

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 23

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 25 has been amended to provide that NAP crop acreage is only applicable to 2012 and prior years and update the definition of State conservation acres and other conservation acres.

Subparagraph 26 A has been amended to update the classification of land.

Subparagraph 105 C has been amended to update the FedEx information.

Subparagraphs 112 D and E have been amended to update the contact phone number.

Paragraph 130 has been amended to update the Farm Data Screen and Acre-Yr references, and add that NAP crop acreage is applicable to 2012 and prior years.

Subparagraph 131 C has been amended to update operator CW exceptions.

Paragraph 152 has been amended to add that NAP crop acres will only be displayed for 2012 and prior years and update instructions for farmland and cropland entry.

Subparagraph 154 C has been amended to update tract producer CW exceptions.

Subparagraph 155 C has been amended to update contact information.

Paragraph 169 has been amended to add references for CRP Redn and CRP Pending that CRP pending and reduction acres will only be displayed for 2012 and prior years.

Paragraph 171 has been amended to remove reference to farms with active CRP-15's.

Subparagraph 173 D has been amended to remove references to DCP pending acres.

Paragraph 191 has been amended to add references for CRP Pending, CRP Redn, and CRP Yield will only be displayed for 2012 and prior years.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Paragraph 192 has been withdrawn since CRP reduction, CRP pending, and DCP pending acres are no longer applicable.

Paragraph 243 has been amended to update the Report Selection Screen and list current reports.

Paragraph 245 has been amended to update FSA-156EZ and add references for NAP, CRP Reduction, CRP Pending, and CRP Yields will only be displayed in 2012 and prior years.

Paragraph 250 has been amended to add references for NAP crop acres will only be displayed in 2012 and prior years.

Exhibit 14 has been amended to remove references to CRP pending acres and CRP-15.

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

Page Control Chart		
TC	Text	Exhibit
3, 4	2-5 through 2-10 2-10.5, 2-10.6 (add) 2-11, 2-12 4-29 through 4-42 5-5, 5-6 5-9, 5-10 6-3 through 6-6 6-13 through 6-18 7-3 through 7-12 7-17 through 7-20 7-41 through 7-48 10-1, 10-2 10-11 through 10-14 10-17, 10-18	1, pages 1, 2 2, pages 3, 4 page 5 page 6 (add) 3, page 1 14, pages 1, 2 18, pages 1, 2

Table of Contents (Continued)

Page No.

Part 4 FRS (Continued)

Section 3 Data

118	Farm Data/Operator	4-43
119	Tract Data.....	4-44
120	Crop Data	4-45
121	Other Producers	4-46
122	Owners	4-47
123-126	(Reserved)	

Part 5 Farm Data/Operator

127	Associated Farms Screen	5-1
128	Matching Farms Screen	5-2
129	Matching Tracts Screen	5-3
130	Farm Data Screen.....	5-4
131	Farm Producer Exceptions Screen.....	5-7
132	Deleting Farms.....	5-12
133-150	(Reserved)	

Part 6 Tract Data

151	Tracts Screen.....	6-1
152	Tract Data Screen.....	6-3
153	Tract CRP Cropland and MPL/FWP Screen	6-9
154	Tract Producer Exceptions Screen	6-12
155	Add New Tract.....	6-16
156	Deleting Tracts.....	6-19
157-168	(Reserved)	

Table of Contents (Continued)

Page No.

Part 7 Crop Data

169	Select Crops Screen	7-1
170	Crop Base Data Screen	7-4
171	Out-of-Balance Tracts.....	7-8
172	(Withdrawn--Amend. 19)	
173	Rules for Yields When Tract Acreages Are Adjusted	7-13
174-190	(Reserved)	
191	Crop CRP Data Screen.....	7-41
192	(Withdrawn--Amend. 23)	
193	Crop CCC-505 CRP Reduction Data Screen.....	7-44
194	Crop PTPP Reduction Data Screen.....	7-50
195-210	(Reserved)	

Part 8 Other Producers

211	Other Producers Screen.....	8-1
221-225	(Reserved)	

Part 9 Owners

226	Owners Screen	9-1
227-242	(Reserved)	

Part 10 Reports

243	Accessing Reports.....	10-1
244	CCC-517, Tract Redistribution Form	10-4
245	Printing DCP FSA-156EZ	10-8
246	(Withdrawn--Amend. 18)	
247, 248	(Withdrawn--Amend. 10)	
249	Farm Constitution Review Report	10-15
250	Producer Farm Data Report	10-18
251-260	(Reserved)	

Part 11 (Reserved)

261-274	(Reserved)	
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Part 12 Using Query/36

275	Printing Temporary Query/36 Reports	12-1
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24 Farms and Tracts (Continued)

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.

D Deleting Farms and Tracts

Following are reasons for deleting farms and tracts:

- all land on the tract or farm has been retired from agricultural production
- transfer out of county according to Part 3, Section 2
- as a result of a correction.

E Adding Farms and Tracts

Following are reasons for adding farms and tracts:

- transfer into county
- new land broken out
- as a result of a correction.

F Combining Tracts

The following conditions must be met before COC's combine tracts:

- tracts are associated with the same farm number
- tracts have common ownership unit
- tracts are contiguous
- owner agrees.

Tracts shall be combined according to 2-CM.

G Dividing Tract

Tract shall be divided only if:

- tract no longer meets the definition of a tract according to subparagraph B
- part of the tract is sold.

Tracts shall be divided according to 2-CM.

25 Land Classification Definitions

A Definition of Farmland

[7 CFR 718.2] Farmland is the sum of the following:

- DCP cropland
- forest
- NAP crop acreage as specified in 1-NAP not meeting the definition of cropland or DCP cropland

*--**Note:** NAP crop acreage is only applicable to 2012 and prior years.

- other land on the farm.

B Definition of 3-CM Cropland--*

[7 CFR 718.2] Cropland is land that COC determines meets any of the following conditions:

- currently being tilled to produce a crop for harvest
- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production
- currently devoted to 1- or 2-row shelterbelt planting, orchard, vineyard, or other related crops
- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped
- in sod waterways or filter strips planted to perennial cover
- under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

Notes: See 2-CRP, paragraph 327 for alternative perennials.

Violations of HELC or WC provisions do not affect cropland classification.

- new land broken out if both of the following conditions are met:
 - land is planted to a crop to be carried through to harvest
 - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.

25 Land Classification Definitions (Continued)

B Definition of Cropland (Continued)

Land classified as cropland shall be removed from this classification upon a determination by COC that the land is:

- no longer used for an agricultural use
- no longer suitable for producing a crop
- subject to a restrictive or permanent easement that prohibits the planting of an annual crop

Note: This does not include land under CRP-1, WRP, or land that is hayed and/or grazed.

- converted to ponds, tanks, or trees.

Note: This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

C Definition of DCP Cropland

[7 CFR 718.2] DCP cropland is land for which 1 or more of the following apply:

- the land currently meets the definition of cropland
- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity
- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

Note: See 1-DCP, paragraph 426 for a list of agricultural uses.

D Definition of Effective DCP Cropland

Effective DCP cropland is the amount calculated by subtracting from DCP cropland, cropland acres of the following:

- CRP
- GRP
- WBP
- WRP/EWP
- State conservation
- other conservation.

25 Land Classification Definitions (Continued)**E Definition of EWP Acreage**

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR Part 624. This land **cannot** be DCP cropland.

F Definition of NAP Crop Acreage

NAP crop acreage is acreage specified in 1-NAP that does not meet the definition of cropland or DCP cropland.

***--Note:** NAP crop acreage is only applicable to 2012 and prior years.--*

G Definition of WRP Acres

WRP acres are DCP cropland acres enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

H Definition of State Conservation Acres

--State conservation acres are DCP cropland acres on the farm enrolled in a Federal conservation program administered by the State for which payments are made in exchange-- for not producing an agricultural commodity on the acreage.

I Definition of Other Conservation Acres

--Other conservation acres are DCP cropland acres on the farm enrolled in a Federal conservation program other than CRP, WRP, EWP, WBP, and GRP for which payments-- are made in exchange for not producing an agricultural commodity on the acreage. * * *

J Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

K Definition of GRP Acres

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

L Definition of WBP Acres

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR Part 752.

26 Land Classification

A Classifying Land

Classify land according to the following.

IF the land...	AND...	THEN...
--does not meet the 3-CM-- cropland definition		remove acreage from cropland and classify immediately as DCP cropland, NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable. *--Note: NAP crop acreage is only applicable to 2012 and prior years.--*
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. *--Note: NAP crop acreage is only applicable to 2012 and prior years.--*
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. *--Note: NAP crop acreage is only applicable to 2012 and prior years.--*
is in or near a riparian area, wildlife area buffer, and/or wetland buffer	all of the following apply: <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>		<p>remove from cropland and DCP cropland immediately.</p>
<p>*--was enrolled in CRP and is suitable to be tilled for crop production</p> <p>* * *</p>	<p>CRP-1 has expired</p>	<p>retain as 3-CM cropland.--*</p>
<p>is subject to WRP</p>	<p>is DCP cropland and the WRP easement is filed at anytime during FY</p>	<p>classify as WRP acreage for FY in which the easement is filed.</p>
	<p>is not DCP cropland</p>	<p>classify as NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.</p> <p>*--Note: NAP crop acreage is only applicable to 2012 and prior years.--*</p>
<p>is subject to EWP</p>	<p>is DCP cropland and NRCS does not allow the crop planted on the land to be harvested</p>	<p>classify as EWP/WRP acreage immediately.</p>
	<p>is DCP cropland and NRCS allows the crop planted on the land to be harvested</p>	<p>classify as EWP/WRP acreage the beginning of the next FY.</p>
	<p>is not DCP cropland</p>	<p>classify as NAP crop acreage, nonagricultural, commercial, or industrial use land, as applicable.</p> <p>*--Note: NAP crop acreage is only applicable to 2012 and prior years.--*</p>

26 Land Classification (Continued)

A Classifying Land (Continued)

IF the land...	AND...	THEN...
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. *--Note: NAP crop acreage is only applicable to 2012 and prior years.--*
	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.
is subject to a 30-year GRP easement or GRP rental agreement	meets the definition of cropland and/or DCP cropland	classify immediately as GRP acreage.
*--is subject to other conservation acres that are DCP cropland acres on the farm enrolled in a Federal conservation program other than CRP, WRP, EWP, WBP, and GRP for which payments are made in exchange for not producing an agricultural commodity on the acreage, including haying and/or grazing Note: This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP.		classify immediately as other conservation acreage.
is subject to other State conservation acres that are DCP cropland acres on the farm enrolled in Federal conservation program other than CRP, EWP, WBP, WRP, and GRP, for which payments are made in exchange for not producing an agricultural commodity on the acreage, including haying and/or grazing.--* Note: This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP.		classify immediately as state conservation acreage.
is subject to WBP		classify immediately as WBP acreage.

