FSA
HANDBOOK

Farm, Tract, and Crop Data

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

3-CM
(Revision 4)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Farm Service Agency
Washington, DC 20250

Farm, Tract, and Crop Data 3-CM (Revision 4)	Amendment 17

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 2 B has been amended to include “Manual Download”, “Log Out eAuth”, and “Exit Farm Records” links.

Subparagraphs 91 B, 102 B, 102 C, 105 D, 113 B, 127 B, 128 B, 129 B, 130 B, 131 B, 151 B, 153 B, 154 B, 192 B, 193 B, 211 B, 226 B, 243 B, 245 B, 245 F, 245 G, 246 C, have been amended to provide updated screens.

Subparagraph 130 C A has been amended to clarify action about data entered in “Identifier” field for the farm and to include new “Acre-Yr” field.

Subparagraph 152 C has been amended to clarify action about data entered in tract “Description” field.

Subparagraph 243 C has been amended, and paragraph 250 has been added, to provide information on the “Producer Farm Data Report”.

Exhibit 18 as been amended to include “ACRE Election” as an element on FSA-156EZ.

Amendment Transmittal (Continued)

Page Control Chart		
TC	**Text**	**Exhibit**
3, 4	1-1, 1-2 4-1 through 4-4 4-21 through 4-24 4-27 through 4-34 4-37 through 4-42 5-1 through 5-8 6-1, 6-2 6-5, 6-6 6-9 through 6-12 7-45 through 7-48 8-1, 8-2 8-3 9-1, 9-2 10-1 through 10-4 10-7 through 10-12 10-17 10-18 (add) 10-19, 10-20 (add) 10-21 (add)	1, pages 1, 2 page 3 (remove) 3, page 1 18, pages 1, 2

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Part 1 General Provisions

1 Overview

A Handbook Purpose

This handbook covers the maintenance of 2002 and future basic farm and tract records, and FSA-156EZ including:

- using the web-based farm records application
- transferring farms between counties.

B Related Handbooks

Following are related FSA handbooks to update farm, tract, and crop data through the web-based application.

Topic	Related Handbook
SCIMS	1-CM
reconstitutions	2-CM
HEL and WC provisions	6-CP
procedures for CRP-15's	2-CRP
Direct and Counter-Cyclical Program	1-DCP
subsidiary files/eligibility flags	3-PL

C General Description

The web-based farm records application gives County Offices the ability to display and change most data elements in the following records.

Records	Contents
Farm Data/Operator	basic farm data including farm operator
Crop Data	base acres and yields
Tract Data	basic tract data
Owners	data about tract owners
Other Producers	data about other producers

2 General Farm and Tract Data

A Farm and Tract Numbers

The application assigns all farm and tract numbers when a new farm or tract is added. County Offices cannot change the computer-assigned number for a farm or tract.

B Links

The following are links that are available on the farm and tract screens. Not all links are available on every screen.

Link	Result	
Home Page	FRS Home Page will be displayed.	
Farm Data Management	Farm Selection Screen will be displayed.	
Farm Data	Farm Data Screen will be displayed.	
Other Producers	Other Producers Screen will be displayed.	
Tracts	**IF the farm has…**	**THEN…**
	more than 1 tract	Tracts Screen will be displayed.
	only 1 tract	Tract Data Screen will be displayed.
Tract Data	Tract Data Screen will be displayed.	
Add Tract	Tract Data Screen will be displayed.	
Tract CRP	Tract CRP Cropland/CRP MPL Screen will be displayed.	
Owners	Owners Screen will be displayed.	
Producer Exceptions	**IF selected from the…**	**THEN…**
	Farm Data Screen	Farm Producer Exceptions Screen will be displayed.
	Tract Data Screen	Tract Producer Exceptions Screen will be displayed.
Delete Farm	Farm Data Screen will be displayed with the message, “Are you sure you wish to delete the current farm?”	
Delete Tract	**IF the tract is…**	**THEN the following message will be displayed…**
	the only tract on the farm	“This is the only active tract on the farm. Do you wish to delete the farm?”
	not the only tract on the farm	“Are you sure you wish to delete the current tract?”
Crops	Select Crops Screen will be displayed.	
CRP Data		
Base Data		
Reconstitutions – Farm	Farm Reconstitution Selection Screen will be displayed.	
Reconstitutions – Tract	Tract Reconstitution Selection Screen will be displayed.	
Reports	Report Selection Screen will be displayed.	
***--**Manual Download	Manual Download Screen will be displayed.	
Log Out eAuth	User is logged off eAuthentication System.	
Exit Farm Records	User is logged out of FRS.**--***	

2 General Farm and Tract Data (Continued)

C Validations

When new data is entered or data is changed, the application will perform a complete validation when the “Submit” button is pressed.

If any of the data fails validation, the screen will be redisplayed with the appropriate error message.

Example: If an invalid farm number is entered on the Farm Selection Screen, the message, “No matching farm/tract was found. Please re-enter search criteria”, will be displayed.

If the user corrects the data and it passes validation, the record will be updated.

3 Rule of Fractions

A Rounding Fractions

The rounding of fractions shall not be done until after the entire computation is completed. All computations shall be carried to 2 decimal places beyond the required number of decimal places specified in the instructions for the computation. In rounding, if the 2 digits beyond the required number of decimal places are 49 or less, those 2 digits shall be dropped. If the 2 digits beyond the required number of decimal places are 50 or more, the last required digit shall be increased by 1. Refer to the following examples.

Required Decimal	Computation Result	Final Result
Whole Numbers	6.49 or less	6
	6.50 or more	7
Tenths	7.649 or less	7.6
	7.650 or more	7.7
Hundredths	8.8449 or less	8.84
	8.8450 or more	8.85
Thousandths	9.63449 or less	9.634
	9.63450 or more	9.635
10 Thousandths	10.993149 or less	10.9931
	10.993150 or more	10.9932

4-20 (Reserved)

Part 2 Adding or Changing Farm Records

21 Adding or Changing Operator

A Definition of Operator

[7 CFR 718.2] An operator is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

B Determining Farm Operator

When the operator of a farm is initially added or later changed, CED shall determine whether the operator, as defined in subparagraph A, will be in general control of the farming operations on the farm.

C Questionable Cases

COC shall review all questionable cases. COC may:

- use personal knowledge or request additional information to obtain sufficient facts to determine whether an operator change is a scheme or device to defeat program purposes
- consider the following items in making a determination:
  - rental agreement between owner and operator
  - producer's prior activities.

D Federally Owned Land

Producers on Federally owned land shall provide a copy of a lease, permit, or other right of possession before:

- change of operation is approved
- participating in any program FSA administers with regard to the Federally owned land.

Note: The operator of Federally owned land must meet the definition of operator for the entire farm included under the FSN.

E Notification

--**Notify each owner on the farm and prior and current operator of the farm of any operator**-- change by letter. See Exhibit 4 for examples of notification letters.

21 Adding or Changing Operator (Continued)

F Entering Operators Into Application

The farm operator may be entered in the application at the time the request is made, except for the following reasons:

- an owner has not verified the operator addition or change, nor has a lease agreement been submitted containing the operator and owners' signatures
- operator change is questionable and COC determination is needed
- operator change is not effective until the next FY.

22 Adding or Changing Owner

A Definition of Owner

[7 CFR 718.2] An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed

  Note: OGC, Regional Attorney shall review contracts that are questionable before changing FSA ownership records.

- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
  - the redemption period has not passed
  - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

COC shall require specific proof of ownership when land ownership is transferred.

Examples: Proof of ownership may include the following:

- copy of the deed, if recorded
- unrecorded deed, if specific program does not require a recorded deed
- land contract
- FSA employee's check of the record at the county land records office
- proof of gift tax
- real estate tax assessment or bill.

--Note:** If a State allows documentation that is not listed, OGC, Regional Attorney shall review. If OGC, Regional Attorney determines that the documentation is adequate, FSA ownership records may be changed.**--

22 Adding or Changing Owner (Continued)

B Ownership Dispute

If there is a dispute over ownership, follow:

- 1-DCP for handling DCP
- 1-CRP for handling CRP
- *--16-TB for handling TTPP--*
- other applicable handbooks as applicable to specific programs.

C Restrictive Easements

When verifying proof of ownership and at every other opportunity, check for restrictive easements that prohibit the production of an agricultural commodity. If there is a restrictive easement, see:

- 1-DCP
- 2-CM
- 2-CP.

D Entering Owners Into Application

Owners may be entered into the application when specific proof of ownership has been provided. Owners shall be entered into the application according to Part 9.

Note: If a County Office has done thorough research and cannot determine the owner, "unknown" may be entered as the owner. County Offices shall follow procedure in 1-CM, paragraph 178.9 if there is **not** an "unknown" record in SCIMS for the county.

E Notification

Notify each prior and current owner of the farm of any ownership change by letter.

23 Adding or Changing Other Producers

A Definition of Other Producers

Other producers are producers who are:

- associated with a farm
- **not** owners or operators.

B Entering Other Producers Into Application

Other producers shall be entered into the application according to Part 8.

24 Farms and Tracts

A Definition of Farm

A farm is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, shall not be considered a separate farm.

B Definition of Tract

[7 CFR 718.2] A tract is a unit of contiguous land that is both of the following:

- under 1 ownership
- operated as a farm or a part of a farm.

C Tract Determinations

After applying the definition in subparagraph B, determine tracts according to this table.

IF the land is...	THEN classify as...
part of a field that extends into the adjoining county, and the county boundary is not clearly defined	1 tract.
entirely in another county or bisected by a clearly defined county line	separate tracts.
bisected by community or township lines, roads, streams, or other boundary	1 tract, unless circumstances justify separate tracts.

Note: Tracts may be combined. See 2-CM.

24 Farms and Tracts (Continued)

D Deleting Farms and Tracts

Following are reasons for deleting farms and tracts:

- all land on the tract or farm has been retired from agricultural production
- transfer out of county according to Part 3, Section 2
- as a result of a correction.

E Adding Farms and Tracts

Following are reasons for adding farms and tracts:

- transfer into county
- new land broken out
- as a result of a correction.

F Combining Tracts

The following conditions must be met before COC's combine tracts:

- tracts are associated with the same farm number
- tracts have common ownership unit
- tracts are contiguous
- owner agrees.

Tracts shall be combined according to 2-CM.

G Dividing Tract

Tract shall be divided only if:

- tract no longer meets the definition of a tract according to subparagraph B
- part of the tract is sold.

Tracts shall be divided according to 2-CM.

25 Land Classification Definitions

A Definition of Farmland

[7 CFR 718.2] Farmland is the sum of the following:

- DCP cropland
- forest
- NAP crop acreage as specified in 1-NAP not meeting the definition of cropland or DCP cropland
- other land on the farm.

B Definition of Cropland

[7 CFR 718.2] Cropland is land that COC determines meets any of the following conditions:

- currently being tilled to produce a crop for harvest
- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production
- currently devoted to 1- or 2-row shelterbelt planting, orchard, vineyard, or other related crops
- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped
- in sod waterways or filter strips planted to perennial cover
- under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

Notes: See 2-CRP, paragraph 327 for alternative perennials.

Violations of HELC or WC provisions do not affect cropland classification.

- new land broken out if both of the following conditions are met:
  - land is planted to a crop to be carried through to harvest
  - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.

25 Land Classification Definitions (Continued)

B Definition of Cropland (Continued)

Land classified as cropland shall be removed from this classification upon a determination by COC that the land is:

- no longer used for an agricultural use
- no longer suitable for producing a crop
- subject to a restrictive or permanent easement that prohibits the planting of an annual crop

  Note: This does not include land under CRP-1, WRP, or land that is hayed and/or grazed.

- converted to ponds, tanks, or trees.

  Note: This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

C Definition of DCP Cropland

[7 CFR 718.2] DCP cropland is land for which 1 or more of the following apply:

- the land currently meets the definition of cropland
- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity
- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

Note: See 1-DCP, paragraph 426 for a list of agricultural uses.

D Definition of Effective DCP Cropland

Effective DCP cropland is the amount calculated by subtracting from DCP cropland, cropland acres of the following:

- CRP
- GRP
- WBP
- WRP/EWP
- State conservation
- other conservation.

.

25 Land Classification Definitions (Continued)

*--E Definition of EWP Acreage

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR Part 624. This land **cannot** be DCP cropland.**--***

F Definition of NAP Crop Acreage

NAP crop acreage is acreage specified in 1-NAP that does not meet the definition of cropland or DCP cropland.

G Definition of WRP Acres

***--**WRP acres are DCP cropland acres enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

H Definition of State Conservation Acres

State conservation acres are DCP cropland acres on the farm enrolled in a State conservation program for which payments are made in exchange for not producing an agricultural commodity on the acreage.

I Definition of Other Conservation Acres

Other conservation acres are DCP cropland acres on the farm enrolled in an other**--*** conservation program for which payments are made in exchange for not producing an agricultural commodity on the acreage. Other conservation acres include, but are not limited to, the following:

- corporation conservation programs
- county conservation programs
- municipality conservation programs.

Example: A corporation conservation program may prohibit the growth of certain crops under power lines.

J Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

*--K Definition of GRP Acres

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

L Definition of WBP Acres

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR Part 752.**--***

26 Land Classification

A Classifying Land

Classify land according to the following.

IF the land…	AND…	THEN…
does not meet the cropland definition		remove acreage from cropland and classify immediately as DCP cropland, NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.
does not meet the DCP cropland definition		remove acreage from cropland and DCP cropland and classify immediately as NAP crop acreage or nonagricultural, commercial, or industrial use land, as applicable.
does not meet the definition of NAP crop acreage		remove acreage from NAP crop acres and classify immediately as nonagricultural, commercial, or industrial use land, as applicable.
is in or near a riparian area, ***--**wildlife area buffer, and/or wetland buffer**--***	all of the following apply: • is no longer used for crops requiring annual tillage, as determined by COC • will be offered for enrollment in CRP • the owner of the land requests in writing to remove the land from cropland status **Note:** At least 1 owner of the land must request the reclassification of land in writing. • COC has reviewed the request and has determined that the land is marginal pasture land	remove from cropland and DCP cropland immediately.

26 Land Classification (Continued)

A Classifying Land (Continued)

IF the land...	AND...	THEN...
is subject to a restrictive or permanent easement that prohibits the planting of an annual crop including permanent GRP easements **Note:** This does not include land under CRP-1, WRP, EWP, 30-year GRP easements, GRP rental agreements, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP.		remove from cropland and DCP cropland immediately.
was enrolled in CRP signups 10, 11, or 12 and continues under practice lifespan requirements	CRP-1 has expired	remove from cropland and DCP cropland immediately.
is subject to a CRP easement filed under CRP signups 10, 11, or 12		
is subject to WRP	is DCP cropland and the WRP easement is filed at anytime during FY	classify as WRP acreage for FY in which the easement is filed.
	is not DCP cropland	classify as NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.
is subject to EWP	is DCP cropland that is **not** eligible for DCP beginning FY the EWP easement is filed	classify as EWP acreage immediately.
	is DCP cropland that is eligible for DCP in FY the EWP easement is filed	classify as EWP acreage immediately. This land is **not** eligible for DCP.
	is **not** DCP cropland	classify as NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.
is devoted to trees, ponds, tanks, ***--**wind generators, or wind turbines**--***	has never been under CRP-1	remove acreage from cropland and classify immediately as DCP cropland, NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.
	is currently under CRP-1	maintain as cropland until CRP-1 expires or is terminated.
	CRP-1 has expired or was terminated	remove acreage from cropland and maintain as DCP cropland.

26 Land Classification (Continued)

A Classifying Land (Continued)

IF the land...	AND...	THEN...
is subject to a 30-year GRP easement or GRP rental agreement	meets the definition of cropland and/or DCP cropland	classify immediately as GRP acreage.
is subject to an other conservation program for which payments are made in exchange for not producing an agricultural commodity, including haying and/or grazing **Note:** This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP.		classify immediately as other conservation acreage.
is subject to a State conservation program for which payments are made in exchange for not producing an agricultural commodity, including haying and/or grazing **Note:** This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP.		classify immediately as state conservation acreage.
is subject to WBP		classify immediately as WBP acreage.

B Classifying Nonagricultural, Commercial, or Industrial Use Land

Classify nonagricultural, commercial, or industrial use land when it meets the definition of cropland according to subparagraph 25 B.

27 Nonagricultural, Commercial, or Industrial Land Determinations

A Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

27 Nonagricultural, Commercial, or Industrial Land Determinations (Continued)

B Different Uses

See 1-DCP, paragraph 426 for examples of land use, considered agricultural or related use, and nonagricultural use.

C COC Review

--**COC shall continually review all available records, including GIS imagery, to determine**-- whether land has been devoted to nonagricultural uses and reclassify the acreage according to paragraph 26.

To maintain eligibility for DCP payments in an FY, land must meet DCP cropland criteria for the entire FY. A review of DCP cropland is recommended before final DCP payments are processed.

D DD Concurrence

COC shall obtain DD concurrence for all nonagricultural land determinations.

E Updating Records for Nonagricultural Uses

If land is devoted to nonagricultural uses, update records according to the following.

IF...	THEN...
part of a tract is nonagricultural	correct the tract's farmland, cropland, and DCP cropland according to paragraph 152.
an entire tract is nonagricultural	• redistribute the contract acres proportionately to the remaining tracts using the excess DCP cropland factor in Exhibit 5 • delete the tract according to paragraph 156.
an entire farm is nonagricultural	delete the farm according to paragraph 132.

Notes: Ensure that the farm and tracts are in balance according to paragraph 171.

Complete CCC-505 according to 1-DCP if a DCP base reduction is required.

F Notification Requirements

After a nonagricultural use determination is made, notify the farm operator and the owners, in writing, of the following:

- nonagricultural determination
- appeal rights according to 1-APP.

28 Updating Farm Acreage After CLU Certification

A Basic Rules

Acreage may increase, decrease, or stay the same after CLU is certified. If the acreage changes, the change must be recorded in the system to ensure that farm records are properly maintained.

The acreage in the system shall be changed immediately in the following situations:

- the acreage increases after CLU is certified
- the acreage decreases after CLU is certified, but no contracts are affected because of the decrease
- a reconstitution is requested
- the producer or producers request an immediate change.

The acreage shall be changed in the system at the beginning of the next FY if contracts are affected because of the change.

Notes: Refer to 2-CP and applicable handbooks for individual program requirements.

Ensure that producers are notified of acreage changes according to 2-CP before changing acreage in the system.

--**When certified acreage is updated in the system, County Offices shall add all fields on the tract in hundredths and then round to tenths at the tract level.**--

B Updating the Acreage

County Offices shall adjust the farm acreage after CLU is certified according to this table.

Step	Action	
1	Access Tract Data Screen, according to paragraph 152, to increase or decrease the applicable acreage fields.	
2	**IF...**	**THEN...**
	there is a decrease in effective DCP cropland that results in an out-of-balance farm	• the producer or producers must complete CCC-505 to reduce base acres • County Offices shall access Crop Base Data Screen, according to paragraph 170, to adjust the base acres according to CCC-505.

28 Updating Farm Acreage After CLU Certification (Continued)

C Effect of CLU Certification on Planted FAV's or Wild Rice

This table provides information on whether to use acreage in the system before CLU certification or certified CLU acreage when assessing FAV or wild rice violations after CLU certification.

IF available nonbase acres…	THEN use the…
decrease after CLU certification and the producer was not in violation of FAV planting restrictions before CLU certification, but after CLU certification is now determined to be in violation of FAV and wild rice planting restrictions **Example:** Before CLU certification, there were 10 available nonbase acres to plant FAV's or wild rice. Only 10 nonbase acres were planted to FAV's so there was no violation. After CLU certification, the nonbase acres decreased from 10 to 9 causing a violation of FAV planting restrictions, but an FAV violation will not be assessed.	acreage that was in the system before CLU certification to assess FAV or wild rice violations for the current year.
decrease after CLU certification and the producer was determined to be in violation of FAV planting restrictions before CLU certification and after CLU certification is still determined to be in violation of FAV and wild rice planting restrictions **Example:** Before CLU certification, there were 10 available nonbase acres to plant FAV's or wild rice. Twelve nonbase acres were planted to FAV's and the producer was determined to be in violation of FAV planting restrictions by 2 acres. After CLU certification, the nonbase acres decreased from 10 to 9 increasing the violation to 3 acres, but the FAV violation will only be assessed on the original 2 acres.	
increase after CLU certification and the producer was determined to be in violation of FAV planting restrictions before CLU certification and after CLU certification is no longer determined to be in violation of FAV and wild rice planting restrictions **Example:** Before CLU certification, there were 10 available nonbase acres to plant FAV's or wild rice. Twelve nonbase acres were planted to FAV's and the producer was determined to be in violation of FAV planting restrictions by 2 acres. After CLU certification, the nonbase acres increased from 10 to 12 so a FAV violation will not be assessed.	certified CLU acreage to assess FAV or wild rice violations.
increase after CLU certification and the producer was determined to be in violation of FAV planting restrictions before CLU certification and after CLU certification is still determined to be in violation of FAV and wild rice planting restrictions **Example:** Before CLU certification, there were 10 available nonbase acres to plant FAV's or wild rice. Twelve nonbase acres were planted to FAV's and the producer was determined to be in violation of FAV planting restrictions by 2 acres. After CLU certification, the nonbase acres increased from 10 to 11. The FAV violation will only be assessed on 1 acre since the original violation was decreased from 2 acres to 1 acre after CLU certification.	

29-40 (Reserved)

Part 3 Administrative County

41 Overview

A Basic Rule

The basic rule is that the administrative County Office for a farm is the County Office that is located in the county in which the farm is physically located. The exceptions to this rule are covered in this part.

B Purpose

This part provides instructions for determining the administrative County Office for a farm that includes land physically located in more than 1 county.

42-50 (Reserved)

..

51 Location of Farm's Administrative Records

A Determining a Farm's Administrative County

This table explains how to determine a farm's administrative county.

Situation	General Rule
All of the land on the farm is physically located in 1 county and the county where the farm is physically located has an FSA office.	The farm records shall be administratively located in that county.
All of the land on the farm is physically located in 1 county, but the County Office where the farm is physically located has been closed and the timeframe to request a change of administrative county has not yet passed.	Follow procedure in paragraph 52 for handling County Office closures.
All of the land on the farm is physically located in 1 county, but the County Office where the farm is physically located: • has been closed and the timeframe to request a change of administrative county has passed • has never had a County Office.	The farm records shall be administratively located in the County Office designated by FSA.
The land on the farm is physically located in more than 1 county.	The farm operator and COC's must agree on the county where the farm shall be administratively located. If no agreement is reached, the administrative county for the farm shall be where the: • principal dwelling of the operator is situated • major portion of the farm is located, if the principal dwelling of the operator is not situated in any county in which the farm is located.
The land on the farm is part of an Indian reservation.	If the farm is part of an Indian reservation and is operated by a grazing association, the farm's administrative county shall be the county where the grazing association has its headquarters if **all** of the following apply: • COC's and the farm operator agree • the person using the land does not live on it • the geographic features are such that the administrative access would be more practical.

52 Changing a Farm's Administrative County

A Changing Without a Farm Combination

--**A change in a farm's administrative county may be permitted to a contiguous county that currently has an FSA office without completing a farm combination in the receiving**--county if at least 1 of the following applies:

- the principal dwelling of the farm operator has changed
- a change has occurred in the operation of the land
- there has been a change that would cause the changed administrative County Office to be more accessible, such as a new highway, relocation of the County Office, building site, etc.
- the producer documents that the changed administrative County Office is **significantly** more convenient.

In and out transfers shall be:

- requested on FSA-179

  Note: On FSA-179, item 5, write in, "significantly more convenient", if transfer is done because of convenience.

- signed by the farm operator and **all** owners
- a 1-time option for the producer if done because of convenience

•***--**made only to a county that currently has an FSA office and is contiguous to the county**--***where the farm is physically located.

Approving the request will change the administrative County Office originally designated by FSA for all purposes. See paragraph 65 for the timing of the transfer.

For County Office closures, see paragraph 53. For reduced hours of operation of an office and reduced staffing, see paragraph 54 for procedure in changing the administrative County Office.

Notes: See 15-AO for determinations of which LAA the producer should be placed in the new county.

A change in the administrative County Office may not impact FLP. FLP applications will be submitted in the County Office serving the area in which the farm is, or will be, located according to 7 CFR 1910.3. Files will be maintained according to 16-AO, paragraph 286.

52 Changing a Farm's Administrative County (Continued)

B Changing With a Farm Combination

A change in administrative County Office may be permitted if both of the following apply:

- all owners agree with the transfer
- the transferred farm will be combined with another farm in the receiving office.

*** * ***

If a County Office determines that the farm transfer and combination are being requested to evade program rules, the farm transfer and farm combination shall **not** be approved.

Note: Administrative county changes shall only be made to counties that are contiguous to the county where the farm is physically located. If there are no offices in the contiguous counties, the producer may select a noncontiguous office that is **significantly** more convenient.

In and out transfers shall be:

- requested on FSA-179
- signed by the farm operator and **all** owners
- between contiguous counties when possible.

Approving the request will change the administrative County Office originally designated by FSA for all purposes. See paragraph 65 for the timing of the transfer.

53 County Office Closures

A Background

*** * ***

Producers (owners and operators) on farms that were transferred to an administrative County Office because of County Office closure may request a new administrative County Office if the producer documents that a new administrative County Office is significantly more convenient.

Note: This does **not** apply to TTPP contracts.

B Timeframe for Request

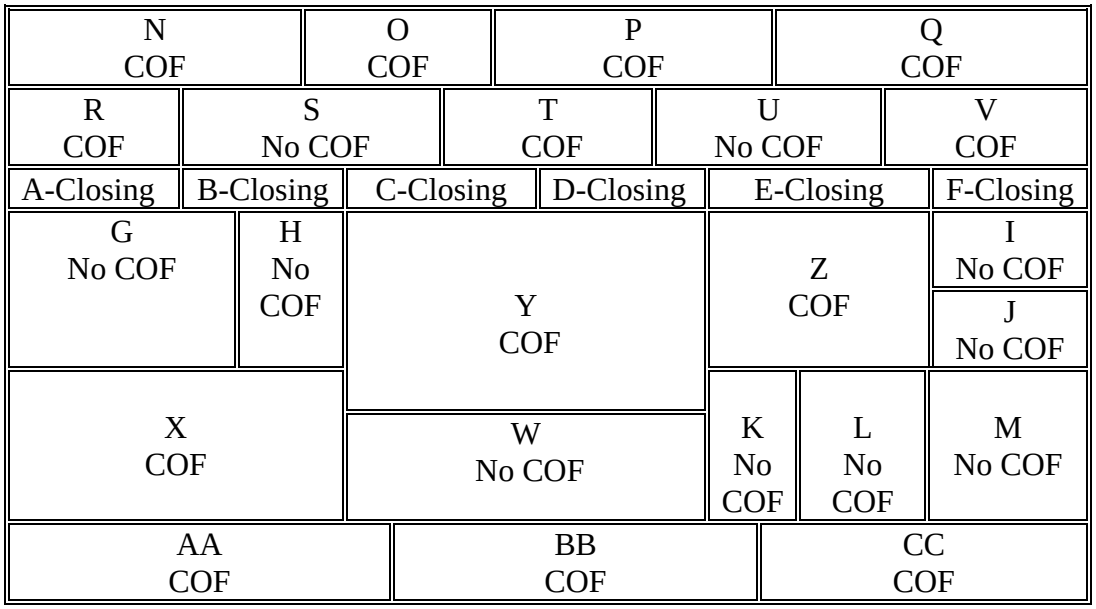
Producers on farms in County Offices that close shall have 60 calendar days from the date of the letter sent according to subparagraph 53 D to select a new administrative County Office.

53 County Office Closures (Continued)

C Requesting a New Administrative County

Producers who select a new administrative County Office shall request an in or out transfer to accomplish the change. Process these requests according to Section 2.

***--Example:** County Offices A, B, C, D, E, and F are closing. There are County Offices in counties N, O, P, Q, R, T, V, X, Y, Z, AA, BB and CC.



Producers that have a farm that is physically located in:

- county A may transfer their records to county R
- county B may transfer their records to county R or Y
- county C may transfer their records to county T or Y
- county D may transfer their records to county T, Y, or Z
- county E may transfer their records to county V, Y, or Z
- county F may transfer their records to county V or Z.--*****

D Producer Letters

When a County Office closes, FSA designates a new administrative County Office. The new administrative County Office designated by FSA shall provide a letter within 60 calendar days of being notified of the closure to all producers whose records were originally serviced by the closed County Office. The letter shall allow producers 60 calendar days from the date of the letter to select a different administrative County Office. See Exhibit 7 for an example of the letter.

53 County Office Closures (Continued)

E In and Out Transfer

In and out transfers shall be:

- requested on FSA-179

Note: On FSA-179, item 5, check “county office closure”.

- signed by the farm owner(s) and operator

- between contiguous counties when possible.

Approving the request will change the administrative County Office originally designated by FSA for all purposes. See paragraph 65 for the timing of the transfer.

F No Contiguous County Office

***--**If there is no County Office in any contiguous county to the county where the land is physically located, the producer may select a noncontiguous County Office that is significantly more convenient to the producer.

Example: County Office F is closing and is not contiguous to a county that has a County Office. A producer may transfer his records to the closest County Office that is noncontiguous if it is significantly more convenient. For example, if it were significantly more convenient for the producer with a farm in county F, he could request to transfer the farm to county A or county K but not to counties M, N, Q or S.

<table>
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COF</td></tr>
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COF</td><td>B
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<tr><td colspan="2">E
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Closing</td><td>G
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<tr><td>R
No COF</td><td colspan="4">S
COF</td></tr>
</table>

--*

54 County Offices With Reduced Hours of Operation

A Background

Reduced hours at some County Offices may create a significant inconvenience for some producers in obtaining reasonable availability and accessibility to services.

Producers on farms that are administered in County Offices who have reduced their hours of operation may request a new administrative County Office, if the producer documents the new administrative County Office is significantly more convenient.

The County Office with reduced hours of operation shall notify producers of this option in their next newsletter.

Note: If SED determines that reduced staffing in a County Offices has caused an inconvenience to producers, SED may use this procedure to allow all producers in the county to choose a new administrative County Office even though the county may not have reduced work hours. After SED has made this decision, the County Office shall notify the producers in the county of the option to choose another administrative County Office in their next newsletter.

B Requesting a New Administrative County Office

Producers, who select a new administrative County Office, shall request a farm transfer to accomplish the change. These requests shall be approved by STC.

In and out transfers shall:

- be requested on FSA-179

  Note: On FSA-179, item 5, enter “reduced hours of operation” or “reduced staffing”, as applicable.

- be signed by the farm owner and operator

- ***--**occur between contiguous counties with the exception of closed offices**--***

- be a 1-time option for the producer

- be submitted to STC for approval.

Approving the request will change the administrative County Office originally designated by FSA for all purposes. See paragraph 65 for the timing of transfers. There is no set timeframe for producers to make a request to change their administrative County Office.

--Note:** DAFP has delegated its authority to STC’s to approve requests **only** for selecting a**-- new administrative County Office in cases where County Offices have reduced hours of operation and/or reduced staffing.

55-61 (Reserved)

Section 2 In and Out Transfers

62 Initiating Transfer

A Who Initiates Transfer

A farm transfer may be initiated by:

- either the receiving or the transferring COC
- the operator or owner.

B Completing FSA-179

Complete FSA-179, according to Exhibit 10, to initiate the transfer. Prepare:

- 3 copies for within-State transfers
- 4 copies for out-of-State transfers.

Note: All owners and operator **must** sign FSA-179.

63 Transfers Between Counties

A Approving Transfers Between Counties

--**A transfer between counties shall **not** be approved unless either of the following applies:**--

- land is combined in the receiving county and meets criteria for being a farm according to 2-CM

  Notes: See subparagraph 52 B for additional information.

  Farms being transferred according to paragraph 52, where all the land on the farm is physically located in 1 county but the County Office where the farm is physically located has been closed and the timeframe to request a change of administrative county has not yet passed, do **not** need to be combined with any other farm in the receiving county.

- any of the situations in subparagraph 52 A or paragraph 53 or 54 are met.

*--B Canceling Transfers Between Counties

A transfer between counties can be canceled if all of the following apply:

- the transfer has **not** been completed
- the request to cancel the transfer is in writing and signed by all owners and the operator
- COC approving the transfer request approves of the cancellation.**--***

C Authority

COC may delegate to CED the authority to approve in and out transfers of land between counties.

D DAFP Approval

Any requests for in- and out-transfers that do not meet the criteria in subparagraph A can be submitted to DAFP for approval.

--64 Transfers Between Counties With Uncertified CLU's and Counties With Certified CLU's--

A Introduction

CLU * * * certification is not yet completed in all counties in the nation; therefore, there are issues that arise when transferring farm records if 1 county has a * * * certified CLU and the other county does not. This paragraph provides instructions for handling farm transfers when 1 county has a * * * certified CLU and the other county does not.

* * *

B Transfer From a Noncertified County to a Certified County

The transferring County Office shall follow procedure in paragraphs 67, 68, and 69 to complete the out-transfer.

The receiving County Office shall follow procedure in the following:

- paragraph 67, 68, and 69 to complete the in-transfer
- 2-CP, paragraph 501 to certify the in-transferred CLU's.--*

* * *

65 Timing for Transfer

A Basic Rule

Records **cannot** be transferred, until the next FY, if DCP payments have been issued for the farm. Payment history is tied to the farm number, crop, and producer that received the DCP payment.

