

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Acreage and Compliance Determinations
2-CP (Revision 15)

Amendment 96

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Part 2, Section 14 has been withdrawn because System 36 is no longer available.

Subparagraph 304 D has been added to provide validation error messages when attempting to roll over invalid field numbers from the previous CARS program year to the current CARS program year.

Paragraph 304.1 has been added to provide procedure for the Rollover Error Screen.

Subparagraph 305:

- B has been amended to update the Crop Acreage Reports Screen to include the “Continuous Certification” option
- C has been amended to update options available on the Crop Acreage Reports Screen.

Subparagraph 306 B has been amended to show the List of Tract Producers section for the Report of Acreage Screen.

Subparagraph 308:

- B has been amended to update the Report of Acreage Screen and add RMA Cropping Practice
- C has been amended to update the options available on the Report of Acreage Screen
- D has been amended to update procedure for entering crop/commodity information
- E has been amended to update procedure for collecting skip/strip row information
- F has been amended to update procedure for collecting orchard information.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

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

Subparagraph 310 C has been amended to update procedure for entering crop/commodity information.

Subparagraph 310.5 B has been amended to update the Revise Shares Screen.

Subparagraph 311:

- G has been amended to update the Delete Crop Screen
- I has been amended to update the Delete Fields Screen.

Subparagraph 312 has been amended to update procedure for the fully reported cropland comparison.

Paragraph 314.1 has been added to provide continuous certification procedure for approved perennial crops.

Paragraph 314.2 has been added to provide CARS continuous certification procedure for CRP.

Subparagraph 315 C has been amended to clarify acreage displayed on the Farm Summary Screen.

Subparagraph 316 D has been amended to clarify acreage displayed on the Tract Summary Screen.

Subparagraph 317:

- A has been amended to add FSA-578C and Continuous Certification Termination Letter as options available to print
- B has been amended to update the Reports Screen
- C has been amended to update information for accessing FSA-578 print routine to include FSA-578C and Continuous Certification Termination Letter
- G has been amended to add procedure for printing the Continuous Certification Termination Letter.

Paragraph 318 has been amended to update and alphabetize the status reports available on the Reports Screen.

Subparagraph 319 B has been amended to update the Crop Acreage Reports Screen.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Paragraph 320 has been added to provide procedure for supporting Acreage Crop Reporting Streamlining Initiative (ACRSI) in CARS.

Part 2.6 has been added to provide automation and procedures for the ACRSI implemented nationwide for approved crops for spring 2016 acreage reports.

Part 2.7 has been added to provide procedure for accessing the following Comprehensive Information Management System (CIMS) management reports:

- Producer Crop/Acreage
- Producer Crop/Acreage by Crop.

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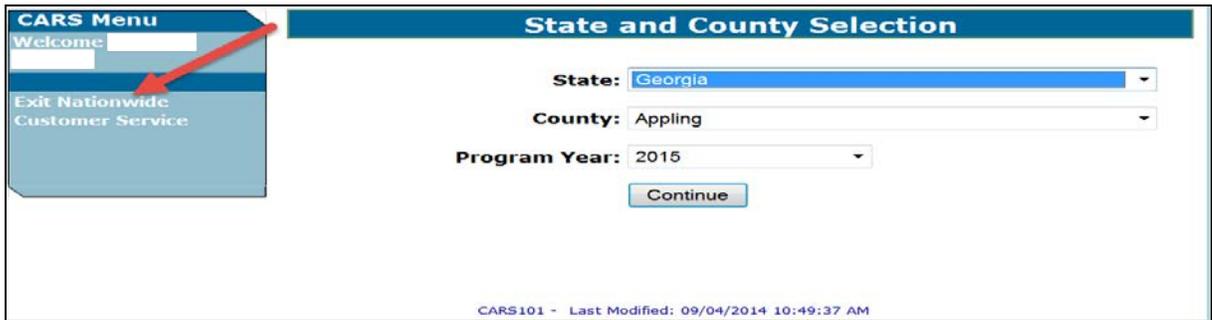
298-300 (Reserved)

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.

***--D Validation Error Messages for the Acreage Report Search Screen**

Beginning with 2017 upon clicking “Submit”, on the Acreage Report Search Screen, the following error messages may be displayed during the rollover validation process.

Note: Farms with the following validation errors will not be rolled over from the previous CARS program year until corrective action is taken.

Error Message	Description	Corrective Action
<p>There are no Field Numbers defined in Farm Records for Farm ‘----’. An Acreage Report cannot be entered until Field Numbers are populated in Farm Records.</p>	<p>This message will occur when the user accesses the farm in CARS and there are no field numbers available in Farm Records for the farm.</p>	<p>Take the following steps:</p> <ul style="list-style-type: none"> • update field numbers in Farm Records <p>Note: Field data exists in CRM Farm Records but hasn’t replicated to Web Farm because of an invalid data condition. The user shall correct the invalid data condition and save the farm in MIDAS CRM Farm Records before the field number(s) will replicate to Web Farm Records”.</p> <ul style="list-style-type: none"> • access the farm in the applicable CARS program year • CLICK “Refresh Farm Data” on the Crop Acreage Reports Screen • enter FSA-578 as needed. <p>Note: Field number entered in CARS must match the field numbers in Farm Records</p>

--*

304 Acreage Report Search Screen (Continued)

*--D Validation Error Messages for the Acreage Report Search Screen (Continued)

Error Message	Description	Corrective Action
<p>Cannot rollover acreage report until the field numbers in the prior year for Farm "----" are corrected. Invalid fields are: Tract "----": Field(s) (1, 2, 3, etc.).</p>	<p>This message will occur when the user access the farm in CARS for rollover of crops/fields with an End Year and/or Continuous Certification and the field numbers being rolled from the previous program year to the next program year do not match the field numbers in Farm Records.</p>	<p>The user must load a valid field number in the previous CARS program year to allow the field to roll over to the next CARS program year.</p>

--*

***--304.1 Rollover Errors**

A Overview

Upon accessing the farm, the Rollover Error Screen may be displayed if the data being rolled from a previous CARS program year does not meet the applicable validations for the next CARS program year.

B Rollover Error Screen

The following is an example of the Rollover Error Screen.

Rollover Error

Year: 2012 **State:** **County:**

 • Crop/Commodity "" is not valid for Program Year 2012. Unable to rollover crop.

Farm Information

Farm Number: 586	Total Rpt Cropland: 23.00 of 137.30
Operator Name: Producer A	

Tract	Field	Crop	Rpt Qty	Rpt Unit	Prac	Crop Status	Int Use
9752	2		22.0	A	N	I	

--*

***--304.1 Rollover Errors (Continued)**

C Action

CLICK:

- “**Next Error**” and additional error messages for the farm will be displayed.

Note: This will allow the user to view invalid information for the farm. All crops and/or fields that pass validation will be rolled to the next CARS program year automatically.

- “**Cancel Rollover**” to cancel the rollover process.

Note: This will cancel the rollover for all crop and/or fields for the farm. The Acreage Report Search Screen will be displayed.

D Rollover Error Screen Messages

The following table provides error messages that may be displayed on the Rollover Error Screen.

Error Message	Description	Corrective Action
Producer(s) have been removed from a Tract(s). Unable to rollover crop.	This message will be displayed when an end year was entered in the previous CARS program year and the producer with a share of the crop and/or field is removed from the tract in Farm Records for the next CARS program year.	The user will need to load the acreage report in the current CARS program year and assign the shares accordingly.
Crop/Commodity “ ” is not valid for Program Year “ ”. Unable to rollover crop.	This message will be displayed when the crop and/or commodity entered in a previous CARS program year is removed from the CVS for the current CARS program year.	No action is required. Producer must report applicable crop information as needed.

--*

*--304.1 Rollover Errors (Continued)

D Rollover Error Screen Messages (Continued)

Error Message	Description	Corrective Action
Crop Type “ ” is not valid for Program Year “ ”. Unable to rollover crop.	This message will be displayed when the crop type entered in a previous CARS program year is removed from the CVS for the next CARS program year.	No action is required. Producer will need to report applicable crop information as needed.
Intended Use “ ” is not valid for Program Year “ ”. Unable to rollover crop.	This message will be displayed when the intended use entered in a previous CARS program year is removed from the CVS for the next CARS program year.	No action is required. Producer will need to report applicable crop information as needed.
Multiple Planting Periods available. Please choose the correct value.	This message will be displayed when the planting period entered in 2011 is not valid for 2012. Note: This message will display for 2012 CARS only .	Correct the planting period as applicable.

--*

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”
 - *--“Not Certified / Fully 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.

Notes: 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.

*--Upon accessing the farm in the next CARS program year, the message “Crop Acreage Report has been rolled over from Program Year “**applicable year here**” will be displayed when rolling over continuous certification crops and/or other crops with an end year from the previous CARS program year. See subparagraphs 304 D and 304.1 D for rollover errors.--*

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:	County:
Operator Information		
Operator Name: Producer A		
Farm	Status ?	Last Updated
230	Fully Certified / Partially Reported	04/06/2016
Refresh Farm Data		Continuous Certification
Record Acreage	Revise Shares	Determined Quantity
Certify by Farm	Certify by Producer	Delete
Farm Summary	Tract Summary	Cancel

Notes: The “Continuous Certification” option will be available beginning with program year 2016.

The “Record Farm Zero Acreage” option will be available for 2012 and prior years 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	*--Action/Result--*																
Status	<p>CLICK “ <thead> <tr> <th>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>*--Not Certified/Fully Reported</td> <td>No reported fields are certified and the farm has no cropland. Note: In this case, the fully reported indicator is set automatically.--*</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/Fully 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> </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.	*--Not Certified/Fully Reported	No reported fields are certified and the farm has no cropland. Note: In this case, the fully reported indicator is set automatically.--*	Partially Certified/Partially Reported	Not all reported fields are certified and not all cropland is reported and certified.	*--Partially Certified/Fully 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.																
--Not Certified/Fully Reported	No reported fields are certified and the farm has no cropland. Note: In this case, the fully reported indicator is set automatically.--																
Partially Certified/Partially Reported	Not all reported fields are certified and not all cropland is reported and certified.																
--Partially Certified/Fully 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.																

Important Note: To be considered reported, the reported cropland acreage **must** be certified.

305 Farm Selection Process (Continued)

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

Option/Button	*--Action/Result
Last Updated	This date is populated automatically when there is a change to the acreage report or a change to the farm in farm records.--*
Refresh Farm Data	<p>Click this button to update farm records data in CARS.</p> <p>Example: A producer is added to farm records, but is not available in CARS.</p> <p>Notes: After users CLICK “Refresh Farm Data”, user must CLICK “Add Producer” to assign the share to the updated producer.</p> <p>The "Refresh Farm Data" option does not apply to farm/tract reconstitutions. See subparagraph 311 C for information on farm/tract reconstitutions.</p>
--Continuous Certification	<p>Click this button when the producer wants to elect continuous certification for a certified/approved perennial crop.</p> <p>Note: See paragraph 314.1 for CARS continuous certification procedure.--</p>
Record Acreage	Click this button to record acreage and share information for the farm.
Revise Shares <u>1/</u>	<p>Click this button to change shares for a single field or multiple fields recorded for the farm. The Revise Shares Screen will be displayed.</p> <p>Note: When using this option, shares must be the same across all selected fields.</p>
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 Quantity <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.
Certify by Producer <u>1/</u>	<p>Click this button to certify multiple farms, tracts, and fields associated with the selected producer as an owner, operator, or other tenant.</p> <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.

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 List of Tract Producers**

The following is an example of the list of tract producers section on the Report of Acreage Screen.

List of Tract Producers		
Name	Role	Share %
Producer A	Operator	50.00
Producer B	Owner	50.00
	Total %	100.00

NAP Unit

Override NAP Unit

Note: See paragraph 308 for information on loading crop acreage and options available on the Report of Acreage Screen.--*

307 Selecting Tracts

A Overview

The Tract Selection Screen will be displayed after the users CLICK “Record Acreage” on the Crop Acreage Reports Screen, if there are multiple tracts on the farm. If there is only 1 tract on the farm, the Report of Acreage Screen will be displayed.

B Tract Selection Screen

The following is an example of the Tract Selection Screen.

*--

Tract Selection				
Year: 2017		State:		County:
Farm Information				
Farm Number: 1881			Total Rpt Cropland: 0.00 of 13589.81	
Operator Name: Producer A				
Please select a tract				
Tract	Description	Cropland Acres	Reported Cropland	
<input type="radio"/> 498	Not Applicable	2491.92	0.00	
<input type="radio"/> 527	Not Applicable	257.24	0.00	
<input type="radio"/> 617	Not Applicable	4423.43	0.00	
<input type="radio"/> 637	Not Applicable	2249.24	0.00	
<input type="radio"/> 671	Not Applicable	19.35	0.00	
<input type="radio"/> 672	Not Applicable	898.89	0.00	
<input type="radio"/> 846	Not Applicable	1106.51	0.00	
<input type="radio"/> 863	Not Applicable	2131.73	0.00	
<input type="radio"/> 1706	Not Applicable	11.50	0.00	
Continue		Revise Tract		Back

Note: “Not Applicable” will be displayed under the description column when there is no legal description available in Farm Records for the tract.--*

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: 2017 **State:** **County:**

Farm Information

Farm Number: 1881 Total Rpt Cropland: 10.00 of 13589.81
 Operator Name: Producer A

Tract Information

Tract Number: 527 Tract Rpt Cropland: 10.00 of 257.24
 Tract Owner(s): Producer B

Tract Number:

<input type="checkbox"/>	Field Num	Crop/Comm	Var/Type	Int Use	Irr Prc	Organic Status	Rpt Qty	Det Qty	Crop Status	Certification Date
<input type="checkbox"/>	54	GRASS	FTA	GZ	N	C	10.00	-	I	04/04/2016

--*

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 in 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.

308 Loading Crop Acreage Information

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: 2017 **State:** **County:**

Farm Information

Farm Number: 8108 Total Rpt Cropland: 2.00 of 9.42
 Operator Name: **Producer A**

Tract Information

Tract Number: 8182 Tract Rpt Cropland: 2.00 of 9.42
 Tract Owner(s): **Producer A**
 Producer B

Please enter the crop information.
 * Denotes required information.

* Field Number Native Sod Conversion

Subfield

* Reported Quantity

Planting Date (MM/DD/YYYY) * Official/Measured
 End Year (YYYY)

Predominant Number

* Crop/Commodity

* Variety/Type

* Intended Use

Actual Use

* Irrigation Practice

* Organic Status

* Planting Pattern

* Cropland Status

Reporting Unit

* Crop Status ⓘ Land Use

* Supplemental Status

* Planting Period

* Concurrent Planting

Field ID

* RMA Cropping Practice

List of Tract Producers

Name	Role	Share %
Producer A	Owner/Operator	<input type="text" value="50.00"/>
Producer B	Owner	<input type="text" value="50.00"/>
Total %		100.00

NAP Unit:

Override NAP Unit

Submit and Add

Submit and Copy

Submit and Bulk Copy

Submit and Review

Submit and Certify

Review Crops

*--

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	Action	Results
Submit and Add	Click this button once all crop information has been entered for the field to save the crop data.	The Report of Acreage Screen will be displayed to allow the user to enter another crop.
Submit and Copy	Click this button to save the crop data entered and copy the same crop information to another field for the farm and tract.	The Report of Acreage Screen will be displayed and will be automatically populated with the same crop attribute as entered for the previous field. Exception: The field number, reported quantity and planting date will not be copied.
Submit and Bulk Copy	Click this button to save the crop data entered and copy the same crop information to other tracts and/or fields for the farm and tract.	The Bulk Copy Screen will be displayed to allow the same crop attributes as entered for the previous field to be copied across multiple tracts and fields. Note: From the Bulk Copy Screen, the user will be required to record the tract number, field number, subfield number, reporting quantity, planting date and field ID as applicable. See subparagraph 308 G for an example of the Bulk Copy Screen.
Submit and Certify	Click this button to save the crop data entered.	The Certification Screen will be displayed to allow the user to certify the crop information.
Review Crops	Click this button to review crop information entered on the acreage report.	The Crop Review Screen will be displayed.
Add Producer	Click this button to display all producers associated with the tract.	Hide Zero Shares button will be displayed. Note: See subparagraph 306 A for information on producer shares.
Hide Zero Shares	Click this button to hide all producers with zero shares in the crop. This button will be available upon clicking the "Add Producers" button.	The "Add Producer" button will be displayed.

--*

D Entering Crop/Commodity Information

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

Field	Action
*--Field Number	Beginning with 2017, only field numbers available in Farm Records will be allowed to be entered in CARS. The user can enter up to 4 digits. Important Note: If there are no field numbers in Farm Records, CARS will not allow the user to complete the acreage reporting process. The message, "There are no Field Numbers in Farm Records. Field Numbers must be entered in Farm Records to proceed" will be displayed on the Report of Acreage Screen.
	IF...
	THEN...
Farm Records has only 1 field number for the farm	that field number will be automatically populated in the field number data field on the Report of Acreage Screen.
Farm Records has more than one field number for the farm	The user can either: <ul style="list-style-type: none"> manually type in the field number, or select the applicable field number from the dropdown option.--*

308 Loading Crop Acreage Information (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Action
*--Field Number (Contd.)	<p>For 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 cannot exceed 4 digits.</p> <p>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.</p> <p>Note: See paragraph 494 for identifying fields.</p>
Subfield	Enter the applicable subfield associated with the field number as needed. The subfield cannot exceed 2 characters.
Reported Quantity	<p>Enter the reported quantity. 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.</p> <p>Tobacco and other specified NAP crop acreage must be entered in hundredths in all States.</p> <p>Acreage planted in a skip-row or strip-crop pattern must be factored and net crop entered, unless the planting practice is an approved exception according to paragraph 393.</p>
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 beginning with 2015 and will be selected when reporting turn areas, skip rows, water impoundment structures, etc.--* 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: Cropland status will default to "N" for reporting unit colonies--*
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 (Rev. 2).--*</p> <p>Note: The “Native Pasture Conversion” checkbox will be available for 2015 and subsequent years.</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	<p>*--Beginning with 2017, CARS will allow the user to enter crop status “Initial” for the same field number when the planting period value is different. When there is more than one planting period for a field, CARS will use the acreage that is associated with the earliest planting period when setting the fully reported indicator.</p>
	<p>IF...</p>
	<p>no planting period, carrying capacity is available on NCT for the crop</p>
	<p>only 1 planting period, carrying capacity is available on NCT for the crop, type, practice, and intended use</p>
	<p>more than 1 planting period, carrying capacity is available on NCT for the crop, type, practice, and intended use</p>
<p>THEN...</p>	
<p>this field is defaulted to “01”.</p>	
<p>this field is defaulted as the planting period carrying capacity listed on NCT.</p>	
<p>a drop down list with applicable NCT planting periods/carrying capacity will be available for selection.</p>	
<p>Planting periods and/or carrying capacities are retrieved from NCT.--*</p>	
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>

308 Loading Crop Acreage Information (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Action
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 Cropping Practice	<p>Select the applicable RMA cropping practice from the dropdown list.</p> <p>Note: See Paragraph 320.1 for additional information for RMA cropping practice.</p> <p>See Part 2.6 for policy on using RMA cropping practice.</p>
Override NAP Unit	<p>Click this checkbox to override the prepopulated NAP unit. The populated NAP unit number shall be manually overridden only when the relationship based on producer type on FSA-578 does not match the actual farming relationship.</p> <p>Note: The override checkbox will be available once the crop information is saved and the automatic NAP unit has been populated.--*</p>

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. * * * Follow paragraph 393 to determine the data that must be entered.

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

Skip/Strip Row Information

Number of Crop Rows

Number of Non-Crop Rows

Crop Row Width
(in inches)

Skip Row Width
(in inches)

Conversion Factor

--Note: The Skip/Strip data field will allow up to 6 characters.--

308 Loading Crop Acreage Information (Continued)

F Orchard Crop Information

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

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"/>

--Note: The Orchard Data field will allow up to 6 characters.--

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: 2017 **State:** **County:**

Farm Information

Farm Number: 1881 Total Rpt Cropland: 10.00 of 13589.81
 Operator Name: Producer A

Tract Number	Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Crop Status
527	54	GRASS	FTA	GZ	N	I

List of Tract Producers

Name	Role	Share %
Producer B	Owner	50.00
Producer A	Operator	50.00

Line #	* Tract Number	* Field Number	Subfield Number	* Reported Quantity	* Planting Date MM/DD/YYYY	Field ID
1	527	▼				
2	527	▼				
3	527	▼				
4	527	▼				
5	527	▼				
6	527	▼				
7	527	▼				
8	527	▼				
9	527	▼				
10	527	▼				

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

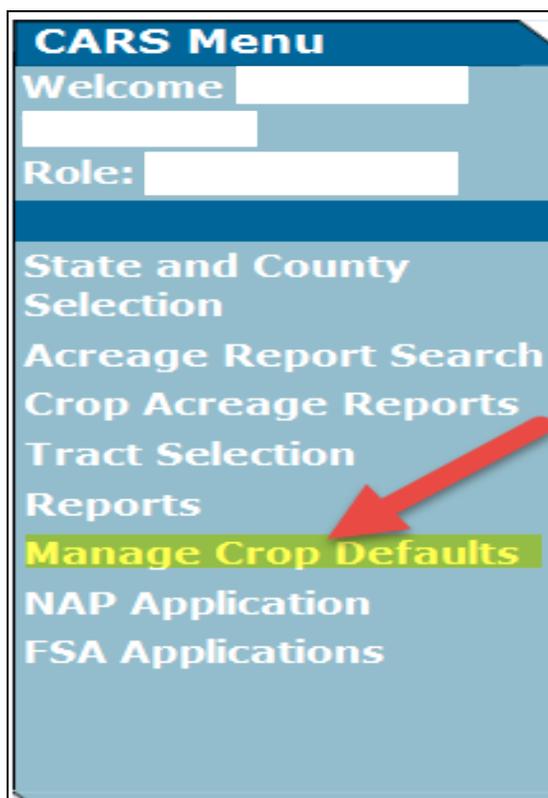
User will have the capability to create predominant crops and crop characteristic defaults specific to their county. Exhibit 10.5 contains the valid current year's crops and crop characteristics. The crops in Exhibit 10.5:

- 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 next 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: 2017	State:
	County:
*Predominant Number	<input type="text"/>
*Crop/Commodity	Select ▼
*Variety/Type	None ▼
*Intended Use	None ▼
*Irrigation Practice	None ▼
*Organic Status	Conventional ▼
*Reporting Unit	Acres ▼
*Crop Status	None ▼
*Supplemental Status	None ▼
Concurrent Planting	None ▼
Land Use	None
Planting Pattern	Solid ▼
*Cropland Status	Y ▼
*Planting Period	None ▼
<input type="button" value="Save"/> <input type="button" value="Save and Add"/> <input type="button" value="Save and Copy"/> <input type="button" value="Cancel"/>	

Note: For crop defaults to rollover from the previous year to the next year, the user must click the “Manage Crop Defaults” option on the left. Only defaults that pass validation will rollover to the next 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.
Cropland Status	The cropland status will be automatically defaulted as “Yes”. If the crop is associated with noncropland, the user must select “No” from the dropdown list.
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: 2017		State:			County:				
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"/>	1	ALFAL	-	CO	N	C	A	C	01
<input type="radio"/>	2	GRASS	NAG	GZ	N	C	A	I	02
<input type="radio"/>	3	MIXFG	OTP	GZ	N	C	A	I	01
		Add		Edit		Delete		Print	

--*

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: 2017			State:			County:					
Farm Information											
Farm Number: 1881						Total Rpt Cropland: 10.00 of 13589.81					
Operator Name: Producer A											
Tract Information											
Tract Number: 527						Tract Rpt Cropland: 10.00 of 257.24					
Tract Owner(s): Producer B											
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 type="radio"/>	54	GRASS	FTA	GZ	N	C	10.00	-	I	01	-
Add			Revise			Copy					
Certify			Bulk Copy			Delete					

--*

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	Enter or select the correct field number. Notes: Only field numbers that are available in Farm Records can be entered in CARS. See paragraph 308 D for more information on field number.
Subfield	Enter the correct subfield.--*
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	<p>Select the correct status from the drop-down menu.</p> <p>Note: Cropland status will be automatically populated as “N” when the reporting unit is “Colonies” or “Tap”. In this case, the users will not be allowed to change the cropland status.--</p>
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>Note: “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	<p>When applicable, select the correct planting period.</p> <p>Note: See paragraph 308 D for more information on planting periods.--</p>
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 Cropping Practice	<p>Select the applicable RMA cropping practice from the drop-down menu.</p> <p>Notes: See Paragraph 320.1 for additional information on RMA cropping practice.</p> <p>See Part 2.6 for policy on using RMA cropping practice.--</p>
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: 2017 **State:** **County:**

Farm Information

Farm Number: 233	Total Rpt Cropland: 2.00 of 5.78
Operator Name: Producer A	

<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
<input type="checkbox"/>	3458	1	WHEAT	HAW	FG	N	C	2.00	-	I	01

List of Farm Producers

Name	Role	Share %
Producer A	Operator	<input type="text" value="0.00"/>
Producer B	Owner	<input type="text" value="0.00"/>
Producer C	Owner	<input type="text" value="0.00"/>
Total %		0.00

--*

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.

***--Note:** The farm acreage report will be deleted at the time the recon farm(s) are approved in CRM 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.

*--

--*

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:	County:
Farm Information		
Farm Number: 233	Total Rpt Cropland: 2.00 of 5.78	
Operator Name: Producer A		
Tract Information		
Tract Number: 3458	Tract Rpt Cropland: 2.00 of 5.78	
Tract Owner(s): Producer B		
Crop Information		
Field Number: 1		
Crop/Commodity: WHEAT		
Variety/Type: HRW		
Intended Use: Grain		
Irrigation Practice: Non-Irrigated		
Crop Status: 1 - Initial - first crop planted on acreage		
Supplemental Status: Planted		
Reported Quantity: 2.00		
Determined Quantity:		
<p style="color: #0056b3;">Are you sure you want to delete the selected Crop(s)?</p> <div style="display: flex; justify-content: center; gap: 20px;"> <input style="border: 1px dashed gray; padding: 5px 15px;" type="button" value="Yes"/> <input style="padding: 5px 15px;" type="button" value="No"/> </div>		

--*

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: 2017 **State:** **County:**

Farm Information

Farm Number: 233 Total Rpt Cropland: 2.00 of 5.78
Operator Name: Producer A

Tract Information

Tract Number: 3458 Tract Rpt Cropland: 2.00 of 5.78
Tract Owner(s): Producer B

<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	HAW	FG	N	C	2.00	-	I	01	-

--*

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 Fully Reported*A Fully Reported Indicator**

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 fully reported indicator 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 fully reported indicator.--*

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 fully reported indicator accordingly.

If within the following variance, the fully reported indicator 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 fully reported indicator automatically to “Y” nightly. No user intervention will be allowed.

Note: At any point thereafter, if the cropland acres on the farm are greater than zero, the fully reported indicator will be set automatically to “N”.--*

***--313 Farm Zero Acreage Report**

A Overview

Beginning with the 2013 crop year, a zero acreage report will not be required for NAP when a crop is not planted. The certification statement on FSA-578 was modified to support the NAP zero acreage report requirement as follows.

Certification: I certify to the best of my knowledge and belief that the acreage of crops/commodities and land uses listed herein are true and correct and that all required crops/commodities and land uses have been reported for the farms as applicable. Absent any different or contrary prior subsequent certification filed by any producer for any crop for which NAP coverage has been purchased, I certify that the applicable crop, type, planting period, practice, and intended use is not planted if it is not included on the Report of Commodities for this crop year. The signing of the form gives FSA representatives authorization to enter and inspect crops/commodities and land uses on the above identified land. A signature date (the date the producer signs FSA-578) will also be captured.

For 2012 and prior years a zero acreage report may be required for certain programs when--* the crop is **not** planted. Multiple producers with a share interest may file a zero acreage report for the same crop, type, practice, and intended use.

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

B Farm Zero Acreage Crop Screen for 2012 and Prior Years

The following is an example of the Farm Zero Acreage Crop Screen for 2012 and prior years.
*--

Farm Zero Acreage Crop			
Year: 2012	State:	County:	
Farm Information			
Farm Number: 233		Total Rpt Cropland: 0.00 of 5.80	
Operator Name: Producer A			
Predominant Number	Select		
*Crop/Commodity	Select		
*Variety/Type	None		
*Intended Use	None		
*Irrigation Practice	None		
*Planting Period	None		
List of Farm Producers			
Name	Role	RMA Unit	Share %
Producer B	Owner		0.00
		Total %	0.00
NAP Unit	<input type="text"/>		
<input type="checkbox"/> Override NAP Unit			
Submit		Review Crops	Hide Zero Shares

--*

*--313 Farm Zero Acreage Report (Continued)

C Loading a Zero Acreage Report in CARS for 2012 and Prior Years

Load a zero acreage report in CARS as follows for 2012 and prior years.--*

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

314 Certifying Acreage Report

A Overview

--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.

*--

--*

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.

*--

--*

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 - Crop Selection

Year: 2017 **State:** **County:**

Producer Name: Producer A

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: 233														
<input type="checkbox"/>	3458	1	WHEAT	HAW	FG	N	C	2.00	-	I	01	-	OP	-
Farm Number: 1031														
<input type="checkbox"/>	1493	1AA	GRASS	NAG	GZ	N	C	30.55	-	I	21	-	OP	03/17/2016

Certify

Uncertify

Certify and Print

Back

--*

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.

***--314.1 Continuous Certification for Approved Perennial Crops**

A Overview

Beginning with 2016, upon certifying an approved crop, crop type, and intended use, CARS will allow election of continuous certification.

Continuous certification elections are:

- saved at the farm level, by producer, crop, crop type and intended use
- available on the Continuous Certification Election Screen for the selected producer by crop, crop type and intended use.

Notes: Once a crop, crop type, and intended use is elected for continuous certification, all certified fields of that crop, crop type, and intended use associated with the producer will be automatically rolled to subsequent CARS program years as certified. See subparagraph 314.1 C for automatic termination of continuous certification.

If an approved perennial crop is recorded with an end year, upon election of continuous certification the end year will be **removed**.

B Producer Election for Continuous Certification

The following table provides guidance about how crops, crop types, and intended use are included for continuous certification based on the role of the producer making the election.

IF the...	THEN upon certification of any subsequent field(s) reported...
operator elects continuous certification for a specified crop, crop type, and intended use	and/or certified with the same crop, crop type, and intended use will be included for continuous certification, regardless of the operator having a share in the crop.
owner elects continuous certification for a specified crop, crop type, and intended use	with the same crop, crop type and intended use that the owner has a share will be automatically included for continuous certification.
other tenant elects continuous certification for a specified crop, crop type and intended use	with the same crop, crop type, and intended use that the other tenant has a share will be automatically included for continuous certification.

--*

***--314.1 Continuous Certification for Approved Perennial Crops (Continued)**

C Automatic Termination of Continuous Certification for Perennial Crops

The following table provides actions that will result in automatic termination of continuous certification.

IF...	THEN, the system terminates the continuous certification for...
the producer who made the election is removed from the farm in farm records	all crops, crop types and intended use elections made by the producer.
a farm records CLU change causes a cropland/noncropland change greater than 1 acre to CLU reported with a specified crop, crop type and intended use enrolled for continuous certification	all fields with the same crops, crop types, and intended uses for the producer who made the election.
there is a farm reconstitution	all crops, crop types, and intended uses for the farm, regardless of the producer who made the election. In this case the farm will automatically be deleted from CARS
determined acres are entered on a field for an elected crop, crop type and intended use that is different than reported acres	all fields with the same crops, crop types, and intended uses for the producer who made the election.
a field for an elected crop, crop type, and intended use is changed and/or revised Note: Includes using the “Revise Tract” option.	all fields with the same crops, crop types, and intended uses for the producer who made the election.
all fields of the elected crop, crop type, and intended use for the producer are deleted from FSA-578	the crop, crop type, and intended use for the producer who made the election.

Notes: For information on status, see the Farms with Terminated Continuous Certification Report (subparagraph 318 B).

See subparagraph 317 G for information on CARS Continuous Certification Termination Letter.--*

***--314.1 Continuous Certification for Approved Perennial Crops (Continued)**

D Rolling Over Perennial Crops Elected for Continuous Certification From Program Year to Program Year

The following table explains the process for rolling over continuous certification crops from 1 year to the next.

IF...	AND the...	THEN...
Rollover process before opening CARS software for the next program year.		
election for continuous certification is made in the previous CARS program year	next CARS program year has not been released	before opening next CARS software, a process will be run to automatically roll all fields enrolled for continuous certification to the current CARS program year.
Rollover process when CARS software is already available in the next program year.		
election is made in the previous CARS program year	<ul style="list-style-type: none"> • next CARS program year is available, and • user accesses the farm in the next CARS program year the same day that the election was made in the previous CARS program year 	upon accessing the farm, the fields that were enrolled for continuous certification in previous CARS will be automatically rolled to the next CARS program year real time.
election is made in the previous CARS program year	<ul style="list-style-type: none"> • next CARS program year is available, and • user does not access the farm in the next CARS program year the same day that the election was made in the previous CARS program year 	a nightly process will run to roll fields that were enrolled for continuous certification in previous CARS program year over to the next CARS program year.

Note: Farms that do not pass validation will not be rolled over from the previous CARS program year to the next CARS program year. See subparagraph 304 D and 304.1 D for more information on validations and rollover error messages.--*

*--314.1 Continuous Certification for Approved Perennial Crops (Continued)

D Rolling Over Perennial Crops Elected for Continuous Certification From Program Year to Program Year (Continued)

IF...	AND the...	THEN...
<ul style="list-style-type: none"> • election is not made in the previous CARS program year, and • user access the farm in the next CARS program year, and • approved crops, crop types, and intended uses with an end year are rolled from the previous CARS program year to the next CARS program year 	<p>user later elects continuous certification in the previous CARS program year for a crop, crop type and intended use for field records that are already available in the next CARS program year</p>	<p>those field records from the previous CARS program year will not be rolled to the next CARS program year.</p> <p>Note: Upon election of continuous certification in the previous CARS program year, only field records that do not already exist in the next CARS program year will be rolled.</p>

Important: Once the continuous certification flag and FSA-578 record is rolled to the next program year, any action, in a previous CARS program year that terminates the continuous certification will **not** terminate continuous certification for the subsequent CARS program year(s). When this happens the user **must** ensure that continuous certification is terminated, and any subsequent years FSA-578 is updated and/or modified, as needed.

Note: If the farm has both continuous certification perennial crops and other crops certified with an end year in the previous CARS program year, the other crops will also be automatically rolled over each program year until the end year associated with the crop is reached. However, the certification and/or signature date will **not** roll over for crops that are not a continuous certification crops.--*

*--314.1 Continuous Certification for Approved Perennial Crops (Continued)

E Action

Use the following table to elect continuous certifications for perennial crops.

