

**For:** State and County Offices

**Preparing for the 2002 Farm Bill**

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



**1 Overview**

**A**

**Background**

In anticipation of production flexibility contracts (PFC's) expiring at the end of this fiscal year, software has been developed to produce an acreage history report for the 1998 through 2001 crop years for every farm.

Each owner and operator will receive a letter so they may verify the accuracy and completeness of the computer generated acreage history report. At a future date, the newly developed software will have the capability to generate this letter.

The letter will instruct producers to carefully review the acreage history for the farm, and if necessary, contact the County Office to provide a late-filed acreage report.

These instructions are being issued before passage of the new farm bill to enable FSA to implement the new provisions as timely as possible. Until the new legislation is finalized, FSA cannot be sure that producers will be permitted to establish contract acres based on their recent acreages.

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<b>Disposal Date</b>  December 1, 2002	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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## Notice PF-179

### 1 Overview (Continued)

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#### B

##### Purpose

This notice:

- instructs County Offices to use the software applications identified in this notice to produce an acreage history report for every producer to ensure that 1998 through 2001 acreage history for each farm is correct
- instructs County Offices to send each farm owner and operator a letter asking them to review the acreage history report for accuracy and completeness and providing instructions on how to make necessary corrections or additions

**Note:** The ability to print letters and send acreage information will be enabled once a farm bill is signed. Do not create and mail information until authorized.

- provides County Offices with instructions for accessing, viewing, printing, and updating acreage history information
  - informs County Offices that producers are allowed to correct previously filed acreage reports or to late-file acreage reports.
- 

#### C

##### Software

KC-ITSDO will transmit acreage history software to County Offices on or about April 25, 2002. A forthcoming information bulletin will be provided.

The portion of the software that produces the information letters will be locked out until more information is known about producer options.

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**Notice PF-179**

**2 General Information**

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**A**

**Action** County Offices shall update acreage history according to the following table.

<b>Step</b>	<b>Action</b>
1	Run Query "OILLATE", according to procedure in paragraph 13, to identify producers who filed FSA-578D's under the 1999 and/or 2000 Oilseeds Program (OP).
2	Based on the results of Query "OILLATE", load FSA-578D's through the FSA-578 process according to 2-CP, paragraphs 63 through 84.
3	Print the Missing Tract Year Report according to procedure in paragraph 10.
4	Print the Tract History Report according to procedure in paragraph 11.
5	Use the Missing Tract Year Report and the Tract History Report to research missing data.
6	Update missing acreage through the View/Update Acreage Screen according to procedure in paragraph 5 or through the FSA-578 process according to 2-CP, paragraphs 63 through 84.
7	Print the Potential Missing Data Report according to procedure in paragraph 9.
8	Research missing acreage listed on the Potential Missing Data Report.
9	Update missing acreage through the View/Update Acreage Screen according to procedure in paragraph 5 or through the FSA-578 process according to 2-CP, paragraphs 63 through 84.
10	After all acreage is updated, print the Summary Acreage History Report according to procedure in paragraph 7. Reproduce and retain the report until the option to print the notification letters is made available.  <b>Note:</b> County Offices <b>shall not</b> create and mail their own notification letters.

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**B**

**Deleted FSA-578 Data Report**

The Deleted FSA-578 Data Report will print when a process is run per instructions from a forthcoming information bulletin. This report will list FSA-578's, by farm and by year, that were deleted. FSA-578's were deleted because they were filed for a farm that was no longer active in the corresponding year. Based on this report, County Offices shall update partial and pending partial reconstitutions according to 2-CM and ensure that the resulting farm or farms have an active FSA-578 loaded, if applicable.

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Notice PF-179

2 General Information (Continued)

B

**Deleted FSA-578 Data Report** The following is an example of the Deleted FSA-578 Data Report.

**(Continued)** **Note:** Farm status of "Partial Reconstitution" includes partial and pending partial reconstitutions.

xxxxxxxxxxxxxxxxxxxx	USDA-FSA	Prepared: mm-dd-yyyy
xxxxxxxxxxxxxxxxxxxx		
Report ID: MIBDCP-R002	Deleted FSA-578 Data Report	Page: nnnn
-----		
This report will list FSA-578's, by farm and by year, that were deleted. The FSA-578's were deleted because they were filed for a farm that was no longer active in the corresponding year.		
-----		
1998		
-----		
Farm Number		Farm Status
-----		-----
562		Deleted
688		Partial Reconstitution
-----		
1999		
-----		
Farm Number		Farm Status
-----		-----
No data deleted for this year.		
-----		
2000		
-----		
Farm Number		Farm Status
-----		-----
1355		Deleted
1401		Deleted
1468		Partial Reconstitution
-----		
2001		
-----		
Farm Number		Farm Status
-----		-----
1588		Deleted
1608		Deleted

Continued on the next page

Notice PF-179

2 General Information (Continued)

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C

**Processing Time** Processing time may take longer than normally expected. **Do not** cancel any jobs pertaining to this process.

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D

**Crops** Acreage history is only provided for the following crops.

- Barley
  - Canola
  - Corn
  - Crambe
  - Flax
  - Grain Sorghum
  - Mustard
  - Oats
  - Rapeseed
  - Rice
  - Safflower
  - Sesame
  - Soybeans
  - Sunflowers
  - Upland Cotton
  - Wheat.
- 

E

**Updating Acreage** Acreage shall be updated through the View/Update Acreage Screen according to paragraph 5, only for the years that the 2002 tract number did not exist.

