

Web-Based Subsidiary Files for 2009 and Subsequent Years



For State and County Offices

SHORT REFERENCE

3-PL (Revision 2)

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

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

Web-Based Subsidiary Files for 2009 and Subsequent Years 3-PL (Revision 2)

Amendment 7

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

Amendment Transmittal

A Background

The regulations for 2017 WHIP stipulate that a person or legal entity will be eligible for a higher 2017 WHIP payment limitation if the person or legal entity derives at least 75 percent of their average AGI from farming, ranching, or forestry. A new section was added in the Eligibility System for the "Adjusted Gross Income – 2017 75% Rule" certification.

B Reasons for Amendment

Subparagraph 42 B has been amended to provide information on the producer certification for the "Adjusted Gross Income – 2017 75% Rule" for merged customers.

Paragraph 43 has been added to provide the "Adjusted Gross Income – 2017 75% Rule" certification.

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Part 1 General Information

1 Purpose

A Handbook Purpose

This handbook provides instructions for accessing and updating web-based Subsidiary System files. Subsidiary files are used to assist State and County Offices in recording the following:

- determinations for direct attribution
- payment eligibility for each program participant.

B Purpose of Subsidiary Files

Information recorded in the subsidiary files is used by various processes, especially automated payment processes, to determine whether applicants are eligible for program benefits and the amount of the program benefit that can be issued.

2 Sources of Authority and Related Handbooks

A Sources of Authority

See:

- 4-PL, paragraph 3 for additional information on the legislative history of payment limitation and payment eligibility provisions for 2009 through 2013
- 5-PL, paragraph 3 for additional information on the legislative history of payment limitation and payment eligibility provisions for 2014 through 2018.

B Authority for Payment Limitation and Eligibility Provisions

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

C Authority for HELC and WC Provisions

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

- Pub. L. 101-28
- Pub. L. 110-246
- Food, Agriculture, Conservation, and Trade Act of 1990
- Federal Agriculture Improvement and Reform Act of 1996.

D Authority for Controlled Substance Violations

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

E FSA Handbooks

The following provides FSA handbooks related to the web-based Subsidiary System.

Handbook	Purpose
1-CM	Information for:
	 recording and updating name and address information in Business Partner controlled substance violations FCI linkage requirements.
6-CP	Provides instructions and procedure for administering HELC and WC
	provisions.

2 Sources of Authority and Related Handbooks (Continued)

E FSA Handbooks (Continued)

Handbook	Purpose
1-PL	Provides:
	 instructions and uniform methods for State and County Offices to determine:
	• "persons" for payment limitation purposes
	• payment eligibility for each program participant
	• combination policy.
* * *	* * *
3-PL	Provides instructions for accessing and updating web-based Subsidiary System files. Subsidiary files are used to assist State and County Offices in recording:
	 COC "person" determination information information about producer payment eligibility member information for joint operations and entities.
4-PL	Provides instructions and uniform methods for 2009 through 2013 for State and County Offices to:
	• apply direct attribution for payment limitation purposes
	• determine payment eligibility for each program participant.
5-PL	Provides instructions and uniform methods for 2014 through 2018 for State and County Offices to:
	 apply direct attribution for payment limitation purposes determine payment eligibility for each program participant.
Applicable	Provides information on how data is used in the subsidiary files to determine
program	producer eligibility and the application of payment limitation provisions.
handbooks	

3 CCC-770 ELIG 2014

A Background

For 2014 and subsequent years, CCC-770 ELIG 2014 is:

- **not** mandatory
- considered a management tool to help address deficiencies identified by a review or spot check.

B CCC-770 ELIG 2014 Payment Eligibility Checklist

CCC-770 ELIG 2014 does not supersede or replace procedure. County Offices:

- are **not** mandated to complete CCC-770 ELIG 2014 unless required by SED, STC or designee, DD, or CED
- may use CCC-770 ELIG 2014 as a reminder of the most frequent errors in determinations and certifications when dataloading the web-based Subsidiary System
- **must** recognize that the questions asked on CCC-770 ELIG 2014 are very general in nature and may **not** address every conceivable situation about payment eligibility.

C Completing CCC-770 ELIG 2014

SED, STC or designee, DD, or CED shall determine:

- when County Offices are to complete CCC-770 ELIG 2014 if apparent internal control deficiencies are found during CED, STC representative, or DD reviews
- whether CCC-770 ELIG 2014 is necessary to avoid findings indicated by CORP reviews
- when additional internal controls are necessary to reduce improper payments.

As required by SED, STC or designee, DD or CED, County Offices shall complete CCC-770 ELIG 2014 for producers who request a payment or members of legal entities who are required to meet payment eligibility provisions.

- **Notes:** Members of joint operations or legal entities that have no other farming interest are **not** required to have a separate CCC-770 ELIG 2014. For joint operations or legal entities that have members with no other farming interest, County Offices shall do either of the following:
 - enter the name of **each** member of the joint operation or legal entity in CCC-770 ELIG 2014, item 14
 - print the Entity Ownership Report and attach to CCC-770 ELIG 2014.

Beside each member that does not have any other farming interest, ENTER:

- "Yes" if:
 - CCC-941 has been completed and signed by an authorized individual
 - the correct certifications have been recorded in the web-based Eligibility System, "Adjusted Gross Income" section
- "No" if:
 - CCC-941 has **not** been completed and has been signed by an authorized individual
 - the correct certifications have **not** been recorded in the web-based Eligibility System, "Adjusted Gross Income" section.

C Completing CCC-770 ELIG 2014 (Continued)

If any member is an embedded entity or joint operation, each embedded member **must** be entered in CCC-770 ELIG 2014, item 14.

SED, STC or designee, DD, or CED may require CCC-770 ELIG 2014 to be completed every time a new determination or certification is recorded for a producer in 1 of the following fields:

- "Actively Engaged"
- "Cash Rent Tenant"
- "AD-1026"
- "Adjusted Gross Income 2014 Farm Bill, \$900,000 Total Income Certification/COC Determination".
- **Note:** If only 1 of these fields has a determination or certification updated, then no entry is required in the other fields on CCC-770 ELIG 2014.
- **Example:** A producer files documentation that requires a new actively engaged determination and cash rent tenant rule determination. After the determinations are made and entered into the web-based Subsidiary System, an FSA employee is only required to complete CCC-770 ELIG 2014, items 7A, 7B, 8A, and 8B. All other items should be left blank. Enter any remarks in item 14 to clarify.

When required by SED, STC or designee, DD, or CED, CCC-770 ELIG 2014:

- shall be completed by the recording county
- shall be maintained in the recording county only
- is **not** required for producers who are NRCS customers only.

D CED Spot Checks

SED, STC or designee, or DD may require CED or their designated representative to:

- randomly spot check CCC-770 ELIG 2014
- use the State Committee Eligibility Change Report to randomly select spot checks of the updated determination or certification changes
- spot check STC and COC member's and/or employee's CCC-770 ELIG 2014
- check the "Concur" or "Do Not Concur" box, item 12A, for the randomly selected updated determination or certification changes
- sign and date CCC-770 ELIG 2014, items 12B and 12C
- report to COC and the STC representative any CCC-770 ELIG 2014 that is checked "Do Not Concur".

E STC or Designee Spot Checks

SED, STC or their designee may require CCC-770 ELIG 2014 to be completed by County Offices when:

- internal control deficiencies are found during CED, STC representative, or DD reviews
- necessary, to avoid findings indicated by CORP reviews
- additional internal controls are necessary to reduce improper payments.

SED, STC or their designee may:

- require County Offices to complete CCC-770 ELIG 2014
- require CED or designee to randomly spot check CCC-770 ELIG 2014
- spot check CCC-770 ELIG 2014's that were spot checked by CED
- spot-check all STC and COC member's and/or FSA employee's CCC-770 ELIG 2014.

For all CCC-770 ELIG 2014's selected for spot check:

- check the "Concur" or "Do Not Concur" box, item 13A for the selected determination or certification changes
- sign and date the CCC-770 ELIG 2014, items 13B and 13C.

F Instructions for CCC-770 ELIG 2014

Use the following instructions to complete CCC-770 ELIG 2014.

Item	Instructions
1	Enter name of the producer. If this producer is a joint operation that has members
	with no other farming interest or a legal entity that has members with no other
	farming interest, then the preparer shall list all members, including embedded, of the
	joint operation or legal entity in item 14. This will serve as CCC-770 ELIG 2014 for
	those members with no other farming interest.
2	Enter last 4 digits of the producer's ID number.
3	Enter applicable State name.
4	Enter County Office name that is completing CCC-770 ELIG 2014.
5	Enter applicable subsidiary year (FY).
6	Answer question either "Yes" or "No". If "Yes", then items 7 through 10 must be
	completed and then signed by a preparer in item 11. If "No", then
	CCC-770 ELIG 2014 must be completed by the recording county. Requests for
	CCC-770 ELIG 2014 should be documented on CCC-527, Part C.
7A	Answer questions about actively engaged determination. If "Yes" cannot be
	answered, then "No" should be checked.
7B	Answer "Yes" or "No" about the completion of entries into the web-based
	Subsidiary System.
8A	Answer questions relating to cash rent tenant. If "Yes" cannot be answered, then
	"No" should be checked.
8B	Answer "Yes" or "No" about the completion of entries into the web-based
	Subsidiary System.
9A	Answer questions about AD-1026. If "Yes" cannot be answered to all 3 questions,
	then "No" should be checked.
9B	Answer "Yes" or "No" about the completion of entries into the web-based
	Subsidiary System.
10A	Answer questions about AGI. If "Yes" cannot be answered, then "No" should be
	checked.
10B	Answer "Yes" or "No" about the completion of entries into the web-based
	Subsidiary System.
11A	Any County Office employee who completes items 7 through 10 shall sign as
	Preparer. By signing as preparer, this does not indicate that an employee checked
	items 7 through 10; only that this employee completed an item.
11B	County Office employee who signs in item 11A shall date this item with the current
	date.

