

For: State and County Offices

Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Acreage History Software

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice ARCPLC-5 provided information that allowed owners of a farm a 1-time opportunity to reallocate base acres of covered commodities on a farm, based on the 4-year average planted and considered planted (P&CP) acres in the 2009 through 2012 crop years. An increase in total base acres on the farm is **not** allowed.

This is a 1-time opportunity to reallocate base acres and update yields for the following covered commodities.

| Covered Commodities | | | |
|----------------------------|------------------|------------------|--------------------|
| Barley | Canola | Flaxseed | Peanuts |
| Corn | Crambe | Oats | Rice, Medium Grain |
| Lentils | Mustard Seed | Rice, Long Grain | Sunflower Seed |
| Peas, Dry | Rapeseed | Soybeans | |
| Safflowers | Sesame Seed | Chickpeas, Small | |
| Wheat | Chickpeas, Large | Grain Sorghum | |

Note: When reviewing P&CP history, the intended uses “Cover Only (CO)”, “Left Standing (LS)”, “Green Manure (GM)”, and “Leaves (LV)”, as provided in 2-CP, are **excluded** as P&CP of a covered commodity.

| | |
|----------------------|---|
| Disposal Date | Distribution |
| December 1, 2014 | State and County Offices; State Offices relay to County Offices |

Notice ARCPLC-8

1 Overview (Continued)

A Background (Continued)

Because of the opportunity to reallocate base acres, each owner and farm operator **must** review P&CP history to ensure accuracy.

County Offices were provided:

- access to a Historical Acreage Excel spreadsheet (dated June 25) that included the acreage history for covered commodities, by farm and tract, as the farm is constituted in 2014

Note: Data for any tracts that are reconstituted or transferred after the spreadsheet is made available will **not** be reflected on the spreadsheet under the new tracts.

- methods to research and find missing P&CP acreage of covered commodities by tract for farms for the years 2008 through 2012
- instructions to identify current (2014) farm numbers where a tract division, tract combination, new tract, or farm transfer was completed during the years 2009 through 2014

Note: There is missing acreage (P&CP) for covered commodities when a **tract division, tract combination, new tract, or farm transfer** occurred between 2009 through 2014.

- instructions to record P&CP acreage of covered commodities for impacted tracts and farms
- instructions to complete the load process for missing covered commodity's acreage history for reallocation of base acres, upon availability of Acreage History software.

B Purpose

This notice:

- advises State and County Offices that the Acreage History software is scheduled for release **on or about August 7**, and will provide the ability to:
 - view and/or update acreage
 - resolve subsequent acreage
- provides instructions on accessing and using the Acreage History software.

Notice ARCPLC-8

2 Acreage History

A Introduction

Notice ARCPLC-5 instructed County Offices to research and document “missing crop history acreage” data for covered commodities that will be loaded into the **Acreage History** software for reallocation of base acres. There is missing acreage (P&CP) for covered commodities when a **tract division, tract combination, new tract, and/or farm transfer** occurred between 2009 through 2014.

Additionally, for 2009 through 2012, affected producers may elect to use “**subsequent**” covered commodity acreage to calculate base acres instead of the “**initial**” covered commodity planted on the same acreage.

For crop years 2009 through 2012, Acreage History Software will be used to:

- view and/or update acreage of covered commodities:
 - for tracts with missing acreage
 - certified on FSA-578
- resolve subsequent acreage.

B Accessing the Acreage History Software

The Acreage History software will be available on the FSA Intranet located at <http://intranet.fsa.usda.gov/fsa/applications.asp>. Select the ARC-PLC Acreage History link.

C Security Accessibility

Access to the Acreage History software is provided as follows.

| User | Access |
|----------------------------------|---|
| Specified State Office Personnel | <ul style="list-style-type: none">• Limited to employees with State Office access to web farm records.• Update all counties within the State.• View other counties in the Nation. |
| County Office Personnel | <ul style="list-style-type: none">• Update all administrative counties.• View other counties in the Nation. |

Notice ARCPLC-8

3 Acreage History Software

A Overview

This paragraph provides procedure for using the acreage history software.

B Farm Selection Screen

The Farm Selection Screen will be displayed when the ARC-PLC Acreage History link is selected from the FSA Intranet applications page. Following is an example of the Farm Selection Screen.

