguous. See example in subparagraph 52 A.

- land with differing ARCPLC elections
- land with ARC-IC elections physically located in different States.

The following will not be combined with privately owned land:

- Federally owned land
- State-owned wildlife lands unless the former owner has possession of the land under a leasing agreement.--*

* * *

B Definition of Tract

[7 CFR 718.2] A tract is a unit of contiguous land within a physical county that is all of the following:

- 1 or more fields
- under 1 common ownership
- operated as a farm or a part of a farm.

16 Farm Records Definitions, Determinations, and Hierarchy (Continued)

C Tract Determinations

--After applying the definition in subparagraph F, determine tracts according to this table.--

IF the land is...	THEN classify as...
part of a tract that extends into the adjoining county, and the county boundary is not clearly defined	separate tracts if the land is physically located in multiple counties and meets both of the following requirements: <ul style="list-style-type: none"> • greater than 10 acres in all physical locations • greater than 5 percent of the overall tract coverage. <p>Notes: Tracts may also be separated if land does not meet the requirements in this subparagraph but is requested by owners on the farm.</p> <p>Divide the tract at the county line using the GIS county boundary layer as the defining boundary.</p>
entirely in another county or bisected by a clearly defined county line Note: The GIS county layer in CRM Farm Records is considered a clearly defined county line.	separate tracts.
within one physical county but bisected by community or township lines, roads, streams, or other boundary	1 tract unless circumstances justify separate tracts.

*--**Note:** Tracts may be combined or divided according to Part 5, Section 1, Subsection 2 and paragraph 132. See Part 7, Section 7 for completing tract level reconstitutions.

--16 Farm Records Definitions, Determinations, and Hierarchy (Continued)--**C Tract Determinations (Continued)**

Tracts may be combined if all of the following conditions have been met:

- tracts are associated with the same farm number
- tracts have common ownership unit
- tracts are contiguous
- owner agrees.

Tracts will be divided only if:

- the tract no longer meets the definition of a tract according to this paragraph
- ownership changes for part of the tract
- the physical location of the land extends into multiple counties.

Note: Tract acreages will be aggregated to the farm level.

D Definition of Field

Field or CLU is the smallest unit of land within a physical county that has a:

- permanent, contiguous boundary
- common land cover and/or land management
- under one common owner
- common producer association.

Field acreage with “3-CM Cropland” indicator set to “Yes” will be aggregated in the tract level cropland acreage. The system does not consider the GIS land classification code attribute when determining if a field is aggregated into the total cropland acreage. See subparagraph 22 E.

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

16 Farm Records Definitions, Determinations, and Hierarchy (Continued)

E Field/CLU Determinations

--After applying the definition in subparagraph H, 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.

***--F Minor Child**

[7 CFR 718.202] For farm records purposes, a minor child is considered the same owner or operator as the parent or court-appointed guardian unless all of the following apply:

- the minor:
 - is a producer on a farm
 - establishes and maintains a separate household from the parent or guardian
 - personally carries out the farming activities in the operation
 - maintains a separate accounting system for the farming operation
- neither the minor's parents nor guardian has any interest in the minor's farm or production from the farm.

Example: Minor A is legal owner of Tract 100. His mother is legal owner of Tract 200. Operator B farms both tracts. Ownership of Tract 100 and 200 will be reflected accordingly, however both tracts will be carried under the same farm number unless the noted criteria in this subparagraph are met.

Exception: A minor is not considered to be the same owner or operator as the parent or court-appointed guardian if the minor's interest in the farming operation results from being the beneficiary of an irrevocable trust, and ownership of the property is vested in the trust or the minor.--*

16 Farm Records Definitions, Determinations, and Hierarchy (Continued)

*--G Trust

[7 CFR 718.202] A trust is considered an owner with the beneficiary of the trust, except a trust can be considered a separate owner or operator from the beneficiary if all of the following apply. The trust:

- has a separate and distinct interest in the land or crop involved
- exercises separate responsibility for the separate and distinct interest
- maintains funds and accounts separate from that of any other individual or entity for the interest.--*

H Immediate Family

[7 CFR 718.202] Land owned by different members of an immediate family living in the same household and operated as a single farming unit is considered as being under the same ownership in determining a farm.

I Parent Corporations

[7 CFR 718.202] All land operated as a single farming unit and owned and operated by a parent corporation and subsidiary corporation of which the parent corporation owns more than 50 percent of the value of outstanding stock, or where the parent is owned and operated by subsidiary corporations, will be constituted as 1 farm.--*

J 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.

16 Farm Records Definitions, Determinations, and Hierarchy (Continued)

J Inactivating Farms (Continued)

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.

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 inactivations 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 Definitions, Determinations, and Hierarchy (Continued)**K 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

17 Land Classification Definitions (Continued)

B Definition of Cropland (Continued)

- under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

Note: See 2-CRP, for alternative perennials.

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

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

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

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

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

- converted to ponds, tanks, or trees.

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

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

17 Land Classification Definitions (Continued)

C Definition of DCP Cropland

[7 CFR 718.2] DCP cropland is land for which 1 or more of the following apply:

- the land currently meets the definition of cropland
- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity
- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

*--**Note:** DCP Cropland acres not meeting the definition of cropland are recorded as DCP Ag Related Activity acres on the farm record. See paragraph 249.--*

The following table provides land uses considered agricultural and nonagricultural.

Agricultural and Nonagricultural Land Uses	
<p>Land uses considered agricultural:</p> <ul style="list-style-type: none"> • land meeting DCP cropland definition • sod • farm ponds • aquaculture ponds • nursery acreage devoted to in-ground plants • wildlife habitats • pasture • acreage used to raise domesticated game for restaurants • trees planted for harvest, conservation purposes, recreational uses, or BCAP • temporary hoop houses for nursery agriculture • temporary nonagricultural uses, such as parking for a field day, etc. 	<p>Land uses considered nonagricultural:</p> <ul style="list-style-type: none"> • golf courses and other recreational facilities • land used for commercial development, buildings, or parking lots • strip malls • permanent structures, including those for agricultural uses • land subdivided and developed for multiple residential units or other nonfarming uses if the size of the tracts and density of the subdivision is such that the land is unlikely to return to the previous agricultural use • land used for solar panels • pad site for wind turbines and drilling oil • hunting.

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

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, other authorized imagery sources, 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, and land meeting the definition of DCP Cropland to be recorded as DCP Ag Related Activity Acres.</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
- *--available authorized imagery sources--*
- 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.

22 Rules for Delineating

A Delineating Rules

Boundary categories represent various combinations of land cover and land use and are the basis for determining CLU boundaries. CLU delineations may change based on changes in land cover or land use.

Type of Boundary	Rules for Delineating
<p>Ownership (Property Boundary)</p>	<p>Establish the overall farm/tract boundary based on ownership lines.</p> <p>Farm and Tract</p> <ul style="list-style-type: none"> • All farm and tract boundaries are created based on a legal deed or description. See paragraph 12. • Farm and tract boundaries must not overlap another farm’s boundaries. • All farm reconstitutions must be based on a legal deed or description.
<p>Management (Land Use Boundaries)</p>	<p>Divide the area into smaller CLU’s delineated according to the land use and land cover * * *.</p> <p>Fields</p> <ul style="list-style-type: none"> •*--Cropland and non-cropland fields located within tracts must be delineated separately. • Crop lines, distinct on the most current imagery, may form a boundary between adjacent program fields within a cultivated area in cases where farming practices make it probable that such crop line is not subject to change. <p>Notes: Delineation of areas of separate crops within a field will not be done for the purpose of creating separate fields for acreage reporting.</p> <p>Cropping patterns or rotations with no permanent boundaries should not be delineated as separate fields.--*</p>

22 Rules for Delineating (Continued)

A Delineating Rules (Continued)

Type of Boundary	Rules for Delineating
<p>Management (Land Use Boundaries) (Cntd)</p>	<ul style="list-style-type: none"> • Conservation (CRP/CREP/BCAP) areas delineated by practice type. • Easement (WRP, GRP) areas that have to do with cropland acreage must be accounted for in FRS. • Native Sod broken out after February 7, 2014 in the states of Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota must be delineated as a separate CLU beginning with the year in which the sod is destroyed. The newly created CLU cannot be merged with any other CLU until the land has been reported as planted for four years. •*--Land that does not meet the definition of cropland but meets the definition of DCP Cropland must be delineated as separate CLU's. Acreage calculated for the delineated CLU's must be recorded as "DCP Ag Related Activity Acres" at the tract level. DCP Ag Related Activity Acres must be updated accordingly as associated CLU changes occur. See subparagraph 249 C for further guidance.--* <p>Pasture and Other 'Non-Cropland' Areas (Disaster Reporting Requirements)</p> <ul style="list-style-type: none"> • The area within the tract boundary considered to be pasture or rangeland must be delineated. •*--Other non-cropland areas must be delineated as separate fields. (for example, homestead should be delineated from other pasture acreage.)--*

22 Rules for Delineating (Continued)

A Delineating Rules (Continued)

Type of Boundary	Rules for Delineating
Visible (Land Cover Boundaries)	<p>Determine the boundary for CLU using land cover, such as forest, rangeland, cropped land (tilled and non-tilled), natural windbreaks, fences, public roads, and waterways visible within digital imagery.</p> <p>Common Physical Boundaries include:</p> <ul style="list-style-type: none"> • transportation features • tree lines • waterways such as streams, rivers, lakes, bays • mine sites, including oil fields • urban features such as housing developments, industrial areas, airports, parks, golf courses (although these features will only be captured in the CLU until the land use of the farm has been determined to be nonagricultural, commercial, or industrial.

22 Rules for Delineating (Continued)**B Land Cover – Land Use Characteristics**

These 2 terms are often used interchangeably, however; the terms have distinct meanings. The understanding of these terms is also important to aerial interpretation and CLU delineation.

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

- field survey
- analysis of remotely sensed imagery.

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

22 Rules for Delineating (Continued)

B Land Cover – Land Use Characteristics (Continued)

Type of Land Cover	Description and Delineating Rules
Waterways	<p>A waterway is any navigable body of water. Waterways can include rivers, lakes, seas, oceans, and canals.</p> <ul style="list-style-type: none"> • Waterways for digitizing purposes include oceans, seas, lakes bays, estuaries, major rivers, smaller streams and canals. <p>Notes: Major waterways may form the farm/tract boundary, but the major waterway’s boundary should never be included within the farm/tract boundary.</p> <p>Smaller waterways may form farm/tract boundaries or occur within the farm/tract boundary.</p> <ul style="list-style-type: none"> • Smaller waterways may be included within a farm/tract only if: <ul style="list-style-type: none"> • they are completely contained within the farm/tract • farm/tract boundary lines cross the smaller waterway. • Any waterways that form the farm/tract boundary should not be included in the farm/tract. <p>*--Exception: Waterways may be delineated within a farm/tract if used for aquaculture purposes or to include submerged land for NRCS related conservation and restoration projects within the waterway if an associated producer has a broader farming operation.--*</p> <p>Notes: Waterways should never be delineated at the centerline.</p> <p>Delineate tract boundaries that correspond to waterway at the edge closest to the farm/tract.</p> <p>If the edge is difficult to distinguish, estimate its position using vegetation or approximate stream width.</p> <p>Leave waterways that are not included within a tract polygon open (meaning no polygon) similar to public roads.</p>

22 Rules for Delineating (Continued)

B Land Cover – Land Use Characteristics (Continued)

Type of Land Cover	Description and Delineating Rules
Other Bodies of Water	<p>Other bodies of water include lakes, ponds, bays, and other similar categorized bodies of water.</p> <ul style="list-style-type: none"> • Bodies of water must be delineated if they occur within ‘Cropland’ and they are greater than 1 acre in size. • Small ponds, stock tanks etc., (under 1 acre) may be delineated if their removal from "Cropland" assists with matching program acreage. • Bodies of water in other land use/land cover classes should be delineated if they comprise a significant portion of the non-cropland within a tract boundary (greater than 1 acre in size). • If tract boundaries extend across water bodies, do not include the water body within the tract boundary. <p>*--Exception: Water bodies may be delineated within a farm/tract if used for an aquaculture purpose or to include submerged land for NRCS related conservation and restoration projects within a water body if an associated producer has a broader farming operation.--*</p> <ul style="list-style-type: none"> • Bodies of water should be delineated at or above the normal water line: <ul style="list-style-type: none"> • within cropland delineate water body boundaries at the outside edge if untilled land (ex. dams) • if land cover extends to the water’s edge, use the water line when delineating boundary.

C Official Acreage

GIS-calculated acreage is official FSA acreage. Acreage will be maintained to the hundredth decimal place.

D Land Class Codes

All polygons will have an associated land class code according to subparagraph E.

25 Creating a Farm Record (Continued)

B Replicating Newly Created Farms to Prior Years (Continued)

State Offices will:

- review the documentation submitted by the County Office to ensure that:
 - the land in the farm being requested does not already exist as part of another farm number in prior years
 - the farm should be replicated
 - all applicable documentation has been provided
- review the farm to ensure that the farm is drawn, attributed, and constituted correctly in the current year

Notes: See Exhibit 7, Farm Replication Checklist to verify the farm record has been accurately establish before replicating the farm.

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

- after ensuring that the rules and validations mentioned in the previous bullet have been followed, replicate the farm according to paragraph 291.

***--Notes:** If a farm **cannot** be replicated and it needs to be, State Offices should contact the National Office Farm Records specialist.--*

Once the farm record has been replicated to prior years, County Offices must review the farm information for accuracy and update prior year records as needed.

26 Conservation Compliance

A Overview

HEL determinations, wetland determinations, farm producer exceptions, and tract producer exceptions will be maintained in CRM farm records.

B HEL Determinations

HEL status determinations are applicable to each field. Selection of 1 of the following HEL values is required for each field:

- HEL, field determined highly erodible
- NHEL, field determined not highly erodible
- UHEL, field undetermined
- EHEL, field exempt from a determination needed.

Note: EHEL only applies to CA, NV, AZ, and NM. EHEL fields are treated the same as NHEL for HEL compliance purposes.

Field level HEL Status is recorded by user based on NRCS determinations using the Edit CLU Attribute Tool in the GIS Info assignment block (see Part 7, Section 3).

Note: Field level HEL status determinations are recorded as "Undetermined" until NRCS has provided the County Office with written determination on NRCS-CPA-026 or NRCS-CPA-026E.

Tract level summary HEL status values are automatically determined by the varying combinations of field level HEL status values. The summary tract level HEL status dictates the values available for selection of the tract level HEL determination. If 1 or more fields on the tract is "Undetermined" the tract level summary HEL status is UHEL, and the user must select the tract HEL determination from 1 of the following 6 values:

- HEL determinations not completed for all fields on the tract
- HEL field on tract. Conservation system is not required – no agricultural commodity
- HEL field on tract. Conservation system being actively applied
- HEL field on tract. Conservation system is not being actively applied
- HEL field on tract. 2 years to implement conservation system on former CRP land
- NHEL: no agricultural commodity planted on undetermined fields.

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. Any unassigned generic base on the tract will be redistributed or reduced first with further redistribution or reduction being made proportionally from all other base crops on the tract as necessary.--*“

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

*--Use of the CCC-505 and CCC-517 wizards is required for completing base reductions and base redistributions. Part 7, Section 5 contains instructions for using farm records automated CCC-505 base reduction and CCC-517 base redistribution tools, including explanation of reasons codes utilized during the automated processes.

Important: Proper use of reason codes is important to capture the basis for the adjustments being made.--*

28 Out-of-Balance Tracts (Continued)

E Adjusting Yields

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

- tract 1:
 - 100.53 corn base acres
 - 130.0000 bushels/acre tract PLC yield

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

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

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

Note: The farm level yields must not be increased or decreased when recalculating the tract yields according to subparagraph 29 E.

28 Out-of-Balance Tracts (Continued)

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

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

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

G Maintaining Base Acres Reduced Due to CRP

Base acres reduced on CCC-505 because of CRP enrollment may be eligible to be restored once the CRP contract has expired, voluntarily terminated, or released early. To maintain and track the acres eligible to be restored, base acres reduced because of CRP enrollment must be entered into the CCC-505 CRP Reduction Data assignment block. Bases must be reduced from and retained with the tract enrolled in CRP that resulted in the base reduction. See Part 7, Section 5 for instructions on entering the CCC-505 CRP Reduction Data in CRM. CCC-505’s completed through the automated CCC-505 wizard will automatically be populated in the CCC-505 CRP Reduction Data assignment block. More details on the auto-population are found in paragraph 304.

--To ensure proper tracking of base reductions associated with a CRP contract, separate CCC-505’s are required for each CRP contract. CCC-505 wizard must be completed separately for each contract, which will result in separate CCC-505 Reduction Acre entries for each contract.--

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

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:** Use of the CCC-505 wizard is required for completing base reductions. A manual CCC-505 is not required if the automated CCC-505 base reduction tool in Part 7, Section 5 is utilized.

Separate CCC-505’s are required for each CRP contract. The CCC-505 wizard must be completed separately for each contract.--*

*--28.5 Using CCC-505

B Example of CCC-505

The following is an example of CCC-505.

This form is available electronically.

<p>CCC-505 (04-22-15)</p> <p style="text-align: center;">U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation</p> <p style="text-align: center;">VOLUNTARY PERMANENT BASE ACRE REDUCTION</p>	<p>1. STATE AND COUNTY CODE</p>	<p>2. FARM NO.</p>	<p>3. PROGRAM YEAR</p>
<p>4. REASON FOR REDUCTION OF BASE ACRES</p> <p><input type="checkbox"/> CRP Enrollment</p> <p><input type="checkbox"/> Other _____</p>			
<p>NOTE: <i>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.</i></p> <p><i>This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Agriculture Act of 2014 (Pub. L. 113-79), Title 1, Subtitle F – Administration.</i></p> <p><i>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.</i></p>			
PART A - REQUEST			
<p><i>The undersigned requests a permanent reduction of the base acres established for the following crop(s) for the farm identified in Item 2 above.</i></p>			
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 <i>(Column 8 MINUS Column 9)</i>
			-
			=
			-
			=
			-
			=
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:		19. COUNTY FSA OFFICE NAME AND ADDRESS (Including Zip Code)	
APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>			
20. COC'S SIGNATURE	DATE (MM-DD-YYYY)		
<p><small>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).</small></p> <p><small>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.</small></p>			

--*

32 PLC Yield Adjustments (Continued)

C PLC Yield Adjustment Example

In this example, the farm’s PLC yield was updated for corn. The farm is composed of 3 tracts, 2 of which are irrigated and 1 not irrigated. Because the owners of the farm desired to update the tract’s PLC yield to reflect irrigation on 2 of the tracts, the tract PLC yields were updated.

The farm’s PLC yield was updated to 227. The farm’s base acres after the reallocation process were 349.21.

Tract No.	Tract Base Acres	Farm PLC Yield	PLC Yield Extension (Base Acres x Yield)
125	69.00	227	15,663.00
250	139.56	227	31,680.12
375	140.65	227	31,927.55
Total	349.21		79,270.67

Tract 125 is non-irrigated and has limited production without irrigation. The owners of the farm request that the yield on tracts 250 and 375 should be 252 bushels.

Use the following table to determine the new PLC yield for the tracts on the farm.

Step	Action	Result
1	Multiply the base acres and the new yield from tracts 250 and 375 times the new yield of 252 (280.21 x 252).	70,612.92
2	Subtract the result of step 1 from the farm’s total yield extension (79,270.67 – 70,612.92).	8,657.75
3	Divide the result of step 2 by the base acres of tract 125 (8,657.75 ÷ 69.00).	125.47

As a result of the adjustment process, the PLC yield for Tract:

- 125 would decrease to 125 bushels (rounded down from 125.47)
- 250 would increase to 252 bushels
- 375 would increase to 252 bushels.

Important: The steps to calculate the tract yield above could vary depending on the yield requested on any or all tracts.

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

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

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

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

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

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

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

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

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

35 PLC Yield Update**A Updating the PLC Yield**

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

Instructions for the PLC Yield Calculator in CRM Farm Records are found in paragraph 306.

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

HIP's are established according to ARC/PLC program policy. The HIP eligibility for associated crops on a farm in current and prior years is based on the associated Farm Bill provisions for the specific year.

Applicable HIP provisions are found according to the following:

- 2014 Farm Bill, years 2014 through 2018, are provided in 1-ARCPLC
- 2018 Farm Bill, years 2019 through 2023, are provided in 1-ARCPLC (Rev. 1).

--Once calculated, entered HIP values are:--

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

B Automation of HIP Calculation

A HIP calculator is established in CRM FR to assist with calculating the HIP value for eligible crops. Instructions for accessing the HIP Calculator and calculating the HIP value are found in paragraph 307.

37-49 (Reserved)

51 Determination of Administrative County (Continued)

A Determining Administrative County (Continued)

This table summarizes how to determine a farm’s administrative county.