Note: If **all** DCP payments on the farm are voluntarily refunded, the farm may be transferred.

The transfer of records is effective for the next program, crop, or FY, as applicable, for the program.

- The new administrative County Office selected by the producer will handle all new activity for the next program year or FY.

- The current administrative County Office will continue to handle:

  - any prior or current FY DCP payments or overpayments
  - crop loan and LDP requests and servicing for current and prior crop years
  - pending appeals for current or prior years.

B Implications for Records

County Offices must use good judgment when transferring records. It may be necessary to delay the deletion of farm records from the transferring County Office to permit continued:

- price support activity for current and prior crop year loans and LDP's

- CRP contract payment activity for current program year records shall not be transferred or deleted if a DCP payment has been issued and has not been refunded.

*--C TTPP

The current administrative County Office will continue to handle TTPP for the entire contract period. TTPP contracts are **not** linked to the farm or production of tobacco after contract approval.

Note: TTPP contracts shall **not** be transferred.**--***

66 Records to Transfer

A Overview

If an in and out transfer is approved according to paragraph 63, follow this paragraph to determine which records are to be transferred.

B Conservation Files

Send FSA-179, all of the following farm records, and only copies of the producer records, if the producer still has other interests in the transferring county.

For annual program, completed practices, send:

- all conservation files including:
  - AD-1026
  - FSA-211
  - NRCS-CPA-026
  - NRCS-CPA-027
- lifespan records
- correspondence.

For annual program, incomplete practices, send photocopies of:

- AD-245 and AD-862
- other related documentation.

Note: Original AD-245 and AD-862 will remain in the transferring County Office until final performance and payment have been completed. These forms shall then be transferred to the receiving County Office. Receiving County Office will update lifespan records.

66 Records to Transfer (Continued)

C LTA's, EQIP, and CRP Contracts

Transfer original:

- LTA contracts
- CRP contracts
- AD-245's for LTA and CRP contracts for complete and incomplete practices
- other related documentation.

D Compliance Files

Transfer all compliance files including, but not limited to:

- FCI-19's
- FSA-578's
- measurement services
- duplicate aerial photography, not photocopies

*** * ***

- all related documentation.

*--E DCP/ACRE Records

Transfer all DCP/ACRE farm files including, but not limited to:

- CCC-505
- CCC-509
- CCC-509 ACRE
- CCC-517
- CCC-522
- CCC-523
- CCC-524
- CRP-15
- FSA-156EZ
- FSA-476DCP--*
- producer payment history print.

Note: See 2-DCP.

66 Records to Transfer (Continued)

F Other FSA Program Records

Transfer all of the following farm records and only copies of the producer records, if the producer still has other interests in the transferring county:

- FSA-156EZ
- CCC-502EZ, CCC-502A, CCC-502B, CCC-502C, or CCC-502D, as applicable
- FAV history by tract, if applicable.

G FSFL Program Records

Requests by borrowers to transfer an outstanding FSFL to another servicing office shall be denied because the system files for one FSFL cannot be easily transferred from one County Office computer system to another.

Exception: For FSFL's that must be transferred because a County Office is being closed, all case files and FSFL system files will be transferred to the County Office chosen by the borrower.

*--H Geospatial Data

Transfer all geospatial data including, but not limited to:

- CLU's
- wetland points
- CRP attributes from CRP table if the land was enrolled in CRP.

Use the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool to prepare the necessary CLU's, associated wetland points, and CRP information for transfer. See the ArcGIS CLU Maintenance Tool User Guide or contact the State GIS Specialist/Coordinator if assistance is needed.

Notes: Other geospatial data about the farm being transferred may exist. Such data could include measurement services or GPS data, among other files. These files should also be transferred. These files are **not** automatically prepared for transfer by the ArcGIS CLU Maintenance Tool.

Imagery does **not** need to be transferred.

Geospatial data to be transferred to another county **must** be encrypted through Winzip.**--***

67 Handling Within-State Transfers

A Initiating County Action

Use the following table for initiating county action.

IF transfer is initiated in the...	THEN...
receiving County Office	• complete FSA-179, Part A • send all FSA-179 copies to the transferring County Office.
transferring County Office	• complete FSA-179, Parts A and B • send all FSA-179 copies to the receiving County Office.

B Transferring County Action

Use the following table for transferring county action.

IF transfer...	THEN...

was initiated in the receiving County Office	• complete FSA-179, Part B
	• indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved
	• if approved:
	  • send all FSA-179 copies and pertinent farm records to the receiving County Office
	  •*--remove CLU's, associated wetland points, and CRP records from the CLU layer with the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool
	  • encrypt the geospatial data and send to the receiving County Office
	  • retain a copy of CLU's, wetland points, and CRP records being transferred--*
	  • cancel DCP contract in the system
	  • cancel all active AD-245's for ACP-LTA contract in the system
	  • reduce balance available for LTA contracts to zero in the system
	  • return remaining allocation for LTA contract to State Office
	  • cancel CRP contracts in the system
	  • notify receiving office of all outstanding debts and producer offset requests

67 Handling Within-State Transfers (Continued)

B Transferring County Action (Continued)

IF transfer...	THEN...
was initiated in the receiving County Office (Continued)	• keep all outstanding debts and offset requests until either of the following apply: • all outstanding prior year program payments have been issued and offset • debt reaches claim status **Exception:** Price support claims for current and prior crop years **will not** be transferred. Inform the receiving County Office of these debts for offset purposes. • transfer remaining claim balance using ACS claim transfer function according to 64-FI, Part 9 • delete farm according to paragraph 132, unless subparagraph 65 B is applicable • if disapproved, send disapproved FSA-179 back to the receiving County Office.
was initiated in the transferring County Office	• complete FSA-179, Parts A and B • indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved • if approved by transferring County Office, send all FSA-179 copies to the receiving County Office • wait for approval by receiving County Office. If approved by receiving County office: • send pertinent farm records to the receiving County Office. •*****--remove CLU's, associated wetland points, and CRP records from the CLU layer with the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool • encrypt the geospatial data and send to the receiving County Office • retain a copy of CLU's, wetland points, and CRP records being transferred--***** • cancel DCP contract in the system • cancel all active AD-245's for ACP-LTA contract in the system • reduce balance available for LTA contracts to zero in the system • return remaining allocation for LTA contract to State Office • cancel CRP contracts in the system

67 Handling Within-State Transfers (Continued)

B Transferring County Action (Continued)

IF transfer...	THEN...

was initiated in the transferring County Office (Continued)	• notify receiving office of all outstanding debts and producer offset requests
	
	• keep all outstanding debts and offset requests until either of the following apply:
	
	  • all outstanding prior year program payments have been issued and offset
	
	  • debt reaches claim status
	
	  Exception: Price support claims for current and prior crop years **will not** be transferred. Inform the receiving County Office of these debts for offset purposes.
	
	  • transfer remaining claim balance using ACS claim transfer *****--function according to 64-FI
	
	  • delete farm according to paragraph 132 when FSA-179 is received from receiving County Office, unless--***** subparagraph 65 B is applicable
	
	• if disapproved by receiving County Office, submit the request to STC for a determination. See subparagraph D.

67 Handling Within-State Transfers (Continued)

C Receiving County Action

Use the following table for receiving county action.

IF transfer...	THEN...

was approved by the transferring County Office	• indicate recommendation for approval or disapproval on FSA-179, item 13A and provide reason if disapproved
	
	• if approved:
	
	  • send 1 copy of FSA-179 to transferring County Office
	
	  • send 1 copy of FSA-179 to the State Office
	
	  • add farm according to paragraph 105
	
	  •***--**add CLU's being transferred and the associated wetland points using the In-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool and update farm, tract, and CLU number accordingly**--***
	
	  • post allocation received from State Office for LTA's to ledger
	
	  Note: State Office shall record the change on the State ledger.
	
	  • approve new DCP, LTA, and CRP contracts, as applicable, in the system for the transferred contracts
	
	  Note: For CRP contracts that have been converted, contact the State Office for entering in the system.
	
	  • re-create any active AD-245's for LTA and CRP contracts
	
	  • set the claim flag in the producer's name and address file for any outstanding debts and price support claims
	
	  • coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments
	
	  • establish the transferred claim in ACS according to 64-FI
	
	  Note: Price support claims will not be transferred.
	
	  • notify owners and operators of the action taken
	
	  • provide owners and operators a copy of FSA-156EZ
	
	  • notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.

67 Handling Within-State Transfers (Continued)

C Receiving County Action (Continued)

IF transfer...	THEN...
was approved by the transferring County Office (Continued)	if disapproved: • record the reason for disapproval • submit the request to STC for a determination according to subparagraph D • return all records to the transferring County Office if the transfer remains disapproved after STC determination.
has been disapproved by the transferring County Office	• submit the request to STC for a determination. See subparagraph D • complete the transfer request if the transfer is approved after STC determination.

D Handling Disagreements

If the receiving or transferring COC disapproves the request for transfer:

- STC shall make a determination
- the County Office shall forward the request for transfer to the State Office.

* * *

68 Handling Out-of-State Transfers

A Initiating County Action

Use the following table for initiating county action.

*--

IF transfer is initiated in the...	THEN the initiating County Office shall...
receiving County Office	• complete FSA-179, Part A • send all FSA-179 copies to the transferring County Office.
transferring County Office	• complete FSA-179, Parts A and B • send all FSA-179 copies to the transferring State Office.

--*

Note: COC may redelegate authority to CED to approve in and out transfers between States.

68 Handling Out-of-State Transfers (Continued)

B Transferring County Action

Use the following table for transferring county action.

IF transfer was initiated in the...	THEN the transferring County Office shall...

receiving County Office	• complete FSA-179, Part B
	• indicate recommendation for approval or disapproval on FSA-179, item 11A with reason if disapproved
	• if approved:
	  • send all FSA-179 copies and pertinent farm records to the transferring State Office
	  •*--remove CLU's, associated wetland points, and CRP records from the CLU layer with the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool
	  • encrypt the geospatial data and send to the receiving County Office
	  • retain a copy of CLU's, wetland points, and CRP records being transferred--*
	  • notify the receiving office of all outstanding debts and producer offset requests
	  • keep all outstanding debts and offset requests until debt reaches claim status
	  Exception: Price support claims will **not** be transferred. Inform the receiving county of these debts for offset purposes.
	  • transfer remaining claim balance using ACS claim transfer function according to 64-FI
	• if disapproved, send disapproved FSA-179 back to the receiving County Office.

transferring County Office	• complete FSA-179, Parts A and B
	• indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved
	• if approved by transferring County Office, send all FSA-179 copies to the transferring State Office
	• wait for approval by transferring State Office; if approved by transferring State Office the transferring County Office shall:
	  • send pertinent farm records to the transferring State Office
	  •*--remove CLU's, associated wetland points, and CRP records from the CLU layer with the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool
	  • encrypt the geospatial data and send to the receiving County Office--*

68 Handling Out-of-State Transfers (Continued)

B Transferring County Action (Continued)

IF transfer was initiated in the...	THEN the transferring County Office shall...
transferring County Office (Continued)	•*--retain a copy of CLU's, wetland points, and CRP records being transferred--* • notify the receiving office of all outstanding debts and producer offset requests • keep all outstanding debts and offset requests until debt reaches claim status **Exception:** Price support claims will **not** be transferred. Inform the receiving county of these debts for offset purposes. • transfer remaining claim balance using ACS claim transfer function according to 64-FI • if disapproved by receiving State Office, submit the request to DAFP for a determination. See subparagraph F.

C Transferring State Action

The transferring State shall:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved

•*--send all FSA-179 copies and farm records including geospatial data to the receiving--* State Office

- complete the following actions for conservation allocations:

  - reduce the transferring County Office's allocation on the State ledger
  - reduce the State allocation on the State ledger
  - return funds to the National Office.

  Note: National Office will send the funds to the appropriate State Office.

68 Handling Out-of-State Transfers (Continued)

D Receiving State Action

The receiving State shall:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved

- *--send all FSA-179 copies and farm records including geospatial data to the receiving--* County Office

- increase the following conservation allocations:

  - State allocation on the State ledger when funds are received from the National Office
  - receiving county's allocation on the State ledger.

E Receiving County Action

Follow this table after completing FSA-179, Part C.

IF transfer is...	THEN...

approved	• send 3 copies of FSA-179 to the receiving State Office
	• receiving State Office shall:
	  • keep 1 copy of the approved FSA-179
	  • send 2 copies to the transferring State Office for filing and distribution to the transferring County Office
	• add farm according to paragraph 105
	•*--add CLU's being transferred and the associated wetland points using the In-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool and update farm, tract, and CLU numbers accordingly--*
	• post allocation received from State Office for LTA contract to ledger, as applicable
	• approve new DCP, LTA, and CRP contracts, as applicable, in the system for the transferred contracts
	• re-create any active AD-245's for LTA and CRP contracts
	• set the claim flag in the producer's name and address file for any outstanding debts
	• coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments

68 Handling Out-of-State Transfers (Continued)

E Receiving County Action (Continued)

IF transfer is...	THEN...
approved (Continued)	• establish the transferred claim in ACS according to 64-FI * * * when diskette is received **Note:** Price support claims will **not** be transferred. • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ • notify all applicable NRCS offices handling the farm of the new farm, tract, and field numbers.
disapproved	• record the reason for disapproval • notify owners and operators of the action taken with the reason for disapproval • provide appeal rights according to 1-APP • return all records to the transferring County Office if remains disapproved after reconsideration.

F Handling Disagreements

If the receiving STC and transferring STC do not agree on the request for transfer:

- DAFP shall make the final determination
- receiving State Office shall forward the request for transfer to DAFP.

G Sugarcane Bases

A transfer between States shall not be approved for farms with a sugarcane base or for farms requesting to be combined with a farm having a sugarcane base.

69 Processing Out-Transfers

A Out-of-County Transfers

To process the transfer of a farm out of the county in the automated system, after FSA-179 has been approved by the transferring County Office and the receiving County Office, County Offices shall:

- if part of a farm will be transferred out of the county, reconstitute it into a separate farm before transfer

  Note: Follow 2-CM.

- follow paragraph 65 for timing.

B County Office Action

County Offices shall:

- access FRS according to paragraph 91

- delete the transferred farm according to paragraph 132

- print FSA-156EZ for the deleted farm

  Notes: See paragraph 245.

  Type the following comments on FSA-156EZ:

  - "Transferred to _____County"
  - the date of transfer.

- file the inactive FSA-156EZ with the inactive farm record file

- ***--**ensure the appropriate CLU's have been exported correctly using the Out-Transfer Tool in the ArcGIS CLU Maintenance Tool, encrypted, and sent to the receiving County Office

- keep a copy of the Out-Transferred shapefiles.

  Note: These shapefiles can be retained individually or merged into an Out-Transfer shapefile containing all Out-Transferred land if desired.**--***

70 Processing In-Transfers

A In County Transfers

County Offices shall enter the farm operator, owners, and other producers in SCIMS, if applicable. See 1-CM.

B County Office Action

County Offices shall:

- follow paragraph 91 to access FRS
- add the transferred farm according to paragraph 105
- ***--**add CLU's being transferred and the associated wetland points using the In-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool and update farm, tract, and CLU members accordingly**--***
- load all acreage and yield information for the farm and tracts **exactly** as it appears on FSA-156EZ that was provided from the transferring county

  Note: Yields shall not be changed.
- print FSA-156EZ after all acreage and yield information has been loaded
- file the printout with the active farm record file.

71-90 (Reserved)

Part 4 FRS

91 Accessing Farm Records

A Overview

FRS is web-based software with a centralized database. Farm records will be updated by County Office employees.

In this part, the term "user" refers to County Office employee except where specifically noted.

B Accessing FRS

Access FRS by doing the following.

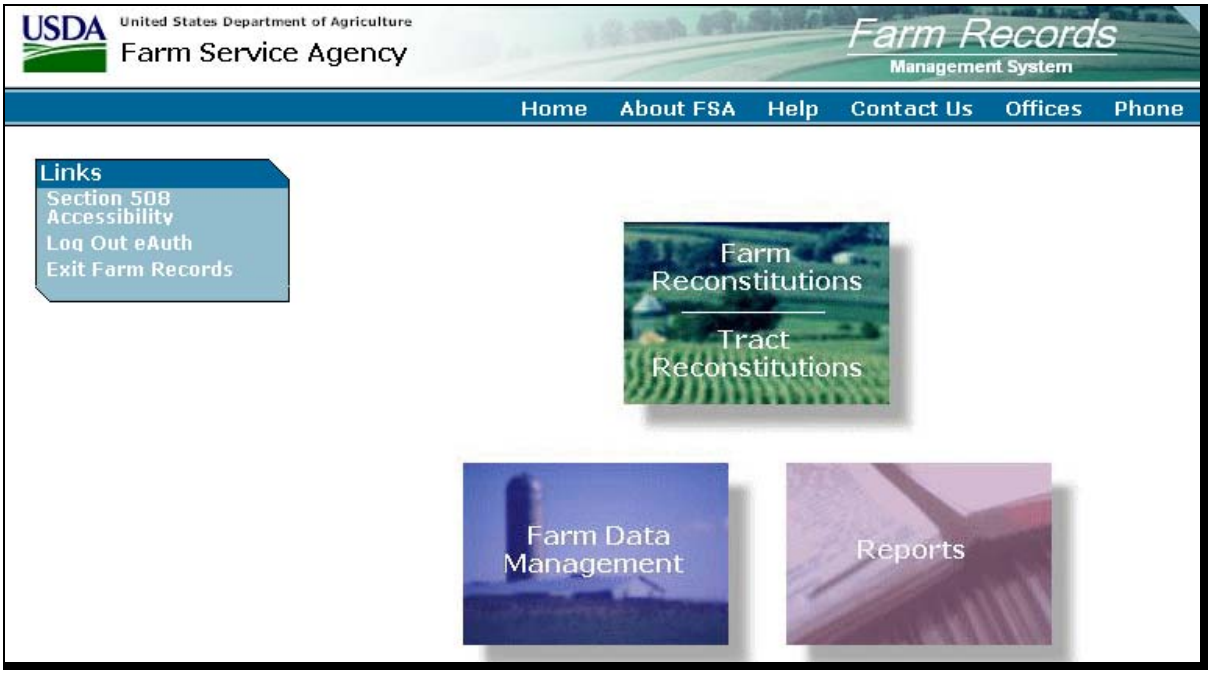
Step	Action
1	Access farm records through the FSA Intranet at ***--http://fsaintranet.sc.egov.usda.gov/fsa**.
2	Under "Links", CLICK "**FSA Applications**".
3	Under "Common Applications", CLICK "**Farm Records**".
4	USDA eAuthentication Warning Screen will be displayed. CLICK "I Agree". **Note:** Internet Explorer shall be used when accessing FRS.
5	Enter eAuthentication user ID and password and CLICK "**Login**".**--***

91 Accessing Farm Records (Continued)

B Accessing FRS (Continued)

Once a user is logged in and has been authenticated, the FRS Home Page will be displayed. CLICK "**Farm Data Management**" to access the Farm Data Management Home Page.

*--



--*

92 Farm Selection Screen

A Overview

Access to farm, tract, and crop data requires the selection of a producer or entry of a farm or tract number on the Farm Selection Screen. This paragraph provides instructions on accessing farm, tract, and crop data using the Farm Selection Screen.

From the Farm Selection Screen, users can:

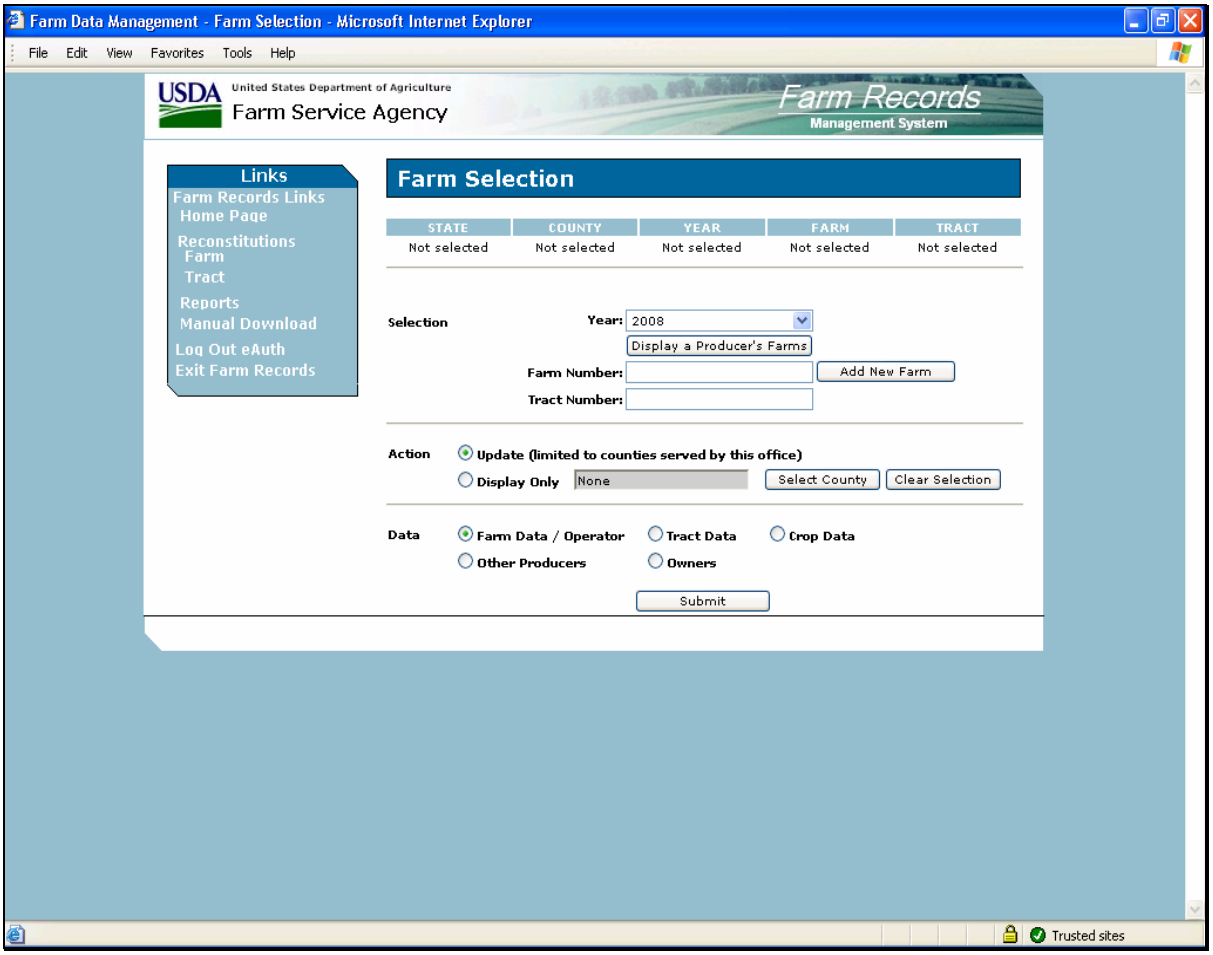
- select the year in which to add, update, delete, or display a farm or tract
- add a new farm
- select a producer or enter a farm or tract number and view:
    - farm data
    - tract data
    - crop data
    - other producers
    - owners
- select to display farms that are located in other County Offices.

92 Farm Selection Screen (Continued)

B Example of Farm Selection Screen

Following is an example of the Farm Selection Screen.

*--



--*

92 Farm Selection Screen (Continued)

C Fields

The following table provides the fields available on the Farm Selection Screen and a description of each field.

Field/Button	Description	Action
Selection		
Year	A drop-down list that allows the user to select to add, update, and delete 2002 and future year's farm and tract data.	The user must select a year for which farm, tract, and crop data will be added, updated, or deleted. See paragraph 101 for additional information.
Display a Producer's Farms	Allows the user to view farm, tract, and crop data by searching by producer type, name, tax ID, or other.	CLICK "Display a Producer's Farms" and the USDA SCIMS Customer Search Page will be displayed. See paragraph 102 for additional information.
Farm Number	Allows the user to view farm, tract, and crop data by entering a farm number.	Enter a farm number and CLICK "Submit" to view farm, tract, and crop data for a farm. See paragraph 103 for additional information.
Add New Farm	Allows the user to add a new farm.	CLICK "Add New Farm" to add a new farm. See paragraph 105 for additional information.
Tract Number	Allows the user to view farm, tract, and crop data by entering a tract number.	Enter a tract number and CLICK "Submit" to view farm, tract, and crop data for a farm. See paragraph 104 for additional information.
Action		
Update	Allows the user to make changes to existing farm, tract, and crop data.	Update is automatically selected when a user logs into FRS. No action is necessary by the user unless "Display Only" was previously selected. See paragraph 112 for additional information.
Display Only	Users can display farm, tract, and crop data in any county in the nation.	Select "Display Only" to display farm, tract, and crop data in any county in the nation. See paragraph 113 for additional information.
Select County	Allows the user to select the county for which farm, tract, and crop data will be displayed.	CLICK "Select County" and the Select a State and County Screen will be displayed. See paragraph 113 for additional information.
Clear Selection	Allows the user to clear the county selection.	CLICK "Clear Selection" to clear the previously selected county.

92 Farm Selection Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
Data		
Farm Data/Operator	Allows the user to access farm data.	Select "Farm Data/Operator" to view the Farm Data Screen. See Part 5 for additional information.
Tract Data	Allows the user to access tract data.	Select "Tract Data" to view the Tract Data Screen. See Part 6 for additional information.
Crop Data	Allows the user to access crop data.	Select "Crop Data" to view the Crop Data Screen. See Part 7 for additional information.
Other Producers	Allows the user to access a farm's other producers.	Select "Other Producers" to view the Other Producers Screen. See Part 8 for additional information.
Owners	Allows the user to access a tract's owners.	Select "Owners" to view the Owners Screen. See Part 9 for additional information.
Submit	Analyzes the search criteria that was entered and displays the applicable search results.	CLICK "Submit" to display the applicable results based on the search criterion that was entered.
***--Links**		
Manual Download	The "Manual Download" link allows the user to send a farm record from FRS to System 36.	CLICK "Manual Download" and the user will be prompted to select a year and enter a farm number. If user clicks: • "**Select**" the farm record will be sent from FRS to System 36 • "**Cancel**" the FRS Home Page will be displayed.**--***

93-100 (Reserved)

Section 1 Selection

101 Year Selection

A Overview

The year selection drop-down menu allows the user to select a year to add, update, and delete farm, tract, and crop data. 2002 and future years are available for selection.

B 2002

Users can view all 2002 farm, tract, and crop data; however, there is no update capability in 2002.

C 2003 and Future Years

Users have unlimited update capabilities in 2003 and future years.

102 Display a Producer's Farms

A Overview

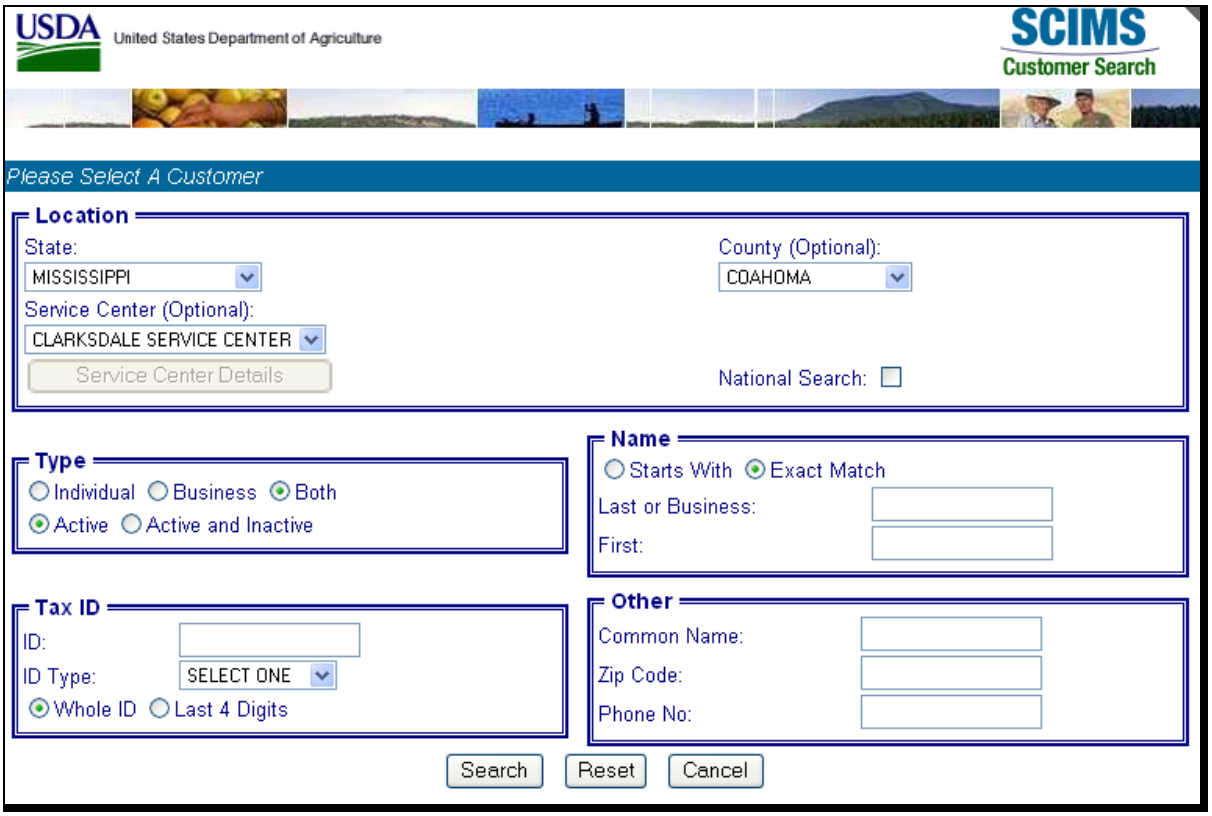
To search by producer, users must click "Display a Producer's Farms" on the Farm Selection Screen.

B USDA SCIMS Customer Search Page

On the Farm Selection Screen, when users click "Display a Producer's Farms", the SCIMS Customer Search Page will be displayed.

Following is an example of the SCIMS Customer Search Page. A producer can be selected by type, name, tax ID, or other. See 1-CM for additional information.

*--



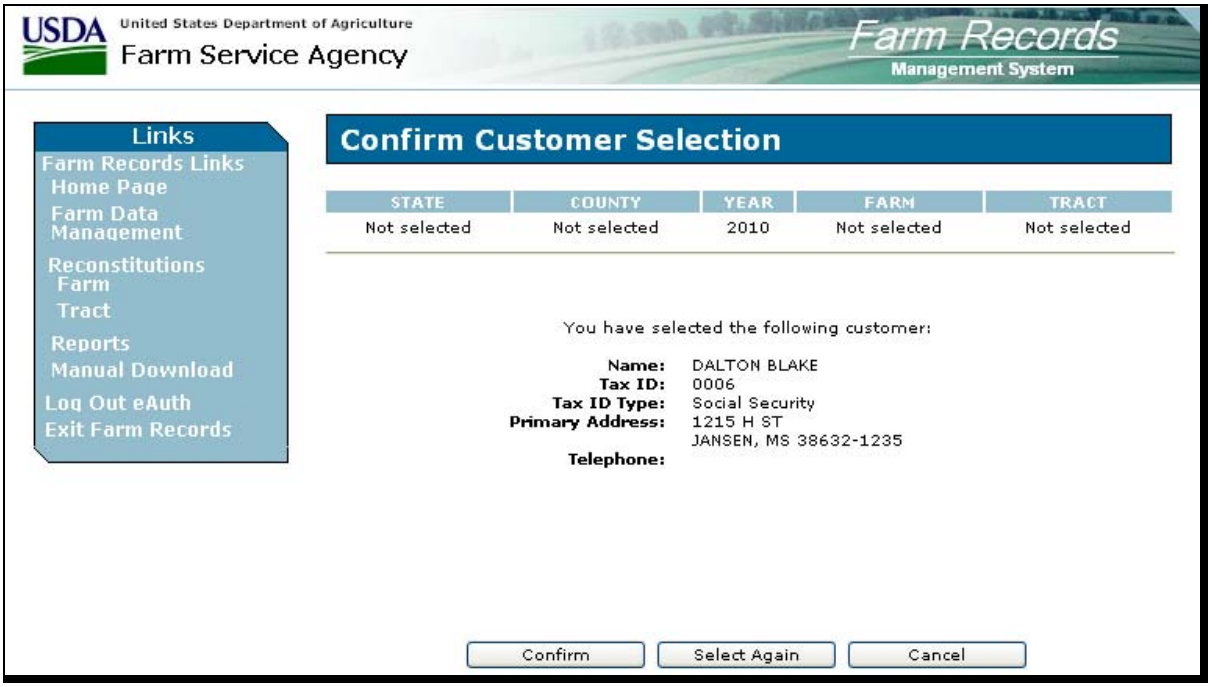
--*

Note: Users must select producer based on search results by clicking the applicable producer.

102 Display a Producer's Farms (Continued)

C Confirm Customer Selection Screen

Once a customer is selected, the Confirm Customer Selection Screen will be displayed with the name, tax ID and type, primary address, and telephone number of the selected customer.
*--



--*

102 Display a Producer's Farms (Continued)

D Options

The following table explains the options available on the Confirm Customer Selection Screen.

Option	Result	
Confirm	**IF user selected to view…**	**THEN…**
	"Farm Data/Operator"	either of the following will be displayed: • Associated Farms Screen; see paragraph 127 • Farm Data Screen; see paragraph 130.
	"Tract Data"	1 of the following will be displayed: • Associated Farms Screen; see paragraph 127 • Tracts Screen; see paragraph 151 • Tract Data Screen; see paragraph 152.
	"Crop Data"	either of the following will be displayed: • Associated Farms Screen; see paragraph 127 • Select Crops Screen; see paragraph 169.
	"Other Producers"	either of the following will be displayed: • Associated Farms Screen; see paragraph 127 • Other Producers Screen; see paragraph 211.
	"Owners"	1 of the following will be displayed: • Associated Farms Screen; see paragraph 127 • Tracts Screen; see paragraph 151 • Owners Screen; see paragraph 226.
Select Again	USDA SCIMS Customer Search Page will be displayed	
Cancel	Farm Selection Screen will be displayed.	

E Error Message

If the producer selected is not associated with a farm in the year selected, the message, "No matching farm/tract was found. Please re-enter search criteria.", will be displayed.

103 Farm Number

A Overview

To search by farm number, users must enter the farm number into the Farm Number field on the Farm Selection Screen and PRESS “Submit”.

B Search Results

The following table explains all possible search results when searching by farm number.

IF user selected to view…	THEN…
"Farm Data/Operator"	either of the following will be displayed: • Matching Farms Screen; see paragraph 128 • Farm Data Screen; see paragraph 130.
"Tract Data"	1 of the following will be displayed: • Matching Farms Screen; see paragraph 128 • Tracts Screen; see paragraph 151 • Tract Data Screen; see paragraph 152.
"Crop Data"	either of the following will be displayed: • Matching Farms Screen; see paragraph 128 • Select Crops Screen; see paragraph 169.
"Other Producers"	either of the following will be displayed: • Matching Farms Screen; see paragraph 128 • The Other Producers Screen; see paragraph 211.
"Owners"	1 of the following will be displayed: • Matching Farms Screen; see paragraph 128 • Tracts Screen; see paragraph 151 • Owners Screen; see paragraph 226.

C Error Message

If the farm number entered does not exist in the year selected, the message, “No matching farm/tract was found. Please re-enter search criteria.”, will be displayed.

104 Tract Number

A Overview

To search by tract number, users must enter the tract number into the Tract Number field on the Farm Selection Screen and PRESS “Submit”.

B Search Results

The following table explains all possible search results when searching by tract number.

IF user selected to view…	THEN…
"Farm Data/Operator"	either of the following will be displayed: • Matching Tracts Screen; see paragraph 129 • Farm Data Screen; see paragraph 130.
Tract Data	either of the following will be displayed: • Matching Tracts Screen; see paragraph 129 • Tract Data Screen; see paragraph 152.
Crop Data	either of the following will be displayed: • Matching Tracts Screen; see paragraph 129 • Select Crops Screen; see paragraph 169.
Other Producers	either of the following will be displayed: • Matching Tracts Screen; see paragraph 129 • Other Producers Screen; see paragraph 211.
Owners	either of the following will be displayed: • Matching Tracts Screen; see paragraph 129 • Owners Screen; see paragraph 226.

C Error Message

If the tract number entered does not exist in the year selected, the message, “No matching farm/tract was found. Please re-enter search criteria.”, will be displayed.

105 Add New Farm

A Overview

A new farm can be added in 2003 and all future years.

A new farm cannot be added unless it contains:

- at least 1 tract
- at least 1 owner on each tract
- 1 operator.

Ensure that the operator, owners, and, if applicable, other producers are in SCIMS according to 1-CM before adding a farm.

B Adding a Farm

The following table provides instructions for adding a new farm.

Step	Action	Result	
1	CLICK "Add New Farm" on the Farm Selection Screen.	Farm Data Screen will be displayed. Follow paragraph 130 to determine applicable data entry information. **Note:** If the user is associated with a combined County Office, the Select a County Screen will be displayed. See subparagraph D for additional information.	
2	After all applicable data has been entered, CLICK "Change Operator" on the Farm Data Screen.	The USDA SCIMS Customer Search Page will be displayed. Follow 1-CM for instructions on searching for a customer.	
3	Select the applicable customer according to 1-CM.	The Confirm Customer Selection Screen will be displayed.	
4	After the correct customer has been selected, CLICK "Confirm" on the Confirm Customer Selection Screen.	The Farm Data Screen will be displayed showing the selected customer in the "Operator Name" field.	
5	CLICK "Tracts" on the Farm Data Screen.	The Tract Data Screen will be displayed. Follow paragraph 152 to determine applicable data entry information.	
6	After all applicable data has been entered, CLICK "Assign Owners" on the Tract Data Screen.	Owners Screen will be displayed. Follow paragraph 226 for instructions for adding owners.	
7	After all owners have been added, CLICK either of the following: • "Return to Tract Data" • "Complete Tract".	**IF…**	**THEN…**
		"Return to Tract Data" is clicked	Tract Data Screen will be redisplayed. Enter additional data entry information, as necessary, according to paragraph 152. CLICK "Complete Tract". Farm Data Screen will be displayed.
		"Complete Tract" is clicked	Farm Data Screen will be displayed.
8	CLICK "Complete Farm" on the Farm Data Screen according to paragraph 130.	Farm Data Screen will be redisplayed with the message "Successfully added the farm."	

105 Add New Farm (Continued)

C Adding Prior Year Farms

If a farm is being added in a prior year, the system will automatically add the farm information to all subsequent years. This includes:

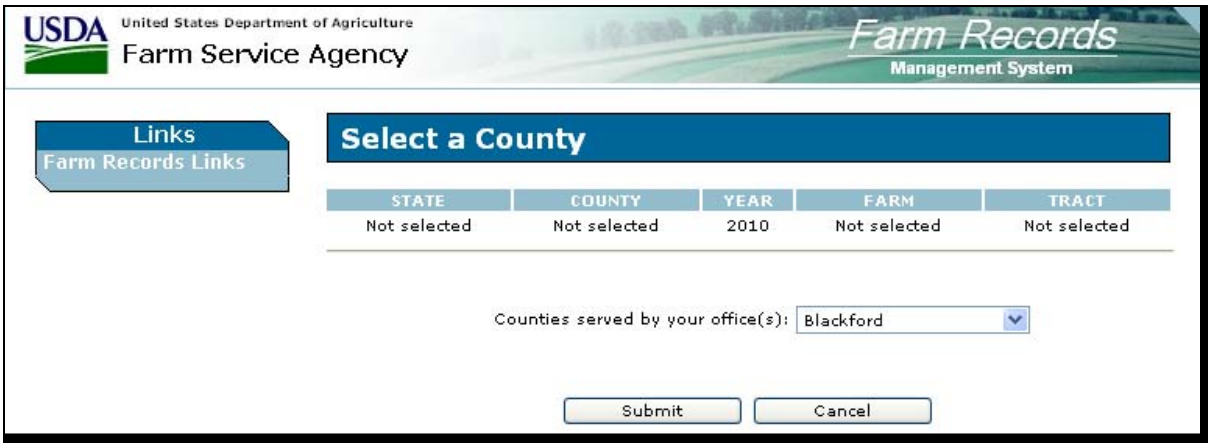
- the farm operator
- all owners
- highly erodible and wetland determinations.

If any of this data is different in subsequent years, the user must access each applicable year and make the appropriate changes.

D Select a County Screen

Note: The Select a County Screen is only applicable to combined County Offices.

The Select a County Screen will be displayed when a user in a combined County Office selects "Add New Farm" on the Farm Selection Screen according to paragraph 92. Following is an example of the Select a County Screen.
***--**



Note: Users shall select the county from the "Counties served by your office(s)" drop-down menu and click either of the following;

- "**Submit**" to continue
- "**Cancel**" to return to the Farm Selection Screen.**--***

106-111 (Reserved)

112 Update

A Overview

To make changes to existing farm or tract data, the user must select “Update” on the Farm Selection Screen. Update capability is only available in a user’s home County Office.

--Note:** Every County Office employee with an eAuthentication ID has update capability.**--

B Single County Office Users

Users in single County Offices will only have update capability in the county to which the logged in user is assigned.

C Combined County Office Users

Users in a combined County Office will have update capability in all counties in the combination. Refer to each part in this handbook for specific information relevant to combined County Offices.

112 Update (Continued)

D State Office Users

State Office users may obtain update access to FRS according to the following:

- provide the State Office program specialist in charge of farm records all State Office employees who are to have access, and include the following:

  - State Office name
  - employee's legal first and last name
  - employee's job title
  - employee's USDA eAuthentication user ID

- the State Office program specialist in charge of farm records shall do 1 of the following:

  - disapprove and return the request to the State Officer user
  - approve and send the information to SLR

- SLR shall do 1 of the following:

  - disapprove and return the request to the State Office program specialist in charge of farm records

  - approve and FAX information to 202-720-0051, Attn: Neeru Gulati

    Note: Include on the FAX that "the request is for Farm Record Management System access".

- ***--**contact PECD, Common Provisions Branch at 202-720-3464 with any questions or**--*** concerns.

  Note: Additional employees can be added any time by requesting access according to this subparagraph.

112 Update (Continued)

E DD Users

DD's may obtain update access to FRS according to the following:

- provide the State Office program specialist in charge of farm records with a request to have update access, and include the following:

  - State Office name
  - employee's legal first and last name
  - employee's job title
  - employee's USDA eAuthentication user ID

- the State Office program specialist in charge of farm records shall do 1 of the following:

  - disapprove and return the request to DD
  - approve and send the information to SLR

- SLR shall do 1 of the following:

  - disapprove and return the request to the State office program specialist in charge of farm records

  - approve and FAX information to 202-720-0051, Attn: Neeru Gulati

    Note: Include on the FAX that "the request is for Farm Record Management System access".

•*****--contact PECD, Common Provisions Branch at 202-720-3464 with any questions or--***** concerns.

Note: Additional DD's can be added any time by requesting access according to this subparagraph.

113 Display Only

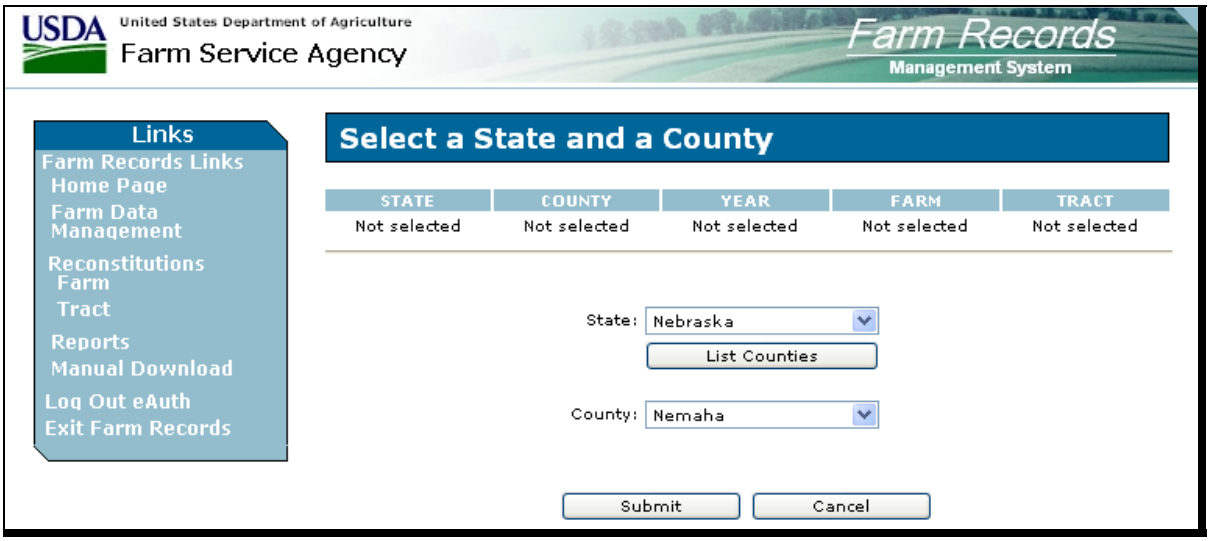
A Overview

To display existing farm, tract, and crop data for any farm in the Nation, the user must select "Display Only" on the Farm Selection Screen and CLICK "Select County". The Select a State and County Screen will be displayed.

B Example of Select a State and County Screen

*--Following is an example of the Select a State and a County Screen after user selects a State from the "State" drop-down menu, clicks "**List Counties**", and selects a county from the "County" drop-down menu. Users shall click either of the following:

- "**Submit**" to continue
- "**Cancel**" to return to the Farm Selection Screen.



--*

Note: Users shall select a State from the "State" drop-down menu and CLICK "**List Counties**". Once the list of counties is available, users shall select a county from the "County" drop-down menu and CLICK "**Submit**".

114-117 (Reserved)

118 Farm Data/Operator

A Viewing Farm Data and Farm Operator

To view farm data and the farm operator, users shall:

- select “Farm Data/Operator” in the "Data" section of the Farm Selection Screen
- select “Display a Producer’s Farms”, enter the farm number or tract number” in the "Selection" section of the Farm Selection Screen
- PRESS “Submit”.

B Additional Information

See Part 5 for additional information about viewing farm data and farm operators.

119 Tract Data

A Viewing Tract Data

To view tract data, users shall:

- select “Tract Data” in the "Data" section of the Farm Selection Screen
- select “Display a Producer’s Farms”, enter the farm number or tract number in the "Selection" section of the Farm Selection Screen
- PRESS “Submit”.

B Additional Information

See Part 6 for additional information about viewing tract data.

120 Crop Data

A Viewing Crop Data

To view crop data, users shall:

- select “Crop Data” in the "Data" section of the Farm Selection Screen
- select “Display a Producer’s Farms”, enter the farm number or tract number in the "Selection" section of the Farm Selection Screen
- PRESS “Submit”.

B Additional Information

See Part 7 for additional information about viewing crop data.

121 Other Producers

A Viewing Other Producers

To view other producers, users shall:

- select “Other Producers” in the "Data" section of the Farm Selection Screen
- select “Display a Producer’s Farms”, enter the farm number or tract number in the "Selection" section of the Farm Selection Screen
- PRESS “Submit”.

B Additional Information

See Part 8 for additional information about viewing other producers.

122 Owners

A Viewing Owners

To view owners, users shall:

- select “Owners” in the "Data" section of the Farm Selection Screen
- select “Display a Producer’s Farms”, enter the farm number or tract number in the "Selection" section of the Farm Selection Screen
- PRESS “Submit”.

B Additional Information

See Part 9 for additional information about viewing owners.

123-126 (Reserved)

127 Associated Farms Screen

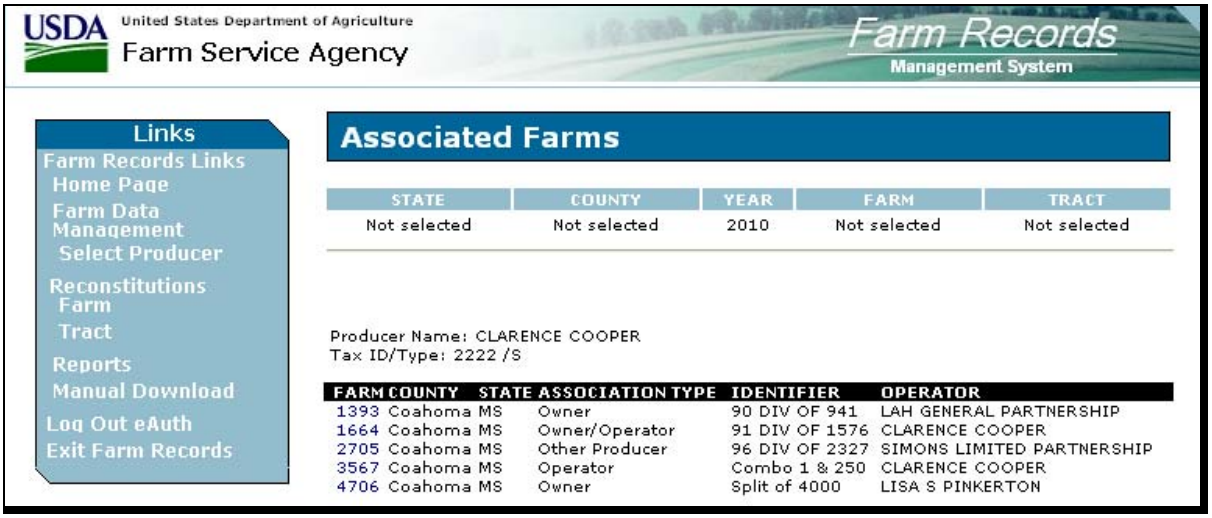
A Overview

The Associated Farms Screen will be displayed when the user selects to view “Farm Data/Operator” and searches by producer according to paragraph 102 and the selected producer is associated with more than 1 farm.

B Example of Associated Farms Screen

Following is an example of the Associated Farms Screen.

*--



--*

Note: Users must select the farm by clicking the applicable farm number. Users in combined County Offices shall also ensure that the farm being selected is in the correct County Office.

128 Matching Farms Screen

A Overview

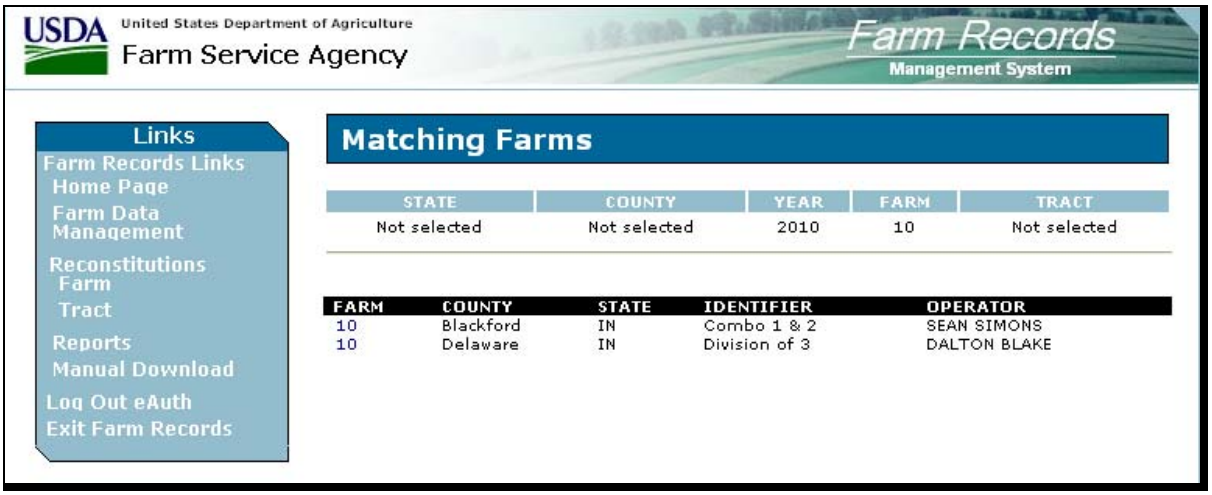
Note: The Matching Farms Screen **only apples** to **combined** County Offices.

The Matching Farms Screen will be displayed when a user in a combined County Office selects to view “Farm Data/Operator” and searches by farm number according to paragraph 103 and the farm number entered is active in more than 1 County Office in the combination.

B Example of Matching Farms Screen

Following is an example of the Matching Farms Screen.

*--



--*

Note: Users must select the farm by clicking the applicable farm number. Users shall ensure that the farm being selected is in the correct County Office.

129 Matching Tracts Screen

A Overview

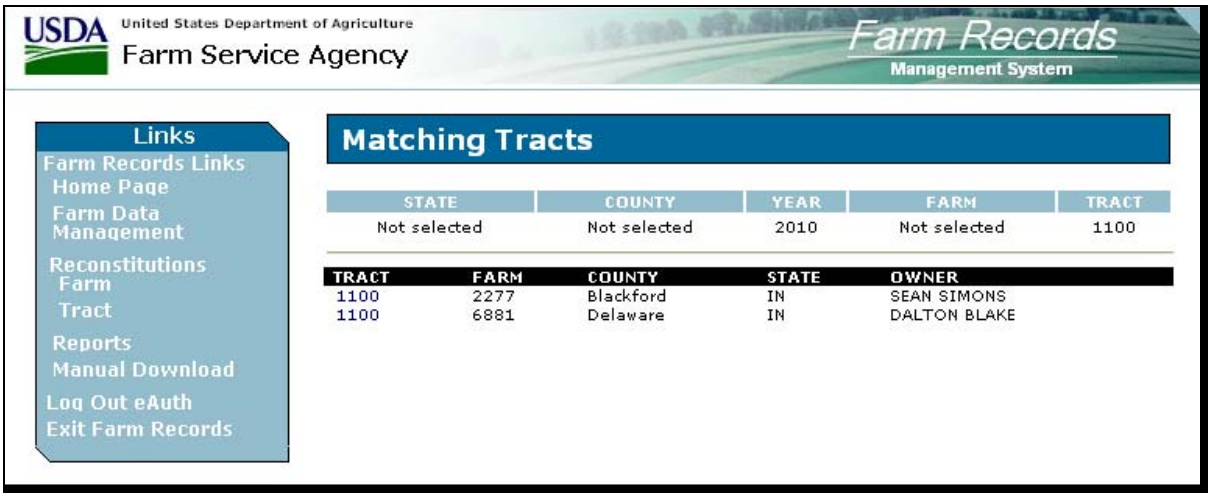
Note: The Matching Tracts Screen **only applies** to **combined** County Offices.

The Matching Tracts Screen will be displayed when a user in a combined County Office selects to view “Farm Data/Operator” and searches by tract number according to paragraph 104 and the tract number entered is active on more than 1 farm in more than 1 County Office in the combination.

B Example of Matching Tracts Screen

Following is an example of the Matching Tracts Screen.

*--



--*

Note: Users must select the tract by clicking the applicable tract number. Users shall ensure that the tract being selected is in the correct County Office.

130 Farm Data Screen

A Overview

The Farm Data Screen will be displayed when the user selects to view “Farm Data/Operator” and:

- searches by producer according to paragraph 102 and the selected producer is associated with only 1 farm

  Note: If the selected producer is associated with more than 1 farm, the Associated Farms Screen will be displayed according to paragraph 127. After the user selects the applicable farm, the Farm Data Screen will be displayed.

- searches by farm number according to paragraph 103

  Note: In combined County Offices, if the farm number entered is active in more than 1 county in the combination, the Matching Farms Screen will be displayed according to paragraph 128. After the user selects the applicable farm, the Farm Data Screen will be displayed.

- searches by tract number according to paragraph 104.

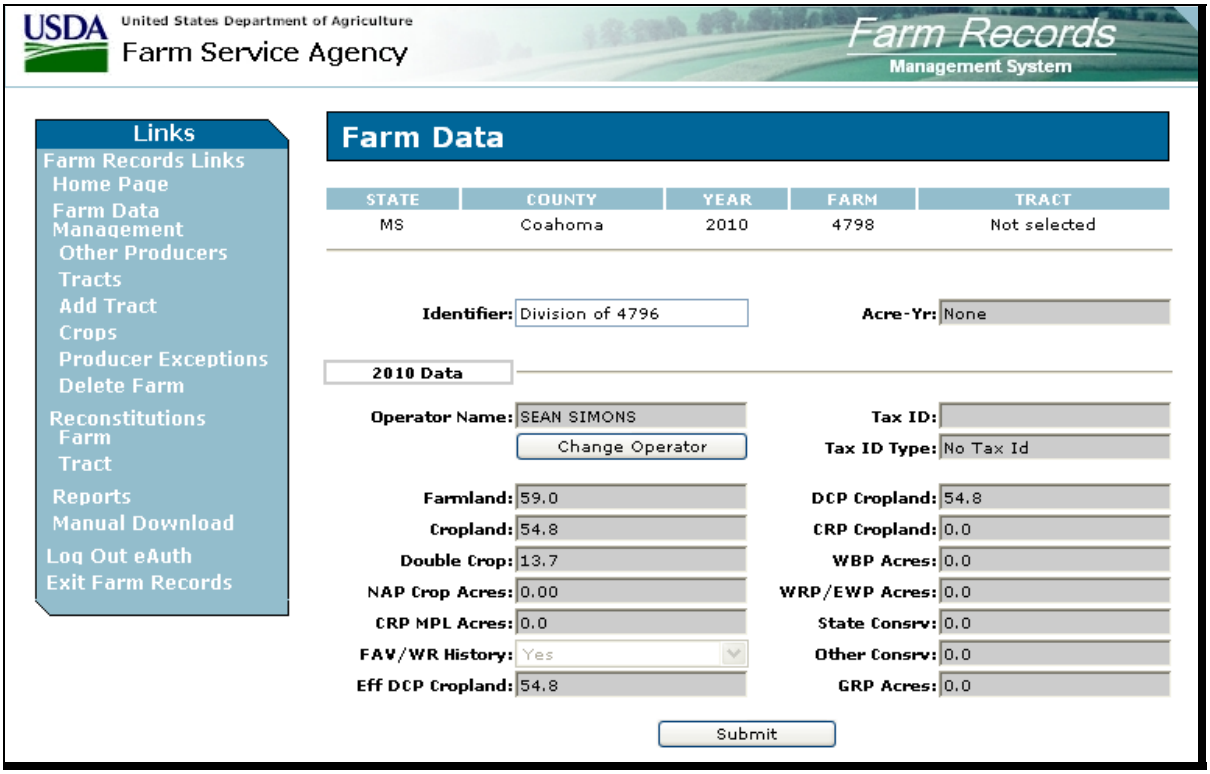
  Note: In combined County Offices, if the tract number entered is active on more than 1 farm in more than 1 County Office in the combination, the Matching Tracts Screen will be displayed according to paragraph 129. After the user selects the applicable tract, the Farm Data Screen will be displayed.

130 Farm Data Screen (Continued)

B Example of Farm Data Screen

Following is an example of the Farm Data Screen.

*--



--*

C Fields

The following table provides the field descriptions and actions for the Farm Data Screen.

Field/Button	Description		Action
*--Identifier	The identifier for the farm. This is a tool to assist County Offices with finding the correct farm.		Enter an identifier for the farm. The entry cannot exceed 30 characters and shall not include any information that is considered PII. An entry is **not** required in this field.
Acre-Yr	**IF the farm...**	**THEN...**	
	has an approved ACRE election	year ACRE election was approved.	
	does **not** have an approved ACRE election	blank.--*	

130 Farm Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
Recon Number	System-assigned reconstitution number, if applicable.	
Operator Name	Farm operator's name.	
Change Operator	Allows the user to change the farm operator.	CLICK "Change Operator" and the USDA SCIMS Customer Search Page will be displayed. Select a new operator by searching by type, name, tax ID, or other.
Tax ID	Last 4 digits of the operator's tax ID.	
Tax ID Type	The operator's tax ID type.	
Farmland	Total farmland acres for the farm.	
Cropland	Total cropland acres for the farm.	
Double-crop	Total double-crop acres for the farm.	
NAP Crop Acres	Total NAP crop acres for the farm.	
CRP MPL Acres	Total CRP MPL acres for the farm.	
FAV/WR History	"Yes" if farm has FAV/WR history or "No" if farm does not have FAV/WR history.	
Eff DCP Cropland	Total effective DCP cropland acres for the farm.	
DCP Cropland	Total DCP cropland acres for the farm.	
CRP Cropland	Total CRP cropland acres for the farm.	
WBP Acres	Total WBP acres for the farm.	
WRP/EWP Acres	Total WRP/EWP acres for the farm.	
State Consrv	Total State conservation acres for the farm.	
Other Consrv	Total other conservation acres for the farm.	
GRP Acres	Total GRP acres for the farm.	
Submit	Saves changes made to any of the information on the Farm Data Screen.	Users must CLICK "Submit" if any changes are made to the information on the Farm Data Screen.

D Updating Farm Data

When valid entries are made on the Farm Data Screen and users CLICK "Submit", the system will update the current year and, if applicable, all future years farm data.

Note: Operator changes made in a prior year will not update to future years. Users must access each applicable year to change the operator.

131 Farm Producer Exceptions Screen

A Overview

The Farm Producer Exceptions Screen will be displayed when the user selects the “Producer Exceptions” link from the Farm Data Screen according to subparagraph 2 B.

B Example of Farm Producer Exceptions Screen

Following is an example of the Farm Producer Exceptions Screen.
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C Fields

The following table provides the field descriptions and actions for the Farm Producer Exceptions Screen.

Field/Box	Description	Action
	Tracts	
Tract	A list of all the tracts associated with the farm.	
Description	The description of each tract.	
HEL	If the box is: • checked, tract has an HEL violation • unchecked, tract does **not** have an HEL violation.	
CW	If the box is: • checked, tract has a converted wetland violation • unchecked, tract does **not** have a converted wetland violation.	

131 Farm Producer Exceptions Screen (Continued)

C Fields (Continued)

Field/Box	Description	Action
Tracts (Continued)		
PCW	If the box is: • checked, tract has a planted converted wetland • unchecked, tract does **not** have a planted converted wetland.	
Operator		
Operator Name	The name of the farm operator.	
Tax ID	The last 4 digits of the operator's tax ID number.	
HEL	A drop-down menu that provides the HEL exceptions for the operator.	The user can select 1 of the following exceptions: • Landlord/Tenant • Good Faith • Has Appeal Rights • Appeals Exhausted • Economic Hardship. **Note:** "Has Appeal Rights" is automatically selected by the system. The user must access the Farm Producer Exception Screen to change the ***--**selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer**--*** exceptions. See 6-CP for further information on HEL exceptions.

131 Farm Producer Exceptions Screen (Continued)

C Fields (Continued)

Field/Box	Description	Action
Operator (Continued)		
CW	A drop-down box that provides the converted wetland exceptions for the operator.	The user can select 1 of the following exceptions: • Has Appeal Rights • Appeals Exhausted • Good Faith • Wetland Restored • Third Party • New Prod After CW. **Note:** "Has Appeal Rights" is automatically selected by the system. The user must access the Farm Producer ***--**Exception Screen to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further**--*** information on CW exceptions.
PCW	A drop-down box that provides the planted converted wetland exceptions for the operator.	The user can select 1 of the following exceptions: • Has Appeal Rights • Appeals Exhausted • Good Faith. **Note:** "Has Appeal Rights" is automatically selected by the system. The user must access the Farm Producer ***--**Exception Screen to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further**--*** information on PCW exceptions.
Other Producers		
Other Producer Name	The name of the other producers.	
Tax ID	The last 4 digits of each other producer's tax ID number.	

131 Farm Producer Exceptions Screen (Continued)

C Fields (Continued)

Field/Box	Description	Action
Other Producers (Continued)		
HEL	A drop-down box that provides the HEL exceptions for the other producer.	The user must select 1 of the following exceptions: • Landlord/Tenant • Not Associated • Good Faith • Has Appeal Rights • Appeals Exhausted • Economic Hardship. **Note:** "Has Appeal Rights" is automatically selected by the system. The user must access the Farm Producer Exception Screen to change the selection. See 6-CP for further information on HEL exceptions.
CW	A drop-down box that provides the converted wetland exceptions for the other producer.	The user can select 1 of the following exceptions: • Has Appeal Rights • Appeals Exhausted • Good Faith • Wetland Restored • Third Party • New Prod After CW. **Note:** "Has Appeal Rights" is automatically selected by the system. The user must access the Farm Producer Exception Screen to change the selection. See 6-CP for further information on CW exceptions.
PCW	A drop-down box that provides the planted converted wetland exceptions for the other producer.	The user can select 1 of the following exceptions: • Has Appeal Rights • Appeals Exhausted • Good Faith. **Note:** "Has Appeal Rights" is automatically selected by the system. The user must access the Farm Producer Exception Screen to change the selection. See 6-CP for further information on PCW exceptions.
Submit	Saves changes made to any of the information on the Farm Producer Exceptions Screen.	Users must CLICK "Submit" if any changes are made to the information on the Farm Producer Exceptions Screen.

131 Farm Producer Exceptions Screen (Continued)

D Availability of Farm Producer Exceptions

The following table provides information on when the farm producer exceptions are available for selection.

Note: If none of the situations identified in the following table exist on the farm, the HEL, CW, and PCW exceptions will not be available for selection.

IF 1 or more tracts on the farm has…	AND a converted WL violation of…	THEN…
an HEL classification of “HEL: conservation system is not being applied”		HEL exceptions will be available for selection.
a WL classification of “WL or farmed WL under natural conditions and no drainage has occurred”	"Wetland converted after November 28, 1990."	CW exceptions will be available for selection.
	"An agricultural commodity has been planted on a converted wetland."	PCW exceptions will be available for selection.

132 Deleting Farms

A Overview

A farm can only be deleted in the current year. When a farm is deleted, all current year records associated with that farm are deleted and cannot be recovered.

A farm cannot be deleted if any of the following apply:

- an active CRP-1 and/or FSA-578 exists on the farm

--Note:** The user must cancel CRP-1 and/or delete FSA-578 before the farm can be**-- deleted.

- the farm is involved in a pending reconstitution.

Note: The user must update the pending reconstitution before the farm can be deleted.

B Deleting a Farm

The following table provides instructions for deleting a farm.

