

For: State and County Offices

FY 2019 Farm Records Rollover

Approved by: Deputy Administrator, Farm Programs



1 Preparing for Farm Records Rollover

A Overview

Rollover in Farm Records occurs at the end of the FY when both CRM and Web Farm Records Systems 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 2019 farm records data will be migrated and become FY 2020 program year data. In the Web Farm Records System (FRS), 2019 data will become editable (similar to prior years) and 2020 data will be added in the system. Web FRS 2020 data will be view only and will reflect what has been replicated from CRM Farm Records.

FY 2019 farm records rollover is scheduled for September 20, 2019. To complete all rollover tasks, the CRM system, including Farm Records, Business Partner, and Product Master, as well as the Web FRS will be shut down at end of day (EOD), Friday, September 20, 2019. Farm Records updates and changes that need to be effective for the FY 2019 program year must all be completed and replicated before shut-down.

Once rollover is successfully completed, users will be notified when both systems are accessible and FY 2020 editing and maintenance can begin.

B Purpose

This notice provides guidance on:

- FY 2019 farm records tasks that must be completed before farm records shut-down 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
- State and County Office required actions.

Disposal Date	Distribution
December 1, 2019	State and County Office; State Offices relay to County Offices

Notice CM-819

2 FY 2019 Tasks to be Completed Before Rollover

A FY 2019 Farm Reconstitution and Farm Transfer Deadlines

August 1 is the final date to accept a completed FSA-155 for FY 2019 reconstitutions or accept FSA-179 for an FY 2019 farm transfer. Requests received after August 1 will be eligible for processing as an FY 2020 change. September 20, 2019, is the deadline to process and approve all FY 2019 reconstitutions and farm transfers within CRM Farm Records before rollover.

Note: Although County Offices may accept FY 2019 reconstitution and farm transfer requests after August 1, 2019, those requests will be processed as FY 2020 changes unless sufficient time is available to complete the request **before** rollover. All requests for reconstitutions and/or farm transfers received through August 1, 2019, or processed thereafter, **must be approved within MIDAS CRM Farm Records** by September 20, 2019, to be effective for FY 2019. Farm Transfers must be approved by all transferring and receiving offices and/or State Office's by September 20, 2019, to be successfully completed for FY 2019.

Required tract divisions to divide land by physical location according to Notice CM-814 must be completed by September 20, 2019, to be effective for FY 2019. Tract divisions not completed by rollover may result in 2019 ARC/PLC or LFP benefits that are not calculated correctly.

B Other Farm Records Updates Needed for FY 2019

The following should also be completed in CRM Farm Records before Farm Records shut down and rollover on September 20, 2019.

- Cropland changes effective for FY 2019.

Note: Cropland changes that will be applicable starting with the FY 2020 crop year **must not be** delineated in Farm Records until after rollover. Making 2020 changes in FY 2019 will result in inaccurate farm representation and may result in deleted 2019 acreage report data or impact 2019 program eligibility and enrollment.

- Review CRP contracts that expired or were voluntarily terminated by September 30, 2018, and ensure that all eligible base acres have been restored. Offices can use the CCMS "Contracts that Expired on Sept. 30" Report for FY 2018, according to 5-CRP, paragraph 140 B to identify all expired CRP contracts. Review and follow guidance in Notice CM-811 when restoring base acres for FY 2019.

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2 FY 2019 Tasks to be Completed Before Rollover (Continued)

B Other Farm Records Updates Needed for FY 2019 (Continued)

- Enter CRP contract data for all fields enrolled on an active CRP contract for FY 2019 or earlier, to ensure that the CRP cropland and CRP MPL acres at the tract and farm level are correctly populated for FY 2019. States must be running the tools provided to State GIS Specialists to compare CRM CRP data to the CCMS data. Identified discrepancies must be reviewed and corrected. The tools and instructions to create the comparison report have been provided in 1-GIS.
- Revise the expiration date for CRP fields expiring at the end of FY but have been approved for a one-year extension. The field level expiration date **must** be revised to 9/30/2020 before Farm Record's shut down. If the expiration date is not revised before shut down, the rollover process will automatically delete the CRP data from these records and all CRP contract data will need to be reloaded after rollover is complete. No other data needs to be changed for the contracts that have been extended.

Users can identify CRP contracts that have been approved for an extension by running the Contracts with Extension Report in CCMS according to 5-CRP, subparagraph 140 B. Users shall select "2019 One-Year Contract Extension" for the extension type while running the report.

Note: CRP contracts that are not effective until October 1, 2019, (FY 2020) **must not** be delineated in CLU or entered into CRM Farm Records until after FY 2019 rollover is completed.

- Delineate applicable fields as Native Sod and enter the broken out date and years of planting within the field level "Native Sod" assignment block in CRM Farm Records. Identifying and tracking native sod is only applicable to land physically located in the following States; Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota.
- Ensure that all pending reconstitution, farm transfer, CCC-505, and CCC-517 workflows have been acted on.
- Farm Records remediation provided to County Offices by either the National Office or State Office if applicable. This includes, but is not limited to:
 - review and correct all out-of-balance tract conditions according to 10-CM, paragraph 36
 - correct any failed farm replications
 - complete and activate any farm with an "In-Creation" status or determine that the farm is not needed and in-activate the record
 - review and correct any mismatches identified on the Farm Records and CRP Mismatch Report.

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2 FY 2019 Tasks to be Completed Before Rollover (Continued)

B Other Farm Records Updates Needed for FY 2019 (Continued)

- Run the “Base and Yield” and “Election, PLC Yield, and HIP” Reports for adjustment history to compile a complete list of adjustments made in FY 2019 for DD review and concurrence, according to 1-ARCPLC, subparagraph 3 A. See 10-CM, paragraphs 294 and 295 for instructions on running the reports in 90 day increments to obtain all changes for the FY.

Note: Running the adjustment reports must be completed prior to rollover. The reports in CRM are only available for the current FY. Once rollover is completed successfully, counties will no longer be able to access 2019 adjustments.

3 Farm Records Rollover

A Farm Records Shut down and Rollover

Farm records rollover is scheduled for **September 20, 2019**, and is expected to be completed by **September 23, 2019**. Shut down of both the CRM and Web FRS systems will occur at EOD Friday, September 20. All editing in both CRM and Web FRS will be suspended in the systems until rollover is successfully completed.

After rollover is successfully completed, with the exception of reconstitution and farm transfer processes, FY 2020 farm records will be editable in CRM Farm Records and FY 2019 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 2020.

- The following pending tasks and workflows that are not approved within CRM Farm Records before rollover will be cancelled:
 - reconstitutions
 - farm transfers
 - automated CCC-505's and CCC-517's.
- CRP contract data expiring on September 30, 2019, or earlier will automatically be deleted from the field level “CRP Data” assignment block and the associated SAP_CRP indicator in the CLU attributes will be set to “No”.
- Field level native sod data will be deleted for fields 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.

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4 Editing in Farm Records after Rollover

A Editing in CRM Farm Records

Once rollover is completed successfully, FY 2020 farm records editing in CRM Farm Records will be available immediately, with the exception of the reconstitution and farm transfer processes.

The reconstitution and farm transfer processes will **not** be turned on in the system until October 1, 2019, or once CARS rollover is complete. Additionally, reconstitutions will be restricted after rollover for farms with base acres to assist with implementing ARC/PLC 2019 program enrollment and election. Farm Reconstitutions will be locked on these farms until the FY 2019 program elections for the farm has been submitted from ARC/PLC.

Users will be notified through an Information Bulletin when rollover is complete, and CRM is accessible. Users will also be notified when reconstitution and farm transfer processes are enabled.

B Editing in Web FRS

Once rollover is completed successfully, FY 2019 and prior year editing in Web FRS will be available immediately.

Users will be notified through an Information Bulletin when rollover is complete, and Web FRS is accessible.

C Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP

Once rollover is complete and users are notified that editing in CRM Farm Records for FY 2020 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 because of the CRP enrollment for CRP contracts that expired or were voluntarily terminated in FY 2019. See Exhibit 1 for instructions on restoring base acres.

Notes: If restoring a new covered commodity to a tract that previously did not have a program election, the producer will need to make a program election for that crop according to forthcoming policy before 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 base restoration is completed, the excess base **must** be redistributed or reduced according to 10-CM, paragraph 36.

After rollover, if it is identified that eligible base acres were not restored in FY 2019 or earlier after CRP expiration, voluntary termination, or early release, the base can be restored according to 1-ARCPLC, subparagraph 28 B.

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4 Editing in Farm Records after Rollover (Continued)

C Post Rollover Farm Records Updates Completed by County Offices for FY 2020 Because of CRP (Continued)

Maintenance for newly enrolled CRP.

- Delineate CRP CLUs by conservation practice to match the TERRA Scenario for all newly enrolled CRP contracts with an enrollment date of October 1, 2019, 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 Handbook 10-CM (Rev. 1), subparagraph 36F. 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 approved in CRM because of CRP enrollment with an effective date of October 1, 2019, or after, the base acres will automatically be reduced from the “**Tract Crop Data**” assignment block on the specified date, and the reduced acres will be automatically entered in the “**Tract CCC-505 CRP Reduction Data**” assignment block.

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 2019 before rollover
- act on all pending workflow tasks for reconstitutions, farm transfers, CCC-505’s, and CCC-517’s by rollover
- compile the FY 2019 adjustment reports for required DD review and concurrence
- complete all CRP contract updates to farm records after rollover to reflect FY 2020 changes
- complete required tract divisions to divide land by physical location according to Notice CM-814.

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5 Action (Continued)

B State Office Action

State Offices will:

- ensure that County Offices are aware of the contents in this notice
- provide County Offices any remediation reports from the National Office or generated by State Offices and ensure records are reviewed and corrected as needed
- ensure that all County Offices have run the Base and Yield and Election, PLC Yield, and HIP Reports according to subparagraph 2 B.

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

A Overview

Base acres reduced because of CRP enrollment are eligible to be restored to the tract, according to forthcoming policy 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 covered commodity 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 covered commodity listed in the “**Tract Crop Data**” assignment block. Follow the applicable instructions in subparagraphs B or C.

- Delete covered commodity data from the “**Tract CCC-505 CRP Reduction Data**” assignment block.

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

B Steps for Restoring Base Acres for a New Covered Commodity

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

Notes: If the covered commodity restored to the tract is also a new covered commodity for the farm, before adding the new covered commodity to the “**Tract Crop Data**” assignment block, the program election for the covered commodity must be made by the producer, according to forthcoming policy.

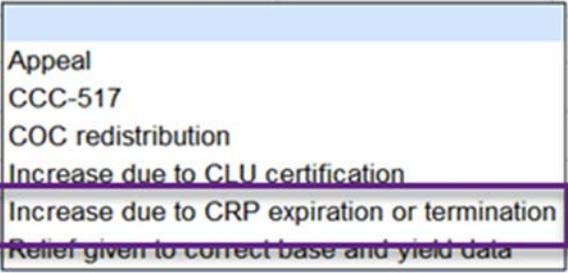
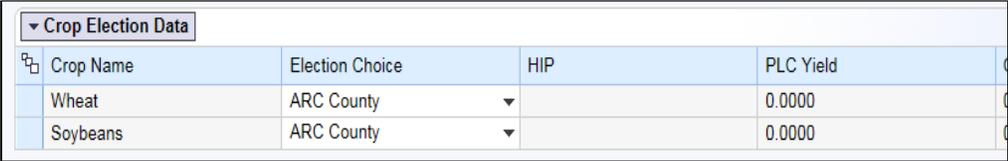
Instructions for Restoring Base Acres after CRP Expiration, Voluntary Termination, or Early Release (Continued)

B Steps for Restoring Base Acres for a New Covered Commodity (Continued)

Steps	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 covered commodity is selected and saved incorrectly, the base acreage and yields must be reduced to zero and the base entry deleted. Then a new covered commodity entry must be added for the correct covered commodity.</p>
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 “Enter” 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> <div data-bbox="329 1150 979 1470" style="border: 1px solid black; padding: 5px;"> <p>Appeal</p> <p>CCC-517</p> <p>COC redistribution</p> <p>Increase due to CLU certification</p> <p style="border: 2px solid red; display: inline-block; padding: 2px;">increase due to CRP expiration or termination</p> <p>Relief given to correct base and yield data</p> </div>
6	Do not enter CTAP Transitional Yield.

