

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Acreage and Compliance Determinations**  
**2-CP (Revision 15)**

**Amendment 70**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Paragraph 306 has been amended to modify procedure for recording producer share at the tract level. The modification to CARS software to allow for recording shares at the tract level is consistent with farm records.

Paragraph 307 has been amended to modify procedure for selecting tracts because of the change in CARS software for recording producer share.

Paragraph 307.5 has been added to provide procedure for revising tracts to allow crop data entered on the wrong tract to be move to a different tract.

Subparagraph 308 B has been amended to clarify procedure for displaying the Report of Acreage Screen and update the Report of Acreage Screen example.

Subparagraph 308 C has been amended to provide that all producers associated with a tract will be displayed when users CLICK “Add Producer”.

Subparagraph 308 G has been amended to update procedure for loading crop shares for tract producers.

Subparagraph 308 H has been amended to clarify procedure for “Bulk Copy” and update the Bulk Copy Screen example.

Paragraph 312 has been amended to clarify procedure for the cropland comparison and add procedure for the Cropland Comparison Override software.

Subparagraph 313 C has been amended to remove reference to the Default Producer Shares Screen that has been removed from CARS.

Subparagraph 314 A has been amended to remove the note for automatic removal of uncertified FSA-578 records after 90 calendar days of inactivity.

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306 Producer Shares

A Overview

\*--From the Tract Selection Screen, the Report of Acreage Screen will be displayed that provides users the ability to enter crop share for producers associated with tract/field. Producer shares will be entered under the “List of Tract Producers” section. After producer shares have been entered, the recorded shares will be automatically set by default to the next reported tract or field until changed by the user.

**Note:** The Default Producer Shares Screen has been removed.

B Report of Acreage Screen

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

\*\*\*

--\*

**\*--307 Selecting Tracts**

**A Overview**

The Tract Selection Screen will be displayed after the users CLICK “Record Acreage” on the Crop Acreage Reports 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.

**C Options Available on the Tract Selection Screen**

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

Button	Results	
Continue	<b>IF...</b> no crops have previously been recorded for the tract	<b>THEN the...</b> Report of Acreage Screen will be displayed.
	crops have previously been recorded for the tract	Crop Review Screen will be displayed.
Revise Tract	Revise Tract Screen will be displayed to allow user to move crop from 1 tract to another.--*	
Back	Returns the user back to the Crop Acreage Reports Screen.	

**\*--307 Selecting Tracts (Continued)--\***

**D Action**

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

**\*--307.5 Revising Tracts**

**A Overview**

The Revise Tract Screen will be displayed after users CLICK “Revise Tract” on the Tract Selection Screen, if crop data has been entered for a tract on the farm. The Revise Tract Screen provides users the ability to move field/crop information from 1 tract to another. A reconciliation process will be available to ensure that only valid producers are moved. See paragraph 310 for revising crop/commodity and share information.

**B Revised Tract Screen**

The following is an example of the Revise Tract Screen.

**C Options Available on the Revised Tract Screen**

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

Button	Results
Update Tract	Selected crops will be updated/saved to the applicable tract.
Back	Return to the Tract Selection Screen.

--\*

308 Loading Crop Acreage Information (Continued)

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.

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 automatically if farm only has 1 tract
- is used to enter field and share data.

**CARS Menu**

Welcome

Role: Administrator

---

State and County Selection

Acreage Report Search

Crop Acreage Reports

Tract Selection Reports

Manage Crop Defaults

Report of Acreage

**Year:** 2012    **State:** Louisiana (22)    **County:** Iensas (107)

Farm Information

Farm Number: XXXX    Total Rpt Cropland: 50.00 of 163.00  
 Operator Name: Any 1 Producer    Operator Tax ID (Last 4): XXXX E

Tract Information

Tract Number: XXXX    Tract Rpt Cropland: 0.00 of 423.00

**Please enter the crop information.**  
 \* Denotes required information.

\*Field Number

\*Reported Quantity

Predominant Number

\*Crop/Commodity

\*Variety/Type

\*Intended Use

\*Planting Pattern

Actual Use

\*Irrigation Practice     Planting Date (MM/DD/YYYY)

