

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

FAV Payment Reductions 4-CP (Revision 7)	Amendment 2
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Revision

Part 4 has been added to provide the initial maintenance rate and acre for acre reduction software procedure.

Page Control Chart		
TC	Text	Exhibit
Cover	4-1 through 4-58 (add)	1 page 1
1	4-59 (add)	3 page 1 (add)
2 (add)		

FSA
HANDBOOK

FAV Payment Reductions

For State and County Offices

SHORT REFERENCE

4-CP
(Revision 7)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
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Table of Contents

Page No.

Part 1 Basic Provisions

1	Handbook Purpose and Coverage.....	1-1
2	Authorities.....	1-3
3	Information Accessibility.....	1-3
4	Responsibilities.....	1-4
5-19	(Reserved)	

Part 2 FAV/WR Authorized Plantings

20	Overview.....	2-1
21	Acre-for-Acre Reductions.....	2-1
22	Applying Acre-for-Acre Reductions.....	2-14
23-32	(Reserved)	

Part 3 Maintenance

33	ARC, CTAP, or PLC Acreage Maintenance	3-1
34	CRP Maintenance Defaults.....	3-4
35	Making Determinations	3-7
36-49	(Reserved)	

Part 4 FPR's

50	FPR Process	4-1
51	State and County Selection	4-3
52	FAV Payment Reductions.....	4-4
53	Selecting a Farm	4-7
54	Maintenance Default Rates	4-9
55	Maintenance Default Acres.....	4-10
56	Acre-For-Acre Reductions.....	4-11
57	Notification Letters	4-13
58	Reports	4-16
59	Farm Payment Reduction Report.....	4-17
60	FAV and WR Planted on Base Acres Report	4-18
61	Cancel Reductions	4-20
62	Automatic Cancellations.....	4-21
63-74	(Reserved)	
75	State Office Administrative Access	4-55

Table of Contents (Continued)

Page No.

Exhibits

- 1 Reports, Forms, Abbreviations, and Redelegations of Authority
- 2 Definitions of Terms Used in This Handbook
- 3 Menu and Screen Index

--Part 4 FPR's*50 FPR Process****A Introduction**

The FPR process:

- calculates ARC/PLC payment reductions for the following:
 - acre-for-acre reductions
 - inaccurate acreage reporting for FAV/WR
- adjusts payment reductions
- provides notification letters to producers of payment reduction amounts
- summarizes payment reductions for each producer by farm.

B Accessing FPR Process

The FPR Home Page may be accessed from the FSA Intranet web site at **<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>**.

From the FSA Intranet Screen, under “FSA Applications”, “Applications Directory”, CLICK “D-F”. The FSA Intranet Screen will be redisplayed with the Applications Directory providing names starting with D to F. CLICK “FPR – FAV Payment Reductions”.--*

*--50 FPR Process (Continued)

C FAV Payment Reductions Login Screen

After users click “FPR – FAV Payment Reductions”, the following FAV Payment Reductions (FPR) Login Screen will be displayed. CLICK “FAV Payment Reductions Login” to continue.



After users click “FAV Payment Reductions Login”, the eAuthentication Warning Screen will be displayed. CLICK “I Agree”, and the eAuthentication Login Screen will be displayed. Users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “Login”.

The State and County Selection Screen will be displayed.--*

***--51 State and County Selections**

A State & County Selection Screen

Users must select a State, county, and year to process FPR's. This is an example of the State & County Selection Screen.



B Action

Using the drop-down menus, users shall select the applicable:

- State/county
- program year.

CLICK “Submit”, and the FAV Payment Reductions Screen will be displayed.--*

*--52 FAV Payment Reductions

A FAV Payment Reductions Screen

Following is an example of the FAV Payment Reductions Screen.

The screenshot displays the USDA Farm Service Agency (FSA) ARC-PLC FAV Payment Reductions (FPR) interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible on the left, and 'Farm Service Agency' and 'ARC-PLC FAV Payment Reductions (FPR)' are on the right. A horizontal banner below the header features various agricultural images. A navigation bar contains links for 'FPR Home', 'About FSA', 'Help', 'Contact Us', 'Exit FPR', and 'Logout of eAuth'. On the left side, there is a vertical 'FPR Menu' with options: 'Welcome', 'Role: COUNTY', 'FPR Home', 'Select County', 'Farm Search', 'Main Menu', 'Reductions' (with sub-items: 'Maintenance Default Rates', 'Maintenance Default Acres', 'Acre-for-Acre'), 'Reports', and 'Notification Letters'. The main content area is titled 'FAV Payment Reductions' and shows 'Year: 2014', 'State: Mississippi(28)', and 'County: Coahoma(027)'. Below this, there are several buttons: 'Maintenance Default Rates', 'Maintenance Default Acres', 'Acre-For-Acre Reductions', 'Reporting Violations', 'Planting Violations', 'Adjustment Options', 'Notification Letters', 'Reports', and a 'Cancel Reductions' button at the bottom center.

--*

***--52 FAV Payment Reductions (Continued)**

B Available Options

This following table provides the options available on the FAV Payment Reductions Screen for 2014.

Option	Result	Option Use
Maintenance Default Rates	The Maintenance Default Rates Screen will be displayed (paragraph 54).	Entering maintenance default rates established by COC.
Maintenance Default Acres	Either of the following will be displayed: <ul style="list-style-type: none"> • Search Selection Screen (paragraph 53) • Maintenance Default Acres Screen (paragraph 55). 	<ul style="list-style-type: none"> • Entering the number of acres in default. • Calculating maintenance default payment reductions.
Acre-For-Acre Reductions	Either of the following will be displayed: <ul style="list-style-type: none"> • Search Selection Screen (paragraph 53) • Acre-For-Acre Reductions Screen (paragraph 56). 	<ul style="list-style-type: none"> • Entering the number of base acres enrolled in and planted to FAV/WR. • Applying acre-for-acre reduction to the covered commodities on the farm.

--*

*--52 FAV Payment Reductions (Continued)

B Available Options (Continued)

Option	Result	Option Use
Notification Letters	The Notification Letters Screen will be displayed (paragraph 57).	Printing notification letters for acre-for-acre reductions.
Reports	The Reports Screen will be displayed (paragraph 58).	Printing: <ul style="list-style-type: none"> • Farm Payment Reduction Report • FAV and WR Planted on Base Acres Report.
Cancel Reductions	Either of the following will be displayed: <ul style="list-style-type: none"> • Search Selection Screen (paragraph 53) • Cancel Reductions Screen (paragraph 61). 	Cancelling all payment reductions that have been entered for a farm

--*

***--53 Selecting a Farm**

A Search Selection Screen

A farm must be selected **before** entering any of the following:

- acre-for-acre reductions
- maintenance default acres (2015-2018).

A farm can be selected by either of the following methods:

- from the FAV Payment Reductions Screen, click the desired option (subparagraph 52 A)

Note: If a farm has already been selected, users **must** click “Farm Search” under the FPR Menu, to select a new farm. Clicking the desired option from the FAV Payment Reductions Screen will **not** allow selecting a new farm.

- under FPR Menu, CLICK “Farm Search”.

Following is an example of the Search Selection Screen.

USDA United States Department of Agriculture
Farm Service Agency **ARC-PLC FAV Payment Reductions (FPR)**

FPR Home About FSA Help Contact Us Exit FPR Logout of eAuth

FPR Menu
 Welcome
 Role: COUNTY
 FPR Home
 Select County
 Farm Search
 Main Menu
Reductions
 Maintenance Default Rates
 Maintenance Default Acres
 Acre-for-Acre

Search Selection
 Year: 2014 State: Mississippi(28) County: Coahoma(027)

The farm can be found by searching for the producer on the farm or entering the farm number

Producer
 Farm Number

--*

***--53 Selecting a Farm (Continued)**

B Action

Do either of the following:

- CLICK “Producer” and CLICK “Search”
- enter a farm number and CLICK “Search”.

If a farm number is entered, the FAV Payment Reductions Screen will be displayed with the selected farm number.

Note: The selected farm must:

- be active in the selected program year
- have an approved CCC-861 OR CCC-862 in the selected program year.

If users click “Producer”, the SCIMS Customer Search Screen will be displayed. Enter the applicable search criteria and CLICK “Search”. The Farm Search – Farm Selection Screen will be displayed.

C Farm Search – Farm Selection Screen

This is an example of the Farm Search – Farm Selection Screen.



D Action

Click either of the following:

- “Farm Number” option next to the desired farm, and CLICK “Continue”
- “New Search” to return to the Search Selection Screen.--*

***--54 Maintenance Default Rates**

A Maintenance Default Rates Screen

From the FAV Payment Reductions Screen (subparagraph 52 A), if users click “Maintenance Default Rates”, either of the following will be displayed:

- Search Selection Screen (paragraph 53)
- Maintenance Default Rates Screen.

Following is an example of Maintenance Default Rates Screen.

Maintenance Default Rates
Year: 2014 **State:** Mississippi(28) **County:** Coahoma(027)

Maintenance Default Type	Rate per Acre
Failure to control wind and water erosion.	\$0.00
Failure to control weeds (including noxious weeds).	\$0.00

Maintenance default rates have been previously loaded. This process cannot be accessed again.

Cancel

B Action

The maintenance default rates are established by COC as instructed in paragraph 33. On the Maintenance Default Rates Screen, enter the COC-established maintenance default rates for failure to control wind and water erosion and failure to control weeds, and CLICK “Submit”.

Note: Maintenance default rates for 2014 were entered systematically at \$0.00. Since maintenance default rates have already been loaded for the county, the message, “Maintenance default rates cannot be modified. Please contact your administrator.” will be displayed.--*

***--55 Maintenance Default Acres**

A Maintenance Default Acres Screen

From the FAV Payment Reductions Screen (subparagraph 52 A), after users click “Maintenance Default Acres”, either of the following will be displayed:

- Search Selection Screen (paragraph 53)
- Maintenance Default Acres Screen.

Following is an example of Maintenance Default Acres Screen.

B Action

Users shall not enter Maintenance Default acres for 2014.

On the Maintenance Default Acres Screen, County Offices shall:

- enter the number of acres in second and third default as determined according to paragraph 33

Note: The maintenance default rates per acre entered on the Maintenance Default Rates Screen, according to paragraph 54, will be displayed.

- CLICK “Submit” to create maintenance default payment reductions; the FAV Payment Reductions Screen will be redisplayed with the message, “Maintenance Default Acres Recorded Successfully”.

If users click “Cancel” to cancel maintenance default acre loading, the FAV Payment Reductions Screen will be displayed.--*

***--56 Acre-For-Acre Reductions**

A Acre For Acre Reductions Screen

After users click “Acre-For-Acre Reductions” from the FAV Payment Reductions Screen (subparagraph 52 A), either of the following will be displayed:

- Search Selection Screen (paragraph 53)
- Acre For Acre Reductions Screen.

Following is an example of the Acre For Acre Reductions Screen.

--*

***--56 Acre-For-Acre Reductions (Continued)**

B Action

The number of FAV/WR acres planted on payment acres enrolled in ARC/PLC must be loaded in the FPR software to apply the acre-for-acre reduction to the farm according to paragraph 22.

On the Acre For Acre Reductions Screen, enter the number of FAV/WR acres planted on payment acres enrolled in ARC/PLC for the farm and CLICK "Submit".

The FAV Payment Reductions Screen will be displayed with the message, "Acre for Acre Reduction Recorded Successfully".

The acre-for-acre reduction for each covered commodity on the farm will be calculated according to paragraph 22.--*

*--57 Notification Letters

A Notification Letters Screen

On the FAV Payment Reductions Screen (subparagraph 52 A), CLICK “Notification Letters”. The following Notification Letters Screen will be displayed.

The screenshot displays the USDA Farm Service Agency (FSA) ARC-PLC FAV Payment Reductions (FPR) interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the text 'Farm Service Agency' and 'ARC-PLC FAV Payment Reductions (FPR)'. A navigation bar includes links for 'FPR Home', 'About FSA', 'Help', 'Contact Us', 'Exit FPR', and 'Logout of eAuth'. On the left, a 'FPR Menu' sidebar lists options like 'Welcome', 'Role: COUNTY', 'FPR Home', 'Select County', 'Farm Search', 'Main Menu', 'Reductions' (with sub-options for 'Maintenance Default Rates', 'Maintenance Default Acres', and 'Acre-for-Acre'), and 'Reports' (with 'Notification Letters' selected). The main content area is titled 'Notification Letters' and shows filters for 'Year: 2014', 'State: Mississippi(28)', and 'County: Coahoma(027)'. Below these are radio button options: 'All Pending', 'Acre-For-Acre', 'Maintenance Default', and 'All Available For Printing'. A 'Farm Number' input field is present, followed by 'Submit' and 'Main Menu' buttons.

B Action

To print all pending notification letters, click “All Pending”. To print notification letters for a specific farm number:

- enter the farm number in the “Farm Number”box
- click the button next to the applicable type of notification letter

Note: If users click the “All Available For Printing” button, all notification letters applicable to the entered farm will be displayed.

- CLICK “Submit”.

The notification letters will be displayed in a separate window.--*

*--57 Notification Letters (Continued)

C Acre-for-Acre Notification Letter

Following is an example of a producer notification letter for acre-for-acre reductions.

UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY COAHOMA COUNTY FARM SERVICE AGENCY 2655 NORTH STATE ST CLARKSDALE, MS 38614 PHONE NUMBER: (662)624-8727	DATE: 11/9/2015
<p style="text-align: center;">Producer Name and Address</p> <p style="text-align: center;"> ANY PRODUCER 123 S MAIN STREET HARRISONBURG, VA 22801 </p>	
<p>Dear Producer:</p> <p>This letter is to notify you that, under the terms of the Agricultural Act of 2014, your (Price Loss Coverage or Agricultural Revenue Coverage) payment acres for farm number 4367 will be reduced by 2.00 acres for the required acre-for-acre reduction for fruits, vegetables and wild rice planted on payment acres enrolled in ARC-PLC. The attached report shows the acres to be reduced for each covered commodity on the farm.</p> <p>If you have any questions regarding these reductions, please do not hesitate to contact us.</p> <p>Sincerely,</p> <p>County Executive Director</p>	

--*

*--57 Notification Letters (Continued)

D Maintenance Default Notification Letter

Following is an example of a producer notification letter for a maintenance defaults.

UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY COAHOMA COUNTY FARM SERVICE AGENCY 2655 NORTH STATE ST CLARKSDALE, MS 38614 PHONE NUMBER: (662)624-8727	DATE: 11/9/2015
<p style="text-align: center;">Producer Name and Address</p> <p style="text-align: center;"> ANY PRODUCER 123 S MAIN STREET HARRISONBURG, VA 22801 </p>	
<p>Dear Producer:</p> <p>A maintenance spot check conducted on FSN 4367 revealed that wind and water erosion and/or noxious weeds, including noxious weeds, were not being controlled on 4.00 acres on the farm. Therefore, under the terms of the Agricultural Act of 2014, your payments for farm number 4367 are being reduced by a maximum of \$0.00 for maintenance defaults. The attached report provides an explanation and the amount of each contract crop payment reduction. The payment reduction will not exceed 100% of earned ARC-CO, PLC, and ARC-IC payments. If you have any questions regarding these reductions, please do not hesitate to contact us.</p> <p>County Executive Director</p>	

--*

***--58 Reports**

A Reports Screen

On the FAV Payment Reductions Screen, CLICK “Reports”. The following Reports Screen will be displayed.



B Action

Take the following actions to view the reports:

- enter the farm number in the “Farm Number” box
- click the button next to the applicable report
- CLICK “Submit”.

The selected report will be displayed in a separate window.--*

***--59 Farm Payment Reduction Report**

A Example of Farm Payment Reduction Report

On the Reports Screen, click “Farm Payment Reduction Report” to view and print the Farm Payment Reduction Report.

This is an example of the Farm Payment Reduction Report.

State: Mississippi(28) County: Coahoma(027)		USDA-FSA 2014 ARC/PLC Program Farm Payment Reduction Report		Prepared: 11-9-2015 8:18 PM Page: 1
FARM NUMBER: 4367				
FAV's/Wild Rice on Payment Acres = 2.00 Acres				
Covered Commodity		Payment Acres		# of Acres Reduced
Wheat		10.38		0.29 *
Oats		0.00		0.00 *
Rice - Long Grain		0.00		0.00 *
Rice - Medium Grain		0.00		0.00 *
Flax		0.00		0.00 *
Corn		39.95		1.10 *
Small Chickpeas		0.00		0.00 *
Large Chickpeas		0.00		0.00 *
Grain Sorghum		0.00		0.00 *
Dry Peas		0.00		0.00 *
Peanuts		0.00		0.00 *
Sunflower		0.00		0.00 *
Safflower		0.00		0.00 *
Soybeans		4.24		0.12 *
Barley		0.00		0.00 *
Rapeseed		0.00		0.00 *
Mustard		0.00		0.00 *
Sesame Seed		0.00		0.00 *
Lentils		0.00		0.00 *
Canola		17.77		0.49 *
Crambe		0.00		0.00 *
TOTAL				2.00 *
Base Acres in Default				
Type of Default	Acreage in Second Default	Acreage in Third Default	Rate Per Acre	Total Reduction
Erosion	1.00	1.00	0.00	\$0
Weeds	1.00	1.00	0.00	\$0
TOTALS	2.00	2.00		\$0
* Acre-for-acre payment reduction amount is not included on this report. However, the farm's ARCPLC payment acres will be reduced by the number of FAV's/Wild Rice planted on payment acres, as shown above.				

