

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 11

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 21 B has been amended to replace COC with CED to make operator determinations when changes are routine in nature. COC shall review all questionable cases.

Subparagraph 21 E has been amended to reference Exhibit 4 for sample notification letters.

Subparagraph 52 A has been amended to clarify changing a farm's administrative county to a county that is contiguous to the county where the farm is located.

Subparagraph 53 C has been amended to clarify provisions when a new administrative County Office is selected.

Subparagraph 53 F has been amended to clarify provisions when there is no contiguous County Office to a County Office that has closed.

Subparagraph 54 B has been amended to clarify that DAFP delegated its authority to STC's.

Subparagraph 67 B has been amended to clarify when a farm shall be deleted in the transferring county during a farm transfer.

Subparagraph 67C has been amended to clarify:

- reference to procedure in 64-FI, Part 10
- county action when a transfer is disapproved in either the transferring County Office or receiving County Office.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 92 B has been amended to replace the example of the Farm Selection Screen.

Subparagraphs 112 D and E have been amended to provide new telephone numbers for contacting PECD.

Subparagraph 132 A has been amended to clarify that FSA-578 must be deleted before deleting a farm.

Subparagraph 155 B has been amended to provide the correct action and results for step 4 when adding a tract.

Subparagraph 156 B has amended to revise the message to be displayed on the Tract Data Screen when deleting tracts.

Subparagraph 171 D has been amended to clarify County Office and COC action on out-of-balance tracts.

Subparagraph 171 F has been amended to add a reference for instructions when farm level yields do not remain the same after the tract yield recalculations.

Subparagraph 171 G has been amended to clarify reason codes when redistributing base acres on tracts being enrolled in CRP.

Subparagraph 172 B has been amended to change the PECD contact for base restoration requests.

Subparagraph 244 C has been amended to replace the example of CCC-517.

Subparagraph 244 D has been amended to indicate there is no entry required for crop name or current base acres on CCC-517.

Exhibit 2 has been amended to include definitions of contiguous, contiguous county, and contiguous County Office.

Exhibit 4 has been added to include examples of the notification letters to be used when an ownership or operator change has been recorded.

Exhibit 10 has been amended to include that “COC initiated” shall be entered in FSA-179, item 6 when transfers are initiated by COC.

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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 operator of the farm of any operator change by *--letter. See Exhibit 4 for examples of notification letters.--*

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:

- 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.

Section 1 Selecting Administrative County Office

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.
<p>All of the land on the farm is physically located in 1 county, but the County Office where the farm is physically located:</p> <ul style="list-style-type: none"> • 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.	<p>The farm operator and COC’s must agree on the county where the farm shall be administratively located.</p> <p>If no agreement is reached, the administrative county for the farm shall be where the:</p> <ul style="list-style-type: none"> • 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.	<p>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:</p> <ul style="list-style-type: none"> • 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

County Office closures may create a significant disadvantage for some producers in obtaining reasonable availability and accessibility to services.

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.

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.

N COF		O COF		P COF		Q COF	
R COF	S No COF		T COF		U No COF		V COF
A-Closing	B-Closing	C-Closing	D-Closing	E-Closing		F-Closing	
G No COF		H No COF		Y COF		Z COF	
X COF		W No COF				K No COF	L No COF
AA COF		BB COF		CC COF			

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.

L No COF			M COF	
A COF	B No COF	C No COF	D No COF	
E No COF		F Closing	G No COF	H No COF
I No COF	J No COF		K COF	
N COF	O No COF		P No COF	Q COF
R No COF		S COF		

--*

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)

67 Handling Within-State Transfers (Continued)

B Transferring County Action (Continued)

IF transfer...	THEN...
was initiated in the transferring County Office (Continued)	<ul style="list-style-type: none"> • notify receiving office of all outstanding debts and producer offset requests • keep all outstanding debts and offset requests until either of the following apply: <ul style="list-style-type: none"> • all outstanding prior year program payments have been issued and offset • debt reaches claim status <p style="margin-left: 40px;">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.</p> • 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...
<p>was approved by the transferring County Office</p>	<ul style="list-style-type: none"> • indicate recommendation for approval or disapproval on FSA-179, item 13A and provide reason if disapproved • if approved: <ul style="list-style-type: none"> • 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 • post allocation received from State Office for LTA’s to ledger <p>Note: State Office shall record the change on the State ledger.</p> <ul style="list-style-type: none"> • approve new DCP, LTA, and CRP contracts, as applicable, in the system for the transferred contracts <p>Note: For CRP contracts that have been converted, contact the State Office for entering in the system.</p> <ul style="list-style-type: none"> • 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 * * * <p>Note: Price support claims will not be transferred.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

--If the receiving or transferring STC disapproves the request for transfer:--

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

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	<ul style="list-style-type: none">• complete FSA-179, Part A• send all FSA-179 copies to the transferring County Office.
transferring County Office	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none"> • complete FSA-179, Part B • indicate recommendation for approval or disapproval on FSA-179, item 11A with reason if disapproved • if approved: <ul style="list-style-type: none"> • send all FSA-179 copies and pertinent farm records to the transferring State Office • notify the receiving office of all outstanding debts and producer offset requests • keep all outstanding debts and offset requests until debt reaches claim status <li style="padding-left: 40px;">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	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • send pertinent farm records to the transferring State Office • notify the receiving office of all outstanding debts and producer offset requests

