

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

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**Highly Erodible Land Conservation and  
Wetland Conservation Provisions  
6-CP (Revision 2)**

**Amendment 4**

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**Approved by:** Deputy Administrator, Farm Programs

*Richard O. Swuman*

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**Amendment Transmittal**

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**A**

**Reasons for  
Amendment**

Subparagraph 17 H has been added to require date stamping all documentation for HELC and WC determinations according to 61-FI, paragraph 7.

Paragraph 222 has been amended to:

- update the access to NRCS Determinations Screen MIBUTL01
- clarify how to record NRCS flags for HEL and wetlands in the tract file.

Subparagraph 402 A has been amended to delete the reference to HELC and WC requirements for disaster payments.

Subparagraph 404 C has been amended to clarify determining affiliated persons.

Subparagraph 413 D has been amended to clarify the requirement for issuing payments.

Subparagraph 429 C has been amended to delete the reference to FSA-707 for mailing AD-1026.

Subparagraph 458 B has been amended to include that the producer must certify AD-1026, item 13 after NRCS issues the determination.

Subparagraph 501 F has been amended to clarify the definition of field.

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Continued on the next page

**Amendment Transmittal (Continued)**

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**A**

**Reasons for  
Amendment  
(Continued)**

Subparagraph 723 E has been amended to correct the item number in step 3.

Subparagraph 732 I has been amended to remove the reference to DD when completing AD-1069, Part C.

Subparagraph 741 I has been amended to clarify entries for the producer eligibility file.

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<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	1-21, 1-22 2-43 through 2-58 4-3, 4-4 4-9, 4-10 4-27 through 4-40 4-61, 4-62 4-233, 4-234 5-5, 5-6 7-73, 7-74 7-103, 7-104 7-137, 7-138 7-141, 7-142	1, pages 3, 4 2, pages 3, 4 3, page 1

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**17 FSA Responsibilities (Continued)**

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**D****COC Action**

COC shall:

- provide general supervision for day-to-day HELC and WC operations
  - obtain producer certification on AD-1026 and AD-1026U of intentions to comply with HELC and WC requirements
  - refer cases requiring a technical determination to NRCS, before accepting the producer's certification on AD-1026
  - determine the accuracy of AD-1026 certification according to spot-check procedure in 2-CP
  - make determinations of ineligibility for certain program benefits, as violations are discovered
  - consult with CD about the adequacy of conservation plans and systems, as needed
  - consult with NRCS about determinations of third-party conversion
  - notify landowners and operators requesting program benefits of any prior determinations made by NRCS on the land.
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**E****Agriculture  
Farm Credit  
Personnel Action**

The Agriculture Farm Credit personnel for Farm Credit Programs will determine whether proceeds of any loan the Agriculture Farm Credit personnel made or guaranteed will be used for a purpose that will contribute to either of the following:

- excessive erosion
  - wetland conversion for producing an agricultural commodity.
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Continued on the next page

17 FSA Responsibilities (Continued)

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**F**  
**Documenting**  
**County Office**  
**Actions or Facts**  
**Developed**

If actions or facts are developed that should be made part of the written record, record the facts in either of the following ways:

- on the document involved
- by attaching a statement to the document.

**Note:** The County Office employee who takes the actions or records the facts, etc., shall sign and date the document.

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**G**  
**Documenting**  
**COC**  
**Determinations**

Any of the following is acceptable documentation of COC HELC and WC determinations:

- notation on the front or back of the document describing COC's decision signed by a COC member
  - a statement signed by the COC member and attached to the document
  - a statement in the COC minutes cross-referencing the document.
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**\*--H**  
**Date Stamping**

Date stamp all documents according to 61-FI, paragraph 7.--\*

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222 Updating Automated Tract Record

**A**

**Background**

After NRCS completes HEL and wetland determinations, NRCS will return SCS-CPA-026 to FSA with the determinations marked on a farm photocopy.

- Land determinations shall be recorded on FSA aerial photographs according to paragraph 221.
- NRCS determination flags for HEL and wetland shall be recorded in the automated tract file according to this paragraph.

**B**

**Screen Flow for Accessing NRCS Determinations**

\*--Use this table to access Tract Land Data Screen MIBUTL01 beginning on Application Selection Menu FAX07001.

Step	Action	Result
1	ENTER "11", "PFC/Compliance".	PFC/Compliance Menu M00000, will be displayed.
2	ENTER "2", "Farm Records Management".	Farm Records Menu MC0097 will be displayed.
3	ENTER "1", "Farm, Tract, and Crop Record Maintenance".	Year Selection Screen MIBSYR01 will be displayed.
4	Select applicable program year.	Land/Crop/Producer Data Selection Screen MIB00001 will be displayed.
5	ENTER "1", "Tract Land Data".	Tract Land Data Selection Screen MIB10001 will be displayed.
6	ENTER "1", "Update Tract Land Data".	Farm/Tract/Producer Selection Screen MIBSF001 will be displayed.
7	Enter FSN.	Tract Land Data Screen MIBUTL01 will be displayed.

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Continued on the next page

222 Updating Automated Tract Record (Continued)

C  
Screen  
\*--MIBUTL01

This is an example of Screen MIBUTL01.

Farm Records	001-ADAMS	MIBUTL01
Tract Land Data Screen	Version: AD39 05/06/1998 09:17	Term E1
-----		
Fiscal Year 1998		Farmland 128.0
Farm Number 50		Ag Use 124.4
Operator JOHN SMITH		Cropland 124.4
Tract 859	Multi-Tract	
Farmland 160.0		
Ag Use 158.5	Congressional District 19	
Cropland 158.5	Physical Location 48-17	
CRP Acres 0.0		
WBP Acres 0.0	Wetland Certification N	
Eff Ag Use 158.5	Year Certified	
Photo/Grid/Description	E-13 NE1/4 Sec 7-2-2	
NRCS Determinations		
HEL 027 A027 W CW FW PC AW MW RW MG CWT CWN PCW		
N N N N N N		E A N
Cmd2=Select Fm/Tract/Producer	Cmd3=Previous Menu	Cmd7=End Cmd20=Update

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222 Updating Automated Tract Record (Continued)

D

**How to Record NRCS Flags for HEL Determinations**      \*--On Screen MIBUTL01, record NRCS HEL determination flags according to--\* this table.

IF...	THEN ENTER...	in the field labeled...
NRCS has classified a field on the tract as "HEL"	"Y"	"HEL".
NRCS has classified some fields on the tract as "NHEL", but "HEL" determinations are not completed for the tract	" "	
NRCS has classified all fields on the tract as "NHEL"	"N"	
NRCS has not made any HEL determinations for the tract	" "	
*--an acceptable conservation system or plan is being applied	"Y"	"027".
an acceptable conservation system or plan is not being applied	"N"	
<ul style="list-style-type: none"> <li>• a conservation system is not required because HEL will not be--* planted to an agricultural commodity</li> <li>• NRCS has developed a blanket conservation plan that will apply for the tract</li> </ul>	"O"	
*--notice is issued for certain circumstances where "X" is allowed--*	"X"	"A027".
<b>Note:</b> "X" is only allowed if the HEL flag is "Y". The producer is eligible for benefits when the HEL flag is "Y" and the 027 flag is "X".		
*--the producer is actively applying the conservation plan or system	"Y"	"A027".
the producer is not actively applying the conservation plan or system	"N"	
<b>Note:</b> The producer will be considered to be applying a conservation system until--* NRCS notifies FSA otherwise.		
<b>Example:</b> If the HEL flag is "Y" and the 027 flag is "Y", set the A027 flag to "Y".		

Continued on the next page

222 Updating Automated Tract Record (Continued)

E

**NRCS Wetland Determination Flags in Tract File**

This table provides NRCS determination flags that shall be set in the tract file, based on the corresponding wetland label determined by NRCS.

NRCS Wetland Labels	Corresponding Tract Flag	NRCS Definition
AW	AW	Artificial or irrigation-induced wetland.
CC	FW	Commenced conversion exemption that only allows maintenance of the current drainage system.
	PC	Commenced conversion exemption that does not restrict any drainage activities on the land.
CW	CW	Wetland converted between December 23, 1985, and November 28, 1990.
CW+year		Wetland converted after November 28, 1990.
CWNA	CWNA	Wetland converted to other than agricultural commodity production.
CWTE	CWTE	Wetland converted or commenced based on an incorrect NRCS determination.
Easement	None	A wetland easement exists on the land.
FW	FW	Farmed wetland that was manipulated and planted before December 23, 1985, but still meets wetland criteria.
FWP		Pasture or hayland converted before December 23, 1985, that still meets wetland criteria and is not abandoned.
GFW	RW	CW that has been restored under the good faith provision.
GFW+year		CW+year that has been restored under the good faith provision.
MIW	MG	A frequently cropped wetland area that is converted under an agreement that another wetland that was converted before December 23, 1985, is restored to replace it. The restored area may or may not be protected by an easement.
MW	MW	Conversion activity was determined to have a minimal effect.

Continued on the next page

## 222 Updating Automated Tract Record (Continued)

**E**  
**NRCS Wetland**  
**Determination**  
**Flags in Tract**  
**File (Continued)**

<b>NRCS Wetland Labels</b>	<b>Corresponding Tract Flag</b>	<b>NRCS Definition</b>
NI	None	Area that is not inventoried by NRCS.
NW	None	The field does not contain wetland.
PC	PC	Converted before December 23, 1985, to make agricultural production possible.
RPW	MG	A not frequently cropped wetland area that is converted to improve efficiency under an agreement that another wetland that was converted before December 23, 1985, is restored to replace it.
RSW	RW	A wetland area that was converted between December 23, 1985, and November 28, 1990, that is restored to preconversion conditions. No violation by planting on the converted wetland has occurred.
RVW+year		Wetland converted after December 23, 1985, on which: <ul style="list-style-type: none"> <li>• NRCS determined a violation occurred</li> <li>• restoration to preconversion conditions has been completed.</li> </ul>
TP	PC	Wetland converted by a third party that does not restrict any drainage activities on the land.
	FW	Wetland converted by a third party that only allows maintenance of the current drainage system.
W	W	Wetland or wetland farmed under natural conditions and no drainage has occurred.
WX	None	Wetland manipulated after December 23, 1985, but agricultural production was not made possible.

Continued on the next page

222 Updating Automated Tract Record (Continued)

**F**

**Recording NRCS Determinations on Screen** Record the NRCS wetland determination flags on Screen MIBUTL01--\* according to this table.

\*--MIBUTL01

<b>IF the tract field...</b>	<b>AND NRCS has...</b>	<b>THEN the applicable corresponding field in the tract file shall be set to...</b>
has a corresponding NRCS wetland label for the tract		"Y".
does not have a corresponding NRCS wetland label	completed all wetland determinations for all areas on the tract	"N".
	<b>not</b> completed all wetland determinations for all areas on the tract	"blank". <b>Exception:</b> CW shall be set to "N".

**G**

**Recording PCW Flag on Screen** Record the PCW flag according to this table.

\*--MIBUTL01--\*

<b>IF an agricultural commodity has...</b>	<b>THEN the PCW flag shall be set to...</b>
been planted on a converted wetland	"Y".
<b>not</b> been planted on a converted wetland	"N".

Continued on the next page

222 Updating Automated Tract Record (Continued)

H

Basic Commands on Screen

\*--MIBUTL01

This table lists the basic commands for loading and updating the NRCS determinations on Screen MIBUTL01.--\*

Key	Function		
Help	Displays the Meanings for NRCS Determinations Screen.		
Select Farm No.	Displays NRCS flags for the farm number selected.		
Enter	<b>IF a selected farm number is...</b>	<b>AND the message "More Tracts" is...</b>	<b>THEN the system will display...</b>
	not entered	displayed	the next screen for additional tracts.
		<b>not</b> displayed	tract numbers for the next consecutive farm number.
	entered	displayed	the next screen for additional tracts.
<b>not</b> displayed		the selected farm.	
U	<p>The entries are validated and the file is updated only when "U" is selected and "Enter" is pressed to update.</p> <p><b>Note:</b> The message, "HEL-PRODUCER(S) OUT OF COMPLIANCE ON TRACT", is displayed if the HEL flag is "Y" and either the 027 or A027 flag is "N". See *--subparagraph N.--*</p> <p><b>Exception:</b> If the 027 flag is "X" or "O" and the A027 flag is "N", the producer will <b>not</b> be ineligible.</p>		
Cmd3	*--Returns to Screen MIB00001.		
Cmd7	Returns to Menu M00000.--*		

Continued on the next page

222 Updating Automated Tract Record (Continued)

**I**

**Preliminary Tract Flag Summary**

This table shows how NRCS determination flags are summarized for a tract.

Tract Flags			Tract Summary	Summary Flag Meaning
HEL	027	A027		
"N"	"N"	"N"	"Y"	Tract does not have HEL.
"Y"	"Y"	"Y"	"C"	Tract has HEL and tract is complying.
"Y"	"O"	"N"	"C"	Tract has HEL and does not require a conservation plan so it is complying.
"Y"	"X"	"N"	"C"	Tract has HEL and a grace period to obtain approved conservation plan so it is complying.
"Y"	"Y"	"N"	"N"	Tract has HEL and the producer is not applying conservation plan so it is not complying.
"Y"	"N"	"N"	"N"	Tract has HEL and not covered by an approved conservation plan so it is not complying.
" "	"N"	"N"	" "	NRCS determinations are not complete on the tract.

**J**

**How Tracts Are Summarized for Producers on the Farm**

The following table shows which tracts on the farm will be used to determine the producer's HELC flag in the farm producer record according to \*--subparagraphs K and L.--\*

IF the producer's status on the farm is...	THEN tract flags used in the farm producer summary will be...
OW	only the tracts on the farm in which the producer is recorded as OW.
OO, OP, or OT	all tracts on the farm.

Continued on the next page

222 Updating Automated Tract Record (Continued)

**K**  
**HELIC Flag**  
**Definitions**

The following table provides definitions for HELIC flags that are updated in the farm producer file.

<b>HELIC Flag</b>	<b>Definition</b>
"Y"	Tract does not have HEL.
"C"	Tract has HEL and tract is complying.
" "	A complete NRCS determination has not been made on the tract.
"N"	Tract has HEL and tract is not complying.

**L**  
**HELIC Field in**  
**Farm Producer**  
**Record**

\*--Tract summary flags that are set on a farm according to subparagraph I will update the HELIC field in the farm producer record.

Subparagraph J outlines which tracts are used by the system to determine the--\* producer's HELIC flag for the farm according to this table.

**Note:** The HELIC flag in the farm producer record will update the producer eligibility record according to subparagraph 741 E.

<b>IF tract summary flags used for producers are...</b>	<b>THEN the producer's HELIC flag on the farm producer file is updated to...</b>
all "Y"	"Y".
all "C"	"C".
all " "	" ".
"N" on 1 or more tracts	"N".
"C" on 1 or more tracts and none of the tracts are "N" or " "	"C".
" " on 1 or more tracts and none of the tracts are "N"	" ".

Continued on the next page

222 Updating Automated Tract Record (Continued)

**M**

**PCW Flag in Farm Producer Record**

The PCW field that is set in the tract record is summarized and will default a PCW flag in the farm producer record.

\*--Subparagraph J outlines which tracts on the farm are used to determine the--\* default of the producer's PCW flag. The default is set according to this table.

**Note:** The PCW default in the farm producer record will default the producer eligibility record according to subparagraph 741 G.

IF the tract PCW flags used for the producer are set to...	THEN the producer's PCW flag on the farm producer file is defaulted to...	Farm Producer PCW Flag Meaning
"N" on all tracts	"Y".	Producer is not associated with a tract on the farm on which an agricultural commodity was planted on a converted wetland.
"Y" on 1 or more tracts	"N".	Producer is associated with a tract on the farm on which an agricultural commodity was planted on a converted wetland.

**N**

**If Producers Are Not in Compliance With HEL**

If the HEL flag is "Y" and either the 027 or A027 flag is "N":

- the message, "HEL-PRODUCER(S) OUT OF COMPLIANCE ON TRACT", will be displayed
- the system will default the HELC field in the eligibility file to "A" for the:
  - operator of the farm
  - other producers on the farm
  - owner/operators on the farm
  - owners of the tract.

"A" indicates the producer is in FSA appeal status. The HELC field in the eligibility file shall be updated when the producer's appeal rights have been exhausted or a final determination is made, according to subparagraph 741 F.

**Note:** Do not fail to update the HELC flag because it can affect good faith determinations in future years.

222 Updating Automated Tract Record (Continued)

**O**

**System Update of Eligibility File**

The system will automatically update HELC and PCW flags in the eligibility file to the default value according to paragraph 741 when there is a change, addition, or deletion in:

- tract flags
- owners of the tract
- owner/operators on the farm
- operator of the farm
- other producers on the farm.

**P**

**Examples of Updating NRCS Determination Flags**

This table contains examples of NRCS determinations and resulting updates to:

- NRCS determination flags in the tract file
- eligibility flags according to paragraph 741.

Example	Situation			NRCS Determination and Result
1	Tract 1 contains 1000.0 acres of cropland.			*--Fields 2 and 3 are HEL with a conservation plan.--*
	<b>Field</b>	<b>Land Use</b>	<b>Acres</b>	A determination was * * * made for fields 4 and 5.
	2	Corn	200.0	* * *
	3	Corn	300.0	Load the flags as follows:
	4	Pastureland	400.0	<u>HEL</u> <u>027</u> <u>A027</u>
	5	Hay	100.0	Y       Y       Y
				Tract flags default the HELC flag to "C" in the: <ul style="list-style-type: none"> <li>• tract summary</li> <li>• farm producer summary</li> <li>• eligibility file.</li> </ul>

Continued on the next page

222 Updating Automated Tract Record (Continued)

**P**  
**Examples of**  
**Updating NRCS**  
**Determination**  
**Flags**  
**(Continued)**

Example	Situation			NRCS Determination and Result						
2	Tract 1 contains 1000.0 acres of cropland.			Fields 2 and 3 are not HEL.						
	<b>Field</b>	<b>Land Use</b>	<b>Acres</b>	A determination was not made for fields 4 and 5.						
	2	Corn	200.0	Load the flags as follows:						
	3	Corn	300.0	<table border="0"> <tr> <td><u>HEL</u></td> <td><u>027</u></td> <td><u>A027</u></td> </tr> <tr> <td>" "</td> <td>N</td> <td>N</td> </tr> </table>	<u>HEL</u>	<u>027</u>	<u>A027</u>	" "	N	N
	<u>HEL</u>	<u>027</u>	<u>A027</u>							
	" "	N	N							
4	Pastureland	400.0	<p><b>Note:</b> Since HEL determinations are not complete for all cropland, leave HEL blank. Remind producers to contact NRCS before any parts of fields 4 and 5 are tilled.</p>							
5	Hay	100.0								
				<p>The tract flags default the HELC flag to " " in the:</p> <ul style="list-style-type: none"> <li>• tract summary</li> <li>• farm producer summary</li> <li>• eligibility file.</li> </ul>						
3	Tract 2 contains 100.0 acres of cropland.			Field 1 is HEL, but the producer does not have a conservation plan.						
	<b>Field</b>	<b>Land Use</b>	<b>Acres</b>	Field 2 is not HEL.						
	1	Pastureland	50.0	Load the flags as follows:						
	2	Corn	50.0	<table border="0"> <tr> <td><u>HEL</u></td> <td><u>027</u></td> <td><u>A027</u></td> </tr> <tr> <td>Y</td> <td>0</td> <td>N</td> </tr> </table>	<u>HEL</u>	<u>027</u>	<u>A027</u>	Y	0	N
	<u>HEL</u>	<u>027</u>	<u>A027</u>							
Y	0	N								
			<p>The tract flags update the HELC flag to "C" in the:</p> <ul style="list-style-type: none"> <li>• tract summary</li> <li>• farm producer summary</li> <li>• eligibility file.</li> </ul>							

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222 Updating Automated Tract Record (Continued)

**P**  
**Examples of**  
**Updating NRCS**  
**Determination**  
**Flags**  
**(Continued)**

Example	Situation	NRCS Determination and Result						
4	Tract 3 contains 150.0 acres of farmland and 0 acres of cropland.	<p>All of the tract is HEL.</p> <p>Load the flags as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>HEL</u></td> <td style="text-align: center;"><u>027</u></td> <td style="text-align: center;"><u>A027</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">0</td> <td style="text-align: center;">N</td> </tr> </table> <p><b>Note:</b> Since there is no cropland on the tract, the tract does not need a conservation plan.</p> <p>When the cropland is increased in the system because new land is broken out, the system will update the:</p> <p style="text-align: center;">* * *</p> <ul style="list-style-type: none"> <li>• producers' HELC flags in the farm producer file to "N"</li> <li>• producers' HELC flags in the eligibility file to "A"</li> <li>• 6-CP flag for the producers to "N".</li> </ul> <p><b>Reminder:</b> Send AD-1026 to NRCS for land determination, if land not previously classified is determined cropland.</p>	<u>HEL</u>	<u>027</u>	<u>A027</u>	Y	0	N
<u>HEL</u>	<u>027</u>	<u>A027</u>						
Y	0	N						

