

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Farm, Tract, and Crop Data
3-CM (Revision 4)

Amendment 16

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 22 B has been amended to add 16-TB for handling TTPP ownership disputes.

Subparagraph 26 A has been amended to include CRP land devoted to wildlife area buffers, wetland buffers, wind generators, or wind turbines.

Subparagraph 27 C has been amended to include GIS imagery as a record that COC should use to determine whether land has been devoted to a nonagricultural use.

Paragraph 64 has been amended to clarify transfer policy on CLU's.

Paragraph 66 has been amended to clarify transfer policy on CLU's and indicate DCP/ACRE records.

Paragraph 67 has been amended to clarify transfer policy on CLU's and **not** include disagreements between States for transfers.

Paragraphs 68, 69, and 70 have been amended to clarify transfer policy on CLU's.

Subparagraph 156 B has been amended to clarify procedure if the farm has only 1 tract or more than 1 tract.

Subparagraph 192 C has been amended to provide that if acres are inadvertently moved from "CRP Pending" to "DCP Pending", the acres must be manually tracked. A manual entry of CRP pending acres is **not** allowed

Subparagraph 243 F has been added to include the capability to access another report by using the "Cancel" button.

Amendment Transmittal (Continued)

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22 Adding or Changing Owner (Continued)

B Ownership Dispute

If there is a dispute over ownership, follow:

- 1-DCP for handling DCP
- 1-CRP for handling CRP
- *--16-TB for handling TTPP--*
- other applicable handbooks as applicable to specific programs.

C Restrictive Easements

When verifying proof of ownership and at every other opportunity, check for restrictive easements that prohibit the production of an agricultural commodity. If there is a restrictive easement, see:

- 1-DCP
- 2-CM
- 2-CP.

D Entering Owners Into Application

Owners may be entered into the application when specific proof of ownership has been provided. Owners shall be entered into the application according to Part 9.

Note: If a County Office has done thorough research and cannot determine the owner, “unknown” may be entered as the owner. County Offices shall follow procedure in 1-CM, paragraph 178.9 if there is **not** an “unknown” record in SCIMS for the county.

E Notification

Notify each prior and current owner of the farm of any ownership change by letter.

23 Adding or Changing Other Producers

A Definition of Other Producers

Other producers are producers who are:

- associated with a farm
- **not** owners or operators.

B Entering Other Producers Into Application

Other producers shall be entered into the application according to Part 8.

24 Farms and Tracts

A Definition of Farm

A farm is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, shall not be considered a separate farm.

B Definition of Tract

[7 CFR 718.2] 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.

C Tract Determinations

After applying the definition in subparagraph B, determine tracts according to this table.

| IF the land is... | THEN classify as... |
|--|--|
| part of a field that extends into the adjoining county, and the county boundary is not clearly defined | 1 tract. |
| entirely in another county or bisected by a clearly defined county line | separate tracts. |
| bisected by community or township lines, roads, streams, or other boundary | 1 tract, unless circumstances justify separate tracts. |

Note: Tracts may be combined. See 2-CM.

26 Land Classification

A Classifying Land

Classify land according to the following.

| IF the land... | AND... | THEN... |
|--|---|---|
| does not meet the cropland definition | | remove acreage from cropland and classify immediately as DCP cropland, NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable. |
| does not meet the DCP cropland definition | | remove acreage from cropland and DCP cropland and classify immediately as NAP crop acreage or nonagricultural, commercial, or industrial use land, as applicable. |
| does not meet the definition of NAP crop acreage | | remove acreage from NAP crop acres and classify immediately as nonagricultural, commercial, or industrial use land, as applicable. |
| is in or near a riparian area, *--wildlife area buffer, and/or wetland buffer--* | <p>all of the following apply:</p> <ul style="list-style-type: none"> • is no longer used for crops requiring annual tillage, as determined by COC • will be offered for enrollment in CRP • the owner of the land requests in writing to remove the land from cropland status <p>Note: At least 1 owner of the land must request the reclassification of land in writing.</p> <ul style="list-style-type: none"> • COC has reviewed the request and has determined that the land is marginal pasture land | remove from cropland and DCP cropland immediately. |

