

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Acreage and Compliance Determinations
2-CP (Revision 16)**

Amendment 14

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

Amendment Transmittal

A Reasons for Amendment

Subparagraph 101:

- D has been amended to update the left navigation menu to include a link to Data Mart – EDW
- E has been added to update procedure for accessing other applications and services from the CARS.

Subparagraph 103 D has been removed. See paragraph 105 for rollover errors.

Paragraph 105 has been amended to update procedure for rollover errors messages and descriptions.

Paragraph 161 has been amended to:

- update procedure for managing predominant crop defaults
- list data fields in alphabetical order
- add a link to Data Mart – EDW to the left navigation menu.

Subparagraph 162 D has been amended to update information when loading data for concurrent planting, end year, and planting pattern.

Subparagraph 164:

- D has been amended to update the Determined Quantity – Crop Selection Screen
- G has been amended to:
 - update the Determined Quantity Screen
 - clarify procedure for loading determined acres in CARS to allow the calculated acres to summarize correctly on the printed FSA-578 and FSA-468.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 274 C has been amended to update procedure for revising crop/commodity information.

Subparagraph 277 E has been amended to update procedure when:

- populating user initials on the FSA-578
- displaying reported cropland message for the tract on the FSA-578.

Subparagraph 753 B has been amended to update the steps outlined in question 5 for ARCPLC compliance reviews.

Subparagraph 829 C:

- has been amended to clarify procedure for loading determined acres to allow the calculated acres to summarize correctly on the printed FSA-468
- D was amended to clarify beginning with program year 2017 footnotes will be printed for CRP only.

Paragraph 830 has been amended to update procedure for FSA-468 tolerance.

Subparagraph 833:

- A has been amended to include the new Crop/Commodity Out of Tolerance report to the list of available reports
- C has been amended to update procedure for the Covered Commodity Out of Tolerance report
- G has been added to provide procedure for the new Crop/Commodity Out of Tolerance report.

Amendment Transmittal (Continued)

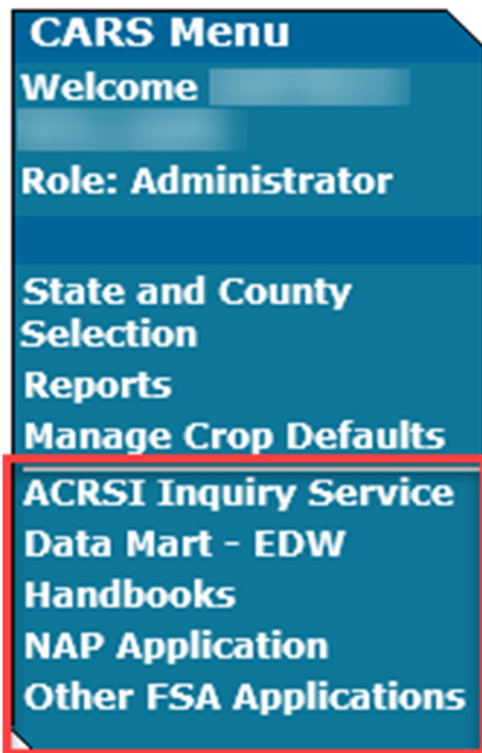
Page Control Chart		
TC	Text	Exhibit
	3-2.5, 3-2.6	
	3-5 through 3-8	
	3-11 through 3-14	
	3-41, 3-42	
	3-42.5, 3-42.6 (add)	
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	6-37, 6-38	
	6-139, 6-140	
	6-140.5, 6-140.6 (add)	
	6-149, 6-150	
	6-150.5, 6-150.6 (add)	
	6-151 through 6-152	

101 Accessing CARS and Other FSA Applications (Continued)

D Accessing Other Applications and Services From CARS

Users can access the following applications and service from the CARS Menu:

- *--ACRSI Inquiry Service
- Data Mart – EDW
- Handbooks
- NAP Application
- Other FSA Applications.



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

101 Accessing CARS and Other FSA Applications (Continued)

*--E Action

The following table describes applications/services available and the results when accessing them from the CARS left navigation menu.

Application	Result
ACRSI Inquiry Service	The FSA ACRSI Inquiry Screen will be displayed.
Data Mart - EDW	The FSA Business Intelligence (BI) Welcome Screen to the FSA Enterprise Data Warehouse will be displayed. This page provides access to Data Marts including the Acreage Data Mart.
Handbooks	The FSA Handbooks Screen will be displayed.
NAP Application	The NAP Main Menu Screen will be displayed.
Other FSA Applications	The FSA Applications Screen will be displayed.

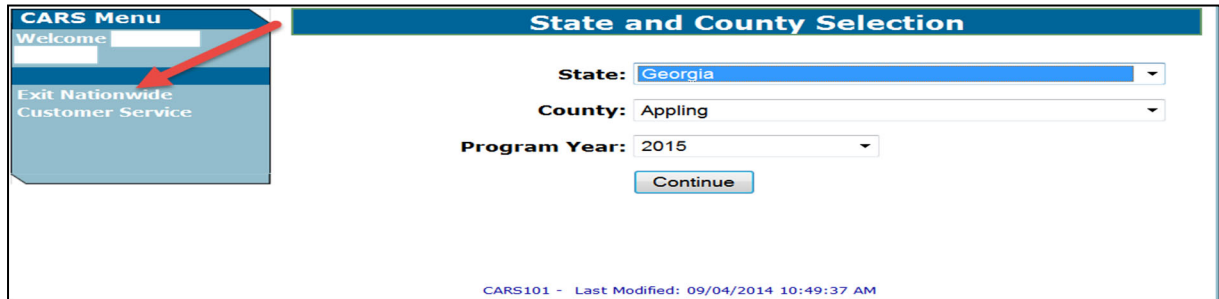
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102 State, County, and Program Year Selection (Continued)

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 will 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 administrative county of the farm for the producer
- mail the original signed FSA-578 and map to the administrative county for the farm
- maintain a copy of the signed FSA-578 and map.

