

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

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

**Amendment 86**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 302 A has been amended to update the web site for accessing CARS.

Subparagraphs 306 B and 308 B have been amended to update the Report of Acreage Screen.

Subparagraph 307.5 B has been amended to update the Revise Tract Screen to include organic status.

Subparagraphs 308 D, 308.5 D, and 310 C have been amended to update the action for “Reporting Unit”, including changing the defaulting reporting unit for honey from “hives” to “colonies”, beginning with 2015. For 2014 and prior years, the reporting unit will be defaulted to “hives”.

Subparagraphs 308 D and 310 C have been amended to provide that beginning with 2015, the Report of Acreage Screen will include the following:

- “Organic Status” data field
- “Native Pasture Conversion” check (✓) box.

**Note:** These shall **not** be used until policy is provided about using organic crops and converting native pasture.

Subparagraph 308 H has been amended to update the Bulk Copy Screen that was modified to move the “Field ID” data field after the planting date.

Subparagraph 309 B has been amended to update the Crop Review Screen to include organic status.

## Amendment Transmittal (Continued)

### A Reasons for Amendment (Continued)

Subparagraph 311 F has been amended to update the Delete Crop Screen to include organic status.

Subparagraph 314 B has been amended to update the Certification Screen to include organic status.

Paragraph 319 has been amended to update the “Determined Acreage” button to “Determined Quantity”.

Subparagraph 355 C has been amended to update the 1-NAP reference for printing the Review Register Report.

Subparagraph 355 F has been amended to update the 1-NAP exhibit reference for instructions for completing CCC-576.

Subparagraph 359 B has been amended to add a note to clarify that if software is not available, Counties Offices shall hold the results of the spot check in a manual file until software is available.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	2.5-1, 2.5-2 2.5-7 through 2.5-12 2.5-14.5, 2-5.14.6 2.5-14.9, 2-5-14.10 2.5-15, 2.5-16 2.5-16.5, 2.5-16.6 2.5-19, 2.5-20 2.5-25, 2.5-26 2.5-35 through 2.5-40 3-73, 3-74 3-95, 3-96	

**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.

<b>Group</b>	<b>User</b>	<b>Access Capability</b>
	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://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>. From the FSA Intranet Screen, under "FSA Applications" "Applications Directory", CLICK "A-C". The FSA Intranet Screen will be redisplayed with applications with names started from A to C. Scroll down--\*** and 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, CLICK "Login with LincPass (PIV)" or enter user ID and password and CLICK "Login".--\***

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

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. The shares can be modified between the producers shown. 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.

CARS is validating against producer information contained in Farm Records at the tract level. The producers must be associated to the specific tract in Farm Records to receive a share of the crop/field in CARS. If the producer **is not** associated to the tract in Farm Records, the producer **will not** be available in CARS. To ensure that producers are available on **all tracts** they are associated with in CARS, producers must be added to **all tracts** they are associated with in Farm Records.

**Note:** See subparagraph 305 C for information on the “Refresh Farm Data” button.

B Report of Acreage Screen

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

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

**Report of Acreage**  
 Year: 2015 State: Texas (48) County: Medina (325)

**Farm Information**  
 Farm Number: [Redacted] Total Rpt Cropland: 100.60 of 255.00  
 Operator Name: Amy J. Producers Operator Tax ID (Last 4): [Redacted]

**Tract Information**  
 Tract Number: [Redacted] Tract Rpt Cropland: 100.60 of 255.00

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

\* Field Number [ ]  
 \* Reported Quantity [ ]  
 Predominant Number: Select  
 \* Crop/Commodity: Select  
 \* Variety/Type: None  
 \* Intended Use: None  
 Actual Use: None  
 \* Planting Pattern: Solid  
 \* Irrigation Practice: None  
 Organic Status: Conventional  
 \* Cropland Status: y  
 \* Crop Status: None  
 \* Supplemental Status: None  
 \* Reporting Unit: Acres  
 Land Use: None  
 Planting Date (MM/DD/YYYY) [ ]  
 End Year (YYYY) [ ]  
 Native Pasture Conversion: Official/Measured  
 \* Concurrent Planting: None  
 \* Planting Period: None  
 Field ID [ ]