26 Land Classification (Continued)

A Classifying Land (Continued)

| IF the land... | AND... | THEN... |
|---|--|---|
| <p>is subject to a restrictive or permanent easement that prohibits the planting of an annual crop including permanent GRP easements</p> <p>Note: This does not include land under CRP-1, WRP, EWP, 30-year GRP easements, GRP rental agreements, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP.</p> | | remove from cropland and DCP cropland immediately. |
| <p>was enrolled in CRP signups 10, 11, or 12 and continues under practice lifespan requirements</p> <p>is subject to a CRP easement filed under CRP signups 10, 11, or 12</p> | CRP-1 has expired | remove from cropland and DCP cropland immediately. |
| is subject to WRP | is DCP cropland and the WRP easement is filed at anytime during FY | classify as WRP acreage for FY in which the easement is filed. |
| | is not DCP cropland | classify as NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable. |
| is subject to EWP | is DCP cropland that is not eligible for DCP beginning FY the EWP easement is filed | classify as EWP acreage immediately. |
| | is DCP cropland that is eligible for DCP in FY the EWP easement is filed | classify as EWP acreage immediately. This land is not eligible for DCP. |
| | is not DCP cropland | classify as NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable. |
| is devoted to trees, ponds, tanks, *--wind generators, or wind turbines--* | has never been under CRP-1 | remove acreage from cropland and classify immediately as DCP cropland, NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable. |
| | is currently under CRP-1 | maintain as cropland until CRP-1 expires or is terminated. |
| | CRP-1 has expired or was terminated | remove acreage from cropland and maintain as DCP cropland. |

26 Land Classification (Continued)

A Classifying Land (Continued)

| IF the land... | AND... | THEN... |
|--|--|---|
| is subject to a 30-year GRP easement or GRP rental agreement | meets the definition of cropland and/or DCP cropland | classify immediately as GRP acreage. |
| is subject to an other conservation program for which payments are made in exchange for not producing an agricultural commodity, including haying and/or grazing Note: This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP. | | classify immediately as other conservation acreage. |
| is subject to a State conservation program for which payments are made in exchange for not producing an agricultural commodity, including haying and/or grazing Note: This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP. | | classify immediately as state conservation acreage. |
| is subject to WBP | | classify immediately as WBP acreage. |

B Classifying Nonagricultural, Commercial, or Industrial Use Land

Classify nonagricultural, commercial, or industrial use land when it meets the definition of cropland according to subparagraph 25 B.

27 Nonagricultural, Commercial, or Industrial Land Determinations

A Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

27 Nonagricultural, Commercial, or Industrial Land Determinations (Continued)

B Different Uses

See 1-DCP, paragraph 426 for examples of land use, considered agricultural or related use, and nonagricultural use.

C COC Review

--COC shall continually review all available records, including GIS imagery, to determine-- whether land has been devoted to nonagricultural uses and reclassify the acreage according to paragraph 26.

To maintain eligibility for DCP payments in an FY, land must meet DCP cropland criteria for the entire FY. A review of DCP cropland is recommended before final DCP payments are processed.

D DD Concurrence

COC shall obtain DD concurrence for all nonagricultural land determinations.

E Updating Records for Nonagricultural Uses

If land is devoted to nonagricultural uses, update records according to the following.

| IF... | THEN... |
|------------------------------------|---|
| part of a tract is nonagricultural | correct the tract's farmland, cropland, and DCP cropland according to paragraph 152. |
| an entire tract is nonagricultural | <ul style="list-style-type: none"> • redistribute the contract acres proportionately to the remaining tracts using the excess DCP cropland factor in Exhibit 5 • delete the tract according to paragraph 156. |
| an entire farm is nonagricultural | delete the farm according to paragraph 132. |

Notes: Ensure that the farm and tracts are in balance according to paragraph 171.

Complete CCC-505 according to 1-DCP if a DCP base reduction is required.

F Notification Requirements

After a nonagricultural use determination is made, notify the farm operator and the owners, in writing, of the following:

- nonagricultural determination
- appeal rights according to 1-APP.

--64 Transfers Between Counties With Uncertified CLU's and Counties With Certified CLU's--

A Introduction

CLU * * * certification is not yet completed in all counties in the nation; therefore, there are issues that arise when transferring farm records if 1 county has a * * * certified CLU and the other county does not. This paragraph provides instructions for handling farm transfers when 1 county has a * * * certified CLU and the other county does not.

* * *

B Transfer From a Noncertified County to a Certified County

The transferring County Office shall follow procedure in paragraphs 67, 68, and 69 to complete the out-transfer.

