



United States
Department of
Agriculture

INFORMATIONAL MEMORANDUM: IS-10-004

Farm and Foreign
Agricultural
Services

TO: All Approved Insurance Providers
All Risk Management Agency Field Offices
All Other Interested Parties

Risk
Management
Agency

FROM: Michael A. Alston /s/ *Michael A. Alston* 7/9/2010

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SUBJECT: Common Land Unit Interim Procedures and Type 27 Record

BACKGROUND:

In an effort to enhance tracking and integrity of crop insurance program data, the Risk Management Agency (RMA) established requirements in the 2010 Appendix III for reporting Common Land Unit (CLU) information for insured acreage. Approved Insurance Providers (AIPs) subsequently sought clarification of these reporting requirements and requested additional guidance.

ACTION:

In consultation with AIP representatives, RMA has developed the attached interim procedures and refined the attached Type 27 record reporting requirements effective for the 2010 Reinsurance Year.

As previously discussed, AIPs that do not demonstrate substantial compliance with this reporting requirement may be subject to penalties under Section IV.(H) of the 2010 Standard Reinsurance Agreement.

We appreciate the efforts of the industry workgroups to come to consensus on the remaining data reporting issues, and look forward to continued industry support.

DISPOSAL DATE:

December 31, 2010.



The Risk Management Agency Administers
And Oversees All Programs Authorized Under
The Federal Crop Insurance Corporation

An Equal Opportunity Employer

INTERIM COMMON LAND UNIT PROCESSING PROCEDURES FOR REINSURANCE YEAR 2010

1 General Information

A. Purpose

In accordance with FSA Handbook 8-CM, Common Land Unit (CLU), the CLU initiative:

- is a major step in establishing an interagency standard for delineating the boundaries of a piece of land
- establishes a common definition across agencies for the most basic divisions or segments of land
- will improve data sharing
- will make information provided to customers more complete and meaningful
- will provide more accurate time-saving acreage, field and tract information.

This document provides interim guidance for reporting acreage at the CLU level for producers insured under the Federal crop insurance program for the 2010 reinsurance year.

B. FSA Location Identifiers on the FSA- 578

Farm Number (FN). An identification number assigned to a farm by the FSA county committee.

Tract. Unit of contiguous land under one ownership, which is operated as a farm, or part of a farm.

Field. Part of a farm which is separated from the balance of the farm by permanent boundaries such as fences, permanent waterways, woodlands, and croplines in cases where farming practices make it probable that such cropline is not subject to change, or other similar features.

Sub Field. Identifies annual subdivisions within a CLU boundary based on different farm management practices reported by the producer.

C. FSA Location Identifiers on the State-wide Geospatial Shape Files provided to AIPs

CLU. The smallest unit of land that has a permanent, contiguous boundary, common land cover and land management, common owner, and common producer association. This information will be used by RMA as an electronic representation of the FSA Field.

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CLU Identifier. A globally-unique identifier assigned to a spatial feature, such as CLU. This identifier will generally not be visible to the user but will provide the internal uniqueness needed to maintain electronic records as they are moved and merged among computers and offices.

2 Existing Policy and Procedure¹

A. Document & Supplemental Standards Handbook

- Acreage Report form standards currently require:
 - Section, Township, Range and Other Land Identifier
 - FSA FN

B. Vegetation and Rainfall Indexes Pasture, Rangeland, Forage

- Defined and required FSA FN, Tract, Field for all acreage insured. If these numbers cannot be obtained you must provide coordinates, legal description and supporting documentation from FSA for the insured crop.

3. Common Land Unit ID Record Type 27 – Appendix III Criteria to Meet 2010 Reinsurance Year 20% Reporting Requirements

A. Each company has the flexibility to determine how to meet the 2010 reinsurance year minimum acreage requirement contained in this Informational Memorandum

B. Each AIP is to report on the Type 27 record, 20% of their Type 11 acreage for those counties contained in the CIMS files that were provided prior to May 1, 2010. When computing the total acres, RMA will include only acreage for insurance plans, 25, 44 and 90, for those counties where RMA has provided valid CLU data. However, all Type 27 records reported will apply toward the 20% minimum reporting requirement.