Step	Action																																		
1	<p>Select the browser according to subparagraph 302 A.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px;">Crop Acreage Reports</div> <p>Year: 2016 State: County:</p> <div style="background-color: #0056b3; color: white; padding: 2px;">Operator Information</div> <p>Operator Name: Producer A</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Farm</th> <th>Status ?</th> <th>Last Updated</th> </tr> </thead> <tbody> <tr> <td>230</td> <td>Fully Certified / Partially Reported</td> <td>04/06/2016</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 10px;">ACRSI Opt In</div> <div style="border: 1px solid gray; padding: 2px 10px;">Refresh Farm Data</div> <div style="border: 1px solid red; padding: 2px 10px;">Continuous Certification</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 10px;">Record Acreage</div> <div style="border: 1px solid gray; padding: 2px 10px;">Revise Shares</div> <div style="border: 1px solid gray; padding: 2px 10px;">Determined Quantity</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 10px;">Certify by Farm</div> <div style="border: 1px solid gray; padding: 2px 10px;">Certify by Producer</div> <div style="border: 1px solid gray; padding: 2px 10px;">Delete</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 10px;">Farm Summary</div> <div style="border: 1px solid gray; padding: 2px 10px;">Tract Summary</div> <div style="border: 1px solid gray; padding: 2px 10px;">Cancel</div> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px;">Certify by Farm</div> <p>Year: 2016 State: County:</p> <div style="background-color: #0056b3; color: white; padding: 2px;">Farm Information</div> <p>Farm Number: 230 Total Rpt Cropland: 10.00 of 90.80 Operator Name: Producer A</p> <p>Signature Date (MM/DD/YYYY) <input type="text"/> <input type="button" value="X"/> <input type="button" value="Calendar"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: small;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th><input type="checkbox"/></th> <th>Tract Num</th> <th>Field Num</th> <th>Crop/Comm</th> <th>Var/Type</th> <th>Int/Use</th> <th>Irr/Prc</th> <th>Organic Status</th> <th>Rpt Qty</th> <th>Det Qty</th> <th>Crop Status</th> <th>Planting Period</th> <th>Field ID</th> <th>Certification Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>535</td> <td>1</td> <td>GRASS</td> <td>NAG</td> <td>GZ</td> <td>N</td> <td>C</td> <td>10.00</td> <td>-</td> <td>I</td> <td>01</td> <td>-</td> <td>04/01/2016</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 2px 10px;">Certify</div> <div style="border: 1px solid gray; padding: 2px 10px;">Certify and Print</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 10px;">Print</div> <div style="border: 1px solid gray; padding: 2px 10px;">Uncertify</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid red; padding: 2px 10px;">Continuous Certification</div> <div style="border: 1px solid gray; padding: 2px 10px;">Back</div> </div> </div> <p>CLICK the “Continuous Certification” button from either the Crop Acreage Reports Screen or the Certify by Farm Screen.</p> <p>Note: The “Continuous Certification” button will not be displayed if the crop, crop type, and intended use is not certified on FSA-578.</p>	Farm	Status ?	Last Updated	230	Fully Certified / Partially Reported	04/06/2016	<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"/>	535	1	GRASS	NAG	GZ	N	C	10.00	-	I	01	-	04/01/2016
Farm	Status ?	Last Updated																																	
230	Fully Certified / Partially Reported	04/06/2016																																	
<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"/>	535	1	GRASS	NAG	GZ	N	C	10.00	-	I	01	-	04/01/2016																						

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*--314.1 Continuous Certification for Approved Perennial Crops (Continued)

E Action (Continued)

Step	Action																				
2	<p data-bbox="391 321 1187 352">The Continuous Certification Elections Screen will be displayed.</p> <div data-bbox="391 380 1455 848" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px;">Continuous Certification Election</div> <p>Year: 2016 State: County:</p> <div style="background-color: #0056b3; color: white; padding: 2px;">Farm Information</div> <p>Farm Number: 230 Total Rpt Cropland: 10.00 of 90.80 Operator Name: Producer A</p> <p>Producer <input type="text" value="Select"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 5%;"></th> <th style="width: 25%;">Crop/Comm</th> <th style="width: 25%;">Var/Type</th> <th style="width: 15%;">Int Use</th> <th style="width: 30%;">Election Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="4" style="text-align: center; color: blue;">No Continuous Certification Election Data to display</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Back"/></p> </div> <p data-bbox="391 879 1435 982">If no producer is selected from the Continuous Certification Election Screen, the message “No Continuous Certification Election Data to display” will be displayed in the crop section.</p> <div data-bbox="391 1010 1455 1524" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px;">Continuous Certification Election</div> <p>Year: 2016 State: County:</p> <div style="background-color: #0056b3; color: white; padding: 2px;">Farm Information</div> <p>Farm Number: 25 Total Rpt Cropland: 95.00 of 250.03 Operator Name: Producer A</p> <p>Producer <input type="text" value="Producer B - Other Tenant"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 5%;"></th> <th style="width: 25%;">Crop/Comm</th> <th style="width: 25%;">Var/Type</th> <th style="width: 15%;">Int Use</th> <th style="width: 30%;">Election Date</th> </tr> </thead> <tbody> <tr style="background-color: #cccccc;"> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">GRASS</td> <td style="text-align: center;">NAG</td> <td style="text-align: center;">GZ</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Enroll"/> <input type="button" value="Print FSA-578C"/> <input type="button" value="Back"/> </p> </div> <p data-bbox="391 1556 1377 1587">SELECT the producer name from the “Producer” drop-down menu and CLICK:</p> <ul data-bbox="391 1619 1393 1881" style="list-style-type: none"> • the checkbox next to the crop name to be enrolled for continuous certification • “Enroll” for the selected crop, crop type, and intended use to be enrolled for continuous certification • “Print FSA-578C” to generate and/or print the FSA-578C • “Back” to return to the Crop Acreage Reports Screen. 		Crop/Comm	Var/Type	Int Use	Election Date	<input type="checkbox"/>	No Continuous Certification Election Data to display					Crop/Comm	Var/Type	Int Use	Election Date	<input type="checkbox"/>	GRASS	NAG	GZ	
	Crop/Comm	Var/Type	Int Use	Election Date																	
<input type="checkbox"/>	No Continuous Certification Election Data to display																				
	Crop/Comm	Var/Type	Int Use	Election Date																	
<input type="checkbox"/>	GRASS	NAG	GZ																		

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*--314.1 Continuous Certification for Approved Perennial Crops (Continued)

E Action (Continued)

Step	Action										
3	<p>Upon clicking the “Enroll” button, the message “The selected records are now elected to be Continuously Certified” will be displayed. The date of the election will also be displayed.</p> <div data-bbox="396 466 1466 1163" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;">Continuous Certification Election</div> <p>Year: 2016 State: County:</p> <div style="background-color: #0056b3; color: white; padding: 5px;">Farm Information</div> <p>Farm Number: 25 Total Rpt Cropland: 95.00 of 250.03 Operator Name: Producer A</p> <p>Producer <input type="text" value="Producer B - Other Tenant"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 5%;"></th> <th style="width: 25%;">Crop/Comm</th> <th style="width: 20%;">Var/Type</th> <th style="width: 15%;">Int Use</th> <th style="width: 35%;">Election Date</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td style="text-align: center;"><input type="checkbox"/></td> <td>GRASS</td> <td>NAG</td> <td>GZ</td> <td>06/09/2016</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="button" value="UnEnroll"/> <input type="button" value="Print FSA-578C"/> <input type="button" value="Back"/> </div> </div> <p>CLICK:</p> <ul style="list-style-type: none"> the checkbox next to the crop name to be unenrolled for continuous certification “UnEnroll” for the selected crop, crop type, and intended use to be unenrolled for continuous certification “Print FSA-578C” to generate and/or print the FSA-578C “Back” to return to the Crop Acreage Reports Screen. 		Crop/Comm	Var/Type	Int Use	Election Date	<input type="checkbox"/>	GRASS	NAG	GZ	06/09/2016
	Crop/Comm	Var/Type	Int Use	Election Date							
<input type="checkbox"/>	GRASS	NAG	GZ	06/09/2016							

--*

--314.1 Continuous Certification for Approved Perennial Crops (Continued)*F Field Descriptions and Actions**

This table provides field descriptions and actions available on the Continuous Certification Election Screen.

Field/Button	Description	Action
Producer	The producer who is making the continuous certification election.	Using the dropdown, select the applicable producer.
Checkbox	Allows the user to select continuous certification for all crops, crop types and intended uses depending on the box that is checked.	Using the check box, select the applicable crop, crop type and intended use to be enrolled for continuous certification.
Enroll	Enrolls the crop, crop type and intended use for continuous certification.	CLICK “Enroll”
UnEnroll	Terminate the continuous certification election.	CLICK “UnEnroll”
Print FSA-578C	Generate and/or print FSA-578C	CLICK “Print FSA-578C”
Back	Returns to the Crop Acreage Reports Screen	CLICK “Back”

314.2 Continuous Certification for CRP**A Overview**

Beginning with 2016, certified CRP fields that are recorded with an end year will be included for continuous certification. CARS will automatically roll these records over to each new program year in CARS, until the end year is reached. The certification and/or signature date will also be rolled each program year for continuous certification.

Note: If the farm has both CRP and other crops certified with an end year in the previous CARS program year, the other crops will also be automatically rolled over each program year until the end year associated with the crop is reached. However, the certification and/or signature date will **not** roll over for crops with an end year that is **not** a continuous CRP crop.

B Action

There is **no** action required by the user in CARS.--*

315 Farm Summary Review (Continued)

C Information Displayed on the Farm Summary Screen (Continued)

***--Note:** Users have the capability to record Reported Quantity to 4 decimal places (ten thousandths). Acreage at the crop level will be displayed to 4 decimal places (ten thousandth) when entered by the user as such. However, the Total acreage for the farm will be rounded to 2 decimal places and displayed in hundredths.--*

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:** Users have the capability to record Reported Quantity to 4 decimal places (ten thousandths). Acreage at the crop level will be displayed to 4 decimal places (ten thousandth) when entered by the user as such. However, the Total acreage for the farm will be rounded to 2 decimal places and displayed in hundredths.--*

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).
- *--Continuous Certification Termination Letter
- FSA-578C.--*

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:** **County:**

FSA-578

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

Farm Number

- FSA - 578 (Producer Print)**

- Continuous Certification Termination Letter**

Farm Number

Report Format: PDF Excel

- Crops with End Date** **Farm Number**
- Farms with Active Continuous Certification**
- 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 Native Sod Conversion Acreage**
- Farms with No FSA-578**
- Farms with No NAP Unit**
- Farms with Not Applicable Acres**
- Farms with Prevented Planted Acres**
- Farms with Reported Acres on Noncropland**
- Farms with Subsequent Acreage**
- Farms with Terminated Continuous Certification**
- Farms with Uncertified Crops**
- Farms with Uncertified CRP**
- Farms with Unreported Cropland**

--*

317 Printing FSA-578 Report of Commodities (Continued)

C Accessing FSA-578 Print Routine

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

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

Step	Action	Result
1	On any screen, the user shall CLICK “ Reports ” under “CARS Menu” on the left side of the screen.	The Reports Screen will be displayed.
2	<p>The user has the option of printing by selecting the radio button beside 1 of the following:</p> <ul style="list-style-type: none"> • FSA-578 <p>Note: Includes both the Farm and Tract Detail Listing and Farm Summary.</p> <ul style="list-style-type: none"> •*-FSA-578C <p>Note: A farm number must be entered and the producer must be selected through SCIMS for the FSA-578C.</p> <ul style="list-style-type: none"> • Map • FSA-578 Summary <p>Note: A farm number must be entered for the FSA-578, FSA-578 Summary, and Map options.</p> <ul style="list-style-type: none"> • FSA-578 (Producer Print) • Continuous Certification Termination Letter. <p>Notes: A farm number must be entered and the producer must be selected through SCIMS for the Continuous Certification Termination Letter.</p> <p>See subparagraph 317 G for additional information on the Continuous Certification Termination Letter.--*</p>	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.

317 Printing FSA-578 Report of Commodities (Continued)

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>
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.

317 Printing FSA-578 Report of Commodities (Continued)

***--G Printing Continuous Certification Termination Letter**

Users will generate/print the Continuous Certification Termination Letter as needed. The Continuous Certification Termination Letter will include the following information.

- Farm
- Crop
- Crop Type
- Intended Use
- Continuous Certification Status
- Reason for the Termination.--*

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:

- Crop with End Date (by Farm)
- Farms with ACRE Contract and Unreported Cropland (available for 2014 and prior years)
- Farms with Active Continuous Certification (available beginning with 2016)
- Farms with ARC/PLC Contract, Unreported Cropland (available beginning with 2014)
- Farms with Cropland Override
- Farms with CRP (available beginning with 2015)
- Farms with DCP Contract and Unreported Cropland (available for 2013 and prior years)
- Farms with Deleted Producers with Active Shares
- Farms with Terminated Continuous Certification (available beginning with 2016)
- Farms with End Date
- Farms with Failed Acreage (available beginning with 2015)
- Farms with FAV Crops (available beginning with 2015)
- Farms with Fully Reported Cropland
- Farms with Incomplete Determined Acres
- Farms with Native Sod Conversion Acreage (available beginning with 2015)
- Farms with Not Applicable Acres (available beginning with 2015)
- Farms with No FSA-578
- Farms with No NAP Unit--*

318 Status Reports

A Overview (Continued)

- *--Farms with Prevented Planted Acres (available beginning with 2015)
- Farms with Reported Acres on Noncropland
- Farms with Subsequent Acreage (available beginning with 2015)
- Farms with Terminated Continuous Certification (available beginning with 2016)
- Farms with Uncertified Crops
- Farms with Uncertified CRP (available beginning with 2015)
- Farms with Unreported Cropland.

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

318 Status Reports (Continued)

B Status 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
Crops with End Date	Provides a report of all crops with end dates for the farm number entered.
Farms with ACRE Contract and Unreported Cropland	Provides a list of farms with an active ACRE contract and unreported cropland. Note: Available for 2014 and prior years only.
Farms with ARC/PLC Contract and Unreported Cropland	Provides a list of farms with an active ARC/PLC contract and unreported cropland. Note: Available beginning with 2014 crop year.
Farms with Active Continuous Certification	Provides a list of farms with crops enrolled for continuous certification. The report will include the following: <ul style="list-style-type: none"> • farm • producer name • core customer id • crop • crop type • intended use • election date.
Farms with Cropland Override	Provides a list of farms with the cropland comparison flag set by the cropland override.
Farms with CRP	Provides a list of farms with CRP. The report will include the following: <ul style="list-style-type: none"> • operator • core customer id • farm number • tract number • acreage quantity • variety/type • irrigation practice • end date (when available).

--*

318 Status Reports (Continued)

B Status Report Descriptions (Continued)

Report	Description
Farms with DCP Contract and Unreported Cropland	<p>Provides a list of farms with an active DCP contract and unreported cropland.</p> <p>Note: Available for 2014 and prior years only.</p>
Farms with Deleted Producers with Active Share	<p>Provides a list of farms when the producer is no longer associated with the farm in Farm Records, but an active share record for the producer exists in CARS. This could be the result of a:</p> <ul style="list-style-type: none"> • 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 Status Report Descriptions (Continued)

*--

Report	Description
Farms with End Date	Provides a list of farms with crops entered with an end date.
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 • core customer id • 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 • core customer id • 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>

--*

318 Status Reports (Continued)

B Status Report Descriptions (Continued)

*--

Report	Description
Farms with Fully Reported Cropland	Provides a list of farms with all cropland reported and certified.
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>
Farm 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 • core customer id • farm number • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice • actual use (when available).
Farms with Not Applicable Acres	<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 • core customer id • 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>

--*

318 Status Reports (Continued)

B Status Report Descriptions (Continued)

*--

Report	Description
Farms with No FSA-578	Provides a list of active farms with no FSA-578 on file.
Farms with No NAP Unit	Provides list of farms with 1 or more fields with no identified NAP unit.
Farms with Prevented Planted Acres	<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 • core customer id • farm number • tract number • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice
Farms with Reported Acres on Noncropland	Provides a list of farms with acres recorded on noncropland.
Farms with Subsequent 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 • core customer id • farm number • tract number • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice • actual use (when available).

--*

318 Status Reports (Continued)

B Status Report Descriptions (Continued)

*--

Report	Description
Farms with Terminated Continuous Certification	<p>Provides a list of farms with crops automatically terminated for continuous certification. The report will include the following:</p> <ul style="list-style-type: none"> • farm • producer name • core customer id • crop • crop type • intended use • reason for termination • termination date • termination letter (yes/no), as applicable.
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 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 • core customer id • farm number • tract number • acreage quantity • variety/type • irrigation practice • end date (when available).
Farms with Unreported Cropland	<p>Provides a list of farms when the total cropland acres entered in CARS is less than the total cropland acres for the farm in Web Farm Records.</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>

--*

318 Status Reports (Continued)

C Action

*--CLICK **“Reports”** under **“CARS Menu”** on the left navigation.

Select the button next to the status report to be printed.

CLICK the button next to **“PDF”** or **“Excel”**.

CLICK **“Generate Report”**.--*

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:	County:
Operator Information		
Operator Name: Producer A		
Farm	Status ?	Last Updated
230	Fully Certified / Partially Reported	04/06/2016
<input type="button" value="Refresh Farm Data"/>		<input type="button" value="Continuous Certification"/>
<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"/>

--*

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: 2017 **State:** **County:**

Farm Information

Farm Number: 233 Total Rpt Cropland: 4.00 of 5.78
 Operator Name: Producer A

Crop Selection

	Crop/Comm	Num of Entries	Num of Entries Det	Total Rpt Qty	Total Det Qty
<input checked="" type="radio"/>	ALFALFA	1	0	2.00	-
<input type="radio"/>	WHEAT	1	0	2.00	-

--*

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: 2017 **State:** **County:**

Fam Information

Fam Number: 233 Total Rpt Cropland: 2.00 of 5.78
 Operator Name: Producer A

Crop/Comm: WHEAT

Tract Num	Field Num	Var/Type	Int Use	Irr Prc	Organic Status	Crop Status	Planting Period	Field ID	Rpt Qty	Det Qty	Official Measured
3458	1	HAW	FG	N	C	I	01	-	2.00	<input type="text"/>	None ▼

--*

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...
<p>*--zero acreage report for--* the farm in 2012 or prior years</p> <p>Note: A farm level zero acreage report is not available for 2013 and subsequent years.</p>	<ul style="list-style-type: none"> • deleting the farm zero crop record from CARS • entering the determined field with: <ul style="list-style-type: none"> • tract • field number • crop • zero reported acreage • applicable crop characteristics as found in the field • acreage found during spot check, as determined acres for the new field.
<p>crop in a field</p>	<p>entering:</p> <ul style="list-style-type: none"> • zero for determined acreage in the original field • the new field with: <ul style="list-style-type: none"> • tract • unique field subdivision number • crop • zero reported acreage • applicable crop characteristics as found in the field • acreage found during spot check, as determined acres for the new field.

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

--320 Supporting ACRSI in CARS*A Overview**

To support ACRSI, CARS has added the following:

- RMA Cropping Practice Data Element
- RMA Crop Reconciliation Screen.

Note: See Part 2.6 for additional information for ACRSI and collecting RMA data.

The RMA Cropping Practice is available on the CARS Report of Acreage Screen.

