

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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

**Amendment 9**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 101 D has been amended to update other applications and services available on the CARS Menu.

Subparagraph 103.5 A has been amended to update the note to reference information on automatic termination of continuous certification crops.

Subparagraph 103.5 B has been amended to include a reference for County Office action due to a Farm Records change.

Subparagraph 103.5 C has been amended to update actions required on the FSA-578 due to a change in Farm Records.

Subparagraph 104 B has been amended to update the Crop Acreage Reports Screen.

Subparagraph 104 C has been amended to update the table to include the Print FSA-578 option.

Subparagraph 106 B has been amended to update the Tract Selection Screen.

Subparagraph 108 B has been amended to update procedure for calculating the tolerance when setting the fully reported cropland indicator.

Subparagraph 161 B has been amended to update the CARS Menu.

Subparagraph 162 D has been amended to remove procedure to restrict a reporting quantity from being loaded that is greater than the total farmland acres in Farm Records.

## **Amendment Transmittal (Continued)**

### **A Reasons for Amendment (Continued)**

Subparagraph 162 D has been amended to update CARS screens and reports that will include the FSA physical location.

Subparagraph 162 H has been amended to update the Bulk Copy Screen.

Subparagraph 162 I has been amended to include the “Submit and Review” button.

Subparagraph 162.5 D has been amended to update the Crop Review, Certify by Farm and Determined Quantity Screens.

Subparagraph 162.5 E has been amended to update the Crop Review Screen.

Subparagraph 164 B has been amended to update the Crop Acreage Reports Screen.

Subparagraph 164 G has been amended to update the Determined Quantity Screen.

Subparagraph 216 B has been amended to update the Certify by Farm Screen.

Subparagraph 216 H has been amended to update the Certify by Producer – Crop Selection Screen.

Subparagraph 217 C has been amended to include a note to reference subparagraph 103.5 C for County Office action required due to a Farm Records change.

Subparagraph 217 D has been amended to:

- include a note indicating a continuous certification election cannot be made in the previous program year after the initial October 1 rollover process is completed
- correct a typographical error.

Subparagraph 217 E has been amended to update the Certify by Farm Screen.

Subparagraph 270 B has been amended to update the Crop Review Screen.

Subparagraph 273 B has been amended to update the Revise Tract Screen.

## **Amendment Transmittal (Continued)**

### **A Reasons for Amendment (Continued)**

Subparagraph 274 C has been amended to update CARS screens and reports that will include the FSA Physical Location.

Subparagraph 275 B has been amended to update the Revise Shares Screen.

Subparagraph 276 I has been amended to update the Delete Fields Screen.

Subparagraph 277 A has been amended to add the FSA-578 (Operator Print) as an FSA-578 print option.

Subparagraph 277 B has been amended to update the Reports Screen.

Subparagraph 277 C has been amended to add the FSA-578 (Operator Print) as an FSA-578 print option.

Subparagraph 277 H has been added to include procedure for the FSA-578 (Operator Print).

Subparagraph 339 A has been amended to update procedure to provide that a tolerance will no longer be considered when generating the following reports:

- Farms with ARC/PLC Contract and Unreported Cropland. This reported is available beginning with 2014.
- Farms with ACRE Contract and Unreported Cropland. This reported is available for 2014 and prior years.
- Farms with DCP Contract and Unreported Cropland. This reported is available for 2013 and prior years.
- Farms with Fully Reported Cropland.

**Amendment Transmittal (Continued)**

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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:

- NAP Application
- ACRSI Inquiry Service
- FSA Applications.



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



## 102 State, County, and Program Year Selection

### A Overview

State and County Offices now have access to:

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

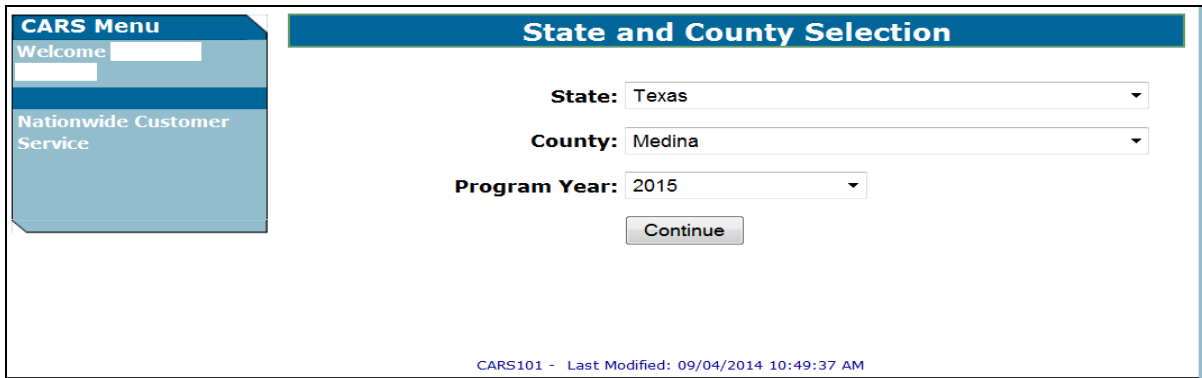
The State and county will be automatically set by default based on the user's role. The user will have capability to select a different State and/or county through the normal CARS process or by Nationwide Customer Service as needed.

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

102 State, County, and Program Year Selection

**B State and County Selection Screen**

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



**C Action**

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

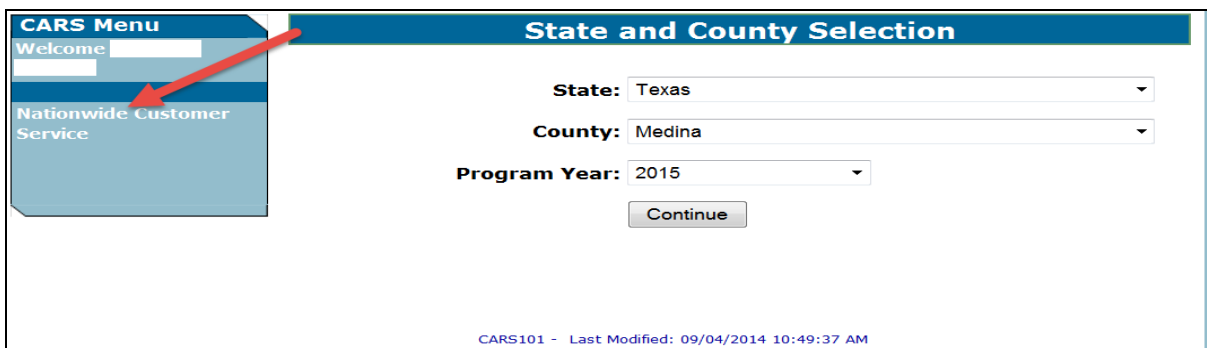
- State and county, if not previously set by default
- program year, if not previously set by default.

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

**D Nationwide Customer Service**

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

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



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

103 Farm Selection (Continued)

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

Error Message	Description	Corrective Action
<p>“Fields with End Year or Continuous Certification cannot rollover because the field number(s) do not exist in Web Farm Records for 2017. Invalid fields are: ___” “Warning: Continuous Certification was terminated. Fields Do Not Exist in Farm Records: CROP/TYPE/INTENDED USE”.</p> <p><b>Notes:</b> 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>Fields that are dropped during rollover due to invalid field numbers will <b>not</b> show on CARS status report “Farms with Deleted Field Due to Deleted Field Number in Farm Records”.</p>	<p>This message will occur 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>Due to the invalid field number, the user will need to reenter the FSA-578 data using the correct/current year field number in the current CARS program year. As needed.</p> <p><b>Important:</b></p> <p>The producer will also need to reelect continuous certification, if applicable.</p>
<p>Multiple browser tabs or windows for CARS have been detected. The application does not currently support this.</p> <p><b>Note:</b> It is also possible that the user may have closed the browser window without logging out of CARS. The user may click the “Start Over” button and continue working.</p>	<p>This message will be displayed when the user has multiple CARS tabs or windows open.</p>	<p>The user will need to either close the current window/tab and return to the previous one, or CLICK “Start Over” to load the FSA-578 data all over.</p> <p><b>Note:</b> If the user chooses to start over, all tabs will be invalidated and any saved changes will be lost.</p>

**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.--\*

**B CARS Crop Certification After a Farm Records Reconstitution**

When moving crop/field data from the parent farm/tract to the child farm/tract, crops previously certified on the parent farm/tract will remain certified once the crop information is moved to the child farm/tract. If the crop is **not** certified on the parent farm/tract, the crop will **not** be certified when CARS moves the data to the child farm/tract.

