

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Acreage and Compliance Determinations
2-CP (Revision 15)

Amendment 94

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 251 has been withdrawn because the information is in subparagraph 319 I.

Paragraph 302 has been amended to update the title.

Subparagraph 302 D has been added to provide procedure for accessing FSA and NAP application home pages.

Subparagraph 304 B has been amended to update the Acreage Report Search Screen.

Subparagraph 305:

- B has been amended to update the Crop Acreage Reports Screen
- C has been amended to include “Revise Shares”, “Certify by Farm”, and “Certify by Producer” as available options on the Crop Acreage Reports Screen.

Subparagraph 306 B has been amended to update the Report of Acreage Screen.

Subparagraph 307 B has been amended to update the Tract Selections Screen.

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

Subparagraph 308:

- B has been amended to update the Report of Acreage Screen
- D has been amended to:
 - update procedure for recording field numbers and subfields, and beginning with 2016 the field number and subfield will be captured as 2 separate data fields in CARS

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

- provide procedure that crop status code “C” will be automatically populated for crops recorded with an intended use of cover (CO)
- provide procedure that the supplemental status “Planted” will be automatically populated for crops recorded with an intended use of cover (CO)
- clarify that only reporting unit “acres” will be considered for cropland comparison according to paragraph 312
- clarify reporting unit “colonies” and “taps” will not be used in calculating total reported cropland
- G has been amended to update the Bulk Copy Screen.

Subparagraph 308.5:

- B has been amended to:
 - update the left navigation CARS Menu
 - add a note to clarify that users must access the “Manage Crop Defaults” option each program year for defaults to be available
- C has been amended to update the Add Crop Default Screen
- D has been amended to:
 - add organic status to the Crop Defaults Screen
 - provide procedure that crop status code “C” will be automatically populated for crops recorded with an intended use of cover (CO)
 - provide procedure that the supplemental status “Planted” will be automatically populated for crops recorded with an intended use of cover (CO)
 - add planting period to the Crop Defaults
- F has been amended to update the List Crop Defaults Screen.

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

Subparagraph 309 C has been amended to update procedure that the “Delete” option will now allow for deleting a single field or multiple fields for the farm.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 310:

- A has been amended to clarify that beginning with 2015, County Offices may access the “Nationwide Customer Service” option to update acreage reports for any county in the nation
- B has been amended to clarify the option for revising crop and/or commodity and share information for the field
- C has been amended to:
 - update procedure for recording field numbers and subfields and beginning with 2016 the field number and subfield will be captured as 2 separate data fields in CARS
 - provide procedure that crop status code “C” will be automatically populated for crops recorded with an intended use of cover (CO)
 - provide procedure that the supplemental status “Planted” will be automatically populated for crops recorded with an intended use of cover (CO)
 - clarify that only reporting unit “acres” will be considered for cropland comparison according to paragraph 312.

Paragraph 310.5 has been added to provide procedure for revising shares across multiple tracts and fields for the farms.

Subparagraph 311:

- B, C, and D has been updated and reorganized for clarity
- E has been amended to clarify procedure for accessing the farm report “Delete” option
- F has been amended to clarify procedure for deleting acreage report records by field
- G has been amended to clarify the Delete Crop Screen is available for 2014 and prior years and to update the Delete Crop Screen
- H has been amended to clarify procedure for accessing the field record “Delete” option available for 2014 and prior years
- I has been added to provide procedure for accessing the Delete Fields Screen for 2015 and subsequent years
- J has been added to provide procedure for accessing the field record “Delete” option for 2015 and subsequent years.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 314:

- A has been amended to provide that beginning with 2015 users will have the capability to certify acreage reports by farm or by producer
- B has been amended to update and change the name of the Certification Screen to Certify by Farm
- C has been amended to reference the Certify by Farm Screen
- D has been amended to update procedure for certifying crops by farm
- E through J have been added to provide procedure for certifying acreage reports by producer
- K has been added to include procedure for uncertifying crops, which was previously in subparagraph E.

Subparagraph 315 B has been amended to update the Farm Summary Screen.

Subparagraph 316 B has been amended to update the Tract Summary Screen.

Subparagraph 317 B has been amended to update the Reports Screen.

Subparagraph 318:

- A has been amended to add the following status reports:
 - Farms with Uncertified CRP
 - Farms with CRP
 - Farms with Subsequent Crop Acreage
 - Farms with Failed Acreage
 - Farms with FAV Crops
 - Farms with Not Applicable Acreage
 - Farms with Native Sod Conversion Acreage

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 318:

- B has been amended to add descriptions for the follow status reports:
 - Farms with Uncertified CRP
 - Farms with CRP
 - Farms with Subsequent Crop Acreage
 - Farms with Failed Acreage
 - Farms with FAV Crops
 - Farms with Not Applicable Acreage
 - Farms with Native Sod Conversion Acreage.

Subparagraph 319:

- A has been amended to provide the methods acreage may be determined
- B has been amended to update the Crop Acreage Reports Screen
- D has been amended to update the Determined Quantity – Crop Selection Screen
- G has been amended to update the Determined Quantity Screen.

Subparagraph 375 C has been amended to clarify that FSA-468 will **not** print for the farm when partial determined acreage is entered for the crop.

Subparagraph 380.5 B has been amended to update the:

- State and County Selection Screen
- Acreage Report Search Screen
- Reports Screen.

Subparagraph 380.6 E has been amended to update the FSA-468 description for footnote 2.

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279-294 (Reserved)

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295 (Withdrawn--Amend. 27)

Part 2.5 Crop Acreage Reporting System (CARS)

301 Overview

A Background

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

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

B Accessing CARS

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

C Security Accessibility

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

Group	User	Access Capability
	Administrative County Personnel	Update
	Nonadministrative County Personnel	View-Only
	--Administrative and/or Nonadministrative State and County Personnel by Nationwide Customer Service	Update--
	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 Accessing CARS and Other Applications--

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.

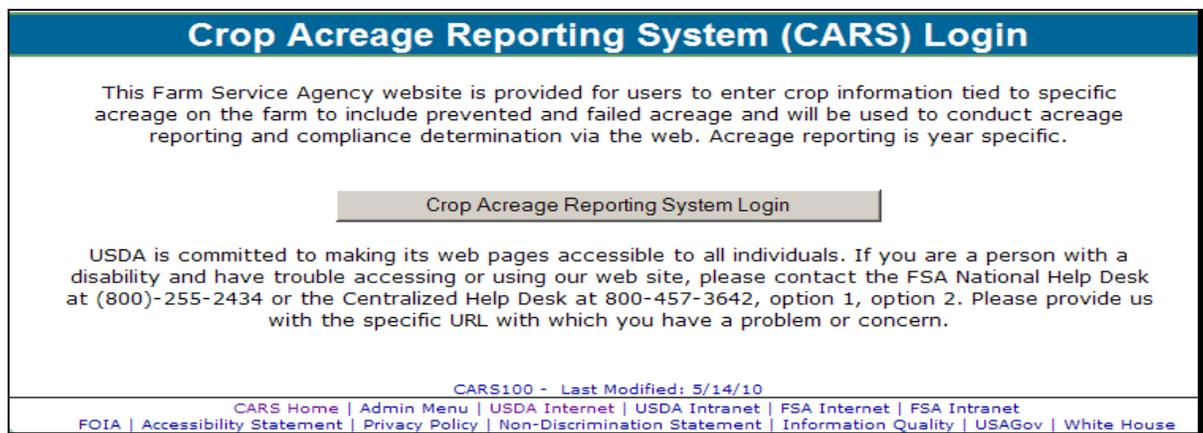
On the USDA eAuthentication Login Screen, CLICK “**Login with LincPass (PIV)**” or enter user ID and password and CLICK “**Login**”.

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

C Crop Acreage Reporting System (CARS) Login Screen

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

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

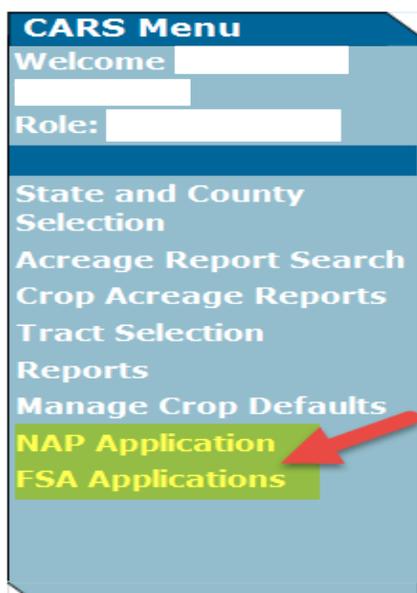


The State and County Selection Screen will be displayed.

*--302 Accessing CARS and Other Applications (Continued)

D Accessing FSA and NAP Application from CARS

Beginning in 2015, CARS will provide direct access to the FSA and NAP application home pages from the CARS Menu on the left navigation menu. The following is an example of the CARS Menu with the FSA and NAP application links.



Note: The CARS Menu will be available on every screen in CARS.--*

303 State, County, and Program Year Selection

A Overview

State and County Offices now have access to:

- view acreage reports for farms located in nonadministrative counties
- update acreage reports for farms located in their administrative county
- Nationwide Customer Service to update acreage reports for farms located in any State and/or county in the nation.

The State and county will be automatically set by default based on the user's role. The user will have capability to select a different State and/or county through the normal CARS process or by Nationwide Customer Service as needed.

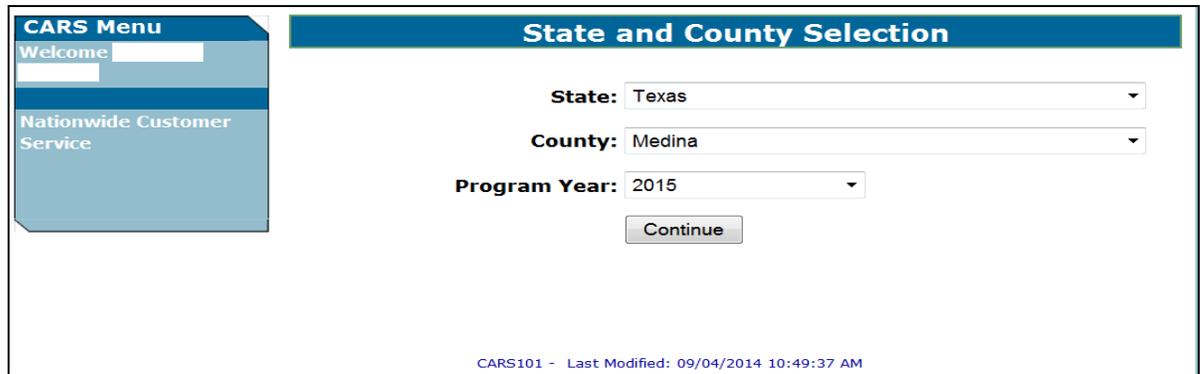
Note: All updates/changes, entered by the user, are automatically tracked for view by the National Office.

303 State, County, and Program Year Selection (Continued)

B State and County Selection Screen

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

*--



--*

C Action

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

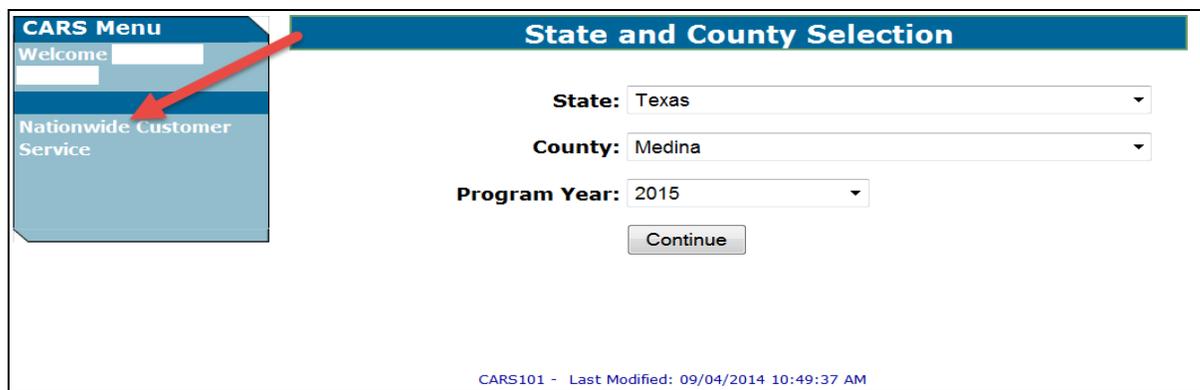
- State and county, if not previously set by default
- program year, if not previously set by default.

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

***--D Nationwide Customer Service**

To access Nationwide Customer Service to update acreage reports for farms located in any State and/or county in the nation, users will click the Nationwide Customer Service option on the left of the State and County Selection Screen. The Nationwide Customer Service option will be available on the left of every screen throughout CARS.

Following is an example of the Nationwide Customer Service option on the left of the State and County Selection Screen.



--*

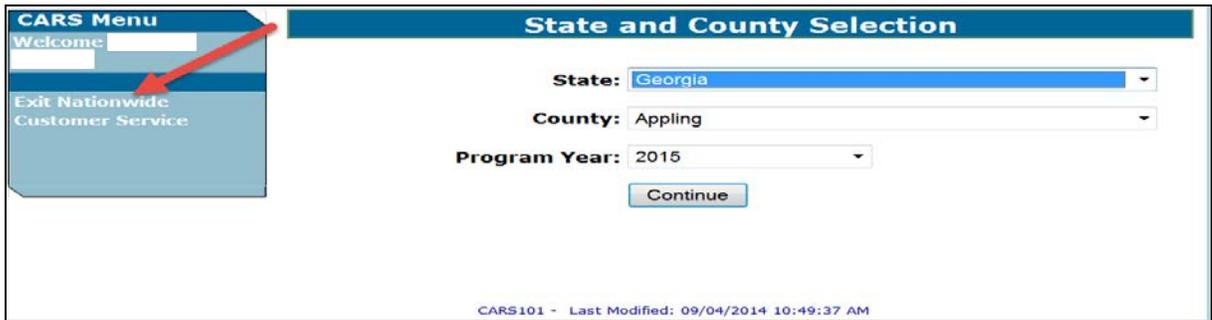
Once users click the Nationwide Customer Service option on the left, the State and County Selection Screen will be displayed for users to select and update acreage reports for farms located in any county in the nation.

303 State, County, and Program Year Selection (Continued)

D Nationwide Customer Service (Continued)

The Exit Nationwide Customer Service option will be displayed on the left to indicate users are in nationwide edit mode. To exit, users shall click Exit Nationwide Customer Service.

Following is an example of the Exit Nationwide Customer Service option.



E State and County Office Action

State and County Offices that process nationwide customer service FSA-578's must:

- immediately FAX a copy of the signed FSA-578 and map to the producer's administrative county
- mail the original signed FSA-578 and map to the producer's administrative county
- maintain a copy of the signed FSA-578 and map.

304 Acreage Report Search Screen

A Overview

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

B Acreage Report Search Screen

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

*--



--*

304 Acreage Report Search Screen (Continued)

C Action

Users can search by a:

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

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

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

Note: The Crop Acreage Reports Screen will be displayed.

305 Farm Selection Process

A Overview

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

- farm numbers, associated with the producer, or a specific farm number
- status indicator to show if an acreage report is:
 - “Not Created”
 - “Not Certified / Not Reported”
 - “Partially Certified / Partially Reported”
 - “*--Partially Certified / Fully Reported”--*"
 - “Fully Certified / Partially Reported”
 - “Fully Certified / Fully Reported”
- 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.

305 Farm Selection Process (Continued)

B Crop Acreage Reports Screen

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

*--

Crop Acreage Reports

Year: 2016 **State:** Texas (48) **County:** Medina (325)

Operator Information

Operator Name: Any 1 Producer

Farm	Status ?	Last Updated
xxxx	Partially Certified / Partially Reported	11/06/2015

<input type="button" value="Record Acreage"/>	<input type="button" value="Revise Shares"/>	<input type="button" value="Determined Quantity"/>
<input type="button" value="Certify by Farm"/>	<input type="button" value="Certify by Producer"/>	<input type="button" value="Delete"/>
<input type="button" value="Farm Summary"/>	<input type="button" value="Tract Summary"/>	<input type="button" value="Cancel"/>

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

C Options Available on the Crop Acreage Reports Screen

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

Option/Button	Result														
Status	<p>CLICK “?” next to the status header to display a list of status descriptions. The following table provides a list of available statuses and the descriptions.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 50%;">Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Not Created</td> <td>No acreage report is created for this farm.</td> </tr> <tr> <td>Not Certified/Not Reported</td> <td>No reported fields are certified and no cropland is reported and certified.</td> </tr> <tr> <td>Partially Certified/Partially Reported</td> <td>Not all reported fields are certified and not all cropland is reported and certified.</td> </tr> <tr> <td>Partially Certified/Full Reported</td> <td>Not all reported fields are certified and all cropland is reported and certified.</td> </tr> <tr> <td>Fully Certified/Partially Reported</td> <td>All reported fields are certified and not all cropland is reported and certified.</td> </tr> <tr> <td>Fully Certified/Fully Reported</td> <td>All reported fields are certified and all cropland is reported and certified.</td> </tr> </tbody> </table> <p>Important Note: To be considered reported, the reported cropland acreage must be certified.</p>	Status	Description	Not Created	No acreage report is created for this farm.	Not Certified/Not Reported	No reported fields are certified and no cropland is reported and certified.	Partially Certified/Partially Reported	Not all reported fields are certified and not all cropland is reported and certified.	Partially Certified/Full Reported	Not all reported fields are certified and all cropland is reported and certified.	Fully Certified/Partially Reported	All reported fields are certified and not all cropland is reported and certified.	Fully Certified/Fully Reported	All reported fields are certified and all cropland is reported and certified.
Status	Description														
Not Created	No acreage report is created for this farm.														
Not Certified/Not Reported	No reported fields are certified and no cropland is reported and certified.														
Partially Certified/Partially Reported	Not all reported fields are certified and not all cropland is reported and certified.														
Partially Certified/Full Reported	Not all reported fields are certified and all cropland is reported and certified.														
Fully Certified/Partially Reported	All reported fields are certified and not all cropland is reported and certified.														
Fully Certified/Fully Reported	All reported fields are certified and all cropland is reported and certified.														

305 Farm Selection Process (Continued)

C Options Available on the Crop Acreage Reports Screen (Continued)

Option/Button	Result
Refresh Farm Data	Click this button to update farm records data in CARS. Example: A producer is added to farm records, but is not available in CARS. Notes: After users CLICK “ Refresh Farm Data ”, user must CLICK “ Add Producer ” to assign the share to the updated producer. The "Refresh Farm Data" option does not apply to farm/tract reconstitutions. See subparagraph 311 C for information on farm/tract reconstitutions.
Record Acreage	Click this button to record acreage and share information for the farm.
Record Farm Zero Acreage	Click this button to record a farm zero acreage report for a specific crop. The option will be available for 2012 and prior years only.
Determined Quality <u>1/</u>	Click this button to record determined acreage for a specific crop.
*--Certify by Farm <u>1/</u>	Click this button to certify crops or commodities reported for the selected farm.
Revise Shares <u>1/</u>	Click this button to change shares for a single field or multiple fields recorded for the farm. The Revise Shares Screen will be displayed. Note: When using this option, shares must be the same across all selected fields.
Certify by Producer <u>1/</u>	Click this button to certify multiple farms, tracts, and fields associated with the selected producer as an owner, operator, or other tenant. <ul style="list-style-type: none"> • Owner – farms, tracts, and fields for which the producer is an owner will be displayed, regardless of shared interest in the crop. • Operator – farms, tracts, and fields for which the producer is an operator will be displayed, regardless of shared interest in the crop. • Other Tenant – farms, tracts, and fields for which they have a shared interest in the crop will be displayed.--*
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.