To support the RMA and FSA crop crosswalk, the RMA Crop Reconciliation Screen will be displayed in CARS when an FSA crop/commodity, variety/type, and/or intended use does not automatically crosswalk to RMA.

When an acreage report is taken by an AIP and is automatically cross walked successfully, the RMA crop/commodity, variety/type and intended use will be displayed on the CARS Report of Acreage Screen directly below the FSA Crop/Commodity, Variety/Type and Intended Use option.--*

*--320 Supporting ACRSI in CARS (Continued)

B Example of the Report of Acreage Screen with RMA Cropping Practice

The following is an example of the RMA Cropping Practice that will be displayed on the Report of Acreage Screen.

Report of Acreage

Year: 2017 **State:** _____ **County:** _____

Fam Information

Fam Number: 233 Total Rpt Cropland: 2.00 of 5.78
 Operator Name: Producer A

Tract Information

Tract Number: 3458 Tract Rpt Cropland: 2.00 of 5.78
 Tract Owner(s): Producer B

Please enter the crop information.
 * Denotes required information.

* Field Number: _____ State: _____

* Planting Practice: Solid

* Cropland Status: Y Reporting Unit: Acres

* Crop Status: None Land Use: None

* Supplemental Status: None * Planting Period: None

* Concurrent Planting: None Field ID: _____

* RMA Cropping Practice: No Cropping Practice :

C Action

Select the applicable RMA Cropping Practice from the drop-down menu according to Part 2.6.--*

*--320 Supporting ACRSI in CARS (Continued)

D Example of the RMA Crop Reconciliation Screen

The following is an example of the RMA Crop Reconciliation Screen.

E Action

User shall use the drop-down menus to select the applicable:

- RMA Variety/Type
- RMA Intended Use.

CLICK:

- **“Submit”**, and the message “The crop acreage report has been successfully saved” will be displayed on the Report of Acreage Screen
- **“Cancel”**, and the Report of Acreage Screen will be displayed.--*

--Part 2.6 Acreage Crop Reporting Streamlining Initiative (ACRSI)*Section 1 Responsibilities, Guidelines, and Reporting Requirements****320.1 Overview****A Background**

This part provides procedure for ACRSI data sharing of acreage reporting information collected via the CARS application and reconciling acreage reporting data collected by participating AIP's and representing agents. This is in support of the 2014 Farm Bill, Section 1614(b)(1).

The vision of the USDA ACRSI is to have a common USDA framework for producer commodity reporting in support of USDA programs. This common framework will enable producers to report common data once. This capability will reduce producer burden by eliminating the need for producers to report the same information multiple times and support efficient data sharing within USDA for more accurate data collection.

B Data Sharing Services

Multiple data sharing services have been created to allow core common data to be shared with FSA and participating AIP's by RMA. Regardless of the reporting channel, data flows to and is housed in the RMA Clearing House and made available to FSA and AIP's in near real time.

FSA has created the following services.

- The CARS Event and Transformation Service, which transforms CARS data into valid transmission files and submits to the RMA Intake Service.
- The ACRSI Pilot Services, which pulls data from the ACRSI Clearing House, runs CARS validations and adds the data to a CARS ACRSI Work List for manual processing.

RMA has created the following services.

- The RMA Intake Service, which processes the transmission files by validating the proper file format is used, the State and County code combination is valid, and a farm number is included in the file. If Intake Service validations fail, the entire transmission file is rejected.
- The ACRSI Common Validation Service, which validates data contained in the transmission files passes core common data element requirements and associated business rules, including ensuring all mandatory data elements are contained in the file.
- The ACRSI Clearing House, which stores validated core common data from acreage reports created by both channels.--*

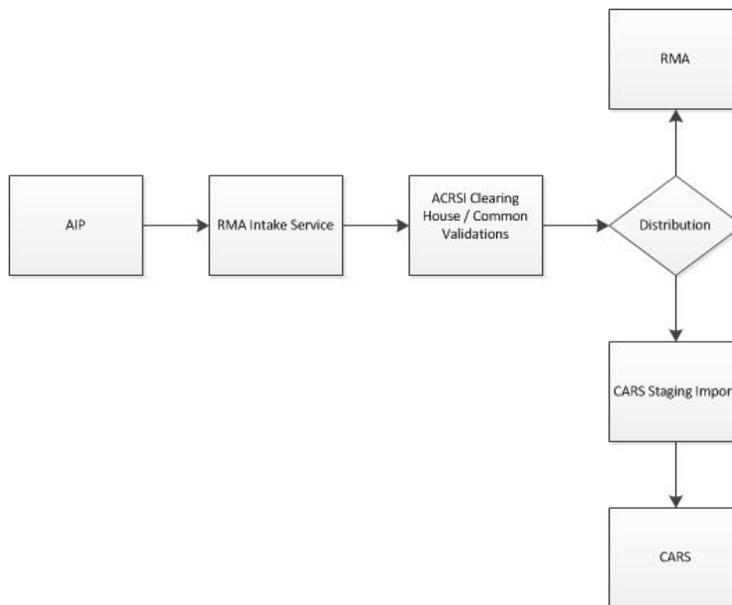
***--320.1 Overview (Continued)**

C ACRSI Process Data Flow

The following is a process flow diagram of the data flow for the FSA Reporting Channel.



The following is a process flow diagram of the data flow for the AIP Reporting Channel.



D County Office Responsibilities

ACRSI data sharing will be implemented nationwide for 2016 crop acreage reports filed on or about May 6, 2016. County Offices shall inform producers that ACRSI approved crop information will be shared between:

- crop insurance agent representing a participating AIP (such as crop insurance company)
- FSA at a local Service Center.

Once a crop acreage report is filed through the selected channel, the ACRSI data is shared electronically between agencies in real time or near real time via the ACRSI Clearing House.--*

*--320.1 Overview (Continued)

D County Office Responsibilities (Continued)

In addition, County Offices shall advise producers, **before** FSA-578 is filed, that:

- data sharing of acreage reporting information with participating AIP's happens automatically
- AIP's can only access data when a crop insurance policy is in force for the producer
- only ACRSI approved crops and associated core common data elements will be shared
- the requirement to report all cropland for specific programs according to paragraph 16 must be met
- a hard copy map notated with the mandatory data elements is required according to paragraph 20 regardless of the channel selected
- ACRSI approved crops must be reported by the final reporting dates in Exhibit 6 or 6.5, as applicable
- producers must still visit FSA and insurance agents to sign documents.

Note: Follow instructions in paragraph 21 for processing a late-filed FSA-578.--*

--320.2 ACRSI Approved Crops*A Overview**

ACRSI is data sharing information for the following 13 crops as part of the 2016 Spring expansion of the application:

- Alfalfa
- Corn
- Cotton
- CRP
- Fallow
- Grasses
- Oats
- Peanuts
- Rice
- Rye
- Sorghum
- Soybeans
- Wheat.

Note: Corn includes popcorn and sweet corn, Wheat includes Khorasan, and Sorghum includes Grain and Forage.

B ACRSI Approved Crop Restrictions

The following restrictions apply to crops included in ACRSI transmission files:

- Reporting unit of “acres”
- Planting period of “01”
- Planting pattern of “solid”
- Crop Status of “Initial”
- Supplemental Crop Status - Planted, Prevented, or Failed
- No dual use crops or “GS” intended use
- No corn or grain sorghum intended use of “SD”.

Crops that do not follow these restrictions can still be reported in CARS.--*

***--320.3 RMA and FSA Crop Crosswalks**

A Overview

FSA and RMA currently use separate crop tables for maintaining crops and associated attributes. FSA uses the Compliance Validation System (CVS) and RMA uses the Actuarial Data Master (ADM). As part of ACRSI implementation, a joint crop table (Commodity Validation Table (CVT), was created.

For each of the approved ACRSI crops, RMA and FSA completed a crosswalk to ensure crop acreage reports taken by 1 agency can properly translate for the other agency. Most ACRSI approved crops will automatically crosswalk between agencies without user intervention.

When an acreage report is taken by an AIP and is automatically cross walked successfully, the RMA Crop/Commodity, Variety/Type, and Intended Use will appear on the CARS Report of Acreage load screen immediately below the FSA Crop/Commodity, Variety/Type and Intended Use.

When a FSA Crop/Commodity, Variety/Type, and/or Intended Use does not automatically crosswalk to RMA, the RMA Crop Reconciliation Screen will be displayed.

B RMA Crop Reconciliation Screen

The following is an example of the RMA Crop Reconciliation Screen.

C County Office Action

Based on the producer’s certification, the County Office user should select the correct RMA Variety/Type and/or RMA Intended Use from the applicable drop-down menu. The drop-down menu will only display options applicable to the crop being reported.--*

--320.4 ACRSI Common Data Elements*A Overview**

In addition to the crop year, the following core common data elements for approved ACRSI crops reported will be electronically shared in the 2016 Spring Expansion:

- Core Customer ID
- Business Name
- Last Name
- Administrative County
- Field Number
- County ANSI Code
- Product Type
- Planted Date
- Organic Practice Code
- Tax ID
- First Name
- Name Suffix
- Farm Number
- CLU (Field) Number
- Subfield Number
- Product Intended Use
- Planting Code
- Cropping Practice Code
- Tax ID Type
- Middle Name
- Administrative State
- Tract Number
- State (American National Standards Institute) ANSI Code
- Product Code
- Reported Acreage
- Irrigation Practice Code
- Producer Share Percentage.--*

--320.4 ACRSI Common Data Elements (Continued)*B ACRSI Data Sharing Assumptions**

In addition to the crop and data element validations and business rules, the following restrictions will apply to shared data:

- one or more of the shareholders reported must have a valid SSN or employee ID number
- for FSA purposes, one or more of the :
 - shareholders must have a valid Core Customer ID
 - producers in the transmission file must be an operator, owner, or other tenant on an active 2016 farm
- insurance must be in force for AIP to access shared data.

Note: The CARS Event and Transformation Service will filter out reported acreage data that does not comply with all crop and data elements validations, business rules, and restrictions before transmitting the data.

C Data Transmission Files

The CARS core common data elements for farms are automatically packaged approximately every 15 minutes into a single transmission file. Multiple farms can be included in a single transmission file. In addition, a single AIP transmission file can contain multiple farms.

Core common data element validations, including business rules validations, are run at the farm level; therefore, partial transmission files may be transmitted to the ACRSI Clearing House. Farms that pass the common validations will be transmitted to the Clearing House. Farms that fail the common validations will be rejected and not transmitted to the Clearing House. See paragraph 320.12 for information about the FSA ACRSI Inquiry Service which provides information for failed transmission files.--*

***--320.5 ACRSI CARS Updates for RMA**

A Overview

As part of the ACRSI Implementation, RMA and FSA agreed on crops and core common data elements that would be included in the ACRSI data sharing acreage reports. Due to Agency differences in data collection for acreage reports, each Agency agreed to collect additional information, as necessary, for the ACRSI approved crops.

B CARS Screens Updated for RMA

To meet ACRSI needs, CARS was updated to include the “RMA Cropping Practice” on the CARS Report of Acreage load screen. See Part 2.5 for CARS Report of Acreage load screens. The RMA Cropping Practice is applicable to the crop for the specific field or subfield being reported. RMA Cropping Practices are specifically defined by each crop policy including applicable special provisions.

In addition, CARS has been updated to include the “RMA Crop Reconciliation” Screen. See paragraph 320.3 for details about the RMA Crop Reconciliation Screen. This screen allows users to update the ACRSI approved crop with the applicable RMA Variety/Type and/or RMA Intended Use, when applicable.

C County Office Action

The following RMA Cropping Practices are available for selection based on the crop being reported.

RMA Cropping Practice	Definition	Applicable Crops
Continuous Cropping	This distinguishes land that is continuously cropped from land that lies fallow (idle) in the prior crop year. Any non-irrigated production practice that does not qualify as a summer fallow practice.	<ul style="list-style-type: none"> • Oats • Wheat.
Fall-Planted	A production practice applicable to acreage that is seeded during the fall.	<ul style="list-style-type: none"> • Sweet Corn • Peanuts.
Following Another Crop	Definitions vary by area, consult crop policy.	<ul style="list-style-type: none"> • Upland Cotton • Grain Sorghum • Soybeans • Peanuts.
No Cropping Practice Specified	No production practice is specified.	All Approved ACRSI crops.

--*

*--320.5 ACRSI CARS Updates for RMA (Continued)

C County Office Action (Continued)

RMA Cropping Practice	Definition	Applicable Crops
Non-Conventional	Planted in a 2 step operation in which the seed is first broadcast by any method onto the surface of a seedbed which has been properly prepared for the planting method and production practice and is subsequently incorporated into the soil at the proper depth in a timely manner. Does not follow a standard planting practice for the crop.	Soybeans.
Not Following Another Crop	Definitions vary by area, consult crop policy.	<ul style="list-style-type: none"> • Upland Cotton • Grain Sorghum • Soybeans.
Skip Row	<p>A planting pattern that:</p> <p>(1) consists of alternating rows of cotton and fallow land or land planted to another crop the previous fall; and</p> <p>(2) qualifies as a skip-row planting pattern as defined by FSA or a successor agency.</p>	<ul style="list-style-type: none"> • Upland Cotton • Extra Long Staple Cotton.
Spring-Planted	A production practice applicable to acreage that is seeded during the spring.	<ul style="list-style-type: none"> • Sweet Corn • Peanuts.

--*

*--320.5 ACRSI CARS Updates for RMA (Continued)

C County Office Action (Continued)

RMA Cropping Practice	Definition	Applicable Crops
Sprinkler Irrigated	A method of crop irrigation in which the equipment applies water through nozzles operated under pressure to form a spray pattern to cover the acreage whereby the planted acreage is intentionally sprayed with water in non-ponding applications throughout the growing season.	Rice.
Summer fallow	Definitions vary by area, consult crop policy.	<ul style="list-style-type: none"> • Oats • Wheat.
Water Fallow	Production practice applicable to acreage that is flooded before seeding for the same crop year in which the crop is insurable, with no intent of using an irrigated practice as defined in the Basic Provisions.	<ul style="list-style-type: none"> • Oats • Wheat.
Winter Planted	A production practice applicable to acreage that is seeded during the winter.	Sweet Corn.

Note: The drop down will not be limited to those options available for the selected crop. All RMA Cropping Practices will be displayed, regardless of the crop being reported. County Office users should ensure a proper option is selected for the crop being reported.

When selecting the RMA Cropping Practice, County Office users shall inform producer and/or policyholders that:

- if unsure which RMA Cropping Practice applies to the crop and field and/or subfield being reported, then the crop insurance agent should be consulted
- leaving the default value of “No Cropping Practice Specified” has no negative effect for current farm programs
- the correct cropping practice must be validated on their crop insurance acreage report before certifying.--*

*--Section 2 Processing ACRSI Work List

320.6 CARS ACRSI Work List**A Overview**

The CARS ACRSI Work List stores individual farm core common acreage reporting data filed through an AIP. County Office users must take action to resolve data validation issues before accessing the CARS acreage report for the farm.

This part provides procedure for accessing the CARS ACRSI Work List, locating the farm/tract/field error message(s), and instructions for correcting or deleting incorrect shared data before importing to CARS.

B CARS ACRSI Work List

The following is an example for accessing the ACRSI Work List from the Acreage Report Search Screen.

Note: If the farm selected on the Acreage Report Search Screen has data on the ACRSI Work List, this message will appear; “The selected farm has ACRSI data that must be imported prior to proceeding. Please select “ACRSI Work List” and import the data into CARS”--*

*--320.6 CARS ACRSI Work List (Continued)

B CARS ACRSI Work List (Continued)

This is an example of the Acreage Report Search Screen with the message; “The selected farm has ACRSI data that must be imported prior to proceeding. Please select “ACRSI Work List” and import the data into CARS”

The screenshot shows the 'Acreage Report Search' interface. At the top, there is a blue header with the title. Below the header, the 'Year' is set to 2016, and 'State' and 'County' are represented by greyed-out dropdown menus. A red-bordered warning box contains a yellow triangle icon and the text: 'The selected farm has ACRSI data that must be imported before proceeding. Please select "ACRSI Work List" and import the data into CARS.' Below the warning, the instruction 'Please enter a farm number or search for a producer in SCIMS' is displayed. There are three radio button options: 'Producer', 'Farm Number' (which is selected and has a text input field containing '2132'), and 'ACRSI Work List'. At the bottom of the form area are 'Submit' and 'Cancel' buttons. The footer of the page reads 'CARS102 - Last Modified: 02/17/2016 12:52:42 PM'.

C County Office Action

Select the button next to “ACRSI Worklist” and CLICK “Submit”.

This screenshot is similar to the previous one, showing the 'Acreage Report Search' interface. The 'Year' is 2016, and 'State' and 'County' are greyed out. The instruction 'Please enter a farm number or search for a producer in SCIMS' is present. In this view, the 'ACRSI Work List' radio button is selected, and the 'Farm Number' text input field is empty. The 'Submit' and 'Cancel' buttons are visible at the bottom. The footer text is 'CARS102 - Last Modified: 02/17/2016 12:52:42 PM'.

--*

***--320.7 Reviewing CARS ACRSI Work List**

A Overview

The ACRSI Work List contains the list of farms with acreage reporting data submitted through the AIP. ACRSI Work List farms must be imported to CARS or deleted before the acreage report for the farm can be edited or certified.

B ACRSI Work List Screen

The following is an example of the ACRSI Work List Screen. The ACRSI Work List Screen will be displayed with the following information:

- Farm Number
- Import Status
- Submission ID (Transmission ID)
- Submission Date.

The screenshot displays the 'ACRSI Work List' interface. At the top, there is a blue header with the title 'ACRSI Work List'. Below the header, there are filter fields: 'Year: 2016', 'State: [dropdown]', and 'County: [dropdown]'. A table with a blue header contains the following data:

Farm	Import Status	Submission ID	Submission Date
 738	Not Processed	11118	03/14/2016

Below the table, there are three buttons: 'Import Data', 'Delete', and 'Back'. A blue link labeled 'Back to Top^' is located to the right of the 'Back' button. At the bottom of the screen, the text 'CARS132 - Last Modified: 11/16/2015 08:20:05 AM' is displayed.

