

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

---

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

**Amendment 17**

---

**Approved by:** Deputy Administrator, Farm Programs



---

**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 2 B has been amended to include “Manual Download”, “Log Out eAuth”, and “Exit Farm Records” links.

Subparagraphs 91 B, 102 B, 102 C, 105 D, 113 B, 127 B, 128 B, 129 B, 130 B, 131 B, 151 B, 153 B, 154 B, 192 B, 193 B, 211 B, 226 B, 243 B, 245 B, 245 F, 245 G, 246 C, have been amended to provide updated screens.

Subparagraph 130 C A has been amended to clarify action about data entered in “Identifier” field for the farm and to include new “Acre-Yr” field.

Subparagraph 152 C has been amended to clarify action about data entered in tract “Description” field.

Subparagraph 243 C has been amended, and paragraph 250 has been added, to provide information on the “Producer Farm Data Report”.

Exhibit 18 as been amended to include “ACRE Election” as an element on FSA-156EZ.

**Amendment Transmittal (Continued)**

| <b>Page Control Chart</b> |   |   |
|---------------------------|---|---|
| <b>TC</b>                 | <b>Text</b>   | <b>Exhibit</b>  |
| 3, 4                      | 1-1, 1-2<br>4-1 through 4-4<br>4-21 through 4-24<br>4-27 through 4-34<br>4-37 through 4-42<br>5-1 through 5-8<br>6-1, 6-2<br>6-5, 6-6<br>6-9 through 6-12<br>7-45 through 7-48<br>8-1, 8-2<br>8-3<br>9-1, 9-2<br>10-1 through 10-4<br>10-7 through 10-12<br>10-17<br>10-18 (add)<br>10-19, 10-20 (add)<br>10-21 (add) | 1, pages 1, 2<br>page 3 (remove)<br>3, page 1<br>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      | Producer Farm Data Report .....          | 10-18 |
| 251-260  | (Reserved)                               |       |

**Part 11 (Reserved)**

261-274 (Reserved)

**Part 12 Using Query/36**

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

**Part 1 General Provisions**

**1 Overview**

**A Handbook Purpose**

This handbook covers the maintenance of 2002 and future basic farm and tract records, and FSA-156EZ including:

- using the web-based farm records application
- transferring farms between counties.

**B Related Handbooks**

Following are related FSA handbooks to update farm, tract, and crop data through the web-based application.

| Topic                               | Related Handbook |
|-------------------------------------|------------------|
| SCIMS                               | 1-CM             |
| restitutions                        | 2-CM             |
| HEL and WC provisions               | 6-CP             |
| procedures for CRP-15's             | 2-CRP            |
| Direct and Counter-Cyclical Program | 1-DCP            |
| subsidiary files/eligibility flags  | 3-PL             |

**C General Description**

The web-based farm records application gives County Offices the ability to display and change most data elements in the following records.

| Records            | Contents                                |
|--------------------|---|
| Farm Data/Operator | basic farm data including farm operator |
| Crop Data          | base acres and yields                   |
| Tract Data         | basic tract data                        |
| Owners             | data about tract owners                 |
| Other Producers    | data about other producers              |

2 General Farm and Tract Data

A Farm and Tract Numbers

The application assigns all farm and tract numbers when a new farm or tract is added. County Offices cannot change the computer-assigned number for a farm or tract.

B Links

The following are links that are available on the farm and tract screens. Not all links are available on every screen.

| Link                    | Result   |  |
|-------------------------|--|--|
| Home Page               | FRS Home Page will be displayed.   |  |
| Farm Data Management    | Farm Selection Screen will be displayed.   |  |
| Farm Data               | Farm Data Screen will be displayed.  |  |
| Other Producers         | Other Producers Screen will be displayed.  |  |
| Tracts                  | <b>IF the farm has...</b>  | <b>THEN...</b>   |
|                         | more than 1 tract  | Tracts Screen will be displayed.   |
|                         | only 1 tract   | Tract Data Screen will be displayed.   |
| Tract Data              | Tract Data Screen will be displayed.   |  |
| Add Tract               | Tract Data Screen will be displayed.   |  |
| Tract CRP               | Tract CRP Cropland/CRP MPL Screen will be displayed.   |  |
| Owners                  | Owners Screen will be displayed.   |  |
| Producer Exceptions     | <b>IF selected from the...</b>   | <b>THEN...</b>   |
|                         | Farm Data Screen   | Farm Producer Exceptions Screen will be displayed.                           |
|                         | Tract Data Screen  | Tract Producer Exceptions Screen will be displayed.                          |
| Delete Farm             | Farm Data Screen will be displayed with the message, "Are you sure you wish to delete the current farm?" |  |
| Delete Tract            | <b>IF the tract is...</b>  | <b>THEN the following message will be displayed...</b>                       |
|                         | the only tract on the farm   | "This is the only active tract on the farm. Do you wish to delete the farm?" |
|                         | not the only tract on the farm   | "Are you sure you wish to delete the current tract?"                         |
| Crops                   | Select Crops Screen will be displayed.   |  |
| CRP Data                |  |  |
| Base Data               |  |  |
| Reconstitutions – Farm  | Farm Reconstitution Selection Screen will be displayed.  |  |
| Reconstitutions – Tract | Tract Reconstitution Selection Screen will be displayed.   |  |
| Reports                 | Report Selection Screen will be displayed.   |  |
| *--Manual Download      | Manual Download Screen will be displayed.  |  |
| Log Out eAuth           | User is logged off eAuthentication System.   |  |
| Exit Farm Records       | User is logged out of FRS.--*  |  |

Part 4 FRS

91 Accessing Farm Records

A Overview

FRS is web-based software with a centralized database. Farm records will be updated by County Office employees.

In this part, the term “user” refers to County Office employee except where specifically noted.

B Accessing FRS

Access FRS by doing the following.

| Step | Action   |
|------|--|
| 1    | Access farm records through the FSA Intranet at<br>*-- <a href="http://fsaintranet.sc.egov.usda.gov/fsa">http://fsaintranet.sc.egov.usda.gov/fsa</a> . |
| 2    | Under “Links”, CLICK “ <b>FSA Applications</b> ”.  |
| 3    | Under “Common Applications”, CLICK “ <b>Farm Records</b> ”.  |
| 4    | USDA eAuthentication Warning Screen will be displayed. CLICK “I Agree”.<br><br><b>Note:</b> Internet Explorer shall be used when accessing FRS.        |
| 5    | Enter eAuthentication user ID and password and CLICK “ <b>Login</b> ”.--*  |



91 Accessing Farm Records (Continued)

B Accessing FRS (Continued)

Once a user is logged in and has been authenticated, the FRS Home Page will be displayed. CLICK **“Farm Data Management”** to access the Farm Data Management Home Page.

\*--



--\*

## 92 Farm Selection Screen

### A Overview

Access to farm, tract, and crop data requires the selection of a producer or entry of a farm or tract number on the Farm Selection Screen. This paragraph provides instructions on accessing farm, tract, and crop data using the Farm Selection Screen.

From the Farm Selection Screen, users can:

- select the year in which to add, update, delete, or display a farm or tract
- add a new farm
- select a producer or enter a farm or tract number and view:
  - farm data
  - tract data
  - crop data
  - other producers
  - owners
- select to display farms that are located in other County Offices.

Section 1 Selection

**101 Year Selection**

**A Overview**

The year selection drop-down menu allows the user to select a year to add, update, and delete farm, tract, and crop data. 2002 and future years are available for selection.

**B 2002**

Users can view all 2002 farm, tract, and crop data; however, there is no update capability in 2002.

**C 2003 and Future Years**

Users have unlimited update capabilities in 2003 and future years.

102 Display a Producer’s Farms

A Overview

To search by producer, users must click “Display a Producer’s Farms” on the Farm Selection Screen.

B USDA SCIMS Customer Search Page

On the Farm Selection Screen, when users click “Display a Producer’s Farms”, the SCIMS Customer Search Page will be displayed.

Following is an example of the SCIMS Customer Search Page. A producer can be selected by type, name, tax ID, or other. See 1-CM for additional information.

\*--

--\*

**Note:** Users must select producer based on search results by clicking the applicable producer.

102 Display a Producer's Farms (Continued)

C Confirm Customer Selection Screen

Once a customer is selected, the Confirm Customer Selection Screen will be displayed with the name, tax ID and type, primary address, and telephone number of the selected customer.  
\*--

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  
Reports  
Manual Download  
Log Out eAuth  
Exit Farm Records

**Confirm Customer Selection**

| STATE        | COUNTY       | YEAR | FARM         | TRACT        |
|--------------|--------------|------|--------------|--------------|
| Not selected | Not selected | 2010 | Not selected | Not selected |

You have selected the following customer:

**Name:** DALTON BLAKE  
**Tax ID:** 0006  
**Tax ID Type:** Social Security  
**Primary Address:** 1215 H ST  
JANSEN, MS 38632-1235  
**Telephone:**

Confirm Select Again Cancel

--\*

102 Display a Producer’s Farms (Continued)

**D Options**

The following table explains the options available on the Confirm Customer Selection Screen.

| Option       | Result  |   |
|--------------|---|---|
| Confirm      | <b>IF user selected to view...</b>                | <b>THEN...</b>  |
|              | “Farm Data/Operator”                              | either of the following will be displayed: <ul style="list-style-type: none"> <li>• Associated Farms Screen; see paragraph 127</li> <li>• Farm Data Screen; see paragraph 130.</li> </ul>   |
|              | “Tract Data”                                      | 1 of the following will be displayed: <ul style="list-style-type: none"> <li>• Associated Farms Screen; see paragraph 127</li> <li>• Tracts Screen; see paragraph 151</li> <li>• Tract Data Screen; see paragraph 152.</li> </ul> |
|              | “Crop Data”                                       | either of the following will be displayed: <ul style="list-style-type: none"> <li>• Associated Farms Screen; see paragraph 127</li> <li>• Select Crops Screen; see paragraph 169.</li> </ul>                                      |
|              | “Other Producers”                                 | either of the following will be displayed: <ul style="list-style-type: none"> <li>• Associated Farms Screen; see paragraph 127</li> <li>• Other Producers Screen; see paragraph 211.</li> </ul>                                   |
|              | “Owners”  | 1 of the following will be displayed: <ul style="list-style-type: none"> <li>• Associated Farms Screen; see paragraph 127</li> <li>• Tracts Screen; see paragraph 151</li> <li>• Owners Screen; see paragraph 226.</li> </ul>     |
| Select Again | USDA SCIMS Customer Search Page will be displayed |   |
| Cancel       | Farm Selection Screen will be displayed.          |   |

**E Error Message**

If the producer selected is not associated with a farm in the year selected, the message, “No matching farm/tract was found. Please re-enter search criteria.”, will be displayed.

105 Add New Farm

A Overview

A new farm can be added in 2003 and all future years.

A new farm cannot be added unless it contains:

- at least 1 tract
- at least 1 owner on each tract
- 1 operator.

Ensure that the operator, owners, and, if applicable, other producers are in SCIMS according to 1-CM before adding a farm.

B Adding a Farm

The following table provides instructions for adding a new farm.

| Step | Action   | Result   |   |
|------|--|--|---|
| 1    | CLICK "Add New Farm" on the Farm Selection Screen.   | Farm Data Screen will be displayed. Follow paragraph 130 to determine applicable data entry information.<br><br><b>Note:</b> If the user is associated with a combined County Office, the Select a County Screen will be displayed. See subparagraph D for additional information. |   |
| 2    | After all applicable data has been entered, CLICK "Change Operator" on the Farm Data Screen.   | The USDA SCIMS Customer Search Page will be displayed. Follow 1-CM for instructions on searching for a customer.   |   |
| 3    | Select the applicable customer according to 1-CM.  | The Confirm Customer Selection Screen will be displayed.   |   |
| 4    | After the correct customer has been selected, CLICK "Confirm" on the Confirm Customer Selection Screen.  | The Farm Data Screen will be displayed showing the selected customer in the "Operator Name" field.   |   |
| 5    | CLICK "Tracts" on the Farm Data Screen.  | The Tract Data Screen will be displayed. Follow paragraph 152 to determine applicable data entry information.  |   |
| 6    | After all applicable data has been entered, CLICK "Assign Owners" on the Tract Data Screen.  | Owners Screen will be displayed. Follow paragraph 226 for instructions for adding owners.  |   |
| 7    | After all owners have been added, CLICK either of the following: <ul style="list-style-type: none"> <li>• "Return to Tract Data"</li> <li>• "Complete Tract".</li> </ul> | <b>IF...</b>   | <b>THEN...</b>  |
|      |  | "Return to Tract Data" is clicked  | Tract Data Screen will be redisplayed. Enter additional data entry information, as necessary, according to paragraph 152. CLICK "Complete Tract". Farm Data Screen will be displayed. |
|      |  | "Complete Tract" is clicked  | Farm Data Screen will be displayed.   |
| 8    | CLICK "Complete Farm" on the Farm Data Screen according to paragraph 130.  | Farm Data Screen will be redisplayed with the message "Successfully added the farm."   |   |

105 Add New Farm (Continued)

C Adding Prior Year Farms

If a farm is being added in a prior year, the system will automatically add the farm information to all subsequent years. This includes:

- the farm operator
- all owners
- highly erodible and wetland determinations.

If any of this data is different in subsequent years, the user must access each applicable year and make the appropriate changes.

D Select a County Screen

**Note:** The Select a County Screen is only applicable to combined County Offices.

The Select a County Screen will be displayed when a user in a combined County Office selects “Add New Farm” on the Farm Selection Screen according to paragraph 92. Following is an example of the Select a County Screen.

\*--

| STATE        | COUNTY       | YEAR | FARM         | TRACT        |
|--------------|--------------|------|--------------|--------------|
| Not selected | Not selected | 2010 | Not selected | Not selected |

Counties served by your office(s):

**Note:** Users shall select the county from the “Counties served by your office(s)” drop-down menu and click either of the following;

- “**Submit**” to continue
- “**Cancel**” to return to the Farm Selection Screen.--\*

106-111 (Reserved)

## 112 Update (Continued)

## E DD Users

DD's may obtain update access to FRS according to the following:

- provide the State Office program specialist in charge of farm records with a request to have update access, and include the following:
  - State Office name
  - employee's legal first and last name
  - employee's job title
  - employee's USDA eAuthentication user ID
- the State Office program specialist in charge of farm records shall do 1 of the following:
  - disapprove and return the request to DD
  - approve and send the information to SLR
- SLR shall do 1 of the following:
  - disapprove and return the request to the State office program specialist in charge of farm records
  - approve and FAX information to 202-720-0051, Attn: Neeru Gulati

**Note:** Include on the FAX that "the request is for Farm Record Management System access".

- \*--contact PECD, Common Provisions Branch at 202-720-3464 with any questions or--\* concerns.

**Note:** Additional DD's can be added any time by requesting access according to this subparagraph.

113 Display Only

A Overview

To display existing farm, tract, and crop data for any farm in the Nation, the user must select “Display Only” on the Farm Selection Screen and CLICK “Select County”. The Select a State and County Screen will be displayed.

B Example of Select a State and County Screen

\*--Following is an example of the Select a State and a County Screen after user selects a State from the “State” drop-down menu, clicks “List Counties”, and selects a county from the “County” drop-down menu. Users shall click either of the following:

- “Submit” to continue
- “Cancel” to return to the Farm Selection Screen.

--\*

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

114-117 (Reserved)

Part 5 Farm Data/Operator

127 Associated Farms Screen

A Overview

The Associated Farms Screen will be displayed when the user selects to view “Farm Data/Operator” and searches by producer according to paragraph 102 and the selected producer is associated with more than 1 farm.

B Example of Associated Farms Screen

Following is an example of the Associated Farms Screen.

\*--

USDA United States Department of Agriculture  
Farm Service Agency

Farm Records Management System

**Links**  
 Farm Records Links  
 Home Page  
 Farm Data Management  
 Select Producer  
 Reconstitutions Farm  
 Tract  
 Reports  
 Manual Download  
 Log Out eAuth  
 Exit Farm Records

**Associated Farms**

| STATE        | COUNTY       | YEAR | FARM         | TRACT        |
|--------------|--------------|------|--------------|--------------|
| Not selected | Not selected | 2010 | Not selected | Not selected |

Producer Name: CLARENCE COOPER  
 Tax ID/Type: 2222 /S

| FARM | COUNTY  | STATE | ASSOCIATION TYPE | IDENTIFIER     | OPERATOR                   |
|------|---------|-------|------------------|----------------|----------------------------|
| 1393 | Coahoma | MS    | Owner            | 90 DIV OF 941  | LAH GENERAL PARTNERSHIP    |
| 1664 | Coahoma | MS    | Owner/Operator   | 91 DIV OF 1576 | CLARENCE COOPER            |
| 2705 | Coahoma | MS    | Other Producer   | 96 DIV OF 2327 | SIMONS LIMITED PARTNERSHIP |
| 3567 | Coahoma | MS    | Operator         | Combo 1 & 250  | CLARENCE COOPER            |
| 4706 | Coahoma | MS    | Owner            | Split of 4000  | LISA S PINKERTON           |

--\*

**Note:** Users must select the farm by clicking the applicable farm number. Users in combined County Offices shall also ensure that the farm being selected is in the correct County Office.

