

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 6

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 11 B has been amended to clarify requirements when adding or changing an operator.

Subparagraph 12 A and 12 D have been amended to clarify requirements when adding or changing an owner.

Subparagraph 13 C has been added to provide notification requirements when an Other Producer is assigned to a tract.

Subparagraph 21 A has been amended to include land classification codes and to add “Other Ag”.

Subparagraph 51 B has been amended to include a note limiting the transfer of a farm with NAP coverage.

Subparagraph 65 G has been amended to clarify guidance when transferring a farm with a history of NAP coverage.

Subparagraph 160 A has been amended to reference using the CCC-517 Wizard to complete farm to farm base adjustments after a reconstitution.

Subparagraph 208 C has been amended to reference other authorized imagery sources.

Subparagraph 250 C and 250 E have been amended to update available adjustment reason codes when modifying base and yields.

Subparagraph 261 A has been amended to update available farm level assignment blocks and correct the year the ARCPLC Status assignment block is available.

Subparagraph 270 A has been amended to correct the years the ARCPLC Status assignment block is available.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 270 C has been amended to add information on how program elections are updated in Farm Records from the ARCPLC Application.

Subparagraph 300 A has been amended to add reference to the Permanent Base Reductions database process and reporting.

Subparagraph 303 A has been amended to clarify the example.

Subparagraph 303 C has been removed since manual base and yield reductions are no longer allowed.

Subparagraph 303 D has been amended to reference paragraph 250 for all base and yield adjustment reason codes.

Paragraph 304 has been amended to update provisions with current guidance for completing a base reduction through the CCC-505 wizard.

Subparagraph 305 A and 305 C have been amended to update provisions when completing a base redistribution to adjust Unassigned Generic Base before any other base crop.

Subparagraph 312 D has been amended to include additional guidance when bulk generating FSA-156EZ's.

Subparagraph 316 A has been amended into indicate base reductions because corrections are not captured in the Permanent Base Reductions database.

Subparagraph 343 B has been amended to include reports generated by the National Office identifying fields where the 3-CM Cropland Indicator and Land Classification Code do not match.

Paragraph 354.5 has been added to provide guidance on the reports identifying mismatch 3-CM Cropland Indicators and Land Classification Codes.

Exhibit 5, subparagraphs E, F, and G have been added to include producer notification letters when Other Producers are added to a Tract.

Exhibit 20 has been updated to include additional features displayed on the Producer Farm Data Report.

Amendment Transmittal (Continued)

Page Control Chart		
TC	Text	Exhibit
	2-2.5, 2-2.6 2-3 through 2-10 2-31, 2-32 3-3, 3-4 3-4.5, 3-4.6 (add) 3-25, 3-26 3-26.5, 3-26.6 (add) 5-91 7-121, 7-122 7-335 through 7-338 7-338.5, 7-338.6 7-389, 7-390 7-413, 7-414 7-414.5, 7-414.6 (add) 7-415, 7-416 7-559, 7-560 7-563 through 7-572 7-575, 7-576 7-581, 7-582 7-585, 7-586 7-634.7, 7-634.8 7-635, 7-636 7-640.5, 7-640.6 7-793, 7-794 7-838.5, 7-838.6 (add)	5, pages 7-9 (add) 20, pages 1-3 page 4 (add)

--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, COC, or CED on COC's behalf, determines the operator, as defined in subparagraph A. In questionable cases follow subparagraph C.

All updates and changes to operator must be recorded in the COC minutes.

Note: The Producer Change History Report may be used to supplement the COC minutes. See paragraph 310 for generating the Producer Change History report.

Identification of any new or changed operator must be substantiated by one of the following:

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

Operators are not required to annually meet verification requirements once established on a farm. COC may require reverification if there is reason to believe the operator of record is no longer correct.

Note: Follow specific program requirements if annual verification is required by the program.

Documentation of operator verification must be retained in the farm file including notation of verbal verification provided.--*

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.

11 Adding or Changing Operator (Continued)

B Determining Farm Operator (Continued)

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.

--Determinations of unknown operator must be documented in the COC minutes. Producer Change History Report may be used to supplement the COC minutes. See paragraph 310 for generating the Producer Change History report.--

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

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

11 Adding or Changing Operator (Continued)

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

- self-certification that the individual has control of the land for purposes of operating a farm or ranch
- any other documentation acceptable by CED, or COC if applicable, that establishes that the individual has general control of the farming operation, including, but not limited to, any of the following:
 - affidavit from an owner stating that the individual has control of the land
 - limited power of attorney giving the individual control of the land
 - canceled checks and or receipts for rent payments and/or operating expenses.

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

12 Adding or Changing Owner

A Definition of Owner

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

- buying farmland under a contract for deed

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

- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
 - the redemption period has not passed
 - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

*--COC will require specific proof of ownership when land ownership is transferred. COC, or CED on COC's behalf, will evaluate acceptability of proof. Documentation must be retained in the farm file. All changes and updates to ownership must be documented in COC minutes.

Note: The Producer Change History Report may be used to supplement the COC minutes. See paragraph 310 for generating the Producer Change History report.--*

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 unknown ownership decisions in the COC minutes. The Producer Change History Report may be used to supplement the COC minutes. See paragraph 310 for generating the Producer Change History report.--

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. Retain a copy of the letter in the farm file. 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.

13 Adding or Changing Other Producers

A Definition of Other Producers

Other producers are producers who are:

- associated with a tract or field in the associated program year
- **not** owners or operators.

B Entering Other Producers on a Farm Record

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

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

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

*--C Notification

When adding an other producer to a tract, it is recommended to notify the operator on the farm and/or each owner on the assigned tract or tracts. Retain a copy of the letter in the farm file. See Exhibit 5 for examples of notification letters.

State Offices may determine if notifications for OT changes on farm records are required for all farms administered in their State.--*

14 Correctly Associating Producer for Program Enrollment

A Evaluating Records by Program Participation

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

- CARS
- CRP
- LFP
- DMC.

14 Correctly Associating Producer for Program Enrollment (Continued)

A Evaluating Records by Program Participation (Continued)

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

B Program Examples

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

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

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

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

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

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

20 FSA Policy About Federal and State Grazing Land**B Farm, Tract, and Field Policy**

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

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

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

C Owner/Operator/Other Producer Policy

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

Exception: Any area or contiguous areas within a grazing allotment that are under common private ownership and are a separate tract under the allotment farm or a separate farm and tract if fenced out from the grazing allotment must have the owners recorded according to paragraph 12.

21 GIS Rules

A Overview

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

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

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

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

B Land Classifications

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

- *--Barren – Classification Code "07"
- Cropland – Classification Code "02"
- Forest – Classification Code "04"
- Mined – Classification Code "06"
- Perennial Snow and Ice – Classification Code "09"
- Rangeland – Classification Code "03"
- Tundra – Classification Code "08"
- Urban – Classification Code "01"
- Water Body – Classification Code "05"
- Other Ag – Classification Code "10".--*

The specialized rules for delineating each of these land use classifications are included in subparagraph 22 E.

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."

--Farms with crops covered by NAP must not be transferred before the end of the NAP crop's coverage period. See 1-NAP (Rev. 2), paragraph 342 for policy on transferring NAP coverage.--

51 Determination of Administrative County (Continued)**C Transfer Requests and Decisions About Servicing Office and Administrative County**

FSA will accept requests from producers to change a farm's 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.

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.

