2.1.01.04

WHOLE FARM PLANS - FARM STATUS CHANGES

This outlines the responsibilities and procedures of the WAP support staff with regard to land base/status changes to an approved WFP to ensure the records/data are managed in an orderly and timely manner.

1. The Farm Status Change Form will be completed by the Planner and submitted to the Ag Administrative Assistant when:
   - Change in ownership
   - Land base has changed
   - Farm status has changed

2. The farm changes will be reviewed and discussed by Ag Administration and the Planner to determine how the change(s) affect:
   - FAD count (review with the Data Processor Administrator)
   - Farm status
     - Active / Inactive
     - Retired
     - Withdrawn* / Suspended* / Terminated*
       *These statuses require Ag Committee approval
   - Assigned Farm Number
     - Farm Number - .1 will be added to a farm number only if the land base is divided

3. Once the status change has been approved by the Ag Committee, the following will be updated:
   - The Planner will get new signature(s) on the WFP-1 form (within 30 days).
   - The WFP implementation folder, WAC network (J/WAP Farmfiles) and FAME will be updated with the change(s) by the Ag Administrative Assistant upon receipt of the updated WFP-1.

* Withdrawn, suspended or terminated status changes are contingent upon approval of the Ag Committee. Further notice to Participants will follow SOP 1.1.08.1.