

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Acreage and Compliance Determinations
2-CP (Revision 15)

Amendment 55

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 16 D has been amended to clarify that the FSA-578 certification shall be signed and dated.

Subparagraph 19 C has been amended to include dating FSA-578.

Paragraph 24 has been amended to:

- clarify factors to consider when determining eligibility for prevented planted credit for irrigated crops and provides additional sources to consider when verifying weather conditions for prevented planted credit for nonirrigated crops
- clarify acreage ineligible for prevented planting credit
- provide exceptions for ineligible prevented planted acreage when surface or ground water is reduced
- include financing documents when establishing intent of planting
- clarify procedure for approving prevented planted acreage claims
- remove procedure that provides right to reconsideration when prevented planted claim is disapproved.

Paragraph 78.5 has been added to include irrigation practice codes.

Paragraphs 296 and 297 have been amended to include the status report for “Farm with Prevented Acres”.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 322 D has been amended to provide procedure for flagging required producers.

Subparagraph 359 A has been amended to clarify how compliance review reports will be shared among FSA divisions.

Subparagraph 359 B has been amended to provide procedure about the time of data entry.

Subparagraph 464 B has been amended to clarify procedure for timely request for measurement service and cost if requested after the final reporting date.

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16 Required Acreage Reports (Continued)

B Informing Producers

Producers of crops for which FSA-578 must be filed should be informed of the following:

- requirements for filing an accurate crop and acreage report, including the following:
 - the requirement for reporting all cropland on the farm for DCP, marketing assistance loans, and LDP benefits
 - the importance of correctly reporting crop acreage
 - crops that should be reported
 - final crop reporting dates
- responsibilities regarding HELC and WC provisions
- availability and advantages of measurement services
- loss of program benefits for noncompliance.

C Methods of Notification

County Offices shall notify all producers of acreage reporting requirements by any means of communication, including the following:

- news releases
- newsletters
- radio and television
- meetings.

D Who Can Certify

--County Offices shall accept signed and dated FSA-578 certification from 1 of the-- following:

- farm operator
- farm owner
- person authorized by power of attorney
- tenants and share-croppers, but only for crop acreage for which the person has a share. However, all cropland on the farm must be certified for applicable programs.

*--**Exception:** For CRP, County Offices shall accept signed and dated FSA-578 from 1 of--* the following according to 2-CRP, subparagraph 404 A:

- owner on CRP-1
- operator on CRP-1
- person authorized by power of attorney.

17 Other Acreage Reports

A Accepting Other Acreage Reports

Producers are not required to report crop acreages, other than those in subparagraph 16 A. However, County Offices shall accept FSA-578's from all producers who wish to report their crop acreages for any purpose.

B BWEP

BWEP, which is administered by APHIS, has used cotton acreage reports that were provided by producers to local FSA offices since the first trial program in 1978.

To continue providing this service, County Offices that are in States designated for participation in BWEP shall continue accepting acreage reports for BWEP purposes.

* * *

18 Reporting Dates

A Final Reporting Dates

To be eligible for FSA benefits according to subparagraph 16 A, crops must be reported by the final reporting dates in Exhibit 6.

B Exceptions

The following provides exceptions to reporting dates in Exhibit 6.

IF...	THEN, to be timely filed, this acreage must be reported by...
crop has not been planted by the final reporting date in Exhibit 6	15 calendar days after planting is completed.
measurement service has been *--requested timely, but not--* performed by the final reporting date	the final reporting date. If the measured acreage differs from the reported acreage, the acreage report shall be revised within 5 workdays of the notification of the measurement service results.
there is CRP	<ul style="list-style-type: none"> • the latest reporting date in the county, if small grains are not planted on CRP • the applicable reporting date for the small grain, if small grains are planted on CRP.

18 Reporting Dates (Continued)

C Reporting Acreage by Appointment

If appointments are used to report acreage, sufficient personnel shall be assigned to ensure that all appointments can be scheduled before the applicable final reporting dates.

D Using Registers

--A register for acreage reports shall be used, according to 1-CM, paragraph 3, when a certification register is necessary.--

All automated FSA-578's with a certification signature from the farm operator, owner, or duly authorized representative dated more than 10 workdays after the final reporting date shall be listed by FSN, operator's name, and reason for accepting the report after the final reporting date. DD shall review and initial this list and forward a copy to the State Office.

Note: DAFP may request the State Office to provide a list of County Offices that needed to prepare a list of FSA-578's certified more than 10 workdays after the final reporting date.

19 Assisting Persons in Reporting Acreage (Continued)

C Calculating Acreage Measurements

County Offices shall follow these steps when the producer, operator, or owner provides specific data or acreage measurements and requests assistance.

Step	Action
1	Delineate subdivisions on the photograph or MDOQ.
2	Compute acreage from scaled dimensions, digitizing, or planimetry. Note: Do not enter acreage on the photograph or MDOQ, except for official acreage.
3	Remind the person reporting that acreages they provided: <ul style="list-style-type: none"> • are not official • cannot be guaranteed.
4	Emphasize the importance of providing an accurate acreage report on FSA-578.
5	Ensure that the producer: <ul style="list-style-type: none"> • reads and understands the certification on FSA-578 •*--understands that by signing and dating FSA-578, the producer is agreeing--* with this certification. Note: See subparagraph 16 D for certification restrictions.

24 Prevented Planting Acreage

A Definition of Prevented Planting

Prevented planting is the inability to plant the intended crop acreage with proper equipment *-by the final planting date for the crop type because of a natural disaster.

The inability to plant a crop includes the following situations:

- irrigated crops were not planted because of lack of water resulting from a natural disaster or contamination by saltwater intrusion of an irrigation supply resulting from a natural disaster if there was not a reasonable probability of having adequate water to carry out an irrigated practice

Notes: See Exhibit 2 for definitions of adequate water supply or source, good irrigation practice, irrigation, and irrigation equipment and facilities.

- amount of irrigation water available or expected to be available by the final planning date should be the determining factor in approving prevented planting
- adequacy of water shall be based on the following:
 - available water by the final planting date as established by governmental or authorities responsible for allocation of irrigation water
 - snow pack storage levels
 - precipitation that would normally be received during the growing season.
- for nonirrigated crops that by the final planting date, there was insufficient soil moisture for germination and progress toward crop maturity because of a prolonged period of dry weather.

