

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 15

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 22 D has been amended to add policy that if an owner cannot be determined after the County Office has done thorough research, “unknown” may be recorded as the owner.

Subparagraph 66 C has been amended to remove EQIP contracts.

Subparagraph 169 B has been amended to provide an updated example of the Select Crops Screen.

Subparagraph 169 C has been amended to:

- update program crops to 22
- include “PTPP Acres” and “PTPP Data” fields.

Subparagraph 170 B has been amended to provide an updated example of the Crop Base Data Screen.

Subparagraph 170 E has been amended to include the following:

- base acres are temporarily reduced by COC because of participation in PTPP
- base acres are redistributed because of rice apportionment to long grain rice and medium grain rice.

Subparagraph 171 D has been amended to instruct the County Office to reduce the base acreage for the crop having the lowest DCP direct payment per acre first if CCC-505 is applicable.

Subparagraph 191 B has been amended to provide an updated example of the Crop CRP Data Screen.

Paragraph 194 has been added to provide information on the Crop PTPP Data Screen.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 243 B has been amended to provide an updated example of the Report Selection Screen.

Subparagraph 243 C has been amended to include the Farm Constitution Review Report.

Paragraph 249 has been added to provide guidance and an example of the Farm Constitution Review Report.

Exhibit 18 has been amended to include the following data elements:

- “Number of Tracts” in Farm Data
- “PTPP Reduction” in Farm Crop Data
- “PTPP Reduction” in Tract Crop Data.

Page Control Chart		
TC	Text	Exhibit
3, 4	2-3, 2-4 3-45, 3-46 7-1 through 7-6 7-9, 7-10 7-41, 7-42 7-49 7-50 (add) 10-1, 10-2 10-4.5, 10-4.6 10-5 through 10-8 10-13, 10-14 10-15, 10-16 (add) 10-17 (add)	1, page 3 3, page 1 18, pages 1, 2

Table of Contents (Continued)

Page No.

Part 4 FRS (Continued)

Section 3 Data

118	Farm Data/Operator	4-43
119	Tract Data.....	4-44
120	Crop Data	4-45
121	Other Producers	4-46
122	Owners	4-47
123-126	(Reserved)	

Part 5 Farm Data/Operator

127	Associated Farms Screen	5-1
128	Matching Farms Screen	5-2
129	Matching Tracts Screen	5-3
130	Farm Data Screen.....	5-4
131	Farm Producer Exceptions Screen.....	5-7
132	Deleting Farms.....	5-12
133-150	(Reserved)	

Part 6 Tract Data

151	Tracts Screen.....	6-1
152	Tract Data Screen.....	6-3
153	Tract CRP Cropland/CRP MPL Screen.....	6-9
154	Tract Producer Exceptions Screen	6-12
155	Add New Tract.....	6-16
156	Deleting Tracts.....	6-17
157-168	(Reserved)	

Table of Contents (Continued)

Page No.

Part 7 Crop Data

169	Select Crops Screen	7-1
170	Crop Base Data Screen	7-4
171	Out-of-Balance Tracts.....	7-8
172	Base Reductions Before CLU Certification.....	7-13
173	Rules for Yields When Tract Acreages Are Adjusted	7-14
174-190	(Reserved)	
191	Crop CRP Data Screen.....	7-41
192	CRP Reduction, CRP Pending, and DCP Pending Acres.....	7-44
193	Crop CCC-505 CRP Reduction Data Screen.....	7-48
194	Crop PTPP Reduction Data Screen.....	7-50
195-210	(Reserved)	

Part 8 Other Producers

211	Other Producers Screen.....	8-1
221-225	(Reserved)	

Part 9 Owners

226	Owners Screen	9-1
227-242	(Reserved)	

Part 10 Reports

243	Accessing Reports.....	10-1
244	CCC-517, Tract Redistribution Form	10-4
245	Printing DCP FSA-156EZ	10-8
246	Printing AD-1026A.....	10-12
247, 248	(Withdrawn--Amend. 10)	
249	Farm Constitution Review Report	10-15
250-260	(Reserved)	

Part 11 (Reserved)

261-274	(Reserved)	
---------	------------	--

Part 12 Using Query/36

275	Printing Temporary Query/36 Reports	12-1
-----	---	------

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
- 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.

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
- CLU's
- all related documentation.