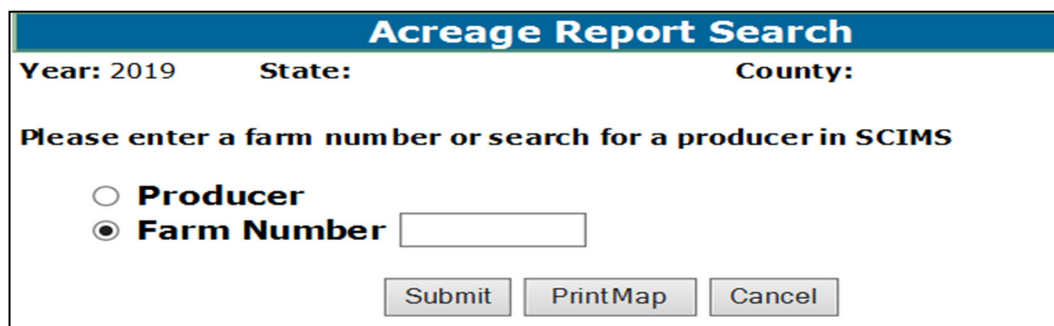
103 Farm Selection

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.



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103 Farm Selection (Continued)

C Action

To search for a farm by producer:

- CLICK the “**Producer**” radio button
- CLICK “**Submit**”
- select the producer from the SCIMS Customer Search Screen

Note: The Crop Acreage Reports Screen will be displayed to provide a list of farms for the selected producer.

- click the radio button next to the applicable farm number
- CLICK “**Cancel**” to return to the State and County Selection Screen.

To search a specific farm number:

- enter the farm number
- CLICK “**Submit**” to display the Crop Acreage Reports Screen
- CLICK “**Cancel**” to return to the State and County Selection Screen.

Note: See paragraph 340 for procedure on map printing.

* * *

103.5 CARS Data and Farm Records Reconstitutions

A Moving CARS FSA-578 Data From the Parent Farm to the Child Farm After a Farm Records Reconstitution

Beginning with 2019, when a farm is reconstituted in Farm Records, CARS will automatically move crop/field data from the parent farm and/or tract to the child farm and/or tract.

Note: See subparagraph 217 C for information on automatic termination of continuous certification crops.

103.5 CARS Data and Farm Records Reconstitutions (Continued)

B Impacts to Acreage Report Due to Farm Records Changes

County Offices will use the following table to determine the impacts on the acreage report when there is a farm records change.

If...	Then...
a reconstitution results in only a farm or tract number change	<ul style="list-style-type: none"> • crop data will be moved from the parent farm/tract to the child farm/tract • if the crop(s) was certified on the parent farm, the crop(s) will remain certified on the child farm • if the crop(s) was not certified on the parent farm, the crop(s) will not be certified on the child farm.
a reconstitution results in anything other than a farm or tract number change	<ul style="list-style-type: none"> • crop data will be moved from the parent farm to the child farm; and • all crop data for the child farm will be automatically uncertified.
a tract combination results in a field being renumbered	<ul style="list-style-type: none"> • crop data will be moved to the renumbered field for the combined tract only if the CLU was not modified in GIS • if the CLU was modified in GIS the crop data for the field will not be moved • nonaffected fields will be automatically moved to the combined child tract • crop data will be uncertified.

105 Rollover Errors

A Overview

*--Farms and fields with validation errors will **not** roll to the next CARS program year.

Upon accessing the farm, the Rollover Error Screen will:


- be displayed only when the data being rolled from a previous CARS program year **does not** meet the applicable validations for the next CARS program year
- provide a description of the validation error along with the tract and field number.

The Rollover Error Screen is displayed for information purposes only. The user will have to manually update the acreage report in the next CARS program year as needed.

Note: Farms and fields with no validation errors will be automatically rolled when the user accesses the farm in the next program year.

B Rollover Error Screen

The following is an example of the Rollover Error Screen.

Rollover Error		
Year: 2021	State:	County:
Farm Information		
Farm Number: 1043		Total Rpt Cropland: 10.00 of 30.70
Operator Name: Producer A		
	Some but not all fields have been rolled over from Program Year 2020. The following fields did not rollover due to validation errors.	
• Annually Tilled crops cannot have an End Year. Tract: 2633 Field: 100000A		
<input type="button" value="Ok"/>		

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105 Rollover Errors (Continued)

C Action

*--CLICK “Ok” and the Crop Acreage Reports Screen will be displayed.

D Messages on the Rollover Error Screen

The following error messages will be displayed in red to notify the user when some or all fields for the farm did not rollover.

Error Message	Description
The farm did not rollover from Program Year “xxxx” due to validation errors on all fields as follows:	This message will be displayed when there are validation errors found for all fields being rolled for the farm in the next CARS program year.
Some but not all fields have been rolled over from Program Year “xxxx”. The following fields did not rollover due to validation errors.	This message will be displayed when there are validation errors found on some but not all fields being rolled for the farm in the next CARS program year.

The following error messages will display the reason the farm or field(s) did not rollover.

Error Message	Description
Producer(s) have been removed from a Tract(s). Unable to rollover crop.	This message will be displayed when the producer with an active share in the crop/field in the previous CARS program year is removed from the tract in Farm Records for the next CARS program year.
Crop/Commodity “xxx” is not valid for Program Year “xxxx”. 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.
Crop Type “xxx” is not valid for Program Year “xxxx”. 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.
Intended Use “xxx” is not valid for Program Year “xxxx”. 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.
Planting Period “xxx” is not valid for Program Year “xxxx”.	This message will be displayed when the planting period in the previous CARS program year is not available for the crop in the NCT for the next CARS program year.

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105 Rollover Errors (Continued)

D Rollover Error Screen Messages (Continued)

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Error Message	Description
Annually Tilled crops cannot have an End Year.	<p>This message will only display in the 2021 CARS program year when an End Year was entered for an annually tilled crop in 2020 CARS program year.</p> <p>Beginning with the 2021 CARS program year, CARS will read the NCT to identify annually tilled crops and not allow an End Year to be entered.</p>
<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 display when the user accesses the farm in CARS and there are no field numbers available in Farm Records for the farm.</p> <p>Note: This could happen when 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>
<p>"Fields with an End Year or continuous certification cannot rollover because the field number(s) do not exist in Web Farm Records for " ". Invalid fields are: " "</p>	<p>This message will display when the user accesses 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 Web Farm Records.</p> <p>Notes: Only field level FSA-578 records with a valid field number in Web Farm Records will be rolled to the next CARS program year.</p>
<p>"Warning: Continuous Certification was terminated. Fields Do Not Exist in Farm Records: CROP/TYPE/INTENDED USE".</p>	<p>Fields that are dropped during rollover due to invalid field numbers will not show on CARS status report "Farms with Deleted Field Due to Deleted Field Number in Farm Records".</p>

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106 Tract Selection

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: 2020	State:	County:		
Farm Information				
Farm Number: 1296		Total Rpt Cropland: 0.00 of 30.54		
Operator Name:				
Please select a tract				
Tract	Description	FSA Physical Location	Cropland Acres	Reported Cropland
<input checked="" type="radio"/> 1722	L4-2/1A		30.54	0.00
<input type="radio"/> 1723	P2-43/1B		0.00	0.00
		Continue	Revise Tract	Back

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

Section 2 Recording FSA-578 Data**161 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.