Note: The lack of moisture must be verified by the following documentation.

- Prolonged precipitation deficiencies exceeded the D2, D-3, or D-4 level as determined by using the U.S. drought monitor.
- Verifiable information is collected from sources whose business or purpose is to record weather conditions, as determined by COC; the sources shall include, but is not limited to the:
 - U.S. National Weather Service
 - Bureau of Reclamation
 - U.S. Army Corps of Engineers
 - CREES
 - NRCS.--*

24 Prevented Planting Acreage (Continued)

B Prevented Planting of Tree Crops and Other Perennials

Prevented planting of tree crops and other perennials applies only if the producer can prove resources were available to plant, grow, and harvest the crop, as applicable, but the crop was not planted because of a natural disaster.

C Reconstituted Prevented Plant History

Prevented plant history is determined for the farm as it is constituted for the year prevented planting credit is requested. If a 2007 farm is a resulting farm of a 2003 through 2006 reconstitution, acreage history is based on the approved prevented planted acreage plus planted acreage of the crop on the land comprising the 2007 farm.

D Ineligible Acreage for Prevented Planting

Acreage ineligible for prevented planting credit includes, but is not limited to, acreage:

- not planted because of a management decision
 - ***--Note:** Failure to plant when other producers in the area were planting will result in the denial of the prevented planting claim.
 - was required to be left unharvested under the terms of the lease or any other agreement
 - where any other person receives a prevented planted payment for any crop for the same crop year, unless double-cropping requirements have been met
 - where pasture or another forage crop is in place on the acreage during the time that planting of the crop generally occurs in the area--*
 - used for conservation purposes or intended to be or considered to have been left unplanted under any program administered by USDA, including CRP planting history or conservation plans indicated would remain fallow for crop rotation purposes
 - that had a previous or subsequent crop planted that does not meet the double-cropping definition in paragraph 25
- Note:** “A previous or subsequent crop planted on the acreage” does **not** include acreage excluded as planted acreage according to subparagraph 23 B.
- affected by the containment or release of water by any governmental, public, or private dam or reservoir project, if an easement exists on the acreage affected for the containment or release of the water

24 Prevented Planting Acreage (Continued)

D Ineligible Acreage for Prevented Planting (Continued)

- *--where any volunteer or cover crop is hayed, grazed, or otherwise harvested for the acreage for the same crop year

Note: A planted crop may only be considered a cover crop if no benefit was derived from the planted crop.

- where there is an inadequate supply of irrigation water beginning before the RMA sales closing date for the previous crop year or the NAP application closing date for the crop according to 1-NAP, paragraph 22 through the final planting date of the current year

Note: See subparagraphs E and F for exceptions for ineligible acreage when irrigation water is reduced and Exhibit 2 for the definition of an adequate water supply or source.--*

* * *

- where there is a failure or breakdown of irrigation equipment or facilities
- quarantined by a county, State, or Federal government agency
- affected by chemical and herbicide residue
- affected by drifting herbicide
- where the producer was unable to find a market for the crop
- for value loss crops, including, but not limited to, Christmas trees, aquaculture, or ornamental nursery, for which NAP assistance is provided under value loss procedure
- affected by wildlife damage
- for tree crops and other perennial, unless the producer can prove resources were available to plant, grow, and harvest the crop, as applicable
- *--where reduction in irrigation water supply is because of participation in an electricity buy-back program, the sale of water under a water buy-back is ineligible for prevented planted credit, or changes in water use because of legislation changes or any other cause which is not a natural disaster
- devoted to noncropland.--*

24 Prevented Planting Acreage (Continued)

***--E Exceptions for Ineligible Prevented Planted Acreage When Surface Water is Reduced**

The following provides exceptions to be used when determining ineligibility for prevented planting when surface water is reduced because of a natural disaster.

IF source information indicates normal snow pack, precipitation, and inflows beginning on the prior years' RMA or NAP normal harvest date for the crop would have provided enough water for the current year to carry out the irrigated practice to produce the crop on...	But...	THEN prevented planted credit...
the entire crop acreage	the producer is not able to plant the crop acreage because expected irrigation water is not received due to drought	may be considered on the entire crop acreage, if all other requirements are met.
	the producer is able to plant the crop on part of the acreage because expected irrigation water is not received due to drought	may be considered on only the part of the acreage where the crop could not be planted, if all other requirements are met.

--*

24 Prevented Planting Acreage (Continued)

***--E Exceptions for Ineligible Prevented Planted Acreage When Surface Water is Reduced (Continued)**

IF source information indicates normal snow pack, precipitation, and inflows beginning on the prior years' RMA or NAP normal harvest date for the crop would have provided enough water for the current year to carry out the irrigated practice to produce the crop on...	But...	THEN prevented planted credit...
part of the crop acreage	because of drought conditions the water level is reduced to an extent that the indicated water is not received which further decreases the acreage expected to be available to plant the crop Example: Producer normally irrigates 100 acres. Producer expects to receive enough water to plant 50 acres (normal snow pack, precipitation, and inflows during the covered time period would have provided enough water to plant 50 acres). Producer is able to only plant 25 acres and is unable to plant the remaining 25 acres because of the reducing of irrigation water because of drought. Only 25 acres would be eligible for prevented planted credit. Note: Although the producer would still be required to have prior years' planting history for the crop, eligible prevented planting acreage will be based on the irrigated acreage expected to be available for the current crop year.	will be limited to the part of the acreage that could not be planted based on the initial water expected to be available as indicated, if all other requirements are met.

Example: Lettuce (LEF):

- 2007 sales closing date: March 15, 2007
- 2007 normal harvest date: October 31, 2007
- 2008 sales closing date: March 15, 2008
- 2008 normal harvest date, October 31, 2008.

In this situation COC would look at the availability of normal snow pack, precipitation, and inflows as of October 31, 2007, to determine eligibility for prevented planted credit for the 2008 crop year.

