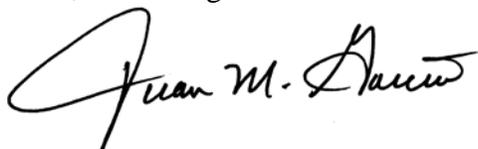


For: State and County Offices

**Revising CCC-902 Farm Operating Plans for 2012 in Business File**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The Business File application automated the processes related to the filing of and determinations for CCC-902 Farm Operating Plans. This application allows for the collection of all information about a farming operation that is manually recorded on the CCC-902I and CCC-902E.

In previous years, “pen and ink” changes were made on the manual forms to record the changes to the farming operation. For 2011 and 2012, **all** changes and revisions to the farm operating plans will be recorded through the business file process. The producer will sign and date the printed CCC-902 form that reflects all of the changes to the farming operation recorded for the applicable year.

**B Purpose**

This notice provides information and guidance to State and County Offices:

- on using the Business File application for revising CCC-902
- the correct recording of land and other changes in a farming operation
- required actions of the producer when changes are reported to FSA
- required actions of FSA COC in response to the reported changes
- when written notice of determination from FSA COC is required.

**C Revising a “Determined” CCC-902 in Business File**

See **Exhibit 1** for the illustration and applicable procedures for revising CCC-902 for 2011 and 2012 through the Business File Application.

**D State and County Office Action**

All State and County Offices shall follow the contents of this notice.

|                           |  |
|---------------------------|--|
| <b>Disposal Date</b>      | <b>Distribution</b>                                  |
| August 1, 2012<br>2-16-12 | State Offices; State Offices relay to County Offices |

Following is a diagram illustrating procedures for revising CCC-902 for 2011 and 2012 using the Business File Application.