*--Beginning with the 2021 program year, users will be able to access and use crop defaults created in their administrative county through Nationwide Customer Service. The user does not have to use the crop defaults that were created in the actual county they are accessing in Nationwide Customer Service.

Example: User County A created crop defaults for their administrative County A. User County A accesses a farm in County B using Nationwide Customer Service. User County A can use the crop defaults they created in County A to load data in County B.

There are times when software updates made in the current program year could impact the validity of crop defaults previously created. In such cases, an error message will be displayed to the user. Users will need to manually update invalid data fields as needed.

Example: For 2021, software was updated to default the planting pattern ‘orchard’ when applicable orchard crops are reported. The user will need to manually update crop defaults in 2021 where the planting pattern is not ‘orchard’ as needed.

To allow crop defaults to rollover from the previous year to the next year, the user **must** click the “Manage Crop Defaults” option on the left navigation menu. Only defaults that pass validation will rollover to the next year. For informational purposes, the previous year’s defaults with invalid crop characteristics will be displayed to the user. Users will need to add/update the crop default list in the next program year as needed.

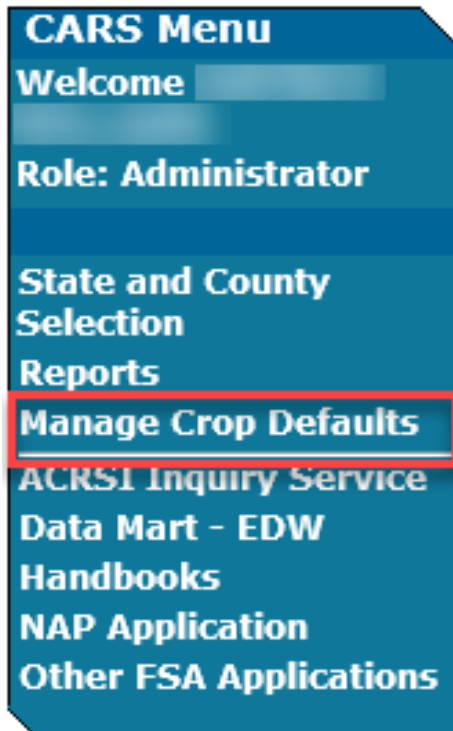
Note: See Exhibit 10 for a list of applicable CVS crops used for acreage reporting. For a list of NAP-eligible crops, see 1-NAP.--*

161 Predominant Crops and Crop Characteristic Defaults (Continued)

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.

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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.

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161 Predominant Crops and Crop Characteristic Defaults (Continued)

C Add Crop Default Screen

The following is an example of the Add Crop Default Screen.

*_

Add Crop Default		
Year: 2021	State:	County:
* Predominant Code	<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	▼
* RMA Cropping Practice	No Cropping Practic	▼
Multi-Intended Use	N	▼
<input type="button" value="Save"/> <input type="button" value="Save and Add"/> <input type="button" value="Save and Copy"/> <input type="button" value="Cancel"/>		

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161 Predominant Crops and Crop Characteristic Defaults (Continued)

D Adding Crop Default Information

*-- When adding crop defaults on the Add Crop Default Screen, enter field data according to the following table.

Field	Action
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 “Multi-use”.</p> <p>Note: When the concurrent planting option is selected, it must be selected for all initial crops reported for the field/subfield.</p>
Crop/Commodity	<p>Select the crop from the drop-down list. The crops listed in the drop-down list are from CVS.</p>
Crop Status	<p>Select the crop status from the drop-down list. The definition of each crop status is in Exhibit 11.</p>
Cropland Status	<p>Beginning in 2019, once the field number is selected, the cropland status will automatically populate to (Y) yes or (N) no based on the status of the field in Farm Records. Users cannot change the defaulted cropland status in CARS. If the defaulted cropland status is determined to be incorrect, it must be changed in Web Farm Records or CRM Farm Records, as applicable.</p> <p>Although AUM, colonies, and taps may have the cropland status populated to “Y” based on Farm Records, the reported quantity for these values will not be counted towards calculating the total reported cropland for the farm.</p>
Intended Use	<p>Select the intended use from the drop-down list. The intended uses will be pulled from CVS for the crop selected.</p>
Irrigation Practice	<p>Select the irrigation practice from the drop-down list.</p>
Land Use	<p>This entry is prefilled based on data pulled from CVS.</p>
Multi-Intended Use	<p>Select this option if the crop will be recorded with multiple intended used according to paragraph 162.5.</p>
Organic Status	<p>Select the organic status from the drop-down list, as needed. The organic status will default as “Conventional”.</p>

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161 Predominant Crops and Crop Characteristic Defaults (Continued)

D Adding Crop Default Information (Continued)

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Field	Action
Planting Pattern	<p>Select the planting pattern from the drop-down list. Available options will include:</p> <ul style="list-style-type: none"> • solid • skip/strip • orchard. <p>Beginning in 2021, planting pattern “Orchard” will be populated as the default when applicable orchard crops are reported. The populated default can be changed as needed.</p> <p>When skip/strip is selected, the RMA Cropping Practice will default as “043-Skip Row”.</p> <p>Note: See subparagraph 162 F and 162 G for additional entries required when reporting skip/strip and orchard crops.</p>
Planting Period	<p>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”. More than one initial crop can be recorded for the same field on the farm when the planting period for any other initial crop(s) recorded for the field is different.</p>
Reporting Unit	<p>This field will:</p> <ul style="list-style-type: none"> • default as “colonies” for honey • default as “taps” for maple sap • display both “acres” and “AUM” for selection of eligible crops only • default as “acres” for all other crops that are not honey, maple sap, or eligible for selection of AUM. <p>Notes: When “AUM” is selected additional data elements will be displayed to record beginning month/day, ending month/day, and % public lands.</p> <p>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 when calculating total reported cropland according to paragraph 108.</p>

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161 Predominant Crops and Crop Characteristic Defaults (Continued)

