FSA
HANDBOOK

Subsidiary Files

To view the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

2-PL
(REVISION 1)

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

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

Subsidiary Files 2-PL (Revision 1)	Amendment 10

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

This amendment withdraws provisions applicable to updating eligibility information in the System 36. See 3-PL for information on updating producer eligibility information through the web-based application.

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Part 1 General Information

1 Purpose

A Handbook Purpose

This handbook provides instructions for accessing and updating subsidiary files. Subsidiary files are used to assist State and County Offices:

- determine “persons” for payment limitation purposes

*** * ***

- *****--enforce “person” determinations when issuing DCP, price support, CRP, and NAP--***** payments through automated systems.

This handbook applies to various programs operated by State and County Offices.

B Purpose of Subsidiary Files

Subsidiary files provide pertinent producer information for payment applications.

2 Sources of Authority

A Authority for Payment Limitation and Eligibility Provisions

Authority for payment limitation and payment eligibility provisions is in Sections 1001, 1001A, 1001B, and 1001C of the Food Security Act of 1985 (1985 Act), as amended.

B Authority for HELC and WC Provisions

Authority for HELC and WC provisions is in the 1985 Act, as amended by:

- Pub. L. 101-28
- Food, Agriculture, Conservation, and Trade Act of 1990 (1990 Act)
- Federal Agriculture Improvement and Reform Act of 1996 (1996 Act).

C Authority for Controlled Substance Violations

Authority for controlled substance violations is provided by Section 1764 of the 1985 Act, 99 Stat. 1354, 1652 (21 U.S.C. 881a), as amended.

3 Related Handbooks

A FSA Handbooks

FSA handbooks related to subsidiary file applications include:

- 1-PL for payment limitation general provisions
- 1-CM for NAM general information and record transmissions
- 6-CP for HELC and WC compliance provisions.

4 Performing Subsidiary File Rollover

A Background

Each year before farm crop rollover, subsidiary files will be rolled over. The rollover process makes space for the next subsidiary file year information for subsidiary files. The next year's data may be entered in subsidiary files after subsidiary file rollover.

B When Rollover Occurs

Subsidiary file rollover software is contained in a software release from KC-ITSDO. Rollover occurs automatically when the release containing rollover software is installed.

Note: Rollover of subsidiary files on the KC-ITSDO mainframe occurs before county receipt of rollover software.

C Tape Initialization

County Office software will initialize the required number of tapes during the pre-save process. *** * ***

D Preparing for Subsidiary File Rollover

***--**Before installing the subsidiary rollover software:

- all queued subsidiary records must be transmitted
- all users must sign off the system to ensure a dedicated system during rollover
- current year reconstitutions must be completed.**--***

E Do Not Stop After Initiating

Do **not** stop the release installation process once it has been initiated. Call AC or the FSA National Help Desk if problems arise.

F Successful Completion

--**When subsidiary file and farm records rollover has been successfully completed, lockout**-- of county files will be removed and processing can continue.

5 Backing Up Files During Rollover

A Saving to Tape

***--**County software enables the user to perform pre-rollover saves on a tape. Select the "Tape Save" option and PRESS "Enter" to initiate the tape.

Note: A screen will be displayed indicating additional tapes are necessary, if applicable.

B Labeling Backup Tapes

Label the backup tapes with "Pre-Rollover (new crop year) (mm/dd/yy)" for the tape used**--***before rollover.

Note: Keep backup subsidiary file rollover tapes for 6 months.

6 Rollover of NAM Flags

A Overview

The subsidiary rollover process updates data in the CY, CY minus 1, and CY minus 2 fields for the following for each active (not deleted) record in NAM:

- active producer (AP)
- multicounty producer (MCM)
- combined producer (CEM).

B Rollover Process

The subsidiary rollover process:

- copies the data in the CY active, multicounty, and combined producer fields into the CY minus 1 active, multicounty, and combined producer fields

- copies the data in the CY minus 1 active, multicounty, and combined producer fields into the CY minus 2 active, multicounty, and combined producer fields

- uses the data in the CY active, multicounty, and combined producer fields as the default value for the new CY flags.

6 Rollover of NAM Flags (Continued)

C Example of Name and Address Flag Rollover

This MABDIG was printed just before subsidiary file rollover. Note that:

- ***--**CY-2 active producer (AP) flag is "N"
- CY-1 multi-county (MCM) flag is "N"**--***
- the PY combined producer (CEM) flag is "N".

```
      NAME & ADDRESS INFORMATION
Ind
Stat  Id and Type   Name                    Type          AP      MCM     CEM     PA-DEL          Pgm-Upd  Date
----  -----------  ----------------------- ------------------------------------------------------------------------
      474564345S   ROB E BROWN              01     CY      Y       Y       N       Y               MAB060   970902
                                            CY-1     Y       N       N
                                            CY-2     N       N       N
```

A MABDIG printed after subsidiary file rollover was completed will show that the ***--**information from the CY has been copied to the CY-1 fields. The CY fields remain as**--*** they were before subsidiary file rollover, indicating the newly defaulted values.

```
      NAME & ADDRESS INFORMATION
Ind
Stat  Id and Type   Name                    Type          AP      MCM     CEM     PA-DEL          Pgm-Upd  Date
----  -----------  ----------------------- ------------------------------------------------------------------------
      474564345S   ROB E BROWN              01     CY      Y       Y       N       Y               MAB140   971002
                                            CY-1     Y       Y       N
                                            CY-2     Y       N       N
```

7, 8 (Withdrawn--Amend. 10)

9 Eligibility File Rollover

*--A Rollover After Web-Based System Is Implemented

With the implementation of the web-based eligibility system, the rollover for eligibility records will be executed on the centralized database instead of on the System 36. Data from the centralized system is then downloaded to the System 36. See 3-PL, Part 8 for additional information on the web-based subsidiary rollover process.**--***

*** * ***

10 Subsidiary File Rollover of Multicounty, Combined Producer, Joint Operation, Entity, and Payment Limitation Files

A Rollover of Year-Specific Files

The new subsidiary file year multicounty, combined producer, joint operation, entity, and payment limitation files will be created by copying all of the active records in the corresponding CY fields. None of the data in the files will be changed during the copy process.

11 Rollover of Payment Limitation Review (503) File

A Overview

A new payment limitation review file will be created by copying all of the active records in the CY payment limitation review file.

B Subsidiary File Year Payment Limitation Review File Creation

After the payment limitation review file is created:

- any data in the DATE CURRENT 502 field is moved to the DATE 502 RECEIVED field
- the following fields are initialized to blank:
  - DATE COC ACTION
  - DATE SUBMIT ST CTY
  - DATE DD REVIEW
  - DATE NOTIFIED
- the CODE LETTER field will retain its original value.

12-22 (Reserved)

Part 2 Eligibility

Section 1 EFM File Information

23 Using EFM Files

A Introduction

*--This part provides procedure for viewing System 36 eligibility files to determine producer payment eligibility with the implementation of the new web-based subsidiary system. All eligibility data is updated through the web-based system. This data is then downloaded to the System 36. See 3-PL for additional information.

B Why This Part Is Important

The information in this part is important because the following USDA programs use eligibility files to determine producer benefit eligibility:

- DCP
- Conservation Reserve
- Price Support
- Farm Loan
- Non-Insured Disaster Assistance
- Ad-Hoc Disaster Programs.

C Purpose of the EFM File

The EFM file was designed to provide a record of producer eligibility for farm programs to ensure that only producers who comply with program requirements receive USDA benefits.--*

24, 25 (Withdrawn--Amend. 10)

26-35 (Reserved)

36 (Withdrawn--Amend. 10)

37 * * * Viewing the EFM Record

A Viewing Producer's Eligibility Record

To **view** a producer's EFM record, access the record according to this table.

Note: PRESS "Enter" after entering the option on each menu or screen.

Step	Menu or Screen	Action
* * *		* * *
1	FAX07001, Application Selection	ENTER "9", "Common Provisions".
2	MA0000, Common Management Provisions	ENTER "4", "Subsidiary Files Maintenance".
3	MAD000, Subsidiary Files	ENTER "5", "Eligibility".
4	MAD400, Eligibility File	ENTER "2", "View Eligibility Records".
5	MAD40501	*--Enter the producer's ID number, type, and PRESS "Enter". Screen MAD40502 will be displayed with the producer's eligibility information.--*
6	MAD40502	View the producer's EFM records. * * *

37 Viewing the EFM Record (Continued)

*--B Sample Eligibility Record

The following screen displays fields in an eligibility record.

Note: Though only 3 years of data show for most fields in the sample record, System 36 files hold 5 years of data for those fields.

```
Common Provisions     069 - IOSCO                      Update               MAD40102
Eligibility Update Screen                     Version: AE69        04/09/2003 11:00 Term E2
-------------------------------------------------------------------------------------------
                          INDIVIDUAL DETERMINATION OF ELIGIBILITY

ID Number  111-22-3333  Type  S            Year     Year      Year    6 Yr     7 Y
Name JAMES TAWAS                          2003     2002      2001    Flag     Flag     ST/CTY
  AD-1026                                   Y        Y         Y       Y        Y      26/069
  FCI                                       W        W         W
  ACT-ENG                                   Y        Y         Y
  PERSON                                    Y        Y         Y
  HELC
  PCW                                       Y        Y         Y
  CNVRT                                     Y        Y         Y
  6-CP                                      Y        Y         Y
  CON SUB FSA                               Y        Y         Y
  DISA GROSS INCM                           Y        Y         Y
  NAP GROSS INCOME                          Y        Y         Y
  FRAUD FCIC                                Y        Y         Y
  NAP NON-COMPLIANCE                        Y        Y         Y
  CRPLND FCTR                            1.0000   1.0000    1.0000
  HELC Year of Violation           WL Year of Violation
Cmd7=End  Cmd4=Previous Screen         (P)rint AD-1026A  (N)ext-ID  ENTER=Update
```

Note: See subparagraph 130 C to print MABDIG.

38-53 (Withdrawn--Amend. 10)

54-56 (Reserved)

57-59 (Withdrawn--Amend. 10)

60 (Reserved)

Section 3 (Withdrawn--Amend. 10)

61, 62 (Withdrawn--Amend. 10)

63-72 (Reserved)

Section 4 (Withdrawn--Amend. 3)

73-75 (Withdrawn--Amend. 3)

76-85 (Reserved)

Section 5 Reports

86 Eligibility File Reports

A Overview

County Offices should be familiar with several eligibility file reports that will assist them with monitoring producer eligibility.

B Report Retention

For information on retaining reports, see 25-AS, Exhibit 29. Relevant subjects include:

- CM 2-1, Download Reports

*** * ***

- CM 2-4, State Reports
- CM 7, Subsidiary Files.

87 Transmission Reports

A Overview

--**Transmission reports are produced to notify County Offices on multicounty producer**--
activity in home and other counties.

B Download Reports

*** * ***

Report MAD416-R001 is printed for **all** multicounty producers who have:

- been added to a farm in another county since the last file download
- had changes to eligibility fields other than the “Year of Violation” fields in an other county EFM record since the last file download.

```
WISCONSIN                                   U.S. Dept. of Agriculture                        Prepared: 10-21-97
ROCK                                           FARM SERVICE AGENCY
Report ID: MAD416-R001                     ELIGIBILITY DOWNLOAD REPORT                                Page:    1
-----------------------------------------------------------------------------------------------------------------
Stat   ID and Type                          Name

       333-33-3333                          HERSHEL WINNIE

                                            01          00         99         6 YR     7 YR     ST/CNTY
CODE FCI                                    W           W          Y
AD-1026                                     N           Y          Y          FLAG     FLAG
ACTIVELY ENGAGED                            Y           Y          Y            Y       Y       55/105
HELC FLAG                                   Y           Y          Y
PCW FLAG                                    Y           Y          Y
CNVRT FLAG                                  Y           Y          Y
6-CP FLAG                                   Y           Y          Y
CON SUB FSA                                 Y           Y          Y
DISASTER GROSS INCOME                       Y           Y
CROPLAND FACTOR                           1.0000      1.0000     1.0000

Stat   ID and Type                          Name

       355-55-5555                          ULYSSES MOAK

                                            01         00          99         6 YR     7 YR     ST/CNTY
CODE FCI                                    W           W          Y
AD-1026                                     N           Y          Y          FLAG     FLAG
ACTIVELY ENGAGED                            Y           Y          Y            Y        Y      55/105
HELC FLAG                                   Y           Y          Y
PCW FLAG                                    Y           Y          Y
CNVRT FLAG                                  Y           Y          Y
6-CP FLAG                                   Y           Y          Y
CON SUB FSA                                 Y           Y          Y
DISASTER GROSS INCOME                       Y           Y
CROPLAND FACTOR                           1.0000      1.0000     1.0000
```

88 State Suspended Producer Report

A

Report MGRA30R1

Report MGRA30R1 lists ID's of producers whose eligibility records were suspended during the current cycle.

```
TEXAS                    U.S. DEPARTMENT OF AGRICULTURE
030995001                     FARM SERVICE AGENCY                      10/09/97
MGRA30R1       MULTI-COUNTY ELIGIBILITY MEMBERS SUSPENDED REPORT      PAGE   1
-------------------------------------------------------------------------------

     SUSPENDED MULTI-COUNTY MEMBERS

                                                YEAR SUSPENDED
               ST/CTY       ID AND TYPE        CURRENT  PRIOR
               ------      -------------       --------------

               48-153      03-8024359  E          98
               48-153      231-87-4532 S          98
               48-153      265-01-4315 S          98
               48-153      75-36344331 E          97
```

89-98 (Reserved)

Part 3 Automated Multicounty Operations

Section 1 Multicounty Records

99 Operation of the Multicounty File System

A Introduction

This part includes the following topics:

*** * ***

- ***--**requesting control and non-control County updates for a multicounty producer**--***
- multicounty producer reports.

B Why This Part Is Important

The information in this part is important because automated payment processes use the multicounty producer data *** * *** to issue payments.

100 General Information

A Definition of Multicounty Producer

A producer is a multicounty producer if the producer is an active producer in 2 or more counties.

* * *

B Definition of Multicounty Set

A multicounty set is unique to a producer and contains all multicounty records for all counties in which the producer is active. A producer's multicounty set is displayed in the Multi County Information section of MABDIG. See subparagraph 130 B for an example of a multicounty set.

C Definition of Subsidiary Year

The subsidiary year begins with rollover of subsidiary files and remains constant until those same subsidiary files are rolled again approximately 1 year later. Subsidiary rollover usually occurs late in the calendar year, generally before farm crop rollover. See paragraphs 4 through 11 for information about rollover of particular subsidiary files.

101-104 (Withdrawn--Amend. 10)

*--105 Control County Request for Updates

A Overview

CCC-738 has been developed to help control County Offices communicate what changes are needed to the subsidiary files by the non-control counties. Generally, these changes are needed to correct, change, or establish payment limitation amounts and set eligibility flags for a producer. The purpose of CCC-738 is to:

- create a paper trail
- remind the non-control county to complete the request.

Note: CCC-738 shall be reproduced locally.

B Using CCC-738

CCC-738 shall be completed by the control county to request the non-control county to establish, change, or correct a producer's record. CCC-738 shall be FAXed to the non-control county to request these changes.

When CCC-738 is received, the non-control county shall immediately take the required action to:

- correct the record
- provide information to the control county
- establish a new record.

After completing the required information on CCC-738, the non-control county shall:

- sign and date CCC-738
- collect necessary supporting documents
- print a new updated MABDIG
- FAX back to the control county.

If within 3 workdays a response has not been received, then the originating office shall contact the receiving county by the fastest means possible, such as telephone or FAX.

Notes: See subparagraph 130 C for instructions to print MABDIG.

See subparagraph C for instructions to complete CCC-738.--*

105 Control County Request for Updates (Continued)

C Completing CCC-738

CCC-738 shall be completed according to these instructions.

Item	Action
1	Date CCC-738 is prepared.
2	Enter name of non-control county with their State and county codes, to whom this request for action is being sent. Optional information is the address and telephone numbers (suggest to complete for counties in other States).
3	Enter name of control county with their State and county codes, who is requesting this action. Optional information is the address and telephone numbers (suggest to complete for counties in other States).
4	Enter the producer's name.
5	Check the applicable box indicating a new producer or old producer that requires a change.
6	Enter the producer's ID number.
7	Enter the crop year that this request is for. Only 1 year per CCC-738.
8	Check the applicable box indicating which AD-1026 is needed or enclosed.
9A 9B	If control county requires a CCC-502/CCC-503 determination, then check the box. After the non-control county has taken action, check which COC action was taken.
10	If a change is required in the payment limitation file, then enter the program(s) and dollar amount in whole dollars.
11	If FSA-570 is needed, then check the box.
12	If flag(s) changes are necessary in the eligibility information file, then by the corresponding flag title, write in the current flag designation and the new flag value.
13	Enter any comments or necessary explanations in the Remarks section to help explain the changes for this producer.
14	Before the control county FAXes CCC-738, the person requesting the change(s) shall enter their signature, title, and date.
15	Before the non-control county FAXes the completed CCC-738 back to the control county, the person completing the change(s) shall enter their signature, title, and date.
	***** After all corrections or changes have been made, the non-control county shall print a new MABDIG and any other documents to be FAXed with CCC-738 to the control county to show the action has been completed.

When the ACT-ENG flag is to be set to "B" and the producer is eligible for payment on a percentage of the farming operation, then the producer's share shall be entered on CCC-738 remarks section. *** * ***

D
Example of CCC-738

The following is an example of CCC-738.

*--

REPRODUCE LOCALLY. Include form number and date on all reproductions.

CCC-738 (12-26-00)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

NON-CONTROL COUNTY ACTION REQUIRED

1. DATE PREPARED: 10-1-00

This form has been developed to reduce problems of communicating changes on the MABDIG between counties. Generally, these changes are to correct, change or establish payment limitation amounts and set eligibility flags for a producer.

2. TO: NAME AND ADDRESS OF NON-CONTROL COUNTY	ST/CTY CODES	3. FROM: NAME AND ADDRESS OF REQUESTING COUNTY	ST/CTY CODES
Union County FSA Office	47/173	Lake County FSA Office	47/095
Telephone No. (615) 765-9876		Telephone No. (615) 765-4321	
FAX No. (615) 765-6789		FAX No. (615) 765-1234	

PART A - ACTION REQUIRED OF NON-CONTROL COUNTY

4. Producer Name	5. Type of Record	6. ID Number	7. Crop Year
John W. Smith	[X] Change in record [ ] New producer	123-45-6789	2001

8. For AD-1026, check one that applies:
[ ] AD-1026A needed [ ] AD-1026 and AD-1026A needed for producer affiliates [ ] Completed AD-1026 enclosed

9A. For applicable CCC-502's, check if it applies:
[ ] CCC-502 and CCC-503A with determinations enclosed for COC action

9B. Did COC concur?
[ ] COC Concurs [ ] COC Does not Concur *(Detail Explanation Required in Remarks)*

10. Payment Limitation. Complete if change is required in the payment limitation amount:

A. Enter the Program to Adjust	B. Enter the Dollar Amount
PFC/ST.	$ 5,000
	$
	$

11. FCI Flag, check if:
[ ] Copy of FSA-570 enclosed

PART B - ELIGIBILITY FILE UPDATES NEEDED IN NON-CONTROL COUNTY

12. *Update MABDIG flag as indicated below:

ITEM	CURRENT FLAG	CHANGE FLAG TO	ITEM	CURRENT FLAG	CHANGE FLAG TO
AD-1026			PCW		
FCI			CNVRT		
ACT-ENG			CON SUB FSA		
PERSON			DISASTER GROSS INCOME		
HELC	N	A	OTHER:		

Print MABDIG to ensure it was updated correctly, then fax copy to Control County in Item 3 after any updates are completed.

13. REMARKS:
Producer does not have HELC land, and payments need to be made. This should change 6-CP flag from "N" to "Y".

14. Signature of Requesting County Official	Title	Date Faxed
/s/ Roger Miller	*CED*	*10-1-00*

15. Signature of Non-Control County Official Completing Actions	Title	Date Faxed Back to Control County
/s/ Phyllis Brown	*CED*	*10-2-00*

--*

*--106 Non-Control County Request for Updates

A
Overview

CCC-739 has been developed to help non-control County Offices communicate what changes are needed to the subsidiary files by the control counties. Generally, these changes are needed to correct, change, or establish payment limitation amounts and set eligibility flags for a producer.

The purpose of CCC-739 is to:

- create a paper trail
- remind the control county to complete the request.

Note: CCC-739 shall be reproduced locally.

B
Using CCC-739

CCC-739 shall be completed by the non-control county to request the control county to establish, change, or correct a producer's record. CCC-739 shall be FAXed to the control county to request these changes.

When CCC-739 is received, the control county shall immediately take the required action to:

- correct the record
- provide information to the non-control county
- establish a new record.

After completing the required information on CCC-739, the control county shall:

- sign and date CCC-739
- collect necessary supporting documents
- print a new updated MABDIG
- FAX back to the non-control county.

If within 3 workdays a response has not been received, then the originating office shall contact the receiving county by the fastest means possible, such as telephone or FAX.

Notes: See subparagraph 130 C for instructions to print a MABDIG.

See subparagraph C for instructions to complete CCC-739.**--***

Continued on the next page

***--106 Non-Control County Request for Updates (Continued)**

C Completing CCC-739

CCC-739 shall be completed according to these instructions:

Item	Action
1	Date CCC-739 is prepared.
2	Enter name of control county with their State and county codes, to whom this request for action is being sent. Optional information is the address and telephone numbers (suggest to complete for counties in other States).
3	Enter name of non-control county with their State and county codes, who is requesting this action. Optional information is the address and telephone numbers (suggest to complete for counties in other States).
4	Enter the producer's name.
5	Check the applicable box indicating a new producer or old producer that requires a change.
6	Enter the producer's ID number.
7	Enter the crop year that this request is for. Only 1 year per CCC-739.
8	Check the applicable box indicating which AD-1026 is needed or enclosed.
9	If non-control county requires a CCC-502/CCC-503 determination, then check the box.
10	If FSA-570 is needed, then check the box.
11	If a change is required to increase the payment limitation, then enter the program(s), dollar amount in whole dollars, and check, if applicable, the SL or NL for PFC payments. FAX copies of all CCC-478's, CCC-478E's, and PPH for the producer.
12	If a change is required to decrease the payment limitation, then enter the program(s), dollar amount, and check, if applicable, the SL or NL for PFC payments. FAX a copy of PPH for the producer with CCC-739.
13	If CCC-738 is needed, then check the box.
14	Enter any comments or necessary explanations in the Remarks section to help explain the changes for this producer.
15	Before the non-control county FAXes CCC-739, the person requesting the change(s) shall enter their signature, title, and date.
16	Before the control county FAXes the completed CCC-739 back to the non-control county, the person completing the change(s) shall enter their signature, title, and date.
	***** After all corrections or changes have been made, the control county shall print a new MABDIG and any other documents to be FAXed with CCC-739 to the non-control county to show the action has been completed.

--*

106 Non-Control County Request for Updates (Continued)

D Example of CCC-739

The following is an example of CCC-739.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

CCC-739 (12-26-00)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

CONTROL COUNTY ACTION REQUIRED

1. DATE PREPARED: 10-1-00

This form has been developed to reduce problems of communicating changes on the MABDIG between counties. Generally, these changes are to correct, change or establish payment limitation amounts and set eligibility flags for a producer.

2. TO: NAME AND ADDRESS OF CONTROL COUNTY	ST/CTY CODES	3. FROM: NAME AND ADDRESS OF NON-CONTROL COUNTY	ST/CTY CODES
Green County FSA Office	47/059	Jackson County FSA Office	47/087
Telephone No. (615) 555-1379		Telephone No. (615) 555-2468	
FAX No. (615) 555-9732		FAX No. (615) 555-8642	

PART A - ACTION REQUIRED OF CONTROL COUNTY

4. Producer Name	5. Type of Record	6. ID Number	7. Crop Year
	[X] Change in record [ ] New producer	987-65-4321	2001

8. For AD-1026, check one that applies:
[ ] AD-1026A enclosed [ ] AD-1026 & AD-1026A needed for producer affiliates [ ] AD-1026 needed [ ] AD-1026 (NRCS Referral) enclosed

9. For applicable CCC-502, check if it applies:
[ ] CCC-502 determinations needed

10. FCI Flag, check if:
[ ] Copy of FSA-570 enclosed

NOTE: CCC-502 determinations not made within 60 days by Control County will result in a default determination.

PART B - PAYMENT LIMITATION

11. Limitation needed: *(If producer is new in your county or if additional Limitation is required.)* 1/

A. Enter the Program to Adjust	B. Enter the Dollar Amount
PFC/SL	$ 1,000
CRP	$ 10,000
PS	$ 25,000

12. Limitation not needed: *(After payment(s) are processed)*

A. Enter the Program to Adjust	B. Enter the Dollar Amount
	$
	$
	$

13. Eligibility File Updates:
[ ] Copy of CCC-738

14. REMARKS:
Documents attached to support change requests.

15. Signature of Non-Control County Official	Title	Date Faxed to Control County
\/s/ Wayne Hogan	*PT*	*10-1-00*

16. Signature of Control County Official	Title	Date Faxed
\/s/ Linda Thomas	*PT*	*10-2-00*

1/ FAX form and documents to Control County.

107-114 (Reserved)

Section 2 (Withdrawn--Amend. 10)

115, 116 (Withdrawn--Amend. 10)

117-126 (Reserved)

127 Using Multicounty Producer Reports

A
Introduction

This section includes the following topics:

- multicounty joint operation and entity file report options
- multicounty producer file report options
- County Office reports
- *--KC-ITSDO download reports--*
- State suspended reports.

B
Purpose

There are a number of multicounty producer reports that County Offices should be familiar with. These reports:

- provide a snapshot of multicounty producer accounts
- document multicounty producer activity.

C
Report Retention

For information on retaining reports, see 25-AS, Exhibit 29. Relevant subjects include:

- CM 2-1, Download Reports

* * *

- CM 2-3, Start-of-Day/End-of-Day
- CM 2-4, State Reports
- CM 7, Subsidiary Files.

128 Multicounty Joint Operation and Entity File Report Options

A Purpose

County Offices requiring general information for multicounty producers in either the joint operation or entity files should print out a **Multiple County Report**. The multiple county report prints a list of all multicounty producers that are in the joint operation and entity files.

This report should be used to coordinate permitted entity selections among counties.

B Generating the Multiple County Report

To generate a Multiple County Report, ENTER "7", "Entity File and Payment Limitation Register", on Menu MAD000.

```
*******************************************************************************
* COMMAND                              MAD000                                F3 *
* Common Provision - Subsidiary Main Menu                                      *
* ---------------------------------------------------------------------------- *
*                    1.  Power of Attorney                                     *
*                    2.  Fiduciary                                             *
*                    3.  Multiple County Producers                             *
*                    4.  Combined Producers                                    *
*                    5.  Eligibility                                           *
*                    6.  Joint Operations                                      *
*                    7.  Entity File and Payment Limitation Register           *
*                    8.  Print Producer Subsidiary File Data                   *
*                                                                              *
*                   10.  Payment Limitation                                    *
*                                                                              *
*                                                                              *
*                                                                              *
*                   23.  Return To Application Selection Menu                  *
*                   24.  Return To Primary Selection Menu                      *
* Cmd3=Previous Menu                     *=Option currently not available.     *
*                                                                              *
* Ready for option number or command                                           *
*                                                                              *
*                                                                              *
*                                                                              *
*******************************************************************************
```

Continued on the next page

B
Generating the Multiple County Report (Continued)

To access the print option, ENTER "2" on Entity/Pay Limit Register Menu MAB440B.

```
*******************************************************************************
* COMMAND                        MENU: MAB440B                              F3 *
* Entity/Pay Limit Register                                                    *
* ---------------------------------------------------------------------------- *
*                                                                              *
*                     1.  Create/Revise/Delete Entity Record                   *
*                     2.  Print Entity And Joint Operation Reports             *
*                     3.  Payment Limitation Review Register                   *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                    23.  Return To Application Selection Menu                 *
*                    24.  Return To Primary Selection Menu                     *
*                                                                              *
* Cmd3-Previous Menu                                                           *
*                                                                              *
* Ready for option number or command                                           *
*  2                                                                           *
*                                                                              *
*                                                                              *
*******************************************************************************
```

Select the applicable year for the producer on Screen MAD01001.

To print the Multiple County Report, ENTER "5" on Entity and Joint Operation Reports Screen MAB44201.

```
*******************************************************************************
*                      205-J HARTLEY DARIN        Selection     MAB44201       *
* Entity And Joint Operation Reports        Version  AC28  10/02/97 15:29 Term F3*
* ---------------------------------------------------------------------------- *
*                                                                              *
*                           REPORTS SELECTION                                  *
*                                                                              *
*                 1.  Print Interest Report                                    *
*                 2.  Print Alien Report                                       *
*                 3.  Print Member Interest in two or more                     *
*                     Entities and Joint Operations with less than 10% Report  *
*                 4.  Print Total Alien Report                                 *
*                 5.  Print Multiple County Report                             *
*                 6.  Print Pending/Exception Report                           *
*                 7.  Print Ownership Report                                   *
*                 8.  Print Payment Reduction Report                           *
*                 9.  Print Individual Entity and Joint Operation Report       *
*                                                                              *
*                23.  Return to Application Selection Menu                     *
*                24.  Return to Primary Selection Menu                         *
*                                                                              *
*                                                                              *
*                                                                              *
* Cmd3-Previous Menu                                    Enter-Selection  5     *
*                                                                              *
*******************************************************************************
```

Continued on the next page

128 Multicounty Joint Operation and Entity File Report Options (Continued)

B

Generating the Multiple County Report (Continued)

The follow is a sample page of the Multiple County Report.

Note: The Multiple County Report is a lengthy report. It will print **all** multicounty producers that are in the County's joint operation **and** entity files.

```
NEW YORK                                U.S. Department of Agriculture                    Prepared: 10-02-97
ESSEX                                        Farm Service Agency
Report ID: MAB447-R005                  Multiple County Report for 1998                       Page:    4
                                                                                            Member
Member Name                       ID and Type    Member Name                          Actual     Permitted
     Embedded Entity Name       ID and Type    Entity Name                    Eff Date   Share    Share   Flag
-------------------------------------------------------------------------------------------------------------

           Multi-County Producer         217-76-2742S   ELOISE G HOBER

ELOISE G HOBER                    75-1243553  PERKOWSKI INC                  03-30-93   0.0313   0.0313   Y

ELOISE G HOBER                    75-6139505  PERKOWSKI TR                   03-30-93   0.0833   0.0833   Y
```

129 Multicounty Producer File Report Options

A

Purpose

County Office employees can obtain several types of reports through Menu MAD200. These reports provide both producer and county-specific information on multicounty producers.

Continued on the next page

B
Accessing Multicounty Producer File Reports

To access the multicounty producer file reports, ENTER "3", "Multiple County Producers", on Menu MAD000. Menu MAD200 will be displayed.

```
*******************************************************************************
* COMMAND                            MAD200                                W6 *
* Common Provisions - Multi-County Main Menu                                  *
* ----------------------------------------------------------------------------*
*                                                                             *
*                         1.  Display Multi County Producers                  *
*                         2.  Update Control County for Multi County Producers *
*                         3.  Print Multi County Producers                    *
*                         4.  Update Effective Payment Limitation             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                        20.  Return to Application Primary Menu              *
*                        21.  Return to Application Selection Screen          *
*                        22.  Return to Office Selection Screen               *
*                        23.  Return to Primary Selection Menu                *
*                        24.  Sign Off                                        *
*                                                                             *
* Cmd3=Previous Menu                                                          *
*                                                                             *
* Enter option and press "Enter".                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*******************************************************************************
```

To access the report options, ENTER "3", "Print Multi County Producers", on Menu MAD200. Screen MAD01001 will be displayed to select the subsidiary year.

After selecting the subsidiary year, Screen MBAPRT01 will be displayed to select the printer.

```
*******************************************************************************
*                     205-J HARTLEY DARIN         SELECTION          MBAPRT01   *
* Printer Selection                         Version: AC28  10/02/97 12:32 Term F3*
* ----------------------------------------------------------------------------*
*                                                                             *
*                       * * * PRINTER ID SELECTION * * *                      *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                          E N T E R   A   V A L I D                          *
*                                                                             *
*                               P R I N T E R                                 *
*                                                                             *
*                                   ID                                        *
*                                                                             *
*                                   P2                                        *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                          Enter-Continue     *
*                                                                             *
*******************************************************************************
```

Continued on the next page

B
Accessing Multicounty Producer File Reports (Continued)

After selecting a printer ID, Screen MAD20501 will be displayed. County Offices can obtain multicounty information from all options on Screen MAD20501.

```
*******************************************************************************
* Common Provisions     205-J HARTLEY DARIN        SELECTION     MAD20501      *
* Multi County Producer Maintenance         Version:  AC28 10/02/97 12:33 Term F3*
* ---------------------------------------------------------------------------*
*                                                                             *
*                                                                             *
*                     1.  Individual Producer Report                          *
*                     2.  Total Multi County Producer Report                  *
*                     3.  Selected County Multi County Producer Report        *
*                     4.  This County Control County Report                   *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd7=End                                                 Enter-Continue 1   *
*                                                                             *
*******************************************************************************
```

C
Individual Producer Report

The Individual Producer Report, MAD205-R001, gives individual multicounty producer information. The report lists a producer's ID number, control county and State, as well as other counties where the producer is an active producer. The following is a sample report.

```
TEXAS                              USDA-FSA                Prepared: 10/02/97
HARTLEY DARIN           Multi-County Producer Report
Report ID MAD205-R001          Individual Report              Page:    1
-----------------------------------------------------------------------------
Program Year: 98        Control County: HARTLEY               TEXAS
ID Number:  449-84-8585 Type S
Producer Name                         County                   State

PETER PLINDINGER                      DALLAM                   TEXAS
PETER PLINDINGER                      HARTLEY                  TEXAS
```

Continued on the next page

D
Total Multi-County Producer Report

The Total Multi-County Producer Report, MAD205-R002, lists all multicounty producers in the county. The format for Report MAD205-R002 is similar to MAD205-R001, shown in subparagraph C. The following is a sample report.

```
TEXAS                              USDA-FSA                Prepared: 10/02/97
HARTLEY DARIN            Multi-County Producer Report
Report ID MAD205-R002       Total Producer Report              Page:    1
-------------------------------------------------------------------------
Program Year: 98         Control County: DALLAM               TEXAS
ID Number:  349-44-9589 Type S
Producer Name                          County                   State

WILLIAM HAVERSHAM JR                   WHITESIDE                ILLINOIS
WILLIAM HAVERSHAM JR                   HARTLEY                  TEXAS
WILLIAM HAVERSHAM JR                   DALLAM                   TEXAS
```

Note: A page break will occur after each individual is printed.

E
Selected County Multi-County Producer Report

The Selected County Multi-County Producer Report, MAD205-R003, lists all multicounty producers in the county. The format for Report MAD205-R003 is similar to Report MAD205-R001, shown in subparagraph C.

When "3", "Selected Multi County Producer Report", is entered on Screen MAD20501, Multi County Producer Maintenance Screen MAD20503 will be displayed. Screen MAD20503 allows the user to select the county in which the multicounty producers are located.

```
*******************************************************************************
* Common Provisions     205-J HARTLEY DARIN        SELECTION     MAD20503     *
* Multi County Producer Maintenance         Version:  AA01 10/02/97 15:07 Term F3*
* ----------------------------------------------------------------------------*
*                                                                             *
*                                                                             *
*                     Enter State and County Code to Print.                   *
*                                                                             *
*                                                                             *
*                                                                             *
*                     State Code: 17   County Code: 103                       *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd7=End  Cmd2=Return to Selection Screen                   Enter-Continue  *
*                                                                             *
*******************************************************************************
```

Continued on the next page

E

Selected County Multi-County Producer Report (Continued)

If, for example, a County Office employee in Hartley County, Texas, would like to obtain the names and ID numbers of producers active in both Lee County, Illinois, and Hartley County, Texas, this report would provide the needed information. The following is a sample report.

Note: County Offices must enter a county code along with a State code to generate the report. Current software does not permit a selected State report.

```
TEXAS                              USDA-FSA                Prepared: 10/02/97
HARTLEY DARIN            Multi-County Producer Report
Report ID MAD205-R003     Selected County Report              Page:    1
-------------------------------------------------------------------------------
Program Year: 98              County: LEE                     ILLINOIS

ID Number    Type    Name

379-12-9976    S     CELESTINE STRICKLAND
36-90345129    E     EMORY ACRES ESTATE
491-88-9222    S     BILL VAN DER MEER
```

F

This County Control County Report

This County Control County Producer Report, MAD205-R004, lists all multicounty producers who have chosen the county generating the report as their control county. The format for Report MAD205-R004 is similar to MAD205-R001, shown in subparagraph C. When "4", "This County Control County Report", is entered on Screen MAD20501, Control County Report MAD205-R004 is generated. The following is a sample page from this report.

```
TEXAS                              USDA-FSA                Prepared: 10/02/97
MOORE DARIN                Multi-County Producer Report
Report ID MAD205-R004        Control County Report             Page:    1
-------------------------------------------------------------------------------
Program Year: 98

ID Number    Type    Name

379-12-9976    S     CARMEN RELVINO
37-92345129    E     AGRA AMERICA SYSTEMS
379-25-9121    S     CHELSEA SISMAN
38-91375475    E     PENSACOLA COMMUNITY TRUST
381-11-7131    S     LAMAR TURNIPSEED
382-76-9119    S     STEPHEN LLOYD
39-00890541    E     SEVEN BROTHERS INC
409-38-9112    S     EDWARD LANDRALL
410-02-4367    S     JUNIOR OAXACA
```

130 MABDIG Report

A Overview

MABDIG, or Subsidiary File Diagnostic Listing, can be used to determine producer subsidiary file information. Unlike other reports, which provide a compilation of monthly or yearly producer activity, MABDIG provides a "snapshot" of year-specific producer information.

B MABDIG Multicounty Section

Two areas on MABDIG are used to determine whether a producer is multicounty. The first is the name and address section. If the CY multicounty producer flag, the PY multicounty producer flag, or the 5-CM multicounty producer flag is set to "Y", the producer is an active multicounty producer for that year. The following is the Name and Address Information section of MABDIG.

NAME & ADDRESS INFORMATION

Ind Stat	Id and Type	Name	Type		AP	**MCM**	CEM	PA-DEL	Pgm-Upd	Date
	474564345S	ROB E BROWN	01	CY	Y	**Y**	N	Y	MAB095	970218
				CY-1	Y	**Y**	N			
				CY-2	N	**N**	N			
				5-CM	N	**N**	N			

The MCM flag is the flag that indicates the producer's multicounty status. This MABDIG indicates that the producer is an active multicounty producer for both the CY and CY minus 1, but not the CY minus 2. The producer is not an active multicounty producer for 1988.

MULTI COUNTY INFORMATION

Id Stat	Ot St & Cty	Name	Ct St & Cty	Pgm-Upd	Date
	29/045	ROB E BROWN	28/215	MAD213	970210
	29/089	ROB E BROWN	28/215	MAD211	970210
	28/215	ROB E BROWN	28/215	MAD211	970218

The second section of MABDIG, the Multi County Information section, indicates a producer's multicounty producer status.

The "OT St and Cty" section shows all States and counties in which the producer is or was active in the year for which MABDIG was printed. The "CT St and Cty" section shows which State and county is the multicounty (MCM PLM) control county for the producer.

Continued on the next page

*--C

Instructions for Printing MABDIG

MABDIG shall be printed on the System 36 by following these steps.

Step	Action
1	On Menu FAX250, ENTER "4", "Application Processing", and PRESS "Enter".
2	On Office Selection Menu FAX09002, enter County, and PRESS "Enter".
3	On Application Selection Menu FAX07001, ENTER "9", "Common Provisions", and PRESS "Enter".
4	On Menu MA0000, ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
5	On Menu MAD000, ENTER "8", "Print Producer Subsidiary File Data", and PRESS "Enter".
6	On Menu MABDI0, enter type of MABDIG needed: • ENTER "1" to print multiple Producer MABDIG's, and PRESS "Enter" • ENTER "2" to print single Producer MABDIG, and PRESS "Enter".
7	On Menu MABDIG03, enter the applicable year needed, and PRESS "Enter".
8	On Menu MABDIG01, enter the producer ID number or enter the producer using the ID selection screen, and PRESS "Enter".
9	On Screen MADPRT01, enter the applicable printer ID, and PRESS "Enter".
10	MABDIG will print.

--*

131 County Office Reports

A Overview

County software generates a number of reports to inform personnel of changes to home county producer records.

B SOD/EOD Report

Report MAD004-R01 is a multicounty producer report that prints during any SOD or EOD. This report:

- lists multicounty producer records that were automatically deleted during EOD
- is printed for both CY and PY.

The following is an example of this report.

Note: If the County Office does not run EOD on a particular day, the reports will be printed out during the SOD run the following day.

```
TEXAS                              USDA-FSA                Prepared: 10/02/97
MOORE DARIN              Subsidiary Start of Day Report
Report ID: MAD004-R01  Auto Delete of Multi-County Records      Page:    1
-------------------------------------------------------------------------------

     The Following IDs were Automatically Deleted at Start of Day for 1998

     490-90-6301 S      VINCE THOMAS
     490-11-1181 S      WINIFRED DEKALB
     499-03-0302 S      EVAN SMALLS
```

Continued on the next page

C
County Office Upload Reports

During the queuing of subsidiary records, 2 multicounty reports, Reports MAB474-R001 and MAB471-R001, may be printed.

Report MAB474-R001:

- is printed for **all** home county producers whose home county eligibility record has changed since the last upload
- shows changes made to actively engaged, controlled substance, and HELC, PCW, and CONVERT flags
- lists the changed eligibility records that KCMO will download to the producer's other county or counties.

Report MAB471-R001:

- shows changes made to **all** producers in the entity or joint operation file since the last upload
- lists each producer along with the ID of the joint operation or entity the producer is a member of
- is printed for both CY and PY
- lists the changed records that KCMO will download to the producer's control county if the control county is different than the sending (upload) county.

The following is an example of this report.

```
TEXAS                                    U.S. Department of Agriculture                    Prepared: 10/02/97
MOORE DARIN                                     Farm Service Agency
Report ID: MAB471-R001                     Entity Transmission Report     1998                      Page:    1
-------------------------------------------------------------------------------------------------------------------

Due to changes in the entity file, the following members with multi county interest were transmitted to KCMO.

                    MEMBER                                                          ENTITY
      ID and Type            Name                                  ID and Type            Name
      --------------     --------------------------------         ----------------     ----------------------

      455-75-9898  S     MAVIS MAGEE                               75-0122122  E        TOPPER TIRES

      273-98-8735  S     MUNOZ MUNOZ MARIN                         75-0489999  E        KILIAN EST

      118-82-4868  S     DIAGUARI ELM                              75-3205033  E        ARCHIBALD LEE LTD

      321-08-0880  S     KELLY KERRIGAN                            75-9123143  E        SAPISTRY BROS FARM

      117-44-9293  S     THOMAS FERRIGNO                           75-9745282  E        BLUE MOON CO
```

--132 KC-ITSDO Download Reports--

A
Purpose

The mainframe in Kansas City processes records that are sent by County Offices. After processing these records, the mainframe in Kansas City downloads the reports, through the State Office, to the producer's "other" County Office. This allows County Offices to be aware of and make payments based on the changes made to "other" counties' records.

B
Types of Reports

***--**Reports MAD214-R001, MAD214-R002, MAD214-R003 are the 3 KC-ITSDO download reports directly related to the multicounty producer file.

Note: See relevant subsidiary file parts of this handbook for other KC-ITSDO**--***download reports, such as Part 4 for information on the Payment Limitation Download Report.

Report MAD214-R001:

- shows multicounty producer records that have been added or changed since the last upload
- shows the control county for a producer
- ***--**is printed for CY, CY-1, and CY-2.**--***

The following is an example of this report.

```
NEW YORK                                    U.S. Department of Agriculture                Prepared: 10/02/97
LIVINGSTON                                        Farm Service Agency
Report ID: MAB214-R001                1998 Multiple County Producer Down Load Report                Page:    1
-------------------------------------------------------------------------------------------------------------------

                                                Added And Changed Producers

   ID and Type   Name                                  State             County
   -----------   ------------------                  ---------------   ------------------

  176-06-7346 S    ARNOLD RIGGINGS                    NEW YORK          HERKIMER             CONTROL COUNTY
                                                      NEW YORK          SUFFOLK

  228-75-0110 S    JULIE SCUTTI                       NEW YORK          ST LAWRENCE          CONTROL COUNTY
                                                      NEW YORK          WYOMING

  74-18311121 E    HANDI PRO FARMS                    NEW YORK          BROOME               CONTROL COUNTY
                                                      NEW YORK          SENECA
                                                      NEW YORK          CLINTON
                                                      NEW YORK          GENESEE
                                                      PENNSYLVANIA      WARREN
```

Continued on the next page

B
Types of Reports (Continued)

Report MAD214-R002:

- shows multicounty producer records that have been deleted since the last upload

•*--is printed for CY, CY-1, and CY-2.--*

The following is an example of this report.

```
NEW YORK                                    U.S. Department of Agriculture                Prepared: 10/02/97
LIVINGSTON                                      Farm Service Agency
Report ID: MAB214-R002                1998 Multiple County Producer Down Load Report                Page:    1
-----------------------------------------------------------------------------------------------------------------

                                                     Deleted Producers

   ID and Type   Name                                   State              County
   -----------   ------------------                   ---------------    ------------------

  226-16-7266 S    SALVATORE MEDICI                    NEW YORK           WAYNE

  231-22-9198 S    TOM ATKINS                          NEW YORK           CHENANGO

  71-90124867 E    EDSALL FARM TRUST                   NEW YORK           RENSSELAER
```

***--Report MAD214-R003** shows records that have been rejected by KC-ITSDO because they are not valid.--*

133 State Suspended Producer Reports

A Overview

Reports MGRA30R1 and MGRC60R1 will be printed in the State Office during the download process if a producer in the State was suspended in the current cycle.

Since these reports are not cumulative, State Offices attempting to clear up suspensions must:

- keep track of all suspended producers appearing on a suspended producer report
- interact with applicable counties to re-designate permitted entities to rescind the suspension.

B Types of Reports

Report MGRA30R1, Multi-County Eligibility Members Suspended Report, lists the ID's of producers whose eligibility records were suspended during the current cycle.

```
TEXAS                  U.S. DEPARTMENT OF AGRICULTURE
120993001                    FARM SERVICE AGENCY                    10/02/97
MGRA30R1       MULTI-COUNTY ELIGIBILITY MEMBERS SUSPENDED REPORT      PAGE   1
-------------------------------------------------------------------------------

     SUSPENDED MULTI-COUNTY MEMBERS

                                              YEAR SUSPENDED
               ST/CTY       ID AND TYPE       CURRENT  PRIOR
               ------      -------------      --------------

               48-153      03-8024359  E                  97
               48-153      231-87-4532 S                  97
               48-153      265-01-4315 S                  97
               48-153      75-36344331 E                  97
```

Continued on the next page

133 State Suspended Producer Reports (Continued)

B
Types of Reports (Continued)

Report MGRC60R1, Multi-County Entity Members Suspended Report, lists the ID's of members of entities who where suspended during the current cycle.

```
TEXAS                    U.S. DEPARTMENT OF AGRICULTURE
120993001                     FARM SERVICE AGENCY                    10/02/97
MGRC60R1          MULTI-COUNTY ENTITY MEMBERS SUSPENDED REPORT      PAGE   1
-------------------------------------------------------------------------------

     SUSPENDED MULTI-COUNTY MEMBERS

                                ENTITY            MEMBER        CONTROL
          ST/CTY   YEAR     ID AND TYPE       ID AND TYPE      COUNTY
          ------   ----    -------------     -------------     -------

          48-375    97     75-2011159  E     118-27-0372       48-275
          48-375    97     75-2011159  E     118-27-0372       48-275
          48-375    97     75-2917173  E     118-27-0372       48-275
          48-375    97     75-3633433  E     812-91-4132       07-137
          48-375    97     75-3840381  E     812-91-4132       07-137
          48-375    97     75-4175768  E     812-91-4132       07-137
          48-375    97     75-3840381  E     812-91-4132       07-137
```

134-143 (Reserved)

Part 4 Payment Limitation

Section 1 General Information

144 Purpose of PLM File

A Introduction

The PLM file was designed to provide a record of producer payment allocations, by county, to effectively monitor and limit payments being received by FSA program participants.

B Sources of Authority

The Agricultural Act of 1970 established the first payment limitations for producers. Since that Act, 9 modifications have occurred that have significantly changed payment limitations for producers. See 1-PL, paragraph 3.

The 1996 Act extended and amended the provisions of the 1985 Act. This law gives FSA the authority to administer payment limitations.

C Interaction With Subsidiary Process

PLM file record creation and deletion is driven by changes to the:

- combined producer file
- multicounty file
- name and address file.

Though crucial for proper operation of automated payment processing, the PLM file itself does not act as a driver for any other subsidiary files.

145 Contents of PLM File

A Overview

The PLM file is really 2 files. One, present on nearly every County Office system in the nation, stores information on producers that are either:

- active in the county
- linked through combination with an active producer in the county.

The other PLM file is the mainframe PLM file; it stores payment limitation information from all counties. Because of the mainframe's large storage capacity and ability to process large numbers of records quickly and efficiently, it performs the bulk of PLM file processing.

B County PLM File

The county PLM file stores changes made to PLM records. All records that have had activity are uploaded weekly to the mainframe in Kansas City. The county PLM file may be updated by:

- revisions to program amounts
- other subsidiary file processes
- PLM records downloaded from the KCMO mainframe.

Timely county PLM record uploads are crucial to maintaining the mainframe PLM file. County Offices failing to transmit PLM upload files prevent the mainframe from keeping accurate records.

C Mainframe PLM File

The mainframe PLM file:

- processes uploaded county PLM records
- stores all county PLM records
- downloads changed PLM records to applicable counties.

The mainframe must receive timely county PLM uploads to process records and return them to the applicable counties.

D Year-Specific File

Both the county and mainframe PLM files are year-specific. County systems maintain and allow updates to CY, CY minus 1, and CY minus 2 PLM files.

146 Contents of County PLM Record

A
Overview

The PLM record provides payment limitation information for a producer. Each record represents 1 producer's payment limitation data for a given year and county. The PLM record is updated when program allocation amounts are revised.

* * *

B
***--Affected Programs**

County PLM records contain "person" payment limitation allocation information for the following programs and effective years beginning with FY 2001.

Program Area	Effective Year(s)	PLM Field	Maximum Limitation	Description
Production Flexibility	2001 and 2002	PFC/SL	$40,000	The maximum amount that shall be issued to each "person" during FY for PFC.
	2001	MLA	$40,000	The maximum amount that shall be issued to each "person" during FY for MLA.
DCP	2002 through 2007	DIR	$40,000	The maximum DCP DIR and CC payments that shall be issued to each "person" for covered commodities including wheat, corn, grain sorghum, barley, oats, upland cotton, rice, soybeans, and other oilseeds.
		CC	$65,000	
		DIR/PN	$40,000	The maximum DCP DIR/PN and CC/PN that shall be issued to each "person" for peanuts.
		CC/PN	$65,000	
Price Support Programs	2002 and future years	REG/PS	$75,000	The maximum amount of the following gains and payments that a "person" may receive during any crop year for wheat, corn, grain sorghum, barley, oats, upland cotton, rice, soybeans, other oilseeds for: • any gain realized by a producer from repaying a marketing assistance loan for 1 or more loan commodities at a lower level than the original loan rate established for the loan commodity • any loan deficiency payments received for 1 or more loan commodities.
	2001	PS	$150,000	The maximum amount of gains from marketing loans that a "person" may receive during any crop year.

--*

Continued on the next page

B Affected Programs (Continued)

Program Area	Effective Year(s)	PLM Field	Maximum Limitation	Description
Price Support Programs (CNTD)	2002 and future years	OTH/PS	$75,000	The maximum amount of the following gains and payments that a person may receive during any crop year for peanuts, wool, mohair, and honey for: • any gain realized by a producer from repaying a marketing assistance loan at a lower level than the original loan rate established for the commodity • any LDP's received for peanuts, wool, mohair, and honey.
Conservation Programs	2001 and future years	CRP	$50,000	The maximum amount that shall be issued to each "person" during FY for CRP annual rental payments.
	*--2002 through 2007	EQIP	$450,000	The maximum amount that shall be issued to each individual or entity during FY for EQIP.--*
Disaster Programs	2001 and future years	NAP	$100,000	The maximum amount that shall be issued to each "person" during FY for NAP.
	*--2001 or 2002	CDP	$80,000	The maximum amount that shall be issued to each "person" during FY for CDP.
		LAP	$40,000	The maximum amount that shall be issued to each "person" during FY for LAP.--*

C Viewing PLM Records

County Offices may view PLM records to provide information needed to update PLM records.

The system provides 3 methods for viewing PLM records. Each method provides specific advantages for users.

Continued on the next page

D
Using MABDIG to Obtain Producer Payment Limitation Information

MABDIG is perhaps the best tool for obtaining producer payment limitation information. Because MABDIG contains information on all subsidiary files pertaining to a particular producer, it gives the user a broader picture of producer information. For the year selected, MABDIG:

- provides a hard copy of producer payment limitation information
- lists every PLM record found in the county PLM files for the PLM set containing the producer

  Note: When more than 1 member of the PLM set is active in the home county, only one PLM record per county is printed.

- is year-specific
- enables the user to determine whether the home county is the control county for the producer selected.

The following sample lists the PLM portion of the MABDIG printed in 48/205.

```
       PAYMENT LIMITATION INFORMATION:

Ind            Cntrl
Stat  St/Cty  St/Cty   KCMO Accnt #            DIR    DIR/PN     CC      CC/PN                 Pgm-Upd   Date
----  ------  ------   ------------          ------  ------   ------   ------                 -------   ------
      48/205  48/205    000000000             20000    40000    32500    65000                 MAD740    021001
      48/233  48/205    000000000             20000             32500                          MAD740    021001

                                             PFC/SL    CRP     REG/PS   OTH/PS    NAP          Pgm-Upd   Date
                                             ------  ------   ------   ------   ------        -------   ------
      48/205  48/205    000000000             20000    25000    37500    37500   100000        MAD740    021001
      48/233  48/205    000000000             20000    25000    37500    37500                 MAD740    021001
```

In this example, the County printing the MABDIG is the control county for the member of the PLM set, which is known because:

- the “Cntrl St/Cty” field lists 48/205 as the control county
- the MABDIG lists an other county record PLM record.

  Note: If the county printing the MABDIG was not the control county for the members of the PLM set, only the home county PLM record for the PLM set will be listed.

Because 48/205 is the home county for the PLM set, County 48/205 will be able to update payment limitation amounts for the PLM set.

147-156 (Reserved)

--

157 Understanding the PLM Process

A
Background

County software cannot effectively limit payments to multicounty producers or members of multicounty combinations. The KCMO mainframe, because it holds records for all producers in all counties, can limit payments to these producers.

The PLM portion of mainframe subsidiary processing begins when KCMO receives an uploaded record for a producer that is:

- active in 2 or more counties
- combined with 1 or more other county producers.

PLM sets are created, deleted, or updated based on the records uploaded. Resulting records are then downloaded to the applicable counties.

B
Uses of PLM Process

The PLM process will enable County Offices to better:

- understand subsidiary file processing
- troubleshoot problems that occur in subsidiary processing.

158 Producers Active in 2 or More Counties

A
Overview

When a producer becomes active in 2 or more counties, the KCMO mainframe will build a set of multicounty records for that producer. This newly created multicounty set (MCM set) serves as a driver for creating an MCM PLM set for the producer. This paragraph describes county and mainframe processes involved in creating an MCM set.

B
County Processing: Activating Producers

The SOD/EOD process updates active producer flags in NAM for any producers who have been:

- added to a farm
- added to an entity or joint operation.

Name and address records that have been updated in this manner are placed in a holding file for weekly queuing to the State Office. In about a week, the KCMO mainframe will process these uploaded name and address records as part of subsidiary file processing.

C
Mainframe Determination

If the mainframe finds that the newly active producer is already active in another county, a set of multicounty records are created for the producer. Later, in the PLM process, a new PLM set will be created for the producer. Since the producer is now active in 2 or more counties, the mainframe assumes responsibility for limiting payment to the producer.

159 Combining With 1 or More Other County Producers

A
Overview

When a producer is combined with 1 or more other county producers, the KCMO mainframe will build a set of combined producer records for that producer. This newly created combined producer set (CEM set) serves as a driver for creating a CEM PLM set for members of multicounty combinations. This paragraph describes county and mainframe processes involved in creating a CEM set.

B
County Processing: Performing Combinations

A producer must be active on a farm or as a member of an entity or joint operation to be combined with another individual, joint operation, or entity.

The other producer to be included in the combination need not be an active producer in the combining county; the system will allow the combination to occur as long as:

- the producer is in the combining county's NAM file
- the State and county code where the other producer is active is given when requested by county software.

Once the combination has been performed, a CEM set is created in the county. This CEM set contains 1 record for each member of the set that was used to create the combination.

All records in the CEM set will then be placed in the holding file for queuing to the State Office. In about a week, the KCMO mainframe will process these uploaded CEM records as part of subsidiary file processing.

C
Mainframe Determination

If the mainframe finds that the CEM set is valid, meaning it has 2 or more active producers, it assigns a KCMO account number for the set. If the CEM set contains 2 or more records with different State and county codes, the CEM set is a multicounty CEM set. Later, in the PLM process, a CEM PLM set will be created for the multicounty combination. Since the producer is now involved in a combination that is active in more than 1 county, the mainframe assumes responsibility for limiting payment to the producer.

If the CEM set is not multicounty, a CEM PLM set will not be created for the combination. County software will automatically provide payment limitation for members of non-multicounty combinations.

---

160 Creating MCM PLM Sets

A Overview

This paragraph explains how and why the KCMO mainframe creates MCM PLM sets for newly multicounty producers.

B Definition of MCM PLM Set

An MCM PLM set is a set created for multicounty producers that are not members of a combination.

A valid MCM PLM set is a PLM set that contains:

- 2 or more active records
- 1 active producer
- 2 or more active State and county codes
- 1 or more FSA counties. A producer in a CMA or LSA county must be in 1 or more FSA counties for the MCM PLM set to be valid.

C Why MCM PLM Set Is Created

The KCMO mainframe creates 2 types of PLM sets:

- MCM PLM sets
- CEM PLM sets.

An MCM PLM set contains only 1 active producer. CEM PLM sets are created for members of multicounty combined sets. See paragraph 162 for more information on CEM PLM sets.

When a producer who is not a member of a combination becomes active in 2 or more counties, the KCMO mainframe creates an MCM PLM set for the producer. Updates to program amounts may only be performed in the MCM PLM control county.

Continued on the next page

D
When MCM PLM Set Is Created

An MCM PLM set is created when:

- the PLM process is being performed
- the mainframe determines that a producer is newly multicounty, but does not belong to a combination.

E
Receipt Time for New MCM PLM Set

It takes about 2 weeks from the time PLM activity is generated in 1 County for another County to receive the downloaded PLM records resulting from this activity.

161 Example of Creating MCM PLM Set

A
Overview

This example describes how county and mainframe software create a new MCM PLM set for a producer.

B
Original Records

Producer ID 555555555 has been an active producer in County 48111 since 1989. Producer ID 555555555 is entity type 01.

C
Initiating County Processing

In 1998, Producer ID 555555555 becomes an active producer in County 48205 (active producer flag in NAM updated from "N" to "Y").

D
Mainframe Processing

Using the changed NAM record received, mainframe will create a 1998 MCM set for Producer ID 555555555 and determine an MCM control county. In this case, assume that County 48205 is determined to be the MCM control county.

New MCM Set on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	555555555	48111	48205
	555555555	48205	48205

Continued on the next page

D Mainframe Processing (Continued

During the mainframe process:

- PLM records are built for the new MCM set
- the MCM PLM control county value, which is the control county for the MCM set, is placed in each PLM record
- default values for the program amounts in each PLM record are determined.

Note: See paragraph 165 for more information on determining default values for program amounts.

The following table describes the MCM PLM set on the mainframe.

Updated MCM PLM Set on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	555555555	000000000	48111	25000	20000	37500	50000	48205
	555555555	000000000	48205	25000	20000	37500	50000	48205

Note: CRP program allocations not shown are determined by the mainframe in the same manner as PFC/NL determinations. See paragraph 165 for more information on determining default values for program amounts.

The MCM PLM set is then downloaded to control County 48205. The individual 48111 PLM record goes to 48111.

Note: Only the control county receives the entire MCM PLM set. Noncontrol counties receive only a home county record. See paragraph 166 for more information on downloading PLM records.

Continued on the next page

161 Example of Creating MCM PLM Set (Continued)

E
County Download Processing

Control County 48205 will receive the new MCM PLM set, as shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	555555555	000000000	48111	25000	20000	37500	50000	48205
	555555555	000000000	48205	25000	20000	37500	50000	48205

Noncontrol County 48111 will only receive the 48111 PLM record, as shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	555555555	000000000	48111	25000	20000	37500	50000	48205

162 Creating CEM PLM Sets

A
Overview

This paragraph explains how and why the KCMO mainframe creates CEM PLM sets for producers who have become members of multicounty combinations.

B
Definition of CEM PLM Set

A CEM PLM set is a set created for members of multicounty combinations.

A valid CEM PLM set is a PLM set created for members of multicounty combinations. A valid CEM PLM set contains:

- 2 or more active records
- 2 or more active producers
- 2 or more active State and county codes
- 1 or more FSA counties. A producer in a CMA or LSA county must be in 1 or more FSA counties for the MCM PLM set to be valid.

Continued on the next page

C
Why CEM PLM Set Is Created

A CEM PLM set must contain 2 or more active producers. A PLM set that does not contain 2 or more active producers may be a MCM PLM set, but it is not a CEM PLM set. A combination must have more than 1 active member to be a valid combination, which also applies to CEM PLM records. See subparagraph 160 B for more information on MCM PLM records.

A CEM PLM set is created when:

- 1 or members of a non-multicounty combination becomes active in more than 1 county
- a multicounty producer is combined with another multicounty producer.

In both cases, the KCMO mainframe creates a CEM PLM set, consisting of all producers in the combination. KCMO also assigns a control county for the CEM PLM set. Updates to program amounts may only be performed in the control county for the CEM PLM set.

Note: See subparagraph 164 D for more information on determining the control county for a CEM PLM set.

D
When CEM PLM Set Is Created

A CEM PLM set is created when:

- the PLM process is being performed
- the mainframe determines that a combination is newly multicounty
- 2 or more multicounty producers that are active in different counties become combined for payment limitation purposes.

E
Receipt Time for New CEM PLM Set

It takes about 2 weeks from the time PLM activity is generated in 1 County for another County to receive the downloaded PLM records resulting from this activity.

---

163 Example of Creating CEM PLM Set

A
Overview

This example describes how county and mainframe software create a new CEM PLM set for a producer.

B
Original Records

The original subsidiary file records are shown in this table.

CEM in County 48341 and Mainframe

STAT	IDNUM	STCTY	KCACCT
	170000000	48341	930000017
	180000000	48341	930000017

Producer ID 170000000 and Producer ID 180000000 are members of non-multicounty combination 930000017.

C
Initiating County Processing

In County 48205, Producer ID 180000000 becomes active (active producer flag in NAM updated from "N" to "Y").

Continued on the next page

163 Example of Creating CEM PLM Set (Continued)

D Mainframe Processing

Using the changed NAM record received, mainframe will do the following.

- Create an MCM set for Producer ID 180000000 and determine an MCM control county. In this case, assume that County 48341 is determined to be the MCM control county. The following table demonstrates mainframe creation of the new MCM set for Producer ID 180000000.

New MCM Set on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	180000000	48205	48341
	180000000	48341	48341

- Add a 48205 CEM record for Producer ID 180000000 to the existing CEM set.

Updated CEM on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	170000000	48341	930000017
	180000000	48205	930000017
	180000000	48341	930000017

Continued on the next page

D Mainframe Processing (Continued)

During the mainframe process:

- PLM records are built for the new multicounty CEM set, which includes Producer ID 180000000 and Producer ID 170000000; though Producer ID 170000000 is not active in 2 or more counties, the producer belongs to a combination that is active in 2 or more counties

- a CEM PLM control county is determined by selecting the County with the most active records in the CEM set, which is 48341 in this example

Note: See subparagraph 164 D for more information on determining the control county for a CEM PLM set.

- default values for the program amounts in each PLM record are determined.

Note: See paragraph 165 for more information on determining default values for program amounts.

The following table demonstrates the CEM PLM set on the mainframe.

Updated CEM PLM Set on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	170000000	930000017	48341	25000	20000	37500	50000	48341
	170000000	930000017	48205	25000	20000	37500	50000	48341
	180000000	930000017	48341	25000	20000	37500	50000	48341

Note: Though 3 PLM records are shown, only 2 counties are represented in the CEM PLM set. The total PFC/SL allocation for the CEM PLM set is $40,000: $20,000 per county.

Continued on the next page

163 Example of Creating CEM PLM Set (Continued)

E
County Download Processing

Control County 48341 will receive the new CEM PLM set, as shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	170000000	930000017	48341	25000	20000	37500	50000	48341
	170000000	930000017	48205	25000	20000	37500	50000	48341
	180000000	930000017	48341	25000	20000	37500	50000	48341

Note: Though 2 records appear for County 48341, County 48341's total allocation of program amounts for:

- *--PFC/SL is $20,000--*
- PS is $37,500.

Noncontrol County 48205 will only receive the home county PLM record from the CEM PLM set.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	180000000	930000017	48205	25000	20000	37500	50000	48341

164 Determining Control County

A Overview

The KCMO mainframe first determines the control county for PLM sets. County Offices may change the control county, but KCMO establishes the initial control county for a PLM set.

B Mainframe Calculation of Control County for MCM PLM Set

When a producer becomes multicounty, the mainframe calculates the control county for the producer. The control county calculated is the County Office with a ZIP Code closest to the ZIP Code found in the producer's NAM record.

C County Determination of Control County for MCM PLM Set

County Offices wishing to determine the control county for a newly multicounty producer should print a MABDIG for the producer. Control county information may be obtained in either the Multicounty or Payment Limitation Information sections.

Note: The County Office may determine whether it is the control county by accessing Screen MAD70102. If the County Office accessing Screen MAD70102 is not the control county for the producer, the County Office will be unable to access Screen MAD70102. Without MABDIG, this County Office will be unable to learn who the control county is.

Continued on the next page

164 Determining Control County (Continued)

D Mainframe Calculation of the Control County for CEM PLM Set

The mainframe assigns a control county for a CEM PLM set by looking at the number of occurrences for each State and county code in the CEM set. The State and county code with the most occurrences is assigned the control county for the CEM PLM set. If there is a tie in the number of occurrences, the lowest numbered State and county code is chosen.

In some cases, the control county for the CEM PLM set is not a county in which 1 or more members of the combination is active. The control county for the CEM PLM set still updates program amounts for these producers, as well as all producers that are members of the MCM CEM set.

E Control County for Setting PLM Amounts

The CEM PLM control county is the control county with actual control over setting PLM amounts for members of multicounty combinations.

F Producers With MCM and CEM Control Counties

Multicounty producers who are also members of a combination have 2 control counties; only 1 - the CEM PLM control county - has true control over setting program amounts in the PLM set.

County Offices who print a MABDIG for a multicounty combined producer will often find a different control county in the Multicounty Information section than that found in the Payment Limitation Information section. The control county listed in the Payment Limitation Information section is **always** the "true" control county for the producer.

Only when the multicounty producer ceases to be combined does the MCM control county become the "true" control county for the producer.

Continued on the next page

G
County Determination of Control County for MCM CEM Producers

To learn the control county for a producer that is active in their county, County Offices must print a MABDIG for that producer. The MABDIG will show the "true" control county in the "Cntrl St/Cty" field, found in the Payment Limitation Information section of MABDIG.

Note: The "Ct St & Cty" field in the Multicounty Information section may **not** be the control county for the CEM PLM set, and should not be relied upon for this information. The "Ct St & Cty" field gives the control county for the multicounty set only.

The following sample MABDIG sections illustrate the different control county fields. Assume that both sections are for producer Craig Brantley.

MULTI COUNTY INFORMATION

Ind Stat	Ot St & Cty	Name	Ct St & Cty	Pgm-Upd	Date
	48/111	CRAIG BRANTLEY	48/421	MAD213	940210
	48/205	CRAIG BRANTLEY	48/421	MAD211	940210
	48/421	CRAIG BRANTLEY	48/421	MAD211	940218

PAYMENT LIMITATION INFORMATION

Ind Stat	St/Cty	Cntrl St/Cty	KCMO Accnt #	PFC/NL	PFC/SL	CRP	PS	NAP	Pgm-Upd	Date
	48/111	48/111	940000003	16666	13334	16666	25000	33334	MAD711	970825
	48/205	48/111	940000003	16667	13333	16667	25000	33333	MAD711	970825
D	48/233	48/111	940000003						MAD711	970825
	48/303	48/111	940000003						MAD711	970825
	48/421	48/111	940000003	16667	13333	16667	25000	33333	MAD711	970825

These sample sections show that the producer is a multicounty combined producer. Craig Brantley is an active producer in Counties 48111, 48205, and 48421. His MCM control county is 48421.

Craig is also a member of combination 940000003, which has activity in 48111, 48205, 48303, and 48421. The 48233 record has been deleted. The control county for the combination is 48111. Updates to payment limitation amounts for any member of the combination must be performed in County 48111.

The MABDIG shown was printed in 48111, since all PLM records in the CEM set are printed in the Payment Limitation Information section, and 48111 is the control county for the CEM set. A MABDIG printed in a County that was not the control county for the set will only list the home county PLM record.

165 Allocating Program Amounts When Creating PLM Sets

A
Overview

The KCMO mainframe sets program amounts when creating PLM sets. Program amounts vary by:

- number of counties in the PLM set
- program being set.

B
Allocating PS Amounts in New PLM Sets

Individual producers are limited to $75,000 in PS program payments. When a producer becomes multicounty, or becomes a member of a multicounty combination, the KCMO mainframe divides the $75,000 PS maximum allocation by the number of FSA, CMA, and LSA counties in which the producer is active. The resulting figure is placed in the PS field in each county in which the producer is active.

C
Example of Allocating PS Amounts in New PLM Sets

Vandy is a non-multicounty cotton producer in Texas. She is not a member of a combination. Vandy decides to let PCCA market her cotton. PCCA is a CMA.

PCCA transmits Vandy's ID number along with other relevant producer information to the KCMO mainframe. After ensuring that Vandy is an eligible cotton producer, the KCMO mainframe creates a new MCM PLM set for Vandy. PS program amounts have been defaulted according to the number of FSA, CMA, and LSA counties that are included in the set. The results are shown in the following table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	200000000	000000000	48341	50000	40000	37500	100000	48341
	200000000	000000000	48803	00000	00000	37500	00000	48341

Note: The mainframe determined the control county to be 48341 for the PLM set. A CMA county cannot be the control county for a multicounty producer.

Continued on the next page

D
Allocating Non-PS Amounts in New PLM Sets

Individual producers are limited to $40,000 in PFC/SL program payments. When a producer becomes multicounty, or becomes a member of a multicounty combination, the KCMO mainframe divides the $40,000 PFC/SL maximum allocation by the number of FSA counties in which the producer is active. CMA and LSA counties are excluded from the count. The resulting number is placed in the PFC/SL field in each county in which the producer is active.

Note: See subparagraph 146 B for other non-PS program amount maximums.

E
Example of Allocating PFC/SL Amounts in New PLM Sets

Calder (ID 210000000) is a non-multicounty sorghum producer in 48111. He is combined with Rick (ID 220000000) in 48111, who is also non-multicounty. Calder becomes active on a farm in 48205 in 1995.

County 48205 transmits Calder's ID number along with other relevant producer information to the KCMO mainframe. The KCMO mainframe creates a new CEM PLM set for Calder and Rick. PFC/SL program amounts have been defaulted according to the number of FSA counties that are included in the set. The results are shown in the following table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	210000000	930000009	48111	25000	20000	37500	50000	48111
	210000000	930000009	48205	25000	20000	37500	50000	48111
	220000000	930000009	48111	25000	20000	37500	50000	48111

Note: The KCMO account number and the CEM PLM control county are placed in the new PLM set.

---

166 Downloading PLM Records

A Overview

Counties receive PLM downloads after a subsidiary file upload and download cycle has been completed. The number of PLM records received depends upon whether the County receiving the producer record is the control county for that producer.

B Which Records Are Downloaded

The KCMO mainframe downloads all PLM records that changed during the previous subsidiary file cycle. Changed PLM records include:

- newly created PLM sets
- added PLM records
- deleted PLM records
- PLM records for which 1 or more of the PLM amounts have changed
- PLM records for which a control county change has been made.

C Where to Download Records

The KCMO mainframe downloads PLM records to the:

- control county
- home county.

Note: Records are not downloaded to CMA or LSA counties. The control county and the mainframe hold CMA and LSA member information.

The control county for a producer or combination receives PLM records from all counties in which that producer or combination is active. The home county receives only those PLM records with a State and county code equal to the home county State and county code.

Continued on the next page

166 Downloading PLM Records (Continued)

D
Example of Control County Download Receipt

The PLM section of the following MABDIG is for Tom, a multicounty producer who is not involved in a combination. It is printed in Tom's control county (48341).

Ind Stat	St/Cty	Cntrl St/Cty	KCMO Accnt #	PFC/NL	PFC/SL	CRP	PS	NAP	Pgm-Upd	Date
				PAYMENT LIMITATION INFORMATION						
	06/017	48/341		10000	8000	10000	15000	20000	MAD711	971001
	48/111	48/341		10000	8000	10000	15000	20000	MAD711	971001
	48/205	48/341		10000	8000	10000	15000	20000	MAD711	971001
	48/341	48/341		10000	8000	10000	15000	20000	MAD711	971001
	48/421	48/341		10000	8000	10000	15000	20000	MAD711	971001

All counties where Tom is active are printed on the control county MABDIG. Because 48341 is the control county for the PLM set, it receives all PLM records in the PLM set from KCMO.

E
Example of Home County Download Receipt

The PLM section of the following MABDIG is also for Tom. It is printed in 48421, a County that is not the control county for the PLM set.

Ind Stat	St/Cty	Cntrl St/Cty	KCMO Accnt #	PFC/NL	PFC/SL	CRP	PS	NAP	Pgm-Upd	Date
				PAYMENT LIMITATION INFORMATION						
	48/421	48/341		10000	8000	10000	15000	20000	MAD711	971001

Only the home county record for Tom is printed in 48421. Because 48421 is not Tom's control county, it only receives a home county record from KCMO.

167-176 (Reserved)

Section 3 Using PLM Software

Subsection 1 Revising Payment Limitation Amounts

177 General Information

A
Summary of Uses

County Offices can use PLM software to:

- revise program allocation amounts
- change the control county for PLM sets
- *--view program allocation amounts.--*

Through actions performed in farm, permitted entity, or joint operation maintenance, County Offices cause the KC-ITSDO mainframe to:

- create new PLM sets
- add producers to existing PLM sets
- delete producers from existing sets
- delete PLM sets.

B
Updating PLM Records

Only the control county for a producer or combination may update the PLM records for that producer or combination.

Payment limitation software provides a validation that ensures that the total PLM amounts for a PLM set do not exceed the program maximum.

C
Notifying Control County of Need for Re-Allocation

Noncontrol counties, CMA's, and LSA's must contact a producer's control county to obtain a re-allocation of program amounts. This can be accomplished through:

- CCC-739 for non-control counties
- CCC-732 for CMA's and LSA's.

If the request is approved, the control county will proceed with re-allocating program amounts.

If follow up is necessary, use either telephone call or memorandum.

Note: See paragraph 106 to complete CCC-739.

---

178 Determining Control County

A Overview

Payment limitation software allows only the control county for a PLM set to update amounts in the PLM set. County Offices must know the control county for the PLM set to update program amounts in the PLM set.

B Using MABDIG to Determine Control County

County Offices can use MABDIG to obtain the control county for a producer in need of program amount re-allocation. If a producer is active in a county, the Payment Limitation Information section of an applicable year MABDIG will reveal the control county for the producer. This applies to members of combinations as well.

***--**The following section of the MABDIG printed in County 48/233 for a combined producer illustrates the control county for the entire combination to which the producer belongs.

```
       PAYMENT LIMITATION INFORMATION:

Ind            Cntrl
Stat  St/Cty   St/Cty   KCMO Accnt #            DIR    DIR/PN     CC      CC/PN                 Pgm-Upd   Date
----  ------   ------   ------------          ------  ------   ------   ------                 -------   ------
      48/233   48/205    940000003             20000            32500                          MAD740    021001

                                              PFC/SL    CRP     REG/PS   OTH/PS    NAP          Pgm-Upd   Date
                                              ------  ------   ------   ------   ------        -------   ------
      48/233   48/205    940000003             20000    25000    37500    37500                 MAD740    021001
```

County 48/233 must contact control County 48/205 to reallocate program**--***
amounts in its counties.

Continued on the next page

C
Using MABDIG to Determine Producer ID
*** * ***

If a producer is multi-county, but is not a member of a combination, the control *--county uses the ID number of the producer to update PLM allocations.--*

Quite often, members of combinations are not active in the combination's control county. To update program amounts for any member of a multi-county combination, the control county must access a member of the combination that is active **in the control county**.

To determine the ID to access to update program amounts for members of the CEM PLM set:

- determine the control county for the CEM PLM set according to subparagraph B

- using the Combined Producer Information section of the MABDIG printed according to subparagraph B, locate a member of the combination that is active in the control county; this member will have a county in the "St/Cty" field that matches the "Cntrl St/Cty" county of all records in the Payment Limitation Information section

- *--access the PLM update screen for the member of the combination that is--* active in the control county for the CEM PLM set, and update program amounts as applicable.

A Accessing PLM Maintenance Software

Access the payment limitation maintenance software according to the following table.

Step	Menu	Action	
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable.	
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.	
3	FAX07001	ENTER “9”, “Common Provisions”.	
4	MA0000	ENTER “4”, “Subsidiary Files Maintenance”.	
5	MAD000	ENTER “10”, “Payment Limitation Maintenance Menu”.	
6	MAD700	**IF...**	**THEN...**
		updating payment limitation allocations for a multi-county producer	ENTER “1”. See paragraph 180 for additional information.
		changing the control county for combined producers	ENTER “2”. See paragraphs 191 and 207 for additional information.
		viewing home county payment limitation records	ENTER “3”. See paragraph 180 for additional information on accessing producer data.

B Example of Menu MAD700

The following is an example of Payment Limitation Menu MAD700.

```
COMMAND                        MENU: MAD700                              E2
Common Provision - Payment Limitation Menu
-------------------------------------------------------------------------------

               1.  Control County Update of Payment Limitation
               2.  Change Control County for Combined Producers
              *3.  View Home County Payment Limitation Records




              20.  Return to Application Primary Menu
              21.  Return to Application Selection Menu
              22.  Return to Office Selection Screen
              23.  Return to Primary Selection Menu
              24.  Sign Off


Cmd3=Previous Menu        *=Not currently available

Ready for option number or command
```

--*

* * *

*--180 Updating PLM Allocation Program Amounts

A
Introduction

To update program allocation amounts, control County Offices shall:

- access Menu MAD700 according to subparagraph 179 A
- ensure that an amount is available to be allocated to the requesting county.

If all amounts have been allocated, amounts can be reduced from another county to increase an amount in another county. Before reducing the amount in another county, the control County Office shall obtain a payment history print for the applicable program and "person" to determine the amount of the allocation available for reallocation.

Under no circumstance shall a PLM amount for a program be reduced to an amount less than the total payments issued to the "person" in that county.

Note: When updating the PLM amount for 2002 DIR, the PLM amount shall not be updated to an amount less than the sum of the following:

- total 2002 DCP direct payments issued to the "person"
- total 2002 PFC payments issued to the "person".

B
Updating PLM Records

County Offices shall update PLM allocation amounts according to the following table.

Step	Action	Result
1	Access the payment limitation maintenance software according to subparagraph 179 A.	
2	ENTER "1", "Control County Update of Payment Limitation".	Menu MAD709 will be displayed.

--*

Continued on the next page

B
Updating PLM Records (Continued)

Step	Action			Result
3	Menu MAD709 allows the users to select the program area for the program that should be updated. Select the appropriate program area according to the following.			
	Option	**Program Area**	**Applicable Programs**	
	1	Production Flexibility Program	• 2001 and 2002 PFC • 2001 MLA	Screen MAD01101 will be displayed to allow the user to select the applicable program year.
	2	DCP	• direct and counter-cyclical for covered commodities DCP • direct and counter-cyclical for peanuts	
	3	Price Support Programs	• regular price support for covered commodities • price support for wool, mohair, peanuts, and honey	
	4	Conservation Programs	CRP	
	5	Disaster Assistance Programs	• NAP • ad-hoc disaster programs	
4	On Screen MAD01101, select the applicable program year to be updated. **Note:** If the program is not effective for the year selected, the message, "No Payment Limitation file available for year selected", will be displayed.			Screen MAD70101 will be displayed.
5	On Screen MAD70101, enter 1 of the following and PRESS "Enter": • last 4 digits of the producer's ID number in the "Last Four of ID" field • producer ID number and ID type in the "ID Number and Type" fields • producer's last name in the "Last Name" field. **Note:** If more than 1 producer is found on the name and address file matching the criteria entered, then Screen MACR04-01 will be displayed, allowing the user to select the desired producer.			If the ID number and type for the selected producer are found on the payment limitation file, then the applicable payment limitation update screen will displayed.

--*

Continued on the next page

B
Updating PLM Records (Continued)

Step	Action		Result
6	Depending on which program was selected on Menu MAD709, one of the following screens will be displayed. Screen: • MAD70102 for programs effective for 2001 • MAD70105 for PFC • MAD70501 for DCP • MAD70601 for price support • MAD70201 for conservation programs, such as CRP • MAD70801 for disaster programs, such as NAP.		
	IF...	**THEN...**	
	an amount is unallocated for the program that needs to be updated	• the unallocated amount can be attributed to 1 or more counties until the unallocated amount is exhausted • ENTER "U" in the "Update" field and PRESS "Enter".	The message, "Payment Limitation set has been updated", will be displayed. PRESS: • "Cmd4" to update the PLM records for another producer for the same program • "Cmd7" to select another program or exit the update process. **Note:** If the allocation amount attributed to all counties exceeds the applicable program limitation, then the message, "Payment Limitation exceeds maximum", will be displayed and the record will not be updated.
	the entire program allocation is attributed to 1 or more counties	• reduce the amount for the county that has an unused PLM amount • increase the amount for the county that needs an additional allocation • ENTER "U" in the "Update" field and PRESS "Enter". **Reminder:** Before reducing the allocation for a county, verify that the amount is unused by obtaining a payment history print from the applicable County Office.	

--*

Continued on the next page

--180 Updating PLM Allocation Program Amounts (Continued)--

C
Automatic Update of the CY PS PLM

A change by control county to the producer's CY-1 PS PLM amount will result in an automatic reallocation of the producer's corresponding CY PS PLM amount. This is an automatic process that is invoked when the producer's CY-1 and CY PS PLM amount records match.

If a change is made to a producer's current year PS PLM amount, only the current year PS PLM amount is changed. No adjustment will occur to the CY-1 PS PLM amount.

The system 36 software will process PS PLM changes according to the following table.

IF a change is made to the producer's...	THEN...	AND...
CY-1 PS PLM amount	a like adjustment will automatically be applied to the CY PS PLM amount	no action is required by the County Office.
CY PS PLM amount	an adjustment to the CY-1 PS PLM amount will not occur	
farming operation, such as number of counties increase or decrease in the producer's multi-county combined producer file	an adjustment will not be made to the CY PS PLM amount	the CY PS PLM amount must be manually adjusted, as necessary.

--*

Continued on the next page

D
Example of Screen MAD70102

The following is an example of Payment Limitation File Update Screen MAD70102 which displays PLM allocation amounts for all programs effective for FY 2001.

```
Common Provisions     001-ADAMS                    Update       MAD70102
Payment Limitation File Update          Version: AE52  09/25/2002 08:11 Term E2
--------------------------------------------------------------------------------
Producer Selected: MARILYN ACKERMAN                  Producer ID: 505-64-0035 S
Program Year: 2001                              KCMO Account No.:

St/Cty   -------------------------------Amounts--------------------------------
 Code             PFC/SL    CRP       PS      NAP       MLA

31/001             20000    25000    75000    50000    20000
31/181             20000    25000    75000    50000    20000







Unalloc:                0        0        0        0        0



Cmd4=Previous Screen  Cmd7=End                              Enter=(U)pdate
```

E
Example of Screen MAD70105

The following is an example of Payment Limitation File Update Screen MAD70105 which displays PLM allocation amounts for PFC for FY 2002.

```
Common Provisions     001-ADAMS                    Update       MAD70105
Payment Limitation File Update          Version: AE52  09/25/2002 08:15 Term E2
--------------------------------------------------------------------------------
Producer Selected: MARILYN ACKERMAN                  Producer ID: 505-64-0035 S
Program Year: 2002                              KCMO Account No.:

St/Cty   -------------------------------Amounts--------------------------------
 Code             PFC/SL

31/001             40000
31/181                 0







Unalloc:                0



Cmd4=Previous Screen  Cmd7=End                              Enter=(U)pdate
```

--*

Continued on the next page

F

Example of Screen MAD70201

The following is an example of Payment Limitation File Update Screen MAD70201 which displays PLM allocation amounts for conservation programs, such as CRP, for FY 2002 and future years.

```
Common Provisions     001-ADAMS                   Update       MAD70201
Payment Limitation File Update          Version: AE52  09/25/2002 08:33 Term E2
--------------------------------------------------------------------------------
Producer Selected: MARILYN ACKERMAN                  Producer ID: 505-64-0035 S
Program Year: 2002                              KCMO Account No.:

St/Cty   -------------------------------Amounts--------------------------------
 Code                 CRP

31/001              25000
31/181              25000





Unalloc:                0



Cmd4=Previous Screen  Cmd7=End                              Enter=(U)pdate
```

G

Example of Screen MAD70501

The following is an example of Payment Limitation File Update Screen MAD70501 which displays PLM allocation amounts for DCP for FY 2002 and future years.

```
Common Provisions     001-ADAMS                   Update       MAD70501
Payment Limitation File Update          Version: AE52  09/25/2002 08:35 Term E2
--------------------------------------------------------------------------------
Producer Selected: MARILYN ACKERMAN                  Producer ID: 505-64-0035 S
Program Year: 2002                              KCMO Account No.:

St/Cty   -------------------------------Amounts--------------------------------
 Code                 DIR   DIR/PN       CC    CC/PN

31/001              20000    40000    32500    65000
31/181              20000        0    32500        0





Unalloc:                0        0        0        0



Cmd4=Previous Screen  Cmd7=End                              Enter=(U)pdate
```

--*

Continued on the next page

H

Example of Screen MAD70601

The following is an example of Payment Limitation File Update Screen MAD70601 which displays PLM allocation amounts for price support for FY 2002 and future years.

```
Common Provisions     001-ADAMS                    Update       MAD70601
Payment Limitation File Update          Version: AE52  09/25/2002 08:37 Term E2
--------------------------------------------------------------------------------
Producer Selected: MARILYN ACKERMAN                  Producer ID: 505-64-0035 S
Program Year: 2002                              KCMO Account No.:

St/Cty   -------------------------------Amounts--------------------------------
 Code              REG/PS   OTH/PS

31/001              37500    37500
31/181              37500    37500









Unalloc:                0        0



Cmd4=Previous Screen  Cmd7=End                              Enter=(U)pdate
```

I

Example of Screen MAD70801

The following is an example of Payment Limitation File Update Screen MAD70801 which displays PLM allocation amounts for disaster programs, such as NAP, for FY 2002 and future years.

```
Common Provisions     001-ADAMS                    Update       MAD70801
Payment Limitation File Update          Version: AE52  09/25/2002 08:38 Term E2
--------------------------------------------------------------------------------
Producer Selected: MARILYN ACKERMAN                  Producer ID: 505-64-0035 S
Program Year: 2002                              KCMO Account No.:

St/Cty   -------------------------------Amounts--------------------------------
 Code                 NAP

31/001              50000
31/181              50000









Unalloc:                0



Cmd4=Previous Screen  Cmd7=End                              Enter=(U)pdate
```

--*

181-190 (Reserved)

Subsection 2 Changing the Control County for MCM PLM Sets

191 General Information

A
Background

County Offices can change the control county for a:

- MCM PLM set
- CEM PLM set.

A county-initiated change to the control county in an MCM PLM set is necessary when the producer that makes up the MCM PLM set has requested a change in his or her control county.

B
Changing Control County

County software enables only the control county for the MCM set (the MCM PLM control county) to change the control county for the multicounty producer.

Note: See paragraph 209 for information on changing the control county for members of a CEM PLM set.

---

192 Accessing Control County Producer Record

A Overview

This paragraph explains how to access the control county producer record to change the MCM PLM control county.

B Multi-County Main Menu MAD200

To change the control county for a multicounty producer, ENTER "3", "Multiple County Producers", on Menu MAD000. Menu MAD200 will be displayed.

```
*******************************************************************************
* COMMAND                            MAD200                                W6 *
* Common Provisions - Multi-County Main Menu                                  *
* ---------------------------------------------------------------------------*
*                                                                             *
*                          1.  Display Multi County Producers                 *
*                          2.  Update Control County for Multi County Producers  *
*                          3.  Print Multi County Producers                   *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                         20.  Return to Application Primary Menu             *
*                         21.  Return to Application Selection Screen         *
*                         22.  Return to Office Selection Screen              *
*                         23.  Return to Primary Selection Menu               *
*                         24.  Sign Off                                       *
*                                                                             *
* Cmd3=Previous Menu                                                          *
*                                                                             *
* Enter option and press "Enter".                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*******************************************************************************
```

ENTER "2", "Update Control County for Multi County Producers", on Menu MAD200.

Continued on the next page

C
Validations

After the applicable year and producer has been selected, the software performs a validation to ensure that the home county, which is the county displayed at the top of the screen, is the control county. If the home county is:

- not the control county, the message, "Only the Control county can change the control county designation." will be displayed on Screen MAD20301, and the user will not be allowed to continue

- the control county, Screen MAD20302 will be displayed as follows.

```
*******************************************************************************
* Common Provisions     205-HARTLEY                UPDATE        MAD20302     *
* Multi County Producer Maintenance         Version: AB86  10/02/97 10:45 Term W6*
* ---------------------------------------------------------------------------- *
* Program Year: 98  Control County:  TEXAS           HARTLEY                   *
*                                                                              *
* ID Number:  555-55-5555 Type S                                               *
*                                  Ctrl                                        *
* Producer Name                    Cty  State           County                *
*                                                                              *
* KENNETH ANDERSON                  Y   TEXAS           HARTLEY               *
* KENNETH ANDERSON                      TEXAS           MOORE                 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*  Cmd2=Return to Selection Screen                                             *
*                                                                              *
*******************************************************************************
```

193 Updating MCM PLM Control County

A Control County Change

To change the control county to 1 of the other counties displayed on Screen MAD20302, remove "Y" from the current control county and ENTER "Y" in the "Ctrl Cty" field next to the county requested, as shown in the following example.

```
*******************************************************************************
* Common Provisions     205-HARTLEY               UPDATE        MAD20302      *
* Multi County Producer Maintenance         Version: AB86  10/02/97 10:48 Term W6*
* ---------------------------------------------------------------------------- *
* Program Year: 98  Control County:  TEXAS           HARTLEY                   *
*                                                                              *
* ID Number:  555-55-5555 Type S                                               *
*                                  Ctrl                                        *
* Producer Name                    Cty  State           County                *
*                                                                              *
* KENNETH ANDERSON                      TEXAS           HARTLEY               *
* KENNETH ANDERSON                   Y  TEXAS           MOORE                 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*  Cmd2=Return to Selection Screen                                             *
*  Control county change request has been generated.                           *
*******************************************************************************
```

Note: A cooperative county cannot be assigned as the control county.

194 Impact of MCM PLM Control County Change

A
Overview

This paragraph describes the impact that changes to the MCM PLM control county have on PLM records in affiliated MCM PLM and MCM CEM sets.

B
Impact of MCM PLM Control County Change on Records in MCM PLM Set

When County Offices change the control county for a multicounty producer, the control county in both the MCM and PLM file is updated. These updates are made only after the KCMO mainframe has verified that the multicounty producer is active in the county requested to be the control county.

If KCMO finds the control county change to be valid, a new MCM PLM control county will be assigned to the MCM set. **If the producer is not a member of a combination**, a changed set of PLM records will be downloaded to the new MCM PLM control county. All non-home county PLM records will be deleted from the previous MCM PLM control county.

C
Impact of MCM PLM Control county Change on CEM PLM Set

If a multicounty producer is also a member of a combination, the control county for the combination is considered the "true" control county for the multicounty producer. Though a producer may elect to change his or her MCM control county, **the CEM PLM control county will not be affected by this change**. No PLM records will be downloaded to the new MCM control county for a multicounty combined producer.

Note: See paragraph 209 for information on changing the control county for members of a CEM PLM set.

195 Example of County-Initiated Change in MCM PLM Control County

A
Overview

This example illustrates the county and mainframe processing resulting from a county-initiated change in the MCM PLM control county for a producer.

B
County Processing

Clive (ID 333333333) is a multicounty producer with farming interests in 3 counties. He has requested a control county change from 48205 to 48111. The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	333333333	48111	48205
	333333333	48205	48205
	333333333	48341	48205

PLM in County 48111

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	333333333	000000000	48111	10000	10000	0	50000	48205

PLM in County 48205 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	333333333	000000000	48111	10000	10000	0	50000	48205
	333333333	000000000	48205	25000	20000	0	25000	48205
	333333333	000000000	48341	15000	10000	0	25000	48205

PLM in County 48341

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	333333333	000000000	48341	15000	10000	0	25000	48205

Continued on the next page

C
Mainframe Processing

In County 48205, Clive's MCM control county is changed from 48205 to 48111. The requested change in the MCM control county is uploaded to the mainframe.

Using the uploaded MCM record requesting a change in the MCM control county, mainframe will:

- determine that 48111 is still an active State and county code in the MCM set
- change Clive's MCM control county to 48111, as shown in this table

Updated MCM on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	333333333	48111	48111
	333333333	48205	48111
	333333333	48341	48111

- change Clive's MCM PLM control county to 48111, as shown in this table.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	333333333	000000000	48111	10000	10000	0	50000	48111
	333333333	000000000	48205	25000	20000	0	25000	48111
	333333333	000000000	48341	15000	10000	0	25000	48111

Continued on the next page

195 Example of County-Initiated Change in MCM PLM Control County (Continued)

D
County Download Processing

New control County 48111 will receive a complete MCM PLM set for Clive, as shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	333333333	000000000	48111	10000	10000	0	50000	48111
	333333333	000000000	48205	25000	20000	0	25000	48111
	333333333	000000000	48341	15000	10000	0	25000	48111

Previous control County 48205 and other County 48341 receive only a home county PLM record. The downloaded home county PLM records contain the new control county for the MCM PLM set.

County software in 48205, upon receipt of the PLM record containing the new control county, will delete all other county PLM records. Only County 48111 can update program amounts for Clive.

196 Example of System-Generated Change in MCM PLM Control County

A
Overview

This example illustrates a system-initiated change in the MCM control county for Felix (ID 222222222), a multicounty producer who recently stopped farming in control County 48205.

Felix's original subsidiary file records before becoming inactive in 48205 are shown in the following tables.

County 48205 removes Felix from the farm producer file. During end-of-day processing in County 48205, Felix's:

- active producer flag in NAM is updated from "Y" to "N"
- MCM records will be deleted
- PLM records will **not** be deleted.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	222222222	48111	48205
	222222222	48205	48205
	222222222	48341	48205

PLM in County 48111

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	222222222	000000000	48111	10000	10000	0	25000	48205

PLM in County 48205 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	222222222	000000000	48111	10000	10000	0	50000	48205
	222222222	000000000	48205	25000	20000	0	25000	48205
	222222222	000000000	48341	15000	10000	0	25000	48205

PLM in County 48341

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	222222222	000000000	48341	15000	10000	0	25000	48205

Continued on the next page

B Mainframe Processing

Using the changed NAM record received, mainframe will:

- delete Felix's 48205 MCM record because he is no longer active in County 48205
- not delete Felix's 48111 or 48341 MCM records because the MCM set is still valid
- determine the new MCM control county for Felix's MCM set to be 48341, as shown in this table

Updated MCM on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	222222222	48111	48341
D	222222222	48205	48341
	222222222	48341	48341

- delete the 48205 PLM record from the MCM PLM set
- update the control county field in Clive's PLM record from 48205 to 48341, as shown in this table.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	222222222	000000000	48111	10000	10000	0	50000	48341
D	222222222	000000000	48205	25000	20000	0	25000	48341
	222222222	000000000	48341	15000	10000	0	25000	48341

Continued on the next page

196 Example of System-Generated Change in MCM PLM Control County (Continued)

C
County Download Processing

New control County 48341 will receive a new MCM PLM set for Felix, as shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	222222222	000000000	48111	10000	10000	0	50000	48341
D	222222222	000000000	48205	25000	20000	0	25000	48341
	222222222	000000000	48341	15000	10000	0	25000	48341

Previous control County 48205 and other County 48111 receive only a home county PLM record. The downloaded home county PLM record contains the new control county for the MCM PLM set.

County software in 48205, upon receipt of the PLM record containing the new control county, deletes all other county PLM records. Only County 48341 can update program amounts for Felix.

197-206 (Reserved)

Subsection 3 Changing the Control County for Multicounty Combinations

207 General Information

A
Background

County Offices can change the control county for:

- multicounty producers (an MCM PLM set)
- members of multicounty combinations (a CEM PLM set).

Changing the control county in a CEM PLM set is necessary when all members of the CEM set have requested a change in their control county.

Note: See Subsection 2 for more detailed information on changing the control county for a multicounty producer.

B
Changing Control County

County software enables only the control county for the CEM set (the CEM PLM control county) to change the control county for members of the combination.

To change the control county, County Office employees in the control county for the combination must access through PLM maintenance a member of the combination **who is an active producer in the control county**. The record of this member is called the control county producer record.

208 Accessing Control County Producer Record

A Subsidiary Main Menu MAD000

To access Payment Limitation File Update Screen MAD70402, ENTER "10", "Payment Limitation", on Menu MAD000.

```
*******************************************************************************
* COMMAND                            MAD000                                D5 *
* Common Provision - Subsidiary Main Menu                                     *
* --------------------------------------------------------------------------- *
*                    1.  Power of Attorney                                    *
*                    2.  Fiduciary                                            *
*                    3.  Multiple County Producers                            *
*                    4.  Combined Producers                                   *
*                    5.  Eligibility                                          *
*                    6.  Joint Operations                                     *
*                    7.  Entity File and Payment Limitation Register          *
*                    8.  Print Producer Subsidiary File Data                  *
*                                                                             *
*                   10.  Payment Limitation Maintenance Menu                  *
*                                                                             *
*                                                                             *
*                                                                             *
*                   23.  Return To Application Selection Menu                 *
*                   24.  Return To Primary Selection Menu                     *
* Cmd3=Previous Menu                     *=Option currently not available.    *
*                                                                             *
* Ready for option number or command                                          *
* 10                                                                          *
*                                                                             *
*                                                                             *
*******************************************************************************
```

B Payment Limitation Menu MAD700

Menu MAD700 will be displayed. ENTER "2", "Change Control County for Combined Producers".

```
*******************************************************************************
* COMMAND                            MAD700                                D5 *
* Common Provision - Payment Limitation Menu                                  *
* --------------------------------------------------------------------------- *
*                                                                             *
*                    1.  Control County Update of Payment Limitation          *
*                    2.  Change Control County for Combined Producers         *
*                    3.  View Home County Payment Limitation Records          *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                   23.  Return To Application Selection Menu                 *
*                   24.  Return To Primary Selection Menu                     *
* Cmd3=Previous Menu                                                          *
*                                                                             *
* Ready for option number or command                                          *
*  2                                                                          *
*                                                                             *
*                                                                             *
*******************************************************************************
```

Continued on the next page

C
Subsidiary Year Selection Screen MAD70502

Screen MAD70502 will be displayed. Select the applicable year.

```
*******************************************************************************
*                     111-DALLAM                Selection     MAD70502        *
* Payment Limitation File                  Version AB77  10/02/97 13:07 Term W6*
* ---------------------------------------------------------------------------*
*                                                                             *
*                                                                             *
*                          S E L E C T   Y E A R                              *
*                                                                             *
*                                                                             *
*                                1.  1998                                     *
*                                                                             *
*                                2.  1997                                     *
*                                                                             *
*                                3.  1996                                     *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd7-End                                              Enter-Selection 2     *
*                                                                             *
*******************************************************************************
```

D
Producer Selection Screen MAD70101

To access Screen MAD70402, enter the ID number of a member of the CEM PLM set that is active in the control county for the CEM PLM set.

```
*******************************************************************************
* Common Provisions     111-DALLAM                Selection    MAD70101       *
* Payment Limitation File                  Version  AB37  10/02/97 13:57 Term W6*
* ---------------------------------------------------------------------------*
*                                                                             *
*               To select a particular entity please enter the full           *
*                ID Number and Type.                                          *
*                                                                             *
*               If full ID is unknown, enter the last four digits of          *
*                the ID or last name (partial last name accepted).            *
*                                                                             *
*                                                                             *
*                                                                             *
*                        Last Four of ID: 8888                                *
*                                                                             *
*                        ID Number:            Type:                          *
*                                                                             *
*                        Last Name:                                           *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd7=End                                                Enter-Continue      *
*                                                                             *
*******************************************************************************
```

Continued on the next page

E
Payment Limitation File Update Screen MAD70402

If the combined producer ID selected is active in the control county for the combination, Screen MAD70402 will be displayed.

```
*******************************************************************************
* Common Provisions     205-HARTLEY                UPDATE        MAD70402     *
* Payment Limitation File Update          Version: AB37  10/02/97 10:45 Term W6 *
* ----------------------------------------------------------------------------- *
*                                                                               *
* Producer Selected:  WILMA DANIELS                  Producer ID: 888-88-8888 S *
* Program Year: 1998                              KCMO Account No.: 940021211   *
*                                                                               *
* St/Cty        PLM                                                             *
* Code          Control     State             County                            *
*                                                                               *
* 48/111                    TEXAS             DALLAM                            *
* 48/205          Y         TEXAS             HARTLEY                           *
* 48/341                    TEXAS             MOORE                             *
* 48/803                    TEXAS             PLAINS COTTON COOP                *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*  Cmd4=Previous Screen   Cmd7=End                            Enter=(U)pdate   *
*                                                                               *
*******************************************************************************
```

F
Validations

If the combined producer ID selected is **not** active in the control county for the combination, Screen MAD70101 will be redisplayed with the message, "Producer not active on the Payment Limitation file for the year selected". The user must find the member of the combination that is active in the CEM control county to access the Control County Update Screen. See subparagraph 164 G for more information on determining the correct member of the CEM set to access to update the CEM control county.

If the combined producer ID selected is not active in the combination for the **year** requested, the following message will be displayed:

MAD704
CANNOT CHANGE PAYMENT LIMITATION RECORDS
FOR THE YEAR REQUESTED

SYS-3726 Options (0)
Pause--RETURNING TO THE MENU.

Entering "0" will return the user to Menu MAD700.

* * *

209 Changing Control County for CEM PLM Set

A Overview

This paragraph explains how the control county for a multicounty combination can change the CEM PLM control county.

B Changing CEM PLM Control County on Screen MAD70402

After Screen MAD70402 is displayed, to change the control county for the combination:

- space through the "Y" entry in the previous control county
- ENTER "Y" in the "PLM Control" field of the new control county, which in this case is County 48341.

```
*******************************************************************************
* Common Provisions     205-HARTLEY               UPDATE        MAD70402      *
* Payment Limitation File Update          Version: AB37  10/02/97 10:45 Term W6 *
* ----------------------------------------------------------------------------- *
*                                                                               *
* Producer Selected:  WILMA DANIELS                   Producer ID: 888-88-8888 S *
* Program Year: 1998                             KCMO Account No.: 950021211    *
*                                                                               *
* St/Cty        PLM                                                             *
* Code          Control     State             County                            *
*                                                                               *
* 48/111                    TEXAS             DALLAM                            *
* 48/205                    TEXAS             HARTLEY                           *
* 48/341          Y         TEXAS             MOORE                             *
* 48/803                    TEXAS             PLAINS COTTON COOP                *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*  Cmd4=Previous Screen   Cmd7=End                          Enter=(U)pdate      *
*  Control county change request has been generated.                            *
*******************************************************************************
```

Note: County Offices will be unable to change the control county to a CMA or LSA county. CMA and LSA counties cannot be the control county for a multicounty producer or multicounty combination.