E DCP Records

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

- FSA-156EZ
- CCC-515
- CCC-517
- FSA-540 or FSA-476DCP, whichever provides the most current information
- CRP-15
- CCC-532
- CCC-509
- CCC-505
- 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.

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.

*--

--*

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.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

WHEAT Base Data

STATE	COUNTY	YEAR	FARM	TRACT
IA	Adair	2009	6848 *	11957

Total Base Acres equal to Eff DCP Cropland plus Double Crop Avg

BASE ACRES	DIRECT YIELD	CC YIELD
0.0	0	0

TRACT	BASE ACRES	ADJUSTMENT REASON	DIR YIELD	ADJUSTMENT REASON	CC YIELD	ADJUSTMENT REASON
11957	0.0	None	0	None	0	None

Submit

--*

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	<p>Base acres are permanently reduced using CCC-505.</p> <p>Notes: This reason code shall not be used if CCC-505 is used to enroll in CRP. Use “CCC-505 CRP Red” reason code.</p> <p>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.</p>
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	<p>Base acres are reduced using CCC-505 when a farm enrolls into CRP-1.</p> <p>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.</p>
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	<p>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.</p> <p>*--Base acres are temporarily reduced by COC because of participation in PTPP.--*</p>
COC Redistribution	<p>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.</p> <p>*--Base acres are redistributed because of rice apportionment to long grain rice and medium grain rice.--*</p>

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/farbill/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.

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.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
 Farm Records Links
 Home Page
 Farm Data Management
 Farm Data
 Tracts
 Crops
 Base Data
 PTPP Data
 Reconstitutions
 Farm
 Tract
 Reports
 Manual Download
 Log Out eAuth
 Exit Farm Records

WHEAT CRP Data

STATE	COUNTY	YEAR	FARM	TRACT
IA	Adair	2009	6848 *	11957

BASE ACRES	CRP PENDING	CRP REDN	DIRECT YIELD	CC YIELD	CRP YIELD	CCC-505 CRP
0.0	0.0	0.0	0	0	0	0.0

TRACT	BASE ACRES	DIRECT YIELD	CC YIELD	DCP PENDING	CRP PENDING	CRP REDN	CRP YIELD	CRP CCC-505
11957	0.0	0	0	0.0	0.0	0.0	0	0.0

Detail

Submit

--*

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.	<p>Tract crop CRP pending acres are automatically updated when:</p> <ul style="list-style-type: none"> • CRP 1 expires • CRP1 is canceled • CRP-1 is deleted. <p>The user must update the tract crop CRP pending acres when:</p> <ul style="list-style-type: none"> • CRP-1 is terminated, revised, or converted • CRP-1 is corrected • CRP-1 is adjusted. <p>Refer to paragraph 192 for additional information.</p>

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.

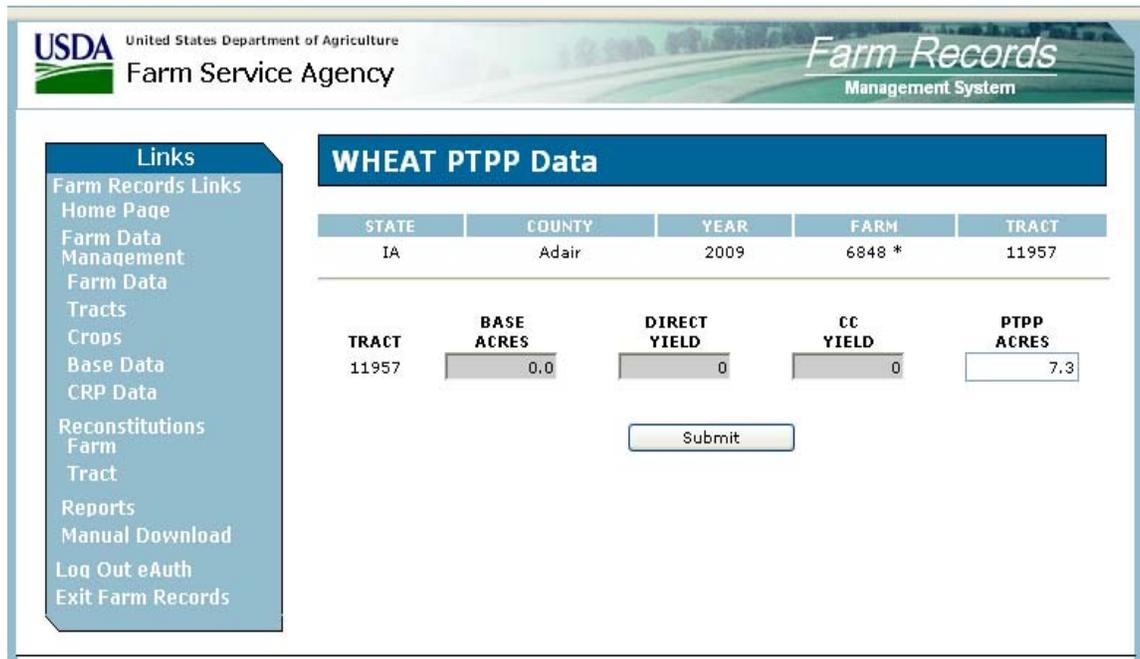
***--194 Crop PTPP Reduction Data Screen**