The receiving County Office shall follow procedure in the following:

- paragraph 67, 68, and 69 to complete the in-transfer
- 2-CP, paragraph 501 to certify the in-transferred CLU's.--*

* * *

66 Records to Transfer (Continued)**C LTA's, EQIP, and CRP Contracts**

Transfer original:

- LTA contracts
- CRP contracts
- AD-245's for LTA and CRP contracts for complete and incomplete practices
- other related documentation.

D Compliance Files

Transfer all compliance files including, but not limited to:

- FCI-19's
- FSA-578's
- measurement services
- duplicate aerial photography, not photocopies
- * * *
- all related documentation.

***--E DCP/ACRE Records**

Transfer all DCP/ACRE farm files including, but not limited to:

- CCC-505
- CCC-509
- CCC-509 ACRE
- CCC-517
- CCC-522
- CCC-523
- CCC-524
- CRP-15
- FSA-156EZ
- FSA-476DCP--*
- producer payment history print.

Note: See 2-DCP.

66 Records to Transfer (Continued)

F Other FSA Program Records

Transfer all of the following farm records and only copies of the producer records, if the producer still has other interests in the transferring county:

- FSA-156EZ
- CCC-502EZ, CCC-502A, CCC-502B, CCC-502C, or CCC-502D, as applicable
- FAV history by tract, if applicable.

G FSFL Program Records

Requests by borrowers to transfer an outstanding FSFL to another servicing office shall be denied because the system files for one FSFL cannot be easily transferred from one County Office computer system to another.

Exception: For FSFL's that must be transferred because a County Office is being closed, all case files and FSFL system files will be transferred to the County Office chosen by the borrower.

*--H Geospatial Data

Transfer all geospatial data including, but not limited to:

- CLU's
- wetland points
- CRP attributes from CRP table if the land was enrolled in CRP.

Use the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool to prepare the necessary CLU's, associated wetland points, and CRP information for transfer. See the ArcGIS CLU Maintenance Tool User Guide or contact the State GIS Specialist/Coordinator if assistance is needed.

Notes: Other geospatial data about the farm being transferred may exist. Such data could include measurement services or GPS data, among other files. These files should also be transferred. These files are **not** automatically prepared for transfer by the ArcGIS CLU Maintenance Tool.

Imagery does **not** need to be transferred.

Geospatial data to be transferred to another county **must** be encrypted through Winzip.--*

67 Handling Within-State Transfers

A Initiating County Action

Use the following table for initiating county action.

| IF transfer is initiated in the... | THEN... |
|---|--|
| receiving County Office | <ul style="list-style-type: none"> • complete FSA-179, Part A • send all FSA-179 copies to the transferring County Office. |
| transferring County Office | <ul style="list-style-type: none"> • complete FSA-179, Parts A and B • send all FSA-179 copies to the receiving County Office. |

B Transferring County Action

Use the following table for transferring county action.

| IF transfer... | THEN... |
|--|---|
| was initiated in the receiving County Office | <ul style="list-style-type: none"> • complete FSA-179, Part B • indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved • if approved: <ul style="list-style-type: none"> • send all FSA-179 copies and pertinent farm records to the receiving County Office •*--remove CLU's, associated wetland points, and CRP records from the CLU layer with the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool • encrypt the geospatial data and send to the receiving County Office • retain a copy of CLU's, wetland points, and CRP records being transferred--* • cancel DCP contract in the system • cancel all active AD-245's for ACP-LTA contract in the system • reduce balance available for LTA contracts to zero in the system • return remaining allocation for LTA contract to State Office • cancel CRP contracts in the system • notify receiving office of all outstanding debts and producer offset requests |

67 Handling Within-State Transfers (Continued)

B Transferring County Action (Continued)

| IF transfer... | THEN... |
|---|---|
| <p>was initiated in the receiving County Office (Continued)</p> | <ul style="list-style-type: none"> • keep all outstanding debts and offset requests until either of the following apply: <ul style="list-style-type: none"> • all outstanding prior year program payments have been issued and offset • debt reaches claim status <p>Exception: Price support claims for current and prior crop years will not be transferred. Inform the receiving County Office of these debts for offset purposes.</p> • transfer remaining claim balance using ACS claim transfer function according to 64-FI, Part 9 • delete farm according to paragraph 132, unless subparagraph 65 B is applicable • if disapproved, send disapproved FSA-179 back to the receiving County Office. |
| <p>was initiated in the transferring County Office</p> | <ul style="list-style-type: none"> • complete FSA-179, Parts A and B • indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved • if approved by transferring County Office, send all FSA-179 copies to the receiving County Office • wait for approval by receiving County Office. If approved by receiving County office: <ul style="list-style-type: none"> • send pertinent farm records to the receiving County Office. •*--remove CLU's, associated wetland points, and CRP records from the CLU layer with the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool • encrypt the geospatial data and send to the receiving County Office • retain a copy of CLU's, wetland points, and CRP records being transferred--* • cancel DCP contract in the system • cancel all active AD-245's for ACP-LTA contract in the system • reduce balance available for LTA contracts to zero in the system • return remaining allocation for LTA contract to State Office • cancel CRP contracts in the system |

67 Handling Within-State Transfers (Continued)

B Transferring County Action (Continued)

| IF transfer... | THEN... |
|--|---|
| <p>was initiated in the transferring County Office (Continued)</p> | <ul style="list-style-type: none"> • notify receiving office of all outstanding debts and producer offset requests • keep all outstanding debts and offset requests until either of the following apply: <ul style="list-style-type: none"> • all outstanding prior year program payments have been issued and offset • debt reaches claim status <p style="margin-left: 40px;">Exception: Price support claims for current and prior crop years will not be transferred. Inform the receiving County Office of these debts for offset purposes.</p> • transfer remaining claim balance using ACS claim transfer *--function according to 64-FI • delete farm according to paragraph 132 when FSA-179 is received from receiving County Office, unless--* subparagraph 65 B is applicable • if disapproved by receiving County Office, submit the request to STC for a determination. See subparagraph D. |

67 Handling Within-State Transfers (Continued)

C Receiving County Action

Use the following table for receiving county action.

| IF transfer... | THEN... |
|---|--|
| <p>was approved by the transferring County Office</p> | <ul style="list-style-type: none"> • indicate recommendation for approval or disapproval on FSA-179, item 13A and provide reason if disapproved • if approved: <ul style="list-style-type: none"> • send 1 copy of FSA-179 to transferring County Office • send 1 copy of FSA-179 to the State Office • add farm according to paragraph 105 •*--add CLU's being transferred and the associated wetland points using the In-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool and update farm, tract, and CLU number accordingly--* • post allocation received from State Office for LTA's to ledger <p>Note: State Office shall record the change on the State ledger.</p> <ul style="list-style-type: none"> • approve new DCP, LTA, and CRP contracts, as applicable, in the system for the transferred contracts <p>Note: For CRP contracts that have been converted, contact the State Office for entering in the system.</p> <ul style="list-style-type: none"> • re-create any active AD-245's for LTA and CRP contracts • set the claim flag in the producer's name and address file for any outstanding debts and price support claims • coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments • establish the transferred claim in ACS according to 64-FI <p>Note: Price support claims will not be transferred.</p> <ul style="list-style-type: none"> • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ • notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers. |

67 Handling Within-State Transfers (Continued)

C Receiving County Action (Continued)

| IF transfer... | THEN... |
|--|---|
| was approved by the transferring County Office (Continued) | if disapproved: <ul style="list-style-type: none"> • record the reason for disapproval • submit the request to STC for a determination according to subparagraph D • return all records to the transferring County Office if the transfer remains disapproved after STC determination. |
| has been disapproved by the transferring County Office | <ul style="list-style-type: none"> • submit the request to STC for a determination. See subparagraph D • complete the transfer request if the transfer is approved after STC determination. |

D Handling Disagreements

If the receiving or transferring COC disapproves the request for transfer:

- STC shall make a determination
- the County Office shall forward the request for transfer to the State Office.

* * *

68 Handling Out-of-State Transfers

A Initiating County Action

Use the following table for initiating county action.

*--

| IF transfer is initiated in the... | THEN the initiating County Office shall... |
|---|---|
| receiving County Office | <ul style="list-style-type: none">• complete FSA-179, Part A• send all FSA-179 copies to the transferring County Office. |
| transferring County Office | <ul style="list-style-type: none">• complete FSA-179, Parts A and B• send all FSA-179 copies to the transferring State Office. |

--*

Note: COC may redelegate authority to CED to approve in and out transfers between States.

