

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Farm Reconstitutions
2-CM (Revision 6)**

Amendment 11

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 42 A has been amended to add the county land records web site as an option for FSA employee to check proof of ownership.

Subparagraph 68 B has been amended to include all USDA agencies.

Subparagraphs 71 B and 73 A have been amended to include established receivables for unearned payments allows a reconstitution to be processed.

Subparagraph 73 A has been amended to change reference from CRS to NRRS and remove reference concerning applying issued DCP payments on resulting farm(s) to repay issued DCP payments on parent farm(s).

Subparagraphs 88 B and 89 B have been amended to include ACRE farms and non-DCP farms, if also non-CRP, may be combined.

Subparagraph 92 B has been amended to change reference from FSN to farm number.

Subparagraphs 172 A, 173 A, 174 A, 175 A, 201 B, 211 B, 211 D, 212 B, 213 B, 216 B, 226 B, 226 D, 227 B, 229 B, 241 B, 241 D, 242 B, 243 B, 245 B, 252 B, 253 B, 267 B, 267 C, 268 A, 286 B, 287 C, 287 D, and 288 B have been amended to provided updated screens.

Subparagraph 185 B has been amended to clarify that only the navigation links on the left side of the screen or the buttons at the bottom of the screens should be used to operate the application.

Subparagraphs 211 E and 226 E have been amended to include county.

Subparagraphs 213 C, 218 A, 227 C, 231 A, and 242 C have been amended to change all references of CRP MPL to MPL/FWP.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 213 C has been amended to remove information for Other Producers and Owners field/button and the field/button of “Tract Producers” has been added.

Subparagraphs 214 B, 228 B, 244 B and 254 B have been amended to provide the Owners/Other Producers Screen.

Subparagraphs 214 C and 228 C have been amended to include “Add Owner”, “Producer Type”, and “Delete” field/button.

Paragraph 215 has been removed.

Subparagraph 227 C has been amended to remove information for “Other Producers” and “Change Tract Owners” field/button and information has been added for the “Tract Producers” field/button.

Paragraphs 229 and 246 have been removed.

Subparagraphs 244 C and 254 C have been updated to include “Producer Type” and “Add Other Producer” field/button information.

Subparagraph 253 C has been amended to include “Tract Producers” information.

Subparagraph 267 D has been amended to indicate “Cancel Approval Process”.

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42 Definitions

A Definition of Owner

[7 CFR 718.2] An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed

Note: The OGC Regional Attorney shall review contracts that are questionable before changing FSA ownership records.

- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
 - the redemption period has not passed
 - the original owner has not redeemed the property
- a spouse in community property States
- spouses owning property jointly.

Note: COC shall require specific proof of ownership when land ownership is transferred.

Examples: Proof of ownership may include:

- copy of the deed, if recorded
- unrecorded deed, if specific program does not require a recorded deed
- land contract
- FSA employee's check of the record at the county land records
--office or web site--
- proof of gift tax
- real estate tax assessment or bill.

Note: If a State allows documentation that is not listed, then the OGC Regional Attorney shall review. If the OGC Regional Attorney determines that the documentation is adequate, then FSA ownership records may be changed.

42 Definitions (Continued)

B Definition of Operator

[7 CFR 718.2] An operator is an individual, entity, or joint operation who is determined by COC as being in * * * control of the farming operations on the farm.

43-54 (Reserved)

Part 4 Initiating a Reconstitution

68 Overview

A Previously Constituted Land

[7 CFR 718.201] Land that was properly constituted under procedures existing at the time of reconstitution shall remain so constituted until a change in operation or ownership occurs that requires a reconstitution.

B Approval Restrictions

COC shall not approve a reconstitution by combination or division if it determines that the primary purpose of the reconstitution is to do either of the following:

- *--increase the amount of program benefits received from any USDA agency
- circumvent any other USDA program provisions, penalties, or reductions.--*

69 Substantive Change in Farming Operations and Changes to Legal Entities**A Approval Restrictions**

--[7 CFR 718.205] Land that is properly constituted shall not be reconstituted if:--

- the reconstitution request is based on the formation of a newly established entity that owns or operates the farm or any part of it, and COC determines there is not a substantive change in the farming operation
- COC determines that the primary purpose of the request for the reconstitution is to:
 - obtain additional benefits under any commodity program
 - avoid damages under a contract or statute
 - correct an erroneous acreage report
 - circumvent other program provisions.

In addition, no farm shall remain as constituted when COC determines that a substantive change in the farming operation has occurred that would require a reconstitution, except as otherwise approved by STC with the concurrence of DAFP.

B Determining Substantive Change

In determining whether substantive change has occurred with respect to a farming operation, COC shall consider factors such as composition of the legal entities having an interest in the farming operation with respect to management, financing, and accounting. COC shall also consider the use of land, labor, and equipment available to the farming operations and any other relevant factors that bear on the determination.

71 When to Initiate

A Required Reconstitutions

[7 CFR 718.201] A reconstitution of a farm either by division or by combination is required and shall be initiated when any of the following occur.

- A change has been made in the operation of the land since the last constitution or reconstitution, and the farm no longer meets the definition of a farm in paragraph 56. As applicable, initiate either of the following:
 - a farm combination according to paragraph 88
 - a farm division according to paragraph 111.

Note: Restrictions in paragraph 68 apply.

- The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution. Make corrections according to paragraph 74.
- COC determines that the farm was reconstituted on a basis of false information provided by the owner or farm operator.
- COC determines that the tracts of land included in a farm are not being operated as a single farm according to paragraph 56.
- An owner requests in writing that the owner’s land no longer be included in a farm that is composed of tracts under separate ownership. See paragraph 111 for farm divisions.
- Farms are participating in DCP, have the same owner, are located in the same county, and are operated as 1 farm.

* * *

71 When to Initiate (Continued)

B Timing of Farm Reconstitutions

[7 CFR 718.204] To be effective for the current FY, farm combinations and farm divisions must be requested by August 1 of the FY for farms subject to DCP.

Notes: A request for a farm combination or farm division after current FY DCP payments have been made shall be processed in the subsequent FY. However, if the producer requests that the reconstitution not be processed in the subsequent FY, all payments *--shall be refunded. After the payment is refunded or receivables have been established for unearned payments, the reconstitution may be processed.--*

When money has been received from the producers on the farm or farms to be reconstituted, cancel CCC-509. By canceling CCC-509, the producers who received payments will be listed on the overpayment register. The amounts listed on the *--overpayment register can then be transferred to NRRS so the DCP refund can be--* processed.

* * *

A reconstitution is considered to be requested when all:

- of the required signatures are on FSA-155
- other applicable documentation, such as proof of ownership, is submitted.

C Timing of Tract Divisions

Tract divisions shall be processed at any time during FY to ensure tract record accuracy.

If a farm reconstitution is required, process the reconstitution according to subparagraph B and paragraph 73.

D Total CRP and Non-DCP Farms

The following farms may be reconstituted at any time:

- total CRP, without CRP reduction or CRP pending acres
- non-DCP.

72 How to Initiate (Continued)

C Example of FSA-155 (Continued)

FSA-155 (Page 2) (01-27-05)

8. DIVISION BY OWNER DESIGNATION OR ESTATE: This item is required for the owner designation and estate methods unless the division of bases is documented and signed to, as applicable, on a separate document and attached to this form.

A. Parent Farm	B. Tract No.	C. Crop	D. Base	E. Resulting Farm/Tracts			
				(1) Farm/Tract No.:	(2) Farm/Tract No.:	(3) Farm/Tract No.:	(4) Farm/Tract No.:
				Base	Base	Base	Base
N/A							

9. SELLER AND PURCHASER MEMORANDUM OF UNDERSTANDING OF BASES:
I, the undersigned, agree to the above designation of bases which serves as a memorandum of understanding between seller and purchaser.

A. Seller's Signature	B. Date (MM-DD-YYYY)	C. Purchaser's Signature	D. Date (MM-DD-YYYY)

10. Will there be an adverse effect to any producer by reconstituting any crops? If "YES", what crops?

	YES	NO
		X
11. Is the parent farm in CRP?		X
12. If combination, will combined farm be operated as a single farming unit?		
13. Are there any adverse HELC flags on farms or tracts being combined? If "YES", refer to NRCS .		
14. A. Has cost share assistance been received for any lifespan conservation practices?		X
B. If "YES", has new owner and/or operator been informed of requirements?		

15. CERTIFICATION AND AGREEMENT:
I, the undersigned, certify that to the best of my knowledge and belief the information shown above is correct and I request and agree to the reconstitution. The results of the reconstitution will be shown on the COC report. The report will be made available upon request after the reconstitution is completed.

A. Signature of Operator/Owner	B. Date (MM-DD-YYYY)	A. Signature of Operator/Owner	B. Date (MM-DD-YYYY)
/s/ Tim Reed	01-31-2005		

16. COUNTY COMMITTEE ACTION:
This action applies to reconstitution of farms, tracts, and bases.

A. County Committee Person or Designee Signature	B. Date (MM-DD-YYYY)	C. County Committee Action
/s/ Joseph Brown	02-04-05	APPROVED <input checked="" type="checkbox"/> DISAPPROVED <input type="checkbox"/>

73 Effective Dates

A Rule

[7 CFR Part 718.204] Determine the effective dates of reconstitutions according to this table.

IF the farm is...	AND the reconstitution was requested...	AND payments have...	THEN the effective date is the...
subject to DCP	by August 1	not been issued	current FY.
		been issued and all payments *--have been refunded or receivables have been established for unearned payments--*	
		been issued but producers will not refund all payments	next FY.
	after August 1		next FY.
not subject to DCP			current FY.

Notes: The reconstitution shall not be processed in the computer until the appropriate FY.

Tract divisions shall be processed at any time during the FY to ensure tract record accuracy. If a farm reconstitution is required, process the reconstitution according to subparagraph 71 B and this paragraph.

DCP payments shall not be refunded when only a tract division or tract combination is being processed.

A request for a farm combination or farm division after current FY DCP payments have been made shall be processed in the subsequent FY. However, if the producer *--requests that the reconstitution be processed in the current FY, all payments shall be refunded or receivables shall be established for unearned payments. After the payment is refunded or receivables established, the reconstitution may be processed.--*

When money has been received from the producers on the farm or farms to be reconstituted, cancel CCC-509 according to paragraphs 217 and 230. By canceling CCC-509, the producers who received payments will be listed on the overpayment register. The amounts listed on the overpayment register can then be transferred to *--NRRS so the DCP refund can be processed.--*

* * *

Part 5 Types of Reconstitutions**87 Overview****A Reconstitution Types**

The following are 4 types of reconstitutions:

- farm combinations
- farm divisions
- tract combinations
- tract divisions.

B Definition of Farm Combination

A farm combination is the consolidation of 2 or more farms, having the same operator, into 1 farm.

C Definition of Farm Division

A farm division is the dividing of a farm into 2 or more farms because of a change in ownership or operation.

D Definition of Tract Combination

A tract combination is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

E Definition of Tract Division

A tract division is the dividing of a tract into 2 or more tracts because of a change in ownership or operation. A tract division does not always require a subsequent farm division.

Section 1 Combinations

Subsection 1 Farm Combinations

88 Common Ownership Farm Combinations

A Definition of Common Ownership Unit

A common ownership unit is a distinguishable part of a farm, consisting of 1 or more tracts of land with the same owners, as determined by FSA.

B Required Combinations

Farms shall be combined when:

- both of the following apply:
 - the tracts are under common ownership unit
 - the resulting farm would meet the definition of a farm in paragraph 56

Note: All DCP farms with the same owner, operated as 1 farm, and located in the same county, shall be combined.

- the farm was not properly constituted under the applicable procedure in effect at the time of the last reconstitution
- COC determines that the farm was reconstituted on the basis of false information provided by the owner or farm operator.

Notes: Combinations of CRP land with non-CRP land are not required even though the criteria in this subparagraph may be met.

DCP and non-DCP farms may be combined.

--ACRE and non-DCP, if also non-CRP, may be combined.--

89 Separate Ownership Farm Combinations**A Basic Rule**

Combinations of land under separate ownership:

- are voluntary
- shall not be encouraged.

B Criteria for Combinations

[7 CFR 718.201] Land under separate ownership may be combined if all of the following apply:

- the resulting farm meets the definition of a farm in paragraph 56
- all owners agree in writing
- the land is under a lease agreement of at least 1 year duration.

Exceptions: All owners who had previously agreed to the combination of land under separate ownership are **not** required to agree again in writing. Only owners contributing new land to the combination must agree in writing.