\*Crop Status     End Year (YYYY)

\*Supplemental Status     \*Official/Measured

\*Reporting Unit     \*Concurrent Planting

Land Use     Planting Period

\*Cropland Status     NAP Unit

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**List of Tract Producers**

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

Submit

Submit and Copy

Submit and Bulk Copy

Submit and Certify

Review Crops

Add Producers

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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 tract.--*
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 <b>not</b> 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.  <b>Note:</b> 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 <b>not</b> be used for acreage reporting purposes until farm records have been updated with certified GIS acreage.  <b>Note:</b> 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)**

<b>Field</b>	<b>Action</b>
*--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. <b>See subparagraph E for skip/strip row and subparagraph F for orchard entries.</b>
Actual Use	This is <b>not</b> 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.  <b>Note:</b> 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)**

<b>Field</b>	<b>Action</b>
End Year	This is <b>not</b> 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 <b>not</b> 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 <b>not</b> a required entry.
NAP Unit	This is <b>not</b> a required entry.
RMA Unit	This is <b>not</b> 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.

<b>Skip/Strip Row Information</b>	
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 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.

<b>Orchard Crop Information</b>	
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 Tract Producers is displayed at the bottom of the Report of Acreage Screen. All producers associated with the selected tract will be displayed. The share can be modified between the producers shown. If users CLICK “Add Producers”, all producers associated with the tract will be displayed so a share can be entered for any producer associated with the tract. If a share needs to be loaded for a producer that is **not** already associated with a tract, 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. Crop data entered on the Report of Acreage Screen will be automatically saved when users CLICK "Submit" and "Bulk Copy" on the Report of Acreage Screen. The following is an example of the Bulk Copy Screen.

**CARS Menu**

Welcome [redacted]

Role: Administrator

---

State and County Selection

Acreage Report Search

Crop Acreage Reports

Tract Selection Reports

Manage Crop Defaults

Bulk Copy

Year: 2012    State: Louisiana (22)    County: Tensas (107)

• The crop acreage report has been successfully saved.

Farm Information

Fam Number: [redacted]    Total Rpt Cropland: 150.00 of 463.40

Operator Name: Any 1 Producer    Operator Tax ID (Last 4): [redacted] E

Tract Number	Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Crop Status
[redacted]	1	WHEAT	SWS	GR	N	I

List of Tract Producers

Name	Tax Id	Role	Share %
Any 1 Producer	[redacted]	Owner	50.00
Any 2 Producer	[redacted]	Operator	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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**\*--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.

<b>Button</b>	<b>Result</b>
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.

--\*

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"> <li>• “No” is selected, the user will be returned to the Crop Review Screen</li> <li>• “Yes” is selected, the user will receive the message, “The crop has been successfully deleted”, on the Crop Review Screen.</li> </ul>

## 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 to “Y” real time after all cropland on the farm has been reported and certified. Total cropland is retrieved from Farm Records.--\*

\* \* \*

### 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.

\* \* \* The maximum variance is 10 acres.

\*--**Note:** The variance will not run until all reported crops are certified.

### C Cropland Comparison Override Software

In some cases, an acreage report will not be filed when the farm has no cropland; however, the cropland comparison flag **must** be set to “Y” because the farm has an active DCP or ACRE contract. For such cases, the cropland comparison override software will automatically set the cropland comparison flag to “Y” nightly. No user intervention will be allowed.--\*

### 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

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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"/>
<b>Total %</b>				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><b>Note:</b> 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"> <li>• crop/commodity</li> <li>• variety/type</li> <li>• intended use</li> <li>• irrigation practice.</li> </ul>
3	*--Record required crop information and shares 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.

\*\*\*

#### 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"> <li>•*--select the radio button in the heading bar to certify all fields in the tract--*</li> <li>• select the fields individually if <b>not</b> certifying the entire tract.</li> </ul>	
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.

## Menu and Screen Index

The following menus and screens are displayed in this handbook.

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