

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Farm Reconstitutions  
2-CM (Revision 6)**

**Amendment 5**

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**Approved by:** Acting Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reason for Amendment**

Subparagraph 70 B has been amended to correct an item number reference.

Subparagraph 185 B has been amended to:

- clarify when the application times out
- include the new time out warning
- clarify the time frame required for the reconstitution application to know that a FSA-578 has been deleted.

Subparagraph 275 B has been amended to clarify that a copy of FSA-156EZ on reconstituted farms should be mailed only to associated owners and operators.

Paragraph 286 has been amended to include the following additional reports:

- COC report - this is a combination of the previous COC report options
- Pending Reconstitutions
- Specific Reconstitution
- Reconstitution History of a Farm
- Reconstitution History of a Tract.

Paragraph 287 has been amended to:

- clarify when COC reports are no longer available to be reprinted
- include an example of the new COC report selection screen
- remove the examples of the old COC report selection screens.

**Amendment Transmittal (Continued)**

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	4-3, 4-4 8-1 through 8-12 13-31 through 13-40 14-1 through 14-8	

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 Part 718.203] A reconstitution may be initiated by:

- the farm operator
- 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 appropriate documents to determine that land is properly constituted
- process reconstitution if a farm is improperly constituted.

**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, do **not** use the **enter key** or the **back button**, data will be lost or corrupted; users shall use the navigation buttons on the left side of the screen or buttons at the bottom of the screen to move between application screens
- 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 the FSA-578 is on file and will let the user complete a reconstitution without deleting the FSA-578. The user will have to delete the FSA-578 **before** completing the reconstitution or the FSA-578 will be inaccessible after the reconstitution is completed.

**185 Before Initiating a Reconstitution (Continued)**

**B Automated Processes (Continued)**

- 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 the reconstitution
- **\*--not** know the 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)**

### 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)**

## Part 14 Reports

### 286 Accessing Reports

#### A Accessing Reports

Reports can be accessed from the Farm Records Management System Home Page. Users must click on “Reports” to access the Report Selection Screen.

#### B Example of Report Selection Screen

Following is an example of the Report Selection Screen.

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The screenshot shows a web interface for report selection. On the left is a sidebar titled "Links" containing: Farm Records Links Home Page, Farm Data Management, Reconstitutions Farm, Tract, and Log Out. The main area is titled "Report Selection" and features a table with columns for STATE, COUNTY, YEAR, FARM, and TRACT. The current selections are MS, Coahoma, Not selected, Not selected, and Not selected. Below the table are two sections of report options: "Reconstitution Reports" and "Farm, Tract and Crop Reports". Each option is preceded by a radio button. A "Submit" button is located at the bottom right of the main area.

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	Not selected	Not selected	Not selected

**Reconstitution Reports**

- COC Report
- FSA-476DCP
- Pending Reconstitutions Report
- Specific Reconstitution Report
- Reconstitution History of a Farm
- Reconstitution History of a Tract

**Farm, Tract and Crop Reports**

- CCC-517 Tract Redistribution Form
- 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
- Potentially Missing Owners Report
- Potentially Missing Farm Producers Report

Submit

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286 Accessing Reports (Continued)

C Reports

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

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Report	Description
<b>Reconstitution Reports</b>	
COC Report	COC Report provide the following parent and resulting farm data: <ul style="list-style-type: none"> <li>• farm and tract level data</li> <li>• crop data</li> <li>• conservation compliance status.</li> </ul>
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: <ul style="list-style-type: none"> <li>• reconstitution number</li> <li>• parent farm numbers</li> <li>• resulting farm numbers</li> <li>• crops</li> </ul>
Specific Reconstitution Report	Provides the following data if applicable to the requested reconstitution: <ul style="list-style-type: none"> <li>• reconstitution number</li> <li>• type of reconstitution</li> <li>• (parent) farm numbers</li> <li>• reconstitution status</li> <li>• approval date</li> <li>• resulting farm numbers</li> <li>• (resulting) tract numbers</li> <li>• crops</li> </ul>
Reconstitution History of a Farm	Provides the following data if applicable to the entered farm: <ul style="list-style-type: none"> <li>• farm number</li> <li>• operator</li> <li>• reconstitution number</li> <li>• type of reconstitution</li> <li>• parent farms</li> <li>• resulting farms</li> </ul>
Reconstitution History of a Tract	Provides the following data if applicable to the entered tract: <ul style="list-style-type: none"> <li>• tract number</li> <li>• reconstitution number</li> <li>• type of reconstitution</li> <li>• parent tracts</li> <li>• resulting tracts</li> </ul>

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286 Accessing Reports (Continued)

C Reports (Continued)

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Report	Description
<b>Farm, Tract, and Crop Reports</b>	
CCC-517 Tract Redistribution Form	See 3-CM.
DCP FSA-156EZ	
CRP Cropland Out-of-Balance	
CRP Pending Acres Out-of-Balance	
CRP Reduction Acres Out-of-Balance	
CRP Pending	
Wetland Violation	
Out-of-Balance Tracts	
AD-1026A	
Tract Data Summary Report	
Potentially Missing Owners	
Potentially Missing Farm Producers	

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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	<b>For multiple County Offices only:</b> select the applicable County Office.
2	Enter reconstitution number to be printed and click "Submit" button.
3	When the COC report opens in the Adobe PDF window, do 1 of the following: <ul style="list-style-type: none"> <li>• select the browsers print button to print the report</li> <li>• save the report to your computer.</li> </ul>

287 Printing COC Reports (Continued)

C Example of Reports Selection Screen COC Report - Farm Combination

\*--Following is an example of COC Report Selection Screen.

USDA United States Department of Agriculture  
Farm Service Agency

*Farm Records*  
Management System

**Links**  
Farm Records Links  
Home Page  
Farm Data Management  
Reconstitutions  
Farm Tract  
Log Out

**COC Report**

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2007	Not selected	Not selected

County:

Recon Number:

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287 Printing COC Reports (Continued)

D Example of a COC Report

Louisiana St. Landry Report ID MIQTOC		U.S. Department Of Agriculture Farm Service Agency					Prepared: 5/10/06 9:23 AM Page: 1 of 1	
County Committee Report for Tract Division								
Reconstitution Number: 2006 22097 31				Farm Number: 269 Farm Operator: NELSON BROUSSARD				
Parent Tract	Farmland	Cropland	DCP Cropland	Eff DCP Cropland	CRP Cropland Acres	CRP MPL Acres	WBP Acres	
2618	12.0	10.2	10.2	10.2	0.0	0.0	0.0	
Parent Tract	State Conservation	Other Conservation	WRP/EWP Acres	NAP Crop Acres	Double-Crop Acres	GRP Acres		
2618	0.0	0.0	0.0	0.0	0.0	0.0		
Resulting Tract	Farmland	Cropland	DCP Cropland	Eff DCP Cropland	CRP Cropland Acres	CRP MPL Acres	WBP Acres	
41592	10.0	9.0	9.0	9.0	0.0	0.0	0.0	
41593	2.0	1.2	1.2	1.2	0.0	0.0	0.0	
TOTAL	12.0	10.2	10.2	10.2	0.0	0.0	0.0	
Resulting Tract	State Conservation	Other Conservation	WRP/EWP Acres	NAP Crop Acres	Double-Crop Acres	GRP Acres	First Owner On Record	
41592	0.0	0.0	0.0	0.0	0.0	0.0	NELSON BROUSSARD	
41593	0.0	0.0	0.0	0.0	0.0	0.0	NELSON BROUSSARD	
TOTAL	0.0	0.0	0.0	0.0	0.0	0.0		