If multiple ownership farms are involved, only the operator's signature is required if all owners on each farm had previously agreed to that farm's constitution.

Notes: DCP and non-DCP farms may be combined.

--ACRE and non-DCP, if also non-CRP, may be combined.--

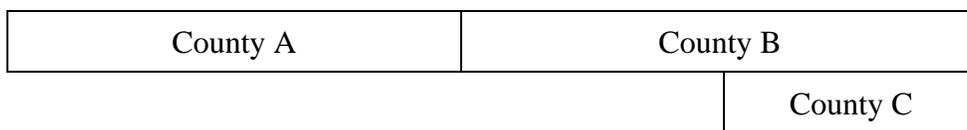
90 Combinations Across State and County Lines

A Base and Non-Base Farms

[7 CFR 718.201] Farms across State or county lines may be combined upon request if all of the following conditions apply:

- *--the farms meet the criteria for being transferred according to 3-CM, paragraph 63--*
- the farms meet the criteria for combination according to paragraph 88 or 89
- any of the following:
 - counties that are contiguous; that is, touching at corners, sides, etc

Example: County A is contiguous to County B. County B is contiguous to County C.



Land in counties A, B, and C may be combined if there are parent farms located in all 3 counties.

If the land in County B is divided from the farm, separate the land in counties A and C, because counties A and C are not contiguous.

- farms within 20 road miles of each other
- counties divided by a river
- counties that do not touch because of a correction line adjustment.

91 Combining Federally and State-Owned Land

A Federal Land

[7 CFR Part 718.201] Federally owned land shall not be combined with privately-owned land.

B State Land

[7 CFR Part 718.201] Wildlife land owned by State entities shall not be combined with privately-owned land.

Exception: State-owned wildlife land may be combined with privately owned land when the former owner has possession of the land under a leasing agreement.

92 Combining Farms With Approved CCC-509ACRE's

A Overview

A farm combination may *** be initiated or approved if all the farms involved in the combination *** contain the same ACRE status. On CCC-509ACRE, ACRE status is determined as follows:

- if there is an approval date, the farm's ACRE status is "Yes"
- if there is **not** an approval date, the farm's ACRE status is "No".

CCC-509ACRE's made by **all** producers on the farm, **must** be completed by June 1 of the current year, except for 2009 crop year where the final signup date was August 14, 2009, to be effective for the current year and succeeding years until 2012. After June 1 of the applicable crop year, ACRE status **cannot** be changed.

*--A farm combination may be initiated or approved if all the farms involved in the combination do not contain the same ACRE status if both of the following apply:

- farm involved in combination is a non-DCP farm
- farm involved in combination is a non-CRP farm.--*

B Initiating Reconstitutions

The following examples shall be used to determine if user action is required before initiating a reconstitution involving farms with CCC-509ACRE's on file.

*--

IF reconstitution request is made to combine Farm 100 and Farm 200...	AND...	THEN both farms...
before June 2, 2010	<ul style="list-style-type: none"> • Farm 100's CCC-509ACRE approval date is March 15, 2010 • Farm 200's CCC-509ACRE does not have an approval date 	do not have the same ACRE status. The reconstitution cannot be initiated until Farm 100's CCC-509ACRE approval date has been removed. The approval date may be removed because the reconstitution request was made before June 2, 2010.
on or after June 2, 2010	<ul style="list-style-type: none"> • Farm 100's CCC 509ACRE approval date is March 15, 2010 • Farm 200's CCC-509ACRE does not have an approval date 	do not have the same ACRE status. Farm 100's CCC-509ACRE approval date cannot be removed because the reconstitution was not requested before June 2, 2010, and the deadline to withdraw CCC-509ACRE was June 2, 2010. The reconstitution cannot be initiated.

--*

92 Combining Farms Approved CCC-509ACRE's (Continued)

B Initiating Reconstitutions (Continued)

*--

IF reconstitution request is made to combine Farm 100 and Farm 200...	AND...	THEN both farms...
before June 2, 2010	<ul style="list-style-type: none"> • Farm 100's CCC-509ACRE approval date is July 16, 2009 • Farm 200's CCC-509ACRE approval date is March 22, 2010 	have the same ACRE status. The reconstitution can be initiated and approved.
on or after June 2, 2010	<ul style="list-style-type: none"> • Farm 100's CCC-509ACRE approval date is July 16, 2009 • Farm 200's CCC-509ACRE approval date is March 22, 2010 	
after August 14, 2009	<ul style="list-style-type: none"> • Farm 100's CCC-509ACRE approval date is July 16, 2009 • Farm 200's CCC-509ACRE does not have an approval date 	do not have the same ACRE status. ACRE for Farm 100 is in effect for 2009, 2010, 2011, and 2012. The reconstitution cannot be initiated.

--*

See 1-DCP (Rev. 3) for County Office action about ACRE's that have been cancelled because of reconstitutions.

93-99 (Reserved)

Part 7 Sugarcane Reconstitutions

171 Provisions

A Background

This part:

- contains procedure for reconstituting sugarcane acreage bases
- is applicable to Louisiana only.

B Methods of Division

The applicable methods of division in priority order are shown in this table.

Priority Order	Method of Division
1	Estate
2	Designation by landowner
3	DCP cropland (applicable to tract divisions only)
4	Default (applicable to farm divisions only)

172 Farm Divisions

A Background

Sugarcane acreage base will be displayed only on Farm Division Screen as follows. There will be no opportunity to select a specific method of division.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Reconstitutions
Logout of eAuth
Exit FRS

Farm Division

STATE	COUNTY	YEAR	FARM	TRACT
LA	St. Landry	2011	10	Not selected

Resulting Farm List:

← 8549 8550 8551 →

Resulting Farm: 8549 Total Tracts: 1
 Identifier: _____ Recon Number: 2
 Operator Name: _____ Tax ID: _____
 Select Operator Tax ID Type: _____
 Farmland: 34.0 DCP Cropland: 22.6
 Cropland: 22.6 CRP Cropland: 0.0
 Double Crop: 0.0 WBP Acres: 0.0
 NAP Crop Acres: 0.00 WRP/EWP Acres: 0.0
 MPL/FWP Acres: 0.0 State Consvr: 0.0
 FAV/WR History: No Other Consvr: 0.0
 EFF DCP Cropland: 22.6 GRP Acres: 0.0
 Sugarcane Acres: 0.0

Continue Tract Producers Cancel

--*

172 Farm Divisions (Continued)

B Estate and Designation by Landowner

Sugarcane acreage bases for each resulting farm must be computed and tract level acres updated before initiating a farm division when sugarcane acreage bases will be divided by the estate or designation method. If a resulting farm will have multiple tracts, use the steps in the following table to determine the sugarcane acreage bases to be on each tract of the resulting farm.

Step	Action										
1	Using the information in the will, written agreement of all heirs or the MOU, determine the sugarcane acreage base for each resulting farm.										
2	Determine the distribution of the base to the applicable tracts by effective DCP cropland ratio as follows.										
	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Determine the resulting farm's effective DCP cropland acres.</td> </tr> <tr> <td>B</td> <td>For each tract on the resulting farm, divide the tract's effective DCP cropland acres by the result of step A.</td> </tr> <tr> <td>C</td> <td>Multiply step 1 times the result of step B.</td> </tr> <tr> <td>D</td> <td>Enter the results of step C through the Farm Records Management System according to 3-CM (Rev. 4).</td> </tr> </tbody> </table>	Step	Action	A	Determine the resulting farm's effective DCP cropland acres.	B	For each tract on the resulting farm, divide the tract's effective DCP cropland acres by the result of step A.	C	Multiply step 1 times the result of step B.	D	Enter the results of step C through the Farm Records Management System according to 3-CM (Rev. 4).
Step	Action										
A	Determine the resulting farm's effective DCP cropland acres.										
B	For each tract on the resulting farm, divide the tract's effective DCP cropland acres by the result of step A.										
C	Multiply step 1 times the result of step B.										
D	Enter the results of step C through the Farm Records Management System according to 3-CM (Rev. 4).										

C Default Method

No action is needed by the user when dividing the sugarcane acreage base by the default method. The sugarcane acreage bases are at the tract level and will remain at the tract level.

173 Farm Combinations

A Displaying Sugarcane Base

The resulting farm sugarcane acreage base will be displayed on Farm Combination Screen as follows.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
 Management System

Links
 Farm Records Links
 Reconstitutions
 Logout of eAuth
 Exit FRS

Farm Combination

STATE	COUNTY	YEAR	FARM	TRACT
LA	St. Landry	2011	8552	Not selected

Resulting Farm: 8552
 Identifier:
 Operator Name:
 Farmland: 152.0
 Cropland: 99.7
 Double Crop: 0.0
 NAP Crop Acres: 0.00
 MPL/FWP Acres: 0.0
 FAV/WR History: No
 EFF DCP Cropland: 99.7
 Sugarcane Acres: 0.0

Total Tracts: 4
 Recon Number: 3
 Tax ID:
 Tax ID Type:
 DCP Cropland: 99.7
 CRP Cropland: 0.0
 WBP Acres: 0.0
 WRP/EWP Acres: 0.0
 State Consvr: 0.0
 Other Consvr: 0.0
 GRP Acres: 0.0

CROP	BASE ACRES	DIR YIELD	CC YIELD	CRP YIELD	CRP REDUCTION	CRP PENDING	CCC-505
WHEAT	4.1	25	25	0	0.0	0.0	<input type="button" value="CCC505"/>
CORN	34.7	77	77	0	0.0	0.0	<input type="button" value="CCC505"/>
GRAIN SORGHUM	7.1	38	38	0	0.0	0.0	<input type="button" value="CCC505"/>
SOYBEANS	38.8	16	16	0	0.0	0.0	<input type="button" value="CCC505"/>

--*

174 Tract Divisions

A Tract Division Acreages Screen

Sugarcane acreage base will be displayed on Tract Division Acreages Screen, as follows to allow for the manual division of sugarcane acreage base.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
 Management System

Links
 Farm Records Links
 Reconstitutions
 Logout of eAuth
 Exit FRS

Tract Division Acreages

STATE	COUNTY	YEAR	FARM	TRACT
LA	St. Landry	2011	100	279

RECON NUMBER	FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
1	1000	49.0	15.0	15.0	Any 1 Producer

Acreage	Parent	Total	41714	41715
Farmland	49.0	0.0	0.0	0.0
Cropland	15.0	0.0	0.0	0.0
DCP Cropland	15.0	0.0	0.0	0.0
CRP Cropland	0.0	0.0	0.0	0.0
WBP Acres	0.0	0.0	0.0	0.0
WRP/EWP Acres	0.0	0.0	0.0	0.0
State Consv	0.0	0.0	0.0	0.0
Other Consv	0.0	0.0	0.0	0.0
GRP Acres	0.0	0.0	0.0	0.0
Eff DCP Cropland	15.0	0.0	0.0	0.0
MPL/FWP	0.0	0.0	0.0	0.0
NAP Crop Acres	0.00	0.00	0.00	0.00
Double Crop Acres	0.0	0.0	0.0	0.0
Sugarcane Acres	0.0	0.0	0.0	0.0

Calculate Totals Continue Cancel

--*

174 Tract Divisions (Continued)

A Tract Division Acreages Screen (Continued)

In the absence of a request to divide the sugarcane acreage base by the estate or owner designation method, the acres will be divided by DCP cropland ratio. Use the following table to calculate the acres that will go to each resulting tract.

Step	Action
1	Determine the number of DCP cropland acres for each resulting tract.
2	Divide the results of step 1 by the parent tract DCP cropland acres. The result will be the percentage of DCP cropland acres for each resulting tract.
3	Multiply the results of step 2 times the parent tract sugarcane acreage base. The result will be the sugarcane acreage base for each resulting tract.
4	Enter the results of step 3 on Tract Division Acreage Screen.

175 Tract Combinations

A Displaying Sugarcane Acreage Base

The resulting farm sugarcane acreage base will be displayed on Tract Combination Screen as follows.

