

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 19

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 67 B and C have been amended to remove antiquated claims procedure.

Subparagraph 101 C has been amended to update procedure that only the National Office can add farms and tracts in prior years.

Subparagraphs 105 A and C have been amended to update procedure for adding a farm in prior years.

Paragraphs 118 through 122 have been amended to update the procedure used to view operators, tract data, crop data, other producers, and owners.

Subparagraph 131 C has been amended to remove other producers, which moved to the tract level.

Subparagraph 152 C has been amended to add new cropland adjustment codes.

Subparagraphs 154 A and C have been amended to reflect other producers being moved to the tract level.

Subparagraphs 155 A and C have been amended to update procedure for adding a tract in current and prior years.

Subparagraph 156 A has been amended to update procedure for deleting a tract.

Subparagraph 170 E has been amended to add new base adjustment reason codes.

Paragraph 172 has been withdrawn.

Subparagraphs 244 B and C have been amended to update the CCC-517 example and instructions.

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67 Handling Within-State Transfers

A Initiating County Action

Use the following table for initiating county action.

IF transfer is initiated in the...	THEN...
receiving County Office	<ul style="list-style-type: none"> • complete FSA-179, Part A • send all FSA-179 copies to the transferring County Office.
transferring County Office	<ul style="list-style-type: none"> • complete FSA-179, Parts A and B • send all FSA-179 copies to the receiving County Office.

B Transferring County Action

Use the following table for transferring county action.

IF transfer...	THEN...
was initiated in the receiving County Office	<ul style="list-style-type: none"> • complete FSA-179, Part B • indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved • if approved: <ul style="list-style-type: none"> • send all FSA-179 copies and pertinent farm records to the receiving County Office •*--remove CLU's, associated wetland points, and CRP records from the CLU layer with the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool • encrypt the geospatial data and send to the receiving County Office • retain a copy of CLU's, wetland points, and CRP records being transferred--* • cancel DCP contract in the system • cancel all active AD-245's for ACP-LTA contract in the system • reduce balance available for LTA contracts to zero in the system • return remaining allocation for LTA contract to State Office • cancel CRP contracts in the system • notify receiving office of all outstanding debts and producer offset requests

67 Handling Within-State Transfers (Continued)

B Transferring County Action (Continued)

IF transfer...	THEN...
was initiated in the receiving County Office (Continued)	<ul style="list-style-type: none"> •*--ensure that all outstanding debts are loaded in NRRS according to 64-FI--* <li style="text-align: center;">* * * • if disapproved, send disapproved FSA-179 back to the receiving County Office.
was initiated in the transferring County Office	<ul style="list-style-type: none"> • complete FSA-179, Parts A and B • indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved • if approved by transferring County Office, send all FSA-179 copies to the receiving County Office • wait for approval by receiving County Office. If approved by receiving County Office: <ul style="list-style-type: none"> • send pertinent farm records to the receiving County Office • remove CLU's, associated wetland points, and CRP records from the CLU layer with the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool • encrypt the geospatial data and send to the receiving County Office • retain a copy of CLU's, wetland points, and CRP records being transferred • cancel DCP contract in the system • cancel all active AD-245's for ACP-LTA contract in the system • reduce balance available for LTA contracts to zero in the system • return remaining allocation for LTA contract to State Office • cancel CRP contracts in the system • notify receiving office of all outstanding debts and producer offset requests •*--ensure that all outstanding debts are loaded in NRRS according to 64-FI--* <li style="text-align: center;">* * * • if disapproved by receiving County Office, submit the request to STC for a determination. See subparagraph D.

67 Handling Within-State Transfers (Continued)

C Receiving County Action

Use the following table for receiving county action.

IF transfer...	THEN...
<p>was approved by the transferring County Office</p>	<ul style="list-style-type: none"> • indicate recommendation for approval or disapproval on FSA-179, item 13A and provide reason if disapproved • if approved: <ul style="list-style-type: none"> • send 1 copy of FSA-179 to transferring County Office • send 1 copy of FSA-179 to the State Office • add farm according to paragraph 105 • add CLU's being transferred and the associated wetland points using the In-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool and update farm, tract, and CLU number accordingly • post allocation received from State Office for LTA's to ledger <p>Note: State Office shall record the change on the State ledger.</p> • approve new DCP, LTA, and CRP contracts, as applicable, in the system for the transferred contracts <p>Note: For CRP contracts that have been converted, contact the State Office for entering in the system.</p> <ul style="list-style-type: none"> • re-create any active AD-245's for LTA and CRP contracts <p>* * *</p> <ul style="list-style-type: none"> • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ • notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.

Section 1 Selection

101 Year Selection

A Overview

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

B 2002

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

C 2003 and Future Years

Users have unlimited update capabilities in 2003 and future years.

***--Note:** Only the National Office can add farms and tracts in prior years.--*

102 Display a Producer’s Farms

A Overview

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

B USDA SCIMS Customer Search Page

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

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

*--

--*

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

105 Add New Farm

A Overview

--A new farm can be added in current year by all users. A new farm can be added in prior years by the National Office only.--

A new farm cannot be added unless it contains:

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

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

B Adding a Farm

The following table provides instructions for adding a new farm.

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

105 Add New Farm (Continued)

C Adding Prior Year Farms

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

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

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

*--A farm can only be added for prior years by the National Office.

County Offices shall submit requests to add farms in prior years to PECD, Common Provisions Branch through their State Office.

To request a farm be added in a prior year, County Offices shall submit the following documentation to their State Office:

- explanation of why the farm should be added in a prior year
- State and county
- operator
- tract information according to subparagraph 155 C.

State Offices shall:

- review the documentation submitted by the County Office to ensure that:
 - the farm should be added
 - all applicable documentation has been provided
- forward the documentation to PECD, Common Provisions Branch, using any of the following methods:
 - e-mail to Ginny Haynes at ginny.haynes@wdc.usda.gov ensuring that:
 - documentation is encrypted
 - a password is provided by either a telephone call or separate e-mail
 - FAX to 202-720-0051, Attention: Ginny Haynes--*

105 Add New Farm (Continued)

C Adding Prior Year Farms (Continued)

- *--FedEx to:

USDA, FSA, PECD, Common Provisions Branch
 Attn: Ginny Haynes
 Room 3637, South Building
 1400 Independence Ave, SW
 Washington, DC 20250.--*

D Select a County Screen

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

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

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

Counties served by your office(s):

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

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

106-111 (Reserved)

Section 3 Data

118 Farm Data/Operator**A Viewing Farm Data and Farm Operator**

*--To view farm data and the farm operator, users shall do either of the following:

- enter the farm number or tract number in the “Selection” section of the Farm Selection Screen and select “Farm Data/Operator” in the “Data” section of the Farm Selection Screen; then CLICK “Submit”
- CLICK “Display a Producer’s Farms” in the “Selection” section of the Farm Selection Screen, then:
 - select the operator from the SCIMS Customer Search Screen
 - select the farm number on the Associated Farms Screen.--*

B Additional Information

See Part 5 for additional information about viewing farm data and farm operators.

119 Tract Data**A Viewing Tract Data**

*--To view tract data, users shall do 1 of the following:

- enter the tract number in the “Selection” section of the Farm Selection Screen and select “Tract Data” in the “Data” section of the Farm Selection Screen; then CLICK “Submit” and select the tract
- enter the farm number in the “Selection” section of the Farm Selection Screen and select “Tract Data” in the “Data” section of the Farm Selection Screen; then CLICK “Submit”
- CLICK “Display a Producer’s Farms” in the “Selection” section of the Farm Selection Screen, then:
 - select the operator from the SCIMS Customer Search Screen
 - select the farm number on the Associated Farms Screen
 - CLICK “Tracts” on the Farm Data Screen
 - select the tract.--*

B Additional Information

See Part 6 for additional information about viewing tract data.

120 Crop Data**A Viewing Crop Data**

*--To view crop data, users shall do 1 of the following:

- enter the farm number in the “Selection” section of the Farm Selection Screen and select “Crop Data” in the “Data” section of the Farm Selection Screen; then CLICK “Submit”
- enter any tract number on the farm in the “Selection” section of the Farm Selection Screen and select “Crop Data” in the “Data” section of the Farm Selection Screen; then CLICK “Submit”
- CLICK “Display a Producer’s Farms” in the “Selection” section of the Farm Selection Screen, then:
 - select the operator from the SCIMS Customer Search Screen
 - select the farm number on the Associated Farms Screen
 - CLICK “Crops” on the Farm Data Screen.--*

B Additional Information

See Part 7 for additional information about viewing crop data.

121 Other Producers**A Viewing Other Producers**

*--To view other producers, users shall do 1 of the following:

- enter the farm number in the “Selection” section of the Farm Selection Screen and select “Owners/Other Producers” in the “Data” section of the Farm Selection Screen; then CLICK “Submit” and select the tract on the Tracts Screen
- enter the farm number and tract number in the “Selection” section of the Farm Selection Screen and select “Owners/Other Producers” in the “Data” section of the Farm Selection Screen; then CLICK “Submit”
- CLICK “Display a Producer’s Farms” in the “Selection” section of the Farm Selection Screen, then:
 - select the producer from the SCIMS Customer Search Screen
 - select the farm on the Associated Farms Screen
 - select the tract on the Tracts Screen
 - CLICK “Owners/Others” on the Tract Data Screen.--*

B Additional Information

See Part 8 for additional information about viewing other producers.

