

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Farm Reconstitutions  
2-CM (Revision 6)**

**Amendment 12**

**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 185 B has been amended with procedure that does not allow a reconstitution with an active FSA-578.

Subparagraph 267 D has been amended to remove FSA-578 procedure.

Subparagraph 288 D has been amended with an updated version of FSA-476DCP.

Exhibit 10 has been amended to update the Reconstitution Checklist.

<b>Page Control Chart</b>		
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**Part 8 Automated Overview****Section 1 Getting Started****185 Before Initiating a Reconstitution****A Necessary Documents**

Before initiating a reconstitution in the computer:

- review FSA-155 for completeness according to paragraph 72
- ensure that all entries are completed on FSA-155
- ensure that any farm or address changes or additions have been completed
- add **new** operators or owners through SCIMS.

**Note:** Make ownership changes during the reconstitution.

**B Automated Processes**

When using this application users need to be aware of the following:

- as with all web applications, users shall use the navigation links on the left side of the screen or buttons at the bottom of the screen to operate the application

**Note:** All other buttons in the browser window, such as the “Back”, “Refresh”, or “X” (close browser) buttons, shall **not** be used. Data may be lost or corrupted if these buttons are used.

- COC and FSA-156EZ reports are automatically generated in Adobe Acrobat and will display on the users screen, but do not automatically print

**Note:** The user must initiate the print function to print copies of the reports. After a farm reconstitution is approved by the COC in the application the COC reports cannot be reprinted.

- the application times-out after 30 minutes of server inactivity; a warning will be given to the user after 25 minutes of inactivity with an option to keep the session active; if the user does not keep the session active the data will be lost

**185 Before Initiating a Reconstitution (Continued)**

**B Automated Processes (Continued)**

- \*--a reconstitution cannot be initiated if FSA-578 is on file

**Note:** The message, “Reconstitutions are not allowed due to a 578 existing on the farm(s)”, will be displayed. Delete FSA-578 before initiating the reconstitution.

The application will stop the user from initiating the reconstitution.--\*

\* \* \*

**C Checklist**

See Exhibit 10 for an example of a reconstitution checklist, which may be adapted for local use.

**186-190 (Reserved)**

245 Tract Division Crop Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action	
<b>Resulting Tracts</b>			
Tract	Resulting tract number.		
Base Acres	Base acres being attributed to the resulting tract.	<b>IF...</b>	<b>THEN...</b>
Direct Yield	Direct yield being attributed to the resulting tract.	DCP cropland method was selected as the method of division	no action can be taken.
CC Yield	CC yield being attributed to the resulting tract.		
CRP Yield	CRP yield attributed to the resulting tract.	estate method or owner designation method were selected as the method of division	Enter base acres, direct yield, and CC yield applicable to each tract.
CRP Reduct	CRP reduction acres attributed to the resulting tract.		
CRP Pending	CRP pending acres attributed to the resulting tract.		
CCC-505	CCC-505 CRP Reduction data attributed to the resulting tract.	CLICK “CCC-505” to view CCC-505 CRP Reduction data attributed to the tract.	
Complete Tract Division	After all crops have been reviewed, the “Complete Tract Division” will be available.	CLICK “Complete Tract Division” to complete the tract division.	
Cancel	Allows the user to cancel the request for tract division.	CLICK “Cancel” to cancel the initiation of the tract division. No data will be saved if users click “Cancel”.	

D Successfully Divided the Tract

After users click “Complete Tract Division” and all validations are passed, the Tract Reconstitution Screen will be displayed with the message “Successfully divided the tract.” The parent tract will be deleted and the resulting tracts will now be active.

246 (Withdrawn--Amend. 12)



267 Updating/Deleting Reconstitutions (Continued)

**D Fields**

The following table provides the fields available on the Farm Reconstitution Approve/Delete Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Recon Number	Reconstitution number.	
Recon Type	Reconstitution type will display as 1 of the following: <ul style="list-style-type: none"> <li>• farm division</li> <li>• farm combination.</li> </ul>	
<b>Parent</b>		
Farm	Parent farm numbers.	
Tracts	Number of tracts on the parent farm.	
Identifier	Parent farm identifier.	
Operator	Operator of the parent farm.	
CRP Contract	Indicates whether the parent farm has a CRP contract.	*--See 1-CRP to enter resulting farm on CRP-1. In all cases: <ul style="list-style-type: none"> <li>• update the reconstitution</li> <li>• notify the resulting farm operator and owners of:                             <ul style="list-style-type: none"> <li>• reconstitution</li> <li>• HEL and wetland determinations</li> </ul> </li> <li>• appeal rights.--*</li> </ul>
***	***	***

267 Updating/Deleting Reconstitutions (Continued)

D Fields (Continued)