The screenshot shows the Farm Selection screen within the ARC-PLC Election system. At the top, the USDA logo and "United States Department of Agriculture" are on the left, and "Farm Service Agency" and "ARC-PLC Election" are on the right. A navigation bar below the header contains links: "ARC-PLC Election Home", "About ARC-PLC Election", "Help", "Contact Us", "Exit ARC-PLC Election", and "Logout of eAuth".

On the left side, there is a sidebar menu titled "ARC-PLC Elect Menu" with a "Welcome:" field showing a blank space and "Role: County" below it. Under "Main Menu", there are two expandable options: "Farm Selection" and "Acreage History".

The main content area is titled "Farm Selection" and features two radio buttons: "Update Mode" (selected) and "View Mode". Below this, there are labels for "State:" and "County:". A "Farm Number:" input field is followed by "OR" and a "Select Producer" button. A "Submit" button is centered below these fields.

At the bottom of the screen, the text "Screen ID: PLCARCElect-Web-0/" and "Last Modified: 06/30/2014" is displayed on the left, and "Back to Top ^" is on the right. The footer contains a series of links: "ARC-PLC Election Home", "FSA Internet", "FSA Intranet", "USDA.gov", "Site Map", "Policies and Links", "FOIA", "Accessibility Statement", "Privacy", "Non-Discrimination", "Information Quality", "FirstGov", and "White House".

Notice ARCPLC-8

3 Acreage History Software (Continued)

B Farm Selection Screen (Continued)

Users shall take the following actions on the Farm Selection Screen.

| Step | USER shall... |
|------|--|
| 1 | <p>CLICK "View Mode" to access non-administrative farms to view crop and acreage information.</p> <p>Note: Update Mode:</p> <ul style="list-style-type: none">• will be defaulted automatically upon display of the Farm Selection Screen• allows the user to access farms in the user's administrative county to update crop and acreage information. |
| 2 | <p>select the State for view mode only.</p> <p>Note: The administrative State name will default automatically.</p> |
| 3 | <p>select the County for view mode only.</p> <p>Notes: The administrative county name will default automatically.</p> <p>Users will select from the drop-down menu when assigned to more than 1 administrative county.</p> |
| 4 | <p>do either of the following:</p> <ul style="list-style-type: none">• enter the farm number in the "Farm Number" field to search by farm number• click "Select Producer" to search by producer through SCIMS. |
| 5 | <p>CLICK "Submit", and:</p> <ul style="list-style-type: none">• if searching by farm, the View/Update Acreage Screen will be displayed• if searching by producer, the Confirm Customer Selection Screen will be displayed. |

Notice ARCPLC-8

3 Acreage History Software (Continued)

C Confirm Customer Selection Screen

Following is an example of the Confirm Customer Selection Screen.

Note: This screen will **only** be displayed if selecting by producer.

ARC-PLC Elect Menu
Welcome:
Role: County

Confirm Customer Selection

State: Illinois County: Adams

Main Menu
▸ Farm Selection
▸ Acreage History

You have selected the following Customer:

Name:
Tax ID:
Tax ID Type:
Primary Address:
Telephone:

Confirm Select Again Cancel

Screen ID: PLCARCElect-Web-09
Last Modified: 07/07/2014

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The following buttons are available on the Confirm Customer Selection Screen.

| Button | Description |
|--------------|--|
| Confirm | Accept the producer selected from SCIMS. The Select Farm Screen will be displayed. Note: If there is only 1 farm available for the producer, the View/Update Acreage Screen will be displayed. |
| Select Again | SCIMS Search Screen will be displayed. |
| Cancel | The Farm Selection Screen will be displayed. |

Notice ARCPLC-8

3 Acreage History Software (Continued)

D Select Farm Screen

Following is an example of the Select Farm Screen.

Note: This screen will **only** be displayed if the selected producer has more than 1 farm.

