Guidance for Continuing Farm Programs Activities During the Coronavirus (COVID-19) National Emergency

Field Version 9
October 15, 2020

Version Transmittal Reason(s)

Subparagraph 6B has been updated to extend the temporary suspension of FSFL acceleration, foreclosure, and liquidation activities through October 31st 2020.

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Part 7 General Applicability

Appendix

1 Overview

A Background

As a result of the COVID-19 National Emergency, FSA State and County Offices must exercise caution and flexibility to maintain a high level of customer service and ensure delivery of essential services to customers.

B Purpose

This document provides guidance on:

- Electronic Signatures
- Conservation Programs
- Safety Net Programs
- Common Provisions
- Price Support Programs
- General Applicability

C Contact

County Offices shall contact the State Office. State Offices shall contact the National Office as follows.

For…	THEN contact…
Conservation Programs	• Virginia (Ginny) Green; email **virginia.green@usda.gov**; phone 202-401-9144 • Micki Crider; email **micki.crider@usda.gov**; phone 202-205-9252
Safety Net Programs	• Tona Huggins; email **tona.huggins@usda.gov**; phone 202-205-9847
Common Provisions	• Tona Huggins; email **tona.huggins@usda.gov**; phone 202-205-9847
Price Support Programs	• Shayla Watson-Porter; email **shayla.watson-porter@usda.gov**; phone 202-690-2350 • Kelly Hereth-Dawson; email **kelly.hereth@usda.gov**; phone 202-720-0448 • Toni Williams; email **toni.williams@usda.gov**; phone 202-720-2270

2 Electronic Signatures

A Accepting Electronic and Digital Signatures

Employees are required to review if forms have been properly electronically or digitally signed. Unless otherwise restricted, including by State law, acceptable electronic or digital signatures include:

- Scanned or faxed images of documents containing handwritten signatures
  Reminder: IRS requires handwritten signatures on CCC-941.

- Digital signatures that provide a method to confirm the authenticity of the signature*, include, but are not limited to:
  - being emailed by a party known to the Agency, from a recognized email address
  - identify the individual signing the document
  - identify the software vendor used to execute the digital signature (such as DocuSign or OneSpan)

*Note: This can be accomplished by the sender providing an electronic file containing a validation indicator (such as a pop-up box), or through an additional document with verification information such as authentication

details or an access password, signer information, document tracking references, IP addresses, etc.

B   Changes to 1-CM Exhibit 50

The following table lists forms in 1-CM Exhibit 50 that cannot be approved for faxed and scanned signatures. Policy has changed to now allow some of these forms to signed by fax, email, or electronic signature. This change is noted in the last column of the table below with a "Yes". Handbook 1-CM will be updated in the future accordingly. All forms not listed below will continue to accept signatures by fax, email, or electronic signature.

Form Number	Form Title	Agency/Deputy Area Ownership	Is an Electronic Signature Acceptable?
CCC-36	Assignment of Payment	FPAC-BC	Yes 1/
CCC-37	Joint Payment Authorization	FPAC-BC	Yes 1/
CCC-77	Solicitation, Offer and Award for Janitorial Services	FPAC-BC	Yes 1/
CCC-79	Solicitation for Offers (SFO)	FPAC-BC	Yes 1/
CCC-279	Promissory Note	FPAC-BC	Yes 1/
CCC-576-1	Appraisal/Production Report Noninsured Crop Disaster Assistance Program	DAFP	Yes 1/
CCC-694-2	Acknowledgment of Commodity Certificate Purchase	DAFP	Yes 1/
CCC-959	Tobacco Transition Payment Program Assignment of Payment	DAFP	Form Obsolete
FSA-211	Power of Attorney (includes FSA-211A)	DAFP	No
FSA-669	Official Ballot for FSA Committee Elections	DAFO	No
FSA-2025	Notice of Approval, Terms and Conditions and Borrower Responsibilities	DAFLP	Yes 2/
FSA-2026	Promissory Note	DAFLP	Yes 2/
FSA-2029	Real Estate Mortgage or Deed of Trust	DAFLP	Yes 2/
FSA-2043	Assignment of Proceeds From the Sale of Dairy Products and Release of Security	DAFLP	Yes 2/
FSA-2044	Assignment of Income From Real Estate Security	DAFLP	Yes 2/
FSA-2140	Deposit Agreement	DAFLP	Yes 2/
FSA-2142	Statement of Deposits and Withdrawals	DAFLP	Yes 1/
FSA-2231	Request for Obligation of Funds - Guaranteed Loans	DAFLP	Yes 1/
FSA-2313	Notification of Loan Approval and Borrower Responsibilities	DAFLP	Yes 2/
FSA-2465	Assignment, Acceptance, and Release (Wool and Mohair)	DAFLP	Yes 2/
FSA-2489	Assumption Agreement	DAFLP	Yes 2/
FSA-2570	Offer to Convey Security	DAFLP	Yes 2/
GSA-276	Lease Amendment SF-2 Lease for Real Property	DAFLP	Yes 2/

