

For: State and County Offices

2013 Farm Records Cleanup

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

In preparation for migration to MIDAS, several reports are being provided to assist County Offices with correcting or updating records in the Farm Records Management System (FRS). Cleanup of these incorrect records is essential **before** migration to MIDAS. If cleanup is not completed before migration, the process in MIDAS will be adversely affected, will cause additional work, and affect the ability to make timely and correct payments to producers.

B Purpose

This notice:

- provides instructions for correcting or updating records in FRS in preparation for converting data to MIDAS Farm Records
- obsoletes Notice CM-713 to correct the Common Provisions Branch web page link.

County Offices shall make every effort to complete corrections and updates according to instructions previously provided and instructions in this notice by **December 14, 2012**.

C Reports

The Common Provisions Branch web page at <http://fsaintranet.sc.egov.usda.gov/ffas/farmbill/ccc/> provides access to the following reports:

- CRP-MPL Acres out of Balance
- Active Producers in Farm Records With Missing Legacy Links
- Reductions Greater Than DCP Cropland.

Disposal Date	Distribution
March 1, 2013 12-3-12	State Offices; State Offices relay to County Offices

Notice CM-714

1 Overview (Continued)

C Reports (Continued)

Reports to use in reconciling CLU's and FRS farm and tract numbers are available to State Office personnel online at <http://199.158.164.141/CLUREconReports>. County Offices shall refer to Notice CM-701 for FRS and CLU data reconciliation.

2 General Information

A Data Fields Removed

The following data fields have been removed from FRS for 2013 and future years and will **not** exist in MIDAS Farm Records.

- “CRP Pending Acres – All CRP contracts with CRP-15’s have expired.”
- “CRP Reduction Acres – All CRP contracts with CRP-15’s have expired.”
- “CRP Yield – Used in conjunction with the CRP Reduction and CRP Pending Acres.”
- “NAP Crop Acres – The data field is not used for any current program purpose.”

B Properly Constituted Land

According to 2-CM, subparagraph 68 A, “Land that was properly constituted under procedures existing at the time of reconstitution shall remain so constituted until a change in operation or ownership occurs that requires a reconstitution.”

Any change to land that is properly constituted shall be done using policies in 2-CM. County Offices shall **not**:

- delete a farm or tract to circumvent completing a reconstitution of that farm or tract
- adjust acreage on a farm or tract to circumvent completing a reconstitution of that farm or tract
- create a new farm or tract instead of completing a reconstitution of an existing farm or tract when a change in the operation or ownership occurs.

In addition, County Offices shall discontinue using farms that were created for reporting non acre-based or value loss commodities and have no acreage associated with them. There should be **no** farm or tract numbers in FRS for 2013 that do not exist in the CLU database. For 2013, delete any farms and/or tracts created solely for reporting non acre-based or value loss commodities (inventory commodities) from FRS and from the GIS CLU database.

Notice CM-714

3 Action

A State Office Action

State Offices shall ensure that County Offices review the referenced reports and update the records as necessary. Direct any questions to Rick Blackwood by either of the following:

- e-mail at **rick.blackwood@wdc.usda.gov**
- telephone at 202-720-5422.

B County Office Action

County Offices shall:

- research farms listed on the CRP-MPL Acres out of Balance Report to determine the correct tract level CRP cropland acres according to 3-CM, paragraph 153
- validate effective DCP cropland to ensure it is equal to or greater than zero according to instructions provided in Exhibit 1 and 3-CM, subparagraph 25 D
- establish legacy links for all active producers according to 1-CM, paragraph 179
- for 2013, properly reconstitute existing farms or tracts rather than changing the existing farm record or creating a new farm record
- for 2013, delete any farm or tract that should have been inactivated by a reconstitution, but was not because the farm record was changed
- for 2013, remove farms and tracts established solely for non acre or value loss commodity reporting purposes from FRS and delete any CLU's from the GIS CLU database
- complete reconciliation of the differences between FRS and CLU data as outlined in Notice CM-701
- complete all corrections in FRS by **December 14, 2012**.