65 Records to Transfer (Continued)

G NAP

--If a farm transfer with history of NAP coverage is approved, copies of the following producer records must be transferred:--

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

*--**Note:** Farms with crops covered by NAP must not be transferred before the end of the NAP crop's coverage period. See 1-NAP (Rev. 2), paragraph 342 for policy on transferring NAP coverage.--*

Subsection 4 Adjustments After Farm Divisions**160 Basic Rule for Adjustments****A Rule**

Base acres apportioned among the resulting farms using the default method may be increased and decreased if all of the following apply:

- a subsequent transfer of ownership has **not** occurred
- all owners agree in writing by signing CCC-517 within 30 calendar days of notification of base acres
- the increase in base acres with respect to a farm is offset by a corresponding decrease for the base acres established on the other resulting farm or farms.

--Base acres and yields will be adjusted according to paragraphs 28 and 29. The CCC-517 Wizard process is used to adjust bases between resulting farms after a farm division. See paragraph 305 for instructions to access and use the CCC-517 Wizard from the Farm Search page.--

161-169 (Reserved)

208 Table of Contents (Continued)

C Layers and Descriptions (Continued)

Feature Layer	Description	Visible Scale Range
Tract Graphics Layer	Displays outer tract boundary. The boundary is pink if the tract is selected in the farm hierarchy and red if it is not. Updates after a save.	All Scales
PLSS	Public Land Survey System. Original surveying method developed and used in the U.S. Uses Township – Range - Section. Does not exist in all states.	1:71 – 1:36,112
States	U.S. States and territories.	All Scales
FSA Counties	FSA defined county boundaries. Required for farm creation and all GIS edit processes. FSA Physical and ANSI physical county attributes are derived from this layer.	1:71 – 1:577,791
Counties	U.S. Counties, including census boundaries in non-CONUS regions. Used for display purpose only.	Labels: 1:71 – 1:4,622,324
		Polygons: 1:71 – 1:9,244,649
Congressional Districts	U.S. congressional district boundaries. Note: Last update to the congressional districts was 2013.	1:71 – 1:577,791

208 Table of Contents (Continued)

C Layers and Descriptions (Continued)

Imagery is provided through GIS services for FSA CONUS and non-CONUS imagery. The imagery services have pre-defined scale ranges. To display imagery at larger scales, pre-set imagery tiles are saved in a cache for faster display. As a result, each imagery dataset has two layers in the Table of Contents. Imagery will always be displayed for the physical location of the farm unless the layer is manually turned off.

NAIP Imagery, Non-Conus NAIP Imagery (PR, PB, HI, and AK Imagery), and Vivid Imagery (AK, HI, Mariana Islands, American Samoa, and Guam) are the official imagery for *--FSA. Official boundary changes must be completed using official FSA imagery. FSA may authorize other imagery sources to be used as official for FSA farm records updates such as Early Access Services from imagery contract vendors. When possible, other authorized imagery sources and services will be added to CRM Farm Records GIS Table of Contents.--* The Esri imagery is available if the FSA imagery is not accessible because of connection issues or manually turned on. The Esri imagery can be used for review and comparison, but official CLU changes **must** be made with the official FSA imagery.

Following provides an overview of imagery layers available for display.

Imagery Layer	Description	Visible Scale Range
NAIP Imagery	FSA official imagery (cached) used for CLU delineations. Covers the continental U.S.	$\geq 1:4,514$
NAIP Imagery no cache	FSA official imagery (no-cache) used for CLU delineations. Covers the continental U.S.	1:71 – 1:2,257
PR Imagery	FSA Non-CONUS NAIP official imagery (cached) used for CLU delineations. Covers Puerto Rico and the U.S. Virgin Islands.	$\geq 1:564$ – N/A
PR Imagery no cache	FSA Non-CONUS NAIP official imagery (no-cache) used for CLU delineations. Covers Puerto Rico and the U.S. Virgin Islands.	1:71 – 1:282
PB Imagery	FSA Non-CONUS NAIP official imagery (cached) used for CLU delineations. Covers the Pacific Basin.	$\geq 1:2,257$
PB Imagery no cache	FSA Non-CONUS NAIP official imagery (no-cache) used for CLU delineations. Covers the Pacific Basin.	1:71 – 1:1,128
Mariana Islands Vivid	High resolution satellite imagery that is a compilation of multiple acquisition dates. Used for CLU delineations. Covers the Mariana Islands.	All Scales

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 • *--Correction--* <p>Following are the base reduction reason options in the CCC-505 wizard.</p> <p>*--</p> <div data-bbox="613 1171 1182 1507" style="border: 1px solid black; padding: 5px;"> <p>O4 Correction</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>R4 CCC-505 - Conservation Programs (Not CRP)</p> <p>U2 CCC-505 - Reduction Due to CRP Enrollment</p> <p>U4 CCC-505 - Commercial</p> <p>U5 CCC-505 - Residential</p> </div> <p>Adjustment Reason Codes When Increasing or Adding Base Crop Acreage.</p> <div data-bbox="613 1654 1101 1906" style="border: 1px solid black; padding: 5px;"> <p>A2 CCC-517</p> <p>A3 COC redistribution</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 Correction</p> </div> <p>--*</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 (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 •*--Correction.--*
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> <p>*--</p> <div data-bbox="602 1058 1214 1581" style="border: 1px solid black; padding: 5px;"> <p>A2 CCC-517</p> <p>A3 COC redistribution</p> <p>O2 Reconstitution Correction</p> <p>O4 Correction</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>R4 CCC-505 - Conservation Programs (Not CRP)</p> <p>U2 CCC-505 - Reduction Due to CRP Enrollment</p> <p>U4 CCC-505 - Commercial</p> <p>U5 CCC-505 - Residential</p> <p>U7 CCC-518 Yield Adjustment</p> </div> <p>--*</p> <ul style="list-style-type: none"> • CCC-505 Commercial • CCC-505 Reduction Due to CRP enrollment • CCC-505 Residential • CCC-517 • Reconstitution Correction •*--Correction--* • 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="597 489 1230 877" style="border: 1px solid black; padding: 5px;"> <p>A2 CCC-517</p> <p>A3 COC redistribution</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 Correction</p> <p>U7 CCC-518 Yield Adjustment</p> </div> <p>---*</p> <ul style="list-style-type: none"> • CCC-517 • CRP expiration or voluntary termination • Reconstitution Correction • *--Correction--* • 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	*--Correction	Correction to base and yield entries for any other reason not categorized above. Note: Selecting “Correction” will not populate base reductions on the Permanent Base Reductions database.--*	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	*--Correction--*	Any other reason not categorized above. * * *	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

Subsection 4 Farm Maintenance

261 Farm Level Editing

A Overview

Farm level editing is limited to CRM tabular data and is not available in the GIS Info assignment block. Many of the farm level data entries are aggregated from the tract, and field levels and cannot be edited at the farm level. Editable entries are often program specific data and editing may be restricted once the data is saved. The following assignment blocks are found at the farm level:

- GIS Info – current year only
- * * * General Data
- * * * Land Data
- Crop Election Data
- Crop Data
- Parties Involved
- FPMS Status – current year only
- *--ARCPLC Status – current year only
- Farm Change History
- Farm Change Notification – prior years only--*
- Notes
- Glossary.

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

Important: After edits are completed, users should verify that the updates are successful. In current year, successful replications are verified at the Farm Level in the FPMS Status assignment block. See paragraph 269 for additional information regarding the FPMS Status assignment block. In all years, users should review and take action on any system message or alert generated when editing or saving records.

261 Farm Level Editing (Continued)

B Example

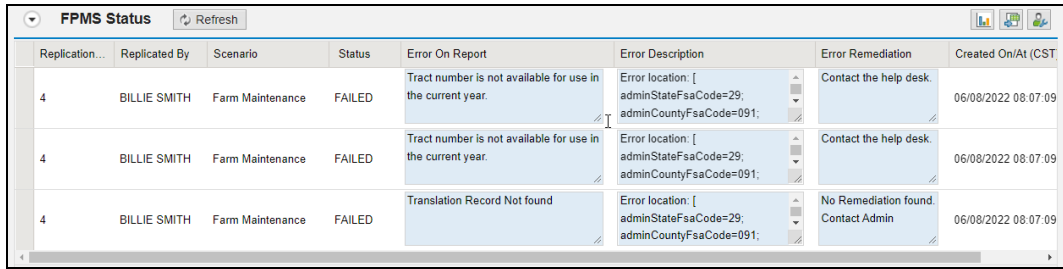
--Following is an example of the current year farm level Farm Data Screen with--
assignment blocks collapsed.

