

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 18

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 2B has been amended to include current available links.

Subparagraphs 21 D, Exhibit 5, and Exhibit 13 have been amended to indicate farm number instead of FSN.

Subparagraph 22 A has been amended to add county land records web site as an option for FSA employee to check proof of ownership.

Subparagraph 23 A has been amended to indicate other producers are associated with a tract.

Subparagraph 26 A has been amended to include land that has been previously classified as marginal pasture land cannot be classified as DCP cropland when CRP-1 expires and indicate the timing of land classified as EWP is dependent on NRCS allowance of crop being harvested.

Subparagraphs 91 B, 92 B, 102 C, 113 B, 127 B, 128 B, 129 B, 130 B, 131 B, 151 B, 152 B, 153 B, 154 B, 169 B, 170 B, 191 B, 193 B, 194 B, 243 B, 245 B, 245 G, 249 C, 250 C, and 250 E have been amended to update screens.

Subparagraphs 130 C, 152 C, 153 C, and Exhibit 18 have been amended to change all references of CRP MPL to MPL/FWP.

Subparagraph 170 E has been amended to remove reference to PTPP base acres for reason "COC Reduction". Base Adjustment Reason Code of "PTPP" has been added to use when base acres are temporarily reduced by COC because of participation in PTPP.

Subparagraph 170 F has been amended to add yield adjustment reason code of "PTPP" to use when a DCP yield is temporarily reduced by COC because of participation in PTPP.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Paragraph 246 has been withdrawn because AD-1026A is being replaced with the Producer Farm Data Report which includes the information on AD-1026A together with additional farm data.

Exhibit 18 has been amended to update the Data elements on FSA-156EZ.

Page Control Chart		
TC	Text	Exhibit
3, 4	1-1, 1-2 2-1, 2-2 2-2.5, 2-2.6 (add) 2-3, 2-4 2-9, 2-10 4-3 through 4-6 4-23, 4-24 4-37 through 4-42 5-1 through 5-8 6-1 through 6-6 6-9 through 6-12 7-1 through 7-8 7-41, 7-42 7-45 through 7-50 10-1, 10-2 10-7, 10-8 10-11 through 10-18 10-18.5, 10-18.6 (add) 10-19, 10-20	3, page 1 5, pages 1-4 13, pages 1-4 18, pages 1, 2

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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.	
--Owners/Others	Owners/Other Producers Screen will be displayed.--	
Tracts	IF the farm has...	THEN...
	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.	
* * *	* * *	
*--Farm Exceptions	Farm Producer Exceptions Screen will be displayed.	
Tract Exceptions--*	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	IF the tract is...	THEN the following message will be displayed...
	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.	
* * *		
* * *		
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.	
*--Logout of eAuth	User is logged off eAuthentication System.	
Exit FRS--*	User is logged out of FRS.	

Part 2 Adding or Changing Farm Records**21 Adding or Changing Operator****A Definition of Operator**

[7 CFR 718.2] An operator is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

B Determining Farm Operator

When the operator of a farm is initially added or later changed, CED shall determine whether the operator, as defined in subparagraph A, will be in general control of the farming operations on the farm.

C Questionable Cases

COC shall review all questionable cases. COC may:

- use personal knowledge or request additional information to obtain sufficient facts to determine whether an operator change is a scheme or device to defeat program purposes
- consider the following items in making a determination:
 - rental agreement between owner and operator
 - producer's prior activities.

D Federally Owned Land

Producers on Federally owned land shall provide a copy of a lease, permit, or other right of possession before:

- change of operation is approved
- participating in any program FSA administers with regard to the Federally owned land.

Note: The operator of Federally owned land must meet the definition of operator for the
--entire farm included under the farm number.--

E Notification

Notify each owner on the farm and prior and current operator of the farm of any operator change by letter. See Exhibit 4 for examples of notification letters.

21 Adding or Changing Operator (Continued)

F Entering Operators Into Application

The farm operator may be entered in the application at the time the request is made, except for the following reasons:

- an owner has not verified the operator addition or change, nor has a lease agreement been submitted containing the operator and owners' signatures
- operator change is questionable and COC determination is needed
- operator change is not effective until the next FY.

22 Adding or Changing Owner

A Definition of Owner

[7 CFR 718.2] An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed
 - Note:** OGC, Regional Attorney shall review contracts that are questionable before changing FSA ownership records.
- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
 - the redemption period has not passed
 - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

COC shall require specific proof of ownership when land ownership is transferred.

Examples: Proof of ownership may include the following:

- copy of the deed, if recorded
- unrecorded deed, if specific program does not require a recorded deed
- land contract
- FSA employee's check of the record at the county land records office
--or web site--
- proof of gift tax
- real estate tax assessment or bill.

Note: If a State allows documentation that is not listed, OGC, Regional Attorney shall review. If OGC, Regional Attorney determines that the documentation is adequate, FSA ownership records may be changed.

22 Adding or Changing Owner (Continued)

B Ownership Dispute

If there is a dispute over ownership, follow:

- 1-DCP for handling DCP
- 1-CRP for handling CRP
- 16-TB for handling TTPP
- other applicable handbooks as applicable to specific programs.

C Restrictive Easements

When verifying proof of ownership and at every other opportunity, check for restrictive easements that prohibit the production of an agricultural commodity. If there is a restrictive easement, see:

- 1-DCP
- 2-CM
- 2-CP.

D Entering Owners Into Application

Owners may be entered into the application when specific proof of ownership has been provided. Owners shall be entered into the application according to Part 9.

Note: If a County Office has done thorough research and cannot determine the owner, “unknown” may be entered as the owner. County Offices shall follow procedure in 1-CM, paragraph 178.9 if there is **not** an “unknown” record in SCIMS for the county.

E Notification

Notify each prior and current owner of the farm of any ownership change by letter.

23 Adding or Changing Other Producers

A Definition of Other Producers

Other producers are producers who are:

- *--associated with a tract--*
- **not** owners or operators.

B Entering Other Producers Into Application

Other producers shall be entered into the application according to Part 8.

24 Farms and Tracts

A Definition of Farm

A farm is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, shall not be considered a separate farm.

B Definition of Tract

[7 CFR 718.2] A tract is a unit of contiguous land that is both of the following:

- under 1 ownership
- operated as a farm or a part of a farm.

C Tract Determinations

After applying the definition in subparagraph B, determine tracts according to this table.

IF the land is...	THEN classify as...
part of a field that extends into the adjoining county, and the county boundary is not clearly defined	1 tract.
entirely in another county or bisected by a clearly defined county line	separate tracts.
bisected by community or township lines, roads, streams, or other boundary	1 tract, unless circumstances justify separate tracts.

Note: Tracts may be combined. See 2-CM.

26 Land Classification

A Classifying Land

Classify land according to the following.

IF the land...	AND...	THEN...
does not meet the cropland definition		remove acreage from cropland and classify immediately as DCP cropland, NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.
does not meet the DCP cropland definition		remove acreage from cropland and DCP cropland and classify immediately as NAP crop acreage or nonagricultural, commercial, or industrial use land, as applicable.
does not meet the definition of NAP crop acreage		remove acreage from NAP crop acres and classify immediately as nonagricultural, commercial, or industrial use land, as applicable.
is in or near a riparian area, wildlife area buffer, and/or wetland buffer	<p>all of the following apply:</p> <ul style="list-style-type: none"> • is no longer used for crops requiring annual tillage, as determined by COC • will be offered for enrollment in CRP • the owner of the land requests in writing to remove the land from cropland status <p>Note: At least 1 owner of the land must request the reclassification of land in writing.</p> <ul style="list-style-type: none"> • COC has reviewed the request and has determined that the land is marginal pasture land <p>*--Note: This land cannot be classified as DCP cropland when CRP-1 expires.--*</p>	remove from cropland and DCP cropland immediately.

26 Land Classification (Continued)

A Classifying Land (Continued)

IF the land...	AND...	THEN...
<p>is subject to a restrictive or permanent easement that prohibits the planting of an annual crop including permanent GRP easements</p> <p>Note: This does not include land under CRP-1, WRP, EWP, 30-year GRP easements, GRP rental agreements, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP.</p>		remove from cropland and DCP cropland immediately.
<p>was enrolled in CRP signups 10, 11, or 12 and continues under practice lifespan requirements</p> <p>is subject to a CRP easement filed under CRP signups 10, 11, or 12</p>	CRP-1 has expired	remove from cropland and DCP cropland immediately.
is subject to WRP	is DCP cropland and the WRP easement is filed at anytime during FY	classify as WRP acreage for FY in which the easement is filed.
	is not DCP cropland	classify as NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.
is subject to EWP	*--is DCP cropland and NRCS does not allow the crop planted on the land to be harvested	classify as EWP/WRP acreage immediately.
	is DCP cropland and NRCS allows the crop planted on the land to be harvested	classify as EWP/WRP acreage the beginning of the next FY.
	is not DCP cropland	classify as NAP crop acreage,--* nonagricultural, commercial, or industrial use land, as applicable.
is devoted to trees, ponds, tanks, wind generators, or wind turbines	has never been under CRP-1	remove acreage from cropland and classify immediately as DCP cropland, NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.
	is currently under CRP-1	maintain as cropland until CRP-1 expires or is terminated.
	CRP-1 has expired or was terminated	remove acreage from cropland and maintain as DCP cropland.

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.

*--



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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.

92 Farm Selection Screen (Continued)

B Example of Farm Selection Screen

Following is an example of the Farm Selection Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records Management System

Links
Farm Records Links
Homepage
Reconstitutions Farm
Tract
Reports
Manual Download
Logout of eAuth
Exit FRS

Farm Selection

STATE	COUNTY	YEAR	FARM	TRACT
Not selected				

Selection Year: 2011
Display a Producer's Farms
Farm Number: Add New Farm
Tract Number:

Action Update (limited to counties served by this office)
 Display Only None Select County Clear Selection

Data Farm Data / Operator Tract Data
 Owners/Other Producers Crop Data

Submit

--*

92 Farm Selection Screen (Continued)

C Fields

The following table provides the fields available on the Farm Selection Screen and a description of each field.

Field/Button	Description	Action
Selection		
Year	A drop-down list that allows the user to select to add, update, and delete 2002 and future year's farm and tract data.	The user must select a year for which farm, tract, and crop data will be added, updated, or deleted. See paragraph 101 for additional information.
Display a Producer's Farms	Allows the user to view farm, tract, and crop data by searching by producer type, name, tax ID, or other.	CLICK "Display a Producer's Farms" and the USDA SCIMS Customer Search Page will be displayed. See paragraph 102 for additional information.
Farm Number	Allows the user to view farm, tract, and crop data by entering a farm number.	Enter a farm number and CLICK "Submit" to view farm, tract, and crop data for a farm. See paragraph 103 for additional information.
Add New Farm	Allows the user to add a new farm.	CLICK "Add New Farm" to add a new farm. See paragraph 105 for additional information.
Tract Number	Allows the user to view farm, tract, and crop data by entering a tract number.	Enter a tract number and CLICK "Submit" to view farm, tract, and crop data for a farm. See paragraph 104 for additional information.
Action		
Update	Allows the user to make changes to existing farm, tract, and crop data.	Update is automatically selected when a user logs into FRS. No action is necessary by the user unless "Display Only" was previously selected. See paragraph 112 for additional information.
Display Only	Users can display farm, tract, and crop data in any county in the nation.	Select "Display Only" to display farm, tract, and crop data in any county in the nation. See paragraph 113 for additional information.
Select County	Allows the user to select the county for which farm, tract, and crop data will be displayed.	CLICK "Select County" and the Select a State and County Screen will be displayed. See paragraph 113 for additional information.
Clear Selection	Allows the user to clear the county selection.	CLICK "Clear Selection" to clear the previously selected county.

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
 Homepage
 Farm Data Management
 Reconstitutions Farm Tract
 Reports
 Manual Download
 Logout of eAuth
 Exit FRS

Confirm Customer Selection

STATE	COUNTY	YEAR	FARM	TRACT
Not selected	Not selected	2011	Not selected	Not selected

You have selected the following customer:

Name: Any 1 Producer
Tax ID: XXXX
Tax ID Type: Social Security
Primary Address: 123 Nowhere St
 Anywhere, ST 00000-0000
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	IF user selected to view...	THEN...
	“Farm Data/Operator”	either of the following will be displayed: <ul style="list-style-type: none"> • Associated Farms Screen; see paragraph 127 • Farm Data Screen; see paragraph 130.
	“Tract Data”	1 of the following will be displayed: <ul style="list-style-type: none"> • Associated Farms Screen; see paragraph 127 • Tracts Screen; see paragraph 151 • Tract Data Screen; see paragraph 152.
	“Crop Data”	either of the following will be displayed: <ul style="list-style-type: none"> • Associated Farms Screen; see paragraph 127 • Select Crops Screen; see paragraph 169.
	“Other Producers”	either of the following will be displayed: <ul style="list-style-type: none"> • Associated Farms Screen; see paragraph 127 • Other Producers Screen; see paragraph 211.
	“Owners”	1 of the following will be displayed: <ul style="list-style-type: none"> • Associated Farms Screen; see paragraph 127 • Tracts Screen; see paragraph 151 • Owners Screen; see paragraph 226.
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.

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.

*--

The screenshot shows the 'Associated Farms' screen within the USDA Farm Service Agency Farm Records Management System. On the left is a 'Links' menu with options like 'Farm Records Links', 'Homepage', 'Farm Data Management', 'Select Producer', 'Reconstitutions Farm Tract', 'Reports Manual Download', 'Logout of eAuth', and 'Exit FRS'. The main area has a search filter table with columns for STATE, COUNTY, YEAR, FARM, and TRACT, all currently set to 'Not selected'. Below this, the 'Producer Name' is 'Any 2 Producer' and 'Tax ID/Type' is 'XXXX / S'. At the bottom, a table lists associated farms:

FARM	COUNTY	STATE	ASSOCIATION TYPE	IDENTIFIER	OPERATOR
4805	Coahoma	MS	Owner	Division of 480	Any 1 Producer
4860	Coahoma	MS	Operator	Division of 482	Any 2 Producer

--*

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 shows the 'Farm Records Management System' interface. On the left is a 'Links' menu with options like 'Farm Records Links', 'Homepage', 'Farm Data Management', 'Reconstitutions Farm', 'Tract', 'Reports', 'Manual Download', 'Logout of eAuth', and 'Exit FRS'. The main area is titled 'Matching Farms' and contains a search filter table and a results table.

STATE	COUNTY	YEAR	FARM	TRACT
Not selected	Not selected	2011	10	Not selected

FARM	COUNTY	STATE	IDENTIFIER	OPERATOR
10	Blackford	IN	Combo 1 & 2	Any 2 Producer
10	Delaware	IN	Division of 3	Any 3 Producer

--*

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: Farm Records Links, Homepage, Farm Data Management, Reconstitutions Farm, Tract, Reports, Manual Download, Logout of eAuth, and Exit FRS. The main area is titled 'Matching Tracts' and contains search filters for STATE (Not selected), COUNTY (Not selected), YEAR (2011), FARM (Not selected), and TRACT (1100). Below the filters is a table with the following data:

TRACT	FARM	COUNTY	STATE	OWNER
1100	2277	Blackford	IN	Any 4 Producer
1100	6881	Delaware	IN	Any 1 Producer

--*

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. 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 not required in this field.
Acre-Yr	IF the farm... has an approved ACRE election	THEN... year ACRE election was approved.	
	does not 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.	
MPL/FWP Acres	Total MPL/FWP 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.

