

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Farm, Tract, and Crop Data 3-CM (Revision 4)	Amendment 8
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 54 B has been amended to correct how to record the reason for transfer.

Subparagraph 68 B has been amended to correct the table to reference to transferring County Office.

Subparagraph 69 B has been amended to correct a paragraph reference.

Paragraph 243 has been amended to include the following new reports:

- CRP Pending Acres Out Of Balance
- CRP Reduction Acres Out Of Balance
- Tract Data Summary.

Paragraph 245 has been amended to include new options when printing FSA-156EZ.

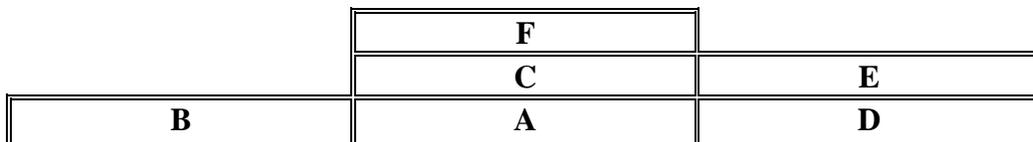
Page Control Chart		
TC	Text	Exhibit
	3-21 through 3-36 3-53, 3-54 3-57, 3-58 10-1, 10-2 10-7 through 10-10	

--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, * * * 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)

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, Part 9 • 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)

<p>IF transfer was initiated in the...</p>	<p>*--THEN the transferring County Office shall...--*</p>
<p>transferring County Office (Continued)</p>	<ul style="list-style-type: none"> • keep all outstanding debts and offset requests until debt reaches claim status <p>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, Part 9 • 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.

69 Processing Out-Transfers

A Out-of-County Transfers

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

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

Note: Follow 2-CM.

- follow paragraph 65 for timing.

B County Office Action

County Offices shall:

- follow paragraph 91 to access FRS
- delete the transferred farm according to paragraph 132
- print FSA-156EZ for the deleted farm

***--Notes:** See paragraph 245.--*

Type the following comments on FSA-156EZ:

- “Transferred to _____County”
 - the date of transfer.
- file the inactive FSA-156EZ with the inactive farm record file.

70 Processing In-Transfers

A In County Transfers

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

B County Office Action

County Offices shall:

- follow paragraph 91 to access FRS
- add the transferred farm according to paragraph 105
- load all acreage and yield information for the farm and tracts **exactly** as it appears on FSA-156EZ that was provided from the transferring county

Note: Yields shall not be changed.

- print FSA-156EZ after all acreage and yield information has been loaded
- file the printout with the active farm record file.

71-90 (Reserved)

Part 10 Reports

243 Accessing Reports

A Accessing Reports

Reports can be accessed from FRS Home Page. Users must click on “Reports” to access the Report Selection Screen.

B Example of Report Selection Screen

Following is an example of the Report Selection Screen.

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The screenshot shows a web interface for report selection. On the left is a sidebar titled "Links" containing: Farm Records Links, Home Page, Farm Data Management, Reconstitutions Farm Tract, and Log Out. The main area is titled "Report Selection" and features a table with columns for STATE, COUNTY, YEAR, FARM, and TRACT. The current selections are MS, Coahoma, Not selected, Not selected, and Not selected. Below the table, there are two sections of radio button options: "Reconstitution Reports" (including CDC Report, FSA-476DCP, Pending Reconstitutions Report, Specific Reconstitution Report, Reconstitution History of a Farm, and Reconstitution History of a Tract) and "Farm, Tract and Crop Reports" (including 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, Potentially Missing Owners Report, and Potentially Missing Farm Producers Report). A "Submit" button is located at the bottom right of the main area.

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243 Accessing Reports (Continued)

C Reports

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

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Report	Description
Reconstitution Reports	
COC Report	See 2-CM for description.
FSA-476DCP	
Report of Pending Reconstitutions	
Specific Reconstitution Report	
Reconstitution History of a Farm	
Reconstitution History of a Tract	
Farm, Tract, and Crop Reports	
CCC-517	CCC-517 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	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 Out-of-Balance	CRP Pending Out-of-Balance identifies farms where the farm level CRP Pending acres do not equal the total tract level CRP Pending acres. See paragraph 192
CRP Reduction Out-of-Balance	CRP Reduction Out-of-Balance identifies farms where the farm level CRP Reduction acres do not equal the total tract level CRP Reduction acres.
CRP Pending	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	Wetland Violations Report identifies farms that have wetland violations checked on 1 or more tracts.
Out-of-Balance Tract	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	AD-1026A Report provides tract HEL and wetland determinations on every farm with which the producer is associated.
Report of Tract Summary Data	Report of Tract Summary Data is a summary report of all tract data by farm in a county
Potentially Missing Owners	Potentially Missing Owners Report identifies owners who may have been erroneously omitted from a tract during migration.
Potentially Missing Farm Producers	Potentially Missing Farm Producers Report identifies farm producers who may have been erroneously omitted from a farm during migration.

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244 CCC-517, Tract Redistribution Form (Continued)**F 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.

G Yield Adjustments

When acres are redistributed using CCC-517, yields may need to be adjusted. Refer to 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.

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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.

245 Printing DCP FSA-156EZ (Continued)

D Printing Multiple FSA-156EZ's Sequentially

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

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

E Printing Multiple FSA-156EZ's Nonsequentially

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

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

245 Printing DCP FSA-156EZ (Continued)

F Printing FSA-156EZ's After Farm Maintenance

The Automatic 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.

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links

Automatic 156EZ

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2006	20 *	Not selected

Farm has changed. Enter Remarks if you want to generate 156EZ.

Remarks

Generate 156EZ Skip 156EZ