1) Producers may voluntarily provide the FSA Farm Number, Tract and Field to identify CLU information when reporting Type 11, or

- AIPs are not required to compel producers to provide the Type 11 acreage by FSA FN, Tract and Field for 2010 policies.

¹ Provides authority for collection of other required information, such as CLU associated with an insured crop

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- 2) AIPs may derive CLU information from CIMS data or other sources to provide the FSA FN, Tract and Field to identify CLU information for the Type 11 acreage reported by producers.

- C. Type 27 records are used by AIPs to record/report corresponding common land unit IDs and associated information for the acreage reported on the type 11 record.

- D. These procedures do not change the type 11 reporting or other 2010 Data Acceptance System (DAS) requirements.

- E. Type 27 Overview to meet the Appendix III criteria:
 1. Companies may choose which units to submit type 27 records
 - The FSA FN, Tract, Field Numbers must be reported for all acreage in the unit on the type 27 record

 - RMA will use the CLU files provided to AIPs via CIMS to validate the Farm, Tract and Field numbers

 2. The type 27 record identifies CLUs corresponding to acreage reported on the type 11 acreage record
 - Companies are to report the FSA FN, Tract Number, Field number and the reported crop acres at the time the acreage was planted.

 - The greater of a three acre or 1% tolerance will be used when comparing the acreage on the type 11 record to the sum of the acreage on the type 27 record(s). If the tolerance is exceeded the Type 11 record will be rejected.

 3. CLU data on the type 27 may be modified or corrected after DAS acceptance without invoking late sales reduction penalties
 - FSA will continue to maintain the CLU data and update information, when applicable, such as ownership changes.

 - Any changes or corrections must be consistent with the type 11 record information accepted by DAS and revised acreage procedures.

(COMMON LAND UNIT IDENTIFIER RECORD - TYPE 27)**Format/Edits**

Field No.	Field Name	Begin Pos	Size	Picture	Field Edits
1	Record Type	1	2	9(02)	Required. Must be 27.
2	Approved Insurance Provider	3	2	X(02)	Required. Edit with AIP/Company table.
3	Location State	5	2	9(02)	Required. Edit with FIPS State table.
4	Policy Issuing Company	7	3	9(03)	For Reinsured edit with company table. Must be valid PIC code for reinsurance year.
5	Policy Number	10	7	9(07)	Required. Must be > zeros.
6	Crop Year	17	4	9(04)	Required. Must be the crop year of the crops reported under the policy. This will equal the Reinsurance Year or Reinsurance Year +/- 1 for applicable crop code.
7	Crop Code	21	4	9(04)	Required; Edit with ADM2. See Exhibit 99-a.
8	Insurance Plan Code	25	2	9(02)	Required; Edit with ADM2. See Exhibit 99-a.
9	Location County	27	3	9(03)	Required; Edit with FIPS County Table.
10	Unit Number	30	5	9(05)	Required. For insured acreage must match the unit number for the Type 11 record and uninsured acres must zero fill. Unit Number must end in '00' for Enterprise and Whole Farm Units (i.e. 00100).
11	Filler	35	18	X(18)	Must be spaces.
12	Grid ID	53	8	9(08)	Optional. If entered must match the Grid ID on the Type 11 record for RI & VI policies. Right justify with leading zeros. If not applicable, zero fill.
13	Type 27 Key Reserve	61	15	X(15)	Space Reserved for Additional key data required in the future or for other record types. Must be spaces or blanks.
14	Record Number	76	4	9(04)	Must be > 000 and unique within a policy.
15	Type 11 Record Number	80	3	9(03)	Required; The record number of the Type 11 record that established the 27 record.
16	Land Identifier Type	83	1	X(01)	Required must be "C" for Common Land Unit. Reserved for now: "A" for AIP Identifier Reserved for now: "N" for NRCS Identifier
17	FSA Farm Serial Number	84	7	X(07)	Required. Enter the valid FSA Farm (Serial) Number; must be entered left justified with trailing spaces (i.e. '1546' should be entered '1546 ') See Note at end of record for validation.
18	FSA Tract Number	91	7	X(07)	Required. Enter the valid FSA Tract Number for the FSA Farm (Serial) Number in field 17. Must be entered left justified with trailing spaces (i.e. '1546' should be entered '1546 ') See Note at end of record for validation.