Note: If source information indicates drought conditions **before the prior years' RMA or NAP normal harvest date** for the crop are such that a normal snowpack, precipitation, and inflows after that date would still not produce adequate water to provide sufficient water to irrigate the crop acreage for the current crop year, then prevented planted credit shall not be considered for the acreage because the disaster conditions occurred before the time period considered for the current year.--*

24 Prevented Planting Acreage (Continued)

*--F Exceptions for Ineligible Prevented Planted Acreage When Ground Water is Reduced

If source information is not available to indicate the amount of irrigation water that would be provided from snow pack, precipitation, and inflows beginning on the prior years' RMA or NAP normal harvest date for the crop, then for the current year prevented planted credit will be restricted to the amount of crop acres irrigated in the previous year.

Example: Producer normally irrigates 1000 acres from well water. In 2006, producer plants 750 acres and is prevented planting on 250 acres because of drought. For the 2007 crop year, there is no information available as to the amount of well water that would be available to irrigate the acreage under normal snow pack, precipitation, and inflow conditions. Ultimately for 2007, the producer receives enough water to irrigate 650 acres. Only 100 acres would be eligible for prevented planted because eligibility is determined based on the 750 planted acres irrigated in 2006.

Note: To be eligible for prevented planted credit, the producer must have prior years' planting history for the crop according to subparagraph M.--*

G Timely Reporting of Prevented Planting

To be considered timely, producers who request prevented planting acreage credit must report the acreage on FSA-578 and complete CCC-576, Part B within 15 calendar days after the final planting date. CCC-576 will be manual for crops without NAP coverage.

Note: County Offices shall use established final planting dates according to subparagraph 16 A.

H Late-Filed Prevented Planting Acreage Claim

In the event prevented planting acreage is reported on FSA-578 and CCC-576, Part B is filed beyond the period identified in subparagraph G, COC shall consider acceptable CCC-576's that are filed at such time to permit COC or their authorized representative the opportunity to:

- make a farm visit to verify the eligible disaster conditions which prevented the specific acreage or crop from being planted
- determine, based on information obtained by visual inspection of the specific acreage or crop, that eligible disaster conditions, such as damaging weather or other adverse natural occurrences, opposed to other factors, prevented the acreage or crop from being planted.

Prevented planting **shall be denied** in each case where CCC-576, Part B is submitted beyond the period specified in subparagraph G and at a time that would not permit COC or an authorized representative the opportunity to make a farm visit to inspect the specific acreage or crop to verify eligible disaster conditions which prevented the acreage or crop from being planted.

24 Prevented Planting Acreage (Continued)

H Late-Filed Prevented Planting Acreage Claim (Continued)

Example 1: Producer late-filed CCC-576 on July 10 claiming prevented planted soybeans because of flooding. County Office employee makes a farm visit on July 17 and verifies flooding as the condition that prevented the producer from planting the intended crop. In this case, COC may accept the late-filed CCC-576, Part B, because flood condition can be verified by the farm visit.

Example 2: Producer late-filed CCC-576 on June 25 claiming prevented planted corn because of drought. Rain fell on June 30, before inspection was performed. In this case, COC cannot accept the late-filed CCC-576, Part B, because drought condition cannot be verified by the farm visit.

Example 3: Producer late-filed CCC-576 on August 2 claiming prevented planted wheat because of excessive rain. When the field inspection was performed on August 10, the field was determined to be dry enough for planting. In this case, COC cannot accept the late-filed CCC-576, Part B, because wet condition was not verified by the farm visit.

A farm visit is required with each late filing of CCC-576. In no case shall CCC-576, Part B filed beyond the period identified in subparagraph G be determined acceptable unless the criteria in this subparagraph are met. STC's and COC's do **not** have authority to waive the requirement for a field inspection of CCC-576, Part B filed beyond the period identified in subparagraph G. Findings shall be documented on each filed CCC-576, and recorded in COC minutes to support determination.

I Establishing Intent of Planting

Producers must establish to the satisfaction of COC that:

- all cropland feasible to plant but prevented from being planted was affected by a natural disaster rather than a management decision

Note: The unavailability of equipment, seed, or fertilizer, even if this unavailability is because of or related to the natural disaster, is **not** an eligible cause of prevented planting.

- preliminary efforts made by the producer to plant the crop are evident, such as disking the land, orders for purchase, delivery of seed and fertilizer, or financing documents.

24 Prevented Planting Acreage (Continued)

J Verifying Prevented Planted Acreage Claim

Verify prevented planted acreage by 1 of the following methods:

- crop insurance data if the data supports FSA-578
- COC knowledge

Example: If COC has knowledge that an area is affected by a natural disaster, COC can approve the acreage without performing a field visit as long as the claim was timely filed according to subparagraph G.

- field visit.

K Processing Prevented Planting Acreage Claim

CCC-576 shall be processed according to this paragraph, but marked as “Not for NAP” if it is only for acreage that is not covered by NAP.

CCC-576, Part B shall:

- be completed by the producer or farm operator
- provide sufficient information for COC to determine that the claimed prevented planting or damage to specific acreage or crop was the result of natural disaster and not a management decision
- be date-stamped when received by the County Office

Note: A photocopy of the date-stamped completed CCC-576 shall be given to the producer as evidence of filing.

- be reviewed and acted on by COC or a representative.

Notes: County Office shall publicize to all producers that prevented planting acreage claims will only be accepted on CCC-576.

For the purpose of prevented planting acreage claims, see Exhibit 7 for instructions on how producer shall complete CCC-576.

24 Prevented Planting Acreage (Continued)

L Review Prevented Planting Acreage Claim

COC, or CED if delegated authority exists, shall review each CCC-576, Part B and determine whether:

- notice of loss has been filed according to subparagraph G or H
- the claimed disaster condition or period, in CCC-576, item 9, appears reasonable and meets the definition of “natural disaster”
- a field visit is required to verify information on CCC-576 according to subparagraph J.

Note: COC may delegate authority to CED to act in Part C of CCC-576. This delegation shall be recorded in the COC minutes.

M Approving Prevented Planted Acreage Claim

COC must make a determination of eligibility on each request for prevented planting acreage credit filed by a producer. If COC is not satisfied with the supporting documentation provided, then the request shall be denied.