128 Matching Farms Screen

A Overview

**Note:** The Matching Farms Screen **only applies** to **combined** County Offices.

The Matching Farms Screen will be displayed when a user in a combined County Office selects to view “Farm Data/Operator” and searches by farm number according to paragraph 103 and the farm number entered is active in more than 1 County Office in the combination.

B Example of Matching Farms Screen

Following is an example of the Matching Farms Screen.

\*--

The screenshot displays the 'Matching Farms' screen within the USDA Farm Service Agency Farm Records Management System. On the left is a 'Links' menu with options: Farm Records Links, Home Page, Farm Data Management, Reconstitutions Farm, Tract, Reports, Manual Download, Log Out eAuth, and Exit Farm Records. The main content area features a 'Matching Farms' header and two tables. The first table has columns for STATE, COUNTY, YEAR, FARM, and TRACT, with values: Not selected, Not selected, 2010, 10, and Not selected. The second table has columns for FARM, COUNTY, STATE, IDENTIFIER, and OPERATOR, with two rows of data: (10, Blackford, IN, Combo 1 & 2, SEAN SIMONS) and (10, Delaware, IN, Division of 3, DALTON BLAKE).

--\*

**Note:** Users must select the farm by clicking the applicable farm number. Users shall ensure that the farm being selected is in the correct County Office.

129 Matching Tracts Screen

A Overview

**Note:** The Matching Tracts Screen **only applies** to **combined** County Offices.

The Matching Tracts Screen will be displayed when a user in a combined County Office selects to view “Farm Data/Operator” and searches by tract number according to paragraph 104 and the tract number entered is active on more than 1 farm in more than 1 County Office in the combination.

B Example of Matching Tracts Screen

Following is an example of the Matching Tracts Screen.

\*--

The screenshot shows the 'Farm Records Management System' interface. On the left is a 'Links' menu with options like 'Farm Records Links', 'Home Page', 'Farm Data Management', 'Reconstitutions', 'Farm', 'Tract', 'Reports', 'Manual Download', 'Log Out eAuth', and 'Exit Farm Records'. The main area is titled 'Matching Tracts' and contains a search form with fields for STATE, COUNTY, YEAR, FARM, and TRACT. Below the search form is a table of results.

| STATE        | COUNTY       | YEAR | FARM         | TRACT |
|--------------|--------------|------|--------------|-------|
| Not selected | Not selected | 2010 | Not selected | 1100  |

  

| TRACT | FARM | COUNTY    | STATE | OWNER        |
|-------|------|-----------|-------|--------------|
| 1100  | 2277 | Blackford | IN    | SEAN SIMONS  |
| 1100  | 6881 | Delaware  | IN    | DALTON BLAKE |

--\*

**Note:** Users must select the tract by clicking the applicable tract number. Users shall ensure that the tract being selected is in the correct County Office.

## 130 Farm Data Screen

### A Overview

The Farm Data Screen will be displayed when the user selects to view “Farm Data/Operator” and:

- searches by producer according to paragraph 102 and the selected producer is associated with 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 Farm Data 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 in the combination, the Matching Farms Screen will be displayed according to paragraph 128. After the user selects the applicable farm, the Farm Data 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 Farm Data Screen will be displayed.

130 Farm Data Screen (Continued)

B Example of Farm Data Screen

Following is an example of the Farm Data Screen.

\*--

--\*

C Fields

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

| Field/Button  | Description  |                                  | Action   |
|---------------|--|----------------------------------|--|
| *--Identifier | The identifier for the farm.<br><br>This is a tool to assist County Offices with finding the correct farm. |                                  | Enter an identifier for the farm. The entry cannot exceed 30 characters and shall not include any information that is considered PII. An entry is <b>not</b> required in this field. |
| Acre-Yr       | <b>IF the farm...</b>  | <b>THEN...</b>                   |  |
|               | has an approved ACRE election  | year ACRE election was approved. |  |
|               | does <b>not</b> have an approved ACRE election   | blank.--*                        |  |

## 130 Farm Data Screen (Continued)

## C Fields (Continued)

| Field/Button     | Description  | Action   |
|------------------|--|--|
| Recon Number     | System-assigned reconstitution number, if applicable.                          |  |
| Operator Name    | Farm operator's name.  |  |
| Change Operator  | Allows the user to change the farm operator.                                   | CLICK "Change Operator" and the USDA SCIMS Customer Search Page will be displayed. Select a new operator by searching by type, name, tax ID, or other. |
| Tax ID           | Last 4 digits of the operator's tax ID.  |  |
| Tax ID Type      | The operator's tax ID type.  |  |
| Farmland         | Total farmland acres for the farm.   |  |
| Cropland         | Total cropland acres for the farm.   |  |
| Double-crop      | Total double-crop acres for the farm.  |  |
| NAP Crop Acres   | Total NAP crop acres for the farm.   |  |
| CRP MPL Acres    | Total CRP MPL acres for the farm.  |  |
| FAV/WR History   | "Yes" if farm has FAV/WR history or "No" if farm does not have FAV/WR history. |  |
| Eff DCP Cropland | Total effective DCP cropland acres for the farm.                               |  |
| DCP Cropland     | Total DCP cropland acres for the farm.   |  |
| CRP Cropland     | Total CRP cropland acres for the farm.   |  |
| WBP Acres        | Total WBP acres for the farm.  |  |
| WRP/EWP Acres    | Total WRP/EWP acres for the farm.  |  |
| State Consv      | Total State conservation acres for the farm.                                   |  |
| Other Consv      | Total other conservation acres for the farm.                                   |  |
| GRP Acres        | Total GRP acres for the farm.  |  |
| Submit           | Saves changes made to any of the information on the Farm Data Screen.          | Users must CLICK "Submit" if any changes are made to the information on the Farm Data Screen.  |

## D Updating Farm Data

When valid entries are made on the Farm Data Screen and users CLICK "Submit", the system will update the current year and, if applicable, all future years farm data.

**Note:** Operator changes made in a prior year will not update to future years. Users must access each applicable year to change the operator.

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.

\*--

--\*

C Fields

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

| Field/Box     | Description   | Action |
|---------------|---|--------|
| <b>Tracts</b> |   |        |
| 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"> <li>checked, tract has an HEL violation</li> <li>unchecked, tract does <b>not</b> have an HEL violation.</li> </ul>                           |        |
| CW            | If the box is: <ul style="list-style-type: none"> <li>checked, tract has a converted wetland violation</li> <li>unchecked, tract does <b>not</b> have a converted wetland violation.</li> </ul> |        |

131 Farm Producer Exceptions Screen (Continued)

C Fields (Continued)

| Field/Box                 | Description  | Action  |
|---------------------------|--|---|
| <b>Tracts (Continued)</b> |  |   |
| PCW                       | <p>If the box is:</p> <ul style="list-style-type: none"> <li>• checked, tract has a planted converted wetland</li> <li>• unchecked, tract does <b>not</b> have a planted converted wetland.</li> </ul> |   |
| <b>Operator</b>           |  |   |
| 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 menu 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"> <li>• Landlord/Tenant</li> <li>• Good Faith</li> <li>• Has Appeal Rights</li> <li>• Appeals Exhausted</li> <li>• Economic Hardship.</li> </ul> <p><b>Note:</b> “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> |

## Part 6 Tract Data

## 151 Tracts Screen

## A Overview

The Tracts Screen will be displayed when the user selects to view tract data and:

- searches by producer according to paragraph 102 and the selected producer is associated with more than 1 tract

**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 Tracts Screen will be displayed.

- searches by farm number according to paragraph 103 and the selected farm has more than 1 tract.