1/ Handbook will be amended to include change.
2/ Electronic signature will be accepted by a two-factor authenticated digital signature via OneSpan. The form can still not be accepted with faxed or scanned signatures.

C   Unacceptable Electronic Signatures

Unacceptable electronic signatures include:

- digital images of an individual's signature (jpg or similar) pasted in the signature block, without any digital signature validation
- typed names or initials in the signature line.

D   Employee Signature

Digital signatures completed by employees using Lincpass verification are equivalent to a manual signature on forms and applications.

3   Conservation Programs

The following table contains recommendations to aid employees who are working remotely.

Conservation Program	Program Flexibility for Working Remotely
A. CRP Cost-Share/Tree Thinning Incentives	• Cost-share forms can be created and emailed or mailed to producers for signature certifying completion. • Receipts can be submitted via mail or email and reviewed over the phone or screen share. • Entry of performance is done in the system. Users could enter performance if the producer provides electronic documentation. Users can revise agreements to extend practice completion (reporting) deadlines. • FSA can forward to NRCS or FS as needed for certification of the practice. • Partial payments for CRP do not require NRCS or FS certification prior to payment. • Review ULO reports. • Review Conservation Plans. • Complete 848's for contracts on mis-match report. Review CSS reports, for example the "FSA-848A – Practices Expiring in 30 Days" and "FSA-848A – Practices with Expiration Date Exceeded" reports, for agreements that require action. • Mail or email reminder letters from CSS for upcoming practice expirations. • Accept extension requests over the phone and send modified documents for producer signature. • Practice completion dates are discretionary and the COC has the authority to accept late certifications • Record extensions in CSS and COC minutes. See 2-ECP Subparagraph 177C, procedure applicable to CRP, ECP and EFRP.
B. CRP Grasslands	• Producer needs to identify areas that they want to offer into CRP Grasslands and what the existing cover is. This could be done through email, screensharing, and/or by phone. • Creating scenarios in TERRA and recording offers in COLS following identification of the areas being offered by the producer. • CRP-1 and CRP-2G must be signed by producer, potentially could be provided electronically, faxed, scanned, emailed. • National template packet will be emailed to State Offices for state level modification and distribution. This packet includes: a producer worksheet, Grasslands Fact Sheets, state specific maps for Grassland factors and rental rates.
C. CRP Continuous, including CREP	• For reenrolled land, if the same acreage is reenrolled it may be completed by the producer, by phone. NRCS must still complete a field visit.
D. CRP Emergency and Non-Emergency Haying and Grazing	• Participants can call the office to request the haying or grazing activity. • Forms can be sent through email or U.S. mail to the participant or pre-packaged. *(continues next page)*

Conservation Program	Program Flexibility for Working Remotely
	• County and State level reports can be completed and provided to the National Office. • NRCS must be consulted to determine alternate possibilities for obtaining a modified conservation plan.
E. CRP General	• Create the accepted/rejected letters and email or mail the letters. • CED can approve the CRP-1 (contract) and the conservation plan. • PT can load the approval in COLS. • State office can create a SharePoint site or add to spreadsheet to track General SU accepted/rejected offers.
F. Emergency Conservation Program (ECP) and Emergency Forest Restoration Program (EFRP)	• Producers could use photos and Google maps to depict areas of damage. They could also use COF maps mailed/emailed to them. • Documents could be emailed or mailed to producers. • Receipt of documentation could be emailed or mailed to be opened later. • Text messages with pictures could also be sent.
G. ECP/EFRP Disaster Determination	• COF can fill out STORM report and ECP implementation request. • Use images and COC knowledge of damage to determine extent. • Communicate with the County Emergency Board via phone or video conferencing.

H. CRP Maintenance Activities (All Signup Types)	• Review Invalid Contract Reports in CCMS
	  - Initiate Contract revisions for inactive tracts to update to the current Tract number, send for signature.
	  - Draft and send 60-day notification letters for succession in interest changes, update contracts and send for signature. Mail or email to participants.
	• Review CCMS Farm Records Mismatch Reports, update Farm Records or CCMS as applicable.

I. CRP/ECP/EFRP Cost Share	• Conduct a quick health check using the following table. Click each of the menu options in the left navigation menu for each CSS program, as applicable (CRP, ECP, EFRP) taking note of any record in the search results with a key indicator more than 60 days before the current date.

J. Application of Milk on CRP Land	• COC's may permit the application of milk on acreage under CRP-1 if:
	  - it occurs prior to the primary nesting season
	  - FSA-850 does not reveal any adverse impacts to the human environment that cannot be successfully mitigated
	  - the participant seeks approval from the COC to apply milk on CRP acreage

(Table within section I. CRP/ECP/EFRP Cost Share:)

Menu Option	Key Indicator	Action
Edit Application	Date Created	If applications outstanding more than 60 days are not valid, inactivate.
Retry Payment	Date Revision Began	Retry all payments. Resolve error messages if retry is unsuccessful.
Agreement in Process	Date Revision Began	Review all revisions outstanding more than 30 days.
Submit to COC/CED	Date Revision Began	Present to COC/CED for approval or Cancel Revision.
COC/CED Approval	Date Revision Began	Approve, Disapprove, or Cancel Revision.

(continues next page)

	- the participant receives a conservation plan in writing from NRCS or TSP that meets or exceeds the minimum standards of FOTG.
	- all requirements and specifications, including permits, if applicable, are met as required by EPA and State and local regulatory
	- the amount of milk and its nutrients that may be applied are limited to the level that can be used by the vegetative cover
	- the milk will not be applied within 100 feet of property boundaries or water sources, such as wells, streams, rivers, wetlands, or swamps
	- the participant must agree to re-establish, at the CRP participant's expense, the vegetative cover in the event of failure or damage after application.

4   Safety Net Programs

The following table contains recommendations to aid employees who are working remotely.

Safety Net Program	Program Flexibility for Working Remotely
A. ARC-PLC	• Prepare CCC-863 and Letter in 1-ARCPLC (Rev.1) Exhibit 17 to producers who elected ARC-IC for 2019. • Load PLC yield updates into the system and prepare them for owner signatures. • Update production information for ARC-IC (see subparagraph 138 H of 1-ARCPLC Rev 1 for deadline). • Review ARCPLC reports to identify any 2019 contracts that require action prior to the April 17 default process (see ARCPLC-84). • Continue to contact producers to finish 2020 enrollment. • Print and/or mail producer Base and Yield Notifications required after completed 2019 program election. • Calculate HIP values for eligible crops ONLY on farms that will not be able to be calculated by that National Office due to broken farm history. See Notice ARCPLC-84 for information on system updates that will be completed when the 2019 enrollment/elections default process is completed. Keep a listing of manually calculated HIP values to be entered in Farm Records for 2019 and 2020 once the HIP entries in the software are enabled.
B. CFAP	• Accept AD-3114s by phone, mail, fax, email, or electronically.
C. ELAP	• Accept Notice of Loss by phone, mail, fax, email or electronically.
D. LIP	• Accept Notice of Loss by phone, mail, fax, email or electronically.
E. LFP	• Accept CCC-853s by phone, mail, fax, email, or electronically. • Review permits, leases, CCC-855s, and/or any other supporting documentation provided by the producer (by mail, fax, email, or electronically). • Send completed CCC-853(s) to producer (by mail, fax, email, or electronically) for review and signature(s).
F. NAP	• Update approved yields. • Accept notice of loss by phone, mail, fax, email or electronically & update in system – mail to producer for review and signature. • Prepare file for LA and provide for pickup by LA.
G. TAP	• Accept notice of loss by phone, mail, fax, email or electronically. • Prepare file for LA and environmental review and provide for pickup by applicable individual.
H. WHIP	• Prepare WHIP application when WHIPIR is sufficient. • Prepare WHIP applications based on information provided by phone, fax, email, or electronically or WHIPIR – discuss by phone & mail to producer for signature.

5 Common Provisions

Common provisions include, but are not limited to, AGI, payment limitation, payment eligibility, acreage reporting, farm records. The following table contains recommendations to aid employees who are working remotely.

Common Provisions Activity	Program Flexibility for Working Remotely
A. Acreage Reporting	• Schedule appointments. • Prepare maps. • Mail or email maps. A notice will be issued which will remove the requirements for late-filed actions (producer fee and field visit) for a short period of time following the July 15, 2020 acreage reporting deadline. Specific information will be provided in the notice. Recognizing that several offices already have plans in place, following are additional ideas on how county offices may choose to work with producers: Method 1: • Provide clean maps* to producer (with instructions on how to complete the maps and provide a phone number for calling with any questions – a separate document will be provided for example purposes for states and/or counties to update) • Ask producer to return the completed maps to the office (provide a date by which completed maps must be returned) • Update CARS (contact producer with any questions or due to missing items) • Provide FSA-578 to producer for signature (provide a date by which signed FSA-578 must be returned) * Several states have a method of "printing" maps by farm or producer. If additional information is needed on this process, the applicable State Office specialist should contact Billie Jo Smith or Dan Janes. Method 2: • Send clean maps to producer via email and establish a meeting in Microsoft Teams *[more information / instructions will be provided by DAFO on how to establish Teams meeting with a producer]* • Use Teams Software to share screens with producer to review maps for certification (or other documents) • Ask producer to email updated maps (provide a deadline) • Update CARS • Provide FSA-578 to producer for signature (provide a deadline) Note: There is also a Teams app available for smart phones which may be used by producers. *(continues next page)*

	Method 3: • Review acreage reported to AIPs and provided through ACRSI. • Provide data and clean maps to producer (with instructions on how to complete the maps and provide a phone number for calling with any questions) • Ask producer to return the completed maps to the office (provide a date by which completed maps must be returned) • Update CARS (contact producer with any questions or due to missing items) • Provide FSA-578 to producer for signature (provide a date by which signed FSA-578 must be returned) Additional comment: There may be times when it is helpful for producers to review previous year maps and offices may want to provide those as well.

B. Eligibility	• Review AGI reports and take appropriate action.
	 • Update subsidiary records:
	     - AD-1026
	     - AGI
	     - Beginning Farmer, Limited Resource, Socially Disadvantaged, Veteran Farmer or Rancher
	     - Payment Limitation/Eligibility

C. Farm Records	• Process outstanding reconstitutions (resulting notifications must be mailed).
	 • Research expired lease permits (for use with LFP and/or other programs).
	 • Review and update farm ownership if online records are available (see Exhibit 1 for detailed information on producer changes).
	 • Review imagery and complete CLU/field changes (see Exhibit 1 for detailed information on boundary changes).
	 • Farm record report cleanup – reports should be provided by the STO regularly
	     - Out-of-balance tract reports
	     - CRP Mismatch Report between CCMS and FR data
	     - Review and process Required Farm Combinations
	     - Review and update Wetland Points and associated Administrative County
	     - HEL and Wetland Determination review
	     - CLU and Farm Hierarchy mismatch
	 • Non-Contiguous Tract Report – If counties have not split tracts by physical location this also may need reviewed again.
	 • Clean up farm records and maps for active farms, incl reviewing farm ownership.
	 • Research UHEL fields & request determinations if needed.

D. MIDAS/ Business Partner	• Input POAs or any other Representative Capacity. • General cleanup (11-CM). • Process Date of Death workflows. • AD-2047 customer updates (signature not required per 11-CM para 52). • Run IRS validation error reports (11-CM para 91) and obtain verbal confirmation from producer of Tax ID Number and/or issued name for correction and validation. • Inactivate producers meeting the requirements in 11-CM para 132 D. • Link spouses in BP/RepCap/Marriage.

6 Price Support Programs

The following table contains recommendations to aid employees who are working remotely.

Price Support Program	Program Flexibility for Working Remotely
A. Field Visits and Pre-Loan Inspection, Collateral Checks	• Allow producers, dealers or suppliers to send photos to the County Office for verification of FSFL projects that includes drying and handling equipment or storage and handling trucks.

B. FSFLs	• Allow FSFLs that do not require additional security to be closed by electronic mail or fax.
	• Continue NEPA evaluations.
	• Allow financial documents to be mailed or scanned and emailed to the office.
	• Continue to mail or electronically mail reminder or demand letters.
	• The below FSFL flexibilities will assist State and County Offices with delivering a high level of customer service and ensure FSFL borrowers that FSA's mission is to service them during these difficult times.
	  - Accelerations, Foreclosures and Liquidations:
	    - Effective immediately, State and County Offices must temporarily stop the following FSFL activities scheduled to take place through *--October 31, 2020--*:
	      - Accelerations
	      - Foreclosures
	      - Liquidations
	  - All other FSFL servicing actions provided in 1-FSFL (Rev. 3), Parts 12 and 13 are still required.
	  - Treasury Offset Program (TOP):
	    - County Offices must continue to follow 1-FSFL (Rev. 3), Part 12 for FSFL delinquent borrowers will continue to be referred to TOP. If Treasury notifies the Agency to cease offsets, additional guidance will be provided immediately.

C. UCC Filings or lien searches for MAL and FSFL	• Continue with UCC Filings or lien searches for MAL and FSFL as applicable. Contact the National Office if you encounter any issues with the completion of the filing or lien search • Price Support Division Program Managers will work with State Offices, on a case by case basis, to resolve FSFL and/or MAL lien searches and filing concerns. • There are loan processing variables and State laws that must be followed to ensure CCC's lien is properly recorded. Therefore, if there are specific concerns regarding lien searches and/or filing delays, please contact the respective FSFL and/or MAL Program Manager for assistance.
D. Repayments for FSFL and MAL's or acceptance of checks when funds are due to the county office	• Receive checks through mail or drop box if available. • Repayment submitted by mail will use the postmarked date as repayment date if customer called to receive the payoff amount. Previous policy was repayment date is the date received in the office. • Inform producers that wire transfers may be used to repay loans.
E. MALs	• Loan Terms: CARES Act authorizes loan terms extended to 12 months – authorization ends September 30, 2020. See forthcoming notice. *(continues next page)*

Price Support Program	Program Flexibility for Working Remotely
	- Forfeitures, Settlements Loans Opened after Maturity: Notice LP-2256 provides guidance for MAL forfeitures and settlements. - Commodity Certificate Exchange Form CCC-694-2: PSD will accept CCE requests by scan/email, mail, or fax. - MAL Maturity Date Extension –Notice LP-2260 went out on 4/3/20 - Warehouse Receipts: - Warehouse receipts may be mailed to the county office. Once repayment is received, the warehouse receipts will be mailed to the appropriate party. - Parties may utilize a drop box method to provide receipts after loan repayment. This activity must be coordinated ahead of time and may be in conjunction with the delivery of a payment.

7 General Applicability

The following general recommendations are offered to aid employees who are working remotely.