**List of Tract Producers**

Name	Tax ID	Role	RMA Unit	Share %
Amy J. Producer	[Redacted]	Other Tenant		20.00
Amy J. Producer	[Redacted]	Owner		20.00
Amy J. Producer	[Redacted]	Other Tenant		20.00
Amy J. Producer	[Redacted]	Operator		40.00
<b>Total %</b>				100.00

NAP Unit [ ]  
 Override NAP Unit

Submit Submit and Copy Submit and Bulk Copy  
 Submit and Certify Review Crops Add Producers  
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**\*--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.

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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

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State and County Selection

Acreage Report Search

Crop Acreage Reports

Tract Selection

Reports

Manage Crop Defaults

**Report of Acreage**

**Year:** 2015    **State:** Texas (48)    **County:** Medina (325)

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**Farm Information**

Farm Number: xx    Total Rpt Cropland: 100.60 of 255.00  
 Operator Name: Any 1 Producer    Operator Tax ID(Last 4): xxxx

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**Tract Information**

Tract Number: xxxxx    Tract Rpt Cropland: 100.60 of 255.00

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

\*Field Number

\*Reported Quantity

Predominant Number

\*Crop/Commodity

\*Variety/Type

\*Intended Use

Actual Use

\*Planting Pattern

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

Organic Status     End Year (YYYY)

\*Cropland Status     Native Pasture Conversion

\*Crop Status     \*Official/Measured

\*Supplemental Status     \*Concurrent Planting

\* Reporting Unit     \* Planting Period

Land Use     Field ID

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**List of Tract Producers**

Name	Tax ID	Role	RMA Unit	Share %
Any 1 Producer	xxxx	Other Tenant	<input type="text"/>	<input type="text" value="20.00"/>
Any 2 Producer	xxxx	Owner	<input type="text"/>	<input type="text" value="20.00"/>
Any 3 Producer	xxxx	Other Tenant	<input type="text"/>	<input type="text" value="20.00"/>
Any 4 Producer	xxxx	Operator	<input type="text"/>	<input type="text" value="40.00"/>
			<b>Total %</b>	<b>100.00</b>

NAP Unit

Override NAP Unit

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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 on the Report of Acreage Screen. See subparagraph 306 A for information on producer shares.
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. Calculated or measured acreage can be entered or maintained in tenths or hundredths. Managing acreage in tenths or hundredths on FSA-578 is at the discretion of the State Office, as long as the level of entry is consistent throughout the State. In cases where hundredths of acres are required, and acreage is only reported in tenths, a zero shall be added in the hundredths decimal place.  Tobacco and other specified NAP crop acreage <b>must</b> be entered in hundredths in all States.  GIS acreage shall not be used for acreage reporting purposes until farm records have been updated with certified GIS acreage.  Acreage planted in a skip-row or strip-crop pattern <b>must</b> be factored and net crop entered, unless the planting practice is an approved exception according to paragraph 393.
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.

## 308 Loading Crop Acreage Information (Continued)

## D Entering Crop/Commodity Information (Continued)

Field	Action
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 “Not Planted”, “Planted”, “Prevented”, “Failed”, or “Volunteer”.  <b>Note:</b> The “Not Planted” option will be available for 2011 and 2012 only.
Reporting Unit	*--This field will be automatically defaulted based on the selected crop/commodity. Reporting unit:  <ul style="list-style-type: none"> <li>• “colonies” will be defaulted for honey</li> <li>• “taps” will be defaulted for maple sap</li> <li>• “acres” will be defaulted for all crops, <b>except</b> honey and taps.</li> </ul> <b>Note:</b> Reporting unit “Hives” will be available for 2014 and prior years <b>only</b> and “Colonies” will be available for 2015 and subsequent years.--*
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 in “MMDDYYYY” format or choose the date by clicking “Calendar” icon.  <b>Note:</b> See subparagraph 78 F for crops that do <b>not</b> require a planting date.
Organic Status	Automatically defaulted to “Conventional”. If the organic status is <b>not</b> “Conventional”, select the applicable status from the drop-down list. Available options are “Conventional”, “Transitional”, and “USDA Certified”.  <b>Notes:</b> Shall <b>not</b> be modified until policy is provided on using organic crops.  “Organic” status will be available beginning with the 2015 crop year and displayed on applicable CARS screens, FSA-578, and FSA-578 (Producer Print) as “C” for conventional, “OT” for transitional, and “OC” for USDA Certified.--*
Native Pasture Conversion	This check (✓) box shall <b>not</b> be used until policy on the conversion of native pasture is provided. Check (✓) box <b>only</b> when a crop is planted on native pasture as indicated in SAP CRM Farm Records.  <b>Note:</b> Native pasture conversion checkbox will be available for 2015 and subsequent years.

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

Role: Administrator

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State and County Selection

Acreage Report Search

Crop Acreage Reports

Tract Selection Reports

Manage Crop Defaults

Bulk Copy

**Year:** 2015      **State:** Texas (48)      **County:** Medina (325)

Farm Information

Farm Number: **xx**      Total Rpt Cropland: 36.40 of 36.90  
 Operator Name: **Any 1 Producer**      Operator Tax ID(Last 4): **xxxx S**

Tract Number	Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Crop Status
xxxx	1	BAMBOO SHOOTS	-	FH	N	I

List of Tract Producers

Name	Tax Id	Role	Share %
Any 1 Producer	xxxx E	Owner	50.00
Any 2 Producer	xxxx S	Owner/Operator	50.00

Line #	* Tract Number	* Field Number	* Reported Quantity	* Planting Date MM/DD/YYYY	Field ID
1	<input type="text"/>	<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"/>	<input type="text"/>
3	<input type="text"/>	<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"/>	<input type="text"/>
5	<input type="text"/>	<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"/>	<input type="text"/>
7	<input type="text"/>	<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"/>	<input type="text"/>
9	<input type="text"/>	<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"/>	<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.

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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	<p>*--This field will be automatically defaulted based on the selected crop/commodity. Reporting unit:</p> <ul style="list-style-type: none"> <li>• “colonies” will be defaulted for honey</li> <li>• “taps” will be defaulted for maple sap</li> <li>• “acres” will be defaulted for all crops, <b>except</b> honey and taps.</li> </ul> <p><b>Note:</b> Reporting unit “Hives” will be available for 2014 and prior years <b>only</b> and “Colonies” will be available for 2015 and subsequent years.--*</p>
Crop Status	Select the crop status from the drop-down list. The definition of the crop status is located in Exhibit 11.
Supplemental Status	<p>Select the supplemental status code from the drop-down list. The selection options are “Not Planted”, “Planted”, “Prevented”, “Failed”, or “Volunteer”.</p> <p><b>Note:</b> The “Not Planted” option will be available for 2011 and 2012 only.</p>
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. <b>See subparagraph 308 E for skip/strip row and subparagraph 308 F for orchard entries.</b>

**\*--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.

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

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### 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.

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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	<p>Click this button to add another field to the existing acreage report for the farm and tract selected.</p> <p><b>Note:</b> This option is available when an acreage report has been loaded in CARS and an additional acreage report now needs to be loaded.</p>
Revise	<p>Click this button to revise the acreage report for the field selected.</p> <p><b>Note:</b> See paragraph 310 for instructions to revise a previously loaded acreage report.</p>
Delete	<p>Click this button to delete an acreage report for the field selected.</p> <p><b>Note:</b> See paragraph 311 for instructions to delete a previously loaded acreage report.</p>
Copy	<p>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.</p>
*--Certify	<p>Click this button to certify the acreage report for the field selected.</p>
Bulk Copy	<p>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.--*</p>