Field/Button	Description	Action
<b>Result</b>		
Farm	Resulting farm numbers.	
Tracts	Number of tracts on the resulting farm number.	
Identifier	Resulting farm identifier.	
Operator	Operator of the resulting farm.	
Crops	Indicates the crops for which base acres exist on the resulting farms.	
Do variations apply for DCP yields?	Allows the user to select that variations apply for DCP yields.  <b>Note:</b> Only applies to farm divisions.	CLICK "Yes" if variations apply. Farm Division - Variation Screen will display. See paragraph 268.
COC Approval Date	Allows the user to enter the COC approval date.	Enter COC approval date. The date must be entered as mm/dd/yyyy.
Approve Recon	Allows the user to approve the farm reconstitution.	CLICK "Approve Recon" after a COC approval date has been entered.
Delete Recon	Allows the user to delete the reconstitution.	CLICK "Delete Recon" to delete the current reconstitution. After users click "Delete Recon", the reconstitution will be deleted and no data will be saved for the resulting farms.
Cancel Approval Process	Allows the user to cancel the approval/deletion of the farm reconstitution.	CLICK "Cancel" to cancel the approval/deletion of the farm reconstitution. No data will be saved if users click "Cancel".

\*\*\*

268 Recording DCP Variations

A Farm Division – Variation Screen

When the reconstitution selected for update is a farm division, the question, “Do variations apply for DCP Yields?”, will be displayed on the Farm Reconstitution Approve/Delete Screen. If users CLICK “Yes”, the Farm Division - Variation Screen will be displayed. Following is an example of the Farm Division - Variation Screen.

United States Department of Agriculture  
Farm Service Agency

*Farm Records*  
Management System

**Links**

Farm Records Links  
Reconstitutions

Logout of eAuth  
Exit FRS

### Farm Division - Variation

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	4823	Not selected

RECON NUMBER	PARENT FARM	FARMLAND	CROPLAND	DCP CROPLAND	OPERATOR
38	4823	70.0	62.3	62.3	Any 3 Producer

**Crops - Farm-level**

	CROP	BASE ACRES	DIRECT YIELD	CC YIELD	DIVISION METHOD	REVIEWED
+	CORN	25.0	100	100	Default	<input checked="" type="checkbox"/>
	SOYBEANS	32.0	30	30	Default	<input type="checkbox"/>

FARM	TRACT	BASE ACRES	DIRECT YIELD	CC YIELD	CRP YIELD	CRP REDUCT	CRP PENDING	CCC-505
4859	9039	0.0	0	0	0	0.0	0.0	CCC505
4859	9044	8.2	100	100	0	0.0	0.0	CCC505
-----								
4860	9045	8.2	100	100	0	0.0	0.0	CCC505
4860	9046	8.6	100	100	0	0.0	0.0	CCC505

Complete Cancel



288 Printing FSA-476DCP

**A Printing FSA-476DCP**

The FSA-476DCP automatically prints following COC approval. FSA-476DCP may be reprinted for the current FY for an approved:

- farm combination
- farm division.

**Note:** When a series of reconstitutions has been processed, only FSA-476DCP's for the final approved reconstitution can be reprinted.

The mailing date on FSA-476DCP will be the date the reconstitution was updated, and the final appeal/review date will be 30 calendar days after the mailing date.

**B Example of FSA-476DCP Selection Screen**

Following is an example of FSA-476DCP Selection Screen.

\*--

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2011	Not selected	Not selected

County:

Farm Number:

Recon Number:

Freeform Text:

Select Other Counties | Submit | Cancel

--\*

288 Printing FSA-476DCP (Continued)

C Reprinting FSA-476DCP

Reprint FSA-476DCP according to the following table.

Step	Action
1	For multiple County Offices only, select the applicable County Office.
2	Enter farm number or reconstitution number to be printed.
3	Enter free-form text to be printed on FSA-476DCP and CLICK "Submit".
4	When the FSA-476DCP report opens in the Adobe PDF window, do either of the following: <ul style="list-style-type: none"> <li>click browser's "Print" to print the report</li> <li>save the report to user's computer.</li> </ul>

D Example of FSA-476DCP

The following is an example of FSA-476DCP.