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 10 Reports

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.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Home Page
Farm Data Management
Reconstitutions
Farm
Tract
Manual Download
Log Out eAuth
Exit Farm Records

Report Selection

STATE	COUNTY	YEAR	FARM	TRACT
Not selected				

Reconstitution Reports

- CCC Report**
- FSA-476DCP**
- Pending Reconstitutions Report**
- Specific Reconstitution Report**
- Reconstitution History of a Farm**
- Reconstitution History of a Tract**
- Reconstitution Status Report**

Farm, Tract and Crop Reports

- CCC-517 Tract Redistribution Form**
- DCP FSA-156EZ**
- CRP Cropland Out of Balance Report**
- CRP Pending Acres Out of Balance Report**
- CRP Reduction Acres Out of Balance Report**
- CRP Pending Report**
- Wetland Violation Report**
- Out of Balance Tracts Report**
- AD-1026A Report**
- Tract Data Summary Report**
- Base Acreage & Yield Adjustment Report**
- Farm Constitution Review Report**

Legend

- Live data
- Reporting database; data last updated on 10/26/08 6:42 AM Central Time

--*

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

244 CCC-517, Tract Redistribution Form (Continued)

B Example of CCC-517

Following is an example of CCC-517.

This form is available electronically.

<p>CCC-517 (02-27-04)</p>	<p>U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation</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>			
<p>TRACT REDISTRIBUTION FORM</p>		<p>2. STATE CODE 28</p>	<p>3. COUNTY CODE 083</p>		
		<p>4. FARM SERIAL NUMBER 100</p>	<p>5. TRACT NUMBER 9</p>		
<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><i>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.</i></p>					
<p>6. TRACT ACREAGE</p>					
<p>A. DCP CROPLAND</p>		<p>65.7</p>			
<p>B. EFFECTIVE DCP CROPLAND</p>		<p>65.7</p>			
<p>C. CURRENT DOUBLE CROPPED ACRES</p>		<p>0.0</p>			
<p>D. REQUESTED DOUBLE CROPPED ACRES</p>					
<p>E. CROP</p>	<p>F. CURRENT BASE</p>	<p>G. REQUESTED BASE</p>	<p>E. CROP</p>	<p>F. CURRENT BASE</p>	<p>G. REQUESTED BASE</p>
<p>Grain Sorghum</p>	<p>32.9</p>				
<p>Soybeans</p>	<p>32.8</p>				
<p>7. OWNER'S CERTIFICATION</p>					
<p><i>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></p>					
<p><i>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.</i></p>					
<p>A. OWNER'S NAME AND ADDRESS (Including Zip Code) Stan Farmer 22200 County Road 5490 Anywhere, MS 38944-0001</p>			<p>B. OWNER'S IDENTIFICATION NUMBER 4100</p>		
<p>C. SIGNATURE OF OWNER</p>				<p>D. DATE (MM-DD-YYYY)</p>	
<p><small>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.</small></p>					

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	
	<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)

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 the 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: <ul style="list-style-type: none"> • select the browsers print button to print the report • save the report to your computer.