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.

306 Producer Shares (Continued)

A Overview (Continued)

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 according to 10-CM.--***

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.

*--

Report of Acreage

Year: 2016 **State:** Nebraska (31) **County:** Seward (159)

Farm Information

Farm Number: XXXX Total Rpt Cropland: 5.0435 of 154.42

Operator Name: Any 1 Producer

Tract Information

Tract Number: XXXX Tract Rpt Cropland: 5.0435 of 154.42

Please enter the crop information.
* Denotes required information.

*Field Number

Subfield

*Reported Quantity

Planting Date (MM/DD/YYYY)

Predominant Number

*Crop/Commodity

*Variety/Type

*Intended Use

Actual Use

*Irrigation Practice

*Organic Status

*Planting Pattern

Native Sod Conversion

*Official/Measured End Year (YYYY)

Reporting Unit

Land Use

*Planting Period

Field ID

*Cropland Status

*Crop Status

*Supplemental Status

*Concurrent Planting

List of Tract Producers

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

NAP Unit

Override NAP Unit

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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.

*--

Tract Selection

Year: 2016 **State:** Texas (48) **County:** Medina (325)

Farm Information

Farm Number: XXXX Total Rpt Cropland: 313.44 of 301.14
 Operator Name: Any 1 Producer

Please select a tract

	Tract	Description	Cropland Acres	Reported Cropland
<input checked="" type="radio"/>	xxx	xxx	133.87	146.17
<input type="radio"/>	xxx	xxx	61.99	61.99
<input type="radio"/>	xxxx	xxx	33.60	33.60
<input type="radio"/>	xxxx	xxx	71.68	71.68

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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	IF...	THEN the...
	no crops have previously been recorded for the tract	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.	

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.

*--

Revise Tract

Year: 2016 **State:** Texas (48) **County:** Medina (325)

Farm Information

Farm Number: XXXX Total Rpt Cropland: 313.44 of 301.14
 Operator Name: Any 1 Producer

Tract Information

Tract Number: xxxx Tract Rpt Cropland: 61.99 of 61.99

Tract Number:

■	Field Num	Crop/Comm	Var/Type	Int Use	Irr Prc	Organic Status	Rpt Qty	Det Qty	Crop Status	Certification Date
<input type="checkbox"/>	1	HONEY	-	FH	O	C	61.99	-	I	09/15/2015

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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

A Overview

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

Beginning 2015, County Offices may also update acreage reports for any county in the nation by accessing the "Nationwide Customer Service" option on the left navigation menu.

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.

Report of Acreage

Year: 2016 State: Nebraska (31) County: Seward (159)

Farm Information

Farm Number: xxxxx Total Rpt Cropland: 5.0435 of 154.42
 Operator Name: Any 1 Producer

Tract Information

Tract Number: xxxxx Tract Rpt Cropland: 5.0435 of 154.42

Please enter the crop information.
 * Denotes required information.

*Field Number Native Sod Conversion
 Subfield
 *Reported Quantity *Official/Measured End Year (YYY)
 Planting Date (MM/DD/YYYY)

Predominant Number Select
 *Crop/Commodity Select
 *Variety/Type None
 *Intended Use None
 Actual Use None
 *Irrigation Practice None
 *Organic Status Conventional
 *Planting Pattern Solid

*Cropland Status Y Reporting Unit Acres
 *Crop Status None Land Use None
 *Supplemental Status None *Planting Period None
 *Concurrent Planting None Field ID

List of Tract Producers

Name	Role	RMA Unit	Share %
Any 1 Producer	Operator	<input type="text"/>	50.00
Any 2 Producer	Owner	<input type="text"/>	50.00
Total %			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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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 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/ Subfield	Beginning with 2016, the field number and subfield will be displayed as separate data fields. Enter the field number for the selected farm/tract. Enter the subfield for the field as needed. The subfield shall not exceed 2 alpha characters. The field number shall not exceed 4 digits. For 2015 and prior years, the field number is displayed as a single data field. The field number is restricted to 6 characters for field and/or subfield numbering. Alpha characters for subfields shall not exceed 2 characters. Number values for the field shall not exceed 4 digits. Note: See paragraph 494 for identifying fields.--
Reported Quantity	Enter the reported quantity. Calculated or measured acreage can be entered or maintained in tenths, hundredths, thousandths, or ten thousandths. 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 must be entered in hundredths in all States. 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.
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. See subparagraph E for skip/strip row and subparagraph F for orchard entries. See paragraph 393 for information on planting patterns.
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. Status code "C" will be automatically populated for crop with intended use of cover only (CO).--*
Supplemental Status	Select the supplemental status code from the drop-down list. The selection options are "Not Applicable", "Not Planted", "Planted", "Prevented", "Failed", or "Volunteer". Notes: The "Not Planted" option will be available for 2011 and 2012 only. The "Not Applicable" option will be available for 2015 and subsequent years. *--Supplemental status "Planted" will be automatically defaulted for crops with intended use of cover only (CO) and will not be editable.--*
Reporting Unit	This field will be automatically defaulted based on the selected crop/commodity. Reporting unit: <ul style="list-style-type: none"> • "colonies" will be defaulted for honey • "taps" will be defaulted for maple sap • "acres" will be defaulted for all crops, except honey and taps. Note: Reporting unit "Hives" will be available for 2014 and prior years only and *--"Colonies" will be available for 2015 and subsequent years. Only reporting unit "acres" will be considered for cropland comparison according to paragraph 312.--*
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. *-- Exception: Reporting unit of hives colonies and taps.--*
Planting Date	Enter in "MMDDYYYY" format or choose the date by clicking "Calendar" icon. Note: See subparagraph 78 F for crops that do not require a planting date.
Organic Status	Automatically defaulted to "Conventional". If the organic status is not "Conventional", select the applicable status from the drop-down list. Available options are "Conventional", "Transitional", and "USDA Certified". Notes: See paragraph 23.7 for reporting 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.

308 Loading Crop Acreage Information (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Action										
Native Sod Conversion	<p>*--Check (✓) box only when a crop is planted on native pasture as defined by 1-NAP, paragraph 379.--*</p> <p>Note: The “Native Pasture Conversion” checkbox will be available for 2015 and subsequent years.</p> <p style="text-align: center;">* * *</p>										
End Year	<p>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.</p>										
Official/Measured	<p>This field is defaulted to “None”. Select “Official”, “Measured”, or “Staked” from the drop-down list, as applicable, according to procedure in paragraph 77.</p>										
Concurrent Planting	<p>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”.</p>										
Planting Period	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" data-bbox="521 936 1463 972">Planting periods carrying capacity are retrieved from NCT.</td> </tr> <tr> <td data-bbox="521 972 1008 1008">IF...</td> <td data-bbox="1008 972 1463 1008">THEN...</td> </tr> <tr> <td data-bbox="521 1008 1008 1077">no planting period, carrying capacity is available on NCT for the crop</td> <td data-bbox="1008 1008 1463 1077">this field is defaulted to “01”.</td> </tr> <tr> <td data-bbox="521 1077 1008 1178">only 1 planting period, carrying capacity is available on NCT for the crop, type, practice, and intended use</td> <td data-bbox="1008 1077 1463 1178">this field is defaulted as the planting period carrying capacity listed on NCT.</td> </tr> <tr> <td data-bbox="521 1178 1008 1283">more than 1 planting period, carrying capacity is available on NCT for the crop, type, practice, and intended use</td> <td data-bbox="1008 1178 1463 1283">a drop down list with applicable NCT planting periods carrying capacity will be available for selection.</td> </tr> </table>	Planting periods carrying capacity are retrieved from NCT.		IF...	THEN...	no planting period, carrying capacity is available on NCT for the crop	this field is defaulted to “01”.	only 1 planting period, carrying capacity is available on NCT for the crop, type, practice, and intended use	this field is defaulted as the planting period carrying capacity listed on NCT.	more than 1 planting period, carrying capacity is available on NCT for the crop, type, practice, and intended use	a drop down list with applicable NCT planting periods carrying capacity will be available for selection.
Planting periods carrying capacity are retrieved from NCT.											
IF...	THEN...										
no planting period, carrying capacity is available on NCT for the crop	this field is defaulted to “01”.										
only 1 planting period, carrying capacity is available on NCT for the crop, type, practice, and intended use	this field is defaulted as the planting period carrying capacity listed on NCT.										
more than 1 planting period, carrying capacity is available on NCT for the crop, type, practice, and intended use	a drop down list with applicable NCT planting periods carrying capacity will be available for selection.										
Field ID	<p>This is not a required field. Enter up to 4 characters to record additional information about the crop acreage being reported.</p> <p>Example: No Till, Wetlands, etc.</p> <p>Note: This field is used for informational purposes only.</p>										
NAP Unit	<p>After the user clicks “Submit” on the Report of Acreage Screen, this field will be automatically populated based on available NAP units from the NAP Unit Table.</p> <p>Notes: NAP units will be populated for all producers since NAP units are created using farming relationships as reported in CARS.</p> <p>To access the option to manually override the populated NAP unit, users must click “Revise” on the Crop Review Screen.</p> <p>The populated NAP unit number shall be manually overridden only when the relationship based on producer type documented on FSA-578 does not match the actual farming relationship.</p>										
RMA Unit	<p>This is not a required entry.</p>										

308 Loading Crop Acreage Information (Continued)

E Skip/Strip Row Information

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

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

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

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"/>

308 Loading Crop Acreage Information (Continued)

G 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.