B Classifying Nonagricultural, Commercial, or Industrial Use Land

Classify nonagricultural, commercial, or industrial use land when it meets the definition of cropland according to subparagraph 25 B.

27 Nonagricultural, Commercial, or Industrial Land Determinations

A Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

27 Nonagricultural, Commercial, or Industrial Land Determinations (Continued)

B Different Uses

See 1-DCP, paragraph 426 for examples of land use, considered agricultural or related use, and nonagricultural use.

C COC Review

--COC shall continually review all available records, including GIS imagery, to determine-- whether land has been devoted to nonagricultural uses and reclassify the acreage according to paragraph 26.

To maintain eligibility for DCP payments in an FY, land must meet DCP cropland criteria for the entire FY. A review of DCP cropland is recommended before final DCP payments are processed.

D DD Concurrence

COC shall obtain DD concurrence for all nonagricultural land determinations.

E Updating Records for Nonagricultural Uses

If land is devoted to nonagricultural uses, update records according to the following.

IF...	THEN...
part of a tract is nonagricultural	correct the tract's farmland, cropland, and DCP cropland according to paragraph 152.
an entire tract is nonagricultural	<ul style="list-style-type: none"> • redistribute the contract acres proportionately to the remaining tracts using the excess DCP cropland factor in Exhibit 5 • delete the tract according to paragraph 156.
an entire farm is nonagricultural	delete the farm according to paragraph 132.

Notes: Ensure that the farm and tracts are in balance according to paragraph 171.

Complete CCC-505 according to 1-DCP if a DCP base reduction is required.

F Notification Requirements

After a nonagricultural use determination is made, notify the farm operator and the owners, in writing, of the following:

- nonagricultural determination
- appeal rights according to 1-APP.

105 Add New Farm (Continued)

C Adding Prior Year Farms (Continued)

- FedEx to:

USDA, FSA, PECD, Common Provisions Branch
 --Attn: Rick Blackwood--
 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 2 Action

112 Update**A Overview**

To make changes to existing farm or tract data, the user must select “Update” on the Farm Selection Screen. Update capability is only available in a user’s home County Office.

***--Note:** Every County Office employee with an eAuthentication ID has update capability.--*

B Single County Office Users

Users in single County Offices will only have update capability in the county to which the logged in user is assigned.

C Combined County Office Users

Users in a combined County Office will have update capability in all counties in the combination. Refer to each part in this handbook for specific information relevant to combined County Offices.

112 Update (Continued)

D State Office Users

State Office users may obtain update access to FRS according to the following:

- provide the State Office program specialist in charge of farm records all State Office employees who are to have 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 the State Officer user
 - 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 202-720-5422 with any questions or--* concerns.

Note: Additional employees can be added any time by requesting access according to this subparagraph.

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 202-720-5422 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)

130 Farm Data Screen (Continued)

B Example of Farm Data Screen

Following is an example of the Farm Data Screen.

*--

--*

C Fields

The following 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...	THEN...	
	has an approved ACRE *--election/contract	year ACRE election/contract was approved.	
	does not have an approved ACRE election/contract--*	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, TIN, or other.
Tax ID	Last 4 digits of the operator's TIN.	
Tax ID Type	The operator's TIN 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. *--Note: NAP crop acreage is only applicable to 2012 and prior years.--*	
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 (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 •*--Thrd Prty/No Assoc--* • 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

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:

BIA Rnge Unit #:

Wetland Cert: No

Congress Dist: 02

Year Cert: None

Physical Location: Coahoma, MS

2011 Data

Farmland: 40.0

DCP Cropland: 33.9

Cropland: 33.9

CRP Cropland: 0.0

Double Crop: 0.0

WBP Acres: 0.0

NAP Crop Acres: 0.00

WRP/EWP Acres: 0.0

MPL/FWP Acres: 0.0

State Consvr: 0.0

FAV/WR History: No

Other Consvr: 0.0

Eff DCP Cropland: 33.9

GRP Acres: 0.0

HEL: Classified as not HEL

Wetland: Tract contains a wetland or farmed 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.

--Note: NAP crop acres will only be displayed for 2012 and prior years.--

152 Tract Data Screen (Continued)

C Fields

The following 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. *--Entry should equal the total acreage of all CLU polygons associated with the tract in GIS. Notes: When tract level farmland acres are adjusted, the farm level farmland acres will be adjusted automatically when users CLICK "Submit". Farmland must be greater than or equal to the "DCP Cropland" plus "MPL/FWP Acres" fields.
Cropland	Cropland acres for the tract.	Adjust cropland acres as necessary. Note: Entry should equal the total acreage of all CLU polygons associated with the tract in GIS with the 3-CM cropland flag set to "Yes".--* 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. <p>*--Note: NAP crop acreage is only applicable to 2012 and prior years.</p>	Adjust the NAP crop acres as necessary. See paragraph 25 for further information on classifying NAP crop acres. <p>Notes: When tract level NAP crop acres are adjusted, the farm level NAP crop acres will be adjusted automatically when users CLICK “Submit”.</p> <p>NAP crop acreage is only applicable to 2012 and prior years only.--*</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.

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.	The user can select 1 of the following exceptions: <ul style="list-style-type: none"> • Has Appeal Rights • Appeals Exhausted • Good Faith • Wetland Restored •*--Thrd Prty/No Assoc--* • New Prod After CW. Note: Selection is defaulted to “Has Appeal Rights”. See 6-CP for further information on CW exceptions.
PCW	A drop-down menu that provides the planted converted wetland exceptions for the owner.	The user can select 1 of the following exceptions: <ul style="list-style-type: none"> • Has Appeal Rights • Appeals Exhausted • Good Faith. Note: Selection is defaulted to “Has Appeal Rights”. See 6-CP for further information on PCW exceptions.
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.	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. Note: Selection is defaulted to “Has Appeal Rights”. See 6-CP for further information on HEL exceptions.

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.	<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 •*--Thrd Prty/No Assoc--* • 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.	<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.

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 Rick Blackwood at **rick.blackwood@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: Rick Blackwood
 - FedEx to:

USDA, FSA, PECD, Common Provisions Branch
Attn: Rick Blackwood--*
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, * * * FAV/WR, and PTPP information.

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. *--Note: Displayed for 2012 and prior years.	
CRP Pending	CRP pending acres for the crop. Note: Displayed for 2012 and prior years.--*	
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
- Homepage
- Farm Data Management
- Farm Data
- Tracts
- Tract CRP
- Add Tract
- CRP Data
- PTPP Data
- Crops
- Restitutions
- 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>
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	<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.
COC Reduction	<p>Base acres are reduced by COC because of an out-of-balance tract. *--See subparagraph 171 C for further information on COC reductions because of an out-of-balance tract.</p>
COC Redistribution	<p>Base acres are redistributed by COC because of an out-of-balance tract. See subparagraph 171 C 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 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	DCP yield is permanently reduced because of base acres being 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 reason code “COC Reduction” reason code.
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	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. 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	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 C 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 C--* 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. * * *

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 Balancing Tract Data

If a tract is out-of-balance * * *, 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)**B Balancing Tract Data (Continued)**

- if the farm can support the excess base acres on the out-of-balance tract, the owner or owners of the tract with the excess base acres shall be notified and given the opportunity to either redistribute using CCC-517 or permanently reduce the acreage; see paragraph 244 for instructions on completing CCC-517.

The County Office shall mail a letter to the owner or owners of the tract that is out-of-balance. The following is an example of what should be in the letter.

“Tract number XX on farm number XX has more base acreage than effective Direct and Counter-Cyclical Program (DCP) cropland plus double-cropped acres. The excess base acreage on tract XX must be redistributed to the other tracts on the farm or be permanently reduced. If you do not contact this office and complete CCC-517, Tract Redistribution Form, and/or CCC-505, Voluntary Permanent DCP Base Acreage Reduction, within 30 calendar days from the date of this letter, the County Committee will redistribute the tract’s excess base acres to the other tracts on the farm based on each tract’s available effective DCP cropland. If the tract has base acreage for more than 1 crop, the excess base acreage for the crop having the lowest DCP direct payment per acre will be redistributed first.”

C County Office and COC Action

If the tract owners do not complete CCC-517 and/or CCC-505 within 30 calendar days, the following action shall occur:

- the County Office shall:
 - complete CCC-505, if applicable, reducing the base acreage for the crop having the lowest DCP direct payment per acre first
 - document in CCC-505, Item 16, “No CCC-517 and/or CCC-505 completed by owner(s) within 30 calendar days of notification”
 - obtain COC approval on CCC-505, if applicable
 - reduce base acres according to CCC-505
 - redistribute excess base acres, according to Exhibits 5 and 14, DCP direct lowest paying crops first
 - file the producer letter and CCC-505, if applicable, in the farm folder

171 Out-of-Balance Tracts (Continued)

C County Office and COC Action (Continued)

- COC shall document reduction and/or redistribution in the COC minutes.

Note: CCC-517 must be signed by all owners on the farm to be considered complete. If all owners do not sign CCC-517 within 30 calendar days of notification, CCC-517 will be considered null and void and the County Office shall follow procedure in this paragraph to redistribute and/or permanently reduce excess base acres.

Because redistributing the base acres on the farm does not affect any participant’s eligibility for payments, the action taken by COC is not appealable according to 1-APP. The County Office shall provide the owners with an updated copy of FSA-156EZ and a notification letter explaining the action and that it was based on the letter dated (insert date of letter sent *--according to subparagraph B). The letter should inform the owners of the acres by crops--* that were redistributed to the other tracts on the farm. According to 1-APP, the letter shall inform the owners:

- that the COC decision is not appealable
- the reasons why the decision is not appealable.

See 1-APP for further information.

D Worksheet for Adjusting Acres

Exhibit 13 contains a manual worksheet and instructions for redistributing acres on out-of-balance tracts.

Exhibit 14 contains instructions for redistributing acres on out-of-balance tracts using the semi-automated redistribution spreadsheet. The semi-automated redistribution spreadsheet shall be downloaded according to this table.

Step	Action
1	Open Internet Explorer.
2	On the address line, ENTER “ http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm ” and CLICK “Go”.
3	Under Other Useful documents, RIGHT-CLICK “Out-of-Balance Tracts”.
4	Select “Save Target As...”.
5	Save the spreadsheet to a directory on the user’s computer.

171 Out-of-Balance Tracts (Continued)

E 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.

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)

F 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 (Continued)

C Decreases in Base Acres (Continued)

Example 3	County Office Action
<p>Farm 200 consists of 2 tracts and has a farm level cotton direct yield of 400 pounds and a farm level cotton counter-cyclical yield of 420 pounds. (Farm’s Direct Payment Production: 80,000 lbs.; Farm’s Counter-Cyclical Payment Production: 84,000 lbs.)</p> <ul style="list-style-type: none"> • Tract 1 <ul style="list-style-type: none"> • 500 lb. cotton direct yield • 520 lb. cotton counter-cyclical yield • 100 base acres • 150 DCP cropland acres <p>(Tract Direct Payment Production: 500 lb. direct yield x 100 acres = 50,000 lbs.; Tract Counter-Cyclical Payment Production: 520 lb. counter-cyclical yield x 100 acres = 52,000 lbs.)</p> <ul style="list-style-type: none"> • Tract 2 <ul style="list-style-type: none"> • 300 lb. cotton direct yield • 320 lb. cotton counter-cyclical yield • 100 base acres • 100 DCP cropland acres <p>(Tract Direct Payment Production: 300 lb. direct yield x 100 acres = 30,000 lbs.; Tract Counter-Cyclical Payment Production: 320 lb. counter-cyclical yield x 100 acres = 32,000 lbs.)</p> <p>Tract 2 is offered and accepted in CRP. CCC-505 is filed to permanently reduce 50 base acres and to permanently redistribute 50 base acres. During the redistribution of base acres, tract 1’s base acres are now 150, its cotton direct yield is recalculated to 433 pounds, and its cotton counter-cyclical yield is recalculated to 453 pounds. The farm program direct payment yield for cotton is now 433 pounds and the farm program counter-cyclical payment yield for cotton is now 453 pounds on Farm 200 because tract 2 no longer has base acres or yield.</p>	<ul style="list-style-type: none"> • Access Crop Base Data Screen according to paragraph 170. • Delete base acres and yields from tract 2 with a reason code of “CCC-505 Perm Red”. • Recalculate Tract 1’s yields according to *--subparagraph 171 D.--* • Adjust Tract 1’s base acres and yields with a reason code of “CCC-517”. <p>Note: The farm program payment yields will be recalculated by the system when the tract record is updated.</p> <ul style="list-style-type: none"> • Access the DCP contract to: <ul style="list-style-type: none"> • ensure that the new contract data is present • print new DCP contract • obtain applicable signatures according to 1-DCP.

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

C Decreases in Base Acres (Continued)

Example 3 (Continued)	County Office Action
<p>(Farm's Direct Payment Production after adjustment = 64,950) (Tract 1's Direct Payment Production after adjustment = 64,950) 100 acres (tract 1) x 500 lb. direct yield = 50,000 50 acres (redistributed from tract 2) x 300 lb. direct yield = 15,000 50,000 + 15,000 = 65,000 lbs./150 (total DCP acres on tract 1 = 433 lb. direct yield)</p> <p>Farm's Counter-Cyclical Payment Production after adjustment = 67,950) (Tract 1's Counter-Cyclical Payment Production after adjustment = 67,950) 100 acres (tract 1) x 520 lb. counter-cyclical yield = 52,000 50 acres (redistributed from tract 2) x 320 lb. Counter-cyclical yield = 16,000 52,000 + 16,000 = 68,000 lbs./150 (total DCP acres on tract 1 = 453 lb. counter-cyclical yield)</p> <p>Note: This example also applies to land that is no longer considered DCP cropland or if base acres are reduced for any reason.</p>	

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

D Increases in Base Acres

Yields may be affected when CAB's are released from CRP and enrolled in DCP. Following is an example of yield fluctuation and County Office action that shall be taken when an existing CRP-1 with CRP CAB reduction acres expires or is terminated and the acreage is enrolled in DCP.

