

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Acreage and Compliance Determinations
2-CP (Revision 15)

Amendment 62

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Part 2.5 has been added to provide policy for the web-based CARS.

Note: The link to the CARS Home Page in subparagraph 302 A will **not** be available until October 1, 2010.

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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”.

298-300 (Reserved)

Part 2.5 Crop Acreage Reporting System (CARS)

301 Overview

A Background

CARS is a web-based system that provides the capability to perform the following functions:

- load an acreage report
- record a zero acreage report
- review an acreage report
- revise an acreage report
- print an acreage report
- delete an acreage report
- certify acreage report data
- summarize acreage
- set the cropland comparison flag
- generate status reports.

B Accessing CARS

Users shall access CARS through the Intranet, which will be accessed using the eAuthentication log-in.

C Security Accessibility

The following table provides a list of the approved users that security will check before allowing access.

Group	User	Access Capability
	Administrative County Personnel	Update
	Nonadministrative County Personnel	View-Only
	Specified State Office Personnel	View-Only
	Other State Office Personnel	View-Only
	Specified National Office Personnel	View-Only
	Other National Office Personnel	View-Only
	Specified Kansas City Computer Personnel	Update/Override
	Other Kansas City Computer Personnel	View-Only
Others	Specified Non-FSA Personnel	View-Only
All	Anyone not listed in this table	Denied

302 Access to the CARS Web Site

A Accessing the CARS Home Page

To access the CARS Home Page, go to FSA’s Applications Intranet web site at http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html. Under “Common Applications”, CLICK “**Crop Acreage Reporting System (CARS)**”.

The USDA eAuthentication Warning Screen will be displayed.

B USDA eAuthentication

On the USDA eAuthentication Warning Screen, CLICK “**I Agree**” to proceed or “**Cancel**” to end the process. When the user clicks “I Agree”, the USDA eAuthentication Login Screen will be displayed.

On the USDA eAuthentication Login Screen, the user **must** do the following:

- enter the eAuthentication user ID
- enter the eAuthentication password
- CLICK “**Login**”.

After the user successfully completes the eAuthentication login, the Crop Acreage Reporting System (CARS) Login Screen will be displayed.

C Crop Acreage Reporting System (CARS) Login Screen

On the Crop Acreage Reporting System (CARS) Login Screen, CLICK “**Crop Acreage Reporting System Login**” to continue.

The following is an example of the Crop Acreage Reporting System (CARS) Login Screen.

Crop Acreage Reporting System (CARS) Login

This Farm Service Agency website is provided for users to enter crop information tied to specific acreage on the farm to include prevented and failed acreage and will be used to conduct acreage reporting and compliance determination via the web. Acreage reporting is year specific.

Crop Acreage Reporting System Login

USDA is committed to making its web pages accessible to all individuals. If you are a person with a disability and have trouble accessing or using our web site, please contact the FSA National Help Desk at (800)-255-2434 or the Centralized Help Desk at 800-457-3642, option 1, option 2. Please provide us with the specific URL with which you have a problem or concern.

CARS100 - Last Modified: 5/14/10

[CARS Home](#) | [Admin Menu](#) | [USDA Internet](#) | [USDA Intranet](#) | [FSA Internet](#) | [FSA Intranet](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USAGov](#) | [White House](#)

The State and County Selection Screen will be displayed.

303 State, County, and Program Year Selection

A Overview

County Offices can view acreage reports entered by other County Offices, but an acreage report can only be updated for farms located in the recording county. The State and county will be set by default based on the user's role. The user will have the capability to select a different State and county.

B State and County Selection Screen

The following is an example of the State and County Selection Screen.

The screenshot shows a web application interface. On the left is a 'CARS Menu' sidebar with a 'Welcome' message and 'Role: Read Only'. The main content area is titled 'State and County Selection' and contains three dropdown menus: 'State' (Texas), 'County' (Hartley), and 'Program Year' (2011). A 'Continue' button is positioned below the dropdowns. At the bottom of the screen, there is a small text string: 'CARS101 - Last Modified: 03/23/10'.

C Action

The user shall use the drop-down lists to select the applicable:

- State and county, if not previously set by default
- program year, if not previously set by default.

CLICK “**Continue**”. The Acreage Report Search Screen will be displayed.

304 Acreage Report Search Screen

A Overview

From the State and County Selection Screen, the Acreage Report Search Screen will be displayed. The Acreage Report Search Screen allows the user to enter a farm for acreage reporting through CARS by accessing a producer through SCIMS or by a specific farm number.

B Acreage Report Search Screen

The following is an example of the Acreage Report Search Screen.

The screenshot shows the 'Acreage Report Search' interface. On the left is a 'CARS Menu' sidebar with the following items: 'Welcome Jantrice Williams', 'Role: Administrator', 'State and County Selection', 'Acreage Report Search', and 'Reports'. The main content area has a title bar 'Acreage Report Search' and displays the following information: 'Year: 2011', 'State: Kansas (20)', and 'County: Miami (121)'. Below this, a prompt reads 'Please enter a farm number or search for a producer in SCIMS'. There are two radio button options: 'Producer' and 'Farm Number'. The 'Farm Number' option is selected, and there is an empty text input field next to it. Below the input field are two buttons: 'Submit' and 'Cancel'. At the bottom of the screen, a small footer reads 'CARS102 - Last Modified: 08/11/10'.

C Action

Users can search by a:

- producer by clicking:
 - the “**Producer**” radio button
 - “**Submit**”

Note: The SCIMS Customer Search Screen will be displayed. When a producer has been selected, the Crop Acreage Reports Screen will be displayed.

