

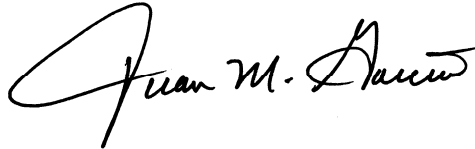
**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Farm, Tract, and Crop Data  
3-CM (Revision 4)**

**Amendment 22**

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



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 52 B has been amended to correct the example.

Subparagraph 53 E has been amended to clarify that the transfer of a farm to a noncontiguous county can be requested according to subparagraph 53 G.

Subparagraphs 53 G and 54 B have been amended to include that STC may redelegate authority to SED to approve requests for selecting new administrative County Offices in cases where County Offices have closed.

Exhibit 7 has been has been amended to update the example letter to include verbiage about NRCS clients and FLP borrowers.

| <b>Page Control Chart</b> |                                     |  |
|---------------------------|-------------------------------------|--|
| <b>TC</b>                 | <b>Text</b>                         | <b>Exhibit</b>                             |
|                           | 3-18.5, 3-18.6<br>3-19 through 3-36 | 1, pages 1, 2<br>page 3 (add)<br>7, page 1 |



52 Changing a Farm’s Administrative County (Continued)

**B Changing With a Farm Combination**

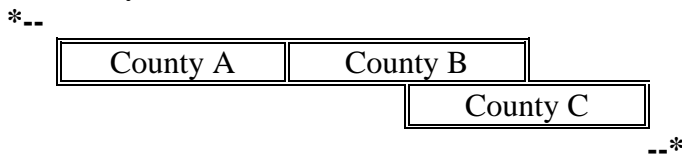
A change in administrative County Office may be permitted if both of the following apply:

- all owners agree with the transfer
- the transferred farm will be combined with another farm in the receiving office.

If a County Office determines that the farm transfer and combination are being requested to evade program rules, the farm transfer and farm combination shall **not** be approved.

**Note:** Administrative county changes shall only be made to counties that are contiguous to the county where the farm is physically located. If there are no offices in the contiguous counties, the producer may select a noncontiguous office that is **significantly** more convenient.

**Example:** County A is contiguous to County B. County B is contiguous to County C.



Land in counties A, B, and C may be combined and administered in any 1 of the 3 counties if there are parent farms located in all 3 counties.

If land in County B is divided from the farm, the land in counties A and C would be transferred back to County A and County C to be administered.

In and out transfers shall be:

- requested on FSA-179
- signed by the farm operator and **all** owners
- between contiguous counties when possible.

Approving the request will change the administrative County Office originally designated by FSA for all purposes. See paragraph 65 for the timing of the transfer.



53 County Office Closures

**A Background**

Producers (owners and operators) on farms that were transferred to an administrative County Office because of County Office closure may request a new administrative County Office if the producer documents that a new administrative County Office is significantly more convenient.

**Note:** This does **not** apply to TTPP contracts.

**B Timeframe for Request**

Producers on farms in County Offices that close shall have 30 calendar days from the date of the letter sent according to subparagraph 53 D to select a new administrative County Office.

**C Requesting a New Administrative County**

Producers who select a new administrative County Office shall request an in or out transfer to accomplish the change. Process these requests according to Section 2.

**Example:** County Offices A, B, C, D, E, and F are closing. There are County Offices in counties N, O, P, Q, R, T, V, X, Y, Z, AA, BB and CC.

|             |             |                |           |             |          |           |                |
|-------------|-------------|----------------|-----------|-------------|----------|-----------|----------------|
| N<br>COF    |             | O<br>COF       |           | P<br>COF    |          | Q<br>COF  |                |
| R<br>COF    | S<br>No COF |                | T<br>COF  | U<br>No COF |          | V<br>COF  |                |
| A-Closing   | B-Closing   | C-Closing      | D-Closing | E-Closing   |          | F-Closing |                |
| G<br>No COF |             | H<br>No<br>COF | Y<br>COF  |             | Z<br>COF |           | I<br>No COF    |
| X<br>COF    |             | W<br>No COF    |           |             |          |           | K<br>No<br>COF |
|             |             |                |           | AA<br>COF   |          | BB<br>COF |                |

Producers that have a farm that is physically located in:

- county A may transfer their records to county R
- county B may transfer their records to county R or Y
- county C may transfer their records to county T or Y
- county D may transfer their records to county T, Y, or Z
- county E may transfer their records to county V, Y, or Z
- county F may transfer their records to county V or Z.

53 County Office Closures (Continued)

**D Producer Letters**

When a County Office closes, FSA designates a new administrative County Office. The new administrative County Office designated by FSA shall provide a letter within 60 calendar days of being notified of the closure to all producers whose records were originally serviced by the closed County Office. The letter shall allow producers 30 calendar days from the date of the letter to select a different administrative County Office. See Exhibit 7 for an example of the letter.

