

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 7

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 25 has been amended to include the definition of EWP acres.

Subparagraph 54 B has been amended to clarify when DAFP has delegated approval authority to STC for selecting a new administrative county.

Subparagraphs 67 C and 68 E have been amended to add procedure for providing owners and operators a copy of FSA-156EZ on transferred farms.

Subparagraph 131 C has been amended to include the system automatic determination of farm producer exception based on the tract producer exceptions for operators who also own all trusts on a farm.

Subparagraph 152 C has been amended to correct FAV/WR History from farm to tract on tract data fields.

Subparagraph 171 E has been amended to provide the updated link to access the semi-automated redistribution spreadsheet.

Subparagraph 172 C has been added to clarify the limitations of base restorations because of CLU certification.

Subparagraph 211 C has been amended to update the “Add New Producer” button title.

Subparagraph 226 C has been amended to update the “Add New Owner” button title.

Amendment Transmittal (Continued)

Page Control Chart		
TC	Text	Exhibit
	2-7, 2-8 3-21 through 3-36 3-49, 3-50 3-55, 3-56 5-7 through 5-10 6-5, 6-6 7-9, 7-10 7-13, 7-14 8-3 9-3	1, pages 1, 2 page 3

25 Land Classification Definitions (Continued)

B Definition of Cropland (Continued)

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

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

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

- converted to ponds, tanks, or trees.

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

C Definition of DCP Cropland

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

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

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

D Definition of Effective DCP Cropland

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

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

25 Land Classification Definitions (Continued)

*--E Definition of EWP Acres

EWP acres are cropland acres enrolled in EWP administered by NRCS according to 16 U.S.C. 2203.

F Definition of NAP Crop Acreage--*

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

G Definition of WRP Acres

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

H Definition of State Conservation Acres

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

I Definition of Other Conservation Acres

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

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

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

J Definition of Nonagricultural, Commercial, or Industrial Use Land

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

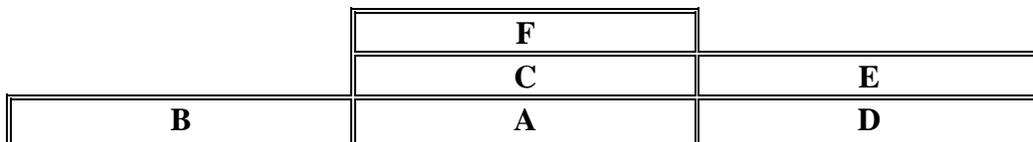
- annual or perennial crops, including conserving uses
- forestry products.

--53 County Office Closures (Continued)--

F No Contiguous County Office

If there is no contiguous County Office, the producer may select a noncontiguous County Office that is significantly more convenient.

Example: County Office B is closed. County Office A is the administrative County Office. Contiguous counties do not have a County Office. The producer may then select a noncontiguous County Office as the new administrative County Office.



Following is an explanation of the example.

County Office	Explanation
B	County Office closed.
A	Administrative County Office designated by FSA.
C, D, and E	No County Office located in these counties.
F	Producer may select this as the new administrative County Office if it is significantly more convenient.

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.

54 County Offices With Reduced Hours of Operation (Continued)

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, check “Other” and enter “reduced hours of operation” or “reduced staffing”, as applicable.

- be signed by the farm owner and operator
- occur between contiguous counties when possible
- 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 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...
<p>was initiated in the transferring County Office (Continued)</p>	<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>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, Part 9 • delete farm according to paragraph 132, 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> • 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> • 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, Part 10 when diskette is received <p>Note: Price support claims will not be transferred.</p> • 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.

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, Part 10 when diskette is received <p style="margin-left: 40px;">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.

131 Farm Producer Exceptions Screen

A Overview

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

B Example of Farm Producer Exceptions Screen

Following is an example of the Farm Producer Exceptions Screen.

The screenshot shows the 'Farm Producer Exceptions' screen. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is 'Farm Records Management System'. A sidebar on the left contains 'Links' such as 'Home Page', 'Farm Data Management', 'Tracts', etc. The main content area has a title 'Farm Producer Exceptions' and a table with columns: STATE (IN), COUNTY (Blackford), YEAR (2006), FARM (10), and TRACT (Not selected). Below this is a table of tracts with columns: TRACT (143), DESCRIPTION (F2/WC T24N R11E S3 16R/99L), HEL (checked), CW (checked), and PCW (checked). There are sections for 'Operator:' and 'Other Producers:' with tables listing names, tax IDs, and appeal rights for HEL, CW, and PCW. A 'Submit' button is at the bottom.