*--

Links
 Farm Records Links
 Reconstitutions
 Logout of eAuth
 Exit FRS

Tract Combination

STATE	COUNTY	YEAR	FARM	TRACT
LA	St. Landry	2011	10	41716

RECON NUMBER	FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
4	10	103.0	84.7	84.7	Any 2 Producer

Resulting Tract: 41716
 Description:
 Wetland Cert: No
 Year Cert: None
 Farmland: 69.0
 Cropland: 51.8
 Double Crop: 0.0
 NAP Crop Acres: 0.00
 MPL/FWP Acres: 0.0
 FAV/WR History: No
 EFF DCP Cropland: 51.8
 Sugarcane Acres: 0.0
 BIA Rnge Unit #:
 Congress Dist: 08
 Physical Location: St. Landry, LA
 DCP Cropland: 51.8
 CRP Cropland: 0.0
 WBP Acres: 0.0
 WRP/EWP Acres: 0.0
 State Consvr: 0.0
 Other Consvr: 0.0
 GRP Acres: 0.0
 HEL: Classified as not HEL
 Wetland: Tract does not contain a wetland

WL Violations

CROP	BASE ACRES	DIR YIELD	CC YIELD	CRP YIELD	CRP REDUCT	CRP PEND	CCC-505
WHEAT	2.5	25	25	0	0.0	0.0	CCC505
CORN	21.4	77	77	0	0.0	0.0	CCC505
GRAIN SORGHUM	4.4	38	38	0	0.0	0.0	CCC505
SOYBEANS	23.5	16	16	0	0.0	0.0	CCC505

Complete Tract Combination | Tract Producers | Cancel

--*

176 Producer Notification

A Notification of Resulting Farm Sugarcane Base

When a farm reconstitution is updated, FSA-476DCP and FSA-156EZ will automatically print. The FSA-476DCP:

- will not show the sugarcane base
- provides the last date for review or appeal of the reconstitution.

County Offices shall include the FSA-156EZ with FSA-476DCP notifying producers of the sugarcane base on the resulting farm.

B Notification of Resulting Tract Sugarcane Base

When a tract reconstitution is updated, FSA-156EZ will automatically print.

County Offices shall mail the FSA-156EZ to producers notifying them of the sugarcane base on the resulting tract.

177-185 (Reserved)

Part 8 Automated Overview**Section 1 Getting Started****185 Before Initiating a Reconstitution****A Necessary Documents**

Before initiating a reconstitution in the computer:

- review FSA-155 for completeness according to paragraph 72
- ensure that all entries are completed on FSA-155
- ensure that any farm or address changes or additions have been completed
- add **new** operators or owners through SCIMS.

Note: Make ownership changes during the reconstitution.

B Automated Processes

When using this application users need to be aware of the following:

- *--as with all web applications, users shall use the navigation links on the left side of the screen or buttons at the bottom of the screen to operate the application

Note: All other buttons in the browser window, such as the “Back”, “Refresh”, or “X” (close browser) buttons, shall **not** be used. Data may be lost or corrupted if these buttons are used.--*

- COC and FSA-156EZ reports are automatically generated in Adobe Acrobat and will display on the users screen, but do not automatically print

Note: The user must initiate the print function to print copies of the reports. After a farm reconstitution is approved by the COC in the application the COC reports cannot be reprinted.

- the application times-out after 30 minutes of server inactivity; a warning will be given to the user after 25 minutes of inactivity with an option to keep the session active; if the user does not keep the session active the data will be lost
- a reconstitution completed on the same day an FSA-578 is taken will not notify you that an FSA-578 is on file

Note: The software does not know that FSA-578 is on file and will let the user complete a reconstitution without deleting FSA-578. The user will have to delete FSA-578 **before** completing the reconstitution or FSA-578 will be inaccessible after the reconstitution is completed.

185 Before Initiating a Reconstitution (Continued)**B Automated Processes (Continued)**

- *--a tract reconstitution cannot be initiated if FSA-578 exists for the tract.--*
- a reconstitution cannot be completed on the same day a previously taken FSA-578 is deleted.

Note: The application will:

- *--stop the user from completing or initiating the reconstitution depending on the type of reconstitution--*
- **not** show that FSA-578 has been deleted for up to 3 full workdays.

FSA-578's are only transmitted 1 time each workday; until this can be changed, these 2 conditions will exist. When FSA-578's are moved to the web, this will no longer be applicable. Workdays do **not** include weekends or holidays.

C Checklist

See Exhibit 10 for an example of a reconstitution checklist, which may be adapted for local use.

186-190 (Reserved)

Section 3 Reconstitution System

201 Accessing Reconstitutions

A Overview

The reconstitution system is web-based software with a centralized database. Reconstitutions will be updated by County Office employees.

In this part, the term “user” refers to County Office employee except where specifically noted.

B Accessing the Reconstitution System

Access the reconstitution system by doing the following.

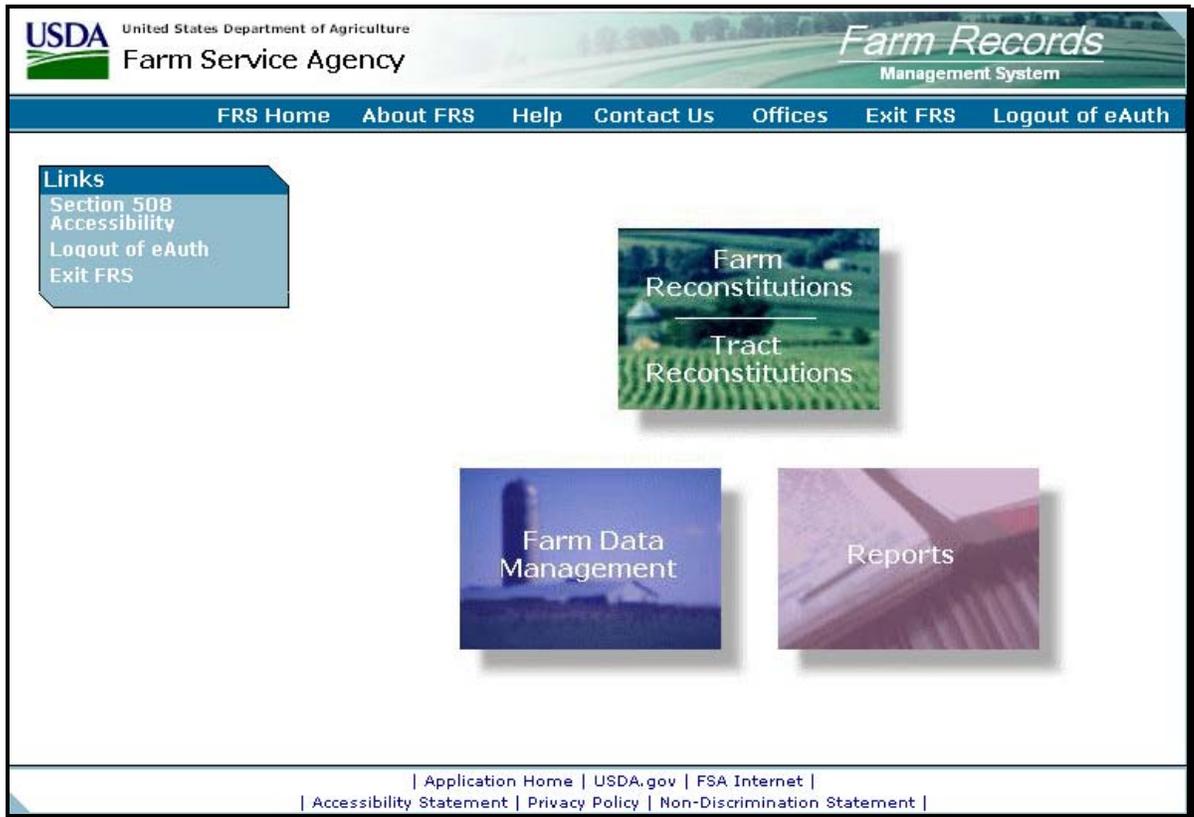
Step	Action
1	Access reconstitutions through the FSA Intranet at *--http://ffasintranet.sc.egov.usda.gov/fsa .
2	Under “Links”, CLICK “FSA Applications” .
3	Under “Common Applications”, CLICK “Farm Records” .
4	USDA eAuthentication Warning Screen will be displayed, CLICK “I Agree” . Note: Internet Explorer shall be used when accessing the Farm Records Management System.
5	Enter eAuthentication user ID and password and CLICK “Login” .--*

201 Accessing Reconstitutions (Continued)

B Accessing the Reconstitution System (Continued)

Once a user is logged in and has been authenticated, the Farm Records Management System Home Page will be displayed. Users must click “Farm Reconstitutions”/“Tract Reconstitutions” to access the reconstitution system.

*--



--*

202-210 (Reserved)

Part 9 Farm Division

211 Initiating a Farm Division

A Overview

Farm Reconstitution Screen allows the user to select the farm for division. The farm can be selected by producer or farm number.

B Example of Farm Reconstitution Screen Before Selection

Following is an example of the Farm Reconstitution Screen before a farm has been selected.
*--

--*

211 Initiating a Farm Division (Continued)

C Initial Farm Selection

The following table provides the fields available on the Farm Reconstitution Screen.

Field/Button	Description	Action
County	Drop-down box that lists all counties administered by the user's Service Center.	Select the county where the farm to be divided is administered. Note: No selection is necessary in Service Centers that administer only 1 county.
Display a Producer's Farms	Allows the user to select the farm to be divided by searching by producer type, name, tax ID, or other.	Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the farm to be divided by entering a farm number.	Enter a farm number and click "Submit".
Recon Number	Allows the user to select a reconstituted farm for approval.	Enter reconstitution number and click "Submit". The Farm Reconstitution Approve/Delete Screen will be displayed.

211 Initiating a Farm Division (Continued)

D Farm Reconstitution Screen After Farm Selection

Following is an example of the Farm Reconstitution Screen after a farm has been selected.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Reconstitution

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4823	Not selected

County: Coahoma
 Display a Producer's Farms
 Farm Number: 4823
 Recon Number:
 Submit

SELECT	FARM	IDENTIFIER	OPERATOR	COUNTY
<input type="checkbox"/>	4823	Combo 43 & 44	Any 3 Producer	Coahoma

Number of New Farms Divide Selected Farm
 Combine Selected Farms Cancel

--*

211 Initiating a Farm Division (Continued)

E Selecting the Farm for Division

The following provides the fields that are available on the Farm Reconstitution Screen after the initial farm selection.

Field/Button	Description		Action
County	Drop-down box that lists all counties administered by the user's Service Center.		Select a different county if the wrong county was selected.
Display a Producer's Farms	Allows the user to select the farm to be divided by searching by producer type, name, tax ID, or other.		Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. Select a different producer if the wrong producer was selected. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the farm to be divided by entering a farm number.		Select a different farm if the wrong farm was selected.
Recon Number	Allows the user to select a reconstituted farm for approval.		Enter reconstitution number and click "Submit". The Farm Reconstitution Approve/Delete Screen will be displayed.
Select	Allows the user to select the farm to be divided.		Check (✓) box next to the farm number to be divided.
Farm	IF...	THEN...	Select the farm number to be divided.
	display a Producer's Farms was selected	all farms associated with the producer will be listed.	
	farm number was entered	only the farm that was entered will be listed.	

211 Initiating a Farm Division (Continued)

E Selecting the Farm for Division (Continued)

Field/Button	Description	Action
Identifier	Displays the identifier for the farm to assist the user with selecting the correct farm number for division.	
Operator	Displays the operator for the farm to assist the user with selecting the correct farm number for division.	
--County	Displays the name of the county.--	
Number of New Farms	Allows the user to enter the number of new farms that will result from the farm division.	Enter number of new farms.
Divide Selected farm	Allows the user to select to divide the selected farm.	CLICK "Divide Selected Farms" to initiate the farm division.
Combine Selected farms	Applicable only to farm combinations.	
Cancel	Allows the user to cancel the request for farm division.	CLICK "Cancel" to cancel the initiation of the farm division. No data will be saved if users click "Cancel".

212 Tract Assignment

A Overview

The Farm Division - Tract Assignment Screen allows the user to assign the tracts to the resulting farms of the division. The numbers that are available in the drop-down box are derived from the number of resulting farms that was entered on the Farm Reconstitution Screen.

B Example of Farm Division - Tract Assignment Screen

Following is an example of the Farm Division - Tract Assignment Screen.

*--

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4823	Not selected

Recon Number: 34

RESULTING FARM	TRACT	OWNER	FARMLAND	DCP CROPLAND	CRP CROPLAND	CRP REDN
0	9039	Any 4 Producer	2.0	0.0	0.0	<input type="checkbox"/>
0	9044	Any 4 Producer	23.0	20.5	0.0	<input type="checkbox"/>
0	9045	Any 4 Producer	23.0	20.5	0.0	<input type="checkbox"/>
0	9046	Any 4 Producer	22.0	21.3	0.0	<input type="checkbox"/>

Continue Farm Division Cancel

--*

212 Tract Assignment (Continued)

C Fields

The following table provides the fields that are available on the Tract Assignment Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number of the current farm division.	
Resulting Farm	Allows the user to assign the tracts to the resulting farms of the division.	Select farms to be assigned to each resulting tract by selecting the applicable number from the drop-down box.
Tract	Tract number of the tract to be assigned to a resulting farm.	
Owner	Owner of the tract to be assigned to a resulting farm.	
Farmland	Farmland of the tract to be assigned to a resulting farm.	
--DCP Cropland	DCP cropland of the tract to be assigned to a resulting farm.--	
CRP Cropland	CRP cropland of the tract to be assigned to a resulting farm.	
CRP REDN	Indicates whether the tract to be assigned to a resulting farm has CRP reduction acres.	
Continue Farm Division	Allows the user to continue with the farm division after all tracts have been assigned to a resulting farm.	Click "Continue Farm Division" to continue with the reconstitution. Farm Division Screen will be displayed.
Cancel	Allows the user to cancel the request for farm division.	Click "Cancel" to cancel the initiation of the farm division. No data will be saved if users click "Cancel".

213 Farm Division Screen

A Overview

The Farm Division Screen allows the user to assign a farm identifier, select a farm operator, change farm owners, and/or change other producers on the resulting farms of the division.

B Example of Farm Division Screen

Following is an example of the Farm Division Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records Management System

Links
Farm Records Links
Reconstitutions
Logout of eAuth
Exit FRS

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4823	Not selected

Farm Division

Resulting Farm List:

← 4854 4855 →

Resulting Farm: 4854
Identifier:

Operator Name:

Farmland: 25.0
Cropland: 20.5
Double Crop: 0.0
NAP Crop Acres: 0.00
MPL/FWP Acres: 0.0
FAV/WR History: No
EFF DCP Cropland: 20.5

Total Tracts: 2
Recon Number: 35
Tax ID:
Tax ID Type:
DCP Cropland: 20.5
CRP Cropland: 0.0
WBP Acres: 0.0
WRP/EWP Acres: 0.0
State Consvr: 0.0
Other Consvr: 0.0
GRP Acres: 0.0

--*

213 Farm Division Screen (Continued)

C Fields

The following table provides the fields that are available on the Farm Division Screen.

Field/Button	Description	Action
Resulting Farm List	Allows the user to select the resulting farm for which data will be updated.	Select the resulting farm to update. The farm that is “grayed out” identifies the farm that is currently selected. If there are more than 10 resulting farms, select the green arrows to move between resulting farms that are not displayed on the screen.
Resulting Farm	Resulting farm number that is currently selected for update.	
Total Tracts	Total number of tracts assigned to the resulting farm.	
Identifier	Allows the user to enter the identifier for the resulting farm. Note: The identifier is a tool to assist County Offices with finding the correct farm.	Enter an identifier for the resulting farm. Enter any combination of letters, numbers, and special characters. The identifier cannot *--exceed 30 characters and shall not include any information that is considered PII. An entry is not--* required in this field.
Recon Number	System assigned reconstitution number.	
Operator Name	Farm operator’s name.	
Select Operator	Allows the user to select the farm operator.	Click “Select Operator” to display SCIMS Customer Search Page. Select an operator by searching by type, name, tax ID, or other. After the operator is selected, the user will be asked to confirm the selection.
Tax ID	Last 4 digits of the operator’s tax ID.	
Tax ID Type	Operator’s tax ID type.	
Farmland	Total farmland acres for the farm.	
Cropland	Total cropland acres for the farm.	
Double Crop	Total double-crop acres for the farm.	
NAP Crop Acres	Total NAP crop acres for the farm.	

213 Farm Division Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
*--MPL/FWP Acres	Total MPL/FWP acres for the farm.	
FAV/WR History	“Yes” if farm has FAV/WR history or “No” if farm does not have FAV/WR history.	
EFF DCP--* Cropland	Total effective DCP cropland acres for the farm.	
DCP Cropland	Total DCP cropland acres for the farm.	
CRP Cropland	Total CRP cropland acres for the farm.	
WBP Acres	Total WBP acres for the farm.	
WRP/EWP Acres	Total WRP/EWP acres for the farm.	
State Consv	Total State conservation acres for the farm.	
Other Consv	Total other conservation acres for the farm.	
GRP Acres	Total GRP acres for the farm.	
***	***	***
Continue	Allows user to continue after a farm operator is selected for each resulting farm.	CLICK “Continue” after a farm operator is selected for each resulting farm. The Farm Division - Crop Data Screen will be displayed. See paragraph 216 for additional information.
***	***	***
--Tract Producers	Allows the user to add and/or delete owners and other producers from the resulting farm.	User can add new owners/other producers. See paragraph 214 for additional information.--
Cancel	Allows the user to cancel the request for farm division.	CLICK “Cancel” to cancel the initiation of the farm division. No data will be saved if users click “Cancel”.

***--214 Owners/Other Producers Screen**

A Overview

The Owners/Other Producers Screen allows the user to add new owners and/or other producers from the parent farm to the resulting farm. See 3-CM (Rev. 4) for the definition of an other producer.

B Example of Owners/Other Producers Screen

Following is an example of the Owners/Other Producers Screen.

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Reconstitutions
Logout of eAuth
Exit FRS

Owners/Other Producers

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4875	9039

Recon Number: 52

NAME	TAX ID	TAX ID TYPE	PRODUCER TYPE	DELETE
Any 1 Producer	XXXX	Social Security	Owner	<input type="checkbox"/>
Any 2 Producer	XXXX	Social Security	Other Producer	<input type="checkbox"/>

Delete Selected Producers Add Owner Add Other Producer
Add Previous Selected Customer
Return to Farm Division

--*

***--214 Owners/Other Producers Screen (Continued)**

C Fields

The following provides the field descriptions and actions for the Owners/Other Producers Screen.

Field/Button	Description	Action
Name	Name of each other producer associated with the parent farm.	
Tax ID	Last 4 digits of each other producer's tax ID number.	
Tax ID Type	Tax ID type of each other producer's tax ID number.	
Producer Type	Type of producer.	
Delete	"Delete" deletes the selected producer type from the parent farm to the resulting farm.	Check (✓) box next to the producer type that will be deleted.
Delete Selected Producers	"Delete Selected Producers" will delete any producer type that was selected for deletion.	CLICK "Delete Selected Producers" to delete producer types that were selected for deletion.
Add Owner	"Add Owner" allows the user to add a new owner to the farm.	CLICK "Add Owner" to add a new owner and the SCIMS Customer Search Page will be displayed. After a producer is selected, the user will be asked to confirm the selection.
Add Other Producer	"Add Other Producer" allows the user to add a new other producer to a tract.	CLICK "Add Other Producer" to add a new other producer and the SCIMS Customer Search Page will be displayed. After a producer is selected, the user will be asked to confirm the selection.
Add Previous Selected Customer	"Add Previous Selected Customer" allows the user to add the previously selected customer to the farm as another producer or owner.	CLICK "Add Previous Selected Customer" to add the previously selected customer to the farm as another producer or owner.
Return to Farm Division	"Return to Farm Division" allows the user to return to the Farm Division Screen after changes are made to other producers and owners.	CLICK "Return to Farm Division" to return to the Farm Division Screen and save any changes to other producers and owners.

--*

215 (Withdrawn--Amend. 11)

216 Farm Division - Crop Data Screen

A Overview

The Farm Division – Crop Data Screen allows user to divide farm level crop data between the resulting farms of the division.

B Example of the Farm Division - Crop Data Screen

Following is an example of the Farm Division – Crop Data Screen.

*--

--*

216 Farm Division - Crop Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Farm Division – Crop Data Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number of the current farm division.	
Parent Farm	Parent farm number.	
Farmland	Farmland on the parent farm.	
Cropland	Cropland on the parent farm.	
DCP Cropland	DCP cropland on the parent farm.	
Operator	Operator of the parent farm.	
Crops – Farm-level Data		
Crop	Allows the user to select the crop for which data will be reviewed or changed.	Click applicable crop to review or change data for that crop.
Base Acres	Total parent farm base acres applicable to each crop.	
Direct Yield	Parent farm direct yield applicable to each crop.	
CC Yield	CC yield applicable to each crop.	
Division Method	Division method applicable to each crop.	
Reviewed	Indicates whether the crop data has been reviewed or changed for each crop.	
Division Method	Allows the user to select the method of division for each crop.	Select from: <ul style="list-style-type: none"> • estate • owner designation • default. <p>Note: The default method of division for *--farm division is the “DCP--* cropland method”.</p>
Change Method of Division	Changes to the method of division.	Click “Change Method of Division” to change the method of division. See paragraphs 121, 122, and 124 for further information on each method of division.

218 Basic Data

A How Basic Data is Divided for Base Acres

The following farm level data is obtained by totaling the tract level data for:

- cropland
- CRP cropland
- *--MPL/FWP--*
- DCP cropland
- farmland
- sugarcane base
- WBP.

B Crop Data

The following resulting farm’s crop data is obtained by totaling the tract level data for:

- base acres
- CRP pending
- CRP reduction.

219 Yields

A Direct and CC Yields

The resulting farms’ direct and CC yields are calculated as follows for each crop.

Step	Computer Action
1	For each tract, multiplies the base acres times the yield.
2	Totals the results of step 1.
3	Totals the base acres.
4	Divides step 2 by step 3. The result is the farm’s yield.

This process is used to calculate both direct and CC yields.

220-225 (Reserved)

Part 10 Farm Combination

226 Initiating a Farm Combination

A Overview

Farm Reconstitution Screen allows the user to select the farms for combination. The farms can be selected by producer or farm number.

B Example of Farm Reconstitution Screen Before Selection

Following is an example of the Farm Reconstitution Screen before farms have been selected.

*--

STATE	COUNTY	YEAR	FARM	TRACT
Not selected	Not selected	2011	Not selected	Not selected

County: Coahoma

Display a Producer's Farms

Farm Number:

Recon Number:

Submit

--*

226 Initiating a Farm Combination (Continued)

C Initial Farm Selection

The following table provides the fields available on the Farm Reconstitution Screen.

Field/Button	Description	Action
County	Drop-down box that lists all counties administered by the user's Service Center.	Select the county where the farms to be combined are administered. Note: No selection is necessary in Service Centers that only administer 1 county.
Display a Producer's Farms	Allows the user to select the farms to be combined by searching by producer type, name, tax ID, or other.	Click "Display a Producer's Farms", the SCIMS Customer Search Page will be displayed. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the farms to be combined by entering a farm number.	Enter a farm number and click "Submit".
Recon Number	Allows the user to select a reconstituted farm for approval.	Enter reconstitution number and click "Submit". The Farm Reconstitution Approve/Delete Screen will be displayed.

226 Initiating a Farm Combination (Continued)

D Farm Reconstitution Screen After Farm Selection

Following is an example of the Farm Reconstitution Screen after farms have been selected.

*--

The screenshot displays the 'Farm Reconstitution' screen within the 'Farm Records Management System'. The header includes the USDA logo and 'United States Department of Agriculture Farm Service Agency'. A navigation menu on the left lists options like 'Farm Records Links', 'Home page', 'Farm Data Management', 'Reconstitutions Tract', 'Reports', 'Manual Download', 'Logout of eAuth', and 'Exit FRS'. The main content area features a table with columns for STATE, COUNTY, YEAR, FARM, and TRACT, showing MS, Coahoma, 2011, 4810, and Not selected. Below this is a form with a 'County' dropdown set to 'Coahoma', a 'Display a Producer's Farms' button, 'Farm Number' (4810), and 'Recon Number' fields, along with a 'Submit' button. A table below lists two farms for selection: Farm 4810 (Division of 104, Any 6 Producer, Coahoma) and Farm 4823 (10 & 85 Combo, IMA Farmer, Coahoma). At the bottom, there are buttons for 'Combine Selected Farms', 'Cancel', and a 'Divide Selected Farm' button with an adjacent input field for 'Number of New Farms'.

--*

226 Initiating a Farm Combination (Continued)

E Selecting the Farms for Combination

The following provides the fields that are available on the Farm Reconstitution Screen after the initial farm selection.

