

**For:** State and County Offices

**Updating Current and Prior Year Farm Records for Program Participation**

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



**1 Overview**

**A Background**

It is important that producers ensure that their farm records are accurate and kept up to date. This is especially important for new producers and for producers that have acquired new land that has not been recorded at the local County Office.

This notice emphasizes the importance of maintaining accurate records for ELAP, LFP, LIP, and TAP, but can be applied to other FSA programs as well.

**B Purpose**

This notice:

- provides instructions for updating farm records in the current and prior year to correctly associate producers and acreage for program participation and eligibility.
- advises State and County Offices of the following:
  - importance of identifying the correct producers with interest in the acreage or livestock on the farm
  - importance of ensuring that cropland, rangeland, and pastureland are correctly delineated within the CLU layer, and as a result the correct cropland and farmland acreages are totaled for the farms
  - instructions for updating a producer’s farm records in CRM Farm Records for current year and Web Farm Records for prior program years.

| <b>Disposal Date</b> | <b>Distribution</b>                                  |
|----------------------|--|
| November 1, 2017     | State Offices; State Offices relay to County Offices |

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### 2 Action

#### A State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- ensure that County Offices update farm records according to this notice
- review the farm records and justification for all farms that shall be recorded in prior years
- submit any scenario to the National Office that cannot be resolved by the guidance in this notice
- contact the following National Office employees with any questions on this notice:
  - for Farm Record or GIS questions, contact Billie Jo Smith at either of the following:
    - e-mail to **billiejo.smith@ne.usda.gov**
    - telephone at 402-437-5279
  - for Business Partner questions, contact Kerry Sefton at either of the following:
    - e-mail to **kerry.sefton@wdc.usda.gov**
    - telephone at 202-720-6120
  - for LFP questions, contact Scotty Abbott at either of the following:
    - e-mail to **scotty.abbott@wdc.usda.gov**
    - telephone at 202-720-7997
  - for ELAP and LIP questions, contact Amy Mitchell at either of the following:
    - e-mail to **amy.mitchell1@wdc.usda.gov**
    - telephone at 202-720-8954
  - for TAP questions, contact Kay Niner at either of the following:
    - e-mail to **kay.niner@wdc.usda.gov**
    - telephone at 202-205-9354.

**Note:** Billie Jo Smith should be contacted to address any other scenarios not covered in this notice for additional guidance.

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### 2 Action (Continued)

#### B County Office Action

County Offices shall:

- inform producers of available programs and encourage all interested producers to review their farm records to ensure that all their cropland, rangeland, and pastureland acreages are correctly recorded at the FSA County Office before sign up
- update CRM Farm Records and Web Farm Records according to 10-CM, 3-CM, CRM Farm Records Work Instructions (WI), and this notice
- send requests for farms to be replicated for prior years to the State Office.

### 3 Modifying Current and Prior Year Farm Records Systems

#### A New Producers

Add new producers to CRM Business Partner according to Business Partner work instructions, WI105 – BP\_Create\_Business\_Partner\_Customer\_Record.

#### B Farms With Incorrect or Missing Owners, Operators, or Other Producer

If land is already delineated within an existing FSA farm but the producers are incorrectly associated or missing, the existing farm record in the current and prior year should be updated with the correct producer interest. The first consideration should always be to work within the existing farm constitution and add producers to that farm in prior years as an other producer or owner. Producers must provide proof of ownership or proof of control of the land for current and, if applicable, prior years according to the following:

- review the information provided by the producer to ensure compliance with 10-CM, paragraphs 21, 22, and/or 23, as applicable
- update farm owners, operator, or other producers on the existing farm/tracts for the prior year in Web Farm Records according to 3-CM, paragraphs 130, 211, and 226.

**Note:** The existing farm and tract structure cannot be changed in the prior year(s).

- if applicable, reconstitute the farm for the current year in CRM Farm Records according to WI27 - "Execute Farm Combination"; WI29 - "Tract Combination"; WI35 - "Tract Division"; and WI36 - "Divide Farm" and 10-CM, Part 5.

**Note:** Any changes to current or prior year owners, operator, or other producers can affect contracts and payments.

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### 3 Modifying Current and Prior Year Farm Records Systems (Continued)

#### C Creating New Farms in Current Year and Replicating to Prior Years

If a producer's interest in land has not been established in an existing FSA farm and the producer is requesting benefits for either the current or prior year, a new farm should be created. The following process should be used when either an FSA farm has never been established for a producer's interest or when an undelineated piece of land is identified that should be associated with an existing farm:

- Create the farm record for the current year in CRM Farm Records according to 10-CM, paragraph 33; WI37 - "Create Farm Record"; and WI38 - "Delineate CLU"

**Note:** Ensure that CLU's are correctly delineated and attributed with the correct Land Use Codes and the 3-CM Indicator according to 10-CM, paragraph 30.

- If the farm needs to be replicated to prior years, submit the farm record information and justification for prior year replication to the State Office according to 10-CM, subparagraph 33 B
- For new farms created to identify previously undelineated land that should be associated with an existing farm, if applicable, the new farm must first be replicated to prior years in Web Farm Records by the STO. Then this new farm should be combined with the existing farm and/or tract for the current year in CRM Farm Records.

#### D Correcting a Current Year Farm with Incorrect Field Delineation and Classification

If a farm exists with all acreage identified but fields have not been delineated or attributed according to 10-CM, paragraph 30 to accurately identify the cropland, rangeland or pastureland acreage in the current and prior year:

- review and, if necessary, update the current year farm in CRM Farm Records to ensure all cropland, rangeland, and pastureland are correctly delineated and attributed according to 10-CM, paragraph 30
- For FY 2016, update cropland and farmland acreage for the existing fields in Web Farm Records at the field level

**Note:** Starting in FY 2016 the field level farm records data has been replicated to the Web Farm Records. Currently users are unable to add or remove fields in a prior year in the Web Farm Records system. As a result, farmland and DCP Cropland acreage can be manually updated for existing fields. However, the number of fields cannot be changed and newly identified land uses may need to be accounted for as sub-fields on the FSA-578 acreage report to correctly identify the land use and crops on the farm.

### 3 Modifying Current and Prior Year Farm Records Systems (Continued)

#### D Correcting a Current Year Farm with Incorrect Field Identification and Classification (Continued)

- Revise the existing or prior year's FSA-578 acreage report in CARS if allowed by 2-CP, paragraph 22. See the examples below:

**Example 1:** In FY 2016 Field 10 was originally reported as 100 acres of corn. It is later identified that 15 acres of field 10 was brome grass for grazing. The FY 2016 acreage report should be revised, if allowed by 2-CP, paragraph 22, to 10A with 85 acres of corn and 10B with 15 acres of brome grass for grazing. The current year CLU's in CRM Farm Records should be evaluated to determine if field 10 is delineated correctly according to 10-CM, paragraph 30 and make corrections as necessary.

**Example 2:** In FY 2016 non-cropland Field 10 was originally reported as 100 acres of native grass for grazing. It is later identified that 10 acres contains a building site and should not have been included within the field boundaries. In CRM Farm Records for the current year, the building site should be permanently delineated in a separate CLU. Field 10 on the FY 2016 FSA-578 acreage report should be revised if allowed by 2-CP, paragraph 22, to 90 acres of native grass for grazing. No change is required in FY 2016 Web Farm Records for field 10.

**Example 3:** In FY 2016 cropland field 10 was originally delineated as 100 acres and reported as 100 acres of a grass type for grazing. It is later identified that 10 acres of the field is a building site. In CRM Farm Records for the current year, the building site should be permanently delineated in a separate CLU and attributed according to 10-CM, paragraphs 24 and 27, to remove the cropland and DCP Cropland status. In Web Farm Records for FY 2016 the cropland and DCP cropland acreage for field 10 should be reduced to 90 acres. Field 10 on the FY 2016 FSA-578 acreage report should be revised if allowed by 2-CP, paragraph 22, to 90 acres of grass for grazing.

#### E Correcting Existing Farms with Incorrect Adjacent Farm Boundaries

If it is identified that the farm ownership boundaries are incorrect on an existing farm and the adjacent farm contains land from that farm, update farm records according to the following:

- review all records for all associated farms to determine the correct farm boundaries

**Notes:** The producer may have to provide additional evidence to support their claim that the boundaries are incorrect.

All producers involved with any farms in this situation will need to be notified of any changes made.

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### 3 Modifying Current and Prior Year Farm Records Systems (Continued)

#### E Correcting Existing Farms with Incorrect Adjacent Farm Boundaries (Continued)

If the existing field boundaries for each associated farm can be modified without changing the number of fields for each farm, complete the following:

- update CLU's using the CRM Farm Records GIS editing tools and the GIS Data Remediation Tool, as appropriate, so that the CLU's and the CRM Farm Records data accurately reflects the makeup of the farms in question
- in FY 2016 Web Farm Records at the field level, update the acreages for each affected field to match the changes made in CRM Farm Records.

If the corrections needed to the existing farms will result in a change to the number of fields associated with one or more of the farms, complete the following:

- On the farm/tract where one or more fields need to be removed:
  - update CLU's using the CRM Farm Records GIS editing tools and the GIS Data Remediation Tool, as appropriate, so that CLU's and CRM Farm Records accurately reflect the farm structure. Updates to the CLU's using the GIS editing tools can be completed by any field or STO user. Updates needed through DRT must be completed by the designated state DRT administrator.
  - in FY 2016 Web Farm Records fields cannot be deleted. Acreage for fields that are deleted from CRM Farm Records must be reduced to 0.01 acres of farmland in Web Farm Records. DCP Cropland for the deleted fields should be reduced to 0.00 acres in Web Farm Records.
- On the farm/tract where one or more fields needs to be added in the current and prior year:
  - in the area that was removed from the adjacent farm, create a new farm according to subparagraph 3 C. The new farm should be submitted to the STO to be replicated back to the prior year in Web Farm Records.
  - once the new farm has been replicated back to FY 2016, the farm and potentially the tract should be combined with the existing farm in CRM Farm Records for the current and future years.

**Note:** If the boundary correction between two existing farms does not need to be replicated back to a prior year, users can update the CLU's using the CRM Farm Records GIS Editing tool and/or the Data Remediation Tool so that the CLU's and CRM Farm Records accurately reflect the makeup of the farm structure.

**Note:** Any changes to current or prior year acreage may affect contracts and payments.