**\*--Important:** See subparagraph C for required County Office action due to a Farm Records change.

**C Action**

County Offices will use the following table for actions required on the FSA-578 in CARS due to a Farm Records reconstitution.

<b>IF...</b>	<b>AND...</b>	<b>THEN...</b>
a reconstitution results in a farm number or tract number change only	crop data is loaded to the parent farm and/or tract number in CARS	<ul style="list-style-type: none"> <li>• crop data will be automatically moved from the parent farm/tract to the child farm/tract according to subparagraph B</li> <li>• if the crop(s) was certified on the parent farm/tract, the crop(s) will remain certified on the child farm</li> <li>• if the crop(s) was <b>not</b> certified on the parent farm/tract, the crop(s) will <b>not</b> be certified on the child farm.</li> </ul>

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103.5 CARS Data and Farm Records Reconstitutions (Continued)

C Action (Continued)

\*--

IF...	AND...	THEN...
<p>a reconstitution results in anything other than a farm number and/or tract number change</p>	<p>crop data is loaded to the parent farm and/or tract number in CARS</p>	<ul style="list-style-type: none"> <li>• crop data will be automatically moved from the parent farm/tract to the child farm/tract; <b>and</b></li> <li>• all crop data for the child farm/tract will be automatically <b>uncertified</b></li> <li>• County Offices <b>must</b> recertify crops as needed.</li> </ul>
<p>a field number is renumbered/removed during a tract combination</p>	<ul style="list-style-type: none"> <li>• crop data is loaded in CARS for other field numbers associated with the parent tract(s); <b>and</b></li> <li>• <b>no</b> crop data is loaded for the field number affected by the tract combination</li> </ul>	<ul style="list-style-type: none"> <li>• crop data for all fields associated with the parent tract(s) will be automatically moved to the child tract(s); <b>and</b></li> <li>• all crop data for the farm will be automatically <b>uncertified</b></li> <li>• County Office <b>must</b> recertify crops as needed.</li> </ul>
<p>a field number is renumbered/removed during a tract combination</p>	<ul style="list-style-type: none"> <li>• crop data is loaded in CARS for other field numbers associated with the parent tract(s); <b>and</b></li> <li>• crop data is also loaded for the field number affected by the tract combination</li> </ul>	<ul style="list-style-type: none"> <li>• crop data for the field number(s) affected by the tract combination will be automatically moved to the renumbered field(s) on the combined child tract in CARS if CLU was <b>not</b> modified in GIS</li> </ul> <p><b>Note:</b> If CLU was modified in GIS, the data for the field number(s) affected by the tract combination will <b>not</b> be moved.</p> <ul style="list-style-type: none"> <li>• all crop data for other fields not affected by the field number change will be automatically moved to the child tract(s); <b>and</b></li> <li>• all crop data for the farm will be automatically <b>uncertified</b></li> <li>• County Office <b>must</b> recertify crops as needed.</li> </ul> <p><b>Note:</b> Use CARS report “Farms with Deleted Fields in CARS Due to Deleted Fields in Farm Records” to identify deleted field data.</p>

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103.5 CARS Data and Farm Records Reconstitutions (Continued)

C Action (Continued)

\*--

IF...	AND...	THEN...
a reconstitution results in a producer being removed from the farm	the producer is loaded to the parent farm/tract with a share in the crop	<ul style="list-style-type: none"> <li>• crop data will be automatically moved to the child farm/tract</li> <li>• the deleted producer will remain on the child farm/tract with an active share in the crop; <b>and</b></li> <li>• all crop data for the child farm will be automatically <b>uncertified</b></li> <li>• County Office <b>must</b> recertify crops as needed.</li> </ul> <p><b>Note:</b> Use CARS report “Farms with Deleted Producers with Active Shares” to identify deleted producers.</p>

**Note:** If a field number is deleted in Farm Records that is **not** due to a reconstitution, the crop data for the affected field number will be deleted from CARS. All other crop data for the farm will be automatically **uncertified**. See subparagraph 162 D for information on loading field numbers.--\*

## 104 Farm Information

### 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”
  - “Fully Certified / Not 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 paragraphs 103 and 105 for rollover errors.



104 Farm Information (Continued)

B Crop Acreage Reports Screen

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

\*--

Crop Acreage Reports																	
Year: 2020	State:	County:															
<b>Operator Information</b>																	
Operator Name:																	
Farm	Status ?	Last Updated															
323	Not Certified / Fully Reported	07/19/2019															
<table border="0"> <tr> <td>Print Map</td> <td>Refresh Farm Data</td> <td>Continuous Certification</td> </tr> <tr> <td></td> <td>Print FSA-578</td> <td></td> </tr> <tr> <td>Record Acreage</td> <td>Revise Shares</td> <td>Determined Quantity</td> </tr> <tr> <td>Certify by Farm</td> <td>Certify by Producer</td> <td>Delete</td> </tr> <tr> <td>Farm Summary</td> <td>Tract Summary</td> <td>Cancel</td> </tr> </table>			Print Map	Refresh Farm Data	Continuous Certification		Print FSA-578		Record Acreage	Revise Shares	Determined Quantity	Certify by Farm	Certify by Producer	Delete	Farm Summary	Tract Summary	Cancel
Print Map	Refresh Farm Data	Continuous Certification															
	Print FSA-578																
Record Acreage	Revise Shares	Determined Quantity															
Certify by Farm	Certify by Producer	Delete															
Farm Summary	Tract Summary	Cancel															

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**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.

See paragraph 340 for map printing procedures.

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 “?” next to the status header to display a list of status descriptions. The following table provides a list of available statuses and the descriptions.</p> <table border="1"> <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 <b>and</b> no cropland is reported and certified.</td> </tr> <tr> <td>Not Certified/ Fully Reported</td> <td>No reported fields are certified <b>and</b> the farm has no cropland. <b>Note:</b> 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 <b>and</b> not all cropland is reported and certified.</td> </tr> <tr> <td>Partially Certified/ Fully Reported</td> <td>Not all reported fields are certified <b>and</b> all cropland is reported and certified.</td> </tr> <tr> <td>Fully Certified/ Partially Reported</td> <td>All reported fields are certified <b>and</b> not all cropland is reported and certified.</td> </tr> <tr> <td>Fully Certified/ Fully Reported</td> <td>All reported fields are certified <b>and</b> all cropland is reported and certified.</td> </tr> <tr> <td>Fully Certified/ Not Reported</td> <td>All reported fields are certified <b>and</b> no cropland is reported and certified.</td> </tr> </tbody> </table> <p><b>Important:</b> To be considered reported, the reported cropland acreage <b>must</b> be certified.</p>	Status	Description	Not Created	No acreage report is created for this farm.	Not Certified/ Not Reported	No reported fields are certified <b>and</b> no cropland is reported and certified.	Not Certified/ Fully Reported	No reported fields are certified <b>and</b> the farm has no cropland. <b>Note:</b> In this case, the fully reported indicator is set automatically.	Partially Certified/ Partially Reported	Not all reported fields are certified <b>and</b> not all cropland is reported and certified.	Partially Certified/ Fully Reported	Not all reported fields are certified <b>and</b> all cropland is reported and certified.	Fully Certified/ Partially Reported	All reported fields are certified <b>and</b> not all cropland is reported and certified.	Fully Certified/ Fully Reported	All reported fields are certified <b>and</b> all cropland is reported and certified.	Fully Certified/ Not Reported	All reported fields are certified <b>and</b> no 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 <b>and</b> no cropland is reported and certified.																		
Not Certified/ Fully Reported	No reported fields are certified <b>and</b> the farm has no cropland. <b>Note:</b> In this case, the fully reported indicator is set automatically.																		
Partially Certified/ Partially Reported	Not all reported fields are certified <b>and</b> not all cropland is reported and certified.																		
Partially Certified/ Fully Reported	Not all reported fields are certified <b>and</b> all cropland is reported and certified.																		
Fully Certified/ Partially Reported	All reported fields are certified <b>and</b> not all cropland is reported and certified.																		
Fully Certified/ Fully Reported	All reported fields are certified <b>and</b> all cropland is reported and certified.																		
Fully Certified/ Not Reported	All reported fields are certified <b>and</b> no cropland is reported and certified.																		

