

For: State and County Offices

**2014 Reconstitutions and Farm Records Rollover**

Approved by: Deputy Administrator, Farm Programs



**1 Reconstitutions and Rollover**

**A Background**

Farm records rollover for 2014 will be performed in MIDAS, on the Web, and System 36. While rollover is being performed, no changes can be made to farm records in any of the 3 systems. Consequently, all 3 Farm Records Systems will be unavailable as of 8 p.m. c.t. September 27, 2013. All 3 Farm Records Systems will be available again on or about September 30, 2013. **September 27, 2013, is the last date a 2013 reconstitution can be updated.**

**Note:** CRP maintenance functions, including adding new contracts, shall **not** be accessed by County Offices during the time the MIDAS farm records and reconstitutions are unavailable, from 8 p.m. c.t. September 27 until on or about September 30, 2013.

Beginning on or about September 30, 2013, County Offices will be able to update **2013** and prior year farm records in the Web farm; however, changes may take several weeks to replicate back to System 36.

Beginning on or about September 30, 2013, 2014 farm records and reconstitutions will be accessed through MIDAS.

**B Purpose**

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

**C Software Release**

System 36 farm records rollover will be included in a county release that will be transmitted to all Service Centers on or about September 30, 2013. Farm records file rollover will occur during the release installation.

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

## Notice CM-731

### 1 Reconstitutions and Rollover (Continued)

#### D Important Dates

The following dates shall be considered when preparing for rollover:

- 2013 MIDAS farm records and reconstitution and 2012 and prior year web-based farm records software will be unavailable beginning 8 p.m. c.t. **September 27, 2013**
- 2003 through 2013 web-based farm records software will be available for updates on or about the morning of **September 30, 2013**
- 2014 MIDAS records and reconstitution software will be available for updates on or about the morning of **October 1, 2013**
- additional dates as indicated in Exhibit 1.

#### E County Office Action

County Offices shall:

- update all saved and pending reconstitutions on farms with DCP base acres and on farms protecting crop acreage bases under a CRP contract by 8 p.m. c.t. **September 27, 2013**
- update all other saved and pending reconstitutions by 8 p.m. c.t. **September 27, 2013**
- update all farm transfers on farms with DCP base acres and on farms protecting crop acreage bases under a CRP contract by 8 p.m. c.t. **September 27, 2013**
- update all **other** farm transfers by 8 p.m. c.t. **September 27, 2013**

**Notes:** Saved or pending reconstitutions that are **not** updated when farm records rollover is processed will be **deleted** and the parent farm will be reactivated.

Farm transfers that are **not** updated when farm record rollover is processed will be **deleted** and the parent farm will be reactivated. Remediation may be required for some reconstitutions before they can be updated. Additional instructions are forthcoming for remediating reconstitutions.

For farms with reconstitutions or farm transfers completed through September 27, 2013, County Offices should issue required notification to operators and owners on the farm providing 30 calendar days to enroll in 2013 DCP or ACRE as applicable.

- record all 2013 GRP contracts and easement applications by 8 p.m. c.t. **September 27, 2013**

## Notice CM-731

### 2 Reconstitutions and Rollover (Continued)

#### E County Office Action (Continued)

- record and update all CRP contracts, on System 36 and in the web-based Conservation Online System (COLS), and State Acres for Wildlife Enhancement contracts by 8 p.m. c.t. **September 27, 2013**

**Note:** This will include all maintenance activities required for CRP FY 2014 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:
  - Steve Stark by e-mail at **steve.stark@wdc.usda.gov**
  - Dan Culli by e-mail at **dan.culli@wdc.usda.gov**.

**Important Dates for Farm Records and Reconstitutions**

The following are important dates for farm records and reconstitutions.

| Deadline Date                                                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Immediately                                                                                                     | Update all saved and pending reconstitutions on farms with DCP base acres and on farms protecting crop acreage bases under a CRP contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| August 1, 2013                                                                                                  | Final date to accept a completed FSA-155 for FY 2013 farm combination or farm division for a farm with DCP base acres or a farm protecting crop acreage bases under a CRP contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8 p.m. c.t.<br>September 27, 2013                                                                               | <p>Final date to approve 2013 saved and pending reconstitutions on farms with DCP base acres and on farms protecting crop acreage bases under a CRP contract.</p> <p>Farm records and reconstitution rollover begins in all Farm Record Systems.</p> <p>Final date to update 2013 tract reconstitutions, saved and pending reconstitutions on non-DCP farms, and farms that are not protecting crop acreage base under a CRP contract.</p> <p>Final date to record all 2013 GRP contracts and easement applications.</p> <p>Final date to record and update all CRP contracts, on System 36 and in the web-based COLS, and State Acres for Wildlife Enhancement contracts.</p> <p><b>Note:</b> This includes all maintenance activities required for CRP FY 2014 annual rental payments.</p> <p>Final date to record all land enrolled in WRP.</p> <p>Final date to reduce DCP base acres, if applicable.</p> <p><b>Note:</b> See 1-DCP for additional information on reductions of DCP base acres required because of enrollment in WRP.</p> |
| September 30, 2013                                                                                              | 2003 through 2013 farm records software is available on the Web farm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Later of October 1, 2013,<br><b>or the</b> 2014 MIDAS farm records and reconstitution rollover completion date. | <p>Farm records and reconstitution rollover is complete in MIDAS.</p> <p>Farm records and reconstitution software will default to 2014.</p> <p>Pending reconstitutions are deleted and the parent farms are reactivated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |