

For: State and County Offices

Updating Current and Prior Year Farm Records for Program Participation

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

It is important that producers ensure their farm records are accurate and kept up to date. This is especially important for new producers and for existing farm records or producers who have had ownership, membership, or structure changes (including type of legal entity changes such as general partnership becoming a corporation or limited liability partnership) that have not been recorded at the local County Office.

This notice discusses accurately updating current and prior year Farm Records data needed for program participation.

B Purpose

This notice:

- provides instructions for updating farm records in the current and prior years to correctly associate producers and acreage needed 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 System (FRS) for prior years.

Disposal Date	Distribution
September 30, 2020	State Offices; State Offices relay to County Offices

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2 Modifying Current and Prior Year Farm Records Systems

A New Producers

Add new producers to CRM Business Partner according to 11-CM. New producers must be entered as a customer in Business Partner before they can be associated with a farm record and enrolled in an FSA program.

Important: Complete a thorough nationwide search for the new producer according to 11-CM, subparagraph 25 E before creating a new record. If the producer already has a customer record, do not create another one. Verify the customer record is correct and updated.

B Farms With Incorrect or Missing Owners, Operators, or Other Producers

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 must be reviewed and updated as applicable with the correct producer interest. In prior year records, the first consideration is to work within the existing farm constitution and add producers to that farm as needed. Producers must provide proof of ownership or proof of control of the land for current and, if applicable, prior years according to the following:

- ensure compliance with 10-CM, paragraphs 21, 22, and/or 23, as applicable, when adding or removing producers from an existing farm record.
- update farm owners, operator, or other producers on the existing farm/tracts for the prior year in Web FRS 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 10-CM, Part 7.

Note: Producer notification is required to be sent to prior and current owners and operators when any change to current or prior year owners, operator, or other producers is completed. Additionally, changes may affect existing contracts and payments. Review existing acreage reports and program participation after changes are made to determine the impact and possible remediation. If a producer is removed from the farm and the producer has a share in a crop in CARS, County Offices must manually update or delete the FSA-578. Use the CARS report “Farms with Deleted Producers with Active Share” to determine if a producer deleted from FR is associated with any active shares in CARS.

2 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 must be created. The following process will 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 is associated with an existing farm.

- Create the farm record for the current year in CRM Farm Records according to 10-CM, paragraphs 33 and 238.

Notes: Ensure that CLU's are correctly delineated and attributed with the correct cropland determination according to 10-CM, paragraph 25. CLU's meeting the definition of cropland according to paragraph 25 must be attributed with the 3-CM Cropland Indicator set to "Yes".

When establishing a new farm, tracts must be created by physical location, according to 10-CM, subparagraph 24 C.

- 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.
- If a newly created farm is needed in a prior year, but also needs to be combined with other farms, **the new farm must first be replicated to prior years** in Web FRS by the State Office. Once replicated, the new farm can then be combined with the existing farm(s) for the current year in CRM Farm Records if all other reconstitution provisions are met according to 10-CM, Part 5, Section 1, Subsection 1.

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 25 to accurately identify the cropland or farmland acreage in the current and prior year:

- review and update the current year farm in CRM Farm Records to ensure all fields are correctly delineated and attributed
- for prior years in Web FRS, update the 3-CM indicator, cropland, DCP cropland, and farmland acreage using the available fields; Exhibit 1 provides instructions for accessing field level data in Web FRS

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2 Modifying Current and Prior Year Farm Records Systems (Continued)

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

Note: Starting in FY 2016, the field level data is available in the Web FRS. Currently, users are unable to add or remove fields in a prior year in the Web FRS. However, farmland, cropland, and DCP cropland acreage can be manually updated for existing fields but the number of fields cannot be changed. 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.

- revise the existing or prior year's FSA-578 acreage report in CARS if allowed by 2-CP, paragraph 28. See the examples below:

Example 1: In FY 2019, field 10 was originally reported as 100 acres of corn. Maps attached to the acreage report show 15 acres of field 10 was brome grass for grazing. The FY 2019 acreage report must be revised, if allowed by 2-CP, paragraph 28, 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 must be evaluated to determine if field 10 is delineated and attributed correctly.

Example 2: In FY 2019, non-cropland field 10 was originally reported as 100 acres of native grass for grazing. A subsequent review revealed that 10 acres contain a building site that must be removed from field boundaries. In CRM Farm Records for the current year, the building site must be permanently delineated and attributed in a separate CLU. Field 10 on the FY 2019 FSA-578 must be revised if allowed by 2-CP, paragraph 28, to 90 acres of native grass for grazing. No change is required in FY 2019 Web FRS for field 10.

Example 3: In FY 2019, cropland field 10 was originally delineated as 100 acres and reported as 100 acres of a grass type for grazing. A subsequent review revealed that 10 acres of the field is a building site.

1. In **CRM Farm Records** for the current year, the building site must be permanently delineated and attributed in a separate CLU.

Note: Follow 10-CM, paragraphs 25 and 27, to remove the cropland and DCP Cropland status.

2. In **Web FRS** for FY 2019 the cropland and DCP cropland acreage for field 10 must be reduced to 90 acres.

Note: If the tract contains a non-cropland field, the farmland acreage for the field may have to be increased by 10 acres to account for the land removed from cropland.

3. Review 2-CP, for additional guidance regarding the existing acreage report in CARS.

2 Modifying Current and Prior Year Farm Records Systems (Continued)

E Correcting Existing Farms with Incorrect Adjacent Farm Boundaries

If it is discovered that the farm ownership boundaries are incorrect on an existing farm and the adjacent farm contains land from that farm, review all ownership records for all associated farms to determine the correct farm boundaries.

Notes: This guidance is only for instances where ownership boundaries were incorrectly delineated. If it is determined that a change to the boundaries has occurred due to land sale or producer change, the changes must be completed through the reconstitution processes.

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 must be notified of any changes made.

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 the CLU's using the CRM Farm Records GIS editing tools and the GIS Data Remediation Tool (DRT), as appropriate, so that the CLU's and the associated tract and farm data accurately reflects the makeup of the farms in question. Updates to the CLU's using the GIS editing tools can be completed by any field or State Office editor. Updates needed through the Data Remediation Tool must be completed by the designated State DRT Administrator.
- If the change is needed in a prior year, access the farm in Web FRS at the field level, update the acreages for each affected field to match the changes made in CRM Farm Records.

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2 Modifying Current and Prior Year Farm Records Systems (Continued)

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

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:
 - In CRM Farm Records, update CLU's using the GIS editing tools and the GIS DRT, 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 State Office editor. Updates needed through DRT must be completed by the designated State DRT administrator

Note: If an acreage report has already been submitted for current year, updates to the CLU's that result in field acreage and number changes may impact the existing acreage report in CARS. If a field number was recorded in CARS but a subsequent edit in either Farm Records application results in the removal of that field, the report in CARS for that field will be automatically deleted and all other fields for the farm will be uncertified.

- If the change is needed in FY 2019 in Web FRS, 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 FRS
 - DCP Cropland for the deleted fields must be reduced to 0.00 acres in Web FRS
- On the farm and tract where one or more fields needs to be added in the current and prior year:
 - in CRM Farm Records, in the area that was removed from the adjacent farm, create a new farm according to 10-CM, paragraph 33
 - the new farm must be submitted to the State Office to be replicated back to the prior year in Web FRS
 - once the new farm has been replicated back to the prior year(s), the farm and potentially the tract must be combined with the existing farm in CRM Farm Records for the current and future years.

Note: Any changes to current or prior year acreage may affect contracts and payments. Users must verify and take additional action if the farm change impacts an existing program application, payment, or acreage report.

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3 Action

A State Office Action

State Offices will:

- ensure that County Offices are notified of the contents of this notice
- ensure that County Offices update farm records according to 10-CM and this notice
- review the farm records and justification for all farms that will be replicated to prior years
- submit any question or scenario to the National Office that cannot be resolved by the guidance in this notice
- contact the applicable National Office staff with any questions on this notice.

B County Office Action

County Offices will:

- inform producers of available programs and encourage all interested producers to review their farm records to ensure that all producers and cropland and farmland acreages are correctly recorded at the FSA County Office before any program enrollment or application is complete
- update CRM Farm Records for current year and Web FRS for prior years according to 10-CM and this notice
- submit requests for farms to be replicated for prior years to the State Office per paragraph 33 of handbook 10-CM.