D Adding Crop Default Information (Continued)

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Field	Description
RMA Cropping Practice	<p>The RMA cropping practice will be defaulted as “No Cropping Practice”.</p> <p>When skip/strip is selected, the RMA Cropping Practice will default as “043-Skip Row”.</p> <p>Select other applicable RMA cropping practices as needed.</p>
Supplemental Status	<p>Select the supplemental status code from the drop-down list. The selection options are “Not Planted”, “Not Applicable”, “Planted”, “Prevented”, “Failed”, or “Volunteer”.</p> <p>Notes: The “Not Planted” option will be available for 2011 and 2012 only.</p> <p>The “Not Applicable” option will be available for 2015 and subsequent years.</p>
Variety/Type	<p>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.</p>

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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	<p>The crop defaults for the applicable predominant number will be saved. The List Crop Defaults Screen will be displayed.</p>
Save and Add	<p>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.</p>
Save and Copy	<p>The Add Crop Default Screen will continue to be displayed with all previously saved crop characteristics with the exception of the predominant number.</p>
Cancel	<p>The List Crop Defaults Screen will be displayed.</p>

161 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: 2021		State:				County:			
Sort By: <input type="text" value="Predominant Code"/> <input type="text" value="Crop/Commodity"/>									
	Predominant Code	Crop/Comm	Var/Type	Int Use	Irr Prc	Org Status	Rpt Unit	Crop Status	Planting Period
<input type="radio"/>	01	WHEAT	HRW	GR	N	C	A	I	01
<input type="radio"/>	2	BARLY	WTR	GZ	N	C	A	I	01
<input type="radio"/>	4	PEAS	ENG	FH	N	C	A	I	-
<input type="radio"/>	5	OATS	WTR	LS	N	C	A	I	01
<input type="radio"/>	6	OATS	WTR	GZ	N	C	A	I	01
<input type="radio"/>	7	TRICL	-	FG	N	C	A	I	01
<input type="radio"/>	8	SORGH	GRS	GR	N	C	A	I	01
<input type="radio"/>	10	UPCN	-	-	N	C	A	I	01
<input type="radio"/>	11	ONION	GRN	FH	N	C	A	I	01
<input type="radio"/>	12	PEACH	FRE	FH	N	C	A	I	01
<input type="radio"/>	13	ALFAL	-	GZ	N	C	A	I	01
<input type="radio"/>	14	CLOVR	AHD	SD	N	C	A	I	01
<input type="radio"/>	15	CLOVR	CRM	SD	N	C	A	I	01

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G Options Available on the List Crop Defaults Screen

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

Button	Result
Predominant Code	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.

162 Loading Crop and Acreage Information

A Overview

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

For 2015 and subsequent years, County Offices have the ability to update acreage reports for any farm record in any county in the nation by accessing the "Nationwide Customer Service" option on the left navigation menu.

Note: To identify the last crop loaded for the farm, the crop/field will be highlighted on the Crop Review Screen.

162 Loading Crop and 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 162 H 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 107 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.

162 Loading Crop and Acreage Information (Continued)

D Entering Crop/Commodity Information

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

Field	Description
Actual Land Use	<p>This entry is populated based on data associated with the intended use in CVS.</p> <p>Note: This data will be populated only when associated with the reporting of an actual use.</p>
Actual Use	<p>This field is used to document the actual use of the reported crop/commodity when the actual use is different than the intended use.</p>
AMS License Number	<p>Beginning with 2020, the AMS license number will be entered in CARS as needed.</p> <p>The AMS license number will:</p> <ul style="list-style-type: none"> • be displayed on the Report of Acreage Screen when the crop being reported is: <ul style="list-style-type: none"> • crop code: 1218 • crop name: HEMP • intended use: All • allow up to 30 numeric and alpha values.
Concurrent Planting	<p>Concurrent planting will default to “None”. Additional options will include:</p> <ul style="list-style-type: none"> • Alternate • Interplant • Multi-use. <p>Notes: If concurrent planting is not available for the crop in the CVS, it will not be listed in the drop-down.</p> <p>For crops with concurrent planting, “M” will be populated in the third character position under “Crop Status” when displayed or printed.</p> <p>*--When the concurrent planting option is selected, it must be selected for all initial crops reported for the field or subfield.--*</p>
Crop/Commodity	<p>Crops/commodities listed in the drop-down are pulled from the CVS. If the crop is not available in the CVS, it will not be listed in the drop-down.</p>

162 Loading Crop and Acreage Information (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Description
Crop Status	<p>Crop statuses is pulled from the CVS. If the crop status is not available for the crop in the CVS, it will not be listed in the drop-down.</p> <p>Notes: Only acres associated with crop status “Initial” and “Experimental” will be counted when calculating total reported cropland for the farm.</p> <p>Acres associated with reporting unit AUM, colonies, and taps will not be counted when calculating total reported cropland for the farm.</p> <p>See Exhibit 11 for more information on crop status and definitions.</p>
Cropland Status	<p>Beginning in 2019, the cropland status will default to (Y) yes or (N) no based on the status of the field in Farm Records. This field cannot be changed by the user. If the defaulted cropland status is incorrect, it must be changed in Web Farm Records or CRM Farm Records, as applicable.</p> <p>Note: Although AUM, colonies, and taps may have the cropland status populated to “Y” based on Farm Records, the reported quantity for these values will not be counted towards calculating the total reported cropland for the farm.</p>
End Year	<p>*--An End Year:</p> <ul style="list-style-type: none"> • must be a 4-digit year • must be greater than the selected program year • cannot be entered for annually tilled crops as identified in the NCT • will allow a crop and all crop characteristics to roll over each program year until the end year is reached. <p>Notes: See paragraph 79 for policy on entering dates.</p> <p>See paragraph 105 for rollover errors.--*</p>
Field ID	<p>Field ID will allow up to 4 characters and can be used 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>

162 Loading Crop and Acreage Information (Continued)

D Entering Crop/Commodity Information (Continued)