68 Handling Out-of-State Transfers (Continued)

B Transferring County Action

Use the following table for transferring county action.

| IF transfer was initiated in the... | THEN the transferring County Office shall... |
|-------------------------------------|---|
| receiving County Office | <ul style="list-style-type: none"> • complete FSA-179, Part B • indicate recommendation for approval or disapproval on FSA-179, item 11A with reason if disapproved • if approved: <ul style="list-style-type: none"> • send all FSA-179 copies and pertinent farm records to the transferring State Office •*--remove CLU's, associated wetland points, and CRP records from the CLU layer with the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool • encrypt the geospatial data and send to the receiving County Office • retain a copy of CLU's, wetland points, and CRP records being transferred--* • notify the receiving office of all outstanding debts and producer offset requests • keep all outstanding debts and offset requests until debt reaches claim status <li style="text-align: center;">Exception: Price support claims will not be transferred. Inform the receiving county of these debts for offset purposes. • transfer remaining claim balance using ACS claim transfer function according to 64-FI |
| transferring County Office | <ul style="list-style-type: none"> • if disapproved, send disapproved FSA-179 back to the receiving County Office. • complete FSA-179, Parts A and B • indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved • if approved by transferring County Office, send all FSA-179 copies to the transferring State Office • wait for approval by transferring State Office; if approved by transferring State Office the transferring County Office shall: <ul style="list-style-type: none"> • send pertinent farm records to the transferring State Office •*--remove CLU's, associated wetland points, and CRP records from the CLU layer with the Out-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool • encrypt the geospatial data and send to the receiving County Office--* |

68 Handling Out-of-State Transfers (Continued)

B Transferring County Action (Continued)

| IF transfer was initiated in the... | THEN the transferring County Office shall... |
|--|---|
| transferring County Office (Continued) | <ul style="list-style-type: none"> •*--retain a copy of CLU's, wetland points, and CRP records being transferred--* • notify the receiving office of all outstanding debts and producer offset requests • keep all outstanding debts and offset requests until debt reaches claim status <p style="margin-left: 40px;">Exception: Price support claims will not be transferred. Inform the receiving county of these debts for offset purposes.</p> <ul style="list-style-type: none"> • transfer remaining claim balance using ACS claim transfer function according to 64-FI • if disapproved by receiving State Office, submit the request to DAFP for a determination. See subparagraph F. |

C Transferring State Action

The transferring State shall:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved
- *--send all FSA-179 copies and farm records including geospatial data to the receiving--* State Office
- complete the following actions for conservation allocations:
 - reduce the transferring County Office's allocation on the State ledger
 - reduce the State allocation on the State ledger
 - return funds to the National Office.

Note: National Office will send the funds to the appropriate State Office.

68 Handling Out-of-State Transfers (Continued)

D Receiving State Action

The receiving State shall:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved
- *--send all FSA-179 copies and farm records including geospatial data to the receiving--*
County Office
- increase the following conservation allocations:
 - State allocation on the State ledger when funds are received from the National Office
 - receiving county's allocation on the State ledger.

E Receiving County Action

Follow this table after completing FSA-179, Part C.

| IF transfer is... | THEN... |
|--------------------------|---|
| approved | <ul style="list-style-type: none"> • send 3 copies of FSA-179 to the receiving State Office • receiving State Office shall: <ul style="list-style-type: none"> • keep 1 copy of the approved FSA-179 • send 2 copies to the transferring State Office for filing and distribution to the transferring County Office • add farm according to paragraph 105 •*--add CLU's being transferred and the associated wetland points using the In-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool and update farm, tract, and CLU numbers accordingly--* • post allocation received from State Office for LTA contract to ledger, as applicable • approve new DCP, LTA, and CRP contracts, as applicable, in the system for the transferred contracts • re-create any active AD-245's for LTA and CRP contracts • set the claim flag in the producer's name and address file for any outstanding debts • coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments |

68 Handling Out-of-State Transfers (Continued)

E Receiving County Action (Continued)

| IF transfer is... | THEN... |
|-------------------------|--|
| approved (Continued) | <ul style="list-style-type: none"> • establish the transferred claim in ACS according to 64-FI * * * when diskette is received <p>Note: Price support claims will not be transferred.</p> <ul style="list-style-type: none"> • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ • notify all applicable NRCS offices handling the farm of the new farm, tract, and field numbers. |
| disapproved | <ul style="list-style-type: none"> • record the reason for disapproval • notify owners and operators of the action taken with the reason for disapproval • provide appeal rights according to 1-APP • return all records to the transferring County Office if remains disapproved after reconsideration. |

F Handling Disagreements

If the receiving STC and transferring STC do not agree on the request for transfer:

- DAFP shall make the final determination
- receiving State Office shall forward the request for transfer to DAFP.

G Sugarcane Bases

A transfer between States shall not be approved for farms with a sugarcane base or for farms requesting to be combined with a farm having a sugarcane base.

69 Processing Out-Transfers

A Out-of-County Transfers

To process the transfer of a farm out of the county in the automated system, after FSA-179 has been approved by the transferring County Office and the receiving County Office, County Offices shall:

- if part of a farm will be transferred out of the county, reconstitute it into a separate farm before transfer

Note: Follow 2-CM.

- follow paragraph 65 for timing.

B County Office Action

County Offices shall:

- access FRS according to paragraph 91
- delete the transferred farm according to paragraph 132
- print FSA-156EZ for the deleted farm

Notes: See paragraph 245.

Type the following comments on FSA-156EZ:

- “Transferred to _____ County”
- the date of transfer.
- file the inactive FSA-156EZ with the inactive farm record file
- *--ensure the appropriate CLU’s have been exported correctly using the Out-Transfer Tool in the ArcGIS CLU Maintenance Tool, encrypted, and sent to the receiving County Office
- keep a copy of the Out-Transferred shapefiles.

Note: These shapefiles can be retained individually or merged into an Out-Transfer shapefile containing all Out-Transferred land if desired.--*

70 Processing In-Transfers

A In County Transfers

County Offices shall enter the farm operator, owners, and other producers in SCIMS, if applicable. See 1-CM.

B County Office Action

County Offices shall:

- follow paragraph 91 to access FRS
- add the transferred farm according to paragraph 105
- *--add CLU's being transferred and the associated wetland points using the In-Transfer Tool on the Utilities Toolbar in the ArcGIS CLU Maintenance Tool and update farm, tract, and CLU members accordingly--*
- load all acreage and yield information for the farm and tracts **exactly** as it appears on FSA-156EZ that was provided from the transferring county

Note: Yields shall not be changed.

- print FSA-156EZ after all acreage and yield information has been loaded
- file the printout with the active farm record file.

71-90 (Reserved)

156 Deleting Tracts

A Overview

A tract can only be deleted in the current year. When a tract is deleted, all current year records associated with that tract are deleted and cannot be recovered.

A tract cannot be deleted from a farm that is involved in a pending reconstitution.

Note: The user must update the pending reconstitution before the tract can be deleted.

B Deleting a Tract

The following provides instructions for deleting a tract.

| Step | Action | Result | |
|------|---|---|--|
| 1 | Access the farm from which the tract will be deleted according to paragraph 92. | Farm Data Screen will be displayed. | |
| 2 | Select the "Tracts" link on the Farm Data Screen according to subparagraph 2 B. | IF the farm has... | THEN... |
| | | only 1 tract | Tract Data Screen will be displayed. |
| | | more than 1 tract | Tracts Screen will be displayed. Select the tract that will be deleted. The Tract Data Screen will be displayed. |
| 3 | Select the "Delete Tract" link according to subparagraph 2 B. | *--only 1 tract or the selected tract is the last active tract on a farm | Tract Data Screen will be displayed with the message, "This is the only active tract on the farm. Do you wish to delete the farm? Yes No". |
| | | more than 1 tract | Tract Data Screen will be redisplayed with the message, "Are you sure you wish to delete the current tract? Yes No".--* |
| 4 | CLICK either of the following: <ul style="list-style-type: none"> • "Yes" • "No" | IF... | THEN... |
| | | "Yes" is clicked | the tract is deleted and the Farm Data Screen will be displayed with the message, "Successfully deleted the tract." |
| | | "No" is clicked | Tract Data Screen will be redisplayed and the tract is not deleted. |

157-168 (Reserved)

192 CRP Reduction, CRP Pending, and DCP Pending Acres (Continued)

C DCP Pending Acres

The “DCP Pending” field is used to update CRP pending acres to base acres. County Offices shall manually update DCP pending acres to the tract level when the acreage in the “CRP Pending” field is actually being enrolled into DCP. Moving the CRP pending acres to the DCP pending acres field will result in the acres immediately becoming base acres.

Therefore, County Offices must not transfer CRP pending acres to the DCP pending acres field until the producer has initiated the enrollment of the acres in DCP.

Notes: If only a portion of the acres in the “CRP Pending” field are being enrolled into DCP, a prorated factor can be used to determine the amount of acres that will be moved to the DCP pending acres field and the amount of acres that will remain in the “CRP Pending” field.

*--If acres are inadvertently transferred from CRP pending acres to DCP pending acres, the acres must be manually tracked. A manual entry of CRP pending acres is **not** allowed.--*

D Prorated Factor for Updating DCP Pending Acres

The following calculation may be used when updating DCP pending acres when not all acres in the “CRP Pending” field are being enrolled into DCP.

Note: The calculations shall be crop specific.

| Step | Action |
|------|---|
| 1 | Determine the amount of acres in the “CRP Pending” field that will not be updated to the DCP pending acres field. |
| 2 | For each tract, divide the CRP pending acres by the total farm CRP pending acres to determine each tract’s prorated factor. |
| 3 | For each tract, multiply the results of step 1 times the tract’s prorated factor, as determined in step 2, to determine the amount of the tract’s CRP pending acres that will not be enrolled into DCP. Note: This is the total tract acres that shall remain in the “CRP Pending” field. |
| 4 | For each tract, subtract the results of step 3 from the tract’s CRP pending acres to determine the amount of acres that will be enrolled into DCP. Enter the result into the system according to subparagraph E. |

E Updating DCP Pending Acres

Update the DCP pending acres on Crop CRP Data Screen according to the following.

| Step | Action |
|------|--|
| 1 | Access Crop CRP Data Screen according to paragraph 191. |
| 2 | Update DCP pending acres to the appropriate tracts and CLICK “Submit” to update. |

Note: Update DCP contract according to 1-DCP.

193 Crop CCC-505 CRP Reduction Data Screen

A Overview

The Crop CCC-505 CRP Reduction Data Screen will be displayed when users CLICK “Detail” on the Crop CRP Data Screen according to paragraph 191. The Crop CCC-505 CRP Reduction Screen shall be used to load base acres that were reduced on CCC-505 because of enrollment in a conservation program. See 1-DCP, paragraph 426.5 for further information.

B Example of Crop CCC-505 CRP Reduction Data Screen

Following is an example of the Crop CCC-505 CRP Reduction Data Screen.

The screenshot displays the 'WHEAT CCC-505 CRP Reduction Data' screen. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is the 'Farm Records Management System' logo. On the left is a 'Links' menu with options: Farm Records Links, Home Page, Farm Data Management, Farm Data, Tracts, Crops, CRP Data, Reconstitutions Farm, Tract, Reports, and Log Out. The main content area has a blue header 'WHEAT CCC-505 CRP Reduction Data'. Below this is a table with columns: STATE (MS), COUNTY (Coahoma), YEAR (2006), FARM (3755), and TRACT (5). Underneath is a detailed table with columns: CRP Contract Number, Year Of Reduction, Acres Reduced, Direct Yield, CC Yield, and Delete. The data rows are as follows:

| STATE | COUNTY | YEAR | FARM | TRACT |
|-------|---------|------|------|-------|
| MS | Coahoma | 2006 | 3755 | 5 |

| CRP Contract Number | Year Of Reduction | Acres Reduced | Direct Yield | CC Yield | Delete |
|---------------------|-------------------|---------------|--------------|----------|--------------------------|
| 12A | 2005 | 2.3 | 18 | 22 | <input type="checkbox"/> |
| | None | 0.0 | 0 | 0 | <input type="checkbox"/> |
| | None | 0.0 | 0 | 0 | <input type="checkbox"/> |
| | None | 0.0 | 0 | 0 | <input type="checkbox"/> |
| | None | 0.0 | 0 | 0 | <input type="checkbox"/> |
| | None | 0.0 | 0 | 0 | <input type="checkbox"/> |
| | None | 0.0 | 0 | 0 | <input type="checkbox"/> |

At the bottom of the screen are two buttons: 'Submit' and 'Delete Selected Contracts'.

243 Accessing Reports (Continued)

D Adobe Acrobat Display Settings

The following 2 options are available for displaying PDF reports and forms:

- each report/form will be displayed in separate browser windows
- all reports/forms will be displayed in 1 single Adobe Acrobat window.

Change display preferences according to the following.

| Step | Action | |
|------|---|--|
| 1 | Access Adobe Acrobat from the Windows start menu. | |
| 2 | Select “Edit”, then “Preferences” from the Adobe Acrobat menu. | |
| 3 | Select “Internet” from the box on the left side of the Preferences pop-up window. | |
| 4 | IF display PDF in browser is... | THEN... |
| | checked | each report/form will be displayed in separate browser windows |
| | unchecked | all reports/forms will be displayed in 1 Adobe Acrobat window. |

E Report Database

FRS now uses a reporting database to ease the burden on servers. The reporting database will update nightly with information from that day; therefore, reports using the reporting database will be 1 workday old.