Step	Action	Result	
1	Select the “Delete Farm” link from the Farm Data Screen according to subparagraph 2 B.	The Farm Data Screen will be redisplayed with the message, “Are you sure you wish to delete the current farm?”	
2	CLICK either of the following: • "Yes" • "No"	**IF…**	**THEN…**
		“Yes” is clicked	the farm is deleted and the Farm Selection Screen will be displayed with the message, “Successfully deleted the farm.”
		“No” is clicked	the Farm Data Screen will be redisplayed and the farm is **not** deleted.

133-150 (Reserved)

Part 6 Tract Data

151 Tracts Screen

A Overview

The Tracts Screen will be displayed when the user selects to view tract data and:

- searches by producer according to paragraph 102 and the selected producer is associated with more than 1 tract

  Note: If the selected producer is associated with more than 1 farm, the Associated Farms Screen will be displayed according to paragraph 127. After the user selects the applicable farm, the Tracts Screen will be displayed.

- searches by farm number according to paragraph 103 and the selected farm has more than 1 tract.

  Note: In combined County Offices, if the farm number entered is active in more than 1 County Office in the combination, the Matching Farms Screen will be displayed according to paragraph 128. After the user selects the applicable farm, the Tracts Screen will be displayed.

151 Tracts Screen (Continued)

B Example of Tracts Screen

Following is an example of the Tracts Screen.

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Note: Users must select the tract by clicking the applicable tract number.

152 Tract Data Screen

A Overview

The Tract Data Screen will be displayed when the user selects to view tract data and:

- searches by producer according to paragraph 102, and the selected producer is associated with only 1 tract

  Note: If the selected producer is associated with more than 1 farm, the Associated Farms Screen will be displayed according to paragraph 127. After the user selects the applicable farm, the Tract Data Screen will be displayed. If the selected farm has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Tract Data Screen will be displayed.

- searches by farm number according to paragraph 103, and the selected farm has only 1 tract

  Notes: If the farm number entered has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Tract Data Screen will be displayed.

  In combined County Offices, if the farm number entered is active in more than 1 County Office in the combination, the Matching Farms Screen will be displayed according to paragraph 128. After the user selects the applicable farm, the Tract Data Screen will be displayed. If the selected farm has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Tract Data Screen will be displayed.

- searches by tract number according to paragraph 104.

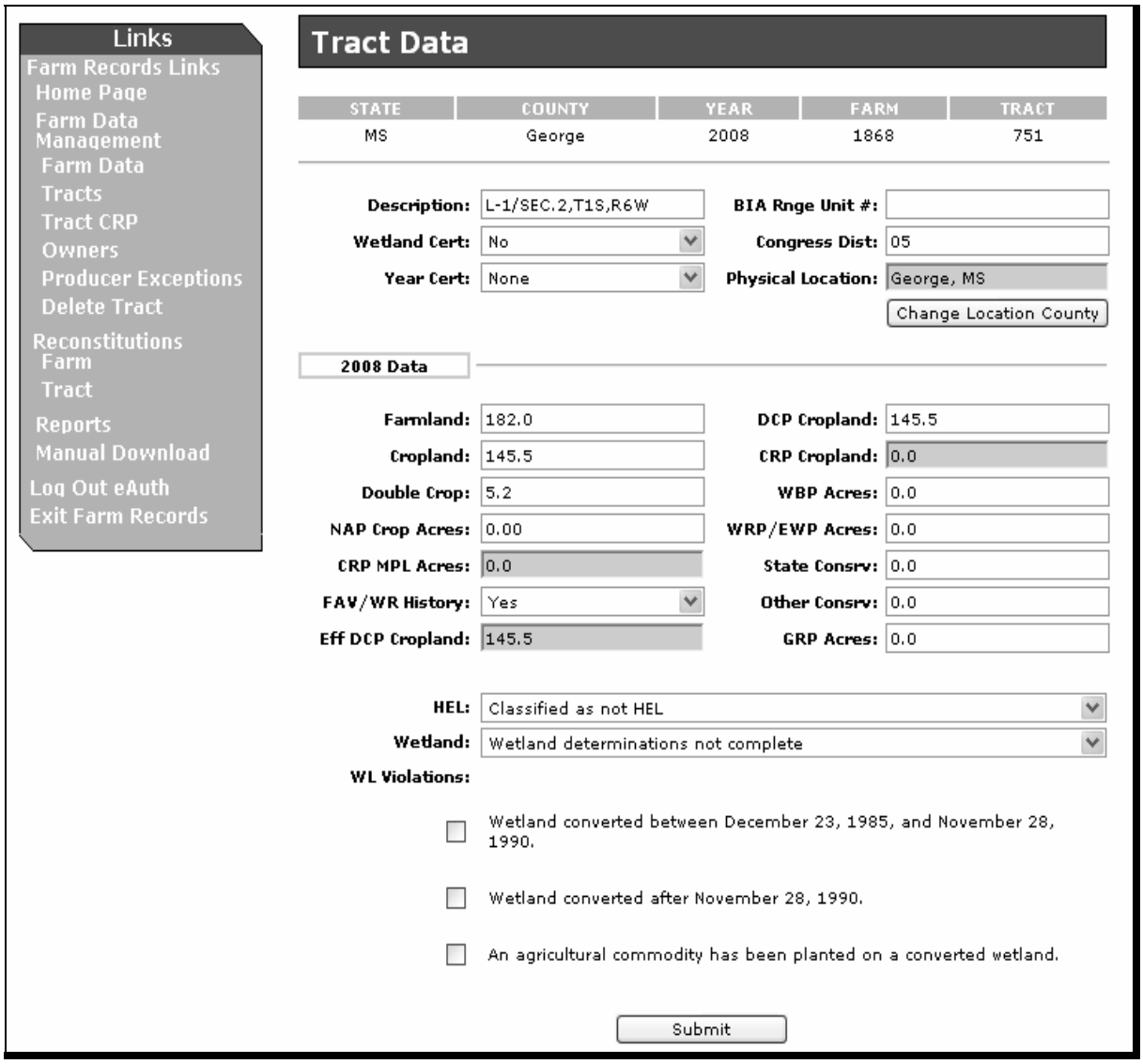
  Note: In combined County Offices, if the tract number entered is active on more than 1 farm in more than 1 County Office in the combination, the Matching Tracts Screen will be displayed according to paragraph 129. After the user selects the applicable tract, the Tract Data Screen will be displayed.

152 Tract Data Screen (Continued)

B Example of Tract Data Screen

Following is an example of the Tract Data Screen.

*--



--*

152 Tract Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Tract Data Screen.

Field/Button	Description	Action
Description	Description for the tract. This is a tool to assist County Offices with finding the correct tract.	***--**Enter the tract description. The tract description may contain letters, numbers, and special characters. The tract description shall **not** contain any information considered PII data.**--*** An entry is **required** in this field.
Wetland Cert	Indicates whether the tract has a certified wetland.	Select "Yes", "No", or "Partial".
Year Cert	Indicates the year that the wetland was certified.	If "Wetland Cert" is: • "N", do not select a year • "Yes" or "Partial", select the year that the wetland was certified.
BIA Range Unit #	Number assigned by BIA to the land.	Enter BIA Range Unit Number for the tract. The BIA Range Unit Number cannot exceed 7 characters.
Congress Dist	Congressional district where the tract is located.	Enter 2-digit congressional district. An entry is required in this field.
Physical Location	County where the tract is physically located.	
Change Location County	Allows the user to change the physical location county.	CLICK "Change Location County"; the Select a State and County Screen will be displayed. See paragraph 113 for further information on the Select a State and County Screen.
Farmland	Farmland acres for the tract.	Adjust farmland acres as necessary. An entry is **required** in this field. **Note:** When tract level farmland acres are adjusted, the farm level farmland acres will be adjusted automatically when users click "Submit".
Cropland	Cropland acres for the tract.	Adjust cropland acres as necessary. **Note:** When tract level cropland acres are adjusted, the farm level cropland acres will be adjusted automatically when users click "Submit".
Double-Crop	Double-crop acres for the tract. **Note:** Double-crop acres **cannot** exceed effective DCP cropland for the tract.	Adjust the double-crop acres as necessary. **Note:** When tract level double-crop acres are adjusted, the farm level double-crop acres will be adjusted automatically when users click "Submit".

152 Tract Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
NAP Crop Acres	NAP crop acres for the tract.	Adjust the NAP crop acres as necessary. See paragraph 25 for further information on classifying NAP crop acres. **Note:** When tract level NAP crop acres are adjusted, the farm level NAP crop acres will be adjusted automatically when users click "Submit".
CRP MPL Acres	CRP MPL acres for the tract.	See paragraph 153 to adjust tract level CRP MPL acres.
FAV/WR History	FAV/WR history for the tract determined based on 1991 through 1995 FAV plantings and/or 1998 through 2001 FAV plantings.	Select: ●***--**"Yes" if tract has FAV/WR history ● "No" if tract does not have FAV/WR history.**--***
Eff DCP Cropland	Effective DCP cropland acres for the tract will be automatically calculated when users click "Submit".	
DCP Cropland	DCP cropland acres for the tract.	Adjust the DCP cropland acres as necessary. **Note:** When tract level DCP cropland acres are adjusted, the farm level DCP cropland acres will be adjusted automatically when users click "Submit".
CRP Cropland	CRP cropland acres for the tract.	See paragraph 153 to adjust tract level CRP cropland acres.
WBP Acres	WBP acres for the tract.	Adjust WBP acres as necessary. See paragraph 25 for further information on classifying WBP acres. **Note:** When tract level WBP acres are adjusted, the farm level WBP acres will be adjusted automatically when users click "Submit".
WRP/EWP Acres	WRP/EWP acres for the tract.	Adjust WRP/EWP acres as necessary. See paragraph 25 for further information on classifying WRP/EWP acres. **Note:** When tract level WRP/EWP acres are adjusted, the farm level WRP/EWP acres will be adjusted automatically when users click "Submit".

152 Tract Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
State Consrv	State conservation acres for the tract.	Adjust the State conservation acres as necessary. See paragraph 25 for further information on classifying State conservation acres. **Note:** When tract level State conservation acres are adjusted, the farm level State conservation acres will be adjusted automatically when users CLICK "Submit".
Other Consrv	Total other conservation acres for the farm.	Adjust the other conservation acres as necessary. See paragraph 25 for further information on classifying other conservation acres. **Note:** When tract level other conservation acres are adjusted, the farm level other Conservation acres will be adjusted automatically when users CLICK "Submit".
GRP Acres	GRP acres for the tract.	Adjust the GRP acres as necessary. See paragraph 25 for further information on classifying GRP acres. **Note:** When tract level GRP acres are adjusted, the farm level GRP acres will be adjusted automatically when users CLICK "Submit".
HEL	Highly erodible land determination for the tract.	Select the HEL determination applicable to the tract. Selection is required if the tract has highly erodible land. See 6-CP for additional information on HEL determinations.
Wetland	Wetland determination for the tract.	Select the wetland determination applicable to the tract. Selection is required if the tract has a wetland. See 6-CP for additional information on wetland determinations.
WL Violations	Wetland violations for the tract.	Select the wetland violations applicable to the tract. Selection is not required. See paragraph D for additional information on WL violations.
Submit	Saves changes made to any of the information on the Tract Data Screen.	Users must CLICK "Submit" if any changes are made to the information on the Tract Data Screen.

152 Tract Data Screen (Continued)

D Wetland Violations

*--Selecting wetland violations is **not** allowed unless the tract has been designated as "Tract contains a wetland or farmed wetland" or "Wetland determinations not complete".

If user selects, "An agricultural commodity has been planted on a converted wetland", then the user **must** also select, either of the following:

- "Wetland converted between December 23, 1985, and November 28, 1990."
- "Wetland converted after November 28, 1990."--*

E Adjusting Double-Crop Acres After Enrolling in a CRP Contract

Tract level double-crop acres **cannot** exceed tract level effective DCP cropland acres. This validation may affect farms that are enrolled in CRP.

When a farm is enrolled in CRP, County Offices **must** update the tract level CRP cropland acres. After the tract level CRP cropland acres are updated, the tract level effective DCP cropland is automatically reduced by the system. Because of the validation that double-crop acres cannot exceed effective DCP cropland, County Offices may need to reduce the double-crop acres on the Tract Data Screen to equal effective DCP cropland. This will only have to be done if the double-crop acres are greater than the effective DCP cropland after it was reduced because of CRP enrollment.

Example: Farm Number 100 has:

- 50 effective DCP cropland acres
- 25 double-crop acres.

35 acres are enrolled in CRP and now farm number 100 has:

- 15 effective DCP cropland acres
- 25 double-crop acres.

The County Office **must** access the Tract Data Screen to reduce the double-crop acres to 15 acres.

F Updating Tract Data

When valid entries are made on the Tract Data Screen and users CLICK "**Submit**", the system will update the current year and, if applicable, all future years tract data.

153 Tract CRP Cropland/CRP MPL Screen

A Overview

The Tract CRP Cropland/CRP MPL Screen will be displayed when the user selects the "Tract CRP" link on the Tract Data Screen according to subparagraph 2 B.

The Tract CRP Cropland/CRP MPL Screen shall be used to allocate farm level CRP-1 acres to the tract level on multiple tract farms. The application automatically updates:

- farm level CRP-1 acres for all farms
- tract level CRP-1 acres for single tract farms.

Note: The farm level and tract level CRP-1 acres apply to both CRP cropland acres and CRP MPL acres. CRP cropland acres are CRP acres that are enrolled in CRP on land that is considered cropland. CRP MPL acres are CRP acres that are enrolled in CRP on land that is considered marginal pasture land.

Users **must** update CRP-1 acres to the tract level on multiple tract farms each time any of the following occur:

- farm number is changed
- CRP-1 is terminated or canceled
- CRP-1 acres are reduced
- CRP-1 expires.

***--Notes:** If total tract level CRP cropland does **not** equal farm level CRP cropland user, users will receive the error message, "Total of tract CRP (or MPL) acreage must equal farm CRP (or MPL) acreage."

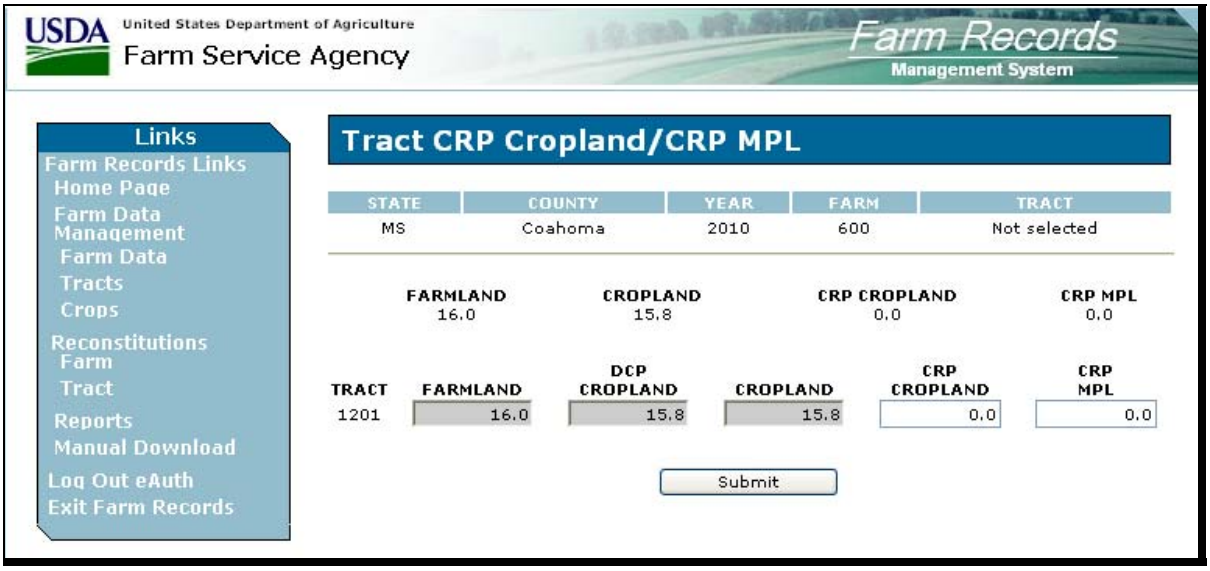
Users will be unable to access the Tract Data Screen until total tract level CRP cropland equals farm level CRP cropland.**--***

153 Tract CRP Cropland/CRP MPL Screen (Continued)

B Example of Tract CRP Cropland/CRP MPL Screen

Following is an example of the Tract CRP Cropland/CRP MPL Screen.

*--



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153 Tract CRP Cropland/CRP MPL Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Tract CRP Cropland/CRP MPL Screen.

Field/Button	Description	Action
Farm Level		
Farmland	Farmland acres for the farm.	
Cropland	Cropland acres for the farm.	
CRP Cropland	CRP Cropland acres for the farm.	
CRP MPL	CRP MPL acres for the farm.	
Tract Level		
Farmland	Farmland acres for the tract.	
DCP Cropland	DCP Cropland acres for the tract.	
Cropland	Cropland acres for the tract.	
CRP Cropland	CRP cropland acres for the tract.	Adjust the CRP cropland acres as necessary. See paragraph A for additional information. * * *
CRP MPL	CRP MPL acres for the tract.	Adjust the CRP MPL acres as necessary. See paragraph A for additional information. * * *
Submit	Saves changes made to any of the information on the Tract CRP Cropland/CRP MPL Screen.	Users must click “Submit” if any changes are made to the information on the Tract CRP Cropland/CRP MPL Screen.

154 Tract Producer Exceptions Screen

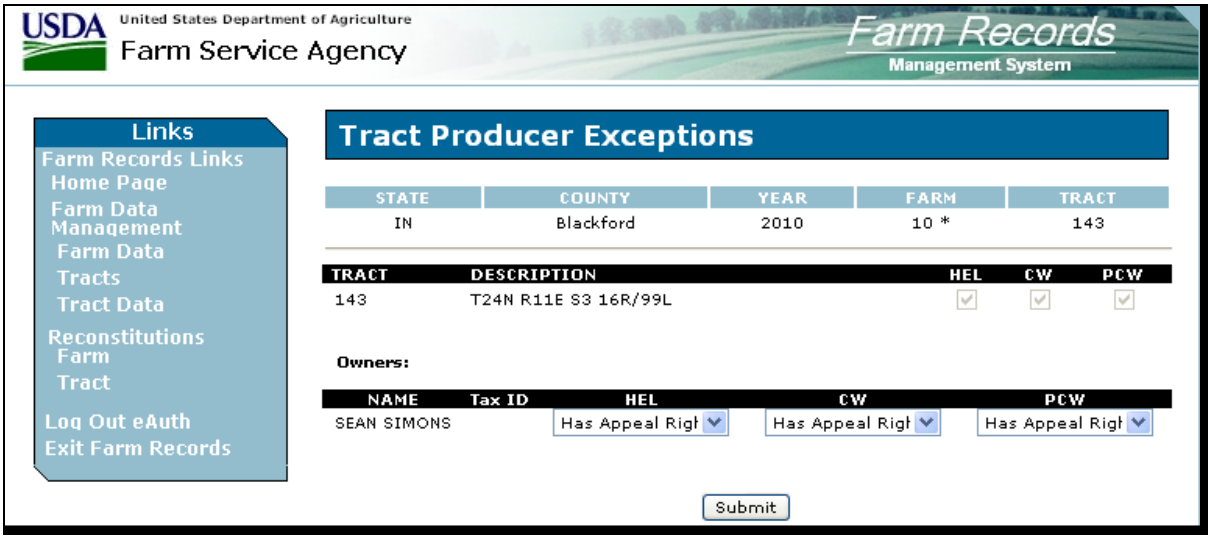
A Overview

The Tract Producer Exceptions Screen will be displayed when the user selects the Producer Exceptions link from the Tract Data Screen according to subparagraph 2 B.

B Example of Tract Producer Exceptions Screen

Following is an example of the Tract Producer Exceptions Screen.

*--



--*

154 Tract Producer Exceptions Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Tract Producer Exceptions Screen.

Field/Box	Description	Action
	Tract	
Tract	The currently selected tract.	
Description	The description of the tract.	
HEL	If the box is: • checked, the tract has an HEL violation • unchecked, the tract does not have an HEL violation.	
CW	If the box is: • checked, the tract has a converted wetland violation • unchecked, the tract does not have a converted wetland violation.	
PCW	If the box is: • checked, the tract has a planted converted wetland • unchecked, the tract does not have a planted converted wetland.	
	Owners	
Owners Name	The name of the tract owner(s).	
Tax ID	The last 4 digits of the owner's tax ID number.	
HEL	A drop-down box that provides the HEL exceptions for the owner.	The user can select 1 of the following exceptions: • Landlord/Tenant • Good Faith • Has Appeal Rights • Appeals Exhausted •*--Economic Hardship.--* **Note:** Selection is defaulted to "Has Appeal Rights". See 6-CP for further information on HEL exceptions.

154 Tract Producer Exceptions Screen (Continued)

C Fields (Continued)

Field/Box	Description	Action
CW	A drop-down box that provides the converted wetland exceptions for the owner.	The user can select 1 of the following exceptions: • Has Appeal Rights • Appeals Exhausted • Good Faith • Wetland Restored •*--Third Party • New Prod After CW.--* **Note:** Selection is defaulted to "Has Appeal Rights". See 6-CP for further information on CW exceptions.
PCW	A drop-down box that provides the planted converted wetland exceptions for the owner.	The user can select 1 of the following exceptions: • Has Appeal Rights • Appeals Exhausted • Good Faith. **Note:** Selection is defaulted to "Has Appeal Rights". See 6-CP for further information on PCW exceptions.
Submit	The "Submit" button saves changes made to any of the information on the Tract Producer Exceptions Screen.	The "Submit" button must be pressed if any changes are made to the information on the Tract Producer Exceptions Screen.

154 Tract Producer Exceptions Screen (Continued)

D Availability of Tract Producer Exceptions

The following table provides information on when the tract producer exceptions are available for selection.

Note: If none of the situations identified in the following table exist on the tract, the HEL, CW, and PCW exceptions will not be available for selection.

IF the tract has…	**AND a converted WL violation of…**	**THEN…**
an HEL classification of “HEL: conservation system is not being applied”		HEL exceptions will be available for selection.
a WL classification of “WL or farmed WL under natural conditions and no drainage has occurred”	"Wetland converted after November 28, 1990."	CW exceptions will be available for selection.
	"An agricultural commodity has been planted on a converted wetland."	PCW exceptions will be available for selection.

155 Add New Tract

A Overview

A new tract can be added to a farm in 2003 and all future years.

A tract cannot be added to a farm that is involved in a pending reconstitution.

Note: The user must update the pending reconstitution before the tract can be added.

Ensure that the owners are in SCIMS according to 1-CM before adding a tract.

B Adding a Tract

The following table provides instructions for adding a new tract.

Step	Action	Result	
1	Access the farm to which the tract will be added according to paragraph 92.	Farm Data Screen will be displayed.	
2	CLICK "Add Tract" link on the Farm Data Screen according to subparagraph 2 B.	Tract Data Screen will be displayed. Follow paragraph 152 to determine applicable data entry information.	
3	After all applicable data has been entered, CLICK "Assign Owners".	Owners Screen will be displayed. Follow paragraph 226 for instructions for adding owners.	
4	***--**After all owners have been added, click either of the following: • "Return to Tract Data" • "Complete Tract".	**IF…**	**THEN…**
		"Return to Tract Data" is clicked	Tract Data Screen will be displayed. Make any changes, if applicable, and CLICK "Complete Tract".
		"Complete Tract" is clicked	Farm Data Screen will be displayed with the message, "Successfully added the tract."**--***

C Adding Prior Year Tracts

If a tract is being added in a prior year, the system will automatically add the tract information to all subsequent years. This includes:

- all owners
- highly erodible and wetland determinations.

If any of this data is different in subsequent years, the user must access each applicable year and make the appropriate changes.

Note: A prior year tract cannot be added if the farm to which the tract is being added has been deleted in a subsequent year.

156 Deleting Tracts

A Overview

A tract can only be deleted in the current year. When a tract is deleted, all current year records associated with that tract are deleted and cannot be recovered.

A tract cannot be deleted from a farm that is involved in a pending reconstitution.

Note: The user must update the pending reconstitution before the tract can be deleted.

B Deleting a Tract

The following provides instructions for deleting a tract.

Step	Action	Result	
1	Access the farm from which the tract will be deleted according to paragraph 92.	Farm Data Screen will be displayed.	
2	Select the "Tracts" link on the Farm Data Screen according to subparagraph 2 B.	**IF the farm has…**	**THEN…**
		only 1 tract	Tract Data Screen will be displayed.
		more than 1 tract	Tracts Screen will be displayed. Select the tract that will be deleted. The Tract Data Screen will be displayed.
3	Select the "Delete Tract" link according to subparagraph 2 B.	***--**only 1 tract **or** the selected tract is the last active tract on a farm	Tract Data Screen will be displayed with the message, "This is the only active tract on the farm. Do you wish to delete the farm? Yes No".
		more than 1 tract	Tract Data Screen will be redisplayed with the message, "Are you sure you wish to delete the current tract? Yes No".**--***
4	CLICK either of the following: • "Yes" • "No"	**IF…**	**THEN…**
		"Yes" is clicked	the tract is deleted and the Farm Data Screen will be displayed with the message, "Successfully deleted the tract."
		"No" is clicked	Tract Data Screen will be redisplayed and the tract is **not** deleted.

*** * ***

157-168 (Reserved)

Part 7 Crop Data

169 Select Crops Screen

A Overview

The Select Crops Screen will be displayed when the user selects to view crop data and:

- searches by producer according to paragraph 102, and the selected producer is associated with only 1 farm

  Note: If the selected producer is associated with more than 1 farm, the Associated Farms Screen will be displayed according to paragraph 127. After the user selects the applicable farm, the Select Crops Screen will be displayed.

- searches by farm number according to paragraph 103

  Note: In combined County Offices, if the farm number entered is active in more than 1 County Office in the combination, the Matching Farms Screen will be displayed according to paragraph 128. After the user selects the applicable farm, the Select Crops Screen will be displayed.

- searches by tract number according to paragraph 104.

  Note: In combined County Offices, if the tract number entered is active on more than 1 farm in more than 1 County Office in the combination, the Matching Tracts Screen will be displayed according to paragraph 129. After the user selects the applicable tract, the Select Crops Screen will be displayed.

169 Select Crops Screen (Continued)

B Example of Select Crops Screen

Following is an example of the Select Crops Screen.

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--*

C Fields

The following table provides the field descriptions and actions for the Select Crops Screen.

Field/Button	Description	Action
Farm Level		
Base Acres	Total base acres for the farm.	
Double-Crop Avg	Total double-crop acres for the farm.	
Cropland	Total cropland acres for the farm.	
DCP Cropland	Total DCP cropland acres for the farm.	
Eff DCP Cropland	Total effective DCP cropland acres for the farm.	

169 Select Crops Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
Farm Crop Level		
Crop	***--**The 22 program crops.**--***	
Base Acres	Total base acres for the crop.	
Dir Yield	Direct yield for the crop.	
CC Yield	Counter-cyclical yield for the crop.	
CRP Redn	CRP reduction acres for the crop.	
CRP Pending	CRP pending acres for the crop.	
CCC-505 CRP	CRP CCC-505 reduction acres for the crop.	
***--**PTPP Acres	PTPP acres for the crop.**--***	
Base Data	Displays the Base Data Screen for the selected crop.	The user must first select a crop and then CLICK "Base Data". The Base Data Screen for the crop will be displayed.
CRP Data	Displays the CRP Data Screen for the selected crop.	The user must first select a crop and then CLICK "CRP Data". The CRP Data Screen for the crop will be displayed.
***--**PTPP Data	The "PTPP Data" button will display the PTPP Data Screen for the selected crop.	The user must first select a crop and then CLICK "PTPP Data". The PTPP Data Screen for the crop will be displayed.**--***

D Messages

One of the following messages will be displayed on the Select Crops Screen:

- "Total Base Acres under Eff DCP Cropland plus Double-Crop Avg by (number of acres)"
- "Total Base Acres over Eff DCP Cropland plus Double-Crop Avg by (number of acres)"
- "Total Base Acres equal to Eff DCP Cropland plus Double-Crop Avg".

170 Crop Base Data Screen

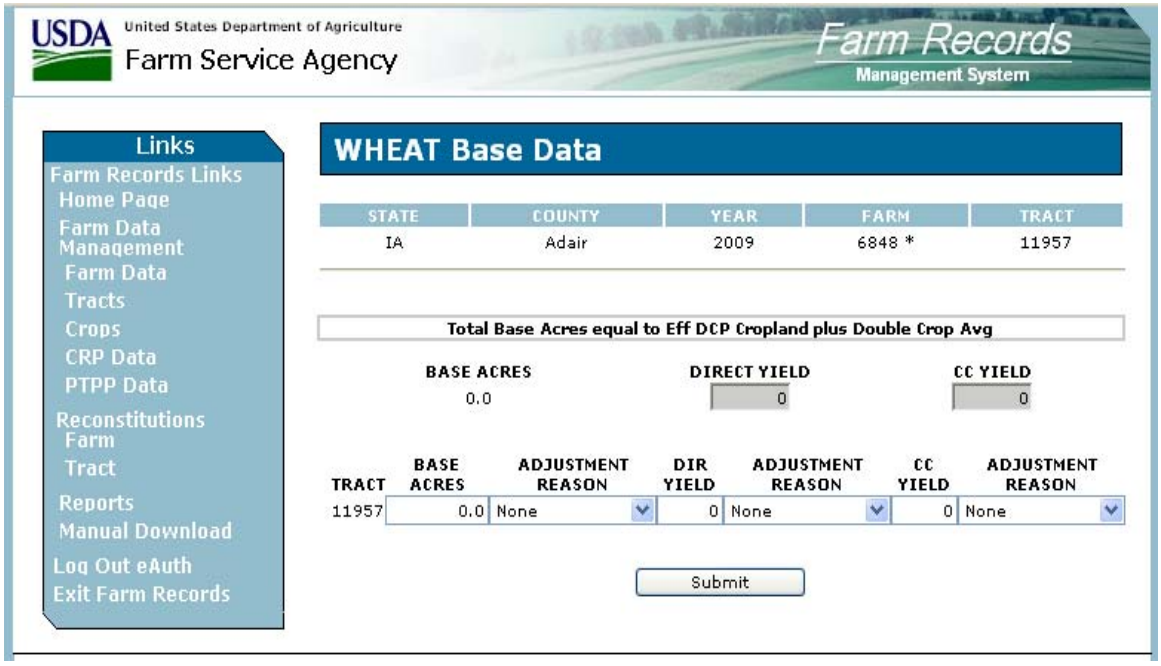
A Overview

The Crop Base Data Screen will be displayed when users select a crop and CLICK “Base Data” on the Select Crops Screen according to paragraph 169.

B Example of Crop Base Data Screen

Following is an example of the Crop Base Data Screen.

*--



--*

170 Crop Base Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Crop Base Data Screen.

Field/Button	Description	Action
Farm Crop Level		
Base Acres	Farm level base acres for the crop.	
Direct Yield	Farm level direct yield for the crop.	See paragraph 173 for information on when the farm level direct yield may be adjusted.
CC Yield	Farm level counter-cyclical yield for the crop.	See paragraph 173 for information on when the farm level counter-cyclical yield may be adjusted.
Tract Crop Level		
Tract	Each tract number associated with the farm.	
Base Acres	Crop base acres for each tract.	County Offices shall follow 1-DCP to adjust base acres.
Adjustment Reason	The reason that the base acres are being adjusted. See *****--subparagraph E.--*****	Selection of an adjustment reason is required when a change is made to base acres.
Dir Yield	Crop direct yield for each tract.	County Offices shall follow 1-DCP to adjust direct yield.
Adjustment Reason	The reason that the direct yield is being adjusted. See *****--subparagraph F.--*****	Selection of an adjustment reason is required when a change is made to the direct yield.
CC Yield	Crop counter-cyclical yield for each tract.	County Offices shall follow 1-DCP to adjust counter-cyclical yield.
Adjustment Reason	The reason that the counter-cyclical yield is being adjusted. See *****--subparagraph F.--*****	Selection of an adjustment reason is required when a change is made to the counter-cyclical yield.
Submit	Saves changes made to any of the information on the Crop Base Data Screen.	Users must CLICK “Submit” if any changes are made to the information on the Crop Base Data Screen.

D Messages

One of the following messages will be displayed on the Crop Base Data Screen.

- “Total Base Acres under Eff DCP Cropland plus Double-Crop Avg by (number of acres)”
- “Total Base Acres over Eff DCP Cropland plus Double-Crop Avg by (number of acres)”
- “Total Base Acres equal to Eff DCP Cropland plus Double-Crop Avg”.

170 Crop Base Data Screen (Continued)

E Base Adjustment Reason Codes

Following are the base adjustment reason codes and when each shall be used.