- specific farm number by:
 - entering the applicable farm number
 - clicking “**Submit**”.

Note: The Crop Acreage Reports Screen will be displayed.

305 Farm Selection Process

A Overview

Based on the search method selected on the Acreage Report Search Screen, the Crop Acreage Reports Screen will display the following:

- farm numbers, associated with the producer, or a specific farm number
- status indicator to show if an acreage report is not created, certified, or not certified
- date the acreage report was last updated, if applicable.

Note: If a selected producer is associated with multiple farms, **all** farms with which the producer is associated will be displayed for selection on the Crop Acreage Reports Screen.

B Crop Acreage Reports Screen

The following is an example of the Crop Acreage Reports Screen.

The screenshot shows the 'Crop Acreage Reports' interface. On the left is a 'CARS Menu' sidebar with options: Welcome, Role: Administrator, State and County Selection, Acreage Report Search, Crop Acreage Reports, and Reports. The main content area has a header 'Crop Acreage Reports' with filters for Year: 2011, State: Texas (48), and County: Hartley (205). Below this is an 'Operator Information' section showing 'Operator Name: Any 1 Producer' and 'Operator Tax ID(Last 4): xxxx E'. A table displays one row with columns 'Farm', 'Status', and 'Last Updated', containing the values 'xxxx', 'Not Created', and an empty field. At the bottom are buttons for 'Record Acreage', 'Record Farm Zero Acreage', 'Cropland Override', and 'Cancel'. A 'Back to Top^' link is in the bottom right, and the footer reads 'CARS103 - Last Modified: 08/26/10'.

305 Farm Selection Process (Continued)

C Options Available on the Crop Acreage Reports Screen

The following table provides a list of options available on the Crop Acreage Reports Screen.

Button	Result
Record Acreage	Click this button to record acreage and share information for the farm. The Default Producer Shares Screen will be displayed.
Record Farm Zero Acreage	Click this button to record a farm zero acreage report for a specific crop.
Certify <u>1/</u>	Click this button to set the certification flag for crops or commodities that have been reported.
Cropland Override <u>1/</u>	Click this button to override the cropland comparison flag according to paragraph 140.
Delete <u>1/</u>	Click this button to delete a farm that has been recorded in CARS.
Farm Summary <u>1/</u>	Click this button to display a summary of crops or commodities reported by farm.
Tract Summary <u>1/</u>	Click this button to display a summary of crops or commodities reported by tract.
Cancel	Click this button to return the user back to the Acreage Report Search Screen.

1/ These options are **not** present until a crop or commodity is loaded for the farm.

D Action

The user shall click the radio button next to the applicable farm number. Only 1 farm can be selected.

Note: If only 1 farm number is displayed, the user shall click the applicable button to begin the acreage reporting process.

The Default Producer Shares Screen will be displayed.

306 **Producer Shares**

A Overview

From the Crop Acreage Reports Screen, the Default Producer Shares Screen will be displayed. The Default Producer Shares Screen provides users the ability to enter the default crop share for producers associated with the farm.

B Default Producer Shares Screen

The following is an example of the Default Producer Shares Screen.

C Options Available on the Default Producer Shares Screen

The following table provides a list of options available on the Default Producer Shares Screen.

Button	Result
Save and Continue	For: <ul style="list-style-type: none"> multiple tracts, the Tract Selection Screen will be displayed <p>Note: After the tract is selected, the Report of Acreage Screen will be displayed.</p> <ul style="list-style-type: none"> farms with only 1 tract, the Report of Acreage Screen will be displayed.
Cancel	Returns the user back to the Crop Acreage Reports Screen.

306 Producer Shares (Continued)

D Action

Enter the producer shares applicable to the farm. Enter shares from .01 to 100 percent. Two decimal places may be entered, if needed.

Example: Producer A and Producer B share 33⅓ percent and 66⅔ percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all producers **must** equal 100 percent.

Once the default shares have been loaded for the farm, CLICK “Save and Continue”.

307 Selecting Tract

A Overview

The Tract Selection Screen will be displayed after the “Save and Continue” button is clicked on the Default Producer Shares Screen if there are multiple tracts on the farm. If there is only 1 tract on the farm, the Report of Acreage Screen will be displayed.

B Tract Selection Screen

The following is an example of the Tract Selection Screen.

CARS Menu
 Welcome []
 Role: County

State and County Selection
 Acreage Report Search
 Crop Acreage Reports
 Reports

Tract Selection
 Year: 2011 State: Texas (48) County: Hartley (205)

Farm Information
 Farm Number: XXXX Total Cropland: 3191.1
 Operator Name: Any 1 Producer Operator Tax ID(Last 4): XXXX S

Please select a tract

Tract	Description	Cropland Acres
<input type="radio"/> XXXX		1285.2
<input type="radio"/> XXXX		632.2
<input type="radio"/> XXXX		1273.7

Continue Back

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CARS107 - Last Modified: 12/17/09

307 Selecting Tract (Continued)

C Options Available on the Tract Selection Screen

The following table provides a list of options available on the Tract Selection Screen.

Button	Result
Continue	If no crops have previously been: <ul style="list-style-type: none"> • entered for the tract, the Report of Acreage Screen will be displayed • recorded for the tract, the Crop Review Screen will be displayed.
Back	Returns the user back to the Crop Acreage Reports Screen.

D Action

The user shall select the applicable tract and CLICK “Continue”. The Report of Acreage Screen will be displayed.