Continued on the next page

C
Reaccessing Screen MAD70402

When County 48111 reaccesses Screen MAD70402, it will appear that the control county did not change. Screen MAD70402 still shows County 48111, which is the previous control county, as the control county for the CEM set.

County 48111 will remain the control county for the CEM PLM set until the KCMO mainframe has validated the change and downloaded the changed PLM records to the applicable counties.

When the downloaded changed PLM record is received in all counties in the CEM PLM set, County Office 48341 will be able to access Screen MAD70402 if the control county request was validated by the KCMO mainframe. County 48111 will no longer have access to Screen MAD70402.

```
*******************************************************************************
* Common Provisions     205-HARTLEY                UPDATE        MAD70402      *
* Payment Limitation File Update          Version: AB37  10/02/97 10:48 Term W6 *
* ----------------------------------------------------------------------------- *
*                                                                               *
* Producer Selected:  WILMA DANIELS                  Producer ID: 888-88-8888 S *
* Program Year: 1998                             KCMO Account No.: 950021211    *
*                                                                               *
* St/Cty        PLM                                                             *
* Code          Control     State             County                            *
*                                                                               *
* 48/111          Y         TEXAS             DALLAM                            *
* 48/205                    TEXAS             HARTLEY                           *
* 48/341                    TEXAS             MOORE                             *
* 48/803                    TEXAS             PLAINS COTTON COOP                *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*  Cmd4=Previous Screen   Cmd7=End                          Enter=(U)pdate      *
*                                                                               *
*******************************************************************************
```

Continued on the next page

209 Changing Control County for CEM PLM Set (Continued)

D Canceling Previous CEM PLM Control County Change

Control County Offices can cancel a control county change request by reaccessing Screen MAD70402, and entering "U" to update. The control county change request will be canceled, as shown in this example.

```
*******************************************************************************
* Common Provisions     205-HARTLEY                UPDATE        MAD70402     *
* Payment Limitation File Update          Version: AB37  10/02/97 10:59 Term W6 *
* ----------------------------------------------------------------------------- *
*                                                                               *
* Producer Selected:  WILMA DANIELS                   Producer ID: 888-88-8888 S *
* Program Year: 1998                             KCMO Account No.: 950021211    *
*                                                                               *
* St/Cty        PLM                                                             *
* Code          Control     State             County                            *
*                                                                               *
* 48/111          Y         TEXAS             DALLAM                            *
* 48/205                    TEXAS             HARTLEY                           *
* 48/341                    TEXAS             MOORE                             *
* 48/803                    TEXAS             PLAINS COTTON COOP                *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*  Cmd4=Previous Screen   Cmd7=End                            Enter=(U)pdate    *
*  Prior Control county change requested this session has been removed.         *
*******************************************************************************
```

210 Impact of CEM PLM Control County Change

A Overview

A KCMO-validated CEM PLM control county change will cause all counties involved in the multicounty combination to receive PLM records containing the control county change.

B Impact of CEM PLM Control county Change on Records in CEM PLM Set

When County Offices change the control county for a multicounty combination, the control county in the PLM file is updated. This update is made only after the KCMO mainframe has verified that members of the combination are active in the county requested to be the control county.

If KCMO finds the control county change to be valid, a new CEM PLM control county will be assigned to the CEM PLM set. A changed set of PLM records will be downloaded to the new CEM PLM control county. All nonhome county PLM records will be deleted from the previous CEM PLM control county.

211 Performing County-Initiated Change in CEM PLM Control County

A
Overview

The following table describes a county-initiated change in the CEM PLM control county for a multicounty combination.

B
CEM PLM Control County Change

All members of combination 939999999 have agreed to change the CEM PLM control county from 48205 to 48111. County 48205 shall perform the following steps.

Step	Action
1	ENTER "10", "Payment Limitation Maintenance Menu", on Menu MAD000.
2	Select the applicable year.
3	Enter ID number of member of combination that is active in the CEM PLM control county.
4	Choose the new control county for the CEM PLM set.
5	ENTER "U" to update.

The changed control county record is uploaded to the KCMO mainframe during the next transmission cycle. If KCMO validates the control county change, in about 2 weeks County 48341 will receive:

- a complete CEM PLM set for the combination
- the ability to update program amounts for the combination
- control county responsibility for the combination.

212 Example of System-Generated Change in CEM PLM Control County

A
Overview

This example illustrates a system-initiated change in the MCM control county for Duane (ID 160000000). Duane is:

- a member of a multicounty combination for the current program year
- the only member of the combination that is an active producer in the CEM PLM control county (48111).

B
Original Records

The original subsidiary file records for the combination are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	160000000	48111	48111
	160000000	48205	48111

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	170000000	48205	48205
	170000000	48341	48205

CEM in All Counties and Mainframe

STAT	IDNUM	STCTY	KCACCT
	160000000	48111	930000016
	160000000	48205	930000016
	170000000	48205	930000016
	170000000	48341	930000016
	180000000	48341	930000016

Continued on the next page

212 Example of System-Generated Change in CEM PLM Control County (Continued)

B
Original Records
(Continued)

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	160000000	930000016	48111	25000	10000	0	50000	48111
	160000000	930000016	48205	10000	20000	0	25000	48111
	170000000	930000016	48205	10000	20000	0	25000	48111
	170000000	930000016	48341	15000	10000	0	25000	48111
	170000000	930000016	48341	15000	10000	0	25000	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	160000000	930000016	48205	10000	20000	0	25000	48111
	170000000	930000016	48205	10000	20000	0	25000	48111

PLM in County 48341

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	170000000	930000016	48341	15000	10000	0	25000	48111
	170000000	930000016	48341	15000	10000	0	25000	48111

C
County Processing

Duane sells his interest in the only farm he was active on in County 48111 in the CY.

Following end-of-day processing, Duane's:

- CY active producer flag in the NAM file is updated to "N"
- changed NAM record is placed in a holding file for uploading to KCMO.

Continued on the next page

D Mainframe Processing

Mainframe processing uses the changed NAM record received to:

- delete Producer ID 160000000's 48111 CEM record because the producer is no longer active in County 48111
- not delete the other records in the CEM set because the CEM set is still valid
- delete Producer ID 160000000's 48111 MCM record because the producer is no longer active in County 48111
- delete Producer ID 160000000's 48205 MCM record because the MCM set is no longer valid
- change the MCM control county from 48111 to 48205 because Producer ID 160000000 is no longer active in 48111.

Updated CEM on the Mainframe

STAT	IDNUM	STCTY	KCACCT
D	160000000	48111	930000016
	160000000	48205	930000016
	170000000	48205	930000016
	170000000	48341	930000016
	180000000	48341	930000016

Updated MCM on the Mainframe

STAT	IDNUM	STCTY	CNTRL
D	160000000	48111	48205
D	160000000	48205	48205

Continued on the next page

212 Example of System-Generated Change in CEM PLM Control County (Continued)

D Mainframe Processing (Continued)

The KCMO mainframe determines that no other member of the combination is active in County 48111, and assigns a new CEM PLM control county to the set (48205).

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
D	160000000	930000016	48111	25000	10000	0	50000	48205
	160000000	930000016	48205	10000	20000	0	25000	48205
	170000000	930000016	48205	10000	20000	0	25000	48205
	170000000	930000016	48341	15000	10000	0	25000	48205
	170000000	930000016	48341	15000	10000	0	25000	48205

E County Download Processing

New control County 48205 will receive a new CEM PLM set, as shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
D	160000000	930000016	48111	25000	10000	0	50000	48205
	160000000	930000016	48205	10000	20000	0	25000	48205
	170000000	930000016	48205	10000	20000	0	25000	48205
	170000000	930000016	48341	15000	10000	0	25000	48205
	170000000	930000016	48341	15000	10000	0	25000	48205

Previous control County 48111 and other County 48341 receive only a home county PLM record. The downloaded home county PLM record contains the new control county for the CEM PLM set.

County software in 48111, upon receipt of the PLM record containing the new control county, will delete all other county PLM records.

Following the download, only County 48205 can update program amounts for the combination.

213-222 (Reserved)

Subsection 4 Adding Records to MCM PLM Sets

223 General Information

A
Overview

This subsection contains examples that illustrate how:

- PLM records are added to MCM PLM sets
- the KCMO mainframe allocates program amounts for added PLM records.

B
Adding MCM PLM Records

County Offices cannot create MCM PLM records. Actions performed during subsidiary file maintenance may cause the KCMO mainframe to add MCM PLM records, however. See paragraphs 158 and 159 for information on subsidiary file processes that affect PLM records.

When the KCMO mainframe adds:

- an FSA county PLM record to a PLM set, any unallocated program (except PS) amount will be added to the new FSA county PLM record

- a CMA or LSA PLM record to a PLM set, only the PS program for the CMA or LSA PLM record will be allocated a program amount even if no unallocated amount is available. PS amounts in the existing PLM records will be lowered if necessary.

224 Example of FSA County Addition to Existing MCM Set - Zero Unallocated PFC/SL

A
Overview

This example describes subsidiary file processing when a multicounty producer with no unallocated PFC/SL program amount available becomes an active producer in a third FSA county.

B
Original Records

The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	777777777	48111	48111
	777777777	48205	48111

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	777777777	000000000	48111	10000	20000	0	25000	48111
	777777777	000000000	48205	10000	20000	0	25000	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	777777777	000000000	48205	10000	20000	0	25000	48111

C
Initiating County Processing

Producer ID 777777777 becomes an active producer in County 48341 (active producer flag in NAM updated from "N" to "Y") for the CY.

Continued on the next page

224 Example of FSA County Addition to Existing MCM Set - Zero Unallocated PFC/SL (Continued)

D Mainframe Processing

Using the changed NAM record received, mainframe will add a CY 48341 MCM record to the existing MCM set for Producer ID 777777777.

Updated MCM on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	777777777	48111	48111
	777777777	48205	48111
	777777777	48341	48111

Mainframe will add a 48341 PLM record to the existing MCM PLM set. The new 48341 PLM record will receive a PFC/SL amount of 0, since the existing PLM records in the set already exhausted the $40,000 allocation.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	777777777	000000000	48111	10000	20000	0	25000	48111
	777777777	000000000	48205	10000	20000	0	25000	48111
	777777777	000000000	48341	30000	0	0	50000	48111

Continued on the next page

224 Example of FSA County Addition to Existing MCM Set - Zero Unallocated PFC/SL (Continued)

E
County Download Processing in County 48111

Control County 48111 will receive the new Producer ID 777777777 County 48341 PLM record. Control County 48111's updated MCM PLM set for Producer ID 777777777 is shown in the following table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	777777777	000000000	48111	10000	20000	0	25000	48111
	777777777	000000000	48205	10000	20000	0	25000	48111
	777777777	000000000	48341	30000	0	0	50000	48111

F
County Download Processing in County 48341

Home County 48341 will receive the new Producer ID 777777777 County 48341 PLM record. Control County 48111's updated MCM PLM set for Producer ID 777777777 is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	777777777	000000000	48341	30000	0	0	50000	48111

G
County Download Processing in County 48205

County 48205 will not receive the added 48341 PLM record, since County 48205 is neither the control county nor the home county for the added record.

225 Example of FSA County Addition to Existing MCM Set - Unallocated PFC/NL Amount Available

A Overview

This example describes subsidiary file processing when a multicounty producer, with an unallocated PFC/NL program amount available, becomes an active producer in a third FSA county.

B Original Records

The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	888888888	48111	48111
	888888888	48205	48111

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	888888888	000000000	48111	25000	20000	0	25000	48111
	888888888	000000000	48205	15000	20000	0	75000	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	888888888	000000000	48205	15000	20000	0	75000	48111

C Initiating County Processing

Producer ID 888888888 becomes an active producer in County 48341 (active producer flag in NAM updated from "N" to "Y") for the CY.

Continued on the next page

225 Example of FSA County Addition to Existing MCM Set - Unallocated PFC/NL Amount Available (Continued)

D
Mainframe Processing

Using the changed NAM record received, mainframe will add a CY 48341 MCM record to the existing MCM set for Producer ID 888888888.

Updated MCM on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	888888888	48111	48111
	888888888	48205	48111
	888888888	48341	48111

Mainframe will add a 48341 PLM record to the existing MCM PLM set. The new 48341 PLM record will receive a $10,000 PFC/NL amount, since a $10,000 unallocated amount is available.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	888888888	000000000	48111	25000	20000	0	25000	48111
	888888888	000000000	48205	15000	20000	0	75000	48111
	888888888	000000000	48341	10000	0	0	0	48111

Continued on the next page

225 Example of FSA County Addition to Existing MCM Set - Unallocated PFC/NL Amount Available (Continued)

E

County Download Processing in County 48111

Control County 48111 will receive the new Producer ID 888888888 County 48341 PLM record. Control County 48111's updated MCM PLM set for Producer ID 888888888 is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	888888888	000000000	48111	25000	20000	0	25000	48111
	888888888	000000000	48205	15000	20000	0	75000	48111
	888888888	000000000	48341	10000	0	0	0	48111

F

County Download Processing in County 48341

Home County 48341 will receive the new Producer ID 888888888 County 48341 PLM record. Control County 48111's updated MCM PLM set for Producer ID 888888888 is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	888888888	000000000	48341	10000	0	0	0	48111

G

County Download Processing in County 48205

County 48205 will not receive the added 48341 PLM record, since County 48205 is neither the control county nor the home County for the added record.

226 Example of CMA County Addition to Existing MCM Set - No Recalculation of Existing PS Amounts Required

A
Overview

This example describes subsidiary file processing when a multicounty producer, with an unallocated PS program amount available, becomes an active producer in a CMA county.

B
Original Records

The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	999999999	48111	48111
	999999999	48205	48111

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	999999999	000000000	48111	25000	20000	0	25000	48111
	999999999	000000000	48205	25000	20000	0	75000	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	999999999	000000000	48205	25000	20000	0	75000	48111

C
Initiating County Processing

Producer ID 999999999 becomes an active producer in CMA County 48803 through CMA membership upload in the CY. Active producer flag in NAM is updated from "N" to "Y".

Continued on the next page

226 Example of CMA County Addition to Existing MCM Set - No Recalculation of Existing PS Amounts Required (Continued)

D Mainframe Processing

Using the newly created CMA NAM record, mainframe will add a 48803 MCM record to the existing MCM set for Producer ID 999999999.

Updated MCM on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	999999999	48111	48111
	999999999	48205	48111
	999999999	48803	48111

Mainframe will add a 48803 PLM record to the existing MCM PLM set. The new 48341 PLM record will receive a PS amount of $75,000, since the existing PLM records in the set have PS program amounts of 0.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	999999999	000000000	48111	25000	20000	0	25000	48111
	999999999	000000000	48205	25000	20000	0	75000	48111
	999999999	000000000	48803	0	0	75000	0	48111

Continued on the next page

226 Example of CMA County Addition to Existing MCM Set - No Recalculation of Existing PS Amounts Required (Continued)

E
County Download Processing in County 48111

Control County 48111 will receive the new Producer ID 999999999 County 48803 PLM record. Control County 48111's updated MCM PLM set for Producer ID 999999999 is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	999999999	000000000	48111	25000	20000	0	25000	48111
	999999999	000000000	48205	25000	20000	0	75000	48111
	999999999	000000000	48803	0	0	75000	0	48111

F
County Download Processing in Counties 48205 and 48803

No download will be received in County:

- 48803 because PLM records are not downloaded to CMA and LSA counties
- 48205 because County 48205 is neither the home County nor the control county for the MCM PLM set.

227 Example of CMA County Addition to Existing MCM Set - Recalculation of Existing PS Amounts Required

A
Overview

This example describes subsidiary file processing when a multicounty producer, with zero PS program amount available, becomes an active producer in a second CMA county.

B
Original Records

The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	100000000	48111	48111
	100000000	48805	48111

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	100000000	000000000	48111	50000	40000	5000	100000	48111
	100000000	000000000	48803	0	0	70000	0	48111

PLM in County 48803

There are no PLM records in 48803.

C
Initiating County Processing

Producer ID 100000000 becomes an active producer in CMA County 48805 through CMA membership upload. Active producer flag in NAM is updated from "N" to "Y".

Continued on the next page

227 Example of CMA County Addition to Existing MCM Set - Recalculation of Existing PS Amounts Required (Continued)

D Mainframe Processing

Using the newly created CMA NAM record, mainframe will add a 48805 MCM record to the existing MCM set for Producer ID 100000000.

Updated MCM on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	100000000	48111	48111
	100000000	48803	48111
	100000000	48805	48111

Mainframe will:

- add a 48805 PLM record to the existing MCM PLM set
- determine that no allocated PS amount is available for the new 48805 PLM record
- recalculate all PS amounts for all records in the MCM PLM set by dividing the maximum program amount ($75,000) by the number of counties in the MCM PLM set (3)
- place the reallocated amount ($25,000) in PLM records in the MCM PLM set that previously contained an amount greater than $25,000.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	100000000	000000000	48111	50000	40000	5000	100000	48111
	100000000	000000000	48803	0	0	25000	0	48111
	100000000	000000000	48805	0	0	25000	0	48111

Continued on the next page

227 Example of CMA County Addition to Existing MCM Set - Recalculation of Existing PS Amounts Required (Continued)

E
County Download Processing in County 48111

Control County 48111 will receive the new Producer ID 100000000 County 48805 PLM record as well as the updated County 48803 PLM record. Control County 48111's updated MCM PLM set for Producer ID 100000000 is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	100000000	000000000	48111	50000	40000	5000	100000	48111
	100000000	000000000	48803	0	0	25000	0	48111
	100000000	000000000	48805	0	0	25000	0	48111

F
County Download Processing in Counties 48803 and 48805

No download will be received in Counties 48803 and 48805 because PLM records are not downloaded to CMA and LSA counties.

228-237 (Reserved)

Subsection 5 Additions to CEM PLM Sets

238 General Information

A
Overview

This subsection contains examples that illustrate how:

- PLM records are added or deleted from CEM PLM sets
- the KCMO mainframe allocates program amounts for added CEM PLM records.

B
Adding or Deleting PLM Records

County Offices cannot create or delete PLM records. Actions performed during subsidiary file maintenance may cause the KCMO mainframe to add or delete PLM records, however. See paragraphs 158 and 159 for information on subsidiary file processes that affect PLM records.

Every record in a CEM PLM set will contain a unique State and county code. If a producer added to a combination is active in a State and county that is already represented in the CEM PLM set, no new records are added to the CEM PLM set because same-county members of combinations must have the same program amounts.

When the KCMO mainframe adds:

- an FSA county PLM record to a PLM set, any unallocated program (except PS) amount will be added to the new FSA county PLM record
- a CMA or LSA PLM record to a PLM set, the PS amount for the CMA or LSA PLM record will be given a program amount, even if no unallocated amount is available. PS amounts in the existing PLM records will be lowered if necessary.

239 Example of FSA County Addition to Existing CEM PLM Set - Same County

A
Overview

This example describes subsidiary file processing when a multicounty combined producer becomes an active producer in an FSA county already containing a member of the CEM PLM set.

B
Original Records

The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	190000000	48111	48111
	190000000	48205	48111

CEM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	190000000	48111	930000019
	190000000	48205	930000019
	200000000	48111	930000019

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	190000000	930000019	48111	20000	20000	3000	25000	48111
	190000000	930000019	48205	10000	10000	0	75000	48111
	200000000	930000019	48111	20000	10000	3000	0	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	190000000	930000019	48205	10000	10000	0	75000	48111

Continued on the next page

C
Initiating County Processing

In County 48205, Producer ID 200000000 becomes active (active producer flag in NAM updated from "N" to "Y").

D
Mainframe Processing

Using the changed NAM record received, mainframe will:

- create an MCM set for Producer ID 200000000 and determine an MCM control county; in this case, assume that County 48111 is determined to be the MCM control county

New MCM Set on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	200000000	48111	48111
	200000000	48205	48111

- add a 48205 CEM record for Producer ID 200000000 to the existing CEM set.

Updated CEM on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	190000000	48111	930000019
	190000000	48205	930000019
	200000000	48111	930000019
	200000000	48205	930000019

Continued on the next page

239 Example of FSA County Addition to Existing CEM PLM Set - Same County (Continued)

D Mainframe Processing (Continued)

Mainframe will determine that:

- the existing CEM PLM set already contains a 48205 CEM PLM record, so the added 48205 Producer ID 190000000 CEM PLM record is given the program amounts contained in the existing 48205 CEM PLM record

- unallocated amounts are available in PFC/SL, but not necessary for reason stated in previous bullet.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	190000000	930000019	48111	20000	20000	3000	25000	48111
	190000000	930000019	48205	10000	10000	0	75000	48111
	200000000	930000019	48111	20000	10000	3000	0	48111
	200000000	930000019	48205	10000	10000	0	75000	48111

Continued on the next page

239 Example of FSA County Addition to Existing CEM PLM Set - Same County (Continued)

E
County Download Processing in County 48111

Control County 48111 will receive the added 48205 Producer ID 200000000 record. County 48111's updated CEM PLM set is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	190000000	930000019	48111	20000	20000	3000	25000	48111
	190000000	930000019	48205	10000	10000	0	75000	48111
	200000000	930000019	48111	20000	10000	3000	0	48111
	200000000	930000019	48205	10000	10000	0	75000	48111

F
County Download Processing in County 48205

Home County 48205 will receive only the added 48205 Producer ID 200000000 CEM PLM record, as shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	200000000	930000019	48205	10000	10000	0	75000	48111

240 Example of FSA County Addition to Existing CEM PLM Set - Allocation of PFC/SL Required

A
Overview

This example describes subsidiary file processing when a multicounty combined producer becomes an active producer in an FSA county not already containing a member of the CEM PLM set.

B
Original Records

The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	200000000	48111	48111
	200000000	48205	48111

CEM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	200000000	48111	930000020
	200000000	48205	930000020
	210000000	48111	930000020

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	200000000	930000020	48111	40000	20000	3000	25000	48111
	200000000	930000020	48205	10000	10000	0	75000	48111
	210000000	930000020	48111	40000	10000	3000	25000	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	200000000	930000020	48205	10000	10000	0	75000	48111

Continued on the next page

240 Example of FSA County Addition to Existing CEM PLM Set - Allocation of PFC/SL Required (Continued)

C
Initiating County Processing

In County 48341, Producer ID 200000000 becomes active (active producer flag in NAM updated from "N" to "Y").

D
Mainframe Processing

Using the changed NAM record received, mainframe will:

- add a 48341 MCM record to the existing MCM set for Producer ID 200000000 and determine an MCM control county

Updated MCM Set on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	200000000	48111	48111
	200000000	48205	48111
	200000000	48341	48111

- add a 48341 CEM record for Producer ID 200000000 to the existing CEM set.

Updated CEM on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	200000000	48111	930000020
	200000000	48205	930000020
	200000000	48341	930000020
	210000000	48111	930000020

Continued on the next page

240 Example of FSA County Addition to Existing CEM PLM Set - Allocation of PFC/SL Required (Continued)

D Mainframe Processing (Continued)

Mainframe will:

- add a 48341 CEM PLM record to combination 930000020 for Producer ID 200000000
- determine that the existing CEM PLM set does not contain a 48341 CEM PLM record, so the added 48341 Producer ID 200000000 CEM PLM record shall be allocated any non-PS program amounts that are available
- determine that unallocated amounts are available in PFC/SL
- allocate $20,000 to the Producer ID 200000000's 48341 CEM PLM record.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	200000000	930000020	48111	40000	20000	3000	25000	48111
	200000000	930000020	48205	10000	10000	0	75000	48111
	200000000	930000020	48341	0	10000	0	0	48111
	210000000	930000020	48111	40000	10000	3000	25000	48111

Continued on the next page

240 Example of FSA County Addition to Existing CEM PLM Set - Allocation of PFC/SL Required (Continued)

E
County Download Processing in County 48111

Control County 48111 will receive the added 48341 Producer ID 200000000 record. County 48111's updated CEM PLM set is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	200000000	930000020	48111	40000	20000	3000	25000	48111
	200000000	930000020	48205	10000	10000	0	75000	48111
	200000000	930000020	48341	0	10000	0	0	48111
	210000000	930000020	48111	40000	10000	3000	25000	48111

F
County Download Processing in County 48341

Home County 48341 will receive only the added 48341 Producer ID 200000000 CEM PLM record, as shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	200000000	930000020	48341	0	10000	0	0	48111

G
County Download Processing in County 48205

No records from the changed CEM PLM set are received in County 48205 because:

- County 48205 is not the control county for the CEM PLM set
- no changes occurred to the 48205 CEM PLM record.

241 Example of CMA County Addition to Existing CEM PLM Set - Recalculation of PS Required

A
Overview

This example describes subsidiary file processing when a multicounty combined producer becomes an active producer in a CMA county.

B
Original Records

The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	210000000	48111	48111
	210000000	48205	48111

CEM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	210000000	48111	930000021
	210000000	48205	930000021
	220000000	48111	930000021

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	210000000	930000021	48111	40000	20000	20000	25000	48111
	210000000	930000021	48205	10000	10000	37500	75000	48111
	220000000	930000021	48111	40000	20000	20000	25000	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	210000000	930000021	48205	10000	10000	37500	75000	48111

Continued on the next page

241 Example of CMA County Addition to Existing CEM PLM Set - Recalculation of PS Required (Continued)

C
Initiating County Processing

In CMA County 48803, Producer ID 210000000 becomes an active producer through CMA membership upload.

D
Mainframe Processing

Using the changed NAM record received, mainframe will:

- add a 48803 MCM record to the existing MCM set for Producer ID 210000000

Updated MCM Set on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	210000000	48111	48111
	210000000	48205	48111
	210000000	48803	48111

- add a 48803 CEM record to the existing CEM set for Producer ID 210000000

Updated CEM on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	210000000	48111	930000021
	210000000	48205	930000021
	210000000	48803	930000021
	220000000	48111	930000021

Continued on the next page

241 Example of CMA County Addition to Existing CEM PLM Set - Recalculation of PS Required (Continued)

D Mainframe Processing (Continued)

- add a 48803 PLM record to the existing CEM PLM set
- default the 48803 CEM PLM record's PFC/SL and all other non-PS programs amount to 0, since CMA and LSA counties receive PS amounts only
- determine that not enough allocated PS amount is available for the new 48803 PLM record; the new 48803 CEM PLM record should be allocated $25,000 in PS, but only $17,500 is available
- recalculate all PS amounts for all records in the CEM PLM set by dividing the maximum program amount ($75,000) by the number of counties in the CEM PLM set (3)
- place the reallocated amount ($25,000) in PLM records in the CEM PLM set that previously contained an amount greater than $25,000.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	210000000	930000021	48111	40000	20000	20000	25000	48111
	210000000	930000021	48205	10000	10000	25000	75000	48111
	210000000	930000021	48803	0	10000	25000	0	48111
	220000000	930000021	48111	40000	20000	20000	25000	48111

Note: The total PS amount (70,000) does not equal the maximum (75,000). This is intentional.

Continued on the next page

241 Example of CMA County Addition to Existing CEM PLM Set - Recalculation of PS Required (Continued)

E
County Download Processing in County 48111

Control County 48111 will receive the added 48803 Producer ID 210000000 record. County 48111's updated CEM PLM set is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	210000000	930000021	48111	40000	20000	20000	25000	48111
	210000000	930000021	48205	10000	10000	25000	75000	48111
	210000000	930000021	48803	0	10000	25000	0	48111
	220000000	930000021	48111	40000	20000	20000	25000	48111

F
County Download Processing in County 48205

County 48205 does not receive a download of the added 48803 Producer ID 210000000 record because County 48205 is not the control county for the CEM PLM set. County 48205 does receive the 48205 Producer ID 210000000 CEM PLM record including the changed PS amount, as shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	210000000	930000021	48205	10000	10000	25000	75000	48111

G
County Download Processing in County 48803

No download is received in County 48803 because County 48803 is a CMA county.

242 Example of Combining CEM Accounts

A
Overview

This example describes the joining of 2 combinations. When 2 combined sets are combined, mainframe software:

- determines a CEM PLM control county for the resulting combination
- keeps only 1 of the KCMO account numbers from the original CEM sets for use in the resulting combination
- "levels" program amounts for same county CEM PLM records.

B
Original Records

The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	220000000	48111	48111
	220000000	48205	48111

CEM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	220000000	48111	930000022
	220000000	48205	930000022
	230000000	48111	930000022

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	220000000	930000022	48111	40000	20000	3000	25000	48111
	220000000	930000022	48205	10000	10000	0	75000	48111
	230000000	930000022	48111	40000	20000	3000	25000	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	220000000	930000022	48205	10000	10000	0	75000	48111

Continued on the next page

242 Example of Combining CEM Accounts (Continued)

B
Original Records (Continued

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	240000000	48205	48341
	240000000	48341	48341

CEM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	240000000	48205	930000024
	240000000	48341	930000024
	250000000	48341	930000024

PLM in County 48341 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	240000000	930000024	48205	40000	15000	10000	50000	48341
	240000000	930000024	48341	10000	25000	0	50000	48341
	250000000	930000024	48341	40000	15000	0	50000	48341

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	240000000	930000024	48205	40000	15000	10000	50000	48111

C
Initiating County Processing

In County 48341, Producer ID 230000000, with a State and county code of 48111, is added to combination 930000024.

Continued on the next page

242 Example of Combining CEM Accounts (Continued)

D
Mainframe Processing

Using the uploaded CEM record containing account number 930000024, mainframe will:

- determine that Producer ID 230000000 is already active in CEM account number 930000022
- add all of the records in CEM 930000024 to CEM account number 930000022
- delete CEM account number 930000024

Updated CEM on the Mainframe

STAT	IDNUM	STCTY	KCACCT
D	240000000	48205	930000024
D	240000000	48341	930000024
D	250000000	48341	930000024

Updated CEM on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	220000000	48111	930000022
	220000000	48205	930000022
	230000000	48111	930000022
	240000000	48205	930000022
	240000000	48341	930000022
	250000000	48341	930000022

Continued on the next page

D Mainframe Processing Continued

- add the 3 PLM records with KCMO account 930000024 to the CEM PLM set with KCMO account 930000022
- default the program amounts for the added CEM PLM records to 0
- change the KCMO account number for the 3 added PLM records from 930000024 to 930000022, reflecting the new CEM set
- change the CEM PLM control county for the 3 added PLM records from 48341 to 48111, since only the combination with a control county of 48111 remains active
- determine that 1 of the added records has a State and county code (48205) matching an existing PLM record; copy the program amounts from the existing PLM record to the added PLM record with a matching State and county code
- determine that the 2 remaining added PLM records have State and county codes (48341) that do not match any existing PLM records
- determine that an unallocated PFC/SL amount of $10,000, and an unallocated PS amount of $72,000 exists for the CEM PLM set
- add the unallocated amount to the PFC/SL field in both of the 48341 added records; do not add the unallocated PS amount to the added records because the added records are not CMA or LSA records.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	220000000	930000022	48111	40000	20000	3000	25000	48111
	220000000	930000022	48205	10000	10000	0	75000	48111
	230000000	930000022	48111	40000	20000	3000	25000	48111
	240000000	930000022	48205	10000	10000	0	75000	48111
	240000000	930000022	48341	0	10000	0	0	48111
	250000000	930000022	48341	0	10000	0	0	48111

Continued on the next page

242 Example of Combining CEM Accounts (Continued)

E
County Download Processing in County 48111

Control County 48111 will receive the 3 added PLM records formerly in combination 930000024. The revised CEM PLM set is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	220000000	930000022	48111	40000	20000	3000	25000	48111
	220000000	930000022	48205	10000	10000	0	75000	48111
	230000000	930000022	48111	40000	20000	3000	25000	48111
	240000000	930000022	48205	10000	10000	0	75000	48111
	240000000	930000022	48341	0	10000	0	0	48111
	250000000	930000022	48341	0	10000	0	0	48111

F
County Download Processing in County 48341

Former control County 48341 will receive the 2 records from the new CEM PLM set with a home County of 48341. County software will delete the other county records present in 48341. The revised CEM PLM records for 48341 are shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
D	240000000	930000024	48205	10000	10000	25000	75000	48341
	240000000	930000022	48341	40000	15000	0	50000	48111
	250000000	930000022	48341	40000	15000	0	50000	48111

G
County Download Processing in County 48205

Noncontrol County 48205 will receive a downloaded home county PLM record for Producer ID 240000000, since the control county and non-PS fields for the 48205 record changed during mainframe processing.

243-252 (Reserved)

Subsection 6 Deletions From MCM PLM Sets

253 General Information

A
Overview

This subsection contains an example that illustrates how a MCM PLM set is deleted.

Note: See paragraph 196 for an example in which PLM records are deleted from a MCM PLM set, but the entire MCM PLM set is not deleted.

B
Deleting PLM Records

County Offices cannot delete PLM records. Actions performed during subsidiary file maintenance may cause the KCMO mainframe to delete PLM records, however. See paragraphs 158 and 159 for information on subsidiary file processes that affect PLM records.

254 Example of Inactive MCM Producer - MCM PLM Set Deleted

A
Overview

In this example, a multicounty producer becomes inactive in a county. Mainframe processing determines that the producer is no longer multicounty and deletes all records in the MCM PLM set for the producer.

B
Original Records

The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	111111111	48111	48205
	111111111	48205	48205

PLM in County 48111

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	111111111	000000000	48111	25000	10000	0	50000	48205

PLM in County 48205 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	111111111	000000000	48111	25000	10000	0	50000	48205
	111111111	000000000	48205	25000	40000	0	50000	48205

C
Initiating County Processing

In County 48111, Producer ID 111111111 becomes inactive (active producer flag in NAM updated from "Y" to "N").

During end-of-day processing in County 48111:

- both of the producer's MCM records will be deleted
- the PLM record will not be deleted.

Continued on the next page

254 Example of Inactive MCM Producer - MCM PLM Set Deleted (Continued)

D
Mainframe Processing

Using the changed NAM record received, mainframe will delete Producer ID 111111111's:

- 48111 MCM record because the producer is no longer active in county 48111
- 48205 MCM record because the MCM set is no longer valid (now has only 1 record)

Updated MCM on the Mainframe

STAT	IDNUM	STCTY	CNTRL
D	111111111	48111	48205
D	111111111	48205	48205

- 48111 and 48205 PLM records, since the producer is no longer multicounty, as shown in this table.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
D	111111111	000000000	48111	25000	10000	0	50000	48205
D	111111111	000000000	48205	25000	40000	0	50000	48205

E
County Download Processing

Both control County 48205 and noncontrol County 48111 will receive deleted home county PLM records. County software in 48205 will delete the noncontrol county PLM record existing on the system.

255-264 (Reserved)

Subsection 7 Deletions From CEM PLM Sets

265 General Information

A
Overview

This subsection contains examples that illustrate how:

- PLM records are deleted from PLM sets
- the KCMO mainframe recalculates the control county for changed CEM PLM sets.

B
Deleting PLM Records

County Offices cannot delete PLM records. Actions performed during subsidiary file maintenance may cause the KCMO mainframe to add or delete PLM records, however. See paragraphs 158 and 159 for information on subsidiary file processes that affect PLM records.

When the KCMO mainframe deletes:

- a noncontrol county PLM record from a CEM PLM set, the control county for the CEM PLM set remains unchanged
- a control county PLM record from a CEM PLM set, and no other PLM record in the set is a control county PLM record, the control county for the CEM PLM set is recalculated.

When a CEM PLM set containing multicounty producers is deleted:

- the CEM PLM set is split into separate MCM PLM sets; 1 MCM PLM set per multicounty producer
- mainframe processing assigns the MCM control county for each multicounty producer as the control county for new MCM PLM sets.

266 Example of Inactive CEM Producer - CEM and PLM Sets Deleted

A
Overview

In this example, 1 member of a 2 member multicounty combination becomes inactive. This results in a deletion of the entire PLM CEM set for both producers.

Note: Neither producer is multicounty. Membership in the combination makes the CEM set multicounty.

B
Original Records

The original subsidiary file records are shown in the following tables.

CEM in All Counties and Mainframe

STAT	IDNUM	STCTY	KCACCT
	140000000	48111	930000014
	150000000	48205	930000014

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	140000000	930000014	48111	25000	20000	0	50000	48111
	150000000	930000014	48205	25000	20000	0	50000	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	150000000	930000014	48205	25000	20000	0	50000	48111

C
Initiating County Processing

In County 48205, Producer ID 150000000 becomes inactive (active producer flag in NAM updated from "Y" to "N").

During end-of-day processing in County 48205, the CEM set will be deleted because it now contains only 1 producer.

Continued on the next page

266 Example of Inactive CEM Producer - CEM and PLM Sets Deleted (Continued)

D Mainframe Processing

Using the changed NAM record received, mainframe will delete:

- Producer ID 150000000's 48205 CEM record because the producer is no longer active in County 48205
- Producer ID 140000000's 48111 CEM record because the CEM set is no longer valid (now has only 1 producer)

Updated CEM on the Mainframe

STAT	IDNUM	STCTY	KCACCT
D	140000000	48111	930000014
D	150000000	48205	930000014

- Producer ID 150000000's 48205 PLM record because the producer is no longer active in County 48205
- Producer ID 140000000's 48111 PLM record because the CEM PLM set is no longer valid (now has only 1 producer).

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
D	140000000	000000000	48111	25000	20000	0	50000	48111
D	150000000	000000000	48205	25000	20000	0	50000	48111

E County Download Processing in County 48111

Control County 48111 will receive a deleted PLM record for Producer ID 140000000 and Producer ID 150000000, causing county software to delete the entire CEM PLM set.

F County Download Processing in County 48205

Noncontrol County 48205 will receive a deleted home county CEM PLM record for Producer ID 150000000.

267 Example of Inactive Producer - CEM and PLM Sets Still Valid

A
Overview

In this example, 1 member of a 2 member multicounty combination becomes inactive. This does not result in the deletion of the entire PLM CEM set for both producers, since both producers are still active, and active in different counties.

B
Original Records

The original subsidiary file records are shown in the following table.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	150000000	48111	48111
	150000000	48205	48111

CEM in All Counties and Mainframe

STAT	IDNUM	STCTY	KCACCT
	150000000	48111	930000015
	150000000	48205	930000015
	160000000	48205	930000015

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	150000000	930000015	48111	10000	15000	10000	50000	48111
	150000000	930000015	48205	40000	25000	0	50000	48111
	160000000	930000015	48205	40000	25000	0	50000	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	150000000	930000015	48205	40000	25000	0	50000	48111
	160000000	930000015	48205	40000	25000	0	50000	48111

Continued on the next page

267 Example of Inactive Producer - CEM and PLM Sets Still Valid (Continued)

C
Initiating County Processing

In County 48205, Producer ID 150000000 becomes inactive (active producer flag in NAM is updated from "Y" to "N").

D
Mainframe Processing

Using the changed NAM record received, mainframe will:

- delete Producer ID 150000000's 48205 CEM record because the producer is no longer active in County 48205
- not delete the other records in the CEM set because the CEM set is still valid
- delete Producer ID 150000000's 48205 MCM record because the producer is no longer active in County 48205
- delete Producer ID 150000000's 48111 MCM record because the MCM set is no longer valid

Updated CEM on the Mainframe

STAT	IDNUM	STCTY	KCACCT
	150000000	48111	930000015
D	150000000	48205	930000015
	160000000	48205	930000015

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
D	150000000	48111	48111
D	150000000	48205	48111

Continued on the next page

267 Example of Inactive Producer - CEM and PLM Sets Still Valid (Continued)

D
Mainframe Processing (Continued)

- delete Producer ID 150000000's 48205 CEM PLM record, since the producer was no longer active in 48205.

Updated PLM on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	150000000	930000015	48111	10000	15000	10000	50000	48111
D	150000000	000000000	48205	40000	25000	0	50000	48111
	160000000	930000015	48205	40000	25000	0	50000	48111

E
County Download Processing in County 48111

Control County 48111 will receive the deleted Producer ID 150000000 CEM PLM record. The updated CEM PLM set in 48111 is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	150000000	930000015	48111	10000	15000	10000	50000	48111
D	150000000	000000000	48205	40000	25000	0	50000	48111
	160000000	930000015	48205	40000	25000	0	50000	48111

F
County Download Processing in County 48205

Noncontrol County 48205 will receive a deleted home county CEM PLM record. Only Producer ID 160000000's home county CEM PLM record will remain active on the file.

268 Example of Decombination - CEM Set Deleted but PLM Remains Active; Change in PLM Control County

A
Overview

In this example, a county-initiated decombination results in the deletion of a CEM set. Both members of the CEM set are multicounty. As a result, mainframe processing splits the PLM CEM set into two MCM PLM sets for each producer. The control county for each producer becomes the control County for the respective MCM PLM set.

B
Original Records

The original subsidiary file records are shown in the following tables.

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	130000000	48111	48205
	130000000	48205	48205

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	140000000	48111	48111
	140000000	48205	48111

Continued on the next page

268 Example of Decombination - CEM Set Deleted but PLM Remains Active; Change in PLM Control County (Continued)

B
Original Records
(Continued)

CEM in All Counties and Mainframe

STAT	IDNUM	STCTY	KCACCT
	130000000	48111	930000013
	130000000	48205	930000013
	140000000	48111	930000013
	140000000	48205	930000013

PLM in County 48111 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	130000000	930000013	48111	10000	10000	10000	50000	48111
	130000000	930000013	48205	40000	30000	0	50000	48111
	140000000	930000013	48111	10000	10000	10000	50000	48111
	140000000	930000013	48205	40000	30000	0	50000	48111

PLM in County 48205

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	130000000	930000013	48205	40000	30000	0	50000	48111
	140000000	930000013	48205	40000	30000	0	50000	48111

Continued on the next page

268 Example of Decombination - CEM Set Deleted but PLM Remains Active; Change in PLM Control County (Continued)

C
Initiating County Processing

Using the combined producer software, County 48111 decombines Producer ID 130000000, which results in the deletion of the entire CEM account.

D
Mainframe Processing

Using the uploaded decombined CEM record, mainframe:

- decombines Producer ID 130000000 and enters "D" in the status code of both of Producer ID 130000000's CEM records
- deletes the remaining records in the CEM account because the CEM account is now invalid (only contains 1 producer)

Updated CEM on the Mainframe

STAT	IDNUM	STCTY	KCACCT
D	130000000	48111	930000013
D	130000000	48205	930000013
D	140000000	48111	930000013
D	140000000	48205	930000013

Continued on the next page

268 Example of Decombination - CEM Set Deleted but PLM Remains Active; Change in PLM Control County (Continued)

D Mainframe Processing (Continued)

- splits the CEM PLM set into 2 separate MCM PLM sets; 1 set for Producer ID 130000000, and another for Producer ID 140000000
- updates the KCMO account number in all PLM records to 0 in both MCM PLM sets, since the PLM sets are no longer CEM PLM sets
- assigns the MCM control county for each producer as the control county for the MCM PLM sets.

Note: This results in a different control county for Producer ID 130000000.

New 48205 (Control County) MCM PLM Set on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	140000000	000000000	48111	10000	10000	10000	50000	48205
	140000000	000000000	48205	40000	30000	0	50000	48205

New 48111 (Control County) MCM PLM Set on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	140000000	000000000	48111	10000	10000	10000	50000	48111
	140000000	000000000	48205	40000	30000	0	50000	48111

Continued on the next page

268 Example of Decombination - CEM Set Deleted but PLM Remains Active; Change in PLM Control County (Continued)

E

County Download Processing in County 48205

New MCM PLM control county for Producer ID 130000000 will receive a complete MCM PLM set, as shown in the following table. County 48205 will now be able to update program amounts for Producer ID 130000000's MCM PLM record.

The new MCM PLM set for Producer ID 130000000 is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	130000000	000000000	48111	10000	10000	10000	50000	48205
	130000000	000000000	48205	40000	30000	0	50000	48205

County 48205 will also receive a home county Producer ID 140000000 PLM record.

F

County Download Processing in County 48111

Control County 48111 will receive PLM records that cause county PLM software to delete Producer ID 130000000's 48205 PLM record, since County 48111 is no longer the control county for Producer ID 130000000. The new MCM PLM set for Producer ID 140000000 is shown in this table.

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	130000000	000000000	48111	10000	10000	10000	50000	48111
	130000000	000000000	48205	40000	30000	0	50000	48111

269-278 (Reserved)

Subsection 8 Using CY Minus 2 PLM File

279 General Information

A
Overview

This subsection explains how to:

- access the CY minus 2 Screen MAD70103
- revise program amounts on the CY minus 2 Screen MAD70103.

* * *

B
Rules

*--CY-2 process has the same functionality as CY and CY-1 in the PLM file.

CY minus 2 PLM records may be:--*

- added
- deleted.

* * *

280 Accessing CY Minus 2 Payment Limitation File Update Screen MAD70103

A
Overview

This paragraph explains how to access Screen MAD70103 for CY minus 2 records.

* * *

B
Subsidiary Main Menu MAD000

To access Screen MAD70103, ENTER "10", "Payment Limitation", on Menu MAD000.

```
*******************************************************************************
* COMMAND                            MAD000                                D5 *
* Common Provisions - Subsidiary Main Menu                                    *
* --------------------------------------------------------------------------- *
*                    1.  Power of Attorney                                    *
*                    2.  Fiduciary                                            *
*                    3.  Multiple County Producers                            *
*                    4.  Combined Producers                                   *
*                    5.  Eligibility                                          *
*                    6.  Joint Operations                                     *
*                    7.  Entity File and Payment Limitation Register          *
*                    8.  Print Producer Subsidiary File Data                  *
*                                                                             *
*                   10.  Payment Limitation                                   *
*                                                                             *
*                                                                             *
*                                                                             *
*                   23.  Return To Application Selection Menu                 *
*                   24.  Return To Primary Selection Menu                     *
* Cmd3=Previous Menu                     *=Option currently not available.   *
*                                                                             *
* Ready for option number or command                                          *
* 10                                                                          *
*                                                                             *
*                                                                             *
*******************************************************************************
```

Continued on the next page

C
Payment Limitation Menu MAD700

Menu MAD700 will be displayed. ENTER "1", "Control County Update of Payment Limitation".

```
*******************************************************************************
* COMMAND                            MAD700                                D5 *
* Common Provisions - Payment Limitation Menu                                 *
* --------------------------------------------------------------------------- *
*                                                                             *
*                    1.  Control County Update of Payment Limitation          *
*                    2.  Change Control County for Combined Producers         *
*                    3.  View Home County Payment Limitation Records          *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                   23.  Return To Application Selection Menu                 *
*                   24.  Return To Primary Selection Menu                     *
* Cmd3=Previous Menu                                                          *
*                                                                             *
* Ready for option number or command                                          *
*  1                                                                          *
*                                                                             *
*                                                                             *
*******************************************************************************
```

* * *

D
Subsidiary Year Selection Screen *--MAD01101

Screen MAD01101 will be displayed. ENTER "3".

```
*******************************************************************************
* Common Provisions     073 Ranson County        Selection       MAD01101     *
* Subsidiary Year Selection                Version AB77  10/02/97 13:07 Term W6 *
* --------------------------------------------------------------------------- *
*                                                                             *
*                                                                             *
*                          S E L E C T   Y E A R                              *
*                                                                             *
*                                                                             *
*                                1.  20xx                                     *
*                                                                             *
*                                2.  20xx                                     *
*                                                                             *
*                                3.  1999                                     *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd7-End                                                Enter-Selection 3   *
*                                                                             *
*******************************************************************************
```

--*

Continued on the next page

E
Producer Selection Screen *--MAD70101

Users may access the CY minus 2 Screen MAD70103 for **any** producer **that they are the control county**. To access Screen MAD70103 for the CY minus 2, enter the ID number of the producer to be updated.

```
*******************************************************************************
* Common Provisions     999-TRAINING COUNTY          SELECTION    MAD70101      *
* Payment Limitation                        Version  AB37  10/02/97 12:00 Term W6*
* ---------------------------------------------------------------------------*
*                    S E L E C T     P R O D U C E R                          *
*                                                                             *
*                                                                             *
*                  To select a Multi-County Producer                          *
*                                                                             *
*                 Enter Last Four positions of ID number   9463               *
*                                                                             *
*                               OR                                            *
*                                                                             *
*                ID Number                 Type                               *
*                                                                             *
*                               OR                                            *
*                                                                             *
*               Last Name                                                     *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd7=End, Cmd3-Previous                                   Enter-Continue    *
*                                                                             *
*******************************************************************************
```

F
Payment Limitation File Update Screen MAD70103

If a producer with an active home county PLM record is selected on Screen MAD70103, Screen MAD70103 will be displayed.

```
*****************************************************************
*  Common Provisions    001-ADAMS            Update     MAD70103                *
   Payment Limitation File Update        Version: AD24  10/21/97 10:18 Term E2
*  ---------------------------------------------------------------------------*
*  Producer Selected: HIMMERMAN NAGEL        Producer ID: 888-87-8888 S         *
   Program Year: 1996                    KCMO Account No.: 930031722
*                                                                               *
*  St/Cty  ---------------------------Amounts--------------------------------
*   Code    PFC/NL   PFC/SL    CRP      PS     NAP     MLA     CDP              *
*                                                                               *
   31/001    25000    37500    25000    20000      0
*                                                                               *
*                                                                               *
*                                                                               *
*  Unalloc:  15000     2500    25000    55000   100000                         *
*                                                                               *
*                                                                               *
*  Cmd4=Previous Screen  Cmd7=End                    Enter=(U)pdate              *
*****************************************************************
                                                                  --*
```

281 (Withdrawn--Amend. 3)

282-291 (Reserved)

292 Payment Limitation Download Report

A
Overview

Report MAD712-R001, Payment Limitation Download Report, is the only payment limitation report associated with payment limitation files. It is printed automatically during payment limitation file download processing.

B
Report Contents

Report MAD712-R001:

- shows changes occurring since the last subsidiary file processing cycle for all PLM records contained in home county PLM files
- lists any new PLM records created during the last subsidiary file processing cycle that will be written to the home county PLM files.

C
Report Sample

The following example is page 1 of the Payment Limitation Download Report for Livingston County, New York. The report shows that Producer:

- ID 111111111 is a multicounty producer that does not belong to a combination; Livingston County is not the control county for Producer ID 111111111's MCM PLM set
- ID's 222222222 and 333333333 are members of a multicounty combination. Livingston County is the CEM PLM control county.

Continued on the next page

292 Payment Limitation Download Report (Continued)

C
Report Sample (Continued)

*--

```
NEW YORK                          USDA-FSA                          PREPARED 10-02-97
LIVINGSTON            PAYMENT LIMITATION DOWNLOAD REPORT
Report ID: MAD712-R001            For 1998                                Page:     1

-------------------------------------------------------------------------------------

STAT   ID AND TYPE      KCMO ACCT #     ST/CTY    CNTRL CNTY       AMOUNT     PROGRAM

       111111111S                       36/051    36/101               0      PFC/NL
                                                                       0      PFC/SL
                                                                       0      CRP
                                                                       0      PS
                                                                       0      NAP
                                                                       0      MLA

       222222222S       940021122       36/051    36/051           12500      PFC/NL
                                                                   10000      PFC/SL
                                                                   15000      CRP
                                                                   20000      PS
                                                                   25000      NAP
                                                                   10000      MLA

       222222222S       940021122       36/093    36/051           12500      PFC/NL
                                                                   10000      PFC/SL
                                                                   10000      CRP
                                                                   20000      PS
                                                                   25000      NAP
                                                                   10000      MLA

       333333333S       940021122       36/051    36/051           12500      PFC/NL
                                                                   10000      PFC/SL
                                                                   12500      CRP
                                                                   15000      PS
                                                                   25000      NAP
                                                                   10000      MLA

       333333333S       940021122       36/045    36/051           12500      PFC/NL
                                                                   10000      PFC/SL
                                                                   12500      CRP
                                                                   20000      PS
                                                                   25000      NAP
                                                                   10000      MLA
```

--*

293-302 (Reserved)

Part 5 Combined Producer File

Section 1 General Information

303 Using the Combined Producer File

A
Introduction

This part includes the following topics:

- general information about combined producer records
- how to create and display a combined producer record
- how to update, delete, and decombine a combined producer record
- combined producer reports.

Combined producer requirements are in both 5-CM and this handbook. This part contains the instructions for this handbook only.

B
Why This Part Is Important

This information in this part is important because automated payment limitation processes use combined producer data in the combined producer file to issue payments.

304 Background

A
Rule

All combinations must be loaded into the combined producer file as a combined producer account.

B
Definition of Combined Producer

Combined producers are individuals or entities that are determined by COC to be combined as 1 "person" for payment limitation purposes.

C
Definition of Combination

When COC combines 2 or more producers for payment limitation purposes in the combined producer file, a combination is created.