## 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 “ <b>Submit</b> ”.	The Crop Acreage Reports Screen will be displayed.
2	CLICK “ <b>Record Acreage</b> ”.	The Crop Review Screen will be displayed.
3	Select the radio button of the applicable crop or field to be revised.	
4	CLICK “ <b>Revise</b> ”.	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 “ <b>Submit</b> ”.	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 <b>not</b> 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 will be automatically defaulted based on the selected crop/commodity. Reporting unit: <ul style="list-style-type: none"> <li>• “colonies” will be defaulted for honey</li> <li>• “taps” will be defaulted for maple sap</li> <li>• “acres” will be defaulted for all crops, <b>except</b> honey and taps.</li> </ul> <p><b>Note:</b> Reporting unit “Hives” will be available for 2014 and prior years <b>only</b> “Colonies” will be available for 2015 and subsequent years.--*</p>
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 <b>not</b> 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 Date	Enter in “MMDDYYYY” format or choose the date by clicking “Calendar” icon. <p><b>Note:</b> See subparagraph 78 F for crops that do <b>not</b> require a planting date.</p>
Organic Status	Automatically defaulted to “Conventional”. If the organic status is <b>not</b> “Conventional”, select the applicable status from the drop-down list. Available options are “Conventional”, “Transitional”, and “USDA Certified”. <p><b>Notes:</b> Shall <b>not</b> be modified until policy is provided on using organic crops.</p> <p>“Organic” status will be available beginning with the 2015 crop year and displayed on applicable CARS screens, FSA-578, and FSA-578 (Producer Print) as “C” for conventional, “OT” for transitional, and “OC” for USDA Certified.--*</p>

**311 Deleting Acreage Report Information (Continued)**

**E 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"> <li>• select the farm to be deleted by entering the applicable farm number</li> <li>• select the farm by searching for the producer in SCIMS.</li> </ul>	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"> <li>• “No” is selected, the user will be returned to the Crop Acreage Reports Screen</li> <li>• “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.</li> </ul>

**F 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.

\*--

<b>CARS Menu</b> Welcome [ ] [ ] Role: Administrator <hr/> State and County Selection Acreage Report Search Crop Acreage Reports Tract Selection Reports Manage Crop Defaults	<b>Delete Crop</b>	
	<b>Year:</b> 2015	<b>State:</b> Texas (48)
	<b>County:</b> Medina (325)	
	<b>Farm Information</b>	
	Farm Number: <b>xx</b>	Total Rpt Cropland: 36.40 of 36.90
	Operator Name: <b>Any 1 Producer</b>	Operator Tax ID(Last 4): <b>xxxx S</b>
	<b>Tract Information</b>	
	Tract Number: <b>xxx</b>	Tract Rpt Cropland: 0.50 of 23.40
	<b>Crop Information</b>	
	Field Number: 1	
Crop/Commodity: BAMBOO SHOOTS		
Variety/Type: None		
Intended Use: Fresh		
Irrigation Practice: Non-Irrigated		
Organic Status: Conventional		
Crop Status: I - Initial - first crop planted on acreage		
Supplemental Status: Planted		
Reported Quantity: 0.50		
Determined Quantity:		
Are you sure you want to delete the Crop? <div style="display: flex; justify-content: center; gap: 20px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div>		
CARS113 - Last Modified: 05/25/2010 01:35:48 PM		

--\*

### 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 or 6.5, as applicable.

#### 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: 2015      State: Texas (48)      County: Medina (325)

**Farm Information**  
 Farm Number: **xx**      Total Rpt Cropland: 36.40 of 36.90  
 Operator Name: **Any 1 Producer**      Operator Tax ID(Last 4): **xxxxS**

Signature Date (MM/DD/YYYY) [ ]