Field/Button	Description		Action
County	Drop-down box that lists all counties administered by the user's Service Center.		User can select a different county that they administer if the wrong county was selected.
Display a Producer's Farms	Allows the user to select the farms to be combined by searching by producer type, name, tax ID, or other.		CLICK "Display a Producer's Farms" and the SCIMS Customer Search Page will be displayed. User can select a different producer if the wrong producer was selected. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the farms to be combined by entering a farm number.		User can select a different farm if the wrong farm was selected.
Recon Number	Allows the user to select a reconstituted farm for approval.		Enter reconstitution number and CLICK "Submit". The Farm Reconstitution Approve/Delete Screen will be displayed.
Select	Allows the user to select the farms to be combined.		Check (✓) box next the farm numbers that will be combined.
Farm	IF...	THEN...	Select the farm numbers to be combined.
	display a Producer's Farms was selected	all farms associated with the producer will be listed.	
	farm number was entered	only the farm that was entered will be listed.	
Identifier	Displays the farm identifier for the farm to assist the user with selecting the correct farm numbers for combination.		
Operator	Displays the operator for the farm to assist the user with selecting the correct farm numbers for combination.		
--County	Displays the name of the county.--		

226 Initiating a Farm Combination (Continued)

E Selecting the Farms for Combination (Continued)

Field/Button	Description	Action
Number of New Farms	Applicable only to farm divisions.	
Divide Selected farm		
Combine Selected farms	Allows the user to select to combine the selected farms.	Click “Combine Selected Farms” to initiate the farm combination. Farm Combination Screen will be displayed.
Cancel	Allows the user to cancel the request for farm combination.	Click “Cancel” to cancel the initiation of the farm combination. No data will be saved if users click “Cancel”.

227 Farm Combination Screen

A Overview

The Farm Combination Screen allows the user to assign a farm identifier, select a farm operator, change farm owners, and/or change farm other producers on the resulting farm of the combination.

B Example of Farm Combination Screen

Following is an example of the Farm Combination Screen.

*--

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4858	Not selected

Resulting Farm:	4858	Total Tracts:	5
Identifier:		Recon Number:	37
Operator Name:	<input type="button" value="Select Operator"/>	Tax ID:	
		Tax ID Type:	
Farmland:	80.0	DCP Cropland:	62.3
Cropland:	62.3	CRP Cropland:	0.0
Double Crop:	0.0	WBP Acres:	0.0
NAP Crop Acres:	0.00	WRP/EWP Acres:	0.0
MPL/FWP Acres:	0.0	State Consvr:	0.0
FAV/WR History:	No	Other Consvr:	0.0
EFF DCP Cropland	62.3	GRP Acres	0.0

CROP	BASE ACRES	DIR YIELD	CC YIELD	CRP YIELD	CRP REDUCTION	CRP PENDING	CCC-505
CORN	25.0	100	100	0	0.0	0.0	<input type="button" value="CCC505"/>
SOYBEANS	32.0	30	30	0	0.0	0.0	<input type="button" value="CCC505"/>

--*

227 Farm Combination Screen (Continued)

C Fields

The following provides the fields that are available on the Farm Combination Screen.

Field/Button	Description	Action
Resulting Farm	Resulting farm number that is currently selected for update.	
Total Tracts	Total number of tracts assigned to the resulting farm.	
Identifier	Allows the user to enter the identifier for the resulting farm.	Enter an identifier for the resulting farm. Enter any combination of letters, numbers, and special characters. The identifier cannot exceed 30 characters and shall not include any information that is considered PII. An entry is not required in this field.
Recon Number	System assigned reconstitution number.	
Operator Name	Farm operator's name.	
Select Operator	Allows the user to select the farm operator.	CLICK "Select Operator" and the SCIMS Customer Search Page will be displayed. Select an operator by searching by type, name, tax ID, or other. After the operator is selected, the user will be asked to confirm the selection.
Tax ID	Last 4 digits of the operator's tax ID.	
Tax ID Type	Operator's tax ID type.	
Farmland	Total farmland acres for the farm.	
Cropland	Total cropland acres for the farm.	
Double Crop	Total double crop acres for the farm.	
NAP Crop Acres	Total NAP crop acres for the farm.	
--MPL/FWP Acres	Total MPL/FWP acres for the farm.--	

227 Farm Combination Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
FAV/WR History	“Yes” if farm has FAV/WR history or “No” if farm does not have FAV/WR history.	
Eff DCP Cropland	Total effective DCP cropland acres for the farm.	
DCP Cropland	Total DCP cropland acres for the farm.	
CRP Cropland	Total CRP cropland acres for the farm.	
WBP Acres	Total WBP acres for the farm.	
WRP/EWP Acres	Total WRP/EWP acres for the farm.	
State Consv	Total State conservation acres for the farm.	
Other Consv	Total other conservation acres for the farm.	
GRP Acres	Total GRP acres for the farm.	
Crop	The crops for which base acres exist on the resulting farm.	
Base Acres	Base acres for each crop on the resulting farm.	
Direct Yield	Direct yield for each crop on the resulting farm.	
CC Yield	CC yield for each crop on the resulting farm.	
CRP Yield	CRP Yield for each crop on the resulting farm.	
CRP Reduction	CRP reduction acres for each crop on the resulting farm.	
CRP Pending	CRP pending acres for each crop on the resulting farm.	

227 Farm Combination Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
CCC-505	CCC-505 CRP reduction acres for each crop on the resulting farm.	
***	***	***
Complete Farm Combination	Allows the user to continue after a farm operator is selected for the resulting farm.	CLICK "Complete Farm Combination" after a farm operator is selected for the resulting farm and all other changes are made to complete the farm combination.
***	***	***
--Tract Producers	Allows the user to add other producers and owners to the resulting farm.	User can add new other producers and/or owners to the resulting farms. See paragraph 228 for additional information.--
Cancel	Allows the user to cancel the request for farm combination.	CLICK "Cancel" to cancel the initiation of the farm combination. No data will be saved if users click "Cancel".

D Successfully Initiated Farm Combination

Once users click "Complete Farm Combination" and all validations are passed, the Farm Reconstitution Screen will be displayed with the message "Successfully initiated the farm combination." The farm reconstitution will be marked as a pending COC approval. See paragraph 267 for updating the reconstitution after COC approval.

***--228 Owners/Other Producers Screen**

A Overview

The Owners/Other Producers Screen allows the user to add new other producers and/or move other producers from the parent farms to the resulting farm. See 3-CM (Rev. 4) for the definition of an other producer.

B Example of Owners/Other Producers Screen

Following is an example of the Owners/Other Producers Screen.

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Reconstitutions
Logout of eAuth
Exit FRS

Owners/Other Producers

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4858	9027

Recon Number: 37

NAME	TAX ID	TAX ID TYPE	PRODUCER TYPE	DELETE
IMA Farmer	XXXX	Social Security	Owner	<input type="checkbox"/>

Delete Selected Producers Add Owner Add Other Producer
Add Previous Selected Customer

Return to Farm Combination Resulting Tracts

--*

228 Owners/Other Producers Screen (Continued)

C Fields

The following provides the field descriptions and actions for the Other Producers Screen.

*--

Field/Button	Description	Action
Name	Name of each other producer associated with the parent farms.	
Tax ID	Last 4 digits of each other producer's tax ID number.	
Tax ID Type	Tax ID type of each other producer's tax ID number.	
Producer Type	Type of producer.	
Delete	"Delete" deletes the selected producer type from the parent farms to the resulting farm.	Check (✓) box next to the producer type that will be deleted.
Delete Selected Producers	"Delete Selected Producers" will delete any producer type that was selected for deletion.	CLICK "Delete Selected Producers" to delete producer types that were selected for deletion.
Add Owner	"Add Owner" allows the user to add a new owner to the farm.	CLICK "Add Owner" to add a new owner and the SCIMS Customer Search Page will be displayed. After a producer is selected, the user will be asked to confirm the selection.
Add Other Producer	"Add Other Producer" allows the user to add a new other producer to the farm.	CLICK "Add Other Producer" to add a new other producer and the SCIMS Customer Search Page will be displayed. After a producer is selected, the user will be asked to confirm the selection.
Add Previous Selected Customer	"Add Previous Selected Customer" allows the user to add the previously selected customer to the farm as another producer.	CLICK "Add Previous Selected Customer" to add the previously selected customer to the farm as another producer.
Return to Farm Combination	"Return to Farm Combination" allows the user to return to the Farm Combination Screen after changes are made to other producers and/or owners.	CLICK "Return to Farm Combination" to return to the Farm Combination Screen and save any changes to other producers and/or owners.

--*

229 (Withdrawn--Amend. 11)

230 Canceling CCC-509, Direct and Counter-Cyclical Program Contract

A Automatic Cancellation

If the farm being combined has CCC-509 for the current year, CCC-509 will be canceled automatically when the combination goes to pending status. See 1-DCP, paragraph 847 for additional information on automatic cancellations of CCC-509.

231 Basic Data**A How Basic Data is Calculated for the Resulting Farm**

The following parent farm's data is totaled to obtain the resulting farm's data:

- cropland
- CRP cropland
- *--MPL/FWP--*
- double-cropped acres
- farmland
- sugarcane base
- WBP.

The following tract data for the parent farms is totaled to obtain the resulting farm's data:

- DCP cropland
- effective DCP cropland
- other conservation
- State conservation
- WRP.

B Crop Data

The following parent farm's crop data is totaled to obtain the resulting farm's data:

- base acres
- CRP pending
- CRP reduction.

232 Yields

A Direct and CC Yields

The computer calculates the resulting farm’s DCP yields for each crop according to this table.

Step	Computer Action
1	For each tract, multiplies the base acres times the yield.
2	Totals the results of step 1.
3	Totals the base acres from each parent farm.
4	Divides step 2 by step 3. The result is the farm’s yield.

This process is used to calculate both direct and CC yields.

233-240 (Reserved)

Part 11 Tract Division

241 Initiating a Tract Division

A Overview

Tract Reconstitution Screen allows the user to select the tract for division. The tract can be selected by producer, farm number, or tract number.

B Example of Tract Reconstitution Screen Before Selection

Following is an example of the Tract Reconstitution Screen before a tract has been selected.

*--

STATE	COUNTY	YEAR	FARM	TRACT
Not selected	Not selected	2011	Not selected	Not selected

County: Coahoma

Display a Producer's Farms

Farm Number:

Tract Number:

Submit

--*

241 Initiating a Tract Division (Continued)

C Initial Tract Selection

The following table provides the fields available on the Tract Reconstitution Screen.

Field/Button	Description	Action
County	Drop-down box that lists all counties administered by the user's Service Center.	Select the county where the tract to be divided is administered. Note: No selection is necessary in Service Centers that only administer 1 county.
Display a Producer's Farms	Allows the user to select the tract to be divided by searching by producer type, name, tax ID, or other.	Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the tract to be divided by entering a farm number.	Enter a farm number and click "Submit".
Tract Number	Allows the user to select the tract to be divided by entering a tract number.	Enter a tract number and click "Submit".

241 Initiating a Tract Division (Continued)

D Tract Reconstitution Screen After Tract Selection

Following is an example of the Tract Reconstitution Screen after a tract has been selected.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Homepage
Farm Data Management
Reconstitutions Farm
Reports
Manual Download
Logout of eAuth
Exit FRS

Tract Reconstitution

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4811	Not selected

County: Coahoma

 Farm Number:
 Tract Number: 9028

FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
4811	320.0	277.9	277.9	IMA Farmer

SELECT	TRACT	OWNER	FARMLAND
<input type="checkbox"/>	9028	Any 2 Producer	160.0
<input type="checkbox"/>	9029	Any 1 Producer	160.0

Number of New Tracts

--*

241 Initiating a Tract Division (Continued)

E Selecting the Tract for Division

The following table provides the fields that are available on the Tract Reconstitution Screen after the initial tract selection.

Field/Button	Description		Action
County	Drop-down box that lists all counties administered by the user's Service Center.		User can select a different county that they administer if the wrong county was selected.
Display a Producer's Farms	Allows the user to select the tract to be divided by searching by producer type, name, tax ID, or other.		Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. User can select a different producer if the wrong producer was selected. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the tract to be divided by entering a farm number.		User can select a different farm if the wrong farm was selected.
Tract Number	Allows the user to select the tract to be divided by entering a tract number.		User can select a different tract if the wrong tract was selected.
*--Farm	Farm number selected tract is associated.		
Farmland	Farmland acres recorded for the selected tract.		
Cropland	Cropland acres recorded for the selected tract.		
DCP Cropland	DCP cropland acres recorded for the selected tract.		
Operator	Farm operator name recorded on farm of selected tract.--*		
Select	Allows the user to select the tract to be divided.		Check (✓) box next the tract number that will be divided.
Tract	IF...	THEN...	Select the tract number to be divided.
	display a Producer's Farms was selected	the user must first select the farm on the associated farms screen and then all tracts associated with that farm will be listed.	
	farm number was entered	only the tracts associated with the farm that was entered will be listed.	
	tract number was entered	only the tract number entered will be listed.	

241 Initiating a Tract Division (Continued)

E Selecting the Tract for Division (Continued)

Field/Button	Description	Action
Owner	Displays the owner of the tract to assist the user with selecting the correct tract number for division.	
Farmland	Displays the farmland of the tract to assist the user with selecting the correct tract number for division.	
Number of New Tracts	Allows the user to enter the number of new tracts that will result from the tract division.	Enter number of new tracts.
Divide Selected Tract	Allows the user to select to divide the selected tract.	Click “Divide Selected Tracts” to initiate the tract division.
Combine Selected Tracts	Applicable only to tract combinations.	
Cancel	Allows the user to cancel the request for tract division.	Click “Cancel” to cancel the initiation of the tract division. No data will be saved if users click “Cancel”.

242 Tract Division Acreages Screen

A Overview

The Tract Division Acreages Screen allows the user to assign acreage on each of the resulting tracts of the division.

B Example of Tract Division Acreages Screen

Following is an example of the Tract Division Acreages Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
 Management System

Links
 Farm Records Links
 Reconstitutions
 Logout of eAuth
 Exit FRS

Tract Division Acreages

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4811	9028

RECON NUMBER	FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
39	4811	320.0	277.9	277.9	Any 11 Producer

Acreage	Parent	Total	9074	9075
Farmland	160.0	0.0	0.0	0.0
Cropland	132.5	0.0	0.0	0.0
DCP Cropland	132.5	0.0	0.0	0.0
CRP Cropland	0.0	0.0	0.0	0.0
WBP Acres	0.0	0.0	0.0	0.0
WRP/EWP Acres	0.0	0.0	0.0	0.0
State Consv	0.0	0.0	0.0	0.0
Other Consv	0.0	0.0	0.0	0.0
GRP Acres	0.0	0.0	0.0	0.0
Eff DCP Cropland	132.5	0.0	0.0	0.0
MPL/FWP	0.0	0.0	0.0	0.0
NAP Crop Acres	0.00	0.00	0.00	0.00
Double Crop Acres	0.0	0.0	0.0	0.0

Calculate Totals Continue Cancel

--*

242 Tract Division Acreages Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
--MPL/FWP Acres	<ul style="list-style-type: none"> • Total MPL/FWP acres on the parent tract. • Total MPL/FWP acres that have been entered for the resulting tracts. • MPL/FWP acres for each resulting tract. 	Enter MPL/FWP acres to be-- attributed to each resulting tract.
NAP Crop Acres	<ul style="list-style-type: none"> • Total NAP crop acres on the parent tract. • Total NAP crop acres that have been entered for the resulting tracts. • NAP crop acres for each resulting tract. 	Enter NAP crop acres to be attributed to each resulting tract.
Double Crop	<ul style="list-style-type: none"> • Total double crop acres on the parent tract. • Total double crop acres that have been entered for the resulting tracts. • Double crop acres for each resulting tract. 	Enter double crop acres to be attributed to each resulting tract. Calculate double crop acres according to the following: <ul style="list-style-type: none"> • divide each resulting tract's effective DCP cropland acres by the parent tract's effective DCP cropland acres • multiply the result times the parent tract's double crop acres.
Calculate Totals	Allows the user to calculate the total of each acreage that has been entered on the resulting tracts. This is used as a tool to ensure that all acreage is entered.	CLICK "Calculate Totals" to calculate the total acres that have been entered for each acreage field.
Continue	Allows the user to continue after all acreage is attributed to the resulting tracts.	CLICK "Continue" after all acreage is attributed and the Tract Division - Other Data Screen will be displayed. See paragraph 243 for additional information.
Cancel	Allows the user to cancel the request for tract division.	CLICK "Cancel" to cancel the initiation of the tract division. No data will be saved if users click "Cancel".

243 Tract Division Other Data Screen

A Overview

The Tract Division Other Data Screen allows users to change tract level data on the resulting tracts of the division.

243 Tract Division Other Data Screen (Continued)

B Example of the Tract Division Other Data Screen

Following is an example of the Tract Division Other Data Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Reconstitutions
Logout of eAuth
Exit FRS

Tract Division Other Data

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4811	9074

RECON NUMBER	FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
39	4811	320.0	277.9	277.9	Any 11 Producer

Resulting Tracts

TRACT	DESCRIPTION	REVIEWED
9074		<input checked="" type="checkbox"/>
9075		<input type="checkbox"/>

Parent Tract: 9028

HEL: HEL Determinations not complete
Wetland: Wetland determinations not complete

Resulting Tract: 9074

FAV/WR History: No
Description:
Wetland Cert: No
Year Cert: None
BIA Range Unit:
Congress Dist: 03
Physical Location: Coahoma, MS
HEL: HEL Determinations not complete
Wetland: Wetland determinations not complete

WL Violations

PARENT RESULT

Wetland converted between December 23, 1985, and November 28, 1990.

Wetland converted after November 28, 1990.

An agricultural commodity has been planted on a converted wetland.

Complete Tract Division Tract Producers Cancel

--*

243 Tract Division Other Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Tract Division Other Data Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number of the current tract division.	
Farm	Farm number.	
Farmland	Farmland on the farm.	
Cropland	Cropland on the farm.	
DCP Cropland	DCP cropland on the farm.	
Operator	Operator of the farm.	
Tract	Allows the user to select the resulting tract for which data will be reviewed or changed.	Click applicable resulting tract number to review or change data for that tract.
Description	Tract description for the resulting tract.	
Reviewed	Indicates whether the tract data has been reviewed or changed for each tract.	
Parent Tract	Parent tract number.	
HEL	HEL determination for the parent tract.	
Wetland	Wetland determination for the parent tract.	
Resulting Tract	Resulting tract number.	
FAV/WR History	FAV/WR History for the resulting tract.	
BIA Range Unit	Allows the user to change the BIA range unit number for the resulting tract.	User can change the BIA range unit number for the resulting tract, if necessary.
Description	Allows the user to enter the tract description.	Enter tract description. Tract *--description is a required entry and shall not include any information that is considered PII.--*

243 Tract Division Other Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
Congress Dist	Allows the user to change the congressional district for the resulting tract.	User can change the congressional district for the resulting tract, if necessary.
Wetland Cert	Allows the user to change the wetland certification for the resulting tract.	User can change the wetland certification for the resulting tract, if necessary.
Year Cert	Allows the user to change the year the wetland was certified for the resulting tract.	User can change the year the wetland was certified for the resulting tract, if necessary.
Physical Location	Displays the physical location of the resulting tract.	
Change Location County	Allows the user to change the physical location of the resulting tract.	User can change the physical location of the resulting tract, if necessary.
HEL	HEL determination for the resulting tract.	User can change the HEL determination for the resulting tract.
Wetland	Wetland determination for the resulting tract.	User can change the wetland determination for the resulting tract.
*--WL – Parent	Identifies the wetland determinations that existed on the parent tract.	
WL – Result--*	Allows the user to change the wetland violations for the resulting tract.	Check (✓) applicable boxes to change the wetland violations for the resulting tract.
Continue	Allows the user to continue after all data is attributed to the resulting tracts.	CLICK “Continue” after all data is attributed and the Tract Division Crop Data Screen will be displayed. See paragraph 245 for additional information.
Tract *--Producers	Allows the user to add and/or delete owners and other producers from the resulting tract.	User can add and/or delete owners and other producers from the resulting tract and the Owners/Other Producers Screen will be--* displayed. See paragraph 244 for additional information.
Cancel	Allows the user to cancel the request for tract division.	CLICK “Cancel” to cancel the initiation of the tract division. No data will be saved if users click “Cancel”.

***--244 Owners/Other Producers Screen**

A Overview

The Owners/Other Producers Screen allows the user to delete and/or add owners and other producers on the resulting tracts of the tract division.

B Example of Owners/Other Producers Screen

Following is an example of the Owners/Other Producers Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Reconstitutions
Logout of eAuth
Exit FRS

Owners/Other Producers

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4859	9085

Recon Number: 54

NAME	TAX ID	TAX ID TYPE	PRODUCER TYPE	DELETE
IMA Farmer	XXXX	Social Security	Owner	<input type="checkbox"/>

Delete Selected Producers Add Owner Add Other Producer
Add Previous Selected Customer
Return to Tract Division

--*

***--244 Owners/Other Producers Screen (Continued)**

C Fields

The following provides the field descriptions and actions for the Owners/Other Producers Screen.

Field/Button	Description	Action
Name	Name of each owner associated with the tract.	
Tax ID	Last 4 digits of each owner's tax ID number.	
Tax ID Type	Tax ID type of each owner's tax ID number.	
Producer Type	Type of producer.	
Delete	Selects an owner and/or other producer for deletion.	Check (✓) box next to the owners and/or other producers that will be deleted.
Delete Selected Producers	"Delete Selected Producers" will delete any owners and/or other producers that were selected for deletion.	CLICK "Delete Selected Producers" to delete owners and/or other producers that were selected for deletion.
Add Owner	"Add Owner" allows the user to add a new owner to the tract.	CLICK "Add Owner" to add a new owner, the SCIMS Customer Search Page will be displayed. After the new owner is selected, the user will be asked to confirm the selection.
Add Other Producer	"Add Other Producer" allows the user to add an other producer to the tract.	CLICK "Add Other Producer" to add an other producer and the SCIMS Search Page will be displayed. After the new other producer is selected, the user will be asked to confirm the selection.
Add Previous Selected Customer	"Add Previous Selected Customer" allows the user to add the previously selected customer to the tract as an owner.	CLICK "Add Previous Selected Customer" to add the previously selected customer to the tract as an owner.
Return to Tract Division	"Return to Tract Division" allows the user to return to the Tract Division – Other Data Screen after changes are made to owners.	CLICK "Return to Tract Division" to return to the Tract Division – Other Data Screen and save any changes to owners.

--*

Note: If the owner being added is currently an other producer on the farm, the user must delete the other producer before beginning the reconstitution. Not deleting the other producer before beginning the reconstitution will result in the inability to add the producer as an owner.

245 Tract Division Crop Data Screen

A Overview

The Tract Division Crop Data Screen allows user to divide tract level crop data between the resulting tracts of the division.

B Example of the Tract Division Crop Data Screen

Following is an example of the Tract Division Crop Data Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Tract Division Crop Data

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4859	Not selected

RECON NUMBER	FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
54	4859	25.0	20.5	20.5	Any 3 Producer

Parent Tract Crops

CROP	BASE ACRES	DIRECT YIELD	CC YIELD	CRP YIELD	CRP REDUCTION	CRP PENDING	REVIEWED
CORN	8.2	100	100	0	0.0	0.0	<input checked="" type="checkbox"/>
SOYBEANS	10.5	30	30	0	0.0	0.0	<input type="checkbox"/>

Division Method: DCP Cropland Change Method of Division

Resulting Tracts

TRACT	BASE ACRES	DIRECT YIELD	CC YIELD	CRP YIELD	CRP REDUCTION	CRP PENDING	CCC-505
9085	8.2	100	100	0	0.0	0.0	CCC505
9086	0.0	0	0	0	0.0	0.0	CCC505

Complete Tract Division Cancel

--*

Part 12 Tract Combination

252 Initiating a Tract Combination

A Overview

Tract Reconstitution Screen allows the user to select the tracts for combination. The tracts can be selected by producer, farm number, or tract number.

B Example of Tract Reconstitution Screen Before Selection

Following is an example of the Tract Reconstitution Screen before tracts have been selected.

*--

STATE	COUNTY	YEAR	FARM	TRACT
Not selected	Not selected	2011	Not selected	Not selected

County: Coahoma

Display a Producer's Farms

Farm Number:

Tract Number:

Submit

--*

252 Initiating a Tract Combination (Continued)

C Initial Tract Selection

The following table provides the fields available on the Tract Reconstitution Screen.

Field/Button	Description	Action
County	Drop-down box that lists all counties administered by the user's Service Center.	Select the county where the tracts to be combined are administered. Note: No selection is necessary in Service Centers that only administer 1 county.
Display a Producer's Farms	Allows the user to select the tracts to be combined by searching by producer type, name, tax ID, or other.	Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the tracts to be combined by entering a farm number.	Enter a farm number and click "Submit".
Tract Number	Allows the user to select the tracts to be combined by entering a tract number.	Enter a tract number and click "Submit".