Reason	Use When
CCC-505 Perm Red	Base acres are permanently reduced using CCC-505. **Notes:** This reason code shall **not** be used if CCC-505 is used to enroll in CRP. Use "CCC-505 CRP Red" reason code. This reason code shall **not** be used if CCC-505 is completed by COC to correct an out-of-balance tract. Use "COC Reduction" reason code.
CCC-517	Base acres are redistributed using CCC-517.
Appeal	Base acres are corrected because of an appeal.
In-Transfer	Base acres are added because of an in-transfer.
Relief Given	Base acres are corrected because of relief being authorized by DAFP.
Peanuts	Peanut base acres are added.
CCC-505 CRP Red	Base acres are reduced using CCC-505 when a farm enrolls into CRP-1. **Note:** This code shall **not** be used if CCC-505 is used for anything other than enrolling in CRP. Use "CCC-505 Perm Red" or "COC Reduction" reason code.
CRP Expired/Term	Base acres are increased according to CCC-505 completed when the farm enrolled in CRP. See 1-DCP for additional information.
CLU Certification	Base acres are increased according to CCC-505 completed before CLU certification. See paragraph 172 for further information on when base acres reduced on CCC-505 can be restored when CLU is certified.
COC Reduction	Base acres are reduced by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC reductions because of an out-of-balance tract. ***--**Base acres are temporarily reduced by COC because of participation in PTPP.**--***
COC Redistribution	Base acres are redistributed by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC redistribution because of an out-of-balance tract. ***--**Base acres are redistributed because of rice apportionment to long grain rice and medium grain rice.**--***

170 Crop Base Data Screen (Continued)

F Yield Adjustment Reason Codes

Following are the yield adjustment reason codes and when each shall be used.

Reason	Use When
CCC-505 Perm Red	DCP yield is permanently reduced because of base acres being reduced using CCC-505. **Notes:** This reason code shall **not** be used if CCC-505 is used to enroll in CRP. Use "CCC-505 CRP Red" reason code. This reason code shall **not** be used if CCC-505 is completed by COC to correct an out-of-balance tract. Use reason code "COC Reduction" reason code.
CCC-517	DCP yield is adjusted because of base acres being redistributed using CCC-517.
Appeal	DCP yield is corrected because of an appeal.
In-Transfer	DCP yield is added because of an in-transfer.
Relief Given	DCP yield is corrected because of relief being authorized by DAFP.
Peanuts	Peanut DCP yield is added.
CCC-505 CRP Red	DCP yield is reduced because of base acres being reduced using CCC-505 when a farm enrolls into CRP-1. Refer to paragraph 173 for rules for yield adjustments. **Note:** This code shall **not** be used if CCC-505 is used for anything other than enrolling in CRP. Use "CCC-505 Perm Red" or "COC Reduction" reason code.
CRP Expired/Term	DCP yield is increased because CCC-505 was completed to reduce bases when the farm enrolled in CRP. See 1-DCP for additional information.
CLU Certification	DCP yield is increased according to CCC-505 completed before CLU certification. See paragraph 172 for further information on when yields reduced when base acres are reduced on CCC-505 can be restored when a CLU is certified.
COC Reduction	DCP yield is reduced because of base acres being reduced by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC reductions because of an out-of-balance tract.
COC Redistribution	DCP yield is adjusted because of base acres being redistributed by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC redistribution because of an out-of-balance tract.

171 Out-of-Balance Tracts

A Background

A tract is out-of-balance if the tract's base acres are in excess of the tract's effective DCP cropland plus double-cropped acres. Corrective action shall be taken on all out-of-balance tracts. See subparagraph B for exceptions.

The status of tracts may change frequently and will require constant action. Following are reasons that the status of a tract may change:

- land is enrolled into CRP
- existing CRP-1's expire or are terminated
- DCP cropland changes.

B Farms With Active CRP-15's

If tracts are out-of-balance on a farm with an active CRP-15, the tract acres shall not be adjusted until the earlier of either of the following:

- CRP-1 expires
- the farm is reconstituted.

Exception: If a farm is being reconstituted and the resulting farm from the division will be in balance and has an active CRP-15 for CAB's, the out-of-balance fix can be delayed until all CRP-15's have expired. If an out-of-balance tract is to be divided from the farm, the tract must be balanced before the reconstitution.

C Balancing Tract Data

If a tract is out-of-balance and there are no active CRP-15's on the farm, the tract acres must be adjusted according to either of the following:

- if the farm cannot support the excess acres, the owner or owners of the out-of-balance tract must complete CCC-505 to permanently reduce excess base acres on either of the following:
  - the specific tract that is out-of-balance
  - specific crops from multiple tracts, if all tract owners agree

    Note: Refer to 1-DCP for instructions on completing CCC-505.

171 Out-of-Balance Tracts (Continued)

C Balancing Tract Data (Continued)

- if the farm can support the excess base acres on the out-of-balance tract, the owner or owners of the tract with the excess base acres shall be notified and given the opportunity to either redistribute using CCC-517 or permanently reduce the acreage; refer to paragraph 244 for instructions on completing CCC-517.

The County Office shall mail a letter to the owner or owners of the tract that is out-of-balance. The following is an example of what should be in the letter.

> "Tract number XX on farm number XX has more base acreage than effective Direct and Counter-Cyclical Program (DCP) cropland plus double-cropped acres. The excess base acreage on tract XX must be redistributed to the other tracts on the farm or be permanently reduced. If you do not contact this office and complete CCC-517, Tract Redistribution Form, and/or CCC-505, Voluntary Permanent DCP Base Acreage Reduction, within 30 calendar days from the date of this letter, the County Committee will redistribute the tract's excess base acres to the other tracts on the farm based on each tract's available effective DCP cropland. If the tract has base acreage for more than 1 crop, the excess base acreage for the crop having the lowest DCP direct payment per acre will be redistributed first."

D County Office and COC Action

If the tract owners do not complete CCC-517 and/or CCC-505 within 30 calendar days, the following action shall occur:

- the County Office shall:

  - ***--**complete CCC-505, if applicable, reducing the base acreage for the crop having the lowest DCP direct payment per acre first**--***

  - document in CCC-505, Item 16, "No CCC-517 and/or CCC-505 completed by owner(s) within 30 calendar days of notification"

  - obtain COC approval on CCC-505, if applicable

  - reduce base acres according to CCC-505

  - redistribute excess base acres, according to Exhibits 5 and 14, DCP direct lowest paying crops first

  - file the producer letter and CCC-505, if applicable, in the farm folder

171 Out-of-Balance Tracts (Continued)

D County Office and COC Action (Continued)

- COC shall document reduction and/or redistribution in the COC minutes.

Note: CCC-517 must be signed by all owners on the farm to be considered complete. If all owners do not sign CCC-517 within 30 calendar days of notification, CCC-517 will be considered null and void and the County Office shall follow procedure in this paragraph to redistribute and/or permanently reduce excess base acres.

Because redistributing the base acres on the farm does not affect any participant's eligibility for payments, the action taken by COC is not appealable according to 1-APP. The County Office shall provide the owners with an updated copy of FSA-156EZ and a notification letter explaining the action and that it was based on the letter dated (insert date of letter sent according to subparagraph C). The letter should inform the owners of the acres by crops that were redistributed to the other tracts on the farm. According to 1-APP, the letter shall inform the owners:

- that the COC decision is not appealable
- the reasons why the decision is not appealable.

See 1-APP for further information.

E Worksheet for Adjusting Acres

Exhibit 13 contains a manual worksheet and instructions for redistributing acres on out-of-balance tracts.

Exhibit 14 contains instructions for redistributing acres on out-of-balance tracts using the semi-automated redistribution spreadsheet. The semi-automated redistribution spreadsheet shall be downloaded according to this table.

Step	Action
1	Open Internet Explorer.
2	On the address line, ENTER "**http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm**" and CLICK "Go".
3	Under Other Useful documents, RIGHT-CLICK "Out-of-Balance Tracts".
4	Select "Save Target As…".
5	Save the spreadsheet to a directory on the user's computer.

171 Out-of-Balance Tracts (Continued)

F Adjusting Yields

As base acres are redistributed among tracts, the tract level DCP yields must be manually adjusted if the tracts involved in the redistribution of acres have different tract level yields. The following is an example:

- tract 1:
  - 100 corn base acres
  - 125 bushel tract direct yield
  - 130 bushel tract counter-cyclical yield
- tract 2:
  - 100 corn base acres
  - 75 bushel tract direct yield
  - 80 bushel tract counter-cyclical yield.

Tract 2 redistributes 20 corn base acres to tract 1. Recalculate tract 1's yields according to the following table.

Step	Action
1	Multiply the base acres being redistributed from tract 2 (20) times tract 2's direct yield (75) to establish the bushel extension (1,500).
2	Multiply the base acres being redistributed from tract 2 (20) times tract 2's counter-cyclical yield (80) to establish the bushel extension (1,600).
3	Multiply the base acres on tract 1 (100) times tract 1's direct yield (125) to establish the tract's bushel extension (12,500).
4	Multiply the base acres on tract 1 (100) times tract 1's counter-cyclical yield (130) to establish the tract's bushel extension (13,000).
5	Total the bushel extension in step 1 (1,500) and step 3 (12,500) to establish the total bushel extension (14,000).
6	Total the bushel extension in step 2 (1,600) and step 4 (13,000) to establish the total bushel extension (14,600).
7	Total the base acres from step 1 *** * *** (20) and step 3 *** * *** (100) to establish the resulting corn base acres on tract 1 (120).
8	Divide the results of step 5 (14,000) by the total base acres from step 7 (120) to establish the new direct yield for tract 1 (117).
9	Divide the results of step 6 (14,600) by the total base acres from step 7 (120) to establish the new counter-cyclical yield for tract 1 (122).

Note: The farm level yields shall not be increased or decreased when recalculating the tract ***--**yields according to subparagraph 173 E.**--***

171 Out-of-Balance Tracts (Continued)

G Redistributing Base Acres Using CCC-517 Before Enrolling in CRP

Owners may have to permanently reduce base acres using CCC-505 when part of a farm is enrolled in CRP to avoid an out-of-balance tract. Owners may not want to permanently reduce the base acres on the tracts being enrolled in CRP. In this situation, County Offices shall do the following.

Step	Action
1	Have the owners complete and sign CCC-517, according to paragraph 244, to redistribute the base acres on the farm so that the base acres that the owners want to reduce are on the tracts being enrolled into CRP. **Note:** All owners on the farm must sign CCC-517 agreeing to the base redistribution.
2	***--**Redistribute the base acres through farm maintenance and use reason code "CCC-517".**--***
3	Initiate CCC-505 to permanently reduce the base acres that were redistributed to the tracts being enrolled in CRP.
4	***--**Reduce the base acres according to CCC-505 through farm maintenance and use reason code "CRP Red".**--***

172 Base Reductions Before CLU Certification

A Background

Many CCC-505's have been completed to reduce base acres to prevent out-of-balance farms. These base reductions were permanent.

In some cases, farm acreage increases after CLU certification. In most cases, this acreage increase will **not** have any effect on base acres. However, if CCC-505 was completed before CLU certification to prevent an out-of-balance farm, and after CLU certification that farm now has additional acreage because of more accurate measurements to support bases, acres reduced on CCC-505 may be able to be restored even though the base reduction was previously considered permanent. Yields may also be restored if base acres and yields were reduced to zero as a result of CCC-505.

B Base Acreage Restoration Requests

Base acreage restorations are not automatic. County Office requests for base acreage restoration must be submitted to their State Office. State Office reviewed requests shall be ***--**FAXed to PECD, Common Provisions Branch, Attn: Ginny Haynes, at 202-720-0051 for approval.

The following documentation shall be provided with each request:

- a cover letter that provides a detailed explanation of the request**--***
- FSA-156EZ printed before CCC-505 base reduction
- CCC-505 showing the base reduction
- FSA-156EZ printed after CCC-505 base reduction
- FSA-156EZ printed before CLU certification
- FSA-156EZ printed after CLU certification.

Base acres **shall not** be restored until approval is received.

C Limitations

The restoration of base acres because of CLU certification is limited to:

- base acres that were reduced under DCP
- the increase in acres because of more accurate measurements
- the crop year the National Office receives the request and future years.

Note: Approval will **not** be granted for cases showing additional land cleared or actual land changes.

173 Rules for Yields When Tract Acreages Are Adjusted

A Background

Yields for a crop may change as base acres for the crop increase or decrease. The following changes to farms may result in an increase or decrease of the farm program payment yield:

- land is enrolled in CRP
- existing CRP-1's expire or are terminated
- DCP cropland acres decrease
- out-of-balance tracts are resolved using CCC-505.

Note: Changes to the farm program payment yields will only occur if the farm's tracts have different yields.

B Yields for Farms With Expired or Terminated CRP

CAB's released from CRP may affect the farm program payment yield for a crop. When CRP-1 for a farm that is protecting CAB reduction acres terminates, the farm program payment yield for a crop is:

- the CRP tract yield if the entire farm or the entire crop CAB was covered under CRP-1 and all CRP tract yields are the same

- a blended CRP tract yield if the entire farm or the entire crop CAB was covered under CRP-1 and the CRP tract yields are not the same

- a blended yield of the CRP tract yields and DCP tract yields if the entire farm or the entire crop CAB was not covered under CRP-1 and part of the crop was already enrolled in DCP.

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

C Decreases in Base Acres

Yields may be affected when base acres for a crop are reduced for any reason. Following are examples of yield fluctuation and County Office action that shall be taken when new acres are enrolled in CRP and when DCP cropland acres decrease.

Example 1	County Office Action

Farm 100 consists of 2 tracts and has a farm level cotton direct yield of 400 pounds and a farm level cotton counter-cyclical yield of 420 pounds. (Farm's Direct Payment Production: 80,000 lbs.; Farm's Counter-Cyclical Payment Production: 84,000 lbs.)
 	
• Tract 1
 	
  • 500 lb. cotton direct yield
  • 520 lb. cotton counter-cyclical yield
  • 100 base acres
  • 100 DCP cropland acres/cropland
 	
(Tract Direct Payment Production: 500 lb. direct yield x 100 acres = 50,000 lbs.; Tract Counter-Cyclical Payment Production: 520 lb. counter-cyclical yield x 100 acres = 52,000 lbs.)
 	
• Tract 2
 	
  • 300 lb. cotton direct yield
  • 320 lb. cotton counter-cyclical yield
  • 100 base acres
  • 100 DCP cropland acres/cropland
 	
(Tract Direct Payment Production: 300 lb. direct yield x 100 acres = 30,000 lbs.; Tract Counter-Cyclical Payment Production: 320 lb. counter-cyclical yield x 100 acres = 32,000 lbs.)
 	
Tract 2 is offered and accepted in CRP. CCC-505 is filed to permanently reduce the 100 base acres on tract 2. The farm program direct payment yield for cotton is now 500 pounds and the farm program counter-cyclical payment yield for cotton is now 520 pounds on Farm 100 because tract 2 no longer has base acres or yields.
 	
(Farm's Direct Payment Production after adjustment: 50,000 lbs.; Farm's Counter-Cyclical Payment Production after adjustment: 52,000 lbs.)
 	
Note: This example also applies to land that is no longer considered DCP cropland or if base acres for a crop are reduced for any reason.
	• Access Crop Base Data Screen according to paragraph 170.
	
	• Delete base acres and yields from tract 2 with a reason code of "CCC-505 Perm Red".
	
	Note: The farm program payment yields will be recalculated by the system when the tract record is updated.
	
	• Access the DCP contract to:
	
	  • ensure that the new contract data is present
	
	  • print new DCP contract
	
	  • obtain applicable signatures according to 1-DCP.

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

C Decreases in Base Acres (Continued)

Example 2	County Office Action

Farm 100 consists of 2 tracts and has a farm level cotton direct yield of 400 pounds and a farm level cotton counter-cyclical yield of 420 pounds. (Farm's Direct Payment Production: 80,000 lbs.; Farm's Counter-Cyclical Payment Production: 84,000 lbs.)
 	
• Tract 1
 	
  • 500 lb. cotton direct yield
  • 520 lb. cotton counter-cyclical yield
  • 100 base acres
  • 100 DCP cropland acres/cropland
 	
(Tract Direct Payment Production: 500 lb. direct yield x 100 acres = 50,000 lbs.; Tract Counter-Cyclical Payment Production: 520 lb. counter-cyclical yield x 100 acres = 52,000 lbs.)
 	
• Tract 2
 	
  • 300 lb. cotton direct yield
  • 320 lb. cotton counter-cyclical yield
  • 100 base acres
  • 100 DCP cropland acres/cropland
 	
(Tract Direct Payment Production: 300 lb. direct yield x 100 acres = 30,000 lbs.; Tract Counter-Cyclical Payment Production: 320 lb. counter-cyclical yield x 100 acres = 32,000 lbs.)
 	
Tract 1 is offered and accepted in CRP. CCC-505 is filed to permanently reduce the 100 base acres on tract 1. The farm program direct payment yield for cotton is now 300 pounds and the farm program counter-cyclical payment yield for cotton is now 320 pounds on Farm 100 because tract 1 no longer has base acres or yields.
 	
(Farm's Direct Payment Production after adjustment: 30,000 lbs.; Farm's Counter-Cyclical Payment Production after adjustment: 32,000 lbs.)
 	
Note: This example also applies to land that is no longer considered DCP cropland or if base acres for a crop are reduced for any reason.
	• Access Crop Base Data Screen according to paragraph 170.
	
	• Delete base acres and yields from tract 1 with a reason code of "CCC-505 Perm Red".
	
	Note: The farm program payment yields will be recalculated by the system when the tract record is updated.
	
	• Access the DCP contract to:
	
	  • ensure that the new contract data is present
	
	  • print new DCP contract
	
	  • obtain applicable signatures according to 1-DCP.

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

C Decreases in Base Acres (Continued)

Example 3	County Office Action
Farm 200 consists of 2 tracts and has a farm level cotton direct yield of 400 pounds and a farm level cotton counter-cyclical yield of 420 pounds. (Farm's Direct Payment Production: 80,000 lbs.; Farm's Counter-Cyclical Payment Production: 84,000 lbs.) • Tract 1 • 500 lb. cotton direct yield • 520 lb. cotton counter-cyclical yield • 100 base acres • 150 DCP cropland acres (Tract Direct Payment Production: 500 lb. direct yield x 100 acres = 50,000 lbs.; Tract Counter-Cyclical Payment Production: 520 lb. counter-cyclical yield x 100 acres = 52,000 lbs.) • Tract 2 • 300 lb. cotton direct yield • 320 lb. cotton counter-cyclical yield • 100 base acres • 100 DCP cropland acres (Tract Direct Payment Production: 300 lb. direct yield x 100 acres = 30,000 lbs.; Tract Counter-Cyclical Payment Production: 320 lb. counter-cyclical yield x 100 acres = 32,000 lbs.) Tract 2 is offered and accepted in CRP. CCC-505 is filed to permanently reduce 50 base acres and to permanently redistribute 50 base acres. During the redistribution of base acres, tract 1's base acres are now 150, its cotton direct yield is recalculated to 433 pounds, and its cotton counter-cyclical yield is recalculated to 453 pounds. The farm program direct payment yield for cotton is now 433 pounds and the farm program counter-cyclical payment yield for cotton is now 453 pounds on Farm 200 because tract 2 no longer has base acres or yield.	• Access Crop Base Data Screen according to paragraph 170. • Delete base acres and yields from tract 2 with a reason code of "CCC-505 Perm Red". • Recalculate tract 1's yields according to subparagraph 171 E. • Adjust tract 1's base acres and yields with a reason code of "CCC-517". **Note:** The farm program payment yields will be recalculated by the system when the tract record is updated. • Access the DCP contract to: • ensure that the new contract data is present • print new DCP contract • obtain applicable signatures according to 1-DCP.

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

C Decreases in Base Acres (Continued)

Example 3 (Continued)	County Office Action
(Farm's Direct Payment Production after adjustment = 64,950) (Tract 1's Direct Payment Production after adjustment = 64,950) 100 acres (tract 1) x 500 lb. direct yield = 50,000 50 acres (redistributed from tract 2) x 300 lb. direct yield = 15,000 50,000 + 15,000 = 65,000 lbs./150 (total DCP acres on tract 1 = 433 lb. direct yield) Farm's Counter-Cyclical Payment Production after adjustment = 67,950) (Tract 1's Counter-Cyclical Payment Production after adjustment = 67,950) 100 acres (tract 1) x 520 lb. counter-cyclical yield = 52,000 50 acres (redistributed from tract 2) x 320 lb. Counter-cyclical yield = 16,000 52,000 + 16,000 = 68,000 lbs./150 (total DCP acres on tract 1 = 453 lb. counter-cyclical yield) **Note:** This example also applies to land that is no longer considered DCP cropland or if base acres are reduced for any reason.	

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

D Increases in Base Acres

Yields may be affected when CAB's are released from CRP and enrolled in DCP. Following is an example of yield fluctuation and County Office action that shall be taken when an existing CRP-1 with CRP CAB reduction acres expires or is terminated and the acreage is enrolled in DCP.

Example	County Office Action

Farm 300 consists of 2 tracts and has a farm level wheat direct yield of 112 bushels (24,000 bu. (tract 1) + 12,500 bu. (tract 2) = 36,500 bu./325 (sum of tract 1 and 2's wheat base acres) = 112.30 rounded to 112 bu.) and a farm level wheat DCP counter-cyclical yield of 117 bushels (25,000 bu. (tract 1) + 13,125 bu. (tract 2) = 38,125 bu./325 (sum of tract 1 and 2's wheat base acres) = 117.31 rounded to 117 bu.)
 	
Farm 300 has a 100-acre CRP-1. CRP-1 is protecting 50 acres of wheat CAB. The wheat CRP payment yield is 80 bushels.
 	
(Farm's Direct Payment Production: 112 bu. direct yield x 325 base acres = 36,400 bu.; Farm's Counter-Cyclical Payment Production:
117 bu. counter-cyclical yield x 325 base acres = 38,025 bu.)
 	
• Tract 1
 	
  • 120 bushel wheat direct yield
  • 125 bushel wheat counter-cyclical yield
  • 200 wheat base acres
  • 100 acres CRP
  • 80 bushel wheat CRP yield
  • 30 wheat CRP CAB reduction acres
  • 400 DCP cropland acres
  • 300 effective DCP cropland acres
 	
(Tract Direct Payment Production: 120 bu. direct yield x 200 base acres = 24,000 bu.; Tract Counter-Cyclical Payment Production:
125 bu. counter-cyclical yield x 200 base acres = 25,000 bu.)
	• Access Crop CRP Data Screen according to paragraph 191.
	
	• Update DCP pending acres according to paragraph 192.
	
	Note: The farm program payment yield will be recalculated by the system when the tract record is updated.
	
	• Access the DCP contract to:
	
	  • ensure that the new contract data is present
	
	  • print new DCP contract
	
	  • obtain applicable signatures according to 1-DCP.

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

D Increases in Base Acres (Continued)

Example	County Office Action
• Tract 2 • 100 bushel wheat direct yield • 105 bushel wheat counter-cyclical yield • 125 wheat base acres • 80 bushel wheat CRP yield • 20 wheat CRP CAB reduction acres • 150 DCP cropland acres • 150 effective DCP cropland acres (Tract Direct Payment Production: 100 bu. direct yield x 125 base acres = 12,500 bu.; Tract Counter-Cyclical Payment Production: 105 bu. counter-cyclical yield x 125 base acres = 13,125 bu.) CRP-1 expires on September 30, 2005. Producer enrolls all the released wheat CAB into DCP. Following is the tract data for Farm 300 after released CAB's are enrolled in DCP. • Tract 1 • 115 bushel wheat direct yield • 119 bushel wheat counter-cyclical yield • 230 wheat base acres • 400 DCP cropland acres • 400 effective DCP cropland acres (Tract Direct Yield: 200 base acres x 120 bu. direct yield = 24,000 bu., 80 bu. CRP yield x 30 CRP reduction acres = 2,400 bu., 24,000 bu. + 2,400 bu. = 26,400 bu./230 base acres = 114.78 rounded to 115 bu.; Tract Counter-Cyclical Yield: 200 base acres x 125 bu. counter-cyclical yield = 25,000 bu., 80 bu. CRP yield x 30 CRP reduction acres = 2,400 bu., 25,000 bu. + 2,400 bu. = 27,400 bu./230 base acres = 119.13 rounded to 119 bu.) (Tract Direct Payment Production after adjustment: 115 bu. direct yield x 230 base acres = 26,450 bu.; Tract Counter-Cyclical Payment Production after adjustment: 119 bu. counter-cyclical yield x 230 base acres = 27,370 bu.)	

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

D Increases in Base Acres (Continued)

Example	County Office Action
• Tract 2 • 97 bushel wheat DCP direct yield • 102 bushel wheat DCP counter-cyclical yield • 145 wheat base acres • 150 DCP cropland acres • 150 effective DCP cropland acres (Tract Direct Yield: 125 base acres x 100 bu. direct yield = 12,500 bu., 80 bu. CRP yield x 20 CRP reduction acres = 1,600 bu., 12,500 bu. + 1,600 bu. = 14,100 bu./145 base acres = 97.24 rounded to 97 bu.; Tract Counter-Cyclical Yield: 125 base acres x 105 bu. counter-cyclical yield = 13,125 bu., 80 bu. CRP yield x 20 CRP reduction acres = 1,600 bu., 13,125 bu. + 1,600 bu. = 14,725 bu./145 base acres = 101.55 rounded to 102 bu.) (Tract Direct Payment Production after adjustment: 97 bu. direct yield x 145 base acres = 14,065 bu.; Tract Counter-Cyclical Payment Production after adjustment: 102 bu. counter-cyclical yield x 145 base acres = 14,790 bu.) Direct Farm Yield after adjustment: 108 bu. direct yield (26,450 bu. (tract 1) + 14,065 bu. (tract 2) = 40,515 bu./375 (sum of tract 1 and 2's wheat base acres) = 108.04 rounded to 108 bu.) Counter-Cyclical Farm Yield after adjustment: 112 bu. counter-cyclical yield (27,370 bu. (tract 1) + 14,725 bu. (tract 2) = 42,095 bu./375 (sum of tract 1 and 2's wheat base acres) = 112.25 rounded to 112 bu.) Farm's Direct Payment Production after adjustment: 40,500 bu. (108 bu. direct yield x 375 base acres = 40,500 bu.) Farm's Counter-Cyclical Payment Production after adjustment: 42,000 bu. (112 bu. counter-cyclical yield x 375 base acres = 42,000 bu.)	

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

E Increases In Base Acres After CCC-517

Yields may be affected when acres are redistributed using CCC-517. Following is an example of yield fluctuation and County Office action that when acres are redistributed using CCC-517.

Example	County Office Action
Farm 500 consists of 3 tracts and has a farm level wheat DCP direct yield of 112 bushels (28,060 bu. (tract 1) + 12,000 bu. (tract 2) + 7,725 bu. (tract 3) = 47,785 bu./425 (sum of tract 1, 2, and 3's wheat base acres) = 112.43 rounded to 112 bu.) and a farm level wheat DCP counter-cyclical yield of 117 bushels (28,980 bu. (tract 1) + 12,600 bu. (tract 2) + 7,950 bu. (tract 3) = 49,530 bu./425 (sum of tract 1 and 2's wheat base acres) = 116.54 rounded to 117 bu.) (Farm Direct Payment Production: 112 bu. direct yield x 425 base acres = 47,600 bu.; Farm Counter-cyclical Payment Production: 117 bu. counter-cyclical yield x 425 base acres = 49,725 bu.) Tract 1: • 122 bushel wheat direct yield • 126 bushel wheat counter-cyclical yield • 230 wheat base acres • 400 effective DCP cropland acres (Tract Direct Payment Production: 122 bu. direct yield x 230 base acres = 28,060 bu.; Tract Counter-cyclical Payment Production: 126 bu. counter-cyclical yield x 230 base acres = 28,980 bu.) Tract 2: • 100 bushel wheat direct yield • 105 bushel wheat counter-cyclical yield • 120 wheat base acres • 150 effective DCP cropland acres (Tract Direct Payment Production: 100 bu. direct yield x 120 base acres = 12,000 bu.; Tract Counter-cyclical Payment Production: 105 bu. counter-cyclical yield x 120 base acres = 12,600 bu.) Tract 3: • 103 bushel wheat direct yield • 106 bushel wheat counter-cyclical yield • 75 wheat base acres • 100 effective DCP cropland acres (Tract Direct Payment Production: 103 bu. direct yield x 75 base acres = 7,725 bu.; Tract Counter-cyclical Payment Production: 106 bu. counter-cyclical yield x 75 base acres = 7,950 bu.)	• Access Crop Base Data Screen according to paragraph 170. • Update base acres and yields, if applicable, with a reason code of "CCC-517". **Note:** The farm program payment yield may be recalculated by the system when the tract record is updated. • Reset the farm level direct and counter-cyclical payment yields back to what they were before recalculation **Note:** The farm level yields shall never be increased or decreased when redistribution of acres using a CCC-517 results in a recalculation of tract level yields.

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

E Increases In Base Acres After CCC-517 (Continued)

Example	County Office Action
A CCC-517 is signed for Farm 500. 50 acres of wheat base is redistributed from tract 3 to tract 1 and 25 acres of wheat base is redistributed from tract 3 to tract 2. Following is the tract data for Farm 500 after the CCC-517 redistributed acres are entered into farm maintenance. Tract 1: • 119 bushel wheat direct yield • 123 bushel wheat counter-cyclical yield • 280 wheat base acres • 400 effective DCP cropland (Tract Direct Yield: 122 bu. direct yield x 230 base acres = 28,060 bu., 103 bu. direct yield x 50 base acres = 5,150 bu., 28,060 bu. + 5,150 bu. = 33,210 bu./280 base acres = 118.61 rounded to 119 bu.; Tract Counter-cyclical Yield: 126 bu. counter-cyclical yield x 230 base acres = 28,980 bu., 106 bu. counter-cyclical yield x 50 base acres = 5,300 bu., 28,980 bu. + 5,300 bu. = 34,280 bu./280 base acres = 122.43 rounded to 122 bu.) (Tract Direct Payment Production: 119 bu. direct yield x 280 base acres = 33,320 bu.; Tract Counter-cyclical Payment Production: 122 bu. Counter-cyclical yield x 280 base acres = 34,160 bu.) Tract 2: • 101 bushel wheat direct yield • 106 bushel wheat counter-cyclical yield • 145 wheat base acres • 150 effective DCP cropland acres (Tract Direct Yield: 100 bu. direct yield x 120 base acres = 12,000 bu., 103 bu. direct yield x 25 base acres = 2,575 bu., 12,000 bu. + 2,575 bu. = 14,575 bu./145 base acres = 100.52 rounded to 101 bu.; Tract Counter-cyclical Yield: 105 bu. counter-cyclical yield x 120 base acres = 12,600 bu., 106 bu. counter-cyclical yield x 25 base acres = 2,650 bu., 12,600 bu. + 2,650 bu. = 15,250 bu./145 base acres = 105.17 rounded to 105 bu.) (Tract Direct Payment Production: 101 bu. direct yield x 145 base acres = 14,645 bu.; Tract Counter-cyclical Payment Production: 105 bu. Counter-cyclical yield x 145 base acres = 15,225 bu.)	

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

E Increases In Base Acres After CCC-517 (Continued)

Example	County Office Action
Tract 3 now has zero bases and zero yields. Direct Farm Yield after adjustment: 113 bu. direct yield (33,320 bu. (tract 1) + 14,645 bu. (tract 2) = 47,965 bu./425 (sum of tract 1 and 2's wheat base acres) = 112.85 rounded to 113 bu.). The farm direct yield before recalculation was 112 bu. Counter-cyclical Farm Yield after adjustment: 116 bu. counter-cyclical yield (34,160 bu. (tract 1) + 15,225 bu. (tract 2) = 49,385 bu./425 (sum of tract 1 and 2's wheat base acres) = 116.2 rounded to 116 bu.). The farm counter-cyclical yield before recalculation was 117 bu.	

174-190 (Reserved)

191 Crop CRP Data Screen

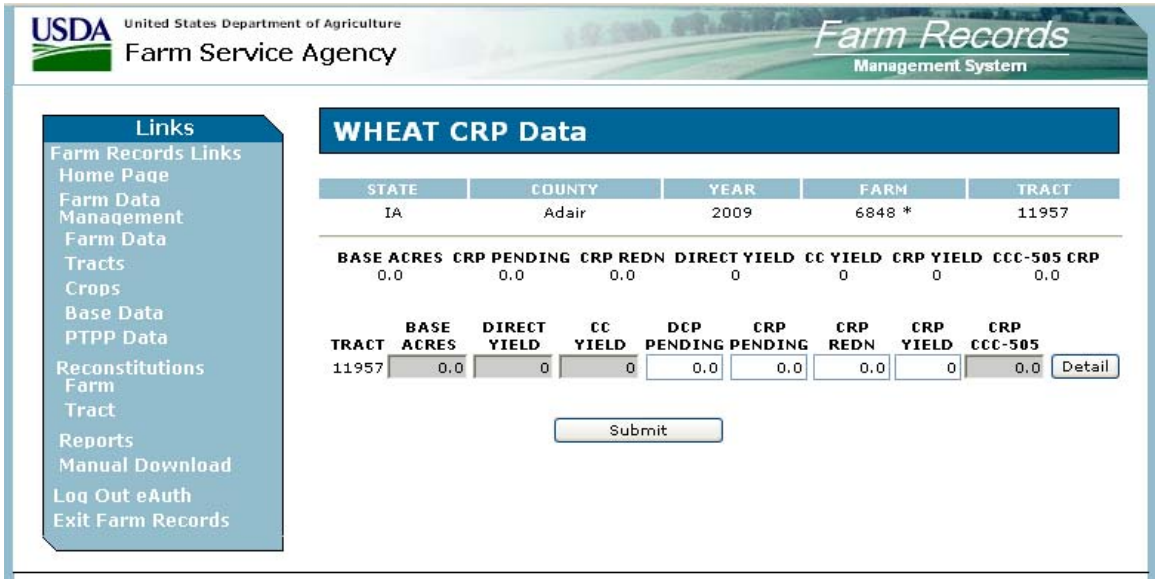
A Overview

The Crop CRP Data Screen will be displayed when the users select a crop and CLICK “CRP Data” on the Select Crops Screen according to paragraph 169.