General Area	Flexibility for Working Remotely
A. All Program Areas: Payments /Overpayments	• Certify and sign payments in NPS. • Review Pending Overpayment Report to resolve overpayment reason or transfer legitimate debts to NRRS. • Review the Nonpayment Report to resolve reasons for reduction, when applicable.
B. All Program Areas	• Review automated reports for suspect program activity, including exception reports, cancellation reports, etc.
C. Communication	• Ensure all communication is documented via RFS. It may be possible to email documents requiring a signature to producers if they have a means of meeting signature requirements (print and return mail or electronically). • Be aware of PII when mailing and/or emailing.
D. Printing	• Send print jobs remotely and pick up when in COF.
E. General	• Complete Ag Learn Courses (Required, IDP, and optional) • Catch up on policy changes and filing amendments, notices, etc. • Read/review handbooks and notices • Read/review software guides • Email catch-up/clean-up • Review dashboards • Clean-up records

Exhibit 1

- The following exhibit is a summary of the general policy and procedure when making Farm Records changes. This is not a policy change and 10-CM, (Rev. 1) must be referenced for the full provisions. Additionally, every Farm Record's change could impact an already enrolled program or application. For every change review and verify if the following are impacted: Impact of changes on base acres – Out-of-balance conditions
- Existing Acreage Report
- Program enrollment impact – ARCPLC, disaster programs, conservation programs (CRP), DMC, conservation compliance (new determinations or violations), etc.

Note: Not all programs or potential impacts are referenced above, and an extensive review should be completed.

Farm Records Change	Verification Required	Notification Required	Handbook Reference
Operator Change	- Written or verbal verification by owner - Lease - Heir property verification	- Prior operator - Current operator - All owners Retain a copy of the notification in the farm folder.	10-CM, par. 21
Owner Change	- Deed (provided by producer or verified by valid online source) - Other legal documentation **Note:** Owners identified through public ownership records may be entered into BP but if not participating in FSA program the mail indicator flag must not be set.	- Operator - Prior owner(s) on impacted tracts - Current owner(s) on impacted tracts	10-CM, par. 22 11-CM, par. 60C
Other Producer (OT)	- Written or verbal verification by owner or operator - Lease **Note:** For LFP, if no written agreement can be provided, producer must complete CCC-855		10-CM, par. 23
Boundary Change	- Deed record of ownership change - Identifying significant changes to land use identified through imagery (building sites on cropland, new land brought into production) **Note:** Small boundary differences that could be due to imagery shift or color differences when new imagery is received is not authorized. - Producer provided information - Measurement service	- Operator - All owners on impacted tracts	10-CM, par. 29 Par. 29E for notification requirements 6-CP for conservation compliance impact of boundary changes
Cropland Change	COC Determination	Operator	10-CM, par. 25B

Farm Records Change	Verification Required	Notification Required	Handbook Reference
	Note: Changes may be made in FR to updated boundaries and/or add/remove the 3-CM Cropland Indicator but all changes must be reviewed with COC and documented in COC minutes.	• All owners on impacted tracts	
DCP Cropland Change	• COC Determination	• Operator • All owners on impacted tracts	10-CM, par. 25C and 27

Exhibit 2

Other Resources:

- ARCPLC, NAP, and Farm Records Training – 2018 Farm Bill - Farm Records Training Presentations - **https://inside.fsa.usda.gov/program-areas/dafp/dafp-training/index**
  - Training presentations go through properly completing producer changes, boundary changes, GIS Tips and Tricks, reconstitutions, base and yield adjustments, farm transfers and many other farm records updates.
- The FSA Modified Workflow Field Guide can be found on the DAFO-PPOD SharePoint (**https://usdagcc.sharepoint.com/sites/fsa-dafops/SitePages/PPOD.aspx**) under COVID-19 Informational Documents, in the FSA General Field Guidance folder.

Exhibit 3

For a downloadable Word file of Exhibit 3, click below:	For a downloadable Excel file of Exhibit 3, click below:

Acreage Reporting Instructions

FSA is currently required to enter all acreage information, including planting dates, into the computer PRIOR to the FSA-578 Acreage Report being certified. An acreage reporting method has been developed to help reduce the amount of time you spend waiting in the FSA Office to certify acres and/or to enable you to provide the information to FSA in such a way it can be updated in the computer so the FSA-578 can be provided to you for signature.

Enclosed you will find an **Acreage Reporting Sheet** and **tract map(s)** of all land that is part of your FSA farm numbers(s). When you have completed planting your crops for the current year, please do the following.