252 Initiating a Tract Combination (Continued)

D Tract Reconstitution Screen After Tract Selection

Following is an example of the Tract Reconstitution Screen after a farm has been selected.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links

- Farm Records Links
- Homepage
- Farm Data Management
- Reconstitutions Farm
- Reports
- Manual Download
- Logout of eAuth
- Exit FRS

Tract Reconstitution

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4859	Not selected

County: Coahoma

Display a Producer's Farms

Farm Number: 4859

Tract Number:

Submit

FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
4859	25.0	20.5	20.5	IMA Farmer

SELECT TRACT	OWNER	FARMLAND
<input checked="" type="checkbox"/>	9039 Any 3 Producer	2.0
<input checked="" type="checkbox"/>	9044 Any 4 Producer	23.0

Number of New Tracts

--*

252 Initiating a Tract Combination (Continued)

E Selecting the Tracts for Combination

The following table provides the fields that are available on the Tract Reconstitution Screen after the initial tract selection.

Field/Button	Description		Action
County	Drop-down box that lists all counties administered by the user's Service Center.		User can select a different county that they administer if the wrong county was selected.
Display a Producer's Farms	Allows the user to select the tracts to be combined by searching by producer type, name, tax ID, or other.		Click "Display a Producer's Farms" to display the SCIMS Customer Search Page. User can select a different producer if the wrong producer was selected. After the producer is selected, the user will be asked to confirm the selection.
Farm Number	Allows the user to select the tracts to be combined by entering a farm number.		User can select a different farm if the wrong farm was selected.
Tract Number	Allows the user to select the tracts to be combined by entering a tract number.		User can select a different tract if the wrong tract was selected.
Select	Allows the user to select the tracts to be combined.		Check (✓) box next the tract numbers that will be combined.
Tract	IF...	THEN...	Select the tract numbers to be combined.
	display a Producer's Farms was selected	the user must first select the farm on the associated farms screen and then all tracts associated with that farm will be listed.	
	farm number was entered	only the tracts associated with the farm that was entered will be listed.	
tract number was entered	only the tract number entered will be listed.		

252 Initiating a Tract Combination (Continued)

E Selecting the Tracts for Combination (Continued)

Field/Button	Description	Action
Owner	Displays the owner of the tract to assist the user with selecting the correct tract numbers for combination.	
Farmland	Displays the farmland of the tract to assist the user with selecting the correct tract numbers for combination.	
Number of New Tracts	Applicable only to tract divisions.	
Divide Selected Tract		
Combine Selected Tracts	Allows the user to select to combine the selected tracts.	Click “Combine Selected Tracts” to initiate the tract combination. Tract Combination Screen will be displayed.
Cancel	Allows the user to cancel the request for tract combination.	Click “Cancel” to cancel the initiation of the tract combination. No data will be saved if users click “Cancel”.

253 Tract Combination Screen

A Overview

The Tract Combination Screen allows the user to assign a tract description, assign a BIA range unit number, change the congressional district, change the physical location of the *-tract, and/or change tract producers on the resulting tract of the combination.

B Example of Tract Combination Screen

Following is an example of the Tract Combination Screen.

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Reconstitutions
Logout of eAuth
Exit FRS

Tract Combination

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4870	9088

RECON NUMBER	FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
57	4870	320.0	277.9	277.9	IMA Farmer

Resulting Tract: 9088
 Description:
 Wetland Cert: No
 Year Cert: None
 Farmland: 320.0
 Cropland: 277.9
 Double Crop: 0.0
 NAP Crop Acres: 0.00
 MPL/FWP Acres: 0.0
 FAV/WR History: No
 EFF DCP Cropland: 277.9

BIA Rnge Unit #:
 Congress Dist: 03
 Physical Location: Coahoma, MS
 Change Location County

DCP Cropland: 277.9
 CRP Cropland: 0.0
 WBP Acres: 0.0
 WRP/EWP Acres: 0.0
 State Consvr: 0.0
 Other Consvr: 0.0
 GRP Acres: 0.0

HEL: HEL Determinations not complete
 Wetland: Wetland determinations not complete

WL Violations

Complete Tract Combination Tract Producers Cancel

--*

253 Tract Combination Screen (Continued)

C Fields

The following table provides the fields that are available on the Tract Combination Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number of the current tract combination.	
Farm	Farm number.	
Farmland	Farmland on the farm.	
Cropland	Cropland on the farm.	
DCP Cropland	DCP cropland on the farm.	
Operator	Operator of the farm.	
Resulting Tract	Resulting tract number.	
BIA Range Unit #	Allows the user to change the BIA range unit number for the resulting tract.	User can change the BIA range unit number for the resulting tract, if necessary.
Description	Allows the user to enter the tract description.	Enter tract description. Tract description is a required entry.
Congress Dist	Allows the user to change the congressional district for the resulting tract.	User can change the congressional district for the resulting tract, if necessary.
Wetland Cert	Wetland certification determination for the tract.	
Year Cert	Year of wetland certification for the tract.	
Physical Location	Displays the physical location of the resulting tract.	
Change Location County	Allows the user to change the physical location of the resulting tract.	User can change the physical location of the resulting tract, if necessary.
Farmland	Total farmland acres for the tract.	
Cropland	Total cropland acres for the tract.	
Double Crop	Total double crop acres for the tract.	
NAP Crop Acres	Total NAP crop acres for the tract.	

253 Tract Combination Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
--MPL/FWP Acres	Total MPL/FWP acres for the tract.--	
FAV/WR History	“Yes” if tract has FAV/WR history or “No” if tract does not have FAV/WR history.	
Eff DCP Cropland	Total effective DCP cropland acres for the tract.	
DCP Cropland	Total DCP cropland acres for the tract.	
CRP Cropland	Total CRP cropland acres for the tract.	
WBP Acres	Total WBP acres for the tract.	
WRP/EWP Acres	Total WRP/EWP acres for the tract.	
State Consv	Total State conservation acres for the tract.	
Other Consv	Total other conservation acres for the tract.	
GRP Acres	Total GRP acres for the tract.	
HEL	HEL determination for the resulting tract.	
Wetland	Wetland determination for the resulting tract.	
WL Violations	Wetland violations for the resulting tract.	
Crop	Crops for which base acres exist on the resulting tract.	
Base Acres	Base acres for each crop on the resulting tract.	
Dir Yield	Direct yield for each crop on the resulting tract.	
CC Yield	CC yield for each crop on the resulting tract.	
CRP Yield	CRP Yield for each crop on the resulting tract.	
CRP Reduction	CRP reduction acres for each crop on the resulting tract.	

253 Tract Combination Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
CRP Pending	CRP pending acres for each crop on the resulting tract.	
CCC-505	CCC-505 CRP reduction acres for each crop on the resulting tract.	
Complete Tract Combination	Allows the user to continue after a tract description is entered for the resulting tract.	CLICK "Complete Tract Combination" after a tract description is entered for the resulting tract and all other changes are made to complete the tract combination.
Tract *--Producers	Allows the user to add and/or delete owners and/or other producers on the resulting tract.	User can add and/or delete owners and/or other producers on the resulting tract. The Owners/Other Producers Screen will be--* displayed. See paragraph 254 for additional information.
Cancel	Allows the user to cancel the request for tract combination.	CLICK "Cancel" to cancel the initiation of the tract combination. No data will be saved if users click "Cancel".

D Successfully Combined the Tracts

Once users click "Complete Tract Combination" and all validations are passed, the Tract Reconstitution Screen will be displayed with the message "Successfully combined the tracts." The parent tracts will be deleted and the resulting farm will now be active.

***--254 Owners/Other Producers Screen**

A Overview

The Owners/Other Producers Screen allows the user to change owners and/or other producers on the resulting tract of the tract combination.

B Example of Owners Screen

Following is an example of the Owners/Other Producers Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Reconstitutions
Logout of eAuth
Exit FRS

Owners/Other Producers

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4859	9087

Recon Number: 55

NAME	TAX ID	TAX ID TYPE	PRODUCER TYPE	DELETE
Any 4 Producer	XXXX	Social Security	Owner	<input type="checkbox"/>
Any 5 Producer	XXXX	Social Security	Other Producer	<input type="checkbox"/>

Delete Selected Producers Add Owner Add Other Producer
Add Previous Selected Customer
Return to Tract Combination

--*

***--254 Owners/Other Producers Screen (Continued)**

C Fields

The following provides the field descriptions and actions for the Owners/Other Producers--* Screen.

Field/Button	Description	Action
Name	Name of each owner associated with the tract.	
Tax ID	Last 4 digits of each owner's tax ID number.	
Tax ID Type	Tax ID type of each owner's tax ID number.	
--Producer Type	Type of producer.--	
Delete	Selects an owner for deletion.	Check (✓) box next to the owners that will be deleted.
Delete Selected Owners	"Delete Selected Owners" will delete any owners that were selected for deletion.	CLICK "Delete Selected Owners" to delete owners that were selected for deletion.
Add * * *	"Add * * * Owner" allows the user to add a new owner to the tract.	CLICK "Add * * * Owner" to add a new owner and the SCIMS Customer Search Page will be displayed. After the new owner is selected, the user will be asked to confirm the selection.
--Add Other Producer	"Add Other Producer" allows the user to add an other producer to the tract.	CLICK "Add Other Producer" to add an other producer and the SCIMS Search Page will be displayed. After the new other producer is selected, the user will be asked to confirm the selection.--
Add Previous Selected Customer	"Add Previous Selected Customer" allows the user to add the previously selected customer to the tract as an owner.	CLICK "Add Previous Selected Customer" to add the previously selected customer to the tract as an owner.
Return to Tract Combination	"Return to Tract Combination" allows the user to return to the Tract Combination Screen after changes are made to owners.	CLICK "Return to Tract Combination" to return to the Tract Combination Screen and save any changes to owners.

255-260 (Reserved)

Section 2 Updating/Deleting Reconstitutions on the Computer

267 Updating/Deleting Reconstitutions

A How to Begin

On Farm Reconstitution Screen, select to display a Producer’s Farms, enter a farm number, or enter a reconstitution number.

Note: If user selects to display a producers farms and the producer is associated with more than 1 farm, the Associated Farms Screen will be displayed. User must select the farm number to be updated.

The reconstitution shall not be updated until COC has approved the reconstitution according to paragraph 262.

B Example of Farm Reconstitution Screen

Following is an example of the Farm Reconstitution Screen.

*--

--*

267 Updating/Deleting Reconstitutions (Continued)

C Verifying Reconstitutions

The Farm Reconstitution Approve/Delete Screen will display basic data for the reconstitution.

Following is an example of Farm Reconstitution Approve/Delete Screen.

*--

--*

267 Updating/Deleting Reconstitutions (Continued)

D Fields

The following table provides the fields available on the Farm Reconstitution Approve/Delete Screen.

Field/Button	Description	Action
Recon Number	Reconstitution number.	
Recon Type	Reconstitution type will display as 1 of the following: <ul style="list-style-type: none"> • farm division • farm combination. 	
Parent		
Farm	Parent farm numbers.	
Tracts	Number of tracts on the parent farm.	
Identifier	Parent farm identifier.	
Operator	Operator of the parent farm.	
CRP Contract	Indicates whether the parent farm has a CRP contract.	See subparagraph E.
FSA-578	Indicates whether the parent farm has a FSA-578.	See subparagraph E.

267 Updating/Deleting Reconstitutions (Continued)

D Fields (Continued)

Field/Button	Description	Action
Result		
Farm	Resulting farm numbers.	
Tracts	Number of tracts on the resulting farm number.	
Identifier	Resulting farm identifier.	
Operator	Operator of the resulting farm.	
Crops	Indicates the crops for which base acres exist on the resulting farms.	
Do variations apply for DCP yields?	Allows the user to select that variations apply for DCP yields. Note: Only applies to farm divisions.	CLICK "Yes" if variations apply. Farm Division - Variation Screen will display. See paragraph 268.
COC Approval Date	Allows the user to enter the COC approval date.	Enter COC approval date. The date must be entered as mm/dd/yyyy.
Approve Recon	Allows the user to approve the farm reconstitution.	CLICK "Approve Recon" after a COC approval date has been entered.
Delete Recon	Allows the user to delete the reconstitution.	CLICK "Delete Recon" to delete the current reconstitution. Once users click "Delete Recon", the reconstitution will be deleted and no data will be saved for the resulting farms.
Cancel *--Approval Process--*	Allows the user to cancel the approval/deletion of the farm reconstitution.	CLICK "Cancel" to cancel the approval/deletion of the farm reconstitution. No data will be saved if users click "Cancel".

267 Updating/Deleting Reconstitutions (Continued)

E CRP Contract and FSA-578 Required Action

Determine necessary action according to this table.