122 Owners**A Viewing Owners**

*--To view owners, users shall do 1 of the following:

- enter the farm number in the “Selection” section of the Farm Selection Screen and select “Owners/Other Producers” in the “Data” section of the Farm Selection Screen; then CLICK “Submit” and select the tract on the Tracts Screen
- enter the farm number and tract number in the “Selection” section of the Farm Selection Screen and select “Owners/Other Producers” in the “Data” section of the Farm Selection Screen; then CLICK “Submit”
- CLICK “Display a Producer’s Farms” in the “Selection” section of the Farm Selection Screen, then:
 - select the producer from the SCIMS Customer Search Screen
 - select the farm on the Associated Farms Screen
 - select the tract on the Tracts Screen
 - CLICK “Owners/Others” on the Tract Data Screen.--*

B Additional Information

See Part 9 for additional information about viewing owners.

123-126 (Reserved)

131 Farm Producer Exceptions Screen (Continued)

C Fields (Continued)

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

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. *--Select 1 of the following options in the drop-down menus: <ul style="list-style-type: none"> • “New Land Broken Out” – new cropland put into production • “Residential Reduction” – cropland reduced because of residential use--*

152 Tract Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
Cropland (Continued)	Cropland acres for the tract.	<ul style="list-style-type: none"> •*--“Commercial Reduction” – cropland reduced because of commercial use • “Other” – all other cropland changes.--* <p>Note: When tract level cropland acres are adjusted, the farm level cropland acres will be adjusted automatically when users CLICK “Submit”.</p>
Double-Crop	Double-crop acres for the tract. <p>Note: Double-crop acres cannot exceed effective DCP cropland for the tract.</p>	Adjust the double-crop acres as necessary. <p>Note: When tract level double-crop acres are adjusted, the farm level double-crop acres will be adjusted automatically when users CLICK “Submit”.</p>
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. <p>Note: When tract level NAP crop acres are adjusted, the farm level NAP crop acres will be adjusted automatically when users CLICK “Submit”.</p>
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. <p>Note: When tract level DCP cropland acres are adjusted, the farm level DCP cropland acres will be adjusted automatically when users CLICK “Submit”.</p>
CRP Cropland	CRP cropland acres for the tract.	See paragraph 153 to adjust tract level CRP cropland acres.

152 Tract Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
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".
State Consv	State conservation acres for the tract.	Adjust the State conservation acres as necessary. See paragraph 25 for further information on classifying State conservation acres. Note: When tract level State conservation acres are adjusted, the farm level State conservation acres will be adjusted automatically when users CLICK "Submit".
Other Consv	Total other conservation acres for the farm.	Adjust the other conservation acres as necessary. See paragraph 25 for further information on classifying other conservation acres. Note: When tract level other conservation acres are adjusted, the farm level other Conservation acres will be adjusted automatically when users CLICK "Submit".
GRP Acres	GRP acres for the tract.	Adjust the GRP acres as necessary. See paragraph 25 for further information on classifying GRP acres. Note: When tract level GRP acres are adjusted, the farm level GRP acres will be adjusted automatically when users CLICK "Submit".
HEL	HEL determination for the tract.	Select HEL determination applicable to the tract. Selection is required if the tract has highly erodible land. See 6-CP for additional information on HEL determinations.
Wetland	Wetland determination for the tract.	Select wetland determination applicable to the tract. Selection is required if the tract has a wetland. See 6-CP for additional information on wetland determinations.
WL Violations	Wetland violations for the tract.	Select wetland violations applicable to the tract. Selection is not required. See paragraph D for additional information on WL violations.
Submit	Saves changes made to any of the information on the Tract Data Screen.	Users must CLICK "Submit" if any changes are made to the information on the Tract Data Screen.

152 Tract Data Screen (Continued)

D Wetland Violations

*--Selecting wetland violations is **not** allowed unless the tract has been designated as “Tract contains a wetland or farmed wetland” or “Wetland determinations not complete”.

If user selects, “An agricultural commodity has been planted on a converted wetland”, then the user **must** also select, either of the following:

- “Wetland converted between December 23, 1985, and November 28, 1990.”
- “Wetland converted after November 28, 1990.”--*

E Adjusting Double-Crop Acres After Enrolling in a CRP Contract

Tract level double-crop acres **cannot** exceed tract level effective DCP cropland acres. This validation may affect farms that are enrolled in CRP.