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222 Updating Automated Tract Record (Continued)

**P**  
**Examples of**  
**Updating NRCS**  
**Determination**  
**Flags**  
**(Continued)**

Example	Situation			NRCS Determination and Result					
5	Tract 5 contains 100.0 acres of cropland.			Fields 1 and 2 are HEL.					
	<b>Field</b>	<b>Land Use</b>	<b>Acres</b>	Field 1 is included in the conservation plan.					
	1	Corn  *--Producer A is the tenant.	50.0	Field 2 is not included in the conservation plan.					
	2	Corn  Producer B--* is the tenant.	50.0	Load the flags as follows:  <table style="margin-left: 40px;"> <tr> <td><u>HEL</u></td> <td><u>027</u></td> <td><u>A027</u></td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> </tr> </table> <p><b>Note:</b> The tract status should indicate that the tract is in noncompliance, because not all of the land that is HEL is covered by a conservation plan.</p> <p>The HELC flag will default to "A" for both *--producers. Producer A's HELC flag will need to be reset to "B". The 6-CP flags will default to:</p> <ul style="list-style-type: none"> <li>• "Y" for Producer A (eligible for payment)</li> <li>• "N" for Producer B (ineligible for payment).--*</li> </ul>	<u>HEL</u>	<u>027</u>	<u>A027</u>	Y	N
<u>HEL</u>	<u>027</u>	<u>A027</u>							
Y	N	N							

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222 Updating Automated Tract Record (Continued)

**P**  
**Examples of**  
**Updating NRCS**  
**Determination**  
**Flags**  
**(Continued)**

Example	Situation	NRCS Determination and Result
6	In April 1991, a producer installed a drainage ditch through a wetland. Trees were cleared off the wetland area in August 1991.	<p>Notified FSA on FSA-569 that this tract has a converted wetland.</p> <p>ENTER "Y" in the CW field in the tract file.</p> <p>The message, "CW - Update CNVRT flag on eligibility file if converted after November 28, 1990", will be displayed.</p> <p>See subparagraph:</p> <ul style="list-style-type: none"> <li>• 708 D for producer appeal rights</li> <li>• 741 D to update the CNVRT flag in the eligibility file.</li> </ul>
7	In April 1994, a producer planted an agricultural commodity on a converted wetland.	<p>The tract has a converted wetland.</p> <p>FSA has determined that an agricultural commodity is planted on the converted wetland.</p> <p>ENTER "Y" in the PCW field in the tract file.</p> <p>The system will automatically default the eligibility flags for all producers associated with the ineligible tract as follows:</p> <ul style="list-style-type: none"> <li>• "A" in the PCW field</li> <li>• "N" in the 6-CP field.</li> </ul> <p>See subparagraph:</p> <ul style="list-style-type: none"> <li>• 708 D for producer appeal rights</li> <li>• *--741 D to update the CNVRT flag in the--* eligibility file.</li> </ul>

223 **Updating Wetland Certification Flags in the Tract File**

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**A**

**Overview**

Wetland certification flags shall be recorded in the tract file according to this paragraph.

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**B**

**Accessing Wetland Certification Flags**

Use this table to access Basic Tract Record Screen MCA35000 to update wetland certification flags.

Step	Menu or Screen	Action
1	FAX07001, Application Selection	ENTER "11", "Production Adjustment/Compliance".
2	M00000, Production Adjustment/Compliance	ENTER "2", "Farm Records Management".
3	MC0096, Farm Records Management	ENTER "1", "Farm, Tract, and Crop Record Maintenance".
4	MCA00001, Farm Maintenance Activity Selection	ENTER "3", "Tract Data".
5	MCA30000, Farm Maintenance	ENTER "1", "Update Basic Tract Record".
6	MCA35000, Basic Tract Record	Update wetland certification and year certified flags, as applicable.

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402 Programs Requiring AD-1026 Certification (Continued)

**A**  
**Program Benefits**  
**Covered by**  
**HELC and WC**  
**Provisions**  
**(Continued)**

Loans and Payments Covered by the 1996 Act	Applicable Programs	Catalog of Federal Domestic Assistance	Handbook	Administering Agency
Farm storage facility loan made under section 4(h) of the Commodity Credit Corporation Charter Act (15 U.S.C. 714b(h))  <b>Note:</b> HELC compliance requirement only. WC compliance <b>not</b> required.				
Disaster payment  * * *				
Loan made, insured, or guaranteed under the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) or any other provision of law administered by the Consolidated Farm Service Agency, if the Secretary determines that the proceeds of this loan will be used for a purpose that will contribute to excessive erosion of highly erodible land	Farm Operating Loans	10.406		
	Farm Ownership Loans	10.407		
	Loans to Indian Tribes and Tribal Corporations	10.421		
Payment made under section 4 or 5 of the Commodity Credit Corporation Charter Act (15 U.S.C. 714b or 714c) during the crop year for the storage of an agricultural commodity acquired by Commodity Credit Corporation  <b>Note:</b> HELC compliance requirement only. WC compliance <b>not</b> required.	Payments for Storage of Agricultural Commodities Acquired by CCC Under the Commodity Credit Corporation Charter Act	10.051		FSA

Continued on the next page

402 Programs Requiring AD-1026 Certification (Continued)

**A**  
**Program Benefits**  
**Covered by**  
**HELC and WC**  
**Provisions**  
**(Continued)**

Loans and Payments Covered by the 1996 Act	Applicable Programs	Catalog of Federal Domestic Assistance	Handbook	Administering Agency
Payment made pursuant to a contract entered into under the Environmental Quality Incentives Program under chapter 4 of Subtitle D	Conservation Reserve Program	10.069	1-CRP	FSA
	Emergency Conservation Program	10.054	1-ECP	FSA
Payment under any other provision of Subtitle D	Wetland Reserve Program	10.072		NRCS
	Environmental Quality Incentives Program			NRCS
	Conservation Farm Option			FSA
	Integrated Farm Management Program Option			FSA
Payment under section 401 or 402 of the Agricultural Credit Act of 1978 (16 U.S.C. 2201 and 2202)				FSA
Payment, loan, or other assistance under section 3 or 8 of the Watershed Protection and Flood Prevention Act (16 U.S.C. 1003 and 1006a)	Watershed Protection and Flood Prevention Loans and Cost-Share			NRCS

404 Affiliated Persons (Continued)

**C**  
**Determining**  
**Affiliated**  
**Persons**  
**(Continued)**

<b>IF the entity type of the producer requesting benefits is...</b>	<b>THEN the affiliated persons are...</b>
<ul style="list-style-type: none"> <li>• 02, general partnership</li> <li>• 03, joint venture, except Indian tribal venture</li> <li>• 05, limited partnership</li> <li>• 06, estate</li> <li>• 07, revocable trust</li> <li>* * *</li> <li>• 17, irrevocable trust</li> </ul>	<p>first level members of the entity.</p> <p><b>Example:</b> The members of Trust A are Partnership A and Estate A.</p> <p>The affiliates of Trust A are:</p> <ul style="list-style-type: none"> <li>• Partnership A</li> <li>• Estate A.</li> </ul> <p><b>Note:</b> The members of Partnership A and Estate A are <b>not</b> affiliates of Trust A.</p>
<p>04, corporation with stockholders</p>	<p>first level members with more than 20 percent interest in the corporation.</p>
<ul style="list-style-type: none"> <li>• 09, State</li> <li>• 10, churches and other charitable organizations</li> <li>• 11, county</li> <li>• 12, city</li> <li>• 13, public school</li> <li>• 16, corporation with no stockholders</li> </ul>	<p>none.</p> <p><b>Rule:</b> These entities are separate from each other for eligibility purposes, if they have a separate ID number.</p> <p><b>Example:</b> If each of the following entities provides a different ID number, they will be considered separate for HELC and WC eligibility purposes:</p> <ul style="list-style-type: none"> <li>• Colorado State Bureau of Prisons</li> <li>• Colorado State Research Farm</li> <li>• Colorado County Welfare Farm</li> <li>• Colorado City School Farm.</li> </ul> <p><b>Nonexample:</b> If the following entities use the same ID number, they will be considered 1 person for HELC and WC eligibility purposes:</p> <ul style="list-style-type: none"> <li>• Colorado State Research Farm</li> <li>• Colorado State Experiment Station.</li> </ul>
<p>Indian tribal venture</p>	<p>none.</p>

Continued on the next page

**404 Affiliated Persons (Continued)**

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**D****AD-1026 Filing Requirement for Affiliated Persons**

All affiliated persons with farming interests must file AD-1026 before the producer requesting benefits shall be considered eligible.

**Note:** Affiliates are considered as having farming interests if the affiliate's ID number is listed as owner, operator, tenant, or sharecropper on any land.

**Exception:** A spouse or minor child of the person requesting benefits shall not be required to file AD-1026, if both of the following is accurate for the spouse or minor child:

- does not have an individual farming interest separate from the person requesting benefits
- does not receive program benefits under his or her individual ID number.

**Example:** The husband files AD-1026. The wife's only farming interest separate from the husband is as a beneficiary of a trust. The trust shall file AD-1026. The wife shall **not** be required to file AD-1026 as an individual, if she does not receive benefits under her individual ID number.

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Continued on the next page

413 AD-1026 Filing and Certification Dates (Continued)

**D**

**Issuing Benefits**

Benefits to the producer shall not be issued until AD-1026 is certified, unless authorized by applicable program procedure. This table provides specific requirements for programs with special conditions for issuing payments.

Program Benefit	AD-1026 Requirement for Issuing Payment
Production Flexibility Contract Payments	<p>*--Advance payment may be issued if all of the--* following applies:</p> <ul style="list-style-type: none"> <li>• AD-1026 has been filed by signing item 11</li> <li>• 15 calendar days have elapsed since AD-1026 has been filed</li> <li>• no known violations exist</li> <li>• requested NRCS determinations have not been completed.</li> </ul>
Cost-Share for ACP and ECP, including LTA's	<p>Allocation of funds shall not be approved until a certified AD-1026 is on file that covers the calendar year in which the cost-share has been requested.</p> <p>Payment shall not be issued unless a certified AD-1026 is on file that covers the calendar year in which the practice has been completed.</p>
CRP	<p>Payment shall not be issued unless a certified AD-1026 is on file that covers the program year in which the CRP payment has been made.</p>

**414 Late-Filed AD-1026**

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**A**

**What Is Considered Late-Filed**

Unless otherwise instructed, if a producer is participating in a program with an established signup date, AD-1026 must be filed by the second Friday after the end of the applicable signup period, unless a valid continuous AD-1026 or AD-1026U is on file. Any AD-1026 filed after the signup date will be considered late-filed.

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**B**

**How to Handle Late-Filed AD-1026's**

COC may approve meritorious cases where AD-1026 is late-filed. COC shall document the following in the COC minutes:

- the reasons for late-filing
  - justification for approval or disapproval.
- 

**415-418 (Reserved)**

429 AD-1026 and Mailing Instructions (Continued)

C

**Mailing AD-1026 to Producer**

This sample letter may be used as a guideline for mailing AD-1026 and AD-1026A's to producers who cannot visit County Offices, and request that the forms be mailed.

\* \* \*

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Sioux County FSA Committee  
P.O. Box 300  
Anytown, NM 88130

January 30, 1990

Jim R. Johnson  
Rt. 1, Box 25  
Anywhere, NM 88555

Dear Producer:

Enclosed is AD-1026, Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification. AD-1026 must be completed by all producers who request USDA program benefits covered by the Food Security Act of 1985, as amended by the Federal Agriculture Improvement and Reform Act of 1996.

AD-1026 Appendix is attached to the top of AD-1026. The AD-1026 Appendix contains the HELIC and WC certification requirements. By signing AD-1026, you will be certifying receipt of AD-1026, and intended compliance with the statements on AD-1026 Appendix.

Carefully review AD-1026A(s) that are also attached to AD-1026. If data is incorrect, report the change to the County Office that is printed on the incorrect AD-1026A, item 6. Do not sign AD-1026 until corrected AD-1026A's are received.

If you are applying for benefits, but do not have an interest in any land, AD-1026A(s) will not be attached. Enter the statement in the bottom margin on AD-1026, "I do not have an interest in any land". Sign and date the statement.

Follow the instructions for answering the questions on AD-1026. All questions must be answered. If any answer on AD-1026, items 8 through 10 is "yes", sign AD-1026, item 11, and return AD-1026 and AD-1026A(s) to our County Office. Do not sign AD-1026, item 13 until AD-1026 is returned for your final certification, after NRCS determinations are complete.

If AD-1026, items 8 through 10 are all answered "no", read AD-1026 Appendix, and sign and date AD-1026, item 13. Retain AD-1026 Appendix for your records.

Return all copies of AD-1026 and AD-1026A(s) to Sioux County FSA Office, P.O. Box 300, Anytown, NM 88130. You may telephone this County Office on 600-921-1111, if you have any questions.

Sincerely,

CED

430 Printing Producer-Specific AD-1026

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**A**

**Automated  
AD-1026 Option**

County Offices can use the System 36 to print producer-specific AD-1026's. This option prints on AD-1026 with the selected producer's name, ID number, and program year. This option may be used instead of entering the data manually on preprinted forms.

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**B**

**Accessing the  
Print AD-1026  
Option**

Use this table to select the print AD-1026 option.

Step	Menu or Screen	Action
1		Load 8½- by 11-inch paper in the printer.
2	FAX07001, Application Selection	ENTER "9", "Common Provisions".
3	MA0000, Common Management Provisions	ENTER "4", "Subsidiary Files".
4	MAD000, Subsidiary Files	ENTER "5", "Eligibility".
5	MAD400, Eligibility File	ENTER "4", "Print Compliance Forms".
6	MAD450, Selection	ENTER "2", "Print Producer-Specific AD-1026".
7	MADPRT01, Printer Selection	Select printer.

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Continued on the next page

**457 When to Refer AD-1026 to NRCS (Continued)**

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**B**

**When AD-1026 Referral to NRCS Is Unnecessary**

If it is determined according to subparagraph A that referral to NRCS is unnecessary, have the producer:

- read AD-1026 Appendix
  - sign and date AD-1026, item 13 according to Section 6.
- 

**458 Preparation for Referral to NRCS**

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**A**

**Referrals to NRCS for Multi-County Producers**

When a referral to NRCS is necessary according to paragraph 457, use this table to initiate the referral.

<b>IF NRCS determination...</b>	<b>THEN County Offices shall...</b>
is not required in another county	complete the steps in subparagraph B for their County Office.
is required in another county	mail a photocopy of the following to the applicable County Office: <ul style="list-style-type: none"> <li>• FSA and NRCS copies of AD-1026</li> <li>• AD-1026A's printed by the other County Office where the NRCS determination has not been made.</li> </ul>

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Continued on the next page

458 Preparation for Referral to NRCS (Continued)

**B**

**County Office Referrals to NRCS**

County Offices shall prepare the necessary documents for referral to NRCS for HEL or wetland determinations for land located in their counties according to this table.

Task	Action
Prepare photocopies of aerial photography	<p>Prepare 3 complete sets of photocopies which require determinations as follows.</p> <ul style="list-style-type: none"> <li>• List the tract number or numbers with the owner's name and address on the reverse side of the photocopy.</li> <li>• Delineate fields or subdivisions of fields for which a "yes" answer on AD-1026, item 8, 9, or 10 applies and determinations are needed.</li> <li>• ENTER "X" on fields that do not have any cropping history during 1981 through 1985.</li> <li>• ENTER "✓" on fields with cropping history during 1981 through 1985.</li> <li>• Identify any drainage activity completed or proposed.</li> </ul> <p><b>Note:</b> Determinations are needed for:</p> <ul style="list-style-type: none"> <li>• fields that either have been or will be planted to agricultural commodities</li> <li>• drainage activities that have not been previously verified by NRCS.</li> </ul>
Complete AD-1026, item 12	<p>On AD-1026, item 12:</p> <ul style="list-style-type: none"> <li>• ENTER "✓" if an NRCS determination is necessary</li> <li>• enter the date AD-1026 and photocopy are referred to NRCS</li> <li>• County Office employee responsible for the referral to NRCS shall sign and date.</li> </ul>
Send to NRCS	<p>Attach the prepared photocopies to FSA and NRCS copies of AD-1026 and AD-1026A's, and send to NRCS.</p>
*--Certification	<p>The producer must certify on AD-1026, item 13 after NRCS issues the determination.--*</p>

Continued on the next page

501 Redefining Fields and Reconstitutions (Continued)

**B**  
**Redefinition of**  
**HEL Fields**  
**(Continued)**

<b>IF a predominately highly erodible field is...</b>	<b>AND NRCS determines HEL...</b>	<b>THEN NRCS will...</b>
divided into 2 or more fields		make HEL determination by using the criteria for highly erodible fields in subparagraph 500 C.
incorrectly delineated as the result of a County Office error when NRCS made the initial HEL determination		
requested by the producer to be divided by permanent boundaries that meet the requirements for field delineations in 2-CP to separate HEL and NHEL	can be delineated separately from NHEL in the field	identify the fields as separate HEL and NHEL fields.

**C**  
**Field Determined**  
**NHEL**

If field boundary changes are made on fields that were determined NHEL by NRCS:

- HEL status for the resulting field or fields shall be determined using the criteria for highly erodible fields in subparagraph 500 C
- refer to NRCS for a redetermination of HEL status according to subparagraph I.

**D**  
**Redefinitions for**  
**Land Entering**  
**Into CRP**  
**Contracts**

If an area is redefined for CRP eligibility purposes, NRCS will make a new HEL determination on the remaining land in the field that is not under CRP contract using the criteria for highly erodible fields in subparagraph 500 C.

Continued on the next page

501 Redefining Fields and Reconstitutions (Continued)

**E**

**Early Release of CRP** CRP land that is approved for early release shall be referred to NRCS according to this table.

Early Release Requirements	Action
<p>CRP contracts released early under special authority in 1995 are required to maintain a basic conservation system until the date the CRP contract was scheduled to expire.</p> <p><b>Note:</b> This shall apply for both HEL and NHEL that was under CRP contract and approved for early release.</p>	<p>County Offices shall identify on aerial photography and refer to NRCS according to 2-CP, subparagraph 494 C.</p> <p>NRCS shall classify HEL or NHEL fields, according to subparagraphs B and C, if CRP is either split or combined with other fields.</p>
<p>CRP contracts scheduled to expire in 1996 that are approved for early release under special authority in 1996 are required to apply conservation practices according to NRCS specifications.</p>	

**F**

**HEL Determinations for Multitracts**

The statute defines a field, which is the basis for making HEL determinations according to the regulations.

**Definition:** A field means a part of a farm that is separated from the balance of the farm by permanent boundaries, such as fences, permanent waterways, or other similar features. At the option of the owner or operator of the farm, croplines may also be used to delineate a field  
 \*-if farming makes it practicable that the croplines are **not** subject--\* to change.

**Note:** 2-CP defines a field as part of a tract.

Therefore, NRCS has agreed that HEL determinations for fields assigned multitract numbers shall be made for the field, not the tract.

Continued on the next page

723 AD-1068, Good Faith Determination - Highly Erodible Land Activity (Continued)

**E**

**Completing AD-1068, Part A** Complete AD-1068, Part A according to this table.

Step	Action	
1	Enter the State and county name in item 1.	
2	Complete AD-1068, items 2 through 6.	
	Item	Entry
	2	Producer's name and address
	3	Producer's telephone number
	4	Producer's ID number
	5	Farm number or numbers on which the noncompliance occurred from FSA-569.
3	<p>*--Producer requesting relief shall write the request, sign, and date on AD-1068, item 8.--*</p> <p><b>Note:</b> Attach the producer's signed and dated request to AD-1068, if the request is made on another sheet. Make a notation in the signature block.</p>	
4	<p>Enter the date on AD-1068, item 7, and refer AD-1068 to NRCS.</p> <p><b>Note:</b> Keep a copy of AD-1068 in a pending file.</p>	

Continued on the next page

723 AD-1068, Good Faith Determination - Highly Erodible Land Activity (Continued)

**F**  
**AD-1068, Part B** This is an example of AD-1068, Part B.

PART B - NRCS INFORMATION	
9. Describe any pertinent facts relating to the case that NRCS or the Soil and Water Conservation District has that may affect the COC determination.	
10. SIGNATURE OF NRCS EMPLOYEE	DATE

**G**  
**Completing AD-1068, Part B** AD-1068 shall be referred to NRCS for completing Part B. NRCS will make entries according to this table.

Item	Required Entry	Who Completes Items
8	Description of any pertinent facts about the case that either NRCS or SWCD may have that may affect the COC determination	NRCS
9	Signature and date by NRCS employee	

Continued on the next page

732 AD-1069, Good Faith Determination - Wetland Activity (Continued)

**I**

**Completing AD-1069, Part C** COC \* \* \* shall complete AD-1069, Part C according to this table.

Item	Required Entry	Who Completes Items
15	"✓" to indicate whether FSA has knowledge that the producer was involved in a previous National, State, or local wetland violation issue	COC
16	"✓" to indicate whether the request was granted	
17	Description of the reasons for the COC determination	
18	Signature and date	
19	Date the producer was notified of the determination according to subparagraph L	County Office

**J**

**Notification of Producer**

When AD-1069, items 1 through 19 have been completed, the producer shall be notified regarding COC's determination according to this table. Provide appeal rights for an adverse determination according to 1-APP.

IF COC determines...	THEN...
good faith is <b>not</b> approved	<ul style="list-style-type: none"> <li>notify the producer that the request was not granted</li> <li>give the producer's reconsideration and appeal rights according to 1-APP.</li> </ul>
good faith is approved	notify the producer: <ul style="list-style-type: none"> <li>that COC determined that activities on the wetland occurred in good faith</li> <li>a wetland mitigation plan must be developed with NRCS and agreed upon before the exemption from ineligibility under the good faith provision will apply.</li> </ul>

**Note:** Enter the date the producer is notified on AD-1069, item 19.

Continued on the next page

732 AD-1069, Good Faith Determination - Wetland Activity (Continued)

**K**

**Example of AD-1069, Part D** This is an example of AD-1069, Part D.

PART D - MITIGATION PLAN		
20. Referred to NRCS because the COC determined good faith.  DATE	21. A mitigation plan was agreed upon by the producer and signed on:  DATE	
22. Signature of NRCS Employee	DATE	23. DATE RETURNED TO FSA

**L**

**Completing AD-1069, Part D** Complete AD-1069, Part D according to this table, if a good faith approval is made by COC.

Item	Required Entry	Who Completes Items
20	Date AD-1069 was referred to NRCS	County Office
21	Date the producer signed a mitigation plan with NRCS	NRCS
22	Signature and date by NRCS employee	
23	Date AD-1069 is returned to FSA	

**\*--Note:** When a producer has received a good faith determination and NRCS reports that a mitigation plan was signed, update the CNVRT or--\* PCW flag in the eligibility file to "G", according to subparagraph 741 D or H.

Continued on the next page

741 **Producer Eligibility File (Continued)**

**D**

**Updating  
CNVRT Flag**

During subsidiary rollover, the initial default for the CNVRT flag is "Y", which means the producer did **not** convert a wetland after November 28, 1990. The CNVRT flag requires a manual entry to update the producer's eligibility file. Manual entries to update the CNVRT flag shall be made according to this table.

**Note:** Subsequent rollovers will default the CNVRT field to the prior year flag entry.

IF...	THEN ENTER...
the producer converted a wetland on or after November 28, 1990	"N".
both of the following apply: <ul style="list-style-type: none"> <li>• the producer has been determined to have converted a wetland on or after November 28, 1990</li> <li>• FSA appeal rights are not exhausted</li> </ul>	"A".
*--the following apply: <ul style="list-style-type: none"> <li>• the producer has been determined to have converted a wetland on or after November 28, 1990</li> <li>• COC has granted the producer good faith approval on AD-1069</li> <li>• the producer has signed a mitigation plan with NRCS--*</li> </ul>	"G".
both of the following apply: <ul style="list-style-type: none"> <li>• the producer has been determined to have converted a wetland on or after November 28, 1990, and the producer's eligibility is reinstated because NRCS determined the wetland has been restored</li> <li>• a good faith approval was <b>not</b> made by FSA.</li> </ul>	"R".

**Note:** The year the violation occurred must be entered in the WL year of violation field according to subparagraph L before the CNVRT field can be updated according to this table.

Continued on the next page

741 **Producer Eligibility File (Continued)**

**E**

**HELIC Field Defaults From Farm Producer File**

The system interfaces with NRCS determinations recorded in the tract file and defaults the HELIC field in the farm producer file according to paragraph 222.

The following table shows how the HELIC field in the farm producer file defaults the HELIC flag in the eligibility file.

**\*--Note:** The table in subparagraph 222 J shows how the tracts are--\* summarized for producers on the farm.

IF HELIC flags in the farm producer file for the producer are...	THEN the HELIC flag in the producer's eligibility file is...	HELIC Flag Meaning
all "Y"	"Y".	Producer is <b>not</b> associated with a noncomplying tract.
all "C"	"C".	
"C" for 1 or more farms and none of the farms are "N" or "		
all " "	" ".	NRCS determinations are not complete for the tracts in which the producer has an interest.
" " for 1 or more farms and none of the farms are "N"		NRCS determinations are not complete on at least 1 of the tracts in which the producer has an interest.
"N" for 1 or more farms	"A".	Producer's FSA appeal rights are not exhausted.  Producer is associated with a tract that is not in compliance with HELIC.  <b>Note:</b> Refer to subparagraph F to update this field when: <ul style="list-style-type: none"> <li>• appeal rights are exhausted</li> <li>• a final determination is made.</li> </ul>

Continued on the next page

741 **Producer Eligibility File (Continued)**

**H**  
**Manual Entries**  
**Required for**  
**PCW Field**

The PCW field in the eligibility file defaults to "A" when the PCW flag in the tract file was set to "Y", which means that an agricultural commodity was planted on a converted wetland. When the producer's FSA appeal rights are exhausted, or a final determination is made, update the "PCW" field in the eligibility file according to this table.

<b>IF...</b>	<b>THEN change "A" flag to...</b>
either of the following: <ul style="list-style-type: none"> <li>• producer's appeal rights with FSA are exhausted</li> <li>• a violation determination and producer's ineligibility determination are upheld</li> </ul>	"N".  <b>Note:</b> The producer is ineligible for payment.
the producer has: <ul style="list-style-type: none"> <li>• received a good faith determination on AD-1069</li> <li>• signed a mitigation plan with NRCS</li> </ul>	"G".  <b>Note:</b> The producer is eligible for payment.

**Note:** WL year of violation must be entered for the producer in the eligibility file according to subparagraph L when "N" or "G" is entered.

**I**  
**6-CP Field**

The 6-CP flag indicates whether the producer is eligible for benefits that are subject to HELC/WC compliance. The system will default the 6-CP field values based on the entries in the following eligibility fields:

- HELC
- PCW
- \*\*\*
- CNVRT.

**Note:** The 6-CP flag is system-generated and **cannot** be manually updated. \*\*\*

Continued on the next page

741 **Producer Eligibility File (Continued)**

**J**

**6-CP Flag Defaults**

This table provides the entries recorded in the producer's eligibility record that determines the 6-CP flag default.

