

**For:** State and County Offices

**Reconstitutions and Farm Records Rollover**

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



**1 Reconstitutions and Rollover**

**A Background**

System 36 farm records rollover will be included in County Release No. 572/573. System 36 rollover will be completed as normal in each County Office; however, this year farm records rollover includes additional steps that must be completed in Kansas City. These steps require that farm records and reconstitution software be locked out as of start-of-day September 23, 2005. Also, CRP maintenance functions, including adding new contracts, shall not be accessed by County Offices during the farm records lockout.

**B Purpose**

This notice provides County Offices with the actions that shall be completed before farm records lockout.

**C Important Dates**

County Offices shall consider the following when preparing for the rollover.

- Kansas City will transmit a file that will lock out the System 36 farm records and reconstitution software on **September 23, 2005**.
- County Offices will not be able to access farm records or reconstitutions as of start-of-day **September 23, 2005**.
- System 36 farm records and reconstitution software will be available for use once Kansas City completes the required additional rollover steps and County Release No. 572/573 has been loaded.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2005	State Offices; State Offices relay to County Offices

## Notice CM-526

### 1 Reconstitutions and Rollover (Continued)

#### D County Office Action

County Offices shall:

- add all 2003 farms and producers to farms that are needed for 2003 programs by COB September 22, 2005

**Note:** See Notice PL-138 for additional information.

- update all pending reconstitutions on farms with DCP base acres and on farms protecting CAB's under a CRP contract immediately

**Note:** See Notice CM-519 for additional information.

- update all farm reconstitutions by COB September 22, 2005

**Note:** Pending reconstitutions that are not updated before rollover will be deleted during the rollover process.

- record all 2005 GRP contracts and easement applications by COB September 22, 2005

- record and update all CRP contracts, including adding all signup 29 and signup 30 contracts by COB September 22, 2005.

**Note:** This will include all maintenance activities required for CRP FY 2006 annual rental payments.