(COMMON LAND UNIT IDENTIFIER RECORD - TYPE 27)**Format/Edits**

Field No.	Field Name	Begin Pos	Size	Picture	Field Edits
19	FSA Field Number	98	4	X(04)	Required. Enter the valid FSA Field Number for the Tract Number in field 18. Must be entered left justified with trailing spaces and may include any alphabetic characters (i.e. '12A ') See Note at end of record for validation.
20	FSA Sub Field Identifier	102	3	X(03)	Optional. Enter Report the annual sub field identifier used by FSA for the common land unit
21	Reported Acres	105	8	9(06)V9(02)	Required. Enter the planted acres (insured or uninsured) for the land identifier for the insured crop. The sum of the reported acres must equal the acres on the Type 11 Record reported in Field 15. The sum of the reported acres must be equal to the Acres reported on 11 record (there is a 1% tolerance with a minimum of +/- 3 acre difference); otherwise, the T27 will reject.
22	Intended Use	113	2	X(02)	Optional. If entered must match one of the intended use codes from Exhibit 27-1 that represents the intended use for which the crop/commodity is being grown and produced.
23	Date Planted	115	8	9(08)	The Date the producer reported planting was completed. Date Planted can vary by CLU; but cannot be later than Date Planted on T 11 (field 29). Required if Date Planted is required on the T11 record. If entered, the Date Planted from the T27 record cannot be greater (more recent) than the Date Planted on the corresponding T11 record; otherwise, the T27 will reject.
24	Irrigation Indicator	123	1	X(01)	Optional. The code used to designate the irrigation practice: I = Irrigated, N = Non-irrigated
25	Unique CLU ID	124	36	X(36)	Optional. Enter the valid FSA CLU ID left justified. Can be reported as 32 characters without dashes or 36 characters including dashes. The CLU ID is a globally-unique identifier assigned by FSA for the common land unit, (FSN, Tract and Field).
26	Persons Sharing 1	160	35	X(35)	Optional. Enter the Name of Other Person(s) sharing in the crop. Left justify with trailing spaces. Use First & Last Name for individuals. F/L = Alpha characters and (-), (,), (.), ('), ('). Bus name, Trusts, Estates = Alpha/Numeric characters and (-), (,), (,), (&), (+), (.), ('), (%), (*), (#). Only one name per field.

(COMMON LAND UNIT IDENTIFIER RECORD - TYPE 27)

Format/Edits

Field No.	Field Name	Begin Pos	Size	Picture	Field Edits
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27	Persons Sharing 2	195	35	X(35)	See field 26.
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(COMMON LAND UNIT IDENTIFIER RECORD - TYPE 27)**Format/Edits**

Field No.	Field Name	Begin Pos	Size	Picture	Field Edits
28	RMA/FSA Entity Difference Flag 1	230	2	X(02)	Optional; if entered must match a code from Exhibit 27-2 to indicate the AIP has determined there is a valid difference between information reported to RMA and FSA.
29	RMA/FSA Acreage Difference Flag 2	232	2	X(02)	Optional; if entered must match a code from Exhibit 27-2 to indicate the AIP has determined there is a valid difference between information reported to RMA and FSA.
30	X Centroid	234	12	9(06)V9(06)	Optional. X coordinate of geographical center of field, expressed in the following formula: [meters west of the UTM zone base meridian (negative) OR meters east of the UTM base meridian (positive)] + 500,000.
31	Y Centroid	246	12	9(07)V9(05)	Optional. Y coordinate of geographical center of field, expressed as meters North of the Equator.
32	FSA Administrative State	258	2	9(02)	Optional; If entered must be different than Location State (field 3) and will be used to validate fields 17, 18 and 19.
33	FSA Administrative County	260	3	9(03)	Optional; If entered must be different than Location County (field 9) and will be used to validate fields 17, 18 and 19.
34	CLU Determination	263	1	X(01)	Required. Indicates how the CLU identified by fields 17, 18 and 19 and the acres in field 21 were determined. Enter an "A" if the CLU and acres were determined by the AIP or enter a "P" if the producer certified the CLU and acreage information.