--If the County Office is notified that a case involving prevented planting is under review by other USDA agencies, such as OIG or RMA, or crop insurance companies, COC shall not make a determination on the request for prevented planting until the claim has been resolved by the other agency or crop insurance companies.--

COC shall, before approving prevented planting, be satisfied that:

- the prevented planting acreage was reported according to subparagraph G or H
- the producer intended to plant the crop acreage for harvest
- other producers in the area were similarly affected

*--**Note:** Failure to plant the crop when other producers in the area were planting the crop shall result in the disapproval of the prevented planting claim.--*

- the reason the crop acreage could not be planted was because of natural disaster and not a management decision
- for a crop type with a single planting in a crop year, the eligible cause of loss occurred:
 - after the final planting date for the same crop type in the previous crop year
 - before the final planting date for the same crop in the crop year the request for prevented planting credit is filed

24 Prevented Planting Acreage (Continued)

M Approving Prevented Planted Acreage Claim (Continued)

- for a crop type with multiple plantings in a single crop year, the eligible cause of loss occurred:
 - after the final planting date of the final planting period for the same crop type in the previous crop year
 - before the final planting date of the same crop type for the planting period the request for prevented planting credit is filed
- the amount of the prevented planted acreage is consistent with prior years' planting history of the specific crop for the farm and shall be, for the disaster year, the lesser of either of the following:
 - approved prevented planted acres reported
 - the maximum acres planted and approved for prevented planted of the specific crop in any 1 of the previous 4 crop years, minus the acres planted to the crop for the year the prevented planting acreage claim is filed

Notes: See subparagraph F for approving prevented planted acreage when ground water is reduced.

COC shall record the date of COC minutes on CCC-576.

- generate a letter to the producer or producers filing CCC-576, Part B according to instruction in 1-NAP, subparagraph 6 A.

N Disapproving Prevented Planted Acreage Claim

Each producer with an interest in the specific acreage or crop for which CCC-576, Part B is disapproved shall be notified in writing. The notification letter shall include the determination and detailed explanation supporting the determination.

O Recording Approval of Prevented Planted Acreage

Producers with claimed prevented planting acreage shall report acreage on FSA-578. COC must make a determination of eligibility on each CCC-576, Part B request for prevented planting credit.

When prevented planting acres are approved based on a measurement service or a farm visit, record the acreage as determined.

24 Prevented Planting Acreage (Continued)

O Recording Approval of Prevented Planted Acreage (Continued)

When prevented planting claims are approved without a measurement service, process CCC-576's according to the following.

IF the producer has reported prevented planted acreage and COC determines that...	THEN...	AND...
the entire acreage claimed on CCC-576 was prevented	the County Office shall accept the reported FSA-578 and determined acres do not have to be entered on FSA-578	the reported acreage will be summarized for the farm in the FSA-578 automated process.
less than the entire acreage claimed on CCC-576 is approved	the approved acres must be entered as determined Note: For the summary of determined acres to be calculated correctly, all acres of the crop reported must be loaded as determined, this includes both prevented planted and planted.	the determined acreage will be summarized for the farm in the FSA-578 automated process.

24.5 Failed Acreage

A Definition of Failed Acreage

Failed acreage is acreage that was timely planted with the intent to harvest, but because of disaster related conditions, the crop failed before it could be brought to harvest.

B Proof of Failed Acreage

Producers who are requesting failed acreage credit shall prove to COC's satisfaction that:

- the crop was planted with the intent to harvest using farming practices consistent for the crop and area
- the acreage failed because of disaster-related conditions.

Note: CCC-576 should be processed according to 1-NAP, paragraph 401, but marked as "Not for NAP" if it is only for a failed acreage determination that does not have a NAP policy.

78 Entering Dates**A Planting Date**

The planting date is now a required entry. For each field, enter the actual planting date of the crop. If the crop was planted over several days, enter the average planting date.

***--Note:** For crops that do not have a planting date, see subparagraph F.--*

B Reason End Year Date Is Important

The end year date must be greater than the present FSA-578 crop year to have fields, including CRP, rolled over to the next crop year.

Examples: End year date of “2001” was entered for a field in a previous year’s FSA-578 process. The field will then be rolled over to the current year’s FSA-578. It will not be rolled over to the 2002 FSA-578.

End year date was not entered for a field in a previous year’s FSA-578 process. The field will not be rolled over to the current year FSA-578.

C CRP and End Year Dates

County Offices shall enter the appropriate end year date, from CRP-1, in all new CRP fields for the current year. Failure to enter the date will mean that the field will not be rolled over to future FSA-578’s.

D Other Crops and End Year Dates

Enter an end year date for a field only if that crop will maintain the exact same crop characteristics next year. This includes the same crop status, intended use, and type.

Example: A perennial crop that is entered with an end year date will prevent the producer from having to report the crop every year. The end year date will allow the crop to roll over each year.

78 Entering Dates (Continued)

E What End Year Date to Enter

Enter end year date according to the examples in the following table for CRP and other fields that meet the qualifications. End year date is optional.

IF field characteristics...	THEN ENTER...
will stay the same through 2001, but may change for 2002	2001.
will stay the same through 2002, but may change for 2003	2002.
Example: Producer has long-term agreement with perennial cover crop to remain through 2002.	
will stay the same through 2007, but will change for 2008	2007.
Example: Producer has CRP-1 that expires in 2007.	

Note: Enter the year CRP-1 expires for CRP practices that have easements. Do not enter the year the easement expires.

F Crops Without a Planting Date

Several crops and land uses do not require a planting date to be entered into FSA-578. However, if a planting date is entered on FSA-578, the crop or land use will be rolled over to the next year if an end year date is loaded. These crops are as follows.

Crop/Land Use	Crop Type	Crop Code
CRP		0099
Grass	NAG - Native Grass	0102
Fallow		0101
Herbs	NAT - Native Spearmint	5000
Mixed Forage	NSG - Native Grass Interseed	0296
Pecans	NAT - Native Pecans	0146
Skip Rows/Sled Rows		0790
Turn Area/Terraces		0105

G Entering Dates

Dates should be entered on FSA-578 as “MM-DD-YYYY”.

***--78.5 Irrigation Practice Codes**

A Practice Codes

Irrigation practice codes can affect eligibility for prevented planted credit. Use the following irrigation practice codes for a crop based on producer input:

- “I” for irrigated
- “N” for nonirrigated
- “B” for both irrigated and nonirrigated.

Note: Rice should be reported as irrigated.--*

79-83 (Withdrawn--Amend. 20)

Section 14 Status Report Procedures

296 Overview

A Introduction

This section list the available status reports and provides instructions for accessing and generating reports. Status reports are a management tool that allows County Offices to identify data discrepancies.