308 Loading Report of Acreage

A Overview

The Report of Acreage Screen:

- will be displayed after a tract is selected or after the default shares are loaded if a farm only has 1 tract
- is used to enter field and share data.

308 Loading Report of Acreage (Continued)

B Report of Acreage Screen

The following is an example of the Report of Acreage Screen.

CARS Menu

Welcome [redacted]

Role: Administrator

State and County Selection

Acreage Report Search

Crop Acreage Reports

Tract Selection Reports

Report of Acreage

Year: 2011 **State:** Kansas (20) **County:** Miami (121)

Farm Information

Farm Number: XXXX	Total Cropland: 44.9
Operator Name: Any 1 Producer	Operator Tax ID(Last 4): XXXX S

Tract Information

Tract Number: XXXX	Tract Cropland: 44.9
--------------------	----------------------

Please enter the crop information.

* Denotes required information.

*Field Number	<input type="text"/>		
*Crop/Commodity	<input type="text" value="Select"/>		
*Variety/Type	<input type="text" value="None"/>		
*Intended Use	<input type="text" value="None"/>		
*Planting Pattern	<input type="text" value="Solid"/>		
Actual Use	<input type="text" value="None"/>		
*Irrigation Practice	<input type="text" value="None"/>	Planting Date (MM/DD/YYYY)	<input type="text"/>
*Crop Status	<input type="text" value="None"/>	End Year (YYYY)	<input type="text"/>
*Supplemental Status	<input type="text" value="None"/>	*Official/Measured	<input type="text" value="None"/>
*Reporting Unit	<input type="text" value="Acres"/>	*Concurrent Planting	<input type="text" value="None"/>
Land Use	None	Planting Period	<input type="text"/>
*Reported Quantity	<input type="text" value="0.0"/>	NAP Unit	<input type="text"/>
*Cropland Status	<input type="text" value="Y"/>		

List of Farm Producers

Name	Tax ID	Role	RMA Unit	Share %
Any 1 Producer	XXXX S	Operator	<input type="text"/>	<input type="text" value="50.00"/>
Any 2 Producer	XXXX S	Owner	<input type="text"/>	<input type="text" value="50.00"/>
Total %				100.00

Submit

Submit and Copy

Review Crops

Add Producers

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CARS126 - Last Modified: 08/27/10

308 Loading Report of Acreage (Continued)

C Options Available on the Report of Acreage Screen

The following table provides a list of options available on the Report of Acreage Screen.

Button	Result
Submit	Click this button once all crop information is loaded. The Crop Review Screen will be displayed.
Submit and Copy	Click this button to update the crop data entered on the screen. Another data entry screen will be opened with the same entries as the field that was copied. The field number and reported quantity are the only required entries that must be made on the newly opened screen.
Review Crops	Click this button to review crops or commodities that have been loaded for the farm. The Crop Review Screen will be displayed.
Add Producers	Click this button to display all producers associated with the farm.
Hide Zero Shares	This button is present only when the “Add Producers” button is clicked. When the “Hide Zero Shares” button is clicked, it removes all producers from being displayed who do not have a share greater than zero entered.

D Entering Crop/Commodity Information

On the Report of Acreage Screen, enter field data according to the following table.

Field	Action
Field Number	Enter the field number. Note: Use the 4-character field number entry for inputting only field numbers. The field number loaded in CARS shall match the CLU number assigned to that field. Follow procedure in paragraph 494 for numbering subdivisions.
Crop/Commodity	Select the crop from the drop-down list. The crops listed in the drop-down list are from CVS.
Variety/Type	Select the variety and type from the drop-down list. The drop-down list is populated based on the crop that was selected in the crop/commodity drop-down list.
Intended Use	Select the intended use from the drop-down list. The intended uses displayed will be pulled from CVS for the crop selected.
Planting Pattern	Select the planting pattern from the drop-down list. Orchard crops and crops planted in skip/strip row patterns will need additional information loaded in data fields displayed at the bottom of the screen. See subparagraph E for skip/strip row and subparagraph F for orchard entries.

308 Loading Report of Acreage (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Action
Actual Use	This is not a required entry. This field is used to document the actual use of the reported crop/commodity when the actual use is different than the intended use.
Irrigation Practice	Select the irrigation practice from the drop-down list.
Crop Status	Select the crop status from the drop-down list. The definition of the crop status is located in Exhibit 11.
Supplemental Status	Select the supplemental status code from the drop-down list. The selection options are “Planted”, “Prevented”, “Failed”, or “Volunteer”.
Reporting Unit	Select the reporting unit from the drop-down list applicable to the crop being reported. The drop-down list is customized depending on the crop entered.
Land Use	This entry is prefilled based on data pulled from CVS.
Reported Quantity	<p>Enter the reported quantity. Acreage should be entered in tenths of an acre with exception of tobacco, NAP acreage less than one-tenth, and acreage entered to balance cropland that would be entered in hundredths. GIS acreage shall not be used for acreage reporting purposes until farm records have been updated with certified GIS acreage.</p> <p>Note: Acreage planted in a skip-row or strip-crop pattern must be factored and net crop entered, unless the planting practice is an approved exception according to paragraph 393.</p>
Cropland Status	<p>The cropland status will default to “Y”, but the user shall change it to “N” if the crop/commodity being loaded is considered to be on noncropland.</p> <p>Note: Only fields with the indicator set to “Y” will be used in calculating total reported cropland.</p>
Planting Date	Enter the plant date in “MM/DD/YYYY” format or choose the date by clicking on the calendar icon and selecting the date from the calendar.
End Year	This is not a required entry. 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. 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 the field will not be rolled over to the future year in CARS. See paragraph 78.