(COMMON LAND UNIT IDENTIFIER RECORD - TYPE 27)**Format/Edits**

Field No.	Field Name	Begin Pos	Size	Picture	Field Edits
35	Filler	264	287	X(287)	Must be spaces.
36	FCIC Control Time	551	4	9(04)	Internal Use. The time the transaction batch file was received. (From when transmission started) HHMM Format.
37	FCIC Control Date	555	8	9(08)	Internal Use. The date the transaction batch file was received. (From when transmission started) MMDDCCYY Format.
38	Reinsurance Year	563	4	9(04)	Internal Use. The Reinsurance Year. CCYY format.
39	Batch Number	567	4	9(04)	Internal Use. The sequential number identifying the file that was submitted by the IP to FCIC/RMA.
40	Transaction Sequence Number	571	8	9(08)	Internal Use. The sequential number assigned to each transaction number processed by DAS <u>after it has been sorted.</u>
41	Transaction Rejected Flag	579	1	X(01)	Internal Use. Reserved.
42	Transaction Source Flag	580	1	X(01)	Internal Use. Reserved.
43	Filler	581	19	X(19)	Internal Use.

Notes:

~~Information on Land Identifier fields cannot be duplicated per 27 record.~~

~~Land Identifier Type (field 16) and Tract Number (field 18) cannot be blank.~~

Farm Serial Number (field 17), Tract Number (field 18) and Field Number (field 19) will be validated by Location State and Location County ~~or the Admin State and Admin County if provided~~, against the current DAS CLU ISAM file for the RY. ~~The ISAM file will contain CLU information released to the AIPs between July 1, 2009 and December 2010.~~

~~If Land Identifier Type = C (Common Land Unit), Farm Serial Number (field 17), Tract Number (field 18) and Field Number (field 19) must be present, and all three fields must have numeric values.~~

Type 27 – Intended Use Codes
Edit Description

Intended Use Codes

DE	Dry Edible	Dry Ed
ED	Edible	Edible
FH	Fresh	Fresh
FG	Foraging	Forage
GM	Green manure	Gr Mnre
GN	Greens	Greens
GP	Green peanuts	Green
GR	Grain	Grain
GS	Grain	Grazing
GZ	Grazing	Graze
HP	Hogged peanuts	Hogged
JU	Juice	Juice
LP	Leaf	Leaf
LS	Left standing	Lft Std
LT	Leaf tips	Leaftip
LV	Leaves	Leaves
ML	Molasses	Molass
NP	Nut peanuts	Nut
NS	New seeding	New Seed
NT	Nontable	Nontable
OL	Oil	Oil
PR	Processed	Proces
RS	Root stock	Rtstck
RT	Root	Root
SD	Seed	Seed
SE	Sets	Sets
SG	Silage	Silage
SO	Sod	Sod
TB	Table	Table

Notes:

~~Except for sorghum, crops historically reported with intended uses “SG”, “HY”, “GC”, or “HG” shall now be reported with an intended use of “FG”.~~

~~When a crop has both “GR” and “SD” as intended uses, the intended use of “SD” should be used to report hybrid seed.~~

~~When a small grain crop is planted and had 2 intended uses of grain and grazing, the intended use of “GS” shall be used.~~

Entity Differences

- 10 - Change after insurance attaches
- 11 - Change after sales closing
- 12 - Change after acreage reporting
- 13 - Verified correct reporting
- 14 - Verified correct differ business rules
- 15 - Producer to update SCIMS
- 16 - Will update next crop year

Acreage Differences

- 51 - Admin vs. Location County
- 52 - Insurable (Intend Use GS)
- 53 - Verified correct reporting
- 54 - Verified correct differ business rules
- 55 - Insurable share difference – location/entity/land/crop sale
- 56 - No longer insurable interest
- 57 - RMA Uninsured practice – Shown as insurable at FSA

Note:

AIP's are not obligated to report RMA/FSA difference flags. The difference flag values are provided as a means of facilitating analysis of identified data differences by CIMS.