*--

Field	Description								
Field Number	<p>Beginning with 2018, CARS will allow up to 7 digits to be entered for the field number. The field number in CARS must match the field number in Web Farm Records.</p> <p>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. The following table provides information for recording field numbers in CARS.</p>								
	<table border="1"> <thead> <tr> <th data-bbox="467 558 938 590">IF...</th> <th data-bbox="938 558 1490 590">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="303 590 467 1220">there are no field numbers in Web Farm Records</td> <td data-bbox="467 590 1490 1220"> <p>CARS will not allow the user to complete the acreage reporting process.</p> <p>Notes: 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.</p> <p>For farms with continuous certification crops, an additional message will be displayed “Fields with End Year or Continuous Certification cannot rollover because the field number(s) do not exist in the current year Web Farm Records. Invalid fields are: _____”</p> </td> </tr> <tr> <td data-bbox="303 1220 467 1318">Web Farm Records has only 1 field number for the farm</td> <td data-bbox="467 1220 1490 1318">that field number will be automatically populated in the field number data field on the Report of Acreage Screen.</td> </tr> <tr> <td data-bbox="303 1318 467 1528">Web Farm Records has more than one field number for the farm</td> <td data-bbox="467 1318 1490 1528"> <p>the user can either:</p> <ul style="list-style-type: none"> • manually type in the field number • select the applicable field number from the drop-down option. </td> </tr> </tbody> </table>	IF...	THEN...	there are no field numbers in Web Farm Records	<p>CARS will not allow the user to complete the acreage reporting process.</p> <p>Notes: 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.</p> <p>For farms with continuous certification crops, an additional message will be displayed “Fields with End Year or Continuous Certification cannot rollover because the field number(s) do not exist in the current year Web Farm Records. Invalid fields are: _____”</p>	Web 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.	Web Farm Records has more than one field number for the farm	<p>the user can either:</p> <ul style="list-style-type: none"> • manually type in the field number • select the applicable field number from the drop-down option.
IF...	THEN...								
there are no field numbers in Web Farm Records	<p>CARS will not allow the user to complete the acreage reporting process.</p> <p>Notes: 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.</p> <p>For farms with continuous certification crops, an additional message will be displayed “Fields with End Year or Continuous Certification cannot rollover because the field number(s) do not exist in the current year Web Farm Records. Invalid fields are: _____”</p>								
Web 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.								
Web Farm Records has more than one field number for the farm	<p>the user can either:</p> <ul style="list-style-type: none"> • manually type in the field number • select the applicable field number from the drop-down option. 								
	<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>								

--*

162 Loading Crop and Acreage Information (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Description
FSA Physical Location	<p>The physical location is pulled from farm records and will be displayed only when it is different from the selected administrative county.</p> <p>Exception: The physical location will always be displayed on the Report of Acreage Screen.</p>
Intended Use	<p>Intended use is pulled from the CVS. If the intended use is not available for the crop in the CVS, it will not be listed in the drop-down.</p>
Irrigation Practice	<p>Irrigation practice will include:</p> <ul style="list-style-type: none"> • Irrigated • Non-Irrigated • Other (for reporting unit ‘colonies and taps’ only).
Land Use	<p>Land use is pulled from the CVS and is used to identify fruit and vegetable (FAV) crops. If the FAV land use is not available for the crop in the CVS, it will not be populated.</p> <p>Note: This field cannot be changed.</p>
Late-filed	<p>The field will default to “No”. The crop will be identified as late filed according to policy in paragraph 27.</p>
Multi-Intended Use	<p>This field is used when reporting a crop with more than one intended use. The field will default to “No”.</p> <p>Note: See paragraph 162.5 for functionality when reporting crops with multiple intended uses.</p>
NAP Unit	<p>NAP unit is pulled from the NAP Unit Table and will automatically populated once the data is saved on the Report of Acreage Screen.</p> <p>Note: The NAP unit can be overriding only when the relationship/producer type documented on the FSA-578 does not match the actual farming relationship according to 1-NAP.</p>
Native Sod Conversion Indicator	<p>Beginning with 2019, the native sod conversion indicator will be:</p> <ul style="list-style-type: none"> • automatically set based on the sod broken out date in farm records, and when applicable (breaking dates Feb. 8, 2014 through Dec. 20, 2018), the crops identified as being “annually tilled” in the NCT • displayed on Report of Acreage Screen • grayed out and cannot be modified by the user. <p>Notes: If a sod broken out date is not available in farm records, the native sod indicator will not be displayed in CARS.</p> <p>For 2015 through 2018 this option will be a manual selection.</p> <p>Important: If a change to the native sod conversion indicator is required for De Minimis according to 1-NAP (Rev. 2), subparagraph 379 F, contact Joe Fuchtman and Todd Pfeifer through the applicable State Office.</p>

162 Loading Crop and Acreage Information (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Description
Official/ Measured	<p>Official/measured will default to “None”. Additional options will include:</p> <ul style="list-style-type: none"> • Official • Measured • Staked. <p>Note: See paragraph 78 for more information on official/measured.</p>
Organic Status	<p>Organic status will default to “Conventional”. Additional options will include:</p> <ul style="list-style-type: none"> • Transitional • USDA Certified. <p>Notes: See paragraph 33 for more information on reporting organic crops.</p> <p>“Organic” status will be available beginning with the 2015 crop year and displayed on applicable CARS screens, FSA-578, and FSA-578 (Producer Print) as “C” for conventional, “OT” for transitional, and “OC” for USDA Certified.</p>
Override NAP Unit	<p>The NAP unit can be overriding only when the relationship/producer type documented on the FSA-578 does not match the actual farming relationship according to 1-NAP (Rev. 2).</p>
Planting Date	<p>Planting date can be manually entered using format “MMDDYYYY” or by selecting the “Calendar” icon.</p> <p>Notes: A warning message will be displayed when the planting date entered is different than the selected program year. This message will be displayed for crops identified as annually tilled in NCT only.--*</p> <p>See paragraph 79 for crops that do not require a planting date.</p>
Planting Pattern	<p>*--Planting pattern:</p> <ul style="list-style-type: none"> • “Solid” will default for all crops except orchard crops • “Orchard” will default for applicable orchard crops • “Skip/Strip will be available for selection as needed. <p>Notes: When orchard is selected, additional data fields will be available to manually record age of trees, tree spacing, according to subparagraph G. These data fields are not a required entry.</p> <p>When skip/strip is selected, the system will automatically calculate the nonplanted acres according to subparagraph F.--*</p>

164 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.

*--Notes: See subparagraph 104 C for additional button options available on the Crop Acreage Reports Screen.