**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 Tracts Screen will be displayed.

151 Tracts Screen (Continued)

B Example of Tracts Screen

Following is an example of the Tracts Screen.

\*--

The screenshot shows the 'Farm Records Management System' interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The main title is 'Farm Records Management System'. On the left is a 'Links' menu with options: Farm Records Links, Home Page, Farm Data Management, Farm Data, Crops, Reconstitutions Farm, Tract, Reports, Manual Download, Log Out eAuth, and Exit Farm Records. The main area is titled 'Tracts' and contains a filter table and a list of tracts.

| STATE | COUNTY  | YEAR | FARM | TRACT        |
|-------|---------|------|------|--------------|
| MS    | Coahoma | 2010 | 4706 | Not selected |

  

| Tract | Description | Owner           | Farmland |
|-------|-------------|-----------------|----------|
| 8906  | SE 4-14-30, | CLARENCE COOPER | 15.0     |
| 8907  | NE 6-12-31  | LARRY GOODEY    | 5.0      |

--\*

**Note:** Users must select the tract by clicking the applicable tract number.

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            | Description for the tract.<br><br>This is a tool to assist County Offices with finding the correct tract.                         | *--Enter the tract description. The tract description may contain letters, numbers, and special characters.<br><br>The tract description shall <b>not</b> contain any information considered PII data.--*<br><br>An entry is <b>required</b> 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:<br><br><ul style="list-style-type: none"> <li>• "N", do not select a year</li> <li>• "Yes" or "Partial", select the year that the wetland was certified.</li> </ul>   |
| BIA Range Unit #       | Number assigned by BIA to the land.   | Enter 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 2-digit congressional district. An entry is required in this field.   |
| Physical Location      | 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 farmland acres as necessary. An entry is <b>required</b> in this field.<br><br><b>Note:</b> 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 cropland acres as necessary.<br><br><b>Note:</b> 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.<br><br><b>Note:</b> Double-crop acres <b>cannot</b> exceed effective DCP cropland for the tract. | Adjust the double-crop acres as necessary.<br><br><b>Note:</b> When tract level double-crop acres are adjusted, the farm level double-crop acres will be adjusted automatically when 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.<br><br><b>Note:</b> 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:<br><br><ul style="list-style-type: none"> <li>● *--"Yes" if tract has FAV/WR history</li> <li>● "No" if tract does not have FAV/WR history.--*</li> </ul>   |
| 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.<br><br><b>Note:</b> 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 WBP acres as necessary. See paragraph 25 for further information on classifying WBP acres.<br><br><b>Note:</b> 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 WRP/EWP acres as necessary. See paragraph 25 for further information on classifying WRP/EWP acres.<br><br><b>Note:</b> When tract level WRP/EWP acres are adjusted, the farm level WRP/EWP acres will be adjusted automatically when users click "Submit".         |

## 153 Tract CRP Cropland/CRP MPL Screen

### A Overview

The Tract CRP Cropland/CRP MPL Screen will be displayed when the user selects the “Tract CRP” link on the Tract Data Screen according to subparagraph 2 B.

The Tract CRP Cropland/CRP MPL Screen shall be used to allocate farm level CRP-1 acres to the tract level on multiple tract farms. The application automatically updates:

- farm level CRP-1 acres for all farms
- tract level CRP-1 acres for single tract farms.

**Note:** The farm level and tract level CRP-1 acres apply to both CRP cropland acres and CRP MPL acres. CRP cropland acres are CRP acres that are enrolled in CRP on land that is considered cropland. CRP MPL acres are CRP acres that are enrolled in CRP on land that is considered marginal pasture land.

Users **must** update CRP-1 acres to the tract level on multiple tract farms each time any of the following occur:

- farm number is changed
- CRP-1 is terminated or canceled
- CRP-1 acres are reduced
- CRP-1 expires.

**\*--Notes:** If total tract level CRP cropland does **not** equal farm level CRP cropland user, users will receive the error message, “Total of tract CRP (or MPL) acreage must equal farm CRP (or MPL) acreage.”

Users will be unable to access the Tract Data Screen until total tract level CRP cropland equals farm level CRP cropland.--\*

153 Tract CRP Cropland/CRP MPL Screen (Continued)

B Example of Tract CRP Cropland/CRP MPL Screen

Following is an example of the Tract CRP Cropland/CRP MPL 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  
 Reconstitutions  
 Farm  
 Tract  
 Reports  
 Manual Download  
 Log Out eAuth  
 Exit Farm Records

**Tract CRP Cropland/CRP MPL**

| STATE | COUNTY  | YEAR | FARM | TRACT        |
|-------|---------|------|------|--------------|
| MS    | Coahoma | 2010 | 600  | Not selected |

  

| FARMLAND | CROPLAND | CRP CROPLAND | CRP MPL |
|----------|----------|--------------|---------|
| 16.0     | 15.8     | 0.0          | 0.0     |

  

| TRACT | FARMLAND | DCP CROPLAND | CROPLAND | CRP CROPLAND | CRP MPL |
|-------|----------|--------------|----------|--------------|---------|
| 1201  | 16.0     | 15.8         | 15.8     | 0.0          | 0.0     |

--\*

153 Tract CRP Cropland/CRP MPL Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Tract CRP Cropland/CRP MPL Screen.

| Field/Button       | Description  | Action   |
|--------------------|--|--|
| <b>Farm Level</b>  |  |  |
| Farmland           | Farmland acres for the farm.   |  |
| Cropland           | Cropland acres for the farm.   |  |
| CRP Cropland       | CRP Cropland acres for the farm.   |  |
| CRP MPL            | CRP MPL acres for the farm.  |  |
| <b>Tract Level</b> |  |  |
| Farmland           | Farmland acres for the tract.  |  |
| DCP Cropland       | DCP Cropland acres for the tract.  |  |
| Cropland           | Cropland acres for the tract.  |  |
| CRP Cropland       | CRP cropland acres for the tract.  | Adjust the CRP cropland acres as necessary. See paragraph A for additional information.<br><br>* * *           |
| CRP MPL            | CRP MPL acres for the tract.   | Adjust the CRP MPL acres as necessary. See paragraph A for additional information.<br><br>* * *                |
| Submit             | Saves changes made to any of the information on the Tract CRP Cropland/CRP MPL Screen. | Users must click "Submit" if any changes are made to the information on the Tract CRP Cropland/CRP MPL Screen. |

154 Tract Producer Exceptions Screen

A Overview

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

B Example of Tract Producer Exceptions Screen

Following is an example of the Tract Producer Exceptions Screen.

\*--

The screenshot displays the 'Tract Producer Exceptions' screen within the USDA Farm Records Management System. The page includes a navigation menu on the left, a header with the USDA logo and 'Farm Records Management System' title, and a main content area with a table of farm data and an 'Owners' section with dropdown menus for appeal rights.

| STATE | COUNTY    | YEAR | FARM | TRACT |
|-------|-----------|------|------|-------|
| IN    | Blackford | 2010 | 10 * | 143   |

  

| TRACT | DESCRIPTION          | HEL                                 | CW                                  | PCW                                 |
|-------|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 143   | T24N R11E S3 16R/99L | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Owners:**

| NAME        | Tax ID | HEL              | CW               | PCW              |
|-------------|--------|------------------|------------------|------------------|
| SEAN SIMONS |        | Has Appeal Right | Has Appeal Right | Has Appeal Right |

Submit

--\*

192 CRP Reduction, CRP Pending, and DCP Pending Acres (Continued)

B Example of Allocation Factor to Update CRP Acres

The application calculates an allocation factor when updating CRP pending acres and reallocating CRP reduction acres to the tract level when multiple CRP-1's exist on the farm and not all CRP-1's have been terminated, have been canceled, or have expired.

Crop CRP Data Screen provides the crop information for FSN 3755.

\*..