All other acreage must be updated through the FSA-578 software according to 2-CP, paragraphs 63 through 84.

**Note:** If acreage reports were entered as a lump sum for a farm with more than 1 tract or on a multi-tract for any of the years 1998 through 2001, then acreage shall be revised to the tract level according to 2-CP, paragraphs 63 through 84.

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## Notice PF-179

### 2 General Information (Continued)

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#### F

##### **Determining Parent Tracts or Parent Farms**

If the View/Update Acreage Screen in subparagraph 5 B displays a data entry line, this indicates that the tract number did not exist for the specified year. Use the Missing Tract Year Report and Tract History Report to determine the parent farm and/or tract. Using the parent farm or tract data, research FSA-578 to determine what crop and acres should be entered for the missing tract.

**Note:** If the 2002 tract number is the result of a tract “combination” processed through tract maintenance, it cannot be followed on the “Tract History Report”. Tract combinations were to be processed using tract combination software after County Release No. 477 was loaded.

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#### G

##### **Updating Acres for Nonexistent Tracts**

After determining the parent farms and/or parent tracts, refer to FSA-578 for that farm and tract to determine whether acres were reported.

If acres were reported on FSA-578, for a tract that was subsequently:

- divided, determine how the acres should be divided among the resulting tracts
- combined with another, load the combined acres from the parent tracts.

**Note:** All parent tracts must be researched to ensure that all reported acres are brought forward.

Enter acres on the View/Update Acreage Screen according to paragraph 5.

If acres were not loaded on FSA-578, determine acres that should be entered based on crop evidence as described in paragraph 12. Load these acres on the View/Update Acreage Screen according to paragraph 5.

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#### H

##### **Future Reconstitutions**

Print the View/Update Acres Screen before initiating FY 2002 tract reconstitutions. The printed data can be used to load data for the resulting tract or tracts.

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Notice PF-179

3 Accessing Acreage History Screen

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A

**Accessing Acreage History Screen MIB70001** On Menu FAX250, use the following table to access Acreage History Screen MIB70001.

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 "11", "PFC/Compliance", and PRESS "Enter".
4	M00000	ENTER "2", "Farm Records Management", and PRESS "Enter".
5	MC0097	ENTER "6", "Acreage History", and PRESS "Enter".  Acreage History Screen MIB70001 will be displayed.

B

**Acreage History Screen MIB70001** The following is an example of Acreage History Screen MIB70001.

```
Farm Records          073-A Ransom          MIB70001
Acreage History Screen      Version: AE39  04/04/2002 13:34 Term H2
-----
1. View/Update Acreage for a Tract
2. Print Detailed Acreage History Report
3. Print Summary Acreage History Report
*4. Print Notification Letters
5. Print Potential Missing Data Report
6. Print Missing Tract Year Report
7. Print Tract History Report

Enter option and press "Enter".
Cmd3=Previous Menu
```

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**Notice PF-179**

**3 Accessing Acreage History Screen (Continued)**

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**C**

**Options on  
Screen  
MIB70001**

The following table contains the options that are available on Acreage History Screen MIB70001.

<b>Action</b>	<b>Result</b>	<b>USE this option to...</b>
ENTER "1", "View/Update Acreage for a Tract", and PRESS "Enter".	Farm/Tract/Producer Selection Screen MIBSFO01 will be displayed. See paragraph 4.	<ul style="list-style-type: none"> <li>• view or update 1998 through 2001 acres</li> <li>• view or update 1998 through 2001 double cropped acres.</li> </ul>
ENTER "2", "Print Detailed Acreage History Report", and PRESS "Enter".	Acreage History Report Selection Screen MIBSFP01 will be displayed. See paragraph 6.	print the Detailed Acreage History Report.
ENTER "3", "Print Summary Acreage History Report", and PRESS "Enter".	Acreage History Report Selection Screen MIBSFP01 will be displayed. See paragraph 7.	print the Summary Acreage History Report.
ENTER "4", "Print Notification Letters", and PRESS "Enter".  <b>Note:</b> Disabled at this time.	Mailing software will be accessed. See paragraph 8.	print notification letters for all producers.
ENTER "5", "Print Potential Missing Data Report", and PRESS "Enter".	Printer Selection Screen MADPRT01 will be displayed according to subparagraph 6 D. See paragraph 8 for the Potential Missing Data Report.	print the potential missing data report.
ENTER "6", "Print Missing Tract Year Report", and PRESS "Enter".	Printer Selection Screen MADPRT01 will be displayed according to subparagraph 6 D. See paragraph 9 for the Missing Tract Year Report.	print the missing tract year report.
ENTER "7", "Print Tract History Report", and PRESS "Enter".	Printer Selection Screen MADPRT01 will be displayed according to subparagraph 6 D. See paragraph 10 for the Tract History Report.	print the tract history report.

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Notice PF-179

4 Farm/Tract/Producer Selection Screen MIBSFO01

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**A**  
**Overview**

Access to View/Update Acreage Screen MIBUTHXX requires entry of a farm number, tract number, or producer’s last or business name on Screen MIBSFO01. This paragraph provides instructions on accessing View/Update Acreage Screen MIBUTHXX using Screen MIBSFO01.