When a farm is enrolled in CRP, County Offices **must** update the tract level CRP cropland acres. After the tract level CRP cropland acres are updated, the tract level effective DCP cropland is automatically reduced by the system. Because of the validation that double-crop acres cannot exceed effective DCP cropland, County Offices may need to reduce the double-crop acres on the Tract Data Screen to equal effective DCP cropland. This will only have to be done if the double-crop acres are greater than the effective DCP cropland after it was reduced because of CRP enrollment.

Example: Farm Number 100 has:

- 50 effective DCP cropland acres
- 25 double-crop acres.

35 acres are enrolled in CRP and now farm number 100 has:

- 15 effective DCP cropland acres
- 25 double-crop acres.

The County Office **must** access the Tract Data Screen to reduce the double-crop acres to 15 acres.

F Updating Tract Data

When valid entries are made on the Tract Data Screen and users CLICK “**Submit**”, the system will update the current year and, if applicable, all future years tract data.

***--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 subparagraph A for additional information.
*--MPL/FWP	MPL/FWP acres for the tract.	Adjust the MPL/FWP acres as necessary. See subparagraph 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 Tract--
 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 header includes the USDA logo and 'United States Department of Agriculture Farm Service Agency' on the left, and 'Farm Records Management System' on the right. A navigation menu on the left lists various options under 'Links'. The main content area features a blue header for the title, followed by a table with filter criteria: STATE (MS), COUNTY (Coahoma), YEAR (2011), FARM (3754), and TRACT (60). Below this is a table listing tracts with columns for TRACT, DESCRIPTION, HEL, CW, and PCW. The 'Owners' section contains a table with columns for NAME, Tax ID, HEL, CW, and PCW, listing 'Any 3 Producer' and 'Any 4 Producer'. The 'Other Producers' section contains a table with columns for NAME, Tax ID, HEL, CW, and PCW, listing 'Any 1 Producer'. Each table entry includes dropdown menus for the HEL, CW, and PCW columns.

154 Tract Producer Exceptions Screen (Continued)

C Fields

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

Field/Box	Description	Action
Tract		
Tract	The currently selected tract.	
Description	The description of the tract.	
HEL	If the box is: <ul style="list-style-type: none"> • checked, the tract has an HEL violation • unchecked, the tract does not have an HEL violation. 	
CW	If the box is: <ul style="list-style-type: none"> • checked, the tract has a converted wetland violation • unchecked, the tract does not have a converted wetland violation. 	
PCW	If the box is: <ul style="list-style-type: none"> • checked, the tract has a planted converted wetland • unchecked, the tract does not have a planted converted wetland. 	
Owners		
Owners Name	The name of the tract owner(s).	
Tax ID	The last 4 digits of the owner's TIN.	
HEL	A drop-down menu that provides HEL exceptions for the owner.	The user can select 1 of the following exceptions: <ul style="list-style-type: none"> • Landlord/Tenant • Good Faith • Has Appeal Rights • Appeals Exhausted •*--Economic Hardship.--* <p>Note: Selection is defaulted to "Has Appeal Rights". See 6-CP for further information on HEL exceptions.</p>

154 Tract Producer Exceptions Screen (Continued)

C Fields (Continued)

Field/Box	Description	Action
CW	A drop-down menu that provides the converted wetland exceptions for the owner.	<p>The user can select 1 of the following exceptions:</p> <ul style="list-style-type: none"> • Has Appeal Rights • Appeals Exhausted • Good Faith • Wetland Restored • Third Party • New Prod After CW. <p>Note: Selection is defaulted to “Has Appeal Rights”. See 6-CP for further information on CW exceptions.</p>
PCW	A drop-down menu that provides the planted converted wetland exceptions for the owner.	<p>The user can select 1 of the following exceptions:</p> <ul style="list-style-type: none"> • Has Appeal Rights • Appeals Exhausted • Good Faith. <p>Note: Selection is defaulted to “Has Appeal Rights”. See 6-CP for further information on PCW exceptions.</p>
Submit	Saves changes made to any of the information on the Tract Producer Exceptions Screen.	Users must CLICK “Submit” if any changes are made to the information on the Tract Producer Exceptions Screen.
*--Other Producers		
Other Producers Name	The name of the tract other producers.	
Tax ID	The last 4 digits of the other producer’s tax ID number.	
HEL	A drop-down box that provides HEL exceptions for the other producer.	<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: Selection is defaulted to “Has Appeal Rights”. See 6-CP for further information on HEL exceptions.--*</p>

154 Tract Producer Exceptions Screen (Continued)

C Fields (Continued)

