

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 21

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 53 B has been amended to allow producers 30 calendar days to select a different administrative County Office

Exhibit 7 has been has been amended to allow producers 30 calendar days to request a new administrative County Office.

Page Control Chart		
TC	Text	Exhibit
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53 County Office Closures

A Background

Producers (owners and operators) on farms that were transferred to an administrative County Office because of County Office closure may request a new administrative County Office if the producer documents that a new administrative County Office is significantly more convenient.

Note: This does **not** apply to TTPP contracts.

B Timeframe for Request

Producers on farms in County Offices that close shall have 30 calendar days from the date of the letter sent according to subparagraph 53 D to select a new administrative County Office.

C Requesting a New Administrative County

Producers who select a new administrative County Office shall request an in or out transfer to accomplish the change. Process these requests according to Section 2.

Example: County Offices A, B, C, D, E, and F are closing. There are County Offices in counties N, O, P, Q, R, T, V, X, Y, Z, AA, BB and CC.

N COF		O COF		P COF		Q COF	
R COF	S No COF		T COF	U No COF		V COF	
A-Closing	B-Closing	C-Closing	D-Closing	E-Closing		F-Closing	
G No COF		H No COF	Y COF		Z COF		I No COF
X COF		W No COF					K No COF
				AA COF		BB COF	

Producers that have a farm that is physically located in:

- county A may transfer their records to county R
- county B may transfer their records to county R or Y
- county C may transfer their records to county T or Y
- county D may transfer their records to county T, Y, or Z
- county E may transfer their records to county V, Y, or Z
- county F may transfer their records to county V or Z.

53 County Office Closures (Continued)

D Producer Letters

When a County Office closes, FSA designates a new administrative County Office. The new administrative County Office designated by FSA shall provide a letter within 60 calendar days of being notified of the closure to all producers whose records were originally serviced *--by the closed County Office. The letter shall allow producers 30 calendar days from the--* date of the letter to select a different administrative County Office. See Exhibit 7 for an example of the letter.

E No Contiguous County Office

If there is no County Office in any contiguous county to the county where the land is physically located, the producer may select a noncontiguous County Office that is significantly more convenient to the producer.

Example: County Office F is closing and is not contiguous to a county that has a County Office. A producer may transfer his records to the closest County Office that is noncontiguous if it is significantly more convenient. For example, if it were significantly more convenient for the producer with a farm in county F, he could request to transfer the farm to county A or county K but not to counties M, N, Q or S.

L No COF			M COF
A COF	B No COF	C No COF	D No COF
E No COF		F Closing	G No COF
H No COF		I No COF	
J No COF		K COF	
N COF	O No COF		P No COF
Q COF		R No COF	
S COF			

Example of Letter to Producers About Closed County Offices

This is an example of the letter to producers about closed County Offices.

Dear Producer:

Your FSA County Office in (county name) County has been required to combine with the _____ County Office. This will result in your farm records administered in the _____ County Office being transferred to the _____ County Office.

Producers on farms that are transferred to an administrative County Office because of County Office closure may request a new administrative County Office if the producer documents that a new administrative County Office is significantly more convenient.

You may select any County Office contiguous to (closing county name) County as an alternative. This selection will apply for all programs for the next crop year and subsequent crop years.

[List the alternative County Offices and addresses.]

Apply to the _____ County FSA Office no later than 30 days after the date of this letter, if you wish to request a new administrative County Office. Include a statement of how this choice will be significantly more convenient for you. Your request is subject to County Committee approval. If we do not hear from you within 30 days of the date of this letter your farm records will continue to be serviced from the (county) County Office. This is a one-time choice for producers affected by office closures.

Sincerely,

_____, CED