**Note:** The “XX” in Screen MIBUTHXX will change depending on what data is available, that is, MIBUTH98, MIBUTH99, MIBUTH20, MIBUTH21, or MIBUTH02.

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**B**  
**Screen**  
**MIBSFO01**

The following is an example of Screen MIBSFO01.

```
Farm Records                073-A Ransom                MIBSFO01
Farm/Tract/Producer Selection Screen  Version: AA01  03/08/2002 12:31 Term BK
-----
Fiscal Year  2002

Enter:      Farm Number
           OR
           Tract Number
           OR
           Producer's Last
           or Business Name

Enter=Continue  Cmd3=Previous Menu  Cmd7=End
```

**C**  
**Commands on**  
**Screen**  
**MIBSFO01**

The following table contains the commands that are available on Screen MIBSFO01.

Action	Result
PRESS “Cmd3”	Screen MIB70001 will be displayed.
PRESS “Cmd7”	Menu MC0097 will be displayed.

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**Notice PF-179**

**4 Farm/Tract/Producer Selection Screen MIBSFO01 (Continued)**

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**D**

**Access by Farm Number**

To access by farm number, enter a valid 2002 farm number, and PRESS "Enter". If the farm number entered is a valid 2002 farm number, Tract Selection Screen MIBSTR01 will be displayed.

**Note:** If the farm consists of only 1 tract, View/Update Acreage Screen MIBUTHXX will be displayed.

<b>IF farm number entered corresponds to a...</b>	<b>THEN farm number cannot be accessed, and the message...</b>
deleted farm	"Farm Number Not on File for Year Selected", will be displayed.
parent farm of a partial reconstitution	"Parent Farm of a Partial Reconstitution - Cannot Access Farm", will be displayed.
pending reconstitution	"Pending Reconstitution Has Not Been Updated - Cannot Access Farm", will be displayed.

**E**

**Tract Selection Screen MIBSTR01**

When a valid 2002 farm number is used to access acreage information and the farm consists of more than 1 tract, Tract Selection Screen MIBSTR01 will be displayed. The following is an example of Screen MIBSTR01.

```

Farm Records          073-A Ransom          MIBSTR01
Tract Selection Screen  Version: AA01  03/08/2002 10:48 Term BK
-----
Fiscal Year  2002          Farmland  50.0
Farm Number  1000          Ag Use    50.0
Operator    HKG INC       Cropland  50.0

Line #   Tract   Farmland  Ag Use  Cropland  First Tract Owner on Record
-----
   1     100     30.0    30.0    30.0    HKG INC
   2     200     20.0    20.0    20.0    HKG INC

Enter=Continue  Cmd2=Select Fm/Tract/Producer          Line Number
    
```

Enter the line number for the tract to be accessed, and PRESS "Enter". View/Update Acreage Screen MIBUTHXX will be displayed.

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**Notice PF-179**

**4 Farm/Tract/Producer Selection Screen MIBSFO01 (Continued)**

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**F**

**Access by Tract  
Number**

To access by tract number, enter a valid 2002 tract number, and PRESS "Enter". If the tract number entered is a valid 2002 tract number, View/Update Acreage Screen MIBUTHXX will be displayed.

<b>IF tract number entered corresponds to a...</b>	<b>THEN tract number cannot be accessed, and the message...</b>
deleted tract	"Tract Not on File for Year Selected", will be displayed.
parent tract on a farm that is in partial reconstitution	"Tract Not on File for Year Selected - Please Reenter", will be displayed.
pending reconstitution	"Pending Reconstitution Has Not Been Updated - Cannot Access Farm", will be displayed.

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**G**

**Access by  
Producer Name**

To access by producer name, enter the producer's last or business name, and PRESS "Enter". The Tract Selection Screen MIBSTR01 will be displayed. If the producer is not associated with a 2002 farm, the message, "Producer not on farm for year selected - please reenter", will be displayed.

**Note:** If the producer is associated with only 1 farm and tract, View/Update Acreage Screen MIBUTHXX will be displayed.

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## Notice PF-179

### 4 Farm/Tract/Producer Selection Screen MIBSFO01 (Continued)

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#### H Multiple Farms for Producer

If the producer selected is associated with more than one 2002 farm, Farm Selection Screen MIBSFM01 will be displayed. The following is an example of Screen MIBSFM01.

Line #	Farm	Farmland	Ag Use	Cropland	Status	Producer Interest
1	1000	50.0	50.0	50.0		00
2	2000	450.0	75.0	75.0		00

Enter=Continue Cmd4=Previous Screen Roll=Page

Line Number

If more than 6 farms are listed, use “Roll - Page” to scroll through the list of farms. Select the line number associated with the farm to be accessed, and PRESS “Enter”. The Tract Selection Screen MIBSTR01 will be displayed, if applicable.

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### 5 View/Update Acreage Screen MIBUTHXX

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#### A Overview

After a valid farm number, tract number, or producer’s last name is entered on the Farm/Tract/Producer Selection Screen, View/Update Acreage Screen MIBUTHXX will be displayed.

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**Notice PF-179**

**5 View/Update Acreage Screen MIBUTHXX (Continued)**

**B  
Screen  
MIBUTHXX**

The following is an example of Screen MIBUTHXX.

Farm Records	043-A FARIBAULT		MIBUTHXX							
View/Update Acreage Screen	Version: AE39		04/04/2002 14:51 Term H2							
-----										
Farm Number	1000	Operator	HKG INC							
Tract Number	100									
-----										
	Acres									
<u>Crop</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	----- Dbl Cropped Acres -----		<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>
WHEAT	.....	.....	10.3	5.2						
FLAX	.....	.....								
Cmd2=New Tract Cmd3=Previous Menu Cmd7=End Cmd16=Add Crop Cmd20=Update										

**Note:** When a tract is found in all 4 years and there are no FSA-578 records for any of the 16 crops on the farm, the message, “Crop must be added through the FSA-578 software”, will be displayed. When a tract did not exist in at least 1 of the 4 years, the message, “There are no crops to display. Cmd16 will add a crop to this tract.”, will be displayed.

**C  
Commands on  
Screen  
MIBUTHXX**

The following table contains the commands that are available on Screen MIBUTHXX.

<b>Action</b>	<b>Result</b>
PRESS “Cmd2”	Farm/Tract/Producer Selection Screen MIBSFO01 will be displayed.
PRESS “Cmd3”	Acreage History Screen MIB70001 will be displayed.
PRESS “Cmd7”	Farm Records - Main Menu MC0097 will be displayed.
PRESS “Cmd16”	Crop Selection Screen MIBSCP01 will be displayed.  <b>Note:</b> Option “Cmd16” will only display when a tract did not exist in at least 1 of the 4 years.
PRESS “Cmd20”	File is updated.  <b>Note:</b> Option “Cmd20” will only display when a tract did not exist in at least 1 of the 4 years.

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**Notice PF-179**

**5 View/Update Acreage Screen MIBUTHXX (Continued)**

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**D**

**Fields**

The following are the field names and a description of what to enter in each field on Screen MIBUTHXX.

<b>Field</b>	<b>What Is Displayed</b>	<b>What Can Be Changed</b>
Farm Number	The 2002 farm number	
Tract Number	The 2002 tract number	
Operator	The 2002 operator	
Crop	Crops that were reported on FSA-578 and 2002 PFC acres.	
Acres	Total acres reported for the crop for each year, 1998 through 2001.	Acres may only be updated for tracts that did not exist in at least 1 of the years, 1998 through 2001.  <b>Note:</b> When a tract is found, the reported/determined acreage from the FSA-578 file will be view only. The acres field will be blank if acres were either not reported or reported as zero. Revise acres, as applicable, through FSA-578 software.
Double Cropped Acres	Total double cropped acres reported for the crop for each year, 1998 through 2001.	Acres may only be updated for tracts that did not exist in at least 1 of the years, 1998 through 2001.  <b>Note:</b> When a tract is found, the reported/determined acreage from the FSA-578 file will be view only. The acres field will be blank if acres were either not reported or reported as zero. Revise acres, as applicable, through FSA-578 software.

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5 View/Update Acreage Screen MIBUTHXX (Continued)

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**E**  
**Crop Selection**  
**Screen**  
**MIBSCP01**

When “Cmd16” is pressed on Screen MIBUTHXX, Crop Selection Screen MIBSCP01 will be displayed. The following is an example of Screen MIBSCP01.

```

Crop Selection Screen                                     MIBSCP01

      1 CORN                                           11 MUSTARD
      2 OATS                                           12 SESAME
      3 RICE                                           13 CANOLA
      4 UPLAND COTTON                                14 CRAMBE
      5 GRAIN SORGHUM
      6 SUNFLOWERS
      7 SAFFLOWER
      8 SOYBEANS
      9 BARLEY
     10 RAPESEED

Enter=Continue  Cmd7=End                                Line Number
    
```

Select the line number associated with the crop to be added, and PRESS “Enter”. View/Update Acreage Screen MIBUTHXX will be redisplayed. The file will not be updated until "Cmd20" is pressed on the View/Update Acreage Screen.

**Note:** Crop Selection Screen MIBSCP01 will not display crops that have already been reported on the tract.

---

**F**  
**Command on**  
**Screen**  
**MIBSCP01**

The following table contains the command that is available on Screen MIBSCP01.

Action	Result
PRESS “Cmd7”	View/Update Acreage Screen MIBUTHXX will be displayed.

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**G**  
**Updating**  
**Records**

When the record is updated using “Cmd20”, System/36 will redisplay Screen MIBUTHXX and display the message, “File has been updated.”

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## Notice PF-179

### 6 Detailed Acreage History Report

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#### A

##### Overview

After option 2 is selected on Acreage History Menu MIB70001, the Acreage History Report Selection Screen will display. Acreage History Report Selection Screen MIBSFP01 will allow County Offices to print the Detailed Acreage History Report by farm, operator ID number, or for all farms.

The Detailed Acreage History Report will be used to assist County Offices with updating acreage in the system after all other options have been taken.

**Note:** The Detailed Acreage History Report will not print for farms involved in a pending reconstitution.

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#### B

##### Report Selection Screen MIBSFP01

The following is an example of screen MIBSFP01.

```
Farm Records          043-A FARIBAULT          MIBSFP01
Acreage History Report Selection Scrn  Version: AE39  04/04/2002 15:57 Term H2
-----
Enter:      Farm Number
           OR
           Producer's ID
           OR
           All          (Place an 'X' below for all)

Enter=Continue  Cmd3=Previous Menu  Cmd7=End
```

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#### C

##### Commands on Screen MIBSFP01

The following table contains the commands that are available on Screen MIBSFP01.