B Available Status Reports

The following provides a list of available status reports.

Options	Status Report
1	Farms with unreported cropland.
2	Farms with uncertified crops.
3	Farms with no FSA-578.
4	Farms with incomplete determined acres.
5	Farms with reported acres on noncropland.
6	Farms with DCP contract and unreported cropland.
7	Farms with invalid crops and/or invalid crop attributes.
--8	Farms with prevented acres.--

C County Office Action

The following provides action required by the County Office for each status report.

IF the farm has...	THEN the County Office shall...
unreported cropland	contact producers on the reports to inform them that a full acreage report is required to remain eligible for DCP or price support program benefits.
unreported crops	contact producers on the reports to inform them that a full acreage report is required to remain eligible for DCP or price support program benefits.
no FSA-578	take no action unless the producer is requesting program benefits.
incomplete determined acres	determine the remainder of the field(s) for the crop selected for spotcheck.
reported acres on noncropland	take no action. This report is for informational purposes only.
DCP contract and unreported cropland	contact producers on the reports to inform them that a full acreage report is required to remain eligible for DCP or price support program benefits.
invalid crops and/or invalid crop attributes	compare the crop, type, and intended use combinations on the report to the crop, type, and intended use provided in Exhibit 10.5. Make corrections through the revised option of the FSA-578 software as needed.
--reported prevented acres	take no action. This report is for informational purposes only and provides a list of all farms with reported prevented planted acres.--

297 Accessing Status Reports

A Accessing Status Report Selection Menu MEALSR

Begin on Menu M00000 and take the following steps to access Menu MEALSR.

Step	Action	Result
1	ENTER "3".	Menu MEA000 will be displayed.
2	Enter applicable crop year.	Menu MEAL00 will be displayed.
3	ENTER "10".	Menu MEALX0 will be displayed.
4	ENTER "1".	Menu MEALSR will be displayed.

B Example of Menu MEALU0

This is an example of Status Report Selection Menu MEALSR.

*--

Command	MEALSR	
Compliance – 2006 Compliance Status Report Menu		AA

<ol style="list-style-type: none"> 1. Farms with unreported cropland 2. Farms with uncertified crops 3. Farms with no FSA-578 4. Farms with incomplete determined acres 5. Farms with reported acres on noncropland 6. Farms with DCP contract and unreported cropland 7. Farms with invalid crops and/or invalid crop attributes 8. Farms with prevented acres 20. Return to Application Primary Menu 21. Return to Application Selection Screen 22. Return to Office Selection Screen 23. Return to Primary Selection Menu 24. Sign Off 		
Cmd3=Previous	*=Option currently not available	
Enter Option and press "Enter" _____		

--*

297 Accessing Status Reports (Continued)

C Data Displayed on Menu MEALSR

Menu MEALU0 will display a list of reports.

D Reports on Menu MEALSR

The automated FSA-578 reports are accessed through the following options.

Option	Process
1	Farms with unreported cropland.
2	Farms with uncertified crops.
3	Farms with no FSA-578.
4	Farms with incomplete determined acres.
5	Farms with reported acres on noncropland.
6	Farms with DCP contract and unreported cropland.
7	Farms with invalid crops and/or invalid crop attributes.
--8	Farms with prevented acres.--

E Printing Reports

Reports can be printed by selecting the report number and pressing “Enter”.

298-320 (Reserved)

--322 National Compliance Review and Spot Check Selections (Continued)*B DD Concurrence For Nonparticipating Selected Producers**

Because the national selection process is based in part on prior years' payments and program participation, some producers selected may not be farming or participating in FSA programs for the current year.

If a County Office determines a producer is not farming for the current year, the County Office shall:

- notate "N/A" by the producer's name on the national producer selection list to indicate that the producer is not participating in FSA programs for the year
- forward the list to DD for review and concurrence.

DD's shall review, initial, and date the list indicating their agreement that the producer is not farming or participating in FSA programs for the year.

C Adding Additional Producers for Spot Check/Review

Only the producers identified on the national producer selection list are required to be spot checked and reviewed for the programs listed in subparagraph A. However, State and County Offices may spot check any producer not identified on the national producer selection list if there is reason to question the producer's compliance with any program provisions.

D County Office Responsibilities

*--County Offices shall:

- continue to flag all required producers in the name and address file in the System 36 according to 1-CM, subparagraph 208 C

Notes: Although separate inspections will not be conducted on required producers, all required producers must be flagged in the System 36 to ensure they are included in the national selection process. Separate inspections for required producers shall **not** be conducted unless the producer has been selected for spot check under the national selection process.

Required producers include the following:

- State level FSA employees, including SED's, STC members, DD's, and their spouse and minor children
- County level FSA employees, including CED's, COC members, Federal employees employed in the County Office, and their spouse and minor children
- producers with controlling interest in a firm, such as a gin or warehouse, if the records of the firm are used to substantiate production for other producers.--*

322 National Compliance Review and Spot Check Selections (Continued)

D County Office Responsibilities (Continued)

- *--perform compliance reviews on all producers selected under the national selection process throughout the year for all programs listed in subparagraph 321 A

Note: County Offices shall follow Section 2.5 when performing compliance reviews/spot checks.

- document questions from each program area to record in the National Compliance Review Database according to paragraphs 360 and 361.--*

323 Refusals to Permit Farm Entry**A Producer Refuses Entry**

If a producer refuses to permit an FSA representative to enter the farm, the representative shall:

- immediately notify CED
- document the following on FSA-578, remarks section:
 - refusal date
 - reason for refusal
 - acreage estimate, if obtainable
- sign and date FSA-578, remarks section.

B County Office Action

When advised of a refusal to permit entry, the County Office shall immediately notify the farm operator, in writing, of the following:

- refusal date
- person who made the refusal
- person who was refused entry
- consequences of refusal to permit entry. See subparagraph C.

After notifying the farm operator of the situation and the options available, the FSA representative shall make no further effort to enter the farm.

If the producer does not respond to the letter, or continues to refuse entry, consider all producers on the farm ineligible for program benefits.

Section 3 National Compliance Review Database**359 General Information****A Purpose**

The National Compliance Review Database is used to collect data and generate reports from compliance review and spot check findings. At the County Office level, access to the database is restricted to data entry only. Reports will be generated at the National Office level. State Offices will be notified of reporting results and any necessary corrective action.