*--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. <ul style="list-style-type: none"> • 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)						Date: 7/20/06 7:24 AM	
Crop Year: 2006						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				Telephone:			
Email Address: None				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

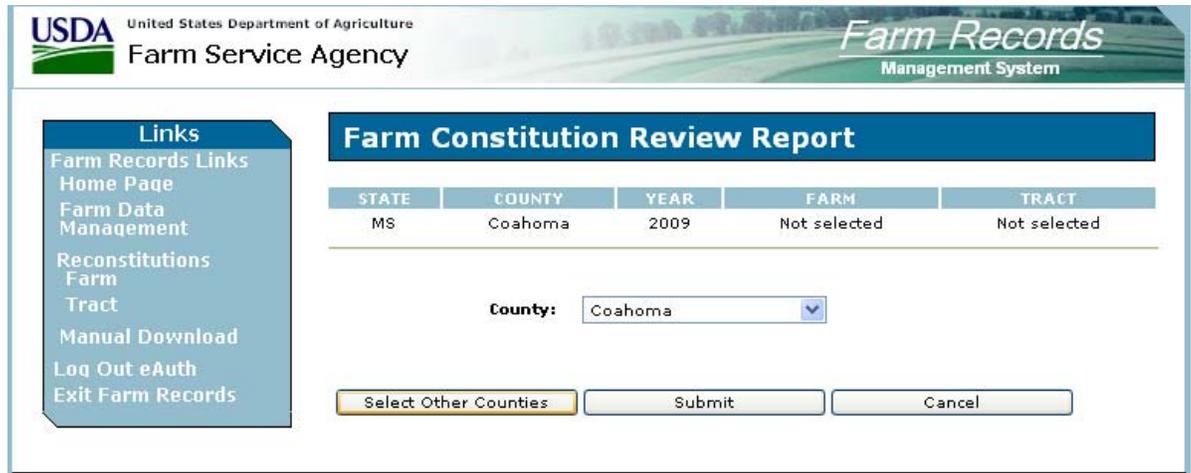
To print the Farm Constitution Review Report, on the Report Selection Screen, select “Farm Constitution Report” and CLICK “Submit”. The Farm Constitution Review Report Screen will be displayed. The county associated with the user’s e-Authorization ID will be displayed. The drop-down box provides selection 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
		Farm Constitution Review Report		Page: 2 of 89
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	
			LOUIS W PARCH	
		9	LOUIS W PARCH	
53	36	MARGARET ANN CRIGLE		
		NOBLE CRIGLE		
	37	MARGARET ANN CRIGLE		
			NOBLE CRIGLE	

--*

250-260 (Reserved)

Part 11 (Reserved)

261-274 (Reserved)

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CLU	common land unit	28, 64, 170, 172
CW	converted wetland	131, 154
EWP	Environmental Watershed Protection Program	25, 26
FAV	fruits and vegetables	28, 66, 130, 152, Ex. 18
FRS	Farm Records Management System	2, 69, 70, 91, 92, 112, 243
FSFL	farm storage facility loan	66
GRP	Grassland Reserve Program	26, 152
HEL	highly erodible land	1, 25, 131, 152, 154, 243, 246
LAA	local administrative area	51
LTA	long-term agreement	67, 68
MPL	marginal pastureland	2, 130, 152, 153, Ex. 18
PCW	planted converted wetland	131, 154
PTPP	Planting Transferability Pilot Program	169, 170, 194, Ex. 18
SCIMS	Service Center Information Management System	1, 70, 92, 102, 105, 130, 155, 211, 226, 246
SLR	Security Liaison Representative	112
TTPP	Tobacco Transition Payment Program	53, 65
WC	wetland conservation	1, 25

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

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Screen Name	Reference
AD-1026A Selection Screen	246
Associated Farms Screen	127
Automatic 156EZ Screen	245
Confirm Customer Selection Screen	102
“Crop” Base Data Screen	170
“Crop” CCC-505 CRP Reduction Data Screen	193
“Crop” CRP Data Screen	191
“Crop” PTPP Data Screen	194
DCP FSA-156EZ Selection Screen	245
eAuthentication Login Screen	91
Farm Constitution Review Report Screen	249
Farm Data Screen	130
Farm Producer Exceptions Screen	131
Farm Selection Screen	92
FRS Home Page	91
Matching Farms Screen	128
Matching Tracts Screen	129
Other Producers Screen	211
Owners Screen	226
Report Selection Screen	243
SCIMS Customer Search Page	102
Select a County Screen	105
Select a State and County Screen	113
Select Crops Screen	169
Tract CRP Cropland/CRP MPL Screen	153
Tract Data	152
Tract Producer Exceptions Screen	154
Tracts Screen	151
USDA eAuthentication Warning Screen	91

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 Acres
FAV/WR History
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