Tract Num	Field Num	Crop/Comm	Var/Type	Int/Use	Irr/Prc	Organic Status	Rpt Qty	Det Qty	Crop Status	Planting Period	Field ID	Certification Date
<input type="checkbox"/>	<b>xxx</b>	1 BEANS	BUT	DE	N	-	23.80	-	I	01	-	-
<input type="checkbox"/>	<b>xxx</b>	2 BEANS	BUT	DE	N	-	12.10	-	I	01	-	-
<input type="checkbox"/>	<b>xxxx</b>	1 BAMBO	-	FH	N	C	0.50	-	I	01	-	-

[Back to Top^](#)

CARS115 - Last Modified: 8/1/2014 01:25:05 PM

--\*

#### 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 <b>“Submit”</b> .	The Crop Acreage Reports Screen will be displayed.
2	CLICK <b>“Certify”</b> .	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 <b>“Certify”</b> .	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.

318 Status Reports (Continued)

**B Report Descriptions**

Reports	Description
Farms with Cropland Override	Provides a list of farms with the cropland comparison flag set by the cropland override.
Farms with No NAP Unit	Provides list of farms with 1 or more fields with no identified NAP unit.
*--Farms with Deleted Producers with Active Shares	<p>Provides a list of farms when the producer is no longer associated with the farm in Farm Records, but an active share record for the producer exists in CARS. This could be the result of a:</p> <ul style="list-style-type: none"> <li>• SCIMS merge</li> <li>• farm/tract reconstitution</li> <li>• producer being deleted from Farm Records.--*</li> </ul>

**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.

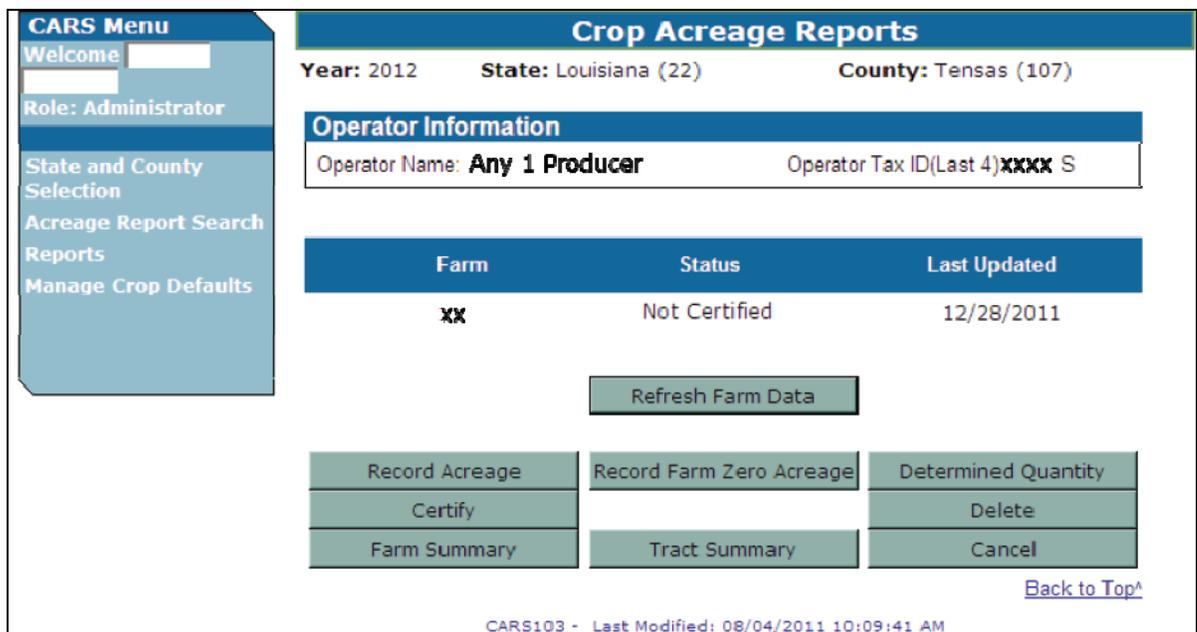
B Determining Acreage

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 Quantity” Button

The “Determined Quantity” button is available on the Crop Acreage Reports Screen. The following is an example of the Crop Acreage Reports Screen.



