

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Acreage and Compliance Determinations
2-CP (Revision 15)

Amendment 64

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 305 C has been amended to add Determined Acreage as an available option on the Crop Acreage Reports Screen.

Paragraph 308 has been amended to change title heading for loading crop acreage information.

Subparagraph 308:

- B has been amended to clarify policy for display of the report of acreage screen and update the Report of Acreage Screen.
- C has been amended to add Submit and Bulk Copy and Submit and Certify as available buttons on the Report of Acreage Screen
- H has been added to provide policy for Bulk Copy.
- I has been added to provide options available on the Bulk Copy Screen.

Paragraph 308.5 has been added to provide policy for predominant crops and crop characteristic defaults.

Subparagraph 309:

- B has been amended to update the Crop Review Screen.
- C has been amended to include Certify and Bulk Copy as available buttons on the Crop Review Screen.

Subparagraph 310 C has been amended to add predominant number as applicable information on the Crop Review Screen.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 314:

- B has been amended to update the Certification Screen
- C has been added to provide available buttons on the Certification Screen.

Subparagraph 317 B has been amended to include DCP Contract and Unreported Cropland and ACRE Contract and Unreported Cropland as available status reports.

Subparagraph 318 B has been amended to remove the note that DCP Contract and Unreported Cropland and ACRE Contract and Unreported Cropland status reports are not available. These reports are now available.

Paragraph 319 has been added to provide policy for recording determined acreage.

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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 like 'Welcome', 'Role: Administrator', 'State and County Selection', 'Acreage Report Search', and 'Crop Acreage Reports'. The main content area has a header with 'Year: 2011', 'State: Texas (48)', and 'County: Hartley (205)'. Below this is 'Operator Information' showing 'Operator Name: Any 1 Producer' and 'Operator Tax ID(Last 4): XXXX E'. A table displays one row with 'Farm: XXXX', 'Status: Not Created', and 'Last Updated'. At the bottom are buttons for 'Record Acreage', 'Record Farm Zero Acreage', 'Cropland Override', and 'Cancel'. A 'Back to Top' link and version info 'CARS103 - Last Modified: 08/26/10' are also present.

Farm	Status	Last Updated
XXXX	Not Created	

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.
--Determined Acreage <u>1/</u>	Click this button to record determined acreage 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. This option will be grayed out until it becomes available--*
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.

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 Crop Acreage Information**

A Overview

Users have the capability to load crop acreage information in CARS within their administrative county only. Loading options include Crop Defaults and Bulk Copy.--*

--308 Loading Crop Acreage Information (Continued)--

B Report of Acreage Screen

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

*--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.

USDA United States Department of Agriculture
Farm Service Agency **Crop Acreage Reporting System (CARS)**

CARS Home About CARS Help Contact Us Exit CARS Logout of eAuth

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

Report of Acreage
 Year: 2011 State: Texas (48) County: Hartley (205)

Farm Information
 Farm Number: XXXX Total Rpt Cropland: 0.0 of 1261.40
 Operator Name: Any 1 Producer Operator Tax ID(Last 4): XXXX

Tract Information
 Tract Number: XXXX Tract Rpt Cropland: 0.0 of 250.90

Please enter the crop information.
 * Denotes required information.

*Field Number []
 *Reported Quantity []
 Predominant Number [Select]
 *Crop/Commodity [Select]
 *Variety/Type [None]
 *Intended Use [None]
 *Planting Pattern [Solid]
 Actual Use [None]
 *Irrigation Practice [None] Planting Date (MM/DD/YYYY) []
 *Crop Status [None] End Year (YYYY) []
 *Supplemental Status [None] *Official/Measured [None]
 *Reporting Unit [Acres] *Concurrent Planting [None]
 Land Use None Planting Period []
 *Cropland Status [Y] NAP Unit []

List of Farm Producers

Name	Tax ID	Role	RMA Unit	Share %
Any 1 Producer	XXXX E	Owner	[]	50.00
Any 2 Producer	XXXX E	Operator	[]	50.00
Total %				100.00

Submit Submit and Copy Submit and Bulk Copy
 Submit and Certify Review Crops Add Producers

[Back to Top^](#)

CARS126 - Last Modified: 02/07/2011 12:04:18 PM
 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

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--308 Loading Crop Acreage Information (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.
*--Submit and Bulk Copy	Click this button to save the crop data entered on the Report of Acreage Screen. The Bulk Copy Screen will be displayed to allow the same crop characteristics as the field that was copied across multiple tracts and fields.
Submit and Certify	Click this button to save the crop data entered on the Report of Acreage Screen. The Certification Screen will be displayed to allow certification of crop data entered on the Report of Acreage 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.
--Reported Quantity	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. 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.--

