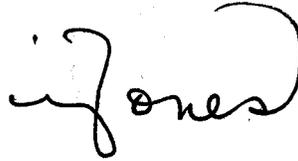


For: State and County Offices

2009 Reconstitutions and Farm Records Rollover

Approved by: Acting Deputy Administrator, Farm Programs



1 Reconstitutions and Rollover

A Background

2009 farm records rollover will be performed on the web and System 36. Kansas City will rollover web-based farm records before System 36 rollover can occur. Consequently, the web-based farm records and reconstitution software will be unavailable as of COB September 19 through September 21, 2008.

Note: CRP maintenance functions, including adding new contracts, shall **not** be accessed by County Offices during the time web-based farm records and reconstitutions are unavailable, from **September 19 through September 21, 2008**.

County Offices will be able to update web-based farm records and reconstitutions after start-of-day (SOD) September 22, 2008. Updates made to web-based farm records and reconstitutions after web-based farm records rollover has been completed will **not** replicate to System 36 until subsidiary and farm records rollover has been completed on System 36.

Beginning September 22, 2008:

- farm records and reconstitution software will default to the year 2009
- 2008 reconstitution software will **not** be available
- County Offices shall ensure that the correct year is selected when updating farm records.

B Purpose

This notice provides County Offices with actions that shall be completed before farm records rollover occurs on the web.

Disposal Date	Distribution
November 1, 2008	State Offices; State Offices relay to County Offices

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1 Reconstitutions and Rollover (Continued)

C Software Release

System 36 farm records rollover will be included in County Release No. 650. The software will be mailed from Kansas City on September 22, 2008. Farm records and subsidiary file rollover will occur during the release installation.

D Important Dates

County Offices shall consider the following when preparing for rollover:

- web-based farm records and reconstitution software will be unavailable beginning COB **September 19, 2008**
- 2003 through 2009 web-based farm records software will be available for updates **after** SOD September 22, 2008
- 2009 web-based reconstitution software will be available for use **after** SOD September 22, 2008.

E County Office Action

County Offices shall:

- update **all** pending reconstitutions on farms with DCP base acres and on farms protecting crop acreage bases under a CRP contract **immediately**
- update **all** reconstitutions by COB September 19, 2008

Note: Pending reconstitutions that are **not** updated when farm record rollover is processed will be **deleted** and the parent farm will be reactivated.

- record all 2008 Grassland Reserve Program contracts and easement applications by COB **September 19, 2008**
- record and update all CRP contracts, including adding all signup 36 contracts and State Acres for Wildlife Enhancement contracts by COB **September 19, 2008**

Note: This will include all maintenance activities required for CRP FY 2009 annual rental payments.

- record all land enrolled in WRP
- reduce DCP base acres, if applicable.

Note: See 1-DCP for additional information on reductions of DCP base acres required because of enrollment in WRP.