## 104 Farm Information (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.
Print Map	Click this button to generate/print a map for the selected farm and tract. See paragraph 340 for additional information on CARS maps.
Refresh Farm Data	Click this button to update farm records data in CARS.  <b>Example:</b> A producer is added to farm records, but is <b>not</b> available in CARS.  <b>Notes:</b> After users CLICK “Refresh Farm Data”, user <b>must</b> CLICK “Add Producer” to assign the share to the updated producer.  The "Refresh Farm Data" option does not apply to farm/tract reconstitutions. See subparagraph 276 B for information on farm/tract reconstitutions.
Continuous Certification	Click this button when the producer wants to elect continuous certification for a certified/approved perennial crop.  <b>Note:</b> See paragraph 217 for CARS continuous certification procedure.
*--Print FSA-578	Click this button to generate/print an FSA-578 for the selected farm.--*
Record Acreage	Click this button to record acreage and share information for the farm.
Revise Shares <u>1/</u>	Click this button to change shares for a single field or multiple fields recorded for the farm. The Revise Shares Screen will be displayed.  <b>Note:</b> When using this option, shares must be the same across all selected fields.
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>	Click this button to certify multiple farms, tracts, and fields associated with the selected producer as an owner, operator, or other tenant.  <ul style="list-style-type: none"> <li>• Owner – farms, tracts, and fields for which the producer is an owner will be displayed, regardless of shared interest in the crop.</li> <li>• Operator – farms, tracts, and fields for which the producer is an operator will be displayed, regardless of shared interest in the crop.</li> <li>• Other Tenant – farms, tracts, and fields for which they have a shared interest in the crop will be displayed.</li> </ul>
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.

## 105 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 <b>not</b> valid for 2012.  <b>Note:</b> This message will display for 2012 CARS <b>only</b> .	Correct the planting period as applicable.

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
<input type="button" value="Continue"/> <input type="button" value="Revise Tract"/> <input type="button" value="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	<b>IF...</b>	<b>THEN the...</b>
	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.

**108 Total Reported Cropland (Continued)****\*--B Cropland Comparison Tolerance**

To account for minor acreage differences when setting the fully reported cropland indicator, software will:

- automatically calculate a tolerance between total cropland on the farm and reported cropland
- set the fully reported indicator accordingly.

If within the following tolerance, the fully reported indicator will be set to “Y”. The tolerance is the larger of the following:

- 1 percent of the cropland
- .5 acre.

The maximum tolerance is 10 acres.

The tolerance will not run until all reported crops are certified.

**Important:** The tolerance will be calculated when setting the fully reported cropland indicator **only** and will not run until all reported crops are certified. The fully reported cropland indicator is set behind the scene.

The tolerance will **not** be calculated for cropland totals displayed in CARS, status descriptions, status reports, the FSA-578, producer print, and/or operator print.--\*

**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”.

**109-160 (Reserved)**



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. Exhibit 10 contains the valid current year’s crops and crop characteristics. The crops in Exhibit 10:

- 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.

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:** 2019      **State:**      **County:**

- \* Predominant Code
- \* Crop/Commodity
- \* Variety/Type
- \* Intended Use
- \* Irrigation Practice
- \* Organic Status
- \* Reporting Unit
- \* Crop Status
- \* Supplemental Status
- Concurrent Planting
- Land Use
- Planting Pattern
- \* Cropland Status
- \* Planting Period
- \* RMA Cropping Practice

**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. For information, 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.--\*

162 Loading Crop and Acreage Information (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Action						
Field Number (Cont.)	<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 <b>not</b> exceed 2 alpha characters. The field number <b>cannot</b> 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>						
Subfield	<p>Enter the applicable subfield associated with the field number as needed. The subfield <b>cannot</b> exceed 2 characters.</p>						
Reported Quantity	<p>Reported quantity will be automatically defaulted based on the acreage for the field number/CLU in Web Farm Records. Users will be able to change the defaulted acreage as needed.</p> <p>Reported quantity can be entered in tenths, hundredths, thousandths, or ten thousandths.</p> <table border="1" data-bbox="500 982 1458 1373"> <thead> <tr> <th data-bbox="500 982 846 1094">IF...</th> <th data-bbox="846 982 1458 1094">THEN the following message will be displayed on the Report of Acreage Screen...</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 1094 846 1339">the reported quantity entered in CARS is greater than the <b>CLU</b> acreage in Web Farm Records</td> <td data-bbox="846 1094 1458 1339"> <p>“Warning: Field 1 has been over reported. Field Reported Acres: “ ”, Field Acres “ ” will be displayed.</p> <p><b>Note:</b> This is a warning message only. This will not stop FSA-578 from being processed.</p> </td> </tr> <tr> <td data-bbox="500 1339 846 1373">* * *</td> <td data-bbox="846 1339 1458 1373">* * *</td> </tr> </tbody> </table>	IF...	THEN the following message will be displayed on the Report of Acreage Screen...	the reported quantity entered in CARS is greater than the <b>CLU</b> acreage in Web Farm Records	<p>“Warning: Field 1 has been over reported. Field Reported Acres: “ ”, Field Acres “ ” will be displayed.</p> <p><b>Note:</b> This is a warning message only. This will not stop FSA-578 from being processed.</p>	* * *	* * *
IF...	THEN the following message will be displayed on the Report of Acreage Screen...						
the reported quantity entered in CARS is greater than the <b>CLU</b> acreage in Web Farm Records	<p>“Warning: Field 1 has been over reported. Field Reported Acres: “ ”, Field Acres “ ” will be displayed.</p> <p><b>Note:</b> This is a warning message only. This will not stop FSA-578 from being processed.</p>						
* * *	* * *						
Predominant Code	<p>If applicable, enter the crop default assigned for the crop/crop characteristics to be entered. Once the predominant code is entered, all applicable fields will be automatically pre-populated.</p>						
Crop/Commodity	<p>Select the crop from the drop-down list. The crops listed in the drop-down list are from CVS.</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>						

162 Loading Crop and Acreage Information (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Action
Intended Use	Select the intended use from the drop-down list. The intended uses displayed will be pulled from CVS for the crop selected.
Planting Pattern	Select the planting pattern from the drop-down list. Orchard crops and crops planted in skip/strip row patterns will need additional information loaded in data fields displayed at the bottom of the screen. <b>See subparagraph F for skip/strip row and subparagraph G for orchard entries.</b>
Actual Use	This is <b>not</b> a required entry. This field is used to document the actual use of the reported crop/commodity when the actual use is different than the intended use.
Irrigation Practice	Select the irrigation practice from the drop-down list.
Crop Status	Select the crop status from the drop-down list. Crop statuses for the crop are pulled from CVS. If the crop status is not available for the crop on CVS, the crop status will <b>not</b> be available for selection for the crop in CARS. Only acres associated with crop status “Initial” and “Experimental” will be counted when calculating total reported cropland for the farm. Reporting quantity associated with reporting unit AUM, colonies, and taps will <b>not</b> be counted when calculating total reported cropland for the farm. See Exhibit 11 for crop status definitions.
Supplemental Status	<p>Select the supplemental status from the drop-down list. The selection options are “Not Applicable”, “Not Planted”, “Planted”, “Prevented”, “Failed”, or “Volunteer”.</p> <p><b>Notes:</b> The “Not Planted” option will be available for 2011 and 2012 only.</p> <p>The “Not Applicable” option will be available beginning with 2015 and will be selected when reporting idle, skip rows, water impoundment structures, etc. Supplemental status “Planted” will be automatically defaulted for cover crops.</p>

162 Loading Crop and Acreage Information (Continued)

D Entering Crop/Commodity Information (Continued)

Field	Action
Field ID	<p>This is <b>not</b> a required field. Enter up to 4 characters to record additional information about the crop acreage being reported.</p> <p><b>Example:</b> No Till, Wetlands, etc.</p> <p><b>Note:</b> This field is used for informational purposes only.</p>
NAP Unit	<p>After the user clicks “<b>Submit</b>” on the Report of Acreage Screen, this field will be automatically populated based on available NAP units from the NAP Unit Table.</p> <p><b>Notes:</b> 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 “<b>Revise</b>” on the Crop Review Screen.</p> <p>The populated NAP unit number shall be manually overridden <b>only</b> when the relationship based on producer type documented on FSA-578 does <b>not</b> match the actual farming relationship.</p>
RMA Cropping Practice	<p>Select the applicable RMA cropping practice from the drop-down list.</p> <p><b>Notes:</b> When skip/strip is selected as the planting pattern, the RMA Cropping Practice will automatically populate as “043-Skip Row”.</p> <p>See paragraph 397 for additional information for 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 <b>only</b> when the relationship based on producer type on FSA-578 does <b>not</b> match the actual farming relationship.</p> <p><b>Note:</b> The override checkbox will be available once the crop information is saved and the automatic NAP unit has been populated.</p>
FSA Physical Location	<p>*--This information will be automatically populated for the following:</p> <ul style="list-style-type: none"> <li>• FSA-578</li> <li>• FSA-578 (Producer Print)</li> <li>• FSA-578 (Operator Print)</li> <li>• tract information header</li> <li>• Report of Acreage Screen.--*</li> </ul>
Multi-Intended Use	<p>This data field will be populated as “N”. Select “Y” when the producer is reporting more than one intended use for a specific crop according to paragraph 162.5.</p>

## 162 Loading Crop and Acreage Information (Continued)

**E Skip/Strip Row Information**

\*--The following list of skip/strip options will be available for selection. Skip/strip selection is **required** when planting pattern skip/strip is selected. The skip/strip code shown in the following table are used as a reference and will **not** be displayed in CARS.

**Important:** Because of the new required entries for skip/strip for 2019, FSA-578 records with an End Year in 2018 CARS will **not** be rolled to 2019 CARS. The user will need to manually load the acreage report data as applicable.

<b>Code</b>	<b>Number of Crop Rows/ Number of Non Crop Rows</b>	<b>Crop Row Width/ Skip/Strip Row Width</b>	<b>Conversion Factor</b>
01	1 planted 1 skipped	30 inch	66.67%
02	1 planted 1 skipped	32 inch	62.50%
03	1 planted 1 skipped	36 inch	55.56%
11	1 planted 1 skipped	40 inch	50.00%
21	2 planted 1 skipped	30 to 40 inch	66.67%
22	2 planted 2 skipped	30 to 40 inch	50.00%
31	3 planted 1 skipped	30 to 40 inch	75.00%
32	3 planted 2 skipped	30 to 40 inch	60.00%
41	4 planted 1 skipped	30 to 40 inch	80.00%
42	4 planted 2 skipped	30 to 40 inch	66.67%
44	4 planted 4 skipped	30 to 40 inch	50.00%
51	5 planted 1 skipped	30 to 40 inch	83.33%
52	5 planted 2 skipped	30 to 40 inch	71.43%
61	6 planted 1 skipped	30 to 40 inch	85.71%
62	6 planted 2 skipped	30 to 40 inch	75.00%
71	7 planted 1 skipped	30 to 40 inch	87.50%
72	7 planted 2 skipped	30 to 40 inch	77.77%
81	8 planted 1 skipped	30 to 40 inch	88.89%
82	8 planted 2 skipped	30 to 40 inch	80.00%
99	Other patterns	FSA Rules	FSA Rules

--\*

162 Loading Crop and Acreage Information (Continued)

\*--F Calculating Planted Acreage for Skip/Strip Information (Continued)

Data Field	Automatic Entry
Concurrent Planting	Populate based on the concurrent planting entered for the crop planted acres
Supplemental Status	Not planted
RMA Cropping Practice	043 - Skip Row
Reporting Unit	Populate based on the reporting unit entered for the crop planted acres
Land Use	None
Planting Period	Populate based on the planting period entered for the crop planted acres
Field ID	Blank
Shares	Populate based on the shares entered for the crop planted acres
Nap Unit	Populate based on the nap unit generate for the shares entered for the crop planted acres

--\*

**G 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

Row Width (in feet)

Spacing of Trees (in feet)

Age Of Trees

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

162 Loading Crop and Acreage Information (Continued)

H Bulk Copy Screen

Users have the capability to use the bulk copy option to copy pre-existing crop information across a single tract or across multiple tracts. Crop data entered on the Report of Acreage Screen will be automatically saved when users CLICK “Submit” and “Bulk Copy” on the Report of Acreage Screen. The following is an example of the Bulk Copy Screen.

**Important:** When using bulk copy, crop data for the field on the Report of Acreage Screen will be automatically copied to the field(s) selected on the Bulk Copy Screen.

**Exception:** Tract number, field number, subfield, reported quantity, planting date, and field ID. This data must be manually loaded.

\*--

**Bulk Copy**

Year: 2020      State: .      County:

---

**Farm Information**

Farm Number: \_\_\_\_\_ Total Rpt Cropland: 36.72 or 116.87  
 Operator Name: \_\_\_\_\_

---

**Tract Information**

Tract Number: 515      Tract Rpt Cropland: 36.72 or 116.87  
 FSA Physical Location: \_\_\_\_\_  
 Tract Owner(s): \_\_\_\_\_

---

Tract Number	Field Number	FSA Physical Location	Crop/Comm	Var/Type	Int Use	Irr Prc	Crop Status	Cropland Status
515	2		WHEAT	HRW	GR	N	I	Y

---

List of Tract Producers

Name	Role	Share %
	Owner/Operator	50.00
	Other Tenant	25.00
	Other Tenant	25.00

---

Line #	* Tract Number	* Field Number	Subfield Number	* Reported Quantity	* Planting Date MM/DD/YYYY	Field ID
1	515	Select				
2	515	Select				
3	515	Select				
4	515	Select				
5	515	Select				
6	515	Select				
7	515	Select				
8	515	Select				
9	515	Select				
10	515	Select				

---

--\*

**Note:** CARS will display an applicable error message if data for the field being copied, from on the Report of Acreage Screen, does not match the crop data for the field to which the information is being copied. Bulk copy will **not** be processed until all errors are resolved.

**Example:** Cropland status must be the same for each field being copied.

162 Loading Crop and Acreage Information (Continued)

I Options Available on the Bulk Copy Screen

The following table provides a description of the options available on the Bulk Copy Screen.

<b>Button</b>	<b>Result</b>
Submit and Add	Click this button to save acreage report information. The Report of Acreage Screen will be displayed.
Submit and Certify	Click this button to save acreage report information. The Certification Screen will be displayed.
Submit and Bulk Copy	Click this button to save acreage report information. The Bulk Copy Screen will continue to be displayed.
*--Submit and Review	Click this button to save the acreage report information. The Review Crop Screen will be displayed.--*
Review Crop	Click this button to review acreage report information. The Review Crop Screen will be displayed.

**\*--162.5 Loading More Than One Intended Use for a Crop**

**A Overview**

Beginning with program year 2019, CARS will allow more than one intended use to be loaded for specific crops according to paragraph 84.

**Notes:** For the initial software release, multiple intended uses will be restricted to Grazing (GZ) and Grain (GR) **only**.

Acreage associated with a crop loaded with multiple intended uses will be counted only once when calculating total reported cropland for the farm.

**B Example of “Multi-Intended Use” Option**

Following is an example of the “Multi-Intended Use” options. This option is available on the Report of Acreage Screen.