--308 Loading Crop Acreage Information (Continued)--

D Entering Crop/Commodity Information (Continued)

Field	Action
--Predominant Number	If applicable, enter the crop default number for the crop/crop characteristics to be entered. Once the predominant number is entered, all applicable fields will be automatically pre-populated.--
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.
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.
***	***
Cropland Status	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. Note: Only fields with the indicator set to “Y” will be used in calculating total reported cropland.
Planting Date	Enter the plant date in “MMDDYYYY” format or choose the date by clicking on the calendar icon and selecting the date from the calendar.

--308 Loading Crop Acreage Information(Continued)--

D Entering Crop/Commodity Information (Continued)

Field	Action
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.
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

Number of Non-Crop Rows

Crop Row Width
(in inches)

Skip Row Width
(in inches)

Conversion Factor

--308 Loading Crop Acreage Information (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.

*--308 Loading Crop Acreage Information (Continued)

H Bulk Copy Screen

Users have the capability to use the bulk copy option to copy pre-existing crop information across a single tract or across multiple tracts. The following is an example of the Bulk Copy Screen.

USDA United States Department of Agriculture
Farm Service Agency

Crop Acreage Reporting System (CARS)

CARS Home About CARS Help Contact Us Exit CARS Logout of eAuth

CARS Menu
 Welcome [User]
 Role: Administrator
 State and County Selection
 Acreage Report Search
 Crop Acreage Reports
 Tract Selection Reports
 Manage Crop Defaults

Bulk Copy
 Year: 2011 State: Texas (48) County: Hartley (205)

Farm Information
 Farm Number: XXXX Total Rpt Cropland: 219.30 of 1264.20
 Operator Name: Any 1 Producer Operator Tax ID(Last 4): XXXX

Tract Number	Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Crop Status
XXXX	1	WHEAT	HRS	GR	N	I

List of Farm Producers

Name	Tax Id	Role	Share %
Any 1 Producer	XXXX S	Other Tenant	50.00
Any 2 Producer	XXXX S	Other Tenant	50.00

Line #	* Tract Number	* Field Number	* Reported Quantity	* Planting Date MM/DD/YYYY
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit and Add Submit and Certify
 Submit and Bulk Copy Review Crops

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 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

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***--308 Loading Crop Acreage Information (Continued)**

I Options Available on the Bulk Copy Screen

The following table provides a description of the options available on the Bulk Copy Screen.

Button	Result
Submit and Add	Click this button to save acreage report information. The Report of Acreage Screen will be displayed.
Submit and Certify	Click this button to save acreage report information. The Certification Screen will be displayed.
Submit and Bulk Copy	Click this button to save acreage report information. The Bulk Copy Screen will continue to be displayed.
Review Crop	Click this button to review acreage report information. The Review Crop Screen will be displayed.

--*

--308.5 Predominant Crops and Crop Characteristic Defaults*A Overview**

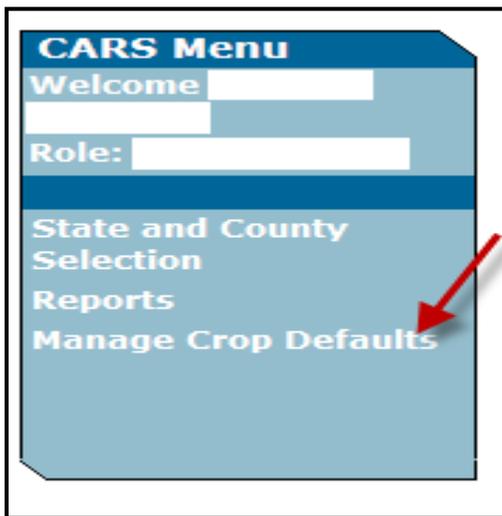
User will have the capability to create predominant crops and crop characteristic defaults specific to their county. Exhibit 10.5 contains the valid current year's crops and crop characteristics. The crops in Exhibit 10.5:

- are also known as CVS
- contain all crops for acreage reporting purposes.

Note: For a list of NAP-eligible crops, see 1-NAP.

B Accessing "Manage Crop Defaults" Option

The "Manage Crop Defaults" option is available under the CARS Menu on every screen throughout CARS beginning on the Acreage Report Search Screen. The following is an example of the "Manage Crop Defaults" option.