308 Loading Report of Acreage (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Action
Official/Measured	This field is defaulted to “None”. Select “Official”, “Measured”, or “Staked” from the drop-down list, as applicable, according to procedure in paragraph 77.
Concurrent Planting	This field is defaulted to “None”. Enter the applicable value from the drop-down list. Only crops with a concurrent planting value, in CVS, will be available for selection in the drop-down list. The options are “Alternate”, “Interplant”, and “Multiuse”.
Planting Period	This is not a required entry.
NAP Unit	This is not a required entry.
RMA Unit	This is not a required entry.

E Skip/Strip Row Information

If skip/strip row pattern is selected according to the table in subparagraph D, additional data entry fields will be displayed. Each data field is a required entry. Follow paragraph 393 to determine the data that must be entered.

The following is an excerpt from the Report of Acreage Screen displaying the data fields that must be entered.

Skip/Strip Row Information	
Number of Crop Rows	<input type="text"/>
Number of Non-Crop Rows	<input type="text"/>
Crop Row Width (in inches)	<input type="text"/>
Skip Row Width (in inches)	<input type="text"/>
Conversion Factor	<input type="text"/>

308 Loading Report of Acreage (Continued)

F Orchard Crop Information

If the orchard pattern is selected according to the table in subparagraph D, additional data entry fields will be displayed. Each data field is a required entry.

The following is an excerpt from the Report of Acreage Screen displaying the data fields that must be entered.

Orchard Crop Information	
Number of Trees	<input type="text"/>
Row Width (in feet)	<input type="text"/>
Spacing of Trees (in feet)	<input type="text"/>
Age Of Trees	<input type="text"/>

G Crop Share

The List of Farm Producers is displayed at the bottom of the Report of Acreage Screen with the share listed based on the default share that was entered for the farm. The share can be modified between the producers shown. If the “Add Producers” button is selected, all producers associated with the farm will be displayed so a share can be entered for any producer associated with the farm. If a share needs to be loaded for a producer that is **not** already associated with a farm, the producer must be added through farm records to be displayed in CARS to receive a share.

309 Reviewing Acreage Reported in CARS

A Overview

An option is available to allow users to view data already loaded in CARS. The data can be reviewed for a producer acreage report in any county where a report has already been loaded. The Crop Review Screen is:

- accessed by clicking the “Review Crops” button on the Report of Acreage Screen

Note: See paragraph 308 for an example of the Report of Acreage Screen.

- displayed when a farm and/or tract is selected to report additional crop/commodity data.

309 Reviewing Acreage Reported in CARS (Continued)

B Crop Review Screen

The following is an example of the Crop Review Screen.

CARS Menu Welcome [] Role: County <hr/> State and County Selection Acreage Report Search Crop Acreage Reports Reports	Crop Review									
	Year: 2011		State: Texas (48)			County: Hartley (205)				
	Farm Information									
	Farm Number: XXXX					Total Cropland: 3191.1				
Operator Name: Any 1 Producer					Operator Tax ID(Last 4): XXXX S					
Tract Information										
Tract Number: XXXX					Tract Cropland: 1285.2					
Review of crop acreage data at tract level										
	Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Rpt Qty	Det Qty	Disapp Acr	Crop Status	
<input type="radio"/>	1	WHEAT	HRW	GR	N	25.0	-	N	I	
<input type="radio"/>	2	HONEY	-	TB	O	5.0	-	N	I	
<input type="radio"/>	3	UPCN	-	-	N	26.3	-	N	I	
Add				Revise			Delete		Copy	
Back to Top^										
CARS112 - Last Modified: 08/11/10										

C Options Available on the Crop Review Screen

The following table provides a list of options available on the Crop Review Screen.

Button	Result
Add	Click this button to add another field to the existing acreage report for the farm and tract selected. Note: This option is available when an acreage report has been loaded in CARS and an additional acreage report now needs to be loaded.
Revise	Click this button to revise the acreage report for the field selected. Note: See paragraph 310 for instructions to revise a previously loaded acreage report.
Delete	Click this button to delete an acreage report for the field selected. Note: See paragraph 311 for instructions to delete a previously loaded acreage report.
Copy	Click this button to copy the pre-existing attributes of a selected field for entry to a new field on the Report of Acreage Screen. Only 1 field can be copied at a time.

310 Revising Crop/Commodity and Share Information

A Overview

Users have the capability to revise applicable data loaded in CARS **only** within their administrative county, including zero acreage reports, as necessary.

B Accessing the “Revise” Option

Access the “Revise” option on the Crop Review Screen as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK “Submit”.	The Crop Acreage Reports Screen will be displayed.
2	CLICK “Record Acreage”.	The Crop Review Screen will be displayed.
3	Select the radio button of the applicable crop or field to be revised.	
4	CLICK “Revise”.	The Report of Acreage Screen will be displayed.
5	A revision may be made to any entry, as applicable.	
6	After the applicable revisions have been made, CLICK “Submit”.	The message, “The crop acreage report has been successfully updated”, will be displayed.

310 Revising Crop/Commodity and Share Information (Continued)

C Revising Specific Crop/Commodity Information

The crop/commodity information that was previously entered in CARS can be revised by clicking the “Revise” button on the Crop Review Screen.

To revise the applicable crop information on the Report of Acreage Screen, refer to the following table.