See paragraph 340 for map printing procedure.--*

164 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: 2021		State:		County:
Farm Information				
Farm Number: 1234			Total Rpt Cropland: 32.19 of 32.19	
Operator Name:				
Crop Selection				
Crop/Comm	Num of Entries	Num of Entries Det	Total Rpt Qty	Total Det Qty
<input checked="" type="radio"/> BARLEY	1	0	18.30	-
<input type="radio"/> PEACHES	1	0	3.48	-
<input type="radio"/> SOYBEANS	1	0	4.53	-
<input type="radio"/> WHEAT	3	1	13.41	-
Continue		Back		

--*

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.

164 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: 2021			State:				County:				
Farm Information											
Farm Number: 1234						Total Rpt Cropland: 32.19 of 32.19					
Operator Name											
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
1655	1A	HRW	GR	N	C	I	01	-	5.00	5.00	None
1655	1B	HRW	GR	N	C	I P	01	-	5.41	0.00	None
1655	4A	HRW	GR	N	C	I	01	-	3.00	3.00	None
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>											

Important Notes:

To allow the calculated acres to summarize correctly on the FSA-578 Farm Summary, determined acres must be entered for all fields of the crop, crop type, and intended use for the farm.

To allow the calculated acres to summarize correctly on the FSA-468, determined acres must be entered for all fields of the crop for the farm.

See paragraphs 82 and 82.5 for guidance on loading determined acres when acreage claimed on CCC-576 is disapproved.--*

164 Determined Acreage (Continued)**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.

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.

164 Determined Acreage (Continued)

I Determined Acreage for Unreported Crops

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.

<p>IF a spot check determines that the producer reported an incorrect...</p>	<p>THEN record findings on FSA-578 by...</p>
<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.

165-215 (Reserved)

217 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...
election is not made in the previous CARS program year	FSA-578 for the farm already exists in the next CARS program year	the crop elected for continuous certification will rollover through the nightly rollover process as long as no field level FSA-578 record associated with the field being rolled from the previous CARS program years exists in the next CARS program year
the crop/field in the next CARS program year is not certified	users later elects continuous certification in the previous CARS program year for the eligible continuous certification crop that already exists in the next CARS program year	the certification date for that crop/field from the previous CARS program year will be automatically populated for the crop/field in the next CARS program year. Note: All data for the field in the previous CARS program year must be an exact match of the *--data in next CARS--* program year.
the crop/field in the next CARS program year is certified		the certification date will not be changed; however, the crop/field will now be covered for continuous certification due to the election of continuous certification in the previous CARS program year.

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 also terminate continuous certification for the subsequent CARS program year(s).

217 Continuous Certification for Approved Perennial Crops (Continued)

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

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** rollover for crops that are not a continuous certification crops.

IF...	AND the...	THEN...
election is made in the previous CARS program year	field number is deleted from Web Farm Records due to a CLU edit	<ul style="list-style-type: none"> • the field level FSA-578 record associated with that deleted field number will be automatically deleted from CARS • continuous certification will be terminated • all other fields reported/certified for the farm will be automatically uncertified. <p>Note: CARS status report “Farms with Deleted Field Due to Deleted Field Number in Farm Records” will be available to identify fields that are automatically deleted.</p>
Election is made in the previous CARS program year for field with an eligible continuous certification crop	crop is rolled through the manual or nightly rollover process to the next CARS program year	<ul style="list-style-type: none"> • only field level FSA-578 records with a valid number in Web Farm Records will be rolled to the next CARS program year • any field level FSA-578 record with an invalid field number will not roll to the next CARS program year.

273 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 274 for revising crop/commodity and share information.

B Revised Tract Screen

The following is an example of the Revise Tract Screen.

*--

Revise Tract										
Year: 2019		State:				County:				
Farm Information										
Farm Number: 502						Total Rpt Cropland: 0.00 of 0.00				
Operator Name:										
Tract Information										
Tract Number: 812						Tract Rpt Cropland: 0.00 of 0.00				
FSA Physical Location:										
Tract Owner(s):										
Tract Number: <input type="text" value="813"/>										
FSA Physical Location:										
Field Num	Crop/Comm	Var/Type	Int Use	Irr Prc	Organic Status	Rpt Qty	Det Qty	Crop Status	Certification Date	
<input type="checkbox"/>	1	GRASS	NAG	FG	N	C	79.27	-	I	-
Update Tract						Back				

--*

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.

274 **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.

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

Acreage report data in CARS can be updated as needed. County Office will follow policy provided in this handbook when revising FSA-578 data.--*

277 Printing FSA-578 (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 for FSA-578 and 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) • FSA-578 (Operator Print) • Continuous Certification Termination Letter. <p>Notes: A farm number must be entered for the Continuous Certification Termination Letter.</p> <p>See subparagraph 277 G for additional information on the Continuous Certification Termination Letter.</p>	The respective report will be generated.

D FSA-578 Farm Summary

Based on the user eAuth ID, the County Office employee’s initials will be automatically displayed on the “Original” or “Revision” line of the FSA-578 Report of Commodities Farm Summary, as applicable. The first time FSA-578 is printed for the farm will be considered the original. Anytime FSA-578 is printed after the first time will be considered a revision.

277 Printing FSA-578 (Continued)

E FSA-578 Farm and Tract Detail Listing

*--Based on the user eAuth ID, the County Office employee’s initials will be automatically displayed on the “Original” or “Revision” line of the Report of Commodities Farm and Tract Detail Listing, as applicable.

- The first user to load or rollover data for the farm in selected program year will always populate on the Original Line. This will include:
 - crop(s) loaded during the initial session when the farm is accessed for the first time
 - rollover of continuous certification crops
 - rollover of end year crops
 - crops moved to a child farm due to a Farm Records reconstitution.

- User initials will populate on the Revision Line when there is an update to the FSA-578 in the selected program. Updates will include:
 - loading additional crops after the initial load session
 - revising existing crop data
 - deleting crop/field data
 - loading determined acres.--*

The following messages will be printed on the FSA-578 Report of Commodity Farm and Tract Detail Listing to assist County Offices to determine whether cropland for the tract has been reported.

IF the farm has...	AND all cropland...	THEN the following message will be printed...
1 tract	for the tract has not been reported	*--“All cropland has not been reported and/or certified.”--* 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.
more than 1 tract	on all active tracts has not been reported	*--“All cropland on all active tracts has not been reported and/or certified.”--* 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.

277 Printing FSA-578 (Continued)**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.

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.

H The FSA-578 (Operator Print)

Like the FSA-578 (Producer Print), the FSA-578 (Operator Print) will list crop information loaded in CARS for all farms associated with the selected producer. The producer must be the operator on the farm. The producer does **not** have to have a share in the crop to generate/print the FSA-578 (Operator Print).