Action	Result
PRESS "Cmd3"	Acreage History Menu MIB70001 will be displayed.
PRESS "Cmd7"	Farm Records - Main Menu MC0097 will be displayed.

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Notice PF-179

6 Detailed Acreage History Report (Continued)

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**D**

**Printer Selection  
Screen  
MADPRT01**

When "Enter" is pressed on Screen MIBSFP01, Printer Selection Screen MADPRT01 will be displayed. The following is an example of Screen MADPRT01.

```
043-A FARIBAULT          SELECTION          MADPRT01
Printer Selection        Version: AE39  04/04/02 16:05 Term H2
-----
* * * PRINTER ID SELECTION * * *

      E N T E R   A   V A L I D
        P R I N T E R
          I D

                                Enter-Continue
```

ENTER printer ID, and PRESS "Enter".

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Notice PF-179

6 Detailed Acreage History Report (Continued)

E

Report Format

After a valid printer ID is selected and "Enter" is pressed on Screen MADPRT01, the Detailed Acreage History Report will print. The following is an example of the Detailed Acreage History Report.

LOUISIANA		USDA-FSA					Prepared: 04-11-2002
E GRANT		Detailed Acreage History Report					Page: 1
Report ID: MIBAHR-R001							
-----							
FARM:	1000						
OPERATOR:	HKG INC 123 MAPLE LN COLFAX LA 71417-5126						
-----							
TRACT:	508						
	CROPLAND	AG USE LAND	EFF AG USE LAND	CRP ACRES	WBP ACRES	CRP MPL ACRES	
	-----	-----	-----	-----	-----	-----	
	35.3	35.3	4.7	30.6	0.0	0.0	
CROP	1998	1999	2000	2001	2002		
----	ACRES	ACRES	ACRES	ACRES	PFC ACRES		
----	-----	-----	-----	-----	-----	-----	
WHEAT					4.7		
SORGH	4.7				0.0		
SOYBN		4.5			0.0		
OWNER(S):	1. HKG INC						
-----							
TRACT:	1165						
	CROPLAND	AG USE LAND	EFF AG USE LAND	CRP ACRES	WBP ACRES	CRP MPL ACRES	
	-----	-----	-----	-----	-----	-----	
	0.0	12.0	12.0	0.0	0.0	0.0	
CROP	1998	1999	2000	2001	2002		
----	ACRES	ACRES	ACRES	ACRES	PFC ACRES		
----	-----	-----	-----	-----	-----	-----	
WHEAT					0.0		
OWNER(S):	1. HKG INC						
-----							
FARM SUMMARY	CROPLAND	AG USE LAND	EFF AG USE LAND	CRP CROPLAND	CRP MPL ACRES	FAV HISTORY	
	-----	-----	-----	-----	-----	-----	
	35.3	47.3	16.7	30.6	0.0	N	
CROP	1998	1999	2000	2001	2002		
----	ACRES	ACRES	ACRES	ACRES	PFC ACRES		
----	-----	-----	-----	-----	-----	-----	
WHEAT					4.7		
SORGH	4.7				0.0		
SOYBN		4.5			0.0		
OTHER PRODUCER(S):	NONE						

Note: A "blank" under any of the acres fields means that either no FSA-578 was filed or zero acres were reported.

## 7 Summary Acreage History Report

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### A

#### Overview

After option 3 is selected on Acreage History Screen MIB70001, the Acreage History Report Selection Screen described in subparagraph 5 B will display. Acreage History Report Selection Screen MIBSFP01 will allow County Offices to print the Summary Acreage History Report by farm, operator ID number, or for all farms.

The Summary Acreage History Report will be used, along with the notification letter described in paragraph 7, to notify producers of acreage on file in the County Office.

One Summary Acreage History Report will print for each farm in the county. The County Office shall reproduce enough copies of each report to ensure that a copy is sent to the operator and every owner on the farm. Retain the reports until the option to print the notification letter is made available.

**Note:** The Summary Acreage History Report will not print for farms involved in a pending reconstitution.

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### B

#### Printer Selection Screen MADPRT01

When "Enter" is pressed on Screen MIBSFP01, Printer Selection Screen MADPRT01 described in subparagraph 5 D will display.