**WHEAT CRP Data**

| STATE | COUNTY  | YEAR | FARM | TRACT        |
|-------|---------|------|------|--------------|
| MS    | Coahoma | 2010 | 3755 | Not selected |

  

| BASE ACRES | CRP PENDING | CRP REDN | DIRECT YIELD | CC YIELD | CRP YIELD | CCC-505 CRP |
|------------|-------------|----------|--------------|----------|-----------|-------------|
| 4.6        | 31.2        | 12.9     | 28           | 28       | 28        | 0.0         |

  

| TRACT | BASE ACRES | DIRECT YIELD | CC YIELD | DCP PENDING | CRP PENDING | CRP REDN | CRP YIELD | CRP CCC-505 |                        |
|-------|------------|--------------|----------|-------------|-------------|----------|-----------|-------------|------------------------|
| 5     | 0.4        | 28           | 28       | 0.0         | 2.7         | 1.1      | 28        | 0.0         | <a href="#">Detail</a> |
| 99    | 3.9        | 28           | 28       | 0.0         | 26.5        | 11.0     | 28        | 0.0         | <a href="#">Detail</a> |
| 1089  | 0.0        | 0            | 0        | 0.0         | 0.0         | 0.0      | 0         | 0.0         | <a href="#">Detail</a> |
| 1092  | 0.0        | 0            | 0        | 0.0         | 0.0         | 0.0      | 0         | 0.0         | <a href="#">Detail</a> |
| 8366  | 0.0        | 0            | 0        | 0.0         | 0.1         | 0.0      | 28        | 0.0         | <a href="#">Detail</a> |
| 8367  | 0.3        | 28           | 28       | 0.0         | 1.9         | 0.8      | 28        | 0.0         | <a href="#">Detail</a> |

FSN 3755 has:

- 5 tracts, but only 3 of the 5 tracts contain CRP reduction acres
- 31.2 CRP pending acres at the farm level
- 12.9 CRP reduction acres at the farm level
- 29.2 CRP pending acres at the tract level
- 12.9 CRP reduction acres at the tract level.--\*

**Note:** The farm level CRP pending and CRP reduction acres do not equal the tract level CRP pending and CRP reduction acres.

**192 CRP Reduction, CRP Pending, and DCP Pending Acres (Continued)****B Example of Allocation Factor to Update CRP Acres (Continued)**

The system calculates an allocation factor for each tract to determine:

- CRP reduction acres that will remain on each tract
- CRP pending acres that will be allocated to each tract.

The allocation factor for each tract is determined based on the amount of CRP reduction acres allocated on each tract divided by the total CRP reduction acres on all tracts.

**Example:**

- Tract 5 CRP reduction acres (3.8) divided by the CRP reduction acres for all tracts (44.0) equals factor (.0864).
- Tract 99 CRP reduction acres (37.5) divided by the CRP reduction acres for all tracts (44.0) equals factor (.8503).
- Tract 1091 CRP reduction acres (2.8) divided by the CRP reduction acres for all tracts (44.0) equals factor (.0636)

The tract factor is then applied to the farm level CRP reduction acres and CRP pending acres to determine the acres that are to be allocated to each tract.

**Example:**

- Tract 5 factor (.0864) times the farm level CRP reduction acres (42.0) equals the CRP reduction acres that shall remain on the tract (3.6).
- Tract 5 factor (.0864) times the farm level CRP pending acres (4.8) equals the CRP pending acres that shall be allocated to the tract (0.4).
- Tract 99 factor (.8503) times the farm level CRP reduction acres (42.0) equals the CRP reduction acres that shall remain on the tract (35.7).
- Tract 99 factor (.8503) times the farm level CRP pending acres (4.8) equals the CRP pending acres that shall be allocated to the tract (4.1).
- Tract 1091 factor (.0636) times the farm level CRP reduction acres (42.0) equals the CRP reduction acres that shall remain on the tract (2.7).
- Tract 1091 factor (.0636) times the farm level CRP pending acres (4.8) equals the CRP pending acres that shall be allocated to the tract (0.3)

CRP reduction and CRP pending acres, as determined in this subparagraph, are updated by the system to the tract level.

192 CRP Reduction, CRP Pending, and DCP Pending Acres (Continued)

**C DCP Pending Acres**

The “DCP Pending” field is used to update CRP pending acres to base acres. County Offices shall manually update DCP pending acres to the tract level when the acreage in the “CRP Pending” field is actually being enrolled into DCP. Moving the CRP pending acres to the DCP pending acres field will result in the acres immediately becoming base acres.

Therefore, County Offices must not transfer CRP pending acres to the DCP pending acres field until the producer has initiated the enrollment of the acres in DCP.

**Notes:** If only a portion of the acres in the “CRP Pending” field are being enrolled into DCP, a prorated factor can be used to determine the amount of acres that will be moved to the DCP pending acres field and the amount of acres that will remain in the “CRP Pending” field.

\*--If acres are inadvertently transferred from CRP pending acres to DCP pending acres, the acres must be manually tracked. A manual entry of CRP pending acres is **not** allowed.--\*

**D Prorated Factor for Updating DCP Pending Acres**

The following calculation may be used when updating DCP pending acres when not all acres in the “CRP Pending” field are being enrolled into DCP.

**Note:** The calculations shall be crop specific.

| Step | Action  |
|------|---|
| 1    | Determine the amount of acres in the “CRP Pending” field that will not be updated to the DCP pending acres field.   |
| 2    | For each tract, divide the CRP pending acres by the total farm CRP pending acres to determine each tract’s prorated factor.   |
| 3    | For each tract, multiply the results of step 1 times the tract’s prorated factor, as determined in step 2, to determine the amount of the tract’s CRP pending acres that will not be enrolled into DCP.<br><br><b>Note:</b> This is the total tract acres that shall remain in the “CRP Pending” field. |
| 4    | For each tract, subtract the results of step 3 from the tract’s CRP pending acres to determine the amount of acres that will be enrolled into DCP. Enter the result into the system according to subparagraph E.  |

**E Updating DCP Pending Acres**

Update the DCP pending acres on Crop CRP Data Screen according to the following.

| Step | Action   |
|------|--|
| 1    | Access Crop CRP Data Screen according to paragraph 191.                          |
| 2    | Update DCP pending acres to the appropriate tracts and CLICK “Submit” to update. |

**Note:** Update DCP contract according to 1-DCP.

193 Crop CCC-505 CRP Reduction Data Screen

A Overview

The Crop CCC-505 CRP Reduction Data Screen will be displayed when users CLICK “Detail” on the Crop CRP Data Screen according to paragraph 191. The Crop CCC-505 CRP Reduction Screen shall be used to load base acres that were reduced on CCC-505 because of enrollment in a conservation program. See 1-DCP \* \* \* for further information.

B Example of Crop CCC-505 CRP Reduction Data Screen

\*--Following is an example of the Crop CCC-505 CRP Reduction Data Screen after CRP contract number, year of reduction, direct yield and CC yield have been entered.

USDA United States Department of Agriculture  
Farm Service Agency

Farm Records Management System

**WHEAT CCC-505 CRP Reduction Data**

| STATE | COUNTY  | YEAR | FARM | TRACT |
|-------|---------|------|------|-------|
| MS    | Coahoma | 2010 | 4798 | 9019  |

  

| CRP Contract Number | Year Of Reduction | Acres Reduced | Direct Yield | CC Yield | Delete                   |
|---------------------|-------------------|---------------|--------------|----------|--------------------------|
| 15B                 | 2005              | 1.1           | 30           | 32       | <input type="checkbox"/> |
|                     | None              | 0.0           | 0            | 0        | <input type="checkbox"/> |
|                     | None              | 0.0           | 0            | 0        | <input type="checkbox"/> |
|                     | None              | 0.0           | 0            | 0        | <input type="checkbox"/> |
|                     | None              | 0.0           | 0            | 0        | <input type="checkbox"/> |
|                     | None              | 0.0           | 0            | 0        | <input type="checkbox"/> |

Submit Delete Selected Contracts

--\*

**Part 8 Other Producers****211 Other Producers Screen****A Overview**

The Other Producers Screen will be displayed when the user selects to view “Other Producers” and:

- searches by producer according to paragraph 102 and the selected producer is associated with only 1 farm

**Note:** If the selected producer is associated with more than 1 farm, the Associated Farms Screen will be displayed according to paragraph 127. After the user selects the applicable farm, the Other Producers Screen will be displayed.

- searches by farm number according to paragraph 103

**Note:** In combined County Offices, if the farm number entered is active in more than 1 County Office in the combination, the Matching Farms Screen will be displayed according to paragraph 128. After the user selects the applicable farm, the Other Producer Screen will be displayed.

- searches by tract number according to paragraph 104.

**Note:** In combined County Offices, if the tract number entered is active on more than 1 farm in more than 1 County Office in the combination, the Matching Tracts Screen will be displayed according to paragraph 129. After the user selects the applicable tract, the Other Producer Screen will be displayed.

211 Other Producers Screen (Continued)

B Example of Other Producers Screen

Following is an example of the Other Producers Screen.