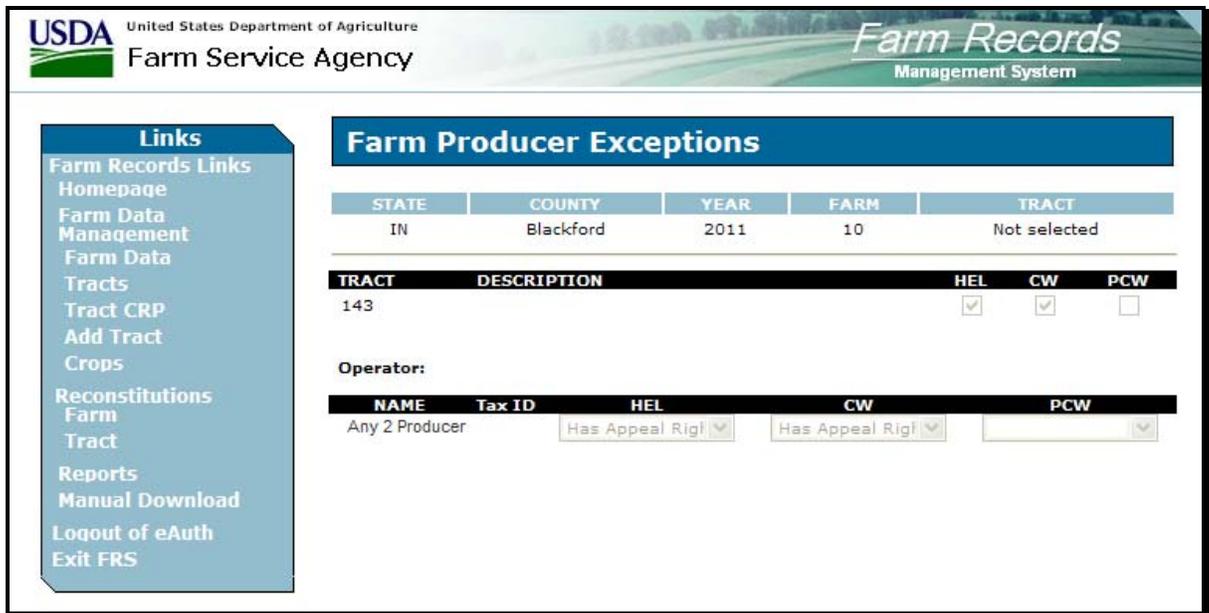
131 Farm Producer Exceptions Screen

A Overview

The Farm Producer Exceptions Screen will be displayed when the user selects the *--“Farm 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 provides the field descriptions and actions for the Farm Producer Exceptions Screen.

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

131 Farm Producer Exceptions Screen (Continued)

C Fields (Continued)

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

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.

*--

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	3095	Not selected

Tract	Description	Owner	Farmland
1099		Any 2 Producer	40.0
1100		Any 3 Producer	40.0
1949		Any 4 Producer	77.0
7696		Any 5 Producer	80.0

--*

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

152 Tract Data Screen

A Overview

The Tract Data 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 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 Tract Data 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 Tract Data 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 Tract 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 Tract Data Screen will be displayed.

152 Tract Data Screen (Continued)

B Example of Tract Data Screen

Following is an example of the Tract Data Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links

- Farm Records Links
- Home page
- Farm Data Management
- Farm Data
- Tracts
- Tract CRP
- Add Tract
- Owners/Others
- Delete Tract
- Crops
- Tract Exceptions
- Reconstitutions
- Farm
- Tract
- Reports
- Manual Download
- Logout of eAuth
- Exit FRS

Tract Data

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	3095	1099

Description:

Wetland Cert:

Year Cert:

BIA Rnge Unit #:

Congress Dist:

Physical Location:

2011 Data

Farmland:

Cropland:

Double Crop:

NAP Crop Acres:

MPL/FWP Acres:

FAV/WR History:

Eff DCP Cropland:

DCP Cropland:

CRP Cropland:

WBP Acres:

WRP/EWP Acres:

State Consvr:

Other Consvr:

GRP Acres:

HEL:

Wetland:

WL Violations:

- Wetland converted between December 23, 1985, and November 28, 1990.
- Wetland converted after November 28, 1990.
- An agricultural commodity has been planted on a converted wetland.

--*

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. 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. The tract description shall not contain any information considered PII data.--* An entry is required in this field.
Wetland Cert	Indicates whether the tract has a certified wetland.	Select "Yes", "No", or "Partial".
Year Cert	Indicates the year that the wetland was certified.	If "Wetland Cert" is: <ul style="list-style-type: none"> • "N", do not select a year • "Yes" or "Partial", select the year that the wetland was certified.
BIA Range Unit #	Number assigned by BIA to the land.	Enter 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 required in this field. Note: When tract level farmland acres are adjusted, the farm level farmland acres will be adjusted automatically when users click "Submit".
Cropland	Cropland acres for the tract.	Adjust cropland acres as necessary. Note: When tract level cropland acres are adjusted, the farm level cropland acres will be adjusted automatically when users click "Submit".
Double-Crop	Double-crop acres for the tract. Note: Double-crop acres cannot exceed effective DCP cropland for the tract.	Adjust the double-crop acres as necessary. Note: When tract level double-crop acres are adjusted, the farm level double-crop acres will be adjusted automatically 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. Note: When tract level NAP crop acres are adjusted, the farm level NAP crop acres will be adjusted automatically when users click "Submit".
--MPL/FWP Acres	MPL/FWP acres for the tract.	See paragraph 153 to adjust tract level MPL/FWP-- 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: <ul style="list-style-type: none"> • "Yes" if tract has FAV/WR history • "No" if tract does not have FAV/WR history.
Eff DCP Cropland	Effective DCP cropland acres for the tract will be automatically calculated when users click "Submit".	
DCP Cropland	DCP cropland acres for the tract.	Adjust the DCP cropland acres as necessary. Note: When tract level DCP cropland acres are adjusted, the farm level DCP cropland acres will be adjusted automatically when users click "Submit".
CRP Cropland	CRP cropland acres for the tract.	See paragraph 153 to adjust tract level CRP cropland acres.
WBP Acres	WBP acres for the tract.	Adjust WBP acres as necessary. See paragraph 25 for further information on classifying WBP acres. Note: When tract level WBP acres are adjusted, the farm level WBP acres will be adjusted automatically when users click "Submit".
WRP/EWP Acres	WRP/EWP acres for the tract.	Adjust WRP/EWP acres as necessary. See paragraph 25 for further information on classifying WRP/EWP acres. Note: When tract level WRP/EWP acres are adjusted, the farm level WRP/EWP acres will be adjusted automatically when users click "Submit".

--153 Tract CRP Cropland and MPL/FWP Screen*A Overview**

The Tract CRP Cropland and MPL/FWP 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 and MPL/FWP 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 and MPL/FWP Screen (Continued)

B Example of Tract CRP Cropland and MPL/FWP Screen

Following is an example of the Tract CRP Cropland and MPL/FWP Screen.

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links

- Farm Records Links
- Homepage
- Farm Data Management
- Farm Data
- Tracts
- Add Tract
- Crops
- Restitutions
- Farm
- Tract
- Reports
- Manual Download
- Logout of eAuth
- Exit FRS

Tract CRP Cropland and MPL/FWP

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	3095	Not selected

FARMLAND	CROPLAND	CRP CROPLAND	MPL/FWP
237.0	223.4	0.0	0.0

TRACT	FARMLAND	DCP CROPLAND	CROPLAND	CRP CROPLAND	MPL/FWP
1099	40.0	33.9	33.9	0.0	0.0
1100	40.0	36.5	36.5	0.0	0.0
1949	77.0	73.0	73.0	0.0	0.0
7696	80.0	80.0	80.0	0.0	0.0

Submit

--*

***--153 Tract CRP Cropland and MPL/FWP Screen (Continued)**

C Fields

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

Field/Button	Description	Action
Farm Level		
Farmland	Farmland acres for the farm.	
Cropland	Cropland acres for the farm.	
CRP Cropland	CRP Cropland acres for the farm.	
--MPL/FWP	MPL/FWP acres for the farm.--	
Tract Level		
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.
*--MPL/FWP	MPL/FWP acres for the tract.	Adjust the MPL/FWP acres as necessary. See paragraph A for additional information.
Submit	Saves changes made to any of the information on the Tract CRP Cropland/MPL/FWP Screen.	Users must click "Submit" if any changes are made to the information on the Tract CRP Cropland/MPL/FWP 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 interface includes a left-hand navigation menu with options like 'Farm Records Links', 'Home page', 'Farm Data Management', and 'Tracts'. The main content area features a title bar and a summary table with the following data:

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	3754	60

Below the summary table is a table for the selected tract (TRACT 60) with columns for TRACT, DESCRIPTION, HEL, CW, and PCW. The table shows one entry for tract 60 with empty checkboxes for HEL, CW, and PCW.

The 'Owners:' section contains a table with columns for NAME, Tax ID, HEL, CW, and PCW. It lists two entries: 'Any 3 Producer' and 'Any 4 Producer', both with Tax ID 'XXXX' and dropdown menus for the exception categories.

The 'Other Producers:' section contains a table with columns for NAME, Tax ID, HEL, CW, and PCW. It lists one entry: 'Any 1 Producer' with Tax ID 'XXXX' and dropdown menus for the exception categories.

--*

Part 7 Crop Data**169 Select Crop Screen****A Overview**

The Select Crop Screen will be displayed when the user selects to view crop data and:

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

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

- searches by farm number according to paragraph 103

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

- searches by tract number according to paragraph 104.

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

169 Select Crop Screen (Continued)

B Example of Select Crop Screen

Following is an example of the Select Crop Screen.

*--

The screenshot shows the 'Select Crop' interface. On the left is a 'Links' sidebar with options like 'Farm Records Links', 'Homepage', 'Farm Data Management', 'Tracts', 'Tract CRP', 'Add Tract', 'Reconstitutions Farm Tract', 'Reports', 'Manual Download', 'Logout of eAuth', and 'Exit FRS'. The main content area has a 'Select Crop' header. Below it is a table with columns: STATE (IN), COUNTY (Blackford), YEAR (2011), FARM (10 *), and TRACT (Not selected). Another table shows: BASE ACRES (5.0), DOUBLE CROP AVG (0.0), CROPLAND (35.6), DCP CROPLAND (35.6), and EFF DCP CROPLAND (35.6). A summary line reads: 'Total Base Acres under Eff DCP Cropland plus Double Crop Avg by 30.6'. Below this is a list of crops with radio buttons: WHEAT, OATS, RICE-LONG GRAIN, RICE-MED GRAIN, UPLAND COTTON, FLAX, CORN, GRAIN SORGHUM, PEANUTS, SUNFLOWERS, SAFFLOWER, SOYBEANS, BARLEY, RAPESEED, MUSTARD, SESAME, CANOLA, CRAMBE, DRY PEAS, LENTILS, DESI GARBANZO, and KABULI GRBNZO. At the bottom are buttons for 'Base Data', 'CRP Data', and 'PTPP Data'.

--*

C Fields

The following provides the field descriptions and actions for the Select Crop Screen.

Field/Button	Description	Action
Farm Level		
Base Acres	Total base acres for the farm.	
Double-Crop Avg	Total double-crop acres for the farm.	
Cropland	Total cropland acres for the farm.	
DCP Cropland	Total DCP cropland acres for the farm.	
Eff DCP Cropland	Total effective DCP cropland acres for the farm.	

169 Select Crops Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
Farm Crop Level		
Crop	*--The 22 program crops.--*	
Base Acres	Total base acres for the crop.	
Dir Yield	Direct yield for the crop.	
CC Yield	Counter-cyclical yield for the crop.	
CRP Redn	CRP reduction acres for the crop.	
CRP Pending	CRP pending acres for the crop.	
CCC-505 CRP	CRP CCC-505 reduction acres for the crop.	
--PTPP Acres	PTPP acres for the crop.--	
Base Data	Displays the Base Data Screen for the selected crop.	The user must first select a crop and then CLICK "Base Data". The Base Data Screen for the crop will be displayed.
CRP Data	Displays the CRP Data Screen for the selected crop.	The user must first select a crop and then CLICK "CRP Data". The CRP Data Screen for the crop will be displayed.
--PTPP Data	The "PTPP Data" button will display the PTPP Data Screen for the selected crop.	The user must first select a crop and then CLICK "PTPP Data". The PTPP Data Screen for the crop will be displayed.--

D Messages

One of the following messages will be displayed on the Select Crops Screen:

- "Total Base Acres under Eff DCP Cropland plus Double-Crop Avg by (number of acres)"
- "Total Base Acres over Eff DCP Cropland plus Double-Crop Avg by (number of acres)"
- "Total Base Acres equal to Eff DCP Cropland plus Double-Crop Avg".

170 Crop Base Data Screen

A Overview

The Crop Base Data Screen will be displayed when users select a crop and CLICK “Base *-Data” on the Select Crop Screen according to paragraph 169.

B Example of Crop Base Data Screen

Following is an example of the Crop Base Data Screen.

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links

- Farm Records Links
- Home page
- Farm Data Management
- Farm Data
- Tracts
- Tract CRP
- Add Tract
- CRP Data
- PTPP Data
- Crops
- Reconstitutions
- Farm
- Tract
- Reports
- Manual Download
- Logout of eAuth
- Exit FRS

WHEAT Base Data

STATE	COUNTY	YEAR	FARM	TRACT
IN	Blackford	2011	10 *	143

Total Base Acres under Eff DCP Cropland plus Double Crop Avg by 30.6

BASE ACRES	DIRECT YIELD	CC YIELD
5.0	40	42

TRACT	BASE ACRES	ADJUSTMENT REASON	DIR YIELD	ADJUSTMENT REASON	CC YIELD	ADJUSTMENT REASON
143	5.0	None	40	None	42	None

Submit

--*

170 Crop Base Data Screen (Continued)

C Fields

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

Field/Button	Description	Action
Farm Crop Level		
Base Acres	Farm level base acres for the crop.	
Direct Yield	Farm level direct yield for the crop.	See paragraph 173 for information on when the farm level direct yield may be adjusted.
CC Yield	Farm level counter-cyclical yield for the crop.	See paragraph 173 for information on when the farm level counter-cyclical yield may be adjusted.
Tract Crop Level		
Tract	Each tract number associated with the farm.	
Base Acres	Crop base acres for each tract.	County Offices shall follow 1-DCP to adjust base acres.
Adjustment Reason	The reason that the base acres are being adjusted. See *--subparagraph E.--*	Selection of an adjustment reason is required when a change is made to base acres.
Dir Yield	Crop direct yield for each tract.	County Offices shall follow 1-DCP to adjust direct yield.
Adjustment Reason	The reason that the direct yield is being adjusted. See *--subparagraph F.--*	Selection of an adjustment reason is required when a change is made to the direct yield.
CC Yield	Crop counter-cyclical yield for each tract.	County Offices shall follow 1-DCP to adjust counter-cyclical yield.
Adjustment Reason	The reason that the counter-cyclical yield is being adjusted. See *--subparagraph F.--*	Selection of an adjustment reason is required when a change is made to the counter-cyclical yield.
Submit	Saves changes made to any of the information on the Crop Base Data Screen.	Users must CLICK "Submit" if any changes are made to the information on the Crop Base Data Screen.

D Messages

One of the following messages will be displayed on the Crop Base Data Screen.

- "Total Base Acres under Eff DCP Cropland plus Double-Crop Avg by (number of acres)"
- "Total Base Acres over Eff DCP Cropland plus Double-Crop Avg by (number of acres)"
- "Total Base Acres equal to Eff DCP Cropland plus Double-Crop Avg".

170 Crop Base Data Screen (Continued)

E Base Adjustment Reason Codes

Following are the base adjustment reason codes and when each shall be used.

Reason	Use When
CCC-505 Perm Red	<p>Base acres are permanently reduced using CCC-505.</p> <p>Notes: This reason code shall not be used if CCC-505 is used to enroll in CRP. Use “CCC-505 CRP Red” reason code.</p> <p>This reason code shall not be used if CCC-505 is completed by COC to correct an out-of-balance tract. Use “COC Reduction” reason code.</p>
CCC-517	Base acres are redistributed using CCC-517.
Appeal	Base acres are corrected because of an appeal.
In-Transfer	Base acres are added because of an in-transfer.
Relief Given	Base acres are corrected because of relief being authorized by DAFP.
Peanuts	Peanut base acres are added.
CCC-505 CRP Red	<p>Base acres are reduced using CCC-505 when a farm enrolls into CRP-1.</p> <p>Note: This code shall not be used if CCC-505 is used for anything other than enrolling in CRP. Use “CCC-505 Perm Red” or “COC Reduction” reason code.</p>
CRP Expired/Term	Base acres are increased according to CCC-505 completed when the farm enrolled in CRP. See 1-DCP for additional information.
CLU Certification	Base acres are increased according to CCC-505 completed before CLU certification. See paragraph 172 for further information on when base acres reduced on CCC-505 can be restored when CLU is certified.
COC Reduction	<p>Base acres are reduced by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC reductions because of an out-of-balance tract.</p> <p>* * *</p>
COC Redistribution	<p>Base acres are redistributed by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC redistribution because of an out-of-balance tract.</p> <p>Base acres are redistributed because of rice apportionment to long grain rice and medium grain rice.</p>
--PTPP	Base acres are temporarily reduced by COC because of participation in PTPP.--

170 Crop Base Data Screen (Continued)

F Yield Adjustment Reason Codes

Following are the yield adjustment reason codes and when each shall be used.

Reason	Use When
CCC-505 Perm Red	<p>DCP yield is permanently reduced because of base acres being reduced using CCC-505.</p> <p>Notes: This reason code shall not be used if CCC-505 is used to enroll in CRP. Use “CCC-505 CRP Red” reason code.</p> <p>This reason code shall not be used if CCC-505 is completed by COC to correct an out-of-balance tract. Use reason code “COC Reduction” reason code.</p>
CCC-517	DCP yield is adjusted because of base acres being redistributed using CCC-517.
Appeal	DCP yield is corrected because of an appeal.
In-Transfer	DCP yield is added because of an in-transfer.
Relief Given	DCP yield is corrected because of relief being authorized by DAFP.
Peanuts	Peanut DCP yield is added.
CCC-505 CRP Red	<p>DCP yield is reduced because of base acres being reduced using CCC-505 when a farm enrolls into CRP-1. Refer to paragraph 173 for rules for yield adjustments.</p> <p>Note: This code shall not be used if CCC-505 is used for anything other than enrolling in CRP. Use “CCC-505 Perm Red” or “COC Reduction” reason code.</p>
CRP Expired/Term	DCP yield is increased because CCC-505 was completed to reduce bases when the farm enrolled in CRP. See 1-DCP for additional information.
CLU Certification	DCP yield is increased according to CCC-505 completed before CLU certification. See paragraph 172 for further information on when yields reduced when base acres are reduced on CCC-505 can be restored when a CLU is certified.
COC Reduction	DCP yield is reduced because of base acres being reduced by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC reductions because of an out-of-balance tract.
COC Redistribution	DCP yield is adjusted because of base acres being redistributed by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC redistribution because of an out-of-balance tract.
--PTPP	Base acres are temporarily reduced by COC because of participation in PTPP.--

171 Out-of-Balance Tracts

A Background

A tract is out-of-balance if the tract's base acres are in excess of the tract's effective DCP cropland plus double-cropped acres. Corrective action shall be taken on all out-of-balance tracts. See subparagraph B for exceptions.

The status of tracts may change frequently and will require constant action. Following are reasons that the status of a tract may change:

- land is enrolled into CRP
- existing CRP-1's expire or are terminated
- DCP cropland changes.

B Farms With Active CRP-15's

If tracts are out-of-balance on a farm with an active CRP-15, the tract acres shall not be adjusted until the earlier of either of the following:

- CRP-1 expires
- the farm is reconstituted.

Exception: If a farm is being reconstituted and the resulting farm from the division will be in balance and has an active CRP-15 for CAB's, the out-of-balance fix can be delayed until all CRP-15's have expired. If an out-of-balance tract is to be divided from the farm, the tract must be balanced before the reconstitution.

C Balancing Tract Data

If a tract is out-of-balance and there are no active CRP-15's on the farm, the tract acres must be adjusted according to either of the following:

- if the farm cannot support the excess acres, the owner or owners of the out-of-balance tract must complete CCC-505 to permanently reduce excess base acres on either of the following:
 - the specific tract that is out-of-balance
 - specific crops from multiple tracts, if all tract owners agree

Note: Refer to 1-DCP for instructions on completing CCC-505.

191 Crop CRP Data Screen

A Overview

The Crop CRP Data Screen will be displayed when the users select a crop and CLICK “CRP *-Data” on the Select Crop Screen according to paragraph 169.

B Example of Crop CRP Data Screen

Following is an example of the Crop CRP Data Screen.

The screenshot shows the USDA Farm Records Management System interface. The header includes the USDA logo and the text "United States Department of Agriculture Farm Service Agency" and "Farm Records Management System". A navigation menu on the left lists various links such as "Farm Records Links", "Homepage", "Farm Data Management", "Tracts", "Tract CRP", "Add Tract", "Base Data", "PTPP Data", "Crops", "Reconstitutions", "Farm", "Tract", "Reports", "Manual Download", "Logout of eAuth", and "Exit FRS".

The main content area is titled "WHEAT CRP Data" and displays the following information:

STATE	COUNTY	YEAR	FARM	TRACT
IN	Blackford	2011	10 *	143

BASE ACRES	CRP PENDING	CRP REDN	DIRECT YIELD	CC YIELD	CRP YIELD	CCC-505 CRP
5.0	0.0	0.0	40	42	0	0.0

TRACT	BASE ACRES	DIRECT YIELD	CC YIELD	DCP PENDING	CRP PENDING	CRP REDN	CRP YIELD	CRP CCC-505	
143	5.0	40	42	0.0	0.0	0.0	0	0.0	Detail

Below the table is a "Submit" button.

--*

191 Crop CRP Data Screen (Continued)

C Fields

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

Field/Button	Description	Action
Farm Crop Level		
Base Acres	Farm level base acres for the crop.	
CRP Pending	Farm level CRP pending acres for the crop.	
CRP Redn	Farm level CRP reduction acres for the crop.	
Direct Yield	Farm level direct yield for the crop.	
CC Yield	Farm level counter-cyclical yield for the crop.	
CRP Yield	Farm level CRP yield for the crop.	
CCC-505 CRP	Farm level CRP CCC-505 reduction acres for the crop.	
Tract Crop Level		
Tract	Each tract number associated with the farm.	
Base Acres	Crop base acres for each tract.	Adjust, add, or delete base acres as necessary.
Direct Yield	Crop direct yield for each tract.	Adjust, add, or delete the direct yield as necessary.
CC Yield	Crop counter-cyclical yield for each tract.	Adjust, add, or delete the counter-cyclical yield as necessary.
DCP Pending	Crop CRP pending acres being enrolled into DCP are entered into this field.	The user must enter the tract level CRP pending acres for the crop being enrolled into DCP.
CRP Pending	Crop CRP pending acres for each tract.	<p>Tract crop CRP pending acres are automatically updated when:</p> <ul style="list-style-type: none"> • CRP 1 expires • CRP1 is canceled • CRP-1 is deleted. <p>The user must update the tract crop CRP pending acres when:</p> <ul style="list-style-type: none"> • CRP-1 is terminated, revised, or converted • CRP-1 is corrected • CRP-1 is adjusted. <p>Refer to paragraph 192 for additional information.</p>

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 Farm 3755.--

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	Detail
99	3.9	28	28	0.0	26.5	11.0	28	0.0	Detail
1089	0.0	0	0	0.0	0.0	0.0	0	0.0	Detail
1092	0.0	0	0	0.0	0.0	0.0	0	0.0	Detail
8366	0.0	0	0	0.0	0.1	0.0	28	0.0	Detail
8367	0.3	28	28	0.0	1.9	0.8	28	0.0	Detail

--Farm 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. Note: 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 before CRP contract number, year of reduction, direct yield and CC yield have been entered.

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'. At the top right is the 'Farm Records Management System' logo. A blue header bar reads 'WHEAT CCC-505 CRP Reduction Data'. Below this is a table with columns: STATE (MS), COUNTY (Coahoma), YEAR (2011), FARM (3755), and TRACT (5). The main data table has columns: CRP Contract Number, Year Of Reduction (dropdown menu with 'None' selected), Acres Reduced (0.0), Direct Yield (0), CC Yield (0), and Delete (checkbox). At the bottom are 'Submit' and 'Delete Selected Contracts' buttons.

--*

193 Crop CCC-505 CRP Reduction Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Crop CCC-505 CRP Reduction Data Screen.

Field/Button	Description	Action
CRP Contract Number	CRP contract number that caused the reduction of base acres.	Adjust any existing CRP contract numbers or add new CRP contract numbers, as necessary.
Year of Reduction	The year the base reduction was completed.	Select the year that the base acres were reduced on CCC-505.
Acres Reduced	The amount of base acres that were reduced for the crop.	Enter the number of base acres that were reduced on CCC-505.
Direct Yield	The direct yield assigned to the reduced base acres.	Enter the direct yield from CCC-505.
CC Yield	The counter-cyclical yield assigned to the reduced base acres.	Enter the counter-cyclical yield from CCC-505.
Delete	Selects a line for deletion.	The user shall place a check in the check box next to line that will be deleted.
Submit	Saves changes made to any of the information on the Crop CCC-505 CRP Reduction Data Screen.	Users must CLICK "Submit" if any changes are made to the information on the Crop CCC-505 CRP Reduction Data Screen.
Delete Selected Contracts	Deletes any lines that were selected for deletion.	Users must CLICK "Delete Selected Contracts" to delete any lines that were selected for deletion.

194 Crop PTPP Reduction Data Screen

A Overview

The Crop PTPP Reduction Data Screen will be displayed when the user selects a crop and clicks “PTPP Data” on the Select Crops Screen according to paragraph 169.

B Example of Crop PTPP Reduction Data Screen

Following is an example of the Crop PTPP Reduction Data Screen.

C Fields

The following provides the field descriptions and actions for the Crop PTPP Reduction Data Screen.

Field/Button	Description	Action
Farm Crop Level		
Base Acres	Farm level base acres for the crop.	
Direct Yield	Farm level direct yield for the crop.	
CC Yield	Farm level counter-cyclical yield for the crop.	
PTPP Acres	Acres reduced for enrollment in PTPP acres for the crop.	County Offices shall follow 1-DCP to enter or adjust PTPP acres.
Submit	Saves changes made to PTPP acres on the Crop PTPP Data Screen.	Users must CLICK “Submit” if any changes are made to PTPP acres on the Crop PTPP Data Screen.

195-210 (Reserved)

Part 10 Reports

243 Accessing Reports

A Accessing Reports

Reports can be accessed from FRS Home Page. CLICK “**Reports**” to access the Report Selection Screen.

B Example of Report Selection Screen

Following is an example of the Report Selection Screen.

*--

The screenshot displays the 'Report Selection' interface of the Farm Records Management System. At the top, the USDA logo and 'Farm Service Agency' are visible on the left, and 'Farm Records Management System' is on the right. A navigation sidebar on the left lists various links. The main content area features a 'Report Selection' table with columns for STATE, COUNTY, YEAR, FARM, and TRACT. Below the table, there are two main report categories: 'Reconstitution Reports' and 'Farm, Tract and Crop Reports'. Each category lists several report types, some with lightning bolt icons (indicating live data) and others with folder icons (indicating reporting database data). A legend box on the right explains these icons. The date and time of the last update are also shown.

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
- Tract Data Summary Report
- Base Acreage & Yield Adjustment Report
- Farm Constitution Review Report
- Producer Farm Data Report

Legend

- Lightning bolt icon: Live data
- Folder icon: Reporting database; data last updated on Jun 27, 2010 12:24 PM CDT

--*

243 Accessing Reports (Continued)

C Reports

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

Report	Description
Reconstitution Reports	
COC Report	See 2-CM for description.
FSA-476DCP	
Pending Reconstitutions Report	
Specific Reconstitution History of a Farm	
Reconstitution History of a Tract	
Reconstitution Status Report	
Farm, Tract, and Crop Reports	
CCC-517 Tract Redistribution Form	CCC-517 Tract Redistribution Form for the selected farm will be displayed. See paragraph 244 for additional information
DCP FSA-156EZ	DCP FSA-156EZ provides farm history data. It is intended as the main paper reference for: <ul style="list-style-type: none"> • farm and tract data • crop data • conservation compliance status. See paragraph 245 for additional information.
CRP Cropland Out-of-Balance Report	CRP Cropland Out-of-Balance Report identifies farms where the farm level CRP cropland acres do not equal the total tract level CRP cropland acres. See paragraph 153.
CRP Pending Acres Out-of-Balance Report	CRP Pending Acres Out-of-Balance Report identifies farms where the farm level CRP pending acres do not equal the total tract level CRP pending acres. See paragraph 192.
CRP Reduction Acres Out-of-Balance Report	CRP Reduction Acres Out-of-Balance Report identifies farms where the farm level CRP reduction acres do not equal the total tract level CRP reduction acres.
CRP Pending Report	CRP Pending Report identifies farms with CRP pending acres present. Producers have the option of enrolling the CRP pending acres into DCP by the specified deadlines in 1-DCP.
Wetland Violation Report	Wetland Violation Report identifies farms that have wetland violations checked on 1 or more tracts.
Out-of-Balance Tracts Report	Out-of-Balance Tracts Report identifies tracts with base acres in excess of the tracts effective DCP cropland plus double-cropped acres. See paragraph 171 for instructions on balancing tract data.
AD-1026A Report	AD-1026A Report provides tract HEL and wetland determinations on every farm with which the producer is associated.
Tract Data Summary Report	Tract Data Summary Report is a summary report of all tract data by farm in a county.
Base Acreage and Yield Adjustment Report	Base Acreage and Yield Adjustment Report identifies any farm number, tract number, crop, adjustment type, adjustment reason, date changed, and farm status that the base or yield has been changed. See 1-DCP for additional instructions.

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.

*--

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C Printing Single FSA-156EZ

Print a single FSA-156EZ according to the following table.

Step	Action
1	For multiple County Offices only: select the applicable County Office.
2	Select the applicable year.
3	Enter farm number to be printed and CLICK “Submit”.
4	If farm is inactive, change selection to either “inactive” or “active and inactive”. Note: “Active” is the default.
5	When FSA-156EZ opens in the Adobe PDF window, do either of the following: <ul style="list-style-type: none"> • select the browsers print button to print the report • save the report to your computer.

245 Printing DCP FSA-156EZ (Continued)

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: 8/3/10 2:09 PM	
Report ID: FSA-156EZ		Abbreviated 156 Farm Record				Crop Year: 2011	
						Page: 1 of 1	
Operator Name			Farm Identifier			Recon Number	
Any 1 Producer			Div of 4796			2010 28027 5	
Farms Associated with Operator:							
3358, 4806, 4811							
CRP Contract Number(s): None							
Farmland	Cropland	DCP Cropland	WBP	WRP/EWP	CRP Cropland	GRP	Farm Status
59.0	54.8	54.8	0.0	0.0	0.0	0.0	Active
State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	NAP	MPL/FWP		FAV/WR History
0.0	0.0	54.8	13.7	0.0	0.0		Y
							Number of Tracts
							1
							ACRE Election
							None
Crop	Base Acreage	CRP Reduction	CRP Pending	Direct Yield	CC Yield	CCC-505 CRP Reduction	
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	
Total Base Acres:	64.3						
Tract Number: 9019	Description						FAV/WR History
BIA Range Unit Number:							Y
HEL Status:	HEL Determinations not complete						
Wetland Status:	Tract does not contain a wetland						
WL Violations:	None						
Farmland	Cropland	DCP Cropland	WBP	WRP/EWP	CRP Cropland	GRP	
59.0	54.8	54.8	0.0	0.0	0.0	0.0	
State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	NAP	MPL/FWP		
0.0	0.0	54.8	13.7	0.0	0.0		
Crop	Base Acreage	Direct Yield	CC Yield	CRP Reduction	CRP Pending	CRP Yield	CCC-505 CRP Reduction
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
Total Base Acres:	64.3						
Owners: Any 2 Producer				Any 3 Producer			
Other Producers: Any 4 Producer				IMA Farmer			

--*

246 (Withdrawn--Amend. 18)

247, 248 (Withdrawn--Amend 10)

--249 Farm Constitution Review Report*A Overview**

The Farm Constitution Review Report is designed to help COC determine whether land is properly constituted. Previously, a query was processed in the System 36 to assist COC in their annual review of properly constituted farms. The web-based Farm Constitution Review Report:

- is available as a PDF file
- should only be printed as necessary for the COC annual review.