--*

***--60 FAV and WR Planted on Base Acres Report**

A Example of FAV and WR Planted on Base Acres Report

On the Report Screen, select “FAV and WR Planted on Base Acres Report” to view and print the FAV and WR Planted on Base Acres Report.

Following is an example of the FAV and WR Planted on Base Acres Report.

State: Mississippi(28) County: Coahoma(027)		United States Department of Agriculture Farm Service Agency 2014 ARC-PLC FAV Payment Reductions FAV and WR Planted on Payment Acres			Farms on Report: 11
Farm Number	Effective DCP Cropland	Payment Acreage	Free Acres (Non-Base Acres)	FAV/WR Planted	FAV/WR Planted on Base Acreage
4367	85.11	72.34	12.77	25.00	12.23
4230	1232.60	1038.36	194.24	12.16	0.00
4130	1229.79	58.99	1170.80	160.31	0.00
3097	19.36	15.30	4.06	2.16	0.00
2302	4536.05	3855.64	680.41	19.00	0.00
2199	133.13	1.19	131.94	113.13	0.00
1501	1726.82	1188.32	538.50	55.89	0.00
502	437.47	241.16	196.31	67.54	0.00
293	27.00	8.33	18.67	13.00	0.00
199	122.23	77.18	45.05	6.28	0.00
20	28.22	23.63	4.59	5.95	1.36

--*

***--60 FAV and WR Planted on Base Acres Report (Continued)**

B Fields/Descriptions

This table provides the fields and descriptions provided on the FAV and WR Planted on Base Acres Report.

Item	Description
Farm Number	Selected farm number.
Effective DCP Cropland	Effective DCP cropland for the farm.
Payment Acreage	85 percent of base acreage for farms enrolled in ARC-CO or PLC and 65 percent of base acres for farms enrolled in ARC-IC
Free Acres (Nonbase Acres)	Effective DCP cropland minus payment acreage. If result is negative, nonbase acreage is equal to zero.
FAV/WR Planted Acreage	FAV and WR planted acreage on the farm.
FAV/WR Planted on Payment Acreage	FAV/WR planted acreage minus free acres. If result is negative, FAV/WR planted on payment acres will be equal to zero.