The 6-CP flag will be used by the payment process to determine whether the producer is eligible to be issued benefits that are subject to the HELC/WC provisions.

<b>IF the HELC flag is...</b>	<b>AND the PCW flag is...</b>	<b>AND the AD-1026 flag is...</b>	<b>AND the CNVRT flag is...</b>	<b>THEN the 6-CP flag is...</b>
blank	blank	any value	"Y"	"Y" and producer is <b>eligible</b> .
"Y", "C", blank, or "G"	"Y" or "G"	"Y"	"Y", "G", or "R"	<b>Reference:</b> See subparagraph K.
"Y", "C", blank, or "G"	"Y" or "G"	"N" or "A"	"Y", "G", or "R"	<b>blank</b> .
"B"	"Y" or "G"	"Y"	"Y", "G", or "R"	"B" and producer is: <ul style="list-style-type: none"> <li>• <b>eligible</b> on <b>complying</b> farms</li> <li>• <b>ineligible</b> on <b>noncomplying</b> farms.</li> </ul>
"B"	"Y" or "G"	"N" or "A"	"Y", "G", or "R"	"N" and producer is <b>ineligible</b> .
"A" or "N"	any value	any value	any value	
any value	"A" or "N"	any value	any value	
any value	any value	any value	"A" or "N"	

Continued on the next page

**Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)**


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**Forms  
(Continued)**

<b>Number</b>	<b>Title</b>	<b>Display Reference</b>	<b>Reference</b>
FSA-495-3	Farm Worksheet for Commenced Conversion Exceptions		841, 843, 846, 847
FSA-569	NRCS Report of HELC and WC Compliance	602, 803	Text
FSA-577	Report of Supervisory Check		500
FSA-707	Self Mailer 6" x 11" for Automated Processing		302
CCC-653	Livestock Feed Program Computation of Eligibility		803
CRP-817U	Certification of Compliance for CRP		403
NRCS-CPA-026E	Highly Erodible Land and Wetland Conservation Determination		440
SCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination	200	Text
SCS-CPA-026A	Highly Erodible Land and Wetland Conservation Determination (Continuation)		200, 202
SCS-CPA-027	Certification of Highly Erodible Land Conservation Plan(s) and System(s)	201	200, 202

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 Continued on the next page

**Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)**

**Abbreviations Not Listed in 1-CM**            The following abbreviations are not listed in 1-CM.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
AW	artificial wetland	200, 221, 222, 512, 526
CD	Conservation District	Text, Ex. 2
COE	Corps of Engineers	221
CW	converted wetland (converted after December 23, 1985)	221, 222, 446, 510, 602
CWA	converted wetland (converted after November 28, 1990)	221
FIPS	Federal Information Processing System	602, 801, 803, 819, 820, 824
FW	farmed wetland	Text, Ex. 2
FWP	farmed wetland pasture	221, 222
GPR	graduated payment reduction	Text
LTA	long-term agreement	413
MOU	Memorandum of Understanding	16, 511
MW	minimal effect	200, 221, 222, 512, 513, Ex. 2
NHEL	not highly erodible land	221, 501
NW	nonwetland	200, 221, 222, 441, 512, Ex. 2
PC	prior converted wetland (converted before December 23, 1985)	Text, Ex. 2
PCW	planted converted wetland	222, 732, 741
PFC	Production Flexibility Contract	222
SWCD	Soil and Water Conservation District	503, 723, 731, 732
WC	wetland conservation	Text

**Redelegations of Authority**            None

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


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**Control County**      The Control County is the County Office assigned the specific responsibilities for a multi-County producer.

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**Conversion**            Conversion or "convert" is draining, dredging, filling, leveling, or otherwise manipulating a wetland, including any activity that results in impairing or reducing the flow, circulation, or reach of water, for the purpose or to have the effect of making the production of an agricultural commodity possible if this production would not have been possible but for such action.

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**Converted Wetland**      Converted wetland is wetland that has been drained, dredged, filled, leveled, or otherwise manipulated, including any activity that results in impairing or reducing the flow, circulation, or reach of water, for the purpose of or to have the effect of making possible the production of an agricultural commodity without further application of the manipulations if:

- such production would not have been possible without this action
- before such action, this land was wetland or formed wetland and was **not** HEL.

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**Farmed Wetland**      FW is wetland manipulated and used to produce an agricultural commodity before December 23, 1985, but not completely converted before that date.

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**Field**                    A field means a part of a farm that is separated from the balance of the farm by permanent boundaries, such as fences, permanent waterways, or other similar features. At the option of the owner or operator of the farm, croplines may also be \*--used to delineate a field if farming makes it practicable that the croplines are **not** subject to change.--\*

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**Highly Erodible Field**      A highly erodible field is a field where HEL is predominant. HEL shall be considered to be predominant if either:

- 33.33 percent or more of the total field acreage is identified as soil map units which are highly erodible
- 50 or more acres in such field are identified as soil map units which are highly erodible.

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Continued on the next page

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

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**Highly Erodible Land**      HEL is land that has an erodibility index of 8 or more.

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**Hydric Soil**      Hydric soil is soil that, in its undrained condition, is saturated, flooded, or ponded long enough during a growing season to develop an anaerobic condition that supports the growth and regeneration of hydrophytic vegetation.

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**Hydrophytic Vegetation**      Hydrophytic vegetation is a plant growing in either of the following:

- water
  - a substrate that is at least periodically deficient in oxygen during a growing season because of excessive water content.
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**Marketable Unit**      A marketable unit for Agriculture Farm Credit personnel easement review team purposes is an average farm in the area on which a family can make a living. Some of the considerations in determining whether the parcel is a marketable unit are:

- CAB's and allotments
  - historical plantings and yield capability.
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**Minimal Effect**      Minimal effect (MW) is the effect on the hydrological and biological functions of the wetland caused by the production of an agricultural commodity on converted wetland.

**Note:** MW determinations are made by NRCS.

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**Other County Office**      Other County Office is a county that maintains farm and tract records for a producer who is associated with a violating farm that is administered by another County Office.

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Continued on the next page

## Menu and Screen Index

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The following menus and screens are referenced in this handbook.

<b>Menu or Screen</b>	<b>Title</b>	<b>Principal Reference</b>
FAX07001	Application Selection Menu	222, 301, 741
M00000	PFC/Compliance Menu	222
MA0000	Common Management Provisions	301, 741
MAB450	Selection Menu	301
MAB43202	Eligibility Update	741
MAB56002	AD-1026A Prints	301
MAB56201	Printer Selection	301
MAD000	Subsidiary Files	301, 741
MAD400	Eligibility Menu	301, 741
MAD40101	Eligibility Maintenance	741
MAD40102	Eligibility Update	741
MC0097	Farm Records Menu	222
MIB00001	Land/Crop/Producer Data Selection Screen	222
MIB10001	Tract Land Data Selection Screen	222
MIBSF001	Farm/Tract/Producer Selection Screen	222
MIBSYR01	Year Selection Screen	222
MIBUTL01	Tract Land Data Screen	222

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