Example	County Office Action
<p>Farm 300 consists of 2 tracts and has a farm level wheat direct yield of 112 bushels (24,000 bu. (tract 1) + 12,500 bu. (tract 2) = 36,500 bu./325 (sum of tract 1 and 2's wheat base acres) = 112.30 rounded to 112 bu.) and a farm level wheat DCP counter-cyclical yield of 117 bushels (25,000 bu. (tract 1) + 13,125 bu. (tract 2) = 38,125 bu./325 (sum of tract 1 and 2's wheat base acres) = 117.31 rounded to 117 bu.)</p> <p>Farm 300 has a 100-acre CRP-1. CRP-1 is protecting 50 acres of wheat CAB. The wheat CRP payment yield is 80 bushels.</p> <p>(Farm's Direct Payment Production: 112 bu. direct yield x 325 base acres = 36,400 bu.; Farm's Counter-Cyclical Payment Production: 117 bu. counter-cyclical yield x 325 base acres = 38,025 bu.)</p> <ul style="list-style-type: none"> • Tract 1 <ul style="list-style-type: none"> • 120 bushel wheat direct yield • 125 bushel wheat counter-cyclical yield • 200 wheat base acres • 100 acres CRP • 80 bushel wheat CRP yield • 30 wheat CRP CAB reduction acres • 400 DCP cropland acres • 300 effective DCP cropland acres <p>(Tract Direct Payment Production: 120 bu. direct yield x 200 base acres = 24,000 bu.; Tract Counter-Cyclical Payment Production: 125 bu. counter-cyclical yield x 200 base acres = 25,000 bu.)</p>	<ul style="list-style-type: none"> • Access Crop CRP Data Screen according to paragraph 191. <p>***</p> <p>Note: The farm program payment yield will be recalculated by the system when the tract record is updated.</p> <ul style="list-style-type: none"> • Access the DCP contract to: <ul style="list-style-type: none"> • ensure that the new contract data is present • print new DCP contract • obtain applicable signatures according to 1-DCP.

173 Rules for Yields When Tract Acreages Are Adjusted (Continued)

D Increases in Base Acres (Continued)

Example	County Office Action
<ul style="list-style-type: none"> • Tract 2 <ul style="list-style-type: none"> • 100 bushel wheat direct yield • 105 bushel wheat counter-cyclical yield • 125 wheat base acres • 80 bushel wheat CRP yield • 20 wheat CRP CAB reduction acres • 150 DCP cropland acres • 150 effective DCP cropland acres <p>(Tract Direct Payment Production: 100 bu. direct yield x 125 base acres = 12,500 bu.; Tract Counter-Cyclical Payment Production: 105 bu. counter-cyclical yield x 125 base acres = 13,125 bu.)</p> <p>CRP-1 expires on September 30, 2005. Producer enrolls all the released wheat CAB into DCP. Following is the tract data for Farm 300 after released CAB's are enrolled in DCP.</p> <ul style="list-style-type: none"> • Tract 1 <ul style="list-style-type: none"> • 115 bushel wheat direct yield • 119 bushel wheat counter-cyclical yield • 230 wheat base acres • 400 DCP cropland acres • 400 effective DCP cropland acres <p>(Tract Direct Yield: 200 base acres x 120 bu. direct yield = 24,000 bu., 80 bu. CRP yield x 30 CRP reduction acres = 2,400 bu., 24,000 bu. + 2,400 bu. = 26,400 bu./230 base acres = 114.78 rounded to 115 bu.; Tract Counter-Cyclical Yield: 200 base acres x 125 bu. counter-cyclical yield = 25,000 bu., 80 bu. CRP yield x 30 CRP reduction acres = 2,400 bu., 25,000 bu. + 2,400 bu. = 27,400 bu./230 base acres = 119.13 rounded to 119 bu.)</p> <p>(Tract Direct Payment Production after adjustment: 115 bu. direct yield x 230 base acres = 26,450 bu.; Tract Counter-Cyclical Payment Production after adjustment: 119 bu. counter-cyclical yield x 230 base acres = 27,370 bu.)</p>	

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 displays the 'WHEAT CRP Data' screen. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is 'Farm Records Management System'. A left-hand navigation menu lists various links. The main content area shows a table with the following data:

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

A 'Submit' button is located below the table, and a 'Detail' button is next to the last row of the second table.

--*

191 Crop CRP Data Screen (Continued)

C Fields

The following 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.	*--View only for 2003 through 2012.
CRP Pending	Crop CRP pending acres for each tract.	View only for 2003 through 2012.--* * * *

191 Crop CRP Data Screen (Continued)

C Fields

Field/Button	Description	Action
CRP Redn	Crop CRP reduction acres for each tract.	*--View only for 2003 through 2012.
CRP Yield	Crop CRP yield for each tract.	View only for 2003 through 2012.--*
CRP CCC-505	Crop CCC-505 CRP reduction acres for each tract.	
Detail	Displays the Crop CCC-505 CRP Reduction Data Screen.	Users must CLICK "Detail" to adjust, add, or delete Crop CCC-505 CRP reduction acres. See paragraph 193 for additional information.
Submit	Saves changes made to any of the information on the Crop CRP Data Screen.	Users must CLICK "Submit" if any changes are made to the information on the Crop CRP Data Screen.

192 (Withdrawn--Amend. 23)

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 USDA Farm Service Agency Farm Records Management System interface. The main heading is "WHEAT CCC-505 CRP Reduction Data". Below this heading is a table with columns for STATE, COUNTY, YEAR, FARM, and TRACT. The values are MS, Coahoma, 2011, 3755, and 5 respectively. Below this is a larger table for CRP contract details with columns for CRP Contract Number, Year Of Reduction, Acres Reduced, Direct Yield, CC Yield, and Delete. The table contains five rows, each with "None" in the Year Of Reduction column and "0.0" in the Acres Reduced column. Below the table are "Submit" and "Delete Selected Contracts" buttons.