**Report of Acreage**

Year: 2019 State: County:

**Farm Information**  
Farm Number: 257 Total Rpt Cropland: 0.00 of 31.57  
Operator Name:

**Tract Information**  
Tract Number: 214 Tract Rpt Cropland: 0.00 of 31.57  
FSA Physical Location:

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

FSA Physical Location  
\* Field Number Select  
Subfield  
\* Reported Quantity  
Planting Date (MM/DD/YYYY)

\* Cropland Status  
Native Sod Conversion  
Reporting Unit Acres  
End Year (YYYY)

Predominant Code Select  
\* Crop/Commodity Select  
\* Variety/Type None

\* Intended Use None  
Actual Use None  
\* Irrigation Practice None  
\* Planting Pattern Solid  
\* Crop Status None  
\* Supplemental Status None  
\* Organic Status Conventional

\* RMA Cropping Practice No Cropping Practice Specified

Land Use None  
Actual Land Use None  
Multi-Intended Use N  
\* Planting Period None  
\* Concurrent Planting None  
\* Official/Measured None  
Field ID

--\*

162.5 Loading More Than One Intended Use for a Crop (Continued)

D Identifying A Crop Loaded With Multiple Intended Uses

To identify a crop that is loaded with more than one intended use, CARS will display a number identifier next to the intended use. The number identifier will indicate the order in which the intended use was loaded in CARS. County Office will follow policy rules when loading primary/predominant intended uses as applicable.

The following is an example of the Crop Review Screen with a crop loaded with more than one intended use.

\*--

Crop Review											
Year: 2019		State:				County:					
Farm Information											
Farm Number: 257						Total Rpt Cropland: 14.05 of 31.57					
Operator Name:											
Tract Information											
Tract Number: 214						Tract Rpt Cropland: 14.05 of 31.57					
FSA Physical Location:											
Tract Owner(s):											
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"/>	1	WHEAT	HAD	1-GR	N	C	14.05	-	I	01	-
<input type="radio"/>	1	WHEAT	HAD	2-GZ	N	C	14.05	-	I	01	-
				Add		Revise		Copy			
				Certify		Bulk Copy		Delete			

The following is an example of the Certify by Farm Screen with a crop loaded with more than one intended use.

Certify by Farm												
Year: 2019		State:				County:						
Farm Information												
Farm Number: 257						Total Rpt Cropland: 14.05 of 31.57						
Operator Name:												
Tract Information												
Tract Number: 214						Tract Rpt Cropland: 14.05 of 31.57						
FSA Physical Location:												
Tract Owner(s):												
Signature Date (MM/DD/YYYY) <input type="text"/>												
Tract Num	Field Num	Crop/Comm	Var/Type	Int Use	Irr Prc	Organic Status	Rpt Qty	Det Qty	Crop Status	Planting Period	Field ID	Cert Date
<input type="checkbox"/>	214	1	WHEAT	HAD	1-GR	N	C	14.05	-	I	01	08/30/2018
<input type="checkbox"/>	214	1	WHEAT	HAD	2-GZ	N	C	14.05	-	I	01	-
				Certify		Certify and Print						
				Print		Uncertify						
				Continuous Certification		Back						

--\*

162.5 Loading More Than One Intended Use for a Crop (Continued)

D Identifying A Crop Loaded With Multiple Intended Uses (Continued)

The following is an example of the Determined Quantity Screen with a crop loaded with more than one intended use.

\*--

Determined Quantity												
Year: 2019			State:				County:					
<b>Farm Information</b>												
Farm Number: 257									Total Rpt Cropland: 14.05 of 31.57			
Operator Name:												
<b>Crop/Comm: WHEAT</b>												
Tract Num	Field Num	Var/Type	Int Use	Irr Prc	Organic Status	Crop Status	Planting Period	Field ID	Rpt Qty	Det Qty	Official Measured	
214	1	HAD	1-GR	N	C	I	01	-	14.05		None	
214	1	HAD	2-GZ	N	C	I	01	-	14.05		None	
										Submit	Cancel	

--\*

E Revising a Crop With More Than One Intended Use

The following table provides information for revising a crop with multiple intended uses.

Step	Action																																																																																																																																																																																																											
1	<p>Select the radio button next to the crop/intended use to be revised on the Crop Review Screen.</p> <p>*--</p> <table border="1"> <thead> <tr> <th colspan="13">Crop Review</th> </tr> <tr> <td colspan="3">Year: 2019</td> <td colspan="4">State:</td> <td colspan="6">County:</td> </tr> </thead> <tbody> <tr> <td colspan="13"><b>Farm Information</b></td> </tr> <tr> <td colspan="9">Farm Number: 257</td> <td colspan="4">Total Rpt Cropland: 23.91 of 31.57</td> </tr> <tr> <td colspan="13">Operator Name:</td> </tr> <tr> <td colspan="13"><b>Tract Information</b></td> </tr> <tr> <td colspan="9">Tract Number: 214</td> <td colspan="4">Tract Rpt Cropland: 23.91 of 31.57</td> </tr> <tr> <td colspan="13">FSA Physical Location:</td> </tr> <tr> <td colspan="13">Tract Owner(s):</td> </tr> <tr> <th colspan="13">Review of crop acreage data at tract level</th> </tr> <tr> <th>Field Number</th> <th>Crop/Comm</th> <th>Var/Type</th> <th>Int Use</th> <th>Irr Prc</th> <th>Org Status</th> <th>Rpt Qty</th> <th>Det Qty</th> <th>Crop Status</th> <th>Planting Period</th> <th>Field ID</th> </tr> <tr> <td><input checked="" type="radio"/></td> <td>1</td> <td>WHEAT</td> <td>HAD</td> <td>1-GR</td> <td>N</td> <td>C</td> <td>14.05</td> <td>-</td> <td>I</td> <td>01</td> <td>-</td> </tr> <tr> <td><input type="radio"/></td> <td>1</td> <td>WHEAT</td> <td>HAD</td> <td>2-GZ</td> <td>N</td> <td>C</td> <td>14.05</td> <td>-</td> <td>I</td> <td>01</td> <td>-</td> </tr> <tr> <td><input type="radio"/></td> <td>3</td> <td>PEAS</td> <td>ENG</td> <td>FH</td> <td>N</td> <td>C</td> <td>9.86</td> <td>-</td> <td>I</td> <td>01</td> <td>-</td> </tr> <tr> <td colspan="10"></td> <td>Add</td> <td>Revise</td> <td>Copy</td> </tr> <tr> <td colspan="10"></td> <td>Certify</td> <td>Bulk Copy</td> <td>Delete</td> </tr> </tbody> </table> <p>CLICK "Revise". The Report of Acreage Screen will be displayed.</p>	Crop Review													Year: 2019			State:				County:						<b>Farm Information</b>													Farm Number: 257									Total Rpt Cropland: 23.91 of 31.57				Operator Name:													<b>Tract Information</b>													Tract Number: 214									Tract Rpt Cropland: 23.91 of 31.57				FSA Physical Location:													Tract Owner(s):													Review of crop acreage data at tract level													Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Org Status	Rpt Qty	Det Qty	Crop Status	Planting Period	Field ID	<input checked="" type="radio"/>	1	WHEAT	HAD	1-GR	N	C	14.05	-	I	01	-	<input type="radio"/>	1	WHEAT	HAD	2-GZ	N	C	14.05	-	I	01	-	<input type="radio"/>	3	PEAS	ENG	FH	N	C	9.86	-	I	01	-											Add	Revise	Copy											Certify	Bulk Copy	Delete
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Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Org Status	Rpt Qty	Det Qty	Crop Status	Planting Period	Field ID																																																																																																																																																																																																		
<input checked="" type="radio"/>	1	WHEAT	HAD	1-GR	N	C	14.05	-	I	01	-																																																																																																																																																																																																	
<input type="radio"/>	1	WHEAT	HAD	2-GZ	N	C	14.05	-	I	01	-																																																																																																																																																																																																	
<input type="radio"/>	3	PEAS	ENG	FH	N	C	9.86	-	I	01	-																																																																																																																																																																																																	
										Add	Revise	Copy																																																																																																																																																																																																
										Certify	Bulk Copy	Delete																																																																																																																																																																																																

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163 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 <b>“Submit”</b> .	The Crop Acreage Reports Screen will be displayed.
2	CLICK <b>“Record Farm Zero Acreage”</b> .	<p>The Default Producer Shares Screen will be displayed if status is “Not Created” on the Crop Acreage Reports Screen.</p> <p><b>Note:</b> If status is other than “Not Created”, the Farm Zero Acreage Crop Screen will be displayed requiring the following entries:</p> <ul style="list-style-type: none"> <li>• crop/commodity</li> <li>• variety/type</li> <li>• intended use</li> <li>• irrigation practice.</li> </ul>
3	Record required crop information and shares on the Farm Zero Acreage Crop Screen, as applicable. CLICK <b>“Submit”</b> .	The message, “The farm zero acreage crop has been successfully saved”, will be displayed.