If no predominant crop and crop characteristic default is created, the Add Crop Default Screen will be displayed. If at least 1 predominant crop and crop characteristic default is created, the List Crop Defaults Screen will be displayed.--*

*--308.5 Predominant Crops and Crop Characteristic Defaults (Continued)

C Add Crop Default Screen

The following is an example of the Add Crop Default Screen. User will only see this screen when no crop defaults have been created.

USDA United States Department of Agriculture
Farm Service Agency

Crop Acreage Reporting System (CARS)

CARS Home About CARS Help Contact Us Exit CARS Logout of eAuth

CARS Menu
Welcome []
[]
Role: Administrator

State and County Selection
Acreage Report Search
Crop Acreage Reports
Reports
Manage Crop Defaults

Add Crop Default

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

*Predominant Number []
*Crop/Commodity [Select]
*Variety/Type [None]
*Intended Use [None]
*Irrigation Practice [None]
*Reporting Unit [Acres]
*Crop Status [None]
*Supplemental Status [None]
Concurrent Planting [None]
Land Use [None]
Planting Pattern [Solid]

Save Save and Add Save and Copy

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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

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--308.5 Predominant Crops and Crop Characteristic Defaults (Continued)*D Adding Crop Default Information**

On the Add Crop Default Screen, enter field data according to the following table.

Field	Action
Predominant Number	Enter the number to be assigned for the crop default information entered.
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 will be pulled from CVS for the crop selected.
Irrigation Practice	Select the irrigation practice from the drop-down list.
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.
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”.
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”.
Land Use	This entry is prefilled based on data pulled from CVS.
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 308 E for skip/strip row and subparagraph 308 F for orchard entries.

--*

***--308.5 Predominant Crops and Crop Characteristic Defaults (Continued)**

E Options Available on the Add Crop Default Screen

The following table provides a description of the options available on the Add Crop Default Screen.

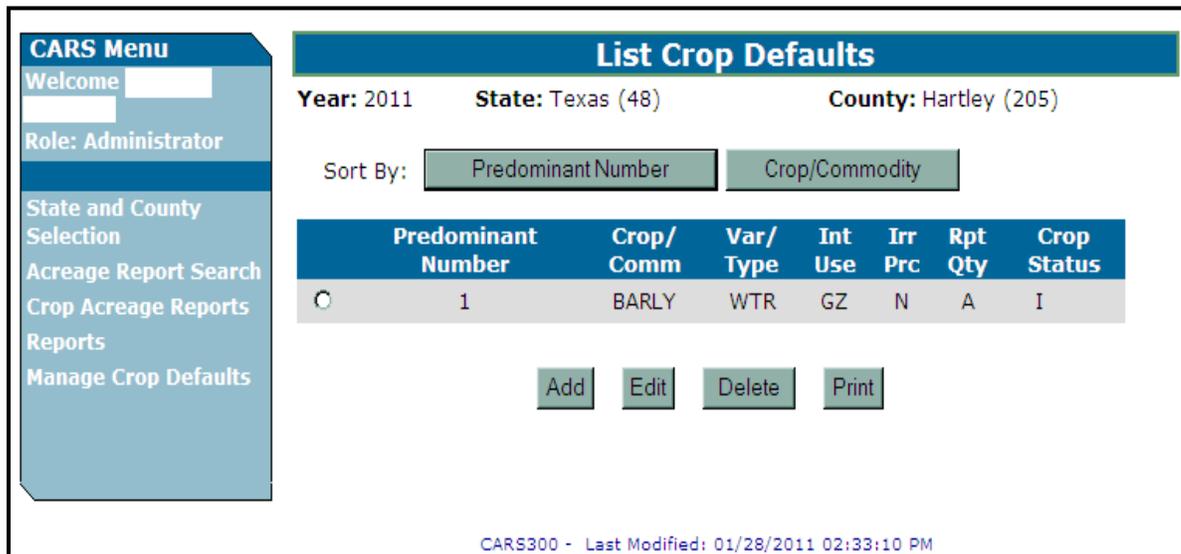
Button	Result
Save	The crop defaults for the applicable predominant number will be saved. The List Crop Defaults Screen will be displayed.
Save and Add	The crop defaults for the applicable predominant number will be saved. The Add Crop Default Screen will continue to be displayed for another crop to be recorded.
Save and Copy	The Add Crop Default Screen will continue to be displayed with all previously saved crop characteristics with the exception of the predominant number.