C Fields

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

Field/Box	Description	Action
Tracts		
Tract	A list of all the tracts associated with the farm.	
Description	The description of each tract.	
HEL	If the box is: <ul style="list-style-type: none"> checked, the tract has an HEL violation unchecked, the tract does not have an HEL violation. 	
CW	If the box is: <ul style="list-style-type: none"> checked, the tract has a converted wetland violation unchecked, the tract does not have a converted wetland violation. 	

131 Farm Producer Exceptions Screen (Continued)

C Fields (Continued)

Field/Box	Description	Action
Tracts (Continued)		
PCW	<p>If the box is:</p> <ul style="list-style-type: none"> checked, the tract has a planted converted wetland unchecked, the tract does not have a planted converted wetland. 	
Operator		
Operator Name	The name of the farm operator.	
Tax ID	The last 4 digits of the operator's tax ID number.	
HEL	A drop-down box that provides the HEL exceptions for the operator.	<p>The user can select 1 of the following exceptions:</p> <ul style="list-style-type: none"> Landlord/Tenant Good Faith Has Appeal Rights Appeals Exhausted Economic Hardship. <p>Note: "Has Appeal Rights" is automatically selected by the system. The user must access the Farm Producer Exception Screen to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further information on HEL exceptions.</p>

131 Farm Producer Exceptions Screen (Continued)

C Fields (Continued)

Field/Box	Description	Action
Operator (Continued)		
CW	A drop-down box that provides the converted wetland exceptions for the operator.	<p>The user can select 1 of the following exceptions:</p> <ul style="list-style-type: none"> • Has Appeal Rights • Appeals Exhausted • Good Faith • Wetland Restored • Third Party • New Prod After CW. <p>Note: “Has Appeal Rights” is automatically selected by the system. The user must access the Farm Producer *-Exception Screen to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further-* information on CW exceptions.</p>
PCW	A drop-down box that provides the planted converted wetland exceptions for the operator.	<p>The user can select 1 of the following exceptions:</p> <ul style="list-style-type: none"> • Has Appeal Rights • Appeals Exhausted • Good Faith. <p>Note: “Has Appeal Rights” is automatically selected by the system. The user must access the Farm Producer *-Exception Screen to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further-* information on PCW exceptions.</p>
Other Producers		
Other Producer Name	The name of the other producers.	
Tax ID	The last 4 digits of each other producer’s tax ID number.	

131 Farm Producer Exceptions Screen (Continued)

C Fields (Continued)

Field/Box	Description	Action
Other Producers (Continued)		
HEL	A drop-down box that provides the HEL exceptions for the other producer.	<p>The user must select 1 of the following exceptions:</p> <ul style="list-style-type: none"> • Landlord/Tenant • Not Associated • Good Faith • Has Appeal Rights • Appeals Exhausted • Economic Hardship. <p>Note: “Has Appeal Rights” is automatically selected by the system. The user must access the Farm Producer Exception Screen to change the selection. See 6-CP for further information on HEL exceptions.</p>
CW	A drop-down box that provides the converted wetland exceptions for the other producer.	<p>The user can select 1 of the following exceptions:</p> <ul style="list-style-type: none"> • Has Appeal Rights • Appeals Exhausted • Good Faith • Wetland Restored • Third Party • New Prod After CW. <p>Note: “Has Appeal Rights” is automatically selected by the system. The user must access the Farm Producer Exception Screen to change the selection. See 6-CP for further information on CW exceptions.</p>
PCW	A drop-down box that provides the planted converted wetland exceptions for the other producer.	<p>The user can select 1 of the following exceptions:</p> <ul style="list-style-type: none"> • Has Appeal Rights • Appeals Exhausted • Good Faith. <p>Note: “Has Appeal Rights” is automatically selected by the system. The user must access the Farm Producer Exception Screen to change the selection. See 6-CP for further information on PCW exceptions.</p>
Submit	Saves changes made to any of the information on the Farm Producer Exceptions Screen.	Users must CLICK “Submit” if any changes are made to the information on the Farm Producer Exceptions Screen.