The screenshot displays the 'Farm Data Screen' for a specific farm. The top header shows the farm name 'Farm' and the ID '999999999, 99-999-1'. Below the header, there are tabs for 'Edit', 'Fact Sheet', 'Farm Division - GIS', 'Tract Division', and 'Transfer Process'. A 'More' dropdown menu is also present. On the left side, the 'Installed Base Hierarchy' is shown, with a tree view where '99-999-1' is selected. The main area on the right lists various data blocks, each with a play button icon and a collapse icon. The blocks are: GIS Info, General Data, Reconstitution History, Land Data, Crop Election Data, Crop Data, Parties Involved, ARC/PLC Status, FPMS Status, Farm Change History, Notes, and Glossary. The 'Notes' block is currently expanded, showing a text input field.

Block Name	Status
GIS Info	Collapsed
General Data	Collapsed
Reconstitution History	Collapsed
Land Data	Collapsed
Crop Election Data	Collapsed
Crop Data	Collapsed
Parties Involved	Collapsed
ARC/PLC Status	Collapsed
FPMS Status	Collapsed
Farm Change History	Collapsed
Notes	Expanded
Glossary	Collapsed

269 FPMS Status Assignment Block (Continued)

C Action (Continued)

Step	Action
6	<p>If the Status field displays “FAILED” the replication between CRM Farm Records *--and the FPMS FRS databased has not yet replicated because of an error that--* needs to be resolved by the user.</p> <p>Note: If a farm fails to replicate * * *, all users associated to the administrative county will receiving an e-mail notifying them that the farm failed replication and provide guidance for remediating the issue. Offices must immediately take the applicable action to correct the issue and ensure that *--the farm successfully replicates so accurate data is available to all--* applications.</p> <p>Review the Error on Report, Error Description, and Error Remediation field for more information on the reason the replication is not successful.</p>  <p>Hover over the error description to display the full error message. The expanded error description will contain more details to assist the user in identifying the specific problem that needs to be corrected.</p>
7	<p>For farms receiving a “FAILED” error message in the “FPMS Status” assignment block, the user should:</p> <ul style="list-style-type: none"> • access the Error Message Resolution table in Exhibit 28 • locate the same message in the Error Message Resolution table • follow the steps listed in column E, “Error Remediation” • if the error message does not display in the Error Message Resolution table, contact the state FR/GIS specialist for further review.

270 ARCPLC Status Assignment Block**A Overview**

The ARCPLC Status assignment block displays the status of receiving updated ARCPLC program data from the ARCPLC contract software. This assignment block is only available *--in current year or years actively receiving updates from the ARCPLC application. A--* connection to the ARCPLC application was established to receive updated base crop, base crop acreage, PLC yield, and program election data when applicable, due to current Farm Bill provisions. This assignment block will display whether the submission status from ARCPLC applications was successfully received and updated in Farm Records. The fields in this assignment block include the following:

- Refresh
- Status
- Error Summary
- Error Detail
- Error Remediation
- Created By
- Created On/At.

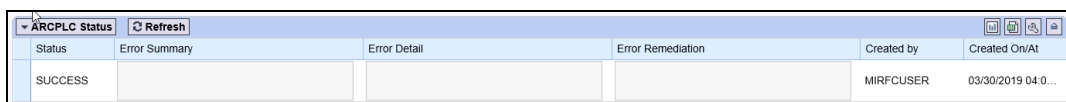
Notes: Farm Records is only update if the program election or associated data received from ARCPLC is different than the data already associated with the farm. If there is no change from ARCPLC, the update is ignored by Farm Records and the ARCPLC Status assignment block will not display any status message.

ARCPLC Status message is retained on the farm as history of the last time an update from ARCPLC was received.

270 ARCPLC Status Assignment Block (Continued)

B Action

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

Step	Action
1	After submission of data from ARCPLC applications, access the farm.
2	Navigate to the ARCPLC Status assignment block.
3	Review the “Status” field.
4	<p>The “Status” field displays “SUCCESS” if the submission of data from ARCPLC was successfully updated in CRM Farm Records.</p>  <p>If the “Status” field displays “FAILED”, the submission from ARCPLC was not successful and no records in CRM Farm Records were updated. The issue must be remediated, and the data must be re-submitted from the ARCPLC application.</p> <p>Note: If the ARCPLC data fails to update in CRM Farm Records, all users associated with the administrative county will receive an e-mail notifying them that the submission failed and provide guidance for remediating the issue. Offices must immediately take the applicable action to correct the issue and ensure that the ARCPLC data is updated as needed.</p> <p>Review the “Error on Report, Error Description, and Error Remediation” field for more information on the reason the replication is not successful.</p> <p>Hover over the error description to display the full error message. The expanded error description will contain more details to assist the user in identifying the specific problem that needs to be corrected.</p>

270 ARCPLC Status Assignment Block (Continued)***--C System Steps and Validations in Farm Records when Updated Program Elections are Submitted from the ARCPLC Contract Application**

The following steps and system actions occur when updated program elections are submitted from the ARCPLC Contract application to Farm Records.

Step 1	System Validation	System Action
System Checks if Farm is in an Open Edit session.	<p>If an edit session in FR is open, system fails the election submission and:</p> <ul style="list-style-type: none"> • no further validations are completed • no updates are made in Farm Records. <p>If the farm is not in an open edit session, system validations move to Step 2.</p>	<ul style="list-style-type: none"> • ARC/PLC Status in Farm Records is “FAILED” with a reason of “Farm is locked by another user”. • Email of failed ARC/PLC submission is generated for all employees associated with the administrative county.
Step 2	System Validation	System Action
System Compares Crops from ARC/PLC to existing Crops in FR (this includes all zero base crops).	<p>If crops do not match, FR fails the message and no further validation is completed and no updates are made in Farm Records.</p> <p>If crops match, system moves to Step 3.</p>	<ul style="list-style-type: none"> • ARC/PLC status in Farm Records is “FAILED” with a reason indicating the crops did not match between ARC/PLC and FR. • Email of failed ARC/PLC submission is generated for all employees associated with the administrative county.

--*

270 ARCPLC Status Assignment Block (Continued)

***--C System Steps and Validations in Farm Records when Updated Program Elections are Submitted from the ARCPLC Contract Application (Continued)**

Step 3	System Validation	System Action
System Compares Elections between ARC/PLC Enrollment to Current Elections in FR.	<p>If elections do not match, System checks for HIP eligible crop (Step 4).</p> <p>If elections for all crops match, FR will ignore the message from ARC/PLC and no further action or update is completed on the farm record.</p>	<p>If no HIP eligibility criteria are identified in Step 4, FR will update elections for any mismatch elections (will not update anything for crops that already match):</p> <ul style="list-style-type: none"> • ARC/PLC Status in FR will indicate update was "SUCCESS" • Base and Yield Notice generated and sent via email.
Step 4	System Validation	System Action
System Verifies HIP Eligibility and Attempts HIP Calculation if Applicable.	<p>If elections do not match:</p> <ul style="list-style-type: none"> • AND the new crop election is ARC-County • AND the crop is HIP eligible • AND there is not an existing HIP in FR, system will call CARS to attempt to calculate a HIP value. <p>If no irrigated or planting history is found in CARS for the farm because of broken history from a reconstitution or farm transfer, the HIP value will be left blank. Users must manually research the farm history and calculated the HIP. Farm/crop will be listed on the monthly Missing HIP report.</p>	<p>For crops with updated elections:</p> <ul style="list-style-type: none"> • FR will update elections and populate calculated HIP for a (system will not update any data for crops with matching election) • ARC/PLC Status in FR will indicate update was "SUCCESS" • Base and Yield Notice generated and sent via email. <p>Note: FR will populate the HIP calculator with the CARS data used to calculate the HIP value.</p>

--*

271 Farm Change History Assignment Block**A Overview**

The Farm Change History assignment block records edits completed in CRM Farm Records for the selected farm. The change history is a running log of all manual or system edits completed since the farm was created. At the farm level there are two options for displaying change history:

- Farm History – displays completed farm level edits
- Full Farm History – displays completed edits at any level of the farm including within the map display.