**E No Contiguous County Office**

If there is no County Office in any contiguous county to the county where the land is physically located, the producer may select a noncontiguous County Office that is significantly more convenient to the producer.

**Example:** County Office F is closing and is not contiguous to a county that has a County Office. A producer may transfer his records to the closest County Office that is noncontiguous if it is significantly more convenient. For example, if it were significantly more convenient for the producer with a farm in county F, he could request to transfer the farm to county A or county K but not to counties M, N, Q \*--or S. A producer could request to transfer the farm to county M, N, Q, or S according to subparagraph G.--\*

|             |             |              |             |
|-------------|-------------|--------------|-------------|
| L<br>No COF |             |              | M<br>COF    |
| A<br>COF    | B<br>No COF | C<br>No COF  | D<br>No COF |
| E<br>No COF |             | F<br>Closing | G<br>No COF |
| H<br>No COF |             | I<br>No COF  |             |
| J<br>No COF |             | K<br>COF     |             |
| N<br>COF    | O<br>No COF |              | P<br>No COF |
| Q<br>COF    |             | R<br>No COF  |             |
| S<br>COF    |             |              |             |

## 53 County Office Closures (Continued)

**F In and Out Transfer**

In and out transfers shall be:

- requested on FSA-179

**Note:** On FSA-179, item 5, check (✓) “county office closure”.

- signed by the farm owner(s) and operator
- between contiguous counties when possible.

Approving the request will change the administrative County Office originally designated by FSA for all purposes. See paragraph 65 for the timing of the transfer.

**G Significantly More Convenient**

Producers who wish to select a significantly more convenient administrative County Office that does not meet subparagraphs C or E, shall request a farm transfer to accomplish the change. These requests shall be submitted to STC for approval.

In and out transfers shall be:

- requested on FSA-179

**Note:** On FSA-179, item 5, check “County Office Closure” and enter “Significantly more convenient”.

- signed by the farm owner and operator
- a 1-time option for the producer
- submitted to STC for approval.

Approving the request will change the administrative County Office originally designated by FSA for all purposes. See paragraph 65 for the timing of transfers.

**Note:** DAFP has delegated its authority to STC’s to approve requests for selecting a new administrative County Office in cases where County Offices have closed and a \*--producer requests an administrative county other than the 1 designated by FSA. STC may redelegate this authority to SED.--\*

## 54 County Offices With Reduced Hours of Operation

### A Background

Reduced hours at some County Offices may create a significant inconvenience for some producers in obtaining reasonable availability and accessibility to services.

Producers on farms that are administered in County Offices who have reduced their hours of operation may request a new administrative County Office, if the producer documents the new administrative County Office is significantly more convenient.

The County Office with reduced hours of operation shall notify producers of this option in their next newsletter.

**Note:** If SED determines that reduced staffing in a County Offices has caused an inconvenience to producers, SED may use this procedure to allow all producers in the county to choose a new administrative County Office even though the county may not have reduced work hours. After SED has made this decision, the County Office shall notify the producers in the county of the option to choose another administrative County Office in their next newsletter.

### B Requesting a New Administrative County Office

Producers, who select a new administrative County Office, shall request a farm transfer to accomplish the change. These requests shall be approved by STC.

In and out transfers shall:

- be requested on FSA-179

**Note:** On FSA-179, item 5, enter “reduced hours of operation” or “reduced staffing”, as applicable.

- be signed by the farm owner and operator
- occur between contiguous counties with the exception of closed offices
- be a 1-time option for the producer
- be submitted to STC for approval.

Approving the request will change the administrative County Office originally designated by FSA for all purposes. See paragraph 65 for the timing of transfers. There is no set timeframe for producers to make a request to change their administrative County Office.

**Note:** DAFP has delegated its authority to STC’s to approve requests \* \* \* for selecting a new administrative County Office in cases where County Offices have reduced hours \*--of operation and/or reduced staffing. STC may redelegate this authority to SED.--\*

55-61 (Reserved)



## 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-245      | Request for Cost Shares   |                   | 66, 67, 68                               |
| AD-862      | Conservation Reporting and Evaluation System  |                   | 66                                       |
| AD-1026     | Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification                               |                   | 66, 246                                  |
| AD-1026A    | Supplemental to AD-1026 (Continuation)  | 246               | 243                                      |
| CCC-502A    | Farm Operating Plan for Payment Eligibility Review for an Individual  |                   | 66                                       |
| CCC-502B    | Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership                       |                   | 66                                       |
| CCC-502C    | Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities |                   | 66                                       |
| CCC-502D    | Farm Operating Plan for Payment Eligibility Review for an Estate or Trust   |                   | 66                                       |
| CCC-502EZ   | Farm Operating Plan for Payment Eligibility Review for an Individual  |                   | 66                                       |
| CCC-505     | Voluntary Permanent Direct and Counter-Cyclical Program (DCP) Base Acreage Reduction                                |                   | 27, 28, 66, 169-173, 191, 193, Ex. 5     |
| CCC-509     | Direct and Counter-Cyclical Program Contract  |                   | 66                                       |
| CCC-509ACRE | Average Crop Revenue Election (ACRE) Program Irrevocable Election   |                   | 66                                       |
| CCC-517     | Tract Redistribution Form   | 244               | 66, 170, 171, 173, 243, 256, 257, Ex. 14 |
| CCC-522     | Tract Owner Selection of Initial or Subsequent Crop Acreage History   |                   | 66                                       |
| CCC-523     | Summary of Acreage History and Yield Report   |                   | 66                                       |
| CCC-524     | Base Acre and Yield Election Form   |                   | 66                                       |
| CCC-749     | Request to Participate in the ___ Planting Transferability Pilot Project  |                   | 170                                      |