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

B Steps for Restoring Base Acres for a New Covered Commodity (Continued)

Steps	Description and Action
7	<p>For the PLC Yield ENTER either the:</p> <ul style="list-style-type: none"> • farm level PLC Yield if the covered commodity to be restored on this tract is already established on another tract on the farm • applicable PLC Yield according to forthcoming policy if the covered commodity to be restored is a new covered commodity on the farm. <p>Enter the yield and PRESS “Enter” to accept the entry and populate the PLC Yield Adjustment Code drop-down menu.</p>
8	<p>Under the PLC Yield Adjustment Code SELECT “Increase due to CRP Expiration or termination”.</p> 
9	<p>If the restored covered commodity is new to the farm, click the farm number in the farm hierarchy to navigate to the farm level data assignment blocks.</p> <p>Note: If the restored covered commodity is already established on another tract on the farm, skip to Step 11.</p>
10	<p>In the “Crop Election Data” assignment block for the new covered commodity being restored, select the applicable “Election Choice” option based on the producer’s election on CCC-857.</p>  <p>Note: If the farm is enrolled in ARC-IC, the new covered commodity will automatically be enrolled in ARC-IC and no further entry is needed.</p>
11	<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 Covered Commodity

The following steps should be completed when restoring base acres and associated data for a covered commodity 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.

Steps	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	<p>Add the number of base acres to be restored to the existing base acres listed for the covered commodity.</p> <p>Enter the total number of base acres for the applicable covered commodity and PRESS “Enter” to accept the entry and populate the Base Acres Adjustment Reason Code drop-down menu.</p>
4	<p>Under Adjustment Reason Codes, SELECT “Increase due to CRP expiration or termination”.</p> <div data-bbox="354 1024 1003 1339" style="border: 1px solid black; padding: 5px;"> <p>Appeal</p> <p>CCC-517</p> <p>COC redistribution</p> <p>Increase due to CLU certification</p> <p style="border: 2px solid red;">Increase due to CRP expiration or termination</p> <p>Relief given to correct base and yield data</p> </div>

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

C Steps for Restoring Base Acres for an Established Covered Commodity (Continued)

Steps	Description and Action
5	<p>A PLC Yield must be entered for all covered commodities, according to forthcoming policy.</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 covered commodity is equal to the farm level PLC yield, no PLC yield adjustment is needed. • If the tract level PLC yield already established for the covered commodity, 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 “Enter” 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 Covered Commodity

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 the data from the “Tract CCC-505 CRP Reduction” assignment block.

Steps	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 “Delete” for 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 “Enter” to accept the entries.</p>
4	<p>The “Delete” icon (trash can) will be displayed at the beginning of the reduction acres entry.</p> <p>CLICK “Delete” to remove the entire CCC-505 reduction entry for that covered commodity.</p> 
5	Repeat as needed to remove other reduction entries or CLICK “Save” to save the changes.

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, per forthcoming policy. 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. 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.

B Example

PLC Yield Calculations for the Farm and Tracts before Base Restoration

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

PLC Yield Calculations for the Farm and Tracts after Base Restoration

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

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

B Example (Continued)

PLC Yield Adjustment on Tract 10

Level	Base Acres	PLC Yield	Yield Extension
Tract 10	10 Corn Base Acres	100 Bushels	$(10 \times 100) = 1000$ Bushels
Tract 10	10 Restored Corn Base Acres	125 Bushels	$(10 \times 125) = 1250$ Bushels
Tract 10 Adjusted	20 Total Corn Base Acres	112.5 Bushels	$(1000 \text{ Bushels} + 1250 \text{ Bushels}) / 20 \text{ Acres} = 112.5$ Bushels Yield

Final PLC Yields for the Farm

Level	Base Acres	PLC Yield	Yield Extension
Farm 1	30 Acres of Corn Base	125 Bushels	$(30 \times 125) = 3750$ Bushels
Tract 10	20 Acres of Corn Base	112.5 Bushels	$(20 \times 112.5) = 2250$ Bushels
Tract 20	10 Corn Base Acres	150 Bushels	$(10 \times 150) = 1500$ Bushels
Farm Yield Verification Based on Tract Yields			$(2250 \text{ Bushels} + 1500 \text{ Bushels}) / 30 \text{ Acres} = 125$ Bushels Yield