

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 72 C has been amended to correct the example of FSA-155.

Subparagraph 185 B has been amended to add that tract reconstitutions cannot be initiated if a FSA-578 record exists for the tract.

Paragraph 287 has been amended to remove farm combination from heading of the example of the COC report selection screen.

Page Control Chart		
TC	Text	Exhibit
	4-9, 4-10 8-1 through 8-12 14-3 through 14-6	

72 How to Initiate (Continued)

B Completing FSA-155 (Continued)

Item	Instructions
8 E	<p>If the method division is landowner designation or estate, enter the following for each crop on the resulting farms:</p> <ul style="list-style-type: none"> • farm number • tract number • acres of bases. <p>When there are more than 4 resulting tracts or farms, continue on another FSA-155 and attach it to the original document.</p>
9 A and C	<p>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.</p> <p>When more signature blocks are required, continue on another FSA-155 and attach it to the original document.</p>
10 through 14	<p>Review each question and enter a checkmark in the appropriate column. If "Yes" is checked for item 10, list requested crops.</p>
15	<p>Obtain appropriate signatures and dates. A reconstitution is considered to be requested when all:</p> <ul style="list-style-type: none"> • of the required signatures are obtained on FSA-155 <p>Note: Appropriate documentation according to 1-CM must be on file in the County Office for persons signing in a representative authority.</p> <ul style="list-style-type: none"> • other applicable documentation, such as proof of ownership, is submitted <p>Exception: For COC-initiated FSA-155's, see subparagraph 70 B.</p>
16 A and B	<p>COC shall sign and date, unless COC has delegated authority to CED according to paragraph 262. Sign according to the following:</p> <ul style="list-style-type: none"> • 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	<p>Enter a checkmark to indicate either approved or disapproved.</p>

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

<p>FSA-155 (01-27-05)</p> <p style="text-align: center;">REQUEST FOR FARM RECONSTITUTION</p>	<p>USDA-FSA</p>	<p>1. County FSA Name and Address Barton County FSA 1520 Kansas Ave Great Bend, KS 67530</p> <p>2. Reconstitution No.: B50002</p> <p>4. Reason for Reconstitution Purchased T 1215</p>	<p>3. Type of Reconstitution</p> <p>Farm Combination <input type="checkbox"/> Tract Division <input type="checkbox"/></p> <p>Farm Division <input checked="" type="checkbox"/> Tract Combination <input type="checkbox"/></p> <p>5. Approximate Date of Change (MM-DD-YYYY) 01-28-2005</p>
--	-----------------	---	--

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 may be 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 Snavelly
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 Snavelly
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

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited basis apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape etc) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

--*

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 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)

286 Accessing Reports (Continued)

C Reports (Continued)

*--

Report	Description
Farm, Tract, and Crop Reports	
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	

--*

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" button.
3	When the COC report opens in the Adobe PDF window, do 1 of the following: <ul style="list-style-type: none"> • select the browsers print button to print the report • save the report to your computer.

287 Printing COC Reports (Continued)

C Example of COC Report Selection Screen * * *

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: