

For: State and County Offices

**Instructions for Processing Designation of Peanut Average Acreage and Yields  
and Adding Peanut Base Acreage and Yields to Farm Records**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A  
Background**

The Security and Rural Investment Act of 2002 (the Act) provides that historic peanut producers shall be notified of provisions for designating peanut average acreage and yields to a farm or farms, and the final date for designation. The final date to designate peanut average acreage and yields is March 31, 2003. This date is set by statute and **cannot** be extended.

Notice DCP-59 provided State and County Offices with:

- instructions for generating and mailing notification letters to all historic peanut producers no later than December 27, 2002
- the sign-up period for designation of average acreage and yields.

1-DCP, Part 4, contains additional provisions for designating peanut average acreage and yields. Notice CM-449 provided procedure for adding peanut base acreage and yields to a farm at the tract level.

1-DCP, paragraph 733 contains procedure for adjusting tract out-of-balance condition when there is more base acreage than effective DCP cropland, by permanently reducing base acreage.

Procedure for redistribution of bases and yields, when bases exceed effective DCP cropland is in 3-CM (Rev. 3), paragraph 249.

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<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2003	State Offices; State Offices relay to County Offices

## Notice DCP-62

### 1 Overview (Continued)

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#### B

##### **Purpose**

This notice provides County Offices with:

- the sign-up period for designating peanut average acreage and yields, which shall begin January 6, 2003, and end March 31, 2003
  - procedure for designating average acreage and yields to a farm or farms at the tract level
  - instructions for creating, revising, approving, and canceling applications for designation of peanut average acreage and yields
  - instructions for loading CCC-532 in receiving counties
  - instructions for printing designation of peanut average acreage and yields receiving FSN reports (Report No. MPAC98-R001)
  - instructions for adding peanut base acreage and yields to 2003 tract crop records
  - procedure for handling situations where the base acreage, including peanuts, exceeds the effective DCP cropland on a farm.
- 

#### C

##### **Sign-up Period**

Sign-up for designation of peanut average acreage and yields begins January 6, 2003, and ends March 31, 2003. Historic peanut producers must make a request to designate peanut average acreage and yields by completing CCC-532 in the originating County FSA Office. The final date for designations **cannot** be extended.

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#### D

##### **Automation Software**

Software for processing CCC-532 will be shipped by overnight mail and should be received in the County Office by January 6, 2003.

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## Notice DCP-62

### 2 Designation of Average Acreage and Yields

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#### A

#### Actions Before Designation of Average Acreage and Yields

County Offices shall ensure that the following actions have been completed before creating CCC-532:

- the historic peanut producer has been provided the option to substitute the county average peanut yield, if applicable
  - 2002 Peanut DCP contract has been approved for the historic peanut producer
  - the base and yield election has been completed for receiving farm
  - Report MPAB14-R001 has been printed
  - FSA-156EZ has been printed for the receiving farm.
- 

#### B

#### Preparing CCC-532

CCC-532 must be filed in the originating County Office by the historic peanut producer to designate average acreage and yields to a farm or farms. The originating County Office is the County Office administering the farm which attributed to a historical peanut producer's average acreage and yields.

A separate application is required if average acreage and yields are being designated to more than 1 county for each historic peanut producer.

The historic peanut producer must provide the County Office with FSN and tract number to which average acreage and yields will be transferred. If average acreage and yields are being designated to another county or State, the information for that State and county must be provided before CCC-532 can be created.

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Notice DCP-62

3 Accessing Designation of Average Acreage and Yields Applications Menu

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A

**Accessing Menu MPAB00** County Offices shall access Designation of Average Acreage and Yield Applications Menu MPAB00 according to the following table.

Step	Menu/Screen	Action
1	FAX250	Enter "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "18", "Tobacco and Peanuts".
4	M00100	ENTER "4", "Peanuts".
5	MPA200	ENTER "13", "Acreage and Yield Process".
6	MPAB00	ENTER "6", "Designation of Average Acreage and Yield Process".

