UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Tract Crop Base Acre Corrections

Approved by: Acting Deputy Administrator, Farm Programs

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1 Overview

**A
Background**

Farm maintenance software was included in County Release No. 498. However, procedure is not yet available to assist County Offices with making base acre corrections through the farm maintenance software.

Base acres shall only be corrected through farm maintenance when:

- DCP cropland acre changes are made that require reductions in base acres
- redistributing bases among the tracts on a farm after completing CCC-517.

Base acres must be backed out of farm maintenance and County Offices shall follow procedure in 1-DCP for changing the base and yield election when:

- errors were made while updating Possible Base Options Screen MIBBOU01
- owners change the base election after farm maintenance has been updated.

**B
Purpose**

This notice provides County Offices with procedure for:

- correcting tract crop base acres through farm maintenance software

- backing out tract crop base acres through farm maintenance software to allow County Offices to remove the completion date from the base election software.

  Note: County Offices must follow procedure in 1-DCP for changing the base and yield election.

This notice obsoletes Notice CM-447.

Disposal Date	**Distribution**
April 1, 2003	State Offices; State Offices relay to County Offices

2 Tract Crop Base Data

A
Maintenance   On Menu FAX250, use the following table to access Screen MIDUCP01.
Application

Step	Menu/Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP/Compliance", and PRESS "Enter".
4	M00000	ENTER "2", "Farm Records Management", and PRESS "Enter".
5	MC0097	ENTER "1", "Farm, Tract, and Crop Record Maintenance", and PRESS "Enter".
6	MIBSYR01	Enter the option for the appropriate FY to be accessed and PRESS "Enter".
7	MIB00001	ENTER "3", "Tract Crop Data", and PRESS "Enter".
8	MIB30001	ENTER "3", "Display and Update Tract Crop Base Data", and PRESS "Enter".
9	MIBSFO01	Enter 1 of the following and PRESS "Enter": • farm number • tract number • producer's last or business name.
10	MIDSCR01	Enter the line number corresponding to the crop to be updated and PRESS "Enter". Screen MIDUCP01 will be displayed.

2   Tract Crop Base Data (Continued)

**B
Example of
Screen
MIDUCP01**

The following is an example of Screen MIDUCP01.

```
Farm Records            043-FARIBAULT                      MIDUCP01
Tract Crop DCP Data                   Version: AE57  10/28/2002 09:38 Term H2
-----------------------------------------------------------------------------

Fiscal Year   2002                    Operator  ROBERT C LINDER
Farm Number       2                       Crop  Soybeans
Direct Yield     21              Base Acres        123.9
CC Yield         25         Dbl Cropped Avg          0.0

                Base    Reason      Direct  Reason        CC    Reason
     Tract      Acres    Code       Yield    Code       Yield    Code

     9272       56.2                  21                  25
     9273       48.3                  21                  25
     9274        5.9                  21                  25
     9275       13.5                  21                  25




Cmd2=Select Crop  Cmd3=Previous Menu  Cmd7=End  Cmd20=Update
Help=Help Text
```

**C
Commands and
Functions on
Screen
MIDUCP01**

The following table contains the commands and functions that are available on Screen MIDUCP01.

Action	Result
PRESS "Cmd2".	Screen MIDSCR01 will be displayed.
PRESS "Cmd3".	Screen MIB30001 will be displayed.
PRESS "Cmd7".	Main Menu MC0097 will be displayed.
PRESS "Cmd20".	The record will be updated.
PRESS "Roll-Page".	If more than 6 active tracts are associated with the farm, the additional tracts will be displayed.
PRESS "Help".	Direct and Counter-Cyclical Program (DCP) adjustment reason codes will be displayed.

2 Tract Crop Base Data (Continued)

D
Fields   Following are the field names and a description of each field that is displayed on
                    Screen MIDUCP01.

Field	What Is Displayed	What To Enter
Fiscal Year	4-digit FY	
Farm Number	Farm number	
Direct Yield	Crop's direct payment yield	
CC Yield	Crop's counter-cyclical payment yield	
Operator	Farm operator's name	
Crop	Name of crop that was selected on Screen MIDSCR01	
Base Acres	Total base acres for the selected crop	
Dbl Cropped Avg	Farm's total double-cropped average acres	
Tract	Each tract number that is associated with the farm	
Base Acres	Crop base acres for each tract.	Base acres may be adjusted, added, or deleted as necessary.
DCP Acre Reason Code	Field is blank.	Entry is required when a change is made to the base acres. When "Help" is pressed, DCP adjustment reason codes will be displayed. The appropriate reason code shall be entered corresponding to the change made to the base acres.
Direct Yield	Crop direct payment yield for each tract	The direct payment yield may be adjusted, added, or deleted as necessary.
DCP Yield Reason Code	Field is blank.	Entry is required when a change is made to the direct payment yield. When "Help" is pressed, DCP adjustment reason codes will be displayed. The appropriate reason code shall be entered corresponding to the change made to the tract direct payment yield.

2 Tract Crop Base Data (Continued)

D
Fields
(Continued)

Field	What Is Displayed	What To Enter
CC Yield	Crop counter-cyclical payment yield for each tract.	The counter-cyclical payment yield may be adjusted, added, or deleted as necessary.
DCP Yield Reason Code	Field is blank.	Entry is required when a change is made to the counter-cyclical payment yield. When "Help" is pressed, DCP adjustment reason codes will be displayed. The appropriate reason code shall be entered corresponding to the change made to the tract counter-cyclical payment yield.

Notes: CCC-509 may need to be updated when changes occur to base acres.

A farm's base acres **shall** not be reduced to zero if the farm has an active CCC-509.

CCC-509 **shall** be canceled before reducing farm base acres to zero.

2   Tract Crop Base Data (Continued)

**E
Modifying,
Adding, or
Deleting Tract
Crop Records**

Use the following table to modify, add, or delete tract crop records on
Screen MIDUCP01.

Step	Action
1	Enter tract crop base acres and PRESS "Field Exit".
2	Enter the DCP acre reason code and PRESS "Field Exit". **Note:** PRESS "Help" to display reason codes.
3	Enter the tract crop direct yield and PRESS "Field Exit".
4	Enter the DCP yield reason code and PRESS "Field Exit". **Note:** PRESS "Help" to display reason codes.
5	Enter the tract crop counter-cyclical yield and PRESS "Field Exit".
6	Enter the DCP yield reason code and PRESS "Field Exit". **Note:** PRESS "Help" to display reason codes.
7	PRESS "Cmd20" to update record.

2 Tract Crop Base Data (Continued)

F
DCP Adjustment   Following are the DCP adjustment reason codes and when each should be used.
Reason Codes

DCP Acre Reason Codes		
Code	**Reason**	**When Used**
1	CCC-505 Permanent Reduction	Base acres are permanently reduced.
2	Correction	Base acres are corrected.
3	Appeal	Base acres are corrected because of an appeal.
4	In Transfer	Base acres are added because of an in transfer.

DCP Yield Reason Codes		
Code	**Reason**	**When Used**
1	CCC-505 Permanent Reduction	DCP yields are permanently reduced.
2	Correction	DCP yields are corrected.
3	Appeal	DCP yields are corrected because of an appeal.
4	In Transfer	DCP yields are added because of an in transfer.