B Example of Crop CRP Data Screen

Following is an example of the Crop CRP Data Screen.

*--



--*

191 Crop CRP Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Crop CRP Data Screen.

Field/Button	Description	Action
Farm Crop Level		
Base Acres	Farm level base acres for the crop.	
CRP Pending	Farm level CRP pending acres for the crop.	
CRP Redn	Farm level CRP reduction acres for the crop.	
Direct Yield	Farm level direct yield for the crop.	
CC Yield	Farm level counter-cyclical yield for the crop.	
CRP Yield	Farm level CRP yield for the crop.	
CCC-505 CRP	Farm level CRP CCC-505 reduction acres for the crop.	
Tract Crop Level		
Tract	Each tract number associated with the farm.	
Base Acres	Crop base acres for each tract.	Adjust, add, or delete base acres as necessary.
Direct Yield	Crop direct yield for each tract.	Adjust, add, or delete the direct yield as necessary.
CC Yield	Crop counter-cyclical yield for each tract.	Adjust, add, or delete the counter-cyclical yield as necessary.
DCP Pending	Crop CRP pending acres being enrolled into DCP are entered into this field.	The user must enter the tract level CRP pending acres for the crop being enrolled into DCP.
CRP Pending	Crop CRP pending acres for each tract.	Tract crop CRP pending acres are automatically updated when: • CRP 1 expires • CRP1 is canceled • CRP-1 is deleted. The user must update the tract crop CRP pending acres when: • CRP-1 is terminated, revised, or converted • CRP-1 is corrected • CRP-1 is adjusted. Refer to paragraph 192 for additional information.

191 Crop CRP Data Screen (Continued)

C Fields

Field/Button	Description	Action
CRP Redn	Crop CRP reduction acres for each tract.	Adjust the CRP reduction acres between tracts on the farm, as necessary.
CRP Yield	Crop CRP yield for each tract.	Adjust the CRP yield if necessary.
CRP CCC-505	Crop CCC-505 CRP reduction acres for each tract.	
Detail	The "Detail" button will display the Crop CCC-505 CRP Reduction Data Screen.	The "Detail" button must be pressed to adjust, add, or delete Crop CCC-505 CRP reduction acres. Refer to paragraph 193 for additional information.
Submit	The "Submit" button saves changes made to any of the information on the Crop CRP Data Screen.	The "Submit" button must be pressed if any changes are made to the information on the Crop CRP Data Screen.

192 CRP Reduction, CRP Pending, and DCP Pending Acres

A Overview

CAB's being released from CRP-1's are automatically placed in the "CRP Pending" field in the farm records application:

- at the farm and tract level
- when any of the following actions occur in CRP software:
    - CRP-1 expires
    - CRP-1 is canceled
    - CRP-1 is deleted.

CRP pending acres will **not** be updated in the farm records application when the following actions occur in CRP software:

- CRP-1 is terminated, revised, or converted
- CRP-1 is corrected
- CRP-15 is adjusted.

In addition, CRP reduction acres are automatically updated in the application at the farm and tract level.

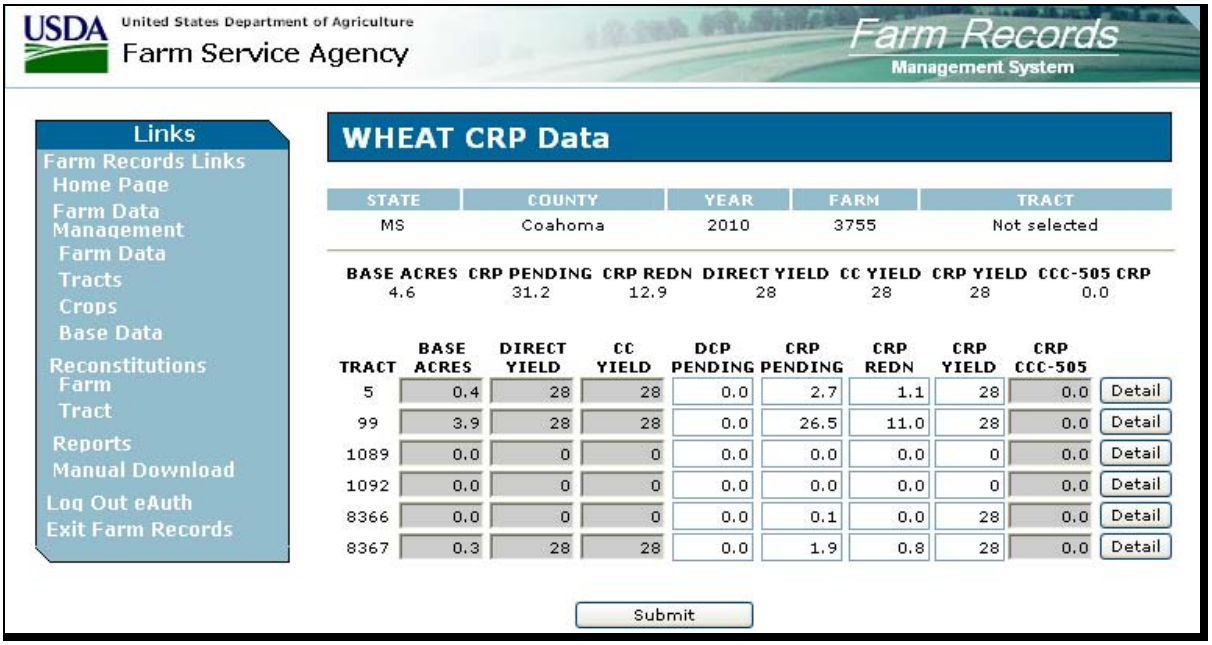
Note: The tract level CRP reduction acres and CRP pending acres must always equal the farm level CRP reduction and CRP pending acres.

192 CRP Reduction, CRP Pending, and DCP Pending Acres (Continued)

B Example of Allocation Factor to Update CRP Acres

The application calculates an allocation factor when updating CRP pending acres and reallocating CRP reduction acres to the tract level when multiple CRP-1's exist on the farm and not all CRP-1's have been terminated, have been canceled, or have expired.

Crop CRP Data Screen provides the crop information for FSN 3755.
*--



FSN 3755 has:

- 5 tracts, but only 3 of the 5 tracts contain CRP reduction acres
- 31.2 CRP pending acres at the farm level
- 12.9 CRP reduction acres at the farm level
- 29.2 CRP pending acres at the tract level
- 12.9 CRP reduction acres at the tract level.--*

Note: The farm level CRP pending and CRP reduction acres do not equal the tract level CRP pending and CRP reduction acres.

192 CRP Reduction, CRP Pending, and DCP Pending Acres (Continued)

B Example of Allocation Factor to Update CRP Acres (Continued)

The system calculates an allocation factor for each tract to determine:

- CRP reduction acres that will remain on each tract
- CRP pending acres that will be allocated to each tract.

The allocation factor for each tract is determined based on the amount of CRP reduction acres allocated on each tract divided by the total CRP reduction acres on all tracts.

Example:

- Tract 5 CRP reduction acres (3.8) divided by the CRP reduction acres for all tracts (44.0) equals factor (.0864).

- Tract 99 CRP reduction acres (37.5) divided by the CRP reduction acres for all tracts (44.0) equals factor (.8503).

- Tract 1091 CRP reduction acres (2.8) divided by the CRP reduction acres for all tracts (44.0) equals factor (.0636)

The tract factor is then applied to the farm level CRP reduction acres and CRP pending acres to determine the acres that are to be allocated to each tract.

Example:

- Tract 5 factor (.0864) times the farm level CRP reduction acres (42.0) equals the CRP reduction acres that shall remain on the tract (3.6).

- Tract 5 factor (.0864) times the farm level CRP pending acres (4.8) equals the CRP pending acres that shall be allocated to the tract (0.4).

- Tract 99 factor (.8503) times the farm level CRP reduction acres (42.0) equals the CRP reduction acres that shall remain on the tract (35.7).

- Tract 99 factor (.8503) times the farm level CRP pending acres (4.8) equals the CRP pending acres that shall be allocated to the tract (4.1).

- Tract 1091 factor (.0636) times the farm level CRP reduction acres (42.0) equals the CRP reduction acres that shall remain on the tract (2.7).

- Tract 1091 factor (.0636) times the farm level CRP pending acres (4.8) equals the CRP pending acres that shall be allocated to the tract (0.3)

CRP reduction and CRP pending acres, as determined in this subparagraph, are updated by the system to the tract level.

192 CRP Reduction, CRP Pending, and DCP Pending Acres (Continued)

C DCP Pending Acres

The "DCP Pending" field is used to update CRP pending acres to base acres. County Offices shall manually update DCP pending acres to the tract level when the acreage in the "CRP Pending" field is actually being enrolled into DCP. Moving the CRP pending acres to the DCP pending acres field will result in the acres immediately becoming base acres. Therefore, County Offices must not transfer CRP pending acres to the DCP pending acres field until the producer has initiated the enrollment of the acres in DCP.

Notes: If only a portion of the acres in the "CRP Pending" field are being enrolled into DCP, a prorated factor can be used to determine the amount of acres that will be moved to the DCP pending acres field and the amount of acres that will remain in the "CRP Pending" field.

--**If acres are inadvertently transferred from CRP pending acres to DCP pending acres, the acres must be manually tracked. A manual entry of CRP pending acres is **not** allowed.**--

D Prorated Factor for Updating DCP Pending Acres

The following calculation may be used when updating DCP pending acres when not all acres in the "CRP Pending" field are being enrolled into DCP.

Note: The calculations shall be crop specific.

Step	Action
1	Determine the amount of acres in the "CRP Pending" field that will not be updated to the DCP pending acres field.
2	For each tract, divide the CRP pending acres by the total farm CRP pending acres to determine each tract's prorated factor.
3	For each tract, multiply the results of step 1 times the tract's prorated factor, as determined in step 2, to determine the amount of the tract's CRP pending acres that will not be enrolled into DCP. **Note:** This is the total tract acres that shall remain in the "CRP Pending" field.
4	For each tract, subtract the results of step 3 from the tract's CRP pending acres to determine the amount of acres that will be enrolled into DCP. Enter the result into the system according to subparagraph E.

E Updating DCP Pending Acres

Update the DCP pending acres on Crop CRP Data Screen according to the following.

Step	Action
1	Access Crop CRP Data Screen according to paragraph 191.
2	Update DCP pending acres to the appropriate tracts and CLICK "Submit" to update.

Note: Update DCP contract according to 1-DCP.

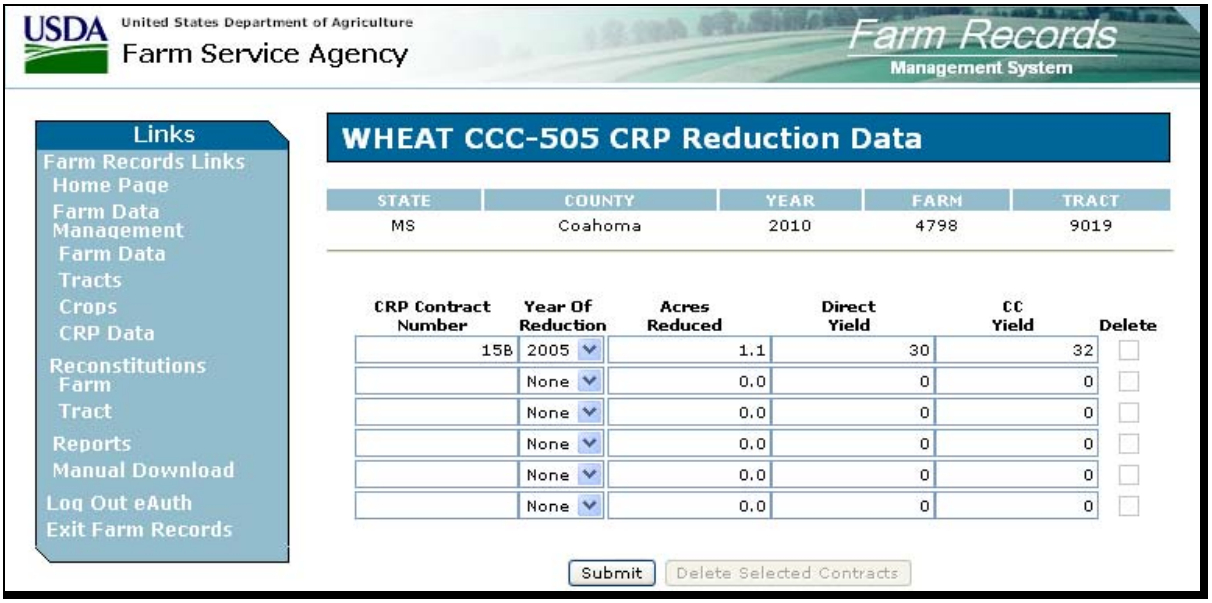
193 Crop CCC-505 CRP Reduction Data Screen

A Overview

The Crop CCC-505 CRP Reduction Data Screen will be displayed when users CLICK "Detail" on the Crop CRP Data Screen according to paragraph 191. The Crop CCC-505 CRP Reduction Screen shall be used to load base acres that were reduced on CCC-505 because of enrollment in a conservation program. See 1-DCP * * * for further information.

B Example of Crop CCC-505 CRP Reduction Data Screen

*--Following is an example of the Crop CCC-505 CRP Reduction Data Screen after CRP contract number, year of reduction, direct yield and CC yield have been entered.



--*

193 Crop CCC-505 CRP Reduction Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Crop CCC-505 CRP Reduction Data Screen.

Field/Button	Description	Action
CRP Contract Number	CRP contract number that caused the reduction of base acres.	Adjust any existing CRP contract numbers or add new CRP contract numbers, as necessary.
Year of Reduction	The year the base reduction was completed.	Select the year that the base acres were reduced on CCC-505.
Acres Reduced	The amount of base acres that were reduced for the crop.	Enter the number of base acres that were reduced on CCC-505.
Direct Yield	The direct yield assigned to the reduced base acres.	Enter the direct yield from CCC-505.
CC Yield	The counter-cyclical yield assigned to the reduced base acres.	Enter the counter-cyclical yield from CCC-505.
Delete	Selects a line for deletion.	The user shall place a check in the check box next to line that will be deleted.
Submit	Saves changes made to any of the information on the Crop CCC-505 CRP Reduction Data Screen.	Users must CLICK “Submit” if any changes are made to the information on the Crop CCC-505 CRP Reduction Data Screen.
Delete Selected Contracts	Deletes any lines that were selected for deletion.	Users must CLICK “Delete Selected Contracts” to delete any lines that were selected for deletion.

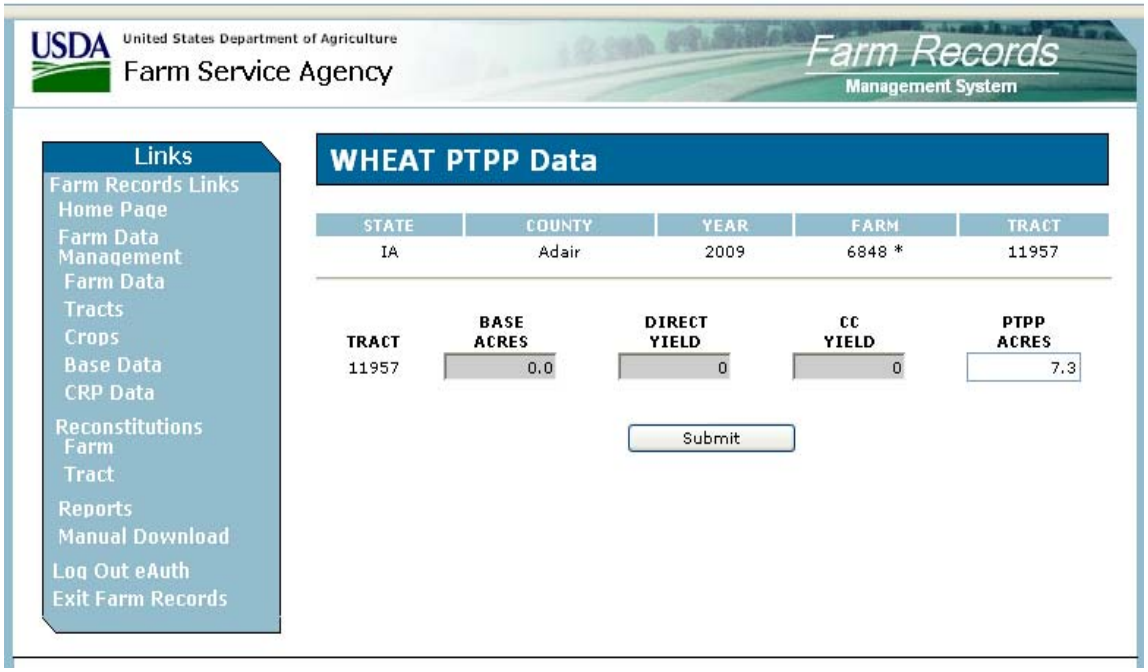
*--194 Crop PTPP Reduction Data Screen

A Overview

The Crop PTPP Reduction Data Screen will be displayed when the user selects a crop and clicks “PTPP Data” on the Select Crops Screen according to paragraph 169.

B Example of Crop PTPP Reduction Data Screen

Following is an example of the Crop PTPP Reduction Data Screen.



C Fields

The following table provides the field descriptions and actions for the Crop PTPP Reduction Data Screen.

Field/Button	Description	Action
Farm Crop Level		
Base Acres	Farm level base acres for the crop.	
Direct Yield	Farm level direct yield for the crop.	
CC Yield	Farm level counter-cyclical yield for the crop.	
PTPP Acres	Acres reduced for enrollment in PTPP acres for the crop.	County Offices shall follow 1-DCP to enter or adjust PTPP acres.
Submit	Saves changes made to PTPP acres on the Crop PTPP Data Screen.	Users must CLICK “Submit” if any changes are made to PTPP acres on the Crop PTPP Data Screen.

--*

195-210 (Reserved)

Part 8 Other Producers

211 Other Producers Screen

A Overview

The Other Producers Screen will be displayed when the user selects to view "Other Producers" and:

- searches by producer according to paragraph 102 and the selected producer is associated with only 1 farm

  Note: If the selected producer is associated with more than 1 farm, the Associated Farms Screen will be displayed according to paragraph 127. After the user selects the applicable farm, the Other Producers Screen will be displayed.

- searches by farm number according to paragraph 103

  Note: In combined County Offices, if the farm number entered is active in more than 1 County Office in the combination, the Matching Farms Screen will be displayed according to paragraph 128. After the user selects the applicable farm, the Other Producer Screen will be displayed.

- searches by tract number according to paragraph 104.

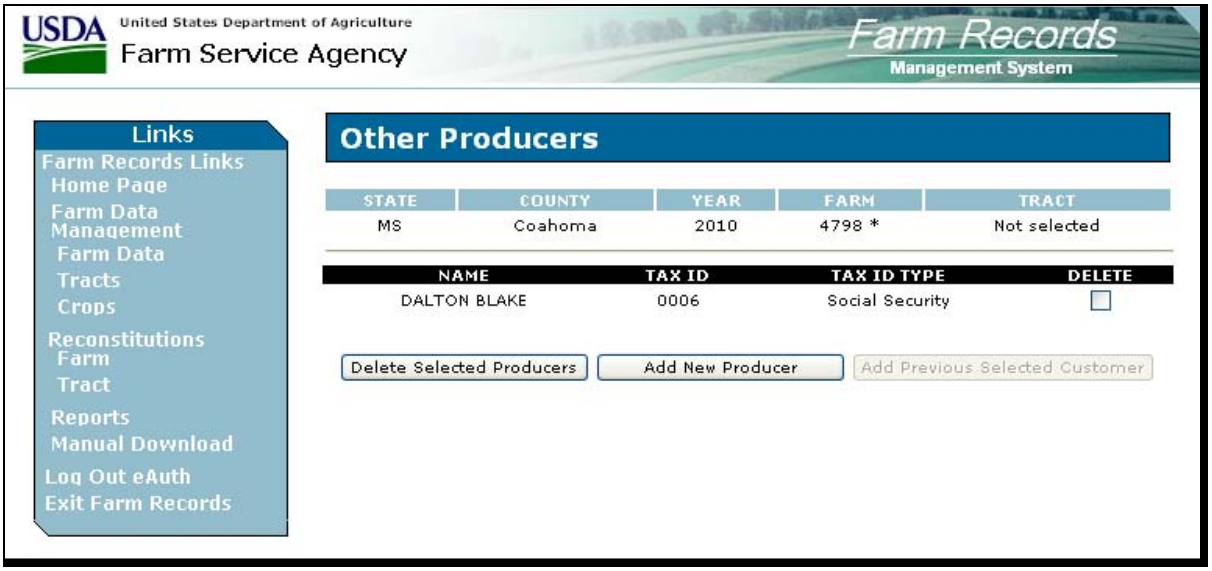
  Note: In combined County Offices, if the tract number entered is active on more than 1 farm in more than 1 County Office in the combination, the Matching Tracts Screen will be displayed according to paragraph 129. After the user selects the applicable tract, the Other Producer Screen will be displayed.

211 Other Producers Screen (Continued)

B Example of Other Producers Screen

Following is an example of the Other Producers Screen.

*--



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211 Other Producers Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Other Producers Screen.

Field/Button	Description	Action
Name	The name of each other producer associated with the farm.	
Tax ID	The last 4 digits of each other producer's TIN.	
Tax ID Type	The tax ID type of each other producer's TIN.	
Delete	***--**Select other producer for**--*** deletion.	Click in the check box next to other producer that will be deleted.
Delete Selected Producers	The "Delete Selected Producers" button will delete any other producers that were selected for deletion.	CLICK "Delete Selected Producers" to delete other producers that were selected for deletion.
Add New Producer	The "Add New Producer" button allows the user to add a new other producer to the farm.	CLICK "Add New Producer" to add a new other producer. When users CLICK "Add New Producer", the USDA SCIMS Customer Search Page will be displayed according to paragraph 102.
Add Previous Selected Customer	The "Add Previous Selected Customer" button allows the user to add the previously selected customer to the farm as another producer.	CLICK "Add Previous Selected Customer" to add the previously selected customer to the farm as another producer.

Note: Other producer changes made in a prior year will not update to future years. Users must access each applicable year to add or delete other producers.

212-225 (Reserved)

Part 9 Owners

226 Owners Screen

A Overview

The Owners Screen will be displayed when the user selects to view “Owners” and:

- searches by producer according to paragraph 102, and the selected producer is associated with only 1 tract

  Note: If the selected producer is associated with more than 1 farm, the Associated Farms Screen will be displayed according to paragraph 127. After the user selects the applicable farm, the Tract Data Screen will be displayed. If the selected farm has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Owners Screen will be displayed.

- searches by farm number according to paragraph 103 and the selected farm has only 1 tract

  Notes: If the farm number entered has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Owners Screen will be displayed.

  In combined County Offices, if the farm number entered is active in more than 1 County Office in the combination, the Matching Farms Screen will be displayed according to paragraph 128. After the user selects the applicable farm, the Tract Data Screen will be displayed. If the selected farm has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Owners Screen will be displayed.

- searches by tract number according to paragraph 104.

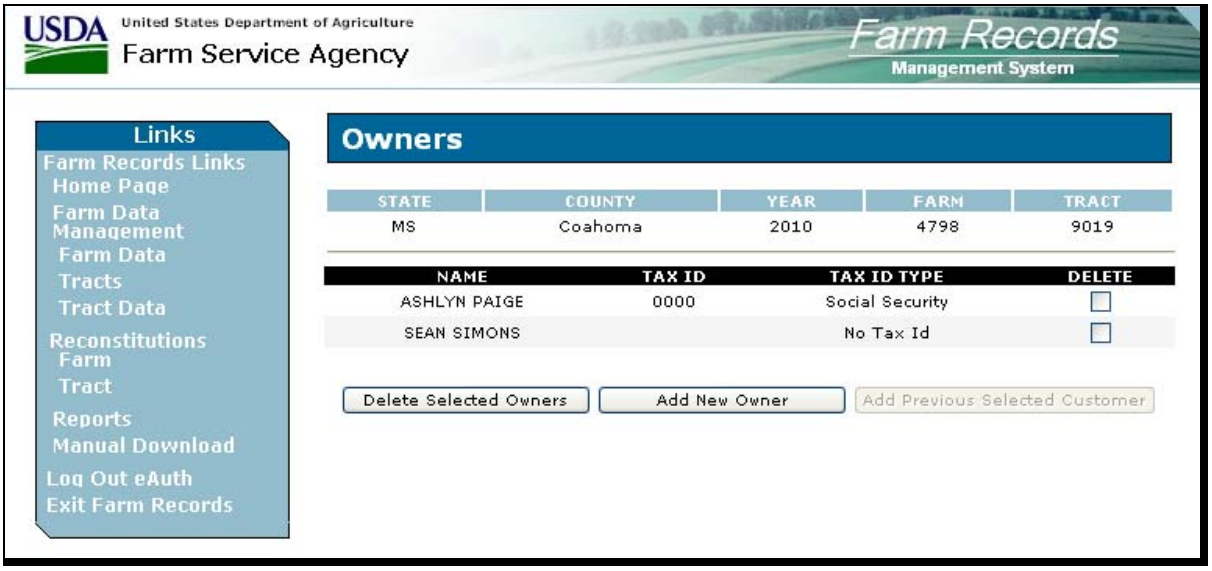
Note: In combined County Offices, if the tract number entered is active on more than 1 farm in more than 1 County Office in the combination, the Matching Tracts Screen will be displayed according to paragraph 129. After the user selects the applicable tract, the Owners Screen will be displayed.

226 Owners Screen (Continued)

B Example of Owners Screen

Following is an example of the Owners Screen.

*--



--*

226 Owners Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Owners Screen.

Note: If the owner is "unknown", add the "unknown" through SCIMS according to 1-CM and then add "unknown" to the tract as an owner.

Field/Button	Description	Action
Name	The name of each owner associated with the tract.	
Tax ID	The last 4 digits of each owner's tax ID number.	
Tax ID Type	The tax ID type of each owner's tax ID number.	
Delete	Selects an owner for deletion.	CLICK in the check box next to the owners that will be deleted.
Delete Selected Owners	Deletes any owners that were selected for deletion.	CLICK "Delete Selected Owners" to delete owners that were selected for deletion.
Add New ***--**Owner	Allows the user to add a new owner to the tract.	CLICK "Add New Owner" to add a**--*** new owner. When users CLICK "Add New Owner", the USDA SCIMS Customer Search Page will be displayed according to paragraph 102.
Add Previous Selected Customer	Allows the user to add the previously selected customer to the tract as an owner.	CLICK "Add Previous Selected Customer" to add the previously selected customer to the tract as an owner.

Note: Owner changes made in a prior year will not update to future years. Users must access each applicable year to add or delete owners.

227-242 (Reserved)

243 Accessing Reports

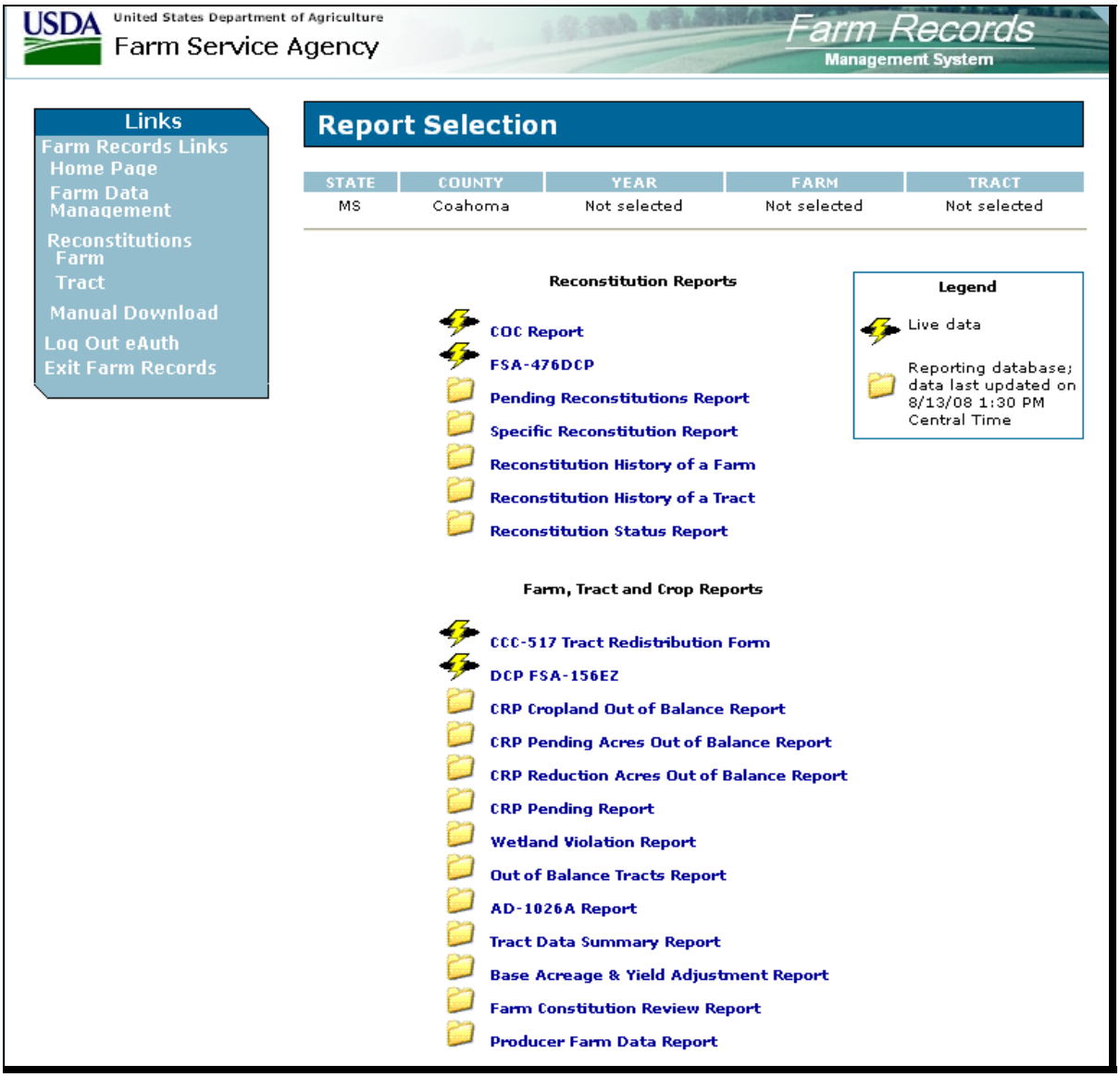
A Accessing Reports

Reports can be accessed from FRS Home Page. CLICK "**Reports**" to access the Report Selection Screen.

B Example of Report Selection Screen

Following is an example of the Report Selection Screen.

*--



--*

243 Accessing Reports (Continued)

C Reports

The following table provides the available reports on the Reports Selection Screen.

Report	Description
Reconstitution Reports	
COC Report	See 2-CM for description.
FSA-476DCP	
Pending Reconstitutions Report	
Specific Reconstitution History of a Farm	
Reconstitution History of a Tract	
Reconstitution Status Report	
Farm, Tract, and Crop Reports	
CCC-517 Tract Redistribution Form	CCC-517 Tract Redistribution Form for the selected farm will be displayed. See paragraph 244 for additional information
DCP FSA-156EZ	DCP FSA-156EZ provides farm history data. It is intended as the main paper reference for: • farm and tract data • crop data • conservation compliance status. See paragraph 245 for additional information.
CRP Cropland Out-of-Balance Report	CRP Cropland Out-of-Balance Report identifies farms where the farm level CRP cropland acres do not equal the total tract level CRP cropland acres. See paragraph 153.
CRP Pending Acres Out-of-Balance Report	CRP Pending Acres Out-of-Balance Report identifies farms where the farm level CRP pending acres do not equal the total tract level CRP pending acres. See paragraph 192.
CRP Reduction Acres Out-of-Balance Report	CRP Reduction Acres Out-of-Balance Report identifies farms where the farm level CRP reduction acres do not equal the total tract level CRP reduction acres.
CRP Pending Report	CRP Pending Report identifies farms with CRP pending acres present. Producers have the option of enrolling the CRP pending acres into DCP by the specified deadlines in 1-DCP.
Wetland Violation Report	Wetland Violation Report identifies farms that have wetland violations checked on 1 or more tracts.
Out-of-Balance Tracts Report	Out-of-Balance Tracts Report identifies tracts with base acres in excess of the tracts effective DCP cropland plus double-cropped acres. See paragraph 171 for instructions on balancing tract data.
AD-1026A Report	AD-1026A Report provides tract HEL and wetland determinations on every farm with which the producer is associated.
Tract Data Summary Report	Tract Data Summary Report is a summary report of all tract data by farm in a county.
Base Acreage and Yield Adjustment Report	Base Acreage and Yield Adjustment Report identifies any farm number, tract number, crop, adjustment type, adjustment reason, date changed, and farm status that the base or yield has been changed. See 1-DCP for additional instructions.