D
Definition of Combined Producer Account

A combined producer account lists all members of a particular combination. Payment software charges payments made to members of the combination against the payment limitation assigned to the combination in the home county.

E
CEM PLM Control County

All multicounty combinations are assigned a control county by the KCMO mainframe. Only the control county for the combination (CEM PLM control county) can set payment limitation program amounts for members of the combination.

F
Year-Specific File

The combined producer file (CEM) is a year-specific file. County Offices must be sure to select the appropriate year(s) when accessing and updating a CEM account.

305 Guidelines for Creating Combinations

A
Overview

County Offices shall follow the guidelines in this paragraph when creating or updating a combination.

Note: See paragraph 317 for information on creating a combination.

B
Rule

To create a combination, all member ID numbers in the new account must be loaded in the name and address file. In addition, all members of the combination must be active producers.

C
Valid Combinations

For a combination to be valid, there must be:

- at least 2 active producers with different ID numbers in the account
- an "E", "I", or "S" in the ID Type field for the producers to be combined
- at least 1 active home county producer in the county performing the combination
- verification by the KCMO mainframe that the account is valid.

Because of the need for verification, once loaded in the home county, the combination cannot be reaccessed until the record has been uploaded to and downloaded from the mainframe.

Note: Home county automated payment processes will accept the combination as valid **immediately** after the user has created the combination.

Continued on the next page

305 Guidelines for Creating Combinations (Continued)

D
Combination Result

Once the combination has been validated, producers will have a combined account number assigned by the KCMO mainframe. KCMO will download the combined producer account to all counties with producers contained in the combination. County Offices must verify receiving the validated combination through Report MAD314-R001, which is discussed in subparagraph 353 B.

E
Who Performs Combination

Any county may create a combination if:

- all members of the combination are active in the combining county's name and address file
- COC has approved the combination.

Once a combination has been created and validated, the KCMO mainframe will assign a control county for the combination.

306-315 (Reserved)

316 Accessing Combined Producer Files

A Overview

Once an account has been validated and downloaded by the KCMO mainframe, County Offices can select the combined producer account. Combined producer accounts can be updated, displayed, and printed.

B Accessing Files

To access Combined Producer Main Menu MAD300, ENTER "4", "Combined Producers", on Menu MAD000. Menu MAD300 will be displayed.

```
*******************************************************************************
* COMMAND                            MAD300                                X5 *
* Common Provisions - Combined Producer Main Menu                             *
* ---------------------------------------------------------------------------*
*                                                                             *
*                          1.  Update Combined Producers                      *
*                          2.  Display Combined Producers                     *
*                          3.  Print Combined Producers                       *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                         20.  Return to Application Primary Menu             *
*                         21.  Return to Application Selection Screen         *
*                         22.  Return to Office Selection Screen              *
*                         23.  Return to Primary Selection Menu               *
*                         24.  Sign Off                                       *
*                                                                             *
* Cmd3=Previous Menu                                                          *
*                                                                             *
* Enter option and press "Enter".                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*******************************************************************************
```

A
Selecting the Update Option

To create a new combination, ENTER "1", "Update Combined Producers", on Menu MAD300. Subsidiary Year Selection Screen MAD01001 will be displayed. Select the appropriate year.

```
*******************************************************************************
* Common Provisions        341-K MOORE DARIN           SELECTION      MAD01001   *
* Subsidiary Year Selection                  Version: AC30  10/02/97 14:34 Term F3*
* ---------------------------------------------------------------------------*
*                                                                             *
*        S E L E C T   S U B S I D I A R Y   Y E A R   T O   P R O C E S S    *
*                                                                             *
*                                                                             *
*                                  1. 1998                                    *
*                                                                             *
*                                  2. 1997                                    *
*                                                                             *
*                                  3. 5-CM(1988)                              *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd7=End                                                  Enter-Selection 2 *
*                                                                             *
*******************************************************************************
```

B
Selecting the Producer

After selecting the appropriate year for the new combination, select the first producer to include in the combination on Screen MAD30101.

```
*******************************************************************************
* Common Provisions     341-K MOORE DARIN          SELECTION     MAD30101      *
* Combined Producer Maintenance              Version:  AC30 10/02/97 14:35 Term F3*
* ---------------------------------------------------------------------------*
*                                                                             *
*                                                                             *
*                                                                             *
*            To select a particular entity please enter                       *
*             the full ID Number and Type.                                    *
*                                                                             *
*           If full ID is unknown, enter the last four digits of              *
*            the ID or last name (partial last name accepted).                *
*                                                                             *
*                                                                             *
*                                                                             *
*                      Last Four of ID                                        *
*                                                                             *
*                      ID Number             Type                             *
*                                                                             *
*                      Last Name                                              *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd7=End                                                  Enter-Continue    *
*                                                                             *
*******************************************************************************
```

Continued on the next page

C

Choosing the Update Option: Producer Active in Home County

After selecting the producer, the automated system checks the name and address file to determine whether the producer selected is an active producer in the county for that year. If the producer is active for that year, Screen MAD30201 will be displayed.

```
*******************************************************************************
* Common Provisions     341-K MOORE DARIN          UPDATE      MAD30201       *
* Combined Producer Maintenance             Version: AC01  10/02/97 14:36 Term F3*
* ---------------------------------------------------------------------------- *
*   Program year: 98                          KCMO Account Number:  000000000   *
*                                                                               *
*         Member's    ID                                              Reason    *
* Status  ID Number  Type  Member's Name                     St/Cty   Comb      *
*                                                                               *
*         75-9228653   E   ROONE TESTERMAN                   48/341    04       *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*               Enter a valid Reason Code for the member just added             *
*                                                                               *
*            Help=Help Text                                  Enter-Continue     *
* Enter a Reason Code of '99' if this is not the producer you want to add.      *
*******************************************************************************
```

D

Choosing the Update Option: Producer Not Active in Home County and Not in Name and Address File

If the producer is **not** an active producer in the home county, and is not loaded in the home county name and address file, Screen MAD30101 will be displayed with the message, "Name and Address Record Not on File", at the bottom of the screen.

County Offices should refer to subparagraph 305 E before attempting to add the producer to the combination.

Continued on the next page

E

Choosing the Update Option: Producer Not Active in Home County but Is in Name and Address File

If the producer selected is not active in the home county name and address file, but has a record loaded in the name and address file, Screen MAD30203 will be displayed. The user must enter the State and county code where the producer is active. This will allow the producer to be added to the combined account the user is creating.

This is an example of Screen MAD30203.

```
*******************************************************************************
* Common Provisions     341-K MOORE DARIN            UPDATE      MAD30203      *
* Combined Producer Maintenance             Version:  AC01 10/02/97 14:36 Term f3*
* ----------------------------------------------------------------------------*
*                                                                             *
*                                                                             *
*                     Please Enter a Valid State and County                   *
*                     Where the Producer has an Interest in                   *
*                     an Active Farm.                                         *
*                                                                             *
*                                                                             *
*                                                                             *
*                     State Code:                                             *
*                                                                             *
*                     County Code:                                            *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd2=Return to Selection Screen  Cmd7=End                   Enter-Continue  *
*                                                                             *
*******************************************************************************
```

F

Combination Rejection

If the producer is not active in the name and address record in another county, county software will allow the combination to be performed, but the KCMO mainframe will **reject** the combination, as it is not considered valid. In the next KCMO download, deleted combined producer records are downloaded to the county where the combination was created.

The county performing the erroneous combination will receive Report MAD314-R003, which will list the members of the rejected combination. Any combined producer records that have been rejected by the mainframe will be deleted from county files.

Continued on the next page

G
Determining Control County for Combination

Once a multicounty combination has been validated, the KCMO mainframe assigns a control county for the combination. The assigned control county will be:

- the only county able to change the control county for the combination
- responsible for administering payment limitation for the combination.

Note: See Part 4 for more information on the control county for multicounty combinations.

H
Accessing the Reason for Combination Screen MAD30201H02

Screen MAD30201 instructs the user to enter a valid reason code for the member just added to the combination. Pressing "Help" on Screen MAD30201 brings up Screen MAD30201H02, which provides the user the reason codes acceptable for a given combination.

The following table provides the reason codes for 1-PL, as well as the paragraph references in 1-PL that contain the reasons for the combinations. The table closely resembles Help Screen MAD30201H02.

Code	Reason	Paragraph
1	Husband and wife	253
2	Minor child and parent	254
3	Multiple corporation, limited partnership, and trust interest	313, 363
4	Majority limited partnership, corporation, or trust interest and separate interest	313, 363
5	Irrevocable trust and sole beneficiary of trust	363
6	Estate or heir of estate	332
7	Cash-rent tenant (not applicable for 1990 and later years)	171
8	Organization or parent organization and State, subdivisions, and agencies	256
9	Assumed name operations (sole proprietorship/doing business as)	113
10	Revocable trust or grantor of revocable trust	363
12	Members of a "1 person" joint operation	293

Continued on the next page

I
Completing the Combination

After selecting the appropriate reason code for the producer, Screen MAD30201 will be redisplayed with new options on the bottom of the screen.

```
*******************************************************************************
* Common Provisions     341-K MOORE DARIN            UPDATE      MAD30201     *
* Combined Producer Maintenance             Version: AC01  10/02/97 14:38 Term F3*
* ---------------------------------------------------------------------------- *
*   Program year: 98                          KCMO Account Number:  000000000   *
*                                                                               *
*         Member's    ID                                            Reason      *
* Status  ID Number  Type  Member's Name                     St/Cty   Comb       *
*                                                                               *
*         75-9228653   E   ROONE TESTERMAN                   48/341    04       *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                 Enter 'D' next to the Member to Decombine                     *
*                                                                               *
* Cmd2=Return to Selection Screen  Cmd5=Complete Transaction  Cmd7=End  Cmd16=Add*
*                                                                               *
*******************************************************************************
```

If more producers must be added to the combination, PRESS "Cmd16", and enter the ID number of the producer to be added on Screen MAD30101. Continue with the instructions in this paragraph, repeating until all members have been added.

When the last member of the combination has been added, PRESS "Cmd5" to update the combination. "Cmd5" must be pressed for the combination to be successfully loaded on the automated system and uploaded to the KCMO mainframe for validation.

Note: See subparagraph 336 B for instructions on using the decombination command.

318 Example of Combining Non-Multicounty Producers Active in the Same County

A Overview

The example in this subparagraph illustrates the cycle of events involved in combining 2 non-multicounty producers who are active in the same county.

Gerald and Lisa bought land as joint tenants in the CY. After they notify their local FSA office and file CCC-502A, the office will add both to the:

- name and address file
- farm producer file as owners.

B Next EOD

During the next EOD *** * *** Gerald and Lisa's CY active producer flags in the name and address file will be updated to "Y".

The County Office will combine Gerald and Lisa in the combined producer file for the CY.

Note: See paragraph 317 for information on loading the new combination.

C Next Upload

During the next weekly transmission of subsidiary files, Gerald and Lisa's:

- changed name and address records will be uploaded to the mainframe in Kansas City
- new combined producer records will be uploaded to the mainframe in Kansas City.

318 Example of Combining Non-Multicounty Producers Active in the Same County (Continued)

D KCMO Action

The mainframe in Kansas City will:

- determine whether the new combination is valid
- if valid, add Gerald and Lisa's new combined producer records to the mainframe file and assign a KCMO account number to the combination
- not determine a control county for the new combination, since the combination is not multicounty (the control county is the county where Gerald and Lisa are active producers)
- download Gerald or Lisa's new combined producer record to their county to show that the combination is valid. To save transmission cost, only 1 record is sent back to the county. If the account is determined invalid, all records will be sent back to the home county and will print as a rejected combination.

E County Processing

After the county receives Gerald's or Lisa's new CY combined producer record, verified by the mainframe in Kansas City, the following will happen:

- it will be written to the county's CY combined producer file as a valid account
- the other record (Gerald or Lisa's) will be added to the KCMO account received
- the new CY combined producer account can be accessed and updated.

319 Displaying Combined Producer Record

A
Accessing Files

To access Menu MAD300, ENTER "4", "Combined Producers", on Menu MAD000. Menu MAD300 will be displayed.

```
*******************************************************************************
* COMMAND                              MAD300                              X5 *
* Common Provisions - Combined Producer Main Menu                             *
* ---------------------------------------------------------------------------*
*                                                                             *
*                          1.  Update Combined Producers                      *
*                          2.  Display Combined Producers                     *
*                          3.  Print Combined Producers                       *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                         20.  Return to Application Primary Menu             *
*                         21.  Return to Application Selection Screen         *
*                         22.  Return to Office Selection Screen              *
*                         23.  Return to Primary Selection Menu               *
*                         24.  Sign Off                                       *
*                                                                             *
* Cmd3=Previous Menu                                                          *
*                                                                             *
* Enter option and press "Enter".                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*******************************************************************************
```

B
Selecting the Display Option

To display an existing combination, ENTER "2", "Display Combined Producers", on Menu MAD300. Screen MAD01001 will be displayed. Select the appropriate year. For an example of Screen MAD01001, see subparagraph 317 A.

C
Selecting the Producer

After selecting the appropriate year for the combination to be displayed, select a producer within the combination on Screen MAD30101. For an example of Screen MAD30101, see subparagraph 317 B.

Continued on the next page

319 Displaying Combined Producer Record (Continued)

D
Choosing the Display Option: Producer Active in Home County

After selecting the producer, the automated system checks the name and address file to determine whether the producer selected is an active producer in the county for that year. If the producer is active for that year, Screen MAD30502 will be displayed.

```
*******************************************************************************
* Common Provisions     341-K MOORE DARIN          SELECTION   MAD30502       *
*                                                                             *
* Combined Producer Maintenance             Version: AC01  10/02/97  9:01 Term F3*
* ---------------------------------------------------------------------------- *
*   Program year: 98                          KCMO Account Number:  931313240   *
*                                                                             *
*         Member's    ID                                            Reason    *
* Status  ID Number  Type  Member's Name                     St/Cty   Comb     *
*                                                                             *
*         177-09-1054  S   GRADY WILKINSON                   48/205    01      *
*         177-09-1054  S   GRADY WILKINSON                   48/369    01      *
*         101-89-1103  S   ALMA WILKINSON                    48/205    01      *
*         101-89-1103  S   ALMA WILKINSON                    48/205    01      *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd2=Return to Entry Screen Cmd7=End                                        *
*                                                                             *
*******************************************************************************
```

E
Choosing the Display Option: Producer Not Active in Home County

If the producer is **not** an active producer in the home county, and is not loaded in the home county name and address file, Screen MAD30101 will be displayed with the message, "Name and Address Record Not on File", at the bottom of the screen.

The producer ID selected will not be displayed since the producer is not in the home county name and address file.

Note: The producer may be a member of a combination in the county, but not directly accessible through combined producer maintenance. If the producer selected is not in the home county name and address file, the user will not be able to access the combination using that producer's ID number. Access the combination using the ID number of a member who is active in the home county name and address file.

320-329 (Reserved)

330 Updating Combined Producer Records

A Review

Updating a combined producer record is very similar to creating a combination. See paragraphs 316 and 317 if more information is required.

Note: See Part 4, Section 3, Subsection 3 for information on changing the controlcounty for multicounty combinations.

B Adding Combined Producers

To combine producers:

- all producers in the combined account must be active on the name and address file
- take the following actions.

Step	Menu or Screen	Entry
1	Menu MAD300	ENTER "1", "Update Combined Producers".
2	Screen MAD01001	Enter the subsidiary file.
3	Screen MAD30101	Enter the producer to update.
4	Screen MAD30201	Enter the reason for the combination. • PRESS "Cmd16" to add a producer to the combination. • Repeat step 3 for additional producers. • When completed, PRESS "Cmd5" to update the record.

If 1 of the producers being combined is not an active producer in the home county, Screen MAD30203 will be displayed and the user must enter the State and county code where the producer is active. This will allow the producer to be added to the combined account.

331 Example of Combining Newly Multicounty Producers

A
Background

If combined producers are already active in 1 county and become multicounty, no updating of the combined producer file or multicounty file is necessary from the second county. The only action necessary from the second county is to load the producers in the name and address file and the farm producer file.

B
Addition of a New County

This example illustrates the cycle of events involved when members of a combination become multicounty.

Gerald and Lisa from paragraph 318 become active in County 2 after the combined producer account from County 1 is validated. No action is necessary by either County 1 or County 2 in the combined producer or multicounty file.

C
What Occurs in New County

County 2 must load Gerald and Lisa in the:

- name and address file
- farm producer file as owners.

After making these additions, during the next EOD:

- Gerald and Lisa's CY active producer flag in the name and address file will be updated to "Y"

- 2 new eligibility records will be built for Gerald and Lisa.

D
Next Upload

During the next upload, Gerald and Lisa's added name and address record with a CY active producer flag of "Y" will be uploaded to the mainframe in Kansas City.

Continued on the next page

331 Example of Combining Newly Multicounty Producers (Continued)

E

KCMO Action

After receiving the new records from County 2, the mainframe in Kansas City will:

- determine that Gerald and Lisa are multicounty producers for CY and create a CY MCM set for Gerald and Lisa
- determine the MCM control county for Gerald and Lisa (assume County 1)
- determine that Gerald and Lisa are active in an existing CY combined producer account
- add Gerald and Lisa's County 2 records to the existing CY combined producer account
- create CY payment limitation records for Gerald and Lisa
- determine the CEM PLM control county for Gerald and Lisa (assume County 1)
- download:
  - Gerald and Lisa's new multicounty producer records to both County 1 and County 2
  - Gerald and Lisa's added County 2 CY combined producer records to County 1
  - Gerald and Lisa's new CY payment limitation set to the CEM PLM control county (County 1)
  - Gerald and Lisa's new CY County 1 PLM record to County 1
- the entire CY combined producer account, which includes Gerald and Lisa's County 1 and County 2 records, to County 2 because this combination is new in County 2.

Continued on the next page

331 Example of Combining Newly Multicounty Producers (Continued)

F
Download Processing in County 1 and County 2

During the download process in County 1 and County 2:

- Gerald and Lisa's new CY multicounty and payment limitation records will be written to the files (noncontrol County 2 will receive only County 2 PLM records for Gerald and Lisa)

- Gerald and Lisa's County 2 CY combined producer member records will be added to the existing CY combined entity account in County 1

- Gerald and Lisa's new CY combined producer account with 4 records will be written to the CY combined producer file in County 2.

332 Automatic Deletions of Combined Producer Records

A
Definition of Auto-Delete

An auto-delete is the automatic deletion of a record because of a change in a producer's activity status.

B
Types of Auto Deletes

The following table describes the different steps in the auto-delete process that can occur because of a producer's activity status change.

Step	Action	Description
1	Non-multicounty producer 1 is involved in a combination with non-multicounty producer 2. Producer 1 is removed from the farm for the CY.	County Office action
2	During EOD, producer 1's: • CY active producer flag is updated to "N" • eligibility **and combined producer** records are deleted.	System-generated change **Auto-delete**
3	During EOD, the entire combined producer account will be deleted from the combined producer file, since only 1 active member (producer 2) exists in the combination.	**Auto-delete**

C
Rule

Deletions to the year-specific combined producer file will occur automatically during EOD when a producer becomes inactive in a county for the corresponding year.

333 Example of Auto-Deletion Resulting in Deletion of Combined Producer Account

A
Producer Becomes Inactive

Gerald and Lucille are single county producers who were married, but are now divorced. Both were active producers and combined for the CY.

Gerald buys Lucille's interest in the farming operation. Lucille is removed from the farm producer file and is no longer an active producer. She had no individual farming interest.

B
Next EOD

During the next EOD in County 1:

- Lucille's CY active producer flag is changed from "Y" to "N"
- Lucille's eligibility record will be deleted
- **Lucille's combined producer record will be deleted because Lucille is no longer active for the CY**
- **Gerald's combined producer record will be deleted because there is only 1 record remaining in the combined producer account**
- Lucille and Gerald's CY combined producer flag will be updated to "N" because the ID's are no longer active in the CY combined producer file.

C
Next Upload

During the next upload, Lucille's changed name and address record will be uploaded to the mainframe in Kansas City. Only changes to the active producer flags require a name and address transmission, so Gerald's name and address record will not be uploaded.

Continued on the next page

333 Example of Auto-Deletion Resulting in Deletion of Combined Producer Account (Continued)

D
KCMO Action

After the upload, the mainframe in Kansas City will:

- use the changed CY active producer flag to delete Lucille's CY combined producer record
- delete Gerald's CY combined producer record because there must be at least 2 active records in the combined producer account
- not download any of the changed records because neither of the individuals were active in any other county.

334 Example of Auto-Deletion Not Resulting in Deletion of Combined Producer Account

A
Overview

The example in this subparagraph describes a situation in which an auto-delete is performed on a combination, but the combined producer account is not deleted.

B
Auto-Deletion That Does Not Result in Account Deletion

Hillis, the grantor, and Don's Revocable Trust are combined and active in both County 1 and County 2. Hillis does not have an individual farming interest in either County 1 or County 2. County 1 is the CEM PLM control county for the combination.

Don's Revocable Trust sells the land owned in County 1. The Trust is deleted from the CY entity file and removed from the farm producer file.

Because Hillis is only the grantor of the Trust, not an individual producer, Hillis automatically becomes inactive in County 1 when the Trust is deleted from the entity file.

Continued on the next page

334 Example of Auto-Deletion Not Resulting in Deletion of Combined Producer Account (Continued)

C
What Occurs During EOD

During the next EOD in County 1, the following will occur for Hillis and Don's Revocable Trust:

- CY active producers flags will be updated to "N"
- the Trust's eligibility records will be deleted
- the CY multicounty records will be deleted because the producers are no longer active in County 1
- the County 1 CY combined producer records will be deleted
- the County 2 CY combined producer records will be deleted because there are no active home county records remaining in the account
- CY multicounty and CY combined producer flags in the name and address file for Hillis and the Trust will be updated to "N".

D
Next Upload

During the next upload to the mainframe in Kansas City:

- the changed name and address records for Hillis and the Trust will be uploaded
- the Trust's deleted eligibility record will be uploaded because the Trust was multicounty.

Continued on the next page

334 Example of Auto-Deletion Not Resulting in Deletion of Combined Producer Account (Continued)

E
KCMO Action

After receiving the upload, the mainframe in KCMO will:

- delete the Trust's EFM record because a deleted record was uploaded
- delete the County 1 CY multicounty and combined producer records for Hillis and the Trust because Hillis and the Trust are no longer active in County 1
- delete the County 2 CY multicounty records for the Trust and Hillis because County 2 is the only county remaining in the CY multicounty set
- delete the CY CEM PLM set since the combination is no longer multicounty
- not delete the County 2 CY combined producer records for Hillis and the Trust because there are 2 active producers remaining in the account
- download the Trust's deleted County 1 CY eligibility record to County 2
- download the deleted County 1 CY multicounty and combined producer records for the Trust and Hillis to County 2
- download the deleted CY CEM PLM set to CEM PLM control County 1
- download the deleted County 2 CY PLM records for Hillis and the Trust to County 2.

Continued on the next page

334 Example of Auto-Deletion Not Resulting in Deletion of Combined Producer Account (Continued)

F
Download Processing in County 2

When the deleted eligibility, multicounty, and combined producer records for County 1 are received in County 2, the download software will:

- delete the Trust's County 1 eligibility record; the Trust is still active in County 2, therefore no deletion of the County 2 record will occur in County 2

- delete the County 1 CY multicounty and combined producer records for Hillis and the Trust because deleted records were received

- delete the multicounty records for Hillis and the Trust because Hillis and the Trust are only active in County 2

- not delete County 2 CY combined producer records for Hillis and the Trust. The combined producer account is still valid in County 2 because:

  - there are still 2 active producers in the account
  - at least 1 of the records is a home county producer.

County 2 also receives the deleted County 2 payment limitation records for Hillis and the Trust. The deleted records are written to the CY PLM file.

335 Decombinations

A
Overview

The decombine option is used to remove a member from the combined producer record. It can result in the auto-deletion of an entire combined producer account.

B
When Decombination Is Performed

County Offices perform a decombination when a producer is removed from an existing combination.

C
How Decombination Differs From Auto-Delete

Confusion can occur when attempting to understand the difference between a decombination and an auto-delete. It is important to realize that though interrelated, the 2 processes are entirely different. The following table illustrates these differences.

Auto-Delete	Decombination
caused by a change in producer activity status, such as being taken off a farm	menu option resulting from COC determination (based on 1-PL rules)
never results in a decombination	can result in an auto-delete of a combined producer account
occurs in a number of subsidiary files	specific to the combined producer file

D
Rules

To decombine a producer in the CEM file, the producer must have an active producer flag of "Y" for the corresponding year.

If a decombination results in an invalid combination, the entire account will be deleted. See subparagraph 305 C for information on valid combinations.

A decombination will result in the CEM record decombination in every county in which the producer is active. Because of this, only 1 County needs to perform the decombination.

Do not use the decombination software to delete inactive producers from the combined producer file. Producers will be auto-deleted from the file when removed from the farm producer, joint operation, or entity files.

336 Decombining Producers

A Overview

When a producer ceases to be a member of a combination, County Offices must access the decombination screens to decombine that producer.

B Performing the Decombination

The decombination screen is the same screen used to update and create combined producer accounts. To access the screen and decombine a producer, take the following actions.

Step	Menu or Screen	Entry
1	Menu MAD300	ENTER "1", "Update Combined Producers".
2	Screen MAD01001	Enter the subsidiary file year.
3	Screen MAD30101	Enter the producer to decombine.
4	Screen MAD30201	ENTER "D" next to the member to decombine. **Note:** The system will allow the user to decombine only members who are active in the home county.
5		PRESS "Cmd5" to complete the transaction. **Note:** If the account is no longer valid, Screen MAB30201 will be redisplayed. PRESS "Cmd24" to delete the entire account.

Continued on the next page

C
Screen MAD30201 Before Decombination

The following is an example of Screen MAD30201 before decombination.

```
*******************************************************************************
* Common Provisions     341-K MOORE DARIN            UPDATE      MAD30201     *
* Combined Producer Maintenance             Version: AC01  10/02/97 04:43 Term F3*
* ---------------------------------------------------------------------------- *
*   Program year: 98                          KCMO Account Number:  940002141   *
*                                                                               *
*         Member's    ID                                              Reason    *
* Status  ID Number  Type  Member's Name                     St/Cty   Comb      *
*                                                                               *
*         75-9244072   E   GOOD AND GOOD FARMS               48/205    04      *
*    _    355-70-6708  S   TAYLOR HOSKINS                    48/341    04      *
*         467-89-8950  S   ARNOLD L CLEEBURN                 48/205    04      *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                   Enter 'D' next to the Member to Decombine                   *
*                                                                               *
* Cmd2=Return to Selection Screen  Cmd5=Complete Transaction  Cmd7=End  Cmd16=Add*
*                                                                               *
*                                                                               *
*******************************************************************************
```

Continued on the next page

D
Result of the Decombination

When a successful decombination occurs, the automated system will return the user to Menu MAD300.

If the producer to be decombined renders the combined producer account invalid, Screen MAD30201 will be redisplayed with an additional message and option for the user, which is shown in this example.

```
*******************************************************************************
* Common Provisions     341-K MOORE DARIN            UPDATE      MAD30201     *
* Combined Producer Maintenance             Version: AA01  10/02/97 04:44 Term F3*
* ---------------------------------------------------------------------------- *
*   Program year: 98                          KCMO Account Number:  940002141   *
*                                                                               *
*         Member's    ID                                              Reason    *
* Status  ID Number  Type  Member's Name                     St/Cty   Comb      *
*                                                                               *
*         75-9244072   E   GOOD AND GOOD FARMS               48/205    04      *
*         355-70-6708  S   TAYLOR HOSKINS                    48/341    04      *
*         467-89-8950  S   ARNOLD L CLEEBURN                 48/205    04      *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                   Enter 'D' next to the Member to Decombine                   *
*                                                                               *
* Cmd2=Return to Selection Screen  Cmd5=Complete Transaction  Cmd7=End  Cmd16=Add*
*                           Cmd24=Delete Entire Account                         *
* Invalid account - must have more than one active member.                      *
*******************************************************************************
```

The automated system is warning the user that the desired decombination will cause an auto-delete of the home county combined producer account. PRESS "Cmd24" to perform a decombination that produces an auto-delete of the home county combined producer account.

337 Example of Decombination That Leaves an Active Combined Producer Account

A
Overview

The example in this paragraph illustrates the cycle of events involved in the decombination of 1 member of a 3 member combination that does not result in an auto-deletion of the combined producer account.

Gordon and Ethel are married and have a minor child, Abby, who earns FSA payments.

Gordon, Ethel, and Abby are active producers in County 1 and County 2.

Gordon, Ethel, and Abby are in the combined producer file in both County 1 and County 2, but only 1 county had to combine them.

Abby becomes 18 and is therefore no longer a minor child.

County 2 decombines Abby from the combined producer file.

B
What Occurs During the Decombination

When County 2 decombines Abby from the combined producer file, the records for Gordon and Ethel are not changed because their combined producer account is still valid.

The account is still valid because:

- there are still 2 active producers in the account
- there is at least 1 home county record in the account. Both Gordon and Ethel are active in County 2.

Abby's CY combined producer flag in the name and address file will be updated to "N".

C
Next EOD

In this situation, nothing will occur during EOD because the combined producer account is still valid.

Continued on the next page

337 Example of Decombination That Leaves an Active Combined Producer Account (Continued)

D
Next Upload

During the next biweekly upload, Abby's decombined CY combined producer record will be uploaded to the mainframe in Kansas City.

E
KCMO Action

The mainframe in Kansas City will:

- decombine Abby's County 2 CY combined producer record because a deleted record was received from County 2
- decombine Abby's County 1 CY combined producer record because a decombination will decombine all of Abby's records
- download Abby's County 2 decombined CY combined producer record to County 1.

F
What Happens in County 1

When Abby's County 2 decombined CY combined producer record is received in County 1:

- Abby's County 2 CY combined producer record will be decombined because the decombined record was downloaded
- Abby's County 1 CY combined producer record will be decombined because a decombination in 1 county will decombine the producer in all counties
- Gordon and Ethel's CY combined producer account will not be changed because the combined producer account is still valid
- Abby's CY combined producer flag in the name and address file will be updated to "N".

The account is still valid because:

- there are 2 active producers remaining in the account
- there is still 1 home county record in the account.

338 Example of Decombination That Results in Auto-Deletion of Home County Combined Producer Account

A
Overview

The example in this paragraph illustrates the cycle of events involved in the decombination of 1 member of a 2 member combination that results in the auto-deletion of the entire combined producer account.

Conrad and Lisa are parent and minor child. They have been active producers in County 1 since 1980. They were entered in the combined producer file as parent and minor child.

Lisa becomes an adult for legal purposes in the CY. Lisa has an individual farming interest. Because Lisa is now considered an adult, Lisa now wants to have a separate "person" determination from Conrad. County 1 decombines Conrad from Lisa in the CY combined producer file.

B
Next EOD

During the next EOD after the decombination of Conrad from Lisa, nothing will occur because Conrad is still on the farm producer file and is therefore active.

C
Next Upload

During the next upload to the mainframe in Kansas City, Conrad's CY decombined producer record will be uploaded.

D
KCMO Action

The mainframe in Kansas City will:

- decombine Conrad from the CY combined producer file
- delete Lisa's CY combined producer record because the account is no longer valid
- not download any records because the producers were not multicounty.

339-348 (Reserved)

Section 4 Combined Producer Reports

349 General Information

A
Overview

This section includes the following topics:

- Combined Producer File Report options
- County Office reports
- *--KC-ITSDO download reports.--*

B
Purpose

There are a number of combined producer reports that County Offices should be familiar with. These reports:

- provide a snapshot of combined producer accounts
- document combined producer activity.

C
Report Retention

For information on report retention, see 25-AS, Exhibit 29. Relevant subjects include:

- CM 2-1, Download Reports

* * *

- CM 2-3, Start-of-Day/End-of-Day
- CM 7, Subsidiary Files.

350 Combined Producer File Report Options

A Purpose

County Offices requiring general information for combined producers may print a Combined Producer Report. An individual account or the entire combined producer file for a particular year may be printed.

B Generating Combined Producer Reports

Use the following table to generate a printout of either an individual account or a printout of the entire combined producer file.

Step	Menu or Screen	Entry
1	Menu MAD300	ENTER "3","Print Combined Producers".
2	Screen MAD01001	Enter the subsidiary file year to update.
3	Screen MBAPRT01	Enter the printer on which you want to print.
4	Screen MAD30601	ENTER: • "1" to print a single account • "2" to print the entire combined producer file.

C Single Account Report

The following is an example of a printout for an individual combined producer account.

```
MISSOURI                              USDA-FSA                Prepared: 10/02/97
Howard                          Combined Producer Report
Report MAD306-R001               Single Account Report            Page:    1
-------------------------------------------------------------------------------
 Program Year: 98                                 KCMO Account Number: 930000036

       Member's    ID                                                  Reason
       ID Number  Type       Member's Name                     St/Cty    Comb

       464-68-8021 S         IMA L HRDINA                      29/089    06
                             IMA L HRDINA                      29/101    06

       76-5210163  E         J Y HRDINA EST                    29/089    04
```

The report shows the 2 producers who are combined and the counties in which they are active.

Continued on the next page

350 Combined Producer File Report Options (Continued)

D
Master File Report

The following is an example of a printout for an entire year-specific combined producer account.

```
NEW YORK                              USDA-FSA                Prepared: 10/02/97
Niagara                         Combined Producer Report
Report MAD306-R002                Master File Report              Page:    1
-------------------------------------------------------------------------------
 Program Year: 98                                 KCMO Account Number: 930001121

       Member's    ID                                                   Reason
       ID Number  Type       Member's Name                     St/Cty    Comb

       178-28-2147 S         GENE BLUM                         36/063    01
                             GENE BLUM                         36/065    01

       231-21-5901 S         MOLLY BLUM                        36/063    01
                             MOLLY BLUM                        36/065    01
                             MOLLY BLUM                        36/029    01

                                      Combined Producer Account Page 001 of 001
```

The example illustrates 1 page of the complete Niagara County CY combined producer file. The information contained in the printout is identical to that of the individual combined producer report.

351 MABDIG Report

A
Overview

MABDIG, or Subsidiary File Diagnostic Listing, can be used to determine producer subsidiary file information. Unlike other reports, which provide a compilation of monthly or yearly producer activity, the MABDIG provides a snapshot of year-specific producer information.

B
Generating the MABDIG Report

To generate a MABDIG report, ENTER "8", "Print Producer Subsidiary File Data", on Menu MAD000.

--Note:** See subparagraph 130 C to print MABDIG.**--

Continued on the next page

C
MABDIG Combined Producer Section

The Combined Production Information section on the MABDIG report shows the combined producer account. The producer whose MABDIG this section is taken from (ID 474563256S) is active only in 1 county but the producer who he is combined with is active in 2 counties.

```
Ind                                        COMBINED PRODUCER INFORMATION
Stat  Combination Id  St and Cty  Name Comb                          Reason Comb  Decomb Ind  KCMO Accnt #
----  --------------  ----------  ---------------------------------  -----------  ----------  ------------
       474563256S      29/205     NELSON TURNER                         01                     930000074
       490507306S      29/205     JUDY TURNER                           01                     930000074
       490507306S      29/041     JUDY TURNER                           01                     930000074
```

The following table describes the sections in the combined producer account displayed on MABDIG.

Section	Definition
Combination Id	These are the ID numbers of the combined producers. There will always be at least two ID's for this to be an active account.
St and Cty	This shows the State and counties in which the combined producers are active.
Name Comb	These are the names of the producers who are in the combined account.
Reason Comb	This lists the reason code for the combination. Reason codes may be shown by pressing the "HELP" key on Screen MAD30201.
Decomb Ind	This section indicates if the producer has been decombined.
KCMO Accnt #	This is the account number that KCMO has assigned to the combined producers. The first 2 numbers on the account describe the subsidiary file year for the combination.

352 County Office Reports

A Overview

County software generates a number of reports to inform personnel of changes to home county producer records.

B County Office Upload Report MAD331-R001

Report MAD331-R001 is a year-specific report which shows changes made to the combined producer file since the last queuing of files. The report is printed during the queuing of subsidiary records. This is an example of the report.

```
TEXAS                              USDA-FSA                Prepared: 10/02/97
MOORE DARIN            1998 Combined Producer Upload Report
Report MAD331-R001                                            Page: 0001
-------------------------------------------------------------------------------

ID and Type    Name                                State/County
-------------  ---------------------------------   ------------

190-60-6767 S  OTIS HELMSLEY                          48/341         COMBINED

216-09-0987 S  THELMA MERCKLE                         48/341         COMBINED

471-91-9401 S  TOM TYLER                              48/341         DECOMBINED

472-38-0912 S  JUANITA ROBLES                         48/341         COMBINED

512-76-9121 S  SLIM TIMLER                            48/341         DECOMBINED

671-32-3123 S  MARY ELLEN GRAZIADO                    48/341         DECOMBINED

481-09-2378 S  SOFU KIRATSU                           48/341         DECOMBINED
```

Continued on the next page

C

SOD/EOD Report

Report MAD004-R02 is a combined producer report that prints during any EOD process. This report:

- lists combined producer records that were automatically deleted during EOD
- *--is printed for CY, CY-1, and CY-2.--*

The following is an example of this report.

Note: If the County Office does not run EOD on a particular day, the reports will be printed out during the SOD run the following day.

```
TEXAS                              USDA-FSA                Prepared: 10/02/97
MOORE DARIN              Subsidiary Start of Day Report
Report ID: MAD004-R02  Auto Delete of Combined Producer Records Page:    1
-------------------------------------------------------------------------------

     The Following IDs were Automatically Deleted at Start of Day for 1998

     391-90-6300 S      EVERETT OLB
     398-12-1253 S      MYERS TURNCOTT
     571-00-0210 S      JENNIFER PILE
```

--353 KC-ITSDO Download Reports--

A
Purpose

The mainframe in Kansas City processes records that are sent by the County Offices. After processing these records, the mainframe in Kansas City downloads the reports to the producer's "other" County Office. This allows County Offices to be aware of and make payments based on the changes made to "other" counties' records.

B
Types of Reports

Reports MAD314-R001, MAD314-R002, and MAD314-R003 are the 3 *--KC-ITSDO download reports directly related to the multicounty producer--* file.

Report MAD314-R001:

- shows combined producer records that have been added or changed since the last upload
- shows the control county for a producer
- *--is printed for CY, CY-1, and CY-2.--*

This is an example of the report.

```
NEW YORK                                    U.S. Department of Agriculture                    Prepared: 10/02/97
LIVINGSTON                                        Farm Service Agency
Report ID: MAB314-R001                  1998 Combined Producer Down Load Report                     Page:    1
-------------------------------------------------------------------------------------------------------------------

                                                Added And Changed Producers


   ID and Type   Name                                  State             County
   -----------   ------------------                 ---------------   ------------------

  176-06-7346 S    ARNOLD RIGGINGS                    NEW YORK          HERKIMER                CONTROL COUNTY
                                                      NEW YORK          SUFFOLK

  228-75-0110 S    JULIE SCUTTI                       NEW YORK          ST LAWRENCE             CONTROL COUNTY
                                                      NEW YORK          WYOMING

  74-18311121 E    HANDI PRO FARMS                    NEW YORK          BROOME                  CONTROL COUNTY
                                                      NEW YORK          SENECA
                                                      NEW YORK          CLINTON
                                                      NEW YORK          GENESEE
                                                      PENNSYLVANIA      WARREN
```

Continued on the next page

B
Types of Reports (Continued)

Report MAD314-R002:

- shows combined producer records that have been deleted since the last upload
- ***--**is printed for CY, CY-1, and CY-2.**--***

This is an example of the report.

```
NEW YORK                                    U.S. Department of Agriculture                    Prepared: 10/02/97
LIVINGSTON                                        Farm Service Agency
Report ID: MAB314-R002                  1998 Combined Producer Down Load Report                     Page:    1
-------------------------------------------------------------------------------------------------------------------

                                                   Deleted Producers

   ID and Type   Name                                   State              County
   -----------   ------------------                   ---------------    ------------------

  226-16-7266 S    SALVATORE MEDICI                    NEW YORK           WAYNE

  231-22-9198 S    TOM ATKINS                          NEW YORK           CHENANGO

  71-90124867 E    EDSALL FARM TRUST                   NEW YORK           RENSSELAER
```

--Report MAD314-R003** shows records that have been rejected by KC-ITSDO because they are not valid.**--

354-363 (Reserved)

Part 6 Entity File

Section 1 Entity File General Information

364 Using Entity Files

A Introduction

The entity and joint operation files are 1 physical file, but are accessed and updated separately because of the different payment limitation rules that apply to entities and joint operations. For information on accessing and updating joint operations, see Part 7.

The entity file is used to record and maintain data for:

- payment limitation determinations according to 1-PL, Part 2, Section 9
- entities recorded on FCI-12, which is used to satisfy the Risk Management requirement for recording significant beneficial interest
- entities receiving NAP benefits.

365 Definitions

A
Introduction

The automated system organizes entities in a manner that reflects 1-PL policy. This paragraph defines entity and other terms that are used when discussing permitted entity payment limitation.

B
Definition of Entity

An entity is a corporation, joint stock company, association, limited partnership, limited liability company, irrevocable trust, revocable trust, estate, charitable organization, or other similar organization, including any organization participating in the farming operation as a partner in a general partnership, a participant in a joint venture, a grantor of a revocable trust, or as a participant in a similar organization.

C
Definition of Senior Payment Entity

A senior payment entity is an entity that has an embedded entity as a member. Program payments are earned by and issued to this entity.

D
Definition of Embedded Entity

An embedded entity is an entity that has an interest, directly or indirectly, in another entity that is earning payments.

E
Definition of Permitted Entity

A permitted entity is an entity that is designated by 1 or more individuals and that is to receive a payment, loan, or benefit under a program subject to permitted entity provisions.

F
Definition of Member

Subsidiary applications define a member as any entity, joint operation, or individual that is loaded into the entity or joint operation file as a component of that entity or joint operation.

Continued on the next page

365 Definitions (Continued)

G
Definition of Producer

Subsidiary applications define a producer as any entity, joint operation, or individual that is loaded in the farm producer file as an owner, operator, or other producer on a farm.

H
Definition of Substantial Beneficial Interest

To have a substantial beneficial interest is to have an ownership interest of 10 percent or more in an entity. A member with a substantial beneficial interest in an entity must either select or decline that entity for payment.

Note: In some cases ownership interest of less than 10 percent can be considered substantial beneficial interest, if determined by COC. This is determined on a case-by-case basis.

I
Definition of Actual Share

A member's actual share is found in the member level entity record and contains the percent of ownership share from CCC-502C or CCC-502D, item 5. The user can adjust this value. See subparagraph 379 E for share loading information.

J
Definition of Permitted Share

Like the member's actual share, a member's permitted share is found in the member level entity record. This value is not directly linked to CCC-502 or CCC-502D and cannot be directly adjusted by the user. The permitted share reflects the share the member has in the senior payment entity to which the member belongs.

K
Definition of Entity Permitted Share

Entity permitted share is used by payment processes to calculate the payment for the entity. Entity permitted share amounts are determined by the number of members selecting the entity for payment.

Continued on the next page

L
Definition of Permitted Flag

The permitted flag enables the automated system to monitor the number of permitted entities a producer has selected for payment. County Offices must set an entity member's permitted flag when creating an entity and must update the flag when necessary.

The following table lists the different types of flags found in the "Permitted Flag" field in the Permitted Entity Member section of MABDIG.

Flag	Definition	Who Sets
Y	The member has selected the entity as a permitted entity.	User
"blank"	The member has not made a permitted entity designation.	User
D	The member declines the entity as a permitted entity or must decline payment because of a 6-CP compliance violation.	User
I	The member does not have a substantial beneficial interest in the entity.	User
C	The member is combined with the payment entity (not an embedded entity).	Software
S	The member is a multicounty producer who is determined to have exceeded the 3 permitted entity rule and has been suspended by the KCMO mainframe.	Software
R	The member is an embedded entity that contains 1 or more members that have declined payment from the senior payment entity through the embedded entity.	Software

See subparagraph 379 E for permitted flag loading information.

366 Rules and Policies

A Introduction

This paragraph provides the rules and policies that must be followed to record payment limitation information in the entity file.

B Permitted Entity Rules

The following table explains the permitted entity rule for individuals who earn payments subject to permitted entity provisions.

IF an individual...	THEN the individual may not receive additional payments, directly or indirectly, from holding substantial interest in more than...
receives program payments as an individual or a member of a joint operation	2 entities that also receive payments.
does **not** receive program payments as an individual or a member of a joint operation	3 entities that receive payments.

C When to Update Entity Files

Update the entity files any time an:

- entity files an approved CCC-502 for the CY
- entity or member of an entity files an approved CCC-502B, CCC-502C, or CCC-502D for the CY.

Continued on the next page

D
Entity Types

The following is a list of entity types.

Entity Type	Name
04	Corporation With Stockholders/Limited Liability Company/Limited Liability Corporation
05	Limited Partnership/Limited Liability Partnership/Limited Liability Limited Partnership
06	Estate
07	Revocable Trust
08	Federally Owned
09	State-Owned
10	Fraternal or Religious
11	County-Owned
12	City-Owned
13	Public Schools
16	Corporation With No Stockholders
17	Irrevocable Trust
18	Sole Proprietor/DBA
21	Duplicate Insurance Contract
99	Other

Note: See 1-CM, Exhibit 26 for further information on recording entity types.

Continued on the next page

E
Rules for Loading Entities

The rules and policies for recording payment limitation information in the entity files are:

- the entity must be active in NAM to be loaded as an entity in the entity file

- ***--**all entities shall be loaded in the entity file, including sole proprietor/DBA's

  Exception: Entities with an entity code of 8, 9, 11, 12, 13, and 16**--*** cannot be loaded in the entity file as an entity; however, they may be loaded as a member of an entity.

- every entity must have at least 1 member contained within it to be loaded in the entity file

- each member of the entity must be active in NAM

- entities on a farm in a particular county but not earning payment in that county do not need to be loaded in that county's entity file for the applicable year

- entities with ID type "E" are accepted when entered in the entity file

- members with ID types "S", "E", "T", "F", or "I" are accepted when entered in the entity file

- members of entities may be any entity type

- the actual shares of the members of the entities must total 1.0000.

367 Related Information

A Introduction

This paragraph provides important information for County Offices planning to revise or load members in the entity file.

B Source Documents

The following table explains which forms will be necessary for loading data into the entity file.

Entity Type	Source Document
General partnerships and joint ventures	• CCC-502B • CCC-503A
Corporations, limited partnerships, and other similar entities	• CCC-502C • CCC-501A • CCC-501B • CCC-503A
Estates and trusts	• CCC-502D • CCC-501A • CCC-501B • CCC-503A

368-377 (Reserved)

378 Accessing Entity Files

A Introduction

Once an entity and the prospective members have been loaded in NAM, County Offices can select the entity.

Note: The name and address records for entity and members must be active.

B Accessing Files

To access the entity file Menu MAB440B, ENTER "7", "Entity File and Payment Limitation Register", on Menu MAD000. Entity/Pay Limit Register Menu MAB440B will be displayed.

```
*******************************************************************************
* COMMAND                          MENU: MAB440B                            F4 *
* Entity/Pay Limit Register                                                    *
* ---------------------------------------------------------------------------- *
*                                                                              *
*                      1.  Create/Revise/Delete Entity Record                  *
*                      2.  Print Entity And Joint Operation Reports            *
*                      3.  Payment Limitation Review Register                  *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                    23.  Return To Application Selection Menu                 *
*                    24.  Return To Primary Selection Menu                     *
*                                                                              *
* Cmd3-Previous Menu                                                           *
*                                                                              *
* Ready for option number or command                                           *
*  1                                                                           *
*                                                                              *
*                                                                              *
*******************************************************************************
```

379 Adding Entities to the Entity File

A Selecting the Update Option

To add an entity to the entity file, ENTER "1", "Create/Revise/Delete Entity Record", on Menu MAB440B. Select Entity Year Screen MAB44000 will be displayed. Select the appropriate year.

```
*******************************************************************************
*                       341-K MOORE                Selection     MAB44000     *
*  Entity Record                              Version AC69  10/02/97 07:45 Term D *
* ----------------------------------------------------------------------------*
*                                                                             *
*                        S E L E C T  E N T I T Y  Y E A R                    *
*                                                                             *
*                                                                             *
*                                    1. 1998                                  *
*                                                                             *
*                                    2. 1997                                  *
*                                                                             *
*                                    3. 1996                                  *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                       Enter the number of your selection    *
* Cmd7=End                              and press the "ENTER" key             *
*                                                                             *
*******************************************************************************
```

B Selecting the Entity

After selecting the appropriate year for the new entity, select the producer to be loaded into the entity file on Screen MAB44001.

```
*******************************************************************************
* Entity File           341-K MOORE                Selection     MAB44001     *
*                                              Version AA01  10/02/97 07:45 Term D *
* ----------------------------------------------------------------------------*
*                                                                             *
*                                                                             *
*                                                                             *
*            To select a particular entity please enter                       *
*             the full ID Number and Type.                                    *
*                                                                             *
*           If full ID is unknown, enter the last four digits of              *
*            the ID or last name (partial last name accepted).                *
*                                                                             *
*                                                                             *
*                                                                             *
*                      Last Four of ID                                        *
*                                                                             *
*                      ID Number             Type                             *
*                                                                             *
*                      Last Name                                              *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd3=Previous Menu                                        Enter-Continue    *
*                                                                             *
*******************************************************************************
```

Note: See Section 3 if selecting an embedded entity to update.

Continued on the next page

C
Entering CCC-502 Effective Date

After selecting the producer, the automated system checks NAM to determine whether the entity selected is active on NAM. If the entity is not active, the message, "No Producer Selected. Please select again." will be displayed. See subparagraph 378 A for further information.

If the entity is active in NAM, Screen MAB44002 will be displayed. Enter the effective date from the appropriate CCC-502, item 4, Date Entity Formed, and PRESS "Enter" to update.

Note: See paragraph 393 for instructions on loading embedded entities.

```
*******************************************************************************
*                      341-K MOORE DARIN          Selection     MAB44002       *
* Entity File                                Version AA01  10/02/97 08:40 Term F3*
* ---------------------------------------------------------------------------*
*                                                                             *
*                E N T E R   E F F E C T I V E   D A T E                      *
*                            T O  C R E A T E                                 *
*                                                                             *
*     ID:   75-9876543  E  NAVAN ARMORY                                       *
*                          14 KETCHUP ST                                      *
*                          ROCHESTER            NY 14611                      *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*            Joint Operation - Type: Partnership                                     *
*           Effective Year: 95                                                *
*                                                                             *
*                                                                             *
*   Enter new effective date from CCC-502           /     /    (MM/DD/YY)     *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd3=Previous Menu                                        Enter-Continue    *
*                                                                             *
*******************************************************************************
```

D
Meaning of Fields

The following table identifies and defines fields shown on Screen MAD501E1.

Field	Definition
Share	Reflects the cumulative permitted share of the program payment selected by the members of the entity, and is reduced when members of the entity fail to designate the entity for payment.
Effective Date	*--Date entity was formed or last revised.--*
Year	Year of file accessed.
#	Line number of member, which is used to access a member to update.
Prmtd	Member permitted flag designation.
Entity	Entity type of member.

Continued on the next page

E
Loading Entity Members

Once the effective date has been entered, load the entity members by pressing "A" on Screen MAD501E1. This is an example of Screen MAD501E1.

Note: See subparagraph 366 E for rules regarding entity loading.

```
*******************************************************************************
*                      341-K MOORE DARIN           Modify      MAD501E1       *
* Entity File                                Version AA01  10/02/97 08:41 Term X5 *
* ----------------------------------------------------------------------------*
*     M E M B E R S   O F   T H E   E N T I T Y                               *
*          Entity - Name: SAX FARMING INC                                     *
*          Entity - Type: Corporation                        ID: 759587503 E  *
*                      Share: 0.0000  Effective - Date: 01 / 23 / 95 Year: 98 *
*                                                              ....Shares....  *
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd  *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                          Total:             *
*                                                                             *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify      *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity    *
*                                                                             *
*******************************************************************************
```

After pressing "A" on Screen MAD501E1 to add new members to the entity, Member Record Select Screen MAD50201 will be displayed. Select the producers to add as members of the entity.

```
*******************************************************************************
*                      341-K MOORE DARIN           Create      MAD50201       *
* Member Record                              Version  AA01  10/02/97 08:33 Term F3*
* ----------------------------------------------------------------------------*
*                                                                             *
*                         S E L E C T     M E M B E R                         *
*                                                                             *
*            To select a new member please enter the full                     *
*             ID Number and Type.                                             *
*                                                                             *
*           If full ID is unknown, enter the last four digits of              *
*            the ID or last name (partial last name accepted).                *
*                                                                             *
*                                                                             *
*                                                                             *
*                      Last Four of ID                                        *
*                                                                             *
*                      ID Number             Type                             *
*                                                                             *
*                      Last Name                                              *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd3=Previous Screen                                        Enter-Continue  *
*                                                                             *
*******************************************************************************
```

Continued on the next page

E
Loading Entity Members (Continued)

After selecting the members to add, the automated system checks NAM to determine whether the member selected is loaded on NAM. If the producer is not loaded on NAM, the message, "No ID selected-----Please Reenter.", will be displayed. See subparagraph 378 A for further information.

If the producer is loaded in NAM, Member Information Screen MAD501E3 will be displayed. Set the actual share value for the member, as well as the permitted flag, to update the record successfully.

The actual share for a member can range in value from zero to 100 percent. Obtain the share from CCC-502C or CCC-502D, item 5.

Note: Actual shares of members in an entity must add up to 100 percent (1.0000) for the automated system to accept the record update.

The permitted flag contains a value that represents the choice the member has made in selecting permitted entities. The following table lists acceptable user-entered permitted flag values.

Flag	Value	Description
Y	Selected	Entity is 1 of the 3 permitted entities selected for payment.
D	Declined	Entity is **not** 1 of the 3 permitted entities selected for payment; for embedded entities, entity is not designated by any of the embedded entity's members.
"Blank"	Pending	Determination pending.
I	Insubstantial	Member interest in entity is less than 10 percent, and COC has not determined interest to be substantial.

Note: See subparagraphs 365 I and L for further information on loading actual share and permitted flag entries.

Continued on the next page

E
Loading Entity Members (Continued)

The following is an example of Screen MAD501E3.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501E3       *
* Entity File                                Version AA01  10/02/97 09:00 Term F3*
* ---------------------------------------------------------------------------- *
*                    M E M B E R     I N F O R M A T I O N                     *
*          Entity - Name: SAX FARMING INC                                      *
*          Entity - Type: Corporation                        ID: 75-9587503  E  *
*                      Share: 1.0000  Effective - Date: 01 / 23 / 95   Year: 98 *
*                                                                              *
*        MEMBER   ID and Type:     441-98-8534 S                               *
*                 Entity Type:     Individual                                  *
*                 Name & Address:  STACK PRENLEN                               *
*                                  HC 1 BOX 118                                *
*                                  WALMART              ND  79022              *
*                                                                              *
*                                                                              *
*        MEMBER   Actual Share:     0.5000                                     *
*                                                                              *
*                 Permitted Flag:   Y                                          *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*  Cmd3-Previous Screen                            Press Enter to continue     *
*                                                                              *
*******************************************************************************
```

The individual shown in this example has a 50 percent share in Sax Farming, Inc., and has selected Sax Farming as 1 of his permitted entities.

Note: Permitted Entity Flag Help Screen MAD501E3H01, accessed by pressing "Help" while the cursor rests on the "Permitted Flag" field on Entity/Joint Operation Member Information Screen MAD501E3, is obsolete. Use this subparagraph for assistance in selecting permitted flags.

After updating the member, Screen MAD501E1 will be redisplayed showing the added member.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501E1       *
* Entity File                                Version AA01  10/02/97 09:02 Term F3*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   E N T I T Y                               *
*           Entity - Name: SAX FARMING INC                                     *
*           Entity - Type: Corporation                      ID: 759587503 E    *
*                      Share: 1.0000  Effective - Date: 01 / 23 / 95 Year: 98  *
*                                                              ....Shares....  *
*   #  Prmtd     Member Name                 ID Number   Entity Actual  Prmtd   *
*  001 Y         STACK PRENLEN               441-98-8534   01   0.5000  0.5000 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                     Total: 0.5000  0.5000    *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                              *
*******************************************************************************
```

Continued on the next page

E
Loading Entity Members (Continued)

If there are more members to add, position the cursor in the last field on the screen and ENTER "A" to add another member. Another member may be loaded using the same steps used to load the first member. If the member is valid and the member loaded correctly, Screen MAD501E1 will be displayed with the additional member included.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501E1      *
* Entity File                                Version AA01  10/02/97 09:02 Term F3*
* ---------------------------------------------------------------------------- *
*     M E M B E R S   O F   T H E   E N T I T Y                                *
*          Entity - Name: SAX FARMING INC                                      *
*          Entity - Type: Corporation                      ID: 759587503 E     *
*                    Share: 1.0000  Effective - Date: 01 / 23 / 95 Year: 98    *
*                                                              ....Shares....  *
*   #  Prmtd     Member Name                 ID Number   Entity Actual  Prmtd   *
*  001 Y         STACK PRENLEN               441-98-8534   01   0.5000  0.5000  *
*  002 Y         SIDWELL HAWKINS             450-42-5066   01   0.5000  0.5000  *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                       Total: 1.0000  1.0000  *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                              *
*******************************************************************************
```

Continue to add members to the entity as needed, readjusting the actual shares and permitted flag as applicable.

If there are no more members to add, ENTER "U" to update the entity file, and PRESS "Cmd3" to select a new entity or "Cmd7" to end.

Note: The user will be prompted to combine a member with an entity if a share greater than 50 percent is entered for a member. See Part 5 for additional information on performing combinations.

380 Revising Entity Records

A Introduction

When changes to an entity member's "Actual Share" field, "Permitted Flag" field, or both fields are necessary, the member level entity record must be revised. The entity record itself is not revised; it is the members of the entity whose records are revised.

B Importance of Keeping Entity Records Up-to-Date

The entity file must be kept up-to-date because the entity file is 1 of the "drivers" for determining whether a producer is an active producer.

C Revising Member Records in an Entity

Revise member records in an entity according to this table.

Step	Screen	Entry
1	Screen MAD501E1	Enter the member number in the "Enter # of Member to Modify" field.
2	Screen MAD501E3	Enter modifications to either of the following fields: • the "Actual Share" field, if shares have changed • the "Permitted Flag" field, if designation of permitted entities has changed.
3	Screen MAD501E1	ENTER "U" to update.

Continued on the next page

D Example of Revising Entity Records

In this example, ID 441-98-8534 has been selected for revision.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501E1       *
* Entity File                                Version AA01  10/02/97 09:02 Term F3*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   E N T I T Y                               *
*           Entity - Name: SAX FARMING INC                                     *
*           Entity - Type: Corporation                        ID: 759587503 E  *
*                      Share: 1.0000  Effective - Date: 01 / 23 / 95 Year: 98  *
*                                                              ....Shares....  *
*   #  Prmtd     Member Name                 ID Number   Entity Actual  Prmtd   *
*  001 Y         STACK PRENLEN               441-98-8534   01   0.7500  0.7500 *
*  002 Y         SIDWELL HAWKINS             450-42-5066   01   0.2500  0.2500 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                        Total: 1.0000  1.0000 *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify  001  *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                              *
*******************************************************************************
```

After the member to revise has been selected and entered, Screen MAD501E3 will be displayed. Now the "Actual Share" field, "Permitted Flag" field, or both fields in the member record may be updated.

In the following example, the member accessed is declining payment through the corporation. Only the permitted flag should be updated for the share reduction update to take place, since the member's actual share is still 50 percent.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501E3       *
* Entity File                                Version AA01  10/02/97 09:00 Term F3*
* ---------------------------------------------------------------------------- *
*                    M E M B E R     I N F O R M A T I O N                     *
*          Entity - Name: SAX FARMING INC                                      *
*          Entity - Type: Corporation                        ID: 75-9587503  E *
*                      Share: 1.0000  Effective - Date: 01 / 23 / 95   Year: 98 *
*                                                                              *
*        MEMBER   ID and Type:     441-98-8534 S                               *
*                 Entity Type:     Individual                                  *
*                 Name & Address:  STACK PRENLEN                               *
*                                  HC 1 BOX 118                                *
*                                  WALMART              ND  79022              *
*                                                                              *
*                                                                              *
*        MEMBER   Actual Share:     0.5000                                     *
*                                                                              *
*                 Permitted Flag:   D                                          *
*                 Permitted Share:  1.0000                                     *
*                                                                              *
*                                                                              *
*                                                                              *
*  Cmd3-Previous Screen                    Press Enter to continue or (D)elete *
*                                                                              *
*******************************************************************************
```

Continued on the next page

D
Example of Revising Entity Records (Continued)

After making the desired changes, PRESS "Enter" to return to Screen MAD501E1. ENTER "U" to update the entity to reflect the changed member record. The following sample screen demonstrates a correctly updated entity record. Notice that:

- the permitted share of the member revised has been adjusted
- the share of the corporation has been reduced to reflect the declined member share.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501E1      *
* Entity File                                 Version AA01  10/02/97 09:02 Term F3*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   E N T I T Y                               *
*           Entity - Name: SAX FARMING INC                                     *
*           Entity - Type: Corporation                      ID: 759587503 E    *
*                     Share: 0.5000  Effective - Date: 01 / 23 / 95 Year: 98   *
*                                                            ....Shares....   *
*   #  Prmtd     Member Name                 ID Number   Entity Actual  Prmtd  *
*  001 Y         STACK PRENLEN               441-98-8534   01   0.5000  0.0000 *
*  002 Y         SIDWELL HAWKINS             450-42-5066   01   0.5000  0.5000 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                        Total: 1.0000  0.5000 *
*   Entity file has been updated                                               *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                              *
*******************************************************************************
```

Note: The updated member record will be recorded **only** if "U" is entered to update on Screen MAD501E1. The message, "Entity file has been updated", will be displayed after "U" is entered.

381 Deleting Entity Records

A Introduction

Unlike revisions, which involve only the members of the entity record, both entity members and the entity itself may be deleted. This paragraph explains both types of deletions.

B When to Delete Entire Entity

County Offices should delete an entity from the applicable year entity file when:

- the entity is no longer active on any farm in that county
- the entity is not currently earning and will likely not in the future earn a FSA program payment in that county.

Example: Estates of duration greater than 2 program years after the program year in which the grantor dies should, unless circumstances warrant, be deleted from the entity file.

C Deleting Entire Entity

To delete an entire entity, take the following steps.

Step	Screen	Entry
1	Screen MAD501E1	ENTER "D" to delete the entity.
2	Screen MAD501E1	ENTER "U" to confirm the deletion.

Continued on the next page

D

Example of Deleting Entire Entity

In this example, removal of the sole member of the revocable trust will cause the entire trust to be deleted in the CY entity file.

To delete the entire entity, ENTER "D" at the cursor and PRESS "Enter".

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501E1      *
* Entity File                                Version AA01  10/02/97 09:18 Term F3*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   E N T I T Y                               *
*           Entity - Name: BAIRD TRUST                                         *
*           Entity - Type: Revocable Trust                  ID: 747727707 E    *
*                      Share: 1.0000  Effective - Date: 05 / 08 / 80 Year: 98  *
*                                                                ....Shares....*
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd  *
*  001   Y       JACK BAIRD                   436-22-0966   01   1.0000  1.0000 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                       Total: 1.0000  1.0000  *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity  D  *
*                                                                              *
*******************************************************************************
```

Continued on the next page

D
Example of Deleting Entire Entity (Continued)

The entity and its member are not deleted until "U" is entered to update on the same screen. The following sample screen shows the result of entering "U" to update.

```
*******************************************************************************
*                       341-K MOORE DARIN            Modify      MAD501E1      *
* Entity File                                 Version AA01  10/02/97 09:18 Term F3*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   E N T I T Y                               *
*           Entity - Name: BAIRD  TRUST                                        *
*           Entity - Type: Revocable Trust                  ID: 747727707 E    *
*                      Share: 1.0000  Effective - Date: 05 / 08 / 80 Year: 98  *
*                                                              ....Shares....  *
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd  *
*  001 * Y       JACK BAIRD                   436-22-0966   01   1.0000  1.0000 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*   Member deleted - to reactivate, enter # or Add ID     Total: 0.0000  0.0000 *
*   Entity file has been updated                                               *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity  D  *
*                                                                              *
*******************************************************************************
```

Note the following:

- asterisk by the member, indicating a deleted member
- highlighted "Entity file has been updated" message
- new value in the "Total" field for actual and permitted share.

Continued on the next page

E
Deleting Members of Entity

Delete members of an entity according to this table.

Step	Screen	Entry
1	Screen MAD501E1	Enter the number of the member to be deleted in the "Enter # of Member to Modify" field and PRESS "Enter".
2	Screen MAD501E3	ENTER "D" to delete the member from the entity.
3	Screen MAD501E1	ENTER "U" to update.

Note: Remember that all entities should have an actual share equal to 1.0000. After deletion, the shares of the remaining members of the entity must be updated to ensure that the actual share equals 1.0000.

F
Example of Deleting Entity Records

In the following example, member 001 of Brockman & Co. has sold her stock in Latham & Co. to member 002. First, select the member to modify, which in this case is member 001.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501E1       *
* Entity File                                  Version AA01  10/02/97 09:26 Term F3*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   E N T I T Y                               *
*           Entity - Name: BROCKMAN & CO                                       *
*           Entity - Type: Corporation                        ID: 770997617 E  *
*                      Share: 1.0000  Effective - Date: 05 / 01 / 48 Year: 98  *
*                                                              ....Shares....  *
*   #  Prmtd     Member Name                 ID Number   Entity Actual  Prmtd   *
*  001   Y       MELANIE GLICK               545-11-9412   01   0.1429  0.1429  *
*  002   Y       DOROTHEA MARTIN BROCKMAN    118-45-9183   01   0.1428  0.1428  *
*  003   Y       URIAH BROCKMAN              171-21-0673   01   0.1429  0.1429  *
*  004   Y       MARTIN BROCKMAN             011-87-3839   01   0.1428  0.1428  *
*  005   Y       KENNEDY MEYER               910-21-7591   01   0.1429  0.1429  *
*  006   Y       NASHIQUA BAILOR BROCKMAN    811-01-4254   01   0.1428  0.1428  *
*  007   Y       TUCKER QUINN                119-43-9215   01   0.1429  0.1429  *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                        Total: 1.0000  1.0000  *
*                                                                               *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify  001   *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity      *
*                                                                               *
*******************************************************************************
```

Continued on the next page

F Example of Deleting Entity Records (Continued)

After selecting the member, Screen MAD501E3 will be displayed. ENTER "D" at the cursor to delete the member.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501E3      *
* Entity File                                Version AA01  10/02/97 09:27 Term F3*
* ---------------------------------------------------------------------------- *
*                    M E M B E R     I N F O R M A T I O N                     *
*         Entity - Name: Brockman & CO                                         *
*         Entity - Type: Corporation                        ID: 770997617 E    *
*                      Share: 1.0000  Effective - Date: 05 / 01 / 47 Year: 98  *
*                                                              ....Shares....  *
*       MEMBER  ID and Type:                                                   *
*               Entity Type:      Individual                                   *
*               Name & Address:   MELANIE GLICK                                *
*                                 RR #2                                        *
*                                 WARSAW      TX  79021                        *
*                                                                              *
*       MEMBER  Actual Share:      .1429                                       *
*               Permitted Flag:   Y                                            *
*               Permitted Share:   .1429                                       *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*  Cmd3-Previous Screen                  Press Enter to continue or (D)elete  D *
*                                                                              *
*                                                                              *
*******************************************************************************
```

The member is not deleted until "U" is entered to update on Screen MAD501E1. The following screen shows the result of entering "U" to update.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501E1      *
* Entity File                                Version AA01  10/02/97 09:26 Term F3*
* ---------------------------------------------------------------------------- *
*     M E M B E R S   O F   T H E   E N T I T Y                                *
*          Entity - Name: BROCKMAN & CO                                        *
*          Entity - Type: Corporation                        ID: 770997617 E    *
*                      Share: 0.8571  Effective - Date: 05 / 01 / 48 Year: 98  *
*                                                              ....Shares....  *
*   #  Prmtd     Member Name                 ID Number   Entity Actual  Prmtd   *
*  001 * Y       MELANIE GLICK               545-11-9412   01   0.1429  0.1429  *
*  002   Y       DOROTHEA MARTIN BROCKMAN    118-45-9183   01   0.1428  0.1428  *
*  003   Y       URIAH BROCKMAN              171-21-0673   01   0.1429  0.1429  *
*  004   Y       MARTIN BROCKMAN             011-87-3839   01   0.1428  0.1428  *
*  005   Y       KENNEDY MEYER               910-21-7591   01   0.1429  0.1429  *
*  006   Y       NASHIQUA BAILOR BROCKMAN    811-01-4254   01   0.1428  0.1428  *
*  007   Y       TUCKER QUINN                119-43-9215   01   0.1429  0.1429  *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                        Total: 0.8571  0.8571  *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
* Actual shares must equal 1.0000 before update is selected.                   *
*******************************************************************************
```

The automated system will not allow the record to be updated until the actual shares of the entity equal 100 percent. In this case, member 002's actual shares are updated to reflect the increase in her stock in the corporation.

Note: It is also possible to add another member to the entity, allocating the previous member's shares to the new member.

Continued on the next page

F Example of Deleting Entity Records (Continued)

Select member 002 and follow the steps in subparagraph 396 D to revise the member record.

The update is not complete until the message, "Entity file has been updated", is displayed on Members of the Entity Screen MAD501E1, as shown in this example.

```
*******************************************************************************
*                       341-K MOORE DARIN            Modify      MAD501E1      *
* Entity File                                 Version AA01  10/02/97 09:26 Term F3*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   E N T I T Y                               *
*           Entity - Name: BROCKMAN & CO                                       *
*           Entity - Type: Corporation                        ID: 770997617 E  *
*                      Share: 1.0000  Effective - Date: 05 / 01 / 48 Year: 98  *
*                                                                ....Shares....*
*   #  Prmtd     Member Name                 ID Number   Entity Actual  Prmtd  *
*  001 * Y       MELANIE GLICK               545-11-9412   01   0.1429  0.1429 *
*  002   Y       DOROTHEA MARTIN BROCKMAN    118-45-9183   01   0.2857  0.2857 *
*  003   Y       URIAH BROCKMAN              171-21-0673   01   0.1429  0.1429 *
*  004   Y       MARTIN BROCKMAN             011-87-3839   01   0.1428  0.1428 *
*  005   Y       KENNEDY MEYER               910-21-7591   01   0.1429  0.1429 *
*  006   Y       NASHIQUA BAILOR BROCKMAN    811-01-4254   01   0.1428  0.1428 *
*  007   Y       TUCKER QUINN                119-43-9215   01   0.1429  0.1429 *
*                                                                              *
*                                                                              *
*                                                                              *
*   * Member deleted - to reactivate, enter # or Add ID   Total: 1.0000  1.0000 *
*   Entity file has been updated                                               *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                              *
*******************************************************************************
```

Note the:

- updated permitted shares for the entity
- message, "Entity file has been updated"
- asterisk in the "Prmtd" column for the deleted member
- **nonupdated** actual and permitted shares for the deleted member; these values, though visible, are not included in the share calculation. The member will not appear when the entity is accessed again.

382-391 (Reserved)

392 Embedded Entity General Information

A
Overview

An embedded entity is added to the entity file in much the same way as an nonembedded entity is added. It is important, however, to be aware of the differences between the 2 processes.

B
Embedded Versus Nonembedded Entities

Embedded entities are members of other entities. County software allows access to the embedded entity:

- directly, to revise or view data pertaining to the embedded entity and its members

  Note: When adding a member to an embedded entity, the user is able to designate or decline **all** entities in which the added producer has just become a member.

- indirectly, by accessing the entity the embedded entity is a member of, to revise or view data for the embedded entity and its members' **relationship to the senior payment entity**.

393 Adding Embedded Entities to the Entity File

A Introduction

To add an embedded entity to the entity file, all entities and their members must be loaded on and active in NAM for the applicable year.

B Accessing Entity File

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: • the ID number and type of the **entity to be embedded** • the last 4 digits of the ID number of the **entity to be embedded** • the name of the **entity to be embedded**.

Note: See paragraphs 378 and 379 for examples of the screens listed in this table.

Continued on the next page

C
Loading Embedded Entity

After accessing the entity to be embedded according to subparagraph B, load the entity according to the following table.

Step	Screen	Entry
1	Screen MAB44002	Enter the effective date from the appropriate CCC-502, item 4, Date Entity Formed, and PRESS "Enter" to update.
2	Screen MAD501E1	ENTER "A" to add a producer.
3	Screen MAD50201	Enter the ID number or name as requested. PRESS "Enter". When the member has been selected, Screen MAD501E3 will be displayed.

Note: See subparagraph 379 E for an example of Screen MAD501E3.

Continued on the next page

D
Loading Members of Embedded Entity

Screen MAD501E3 displays the member selected for loading into the embedded entity. Enter information on Screen MAD501E3 relating to the embedded entity and its member according to the following table.

Step	Action	
1	Enter the member's percent of ownership share from CCC-502C or CCC-502D, item 5. **Example:** ENTER ".5000" for a 50 percent share.	
2	Set the member's permitted flag to 1 of the following: • "Y", if the member wants to select the entity to be embedded as 1 of the 3 permitted entity designations • "D", if the member wants to decline the entity to be embedded as 1 of the 3 permitted entity designations • "I", if interest is less than 10 percent and COC determines interest is not substantial beneficial interest • "blank", if the determination is pending.	
3	PRESS "Enter" to accept the member selected and the information entered. After "Enter" is pressed, Screen MAD501E3 will be redisplayed showing the added member.	
4	**IF there are...**	**THEN...**
	more members to add	position the cursor in the last field and ENTER "A" to add another member to the embedded entity. Repeat the steps in this paragraph for each member to add to the embedded entity.
	no more members to add	position the cursor in the last field and ENTER "U" to update the entity file.

Continued on the next page

D Loading Members of Embedded Entity (Continued)

Step	Action	
5	PRESS "Cmd4" to select the senior payment entity that the entity just loaded is to be embedded in.	
6	**IF the senior payment entity...**	**THEN...**
	must be loaded	go to paragraph 395.
	already exists	go to paragraph 394.

E Updating Permitted Flags for Members of Embedded Entities

When entering an embedded entity in the entity file, update the permitted flag for members of the embedded entity to:

- "D", if the embedded entity will not be earning a direct payment, or the entity is earning payment, but the embedded entity member chooses not to designate the embedded entity for payment

  Note: Members of the embedded entity usually do not designate the embedded entity for payment, but earn instead the share of the senior payment entity's payment through the embedded entity.

- "Y", if the embedded entity will be earning a direct payment, and the embedded entity member chooses to designate the embedded entity for payment

- nothing, if the determination is pending or unknown.

Continued on the next page

E
Updating Permitted Flags for Members of Embedded Entities (Continued)

Screen MAD501E5 will be displayed once for each entity in which the embedded member has become a member. This enables the user to designate or decline the member's interest in all entities the member has become involved in without having to access the entities individually.

```
Common Provisions    001-ADAMS              Update      MAD501E5
Entity Update                        Version: AA01  10/02/97 10:18 Term E2
-----------------------------------------------------------------------------------------

                                   Year:  98

    The Permitted Flag for 188777666 S is blank as a
    member of 761111111 E thru 756555453 E Please
    enter a new flag or press Cmd8 to bypass updating
    this record.

    The actual share of 188777666 S in 761111111 E is 0.1677

    Permitted Flag: _


Enter=Continue Cmd8=Bypass Record
```

F
Important Reminders

When the embedded entity is accessed directly, rather than through the senior payment entity, the member information entered on Screen MAD501E3 relates directly to the embedded entity.

Note: Enter permitted flag values for members of the embedded entity when first creating the embedded entity, **not** when entering the embedded entity as a member of the senior payment entity.

When accessing the embedded entity directly, the actual share information entered for embedded entity members must reflect the member's share in the embedded entity, not the senior payment entity.

394 Embedding Entities

A Introduction

After loading the entity to be embedded into the entity file, embed the entity in the senior payment entity. This will enable the software to correctly monitor permitted entity designations for members of permitted entities.

B Selecting the Senior Payment Entity

Follow this table to select the senior payment entity.

Note: See paragraph 393 for information on accessing the entity file or to load embedded entities if this has not already been done.

Step	Screen	Enter
1	Screen MAB44000	Enter the entity year of the senior payment entity to be accessed.
2	Screen MAB44001	Enter 1 of the following: • the **senior payment entity** ID number and type • the last 4 digits of the **senior payment entity** ID number • the **senior payment entity** name.

Note: If the senior payment entity has not been loaded in the entity file, see paragraph 395.

Continued on the next page

C
Embedding the Entity

Follow this table to embed the entity into the senior payment entity.

Step	Screen	Entry
1	Screen MAB44002	PRESS "Enter" to proceed to the next screen.
2	Screen MAD501E1	ENTER "A" to add a producer.
3	Screen MAD50201	Enter the **embedded entity** ID number or name as requested. PRESS "Enter". When the embedded entity has been selected, Screen MAD501E3 will be displayed.
4	Screen MAD501E3	PRESS "Enter" to continue. Screen MAD504E1 will be displayed.

Note: See subparagraph 379 E for an example of Screen MAD501E3.

D
Embedded Entity Members Update Screen MAD504E1

Screen MAD504E1 displays the members of the embedded entity. Enter information about the embedded entity members' relationship with the senior payment entity on this screen.

```
*******************************************************************************
*                      999-TRAINING COUNTY          Modify      MAD504E1       *
* Entity File                                Version AA01  10/02/97 16:23 Term F3*
* ---------------------------------------------------------------------------- *
*           M E M B E R S   O F   T H E   E M B E D D E D   E N T I T Y        *
* Member - Name:  RACHEL TENBROOK ESTATE                                       *
* Member - Type:  Estate                            ID: 75-6555453  E          *
* Permitted - Flag:    Share: 0.3333  Effective - Date: 05 / 01 / 94 Year: 98  *
*                                                                              *
*   # Prmtd   Name                            ID Number   Entity Share   Prmtd  *
*  001      KENNETH THOMAS                    188-77-7666   01   0.1677  0.0000 *
*  002      MORRIS KATZER                     282-82-8282   01   0.1667  0.1667 *
*  003      DUNCAN DARK                       353-43-5353   01   0.1666  0.1666 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                        Total: 0.5000  0.3333 *
*                                                                              *
*                                            Enter # of Entity to Process      *
*  Cmd3-Previous Screen                       or (U)pdate to record changes    *
*                                                                              *
*******************************************************************************
```

Continued on the next page

E

Setting Embedded Entity Member Information

Set the permitted flags for the members of the embedded entity on Screen MAD504E1. These flags determine whether the members of the embedded entity are selecting the **senior payment entity** for payment.

Step	Action
1	Set the embedded member's permitted flag to 1 of the following: • "Y", if the senior payment entity is 1 of the 3 permitted entities selected for payment • "D", if the senior payment entity is declined as 1 of the 3 permitted entities or must decline payment because of a 6-CP compliance violation • "I", if the cumulative embedded member interest in the senior payment entity is less than 10 percent and no determination of substantial beneficial interest has been made by COC **Note:** See subparagraph 398 C for an example of determining substantial beneficial interest for members of embedded entities. • "blank", if the determination is pending.
2	ENTER "U" to update the entity file, and PRESS "Cmd3" to select a new entity or "Cmd7" to end.

Do **not** set the members' percent of ownership share on Screen MAD504E1. The figure shown in the "Share" field in subparagraph D is calculated by the software, and reflects the embedded member's share in senior payment entity through the embedded entity. See subparagraph 396 B for information on adjustments that affect embedded entity member shares in the senior payment entity.

395 Loading the Senior Payment Entity

A
Overview

This paragraph provides instructions for County Offices that have created an entity to be embedded in a senior payment entity, but find that the senior payment entity is not yet loaded into the applicable year JOP/PEM file. This paragraph explains how to:

- build the senior payment entity
- designate actual shares for the direct members of the senior payment entity
- designate permitted entity selections for direct or indirect members of the senior payment entity
- update the senior payment entity.

B
Reminder

To add a senior payment entity to the entity file, the entity and its members must be loaded on and active in NAM for the applicable year.

Continued on the next page

C
Accessing the Entity File

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: • the ID number and type of the **senior payment entity** • the last 4 digits of the ID number of the **senior payment entity** • the name of the **senior payment entity**.

Note: See paragraphs 378 and 379 for examples of the screens listed in this table.

Continued on the next page

D
Loading the Senior Payment Entity

Load a senior payment entity into the entity file according to this table.

Step	Screen	Entry
1	Screen MAB44002	Enter the effective date from the appropriate CCC-502, item 4, Date Entity Formed, and PRESS "Enter" to update.
2	Screen MAD501E1	ENTER "A" to add a producer.
3	Screen MAD50201	Enter the ID number or name as requested. PRESS "Enter". When the member has been selected, Screen MAD501E3 will be displayed. **Note:** The member to be added must be active in NAM to be loaded in the entity file.

Note: See subparagraph E for an example of Screen MAD501E3.

Continued on the next page

E
Loading Members of the Senior Payment Entity

Screen MAD501E3 displays the member selected for loading into the senior payment entity. Different information must be updated on Screen MAD501E3, depending on the type of member selected for membership in the senior payment entity.

If the member loaded is:

- a "warm body", that is, has an entity type of 01, 07(S), 08, 09, 11 through 16, or 99, the following version of Screen MAD501E3 will be shown when the member is added to the senior payment entity

- not a "warm body", that is, has an entity type of 02 through 09 (excluding 07 S), 10, 17, or 18, see subparagraph 393 D for setting embedded entity member information.

```
*******************************************************************************
*                      999-TRAINING COUNTY          Modify      MAD501E3      *
* Entity File                                Version AA01  10/02/97 13:10 Term F4*
* ---------------------------------------------------------------------------- *
*                    M E M B E R     I N F O R M A T I O N                     *
*         Entity - Name: HAGGARD FARMS, INC                                    *
*         Entity - Type: Corporation                        ID: 76-1111111  E  *
*                     Share: 0.0000  Effective - Date: 05 / 01 / 94   Year: 98 *
*                                                                              *
*       MEMBER   ID and Type:     019-29-3949 S                                *
*                Entity Type:     Individual                                   *
*                Name & Address:  JIM LINDLEY                                  *
*                                 9100 QUAKER LANE                             *
*                                 WEBSTERS CROSSING    NY  14321               *
*                                                                              *
*                                                                              *
*       MEMBER   Actual Share:      .5000                                      *
*                                                                              *
*                Permitted Flag:   Y                                           *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*  Cmd3-Previous Screen                             Press Enter to continue    *
*                                                                              *
*******************************************************************************
```

County Offices must enter data in both the "Actual Share" and "Permitted Flag" fields of the individual to update the record.

Continued on the next page

E Loading Members of the Senior Payment Entity (Continued)

Do the following on Screen MAD501E3.

Step	Action	
1	Enter the member's percent of ownership share from CCC-502C or CCC-502D, item 5. **Example:** ENTER ".5000" for a 50 percent share.	
2	Set the member's permitted flag to 1 of the following: • "Y", if the member wants to select the senior payment entity as 1 of the 3 permitted entity designations • "D", if the member wants to decline the senior payment entity as 1 of the 3 permitted entity designations • "I", if cumulative interest in the senior payment entity is less than 10 percent and COC determines interest is not substantial beneficial interest • "blank", if the determination is pending.	
3	PRESS "Enter" to accept the member selected and the information entered. After "Enter" is pressed, Screen MAD501E3 will be redisplayed showing the added member.	
4	**IF there are...**	**THEN...**
	more members to add	position the cursor in the last field and ENTER "A" to add another member to the senior payment entity. Repeat the steps in this paragraph for each member to add to the senior payment entity.
	no more members to add	position the cursor in the last field and ENTER "U" to update the entity file.
5	PRESS "Cmd3" to select another entity to process or "Cmd7" to exit.	

Continued on the next page

F
Loading Entities To Be Embedded in the Senior Payment Entity

If the member to be loaded is an entity, this version of Screen MAD501E3 will be shown.

```
*******************************************************************************
*                      999-TRAINING COUNTY          Modify      MAD501E3       *
* Entity File                                Version AA01  10/02/97 13:10 Term F4*
* ---------------------------------------------------------------------------- *
*                    M E M B E R     I N F O R M A T I O N                     *
*         Entity - Name: HAGGARD FARMS, INC                                    *
*         Entity - Type: Corporation                        ID: 76-1111111  E  *
*                     Share: 0.0000  Effective - Date: 05 / 01 / 94   Year: 98 *
*                                                                              *
*        MEMBER   ID and Type:     75-6555453 S                                *
*                 Entity Type:     Estate                                      *
*                 Name & Address:  RACHEL TENBROOK ESTATE                      *
*                                  222 S FINDIY ST                             *
*                                  ALABASH              VA  20012              *
*                                                                              *
*                                                                              *
*        MEMBER   Actual Share:      .5000                                     *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*  Cmd3-Previous Screen                              Press Enter to continue   *
*                                                                              *
*******************************************************************************
```

County Offices must enter data in the "Actual Share" field on Screen MAD501E3, but will not be able to enter permitted flag information because "warm bodies" designate permitted entities, not entities.

PRESS "Enter" on Screen MAD501E3 to bring up Screen MAD504E1. The permitted entity designations for the embedded entity members is entered on this screen. See subparagraph 394 E for information on which designation to set for the embedded member.

G
Important Reminder

When the embedded entity is accessed indirectly through the senior payment entity, the member information entered on Screen MAD504E1 relates directly to the senior payment entity.

If a member of an embedded entity is selecting the senior payment entity as 1 of its permitted entity designations, update the "Permitted Flag" field to "Y" for that member on Screen MAD504E1.

---

396 Revising Embedded Entity Records

A Introduction

County software enables the user to revise embedded entity records to reflect changes in:

- the actual member share in the embedded entity
- the permitted entity designation of the embedded member.

B Determining Embedded Member's Actual Share in Senior Payment Entity

The actual share an embedded member has in the senior payment entity can be determined by accessing the embedded member through the senior payment entity. Screen MAD504E1 will list the actual and permitted share the embedded member has in the senior payment entity, as well as whether the embedded member has designated the senior payment entity for payment.

C Example of Embedded Member Actual Share

The following example demonstrates how embedded member actual share is determined by the system.

Wayne is an embedded member of Haggard Farms, Inc., through the Rachel Tenbrook Estate. Shares in the 2 organizations are as follows:

- Wayne has a 40 percent share in the Rachel Tenbrook Estate
- the Rachel Tenbrook Estate has a 50 percent share in Haggard Farms, Inc.

The actual share Wayne has in Haggard Farms, Inc., through the Rachel Tenbrook Estate is .4000 x .5000, or .2000. Wayne has a 20 percent share in Haggard Farms, Inc.

Continued on the next page

D
Revising Permitted Entity Designation for Embedded Member of Senior Payment Entity

The permitted flag for embedded members of the senior payment entity must be updated manually. Follow these tables to update the permitted flag for embedded members of the senior payment entity.

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: • the ID number and type of the **senior payment entity** • the last 4 digits of the ID number of the **senior payment entity** • the name of the **senior payment entity**.
6	Screen MAB44002	PRESS "Enter" to continue.
7	Screen MAD501E1	Enter the number of the member to modify.
8	Screen MAD501E3	PRESS "Enter" to continue. **Note:** See subparagraph 395 E to update actual shares of the embedded entity.

Continued on the next page

D
Revising Permitted Entity Designation for Embedded Member of Senior Payment Entity (Continued)

Step	Menu or Screen	Entry
9	Screen MAD504E1	Move the cursor to the "Permitted Flag" field of the member to modify. Set the member's permitted flag to 1 of the following: • "Y", if the member wants to select the senior payment entity as 1 of the 3 permitted entity designations • "D", if the member wants to decline the senior payment entity as 1 of the 3 permitted entity designations • "I", if cumulative interest in the senior payment entity is less than 10 percent and COC determines interest is not substantial beneficial interest • "blank", if the determination is pending. ENTER "U" to update the record.

Continued on the next page

D Revising Permitted Entity Designation for Embedded Member of Senior Payment Entity (Continued)

After updating the member of the embedded entity, Screen MAD501E1 will be displayed. Notice that:

- "R" has been placed in the "Permitted Flag" field for the embedded entity
- the permitted share of the embedded entity in the senior payment entity has been reduced by the amount of the declined embedded entity member share (0.1667)
- the actual share of the embedded entity in the senior payment entity is unchanged.

This indicates that the embedded entity now has a reduced share in the senior payment entity, because 1 of the embedded entity's members declined payment from the senior payment entity through the embedded entity.

```
*******************************************************************************
*                      999-TRAINING COUNTY          Modify      MAD501E1      *
* Entity File                                Version AA01  10/02/97 16:23 Term F3*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   E N T I T Y                               *
*           Entity - Name: HAGGARD FARMS, INC                                  *
*           Entity - Type: Corporation                      ID: 75-6555453 E   *
* Permitted - Flag:    Share: 0.8333  Effective - Date: 05 / 01 / 94 Year: 98  *
*                                                                              *
*   # Prmtd   Name                            ID Number   Entity Share   Prmtd  *
*  001  Y   JIM LINDLEY                       019-29-3949   01   0.5000  0.5000 *
*  002  R   RACHEL TENBROOK ESTATE            75-6555453    06   0.5000  0.3333 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                        Total: 1.0000  0.8333 *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                              *
*******************************************************************************
```

Continued on the next page

396 Revising Embedded Entity Records (Continued)

D
Revising Permitted Entity Designation for Embedded Member of Senior Payment Entity (Continued)

Complete the update by positioning the cursor at the bottom right corner of Screen MAD501E1. ENTER "U" to update the record. The following is updated Screen MAD501E1.

```
*******************************************************************************
*                       999-TRAINING COUNTY          Modify      MAD501E1      *
* Entity File                                 Version AA01  10/02/97 16:23 Term F3*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   E N T I T Y                               *
*           Entity - Name: HAGGARD FARMS, INC                                  *
*           Entity - Type: Corporation                      ID: 75-6555453 E   *
* Permitted - Flag:    Share: 0.8333  Effective - Date: 05 / 01 / 94 Year: 98  *
*                                                                              *
*   # Prmtd   Name                            ID Number   Entity Share   Prmtd  *
*  001  Y   JIM LINDLEY                       019-29-3949   01   0.5000  0.5000 *
*  002  R   RACHEL TENBROOK ESTATE            75-6555453    06   0.5000  0.3333 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                        Total: 1.0000  0.8333 *
*   Entity file has been updated                                               *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                      (U)pdate to record changes (A)dd, or (D)elete Entity    *
*                                                                              *
*******************************************************************************
```

397 Adding New Members to Embedded Entities

A
Introduction

County software enables the user to set permitted entity designations for all entities without having to access the entities directly. After the user designates the producer's share in the embedded entity, a screen will be displayed to designate the producer's share in the senior payment entity.

Continued on the next page

B

Example of Adding New Members to Embedded Entity

This example describes how to designate or decline all entities in which a member is involved by accessing only 1 entity.

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: • the ID number and type of the **embedded entity** • the last 4 digits of the ID number of the **embedded entity** • the name of the **embedded entity**.
6	Screen MAB44002	PRESS "Enter" to go to the next screen.
7	Screen MAD501E1	ENTER "A" to add a producer.
8	Screen MAD50201	Enter the **embedded member's** ID number or name as requested. PRESS "Enter". When the embedded member has been selected, Screen MAD501E3 will be displayed.
9	Screen MAD501E3	Enter the actual share for the added embedded member. Enter the permitted flag value according to subparagraph 379 E.
10	Screen MAD501E1	ENTER "U" to update.
11	Screen MAD501E5	Enter the permitted flag value, which indicates whether the embedded member is designating the entity for payment.
12	Screen MAD501E1	ENTER "U" to update.

398 Determining Substantial Beneficial Interest for Embedded Members

A
Overview

Substantial beneficial interest, as described in 1-PL, subparagraph 184 A, is defined as an ownership interest of either of the following:

- 10 percent or more in any entity

  Note: In determining whether this interest equals at least 10 percent, all interests in the entity that are owned by an individual or entity, directly or indirectly, shall be taken into consideration.

- less than 10 percent, if determined on a case-by-case basis by COC.

County software validates the rule by prohibiting the user from entering "I", indicating less than 10 percent interest, as a permitted flag designation for any member with a 10 percent or greater interest in an entity.

County software does not validate substantial beneficial interest in certain cases involving embedded entities, as described in subparagraphs B and C. As shown in subparagraph C, county software allows entering "I" in the "Permitted Flag" field for a member of an entity, which should either select or decline the entity for payment. In these cases, County Offices are responsible for manually determining substantial beneficial interest for the member.

B
When Manual Substantial Beneficial Interest Determination Is Required

A user-assisted substantial beneficial interest determination is required when a member of a particular entity meets all of the following:

- is a direct member of the entity
- is an indirect (embedded) member of the same entity
- has a cumulative actual share in the senior payment entity of 10 percent or greater. A cumulative actual share is obtained by multiplying the direct actual share the member has in the senior payment entity by the indirect actual share the member has in the senior payment entity.

The product obtained is the cumulative actual share; if 10 percent or greater, designate or decline 1 of the shares for the member.

Continued on the next page

C
Example of Embedded Entity Member Substantial Beneficial Interest Determination

In this example, the County Office must manually determine whether a member has a substantial beneficial interest in an entity.

Laura has no individual interest in farming and is combined with no one who does. She is therefore allowed to designate 3 entities for payment, according to 1-PL, subparagraph 183 B.

Laura has an 8 percent direct interest in Trust R and a 25 percent direct interest in Corporation A.

Corporation A has a 10 percent direct interest in Trust R.

Laura has an indirect interest of 2.5 percent in Trust R through Corporation A (.2500 x .1000).

Laura has 3 separate designations to make, based on her interest:

- directly, in Corporation A (25 percent share)
- directly, in Trust R (8 percent share)
- indirectly, in Trust R, through Corporation A (2.5 percent).

At first glance it may appear that Laura must only designate 1 of the 3 permitted entities, since in only 1 of the 3 is her interest 10 percent or greater. Pay attention to the fact that 2 of these interests are in the same entity, Trust R. The note in 1-PL, subparagraph 184 A, repeated in subparagraph A, reminds the user to take all interest in an entity into consideration when making a substantial beneficial interest determination.

Since the cumulative share Laura has in Trust R is 10.5 percent, Laura must *--designate both interests in the Trust for the Trust to receive payment for her cumulative share in the Trust. Because she has an interest in the Trust at different levels, she cannot claim that her share in the Trust through the corporation is insubstantial.

Laura must use 3 permitted entity designations to select the 3 interests listed in--* this example.

399 Deleting Embedded Entity Records

A Introduction

County Offices can delete embedded entity records in much the same way as nonembedded entity records are deleted. County Offices must be certain to distinguish between methods to:

- delete an embedded entity member
- delete an entire embedded entity
- delete the senior payment entity.

B Methods for Deletion

Of the 3 types of deletion, 2 must be performed by accessing the senior payment entity. Only when deleting a specific embedded entity member is the user unable to perform the deletion by accessing the member through the senior payment entity.

Continued on the next page

C
Deleting Embedded Entity Members

Follow these tables to delete an embedded entity member.

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: • the ID number and type of the **embedded entity** • the last 4 digits of the ID number of the **embedded entity** • the name of the **embedded entity**.
6	Screen MAB44000	PRESS "Enter" to continue.
7	Screen MAD501E1	Enter the number of the member to modify.
8	Screen MAD501E3	ENTER "D" to delete.
9	Screen MAD501E1	Enter 1 of the following 3 options: • "A" to add another member to the entity **Note:** See subparagraph 393 D to add the member. • the number of the member to modify; add the remaining shares to the member, and ENTER "U" to update the record • the number of the deleted member to reactivate the record. After all changes have been made to the record, ENTER "U" to update the record.

Continued on the next page

D

Deleting Entire Embedded Entity

Follow these tables to delete an entire embedded entity.

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: • the ID number and type of the **senior payment entity** • the last 4 digits of the ID number of the **senior payment entity** • the name of the **senior payment entity**.
6	Screen MAB44000	PRESS "Enter" to continue.
7	Screen MAD501E1	Enter the number of member to modify.
8	Screen MAD501E3	ENTER "D" to delete.
9	Screen MAD501E1	Enter 1 of the following 3 options: • "A" to add another member to the entity **Note:** See subparagraph 395 E to add the member. • the number of the member to modify; add the remaining shares to the member, and ENTER "U" to update the record • the number of the deleted member to reactivate the record. After all changes have been made to the record, ENTER "U" to update the record. PRESS "Cmd7" to end process or "Cmd3" to select another entity to process.

Continued on the next page

E
Deleting Senior Payment Entity

The user can elect to delete the senior payment entity. This process deletes not only the senior payment entity from the entity file, but also removes any embedded entities and their members from the file.

For example, if the Timberman Corporation, a senior payment entity containing embedded entities, were to be dissolved, the county software would allow the direct deletion of the Timberman Corporation from the entity file. All direct and embedded members of the corporation do not have to be deleted before the corporation's deletion.

Follow these tables to delete the senior payment entity.

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: • the ID number and type of the **senior payment entity** • the last 4 digits of the ID number of the **senior payment entity** • the name of the **senior payment entity**.

Continued on the next page

E
Deleting Senior Payment Entity (Continued)

Step	Menu or Screen	Entry
6	Screen MAB44000	PRESS "Enter" to continue.
7	Screen MAD501E1	ENTER "D" to delete.
8	Screen MAD501E1	Enter 1 of the following 4 options: • "U" to confirm deletion of the senior payment entity, and PRESS "Cmd7" to end process or "Cmd3" to select another entity • "A" to reactivate the senior payment entity by adding members to the entity **Note:** See subparagraph 395 E to add additional members. • "Cmd7" to end process without deleting the senior payment entity • "Cmd3" to select a new entity to process without deleting the senior payment entity. PRESS "Cmd7" to end process or "Cmd3" to select another entity to process.

400-409 (Reserved)

Section 4 Suspensions

410 How Suspensions Occur

A Definition of Suspended Producer

A suspended producer is either of the following:

- a multicounty producer who has designated more than the allowable 3 permitted designations
- a non-multicounty producer, combined with a producer in another county, who together have designated more than the allowable 3 permitted designations.

Note: In all cases except this one, county level software does not allow a producer who is not multicounty to select more than 3 permitted entities.

B Suspension Process Summary

KCMO mainframe software ultimately determines whether a multicounty producer shall be suspended. For each producer on an uploaded record, the software counts all permitted entities using all available records to determine whether a change in a multicounty producer record has led to a suspension. If a suspension is merited, the mainframe updates all applicable producer records and downloads the records to the appropriate counties.

Note: It is possible for a non-multicounty producer to become suspended, as described in subparagraph A. The KCMO mainframe handles suspensions in these cases in much the same way as multicounty producer suspensions. As a result, non-multicounty producer suspensions will be considered the same as multicounty suspensions.

Continued on the next page

C
How Producer Is Suspended

The following table describes the suspension process for multicounty producers.

Step	Action
1	A multicounty producer adds to his or her designation count, through 1 or more of the following actions: • becoming a producer on a farm, and earning an individual payment on that farm • becoming a member of a joint operation • selecting a permitted entity for payment.
2	The changed record is uploaded to the KCMO mainframe.
3	KCMO performs a permitted entity count on the producers linked to the changed records. This includes the producer who was originally updated at the county level and any producers combined with that producer.
4	If KCMO determines that any of the producers have selected more than the allowed 3 designations, KCMO places an "S" flag in the: • "Permitted Flag" field in the JOP/PEM record, if applicable, of the original producer and any combined producers • "Actively Engaged" field in the eligibility record, if present, of the original producer and any combined producers. If KCMO determines that no suspension has occurred, go to step 5.
5	KCMO downloads the changed records to all counties where the original producer and any combined producers are active.
6	All States containing counties affected by the suspension receive Multicounty Entity Members Suspended Report MGRC60R1, if applicable. **Note:** See subparagraph 417 B for information on suspended producer reports.
7	All counties where the suspended producer is active receive Multicounty Entity Members Download Report MAB480-R002, indicating that 4 or more entities were selected by the suspended producer.

411 How to Correct Suspensions

A Overview

It is the responsibility of the suspended producer's control county to:

- determine how the producer was suspended
- instruct the applicable counties on how to modify the selection of entities.

B Correcting Suspensions

Follow this table to correct suspensions.

Step	Action
1	The control county: • determines why the producer was suspended • notifies producer if producer selected more than 3 permitted entities for payment • modifies the producer's permitted entity selection, if necessary • instructs applicable noncontrol County Offices to modify the producer's permitted entity selection, if necessary. **Note:** This includes updating county actively engaged and permitted entity flags from "S" to the chosen designation.
2	All updated records are uploaded to the mainframe in Kansas City during normal upload cycle. **Note:** Records not changed before the upload will not be uploaded.

Note: The State Office acts as coordinator, working with all counties to obtain the proper designation and remove the suspension.

Continued on the next page

411 How to Correct Suspensions (Continued)

B Correcting Suspensions (Continued)

Step	Action	
3	KCMO mainframe performs permitted entity count on uploaded records, except unchanged "S" records.	
4	**IF the count...**	**THEN the KCMO mainframe...**
	is within the designation limit	updates the now nonsuspended records, except nonuploaded "S" records, and downloads to the applicable counties.
	exceeds the designation limit	downloads: • the re-suspended records to all applicable counties, including counties containing suspended producers that were not uploaded • a State Suspended Report to the States of the re-suspended producers.

Note: It is no longer necessary for all counties involved in a particular suspension to upload the changes in the same cycle.

412 Counting Permitted Entities

A Overview

Exhibit 11 provides instructions for determining the permitted entity count for producers. The examples in this exhibit illustrate cases in which the user must determine how many and which permitted entity designations should be selected for a producer.

B Using MABDIG

MABDIG, or Subsidiary File Diagnostic Report, is the most effective tool for counting permitted entity designations. It is used in Exhibit 11 exclusively for illustrating producer information.

413 Entity Reports

A Introduction

This section includes the following topics:

- entity file report options
- system-generated entity report
- MABDIG reports
- County Office reports
- KCMO download reports
- State Suspended Reports.

B Purpose

County Offices should be familiar with several entity file reports. These reports:

- provide a snapshot of entity and member accounts
- document multicounty producer activity.

C Report Retention

For information on report retention, see 25-AS, Exhibit 29. Relevant subjects include:

- CM 2-1, Download Reports
- CM 2-2, Upload Reports
- CM 2-3, Start-of-Day/End-of-Day
- CM 2-4, State Reports
- CM 7, Subsidiary Files.

414 Entity File Report Options

A Purpose

For general information on entities or their members, access Screen MAB44201. These reports:

- contain specific data that is recorded in the entity file
- are particularly useful during subsidiary file rollover, as they provide a year-end record of producer data.

B Accessing Screen MAB44201

To access Screen MAB44201, ENTER "7", "Entity File and Payment Limitation Register", on Menu MAD000.

```
*******************************************************************************
* COMMAND                            MAD000                                F3 *
* Common Provision - Subsidiary Main Menu                                     *
* --------------------------------------------------------------------------- *
*                    1.  Power of Attorney                                    *
*                    2.  Fiduciary                                            *
*                    3.  Multiple County Producers                            *
*                    4.  Combined Producers                                   *
*                    5.  Eligibility                                          *
*                    6.  Joint Operations                                     *
*                    7.  Entity File and Payment Limitation Register          *
*                    8.  Print Producer Subsidiary File Data                  *
*                                                                             *
*                   10.  Payment Limitation Maintenance Menu                  *
*                                                                             *
*                                                                             *
*                                                                             *
*                   23.  Return To Application Selection Menu                 *
*                   24.  Return To Primary Selection Menu                     *
* Cmd3=Previous Menu                     *=Option currently not available.   *
*                                                                             *
* Ready for option number or command                                          *
*                                                                             *
*                                                                             *
*                                                                             *
*******************************************************************************
```

Continued on the next page

B
Accessing Screen MAB44201 (Continued)

ENTER "2" on Menu MAB440B.

```
*******************************************************************************
* COMMAND                          MENU: MAB440B                            F3 *
* Entity/Pay Limit Register                                                   *
* --------------------------------------------------------------------------- *
*                                                                             *
*                     1.  Create/Revise/Delete Entity Record                  *
*                     2.  Print Entity And Joint Operation Reports            *
*                     3.  Payment Limitation Review Register                  *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                    23.  Return To Application Selection Menu                *
*                    24.  Return To Primary Selection Menu                    *
*                                                                             *
* Cmd3-Previous Menu                                                          *
*                                                                             *
* Ready for option number or command                                          *
*  2                                                                          *
*                                                                             *
*                                                                             *
*******************************************************************************
```

Select the applicable year for the producer on Screen MAD01001. Screen MAB44201 will be displayed after the year is selected.

```
*******************************************************************************
*                       205-J HARTLEY DARIN        Selection     MAB44201     *
* Entity And Joint Operation Reports        Version  AC28  10/02/97 15:29 Term F3*
* --------------------------------------------------------------------------- *
*                                                                             *
*                            REPORTS SELECTION                                *
*                                                                             *
*                 1.  Print Interest Report                                   *
*                 2.  Print Alien Report                                      *
*                 3.  Print Member Interest in two or more                    *
*                     Entities and Joint Operations with less than 10% Report *
*                 4.  Print Total Alien Report                                *
*                 5.  Print Multiple County Report                            *
*                 6.  Print Pending/Exception Report                          *
*                 7.  Print Ownership Report                                  *
*                 8.  Print Payment Reduction Report                          *
*                 9.  Print Individual Entity and Joint Operation Report      *
*                                                                             *
*                23.  Return to Application Selection Menu                    *
*                24.  Return to Primary Selection Menu                        *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd3-Previous Menu                                   Enter-Selection  5     *
*                                                                             *
*******************************************************************************
```

Continued on the next page

414 Entity File Report Options (Continued)

C
Selecting Entity Report

A total of 9 different entity reports can be printed from Screen MAB44201, each listing a particular set of data obtained from the JOP/PEM file.

D
Interest Report

The Interest Report prints a list of each member in the joint operation or entity files. It identifies each joint operation or entity in which a member has an interest.

Note: This is a lengthy report. It will print **all** producers that are in the County's joint operation **and** entity file. The following sample is just 1 page of the entire report.

```
TEXAS                                    U.S. Department of Agriculture                Prepared: 10-02-97
K MOORE DARIN                                  Farm Service Agency
Report ID: MAB468-R001                   Entity Interest Report for 1998                      Page:    1

                                                                                            Member
Member Name                        ID and Type    Member Name                            Actual     Permitted
     Embedded Entity Name       ID and Type    Entity Name                Eff Date   Share    Share   Flag
-------------------------------------------------------------------------------------------------------------
                                         451-66-0706 S  JAMES W ETLING

JAMES W ETLING                   75-1059301  E  J-M-J LAND CO            10-22-92   0.0729   0.0729    Y
```

E
Alien Report

The Alien Report shows entities that have nonresident aliens. It may be used to verify that the county has a completed FSA-153 on file for the producer. The following is a sample report.

```
TEXAS                                    U.S. Department of Agriculture                Prepared: 10-02-97
K MOORE DARIN                                  Farm Service Agency
Report ID: MAB447-R002                        Alien Report for 1998                             Page:    1

                                                                                           Member
Member Name                        ID and Type    Member Name                            Actual     Permitted
     Embedded Entity Name       ID and Type    Entity Name                Eff Date   Share    Share   Flag
-------------------------------------------------------------------------------------------------------------
                                              NO RECORDS FOUND
```

Continued on the next page

F

Member Interest in 2 or More Entities With Less Than 10 Percent Report

This report lists each member of the entity file that has an interest of less that 10 percent in 2 or more entities. COC shall review this report to determine whether these interests in entities should be determined to be significant. The following is a sample report.

```
TEXAS                                    U.S. Department of Agriculture                 Prepared: 10-02-97
K MOORE DARIN                                  Farm Service Agency
Report ID: MAB447-R003                 Member Interest in two or more Entities                   Page:    1
                                         with less than 10% Report for 1998

                                                                                                  Member
Member Name                        ID and Type    Member Name                            Actual     Permitted
     Embedded Entity Name      ID and Type    Entity Name                  Eff Date   Share    Share   Flag
-------------------------------------------------------------------------------------------------------------
                                         171-91-9090 S  DIGUARDI ELMS

DIGUARDI ELMS                  75-9999991  E  MINITONKA REVOCABLE TRUST       02/18/40   0.0812   0.0812    Y
                               71-1000000  E  BRATTLEBORO OYSTER, INC.        03/11/93   0.0422   0.0422    I
```

Continued on the next page

G
Total Alien Report

The Total Alien Report shows joint operations and entities that have resident and nonresident aliens as members. The following is a sample report.

```
TEXAS                                  U.S. Department of Agriculture                  Prepared: 10-02-97
K MOORE DARIN                                Farm Service Agency
Report ID: MAB447-R004                   Total Alien Report for 1998                          Page:    1

                                                                                          Member
Member Name                         ID and Type    Member Name                          Actual     Permitted
     Embedded Entity Name       ID and Type    Entity Name                 Eff Date   Share    Share   Flag
-------------------------------------------------------------------------------------------------------------
                                                NO RECORDS FOUND
```

H
Multiple County Report

This Multiple County Report prints a list of all multiple county producers that are in the joint operation and entity files. This report should be used to coordinate permitted entity selections.

Note: This is a lengthy report. The following sample is only 1 page of the entire report.

```
TEXAS                                  U.S. Department of Agriculture                  Prepared: 10-02-97
K MOORE DARIN                                Farm Service Agency
Report ID: MAB447-R005                  Multiple County Report for 1998                          Page:    1

                                                                                          Member
Member Name                         ID and Type    Member Name                          Actual     Permitted
     Embedded Entity Name       ID and Type    Entity Name                 Eff Date   Share    Share   Flag
-------------------------------------------------------------------------------------------------------------
                                                447-12-0096 S  BURTON HANKS

BURTON HANKS                     75-1334211  E  CATTLE CZAR CORP            09-11-93   0.1211   0.1211    Y
```

Continued on the next page

I Pending/ Exception Report

The Pending/Exception Report:

- prints a list of all members in the joint operation and entity files that have either a "blank" or "S" permitted flag setting
- indicates that the permitted entity designation may be pending, or that the member has been suspended.

The Pending/Exception Report can be cross-referenced with CCC-502's after program signup but before subsidiary rollover to help determine which entities should not be active for the CY. In some cases, an entity with no value in the permitted flag indicates that it is no longer on a farm and should be deleted before subsidiary rollover.

The following is an example of this report.

```
TEXAS                                   U.S. Department of Agriculture                  Prepared: 10-02-97
K MOORE DARIN                                Farm Service Agency
Report ID: MAB449-R001                 Pending/Exception Report for 1998                       Page:    1

Id and Type   Entity Name                     ID and Type   Member Name            Reason for Exception
-------------------------------------------------------------------------------------------------------------

74-2811194  E EDWARD ROLLINS EST              183-99-0011 S EDDIE ROLLINS JR        Member actively engaged
                                                                                    /permitted status has
                                                                                    not been determined.

77-0198253  E TACOMA RACING                   271-04-9234 S KENNEDY GREEN           Member is suspended --
                                                                                    COC shall redetermine
                                                                                    actively engaged status.
```

Continued on the next page

J
Ownership Report

The Ownership Report prints a list of all joint operations and entities recorded in the joint operation and entity files and lists the members. It can be used as a batch process to obtain all entity and member information for a particular county.

Note: This can be a lengthy report.

```
TEXAS                                   U.S. Department of Agriculture                  Prepared: 10-02-97
K MOORE DARIN                                Farm Service Agency
Report ID: MAB469-R001                 Entity Ownership Report for 1998                        Page:    1

                                                                                          Member
ID and Type    Entity Name              ID and Type    Member Name                     Actual     Permitted
                  Embedded Entity                                                Eff Date  Share    Share   Flag
-------------------------------------------------------------------------------------------------------------
71-9826791  E   BRIGHTON LANDOWNERS                                              12-22-71    1.0000   1.0000
                                      124-57-0546 S  SARAH READING                           0.0729   0.0729    Y
                                      119-86-4536 S  JAMES KITTLE                            0.0625   0.0625    Y
                                      353-24-4781 S  BRYAN REECE                             0.0625   0.0625    Y
                                      436-91-6694 S  ABRAHAM VANLANDINGHAM                   0.0625   0.0625    Y
                                      323-78-8432 S  KAREN TRUST                             0.1729   0.1729    Y
                                      112-19-6452 S  THOMAS T CRAIG                          0.0625   0.0625    Y
                                      162-90-7364 S  EDWARD CRANBERRIE                       0.1063   0.1063    Y
                                      458-62-0903 S  MARSHALL CAPSHAW                        0.1729   0.1729    Y
                                      48-341-0171 T  DRISCOLL BRUBAKER                       0.1000   0.1000    Y
                                      162-18-6999 S  WALTER F TEED                           0.0625   0.0625    Y
                                      169-26-9783 S  OTIS TANNEBAUM                          0.0625   0.0625    Y
```

K
Reduction Payment Report

This report lists all entities having a reduced share because of members declining to select the entity as a "permitted entity". It can be cross-referenced with CCC-502 and CCC-501A to verify permitted entity designations and determinations. The following is a sample report.

```
TEXAS                                   U.S. Department of Agriculture                  Prepared: 10-02-97
K MOORE DARIN                                Farm Service Agency
Report ID: MAB448-R002                Entity Payment Reduction Report for 1998                 Page:    1

                                                                                          Member
ID and Type    Entity Name              ID and Type    Member Name                     Actual     Permitted
                  Embedded Entity                                                Eff Date  Share    Share   Flag
-------------------------------------------------------------------------------------------------------------
78-8615212  E   WILLA CATHER EST                                                 10-22-92    1.0000   0.7550
                                      422-71-0026 S  GRETA CATHER                            0.2450   0.0000    D
                                      317-99-3989 S  THOMAS BRICING III                      0.5000   0.5000    Y
                                      71-66583684 E  TEN PACK CORP                           0.2500   0.2500    Y
                    TEN PACK CORP
                                      291-76-1922 S  PARNELL WHITAKER                        0.5000   0.5000    Y
                                      221-32-0167 S  JOSEPH JACKSON                          0.1500   0.1500    Y
                                      166-65-7984 S  KIM TRIGGER                             0.0500   0.0500    Y
```

Continued on the next page

414 Entity File Report Options (Continued)

L Individual Entity Report

The Individual Entity Report allows users to obtain entity information about a specific producer. The report has the following options:

- ENTER "1" to print all entities in which a member has an interest
- ENTER "2" to print the Entity Ownership Report.

These are samples of both options.

```
TEXAS                                   U.S. Department of Agriculture                  Prepared: 10-02-97
K MOORE DARIN                                Farm Service Agency
Report ID: MAB468-R001                  Entity Interest Report for 1998                         Page:    1

                                                                                          Member
Member Name                       ID and Type    Member Name                          Actual     Permitted
     Embedded Entity Name     ID and Type    Entity Name                      Eff Date  Share    Share   Flag
-------------------------------------------------------------------------------------------------------------
                                        177-01-0908 S  BRADY ROBINSON

BRADY ROBINSON                    77-7173782  E  CANBY ASSOCIATES                05-03-91 0.7000   0.7000    Y

ROBINSON PARTNERSHIP              38-1892038  E  GROWN FARMS                      05-18-81 0.3000   0.3000    Y

BRADY ROBINSON                    64-0909398  E  VINCENT D'ABRO ESTATE           05-11-92 1.0000   1.0000    C
```

```
TEXAS                                    U.S. Department of Agriculture                  Prepared: 10-02-97
K MOORE DARIN                                 Farm Service Agency
Report ID: MAB469-R002                  Entity Ownership Report for 1998                         Page:    1

                                                                                        Member
ID and Type    Entity Name                ID and Type    Member Name                   Actual     Permitted
                  Embedded Entity                                                 Eff Date  Share    Share   Flag
-------------------------------------------------------------------------------------------------------------
71-9826791  E   CAMERON TODD ESTATE                                               01-09-91   1.0000   1.0000

                                        TAMARA TODD                                           1.0000   1.0000    C
```

415 MABDIG Reports

A
Overview

MABDIG, or Subsidiary File Diagnostic Listing, can be used to determine producer subsidiary file information. Unlike other reports, which provide a compilation of monthly or yearly producer activity, MABDIG provides a snapshot of year-specific producer information.

B
MABDIG Permitted Entity Sections

Two areas on MABDIG are used to indicate permitted entity activity:

- Permitted Entity/Joint Operation Member Information section
- Permitted Entity Entity Information section.

Each section lists unique, year-specific information for the producer for which MABDIG is being printed.

Notes: Though joint operations are not considered entities, joint operation information may be displayed in both sections of MABDIG.

--See subparagraph 130 C to print MABDIG.--

C
Permitted Entity/Joint Operation Member Information

The Permitted Entity/Joint Operation Member Information section lists producer-specific member information. All entities and joint operations in which the producer is a member in the applicable year will be listed in this section.

The following is an example of this section.

Ind Stat	Id andType	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	503375858E	04	910401	712360985E						N	I	00250	05000	MAB451	971112
	712360985E	17	670918							N	Y	05000	05000	MAD467	970127
D	751596843 E	06	871103							N	D	98740	00000	MAD323	971217

This sample MABDIG shows all the different types of memberships a particular producer has in the entity and joint operation file.

Continued on the next page

D

Meaning of Member Section Fields

This table describes the fields in the Permitted Entity/Joint Operation Member Information section of MABDIG.

Section	Definition
Ind Stat	Used to determine whether the entity record is active ("Blank") or deleted ("D").
Id and Type	Lists the ID number and type of the entity the producer is a member of.
Ent Type	Lists the entity type of the entity the producer is a member of.
Date	Lists the date the entity was created.
Inline 1	If data is found here, indicates that the producer is a second level embedded member of the entity listed in the "Id and Type" field, which means the producer is a member of the senior payment entity through the entity listed in the "Inline 1" field.
Inline 2	Indicates that the producer is embedded at the third level, which means the producer is a member of the senior payment entity through both the entities listed in the "Inline 1" and "Inline 2" fields.
Inline 3	Indicates that the producer is embedded at the fourth level.
Inline 4	Indicates that the producer is embedded at the fifth level.
Crop	Field not relevant for entities.
Libl	Relevant to limited partnerships only; indicates whether a member of a limited partnership is liable under 1-PL rules for monies owed by the limited partnership.
Succ	Field not relevant for entities.
KCMO	
Perm Flag	Indicates the designation the producer has selected or county software has generated.
Act Share	Indicates the actual share the producer has in the entity.
Perm Share	Indicates the permitted share for the producer in the entity.
Pgm-Upd	Lists the last software program that updated the record.
Date	Lists the date the last software program updated the record.

Continued on the next page

E

Permitted Entity Entity Information Section

The Permitted Entity Entity Information section lists information about the entity or joint operation for which MABDIG is printed. MABDIG's printed for producers that are members of entities or joint operations, but are not entities themselves, will contain no data in the Entity Information section.

This is an example of the Permitted Entity Entity Information section of MABDIG.

```
                                                PERMITTED ENTITY ENTITY INFORMATION
Ind                 Ent                                                 Perm  Act  Perm
Stat  Id and Type  Type  Date   Tax ID     Levels   Members Crop Flag Share Share Pgm-Upd  Date
----  -----------  ---- ------  ---------- ------   ------- ---- ---- ----- ----- ------- ------
      353535353E    06  930914  353535353E   0        003   0000      10000 10000 MAB490  930917
```

F

Meaning of Entity Section Fields

This table describes fields shown in the Permitted Entity Entity Information section of MABDIG.

Section	Definition
Ind Stat	Used to determine whether the entity record is active ("blank") or deleted ("D").
Id and Type	Lists the ID number and type of the entity.
Ent Type	Lists the entity type of the entity.
Date	Lists the date the entity was created.
Tax ID	Field not relevant for entities.
Levels	For entities containing embedded entities, lists the number of levels of entities embedded in the entity, if any.
Members	Lists the number of direct members of the entity.
Crop	Field not relevant for entities.
Perm Flag	
Act Share	Lists the possible share the members may have in the entity; always 1.0000.
Perm Share	Lists the total share designated by all members of the entity.
Pgm-Upd	Lists the last software program that updated the record.
Date	Lists the date the last software program updated the record.

416 KCMO Download Reports

A Purpose

The mainframe in Kansas City processes records that are sent by County Offices. After processing these records, the mainframe in Kansas City downloads the reports, through the State Office, to the producer's "other" County Office. This allows County Offices to be aware of and make payments based on the changes made to "other" counties' records.

B Types of Download Reports

The following four KCMO download reports are directly related to the JOP/PEM file.

Report MAD313-R001, Change Permitted Entity Records:

- is triggered by a change to an entity record in a county that is not the control county for the entity
- is downloaded to the control county of the updated entity
- is used to inform the control county of an "other" county entity record update.

This is an example of the report.

```
TEXAS                                   U.S. Department of Agriculture                  Prepared: 10-02-97
K MOORE DARIN                           Download of Combined Producers
Report ID: MAD313-R001                Change Permitted Entity Records 1998                     Page:    1
-------------------------------------------------------------------------------------------------------------
                          The below listed Permitted Entity and Member records were found to be
                          changed in the new Combined Producer file downloaded from KCMO.

     Entity ID         Member ID            Combined

     73-984012  E                             YES
```

Continued on the next page

B Types of Download Reports (Continued)

Report MAB480-R001, Multicounty Entity Members with less than 10% Interest in an Entity:

- shows members with less than 10 percent interest in an entity
- shows the entity or entities the member is a less than 10 percent member of
- is printed for both CY and PY
- prints out entity or joint operation members for which activity has occurred in the last cycle (2 to 4 weeks).

This is an example of the report.

```
NEW YORK                                    U.S. Department of Agriculture                Prepared: 10/02/97
HERKIMER                                          Farm Service Agency
Report ID: MAB480-R001           MultiCounty Entity Members Download Report for 1998              Page:    1
-------------------------------------------------------------------------------------------------------------

       Members with less than 10% interest in an entity.

                    ENTITY                                                  MEMBER
St/Cty      Id and Type            Name                          Id and Type          Name
------      ---------------      ------------------------        --------------     ---------------------

36043       72-1234121  E        SUDETEN ARMS FARMS, INC.        181-71-6151  S     EQBAL SUDETEN

36043       78-4444444  E        CLAVELL BRISKETS, INC.          181-71-6151  S     EQBAL SUDETEN

36043       70-0000100  E        NO NAME ON MULTI COUNTY FILE    518-00-3323  S     JIM PERKINS
```

Note: The "NO NAME ON MULTI COUNTY FILE" name in the entity section of Report MAB480-R001 indicates that the member but not the entity is in NAM of the county receiving the download report.

Continued on the next page

B Types of Download Reports (Continued)

Report MAB480-R002, Multicounty Entity Members with 4 or more Entities Selected for Payment:

- shows members with 4 or more entities selected for payment (suspended producers)
- shows the entity or entities the member has selected for payment
- is printed for both CY and PY
- prints out suspended entity or joint operation members for which activity has occurred in the last cycle (2 to 4 weeks).

This is an example of the report.

```
NEW YORK                                    U.S. Department of Agriculture                Prepared: 10/02/97
SULLIVAN                                         Farm Service Agency
Report ID: MAB480-R002           MultiCounty Entity Members Download Report for 1998              Page:    1
-----------------------------------------------------------------------------------------------------------------

       Members with 4 or more entities selected for payment.

                    ENTITY                                                    MEMBER
St/Cty      Id and Type            Name                          Id and Type          Name
------      ---------------      ------------------------        --------------     ---------------------

36105       48-0000111  E        WELL TRAVELED ESTATE            111-22-3333  S     TIMOTHY TROTT

36105       48-2143546  E        HORIZON FARMS INC               122-11-6666  S     MELODY ROBBINS

36105       75-0220109  E        NO NAME ON MULTI COUNTY FILE    122-11-6666  S     MELODY ROBBINS

36105       48-3352543  E        SHARON SPRINGS MILL INC         317-09-9080  S     T S GORP

36105       48-4444444  E        VIRGINIA BROOKS TRUST 1         317-09-9080  S     T S GORP
```

Note: The "NO NAME ON MULTI COUNTY FILE" name in the entity section of Report MAB480-R002 indicates that the member but not the entity is in NAM of the county receiving the download report.

Continued on the next page

B Types of Download Reports (Continued)

Report MAB480-R003, Multicounty Entity Members with no violations:

- shows members with no violations
- shows the entity or entities the member has selected for payment
- is printed for both CY and PY
- prints entity or joint operation members for which activity has occurred in the last upload/download cycle.

This is an example of Report MAB480-R003.

```
NEW YORK                                    U.S. Department of Agriculture                Prepared: 10/02/97
CORTLAND                                          Farm Service Agency
Report ID: MAB480-R003             MultiCounty Entity Members Download Report for 1998             Page:    1
-----------------------------------------------------------------------------------------------------------------

       Members with no violations.

                    ENTITY                                                   MEMBER
St/Cty      Id and Type            Name                          Id and Type          Name
------      ---------------      ------------------------        --------------     ---------------------

36023       485555555  E         KENNELWORTH YELLOW ACRES INC    141-77-1115  S       ANTONIO MEDICI

36023       487777777  E         PALISADES PARK REV TRUST        222-33-8765  S       MARVIN GRAVEN

36023       487909003  E         ANNIE VIVIER ESTATE             321-06-6333  S       BLOSSOM WHICUM
```

417 State Suspended Reports

A Overview

A State Suspended Report is printed in the State Office during the download process if a member of an entity in the State was suspended in the current cycle.

Note: This report is not cumulative, so every report will need to be reconciled with the counties involved.

B Report MGRC60R1

Report MGRC60R1, Multi-County Entity Members Suspended Report, lists the ID's of members of entities who were suspended during the current cycle. The following is an example of the report.

```
TEXAS                    U.S. DEPARTMENT OF AGRICULTURE
120993001                     FARM SERVICE AGENCY                10/02/97
MGRC60R1          MULTI-COUNTY ENTITY MEMBERS SUSPENDED REPORT         PAGE   1
-------------------------------------------------------------------------------

     SUSPENDED MULTI-COUNTY MEMBERS

                                ENTITY            MEMBER         CONTROL
          ST/CTY   YEAR     ID AND TYPE       ID AND TYPE       COUNTY
          ------   ----    -------------     -------------      -------

          48-375    94     75-2011159  E     118-27-0372        48-275
          48-375    94     75-2011159  E     118-27-0372        48-275
          48-375    94     75-2917173  E     118-27-0372        48-275
          48-375    94     75-3633433  E     812-91-4132        07-137
          48-375    94     75-3840381  E     812-91-4132        07-137
          48-375    94     75-4175768  E     812-91-4132        07-137
          48-375    94     75-3840381  E     812-91-4132        07-137
```

418 Special Case Entities

A
Introduction

This paragraph addresses the following cases of entities and members of entities that require special handling when loading information into the entity file:

- assigning temporary ID numbers
- rules for loading States, political subdivisions, and agencies thereof into the entity file
- loading publicly traded entities into the entity file
- loading tax exempt entities and entities with 100 or more members into the entity file
- loading public schools into the entity file
- loading ineligible foreign persons as members of entities
- loading entities and entity members not earning payments subject to 1-PL rules
- loading entities to provide CAT application linkage.

Continued on the next page

B
Assigning Temporary ID Numbers

Use a temporary ID number to record members of an entity only when authorized according to this paragraph. See subparagraph 366 E for rules and policies.

Entities with "T" ID type cannot be loaded into the entity file as an entity.

To establish a temporary ID number to record an entity into the entity file, create a record in NAM to represent the entity that requires a temporary ID number and enter the data on this table in NAM.

Field	Entry
Entity Type	"99"
Business Name	Members of (entity name)
Address	Address of the entity
Eligible Voter	"N"
Receive Mail	"N"

C
Federal, State, Political Subdivisions, and Agencies Thereof

Entity types "08", Federal; "09", State; "11", County; and "12", City cannot be loaded as entities into the entity file. They can, however, be loaded as a member of another entity.

D
Publicly Traded Entities

Publicly traded entities are not required to file CCC-501A or CCC-501B. Record publicly traded entities in NAM as entity type "16", Corporations with no Stockholders. Record publicly traded entities in the eligibility file, or as a member of an entity, as applicable.

Continued on the next page

E
Tax Exempt Entities and Entities With More Than 100 Members

Record an entity in the entity file if it is a tax exempt entity or an entity with more than 100 members, according to this table.

IF a tax exempt entity or entity with more than 100 members has...	THEN record in the entity file by...
no member with more than 5 percent interest in the entity	• assigning a temporary ID number to "members of the [entity]" • recording the share of the temporary ID number at 1.0000.
a member with more than 5 percent interest	• recording the members having more than 5 percent interest in the entity file using the members' ID numbers • assigning the shares of all members not having a 5 percent interest 1 temporary ID number. **Note:** The shares of this temporary ID number represents the difference between the members holding a 5 percent or more share and 1.0000.

Continued on the next page

F

Public Schools

Load public schools in the entity file according to this table.

IF the public school has...	THEN...
land that is owned by a public school district or by a State that uses the land to maintain public schools	• record in NAM under entity type "13" • payments made to these entity types are not subject to a payment limitation.
land that is not owned by a public school district or by a State that uses the land to maintain public schools, and the public school is not a member of another entity	• record the public school in NAM using the employer ID number under entity type "09", State; "11", County; or "12", City • combine with the State, political subdivisions, and agencies thereof.
an operation that is an income beneficiary of another entity	record the public school in the entity file as a member of that entity.
land that qualifies as entity type "13" and land that does not qualify as entity type "13"	obtain 2 employer ID numbers if both entity types must be recorded in the entity file, indicating that payments may be received from both lands.

Continued on the next page

G
Ineligible Foreign Persons That Are Entity Members

Foreign persons who are ineligible for payments can be recorded in the entity file as members using a temporary ID number as follows:

- assign a temporary ID number and use "Foreign Person" as the business name
- record the foreign person in the entity file under the temporary ID number showing the total share of the foreign person not receiving payments. Do not select the entity for payment.

H
Entities and Entity Members Not Earning Payment Subject to 1-PL Rules

If an entity does not earn payment subject to 1-PL rules, **do not**:

- require the entity to provide members' ID numbers and shares
- record the entity and members in the entity file.

Note: See subparagraph I for an exception.

I
Loading Entities to Provide CAT Linkage

CAT software interfaces with the mainframe entity files to locate members of entities purchasing insurance on a CAT crop. As a result, certain entities not earning payment subject to 1-PL rules must be loaded into the entity file.

Load these entities according to paragraph 379. Enter the date FCI-12 was processed on Screen MAB44002. Permitted entity designations are not required, though actual shares must equal 100 percent for the entity to be accepted by county software.

Note: See paragraph 21 and Exhibit 2 of the Federal Crop Insurance Service Office Handbook for further information.

Continued on the next page

J
Loading a Revocable Trust in the Entity File

A revocable trust may use SSN of the grantor rather than obtaining an employer ID number, if the requirements of 1-PL, subparagraph 364 A are met. In this instance, the County Office shall:

- load the individual in NAM in the same manner as any other individual
- ENTER "2" to change
- select the producer to change on Screen MAB01001
- update the entity type in NAM from 01 to 07; update the Name Type from "I" to "B" on Screen MAB01502
- change the name from "John Doe" to "John Doe Revocable Trust" and sex code to "5" on Screen MAB02001
- load the trust on the applicable farm in the farm producer file
- not load the trust in the entity file.

K
Loading Indian Tribal Ventures

Indian Tribal Ventures are a unique kind of joint venture, because generally the BIA or Indian Tribe is involved in the payment process. Generally, payments are made to BIA, who is responsible for paying the individual members of the Indian Tribe. However, before any payments are issued, BIA official must certify that no "person" will receive more than 1 "person's" payment limitation amount.

Notes: See 1-PL, paragraph 255 for further information.

See paragraph 452.5 for instructions to load Indian Tribal Ventures.

---

*--419 Revising Entity Types for Entities

A
Introduction

Entities are sometimes restructured to change from 1 entity type to another, while keeping the same identification numbers. In these cases, County Office software enables the user to revise the entity type to reflect changes in an entity for CY.

Follow this paragraph to revise entity types when an existing entity restructures to create either of the following:

- a new entity
- a joint operation.

B
Rules for Making Entity Type Changes

County Offices shall refer to 1-PL before making any entity type revisions. **All** rules and regulations in 1-PL must be met before County Offices may revise an entity type.

C
Overview of Revising Entity Types

The following actions are required in order to revise an entity type:

- delete all CY entity files for the ID number
- change the entity type and make any necessary changes NAM
- add the new entity to the entity file and update.

Note: Revisions can only be made to the CY entity type, not entity types for CY-1 or CY-2.

Continued on the next page

D
Revising the Entity Type for an Entity

Revise the entity type when an existing entity is restructured to create a new entity according to the following.

Step	Menu or Screen	Action
1	MA0000, Common Management Menu	ENTER “4”, “Subsidiary Files Maintenance”, and PRESS “Enter”.
2	MAD000, Subsidiary Main Menu	ENTER “7”, “Entity Files”, and PRESS “Enter”.
3	MAB440B, Entity/Pay Limit Register	ENTER “1”, “Create/Revise/Delete Entity Record”, and PRESS “Enter”.
4	MAB44000, Entity Record	ENTER “1”, “CY Records”, and PRESS “Enter”.
5	MAB44001, Entity File	Select the entity and PRESS “Enter”.
6	MAB44002, Entity File	Enter the new effective date from CCC-502 and PRESS “Enter”.
7	MAD501E1, Permitted Entity Update	ENTER “D” to delete and PRESS “Enter”. **Note:** An asterisk will be placed by the members name. ENTER “U” to update and PRESS “Enter”. **Note:** See subparagraph 420 B.
8	MA0000, Common Management Menu	ENTER “2”, “Producer Name and Address Maintenance”, and PRESS “Enter”.
9	MAB000, Name and Address Selection Menu	ENTER “2”, “Change or View”, and PRESS “Enter”.
10	MAB01001, Name and Address File Maintenance	Select the NAM file to be updated.

--*

Continued on the next page

*--419 Revising the Entity Type for Entities (Continued)

D
Revising the Entity Type for an Entity (Continued)

Step	Menu or Screen	Action
11	MAB0102, Name and Address - File Maintenance	Change the entity type and PRESS "Enter". **Note:** See subparagraph 420 C. The user will have to pass through the following: • Screen MAB02001 • Screen MAB02501 • Screen MAB03001 • Screen MAB03501 • Screen MAB06001. Make any updates to NAM through these screens to reflect changes caused by the entity type revision according to 1-CM. Update NAM .
12	MA0000, Common Management Menu	ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
13	MAD000, Subsidiary Main Menu	ENTER "7", "Entity File and Payment Limitation Register", and PRESS "Enter".
14	MAB440B, Entity/Pay Limit Register	ENTER "1", "Create/Revise/Delete Entity Records", and PRESS "Enter".
15	MAB44000, Entity Record	ENTER "1", "CY", and PRESS "Enter".
16	MAB44001, Entity File	Select the entity to be updated and PRESS "Enter".
17	MAB44002, Entity File	Enter the new effective date from CCC-502 and PRESS "Enter".
18	MAD501E1, Permitted Entity Update	ENTER "A" and PRESS "Enter". Add the members of the entity to the entity file. PRESS "Enter" twice to update. Additional information on adding members to the entity file can be found in paragraph 378.

--*

Continued on the next page

E
Revising the Entity Type From an Entity to a Joint Operation

Revise the entity type when an entity restructures to become a joint operation according to the following table.

Step	Menu or Screen	Action
1	MA0000, Common Management Menu	ENTER “4”, “Subsidiary Files Maintenance”, and PRESS “Enter”.
2	MAD000, Subsidiary Main Menu	ENTER “7”, “Entity Files”, and PRESS “Enter”
3	MAB440B, Entity/Pay Limit Register	ENTER “1”, “Create/Revise/Delete Entity Record”, and PRESS “Enter”.
4	MAB44000, Entity Record	ENTER “1”, “CY Records”, and PRESS “Enter”.
5	MAB44001, Entity File	Select the entity and PRESS “Enter”.
6	MAB44002, Entity File	Enter the new effective date from CCC-502 and PRESS “Enter”.
7	MAD501E1, Permitted Entity Update	ENTER “D” to delete and PRESS “Enter”. **Note:** An asterisk will be placed by the members name. ENTER “U” to update and PRESS “Enter”. **Note:** See subparagraph 420 B.
8	MA0000, Common Management Menu	ENTER “2”, “Producer Name and Address Maintenance”, and PRESS “Enter”.
9	MAB000, Name and Address Selection Menu	ENTER “2”, “Change or View”, and PRESS “Enter”.
10	MAB01001, Name and Address File Maintenance	Select the NAM file to be updated.

--*

Continued on the next page

E
Revising the Entity Type from an Entity to a Joint Operation (Continued)

Step	Menu or Screen	Action
11	MAB0102, Name and Address - File Maintenance	Change the entity type and PRESS "Enter". **Note:** See subparagraph 420 C. The user will have to pass through the following: • Screen MAB02001 • Screen MAB02501 • Screen MAB03001 • Screen MAB03501 • Screen MAB06001. Make any updates to NAM through these screens to reflect changes caused by the entity type revision according to 1-CM. Update NAM .
12	MA0000, Common Management Menu	ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
13	MAD000, Subsidiary Main Menu	ENTER "6", "Joint Operations", and PRESS "Enter".
14	MAB440A, Joint Operation File	ENTER "1", "Create/Revise/Delete Joint Operation Records", and PRESS "Enter".
15	MAB44000, Joint Operation Record	ENTER "1", "CY", and PRESS "Enter".
16	MAB44001, Joint Operation File	Select the joint operation to be updated and PRESS "Enter".
17	MAB44002, Joint Operation File	Enter the new effective date from CCC-502 and PRESS "Enter".
18	MAD501J1, Joint Operation Update	ENTER "A" and PRESS "Enter". Add the members of the entity to the entity file. PRESS "Enter" twice to update. Additional information on adding members to the entity file can be found in paragraph 378.

--*

*--420 Screen MAD501E1, Screen MAB0102, and Report MABDIG

A
Overview

Screen MAD501E1 lists the members of the entity. Before the entity type can be revised, the members of the entity need to be deleted.

Report MABDIG prints the entity types for CY, CY-1, and CY-2.

B
Permitted Entity Update Screen MAD501E1

The entity and its members are not deleted until on Screen MAD501E1, "U" is selected and the user presses enter to update. The following sample screen shows the results of entering "U" to update.

```
Common Provisions     073-C RANSOM            Update      MAD501E1
 Permitted Entity Update                Version AA01  11/29/00 08:18 Term H4
 ---------------------------------------------------------------------------------------------------------------

                          M E M B E R S   O F   T H E   E N T I T Y
 Name: PIGG LIMITED PARTNERSHIP
 Type: Limited Partnership                    ID: 202501212 E                          Share: 0.0000
                                        Effective Date: 10/27/00                       Year: 01
                                                                                       ....Shares....
  #  Prmtd     Member Name                                  ID Number     Entity Actual  Prmtd
 001 * D  KIM AND BRIAN PIGG JOINT VENTU                    20-2501313  E   03   0.2700  0.0000
 002 *    KIM PIGG                                          202-50-2222 S   01   0.0500  0.0000
 003 *    BRIAN PIGG                                        202-50-3333 S   01   0.0500  0.0000
 004 *    LISA PIGG                                         202-50-4444 S   01   0.1000  0.0000
 005 *    JAMES PIGG                                        202-50-4555 S   01   0.0500  0.0000
 006 *    PIGGY FARMS PARTNERSHIP                           20-2507777  E   02   0.0900  0.0000
 007 *    PIGG CORPORATION                                  20-2508888  E   04   0.1900  0.0000
 008 *    PIGGY FARMS CORPORATION                           20-2509999  E   04   0.2000  0.0000
                                                                                Total: 1.0000  0.0000
 * = Member deleted: To reactivate enter # or Add ID                            Enter # to modify:
 Cmd7=End  Cmd4=Previous Screen                                                 (A)dd, (D)elete or (U)pdate:
```

Notes: If Screen MAD501E1 has updated properly, the following changes will have occurred:

- an asterisk by the member, indicating a deleted member
- a highlighted "Entity file has been updated" message
- a new value in the "Total" field for actual and permitted shares.**--***

Continued on the next page

C
Name and Address - File Maintenance Screen MAB0102

After revising the entity type on Screen MAB0102, users will need to update NAM according to 1-CM to reflect any NAM changes that have occurred because of the entity type revision.

```
                 073-C RANSOM                    Change                          MAB01502
Name and Address - File Maintenance              Version: AA01            11/29/2000 09:03 Term
-----------------------------------------------------------------------------------------------------
Basic Data Tracking Fields

 ID Number 202507777    ID Type E    Name Type B    Entity Type        CY    04
                                                                       CY-1 05
                                                                       CY-2 05
 Name for Mail  PIGGY FARMS PARTNERSHIP

Cmd7-End, Cmd3-Previous                                          Enter-Continue
```

Note: CY-1 and CY-2 still shows “05” as the entity type after the CY entity type is changed. CY-1 and CY-2 can not be accessed to make entity type revisions.

E
Report MABDIG Diagnostic Listing

Report MABDIG prints CY, CY-1, and CY-2 entity types. The following is an example of Report MABDIG, Name and Address Information section after an entity change.

```
NORTH DAKOTA                          U.S. Department of Agriculture          Prepared: 11-29-00
C Ransom              ST/CTY                  Farm Service Agency                Time: 09:13
Report ID: MABDIG-R001   38/073       Diagnostic Listing for: 20-25077777 E–2001     Page:     1

      NAME & ADDRESS INFORMATION:

Ind     Id and Type      Name                          Type        AP      MCM     CEM     PA-DEL   Pgm-Upd   Date
Stat
-----   -------------    ---------------------------- ------   ------------------------------------------------ ---------  ------
        202507777 E      Piggy Farms Partnership      04       CY   N      N       N       N        MAB060    00112
                                                                                                               9
                                                      05       CY-1 N      N       N
                                                      05       CY-2 N      N       N
```

--*

421-430 (Reserved)

Part 7 Automated Joint Operations

Section 1 Joint Operation File General Information

431 Using Joint Operation Files

A
Introduction

The entity and joint operation (JOP/PEM) files are 1 physical file, but are accessed and updated separately because of the different payment limitation rules that apply to entities and joint operations. For information on accessing and updating entities, see Part 6.

The joint operation file is used to record and maintain data for its members. Payment limitation determinations are based on the individual members of the joint operation rather than the joint operation itself.

Joint operations listed on FCI-12 and those receiving NAP benefits shall also be entered in the joint operation file.

B
Why This Part Is Important

The information in this part is important because automated payment processes use the data in the joint operation file to issue payments.

C
Important Related Material

See 1-PL, Part 4, Section 3 for policies related to joint operations.

D
Clarification

Certain reports encountered when working with joint operations occasionally use the term "entity" rather than "entity and joint operation". These references refer to entities **as well as joint operations.**

432 Definitions

A
Introduction

The automated system was developed to recognize that joint operations operate under different payment rules than entities, according to 1-PL. The following subparagraphs define joint operations and other terms that are used when discussing limiting payment to members of joint operations.

B
Definition of Joint Operation

A joint operation is a general partnership, joint venture, or other similar business organization in which 2 or more individuals, entities, or joint operations pool their resources, such as land, labor, capital, management, and equipment, to conduct the operation.

C
Definition of Senior Joint Operation

A senior joint operation is a joint operation that has a joint operation or entity as a member.

D
Definition of Embedded Joint Operation

An embedded joint operation is a joint operation that is a member, either directly or indirectly, in another joint operation or entity.

E
Definition of Member

Subsidiary applications define a member as any entity, joint operation, or individual that is loaded into the entity or joint operation file as a component of that entity or joint operation.

F
Definition of Permanent ID Number (PID)

A permanent ID number (PID) is used to link a joint venture whose members share differently on different farms to the employer ID number recognized by both IRS and payment processes. When creating a version of a joint venture with a temporary ID, PID must be entered to update the record.

Continued on the next page

G
Definition of Producer

Subsidiary applications define a producer as any entity, joint operation, or individual that is loaded in the farm producer file as an owner, operator, or other producer on a farm.

H
Definition of Actual Share

A member's actual share is found in the member level joint operation record and contains the percent of ownership share from CCC-502C or CCC-502D, item 5. The user can adjust this value. See:

- subparagraph 447 B for general partnership member share loading information
- paragraph 450 for joint venture member share loading information.

Payment processes use the actual share to compute the:

- payment made to the joint operation
- portion of the payment to be charged against the member's payment limitation.

I
Definition of Permitted Share

Like the member's actual share, a member's permitted share is found in the member level joint operation record. This value is not directly linked to CCC-502 or CCC-502D and cannot be directly adjusted by the user. The permitted share reflects the share the member has in the senior joint operation to which the member belongs.

Payment processes use the value in the member's "Permitted Share" field when calculating a payment to that member.

Continued on the next page

J
Definition of Permitted Flag

The permitted flag enables the automated system to monitor whether or not the joint operation is earning a payment. The joint operations permitted flag selection determines the number of permitted entities that the members of the joint operation may designate. See subparagraph 433 B for payment rules regarding members of joint operations.

County Offices must set all joint operation members' permitted flag to either:

- "Y", if the joint operation is earning a payment
- "N", if the joint operation is not earning a payment.

The following table lists the different types of flags in the "Permitted Flag" field in the Permitted Entity Member section of MABDIG.

Note: The fact that the joint operation member information is listed in the Permitted Entity Member section of MABDIG may be confusing. County Offices should remember that a joint operation is not an entity.

Flag	Definition	Who Sets
Y	The joint operation earns a payment.	User
N	The joint operation does not earn a payment.	User
J	The member is a member of an entity that is a member of a joint operation. This flag is only printed on the member's MABDIG.	Software
C	The member of the joint operation is combined with a corporation.	Software

See:

- subparagraph 447 B for general partnership member permitted flag loading information

- paragraph 450 for joint venture member permitted flag loading information.

433 Rules and Policies

A
Introduction

This paragraph lists the rules and policies that must be followed to record payment limitation information in the joint operation file.

B
Joint Operation Rules

Payment software looks to members of joint operations, not the joint operation itself, when limiting payment. Members of joint operations that are earning payment from the joint operation may only receive additional payments, directly or indirectly, from holding substantial interest in more than 2 entities that also receive payment.

C
Joint Operation Entity Types

This table lists the joint operation entity types and description.

Entity Type	Entity Description
02	General partnership
03	Joint venture
14	BIA and Indian Tribal Venture

Note: See 1-CM for further information on recording entity types.

Continued on the next page

D
Rules for Loading Joint Operation Records

The following are basic rules for creating joint operation records.

- The joint operation's entity type must be "02", "03", or "14".
- The joint operation must have an active name and address record.
- Only joint operations with ID type "E" may be loaded into the joint operation file.

  Exception: ID type "T" may be entered in the joint operation file for special case joint ventures according to paragraph 451, as long as they are associated with a corresponding ID type "E" joint venture.

- The members of the joint operation may be any entity type. See subparagraph 366 D for a complete list of entity types.
- The members of the joint operation may be ID type:
  - "I", "S", or "E"
  - "T" with entity type "99".
- The members of the joint operation must be active in NAM.
- The members of the joint operation must have actual shares that total 1.0000.

434 Related Information

A Introduction

This paragraph provides important information on revising or loading members in the joint operation file.

B Source Documents

The following table explains which forms will be necessary for loading data into the joint operation file.

Joint Operation Type	Source Document
General partnerships and joint ventures	• CCC-502B • CCC-503A
Corporations, limited partnerships, and other similar entities	• CCC-502C • CCC-501A • CCC-501B • CCC-503A
Estates and trusts	• CCC-502D • CCC-501A • CCC-501B • CCC-503A

C When to Update Joint Operation Files

Update the joint operation files anytime a:

- joint operation files an approved CCC-502 for the CY
- joint operation or member of a joint operation files an approved CCC-502B, CCC-502C, or CCC-502D for the CY.

435-445 (Reserved)

446 General Instructions

A
When to Create Joint Operation Records

Create a joint operation record in the joint operation file when COC approves CCC-502B filed according to 1-PL, paragraph 297.

B
Creating Joint Operations With Members That Are Entities or Joint Operations

Because of differing payment limitation rules, 1-PL does not consider entities or joint operations that are members of joint operations **embedded**. Still, county software operates under the same rules as embedded entities when it comes to loading these cases.

As a result, use Part 6, Section 3 for assistance in joint operations with entities or joint operations as members.

There is, however, 1 difference when loading "embedded" joint ventures sharing differently in different crops. County software will recognize only the "ALL" version of the embedded joint venture. When the embedded joint venture is accessed through the senior payment entity or joint operation, the embedded entity members' shares listed are for the "ALL" version of the embedded joint venture. Any updates to program versions other than the "ALL" version of the embedded joint venture's member shares will **not** be reflected in the embedded joint venture.

447 Accessing Joint Operation Files

A Introduction

Once a joint operation and the prospective members have been loaded in NAM, County Offices can select the joint operation.

Note: The name and address records for joint operation and membersmust be active.

B Accessing Joint Operation File Menu MAB440A

To access Menu MAB440A, ENTER "6", "Joint Operations", on Menu MAD000. Menu MAB440A will be displayed.

```
*******************************************************************************
* COMMAND                          MENU: MAB440A                            W6 *
* Joint Operation File                                                         *
* ---------------------------------------------------------------------------- *
*                                                                              *
*                     1.  Create/Revise/Delete Joint Operation Record          *
*                     2.  Print Entity and Joint Operation Reports             *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                    23.  Return To Application Selection Menu                 *
*                    24.  Return To Primary Selection Menu                     *
*                                                                              *
* Cmd3-Previous Menu                                                           *
*                                                                              *
* Ready for option number or command                                           *
*                                                                              *
*                                                                              *
*                                                                              *
*******************************************************************************
```

448 Adding Joint Operations to Joint Operation File

A Selecting the Create Option

To create a joint operation, ENTER "1", "Create/Revise/Delete Joint Operation Record", on Menu MAB440A. Select Joint Operation Year Screen MAB44000 will be displayed. Select the appropriate year.

Note: If subsidiary file rollover has occurred and the joint operation is effective for the previous subsidiary year, create both CY and PY joint operation records.

```
*******************************************************************************
*                      341-K MOORE              Selection     MAB44000        *
*  Joint Operation Record                   Version AC69  10/04/97 07:45 Term D *
* ----------------------------------------------------------------------------*
*                                                                             *
*                                                                             *
*             S E L E C T  J O I N T  O P E R A T I O N  Y E A R              *
*                                                                             *
*                                                                             *
*                                 1.  1998                                    *
*                                                                             *
*                                 2.  1997                                    *
*                                                                             *
*                                 3.  1996                                    *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                      Enter the number of your selection     *
* Cmd7-End                             and press the "ENTER" key              *
*                                                                             *
*******************************************************************************
```

B Selecting the Joint Operation

After selecting the appropriate year for the new joint operation, select the producer to be loaded into the joint operation file on Screen MAB44001.

```
*******************************************************************************
* Joint Operation File       341-K MOORE DARIN          Selection     MAB44001  *
*                                          Version AA01  10/04/97 12:57 Term F3*
* ----------------------------------------------------------------------------*
*                                                                             *
*                                                                             *
*                                                                             *
*            To select a particular entity please enter                       *
*             the full ID Number and Type.                                    *
*                                                                             *
*           If full ID is unknown, enter the last four digits of              *
*            the ID or last name (partial last name accepted).                *
*                                                                             *
*                                                                             *
*                                                                             *
*                      Last Four of ID                                        *
*                                                                             *
*                      ID Number             Type                             *
*                                                                             *
*                      Last Name                                              *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd3=Previous Menu                                        Enter-Continue    *
*                                                                             *
*******************************************************************************
```

Continued on the next page

C
Entering the CCC-502 Effective Date

After selecting the producer, the automated system checks NAM to determine whether the joint operation selected is active on NAM. If the joint operation is not active, the message, "No Producer Selected. Please select again." will be displayed. See subparagraph 366 B for further information.

If the joint operation is active in NAM, Screen MAB44001 will be displayed. Enter the effective date from the appropriate CCC-502B, item 4, and PRESS "Enter" to update. An entry equal to or less than the current date is required in this field.

Note: See paragraph 394 for instructions on loading entities or joint operations that are members of a joint operation.

```
*******************************************************************************
*                      341-K MOORE DARIN          Selection     MAB44002      *
* Joint Operation File                       Version AA01  10/04/97 12:58 Term F3*
* ---------------------------------------------------------------------------*
*                                                                             *
*                E N T E R   E F F E C T I V E   D A T E                      *
*                            T O  C R E A T E                                 *
*                                                                             *
*     ID:   75-9876543  E  BLUE BELL JOINT VENTURE                            *
*                          RR#109                                             *
*                          LANCASTER            PA 19991                      *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*            Joint operation - Type: Joint Venture                            *
*           Effective Year: 94                                                *
*                                                                             *
*                                                                             *
*   Enter new effective date from CCC-502           /     /    (MM/DD/YY)     *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd3=Previous Menu                                        Enter-Continue    *
*                                                                             *
*******************************************************************************
```

449 Creating General Partnerships in Joint Operation File

A Displaying the Partnership

Screen MAD501J1 will be displayed if the joint operation accessed according to paragraph 447 is a general partnership.

To add a member to a partnership, ENTER "A" and PRESS "Enter". Screen MAD50201 will be displayed according to subparagraph C.

```
*******************************************************************************
*                      341-K. MOORE (DARIN)         Modify      MAD501J1       *
* Joint Operation File                       Version AA01  10/04/97 13:00 Term W6*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N             *
*  Joint Operation - Name: THOMAS BROTHERS FARMS                               *
*  Joint Operation - Type: Partnership                      ID: 431111111 E     *
*                      Share: 0.0000  Effective - Date: 12 / 12 / 90 Year: 98   *
*                                                              ....Shares....  *
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd   *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                        Total:                 *
*                                                                               *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify        *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity      *
*                                                                               *
*******************************************************************************
```

Continued on the next page

B
Meaning of Fields

The following table identifies and defines fields shown on Screen MAD501J1.

Field	Definition
Share	Reflects the share of the program payment selected by the members of the joint operation. It should be either: • 1.0000, if all members have selected the joint operation for payment • 0.0000, if the joint operation is not earning a payment, so all members have declined payment from the joint operation.
Effective Date	Date when CCC-502B was received or last revised.
Year	Year of file accessed.
#	Line number of member, used to access a member to update.
Prmtd	Member permitted flag designatio; either "Y" or "N".
Entity	Entity type of member.

Continued on the next page

C
Adding Members to the Partnership

Screen MAD50201 will be displayed if "A" is entered on Screen MAD501J1 according to subparagraph A.

Select the member to be added to the partnership. If more than one ID number or name meets the selection criteria entered on Screen MAD50201, a common routine screen will be displayed to select the member.

If a member of the partnership is an entity or another joint operation, the entity or joint operation must be loaded in the JOP/PEM file separately before the ID can be made a member of the partnership.

```
*******************************************************************************
*                       341-K. MOORE (DARIN)          Modify      MAD50201      *
* Member Record                                Version  AA01  10/04/97 13:03 Term W6*
* ---------------------------------------------------------------------------- *
*                                                                              *
*                          S E L E C T    M E M B E R                          *
*                                                                              *
*            To select a new member please enter the full                      *
*             ID Number and Type.                                              *
*                                                                              *
*           If full ID is unknown, enter the last four digits of               *
*            the ID or last name (partial last name accepted).                 *
*                                                                              *
*                                                                              *
*                                                                              *
*                      Last Four of ID                                         *
*                                                                              *
*                      ID Number             Type                              *
*                                                                              *
*                      Last Name                                               *
*                                                                              *
*                                                                              *
*                                                                              *
* Cmd3-Previous Screen                                        Enter-Continue   *
*                                                                              *
*******************************************************************************
```

Continued on the next page

C Adding Members to the Partnership (Continued)

After the member to be added has been successfully selected, Screen MAD501J3 will be displayed.

```
*******************************************************************************
*                       341-K. MOORE (DARIN)         Modify      MAD501J3      *
* Joint Operation File                       Version AA01  10/04/97 13:05 Term W6*
* ------------------------------------------------------------------------------ *
*                     M E M B E R     I N F O R M A T I O N                     *
* Joint Operation - Name: THOMAS BROTHERS FARMS                                 *
* Joint Operation - Type: Partnership                        ID: 43-1111111  E  *
*                       Share: 0.0000  Effective - Date: 12 / 12 / 90   Year: 98 *
*                                                                               *
*        MEMBER   ID and Type:     666-66-6666 S                                *
*                 Entity Type:     Individual                                   *
*                 Name & Address:  BURT THOMAS                                  *
*                                  8888 TILT ST                                 *
*                                  AMARILLO            TX  79109                *
*                                                                               *
*                                                                               *
*        MEMBER   Actual Share:     .0000                                       *
*                                                                               *
*                 Permitted Flag:                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*  Cmd3-Previous Screen                              Press Enter to continue    *
*                                                                               *
*******************************************************************************
```

In the "Actual Share" field, enter the member's actual share from CCC-502B, item 5.