164 Determined Acreage

A Overview

Users will have the capability to record the determined acreage quantity for crops loaded in CARS. See paragraph 954 for information on acreage determination methods.

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: 2020	State:	County:												
<b>Operator Information</b>														
Operator Name:														
Farm	Status ?	Last Updated												
323	Not Certified / Fully Reported	07/19/2019												
<table border="0"> <tr> <td>Print Map</td> <td>Refresh Farm Data Print FSA-578</td> <td>Continuous Certification</td> </tr> <tr> <td>Record Acreage</td> <td>Revise Shares</td> <td><b>Determined Quantity</b></td> </tr> <tr> <td>Certify by Farm</td> <td>Certify by Producer</td> <td>Delete</td> </tr> <tr> <td>Farm Summary</td> <td>Tract Summary</td> <td>Cancel</td> </tr> </table>			Print Map	Refresh Farm Data Print FSA-578	Continuous Certification	Record Acreage	Revise Shares	<b>Determined Quantity</b>	Certify by Farm	Certify by Producer	Delete	Farm Summary	Tract Summary	Cancel
Print Map	Refresh Farm Data Print FSA-578	Continuous Certification												
Record Acreage	Revise Shares	<b>Determined Quantity</b>												
Certify by Farm	Certify by Producer	Delete												
Farm Summary	Tract Summary	Cancel												

--\*

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

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: 2019			State:				County:					
Farm Information												
Farm Number: 257										Total Rpt Cropland: 23.91 of 31.57		
Operator Name:												
Crop/Comm: PEAS												
Tract Num	Field Num	Var/Type	Int Use	Irr Prc	Organic Status	Crop Status	Planting Period	Field ID	Rpt Qty	Det Qty	Official Measured	
214	3	ENG	FH	N	C	I	01	-	9.86	<input type="text"/>	None <input type="button" value="v"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>												

--\*

**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.

164 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.

<b>IF a spot check determines that the producer reported an incorrect...</b>	<b>THEN record findings on FSA-578 by...</b>
zero acreage report for the farm in 2012 or prior years  <b>Note:</b> A farm level zero acreage report is not available for 2013 and subsequent years.	<ul style="list-style-type: none"> <li>• deleting the farm zero crop record from CARS</li> <li>• entering the determined field with:                             <ul style="list-style-type: none"> <li>• tract</li> <li>• field number</li> <li>• crop</li> <li>• zero reported acreage</li> <li>• applicable crop characteristics as found in the field</li> </ul> </li> <li>• acreage found during spot check, as determined acres for the new field.</li> </ul>
crop in a field	entering: <ul style="list-style-type: none"> <li>• zero for determined acreage in the original field</li> <li>• the new field with:                             <ul style="list-style-type: none"> <li>• tract</li> <li>• unique field subdivision number</li> <li>• crop</li> <li>• zero reported acreage</li> <li>• applicable crop characteristics as found in the field</li> </ul> </li> <li>• acreage found during spot check, as determined acres for the new field.</li> </ul>

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

165-215 (Reserved)

Section 3 Certifying FSA-578 Data

216 Certify by Farm or Producer

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 104 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 10, as applicable. County Offices shall review all crops and acreage information with producers before certifying the acreage report in CARS.

B Certify by Farm Screen

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

\*--

Certify by Farm													
Year: 2019		State:				County:							
<b>Farm Information</b>													
Farm Number: 257										Total Rpt Cropland: 23.91 of 31.57			
Operator Name:													
Signature Date (MM/DD/YYYY) <input type="text"/>													
<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	Cert Date
<input type="checkbox"/>	214	1	WHEAT	HAD	1-GR	N	C	14.05	-	I	01	-	-
<input type="checkbox"/>	214	1	WHEAT	HAD	2-GZ	N	C	14.05	-	I	01	-	-
<input type="checkbox"/>	214	3	PEAS	ENG	FH	N	C	9.86	-	I	01	-	-
				Certify		Certify and Print							
				Print		Uncertify							
				Continuous Certification		Back							

--\*

216 Certify by Farm or Producer (Continued)

**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 this button to uncertify crop acreage previously certified.
*--Continuous Certification	Click this button to display the Continuous Certification Election Screen. This button will always be displayed even when there is no eligible continuous certification crop reported for the farm.--*
Back	Click this button to return to the Crop Acreage Reports Screen.

**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 “ <b>Submit</b> ”.	The Crop Acreage Reports Screen will be displayed.
2	CLICK “ <b>Certify</b> ”.	The Certification Screen will be displayed.
3	Enter the signature date from FSA-578 and provide the option to certify by either of the following methods: <ul style="list-style-type: none"> <li>• select the radio button in the heading bar to certify all fields in the tract</li> <li>• select the fields individually if <b>not</b> certifying the entire tract.</li> </ul>	

216 Certify by Farm or Producer (Continued)

D Certifying Crops by Farm (Continued)

Step	Action	Result
4	CLICK "Certify".	<p>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.</p> <p><b>Notes:</b> If the certified cropland acreage entered for the farm in CARS is greater than the acreage for the farm in Web Farm Records message "Warning: Farm " " is over reported. Certified Acres: " ", Farm Acres " ", will be is displayed on the Certification screen.</p> <p>This is a warning message only. The County Office user will review the difference and question the producer, if needed.</p>

E Certify by Producer - Producer Selection Screen

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

**Certify by Producer - Producer Selection**

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

**Farm Information**

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

Please select a Producer to retrieve fields for certification

**List of Farm Producers**

Producer Name
<input checked="" type="radio"/> Producer A
<input type="radio"/> Producer B
<input type="radio"/> Producer C

216 Certify by Farm or Producer (Continued)

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

**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: 2019                      State:                      County:

Producer Name:

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	Cert Date
<b>Farm Number: 257</b>														
<input type="checkbox"/>	214	1	WHEAT	HAD	1-GR	N	C	14.05	-	I	01	-	OO	-
<input type="checkbox"/>	214	1	WHEAT	HAD	2-GZ	N	C	14.05	-	I	01	-	OO	-
<input type="checkbox"/>	214	3	PEAS	ENG	FH	N	C	9.86	-	I	01	-	OO	-

--\*

217 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.

<b>IF...</b>	<b>THEN, the system terminates the continuous certification for...</b>
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/tract reconstitution--*	all crops, crop types, and intended uses for the farm, regardless of the producer who made the election. * * *  *--Note: See subparagraph 103.5 C for County Office action due to Farm Records change.--*
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  <b>Note:</b> 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.

**Important:** If continuous certification is automatically terminated in a prior CARS program year, then the continuous certification **election** for the current and any subsequent CARS program year will also be terminated. Termination of continuous certification election will **not** impact certification of the crop.

**Example:** Producer A elects continuous certification in 2016 CARS for field 1/GRASS/NAG/FG. Field 1/GRASS/NAG/FG is automatically rolled to CARS program year 2017 and 2018. Producer A later revise Field 1 from GRASS/NAG/FG to GRASS/NAG/GZ in 2016 CARS, which will automatically uncertify Field 1 in 2016 CARS and terminate continuous certification election for all fields of GRASS/NAG/FG on the farm for Producer A in 2016, 2017, and 2018. The FSA-578 for Field 1/GRASS/NAG/FG/in 2017 and 2018 CARS will remain certified. The FSA-578 for 2017 and 2018 will need to be revised as needed.

217 Continuous Certification for Approved Perennial Crops (Continued)

**C Automatic Termination of Continuous Certification for Perennial Crops (Continued)**

**Notes:** For information on status, see the Farms with Terminated Continuous Certification Report (subparagraph 339 B).