--*

***--320.7 Reviewing CARS ACRSI Work List (Continued)**

C County Office Action

To select a farm to review, **CLICK** the button in front of the desired farm. The County Office user has the following options once the desired farm is selected:

- Import Data
- Delete
- Back.

Users should **CLICK** “Import Data” to access the ACRSI Staging Data for the selected farm. The ACRSI Staging Data includes tract, field and crop information, in addition to the error message.

Clicking “Delete” will delete the acreage reporting data received by the AIP channel for the selected farm without accessing the ACRSI Staging Data or Importing to CARS. Users should only select “Delete” when a fully certified FSA-578 already exists for the selected farm.--*

***--320.8 Reviewing ACRSI Staging Data**

A Overview

The ACRSI Staging Data Screen provides an overview of each field that failed 1 or more CARS validation and the error message(s) associated with the failed validation(s).

B ACRSI Staging Data Screen

The following is an example of the ACRSI Staging Data Screen. The ACRSI Staging Data Screen will contain the following information:

- Tract Number
- Field Number
- Crop/Commodity
- Variety/Type
- Intended Use
- Irrigation Practice
- Reported Quantity
- Crop Status
- Error Message.

The screenshot displays the 'ACRSI Staging Data' interface. At the top, it shows 'Year: 2016', 'State: [dropdown]', and 'County: [dropdown]'. Below this is a 'Farm Information' section with 'Farm Number: 3474' and 'Total Rpt Cropland: 0.44 of 368.98'. The main data is presented in a table with columns: Tract Num, Field Number, Crop/Comm, Var/Type, Int Use, Irr Prc, Rpt Qty, Crop Status, and Error. One row is visible with a radio button, Tract Num 1241, Field Number 1, Crop/Comm CORN, Var/Type BLU, Int Use GR, Irr Prc I, Rpt Qty 128.20, Crop Status I, and an error message: 'Share value threshold must be 100% : 50.0, ACRSI Duplicate'. At the bottom, there are 'Edit', 'Delete', and 'Return To Work List' buttons, along with a 'Back to Top' link and a footer 'CARS133 - Last Modified: 01/21/2016 08:20:05 AM'.

Tract Num	Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Rpt Qty	Crop Status	Error	
<input type="radio"/>	1241	1	CORN	BLU	GR	I	128.20	I	Share value threshold must be 100% : 50.0, ACRSI Duplicate

C County Office Action

To review the details for a specific field, CLICK the radio button by the applicable tract and CLICK Edit. The user will be taken to the standard CARS Report of Acreage load screen. All valid data submitted via the AIP channel will be automatically loaded for the selected field and the crop information will be available for editing.

County Office users should review any FSA-578's on file for the applicable farm to assist with determining if the reported information should be imported or deleted. Review all reported information with the applicable producer prior to making the decision to delete information submitted via an AIP channel.--*

***--320.9 ACRSI Data Import Screen**

A Overview

The ACRSI Data Import load screen will be completed with all validated crop data for the selected farm, tract, and field. In addition, the RMA crop/commodity, variety/type, and intended use will be displayed and the RMA Cropping Practice will be provided, when applicable.

B ACRSI Data Import Load Screen

The following is an example of the ACRSI Data Import load screen that will be displayed with valid data submitted by the AIP channel.

The screenshot displays the 'ACRSI Data Import' web interface. At the top, it shows the selected location: Year: 2016, State: Illinois (17), and County: Christian (021). Below this, there are sections for 'Farm Information' and 'Tract Information'. The 'Farm Information' section includes fields for Farm Number and Operator Name, with a 'Total Rpt Cropland' of 0.44 of 368.98. The 'Tract Information' section includes Tract Number and Tract Owner(s), with a 'Tract Rpt Cropland' of 0.00 of 128.22. A central section titled 'Please enter the crop information.' contains various input fields: Field Number (1), Subfield, Reported Quantity (128.20), Planting Date (11/12/2015), Official/Measured (None), End Year, Predominant Number, Crop/Commodity (CORN), Variety/Type (BLUE), Intended Use (Grain), RMA Crop/Commodity (Corn, Field), RMA Variety/Type (Flour, Blue), RMA Intended Use (Grain), Actual Use (None), Irrigation Practice (Irrigated), Organic Status (Conventional), and Planting Pattern (Solid). A 'Native Sod Conversion' checkbox is also present. A separate floating window on the right contains 'Cropland Status' (Y), 'Crop Status' (I), 'Supplemental Status' (Planted), 'Concurrent Planting' (None), 'RMA Cropping Practice' (No Cropping Practice), 'Reporting Unit' (Acres), 'Land Use' (None), 'Planting Period' (01), and 'Field ID'. Below this is a 'List of Tract Producers' table with columns for Name, Role, RMA Unit, and Share %. The table shows one producer as 'Owner' with an RMA Unit of 50.00 and a Share % of 50.00. The 'Total %' is also 50.00. At the bottom, there are buttons for 'Submit', 'Review Fields', and 'Add Producers', along with a 'NAP Unit' field and an 'Override NAP Unit' checkbox. A 'Back to Top' link is located in the bottom right corner.

C County Office Action

Complete loading crop acreage information for the selected farm, tract, and field/subfield according to paragraph 308. All crop data elements denoted as required on the CARS Report of Acreage load screen must be completed before clicking submit to finalize importing the acreage data submitted by an AIP channel.--*

***--320.10 ACRSI Farm Bulk Delete Screen**

A Overview

ACRSI acreage reports submitted by the AIP channel can be deleted instead of imported when necessary. The farm delete option is available on the ACRSI Work List Screen. County Office users should review the ACRSI Staging Data before determining to delete farm acreage reports submitted by the AIP reporting channel.

B ACRSI Work List Farm Bulk Delete Screen

The following is an example of the Bulk Delete ACRSI Farms Screen.

Bulk Delete Acrsi Farms

Year: 2016 **State:** **County:**

Farm	Import Status	Submission ID	Submission Date
<input checked="" type="checkbox"/>	2132	In Process	6064
<input checked="" type="checkbox"/>	2132	In Process	6067
<input checked="" type="checkbox"/>	2132	Not Processed	6070
<input checked="" type="checkbox"/>	2132	Not Processed	6071
<input checked="" type="checkbox"/>	2132	Not Processed	6072
<input type="checkbox"/>	2132	In Process	6075

[Back to Top^](#)

CARS141 - Last Modified: 1/21/2016 2:13:45 PM

C County Office Action

Users may select 1 or more farms from the ACRSI Farm Bulk Delete Screen. CLICK “Delete” to delete acreage reports submitted by the AIP channel for the selected farm(s).

CLICK “OK” to the popup question “Are you sure you want to delete the Acreage Report(s) from the Work List”? The user will be returned to the ACRSI Work List Screen and message “The Staging Acreage Report(s) have been successfully deleted”, will be displayed.--*

*--Section 3 Using ACRSI Inquiry Service

320.12 ACRSI Inquiry Service

A Overview

The ACRSI Inquiry Service is provided to National, State and County Offices, along with the ACRSI Help Desk and used to assist users in determining why acreage reporting data that was shared is not available to FSA or the applicable AIP.

This part provides procedure for accessing the FSA ACRSI Inquiry Service web application. The ACRSI Inquiry Service allows users to determine where a transmission file is in the data sharing process and provides messaging about the transmission file status.

B Accessing FSA ACRSI Inquiry

National, State, and County Office employees can enter the ACRSI Inquiry application at https://intranet-apps.fsa.usda.gov/usda_scc_gateway/acrsi-error-console/. The USDA eAuthentication Login Screen will be displayed.

On the USDA 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 FSA ACRSI Inquiry Screen will be displayed.

C ACRSI Inquiry Search Screen

The following is an example of the FSA ACRSI Inquiry Screen.

FSA ACRSI Inquiry

Search by: **Transmission** Farm

Transmission Number

Search Reset

About this tool

FSA ACRSI Inquiry allows users to determine where the transmission file is in the data sharing process. Search either by **Transmission Number** or a combination of FSA Administrative **State-County-Farm**. Search results will include the status of the transmission, the step of the process by date and time, along with any necessary error messaging.

Data sharing process flow steps

Producer Upload File Process <ol style="list-style-type: none">1. FSA File Upload Service2. RMA Intake Service3. RMA ACRSI Common Validation Service4. RMA Clearing House5. FSA ACRSI Pilot Service<ol style="list-style-type: none">a. ACRSI Worklistb. Imported to CARS	CARS Update Process <ol style="list-style-type: none">1. FSA CARS Event and Transformation Service2. RMA Intake Service3. RMA ACRSI Common Validation Service4. RMA Clearing House	AIP Upload Process <ol style="list-style-type: none">1. RMA Intake Service2. RMA ACRSI Common Validation Service3. RMA Clearing House4. FSA ACRSI Pilot Service<ol style="list-style-type: none">a. ACRSI Worklistb. Imported to CARS
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[Return to top](#)

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***--320.12 ACRSI Inquiry Service (Continued)**

D Instructions for Determining Status of ACRSI Transmission

ACRSI Transmissions can be searched by Transmission Number or Administrative State, County and Farm Number. To search by farm, CLICK "Farm". Enter the Administrative State, Administrative County, and Farm Number and CLICK "Search" to determine where the farm is in the data flow process and the status of the transmission file.

320.13 ACRSI Inquiry Search Results

A Overview

The selected farm and associated transmission file(s) will be displayed on the FSA ACRSI Inquiry Screen.--*

***--320.13 ACRSI Inquiry Search Results (Continued)**

B ACRSI Inquiry Search Results Screen

The following is an example of the FSA ACRSI Inquiry Screen.

The screenshot shows the 'FSA ACRSI Inquiry' interface. At the top, there are search filters: 'Search by:' with options for 'Transmission' and 'Farm' (selected). Below this are dropdown menus for 'State' (set to 'Illinois') and 'County' (set to 'DeWitt'). There is an empty text input field for 'Farm number'. A blue 'Search' button and a 'Reset' link are located below the filters.

Below the search area, it displays '2 Results' with a refresh icon. A 'Filter:' dropdown is set to 'All'. The results are shown in a table with the following columns: Status, Step, Message, ID, County, State, Farm, Channel, and Date.

Status	Step	Message	ID	County	State	Farm	Channel	Date
Failure	RMA ACRSI Common Validation Service	Combination of...	10156	DeWitt	IL		Data Upload	Jan 25, 2016 14:14:18
Processing	FSA File Upload Service	transmitted file...	0	DeWitt	IL		Data Upload	Jan 25, 2016 14:14:09

The results will be displayed with:

- transmission file status,
- process step, message,
- transmission ID number,
- county,
- state,
- farm number,
- reporting channel, and
- transmission file date/time.

Transmission ID search results will include all farms associated with the transmission ID. Farm search results will include all transmissions associated with the selected farm. In the search results, the “**ID**” and “**Farm**” are hyperlinks. Clicking on the “**ID**” hyperlink will display search results for that single transmission. Clicking on the “**Farm**” hyperlink will display search results for all transmissions containing data for that farm.--*

--320.13 ACRSI Inquiry Search Results*C Filtering ACRSI Inquiry Search Results**

Users have the option to filter the FSA ACRSI Inquiry search results based on transmission file status. The available transmission file statuses are:

- All
- Complete
- Processing
- Failure.

In addition users can sort data by clicking on the search results headers. For example, clicking on the “Date” header will place data in ascending or descending order by date.

D Process Flow Steps for ACRSI Transmissions

The **Step** in the search results is the process flow step where the transmission file is currently being validated.

The data sharing process flow steps for acreage reports accepted through the FSA reporting channel are as follows:

CARS Update Process Flow Steps:

- FSA CARS Event and Transformation Service
- RMA Intake Service
- RMA ACRSI Common Validation Service
- RMA Clearing House.

The data sharing process flow steps for acreage reports accepted through the AIP reporting channel are as follows:

AIP Upload Process Flow Steps:

- RMA Intake Service
- RMA ACRSI Common Validation Service
- RMA Clearing House
- FSA ACRSI Pilot Service
- ACRSI Worklist
- Imported to CARS.--*

***--320.14 ACRSI Inquiry Status Messages**

A Overview

The **Message** in the ACRSI Inquiry search results explains the current status of the transmission file. For a transmission file status of “Failure”, details about the reason the transmission was rejected are contained in the message. Reasons that transmission files fail can be related to missing mandatory data, incomplete data, invalid data or data business rules not being met.

B ACRSI Inquiry Status Messages Screen

The following is an example of the FSA ACRSI Inquiry Messages:

Status	Step	Message	ID	County	State	Farm	Channel	Date
Failure	RMA ACRSI Common Validation Service	originalReportedAcreage; ReportedAcreageModifiedIndicator is N so originalReportedAcreage must equal finalReportedAcreage; originalReportedAcreage; ReportedAcreageModifiedIndicator is N so originalReportedAcreage must equal finalReportedAcreage.	4614	La Salle	IL	919	Data Upload	Feb 09, 2016 09:45:43
Failure	RMA ACRSI Common Validation Service	originalReportedAcre...	4621	La Salle	IL	919	Data Upload	Feb 10, 2016 11:18:22

CLICK on the applicable **Message** to expand for further details.

The FSA ACRSI Pilot Service – Worklist messages are as follows.

- CARS Import Process Complete.
- All fields in the Acreage Report were duplicates and will not be processed.
- Acreage Report not completely imported. Please review errors on ACRSI Work List.
- Error Retrieving/Rolling Over Acreage Report for Import. Error ID: XXX.

The following is an example of FSA ACRSI Pilot Service – Worklist messages.

Processing	FSA ACRSI Pilot Service - Imported to CARS	Acreage Report not completely imported. Please review errors on ACRSI Work List.	10339	La Salle	IL	919	Data Upload	Feb 02, 2016 13:42:58
Processing	FSA ACRSI Pilot Service - Imported to CARS	All fields in the Acreage Report were duplicates and will not be processed.	10371	La Salle	IL	919	AIP Service	Feb 05, 2016 13:28:18

--*

***--320.14 ACRSI Inquiry Status Messages (Continued)**

C County Office Action (Continued)

If the user is unable to determine the cause of the transmission file failure based on the message provided and the Status is “Failure”, the user should create a Remedy Ticket. Select ACRSI as the application having the issue and include either the transmission number or the State/County/Farm along with the status of the transmission, the step of the process, and any applicable error messaging received in the inquiry search results. Also include any information provided by the producer when reporting a transmission failure.

When the message states “Please review errors on ACRSI Work List”, the user should access the farm by the CARS ACRSI Work List according to subparagraph 320.6 to review and edit the acreage reporting data submitted by the AIP channel to resolve any outstanding data issues and import the corrected data to CARS.--*

320.15-320.19 (Reserved)

--Part 2.7 Part 2.7 Comprehensive Information Management System (CIMS)*320.20 Overview****A Background**

The Farm Security and Rural Investment Act of 2002 authorized the development of CIMS to support programs administered by RMA and FSA.

Historically, producers provided both RMA and FSA the same basic information to participate in the crop insurance program and farm programs. Legislation instructed RMA and FSA to combine, reconcile, redefine, and reformat data to allow both agencies to use CIMS as a single source for obtaining this common information.

CIMS maintains data in a centralized database. RMA and FSA sources update data on the CIMS system on a weekly basis.

All CIMS functions:

- are within the web-based software
- can be viewed by FSA employees with Level II eAuthentication only.

B Security Roles

The following are security roles:

- State FSA employees with Level II eAuthentication will be able to view CIMS data
- County FSA employees with Level II eAuthentication will be able to view CIMS data.

C Reporting Problems

Report problems with accessing the applications (such as password problems) or applications errors by the CIMS Support Team at cimssupport@rma.usda.gov.--*

***--320.21 Accessing the CIMS Management Reports Menu**

A CIMS System

Access CIMS from the FSA Intranet Application Page at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>.

Note: Internet Explorer shall be used when accessing CIMS.

B Action

From the FSA Intranet Application Page:

- CLICK “**A-C**”
- CLICK “Comprehensive Information Management System (CIMS)”
- CLICK “**Logon**” to display the eAuthentication Login Screen
- enter user ID and password or login using LincPass
- CLICK “**Login**” to display the CIMS Rules of Behavior
- CLICK “**Accept**” to display the CIMS Management Reports Menu.--*

*--320.21 Accessing the CIMS Management Reports Menu (Continued)

C Example of CIMS Management Reports Menu

Following is an example of the CIMS Home Page.

United States Department of Agriculture
Farm Services Agency
Risk Management Agency

Comprehensive Information Management System (CIMS)

CIMS Home | About CIMS | Newsletter | User Guide | Help | Contact Us | Logout

Management Reports

- Participation Summary
- Producer Crop/Acreage
- Producer Crop/Acreage by Crop
- Producer Crop/Acreage by Crop Status
- Producer Conservation Compliance Status
- CIMS Report of FSA Commodities
- 2008 SUREMA Data
- RMA Ineligible Listing
- RMA and FSA Prevented Planting List

CIMS Geospatial Reports

- Summary of Business
- County CLU Inquiry
- RMA and FSA Prevented Planting
- CLU Crop Status Inquiry
- Cause of Loss By County
- Notice of Loss By County

Discovery Reports

- Insurable Acreage Diff by CLU
- Insurable Acreage Diff
- Insured Crop Acres Reported to FSA, not Reported to RMA
- FSA Business/RMA Entity Diff
- Spot Check List

What's New in CIMS

New Report - Producer Conservation Compliance Status - September 2015
 The "Producer Conservation Compliance Status" Management Report allows users to find and export a given producer's eligibility for crop insurance subsidy, based on the Conservation Compliance status determined by FSA, according to a nine-digit TaxID number or producer name.

Load Processing General Timelines - October, 2013
 The CIMS Load Date reflects the most recent successful processing of RMA and FSA data loads, which takes place each weekend starting on Saturday. Normally by the end of the week the Load Date will change to reflect the availability of updated data such as FSA Acreage on the CIMS Web Application. Difficulties or delays resulting from RMA or FSA data loading may cause retention of previous week data and thus the previous week's CIMS Load Date. For RMA AIP users, Type 5 process normally completes by Tuesday. The Discovery Reports are generally available on the IP Server for the respective AIPs by Thursday.

CIMS Hosts 2013 RCO Spring Spot Check List for FSA State Offices - April 2013
 The joint FSA/RMA 4-RM Handbook contains the procedures to follow for the selected producers.

CIMS Updates Commodities Report - January, 2013
 CIMS has released an update to the Commodities report to reflect the current version of FSA 578.

CIMS Releases New Report - September, 2012
 Based on requests from FSA users, CIMS has released a new report: RMA and FSA Prevented Planting List. This report allows users to search within a state and county to display a list of producers and the details for all producers who reported prevented planting to either RMA or FSA or both.

CIMS Hosts 2012 RCO Fall Spot Check List for FSA State Offices - September 2012
 CIMS is providing the CY2012 compliance spot checks as authorized by the Agricultural Risk Protection Act of 2000 (ARPA) to FSA State Offices. Previously the spot checklist was provided to the State Offices in a hard copy report. FSA State Office CIMS users have access to 2012 Fall Spot Check List on the CIMS menu. The joint FSA/RMA 4-RM Handbook contains the procedures FSA State Office compliance directors are to follow for the selected producers.

--*

***--320.22 Selecting CIMS Management Report “Producer Crop/Acreage”**

A Overview

The “Producer Crop/Acreage” option appears under Management Reports on the left navigation. The Producer Crop/Acreage report works on a drill down concept to access detailed information on individual producers and their RMA and/or FSA reported crop acreage.

B Example of CIMS Management Report “Producer Crop/Acreage”

The following is an example of Management Report “Producer Crop/Acreage.”

C Action

CLICK “Producer Crop/Acreage” under management reports on the left navigation.--*

--320.23 Entering Search Criteria for the Producer Crop/Acreage Report*A Overview**

After the user selects the Producer Crop/Acreage report option, the Producer Crop/Acreage search criteria screen will be displayed.

B Example of Search Criteria for the Producer Crop/Acreage Report

The following is an example of search criteria screen for the Producer Crop/Acreage report.

Producer Crop/Acreage Export

Required Criteria

Year:

Physical/Location State/Territory: Physical/Location County:

Name Tax ID

Tax ID:

C Action

User shall use the drop-down menu to select the applicable:

- Year
- Physical/Location State/Territory
- Physical/Location County.

CLICK:

- the button next to “**Name**”, to search by Last Name and First Name or Business Name and a list of available RMA and/or FSA producers will be displayed, as applicable
- the button next to “**Tax ID**” and a list of producer associated with the Tax ID will be displayed
- “**Submit**” and a list of RMA and FSA producers will be displayed
- “**Reset**” to clear the search criteria.--*

***--320.24 RMA and FSA Producers for the Producer Crop/Acreage Report**

A Overview

Based on the information entered on the search criteria screen, a list of RMA and FSA Producers for the Producer Crop/Acreage report will be displayed. Producers will be listed only if their crop information has been reported to RMA and/or FSA. If a producer reports crop information to one agency only, then the RMA and FSA Producer list will display producer name/information next to the agency where the crop information was reported.

From the RMA and FSA producer list, users can:

- export the producer list to excel
- access RMA and FSA details
- access crop and crop summary information reported to RMA and/or FSA as applicable.

B Example of RMA and FSA Producers List for the Producer Crop/Acreage Report

The following is an example of search criteria for Producer Crop/Acreage report.

Producer Crop/Acreage [Export](#)

Required Criteria

Year:

Physical/Location State/Territory: Physical/Location County:

Name Tax ID

Tax ID:

RMA & FSA Producers (initial list sorted by Tax ID) Record Count: 1

Agency	Name	Tax ID	ID Type	Business/Entity Type	CIMS Commodities
FSA RMA	Producer A	Producer A Tax ID	EIN	LLC	

--*

***--320.25 Exporting RMA and FSA Producers to Excel for the Producer Crop/Acreage Report**

A Overview

Once the RMA and FSA producer list is displayed, users can export the producer list to excel.

B Example of the Export and Producer List Options and Excel Format

The following is an example of the **export** and **producer list** options for the Producer Crop/Acreage report.

Warning this document contains Personal Identifiable Information (PII)

Producer Crop/Acreage

Tax ID	FSA Name	FSA Type	FSA Business Type	RMA Name	RMA Type	RMA Entity Type
Producer A Tax ID				Producer A	EIN	LLC

C Action

CLICK “**Export**” then “**Producer List**” in the upper right corner to export the producer list to excel.--*

***--320.26 Displaying RMA Producer Detail and FSA Customer Detail for the Producer Crop/Acreage Report**

A Overview

From the RMA and FSA Producer list, users can retrieve RMA producer detail or FSA customer detail information for the selected producer.

B Example of the RMA Producer Detail

The following is an example of the RMA Producer Detail information.

The screenshot shows a web application interface. At the top, there's a header 'Producer Crop/Acreage by Crop'. Below it, there are search filters: 'Required Criteria', 'Year: 2016', 'Physical/Location State/Territory', and 'Crop: Wheat Including Khorasan/Kamut'. A table titled 'RMA & FSA Producers' lists four producers: Producer A, B, C, and D. A red arrow points from 'Producer A' in the table to a pop-up window titled 'RMA Producer Detail'. The pop-up window contains the following information:

- Name:** Producer A
- Tax ID Type:** Any ID Type
- Entity Type:** Any Entity Type
- Address:** Any Address
- City, State Zip:** Any City, State Zip
- Phone Number:** Any Phone Number

The following is an example of the FSA Customer Detail information.

The screenshot shows a pop-up window titled 'FSA Customer Detail'. It contains the following placeholder information:

- Name:** Any Producer
- Tax ID Type:** Any Tax ID Type
- Business Type:** Any Business Type
- Foreign Address:**
- Supplemental Address:**
- Information Line:**
- Delivery Address:** Any Delivery Address
- City, State Zip:** Any City, State Zip
- Phone Number:**

C Action

CLICK the producer name from the producer list and the RMA producer detail or FSA customer detail will be displayed.--*

***--320.27 Displaying RMA and FSA Level 1 Crops Reported for the Producer Crop/Acreage Report**

A Overview

From the RMA and FSA producer list users, will have access to level 1crops reported to RMA and/or FSA for the selected producer.

B Example of RMA and FSA Level 1 Crops Reported for the Producer Crop/Acreage Report

The following is an example of crops reported to RMA and FSA for the selected producer.

Producer Crop/Acreage [Export](#)

Required Criteria

Year:

Physical/Location State/Territory: Physical/Location County:

Name Tax ID

Tax ID:

RMA & FSA Producers (initial list sorted by Tax ID) Record Count:2

Agency	Name	Tax ID	ID Type	Business/Entity Type	CIMS Commodities
FSA RMA	Producer A Producer A	Producer A Tax ID	EIN EIN	Corporation Corporation	CIMS Commodities

<ul style="list-style-type: none"> <li style="border: 1px solid green; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"> C <li style="border: 1px solid green; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> S 	<p>Admin State:</p> <p>Physical/Location State:</p>	<p>Admin County:</p> <p>Physical/Location County:</p>
--	---	---

C Action

CLICK "Tax ID" to display level 1 crops reported to RMA and/or FSA as applicable.--*

***--320.28 Displaying RMA and FSA Level 2 Crop Summary Information Reported for the Producer Crop/Acreage Report**

A Overview

The Producer Crop/Acreage report level 2 drill down will allow users to access crop summary information on individual producers and their RMA and/or FSA reported crop acreage.

B Example of Level 2 RMA and FSA Crop Summary for the Producer Crop/Acreage Report

The following is an example of level 2 RMA crop summary information for the Producer Crop/Acreage report.

The screenshot shows two crop entries: Corn and Soybeans. Each entry has a dropdown arrow on the left. Below each crop name are fields for Admin State, Admin County, Physical/Location State, and Physical/Location County. A red arrow points to the dropdown arrow for each crop. Below these fields is a summary bar for RMA with the following data: Total Acres: 324.10, Insurable: 324.10, Non-Insurable: 0.00, Rate State, and Rate County. A small bar chart icon is on the right of the summary bar.

<input type="checkbox"/> Corn	Admin State:	Admin County:
	Physical/Location State:	Physical/Location County:
▶ RMA Total Acres: 324.10 Insurable: 324.10 Non-Insurable: 0.00 Rate State: Rate County:		
<input type="checkbox"/> Soybeans	Admin State:	Admin County:
	Physical/Location State:	Physical/Location County:
▶ RMA Total Acres: 99.50 Insurable: 99.50 Non-Insurable: 0.00 Rate State: Rate County:		

The following is an example of level 2 FSA crop summary information for the Producer Crop/Acreage report.

The screenshot shows one crop entry: Wheat Including Khorasan/Kamut. It has a dropdown arrow on the left, with a red arrow pointing to it. Below the crop name are fields for Admin State, Admin County, Physical/Location State, and Physical/Location County. Below these fields is a summary bar for FSA with the following data: Total Acres: 422.50, Insurable: 422.50, Non-Insurable: 0.00. A small bar chart icon is on the right of the summary bar.

<input type="checkbox"/> Wheat Including Khorasan/Kamut	Admin State:	Admin County:
	Physical/Location State:	Physical/Location County:
▶ FSA Total Acres: 422.50 Insurable: 422.50 Non-Insurable: 0.00		

C Action

CLICK the drop-down arrow to the left of each level 1 crop name to display the level 2 summary of insurable **and/or** non-insurable acreage reported to RMA and/or FSA as applicable.--*

***--320.29 Displaying RMA Point of Contact and APH Report for the Producer Crop/Acreage Report**

A Overview

From the level 2 RMA name, users will have access to RMA Point of Contact and APH report.

B Example of the RMA Point of Contact and APH Report Options

The following is an example of the RMA Point of Contact and APH Report options.



C Action

CLICK the icon in the right corner of the level 2 RMA name, then CLICK:

- “**RMA Point of Contact**” and RMA point of contact information will be displayed
- “**APH Report**” and an APH report for the producer will be displayed.--*

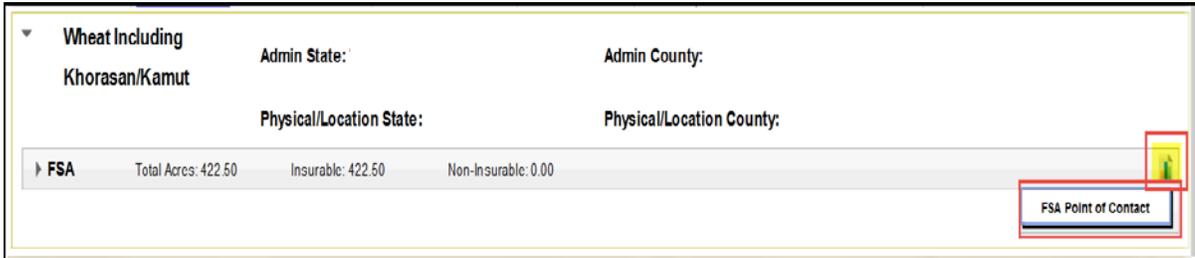
***--320.30 Displaying FSA Point of Contact for the Producer Crop/Acreage Report**

A Overview

From the level 2 FSA name, users will have access to FSA State point of contact.

B Example of the FSA Point of Contact Options

The following is an example of the FSA Point of Contact option.



C Action

CLICK the icon in the right corner of the level 2 FSA name, then CLICK “**FSA Point of Contact**” and the FSA State point of contact information will be displayed.--*

***--320.31 Displaying RMA and FSA Level 3 Crop Summary Information for the Producer Crop/Acreage Report**

A Overview

The level 3 drill down provides a summary of information by:

- crop (insurable/noninsurable)
- type
- practice
- insurance plan
- total acres.

B Example of RMA Level 3 Crop Summary Information for the Producer Crop/Acreage Report

The following is an example of RMA level 3 crop summary information for the Producer Crop/Acreage report.

▼ Corn		Admin State:	Admin County:							
		Physical/Location State:	Physical/Location County:							
▼ RMA	Total Acres: 324.10	Insurable: 324.10	Non-Insurable: 0.00	Rate State:	Rate County:					
<table border="1"> <tr> <td>▶ Corn For Grain, I...</td> <td>Type: Grain</td> <td>Practice: Non-irrigated</td> <td>Ins Plan: Revenue</td> <td>Total Acres: 324.10</td> </tr> </table>						▶ Corn For Grain, I...	Type: Grain	Practice: Non-irrigated	Ins Plan: Revenue	Total Acres: 324.10
▶ Corn For Grain, I...	Type: Grain	Practice: Non-irrigated	Ins Plan: Revenue	Total Acres: 324.10						
▼ Soybeans		Admin State:	Admin County:							
		Physical/Location State:	Physical/Location County:							
▼ RMA	Total Acres: 99.50	Insurable: 99.50	Non-Insurable: 0.00	Rate State:	Rate County:					
<table border="1"> <tr> <td>▶ Soybeans, Insurable</td> <td>Type: Commodity</td> <td>Practice: Non-irrigated</td> <td>Ins Plan: Revenue</td> <td>Total Acres: 99.50</td> </tr> </table>						▶ Soybeans, Insurable	Type: Commodity	Practice: Non-irrigated	Ins Plan: Revenue	Total Acres: 99.50
▶ Soybeans, Insurable	Type: Commodity	Practice: Non-irrigated	Ins Plan: Revenue	Total Acres: 99.50						

--*

***--320.31 Displaying RMA and FSA Level 3 Crop Summary Information for the Producer Crop/Acreage Report (Continued)**

B Example of RMA Level 3 Crop Summary Information for the Producer Crop/Acreage Report (Continued)

The following is an example of the FSA level 3 crop summary information for the Producer Crop/Acreage report.

▼ Wheat Including		Admin State:	Admin County:	
Khorasan/Kamut				
		Physical/Location State:	Physical/Location County:	
▼ FSA	Total Acres: 422.50	Insurable: 422.50	Non-Insurable: 0.00	
▶ Wheat, Insurable	Type: Hard Red Winter	Practice: Irrigated	Int Use: Grain	Total Acres: 324.00
▶ Wheat, Insurable	Type: Hard Red Winter	Practice: Non-irrigated	Int Use: Grain	Total Acres: 98.50

C Action

CLICK the drop-down arrow to the left of the level 2 RMA and/or FSA name, and the level 3 crop summary information for RMA and/or FSA will be displayed, as applicable.--*

***--320.32 Displaying RMA and FSA Level 4 Acreage, Location and Policy Details for the Producer Crop/Acreage Report**

A Overview

The level 4 drill down will provide information for the acreage and location for FSA and/or RMA as applicable. Policy details will be available for RMA selection **only**.

B Example of RMA and FSA Level 4 Acreage, Location and Policy Detail Options for the Producer Crop/Acreage Report

The following is an example of RMA and FSA level 4 acreage, location, and policy detail option for the Producer Crop/Acreage report.

▼ Wheat Including Khorasan/Kamut		Admin State:	Admin County:
		Physical/Location State:	Physical/Location County:
▼ FSA	Total Acres: 422.50	Insurable: 422.50	Non-Insurable: 0.00
▼ W heat, Insurable	Type: Hard Red Winter	Practice: Irrigated	Int Use: Grain
	Total Acres: 324.00		
Acres Location			
▼ RMA	Total Acres: 86.50	Insurable: 0.00	Non-Insurable: 86.50
	Rate State:	Rate County:	
▼ W heat, Khorasan/K...	Type:	Practice:	Ins Plan: Yield Protection
	Total Acres: 86.50		
Acres Location Policy Details			

Note: The Policy Details option will **not** be displayed for FSA selections.

C Action

CLICK the drop-down arrow to the left of the level 3 crop summary and the level 4 acreage, location, and policy details for RMA and/or FSA will be displayed, as applicable.--*

***--320.33 Displaying RMA and FSA Level 4 Acres for the Producer Crop/Acreage Report**

A Overview

The level 4 acres provides specific acreage information reported for RMA and/or FSA.

B Example of RMA and FSA Level 4 Acres for Producer Crop/Acreage Report

The following is an example of RMA and FSA level 4 acres for the Producer Crop/Acreage report.

FSA Total Acres: 422.50 Insurable: 422.50 Non-Insurable: 0.00

Wheat, Insurable Type: Hard Red Winter Practice: Irrigated Int Use: Grain Total Acres: 324.00

Acreage Type	Total Acres	Initial Planted Acres	Double Planted Acres	Subsequent Planted Acres	Repeat Planted Acres	Failed Acres	Prevented Acres	Volunteer Acres	Experimental Acres
RPT	117.00	117.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RPT	87.00	87.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RPT	120.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RMA Total Acres: 86.50 Insurable: 0.00 Non-Insurable: 86.50 Rate State: Rate County:

Wheat, Khorasan/K... Type: Practice: Ins Plan: Yield Protection Total Acres: 86.50

Crop Unit	Total Acres	Planted	Uninsured	Prevented	Short Rated	Unit of Measure	Approved Yield	Zero Acreage Flag	AIP	Policy Number
	86.50	0.00	86.50	0.00	0.00	Acres	0.00		U EF	

C Action

CLICK “Acres” and level 4 acreage information for RMA and/or FSA will be displayed as applicable.--*

***--320.33 Displaying RMA and FSA Level 4 Acres for the Producer Crop/Acreage Report (Continued)**

D RMA and FSA Level 4 Acre Data and Data Descriptions

The following table provides data and data descriptions for RMA level 4 acres.

RMA Data	RMA Data Description
Crop Unit	Insurable acreage of the insured crop in the county.
Total Acres	The insured's share of all acreage of an insured crop in the county whether insurable, not insurable, or uninsured.
Planted	Land in which seed, plants, or trees have been placed as appropriate for the insured crop.
Uninsured	Acreage that does not meet the insurability requirements as defined by the policy.
Prevented	Failure to plant the insured crop.
Short Rate	Acreage that will be destroyed before harvest.
Unit of Measure	Unit of measure for the crop.
Approved Yield	The yield, calculated and approved by the verifier.
Zero Acreage Flag	An acreage report filed by an insured that certifies the insured does not have a share in insurable acres of the crop for that crop year.
AIP	A legal entity, including the company, which has entered into a Standard Reinsurance Agreement with FCIC for the applicable reinsurance year.
Policy Number	The agreement between the insured and the AIP to insure an agricultural commodity.

--*

***--320.33 Displaying RMA and FSA Level 4 Acres for the Producer Crop/Acreage Report (Continued)**

D RMA and FSA Level 4 Acre Data and Data Descriptions (Continued)

The following table provides data and data descriptions for FSA level 4 acres.

FSA Data	FSA Data Description
Acreage Type	The acreage type will specify if the acreage is recorded as reported or determined in CARS.
Total Acres	Total acres will include acreage reported in CARS with crop status of initial, subsequent, double, repeat, prevented, failed, volunteer, experimental and cover.
Initial Acres	Initial acres will include acreage reported in CARS with an initial crop status only.
Double Acres	Double acres will include acreage reported in CARS with a double crop status of "D", "E", "F", "G", "H", or "O".
Subsequent Acres	Subsequent acres will include acreage reported in CARS with a subsequent crop status of "J", "K", "L", "M", "N", or "P".
Repeat Acres	Repeat acres will include acreage reported in CARS with a repeat crop status only.
Failed Acres	Failed acres will include acreage reported in CARS with supplemental status failed.
Prevented Acres	Prevented acres will include acreage reported in CARS with supplemental status prevented.
Volunteer Acres	Volunteer acres will include acreage reported in CARS with supplemental status volunteer.
Experimental Acres	Experimental acres will include acreage reported in CARS with supplemental status experimental.

--*

***--320.34 Displaying RMA and FSA Level 4 Location for the Producer Crop/Acreage Report**

A Overview

Level 4 location provides specific information on the location of the crop reported for RMA or FSA as applicable.

B Example of RMA and FSA Level 4 Location for Producer Crop/Acreage Report

The following is an example of RMA and FSA level 4 location detail for the Producer Crop/Acreage report.

FSA Total Acres: 202.03 Insurable: 202.03 Non-Insurable: 0.00

▼ **Wheat, Insurable** Type: Hard Red Winter Practice: Non-irrigated Int Use: Grain Total Acres: 202.03

Acres

Farm	Tract	Field	Subfield	Acreage Type	Total Acres	Share	Date Planted	Date Reported	Erodeable Land Type Code	Notes	Last Change	CLU Date	GIS Status
0005915	9030	3		DTER	60.92	1.0000	12/04/2015	03/02/2016	NHEL		11/11/2012	12/03/2015	CLU
0005915	9030	4		DTER	30.91	1.0000	12/04/2015	03/02/2016	NHEL		11/11/2012	12/03/2015	CLU
0005915	9030	20		DTER	95.28	1.0000	12/04/2015	03/02/2016					FSN/Tract
0005915	9030	6		DTER	14.92	1.0000	12/04/2015	03/02/2016	NHEL		11/11/2012	12/03/2015	CLU

RMA Total Acres: 0.00 Insurable: 0.00 Non-Insurable: 0.00 Rate State: Rate County

▼ **Wheat, Khorasan/K...** Type: Practice: Ins Plan: Yield Protection Total Acres: 0.00

Acres

Unit	Grid ID	Land ID Type	Land ID	Farm	Tract	Field	Subfield	Report Acres	Date Planted	Date Reported
00040000		F	7229					0.00	01/01/1900	03/07/2016

Policy Details

C Action

CLICK “Location” to display the level 4 location for RMA and/or FSA as applicable.--*

***--320.34 Displaying RMA and FSA Level 4 Location Details for the Producer Crop/Acreage Report (Continued)**

D RMA and FSA Level 4 Location Data and Data Descriptions

The following table provides data and data descriptions for RMA level 4 location details.

RMA Data	RMA Data Description
Unit	Insurable acreage of the insured crop in the county.
Grid ID	Grid ID from map for Pasture Rangeland and Forage Products and Apiculture.
Land ID Type	Identifies the type of Land ID.
Land ID	A code identifying a section of land within a farm.
Farm	An identification number assigned to a farm by the FSA county committee.
Tract	Unit of contiguous land under one ownership, which is operated as a farm, or part of a farm.
Field	Part of a farm which is separated from the balance of the farm by permanent boundaries.
Subfield	A field division used by FSA.
Reported Acres	The number of acres or tons reported by the insured before adjustment for share.
Date Planted	Latest date acreage was planted for the acreage reported on the record.
Date Reported	Most recent date RMA has received data from the AIP for the policy.

--*

***--320.34 Displaying RMA and FSA Level 4 Location Details for the Producer Crop/Acreage Report (Continued)**

D RMA and FSA Level 4 Location Data and Data Descriptions (Continued)

FSA Data	FSA Data Description
Farm	The farm number entered in CARS, based on farm records.
Tract	The tract number entered in CARS, based on farm records.
Field	The field number entered in CARS, based on farm records.
Subfield	The subfield number entered in CARS.
Acreage Type	The acreage type will specify if the acreage is recorded as reported or determined in CARS.
Total Acres	Total acres will include acreage reported in CARS with crop status of initial, subsequent, double, repeat, prevented, failed, volunteer, experimental and cover.
Share	The shares entered in CARS for the crop and producer.
Date Planted	The planting date entered in CARS for the crop.
Date Reported	The last date information in CIMS is updated.
Erodible Land Type Code	An FSA GIS code indicating the highly erodible land status of the CLU.
Notes	FSA GIS comments data.
Last Change	FSA GIS date when the CLU spatial data was last updated by FSA.
CLU Date	Date GIS data was received from FSA.
GIS Status	FSA code representing the type of land contained in the CLU.

--*

***--320.35 Displaying RMA Level 4 Policy Details for the Producer Crop/Acreage Report**

A Overview

The level 4 policy option provides specific information on the RMA policy.

Note: Policy details do **not** apply to FSA.

B Example of RMA and FSA Level 4 Policy Details for the Producer Crop/Acreage Report

The following is an example of RMA level 4 policy details for the Producer Crop/Acreage report.

RMA	Total Acres: 86.50	Insurable: 0.00	Non-Insurable: 86.50	Rate State:	Rate County:				
▼ Wheat, Khorasan/K...	Type:	Practice:	Ins Plan: Yield Protection	Total Acres: 86.50					
Acres									
Location									
Policy Details									
Policy Number: Any Policy Number									
Coverage	Crop Unit	Premium	Liability	Indemnity	GRP Indemnity	Harvested Indemnity	Prevented Indemnity	Unharvested Indemnity	Replanted Indemnity
A		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

C Action

CLICK “Policy Details” and RMA level 4 policy information will be displayed.

***--320.35 Displaying RMA Level 4 Policy Details for the Producer Crop/Acreage Report
(Continued)**

D RMA Level 4 Policy Details Data and Data Descriptions

The following table provides data and data descriptions for RMA level 4 policy details.

RMA Data	RMA Data Description
Coverage	The amount of insurance protection against insured loss of production or value.
Crop Unit	Insurable acreage of the insured crop in the county.
Premium	The amount of money the insured pays for risk protection.
Liability	The total amount of insurance, value of the insured's production guarantee, or revenue protection guarantee for the unit
Indemnity	The dollar amount paid in the event of an insured loss.
GRP Indemnity	Indemnity paid in the event of an insured loss insured under Group Risk Plan (GRP) coverage.
Harvested Indemnity	Indemnity paid resulting from harvested acres calculation.
Prevented Indemnity	Indemnity paid resulting from prevented planting acres calculation.
Unharvested Indemnity	Indemnity paid resulting from unharvested acres calculation.

--*

***--320.36 Accessing RMA Policy Holder Report and AIP Point of Contact the for Producer Crop/Acreage Report**

A Overview

From the level 4 policy details option, user will have access to the RMA policy holder report and the AIP point of contact.

B Example of the RMA Policy Holder Report and AIP Point of Contact Options

The following is an example of the RMA policy holder report and AIP point of contact for the Producer Crop/Acreage Report.

Policy Details								
Policy Number	Any Policy Number							
Policy Holder Report	Liability	Indemnity	GRP Indemnity	Harvested Indemnity	Prevented Indemnity	Unharvested Indemnity	Replanted Indemnity	
AIP Point of Contact	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

C Action

CLICK the “Policy Number” to see the Policy Holder Report and the AIP Point of Contact option, and then CLICK:

- “**Policy Holder Report**” and the RMA policy holder report will be displayed
- “**AIP Point of Contact**” and the AIP point of contact will be displayed.--*

***--320.37 Selecting CIMS Management Report “Producer Crop/Acreage by Crop”**

A Overview

The “Producer Crop/Acreage by Crop” option appears under Management Reports on the left navigation. Like the Producer Crop/Acreage report, the Producer Crop/Acreage by Crop report works on a drill down concept to access detailed information on individual producers and their RMA and/or FSA reported crops and acreage.

B Example of CIMS Management Report “Producer Crop/Acreage by Crop”

The following is an example of Management Report “Producer Crop/Acreage by Crop”.

C Action

CLICK the “Producer Crop/Acreage by Crop” option under management reports on the left navigation.--*

***--320.38 Entering Search Criteria for the Report Producer Crop/Acreage by Crop Report**

A Overview

After the user selects the “Producer Crop/Acreage by Crop” option, the Producer Crop/Acreage by Crop search criteria screen will be displayed.

B Example of Search Criteria Screen for the Producer Crop/Acreage by Crop

The following is an example of search criteria screen for the Producer Crop/Acreage by Crop.

C Action

Use the drop-down menu to select the applicable:

- year
- physical/location State/territory
- physical/location county
- crop.

CLICK:

- “**Submit**” and a list of RMA and FSA producers will be displayed
- “**Reset**” to clear the search criteria.--*

***--320.39 RMA and FSA Producers for the Producer Crop/Acreage by Crop Report**

A Overview

Based on the information entered on the search criteria screen, a list of RMA and FSA Producers for the Producer Crop/Acreage by Crop report will be displayed. The Producer Crop/Acreage Producers will be listed only if crop information has been reported to RMA and/or FSA. If a producer reports crop information to one agency only, then the RMA and FSA Producer list will display producer name/information next to the agency where the crop information was reported.

From the RMA and FSA producer list, users can:

- export producer list to excel
- access RMA and FSA details
- access crops and crop summary information reported to RMA or FSA when available

B Example of RMA and FSA Producers List for the Report Producer Crop/Acreage by Crop Report

The following is an example of RMA and FSA Producers for the Producer Crop/Acreage by Crop report.

Agency	Name	Tax ID	ID Type	Business/Entity Type	CIMS Commodities
FSA	Producer A		EIN	Joint Venture Partnership	CIMS Commodities
RMA	Producer A		EIN	Partnership	
FSA	Producer B		EIN	Limited Partnership	CIMS Commodities
RMA	Producer B		EIN	Joint Operations	
FSA	Producer C		EIN	General Partnership	CIMS Commodities
RMA	Producer C				
FSA	Producer D		EIN	Irrevocable Trusts	
RMA	Producer D				
FSA	Producer E		EIN	LLC	
RMA	Producer E				
FSA	Producer F		EIN	Limited Partnership	CIMS Commodities
RMA	Producer F		EIN	Partnership	
FSA	Producer G		SSN	Unknown/Individual for the FSA business type	CIMS Commodities
RMA	Producer G				
FSA	Producer H		EIN	Irrevocable Trusts	
RMA	Producer H				
FSA	Producer I		EIN	Partnership	
RMA	Producer I				
FSA	Producer J		EIN	General Partnership	CIMS Commodities
RMA	Producer J				

--*

***--320.40 Exporting RMA and FSA Producer List to Excel for the Producer Crop/Acreage by Crop Report**

A Overview

Once the RMA and FSA producer list is displayed, users can export the producer list to excel.

B Example of the Export and Producer List Options, and Excel Format for the Producer Crop/Acreage by Crop Report

The following is an example of the **export** and **producer list** options for the Producer Crop/Acreage by Crop report.

C Action

CLICK “**Export**” then “**Producer List**” in the upper right corner to export the producer list in excel format.--*

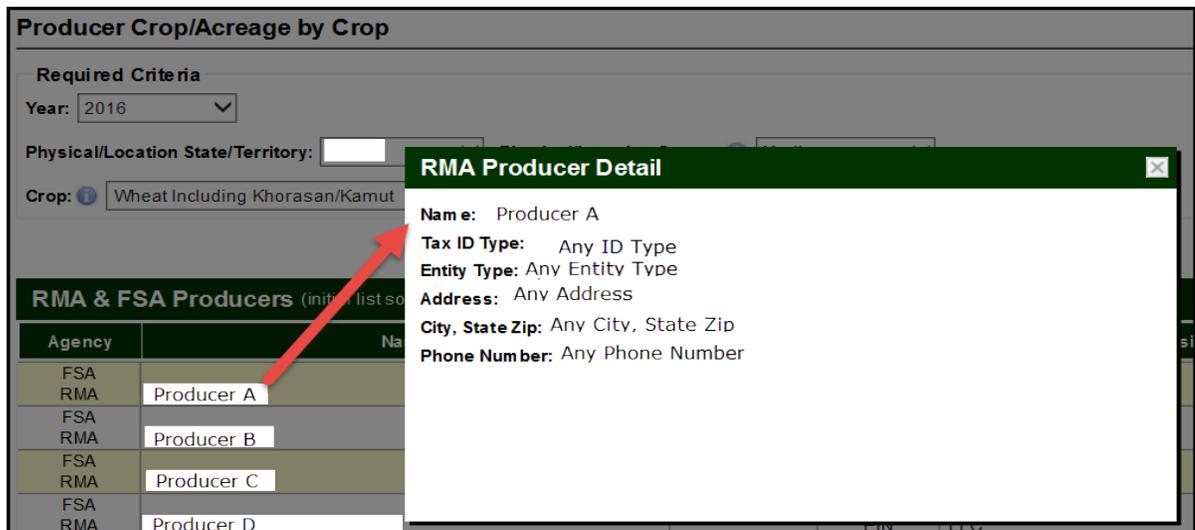
***--320.41 Displaying RMA Producer Detail and FSA Customer Detail for the Producer Crop/Acreage by Crop Report**

A Overview

From the RMA and FSA Producer list, users can retrieve RMA producer detail or FSA customer detail information for the selected producer.

B Example of the RMA Producer Detail

The following is an example of the RMA Producer Detail.



The following is an example of the FSA Customer Detail



C Action

CLICK on the producer name from the producer list and RMA Producer Detail or FSA Customer Detail will be displayed, as applicable.--*

***--320.42 Displaying RMA and FSA Level 1 Crops Reported for the Producer Crop/Acreage by Crop Report**

A Overview

From the RMA and FSA producer list, users will have access to crops reported to RMA and/or FSA for the selected crop.

Note: Although the Crop/Acreage by Crop report allows users to search for a specific crop, all crops associated with the selected tax id will be displayed for the level 1 crops reported to RMA and/or FSA.

B Example of RMA and FSA Level 1 Crops Reported for the Producer Crop/Acreage by Crop Report

The following is an example of level 1 crops reported to RMA and FSA for the selected crop/producer.

Producer Crop/Acreage by Crop Export

Required Criteria

Year: 2016

Physical/Location State/Territory: Physical/Location County:

Crop:

RMA & FSA Producers (initial list sorted by Tax ID)						Record Count: 221
Agency	Name	Tax ID	ID Type	Business/Entity Type	CIMS Commodities	
FSA RMA	Producer A Producer A	Producer A Tax ID	EIN	Joint Venture Partnership	CIMS Commodities	
<div style="border: 1px solid black; padding: 5px;"> <p>Wheat Including Khorasan/Kamut</p> <p>Admin State: <input type="text"/> Admin County: <input type="text"/></p> <p>Physical/Location State: <input type="text"/> Physical/Location County: <input type="text"/></p> </div>						

C Action

CLICK “Tax ID” and crops reported for the producer will be displayed.--*

***--320.43 Displaying RMA and FSA Level 2 Crop Summary Information Reported for the Producer Crop/Acreage by Crop Report**

A Overview

Like the Producer Crop/Acreage report level 2 drill down, the Producer Crop/Acreage by Crop report level 2 drill down will also allow users to access crop summary information on individual producers and their RMA and/or FSA reported crop acreage.

B Example of RMA and FSA Level 2 Crop Summary Information for the Producer Crop/Acreage by Crop Report

The following is an example of RMA and FSA level 2 crop summary information for the Producer Crop/Acreage by Crop report.

Producer Crop/Acreage by Crop Export

Required Criteria

Year: 2016

Physical/Location State/Territory: Physical/Location County:

Crop:

RMA & FSA Producers (Initial list sorted by TaxID)						Record Count: 221
Agency	Name	Tax ID	ID Type	Business/Entity Type	CIMS Commodities	
FSA RMA	Producer A Producer A	Producer A Tax ID	EIN EIN	Joint Venture Partnership	CIMS Commodities	

Wheat Including Khorasan/Kamut

Admin State: _____ Admin County: _____

Physical/Location State: TEXAS Physical/Location County: _____

▶ FSA	Total Acres: 202.03	Insurable: 202.03	Non-Insurable: 0.00		
▶ RMA	Total Acres: 0.00	Insurable: 0.00	Non-Insurable: 0.00	Rate State: _____	Rate County: _____

C Action

CLICK the drop-down arrow to the left of the level 1 crop name to display a level 2 summary of insurable **and/or** non-insurable acreage reported to RMA and/or FSA as applicable.--*

***--320.44 Displaying RMA Point of Contact and APH Report for the Producer Crop/Acreage by Crop Report**

A Overview

From the level 2 RMA name, user will have access to RMA Point of Contact and the APH report.

B Example of the RMA Point of Contact and APH Report Options for the Producer Crop/Acreage by Crop Report

The following is an example of the RMA Point of Contact and APH Report options.

The screenshot shows a web application interface for displaying RMA Point of Contact and APH Report options. The interface includes a dropdown menu for 'Wheat Including' with 'Khorasan/Kamut' selected. Below this, there are input fields for 'Admin State', 'Admin County', 'Physical/Location State', and 'Physical/Location County'. A table displays data for 'FSA' and 'RMA'. The 'RMA' row is highlighted, and a red box highlights the 'RMA Point of Contact' and 'APH Report' options.

	Total Acres:	Insurable:	Non-Insurable:	Rate State:	Rate County:
▶ FSA	202.03	202.03	0.00		
▶ RMA	0.00	0.00	0.00		

C Action

CLICK the icon to the right of the level 1 RMA name, then CLICK:

- “RMA Point of Contact” to display RMA point of contact information
- “APH Report” and an APH report for the producer will be displayed.--*

***--320.45 Displaying FSA Point of Contact for the Producer Crop/Acreage by Crop Report**

A Overview

From the level 2 FSA name, user will have access to FSA State point of contact for the Producer Crop/Acreage by Crop report.

B Example of the FSA Point of Contact Options for the Producer Crop/Acreage by Crop Report

The following is an example of the FSA Point of Contact options for the Producer Crop/Acreage by Crop report.



C Action

CLICK:

- the icon in the right corner of the level 2 FSA name, then
- “**FSA Point of Contact**” and FSA State point of contact information will be displayed.--*

***--320.46 Displaying RMA and FSA Level 3 Crop Summary Information Reported for the Producer Crop/Acreage by Crop Report**

A Overview

The level 3 drill down will provide a summary of information by:

- Crop (insurable/noninsurable)
- Type
- Practice
- Insurance Plan
- Total Acres.

B Example of RMA and FSA Level 3 Crop Summary Information for the Producer Crop/Acreage by Crop Report

The following is an example of RMA and FSA level 3 crop summary information for the Producer Crop/Acreage by Crop report.

▼ Wheat Including		Admin State:	Admin County:		
Khorasan/Kamut					
		Physical/Location State:	Physical/Location County:		
▼ FSA	Total Acres: 202.03	Insurable: 202.03	Non-Insurable: 0.00		
▶ Wheat, Insurable	Type: Hard Red Winter	Practice: Non-irrigated	Int Use: Grain	Total Acres: 202.03	
▼ RMA	Total Acres: 0.00	Insurable: 0.00	Non-Insurable: 0.00	Rate State:	Rate County:
▶ Wheat, Khorasan/K...	Type:	Practice:	Ins Plan: Yield Protection	Total Acres: 0.00	

C Action

CLICK the drop-down arrow to the left of the level 2 RMA and/or FSA name, and level 3 crop summary information for RMA and/or FSA will be displayed, as applicable.--*

***--320.47 Displaying RMA Level 4 Acreage, Location and Policy Details for the Producer Crop/Acreage by Crop Report**

A Overview

The level 4 drill down will provide information for the acreage and location for FSA and/or RMA as applicable. Policy details will be available for RMA selection **only**.

B Example of RMA and FSA Level 4 Acreage, Location and Policy Details Options for the Producer Crop/Acreage by Crop Report

The following is an example of level 4 acreage, location, and policy detail option for the Producer Crop/Acreage by Crop report.

▼ Wheat Including Khorasan/Kamut		Admin State:		Admin County:				
		Physical/Location State:		Physical/Location County:				
▼ FSA	Total Acres: 202.03	Insurable: 202.03	Non-Insurable: 0.00					
▼ Wheat, Insurable	Type: Hard Red Winter	Practice: Non-irrigated	Int Use: Grain	Total Acres: 202.03				
<table border="1"> <tr> <td>Acres</td> </tr> <tr> <td>Location</td> </tr> </table>						Acres	Location	
Acres								
Location								
▼ RMA	Total Acres: 0.00	Insurable: 0.00	Non-Insurable: 0.00	Rate State:	Rate County:			
▼ Wheat, Khorasan/K...	Type:	Practice:	Ins Plan: Yield Protection	Total Acres: 0.00				
<table border="1"> <tr> <td>Acres</td> </tr> <tr> <td>Location</td> </tr> <tr> <td>Policy Details</td> </tr> </table>						Acres	Location	Policy Details
Acres								
Location								
Policy Details								

Note: The “Policy Details” option will **not** be displayed for FSA selections.

C Action

CLICK the drop-down arrow to the left of the level 3 crop summary and level 4 acreage, location, and policy details for RMA or FSA will be displayed as applicable.--*

***--320.48 Displaying RMA and FSA Level 4 Acres for the Producer Crop/Acreage by Crop Report**

A Overview

The level 4 acres option provides specific acreage information reported for RMA and/or FSA.

B Example of RMA and FSA Level 4 Acres for Producer Crop/Acreage by Crop Report

The following is an example of RMA and FSA level 4 acre for the Producer Crop/Acreage by Crop report.

FSA Total Acres: 202.03 Insurable: 202.03 Non-Insurable: 0.00

▼ **Wheat, Insurable** Type: Hard Red Winter Practice: Non-irrigated Int Use: Grain Total Acres: 202.03

Acreage Type	Total Acres	Initial Planted Acres	Double Planted Acres	Subsequent Planted Acres	Repeat Planted Acres	Failed Acres	Prevented Acres	Volunteer Acres	Experimental Acres
DTER	60.92	60.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DTER	30.91	30.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DTER	95.28	95.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DTER	14.92	14.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Location

RMA Total Acres: 0.00 Insurable: 0.00 Non-Insurable: 0.00 Rate State: Rate County:

▼ **Wheat, Khorasan/K...** Type: Practice: Ins Plan: Yield Protection Total Acres: 0.00

Crop Unit	Total Acres	Planted	Uninsured	Prevented	Short Rated	Unit of Measure	Approved Yield	Zero Acreage Flag	A/P	Policy Number
00040000	0.00	0.00	0.00	0.00	0.00	Acres	0.00	X	EF	0202371

Location
Policy Details

C Action

CLICK “Acres” and display level 4 acreage information for RMA and/or FSA will be displayed as applicable.--*

***--320.48 Displaying RMA and FSA Level 4 Acres for the Producer Crop/Acreage Report by Crop (Continued)**

D RMA and FSA Level 4 Acres Data and Data Descriptions

The following table provides data and data descriptions for RMA level 4 acres.

RMA Data	RMA Data Description
Crop Unit	Insurable acreage of the insured crop in the county.
Total Acres	The insured's share of all acreage of an insured crop in the county whether insurable, not insurable, or uninsured.
Planted	Land in which seed, plants, or trees have been placed as appropriate for the insured crop.
Uninsured	Acreage that does not meet the insurability requirements as defined by the policy.
Prevented	Failure to plant the insured crop.
Short Rate	Acreage that will be destroyed before to harvest.
Unit of Measure	Unit of measure for the crop.
Approved Yield	The yield, calculated and approved by the verifier.
Zero Acreage Flag	An acreage report filed by an insured that certifies the insured does not have a share in insurable acres of the crop for that crop year.
AIP	A legal entity, including the Company, which has entered into a Standard Reinsurance Agreement with FCIC for the applicable reinsurance year.
Policy Number	The agreement between the insured and the AIP to insure an agricultural commodity.

--*

***--320.48 Displaying RMA and FSA Level 4 Acres for the Producer Crop/Acreage Report by Crop (Continued)**

D RMA and FSA Level 4 Acres Data and Data Descriptions (Continued)

The following table provides data and data descriptions for FSA level 4 acres.

FSA Data	FSA Data Description
Acreage Type	The acreage type will specify if the acreage is recorded as reported or determined in CARS.
Total Acres	Total acres will include acreage reported in CARS with crop status of initial, subsequent, double, repeat, prevented, failed, volunteer, experimental and cover.
Initial Acres	Initial acres will include acreage reported in CARS with an initial crop status only.
Double Acres	Double acres will include acreage reported in CARS with a double crop status of "D", "E", "F", "G", "H", or "O".
Subsequent Acres	Subsequent acres will include acreage reported in CARS with a subsequent crop status of "J", "K", "L", "M", "N", or "P".
Repeat Acres	Repeat acres will include acreage reported in CARS with a repeat crop status only.
Failed Acres	Failed acres will include acreage reported in CARS with supplemental status failed.
Prevented Acres	Prevented acres will include acreage reported in CARS with supplemental status prevented.
Volunteer Acres	Volunteer acres will include acreage reported in CARS with supplemental status volunteer.
Experimental Acres	Experimental acres will include acreage reported in CARS with supplemental status experimental.

--*

***--320.49 Displaying RMA and FSA Level 4 Location for the Producer Crop/Acreage by Crop Report**

A Overview

The level 4 location option provides specific information on the location of the crop/crops reported for RMA and/or FSA as applicable.

B Example of RMA and FSA Level 4 Location for Producer Crop/Acreage by Crop Report

The following is an example of RMA and FSA level 4 location for the Producer Crop/Acreage by Crop report.

The screenshot displays two report sections: FSA and RMA. The FSA section is titled 'Wheat, Insurable' and shows a table with 14 columns: Farm, Tract, Field, Subfield, Acreage Type, Total Acres, Share, Date Planted, Date Reported, Erodeable Land Type Code, Notes, Last Change, CLU Date, and GIS Status. The RMA section is titled 'Wheat, Khorasan/K...' and shows a table with 11 columns: Unit, Grid ID, Land ID Type, Land ID, Farm, Tract, Field, Subfield, Report Acres, Date Planted, and Date Reported.

Farm	Tract	Field	Subfield	Acreage Type	Total Acres	Share	Date Planted	Date Reported	Erodeable Land Type Code	Notes	Last Change	CLU Date	GIS Status
0005915	9030	3		DTER	60.92	1.0000	12/04/2015	03/02/2016	NHEL		11/11/2012	12/03/2015	CLU
0005915	9030	4		DTER	30.91	1.0000	12/04/2015	03/02/2016	NHEL		11/11/2012	12/03/2015	CLU
0005915	9030	20		DTER	95.28	1.0000	12/04/2015	03/02/2016					FSN/Tract
0005915	9030	6		DTER	14.92	1.0000	12/04/2015	03/02/2016	NHEL		11/11/2012	12/03/2015	CLU

Unit	Grid ID	Land ID Type	Land ID	Farm	Tract	Field	Subfield	Report Acres	Date Planted	Date Reported
00040000		F	7229					0.00	01/01/1900	03/07/2018

C Action

CLICK "Location" and level 4 location information for RMA and/or FSA will be displayed, as applicable.--*

***--320.49 Displaying RMA and FSA Level 4 Location for the Producer Crop/Acreage Report by Crop (Continued)**

D RMA and FSA Level 4 Location Data and Data Descriptions

The following table provides data and data descriptions for RMA level 4 location.

RMA Data	RMA Data Description
Unit	Insurable acreage of the insured crop in the county.
Grid ID	Grid ID from map for Pasture Rangeland and Forage Products and Apiculture.
Land ID Type	Identifies the type of Land ID.
Land ID	A code identifying a section of land within a farm.
Farm	An identification number assigned to a farm by the FSA county committee.
Tract	Unit of contiguous land under one ownership, which is operated as a farm, or part of a farm.
Field	Part of a farm which is separated from the balance of the farm by permanent boundaries.
Subfield	A field division used by FSA.
Reported Acres	The number of acres or tons reported by the insured before adjustment for share.
Date Planted	Latest date acreage was planted for the acreage reported on the record.
Date Reported	Most recent date RMA has received data from the AIP for the policy.

--*

***--320.49 Displaying RMA and FSA Level 4 Location for the Producer Crop/Acreage Report by Crop (Continued)**

D RMA and FSA Level 4 Location Data and Data Descriptions (Continued)

The following table provides data and data descriptions for FSA level 4 location details.

FSA Data	FSA Data Description
Farm	The farm number entered in CARS, based on farm records.
Tract	The tract number entered in CARS, based on farm records.
Field	The field number entered in CARS, based on farm records.
Subfield	The subfield number entered in CARS.
Acreage Type	The acreage type will specify if the acreage is recorded as reported or determined in CARS.
Total Acres	Total acres will include acreage reported in CARS with crop status of initial, subsequent, double, repeat, prevented, failed, volunteer, experimental and cover.
Share	The shares entered in CARS for the crop and producer.
Date Planted	The planting date entered in CARS for the crop.
Date Reported	The last date information in CIMS is updated.
Erodible Land Type Code	An FSA GIS code indicating the highly erodible land status of the CLU.
Notes	FSA GIS comments data.
Last Change	FSA GIS date when the CLU spatial data was last updated by FSA.
CLU Date	Date GIS data was received from FSA.
GIS Status	FSA code representing the type of land contained in the CLU.

--*

***--320.50 Displaying RMA Level 4 Policy Details for the Producer Crop/Acreage by Crop Report**

A Overview

The level 4 policy details option provides specific information for the RMA policy.

Note: Policy details do **not** apply to FSA.

B Example of RMA Level 4 Policy Details for Producer Crop/Acreage by Crop Report

The following is an example of RMA level 4 policy details for the Producer Crop/Acreage by Crop report.

Policy Details									
Policy Number: Any Policy Number									
Coverage	Crop Unit	Premium	Liability	Indemnity	GRP Indemnity	Harvested Indemnity	Prevented Indemnity	Unharvested Indemnity	Replanted Indemnity
C		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

C Action

CLICK “Policy Details” and RMA level 4 policy information will be displayed.

D RMA Level 4 Policy Details Data and Data Descriptions

The following table provides data and data descriptions for RMA policy details.

RMA Data	RMA Data Description
Coverage	The amount of insurance protection against insured loss of production or value.
Crop Unit	Insurable acreage of the insured crop in the county.
Premium	The amount of money the insured pays for risk protection.
Liability	The total amount of insurance, value of the insured’s production guarantee, or revenue protection guarantee for the unit.
Indemnity	The dollar amount paid in the event of an insured loss.
GRP Indemnity	Indemnity paid in the event of an insured loss insured under Group Risk Plan (GRP) coverage.
Harvested Indemnity	Indemnity paid resulting from harvested acres calculation.
Prevented Indemnity	Indemnity paid resulting from prevented planting acres calculation.
Unharvested Indemnity	Indemnity paid resulting from unharvested acres calculation.

--*

***--320.51 Accessing RMA Policy Holder Report and AIP Point of Contact for the Producer Crop/Acreage by Crop Report**

A Overview

From the policy details option user will have access to the RMA policy holder report and the AIP point of contact for the Producer Crop/Acreage by Crop report.

B Example of the RMA Policy Holder Report and AIP Point of Contact Options for the Producer Crop/Acreage by Crop Report

The following is an example of the RMA policy holder report and AIP point of contact for the Producer Crop/Acreage by Crop report.

Policy Details										
Policy Number: XXXXXX										
Coverage	Rate	Premium	Liability	Indemnity	GRP Indemnity	Harvested Indemnity	Prevented Indemnity	Unharvested Indemnity	Replanted Indemnity	
A	XXXXXX	13,028.00	212,937.00	6,076.00	0.00	6,076.00	0.00	0.00	0.00	0.00

Policy Details										
Policy Number: XXXXXX										
		Premium	Liability	Indemnity	GRP Indemnity	Harvested Indemnity	Prevented Indemnity	Unharvested Indemnity	Replanted Indemnity	
Policy Holder Report										
AIP Point of Contact		.00	212,937.00	6,076.00	0.00	6,076.00	0.00	0.00	0.00	0.00

C Action

CLICK:

- “**Policy Holder Report**” and the RMA policy holder report will be displayed
- “**AIP Point of Contact**” and the AIP point of contact will be displayed.--*

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-901	Members Information 2009 and Subsequent Years		357.9
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		357.9
CCC-902I	Farm Operating Plan for an Individual 2009 and Subsequent Program Years		357.9
CCC-957	Cotton Transition Assistance Program (CTAP) Application		351.5
CRP-1	Conservation Reserve Program Contract		16, 78, 308, 350, 497
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract		16
FSA-409	Measurement Service Record	461, 464	15, 21, 397, 459, 460, 462
FSA-409A	Measurement Service Request Register	462	459
FSA-426	MPCI/FCIC Information Request Worksheet	510.6	509, 510
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FSA-569	NRCS Report of HELC and WC Compliance		20, 353
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FSA-682	Supplemental Revenue Assistance Payments Program Application		357.10
FSA-848B	Cost-Share Performance Certification and Payment (Includes FSA-848B-1, Continuation of FSA-848B)		351.6, 351.7, 357.11
FSA-850	Environmental Evaluation Checklist		351.6, 351.7
FSA-914	Livestock Indemnity Program Application		357.7
FSA-925	Livestock Forage Disaster Program Application		357.8
FSA-926	Livestock Indemnity Program - Third Party Certification		357.7
NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		495, 501, 502, 503, 505, 506.5
NRCS-CPA-052	Environmental Evaluation Checklist		351.6, 351.7

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ACRSI	acreage crop reporting streamlining initiative	320, Part 2.6
AIP	approved insurance providers	320, Parts 2.6 and 2.7
ALAP	Asparagus Revenue Market Loss Assistance Payment Program	321, 357.5
ARC	Agriculture Risk Coverage	16, 349.5
ARD	acreage reporting date	18, 21, 17, Ex. 6, 6.5
AV	administrative variance	378, 461
BWEP	Boll Weevil Eradication Program	17
CARS	Crop Acreage Reporting System	41, Part 2.5, 375, 380.5, 380.6
CCM	compressed county mosaic	437
CIMS	Comprehensive Information Management System	Text
CRM	Customer Relationship Management	41, 73-75, Ex. 10.5, 11
CTAP	Cotton Transition Assistance Program	321
CVS	Compliance Validation System	41, 308, 308.5
DGPS	Differential Global Positioning System	421
DMLA-III	Dairy Market Loss Assistance Program III	357.9
DOQ	Digital Orthophotography	501, Ex. 2
FAA	Federal Aviation Administration	421
FGDC	Federal Geographic Data Committee	505.5
FMVA	Field Market Value A	355, 357.10
FMVB	Field Market Value B	355, 357.10
FTP	file transfer protocol	501, 504, 505.5, Ex. 37
FW	farmed wetland	353
Gateway	Geospatial Data Gateway	505.5
GDW	Geospatial Data Warehouse	505.5
GPS	global positioning system	390, 394, 420, 421, 460, 463, Ex. 2
ITS	Information Technology Services	421
MDOQ	Mosaic Digital Orthophoto Quadrangle	19, 498, 505.5
MT	Maintenance Tool	394, 463
NAIP	National Agricultural Imagery Program	21, 437, 444, 505.5, 506.6
NHEL	non highly erodible land	494, 502
ODB	object data base	506.5
PLC	Price Loss Coverage	16, 349.5

Menu and Screen Index

The following menus and screens are displayed in this handbook.

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	FSA Compliance Review Spot Check Screen	360
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	FSA ACRSI Inquiry Screen	320.12

