FSA
HANDBOOK

Farm Reconstitutions

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

2-CM
(Revision 6)

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

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Farm Service Agency
Washington, DC 20250

Farm Reconstitutions 2-CM (Revision 6)	Amendment 11

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 42 A has been amended to add the county land records web site as an option for FSA employee to check proof of ownership.

Subparagraph 68 B has been amended to include all USDA agencies.

Subparagraphs 71 B and 73 A have been amended to include established receivables for unearned payments allows a reconstitution to be processed.

Subparagraph 73 A has been amended to change reference from CRS to NRRS and remove reference concerning applying issued DCP payments on resulting farm(s) to repay issued DCP payments on parent farm(s).

Subparagraphs 88 B and 89 B have been amended to include ACRE farms and non-DCP farms, if also non-CRP, may be combined.

Subparagraph 92 B has been amended to change reference from FSN to farm number.

Subparagraphs 172 A, 173 A, 174 A, 175 A, 201 B, 211 B, 211 D, 212 B, 213 B, 216 B, 226 B, 226 D, 227 B, 229 B, 241 B, 241 D, 242 B, 243 B, 245 B, 252 B, 253 B, 267 B, 267 C, 268 A, 286 B, 287 C, 287 D, and 288 B have been amended to provided updated screens.

Subparagraph 185 B has been amended to clarify that only the navigation links on the left side of the screen or the buttons at the bottom of the screens should be used to operate the application.

Subparagraphs 211 E and 226 E have been amended to include county.

Subparagraphs 213 C, 218 A, 227 C, 231 A, and 242 C have been amended to change all references of CRP MPL to MPL/FWP.

A Reasons for Amendment (Continued)

Subparagraph 213 C has been amended to remove information for Other Producers and Owners field/button and the field/button of “Tract Producers” has been added.

Subparagraphs 214 B, 228 B, 244 B and 254 B have been amended to provide the Owners/Other Producers Screen.

Subparagraphs 214 C and 228 C have been amended to include “Add Owner”, “Producer Type”, and “Delete” field/button.

Paragraph 215 has been removed.

Subparagraph 227 C has been amended to remove information for “Other Producers” and “Change Tract Owners” field/button and information has been added for the “Tract Producers” field/button.

Paragraphs 229 and 246 have been removed.

Subparagraphs 244 C and 254 C have been updated to include “Producer Type” and “Add Other Producer” field/button information.

Subparagraph 253 C has been amended to include “Tract Producers” information.

Subparagraph 267 D has been amended to indicate “Cancel Approval Process”.

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Part 1 Purpose and Responsibilities

1 General Information

A Handbook Purpose

This handbook provides policy for reconstitution.

B Definition of Reconstitution

[7 CFR Part 718.2] A reconstitution is a change in the land constituting a farm as a result of combining or dividing tracts or farms.

2 Authority and Related Handbooks

A Source of Authority

Authority for reconstitution of farms is in 7 CFR Part 718.

B Related Handbooks

FSA handbooks related to reconstitution are:

- 1-APP for appeals
- 25-AS for record keeping requirements
- 1-CM for common management procedures
- 3-CM (Rev. 4) for:
  - FSA-156EZ's
  - software maintenance procedures
- 2-CP for compliance procedures
- 4-CP for payment reductions and violations
- 6-CP for HELC and WC procedures

2 Authority and Related Handbooks (Continued)

B Related Handbooks (Continued)

- 2-CRP for Agricultural Resource Conservation Program procedures
- 1-DCP for the DCP
- 2-DCP for direct and CC payments
- 1-PL for payment limitation procedures.

3 Responsibilities

A STC Responsibilities

STC shall:

- establish the date for annual review to determine whether land is properly constituted

  Note: See paragraph 70.

- take any action required by this handbook that COC has not taken
- correct, or require COC to correct, any action COC has taken that is not according to the provisions of this handbook
- require COC to withhold any action that is not according to handbook procedures.

3 Responsibilities (Continued)

B DD Responsibilities

DD shall:

- certify that the annual review required in paragraph 70 is correctly completed
- concur with nonagricultural land determinations COC makes.

C COC Responsibilities

COC shall:

- ensure that the policies in this handbook are followed

- complete the annual review to determine whether land is properly constituted

  Note: See paragraph 70.

- correct improperly constituted farms according to paragraph 74

- continually review records to determine whether land must be reclassified as cropland, DCP cropland, or nonagricultural, commercial, or industrial uses

- require specific proof of ownership

  Note: See subparagraph 42 A.

3 Responsibilities (Continued)

C COC Responsibilities (Continued)

- take appropriate action on requests for reconstitution received from landowners or operators
- ensure all documents are completed, for example, FSA-155 and COC report, before approving or disapproving reconstitution
- document in COC minutes:
  - base adjustments made according to paragraph 135
  - direct and CC yield adjustments made according to paragraph 136
  - approval and disapproval of reconstitutions according to paragraph 262, including actions taken by CED
  - redelegation of authority according to paragraph 262.

D County Office Responsibilities

County Office employees shall:

- follow all policies in this handbook
- ensure that basic farm and producer records are accurate
- submit the Pending Reconstitution Report to the State Office
- publicize all methods of division, including the designation by landowner method of division according to paragraph 123.

4-28 (Reserved)

Part 2 Land Classification

29 Definitions

A Definition of Farmland

[7 CFR 718.2] Farmland is the sum of the following:

- DCP cropland
- forest
- NAP crop acreage as specified in 1-NAP not meeting the definition of cropland or DCP cropland
- other land on the farm.

B Definition of Cropland

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

- currently being tilled to produce a crop for harvest

  Note: Land that is seeded by drilling, broadcasting, or other no-till planting practices shall be considered tilled.

- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production
- currently devoted to 1- or 2-row shelterbelt planting, orchard, vineyard, or other related crops
- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped
- in sod waterways or filter strips planted to perennial cover
- under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

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

29 Definitions (Continued)

B Definition of Cropland (Continued)

- new land broken out if both of the following conditions are met:
  - land is planted to a crop to be carried through to harvest
  - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.

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

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

  Note: This does not include land under CRP-1.

- converted to ponds, tanks, or trees.

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

C Definition of DCP Cropland

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

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

Note: Refer to 1-DCP, paragraph 426 for a list of agricultural uses.

30-40 (Reserved)

Part 3 Owner, Operator, and Land Determinations

Section 1 Owner and Operator Determinations

41 Person for Reconstitution Purposes

A Minors

[7 CFR Part 718.202] For reconstitution purposes, a minor shall be considered to be the same owner or operator as the parent or court-appointed guardian unless all of the following apply:

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

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

B Life Estate Tenant

[7 CFR Part 718.202] A life estate tenant shall be considered to be the owner of the property for their life.

41 Person for Reconstitution Purposes (Continued)

C Trust

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

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

D Immediate Family

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

E Parent Corporations

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

42 Definitions

A Definition of Owner

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

- buying farmland under a contract for deed

  Note: The OGC Regional Attorney shall 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 community property States

- spouses owning property jointly.

Note: COC shall require specific proof of ownership when land ownership is transferred.

Examples: Proof of ownership may include:

- copy of the deed, if recorded

- unrecorded deed, if specific program does not require a recorded deed

- land contract

- FSA employee's check of the record at the county land records
  *****--office or web site--*****

- proof of gift tax

- real estate tax assessment or bill.

Note: If a State allows documentation that is not listed, then the OGC Regional Attorney shall review. If the OGC Regional Attorney determines that the documentation is adequate, then FSA ownership records may be changed.

42 Definitions (Continued)

B Definition of Operator

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

43-54 (Reserved)

55 Tract

A Definition of Tract

[7 CFR Part 718.2] A tract is a unit of contiguous land that is both of the following:

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

B Tract Determinations

After applying the rule in subparagraph A, determine tracts according to this table.

IF the land is...	THEN classify as...
part of a field that extends into the adjoining county, and the county boundary is not clearly defined	1 tract.
entirely in another county or bisected by a clearly defined county line	separate tracts.
bisected by community or township lines, roads, streams, or other boundary	1 tract, unless circumstances justify separate tracts.

56 Farm

A Definition of Farm

--[7 CFR 718.2]** A farm is made up of tracts that have the same owner and the same**--
operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment and do not meet the definition of an operator, shall not be considered a separate farm.

57-67 (Reserved)

Part 4 Initiating a Reconstitution

68 Overview

A Previously Constituted Land

[7 CFR 718.201] Land that was properly constituted under procedures existing at the time of reconstitution shall remain so constituted until a change in operation or ownership occurs that requires a reconstitution.

B Approval Restrictions

COC shall not approve a reconstitution by combination or division if it determines that the primary purpose of the reconstitution is to do either of the following:

- ***--**increase the amount of program benefits received from any USDA agency
- circumvent any other USDA program provisions, penalties, or reductions.**--***

69 Substantive Change in Farming Operations and Changes to Legal Entities

A Approval Restrictions

--[7 CFR 718.205]** Land that is properly constituted shall not be reconstituted if:**--

- the reconstitution request is based on the formation of a newly established entity that owns or operates the farm or any part of it, and COC determines there is not a substantive change in the farming operation

- COC determines that the primary purpose of the request for the reconstitution is to:

  - obtain additional benefits under any commodity program
  - avoid damages under a contract or statute
  - correct an erroneous acreage report
  - circumvent other program provisions.

In addition, no farm shall remain as constituted when COC determines that a substantive change in the farming operation has occurred that would require a reconstitution, except as otherwise approved by STC with the concurrence of DAFP.

B Determining Substantive Change

In determining whether substantive change has occurred with respect to a farming operation, COC shall consider factors such as composition of the legal entities having an interest in the farming operation with respect to management, financing, and accounting. COC shall also consider the use of land, labor, and equipment available to the farming operations and any other relevant factors that bear on the determination.

69 Substantive Change in Farming Operations and Changes to Legal Entities (Continued)

C STC Approval

Unless otherwise approved by STC with the concurrence of DAFP, when COC determines that a corporation, trust, or other legal entity is formed primarily for the purpose of obtaining additional benefits under the commodity programs, the farm shall remain as constituted or shall be reconstituted, as applicable, when the farm is owned and operated by 1 of the following:

- a corporation having more than 50 percent stock owned by members of the same family living in the same household
- corporations having more than 50 percent of the stock owned by stockholders common to more than 1 corporation
- trusts in which the beneficiaries and trustees are family members living in the same household.

70 Who May Initiate

A Who May Initiate a Reconstitution

[7 CFR 718.203] A reconstitution may be initiated by:

- the farm operator with the concurrence of the owner or owners of the farm
- the farm owner
- COC.

B FSA-155 Signatures

Signatures required on FSA-155 vary depending on the:

- type of reconstitution
- method of division, if applicable.

Notes: FSA-155's initiated by COC are not required to have owner or operator signatures. However, the County Office shall use the signature lines provided in item 15 to include a statement that the reconstitution is being initiated by COC. A date shall be included with this statement.

An operator may request a reconstitution without the owner's signature if the reconstitution would be required by COC.

C Annual Review

COC shall:

- ***--**annually review Farm Constitution Review Report to determine that land is properly constituted**--***

- process reconstitution if a farm is improperly constituted.

71 When to Initiate

A Required Reconstitutions

[7 CFR 718.201] A reconstitution of a farm either by division or by combination is required and shall be initiated when any of the following occur.

- A change has been made in the operation of the land since the last constitution or reconstitution, and the farm no longer meets the definition of a farm in paragraph 56. As applicable, initiate either of the following:

  - a farm combination according to paragraph 88
  - a farm division according to paragraph 111.

  Note: Restrictions in paragraph 68 apply.

- The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution. Make corrections according to paragraph 74.

- COC determines that the farm was reconstituted on a basis of false information provided by the owner or farm operator.

- COC determines that the tracts of land included in a farm are not being operated as a single farm according to paragraph 56.

- An owner requests in writing that the owner's land no longer be included in a farm that is composed of tracts under separate ownership. See paragraph 111 for farm divisions.

- Farms are participating in DCP, have the same owner, are located in the same county, and are operated as 1 farm.

  *** * ***

71 When to Initiate (Continued)

B Timing of Farm Reconstitutions

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

Notes: A request for a farm combination or farm division after current FY DCP payments have been made shall be processed in the subsequent FY. However, if the producer requests that the reconstitution not be processed in the subsequent FY, all payments ***--**shall be refunded. After the payment is refunded or receivables have been established for unearned payments, the reconstitution may be processed.**--***

When money has been received from the producers on the farm or farms to be reconstituted, cancel CCC-509. By canceling CCC-509, the producers who received payments will be listed on the overpayment register. The amounts listed on the ***--**overpayment register can then be transferred to NRRS so the DCP refund can be**--*** processed.

*** * ***

A reconstitution is considered to be requested when all:

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

C Timing of Tract Divisions

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

If a farm reconstitution is required, process the reconstitution according to subparagraph B and paragraph 73.

D Total CRP and Non-DCP Farms

The following farms may be reconstituted at any time:

- total CRP, without CRP reduction or CRP pending acres
- non-DCP.

71 When to Initiate (Continued)

*--E Farms With PTPP Acreage

PTPP is applicable only to farms participating in the following pilot project States:

- Illinois
- Indiana
- Iowa
- Michigan
- Minnesota
- Ohio
- Wisconsin.

The PTPP acres shall be reduced to zero and respective acreages added back into the applicable crop base before a reconstitution is initiated for a farm with PTPP acres.

After the reconstitution is approved, the PTPP acres must be recorded on the applicable resulting farm and the corresponding crop acreage bases reduced.**--***

F Completion Date

County Offices shall update reconstitutions by August 31 of FY. This will allow sufficient time for producers to return signatures and documentation by the deadline for DCP.

G Software Lockout

Starting August 15, the reconstitution software will not allow a farm combination or farm division to be initiated for the current FY on a farm:

- with DCP bases
- protecting CAB's under a CRP contract.

Note: This means that farm reconstitutions on these farms must be initiated by COB August 14. A reconstitution cannot be initiated on August 15.

The software to initiate farm level reconstitutions will be opened for the following FY when farm record rollover is performed.

72 How to Initiate

A Requesting a Reconstitution

[7 CFR 218.203] Any request for a farm reconstitution shall be filed with COC. County Offices shall prepare FSA-155 for each requested reconstitution.

Note: A separate FSA-155 is not required for a tract division if the reconstitution also includes a farm division.

B Completing FSA-155

Complete FSA-155 according to this table.

Item	Instructions
1	***--**Enter county FSA name and address.**--***
2	Enter computer-assigned reconstitution number.
3	Check the appropriate box for the type of reconstitution. When the request is for a tract division and followed by a farm division, check both boxes.
4	Enter a brief explanation of the reason for the reconstitution. **Examples:** "Tract 100 sold." or "Operator change."
5	Enter approximate date of change, such as sale or lease date.
6	Enter the following data for each parent and resulting farm and/or tract: • farm data when item 3 indicates a farm combination or division • tract data when item 3 indicates a tract combination or division • tract and farm data when item 3 indicates a tract division and a farm division.
7 A	For divisions, enter each crop on the parent farm from FSA-156EZ.
7 B	For divisions, enter appropriate base for each crop on the parent farm.
7 C	Check appropriate method of division for each base on the parent farm.
8 A through D	Enter the appropriate farm number, tract number, crop, and base acres on the parent farm if the method of division is landowner designation or estate. ENTER "N/A" if not applicable.

72 How to Initiate (Continued)

B Completing FSA-155 (Continued)

Item	Instructions
8 E	If the method division is landowner designation or estate, enter the following for each crop on the resulting farms: • farm number • tract number • acres of bases. When there are more than 4 resulting tracts or farms, continue on another FSA-155 and attach it to the original document.
9 A and C	Obtain **all** owners' signatures for the landowner designation method of division unless an MOU has been signed by the buyers and sellers designating the distribution of bases. When more signature blocks are required, continue on another FSA-155 and attach it to the original document.
10 through 14	Review each question and enter a checkmark in the appropriate column. If "Yes" is checked for item 10, list requested crops.
15	Obtain appropriate signatures and dates. A reconstitution is considered to be requested when all: • of the required signatures are obtained on FSA-155 **Note:** Appropriate documentation according to 1-CM must be on file in the County Office for persons signing in a representative authority. • other applicable documentation, such as proof of ownership, is submitted **Exception:** For COC-initiated FSA-155's, see subparagraph 70 B.
16 A and B	COC shall sign and date, unless COC has delegated authority to CED according to paragraph 262. Sign according to the following: • for farm level reconstitutions, sign after the reconstitution is initiated in the computer and it is in pending status • for tract level reconstitutions, sign after the combination or division is completed in the computer.
16 C	Enter a checkmark to indicate either approved or disapproved.

72 How to Initiate (Continued)

C Example of FSA-155

The following is an example of FSA-155.

*--

This form is available electronically.

Form Approved - OMB No. 0560-0025

FSA-155
(01-27-05)

USDA-FSA

REQUEST FOR FARM RECONSTITUTION

1. County FSA Name and Address
Barton County FSA
1520 Kansas Ave
Great Bend, KS 67530

2. Reconstitution No.: B50002

3. Type of Reconstitution
Farm Combination [ ] Tract Division [ ]
Farm Division [X] Tract Combination [ ]

4. Reason for Reconstitution
Purchased T 1215

5. Approximate Date of Change (MM-DD-YYYY) 01-28-2005

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the Agricultural Adjustment Act of 1938, as amended, and the Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171). The information will be used to reconstitute your farming operation. Furnishing the requested information is voluntary. Failure to furnish and file the requested information will result in the denial of further monies or other program benefits as required by existing law and regulations. This information maybe provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 651, 1001; 15 USC 714m; and 31 USC 3729, maybe applicable to the information provided.*

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0025. The time required to complete this information collection is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

6. FARM IDENTIFICATION:

A. Parent Farm or Tract No.	B. Total Farmland	C. Total Cropland	D. Total DCP Cropland	E. Farm Identifier	F. Operator	G. Owner
1985	20	19.5			James Roe	Scot Snavely

H. Resulting Farm or Tract No.	I. Total Farmland	J. Total Cropland	K. Total DCP Cropland	L. Farm Identifier	M. Operator	N. Owner
2501	16.5	16.3			James Roe	Scot Snavely
2502	3.5	3.2			Tim Reed	Tim Reed

7. METHOD OF DIVISION:

A. Crop	B. Parent Farm/Tract Bases	C. Check Appropriate Method: Estate	Designation	DCP Cropland	Default
Wheat	5.4				X
Corn	3.2				X

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72 How to Initiate (Continued)

C Example of FSA-155 (Continued)

FSA-155 (Page 2) (01-27-05)

8. DIVISION BY OWNER DESIGNATION OR ESTATE: This item is required for the owner designation and estate methods unless the division of bases is documented and signed to, as applicable, on a separate document and attached to this form.

A. Parent Farm	B. Tract No.	C. Crop	D. Base	E. Resulting Farm/Tracts (1) Farm/Tract No.: Base	(2) Farm/Tract No.: Base	(3) Farm/Tract No.: Base	(4) Farm/Tract No.: Base
N/A							

9. SELLER AND PURCHASER MEMORANDUM OF UNDERSTANDING OF BASES:
I, the undersigned, agree to the above designation of bases which serves as a memorandum of understanding between seller and purchaser.

A. Seller's Signature	B. Date *(MM-DD-YYYY)*	C. Purchaser's Signature	D. Date *(MM-DD-YYYY)*

	YES	NO
10. Will there be an adverse effect to any producer by reconstituting any crops? If "YES", what crops?		X
11. Is the parent farm in CRP?		X
12. If combination, will combined farm be operated as a single farming unit?		
13. Are there any adverse HELC flags on farms or tracts being combined? If "YES", refer to NRCS .		
14. A. Has cost share assistance been received for any lifespan conservation practices?		X
B. If "YES", has new owner and/or operator been informed of requirements?		

15. CERTIFICATION AND AGREEMENT:
I, the undersigned, certify that to the best of my knowledge and belief the information shown above is correct and I request and agree to the reconstitution. The results of the reconstitution will be shown on the COC report. The report will be made available upon request after the reconstitution is completed.

A. Signature of Operator/Owner	B. Date *(MM-DD-YYYY)*	A. Signature of Operator/Owner	B. Date *(MM-DD-YYYY)*
/s/ Tim Reed	01-31-2005		

16. COUNTY COMMITTEE ACTION:
This action applies to reconstitution of farms, tracts, and bases.

A. County Committee Person or Designee Signature	B. Date *(MM-DD-YYYY)*	C. County Committee Action
/s/ Joseph Brown	02-04-05	APPROVED [X] DISAPPROVED [ ]

73 Effective Dates

A Rule

[7 CFR Part 718.204] Determine the effective dates of reconstitutions according to this table.

IF the farm is...	AND the reconstitution was requested...	AND payments have...	THEN the effective date is the...
subject to DCP	by August 1	not been issued	current FY.
		been issued and **all** payments ***--**have been refunded or receivables have been established for unearned payments**--***	
		been issued but producers will not refund **all** payments	next FY.
	after August 1		next FY.
not subject to DCP			current FY.

Notes: The reconstitution shall not be processed in the computer until the appropriate FY.

Tract divisions shall be processed at any time during the FY to ensure tract record accuracy. If a farm reconstitution is required, process the reconstitution according to subparagraph 71 B and this paragraph.

DCP payments shall not be refunded when only a tract division or tract combination is being processed.

A request for a farm combination or farm division after current FY DCP payments have been made shall be processed in the subsequent FY. However, if the producer ***--**requests that the reconstitution be processed in the current FY, all payments shall be refunded or receivables shall be established for unearned payments. After the payment is refunded or receivables established, the reconstitution may be processed.**--***

When money has been received from the producers on the farm or farms to be reconstituted, cancel CCC-509 according to paragraphs 217 and 230. By canceling CCC-509, the producers who received payments will be listed on the overpayment register. The amounts listed on the overpayment register can then be transferred to ***--**NRRS so the DCP refund can be processed.**--***

*** * ***

74 Corrections

A Prior Reconstitutions

[7 CFR Part 718.201] Reconstitute a farm if either of the following apply:

- the land was not properly constituted under the regulations in effect when the farm was last constituted
- COC determines that misrepresentation occurred.

  Note: Misrepresentation includes:

  - side agreements between buyer and seller that defeat the program
  - knowingly disclosing false information regarding land ownership or farm operation
  - knowingly taking actions to defeat program purposes.

B Correction Effective Date

The effective date for corrections because of misrepresentation by producer or error made by the County Office is the FY in which the reconstitution correcting the error would be effective.

75-86 (Reserved)

Part 5 Types of Reconstitutions

87 Overview

A Reconstitution Types

The following are 4 types of reconstitutions:

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

B Definition of Farm Combination

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

C Definition of Farm Division

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

D Definition of Tract Combination

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

E Definition of Tract Division

A tract division is the dividing of a tract into 2 or more tracts because of a change in ownership or operation. A tract division does not always require a subsequent farm division.

Section 1 Combinations

Subsection 1 Farm Combinations

88 Common Ownership Farm Combinations

A Definition of Common Ownership Unit

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

B Required Combinations

Farms shall be combined when:

- both of the following apply:
  - the tracts are under common ownership unit
  - the resulting farm would meet the definition of a farm in paragraph 56

  Note: All DCP farms with the same owner, operated as 1 farm, and located in the same county, shall be combined.

- the farm was not properly constituted under the applicable procedure in effect at the time of the last reconstitution

- COC determines that the farm was reconstituted on the basis of false information provided by the owner or farm operator.

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

DCP and non-DCP farms may be combined.

--**ACRE and non-DCP, if also non-CRP, may be combined.**--

89 Separate Ownership Farm Combinations

A Basic Rule

Combinations of land under separate ownership:

- are voluntary
- shall not be encouraged.

B Criteria for Combinations

[7 CFR 718.201] Land under separate ownership may be combined if all of the following apply:

- the resulting farm meets the definition of a farm in paragraph 56
- all owners agree in writing
- the land is under a lease agreement of at least 1 year duration.

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

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

Notes: DCP and non-DCP farms may be combined.

--**ACRE and non-DCP, if also non-CRP, may be combined.**--

90 Combinations Across State and County Lines

A Base and Non-Base Farms

[7 CFR 718.201] Farms across State or county lines may be combined upon request if all of the following conditions apply:

- ***--**the farms meet the criteria for being transferred according to 3-CM, paragraph 63**--***
- the farms meet the criteria for combination according to paragraph 88 or 89
- any of the following:

  - counties that are contiguous; that is, touching at corners, sides, etc

    Example: County A is contiguous to County B. County B is contiguous to County C.

County A	County B	
		County C

    Land in counties A, B, and C may be combined if there are parent farms located in all 3 counties.

    If the land in County B is divided from the farm, separate the land in counties A and C, because counties A and C are not contiguous.

  - farms within 20 road miles of each other

  - counties divided by a river

  - counties that do not touch because of a correction line adjustment.

91 Combining Federally and State-Owned Land

A Federal Land

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

B State Land

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

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

92 Combining Farms With Approved CCC-509ACRE's

A Overview

A farm combination may * * * be initiated or approved if all the farms involved in the combination * * * contain the same ACRE status. On CCC-509ACRE, ACRE status is determined as follows:

- if there is an approval date, the farm's ACRE status is "Yes"
- if there is **not** an approval date, the farm's ACRE status is "No".

CCC-509ACRE's made by **all** producers on the farm, **must** be completed by June 1 of the current year, except for 2009 crop year where the final signup date was August 14, 2009, to be effective for the current year and succeeding years until 2012. After June 1 of the applicable crop year, ACRE status **cannot** be changed.

*--A farm combination may be initiated or approved if all the farms involved in the combination do not contain the same ACRE status if both of the following apply:

- farm involved in combination is a non-DCP farm
- farm involved in combination is a non-CRP farm.--*

B Initiating Reconstitutions

The following examples shall be used to determine if user action is required before initiating a reconstitution involving farms with CCC-509ACRE's on file.
*--

IF reconstitution request is made to combine Farm 100 and Farm 200...	AND...	THEN both farms...
before June 2, 2010	• Farm 100's CCC-509ACRE approval date is March 15, 2010 • Farm 200's CCC-509ACRE does **not** have an approval date	do **not** have the same ACRE status. The reconstitution **cannot** be initiated until Farm 100's CCC-509ACRE approval date has been removed. The approval date may be removed because the reconstitution request was made before June 2, 2010.
on or after June 2, 2010	• Farm 100's CCC 509ACRE approval date is March 15, 2010 • Farm 200's CCC-509ACRE does **not** have an approval date	do **not** have the same ACRE status. Farm 100's CCC-509ACRE approval date **cannot** be removed because the reconstitution was **not** requested before June 2, 2010, and the deadline to withdraw CCC-509ACRE was June 2, 2010. The reconstitution **cannot** be initiated.

--*

92 Combining Farms Approved CCC-509ACRE's (Continued)

B Initiating Reconstitutions (Continued)

*--

IF reconstitution request is made to combine Farm 100 and Farm 200...	AND...	THEN both farms...
before June 2, 2010	• Farm 100's CCC-509ACRE approval date is July 16, 2009 • Farm 200's CCC-509ACRE approval date is March 22, 2010	have the same ACRE status. The reconstitution can be initiated and approved.
on or after June 2, 2010	• Farm 100's CCC-509ACRE approval date is July 16, 2009 • Farm 200's CCC-509ACRE approval date is March 22, 2010	
after August 14, 2009	• Farm 100's CCC-509ACRE approval date is July 16, 2009 • Farm 200's CCC-509ACRE does **not** have an approval date	do **not** have the same ACRE status. ACRE for Farm 100 is in effect for 2009, 2010, 2011, and 2012. The reconstitution **cannot** be initiated.

--*

See 1-DCP (Rev. 3) for County Office action about ACRE's that have been cancelled because of reconstitutions.

93-99 (Reserved)

Subsection 2 Tract Combinations

100 Common Ownership Tract Combinations

A Definition of Common Ownership Unit

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

B Permitted Combinations

Tracts may be combined when all the following conditions are met:

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

C Combining Tracts Across State and County Lines

Tracts may be combined across State and county lines if there is no defined county boundary. Use the State and county codes where the majority of the combined tract is located for the "Physical Location". Use the "Congressional District" code associated with the "Physical Location" code.

101 Initiating Tract Combinations

A Before Initiating Tract Combination

Before initiating a tract combination, verify that the:

- tracts are on the same farm
- tracts have the same ownership
- tracts are contiguous
- owner agrees, by signing FSA-155
- FSA-155 was completed according to paragraph 72.

102-110 (Reserved)

Section 2 Divisions

Subsection 1 Reasons for Divisions

111 Reasons for Farm Divisions

A Rules

Following are rules for dividing farms.

Reason for Farm Division	Who May Initiate Reconstitution
Part of the farm is **sold** or ownership changes and the land no longer meets the definition of a farm in paragraph 56.	COC, owner, or operator
The land no longer meets the definition of a farm in paragraph 56.	COC, owner, or operator
The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution.	COC, owner, or operator
COC determines that the farm was reconstituted on the basis of false information provided by the owner or farm operator.	COC
An owner of a multiple-ownership farm requests, in writing, that the land owned by that owner no longer be included in the farm. **Note:** This request must be in writing; however, the owner's signature on FSA-155 may serve as the written request. When a tract of land on a multiple-ownership farm is owned by persons with undivided interest, only 1 undivided interest owner's request and signature is required.	owner
* * *	* * *

The resulting farms shall be administratively located in the county where the land is physically located.

112 Reasons for Tract Divisions

A Rules

Following are rules for dividing tracts.

Reason for Tract Division	Who May Initiate Reconstitution
The tract no longer meets the definition of a tract according to paragraph 55.	COC or owner
Part of the tract is sold or ownership changes.	COC or owner

113-119 (Reserved)

Subsection 2 Methods of Division

120 Overview

A What Are the Methods of Division

--[7 CFR 718.206]** The methods of division in priority order are shown in this table.**--

Priority Order	Method of Division	Paragraph Reference
1	Estate.	121
2	Designation by landowner.	122
3	DCP cropland (applicable to base acres for tract divisions only).	124
4	Default (applicable to base acres for farm divisions only).	125

B Selection of Methods

Select the proper method of division:

- on a crop-by-crop basis
- using the priority order in subparagraph A.

121 Estate

A Definition of Estate Method

--[7 CFR 718.206]** The estate method is the division of bases for a parent farm among heirs**-- in settling an estate.

B Documentation Required

Divide bases among heirs according to this subparagraph.

To divide a farm by the estate method, obtain either of the following documentation and attach to FSA-155:

- copy of the will by the testator

  Note: COC shall determine whether a division can be made reasonably according to the terms of the will. If COC determines the terms are not reasonable, do not use the estate method.

- written agreement by all heirs or devisees who acquire an interest in the property for which bases have been established.

  Notes: The written statement shall only be used if there is no will or COC determines the terms of the will are not clear as to the division of the bases.

  An agreement by the administrator or executor shall not be accepted instead of an agreement by the heirs or devisees.

C FSA-155 Signature Requirements

Signatures are not required on FSA-155, however, a copy of the will or written agreement signed by all heirs or devisees shall be attached to FSA-155.

121 Estate (Continued)

D Land Sold Before Estate Is Settled

If the estate sells a tract of land before the farm is divided according to subparagraph B, complete the following reconstitutions:

- divide the land sold from the parent farm as follows:
  - do not use the estate method
  - use the next appropriate method of division
- divide the remainder of the farm among the heirs using the estate method.

E COC Determination

COC shall determine whether a division can be made reasonably according to the terms of the will. If COC determines that the terms are not reasonable, do not use the estate method.

F Double-Cropped Acres

Double-cropped acres must go with the base acres. Before dividing a farm with double-cropped acres, ensure that sufficient effective DCP cropland plus double-cropped acres will be on each resulting farm to support the designated bases. If the effective DCP cropland plus double-cropped acres will not be sufficient to cover the bases, use CCC-517, according to 3-CM, to move double-cropped acres as needed **before** the division is processed.

122 Designation by Landowner

A Definition of Designation by Landowner Method

[7 CFR Part 718.205] The designation by landowner method is the division of bases in the manner agreed to by the parent farm owner and purchaser or transferee.

B When This Method May Be Used

The designation by landowner method may be used when any of the following apply:

- part of a farm is sold or ownership is transferred
- an entire farm is sold to 2 or more persons
- farm ownership is transferred to 2 or more persons
- part of a tract is sold or ownership is transferred
- a tract is sold to 2 or more persons
- tract ownership is transferred to 2 or more persons.

C FSA-155 Signature Requirements

FSA-155 shall be signed by all of the following:

- sellers
- buyers (transferees).

Exception: When an MOU that is signed by all sellers and buyers is filed, signatures of all sellers and buyers are not required on FSA-155. However, a copy of the MOU shall be attached to FSA-155.

D Multiple-Ownership Farms

If a tract will be divided before the farm is divided using the designation by landowner method, divide the tract using the standard method of division before dividing the farm.

122 Designation by Landowner (Continued)

E Eligibility Requirements

All of the requirements in this table must be met to use the designation by landowner method.

Description	Requirement
3-Year Ownership	The land sold or transferred must have been owned for at least 3 years. See subparagraph G for a waiver of this 3-year requirement.
MOU	The owner of the parent farm and the purchaser or transferee shall file a signed MOU designating bases before either of the following occurs: • the farm is reconstituted; that is, COC or designee signs the COC report • any subsequent transfer of ownership. An MOU may be revised to meet the eligibility requirements in this subparagraph. **Note:** A deed is not an MOU.

F Revising Designation

If COC determines that bases cannot be divided in the manner designated, the owner shall be notified and permitted to revise the designation.

If a revised designation is not provided within a reasonable time, or if it does not meet the conditions of this paragraph, the bases will be divided using the next appropriate method.

122 Designation by Landowner (Continued)

G Waiver of 3-Year Requirement

COC may waive the 3-year ownership requirement if COC determines that the sale was not primarily to keep or sell bases.

If COC does **not** waive the 3-year requirement and only a portion of the land sold or transferred has been owned for less than 3 years, complete the following reconstitutions:

- divide the parent farm to separate the land owned for less than 3 years using the default method of division

- divide the land owned for 3 years or more using the designation by landowner method.

H Leased Indian Tribal Land

If land owned by an Indian Tribal Council is leased to 2 or more producers:

- allow the Indian Tribal Council to use the designation by landowner method
- do not apply the eligibility requirements in subparagraph E.

I Double-Cropped Acres

Double-cropped acres must go with the base acres. Before dividing a farm with double-cropped acres, ensure that sufficient effective DCP cropland plus double-cropped acres will be on each resulting farm to support the designated bases. If the effective DCP cropland plus double-cropped acres will not be sufficient to cover the bases, use CCC-517 according to 3-CM, to move double-cropped acres as needed **before** the division is processed.

123 Publicizing Designation by Landowner Method of Division

A Publicizing Method of Division

County Offices shall:

- publicize the designation by landowner method of division, including the definition and criteria for its use

- distribute the information in any manner available including, but not limited to:

  - newspaper articles
  - newsletters
  - radio and television spots.

B When to Publicize

Publicize this method of division:

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

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

124 DCP Cropland

A Definition of DCP Cropland Method

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

B Verifying DCP Cropland

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

C When to Use This Method

The DCP cropland method may be used if COC determines paragraphs 121 and 122 do not apply.

D When Not to Use This Method

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

E FSA-155 Signature Requirements

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

- owner
- operator.

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

125 Default

A Definition of Default Method

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

B When to Use This Method

The default method may be used if COC determines paragraphs 121 and 122 do not apply.

C FSA-155 Signature Requirements

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

- owner removing the tract or tracts
- operator.

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

126-134 (Reserved)

Subsection 3 Adjustments After Farm Divisions

135 Base Adjustments

A Basic 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.

Note: The 10 percent variation of base acres is no longer applicable.**--***

*** * ***

136 Direct and CC Yield Adjustments

A Basic Rule

--[7 CFR 718.206]** Farm program payment yields calculated for the resulting farms of a**-- division may be increased or decreased if all of the following apply:

- COC determines that the division provided an inequitable distribution considering:

  - available land
  - cultural operations
  - changes in the type of farming conducted on the farm

  *** * ***

- the increase in a farm program payment yield on a resulting farm is offset by a corresponding decrease on another resulting farm of the division.

B Adjusting Direct and CC Yields

Use the following guidelines to determine whether 1 yield may be adjusted or if both yields must be adjusted.

If the direct and CC yields are:

- different, either yield or both yields may be adjusted

  Note: If both yields are adjusted, they may be adjusted by different amounts.

- the same, both yields shall be adjusted and be adjusted by the same amount.

136 Direct and CC Yield Adjustments (Continued)

C Applying Adjustment

Yield adjustments shall be applied to program crops by updating reconstitutions after COC approval on the Farm Reconstitution Approve/Delete Screen, according to paragraph 268.

D Adjustment Example When Direct and CC Yields Are Different

In this example, the direct and CC yields are different. In this case, either or both yields may be adjusted and they may be adjusted by different amounts. Use the following data for the example.

Tract No.	Tract Wheat Acres	Tract Wheat Direct Yield	Direct Extension (Acres x Yield)	Tract Wheat CC Yield	CC Extension (Acres x Yield)
600	35.0	50	1,750	47	1,645
1492	20.0	50	1,000	47	940
1500	15.0	50	750	47	705
Total			3,500		3,290

In this example, only the direct yield will be adjusted.

During the division, Tracts 600 and 1492 are assigned to Resulting Farm 800 and Tract 1500 is assigned to Resulting Farm 801.

Both resulting farms have a wheat payment yield of 50. Tract 1492 has very good quality soil and consistently produces a yield of 65. Tract 1500 has poor quality soil and has yield potential of less than 50.

COC determined that the yield on Tract 1492 will be increased to 65 and the yield on Tract 1500 will be decreased.

The sum of the resulting farms' extensions cannot exceed the parent farm extension**.**

Exception: The parent farm extension may be exceeded only because of normal rounding rules.

136 Direct and CC Yield Adjustments (Continued)

D Adjustment Example When Direct and CC Yields Are Different (Continued)

Use the following table to determine the resulting farm's direct extension and tract yield.

Step	Action
1	Multiply the acreage from Tract 1492 times the new yield of 65. (20.0 x 65 = 1,300)
2	Multiply the acreage from Tract 600 times the established yield. (35.0 x 50 = 1,750)
3	Add the results from steps 1 and 2. (1,750 + 1,300 = 3,050)
4	Subtract the result of step 3 from the parent farm extension. (3,500 - 3,050 = 450) **Result:** The extension for Tract 1500 is 450.
5	Divide the result of step 4 by the acres from Tract 1500. (450 ÷ 15.0 = 30) **Result:** The yield for Tract 1500 is 30.

During the adjustment update process, the direct yield for Tract:

- 1492 would be increased to 65
- 1500 would be decreased to 30.

Use the same calculations when adjusting the CC yield.

E Adjustment Example When Direct and CC Yields Are the Same

In this example, the direct and CC yields are the same. Because the yields are the same, both must be adjusted and adjusted by the same amount. Use the following data for the example.

Tract No.	Tract Wheat Acres	Tract Wheat Direct and CC Yield	Direct and CC Extension (Acres x Yield)
300	30.0	50	1,500
500	20.0	50	1,000
1400	15.0	50	750
Total			3,250

136 Direct and CC Yield Adjustments (Continued)

E Adjustment Example When Direct and CC Yields Are the Same (Continued)

During the division, Tracts 300 and 500 are assigned to Resulting Farm 900 and Tract 1400 is assigned to Resulting Farm 901.

Both resulting farms have a wheat payment yield of 50. Tract 500 has very good quality soil and consistently produces a yield of 65. Tract 1400 has poor quality soil and has yield potential of less than 50.

COC determined that the yield on Tract 500 will be increased to 65 and the yield on Tract 1400 will be decreased.

The sum of the resulting farms' extensions cannot exceed the parent farm extension.

Exception: The parent farm extension may be exceeded only because of normal rounding rules**.**

Use the following table to determine the resulting farm's direct and CC yields.

Step	Action
1	Multiply the acreage from Tract 500 times the new yield of 65. (20.0 x 65 = 1,300)
2	Multiply the acreage from Tract 300 times the established yield. (30.0 x 50 = 1,500)
3	Add the results from steps 1 and 2. (1,300 + 1,500 = 2,800)
4	Subtract the result of step 3 from the parent farm extension. (3,250 - 2,800 = 450) **Result:** The extension for Tract 1400 is 450.
5	Divide the result of step 4 by the acres from Tract 1400. (450 ÷ 15.0 = 30) **Result:** The yield for Tract 1400 is 30.

During the adjustment update process, the direct and CC yields for Tract:

- 500 would be increased to 65
- 1400 would be decreased to 30.

137-151 (Reserved)

Part 6 CRP Reconstitutions

152 Overview

A Rule

If the operator of a farm which contains land enrolled in CRP-1 does not share in CRP, review the farming operation to ensure that the land meets the definition of a farm according to paragraph 56.

Note: If the farm is under common ownership and the operator does not share in CRP-1, do not divide the farm.

B Distributing CRP Reduction Acres

Before a reconstitution is initiated, the CRP reduction acres shall be moved to the tracts that will make up the CRP farm with CRP-15.

These reduction acres shall be distributed:

- to the tracts on the CRP farm in the same proportion as DCP cropland on each tract
- using tract maintenance software according to 3-CM.

C Distribution of Acres

Before a reconstitution is initiated, the sum of the tract level data must equal the farm level data for the following:

- CRP acres
- CRP MPL acres, if applicable
- CRP pending acres, if applicable
- CRP reduction acres, if applicable.

Note: CRP pending acres are the result of an expired or terminated CRP-1.

Follow procedure in 3-CM for tract maintenance to distribute the CRP acres, pending acres, and reduction acres.

153 Dividing Farms During CRP Signup

A Dividing Farms for Current Year Contracts

Divide farms that enter into CRP-1's if either of the following applies:

- the land no longer meets the definition of a farm in paragraph 56

  Exception: If the farm is under common ownership and the operator does not share in CRP-1, do not divide the farm.

- 1 or more owners refuse to sign *** * *** CRP-1 that will be effective in either the current or future FY. For future year contracts, see subparagraph B.

B Dividing Farms for Future Year Contracts

Process the reconstitution in FY CRP-1 is effective.

154-159 (Reserved)

160 Dividing Tracts With Base Acres and CRP, WBP, State Conservation, Other Conservation, or WRP

A Using Effective DCP Cropland Acres to Divide Tracts With CRP, WBP, State Conservation, Other Conservation, or WRP

When dividing a tract with CRP, WBP, State conservation, other conservation, or WRP acres, County Offices are authorized to distribute the base acres on the resulting tracts based on the effective DCP cropland acres on each resulting tract. Use the designation by landowner method of division in the computer to place the base acres on the resulting tract or tracts, as applicable.

The base acres may only go to the other resulting tracts and not to any other tract on the farm. If an out-of-balance tract is created during the tract division, refer to 3-CM (Rev. 4) to redistribute excess base acres after the tract division is completed.

Using the effective DCP cropland acres to distribute base acres will, in most cases:

- distribute the correct number of base acres to each resulting tract
- eliminate out-of-balance resulting tracts.

Document on the COC report that the designation method of division was used according to this paragraph.

Note: The owner's signature is not required on FSA-155 to use the designation by landowner method of division to divide tracts according to this paragraph.

160 Dividing Tracts With Base Acres and CRP, WBP, State Conservation, Other Conservation, or WRP (Continued)

B Example

The example in this subparagraph demonstrates the results of a tract division using the designation by landowner method when dividing CRP, WBP, State conservation, other conservation, or WRP acres from the parent tract.

Note: This example uses CRP acres, but all other acres in this paragraph would be handled the same way.

The following table shows data for a farm that has CRP acres on a tract. All tracts on the farm are in balance.

Tract No.	DCP Cropland Acres	CRP Acres	Effective DCP Cropland Acres	Base Acres
1	300	150	150	150
2	100	0	100	50
3	200	0	200	100

Tract 1 will be divided with all of the CRP acres going to resulting tract 100 and the base acres going to resulting tract 101.

Using the DCP cropland method of division would result in the CRP tract receiving base acres without any DCP cropland acres to support the bases, as shown in the following table. After completion of the tract division using the DCP cropland method, tract 100 is out of balance. The 75 excess base acres on tract 100 would have to be redistributed to the remaining tracts on the farm.

Tract No.	DCP Cropland Acres	CRP Acres	Effective DCP Cropland Acres	Base Acres	Excess Base Acres
100	150	150	0	75	75
101	150	0	150	75	0
2	100	0	100	50	0
3	200	0	200	100	0

160 Dividing Tracts With Base Acres and CRP, WBP, State Conservation, Other Conservation, or WRP (Continued)

B Example (Continued)

By using effective DCP cropland acres and the designation by landowner method to divide tract 1, the farm would look like the following. During the division, 0 base acres would be entered for tract 100 and 150 base acres would be entered for tract 101 during the tract division.

Tract No.	DCP Cropland Acres	CRP Acres	Effective DCP Cropland Acres	Base Acres	Excess Base Acres
100	150	150	0	0	0
101	150	0	150	150	0
2	100	0	100	50	0
3	200	0	200	100	0

161-170 (Reserved)

Part 7 Sugarcane Reconstitutions

171 Provisions

A Background

This part:

- contains procedure for reconstituting sugarcane acreage bases
- is applicable to Louisiana only.

B Methods of Division

The applicable methods of division in priority order are shown in this table.

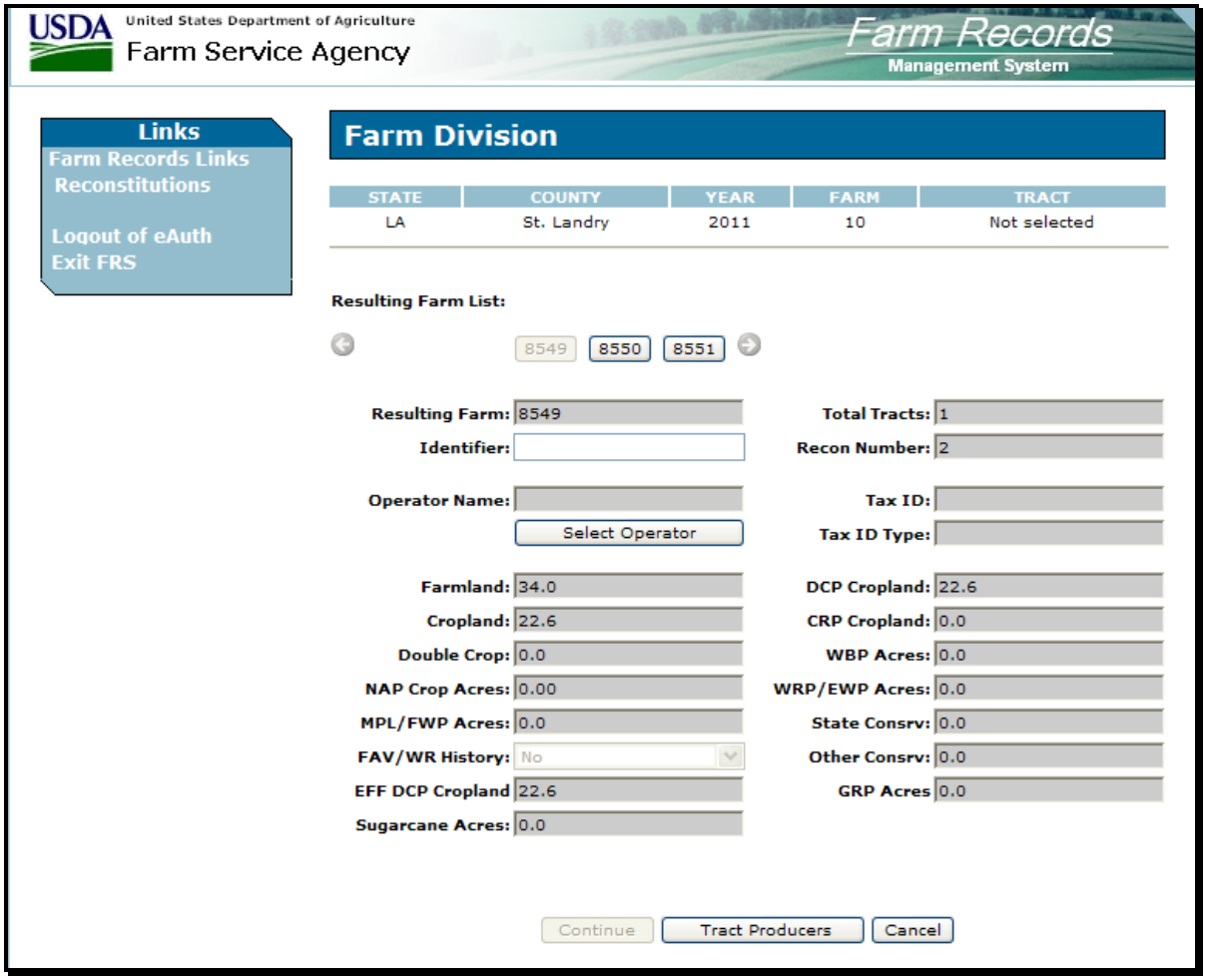
Priority Order	Method of Division
1	Estate
2	Designation by landowner
3	DCP cropland (applicable to tract divisions only)
4	Default (applicable to farm divisions only)

172 Farm Divisions

A Background

Sugarcane acreage base will be displayed only on Farm Division Screen as follows. There will be no opportunity to select a specific method of division.

*--



--*

172 Farm Divisions (Continued)

B Estate and Designation by Landowner

Sugarcane acreage bases for each resulting farm must be computed and tract level acres updated before initiating a farm division when sugarcane acreage bases will be divided by the estate or designation method. If a resulting farm will have multiple tracts, use the steps in the following table to determine the sugarcane acreage bases to be on each tract of the resulting farm.

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>1</td><td colspan="2">Using the information in the will, written agreement of all heirs or the MOU, determine the sugarcane acreage base for each resulting farm.</td></tr>
<tr><td rowspan="5">2</td><td colspan="2">Determine the distribution of the base to the applicable tracts by effective DCP cropland ratio as follows.</td></tr>
<tr><td>Step</td><td>Action</td></tr>
<tr><td>A</td><td>Determine the resulting farm’s effective DCP cropland acres.</td></tr>
<tr><td>B</td><td>For each tract on the resulting farm, divide the tract’s effective DCP cropland acres by the result of step A.</td></tr>
<tr><td>C</td><td>Multiply step 1 times the result of step B.</td></tr>
<tr><td>D</td><td>Enter the results of step C through the Farm Records Management System according to 3-CM (Rev. 4).</td></tr>
</table>

C Default Method

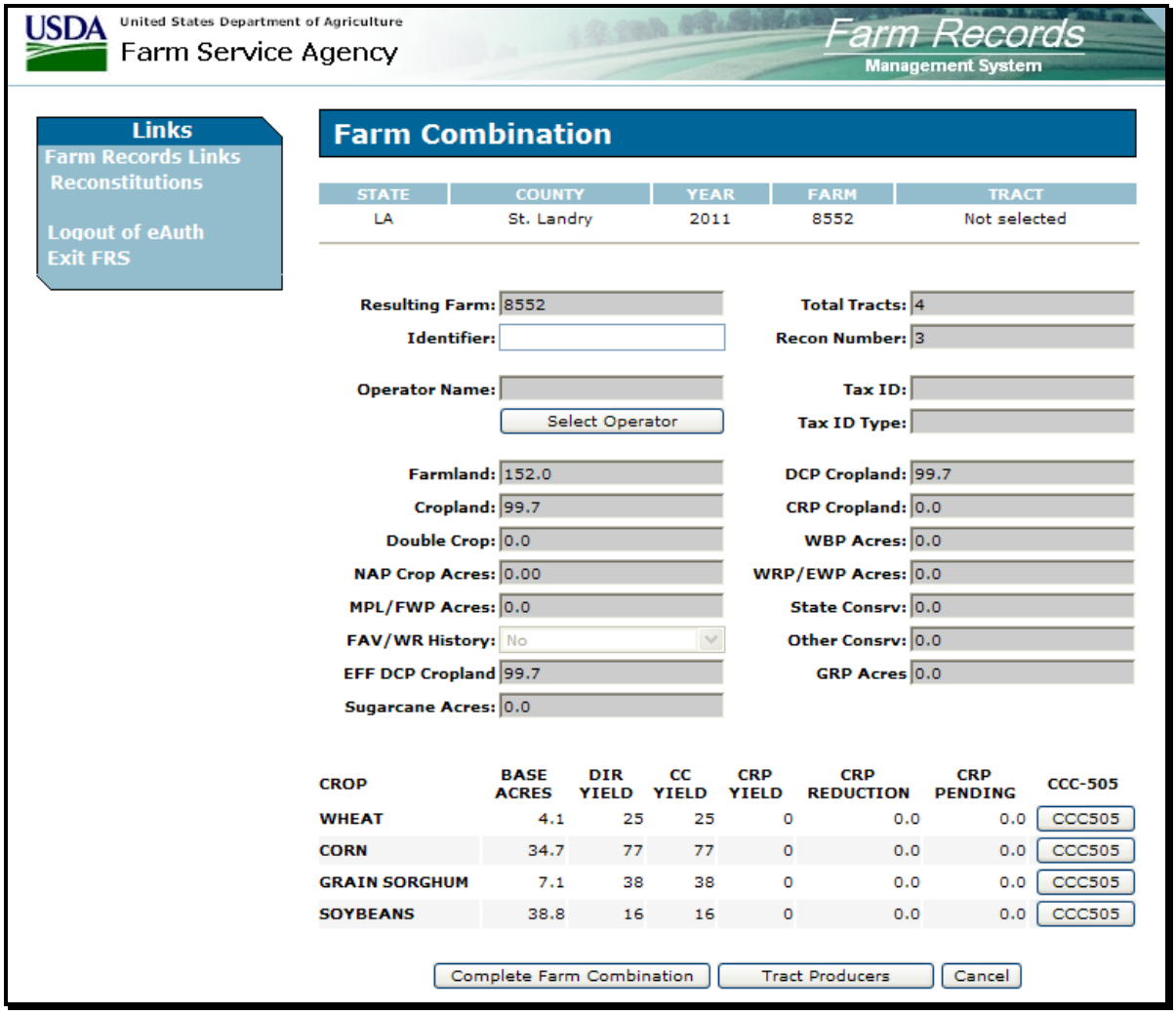
No action is needed by the user when dividing the sugarcane acreage base by the default method. The sugarcane acreage bases are at the tract level and will remain at the tract level.