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B

**Example of Menu MPAB00**

Following is an example of Menu MPAB00.

```
COMMAND                MENU: MPAB00                E0
Peanut Acreage and Yield Applications
-----
1. Acreage and Yield Process
2. Average Acreage and Yield Process
3. Direct and Counter-Cyclical Contract Process
4. Direct Payment Process
5. Counter-Cyclical Payment Process
6. Designation of Average Acreage and Yield Process

6
Cmd3=Previous Menu
Ready for option number or command
```

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## Notice DCP-62

### 3 Accessing Designation of Average Acreage and Yields Applications Menu (Continued)

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#### C

#### Designation of Average Acreage and Yields

#### Application Menu MPAC10

After selecting option 6 on Menu MPAB00, Menu MPAC10 will be displayed with the following options:

- Designation of Average Acreage and Yield Notification Letter
- CCC-532, Designation of Average Acreage and Yields
- Reports.

```
COMMAND                MENU: MPAC10                #2
Designation of Average Acreage and Yield Applications
-----

      1. Designation of Average Acreage and Yield Notification Letter
      2. CCC-532, Designation of Average Acreage and Yields
      3. Reports

md3=Previous Menu                * = Option currently not available.
Ready for option number or command
```

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## Notice DCP-62

### 3 Accessing Designation of Average Acreage and Yields Applications Menu (Continued)

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#### D

#### Designation of Acreage Application Main Menu MPAC00

Menu MPAC00 will be displayed when option 2 is selected on Menu MPAC10.

```
COMMAND                MENU: MPAC00                #2
DCP Peanut Acreage and Yield Designation
-----
1. Print Blank Form CCC-532 & Continuation Sheet
2. Prepare Within-County Application
3. Prepare Out-of-County Application
4. Revise Application (Before Approval)
5. Enter Approval Date(s)
6. Enter Cancellation Date
7. Record Receiving Acres From Other County
8. Remove Receiving Acres From Other County
9. Reprint Form CCC-532

Cmd3=Previous Menu

Ready for option number or command

1
```

### 4 Printing Blank CCC-532

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#### A

#### Print Blank CCC-532

County Offices shall print a supply of blank CCC-532's to be used **only** when the system is down. Select option 1 on Menu MPAC00 to print blank CCC-532's and continuation sheets.

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## Notice DCP-62

### 5 Creating Applications for Designation of Average Acreage and Yields

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#### A

#### CCC-532 Main Menu

After selecting option 2 on Menu MPAC10, Menu MPCA00 will be displayed.

```
COMMAND                MENU: MPAC00                #2
DCP Peanut Acreage and Yield Designation
-----
1. Print Blank Form CCC-532 & Continuation Sheet
2. Prepare Within-County Application
3. Prepare Out-of-County Application
4. Revise Application (Before Approval)
5. Enter Approval Date(s)
6. Enter Cancellation Date
7. Record Receiving Acres From Other County
8. Remove Receiving Acres From Other County
9. Reprint Form CCC-532

Cmd3=Previous Menu

Ready for option number or command
```

#### B

#### Creating Within-County or Out-of-County CCC-532

After selecting option 2 or 3 on Menu MPAC00, the user will be allowed to select and verify a historic peanut producer's name for processing a designation of average acreage and yields. After verifying the historic peanut producer's name and ID, Screen MPAC7101 will be displayed.

On Screen MPAC7101, the County Office must select FSN that the historic peanut producer is requesting to designate from by entering the sequence number. Average acreage and yields may be designated on the same CCC-532 to more than 1 FSN or tract, as long as all receiving FSN's are in the same county.

**Note:** A separate application is required for each receiving county.

```
DCP                015-CADDO                MPAC7101
Average Acreage and Yield Designation    Version: AC97 12-17-02 17:27 Term #2
-----
Historic Peanut Producer: MARK FARR                Application# 92

**** An "X" by the sequence number indicates designated acreage ****

Seq      Farm Number:   Available acres   AVG Yield
-----
1         689           11.3             392
2         717           6.2              787

Enter a sequence number to process assignments

Screen 1 of 1
Enter=Continue Cmd4=Previous Screen Cmd7=End
```

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## Notice DCP-62

### 5 Creating Applications for Designation of Average Acreage and Yields (Continued)

#### C

#### Menu

#### MPAC7201

After selecting the farm from which average acreage and yields are to be designated, Screen MPAC7201 will be displayed. This screen provides the following:

- historic peanut producer's name
- application number
- originating FSN
- acreage available for designation
- average yield.

The user shall PRESS "Cmd16" to add the FSN/tract number that the acreage and yield is being designated to. The FSN/tract number must be an active FSN/Tract number.

```
DCP                                015-CADDO                                MPAC7201
Average Acreage and Yield Designation  Version: AC97  12-17-02 17:48 Term #2
-----
Historic Peanut Producer: MARK FARR                                Application#  92

Farm Number:      689  Available acres<<   11.3 >>  AVG Yield<<   392 >>

-----<<<< RECEIVING FSN/TRACT >>>>-----

St Cty  County Name          FSN #   TRACT #   Acres

Screen  1 of  1
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add New RCV Tract
Press Cmd16 to add a new tract.
```

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**Notice DCP-62**

**5 Creating Applications for Designation of Average Acreage and Yields (Continued)**

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**D  
Enter Receiving  
FSN/Tract  
Information**

After pressing "Cmd16" on Screen MPAC7201, Screen MPAC7202 will be displayed.

<b>IF designations are...</b>	<b>THEN...</b>
out-of-county	County Offices shall enter receiving: <ul style="list-style-type: none"> <li>• State code</li> <li>• county code</li> <li>• county name</li> <li>• FSN number</li> <li>• tract number.</li> </ul>
within-county	The following information will be pre-filled: <ul style="list-style-type: none"> <li>• receiving State code</li> <li>• receiving county code</li> <li>• receiving county name.</li> </ul> County Offices shall enter receiving: <ul style="list-style-type: none"> <li>• FSN number</li> <li>• tract number.</li> </ul>

```

DCP                015-CADDO                MPAC7202
Average Acreage and Yield Designation      Version: AC97  12-17-02 17:48 Term #2
-----

Please enter receiving FSN/TRACT information:

      Receiving State Code: 40
      Receiving County Code: 015
      Receiving County Name: CADDO
      Receiving Farm Number:
      Receiving Tract Number:

Enter=Continue  Cmd7=End
    
```

Continued on the next page

## Notice DCP-62

### 5 Creating Applications for Designation of Average Acreage and Yields (Continued)

#### E

#### Entering Acreage for Designation

After all information is entered on Screen MPAC7202, PRESS "Enter" to continue. Screen MPAC7201 will be displayed for entering acreage to be designated. Once the acreage has been entered the user may chose either of the following options:

- PRESS "Cmd16" to add additional farms and tracts
- PRESS "Enter" to continue.

The total acreage designated **cannot** exceed available acreage displayed.

```
DCP                      015-CADDO                      MPAC7201
Average Acreage and Yield Designation      Version: AC97  12-17-02 17:48 Term #2
-----
Historic Peanut Producer: MARK FARR                      Application#  92

Farm Number:      689  Available acres<<    11.3 >>  AVG Yield<<    392 >>

-----<<<< RECEIVING FSN/TRACT >>>>-----

St Cty  County Name          FSN #   TRACT #   Acres
-----
40 015  CADDO                      307    1907    11.3

Screen  1 of  1
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add New RCV Tract
```

Continued on the next page

## Notice DCP-62

### 5 Creating Applications for Designation of Average Acreage and Yields (Continued)

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#### **F**

##### **Screen MPAC7101**

Screen MPAC7101 will be redisplayed for selecting another farm for designating average acreage and yields. After acreage and yields have been designated from a farm, an "X" will be placed by the sequence number. If the historic peanut producer does not wish to designate other acreage at this time, PRESS "Enter" to continue to the next screen.

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#### **G**

##### **Printing CCC-532**

When the user presses "Enter" on Screen MPAC7101, Screen MPAC7102 will be displayed. On Screen MPAC7102, the user will choose 1 of the following options:

- PRESS "Enter" to confirm the application
- PRESS "Cmd4" to return to the previous screen
- PRESS "Cmd7" to end the job.

If the user presses "Enter" on Screen MPAC7102, Screen MPAC7901 will be displayed and the user will be prompted to enter the printer ID and number of copies of CCC-532 to print.

Select option 9 on Menu MPAC00 to reprint CCC-532.

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## Notice DCP-62

### 6 Revising CCC-532

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#### A

##### **Procedure for Revising CCC-532's**

CCC-532 can be revised **before** the approval date is entered into the automated system. **After** CCC-532 has been approved, if it is determined that information on CCC-532 is incorrect, the application must be canceled and a new application created.

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#### B

##### **Revising CCC-532 Before Approval**

When a user selects option 4 on Menu MPAC00 to revise CCC-532, Screen MPAC7501 will be displayed. Select the application to be revised by application number or the historic peanut producer's name. When the historic peanut producer is entered all applications created will be displayed and the user can select the application number to be revised.

If an application is created for a receiving county and later it is determined that the receiving county is incorrect, the user may enter "zero" for the designated acreage and confirm the application. After updating the revised designation, enter printer ID to print revised receiving farm report. After printing the receiving farm report, Menu MPAC00 will be redisplayed and the user may select option 4 to add additional designations to the application.

After selecting the application number, the user will have the option to select a sequence number on Screen MPAC7101. Select "Cmd16" from Screen MPAC7101 to enter receiving farm information on Screen MPAC7202. After "Enter" is pressed, the acreage can be entered on Screen MPAC7201. The user will have the option to add other designations to the receiving farm by selecting "Cmd16". PRESS "Enter" to confirm and print revised applications. The revision will not change the application number.

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## Notice DCP-62

### 7 Approving or Canceling CCC-532's

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#### A

#### Approving CCC-532's

The hard copy of CCC-532 must be approved both by COC from the originating County Office and by COC from the receiving County Office, if acreage and yields are designated to a contiguous county.

If CCC-532 includes only designations to farms within the State, after COC approves the application, the originating County Office shall enter the approval date in the automated system and fax a copy of CCC-532 to the receiving county, if other than the originating County Office.

For designations to contiguous States, COC from the originating County Office shall approve CCC-532 and the County Office shall fax it to the receiving County Office for approval. Once the receiving County Office approves the application, CCC-532 shall be faxed back to the originating County Office. Upon obtaining the originating and receiving COC approval dates, the originating County Office shall enter both approval dates in the automated system.

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#### B

#### Canceling CCC-532

CCC-532 may be canceled until March 31, 2003, if approved in error. If an application is disapproved by COC or designee enter cancellation dates according to subparagraph C.

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Continued on the next page

## Notice DCP-62

### 7 Approving or Canceling CCC-532's (Continued)

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#### C

#### Entering Approval or Cancellation Dates

When approval dates are entered on CCC-532, County Offices shall enter them into the automated system. Select option 5 on Menu MPAC00 for approvals and option 6 for cancellations. Screen MPAC7501 will be displayed for selecting the application for entering approval dates. The application may be selected by entering the application number or historic peanut producer's name. After selecting the application for entering approval dates, Screen MPAC7601 will be displayed as shown below.

```
DCP                      015-CADDO                      MPAC7601
Average Acreage and Yield Designation      Version: AC97  12-18-02 12:30 Term KU
-----
Application Number:      73
Producer's Name and ID  DOROTHY KOCHER
                        579642892 S
-----

Approval Date (MMDDCCYY)                      (Transferring County)
Approval Date (MMDDCCYY)                      (Only Out-of-State )
Cancellation Date (MMDDCCYY)

Changes are not updated until "Enter" is pressed on this screen.
Enter=Continue  Cmd7=End
```

**Notice DCP-62**

**8 Printing Designation of Peanut Average Acreage and Yield Report**

**A**

**Report ID No.  
MPAC99-R001**

The Designation of Peanut Average Acreage and Yield Receiving Farm Report will automatically print each time an approval or cancellation date is entered for the receiving farm. This report shall be used to obtain peanut base acreage and yields that will be added to the farm crop record. The report will include all applications approved or canceled for the receiving farm, and may include multiple applications.