See subparagraph 277 G for information on CARS Continuous Certification Termination Letter.

**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 <b>not</b> been released	after CARS software is opened for the next program year, an automatic process will run to roll over all fields enrolled for continuous certification in the previous CARS program year to the next CARS program year on October 1.  *--Note: Continuous certification election cannot be made in the previous program year after the initial October 1 rollover process is completed.--*
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"> <li>• next CARS program year is available, <b>and</b></li> <li>• user accesses the farm in the next CARS program year the same day that the election was made in the previous CARS program year</li> </ul>	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"> <li>• next CARS program year is available, <b>and</b></li> <li>• user does <b>not</b> access the farm in the next CARS program year the same day that the election was made in the previous CARS program year</li> </ul>	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:** FSA-578 records that do not pass validation will not be rolled over from the previous CARS program year to the next CARS program year. See paragraphs 103 and 105 for more information on validations and rollover error messages.

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 made in the previous CARS program year for field with an eligible continuous certification crop	crop is rolled through the <b>manual</b> or <b>nightly</b> rollover process to the next CARS program year	<ul style="list-style-type: none"> <li>continuous certification election will be automatically terminated when any field covered under continuous certification is not rolled over due to an invalid field number. These farms will be available on CARS status report "Farms with Terminated Continuous Certification".</li> </ul>

**Notes:** For farms that are accessed for manual rollover, the following message will be displayed. "Fields with End Year or Continuous Certification cannot rollover because the field number(s) do not exist in Web Farm Records for 2017. Invalid fields are: \_\_" "Warning: Continous Certification was terminated. Fields Do Not Exist in Farm Records: CROP/TYPE/INTENDED USE".

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".

IF...	AND the...	THEN...
election is made in the previous CARS program year for field with an eligible continuous certification crop	farm has both eligible crop(s) elected for continuous certification and other crop(s) with an end year certified in the previous CARS program year	<p>upon rollover the crops elected for continuous certification and all other crops certified with an end year in the previous CARS program year will be rolled to the next CARS program year.</p> <p><b>Note:</b> The certification/ signature date will not rollover for crops that are not eligible for continuous certification crops or CRP with End Year.</p>

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 year exists in the next CARS program year.
	user 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	<ul style="list-style-type: none"> <li>• if the crop/field in the next CARS program year is <b>not</b> certified, 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. All data for the field in the previous CARS program year must be an exact match of the data in the next CARS program year</li> <li>• if the crop/field in the next CARS program year is certified, the certification date will <b>not</b> be changed; however the crop/field will now be covered for continuous certification due to the election of continuous certification of the crop in the previous CARS program year.</li> </ul>

217 Continuous Certification for Approved Perennial Crops (Continued)

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

**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).

**Note:** If the farm had both continuous certification perennial crops and other crops certified with an end year in the previous CARS 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.

IF...	AND the...	THEN...
election is made in the previous CARS program year for a field with an eligible continuous certification crop	farm has both eligible crop(s) elected for continuous certification and other crop(s) with an end year certified in the previous CARS program year	upon rollover the crops elected for continuous certification and all other crops certified with an end year in the previous CARS program year will be rolled to the next CARS program year.  <b>Note:</b> The certification/ signature date will not roll over for crops that are not eligible for continuous certification crops or CRP with End Year.

217 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 101 A. *--</p> <div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px;"><b>Crop Acreage Reports</b></div> <p>Year: 2019      State:      County:</p> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px;"><b>Operator Information</b></div> <p>Operator Name:</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>258</td> <td>Fully Certified / Partially Reported</td> <td>08/30/2018</td> </tr> </tbody> </table> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 2px 10px;">Print Map</div> <div style="border: 1px solid gray; padding: 2px 10px;">Refresh Farm Data</div> <div style="border: 1px solid gray; padding: 2px 10px;">Continuous Certification</div> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> <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: center; gap: 10px; margin-top: 10px;"> <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: center; gap: 10px; margin-top: 10px;"> <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;"><b>Certify by Farm</b></div> <p>Year: 2019      State:      County:</p> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px;"><b>Farm Information</b></div> <p>Farm Number: 258      Total Rpt Cropland: 4.12 of 93.13 Operator Name:</p> <p>Signature Date (MM/DD/YYYY) <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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>Cert Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>76</td> <td>1</td> <td>GRASS</td> <td>NAG</td> <td>FG</td> <td>N</td> <td>C</td> <td>4.12</td> <td>-</td> <td>I</td> <td>01</td> <td>-</td> <td>09/19/2018</td> </tr> </tbody> </table> <div style="display: flex; justify-content: center; gap: 10px; 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: center; gap: 10px; margin-top: 10px;"> <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: center; gap: 10px; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 2px 10px;">Continuous Certification</div> <div style="border: 1px solid gray; padding: 2px 10px;">Back</div> </div> </div>	Farm	Status ?	Last Updated	258	Fully Certified / Partially Reported	08/30/2018	<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	Cert Date	<input type="checkbox"/>	76	1	GRASS	NAG	FG	N	C	4.12	-	I	01	-	09/19/2018
Farm	Status ?	Last Updated																																	
258	Fully Certified / Partially Reported	08/30/2018																																	
<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	Cert Date																						
<input type="checkbox"/>	76	1	GRASS	NAG	FG	N	C	4.12	-	I	01	-	09/19/2018																						

--\*

CLICK the “Continuous Certification” button from **either** the Crop Acreage Reports Screen **or** the Certify by Farm Screen.

**Note:** The “Continuous Certification” button will not be displayed if the crop, crop type, and intended use are not certified on FSA-578.

Section 4 Reviewing, Revising, Deleting, Printing FSA-578 Data

270 Crop Review

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 162 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: 2019		State:				County:					
Farm Information											
Farm Number: 258						Total Rpt Cropland: 4.12 of 93.13					
Operator Name:											
Tract Information											
Tract Number: 76						Tract Rpt Cropland: 4.12 of 93.13					
FSA Physical Location:											
Tract Owner(s):											
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"/>	1	GRASS	NAG	FG	N	C	4.12	-	I	01	-
			Add			Revise			Copy		
			Certify			Bulk Copy			Delete		

--\*

## 270 Crop Review (Continued)

## C Options Available on the Crop Review Screen

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

<b>Button</b>	<b>Result</b>
Add	Click this button to add another field to the existing acreage report for the farm and tract selected.  <b>Note:</b> This option is available when an acreage report has been loaded in CARS and an additional acreage report now needs to be loaded.
Revise	Click this button to revise the acreage report for the field selected.  <b>Note:</b> See paragraph 274 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”.  <b>Note:</b> See paragraph 276 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.

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:										
<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"/>	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 “ <b>Submit</b> ”.	The Crop Acreage Reports Screen will be displayed.
2	CLICK “ <b>Record Acreage</b> ”.	The Crop Review Screen will be displayed.
3	Select the radio button of the applicable crop or field to be revised.	
4	CLICK “ <b>Revise</b> ”.	The Report of Acreage Screen will be displayed.
5	A revision may be made to any entry, as applicable.	
6	After the applicable revisions have been made, CLICK “ <b>Submit</b> ”.	The message, “The crop acreage report has been successfully updated”, will be displayed.