The screenshot displays the 'Select Farm' screen within the 'ARC-PLC Election' system. The header includes the USDA logo and 'Farm Service Agency' on the left, and 'ARC-PLC Election' on the right. A navigation bar contains links: 'PLC-ARC Election Home', 'About PLC-ARC Election', 'Help', 'Contact Us', 'Exit PLC-ARC Election', and 'Logout of eAuth'. The main content area features a 'Select Farm' title and 'Selected Producer: Any 1 Producer'. A table lists farm records with columns for Farm, State, County, Association Type, and Operator. A 'Cancel' button is located below the table. The footer contains the screen ID 'PLCARCElect-WEB011', the last modified date '04/25/2014', and a 'Back to Top' link. The bottom navigation bar includes links for 'PLC-ARC Election Home', 'FSA Internet', 'FSA Intranet', 'USDA.gov', 'Site Map', 'Policies and Links', 'FOIA', 'Accessibility Statement', 'Privacy', 'Non-Discrimination', 'Information Quality', 'FirstGov', and 'White House'.

| Farm | State | County | Association Type | Operator |
|------|-------|--------------|------------------|----------------|
| 3000 | TN | Anderson | Owner/Operator | Any 1 Producer |
| 3000 | TN | Cumberland | Owner | Any 2 Producer |
| 3000 | TN | Cumberland | Owner | Any 2 Producer |
| 3000 | KY | Breckinridge | Owner | Any 3 Producer |

Users shall take either of the following actions on the Select Farm Screen, click:

- the farm number and the View/Update Acreage Screen will be displayed
- “Cancel” and the Farm Selection Screen will be displayed.

Notice ARCPLC-8

3 Acreage History Software (Continued)

E View/Update Acreage Screen

The View/Update Acreage Screen will display acreage for all covered commodities reported for 2009 through 2012, to include initial, double, subsequent, and planting transferability pilot program (PTPP) acres. PTPP acres will be displayed if there is a PTPP reduction on the farm **only**.

Applicable status codes from the Crop Acreage Reporting System (CARS) will include:

- Initial - "I", "IF", and "IP"
- Double Cropped – "D", "DF", "DP", "E", "EF", "EP", "G", "GF", and "GP"
- Subsequent – "J", "JF", and "JP".

For "intact" tracts, acreage displayed for any year 2009 through 2012 will indicate there is an FSA-578 on file for the specific year. If zeroes are displayed, this is an indication either the crop was **not** reported and/or certified, or a zero acreage report was filed for the crop that year.

Note: FSA-578 revisions for any year 2009 through 2012 **must** be loaded through CARS for that crop/acreage information to be available on the View/Update Acreage Screen. See 2-CP for policy on revising FSA-578.

Blank fields indicate the tract history is incomplete because of a tract division, tract combination, new tract, or farm transfer. Missing acreage can be loaded on the View/Update Acreage Screen for these tracts.

Note: Zero entries are allowed.

Notice ARCPLC-8

3 Acreage History Software (Continued)

E View/Update Acreage Screen (Continued)

Following is an example of the View/Update Acreage Screen.

PLC-ARC Elect Menu

Welcome:

Role: County User

Main Menu

- ▶ Select Farm
- ▶ Acreage History
- ▶ Base Allocation

View/Update Acreage

Farm: Farmland: 400.00
Cropland: 359.40
Operator:

State: Iowa
County: Adair
Pending Reconstitution: No

Tract 1050

Subsequent Acres Resolved

| Acreage Type | 2009 | 2010 | 2011 | 2012 |
|----------------------|----------------------|----------------------|-------|-------|
| Corn | | | | |
| Initial | <input type="text"/> | <input type="text"/> | 51.25 | 41.91 |
| Double Cropped | <input type="text"/> | <input type="text"/> | 0.00 | 0.00 |
| Subsequent | <input type="text"/> | <input type="text"/> | 0.00 | 0.00 |
| Grain Sorghum | | | | |
| Initial | <input type="text"/> | <input type="text"/> | 12.82 | 9.05 |
| Double Cropped | <input type="text"/> | <input type="text"/> | 0.00 | 0.00 |
| Subsequent | <input type="text"/> | <input type="text"/> | 1.53 | 2.00 |

Tract 1051

Subsequent Acres Resolved

| Acreage Type | 2009 | 2010 | 2011 | 2012 |
|----------------------|----------------------|----------------------|-------|-------|
| Corn | | | | |
| Initial | <input type="text"/> | <input type="text"/> | 17.25 | 41.91 |
| Double Cropped | <input type="text"/> | <input type="text"/> | 0.00 | 0.00 |
| Subsequent | <input type="text"/> | <input type="text"/> | 0.00 | 0.00 |
| Grain Sorghum | | | | |
| Initial | <input type="text"/> | <input type="text"/> | 12.82 | 9.05 |
| Double Cropped | <input type="text"/> | <input type="text"/> | 0.00 | 0.00 |
| Subsequent | <input type="text"/> | <input type="text"/> | 0.00 | 0.00 |
| Wheat | | | | |
| Initial | <input type="text"/> | <input type="text"/> | 31.51 | 36.04 |
| Double Cropped | <input type="text"/> | <input type="text"/> | 0.00 | 0.00 |
| Subsequent | <input type="text"/> | <input type="text"/> | 0.00 | 0.00 |

Tract 3020

Subsequent Acres Resolved

| Acreage Type | 2009 | 2010 | 2011 | 2012 |
|-----------------|------|------|-------|------|
| Corn | | | | |
| Initial | 2.10 | 1.55 | 4.25 | 3.22 |
| Double Cropped | 0.00 | 0.00 | 0.00 | 0.00 |
| Subsequent | 0.00 | 0.00 | 0.52 | 0.00 |
| Soybeans | | | | |
| Initial | 6.13 | 6.66 | 17.17 | 0.98 |
| Double Cropped | 3.91 | 2.12 | 6.41 | 4.57 |
| Subsequent | 0.00 | 0.00 | 0.00 | 0.00 |

Tract 3041

| Acreage Type | 2009 | 2010 | 2011 | 2012 |
|----------------------|------|------|-------|------|
| Corn | | | | |
| Initial | 0.10 | 1.55 | 0.00 | 3.22 |
| Double Cropped | 0.00 | 0.00 | 0.00 | 0.00 |
| Subsequent | 0.00 | 0.00 | 0.00 | 0.00 |
| Grain Sorghum | | | | |
| Initial | 6.13 | 6.66 | 17.17 | 0.98 |
| Double Cropped | 3.91 | 2.12 | 6.41 | 4.57 |
| Subsequent | 0.00 | 0.00 | 0.00 | 0.00 |

Screen ID: PLCARCElect-WEB005
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Note: Tract 1050 and 1051 is shown with missing data for crop years 2009 and 2010. Crop years 2011 and 2012 indicate there is an FSA-578 in CARS. Tract 3020 and 3041 have FSA-578 in CARS and no missing tract data for all years 2009 through 2012.

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3 Acreage History Software (Continued)

E View/Update Acreage Screen (Continued)

The following message will be displayed on the View/Update Acreage Screen when the tract is found for all years 2009 through 2012 and either:

- FSA-578 is on file but no covered commodities are reported for any year 2009 through 2012, or
- no FSA-578 is on file for any year 2009 through 2012.

| Tract 3289 | | | | |
|--------------------------------------|-------------|-------------|-------------|-------------|
| Acreage Type | 2009 | 2010 | 2011 | 2012 |
| No covered commodities found. | | | | |

Notes: If required, the FSA-578 must be loaded in CARS. Late-filed policies will apply according to 2-CP.

Users shall enter missing acreage for the crop and acreage type for any year 2009 through 2012 in any field that is blank.

See Notice ARCPLC-5 for instructions on determining missing acreage.

Notice ARCPLC-8

3 Acreage History Software (Continued)

E View/Update Acreage Screen (Continued)

The following buttons are available on the View/Update Acreage Screen.

| Button | Description |
|------------------|--|
| Save and Submit | <p>Saves missing acreage for all tracts on the farm.</p> <p>The Farm Selection Screen will be displayed.</p> <p>Note: The “Save” and “Submit” button will not be displayed when there is no missing tract acreage for any year 2009 through 2012.</p> |
| Select Farm | The Farm Selection Screen will be displayed. |
| Cancel | <p>Acreage entered for the tract will not be saved.</p> <p>The Farm Selection Screen will be displayed.</p> |
| Save | <p>Acreage entered for the tract will be saved.</p> <p>The View/Update Acreage Screen will continue to be displayed.</p> <p>Note: The “Save” button will not be displayed when there is no missing tract acreage for any year 2009 through 2012.</p> |
| Add Crop | <p>The Select Crop drop-down menu will display a list of applicable covered commodities.</p> <p>Note: The “Add Crop” button will not be displayed when there is no missing tract acreage for any year 2009 through 2012.</p> |
| Subsequent Acres | <p>The Resolve Subsequent Acreage Screen will be displayed.</p> <p>Note: The “Subsequent Acres” button will be displayed when subsequent acreage is present on the View/Update Acreage Screen only.</p> |