In addition to sharing compliance results with State Offices, PECD will also share reports with other FSA divisions. The reports will consist of an analysis that identifies any discrepancies, noncompliance trends, and common problems, including errors resulting in improper payments and steps taken to reduce them. This information will assist the agency in:

- identifying noncompliance trends
- directing limited resources to known problem areas
- improving the integrity of FSA programs.

***--B Time of Data Entry**

Data shall be entered as soon as compliance reviews and spot checks have been completed. Data for all programs is not required to be entered at the same time. After a program review has been completed, data can be entered and saved. Additional data can be entered throughout the year as necessary.--*

***--360 Accessing the National Compliance Review Database**

A Instructions for Accessing the National Compliance Review Database

Access the National Compliance Review Database according to the following.

Step	Action
1	<p>Access the National Agricultural Statistics Service Survey Site at http://www.agcounts.usda.gov. The Web Based Data Collection Site Screen will be displayed. CLICK “Next Page”.</p>  <p>The screenshot shows a Mozilla Firefox browser window with the address bar set to http://www.agcounts.usda.gov/. The page content includes the USDA logo, the text 'United States Department of Agriculture National Agricultural Statistics Service', and a 'Web Based Data Collection Site' header. A prominent warning message states: '*****WARNING***** This is a United States Department of Agriculture computer system, which may be accessed and used only for official Government business (or as otherwise permitted by regulation) by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. *****WARNING*****'. Below the warning is a 'Next Page' button and a VeriSign Secured logo.</p>

--*

Section 4 Measurement Services**459 Measurement Service Requests****A Definition of Measurement Service Request**

A measurement service request is a request for any farm visit or acreage determination that is not required by procedure. Included are farm visits to:

- determine exact area designated for specific crop land or land use by the owner, operator, or other tenant
- determine quantity of farm-stored commodities, according to price support procedure
- redetermine measurements of farm-stored production
- make determinations not required to administer a program, such as a crop appraisal.

B Acceptable Requests

Generally, the County Office may accept any measurement service request at any time for:

- staking and referencing
- measurement after planting.

* * *

C Completing Requests in Timely Manner

Measurement service should be completed in sufficient time to:

- provide the producer a timely notice of the measured acreage
- allow the producer:
 - 15 calendar days to request remeasurement if the producer believes the acreage is incorrect
 - to make an acreage adjustment, if necessary
 - to report the acreage in a timely manner.

459 Measurement Service Requests (Continued)

D COC Responsibility

COC shall:

- ensure that measurement service requests are completed in a timely manner according to subparagraph C
- if necessary, do either or both of the following:
 - establish a cutoff date for accepting requests
 - with State Office concurrence, hire and train additional temporary compliance employees.

E Records of Requests and Fees

Use FSA-409A to maintain a record of measurement service requests. See paragraph 462 for instructions on completing FSA-409A.

To maintain a record of fees, enter the following items on FSA-603, according to 3-FI:

- combination of request numbers for all requests
- sum of fees collected.

464 Measurement Service After Planting**A Definition of Measurement Service After Planting**

Measurement service after planting means determining a crop or designated acreage after planting, but before the farm operator files a report of acreage for the crop.

Examples: See subparagraphs C and D for examples of FSA-409's for measurement service after planting.

B Timely Requests

*--Requests for measurement service after planting may be filed no later than the final reporting date for the crop or land use to be considered timely filed. Requests filed after the final reporting date may be accepted if the producer pays the cost of the measurement service in addition to the late-filed fee for reporting the acreage. This would result in the producer paying twice the cost of the measurement service.

Note: Producers requesting measurement service after the final reporting date shall not be allowed to adjust acreage to meet program requirements if previously spot-checked.--*.

501 Certifying CLU's (Continued)

K Checklist (Continued)

Step	County Steps for CLU Certification	Complete
5	All wetland points shall be identified and attributed using the Wetland Point Toolbar. <ul style="list-style-type: none"> • All inventoried wetlands shall be identified and attributed. • All certified wetlands shall be identified and attributed. 	
6	All out-of-county land shall be delineated and attributed.	
7	Once all updates have been completed, the State GIS Specialist or State Office Representative shall review the CLU data to ensure that all above actions have been completed.	
8	After CLU data passes State Office review, the County Office shall be notified.	
9	Owners and operators shall be notified of mapping changes. See subparagraphs G and H.	
CLU Data Is Considered Certified (State Office Representative logs on CLU Tracking Site at http://fsagis.usda.gov/clutracking/ and enters CLU certification date for the county.)		
10	Settle requests for re-determination of CLU boundary lines by owners and operators.	
GIS Acres Are Considered Official		
11	*--Update Farm Records with official GIS acres according to 3-CM (Rev. 4), paragraph 28. --* Note: GIS acreage shall not be used for any purpose until farm records have been updated with certified GIS acreage.	
12	FTP a copy of the certified CLU to APFO. See Exhibit 37 for instructions. Note: Post an updated copy of CLU to the APFO FTP site every 30 calendar days thereafter. When the CRP data file is completed, include this file with the updated CLU posting. Use zipped files only.	
13	CED sign and date checklist certifying that all the above has been completed.	
14	All CRP contract data for all existing contracts shall be attributed in the CRP table. For each CRP CLU, the following data must be added:	
	<ul style="list-style-type: none"> • Most predominant practice number 	
	<ul style="list-style-type: none"> • Contract number 	
	<ul style="list-style-type: none"> • Contract acres 	
	<ul style="list-style-type: none"> • Contract expiration date. Important: Before loading CRP data to the CRP attribute table, the “Check for Duplicate CLU ID Number” button on the quality control toolbar shall be run. CRP data for CLU should be entered after completing corrections on CLU within 30 calendar days after certification.	

502 Identifying CLU’s

A General Guidelines

Follow these guidelines when identifying CLU’s:

- structure and number the tracts and farms according to 2-CM
- use the following colors:
 - red for farm boundaries
 - green for tract
 - yellow for CLU boundaries.

B Delineating Areas

Determine when to delineate an area on digital photographs. For CLU’s, digitize boundaries according to 8-CM.

C Identifying Areas

Use this table when identifying an area on a digital photograph.