Accessing and Editing Field Level Data in Web FRS

A Accessing Field Level Data

Field level data is available in Web FRS for FY 2016 and future years. The following provides instructions to access field level data.

- Access Web FRS at <https://intranet-apps.fsa.usda.gov/frs/>
- CLICK “**Farm Data Management**”
- Select the Applicable State and County and CLICK “**Submit**”
- Change the Year to the applicable crop year needed

The screenshot shows the 'Farm Selection' interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The main title is 'Farm Records Management System'. A sidebar on the left contains 'Links' such as 'Farm Records Links', 'Homepage', 'Reports', 'Logout of eAuth', and 'Exit FRS'. The main content area has a table with columns: STATE, COUNTY, YEAR, FARM, TRACT, and FIELD. The 'YEAR' column is highlighted with a red box and shows a dropdown menu with '2018' selected. Below the table, there is a 'Selection' section with a 'Year' dropdown (highlighted in red), a 'Display a Producer's Farms' button, and input fields for 'Farm Number' (containing '3217') and 'Tract Number'. The 'Action' section has radio buttons for 'Update (limited to counties served by this office)' (selected) and 'Display Only', along with 'Select County', 'Clear Selection', and 'None' buttons. The 'Data' section has radio buttons for 'Farm Data / Operator' (selected), 'Tract Data', 'Producer Error Correction', 'Owners/Other Producers', and 'Crop Data'. A 'Submit' button is at the bottom. The footer includes the text 'FRSFmDataMgmt005' and a row of links: 'FRS Home', 'FSA Intranet', 'FSA Internet', 'USDA.gov', 'Site Map', 'Policies and Links', 'FOIA', 'Accessibility Statement', 'Privacy', 'Non-Discrimination Statement', and 'Information Quality'.

Accessing and Editing Field Level Data in Web FRS (continued)

A Accessing Field Level Data (Continued)

- Enter the Farm Number

The screenshot shows the 'Farm Selection' interface. At the top, it displays the USDA logo and 'Farm Service Agency'. A 'Links' sidebar on the left includes 'Farm Records Links', 'Homepage', 'Reports', 'Logout of eAuth', and 'Exit FRS'. The main area has a 'Farm Selection' header and a table with columns for STATE, COUNTY, YEAR, FARM, TRACT, and FIELD. Below the table, there are input fields for 'Year' (set to 2018), 'Farm Number' (set to 3217), and 'Tract Number'. A red box highlights the 'Farm Number' field. A 'Submit' button is located below the input fields.

- Click “Submit” and the Farm Data Screen will open

The screenshot shows the 'Farm Data' selection screen. It features radio button options for 'Data' selection: 'Farm Data / Operator' (selected), 'Tract Data', 'Producer Error Correction', 'Owners/Other Producers', and 'Crop Data'. A 'Submit' button is highlighted with a red box. At the bottom, there is a footer with various links like 'FRS Home', 'FSA Intranet', 'FSA Internet', 'USDA.gov', etc.

- CLICK the “Tracts” link on the left navigation bar

The screenshot shows the 'Farm Data' screen. The 'Links' sidebar on the left has 'Tracts' highlighted with a red box. The main area displays 'Farm Data' with a table showing STATE, COUNTY, YEAR (2018), FARM (3217), TRACT (Not selected), and FIELD (Not selected). Below the table, there are various data entry fields for '2018 Data', including 'Operator Name', 'Tax ID', 'Farmland', 'Cropland', 'Double Crop', 'Native Sod', 'MPL/FWP Acres', 'Eff DCP Cropland', 'DCP Cropland', 'CRP Cropland', 'WBP Acres', 'WRP/EWP Acres', 'State Consvr', 'Other Consvr', and 'GRP Acres'. A 'Submit' button is at the bottom.