--*

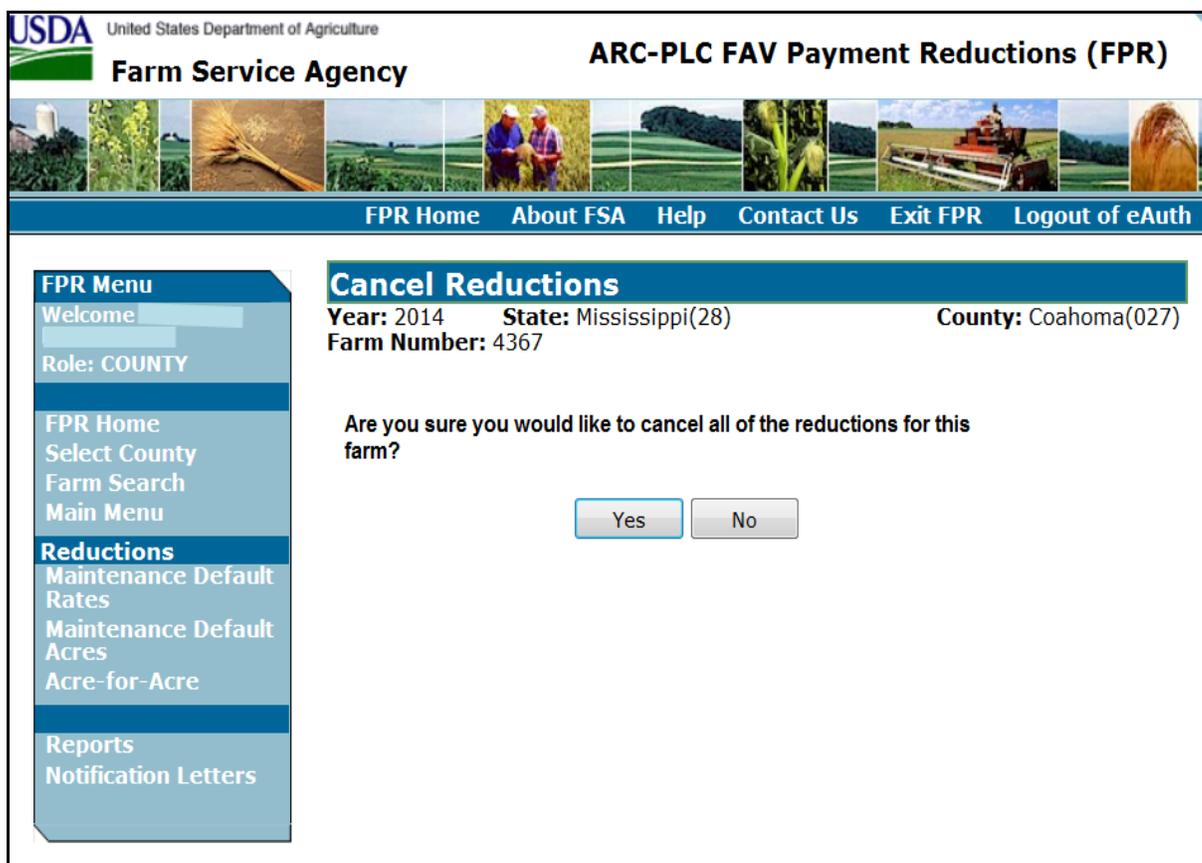
***--61 Cancel Reductions**

A Cancel Reductions Screen

After users click “Cancel Reductions” from the FAV Payment Reductions Screen (subparagraph 52 A), either of the following will be displayed:

- Search Selection Screen (paragraph 53)
- Cancel Reductions Screen.

Following is an example of the Cancel Reductions Screen.



B Action

Select “Yes” to cancel all reductions for the selected farm. The FAV Payment Reductions Screen will be displayed and the reductions will be cancelled for the selected farm.

Select “No” to return to the FAV Payment Reductions Screen without cancelling the reductions for the selected farm.--*

***--62 Automatic Cancellations**

A Overview

FAV payment reduction software reads ARC/PLC contract software to determine base acres, shares, and producers. FAV payment reductions will be automatically cancelled if the ARC/PLC contract is cancelled.

B Action

County Offices shall initiate a new FAV payment reduction record when the ARC/PLC contract is re-enrolled, if applicable.--*

63-74 (Reserved)

--75 State Office Administrative Access*A Overview**

State Office users who are granted administrative access will be able to enter and update FAV payment reductions for all counties within their State.

B Requesting Access

Requests for State Office administrative access shall be made according to the following:

- provide the National Office with all State employees requesting access, and include the following:
 - State name
 - employee's legal first and last name
 - employee's USDA eAuthentication user ID
- FAX information to 202-720-0051, Attn: Neeru Gulati

Note: Include on the FAX that the request is for FPR administrative access.

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

Note: Employees may be added or removed at any time according to the procedure in this subparagraph.

C Accessing the FPR Web Site

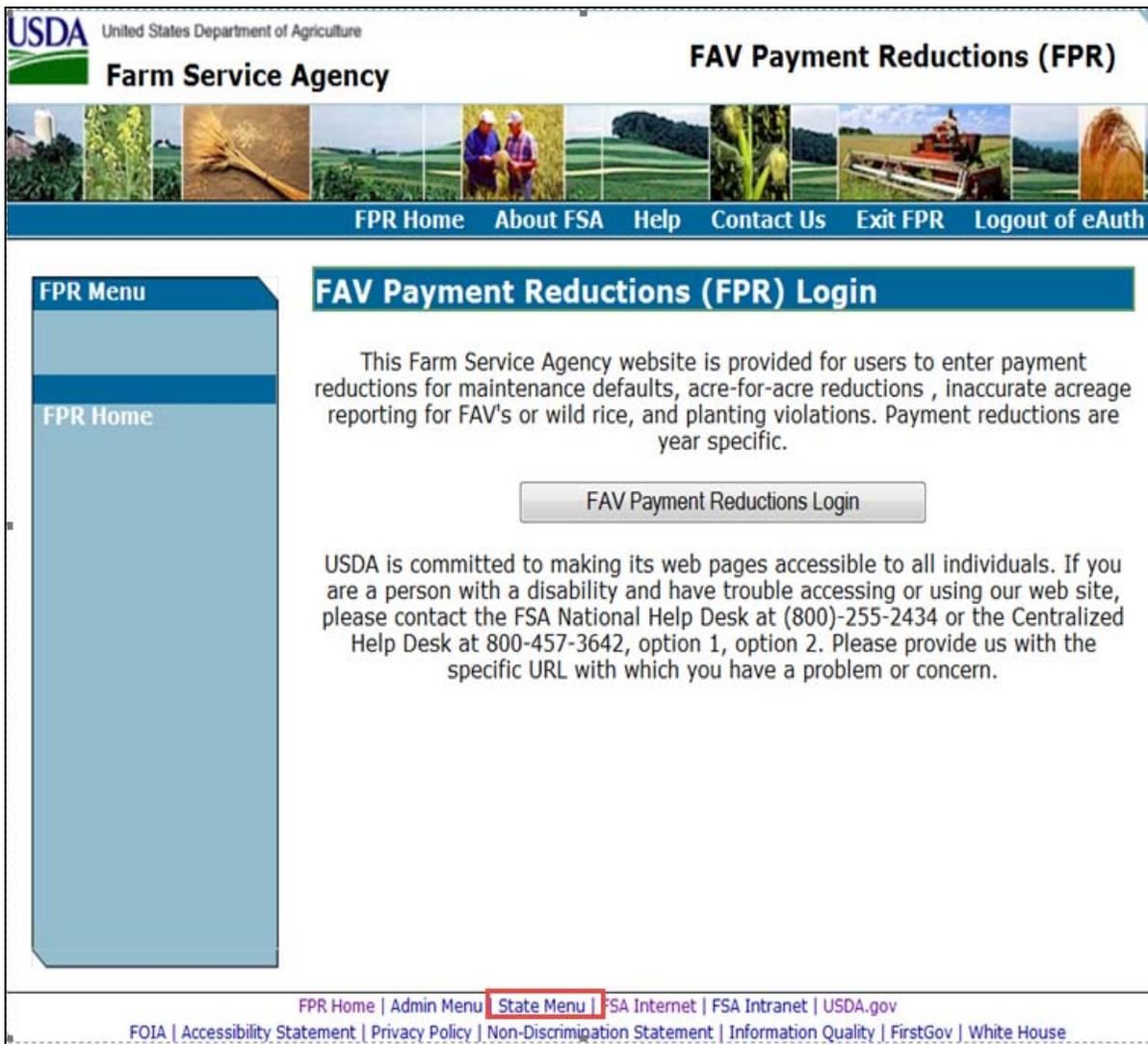
The FPR Home Page may be accessed from FSA's Applications Intranet web site at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>. From the FSA Intranet Screen, under "FSA Applications", "Applications Directory", CLICK "D-F". The FSA Intranet Screen will be redisplayed with the Applications Directory, D to F. CLICK "FPR – FAV Payment Reductions".

Note: Internet Explorer shall be used when accessing the FPR Home Page.--*

*--75 State Office Administrative Access (Continued)

D FPR Home Page

Once a State Office user with State Office administrative access logs into FPR, the following screen will be displayed.