Area	Marking Digital Photographs
FSN	See subparagraph 494 C.
Tract	
CLU	*--Assign each CLU an ID number such as “1” or “2”. See--* 8-CM, Part 4.
NRCS-classified areas: <ul style="list-style-type: none"> • HEL and NHEL • wetland 	Attribute the CLU table for HEL and NHEL designations, and use the wetland point tool to enter wetlands. Note: See 8-CM, paragraph 194 for entering wetland point data.
Certified wetlands	NRCS will designate certified wetland on the wetlands layer.
Noncropland	Should be delineated as CLU and identified from 1 of the land cover classifications according to 8-CM, Part 3.
CRP	Attribute using CRP tool.

Definitions of Terms Used in This Handbook

3 D Differential Location

3 D differential location is when the receiver issuing differential data obtained through DGPS operated by the U.S. Coast Guard or WAAS, such as the system operated by FAA and the receiver is using data on at least 4 satellites.

Accurate Report of Acreage

An accurate report of acreage is a producer's correct acreage certification of the crop and land use for the farm or farms, critical to program benefits.

Note: An inaccurate report is used to determine a discrepancy, not the potential advantage to the producer.

Acreage Discrepancy

An acreage discrepancy is when a determined crop acreage exceeds or differs from the allotted or reported acreage by more than the allowable tolerance.

Aerial Compliance

Aerial compliance is a method of determining acreage and updating aerial photography using 35mm slides, digital images, and other approved equipment.

Aerial Compliance Team

The aerial compliance team is FSA employees involved in aerial compliance flights and camera operations.

Adequate Water Supply or Source

--Adequate water supply or source means there will be a reasonable expectation of having-- enough water physically and legally available to carry out good irrigation practices on the entire acreage reported as irrigated for the entire growing season regardless of drought. If the producer knows or had reason to know that the water supply or source is not adequate or their water rights will be limited or reduced to an extent that good irrigation practices are not possible or *--practicable for the entire growing season, then no reasonable expectation exists. It is the--* producer's responsibility to demonstrate a reasonable expectation of receiving adequate water to carry out good irrigation practices on the entire acreage reported as irrigated for the entire growing season. Producer shall be expected to be prepared to provide documentation of the factors which were considered in reporting the acreage as irrigated.

Aerial Photographs

Aerial photographs are rectified enlargements made from negatives by APFO. Aerial photographs can be 24- by 24-inches or 17- by 17-inches. Because of the accuracy of the enlarging method, all images on the prints are usable for measurements.

Definitions of Terms Used in This Handbook (Continued)**Alidade**

An alidade is a telescopic surveying instrument, primarily used by professional engineers and technicians, that is mounted on a plane table that can be leveled and rotated clockwise from north to south to measure angles.

Attribute

An attribute is descriptive data attached to CLU.

Chain Tape

A chain tape is a metal measuring tape, graduated in chains and links. One chain is equal to 100 links or 66 feet. One link is equal to 7.92 inches.

Common Land Unit (CLU)

--CLU (formerly known as a field), is the smallest unit of land that has a permanent, contiguous boundary, common land cover and land management, common owner, and common producer association.--

CLU Layer

A CLU layer is a digital layer made up of a county's CLU's.

Contact Prints

Contact prints are 12- by 12-inch prints of aerial photographs overlapping 50 percent from photo-to-photo, going from north to south and from east to west.

Coverage

Coverage is the total ground area covered by a slide. The coverage area is about 21 percent larger than target area. This eliminates the need to use the edges of the slide, which may be distorted.

Crop Reporting Date

The crop reporting date is the latest date the Administrator, FSA will allow the farm operator, farm owner, or their agent to submit a crop acreage report for the report to be considered timely.

Definitions of Terms Used in This Handbook (Continued)**Population**

Population is the total number of APH's for production reviews.

Prevented Planting

Prevented planting is the inability to plant the intended crop acreage with proper equipment *--by the final planting date for the crop type because of a natural disaster.--*

Projector-to-Photograph Distance

The projector-to-photograph distance is the distance required to obtain proper scale. The minimum distance for proper focus of the slide image is about:

- 7 inches for a 3-inch lens
- 14 inches for a 4-inch lens
- 21 inches for a 5-inch lens
- 28 inches for a 6-inch lens.

Random Inspection

A random inspection is an examination of a farm selected by an impartial sample conducted by an authorized FSA representative to check accuracy of producer's certification.

Repeat Crop

A repeat crop is numerous plantings of the same crop on the same acreage after the harvesting of the original planting in the same crop year.

Reported Acreage

Reported acreage is acreage reported by the farm operator, farm owner, or a properly authorized agent.

Required Inspection

A required inspection is an examination by an authorized FSA representative for a farm specifically selected by application of prescribed rules to determine adherence to program requirements or to verify the farm operator's, farm owner's, or farm producer's or agent's report.

Scale Ruler

A scale ruler is a calibrated ruler for use with tapes graduated in chains and feet. Scale rulers for chains are graduated in 660 feet (50 parts to inch) and 1,000 feet (75.7 parts to inch).

Definitions of Terms Used in This Handbook (Continued)**Skip**

Skip is the distance from the center of planted row to the center of planted row.

Skip Credit

Skip credit is the distance of the skip minus 2 width of each adjoining planted row.

Skip-Row or Strip-Crop Planting

Skip-row or strip-crop planting is a cultural practice in which rows of the crop area are alternated with strips of idle land or another crop in a regular pattern.

Skip-Row Pattern

A skip-row pattern is a cultural practice of alternating strips of row crops with idle land.

Sled-Row Pattern

A sled-row pattern is a cultural practice of alternating strips of tobacco with idle land. Originally, this idle land was used as a transportation lane for the sled that carried the harvested tobacco.

Note: Sled-row pattern could also apply to other crops, such as vine crops.

Slide

A slide is a photographic transparency measuring 35mm (1.377.95 inches) long and 23.3mm (0.90945 inches) wide and mounted in a 2- by 2-inch frame.

* * *

Solid Plant Pattern

A solid plant pattern is a cultural practice of uniform rows where the distance between row widths does not exceed 40 inches.