*--

Bulk Copy

Year: 2016 **State:** Nebraska (31) **County:** Seward (159)

Farm Information

Farm Number: xxxx Total Rpt Cropland: 5.0435 of 154.42
 Operator Name: Any 1 Producer

Tract Number	Field Number	Subfield Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Crop Status
xxxx	1	WHEAT	HRW	GR	I	I	

List of Tract Producers

Name	Role	Share %
Any 1 Producer	Operator	50.00
Any 2 Producer	Owner	50.00

Line #	* Tract Number	* Field Number	Subfield Number	* Reported Quantity	* Planting Date MM/DD/YYYY	Field ID
1	▼					
2	▼					
3	▼					
4	▼					
5	▼					
6	▼					
7	▼					
8	▼					
9	▼					
10	▼					

Submit and Add

Submit and Certify

Submit and Bulk Copy

Review Crops

--*

308 Loading Crop Acreage Information (Continued)**H 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:

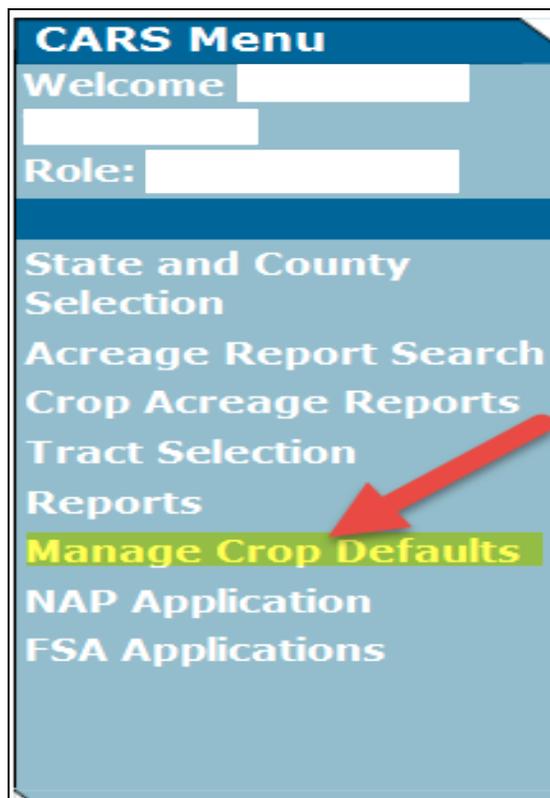
- are also known as CVS
- contain all crops for acreage reporting purposes.

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.

***--Note:** Once crop defaults are created, users must click the “Manage Crop Defaults” option each program year for defaults to rollover from the previous program year to the current program year.--*

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.

*--

Add Crop Default

Year: 2016 **State:** Texas (48) **County:** Anderson (001)

*Predominant Number	<input type="text"/>
*Crop/Commodity	<input type="text" value="Select"/>
*Variety/Type	<input type="text" value="None"/>
*Intended Use	<input type="text" value="None"/>
*Irrigation Practice	<input type="text" value="None"/>
*Organic Status	<input type="text" value="Conventional"/>
*Reporting Unit	<input type="text" value="Acres"/>
*Crop Status	<input type="text" value="None"/>
*Supplemental Status	<input type="text" value="None"/>
Concurrent Planting	<input type="text" value="None"/>
Land Use	<input type="text" value="None"/>
Planting Pattern	<input type="text" value="Solid"/>
*Cropland Status	<input type="text" value="Y"/>
*Planting Period	<input type="text" value="None"/>

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Note: For crop defaults to rollover from the previous year to the current year, the user must click the “Manage Crop Defaults” option on the left. Only defaults that pass validation will rollover to the current year. The previous year’s defaults with invalid crop characteristics will be displayed to the user.

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.
--Organic Status	Select the organic status from the drop-down list, as needed. The organic status will default as “Conventional”.--
Reporting Unit	<p>This field will be automatically defaulted based on the selected crop/commodity. Reporting unit:</p> <ul style="list-style-type: none"> • “colonies” will be defaulted for honey • “taps” will be defaulted for maple sap • “acres” will be defaulted for all crops, except honey and taps. <p>Notes: Reporting unit “Hives” will be available for 2014 and prior years only and “Colonies” will be available for 2015 and subsequent years.</p> <p>Only reporting unit “acres” will be considered for cropland comparison according to paragraph 312.</p>
Crop Status	Select the crop status from the drop-down list. The definition of the crop *--status is located in Exhibit 11. Status code “C” will be automatically populated for crops with intended use of cover only (CO).--*

308.5 Predominant Crops and Crop Characteristic Defaults (Continued)

D Adding Crop Default Information (Continued)

Field	Action
Supplemental Status	Select the supplemental status code from the drop-down list. The selection options are “Not Planted”, “Not Applicable”, “Planted”, “Prevented”, “Failed”, or “Volunteer”. Notes: The “Not Planted” option will be available for 2011 and 2012 only. The “Not Applicable” option will be available for 2015 and *--subsequent years. Supplemental status “Planted” will be automatically populated for crops with intended use of cover only (CO).--*
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.
--Planting Period	Select the planting period from the drop-down menu. If only 1 planting period is available on NCT, the planting period will automatically populate as “01”.--

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.
Cancel	The List Crop Defaults Screen will be displayed.

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.

*--

List Crop Defaults									
Year: 2016		State: Texas (48)				County: Anderson (001)			
Sort By:		Predominant Number			Crop/Commodity				
Predominant Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Org Status	Rpt Unit	Crop Status	Planting Period	
<input type="radio"/>	001	MIXFG IGS	GZ	N	C	A	I	01	
<input type="radio"/>	002	GRASS NAG	GZ	N	C	A	I	-	
		Add		Edit		Delete		Print	
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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.

*--

Crop Review

Year: 2016 **State:** Nebraska (31) **County:** Seward (159)

Farm Information

Farm Number: xxxx	Total Rpt Cropland: 5.0435 of 154.42
Operator Name: Any 1 Producer	

Tract Information

Tract Number: xxx	Tract Rpt Cropland: 5.0435 of 154.42
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Review of crop acreage data at tract level

Field	Number	Crop/ Comm	Var/ Type	Int Use	Irr Prc	Org Status	Rpt Qty	Det Qty	Crop Status	Planting Period	Field ID
<input checked="" type="checkbox"/>	1	WHEAT	HRW	GR	I	C	5.00	-	I	01	-
<input type="checkbox"/>	2	NRSRY	CON	-	N	C	0.0435	-	I	01	-

Add

Revise

Copy

Certify

Bulk Copy

Delete

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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 a single field or multiple fields recorded for the farm. The Delete Fields Screen will be displayed".--* 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 for the Field**

A Overview

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

Exception: Beginning with 2015, County Offices may access the Nationwide Customer Service option on the left navigation menu to update any county in the nation.

B Accessing the “Revise” Option on the Crop Review Screen

Follow this table to revise crop and/or commodity and share information for the field.--*

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 for the Field (Continued)*C Revising Specific Crop/Commodity Information for the Field--***

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/Subfield	Beginning with 2016, the field number and subfield will be displayed as separate data fields. Enter the field number for the selected farm/tract. Enter the subfield for the field as needed. The subfield shall not exceed 2 alpha characters. The field number shall not exceed 4 digits. For 2015 and prior years, the field number is displayed as a single data field. The field number is restricted to 6 characters for field and/or subfield numbering. Alpha characters for subfields shall not exceed 2 characters. Number values for the field shall not exceed 4 digits. Note: See paragraph 494 for identifying fields.--
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. Status code “C” will be automatically populated for crops with intended use of cover only (CO).
Supplemental Status	Select the correct supplemental status from the drop-down list. Supplemental status “Planted” will be automatically populated for crops with intended use of cover only (CO).--*

*--310 Revising Crop/Commodity and Share Information for the Field (Continued)

C Revising Specific Crop/Commodity Information for the Field (Continued)--*

Field	Action
Reporting Unit	<p>This field will be automatically defaulted based on the selected crop/commodity. Reporting unit:</p> <ul style="list-style-type: none"> • “colonies” will be defaulted for honey • “taps” will be defaulted for maple sap • “acres” will be defaulted for all crops, except honey and taps. <p>Notes: Reporting unit “Hives” will be available for 2014 and prior years Only “Colonies” will be available for 2015 and subsequent years.</p> <p>Acres with reporting unit “acres” will be considered for Cropland comparison according to paragraph 312.</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 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 Date	<p>Enter in “MMDDYYYY” format or choose the date by clicking “Calendar” icon.</p> <p>Note: See subparagraph 78 F for crops that do not require a planting date.</p>
Organic Status	<p>Automatically defaulted to “Conventional”. If the organic status is not “Conventional”, select the applicable status from the drop-down list. Available options are “Conventional”, “Transitional”, and “USDA Certified”.</p> <p>Notes: This field shall not 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>

*--310 Revising Crop/Commodity and Share Information for the Field (Continued)

C Revising Specific Crop/Commodity Information for the Field (Continued)--*

Field	Action		
Planting Period	Planting periods carrying capacity are retrieved from NCT.		
	<table border="1"> <tr> <td data-bbox="532 359 1084 401">IF...</td> <td data-bbox="1084 359 1464 401">THEN...</td> </tr> </table>	IF...	THEN...
	IF...	THEN...	
	no planting period, carrying capacity is available on NCT for the crop	this field is defaulted to "01".	
only 1 planting period carrying capacity is available on NCT for the crop, type, practice and intended use	this field is defaulted as the planting period carrying capacity listed on NCT.		
more than 1 planting period carrying capacity is available on NCT for the crop, type, practice and intended use	a drop down list with applicable NCT planting periods carrying capacity will be available for selection.		
Field ID	<p>This is not a required field. Enter up to 4 characters to record additional information about the crop acreage being reported, such as wetlands, etc.</p> <p>Note: This field is used for informational purposes only.</p>		
NAP Unit	<p>After the user clicks "Submit" on the Report of Acreage Screen, this field will be automatically populated based on available NAP units from the NAP Unit Table.</p> <p>Notes: NAP units will be populated for all producers since NAP units are created using farming relationships as reported in CARS.</p> <p>To access the option to manually override the populated NAP unit, users must click "Revise" on the Crop Review Screen.</p> <p>The populated NAP unit number shall be manually overridden only when the relationship based on producer type documented on FSA-578 does not match the actual farming relationship.</p>		
RMA Unit	This is not a required entry. Enter the correct RMA unit.		
Share %	<p>Enter the correct share percentages for each respective producer.</p> <p>Note: Shares must equal 100 percent. See subparagraph 306 A for additional information on producer shares.</p>		

***--310.5 Revising Shares Across Multiple Tracts and Fields for the Farm**

A Overview

Beginning with 2015 the “Revise Shares” button will be available on the Crop Acreage Reports Screen to allow users to change shares across multiple tracts and/or fields for the selected farm.