Situation	General Rule
All land on the farm is physically located in 1 county and the county where the farm is physically located has an FSA County Office.	The servicing County Office is the physical location and administrative county. Follow procedure in paragraph 53 for handling servicing County Office closures.
All land on the farm is physically located in 1 county that was the servicing County Office and administrative county, but the servicing County Office closed, and the timeframe to request a change of administrative county has not yet passed.	Follow procedure in paragraph 53 for handling servicing County Office closures.
All of the land on the farm is physically located in 1 county that was the servicing County Office and administrative county, but the servicing County Office closed and the timeframe to request a change of administrative county has passed.	<p>The farm records will be located in a servicing County Office designated by FSA to serve as the administrative county for the physical location county.</p> <p>Example: Contiguous counties A and B are each servicing County Offices and are each administrative counties. Servicing County Office B is closed. FSA designates servicing County Office A to serve administrative county B as well as administrative county A.</p> <p>Note: The farm records may be transferred to another servicing County Office according to paragraph 52 in subsequent years. This may necessitate a change in administrative county.</p>
The land on the farm is physically located in more than 1 county.	<p>The farm will be administered in 1 servicing County Office responsible for administration of programs for 1 or more of the physical counties involved in the farm’s constitution as determined by FSA. For new designations of servicing County Office and administrative county, FSA will make this determination considering input of farm operator and COC’s.</p> <p>Paragraph 52 or 53 applies if changes are requested or if changes occur to that servicing County Office and administrative county.</p> <p>Note: Administrative county must be reviewed after a farm division. If all land in a resulting farm is physically located in a county different than the administrative county a farm transfer may be *--initiated according to paragraph 52.5 to transfer the farm to the administrative county based on physical location.--*</p>

51 Determination of Administrative County (Continued)

B Requests for Changes to a Farm's Administrative County

Notwithstanding subparagraph A, requests for changes to another administrative county will not be processed unless the request involves the seeking of another servicing County Office. Requests to change the administrative county can only be accepted and completed for current year farms.

Exception: An exception to this will be if the farm's current administrative County Office is not in accordance with subparagraph (a)–(d) of 7 CFR 781.8. (subparagraph 51 A).

Example: Servicing County A has farm records for two administrative counties, A and B. The operator and owner of farm 100, which is administered in County B, wants to transfer the farm records to administrative County A. The farm is also physically located in County A.

In this situation, the servicing County Office is not changing. As long as the requested change on farm records meets any of 7 CFR 718.8(a–d), the change in administrative county can be permitted without requiring a servicing change.

In this example the change can be approved because the operator is requesting to move the farm records back to the administrative county which is the physical county. (7 CFR 718.8(a)).

Note: Requests for changes to a farm's administrative county are not ones that can be approved under the basis of "significantly more convenient."

*--C Transfer Requests and Decisions About Servicing Office and Administrative County

FSA will accept requests from producers to change a farms servicing office as outlined in this section. A change in servicing County Office will result in a new assigned administrative county and new farm and tract numbers.--*

FSA decisions about which servicing County Office will be responsible for farm records in an administrative county are not program, eligibility, or benefit determinations that are subject to participant requests for administrative review or appeal. How FSA conducts its administrative operations and decides how farm records will be maintained are administrative (not program) decisions. For these reasons, decisions by FSA to process requests for farm transfers or changes in administrative county are not subject any sort of appeal or appealability review. Offices will provide **neither** appeal, **nor** appealability review rights on administrative decisions about servicing County Office or administrative county.

--As an alternative to farm transfers, County Offices should ensure producers are aware of nationwide customer service which allows a producer to do business with any office regardless of the administrative county and servicing office for a farm.--

--52 Producer Requested Farm Transfers*A Farm Transfer Without a Farm Combination--***

The operator or owner of a farm administered in any servicing County Office can request a change to another servicing County Office by August 1 for the change to be effective for that calendar year. The change in servicing County Office may also necessitate a new administrative county. The operator or owner must state the reason for change (such as, but not limited to, change in the operation of the farm or for being significantly more convenient). For requests due to convenience, the farm operator or owner must document why it's significantly more convenient. The transfer request will be reviewed for processing by FSA and will be approved if all the following are determined to apply for the transfer request. The change:

- does not impact the constitution of a farm (a reconstitution request may have to be filed if the farming unit has changed)
- will not result in increased program eligibility or additional benefits for a farm's producers that would not otherwise be attained absent a change in administrative county
- is not intended to circumvent any program provisions, as determined by FSA.

***--Note:** The potential to circumvent any program provisions includes the applicable COC's ability to oversee the farm and properly act on matters of program participation and compliance associated with the farm.

Exception: Requests to move farm records and the farm to an administrative county responsible for the physical location of the farm will be permitted without further reason, but only if all other conditions of this paragraph are met and if all the land of the farm is physically located in the county for which administrative County Office designation is sought. The operator and owners must agree to conduct business in the servicing County Office responsible for the administrative county as designated by FSA.

Example: Farm 100 was physically located in Spruce County which was also an administrative county. In 2009, FSA closed the Spruce County Office and designated neighboring Pine County Office to serve the Spruce administrative county (as well as be an administrative county for Pine County). At the time, some farm operators of farms in Spruce County believed the Needle County Office was more convenient and asked that their records be transferred to the Needle County Office. This was approved, which necessitated a change in administrative county from Spruce to Needle County. The farm operator and owners now want to return the farm records for Farm 100 to the Spruce administrative county that is serviced in Pine County. Provided the request is filed by August 1, 2015, the administrative county and farm records can be transferred from Needle County to Spruce County which, is serviced in Pine County for 2015 and subsequent years.--*

*--52 **Producer Requested Farm Transfers (Continued)**

A Farm Transfers Without a Farm Combination (Continued)--*

This table provides an illustration for the example in this subparagraph.

Pine County	Spruce County
<p>Servicing County Office for:</p> <ul style="list-style-type: none"> • administrative county Pine • administrative county Spruce (FSA designation - 2009). <p>Note: 2009 - FSN 100 administered here; however, the operator and owners select Needle County Service Center, this necessitates a change in administrative county from Spruce to Needle County.</p>	<p>No Service Center County Office since 2009.</p> <p>2009 FSN 100 and Spruce Administrative County transferred to Pine Servicing County Office.</p>
Needle County	
<p>Servicing County Office for Administrative County Needle:</p> <ul style="list-style-type: none"> • 2009 FSN 100 added per operator and owner request • by August 1, 2015, FSN 100 operator and owners request to move FSN 100 back to its physical location and administrative county (Spruce) which is serviced in Pine County. 	

--52 Producer Requested Farm Transfers (Continued)--**B Documenting Transfer Requests Without a Farm Combination**

--Farm transfers without a farm combination must be:--

- specified on FSA-179

Note: On FSA-179, item 5, select “significantly more convenient”, if the transfer is requested because of convenience. FSA COC will determine if it can approve the transfer unless any of the prohibitions in subparagraph A apply. In this context, “convenience and inconvenience” refer to the attributes one servicing County Office may have over another (location, distance of travel to and from farm or home, office hours, etc.) Because of nationwide customer service that enables a person to go into any servicing County Office to conduct business, requests for changes in servicing County Office should lessen.

- signed by the farm operator and **all** owners.

Approving a request for transfer of servicing County Office may necessitate a change in administrative county for all purposes. See paragraph 64 for the timing of the transfer.

For County Office closures, see paragraph 53. For reduced hours of operation of an office and reduced staffing, see paragraph 54 for procedure in changing the servicing County Office and administrative county.

Notes: See 15-AO for determinations of which LAA the farm’s producer should be placed in the new county.

A change in the servicing County Office or administrative county may not impact FLP. FLP applications will be submitted in the County Office serving the area in which the farm is, or will be, located according to 7 CFR 1910.3. Files will be maintained according to 16-AO.

***--52 Producer Request Farm Transfers (Continued)**

C Farm Transfers With a Farm Combination--*

A change in administrative county for a farm involved in a farm reconstitution may be *--permitted in a calendar year if the requested reconstitution was filed by August 1 and if all--* of the following apply:

- all owners (in both counties) agree with the transfer
- the transferred farm will be combined with a farm in the receiving county
- *--the transfer is requested on FSA-179 signed by the operator and all owners
- the land is eligible to be combined as provided in Part 5, Section 1 and the combined farm will meet the definition of a farm as defined in paragraph 16.

Approving the request will change the administrative county originally designated by FSA for all purposes. See paragraph 64 for the timing of the transfer.

If a County Office determines that the farm transfer and combination are being requested to evade program rules, obtain benefits that would not otherwise be obtained, or circumvent program provisions, the farm transfer, change in administrative county, and farm combination will **not** be approved.

Notes: The potential to circumvent any program provisions includes the applicable COC's ability to oversee the farm and properly act on matters of program participation and compliance associated with the farm.

Administrative county changes for farm combinations will only be made to counties that are contiguous to the county where the farm is physically located. While the administrative county change must be contiguous, the resulting servicing office is not required to be contiguous.--*

* * *

52 Producer Request Farm Transfers (Continued)

C Farm Transfers With a Farm Combination (Continued)

*--Example: County A is contiguous to County B. County B is contiguous to County C. County A is an administrative county and has its own servicing office. County B and C are both administrative counties, but County C is the servicing office responsible for both counties farm records. There is no servicing office in County B.

County A	County B	County C
----------	----------	----------

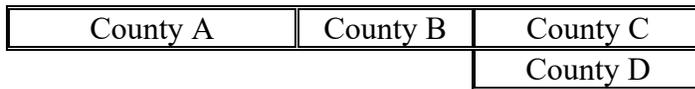
A producer has farms physically located in and administered by both County A and County B, serviced by County A FSA Office and County C FSA Office respectively. The producer requests to transfer the County A farm to the County C Servicing Office (County B Administrative County), resulting in it being combined with another farm already administered and physically located in County B. In this example, the resulting servicing office location is not contiguous to County A, however the resulting administrative county (County B) is contiguous to County A and the land being combined is physically located in contiguous counties.--*

52 Producer Request Farm Transfers (Continued)

C Farm Transfers With a Farm Combination (Continued)

*--A transfer request may include farms administratively and physically located in more than two counties if all land being combined into one farm is located within collectively contiguous counties. If the request includes a servicing office which is not the servicing office responsible for any of the administrative and physical counties involved in the combined land, then the request must include documentation regarding significant convenience for the requested servicing office.

Example: County A is contiguous to County B. County B is contiguous to County C. Each are administrative counties and have their own respective servicing office. County D is also an administrative county with its own servicing office.



Producer requests that farms administered in Counties A, B, and C (with land physically located in each) be combined and serviced by the County A Servicing Office, which results in the combined farm being administered by County A.

Alternatively, the producer may request the combined farm be serviced by an office that is not administratively associated with any county in which the land is physically located. For example, the servicing office in County D may be significantly more convenient for the producer. The request to combine farms from Counties A, B, and C to be serviced by and administered in County D would a transfer request that must be considered under both this subparagraph and subparagraph 52 A.--*

* * *

--52.5 COC Initiated Transfers*A COC Initiated Transfers After Farm Divisions**

Division of farms with land physically located in a different county may result in child farms constituted solely of land located in a different county that does not align with the current servicing office and administrative county. The parent farms in these cases may involve land from a farm previously transferred in from an original servicing office and administrative county where the farm is physically located.

COC's may initiate a transfer of these farms to the servicing office and assigned administrative county, defined by subparagraph 51 A, based on the physical location of land constituting the farm.

The COC may consider the following as part of this evaluation if available:

- If the land constituting the resulting farm was previously transferred to the current administrative county for combination with other farms in the administrative county.
- If one or more producers associated with the resulting farm were previously part of a transfer request requesting the current servicing office due to significant convenience or other reasons under paragraph 52.
- COC's knowledge of the producer's farming operation.
- Impacts to the farms current program participation.
- Indication by one or more producers on the resulting farm regarding where they wish the farm to be serviced and administered.--*

--52.5 COC Initiated Transfers (Continued)*B Other COC Initiated Transfers**

COC may initiate a transfer of a farm to the administrative county that aligns with the physical location of the farm as according to subparagraph 51 A. This transfer may be initiated for reasons including, but not limited to:

- change of producers on a farm while results in no producers remaining that were associated with the originating transfer request
- change of producers that results in “unknown” producers on the farm
- farm which is not actively participating in FSA or NRCS programs.

C Handling COC Initiated Transfers

COC initiated transfers must be handled according to the applicable steps outlined in paragraphs 66 and 67.

D Documenting COC Initiated Transfers

COC initiated transfers are:

- documented on FSA-179

Note: Indicate “COC Initiated” in Block 6A with a transferring reason that the farm is “Physically Located in Receiving County”.

- not required to be signed by the farm operator or owner(s)
- documented in the COC minutes to indicate the COC’s basis for initiating the transfer
- approved by COC or CED as delegated to approve transfers.

53 Servicing County Office Closures

A Background

When a servicing County Office closes, FSA National Office designates a new servicing County Office for the administrative county.

B Letters

The new servicing County Office that is responsible for the administrative county and farm records in that administrative county will provide a letter within 60 calendar days of being notified of the closure of the previous servicing County Office to all operators and owners whose records were held in the closed servicing County Office. The letter informs the operator and owners:

- of the name and location of the servicing County Office where the administrative county farm records will be designated
- that if the designation by FSA is agreeable, the operator and owners will not need to do anything or take any action
- that subject to COC approval by the “transfer to” county, a different servicing County Office may be requested within 30 calendar days of the date of the letter (insert the names of the alternate servicing County Offices according to subparagraph C).

Note: Selection of an alternative servicing County Office may necessitate a change in administrative county. See Exhibit 15 for an example of the letter.

53 Servicing County Office Closures (Continued)

C Criteria for Selecting a Different Servicing County Office and Administrative County

An operator and owners who want to request a different servicing County Office and administrative county must request the transfer on FSA-179.

The County Office will inform the operator and owners of the available servicing County Offices the operator and owners may select from according to the following criteria:

- the requested servicing County Office must be contiguous to the servicing County Office that is closing, **or** the requested servicing County Office must be contiguous to any of the contiguous counties of the servicing County Office responsible for the administrative county
- the request is subject to COC approval of the “transfer to” county.

Exception: A producer may request a servicing County Office that does not meet the above criteria if the producer wants to transfer to a servicing County Office that is currently responsible for the administrative county for another farm the operator operates, or owner owns. The request is subject to COC approval of the “transfer to” administrative county. All other provisions of this handbook and paragraph 51 apply.

D Approval of Transfer Required by “Transfer to” County

The “transfer to” request must be approved or disapproved by COC by signing FSA-179.

COC may approve the request if it has knowledge of the farming practices of the “transfer from” farm based on the following characteristics of the geographic region:

- precipitation
- temperature
- cropping practices
- irrigation practices
- soil types
- management practices.

If COC does not approve the transfer for processing, the operator and owners must be notified in writing and provided an opportunity to select a different transfer request within 30 calendar days.

Note: DAFP has delegated authority to STC’s to approve requests for selecting a new servicing County Office in cases where County Offices have closed and an operator and owners request a servicing County Office other than the 1 designated by FSA to be responsible for the administrative county. STC may redelegate this authority to SED.

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 unless COC initiated according to paragraph 52.5.--*

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.

64 Timing for Transfer

A Basic Rule

August 1 of each FY is the deadline for a producer to request a farm transfer. Records **cannot** be transferred, until the next FY, if crop loan and LDP payments have been issued for the farm.

The transfer of records is effective for the next program, crop, or FY, as applicable, for the program.

- The new administrative County Office selected by the producer will handle all new activity for the next program year or FY.
- The current administrative County Office will continue to handle:
 - crop loan and LDP requests and servicing for current and prior crop years
 - pending appeals for current or prior years.

***--Note:** Transfer requests received after August 1 will be considered for the next program year once farm records rollover occurs.--*

B Implications for Records

County Offices must use good judgment when transferring records. It may be necessary to delay the transfer of farm records to the receiving County Office to permit continued price support activity for current and prior crop year loans and LDP's.

All requested farm transfers must be acted on by the end of the FY.

65 Records to Transfer**A Overview**

If an in and out transfer is approved according to paragraph 63, follow this paragraph to determine which records are to be transferred.

Send FSA-179, all of the following farm records, and only copies of the producer records, if the producer still has other interests in the transferring county.

Note: If documents to transfer are accessible to the receiving County Office electronically or through a program application, the paper copy does not need to be physically transferred. This exception does not apply to programs that require the original contract or filed copy located in the administrative office, for example CRP contracts.

B Common Farm Record Files

Transfer all common farm records files including:

- FSA-156 EZ
- CCC-501
- CCC-502EZ, CCC-502A, CCC-502B, CCC-502C, or CCC-502D as applicable
- CCC-503A
- CCC-901
- CCC-902 I Short, CCC-902 I, or CCC-902 E as applicable
- CCC-903
- AD-1026
- AD-1068
- AD-1069
- FSA-492
- FSA-493
- FSA-569
- NRCS-CPA-026
- NRCS-CPA-027
- FSA-211
- base and yield notification
- other related documentation.

65 Records to Transfer (Continued)

C Conservation Files

Transfer all conservation files including:

- original CRP contracts
- CCC-1245's, FSA-848A's and FSA-848B's for CRP contracts for complete and incomplete practices
- CCC-1245's FSA-848A's and FSA-848B's for other conservation programs for complete and incomplete practices
- AD-862's
- other related documentation.
- lifespan records
- correspondence.

D Compliance Files

Transfer all compliance files including, but not limited to:

- FSA-578's
- measurement services
- all related documentation.

65 Records to Transfer (Continued)

E ARC/PLC Records

Transfer all ARC/PLC farm files including, but not limited to:

- CCC-505
- CCC-517
- CCC-518
- CCC-857
- CCC-858
- CCC-859
- CCC-860
- CCC-861
- CCC-862
- CCC-863
- FSA-156EZ
- FAV history by tract, if applicable
- base and yield notification
- producer payment history print.

***--Note:** HIP values for HIP eligible crops on a farm must be entered before initiating a farm transfer. CRM FR will restrict users from initiating a transfer if required HIP values are missing.—*

F FSFL Program Records

Requests by borrowers to transfer an outstanding FSFL to another servicing office will be denied because the system files for one FSFL cannot be easily transferred from one County Office computer system to another.

Exception: For FSFL's that must be transferred because a County Office is being closed, all case files and FSFL system files will be transferred to the County Office chosen by FSA.

G NAP

Transfer the following NAP records and only copies of the producer records, if the producer still has other interests in the transferring county:

- CCC-471
- CCC-576 (page 1)
- CCC-576 (page 2)
- CCC-452
- FSA-658
- other related documentation.

66 Handling Within-State Transfers (Continued)

C Receiving County Action

Use the following table for receiving county action.

IF transfer...	THEN...
<p>was approved by the transferring County Office</p>	<ul style="list-style-type: none"> • indicate recommendation for approval or disapproval on FSA-179, item 13A and provide reason if disapproved • if approved: <ul style="list-style-type: none"> • act on the farm transfer workflow in CRM Farm Records • send a copy of the approved FSA-179 to transferring County Office • approve new ARC/PLC contract and modify CRP contracts in CCMS to reflect new farm and tract numbers, as applicable, in the system for the transferred contracts <p style="text-align: center;">* * *</p> <ul style="list-style-type: none"> • enter CRP attributes for all fields enrolled in CRP (including CRP MPL) after receiving the CRP Cropland workflow that is generated after the CCMS contract modification. <p style="text-align: center;">Note: Follow Part 7, Section 2 to update CRP attributes at the field level and to update CRP MPL at the tract level.</p> <ul style="list-style-type: none"> • re-create any active FSA-848's for CRP contracts, ECP, etc. • verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 8 • notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.

66 Handling Within-State Transfers (Continued)

C Receiving County Action (Continued)

IF transfer...	THEN...
was approved by the transferring County Office (Continued)	if disapproved: <ul style="list-style-type: none"> record the reason for disapproval submit the request to STC for a determination according to subparagraph D return all records to the transferring County Office if the transfer remains disapproved after STC determination.
has been disapproved by the transferring County Office	<ul style="list-style-type: none"> submit the request to STC for a determination according to subparagraph D complete the transfer request if the transfer is approved after STC determination.

D Handling Disagreements

If the receiving or transferring COC disapproves the request for transfer:

- STC will make a determination
- the County Office will forward the request for transfer to the State Office.

67 Handling Out-of-State Transfers

A Initiating County Action

Use the following table for initiating county action.

IF transfer is initiated in the...	THEN the initiating County Office will...
receiving County Office	<ul style="list-style-type: none"> complete FSA-179, Part A send FSA-179 to the transferring County Office.
transferring County Office	<ul style="list-style-type: none"> complete FSA-179, Parts A and B send FSA-179 to the transferring State Office.

Note: COC may redelegate authority to CED to approve in and out transfers between States. STC may redelegate this authority to SED or applicable State Office Specialist.