Accessing and Editing Field Level Data in Web FRS (continued)

A Accessing Field Level Data (Continued)

- The Tract Data screen will open or if there are multiple tracts on the farm, a listing of tracts will display; click on the applicable tract
- On the Tract Data screen, CLICK the “Fields” link on the left navigation bar

Tract Data

STATE	COUNTY	YEAR	FARM	TRACT	FIELD
		2018	3217	10855	Not selected

2018 Data

Description: N2NW4, PT OF SW4NW4 1
 Wetland Cert: No
 Year Cert: None
 BIA Range Unit #:
 Congress Dist: 03
 Physical Location:
 Farmland: 98.24
 Cropland: 75.17
 DCP Cropland: 75.17
 CRP Cropland: 0.00
 WBP Acres: 0.00
 WRP/EWP Acres: 0.00
 State Consvr: 0.00
 Other Consvr: 0.00
 GRP Acres: 0.00
 Eff DCP Cropland: 75.17
 HEL Determination: NHEL: no agricultural commodity planted on undetermined fields
 Wetland: Tract contains a wetland or farmed wetland
 WL Violations:

- If there are multiple fields associated with the tract, a list of the fields will display; click on a field number to view or edit the associated field data

Fields

STATE	COUNTY	YEAR	FARM	TRACT	FIELD
		2018	3217	10855	Not selected

Field	Description	Acres
1	-10855-1	4.80
2	-10855-2	16.75
4	-10855-4	8.93
5	-10855-5	4.52
8	-10855-8	7.79
15	-10855-15	39.48
17	-10855-17	15.28
19	-10855-19	0.69

FRSFmDataMgmt105

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Accessing and Editing Field Level Data in Web FRS (Continued)

A Accessing Field Level Data (Continued)

- The field level data for the selected field will display.

The screenshot displays the USDA Farm Records Management System interface. At the top left is the USDA logo and the text "United States Department of Agriculture Farm Service Agency". At the top right is the "Farm Records Management System" logo. On the left side, there is a "Links" menu with options: Farm Records Links, Homepage, Farm Data Management, Farm Data, Tracts, Tract Data, Tract CRP, Tract Exceptions, Crops, Fields, Field Producers, HEL Status, Owners/Others, Farm Exceptions, Reports, Logout of eAuth, and Exit FRS. The main content area is titled "Field Data" and contains a table with columns STATE, COUNTY, YEAR, FARM, TRACT, and FIELD. Below the table are input fields for "Tract DCP Cropland" and "Tract Cropland", both showing the value 75.17. There are several tabs: "Field Data", "CRP", and "Native Sod". The "Field Data" tab is active and contains fields for Description, Land Class (set to Cropland), Acres (4.80), Adjust Reason (set to None), Congress Dist (03), Physical Location, 3-CM (set to Yes), and HEL Status (The field has been determined to be NHEL). There are also buttons for "Change Location County" and "Change HEL Status". The "CRP" tab contains fields for Contract Number, Expiration Date, Practice Number, and Practice. The "Native Sod" tab contains fields for Broken Out Date, 1st Year Planted, 2nd Year Planted, 3rd Year Planted, and 4th Year Planted. A "Submit" button is located at the bottom center. The footer text is "FRSFmDataMgmt110".

B Field Level Cropland Acreage

Fields meeting the definition of cropland according to 10-CM, paragraph 25 are identified with the 3-CM Cropland Indicator set to “Yes”. The acreage for these fields is totaled as cropland at the tract and farm level.

The overall cropland acreage associated with a tract or farm is changed by either changing the acreage of a field identified with the cropland indicator set to “Yes” or by changing the 3-CM Cropland Indicator from Yes to No or vice versa.

Accessing and Editing Field Level Data in Web FRS (Continued)

C Modifying Cropland Acreage

For existing fields with the 3-CM Cropland Indicator set to “Yes”, modify acreage by:

- Manually changing the field acreage to the correct amount in the Acres entry

Field Data					
STATE	COUNTY	YEAR	FARM	TRACT	FIELD
		2018	3217	10855	1

Tract DCP Cropland: Tract Cropland:

Field Data

Description: Congress Dist:

Land Class: Physical Location:

Acres:

Adjust Reason: 3-CM:

HEL Status:

CRP

Contract Number: Expiration Date:

Practice Number: Practice:

Native Sod

Broken Out Date:

1st Year Planted: 2nd Year Planted:

3rd Year Planted: 4th Year Planted:

Accessing and Editing Field Level Data in Web FRS (Continued)

C Modifying Cropland Acreage (Continued)

- Selecting the applicable “Adjustment Reason”