Users can further define the change history by selecting specific Display Periods:

- All
- This week
- Since Last Week
- This month
- Since Last Month.

The default fields in this assignment block include the following:

- Tract/Field – Entry only available for “Full Farm History”
- Program Year
- Key Description
- Field Name
- Old Value
- New Value
- User
- Changed Date
- Changed Time.

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

300 System Process

A Overview

Automated processes to assist users with updating data, generate reports to document changes, and generate forms or producer notification letters when changes occur have been established within CRM. Processes include.

Process	Description	Type	Location
CCC-505 Base Reduction	Assists with initiating a base reduction due to an out-of-balance tract condition or owner request.	Wizard	*--Tools--* drop-down menu
CCC-517 Base Redistribution	Assists with initiating a base redistribution between tracts due to an out-of-balance tract condition or owner request.	Wizard	*--Tools--* drop-down menu
PLC Yield Update	Assists with updating PLC yields using CCC-867 when allowed by policy or farm bill provisions.	Calculator	*--Tools--* drop-down menu
Establish HIP	Assist with calculating and entering HIP values for HIP eligible crops.	Calculator	*--Tools--* drop-down menu
Base and Yield Adjustment History	Report of farms and tracts where base and yield data has been adjusted in the current FY.	Report	Reports menu from CRM Home page
EC, HIP, PLC Yields History	Report of farms and tracts where program elections, HIP values, and PLC Yields have been adjusted in the current FY.	Report	Reports menu from CRM Home page
Producer Change History	Report of farms and tracts where producers have been changed in the current FY.	Report	Reports menu from CRM Home page

300 System Process (Continued)

A Overview (Continued)

Process	Description	Type	Location
FSA-156EZ	Summary of all farm and tract data associated with the selected farm. Used to provide to producers and as documentation within a county office.	Document	Documents drop-down menu
FSA-156EZ Multi Year	Allows selection of multiple years to generate a summary of all farm and tract data associated with the selected farm for each year.	Document	Documents drop-down menu
Bulk Print FSA-156EZ	Ability to generate FSA-156EZ for multiple farms at a time.	Document	CRM FR Search Criteria, Results List
Base and Yield Notice	Summary of base, yield, and ARCPLC program data associated with a selected farm. Used to notify producers of changes or provide a summary for county or producer use.	Document	Documents drop-down menu
Producer Notification Letters	Required notification letters to producers when changes have occurred on the farm.	Document	Documents More drop-down menu
Producer Farm Data Report	Nationwide summary of farm and tracts associated with a selected producer. Report available through the BP customer record	Document	CRM Business Partner: Documents drop-down menu within the customer BP record.
--Permanent Base Reductions Database	Repository for all base reductions completed through either the CCC-505 wizard or Farm Inactivation processes with the exception of reductions because of CRP enrollment or correction.	Database and Report	Reports menu from CRM Home page--

303 Manually Adjusting Base and Yield Data

A Overview

Users must have an approved CCC-505 or properly executed CCC-517 or CCC-518 on file before completing edits to the Tract Crop Data assignment block. Users should use the automated CCC-505 and CCC-517 wizards to generate the required forms and complete all base adjustments unless an issue with the application or program issue limits the use of the automated tools. See paragraphs 304 and 305 to complete base adjustments through the applicable automated wizard.

B Example

--Following is an example of the Tract Crop Data assignment block with adjusted bases.--

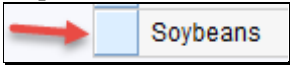
▼ Tract Crop Data							
Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	CTAP Transitional Yield	CTAP Transitional Yield...	PLC Yield	PLC Yield Adj. Reason
Wheat	2015	20.07	CCC-517	0.0000		65.0000	
Corn	2015	19.91	CCC-517	0.0000		146.0000	
Soybeans	2015	39.57	CCC-505 permanent re...	0.0000		49.0000	

* * *

303 Manually Adjusting Base and Yield Data (Continued)

D Actions for Manually Increasing Base Acres or Yields

Once the tract has been selected, manually increase the base acres or yield according to the following.

Step	Action
	CLICK “Edit” on the CRM Toolbar.
Selection Box	Click the blue box located to the left side of a crop to select the crop and enable the Tract Crop data field entries to be edited. 
Crop Name	System populated. No action necessary.
Crop Year	System populated. No action necessary.
Base Acres	Base acres are increased by manually adjusting the base acres amount. Clicking “Enter” or “Save” after making the adjustment enables the dropdown for Base Acre Reason Adjustment Code. A reason code is required whenever base acres are adjusted.
Base Acres Adj. Reason	Select the appropriate reason code that applies to the *--situation. See paragraph 250 for available reason codes.--* * * *
CTAP Transitional Yield Note: Not listed after 2019.	CTAP yields are increased by manually adjusting the yield value. Whenever an adjustment is made to the CTAP Yield an adjustment reason code is required. Clicking “Enter” or “Save” after making the yield adjustment activates the dropdown for CTAP Transitional Yield Adjustment Code. The CTAP Yield is only editable for Generic Base Acres.
CTAP Transitional Adj Reason Note: Not listed after 2019.	Select the appropriate reason code that applies to the *--situation. See paragraph 250 for available reason codes.--* * * *
PLC Yield	PLC yields are increased by manually adjusting the yield value. Whenever an adjustment is made to the PLC Yield an adjustment reason code is required. Clicking “Enter” or “Save” after making the yield adjustment activates the dropdown for PLC Yield Adjustment Code.
PLC Yield Adj. Reason	Select the appropriate reason code that applies to the *--situation. See paragraph 250 for available reason codes.--* * * *

Note: The tract yield for a crop can only be greater than zero if the crop base acres are greater than zero. Base and/or Yield Adjustment Reasons are only needed if either the base and/or yield have been updated.

303 Manually Adjusting Base and Yield Data (Continued)**E Common Error Messages**

Common Error Messages that prevent users from saving edits include.

Alert	Action
Base Acre Adj. Reason Code is required for the 2015 “crop name” change on Tract XX-XXX-XXXX.	User must manually enter from the drop-down the applicable reason code.
CTAP Transitional Yield Adjustment Reason Code required for 2015 crop change on Tract XX-XXX-XXXX.	User must manually enter from the drop-down the applicable reason code.
PLC Yield Adjustment Reason Code required for 2015 crop change on Tract XX-XXX-XXXX.	User must manually enter from the drop-down the applicable reason code.
The YYYY Base Acres of Tract XX-XXX-XXXX exceed the sum of the Effective DCP acres and Double cropped acres.	User must review and correct base acres prior to saving to ensure out-of-balance tracts do not result.

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.

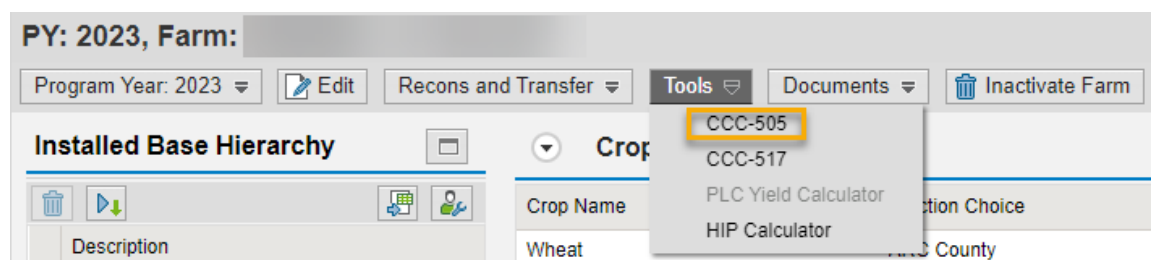
--Out-of-balance tracts with Unassigned Generic Base should be balanced by reducing the Unassigned Generic Base acres first before reducing other base acres associated with the tract.--

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.

*--

New CCC-505 Form for Farm: 193319871, 31-019-8391

Calculate Default Reductions Save as Draft Complete and Print Cancel and Save as Draft Cancel and Delete Reprint Back

CCC-505 Form

Initiated By: HECTOR MARTINEZ Initiated On/At (CST): 05/06/2025 12:03:03 Status: New

Farm Level Summary

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
8391	15.00	0.00	15.00	6.93	8.07-

Farm Level Detail

Crop Name	Original Total Base Acres	Original Yield	Base Acres To Be Reduced	Base Acres After Reduction	Yield After Base Acre Reduction
Grain Sorghum	10.00	100.0000	0.00	10.00	100.0000
Unassigned Generic Base	5.00	0.0000	0.00	5.00	0.0000

Tract Level Summary

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
7138	15.00	0.00	15.00	6.93	8.07-

Tract Level Detail

Tract Number	Crop Name	Yield	Original Base Acres	Base Acres to be reduced	Reason Code	Effective Year	Base Acres after reduction
7138	Grain Sorghum	100.0000	10.00	0.00			10.00
7138	Unassigned Generic Base	0.0000	5.00	0.00			5.00

A toolbar at the top of the page allows the user to calculate default reductions, 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

*--After selecting the CCC-505 tool from the “Tools” drop-down menu, the CCC-505 wizard will display with the existing base records currently associated with the selected farm.

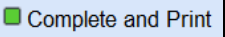
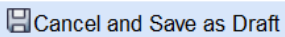
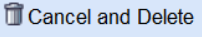


--*

A reduction to the current base data on the farm is submitted through the CCC-505 wizard according to the following table.

	Item	Description and Action
1	*--Tools	<div> Calculate Default Reductions </div> <p>The user may use the Calculate Default Reductions option to proportionality system reduce excess base on out-of-balance tract.</p> <p>Notes: If the out-of-balance tract contains Unassigned Generic Base, the system will reduce these acres first before proportionality reducing other base acres.</p> <p>This option should only be used if COC is taking action to reduce base according to paragraph 28 or if the producer is requesting that bases are reduced proportionately.--*</p>

304 Automated CCC-505 Base Reduction Wizard (Continued)

C Action (Continued)

	Item	Description and Action
1 (Cont.)	Toolbar (Cont.)	 Complete and Print The user may complete and print CCC-505 at any time after at least one base reduction entry and associated reason code are entered. After CLICKING “ Complete and Print ” a CCC-505 is generated in PDF format and is automatically populated with base reduction information along with the operator’s name as the requestor and the owners of any tracts having base acres designated for reduction as required signatures. In addition, a workflow is generated and sent to the approving official. Edits to the farm while a printed but unapproved CCC-505 is outstanding, cancel the approval workflow. However, the user may save a draft at the time edits are initiated and re-instate the approval workflow using the “complete and print” option after the farm edits are completed.
		 Cancel and Save as Draft The user may only cancel and save as draft existing CCC-505 forms that have previously been completed and printed. When an existing CCC-505 is cancelled and saved as draft the workflow to the approving official is deleted and the data in the tool remains the same as if CCC-505 had originally been saved as a draft.
		 Cancel and Delete The user may only cancel and delete existing CCC-505 forms that have previously been completed and printed. When an existing CCC-505 is cancelled and deleted the workflow to the approving official is deleted and all information previously entered in the tool is deleted.
		 Reprint When an existing CCC-505 has been completed and printed the form may be reprinted at any time the unapproved CCC-505 workflow remains outstanding.
		 Back Users may return to the farm record at any time by CLICKING “ Back ”. If entries have been made in the tool the user is prompted to save edits. CLICKING “ Yes ” saves a draft of the CCC-505. CLICKING “ No ” returns the user to the farm record without saving any existing entries.

304 Automated CCC-505 Base Reduction Wizard (Continued)

D Automated CCC-505 Approval

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

Note: If rollover for a specific FY occurs before September 25th, the second pre-rollover notifications are not generated.

Unapproved outstanding CCC-505's are deleted at rollover, except for those forms completed for CRP enrollment where the effective year is designated as the subsequent year.

--For reductions completed and approved through the wizard because of CRP, the system will automatically enter CCC-505 CRP Reduction Acres when the workflow is approved. See subparagraph E. See paragraph 250 for instructions for updating existing CCC-505 CRP Reduction Acres for a tract.--

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

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

Workflow Tasks

Action required: CCC505 Form requested for a Farm : 6452 , County : County A , State : ANY

Info for CED - Pending CCC505 Approval for a Farm : 6452 , County : County A , State : ANY

CCC-505 form First pre-rollover notification Farm : 6452 , County : County A , State : ANY

Info for CED - Pending CCC505 Approval for a Farm : 6003 , County : County A , State : ANY

CCC-505 form First pre-rollover notification Farm : 6003 , County : County A , State : ANY

Expand

304 Automated CCC-505 Base Reduction Wizard (Continued)

D Automated CCC-505 Approval (Continued)

CCC-505 Worklist Items - To see all items in the users' worklist, select "Worklist"

Worklist from the Navigation Menu. On the following screen, CLICK "Search" and the items in the worklist will be displayed.

Alerts:
☒ No result found

Inbox Search

Quick Search: Assigned To:

Main Cate.: **WorkList** Date Type: **Creation Date**

Status: From: To:

Description:

Search **Clear**

Result List

Reserve | Reset Reservation | Display | Workflow Substitution

Description	Due On/At	Proc...	S...	State	County	Created On
-------------	-----------	---------	------	-------	--------	------------

Forward To: **Go**

Following is an example of the worklist.

Alerts:
☒ No result found

Inbox Search

Quick Search: Assigned To:

Main Category: **WorkList** Date Type: **Creation Date**

Status: From: To:

Description:

Search **Clear**

Result List: 6 Items Found

Reserve | Reset Reservation | Display | Workflow Substitution

Description	Due On/At	Process	SubPr...	State	County	Created On
Action required: CCC505 Form reques...	09/15/2015 12:00:01 AM	Farm Records	Appro...	ANY	LAKE	09/09/2015
Info for CED - Pending CCC505 Appro...	09/09/2015 04:51:41 PM	Farm Records	CCC5...	ANY	LAKE	09/09/2015
CCC-505 form First pre-rollover notifi...	12/31/9999 11:59:00 PM	Farm Records	CCC5...	ANY	LAKE	09/09/2015
Info for CED - Pending CCC505 Appro...	09/15/2015 12:00:01 AM	Farm Records	CCC5...	ANY	LAKE	09/09/2015
CCC-505 form First pre-rollover notifi...	09/09/2015 01:04:16 PM	Farm Records	CCC5...	ANY	LAKE	09/09/2015
Action required: CCC505 Form reques...	12/31/9999 11:59:00 PM	Farm Records	Appro...	ANY	LAKE	09/09/2015