Field	Action
Field Number	Enter the correct field number.
Crop/Commodity	Select the correct crop name from the drop-down list.
Variety/Type	Select the correct variety/type from the drop-down list.
Intended Use	Select the correct intended use from the drop-down list.
Planting Pattern	Select the correct planting pattern from the drop-down list.
Actual Use	This is not a required entry. Select the correct actual use from the drop-down list.
Irrigation Practice	Select the correct irrigation practice from the drop-down list.
Crop Status	Select the correct crop status from the drop-down list.
Supplemental Status	Select the correct supplemental status from the drop-down list.
Reporting Unit	This field cannot be revised as it is system-established based on the crop/commodity selected.
Land Use	This field cannot be revised as it is based on the crop/commodity selected.
Reported Quantity	Enter the correct quantity in reporting units.
Cropland Status	Select the correct cropland status from the drop-down list.
Planting Date	This is a required entry. Enter the correct planting date in “MM/DD/YYYY” format or using the calendar provided.
End Year	This is not a required entry. Enter the correct end year.
Official/Measured	Enter the correct value from the drop-down list.
Concurrent Planting	Enter the correct value from the drop-down list.
Planting Period	This is not a required entry. Enter the correct planting period.
NAP Unit	This is not a required entry. Enter the correct NAP unit.
RMA Unit	This is not a required entry. Enter the correct RMA unit.
Share %	Enter the correct share percentages for each respective producer. Note: Shares must equal 100 percent.

311 Deleting Acreage Report Information

A Overview

Users have the capability to delete an acreage report record, including a zero acreage report, by farm or field.

Note: If FSA-578 record is **not** certified for the farm, it will be automatically removed from the web-based system after 90 calendar days of inactivity.

B Delete Acreage Report Screen

The following is an example of the Delete Acreage Report Screen.

C Deleting Acreage Report by Farm

This option will provide the user the capability to select a farm record to delete. Once that farm number is selected, the farm number, operator name, and report status will be displayed. The user will have the option to delete the farm record from CARS or cancel the delete process.

Farm deletion will result in the permanent elimination of all crop records from CARS for a specified farm.

311 Deleting Acreage Report Information (Continued)

D Accessing the Farm Report “Delete” Option

Access the farm report “Delete” option on the Crop Acreage Reports Screen as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, do either of the following and CLICK “Submit”: <ul style="list-style-type: none"> • select the farm to be deleted by entering the applicable farm number • select the farm by searching for the producer in SCIMS. 	The Crop Acreage Reports Screen will be displayed. If the user searched for the producer, the user will have to select the applicable farm by clicking the radio button to the left of the farm.
2	Once the farm has been selected by either method in step 1, the user shall CLICK “Delete”.	The Delete Acreage Report Screen will be displayed.
3	The user will be prompted to answer the question, “Are you sure you want to delete the acreage report?”	If: <ul style="list-style-type: none"> • “No” is selected, the user will be returned to the Crop Acreage Reports Screen • “Yes” is selected, the user will receive the message, “The acreage report has been successfully deleted for farm number XX”, on the Crop Acreage Reports Screen.

E Deleting Acreage Report Records by Field

This option will provide a complete list of all crop data associated with a farm and tract. The user will have the capability to select a crop record to delete. The user will have the option to delete the crop record or cancel the delete process. The crop record will display the farm number, tract number, crop, crop type, practice, intended use, report unit, crop status, supplemental status, and acreage.

Field deletion will result in the permanent elimination of all crop records for a specified field.

311 Deleting Acreage Report Information (Continued)

F Delete Crop Screen

The following is an example of the Delete Crop Screen.

CARS Menu Welcome [] Role: County <hr/> State and County Selection Acreage Report Search Crop Acreage Reports Reports	Delete Crop		
	Year: 2011	State: Texas (48)	County: Hartley (205)
	Farm Information		
	Farm Number: XXXX	Total Cropland: 3191.1	
	Operator Name: Any 1 Producer	Operator Tax ID(Last 4): XXXX S	
Tract Information			
Tract Number: XXXX	Tract Cropland: 1285.2		
Crop Information			
Field Number: 1			
Crop/Commodity: WHEAT			
Variety/Type: HRW			
Intended Use: Grain			
Irrigation Practice: Non-Irrigated			
Crop Status: I - Initial - first crop planted on acreage			
Supplemental Status: Planted			
Reported Quantity: 25.0			
Determined Quantity:			
Disapproved Acres: No			
<p style="color: blue;">Are you sure you want to delete the Crop?</p> <div style="display: flex; justify-content: center; gap: 20px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div>			
CARS113 - Last Modified: 12/16/09			

311 Deleting Acreage Report Information (Continued)

G Accessing the Field Record “Delete” Option

Access the field record “Delete” option on the Crop Review Screen as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK “Submit”.	The Crop Acreage Reports Screen will be displayed.
2	CLICK “Record Acreage”.	The Crop Review Screen will be displayed.
3	Select the radio button of the applicable crop or field to be deleted.	
4	CLICK “Delete”.	The Delete Crop Screen will be displayed.
5	The user will be prompted to answer the question, “Are you sure you want to delete the Crop?”.	If: <ul style="list-style-type: none"> • “No” is selected, the user will be returned to the Crop Review Screen • “Yes” is selected, the user will receive the message, “The crop has been successfully deleted”, on the Crop Review Screen.

312 Cropland Comparison

A Cropland Comparison Flag

To ensure that all cropland has been reported, the software will compare total certified reported initial (I) and experimental (X) acreage to the total cropland on the farm.