Field/Box	Description	Action
*--CW	A drop-down box that provides the converted wetland exceptions for the other producer.	The user can select 1 of the following exceptions: <ul style="list-style-type: none"> • Has Appeal Rights • Appeals Exhausted • Good Faith • Wetland Restored • Third Party • New Prod After CW. <p>Note: Selection is defaulted to “Has Appeal Rights”. See 6-CP for further information on CW exceptions.</p>
PCW	A drop-down box that provides the planted converted wetland exceptions for the other producer.	The user can select 1 of the following exceptions: <ul style="list-style-type: none"> • Has Appeal Rights • Appeals Exhausted • Good Faith. <p>Note: Selection is defaulted to “Has Appeal Rights”. See 6-CP for further information on PCW exceptions.</p>
Submit	Saves changes made to any of the information on the Tract Producer Exceptions Screen.	Users must CLICK “Submit” if any changes are made to the information on the Tract Producer Exceptions Screen.--*

D Availability of Tract Producer Exceptions

The following table provides information on when the tract producer exceptions are available for selection.

Note: If none of the situations identified in the following table exist on the tract, the HEL, CW, and PCW exceptions will not be available for selection.

IF the tract has...	AND a converted WL violation of...	THEN...
an HEL classification of “HEL: conservation system is not being applied”		HEL exceptions will be available for selection.
a WL classification of “WL or farmed WL under natural conditions and no drainage has occurred”	“Wetland converted after November 28, 1990.”	CW exceptions will be available for selection.
	“An agricultural commodity has been planted on a converted wetland.”	PCW exceptions will be available for selection.

155 Add New Tract

A Overview

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

--A tract cannot be added if FSA-578 is on file for the farm in the current crop year.--

A tract cannot be added to a farm that is involved in a pending reconstitution.

Note: The user must update the pending reconstitution before the tract can be added.

Ensure that the owners are in SCIMS according to 1-CM before adding a tract.

B Adding a Tract

The following table provides instructions for adding a new tract.

Step	Action	Result	
1	Access the farm to which the tract will be added according to paragraph 92.	Farm Data Screen will be displayed.	
2	CLICK “Add Tract” link on the Farm Data Screen according to subparagraph 2 B.	Tract Data Screen will be displayed. Follow paragraph 152 to determine applicable data entry information.	
3	After all applicable data has been entered, CLICK “Assign Owners”.	Owners Screen will be displayed. Follow paragraph 226 for instructions for adding owners.	
4	After all owners have been added, click either of the following: <ul style="list-style-type: none"> • “Return to Tract Data” • “Complete Tract”. 	IF...	THEN...
		“Return to Tract Data” is clicked	Tract Data Screen will be displayed. Make any changes, if applicable, and CLICK “Complete Tract”.
		“Complete Tract” is clicked	Farm Data Screen will be displayed with the message, “Successfully added the tract.”

C Adding Prior Year Tracts

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

- all owners
- highly erodible and wetland determinations.

155 Add New Tract (Continued)**C Adding Prior Year Tracts (Continued)**

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

Note: A prior year tract cannot be added if the farm to which the tract is being added has been deleted in a subsequent year.

*--A tract can only be added for prior years by the National Office.

The tract cannot be added in a prior year if there is an active FSA-578 on file for the farm in the year the tract is to be added or any subsequent years.

County Offices shall submit requests to add tracts in prior years to PECD, Common Provisions Branch through their State Office.

To request a tract be added in a prior year, County Offices shall submit the following documentation to their State Office:

- explanation of why the tract should be added in a prior year
- State and county
- farm number
- FSA-156
- the following tract information for the tract to be added:
 - description
 - wetland certification and year certified
 - BIA range unit number
 - Congressional District
 - physical location
 - farmland acres
 - cropland acres
 - double-crop acres
 - DCP cropland acres
 - HEL determinations
 - wetland determinations
 - wetland violations
 - owners
 - other producers
 - crop:
 - base acres
 - direct yields
 - counter-cyclical yields.--*

155 Add New Tract (Continued)**C Adding Prior Year Tracts (Continued)**

*--State Offices shall:

- review the documentation submitted by the County Office to ensure that:
 - the tract should be added
 - all applicable documentation has been provided
- forward the documentation to PECD, Common Provisions Branch, using any of the following methods:
 - e-mail to Ginny Haynes at ginny.haynes@wdc.usda.gov ensuring that:
 - documentation is encrypted
 - a password is provided by either a telephone call or separate e-mail
 - FAX to 202-720-0051, Attention: Ginny Haynes
 - FedEx to:

USDA, FSA, PECD, Common Provisions Branch
Attn: Ginny Haynes
Room 3637, South Building
1400 Independence Ave, SW
Washington, DC 20250.