173 Farm Combinations

A Displaying Sugarcane Base

The resulting farm sugarcane acreage base will be displayed on Farm Combination Screen as follows.

*--



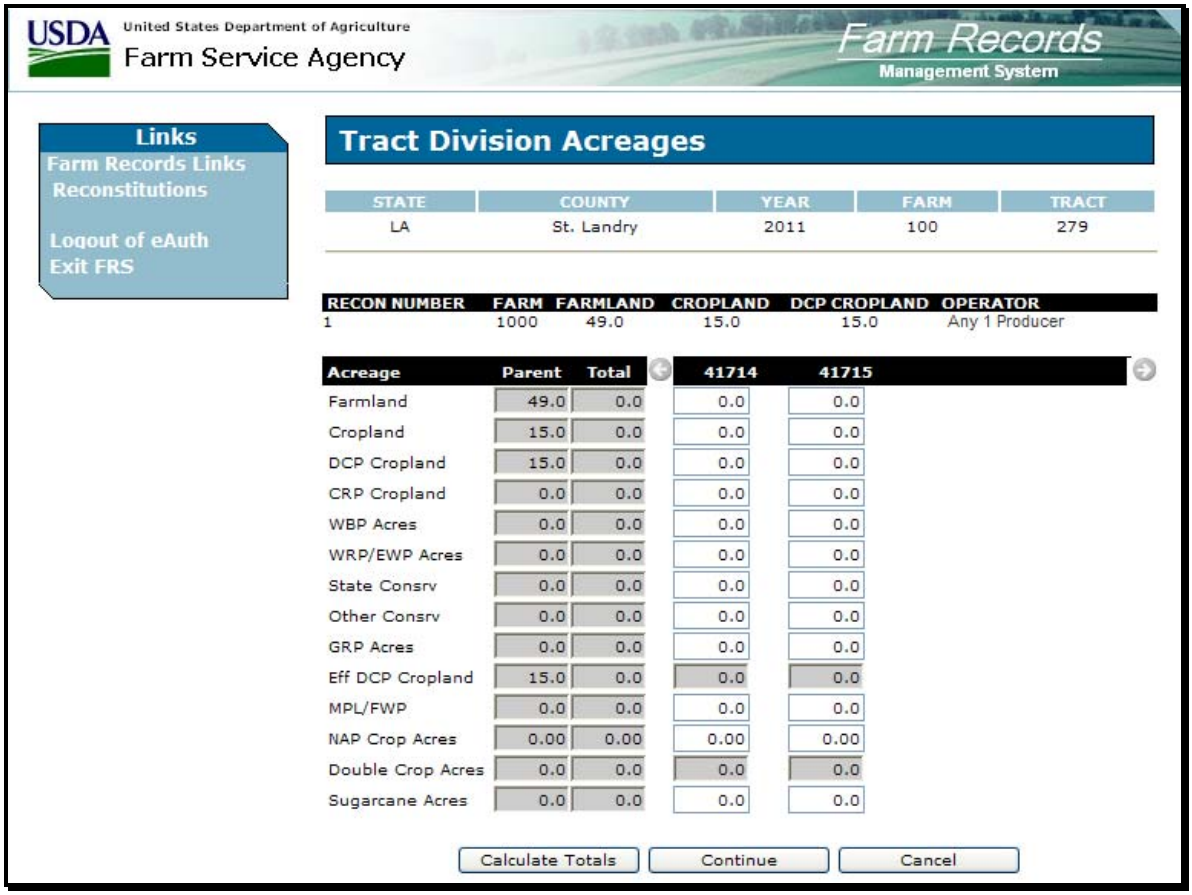
--*

174 Tract Divisions

A Tract Division Acreages Screen

Sugarcane acreage base will be displayed on Tract Division Acreages Screen, as follows to allow for the manual division of sugarcane acreage base.

*--



--*

174 Tract Divisions (Continued)

A Tract Division Acreages Screen (Continued)

In the absence of a request to divide the sugarcane acreage base by the estate or owner designation method, the acres will be divided by DCP cropland ratio. Use the following table to calculate the acres that will go to each resulting tract.

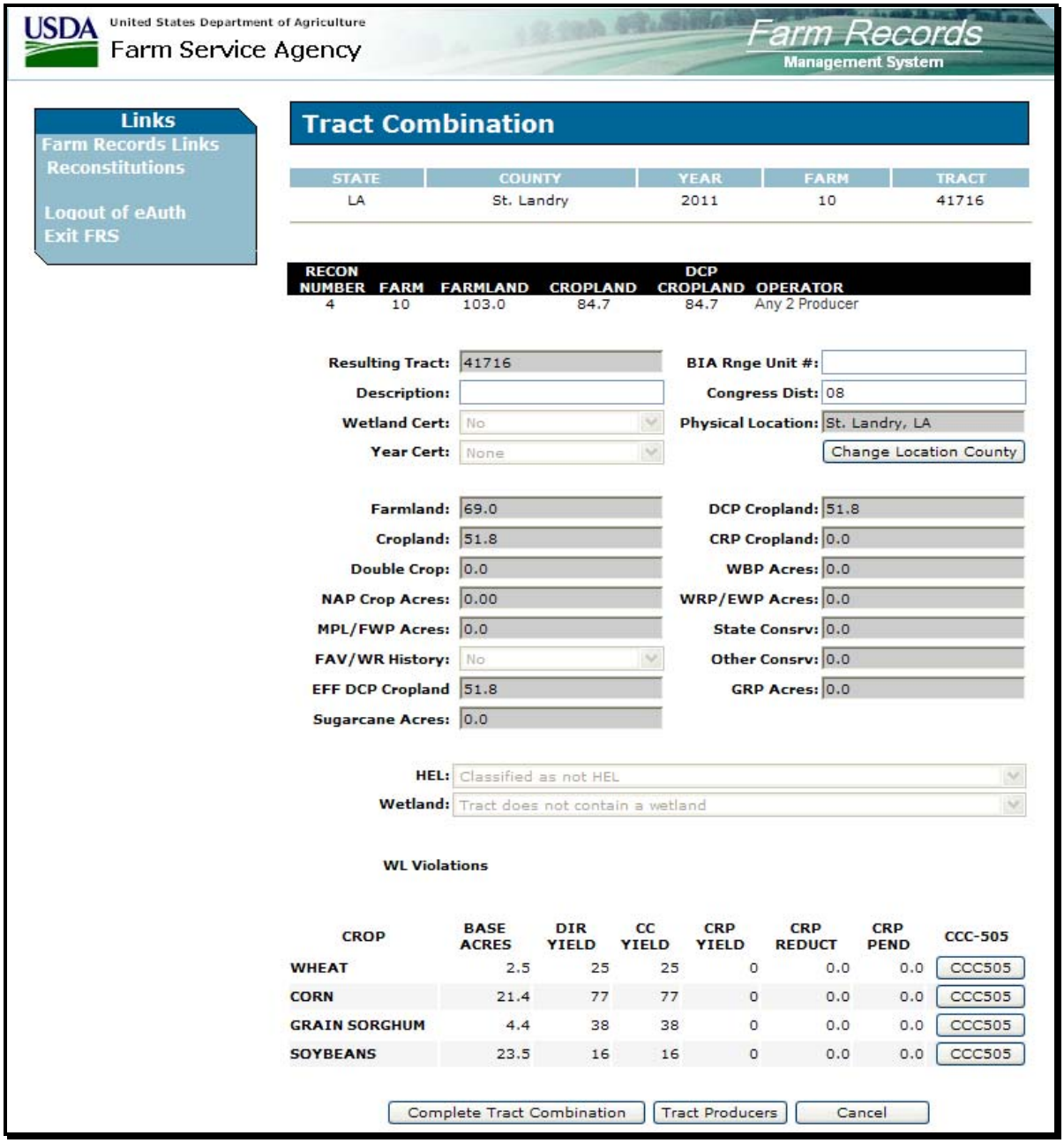
Step	Action
1	Determine the number of DCP cropland acres for each resulting tract.
2	Divide the results of step 1 by the parent tract DCP cropland acres. The result will be the percentage of DCP cropland acres for each resulting tract.
3	Multiply the results of step 2 times the parent tract sugarcane acreage base. The result will be the sugarcane acreage base for each resulting tract.
4	Enter the results of step 3 on Tract Division Acreage Screen.

175 Tract Combinations

A Displaying Sugarcane Acreage Base

The resulting farm sugarcane acreage base will be displayed on Tract Combination Screen as follows.

*--



USDA United States Department of Agriculture
Farm Service Agency
Farm Records Management System

Links
Farm Records Links
Reconstitutions
Logout of eAuth
Exit FRS

Tract Combination

STATE	COUNTY	YEAR	FARM	TRACT
LA	St. Landry	2011	10	41716

RECON NUMBER	FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
4	10	103.0	84.7	84.7	Any 2 Producer

Resulting Tract: 41716
Description:
Wetland Cert: No
Year Cert: None
BIA Rnge Unit #:
Congress Dist: 08
Physical Location: St. Landry, LA
Change Location County

Farmland: 69.0
Cropland: 51.8
Double Crop: 0.0
NAP Crop Acres: 0.00
MPL/FWP Acres: 0.0
FAV/WR History: No
EFF DCP Cropland 51.8
Sugarcane Acres: 0.0
DCP Cropland: 51.8
CRP Cropland: 0.0
WBP Acres: 0.0
WRP/EWP Acres: 0.0
State Consrv: 0.0
Other Consrv: 0.0
GRP Acres: 0.0

HEL: Classified as not HEL
Wetland: Tract does not contain a wetland

WL Violations

CROP	BASE ACRES	DIR YIELD	CC YIELD	CRP YIELD	CRP REDUCT	CRP PEND	CCC-505
WHEAT	2.5	25	25	0	0.0	0.0	CCC505
CORN	21.4	77	77	0	0.0	0.0	CCC505
GRAIN SORGHUM	4.4	38	38	0	0.0	0.0	CCC505
SOYBEANS	23.5	16	16	0	0.0	0.0	CCC505

Complete Tract Combination | Tract Producers | Cancel

--*

176 Producer Notification

A Notification of Resulting Farm Sugarcane Base

When a farm reconstitution is updated, FSA-476DCP and FSA-156EZ will automatically print. The FSA-476DCP:

- will not show the sugarcane base
- provides the last date for review or appeal of the reconstitution.

County Offices shall include the FSA-156EZ with FSA-476DCP notifying producers of the sugarcane base on the resulting farm.

B Notification of Resulting Tract Sugarcane Base

When a tract reconstitution is updated, FSA-156EZ will automatically print.

County Offices shall mail the FSA-156EZ to producers notifying them of the sugarcane base on the resulting tract.

177-185 (Reserved)

Part 8 Automated Overview

Section 1 Getting Started

185 Before Initiating a Reconstitution

A Necessary Documents

Before initiating a reconstitution in the computer:

- review FSA-155 for completeness according to paragraph 72
- ensure that all entries are completed on FSA-155
- ensure that any farm or address changes or additions have been completed
- add **new** operators or owners through SCIMS.

Note: Make ownership changes during the reconstitution.

B Automated Processes

When using this application users need to be aware of the following:

- ***--**as with all web applications, users shall use the navigation links on the left side of the screen or buttons at the bottom of the screen to operate the application

  Note: All other buttons in the browser window, such as the “Back”, “Refresh”, or “X” (close browser) buttons, shall **not** be used. Data may be lost or corrupted if these buttons are used.**--***

- COC and FSA-156EZ reports are automatically generated in Adobe Acrobat and will display on the users screen, but do not automatically print

  Note: The user must initiate the print function to print copies of the reports. After a farm reconstitution is approved by the COC in the application the COC reports cannot be reprinted.

- the application times-out after 30 minutes of server inactivity; a warning will be given to the user after 25 minutes of inactivity with an option to keep the session active; if the user does not keep the session active the data will be lost

- a reconstitution completed on the same day an FSA-578 is taken will not notify you that an FSA-578 is on file

  Note: The software does not know that FSA-578 is on file and will let the user complete a reconstitution without deleting FSA-578. The user will have to delete FSA-578 **before** completing the reconstitution or FSA-578 will be inaccessible after the reconstitution is completed.

185 Before Initiating a Reconstitution (Continued)

B Automated Processes (Continued)

●*--a tract reconstitution cannot be initiated if FSA-578 exists for the tract.--*

- a reconstitution cannot be completed on the same day a previously taken FSA-578 is deleted.

  Note: The application will:

  ●*--stop the user from completing or initiating the reconstitution depending on the type of reconstitution--*

  - **not** show that FSA-578 has been deleted for up to 3 full workdays.

  FSA-578's are only transmitted 1 time each workday; until this can be changed, these 2 conditions will exist. When FSA-578's are moved to the web, this will no longer be applicable. Workdays do **not** include weekends or holidays.

C Checklist

See Exhibit 10 for an example of a reconstitution checklist, which may be adapted for local use.

186-190 (Reserved)

191 Parent and Resulting Farm Reports

A FSA-156EZ

During reconstitutions, the computer will automatically print FSA-156EZ for the parent and resulting farms.

Check FSA-156EZ's before updating the reconstitution.

192 Assigning Farm and Reconstitution Numbers

A Farm and Tract Numbers

The computer automatically assigns new farm numbers during farm divisions and combinations.

B Reconstitution Numbers

The computer automatically assigns a reconstitution number when a reconstitution is initiated.

In the web-based reconstitution application, reconstitution numbers will be assigned sequentially starting with number 1 for each county.

193 Rules of Fractions

A How Computer Rounds Fractions

The computer rounds mathematical computations according to this table.

Required Decimal	Computation Result	Final Result
Whole Numbers	6.49 or less	6
	6.50 or more	7
Tenths	7.649 or less	7.6
	7.650 or more	7.7
Hundredths	8.8449 or less	8.84
	8.8450 or more	8.85
Thousandths	9.63449 or less	9.634
	9.63450 or more	9.635
10 Thousandths	10.993149 or less	10.9931
	10.993150 or more	10.9932

B Chain Calculations

If there are several calculations done in succession, the computer does not round until the final calculation ends.

Example: 8.641 + 1.118 + 2.118 + 1.600 = 13.477. This would be rounded to 13.5 if the calculation required a final result in tenths.

If rounding at the end of the calculation is required so that the resulting tract or farm data equals the parent, the tract or farm with the largest percentage is rounded.

C Manual Calculations

When performing manual calculations, follow subparagraphs A and B.

194 Resulting Farm FAV/WR History Flag

A FAV/WR History Flag

FAV/WR history flags are maintained at the tract level. The resulting farm level FAV/WR history flag is derived as follows:

- if all tract flags are "N", the farm flag will be "N"
- if any tract flag is "Y", the farm flag will be "Y".

Each tract will retain its own flag throughout the farm combination and farm division process.

195-200 (Reserved)

Section 3 Reconstitution System

201 Accessing Reconstitutions

A Overview

The reconstitution system is web-based software with a centralized database. Reconstitutions will be updated by County Office employees.

In this part, the term "user" refers to County Office employee except where specifically noted.

B Accessing the Reconstitution System

Access the reconstitution system by doing the following.

Step	Action
1	Access reconstitutions through the FSA Intranet at ***--http://ffasintranet.sc.egov.usda.gov/fsa**.
2	Under "Links", CLICK "**FSA Applications**".
3	Under "Common Applications", CLICK "**Farm Records**".
4	USDA eAuthentication Warning Screen will be displayed, CLICK "**I Agree**". **Note:** Internet Explorer shall be used when accessing the Farm Records Management System.
5	Enter eAuthentication user ID and password and CLICK "**Login**".**--***

201 Accessing Reconstitutions (Continued)

B Accessing the Reconstitution System (Continued)

Once a user is logged in and has been authenticated, the Farm Records Management System Home Page will be displayed. Users must click "Farm Reconstitutions"/"Tract Reconstitutions" to access the reconstitution system.

*--

--*

202-210 (Reserved)

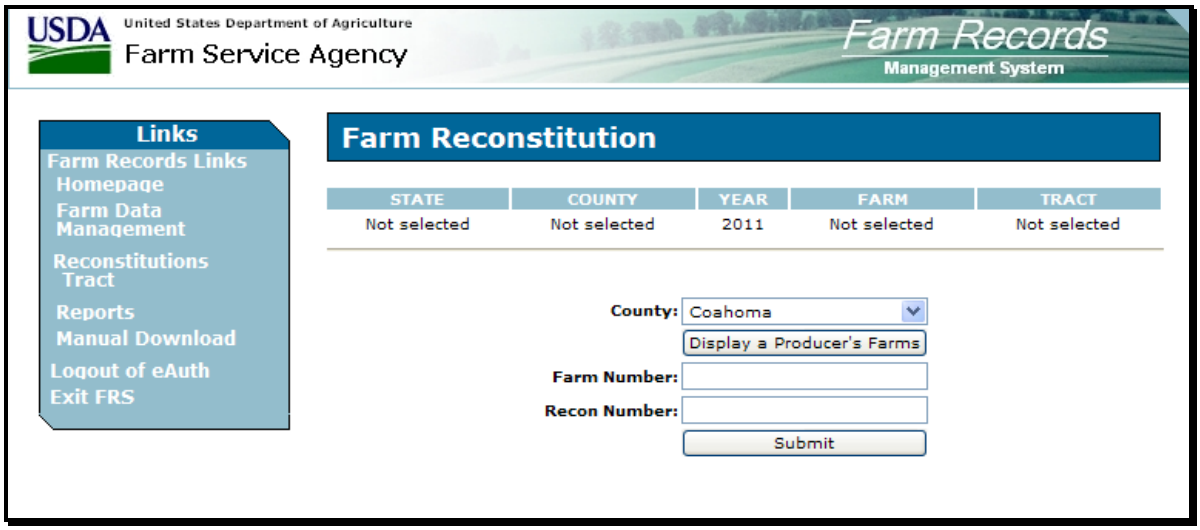
211 Initiating a Farm Division

A Overview

Farm Reconstitution Screen allows the user to select the farm for division. The farm can be selected by producer or farm number.

B Example of Farm Reconstitution Screen Before Selection

Following is an example of the Farm Reconstitution Screen before a farm has been selected.
*--



--*

211 Initiating a Farm Division (Continued)

C Initial Farm Selection

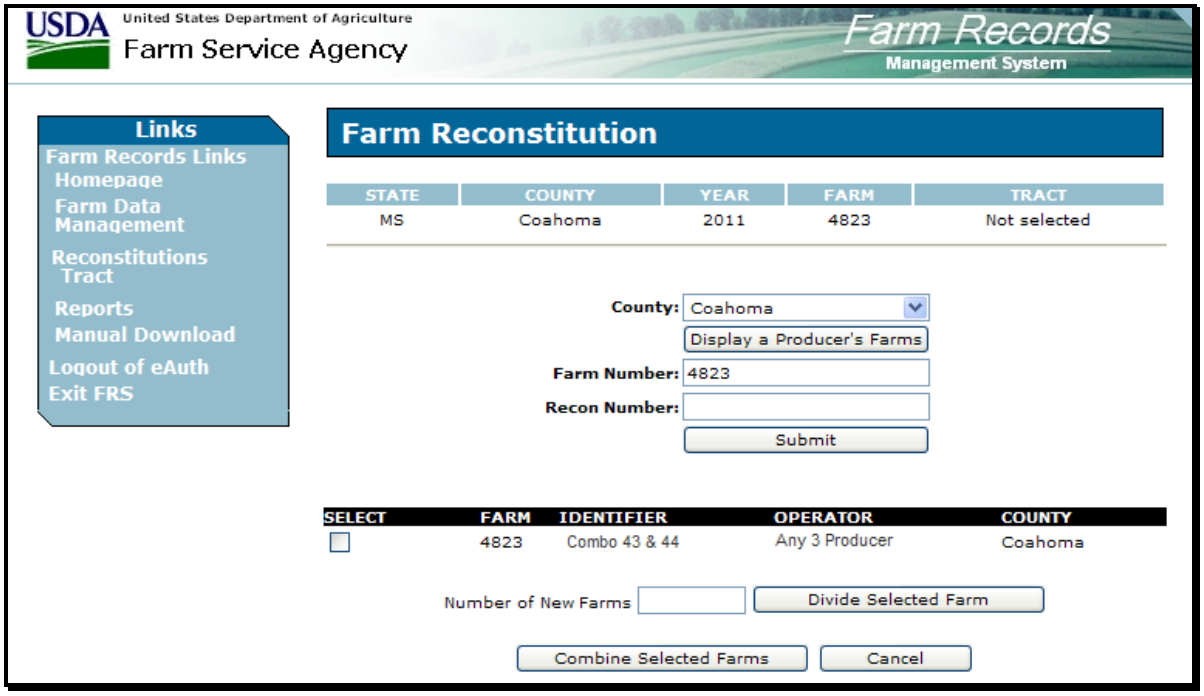
The following table provides the fields available on the Farm Reconstitution Screen.

Field/Button	Description	Action
County	Drop-down box that lists all counties administered by the user's Service Center.	Select the county where the farm to be divided is administered. **Note:** No selection is necessary in Service Centers that administer only 1 county.
Display a Producer's Farms	Allows the user to select the farm to be divided by searching by producer type, name, tax ID, or other.	Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the farm to be divided by entering a farm number.	Enter a farm number and click "Submit".
Recon Number	Allows the user to select a reconstituted farm for approval.	Enter reconstitution number and click "Submit". The Farm Reconstitution Approve/Delete Screen will be displayed.

211 Initiating a Farm Division (Continued)

D Farm Reconstitution Screen After Farm Selection

Following is an example of the Farm Reconstitution Screen after a farm has been selected.
*--



--*

211 Initiating a Farm Division (Continued)

E Selecting the Farm for Division

The following provides the fields that are available on the Farm Reconstitution Screen after the initial farm selection.

<table>
<tr><th>Field/Button</th><th colspan="2">Description</th><th>Action</th></tr>
<tr><td>County</td><td colspan="2">Drop-down box that lists all counties administered by the user's Service Center.</td><td>Select a different county if the wrong county was selected.</td></tr>
<tr><td>Display a Producer's Farms</td><td colspan="2">Allows the user to select the farm to be divided by searching by producer type, name, tax ID, or other.</td><td>Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. Select a different producer if the wrong producer was selected. After the producer is selected, the user will be asked to confirm the selection.</td></tr>
<tr><td>Farm Number</td><td colspan="2">Allows the user to select the farm to be divided by entering a farm number.</td><td>Select a different farm if the wrong farm was selected.</td></tr>
<tr><td>Recon Number</td><td colspan="2">Allows the user to select a reconstituted farm for approval.</td><td>Enter reconstitution number and click "Submit". The Farm Reconstitution Approve/Delete Screen will be displayed.</td></tr>
<tr><td>Select</td><td colspan="2">Allows the user to select the farm to be divided.</td><td>Check (✓) box next to the farm number to be divided.</td></tr>
<tr><td rowspan="3">Farm</td><td>IF…</td><td>THEN…</td><td rowspan="3">Select the farm number to be divided.</td></tr>
<tr><td>display a Producer's Farms was selected</td><td>all farms associated with the producer will be listed.</td></tr>
<tr><td>farm number was entered</td><td>only the farm that was entered will be listed.</td></tr>
</table>

211 Initiating a Farm Division (Continued)

E Selecting the Farm for Division (Continued)

Field/Button	Description	Action
Identifier	Displays the identifier for the farm to assist the user with selecting the correct farm number for division.	
Operator	Displays the operator for the farm to assist the user with selecting the correct farm number for division.	
*--County	Displays the name of the county.--*	
Number of New Farms	Allows the user to enter the number of new farms that will result from the farm division.	Enter number of new farms.
Divide Selected farm	Allows the user to select to divide the selected farm.	CLICK “Divide Selected Farms” to initiate the farm division.
Combine Selected farms	Applicable only to farm combinations.	
Cancel	Allows the user to cancel the request for farm division.	CLICK “Cancel” to cancel the initiation of the farm division. No data will be saved if users click “Cancel”.