67 Handling Out-of-State Transfers (Continued)**C Transferring State Action**

The transferring State will:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved
- if approved, act on the farm transfer workflow
- send FSA-179 to the receiving State Office.

D Receiving State Action

The receiving State will:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved

Note: DAFP has delegated its authority to STC's to approve requests for selecting a new administrative County Office in cases where the transfer request is from 1 State to another. STC may redelegate this authority to SED.

- if approved, act on the farm transfer workflow
- send FSA-179 to the receiving County Office.

67 Handling Out-of-State Transfers (Continued)

E Receiving County Action

Follow this table after completing FSA-179, Part C.

IF transfer is...	THEN...
approved	<ul style="list-style-type: none"> • send a copy of FSA-179 to the receiving State Office. <p>Receiving State Office will:</p> <ul style="list-style-type: none"> • keep copy of the approved FSA-179 • send approved FSA-179 to the transferring State Office for filing and distribution to the transferring County Office. <p>Receiving County Office will:</p> <ul style="list-style-type: none"> • follow Part 7, Section 6 to complete transfer in the CRM Farm Records System • approve new ARC/PLC and modify CRP contracts in CCMS to reflect new farm and tract numbers, as applicable, in the system for the transferred contracts <p style="text-align: center;">* * *</p> <ul style="list-style-type: none"> • enter CRP attributes for all fields enrolled in CRP (including CRP MPL) and allocate CRP MPL acres to applicable tracts after receiving the CRP Cropland workflow generated after the CCMS contract modification <p style="text-align: center;">Note: Follow Part 7, Section 2 and work instructions “CRP – Updating CRP Cropland and “Allocated CRP Acreage” to update CRP attributes at the field level and to update CRP MPL at the tract level.</p> <ul style="list-style-type: none"> • re-create any active FSA-848’s for CRP contracts, ECP, etc. • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 8 • coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments • notify the receiving office of all outstanding debts and producer offset requests • ensure that all outstanding debts are loaded in NRRS according to 64-FI • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 8 • notify all applicable NRCS offices handling the farm of the new farm, tract, and field numbers • verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately.

93 When to Initiate**A Required Reconstitutions**

[7 CFR 718.201] A reconstitution of a farm either by division or by combination is required and must be initiated when any of the following occur for farms in the same administrative county.

- A change has been made in the operation of the land since the last constitution or reconstitution, and the farm no longer meets the definition of a farm in paragraph 16. As applicable, initiate either of the following:
 - a farm combination according to paragraph 110
 - a farm division according to paragraph 131.

Note: Restrictions in paragraph 90 and 91 apply.

- The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution. Make corrections according to paragraph 96.
- COC determines that the farm was reconstituted on a basis of false information provided by the owner or farm operator.
- COC determines that the tracts of land included in a farm are not being operated as a single farm according to paragraph 96.
- An owner requests in writing that the owner's land no longer be included in a farm that is composed of tracts under separate ownership. See paragraph 131 for farm divisions.
- Farms are participating in ARC/PLC, have the same ARC/PLC program elections for all common covered commodities, have the same ARCPLC G/I/F Eligibility indicator, have the same owner, are located in the same county, and are operated as 1 farm.

93 When to Initiate (Continued)**B Timing of Farm Reconstitutions**

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

A reconstitution is considered requested when all:

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

Note: County Offices are authorized to process reconstitution requests received after August 1 if sufficient time is available to complete the request and any subsequent program action before rollover.

C Timing of Tract Divisions

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

If a farm reconstitution is required, process the reconstitution according to subparagraph B, Part 7, Section 7.

D Total CRP and Non-ARC/PLC Farms

--The following farms may be reconstituted at any time within the current FY, before rollover, if there are no impacts to already enrolled programs or acreage reports:--

- farm level reconstitutions for total CRP farms
- non-ARC/PLC.

Part 5 Types of Reconstitutions

109 Overview

*--A Reconstitution Requirements and Types

A reconstitution is required whenever:

- a change has occurred in the operation of the land since the last constitution or reconstitution and as a result of such change the farm or tract no longer meets the definition of farm or tract as defined in paragraph 16, except that no reconstitution will be made if the county committee determines that the primary purpose of the change in operation is to establish eligibility to transfer allotments subject to sale or lease, or increase the amount of program benefits received
- the farm was previously not properly constituted
- an owner requests in writing that the land no longer be included in a farm composed of tracts under separate ownership
- COC determines that:
 - the farm was reconstituted on the basis of false information
 - tracts included in a farm are not being operated as a single farming unit.--*

The following are 4 types of reconstitutions:

- farm combinations
- farm divisions
- tract combinations
- tract divisions.

B Definition of Farm Combination

A farm combination is the consolidation of 2 or more farms, having the same operator, into 1 farm.

109 Overview (Continued)

C Definition of Farm Division

A farm division is the dividing of a farm into 2 or more farms because of a change in ownership or operation.

D Definition of Tract Combination

A tract combination is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

E Definition of Tract Division

A tract division is the dividing of a tract into 2 or more tracts because of a change in *--ownership or operation. A tract division requires a subsequent farm division if all resulting owners have not agreed to have their land constituted as a single farm or if resulting tracts are under different operation.--*

F Publicizing Method of Division

County Offices will:

- publicize the designation by landowner method of division, including the definition and criteria for using it
- distribute the information in any manner available including, but not limited to:
 - newspaper articles
 - newsletters
 - radio and television spots.

109 Overview (Continued)**G When to Publicize**

Publicize this method of division:

- once a year, at a minimum
- toward the end of each FY.

Note: This will ensure that producers are familiar with the method and criteria throughout the coming FY.

H Reconstitution Identification Number

A reconstitution identification number is system generated for all tract or farm reconstitutions when:

- a tract reconstitution has been completed
- a farm reconstitution has been submitted for approval.

Reconstitutions completed in CRM Farm Records, including both farm and tract reconstitutions, will be numbered sequentially starting with reconstitution ID #1 through the number of reconstitutions completed by the end of FY. All reconstitution ID numbers will be unique within the administrative State and county for the FY. The reconstitution ID number will revert back to 1 at the beginning of each FY.

Notes: The reconstitution identification numbers were not generated for reconstitutions completed in CRM Farm Records when the system first went live in FY 2013 and the software was not tracking reconstitutions completed. As a result, there will be some reconstitution history that will not be identified in the reports or assignment blocks.

Reconstitutions completed in Web FRS prior to CRM implementation in 2013 have been migrated into CRM along with all prior year records.

The reconstitution ID number generated for a reconstitution should be entered on FSA-155, Request for Farm Reconstitution in data entry field “**2. Reconstitution No:**”.

109 Overview (Continued)

I Reconstitution Reports

The following reconstitution reports are available to assist county offices with reviewing completed reconstitutions and tracking the history of a farm or tract:

- Reconstitution County Summary Report
- Farm Reconstitution History
- Tract Reconstitution History.

Additional information on the reconstitution reports and functionality in CRM Farm Records is found in Part 7, paragraphs 335 through 338.

Section 1 Combinations

Subsection 1 Farm Combinations

110 Common Ownership Farm Combinations

A Definition of Common Ownership Unit

A common ownership unit is a distinguishable part of a farm, consisting of 1 or more tracts of land with the same owners, as determined by FSA.

*--B Required Farm Combinations

COC will initiate a reconstitution to combine farms when all of the following apply for the farms in the same administrative county:

- farms have the same operator
- the tracts are under common ownership unit or considered to be the same ownership as determined under paragraph 11 and rules for minors, trusts, and immediate family members provided in paragraph 16
- the resulting farm would meet the definition of a farm in paragraph 16.

Notes: Combined farms must have the same ARC/PLC election for all common covered commodities and the same ARCPLC G/I/F Eligibility Indicator.

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

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

Farms with or without covered commodities may be combined.--*

See Part 7, Section 7 for instructions on processing farm combinations.

The Producer Farm Data Report will assist users with identifying farms required to be combined. See paragraph 315 and Exhibit 20 for additional instructions to generate the report.

111 Separate Ownership Farm Combinations

A Basic Rule

--Combinations of farms with land under separate ownership:--

- are voluntary
- will not be encouraged.

B Criteria for Combinations

--[7 CFR 718.201] Land under separate ownership may be combined if all owners agree in writing and the resulting farm meets all requirements outlined in subparagraph 16 A.--

* * *

Exceptions: All owners who had previously agreed to the combination of land under separate ownership are **not** required to agree again in writing. Only owners contributing new land to the combination must agree in writing.

If multiple ownership farms are involved, only the operator's signature is required if all owners on each farm had previously agreed to that farm's constitution.

*--**Notes:** Subparagraph 16 A contains specific requirements for land to constituted under the same farm. Farms shall not be combined unless all land in the resulting farm meets the requirements outlined.

Farms with and without base acres may be combined. Combined farms must have the same ARC/PLC election for all common covered commodities and the same ARCPLC G/I/F Eligibility Indicator.--*

See Part 7, Section 7 for instructions on processing farm combinations.

Section 2 Divisions

Subsection 1 Reasons for Divisions

131 Reasons for Farm Divisions

A Rules

Following are rules for dividing farms.

Reason for Farm Division	Who May Initiate Reconstitution
Part of the farm is sold , or ownership changes and the land no longer meets the definition of a farm in paragraph 16.	COC, owner, or operator
The land no longer meets the definition of a farm in paragraph 16.	COC, owner, or operator
The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution.	COC, owner, or operator
COC determines that the farm was reconstituted because of false information provided by the owner or farm operator.	COC
<p>An owner of a multiple-ownership farm requests, in writing, that the land owned by that owner no longer be included in the farm.</p> <p>Note: This request must be in writing; however, the owner’s signature on FSA-155 may serve as the written request. When a tract of land on a multiple-ownership farm is owned by persons with undivided interest, only 1 undivided interest owner’s request and signature is required.</p>	owner

--Paragraph 52.5 provides transfer policy for resulting farms that are physically located in a different county than the current administrative county for the farm.--

See Part 7, Section 7 for instructions for processing farm divisions.

132 Reasons for Tract Divisions

A Rules

*--The COC or owner may initiate a tract division for any of the following reasons:

- the tract no longer meets the definition of a tract according to this paragraph 17
- ownership changes for part of the tract
- the physical location of the land extends into multiple counties.

A tract division requires a subsequent farm division if all owners have not agreed to constitute their tracts as a single farm or resulting tracts are under different operation.--*

See Part 7, Section 7 for instructions to process tract divisions.

133-139 (Reserved)

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

Editable Tract Land Data Entries	Description and Action
Wetland Determination	<p>The tract level Wetland Determination is a required entry for all tracts.</p> <p>Manually SELECT the tract level wetland determination as applicable according to 6-CP Part 4. Options for the tract level Wetland Determination include:</p> <ul style="list-style-type: none"> • tract contains a wetland or farmed wetland • tract does not contain a wetland • wetland determination not complete. <p>Note: If a certified wetland exists on the tract, “Tract contains a wetland or farmed wetland” shall be selected even if all wetland determinations are not complete.</p>
Wetland Violation Determination – Wetland converted between December 23, 1985, and November 28, 1990	<p>Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no converted wetland violation exists for this time frame.</p> <p>Note: Selecting a wetland violation is not permitted unless the tract wetland determination has been designated as “Tract contains a wetland or farmed wetland”.</p>
Wetland Violation Determination – An agricultural commodity has been planted on a --wetland converted before February 8, 2014	<p>Planted Converted Wetland violations are applicable to the tract level if planted before February 8, 2014. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no planted converted wetland violation exists.</p> <p>Note: Selecting a wetland violation is not permitted unless the tract wetland determination has been designated as “Tract contains a wetland or farmed wetland”.</p>

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

<p>Editable Tract Land Data Entries</p>	<p>Description and Action</p>
<p>Wetland Violation Determination – Wetland converted after November 28, 1990, and before February 8, 2014</p>	<p>Wetland violations are applicable to the tract level if converted before February 8, 2014. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no converted wetland violation exists for this time frame.</p> <p>Note: Selecting a wetland violation is not permitted unless the tract wetland determination has been designated as “Tract contains a wetland or farmed wetland”.</p>
<p>Wetland Violation Determination – Wetland converted after February 7, 2014</p>	<p>Entry only available in years 2014 through current.</p> <p>Wetland violations are applicable to the tract level if converted after February 7, 2014. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no converted wetland violation exists for this time frame.</p> <p>Note: Selecting a wetland violation is not permitted unless the tract wetland determination has been designated as “Tract contains a wetland or farmed wetland”.</p>
<p>Wetland Violation Determination – An agricultural commodity has been planted on a wetland converted after February 7, 2014</p>	<p>Entry only available in years 2014 through current.</p> <p>Planted converted wetland violations are applicable to the tract level if planted after February 7, 2014. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no planted converted wetland violation exists.</p> <p>Note: Selecting a wetland violation is not permitted unless the tract wetland determination has been designated as “Tract contains a wetland or farmed wetland”.</p>
<p>EWP Acres</p>	<p>Entry only available in years 2020 through current. In years prior to 2020, acres are combined with WRP and entered as “WRP/EWP Acres”.</p> <p>Manual entry of Emergency Watershed Protection Program (EWP) acres enrolled within the selected tract on DCP cropland acres.</p>

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

<p>Editable Tract Land Data Entries</p>	<p>Description and Action</p>
<p>DCP Ag Related Activity Acres</p>	<p>DCP Ag Related Activity Acres must be manually entered for acreage that meets the definition of DCP Cropland but does not meet the definition of cropland as defined in Part 2. Acres entered in the DCP Ag Related Activity Acres data field are added to the Cropland Acres to calculate the DCP Cropland acreage populated by the system.</p> <p>*--Acres entered as DCP Ag Related Activity Acres must correspond to delineated CLU's identifying the land meeting the definition of DCP cropland. CLU attributes must be recorded as:</p> <ul style="list-style-type: none"> • 3-CM Cropland Indicator: No • Land Classification Code: Other Ag or other predominant land use other than Cropland • CLU Comments: DCP Cropland.--* <p>Note: Changes to DCP Ag Related Activity Acres will prompt the entry of a "Cropland Adjustment Reason Code" through the Tract Validation Error menu when saving. See subparagraph 220 C for additional guidance on the Tract Validation Error menu requirements and entries.</p>
<p>Wetland Reserve Program Acres</p>	<p>Entry only available in years 2020 through current. In years prior to 2020, acres are combined with EWP and entered as "WRP/EWP Acres".</p> <p>Manual entry of Wetland Reserve Program (WRP) acres enrolled within the selected tract on DCP cropland acres.</p> <p>Note: WRP acres include all easements enrolled on DCP cropland for WRE/ACEP-WRE.</p>
<p>Double Cropped Acres</p>	<p>Entry only available in years 2003 through current. In 2003, double-cropped acres are associated at the farm level only.</p> <p>Double-cropped acreage refers to acreage established based on historical double-cropping practices as defined under a previous farm bill. These values are frozen under current policy. The double-cropped acres on a tract cannot be increased unless base acres and double-cropped acres are redistributed using CCC-517. Double-cropped acres cannot exceed the Effective DCP Cropland and must be decreased if the Effective DCP Cropland for the tract is reduced to an amount less than the double-cropped acres for the tract. Double-cropped acres may be transferred to another tract when CCC-517 is used to transfer base acres to another tract. Double-cropped acres data is manually loaded in the double-cropped Acres data field.</p> <p>See Part 2 and Part 6 for additional information regarding use of CCC-517.</p>

249 Tract Level: Tract Land Data Assignment Block (Continued)

C Action (Continued)

<p>Editable Tract Land Data Entries</p>	<p>Description and Action</p>
<p>Sugarcane Base Acres</p>	<p>Sugarcane base acres are only applicable and editable by counties administered in Louisiana. Sugarcane base acres were established in 1992 according to 2-PAS and historically have been retained with the farm.</p> <p>Sugarcane base acres for a tract should not exceed the cropland for the tract. If cropland for a tract is reduced to an amount less than the sugarcane base acres for the tract, see 2-PAS for provisions to transfer the sugarcane base acres to another farm or tract. Sugarcane base acres should not be increased unless it is because of redistribution from another tract or farm using CCC-827.</p>
<p>HEL Status</p>	<p>*--Entry is only available in years with field level data (2016 through current).--*</p> <p>Tract level HEL status values are automatically determined by the varying combinations of field level HEL status values. The summary tract level HEL status dictates the values available for selection of the tract level HEL determination.</p> <ul style="list-style-type: none"> • If all fields within the tract have been determined as NHEL and/or EHEL, the tract HEL Status is populated to “NHEL”. • If one, or more fields on the tract have been determined as HEL, the tract HEL Status is populated with “HEL” and the tract level HEL Determination must be manually selected. See HEL determination. • If one or more fields within the tract are “UHEL” the tract status is populated with “UHEL” and the tract level HEL determination must be manually selected. See HEL determination.

250 Tract Level: Tract Crop Data Assignment Block

A Overview

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

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

*--The following data is identified in the Tract Crop Data assignment block in years 2014 through current year:

- Crop Name
- Base Acres
- Base Acres Adjustment Reason
- PLC Yield
- PLC Yield Adjustment Reason.

The following are additional data fields available in years prior to 2014:

- CRP Reduction acres
- PTPP Reduction acres
- CRP Pending
- Direct Yield
- CC Yield
- CRP Yield.

B Example

Following is an example of the Tract Data assignment block in current year.

Tract Crop Data					
Acti...	Crop Name	Base acres	Base acres Adj.Reaso...	PLC Yield	PLC Yield Adj.Reason ...
	Wheat	9.50		37.0000	
	Corn	14.50		57.0000	
	Grain Sorghum	7.00		53.0000	

--*

250 Tract Level: Tract Crop Data Assignment Block (Continued)

C Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block

Following provides the editable entries within the Tract Level Crop Data assignment block in years 2014 through current.