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	3755	5

CRP Contract Number	Year Of Reduction	Acres Reduced	Direct Yield	CC Yield	Delete
	None	0.0	0	0	<input type="checkbox"/>
	None	0.0	0	0	<input type="checkbox"/>
	None	0.0	0	0	<input type="checkbox"/>
	None	0.0	0	0	<input type="checkbox"/>
	None	0.0	0	0	<input type="checkbox"/>

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 'Farm Records Management System' interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The main title is 'Farm Records Management System'. On the left is a 'Links' sidebar with options like 'Farm Records Links', 'Farm Data Management', and 'Reconstitutions'. The central 'Report Selection' section features a table with the following data:

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	Not selected	Not selected	Not selected

Below the table, there are two report categories:

- Reconstitution Reports:** Includes 'COC Report', 'FSA-476DCP', 'Pending Reconstitutions Report', 'Specific Reconstitution Report', 'Reconstitution History of a Farm', 'Reconstitution History of a Tract', and 'Reconstitution Status Report'.
- Farm, Tract and Crop Reports:** Includes 'CCC-517 Tract Redistribution Form', 'DCP FSA-156EZ', 'CRP Cropland Out of Balance Report', 'Wetland Violation Report', 'Out of Balance Tracts Report', 'Tract Data Summary Report', 'Base Acreage & Yield Adjustment Report', 'Farm Constitution Review Report', and 'Producer Farm Data Report'.

A legend on the right indicates 'Live data' and states: 'Reporting database; data last updated on Jan 16, 2013 01:41 PM CST'. The footer of the page contains the text 'FRSReport005'.

--*

243 Accessing Reports (Continued)

C Reports

The following 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	<p>DCP FSA-156EZ provides farm history data. It is intended as the main paper reference for:</p> <ul style="list-style-type: none"> • farm and tract data • crop data • conservation compliance status. <p>See paragraph 245 for additional information.</p>
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.
***	***
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.

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.

*--

Arkansas		U.S. Department of Agriculture				FARM: 4202	
Drew		Farm Service Agency				Prepared: 1/31/13 2:11 PM	
ReportID: FSA-156EZ		Abbreviated 156 Farm Record				Crop Year: 2013	
						Page: 1 of 1	
Operator Name		Farm Identifier				Recon Number	
Any 1 Producer							
Farms Associated with Operator:							
None							
CRP Contract Number(s): None							
Farmland	Cropland	DCP Cropland	WBP	WRP/EWP	CRP Cropland	GRP	Farm Status
987.6	765.4	876.5	0.0	0.0	0.0	0.0	Inactive
State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	MPL/FWP			FAV/WR History
0.0	0.0	876.5	0.0	0.0			N
							Number of Tracts
							1
							ACRE Contract
							None
Tract Number: /105		Description:				FAV/WR History	
BIA Range Unit Number:						N	
HEL Status: HEL Determinations not complete							
Wetland Status: Wetland determinations not complete							
WL Violations: None							
Farmland	Cropland	DCP Cropland	WBP	WRP/EWP	CRP Cropland	GRP	
987.6	765.4	876.5	0.0	0.0	0.0	0.0	
State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	MPL/FWP			
0.0	0.0	876.5	0.0	0.0			
Owners: Any 1 Producer		Any 2 Producer					
Other Producers: None							

Note: NAP, CRP Reduction, CRP Pending, and CRP Yield will be displayed only in 2012 and prior years.--*

246 (Withdrawn--Amend. 18)

247, 248 (Withdrawn--Amend 10)

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		
		46		JAMES BY	
			SHIRLEY BY		
			PAMUELLA BYRD ANDERS		
		52	1	LOUIS W PARCH	
			9	LOUIS W PARCH	
			801	LOUIS W PARCH	
		53	36	MARGARET ANN CRIGLE	
			NOBLE CRIGLE		
	37		MARGARET ANN CRIGLE		

250 Producer Farm Data Report

A Overview

The Producer Farm Data Report:

- is designed to provide farm data for a specific producer
- provides the farm numbers, tract numbers, owner names, farmland, cropland, DCP cropland, CRP cropland, effective DCP cropland, and NAP acres with which requested producer is associated

***--Note:** NAP acres will be displayed only in 2012 and prior years.--*

- 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.

USDA United States Department of Agriculture
Farm Service Agency

Farm Records Management System

Producer Farm Data Report

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

Year: 2011

Select Customer Cancel

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, Ex. 2, 14
CRP-15	Agreement for Reduction of Bases, Allotments, and Quotas		1, 66, Ex. 5, 13
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

Definitions of Terms Used in This Handbook (Continued)

Effective DCP Cropland

Effective DCP cropland is the amount calculated by subtracting from DCP cropland, cropland acres of the following:

- CRP
- GRP
- WBP
- WRP/EWP
- State conservation
- other conservation.

Excess DCP Cropland

Excess DCP cropland is the result of subtracting the tract's base acres, CRP-1 acres, and outstanding WBP, WRP, GRP, State conservation, and other conservation acres from the tract's DCP cropland acres.

EWP Acreage

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR Part 624. This land **cannot** be DCP cropland.

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.

