

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Acreage and Compliance Determinations
2-CP (Revision 15)

Amendment 87

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 305 A and 319 C have been amended to update the status on the Crop Acreage Reports Screen.

Subparagraph 305 has been amended to add available status options and descriptions.

Subparagraph 308.5:

- C has been amended to include “Organic Status” on the Add Crop Default Screen
- F has been amended to include “Organic Status” on the List Crop Default Screen.

Subparagraph 508 B has been amended to remove the “Note” about providing only 1 copy of the FSA-578 and map photocopy for the farm. This information was moved and incorporated in subparagraph 510 A.

Subparagraph 509 A was amended to remove references to mailing or FAXing information to LA’s. This information was moved and incorporated into subparagraph 510.6 B.

Subparagraphs 509 C, D, E, and F were removed and incorporated into paragraph 510.6.

Subparagraph 510 A was amended to clarify that crop insurance companies and **agents** shall use FSA-426 to request current year FSA-578 producer prints and map photocopies. Information requested by crop insurance companies and/or agents shall be provided at **no charge**.

Paragraph 510.6 was added to provide policy on LA, crop insurance company, and **agent** requests for information on FSA-426, as follows:

- subparagraph A was added to clarify that LA’s, crop insurance companies, and **agents** shall use FSA-426 to request current year FSA-578 producer print and map photocopies

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

- subparagraph B was added to provide guidance on processing FSA-426 requests

Note: County Offices may now mail, **e-mail**, or FAX information requested on FSA-426 to LA's, and crop insurance companies, and agents.

- subparagraph C was added to provide the timeframe for processing FSA-426 requests
- subparagraph D was added to provide the WebTA code to record time spent processing FSA-426's
- subparagraph E was added to include filing instructions
- subparagraph F was added to provide an example of the revised FSA-426.

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305 Farm Selection Process

A Overview

Based on the search method selected on the Acreage Report Search Screen, the Crop Acreage Reports Screen will display the following:

- farm numbers, associated with the producer, or a specific farm number
- *--status indicator to show if an acreage report is:
 - “Not Created”
 - “Not Certified / Not Reported”
 - “Partially Certified / Partially Reported”
 - “Partially Certified / Full Reported”
 - “Fully Certified / Partially Reported”
 - “Fully Certified / Fully Reported”--*
- date the acreage report was last updated, if applicable.

Note: If a selected producer is associated with multiple farms, **all** farms with which the producer is associated will be displayed for selection on the Crop Acreage Reports Screen.

B Crop Acreage Reports Screen

The following is an example of the Crop Acreage Reports Screen.

*--

The screenshot shows the 'Crop Acreage Reports' screen. At the top, there is a navigation bar with links: CARS Home, About CARS, Help, Contact Us, Exit CARS, and Logout of eAuth. On the left is a 'CARS Menu' with options: Welcome, Role: Administrator, State and County Selection, Acreage Report Search Reports, and Manage Crop Defaults. The main content area has a title 'Crop Acreage Reports' and displays search criteria: Year: 2015, State: Texas (48), and County: Medina (325). Below this is an 'Operator Information' section with Operator Name: Any 1 Producer and Operator Tax ID (Last 4): xxxx E. A table follows with columns: Farm, Status, and Last Updated. The table has one row: Farm: xx, Status: Not Certified / Not Reported, Last Updated: 08/06/2014. Below the table are buttons: Refresh Farm Data, Record Acreage, Certify, Farm Summary, Tract Summary, Determined Quantity, Delete, and Cancel. A 'Back to Top' link is at the bottom right. At the very bottom, it says 'CARS103 - Last Modified: 08/04/2011 10:09:41 AM'.

--*

Note: The “Record Farm Zero Acreage” button will be available for 2012 and prior years only.

305 Farm Selection Process (Continued)

C Options Available on the Crop Acreage Reports Screen

The following table provides a list of options available on the Crop Acreage Reports Screen.

*--Option/Button	Result														
Status	<p>CLICK “ <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Not Created</td> <td>Acreage report has not been created for the farm.</td> </tr> <tr> <td>Not Certified/Not Reported</td> <td>No reported fields are certified and no cropland is reported.</td> </tr> <tr> <td>Partially Certified/Partially Reported</td> <td>Not all reported fields are certified and not all cropland is reported.</td> </tr> <tr> <td>Partially Certified/Full Reported</td> <td>Not all reported fields are certified and all cropland is reported.</td> </tr> <tr> <td>Fully Certified/Partially Reported</td> <td>All reported fields are certified and not all cropland is reported.</td> </tr> <tr> <td>Fully Certified/Fully Reported</td> <td>All reported fields are certified and all cropland is reported.</td> </tr> </tbody> </p>	Status	Description	Not Created	Acreage report has not been created for the farm.	Not Certified/Not Reported	No reported fields are certified and no cropland is reported.	Partially Certified/Partially Reported	Not all reported fields are certified and not all cropland is reported.	Partially Certified/Full Reported	Not all reported fields are certified and all cropland is reported.	Fully Certified/Partially Reported	All reported fields are certified and not all cropland is reported.	Fully Certified/Fully Reported	All reported fields are certified and all cropland is reported.
Status	Description														
Not Created	Acreage report has not been created for the farm.														
Not Certified/Not Reported	No reported fields are certified and no cropland is reported.														
Partially Certified/Partially Reported	Not all reported fields are certified and not all cropland is reported.														
Partially Certified/Full Reported	Not all reported fields are certified and all cropland is reported.														
Fully Certified/Partially Reported	All reported fields are certified and not all cropland is reported.														
Fully Certified/Fully Reported	All reported fields are certified and all cropland is reported.														

Important Note: To be considered reported, the reported cropland acreage **must** be certified.--*

Refresh Farm Data	Click this button to update farm records data in CARS. **Example:** A producer is added to farm records, but is **not** available in CARS. **Notes:** After users CLICK “**Refresh Farm Data**”, user **must** CLICK “**Add Producer**” to assign the share to the updated producer. The "Refresh Farm Data" option does not apply to farm/tract reconstitutions. See subparagraph 311 C for information on farm/tract reconstitutions.
Record Acreage	Click this button to record acreage and share information for the farm.
Record Farm Zero Acreage	Click this button to record a farm zero acreage report for a specific crop. The option will be available for 2012 and prior years only.
Determined Quality 1/	Click this button to record determined acreage for a specific crop.
Certify 1/	Click this button to set the certification flag for crops or commodities that have been reported.
Delete 1/	Click this button to delete a farm that has been recorded in CARS.
Farm Summary 1/	Click this button to display a summary of crops or commodities reported by farm.
Tract Summary 1/	Click this button to display a summary of crops or commodities reported by tract.
Cancel	Click this button to return the user back to the Acreage Report Search Screen.

1/ These options are **not** present until a crop or commodity is loaded for the farm.

D Action

The user shall click the radio button next to the applicable farm number. Only 1 farm can be selected.

Note: If only 1 farm number is displayed, the user shall click the applicable button to begin the acreage reporting process.

***--308.5 Predominant Crops and Crop Characteristic Defaults**

A Overview

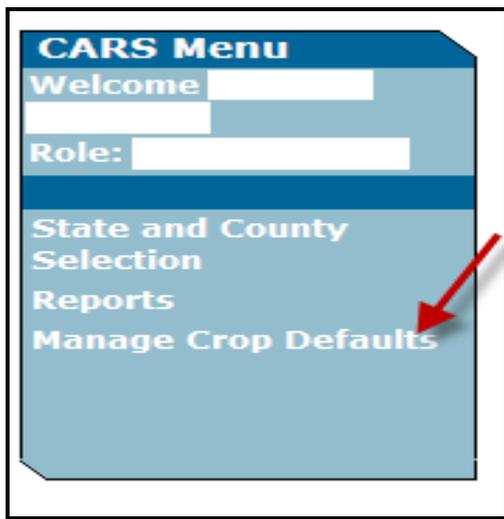
User will have the capability to create predominant crops and crop characteristic defaults specific to their county. Exhibit 10.5 contains the valid current year’s crops and crop characteristics. The crops in Exhibit 10.5:

- are also known as CVS
- contain all crops for acreage reporting purposes.

Note: For a list of NAP-eligible crops, see 1-NAP.

B Accessing “Manage Crop Defaults” Option

The “Manage Crop Defaults” option is available under the CARS Menu on every screen throughout CARS beginning on the Acreage Report Search Screen. The following is an example of the “Manage Crop Defaults” option.



If no predominant crop and crop characteristic default is created, the Add Crop Default Screen will be displayed. If at least 1 predominant crop and crop characteristic default is created, the List Crop Defaults Screen will be displayed.--*

308.5 Predominant Crops and Crop Characteristic Defaults (Continued)

C Add Crop Default Screen

The following is an example of the Add Crop Default Screen. User will only see this screen when no crop defaults have been created.