--*

***--308.5 Predominant Crops and Crop Characteristic Defaults (Continued)**

F List Crop Defaults Screen

The following is an example of the List Crop Defaults Screen. This screen is displayed only after at least 1 predominant crop and crop characteristic default is created.



G Options Available on the List Crop Defaults Screen

The following table provides a description of the options available on the List Crop Defaults Screen.

Button	Result
Predominant Number	Sort default list by predominant number.
Crop/Commodity	Sort default list by crop/commodity.
Add	Add Crop Default Screen will be displayed.
Edit	Edit Crop Default Screen will be displayed.
Delete	Delete Crop Default Screen will be displayed.
Print	A PDF of crop defaults previously saved for the specific State, county, and program year will be displayed.

--*

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 subparagraph 308 B for an example of the Report of Acreage Screen.

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

B Crop Review Screen

The following is an example of the Crop Review Screen.

CARS Menu

Welcome []

[]

Role: Administrator

State and County Selection

Acreage Report Search

Crop Acreage Reports

Tract Selection

Reports

Manage Crop Defaults

Crop Review

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

Farm Information

Farm Number: XXXX Total Rpt Cropland: 85.00 of 1261.40
 Operator Name: Any 1 Producer Operator Tax ID(Last 4): XXXX E

Tract Information

Tract Number: XXXX Tract Rpt Cropland: 35.00 of 250.90

Review of crop acreage data at tract level

	Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Rpt Qty	Det Qty	Crop Status
<input type="radio"/>	1	BARLY	WTR	GZ	N	10.0	-	IF
<input type="radio"/>	5	BARLY	WTR	GZ	N	15.0	0.0	IP
<input type="radio"/>	6	BARLY	WTR	GZ	N	10.0	-	I

Add

Revise

Delete

Copy

Certify

Bulk Copy

[Back to Top^](#)

CARS112 - Last Modified: 02/07/2011 12:04:17 PM

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309 Reviewing Acreage Reported in CARS (Continued)

C Options Available on the Crop Review Screen

The following table provides a description of the 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.
*--Certify	Click this button to certify the acreage report for the field selected.
Bulk Copy	Click this button to copy the pre-existing crop and crop characteristics of a selected field for entry of that same crop information across multiple fields and/or tracts on the Bulk Copy Screen.--*

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.
--Predominant Number	If applicable, enter the crop default number for the crop/crop characteristics to be entered. Once the predominant number is entered, all applicable fields will be automatically pre-populated.--
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:** The automatic removal of uncertified FSA-578 records after 90 calendar days of inactivity has been deactivated. Notification will be provided when the automatic delete process is reactivated.--*

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.

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:** The automatic removal of uncertified FSA-578 records after 90 calendar days of inactivity has been deactivated. Notification will be provided when the automatic delete process is reactivated.

B Certification Screen

The following is an example of the Certification Screen.

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

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

Farm Information
 Farm Number: XXXX Total Rpt Cropland: 85.00 of 1261.40
 Operator Name: Any 1 Producer Operator Tax ID(Last 4): XXXX E

Signature Date (MM/DD/YYYY) []

<input type="checkbox"/>	Tract Num	Field Num	Crop/Comm	Var/Type	Int Use	Irr Prc	Rpt Qty	Det Qty	Crop Status	Certification Date
<input type="checkbox"/>	10	1	WHEAT	HRS	GS	I	50.00	-	I	-
<input type="checkbox"/>	5466	1	BARLY	WTR	GZ	N	10.00	-	IF	12/18/2010
<input type="checkbox"/>	5466	5	BARLY	WTR	GZ	N	15.00	0.00	IP	-
<input type="checkbox"/>	5466	6	BARLY	WTR	GZ	N	10.00	-	I	-

Buttons: Certify, Certify and Print, Print, Uncertify, Back

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C Options Available on the Certification Screen

The following options are available on the Certification Screen.

Button	Result
Certify	Click this button to certify the selected crop acreage.
Certify and Print	Click this button to certify and print the selected crop acreage.
Print	Click this button to print the selected crop acreage.
Uncertify	Click the button to uncertify crop acreage previously certified.
Back	Click the button to return to the Crop Acreage Reports Screen.

314 Certifying Acreage Report (Continued)

D 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 radio button in the heading bar 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)

E 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.