Completing CCC-576 for Prevented Planting (Continued)

B Instructions for Completing CCC-576 by Producer (Continued)

Item	Instructions
16A and 16B	<p>For intended but prevented acreage entered in item 15, provide evidence of purchase, delivery, and/or arrangement for seed, chemicals, fertilizer, and land preparation measures for acreage affected.</p> <p>Note: COC may require attachment of expense receipts to verify preparation measures. Retain copies of expense receipts only; return originals to the producer.</p>
17A and 17B	Not applicable.
18	Explain cultivation practices for intended crop on affected crop acreage.
19	Describe what will be done with the affected crop acreage (include dates), that is, will it be replanted to another crop or not planted.
20	Describe what has been done with the affected crop acreage (include dates), that is, was it replanted to another crop or not planted.
21A and 21B	<p>Producer shall sign and date, certifying to accuracy of all information provided, and acknowledgement of receipt of photocopy of the notice of loss to be maintained by producer as evidence of filing.</p> <p>Note: If not signed and dated by the producer, Part B is considered not filed.</p>

C Instructions for Completing CCC-576 by COC

The following table provides instructions for COC on completing CCC-576.

Item	Instructions
Part C - COC Approval or Disapproval of Loss	
<p>Note: This part shall be completed by COC or delegate representative based on criteria in paragraph 23.</p>	
22A, 22B, and 22C	Not applicable.
22D, 22E, and 22F	<p>CHECK (✓) “Approved” or “Disapproved”, enter applicable signature, and date.</p> <p>Note: If prevented planting acreage is approved, COC shall record in the minutes, the year and acreage amount for which the history/determination was made according to subparagraph 24 I.</p>

*--Completing CCC-576 for Prevented Planting (Continued)

C Example of CCC-576

The following is an example of CCC-576.

<p>This form is available electronically.</p> <p>CCC-576 U.S. DEPARTMENT OF AGRICULTURE (01-26-05) Commodity Credit Corporation</p> <p>NOTICE OF LOSS AND APPLICATION FOR PAYMENT NONINSURED CROP DISASTER ASSISTANCE PROGRAM</p> <p><i>See Page 2 for Privacy Act and Public Burden Statements.</i></p>		Form Approved - OMB No. 0560-0175			
		PART A - GENERAL INFORMATION (To be completed by County Office)			
		1A. COUNTY FSA OFFICE NAME & ADDRESS (Including Zip Code) Your County FSA Office 123 Our Street Everytown, USA 12345-6789 Telephone Number (Area Code) 090-123-4567		2. NAP UNIT NO.	
		1B. STATE & COUNTY CODE		3. DATE RECEIVED BY COUNTY FSA OFFICE (MM-DD-YYYY) 06-03-XXXX	
4. PRODUCER'S NAME AND ADDRESS (Include street, city, State and Zip Code) John and Jane Doe My Lane Any Place, USA 12345-6789		5A. TELEPHONE NO. (Area Code) 123-456-7800		6. FARM NUMBERS ASSOCIATED WITH UNIT 1234	
		5B. E-MAIL ADDRESS			
		7A. CROP ABBREVIATION Cabag	7B. PAY CROP 0116	7C. PAY TYPE 001	7D. PLANTING PERIOD 01
PART B - NOTICE OF LOSS (To be completed by Producer)					
8. For loss suffered, enter A. Crop Name Cabbage		B. Crop Type Choy		9. What disaster event(s) caused loss? Flood	
		10A. Beginning date of disaster (MM-DD-YYYY) 05-21-XXXX		11. When was loss apparent? (MM-DD-YYYY) 05-25-XXXX	
		10B. Ending date of disaster (MM-DD-YYYY) 05-25-XXXX		12. For the crop type entered in Item 8, was there any agreement or contract for payment for growing the crop, as opposed to delivery of production? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If "YES", provide a copy of such agreement, contract, or a written narrative explanation of agreement or contract.</i>	
13. Check type of loss suffered as a result of event identified in Item 9. Prevented Planting <input checked="" type="checkbox"/> Low Yield <input type="checkbox"/>		14. Was the crop in Item 8 irrigated or Non-Irrigated? Check the applicable practice(s) used for the crop identified in Item 8. IR <input type="checkbox"/> NI <input checked="" type="checkbox"/>		15. If "Prevented Planting" is checked in Item 13, enter the following: A. Intended but Prevented Acreage 10.0 B. Planted Acreage 0.0	
16. For the intended but prevented acreage entered in Item 15, complete the following entries:					
A. Purchased, Delivery, or Arranged for: YES NO		B. If "YES", Explain and attach copies			
(1) Seed, Chemical, and Fertilizer		X		See attached copy for documentation	
(2) Land Preparation Measures		X		See Item 18 below	
17. If "Low Yield" is checked in Item 13, enter the following: A. Total Crop Acreage B. Affected Acreage					
18. What cultivation practices have been and will be employed on damaged crop acreage (e.g., fertilizer, seeding, irrigation, pesticide and herbicide applications; before and after date of damage)? Acreage prepared for seed on April 30.					
19. What will be done with damaged crop acreage (e.g., destroyed, replanted to another crop, unharvested, harvested, or not planted)? NOTE: "You must request an appraisal of any planted acreage of the specified crop that will be abandoned, destroyed, or put to another use. You must not destroy or put acreage to another use before written consent is given by an authorized CCC or FCIC loss adjuster for such destruction or other use." Failure to do so will result in loss of program assistance. Complete Part D: Nothing					
20. What has been done with prevented planted or damaged crop acreage (include dates crop was destroyed, harvested, or replanted, as applicable) Nothing					
21. Producer certifies that all information in Part B is correct and acknowledges receipt of copy of this form.					
A. PRODUCER'S SIGNATURE /s/ Jane Doe				B. DATE (MM-DD-YYYY) 06-03-XXXX	
PART C - COC APPROVAL OR DISAPPROVAL OF LOSS					
22. COC must approve or disapprove for low yield and or prevented yield, as applicable.					
A. For Low Yield:		B. COC SIGNATURE		C. DATE (MM-DD-YYYY)	
APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>					
D. For Prevented Planted:		E. COC SIGNATURE		F. DATE (MM-DD-YYYY)	
APPROVED <input checked="" type="checkbox"/> DISAPPROVED <input type="checkbox"/>		/s/ COC Member		06-03-XXXX	
<p><small>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 bases 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.</small></p>					

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