

**For:** State and County Offices

**Farm Combination, Printing FSA-540, and Double-Cropped Acreage Issues Related to Peanuts**

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



**1 Overview**

**A**

**Background**

The Farm Security and Rural Investment Act of 2002 provides for designating peanut average acreage and yields to a farm or farms for FY 2003.

Notice DCP-62:

- provided instructions for adding peanut base acreage and yields to farm records for FY 2003
- referred to Notice CM-449 for procedure for adding peanut base acreage and yields to a farm at tract level
- provided guidelines for handling out-of-balance tracts in specific situations
- instructed County Offices to print FSA-540 after peanut base acreage and yields were added to a farm.

Questions have been received on how to:

- handle situations where a farm cannot support all base acres when peanut base acreage is added
- print FSA-540 with peanut information.

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|   |  |
|---|--|
| <p><b>Disposal Date</b></p> <p>December 1, 2003</p> | <p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p> |
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## Notice CM-456

### 1 Overview (Continued)

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#### **B**

##### **Purpose**

This notice provides:

- policy for reconstituting farms for FY 2003 that cannot support all base acreage to be assigned to the farm when adding peanuts
  - instruction for printing FSA-540 for farms with peanut base acreage
  - policy for adding double-cropped peanut acreage to a FY 2003 farm.
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#### **C**

##### **Revising 2-CM**

2-CM (Rev. 4) will not be amended to reflect changes of policy and software for FY 2003. County Offices shall continue to use notices that have been issued and 2-CM to process FY 2002 farm and tract divisions.

2-CM (Rev. 5) will be issued to provide policy and software for FY 2003 reconstitutions.

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#### **D**

##### **Adding Peanuts Before Base and Yield Election**

Peanuts may be added to a farm for FY 2003 before base and yield election for other covered commodities has been made for 2002.

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## Notice CM-456

### 2 Combining Farms With Excess Base Acreage

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#### A

##### Background

Instructions were provided in Notice DCP-62, paragraph 11, on how to handle farms with out-of-balance tracts when peanuts are added to the farm and the farm cannot support excess base acres.

This paragraph does not apply if base acres for one or more crops were reduced so that peanuts could be added to the farm. Any reduction of base acres is permanent.

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#### B

##### County Office Authority

In an effort to preserve as many base acres as possible, a farm that will have excess base acreage, because of adding peanuts, may be combined with a farm that has effective DCP cropland available to support additional base acreage.

Combination shall be effective for FY 2003 and be processed according to 2-CM as long as:

- current combination criteria is met and combined farm meets definition of a farm
  - rules for accepting FSA-155 are met according to subparagraph C.
- 

#### C

##### Accepting FSA-155

FSA-155 requesting a farm combination shall be:

- completed **before** peanut base acreage is added to the farm through tract maintenance
  - signed by **all** owners of farms being combined.
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#### D

##### Manual CCC-532

Software to complete 2003 reconstitutions is not yet available. Therefore, a manual CCC-532 must be completed at the time combination is requested. Complete CCC-532 using instructions provided in Notice DCP-62, leaving farm number blank since resulting farm number is unknown.

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## Notice CM-456

### 2 Combining Farms With Excess Base Acreage (Continued)

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#### E

##### Completing Reconstitutions

FY 2003 farm combination software is scheduled to be in State and County Offices the end of February. At soon as release is loaded, these combinations should be processed.

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### 3 Printing FSA-540 After Peanut Designation

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#### A

##### Overview

This paragraph covers policy and instructions for reprinting FSA-540 if peanuts are added to a farm after base and yield election is made for other covered commodities.

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#### B

##### Policy on Sending FSA-540

FSA-540 is final notification to all producers on a farm that have agreed to a base and yield selection.

FSA-540 is a 2-page form that shall be sent to all producers for which one is printed.

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#### C

##### Reprint FSA-540 Software Modification

Option to reprint FSA-540 was intended to be used only if FSA-540 needed to be reprinted because of a printer jam or similar situation. FSA-540 software has been modified to allow printing FSA-540 for FY 2003 to capture peanut base acres. Use instructions in this paragraph to print FSA-540.

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## Notice CM-456

### 3 Printing FSA-540 After Peanut Designation (Continued)

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#### D

**Screen MIB8001** Access Screen MIB80001 according to 1-DCP, paragraph 600.

```
Farm Records          043-FARIBAULT          MIB80001
Base and Yield Selection Process      Version: AE61  01/20/2003 09:25 Term F3
-----
1. Print Subsequent Crop Acreage Report
2. Print CCC-522, Initial or Subsequent Crop Acreage Form
3. Print Blank CCC-522, Initial or Subsequent Crop Acreage Form
4. Resolve Subsequent Crop Acreage
5. Possible Base Options
6. Print Possible Base and Yield Options Report
7. Print Tract Redistribution Report
8. Base and Yield Selection
9. Print Farm CCC-515, Base and Yield Election Form
10. Print Blank CCC-515, Base and Yield Election Form
11. Print CCC-517, DCP Tract Redistribution Form
12. Complete Base and Yield Selection
13. Reprint FSA-540, Notification of Bases and Yields
14. Reports
15. Base and Yield Analyzer

                                     *=Option currently not available.

Enter option and press "Enter".
Cmd3=Previous Menu
```

On Screen MIB80001, ENTER "13", "Reprint FSA-540, Notification of Bases and Yields".