*--

CARS Home About CARS Help Contact Us Exit CARS Logout of eAuth	
<div style="border: 1px solid black; padding: 5px;"> <p>CARS Menu</p> <p>Welcome []</p> <p>[]</p> <p>Role: Administrator</p> <hr/> <p>State and County Selection</p> <p>Acreage Report Search Reports</p> <p>Manage Crop Defaults</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #0056b3; color: white; margin: -5px -5px 5px -5px;">Add Crop Default</p> <p>Year: 2015 State: Texas (48) County: Parker (367)</p> <p>*Predominant Number <input type="text"/></p> <p>*Crop/Commodity <input type="text" value="Select"/></p> <p>*Variety/Type <input type="text" value="None"/></p> <p>*Intended Use <input type="text" value="None"/></p> <p>*Irrigation Practice <input type="text" value="None"/></p> <p>*Organic Status <input type="text" value="Conventional"/></p> <p>*Reporting Unit <input type="text" value="Acres"/></p> <p>*Crop Status <input type="text" value="None"/></p> <p>*Supplemental Status <input type="text" value="None"/></p> <p>Concurrent Planting <input type="text" value="None"/></p> <p>Land Use <input type="text" value="None"/></p> <p>Planting Pattern <input type="text" value="Solid"/></p> <p>*Cropland Status <input type="text" value="Y"/></p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Save and Add"/> <input type="button" value="Save and Copy"/> </p> <p style="text-align: right;">Back to Top^</p> <p style="font-size: small; text-align: center;">CARS301 - Last Modified: 03/31/2011 01:54:40 PM</p> </div>

--*

308.5 Predominant Crops and Crop Characteristic Defaults (Continued)

F List Crop Defaults Screen

The following is an example of the List Crop Defaults Screen. This screen is displayed only after at least 1 predominant crop and crop characteristic default is created.

*--

--*

G Options Available on the List Crop Defaults Screen

The following table provides a description of the options available on the List Crop Defaults Screen.

Button	Result
Predominant Number	Sort default list by predominant number.
Crop/Commodity	Sort default list by crop/commodity.
Add	Add Crop Default Screen will be displayed.
Edit	Edit Crop Default Screen will be displayed.
Delete	Delete Crop Default Screen will be displayed.
Print	A PDF of crop defaults previously saved for the specific State, county, and program year will be displayed.

318 Status Reports (Continued)

B Report Descriptions

Reports	Description
Farms with Cropland Override	Provides a list of farms with the cropland comparison flag set by the cropland override.
Farms with No NAP Unit	Provides list of farms with 1 or more fields with no identified NAP unit.
--Farms with Deleted Producers with Active Shares	<p>Provides a list of farms when the producer is no longer associated with the farm in Farm Records, but an active share record for the producer exists in CARS. This could be the result of a:</p> <ul style="list-style-type: none"> • SCIMS merge • farm/tract reconstitution • producer being deleted from Farm Records.--

C Action

To access the Reports Screen:

- CLICK “**Reports**” under “CARS Menu” on the left side of an opened screen in CARS
- select the radio button next to the report to be printed
- CLICK “**Generate Report**”.

The selected report will be:

- created in a “PDF” format
- available for the user to save, view, and/or print.

319 Determined Acreage

A Overview

Users will have the capability to record the determined acreage quantity for crops loaded in CARS.

B Determining Acreage

Acreage can be determined according to Part 4 using any of the following:

- verifying official acreage
- planimetering areas on projected slide images on the hard copy aerial photograph
- digitizing areas on rectified digital imagery
- computations from scaled dimensions or ground measurements.

C “Determined Quantity” Button

The “Determined Quantity” button is available on the Crop Acreage Reports Screen. The following is an example of the Crop Acreage Reports Screen.

*--

--*

Note: The “Record Farm Zero Acreage” button will be available for 2012 and prior years.

Part 5.5 Data Sharing**508 Providing Data to Multiple Peril Crop Insurance Companies, Agents, and LA's - General Information****A Introduction**

This part provides procedure for making FSA-578 producer prints and hard copy maps available to private crop insurance companies, agents, and LA's.

Note: See 4-RM for requests for information made in connection with the following:

- claims and other quality control audits
- discrepancy reviews
- suspected program abuse, misuse, or fraud reviews.

B County Office Responsibilities

County Offices shall provide timely information to crop insurance companies, agents, and LA's according to the provisions of this part.

* * *

C Unlawful Disclosure

County Offices shall ensure that crop insurance companies, agents, and LA's provide proof that the producer has a policy with the agent or company requesting producer information. When a third party submits a FOIA request for information that is subject to the Privacy Act, and the information is **not** required to be released under FOIA, the material may **not** be disclosed without prior written approval of the individual on whom the record is maintained.