Notice ARCPLC-8

3 Acreage History Software (Continued)

F View/Update Acreage Screen with Select Crop

For tracts with missing data, for any year 2009 through 2012, because of tract divisions, tract combinations, new tracts, or farm transfers, the “Select Crop” option will be available once the user clicks “Add Crop”. The “Select Crop” option provides a drop-down list with all applicable covered commodities.

Notes: The “Subsequent Acres Resolved” option will be displayed when subsequent acreage is updated on the Resolve Subsequent Acreage Screen only.

Changes made to resolve subsequent crops, will not be reflected on the View/Update Screen.

All FSA-578 revisions **must be loaded through CARS**.

The following is an example of the “Select Crop” drop-down option available on the View/Update Screen.

| View/Update Acreage | | | | | |
|--|----------------------|----------------|----------------------------|--------|--|
| Farm: XXXX | | | State: Illinois | | |
| Farmland: 90.00 | | | County: Adams | | |
| Cropland: 70.00 | | | Pending Reconstitution: No | | |
| Operator: Any 1 Producer | | | | | |
| Save and Submit | | Farm Selection | | Cancel | |
| Tract 12359 | | | | | |
| Acreage Type | 2009 | 2010 | 2011 | 2012 | |
| Initial | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| Double Cropped | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| Subsequent | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| PTPP | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| Beans Large Chickpea | | | | | |
| Initial | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| Double Cropped | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| Subsequent | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| PTPP | <input type="text"/> | 1.20 | 0.00 | 0.00 | |
| Select Crop | <input type="text"/> | | | | |
| Initial | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| Double Cropped | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| Subsequent | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| PTPP | <input type="text"/> | 0.00 | 0.00 | 0.00 | |
| Save and Submit | | Farm Selection | | Cancel | |
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| Back to Top ^ | | | | | |

User shall take the following actions to add a crop from the “Select Crop” option for any year 2009 through 2012.

| Step | Action |
|------|---|
| 1 | Click the “Select Crop” drop-down list option. |
| 2 | Select an applicable covered commodity to display. |
| 3 | Enter acreage for the applicable covered commodity/acreage type and year. |

Notice ARCPLC-8

3 Acreage History Software (Continued)

G Resolve Subsequent Acreage Screen

There may be acreage history for respective covered commodities where an “**initial covered commodity crop**” is followed by a “**subsequent covered commodity crop**”, with “**J**” status code and the crops do not meet the double-cropping definition. In such cases, producers may elect to adjust the acreage of the subsequent crop to the acreage of the initial crop when calculating the crop acreage bases for the farm.

Note: Resolving subsequent acreage is **not** required. If requested, producers may adjust up to the entire subsequent acreage **or** part of the subsequent acreage for the covered commodity.

The Resolve Subsequent Acreage Screen will be displayed when subsequent crop acreage is available in CARS or subsequent crop acreage is added on the View/Update Acreage Screen only. If there are no subsequent acres available, the Resolve Subsequent Acreage Screen will **not** be displayed.

Note: Missing data must be loaded on the View/Update Acreage Screen; however, all FSA-578 revisions must be loaded through CARS according to 2-CP.

Following are examples of the Resolve Subsequent Acreage Screen.