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#### E

**Screen  
MIBSFO01**

Screen MIBSFO01 will be displayed, enter any of the following, as valid:

- farm number
  - tract number
  - producer name.
- 

#### F

**Screen  
MIBPRT01**

Screen MIBPRT01 will be displayed, enter a valid printer ID.

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## Notice CM-456

### 3 Printing FSA-540 After Peanut Designation (Continued)

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#### G Screen MIB54001

Screen MIB54001 will be displayed as follows.

```
Farm Records          043-FARIBAULT          MIB54001
Print Options Screen  Version: AE61  01/20/2003 09:34 Term F3
-----
                                1.  2002 Crop Year
                                2.  2003 Crop Year

Enter option and press "Enter".
Cmd3=Previous Menu
```

ENTER "2", "2003 Crop Year", to print FSA-540 for FY 2003 after peanuts have been added to the farm.

A copy of FSA-540 will print for the operator, all owners, and all other producers on the farm. All FSA-540's shall be mailed.

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### 4 Adding Double-Cropped Peanut Acreage to a FY 2003 Farm

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#### A Determining Double-Cropped Peanut Acreage on a Farm

Certain farms have a history of double-cropping peanuts after program crops for one or more years 1998 through 2001. Double-cropped peanut acreage for a farm is calculated by adding the 1998 through 2001 peanut acreage double-cropped after a program crop, and dividing by 4.

Double-cropped peanut acreage is not included in the double-cropped acreage amount that was updated to FY 2003 farm maintenance during the base and yield election process. This paragraph provides procedure for displaying and updating double-cropped peanut acreage to a FY 2003 farm.

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**Notice CM-456**

**4 Adding Double-Cropped Peanut Acreage to a FY 2003 Farm (Continued)**

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**B**

**Accessing Farm Summary Land Data Selection Screen**      On Menu FAX250, use the following table to access FY 2003 Farm Summary Land Data Selection Screen MIB00001.

| Step | Menu/Screen | Action  |
|------|-------------|---|
| 1    | FAX250      | ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".   |
| 2    | FAX09002    | Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".  |
| 3    | FAX07001    | ENTER "11", "PFC/DCP/Compliance", and PRESS "Enter".  |
| 4    | M00000      | ENTER "2", "Farm Records Management", and PRESS "Enter".  |
| 5    | MC0097      | ENTER "1", "Farm, Tract, and Crop Record Maintenance", and PRESS "Enter".   |
| 6    | MIBSYR01    | Enter the option for FY 2003 and PRESS "Enter".   |
| 7    | MIB00001    | ENTER "2", "Farm Summary Land Data", and PRESS "Enter".   |
| 8    | MIB20001    | ENTER "1", "Display and Update Farm Summary Land Data", and PRESS "Enter".  |
| 9    | MIBSFO01    | Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• farm number</li> <li>• tract number</li> <li>• producer's last or business name, according to 3-CM, paragraph 142.</li> </ul> Screen MIBUFL31 will be displayed. |

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Notice CM-456

4 Adding Double-Cropped Peanut Acreage to a FY 2003 Farm (Continued)

C  
Example of  
Screen  
MIBUFL31

Following is an example of Screen MIBUFL31.

```

Farm Records          043-FARIBAULT          MIBUFL31
Farm Summary Land Data Screen      Version: AE61  01/21/2003 13:10 Term H2
-----
Fiscal Year  2003
Farm Number   2
Operator  LEON CHIRPICH -EST-

          Farmland      811.2          # of Tracts      4
          CRP Cropland   0.0          Recon Number A  80182
          WBP Acres     15.0
          WRP Acres     15.0          DCP Base Acres   10.0
          Cropland      283.9
          State Consvr   15.0          Avg Dbl Hist     0.0
          Other Consvr   15.0
          DCP Cropland  394.2          NAP Crop Acres   25.0
          Eff DCP Cropland 334.2          CRP MPL Acres    0.0
                                   Admin Cnty 27 - 043
                                   Alt Admin Cnty -

Farm Description          FAV/WR History Y

Cmd2=Select Fm/Tract/Producer  Cmd3=Previous Menu  Cmd7=End  Cmd20=Update
    
```

D  
Entering  
Double-Cropped  
Peanut Acreage

The following table provides the steps to be taken for determining and updating double-cropped peanut acreage.

| Step | Action   |
|------|--|
| 1    | Review 1998 through 2001 FSA-578's for each farm to determine whether peanuts were reported with a "D" status.   |
| 2    | For each farm, add the 1998 through 2001 double-cropped peanut acreage and divide by 4.<br><b>Note:</b> Only include "D" status peanuts that were double-cropped after a covered commodity.  |
| 3    | Follow procedure in subparagraph B to access the FY 2003 Farm Summary Land Data Selection Screen.<br><b>Note:</b> The farm number to be entered on Screen MIBSFO01 is the farm where the double-cropped peanuts were actually planted. |
| 4    | Enter the amount of double-cropped acres in the FY 2003 "Avg Dbl Hist" field on Screen MIBUFL31.   |

Notice CM-456

**4 Adding Double-Cropped Peanut Acreage to a FY 2003 Farm (Continued)**

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**E**

**Entering  
Double-Cropped  
Peanut Acreage  
Before Base and  
Yield Election**

Double-cropped peanut acreage can be loaded in "Avg Dbl Hist" field on Screen MIBUFL31 before or after base and yield election for other covered commodities is made.

However, if double-cropped peanut acreage is entered before making base and yield election for other covered commodities, the double-cropped peanut acreage will be overwritten. Therefore, double-cropped peanut acreage will have to be re-entered after base and yield election for other covered commodities is made.

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