## 274 Revising Crop/Commodity and Share Information for the Field (Continued)

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

Field	Action
Organic Status	<p>Automatically defaulted to “Conventional”. If the organic status is <b>not</b> “Conventional”, select the applicable status from the drop-down list. Available options are “Conventional”, “Transitional”, and “USDA Certified”.</p> <p><b>Note:</b> 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>
Planting Period	<p>When applicable, select the correct planting period.</p> <p><b>Note:</b> See subparagraph 162 D for more information on planting periods.</p>
Field ID	<p>This is <b>not</b> a required field. Enter up to 4 characters to record additional information about the crop acreage being reported, such as wetlands, etc.</p> <p><b>Note:</b> This field is used for informational purposes only.</p>
NAP Unit	<p>After the user clicks “<b>Submit</b>” on the Report of Acreage Screen, this field will be automatically populated based on available NAP units from the NAP Unit Table.</p> <p><b>Notes:</b> 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 “<b>Revise</b>” on the Crop Review Screen.</p> <p>The populated NAP unit number shall be manually overridden <b>only</b> when the relationship based on producer type documented on FSA-578 does <b>not</b> match the actual farming relationship.</p>
RMA Cropping Practice	<p>Select the applicable RMA cropping practice from the drop-down menu.</p> <p><b>Notes:</b> See paragraph 397 for additional information on RMA cropping practice.</p> <p>See Part 4 for policy on using RMA cropping practice.</p>
Share %	<p>Enter the correct share percentages for each respective producer.</p> <p><b>Note:</b> Shares must equal 100 percent. See paragraph 107 for additional information on producer shares.</p>
FSA Physical Location	<p>*--This data field will be displayed on the following screens/report:</p> <ul style="list-style-type: none"> <li>• tract information header</li> <li>• Report of Acreage Screen</li> <li>• FSA-578</li> <li>• FSA-578 (Producer Print)</li> <li>• FSA-578 (Operator Print).--*</li> </ul>
Multi-Intended Use	<p>See paragraph 162.5 for information on revising a crop with multiple intended uses.</p>

275 **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: 2019		State:				County:					
Farm Information											
Farm Number: 258								Total Rpt Cropland: 4.12 of 93.13			
Operator Name:											
<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"/>	76	1	GRASS	NAG	FG	N	C	4.12	-	I	01
List of Farm Producers											
Name						Role		Share %			
Producer A						Owner/Operator		0.00 <input type="text"/>			
Producer B						Other Tenant		0.00 <input type="text"/>			
Producer C						Other Tenant		0.00 <input type="text"/>			
Producer D						Other Tenant		0.00 <input type="text"/>			
<b>Total %</b>								0.00			
<input type="button" value="Update Shares"/>				<input type="button" value="Back"/>				<input type="button" value="Hide Zero Shares"/>			

--\*

276 Deleting FSA-578 (Continued)

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: 2020		State:				County:					
<b>Farm Information</b>											
Farm Number: 1141								Total Rpt Cropland: 40.02 of 80.00			
Operator Name:											
<b>Tract Information</b>											
Tract Number: 1002576								Tract Rpt Cropland: 20.02 of 40.00			
FSA Physical Location:											
Tract Owner(s):											
	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"/>	301	GRASS	ALK	GZ	N	C	10.02	-	I	01	-
<input type="checkbox"/>	302	GRASS	ALK	GZ	N	C	10.00	-	I	01	-
<input type="checkbox"/>	303	GRASS	NAG	GZ	N	C	12.90	-	I	01	-
<input type="checkbox"/>	304	GRASS	NAG	GZ	N	C	10.00	-	I	01	-
<input type="checkbox"/>	305	HONEY	-	FH	O	C	10.19	-	I	01	-
<input type="checkbox"/>	306	HONEY	-	FH	O	C	10.01	-	I	01	-
<input type="checkbox"/>	307	MAPSP	-	PR	O	C	10.00	-	I	01	-
<input type="checkbox"/>	308	MAPSP	-	PR	O	C	10.00	-	I	01	-
						Delete		Cancel			

--\*

276 Deleting FSA-578 (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"> <li>• “Ok” is selected, the Delete Fields Screen will be displayed with the message “The fields have been successfully deleted.</li> <li>• “Cancel” is selected, the Crop Review Screen will be displayed.</li> </ul>

277 **Printing FSA-578**

**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
- \*--FSA-578 (Operator Print).--\*

**Note:** To ensure that all information is displayed on FSA-578, all FSA-578's will be printed in landscape mode.

**B Reports Screen**

The following is an example of the CARS Reports Screen.

\*--

Reports		
Year: 2020	State:	County:
<b>FSA-578</b>		
<input type="radio"/> FSA-578 <input type="radio"/> FSA-578C <input type="radio"/> Map <input type="radio"/> FSA-578 Summary Farm Number <input type="text"/>		
<input type="radio"/> FSA - 578 (Operator Print) <input type="radio"/> FSA - 578 (Producer Print)		
<hr/> <input type="radio"/> Continuous Certification Termination Letter Farm Number <input type="text"/>		
<hr/> <b>Report Format:</b> <input checked="" type="radio"/> PDF <input type="radio"/> Excel		
<input type="radio"/> Crops with End Date    Farm Number <input type="text"/>		
<input type="radio"/> Farms with a FSA-578 in CARS and Unreported Cropland <input type="radio"/> Farms with Active Continuous Certification <input type="radio"/> Farms with ARC/PLC Contract, Unreported Cropland <input type="radio"/> Farms with Cropland Override <input type="radio"/> Farms with CRP <input type="radio"/> Farms with Deleted Field Due to Deleted Field Number in Farm Records <input type="radio"/> Farms with Deleted Producers with Active Shares <input type="radio"/> Farms with End Date <input type="radio"/> Farms with Failed Acreage <input type="radio"/> Farms with FAV Crops <input type="radio"/> Farms with Fully Reported Cropland <input type="radio"/> Farms with Incomplete Determined Acres <input type="radio"/> Farms with Native Sod Conversion Acreage <input type="radio"/> Farms with No FSA-578 in CARS <input type="radio"/> Farms with No FSA-578 in CARS By Producer <input type="radio"/> Farms with No NAP Unit <input type="radio"/> Farms with Not Applicable Acres <input type="radio"/> Farms with Prevented Planted Acres <input type="radio"/> Farms with Reported Acres on Noncropland <input type="radio"/> Farms with Subsequent Acreage <input type="radio"/> Farms with Terminated Continuous Certification <input type="radio"/> Farms with Uncertified Crops <input type="radio"/> Farms with Uncertified CRP		
<input type="button" value="Generate Report"/>		

--\*

**Note:** See paragraph 340 for map printing.

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 “ <b>Reports</b> ” 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"> <li>• FSA-578</li> </ul> <p><b>Note:</b> Includes both the Farm and Tract Detail Listing and Farm Summary.</p> <ul style="list-style-type: none"> <li>• FSA-578C</li> </ul> <p><b>Note:</b> A farm number must be entered for FSA-578 and FSA-578C.</p> <ul style="list-style-type: none"> <li>• Map</li> <li>• FSA-578 Summary</li> </ul> <p><b>Note:</b> A farm number must be entered for the FSA-578, FSA-578 Summary, and Map options.</p> <ul style="list-style-type: none"> <li>• FSA-578 (Producer Print)</li> <li>•*-FSA-578 (Operator Print)--*</li> <li>• Continuous Certification Termination Letter.</li> </ul> <p><b>Notes:</b> 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 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.

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.--\*

<b>IF the farm has...</b>	<b>AND all cropland...</b>	<b>THEN the following message will be printed...</b>
1 tract	for the tract has <b>not</b> been reported	“All cropland has not been reported.”  <b>Note:</b> 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 <b>not</b> been reported	“All cropland on all active tracts has not been reported.”  <b>Note:</b> 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.

**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.

## 277 Printing FSA-578 (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.

**\*--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 5 Status Reports, Maps, and Supporting ACRSI

### 339 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)
- \*--**Note:** A tolerance will not be considered for this report.--\*
- Farms with Active Continuous Certification (available beginning with 2016)
- Farms with ARC/PLC Contract and Unreported Cropland (available beginning with 2014)
- \*--**Note:** A tolerance will not be considered for this report.--\*
- Farms with Cropland Override
- Farms with CRP ( available beginning with 2015)
- Farms with DCP Contract and Unreported Cropland (available for 2013 and prior years)
- \*--**Note:** A tolerance will not be considered for this report.--\*
- 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
- \*--**Note:** A tolerance will not be considered for this report.--\*

**339 Status Reports (Continued)****A Overview (Continued)**

- 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 in CARS
- Farms with No NAP Unit
- 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 a FSA-578 in CARS and Unreported Cropland
- Farms with Deleted Field Due to Deleted Field Number in Farm Records
- Farms with No FSA-578 in CARS by Producer.

**Note:** See paragraph 831 for information on accessing the web-based FSA-468 reports.

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