Reductions Greater Than DCP Cropland Report

Effective DCP cropland is calculated in Farm Records by the following formula:

$$\text{Effective DCP Cropland} = \text{DCP Cropland} - \text{CRP Cropland} - \text{GRP Acres} - \text{WBP Acres} - \text{WRP/EWP Acres} - \text{State Conservation} - \text{Other Conservation}$$

If Farm Records is calculating effective DCP cropland as negative, the farm and tract will appear on the Reductions Greater Than DCP Cropland Report. Access the farm and tract in Farm Records and confirm the acreages that makeup the effective DCP cropland to determine corrective action. Corrective action may be necessary on more than 1 of the following data fields.

Calculating Effective DCP Cropland								
Operation	Acreage	Action						
	DCP Cropland	User shall ensure that cropland acres and DCP cropland acres are properly recorded. If effective DCP cropland is less than zero, calculate the effective DCP cropland using the formula in this exhibit to determine which of the following acreages is causing the effective DCP cropland to be negative.						
minus	CRP Cropland	If user determined that the CRP cropland is causing the effective DCP cropland to be negative, user shall review CRP contracts on the farm and take appropriate action to correct the contracts.						
minus	GRP Acres	If user determined that the GRP acres are causing the effective DCP cropland to be negative, user shall review GRP contracts on the farm and ensure that the correct acreages are recorded in Farm Records.						
minus	WBP Acres	If user has determined that the WBP acres are causing the effective DCP cropland to be negative, user shall review WBP easements on the farm and ensure that the correct acreages are recorded in Farm Records.						
minus	WRP/EWP Acres	If user determined that WRP/EWP acres are causing the effective DCP cropland to be negative, user shall review WRP/EWP contracts on the farm and ensure that the correct acreages are recorded in Farm Records.						
minus	State Conservation	If user determined that the State conservation acres are causing the effective DCP cropland to be negative, user shall review the State conservation contracts on the farm and ensure that the contract is funded with Federal Funds.						
		<table border="1"> <thead> <tr> <th>IF contracts are...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>Federally funded and prohibit the production of an agricultural commodity</td> <td>ensure that correct acreages are recorded in Farm Records.</td> </tr> <tr> <td>not Federally funded and do not prohibit the production of an agricultural commodity</td> <td>delete the acreage recorded in Farm Records.</td> </tr> </tbody> </table>	IF contracts are...	THEN...	Federally funded and prohibit the production of an agricultural commodity	ensure that correct acreages are recorded in Farm Records.	not Federally funded and do not prohibit the production of an agricultural commodity	delete the acreage recorded in Farm Records.
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Reductions Greater Than DCP Cropland Report (Continued)

Calculating Effective DCP Cropland (Continued)			
Operation	Acreage	Action	
minus	Other Conservation	If user determined that the other conservation acres are causing the effective DCP cropland to be negative, user shall review other conservation contracts on the farm and ensure that the contract is funded with Federal funds.	
		IF contracts are...	THEN...
		Federally funded and prohibit the production of an agricultural commodity	ensure that correct acreages are recorded in Farm Records.
		not Federally funded and do not prohibit the production of an agricultural commodity	delete the acreage recorded in Farm Records.

Example: The following table provides an example of calculating effective DCP cropland.

Operation	Acreage	Result
	DCP Cropland	247.8
minus	CRP Cropland	258.0
minus	GRP Acres	0.0
minus	WBP Acres	0.0
minus	WRP/EWP Acres	0.0
minus	State Conservation	0.0
minus	Other Conservation	0.0
equals	Effective DCP Cropland	0.0 <u>1/</u>

1/ In this example, the CRP cropland is causing the effective DCP cropland to calculate to a negative amount behind the scenes; however, the user will **not** see a negative number, but will see “0.0”.

The user shall:

- follow the corrective action defined for CRP cropland
- determine whether the CRP cropland acres are correct.

If the CRP cropland acres are:

- correct, then correct the cropland acres and DCP cropland acres

Note: CRP contracts can only be approved on cropland; therefore, tracts with CRP cropland acres must have cropland acres and DCP cropland acres recorded.

- incorrect, take appropriate action to correct the contracts.