Example 1

| ARC-PLC Elect Menu | | Resolve Subsequent Acreage | | | | | | | |
|---|--|--|-------|------|-------|----------------------------------|--|---------------|-------|
| Welcome: <input style="width: 100px;" type="text"/> Rolc: County | | Farm: Any Farm Tract: 12362 Operator: Any 1 Farm | | | | State: Illinois County: Adams | | | |
| Main Menu ▶ Farm Selection ▶ Acreage History | | | | | | | | | |
| | | 2009 | (+/-) | 2010 | (+/-) | 2011 | (+/-) | 2012 | (+/-) |
| | | Acres | 0.00 | 0.00 | | 0.00 | <input style="width: 40px;" type="text"/> | 0.00 | |
| | | Subsequent Acres | | | | 0.00 | | 0.00 | |
| | | Wheat | | | | | | | |
| | | Acres | 0.00 | 0.00 | | 50.00 | <input style="width: 40px;" type="text" value="-40.00"/> | 0.00 | |
| | | Subsequent Acres | | | | | | | |
| | | Flax | | | | | | | |
| | | Acres | 0.00 | 0.00 | | 10.00 | <input style="width: 40px;" type="text" value="-10.00"/> | 0.00 | |
| | | Subsequent Acres | | | | | | | |
| | | Soybeans | | | | | | | |
| | | Acres | 0.00 | 0.00 | | 0.00 | <input style="width: 40px;" type="text" value="50.00"/> | 0.00 | |
| | | Subsequent Acres | | | | 50.00 | | | |
| | | <input type="button" value="Save and Continue"/> <input type="button" value="Cancel"/> | | | | | | | |
| | | Screen ID: PLCARCElect-Web-07 Last Modified: 07/07/2014 | | | | | | Back to Top ^ | |

Notice ARCPLC-8

3 Acreage History Software (Continued)

G Resolve Subsequent Acreage Screen (Continued)

Example 2

ARC-PLC Elect Menu

Welcome:

Role: County

Main Menu

- ▶ Farm Selection
- ▶ Acreage History

Resolve Subsequent Acreage

Farm: Any Farm State: Illinois

Tract: 12362 County: Adams

Operator: Any 1 Farm

| | 2009 | (+/-) | 2010 | (+/-) | 2011 | (+/-) | 2012 | (+/-) |
|------------------|------|-------|------|-------|-------|-------------------------------------|------|-------|
| Acres | 0.00 | | 0.00 | | 0.00 | <input type="text"/> | 0.00 | |
| Subsequent Acres | | | | | 0.00 | <input type="text"/> | 0.00 | |
| Wheat | | | | | | | | |
| Acres | 0.00 | | 0.00 | | 50.00 | <input type="text" value="-25.00"/> | 0.00 | |
| Subsequent Acres | | | | | | <input type="text"/> | | |
| Flax | | | | | | | | |
| Acres | 0.00 | | 0.00 | | 10.00 | <input type="text"/> | 0.00 | |
| Subsequent Acres | | | | | | <input type="text"/> | | |
| Soybeans | | | | | | | | |
| Acres | 0.00 | | 0.00 | | 0.00 | <input type="text" value="25.00"/> | 0.00 | |
| Subsequent Acres | | | | | 50.00 | <input type="text"/> | | |

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Enter subsequent acres amount to be adjusted for the crop in the box under the applicable (+/-) column. The “+” acres entry will increase the acres of that crop for acreage history purposes. The “-” acres entry will reduce the acres of that crop for acreage history purposes. The:

- “+” is **not** required when increasing crop acres
- “-” is required when decreasing crop acres.

Notes: The sum of all (+/-) values for a given year must equal 0.00.

For any individual (+/-), box the number entered **cannot** exceed the subsequent acre value for the crop.

Reduced acreage (negative value) **cannot** be greater than the amount of acres available to reduce.

Example: For a subsequent planted covered commodity totaling 3 planted acres, the acres entered as (+) or (-) acres **cannot** be greater than 3.

Notice ARCPLC-8

3 Acreage History Software (Continued)

G Resolve Subsequent Acreage Screen (Continued)

The following buttons are available on the Resolve Subsequent Acreage Screen.

| Button | Description |
|-------------------|--|
| Save and Continue | Acreage updated will be saved. The View/Update Acreage Screen will be displayed. |
| Cancel | Acreage update will not be saved. The View/Update Acreage Screen will be displayed. |

4 State and County Office Action

A State Office Action

State Offices shall:

- ensure that County Offices are immediately notified of the contents of this notice
- contact Jantrice Williams by either of the following for questions about this notice:
 - e-mail to jantrice.williams@wdc.usda.gov
 - telephone at 202-720-3637.

B County Office Action

County Offices shall follow procedure provided in this notice to:

- view/update missing acreage data for crop years 2009 through 2012
- resolve subsequent acreage for crop years 2009 through 2012.