--\*

**Note:** The “Record Farm Zero Acreage” button will be available for 2012 and prior years.

319 Determined Acreage (Continued)

**\*--D Accessing the “Determined Quantity” Button**

Access the “Determined Quantity” button 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 Quantity”.	The Determined Quantity – 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 Quantity Screen will be displayed.

--\*

319 Determined Acreage (Continued)

\*--E Determined Quantity – Crop Selection Screen

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

CARS Menu		Determined Quantity - Crop Selection			
Welcome [redacted]		Year: 2015	State: Texas (48)	County: Medina (325)	
Role: Administrator		<b>Farm Information</b>			
State and County Selection		Farm Number: xx	Total Rpt Cropland: 36.40 of 36.90		
Acreage Report Search		Operator Name: Any 1 Producer	Operator Tax ID(Last 4):xxxx S		
Crop Acreage Reports		<b>Crop Selection</b>			
Reports		<b>Crop/Comm</b>	<b>Num of Entries</b>	<b>Num of Entries Det</b>	<b>Total Rpt Qty</b>
Manage Crop Defaults		<input type="radio"/> BAMBOO SHOOTS	1	0	0.50
		<input type="radio"/> BEANS	2	0	35.90
		Continue		Back	
		<a href="#">Back to Top^</a>			
		CARS129 - Last Modified: 8/1/2014 01:25:05 PM			

F Information Available on the Determined Quantity – Crop Selection Screen

The following table provides a description of the information available on the Determined Quantity – 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.  <b>Note:</b> This total can represent 1 entry or multiple entries. Including entries of zero acreage.
Total Determined Quantity	Total quantity of determined acreage by crop loaded for the farm.  <b>Note:</b> This total can represent 1 entry or multiple entries. Including entries of zero acreage.

319 Determined Acreage (Continued)

**\*--G Option Available on the Determined Quantity – Crop Selection Screen**

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

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

**H Determined Quantity Screen**

On the Determined Quantity Screen, user will enter the determined quantity for the applicable fields of the specified crop. The following is an example of the Determined Quantity Screen.

**I Options Available on the Determined Quantity Screen**

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

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

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

**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)**

**355 NAP Compliance Reviews (Continued)****C NAP Reports**

Quality control reviews for NAP are required to ensure that NAP is administered according to applicable regulations.

\*--See 1-NAP, paragraph 1674 for printing the NAP Review Register Report.--\*

**D Preharvest Inspections**

Conduct a preharvest inspection according to LAM, paragraph 148, on any producer with previous questionable loss history.

**E LA Reviews**

Complete LA reviews according to subparagraph 332 E.

**Note:** These reviews may be achieved through a combination of field reviews and review of open claims. Performing reviews only of open claims will not satisfy this requirement.

**F Second Party Reviews**

Second party reviews are required to ensure that the payment was properly calculated and reviewed by a second party according to 1-NAP, paragraph 503. See 1-NAP, Exhibit 43 \*--and 44 for instructions for completing CCC-576.--\*

356 \* \* \* TAP Compliance Reviews

**A Performing Reviews**

County Offices shall perform \* \* \* TAP compliance reviews for any producer that participated in \* \* \* TAP that was selected for spot check and review through the national producer selection process in subparagraph 322 A.

During reviews, answers to the following questions shall be recorded for entry into the \*--National Compliance Review Database. Data shall be recorded by stand, applicant's share, and crop.

	<b>Question</b>
1	Was a valid signature obtained on the TAP application in the administrative County Office? <b>Yes or No</b>
2	Did the applicant meet RMPR or obtain a waiver on all NAP eligible or insurable crops? <b>Yes, No, or N/A</b>
3	Did the applicant meet definition of SDA, limited resource, or beginning farmer or rancher? <b>Yes or No</b>
4	Were mortality losses the result of an eligible natural disaster? <b>Yes or No</b>
5	Did the applicant complete all practices for the stand as indicated on the TAP application? <b>Yes or No</b>
6	Did the applicant's receipts accurately reflect actual costs incurred for all components of the completed practices? <b>Yes or No</b>  <ul style="list-style-type: none"> <li>• If <b>yes</b>, no further action is needed.</li> <li>• If <b>no</b>, what was the overpayment or underpayment? \$_____</li> </ul>
7	Did the applicant accurately certify that no other benefit was received from any other disaster program for the same loss? <b>Yes or No</b>  If <b>yes</b> , what was the name and dollar amount of the other disaster program?