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

Forms (Continued)

| Number       | Title  | Display Reference | Reference  |
|--------------|--|-------------------|--|
| CRP-1        | Conservation Reserve Program Contract                                    |                   | 25, 26, 132, 153, 170, 171, 173, 191, 192, Ex. 2, 14 |
| CRP-15       | Agreement for Reduction of Bases, Allotments, and Quotas                 |                   | 1, 66, 171, 192, Ex. 5, 13, 14, 18                   |
| FCI-19       | Crop Insurance Acreage Report  |                   | 66   |
| FSA-156EZ    | Abbreviated 156 Farm Record and Tract Listing                            | 245               | 1, 66-70, 171, 243, Ex. 18                           |
| FSA-179      | Transfer of Farm Records Between Counties                                | Ex. 10            | 52-54, 62, 66-69                                     |
| FSA-211      | Power of Attorney  |                   | 66   |
| FSA-476DCP   | Notice of Acreage Bases, Payment Yields and CRP Reduction                |                   | 66, 243  |
| FSA-578      | Report of Acreage  |                   | 66, 132  |
| NRCS-CPA-026 | Highly Erodible Land and Wetland Conservation Determination              |                   | 66   |
| NRCS-CPA-027 | Certification of Highly Erodible Land Conservation Plan(s) and System(s) |                   | 66   |

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

| Approved Abbreviation | Term                                   | Reference                   |
|-----------------------|--|-----------------------------|
| FRS                   | Farm Records Management System         | 2, 69, 70, 91, 92, 112, 243 |
| LTA                   | long-term agreement                    | 67, 68                      |
| PCW                   | planted converted wetland              | 131, 154                    |
| PTPP                  | Planting Transferability Pilot Program | 155, 169, 170, 194, Ex. 18  |
| SLR                   | Security Liaison Representative        | 112                         |
| WR                    | wild rice                              | 115                         |

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

**Redelegations of Authority**

This table lists the redelegations of authority for this handbook.

| <b>Redelegations</b>  | <b>Reference</b> |
|---|------------------|
| COC may redelegate to CED the authority to approve in and out transfers of land between counties.   | 63, 68, Ex. 10   |
| DAFP has delegated its authority to STC's to approve requests for selecting a new administrative County Office in cases where County Offices have closed and a producer requests an administrative county other than the 1 designated by FSA. STC may redelegate this authority to SED. | 53               |
| DAFP has delegated its authority to STC's to approve requests for selecting a new administrative County Office in cases where County Offices have reduced hours of operation and/or reduced staffing. STC may redelegate this authority to SED.   | 54               |



**Example of Letter to Producers About Closed County Offices**

This is an example of the letter to producers about closed County Offices.

Dear Producer:

The FSA County Office in (county name) County will be officially closed as of \_\_\_\_\_ (month, day, year). This will result in your farm records administered in the \_\_\_\_\_ County Office being transferred to the \_\_\_\_\_ County Office for administration. The \_\_\_\_\_ County FSA Office is located at \_\_\_\_\_ (address) in \_\_\_\_\_ (town) and the phone number is \_\_\_\_\_ (phone).

Producers on farms that are transferred to an administrative County Office because of County Office closure may request a new administrative County Office. You may select one of the following County Offices contiguous to \_\_\_\_\_ (closing county name) County as an alternative:

(List the alternative County Offices and addresses)

If you have a direct or guaranteed loan with FSA, please contact your loan officer to discuss where you would like to have your loan file located and serviced.

NRCS client files will remain with the NRCS field staff servicing those files.

You may also select a County Office that is not contiguous to \_\_\_\_\_ (closing county name) if that County Office is significantly more convenient for you. Your selection will apply for all programs for the next crop year and subsequent crop years.

Please contact the \_\_\_\_\_ County FSA Office no later than 30 calendar days after the date of this letter to request the administrative County Office that will be significantly more convenient for you. Your request is subject to State Committee approval. If we do not hear from you within 30 calendar days of the date of this letter your farm records will continue to be serviced from the (county) County Office. The significantly more convenient option is a one-time choice for producers

Sincerely,

\_\_\_\_\_, CED