1. Use the official acres listed on the map, when reporting acres, unless the field boundaries on the map are incorrect or have changed. If so, please contact FSA immediately.

2. On the map(s), use a colored marking pen and list what crop and type/variety was planted on each field, and to the extent space is available, also include intended use, planting date and shares if different. If the field has more than 1 crop planted in it, draw in the approximate boundaries of where each crop was planted and identify the crop as indicated above in each sub-field. Also pastures need to be certified, so you will need to identify where the pasture fences are located and approximate acres. Total each crop column to make sure your crop acre totals are accurate.

3. Please indicate sub-fields with a field number combined with an alphabetic letter designation, as demonstrated on the attached map. **The total of all sub-fields within a field must equal the acres listed on the map. Pastures will be over and above your cropland acres.** Note: Planting dates must be reported on all crops, so your accuracy in reporting the planting date information is critical.

4. Please indicate the use of crops. In the case of corn, oats, barley, or wheat, indicate whether the crop is going to be used for **grain, silage, or forage.** A complete list of uses is included below. Also, please indicate the grass/forage type for each pasture.

5. Complete the enclosed Acreage Reporting sheet for each field/subfield (Map and completed example are enclosed). If another producer is farming a field or renting pasture in this farm unit, identify which field(s) they are farming in the comments section located on the bottom of the Acreage Reporting Sheet.

6. Mail or deliver the Acreage Reporting sheet, along with the annotated maps, to the Name County FSA Office, no later than x/xx/2020 so FSA can update the computer with the acreage information and provide the FSA-578 to you for signature and certification by the applicable reporting deadline.

*If you have any questions, please contact the **Name** County FSA Office at XXX-XXX-XXXX.*

Helpful information for completing the Acreage Reporting Sheet:

Irrigation Practice	
IR	Irrigated
NI	Non-Irrigated
O	Other (honey or maple)

Crop Status	
P	Planted
PP	Prevented Planted
F	Failed

Intended Uses							
Abbreviation	Use	Abbreviation	Use	Abbreviation	Use	Abbreviation	Use
CO	Cover Only	GM	Green Manure	LV	Leaves	RT	Root
CBD	CBD (Hemp)	GP	Green Peanuts	ML	Molasses	SD	Seed
DE	Dry Edible	GR	Grain	NP	Nut Peanuts	SE	Sets
ED	Edible	GZ	Grazing	NT	Nontable	SG	Silage
FB	Fiber (Hemp)	HP	Hogged Peanuts	OL	Oil	SO	Sod
FG	Foraging	LS	Left Standing	PR	Processed	TB	Table
FH	Fresh	LT	Leaf Tips	RS	Root Stock		

Following is a sample Acreage Reporting sheet:

FARM #: _____

CROP YEAR: _____ **2020** _____

Tract #	Field/ Subfield #	Crop	Type/ Variety	Irrigation Practice	Intended Use	Acres	Status	Planting Date	Producer Shares *

