

For: State and County Offices

**2011 Reconstitutions and Farm Records Rollover**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Reconstitutions and Rollover**

**A Background**

Farm records rollover for 2011 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 8 p.m. c.t. September 17 through September 20, 2010. **September 17, 2010, is the last date a 2010 reconstitution can be updated.**

**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 8 p.m. c.t. September 17 through September 20, 2010.

County Offices will be able to update web-based farm records and reconstitutions after start-of-day (SOD) September 21, 2010. 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 farm records rollover has been completed on System 36.

Beginning September 21, 2010:

- farm records and reconstitution software will default to the year 2011
- County Offices shall ensure that the correct year is selected when updating farm records.

**B Purpose**

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

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2010	State Offices; State Offices relay to County Offices

## Notice CM-672

### 1 Reconstitutions and Rollover (Continued)

#### C Software Release

System 36 farm records rollover will be included in County Release No. 700. The software will be sent from Kansas City on or around September 21, 2010. Farm records file rollover will occur during the release installation.

#### D Important Dates

The following dates shall be considered when preparing for rollover:

- 2010 web-based farm records and reconstitution software will be unavailable beginning 8 p.m. c.t. **September 17, 2010**
- 2003 through 2011 web-based farm records software will be available for updates **after** SOD September 21, 2010
- 2011 web-based reconstitution software will be available for use **after** SOD September 21, 2010
- additional dates as indicated in Exhibit 1.

#### 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**

**Notes:** A pending reconstitution cannot be updated if an active FSA-578 is on file for the parent farms. Deleting FSA-578 may take up to 3 workdays. To ensure reconstitutions that were initiated on or before August 14, 2010, can be approved before the August 31, 2010, deadline, FSA-578 deletions must be completed by August 20, 2010. See Notice CM-668.

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

- update **all other** pending reconstitutions by 8 p.m. c.t. September 17, 2010

**Notes:** A pending reconstitution cannot be updated if an active FSA-578 is on file for the parent farms. Deleting FSA-578 may take up to 3 workdays. To ensure that reconstitutions can be approved before the 8 p.m. c.t. September 17, 2010, deadline, FSA-578 deletions must be completed by September 8, 2010. See Notice CM-668.

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

## Notice CM-672

### 1 Reconstitutions and Rollover (Continued)

#### E County Office Action (Continued)

- record all 2010 GRP contracts and easement applications by 8 p.m. c.t. **September 17, 2010**
- record and update all CRP contracts and State Acres for Wildlife Enhancement contracts by 8 p.m. c.t. **September 17, 2010**

**Note:** This will include all maintenance activities required for CRP FY 2011 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.

#### F State Office Action

State Offices shall:

- ensure that County Offices are made aware of the contents of this notice
- monitor all pending reconstitutions to ensure that they are updated timely
- ensure that County Offices complete deletion of FSA-578 correctly and timely
- report any problems about approval of reconstitution or deletion of FSA-578 immediately to Ginny Haynes by e-mail at [ginny.haynes@wdc.usda.gov](mailto:ginny.haynes@wdc.usda.gov).

**Important Dates for Farm Records and Reconstitutions**

<b>Deadline Date</b>	<b>Description</b>
Immediately	Update all pending reconstitutions on farms with DCP base acres and on farms protecting crop acreage bases under a CRP contract.
	Contact the State Reconstitution Specialist if reconstitution cannot be updated because of an active FSA-578 that was deleted 3 workdays before the current date.
July 30, 2010 (last workday before August 1, 2010)	Final date to accept a completed FSA-155 for FY 2010 farm combination or farm division for a farm with DCP base acres or a farm protecting crop acreage bases under a CRP contract.
August 14, 2010	Final date to initiate a farm combination or farm division reconstitution on a farm with DCP base acres or a farm protecting crop acreage bases under a CRP contract.
August 20, 2010	Final date to delete FSA-578 on farms with DCP base acres and on farms protecting crop acreage bases under a CRP contract.
August 25, 2010	Final date to notify the State Reconstitution Specialist that reconstitution cannot be updated because of an active FSA-578 that was deleted before August 20, 2010.
August 31, 2010	Final date to approve 2010 pending reconstitutions on farms with DCP base acres and on farms protecting crop acreage bases under a CRP contract.
September 8, 2010	Final date to delete FSA-578 on tracts, non-DCP farms, and farms not protecting crop acreage bases under a CRP contract.
September 13, 2010	Final date to notify the State Reconstitution Specialist that reconstitution cannot be updated because of an active FSA-578 that was deleted before September 8, 2010.
8 p.m. c.t. September 17, 2010	Farm records and reconstitution rollover begins on the web.
	Final date to update 2010 tract reconstitutions, pending reconstitutions on non-DCP farms, and farms that are not protecting crop acreage base under a CRP contract.
	Final date to record all 2010 GRP contracts and easement applications.
	Final date to record and update all CRP contracts and State Acres for Wildlife Enhancement contracts.
	<b>Note:</b> This includes all maintenance activities required for CRP FY 2011 annual rental payments.
	Final date to record all land enrolled in WRP.
	Final date to reduce DCP base acres, if applicable.  <b>Note:</b> See 1-DCP for additional information on reductions of DCP base acres required because of enrollment in WRP.

**Important Dates for Farm Records and Reconstitutions (Continued)**

<b>Deadline Date</b>	<b>Description</b>
Earlier than SOD September 21, 2010, <b>or</b> 2011 web-based farm records and reconstitution rollover completion date	Farm records and reconstitution rollover is complete on the web.
	Farm records and reconstitution software will update to 2011.
	Farm records software is available for years 2003 through 2011 for updates.
	Reconstitution software is available for use for 2011.
	Pending reconstitutions are deleted and the parent farms are reactivated.
	Ensure that the applicable year is selected for farm record updates.
	<b>Note:</b> Selecting an incorrect year will have an adverse affect on contracts, payments, etc.
Later than SOD September 21, 2010, <b>or</b> 2011 web-based farm records and reconstitution rollover completion date until County Release No. 700 is loaded on System 36	County Release No. 700 will be sent from Kansas City.
	Updates to web-based farm records and reconstitutions will not replicate to System 36.