

## Watershed Agricultural Program SOP

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### 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      - Withdrawn\* / Suspended\* / Terminated\*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- \* Withdrawn, suspended or terminated status changes are contingent upon approval of the Ag Committee.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.