For Internal Use Only – Do Not Distribute

Following is an example of how sub-fields should be labeled with a field number combined with an alphabetic letter designation.
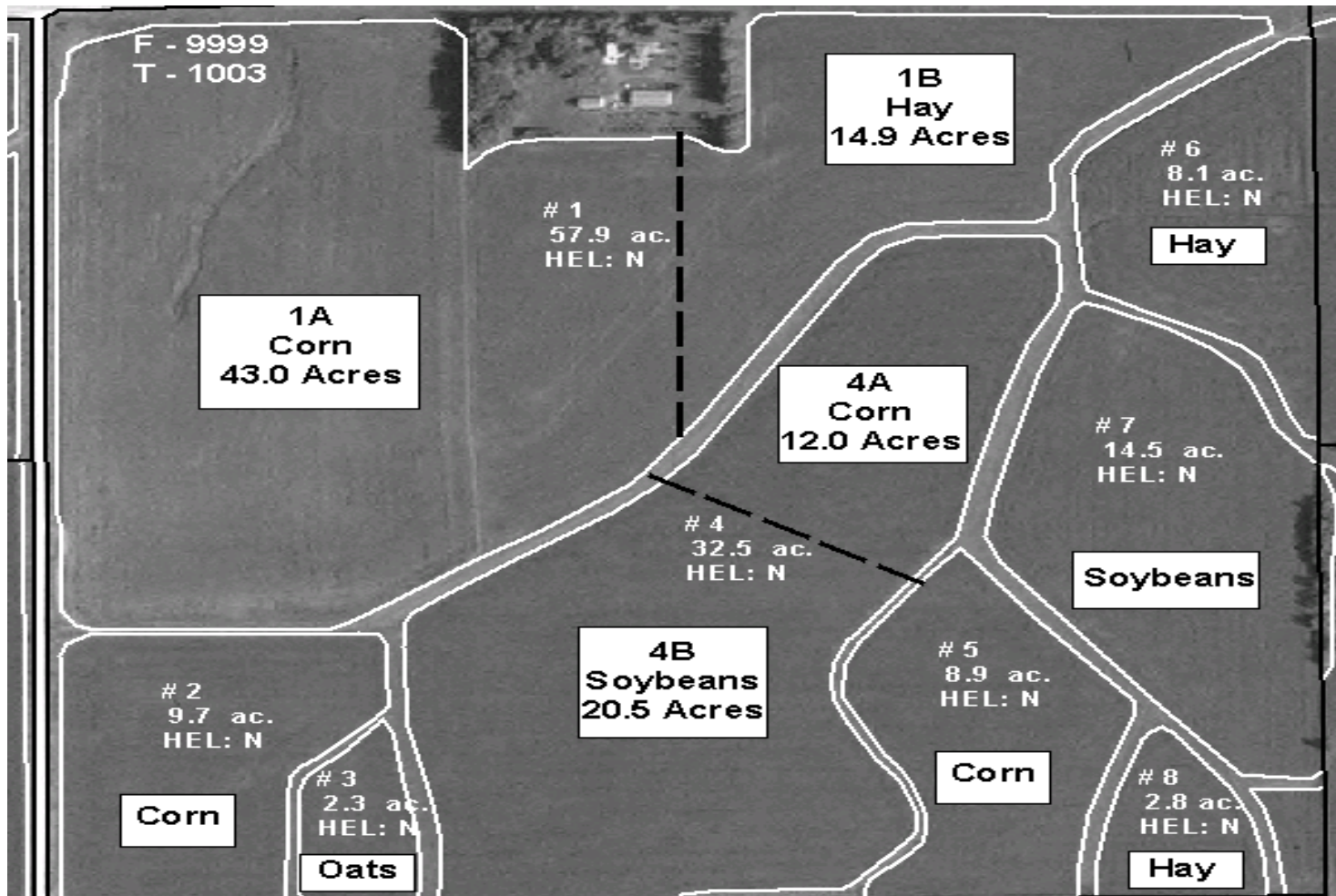
Following is an example based on the map shown above.

		FARM #:						9999	
		CROP YEAR:						2020	

Tract #	Field/ Subfield #	Crop	Type/ Variety	Irrigation Practice	Intended Use	Acres	Status	Planting Date	Producer Shares *
1003	1A	Corn	Yellow	NI	GR	43.0000	P	3/12/2020	100%
1003	1B	Hay	Brome	NI	FG	14.9000	P	4/14/2016	John White .6667 Bill White .3333
1003	2	Corn	Yellow	NI	GR	9.7000	P	3/12/2020	100%
1003	3	Oats	Spring	NI	GR	2.3000	P	11/2/2020	100%
1003	4A	Corn	Yellow	NI	GR	12.0000	P	3/12/2020	100%
1003	4B	Soybeans	Common	NI	GR	20.5000	P	6/18/2020	100%
1003	5	Corn	Yellow	NI	GR	8.9000	P	3/12/2020	100%
1003	6	Hay	Brome	NI	FG	8.1000	P	4/14/2016	John White .6667 Bill White .3333
1003	7	Soybeans	Common	NI	GR	14.5000	P	6/18/2020	100%
1003	8	Hay	Brome	NI	FG	2.8000	P	4/14/2016	John White .6667 Bill White .3333