The cropland comparison flag will be automatically set once all cropland on the farm has been reported or all cropland reported is within the cropland comparison variance. Total cropland is retrieved from Farm Records.

If cropland on the farm is zero and DCP cropland is greater than zero, the cropland comparison flag will be set to “Y” on a monthly basis.

B Cropland Comparison Variance

To account for minor acreage differences, software will:

- automatically calculate a variance between total cropland on the farm and reported cropland
- set the cropland comparison flag accordingly.

If within the following variance, the cropland comparison flag will be set to “Y”. The variance is the larger of the following:

- 1 percent of the cropland
- .5 acre.

Note: The maximum variance is 10 acres.

313 Zero Acreage Report

A Overview

A zero acreage report may be required for certain programs when the crop is **not** planted. Multiple producers with a share interest may file a zero acreage report for the same crop, type, practice, and intended use.

Note: No tract, field, or planting period is required for this report; however, all zero acreage reports must contain a farm number.

B Farm Zero Acreage Crop Screen

The following is an example of the Farm Zero Acreage Crop Screen.

CARS Menu

Welcome

Role: County

State and County Selection

Acreage Report Search

Crop Acreage Reports Reports

Farm Zero Acreage Crop

Year: 2011 **State:** Texas (48) **County:** Hartley (205)

Farm Information

Farm Number: XXXX	Total Cropland: 3191.1
Operator Name: Any 1 Producer	Operator Tax ID(Last 4): XXXX S

*Crop/Commodity

*Variety/Type

*Intended Use

* Irrigation Practice

List of Farm Producers

Name	Tax ID	Role	RMA Unit	Share %
Any 2 Producer	XXXX S	Owner	<input type="text"/>	<input type="text" value="25.00"/>
Any 1 Producer	XXXX S	Operator	<input type="text"/>	<input type="text" value="75.00"/>
Total %			100.00	

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313 Zero Acreage Report (Continued)

C Loading a Zero Acreage Report in CARS

Load a zero acreage report in CARS as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Record Farm Zero Acreage".	<p>The Default Producer Shares Screen will be displayed if status is "Not Created" on the Crop Acreage Reports Screen.</p> <p>Note: If status is other than "Not Created", the Farm Zero Acreage Crop Screen will be displayed requiring the following entries:</p> <ul style="list-style-type: none"> • crop/commodity • variety/type • intended use • irrigation practice.
3	Record shares on the Default Producer Shares Screen and/or enter required information on the Farm Zero Acreage Crop Screen, as applicable. CLICK "Submit".	The message, "The farm zero acreage crop has been successfully saved", will be displayed.

314 Certifying Acreage Report

A Overview

All crops reported in CARS are required to be certified by the applicable reporting deadline according to Exhibit 6.

Note: All noncertified records will be removed from CARS after 90 calendar days of inactivity. If the user attempts to access an acreage report record that has been removed, an error message will be displayed.

B Certification Screen

The following is an example of the Certification Screen.

CARS Menu

Welcome

Role: County

State and County Selection

Acreage Report Search

Crop Acreage Reports Reports

Certification

Year: 2011 **State:** Texas (48) **County:** Hartley (205)

Farm Information

Farm Number: XXXX Total Cropland: 3191.1
 Operator Name: Any 1 Producer Operator Tax ID(Last 4): XXXX S

Signature Date (MM/DD/YYYY)

<input type="checkbox"/>	Tract Num	Field Num	Crop/Comm	Var/Type	Int Use	Irr Prc	Reporting Qty	Determined Qty	Crop Status	Certification Date
<input type="checkbox"/>	358	1	WHEAT	- HRW	GR	N	25.00	-	I	-
<input type="checkbox"/>	358	2	HONEY	- -	TB	O	5.00	-	I	08/11/2010
<input type="checkbox"/>	358	3	UPCN	- -		N	26.30	-	I	-

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314 Certifying Acreage Report (Continued)

C Certifying Crops

Certify crops as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Certify".	The Certification Screen will be displayed.
3	Enter the signature date from FSA-578 and provide the option to certify by either of the following methods: <ul style="list-style-type: none"> • select the tract to certify all fields in the tract • select the fields individually if not certifying the entire tract. 	
4	CLICK "Certify".	On the Crop Acreage Reports Screen, the user will receive the message, "The selected crops have been certified". The status will change from "Not Certified" to "Certified" for all fields selected. The date certified will display under the "Certification Date" column.

314 Certifying Acreage Report (Continued)

D Uncertifying Crops

Uncertify crops as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Certify".	The Certification Screen will be displayed.
3	Select either of the following: <ul style="list-style-type: none"> • the tract to uncertify all fields • each field individually to uncertify. 	
4	CLICK "Uncertify".	On the Crop Acreage Reports Screen, the user will receive the message, "The selected crops have been uncertified". The date certified will be removed from the "Certification Date" column.

315 Farm Summary Review

A Overview

Users have the capability to select a farm for purposes of viewing a complete summary of crop data attributes reported at the farm level. The summary will display a complete list of all crops or commodities associated with the farm.

315 Farm Summary Review (Continued)

B Farm Summary Screen

The following is an example of the Farm Summary Screen.

C Information Displayed on the Farm Summary Screen

Reported acreage will be summarized by the following attributes:

- crop
- variety/type
- intended use
- irrigation practice
- reporting unit.

Acreage totals displayed on the Farm Summary Screen are as follows.