Forward To: **Go**

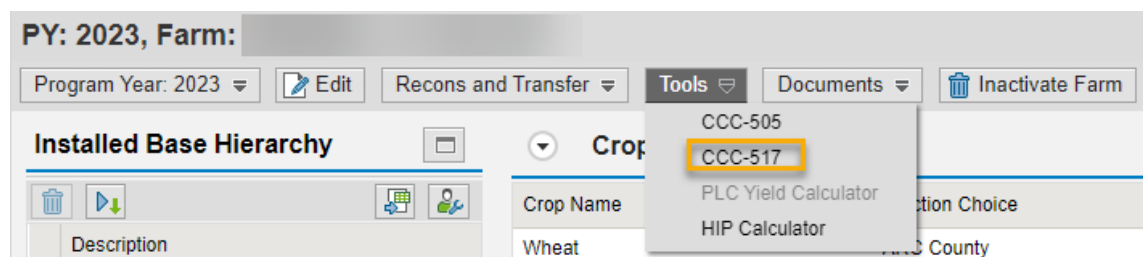
305 Automated CCC-517 Base Redistribution Wizard

A Overview (Continued)

--Out-of-balance tracts with Unassigned Generic Base should be balanced by adjusting the Unassigned Generic Base acres first before adjusting other base acres associated with the tract.--

B Examples

The following screen displays the location of the CCC-517 Tool accessed from the “Tools” drop-down menu on the CRM toolbar.



The following screen displays accessing the CCC-517 Tool from the farm search results when only one farm is searched.

Search: Farms Back

* 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.

Search For: Search by Farm/Bin #

Farm/Bin Number	equals	2	+	-
Administrative State	is	Any	+	-
Administrative County	is	County A	+	-
Farm/Bin	is		+	-
IBase ID	is		+	-
Farm Status	is		+	-
Divided from farm:	equals		+	-
Combined in farm:	equals		+	-

Maximum Number of Results:

Search Clear Reset Save Search As: ☐ Include View Save

Result List: 1 Installed Base Found

New Farm Combination CCC-517							
Farm Num...	IBas...	Farm Descri...	Farm/Bin	Admin State	Admin C...	Farm Status	Operator ...
2	99999999	Not Applicable	Farm	Any	County A	Active	Operator A

305 Automated CCC-517 Base Redistribution Wizard (Continued)

B Examples (Continued)

The following screen will be displayed when accessing the CCC-517 tool from the farm search results when more than one farm is searched.

Search Criteria

Hide Search Fields

* 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.

Search For: Search by Farm/Bin #

Farm/Bin Number	▼	equals	▼	2		⊕	⊖
Farm/Bin Number	▼	equals	▼	3		⊕	⊖
Administrative State	▼	is	▼	Any	▼	⊕	⊖
Administrative County	▼	is	▼	County A	▼	⊕	⊖
Farm/Bin	▼	is	▼		▼	⊕	⊖
IBase ID	▼	is	▼		▼	⊕	⊖
Farm Status	▼	is	▼		▼	⊕	⊖
Divided from farm:	▼	equals	▼		▼	⊕	⊖
Combined in farm:	▼	equals	▼		▼	⊕	⊖

Maximum Number of Results: 100

Save Search As:
☐ Include View

Result List: 2 Installed Bases Found

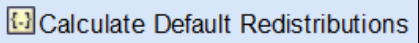
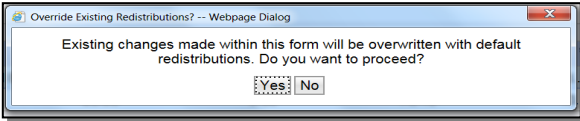
	Farm Num...	IBas...	Farm Descri...	Farm/Bin	Admin State	Admin C...	Farm Status	Operator ...
	2	99999999	Not Applicable	Farm	Any	County A	Active	Producer A
	3	00000000	Not Applicable	Farm	Any	County A	Active	Producer B

Note: The multiple farm version is only authorized for use on resulting farms of a farm division performed using the default method. An error message is displayed if the farms selected do not have the same “divided from” farm attribute.

305 Automated CCC-517 Base Redistribution Wizard (Continued)

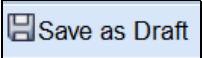
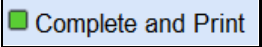
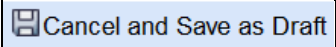
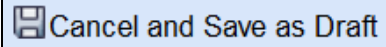
C Action (Continued)

A base redistribution is completed in the CCC-517 wizard according to the following.

Function Reference	Item	Explanation
1	Toolbar	<p> The user may select this button when choosing to redistribute base acres using the default method. The default method reduces excess base acres from over-based tracts proportionately from each existing crop on the over-based tract and redistributes those base acres to all under-based tracts on the farm in proportion to the amount of free acres available on each target tract.</p> <p>*--Note: If the out-of-balance tract contains Unassigned Generic Base, the system will redistribute these acres first before proportionality redistribute other base acres.--*</p> <p>If the user has manually entered one or more redistributions, confirms the changes and then clicks the “Calculate Default Redistributions” button, the question below will pop up.</p>  <p>Selecting “Yes” will clear the prior entries and replace them with the default values. Selecting “No” will return the user to the CCC-517 with the original manually entered values and will not calculate default values.</p> <p>When the default redistributions do not fully resolve the out-of-balance condition due to rounding, users must manually correct the issue by assigning an additional .01 acre to the tract/crop combination with the largest value for redistributed acres. To do this, use the trash can at the left end of the row to delete that entry from the “Active Base Acres Changes Summary” section and manually enter the same tract/crop combination with an additional .01 acres in the “Tract Level Crop Detail” section.</p>

305 Automated CCC-517 Base Redistribution Wizard (Continued)

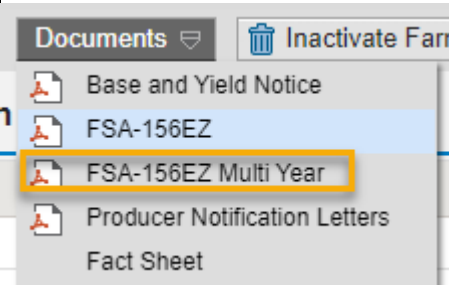
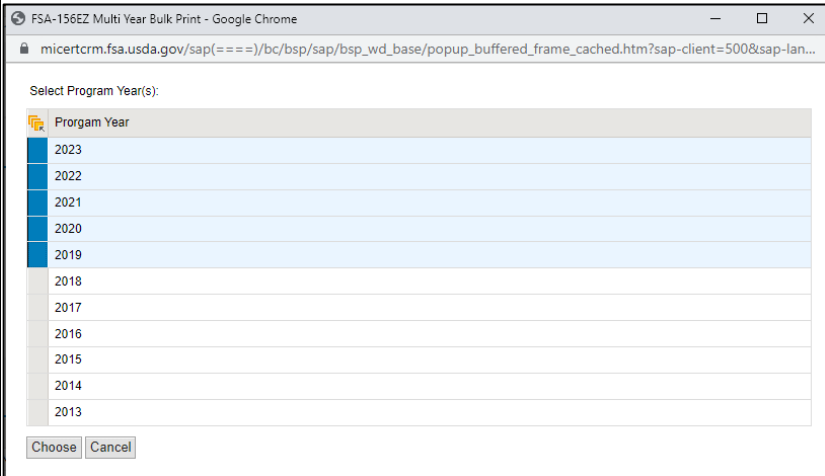
C Action (Continued)