212 Tract Assignment

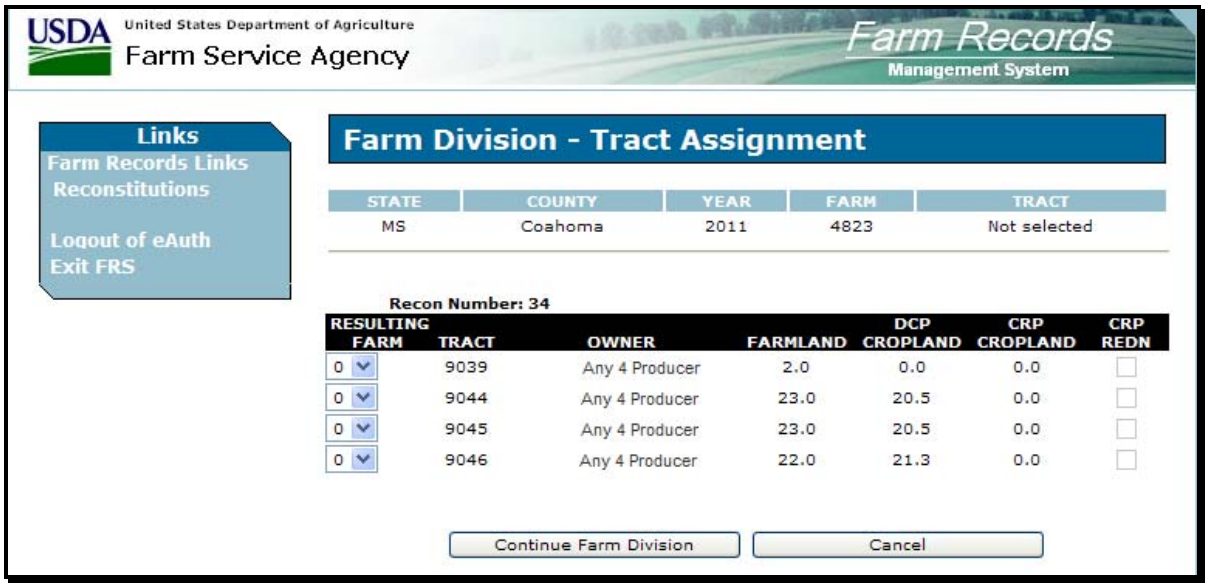
A Overview

The Farm Division - Tract Assignment Screen allows the user to assign the tracts to the resulting farms of the division. The numbers that are available in the drop-down box are derived from the number of resulting farms that was entered on the Farm Reconstitution Screen.

B Example of Farm Division - Tract Assignment Screen

Following is an example of the Farm Division - Tract Assignment Screen.

*--



--*

212 Tract Assignment (Continued)

C Fields

The following table provides the fields that are available on the Tract Assignment Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number of the current farm division.	
Resulting Farm	Allows the user to assign the tracts to the resulting farms of the division.	Select farms to be assigned to each resulting tract by selecting the applicable number from the drop-down box.
Tract	Tract number of the tract to be assigned to a resulting farm.	
Owner	Owner of the tract to be assigned to a resulting farm.	
Farmland	Farmland of the tract to be assigned to a resulting farm.	
***--**DCP Cropland	DCP cropland of the tract to be assigned to a resulting farm.**--***	
CRP Cropland	CRP cropland of the tract to be assigned to a resulting farm.	
CRP REDN	Indicates whether the tract to be assigned to a resulting farm has CRP reduction acres.	
Continue Farm Division	Allows the user to continue with the farm division after all tracts have been assigned to a resulting farm.	Click “Continue Farm Division” to continue with the reconstitution. Farm Division Screen will be displayed.
Cancel	Allows the user to cancel the request for farm division.	Click “Cancel” to cancel the initiation of the farm division. No data will be saved if users click “Cancel”.

213 Farm Division Screen

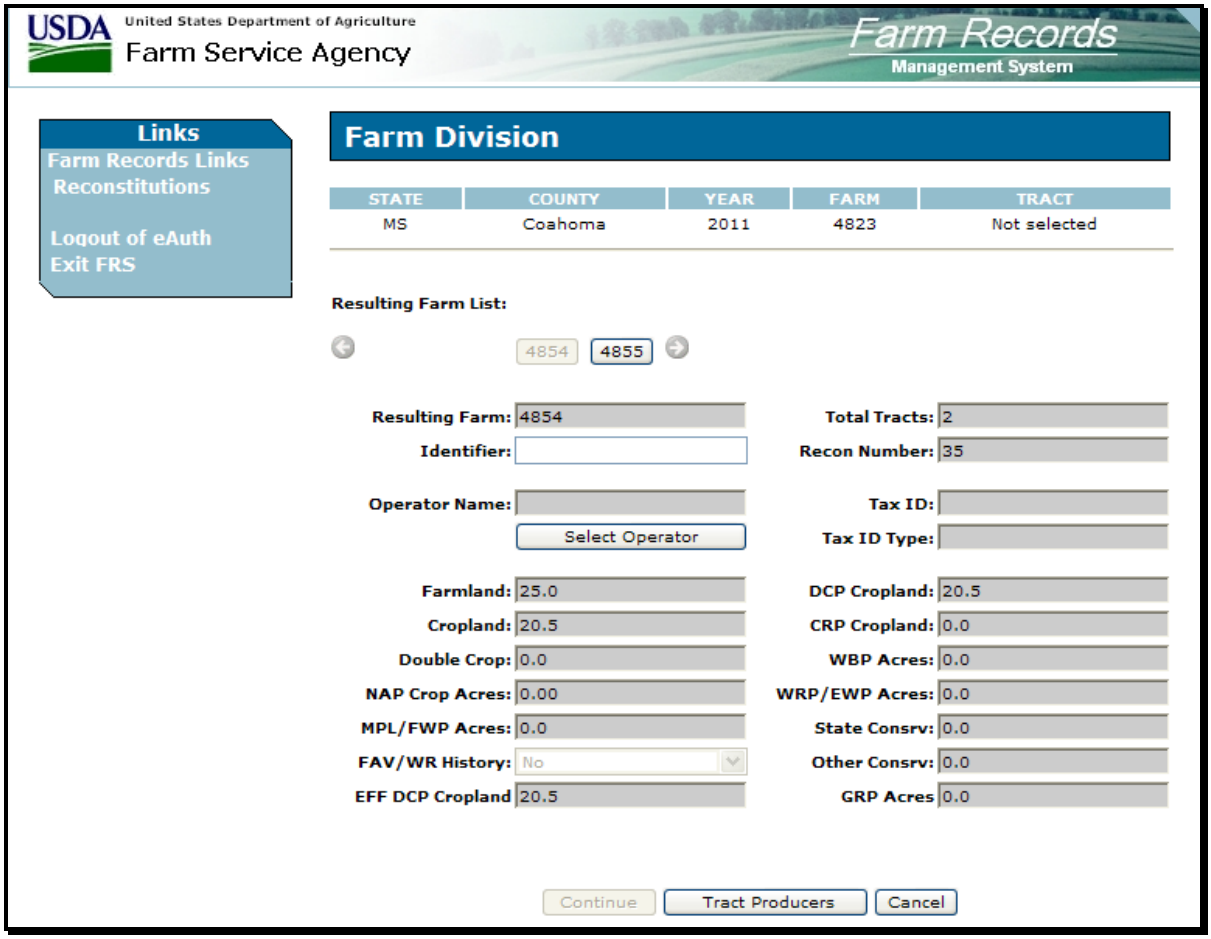
A Overview

The Farm Division Screen allows the user to assign a farm identifier, select a farm operator, change farm owners, and/or change other producers on the resulting farms of the division.

B Example of Farm Division Screen

Following is an example of the Farm Division Screen.

*--



--*

213 Farm Division Screen (Continued)

C Fields

The following table provides the fields that are available on the Farm Division Screen.

Field/Button	Description	Action
Resulting Farm List	Allows the user to select the resulting farm for which data will be updated.	Select the resulting farm to update. The farm that is "grayed out" identifies the farm that is currently selected. If there are more than 10 resulting farms, select the green arrows to move between resulting farms that are not displayed on the screen.
Resulting Farm	Resulting farm number that is currently selected for update.	
Total Tracts	Total number of tracts assigned to the resulting farm.	
Identifier	Allows the user to enter the identifier for the resulting farm. **Note:** The identifier is a tool to assist County Offices with finding the correct farm.	Enter an identifier for the resulting farm. Enter any combination of letters, numbers, and special characters. The identifier cannot ***--**exceed 30 characters and shall not include any information that is considered PII. An entry is **not--*** required in this field.
Recon Number	System assigned reconstitution number.	
Operator Name	Farm operator's name.	
Select Operator	Allows the user to select the farm operator.	Click "Select Operator" to display SCIMS Customer Search Page. Select an operator by searching by type, name, tax ID, or other. After the operator is selected, the user will be asked to confirm the selection.
Tax ID	Last 4 digits of the operator's tax ID.	
Tax ID Type	Operator's tax ID type.	
Farmland	Total farmland acres for the farm.	
Cropland	Total cropland acres for the farm.	
Double Crop	Total double-crop acres for the farm.	
NAP Crop Acres	Total NAP crop acres for the farm.	

213 Farm Division Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
*--MPL/FWP Acres	Total MPL/FWP acres for the farm.	
FAV/WR History	"Yes" if farm has FAV/WR history or "No" if farm does not have FAV/WR history.	
EFF DCP--* Cropland	Total effective DCP cropland acres for the farm.	
DCP Cropland	Total DCP cropland acres for the farm.	
CRP Cropland	Total CRP cropland acres for the farm.	
WBP Acres	Total WBP acres for the farm.	
WRP/EWP Acres	Total WRP/EWP acres for the farm.	
State Consrv	Total State conservation acres for the farm.	
Other Consrv	Total other conservation acres for the farm.	
GRP Acres	Total GRP acres for the farm.	
* * *	* * *	* * *
Continue	Allows user to continue after a farm operator is selected for each resulting farm.	CLICK "Continue" after a farm operator is selected for each resulting farm. The Farm Division - Crop Data Screen will be displayed. See paragraph 216 for additional information.
* * *	* * *	* * *
*--Tract Producers	Allows the user to add and/or delete owners and other producers from the resulting farm.	User can add new owners/other producers. See paragraph 214 for additional information.--*
Cancel	Allows the user to cancel the request for farm division.	CLICK "Cancel" to cancel the initiation of the farm division. No data will be saved if users click "Cancel".

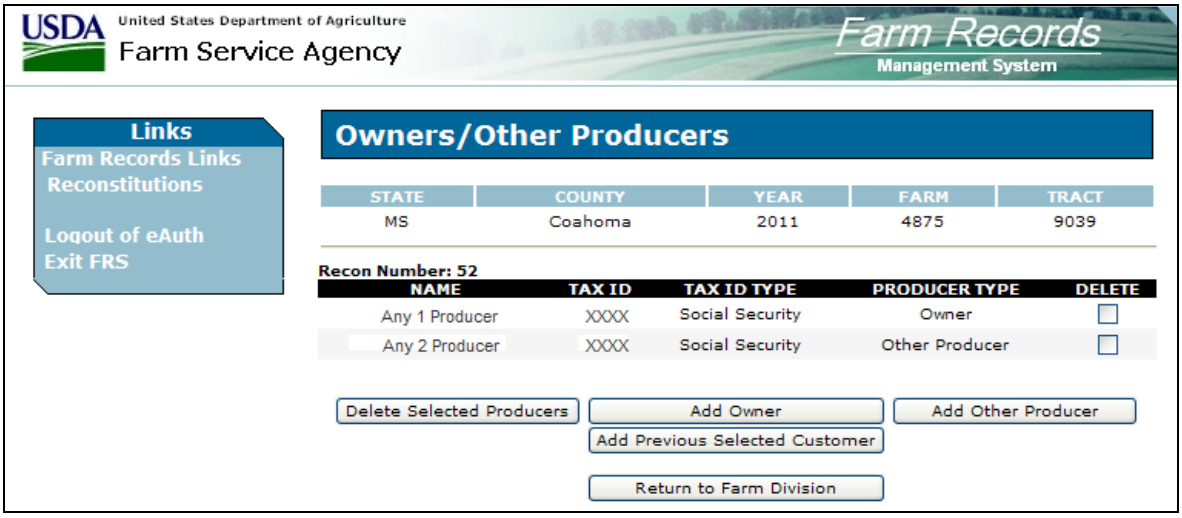
*--214 Owners/Other Producers Screen

A Overview

The Owners/Other Producers Screen allows the user to add new owners and/or other producers from the parent farm to the resulting farm. See 3-CM (Rev. 4) for the definition of an other producer.

B Example of Owners/Other Producers Screen

Following is an example of the Owners/Other Producers Screen.



--*

***--214 Owners/Other Producers Screen (Continued)**

C Fields

The following provides the field descriptions and actions for the Owners/Other Producers Screen.

Field/Button	Description	Action
Name	Name of each other producer associated with the parent farm.	
Tax ID	Last 4 digits of each other producer's tax ID number.	
Tax ID Type	Tax ID type of each other producer's tax ID number.	
Producer Type	Type of producer.	
Delete	"Delete" deletes the selected producer type from the parent farm to the resulting farm.	Check (✓) box next to the producer type that will be deleted.
Delete Selected Producers	"Delete Selected Producers" will delete any producer type that was selected for deletion.	CLICK "Delete Selected Producers" to delete producer types that were selected for deletion.
Add Owner	"Add Owner" allows the user to add a new owner to the farm.	CLICK "Add Owner" to add a new owner and the SCIMS Customer Search Page will be displayed. After a producer is selected, the user will be asked to confirm the selection.
Add Other Producer	"Add Other Producer" allows the user to add a new other producer to a tract.	CLICK "Add Other Producer" to add a new other producer and the SCIMS Customer Search Page will be displayed. After a producer is selected, the user will be asked to confirm the selection.
Add Previous Selected Customer	"Add Previous Selected Customer" allows the user to add the previously selected customer to the farm as another producer or owner.	CLICK "Add Previous Selected Customer" to add the previously selected customer to the farm as another producer or owner.
Return to Farm Division	"Return to Farm Division" allows the user to return to the Farm Division Screen after changes are made to other producers and owners.	CLICK "Return to Farm Division" to return to the Farm Division Screen and save any changes to other producers and owners.

--*

215 (Withdrawn--Amend. 11)

216 Farm Division - Crop Data Screen

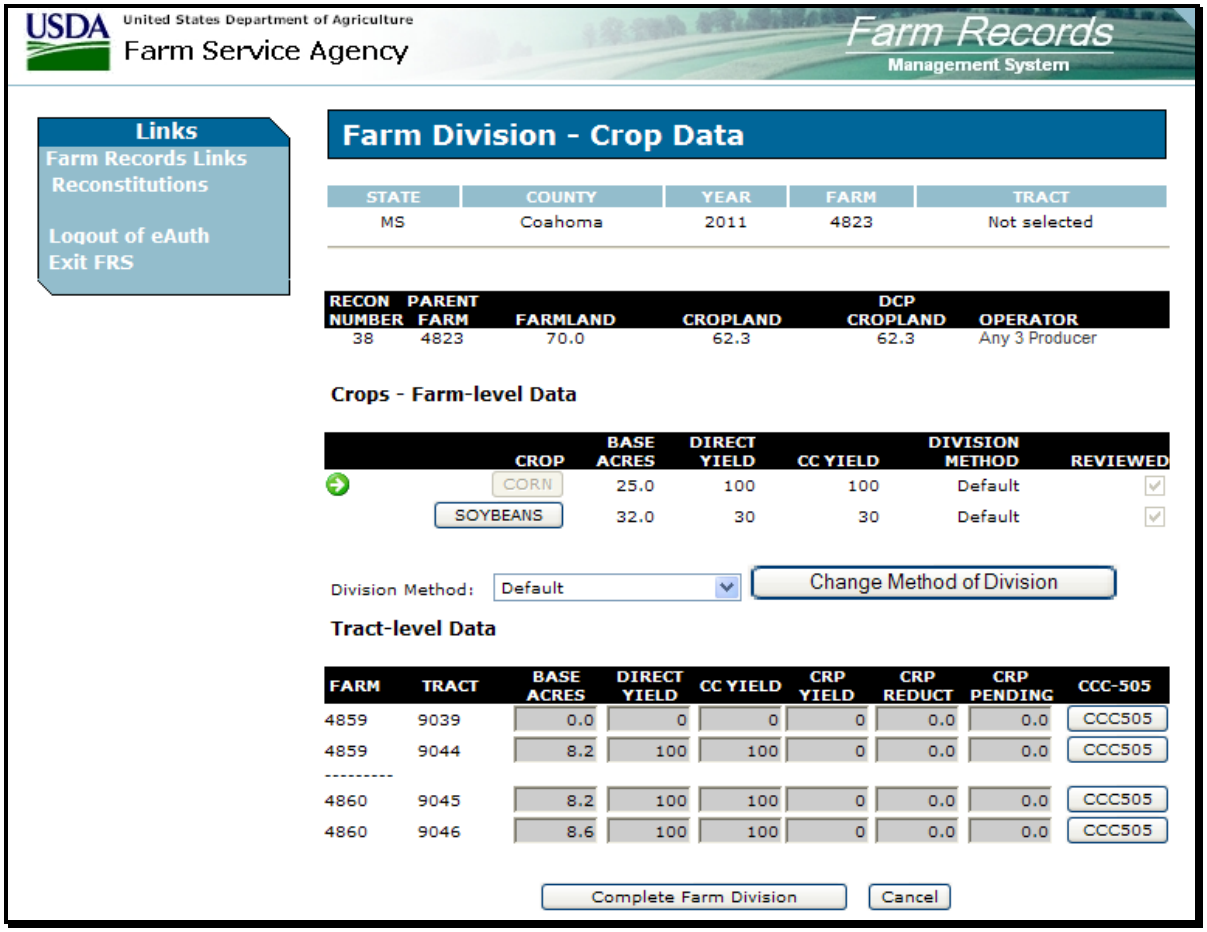
A Overview

The Farm Division – Crop Data Screen allows user to divide farm level crop data between the resulting farms of the division.

B Example of the Farm Division - Crop Data Screen

Following is an example of the Farm Division – Crop Data Screen.

*--



--*

216 Farm Division - Crop Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Farm Division – Crop Data Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number of the current farm division.	
Parent Farm	Parent farm number.	
Farmland	Farmland on the parent farm.	
Cropland	Cropland on the parent farm.	
DCP Cropland	DCP cropland on the parent farm.	
Operator	Operator of the parent farm.	
Crops – Farm-level Data		
Crop	Allows the user to select the crop for which data will be reviewed or changed.	Click applicable crop to review or change data for that crop.
Base Acres	Total parent farm base acres applicable to each crop.	
Direct Yield	Parent farm direct yield applicable to each crop.	
CC Yield	CC yield applicable to each crop.	
Division Method	Division method applicable to each crop.	
Reviewed	Indicates whether the crop data has been reviewed or changed for each crop.	
Division Method	Allows the user to select the method of division for each crop.	Select from: • estate • owner designation • default. **Note:** The default method of division for ***--**farm division is the "DCP--***** cropland method".
Change Method of Division	Changes to the method of division.	Click "Change Method of Division" to change the method of division. See paragraphs 121, 122, and 124 for further information on each method of division.

216 Farm Division - Crop Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action	
Tract-level Data			
Farm	Resulting farm number.		
Tract	Resulting tract number.		
Base Acres	Base acres being attributed to the resulting farm and tract.	**IF…**	**THEN…**
Direct Yield	Direct yield being attributed to the resulting farm and tract.	default method was selected as the method of division	no action can be taken.
CC Yield	CC yield being attributed to the resulting farm and tract.	estate method or owner designation method were selected as the method of division	Enter base acres, direct yield, and CC yield applicable to each tract.
CRP Yield	CRP yield attributed to the resulting farm and tract.		
CRP Reduct	CRP reduction acres attributed to the resulting farm and tract.		
CRP Pending	CRP pending acres attributed to the resulting farm and tract.		
CCC-505	CCC-505 CRP Reduction data attributed to the resulting farm and tract.	Click “CCC505” button to view CCC-505 CRP Reduction data attributed to the farm and tract.	
Complete Farm Division	After all crops have been reviewed, the “Complete Farm Division” button will be available.	Click “Complete Farm Division” button to mark the farm division as pending.	
Cancel	Allows the user to cancel the request for farm division.	Click “Cancel” to cancel the initiation of the farm division. No data will be saved if “Cancel” is clicked.	

D Successfully Initiated Farm Division

Once the “Complete Farm Division” button is clicked and all validations are passed, the Farm Reconstitution Screen will be displayed with the message “Successfully initiated the farm division.” The farm reconstitution will be marked as a pending COC approval. See paragraph 267 for updating the reconstitution after COC approval.

217 Canceling CCC-509, Direct and Counter-Cyclical Program Contract

A Automatic Cancellation

If the farm being divided has CCC-509 for the current year, CCC-509 will be canceled automatically when the division goes to pending status. See 1-DCP, paragraph 847 for additional information on automatic cancellations of CCC-509.

218 Basic Data

A How Basic Data is Divided for Base Acres

The following farm level data is obtained by totaling the tract level data for:

- cropland
- CRP cropland
- *--MPL/FWP--*
- DCP cropland
- farmland
- sugarcane base
- WBP.

B Crop Data

The following resulting farm's crop data is obtained by totaling the tract level data for:

- base acres
- CRP pending
- CRP reduction.

219 Yields

A Direct and CC Yields

The resulting farms' direct and CC yields are calculated as follows for each crop.

Step	Computer Action
1	For each tract, multiplies the base acres times the yield.
2	Totals the results of step 1.
3	Totals the base acres.
4	Divides step 2 by step 3. The result is the farm's yield.

This process is used to calculate both direct and CC yields.

220-225 (Reserved)

Part 10 Farm Combination

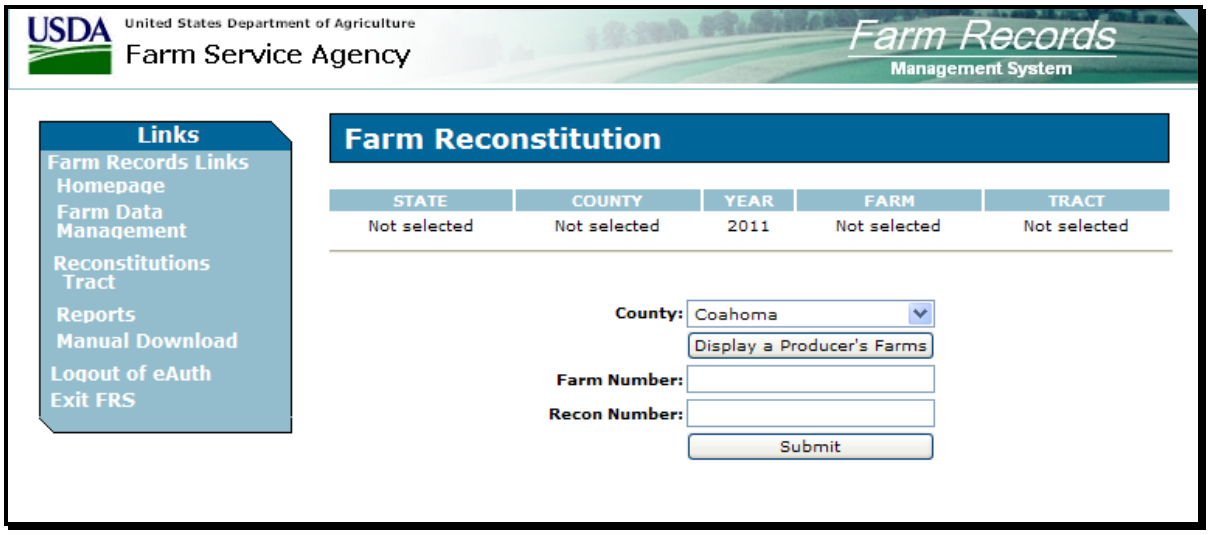
226 Initiating a Farm Combination

A Overview

Farm Reconstitution Screen allows the user to select the farms for combination. The farms can be selected by producer or farm number.

B Example of Farm Reconstitution Screen Before Selection

Following is an example of the Farm Reconstitution Screen before farms have been selected.
*--



--*

226 Initiating a Farm Combination (Continued)

C Initial Farm Selection

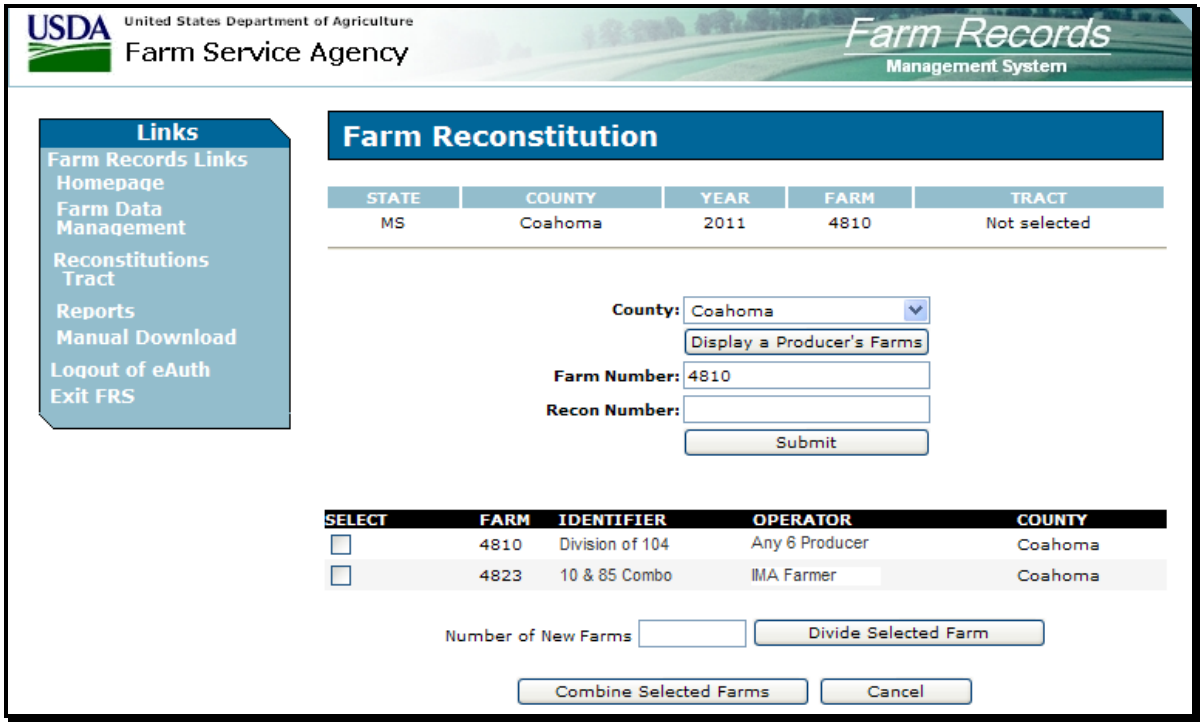
The following table provides the fields available on the Farm Reconstitution Screen.