243 Accessing Reports (Continued)

C Reports (Continued)

Report	Description
Farm Constitution Review Report	Farm Constitution Review Report is a list of active farms and tracts by county that can be reviewed to determine whether farms are properly constituted.
*--Producer Farm Data Report	Producer Farm Data Report provides farm and tract data for every farm with which the producer is associated.--*

D Adobe Acrobat Display Settings

The following 2 options are available for displaying PDF reports and forms:

- each report/form will be displayed in separate browser windows
- all reports/forms will be displayed in 1 single Adobe Acrobat window.

Change display preferences according to the following.

Step	Action	
1	Access Adobe Acrobat from the Windows start menu.	
2	Select “Edit”, then “Preferences” from the Adobe Acrobat menu.	
3	Select “Internet” from the box on the left side of the Preferences pop-up window.	
4	**IF display PDF in browser is…**	**THEN…**
	checked	each report/form will be displayed in separate browser windows
	unchecked	all reports/forms will be displayed in 1 Adobe Acrobat window.

E Report Database

FRS now uses a reporting database to ease the burden on servers. The reporting database will update nightly with information from that day; therefore, reports using the reporting database will be 1 workday old.

The following table provides FRS Report Selection Screen legend information.

Legend	Explanation
	Informs users that the data provided in this report is in real time.
	Informs users that the data provided in this report has been obtained from the reporting database. The date of the last reporting database update is included.

F Cancel Button

Each available report on the Reports Selection Screen has a “Cancel” button on the selection screen. If the user clicks “Cancel”, the user will be returned to the Reports Selection Screen to select a report.

244 CCC-517, Tract Redistribution Form

A Background

CCC-517 is intended to be used by owners to redistribute base acres:

- when a tract is out-of-balance (see paragraph 171)
- for any reason during the current FY as long as all owners on the farm agree to the redistribution.

***--**CCC-517 can be used to redistribute base acres between resulting farms of a farm division that was completed using the default method if both of the following apply:

- a subsequent transfer of ownership has **not** occurred
- all owners on the resulting farms agree to the redistribution within 30 calendar days of notification of base acres.

Note: This procedure replaces the 10 percent variation rule that no longer applies to base acres.**--***

All CCC-517's signed by the owners of a farm shall be maintained as a permanent file record in the County Office.

Notes: CCC-517 is only intended for redistribution of base acres in the current FY. County Offices shall not allow redistribution of base acres for a prior FY.

COC has authority to deny a redistribution of base acres if they determine that the redistribution is being requested to circumvent program regulations.

244 CCC-517, Tract Redistribution Form (Continued)

B Example of CCC-517

Following is an example of CCC-517.

This form is available electronically.

CCC-517 (02-27-04)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

TRACT REDISTRIBUTION FORM

1. COUNTY FSA OFFICE NAME AND ADDRESS *(Including Zip Code)*
Leflore County Farm Service Agency
PO Box 944
Greenwood, MS 38935-0944
TELEPHONE NUMBER *(Area Code)*: (666) 455-1199

2. STATE CODE	3. COUNTY CODE
28	083
4. FARM SERIAL NUMBER	**5. TRACT NUMBER**
100	9

NOTE: The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995.

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is the Farm Security and Rural Investment Act of 2002, (Pub. L. 107-171). The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in denial of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.

6. TRACT ACREAGE

A. DCP CROPLAND	65.7
B. EFFECTIVE DCP CROPLAND	65.7
C. CURRENT DOUBLE CROPPED ACRES	0.0
D. REQUESTED DOUBLE CROPPED ACRES	

E. CROP	F. CURRENT BASE	G. REQUESTED BASE	E. CROP	F. CURRENT BASE	G. REQUESTED BASE
Grain Sorghum	32.9				
Soybeans	32.8				

7. OWNER'S CERTIFICATION

I understand that by signing this form I have made the tract redistribution decision shown in Item 6 for the farm serial number in Item 4.

I also understand that all owners on this farm must sign form CCC-517. In the event that one or more owners of this farm fail to sign form CCC-517, I understand that this form is null and void, that the tract redistribution decision shown in Item 6 is no longer applicable.

A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*	B. OWNER'S IDENTIFICATION NUMBER
Stan Farmer 22200 County Road 5490 Anywhere, MS 38944-0001	4100

C. SIGNATURE OF OWNER	D. DATE *(MM-DD-YYYY)*

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

244 CCC-517, Tract Redistribution Form (Continued)

C Completing CCC-517

One CCC-517 will print for each owner on each tract on the farm. Each owner on the farm shall sign and date CCC-517, agreeing to the redistribution of acres. The following table describes the fields on CCC-517.

Item		Description	Entry
1		County Office name, address, and telephone number	
2		State code	
3		County code	
4		Farm serial number	
5		Tract number	
6		Provides the tract's acreage information	
	A	Tract's DCP cropland	
	B	Tract's effective DCP cropland	
	C	Tract's current double-cropped acres	
	D	Tract's requested double-cropped acres	The owner must enter the amount of double-cropped acres being attributed ***--**to the tract. See subparagraph D**--*** for restrictions.
	E	Crop name	
	F	Current base acres	
	G	Requested base acres	The owner must enter the amount of base acres being attributed to the tract for each applicable crop. See ***--**subparagraph E for restrictions.**--***
7		Owner's certification	
	A	Owner's name and address **Note:** CCC-517's will be numbered in the top right corner of this block. The numbers represent the number of CCC-517's that were printed for each tract on the farm. This will assist County Offices in knowing how many signed CCC-517's shall be received before completion of the base and yield selection can be made. County Offices shall ensure that they have received the correct number of CCC-517's for every tract on the farm before changing the bases and yields in the system. **Example:** If the farm has 2 tracts and each tract has 2 owners, CCC-517's will be numbered as 1/2 and 2/2 for the first tract and 1/2 and 2/2 for the second tract.	
	B	Owner's identification number and type	
	C	Owner's signature	All owners on the farm must sign.
	D	Signature date	All owners on the farm must date.

244 CCC-517, Tract Redistribution Form (Continued)

D Double-Cropped Acre Restrictions

The following restrictions apply to requested double-cropped acres.

- Double-cropped acres entered in CCC-517, item 6D, must be the total amount of double-cropped acres that will exist on the tract after redistribution.

  Example: Tract 1 currently contains 20.0 double-cropped acres. 10.0 double-cropped acres are being redistributed from tract 2 to tract 1. The owners must enter 30.0 acres in CCC-517, item 6D.

- Tract level double-cropped acres may be redistributed **only** if base acres are also being redistributed.

- Double-cropped acres and base acres must be redistributed from the same tract and attributed to the same tract.

- Tract level double-cropped acres being redistributed cannot exceed the amount of base acres being redistributed.

E Base Acre Restrictions

The following restrictions apply to requested base acres.

- Base acres entered in CCC-517, item 6G, must be the total amount of base acres that will exist on the tract after redistribution.

  Example: Tract 1 currently contains 20.0 wheat base acres. 10.0 wheat base acres are being redistributed from tract 2 to tract 1. The owners must enter 30.0 acres for wheat in CCC-517, item 6G.

- Total of the base acres entered for each crop on each tract cannot exceed the farm level base acres for that crop.

- Total of all base acres entered for each tract cannot exceed the farm level base acres.

- Total of all base acres entered for the farm cannot exceed the farm's effective DCP cropland plus double-cropped acres.

244 CCC-517, Tract Redistribution Form (Continued)

E Base Acre Restrictions (Continued)

- Total of base acres entered for each tract cannot exceed the tract's effective DCP cropland plus double-cropped acres

  Note: Any acres entered in CCC-517, item 6D, shall be used when determining the tract's effective DCP cropland plus double-cropped acres.

- Crops entered in CCC-517, item 6E, must already exist on the farm.

- All owners must agree to the redistribution by signing CCC-517.

F Yield Adjustments

When acres are redistributed using CCC-517, yields may need to be adjusted. See paragraph 173 for rules on adjusting yields when tract acres are adjusted.

245 Printing DCP FSA-156EZ

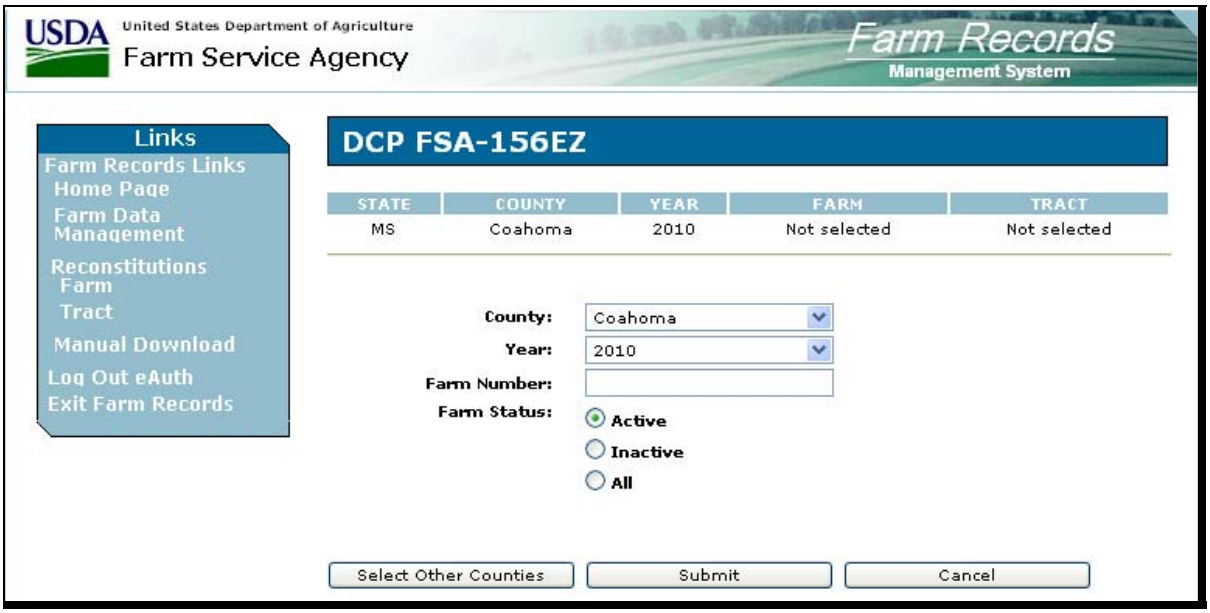
A Accessing DCP FSA-156EZ Selection Screen

To print DCP FSA-156EZ's select the radio button next to “DCP FSA-156EZ” and CLICK “Submit”. The DCP FSA-156EZ Selection Screen will be displayed.

B Example of DCP FSA-156EZ Selection Screen

Following is an example of DCP FSA-156EZ Selection Screen.

*--



--*

C Printing Single FSA-156EZ

Print a single FSA-156EZ according to the following table.

Step	Action
1	**For multiple County Offices only:** select the applicable County Office.
2	Select the applicable year.
3	Enter farm number to be printed and CLICK “Submit”.
4	If farm is inactive, change selection to either “inactive” or “active and inactive”. **Note:** “Active” is the default.
5	When FSA-156EZ opens in the Adobe PDF window, do either of the following: • select the browsers print button to print the report • save the report to your computer.

245 Printing DCP FSA-156EZ (Continued)

D Printing Multiple FSA-156EZ's Sequentially

Print multiple FSA-156EZ's sequentially according to the following table.

Step	Action
1	**For multiple County Offices only:** select the applicable County Office.
2	Select the applicable year.
3	Enter the beginning farm number, a dash, and the ending farm number to be printed. *** * *** **Examples:** 1-50; 51-100; 101-150.
4	***--**Select the status of the farms and CLICK "Submit". **Notes:** "Active" is the default.**--*** Only 50 FSA-156EZ's can be displayed at a time. If there are more than 50 farms within the range entered, only the first 50 farms within the range will be displayed. *** * ***
5	When the FSA-156EZ's open in the Adobe PDF window, do either of the following: • select the browsers print button to print the reports • save the reports to your computer. **Note:** All of the FSA-156EZ's will be displayed in 1 Adobe PDF window.

E Printing Multiple FSA-156EZ's Nonsequentially

Print multiple FSA-156EZ's nonsequentially according to the following table.

Step	Action
1	**For multiple County Offices only:** select the applicable County Office.
2	Select the applicable year.
3	Enter the farm numbers to be printed with 1 space in between each farm number and CLICK "Submit". **Examples:** 1 3 20 53 101 **Note:** Only 50 FSA-156EZ's can be displayed at a time. If more than 50 farms are entered, only the first 50 farms that were entered will be displayed.
4	When the FSA-156EZ's open in the Adobe PDF window, do either of the following: • select the browsers print button to print the reports • save the reports to your computer. **Note:** All of the FSA-156EZ's will be displayed in 1 Adobe PDF window.

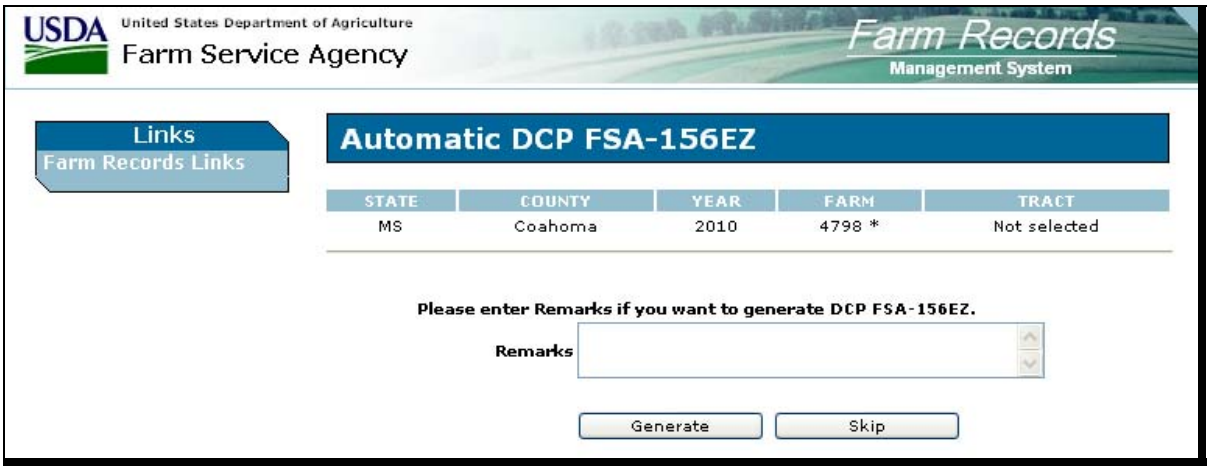
245 Printing DCP FSA-156EZ (Continued)

F Printing FSA-156EZ's After Farm Maintenance

The Automatic DCP FSA-156EZ Screen:

- will be displayed each time a change has been made to any farm, tract, or crop data through maintenance
- provides the user with the option to print FSA-156EZ or skip printing of FSA-156EZ
- provides the user with the option to enter remarks on FSA-156EZ.

*--Following is an example of the Automatic DCP-156EZ Screen.



--*

245 Printing DCP FSA-156EZ (Continued)

G Example of FSA-156EZ

Following is an example of FSA-156EZ. See Exhibit 18 for information on the data elements.

*--

FARM: 4798

Mississippi | U.S. Department of Agriculture | Prepared: 9/3/09 1:00 PM
Coahoma | Farm Service Agency | Crop Year: 2010
Report ID: FSA-156EZ | Abbreviated 156 Farm Record | Page: 1 of 1

Operator Name: SEAN SIMONS
Farm Description: Division of 4796
Recon Number: 2010 28027 5

Farms Associated with Operator:
3358

Other Producers Associated with Farm:
DALTON BLAKE J & K LLC

CRP Contract Number(s): None

Farmland	Cropland	DCP Cropland	WBP	WRP/EWP	CRP Cropland	GRP	Farm Status	Number of Tracts
59.0	54.8	54.8	0.0	0.0	0.0	0.0	Active	1

State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	NAP	CRP MPL	FAV/WR History	ACRE Election
0.0	0.0	54.8	13.7	0.0	0.0	Y	None

Crop	Base Acreage	CRP Reduction	CRP Pending	Direct Yield	CC Yield	CCC-505 CRP Reduction
WHEAT	13.7	0.0	0.0	39	39	0.0
UPLAND COTTON	12.1	0.0	0.0	726	802	0.0
SOYBEANS	38.5	0.0	0.0	16	19	0.0
Total Base Acres:	64.3					

Tract Number: 9019 **Identifier** E 16-24-16
BIA Range Unit Number:
HEL Status: HEL Determinations not complete
Wetland Status: Tract does not contain a wetland
WL Violations: None

FAV/WR History: Y

Farmland	Cropland	DCP Cropland	WBP	WRP/EWP	CRP Cropland	GRP
59.0	54.8	54.8	0.0	0.0	0.0	0.0

State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	NAP	CRP MPL
0.0	0.0	54.8	13.7	0.0	0.0

Crop	Base Acreage	Direct Yield	CC Yield	CRP Reduction	CRP Pending	CRP Yield	CCC-505 CRP Reduction
WHEAT	13.7	39	39	0.0	0.0	0	0.0
UPLAND COTTON	12.1	726	802	0.0	0.0	0	0.0
SOYBEANS	38.5	16	19	0.0	0.0	0	0.0
Total Base Acres:	64.3						

Owners: ASHLYN PAIGE SEAN SIMONS

--*

246 Printing AD-1026A

A Overview

AD-1026A is designed to help producers accurately complete AD-1026 by displaying HEL and wetland determinations. Previously, AD-1026A was generated in System 36 and contained only a single county's information. The web-based AD-1026A contains information from all counties in which the producer has an interest.

Note: The AD-1026A printout uses the reporting database. The reporting database is only updated once a day. Any changes made during the current workday will **not** be reflected on AD-1026A printout until the following workday.

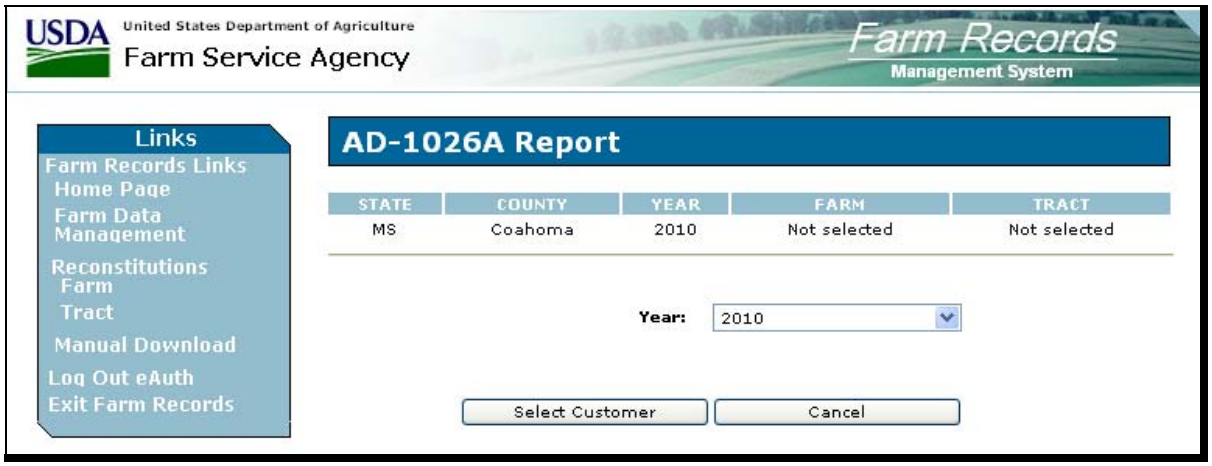
B Accessing AD-1026A Selection Screen

To print AD-1026A's, on the Report Selection Screen, select "AD-1026A Report" and CLICK "Submit". The AD-1026A Selection Screen will be displayed.

C Example of AD-1026A Selection Screen

Following is an example of the AD-1026A Selection Screen.

*--



--*

*--246 Printing AD-1026A (Continued)

D Printing AD-1026A

Follow these steps to print AD-1026A.

Step	Action
1	Select the applicable year to be printed.
2	CLICK “Select Customer” to continue. The SCIMS Customer Search Page will be displayed. See 1-CM for additional information.
3	Select the producer by searching by type, name, tax ID, or other.
4	Once the producer has been selected, the Confirm Customer Selection Screen will be displayed. • CLICK “Confirm” to select the displayed producer. • CLICK “Select Again” to search for a different producer.
5	Once “Confirm” has been clicked, AD-1026A will display in an Adobe PDF window.
6	Select the browser’s print button to print the report.

E Example of AD-1026A

Following is an example of AD-1026A. Because of spacing needs, AD-1026A prints in landscape format.

AD-1026A (Supplemental to AD-1026)
Crop Year: 2006

Date: 7/20/06 7:24 AM
Page: 1
ID Number: 7777 S

PRODUCER INFORMATION

Producer Name and Address	Recording County Office Name
JOHN SMITH 1234 MAIN STREET SOMEWHERE MS 22222-	Coahoma, Mississippi
Telephone: None Email Address: None	Telephone: Fax Number: CED: CED's Email Address:

FARMING INTEREST (by producer)

State/ County Code	FSN	Tract	Relationship to Farm Tract	Cropland	Owner	HEL	Wetland
28/027	4006	8228	Owner/Operator	500.0	JOHN SMITH	HEL Determinations not complete	WL Determinations not complete

--*

246 Printing AD-1026A (Continued)

F AD-1026A Fields

This table lists the fields and field descriptions on AD-1026A.

Field	Description
Date	The date and time AD-1026A was selected for printing will be displayed.
Crop Year	The selected year will be displayed.
Producer Name and Address	The selected producer's name and address will be displayed. If the producer's telephone number and e-mail address are loaded in SCIMS, this information will display below the name and address.
Recording County Office Name	The producer's recording County Office will be displayed.
Telephone, Fax Number, CED, and CED's Email Address	These items are "manual" entries. The user must physically write this information on AD-1026A, if needed.
State/County Code	The State and county code of the producer's farming interest will display in ascending order.
FSN	The producer's FSN for the respective State and county code will display in ascending order.
Tract	The producer's tract number associated with the respective FSN will display in ascending order.
Relationship to Farm Tract	The producer's relationship to the respective tract will be displayed.
Cropland	The cropland on the respective tract will be displayed.
Owner	The first owner of record on the respective tract will be displayed.
HEL	The HEL determination recorded for the tract will be displayed.
Wetland	The wetland determination recorded for the tract will be displayed.

247, 248 (Withdrawn--Amend. 10)

*--249 Farm Constitution Review Report

A Overview

The Farm Constitution Review Report is designed to help COC determine whether land is properly constituted. Previously, a query was processed in the System 36 to assist COC in their annual review of properly constituted farms. The web-based Farm Constitution Review Report:

- is available as a PDF file
- should only be printed as necessary for the COC annual review.

The Farm Constitution Review Report indicates farms, tracts, and owners associated with each operator. The report could **not** be formatted in an order that would allow a user to easily locate a specific name; however, the user can use the "Search" feature to search a specific name in the report.

Note: The Farm Constitution Review Report should only be printed as needed for COC review. If possible, do **not** print the report more than twice a year. The report may take several minutes to process. Do **not** cancel the report after it has started processing. The processing of the report creates severe stress to the server. The stress to the server is magnified if the report is canceled and the process restarted, because the system is trying to not only process the first report but also the second report requested.

B Accessing Farm Constitution Review Report

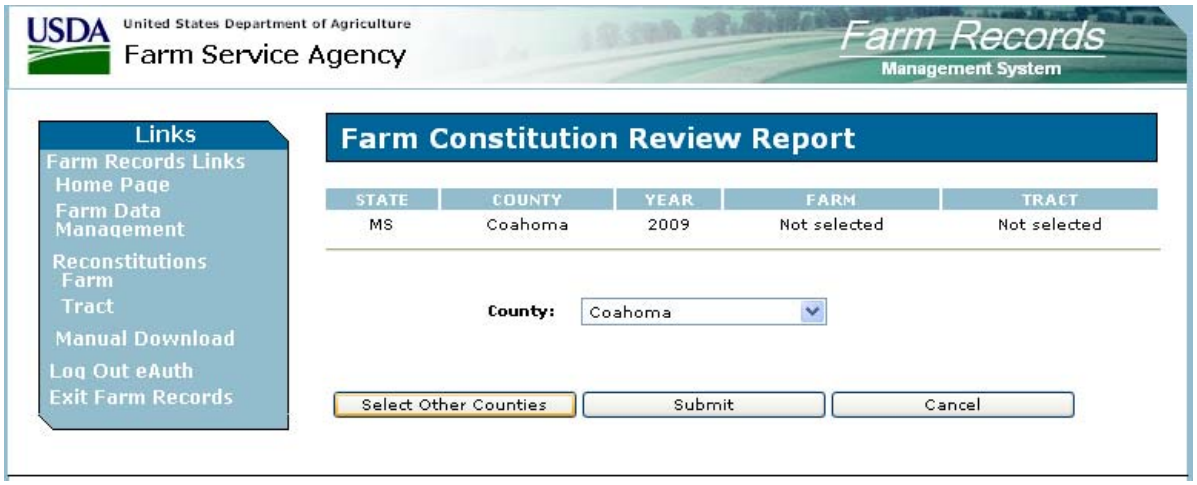
To print the Farm Constitution Review Report, on the Report Selection Screen, select "Farm Constitution Report" and CLICK "Submit". The Farm Constitution Review Report Screen will be displayed. The county associated with the user's e-Authorization ID will be displayed. The drop-down box provides selection to any county with which the user's ID is associated.

Note: The County Office user shall **not** print the report for any other county. If the user CLICKS "Select Other Counties", the user shall CLICK "Cancel" to be returned to the Report Selection Screen.**--***

*--249 Farm Constitution Review Report (Continued)

C Example of Farm Constitution Review Report Screen

Following is an example of the Farm Constitution Review Report Screen.



D Printing Farm Constitution Review Report

Follow these steps to print the Farm Constitution Review Report.

Step	Action
1	CLICK “Submit” to process the report for the county displayed on the screen.
2	Once “Submit” has been clicked, an Adobe PDF window will be displayed. Do **not** attempt to close the application.
3	Select the browser’s “Print” button to print the report when it has completed processing.

--*

249 Farm Constitution Review Report (Continued)

E Example of Farm Constitution Review Report

Following is an example of the Farm Constitution Review Report.

Mississippi
Coahoma

U.S. Department Of Agriculture
Farm Service Agency

Prepared: 12/30/08 8:50 AM
Page: 2 of 89

Farm Constitution Review Report

Operator	Farm	Tract	Owner
BT FARM	478	44	JAMES BY
			SHIRLEY BY
			JONETA BYRD AITKE
		45	JAMES BY
			SHIRLEY BY
			DEBORAH BYRD ETHE
		46	JAMES BY
			SHIRLEY BY
			PAMUELLA BYRD ANDERS
	52	1	LOUIS W PARCH
		9	LOUIS W PARCH
		801	LOUIS W PARCH
	53	36	MARGARET ANN CRIGLE
			NOBLE CRIGLE
		37	MARGARET ANN CRIGLE

*--250 Producer Farm Data Report

A Overview

The Producer Farm Data Report:

- is designed to provide farm data for a specific producer
- provides the farm numbers, tract numbers, owner names, farmland, cropland, DCP cropland, CRP cropland, effective DCP cropland, and NAP acres with which requested producer is associated
- contains information from all counties in which the producer has an interest.

Note: The Producer Farm Data Report uses the reporting database. The reporting database is only updated once a day. Any changes made during the current workday will **not** be reflected on Producer Farm Data Report until the following workday.

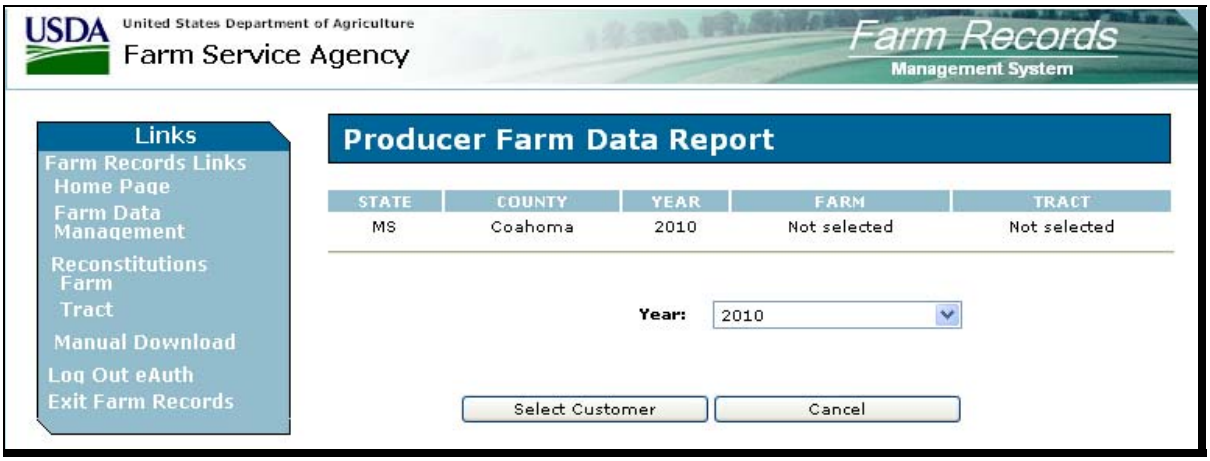
B Accessing Producer Farm Data Report Screen

To print a Producer Farm Data Report, on the Report Selection Screen, select "Producer Farm Data Report" and CLICK "**Submit**". The Producer Farm Data Report Screen will be displayed.

C Producer Farm Data Report Screen

Following is an example of the Producer Farm Data Report Screen. User may click either of the following:

- "**Select Customer**" to continue
- "**Cancel**" to return to Report Selection Screen.



--*

*--250 Producer Farm Data Report (Continued)

D Printing/Viewing Producer Farm Data Report

Follow these steps to print/view the Producer Farm Data Report.

Step	Action
1	Select the applicable year to be printed or viewed.
2	CLICK "**Select Customer**" to continue. The SCIMS Customer Search Page will be displayed. See 1-CM for additional information.
3	Select the producer by searching by type, name, TIN, or other.
4	After the producer has been selected, the Confirm Customer Selection Screen will be displayed. Click any of the following: • "**Confirm**" to select the displayed producer • "**Select Again**" to search for a different producer; go to step 3 • "**Cancel**" to return to Producer Farm Data Report Screen; go to step 1.
5	After user clicks "**Confirm**", the Farm Producer Report will be displayed in an Adobe PDF window. **Note:** If the Farm Producer Report contains over 750 lines of information, the report will **not** process. Users will be advised to print AD-1026 and FSA-156EZ to obtain the information.
6	Select the browser's print button to print the report.

E Example of Producer Farm Data Report

Following is an example of Producer Farm Data Report. Because of spacing needs Producer Farm Data Report prints in landscape format.

Producer Farm Data Report
Crop Year: 2010

Date: 9/15/09 10:16 AM
Page: 1

Producer Name and Address

KRISTIN MANN
303 5TH AVE
NEW CITY MS 38603-3035

Telephone: None

Recording County Office Name

Coahoma, Mississippi

Number of Farms	Number of Tracts	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	NAP
2	3	127.0	54.4	54.4	0.0	54.4	0.00

State & County	Farm	Tract	Relationship to Farm Tract	Producer	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	NAP
Delaware, IN	10	143	Other Tenant	KRISTIN MANN	107.0	35.6	35.6	0.0	35.6	0.00
			Owner	SEAN SIMONS						
Coahoma, MS	4706	8906	Other Tenant	KRISTIN MANN	15.0	14.6	14.6	0.0	14.6	0.00
			Owner	CLARENCE COOPER						
		8907	Other Tenant	KRISTIN MANN	5.0	4.2	4.2	0.0	4.2	0.00
			Owner	LARRY GOODEY						

--*

*--250 Producer Farm Data Report (Continued)

F Producer Farm Data Report Fields

The following table lists the fields and field descriptions on Producer Farm Data Report.

Field	Description
Date	Date and time Producer Farm Data Report was selected for printing will be displayed.
Crop Year	Selected year.
Producer Name and Address	Selected producer's name and address. If producer's telephone number has been entered in SCIMS, it will display below the name and address.
Recording County Office Name	Producer's recording County Office.
Number of Farms	Total number of farms in all States and counties with which the producer is associated.
Number of Tracts	Total number of tracts in all States and counties with which the producer is associated.
Farmland	Total number of farmland acres in all States and counties with which the producer is associated.
Cropland	Total number of cropland acres in all States and counties with which the producer is associated.
DCP Cropland	Total number of DCP cropland acres in all States and counties with which the producer is associated.
CRP Cropland	The total number of CRP cropland acres in all States and counties with which the producer is associated.
Effective DCP Cropland	Total number of effective DCP cropland acres in all States and counties with which the producer is associated.
NAP	Total number of NAP acres in all States and counties with which the producer is associated.
State & County	Administrative State and county name of the producer's farming interest.
Farm	Producer's farm number for the respective administrative State and county in ascending order.
Tract	Producer's tract numbers associated with the respective farm in ascending order.
Relationship to Farm/Tract	Producer's relationship to the respective farm and tract.
Owner	Owners of record on the respective tract.
Farmland	Farmland acres recorded for the tract.
Cropland	Cropland acres recorded for the tract.
DCP Cropland	DCP cropland acres recorded for the tract.
CRP Cropland	CRP cropland acres recorded for the tract.
Effective DCP Cropland	Effective DCP cropland acres recorded for the tract.
NAP	NAP acres recorded for the tract.

