

For: State and County Offices

FY 2017 Farm Records Rollover

Approved by: Acting Deputy Administrator, Farm Programs



1 Preparing for Farm Records Rollover

A Overview

Rollover in Farm Records occurs at the end of the fiscal year (FY) when both the CRM and Web Farm Records Systems (FRS) are migrated to the next FY. In CRM Farm Records, which is the system of record for current program year farm record's data, the 2017 farm records data will be migrated and become FY 2018 program year data. In Web FRS, 2017 data will become editable similar to prior years and 2018 data will be added in the system. Web FRS 2018 data will be view only and will reflect what has been replicated from CRM Farm Records.

FY 2017 farm records rollover is scheduled for September 22, 2017. To complete all rollover tasks, the entire CRM system, including Farm Records, Business Partner, and Product Master, as well as the Web FRS will be shut down at 6 pm central time, Friday, September 22. Farm Records updates and changes that need to be effective for the FY 2017 program year must all be completed and replicated prior to shut down.

Once rollover is successfully completed, users will be notified when both systems are accessible and FY 2018 editing and maintenance can begin.

B Purpose

This notice provides guidance on:

- FY 2017 Farm Records tasks that must be completed prior to Farm Records shutdown and rollover
- tasks that will be completed during rollover that will automatically update existing farm records data
- when editing in either CRM or Web FRS will be made available after rollover
- required State and County Office actions.

Disposal Date	Distribution
November 1, 2017	State Offices; State Offices relay to County Offices

Notice CM-790

2 FY 2017 Tasks to be Completed Prior to Rollover

A FY 2017 Farm Reconstitutions and Farm Transfer Deadlines

For farms enrolled in ARC/PLC, August 1 is the final date to accept a completed FSA-155 for a FY 2017 reconstitution or accept an FSA-179 for a FY 2017 farm transfer. For farms not enrolled in ARC/PLC, September 22, 2017, is the final date to accept a completed FSA-155 for an FY 2017 reconstitution or FSA-179 for an FY 2017 farm transfer. September 22, 2017, is also the deadline to approve all FY 2017 reconstitutions and farm transfers within CRM Farm Records before rollover regardless of whether or not the farms are enrolled in ARC/PLC.

ARC/PLC Participation Status	Task	Deadline to Request	Deadline to Complete and Approve
Participating	Reconstitution	August 1	September 22
Participating	Farm Transfer	August 1	September 22
Non-participating	Reconstitution	September 22	September 22
Non-participating	Farm Transfer	September 22	September 22

Note: Although County Offices may accept FY 2017 reconstitution and farm transfer requests until September 22, 2017, for non-participating farms, **all requests must also be approved within MIDAS CRM Farm Records** by September 22, 2017, to be effective for FY 2017. Farm Transfers must be approved by all transferring and receiving offices and/or State Offices by September 22, 2017, to be successfully completed for FY 2017.

B Other Farm Records Updates Needed for FY 2017

The following should also be completed in CRM Farm Records prior to Farm Records shutdown and rollover on September 22, 2017:

- cropland changes effective for FY 2017
- enter all CRP contract data for fields enrolled in an active CRP contract for FY 2017 or prior, to ensure that the CRP cropland and CRP MPL acres at the tract and farm level are correctly populated for FY 2017

Note: New CRP contracts that will not be effective until October 1, 2017 (FY 2018), should **not** be entered into CRM Farm Records until after FY 2017 rollover is completed.

- identify applicable fields as Native Sod and enter the applicable years of planting at the field level Native Sod assignment block in CRM Farm Records.

Note: This is applicable only for the following states that are required to track new native sod breakings: Nebraska, North Dakota, South Dakota, Iowa, Montana, and Minnesota.

- Farm Records remediation provided to County Offices by either the National Office or State Office.

3 Farm Records Rollover

A Farm Records Shutdown and Rollover

Farm records rollover is scheduled for **September 22, 2017**, and is expected to be completed by **September 24, 2017**. Shutdown of both the CRM and Web FRS systems will occur at 6 pm central time, Friday, September 22. All editing in both CRM and Web FRS will be suspended in the systems until rollover is successfully completed.

After rollover is successfully completed, FY 2018 farm records will be editable in CRM Farm Records and FY 2017 and prior year farm records will be editable through Web FRS.

B CRM Farm Records Updates Completed by the System During Rollover

The following are actions completed in the system during rollover to either delete pending tasks or update records as needed for FY 2018:

- reconstitutions **not** approved within MIDAS CRM Farm Records before rollover will be cancelled
- transfers **not** approved within MIDAS CRM Farm Records before rollover will be cancelled
- CRP contract data expiring on September 30, 2017, or prior will automatically be deleted from the field level CRP Data assignment block and the SAP CRP indicator in the CLU attributes for the applicable fields will automatically be set to “No”
- field level Native Sod data will be deleted for fields identified as Native Sod that have met the four years of planting requirement.

Note: All four years of planting must be entered in the field level Native Sod data assignment block (in CRM Farm Records) to automatically be deleted during rollover.

4 Editing in Farm Records after Rollover

A Editing in CRM Farm Records

Once rollover is completed successfully, FY 2018 farm records editing in CRM Farm Records will be available immediately for all edits except reconstitutions. **Reconstitutions in CRM Farm Records will not be accessible until October 1, 2017.**

Users will be notified when rollover is complete and CRM is accessible.

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4 Editing in Farm Records after Rollover (Continued)

B Editing in Web FRS

Once rollover is completed successfully, FY 2017 and prior year editing in Web FRS will be available immediately.

Users will be notified when rollover is complete and Web FRS is accessible.

C Farm Records Updates Completed by County Offices for FY 2018 Due to CRP

Once rollover is complete and users are notified that editing in CRM Farm Records for FY 2018 is available, County Offices are reminded that the following maintenance associated with CRP enrollment must be completed timely in CRM.

- **Maintenance for Expired, Voluntarily Terminated, or Early Released CRP Contract:**

Restore eligible base acres that were previously reduced due to the CRP enrollment for CRP contracts that expired, were voluntarily terminated, or were early released in FY 2017. See Exhibit 1 for instructions on restoring base acres.

Notes: If restoring a new base crop to a tract that previously did not have a program election, the producer will need to make an ARCPLC election for that crop on CCC-857, according to 1-ARCPLC, paragraph 43 prior to entering and saving the records in CRM.

Restored base acres cannot exceed the total effective DCP cropland plus double-cropped acres on the tract. If an out-of-balance tract condition exists after the base restoration is completed, the excess base must be redistributed or reduced according to 10-CM, paragraph 35.

- **Maintenance for Newly Enrolled CRP:**

Delineate the CRP CLU's by conservation practice to match the CRP contract for all newly enrolled CRP contracts with an enrollment date of October 1, 2017, or after. Once delineated, the CRP contract number, expiration date, and practice number for each CRP field must be entered in the field level "**CRP Data**" assignment block.

Redistribute or reduce any excess base acres due to the new CRP enrollment as applicable for the associated tract, according to 10-CM, subparagraph 35 F. If a base reduction is required, the reduced base acres and associated data must be entered in the "**Tract CCC-505 CRP Reduction Data**" assignment block.

Note: If an automated CCC-505 was submitted in CRM due to the CRP enrollment with an effective date of October 1, 2017, or after, the base acres will automatically be reduced from the "**Tract Crop Data**" assignment block on the specified date, but the reduced acres will not be automatically entered in the "**Tract CCC-505 CRP Reduction Data**" assignment block. Entering the reduction acres must still be completed manually. See Exhibit 2 for entering CCC-505 CRP reduction data.

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5 Action

A County Office Action

County Offices will:

- accept and approve reconstitution and transfer requests according to the deadline in subparagraph 2 A and procedure in 10-CM
- make all necessary farm record changes for FY 2017 before rollover
- complete all updates to farm records after rollover to reflect FY 2018 changes to CRP contracts

B State Office Action

State Offices will ensure that County Offices are aware of the contents in this notice.

Instructions for Restoring Base Acres after CRP Expiration, Voluntary Termination, or Early Release

A Overview

Base acres reduced due to CRP enrollment are eligible to be restored to the tract, according to 1-ARCPLC, paragraph 43 when the CRP contract has expired, has been voluntarily terminated, or was released early.

The following tasks in CRM Farm Records must be completed to restore base acres released from CRP:

- add base acres and associated base crop data to the “**Tract Crop Data**” assignment block

Note: Steps for restoring the base acres are different depending on whether or not the tract already has the base crop listed in the “**Tract Crop Data**” assignment block. Follow the applicable instructions in paragraph B or C.

- delete base crop data from the “**Tract CCC-505 CRP Reduction Data**” assignment block.

Note: Base crops and associated data should be restored according to the data loaded in the “**CCC-505 CRP Reduction Data**” assignment block and the original CCC-505 completed at the time of CRP enrollment.

B Steps for Restoring Base Acres for a New Base Crop

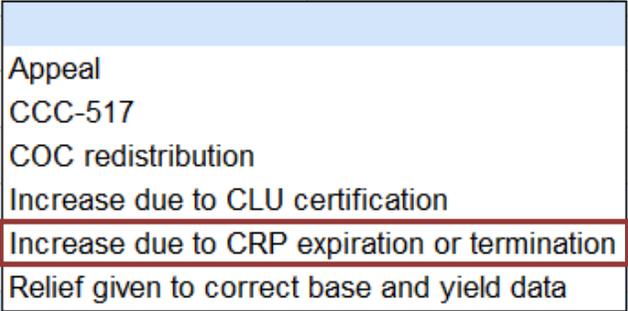
The following steps should be completed when a base crop, not already established on the tract, is being restored.

Note: If the base crop restored to the tract is also a new base crop for the farm, before adding the new base crop to the “**Tract Crop Data**” assignment block, the ARCPLC election for the base crop must be made by the producer on CCC-857, according to 1-ARCPLC, paragraph 43.

Step	Description and Action
1	Access the farm in CRM and CLICK “ Edit ”. Navigate to the applicable tract.
2	<ul style="list-style-type: none"> • CLICK “Edit List” in the “Tract Crop Data” assignment block. • A new entry line will be created in the assignment block. Click the drop-down menu under the Crop Name header to select the applicable crop needed. <p>Note: Once a crop name has been selected and saved with associated data, it can no longer be edited or changed to a different crop. If a base crop is selected and saved incorrectly, the base acreage and yields must be reduced to zero and the base entry deleted. Then a new base crop entry must be added for the correct base crop.</p>

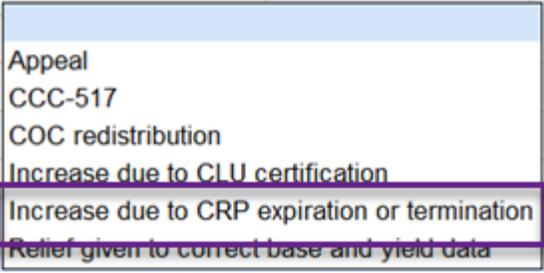
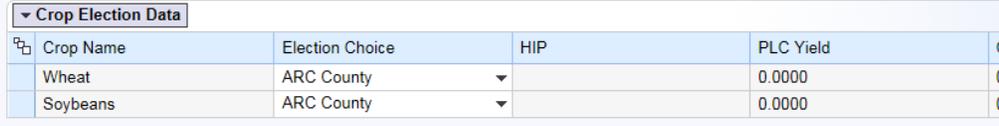
Instructions for Restoring Base Acres after CRP Expiration, Voluntary Termination, or Early Release (Continued)

B Steps for Restoring Base Acres for a New Base Crop (Continued)

Steps	Description and Action
3	Crop Year will automatically populate and default to the current crop year once a crop has been added.
4	<p>Manually enter the applicable number of base acres to be restored.</p> <p>Enter the number of base acres and press the “Enter” key on the keyboard to accept the entry and populate the “Base Acres Adjustment Reason Code” drop-down menu.</p>
5	<p>Under the “Adjustment Reason Codes” SELECT “Increase due to CRP expiration or termination”</p> 
6	<p>Do not enter a CTAP transitional yield unless the base crop restored is generic.</p> <p>For generic base, enter either:</p> <ul style="list-style-type: none"> • the farm level CTAP transitional yield if generic base is already established on another tract on the farm • the CTAP yield associated with the reduced generic base crop. <p>Press the “Enter” key on the keyboard to accept the entry and populate the CTAP “Transitional Yield Adjustment Reason Code” drop-down menu.</p>
7	If a CTAP transitional yield was entered for generic base, under the “Adjustment Reason Codes” SELECT “Increase due to CRP expiration or termination” .

Instructions for Restoring Base Acres after CRP Expiration, Voluntary Termination, or Early Release (Continued)

B Steps for Restoring Base Acres for a New Base Crop (Continued)

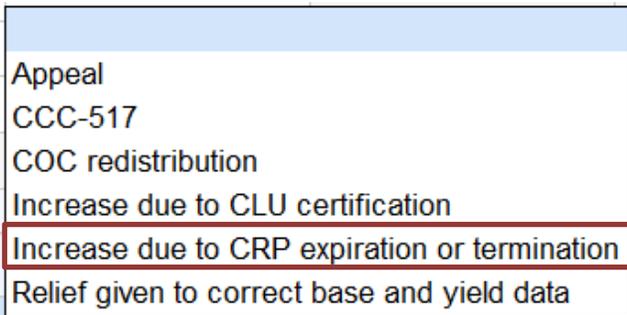
Steps	Description and Action
8	<p>For the PLC yield enter either:</p> <ul style="list-style-type: none"> the farm level PLC yield if the base crop to be restored on this tract is already established on another tract on the farm the applicable PLC yield according to 1-ARCPLC, subparagraph 42 A if the base crop to be restored is a new base crop on the farm. <p>Enter the yield and press the “Enter” key on the keyboard to accept the entry and populate the “PLC Yield Adjustment Code” drop-down menu.</p>
9	<p>Under the “PLC Yield Adjustment Code” SELECT “Increase due to CRP Expiration or termination”</p> 
10	<p>If the restored base crop is new to the farm, click on the farm number in the farm hierarchy to navigate to the farm level data assignment blocks.</p> <p>Note: If the restored base crop is already established on another tract on the farm, skip to step 12.</p>
11	<p>In the “Crop Election Data” assignment block for the new base crop being restored, select the applicable “Election Choice” based on the producer’s election on CCC-857.</p>  <p>Note: If the farm is enrolled in ARC-IC, the new base crop will automatically be enrolled in ARC-IC and no further entry is needed.</p>
12	<p>CLICK “Save” to save the “Tract Crop Data” entries.</p>

Instructions for Restoring Base Acres after CRP Expiration, Voluntary Termination, or Early Release (Continued)

C Steps for Restoring Base Acres for an Established Base Crop

The following steps should be completed when a restoring base acres and associated data for a base crop already established on the tract.

Note: Base acres and associated data should be restored according to the data entered in the “**CCC-505 CRP Reduction Data**” assignment block or the original CCC-505.

Step	Description and Action
1	Access the farm in CRM and CLICK “Edit” . Navigate to the applicable tract.
2	CLICK “Edit List” in the “ Tract Crop Data ” assignment block.
3	<ul style="list-style-type: none"> • Add the number of base acres to be restored to the existing base acres listed for the base crop. • Enter the total number of base acres for the applicable base crop and press the “Enter” key on the keyboard to accept the entry and populate the Base Acres Adjustment Reason Code drop-down menu.
4	<p>Under the “Adjustment Reason Codes” SELECT “Increase due to CRP expiration or termination”.</p> 
5	The CTAP transitional yield is only applicable to generic base. Do not adjust the existing CTAP transitional yield.
6	Since the CTAP transitional yield was not modified, no reason code is needed.

Instructions for Restoring Base Acres after CRP Expiration, Voluntary Termination, or Early Release (Continued)

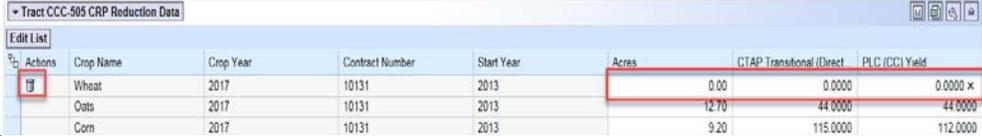
C Steps for Restoring Base Acres for an Established Base Crop (Continued)

Steps	Description and Action
7	<p>A PLC yield must be entered for all base crops other than generic base, according to 1-ARCPLC, paragraph 42.</p> <p>The base acres being restored are restored using the farm level PLC yield for the crop.</p> <p>Enter the PLC yield according to the following.</p> <ul style="list-style-type: none"> • If the tract level PLC yield already established for the base crop is equal to the farm level PLC yield, no PLC yield adjustment is needed. • If the tract level PLC yield already established for the base crop, is not equal to the farm level PLC yield, the base acres being restored are restored using the farm PLC yield. A blended tract yield is computed according to Exhibit 3 and a yield adjustment for the tract must be completed to ensure that the overall PLC yield for the farm is not adjusted. <p>Enter the adjusted yield if needed and press the “Enter” key on the keyboard to accept the entry and populate the “PLC Yield Adjustment Code” drop-down menu.</p>
8	<p>An Adjustment Reason Code must be selected if an adjusted PLC yield was entered.</p> <ul style="list-style-type: none"> • If the tract PLC yield was increased SELECT “Increase due to CRP expiration or termination”. • If the tract PLC yield was decreased SELECT “CRP Expired/Terminated”.
9	<p>CLICK “Save” to save the tract crop data entries.</p>

Instructions for Restoring Base Acres after CRP Expiration, Voluntary Termination, or Early Release (Continued)

D Steps for Removing CCC-505 CRP Reduction Data after Restoring Base Acres

Restored base acres must be deleted from the “**Tract CCC-505 CRP Reduction Data**” assignment block once the base acres have been restored use the following instructions to delete out the data from the “Tract CCC-505 CRP Reduction” assignment block:

Step	Description and Action
1	Access the farm in CRM and CLICK “Edit” . Navigate to the applicable tract.
2	Navigate to the “ Tract CCC-505 CRP Reduction Data ” assignment block.
3	<p>CLICK “Edit List”.</p> 
3	<p>Select and delete the following entries:</p> <ul style="list-style-type: none"> • Acres • CTAP Transitional (Direct) Yield • PLC (CC) Yield. <p>Once the data for these data fields are deleted press the “Enter” key to accept the entries.</p>
4	<p>The “Delete” icon (trash can) will display at the beginning of the reduction acres entry.</p> <p>Click the “Delete” icon to remove the entire CCC-505 reduction entry for that base crop.</p> 
5	Repeat as needed to remove other reduction entries or CLICK “Save” to save the changes.

Instructions for Entering CCC-505 Reduction Acres after CRP Enrollment

A Overview

When base acres are reduced due to CRP enrollment, the reduced base acres and associated data must be loaded in the “**Tract CCC-505 CRP Reduction Data**” assignment block so they can be tracked and assist users if in the future they are eligible to be restored.

Base reductions should be completed using the automated CCC-505 process in CRM. Instructions for completing a base reduction due to CRP enrollment using the automated CCC-505 process are found in obsolete Notice CM-775. Once the system has reduced base acres from the “**Tract Crop Data**” assignment block, users must manually enter the reduction data in the “**Tract CCC-505 CRP Reduction Data**” assignment block. Users should reference the printed CCC-505 when entering the reduction data.

B Entering Reduction Acres Due to CRP Enrollment

Entering the base acres and associated data reduced due to CRP enrollment should be completed using the following instructions:

Notes: Only base acres reduced due to CRP enrollment are allowed to be loaded in the “**CCC-505 CRP Reduction Data**” assignment block.

The following instructions can be used to load any newly reduced CRP reduction acres or any previously reduced CRP reduction acres that were not already loaded in CRM.

Step	Description and Action
1	Access the farm in CRM and CLICK “ Edit ”. Navigate to the applicable tract.
2	Navigate to the “ Tract CCC-505 CRP Reduction Data ” assignment block on the applicable tract.
3	To add CCC-505 CRP reduction acres for a new CRP contract enrolled on the tract: <ul style="list-style-type: none"> • CLICK “Edit List” in the “Tract Crop Data” assignment block • a new entry line will be created in the assignment block • click the drop-down menu under the “Crop Name” header to select the applicable base crop.
4	“ Crop Year ” will automatically populate and default to the current crop year once a crop has been selected. Crop Year is not editable.
5	Under “ Contract Number ” manually ENTER the active CRP Contract Number and suffix, if applicable, from the associated CRP-1.

Instructions for Entering CCC-505 Reduction Acres after CRP Enrollment (continued)

B Entering Reduction Acres Due to CRP Enrollment (continued)

Step	Description and Action
6	<p>Under “Start Year” manually enter the year the active CRP contract was enrolled.</p> <p>Note: The “Start Year” is the year the original CRP contract was enrolled and not the year of a successor contract.</p>
7	<p>Under “Acres” manually enter the number of acres for the crop reduced on the tract due to CRP enrollment.</p> <p>Note: Reduced acres should match the acres reduced on the CCC-505 completed during CRP enrollment.</p>
8	<p>Under “CTAP Transitional (Direct) Yield” manually enter either the CTAP transitional yield or the direct yield, if applicable.</p> <p>Notes: For newly enrolled CRP contracts the CTAP transitional yield is not applicable unless the base crop reduced is generic base.</p> <p>If loading reduction acres reduced in a prior year, CRP contracts enrolled after 2001 but prior to 2014 are required to have the direct yield entered in this data field. Manually load the direct or CTAP transitional yield associated with the base reduced as identified on the CCC-505 completed during CRP enrollment.</p>
9	<p>Under “PLC (CC) Yield” manually enter either the associated PLC yield or CC yield.</p> <p>Note: If loading reduction acres reduced in a prior year, CRP contracts enrolled after 2001 but prior to 2014 are required to have a CC yield entered. CRP contracts enrolled in 2014 or later require a PLC yield to be entered for all crops except generic. Manually load the PLC yield or the CC yield associated with the base crop reduced at time of the CRP enrollment.</p>
10	<p>CLICK “Save” to save the CCC-505 CRP reduction acreage data entries.</p>

Note: If the incorrect crop, start year, or contract number are entered and saved, they cannot be revised. The entry must be deleted and reloaded with the correct data. See Exhibit 1, paragraph C for removing a CCC-505 CRP reduction data entry, if needed.

Adjusting a PLC Yield Resulting from Restored Base Acres after CRP Expiration, Voluntary Termination, or Early Release

A Calculating an Adjusted PLC Yield when the Tract Level PLC Yield is Different than the Farm Level PLC Yield

Base acres restored after release from CRP receive the PLC yield currently established for the crop on the farm, according to 1-ACRPLC, Part 2, Section 2. The overall farm yield cannot change. Tract level PLC yields may be affected when base acres are released from CRP and returned to the farm. The following is an example of a tract level PLC yield fluctuation that occurs because the existing tract PLC yield for the tract on which the base acres are being restored is not equal to the farm level PLC yield. County Office action must be taken to insure the farm level PLC yield remains unchanged when an existing CRP-1 with CRP base acre reduction acres expires, is terminated, or is released from CRP.

Example:

PLC Yield Calculations for the Farm and Tracts before Base Restoration

Level	Base Acres	PLC Yield	Yield Extension
Farm 1	20 Acres of Corn Base	125 Bushels/Acre	(20 X 125) = 2500 Bushels
Tract 10	10 Acres of Corn Base	100 Bushels/Acre	(10 X 100) = 1000 Bushels
Tract 20	10 Acres of Corn Base	150 Bushels/Acre	(10 X 150) = 1500 Bushels
Farm Yield Verification Based on Tract Yields		(1000 Bushels + 1500 Bushels)/20 Acres = 125 Bushels/acre	

PLC Yield Calculations for the Farm and Tracts after Base Restoration

Note: Farm level PLC yield cannot be adjusted from 125 bushels per acre and no adjustment is required for tract 20.

PLC Yield Adjustment on Tract 10:

Level	Base Acres	PLC Yield	Yield Extension
Tract 10	10 Acres of Corn Base	100 Bushels/Acre	(10 X 100) = 1000 Bushels
Tract 10	10 Acres of Restored Corn Base	125 Bushels/Acre	(10 X 125) = 1250 Bushels
Tract 10 Adjusted	20 Acres Total Corn Base	112.5 Bushels/Acre	(1000 Bushels + 1250 Bushels)/20 Acres = 112.5 Bushels/Acre

Final PLC Yields for the Farm:

Level	Base Acres	PLC Yield	Yield Extension
Farm 1	30 Acres of Corn Base	125 Bushels/Acre	(30 X 125) = 3750 Bushels
Tract 10	20 Acres of Corn Base	112.5 Bushels/Acre	(20 X 112.5) = 2250 Bushels
Tract 20	10 Acres of Corn Base	150 Bushels/Acre	(10 X 150) = 1500 Bushels
Farm Yield Verification Based on Tract Yields		(2250 Bushels + 1500 Bushels)/30 Acres = 125 Bushels/acre	