Field/Button	Description	Action
County	Drop-down box that lists all counties administered by the user's Service Center.	Select the county where the farms to be combined are administered. **Note:** No selection is necessary in Service Centers that only administer 1 county.
Display a Producer's Farms	Allows the user to select the farms to be combined by searching by producer type, name, tax ID, or other.	Click "Display a Producer's Farms", the SCIMS Customer Search Page will be displayed. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the farms to be combined by entering a farm number.	Enter a farm number and click "Submit".
Recon Number	Allows the user to select a reconstituted farm for approval.	Enter reconstitution number and click "Submit". The Farm Reconstitution Approve/Delete Screen will be displayed.

226 Initiating a Farm Combination (Continued)

D Farm Reconstitution Screen After Farm Selection

Following is an example of the Farm Reconstitution Screen after farms have been selected.
*--



--*

226 Initiating a Farm Combination (Continued)

E Selecting the Farms for Combination

The following provides the fields that are available on the Farm Reconstitution Screen after the initial farm selection.

Field/Button	Description		Action
County	Drop-down box that lists all counties administered by the user's Service Center.		User can select a different county that they administer if the wrong county was selected.
Display a Producer's Farms	Allows the user to select the farms to be combined by searching by producer type, name, tax ID, or other.		CLICK "Display a Producer's Farms" and the SCIMS Customer Search Page will be displayed. User can select a different producer if the wrong producer was selected. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the farms to be combined by entering a farm number.		User can select a different farm if the wrong farm was selected.
Recon Number	Allows the user to select a reconstituted farm for approval.		Enter reconstitution number and CLICK "Submit". The Farm Reconstitution Approve/Delete Screen will be displayed.
Select	Allows the user to select the farms to be combined.		Check (✓) box next the farm numbers that will be combined.
Farm	**IF…**	**THEN…**	Select the farm numbers to be combined.
	display a Producer's Farms was selected	all farms associated with the producer will be listed.	
	farm number was entered	only the farm that was entered will be listed.	
Identifier	Displays the farm identifier for the farm to assist the user with selecting the correct farm numbers for combination.		
Operator	Displays the operator for the farm to assist the user with selecting the correct farm numbers for combination.		
***--**County	Displays the name of the county.**--***		

226 Initiating a Farm Combination (Continued)

E Selecting the Farms for Combination (Continued)

Field/Button	Description	Action
Number of New Farms	Applicable only to farm divisions.	
Divide Selected farm		
Combine Selected farms	Allows the user to select to combine the selected farms.	Click “Combine Selected Farms” to initiate the farm combination. Farm Combination Screen will be displayed.
Cancel	Allows the user to cancel the request for farm combination.	Click “Cancel” to cancel the initiation of the farm combination. No data will be saved if users click “Cancel”.

227 Farm Combination Screen

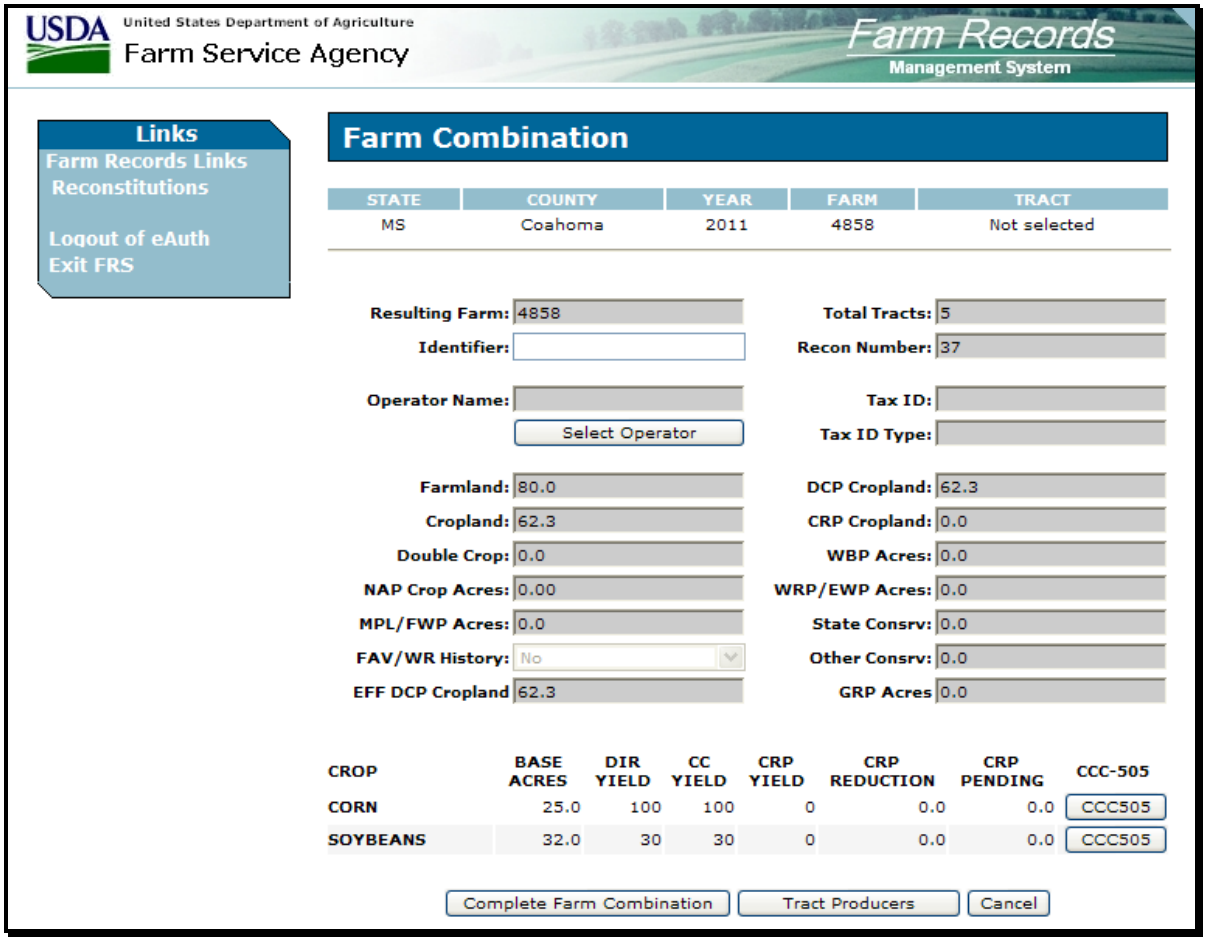
A Overview

The Farm Combination Screen allows the user to assign a farm identifier, select a farm operator, change farm owners, and/or change farm other producers on the resulting farm of the combination.

B Example of Farm Combination Screen

Following is an example of the Farm Combination Screen.

*--



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227 Farm Combination Screen (Continued)

C Fields

The following provides the fields that are available on the Farm Combination Screen.

Field/Button	Description	Action
Resulting Farm	Resulting farm number that is currently selected for update.	
Total Tracts	Total number of tracts assigned to the resulting farm.	
Identifier	Allows the user to enter the identifier for the resulting farm.	Enter an identifier for the resulting farm. Enter any combination of letters, numbers, and special characters. The identifier cannot exceed 30 characters and shall not include any information that is considered PII. An entry is **not** required in this field.
Recon Number	System assigned reconstitution number.	
Operator Name	Farm operator's name.	
Select Operator	Allows the user to select the farm operator.	CLICK "Select Operator" and the SCIMS Customer Search Page will be displayed. Select an operator by searching by type, name, tax ID, or other. After the operator is selected, the user will be asked to confirm the selection.
Tax ID	Last 4 digits of the operator's tax ID.	
Tax ID Type	Operator's tax ID type.	
Farmland	Total farmland acres for the farm.	
Cropland	Total cropland acres for the farm.	
Double Crop	Total double crop acres for the farm.	
NAP Crop Acres	Total NAP crop acres for the farm.	
*--MPL/FWP Acres	Total MPL/FWP acres for the farm.--*	

227 Farm Combination Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
FAV/WR History	"Yes" if farm has FAV/WR history or "No" if farm does not have FAV/WR history.	
Eff DCP Cropland	Total effective DCP cropland acres for the farm.	
DCP Cropland	Total DCP cropland acres for the farm.	
CRP Cropland	Total CRP cropland acres for the farm.	
WBP Acres	Total WBP acres for the farm.	
WRP/EWP Acres	Total WRP/EWP acres for the farm.	
State Consrv	Total State conservation acres for the farm.	
Other Consrv	Total other conservation acres for the farm.	
GRP Acres	Total GRP acres for the farm.	
Crop	The crops for which base acres exist on the resulting farm.	
Base Acres	Base acres for each crop on the resulting farm.	
Direct Yield	Direct yield for each crop on the resulting farm.	
CC Yield	CC yield for each crop on the resulting farm.	
CRP Yield	CRP Yield for each crop on the resulting farm.	
CRP Reduction	CRP reduction acres for each crop on the resulting farm.	
CRP Pending	CRP pending acres for each crop on the resulting farm.	

227 Farm Combination Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
CCC-505	CCC-505 CRP reduction acres for each crop on the resulting farm.	
* * *	* * *	* * *
Complete Farm Combination	Allows the user to continue after a farm operator is selected for the resulting farm.	CLICK "Complete Farm Combination" after a farm operator is selected for the resulting farm and all other changes are made to complete the farm combination.
* * *	* * *	* * *
*--Tract Producers	Allows the user to add other producers and owners to the resulting farm.	User can add new other producers and/or owners to the resulting farms. See paragraph 228 for additional information.--*
Cancel	Allows the user to cancel the request for farm combination.	CLICK "Cancel" to cancel the initiation of the farm combination. No data will be saved if users click "Cancel".

D Successfully Initiated Farm Combination

Once users click "Complete Farm Combination" and all validations are passed, the Farm Reconstitution Screen will be displayed with the message "Successfully initiated the farm combination." The farm reconstitution will be marked as a pending COC approval. See paragraph 267 for updating the reconstitution after COC approval.

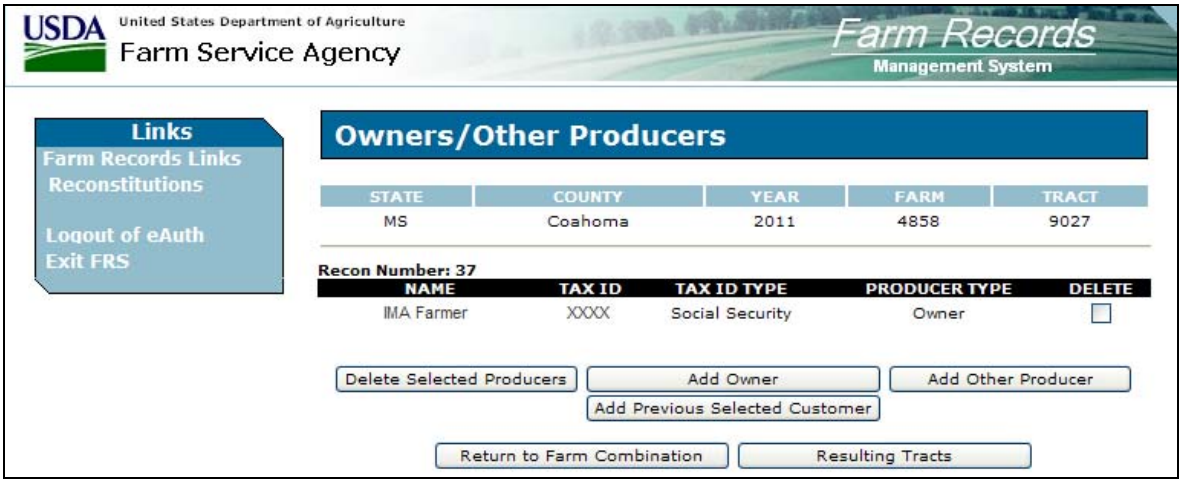
*--228 Owners/Other Producers Screen

A Overview

The Owners/Other Producers Screen allows the user to add new other producers and/or move other producers from the parent farms to the resulting farm. See 3-CM (Rev. 4) for the definition of an other producer.

B Example of Owners/Other Producers Screen

Following is an example of the Owners/Other Producers Screen.



--*

228 Owners/Other Producers Screen (Continued)

C Fields

The following provides the field descriptions and actions for the Other Producers Screen.
*--

Field/Button	Description	Action
Name	Name of each other producer associated with the parent farms.	
Tax ID	Last 4 digits of each other producer's tax ID number.	
Tax ID Type	Tax ID type of each other producer's tax ID number.	
Producer Type	Type of producer.	
Delete	"Delete" deletes the selected producer type from the parent farms to the resulting farm.	Check (✓) box next to the producer type that will be deleted.
Delete Selected Producers	"Delete Selected Producers" will delete any producer type that was selected for deletion.	CLICK "Delete Selected Producers" to delete producer types that were selected for deletion.
Add Owner	"Add Owner" allows the user to add a new owner to the farm.	CLICK "Add Owner" to add a new owner and the SCIMS Customer Search Page will be displayed. After a producer is selected, the user will be asked to confirm the selection.
Add Other Producer	"Add Other Producer" allows the user to add a new other producer to the farm.	CLICK "Add Other Producer" to add a new other producer and the SCIMS Customer Search Page will be displayed. After a producer is selected, the user will be asked to confirm the selection.
Add Previous Selected Customer	"Add Previous Selected Customer" allows the user to add the previously selected customer to the farm as another producer.	CLICK "Add Previous Selected Customer" to add the previously selected customer to the farm as another producer.
Return to Farm Combination	"Return to Farm Combination" allows the user to return to the Farm Combination Screen after changes are made to other producers and/or owners.	CLICK "Return to Farm Combination" to return to the Farm Combination Screen and save any changes to other producers and/or owners.

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229 (Withdrawn--Amend. 11)

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230 Canceling CCC-509, Direct and Counter-Cyclical Program Contract

A Automatic Cancellation

If the farm being combined has CCC-509 for the current year, CCC-509 will be canceled automatically when the combination goes to pending status. See 1-DCP, paragraph 847 for additional information on automatic cancellations of CCC-509.

--

231 Basic Data

A How Basic Data is Calculated for the Resulting Farm

The following parent farm's data is totaled to obtain the resulting farm's data:

- cropland
- CRP cropland
- *--MPL/FWP--*
- double-cropped acres
- farmland
- sugarcane base
- WBP.

The following tract data for the parent farms is totaled to obtain the resulting farm's data:

- DCP cropland
- effective DCP cropland
- other conservation
- State conservation
- WRP.

B Crop Data

The following parent farm's crop data is totaled to obtain the resulting farm's data:

- base acres
- CRP pending
- CRP reduction.

232 Yields

A Direct and CC Yields

The computer calculates the resulting farm's DCP yields for each crop according to this table.

Step	Computer Action
1	For each tract, multiplies the base acres times the yield.
2	Totals the results of step 1.
3	Totals the base acres from each parent farm.
4	Divides step 2 by step 3. The result is the farm's yield.

This process is used to calculate both direct and CC yields.

233-240 (Reserved)

Part 11 Tract Division

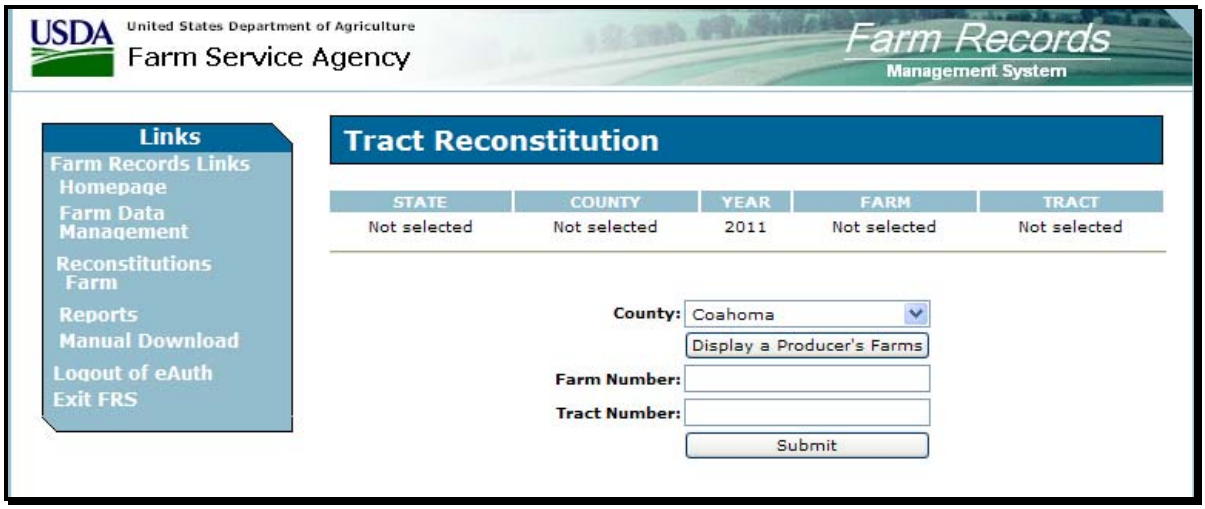
241 Initiating a Tract Division

A Overview

Tract Reconstitution Screen allows the user to select the tract for division. The tract can be selected by producer, farm number, or tract number.

B Example of Tract Reconstitution Screen Before Selection

Following is an example of the Tract Reconstitution Screen before a tract has been selected.
*--



--*

241 Initiating a Tract Division (Continued)

C Initial Tract Selection

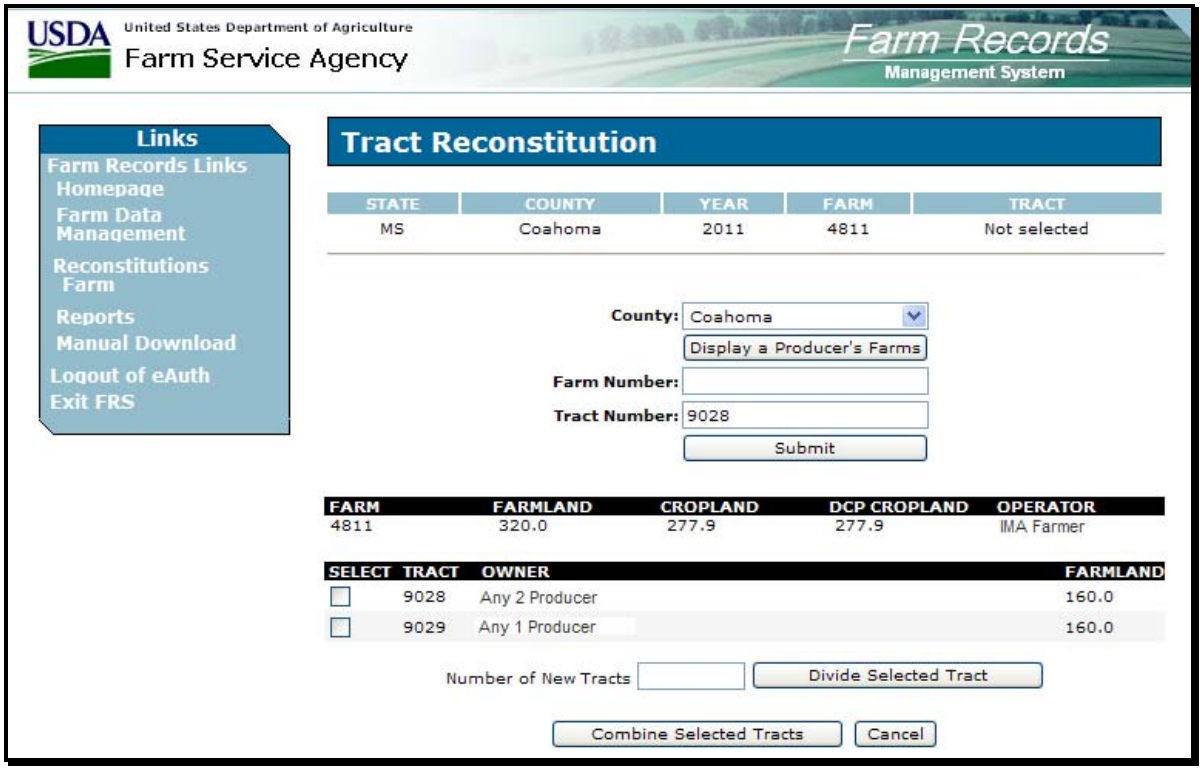
The following table provides the fields available on the Tract Reconstitution Screen.

Field/Button	Description	Action
County	Drop-down box that lists all counties administered by the user's Service Center.	Select the county where the tract to be divided is administered. **Note:** No selection is necessary in Service Centers that only administer 1 county.
Display a Producer's Farms	Allows the user to select the tract to be divided by searching by producer type, name, tax ID, or other.	Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the tract to be divided by entering a farm number.	Enter a farm number and click "Submit".
Tract Number	Allows the user to select the tract to be divided by entering a tract number.	Enter a tract number and click "Submit".

241 Initiating a Tract Division (Continued)

D Tract Reconstitution Screen After Tract Selection

Following is an example of the Tract Reconstitution Screen after a tract has been selected.
*--



--*

241 Initiating a Tract Division (Continued)

E Selecting the Tract for Division

The following table provides the fields that are available on the Tract Reconstitution Screen after the initial tract selection.

Field/Button	Description		Action
County	Drop-down box that lists all counties administered by the user's Service Center.		User can select a different county that they administer if the wrong county was selected.
Display a Producer's Farms	Allows the user to select the tract to be divided by searching by producer type, name, tax ID, or other.		Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. User can select a different producer if the wrong producer was selected. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the tract to be divided by entering a farm number.		User can select a different farm if the wrong farm was selected.
Tract Number	Allows the user to select the tract to be divided by entering a tract number.		User can select a different tract if the wrong tract was selected.
***--**Farm	Farm number selected tract is associated.		
Farmland	Farmland acres recorded for the selected tract.		
Cropland	Cropland acres recorded for the selected tract.		
DCP Cropland	DCP cropland acres recorded for the selected tract.		
Operator	Farm operator name recorded on farm of selected tract.**--***		
Select	Allows the user to select the tract to be divided.		Check (✓) box next the tract number that will be divided.
Tract	**IF…**	**THEN…**	Select the tract number to be divided.
	display a Producer's Farms was selected	the user must first select the farm on the associated farms screen and then all tracts associated with that farm will be listed.	
	farm number was entered	only the tracts associated with the farm that was entered will be listed.	
	tract number was entered	only the tract number entered will be listed.	

241 Initiating a Tract Division (Continued)

E Selecting the Tract for Division (Continued)

Field/Button	Description	Action
Owner	Displays the owner of the tract to assist the user with selecting the correct tract number for division.	
Farmland	Displays the farmland of the tract to assist the user with selecting the correct tract number for division.	
Number of New Tracts	Allows the user to enter the number of new tracts that will result from the tract division.	Enter number of new tracts.
Divide Selected Tract	Allows the user to select to divide the selected tract.	Click “Divide Selected Tracts” to initiate the tract division.
Combine Selected Tracts	Applicable only to tract combinations.	
Cancel	Allows the user to cancel the request for tract division.	Click “Cancel” to cancel the initiation of the tract division. No data will be saved if users click “Cancel”.

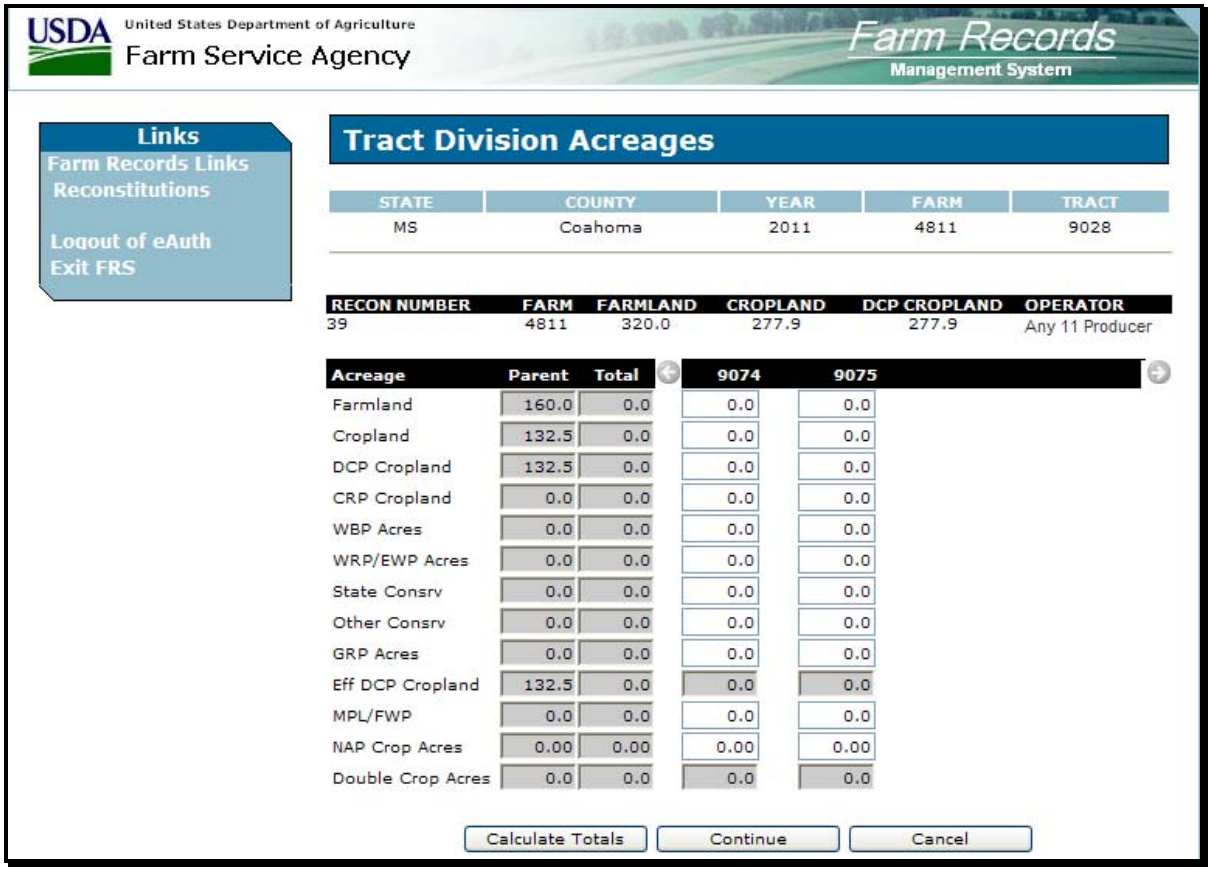
242 Tract Division Acreages Screen

A Overview

The Tract Division Acreages Screen allows the user to assign acreage on each of the resulting tracts of the division.