Definitions of Terms Used in This Handbook (Continued)**Farmland**

Farmland is the sum of the following:

- DCP cropland
- forest
- NAP crop acreage as specified in 1-NAP not meeting the definition of cropland or DCP cropland

***--Note:** NAP crop acreage is only applicable to 2012 and prior years.--*

- other land on the farm.

GRP Acres

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

NAP Crop Acreage

NAP crop acreage is acreage specified in 1-NAP that does not meet the definition of cropland or DCP cropland.

***--Note:** NAP crop acreage is only applicable to 2012 and prior years.--*

Nonagricultural, Commercial, or Industrial Use Land

Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

Operator

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.

Definitions of Terms Used in This Handbook (Continued)**Other Conservation Acres**

--Other conservation acres are DCP cropland acres on the farm enrolled in a Federal conservation program other than CRP, WRP, EWP, WBP, and GRP for which payments are made in exchange for not producing an agricultural commodity on the acreage.--

Other Producers

Other producers are producers who are:

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

Out-of-Balance Tract

An out-of-balance tract is a tract that has base acres in excess of the tract's effective DCP cropland acres plus average double-cropped acres.

Owner

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
- 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.

Reconstitution Application

The reconstitution application is a set of programs that permit County Offices to combine and divide farms and tracts.

Definitions of Terms Used in This Handbook (Continued)

State Conservation Acres

--State conservation acres are DCP cropland acres on the farm enrolled in a Federal conservation program administered by the State for which payments are made in exchange for not producing an agricultural commodity on the acreage.--

Tract

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.

WBP Acres

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR Part 752.

WRP Acres

WRP acres are DCP cropland acres enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Screen Name	Reference
AD-1026A Report Screen	246
Associated Farms Screen	127
Automatic DCP FSA-156EZ Screen	245
Confirm Customer Selection Screen	102
“Crop” Base Data Screen	170
“Crop” CCC-505 CRP Reduction Data Screen	193
“Crop” CRP Data Screen	191
“Crop” PTPP Data Screen	194
DCP FSA-156EZ Selection Screen	245
Farm Constitution Review Report Screen	249
Farm Data Screen	130
Farm Producer Exceptions Screen	131
Farm Selection Screen	92
Farm Records Management System Home Page	91
Matching Farms Screen	128
Matching Tracts Screen	129
Other Producers Screen	211
Owners Screen	226
Producer Farm Data Report Screen	250
Report Selection Screen	243
SCIMS Customer Search Page	102
Select a County Screen	105
Select a State and County Screen	113
Select Crop Screen	169
Tract CRP Cropland/MPL/FWP Screen	153
Tract Data Screen	152
Tract Producer Exceptions Screen	154
Tracts Screen	151
USDA eAuthentication Warning Screen	91

Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts

A Introduction

The spreadsheet shall **not** be completed for farms with any of the following conditions.

* * *

- Farm level CRP acres are **not** equal to tract level CRP acres. This situation will cause incorrect redistribution factors. See paragraph 191.
- Base acres are in excess of the effective DCP cropland plus double-cropped acres on the farm. The base acres must be reduced to get the farm in-balance according to 1-DCP.

* * *

- Tracts with double-cropped acres exceeding the effective DCP cropland acres.

County Offices shall use the instructions in subparagraphs B and C to complete the semi-automated redistribution spreadsheet for out-of-balance tracts.

B Instructions

Following are instructions for completing the semi-automated redistribution spreadsheet.

Item	Instructions
Header	Enter the farm number and tract number(s).
1	Enter the DCP cropland for each tract.
2	If applicable, enter the CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acres for each tract.
3	
4	If applicable, enter the double-cropped acres for each tract.
5	
6	Enter the base acres by crop for each tract.
7	
8a	
8b	
9	
10	Enter the acres of each crop to be redistributed to the tracts with excess DCP cropland. 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 owners of the out-of-balance tracts may select the crops to be redistributed.
11	
12	

Note: This spreadsheet is only a tool. Some results may need to be adjusted because of rounding.

Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts (Continued)

C Final Action

After completing subparagraph B, County Offices shall:

- print the semi-automated redistribution spreadsheet
- initial and date the spreadsheet
- if applicable, have the owners complete CCC-517 according to paragraph 244 showing the new tract level base acres that were determined by the spreadsheet in item 12

***--Note:** CCC-517 shall be completed only if the requirements in subparagraph 171 B were--* met **and** the owners are requesting the redistribution.

- enter the new tract level base acres from item 12 on the spreadsheet into farm maintenance according to paragraph 170

Note: Some results may need to be adjusted because of rounding.

- file the spreadsheet in the farm folder.

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 (2012 and prior years)--
MPL/FWP
FAV/WR History
--ACRE Election (2012 and prior years) ARCE Contract (2013)--
Farm Crop Data
Crop
Base Acreage
*--CRP Reduction (2012 and prior years)
CRP Pending (2012 and prior years) --*
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 (2012 and prior years)--
MPL/FWP
Tract Crop Data
Crop
Base Acreage
Direct Yield
CC Yield
*--CRP Reduction (2012 and prior years)
CRP Pending (2012 and prior years)
CRP Yield (2012 and prior years)--*
CCC-505 CRP Reduction
PTPP Reduction (if applicable)
Total Base Acres
Owners
Other Producers