F Instructions for CCC-770 ELIG 2014 (Continued)

Item	Instructions		
12A	When applicable, CED or designated representative shall indicate whether or not		
	they concur with how items 7 through 10 were completed. See subparagraph D for		
	CED spot check procedure.		
12B	CED or designated representative who completed item 12A shall sign in this item.		
12C	CED or designated representative who signed item 12B shall date this item with the		
	current date.		
13A	When applicable, DD shall indicate whether or not they concur with how items 7		
	through 10 were completed. See subparagraph E for STC spot check procedure.		
13B	DD who completed item 13A shall sign in this item.		
13C	DD who signed item 13B shall date this item with the current date.		
14	For producers who are joint operations or legal entities and have members that do		
	not have any other farming interest, enter the name of each member of the joint		
	operation or legal entity. Beside each member with no other farming interest,		
	ENTER "Yes" or "No" to the answers in items 10A and 10B. If the member with		
	no other farming interest has a "Yes" beside their name, then consider that		
	member's CCC-770 ELIG 2014 complete.		

Note: A situation may arise when the preparer or the spot checker of CCC-770 ELIG 2014 determines that a question is **not** relevant to the particular program that needs the web-based Eligibility System to be updated. In those situations, an answer of "NA" would represent a "Not Applicable" response.

G Example of CCC-770 ELIG 2014

The following is an example CCC-770 ELIG 2014.

is form is available electronicall CCC-770 ELIG 2014	IV.	IRF 1. Producer Na	ame	2. ID Nur	mber (La	ast 4 Di	igits)
(09-03-15)	Commodity Credit Corporatio	on					3110)
		3. State Name		4. County	4. County Office Name		
PAYMENT E	LIGIBILITY CHECKLIST						
Agrici	ultural Act of 2014	5. Subsidiary Y	fear				
Office Staff Actions:		Applic	able Handbooks	YE	s	NO	N/A
 Does this office serve as the r 	recording county for this producer?						11473
If "YES", complete Items 7 thre "NO", and determinations have county using a CCC-527.	ough 10 and sign where applicable in Item 11. e not been updated, then contact the recording	lf 3- g P	-PL (Rev. 2), Parts 3 and 5				
7. Actively Engaged In Farming	Determination:		5-PL,				
A. Have the CCC-902 (E or I) the farming operation and information collection thro	i, and CCC-901 if applicable, been completed 1 signed by an authorized individual? (Includes ugh Business File)	for Part 2 3-PL	2, Sections 6 - 8, and Part 4 (Rev. 2) Part 10		נ		
 B. Have the correct determina CCC-903; and entered intered 	ations been made timely; recorded on the o the web-based eligibility system?	5-PL, pa 3-PL	aragraphs 325-327 . (Rev. 2) Part 3		ו		
 Cash Rent Tenant Rule Deterr A. Has the County Committee rent tenant rule on the CC if necessary? 	nination: e correctly determined the applicability of the c C-903 and applied the percent of cropland fac	ash 5-PL, parag tor	raphs 94, 125 and 32	3 C	ו		
 B. Has the correct information the web-based eligibility system 	n been loaded into the cash rent tenant section ystem?	n of 3-	-PL (Rev. 2), Part 3	E	ב		
 AD-1026 Certification: A. Have AD-1026s been cor with farming interests? H individual? If there are no AD-1026, Item 4? 	mpleted for the program applicant and all affilia lave all AD-1026s been signed by an authorize o affiliates, has "None" been entered on the	ates 6- ed Pa	-CP (Rev. 4), rt 3, Section 1		וב		
 B. Has the correct certification section of the web-based 	on been entered into the AD-1026 subsidiary files?	3-	3-PL (Rev. 2), Part 3				
10. Adjusted Gross Income Cert	ification/Consent to Disclosure:						
A. Has CCC-941 been comp Notes:	pleted and signed by an authorized individual?		5-PL, Part 6				
FSA-211 cannot be u	ised to execute the CCC-941.	рі. 	DL (Bay 2)	-			
correctly recorded in the	web based eligibility system?		Part 3				
Certification 11A. Signature of Preparer(s)	11B. Date (MM-DD-YYYY)	11A. Signature of Pre	eparer(s)	11B	. Date (MM-DD-	-1111
12A. I concur/do not concu	r the above items have been verified a	nd undated.	Concur		o Not Cr	oncur	
12B. CED Signature for Spotched	ck	nu upuncu.		120	12C. Date (MM-DD-YYYY)		
13A. I concur/do not concu	r the above items have been verified a	nd undated.	Concur		o Not Ce	oncur	
13B. DD Signature for Spotcheck	k	in apanta		13C	Date (MM-DD	-YYYY)
The U.S. Department of Apriculture (USDA) identity, religion, reprisal, and where applica program, or protected genetic information in activities.) Persons with disabilities, who wis audiotape, etc.) please contact USDA's TAR complaint, please contact USDA through the If you wish to file, a Civil Rights program com	prohibits discrimination against its customers, employees, an bie, political beliefs, markel status, familial or parental status, employment or in any program or activity conducted or funded in to fixe a program compliant, write to the address below of 4 (GET Center at (202) 720-2600 (voice and TDD). Individuals Federal Relay Service at (800) 877-8336 or (800) 945-6136 (uplaint of discrimination, complete the USDA Program Discrim,	d applicants for employment of sexual orientation, or all or pa d by the Department. (Not all you require alternative means who are deaf, hard of hearing (in Spanish). inination Complaint Form, foun	on the basis of race, color, na art of an individual's income is Il prohibited bases will apply to s of communication for progra o, or have speech disabilities d online at http://www.ascr.u	tional origin, ag derived from a p all programs am information and wish to file usda.gov/com	e, disabilit iny public a and/or emp (e.g., Braili either an E plaint_filin	y, sex, ge assistance xloyment le, large p EEO or pr g_cust.t	inder e print, rogram
Department of Agriculture, Director, Office of aqual opportunity provider and employer.	request the form. Four may also write a retter containing all of f Adjudication, 1400 Independence Avenue, S.W., Washington	n, D.C. 20250-9410, by fax (2	202) 690-7442 or email at pro	gram.intake@	usda.gov.	USDA is	5 an