B Example of Tract Division Acreages Screen

Following is an example of the Tract Division Acreages Screen.
*--



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242 Tract Division Acreages Screen (Continued)

C Fields

The following table provides the fields that are available on the Tract Division Acreages Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number of the current tract division.	
Farm	Resulting farm number to which the divided tract is associated.	
Farmland	Total farmland on the farm.	
Cropland	Total cropland on the farm.	
DCP Cropland	Total DCP cropland on the farm.	
Operator	Farm operator's name.	
Farmland	• Total farmland on the parent tract. • Total farmland that has been entered for the resulting tracts. • Farmland entered for each resulting tract.	Enter farmland acres to be attributed to each resulting tract.
Cropland	• Total cropland on the parent tract. • Total cropland that has been entered for the resulting tracts. • Cropland entered for each resulting tract.	Enter cropland acres to be attributed to each resulting tract.
DCP Cropland	• Total DCP cropland on the parent tract. • Total DCP cropland acres that have been entered for the resulting tracts. • DCP cropland acres for each resulting tract.	Enter DCP cropland acres to be attributed to each resulting tract.
CRP Cropland	• Total CRP cropland on the parent tract. • Total CRP cropland acres that have been entered for the resulting tracts. • CRP cropland acres for each resulting tract.	Enter CRP cropland acres to be attributed to each resulting tract.

242 Tract Division Acreages Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
WBP Acres	• Total WBP acres on the parent tract. • Total WBP acres that have been entered for the resulting tracts. • WBP acres for each resulting tract.	Enter WBP acres to be attributed to each resulting tract.
WRP/EWP Acres	• Total WRP/EWP acres on the parent tract. • Total WRP/EWP acres that have been entered for the resulting tracts. • WRP/EWP acres for each resulting tract.	Enter WRP/EWP acres to be attributed to each resulting tract.
State Consrv	• Total State conservation acres on the parent tract. • Total State conservation acres that have been entered for the resulting tracts. • State conservation acres for each resulting tract.	Enter State conservation acres to be attributed to each resulting tract.
Other Consrv	• Total other conservation acres on the parent tract. • Total other conservation acres that have been entered for the resulting tracts. • Other conservation acres for each resulting tract.	Enter other conservation acres to be attributed to each resulting tract.
GRP Acres	• Total GRP acres on the parent tract. • Total GRP acres that have been entered for the resulting tracts. • GRP acres for each resulting tract.	Enter GRP acres to be attributed to each resulting tract.
Eff DCP Cropland	• Total effective DCP cropland acres on the parent tract. • Total effective DCP cropland acres for the resulting tracts. • Effective DCP cropland acres for each resulting tract.	

242 Tract Division Acreages Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
*--MPL/FWP Acres	• Total MPL/FWP acres on the parent tract. • Total MPL/FWP acres that have been entered for the resulting tracts. • MPL/FWP acres for each resulting tract.	Enter MPL/FWP acres to be--* attributed to each resulting tract.
NAP Crop Acres	• Total NAP crop acres on the parent tract. • Total NAP crop acres that have been entered for the resulting tracts. • NAP crop acres for each resulting tract.	Enter NAP crop acres to be attributed to each resulting tract.
Double Crop	• Total double crop acres on the parent tract. • Total double crop acres that have been entered for the resulting tracts. • Double crop acres for each resulting tract.	Enter double crop acres to be attributed to each resulting tract. Calculate double crop acres according to the following: • divide each resulting tract's effective DCP cropland acres by the parent tract's effective DCP cropland acres • multiply the result times the parent tract's double crop acres.
Calculate Totals	Allows the user to calculate the total of each acreage that has been entered on the resulting tracts. This is used as a tool to ensure that all acreage is entered.	CLICK “Calculate Totals” to calculate the total acres that have been entered for each acreage field.
Continue	Allows the user to continue after all acreage is attributed to the resulting tracts.	CLICK “Continue” after all acreage is attributed and the Tract Division - Other Data Screen will be displayed. See paragraph 243 for additional information.
Cancel	Allows the user to cancel the request for tract division.	CLICK “Cancel” to cancel the initiation of the tract division. No data will be saved if users click “Cancel”.

243 Tract Division Other Data Screen

A Overview

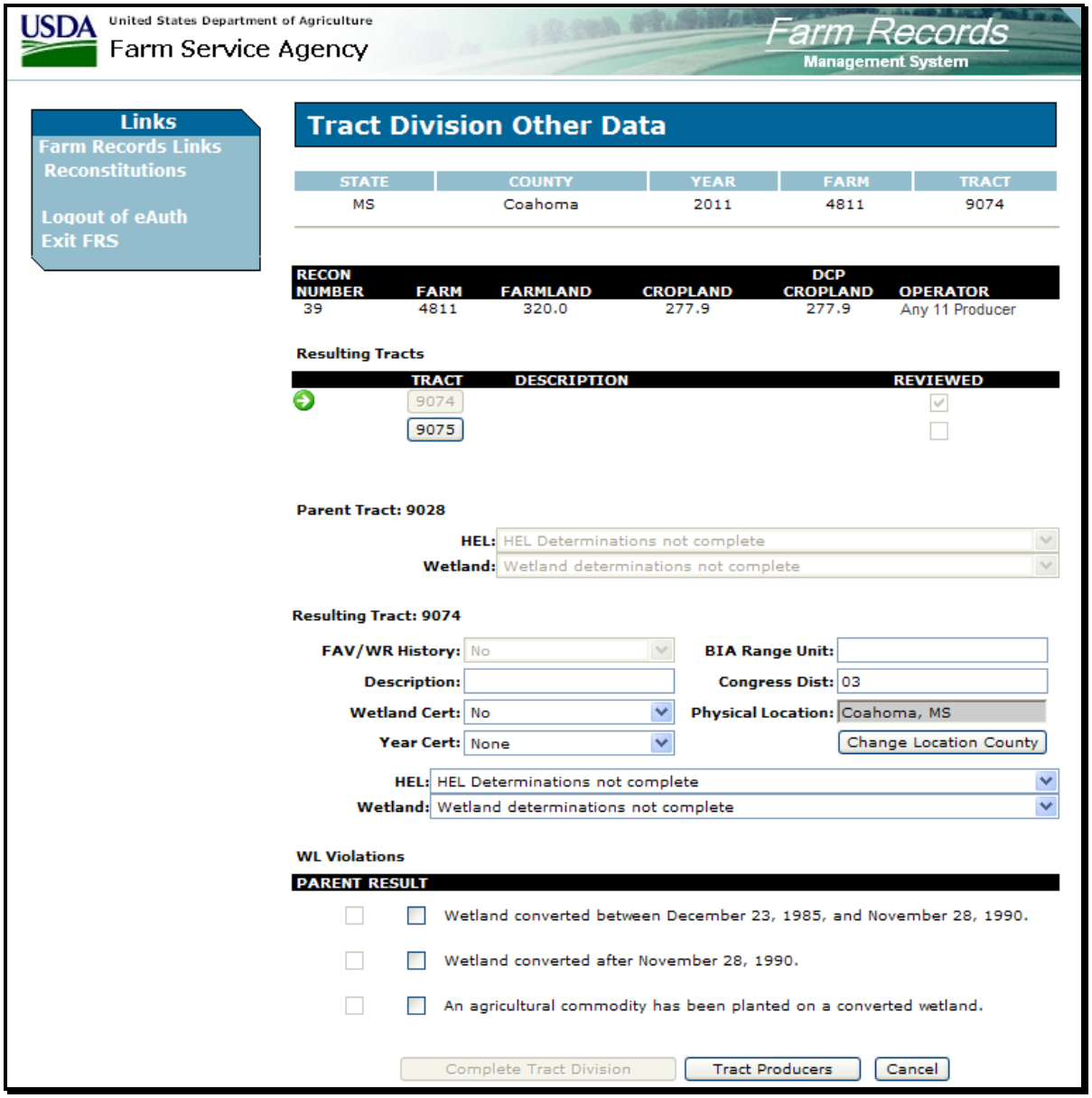
The Tract Division Other Data Screen allows users to change tract level data on the resulting tracts of the division.

243 Tract Division Other Data Screen (Continued)

B Example of the Tract Division Other Data Screen

Following is an example of the Tract Division Other Data Screen.

*--



--*

243 Tract Division Other Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Tract Division Other Data Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number of the current tract division.	
Farm	Farm number.	
Farmland	Farmland on the farm.	
Cropland	Cropland on the farm.	
DCP Cropland	DCP cropland on the farm.	
Operator	Operator of the farm.	
Tract	Allows the user to select the resulting tract for which data will be reviewed or changed.	Click applicable resulting tract number to review or change data for that tract.
Description	Tract description for the resulting tract.	
Reviewed	Indicates whether the tract data has been reviewed or changed for each tract.	
Parent Tract	Parent tract number.	
HEL	HEL determination for the parent tract.	
Wetland	Wetland determination for the parent tract.	
Resulting Tract	Resulting tract number.	
FAV/WR History	FAV/WR History for the resulting tract.	
BIA Range Unit	Allows the user to change the BIA range unit number for the resulting tract.	User can change the BIA range unit number for the resulting tract, if necessary.
Description	Allows the user to enter the tract description.	Enter tract description. Tract ***--**description is a required entry and shall not include any information that is considered PII.**--***

243 Tract Division Other Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
Congress Dist	Allows the user to change the congressional district for the resulting tract.	User can change the congressional district for the resulting tract, if necessary.
Wetland Cert	Allows the user to change the wetland certification for the resulting tract.	User can change the wetland certification for the resulting tract, if necessary.
Year Cert	Allows the user to change the year the wetland was certified for the resulting tract.	User can change the year the wetland was certified for the resulting tract, if necessary.
Physical Location	Displays the physical location of the resulting tract.	
Change Location County	Allows the user to change the physical location of the resulting tract.	User can change the physical location of the resulting tract, if necessary.
HEL	HEL determination for the resulting tract.	User can change the HEL determination for the resulting tract.
Wetland	Wetland determination for the resulting tract.	User can change the wetland determination for the resulting tract.
***--**WL – Parent	Identifies the wetland determinations that existed on the parent tract.	
WL – Result**--***	Allows the user to change the wetland violations for the resulting tract.	Check (✓) applicable boxes to change the wetland violations for the resulting tract.
Continue	Allows the user to continue after all data is attributed to the resulting tracts.	CLICK "Continue" after all data is attributed and the Tract Division Crop Data Screen will be displayed. See paragraph 245 for additional information.
Tract ***--**Producers	Allows the user to add and/or delete owners and other producers from the resulting tract.	User can add and/or delete owners and other producers from the resulting tract and the Owners/Other Producers Screen will be**--*** displayed. See paragraph 244 for additional information.
Cancel	Allows the user to cancel the request for tract division.	CLICK "Cancel" to cancel the initiation of the tract division. No data will be saved if users click "Cancel".

*--244 Owners/Other Producers Screen

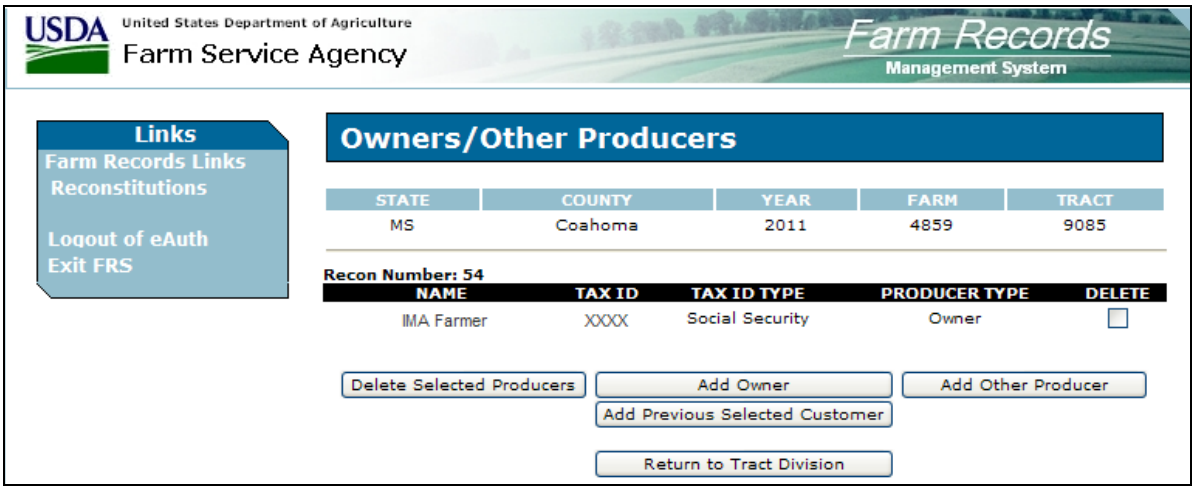
A Overview

The Owners/Other Producers Screen allows the user to delete and/or add owners and other producers on the resulting tracts of the tract division.

B Example of Owners/Other Producers Screen

Following is an example of the Owners/Other Producers Screen.

*--



--*

***--244 Owners/Other Producers Screen (Continued)**

C Fields

The following provides the field descriptions and actions for the Owners/Other Producers Screen.

Field/Button	Description	Action
Name	Name of each owner associated with the tract.	
Tax ID	Last 4 digits of each owner's tax ID number.	
Tax ID Type	Tax ID type of each owner's tax ID number.	
Producer Type	Type of producer.	
Delete	Selects an owner and/or other producer for deletion.	Check (✓) box next to the owners and/or other producers that will be deleted.
Delete Selected Producers	"Delete Selected Producers" will delete any owners and/or other producers that were selected for deletion.	CLICK "Delete Selected Producers" to delete owners and/or other producers that were selected for deletion.
Add Owner	"Add Owner" allows the user to add a new owner to the tract.	CLICK "Add Owner" to add a new owner, the SCIMS Customer Search Page will be displayed. After the new owner is selected, the user will be asked to confirm the selection.
Add Other Producer	"Add Other Producer" allows the user to add an other producer to the tract.	CLICK "Add Other Producer" to add an other producer and the SCIMS Search Page will be displayed. After the new other producer is selected, the user will be asked to confirm the selection.
Add Previous Selected Customer	"Add Previous Selected Customer" allows the user to add the previously selected customer to the tract as an owner.	CLICK "Add Previous Selected Customer" to add the previously selected customer to the tract as an owner.
Return to Tract Division	"Return to Tract Division" allows the user to return to the Tract Division – Other Data Screen after changes are made to owners.	CLICK "Return to Tract Division" to return to the Tract Division – Other Data Screen and save any changes to owners.

--*

Note: If the owner being added is currently an other producer on the farm, the user must delete the other producer before beginning the reconstitution. Not deleting the other producer before beginning the reconstitution will result in the inability to add the producer as an owner.

245 Tract Division Crop Data Screen

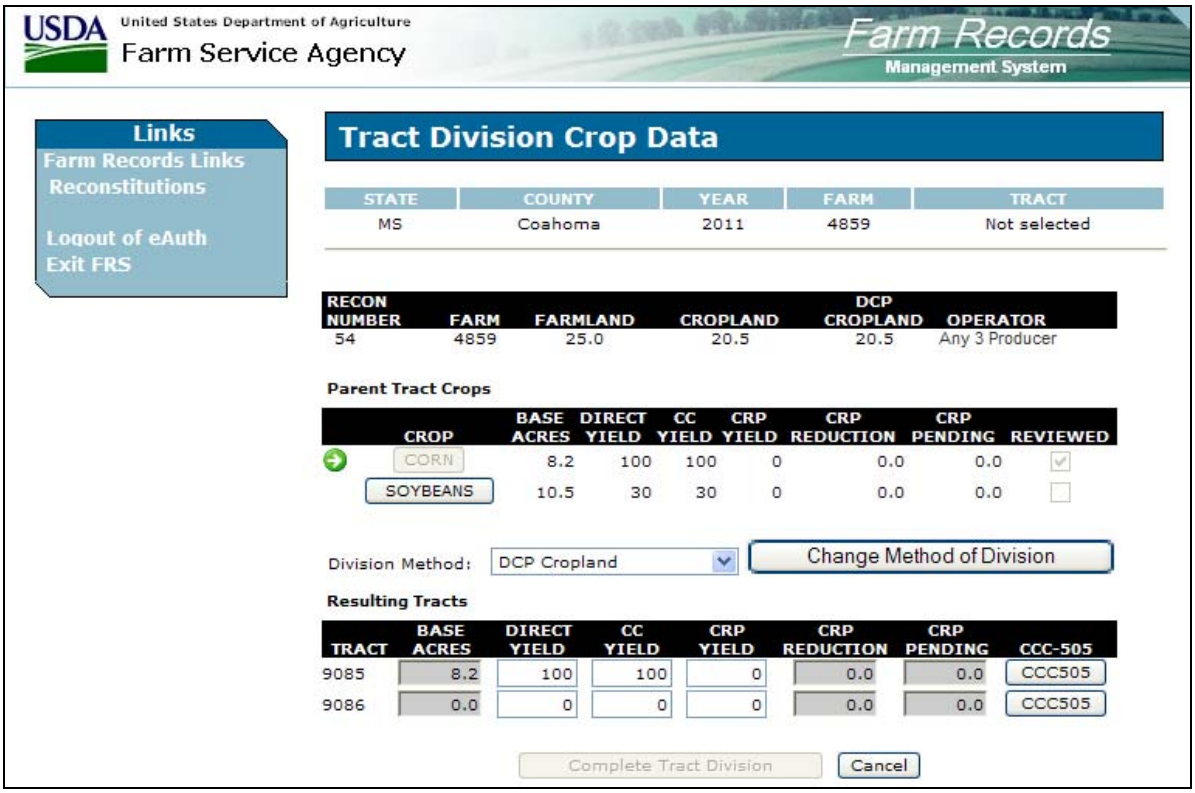
A Overview

The Tract Division Crop Data Screen allows user to divide tract level crop data between the resulting tracts of the division.

B Example of the Tract Division Crop Data Screen

Following is an example of the Tract Division Crop Data Screen.

*--



--*

245 Tract Division Crop Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Tract Division Crop Data Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number of the current tract division.	
Farm	Farm number.	
Farmland	Farmland on the farm.	
Cropland	Cropland on the farm.	
DCP Cropland	DCP cropland on the farm.	
Operator	Operator of the farm.	

245 Tract Division Crop Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
Parent Tract Crops		
Crop	Allows the user to select the crop for which data will be reviewed or changed.	Click applicable crop button to review or change data for that crop.
Base Acres	Total parent tract base acres applicable to each crop.	
Direct Yield	Parent tract direct yield applicable to each crop.	
CC Yield	Parent tract CC yield applicable to each crop.	
CRP Yield	Parent tract CRP yield applicable to each crop.	
CRP Reduction	Parent tract CRP reduction acres applicable to each crop.	
CRP Pending	Parent tract CRP pending acres applicable to each crop.	
Reviewed	Indicates whether the crop data has been reviewed or changed for each crop.	
Division Method	Allows the user to select the method of division for each crop.	Select from: • estate • owner designation • DCP cropland. **Note:** The default method of division for ***--**tract divisions is the "DCP**--*** cropland" method.
Change Method of Division	Changes to the method of division.	Click "Change Method of Division" button to change the method of division. See paragraphs 121, 122, and 124 for further information on each method of division.

245 Tract Division Crop Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action	
Resulting Tracts			
Tract	Resulting tract number.		
Base Acres	Base acres being attributed to the resulting tract.	**IF…**	**THEN…**
Direct Yield	Direct yield being attributed to the resulting tract.	DCP cropland method was selected as the method of division	no action can be taken.
CC Yield	CC yield being attributed to the resulting tract.	estate method or owner designation method were selected as the method of division	Enter base acres, direct yield, and CC yield applicable to each tract.
CRP Yield	CRP yield attributed to the resulting tract.		
CRP Reduct	CRP reduction acres attributed to the resulting tract.		
CRP Pending	CRP pending acres attributed to the resulting tract.		
CCC-505	CCC-505 CRP Reduction data attributed to the resulting tract.	***--**CLICK "CCC-505" to view CCC-505 CRP Reduction data**--*** attributed to the tract.	
Complete Tract Division	After all crops have been reviewed, the "Complete Tract Division" button will be available.	CLICK "Complete Tract Division" to complete the tract division.	
Cancel	Allows the user to cancel the request for tract division.	CLICK "Cancel" to cancel the initiation of the tract division. No data will be saved if "Cancel" is clicked.	

D Successfully Divided the Tract

Once the "Complete Tract Division" button is clicked and all validations are passed, the Tract Reconstitution Screen will be displayed with the message "Successfully divided the tract." The parent tract will be deleted and the resulting tracts will now be active.

246 Out-of-Balance Tracts From DCP Cropland Method

A Determining Out-of-Balance Tracts

If the parent tract is fully based and divided by the DCP cropland method, resulting tracts may be out of balance by .1 or .2 acre. County Offices shall review all resulting tracts to determine whether an out-of-balance condition exists.

B Correcting Out-of-Balance Tracts

To correct the out-of-balance condition, County Offices shall:

- determine which tract is overbased
- determine which tract is underbased
- determine which crop on the parent tract had the most acres
- adjust the acres of that crop on the overbased and underbased tracts by the applicable amount on Crop Base Data, according to 3-CM, paragraph 170. Enter reason code "Relief Given".

C Excess Acres Because of Double-Crop History or CCC-517

This paragraph does not apply if the parent tract had excess base acres because of:

- double-cropped history
- CCC-517.

247 Examples of Handling Out-of-Balance Resulting Tracts With Double-Cropped Acres

A Overview

This paragraph contains a number of examples that may occur when dividing tracts with double-cropped acres. Use the applicable example to determine what corrective action, if any, is needed on the out-of-balance resulting tracts.

In all of the examples, tract 1 is being divided into tract 2 and tract 3.

B General Rules

The double-cropped acres move with the bases to the extent allowable. Double-cropped acres on a tract cannot exceed the effective DCP cropland on the tract. County Offices have the authority to move double-cropped acres with the bases as needed.

Use the following table to determine how an out-of-balance tract is treated upon completion of the tract division.

IF the out-of-balance tract will…	THEN…
be divided off and combined with another farm with sufficient effective DCP cropland	leave the tract out of balance until after the combination. On the combined farm, follow the out-of-balance procedure according to 3-CM.
be divided off but not combined with another farm	before the farm is divided, follow the out-of-balance procedure according to 3-CM.
not be divided off	follow the out-of-balance procedure according to 3-CM.

The movement of double-cropped acres from one resulting tract to another resulting tract will be processed through tract land maintenance according to 3-CM.

C Example 1, DCP Cropland Method of Division Without Conservation Acres

The bases will be divided using the DCP cropland ratio and the double-cropped acres will be divided using the effective DCP cropland ratio. Since there are no conservation acres on the tract, the DCP cropland and effective DCP cropland acres will be the same. Therefore, no out-of-balance tracts should be created and no corrective action should be necessary.

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

D Example 2, DCP Cropland Method of Division with Conservation Acres

In this example, both bases are divided using the DCP cropland method of division. The tract also has conservation acres. The double-cropped acres will be divided using the effective DCP cropland ratio. The effective DCP cropland acres are less than the DCP cropland acres.

County Offices have authority, according to paragraph 160, to divide the crop using the effective DCP cropland ratio and using the designation method in the computer to data load the resulting tracts' bases when conservation acres are on the tract being divided. The policy is to avoid creating an out-of-balance tract.

If the DCP cropland method of division is used, the results would be as follows.

Tract 1	Tract 2	Tract 3
100 acres DCP cropland 70/30 split:	70	30
15 acres CRP:	15	--
85 acres effective DCP cropland:	55	30
50 acres double-cropped:	32.4	17.6
Total effective DCP cropland plus acres double-cropped:	87.4	47.6
75 acres sorghum base:	52.5	22.5
60 acres soybean base:	42	18
Total bases:	94.5	40.5

Using the DCP cropland method, tract 2 is out of balance by 7.1 acres and would require additional work by the County Office to balance the tracts. See the table in subparagraph B to determine the next step for tract 2.

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

E Example 3, Designation or Estate Method of Division Without Conservation Acres

In this example, both the sorghum base and soybean base are divided using the designation by landowner method.

Tract 1	Tract 2	Tract 3
100 acres DCP cropland 70/30 split:	70	30
100 acres effective DCP cropland:	70	30
50 acres double-cropped:	35	15
Total effective DCP cropland plus acres double-cropped:	105	45
75 acres sorghum base:	75	0
75 acres soybean base:	0	75
Total bases:	75	75

Tract 3 is out of balance by 30 acres; move 15 double-cropped acres from tract 2 to tract 3. The double-cropped acres on tract 3 are limited by effective DCP cropland.

After moving 15 double-cropped acres, tract 3 is still out of balance by 15 acres. See the table in subparagraph B to determine the next step for tract 3.

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

F Example 4, Designation or Estate Method of Division with Conservation Acres

In this example, the bases are divided using the designation by landowner or estate method. This tract also contains CRP acres so the DCP cropland and effective DCP cropland are different. The double-cropped acres will be divided using the effective DCP cropland ratio.