***--Note:** Manual edits are allowed to add a new base crop data entry, increase base acres on a tract, or modify yields. Manual base adjustments to decrease base on a tract are restricted and can only be completed through the automated wizards as applicable (e.g. base reductions and redistributions). See paragraphs 304 through 306.--*

Editing Tract Crop Data Entries	Description and Action
	CLICK “Edit” to enter or modify the following Tract Crop Data entries.
Crop Name	<p>Crop name for applicable base acres associated on the tract. To add a new crop with base acres on the tract:</p> <ul style="list-style-type: none"> • 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 needed. <p>Notes: Once a crop name has been selected and saved, it can no longer be edited or changed to a different crop name. If a base crop name is selected and saved incorrectly, the base acreage and yields must be reduced to zero and then a new base crop entry must be added for the correct base crop.</p> <p>If the base crop added to a tract is a new base crop to the farm, users are prompted to load a program election at the farm level before the base updates can be saved. See paragraph 226.</p>
Base Acres	<p>*--Base acres are manually entered or increased according to--* the number of base acres for the selected crop that are associated with the tract.</p> <p>Enter the number of base acres and PRESS “Enter” on the keyboard to accept the entry and populate the Base Acres Adjustment Reason Code drop-down menu.</p>

250 Tract Level: Tract Crop Data Assignment Block (Continued)

C Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)

*--

Editing Tract Crop Data Entries	Description and Action
Base Acres Adjustment Code	<p>Base Acres Adjustment Code is a required entry if the existing base acres on the tract are either increased or decreased or if a new base crop is added to the tract. Users must select the applicable reason code when base acreage is adjusted or newly added.</p> <p>Adjustment Reason Codes When Reducing Base Acreage.</p> <p>Note: Reductions can only be completed through the CCC-505 or CCC-517 wizards. Applicable adjustment reason codes will be selected through the wizard.</p> <ul style="list-style-type: none"> • CCC-505 – Commercial • CCC-505 – Conservation Programs (not CRP) • CCC-505 – Energy Production • CCC-505 – Mining and Excavation • CCC-505 – Other Nonagricultural, Commercial or Industrial Use • CCC-505 - Reduction Due to CRP Enrollment • CCC-505 - Residential • CCC-517 • Other <p>Following are the base reduction reason options in the CCC-505 wizard.</p> <div data-bbox="610 1104 1240 1465" style="border: 1px solid black; padding: 5px;"> <p>U4 CCC-505 - Commercial</p> <p>R4 CCC-505 - Conservation Programs</p> <p>R1 CCC-505 - Energy Production</p> <p>R2 CCC-505 - Mining and Excavation</p> <p>R3 CCC-505 - Other Nonagricultural, Commercial or Ind</p> <p>U2 CCC-505 - Reduction Due to CRP Enrollment</p> <p>U5 CCC-505 - Residential</p> <p>O4 Other</p> </div> <p>Adjustment Reason Codes When Increasing or Adding Base Crop Acreage.</p> <div data-bbox="610 1593 1172 1852" style="border: 1px solid black; padding: 5px;"> <p>A2 CCC-517</p> <p>A7 CRP Expiration or Voluntary Termination</p> <p>I1 Expiration of GRP Enrollment and Easement</p> <p>O2 Reconstitution Correction</p> <p>O4 Other</p> </div>

--*

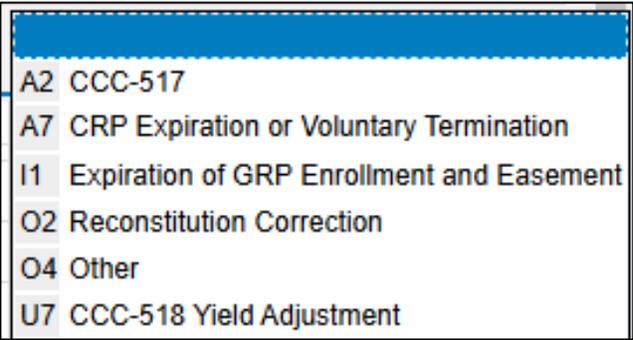
250 Tract Level: Tract Crop Data Assignment Block (Continued)

C Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)

Editing Tract Crop Data Entries	Description and Action
Base Acres Adjustment Code (Cont.)	<p>Adjustment Reason Codes When Increasing or Adding Base Crop Acreage (Continued).</p> <ul style="list-style-type: none"> • CCC-517 •*--CRP expiration or voluntary termination • Reconstitution Correction • Other.--*
PLC Yield	<p>This yield was formerly the CC payment yield under DCP/ACRE and predecessor programs. The PLC Yield is populated based on the established PLC Yield for the crop on the tract. The PLC Yield can be adjusted manually to increase or decrease the yield according to Part 2 and 1-ARCPLC.</p>
PLC Yield Adjustment Codes	<p>PLC Yield Adjustment Code is a required entry if the existing yield on the tract is either increased or decreased or if a new base crop and yield is added to the tract. Users must SELECT the applicable reason code when the PLC yield is adjusted or added.</p> <p>Adjustment Reason Codes When Reducing the PLC Yield: *--</p> <div data-bbox="602 1010 1219 1497" style="border: 1px solid black; padding: 5px;"> <p>A2 CCC-517 O2 Reconstitution Correction O4 Other R1 CCC-505 - Energy Production R2 CCC-505 - Mining and Excavation R3 CCC-505 - Other Nonagricultural, Commercial or Ind R4 CCC-505 - Conservation Programs (Not CRP) U2 CCC-505 - Reduction Due to CRP Enrollment U4 CCC-505 - Commercial U5 CCC-505 - Residential U7 CCC-518 Yield Adjustment</p> </div> <ul style="list-style-type: none"> • CCC-505 Commercial • CCC-505 Reduction Due to CRP enrollment • CCC-505 Residential • CCC-517 • Reconstitution Correction • Other • CCC-505 Other Nonagricultural, Commercial, or Industrial Use • CCC-505 Conservation Programs (not CRP) • CCC-518 Yield Adjustment.--*

250 Tract Level: Tract Crop Data Assignment Block (Continued)

C Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)

Editing Tract Crop Data Entries	Description and Action
PLC Yield Adjustment Codes (Cont.)	<p>Adjustment Reason Codes When Increasing or Adding a PLC Yield.</p> <p>*--</p> <div data-bbox="602 506 1235 846" style="border: 1px solid black; padding: 5px;">  </div> <ul style="list-style-type: none"> • CCC-517 • CRP expiration or voluntary termination • Reconstitution Correction • Other • CCC-518 Yield Adjustment.--*
	CLICK "Save" to save the Tract Crop Data entries.

Note: If the crop base acres are reduced completely from the tract, the * * * yield must be reduced to zero and the applicable reason codes selected. The crop base entry line is not removed from the Tract Crop Data assignment block and will remain as an entry with zero acres and zero yields listed.

250 Tract Level: Tract Crop Data Assignment Block (Continued)

D Common Error Messages

Following provides possible messages and action if the data in the Tract Crop Data assignment block is edited.

Message or Error Received	Action
Crop base acres exceed the sum of Effective DCP acres and Double cropped acres	<p>Verify the correct acreage is populated correctly for all entries in the Tract Land assignment block. If needed, review and correct boundary and attributes in the CLU attributes in the GIS Info assignment block.</p> <p>If the Effective DCP Cropland and Double Cropped Acres are populated correctly, the base acreage must be reduced or redistributed accordingly so it no longer exceeds the Effective DCP Cropland plus Double Cropped acreage total.</p>
Base Acreage Adjustment Reason Code is required	Select the applicable Base Acreage Adjustment Reason Code
PLC Yield or CTAP Transitional Yield Adjustment Reason Code is required	Select the applicable PLC Yield or CTAP Transitional Yield Adjustment Reason Code
Crop Base acres must have a program election	A new base crop added with acres greater than zero cannot be saved until a program election is selected at the farm level Program Election assignment block.
--Base crop acres can only be reduced through CCC-505 or CCC-517 wizards	Error will be triggered if users attempt to manually reduced base acres on a tract. User must cancel the edit and initiate the base reduction through either the CCC-505 or CCC-517 wizard.--

250 Tract Level: Tract Crop Data Assignment Block (Continued)

***--E Base and Yield Adjustment Reason Codes and Use Description**

The following tables provide the base and yield adjustment reason code and the use description.

Base and yield adjustment reason codes when bases or yields are reduced on a tract.

Code	Adjustment Reason	Used when base or yield reduction on a tract is completed due to:	Base or Yield
U4	CCC-505 – Commercial	DCP Cropland conversion to commercial use (public roads, non-agricultural buildings, parking lots, golf courses or urban settings)	Base and Yield
U5	CCC-505 – Residential	Housing and associated roads and parking lots.	Base and Yield
R1	CCC-505 – Energy Production	DCP Cropland conversion to permanent structures and roads for the production of energy including solar, wind, and oil	Base and Yield
R2	CCC-505 – Mining and Excavation	DCP Cropland conversion to roads and sites where land is disturbed for mining and excavating coal, minerals, metals, rock, sand etc. and other mining activities	Base and Yield
R3	CCC-505 – Other Nonagricultural, Commercial or Industrial Use	Any other use determined to be non-ag but is not commercial, residential, energy, or mining. Land maybe retained within an existing farm or be divided off due to ownership or operation change. Example: New grain storage bins or permanent farm structures built on DCP Cropland.	Base and Yield
R4	CCC-505 – Conservation Programs (Not CRP)	Enrollment into any Federal conservation or easement program (except CRP) including GRP.	Base and Yield
U2	CCC-505 – Reduction Due to CRP Enrollment	Enrollment in CRP,	Base and Yield
A2	CCC-517	Any non-ag use or conservation program enrollment, including CRP, resulting in base redistribution to other tracts.	Base and Yield
O2	Reconstitution Correction	Correction to the allotment of base after a reconstitution by adjusting bases between tracts or farms,	Base and Yield
O4	Other	Any other reason not categorized above. May include producer request to reduce base not related to a program requirement, an appeal, or relief. For base or yield reduction due to program requirement, appeal, or relief, choose the appropriate adjustment reason best aligned with the associated program, or decision appealed or granted relief.	Base and Yield
U7	CCC-518 – Yield Adjustment	Producer request to adjust yields between existing tracts to align with production of the crop on the specific tracts.	Yield

--*

250 Tract Level: Tract Crop Data Assignment Block (Continued)

*--E Base and Yield Adjustment Reason Codes and Use Description (Continued)

Base reduction reason codes populated by the system or system admin.

Code	System Adjustment Reason ^{1/}	Used when bases or yields are reduced or populated in Permanent Base Reduction Database by the system or system admin:	Base or Yield
NA	ARC/PLC Generic Allocation	In 2018/2019 to allocate generic base to other base crops per completed ARC/PLC allocation process or manually by the system admin.	Base and Yield
NA	Farm In-Activation	When a farm is in-activated with base acres. Associated base acres are saved to the Permanent Base Reduction database and populated with a reason code of "Farm In-Activation".	Base

^{1/} Not available for selection.

Base and yield adjustment reason codes when bases or yields are increased on a tract.

Code	Adjustment Reason	Used when base or yield increase on a tract is completed due to:	Base or Yield
A7	CRP Expiration or Voluntary Termination	CRP contract expiration, voluntary termination or early release. Note: COC contract termination results in a permanent reduction of base and CCC-505 CRP Reduction Acres are not eligible to be restored.	Base and Yield
I1	Expiration of GRP Enrollment and Easement	GRP contract expiration.	Base and Yield
A2	CCC-517	Redistribution of base either by producer request or COC on form CCC-517. Note: Yields on individual tracts may increase or decrease during the completion of a base redistribution but overall farm level yield must not change.	Base and Yield
O2	Reconstitution Correction	Correction of bases after a reconstitution.	Base and Yield
O4	Other	Any other reason not categorized above. May include correction, relief, or appeal not associated with any other reason.	Base and Yield
U7	CCC-518 – Yield Adjustment	Producer request to adjust yields between existing tracts to align with production of the crop on the specific tracts.	Yield

291 Create a Farm (Continued)

D Action (Continued)

Step	Action
Create GIS Tract (Continued)	
17	<p>The Create AOI tool is active by default and the following message will display.</p> <div data-bbox="410 443 1164 554" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Info : Please draw a polygon to define 'Area of Interest'. Double-click to complete the polygon.</p> </div> <p>The AOI is not the tract boundary but defines the area in which the tract will be created. The AOI does not need to be precise but should be larger than the tract boundary to be delineated.</p> <p>Create the AOI as follows.</p> <ul style="list-style-type: none"> • Click outside the extent of the intended tract to begin delineating the AOI. When creating a large tract, it may be necessary to zoom out to be sure the AOI is larger than the actual tract. The AOI will draw as a red polygon. • Continue delineating the AOI boundary to create a polygon shape. • Double click to complete the AOI before the point of beginning. The final AOI will be displayed as a black polygon. <div data-bbox="406 1148 1036 1682" style="text-align: center; margin: 10px 0;"> </div> <p>Notes: CLICK “Undo” or PRESS “Z” on the keyboard to remove previously placed vertices. PRESS “Esc” to delete the entire delineation and draw again.</p>

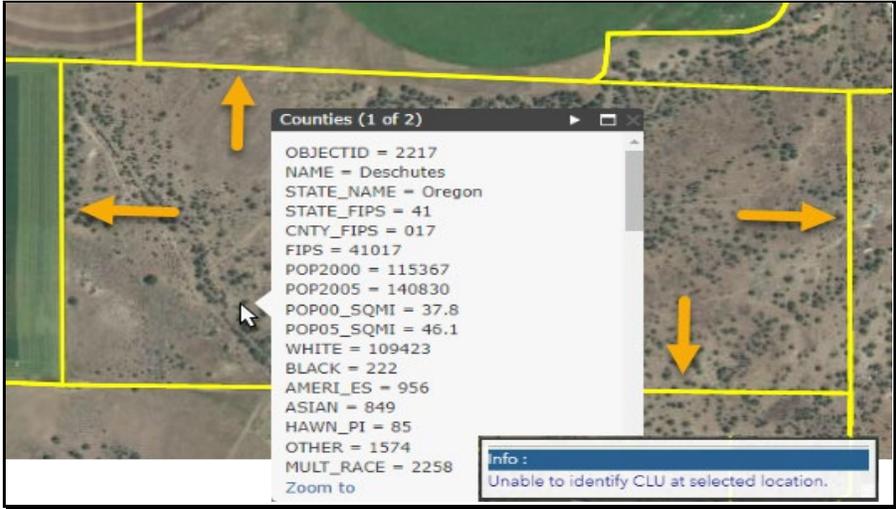
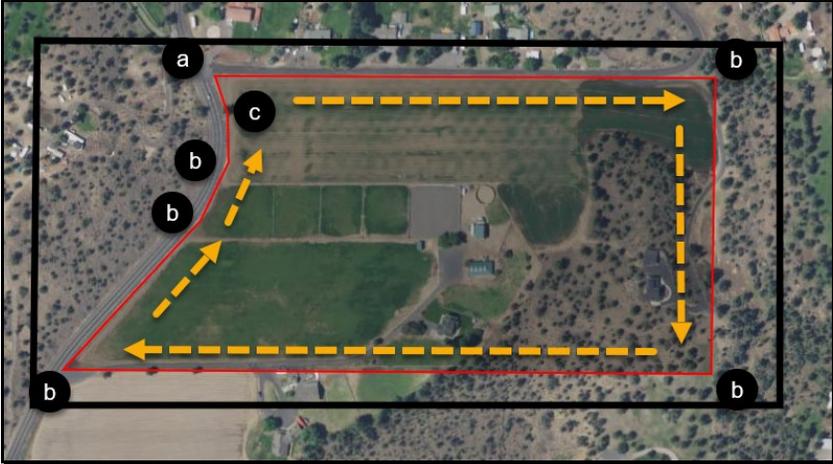
291 Create a Farm (Continued)

D Action (Continued)

Step	Action
Create GIS Tract (Continued)	
18	<p>After completing the AOI boundary, users are prompted to begin delineating the tract and the Create Tract tool will automatically be activated.</p> <div data-bbox="407 474 930 560" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Info : Delineate new tract boundary within AOI.</p> </div> <p>The initial tract boundary must include all land within the tract.</p> <p>Determine which of the following scenarios is applicable and choose the method required to delineate the new tract.</p> <ul style="list-style-type: none"> <p>Stand-alone Tract - The new tract will reside in an open area not bordered by *--existing CLU's--*</p> <div data-bbox="451 894 1182 1276" style="text-align: center;">  </div> <p>Shared Boundary Tract - The new tract needs to be appended to existing *--CLU's to create shared boundaries. See Step 18b.--*</p> <div data-bbox="451 1423 1419 1839" style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>

291 Create a Farm (Continued)

D Action (Continued)

Step	Action
Create GIS Tract (Continued)	
<p>18 (cont.)</p>	<ul style="list-style-type: none"> • Completely Enclosed Tract - The empty area is surrounded by existing *--CLU's. See Step 18c.--* <p>Note: The following example shows the Identify function being used to verify that there are no existing CLU's at the location clicked.</p> 
<p>18a</p>	<p>Stand-alone Tract - The new tract will reside in an open area not bordered by existing CLU's.</p> <p>Note: Users should ensure the map display is zoomed in to at least edit scale (1:4,514) to accurately delineate the tract boundary.</p> <p>The tract boundary draws as a red polygon.</p> 

291 Create a Farm (Continued)

D Action (Continued)

Step	Action
Create GIS Tract (Continued)	
<p>18a (cont.)</p>	<p>Create the stand-alone tract boundary as follows.</p> <ul style="list-style-type: none"> • Start at any corner along the intended tract boundary and CLICK to begin. • Continue delineating the boundary by clicking at each location where the line changes direction to add a vertex. • Double-click prior to the first vertex to complete the tract boundary. <p>Note: Do not end on the first vertex placed.</p> <p>Methods to Undo:</p> <ul style="list-style-type: none"> • CLICK “Undo” or PRESS “Z” on the keyboard to remove previously placed vertices. • PRESS “Esc” to delete the entire delineation and draw again. <p>The map display will highlight and zoom to the extent of the new tract boundary. Proceed to Step 20.</p> 

304 Automated CCC-505 Base Reduction Wizard

A Overview

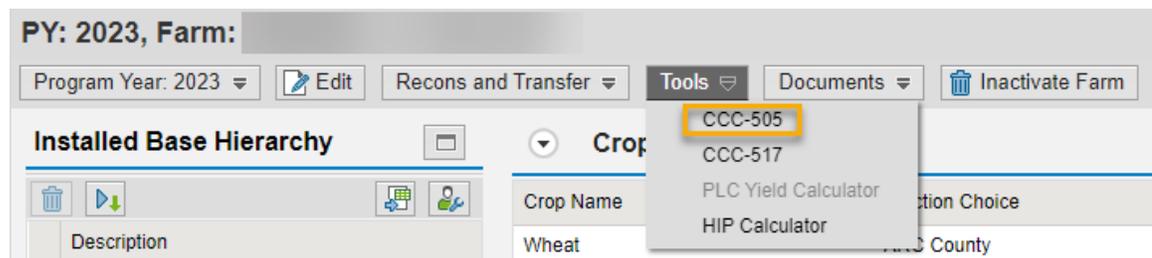
The automated CCC-505 base reduction tool allows creation, tracking, and approval of CCC-505, Voluntary Permanent DCP Base Acreage Reduction. The tool allows the user to designate base acres to be reduced and reason codes for the reductions. Tract and farm over-based, fully-based, and under-based statuses 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.

Notes: 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.

--If reduction is due to CRP enrollment, separate CCC-505's must be completed for each contract to ensure CCC-505 CRP Reduction acres are maintained accurately for the life of the associated contract.--

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.

The screenshot shows the CCC-505 Form for Farm: 999999, 99-999-10439. At the top, there is a toolbar with buttons for 'Save as Draft', 'Complete and Print', 'Cancel and Save as Draft', 'Cancel and Delete', 'Reprint', and 'Back'. The form is divided into four main sections:

- Farm Level Summary:** A table with columns: Farm Number, Original Total Base Acres, Base Acres To Be Reduced, Base Acres After Reduction, Effective DCP Cropland + Double Crop Acres, (Effective DCP Cropland + Double Crop Acres) - Total Base Acres, and Total Base Acres. Row 10439 shows values: 168.05, 1.00, 167.05, 167.29, 0.24.
- Farm Level Detail:** A table with columns: Crop Name, Original Total Base Acres, Original Yield, Base Acres To Be Reduced, Base Acres After Reduction, and Yield After Base Acre Reduction. Rows include Barley (5.00, 50.0000, 0.00, 5.00, 50.0000), Corn (133.05, 115.6032, 1.00, 132.05, 115.5320), and Soybeans (30.00, 40.0000, 0.00, 30.00, 40.0000).
- Tract Level Summary:** A table with columns: Tract Number, Original Total Base Acres, Base Acres to be reduced, Base Acres after reduction, Effective DCP Cropland + Double Crop Acres, (Effective DCP Cropland + Double Crop Acres) - Total Base Acres, and Total Base Acres. Rows are color-coded: 5866 (red, 54.98, 0.00, 54.98, 54.22, 0.76-), 5867 (green, 10.05, 0.00, 10.05, 10.05, 0.00), and 5875 (yellow, 103.02, 1.00, 102.02, 103.02, 1.00).
- Tract Level Detail:** A table with columns: Tract Number, Crop Name, Yield, Original Base Acres, Base Acres to be reduced, Reason Code, Effective Year, and Base Acres after reduction. Rows include 5866 Barley (50.0000, 5.00, 0.00), 5866 Corn (100.9904, 49.98, 0.00), 5867 Corn (120.0000, 10.05, 0.00), 5875 Corn (125.0000, 73.02, 1.00, CCC-505 reduction Residential, 2016, 72.02), and 5875 Soybeans (40.0000, 30.00, 0.00).

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.

304 Automated CCC-505 Base Reduction Wizard (Continued)

C Action (Continued)

*--

	Item	Description and Action
2	(Effective DCP Cropland + Double Crop Acres) – Total Base Acres	A negative value in this data field at the farm level indicates the farm is over-based. A negative value in this data field at the tract level indicates the tract is over-based.
3	Color-coded tract level data	Over-based tracts are color-coded as red in both the tract level summary and tract level detail sections of the tool. Fully-based tracts are color-coded as green. Under-based tracts are color coded as yellow.
4	Over-based tract indicator	Over-based tracts are shown in the tract level summary section both as color coded in red and with a negative entry in the “(Effective DCP Cropland + Double Crop Acres) – Total Base Acres” column to alert the user to the over-based condition.
5	Base Acres to be Reduced	<p>The “Base Acres to be Reduced” column in the tract level detail section is editable to allow the user to select applicable tracts and crops that will have base acres reduced and to enter the amount of the reduction.</p> <p>As soon as an entry is made and the user PRESSES “Enter” on the keyboard or CLICKS “Save”, the status of the tract being edited as over-based, fully-based, or under-based is interactively updated. As a result, the amount in the “(Effective DCP Cropland + Double Crop Acres) – Total Base Acres” column is automatically updated in the tract level summary section and in the farm level summary section. Base acres may be reduced from any tract regardless of its status as over-based, fully-based, or under-based.</p>

--*

304 Automated CCC-505 Base Reduction Wizard (Continued)

C Action (Continued)

*--

	Item	Description and Action
6	Reason Code	<p>When an entry is made in “Base Acres to be Reduced” for a specific tract and crop, the “Reason Code” column becomes editable when the user PRESSES “Enter” on the keyboard or CLICKS “Save”. An error code will display in the upper right corner of the screen until a reason code is selected from the choices in the drop-down menu.</p> <p>When multiple reductions are being made a mixture of reason codes is permitted.</p> <p>Note: Reason code “CCC-505 due to CRP enrollment” is not permitted to be mixed with any other reason code.</p> <p>When the reason code “CCC-505 reduction due to CRP enrollment” is selected, the user must select an effective year of either the current fiscal year or the subsequent fiscal year. If the subsequent fiscal year is selected the CCC-505 reductions are held in a pending status until after FY rollover.</p> <p>See paragraph 250 for available adjustment reason codes for base reductions.</p>
7	Effective Year	<p>The “Effective Year” is automatically populated as the current year for all reason codes. When the selected reason code is “CCC-505 due to CRP enrollment”, a drop-down menu is available to change the effective year to the subsequent year if necessary.</p> <p>When an effective year is selected, the system will hold the pending CCC-505 reduction in the system until the entered effective year. At that time, the system will generate the CCC-505 workflow for approval. CCC-505’s submitted with an effective year are not deleted during rollover.</p>

--*

Note: See work instruction **CCC-505 Base Reduction** for more information on completing the automated CCC-505 Base Reduction form.