Function Reference	Item	Explanation
1 (Cont.)	Toolbar (Cont.)	Target Tract/Crop combination 999-9999/corn has the largest value for redistributed acres field. The existing value for corn on Target Tract/Crop combination 999-9999/corn is 5.0. Users must delete this value using the trash can in the “Active Base Acre Changes Summary”. Then at the “Tract Level Crop Detail” section enter a new value of 5.01 (5.0 + .01) for corn for Target Tract/Crop 999-9999/corn.
		Default calculation of redistribution is not applicable to the multiple farm version of the automated CCC-517.
		 The user may save a draft of a CCC-517 at any time. Saving a draft maintains the existing data in the CCC-517 tool without generating the printed form or a workflow to the workflow recipient. The next time the user accesses the record, the following actions may take place: additional edits may be made, the form may be completed and printed, or the form may be canceled and deleted.
		 The user may complete and print CCC-517 at any time after at least 1 base redistribution entry and associated reason code is entered. CCC-517 is auto-populated with base redistribution information and affected owners that are required to sign the form. Saving and printing the form generates a workflow to the workflow recipient.
		 The user may only “cancel and save as draft” existing CCC-517’s that have previously been completed and printed. When an existing CCC-517 is canceled and saved as draft, the workflow to the workflow recipient is deleted and the data in the tool remains the same as if the CCC-517 had originally been saved as a draft.
		 The user may only “cancel and save as draft” existing CCC-517’s that have previously been completed and printed. When an existing CCC-517 is canceled and saved as draft, the workflow to the workflow recipient is deleted and the data in the tool remains the same as if the CCC-517 had originally been saved as a draft.

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	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.

The following example displays searching for a range of farms.

Search Criteria

* 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.

Search For: Search by Farm

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/I/F Eligibility

is

Transferred From

is

Maximum Number of Results: 100

Search

Clear

Reset

Save Search As:

☐ Include View

Save

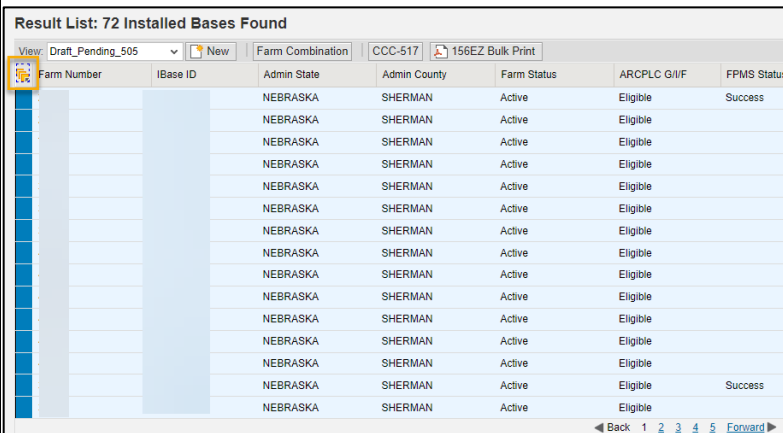
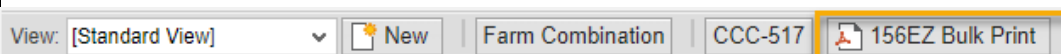
Range of Farms

Notes: Unless In-active farms are needed, users should select “Active” as the Farm Status when searching.

--Increase the “Maximum Number of Results” as applicable to return all farms within the entered range.--

312 FSA-156EZ (Continued)

D Bulk Generating FSA-156EZ's

Step	Action
3	<p>Select all applicable farms in the Results List</p>  <p>*--Notes: The system will generate FSA-156EZ's in the order listed in the Results. Sort the Results List in farm number order before generating FSA-156EZ's by clicking on the "Farm Number" header and selecting "Ascending Order".--*</p> <p>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:

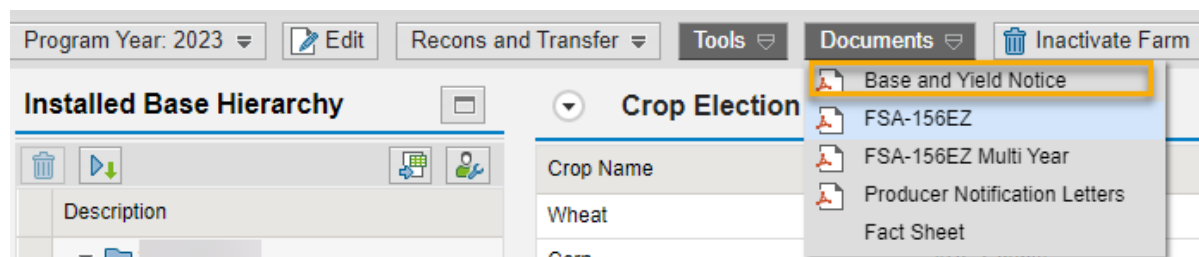
- farm combination
- farm division
- Yield & HIP Establishment
- ARC/PLC Election
- General
- Base Reductions.

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.

*--



--*

315 Producer Farm Data Report

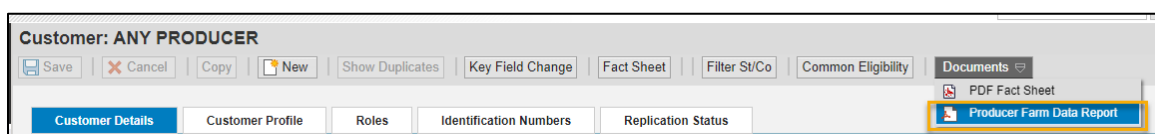
A Overview

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.

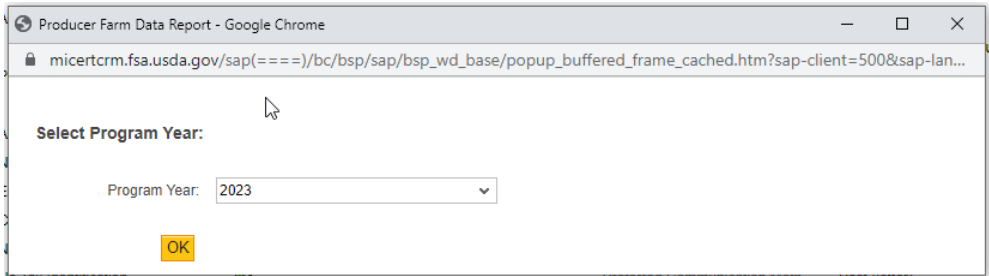
B Accessing Producer Farm Data Report

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 or correction 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.

343 Farm Records Remediation (Continued)

B Reports (Continued)

Report	Description	Generated By	Instruction Reference
Missing HIP	Report of missing HIP values for specific year when the program election is ARC-CO, and the base crop is HIP eligible for the associated physical location county.	National Office Farm Records Administrator	NA
Deceased Producers on Active Farms	Report of deceased producers on active farms.	National Office Farm Records Administrator	Paragraph 354
--Fields with Mismatched 3-CM and Land Classification Codes	Reports identifying fields where the 3-CM Cropland Indicator and associated Land Classification Code do not match.	National Office Farm Records Administrator Note: Report can be generated by state and county office users.--	

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

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

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

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

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

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

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

--354.5 Fields with Mismatched 3-CM Cropland Indicator and Land Classification Code*A Overview**

Reports are provided monthly by the National Office identifying fields where the 3-CM Cropland Indicator and the associated Land Classification Code do not match for fields meeting the definition of cropland or fields with a cropland land classification code according to paragraphs 17 and 21.

B Reports

The following table describes 3-CM Cropland Indicator and associated Land Classification Code reports.

Report	Explanation
3-CM No and LCC Cropland	Identifies fields where the 3-CM Cropland Indicator is set to “No” and the Land Classification Code is set to “Cropland.”
3-CM Yes and LCC is not Cropland	Identifies fields where the 3-CM Cropland Indicator is set to “Yes” and the Land Classification Codes is set to a classification other the “Cropland”.