The Farm Constitution Review Report indicates farms, tracts, and owners associated with each operator. The report could **not** be formatted in an order that would allow a user to easily locate a specific name; however, the user can use the “Search” feature to search a specific name in the report.

Note: The Farm Constitution Review Report should only be printed as needed for COC review. If possible, do **not** print the report more than twice a year. The report may take several minutes to process. Do **not** cancel the report after it has started processing. The processing of the report creates severe stress to the server. The stress to the server is magnified if the report is canceled and the process restarted, because the system is trying to not only process the first report but also the second report requested.

B Accessing Farm Constitution Review Report

To print the Farm Constitution Review Report, on the Report Selection Screen, select “Farm Constitution Report” and CLICK “Submit”. The Farm Constitution Review Report Screen will be displayed. The county associated with the user’s e-Authorization ID will be displayed. The drop-down box provides selection to any county with which the user’s ID is associated.

Note: The County Office user shall **not** print the report for any other county. If the user CLICKS “Select Other Counties”, the user shall CLICK “Cancel” to be returned to the Report Selection Screen.--*

249 Farm Constitution Review Report (Continued)

C Example of Farm Constitution Review Report Screen

Following is an example of the Farm Constitution Review Report Screen.

*--

--*

D Printing Farm Constitution Review Report

Follow these steps to print the Farm Constitution Review Report.

Step	Action
1	CLICK "Submit" to process the report for the county displayed on the screen.
2	Once "Submit" has been clicked, an Adobe PDF window will be displayed. Do not attempt to close the application.
3	Select the browser's "Print" button to print the report when it has completed processing.

249 Farm Constitution Review Report (Continued)

E Example of Farm Constitution Review Report

Following is an example of the Farm Constitution Review Report.

Mississippi Coahoma		U.S. Department Of Agriculture Farm Service Agency		Prepared: 12/30/08 8:50 AM Page: 2 of 89	
Farm Constitution Review Report					
Operator	Farm	Tract	Owner		
BT FARM	478	44	JAMES BY		
			SHIRLEY BY		
			JONETA BYRD AITKE		
			45	JAMES BY	
			SHIRLEY BY		
			DEBORAH BYRD ETHE		
		52	46	JAMES BY	
			SHIRLEY BY		
			PAMUELLA BYRD ANDERS		
		53	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	2011	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 “ Select Customer ” to continue. The SCIMS Customer Search Page will be displayed. See 1-CM for additional information.
3	Select the producer by searching by type, name, 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"> • “Confirm” to select the displayed producer • “Select Again” to search for a different producer; go to step 3 • “Cancel” to return to Producer Farm Data Report Screen; go to step 1.
5	After user clicks “ Confirm ”, the Farm Producer Report will be displayed in an Adobe PDF window. * * *
6	Select the browser’s print button to print the report.

250 Producer Farm Data Report (Continued)

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:	8/27/10 10:01 AM		
Crop Year: 2011										Page:	1		
Producer Name and Address							Recording County Office Name						
Any 1 Producer 123 Nowhere St Anywhere, ST 00000-0000							Coahoma, Mississippi						
Telephone: None													
	Number of Farms	Number of Tracts	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	NAP					
	6	6	983.0	764.4	764.4	0.3	764.1	0.00					
State & County	Farm	Tract	Relationship to Farm Tract	Producer	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	NAP	HEL Code	Wetland Code	
Blackford, IN	10	143	Owner/Operator	Any 1 Producer	107.0	35.6	35.6	0.0	35.6	0.00	SNA	WL	
			Other Tenant	Any 3 Producer									
Blackford, IN	2277	1100	Owner	Any 1 Producer	40.0	34.0	34.0	0.3	33.7	0.00	SA	DNC	
Coahoma, MS	3358	1521	Owner	Any 5 Producer	297.0	252.5	252.5	0.0	252.5	0.00	N	WL	
			Owner	Any 6 Producer									
			Owner	Any 7 Producer									
			Owner	Any 4 Producer									
			Other Tenant	Any 2 Producer									
			Other Tenant	Any 1 Producer									

HEL Codes	SA = HEL: Sys Applied SNA = HEL: Sys Not Applied	SNR = HEL: Sys Not Required ZYR = HEL: 2-yr Implement	DNC = Determination Not Complete N = Not HEL	Wetland Codes	WL = Wetland N = No Wetland	DNC = Determination Not Complete
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***--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.

Field	Description
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.

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251-260 (Reserved)

Menu and Screen Index

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Out-of-Balance Tract Redistribution Examples

Example 1

--The following farm data table represents Farm 300 as of September 30, 2005.--

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres	CRP-15 Reductions		
		Cor n	Wheat	Barley		Cor n	Whea t	Barley
1	100	35	30	10				15
2	100	25	30	10	80 - Contract No. 1 expires September 30, 2005			15
3	100	40	30	10				15
4	100	20	30	10				15
Totals	400	120	120	40	80 acres			60

The following CAB reductions are recorded on CRP-15 for Contract No. 1.

Contract No.	Barley
1	60

On October 1, 2001, the producer re-enrolled the 80 acres in CRP. The 60 acres of barley reductions are released to the tracts. The entire 60 acres of barley cannot be enrolled on the farm since there is insufficient effective DCP cropland acreage.

Out-of-Balance Tract Redistribution Examples (Continued)

Example 1 (Continued)

After releasing the CRP barley CAB reduction acres, the farm tract crop data reflects the following.

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres	CRP-15 Reductions		
		Corn	Wheat	Barley		Corn	Wheat	Barley
1	100	35	30	25				
2	100	25	30	25	80 - Signup 15 expires September 30, 2011			
3	100	40	30	25				
4	100	20	30	25				
Totals	400	120	120	100	80 acres			

The effective DCP cropland for the farm is 320 acres, which is 400 acres of DCP cropland minus 80 acres of CRP. Since the farm is deficient by 20 acres of DCP cropland, a permanent reduction of 20 base acres is required. CCC-505 must be completed designating the crop or crops that are to be permanently reduced. The permanent reduction can be made on either of the following:

- on Tract 2
- from the farm level, if all tract owners agree.

The owner of Tract 2 permanently reduces 20 acres of barley from Tract 2. The 40 acres of barley CRP CAB reduction is enrolled in DCP. The tract data would reflect the following information.

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres	CRP-15 Reductions		
		Corn	Wheat	Barley		Corn	Wheat	Barley
1	100	35	30	25				
2	100	25	30	5	80 - Signup 15 expires September 30, 2011			
3	100	40	30	25				
4	100	20	30	25				
Totals	400	120	120	80	80 acres			

Out-of-Balance Tract Redistribution Examples (Continued)

Example 1 (Continued)

Base acres for Tract 2 exceed the excess DCP cropland for the tract. The owner must request a redistribution of the excess base acreage on Tract 2 or the acreage will be permanently reduced. This owner requests redistribution. The excess base acres shall be distributed to the tracts that have excess DCP cropland based on each tract's excess DCP cropland factor. These factors are computed by dividing the excess DCP cropland for each tract by the total excess DCP cropland for all tracts on the farm. This table represents these factors and the excess base acres that need to be redistributed.