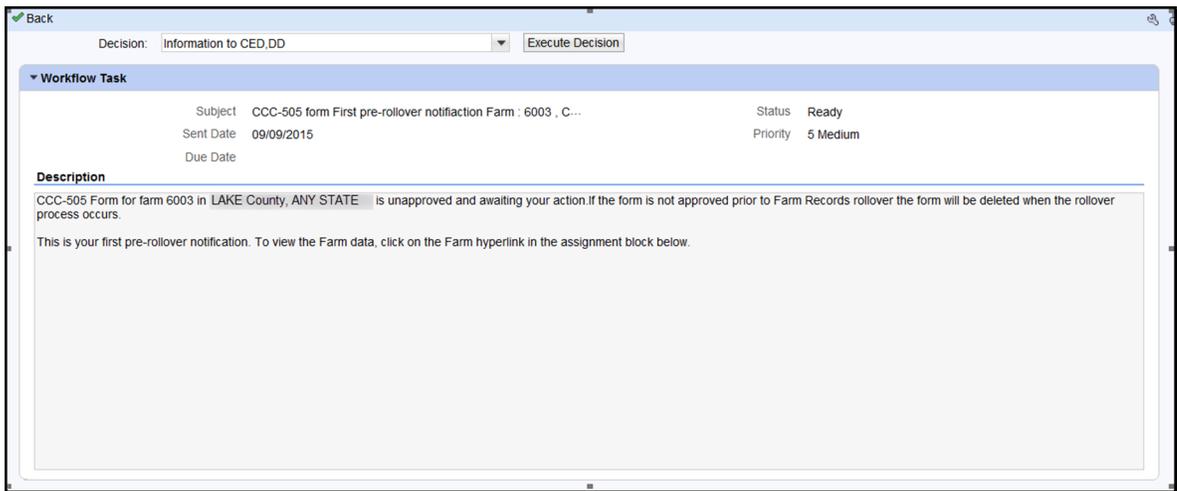
304 Automated CCC-505 Base Reduction Wizard (Continued)

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 are 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
- *--distribution of bases between farms is only allowed when selected farms are resulting farms from the same farm level reconstitution--*
- 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.

* * * 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 * * * 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.

312 FSA-156EZ

A Overview

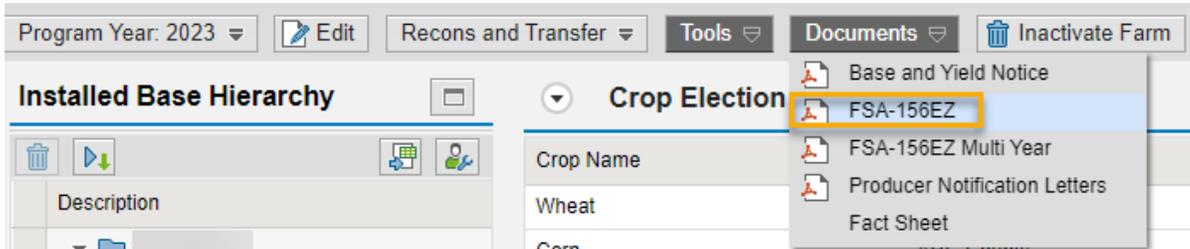
FSA-156EZ is available at any time, for any year, and at any level in the hierarchy as long as the farm does not have an Edit session. FSA-156EZ is a CRM generated summary of a farm and displays farm level and tract level assignment block information. The FPMS status, Change History, Attachment, Notes, and GIS Info Assignment Block information will not appear on FSA-156EZ.

See Exhibit 8 for a detailed list of information included on FSA-156EZ. Options for *--generating the FSA-156EZ are available either within a selected farm record or from the Search Criteria menu and include generating:

- a single document for the associated year
- a multi-year document by selecting the applicable years to generate the individual documents at the same time
- bulk documents for multiple farms from the Search Criteria Results menu.--*

B Accessing FSA-156EZ

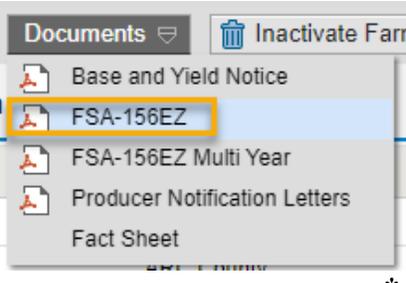
Following is an example of how to generate the FSA-156EZ in CRM.



312 FSA-156EZ (Continued)

C Action

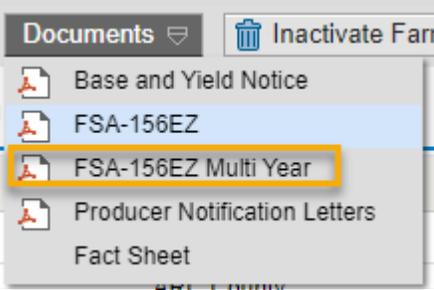
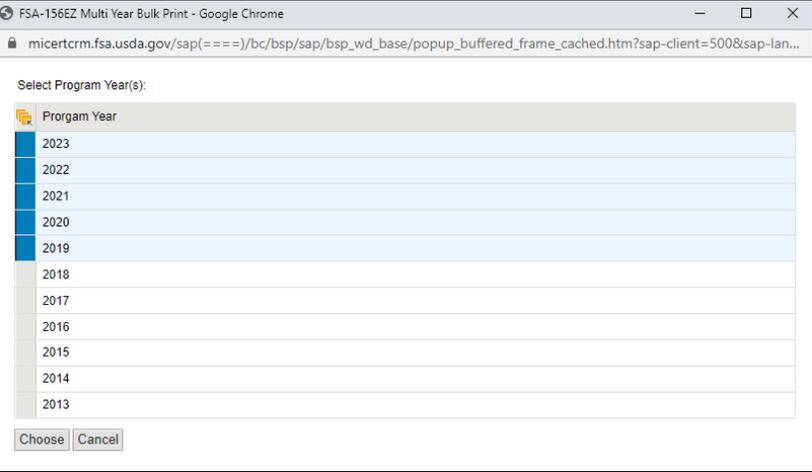
The following table provides instructions to access FSA-156EZ for a selected farm.

Step	Action
1	<p>*--Locate the “Documents” menu in the CRM toolbar and SELECT “FSA-156EZ”.</p>  <p>The screenshot shows a software toolbar with a 'Documents' dropdown menu. The menu is open, displaying several options: 'Base and Yield Notice', 'FSA-156EZ', 'FSA-156EZ Multi Year', 'Producer Notification Letters', and 'Fact Sheet'. The 'FSA-156EZ' option is highlighted with a blue selection bar and a yellow rectangular box around it. To the right of the 'Documents' menu is an 'Inactivate Farm' button with a trash icon. Below the menu, there is a small text fragment '--*'. The toolbar also includes a red printer icon to the left of the menu items.</p>
2	<p>FSA-156EZ will open in Adobe Acrobat. Use the print function in Adobe Acrobat to print the document. See paragraph 266 for instructions to save FSA-156EZ as an attachment.</p>

312 FSA-156EZ (Continued)

C Action (Continued)

The following provides instructions to generate the FSA-156EZ for multiple years for the selected farm:

Step	Action
1	<p>Locate the “Documents” menu in the CRM toolbar and SELECT “FSA-156EZ Multi Year”.</p> 
2	<p>Select all applicable years from the menu.</p>  <p>Note: Only years the selected farm is active or the year the farm became in-active will be available for selection.</p>
3	<p>FSA-156EZ will open in Adobe Acrobat. Use the print function in Adobe Acrobat to print the document. See paragraph 266 for instructions to save FSA-156EZ as an attachment.</p>

312 FSA-156EZ (Continued)

***--D Bulk Generating FSA-156EZ's**

FSA-156EZ's can be bulk generated from the Search menu for multiple farms at time by:

- entering a range of farm number
- entering multiple farm numbers
- searching by producer to list all associated farms.

Notes: Generating FSA-156EZ's from the Search Criteria menu is only allowed for current year records.

Users should limit bulk generating FSA-156EZ's to **200 farms at a time**.

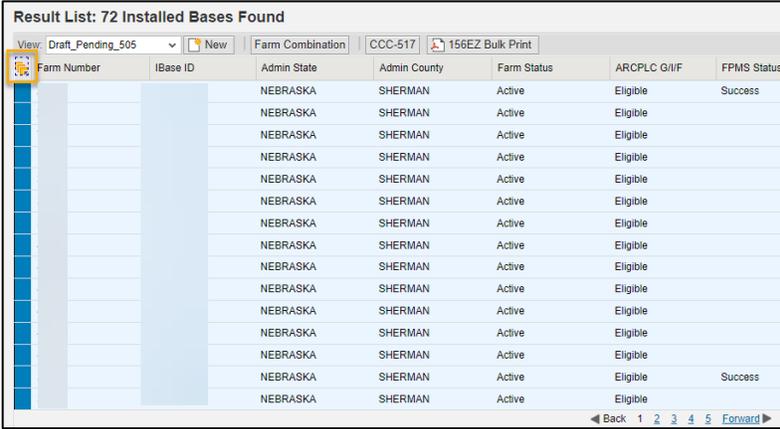
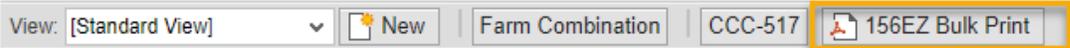
Following provides instructions to generate FSA-156EZ's for multiple farms through the Search Criteria menu:

Step	Action																																																																								
1	At the CRM@FSA Home screen, select "Search Farms/Bins"																																																																								
2	<p>Search for all applicable farms using any applicable search criteria options to list all applicable farms in the Results List. See paragraph 188 for search options.</p> <p>The following example displays searching for a range of farms.</p> <div data-bbox="407 1062 1386 1587" style="border: 1px solid black; padding: 5px;"> <p>Search Criteria</p> <p><small>* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.</small></p> <p>Search For: Search by Farm</p> <table border="1"> <tr> <td>Farm Number</td> <td>is between</td> <td>1</td> <td>and</td> <td>500</td> <td>+ -</td> </tr> <tr> <td>Admin State</td> <td>is</td> <td>NEBRASKA</td> <td></td> <td></td> <td>+ -</td> </tr> <tr> <td>Admin County</td> <td>is</td> <td>SHERMAN</td> <td></td> <td></td> <td>+ -</td> </tr> <tr> <td>IBase ID</td> <td>is</td> <td></td> <td></td> <td></td> <td>+ -</td> </tr> <tr> <td>Farm Status</td> <td>is</td> <td>Active</td> <td></td> <td></td> <td>+ -</td> </tr> <tr> <td>FPMS Replication Status</td> <td>is</td> <td></td> <td></td> <td></td> <td>+ -</td> </tr> <tr> <td>ARCPLC Replication Status</td> <td>is</td> <td></td> <td></td> <td></td> <td>+ -</td> </tr> <tr> <td>Base Reduction CCC-505 Status</td> <td>is</td> <td></td> <td></td> <td></td> <td>+ -</td> </tr> <tr> <td>Base Redistribution CCC-517 S...</td> <td>is</td> <td></td> <td></td> <td></td> <td>+ -</td> </tr> <tr> <td>PLC Yield Update - CCC-867 S...</td> <td>is</td> <td></td> <td></td> <td></td> <td>+ -</td> </tr> <tr> <td>ARCPLC G//F Eligibility</td> <td>is</td> <td></td> <td></td> <td></td> <td>+ -</td> </tr> <tr> <td>Transferred From</td> <td>is</td> <td></td> <td></td> <td></td> <td>+ -</td> </tr> </table> <p>Maximum Number of Results: 100</p> <p>Search Clear Reset Save Search As: <input type="text"/> <input type="checkbox"/> Include View Save</p> </div> <p>Note: Unless In-active farms are needed, users should select "Active" as the Farm Status when searching.</p>	Farm Number	is between	1	and	500	+ -	Admin State	is	NEBRASKA			+ -	Admin County	is	SHERMAN			+ -	IBase ID	is				+ -	Farm Status	is	Active			+ -	FPMS Replication Status	is				+ -	ARCPLC Replication Status	is				+ -	Base Reduction CCC-505 Status	is				+ -	Base Redistribution CCC-517 S...	is				+ -	PLC Yield Update - CCC-867 S...	is				+ -	ARCPLC G//F Eligibility	is				+ -	Transferred From	is				+ -
Farm Number	is between	1	and	500	+ -																																																																				
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ARCPLC G//F Eligibility	is				+ -																																																																				
Transferred From	is				+ -																																																																				

--*

312 FSA-156EZ (Continued)

*--D Bulk Generating FSA-156EZ's

Step	Action
3	<p>Select all applicable farms in the Results List</p>  <p>Note: Either select individual rows or use the Select All to select all farms in the Results List.</p>
4	<p>Select "156EZ Bulk Print"</p> 
5	<p>A single PDF with all FSA-156EZ's for selected farms will be generated. The document can be print or saved as needed.</p>

--*

313 Base and Yield Notice

A Overview

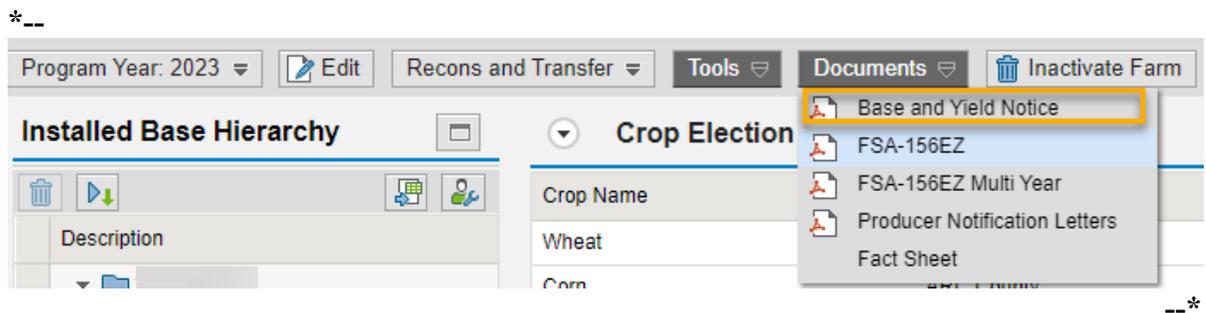
The Base and Yield Notification is required to be sent to associated producers (operator and owners) when changes occur on the farm impacting program data (bases, yields, program elections, HIP, CRP, and CRP Reduction Data). A Base and Yield Notice is system generated and sent to the approving official as an e-mail attachment when reconstitutions are approved, and new base crop program elections are submitted from the ARCPLC Contract application. The Base and Yield Notice may be reprinted as needed and must be generated and provided to associated producers for the following:

- farm combination
- farm division
- Yield & HIP Establishment
- ARC/PLC Election
- General
- Base Reductions.

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

B Accessing the Base and Yield Notice

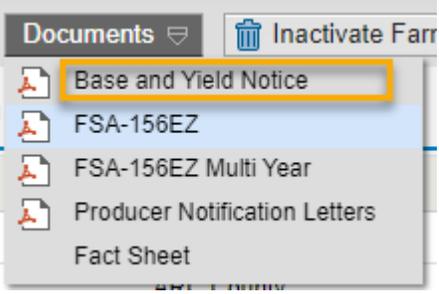
Following is an example of accessing the Base and Yield Notice to generate the document as needed.



313 Base and Yield Notice (Continued)

C Action

The following table provides instructions for accessing and printing the Base and Yield Notice from within the farm record.

Step	Action
1	<p>*--Locate the “Documents” menu in the CRM toolbar and SELECT “Base and Yield Notice”.</p>  <p>--*</p>
2	<p>In the Base and Yield Notice dialog window, select the applicable producer.</p>
3	<p>SELECT the applicable Base and Yield Notice version:</p> <ul style="list-style-type: none"> • ARC/PLC Election • General • Reconstitution • Yield & Hip Establishment • Base Reduction. <p>SELECT the applicable producer.</p> <p>CLICK “Base and Yield Notice” button to generate the document.</p> 
4	<p>The Base and Yield Notice will open in Adobe Acrobat. Use the print function in Adobe Acrobat to print the document. Examples of the Base and Yield Notification letters are found in Exhibit 9.</p>

314 Producer Notification Letters

A Overview

Notification letters with review rights are required to be submitted to applicable producers when the following changes occur on the farm:

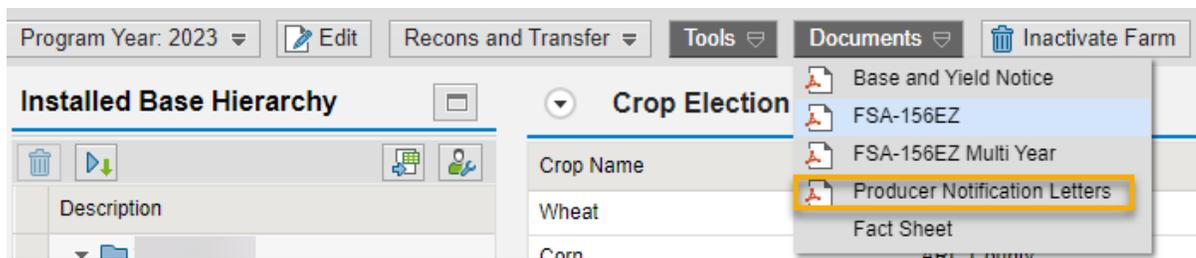
- *--Operator – See paragraph 11 for notification requirements
- Owner – See paragraph 12 for notification requirements
- CLU boundary changes impacting acreage – See paragraph 21 for notification--* requirements.

Templates for the following notification letters are found in Exhibits 5 and 6:

- Operator Change Notification Letter
- Boundary and Acreage Change
- Owner Change Notification Letter to Current/Prior Owners
- Owner Change Notification Letter to Operator.

B Accessing the Producer Notification Letters

Following is an example of accessing the Producer Notification Letters.



315 Producer Farm Data Report

A Overview

The producer farm data report provides a summary of all farming interest nationwide for a selected producer. The report is available through a selected customer record in Business Partner.

Details of the data generated on the Producer Farm Data Report are found in Exhibit 20.

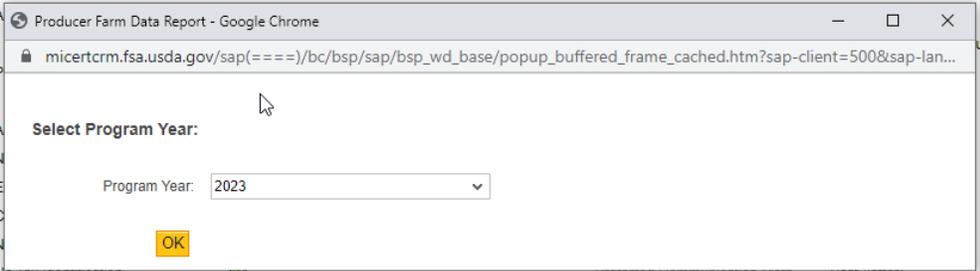
B Accessing Producer Farm Data Report

Following is an example of accessing the Producer Farm Data report from a select customer record in Business Partner.



C Action

Following provides instructions for accessing and generating a Producer Farm Data report.

Step	Action
1	Through CRM Business Partner, search for and select the applicable customer record. Instructions for access and searching in BP are found in 11-CM.
2	CLICK “Documents” and select “Producer Farm Data Report.”
3	Select the applicable Program Year. 
4	CLICK “OK.” The report will open as a .PDF and can be printed or saved as needed.

--316 Permanent Base Reductions*A Overview**

Starting in FY 2025, a database within CRM Farm Records maintains all permanent base reductions completed either through the CCC-505 Wizard or when a farm with base acres is inactivated. The database allows review of completed base reductions and provides a repository of reduced base acres that can be used for future program implementation. All base reductions except those due to CRP enrollment are populated and stored in the Permanent Base Reductions database. Reports can be generated to view stored reductions. It is important when users are completing base reductions that the applicable base adjustment reason code is selected to ensure the permanent database is populated accurately.