IF the flag is “Y” for...	THEN the reconstitution process will...
CRP contract	*--continue. See 1-CRP to enter resulting farm on CRP-1.
FSA-578	not continue. Delete FSA-578 according to 2-CP. Note: Deletion of FSA-578 may take up to 3 full workdays.--*

In all cases:

- update the reconstitution
- notify the resulting farm operator and owners of:
 - reconstitution
 - HEL and WL determinations
 - appeal rights.

268 Recording DCP Variations

A Farm Division – Variation Screen

When the reconstitution selected for update is a farm division, the question, “Do variations apply for DCP Yields?”, will be displayed on the Farm Reconstitution Approve/Delete Screen. If users click “Yes”, the Farm Division - Variation Screen will be displayed. Following is an example of the Farm Division - Variation Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
 Management System

Links
 Farm Records Links
 Reconstitutions
 Logout of eAuth
 Exit FRS

Farm Division - Variation

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4823	Not selected

RECON NUMBER	PARENT FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
38	4823	70.0	62.3	62.3	Any 3 Producer

Crops - Farm-level

CROP	BASE ACRES	DIRECT YIELD	CC YIELD	DIVISION METHOD	REVIEWED
CORN	25.0	100	100	Default	<input checked="" type="checkbox"/>
SOYBEANS	32.0	30	30	Default	<input type="checkbox"/>

FARM	TRACT	BASE ACRES	DIRECT YIELD	CC YIELD	CRP YIELD	CRP REDUCT	CRP PENDING	CCC-505
4859	9039	0.0	0	0	0	0.0	0.0	CCC505
4859	9044	8.2	100	100	0	0.0	0.0	CCC505

4860	9045	8.2	100	100	0	0.0	0.0	CCC505
4860	9046	8.6	100	100	0	0.0	0.0	CCC505

Complete Cancel

--*

Part 14 Reports

286 Accessing Reports

A Accessing Reports

*--To access reports, on the Farm Records Management System, Farm Reconstitution Screen, under “Links”, CLICK “Reports” to access the Report Selection Screen.

B Example of Report Selection Screen

Following is an example of the Report Selection Screen.

USDA United States Department of Agriculture
Farm Service Agency

Farm Records Management System

Links

- Farm Records Links
- Homepage
- Farm Data Management
- Reconstitutions
- Farm Tract
- Manual Download
- Logout of eAuth
- Exit FRS

Report Selection

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	Not selected	Not selected	Not selected

Reconstitution Reports

- COC Report
- FSA-476DCP
- Pending Reconstitutions Report
- Specific Reconstitution Report
- Reconstitution History of a Farm
- Reconstitution History of a Tract
- Reconstitution Status Report

Farm, Tract and Crop Reports

- CCC-517 Tract Redistribution Form
- DCP FSA-156EZ
- CRP Cropland Out of Balance Report
- CRP Pending Acres Out of Balance Report
- CRP Reduction Acres Out of Balance Report
- CRP Pending Report
- Wetland Violation Report
- Out of Balance Tracts Report
- Tract Data Summary Report
- Base Acreage & Yield Adjustment Report
- Farm Constitution Review Report
- Producer Farm Data Report

Legend

- Live data
- Reporting database; data last updated on Jun 27, 2010 12:24 PM CDT

--*

286 Accessing Reports (Continued)

C Reports

The following table provides the available reports on the Reports Selection Screen.

Report	Description
Reconstitution Reports	
COC Report	COC Report provide the following parent and resulting farm data: <ul style="list-style-type: none"> • farm and tract level data • crop data. * * *
FSA-476DCP	Notice of contract acreage, payment yields and CRP reduction.
Pending Reconstitutions Report	Provides the following data for all pending reconstitutions in the county: <ul style="list-style-type: none"> • reconstitution number •*-parent farm number or numbers • resulting farm number or numbers • crops.
Specific Reconstitution Report	Provides the following data if applicable to the requested reconstitution: <ul style="list-style-type: none"> • year • reconstitution number • type of reconstitution • parent farm number or numbers • parent tract number or numbers • reconstitution status • approval date • completion date • resulting farm number or numbers • resulting tract number or numbers • associated tract or tracts • crops.
Reconstitution History of a Farm	Provides the following data if applicable to the entered farm: <ul style="list-style-type: none"> • farm number • identifier • current status • operator • year • reconstitution number • approval date • parent farm or farms • resulting farm or farms.--*

286 Accessing Reports (Continued)

C Reports (Continued)

Report	Description
Reconstitution Reports (Continued)	
Reconstitution History of a Tract	Provides the following data if applicable to the entered tract: <ul style="list-style-type: none"> • tract number • description • current status • year • reconstitution number • completion date • type of reconstitution • parent tract or tracts • resulting tract or tracts.
Reconstitution Status Report	Provides the following data if applicable to the entered farm, tract, or all for the date range selected: <ul style="list-style-type: none"> • selection criteria that includes year, reconstitution level, and date range • reconstitution number • type of reconstitution • status of reconstitution • reconstitution date • approval date • parent farm or farms • parent tract or tracts • resulting farm or farms • resulting tract or tracts.
Farm, Tract, and Crop Reports	
CCC-517 Tract Redistribution Form	See 3-CM.
DCP FSA-156EZ	
*--CRP Cropland Out-of-Balance Report	
CRP Pending Acres Out-of-Balance Report	
CRP Reduction Acres Out-of-Balance Report	
CRP Pending Report	
Wetland Violation Report	
Out-of-Balance Tracts Report	
AD-1026A Report--*	
Tract Data Summary Report	
Base Acreage & Yield Adjustment Report	
Farm Constitution Review Report	
--Producer Farm Data Report--	

287 Printing COC Reports

A Printing COC Reports

COC reports will be displayed after completing a reconstitution; the report **will not** be automatically printed. COC reports may be reprinted for the current FY for a:

- pending farm combination
- pending farm division
- completed tract combination
- completed tract division.

Note: When a farm reconstitution is approved, COC reports for the farm reconstitutions and any prior tract reconstitutions on the farms are no longer available to be reprinted.

B Reprinting COC Reports

Reprint a COC report according to the following table.

Step	Action
1	For multiple County Offices only , select the applicable County Office.
2	Enter reconstitution number to be printed and CLICK “Submit”.
3	When the COC report opens in the Adobe PDF window, do either of the following: <ul style="list-style-type: none"> • click browser’s “Print” to print the report • save the report to your computer.

C Example of COC Report Selection Screen

Following is an example of COC Report Selection Screen.

*--

--*

287 Printing COC Reports (Continued)

D Example of a COC Report

*--

Mississippi Coahoma Report ID MIQCOC		U.S. Department of Agriculture Farm Service Agency County Committee Report for Farm Division				Prepared: 9/14/09 7:38 AM Page: 1 of 3		
Reconstitution Number: 2010 28027 10		Parent Farm Number: 4800						
Resulting Farm Number: 4805		Operator: IMA Farmer						
Identifier: Division of 4800								
FARM SUMMARY DATA								
Tract Count	Farmland	Cropland	Base Acres	DCP Cropland	Eff DCP Cropland	CRP Cropland Acres	CRP MPL Acres	WBP Acres
1	320.0	265.8	261.8	265.8	265.8	0.0	0.0	0.0
	State Conservation	Other Conservation	WRP/EWP Acres	NAP Crop Acres	Double-Crop Acres	GRP Acres		
	0.0	0.0	0.0	0.0	0.0	0.0		
TRACT SUMMARY DATA								
Tract	Farmland	Cropland	DCP Cropland	Eff DCP Cropland	CRP Cropland Acres	CRP MPL Acres	WBP Acres	
9024	320.0	265.8	265.8	265.8	0.0	0.0	0.0	
TOTAL	320.0	265.8	265.8	265.8	0.0	0.0	0.0	
Tract	State Conservation	Other Conservation	WRP/EWP Acres	NAP Crop Acres	Double-Crop Acres	GRP Acres		
9024	0.0	0.0	0.0	0.0	0.0	0.0		
TOTAL	0.0	0.0	0.0	0.0	0.0	0.0		
CROP SUMMARY DATA FOR WHEAT						Method of Division: Default		

--*

288 Printing FSA-476DCP

A Printing FSA-476DCP

The FSA-476DCP automatically prints following COC approval. FSA-476DCP may be reprinted for the current FY for an approved:

- farm combination
- farm division.

Note: When a series of reconstitutions has been processed, only FSA-476DCP's for the final approved reconstitution can be reprinted.

The mailing date on FSA-476DCP will be the date the reconstitution was updated, and the final appeal/review date will be 30 calendar days after the mailing date.

B Example of FSA-476DCP Selection Screen

Following is an example of FSA-476DCP Selection Screen.

*--

--*

288 Printing FSA-476DCP (Continued)

C Reprinting the FSA-476DCP

Reprint a FSA-476DCP according to the following.

Step	Action
1	For multiple County Offices only: select the applicable County Office.
2	Enter farm number or reconstitution number to be printed.
3	Enter free form text to be printed on the FSA-476DCP and click "Submit".
4	When the FSA-476DCP report opens in the Adobe PDF window, do 1 of the following: <ul style="list-style-type: none"> • click browser's "Print" to print the report • save the report to users computer.

D Example of FSA-476DCP

*..

FSA-476DCP (01-22-03)	U.S. Department of Agriculture Farm Service Agency																						
Notification of Bases, Payment Yields, and CRP Reductions After Reconstitution																							
08/29/2010	ANY COUNTY FARM SERVICE AGENCY 123 ANYWHERE ST ANYWHERE, ST 00000-0000																						
ANY 1 PRODUCER 123 NOWHERE ST ANYWHERE, ST 99999-9999																							
Year: 2011 Farm No: 4879																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 10%;">Base Acres</th> <th style="width: 10%;">Direct Payment Yield</th> <th style="width: 10%;">Counter Cyclical Payment Yield</th> <th style="width: 10%;">CRP Reduction</th> <th style="width: 10%;">CRP Pending</th> <th style="width: 10%;">CCC-505 CRP Reduction</th> </tr> </thead> <tbody> <tr> <td>CORN</td> <td style="text-align: center;">8.2</td> <td style="text-align: center;">100</td> <td style="text-align: center;">100</td> <td style="text-align: center;">0.0</td> <td style="text-align: center;">0.0</td> <td style="text-align: center;">0.0</td> </tr> <tr> <td>SOYBEANS</td> <td style="text-align: center;">10.5</td> <td style="text-align: center;">30</td> <td style="text-align: center;">30</td> <td style="text-align: center;">0.0</td> <td style="text-align: center;">0.0</td> <td style="text-align: center;">0.0</td> </tr> </tbody> </table>		Base Acres	Direct Payment Yield	Counter Cyclical Payment Yield	CRP Reduction	CRP Pending	CCC-505 CRP Reduction	CORN	8.2	100	100	0.0	0.0	0.0	SOYBEANS	10.5	30	30	0.0	0.0	0.0	
	Base Acres	Direct Payment Yield	Counter Cyclical Payment Yield	CRP Reduction	CRP Pending	CCC-505 CRP Reduction																	
CORN	8.2	100	100	0.0	0.0	0.0																	
SOYBEANS	10.5	30	30	0.0	0.0	0.0																	
Bases and yields have been revised as the result of a division of farm number 4859.																							
A husband and wife may sign on behalf of each other unless written denial has been provided to the county office.																							
The final date to appeal this data is the appeal date listed below.																							
Operator: ANY 1 PRODUCER Owner: ANY 2 PRODUCER Farm Identifier: FAV/WR History: N	Final Date for Appeal: 09/28/2010																						

--*

Definitions of Terms Used in This Handbook (Continued)

Owner

An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed

Note: Regional attorney shall review contracts that are questionable before changing FSA ownership records.

- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
 - the redemption period has not passed
 - the original owner has not redeemed the property
- a spouse in community property States
- spouses owning property jointly.

Note: COC shall require specific proof of ownership when land ownership is transferred.

Examples: Proof of ownership may include:

- copy of the deed, if recorded
- unrecorded deed, if specific program does not require a recorded deed
- land contract
- FSA employee's check of the record at the county land records office
--or web site--
- proof of gift tax
- real estate tax assessment or bill.

Definitions of Terms Used in This Handbook (Continued)

Reconstitution

A reconstitution is a change in the land constituting a farm as a result of combining or dividing tracts or farms.

Tract

A tract is a unit of contiguous land that is both of the following:

- under 1 ownership
- operated as a farm or a part of a farm.

Tract Combination

A tract combination is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

Tract Division

A tract division is the dividing of a tract into 2 or more tracts because of a change in ownership or operation. A tract division does not always require a subsequent farm division.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Title or Description	Reference
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