Report ID No. MPAC99-R001 will also be generated when the County Office enters approval or cancellation dates in the originating county or records receiving acres from other counties for out-of-county transfers according to subparagraph 7 C. The acreage and yield identified as "Designated Base and Yield" is the acreage and yield to be added to the farm tract crop record according to subparagraph 9 A. Select option 2 on Menu MPAC20 to reprint this report.

Following is an example of Report ID No. MPAC99-R001.

OKLAHOMA		U.S. Dept. of Agriculture				Prepared: 12-17-02				
CADD0		Farm Service Agency				As of: 12-17-02				
Report ID: MPAC99-R001		Designation of Peanut Average Acreage & Yield				Page: 1				
		Receiving FSN Report								
		COC Last Action A=Approval C=Cancel								
<hr/>										
RECEIVING State 40 County 015 FSN 8424										
<hr/>										
					COC					
Receiving	*****	Transferring	*****		Last	Action	Acres	Yield	Extension	Tract
Tract	State	County	Appl	FSN	Action	Date				Yield
1004	40	015	79	0007835	A	2002/12/17	13.0	3,671	47,723	3,671
					<b>Designated Base &amp; Yield</b>		<b>13.0</b>			<b>3,671*</b>
2455	40	015	68	0001414	C	2002/12/17	5.3	2,447	12,969	
	40	015	79	0007835	A	2002/12/17	20.0	3,671	73,420	3,671
					<b>Designated Base &amp; Yield</b>		<b>20.0</b>			<b>3,671*</b>
3392	40	015	14	0002120	A	2002/12/15	9.0	2,119	19,071	2,119
	40	015	69	0000312	A	2002/12/17	10.0	4,530	45,300	3,388
					<b>Designated Base &amp; Yield</b>		<b>19.0</b>			<b>3,388*</b>

## Notice DCP-62

### 9 Recording and Removing Receiving Acres and Yields from Other County

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#### A

#### Purpose of Recording or Removing CCC-532 Data

Recording peanut average acreage and yield applications designated from another county is necessary so the acreage and yield designated from the other county is included on the receiving farm report. CCC-532 shall be loaded in the receiving county immediately upon receipt from the originating County Office and approval by COC or designee as required.

The information loaded in the receiving county loaded in error shall be removed to ensure that the information on the receiving county report is correct.

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#### B

#### Recording Receiving Acres and Yields

After the receiving county receives CCC-532 from the originating county and applicable COC approves the application, select option 7 on Menu MPAC00 to record the information in the receiving county. Screen MPAC7301 will be displayed for entering transferring and receiving county information. PRESS "Enter" to update and print Designation of Peanut Average Acreage & Yield Receiving FSN Report.

```
DCP                015-CADDO                MPAC7301
Average Acreage and Yield Designation    Version: AC97  12-18-02 15:02 Term KU
-----
                ADDING RECEIVING ACRES FROM OTHER COUNTY
-----
Transferring County

                State Code: 40
                County Code: 015
                Application Number: 15
                Farm Number: 8424
-----
Receiving County

                Farm Number: 48
                Tract Number: 253
                Acreage: 100.0
                Average Yield: 2545

Enter=Continue  Cmd7=End
```

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## Notice DCP-62

### 9 Recording and Removing Receiving Acres and Yields from Other County (Continued)

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#### C Removing Receiving Acres from Other Counties

An application can be removed if a County Office enters information from an out-of-county application in error or incorrect information is recorded in the receiving county file. Select option 8 on Menu MPAC00 to remove information. The Designation of Peanut Average Acreage & Yields Receiving Farm Report will be printed after the application is removed.

After option 8 on Menu MPAC00 is selected, Screen MPAC7301 will be displayed for entering the application to be removed. Following is an example of this screen.

```
DCP                      015-CADDO                      MPAC7301
Average Acreage and Yield Designation      Version: AC97  12-18-02 16:18 Term KU
-----
                REMOVING RECEIVING ACRES FROM OTHER COUNTY
-----
Transferring County

                State Code:
                County Code:
                Application Number:
                Farm Number:

-----
Receiving County

                Farm Number:
                Tract Number:
                Acreage:
                Average Yield:

Enter=Continue  Cmd7=End
```

The user must enter the following on Screen MPAC7301:

- transferring county:
  - State code
  - county code
  - application number
  - farm number
- receiving county:
  - farm number
  - tract number.

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Continued on the next page

## Notice DCP-62

### 9 Recording and Removing Receiving Acres and Yields from Other Counties (Continued)

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C

**Removing  
Receiving Acres  
from Other  
Counties  
(Continued)**

After entering transferring and receiving counties information on Screen MPAC7301, PRESS "ENTER" to redisplay Screen MPAC7301 with the receiving county acreage and yield. PRESS "ENTER" again to update the information in the automated system.

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### 10 Updating Tract Crop Base Data with Peanuts

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A

**Updating Tract  
Crop Records**

County Offices shall update peanut base acreage and yields to the 2003 tract crop record after CCC-532's are approved. Each time an application is approved or an out-of-county designation is recorded in the receiving County Office, Report MPAC99-R001 will be generated. The acreage and yield identified as designated base and yield shall be updated to the tract data crop file according to Notice CM-449. Report MPAC99-R001 shall be filed in the 2003 DCP farm folder.

**Exception:** Use reason code "5", "Peanuts", for the DCP acre and yield reason code. On Screen MIDUCP02. The direct and counter-cyclical yield will be the **same** for peanuts.

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## Notice DCP-62

### 11 Handling Bases and Yields Exceeding DCP Cropland

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#### **A Bases Exceeding DCP Cropland**

The sum of all base acreage, including peanut bases plus any cropland enrolled in CRP, WRP, WBP, or conservation program for which payments are made in exchange for not producing an agricultural commodity cannot exceed the DCP cropland on the farm, except to the extent there is an established double-cropping history on the farm.

If a tract is out-of-balance and no active CRP-15's exist on the farm, the tract acres must be adjusted according to either of the following (see 1-DCP, paragraph 733):

- if the farm cannot support the excess acres, the owner or owners of the out-of-balance tract must complete CCC-505 to permanently reduce excess base acres on either of the following:
  - a crop or crops on the specific tract that is out-of-balance
  - specific crops from multiple tracts, if all tract owners agree
- if the farm can support the excess base acres on the out-of-balance tract, the owner or owners of the tract with the excess acres shall be notified and given the opportunity to either redistribute or permanently reduce the acreage.

If the owner or owners elect to redistribute base acres, CCC-517 must be completed according to 3-CM (Rev. 3), paragraph 249.

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**Notice DCP-62**

**12 State and County Office Actions**

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**A**

**State Office  
Action**

State Offices shall ensure that County Offices follow instructions in this notice to:

- prepare CCC-532's
  - approve CCC-532's
  - add peanut base acreage and yields to tract crop files.
- 

**B**

**County Office  
Action**

County Offices shall follow instructions in this table for designating peanut average acreage and yields on a farm or farms at the tract level.

<b>Step</b>	<b>Action</b>	
1	Ensure that peanut county average yields have been substituted for the historic peanut producer, if applicable.	
2	Ensure that 2002 Peanut DCP contracts have been approved.	
3	Generate Average Acreage and Yield Designation Report according to Notice DCP-59.	
4	Ensure that receiving farm has made base and yield election, according to 1-DCP.	
4	Print 2003 FSA-156EZ for receiving farm.	
5	Create CCC-532 and obtain historic peanut producer's signature.	
6	Approve CCC-532 according to the following.	
	<b>IF...</b>	<b>THEN...</b>
	in-State designation	originating county approves CCC-532.
	out-of-State designation	originating county <b>and</b> receiving county approve CCC-532.
7	Enter approval dates in the automated system in the originating county. For out-of-State designations, enter both approval dates.	
8	Add peanut acreage and yields to 2003 tract crop record based on information from the Designation of Peanut Average Acreage and Yield Receiving FSN Report.	
10	Print FSA-156EZ, check for bases that may exceed DCP cropland plus double crop history.	
11	Print and mail CCC-540 (Notification of Bases and Yields) according to 1-DCP.	

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