Summarized Quantity	Summarized Total
Reported (Rpt Qty)	Equals initial, double, subsequent, and repeat
Prevented Planted (PP Qty)	Equals initial, double, subsequent, repeat, and experimental
Experimental (Expt Qty)	Equals totals reported as experimental
Volunteer (Vol Qty)	Equals initial and subsequent
Determined (Det Qty)	Equals initial, double, subsequent, repeat, and experimental

315 Farm Summary Review (Continued)

D Accessing Farm Summary

Access the farm summary as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Farm Summary".	The Farm Summary Screen will be displayed with data summarized by crop or commodity.
3	CLICK "Back" to exit the Farm Summary Screen.	The Crop Acreage Reports Screen will be redisplayed.

316 Tract Summary Review

A Overview

Users have the capability to select a tract for purposes of viewing a complete summary of crop data attributes reported at the tract level. The summary will display a complete list of all crops or commodities associated with the tract.

B Tract Summary Screen

The following is an example of the Tract Summary Screen.

CARS Menu

Welcome []

Role: County

State and County Selection

Acreage Report Search

Crop Acreage Reports

Reports

Tract Summary

Year: 2011 **State:** Texas (48) **County:** Hartley (205)

Farm Information

Farm Number: XXXX Total Cropland: 3191.1
 Operator Name: Any 1 Producer Operator Tax ID(Last 4): XXXX S

Tract Information

Tract Number: XXXX Reported Non-Cropland Acreage: 0
 Cropland Acreage: 1285.2 Reported Cropland Acreage: 56.30
 Difference: 1228.90

Crop/Comm	Var/Type	Int Use	Irr Prc	Rpt Unit	Rpt Qty	PP Qty	Expt Qty	Vol Qty	Det Qty
HONEY	-	TB	O	H	5.00	-	-	-	-
UPCN	-	-	N	A	26.30	-	-	-	-
WHEAT	HRW	GR	N	A	25.00	-	-	-	-

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316 Tract Summary Review (Continued)

C Options Available on the Tract Summary Screen

The following table provides a list of options available on the Tract Summary Screen.

Button	Result
Back	Click this button to take the user to the Crop Acreage Reports Screen.
Previous Tract	Click this button to take the user to the previous tract summary reviewed, if applicable.
Next Tract	Click this button to take the user to the next tract to be reviewed, if applicable.

D Information Displayed on the Tract Summary Screen

Reported acreage will be summarized by the following attributes:

- crop
- variety/type
- intended use
- irrigation practice
- reporting unit.

Acreage totals displayed on the Tract Summary Screen are as follows.

Summarized Quantity	Summarized Total
Reported (Rpt Qty)	Equals initial, double, subsequent, and repeat
Prevented Planted (PP Qty)	Equals initial, double, subsequent, repeat, and experimental
Experimental (Expt Qty)	Equals totals reported as experimental
Volunteer (Vol Qty)	Equals initial and subsequent
Determined (Det Qty)	Equals initial, double, subsequent, repeat, and experimental

Note: If a zero acreage report has been loaded for the farm, the zero acreage report will display on the first screen separate from any other crop or commodity reported on the farm.

316 Tract Summary Review (Continued)

E Accessing Tract Summary

Access the tract summary as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Tract Summary".	The Tract Summary Screen will be displayed with data summarized by crop or commodity.
3	The user will be able to CLICK "Next Tract" or "Previous Tract", as applicable, to review crop information by tract for multi-tract farms.	
4	CLICK "Back" to exit the Tract Summary Screen.	The Crop Acreage Reports Screen will be redisplayed.

317 Printing FSA-578 Report of Commodities

A Overview

The user has the option to print the following:

- FSA-578 Farm and Tract Detail Listing
- FSA-578 Summary
- FSA-578 (Producer Print).

Note: To ensure that all information is displayed on FSA-578, all FSA-578's will be printed in landscape mode.

317 Printing FSA-578 Report of Commodities (Continued)

B Reports Screen

The following is an example of the Reports Screen.

CARS Menu
Welcome []
Role: Administrator
State and County Selection
Acreage Report Search
Reports

Reports
Year: 2011 State: Kansas (20) County: Miami (121)

FSA-578
 FSA-578 Summary
Farm Number []

FSA - 578 (Producer Print)

Unreported Cropland
 Uncertified Crops
 Incomplete Determined Acres
 Reported Acres on Noncropland
 Prevented Planted Acres
 Crops with End Date Farm Number []
 Farms with End Date
 No FSA-578
 DCP Contract and Unreported Cropland
 ACRE Contract and Unreported Cropland

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317 Printing FSA-578 Report of Commodities (Continued)

C Accessing FSA-578 Print Routine

Users have the capability to print FSA-578 after reported crop data has been saved. FSA-578 will print in landscape mode only.

Access the FSA-578 print routine from CARS as follows.

Step	Action	Result
1	On any screen, the user shall CLICK “Reports” under “CARS Menu” on the left side of the screen.	The Reports Screen will be displayed.
2	<p>The user has the option of printing by selecting the radio button beside 1 of the following:</p> <ul style="list-style-type: none"> • FSA-578 <p>Note: Includes both the Farm and Tract Detail Listing and Farm Summary.</p> <ul style="list-style-type: none"> • FSA-578 Summary <p>Note: A farm number must be entered for the FSA-578 and FSA-578 Summary options.</p> <ul style="list-style-type: none"> • FSA-578 (Producer Print). 	The respective report will be generated.