B Revise Shares Screen

The following is an example of the Revise Shares Screen.

Revise Shares

Year: 2016 **State:** Nebraska (31) **County:** Seward (159)

Farm Information

Farm Number: xxxx	Total Rpt Cropland: 5.0435 of 154.42
Operator Name: Any 1 Producer	

☐	Tract Num	Field Num	Crop/Comm	Var/Type	Int Use	Irr Prc	Organic Status	Rpt Qty	Det Qty	Crop Status	Planting Period
<input type="checkbox"/>	xxxx	1	WHEAT	HRW	GR	I	C	5.00	-	I	01
<input type="checkbox"/>	xxxx	2	NRSRY	CON	-	N	C	0.0435	-	I	01

List of Farm Producers

Name	Role	RMA Unit	Share %
Any 1 Producer	Operator	<input type="text"/>	0.00 <input type="text"/>
Any 2 Producer	Owner	<input type="text"/>	0.00 <input type="text"/>
Any 3 Producer	Owner	<input type="text"/>	0.00 <input type="text"/>
Total %			0.00

Update Shares
Back
Hide Zero Shares

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C Options Available on the Revise Shares Screen

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

Button	Results
Update Shares	Click this button to update shares for all selected tracts and fields.
Back	Click this button to go back to the Crop Acreage Reports Screen.
Hide Zero Shares	Click this button for producers with zero share not to be displayed on the Revise Shares Screen. This option will only be displayed when there is a producer with zero share.

--*

***--310.5 Revising Shares Across Multiple Tracts and Fields for the Farm (Continued)**

D Updating Shares on the Revise Shares Screen

Follow this table to update shares for multiple tracts and/or fields.

Step	Action	Results
1	On the Acreage Reports 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 the "Revise Shares" button on the Crop Acreage Reports Screen.	The Revise Shares Screen will be displayed.
3	Select the check box next to the applicable tracts, fields, and crop to be updated.	
4	Enter applicable shares for producers listed on the farm. CLICK "Update Shares". Note: Shares must equal 100 percent.	The message, "The shares on the selected crops have been revised" will be displayed.

--*

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 fields.--*

B Deleting Farms From CARS Because of Farm Records Reconstitutions

* * *

*--Beginning with 2013 a farm acreage report will be automatically deleted from CARS when a reconstitution is performed for the farm/tract in Farm Records.

C Deleting Acreage Report by Farm

The “Delete” option on the Crop Acreage Reports Screen 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.

D Delete Acreage Report Screen

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

*--

Delete Acreage Report

Year: 2016 **State:** Nebraska (31) **County:** Seward (159)

Farm Number: xxxx

Operator Name: Any 1 Producer

Report Status: Not Certified

Are you sure you want to delete the acreage report?

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

F Deleting Acreage Report Records by Field

--This “Delete” option on the Crop Review Screen will provide a complete list of all crop data associated with a farm and tract. Beginning with 2015 users will have the capability to select a single crop record or multiple records 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, field number, crop, crop type, practice, intended use, organic status, crop status, supplemental status, acreage and planting period.--

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

311 Deleting Acreage Report Information (Continued)

*--G Delete Crop Screen for 2014 and Prior Years

The following is an example of the Delete Crop Screen for 2014 and Prior Years.

Delete Crop		
Year: 2014	State: Texas (48)	County: Medina (325)
Farm Information		
Farm Number: XXXX	Total Rpt Cropland: 291.20 of 291.14	
Operator Name: Any 1 Producer		
Tract Information		
Tract Number: xxxxx	Tract Rpt Cropland: 52.00 of 51.99	
Crop Information		
Field Number: 2		
Crop/Commodity: GRASS		
Variety/Type: NAG		
Intended Use: Left Standing		
Irrigation Practice: Non-Irrigated		
Crop Status: I - Initial - first crop planted on acreage		
Supplemental Status: Planted		
Reported Quantity: 10.70		
Determined Quantity:		
<p style="color: blue;">Are you sure you want to delete the Crop?</p> <div style="display: flex; justify-content: center; gap: 20px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div>		
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--*

311 Deleting Acreage Report Information (Continued)

***--H Accessing the Field Record “Delete” Option for 2014 and Prior Years**

For 2014 and prior years, access the field record “Delete” option on the Crop Review--* Screen as follows.

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

***--I Delete Fields Screen for 2015 and Subsequent Years**

The following is an example of the Delete Fields Screen for 2015 and Subsequent Years.

Delete Fields

Year: 2016 **State:** () **County:** ()

Farm Information

Farm Number: xxx Total Rpt Cropland: 5.0435 of 154.42
 Operator Name: Any 1 Producer

Tract Information

Tract Number: xxxx Tract Rpt Cropland: 5.0435 of 154.42

<input type="checkbox"/>	Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Org Status	Rpt Qty	Det Qty	Crop Status	Planting Period	Field ID
<input type="checkbox"/>	1	WHEAT	HRW	GR	I	C	5.00	-	I	01	-
<input type="checkbox"/>	2	NRSRY	CON	-	N	C	0.0435	-	I	01	-

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311 Deleting Acreage Report Information (Continued)

***--J Accessing the Field Record “Delete” Option for 2015 and Subsequent Years**

For 2015 and subsequent years, 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 Report Screen will be displayed.
2	CLICK “Record Acreage”.	The Crop Review Screen will be displayed.
3	CLICK “Delete”.	The Delete Fields Screen will be displayed.
4	Select the check box for the applicable crop(s)/field(s) to be deleted. CLICK “Delete”.	
5	The user will be prompted to answer the question, “Are you sure you want to delete the selected fields? CLICK “Ok” or “Cancel”.	If: <ul style="list-style-type: none"> • “Ok” is selected, the Delete Fields Screen will be displayed with the message “The fields have been successfully deleted. • “Cancel” is selected, the Crop Review Screen will be displayed.

--*

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.

***--Note:** Only reporting unit “acres” will be considered when setting the cropland comparison flag.--*

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 * * *

***--If** the farm has no cropland, CARS will provide an override process to set the cropland comparison flag automatically to “Y” nightly. No user intervention will be allowed.

Note: At any point thereafter, if the cropland status on the farm is greater than zero, the comparison flag will be set automatically to “N”.--*

314 Certifying Acreage Report

A Overview

--Beginning with 2015, users will be able to certify by producer or by farm. The “Certify by Producer” option will allow users to certify multiple farms, tracts, and fields for the selected producer. The “Certify by Farm” option will allow users to certify any or all fields for the selected farm. The “Certify by Producer” and “Certify by Farm” options are available on the Crop Acreage Reports Screen. See subparagraph 305 B for an example of the Crop Acreage Reports Screen.--

All crops reported in CARS are required to be certified by the applicable reporting deadline according to Exhibit 6 or 6.5, as applicable. County Offices shall review all crops and acreage information with producers before certifying the acreage report in CARS.

*--B Certify by Farm Screen

The following is an example of the Certify by Farm Screen.

Certify By Farm

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

Farm Information

Farm Number: XXX Total Rpt Cropland: 7.50 of 71.16
 Operator Name: Any 1 Producer

Signature Date (MM/DD/YYYY)

<input type="checkbox"/>	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"/>	xxx	1A	OATS	WTR	GZ	N	C	5.00	-	I	31	-	02/19/2015
<input type="checkbox"/>	xxx	1B	GRASS	NAG	GZ	N	C	2.50	-	I	21	-	02/19/2015
<input type="checkbox"/>	xxx	3	GRASS	NAG	GZ	N	C	1.98	-	I	21	-	02/19/2015

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C Options Available on the Certify by Farm Screen

The following options are available on the Certify by Farm 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 by Farm**

Follow instructions in this table to certify crops by farm.--*

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” after all crops and/or fields for the farm are certified. The date certified will be displayed under--* the “Certification Date” column.

314 Certifying Acreage Report (Continued)

*--E Certify by Producer - Producer Selection Screen

The following is an example of the Certify by Producer - Producer Selection Screen.

Certify By Producer

Year: 2015 **State:** Texas (48) **County:** All

Farm Information

Farm Number: 1234 Total Rpt Cropland: 7.50 of 71.16
 Operator Name: ANY PRODUCER

Please select a Producer to retrieve fields for certification

List of Farm Producers

Producer Name

ANY PRODUCER
 ANOTHER PRODUCER

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F Options Available on the Certify by Producer – Producer Selection Screen

The following options are available on the Certify by Producer – Producer Selection Screen.

Button	Results
Submit	The Certify by Producer – Crop Selection screen will be displayed.
Back	The Crop Acreage Reports Screen will be displayed.

G Action

The user shall select the producer to be certified and CLICK “Submit”. The Certify by Producer – Crop Selection Screen will be displayed.--*

314 Certifying Acreage Report (Continued)

*--H Certify by Producer – Crop Selection Screen

The following is an example of the Certify by Producer - Crop Selection Screen.

Certify By Producer

Year: 2016 **State:** Texas (48) **County:** Medina (325)

Producer Name: Any 1 Producer

Signature Date (MM/DD/YYYY)

<input type="checkbox"/>	Tract Num	Field Num	Crop/Comm	Var/Type	Int Use	Irr Prc	Organic Status	Rpt Qty	Det Qty	Crop Status	Planting Period	Field ID	Producer Type	Certification Date
Farm Number: XXX														
<input type="checkbox"/>	xxxx	1	WHEAT	HRW	GR	N	C	2.00	-	I	01	-	OO	-
<input type="checkbox"/>	xxx	2	OATS	WTR	GR	N	C	1.00	-	I	01	-	OO	-
Farm Number: XXXX														
<input type="checkbox"/>	xxx	1	MAPSP	-	PR	O	C	1.50	-	M	01	-	OW	09/30/2015
<input type="checkbox"/>	xxxx	2	TRNAR	-	-	N	C	37.74	-	I	01	-	OW	09/30/2015
Farm Number: XXXX														
<input type="checkbox"/>		1AS	GRASS	NAG	GZ	N	C	10.99	-	I	21	-	OW	-

Certify

Uncertify

Certify and Print

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314 Certifying Acreage Report (Continued)

***--I Options Available on the Certify by Producer Screen**

The following options are available on the Certify by Producer – Crop Selection Screen.