The following attributes are recorded when a permanent base reduction is completed either through the CCC-505 Wizard or a farm in-activation:

- Program Year
- IBase
- Admin State
- Admin County
- Farm Number
- Tract Number
- Crop
- Reduction Acres
- Adjustment Reason
- PLC Yield
- Changed By
- Changed On.

B Accessing Permanent Base Reductions

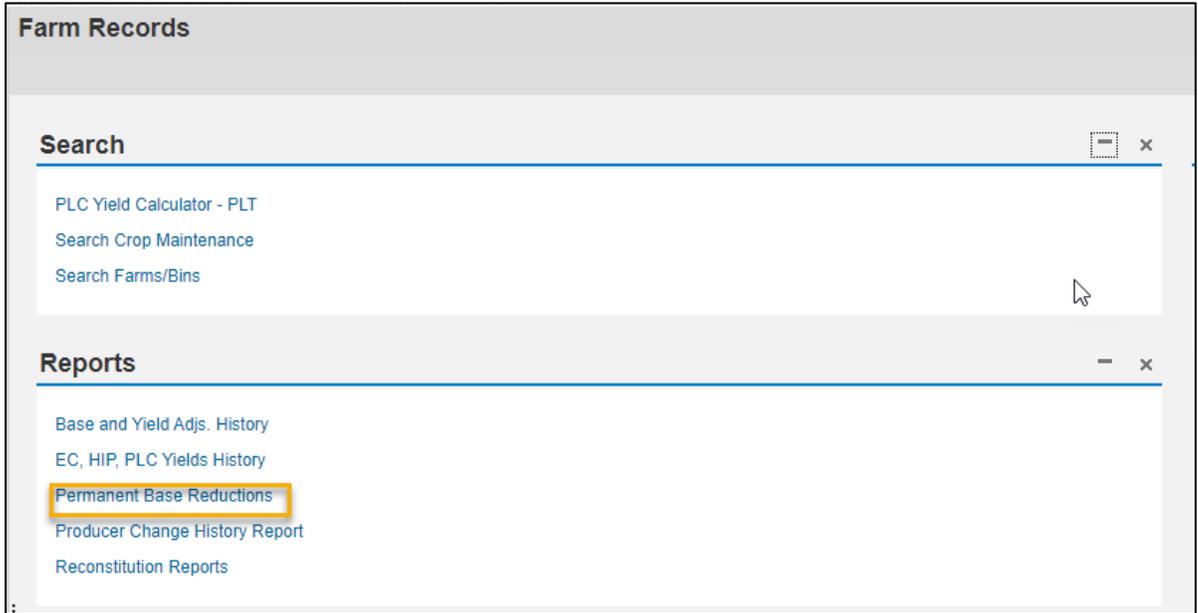
Users with the following CRM roles can access the Permanent Base Reduction database:

- Grantor Process User
- Grantor Process Manager
- Grantor Process Specialist – Limited and All
- Grantor Process Expert – Limited and All.--*

***--316 Permanent Base Reductions (Continued)**

B Accessing Permanent Base Reductions (Continued)

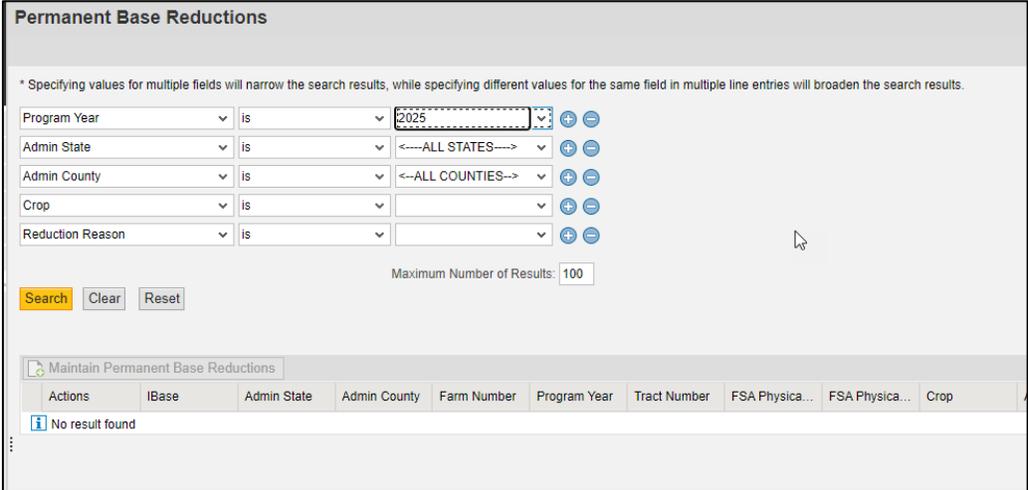
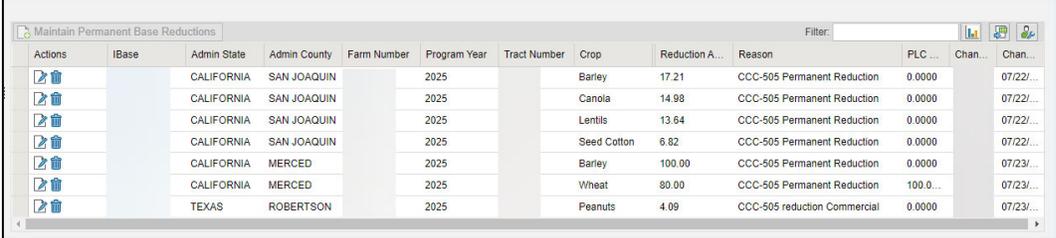
Following is an example of accessing the Permanent Base Reductions database from the Reports assignment block on the Farm Records home screen.



*--316 Permanent Base Reductions (Continued)

C Action

Following provides instructions for accessing the Permanent Base Reductions Database and generating a report of reductions.

Step	Action
1	Through CRM Farm Records home page, select “Permanent Base Reductions” within the “Reports” assignment block
2	<p>Enter applicable search criteria for:</p> <ul style="list-style-type: none"> • Program Year (required entry) • Admin State • Admin County • Crop • Reduction Reason. <p>Note: Entering only a Program Year will generate a list of all reductions nationwide for the selected year. Entering Program Year and State will generate a list of all reductions for a state.</p> 
3	<p>CLICK “Search” to generate the list results.</p> 

--*

***--316 Permanent Base Reductions (Continued)**

C Action (Continued)

Step	Action
4	<p>Export the generated list by clicking on the Export to Spreadsheet icon.</p>  <p>The report will open in Excel and can be sorted, filtered, and saved as needed.</p>

Notes: Only bases reduced starting in FY 2025 will be stored in the Permanent Base Reductions database.

Any corrections to recorded base reductions must be submitted to the National Office for update.--*

317-319 Reserved

Section 7 Reconstitutions

328 Overview

A Overview of Initiating a Reconstitution

A properly completed FSA-155, Request for Farm Reconstitution, must be on file prior to initiating any reconstitution in CRM Farm Records.

B Reconstitution Processes

Following are the four types of reconstitutions:

- tract division
- farm division
- farm combination
- tract combination.

Reconstitution processes are located under the Recons and Transfer drop-down menu of the *--CRM Toolbar and only available for current year. When a reconstitution of any type is initiated, the system will process a full extract to sync the farm records hierarchy and CLU data ensuring that records match.--*

329 Tract Division

A Overview

The purpose of the tract division process is to divide an existing parent tract into two or more child tracts. A properly completed FSA-155 must be on file prior to initiating any reconstitution in CRM Farm Records. See paragraph 132 for reasons to complete a tract division.

Note: Tract level reconstitutions do not require approval through the workflow process. Once a tract level reconstitution is completed, records are automatically updated accordingly.

During the tract division process, CLU's are assigned from a parent tract to the resulting child tracts. Attributes including acres and land determinations of the associated CLU's are assigned and aggregated to the resulting tracts accordingly. Base acres associated with the parent tract are split using one of the following three methods of division. See Part 5, Section 2, Subsection 2, Methods of Division.

- Estate.
- Designation by Landowner.
- DCP Cropland (identified as Default within the tract division wizard and divides base acres according to the percentage of Effective DCP Cropland on each resulting tract).

Note: Review 2-CP for the impact on existing acreage reports after a tract division.

329 Tract Division (Continued)

B Example

*--Following is an example of the Tract Division tool from the Recons and Transfer drop-down menu on the CRM Toolbar.

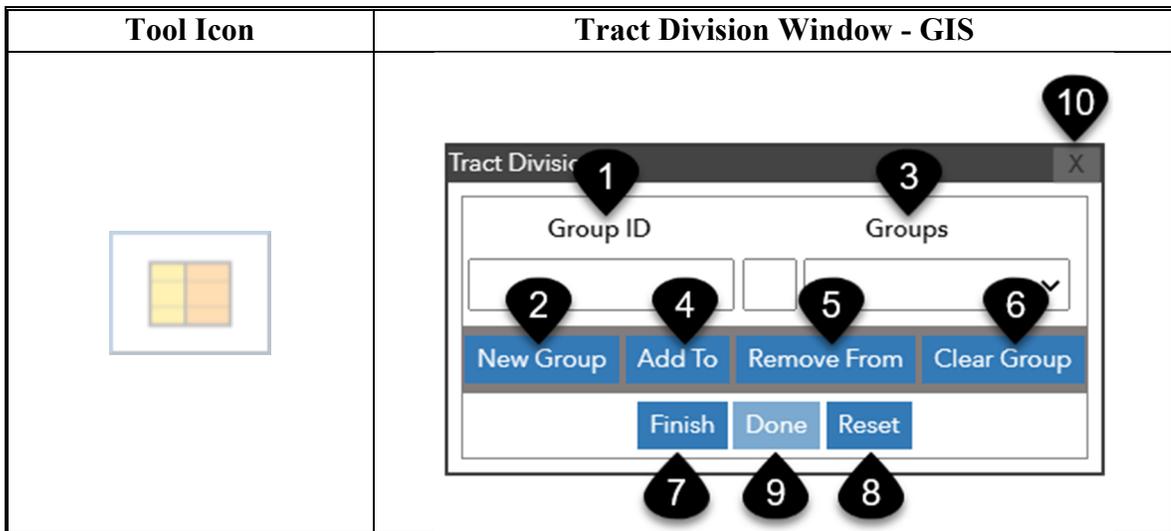
Note: The Tract Division tool is enabled after selecting the tract to be divided in the farm hierarchy.



--*

After the Tract Division tool on the CRM toolbar is clicked the following occurs:

- the Tract Division tool icon displays on the GIS Taskbar
- the Tract Division window opens automatically in the map display.



329 Tract Division (Continued)

B Example (Continued)

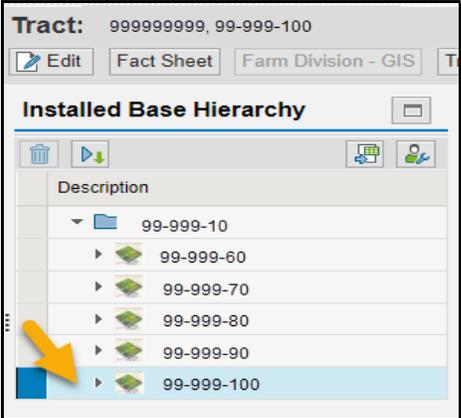
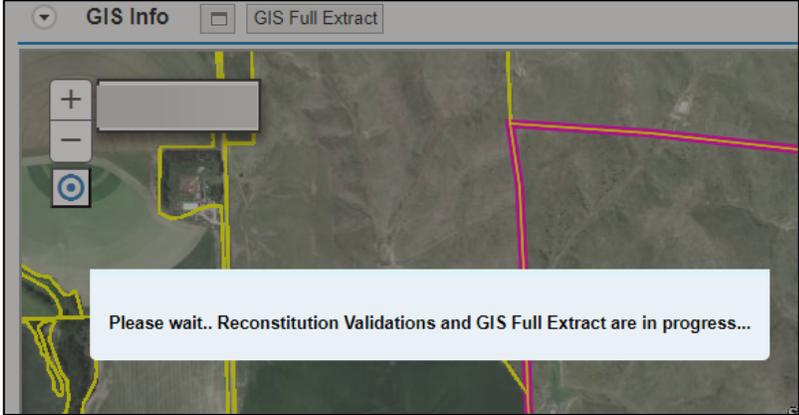
Following are the tools and descriptions for the Tract Division window.

Item	Name	Description
1	Group ID	Free-form text field used to establish group names. Note: Only alpha characters can be used.
2	New Group	Saves the Group ID as entered in the Group ID field.
3	Groups	Drop-down displaying all established Group ID's and the assigned group color. Allows users to specify the active group for the addition or removal of CLU's. The group displayed in the "Groups" entry is the active group. Note: Group colors are system assigned.
4	Add To	Initiates selection of CLU's to be added to a group. Allows users to click on a single CLU or click and drag to select multiple CLU's to add to the active group.
5	Remove From	Initiates selection of CLU's to be removed from a group. Allows users to click on a single CLU or click and drag to select multiple CLU's to remove from the active group.
6	Clear Group	Deletes the active group and associated CLU assignments.
7	Finish	Finalizes all groups. Any unassigned CLU's are added to a system created default group.
8	Reset	Deletes all groups and associated CLU assignments.
9	Done	Only available after "Finish" is selected. Opens the Tract Division Wizard. Note: Users cannot change groups or CLU's assignments once "Done" is clicked and the Tract Division Wizard opens.
10	X	Closes the window. Note: Reconstitution is not cancelled, and users remain in the reconstitution edit session. CLU assignments are retained. Tract Division tool on the GIS Taskbar is enabled. Users can re-open the reconstitution toolbar by clicking on the tool from the GIS taskbar.

329 Tract Division (Continued)

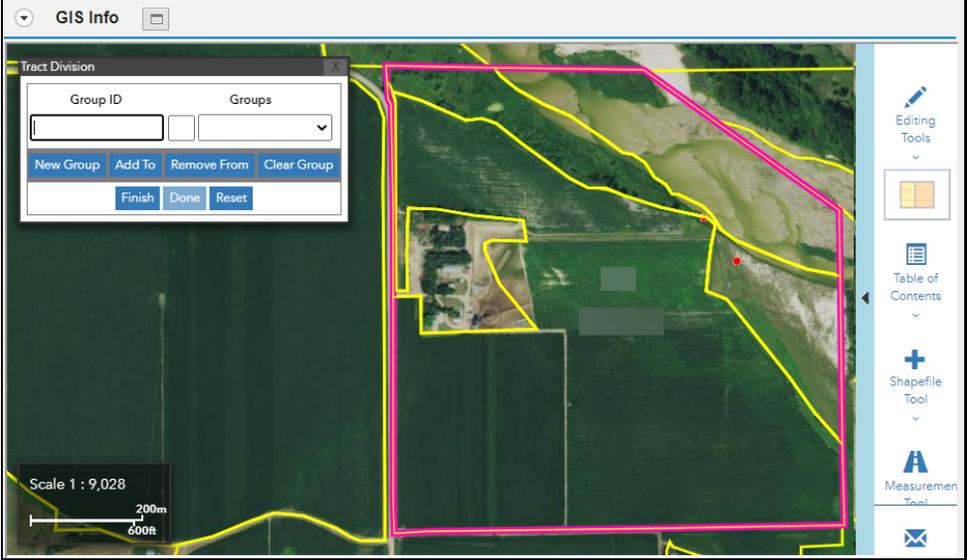
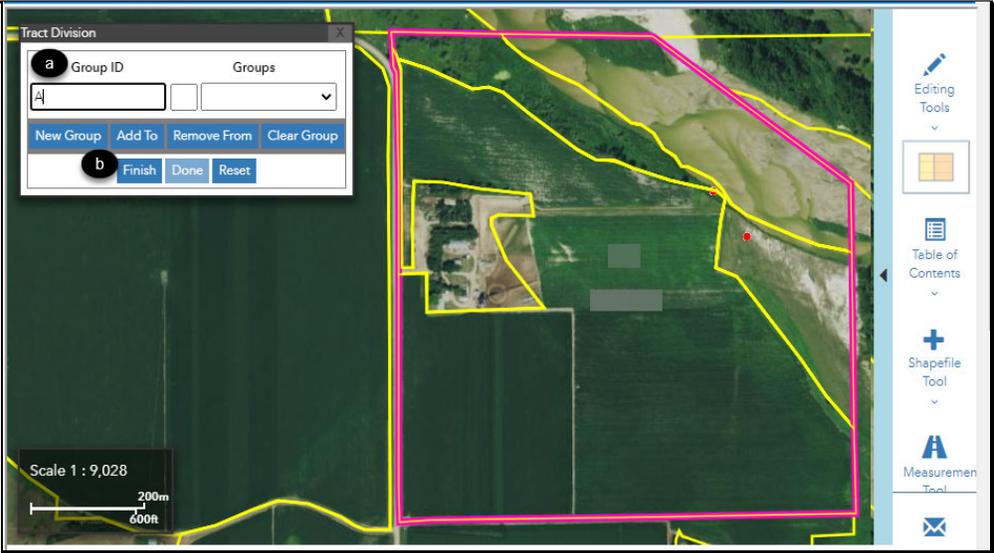
C Action

Following provides the instructions to complete and submit a tract division.

Step	Action
1	Access the farm that contains the tract to be divided.
2	<p>In the farm hierarchy select the tract to be divided.</p> 
3	<p>In the CRM toolbar SELECT “Tract Division”.</p>  <p>*--Note: System will automatically process a Full Extract to ensure the farm hierarchy and CLU’s are in sync when the Tract Division process is selected. Users may see the following window:</p>  <p>If no errors are identify during the data sync, the system will proceed to the reconsistution process. If errors are identified that cannot be corrected by the system, a message will be generated providing guidance to the issue and remediation.--*</p>

329 Tract Division (Continued)

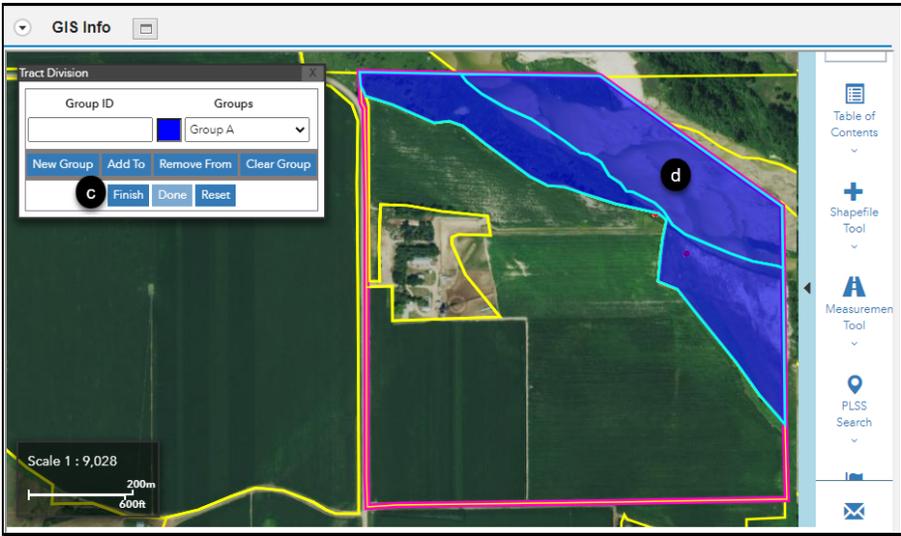
C Action (Continued)

Step	Action
4	<p>If needed, expand the “GIS Info” assignment block</p> <p>The Tract Division tool will open automatically from the GIS Taskbar.</p> 
5	<p>Establish groups of CLU’s that will represent the resulting tracts.</p> <p>a. Enter a Group ID to assign all CLU’s that will result in the first child tract.</p> <p>Note: Only alpha characters can be entered as a Group ID. Enter a Group ID that is distinctive (e.g. producer name) to easily differentiate the data associated with the resulting child tracts in the tract division wizard.</p> <p>b. CLICK “New Group”.</p> 

329 Tract Division (Continued)

C Action (Continued)

*--

Step	Action
5 (Cont.)	<p>c. CLICK “Add To”</p> <p>d. Select a CLU to be associated with the group. If additional CLU’s are needed, CLICK “Add to” and select the next CLU. Repeat until all CLU’s are selected for the first tract. Multiple CLU’s may be selected at the same time by clicking and dragging the cursor through multiple CLU’s. Any CLU contained (entirely or partially) within the resulting box are selected. Close attention must be paid to very small CLU’s to insure they are assigned to the correct group. After being selected, the CLU’s are shaded to match the color assigned to the group.</p>  <p>The screenshot shows a GIS application window titled 'GIS Info'. Inside, there is a 'Tract Division' dialog box with a 'Group ID' field, a 'Groups' dropdown menu set to 'Group A', and buttons for 'New Group', 'Add To', 'Remove From', and 'Clear Group'. Below these are 'Finish', 'Done', and 'Reset' buttons. A black circle with the letter 'C' is positioned over the 'Add To' button. The main map area shows a satellite view of a tract with a blue shaded region and a pink boundary. A black circle with the letter 'd' is placed on the blue shaded area. A scale bar at the bottom left indicates 'Scale 1 : 9,028' with markers for 200m and 600ft. On the right side of the map, there is a vertical toolbar with icons for 'Table of Contents', 'Shapefile Tool', 'Measurement Tool', and 'PLSS Search'.</p>