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Notice PF-179

7 Summary Acreage History Report (Continued)

C

Report Format

After a valid printer ID is selected and "Enter" is pressed on Screen MADPRT01, the Summary Acreage History Report will print. The following is an example of the Summary Acreage History Report.

```

LOUISIANA                      USDA-FSA                      Prepared: 04-09-2002
E GRANT
Report ID: MIBAHF-R001        Summary Acreage History Report        Page: 1
-----
FARM:      168

OPERATOR:  HKG INC
           123 MAPLE LN
           COLFAX LA 71417-5126
-----
FARM SUMMARY
           CROPLAND          AG USE          EFF AG USE          CRP          CRP          FAV
           -----          -----          -----          -----          -----          -----
           35.3              35.3              4.7              30.6              0.0              N

           CROP              1998              1999              2000              2001              2002
           -----          -----          -----          -----          -----          -----
           WHEAT              ACRES              ACRES              ACRES              ACRES              PFC ACRES
           SOYBN              4.7              4.5              0.0              0.0              0.0
           SORGH              0.0              0.0              0.0              0.0              0.0
           WHEAT              0.0              0.0              0.0              0.0              4.7
           SORGH              0.0              0.0              0.0              0.0              0.0
           SOYBN              0.0              0.0              0.0              0.0              0.0

OWNER(S):
1. HKG INC
OTHER PRODUCER(S):
NONE

Ag Use Land (Agricultural Use Land) is land for which either of the following
apply:
- the land met the definition of cropland at the time it was enrolled in PFC
and the land is currently being used for an agricultural or related activity
- the land met the definition of cropland on or after April 4, 1996, and the
land continues to be devoted to an agricultural or related activity.

Effective Ag Use Land is ag use land not subject to CRP or Water Bank Program.

CRP Cropland Acres are the acres in an approved CRP-1.

CRP-MPL Acres are acres that are enrolled in CRP but not classified as cropland
or ag use land.

FAV History is the history on a farm of planting a fruit or vegetable if there is
a record of this planting on the farm in at least 1 of the 1991 through 1995 crop
years.
    
```

**Note:** A "blank" under any of the acres fields means that either no FSA-578 was filed or zero acres were reported.

## Notice PF-179

### 8 Operator/Owner Notification Letter

---

#### A

##### Overview

A notification letter, and the Summary Acreage History Report described in paragraph 6, will be mailed to the operator and owner(s) of each 2002 farm.

---

#### B

##### Printing the Notification Letters

**Option 4, “Print Notification Letters”, will be made available at a later date.** Once option 4 is made available and it is selected, current mailing software will be accessed.

The notification letters will print for every active farm in the county. One copy of the notification letter will print for the operator and owner(s) on every farm. The County Office shall ensure that, before mailing the notification letters, a copy of the Summary Acreage History Report for the corresponding farm is attached to a copy of each notification letter.

**Notes:** A letter will print for parent farms involved in a pending reconstitution. Retain these letters until after COC approves or disapproves the reconstitution. If the reconstitution is:

- approved, discard the letter or letters and create a new letter in Word or Display Write/36 for the operator and each owner for the resulting farm or farms using the same text
- disapproved, mail the letter or letters.

The Summary Acreage History Report will not print for farms involved in a pending reconstitution.

Printing the notification letters can fill the spool file. County Offices should limit the number of pages printed in a batch.

---

## Notice PF-179

### 9 Potential Missing Data Report

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#### A

##### Overview

The Potential Missing Data Report will be used to assist County Offices in determining acreage that has not been updated through the View/Update Acreage Screen or through the FSA-578 process. **The report shall be thoroughly reviewed before updating the acres through the View/Update Acreage Screen or the FSA-578 process.**

---

#### B

##### Printing the Potential Missing Data Report

After option 5 is selected on Acreage History Menu MIB70001, the Printer Selection Screen described in subparagraph 5 D will be displayed.

The Potential Missing Data Report will compare the tract crop records to the FSA-578 files and print, by farm number and tract number, each PFC crop on the tract for each year from 1998 through 2001 that there are no acres reported and any non-PFC crop and/or oilseed crop that was reported in at least 1 year but not in all 4 years.

---

#### C

##### Example of Potential Missing Data Report

After a valid printer ID is selected and "Enter" is pressed, the Potential Missing Data Report will print. The following is an example of the Potential Missing Data Report.

LOUISIANA		USDA-FSA			Prepared: 04/09/2002
E GRANT		Potential Missing Data Report			Page: 1
Report ID: MIBMDR-R001					
OPERATOR ID/TYPE	FARM NUMBER	TRACT NUMBER	YEAR	CROP	
987-65-4321 S	158	198	1998	GRAIN SORGHUM	
12-345-6789 S	458		1998	WHEAT	
			1999	WHEAT	
			2000	WHEAT	
			2001	WHEAT	
		95	1998	WHEAT	
			1999	WHEAT	
			2000	WHEAT	
			2001	WHEAT	
72-1234567 E	639	986	1999	SOYBEANS	

**Note:** Refer to the following examples for specific information about the data shown on the above report.

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Continued on the next page

## Notice PF-179

### 9 Potential Missing Data Report (Continued)

---

#### D

##### Example 1

Farm Number 158, Tract Number 198.

- History on Tract Number 198:
    - grain sorghum was reported in years 1999, 2000, and 2001
    - no reported grain sorghum acres in 1998
  - Reviewing Tract Number 198:
    - grain sorghum was not planted in 1998
  - County Office action:
    - no action is necessary since grain sorghum was not planted in 1998.
- 

#### E

##### Example 2

Farm Number 458, Tract Numbers 46 and 95.

- History on Tract Number 46:
    - 2002 wheat PFC acres
    - no reported wheat acres in any of the years 1998 through 2001
  - History on Tract Number 95:
    - 2002 wheat PFC acres
    - no reported wheat acres in any of the years 1998 through 2001
  - Reviewing Tract Number 46:
    - wheat was not planted in any of the years 1998 through 2001
  - Reviewing Tract Number 95:
    - wheat was planted in years 1998 and 2000 but not years 1999 and 2001
- 

Continued on the next page

## Notice PF-179

### 9 Potential Missing Data Report (Continued)

---

#### E

##### Example 2 (Continued)

- County Office action:
    - Tract Number 46 - no action is needed since wheat was not planted in any of the years 1998 through 2001
    - Tract Number 95 - the County Office must update the years 1998 and 2000 wheat acres through the FSA-578 software.
- 

#### F

##### Example 3

Farm Number 639, Tract Number 986.

- History on Tract Number 986:
    - soybeans were planted and reported in years 1998, 2000, and 2001
    - soybeans were not reported in 1999
  - Reviewing Tract Number 986:
    - soybeans were not planted in 1999
  - County Office action:
    - no action is necessary since soybeans were not planted in 1999.
- 

#### G

##### Manual Notations

If no action is necessary for any printed data, County Offices shall make notations accordingly on the Potential Missing Data Report. This data will still print on the report if the County Office reprints.

---

Notice PF-179

10 Print Missing Tract Year Report

A

Overview

On Menu MIB70001, ENTER "6" and PRESS "Enter" to print the Missing Tract Year Report ID MIBMYR-R001.

The report will print farms when either of the following occurs:

- a tract number did not exist for all years 1998 through 2001
- the current tract number did not exist on the current farm number for all years 1998 through 2001

This report can be used to determine which tracts did not exist for the year specified. Use this report and the Tract History Report 1998-Present to research missing data.

B

Printer Selection

Screen MADPRT01 described in subparagraph 5 D will be displayed.

C

Example of Report

This is an example of Report ID MIBMYR-R001.

LOUISIANA		USDA-FSA	Prepared: 04-09-2002			
E GRANT			Page: 1			
Report ID: MIBMYR-R001		Missing Tract Year Report				
-----						
This report lists all current tracts that did not exist for one or more years from 1998 to 2001. "X" means the tract did not exist for the applicable year.						
	---- 2002 ----		----- Missing Years -----			
<u>Farm</u>	<u>Tract</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	
168	1165	X	X			
607	1169	X	X			
954	127	X				
	1025	X				
985	1137	X				
987	1139	X	X			
988	909	X	X			

Notice PF-179

11 Print Tract History Report

A

Overview

On Menu MIB70001, ENTER "7" and PRESS "Enter" to print the Tract History Report 1998-Present, Report ID MIBTHR-R001.

This report provides the history for a specific tract. The history includes farm and tract reconstitutions and tracts added through maintenance. Use this data to help locate FSA-578 data that may be on file for a previous tract or farm number.

Use this report and the Missing Tract Year Report together to research missing data.

B

Screen MIBSFO01

Screen MIBSFO01 will be displayed according to subparagraph 3 B. Enter the applicable farm number, tract number, or the name.

Additional screens may be displayed depending on the data entered on this screen.

C

Printer Selection

Screen MADPRT01 described in subparagraph 5 D will be displayed.

D

Example of Report

This is an example of Report ID MIBTHR-R001.

```

LOUISIANA
Prepared: 04-09-2002 E GRANT
Report ID: MIBTHR-R001
Page: 1
U.S. Department of Agriculture
Farm Service Agency
Tract History Report 1998-Present
-----
TRACT: 1139
-----
Year Farm Source Recon Date Parent Tracts
-----
2000 298 2000 987 Farm Division 01-24-00
Tract Division 01-24-00 390
-----
-----Ancestor Tracts-----
-----
Tract Year Farm Source Recon Date Parent Tracts
-----
390 1998 298
-----

```

**Notice PF-179**

**12 Late-Filed Acreage Reports**

---

**A**

**Late-Filed  
Acreage Reports  
for History  
Purposes Only**

Late-filed acreage reports for history purposes only will be accepted when the producer provides acceptable evidence of the existence **and** disposition of the crop according to this table. Refer to 3-DAP, paragraph 35 for further information.

**Note:** There will be no charge for the late-filed acreage reports.

<b>IF the evidence is to prove...</b>	<b>THEN COC may accept nonphysical evidence, such as...</b>
existence of the crop	<ul style="list-style-type: none"> <li>• seed receipts showing the amount, variety, and date purchased</li> <li>• receipts for cleaning, treating, etc., for the seed planted</li> <li>• documentation obtained and certified by another Government agency indicating the acreage, location, and crop year</li> <li>• a written contract or documentation of an oral contract to produce a specific crop</li> <li>• aerial slides, if a positive determination can be made of the crop's identity and boundaries.</li> </ul>
disposition of the crop	<ul style="list-style-type: none"> <li>• receipts, ledger sheets, diary, log book, or similar producer records showing the number and units sold</li> <li>• a written contract or documentation of an oral contract to produce a specific crop</li> <li>• if unharvested, producer must provide a statement which shall include final use, date of destruction, method of destruction, and any supporting farm records</li> <li>• records showing the crop was fed to livestock</li> <li>• positive documentation of payment for custom harvesting indicating acreage, location, and crop year.</li> </ul>

**Note:** Third party verification may be used to document either the existence or disposition of the crop, not both. As an example, a producer may document the existence of the crop with a written certification from the Extension Agent (third party verification), and document disposition through a ledger sheet accounting for sale of the crop.

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Continued on the next page

**Notice PF-179**

**12 Late-Filed Acreage Reports (Continued)**

**B**

**Verifying  
Acreage**

The following table will list some of the problem areas for acreage and guidance for determining that acreage.

Situation	Description	Solution
<ul style="list-style-type: none"> <li>• Lump sum acreage reports</li> <li>• Multi-tract acreage reports</li> </ul>	<p>When counties took lump sum or multi-tract acreage reports, they were instructed to report the entire acreage for the farm on 1 tract.</p>	<p>Counties shall load acreage data at the tract level through FSA-578 software based on the notations made on photo copies.</p>
<p>Reporting 2 Intended Uses on the same acreage</p>	<p>For NAP purposes for 1 planting of a crop having 2 intended uses, County Offices were instructed to report the field as initial with the first intended use and then as “S” for subsequent with the second intended use.</p>	<p>In some cases, “S” for subsequent may have been used in situations that were actually double cropped, not subsequent crop, in the place of “D” for Double crop. Counties are instructed to review these situations to ensure that “D” was used. If the findings are that “S” was used, they must be revised through FSA-578.</p>
<p>Crops reported with a status of “S” for subsequent.</p>	<p>The general rule in determining history is <b>not</b> to include acreage reported as subsequent. However, situations have been discovered when crops have been reported as subsequent and those acres should count toward acreage history because the subsequent crop was eligible for a program benefit, such as LDP’s or OP payments.</p> <p><b>Examples:</b> Peas reported as the “initial” crop followed by soybeans as the “subsequent” crop.</p> <p>Wheat reported as the “initial” crop followed by soybeans as the “subsequent” crop.</p> <p>Wheat reported as the “initial” crop followed by grain sorghum as the “subsequent” crop.</p> <p>In all of these cases, the “subsequent” crop was eligible for both LDP’s and/or OP payments and therefore should count toward acreage history.</p>	<p>If a crop was reported as a subsequent crop and the acres should count toward history, County Offices must revise the FSA-578 by changing the status code to “D” for double cropped.</p>

Continued on the next page

## Notice PF-179

### 12 Late-Filed Acreage Reports (Continued)

---

#### C

##### **Do Not Delete FSA-578's**

If erroneous data is entered on FSA-578, **do not** delete the FSA-578, these acreage reports must be revised. Acreage reports must be revised if the producer has discovered the wrong crop, crop type, or intended use was reported on the original acreage report. The County Office must revise the acreage by reducing the original acreage to zero and adding a sub-field to report the new acreage.

This procedure will only be used for the purposes of software outlined in this notice. The reason the County Office cannot delete an FSA-578 record is because the acreage history software does not recognize fields that have been deleted. The acreage will still display on the View/Update Acreage Screen, Detailed Acreage History Report, and the Summary Acreage History Report if the field is deleted rather than reduced to zero.

**Example:** The original acreage report has field 1 reported as 50.0 acres of corn and the producer realizes that the crop should have been soybeans. The County Office must reduce field 1 corn acres to zero and add sub-field 1A for the soybeans as 50.0 acres. This same procedure applies to the crop type and the intended use errors.

---

#### D

##### **Updating FSA-578's**

Update FSA-578's and enter FSA-578D's according to 2-CP, paragraphs 63 through 84.

---

**Notice PF-179**

**13 Identifying FSA-578D's Filed for Eligible Oilseed Acreage**

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**A**

**Overview**

Provisions of the 1999 and 2000 OP allowed producers, under certain conditions, to file FSA-578D for eligible oilseeds crops. A query has been developed to assist County Offices in identifying producers who filed FSA-578D under the 1999 and 2000 OP.

---

**B**

**Query**

**"OILLATE"**

Query "OILLATE", transmitted to County Offices on or about April 25, 2002, will compare a producer's 1999 and/or 2000 OP Application acreage to acreage recorded on FSA-578 for the eligible oilseed crop(s). If the acreage recorded on the 1999 and/or 2000 OP Application File is greater than the acreage recorded on the FSA-578 File for an eligible crop, the producer will be identified on the query report. This report is similar to the OP spot check query, "Application Acres Not Equal to Eligible Acres", used under both the 1999 and 2000 OP.

---

**C**

**Running Query**

**"OILLATE"**

Follow the instructions in this table to run query "OILLATE":

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On Screen FAX250: <ul style="list-style-type: none"><li>• ENTER "4", "Application Processing"</li><li>• PRESS "Enter".</li></ul>	Screen FAX09002 will be displayed.
2	On Screen FAX09002: <ul style="list-style-type: none"><li>• enter the number corresponding with the appropriate office selection</li><li>• PRESS "Enter".</li></ul>	Screen FAX07001 will be displayed.
3	On Screen FAX07001: <ul style="list-style-type: none"><li>• ENTER "9", "Common Provisions"</li><li>• PRESS "Enter".</li></ul>	Menu MA0000 will be displayed.
4	On Menu MA0000: <ul style="list-style-type: none"><li>• ENTER "Query OILLATE,QRPRADJ1"</li><li>• PRESS "Enter".</li></ul>	Query "OILLATE" will be displayed.

Continued on the next page

**Notice PF-179**

**13 Identifying FSA-578D's Filed for Eligible Oilseed Acreage (Continued)**

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**D**

**County Office  
Action**

County Offices shall load data from manual FSA-578D's using procedure in 2-CP, paragraphs 63 through 84.

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