--508 Providing Data to Multiple Peril Crop Insurance Companies, Agents, and--
LA's - General Information (Continued)

D Conflict of Interest

County Offices shall be aware of the "Conflict of Interest" policy in the 2005 SRA. According to SRA, Section F, 4, Conflict of Interest, paragraphs v and vi, the insurance company and its service providers shall **not** permit their sales agents, agency employees, sales supervisors, or any relative of its sales agents, agency employees, or sales supervisors to be involved in loss adjustment activities in a county or adjoining county where the agent, agency employee, or sales supervisor performs sales functions (except receipt and transfer to the insurance company of a loss), including the following:

- advising or assisting the policyholder in any manner in preparing the claim and the determination of the indemnity, including but **not** limited to, whether the LA correctly applied loss adjustment procedures
- any other function reserved for LA's in the procedures.

Example: A policyholder filing a claim of crop loss notifies his/her sales agent. The sales agent provides notification of the policyholder's claim filing to the insurance company. The insurance company assigns a crop LA to provide loss adjustment procedures for the policyholder. The sales agent shall no longer be involved with the policyholders crop loss claim except as provided in the SRA, like simplified claims.

509 LA Requests**A Providing Information to Multiple Peril Crop Insurance Company LA's**

Information provided to LA's shall be used for the express purpose of fulfilling loss adjustment and for loss adjustment associated compliance obligations performed by an LA. Requests for information shall **not** be honored unless a crop claim of loss has been filed.

LA's working loss claims and related compliance activities shall use FSA-426 to request the following information:

- current year FSA-578 producer prints
- hard copy map.

* * *

In certain cases, LA's may have loss claim activities that require the use of data from previous years. In those cases, LA's may use FSA-426 to request data from previous years. LA's **must** note in FSA-426, item 10 the years for which the data is requested.

Information requested on FSA-426 for the purpose of crop loss activity is provided at **no charge**. * * *

Notes: County Offices shall only provide 1 copy of the FSA-578 producer print or hard copy map for the farm unless previous years are requested in FSA-426, item 10, or the farm acreage report is **not** complete.

Follow subparagraph 510 B for requests for additional copies.

509 LA Requests (Continued)

B Acceptable Proof of Insurance

When submitting a request for information on FSA-426, LA's shall provide proof that they are authorized access to the producer's records. Acceptable proof includes 1 or more of the following for the current crop year:

- a producer signed transfer policy document
- a claim document completed or partially completed indicating loss adjustment work will be performed for the producer
- Summary of Insurance Protection
- Notice of Acceptance
- Schedule of Insurance
- written certification on FSA-426.

* * *

510 Crop Insurance Company and Agent Requests

A Providing Information to Crop Insurance Companies and Agents

*--Information provided to crop insurance companies and agents shall be used for the express purpose of assisting in insuring a producer under a policy or plan of insurance.

Crop insurance companies and agents shall use FSA-426 to request the following information:

- current year FSA-578 producer prints
- hard copy map.

When submitting requests for information on FSA-426, crop insurance companies and agents shall provide proof that they are authorized to access the producer's records. Acceptable--* proof includes 1 or more of the following for the current crop year:

- producer signed policy document
- producer signed transfer/application policy document
- Schedule of Insurance
- Notice of Acceptance/Policy Confirmation
- Summary of Insurance Protection
- a signed statement from the producer authorizing release of documents to the named crop insurance company and/or agent

•*--written certification on FSA-426.--*

* * *

Information requested by crop insurance companies and/or agents shall be provided * * * at no charge. * * *

Note: County Offices shall only provide 1 copy of the FSA-578 producer print or hard copy map at no charge. * * *

--County Offices shall charge crop insurance companies and agents for subsequent copies of current year FSA-578 producer prints, maps, and for requests for prior year FSA-578 data.--

510 Crop Insurance Company and Agent Requests (Continued)**B Charges for Copies**

Crop insurance companies and/or agents may be provided 1 current year FSA-578 producer print and map at **no cost**. FSA will charge for subsequent copies as follows:

- FSA-578 producer print - \$0.20 per page
- hard copy map; computer print or photocopy - \$1 per page.

Note: County Offices shall use the program code for other reimbursement outlined in 3-FI to account for the money collected for information requests.

510.5 Other Third Party Data Requests**A Consent to Release FSA-578 Data to a Third Party Recipient**

Third party recipients of FSA-578 data other than multiple peril crop insurance companies, agents, and LA's must be authorized to obtain records by the producer to which the records pertain according to procedure in 3-INFO, Part 3.

