

For: State and County Offices

2013 Reconstitutions and Farm Records Rollover

Approved by: Deputy Administrator, Farm Programs



1 Reconstitutions and Rollover

A Background

Farm records rollover for 2013 will be performed on the web and System 36. Kansas City will rollover web-based farm records before System 36 rollover can occur. Consequently, the web-based farm records and reconstitution software will be unavailable as of 8 p.m. c.t. September 14 through September 17, 2012. **September 14, 2012, is the last date a 2012 reconstitution can be updated.**

Note: CRP maintenance functions, including adding new contracts, shall **not** be accessed by County Offices during the time web-based farm records and reconstitutions are unavailable, from 8 p.m. c.t. September 14 through the morning of September 18, 2012.

County Offices will be able to update web-based farm records and reconstitutions starting the morning of September 18, 2012. Updates made to web-based farm records and reconstitutions after web-based farm records rollover has been completed will **not** replicate to System 36 until farm records rollover has been completed on System 36.

Beginning September 18, 2012:

- farm records and reconstitution software will default to the year 2013
- County Offices shall ensure that the correct year is selected when updating farm records.

B Purpose

This notice provides State and County Offices with actions that shall be completed before farm records rollover occurs on the web.

Disposal Date	Distribution
September 1, 2013 6-28-12	State Offices; State Offices relay to County Offices

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1 Reconstitutions and Rollover (Continued)

C Software Release

System 36 farm records rollover will be included in a County Release. The software will be sent from Kansas City on or around September 18, 2012. Farm records file rollover will occur during the release installation.

D Important Dates

The following dates shall be considered when preparing for rollover:

- 2012 web-based farm records and reconstitution software will be unavailable beginning 8 p.m. c.t. **September 14, 2012**
- 2003 through 2013 web-based farm records software will be available for updates the morning of **September 18, 2012**
- 2013 web-based reconstitution software will be available for use the morning of **September 18, 2012**
- additional dates as indicated in Exhibit 1.

E County Office Action

County Offices shall:

- update **all** pending reconstitutions on farms with DCP base acres and on farms protecting CAB's under a CRP contract **immediately**
- update **all other** pending reconstitutions by 8 p.m. c.t. September 14, 2012

Notes: A pending reconstitution cannot be updated if an active FSA-578 is on file for the parent farms.

Pending reconstitutions that are **not** updated when farm record rollover is processed will be **deleted** and the parent farm will be reactivated.

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1 Reconstitutions and Rollover (Continued)

E County Office Action (Continued)

- record all 2012 GRP contracts and easement applications by 8 p.m. c.t. **September 14, 2012**
- record and update all CRP contracts and State Acres for Wildlife Enhancement (SAFE) contracts by 8 p.m. c.t. **September 14, 2012**

Note: This will include all maintenance activities required for CRP FY 2013 annual rental payments.

- record all land enrolled in WRP
- reduce DCP base acres, if applicable.

Note: See 1-DCP for additional information on reductions of DCP base acres required because of enrollment in WRP.

F State Office Action

State Offices shall:

- ensure that County Offices are made aware of the contents of this notice
- monitor all pending reconstitutions to ensure that they are updated timely
- ensure that County Offices complete deletion of FSA-578 correctly and timely
- report any problems about approval of reconstitution immediately to Rick Blackwood by e-mail at **rick.blackwood@wdc.usda.gov**.

Important Dates for Farm Records and Reconstitutions

Deadline Date	Description
Immediately	Update all pending reconstitutions on farms with DCP base acres and on farms protecting CAB's under a CRP contract.
August 1, 2012	Final date to accept a completed FSA-155 for FY 2012 farm combination or farm division for a farm with DCP base acres or a farm protecting CAB's under a CRP contract.
August 14, 2012	Final date to initiate a farm combination or farm division reconstitution on a farm with DCP base acres or a farm protecting CAB's under a CRP contract.
August 31, 2012	Final date to approve 2012 pending reconstitutions on farms with DCP base acres and on farms protecting CAB's under a CRP contract.
8 p.m. c.t. September 14, 2012	Farm records and reconstitution rollover begins on the web.
	Final date to update 2012 tract reconstitutions, pending reconstitutions on non-DCP farms, and farms that are not protecting CAB's under a CRP contract.
	Final date to record all 2012 GRP contracts and easement applications.
	Final date to record and update all CRP contracts and SAFE contracts.
	Note: This includes all maintenance activities required for CRP FY 2013 annual rental payments.
	Final date to record all land enrolled in WRP.
	Final date to reduce DCP base acres, if applicable. Note: See 1-DCP for additional information on reductions of DCP base acres required because of enrollment in WRP.
Later of September 18, 2012, or the 2013 web-based farm records and reconstitution rollover completion date	Farm records and reconstitution rollover is complete on the web.
	Farm records and reconstitution software will default to 2013.
	Note: Ensure that the applicable year is selected for farm record updates. Selecting an incorrect year will have an adverse affect on contracts, payments, etc.
	Farm records software is available for years 2003 through 2013 for updates.
	Reconstitution software is available for use for 2013.
	Pending reconstitutions are deleted and the parent farms are reactivated.
Later of September 18, 2012, or the 2013 web-based farm records and reconstitution rollover completion date until a County Release is loaded on System 36	A County Release will be sent from Kansas City. Updates to web-based farm records and reconstitutions will not replicate to System 36.