\*--

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
- Restitutions
- Farm
- Tract
- Reports
- Manual Download
- Log Out eAuth
- Exit Farm Records

**Other Producers**

| STATE | COUNTY  | YEAR | FARM   | TRACT        |
|-------|---------|------|--------|--------------|
| MS    | Coahoma | 2010 | 4798 * | Not selected |

| NAME         | TAX ID | TAX ID TYPE     | DELETE                   |
|--------------|--------|-----------------|--------------------------|
| DALTON BLAKE | 0006   | Social Security | <input type="checkbox"/> |

--\*

211 Other Producers Screen (Continued)

C Fields

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

| Field/Button                   | Description  | Action   |
|--------------------------------|--|--|
| Name                           | The name of each other producer associated with the farm.  |  |
| Tax ID                         | The last 4 digits of each other producer's TIN.  |  |
| Tax ID Type                    | The tax ID type of each other producer's TIN.  |  |
| Delete                         | *--Select other producer for--* deletion.  | Click in the check box next to other producer that will be deleted.  |
| Delete Selected Producers      | The "Delete Selected Producers" button will delete any other producers that were selected for deletion.                              | CLICK "Delete Selected Producers" to delete other producers that were selected for deletion.   |
| Add New Producer               | The "Add New Producer" button allows the user to add a new other producer to the farm.   | CLICK "Add New Producer" to add a new other producer. When users CLICK "Add New Producer", the USDA SCIMS Customer Search Page will be displayed according to paragraph 102. |
| Add Previous Selected Customer | The "Add Previous Selected Customer" button allows the user to add the previously selected customer to the farm as another producer. | CLICK "Add Previous Selected Customer" to add the previously selected customer to the farm as another producer.  |

**Note:** Other producer changes made in a prior year will not update to future years. Users must access each applicable year to add or delete other producers.

212-225 (Reserved)



## Part 9 Owners

## 226 Owners Screen

## A Overview

The Owners Screen will be displayed when the user selects to view “Owners” and:

- searches by producer according to paragraph 102, and the selected producer is associated with only 1 tract

**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 Tract Data Screen will be displayed. If the selected farm has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Owners Screen will be displayed.

- searches by farm number according to paragraph 103 and the selected farm has only 1 tract

**Notes:** If the farm number entered has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Owners Screen will be displayed.

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 Tract Data Screen will be displayed. If the selected farm has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Owners 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 Owners Screen will be displayed.

226 Owners Screen (Continued)

**B Example of Owners Screen**

Following is an example of the Owners 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
- Tract Data
- Restitutions
- Farm
- Tract
- Reports
- Manual Download
- Log Out eAuth
- Exit Farm Records

**Owners**

| STATE | COUNTY  | YEAR | FARM | TRACT |
|-------|---------|------|------|-------|
| MS    | Coahoma | 2010 | 4798 | 9019  |

| NAME         | TAX ID | TAX ID TYPE     | DELETE                   |
|--------------|--------|-----------------|--------------------------|
| ASHLYN PAIGE | 0000   | Social Security | <input type="checkbox"/> |
| SEAN SIMONS  |        | No Tax Id       | <input type="checkbox"/> |

--\*

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        |
|-------|---------|--------------|--------------|--------------|
| MS    | Coahoma | Not selected | Not selected | Not selected |

**Reconstitution Reports**

- [COC 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](#)
- [Producer Farm Data Report](#)

**Legend**

- Live data
- Reporting database; data last updated on 8/13/08 1:30 PM Central Time

--\*

## 243 Accessing Reports (Continued)

## C Reports

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

| Report                                    | Description   |
|---|---|
| <b>Reconstitution Reports</b>             |   |
| 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              |   |
| <b>Farm, Tract, and Crop Reports</b>      |   |
| 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"> <li>• farm and tract data</li> <li>• crop data</li> <li>• conservation compliance status.</li> </ul> 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.                                      |

243 Accessing Reports (Continued)

C Reports (Continued)

| Report                          | Description  |
|---------------------------------|--|
| 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. |
| *--Producer Farm Data Report    | Producer Farm Data Report provides farm and tract data for every farm with which the producer is associated.--*  |

D Adobe Acrobat Display Settings

The following 2 options are available for displaying PDF reports and forms:

- each report/form will be displayed in separate browser windows
- all reports/forms will be displayed in 1 single Adobe Acrobat window.

Change display preferences according to the following.

| Step | Action  |  |
|------|---|--|
| 1    | Access Adobe Acrobat from the Windows start menu.                                 |  |
| 2    | Select “Edit”, then “Preferences” from the Adobe Acrobat menu.                    |  |
| 3    | Select “Internet” from the box on the left side of the Preferences pop-up window. |  |
| 4    | <b>IF display PDF in browser is... THEN...</b>                                    |  |
|      | checked   | each report/form will be displayed in separate browser windows |
|      | unchecked   | all reports/forms will be displayed in 1 Adobe Acrobat window. |

E Report Database

FRS now uses a reporting database to ease the burden on servers. The reporting database will update nightly with information from that day; therefore, reports using the reporting database will be 1 workday old.

The following table provides FRS Report Selection Screen legend information.

| Legend  | Explanation  |
|---|--|
|  | Informs users that the data provided in this report is in real time.   |
|  | Informs users that the data provided in this report has been obtained from the reporting database. The date of the last reporting database update is included. |

F Cancel Button

Each available report on the Reports Selection Screen has a “Cancel” button on the selection screen. If the user clicks “Cancel”, the user will be returned to the Reports Selection Screen to select a report.

## 244 CCC-517, Tract Redistribution Form

**A Background**

CCC-517 is intended to be used by owners to redistribute base acres:

- when a tract is out-of-balance (see paragraph 171)
- for any reason during the current FY as long as all owners on the farm agree to the redistribution.

\*--CCC-517 can be used to redistribute base acres between resulting farms of a farm division that was completed using the default method if both of the following apply:

- a subsequent transfer of ownership has **not** occurred
- all owners on the resulting farms agree to the redistribution within 30 calendar days of notification of base acres.

**Note:** This procedure replaces the 10 percent variation rule that no longer applies to base acres.--\*

All CCC-517's signed by the owners of a farm shall be maintained as a permanent file record in the County Office.

**Notes:** CCC-517 is only intended for redistribution of base acres in the current FY. County Offices shall not allow redistribution of base acres for a prior FY.

COC has authority to deny a redistribution of base acres if they determine that the redistribution is being requested to circumvent program regulations.

244 CCC-517, Tract Redistribution Form (Continued)

**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.

\*--

| STATE | COUNTY  | YEAR | FARM         | TRACT        |
|-------|---------|------|--------------|--------------|
| MS    | Coahoma | 2010 | Not selected | Not selected |

County: 
  
 Year: 
  
 Farm Number: 
  
 Farm Status:
   
 Active
   
 Inactive
   
 All

--\*

C Printing Single FSA-156EZ

Print a single FSA-156EZ 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 farm number to be printed and CLICK “Submit”.   |
| 4    | If farm is inactive, change selection to either “inactive” or “active and inactive”.  |
|      | <b>Note:</b> “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"> <li>• select the browsers print button to print the report</li> <li>• save the report to your computer.</li> </ul> |

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.<br>* * *<br><br><b>Examples:</b> 1-50; 51-100; 101-150.   |
| 4    | *--Select the status of the farms and CLICK "Submit".<br><br><b>Notes:</b> "Active" is the default.--*<br><br>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:<br><br><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 CLICK "Submit".<br><br><b>Examples:</b> 1 3 20 53 101<br><br><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:<br><br><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 DCP FSA-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 DCP-156EZ Screen.

USDA United States Department of Agriculture  
Farm Service Agency

*Farm Records*  
Management System

Links  
Farm Records Links

### Automatic DCP FSA-156EZ

| STATE | COUNTY  | YEAR | FARM   | TRACT        |
|-------|---------|------|--------|--------------|
| MS    | Coahoma | 2010 | 4798 * | Not selected |

Please enter Remarks if you want to generate DCP FSA-156EZ.

Remarks

Generate Skip

--\*

245 Printing DCP FSA-156EZ (Continued)

G Example of FSA-156EZ

Following is an example of FSA-156EZ. See Exhibit 18 for information on the data elements.