Button	Results
Certify	Click this button to certify crop acreage for the selected producer.
Uncertify	Click this button to uncertify crop acreage for the selected producer.
Certify and Print	Click this button to certify crop acreage for the selected producer and generate the producer print.
Back	Click this button to return to the Certify by Producer – Producer Selection Screen.

J Certifying Crops by Producer

Follow instructions in this table to certify crops for the selected producer.

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 by Producer”.	The Certify by Producer - Producer Selection Screen will be displayed.
3	Select the applicable producer to certify. CLICK “Submit”.	The Certify by Producer – Crop Selection Screen will be displayed with all fields for all farms associated with the selected producer by tract.
4	Select the applicable field(s) to be certified. CLICK “Submit”.	The message “The selected crops have been certified” will be displayed on the Certify by Producer Screen.

--*

314 Certifying Acreage Report (Continued)

***--K Uncertifying Crops**

Follow the instructions in this table to uncertify crops.

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 Report 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 • each field individually to uncertify. 	
4	CLICK “Uncertify”.	On the Crop Acreage Report 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 viewing a complete summary of crop data attributes reported at the farm level. The summary will be displayed with a complete list of all crops or commodities associated with the farm and a farm level GIS map.

Users shall click the check box for cropland and/or non-cropland to view applicable cropland and/or non-cropland boundaries for tracts on the farm. Tract and field boundaries will be displayed as yellow.

Notes: Wetland points for the farm will be displayed when applicable.

--Maps will be available beginning with the 2015 crop year. The message “Unable to retrieve GIS mapping data” will be displayed when a map is not available for the farm.--

315 Farm Summary Review (Continued)

B Farm Summary Screen

The following is an example of the Farm Summary Screen.

*--

Farm Summary

Year: 2016 **State:** Texas (48) **County:** Medina (325)

Farm Information

Farm Number: XXXX	Total Cropland: 197.92
Operator Name: Any 1 Producer	Reported Cropland Acreage: 133.87
	Difference: -64.05
	Reported Non-Cropland Acreage: 0.00

Crop/ Comm	Var/ Type	Int Use	Irr Prc	Rpt Unit	Rpt Qty	PP Qty	Expt Qty	Vol Qty	NA Qty	Det Qty
BARLY	HUL	FG	N	A	55.30	-	-	-	-	-
BEANS	MRW	DE	N	A	1.1677	-	-	-	-	-
BEANS	MUN	DE	N	A	54.0023	-	-	-	-	-
RICE	MGR	GR	N	A	23.40	-	-	-	-	-
Total:					133.87	-	-	-	-	-

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C Information Displayed on the Farm Summary Screen

The Farm Summary screen will provide a summary of crop/acreage information entered as follows by crop, type, intended use, irrigation practice and reporting unit:

- Reported (Rpt Qty)
- Prevented Planted (PP Qty)
- Experimental (Expt Qty)
- Volunteer (Vol Qty)
- Not Applicable (NA Qty)
- Determined (Det Qty).

315 Farm Summary Review (Continued)

C Information Displayed on the Farm Summary Screen (Continued)

*--**Note:** Acreage at the crop level will be displayed at the lowest decimal place entered by--* the user, however the total calculation of all acreage will be rounded and ending zeros will be trimmed off. In this case, rounding is restricted to 2 decimal.

Example: Field 1 was reported with 44.00 acres of BEANS MUN. Field 2 was reported with 10.0023 acres of BEANS MUN. The acreage at the crop level will be summarized and displayed as 54.0023. However, the total for all acres will be calculated and displayed as 133.87.

Crop/ Comm	Var/ Type	Int Use	Irr Prc	Rpt Unit	Rpt Qty	PP Qty	Expt Qty	Vol Qty	NA Qty	Det Qty
BARLY	HUL	FG	N	A	55.30	-	-	-	-	-
BEANS	MRW	DE	N	A	1.1677	-	-	-	-	-
BEANS	MUN	DE	N	A	54.0023	-	-	-	-	-
RICE	MGR	-	N	A	23.40	-	-	-	-	-
Total:					133.87	-	-	-	-	-



D Accessing Farm Summary

Follow instructions in this table to access the farm summary.

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

316 Tract Summary Review

A Overview

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

Users shall click the check box for cropland and/or non-cropland to view applicable cropland and/or non-cropland boundaries for the tract. Tract and field boundaries will be displayed as yellow.

Notes: Wetland points for the tract will be displayed when applicable.

*--Maps will be available beginning with the 2015 crop year. The message “Unable to retrieve GIS mapping data” will be displayed when a map is not available for the farm and/or tract.

B Tract Summary Screen

The following is an example of the Tract Summary Screen.

Tract Summary

Year: 2016
State: Texas (48)
County: Medina (325)

Farm Information

Farm Number: XX
Operator Name: Any 1 Producer
Total Rpt Cropland: 133.87 of 197.92



Tract Information

Tract Number: XXXX
Cropland Acreage: 197.92
Difference: -64.05
Reported Non-Cropland Acreage: 0.00
Reported Cropland Acreage: 133.87

Crop/Comm	Var/Type	Int Use	Irr Prc	Rpt Unit	Rpt Qty	PP Qty	Expt Qty	Vol Qty	NA Qty	Det Qty
BARLY	HUL	FG	N	A	55.30	-	-	-	-	-
BEANS	MRW	DE	N	A	1.1677	-	-	-	-	-
BEANS	MUN	DE	N	A	54.0023	-	-	-	-	-
RICE	MGR	GR	N	A	23.40	-	-	-	-	-

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316 Tract Summary Review (Continued)

C Options Available on the Tract Summary Screen

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

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

D Information Displayed on the Tract Summary Screen

The Tract Summary Screen will provide a summary of crop and/or acreage information entered as follows by crop, type, intended use, irrigation practice and reporting unit:

- Reporting (Rpt Qty)
- Prevented Planted (PP Qty)
- Experimental (Expt Qty)
- Volunteer (Vol Qty)
- Not Applicable (NA Qty)
- Determined (Det Qty).

***--Note:** Acreage at the crop level will be displayed at the lowest decimal place entered by--* the user, however the total calculation of all acreage will be rounded and ending zeros will be trimmed off. In this case, rounding is restricted to 2 decimal.

Example: Field 1 was reported with 44.00 acres of BEANS MUN. Field 2 was reported with 10.0023 acres of BEANS MUN. The acreage at the crop level will be summarized and displayed as 54.0023. However, the total for all acres will be calculated and displayed as 133.87.

Tract Information											
Tract Number: xxxx						Reported Non-Cropland Acreage: 0.00					
Cropland Acreage: 133.90						Reported Cropland Acreage: 133.87					
Difference: -0.03											
Crop/Comm	Var/Type	Int/Use	Irr/Prc	Rpt/Unit	Rpt Qty	PP Qty	Expt Qty	Vol Qty	NA Qty	Det Qty	
BARLY	HUL	FG	N	A	55.30	-	-	-	-	-	
BEANS	MRW	DE	N	A	1.1677	-	-	-	-	-	
BEANS	MUN	DE	N	A	54.0023	-	-	-	-	-	
RICE	MGR	-	N	A	23.40	-	-	-	-	-	

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)
- *--Map (beginning with the 2015 crop year).--*

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 CARS Reports Screen.

*--

Reports

Year: 2016 **State:** Nebraska (31) **County:** Seward (159)

FSA-578

- **FSA-578**
- **Map**
- **FSA-578 Summary**

Farm Number

- **FSA - 578 (Producer Print)**

- **Crops with End Date** **Farm Number**
- **Farms with ARC/PLC Contract, Unreported Cropland**
- **Farms with Cropland Override**
- **Farms with CRP**
- **Farms with Deleted Producers with Active Shares**
- **Farms with End Date**
- **Farms with Failed Acreage**
- **Farms with FAV Crops**
- **Farms with Fully Reported Cropland**
- **Farms with Incomplete Determined Acres**
- **Farms with N/A Acres**
- **Farms with Native Sod Conversion Acreage**
- **Farms with No FSA-578**
- **Farms with No NAP Unit**
- **Farms with Prevented Planted Acres**

- **Farms with Reported Acres on Noncropland**
- **Farms with Subsequent Acreage**
- **Farms with Uncertified Crops**
- **Farms with Uncertified CRP**
- **Farms with Unreported Cropland**

Notes: The “Map” option will be available beginning with the 2015 crop year.

All reports will be listed in alphabetical order.--*

317 Printing FSA-578 Report of Commodities (Continued)

C Accessing FSA-578 Print Routine

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

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

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

D Reviewing the FSA-578 Summary Page

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

*-Note: This eliminates the requirement to initial and date after last entry on automated FSA-578’s.

E Reviewing the FSA-578 Farm and Tract Detail Listing

County Offices shall review all information printed on the FSA-578 Farm and Tract Detail Listing for accuracy and to determine whether reported cropland equals the cropland for the tract. The following messages will be printed on the FSA-578 Farm and Tract Detail--* Listing.

IF the farm has...	AND all cropland...	THEN the following message will be printed...
1 tract	for the tract has not been reported	<p>“All cropland has not been reported.”</p> <p>Note: Only acres reported on cropland with a crop status of (I)initial or (X)experimental and supplemental status of planted, failed, prevented, or volunteer will be considered.</p>

317 Printing FSA-578 Report of Commodities (Continued)

E Reviewing the FSA-578 Farm and Tract Detail Listing (Continued)

IF the farm has...	AND all cropland...	THEN the following message will be printed...
more than 1 tract	on all active tracts has not been reported	<p>“All cropland on all active tracts has not been reported.”</p> <p>Note: Only acres reported on cropland with a crop status of (I)initial and (X)experimental and supplemental status of planted, failed, prevented, or volunteer will be considered.</p>

F Conditions Resulting in Acreage Differences

The reported acreage and cropland acreage may not equal because of additional acreages of:

- double cropping
- subsequent crops
- repeat crops
- multiple crops reported on the same field
- crop reported on noncropland, such as grass, orchards, native pecans, etc.
- crop reported on noncropland that has been converted to cropland.