Note: After tract information is recorded by the National Office, County Offices shall review the tract information for accuracy, record producer exceptions, and all conservation, NAP, FAV/WR, and PTPP information.--*

156 Deleting Tracts

A Overview

A tract can only be deleted in the current year. When a tract is deleted, all current year records associated with that tract are deleted and cannot be recovered.

A tract cannot be deleted from a farm that is involved in a pending reconstitution.

--A tract cannot be deleted from a farm if FSA-578 exists for the farm.--

Note: The user must update the pending reconstitution before the tract can be deleted.

B Deleting a Tract

The following provides instructions for deleting a tract.

Step	Action	Result	
1	Access the farm from which the tract will be deleted according to paragraph 92.	Farm Data Screen will be displayed.	
2	Select the "Tracts" link on the Farm Data Screen according to subparagraph 2 B.	IF the farm has...	THEN...
		only 1 tract	Tract Data Screen will be displayed.
3	Select the "Delete Tract" link according to subparagraph 2 B.	more than 1 tract	Tracts Screen will be displayed. Select the tract that will be deleted. The Tract Data Screen will be displayed.
		only 1 tract or the selected tract is the last active tract on a farm	Tract Data Screen will be displayed with the message, "This is the only active tract on the farm. Do you wish to delete the farm? Yes No".
4	CLICK either of the following: <ul style="list-style-type: none"> • "Yes" • "No" 	more than 1 tract	Tract Data Screen will be redisplayed with the message, "Are you sure you wish to delete the current tract? Yes No".
		IF...	THEN...
		"Yes" is clicked	the tract is deleted and the Farm Data Screen will be displayed with the message, "Successfully deleted the tract."
		"No" is clicked	Tract Data Screen will be redisplayed and the tract is not deleted.

157-168 (Reserved)

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	Base acres are permanently reduced using CCC-505. Notes: This reason code shall not be used if CCC-505 is used to enroll in CRP. Use “CCC-505 CRP Red” reason code. 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.
*--COC-505 Com Red	Base acres are permanently reduced using CCC-505 because cropland on the farm has been reduced because of commercial development.
COC-505 Resi Red	Base acres are permanently reduced using CCC-505 because cropland on the farm has been reduced because of residential development.--*
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	Base acres are reduced using CCC-505 when a farm enrolls into CRP-1. 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.
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. * * *
COC Reduction	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.
COC Redistribution	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. Base acres are redistributed because of rice apportionment to long grain rice and medium grain rice.
PTPP	*--Base acres are temporarily reduced or reinstated by COC according to CCC-749 because of participation in PTPP. See 1-DCP for additional information.--*

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. See 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. * * *
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 or reinstated by COC according to CCC-749 because of participation in PTPP. See 1-DCP for additional information.--*

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: See 1-DCP for instructions on completing CCC-505.

171 Out-of-Balance Tracts (Continued)

F Adjusting Yields

As base acres are redistributed among tracts, the tract level DCP yields must be manually adjusted if the tracts involved in the redistribution of acres have different tract level yields. The following is an example:

- tract 1:
 - 100 corn base acres
 - 125 bushel tract direct yield
 - 130 bushel tract counter-cyclical yield

- tract 2:
 - 100 corn base acres
 - 75 bushel tract direct yield
 - 80 bushel tract counter-cyclical yield.

Tract 2 redistributes 20 corn base acres to tract 1. Recalculate tract 1’s yields according to the following table.

Step	Action
1	Multiply the base acres being redistributed from tract 2 (20) times tract 2’s direct yield (75) to establish the bushel extension (1,500).
2	Multiply the base acres being redistributed from tract 2 (20) times tract 2’s counter-cyclical yield (80) to establish the bushel extension (1,600).
3	Multiply the base acres on tract 1 (100) times tract 1’s direct yield (125) to establish the tract’s bushel extension (12,500).
4	Multiply the base acres on tract 1 (100) times tract 1’s counter-cyclical yield (130) to establish the tract’s bushel extension (13,000).
5	Total the bushel extension in step 1 (1,500) and step 3 (12,500) to establish the total bushel extension (14,000).
6	Total the bushel extension in step 2 (1,600) and step 4 (13,000) to establish the total bushel extension (14,600).
7	Total the base acres from step 1 * * * (20) and step 3 * * * (100) to establish the resulting corn base acres on tract 1 (120).
8	Divide the results of step 5 (14,000) by the total base acres from step 7 (120) to establish the new direct yield for tract 1 (117).
9	Divide the results of step 6 (14,600) by the total base acres from step 7 (120) to establish the new counter-cyclical yield for tract 1 (122).