In the "Permitted Flag" field, ENTER:

- "Y" if the partnership earns any payment; this will automatically:
  - count as 1 of the member's permitted entities; see 1-PL, subparagraph 218 B for further information
  - update the member's permitted share to equal the actual share
- "N" or leave the field blank if the partnership does not earn any payment. This will automatically update the member's permitted share to .0000 (zero).

Note: Because the entry in the "Permitted Flag" field is based on the partnership instead of the members, the "Permitted Flag" field for all the partnership members shall be the same.

Continued on the next page

D

Redisplaying the Partnership

PRESS "Enter" on Screen MAD501J3 after entries are made. Screen MAD501J1 will be redisplayed showing the added member. To:

- add another member, ENTER "A" and follow subparagraph B
- update the joint operation with the member information displayed, ENTER "U" and PRESS "Enter".

Note: The joint operation cannot be updated until the members' total actual shares equal 1.0000.

```
*******************************************************************************
*                       341-K. MOORE (DARIN)         Modify      MAD501J1       *
* Joint Operation File                        Version AA01  10/04/97 13:00 Term W6*
* ------------------------------------------------------------------------------ *
*      M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N               *
*  Joint Operation - Name: THOMAS BROTHERS FARMS                                 *
*  Joint Operation - Type: Partnership                        ID: 431111111 E    *
*                     Share: 1.0000  Effective - Date: 12 / 12 / 90 Year: 98     *
*                                                                ....Shares....  *
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd   *
*  001   Y  BILL THOMAS                       222-22-2222   01   0.5000  0.5000  *
*  002   Y  BOB THOMAS                        444-44-4444   01   0.5000  0.5000  *
*                                                                                *
*                                                                                *
*                                                                                *
*                                                                                *
*                                                                                *
*                                                                                *
*                                                                                *
*                                                          Total: 1.0000  1.0000 *
*                                                                                *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify         *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity       *
*                                                                                *
*******************************************************************************
```

450 Creating Joint Ventures if Shares Are the Same for All Crops and Farms

A Background

Follow the procedure in this paragraph to create a joint venture if all shares on CCC-502B apply to all crops on all farms owned or operated by the joint venture.

--Example:** Candy Farm Joint Venture consists of Bill and Bob. Bill has a .4000 share and Bob has a .6000 share of all crops on all farms owned and operated by the Candy Farm Joint Venture.**--

B Selecting the Joint Venture

Follow subparagraph 451 C to select the joint venture to be created.

C Selecting Programs

Screen MAB44005 will be displayed if the joint operation selected is a joint venture.

If the members' shares apply to all crops on all farms owned or operated by the joint venture, ENTER "ALL" and PRESS "Enter".
***--**

```
Common Provisions     341 MOORE                  Selection     MAB44005
 Joint Operation file                   Version  AA01  04/03/2003 14:15 Term E2
--------------------------------------------------------------------------------
 Name: CANDY FARM                         ID: 43-7777777  Type: E

   ALL   All Programs
   CRP   Conservation Reserve Program
   EQIP  Environmental Quality Incentive Program

   Specific Crops
   BARLY Barley              MUSTD Mustard         SFLWR Safflower
   CANOL Canola              OATS  Oats            SOYBN Soybeans
   CORN  Corn                PNUTS Peanuts         SNFLR Sunflower
   CRAMB Crambe              RAPE  Rapeseed        UPCN  Upland Cotton
   FLAX  Flax                RICE  Rice            WHEAT Wheat
   SORGH Grain Sorghum       SESME Sesame


'Y' indicates shares have been recorded for this program and/or crop for
    members of the joint venture.  Select a program or crop to REVISE or CREATE

Cmd3-Previous Screen                               Enter program code______
```

--*

Continued on the next page

D
Entering the CCC-502 Effective Date

On Screen MAB44002, enter the effective date from CCC-502B, item 4. An entry equal to or less than the current date is required in this field.

Note: The program selected on Screen MAB44005 will be displayed next to the effective year.

```
*******************************************************************************
*                      341-K. MOORE (DARIN)       Selection     MAB44002       *
* Joint Operation file                      Version AA01  10/04/97 12:59 Term W6*
* ---------------------------------------------------------------------------*
*                                                                             *
*              S E L E C T   E F F E C T I V E   D A T E                      *
*                            T O   R E V I S E                                *
*                                                                             *
*     ID:   43-7777777  E   CANDY FARM                                        *
*                           RR 5 BOX 55                                       *
*                           NASSAU             MO 99999-9999                  *
*                                                                             *
*                                                                             *
*                                                                             *
*    Joint Operation - Type: Joint Venture                                    *
*            Effective Year: 93          Program  ALL                         *
*                                                                             *
*                                                                             *
*    Enter new effective date from CCC-502           /    /    (MM/DD/YY)     *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd3-Previous Screen                                        Enter-Continue  *
*                                                                             *
*******************************************************************************
```

Continued on the next page

E
Displaying the Joint Venture

Screen MAD501J1 will be displayed if the joint operation selected is a joint venture.

To add a member to the joint venture, ENTER "A" and PRESS "Enter".

Note: The program selected on Screen MAB44005 will be displayed above the member data.

```
*******************************************************************************
*                      341-K. MOORE (JANE)          Modify      MAD501J1       *
* Joint Operation File                          Version AA01  10/04/97 13:00 Term W6*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N             *
*  Joint Operation - Name: CANDY FARM                                          *
*  Joint Operation - Type: Joint Venture                      ID: 437777777 E  *
*                     Share: 0.0000  Effective - Date: 12 / 12 / 90 Year: 98   *
*                    Program: ALL                                ....Shares....*
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd  *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                          Total:              *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                    (U)pdate to record changes (A)dd, or (D)elete Entity      *
*                                                                              *
*******************************************************************************
```

Note: See subparagraph 449 B for the meaning of fields on this screen.

Continued on the next page

F
Adding Members to the Joint Venture

Screen MAD50201 will be displayed according to subparagraph 449 C if "A" is entered on Screen MAD501J1 according to subparagraph E.

After the member to be added has been successfully selected, Screen MAD501J3 will be displayed.

Note: The program selected on Screen MAB44005 will be displayed above the member data.

```
*******************************************************************************
*                      341-K. MOORE (JANE)          Modify      MAD501J3       *
* Joint Operation File                       Version AA01  10/04/97 13:05 Term W6*
* ---------------------------------------------------------------------------- *
*                    M E M B E R     I N F O R M A T I O N                     *
* Joint Operation - Name: CANDY FARM                                           *
* Joint Operation - Type: Joint Venture                      ID: 43-7777777  E  *
*                       Share: 0.0000  Effective - Date: 12 / 12 / 90   Year: 98 *
*                     Program: ALL                                             *
*        MEMBER   ID and Type:     111-33-1111 S                               *
*                 Entity Type:     Individual                                  *
*                 Name & Address:  BILL CANDY                                  *
*                                  1313 TILT ST                                *
*                                  AMARILLO            TX  79109               *
*                                                                              *
*                                                                              *
*        MEMBER   Actual Share:     .0000                                      *
*                 Liability Flag:                                              *
*                 Permitted Flag:                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*  Cmd3-Previous Screen                            Press Enter to continue     *
*                                                                              *
*******************************************************************************
```

In the "Actual Share" field, enter the member's actual share from CCC-502B, item 5.

In the "Permitted Flag" field, ENTER:

- "Y" if the joint venture earns any payment; this will automatically:
  - count as 1 of the member's permitted entities; see 1-PL, subparagraph 218 B, for further information
  - update the member's permitted share to equal the actual share
- "N" or leave the field blank if the joint venture does not earn any payment. This will automatically update the member's permitted share to .0000 (zero).

Note: Because the entry in the "Permitted Flag" field is based on the joint venture instead of the members, the "Permitted Flag" field for all of the joint venture members shall be the same.

Continued on the next page

G
Redisplaying the Joint Venture

PRESS "Enter" on Screen MAD501J3 after entries are made. Screen MAD501J1 will be redisplayed showing the added member. To:

- add another member, ENTER "A" and follow subparagraph F
- update the joint operation with the member information displayed, ENTER "U" and PRESS "Enter".

Note: The joint operation cannot be updated until the member's total actual shares equal 1.0000.

```
*******************************************************************************
*                      341-K. MOORE (JANE)          Modify      MAD501J1       *
* Joint Operation File                        Version AA01  10/04/97 13:00 Term W6*
* ---------------------------------------------------------------------------- *
*     M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N              *
*  Joint Operation - Name: CANDY FARM                                          *
*  Joint Operation - Type: Joint Venture                      ID: 437777777 E  *
*                    Share: 1.0000  Effective - Date: 12 / 12 / 90 Year: 98    *
*                   Program: ALL                                ....Shares....  *
*   #  Prmtd     Member Name                 ID Number   Entity Actual  Prmtd   *
*  001   Y  BILL CANDY                       111-33-1111   01   0.4000  0.4000  *
*  002   Y  BOB CANDY                        555-11-5555   01   0.6000  0.6000  *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                       Total: 1.0000  1.0000  *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                              *
*******************************************************************************
```

451 Creating Joint Ventures if Shares Are Different for Different Crops

A Background

Follow the procedure in this paragraph to create a joint venture if shares on CCC-502B are different for different crops on all farms owned or operated by the joint venture.

Example: The Pullman Joint Venture consists of Eric and Tom. Eric has a .6000 share of wheat and a .3000 share of corn, and Tom has a .4000 share of wheat and a .7000 share of corn on all farms owned and operated by the Pullman Joint Venture.

B Selecting the Joint Venture

Follow paragraph 450 to select the joint venture to be created.

C Selecting Programs

Screen MAB44005 will be displayed if the joint operation selected is a joint venture.

If the members' shares are different for different crops on all farms owned or operated by the joint venture, enter the program for the first crop and PRESS "Enter".

Example: In the example described in subparagraph A, to assign Eric and Tom's share for wheat, ENTER "WHEAT" and PRESS "Enter".

*--

```
Common Provisions     341 MOORE                  Selection     MAB44005
 Joint Operation File                     Version  AA01  04/03/2003 14:15 Term E2
 ---------------------------------------------------------------------------------
  Name: PULLMAN JOINT VENTURE             ID: 99-6666666  Type: E

    ALL   All Programs
    CRP   Conservation Reserve Program
    EQIP  Environmental Quality Incentive Program

    Specific Crops
    BARLY Barley              MUSTD Mustard         SFLWR Safflower
    CANOL Canola              OATS  Oats            SOYBN Soybeans
    CORN  Corn                PNUTS Peanuts         SNFLR Sunflower
    CRAMB Crambe              RAPE  Rapeseed        UPCN  Upland Cotton
    FLAX  Flax                RICE  Rice            WHEAT Wheat
    SORGH Grain Sorghum       SESME Sesame


 'Y' indicates shares have been recorded for this program and/or crop for
     members of the joint venture.  Select a program or crop to REVISE or CREATE

 Cmd3-Previous Screen                              Enter program code  WHEAT
```

--*

Continued on the next page

D
Entering the CCC-502 Effective Date

Screen MAB44002 will be displayed according to subparagraph 450 D. Enter the effective date from CCC-502B, item 4.

Note: The program selected on Screen MAB44005 will be displayed next to the effective year.

E
Adding Members and Updating the Joint Venture

Follow paragraph 450 to add members to the joint venture and update the joint venture.

On each screen, the program selected on Screen MAB44005 will be displayed, such as "WHEAT".

Repeat the instructions in this paragraph for each crop.

---

452 Creating Joint Ventures if Members' Shares Are Different on Different Farms

A
Background

Follow the procedure in this paragraph to create a joint venture if shares on CCC-502B are different for different farms owned or operated by the joint venture.

Example: The Roberson Joint Venture consists of Flo and Sam. Flo has a .7000 share of all crops on the Cook farm and a .2000 share of all crops on the Taylor farm; Sam has a .3000 share of all crops on the Cook farm and a .8000 share of all crops on the Taylor farm. The Roberson Joint Venture operates the Cook and Taylor farms.

B
Establishing Name and Address Records

To create the joint venture records described in subparagraph A, establish the following 3 name and address records:

- a Roberson Joint Venture record with the joint venture's PID (ID type "E" and entity type "03")

  Note: Remember that all joint ventures entered in the joint operation file must have an employer ID number.

- a joint venture record assigned a temporary ID number (ID type "T" and entity type "03") with the business name that distinguishes between the different farms, such as "Cook Farm"

- a joint venture record assigned a temporary ID number (ID type "T" and entity type "03") with the business name that distinguishes between the different farms, such as "Taylor Farm".

Continued on the next page

C
Selecting the Joint Venture

Follow paragraph 448 to select 1 of the joint ventures with a **temporary** ID number created according to subparagraph B.

D
Selecting Programs

Screen MAB44005 will be displayed if the joint operation selected is a joint venture.

ENTER "ALL" or enter the program for the first crop and PRESS "Enter".

Example: To create joint venture records for the example in subparagraph A, the entry would be "ALL".

*--

```
Common Provisions     341 MOORE                  Selection     MAB44005
 Joint Operation File                     Version  AA01  04/03/2003 14:15 Term E2
 ---------------------------------------------------------------------------------
  Name: COOK FARM                          ID: 48-341-7777  Type: T

    ALL   All Programs
    CRP   Conservation Reserve Program
    EQIP  Environmental Quality Incentive Program

    Specific Crops
    BARLY Barley              MUSTD Mustard         SFLWR Safflower
    CANOL Canola              OATS  Oats            SOYBN Soybeans
    CORN  Corn                PNUTS Peanuts         SNFLR Sunflower
    CRAMB Crambe              RAPE  Rapeseed        UPCN  Upland Cotton
    FLAX  Flax                RICE  Rice            WHEAT Wheat
    SORGH Grain Sorghum       SESME Sesame


 'Y' indicates shares have been recorded for this program and/or crop for
     members of the joint venture.  Select a program or crop to REVISE or CREATE

 Cmd3-Previous Screen                              Enter program code  ALL
```

--*

Continued on the next page

E
Entering the CCC-502 Effective Date

Screen MAB44002 will be displayed. Enter the effective date from CCC-502B, item 4.

Note: The program selected on Screen MAB44005 will be displayed next to the effective year.

F
Entering the Joint Venture's PID

In the "PID" field on Screen MAD501J1, enter the joint venture's PID established according to subparagraph B.

Note: This links the shares on the farm with the PID for payment purposes. The payment will be made using the permanent joint venture ID number.

```
*******************************************************************************
*                       341-K. MOORE (DARIN)         Modify      MAD501J1      *
* Joint Operation File                        Version AA01  10/04/97 13:53 Term W6*
* ---------------------------------------------------------------------------- *
*      M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N             *
*  Joint Operation - Name: COOK FARM                        PID:                *
*  Joint Operation - Type: Joint Venture                     ID: 483417777 T    *
*                     Share: 0.0000  Effective - Date: 12 / 12 / 90 Year: 98   *
*                   Program: ALL                                ....Shares....  *
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd  *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                         Total:               *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                              *
*******************************************************************************
```

G
Adding Members and Updating the Joint Venture

Follow paragraph 450 to add members to the joint venture and update the joint venture.

On each screen, the program selected on Screen MAB44005 will be displayed, such as "ALL".

Repeat the instructions in this paragraph for each **farm**.

---

*--452.5 Creating Indian Tribal Ventures in the JOP/PEM File

A
Overview

This paragraph addresses Indian tribal ventures that require special handling when loading information into the JOP/PEM file.

B
Indian Tribal Ventures

Record all Indian tribal ventures, including BIA, in NAM using entity type "14".

Load Indian tribal ventures and their members in the JOP/PEM file according to the following table.

Exception: Do not load BIA and their members into the JOP/PEM file. Load members of BIA into NAM with a temporary ID number and entity type "15".

IF an Indian tribal venture has...	THEN...
only lands owned or held in trust, and no members have filed CCC-502 for other farming operations	• do not list the members' individual shares on the Indian tribal venture's CCC-502B • load the venture with the employer ID number in the JOP/PEM file • load the members using a temporary ID number assigned for "Members of (tribal venture)", with an entity code of "99", and a 100 percent share.

--*

Continued on the next page

*--452.5 Creating Indian Tribal Ventures in the JOP/PEM File (Continued)

B
Indian Tribal
Ventures
(Continued)

<table>
<tr><th>IF an Indian tribal venture has...</th><th colspan="2">THEN...</th></tr>
<tr><td rowspan="4">only lands owned or held in trust and some or all members have filed CCC-502's for other farming operations</td><td colspan="2">• do not list the members' individual shares on the Indian tribal venture's CCC-502B
• load the venture with the employer ID number in the JOP/PEM file
• load the members using a temporary ID number assigned for "Members of (tribal venture)", with an entity code of "99".</td></tr>
<tr><td>IF individuals have...</td><td>THEN...</td></tr>
<tr><td>filed CCC-502's for other operations</td><td>load the individuals in the entity file as members of the tribal venture using the individual's ID number and a share of .0001.</td></tr>
<tr><td>not filed CCC-502's for other operations</td><td>enter a share for the temporary ID number equal to the difference between the total recorded for individuals and 1.0000.</td></tr>
<tr><td>lands rented or otherwise acquired</td><td colspan="2">• determinations will be made as for any other joint venture
• load each member's individual shares on the Indian tribal venture's CCC-502B
• load the venture in the JOP/PEM file using entity type "14".</td></tr>
</table>

--*

Continued on the next page

C
Other Special Case Joint Operations

See subparagraph 418 A for information on loading the following special case joint operations:

- loading ineligible foreign persons as members of joint operations
- assigning temporary ID numbers
- loading join operations and joint operation members not earning payments subject to 1-PL rules
- loading joint operations to provide CAT application linkage requirements.

See subparagraph 418 K for information on loading Indian Tribal Ventures.

Note: The same rules apply for both joint operations and entities.**--***

453 Joint Ventures Without PID's

A
Background

1-PL provides that for a joint venture to be recorded as a joint venture and receive payments, the joint venture is required to have PID.

This paragraph describes provisions for joint ventures that do not have PID's.

B
Provisions for Joint Ventures Without PID's

The following provisions apply to joint ventures that do not have PID's.

- Record the joint venture in NAM using a computer-assigned temporary ID number.
- Record the joint venture members as the owner, operator, or other producer on the farm, according to 3-CM.
- The contract, applications, and other program forms must be signed by the members.
- Record members as individuals in the eligibility file for payment purposes.
- Issue all payments and price support loans to the members, not to the joint operation.
- Marketing cards are normally issued to the producers listed as the operator of the farm.
- Do **not** record the joint venture in the entity file.
- Make eligibility determinations for the members.

454-457 (Reserved)

458 Revising General Partnership Records

A Introduction

When changes to a general partnership member's "Actual Share" field, "Permitted Flag" field, or both fields are necessary, the member level partnership record must be revised.

B Importance of Keeping Joint Operation Records Up-to-Date

It is important to keep the joint operation file up-to-date because the joint operation file is 1 of the "drivers" for determining whether a producer is an active producer.

C Revising Member Records in a General Partnership

Revise member records in a partnership according to this table.

Step	Screen	Entry
1	Screen MAD501J1	Enter the member number in the "Enter # of Member to Modify" field.
2	Screen MAD501J3	Enter modifications to either of the following fields: • the "Actual Share", if shares have changed • the "Permitted Flag", if a change has occurred in the joint operation payment status. **Example:** If the partnership is no longer earning a payment, update all member permitted flags to "N".
3	Screen MAD501J1	ENTER "U" to update.

459 Example of Revising General Partnership Records

A Overview

The following example demonstrates revising a general partnership record.

B Revising Member Records

After the member to revise has been selected and entered, Screen MAD501J3 will be displayed. The user is now able to:

- update the "Actual Share" fields in the member records
- update the "Permitted Flag" fields in the member records.

In the following example, the member accessed is increasing his share in the partnership. No change to the permitted flag of the member will take place, since the general partnership is earning a payment.

```
*******************************************************************************
*                       341-K MOORE DARIN            Modify      MAD501J3      *
* Joint Operation File                        Version AA01  10/02/97 09:00 Term F3*
* ------------------------------------------------------------------------- *
*                     M E M B E R     I N F O R M A T I O N                 *
* Joint Operation - Name: THOMAS BROTHERS FARMS                             *
* Joint Operation - Type: Partnership                        ID: 43-1111111  E  *
*                       Share: 1.0000  Effective - Date: 12 / 04 / 92   Year: 98 *
*                                                                           *
*        MEMBER   ID and Type:     444-44-4444 S                            *
*                 Entity Type:     Individual                               *
*                 Name & Address:  BOB THOMAS                               *
*                                  COFFEE COBBLE WAY                        *
*                                  CHISOLM              OK  80140           *
*                                                                           *
*                                                                           *
*        MEMBER   Actual Share:     0.6000                                 *
*                                                                           *
*                 Permitted Flag:   Y                                       *
*                 Permitted Share:  1.0000                                  *
*                                                                           *
*                                                                           *
*                                                                           *
*  Cmd3-Previous Screen                    Press Enter to continue or (D)elete  *
*                                                                           *
*******************************************************************************
```

Continued on the next page

B
Revising Member Records (Continued)

Update the other member's share to .4000, or 40 percent, to reflect a loss in shares of crops on the farm. County software will not allow general partnerships to be updated unless actual member shares equal 100 percent.

After making the desired changes, PRESS "Enter" to return to Screen MAD501J1. ENTER "U" to update the general partnership to reflect the changed member records. The following example screen demonstrates a correctly updated general partnership record. Notice that the:

- permitted share of the members revised has been adjusted
- total of actual member shares in the partnership remains 1.0000.

```
*******************************************************************************
* Common Provisions     341-K MOORE                 Update      MAD501J1      *
* Joint Operation Update                     Version AA01  10/02/97 08:33 Term F3*
* ---------------------------------------------------------------------------- *
*     M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N              *
*  Joint Operation - Name: THOMAS BROTHERS FARMS                               *
*  Joint Operation - Type: Partnership                       ID: 431111111 E    *
*                     Share: 1.0000      Effective Date: 08/15/95 Year: 98      *
*                                                              ....Shares....  *
*   #  Prmtd     Member Name                 ID Number   Entity Actual  Prmtd   *
*  001   Y       BILL THOMAS                 222-22-2222   01   0.4000  0.4000  *
*  002   Y       BOB THOMAS                  444-44-4444   01   0.6000  0.6000  *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                   Total: 1.0000  1.0000      *
*  Joint Operation file has been updated.                                      *
*  Cmd7=End  Cmd4=Previous Screen                     Enter # to modify:       *
*                                            (A)dd, (D)elete or (U)pdate:      *
*                                                                              *
*******************************************************************************
```

Note: The updated member record will be recorded **only** if "U" is entered to update on Screen MAD501J1. The message, "Entity file has been updated", will be displayed after "U" is entered.

460 Deleting General Partnership Records

A Introduction

Unlike revisions, which involve only the members of the general partnership record, both general partnership members and the general partnership itself may be deleted. This paragraph explains both types of deletions.

B Deleting an Entire General Partnership

To delete an entire general partnership, take the following steps.

Step	Screen	Entry
1	Screen MAD501J1	ENTER "D" to delete the general partnership.
2	Screen MAD501J1	ENTER "U" to confirm the deletion.

C Example of Deleting an Entire General Partnership

In this example, ENTER "D" at the cursor, and PRESS "Enter".

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501J1       *
* Joint Operation File                        Version AA01  10/04/97 09:18 Term F3*
* ---------------------------------------------------------------------------- *
*     M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N              *
* Joint Operation - Name: THOMAS BROTHERS FARMS                                *
* Joint Operation - Type: Partnership                        ID: 431111111 E    *
*                     Share: 1.0000  Effective - Date: 12 / 04 / 92 Year: 98   *
*                                                            ....Shares....   *
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd  *
*  001   Y       BILL THOMAS                  222-22-2222   01   0.4000  0.4000 *
*  002   Y       BOB THOMAS                   444-44-4444   01   0.6000  0.6000 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                          Total: 1.0000  1.0000 *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                      (U)pdate to record changes (A)dd, or (D)elete Entity  D  *
*                                                                              *
*******************************************************************************
```

Continued on the next page

C
Example of Deleting an Entire General Partnership (Continued)

The general partnership and its members are not deleted until "U" is entered to update on the same screen. The following example screen shows the result of entering "U" to update.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501J1       *
* Joint Operation File                        Version AA01  10/04/97 09:18 Term F3*
* ---------------------------------------------------------------------------- *
*     M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N              *
* Joint Operation - Name: THOMAS BROTHERS FARMS                                *
* Joint Operation - Type: Partnership                        ID: 431111111 E   *
*                     Share: 1.0000  Effective - Date: 12 / 04 / 92 Year: 98   *
*                                                            ....Shares....   *
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd  *
*  001 * Y       BILL THOMAS                  222-22-2222   01   0.4000  0.4000 *
*  002 * Y       BOB THOMAS                   444-44-4444   01   0.6000  0.6000 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*  Member deleted - to reactivate, enter # or Add ID     Total:  0.0000  0.0000 *
*  Entity file has been updated                                                *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify       *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                              *
*******************************************************************************
```

Notice the:

- asterisk by the members, indicating deleted members
- highlighted "Entity file has been updated" message
- "Actual" and "Permitted Share" fields' new values.

Continued on the next page

D
Deleting Members of a General Partnership

Delete members of a general partnership according to this table.

Step	Screen	Entry
1	Screen MAD501J1	Enter the number of the member to be deleted in the "Enter # of Member to Modify" field and PRESS "Enter".
2	Screen MAD501J3	ENTER "D" to delete the member from the general partnership.
3	Screen MAD501J1	ENTER "U" to update.

Note: All joint operations should have an actual share equal to 1.0000. After deletion, the shares of the remaining members of the joint operation must be updated to ensure that the actual share equals 1.0000.

E
Example of Deleting General Partnership Member Records

In the following example, member 001 of Thomas Brothers Farms is selected for deletion as a member of the partnership.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501J1      *
* Joint Operation File                        Version AA01  10/04/97 09:18 Term F3*
* ---------------------------------------------------------------------------- *
*     M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N              *
* Joint Operation - Name: THOMAS BROTHERS FARMS                                *
* Joint Operation - Type: Partnership                        ID: 431111111 E   *
*                    Share: 1.0000  Effective - Date: 12 / 04 / 92 Year: 98    *
*                                                          ....Shares....     *
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd  *
*  001   Y       BILL THOMAS                  222-22-2222   01   0.4000  0.4000 *
*  002   Y       BOB THOMAS                   444-44-4444   01   0.6000  0.6000 *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                          Total: 1.0000  1.0000 *
*                                                                              *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify    001 *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                              *
*******************************************************************************
```

Continued on the next page

E
Example of Deleting General Partnership Member Records (Continued)

After selecting the member, Screen MAD501J3 will be displayed. ENTER "D" at the cursor to delete the member.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501J3       *
* Joint Operation File                       Version AA01  10/04/97 09:00 Term F3*
* ------------------------------------------------------------------------- *
*                    M E M B E R     I N F O R M A T I O N                   *
* Joint Operation - Name: THOMAS BROTHERS FARMS                              *
* Joint Operation - Type: Partnership                        ID: 43-1111111  E   *
*                      Share: 1.0000  Effective - Date: 12 / 04 / 92   Year: 98  *
*                                                                             *
*        MEMBER   ID and Type:     222-22-2222 S                              *
*                 Entity Type:     Individual                                 *
*                 Name & Address:  BILL THOMAS                                *
*                                  11 BEAUTIFUL DRIVE                         *
*                                  CHISOLM              OK  80140             *
*                                                                             *
*                                                                             *
*        MEMBER   Actual Share:     0.4000                                   *
*                                                                             *
*                 Permitted Flag:   Y                                         *
*                 Permitted Share:  1.0000                                    *
*                                                                             *
*                                                                             *
*                                                                             *
*  Cmd3-Previous Screen                   Press Enter to continue or (D)elete D *
*                                                                             *
*******************************************************************************
```

The member is not deleted until "U" is entered to update on Screen MAD501J1. The following screen shows the result of entering "U" to update.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501J1       *
* Joint Operation File                       Version AA01  10/04/97 09:18 Term F3*
* ------------------------------------------------------------------------- *
*     M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N             *
* Joint Operation - Name: THOMAS BROTHERS FARMS                              *
* Joint Operation - Type: Partnership                        ID: 431111111 E     *
*                     Share: 1.0000  Effective - Date: 12 / 04 / 92 Year: 98     *
*                                                              ....Shares....  *
*   #  Prmtd     Member Name                  ID Number   Entity Actual  Prmtd   *
*  001 * Y       BILL THOMAS                  222-22-2222   01   0.4000  0.4000  *
*  002   Y       BOB THOMAS                   444-44-4444   01   0.6000  0.6000  *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                   Total: 0.6000  0.6000  *
*  Member deleted - to reactivate, enter # or Add ID                          *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify      *
*                     (U)pdate to record changes (A)dd, or (D)elete Entity    *
*                                                                             *
*******************************************************************************
```

Continued on the next page

E

Example of Deleting General Partnership Member Records (Continued)

County software will not allow 1 member of a partnership to have 100 percent interest in the partnership. Any attempt to do this will result in the message shown in this example.

```
*******************************************************************************
*                      341-K MOORE DARIN            Modify      MAD501J3      *
* Joint Operation File                        Version AA01  10/04/97 09:00 Term F3*
* ---------------------------------------------------------------------------- *
*                    M E M B E R     I N F O R M A T I O N                     *
* Joint Operation - Name: THOMAS BROTHERS FARMS                                *
* Joint Operation - Type: Partnership                       ID: 43-1111111  E  *
*                      Share: 1.0000  Effective - Date: 12 / 04 / 92   Year: 98 *
*                                                                              *
*        MEMBER   ID and Type:     444-44-4444 S                               *
*                 Entity Type:     Individual                                  *
*                 Name & Address:  BOB THOMAS                                  *
*                                  COFFEE COBBLE WAY                           *
*                                  CHISOLM              OK  80140              *
*                                                                              *
*                                                                              *
*        MEMBER   Actual Share:     1.0000                                    *
*                                                                              *
*                 Permitted Flag:   Y                                          *
*                 Permitted Share:  1.0000                                     *
*                                                                              *
*                                                                              *
*                                                                              *
*  Cmd3-Previous Screen                   Press Enter to continue or (D)elete *
*  The Actual Share must be less than 1                                        *
*******************************************************************************
```

County software recognizes that a general partnership must have at least 2 members, with a cumulative actual share of 1.0000. It will not allow the general partnership record to be updated until:

- the deleted member record is reactivated
- a new member is added to the partnership.

Once 1 of these options is taken, and the actual shares of all members totals 100 percent, the system will allow the partnership to be updated.

461 Revising Joint Venture Records

A Introduction

A joint venture may be revised to:

- change the "Actual Share" field of a member
- introduce a new type of program for the joint venture
- change the type of program for the joint venture
- allow for members who share differently on different farms.

Note: Though County Offices may update the "Permitted flag" field, in nearly all cases the flag should be "Y". Updates to this field is not discussed in this section.

B Importance of Keeping Joint Operation Records Up-to-Date

It is important to keep the joint operation file up-to-date because the joint operation file is 1 of the "drivers" for determining whether a producer is an active producer.

C Adding Entities or Joint Operations as Members of Joint Ventures

Entities and joint operations may only added as members of joint ventures whose members share equally in all crops and all farms owned or operated by the joint venture. County software will not allow an entity or joint operation to be loaded as a member of a multiple version joint venture.

462 Accessing the Correct Joint Venture Record

A
Overview

Most joint venture members share the same in all crops on all farms. There are certain joint ventures, however, that share:

- differently for different crops
- differently on different farms.

This paragraph describes how to access the correct joint venture record to revise.

B
Determining the Correct Joint Venture Record

Use this table to determine the correct joint venture record to revise.

IF the members of the joint venture...	THEN go to subparagraph...
share equally for all crops on all farms	C.
share differently for different crops	D.
share differently on different farms	E.

Continued on the next page

C

Accessing Joint Venture Whose Members Share Equally for All Crops on All Farms

If the members' shares apply to all crops on all farms owned or operated by the joint venture, ENTER "ALL" and PRESS "Enter" on Screen MAB44005.

Go to paragraph 463.

***--**

```
Common Provisions     341 MOORE                  Selection     MAB44005
 Joint Operation File                    Version  AA01  04/03/2003 14:15 Term E2
 ---------------------------------------------------------------------------
  Name: QUALITY ACRES                     ID: 75-9999999   Type: E

    ALL   All Programs
    CRP   Conservation Reserve Program
    EQIP  Environmental Quality Incentive Program

    Specific Crops
    BARLY Barley              MUSTD Mustard         SFLWR Safflower
    CANOL Canola              OATS  Oats            SOYBN Soybeans
    CORN  Corn                PNUTS Peanuts         SNFLR Sunflower
    CRAMB Crambe              RAPE  Rapeseed        UPCN  Upland Cotton
    FLAX  Flax                RICE  Rice            WHEAT Wheat
    SORGH Grain Sorghum       SESME Sesame


 'Y' indicates shares have been recorded for this program and/or crop for
     members of the joint venture.  Select a program or crop to REVISE or CREATE

 Cmd3-Previous Screen                              Enter program code ALL
```

--*

Continued on the next page

D

Accessing Joint Venture Whose Members' Shares Are Different for Different Crops

If a joint venture member's shares are different for different crops on all farms owned or operated by the joint venture, enter the program for the applicable crop and PRESS "Enter", as shown on this screen.

***--**

```
Common Provisions     341 MOORE                  Selection     MAB44005
 Joint Operation File                     Version  AA01  04/03/2003 14:15 Term E2
 ------------------------------------------------------------------------------
  Name: QUALITY ACRES                      ID: 75-9999999   Type: E

  Y ALL   All Programs
    CRP   Conservation Reserve Program
    EQIP  Environmental Quality Incentive Program

    Specific Crops
    BARLY Barley              MUSTD Mustard         SFLWR Safflower
    CANOL Canola              OATS  Oats            SOYBN Soybeans
  Y CORN  Corn                PNUTS Peanuts         SNFLR Sunflower
    CRAMB Crambe              RAPE  Rapeseed        UPCN  Upland Cotton
    FLAX  Flax                RICE  Rice            WHEAT Wheat
    SORGH Grain Sorghum       SESME Sesame


 'Y' indicates shares have been recorded for this program and/or crop for
     members of the joint venture.  Select a program or crop to REVISE or CREATE

 Cmd3-Previous Screen                              Enter program code  CORN
```

--*

In this example, entering a program code of "CORN" will allow the user to change the members' shares of corn for the joint venture.

The program code "ALL" may also be selected. Selecting this program will allow updating the actual member shares for crops **except corn**.

Continued on the next page

D
Accessing Joint Venture Whose Members' Shares Are Different for Different Crops (Continued)

PRESS "Enter" to select the appropriate code. To ensure that the correct program code has been selected to revise the shares, check the "Program" field on the next screen that is displayed, which is Screen MAB44002.

```
*******************************************************************************
*                      205-C HARTLEY DARIN        Selection     MAB44002       *
* Joint Operation file                        Version AA01  10/04/97 14:37 Term F3*
* ---------------------------------------------------------------------------*
*                                                                             *
*              S E L E C T   E F F E C T I V E   D A T E                      *
*                            T O   R E V I S E                                *
*                                                                             *
*     ID:   75-9999999  E   QUALITY ACRES                                     *
*                           %TOM LINCOLN                                      *
*                           78 CAMDEN CT                                      *
*                           HARTLEY            TX 79011                       *
*                                                                             *
*                                                                             *
*    Joint Operation - Type: Joint Venture                                    *
*            Effective Year: 94          Program  ALL                         *
*                                                                             *
*    Effective date from CCC-502 on entity file   12 / 30 / 91                *
*    Enter new effective date from CCC-502           /    /    (MM/DD/YY)     *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd3-Previous Screen                                        Enter-Continue  *
*                                                                             *
*******************************************************************************
```

The "ALL" program code has been selected for this joint venture. Any revision to the member shares will affect all crops **except corn**.

Go to paragraph 463.

E
Accessing Joint Venture Whose Members' Shares Are Different on Different Farms

To alter member shares for a joint venture whose members' shares are different on different farms, the correct "version" of the joint venture must be accessed. Enter the temporary ID number assigned by county software for the farm whose members' shares are to be revised. See subparagraph 452 B for additional information.

If different versions of the joint venture contain members who share differently in different crops, access the applicable program according to subparagraph D.

---

463 Revising the Actual Share Field in Joint Venture Member Records

A Introduction

When changes to a joint venture member's "Actual Share" field are necessary, member level joint venture records must be revised.

Reminder: Though it is possible to change the permitted flag for members, in nearly all cases the flag should be "Y".

B Revising Member Records in Joint Ventures

Revise member records in a joint venture according to this table.

Step	Screen	Entry
1	Screen MAB44002	Enter a new effective date from CCC-502B if the makeup of the joint operation changed.
2	Screen MAD501J1	Enter the member number for the member to be revised in the "Enter # of Member to Modify" field.
3	Screen MAD501J3	Enter modifications to the "Actual Share" field, if member shares have changed.
4	Screen MAD501J1	ENTER "U" to update.

Continued on the next page

C
Example of Revising Actual Shares in a Joint Venture Record

In the following example, ID 331-58-1075 has reduced his share in Quality Acres Joint Venture. ID 444-70-7331 has increased his share by the amount of the other member's reduction.

This example shows how this change is made in the joint operation file.

After entering the applicable joint venture ID number, Screen MAB44005 will be displayed.

ENTER "ALL" for the program code, since the "All Programs" field is flagged with "Y", indicating that the members share equally in all crops on all farms.
*--

```
Common Provisions     341 MOORE                  Selection     MAB44005
 Joint Operation File                     Version  AA01  04/03/2003 14:15 Term E2
 ---------------------------------------------------------------------------------
  Name: QUALITY ACRES                      ID: 75-9999999   Type: E

  Y ALL   All Programs
    CRP   Conservation Reserve Program
    EQIP  Environmental Quality Incentive Program

    Specific Crops
    BARLY Barley              MUSTD Mustard         SFLWR Safflower
    CANOL Canola              OATS  Oats            SOYBN Soybeans
    CORN  Corn                PNUTS Peanuts         SNFLR Sunflower
    CRAMB Crambe              RAPE  Rapeseed        UPCN  Upland Cotton
    FLAX  Flax                RICE  Rice            WHEAT Wheat
    SORGH Grain Sorghum       SESME Sesame


 'Y' indicates shares have been recorded for this program and/or crop for
     members of the joint venture.  Select a program or crop to REVISE or CREATE

 Cmd3-Previous Screen                               Enter program code  ALL
```

--*

Continued on the next page

C
Example of Revising Actual Shares in a Joint Venture Record (Continued)

Screen MAB44002 will be displayed next, allowing the user to update the effective date from CCC-502B if the makeup of the joint venture changed. Since no modification occurred, PRESS "Enter" to continue.

```
*******************************************************************************
*                      205-C HARTLEY DARIN        Selection     MAB44002       *
* Joint Operation file                       Version AA01  10/04/97 14:37 Term F3*
* ---------------------------------------------------------------------------*
*                                                                             *
*              S E L E C T   E F F E C T I V E   D A T E                      *
*                            T O   R E V I S E                                *
*                                                                             *
*     ID:   75-9999999  E   QUALITY ACRES                                     *
*                           %TOM LINCOLN                                      *
*                           78 CAMDEN CT                                      *
*                           HARTLEY            TX 79011                       *
*                                                                             *
*                                                                             *
*    Joint Operation - Type: Joint Venture                                    *
*            Effective Year: 94          Program  ALL                         *
*                                                                             *
*    Effective date from CCC-502 on entity file   02 / 28 / 91                *
*    Enter new effective date from CCC-502           /    /    (MM/DD/YY)     *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd3-Previous Screen                                        Enter-Continue  *
*                                                                             *
*******************************************************************************
```

Select the member whose share is to be modified on Screen MAD501J1.

```
*******************************************************************************
*                      205-C HARTLEY DARIN          Modify      MAD501J1       *
* Joint Operation File                       Version AA01  10/04/97 14:38 Term F3*
* ---------------------------------------------------------------------------*
*     M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N             *
*  Joint Operation - Name: QUALITY ACRES                                      *
*  Joint Operation - Type: Joint Venture                     ID: 759999999 E   *
*                     Share: 1.0000  Effective - Date: 12 / 30 / 91 Year: 98  *
*                   Program: ALL                                ....Shares....*
*   #  Prmtd     Member Name                 ID Number   Entity Actual  Prmtd  *
*  001   Y  KEN NEILEN                       331-58-1075   01   0.2500  0.2500 *
*  002   Y  TOM LINCOLN                      444-70-7331   01   0.2500  0.2500 *
*  003   Y  SWEDE EVANS                      460-14-0855   01   0.5000  0.5000 *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                       Total: 1.0000  1.0000 *
*                                                                             *
*  Cmd7-End  Cmd3-Select new entity          Enter # of Member to Modify  001 *
*                    (U)pdate to record changes (A)dd, or (D)elete Entity     *
*                                                                             *
*******************************************************************************
```

Continued on the next page

C
Example of Revising Actual Shares in a Joint Venture Record (Continued)

Reduce ID 331-58-1075's actual share from 25 percent to 12 percent on Screen MAD501J3.

```
*******************************************************************************
*                      205-C HARTLEY DARIN          Modify      MAD501J3       *
* Joint Operation File                       Version AA01  10/04/97 14:38 Term F3*
* ---------------------------------------------------------------------------- *
*                     M E M B E R     I N F O R M A T I O N                    *
* Joint Operation - Name: QUALITY ACRES                                        *
* Joint Operation - Type: Joint Venture                      ID: 75-9999999  E  *
*                       Share: 1.0000  Effective - Date: 12 / 30 / 91   Year: 98 *
*                     Program: ALL                                             *
*        MEMBER   ID and Type:     331-58-1075 S                               *
*                 Entity Type:     Individual                                  *
*                 Name & Address:  KEN NEILEN                                  *
*                                  PO BOX 91                                   *
*                                  HARTLEY              TX  79044              *
*                                                                              *
*                                                                              *
*        MEMBER   Actual Share:     .1200                                      *
*                 Liability Flag:  N                                           *
*                 Permitted Flag:  Y                                           *
*                 Permitted Share:  .2500                                      *
*                                                                              *
*                                                                              *
*                                                                              *
*  Cmd3-Previous Screen                 Press Enter to continue or (D)elete    *
*                                                                              *
*******************************************************************************
```

Screen MAD501J1 will be displayed next, showing the modified actual shares for ID 331-58-1075. "U" cannot be entered to update the joint venture until the actual shares of all members equal 100 percent. Accomplish this by:

- adding another member to the joint venture, with a 13 percent share in the joint venture
- increasing the share of an existing member of the joint venture by the amount of the other member's reduction
- pressing "Cmd7" or "Cmd3" to exit the joint venture with no change to the actual shares.

In this example, ID 444-70-7331 will be increasing his share by 13 percent.

Repeat these steps, modifying ID 444-70-7331's actual share on Screen MAD501J3.

Continued on the next page

C
Example of Revising Actual Shares in a Joint Venture Record (Continued)

Once all modifications have been made, ENTER "U" to update the joint venture. A successful update is indicated by the message, "Entity File has been updated", on Screen MAD501J1, as shown on the following screen.

```
*******************************************************************************
* Common Provisions     341-K MOORE                  Update      MAD501J1      *
* Joint Operation Update                     Version AA01  10/04/97 08:33 Term F3*
* ---------------------------------------------------------------------------- *
*     M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N              *
*  Joint Operation - Name: QUALITY ACRES                                       *
*  Joint Operation - Type: Joint Venture                     ID: 759999999 E    *
*                    Share: 1.0000       Effective Date: 08/15/95    Year: 98  *
*                   Program: ALL                                ....Shares....  *
*   #  Prmtd     Member Name                ID Number   Entity Actual  Prmtd   *
*  001   Y  KEN NEILEN                      331-58-1075   01   0.1200  0.1200  *
*  002   Y  TOM LINCOLN                     450-70-7331   01   0.3800  0.3800  *
*  003   Y  SWEDE EVANS                     460-14-0855   01   0.5000  0.5000  *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                       Total: 1.0000  1.0000  *
*   Joint Operation file has been updated.                                     *
*     Cmd7=End  Cmd4=Previous Screen                      Enter # to modify:   *
*                                                   (A)dd, (D)elete or (U)pdate: *
*                                                                              *
*******************************************************************************
```

464 Revising the Joint Venture Program Type

A Introduction

Members of joint ventures may elect to share differently in different crops on all farms owned or operated by the joint venture. County software allows for this using the **program type**.

When loading or accessing a joint venture, Screen MAB44005 will be displayed immediately after a valid joint venture ID number is entered on Screen MAB44001. The following is an example of Screen MAB44005.

Select the program type containing "Y", or select a new program type on this screen.

*--

```
Common Provisions     341 MOORE                  Selection     MAB44005
 Joint Operation File                     Version  AA01  04/03/2003 14:15 Term E2
 ------------------------------------------------------------------------------
  Name: QUALITY ACRES                      ID: 75-9999999   Type: E

  Y ALL   All Programs
    CRP   Conservation Reserve Program
    EQIP  Environmental Quality Incentive Program

    Specific Crops
    BARLY Barley              MUSTD Mustard         SFLWR Safflower
    CANOL Canola              OATS  Oats            SOYBN Soybeans
    CORN  Corn                PNUTS Peanuts         SNFLR Sunflower
    CRAMB Crambe              RAPE  Rapeseed        UPCN  Upland Cotton
    FLAX  Flax                RICE  Rice            WHEAT Wheat
    SORGH Grain Sorghum       SESME Sesame


 'Y' indicates shares have been recorded for this program and/or crop for
     members of the joint venture.  Select a program or crop to REVISE or CREATE

 Cmd3-Previous Screen                               Enter program code  _____
```

--*

Continued on the next page

B

Example 1: Revising the Program Type

In this example, members of a joint venture that had shared equally on all crops want to share differently in upland cotton. They will continue to share equally in all other crops on the farm, however.

After entering the ID number for Quitcold Farms on Screen MAD501J1, Screen MAB44005 will be displayed.

ENTER "UPCN" on this screen to create the new joint venture record.
*--

```
Common Provisions     341 MOORE                  Selection     MAB44005
 Joint Operation File                    Version  AA01  04/03/2003 14:15 Term E2
 ---------------------------------------------------------------------------------
  Name: QUITCOLD FARMS                    ID: 75-2222222   Type: E

  Y ALL   All Programs
    CRP   Conservation Reserve Program
    EQIP  Environmental Quality Incentive Program

    Specific Crops
    BARLY Barley              MUSTD Mustard         SFLWR Safflower
    CANOL Canola              OATS  Oats            SOYBN Soybeans
    CORN  Corn                PNUTS Peanuts         SNFLR Sunflower
    CRAMB Crambe              RAPE  Rapeseed        UPCN  Upland Cotton
    FLAX  Flax                RICE  Rice            WHEAT Wheat
    SORGH Grain Sorghum       SESME Sesame


 'Y' indicates shares have been recorded for this program and/or crop for
     members of the joint venture.  Select a program or crop to REVISE or CREATE

 Cmd3-Previous Screen                              Enter program code  UPCN
```

--*

Because upland cotton had not been checked "Y" previously, county software must create a new record of the Quitcold Farms joint venture.

Once properly loaded, this newly created record will show the shares each member of the joint venture has in the upland cotton crop on all farms owned or operated by the joint venture.

Continued on the next page

B

Example 1: Revising the Program Type (Continued)

After entering "UPCN", Screen MAB44002 will be displayed. Load information from the revised CCC-502B, item 4. The date entered must be greater than the effective date displayed on the screen. This is an example of Screen MAB44002.

```
*******************************************************************************
*                      341-K. MOORE (JANE)        Selection     MAB44002       *
* Joint Operation file                      Version AA01  10/04/97 12:59 Term W6*
* ---------------------------------------------------------------------------*
*                                                                             *
*              S E L E C T   E F F E C T I V E   D A T E                      *
*                            T O   R E V I S E                                *
*                                                                             *
*     ID:   75-9588529  E   QUITCOLD FARMS                                    *
*                           PO BOX 350                                        *
*                           WALMART            MD 79022                       *
*                                                                             *
*                                                                             *
*                                                                             *
*    Joint Operation - Type: Joint Venture                                    *
*            Effective Year: 94          Program  BARLY                       *
*                                                                             *
*    Effect date from CCC-502 on entity file      01 / 01 / 82                *
*    Enter new effective date from CCC-502        01 / 01 / 97  (MM/DD/YY)    *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Cmd3-Previous Screen                                      Enter-Continue    *
*                                                                             *
*******************************************************************************
```

PRESS "Enter" to confirm the new effective date, and continue loading the new joint venture record.

Continued on the next page

B

Example 1: Revising the Program Type (Continued)

Screen MAB44007 will be displayed next. This screen, shown in the following example, allows the user to:

- copy an established program code into the new joint venture record
- leave blank the program code to create a new version of the entity.

Choose to copy an established program into the new joint venture record if only changing the member shares in the new program. This method creates a joint venture record for the new program crop that is in every way the same as the established program. Access the new version and adjust the shares to reflect the revised shares on CCC-502B.

*--

```
Common Provisions     341 MOORE                  Selection     MAB44007
 Joint Operation File                     Version  AA01  04/03/2003 14:15 Term E2
 ------------------------------------------------------------------------------
  Name: QUITCOLD FARMS                      ID: 75-2222222  Type: E

  Y ALL   All Programs
    CRP   Conservation Reserve Program
    EQIP  Environmental Quality Incentive Program

    Specific Crops
    BARLY Barley              MUSTD Mustard         SFLWR Safflower
    CANOL Canola              OATS  Oats            SOYBN Soybeans
    CORN  Corn                PNUTS Peanuts         SNFLR Sunflower
    CRAMB Crambe              RAPE  Rapeseed        UPCN  Upland Cotton
    FLAX  Flax                RICE  Rice            WHEAT Wheat
    SORGH Grain Sorghum       SESME Sesame


       Enter an established Program code to copy to the new Program
       or leave blank to create a new version of the entity.