--*

251-260 (Reserved)

Part 11 (Reserved)

261-274 (Reserved)

*--Part 12 Using Query/36

275 Printing Temporary Query/36 Reports

A Introduction

Menu M00000, Option 6 allows County Offices to do any of the following:

- execute temporary Query/36 reports that have been downloaded from National or State Offices
- print County Office designed Query/36 reports.
- select any Query/36 report from any library
- print or process queries and automatically update the file prefix for multi-County Offices
- change record selection criteria without having to access the actual query.**--***

*--275 Printing Temporary Query/36 Reports (Continued)

B Printing Temporary Query/36 Reports

Print temporary Query/36 reports according to the following.

Step	Menu or Screen	Action	Result
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable, and PRESS “Enter”.	
2	FAX09002	Select the appropriate County Office, if applicable, and PRESS “Enter”.	
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”, and PRESS “Enter”.	
4	M00000	ENTER “6”, “DisplayWrite 36 and Query 36 Reports”, and PRESS “Enter”.	
5	MCD600	ENTER “5”, “Print Temporary Query Reports”, and PRESS “Enter”.	
6	MCD6051	Enter appropriate query name.	Cursor will move to “Select Records” field. If the query name is less than 8 characters, PRESS “Field Exit” to move cursor.
7		ENTER “Y to select records or ENTER “N” to bypass record selection.	Cursor will move to “Query Library” field.
8		Enter appropriate query library name. PRESS “Enter” to process selected Query.	• “MUKQRY” procedure will begin. • Report will print on default printer.

--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-245	Request for Cost Shares		66, 67, 68
AD-862	Conservation Reporting and Evaluation System		66
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		66, 246
AD-1026A	Supplemental to AD-1026 (Continuation)	246	243
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		66
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		66
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		66
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		66
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		66
CCC-505	Voluntary Permanent Direct and Counter-Cyclical Program (DCP) Base Acreage Reduction		27, 28, 66, 169-173, 191, 193, Ex. 5
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Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

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CRP-15	Agreement for Reduction of Bases, Allotments, and Quotas		1, 66, 171, 192, Ex. 5, 13, 14, 18
FCI-19	Crop Insurance Acreage Report		66
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing	245	1, 66-70, 171, 172, 243, Ex. 18
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NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		66
NRCS-CPA-027	Certification of Highly Erodible Land Conservation Plan(s) and System(s)		66

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
FRS	Farm Records Management System	2, 69, 70, 91, 92, 112, 243
LTA	long-term agreement	67, 68
PCW	planted converted wetland	131, 154
PTPP	Planting Transferability Pilot Program	169, 170, 194, Ex. 18
SLR	Security Liaison Representative	112

Redelegations of Authority

This table lists the redelegations of authority for this handbook.

Redelegations	Reference
COC may redelegate to CED the authority to approve in and out transfers of land between counties.	63, 68, Ex. 10

Definitions of Terms Used in This Handbook

Administrative County Office

Administrative County Office is the County Office designated by FSA to:

- make determinations
- handle official records
- issue payments to producers.

*--Contiguous

Contiguous is touching at a point or along a boundary.

Contiguous County

Contiguous county is a county that is touching at a point or along a boundary to another county.

Contiguous County Office

Contiguous County Office is a county that is touching at a point or along a boundary to another county where an FSA County Office currently exists.**--***

Cropland

Cropland is land that COC determines meets any of the following conditions:

- currently being tilled to produce a crop for harvest
- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production
- currently devoted to 1- or 2-row shelterbelt planting, orchard, vineyard, or other related crops
- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped
- in sod waterways or filter strips planted to perennial cover
- under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

Notes: See 2-CRP, paragraph 327 for alternative perennials.

Violations of HELC or WC provisions do not affect cropland classification.

Definitions of Terms Used in This Handbook (Continued)

Cropland (Continued)

- new land broken out if both of the following conditions are met:
  - land is planted to a crop to be carried through to harvest
  - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.

Land classified as cropland shall be removed from this classification upon a determination by COC that the land is:

- no longer used for an agricultural use
- no longer suitable for producing a crop
- subject to a restrictive or permanent easement that prohibits the planting of an annual crop

  Note: This does not include land under CRP-1, WRP, or land that is hayed and/or grazed.

- converted to ponds, tanks, or trees.

  Note: This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

CRP Reduction Acreage

CRP reduction acreage is the amount of CAB's, quotas, and allotments reduced by the ratio of cropland designated for CRP to the total cropland on the farm.

Current Year

Current year is the present FY.

DCP Cropland

DCP cropland is land for which 1 or more of the following apply:

- the land currently meets the definition of cropland
- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity
- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

Definitions of Terms Used in This Handbook (Continued)

Effective DCP Cropland

Effective DCP cropland is the amount calculated by subtracting from DCP cropland, cropland acres of the following:

- CRP
- GRP
- WBP
- WRP/EWP
- State conservation
- other conservation.

Excess DCP Cropland

Excess DCP cropland is the result of subtracting the tract's base acres, CRP-1 acres, and outstanding WBP, WRP, GRP, State conservation, and other conservation acres from the tract's DCP cropland acres.

*--EWP Acreage

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR Part 624. This land **cannot** be DCP cropland.**--***

Farm

A farm is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, shall not be considered a separate farm.

Farmland

Farmland is the sum of the following:

- DCP cropland
- forest
- NAP crop acreage as specified in 1-NAP not meeting the definition of cropland or DCP cropland
- other land on the farm.

Definitions of Terms Used in This Handbook (Continued)

***--GRP Acres**

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.**--***

NAP Crop Acreage

NAP crop acreage is acreage specified in 1-NAP that does not meet the definition of cropland or DCP cropland.

Nonagricultural, Commercial, or Industrial Use Land

Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

Operator

An operator is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

Other Conservation Acres

--**Other conservation acres are DCP cropland acres on the farm enrolled in another conservation**-- program for which payments are made in exchange for not producing an agricultural commodity on the acreage. Other conservation acres include, but are not limited to, the following:

- corporation conservation programs
- county conservation programs
- municipality conservation programs.

Example: A corporation conservation program may prohibit the growth of certain crops under power lines.

Other Producers

Other producers are producers who are:

- associated with a farm
- **not** owners or operators.

Out-of-Balance Tract

An out-of-balance tract is a tract that has base acres in excess of the tract's effective DCP cropland acres plus average double-cropped acres.

Definitions of Terms Used in This Handbook (Continued)

Owner

An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed
- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
  - the redemption period has not passed
  - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

Reconstitution Application

The reconstitution application is a set of programs that permit County Offices to combine and divide farms and tracts.

State Conservation Acres

--**State conservation acres are DCP cropland acres on the farm enrolled in a State conservation**-- program for which payments are made in exchange for not producing an agricultural commodity on the acreage.

Tract

A tract is a unit of contiguous land that is both of the following:

- under 1 ownership
- operated as a farm or a part of a farm.

***--WBP Acres**

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR Part 752.

WRP Acres

WRP acres are DCP cropland acres enrolled in WRP administered by NRCS according to**--*** 16 U.S.C. 3837, et seq.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Screen Name	Reference
AD-1026A Report Screen	246
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Confirm Customer Selection Screen	102
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“Crop” CCC-505 CRP Reduction Data Screen	193
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DCP FSA-156EZ Selection Screen	245
Farm Constitution Review Report Screen	249
Farm Data Screen	130
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USDA eAuthentication Warning Screen	91

Farm * * * Operator Change Notification

*--A Example of Notification Letter About Farm Operator Change

This is an example of the letter notifying owners when farm operator changes.

USDA

United States Department of Agriculture

Farm and Foreign Agricultural Services

Farm Service Agency

Any County
FSA Office
P O Box 111
Anytown, ST
12345-1234

March 3, 2008

Joe Owner
123 Farm Road
Rural, ST 10001-0001

Dear Mr. Owner:

This office has recently updated farm 3280 to show Mr. John Smith as farm operator in general control of the farming operations on the farm.

The prior operator, Mr. Bob Anderson, has been removed and the new operator, Mr. John Smith has been added. Enclosed with this letter is an FSA-156 indicating the operator change.

This office will be providing a copy of this notification of change of farm record to the prior and current operator and all farm owners. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.

If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.

Sincerely,

Shirley Jones
County Executive Director

USDA is an Equal Opportunity Provider and Employer.

--*

Farm * * * Operator Change Notification (Continued)

B Example of Notification Letter About Controlling Operator Change

This is an example of the notification letter informing operators added as general control operators.

*--

USDA

United States Department of Agriculture

Farm and Foreign Agricultural Services

Farm Service Agency

Any County
FSA Office
P O Box 111
Anytown, ST
12345-1234

March 3, 2008

Dale Operator
23 Farm Road
Rural, ST 10001-0011

Dear Mr. Operator:

This office has recently updated farm 3280 to show you as farm operator in general control of the farming operations on the farm.

The prior operator has been removed and you have been added. Enclosed with this letter is an FSA-156 indicating the update.

This office will be providing a copy of this notification of change of farm record to the prior and current operator and all farm owners. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.

If you have any questions regarding this letter if you believe this notification is incorrect, please do not hesitate to contact this office.

Sincerely,

Shirley Jones
County Executive Director

USDA is an Equal Opportunity Provider and Employer.

--*

Farm * * * Operator Change Notification (Continued)

C Example of Notification Letter About the Removal of Prior Operator

This is an example of the notification letter informing prior operators of their removal from the farming operation.

*--

USDA

United States Department of Agriculture

Farm and Foreign Agricultural Services

Farm Service Agency

Any County
FSA Office
P O Box 111
Anytown, ST
12345-1234

March 3, 2008

Don Operator
345 Farm Road
Rural, ST 10001-0021

Dear Mr. Operator:

This office has recently updated farm 3280 to remove you as farm operator in general control of the farming operations on the farm.

You have been removed and the new operator has been added.

This office will be providing a copy of this notification of change of farm record to the prior and current operator and all farm owners. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.

If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.

Sincerely,

Shirley Jones
County Executive Director

USDA is an Equal Opportunity Provider and Employer.

--*

Out-of-Balance Tract Redistribution Examples

Example 1

The following farm data table represents FSN 300 as of September 30, 2005.

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres	CRP-15 Reductions		
		Corn	Wheat	Barley		Corn	Wheat	Barley
1	100	35	30	10				15
2	100	25	30	10	80 - Contract No. 1 expires September 30, 2005			15
3	100	40	30	10				15
4	100	20	30	10				15
Totals	400	120	120	40	80 acres			60

The following CAB reductions are recorded on CRP-15 for Contract No. 1.

Contract No.	Barley
1	60

On October 1, 2001, the producer re-enrolled the 80 acres in CRP. The 60 acres of barley reductions are released to the tracts. The entire 60 acres of barley cannot be enrolled on the farm since there is insufficient effective DCP cropland acreage.

Out-of-Balance Tract Redistribution Examples (Continued)

Example 1 (Continued)

After releasing the CRP barley CAB reduction acres, the farm tract crop data reflects the following.

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres	CRP-15 Reductions		
		Corn	Wheat	Barley		Corn	Wheat	Barley
1	100	35	30	25				
2	100	25	30	25	80 - Signup 15 expires September 30, 2011			
3	100	40	30	25				
4	100	20	30	25				
Totals	400	120	120	100	80 acres			

The effective DCP cropland for the farm is 320 acres, which is 400 acres of DCP cropland minus 80 acres of CRP. Since the farm is deficient by 20 acres of DCP cropland, a permanent reduction of 20 base acres is required. CCC-505 must be completed designating the crop or crops that are to be permanently reduced. The permanent reduction can be made on either of the following:

- on Tract 2
- from the farm level, if all tract owners agree.

The owner of Tract 2 permanently reduces 20 acres of barley from Tract 2. The 40 acres of barley CRP CAB reduction is enrolled in DCP. The tract data would reflect the following information.

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres	CRP-15 Reductions		
		Corn	Wheat	Barley		Corn	Wheat	Barley
1	100	35	30	25				
2	100	25	30	5	80 - Signup 15 expires September 30, 2011			
3	100	40	30	25				
4	100	20	30	25				
Totals	400	120	120	80	80 acres			

Out-of-Balance Tract Redistribution Examples (Continued)

Example 1 (Continued)

Base acres for Tract 2 exceed the excess DCP cropland for the tract. The owner must request a redistribution of the excess base acreage on Tract 2 or the acreage will be permanently reduced. This owner requests redistribution. The excess base acres shall be distributed to the tracts that have excess DCP cropland based on each tract's excess DCP cropland factor. These factors are computed by dividing the excess DCP cropland for each tract by the total excess DCP cropland for all tracts on the farm. This table represents these factors and the excess base acres that need to be redistributed.

Tract	Excess Base Acres	Excess DCP Cropland Acres by Tract	Excess DCP Cropland Factors by Tract
1	0	10	.2500
2	40	0	
3	0	5	.1250
4	0	25	.6250
Total	40	40	1.000

The owner of Tract 2 must designate which crop's base acres are to be redistributed. The owner of Tract 2 requests to redistribute barley first, wheat second, and corn third.

Based on the owner's request, the following base acres must be redistributed from Tract 2.

Tract	Corn	Wheat	Barley	Totals
2	5	30	5	40

Based on the excess DCP cropland factors, the redistribution to Tracts 1, 3, and 4 will occur according to the following table.

Tract	Corn	Wheat	Barley	Totals
1	1.3	7.4	1.3	10.0
3	.6	3.8	.6	5.0
4	3.1	18.8	3.1	25.0
Farm Total	5.0	30.0	5.0	40.0

Out-of-Balance Tract Redistribution Examples (Continued)

Example 1 (Continued)

After redistribution of CAB's, the farm crop tract files will have the following DCP data.

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres
		Corn	Wheat	Barley	
1	100	36.3	37.4	26.3	
2	100	20.0	0	0	80 - Signup 15 expires September 30, 2011
3	100	40.6	33.8	25.6	
4	100	23.1	48.8	28.1	
Totals	400.0	120.0	120.0	80.0	80.0

The DCP cropland acres on each tract are now sufficient to support the base acres and the CRP acres.

Example 2

The following farm data table represents FSN 400 as of September 30, 2005.

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres
		Corn	Soybeans	Peanuts	
1	100	35	20	40	
2	100	25	20	40	
3	100	40	20	40	
4	100	80			
Totals	400	180	60	120	

Out-of-Balance Tract Redistribution Examples (Continued)

Example 2 (Continued)

On October 1, 2005, the entire cropland of 100 acres on Tract 4 is enrolled in CRP. The effective DCP cropland for the farm is 300 acres. The total base acreage on the farm is 360 acres. Since the base acres exceed the effective DCP cropland, a permanent reduction of 60 base acres is required. CCC-505 must be completed designating the crop or crops that are to be permanently reduced. The permanent reduction can be made on either of the following:

- on Tract 4
- from the farm level, if all tract owners agree.

The tract owners agree to reduce 60 acres of soybeans from the farm level. The owners of Tract 1, Tract 2, and Tract 3 will reduce 20 acres of corn. The owner of Tract 4 will replace each tract's 20-acre soybean permanent reduction with 20 acres of corn.

After the permanent reduction of 60 acres of soybeans and reallocation of 60 acres of corn, the farm crop tract data will appear according to the following table.

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres
		Corn	Soybeans	Peanuts	
1	100	55		40	
2	100	45		40	
3	100	60		40	
4	100	20			100
Totals	400	180		120	

The effective DCP cropland on the farm is now equal to the farm's base acreage. However, Tract 4 still has 20 base acres and no effective DCP cropland acres. The 20 acres of corn must be distributed to the remaining tracts on the farm or be reduced permanently. The owner of Tract 4 chooses to have the acreage redistributed.

Out-of-Balance Tract Redistribution Examples (Continued)

Example 2 (Continued)

This table represents the DCP cropland factors and the excess base acres that need to be redistributed.

Tract	Excess Base Acres	Excess DCP Cropland Acres by Tract	Excess DCP Cropland Factors by Tract
1	0	5	.2500
2	0	15	.7500
3	0	0	
4	20	0	
Total	20	20	1.000

Based on the excess DCP cropland factors, the redistribution to Tracts 1, 2, and 3 will occur according to the following table.

Tract	Corn
1	5
2	15
3	0
Farm Total	20

After redistribution, the farm tract crop data will appear.

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres
		Corn	Soybeans	Peanuts	
1	100	60		40	
2	100	60		40	
3	100	60		40	
4	100	0			100
Totals	400.0	180		120	100

The DCP cropland on each tract is now sufficient to support the base acreage attributed to each tract.

Example of Letter to Producers About Closed County Offices

This is an example of the letter to producers about closed County Offices.

Dear Producer:

Your FSA County Office in (county name) County has been required to combine with the _____ County Office. This will result in your farm records administered in the _____ County Office being transferred to the _____ County Office.

Producers on farms that are transferred to an administrative County Office because of County Office closure may request a new administrative County Office if the producer documents that a new administrative County Office is significantly more convenient.

You may select any County Office contiguous to (closing county name) County as an alternative. This selection will apply for all programs for the next crop year and subsequent crop years.

[List the alternative County Offices and addresses.]

Apply to the _____ County FSA Office no later than **60 days after the date of this letter**, if you wish to request a new administrative county office. Include a statement of how this choice will be significantly more convenient for you. Your request is subject to County Committee approval. If we do not hear from you within 60 days of the date of this letter your farm records will continue to be serviced from the (county) County Office. This is a one-time choice for producers affected by office closures.

Sincerely,

_____, CED

FSA-179, Transfer of Farm Records Between Counties

A Preparing FSA-179

Prepare FSA-179 according to the following instructions.

Item Number	Instructions
Part A – Request for Transfer	
1	Enter name and address of operator for the current year.
2	Enter name and address of owner for the current year.
3	Indicate who initiated the transfer request.
4A and 4B	Enter name of county and State to which transfer is requested.
5	Indicate the reason for transfer. If "DAFP Approval" is selected as the reason for transfer, specify the reason that the transfer is being submitted to DAFP for approval.
6	Have all owners and the operator sign and date. ***--Note:** If transfer was initiated by COC, no signature is required. ENTER "COC initiated" for operator signature.**--***
Part B – Action by Transferring County	
7	Indicate the name of the transferring county.
8	Indicate the farm number of the farm being transferred
9	Enter legal description, location, or other description necessary to positively identify the tract or farm to be transferred. If transfer is initiated in receiving county, location shall be entered by receiving county and corrected where necessary by transferring county. In case of proposed combination, also enter any pertinent factors about operation of a single farming unit.
10	List all forms and documents being transferred. See paragraph 75.
11A and 11B	Indicate whether transferring COC recommends approval or disapproval. If disapproval, enter reason
12A and 12B	A member of the transferring COC shall sign and date. **Note:** COC may redelegate to CED the authority to approve in and out transfers of land between counties.
Part C – Action by Receiving County	
13A and 13B	Indicate whether receiving COC recommends approval or disapproval. If disapproval, enter reason.
14	Enter the receiving county farm number assigned to the transferred farm.
15	Enter the crop year for which the transfer is effective.
16A and 16B	A member of the receiving COC shall sign and date. **Note:** COC may redelegate to CED the authority to approve in and out transfers of land between counties.

FSA-179, Transfer of Farm Records Between Counties (Continued)

A Preparing FSA-179 (Continued)

Item Number	Instructions
Part D – Action by Representative of State Committee	
17A and 17B	Use for transfers between States. Indicate whether transferring STC recommends approval or disapproval. If disapproval, enter reason.
17C and 17D	A member of the transferring STC shall sign and date. **Note:** STC may redelegate to SED the authority to approve in and out transfers of land between counties.
18A and 18B	Use for transfers between States. Indicate whether receiving STC recommends approval or disapproval. If disapproval, enter reason.
18C and 18D	A member of the receiving STC shall sign and date. **Note:** STC may redelegate to SED the authority to approve in and out transfers of land between counties.
Part E – Action by Representative of DAFP	
19A, 19B, 19C, and 19D	For use by a DAFP representative only.

FSA-179, Transfer of Farm Records Between Counties (Continued)

B Example of FSA-179

Following is an example of FSA-179.

This form is available electronically.

Form Approved - OMB No. 0560-0253

FSA-179
(08-30-05)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

TRANSFER OF FARM RECORDS BETWEEN COUNTIES

(See Page 2 for Privacy Act and Public Burden Statements.)

1. NAME AND ADDRESS OF OPERATOR	2. NAME AND ADDRESS OF OWNER	3. ACTION INITIATED BY: ☐ OWNER ☐ OPERATOR ☐ COUNTY COMMITTEE

PART A - REQUEST FOR TRANSFER

It is requested that records for the below identified farm be transferred so that such land will be considered as located in the county and State indicated here.	4. TRANSFER TO: 4A. COUNTY	4B. STATE

5. REASON FOR TRANSFER *(check appropriate box below:)*

☐ Physically Located in Receiving County ☐ Combination With Other Farms Operated by Same Person ☐ County Office Closure ☐ Principle Dwelling of Operator Changed

☐ Change in Operation of Land ☐ Change has Occurred to Make Another Office More Accessible ☐ DAFP Approval *(Specify:)* _____

6A. SIGNATURE OF OWNER(S)	6B. DATE SIGNED *(MM-DD-YYYY)*	6C. SIGNATURE OF OPERATOR	6D. DATE SIGNED *(MM-DD-YYYY)*

PART B - ACTION BY TRANSFERRING COUNTY

7. NAME OF TRANSFERRING COUNTY	8. FARM NO.	9. LOCATION OF FARM

10. FORMS AND DOCUMENTS TRANSFERRED:

11A. COUNTY COMMITTEE RECOMMENDS: ☐ APPROVAL ☐ DISAPPROVAL

11B. IF DISAPPROVAL, GIVE REASON:

A copy of FSA-156EZ and a copy of all related records are transmitted herewith supporting the history data and related base acres that have been established for this tract of land.

12A. SIGNATURE OF COUNTY COMMITTEE MEMBER	12B. DATE SIGNED *(MM-DD-YYYY)*

PART C - ACTION BY RECEIVING COUNTY

13A. COUNTY COMMITTEE ACTION: ☐ APPROVED ☐ DISAPPROVED

13B. IF DISAPPROVED, GIVE REASON:

14. FARM NUMBER ASSIGNED:	15. CROP YEAR EFFECTIVE:
16A. SIGNATURE OF COUNTY COMMITTEE MEMBER	16B. DATE SIGNED *(MM-DD-YYYY)*

PART D - ACTION BY REPRESENTATIVE OF STATE COMMITTEE

17. TRANSFERRING STATE:

17A. TRANSFER RECOMMENDED FOR: ☐ APPROVAL ☐ DISAPPROVAL

17B. IF DISAPPROVAL, GIVE REASON:

17C. SIGNATURE OF STC REPRESENTATIVE	17D. DATE SIGNED *(MM-DD-YYYY)*

18. RECEIVING STATE *(For transfer across State line:)*

18A. TRANSFER RECOMMENDED FOR: ☐ APPROVAL ☐ DISAPPROVAL

18B. IF DISAPPROVAL, GIVE REASON:

18C. SIGNATURE OF STC REPRESENTATIVE	18D. DATE SIGNED *(MM-DD-YYYY)*

PART E - ACTION BY REPRESENTATIVE OF DAFP

19A. DAFP ACTION: ☐ APPROVAL ☐ DISAPPROVAL

19B. IF DISAPPROVAL, GIVE REASON:

19C. SIGNATURE OF DAFP REPRESENTATIVE	19D. DATE SIGNED *(MM-DD-YYYY)*

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☐ Original (Receiving County) ☐ State Office ☐ Transferring County

FSA-179, Transfer of Farm Records Between Counties (Continued)

B Example of FSA-179 (Continued)

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NOTE: *The following statement is made in accordance with Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Farm Security and Rural Investment Act of 2002 (Pub L. 107-171). The information will be used to transfer your farm. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in the denial of your farm transfer. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statues, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.*

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0253. The time required to complete this information collection is estimated to average 10 minutes/hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

Manual Redistribution Worksheet for Out-of-Balance Tracts

County Offices shall use these instructions for completing the redistribution worksheet for out-of-balance tracts.

Item	Instruction
Header	Enter FSN and tract number or numbers for the farm.
1	Enter DCP cropland acres for each tract and total DCP cropland acres for the farm.
2	Enter CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acres for each tract and for the farm. This will include all CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acreage currently under contract.
3	Determine the effective DCP cropland acreage for each tract and the farm by subtracting item 2 from item 1.
4	Enter the double-cropped acres for each tract and total double-cropped acres for the farm.
5	Determine the effective DCP cropland plus double-cropped acres for each tract and the farm by adding item 4 to item 3.
6	Enter the base acres by crop for each tract on the farm. These acres should include CAB released from CRP-15 and transferred to DCP from CRP pending.
7	Enter the total base acres for each tract and the farm.
8a, 8b, and 8c	Subtract the base acres for each tract in item 7 from the effective DCP cropland plus double-cropped acres for each tract in item 5. This will determine whether a tract is out of balance or has excess DCP cropland acres plus double-cropped acres. After subtracting item 7 from item 5, negative values shall be entered in item 8a for each tract and are considered out of balance. Positive values shall be entered in item 8b for each tract and represent values with excess DCP cropland plus double-cropped acres. Item 8c is the total of all amounts in item 8b.
9	For each tract with excess DCP cropland plus double-cropped acres in item 8b, determine the redistribution factor. Divide the excess DCP cropland plus double-cropped acres for each tract in item 8b by the total excess DCP cropland plus double-cropped acres in item 8c. Round to 4 decimal places.
10	Enter by tract and by crop the base acres in item 8a to be redistributed. DCP direct lowest paying crops shall be redistributed first or, if applicable, the owner(s) of the out-of-balance tract(s) may select the crop(s) to be redistributed.
11	Determine the acres of each crop to be redistributed to each tract with excess DCP cropland plus double-cropped acres (receiving tracts.) Calculate the base acres to redistribute to receiving tracts by multiplying each tract's redistribution factor in item 9 times each crop's acreage in items 10a through 10d.
12	Determine the resulting base acres for each crop and tract using either of the following: • subtract item 10 acreage from item 6 acreage • add item 11 acreage plus item 6 acreage.
	Employee shall initial and date the worksheet.

Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

FSN:	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Farm Total**
(1) **DCP Cropland Acres**									
(2) **CRP, WBP, WRP/EWP, GRP, St. Consrv., and Other Consrv. Acres**									
(3) **Effective DCP Cropland** (Item 1 - Item 2)									
(4) **Double-Cropped Acres**									
(5) **Effective DCP Cropland plus Double-Cropped Acres** (Item 3 + Item 4**)**									
(6) **Base Acres**	In this section, list the base acres by crop for each tract on the farm. These acres should include released CRP-15 acres transferred to DCP from CRP pending.								
Crop 1:_____									
Crop 2:_____									
Crop 3:_____									
Crop 4:_____									
(7) **Total Base Acres** (sum of crops in item 6)									
(8) **Excess DCP Cropland plus Double-Cropped Acres** (Item 5 - Item 7)	Subtract the base acres for each tract from the effective DCP cropland plus double-cropped acres for each tract. Negative values shall be listed in 8a and represent out-of-balance tracts. Positive values shall be listed in 8b and represent tracts with excess DCP cropland acres plus double-cropped acres (receiving tracts).								
8a-Excess Base Acres Out of balance Tracts									
8b-Excess DCP Cropland plus double-cropped acres Receiving Tracts									**8c - Total:**
(9) **Redistribution Factor for Receiving Tracts** (Item 8b / 8c) round dec. to 4 places									**1.0000**

Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

FSN:	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Farm Total**
(10) **Acres to Redistribute From Out-of-Balance Tracts**	List the acres of each crop or crops to be redistributed to the tracts with excess DCP cropland plus double-cropped acres. The only tracts that will have data in this section are those with values in item 8a. DCP direct lowest paying crops shall be redistributed first or, if applicable, the owner(s) of the out-of-balance tract(s) may select the crop(s) to be redistributed.								
Crop 1:_____									**(10a) Total:**
Crop 2:_____									**(10b) Total:**
Crop 3:_____									**(10c) Total:**
Crop 4:_____									**(10d) Total:**
Tract Totals Note: Should equal 8a for the tract									
(11) **Acres to Redistribute to Receiving Tract(s)**	This section will determine the acres of each crop that will be redistributed to each tract with excess DCP cropland plus double-cropped acres. The only tracts that will have data in this section are those with values in item 8b.								
Item 9 x Item 10a-10d Crop 1:_____ Item 9 x item 10a									
Crop 2:_____ Item 9 x Item 10b									
Crop 3:_____ Item 9 x Item 10c									
Crop 4:_____ Item 9 x Item 10d									

Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

FSN:	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Tract**	**Farm Total**
(12) **Tract Base Acres After Redistribution**	Determine the resulting base acres for each crop and tract by subtracting item 10 from item 6 or by adding Item 11 to item 6.								
Crop 1:_____									
Crop 2:_____									
Crop 3:_____									
Crop 4:_____									
Total Tract Base Acres									**Total**

Employee initials _____ Date _____

Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts

A Introduction

The spreadsheet shall **not** be completed for farms with any of the following conditions.

- CRP pending acres have **not** been moved to DCP pending. See paragraph 192.
- Farm level CRP acres are **not** equal to tract level CRP acres. This situation will cause incorrect redistribution factors. See paragraph 191.
- Base acres are in excess of the effective DCP cropland plus double-cropped acres on the farm. The base acres must be reduced to get the farm in-balance according to 1-DCP.
- CRP-15 reduction acres are present on any tract on the farm. These tracts shall **not** be adjusted until CRP-1 expires or the farm is reconstituted.
- Tracts with double-cropped acres exceeding the effective DCP cropland acres.

County Offices shall use the instructions in subparagraphs B and C to complete the semi-automated redistribution spreadsheet for out-of-balance tracts.

B Instructions

Following are instructions for completing the semi-automated redistribution spreadsheet.

Item	Instructions
Header	Enter the farm number and tract number(s).
1	Enter the DCP cropland for each tract.
2	If applicable, enter the CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acres for each tract.
3	
4	If applicable, enter the double-cropped acres for each tract.
5	
6	Enter the base acres by crop for each tract.
7	
8a	
8b	
9	
10	Enter the acres of each crop to be redistributed to the tracts with excess DCP cropland. The only tracts that will have data in this section are those with values in item 8a. DCP direct lowest paying crops shall be redistributed first or, if applicable, the owners of the out-of-balance tracts may select the crops to be redistributed.
11	
12	

Note: This spreadsheet is only a tool. Some results may need to be adjusted because of rounding.

Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts (Continued)

C Final Action

After completing subparagraph B, County Offices shall:

- print the semi-automated redistribution spreadsheet
- initial and date the spreadsheet
- ***--**if applicable, have the owners complete CCC-517 according to paragraph 244 showing**--***
  the new tract level base acres that were determined by the spreadsheet in item 12

  Note: CCC-517 shall be completed only if the requirements in subparagraph 171 C were met **and** the owners are requesting the redistribution.

- enter the new tract level base acres from item 12 on the spreadsheet into farm maintenance according to paragraph 170

  Note: Some results may need to be adjusted because of rounding.

- file the spreadsheet in the farm folder.

Data Elements on FSA-156EZ

A FSA-156EZ Data Elements

This table lists the data elements on FSA-156EZ.

Farm Data
State and County
Farm Number
Date Prepared
Crop Year
Page Number – printed as page X of X
Farm Operator Name
Farm Description
Reconstitution Number
Farms Associated With Operator
Other Producers Associated With Farm
CRP Contract Number(s)
Farmland
Cropland
DCP Cropland
WBP
WRP/EWP
CRP Cropland
GRP
Farm Status
Number of Tracts
State Conservation
Other Conservation
Effective DCP Cropland
Double Cropped
NAP
CRP MPL *** * ***
FAV/WR History
--**ACRE Election**--
Farm Crop Data
Crop
Base Acreage
CRP Reduction
CRP Pending
Direct Yield
CC Yield
CCC-505 CRP Reduction
PTPP Reduction (if applicable)
Total Base Acres

Data Elements on FSA-156EZ (Continued)

A FSA-156EZ Data Elements (Continued)

Remarks/Explanation
Remarks, if entered
Tract Data
Tract Number
Identifier
FAV/WR History
BIA Range Unit Number
HEL Status
Wetland Status
WL Violations
Farmland
Cropland
DCP Cropland
WBP
WRP/EWP
CRP Cropland
GRP
State Conservation
Other Conservation
Effective DCP Cropland
Double Cropped
NAP
CRP MPL
Owners
Tract Crop Data
Crop
Base Acreage
Direct Yield
CC Yield
CRP Reduction
CRP Pending
CRP Yield
CCC-505 CRP Reduction
--**PTPP Reduction (if applicable)**--
Total Base Acres

Data Elements on FSA-156EZ (Continued)

B Wetland Violations

The following table provides a description of the wetland violation codes that will print on the FSA-156EZ.

Wetland Violation Code	Wetland Violation Definition Selected for Tract
CW After 11/28/90	Wetland converted after November 28, 1990.
PCW	An agricultural commodity has been planted on a converted wetland.

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