Note: The farm level yields shall not be increased or decreased when recalculating the tract *--yields according to subparagraph 173 E.--*

171 Out-of-Balance Tracts (Continued)

G Redistributing Base Acres Using CCC-517 Before Enrolling in CRP

Owners may have to permanently reduce base acres using CCC-505 when part of a farm is enrolled in CRP to avoid an out-of-balance tract. Owners may not want to permanently reduce the base acres on the tracts being enrolled in CRP. In this situation, County Offices shall do the following.

Step	Action
1	Have the owners complete and sign CCC-517, according to paragraph 244, to redistribute the base acres on the farm so that the base acres that the owners want to reduce are on the tracts being enrolled into CRP. Note: All owners on the farm must sign CCC-517 agreeing to the base redistribution.
2	Redistribute the base acres through farm maintenance and use reason code "CCC-517".
3	Initiate CCC-505 to permanently reduce the base acres that were redistributed to the tracts being enrolled in CRP.
4	Reduce the base acres according to CCC-505 through farm maintenance and use reason code "CRP Red".

172 (Withdrawn--Amend. 19)

173 Rules for Yields When Tract Acreages Are Adjusted**A Background**

Yields for a crop may change as base acres for the crop increase or decrease. The following changes to farms may result in an increase or decrease of the farm program payment yield:

- land is enrolled in CRP
- existing CRP-1's expire or are terminated
- DCP cropland acres decrease
- out-of-balance tracts are resolved using CCC-505.

Note: Changes to the farm program payment yields will only occur if the farm's tracts have different yields.

B Yields for Farms With Expired or Terminated CRP

CAB's released from CRP may affect the farm program payment yield for a crop. When CRP-1 for a farm that is protecting CAB reduction acres terminates, the farm program payment yield for a crop is:

- the CRP tract yield if the entire farm or the entire crop CAB was covered under CRP-1 and all CRP tract yields are the same
- a blended CRP tract yield if the entire farm or the entire crop CAB was covered under CRP-1 and the CRP tract yields are not the same
- a blended yield of the CRP tract yields and DCP tract yields if the entire farm or the entire crop CAB was not covered under CRP-1 and part of the crop was already enrolled in DCP.

244 CCC-517, Tract Redistribution Form (Continued)

B Example of CCC-517

The following is an example of CCC-517.

*--

<p>This form is available electronically.</p> <p>CCC-517 U.S. DEPARTMENT OF AGRICULTURE (02-10-11) Commodity Credit Corporation</p> <p style="text-align: center;">TRACT REDISTRIBUTION FORM</p>						<p>1. COUNTY FSA OFFICE NAME AND ADDRESS (Including Zip Code)</p> <p>ANYWHERE COUNTY FARM SERVICE AGENCY 123 ANYWHERE ST ANYWHERE ST 00000-0000</p> <p>TELEPHONE NUMBER (Area Code): (999) 999-9999</p>					
2. STATE CODE			3. COUNTY CODE								
28			027								
4. FARM SERIAL NUMBER			5. TRACT NUMBER								
4890			9106								
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), 7 CFR Part 718, and 7 CFR Part 1412. The information will be used to accomplish the redistribution of base acres on each tract. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and non-governmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for the redistribution of base acres on each tract.</p> <p>This information collection is exempted from the Paperwork Reduction Act, as it is required for a administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title II, Subtitle J - Administration). RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p> <p>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.</p>											
6. TRACT ACREAGE											
A. DCP CROPLAND			250.0								
B. EFFECTIVE DCP CROPLAND			250.0								
C. CURRENT DOUBLE CROPPED ACRES			50.0								
D. REQUESTED DOUBLE CROPPED ACRES											
E. CROP	F. CURRENT BASE	G. REQUESTED BASE	E. CROP	F. CURRENT BASE	G. REQUESTED BASE						
WHEAT	50.0										
CORN	190.0										
SOYBEANS	50.0										
7. OWNER'S CERTIFICATION											
<p>I understand that by signing this form I have made the tract redistribution decision shown in Item 6 for the farm serial number in Item 4.</p> <p>I also understand that all owners on this farm must sign form CCC-517. In the event that one or more owners of this farm fail to sign form CCC-517, I understand that this form is null and void, that the tract redistribution decision shown in Item 6 is no longer applicable.</p>											
<p>A. OWNER'S NAME AND ADDRESS (Including Zip Code)</p> <p>Any 1 Producer 123 Nowhere Street Anywhere, ST 99999-9999</p>											
B. SIGNATURE OF OWNER (BY)		C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY		D. DATE (MM-DD-YYYY)							
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</small></p>											

--*

244 CCC-517, Tract Redistribution Form (Continued)

C Completing CCC-517

One CCC-517 will print for each owner on each tract on the farm. Each owner on the farm shall sign and date CCC-517, agreeing to the redistribution of acres. The following table describes the fields on CCC-517.

Item	Description	Entry
1	County Office name, address, and telephone number	
2	State code	
3	County code	
4	Farm serial number	
5	Tract number	
6	Provides the tract's acreage information	
	A Tract's DCP cropland	
	B Tract's effective DCP cropland	
	C Tract's current double-cropped acres	
	D Tract's requested double-cropped acres	The owner must enter the amount of double-cropped acres being attributed to the tract. See subparagraph D for restrictions.
	E Crop name	
	F Current base acres	
	G Requested base acres	The owner must enter the amount of base acres being attributed to the tract for each applicable crop. See subparagraph E for restrictions.
7	Owner's certification	
	A Owner's name and address Note: CCC-517's will be numbered in the top right corner of this block. The numbers represent the number of CCC-517's that were printed for each tract on the farm. This will assist County Offices in knowing how many signed CCC-517's shall be received before completion of the base and yield selection can be made. County Offices shall ensure that they have received the correct number of CCC-517's for every tract on the farm before changing the bases and yields in the system. Example: If the farm has 2 tracts and each tract has 2 owners, CCC-517's will be numbered as 1/2 and 2/2 for the first tract and 1/2 and 2/2 for the second tract.	
	B *--Owner's signature	All owners on the farm must sign.
	C IF individual signing in item 7B is... signing in a representative capacity for the owner the signatory	THEN... a title/relationship shall be listed. no entry is required.--*
	D Signature date	All owners on the farm must date.

244 CCC-517, Tract Redistribution Form (Continued)

D Double-Cropped Acre Restrictions

The following restrictions apply to requested double-cropped acres.

- Double-cropped acres entered in CCC-517, item 6D must be the total amount of double-cropped acres that will exist on the tract after redistribution.

Example: Tract 1 currently contains 20.0 double-cropped acres. 10.0 double-cropped acres are being redistributed from tract 2 to tract 1. The owners must enter 30.0 acres in CCC-517, item 6D.

- Tract level double-cropped acres may be redistributed **only** if base acres are also being redistributed.
- Double-cropped acres and base acres must be redistributed from the same tract and attributed to the same tract.
- Tract level double-cropped acres being redistributed cannot exceed the amount of base acres being redistributed.

E Base Acre Restrictions

The following restrictions apply to requested base acres.

- Base acres entered in CCC-517, item 6G must be the total amount of base acres that will exist on the tract after redistribution.

Example: Tract 1 currently contains 20.0 wheat base acres. 10.0 wheat base acres are being redistributed from tract 2 to tract 1. The owners must enter 30.0 acres for wheat in CCC-517, item 6G.

- Total of the base acres entered for each crop on each tract cannot exceed the farm level base acres for that crop.
- Total of all base acres entered for each tract cannot exceed the farm level base acres.
- Total of all base acres entered for the farm cannot exceed the farm's effective DCP cropland plus double-cropped acres.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-245	Request for Cost Shares		66, 67, 68
AD-862	Conservation Reporting and Evaluation System		66
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		66, 246
AD-1026A	Supplemental to AD-1026 (Continuation)	246	243
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		66
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		66
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		66
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		66
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		66
CCC-505	Voluntary Permanent Direct and Counter-Cyclical Program (DCP) Base Acreage Reduction		27, 28, 66, 169-173, 191, 193, Ex. 5
CCC-509	Direct and Counter-Cyclical Program Contract		66
CCC-509ACRE	Average Crop Revenue Election (ACRE) Program Irrevocable Election		66
CCC-517	Tract Redistribution Form	244	66, 170, 171, 173, 243, 256, 257, Ex. 14
CCC-522	Tract Owner Selection of Initial or Subsequent Crop Acreage History		66
CCC-523	Summary of Acreage History and Yield Report		66
CCC-524	Base Acre and Yield Election Form		66
CCC-749	Request to Participate in the ___ Planting Transferability Pilot Project		170

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

Forms (Continued)

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
FRS	Farm Records Management System	2, 69, 70, 91, 92, 112, 243
LTA	long-term agreement	67, 68
PCW	planted converted wetland	131, 154
PTPP	Planting Transferability Pilot Program	155, 169, 170, 194, Ex. 18
SLR	Security Liaison Representative	112
WR	wild rice	115

Delegations of Authority

This table lists the delegations of authority for this handbook.

Delegations	Reference
COC may redelegate to CED the authority to approve in and out transfers of land between counties.	63, 68, Ex. 10