 Cmd3-Previous Screen                               Enter program code  UPCN
```

--*

Continued on the next page

B
Example 1: Revising the Program Type (Continued)

Follow this table to load the upland cotton version of the joint venture record.

Step	Screen	Entry
1	Screen MAB44005	Enter the program to create (upland cotton).
2	Screen MAB44002	Enter the new effective date from CCC-502B.
3	Screen MAB44007	Enter the established program to copy to the new program. The user will adjust the shares for the newly created record in a later step.
4	Screen MAD501J1	Enter line number of the member whose shares are to be modified.
5	Screen MAD501J3	Enter the member's actual share in the crop. PRESS "Enter" to continue. Repeat steps 4 and 5 for each member whose share is to be updated.
6	Screen MAD501J1	When all members' shares are correct, ENTER "U" to update.

Continued on the next page

C
Example 2: Revising the Program Type

In this example, 1 member of Quitcold Farms no longer earns any share of the oats crop. Instead, a new member of the joint venture, not represented previously, will be given the remaining shares for oats.

Different versions of the joint venture must be created to reflect the different members and shares for the different crops owned by the joint venture. As a result, a different method for revising the joint venture is recommended than in subparagraph B. Follow this table to revise the joint venture.

Step	Screen	Entry
1	Screen MAB44005	Enter the program to create (oats).
2	Screen MAB44002	Enter the new effective date from CCC-502B.
3	Screen MAB44007	Enter nothing to create a new version of the joint venture (oats).
4	Screen MAD501J1	ENTER "A" to add members.
5	Screen MAD50201	Enter the ID number or name as requested and PRESS "Enter". When the member has been selected, Screen MAD501J3 will be displayed.
6	Screen MAD501J3	Enter the following: • member's share from CCC-502B • liability flag of "Y" • permitted share of "Y" if the joint venture earns any payment.
7	Screen MAD501J1	When all members have been entered, ENTER "U" to update.

465 Changing the Type of Program for Joint Ventures

A Overview

Joint venture members farming 2 crops that they had previously shared equally in may elect to share differently in the 2 crops. This results in a revised CCC-502B for the joint venture and changes to the way in which the joint venture is loaded in the JOP/PEM file. It also prompts County Offices to delete the "ALL" version of the joint venture.

B Changes in Member Shares That Result in the Deletion of Program

In the situation in subparagraph 464 A, a joint venture farming 2 program crops decides to share differently in the crops. As a result, 2 new versions of the joint venture, representing the 2 program crops, must be created, and the version of the joint venture contained within the "ALL" program must be deleted. See subparagraph:

- 464 B for instructions on creating the 2 new versions of the joint venture
- 467 B on deleting the "ALL" version of the joint venture.

466 Revising Joint Ventures for Members Who Share Differently on Different Farms

A Overview

Joint venture members' shares in crops farmed by the joint venture may vary by farm. County software establishes different loading and revision procedures for joint ventures of this kind.

B Revising Joint Ventures Whose Members Share Differently by Farm

Paragraph 452 discusses using assigned temporary ID numbers for joint venture members who share differently on different farms. Revisions to the different versions of the joint venture hinge on accessing the correct version to revise.

If, for example, the user had loaded 3 temporary joint ventures to encompass the 3 farms operated by the joint venture whose members shared differently by farm, the user must access the correct farm to revise the record.

C Example of Revising Joint Ventures Whose Members Share Differently by Farm

The Roberson Joint Venture consists of Flo and Sam. Flo has a .7000 share of wheat on the Cook farm and a .2000 share of wheat on the Taylor farm; Sam has a .3000 share of wheat on the Cook farm and a .8000 share of wheat on the Taylor farm. The Roberson Joint Venture operates the Cook and Taylor farms.

County Office personnel receive a revised CCC-502B indicating a change in member shares for Flo and Sam on the Cook farm.

Continued on the next page

C Example of Revising Joint Ventures Whose Members Share Differently by Farm (Continued)

Follow this table to revise the shares for the joint venture.

Step	Screen	Entry
1	Screen MAB44001	Enter the name or ID of the correct temporary joint venture to change.
2	Screen MAB44005	Enter the established program to revise.
3	Screen MAB44002	Enter the new effective date from CCC-502B.
4	Screen MAD501J1	Enter the line number of the member whose share will be modified.
5	Screen MAD501J1	When all members have been revised, ENTER "U" to update.

Note: See paragraph 464 in addition to this paragraph if, for the joint venture whose members share differently by farm:

- more than 1 established program code exists
- another program code must be established.

467 Deleting Joint Venture Records

A
Introduction

This paragraph discusses deleting:

- entire joint venture records
- members of joint ventures.

B
Clarification

As with general partnerships, County Offices may need to delete a member of a joint venture or the entire joint venture. Because of the more plentiful methods in which a joint venture is loaded into the JOP/PEM file, the user must be careful as to what he or she deletes.

Accessing the correct version of the joint venture may be the most important part of the deletion process.

C
Background

As previous paragraphs demonstrate, joint ventures may have:

- multiple versions for joint ventures whose members share differently by farm; these joint ventures are loaded into the system using a temporary ID number linked to PID

- multiple versions for joint ventures whose members share differently by crop on all farms owned or operated by the joint venture; these joint ventures are loaded into the system separately by program crop code

- multiple versions for joint ventures whose members share differently by crop **and** by farm; these joint ventures are loaded into the system using both methods

- single versions for joint ventures whose members' share does not vary by crop or by farm; these joint ventures are loaded into the system in much the same way as a general partnership or entity.

Deletions to joint ventures depend greatly on the makeup of the joint venture.

Continued on the next page

D
Deleting Records

To delete a joint venture record, take the following steps.

Step	Screen	Entry
1	Screen MAB44001	Enter the name or ID of the **correct version** of the joint venture to delete. **Example:** If deleting 1 version of a joint venture whose members shared differently by farm, enter the correct **temporary ID** number of the version to delete.
2	Screen MAB44005	Enter program code of the joint venture version to delete.
3	Screen MAB44002	PRESS "Enter" to continue.
4	Screen MAD501J1	ENTER "D" to delete the joint venture.
5	Screen MAD501J1	ENTER "U" to confirm the deletion.

E
Deleting Members of Joint Venture Record

Delete members of a joint venture record according to this table.

Step	Screen	Entry
1	Screen MAD501J1	Enter the number of the member to be deleted in the "Enter # of Member to Modify" field and PRESS "Enter".
2	Screen MAD501J3	ENTER "D" to delete the member from the joint venture record.
3	Screen MAD501J1	ENTER "U" to update.

Note: Remember that all joint operations should have an actual share equal to 1.0000. After deletion, the shares of the remaining members of the joint operation must be updated to ensure that the actual share equals 1.0000.

468-478 (Reserved)

Section 3 Joint Operation Reports

479 Using Joint Operation Reports

A
Introduction

This section includes the following topics:

- joint operation file report options
- system-generated joint operation report
- MABDIG report
- County Office reports
- KC-ITSDO download reports.

B
Purpose

County Offices should be familiar with several joint operation file reports. These reports:

- provide a snapshot of joint operation and member accounts
- document multicounty producer activity.

C
Report Retention

For information on report retention, see 25-AS, Exhibit 29. Relevant subjects include:

- CM 2-1, Download Reports

* * *

- CM 2-3, Start-of-Day/End-of-Day
- CM 2-4, State Reports
- CM 7, Subsidiary Files.

---

480 Joint Operation File Report Options

A Purpose

For general information on entities or their members, access Screen MAB44201. These reports:

- contain specific data that is recorded in the JOP/PEM file
- are particularly useful during subsidiary file rollover, as they provide a year-end record of producer data.

B Accessing Screen MAB44201

To access Screen MAB44201, ENTER "6", "Joint Operations", on Menu MAD000.

```
*******************************************************************************
* COMMAND                            MAD000                                F3 *
* Common Provision - Subsidiary Main Menu                                     *
* --------------------------------------------------------------------------- *
*                    1.  Power of Attorney                                    *
*                    2.  Fiduciary                                            *
*                    3.  Multiple County Producers                            *
*                    4.  Combined Producers                                   *
*                    5.  Eligibility                                          *
*                    6.  Joint Operations                                     *
*                    7.  Entity File and Payment Limitation Register          *
*                    8.  Print Producer Subsidiary File Data                  *
*                                                                             *
*                   10.  Payment Limitation Maintenance Menu                  *
*                                                                             *
*                                                                             *
*                                                                             *
*                   23.  Return To Application Selection Menu                 *
*                   24.  Return To Primary Selection Menu                     *
* Cmd3=Previous Menu                     *=Option currently not available.   *
*                                                                             *
* Ready for option number or command                                          *
*                                                                             *
*                                                                             *
*                                                                             *
*******************************************************************************
```

Continued on the next page

B

Accessing Screen MAB44201 (Continued)

ENTER "2", "Print Entity and Joint Operation Reports", on Menu MAB440A.

```
*******************************************************************************
* COMMAND                          MENU: MAB440A                            F3 *
* Joint Operation File                                                        *
* --------------------------------------------------------------------------- *
*                                                                             *
*                     1.  Create/Revise/Delete Joint Operation Record         *
*                     2.  Print Entity and Joint Operation Reports            *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                    23.  Return To Application Selection Menu                *
*                    24.  Return To Primary Selection Menu                    *
*                                                                             *
* Cmd3-Previous Menu                                                          *
*                                                                             *
* Ready for option number or command                                          *
*  2                                                                          *
*                                                                             *
*                                                                             *
*******************************************************************************
```

Continued on the next page

B

Accessing Screen MAB44201 (Continued)

Select the applicable year for the producer on Screen MAD01001. Screen MAB44201 will be displayed after the year is selected.

```
*******************************************************************************
*                       205-J HARTLEY DARIN        Selection     MAB44201      *
* Entity and Joint Operation Reports        Version  AC28  12/30/93 15:29 Term F3*
* ---------------------------------------------------------------------------- *
*                                                                              *
*                           REPORTS SELECTION                                  *
*                                                                              *
*                 1.  Print Interest Report                                    *
*                 2.  Print Alien Report                                       *
*                 3.  Print Member Interest in two or more                     *
*                     Entities and Joint Operations with less than 10% Report  *
*                 4.  Print Total Alien Report                                 *
*                 5.  Print Multiple County Report                             *
*                 6.  Print Pending/Exception Report                           *
*                 7.  Print Ownership Report                                   *
*                 8.  Print Payment Reduction Report                           *
*                 9.  Print Individual Entity and Joint Operation Report       *
*                                                                              *
*                23.  Return to Application Selection Menu                     *
*                24.  Return to Primary Selection Menu                         *
*                                                                              *
*                                                                              *
*                                                                              *
* Cmd3-Previous Menu                                     Enter-Selection  5    *
*                                                                              *
*******************************************************************************
```

C

Selecting a Joint Operation Report

A total of 6 joint operation reports can be printed from Screen MAB44201, each listing a particular set of data obtained from the JOP/PEM (joint operation and entity) file that is relevant to joint operations. See paragraph 414 for samples of the different reports.

Continued on the next page

D
Types of Joint Operation Reports

The different types of joint operation reports are listed in this table.

Report Number	Report Title	Description
1	Entity Interest Report	This report prints a list of each member in the joint operation or entity file. It identifies each joint operation or entity in which a member has an interest.
2	Alien Report	The report shows entities and joint operations that have nonresident aliens as members.
3	Print Member Interest in two or more JOP/PEM With <10% Report	Not applicable to joint operations.
4	Total Alien Report	This report shows joint operations and entities that have resident and nonresident aliens as a member.
5	Multiple County Report	This report prints a list of all multiple county producers that are in the joint operation and entity files. This report should be used to coordinate permitted entity selections.
6	Pending/Exception Report	Not applicable to joint operations.
7	Entity Ownership Report	This report prints a list of all joint operations and entities recorded in the joint operation and entity files and lists the members.
8	Print Payment Reduction Report	Not applicable to joint operations.
9	Individual Entity Report	This report has the following options: • ENTER "1" to print all entities and joint operations in which a member has an interest • ENTER "2" to print the Entity Ownership Report.

481 MABDIG Reports

A Overview

MABDIG, or Subsidiary File Diagnostic Listing, can be used to determine producer subsidiary file information. Unlike other reports which provide a compilation of monthly or yearly producer activity, MABDIG provides a snapshot of year-specific producer information.

B MABDIG Permitted Entity/Joint Operation Sections

Two areas on MABDIG are used to indicate permitted joint operation activity:

- Permitted Entity/Joint Operation Member Information section
- Permitted Entity Entity Information section.

Each section lists unique, year-specific information for the producer for which MABDIG is being printed.

--Note:** See subparagraph 130 C to print MABDIG.**--

C Permitted Entity/Joint Operation Member Information

The Permitted Entity/Joint Operation Member Information section lists producer-specific member information for members of both entities and joint operations. All joint operations in which the producer is a member in the applicable year will be listed in this section.

This is an example of the Permitted Entity/Joint Operation Member Information section.

```
Ind              Ent       PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION     Perm  Act  Perm
Stat Id and Type Type Date  Inline 1   Inline 2  Inline 3  Inline 4 Crop Libl KCMO Flag Share Share Pgm-Upd Date
---- ------------ ---- ---- ---------- ---------- --------- -------- ---- ---- ---- ---- ----- ----- -------- ----
      666555222E  02 930511 999991111E                                          N    Y   00250 05000  MAB451 971112
      999991111E  04 771118                                                     N    Y   05000 05000  MAD467 970127
      676767676E  06 911003                                                     N    D   98740 00000  MAD323 971217
```

This MABDIG shows all the different types of memberships a particular producer has in the JOP/PEM file.

Continued on the next page

D
Meaning of Member Section Fields

The following table describes the meaning of fields shown in the Permitted Entity/Joint Operation Member Information section of MABDIG.

Section	Definition
Ind Stat	Used to determine whether the joint operation record is active ("Blank") or deleted ("D").
Id and Type	Lists the ID number and type of the joint operation the producer is a member of.
Ent Type	Lists the entity type of the joint operation the producer is a member of.
Date	Lists the date the joint operation was created.
Inline 1	If data is found here, indicates that the producer is a member of a joint operation or entity that is itself a member of a joint operation or entity. Joint operations are not usually thought of as having embedded entities or joint operations as members, but the software logic treats joint operations this way.
Inline 2	Indicates that the producer is a member at the third level, which means the producer is a member of the senior payment joint operation through both the entities listed in the "Inline 1" and "Inline 2" fields.
Inline 3	Indicates that the producer is a member at the fourth level.
Inline 4	Indicates that the producer is a member at the fifth level.
Crop	Relevant to joint ventures; indicates the program crop code of the version of the joint venture listed.
Libl	Field not relevant for joint operations.
Succ	
KCMO	

Continued on the next page

D
Meaning of Member Section Fields (Continued)

Section	Definition
Perm Flag	Indicates the designation the producer has selected or county software has generated. **Note:** See subparagraph 365 L for the definition of permitted flags.
Act Share	Indicates the actual share the producer has in the joint operation.
Perm Share	Indicates the permitted share for the producer in the joint operation.
Pgm-Upd	Lists the last software program that updated the record.
Date	Lists the date the last software program updated the record.

E
Permitted Entity Entity Information Section

The Permitted Entity Entity Information section lists information about the joint operation for which the MABDIG is printed. MABDIG's printed for producers that are members of joint operations, but are not joint operations themselves, will contain no data in the Entity Information section.

This is an example of the Permitted Entity Entity Information section of MABDIG.

```
                                          PERMITTED ENTITY ENTITY INFORMATION
Ind                 Ent                                          Perm  Act  Perm
Stat  Id and Type  Type  Date   Tax ID     Levels   Members Crop Flag Share Share Pgm-Upd  Date
----  -----------  ---- ------  ---------- ------   ------- ---- ---- ----- ----- ------- ------
      353535353E    03  940114  353535353E   0        002   0000      10000 10000 MAB490  970117
```

Continued on the next page

F
Meaning of Entity Section Fields

This table describes the meaning of fields shown in the Permitted Entity Entity Information section of MABDIG.

Section	Meaning
Ind Stat	Used to determine whether the joint operation record is active ("Blank") or deleted ("D").
Id and Type	Lists the ID number and type of the joint operation.
Ent Type	Lists the entity type of the joint operation.
Date	Lists the date the joint operation was created.
Tax ID	Lists PID for the joint operation. In most cases this is the same as the number in the ID field, but with joint ventures with multiple versions on file, it will contain the PID associated to the temporary ID listed in the ID field.
Levels	For joint operations with joint operations or entities as members; lists the number of levels of joint operations or entities "embedded" in the joint operation, if any.
Members	Lists the number of direct members of the joint operation.
Crop	For joint ventures with multiple versions, indicates the program crop code for a particular version of a joint venture.
Perm Flag	Field not relevant for joint operations.
Act Share	Lists the possible share the members may have in the joint operation; nearly always 1.0000.
Perm Share	Lists the total share designated by all members of the joint operation.
Pgm-Upd	Lists the last software program that updated the record.
Date	Lists the date the last software program updated the record.

482 KCMO Download Reports

A
Purpose

The mainframe in Kansas City processes records that are sent by County Offices. After processing these records, the mainframe in Kansas City downloads the reports, through the State Office, to the producer's "other" County Office. This allows County Offices to be aware of and make payments based on the changes made to "other" counties' records.

B
Types of Download Reports

The following four KCMO download reports are directly related to the JOP/PEM file.

Report MAD313-R001, Change Permitted Entity Records:

- is triggered by a change to an entity record in a county that is not the control county for the entity
- is downloaded to the control county of the updated entity
- is used to inform the control county of an "other" county entity record update.

Report MAB480-R001, Multicounty Entity Members with less than 10% Interest in an Entity:

- shows members with less than 10 percent interest in an entity
- shows the entity or entities the member is a less than 10 percent member of
- is printed for both CY and PY
- prints out entity or joint operation members for which activity has occurred in the last upload/download cycle.

Continued on the next page

B
Types of Download Reports (Continued)

Report MAB480-R002, Multicounty Entity Members with 4 or more Entities Selected for Payment:

- shows members with 4 or more entities selected for payment (suspended producers)
- shows the entity or entities the member has selected for payment
- is printed for both CY and PY
- prints out suspended entity or joint operation members for which activity has occurred in the last upload/download cycle.

Report MAB480-R003, Multicounty Entity Members with no Violations:

- shows members with no violations
- shows the entity or entities the member has selected for payment
- is printed for both CY and PY
- prints entity or joint operation members for which activity has occurred in the last upload/download cycle.

Note: See subparagraph 416 B for examples of download reports.

483 State Suspended Reports

A Overview

A State Suspended Report is printed in the State Office during the download process if a member of a joint operation or entity in the State was suspended in the current cycle.

Producers who have suspended joint operations have selected more than the allowable number of permitted entities. The KCMO mainframe suspends both entities and joint operations until a valid designation is uploaded to KCMO.

Note: This report is not cumulative, so every report will need to be reconciled with the counties involved.

B Report MGRC60R1

Report MGRC60R1, Multi-County Entity Members Suspended Report, lists the ID's of members of entities and joint operations who were suspended during the current cycle. This is an example of the report.

```
TEXAS                    U.S. DEPARTMENT OF AGRICULTURE
120993001                     FARM SERVICE AGENCY           10/04/97
MGRC60R1         MULTI-COUNTY ENTITY MEMBERS SUSPENDED REPORT         PAGE   1
-------------------------------------------------------------------------------

     SUSPENDED MULTI-COUNTY MEMBERS

                                ENTITY            MEMBER        CONTROL
          ST/CTY   YEAR     ID AND TYPE       ID AND TYPE      COUNTY
          ------   ----    -------------     -------------     -------

          48-375    98     75-2011159  E     118-27-0372       48-275
          48-375    98     75-2011159  E     118-27-0372       48-275
          48-375    98     75-2917173  E     118-27-0372       48-275
          48-375    98     75-3633433  E     812-91-4132       07-137
          48-375    98     75-3840381  E     812-91-4132       07-137
          48-375    98     75-4175768  E     812-91-4132       07-137
          48-375    98     75-3840381  E     812-91-4132       07-137
```

484 (Withdrawn--Amend. 3)

484 Special Case Joint Operations

A
Overview

This paragraph addresses Indian tribal ventures require special handling when loading information into the JOP/PEM file.

B
Indian Tribal Ventures

Record all Indian tribal ventures, including BIA, in NAM using entity type "14".

Load Indian tribal ventures and their members in the JOP/PEM file according to the following table.

Exception: Do not load BIA and their members into the JOP/PEM file. Load members of BIA into NAM with a temporary ID number and entity type "15".

For Indian tribal ventures with...	THEN...
only lands owned or held in trust, and no members have filed CCC-502 for other farming operations	• do not list the members' individual shares on the Indian tribal venture's CCC-502B • load the venture with the employer ID number in the JOP/PEM file • load the members using a temporary ID number assigned for "Members of (tribal venture)", with an entity code of "99", and a 100 percent share.

Continued on the next page

B
Indian Tribal Ventures (Continued)

<table>
<tr><th>For Indian tribal ventures with...</th><th colspan="2">THEN...</th></tr>
<tr><td rowspan="4">only lands owned or held in trust that have members that have filed CCC-502 for other farming operations</td><td colspan="2">• do not list the members' individual shares on the Indian tribal venture's CCC-502B
• load the venture with the employer ID number in the JOP/PEM file
• load the members using a temporary ID number assigned for "Members of (tribal venture)", with an entity code of "99".</td></tr>
<tr><td>IF individuals have...</td><td>THEN...</td></tr>
<tr><td>filed CCC-502 for other operations</td><td>load the individuals in the entity file as members of the tribal venture using the individual's ID number and a share of .0001.</td></tr>
<tr><td>not filed CCC-502 for other operations</td><td>enter a share for the temporary ID number equal to the difference between the total recorded for individuals and 1.0000.</td></tr>
<tr><td>lands rented or otherwise</td><td colspan="2">• determinations will be made as for any other joint venture
• load each member's individual shares on the Indian tribal venture's CCC-502B
• load the venture in the JOP/PEM file using entity type "14".</td></tr>
</table>

Continued on the next page

C
Other Special Case Joint Operations

See subparagraph 418 A for information on loading the following special case joint operations:

- loading ineligible foreign persons as members of joint operations
- assigning temporary ID numbers
- loading join operations and joint operation members not earning payments subject to 1-PL rules
- loading joint operations to provide CAT application linkage requirements.

Note: The same rules apply for both joint operations and entities.

*--485 Revising Entity Types For Joint Operations

A
Introduction

Joint operations are sometimes restructured to change from one entity type to another, while keeping the same identification numbers. In these cases, County Office software enables the user t revise the entity type to reflect changes in a joint operation for the current year (CY).

Follow this paragraph to revise entity types when an existing joint operation restructures to create either of the following:

- a new joint operation
- an entity.

B
Rules for Making Entity Type Changes

County Offices shall refer to 1-PL before making any entity type changes. **All** rules and regulations in 1-PL must be met before County Offices may revise an entity type.

C
Overview of Revising Entity Types

The following actions are required in order to revise an entity type:

- delete all CY joint operation files for the ID number.
- change the entity type and make any necessary changes to NAM
- add the new joint operation to the joint operation file and update.

Note: Revisions can only be made to the CY entity type, not entity types for CY-1 or CY-2.**--***

Continued on the next page

D
Revising the Entity Type for Joint Operations

Revise the entity type when an existing joint operation is restructured to form a new joint operation according to the following.

Step	Menu or Screen	Action
1	MA0000, Common Management Menu	ENTER “4”, “Subsidiary Files Maintenance”, and PRESS “Enter”.
2	MAD000, Subsidiary Main Menu	ENTER “6”, “Joint Operations”, and PRESS “Enter”.
3	MAB440A, Joint Operation File	ENTER “1”, “Create/Revise/Delete Joint Operation Record”, and PRESS “Enter”.
4	MAB44000, Joint Operation Record	ENTER “1”, “CY Records”, and PRESS “Enter”.
5	MAB44001, Joint Operation File	Select the joint operation and PRESS “Enter”.
6	MAB44002, Joint Operation File	Enter the new effective date from CCC-502 and PRESS “Enter”.
7	MAD501J1, Joint Operation Update	ENTER “D” to delete and PRESS “Enter”. **Note:** An asterisk will be placed by the members name. ENTER “U” to update and PRESS “Enter”. **Note:** See subparagraph 486 B.
8	MA0000, Common Management Menu	ENTER “2”, “Producer Name and Address Maintenance”, and PRESS “Enter”.
9	MAB000 Name and Address Selection Menu	ENTER “2”, “Change or View”, and PRESS “Enter”.
10	MAB01001 Name and Address File Maintenance	Select the NAM file to be updated.

--*

Continued on the next page

D
Revising the Entity Type for Joint Operations (Continued)

Step	Menu or Screen	Action
11	MAB0102, Name and Address - File Maintenance	Change the entity type and PRESS "Enter". **Note:** See subparagraph 486 C. The user will have to pass through the following: • Screen MAB02001 • Screen MAB02501 • Screen MAB03001 • Screen MAB03501 • Screen MAB06001. Make any updates to NAM through these screens to reflect changes caused by the entity type revision according to 1-CM. Update NAM .
12	MA0000, Common Management Menu	ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
13	MAD000, Subsidiary Main Menu	ENTER "6", "Joint Operations", and PRESS "Enter".
14	MAB440A, Joint Operation File	ENTER "1", "Create/Revise/Delete Joint Operation Records", and PRESS "Enter".
15	MAB44000, Joint Operation Record	ENTER "1", "CY", and PRESS "Enter".
16	MAB44001, Joint Operation File	Select the joint operation to be updated and PRESS "Enter".
17	MAB44002, Joint Operation File	Enter the new effective date from CCC-502 and PRESS "Enter".
18	MAD501J1 Joint Operation Update	ENTER "A" and PRESS "Enter". Add the members of the entity to the entity file. PRESS "Enter" twice to update. Additional information on adding members to the joint operation can be found in paragraph 448.

--*

Continued on the next page

*--485 Revising Entity Types For Joint Operations (Continued)

E
Revising the Entity Type for a Joint Operation to an Entity

Revise the entity type when an existing joint operation is restructured to form a new entity according to the following.

Step	Menu or Screen	Action
1	MA0000, Common Management Menu	ENTER “4”, “Subsidiary Files Maintenance”, and PRESS “Enter”.
2	MAD000, Subsidiary Main Menu	ENTER “6”, “Joint Operations”, and PRESS “Enter”.
3	MAB440A, Joint Operation File	ENTER “1”, “Create/Revise/Delete Joint Operation Record”, and PRESS “Enter”.
4	MAB44000, Joint Operation Record	ENTER “1”, “CY Records”, and PRESS “Enter”.
5	MAB44001, Joint Operation File	Select the joint operation and PRESS “Enter”.
6	MAB44002, Joint Operation File	Enter the new effective date from CCC-502 and PRESS “Enter”.
7	MAD501J1, Joint Operation Update	ENTER “D” to delete and PRESS “Enter”. **Note:** An asterisk will be placed by the members name. ENTER “U” to update and PRESS “Enter”. **Note:** See subparagraph 486 B.
8	MA0000, Common Management Menu	ENTER “2”, “Producer Name and Address Maintenance”, and PRESS “Enter”.
9	MAB000, Name and Address Selection Menu	ENTER “2”, “Change or View”, and PRESS “Enter”.
10	MAB01001, Name and Address File Maintenance	Select the NAM file to be updated

--*

Continued on the next page

*--485 Revising Entity Types For Joint Operations (Continued)

E
Revising the Entity Type for Joint Operations to an Entity (Continued)

Step	Menu or Screen	Action
11	MAB0102, Name and Address - File Maintenance	Change the entity type and PRESS "Enter". **Note:** See subparagraph 486 C. The user will have to pass through the following: • Screen MAB02001 • Screen MAB02501 • Screen MAB03001 • Screen MAB03501 • Screen MAB06001. Make any updates to NAM through these screens to reflect changes caused by the entity type revision according to 1-CM. Update NAM .
12	MA0000, Common Management Menu	ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
13	MAD000, Subsidiary Main Menu	ENTER "7", Entity File and Payment Limitation Register. **Note:** Screen MAB440B will be displayed. PRESS "Enter".
14	MAB440B, Entity/Pay Limit Register	ENTER "1", "Create/Revise/Delete Entity Records", and PRESS "Enter".
15	MAB44000, Entity Record	ENTER "1", "CY", and PRESS "Enter".
16	MAB44001, Entity File	Select the entity to be updated and PRESS "Enter".
17	MAB44002, Entity File	Enter the new effective date from CCC-502 and PRESS "Enter".
18	MAD501E1, Entity File	ENTER "A" and PRESS "Enter". Add the members of the entity to the entity file. PRESS "Enter". twice to update. Additional information on adding members to the entity file can be found in paragraph 378.

--*

*--486 Screen MAD501J1, Screen MAB0102, and Report MABDIG

A
Overview

Joint Operation Update Screen MAD501J1 lists the members of the joint operation. Before the entity type can be revised, the members of the joint operation need to be deleted.

Report MABDIG prints the entity types for CY, CY-1, and CY-2.

B
Joint Operation Update Screen MAD501J1

The joint operation and its members are not deleted until on Screen MAD501J1, "U" is selected and the user presses enter to update. The following sample screen shows the results of entering "U" to update.

```
Common Provisions     073-C RANSOM            Update      MAD501J1
 Joint Operation Update                Version AA01  11/29/00 08:48 Term H4
 ----------------------------------------------------------------------------------------------------------

                          M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N
 Name: PIGGY FARMS PARTNERSHIP
 Type: Partnership                  ID: 202507777 E                    Share: 0.0000
                              Effective Date: 10/27/00                        Year: 01
                                        ....Shares....
  #  Prmtd     Member Name                ID Number        Entity          Actual  Prmtd
 001 *    KIM PIGG                       202-50-2222 S    01              0.2500  0.0000
 002 *    BRIAN PIGG                      202-50-3333 S   01              0.2500  0.0000
 003 *    LISA PIGG                      202-50-4444 S    01              0.2500  0.0000
 004 *    JAMES PIGG                     202-50-4555 S    01              0.2500  0.0000


                                                                     Total: 0.0000  0.0000
 * = Member deleted: To reactivate enter # or Add ID                Enter # to modify:
 Cmd7=End  Cmd4=Previous Screen                        (A)dd, (D)elete or (U)pdate:
 Joint Operation file has been updated.
```

Notes: If Screen MAD501J1 has updated properly, the following changes will have occurred:

- an asterisk by the member that indicates a deleted member
- a highlighted "Joint Operation file has been updated" message
- a new value in the "Total"field for actual and permitted shares.

Continued on the next page

C
Name and Address - File Maintenance Screen MAB0102

After revising the entity type on Screen MAB0102, users will need to update NAM according to 1-CM to reflect any NAM changes that have occurred because of the entity type revision.

```
                    073-C RANSOM              Change      MAB01502
Name and Address - File Maintenance     Version: AA01  11/29/2000 09:03 Term
-----------------------------------------------------------------------------------------------------------
                    Basic Data Tracking Fields

 ID Number 202507777    ID Type E    Name Type B    Entity Type          CY      03
                                                                         CY-1    02
                                                                         CY-2    02
 Name for Mail  PIGGY FARMS PARTNERSHIP

Cmd7-End, Cmd3-Previous                                          Enter-Continue
```

Note: CY-1 and CY-2 still shows "02" as the entity type after the CY entity type is changed. CY-1 and CY-2 can not be accessed to make entity type revisions.

D
MABDIG Diagnostic Listing

Report MABDIG prints CY, CY-1, and CY-2 entity types. The following is an example of the Name and Address Information section of Report MABDIG after an entity change.

```
NORTH DAKOTA                          U.S. Department of Agriculture          Prepared: 11-29-00
C Ransom              ST/CTY                Farm Service Agency                  Time: 09:13
Report ID: MABDIG-R001   38/073     Diagnostic Listing for: 20-25077777 E–2001     Page:     1

      NAME & ADDRESS INFORMATION:

Ind     Id and Type        Name                          Type      AP      MCM     CEM     PA-DEL   Pgm-Upd   Date
Stat
-----   -------------      ---------------------------- ------   ------------------------------------------  ---------  ------
        202507755 E        Piggy Farms Joint Venture     03      CY  N      N       N       N        MAB060    00112
                                                                                                              9
                                                         02      CY-1 N     N       N
                                                         02      CY-2 N     N       N
```

--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026A	Supplemental to AD-1026 (Continuation)		38
CCC-501A	Member's Information		367, 414, 418, 434
CCC-501B	Designation of "Permitted Entities"		367, 418, 434
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		318
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		Parts 6 and 7
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		Parts 6 and 7
CCC-502D	Farm Operation Plan for Payment Eligibility Review for an Estate or Trust		365-367, 379, 393, 395, 432, 434
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		367, 434
CCC-732	CMA or LSA Producer Payment Limitation Request		177
CCC-738	Payment Limitation Non-County Action Required	105	
CCC-739	Payment Limitation Control County Action Required	106	177
FSA-153	Agricultural Foreign Investment Disclosure Act Report		414

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CC	counter-cyclical	146
CDP	Crop Disaster Program	146
CEM	combined producer (file)	Text
CY	current year	Text
DCP	Direct and Counter-Cyclical Program	146, 180
DBA	doing business as	366
DIR	direct	146, 180
EFM	eligibility file	36, Part 2
EOD	end-of-day process	Text
EQIP	Environmental Quality Incentives Program	146
LAP	Livestock Assistance Program	146
MCM	multicounty producer (file)	Text
MLA	Market Loss Assistance Program	146, 180
NAM	name and address file	Text
NAP	Noninsured Crop Disaster Assistance Program	1, 364, 431, Parts 2 and 4
PCCA	Producers Cotton Cooperative Association	165

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
PID	permanent ID number	Part 7, Ex. 2
PLM	payment limitation (file)	Text
PN	peanuts	146
PS	price support	180
PY	prior year	Text
SOD	start-of-day process	Text

Redelegations of Authority

None

Definitions of Terms Used in This Handbook

Active Producer

An active producer is a producer active in a county because of:

- membership in an entity or joint operation
- providing a significant contribution of land, labor, capital, or equipment to a farming operation - being "on" a farm for subsidiary file purposes.

Actual Share

A member's actual share is found in the member level entity or joint operation record and contains the percent of ownership share from CCC-502C or CCC-502D, item 5. The user can adjust this value.

For entities, see subparagraph 379 E for share loading information.

For joint operations, see:

- subparagraph 447 B for general partnership member share loading information
- paragraph 450 for joint venture member share loading information.

Payment processes use the actual share to compute the:

- payment made to the joint operation
- portion of the payment to be charged against the member's payment limitation.

Auto-Delete

An auto-delete is the automatic deletion of a record because of a change in a producer's activity status.

CEM PLM Control County

The CEM PLM control county is a county with control over payment limitation update ability for multicounty combinations. Only the CEM PLM control county can revise program amounts for PLM records in the CEM PLM set of a member of a multicounty combination.

The CEM PLM control county for a multicounty combination is originally assigned by the KCMO mainframe, but can be changed by the CEM PLM control county.

Continued on the next page

CEM Set

A CEM set is a group of records for 2 or more producers who are combined for payment limitation purposes. A KCMO account number is established for each CEM set.

A valid CEM set consists of:

- 2 or more active records
- 2 or more active producers
- 1 or more active home county records (county level).

CEM PLM Set

A CEM PLM set is a set created for members of multicounty combinations.

A valid CEM PLM set is a PLM set created for members of multicounty combinations. A valid CEM PLM set contains:

- 2 or more active records
- 2 or more active producers
- 2 or more active State and county codes
- 1 or more FSA counties. A producer in a CMA or LSA county must be in 1 or more FSA counties for the MCM PLM set to be valid.

CMA County

A CMA county is a county with a county code beginning with "8" except 51800, 51810, and 51899 (Suffolk and Virginia Beach counties in Virginia and NSCP in Georgia).

Combination

When COC combines 2 or more producers for payment limitation purposes in the combined producer file, a combination is created.

Combined Producer

Combined producers are individuals or entities that are determined by COC to be combined as 1 "person" for payment limitation purposes.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Combined Producer Account	A combined producer account lists all members of a particular combination. Payment software charges payments made to members of the combination against the payment limitation assigned to the combination in the home county.
Control County	The control county is for subsidiary file purposes the county with payment limitation update ability for current year and current year minus 1 PLM files. County is responsible for manually monitoring payment limitation amounts for the current year minus 2 PLM file.
Embedded Entity	An embedded entity is an entity that has an interest, directly or indirectly, in another entity that is earning payments.
Embedded Joint Operation	An embedded joint operation is a joint operation that is a member, either directly or indirectly, in another joint operation or entity.
Entity	An entity is a corporation, joint stock company, association, limited partnership, limited liability company, irrevocable trust, revocable trust, estate, charitable organization, or other similar organization, including any organization participating in the farming operation as a partner in a general partnership, a participant in a joint venture, a grantor of a revocable trust, or as a participant in a similar organization.
Entity Permitted Share	Entity permitted share is used by payment processes to calculate the payment for the entity. Entity permitted share amounts are determined by the number of members selecting the entity for payment.
FSA County	For purposes of this handbook, an FSA county is a county that is not a CMA or LSA county.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Home County Record

A home county record has a State and county code matching the State and county code in the ?.MA.DTM file.

Example: County Office in Dallam County, Texas, considers a record with a 48205 State and county code to be a **home county record**.

Joint Operation

A joint operation is a general partnership, joint venture, or other similar business organization in which 2 or more individuals, entities, or joint operations pool their resources, such as land, labor, capital, management, and equipment, to conduct the operation.

KCMO Account Number

The KCMO account number is a mainframe-assigned account number for combinations.

LSA County

An LSA county is a county with a county code beginning with "7" except 51700 (Newport News County in Virginia).

MCM CEM Set

An MCM CEM set is a CEM set that contains 2 or more State and county codes. Any combination whose members are collectively active in more than one FSA, CMA, or LSA county belong to an MCM CEM set.

MCM PLM Control County

The MCM PLM control county is the County Office with control over payment limitation update ability for noncombined multicounty producers. Only the MCM PLM control county can revise program amounts for PLM records in the MCM PLM set of a noncombined multicounty producer.

The MCM PLM control county for a noncombined multicounty producer is originally assigned by the KCMO mainframe, but can be changed by the MCM PLM control county.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

MCM PLM Set

An MCM PLM set is a set created for multicounty producers that are not members of a combination.

A valid MCM PLM set is a PLM set that contains:

- 2 or more active records
- 1 active producer
- 2 or more active State and county codes
- 1 or more FSA counties. A producer in a CMA or LSA county must be in 1 or more FSA counties for the MCM PLM set to be valid.

MCM Set

An MCM set is a group of records for a producer who is an active producer in 2 or more counties. A control county is established for each MCM set.

A valid MCM set consists of:

- 1 producer ID number
- 2 or more active records (State and county codes)
- 1 or more active home county records (county level).

Member

Subsidiary applications define a member as any entity, joint operation, or individual that is loaded into the entity or joint operation file as a component of that entity or joint operation.

*** * ***

Definitions of Terms Used in This Handbook (Continued)

Multicounty Producer

A producer is a multicounty producer if the producer is an active producer in 2 or more counties.

Multicounty Set

A multicounty set is unique to a producer and contains all multicounty records for all counties in which the producer is active. A producer's multicounty set is displayed in the Multi County Information section of MABDIG. See subparagraph 130 B for an example of a multicounty set.

Other County Record

An other county record is a record with a State and county code that does not match the State and county code in the ?.MA.DTM file.

Example: County Office in Broome County, New York, considers a record with a 48205 State and county code to be an **other county record.**

Permanent ID Number (PID)

A permanent ID number (PID) is used to link a joint venture whose members share differently on different farms to the employer ID number recognized by both IRS and payment processes. When creating a version of a joint venture with a temporary ID, PID must be entered to update the record.

Permitted Entity

A permitted entity is an entity that is designated by 1 or more individuals and that is to receive a payment, loan, or benefit under a program subject to permitted entity provisions.

Permitted Flag for Entities

The permitted flag enables the automated system to monitor the number of permitted entities a producer has selected for payment. County Offices must set an entity member's permitted flag when creating an entity and must update the flag when necessary.

The following table lists the different types of flags found in the "Permitted Flag" field in the Permitted Entity Member section of MABDIG.

Flag	Definition	Who Sets
Y	The member has selected the entity as a permitted entity.	User
"blank"	The member has not made a permitted entity designation.	User
D	The member declines the entity as a permitted entity or must decline payment because of a 6-CP compliance violation.	User
I	The member does not have a substantial beneficial interest in the entity.	User
C	The member is combined with the payment entity (not an embedded entity).	Software
S	The member is a multicounty producer who is determined to have exceeded the 3 permitted entity rule and has been suspended by the KCMO mainframe.	Software
R	The member is an embedded entity that contains 1 or more members that have declined payment from the senior payment entity through the embedded entity.	Software

See subparagraph 379 E for permitted flag loading information.

Continued on the next page

Permitted Flag for Joint Operations

The permitted flag enables the automated system to monitor whether or not the joint operation is earning a payment. The joint operations permitted flag selection determines the number of permitted entities that the members of the joint operation may designate. See subparagraph 433 B for payment rules regarding members of joint operations.

County Offices must set all joint operation members' permitted flag to either:

- "Y", if the joint operation is earning a payment
- "N", if the joint operation is not earning a payment.

The following table lists the different types of flags in the "Permitted Flag" field in the Permitted Entity Member section of MABDIG.

Note: The fact that the joint operation member information is listed in the Permitted Entity Member section of MABDIG may be confusing. County Offices should remember that a joint operation is not an entity.

Flag	Definition	Who Sets
Y	The joint operation earns a payment.	User
N	The joint operation does not earn a payment.	User
J	The member is a member of an entity that is a member of a joint operation. This flag is only printed on the member's MABDIG.	Software
C	The member of the joint operation is combined with a corporation.	Software

See:

- subparagraph 447 B for general partnership member permitted flag loading information

- paragraph 450 for joint venture member permitted flag loading information.

Continued on the next page

Permitted Share

Like the member's actual share, a member's permitted share is found in the member level entity or joint operation record. This value is not directly linked to CCC-502 or CCC-502D and cannot be directly adjusted by the user. The permitted share reflects whether the member has designated for payment the entity or joint operation to which the member belongs.

Payment processes use the value in the member's "Permitted Share" field when calculating a payment to that member.

PLM File

A PLM file is a general term used to reference the year-specific payment limitation files.

PLM Process

The PLM process is a subsidiary process that creates, deletes, and revises payment limitation records.

PLM Record

A PLM record is a record in the payment limitation file.

PLM Set

PLM set refers to the grouping of five FSA programs.

Producer

Subsidiary applications define a producer as any entity, joint operation, or individual that is loaded in the farm producer file as an owner, operator, or other producer on a farm.

Program

A program for purposes of this handbook refers to any of the five FSA programs monitored by the PLM file:

- PFC/SL - production flexibility contract payment/SL
- PS - price support
- CRP
- NAP - Noninsured Disaster Assistance Program
- PFC/NL - production flexibility contract payment/NL.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Senior Joint Operation

A senior joint operation is a joint operation that has a joint operation or entity as a member.

Senior Payment Entity

A senior payment entity is an entity that has an embedded entity as a member. Program payments are earned by and issued to this entity.

Subsidiary Year

The subsidiary year begins with rollover of subsidiary files and remains constant until those same subsidiary files are rolled again approximately 1 year later. Subsidiary rollover usually occurs late in the calendar year, generally before farm crop rollover. See paragraphs 4 through 11 for information about rollover of particular subsidiary files.

Substantial Beneficial Interest

To have a substantial beneficial interest is to have an ownership interest of 10 percent or more in an entity. A member with a substantial beneficial interest in an entity must either select or decline that entity for payment.

Note: In some cases ownership interest of less than 10 percent can be considered substantial beneficial interest, if determined by COC. This is determined on a case-by-case basis.

Suspended Producer

A suspended producer is either of the following:

- a multicounty producer who has designated more than the allowable 3 permitted designations
- a non-multicounty producer, combined with a producer in another county, who together have designated more than the allowable 3 permitted designations.

  Note: In all cases except this one, county level software does not allow a producer who is not multicounty to select more than 3 permitted entities.

Continued on the next page

"True" Control County	Multicounty producers who are also members of a combination are assigned both a MCM and CEM control county, which may or may not be the same county. As long as they remain a member of a combination, the CEM PLM control county is their "true" control county because it maintains control over and responsibility for their PLM records.
Unallocated PLM Amount	An unallocated PLM amount is an additional program amount available. Any amount up to but not exceeding this unallocated program amount can be added to a PLM record by the control county for the PLM set.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
MAB01502	Name and Address - File Maintenance	420, 486
MAB440A	Joint Operation File Menu	447, 480
MAB440B	Entity/Pay Limit Register Menu	128, 378, 414
MAB44000	Select Entity Year Screen	379
MAB44000	Select Joint Operation Year Screen	448
MAB44001	Select Joint Operation Screen	379, 448
MAB44002	Enter Effective Date to Create Screen	379
MAB44002	Select Effective Date to Revise Screen	448, 450, 462-464
MAB44005	Joint Operation File Screen	450-452, 462-464
MAB44201	Entity and Joint Operation Reports Screen	128, 414, 480
MAD000	Subsidiary Main Menu	128, 208, 280, 414, 480
MAD01001	Subsidiary Year Selection Screen	317
MAD01101	Subsidiary Year Selection Screen	280
MAD200	Multi-County Main Menu	129, 192
MAD20302	Multi County Producer Maintenance Screen	192, 193
MAD20501	Multi County Producer Maintenance Screen	129
MAD20503	Multi County Producer Maintenance Screen	129
MAD300	Combined Producer Main Menu	316, 319
MAD30101	Combined Producer Maintenance Screen	317

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
MAD30201	Combined Producer Maintenance Screen	317, 336
MAD30203	Combined Producer Maintenance Screen	317
MAD30502	Combined Producer Maintenance Screen	319
MAD40102	Eligibility Maintenance Screen	38
MAD501E1	Members of the Entity Screen	379-381, 396
MAD501E1	Permitted Entity Update Screen	420
MAD501E3	Member Information Screen	379-381, 395
MAD501E5	Entity Update Screen	393
MAD501J1	Members of the Joint Operation Screen	449, 450, 452, 459, 460, 463
MAD501J1	Joint Operation Update Screen	486
MAD501J3	Member Information Screen	449, 450, 459, 460, 463
MAD50201	Member Record Select Screen	379, 449
MAD504E1	Embedded Entity Members Update Screen	394
MAD700	Payment Limitation Menu	179, 208, 280
MAD70101	Producer Selection Screen	208
MAD70103	Payment Limitation File Update Screen	280
MAD70105	Payment Limitation File Update Screen	180
MAD70201	Payment Limitation File Update Screen	180
MAD70402	Payment Limitation File Update Screen	208, 209
MAD70501	Payment Limitation File Update Screen	180
MAD70502	Subsidiary Year Selection Screen	208
MAD70601	Payment Limitation File Update Screen	180
MAD70801	Payment Limitation File Update Screen	180
MBAPRT01	Printer Selection Screen	129

Counting Permitted Entities on MABDIG

The following situations and solutions describe the permitted entity count that is performed on the mainframe in KCMO.

Note: Entity code 02 is a partnership and entity code 03 is a joint venture. Payments to members of these joint operations are attributed to the members, not the joint operation.

Situation 1

This producer is receiving payment as an individual and is a member in the following joint operations and entities. What is the producer's permitted entity count?

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	758888021E	04	930107								N	Y	05000	05000	MAB451	970107

Solution

The producer has a permitted entity count of 2 as follows:

- individual interest
- member of the corporation.

Continued on the next page

Situation 2

This producer is receiving payment as an individual and is a member in the following joint operations and entities. What is the producer's permitted entity count?

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	758888021E	04	930107								N	Y	05000	05000	MAB451	970107
	753391072E	02	920412								N	Y	03333	03333	MAB451	970916

Solution

The producer has a permitted entity count of 2 as follows:

- individual interest and member of the partnership
- member of the corporation

Continued on the next page

Situation 3

This producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. What is the producer's permitted entity count?

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	758888021E	04	930107								N	Y	05000	05000	MAB451	970107
	753391072E	02	920412								N	Y	03333	03333	MAB451	970916

County B's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	752144593E	03	910622								N	Y	06666	06666	MAB451	970916

Solution

The producer has a permitted entity count of 2 as follows:

- individual interest in County A and County B, member of the partnership in County A, and member of a joint venture in County B
- member of the corporation in County A.

Continued on the next page

Situation 4

This producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. What is the producer's permitted entity count?

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	758888021E	04	930107								N	Y	05000	05000	MAB451	970107
	753391072E	02	920412								N	Y	03333	03333	MAB451	970916
	751134211E	17	861113								N	Y	04000	04000	MAB451	971004

County B's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	752144593E	03	910622								N	Y	06666	06666	MAB451	970916

Solution

The producer has a permitted entity count of 3 as follows:

- individual interest in County A and County B, member of the partnership in County A, and member of a joint venture in County B
- member of the corporation in County A
- member of the irrevocable trust in County A.

Continued on the next page

Situation 5

This producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. What is the producer's permitted entity count?

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	758888021E	04	930107								N	Y	05000	05000	MAB451	970107
	753391072E	02	920412								N	Y	03333	03333	MAB451	970916
	751134211E	17	861113								N	Y	04000	04000	MAB451	971004

County B's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	752144593E	03	910622								N	Y	06666	06666	MAB451	970916
	755500040E	04	930409								N	D	01200	01200	MAB451	970611

Solution

The producer has a permitted entity count of 3 as follows:

- individual interest in County A and County B, member of the partnership in County A, and member of a joint venture in County B
- member of the corporation in County A
- member of the irrevocable trust in County A.

Note: The producer's membership in the corporation in County B is not counted as a permitted because the producer has declined payment and the County Office has entered "D" in the permitted share field for the member.

Continued on the next page

Situation 6

This producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. The revocable trust is earning a payment (has an eligibility record) in County A. What is the producer's permitted entity count?

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	758888021E	04	930107								N	Y	05000	05000	MAB451	970107
	753391072E	02	920412								N	Y	03333	03333	MAB451	970916
	751134211E	17	861113								N	C	10000	10000	MAB451	971004

County B's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	752144593E	03	910622								N	Y	06666	06666	MAB451	970916
	755500040E	04	930409								N	Y	01200	01200	MAB451	970611

Solution

The producer has a permitted entity count of 3 as follows:

- individual interest in County A and County B, member of the partnership in County A, and member of a joint venture in County B

  Note: The producer's membership in the irrevocable trust in County A does not count as a separate count because the irrevocable trust and the producer are combined as 1 person. Therefore, the trust's eligibility record is included with the producer's individual interest and joint operation records as 1 permitted entity count.

- member of the corporation in County A

- member of the corporation in County B.

Continued on the next page

Solution 7

The producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. What is the producer's permitted entity count?

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	758888021E	04	930107								N	Y	05000	05000	MAB451	970107
	753391072E	02	920412	758888021							N	J	03333	03333	MAB451	970916

County B's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	752144593E	03	910622								N	Y	06666	06666	MAB451	970916
	755500040E	04	930409								N	Y	01200	01200	MAB451	970611

Solution

The producer has a permitted entity count of 3 as follows:

- individual interest in County A and County B, and member of a joint venture in County B

  Note: The producer's membership in the partnership in County A has a "J" in the permitted field because the corporation is a member of the joint operation. The "J" record will not be transmitted to KCMO and, therefore, will not count as a separate permitted count.

- member of the corporation in County A

- member of the corporation in County B.

Continued on the next page

Solution 8

Producer 1 is combined with Producer 2. Both producers are receiving payment as individuals in County A and County B and have membership in the following joint operations and entities. What are the producer's permitted entity count?

Producer 1's MABDIG in County A

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	758888021E	04	930107								N	Y	05000	05000	MAB451	970107
	753391072E	02	920412								N	Y	03333	03333	MAB451	970916

Producer 2's MABDIG in County A

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	754133990E	04	930202								N	Y	05000	05000	MAB451	970107
	753391072E	02	920412								N	Y	03333	03333	MAB451	970916

Producer 2's MABDIG in County B

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	758888021E	04	930107								N	Y	02000	02000	MAB451	970107

Solution

The combined producers have a permitted entity count of 3 as follows:

- Producer 1 and 2's individual interest in County A and County B, and members of a partnership in County A
- Producer 1's membership in the corporation in County A and Producer 2's membership in the same corporation in County B
- Producer 2's membership in the corporation in County A.

Continued on the next page

Situation 9

This producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. The estate is not earning payment as an estate, but is earning a share of the corporations payment. The producer is suspended. What is the problem and solution?

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	753321021E	06	930107								N	S	01200	01200	MAB451	970107
	758888021E	04	920412	753321021							N	S	03333	03333	MAB451	970916
	751199413E	04	920412								N	S	02500	02500	MAB451	970916

County B's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	753321021E	06	930107								N	S	01200	01200	MAB451	970107
	758888021E	04	920412	753321021							N	S	03333	03333	MAB451	970916

Solution

The problem is that the estate was entered as 1 of the producer's permitted entities. Because the estate was not earning payment on its own, the producer's permitted flag in this record should have been "D" for decline.

After correcting the error, the resulting MABDIG's should look like this.

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	753321021E	06	930107								N	D	01200	01200	MAB451	970107
	758888021E	04	920412	753321021							N	Y	03333	03333	MAB451	970916
	751199413E	04	920412								N	Y	02500	02500	MAB451	970916

Continued on the next page

Solution (Continued)

County B's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	753321021E	06	930107								N	D	01200	01200	MAB451	970107
	758888021E	04	920412	753321021							N	Y	03333	03333	MAB451	970916

After correction, the producer has a permitted entity count of 3 as follows:

- individual interest in County A and County B
- member of the corporation in County A and County B
- member of the corporation in County A.

Situation 10

This producer is receiving payment as an individual in County A and is a member of the following entities. What is the producer's permitted entity count?

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	755555555E	04	930107								N	Y	01000	01000	MAB451	970107
	755555555E	04	930107	754444444							N	D	02500	02500	MAB451	970916
	755555555E	04	930107	754444444	753333333							D	01250	00000	MAB451	970104
	754444444E	07	911111									Y	05000	05000	MAB451	970916
	754444444E	07	911111	753333333								D	01250	00000	MAB451	970916
	753333333E	04	900815									D	05000	00000	MAB451	970916

Continued on the next page

Solution

The producer has a permitted entity count of 3 as follows:

- individual interest in County A
- direct member of Trust 754444444
- direct member of Corporation 755555555.

The producer has declined payment from:

- Corporation 753333333 directly
- Corporation 755555555 through Trust 754444444
- Corporation 755555555 through Trust 754444444 and Corporation 753333333
- Trust 754444444 through Corporation 753333333.

Situation 11

This producer is receiving payment as an individual in County A and is a member of the following entities. What is the producer's permitted entity count?

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
	111111111E	04	930107								N	C	07000	07000	MAB451	971111
	111111111E	04	930107	222222222							N	C	01500	01500	MAB451	971111
	222222222E	04	930107									Y	05000	05000	MAB451	971111

Solution

The producer has a permitted entity count of 2 as follows:

- individual interest and combination with Corporation 111111111
- direct member earning payment form Corporation 222222222.