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)	<ul style="list-style-type: none"> • keep all outstanding debts and offset requests until debt reaches claim status <p style="margin-left: 40px;">Exception: Price support claims will not be transferred. Inform the receiving county of these debts for offset purposes.</p> <ul style="list-style-type: none"> • 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 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 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	<ul style="list-style-type: none"> • send 3 copies of FSA-179 to the receiving State Office • receiving State Office shall: <ul style="list-style-type: none"> • 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 • 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)	<ul style="list-style-type: none"> • establish the transferred claim in ACS according to 64-FI * * * when diskette is received <p>Note: Price support claims will not be transferred.</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

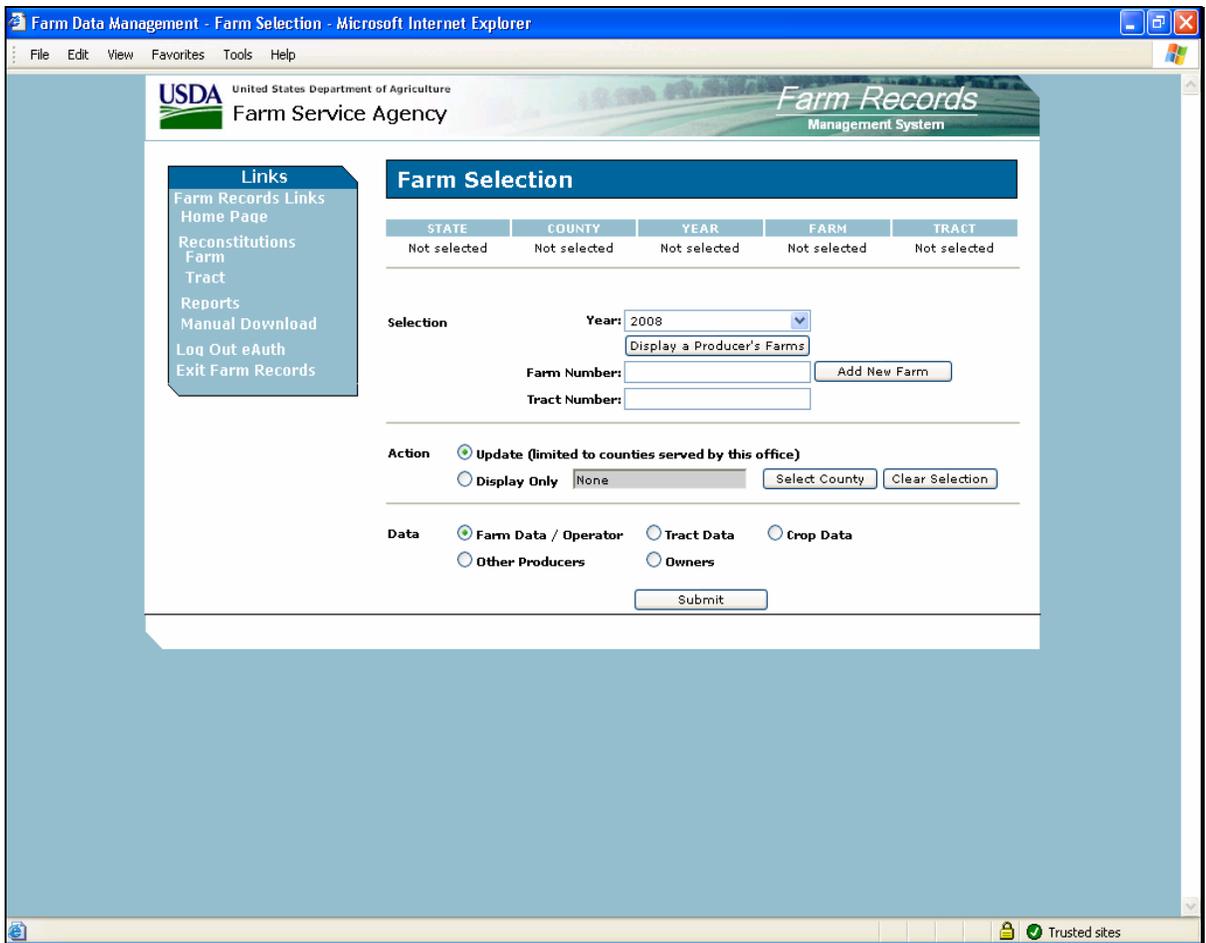
Par. 92

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.

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.

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 County Screen.