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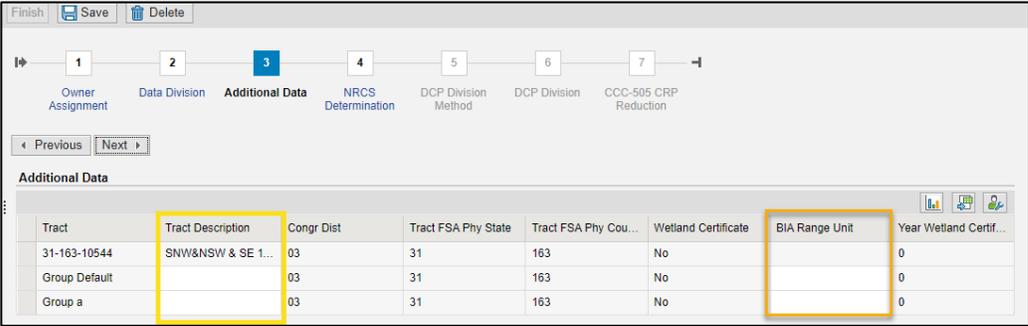
329 Tract Division (Continued)

C Action (Continued)

Step	Action																																																																											
<p>9 (Cont.)</p>	<p>Wizard Step 1 - Owner Assignment (Continued)</p> <p>Alternate Method for Entering a Producer</p> <p>If the 10-digit Business Partner ID for the new owner is known, the user may click in the ID field and manually enter the BP ID number.</p> <p>If correct, CLICK “Next”.</p>																																																																											
<p>10</p>	<p>Wizard Step 2 - Data Division</p> <p>The Data Division step divides tract acreages associated in the Tract Land Data assignment block from the parent tract to the resulting child tracts. Parent tract acres are shown in the first row. Acreage determined by the CLU attributes is system calculated and populated. Acreage manually entered at the tract level must be manually distributed to resulting child tracts.</p> <p>As applicable, distribute parent acres to the resulting child tracts. The sum of the acres for the resulting tracts must equal the acres that existed on the parent tract. See Part 5, Section 2 for further guidance for reconstitution provisions. See paragraph 17 for land type definitions.</p> <div data-bbox="435 1094 1466 1497" style="border: 1px solid black; padding: 5px;"> <p>Tract: 193737954, 31-163-11000</p> <p>Finish Save Delete</p> <p>1 2 3 4 5 6 7 Owner Assignment Data Division Additional Data NRCS Determination DCP Division Method DCP Division CCC-505 CRP Reduction</p> <p>Previous Next</p> <p>Data Division</p> <table border="1"> <thead> <tr> <th>Tract</th> <th>Farma...</th> <th>Cropla...</th> <th>CRP C...</th> <th>DCP A...</th> <th>WBPA...</th> <th>WRP A...</th> <th>EWPA...</th> <th>State C...</th> <th>Other ...</th> <th>FWP A...</th> <th>CRP M...</th> <th>Sugarc...</th> <th>GRP A...</th> <th>DCP C...</th> </tr> </thead> <tbody> <tr> <td>31-163-...</td> <td>3.77</td> <td>3.77</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.66</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>1.37</td> <td>3.77</td> </tr> <tr> <td>Group A</td> <td>0.73</td> <td>0.73</td> <td>0.00</td> <td>0.73</td> </tr> <tr> <td>Group B</td> <td>2.03</td> <td>2.03</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.66</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>1.37</td> <td>2.03</td> </tr> <tr> <td>Group ...</td> <td>1.01</td> <td>1.01</td> <td>0.00</td> <td>1.01</td> </tr> </tbody> </table> </div> <p>Enter DCP Ag Related Activity Acres as applicable on the resulting child tract(s) where the acres are physically located.</p>	Tract	Farma...	Cropla...	CRP C...	DCP A...	WBPA...	WRP A...	EWPA...	State C...	Other ...	FWP A...	CRP M...	Sugarc...	GRP A...	DCP C...	31-163-...	3.77	3.77	0.00	0.00	0.00	0.66	0.00	0.00	0.00	0.00	0.00	0.00	1.37	3.77	Group A	0.73	0.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.73	Group B	2.03	2.03	0.00	0.00	0.00	0.66	0.00	0.00	0.00	0.00	0.00	0.00	1.37	2.03	Group ...	1.01	1.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.01
Tract	Farma...	Cropla...	CRP C...	DCP A...	WBPA...	WRP A...	EWPA...	State C...	Other ...	FWP A...	CRP M...	Sugarc...	GRP A...	DCP C...																																																														
31-163-...	3.77	3.77	0.00	0.00	0.00	0.66	0.00	0.00	0.00	0.00	0.00	0.00	1.37	3.77																																																														
Group A	0.73	0.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.73																																																														
Group B	2.03	2.03	0.00	0.00	0.00	0.66	0.00	0.00	0.00	0.00	0.00	0.00	1.37	2.03																																																														
Group ...	1.01	1.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.01																																																														

329 Tract Division (Continued)

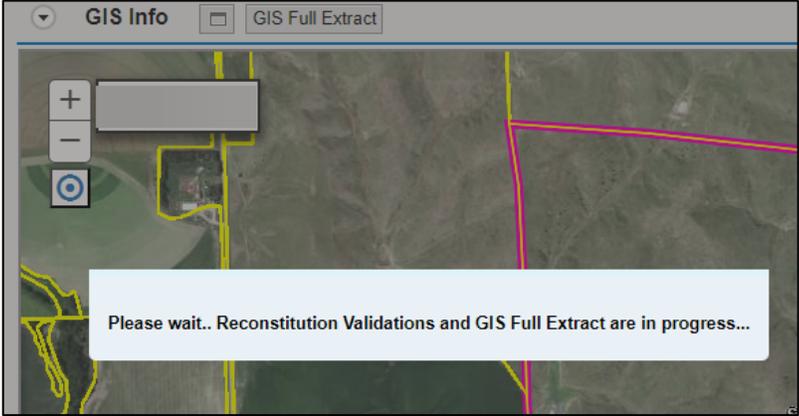
C Action (Continued)

Step	Action
<p>10 (Cont.)</p>	<p>Wizard Step 2 – Data Division (Continued)</p> <p>Enter the following acres as applicable on the resulting child tract(s) where the associated acreage type is physically located and land meets the definition of DCP cropland.</p> <ul style="list-style-type: none"> • WBP Acres • WRP Acres • EWP Acres • State Conservation Acres • Other Conservation Acres • FWP Acres • GRP Acres. <p>Note: All other acreage entries are system calculated and entered based on the attributes of the CLU’s assigned to the resulting child tracts. Users cannot modify system calculated entries. If an error in acres is identified, users must delete the tract division and initiate the reconstitution process again with the correct CLU’s assigned to the resulting child tract groups.</p> <p>CLICK “Next”.</p>
<p>11</p>	<p>Additional Data – Wizard Step 3</p> <p>*--Verify all data and add a Tract Description and BIA Range Unit as applicable.</p>  <p>Note: No PII is allowed to be entered in the Tract Description.--*</p> <p>CLICK “Next”.</p>

331 Farm Division (Continued)

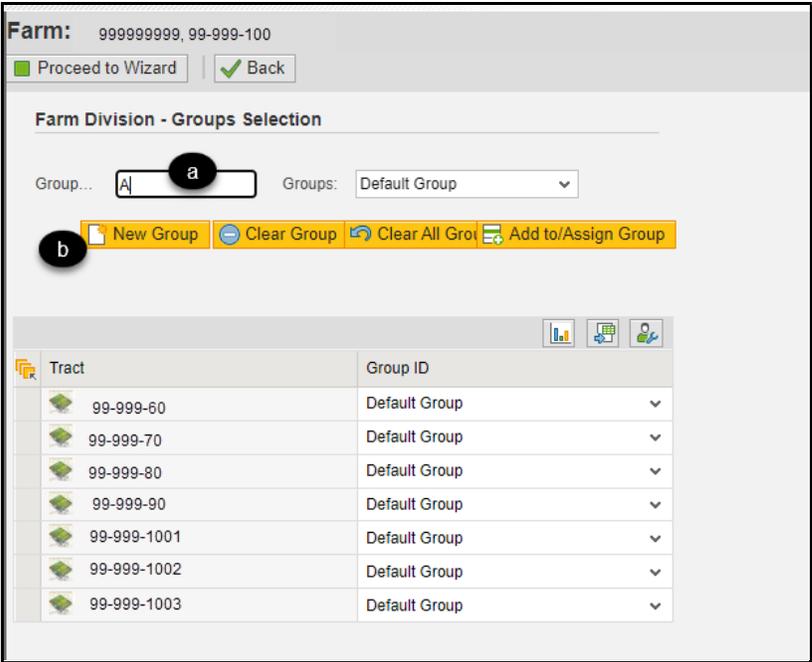
C Action for Farm Division – CRM Method

Following provides instructions for initiating a farm division through the Farm Division - CRM Method.

Step	Action
1	Access the farm to be divided.
2	<p data-bbox="440 474 1382 541">From the “Recons and Transfer” drop-down menu on the CRM toolbar, CLICK “Farm Division – CRM”.</p> <div data-bbox="440 579 855 625" style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; margin: 5px 0;">  Farm Division - CRM </div> <p data-bbox="440 663 1433 772">*--Note: System will automatically process a Full Extract to ensure the farm hierarchy and CLU’s are in sync when the Farm Division process is selected. Users may see the following window.</p> <div data-bbox="534 810 1333 1226" style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; margin: 5px 0;">  </div> <p data-bbox="440 1268 1433 1407">If no errors are identify during the data sync, the system will proceed to the reconsistution process. If errors are identified that cannot be corrected by the system, a message will be generated providing guidance to the issue and remediation.--*</p>

331 Farm Division (Continued)

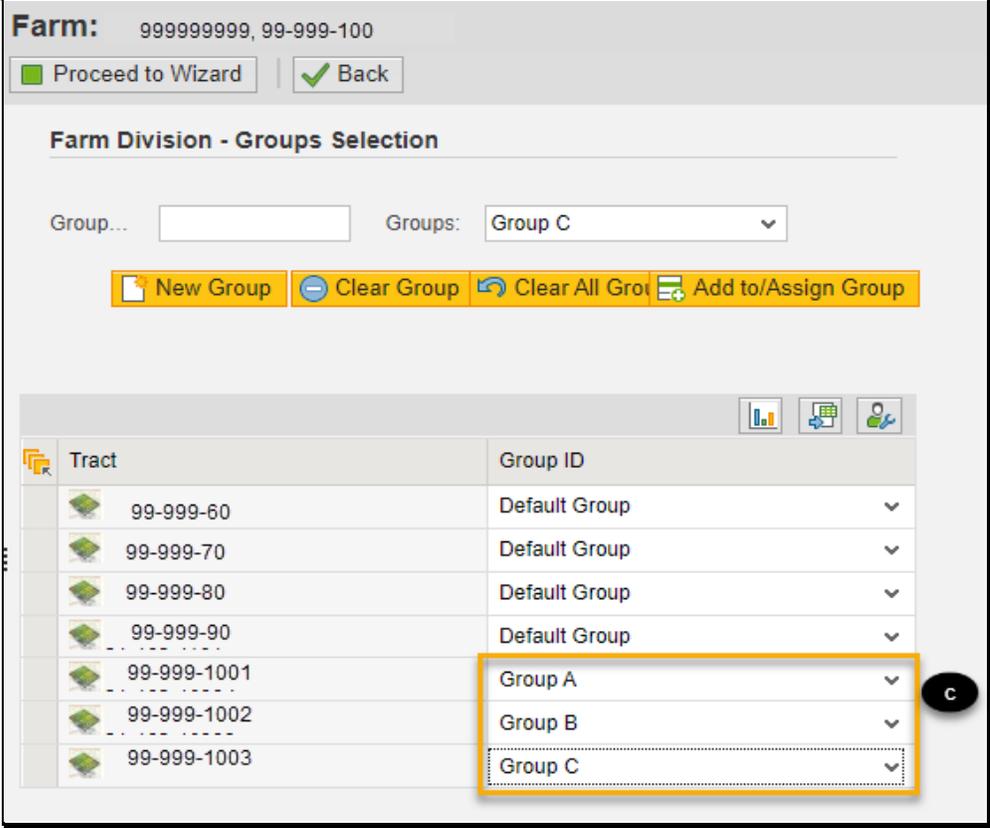
C Action for Farm Division – CRM Method (Continued)

Step	Action
3	<p>System initially assigns all tracts to a “Default Group”. Users must create as many groups as necessary to represent the desired number of resulting farms. Users can use the Default Group to represent one of the resulting child farms.</p> <p>a. ENTER a Group ID that will represent a resulting child farm.</p> <p>Note: Only alpha characters can be entered as a Group ID.</p> <p>b. CLICK “New Group”. </p> 

331 Farm Division (Continued)

C Action for Farm Division – CRM Method (Continued)

*--

Step	Action																
<p>3 (Cont.)</p>	<p>c. Use the drop-down menu to assign each tract the applicable group representing a resulting child farm.</p>  <p>Farm: 999999999, 99-999-100</p> <p><input type="button" value="Proceed to Wizard"/> <input type="button" value="Back"/></p> <p>Farm Division - Groups Selection</p> <p>Group... <input type="text"/> Groups: <input type="text" value="Group C"/></p> <p><input type="button" value="New Group"/> <input type="button" value="Clear Group"/> <input type="button" value="Clear All Groups"/> <input type="button" value="Add to/Assign Group"/></p> <table border="1"> <thead> <tr> <th>Tract</th> <th>Group ID</th> </tr> </thead> <tbody> <tr> <td>99-999-60</td> <td>Default Group</td> </tr> <tr> <td>99-999-70</td> <td>Default Group</td> </tr> <tr> <td>99-999-80</td> <td>Default Group</td> </tr> <tr> <td>99-999-90</td> <td>Default Group</td> </tr> <tr> <td>99-999-1001</td> <td>Group A</td> </tr> <tr> <td>99-999-1002</td> <td>Group B</td> </tr> <tr> <td>99-999-1003</td> <td>Group C</td> </tr> </tbody> </table>	Tract	Group ID	99-999-60	Default Group	99-999-70	Default Group	99-999-80	Default Group	99-999-90	Default Group	99-999-1001	Group A	99-999-1002	Group B	99-999-1003	Group C
Tract	Group ID																
99-999-60	Default Group																
99-999-70	Default Group																
99-999-80	Default Group																
99-999-90	Default Group																
99-999-1001	Group A																
99-999-1002	Group B																
99-999-1003	Group C																

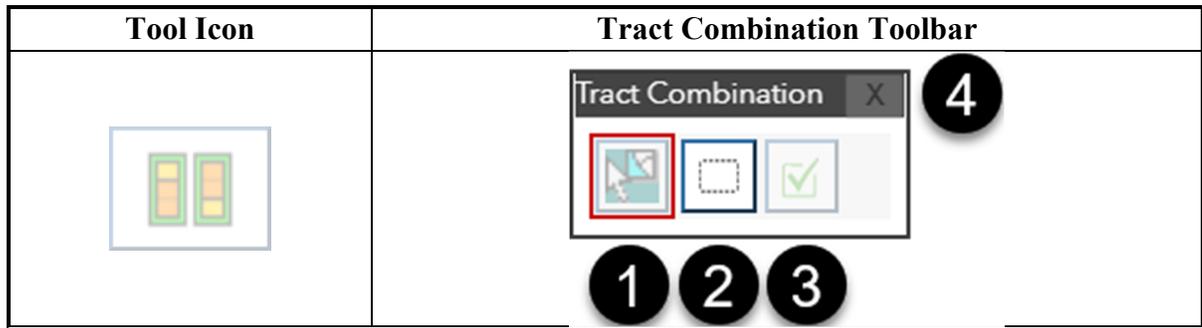
--*

334 Common Ownership Tract Combinations (Continued)

B Example (Continued)

After the Tract Combination tool on the CRM toolbar is clicked the following occurs:

- the Tract Combination tool icon displays on the GIS Taskbar
- the Tract Combination toolbar opens automatically in the map display.



Following are the tools and descriptions for the Tract Combination toolbar.

Item	Name	Description
1	Select Tract	Selects a tract or multiple tracts.
2	Clear Selected Tract	Clears the selected tract(s).
3	Done	Completes the tract combination and closes the toolbar.
4	X	Closes the toolbar. Note: Reconstitution is not cancelled, and users remain in the reconstitution edit session. Tract assignments are retained. Tract Combination tool on the GIS Taskbar is enabled. Users can re-open the reconstitution toolbar by clicking on the tool from the GIS taskbar.

334 Common Ownership Tract Combinations (Continued)

C Action

Following provides instructions to a complete a tract combination.

Step	Action
1	Access the farm containing the tracts to be combined.
2	<p>From the “Recons and Transfer” drop-down menu in the CRM toolbar, SELECT “Tract Combination”.</p> <p>*--Note: System will automatically process a Full Extract to ensure the farm hierarchy and CLU’s are in sync when the Tract Combination process is selected. Users may see the following window.</p> <div data-bbox="548 709 1347 1129" data-label="Image"> </div> <p>If no errors are identify during the data sync, the system will proceed to the reconstitition process. If errors are identified that cannot be corrected by the system, a message will be generated providing guidance to the issue and remediation.--*</p>
3	Expand the GIS Info Assignment block if needed. The “Tract Combination” toolbar will automatically open with the Select tool defaulted.

334 Common Ownership Tract Combinations (Continued)

C Action (Continued)

Step	Action
4	<p data-bbox="402 338 1421 369">CLICK within a CLU to select all CLU's associated with a tract to be combined.</p>  <p data-bbox="402 968 1437 1039">Note: To assist with identifying tracts to be combined in the map display, hover over a CLU to display the attributes.</p>

--*

334 Common Ownership Tract Combinations (Continued)

C Action (Continued)

Step	Action
5	<p>CLICK within a CLU to select all CLU's within an adjacent tract to be combined.</p> <p>Repeat this step if more than two contiguous tracts are being combined.</p>  <p>To unselect a tract, hold Shift and click a CLU within the tract.</p>
6	<p>Review all selected tracts. If correct, CLICK “Done”.</p> 

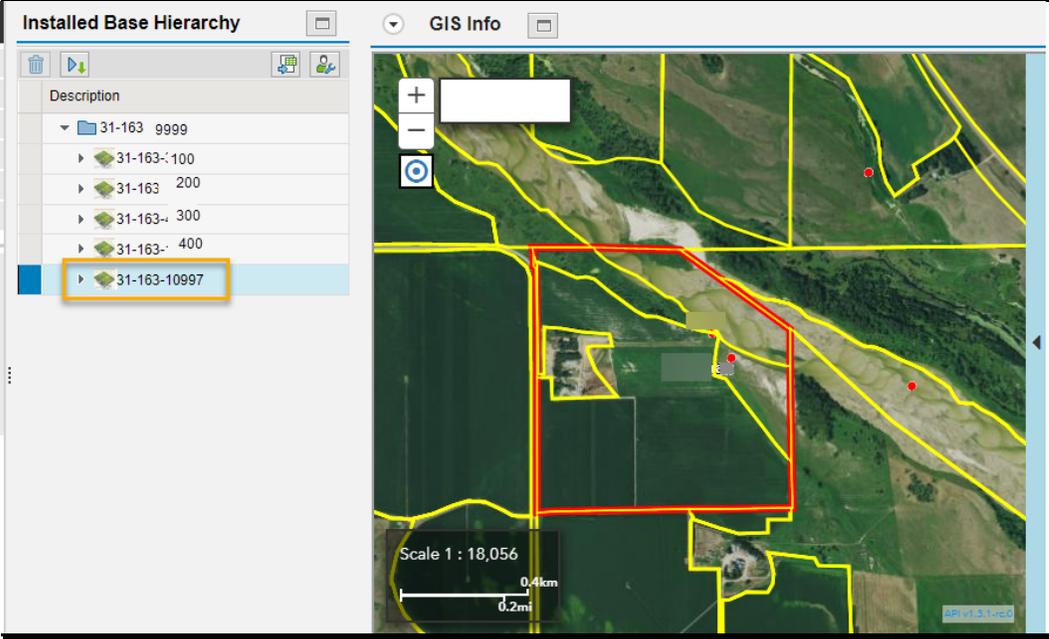
334 Common Ownership Tract Combinations (Continued)

C Action (Continued)

Step	Action
<p>6 (Cntd)</p>	<p>The Tract Combination confirmation message will display.</p> <p>CLICK “Yes” if all selected tracts meet the FSA definition of contiguous.</p> <p>Selecting “No” will return the user to the tract selection process.</p> <div data-bbox="435 468 1471 814" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Tract Combination</p> <hr/> <p style="text-align: center;">All selected tracts must meet FSA definition of contiguous. Click 'Yes' to proceed or 'No' to go back and verify or modify selection.</p> <div style="text-align: right; margin-top: 10px;"> Yes No </div> </div> <p>CLICK “Expand message area” to review the system message(s) and the system will continue to process the tract combination. All owners on the parent tracts will be assigned to the resulting child tract. Users must review ownership and complete any updates as needed.</p> <div data-bbox="435 989 1114 1346" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>Note: If ownership on the tracts combined was not the same, the system will notify the user with a system message indicating, “Ownership is not the same for all tracts being combined.” This message is only a warning, and the system will continue to process the tract combination. All owners on the parent tracts will be assigned to the resulting child tract. Users must review ownership and complete any updates as needed.</p> <p>The following occurs when the tract combination is completed:</p> <ul style="list-style-type: none"> • the parent tracts are inactivated, and the tract numbers are removed from the farm hierarchy • the resulting child tract becomes active, and the tract number is listed in the farm hierarchy • all CLU’s associated with the parent tracts are reassigned to the resulting child tract • duplicate field numbers are renumbered to the next highest numbers available in the resulting child tract.