Tract	Excess Base Acres	Excess DCP Cropland Acres by Tract	Excess DCP Cropland Factors by Tract
1	0	10	.2500
2	40	0	
3	0	5	.1250
4	0	25	.6250
Total	40	40	1.000

The owner of Tract 2 must designate which crop's base acres are to be redistributed. The owner of Tract 2 requests to redistribute barley first, wheat second, and corn third.

Based on the owner's request, the following base acres must be redistributed from Tract 2.

Tract	Corn	Wheat	Barley	Totals
2	5	30	5	40

Based on the excess DCP cropland factors, the redistribution to Tracts 1, 3, and 4 will occur according to the following table.

Tract	Corn	Wheat	Barley	Totals
1	1.3	7.4	1.3	10.0
3	.6	3.8	.6	5.0
4	3.1	18.8	3.1	25.0
Farm Total	5.0	30.0	5.0	40.0

Out-of-Balance Tract Redistribution Examples (Continued)

Example 1 (Continued)

After redistribution of CAB's, the farm crop tract files will have the following DCP data.

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres
		Corn	Wheat	Barley	
1	100	36.3	37.4	26.3	
2	100	20.0	0	0	80 - Signup 15 expires September 30, 2011
3	100	40.6	33.8	25.6	
4	100	23.1	48.8	28.1	
Totals	400.0	120.0	120.0	80.0	80.0

The DCP cropland acres on each tract are now sufficient to support the base acres and the CRP acres.

Example 2

--The following farm data table represents Farm 400 as of September 30, 2005.--

Tract	DCP Cropland Acres	Base Acres			CRP Contract Acres
		Corn	Soybeans	Peanuts	
1	100	35	20	40	
2	100	25	20	40	
3	100	40	20	40	
4	100	80			
Totals	400	180	60	120	

Manual Redistribution Worksheet for Out-of-Balance Tracts

County Offices shall use these instructions for completing the redistribution worksheet for out-of-balance tracts.

Item	Instruction
Header	*--Enter farm number and tract number or numbers for the farm.--*
1	Enter DCP cropland acres for each tract and total DCP cropland acres for the farm.
2	Enter CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acres for each tract and for the farm. This will include all CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acreage currently under contract.
3	Determine the effective DCP cropland acreage for each tract and the farm by subtracting item 2 from item 1.
4	Enter the double-cropped acres for each tract and total double-cropped acres for the farm.
5	Determine the effective DCP cropland plus double-cropped acres for each tract and the farm by adding item 4 to item 3.
6	Enter the base acres by crop for each tract on the farm. These acres should include CAB released from CRP-15 and transferred to DCP from CRP pending.
7	Enter the total base acres for each tract and the farm.
8a, 8b, and 8c	Subtract the base acres for each tract in item 7 from the effective DCP cropland plus double-cropped acres for each tract in item 5. This will determine whether a tract is out of balance or has excess DCP cropland acres plus double-cropped acres. After subtracting item 7 from item 5, negative values shall be entered in item 8a for each tract and are considered out of balance. Positive values shall be entered in item 8b for each tract and represent values with excess DCP cropland plus double-cropped acres. Item 8c is the total of all amounts in item 8b.
9	For each tract with excess DCP cropland plus double-cropped acres in item 8b, determine the redistribution factor. Divide the excess DCP cropland plus double-cropped acres for each tract in item 8b by the total excess DCP cropland plus double-cropped acres in item 8c. Round to 4 decimal places.
10	Enter by tract and by crop the base acres in item 8a to be redistributed. DCP direct lowest paying crops shall be redistributed first or, if applicable, the owner(s) of the out-of-balance tract(s) may select the crop(s) to be redistributed.
11	Determine the acres of each crop to be redistributed to each tract with excess DCP cropland plus double-cropped acres (receiving tracts.) Calculate the base acres to redistribute to receiving tracts by multiplying each tract's redistribution factor in item 9 times each crop's acreage in items 10a through 10d.
12	Determine the resulting base acres for each crop and tract using either of the following: <ul style="list-style-type: none"> • subtract item 10 acreage from item 6 acreage • add item 11 acreage plus item 6 acreage.
	Employee shall initial and date the worksheet.

Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

*--

Farm:	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Farm Total
(1) DCP Cropland Acres									
(2) CRP, WBP, WRP/EWP, GRP, St. Consv., and Other Consv. Acres									
(3) Effective DCP Cropland (Item 1 - Item 2)									
(4) Double-Cropped Acres									
(5) Effective DCP Cropland plus Double-Cropped Acres (Item 3 + Item 4)									
(6) Base Acres	In this section, list the base acres by crop for each tract on the farm. These acres should include released CRP-15 acres transferred to DCP from CRP pending.								
Crop 1: _____									
Crop 2: _____									
Crop 3: _____									
Crop 4: _____									
(7) Total Base Acres (sum of crops in item 6)									
(8) Excess DCP Cropland plus Double-Cropped Acres (Item 5 - Item 7)	Subtract the base acres for each tract from the effective DCP cropland plus double-cropped acres for each tract. Negative values shall be listed in 8a and represent out-of-balance tracts. Positive values shall be listed in 8b and represent tracts with excess DCP cropland acres plus double-cropped acres (receiving tracts).								
8a-Excess Base Acres Out of balance Tracts									
8b-Excess DCP Cropland plus double-cropped acres Receiving Tracts									8c - Total:
(9) Redistribution Factor for Receiving Tracts (Item 8b / 8c) round dec. to 4 places									1.0000

--*

Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

*--

Farm:	Tract	Farm Total							
<p>(10) Acres to Redistribute From Out-of-Balance Tracts</p> <p>List the acres of each crop or crops to be redistributed to the tracts with excess DCP cropland plus double-cropped acres. The only tracts that will have data in this section are those with values in item 8a. DCP direct lowest paying crops shall be redistributed first or, if applicable, the owner(s) of the out-of-balance tract(s) may select the crop(s) to be redistributed.</p> <p>Crop 1: _____</p> <p>Crop 2: _____</p> <p>Crop 3: _____</p> <p>Crop 4: _____</p> <p>Tract Totals Note: Should equal 8a for the tract</p>									(10a) Total:
									(10b) Total:
									(10c) Total:
									(10d) Total:
<p>(11) Acres to Redistribute to Receiving Tract(s)</p> <p>This section will determine the acres of each crop that will be redistributed to each tract with excess DCP cropland plus double-cropped acres. The only tracts that will have data in this section are those with values in item 8b.</p> <p>Item 9 x Item 10a-10d</p> <p>Crop 1: _____ Item 9 x item 10a</p> <p>Crop 2: _____ Item 9 x Item 10b</p> <p>Crop 3: _____ Item 9 x Item 10c</p> <p>Crop 4: _____ Item 9 x Item 10d</p>									

--*

Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

*--

Farm:	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Farm Total
(12) Tract Base Acres After Redistribution Crop 1: _____ Crop 2: _____ Crop 3: _____ Crop 4: _____	Determine the resulting base acres for each crop and tract by subtracting item 10 from item 6 or by adding Item 11 to item 6.								
Total Tract Base Acres									Total

--*

Employee initials _____ Date _____

Data Elements on FSA-156EZ

A FSA-156EZ Data Elements

The following lists the data elements on FSA-156EZ.

Farm Data
State and County
Farm Number
Date Prepared
Crop Year
Page Number – printed as page X of X
*** Operator Name
--Farm Identifier--
Recon *** Number
Farms Associated With Operator

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
--MPL/FWP--
FAV/WR History
ACRE Election
Farm Crop Data
Crop
Base Acreage
CRP Reduction
CRP Pending
Direct Yield
CC Yield
CCC-505 CRP Reduction
PTPP Reduction (if applicable)
Total Base Acres

Data Elements on FSA-156EZ (Continued)

A FSA-156EZ Data Elements (Continued)

Remarks/Explanation
Remarks, if entered
Tract Data
Tract Number
--Description--
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
--MPL/FWP--
* * *
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
*--Owners
Other Producers--*