\*--

|  |                           |                                |                         |                      |                     |                              |                              |
|--|---------------------------|--------------------------------|-------------------------|----------------------|---------------------|------------------------------|------------------------------|
| Mississippi  |                           | U.S. Department of Agriculture |                         |                      |                     | FARM: 4798                   |                              |
| Coahoma  |                           | Farm Service Agency            |                         |                      |                     | Prepared: 9/3/09 1:00 PM     |                              |
| Report ID: FSA-156EZ   |                           | Abbreviated 156 Farm Record    |                         |                      |                     | Crop Year: 2010              |                              |
|  |                           |                                |                         |                      |                     | Page: 1 of 1                 |                              |
| <b>Operator Name</b>   |                           |                                | <b>Farm Description</b> |                      |                     | <b>Recon Number</b>          |                              |
| SEAN SIMONS  |                           |                                | Division of 4796        |                      |                     | 2010 28027 5                 |                              |
| <b>Farms Associated with Operator:</b>   |                           |                                |                         |                      |                     |                              |                              |
| 3358   |                           |                                |                         |                      |                     |                              |                              |
| <b>Other Producers Associated with Farm:</b>                                     |                           |                                |                         |                      |                     |                              |                              |
| DALTON BLAKE J & K LLC   |                           |                                |                         |                      |                     |                              |                              |
| <b>CRP Contract Number(s):</b> None  |                           |                                |                         |                      |                     |                              |                              |
| <b>Farmland</b>  | <b>Cropland</b>           | <b>DCP Cropland</b>            | <b>WBP</b>              | <b>WRP/EWP</b>       | <b>CRP Cropland</b> | <b>GRP</b>                   | <b>Farm Status</b>           |
| 59.0   | 54.8                      | 54.8                           | 0.0                     | 0.0                  | 0.0                 | 0.0                          | Active                       |
| <b>State Conservation</b>  | <b>Other Conservation</b> | <b>Effective DCP Cropland</b>  | <b>Double Cropped</b>   | <b>NAP</b>           | <b>CRP MPL</b>      | <b>FAV/WR History</b>        | <b>Number of Tracts</b>      |
| 0.0  | 0.0                       | 54.8                           | 13.7                    | 0.0                  | 0.0                 | Y                            | 1                            |
|  |                           |                                |                         |                      |                     |                              | <b>ACRE Election</b>         |
|  |                           |                                |                         |                      |                     |                              | None                         |
| <b>Crop</b>  |                           |                                |                         |                      |                     |                              |                              |
|  | <b>Base Acreage</b>       | <b>CRP Reduction</b>           | <b>CRP Pending</b>      | <b>Direct Yield</b>  | <b>CC Yield</b>     | <b>CCC-505 CRP Reduction</b> |                              |
| WHEAT  | 13.7                      | 0.0                            | 0.0                     | 39                   | 39                  | 0.0                          |                              |
| UPLAND COTTON  | 12.1                      | 0.0                            | 0.0                     | 726                  | 802                 | 0.0                          |                              |
| SOYBEANS   | 38.5                      | 0.0                            | 0.0                     | 16                   | 19                  | 0.0                          |                              |
| <b>Total Base Acres:</b>   | <b>64.3</b>               |                                |                         |                      |                     |                              |                              |
| <b>Tract Number:</b> 9019 <b>Identifier:</b> E 16-24-16 <b>FAV/WR History:</b> Y |                           |                                |                         |                      |                     |                              |                              |
| <b>BIA Range Unit Number:</b>  |                           |                                |                         |                      |                     |                              |                              |
| HEL Status: HEL Determinations not complete                                      |                           |                                |                         |                      |                     |                              |                              |
| Wetland Status: Tract does not contain a wetland                                 |                           |                                |                         |                      |                     |                              |                              |
| WL Violations: None  |                           |                                |                         |                      |                     |                              |                              |
| <b>Farmland</b>  | <b>Cropland</b>           | <b>DCP Cropland</b>            | <b>WBP</b>              | <b>WRP/EWP</b>       | <b>CRP Cropland</b> | <b>GRP</b>                   |                              |
| 59.0   | 54.8                      | 54.8                           | 0.0                     | 0.0                  | 0.0                 | 0.0                          |                              |
| <b>State Conservation</b>  | <b>Other Conservation</b> | <b>Effective DCP Cropland</b>  | <b>Double Cropped</b>   | <b>NAP</b>           | <b>CRP MPL</b>      |                              |                              |
| 0.0  | 0.0                       | 54.8                           | 13.7                    | 0.0                  | 0.0                 |                              |                              |
| <b>Crop</b>  |                           |                                |                         |                      |                     |                              |                              |
|  | <b>Base Acreage</b>       | <b>Direct Yield</b>            | <b>CC Yield</b>         | <b>CRP Reduction</b> | <b>CRP Pending</b>  | <b>CRP Yield</b>             | <b>CCC-505 CRP Reduction</b> |
| WHEAT  | 13.7                      | 39                             | 39                      | 0.0                  | 0.0                 | 0                            | 0.0                          |
| UPLAND COTTON  | 12.1                      | 726                            | 802                     | 0.0                  | 0.0                 | 0                            | 0.0                          |
| SOYBEANS   | 38.5                      | 16                             | 19                      | 0.0                  | 0.0                 | 0                            | 0.0                          |
| <b>Total Base Acres:</b>   | <b>64.3</b>               |                                |                         |                      |                     |                              |                              |
| <b>Owners:</b> ASHLYN PAIGE  |                           |                                |                         | SEAN SIMONS          |                     |                              |                              |

--\*

246 Printing AD-1026A

**A Overview**

AD-1026A is designed to help producers accurately complete AD-1026 by displaying HEL and wetland determinations. Previously, AD-1026A was generated in System 36 and contained only a single county’s information. The web-based AD-1026A contains information from all counties in which the producer has an interest.

**Note:** The AD-1026A printout uses the reporting database. The reporting database is only updated once a day. Any changes made during the current workday will **not** be reflected on AD-1026A printout until the following workday.

**B Accessing AD-1026A Selection Screen**

To print AD-1026A’s, on the Report Selection Screen, select “AD-1026A Report” and CLICK “Submit”. The AD-1026A Selection Screen will be displayed.

**C Example of AD-1026A Selection Screen**

Following is an example of the AD-1026A Selection Screen.

\*--

| STATE | COUNTY  | YEAR | FARM         | TRACT        |
|-------|---------|------|--------------|--------------|
| MS    | Coahoma | 2010 | Not selected | Not selected |

Year: 2010

Select Customer Cancel

--\*

249 Farm Constitution Review Report (Continued)

E Example of Farm Constitution Review Report

Following is an example of the Farm Constitution Review Report.

| Mississippi<br>Coahoma                 |      | U.S. Department Of Agriculture<br>Farm Service Agency |                      | Prepared: 12/30/08 8:50 AM<br>Page: 2 of 89 |  |
|--|------|---|----------------------|---|--|
| <b>Farm Constitution Review Report</b> |      |   |                      |   |  |
| 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                               |  |
|  |      |   | 9                    | LOUIS W PARCH                               |  |
|  |      |   | 801                  | LOUIS W PARCH                               |  |
|  |      | 53  | 36                   | MARGARET ANN CRIGLE                         |  |
|  |      |   | NOBLE CRIGLE         |   |  |
|  | 37   |   | MARGARET ANN CRIGLE  |   |  |

**\*--250 Producer Farm Data Report**

**A Overview**

The Producer Farm Data Report:

- is designed to provide farm data for a specific producer
- provides the farm numbers, tract numbers, owner names, farmland, cropland, DCP cropland, CRP cropland, effective DCP cropland, and NAP acres with which requested producer is associated
- contains information from all counties in which the producer has an interest.

**Note:** The Producer Farm Data Report uses the reporting database. The reporting database is only updated once a day. Any changes made during the current workday will **not** be reflected on Producer Farm Data Report until the following workday.

**B Accessing Producer Farm Data Report Screen**

To print a Producer Farm Data Report, on the Report Selection Screen, select “Producer Farm Data Report” and CLICK “**Submit**”. The Producer Farm Data Report Screen will be displayed.