B Power of Attorney

Power of attorney for acreage reporting purposes is approved for signature authority **only**. Data release using power of attorney for FSA-578 data is **not** permitted.

Follow 1-CM, Part 5 for policy on power of attorney and rules of authority.

--510.6 Requesting Information on FSA-426*A Data Requests on FSA-426**

LA's, crop insurance companies, and agents shall use FSA-426 to request current year FSA-578 producer prints and maps.

Note: When signing FSA-426, the crop insurance representative certifies that the requested information shall be used for the express purpose of fulfilling its loss adjustment and compliance activities and/or insuring a producer under a policy or plan of insurance.--*

***--510.6 Requesting Information on FSA-426 (Continued)**

B Processing FSA-426 Data Requests

County Offices may mail, e-mail, or FAX the information requested on FSA-426 to LA’s, crop insurance companies, and agents.

Note: When e-mailing information requested on FSA-426, County Offices shall ensure that privacy provisions are followed. The requested data **must** be sent in an encrypted file and the password to open the file **cannot** be sent in the same e-mail.

C Timeframe for Processing FSA-426 Requests

County Offices shall fulfill requests for information on FSA-426 as promptly as possible. A 3-workday turnaround for responding to requests is feasible in most cases.

The following table provides contact information in cases where County Offices receive requests for an unreasonable number of producers.

IF a request for an unreasonable number of producers is received in the...	THEN FAX the request to...
County Office	State Office.
State Office	Clay Lagasse, PECD, Common Provisions Section Head, at 202-205-4941.

D Reporting FSA-426 Workload in the Activity Reporting System

County Offices shall record time spent on processing FSA-426’s in the WebTA Activity Reporting System under Program, “CROPIN” and Activity, “FOIA-PA”.

E Filing

File processed FSA-426’s by FY in folder “CI-1, Reports and Statistics”.--*

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-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification (Includes Appendix)		20, 353, 357.5, 501
AD-2007	FSA/RMA Compliance Referral		508
AD-2027	RCO Spot Checklist Growing Season Inspection Form		508
CCC-502	Farm Operating Plan for Payment Eligibility Review		357.5
CCC-509	Direct and Counter- Cyclical Program Contract		351
CCC-509 ACRE	Average Crop Revenue Election (ACRE) Program Irrevocable Election		357
CCC-509 Appendix	Appendix to Form CCC-509, Direct and Counter- Cyclical Program Contract		351
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program	Ex. 7	21, 23, 24, 24.5, 355
CCC-576-1	Appraisal/Production Report Noninsured Crop Disaster Assistance Program		332
CCC-579	NAP Approved Yield Compliance Worksheet		355
CCC-580	Milk Income Loss Contract (MILC)		357.9
CCC-580M	Milk Income Loss Contract (MILC) Modification		357.9
CCC-580S	Milk Income Loss Contract (MILC) Supplemental		357.9
CCC-895	Asparagus Revenue Market Loss Assistance Payment (ALAP) Program Application		357.5
CCC-901	Members Information 2009 and Subsequent Years		357.9
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		357.9
CCC-902I	Farm Operating Plan for an Individual 2009 and Subsequent Program Years		357.9

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

Forms (Continued)

Number	Title	Display Reference	Reference
CRP-1	Conservation Reserve Program Contract		16, 78, 308, 350, 497
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract		16
FSA-54 <u>1</u> /	County Office Work Measurement System		251
FSA-409	Measurement Service Record	461, 464	15, 21, 397, 459, 460, 462
FSA-409A	Measurement Service Request Register	462	459
FSA-426	MPCI/FCIC Information Request Worksheet	510.6	509, 510
FSA-441	Order for Aerial Photography		491
FSA-468	Notice of Determined Acreage	376, 380.6	15, 318, 352, 375, 379, 380, 380.5, 380.7, 397
FSA-569	NRCS Report of HELC and WC Compliance		20, 353
FSA-577	Report of Supervisory Check	332	
FSA-578	Report of Acreage		Text, Ex. 2, 10.5
FSA-603	Collection Register for State and County Offices		459
FSA-658	Record of Production and Yield		357
FSA-682	Supplemental Revenue Assistance Payments Program Application		357.10
FSA-914	Livestock Indemnity Program Application		357.7
FSA-918	Emergency Loss Assistance for Livestock Application		357.6
FSA-925	Livestock Forage Disaster Program Application		357.8
FSA-926	Livestock Indemnity Program - Third Party Certification		357.7
NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		495, 501, 502, 503, 505, 506.5

1/ This form is obsolete.