Note: The producer **must** have a share in the crop to generate/print the FSA-578 (Producer Print).

278-338 (Reserved)

Section 2 Performing Compliance Reviews and Spot Checks

753 ARCPLC Compliance Reviews

A Introduction

The ARCPLC spot check process is State, county, and farm specific. Reviews will be completed on all producers participating in ARCPLC and selected for spot check according to national producer selection process in paragraph 728. County Offices will ensure that the spot check process is completed for each farm associated with the selected producer.

B ARCPLC Compliance Review Questions

Document the following during ARCPLC compliance reviews and record findings in the National Compliance Review Database. Findings must be recorded by farm number. * * * County Office users must take extra caution when entering the farm number in the National Compliance Review Database because there is **not** a validation to the farm records maintenance system.

ARCPLC Compliance Review - ARC-CO and/or PLC	
*--The review should be conducted on...	For the...
<ul style="list-style-type: none"> • 2019 contracts • 2020 contracts 	<ul style="list-style-type: none"> 2019 compliance review period. 2020 compliance review period.
Enter the farm number for the applicable farm being spot-checked _____.	
1	Does each producer sharing in base acres meet the Division of Payment Guidelines, provided in 1-ARCPLC (Rev. 1), subparagraph 217 A, to support their share of the base acres on CCC-866? Yes, No, or N/A <ul style="list-style-type: none"> • If yes, go to question 2. • If no, enter date the producer was notified of the contract violation: ___/___/___ (mm/dd/yyyy).--* Current violation status: <ul style="list-style-type: none"> • contract terminated • appeal filed • relief granted.

753 ARCPLC Compliance Reviews (Continued)

B ARCPLC Compliance Review Questions (Continued)

ARCPLC Compliance Review - ARC-CO and/or PLC (Continued)	
2	<p>Did the producer accurately report all FAV's planted on payment acres of the farm? Yes, No, or N/A</p> <p>If no, enter determined FAV acres planted on farm: _____.</p>
3	<p>If FAV's were planted on payment acres of the farm, was the acre-for-acre reduction properly assessed? Yes, No, or N/A</p> <p>If no, enter determined FAV acre-for-acre reduction acres: _____.</p>
4	<p>Were wind, water erosion and noxious weeds controlled on the farm? Yes or No</p> <p>If no, did the producer correct the maintenance default on the farm? Yes or No</p> <p>If no, what is the current status?</p> <ul style="list-style-type: none"> • appeal filed • relief granted • maintenance default applied, enter amount \$ _____.
5	<p>Did all the farm's producers make the election by signing CCC-862 or CCC-866? Yes or No</p> <p>•*--If yes, go to question 6.--*</p> <ul style="list-style-type: none"> • If no, was the election defaulted according to 1-ARCPLC (Rev. 1), subparagraph 181 C? Yes or No <ul style="list-style-type: none"> • If yes, go to question 6. • If no, were all producers notified of election and no appeals were received? Yes or No <p>If no, producers should be notified.</p>

Section 4 Notice of Determined Acreage by Spot Check

829 Purpose of FSA-468

A Introduction

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

B Timely Processing of FSA-468

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

C Information on FSA-468

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

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

Note: FSA-468 compares reported and determined acreage and prints only for farms selected for spot check. For the FSA-468 to print, determined acreage must be entered *--for at least 1 field on the farm. However, for the calculated acres to summarize correctly on the printed FSA-468, determined acres **must** be entered for all fields of the crop for the farm.--*

D FSA-468 Footnotes

Footnotes:

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

*--**Note:** Beginning with 2017, footnotes will be printed for CRP only according to subparagraph 832 E.--*

829 Purpose of FSA-468 (Continued)**E Web-Based FSA-468**

For the 2011 program year, the FSA-468 process was incorporated into CARS. Follow procedure in paragraphs 831 through 833 for accessing the FSA-468 web-based process for 2011 and future years.

830 Tolerance**A Acreage Tolerance**

If the determined acreage or production for a crop is:

- within the prescribed tolerance for the crop, the report is considered in compliance without either of the following:
 - the total loss of benefits
 - the overall accuracy of the acreage report being questioned
- not within the prescribed tolerance, follow paragraph 835.

Rule: Acreage tolerance is the larger of 1 acre or 5 percent of the reported acreage, not to exceed 50 acres for all crops. * * *

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

- total cropland certification
- CRP
- *--wild rice and FAV's, including planting violations acre for acre reduction unless a FAV/WR planting exception applies according 1-ARC/PLC.
- land uses that are not considered to be cropped according to subparagraph 830 C
- official and measured acres
- irrigation practice 'other'...*

830 Tolerance (Continued)

B Tolerance Calculation

Calculate tolerance according to the following.

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

***--C Land Use Considered Not to be Cropped**

For spot checks, tolerance will **not** apply to the following land uses according to subparagraph A.

Crop Code	Crop Name
0093	Waterbank- WBP
0098	EQIP- EQIP
0101	Fallow- FALLOW
0125	Forage - FORSS
0322	Gourds- GORDS
0490	Jojoba- JOJOB
0772	Home Garden- HMGRD
0776	Water Impoundment Structure -WTRIS
0777	Wildlife Food Plot- WLDFP
0790	Skip Rows/Sled Rows - SWPRW
0887	Perique Tobacco-PERIQ
0105	Idle – IDLE
0776	Water Impoundment Structure - WTRIS
2006	Wetland Reserve Program - WRP
9011	Wetland Bank Reserve -WBR
2007	Wildlife Habitat Incentive Program -WHIP

--*

833 Web-Based FSA-468 Reports

A Web-Based FSA-468 Reports

The following reports are available under the FSA-468 process:

- *--Covered Commodity Out of Tolerance
- Crop/Commodity Out of Tolerance
- FAV's With Determined Acreage Greater Than Reported
- FAV's Not Reported and/or Certified
- Missing Determined Acreage.--*

B Report Access

To access the reports, select the applicable report from the Reports Screen and CLICK "Generate Report". The selected report will open * * * in a new window. All farms that meet the criteria for the selected report for the State and county selected will be displayed on the reports.