334 Common Ownership Tract Combinations (Continued)

C Action (Continued)

Step	Action
--7--	<p>Review the tract combination results in both the farm hierarchy and the map display.</p> <p>The child tract should be listed in the farm hierarchy replacing the parent tracts.</p>  <p>Enter a tract description as applicable in the General Data assignment block for each resulting tract.</p>

D Approval

Tract level reconstitutions do not require approval through the workflow process. Once a tract level reconstitution is completed, records are automatically updated accordingly. While no workflow is generated, an email is sent by the system to the employee(s) in the associated county office Org Structure CED position. The email provides the following documentation of the reconstitution results:

- FSA-156EZ
- Base and Yield Notice.

Note: Documents must be sent to associated producers as required.

335 Reconstitution Reports

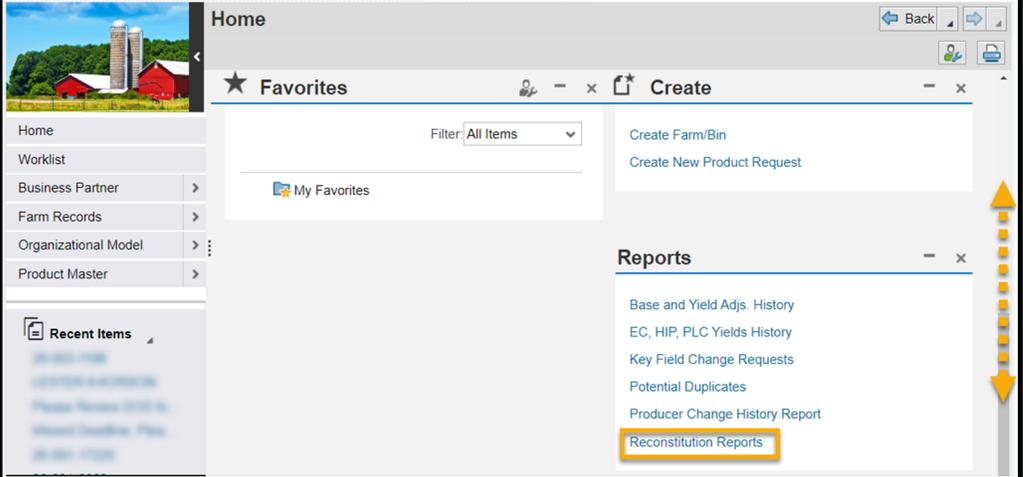
A Overview

The following 3 reconstitution report options are available to assist counties and States with tracking and reviewing reconstitutions:

- Reconstitution County Summary Report
- Farm Reconstitution History
- Tract Reconstitution History.

B Accessing the Reconstitution Reports

The following table provides the steps to access the Reconstitution Reports.

Step	Action
<p>1</p>	<p>Access the Reconstitution Reports using one of the following methods.</p> <p>Option 1</p> <p>From the CRM homepage, CLICK “Reconstitution Reports” from the Reports assignment block.</p> <p>Note: Users may have to scroll to see the Reports assignment block.</p>  <p>The screenshot shows the CRM homepage interface. On the left is a navigation menu with items like Home, Worklist, Business Partner, Farm Records, Organizational Model, and Product Master. The main content area is titled 'Home' and includes a 'Favorites' section with a 'My Favorites' icon. To the right, there is a 'Reports' block containing a list of report options: 'Base and Yield Adjs. History', 'EC, HIP, PLC Yields History', 'Key Field Change Requests', 'Potential Duplicates', 'Producer Change History Report', and 'Reconstitution Reports'. The 'Reconstitution Reports' option is highlighted with a yellow box. A vertical scroll bar on the right side of the Reports block has a yellow arrow pointing downwards, indicating that the user may need to scroll to find the option.</p>

343 Farm Records Remediation (Continued)

B Reports (Continued)

Report	Description	Generated By	Instruction Reference
Find Required Farm Combination Tool	Report created using ArcGIS python script to identify farms that may need to be combined per the definition of a farm.	State FR/GIS Specialist	1-GIS, Exhibit 128
Identify Tracts Split by County Boundary Tool	Report created using ArcGIS python script to identify tracts that may need to be divided by the county boundary per the definition of a tract.	State FR/GIS Specialist	1-GIS, Exhibit 128.1
Pending or Draft Farms	Report created through CRM FR search criteria to identify farms in a pending or draft status indicating a reconstitution, *--farm inactivation, --* or farm transfer has been initiated.	Any User Note: Provided by the National Office monthly	Par. 346
In-Creation Farms	Report created through the CRM FR search criteria to identify farms with an in-creation status. Farm with an in-creation status have been initiated but have not been activated.	Any User Note: Provided by the National Office monthly	Par. 347
Pending or Draft CCC-505	Report created through the CRM FR search criteria to identify farms where the CCC-505 wizard has been utilized to initiate or submit a base reduction on the farm.	Any User Note: Provided by the National Office monthly	Par. 348

343 Farm Records Remediation (Continued)

B Reports (Continued)

Report	Description	Generated By	Instruction Reference
Pending or Draft CCC-517	Report created through the CRM FR search criteria to identify farms where the CCC-517 wizard has been utilized to initiate or submit a base redistribution on the farm.	Any User Note: Provided by the National Office monthly	Paragraph 349
Failed Farm Replication	Report created through CRM FR search criteria to identify farms that have not successfully replicated.	County and State Users	Paragraph 350
Out-of-Balance Tracts	Report created through EDW Farm Records Tract Crop Details data identifying tracts where the total number of base acres exceeds the sum of the effective DCP cropland and double-cropped acres. All out of balance tract conditions must be corrected per paragraphs 28.	National Office Farm Records Administrator Note: An ArcGIS python script is available for State Specialists to generate a State level out-of-balance tract report.	Paragraph 351 Exhibit 35
Tracts with CCC-505 but no CRP	Report created though EDW Farm Records data identifying tracts with CCC-505 CRP Reduction acres but no CRP Cropland Acres. Report indicates there are potential CCC-505 reduction acres eligible to be restored to the tract.	National Office Farm Records Administrator	Paragraph 352

345 Handbook 1-GIS Reports for Farm Records Quality Control**A Overview**

ArcGIS allows custom development of tools within ArcToolbox to automate tasks and provide advanced analysis of data. The National Office provides State GIS Specialists with a number of custom tools to compile and analyze data to support FSA business operations. Handbook 1-GIS provides instructions for State specialists to access and generate the reports to identify mismatches and incorrect data in Farm Records that must be reviewed and remediated.

B Reports Generated from GIS State Office CLU Tools

The following Farm Records reports are generated through the ArcGIS python tools available in the State Office CLU Tools (StatewideCLU.pyt) toolbox:

- Compare MIDAS CRP to CCMS
- Find Gaps in CLU Layer (i.e. voids)
- Find Overlaps
- Find Non-Contiguous Tracts
- Find Required Farm Combinations
- Identify Tracts Split by County Boundary

State specialists should refer to 1-GIS for instructions and details concerning these reports. Reports are required to be generated and provided to County Office staff on a regular basis. County Offices must review and remediate any issues as applicable.

346 Pending or Draft Farms Report**A Overview**

State Farm Records and GIS Specialists are provided a monthly report of farms in a pending *--or draft status due to initiated reconstitutions, farm inactivations, or farm transfers.

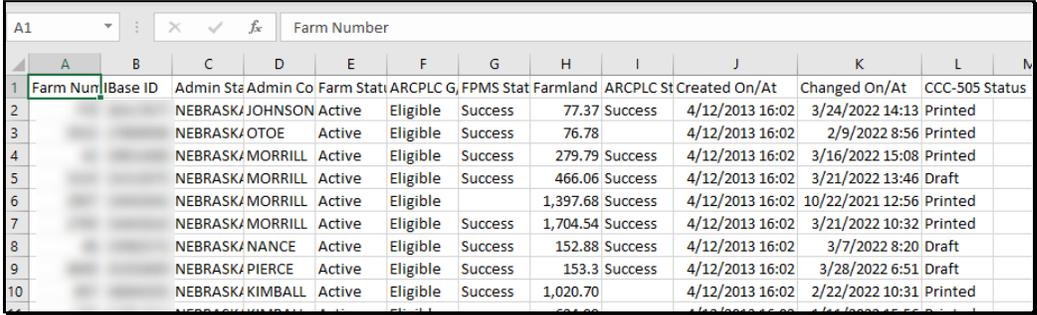
Reconstitutions and farm transfers must be completed and approved timely to ensure resulting farms are available for program use. Additionally, initiated farm inactivations must be approved to fully remove the farm from access in other applications and processes.--*

While the National Office provides this report, States and counties can generate the report using the CRM Search criteria. States and counties should use the report to ensure that pending tasks are completed timely and to verify that the associated CED or approving official has received applicable workflows. If it is identified that workflows were not generated for the correct employee, CRM Organizational Model must be reviewed. If the correct employee is not associated in the CED position for the county:

- contact the State SLR to ensure the proper role and county associations have been assigned to the employee
- evaluate if the employee needs to be manually added in the CED position in CRM Organizational Model
- evaluate if the State specialist needs to submit a request to the National Office administrator to push any missed workflows.

350 Failed Farm Replication Report (Continued)

B Action (Continued)

Step	Action
Export Results List	
7 (Cont.)	<p>Once opened, the report can be formatted, sorted, or filtered as needed using Excel functions:</p>  <p>To save the file as an Excel spreadsheet, CLICK “File” and “Save As”. Change the Save as Type to “Excel Workbook (*.xlsx)”. This will save any customizations completed in the exported spreadsheet.</p>

351 Out-of-Balance Tract Report

A Overview

Out-of-balance tracts occur when total base acres on a tract exceed the tract Effective DCP Cropland plus Double-cropped acres. All out-of-balance tract conditions are required to be remediated. Out-of-balance tracts occur when:

- bases have never been balanced since base acres were moved from the farm level to the tract level or due to rounding issues when farm records acreage moved to hundredths
- newly enrolled CRP recorded on the farm/tract and bases need to be adjusted accordingly
- cropland or DCP cropland changes that impacted eligible base acres on the farm/tract that now need to be adjusted accordingly.

Out-of-balance tract report is provided monthly by the National Office. Out-of-balance tracts are balanced by:

- reviewing cropland boundaries and attributes to ensure the correct number of cropland acres are associated with the tract
- completing CCC-517 to redistribute base to other tract(s) with available free acres
- completing CCC-505 base to reduce base acres.

All out-of-balance tracts must be balanced. For out-of-balance conditions, review to ensure the farm records data is correct and update as applicable. If the out-of-balance condition remains, notify the applicable owners with the letter in subparagraph 28B allowing 30 days to select the base crops and acreage to be adjusted/reduced. If the owners do not respond within 30 days, the COC must take action to balance the tract(s).

***--Note:** Tracts that are out-of-balance by .10 acres or less can be balanced by the COC--* without owner involvement.

358 Annual Farm Records Rollover

A Overview

Rollover in Farm Records occurs at the end of the FY when farm data records data is established for the next FY. The following occurs:

- the current year farm records data is migrated and becomes the next FY program year data
- records are updated accordingly for the next FY to remove data that is not applicable for the new FY, such as expired CRP, native sod meeting all four years of history, and *--planted converted wetland violations.--*

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

Once rollover is successfully completed, users are notified when the system is accessible--* and editing and maintenance can resume.

B FY Tasks Completed Before Rollover

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

- All producer-requested reconstitutions received by August 1.
- All producer-requested farm transfers received by August 1.
- All base and yield adjustments requested or required for the FY.
- Cropland changes effective for the current FY.

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

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

358 Annual Farm Records Rollover (Continued)

B FY Tasks Completed Before Rollover (Continued)

- Enter CRP contract data for all fields enrolled on an active CRP contract for the current FY or earlier, to ensure that the CRP cropland and CRP MPL acres at the tract and farm levels are correctly populated for the current year. State Offices must run the tools provided to State GIS Specialists to compare CRM CRP data to the CCMS data. Identified discrepancies must be reviewed and corrected. The tools and instructions to create the comparison report have been provided in 1-GIS.
- If applicable, revise the expiration date for CRP fields expiring at the end of the FY but have been approved for an extension. The field level expiration date **must** be revised before Farm Records' systems are shut down to initiate rollover. If the expiration date is not revised before shutdown, the rollover process will automatically delete the CRP data from these records and all CRP contract data will need to be reloaded after rollover is complete. No other data needs to be changed for the contracts that have been extended.

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

Note: CRP contracts that are not effective until October 1 of the next FY **must not** be delineated in CLU or entered into CRM Farm Records until after rollover is completed.

- Delineate applicable fields as Native Sod and enter the Broken Out Date and Years of Planting within the field level "Native Sod" assignment block in CRM Farm Records, per paragraph 236. Identifying and tracking native sod is only applicable to land physically located in the following States:
 - Iowa
 - Minnesota
 - Montana
 - Nebraska
 - North Dakota
 - South Dakota.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		10.5, 65, 248
AD-2047	Customer Data Worksheet Request for Business Partner Record Change		12, 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		28, 30, 32, 65
CCC-518	Tract Price Loss Coverage (PLC) Yield Redistribution Form		32, 33, 65

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	93, 94
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing	Ex. 11	10.5, 65, 312, Ex. 15

Definitions of Terms Used in This Handbook (Continued)

Excess DCP Cropland

Excess DCP cropland is the result of subtracting the tract's base acres, CRP-1 acres, and outstanding WBP, WRP, GRP, State conservation, and other conservation acres from the tract's DCP cropland acres.

EWP Acreage

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR Part 624. This land **cannot** be DCP cropland.

Farm Hierarchy

The farm hierarchy includes all the levels associated with the farm in a hierarchical structure

Example: The farm, tract, and field.

Farm Level PLC Yield

Farm Level PLC Yield is a yield established when generic base acres are attributed to a crop (covered commodity) with an election of PLC that does not have base acres and the crop is planted on the farm (entry is only applicable to years 2014 through 2018 but will be maintained on the farm after for historical purposes). The yield is established in the first year of PLC participation in which it is planted.

Farm Records

Farm Records is the location for all land data including the farm, field, tract, and producers associated with specific farm. Current year farm records are referred to as CRM Farm Records. Prior year farm records are maintained on the Web Farm Records System. Web Farm Records are sometimes referred to as Farm Record System (FRS) or Farm Records Management System (FRMS).

Farmland

Farmland means all acreage associated with the farm and ownership, including building sites.

Definitions of Terms Used in This Handbook (Continued)

Field

*--Field or CLU is the smallest unit of land within a physical county that has a:

- permanent, contiguous boundary
- common land cover and/or land management--*
- under one common owner
- common producer association.

Generic Base Acre

Generic base acres mean the number of base acres for upland cotton in effect as of September 30, 2013, subject to any adjustment or reduction under [7 CFR Part 1412]. Generic base acres are always the same as upland cotton base acres. Generic base acres were allocated in FY 2018 with the Bipartisan Budget Act of 2018.

Geographic Information System (GIS)

GIS is a system that:

- stores, analyzes, and manipulates spatial or geographically referenced data
- computes distances and acres using stored data and calculations.

Geospatial

Geospatial is data that is associated with a particular location.

Global Positioning System (GPS)

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

Grassland Reserve Program (GRP) Acres

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

Group ID

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

Definitions of Terms Used in This Handbook (Continued)

Shapefile

A GIS shapefile is a file format used for storing geographic information data in GIS computer programs and databases, such as ArcGIS and ArcCatalog. A shapefile consists of multiple files including a .shp, .dbf, .prj, and .shx, all with the same file name. All these file extensions are needed to compose one shapefile.

Spatial Data

Spatial data is information about the location, shape, and relationships of map features, such as roads, fences, barns, feed lots, and other details contained on maps. Spatial data stores the geographic location of features, usually in a longitude and latitude numbering system, with attribute information describing what these features represent.

State Conservation Acres

State conservation acres are DCP cropland acres on the farm enrolled in a Federal conservation program administered by the State for which payments are made in exchange for not producing an agricultural commodity on the acreage.

Tabular Data

Tabular data is the numerical and text representation of data.

Township

A Township (Twp, T) is a measure of the distance north or south from a referenced baseline, in units of six miles or a synonym for survey township. A township is a square parcel of land of 36 square miles. Applies to PLSS States.

Tract

A tract is a unit of contiguous land that is both of the following:

- *--1 or more fields--*
- under 1 ownership
- operated as a farm or a part of a farm.

Tract Combination

A tract combination is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

Definitions of Terms Used in This Handbook (Continued)**Tract Division**

A tract division is the dividing of a tract into 2 or more tracts because of a change in ownership *--or operation. A tract division requires a subsequent farm division if all resulting owners have not agreed to have their land constituted as a single farm or if resulting tracts are under different operation.--*

Unassigned Generic Base

Unassigned generic base acres were created in the Bipartisan Budget Act of 2018. Base acres previously allotted to Generic Base were allocated to planted and considered planted acres in FY 2018. Generic acres on farms with no planting history or without eligible planting history were assigned to unassigned generic base. Unassigned generic base acres are not eligible for ARCPLC program payment but are maintained for historical purposes on the farm. Unassigned generic base are considered base for Farm Records purpose and used when determining if a tract is over based and when dividing base acres during reconstitution.

Vertex

A vertex is a special kind of point that represents the corners or intersections of geometric shapes. An ordered group of vertices (plural) defines the shape of a line or polygon feature.

Void

A void is an area inside of a delineated GIS CLU that is not delineated as part of a farm.

WBP Acres

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

Workflow / Workflow Tasks

Workflow Tasks are internal messages/alerts/triggers initiated in the CRM system which require action. An item that requires verification or approval to complete a process.

Example: A workflow task is sent to the County Office approving official after a farm reconstitution has been submitted for approval.

Worklist

The worklist is an inbox in CRM that allows access to system generated Workflow tasks and alerts.

Farm Replication Checklist

Checklist for Replicating New Farms to a Prior Year		
Item	Review and Verify	Complete
1	*--Review and follow directions in paragraph 25.--*	
2	In CRM FR, verify the farm is not the result of a reconstitution or a farm transfer: <ul style="list-style-type: none"> • farm level “Reconstitution History” assignment block must be blank • tract level “Reconstitution History” assignment block must be blank 	
3	In CRM FR, verify the farm is not the result of a farm transfer by reviewing the “Transfer From” entry in General Data assignment block or by reviewing known farm history. “Transferred From:” data entry field must be blank. <p>Note: Farm transfers completed in CRM in prior years may not always display in the “General Data” assignment block. This was added functionality after the system’s go-live date. If questioned, users may need to do additional investigating into the farm history.</p>	
4	Review tract boundaries to ensure that the newly created boundaries are snapped to adjacent tracts, when applicable. Gaps between boundaries are not allowed unless there is a separating feature between the adjacent farms/tracts (road, waterway, etc.).	
5	Review CLU boundaries to ensure that: <ul style="list-style-type: none"> • delineation rules are followed to separate different land uses in individual CLU’s <p>Example: Building sites are separated from other noncropland. Cropland is separated from non-cropland acres.</p> <ul style="list-style-type: none"> • boundaries are delineated to match available imagery or question areas that do not match to verify that they are accurately delineated according to the current land use. 	
6	Review CLU attributes and tract level land data to ensure that acres have been accurately identified. Specifically, review cropland fields to ensure that the 3-CM cropland indicator is identified correctly.	
7	Review that land established in a new farm for the first time with FSA does not have base acres established. Review the “Crop Data” assignment block to verify no base acres have been added.	