**C Producer Farm Data Report Screen**

Following is an example of the Producer Farm Data Report Screen. User may click either of the following:

- “**Select Customer**” to continue
- “**Cancel**” to return to Report Selection Screen.

| STATE | COUNTY  | YEAR | FARM         | TRACT        |
|-------|---------|------|--------------|--------------|
| MS    | Coahoma | 2010 | Not selected | Not selected |

Year:

--\*

**\*--250 Producer Farm Data Report (Continued)**

**D Printing/Viewing Producer Farm Data Report**

Follow these steps to print/view the Producer Farm Data Report.

| Step | Action   |
|------|--|
| 1    | Select the applicable year to be printed or viewed.  |
| 2    | CLICK <b>“Select Customer”</b> 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, TIN, or other.   |
| 4    | After the producer has been selected, the Confirm Customer Selection Screen will be displayed. Click any of the following: <ul style="list-style-type: none"> <li>• <b>“Confirm”</b> to select the displayed producer</li> <li>• <b>“Select Again”</b> to search for a different producer; go to step 3</li> <li>• <b>“Cancel”</b> to return to Producer Farm Data Report Screen; go to step 1.</li> </ul> |
| 5    | After user clicks <b>“Confirm”</b> , the Farm Producer Report will be displayed in an Adobe PDF window.<br><br><b>Note:</b> If the Farm Producer Report contains over 750 lines of information, the report will <b>not</b> process. Users will be advised to print AD-1026 and FSA-156EZ to obtain the information.  |
| 6    | Select the browser’s print button to print the report.   |

**E Example of Producer Farm Data Report**

Following is an example of Producer Farm Data Report. Because of spacing needs Producer Farm Data Report prints in landscape format.

| Producer Farm Data Report                             |                  |          |                            |                 |                              |                  |              |              |                  | Date: 9/15/09 10:16 AM |
|---|------------------|----------|----------------------------|-----------------|------------------------------|------------------|--------------|--------------|------------------|------------------------|
| Crop Year: 2010                                       |                  |          |                            |                 |                              |                  |              |              |                  | Page: 1                |
| Producer Name and Address                             |                  |          |                            |                 | Recording County Office Name |                  |              |              |                  |                        |
| KRISTIN MANN<br>303 5TH AVE<br>NEW CITY MS 38603-3035 |                  |          |                            |                 | Coahoma, Mississippi         |                  |              |              |                  |                        |
| Telephone: None                                       |                  |          |                            |                 |                              |                  |              |              |                  |                        |
| Number of Farms                                       | Number of Tracts | Farmland | Cropland                   | DCP Cropland    | CRP Cropland                 | Eff DCP Cropland | NAP          |              |                  |                        |
| 2   | 3                | 127.0    | 54.4                       | 54.4            | 0.0                          | 54.4             | 0.00         |              |                  |                        |
| State & County  | Farm             | Tract    | Relationship to Farm Tract | Producer        | Farmland                     | Cropland         | DCP Cropland | CRP Cropland | Eff DCP Cropland | NAP                    |
| Delaware, IN  | 10               | 143      | Other Tenant               | KRISTIN MANN    | 107.0                        | 35.6             | 35.6         | 0.0          | 35.6             | 0.00                   |
|   |                  |          | Owner                      | SEAN SIMONS     |                              |                  |              |              |                  |                        |
| Coahoma, MS   | 4706             | 8906     | Other Tenant               | KRISTIN MANN    | 15.0                         | 14.6             | 14.6         | 0.0          | 14.6             | 0.00                   |
|   |                  |          | Owner                      | CLARENCE COOPER |                              |                  |              |              |                  |                        |
|   |                  | 8907     | Other Tenant               | KRISTIN MANN    | 5.0                          | 4.2              | 4.2          | 0.0          | 4.2              | 0.00                   |
|   |                  |          | Owner                      | LARRY GOODEY    |                              |                  |              |              |                  |                        |

--\*

**\*--250 Producer Farm Data Report (Continued)**

**F Producer Farm Data Report Fields**

The following table lists the fields and field descriptions on Producer Farm Data Report.

| <b>Field</b>                 | <b>Description</b>  |
|------------------------------|---|
| Date                         | Date and time Producer Farm Data Report was selected for printing will be displayed.  |
| Crop Year                    | Selected year.  |
| Producer Name and Address    | Selected producer's name and address. If producer's telephone number has been entered in SCIMS, it will display below the name and address. |
| Recording County Office Name | Producer's recording County Office.   |
| Number of Farms              | Total number of farms in all States and counties with which the producer is associated.   |
| Number of Tracts             | Total number of tracts in all States and counties with which the producer is associated.  |
| Farmland                     | Total number of farmland acres in all States and counties with which the producer is associated.  |
| Cropland                     | Total number of cropland acres in all States and counties with which the producer is associated.  |
| DCP Cropland                 | Total number of DCP cropland acres in all States and counties with which the producer is associated.  |
| CRP Cropland                 | The total number of CRP cropland acres in all States and counties with which the producer is associated.                                    |
| Effective DCP Cropland       | Total number of effective DCP cropland acres in all States and counties with which the producer is associated.                              |
| NAP                          | Total number of NAP acres in all States and counties with which the producer is associated.   |
| State & County               | Administrative State and county name of the producer's farming interest.  |
| Farm                         | Producer's farm number for the respective administrative State and county in ascending order.   |
| Tract                        | Producer's tract numbers associated with the respective farm in ascending order.  |
| Relationship to Farm/Tract   | Producer's relationship to the respective farm and tract.   |
| Owner                        | Owners of record on the respective tract.   |
| Farmland                     | Farmland acres recorded for the tract.  |
| Cropland                     | Cropland acres recorded for the tract.  |
| DCP Cropland                 | DCP cropland acres recorded for the tract.  |
| CRP Cropland                 | CRP cropland acres recorded for the tract.  |
| Effective DCP Cropland       | Effective DCP cropland acres recorded for the tract.  |
| NAP                          | NAP acres recorded for the tract.   |

--\*

**251-260 (Reserved)**

**Part 11 (Reserved)**

**261-274 (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 (HELIC) 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                                |                   | 27, 28, 66, 169-173, 191, 193, Ex. 5     |
| CCC-509     | Direct and Counter-Cyclical Program Contract  |                   | 66                                       |
| CCC-509ACRE | Average Crop Revenue Election (ACRE) Program Irrevocable Election   |                   | 66                                       |
| CCC-517     | Tract Redistribution Form   | 244               | 66, 170, 171, 173, 243, 256, 257, Ex. 14 |
| CCC-522     | Tract Owner Selection of Initial or Subsequent Crop Acreage History   |                   | 66                                       |
| CCC-523     | Summary of Acreage History and Yield Report   |                   | 66                                       |
| CCC-524     | Base Acre and Yield Election Form   |                   | 66                                       |

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

Forms (Continued)

| Number       | Title  | Display Reference | Reference  |
|--------------|--|-------------------|--|
| 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, 66-70, 171, 172, 243, Ex. 18                      |
| FSA-179      | Transfer of Farm Records Between Counties                                | Ex. 10            | 52-54, 62, 66-69                                     |
| FSA-211      | Power of Attorney  |                   | 66   |
| FSA-476DCP   | Notice of Acreage Bases, Payment Yields and CRP Reduction                |                   | 66, 243  |
| 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   |

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

| Approved Abbreviation | Term                                   | Reference                   |
|-----------------------|--|-----------------------------|
| FRS                   | Farm Records Management System         | 2, 69, 70, 91, 92, 112, 243 |
| LTA                   | long-term agreement                    | 67, 68                      |
| PCW                   | planted converted wetland              | 131, 154                    |
| PTPP                  | Planting Transferability Pilot Program | 169, 170, 194, Ex. 18       |
| SLR                   | Security Liaison Representative        | 112                         |

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 Report Screen                   | 246       |
| Associated Farms Screen                  | 127       |
| Automatic DCP FSA-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, 192  |
| “Crop” PTPP Data Screen                  | 194       |
| DCP FSA-156EZ Selection Screen           | 245       |
| Farm Constitution Review Report Screen   | 249       |
| Farm Data Screen                         | 130       |
| Farm Producer Exceptions Screen          | 131       |
| Farm Selection Screen                    | 92        |
| Farm Records Management System Home Page | 91        |
| Matching Farms Screen                    | 128       |
| Matching Tracts Screen                   | 129       |
| Other Producers Screen                   | 211       |
| Owners Screen                            | 226       |
| Producer Farm Data Report Screen         | 250       |
| 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 Screen                        | 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.

| <b>Farm Data</b>                     |
|--------------------------------------|
| 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 * * *                        |
| FAV/WR History                       |
| *--ACRE Election--*                  |
| <b>Farm Crop Data</b>                |
| 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                     |