FSA-468

Initial **Beginning Farm Number**

Re-Print **Ending Farm Number**

 or

Number of Farms to Print

Covered Commodity out of Tolerance

Missing Determined Acreage

FAV's with Determined Acres Greater than Reported

FAV's not Reported and/or Certified

833 Web-Based FSA-468 Reports (Continued)

C Covered Commodity Out of Tolerance Report

Farms that have covered commodities that are out of tolerance will be listed on the Covered *--Commodity Out of Tolerance Report. See 1-ARCPLC (Rev. 1) for a list of applicable covered commodities.--*

Note: Covered commodities are printed on FSA-468 but do **not** have corresponding footnotes.

County Offices will use the Covered Commodity Out of Tolerance Report to assist in ascertaining “good faith” status according to paragraphs 834 and 835. The following is an example of the Covered Commodity Out of Tolerance Report.

State:		United States Department of Agriculture			Prepared Date: 01/18/2017	
County:		Farm Service Agency			Page: 1 of 1	
		FSA-468 2017 Notice of Determined Acreage by Spot Check			Farms: 1	
Covered Commodity out of Tolerance						
Farm Number	Operator	CCID	Crop/Commodity	Reported Acreage	Determined Acreage	Difference
1621	Any (1) Producer		WHEAT	20.00	12.30	7.70

Important: Tolerance is not calculated for crops reported with measured or official status and those crops will not be listed on the Covered Commodity Out of Tolerance Report. For acreage discrepancies, “good faith” shall be determined according to paragraphs 834 and 835.

833 Web-Based FSA-468 Reports (Continued)

D Missing Determined Acreage Report

The Missing Determined Acreage Report displays a list of farms that have crops that do not have determined acreage for all reported acreage of the crop, such as farms with crops that have acreage determined for 1 or more fields but not all fields of a crop. These crops will **not** print on FSA-468 for the farm, however, will be indicated on this report. The following is an example of the Missing Determined Acreage Report.

State:		United States Department of Agriculture		Prepared Date:01/18/2017	
County:		Farm Service Agency		Page:1 of 1	
FSA-468 2017 Notice of Determined Acreage by Spot Check				Farms:1	
Missing Determined Acreage					
Farm Number	Operator	CCID	Crop/Commodity	Variety/Type	
1621	Any (I) Producer		WHEAT	HRW	

E Farms Having FAV's With Determined Acres Greater Than Reported Report

The Farms Having FAV's With Determined Acres Greater Than Reported Report will include a list of all farms that have crops with a land use code of "F" with determined acres greater than reported. The following is an example of Farms Having FAV's With Determined Acres Greater Than Reported Report.

State:		United States Department of Agriculture		Prepared Date:01/18/2017			
County:		Farm Service Agency		Page:1 of 1			
FSA-468 2017 Notice of Determined Acreage by Spot Check				Farms:1			
Farms Having FAV's with Determined Acres Greater than Reported							
Farm Number	Operator	CCID	Crop/Commodity	Variety/Type	Reported Acreage	Determined Acreage	Difference
1621	Any (I) Producer		CORN	SWH	5.00	8.50	3.50

833 Web-Based FSA-468 Reports (Continued)

F Farms Having FAV’s Not Reported and/or Certified Report

The Farms Having FAV’s Not Reported and/or Certified Report lists farms that have crops with a land use code of “F” where reported acreage for the crop is zero “0” and determined acreage for the crop is greater than zero “0”. The following is an example of the Farms Having FAV’s Not Reported and/or Certified Report.

State:	United States Department of Agriculture					Prepared Date:01/18/2017	
County:	Farm Service Agency					Page:1 of 1	
FSA-468 2017 Notice of Determined Acreage by Spot Check						Farms:1	
Farms Having FAV's not Reported and/or Certified							
Farm Number	Operator	CCID	Crop/Commodity	Variety/Type	Reported Acreage	Determined Acreage	Difference
1621	Any (1) Producer		CORN	SWH	0.00	2.00	2.00

G Crop/Commodity Out of Tolerance Report

Farms that have crops and/or other commodities that are out of tolerance will be listed on the Crop/Commodity Out of Tolerance Report. This report will include all crops and commodities that are considered to be out of tolerance, including covered commodities.

Note: Crops and commodities are printed on FSA-468 but do **not** have corresponding footnotes.

County Offices will use the Crop/Commodity Out of Tolerance Report to assist in ascertaining “good faith” status according to paragraphs 834 and 835. The following is an example of the Crop/Commodity Out of Tolerance Report.

State:	United States Department of Agriculture					Prepared Date:10/08/2020
County:	Farm Service Agency					Page:1 of 1
FSA-468 2021 Notice of Determined Acreage by Spot Check						Farms:1
Crop/Commodities out of Tolerance						
Farm Number	Operator	CCID	Crop/Commodity	Reported Acreage	Determined Acreage	Difference
1234	Any (1) Producer		PEACH	3.48	1.00	2.48
			WHEAT	10.41	0.00	10.41

Important: Tolerance is not calculated for crops and/or commodities reported with measured or official status and those crops will not be listed on the Crop/Commodity Out of Tolerance Report. For acreage discrepancies, “good faith” shall be determined according to paragraphs 834 and 835.--*

834 Crop Acreage Discrepancies

A Discrepancies

For discrepancies, COC will:

- determine what program benefits have been based on the specific crop acreage
- see to the specific program procedure to determine whether:
 - program requirements have been met
 - producers remain eligible for all or a portion of the program payments or benefits.

835 Total Cropland Results of Acreage Reporting Determinations

A General Rule

County Offices will consider all acreage reports for total cropland as filed in good faith by the producer unless COC determines that a good faith effort to accurately report the acreage was not made because the report was knowingly and willfully falsified.

B County Office Action

After spot checks are complete, County Offices will follow this table.

Step	Action
1	<p>CED will determine questionable cases to be forwarded to COC for review to determine whether the producer filed an acreage report for all cropland on the *--farm(s) in good faith as required for ARCPLC, MAL’s, and LDP’s.--*</p> <p>Note: Questionable cases include cases in which CED believes the producer knowingly and willfully filed a false acreage report or failed to comply with the requirements to file an acreage report.</p>
2	<p>COC will:</p> <ul style="list-style-type: none"> • review all questionable cases referred by CED • make “no good faith” determinations when COC determines the producer *--knowingly and willfully failed to submit or falsified the acreage report for the farms.--*
3	<p>In cases where “no good faith” determinations are made, according to step 2, the *--County Office shall notify producer in writing that he or she is ineligible for all payments or benefits for ARCPLC, MAL’s, and LDP’s for the applicable farm(s), and provide the producer an opportunity to request reconsideration of--* COC’s determination.</p>