Tract 1	Tract 2	Tract 3
100 acres DCP cropland 70/30 split:	70	30
15 acres CRP:	15	--
85 acres effective DCP cropland:	55	30
50 acres double-cropped:	32.4	17.6
Total effective DCP cropland plus acres double-cropped:	87.4	47.6
75 ac sorghum base:	75	0
60 ac soybean base:	0	60
Total bases:	75	60

Tract 3 is out of balance by 12.4 acres; move 12.4 double-cropped acres from tract 2 to tract 3.

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

G Example 5, Combination of Designation or Estate and DCP Cropland Methods of Division Without Conservation Acres

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

Tract 1	Tract 2	Tract 3
100 acres DCP cropland 70/30 split:	70	30
100 acres effective DCP cropland:	70	30
50 acres double-cropped	35	15
Total effective DCP cropland plus acres double-cropped:	105	45
75 acres sorghum base-designation:	75	0
75 acres soybean base-DCP cropland:	52.5	22.5
Total bases:	127.5	22.5

Tract 2 is out of balance by 22.5 acres, move 15.0 double-cropped acres from tract 3 to tract 2. After moving the 15 double-cropped acres, tract 2 is still out of balance by 7.5 acres. See the table in subparagraph B to determine the next step for tract 2.

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

H Example 6, Combination of Designation or Estate and DCP Cropland Methods of Division with Conservation Acres

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

Tract 1	Tract 2	Tract 3
100 acres DCP cropland 70/30 split:	70	30
15 acres CRP:	15	--
85 acres effective DCP cropland:	55	30
50 acres double-cropped:	32.4	17.6
Total effective DCP cropland plus acres double-cropped:	87.4	47.6
75 acres sorghum base-designation:	75	0
60 acres soybean base-DCP cropland:	42	18
Total bases	117	18

Tract 2 is out of balance by 29.6 acres; move 17.6 double-cropped acres from tract 3 to tract 2. After moving 17.6 double-cropped acres, tract 2 is still out of balance by 12 acres. See the table in subparagraph B to determine the next step for tract 2.

248-251 (Reserved)

Part 12 Tract Combination

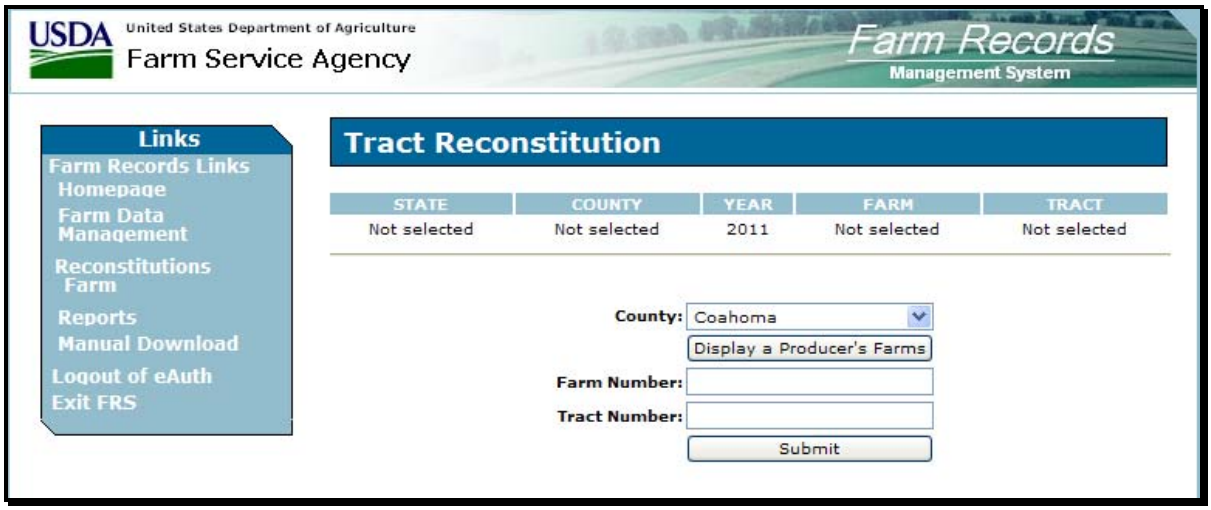
252 Initiating a Tract Combination

A Overview

Tract Reconstitution Screen allows the user to select the tracts for combination. The tracts can be selected by producer, farm number, or tract number.

B Example of Tract Reconstitution Screen Before Selection

Following is an example of the Tract Reconstitution Screen before tracts have been selected.
*--



--*

252 Initiating a Tract Combination (Continued)

C Initial Tract Selection

The following table provides the fields available on the Tract Reconstitution Screen.

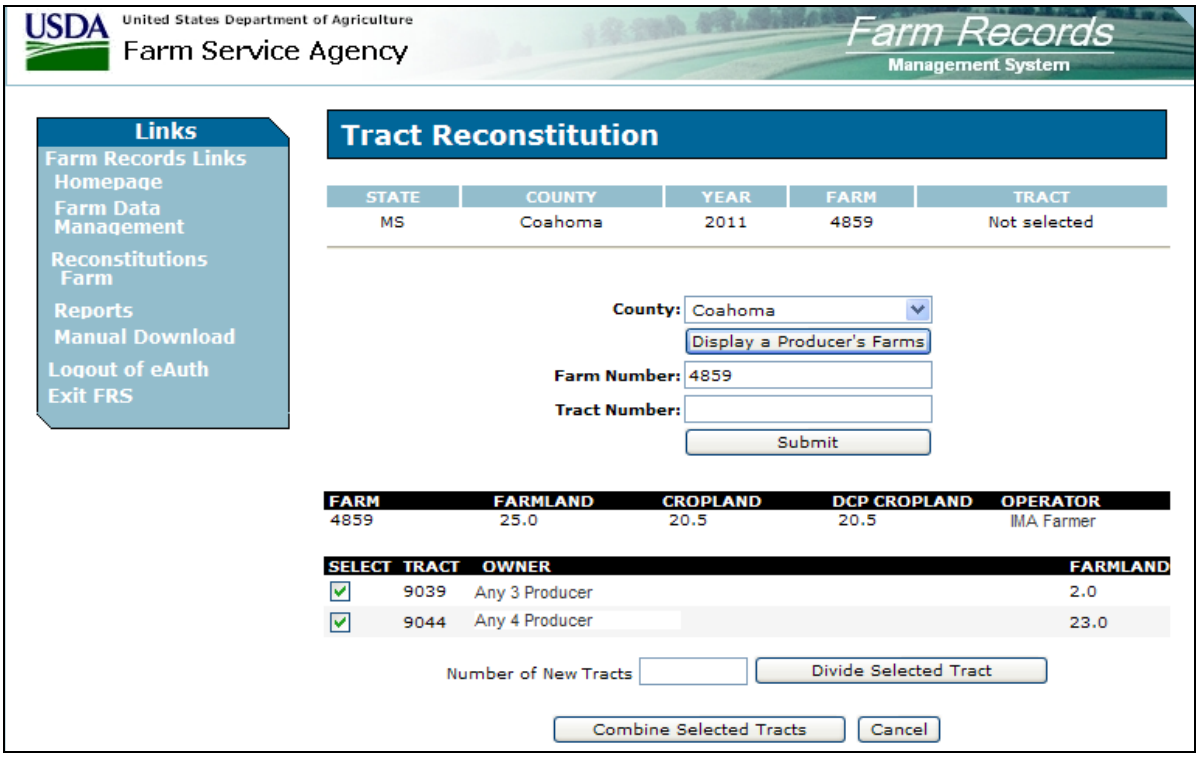
Field/Button	Description	Action
County	Drop-down box that lists all counties administered by the user's Service Center.	Select the county where the tracts to be combined are administered. **Note:** No selection is necessary in Service Centers that only administer 1 county.
Display a Producer's Farms	Allows the user to select the tracts to be combined by searching by producer type, name, tax ID, or other.	Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the tracts to be combined by entering a farm number.	Enter a farm number and click "Submit".
Tract Number	Allows the user to select the tracts to be combined by entering a tract number.	Enter a tract number and click "Submit".

252 Initiating a Tract Combination (Continued)

D Tract Reconstitution Screen After Tract Selection

Following is an example of the Tract Reconstitution Screen after a farm has been selected.

*--



--*

252 Initiating a Tract Combination (Continued)

E Selecting the Tracts for Combination

The following table provides the fields that are available on the Tract Reconstitution Screen after the initial tract selection.

<table>
<tr><th>Field/Button</th><th colspan="2">Description</th><th>Action</th></tr>
<tr><td>County</td><td colspan="2">Drop-down box that lists all counties administered by the user's Service Center.</td><td>User can select a different county that they administer if the wrong county was selected.</td></tr>
<tr><td>Display a Producer's Farms</td><td colspan="2">Allows the user to select the tracts to be combined by searching by producer type, name, tax ID, or other.</td><td>Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. User can select a different producer if the wrong producer was selected. After the producer is selected, the user will be asked to confirm the selection.</td></tr>
<tr><td>Farm Number</td><td colspan="2">Allows the user to select the tracts to be combined by entering a farm number.</td><td>User can select a different farm if the wrong farm was selected.</td></tr>
<tr><td>Tract Number</td><td colspan="2">Allows the user to select the tracts to be combined by entering a tract number.</td><td>User can select a different tract if the wrong tract was selected.</td></tr>
<tr><td>Select</td><td colspan="2">Allows the user to select the tracts to be combined.</td><td>Check (✓) box next the tract numbers that will be combined.</td></tr>
<tr><td rowspan="4">Tract</td><td>IF…</td><td>THEN…</td><td rowspan="4">Select the tract numbers to be combined.</td></tr>
<tr><td>display a Producer's Farms was selected</td><td>the user must first select the farm on the associated farms screen and then all tracts associated with that farm will be listed.</td></tr>
<tr><td>farm number was entered</td><td>only the tracts associated with the farm that was entered will be listed.</td></tr>
<tr><td>tract number was entered</td><td>only the tract number entered will be listed.</td></tr>
</table>

252 Initiating a Tract Combination (Continued)

E Selecting the Tracts for Combination (Continued)

Field/Button	Description	Action
Owner	Displays the owner of the tract to assist the user with selecting the correct tract numbers for combination.	
Farmland	Displays the farmland of the tract to assist the user with selecting the correct tract numbers for combination.	
Number of New Tracts	Applicable only to tract divisions.	
Divide Selected Tract		
Combine Selected Tracts	Allows the user to select to combine the selected tracts.	Click “Combine Selected Tracts” to initiate the tract combination. Tract Combination Screen will be displayed.
Cancel	Allows the user to cancel the request for tract combination.	Click “Cancel” to cancel the initiation of the tract combination. No data will be saved if users click “Cancel”.

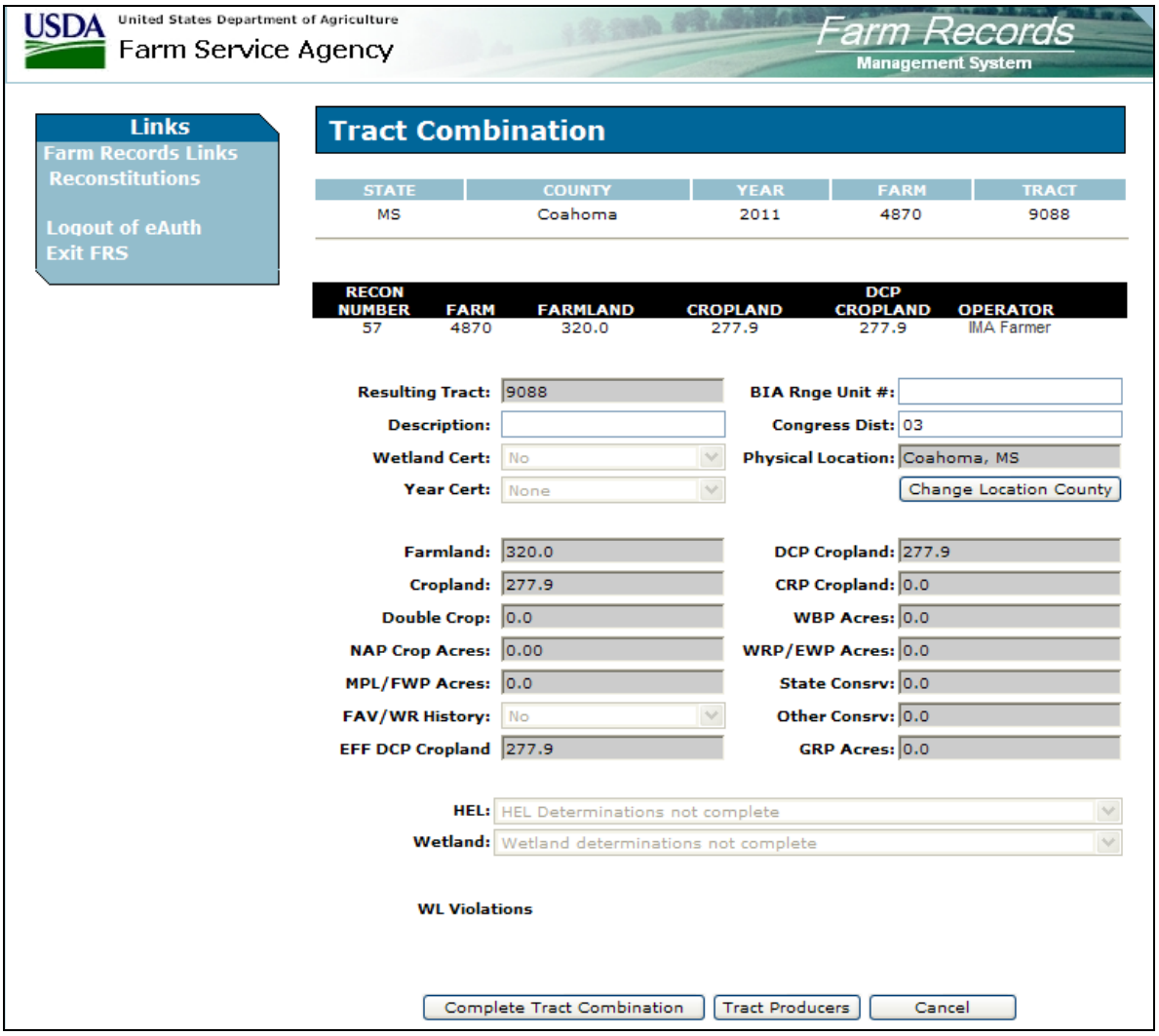
253 Tract Combination Screen

A Overview

The Tract Combination Screen allows the user to assign a tract description, assign a BIA range unit number, change the congressional district, change the physical location of the
*--tract, and/or change tract producers on the resulting tract of the combination.

B Example of Tract Combination Screen

Following is an example of the Tract Combination Screen.



--*

253 Tract Combination Screen (Continued)

C Fields

The following table provides the fields that are available on the Tract Combination Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number of the current tract combination.	
Farm	Farm number.	
Farmland	Farmland on the farm.	
Cropland	Cropland on the farm.	
DCP Cropland	DCP cropland on the farm.	
Operator	Operator of the farm.	
Resulting Tract	Resulting tract number.	
BIA Range Unit #	Allows the user to change the BIA range unit number for the resulting tract.	User can change the BIA range unit number for the resulting tract, if necessary.
Description	Allows the user to enter the tract description.	Enter tract description. Tract description is a required entry.
Congress Dist	Allows the user to change the congressional district for the resulting tract.	User can change the congressional district for the resulting tract, if necessary.
Wetland Cert	Wetland certification determination for the tract.	
Year Cert	Year of wetland certification for the tract.	
Physical Location	Displays the physical location of the resulting tract.	
Change Location County	Allows the user to change the physical location of the resulting tract.	User can change the physical location of the resulting tract, if necessary.
Farmland	Total farmland acres for the tract.	
Cropland	Total cropland acres for the tract.	
Double Crop	Total double crop acres for the tract.	
NAP Crop Acres	Total NAP crop acres for the tract.	

253 Tract Combination Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
*--MPL/FWP Acres	Total MPL/FWP acres for the tract.--*	
FAV/WR History	"Yes" if tract has FAV/WR history or "No" if tract does not have FAV/WR history.	
Eff DCP Cropland	Total effective DCP cropland acres for the tract.	
DCP Cropland	Total DCP cropland acres for the tract.	
CRP Cropland	Total CRP cropland acres for the tract.	
WBP Acres	Total WBP acres for the tract.	
WRP/EWP Acres	Total WRP/EWP acres for the tract.	
State Consrv	Total State conservation acres for the tract.	
Other Consrv	Total other conservation acres for the tract.	
GRP Acres	Total GRP acres for the tract.	
HEL	HEL determination for the resulting tract.	
Wetland	Wetland determination for the resulting tract.	
WL Violations	Wetland violations for the resulting tract.	
Crop	Crops for which base acres exist on the resulting tract.	
Base Acres	Base acres for each crop on the resulting tract.	
Dir Yield	Direct yield for each crop on the resulting tract.	
CC Yield	CC yield for each crop on the resulting tract.	
CRP Yield	CRP Yield for each crop on the resulting tract.	
CRP Reduction	CRP reduction acres for each crop on the resulting tract.	

253 Tract Combination Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
CRP Pending	CRP pending acres for each crop on the resulting tract.	
CCC-505	CCC-505 CRP reduction acres for each crop on the resulting tract.	
Complete Tract Combination	Allows the user to continue after a tract description is entered for the resulting tract.	CLICK "Complete Tract Combination" after a tract description is entered for the resulting tract and all other changes are made to complete the tract combination.
Tract ***--**Producers	Allows the user to add and/or delete owners and/or other producers on the resulting tract.	User can add and/or delete owners and/or other producers on the resulting tract. The Owners/Other Producers Screen will be**--*** displayed. See paragraph 254 for additional information.
Cancel	Allows the user to cancel the request for tract combination.	CLICK "Cancel" to cancel the initiation of the tract combination. No data will be saved if users click "Cancel".

D Successfully Combined the Tracts

Once users click "Complete Tract Combination" and all validations are passed, the Tract Reconstitution Screen will be displayed with the message "Successfully combined the tracts." The parent tracts will be deleted and the resulting farm will now be active.

*--254 Owners/Other Producers Screen

A Overview

The Owners/Other Producers Screen allows the user to change owners and/or other producers on the resulting tract of the tract combination.

B Example of Owners Screen

Following is an example of the Owners/Other Producers Screen.

*--

--*

***--254 Owners/Other Producers Screen (Continued)**

C Fields

The following provides the field descriptions and actions for the Owners/Other Producers--* Screen.

Field/Button	Description	Action
Name	Name of each owner associated with the tract.	
Tax ID	Last 4 digits of each owner's tax ID number.	
Tax ID Type	Tax ID type of each owner's tax ID number.	
*--Producer Type	Type of producer.--*	
Delete	Selects an owner for deletion.	Check (✓) box next to the owners that will be deleted.
Delete Selected Owners	"Delete Selected Owners" will delete any owners that were selected for deletion.	CLICK "Delete Selected Owners" to delete owners that were selected for deletion.
Add * * * Owner	"Add * * * Owner" allows the user to add a new owner to the tract.	CLICK "Add * * * Owner" to add a new owner and the SCIMS Customer Search Page will be displayed. After the new owner is selected, the user will be asked to confirm the selection.
*--Add Other Producer	"Add Other Producer" allows the user to add an other producer to the tract.	CLICK "Add Other Producer" to add an other producer and the SCIMS Search Page will be displayed. After the new other producer is selected, the user will be asked to confirm the selection.--*
Add Previous Selected Customer	"Add Previous Selected Customer" allows the user to add the previously selected customer to the tract as an owner.	CLICK "Add Previous Selected Customer" to add the previously selected customer to the tract as an owner.
Return to Tract Combination	"Return to Tract Combination" allows the user to return to the Tract Combination Screen after changes are made to owners.	CLICK "Return to Tract Combination" to return to the Tract Combination Screen and save any changes to owners.

255-260 (Reserved)

Part 13 Updating Reconstitutions

Section 1 Obtaining COC Approval

261 Documentation for COC Approval

A Required Documentation

County Offices shall submit the following to COC for each reconstitution:

- completed FSA-155 prepared according to paragraph 72
- FSA-156EZ's *** * *** printed for the parent and resulting farms
- ***--**COC report printed after the reconstitution**--***
- additional documentation necessary to support the reconstitution or the methods of division selected.

262 COC Review of Proposed Reconstitutions

A Basic Requirement

COC shall approve or disapprove each reconstitution by signing the:

- COC report
- FSA-155

FSA-155 is signed after the:

- farm level reconstitution is initiated in the computer and is in pending status
- tract level reconstitution is completed in the computer.

B COC Redelegation

COC may redelegate to CED the authority to approve or disapprove FSA-155 and the COC report if another reconstitution, signup, or similar action would be delayed if COC action is not obtained in a timely manner.

If COC redelegates to CED:

- the redelegation shall be in writing
- each month, COC shall review CED decisions.

262 COC Review of Proposed Reconstitutions (Continued)

C COC Review Requirements

When reviewing proposed reconstitutions, COC shall:

- check the items submitted according to paragraph 261
- ensure that the reconstitution requirements in Part 3 are met
- ensure that all information on FSA-155 has been obtained and the form is complete
- ensure that the reconstitution effective dates are correct according to paragraph 73
- for divisions, ensure that the proper methods of division are selected according to paragraphs 121, 122, and 124 and the applicable questions in subparagraph D are addressed
- if variation or adjustment rules are used, ensure that the:
  - rules are applied correctly
  - results are correct
- sign the COC report if the reconstitution is approved
- sign FSA-155 for all reconstitutions
- see paragraph 275 if the reconstitution is not approved.

262 COC Review of Proposed Reconstitutions (Continued)

D COC Report

COC must consider the following questions for the applicable method of division for each crop when reviewing the reconstitution documentation before approving or disapproving the reconstitution.

Method	Questions
Owner Designation	Was a signed MOU of the designated base acres submitted by the interested owners (seller and purchaser)?
Estate	Using the estate method of division according to a will by the testator, are the terms of the will such that a division can be made reasonably?

263-266 (Reserved)

267 Updating/Deleting Reconstitutions

A How to Begin

On Farm Reconstitution Screen, select to display a Producer's Farms, enter a farm number, or enter a reconstitution number.

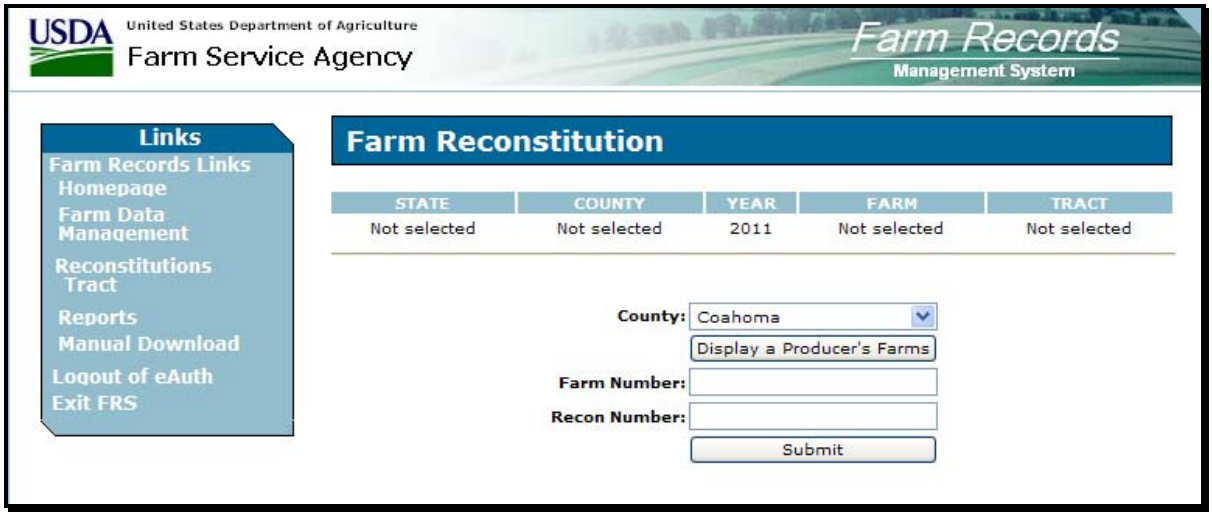
Note: If user selects to display a producers farms and the producer is associated with more than 1 farm, the Associated Farms Screen will be displayed. User must select the farm number to be updated.

The reconstitution shall not be updated until COC has approved the reconstitution according to paragraph 262.

B Example of Farm Reconstitution Screen

Following is an example of the Farm Reconstitution Screen.

*--



--*

267 Updating/Deleting Reconstitutions (Continued)

C Verifying Reconstitutions

The Farm Reconstitution Approve/Delete Screen will display basic data for the reconstitution.

Following is an example of Farm Reconstitution Approve/Delete Screen.
*--

--*

267 Updating/Deleting Reconstitutions (Continued)

D Fields

The following table provides the fields available on the Farm Reconstitution Approve/Delete Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number.	
Recon Type	Reconstitution type will display as 1 of the following: • farm division • farm combination.	
Parent		
Farm	Parent farm numbers.	
Tracts	Number of tracts on the parent farm.	
Identifier	Parent farm identifier.	
Operator	Operator of the parent farm.	
CRP Contract	Indicates whether the parent farm has a CRP contract.	See subparagraph E.
FSA-578	Indicates whether the parent farm has a FSA-578.	See subparagraph E.

267 Updating/Deleting Reconstitutions (Continued)

D Fields (Continued)

Field/Button	Description	Action
	Result	
Farm	Resulting farm numbers.	
Tracts	Number of tracts on the resulting farm number.	
Identifier	Resulting farm identifier.	
Operator	Operator of the resulting farm.	
Crops	Indicates the crops for which base acres exist on the resulting farms.	
Do variations apply for DCP yields?	Allows the user to select that variations apply for DCP yields. **Note:** Only applies to farm divisions.	CLICK "Yes" if variations apply. Farm Division - Variation Screen will display. See paragraph 268.
COC Approval Date	Allows the user to enter the COC approval date.	Enter COC approval date. The date must be entered as mm/dd/yyyy.
Approve Recon	Allows the user to approve the farm reconstitution.	CLICK "Approve Recon" after a COC approval date has been entered.
Delete Recon	Allows the user to delete the reconstitution.	CLICK "Delete Recon" to delete the current reconstitution. Once users click "Delete Recon", the reconstitution will be deleted and no data will be saved for the resulting farms.
Cancel ***--**Approval Process**--***	Allows the user to cancel the approval/deletion of the farm reconstitution.	CLICK "Cancel" to cancel the approval/deletion of the farm reconstitution. No data will be saved if users click "Cancel".