CARS Menu

Welcome []
Role: County

State and County Selection

Acreage Report Search

Crop Acreage Reports

Reports

Farm 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
Total Cropland: 3191.1	Reported Non-Cropland Acreage: 0
Reported Cropland Acreage: 56.30	Difference: 3134.80

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	-	-	-	-
OFAV:									
Total:					56.30				

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CARS118 - Last Modified: 04/05/10

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

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 [input]
[input]
Role: Administrator
State and County Selection
Acreage Report Search
Crop Acreage Reports
Manage Crop Defaults

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

FSA-578
 FSA-578 Summary
Farm Number [input]
 FSA - 578 (Producer Print)

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

Generate Report

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--*

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. * * *
ACRE Contract and Unreported Cropland	Prints a list with an active ACRE contract and unreported cropland. * * *

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 Determined Acreage**

A Overview

Users will have the capability to record the determined acreage quantity for crops loaded in CARS.

B Determining Acreage

Acreage can be determined according to Part 4 using any of the following:

- verifying official acreage
- planimetering areas on projected slide images on the hard copy aerial photograph
- digitizing areas on rectified digital imagery
- computations from scaled dimensions or ground measurements.

C "Determined Acreage" Option

The "Determined Acreage" option is available on the Crop Acreage Reports Screen. The following is an example of the Crop Acreage Reports Screen.

--*

***--319 Determined Acreage (Continued)**

D Accessing the Determined Acreage Option

Access the “Determined Acreage” option on the Crop Acreage Reports Screen according to this table.

Step	Action	Result
1	On the Acreage Report Search, enter the applicable farm number or search for a producer in SCIMS. CLICK “Submit”.	The Crop Acreage Reports Screen will be displayed.
2	CLICK “Determined Acreage”.	The Determined Acres – Crop Selection Screen will be displayed.
3	Select the radio button of the applicable crop to be determined.	
4	Click either of the following.	
	“Back”	The Crop Acreage Reports Screen will be displayed.
	“Continue”	The Determined Acres Screen will be displayed.

--*

*--319 Determined Acreage (Continued)

E Determined Acres – Crop Selection Screen

The following is an example of the Determined Acres – Crop Selection Screen.

F Information Available on the Determined Acres – Crop Selection Screen

The following table provides a description of the information available on the Determined Acres – Crop Selection Screen.

Information	Description
Crop Name	Crops reported for the farm.
Number of Entries	Number of entries recorded of the crop for the farm.
Number of Entries Determined	Number of entries with determined acreage loaded for the farm.
Total Reported Quantity	Total quantity of reported acreage by crop loaded for the farm. Note: This total can represent one entry or multiple entries. Including entries of zero acreage .
Total Determined Quantity	Total quantity of determined acreage by crop loaded for the farm. Note: This total can represent one entry or multiple entries. Including entries of zero acreage.

--*

*--319 Determined Acreage (Continued)

G Option Available on the Determined Acres – Crop Selection Screen

The following options are available on the Determined Acres – Crop Selection Screen.

Button	Result
Continue	The Determined Acres Screen will be displayed.
Back	The Crop Acreage Reports Screen will be displayed.

H Determined Acres Screen

On the Determined Acres Screen, user will enter the determined quantity for the applicable field(s) of the specified crop. The following is an example of the Determined Acres Screen.

I Options Available on the Determined Acres Screen

The following table provides descriptions of the options available on the Determined Acres Screen.

Button	Result
Submit	The Determined Acres Screen will be re-displayed with the message: “The selected crops have been successfully updated”.
Cancel	The Determined Acres – Crop Selection Screen will be displayed.

--*

***--319 Determined Acreage (Continued)**

J Producer Reports the Wrong Crop

Follow instructions in this table when it is determined that the producer reported the wrong crop.

<p>IF a spot check determines that the producer reported an incorrect...</p>	<p>THEN record findings on FSA-578 by...</p>
<p>zero crop record for the farm</p>	<ul style="list-style-type: none"> • deleting the farm zero crop record from CARS • entering the determined field with: <ul style="list-style-type: none"> • tract • field number • crop • zero reported acreage • applicable crop characteristics as found in the field • acreage found during spot check, as determined acres for the new field.
<p>crop in a field</p>	<p>entering:</p> <ul style="list-style-type: none"> • zero for determined acreage in the original field • the new field with: <ul style="list-style-type: none"> • tract • unique field subdivision number • crop • zero reported acreage • applicable crop characteristics as found in the field • acreage found during spot check, as determined acres for the new field.

Note: Notate on FSA-578 the reason for modification. County Office employee must initial and date. The producer will not be required to sign.--*

320 (Reserved)

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, 308.5
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, 75
"T" area	transitional area	86
W	wetland	353, 494, 495, 499
WAAS	Wide Area Augmentation System	421

Re delegations of Authority

None

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