The screenshot shows the 'Farm Records Management System' interface. On the left is a 'Links' menu with items: Farm Records Links, Home Page, Farm Data Management, Reconstitutions Farm, Tract, Reports, and Log Out. The main content area is titled 'Select a State and a County'. It contains a table with the following structure:

STATE	COUNTY	YEAR	FARM	TRACT
Not selected				

Below the table, there are two dropdown menus: 'State:' with 'Alabama' selected, and 'County:' which is empty. A 'List Counties' button is positioned between the two dropdowns. A 'Cancel' button is located at the bottom of the form area.

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

114-117 (Reserved)

Part 5 Farm Data/Operator

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.

The screenshot shows the USDA Farm Service Agency Farm Records Management System interface. The main heading is "Associated Farms". Below the heading is a search filter table with columns for STATE, COUNTY, YEAR, FARM, and TRACT. The current values are "Not selected", "Not selected", "2006", "Not selected", and "Not selected". Below the filter table, the producer name is listed as "ALISON GROENWOLDT" with a note "Tax ID/Type: No Tax Id". At the bottom, there is a table listing associated farms with columns for FARM, COUNTY, STATE, ASSOCIATION TYPE, IDENTIFIER, and OPERATOR.

STATE	COUNTY	YEAR	FARM	TRACT
Not selected	Not selected	2006	Not selected	Not selected

Producer Name: ALISON GROENWOLDT
Tax ID/Type: No Tax Id

FARM	COUNTY	STATE	ASSOCIATION TYPE	IDENTIFIER	OPERATOR
20	Coahoma	MS	Operator		ALISON GROENWOLDT
200	Coahoma	MS	Owner		SAFLEY FARMS
315	Coahoma	MS	Owner		BILLY N STROHM
600	Coahoma	MS	Other Producer		ROBERT L ELEY ESTATE
4059	Coahoma	MS	Owner/Operator		ALISON GROENWOLDT

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 is only applicable 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.

The screenshot shows the 'Farm Records Management System' interface. On the left is a 'Links' menu with options: Farm Records Links, Home Page, Farm Data Management, Reconstitutions Farm, Tract, Reports, and Log Out. The main content area is titled 'Matching Farms' and contains a search form with fields for STATE (Not selected), COUNTY (Not selected), YEAR (2006), FARM (10), and TRACT (Not selected). Below the search form is a table of results:

FARM	COUNTY	STATE	IDENTIFIER	OPERATOR
10	Blackford	IN	WILLIAM FISHER	WM FISHER
10	Delaware	IN	RUTH SCISCOE	PAUL HARRIS

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.

Par. 131

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: <ul style="list-style-type: none"> • "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)

Par. 154

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: <ul style="list-style-type: none"> • “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 table 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.	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: <ul style="list-style-type: none"> • "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.

Note: If the selected tract is the last active tract on a farm, the 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". If "yes" is selected, the farm will also be deleted.

157-168 (Reserved)

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
 - *--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
- *--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.

171 Out-of-Balance Tracts (Continued)

D County Office and COC Action (Continued)

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.

Refer to 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 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 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.

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.

The screenshot displays the 'Other Producers' screen within the USDA Farm Records Management System. The page header includes the USDA logo and 'United States Department of Agriculture Farm Service Agency' on the left, and 'Farm Records Management System' on the right. A navigation menu on the left lists various options such as 'Home Page', 'Farm Data Management', and 'Reports'. The main content area features a blue header for 'Other Producers' and a table with columns for STATE, COUNTY, YEAR, FARM, and TRACT. Below this is a table with columns for NAME, TAX ID, TAX ID TYPE, and DELETE. At the bottom, there are three buttons: 'Delete Selected Producers', 'Add New Producer', and 'Add Previous Selected Customer'.

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2006	3755	Not selected

NAME	TAX ID	TAX ID TYPE	DELETE
ALISON GROENWOLDT		No Tax Id	<input type="checkbox"/>

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 tax ID number.	
Tax ID Type	The tax ID type of each other producer's tax ID number.	
Delete	Selects any 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)

243 Accessing Reports (Continued)

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 this table.

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.

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.

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)

C Example of CCC-517

Following is an example of CCC-517.

*--

<p>CCC-517 U.S. DEPARTMENT OF AGRICULTURE (02-27-04) Commodity Credit Corporation</p> <p style="text-align: center;">TRACT REDISTRIBUTION FORM</p>						<p>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</p>					
2. STATE CODE 28			3. COUNTY CODE 083			4. FARM SERIAL NUMBER 100			5. TRACT NUMBER 9		
<p>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.</p> <p>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.</p>											
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											
<p>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.</p> <p>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.</p>											
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)		
<p>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.</p>											

--*

244 CCC-517, Tract Redistribution Form (Continued)

D 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 E 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 F for restrictions.
7	Owner's certification	
	A Owner's name and address	
		<p>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.</p> <p>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.</p>
	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)

E 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.

F 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.

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.

*--Farm Ownership and Operator Change Notification (Continued)

A Example of Notification Letter About Farm Ownership Change

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



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

PHONE
(100) 123-1234
FAX
(100) 123-1235

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 and 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 Employer

--*

***--Farm Ownership and 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.



**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

PHONE
(100) 123-1234
FAX
(100) 123-1235

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 and 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 Employer

--*

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.