D Reviewing the FSA-578 Summary Page

The County Office employee shall review and initial FSA-578, on the “Original” or “Revision” line, as applicable, on the summary page header, using the same page that was signed by the producer.

318 Status Reports

A Overview

Status reports shall be used as a management tool to allow County Offices to identify data discrepancies. The available reports are as follows:

- Unreported Cropland
- Uncertified Crops
- Incomplete Determined Acres
- Reported Acres on Noncropland
- Prevented Planted Acres
- Crops With End Date
- Farms With End Date
- No FSA-578
- DCP Contract and Unreported Cropland
- ACRE Contract and Unreported Cropland.

B Report Descriptions

The following table provides the report and the description of the results that will be obtained when the report is run.

Report	Description
Unreported Cropland	Provides a list of farms with cropland on the farm record that has not been reported in CARS.
Uncertified Crops	Provides a list of farms that does not have the certification flag set to “Y” for all crops.
Incomplete Determined Acres	Provides a list of farms where determined acreage is loaded for a specific crop and all acreage of that crop does not have determined acreage entered.
Reported Acres on Noncropland	Provides a list of farms with acres recorded on noncropland.
Prevented Planted Acres	<p>Prints the following information for each farm with reported prevented planted acreage:</p> <ul style="list-style-type: none"> • farm number • operator • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice.

318 Status Reports (Continued)

B Report Descriptions (Continued)

Report	Description
Crops with End Date	Prints a report of all crops with end dates for the farm number entered.
Farms with End Date	Prints a report of all farms with crops entered with an end date.
No FSA-578	Prints a list of active farms with no FSA-578 on file.
DCP Contract and Unreported Cropland	Prints a list with an active DCP contract and unreported cropland. Note: This report is currently not available.
ACRE Contract and Unreported Cropland	Prints a list with an active ACRE contract and unreported cropland. Note: This report is currently not available.

C Action

To access the Reports Screen:

- CLICK “**Reports**” under “CARS Menu” on the left side of an opened screen in CARS
- select the radio button next to the report to be printed
- CLICK “Generate Report”.

The selected report will be:

- created in a “PDF” format
- available for the user to save, view, and/or print.

319, 320 (Reserved)

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-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification (Includes Appendix)		20, 353, 501
AD-2007	FSA/RMA Compliance Referral		508
AD-2027	RCO Spot Checklist Growing Season Inspection Form		508
CCC-509	Direct and Counter- Cyclical Program Contract		351
CCC-509 Appendix	Appendix to Form CCC-509, Direct and Counter- Cyclical Program Contract		351
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program	Ex. 7	23, 24, 24.5
CCC-576-1	Appraisal/Production Report Noninsured Crop Disaster Assistance Program		332
CCC-577	Transfer of NAP Coverage		355
CCC-579	NAP Approved Yield Compliance Worksheet		355
CCC-896	2005 Hurricane Tree Assistance Program Application for Assistance		356
CRP-1	Conservation Reserve Program Contract		16, 78, 308, 350, 497
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract		16
FSA-54	County Office Work Measurement System		251

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-409	Measurement Service Record	461, 464	15, 397, 459, 460, 462
FSA-409A	Measurement Service Request Register	462	459
FSA-426	MPCI/FCIC Information Request Worksheet	509	510
FSA-441	Order for Aerial Photography		491
FSA-468	Notice of Determined Acreage	376	15, 352, 360, 375, 379, 380, 397
FSA-569	NRCS Report of HELC and WC Compliance for Spotcheck Purposes		20, 353
FSA-577	Report of Supervisory Check	332	
FSA-578	Report of Acreage		Text, Ex. 2, 10.5
FSA-603	Collection Register for State and County Offices		459
NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		495, 501, 502, 503, 505, 506.5

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
AV	administrative variance	378, 461
BWEP	Boll Weevil Eradication Program	17
CARS	Crop Acreage Reporting System	Part 2.5
CCM	compressed county mosaic	437
CVS	Compliance Validation System	41, 308
DGPS	Differential Global Positioning System	421
DOQ	Digital Orthophotography	501, Ex. 2
ELAP	Emergency Assistance for Livestock, Honeybees, and Farm Raised Fish Program	15, 16
FAA	Federal Aviation Administration	421
FGDC	Federal Geographic Data Committee	505.5
FTP	file transfer protocol	501, 504, 505.5, Ex. 37
FW	farmed wetland	353
Gateway	Geospatial Data Gateway	505.5
GDW	Geospatial Data Warehouse	505.5
GPS	global positioning system	390, 394, 420, 421, 460, 463, Ex. 2
ITS	Information Technology Services	421
LAM	Loss Adjustment Manual	355
MDOQ	Mosaic Digital Orthophoto Quadrangle	19, 498, 505.5
MT	Maintenance Tool	394, 463
NAIP	National Agricultural Imagery Program	437, 444, 505.5, 506.6
NCT	National Crop Table	16
NHEL	non highly erodible land	494, 502
ODB	object data base	506.5
OFAV	other fruits and vegetables	85, 141
PFC	Production Flexibility Contract	376
PLSS	Public Land Survey System	506.5
SRA	Standard Reinsurance Agreement	508
SURE	Supplemental Revenue Assistance Program	15, 16, 21
“T” area	transitional area	86
W	wetland	353, 494, 495, 499
WAAS	Wide Area Augmentation System	421

Re delegations of Authority

None

Menu and Screen Index

The following menus and screens are displayed in this handbook.

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Menu and Screen Index (Continued)

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MEAO0101	Option Selection Menu	63
MEAP6001	Print Selection Screen	161
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