318 Status Reports

A Overview

The following reports are available to provide a status of FSA-578 data recorded in CARS. County Offices shall use these reports as a management tool to assess the information collected on FSA-578 and assist with settling data discrepancies with producers:

- Farms with Fully Reported Cropland
- Farms with Unreported Cropland
- Farms with Uncertified Crops
- Farms with Incomplete Determined Acres
- Farms with Reported Acres on Noncropland
- Farms with Prevented Planted Acres
- Crops with End Date

318 Status Reports (Continued)

A Overview (Continued)

- Farms with End Date
- Farms with No FSA-578
- Farms with DCP Contract and Unreported Cropland (available for 2013 and prior years only)
- Farms with ACRE Contract and Unreported Cropland (available for 2013 and prior years only)
- Farms with ARC/PLC contract and unreported cropland (available beginning with 2015 crop year)

* * *

- Farms with Cropland Override
- Farms with No NAP Unit
- *--Farms with Uncertified CRP (available beginning with 2015)
- Farms with CRP (available beginning with 2015)
- Farms with Subsequent Crop Acreage (available beginning with 2015)
- Farms with Failed Acreage (available beginning with 2015)
- Farms with FAV Crops (available beginning with 2015)
- Farms with Not Applicable Acreage (available beginning with 2015)
- Farms with Native Sod Conversion Acreage (available beginning with 2015).--*

Note: See paragraphs 380.5 and 380.6 for information on accessing the web-based FSA-468 reports.

318 Status Reports (Continued)

B Report Descriptions

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

Report	Description
Farms with Fully Reported Cropland	Provides a list of farms with all cropland reported and certified.
Farms with Unreported Cropland	<p>*--Provides a list of farms with cropland on the farm that has not been reported in CARS.</p> <p>County Office shall contact producers on the report to inform them that a full acreage report is required to remain eligible for program benefits, as applicable.</p>
Farms with Uncertified Crops	<p>Provides a list of farms that does not have the certification date entered for all crops.</p> <p>County Office shall contact producers on the report to inform them that a full acreage report is required to remain eligible for program benefits or certify crop, if already reported and/or certified by the producer and loaded in the automated system.</p>
Farms with Incomplete Determined Acres	<p>Provides a list of farms where determined acreage is loaded for a specific crop and all acreage of that crop does not have determined acreage entered.</p> <p>County Office shall determine the remainder of the fields for the crop selected for spot check.--*</p>
Farms with Reported Acres on Noncropland	Provides a list of farms with acres recorded on noncropland.
Farms with Prevented Planted Acres	<p>Provides the following information for each farm with reported prevented planted acreage:</p> <ul style="list-style-type: none"> • • farm number • operator • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice.

318 Status Reports (Continued)

B Report Descriptions (Continued)

Report	Description
Crops with End Date	Provides a report of all crops with end dates for the farm number entered.
Farms with End Date	Provides a list of farms with crops entered with an end date.
Farms with No FSA-578	Provides a list of active farms with no FSA-578 on file.
Farms with DCP Contract and Unreported Cropland	Provides a list of farms with an active DCP contract and unreported cropland. Note: Available for 2013 and prior years only.
Farms with ACRE Contract and Unreported Cropland	Provides a list of farms with an active ACRE contract and unreported cropland. Note: Available for 2013 and prior years only.
Farms with ACR/PLC Contract and Unreported Cropland	Provides a list of farms with an active ARC/PLC contract and unreported cropland. Note: Available beginning with 2015 crop year.
*--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	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: <ul style="list-style-type: none"> • SCIMS merge • farm/tract reconstitution • producer being deleted from Farm Records. <p>County Office shall review other systems and adjust shares accordingly (such as SCIMS merge), or contact producers to ensure that shares are updated correctly.--*</p>

318 Status Reports (Continued)

B Report Descriptions (Continued)

*--

Report	Description
Farms with Uncertified CRP	<p>Provides a list of farms with uncertified CRP. The report will include the following:</p> <ul style="list-style-type: none"> • operator • farm number • tract number • acreage quantity • variety/type • irrigation practice • end date (when available).
Farms with CRP	<p>Provides a list of farms with CRP. The report will include the following:</p> <ul style="list-style-type: none"> • operator • farm number • tract number • acreage quantity • variety/type • irrigation practice • end date (when available).
Farms with Subsequent Crop Acreage	<p>Provides a list of farms with crops recorded with crop status “J”, “K”, “L”, “M”, and/or “P”. The report will include the following:</p> <ul style="list-style-type: none"> • operator • farm number • tract number • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice • actual use (when available).

--*

318 Status Reports (Continued)

B Report Descriptions (Continued)

*--

Report	Description
Farms with Failed Acreage	<p>Provides a list of farms with crops recorded with supplemental status “Failed”. The report will include the following:</p> <ul style="list-style-type: none"> • operator • farm number • tract number • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice • actual use (when available).
Farms with FAV Crops	<p>Provides a list of farms with FAV crops. The report will include the following:</p> <ul style="list-style-type: none"> • operator • farm number • tract number • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice • actual use (when available). <p>Note: The FAV status is determined for crops with land use “F” according to Exhibit 10.5.</p>
Farms with Prevented Planted Acreage	<p>Provides a list of farms with crops recorded with supplemental status “Prevented”. The report will include the following:</p> <ul style="list-style-type: none"> • operator • farm number • tract number • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice • actual use (when available).

--*

318 Status Reports (Continued)

B Report Descriptions (Continued)

*--

Report	Description
Farms with Not Applicable Acreage	<p>Provides a list of farms with crops recorded with supplemental status “Not Applicable (N/A)”. The report will include the following:</p> <ul style="list-style-type: none"> • operator • farm number • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice • actual use (when available). <p>Note: When acreage is summarized, acreage recorded with supplemental status “Not Applicable” will be included with “Planted” acreage.</p>
Farms with Native Sod Conversion Acreage	<p>Provides a list of farms with “Native Sod Conversion Acreage” checkbox selected for a crop/field. The report will include the following:</p> <ul style="list-style-type: none"> • operator • farm number • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice • actual use (when available).

--*

C Action

To access the Reports Screen:

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

The selected report will be:

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

319 Determined Acreage

A Overview

Users will have the capability to record the determined acreage quantity for crops loaded in CARS. See paragraph 390 for information on acreage determination methods.

*--Note: 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.--*

B “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.

*--

Crop Acreage Reports

Year: 2016 **State:** Nebraska (31) **County:** Seward (159)

Operator Information

Operator Name: Any 1 Producer

Farm	Status ?	Last Updated
xxxx	Not Certified / Not Reported	09/17/2015

Refresh Farm Data

Record Acreage

Revise Shares

Determined Quantity

Certify

Certify by Producer

Delete

Farm Summary

Tract Summary

Cancel

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CARS103 - Last Modified: 1/29/2015 01:17:05 PM

*--

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

319 Determined Acreage (Continued)

C 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)

D Determined Quantity – Crop Selection Screen

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

*--

Determined Quantity - Crop Selection					
Year: 2016	State: Nebraska (31)	County: Seward (159)			
Farm Information					
Farm Number: xxxx		Total Rpt Cropland: 5.0435 of 154.42			
Operator Name: Any 1.Producer..					
Crop Selection					
	Crop/Comm	Num of Entries	Num of Entries Det	Total Rpt Qty	Total Det Qty
<input checked="" type="radio"/>	NURSERY	1	0	0.0435	-
<input type="radio"/>	WHEAT	1	0	5.00	-
<input type="button" value="Continue"/> <input type="button" value="Back"/>		Back to Top^			
CARS129 - Last Modified: 1/14/2015 11:59:05 AM					

--*

E 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. Note: 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. Note: This total can represent 1 entry or multiple entries. Including entries of zero acreage.

319 Determined Acreage (Continued)

F 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.

G 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.

*--

Determined Quantity

Year: 2016 **State:** Nebraska (31) **County:** Seward (159)

Farm Information

Farm Number: xxxx Total Rpt Cropland: 5.0435 of 154.42
 Operator Name: Any 1 Producer

Crop/Comm: NURSERY

Tract Num	Field Num	Var/Type	Int Use	Irr Prc	Organic Status	Crop Status	Planting Period	Field ID	Rpt Qty	Det Qty	Official Measured
xxx	2	CON	-	N	C	I	01	-	0.0435	<input type="text"/>	None ▾

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CARS114 - Last Modified: 1/28/2015 07:32:05 AM

--*

H 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)

***--I Determined Acreage for Unreported Crops**

During routine spot checks, field or crop acreage may have been determined that were not reported on FSA-578. For these determined acres to be loaded into the determined acreage software, those fields or crops must be loaded as reported. Since FSA-578 is a report of acreage certified by the producer and the producer has not yet reported these fields or crops, the County Office must have a method for reporting these discrepancies.

The County Office shall create a field entry in CARS when a field or crop has been determined that was not reported according to the following table.--*

IF a spot check determines that the producer reported an incorrect...	THEN record findings on FSA-578 by...
Zero acreage reported for the *--farm in 2012 or prior years Note: A farm level zero acreage report is not available for 2013 and subsequent years.--*	<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.
crop in a field	entering: <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)

Section 4 Notice of Acreage Report Determinations

375 Purpose of FSA-468

A Introduction

FSA-468 is the official notification to the producer of the results of a spot check. Footnotes included on FSA-468 inform the producer of the effect, if any, that the results of the spot check may have on the program eligibility of a crop or land use.

B Timely Processing of FSA-468

FSA-468 shall be processed in a timely manner after acreage has been determined to ensure that, if the producer requests a remeasurement, evidence of the crop is still available.

C Information on FSA-468

The following information is printed on FSA-468 for crops with determined acreage.

Producer Data	Mailing Information	Program Data
<ul style="list-style-type: none"> • farm number • operator’s name and address • farm ID 	<ul style="list-style-type: none"> • mailing date • county name, address, and telephone number • form number and revision date 	<ul style="list-style-type: none"> • reported acreage • determined acreage • applicable footnotes • program year • general information

***--Note:** FSA-468 compares reported and determined acreage and prints only for farms with all determined acreage entered for the crop. If partial determined acreage is entered for a crop (reported and/or determined acreage is entered on some, but not all fields), then FSA-468 will **not** print for the farm.--*

D FSA-468 Footnotes

Footnotes:

- identify discrepancies in reported and determined acreage for the crop
- are printed on FSA-468 in line with the applicable crop
- are explained in the bottom section of FSA-468.

E Web-Based FSA-468

For the 2011 program year, the FSA-468 process was incorporated into CARS. Follow procedure in paragraphs 380.5 through 380.7 for accessing the FSA-468 web-based process for 2011 and future years.

376 (Withdrawn--Amend. 90)

376.5 (Withdrawn--Amend. 41)

377 (Withdrawn--Amend. 41)

378 Tolerance

A Acreage Tolerance

If the determined acreage or production for a crop is:

- within the prescribed tolerance for the crop, the report is considered in compliance without either of the following:
 - the total loss of benefits
 - the overall accuracy of the acreage report being questioned
- not within the prescribed tolerance, follow paragraph 382.

Rule: Acreage tolerance is the larger of 1 acre or 5 percent of the reported acreage, not to exceed 50 acres for all crops, except wild rice and FAV’s.

Exceptions: For specific programs, tolerance does not apply to:

- total cropland certification
- CRP
- FAV’s or wild rice planting violations acre for acre reduction unless a FAV/WR planting exception applies according 1-ARC/PLC.

Note: For discrepancy purposes, wild rice and FAV’s are included for expanded samples at the 1.0 acre or 5 percent level. However, there is no tolerance on wild rice and FAV’s for program purposes.

B Tolerance Calculation

Calculate tolerance according to the following.

Step	Calculation
1	Add reported irrigated and nonirrigated crop acreage together before calculating tolerance.
2	Subtract official and measured acreage from the total reported acreage.
3	Multiply the result of step 2 times 5 percent to determine the acreage of tolerance. See tolerance rule in subparagraph A.

379, 380 (Withdrawn--Amend. 90)

380.5 Web-Based FSA-468 Process for 2011 and Future Years

A Introduction

The FSA-468 process for 2011 and future years will be accessible as a report option through CARS.

B Accessing the Web-Based FSA-468 Process in CARS

To access the web-based FSA-468 process:

- access the CARS Application according to paragraph 302

Note: The State and County Selection Screen will be displayed.

*--

The screenshot shows a web application interface. On the left is a sidebar with a blue header 'CARS Menu' and a 'Welcome' message. The main content area has a blue header 'State and County Selection'. Below the header are three dropdown menus: 'State: Texas', 'County: Medina', and 'Program Year: 2016'. A 'Continue' button is positioned below the 'Program Year' dropdown. At the bottom of the page, the text 'CARS101 - Last Modified: 09/04/2014 10:49:37 AM' is visible.

--*

380.5 Web-Based FSA-468 Process for 2011 and Future Years (Continued)

B Accessing the Web-Based FSA-468 Process in CARS (Continued)

- from the State and County Selection Screen, select the applicable State, county, and program year.

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

*--

CARS Menu

Welcome []
[]
Role: []

State and County Selection
Reports
Manage Crop Defaults
NAP Application
FSA Applications

Acreage Report Search

Year: 2016 State: Texas (48) County: Medina (325)

Please enter a farm number or search for a producer in SCIMS

Producer
 Farm Number []

CARS102 - Last Modified: 02/18/2015 12:52:42 PM

--*

380.5 Web-Based FSA-468 Process for 2011 and Future Years (Continued)

B Accessing the Web-Based FSA-468 Process in CARS (Continued)

- *--in the CARS Menu on the left of the Acreage Report Search Screen, CLICK “Reports” for a list of FSA-468 reports.

Note: The Reports Screen will be displayed.

The screenshot shows the 'Reports' screen in CARS. At the top, it displays 'Year: 2016', 'State: Texas (48)', and 'County: Medina (325)'. Below this, there are two main sections for report options:

- FSA-578**
 - FSA-578
 - Map
 - FSA-578 Summary
 - Farm Number
 - FSA - 578 (Producer Print)
- FSA-468** (highlighted in yellow with a red arrow pointing to it)
 - Beginning Farm Number
 - Initial Ending Farm Number
 - Re-Print or
 - Number of Farms to Print
 - Covered Commodity out of Tolerance
 - Missing Determined Acreage
 - FAV's with Determined Acres Greater than Reported
 - FAV's not Reported and/or Certified

At the bottom of the screen, there is a 'Generate Report' button and a footer that reads 'CARS127 - Last Modified: 01/15/2015 08:45:16 AM'.

Note: The FSA-468 report option is located under the FSA-578 report option.

***--380.6 Processing Web-Based FSA-468's Through CARS**

A Selecting Farms for FSA-468

FSA-468's can be generated and printed for a single farm or for a range of farms. Use the following table when selecting farms to generate FSA-468.

When generating FSA-468 for...	THEN enter...
specific farm	the same FSN in the "Beginning Farm Number" and "Ending Farm Number" fields.
range of farms	<ul style="list-style-type: none"> • FSN in the "Beginning Farm Number" field • greater FSN in the "Ending Farm Number" field.
specific number of farms	<ul style="list-style-type: none"> • FSN in the "Beginning Farm Number" field • the number of farms in the "Number of Farms to Print" field.

B Selecting Print Mode

Users must select a print mode for the selected farms. The following 2 print modes are available to print FSA-468:

- initial
- reprint.

Use the following table when selecting the applicable print mode.

When the selected print mode is...	THEN FSA-468's shall only print crops that...
initial	<ul style="list-style-type: none"> • have not been printed on a previous FSA-468 • were printed on a previous FSA-468 but a revision changed the footnote. <p>Note: Crops that have a change of footnote since the last printing are indicated with an asterisk (*) and the statement, "The footnote for this crop has changed since the last FSA-468 printing for this farm.", will be printed before the footnotes.</p>
reprint	were printed on a previous FSA-468 and there have been no changes since the last printing.

--*

380.6 Processing Web-Based FSA-468's Through CARS (Continued)

E Fields on FSA-468 (Continued)

Field	Description
Footnotes	<p>Footnotes are displayed in line with each crop listed on FSA-468. Footnotes identify the discrepancies in reported and determined acreage and the effect, if any, that the results of the spot check may have on program eligibility of a crop or land use.</p> <p>Crops that have a land use code of "F" or CRP acreage will have footnotes printed on FSA-468. Footnotes will not be printed on FSA-468 for any other crops.</p> <p>The following footnotes will be printed on FSA-468 for crops, when applicable.</p> <ul style="list-style-type: none"> • 1 - The report is considered acceptable. •*-2 - The reported is different from the determined, but is within tolerance.--* • 3 - The difference between the reported and the determined acreage exceeds the tolerance. See attached letter. • 9 - The determined acreage is less than the acreage on your contract. See attached letter.
Footnote Section	The Footnote Section on FSA-468 will provide the narrative of the applicable footnote.

*--380.6 Processing Web-Based FSA-468's Through CARS (Continued)

F Example of FSA-468

The following is an example of FSA-468.

FSA-468 MEDINA COUNTY FSA OFFICE 257 STATE HIGHWAY 173 N HONDO, TX 78861-6830	NOTICE OF DETERMINED ACREAGE	PROGRAM YEAR 2011 Page 1 of 1 FARM NUMBER 10 DATE OF MAILING: 09/01/2011															
Operator Name and Address																	
<div style="text-align: right; margin-right: 100px;">FARM IDENTIFICATION:</div>																	
IMPORTANT NOTICE Foot Note																	
1. THIS DETERMINATION IS APPLICABLE ONLY TO CROP ACREAGE THAT HAS BEEN DETERMINED BY THIS OFFICE. 2. SHOULD YOU BELIEVE THE DETERMINED ACREAGE FOR ANY CROP IS INCORRECT, YOU MAY REQUEST A REMEASUREMENT OF THE ACREAGE BY CONTACTING THIS OFFICE WITHIN 15 CALENDAR DAYS FROM THE DATE OF THIS NOTICE AND DEPOSITING A FEE FOR REMEASUREMENT. THE FEE WILL BE REFUNDED TO YOU IF THE ORIGINAL MEASUREMENT IS FOUND TO BE IN ERROR BY AT LEAST THE LARGER OF 3 PERCENT OR 0.5 ACRE. 3. INFORMATION SPECIFIC TO A CROP IS PROVIDED IN THE FOOTNOTES. NO FOOTNOTE WILL BE DISPLAYED FOR CROP BASE ACREAGE. THE DETERMINED ACREAGE WILL BE USED FOR PROGRAM PURPOSES.																	
This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.																	
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Crop</th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Reported Acreage</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Determined Acreage</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Difference</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Footnote</u></th> </tr> </thead> <tbody> <tr> <td>BARLY</td> <td style="text-align: center;">152.00</td> <td style="text-align: center;">151.90</td> <td style="text-align: center;">0.10</td> <td></td> </tr> <tr> <td>CORN</td> <td style="text-align: center;">33.57</td> <td style="text-align: center;">31.57</td> <td style="text-align: center;">2.00</td> <td></td> </tr> </tbody> </table>			Crop	<u>Reported Acreage</u>	<u>Determined Acreage</u>	<u>Difference</u>	<u>Footnote</u>	BARLY	152.00	151.90	0.10		CORN	33.57	31.57	2.00	
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Menu and Screen Index

The following menus and screens are displayed in this handbook.

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