

**For:** State and County Offices

**Performing Common Land Unit (CLU) Certification**

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



**1 Certification**

**A Background**

Counties that have CLU's must certify CLU's before they can be used for program purposes. Certification requires County Offices, through the use of notification letters and new farm maps, to notify producers of any changes to their cropland.

**B Purpose**

This notice informs each State Office to determine which of the following 2 methods shall be used by their State in performing CLU certification:

- notification letter with new farm map information
- detailed notification letter which eliminates the need for mailing maps.

**Note:** Effective the date of this notice, States shall choose only 1 method which shall be used by all County Offices within a State.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2006	State Offices; State Offices relay to County Offices

## Notice CP-595

### 1 Certification (Continued)

#### C Action

State Offices now have the authority to instruct their County Offices to send a detailed letter in place of the standard letter and map that is now required in 2-CP, paragraph 502.

The following are requirements for a detailed letter to be sent to owners and operators affected by changes in cropland from CLU certification.

- Letter shall notify the owners and operators of the old and new cropland figures.
- Letter shall contain a detailed field-by-field list with the old and new acreage figures.
- The owners and operators shall be notified that they can review with the County Office the difference in the old and new acreage but only to the extent of the placement of the CLU boundaries.
- Notify owners and operators that the maps will be provided upon request.

See Exhibit 1 for an example of a letter that County Offices can use to notify owners and operators of the changes as a result of the digitizing of their farms.

Date

Producer  
Producer Address  
Any Town, XX

Dear Producer,

Your (County Name) FSA office is currently creating a new set of computer-generated maps for each farm. In the process, we are measuring each field which may result in changes in acreage for some fields. Our tests have shown that the acreage calculations using computer software are equal to or slightly more accurate than methods we have used in the past.

The process of converting to a new system will eventually allow for on-line services. This means that producers, who wish to do so, may one day be able to make acreage reports or complete program applications from their own home on a personal computer. One component of this conversion involves computer-generated maps.

The process of converting to a GIS-based mapping system requires that FSA contact owners and operators to ensure that the field boundaries are in the right location. Please review the new field acres that are enclosed for accuracy. If you identify fields that appear to be incorrect, please let us know within 30 calendar days from the date of this letter so that we can make any appropriate corrections. Maps of your farm will be provided upon request. If we do not agree with all of the requested changes, you will receive a second letter informing you of appeal rights to the County Committee.

If we do not hear from you within 30 calendar days from the date of this letter, we will consider the field boundary information correct and use it for future USDA/FSA program purposes. In closing, we appreciate your cooperation in this matter and hope that our new mapping system will provide better service to you.

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Sincerely,

County Executive Director

Farm xxx

Tract xxxxxx      Cropland Acres xxxx.x

FSA Field Acres      New CLU Acres

1    xxxx.x                    xxxx.x

2    xxxx.x                    xxxx.x

Tract xxxxx      Cropland Acres xxxx.x

1    xxxxx.x                  xxxx.x

2    xxxxx.x                  xxxx.x