The following table provides FRS Report Selection Screen legend information.

| Legend | Explanation |
|---|--|
|  | Informs users that the data provided in this report is in real time. |
|  | Informs users that the data provided in this report has been obtained from the reporting database. The date of the last reporting database update is included. |

***--F Cancel Button**

Each available report on the Reports Selection Screen has a “Cancel” button on the selection screen. If the user clicks “Cancel”, the user will be returned to the Reports Selection Screen to select a report.--*

244 CCC-517, Tract Redistribution Form**A Background**

CCC-517 is intended to be used by owners to redistribute base acres:

- when a tract is out-of-balance (see paragraph 171)
- for any reason during the current FY as long as all owners on the farm agree to the redistribution.

*--CCC-517 can be used to redistribute base acres between resulting farms of a farm division that was completed using the default method if both of the following apply:

- a subsequent transfer of ownership has **not** occurred
- all owners on the resulting farms agree to the redistribution within 30 calendar days of notification of base acres.

Note: This procedure replaces the 10 percent variation rule that no longer applies to base acres.--*

All CCC-517's signed by the owners of a farm shall be maintained as a permanent file record in the County Office.

Notes: CCC-517 is only intended for redistribution of base acres in the current FY. County Offices shall not allow redistribution of base acres for a prior FY.

COC has authority to deny a redistribution of base acres if they determine that the redistribution is being requested to circumvent program regulations.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

| Number | Title | Display Reference | Reference |
|---------------|---|--------------------------|--------------------------------------|
| AD-245 | Request for Cost Shares | | 66, 67, 68 |
| AD-862 | Conservation Reporting and Evaluation System | | 66 |
| AD-1026 | Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification | | 66, 246 |
| AD-1026A | Supplemental to AD-1026 (Continuation) | 246 | 243 |
| CCC-502A | Farm Operating Plan for Payment Eligibility Review for an Individual | | 66 |
| CCC-502B | Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership | | 66 |
| CCC-502C | Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities | | 66 |
| CCC-502D | Farm Operating Plan for Payment Eligibility Review for an Estate or Trust | | 66 |
| CCC-502EZ | Farm Operating Plan for Payment Eligibility Review for an Individual | | 66 |
| CCC-505 | Voluntary Permanent Direct and Counter-Cyclical Program (DCP) Base Acreage Reduction | | 27, 28, 66, 169-173, 191, 193, Ex. 5 |
| CCC-509 | Direct and Counter-Cyclical Program Contract | | 66 |
| CCC-509ACRE | Average Crop Revenue Election (ACRE) Program Irrevocable Election | | 66 |

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

| Number | Title | Display Reference | Reference |
|--------------|--|-------------------|--|
| CCC-517 | Tract Redistribution Form | 244 | 66, 170, 171, 173, 243, 256, 257, Ex. 14 |
| CCC-522 | Tract Owner Selection of Initial or Subsequent Crop Acreage History | | 66 |
| CCC-523 | Summary of Acreage History and Yield Report | | 66 |
| CCC-524 | Base Acre and Yield Election Form | | 66 |
| CRP-1 | Conservation Reserve Program Contract | | 25, 26, 132, 153, 170, 171, 173, 191, 192, Ex. 2, 14 |
| CRP-15 | Agreement for Reduction of Bases, Allotments, and Quotas | | 1, 66, 171, 192, Ex. 5, 13, 14, 18 |
| FCI-19 | Crop Insurance Acreage Report | | 66 |
| FSA-156EZ | Abbreviated 156 Farm Record and Tract Listing | 245 | 1, 66-70, 171, 172, 243, Ex. 18 |
| FSA-179 | Transfer of Farm Records Between Counties | Ex. 10 | 52-54, 62, 66-69 |
| FSA-211 | Power of Attorney | | 66 |
| FSA-476DCP | Notice of Acreage Bases, Payment Yields and CRP Reduction | | 66, 243 |
| FSA-578 | Report of Acreage | | 66, 132 |
| NRCS-CPA-026 | Highly Erodible Land and Wetland Conservation Determination | | 66 |
| NRCS-CPA-027 | Certification of Highly Erodible Land Conservation Plan(s) and System(s) | | 66 |