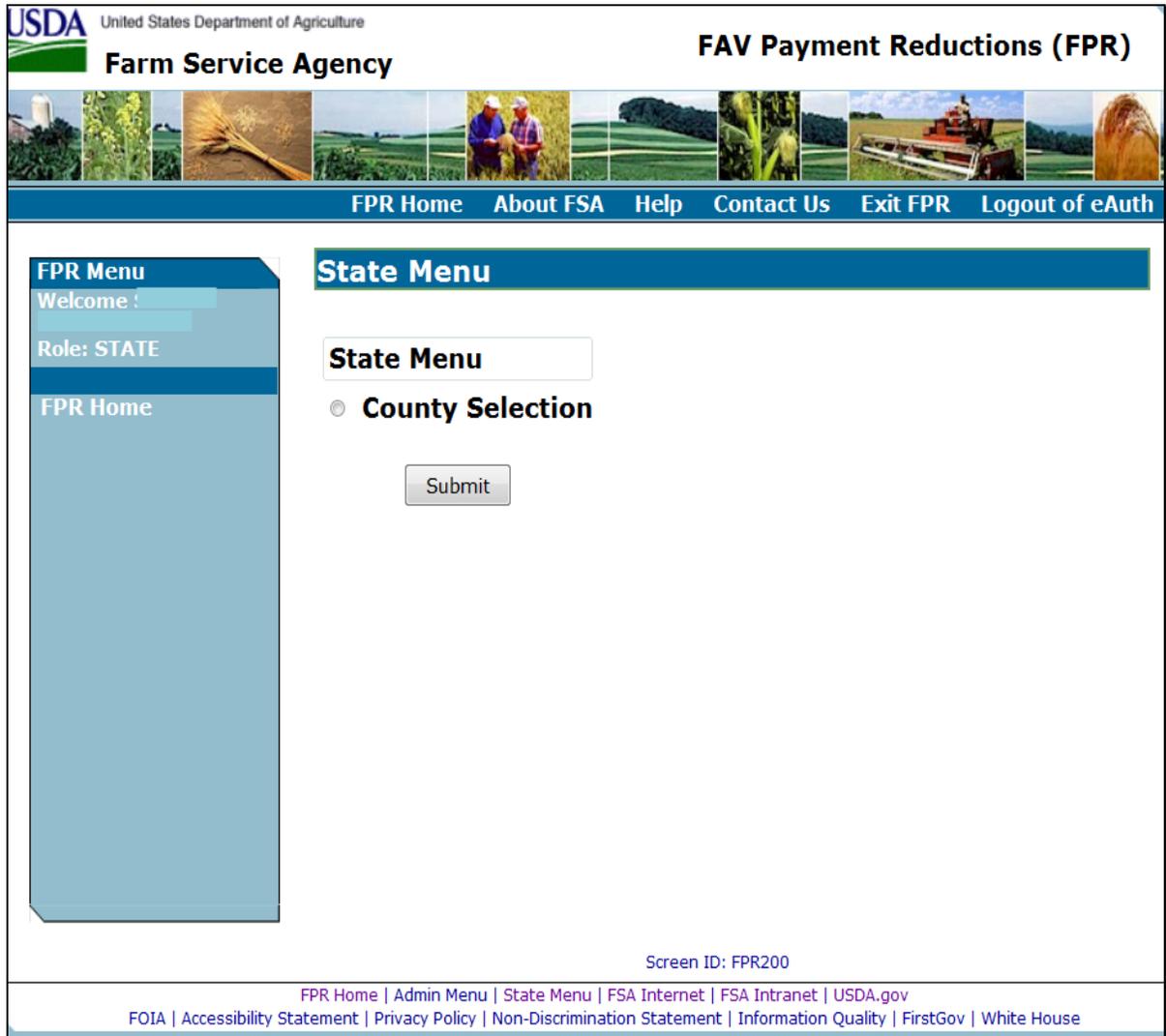
CLICK “State Menu” to enter as a State user.--*

*--75 State Office Administrative Access (Continued)

E State Menu Screen

After users click “State Menu”, the State Menu Screen will be displayed. Following is an example of the State Menu Screen.

On the State Menu Screen, select the “County Selection” option and CLICK “Submit”.



--*

*--75 State Office Administrative Access (Continued)

F Select County Screen

After users select “County Selection” and click “Submit”, the Select County Screen will be displayed. Following is an example of the Select County Screen.

From the drop-down menus, select the State, County, and Program Year.

Note: State Office administrative users will only be able to access counties within the State(s) to which the user is assigned.--*

*--75 State Office Administrative Access (Continued)

G FAV Payment Reductions Screen

After selecting the State, county, and program year, the FAV Payment Reductions Screen will be displayed. Following is an example of the FAV Payment Reductions Screen.

Note: From this point forward, State Office user screens are identical to County Office user screens. Users shall follow procedure in paragraphs 52 through 62 to access the FAV payment reduction software.--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-861	Agricultural Risk Coverage - County Option (ARC-CO) and Price Loss Coverage (PLC) Contract		21, 35, Ex. 2
CCC-862	Agricultural Risk Coverage - Individual Option (ARC-IC) Contract		21, 35, Ex. 2
CCC-957	Cotton Transition Assistance Program (CTAP) Application		35
CRP-1	Conservation Reserve Program Contract		34
FSA-578	Report of Acreage		21

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ARC	agriculture risk coverage	Text
ARC-CO	agriculture risk coverage – county	Text
ARC-IC	agriculture risk coverage – individual	Text
CTAP	Cotton Transition Assistance Program	Text
FAV/WR	FAV and/or wild rice	Text
FPR	FAV Payment Reductions	Text
PLC	price loss coverage	Text

Re delegations of Authority

None.

Menu and Screen Index

The following menus and screens are referenced in this handbook.

Menu or Screen	Title	Reference
	FAV Payment Reductions	50
	State & County Selection Screen	51
	FAV Payment Reductions Screen	52
	Search Selection Screen	53
	Farm Search - Farm Selection	53
	Maintenance Default Rates Screen	54
	Maintenance Default Acres Screen	55
	Acre For Acre Reductions Screen	56
	Notification Letters	57
	Reports	58
	Cancel Reductions	61
	State Menu Screen	75
	Select County Screen	75