C Action

State Offices are required to timely provide the report to local County Offices and assist with any needed remediation. County Office must review mismatched fields and ensure that the 3-CM Cropland Indicator and Land Classification Code are in sync:

- if a field meets the definition of cropland according to paragraph 17, then the 3-CM indicator must be set to “Yes” and the Land Classification Code set to “Cropland”
- if a field does not meet the definition of cropland according to paragraph 17, then the 3-CM indicator must be set to “No” and the Land Classification Code should be set to “Other Ag” or the most predominant land use.

County Offices must timely review and update field attributes as needed. Follow all policy provisions if changing the cropland determination of a field according to paragraph 17.--*

Producer Change Notification (Continued)

***--E Example of Notification Letter to Operator when Adding An Other Producer**

Following is an example of the notification letter to operator when adding an other producer.

*--

<p><Date></p> <p><Operator Name (First, Last, Middle, Suffix or Business)></p> <p><Primary Address></p> <p><City, State Zip code></p> <p>Dear <Operator Name (First, Middle, Last, Suffix or Business)>,</p> <p>This office has recently added Other Producer(s), <_____>, on Farm <XXXX>, Tract <XXXX>.</p> <p>Enclosed with this letter is form FSA-156EZ that indicates the producer change and a summary of the associated farm details.</p> <p>This office will be providing a copy of this notification to all owners on this farm and tract. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.</p> <p>If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.</p> <p>Sincerely,</p> <p><CED name> County Executive Director</p> <p>Non-Discrimination Statement</p>	<p><County Office Name></p> <p><Office Address></p> <p><City, State, Zip code></p> <p><Office Phone Number></p>
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Producer Change Notification (Continued)

***--F Example of Notification Letter to Owners when Adding An Other Producer**

Following is an example of the notification letter to owners when adding an other producer.

*--

<p><Date></p> <p><Owner Name (First, Last, Middle, Suffix or Business)></p> <p><Primary Address></p> <p><City, State Zip code></p> <p>Dear <Owner Name (First, Middle, Last, Suffix or Business)>,</p> <p>This office has recently added Other Producer(s), <_____>, on Farm <XXXX>, Tract <XXXX>.</p> <p>Enclosed with this letter is form FSA-156EZ that indicates the producer change and a summary of the associated farm details.</p> <p>This office will be providing a copy of this notification to the operator on this farm and tract. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.</p> <p>If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.</p> <p>Sincerely,</p> <p>CED name County Executive Director</p> <p>Non-Discrimination Statement</p>	<p><County Office Name></p> <p><Office Address></p> <p><City, State, Zip code></p> <p><Office Phone Number></p>
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Producer Change Notification (Continued)

***--G Example of Notification Letter to Owners when Adding An Other Producer**

Following is an example of the notification letter to owners when adding an other producer.

*--

<p><Date></p> <p><Other Producer Name (First, Last, Middle, Suffix or Business)></p> <p><Primary Address></p> <p><City, State Zip code></p> <p>Dear <Other Producer Name (First, Middle, Last, Suffix or Business)>,</p> <p>This office has recently updated Farm <XXXX>, Tract <XXXX> to assign you as an Other Producer on the farm.</p> <p>Enclosed with this letter is form FSA-156EZ that indicates the producer change and a summary of the associated farm details.</p> <p>This office will be providing a copy of this notification to the operator and all owners on this farm and tract. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.</p> <p>If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.</p> <p>Sincerely,</p> <p>CED name County Executive Director</p> <p>Non-Discrimination Statement</p>	<p><County Office Name></p> <p><Office Address></p> <p><City, State, Zip code></p> <p><Office Phone Number></p>
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Producer Farm Data Report

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

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

Producer Farm Data Report (Continued)

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

Producer Farm Data Report (Continued)

*--The following are Producer Farm Data Report examples.

A PFDR Deceased Producer Example

Producer Farm Data Report Crop Year : 2025						Date: 5/13/25 6:53 AM CST Page: 1 of 1																																																														
Producer Name and Address Producer, Any A (Deceased) Address 1 City, State Zipcode Phone: 999-999-9999 Email: any.producer@email.com						Recording County Office Name COLUMBIA, FLORIDA																																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Number of Farms</th> <th style="width: 12.5%;">Number of Tracts</th> <th style="width: 12.5%;">Farmland</th> <th style="width: 12.5%;">Cropland</th> <th style="width: 12.5%;">DCP Cropland</th> <th style="width: 12.5%;">CRP Cropland</th> <th style="width: 12.5%;">Eff DCP Cropland</th> <th style="width: 12.5%;">Total Base Acres</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td align="center">1</td> <td align="center">58.70</td> <td align="center">0</td> <td align="center">17.40</td> <td align="center">0</td> <td align="center">17.40</td> <td align="center">0</td> </tr> </tbody> </table>		Number of Farms	Number of Tracts	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	Total Base Acres	1	1	58.70	0	17.40	0	17.40	0																																																			
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HEL Codes: 01 = HEL determinations not completed for all fields on the tract 02 = HEL field on tract. Conservation system being actively applied 03 = HEL field on tract. Conservation system is not required -- no agricultural commodity 04 = HEL field on tract. 2 years to implement conservation system on former CRP land 05 = HEL field on tract. Conservation system not being actively applied 06 = NHEL - No agricultural commodity planted on undetermined fields						Wetland Codes: NC = Wetland determinations not complete TN = Tract does not contain a wetland TY = Tract contains a wetland or farmed wetland CW = Converted wetland PCW = Planted converted wetland				ARC/PLC Elig Codes: CG = Ineligible - Complete G/I/F History EG = Eligible IG = Partial or Missing G/I/F History																																																										

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Producer Farm Data Report (Continued)

***--B PFDR Tract Level Wetland Violations Example**

1 Producer Farm Data Report Crop Year : 2025						Date: 5/13/25 7:23 AM CST Page: 1 of 2					
Producer Name and Address Producer, Any A Address 1 City, State Zipcode Phone: 999-999-9999 Email: any.producer@email.com						Recording County Office Name JOHNSON, MISSOURI					

Number of Farms	Number of Tracts	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	Total Base Acres
1	2	144.75	90.10	90.10	0	17.54	10.90

Admin State & County	ARC/PLC Elig	Farm	Tract / Physical Location	Relationship to Farm / Tract	Producer	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	Total Base Acres	HEL Code	Wetland Code
JOHNSON, MO	EG	5502	13771 JOHNSON, MO	Operator	Producer, One A	63.30	37.57	37.57	0.00	1.29	1.28	01	NC-CW/ PCW
				Owner	Producer, Any A								
				Owner	Producer, Two B								
				Owner	Producer, Three C								
				Other Tenant	Producer, Four D								
				Other Tenant	Producer, Five E								
		13772 JOHNSON, MO		Owner	Producer, Six F							01	NC
				Operator	Producer, One A	81.45	52.53	52.53	0.00	16.25	9.62		
				Owner	Producer, Any A								
				Owner	Producer, Two B								
				Owner	Producer, Three C								

HEL Codes: 01 = HEL determinations not completed for all fields on the tract 02 = HEL field on tract. Conservation system being actively applied 03 = HEL field on tract. Conservation system is not required – no agricultural commodity 04 = HEL field on tract. 2 years to implement conservation system on former CRP land 05 = HEL field on tract. Conservation system not being actively applied 06 = NHEL. No agricultural commodity planted on undetermined fields	Wetland Codes: NC = Wetland determinations not complete TN = Tract does not contain a wetland TY = Tract contains a wetland or farmed wetland CW = Converted wetland PCW = Planted converted wetland
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ARC/PLC Elig Codes: CG = Ineligible - Complete G/I/F History EG = Eligible IG = Partial or Missing G/I/F History
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