

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

<b>Farm, Tract, and Crop Data 3-CM (Revision 4)</b>	<b>Amendment 5</b>
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**Approved by:** Acting Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 51 B has been amended to:

- allow a change in a farm’s administrative county without completing a farm combination in certain situations
- add that a change in administrative county can occur if the producer documents that the new County Office is significantly more convenient
- remove the ability to transfer to a noncontiguous county.

Subparagraph 51 C has been added to provide that a change in administrative County Office may be permitted if a farm combination will be completed in the receiving County Office.

Subparagraph 63 A has been amended to refer to new procedure in paragraph 51.

Subparagraph 245 D has been amended to include that inactive farms will also print when printing FSA-156EZ’s sequentially.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	3-17, 3-18 3-37, 3-38 10-9, 10-10	



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"> <li>• has been closed and the timeframe to request a change of administrative county has passed</li> <li>• has never had a County Office.</li> </ul>	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"> <li>• principal dwelling of the operator is situated</li> <li>• 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.</li> </ul>
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 <b>all</b> of the following apply:</p> <ul style="list-style-type: none"> <li>• COC’s and the farm operator agree</li> <li>• the person using the land does not live on it</li> <li>• the geographic features are such that the administrative access would be more practical.</li> </ul>

## 51 Location of Farm's Administrative Records (Continued)

**\*--B Changing a Farm's Administrative County Without Farm Combination**

A change in a farm's administrative county may be permitted 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.

**Notes:** Changing an administrative County Office because of convenience is a 1-time selection. Procedure in this paragraph shall **not** be used to evade program rules.--\*

**Note:** Administrative county changes shall only be made to contiguous counties of the same physical location county of the farm.\*\*\*

For County Office closures, see paragraph 52. For reduced hours of operation of an office and reduced staffing, see paragraph 54 for procedure in changing the administrative County Office.

**Notes:** Refer to 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.

**\*--C Changing a Farm's Administrative County With Farm Combination**

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

- all owners agree to the farm 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.--\*

Section 2 In and Out Transfers

**62 Initiating Transfer**

**A Who Initiates Transfer**

A farm transfer may be initiated by:

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

**B Completing FSA-179**

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

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

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

63 Transfers Between Counties

A Approving Transfers Between Counties

\*--A transfer between counties **cannot** be approved unless 1 of the following applies:

- land is combined in the receiving county and meets criteria for being a farm according to 2-CM; see subparagraph 51 C for additional information.--\*

**Note:** Farms being transferred according to paragraph 51, where all the land on the farm is physically located in 1 county but the County Office where the farm is physically located has been closed and the timeframe to request a change of administrative county has not yet passed, do not need to be combined with any other farm in the receiving county.

- \*--any of the situations in subparagraph 51 B, or 52, or 54 are met.--\*

B Authority

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

C DAFP Approval

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

245 Printing DCP FSA-156EZ (Continued)

**D Printing Multiple FSA-156EZ's Sequentially**

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

Step	Action
1	<b>For multiple County Offices only:</b> select the applicable County Office.
2	Select the applicable year.
3	Enter the beginning farm number, a dash, and the ending farm number to be printed and PRESS the "Submit" button.  <b>Examples:</b> 1-50; 51-100; 101-150  <b>Note:</b> Only 50 FSA-156EZ's can be displayed at a time. If there are more than 50 *--farms within the range entered, only the first 50 farms within the range will be displayed. This print option will include all active and inactive farms.--*
4	When the FSA-156EZ's open in the Adobe PDF window, do either of the following: <ul style="list-style-type: none"> <li>• select the browsers print button to print the reports</li> <li>• save the reports to your computer.</li> </ul> <b>Note:</b> All of the FSA-156EZ's will be displayed in 1 Adobe PDF window.

**E Printing Multiple FSA-156EZ's Nonsequentially**

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

Step	Action
1	<b>For multiple County Offices only:</b> select the applicable County Office.
2	Select the applicable year.
3	Enter the farm numbers to be printed with 1 space in between each farm number and PRESS the "Submit" button.  <b>Examples:</b> 1 3 20 53 101  <b>Note:</b> Only 50 FSA-156EZ's can be displayed at a time. If more than 50 farms are entered, only the first 50 farms that were entered will be displayed.
4	When the FSA-156EZ's open in the Adobe PDF window, do either of the following: <ul style="list-style-type: none"> <li>• select the browsers print button to print the reports</li> <li>• save the reports to your computer.</li> </ul> <b>Note:</b> All of the FSA-156EZ's will be displayed in 1 Adobe PDF window.

245 Printing DCP FSA-156EZ (Continued)

**F Printing FSA-156EZ's After Farm Maintenance**

The Automatic 156EZ Screen:

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

Following is an example of the Automatic 156EZ Screen.