\*--

FSA-476DCP (01-22-03)	U.S. Department of Agriculture Farm Service Agency																																			
<b>Notification of Bases, Payment Yields, and CRP Reductions After Reconstitution</b>																																				
ANY COUNTY FARM SERVICE AGENCY 123 ANYWHERE ST ANYWHERE ST 00000-0000 (999) 999-9999																																				
Notice Date: 10/19/2011																																				
ANY 1 PRODUCER 123 NOWHERE ST ANYWHERE ST 00000-0000																																				
Year:	2012																																			
Farm No:	4924																																			
	<table border="1"> <thead> <tr> <th></th> <th>Base Acres</th> <th>Direct Payment Yield</th> <th>Counter Cyclical Payment Yield</th> <th>CRP Reduction</th> <th>CRP Pending</th> <th>CCC-505 CRP Reduction</th> </tr> </thead> <tbody> <tr> <td>WHEAT</td> <td>17.3</td> <td>29</td> <td>29</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>OATS</td> <td>1.4</td> <td>34</td> <td>34</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>GRAIN SORGHUM</td> <td>0.1</td> <td>28</td> <td>28</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>BARLEY</td> <td>3.2</td> <td>32</td> <td>32</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table>		Base Acres	Direct Payment Yield	Counter Cyclical Payment Yield	CRP Reduction	CRP Pending	CCC-505 CRP Reduction	WHEAT	17.3	29	29	0.0	0.0	0.0	OATS	1.4	34	34	0.0	0.0	0.0	GRAIN SORGHUM	0.1	28	28	0.0	0.0	0.0	BARLEY	3.2	32	32	0.0	0.0	0.0
	Base Acres	Direct Payment Yield	Counter Cyclical Payment Yield	CRP Reduction	CRP Pending	CCC-505 CRP Reduction																														
WHEAT	17.3	29	29	0.0	0.0	0.0																														
OATS	1.4	34	34	0.0	0.0	0.0																														
GRAIN SORGHUM	0.1	28	28	0.0	0.0	0.0																														
BARLEY	3.2	32	32	0.0	0.0	0.0																														
As a result of a reconstitution, the farm that had been enrolled no longer exists, and is ineligible for any future payments. Since this is a newly created farm, it is not enrolled in a DCP/ACRE contract. In order for the Base Acres to be eligible for a DCP/ACRE payment, a new contract must be signed by the producers by the later of June 1 or 30 days from the date of this notice.																																				
Bases and yields have been revised as the result of a division of farm number 4902.																																				
The final date to appeal this data is the appeal date listed below.																																				
Operator:	ANY 1 PRODUCER																																			
Owner:	Multiple																																			
Farm Identifier:																																				
FAV/WR History:	N																																			
	Final Date for Appeal: 11/18/2011																																			

--\*

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026A	Supplemental to AD-1026		286
CCC-505	Voluntary Permanent Direct and Counter-Cyclical Program (DCP) Base Acreage Reduction		Text
CCC-509	Direct and Counter-Cyclical Program (DCP) Contract and Average Crop Revenue Election (ACRE) Contract		Text
CCC-509 ACRE	Average Crop Revenue Election (ACRE) Program Irrevocable Election		92
CCC-517	Direct and Counter-Cyclical Program Tract Redistribution Form		121, 122, 135, 286
CRP-1	Conservation Reserve Program Contract		Text, Ex. 2, 10
CRP-15	Agreement for Reduction of Bases, Allotments, and Quotas		152
FSA-155	Request for Farm Reconstitution	72	Text, Ex. 10
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing		Text, Ex. 10
FSA-476DCP	Notice of Contract Acreage, Payment Yields and CRP Reduction		Text, Ex. 10
FSA-578	Report of Acreage		185, Ex. 10

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

**Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
CC	counter-cyclical	Text
FAV/WR	fruits and vegetables or wild rice	Text
PTPP	Planting Transferability Pilot Project	71

**Redelegations of Authority**

This table lists redelegations of authority in this handbook.

<b>Redelegation</b>	<b>Reference</b>
COC may redelegate to CED the authority to approve or disapprove reconstitutions.	262

Reconstitution Checklist

\*--

Questions		Yes	No	NA
1.	Has FSA-155 been completed properly and all required signatures obtained?			
2.	Does the farm have a DCP contract? See paragraph 71 B.			
3.	Does the farm have an ACRE election? See paragraph 92.			
4.	Have current FY payments been issued on the parent farm or farms? If yes, all producers on all parent farms must refund all payments before initiating the farm combination or farm division.			
5.	Have <b>new</b> operators or owners been added to SCIMS?			
6.	Has FSA-156EZ been reviewed to determine whether all information is correct on the parent farm or farms?			
7.	Is the tract farmland, cropland, and DCP cropland correct on the parent farms?			
8.	Is there an outstanding pending reconstitution on the parent farm? If yes, determine whether it must be completed.			
9.	Does the parent farm or tract have a current year FSA-578? If yes, delete FSA-578 before reconstitution is initiated.			
10.	Is the parent farm under CRP-1? If yes, enter the resulting farm or farms on CRP-1.			
11.	Has COC approved the reconstitution?			
	• If approved, has the reconstitution been updated?			
	• If disapproved, has the pending reconstitution been deleted?			
12.	Has the reconstitution documentation been filed and inactive farm folders been marked inactive?			
13.	Has an HEL field been split? If yes, has a redetermination been made?			
14.	Have FSA-476DCP's, FSA-156EZ's, letters, and NRCS determinations, as applicable, been mailed to resulting owners and operators?			
15.	Has the aerial photograph and/or CLU layer been updated?			
16.	Have NRCS HELC/WC records been brought forward and referenced in the HELC/WC file?			

--\*