152 Tract Data Screen (Continued)

C Fields

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

Field/Button	Description	Action
Description	The description for the tract. This is a tool to assist County Offices with finding the correct tract.	Enter the tract description. Enter any combination of letters, numbers, and special characters. The description cannot exceed 50 characters. An entry is required in this field.
Wetland Cert	Indicates whether the tract has a certified wetland.	Select "Yes", "No", or "Partial".
Year Cert	Indicates the year that the wetland was certified.	If "Wetland Cert" is: <ul style="list-style-type: none"> • "N", do not select a year • "Yes" or "Partial", select the year that the wetland was certified.
BIA Range Unit #	Number assigned by BIA to the land.	Enter the BIA Range Unit Number for the tract. The BIA Range Unit Number cannot exceed 7 characters.
Congress Dist	Congressional district where the tract is located.	Enter the 2-digit congressional district. An entry is required in this field.
Physical Location	The county where the tract is physically located.	
Change Location County	Allows the user to change the physical location county.	CLICK "Change Location County"; the Select a State and County Screen will be displayed. See paragraph 113 for further information on the Select a State and County Screen.
Farmland	Farmland acres for the tract.	Adjust the farmland acres as necessary. An entry is required in this field. Note: When tract level farmland acres are adjusted, the farm level farmland acres will be adjusted automatically when users CLICK "Submit".
Cropland	Cropland acres for the tract.	Adjust the cropland acres as necessary. Note: When tract level cropland acres are adjusted, the farm level cropland acres will be adjusted automatically when users CLICK "Submit".
Double-Crop	Double-crop acres for the tract. *-- Note: Double-crop acres cannot exceed effective DCP cropland for the tract.--*	Adjust the double-crop acres as necessary. Note: When tract level double-crop acres are adjusted, the farm level double-crop acres will be adjusted automatically users CLICK "Submit".

152 Tract Data Screen (Continued)

C Fields (Continued)

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

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
 - obtain COC approval on CCC-505, if applicable
 - 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:
 - if approved, initial CCC-505 completed by the County Office, if applicable
 - document 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 crop, 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.--*

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: Jeremy Nalder, at 202-720-0051 for approval.

The following documentation shall be provided with each request:

- a cover letter that provides an 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.

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 another producer for deletion.	CLICK in the check box next to other producer that will be deleted.
Delete Selected Producers	Deletes any other producers that were selected for deletion.	CLICK "Delete Selected Producers" to delete other producers that were selected for deletion.
--Add New Producer	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	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)

226 Owners Screen (Continued)

C Fields

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

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

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

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

227-242 (Reserved)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-245	Request for Cost Shares		66, 67, 68
AD-862	Conservation Reporting and Evaluation System		66
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		66, 246
AD-1026A	Supplemental to AD-1026 (Continuation)	246	243
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		66
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		66
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		66
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		66
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		66
CCC-505	Voluntary Permanent Direct and Counter-Cyclical Program (DCP) Base Acreage Reduction		28, 66, 169, 170, 171, 172, 173, 191, 193, Ex. 5
CCC-509	Direct and Counter-Cyclical Program Contract		66
CCC-515	Direct and Counter-Cyclical Program (DCP) Base and Yield Election Form		66

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-517	Tract Redistribution Form	244	66, 170, 171, 173, 243, 256, 257, Ex. 14
CCC-532	2003 Designation of Peanut Average Acreage and Yields		66
CRP-1	Conservation Reserve Program Contract		25, 26, 132, 153, 170, 171, 173, 191, 192, Ex. 2, 14
CRP-15	Agreement for Reduction of Bases, Allotments, and Quotas		1, 66, 171, 192, Ex. 5, 13, 14, 18
FCI-19	Crop Insurance Acreage Report		66
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing	245	1, 66-69, 70, 171, 172, 243, Ex. 18
FSA-179	Transfer of Farm Records Between Counties	Ex. 10	52, 53, 54, 62, 66, 67, 68, 69
FSA-211	Power of Attorney		66
FSA-476DCP	Notice of Acreage Bases, Payment Yields and CRP Reduction		66, 243
FSA-540	Notification of Bases and Yields for DCP		66
FSA-578	Report of Acreage		66, 132
NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		66
NRCS-CPA-027	Certification of Highly Erodible Land Conservation Plan(s) and System(s)		66

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
SCIMS	Service Center Information Management System	1, 70, 92, 102, 105, 130, 155, 211, 226, 246
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