267 Updating/Deleting Reconstitutions (Continued)

E CRP Contract and FSA-578 Required Action

Determine necessary action according to this table.

IF the flag is "Y" for…	THEN the reconstitution process will…
CRP contract	*--continue. See 1-CRP to enter resulting farm on CRP-1.
FSA-578	not continue. Delete FSA-578 according to 2-CP. **Note:** Deletion of FSA-578 may take up to 3 full workdays.--*

In all cases:

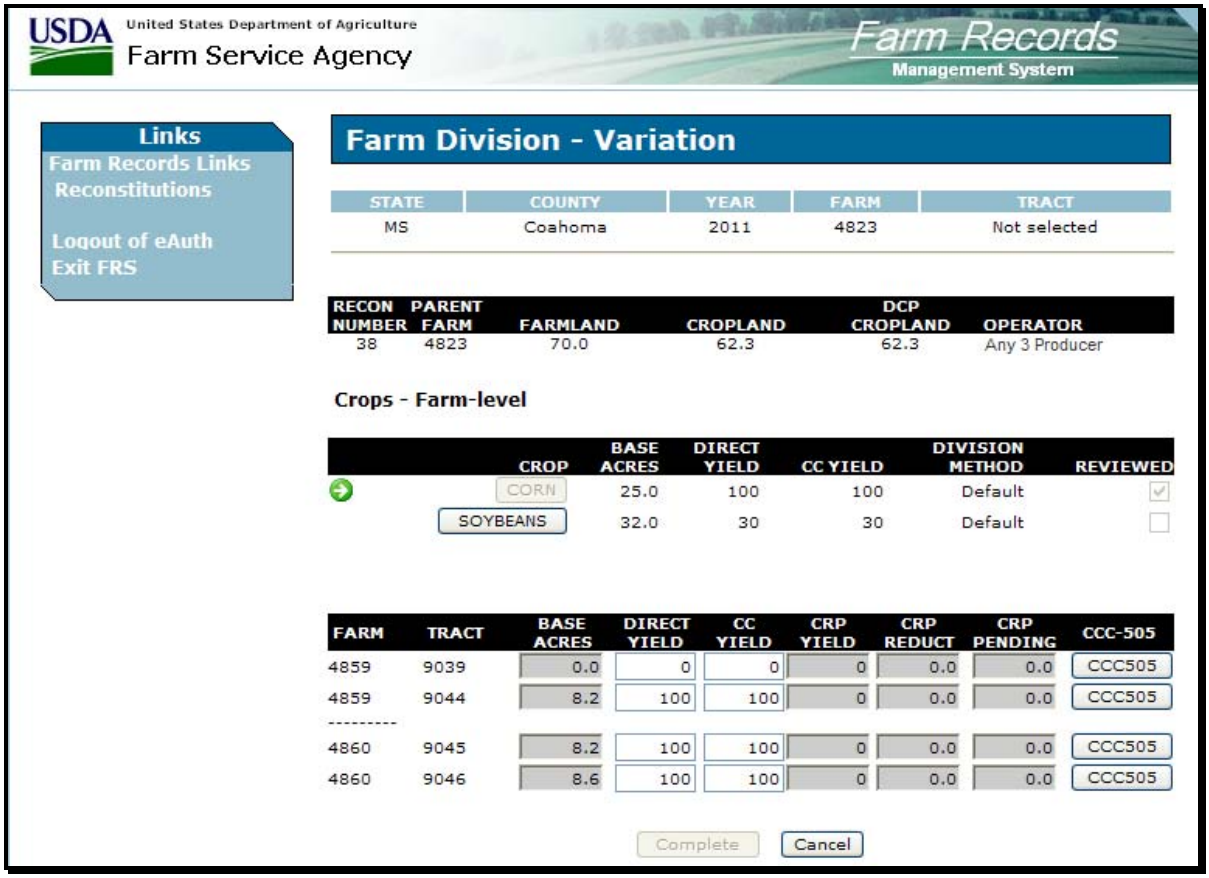
- update the reconstitution
- notify the resulting farm operator and owners of:
    - reconstitution
    - HEL and WL determinations
    - appeal rights.

268 Recording DCP Variations

A Farm Division – Variation Screen

When the reconstitution selected for update is a farm division, the question, “Do variations apply for DCP Yields?”, will be displayed on the Farm Reconstitution Approve/Delete Screen. If users click “Yes”, the Farm Division - Variation Screen will be displayed. Following is an example of the Farm Division - Variation Screen.

*--



--*

268 Recording DCP Variations (Continued)

B Fields

The following table provides the fields available on the Farm Division – Variation Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number.	
Parent Farm	Parent farm number.	
Farmland	Farmland on the parent farm.	
Cropland	Cropland on the parent farm.	
DCP Cropland	DCP cropland on the parent farm.	
Operator	Operator on the parent farm.	
Crop	Crops on the parent farm.	Click button applicable to each crop to review and/or update crop data.
Base Acres	Crop base acres on the parent farm.	
Direct Yield	Crop direct yield on the parent farm.	
CC Yield	Crop CC yield on the parent farm.	
Division Method	Division method used for the crop.	
Reviewed	Indicates whether the crop data has been reviewed.	
Farm	Resulting farm numbers.	
Tract	Tract numbers on the resulting farms.	
Base Acres	Base acres on the resulting farm and tract.	* * *
Direct Yield	Direct yield on the resulting farm and tract.	Adjust direct yield according to policy provided in paragraph 136.
CC Yield	CC yield on the resulting farm and tract.	Adjust CC yield according to policy provided in paragraph 136.

268 Recording DCP Variations (Continued)

B Fields (Continued)

Field/Button	Description	Action
CRP Yield	CRP yield on the resulting farm and tract.	
CRP Reduct	CRP reduction acres on the resulting farm and tract.	
CRP Pending	CRP pending acres on the resulting farm and tract.	
CCC-505	CCC-505 CRP Reduction data attributed to the resulting farm and tract.	Click “CCC505” button to view CCC-505 CRP Reduction data attributed to the farm and tract.
Complete	Allows the user to save the changes made to base acres and/or yields.	Click “Complete” button after all changes have been made to base acres and/or yields to save the changes.
Cancel	Allows the user to cancel the entry of DCP variations.	Click “Cancel” to cancel the entry of DCP variations. No data will be saved if “Cancel” is clicked.

269-274 (Reserved)

Section 3 Notifying Operators and Owners

275 Notification Requirements

A Reconstitution Not Approved

If COC does not approve the proposed reconstitution, send a letter to parent and resulting farm's owners and operators. Include at least the following in the letter:

- the disapproval
- reasons the reconstitution was not approved
- appeal rights.

B Reconstitution Is Approved

If COC approves the reconstitution, provide the following information to the parent and resulting farm’s owners and operators by mail:

- FSA-476DCP, applicable to farm level reconstitutions only

- ***--**FSA-156EZ to associated owners and operators only**--***

- a photocopy of NRCS determinations with NRCS determinations entered for each field

  Note: See 6-CP for more information.

- appeal rights.

276 Handling Reconstitution Appeals

A General Rule

For approved **and** disapproved reconstitutions, notify owners and operators of COC action and provide appeal rights according to 1-APP.

277-280 (Reserved)

Section 4 Reconstitution Documentation

281 Retaining Reconstitution Documentation

A Rule

After the reconstitution is updated, attach the following documentation to FSA-155:

- FSA-156EZ printed for the parent farm or farms during the reconstitution process
- FSA-156EZ printed for the resulting farm or farms during the update process
- documentation provided by the producer, as applicable:
  - MOU for landowner designation
  - copy of the will or written agreement signed by all heirs or devisees
  - owners agreement for base adjustment
- COC documentation for direct and CC yield adjustments, when applicable
- COC documentation and owners signatures for base adjustment, when applicable
- COC report
- copy of FSA-476DCP for farm level reconstitutions.

282-285 (Reserved)

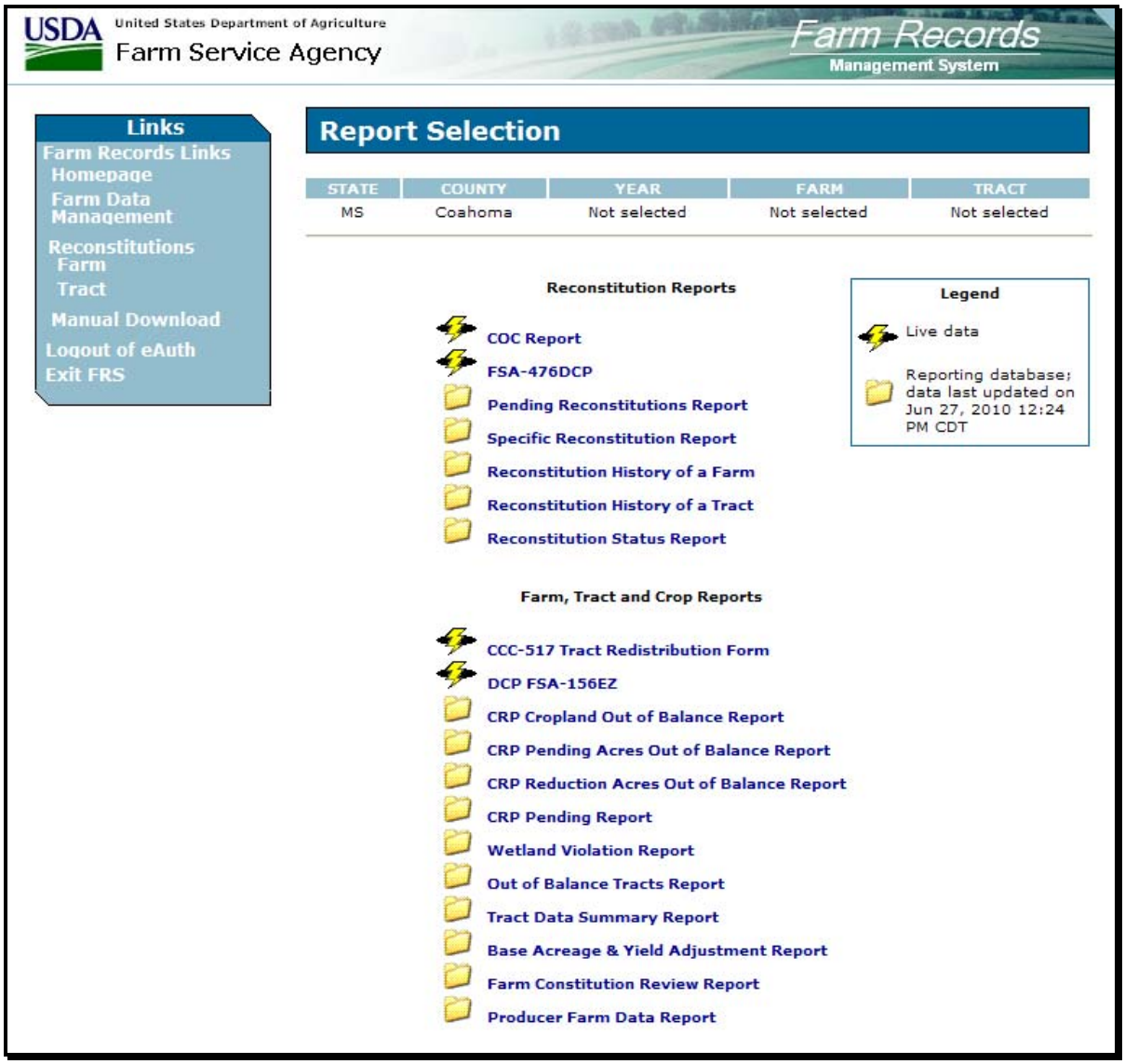
286 Accessing Reports

A Accessing Reports

*--To access reports, on the Farm Records Management System, Farm Reconstitution Screen, under “Links”, CLICK “Reports” to access the Report Selection Screen.

B Example of Report Selection Screen

Following is an example of the Report Selection Screen.



--*

286 Accessing Reports (Continued)

C Reports

The following table provides the available reports on the Reports Selection Screen.

Report	Description
Reconstitution Reports	
COC Report	COC Report provide the following parent and resulting farm data: • farm and tract level data • crop data. * * *
FSA-476DCP	Notice of contract acreage, payment yields and CRP reduction.
Pending Reconstitutions Report	Provides the following data for all pending reconstitutions in the county: • reconstitution number •*--parent farm number or numbers • resulting farm number or numbers • crops.
Specific Reconstitution Report	Provides the following data if applicable to the requested reconstitution: • year • reconstitution number • type of reconstitution • parent farm number or numbers • parent tract number or numbers • reconstitution status • approval date • completion date • resulting farm number or numbers • resulting tract number or numbers • associated tract or tracts • crops.
Reconstitution History of a Farm	Provides the following data if applicable to the entered farm: • farm number • identifier • current status • operator • year • reconstitution number • approval date • parent farm or farms • resulting farm or farms.--*

286 Accessing Reports (Continued)

C Reports (Continued)

Report	Description
Reconstitution Reports (Continued)	
Reconstitution History of a Tract	Provides the following data if applicable to the entered tract: • tract number • description • current status • year • reconstitution number • completion date • type of reconstitution • parent tract or tracts • resulting tract or tracts.
Reconstitution Status Report	Provides the following data if applicable to the entered farm, tract, or all for the date range selected: • selection criteria that includes year, reconstitution level, and date range • reconstitution number • type of reconstitution • status of reconstitution • reconstitution date • approval date • parent farm or farms • parent tract or tracts • resulting farm or farms • resulting tract or tracts.
Farm, Tract, and Crop Reports	
CCC-517 Tract Redistribution Form	See 3-CM.
DCP FSA-156EZ	
***--**CRP Cropland Out-of-Balance Report	
CRP Pending Acres Out-of-Balance Report	
CRP Reduction Acres Out-of-Balance Report	
CRP Pending Report	
Wetland Violation Report	
Out-of-Balance Tracts Report	
AD-1026A Report--*****	
Tract Data Summary Report	
Base Acreage & Yield Adjustment Report	
Farm Constitution Review Report	
--**Producer Farm Data Report--**	

287 Printing COC Reports

A Printing COC Reports

COC reports will be displayed after completing a reconstitution; the report **will not** be automatically printed. COC reports may be reprinted for the current FY for a:

- pending farm combination
- pending farm division
- completed tract combination
- completed tract division.

Note: When a farm reconstitution is approved, COC reports for the farm reconstitutions and any prior tract reconstitutions on the farms are no longer available to be reprinted.

B Reprinting COC Reports

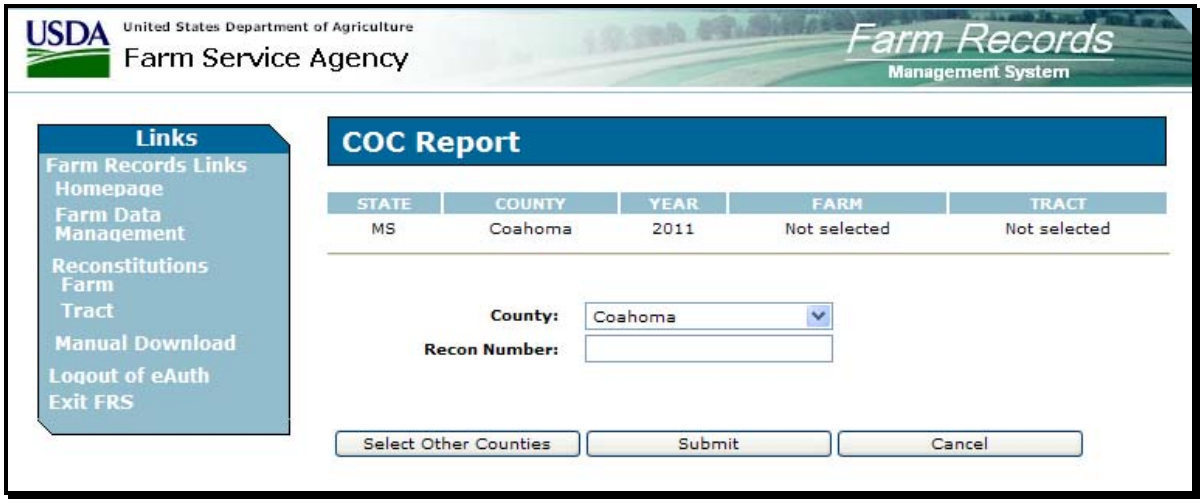
Reprint a COC report according to the following table.

Step	Action
1	**For multiple County Offices only**, select the applicable County Office.
2	Enter reconstitution number to be printed and CLICK “Submit”.
3	When the COC report opens in the Adobe PDF window, do either of the following: • click browser’s “Print” to print the report • save the report to your computer.

C Example of COC Report Selection Screen

Following is an example of COC Report Selection Screen.

*--



--*

287 Printing COC Reports (Continued)

D Example of a COC Report

*--

Mississippi
Coahoma
Report ID MIQCOC

U.S. Department of Agriculture
Farm Service Agency
County Committee Report for Farm Division

Prepared: 9/14/09 7:38 AM
Page: 1 of 3

Reconstitution Number: 2010 28027 10 — Parent Farm Number: 4800

Resulting Farm Number: 4805
Identifier: Division of 4800 — Operator: IMA Farmer

FARM SUMMARY DATA

Tract Count	Farmland	Cropland	Base Acres	DCP Cropland	Eff DCP Cropland	CRP Cropland Acres	CRP MPL Acres	WBP Acres
1	320.0	265.8	261.8	265.8	265.8	0.0	0.0	0.0

State Conservation	Other Conservation	WRP/EWP Acres	NAP Crop Acres	Double-Crop Acres	GRP Acres
0.0	0.0	0.0	0.0	0.0	0.0

TRACT SUMMARY DATA

Tract	Farmland	Cropland	DCP Cropland	Eff DCP Cropland	CRP Cropland Acres	CRP MPL Acres	WBP Acres
9024	320.0	265.8	265.8	265.8	0.0	0.0	0.0
TOTAL	320.0	265.8	265.8	265.8	0.0	0.0	0.0

Tract	State Conservation	Other Conservation	WRP/EWP Acres	NAP Crop Acres	Double-Crop Acres	GRP Acres
9024	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0	0.0

CROP SUMMARY DATA FOR WHEAT — Method of Division: Default

--*

288 Printing FSA-476DCP

A Printing FSA-476DCP

The FSA-476DCP automatically prints following COC approval. FSA-476DCP may be reprinted for the current FY for an approved:

- farm combination
- farm division.

Note: When a series of reconstitutions has been processed, only FSA-476DCP's for the final approved reconstitution can be reprinted.

The mailing date on FSA-476DCP will be the date the reconstitution was updated, and the final appeal/review date will be 30 calendar days after the mailing date.

B Example of FSA-476DCP Selection Screen

Following is an example of FSA-476DCP Selection Screen.
*--

--*

288 Printing FSA-476DCP (Continued)

C Reprinting the FSA-476DCP

Reprint a FSA-476DCP according to the following.

Step	Action
1	**For multiple County Offices only:** select the applicable County Office.
2	Enter farm number or reconstitution number to be printed.
3	Enter free form text to be printed on the FSA-476DCP and click “Submit”.
4	When the FSA-476DCP report opens in the Adobe PDF window, do 1 of the following: • click browser’s “Print” to print the report • save the report to users computer.

D Example of FSA-476DCP

*--

FSA-476DCP
(01-22-03)

U.S. Department of Agriculture
Farm Service Agency

Notification of Bases, Payment Yields, and CRP Reductions After Reconstitution

ANY COUNTY FARM SERVICE AGENCY
123 ANYWHERE ST
ANYWHERE, ST 00000-0000

08/29/2010

ANY 1 PRODUCER
123 NOWHERE ST
ANYWHERE, ST 99999-9999

Year: 2011
Farm No: 4879

	Base Acres	Direct Payment Yield	Counter Cyclical Payment Yield	CRP Reduction	CRP Pending	CCC-505 CRP Reduction
CORN	8.2	100	100	0.0	0.0	0.0
SOYBEANS	10.5	30	30	0.0	0.0	0.0

Bases and yields have been revised as the result of a division of farm number 4859.

A husband and wife may sign on behalf of each other unless written denial has been provided to the county office.

The final date to appeal this data is the appeal date listed below.

Operator: ANY 1 PRODUCER
Owner: ANY 2 PRODUCER
Farm Identifier:
FAV/WR History: N

Final Date for Appeal: 09/28/2010

--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026A	Supplemental to AD-1026		286
CCC-505	Voluntary Permanent Direct and Counter-Cyclical Program (DCP) Base Acreage Reduction		Text
CCC-509	Direct and Counter-Cyclical Program (DCP) Contract and Average Crop Revenue Election (ACRE) Contract		Text
CCC-509 ACRE	Average Crop Revenue Election (ACRE) Program Irrevocable Election		92
CCC-517	Direct and Counter-Cyclical Program Tract Redistribution Form		121, 122, 135, 246, 286
CRP-1	Conservation Reserve Program Contract		Text, Ex. 2, 10
CRP-15	Agreement for Reduction of Bases, Allotments, and Quotas		152
FSA-155	Request for Farm Reconstitution	72	Text, Ex. 10
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing		Text, Ex. 10
FSA-476DCP	Notice of Contract Acreage, Payment Yields and CRP Reduction		Text, Ex. 10
FSA-578	Report of Acreage		185, 267, Ex. 10

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CC	counter-cyclical	Text
FAV/WR	fruits and vegetables or wild rice	Text
PTPP	Planting Transferability Pilot Project	71

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
COC may redelegate to CED the authority to approve or disapprove reconstitutions.	262

Definitions of Terms Used in This Handbook

Common Ownership Unit

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

Cropland

Cropland is land that COC determines meets any of the following conditions:

- currently being tilled to produce a crop for harvest

  Note: Land that is seeded by drilling, broadcasting, or other no-till planting practices shall be considered tilled.

- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production

- currently devoted to 1- or 2-row shelterbelt planting, orchard, vineyard, or other related crops

- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped

- in sod waterways or filter strips planted to perennial cover

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

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

- new land broken out if both of the following conditions are met:

  - land is planted to a crop to be carried through to harvest

  - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.

Definitions of Terms Used in This Handbook (Continued)

Cropland (Continued)

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

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

  Note: This does not include land under CRP-1.

- converted to ponds, tanks, or trees.

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

DCP Cropland

DCP cropland is land for which 1 or more of the following apply:

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

Note: Refer to 1-DCP, paragraph 426 for a list of agricultural uses.

DCP Cropland Method

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

Definitions of Terms Used in This Handbook (Continued)

Default Method

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

Designation by Landowner Method

The designation by landowner method is the division of base acres in the manner agreed to by the parent farm owner and purchaser or transferee.

Estate Method

The estate method is the division of base acres for a parent farm among heirs in settling an estate.

Farm

A farm is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined as one farm if all the land is operated by 1 producer with all of the following elements in common and substantially separate from other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment and do not meet the definition of an operator, shall not be considered a separate farm.

Farm Combination

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

Farm Division

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

Definitions of Terms Used in This Handbook (Continued)

Farmland

Farmland is the sum of the following:

- DCP cropland
- forest
- NAP crop acreage as specified in 1-NAP not meeting the definition of cropland or DCP cropland
- other land on the farm.

Operator

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

Definitions of Terms Used in This Handbook (Continued)

Owner

An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed

  Note: Regional attorney shall 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 community property States

- spouses owning property jointly.

Note: COC shall require specific proof of ownership when land ownership is transferred.

Examples: Proof of ownership may include:

- copy of the deed, if recorded

- unrecorded deed, if specific program does not require a recorded deed

- land contract

- FSA employee's check of the record at the county land records office *****--or web site--*****

- proof of gift tax

- real estate tax assessment or bill.

Definitions of Terms Used in This Handbook (Continued)

Reconstitution

A reconstitution is a change in the land constituting a farm as a result of combining or dividing tracts or farms.

Tract

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

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

Tract Combination

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

Tract Division

A tract division is the dividing of a tract into 2 or more tracts because of a change in ownership or operation. A tract division does not always require a subsequent farm division.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Title or Description	Reference
COC Report - Farm Combination Screen	287
Farm Combination Screen	173, 227
Farm Division - Crop Data Screen	216
Farm Division - Tract Assignment Screen	212
Farm Division - Variation Screen	268
Farm Division Screen	172, 213
Farm Reconstitution	211, 226, 267
Farm Reconstitution Approve/Delete Screen	267
Farm Records Management System Home Page	201
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Report Selection Screen	286
Tract Combination Screen	175, 253
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Tract Division Crop Data Screen	245
Tract Division Other Data Screen	243
Tract Reconstitution Screen	241, 252
USDA eAuthentication Login	201
USDA eAuthentication Warning	201

Reconstitution Checklist

*--

	Questions	Yes	No	NA
1.	Has FSA-155 been completed properly and all required signatures obtained?			
2.	Have current FY payments been issued on the parent farm or farms? If yes, all producers on all parent farms must refund all payments before initiating the farm combination or farm division.			
3.	Have **new** operators or owners been added to SCIMS?			
4.	Has FSA-156EZ been reviewed to determine whether all information is correct on the parent farm or farms?			
5.	Is the tract farmland, cropland, and DCP cropland correct on the parent farms?			
6.	Is there an outstanding pending reconstitution on the parent farm? If yes, determine whether it must be completed.			
7.	Does the parent farm or tract have a current year FSA-578? If yes, delete FSA-578 before reconstitution is updated.			
8.	Is the parent farm under CRP-1? If yes, enter the resulting farm or farms on CRP-1.			
9.	Has COC approved the reconstitution?			
	• If approved, has the reconstitution been updated?			
	• If disapproved, has the pending reconstitution been deleted?			
10.	Has the reconstitution documentation been filed and inactive farm folders been marked inactive?			
11.	Has an HEL field been split? If yes, has a redetermination been made?			
12.	Have FSA-476DCP's, FSA-156EZ's, letters, and NRCS determinations, as applicable, been mailed to resulting owners and operators?			
13.	Has the aerial photograph and/or CLU layer been updated?			
14.	Have NRCS HELC/WC records been brought forward and referenced in the HELC/WC file?			
15.	Does the farm have a DCP contract? See paragraph 71 B.			

--*