Field Data					
STATE	COUNTY	YEAR	FARM	TRACT	FIELD
		2018	3217	10855	1

Tract DCP Cropland: Tract Cropland:

Field Data

Description: Congress Dist:

Land Class: Physical Location:

Acres:

Adjust Reason: 3-CM:

HEL Status:

CRP

Contract Number: Expiration Date:

Practice Number:

Practice:

Native Sod

Broken Out Date:

1st Year Planted: 2nd Year Planted:

3rd Year Planted: 4th Year Planted:

Accessing and Editing Field Level Data in Web FRS (Continued)

C Modifying Cropland Acreage (Continued)

- If the number of cropland acres was increased manually, increase the number of “**Tract DCP Cropland Acres**” by the same number of cropland acres that were increased. This number must represent the total number of DCP Cropland Acres associated with the tract. If the number of cropland acres was decreased, manually reduce the number of “Tract DCP Cropland Acres” by the same number if land was also determined to no longer meet the definition of DCP Cropland.

Field Data					
STATE	COUNTY	YEAR	FARM	TRACT	FIELD
		2018	3217	10855	1
Tract DCP Cropland: 75.17		Tract Cropland: 75.17			
Field Data					
Description:		Congress Dist:	03		
Land Class:	Cropland	Physical Location:			
Acres:	10	Change Location County			
Adjust Reason:	Other	3-CM:	Yes		
HEL Status:	The field has been determined to be NHEL				
Change HEL Status					
CRP					
Contract Number:		Expiration Date:			
Practice Number:					
Practice:					
Native Sod					
Broken Out Date:					
1st Year Planted:		2nd Year Planted:			
3rd Year Planted:		4th Year Planted:			
Submit					

Note: When decreasing cropland acreage, the “Tract Cropland” acreage will automatically be updated when the acreage change is submitted. Tract DCP Cropland is **not** automatically updated. If the acreage amount reduced must also be reduced from DCP Cropland, manually reduce the Tract DCP Cropland by the number of cropland acres that were decreased.

Accessing and Editing Field Level Data in Web FRS (Continued)

C Modifying Cropland Acreage (Continued)

- CLICK “Submit”.

Field Data					
STATE	COUNTY	YEAR	FARM	TRACT	FIELD
		2018	3217	10855	1

Tract DCP Cropland: Tract Cropland:

Field Data

Description: Congress Dist:
Land Class: Physical Location:
Acres:
Adjust Reason: 3-CM:
HEL Status:

CRP

Contract Number: Expiration Date:
Practice Number: Practice:

Native Sod

Broken Out Date:
1st Year Planted: 2nd Year Planted:
3rd Year Planted: 4th Year Planted:

Note: The “Tract Cropland” entry at the top of the menu will automatically be updated when the change is submitted.

Accessing and Editing Field Level Data in Web FRS (Continued)

C Modifying Cropland Acreage (Continued)

To increase the cropland acreage for existing fields with the 3-CM Cropland Indicator set to “No”, complete the following:

- Change the 3-CM entry from “No” to “Yes”
- Select the applicable “**Adjustment Reason**”
- Manually increase the number of “**Tract DCP Cropland Acres**” by the number of cropland acres that were increased. This number must represent the total number of DCP Cropland Acres associated with the tract.
- CLICK “**Submit**”.

Note: When increasing cropland acreage due to a change to the 3-CM Cropland Indicator, the “Tract Cropland” entry at the top of the menu will automatically be updated when the change is submitted.

D Removing Cropland Status from Existing Fields

For all existing fields with the 3-CM Cropland Indicator set to “Yes” but do not meet the definition of cropland, decrease cropland acreage by the following:

- Change the 3-CM entry from “Yes” to “No”
- Select the applicable “**Adjustment Reason**”
- If applicable, manually decrease the number of “**Tract DCP Cropland Acres**” by the number of cropland acres that were decreased. This number must represent the total number of DCP Cropland Acres associated with the tract.
- CLICK “**Submit**”.

Note: When decreasing cropland acreage due to a change the 3-CM Cropland Indicator, the “Tract Cropland” will automatically be updated when the change is submitted. If the acreage no longer meets the definition of DCP Cropland, manually reduce the Tract DCP Cropland by the number of cropland acres that were decreased.