--\*

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

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

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

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

**B Time of Data Entry**

Data shall be entered as soon as compliance reviews and spot checks have been completed. Data for all programs is **not** required to be entered at the same time.

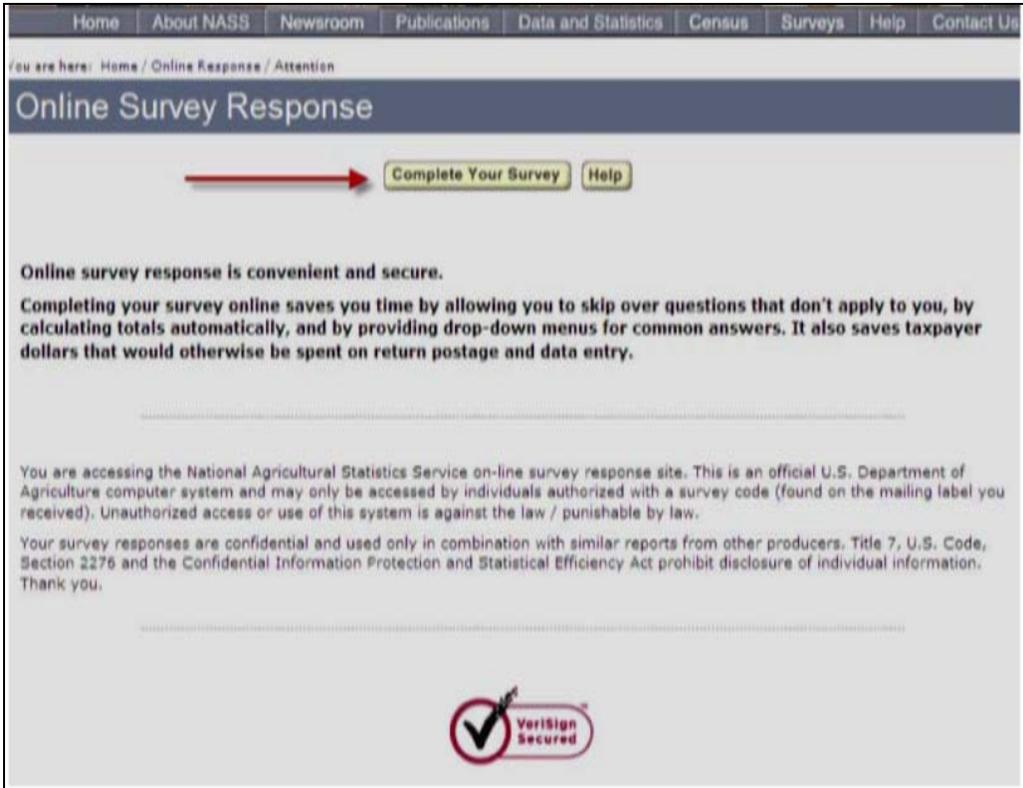
**\*--Note:** If software is **not** available, County Offices shall hold spot check results in a manual pending file until advised that software is available.--\*

360 Accessing the National Compliance Review Database

A Instructions for Accessing the National Compliance Review Database

Access the National Compliance Review Database according to the following.

\*--

Step	Action
1	<p>Access the National Agricultural Statistics Service Survey Site at <a href="http://www.agcounts.usda.gov">http://www.agcounts.usda.gov</a>. The Online Survey Response Screen will be displayed. CLICK “Complete Your Survey”.</p> 

**Note:** The Welcome to the NASS Internet Survey Site Screen will be displayed.--\*