G Example of CCC-770 ELIG 2014 (Continued)

CCC-770 ELIG 2014 (09-03-15)	Page 2 of 2
14. Remarks:	
L	

4 CCC-770 ELIG 2008

A Background

County Offices have come under close scrutiny because of audits and reviews:

- performed externally by Price-Waterhouse
- done internally by CORP checking improper payments.

The National Office was mandated to assemble a checklist to assist County Offices in entering determinations into the web-based Subsidiary System. This checklist is CCC-770 ELIG 2008.

For 2009 and subsequent years, CCC-770 ELIG 2008 is:

- **not** mandatory
- considered a management tool to help address deficiencies identified by a review or spot check.

B CCC-770 ELIG 2008 Farm Bill Information

CCC-770 ELIG 2008 does not supersede or replace procedure. County Offices:

- are **not** mandated to complete CCC-770 ELIG 2008 unless required by SED, STC or designee, DD, or CED
- may use CCC-770 ELIG 2008 as a reminder of the most frequent errors in determinations and certifications when dataloading the web-based Subsidiary System
- should recognize that the questions asked on CCC-770 ELIG 2008 are very general in nature and may **not** address every conceivable situation about eligibility.

C Completing CCC-770 ELIG 2008

SED, STC or designee, DD, or CED shall determine:

- when County Offices are to complete CCC-770 ELIG 2008 if apparent internal control deficiencies are found during CED, STC representative, or DD reviews
- whether the CCC-770 ELIG 2008 is necessary to avoid findings indicated by CORP reviews
- when additional internal controls are necessary to reduce improper payments.

As required by SED, STC or designee, DD or CED, County Offices shall complete CCC-770 ELIG 2008 for producers who request a payment or members of entities who are required to meet payment eligibility provisions.

- **Notes:** Members of joint operations or entities that have no other farming interest are **not** required to have a separate CCC-770 ELIG 2008. For joint operations or entities that have members that have no other farming interest, County Offices shall do either of the following:
 - enter the name of **each** member of the joint operation or entity in CCC-770 ELIG 2008, item 14
 - print the Entity Ownership Report and attach to CCC-770 ELIG 2008.

Note: Print the Entity Ownership Report according to 2-PL, subparagraph 414 L.

C Completing CCC-770 ELIG 2008 (Continued)

Beside each member that does not have any other farming interest, ENTER:

- "Yes" if:
 - CCC-931 has been completed in its entirety and signed by an authorized individual
 - the correct certifications have been entered into the web-based Eligibility System, "Adjusted Gross Income" section
- "No" if:
 - CCC-931 has **not** been completed in its entirety and has been signed by an authorized individual
 - the correct certifications have **not** been entered into the web-based Eligibility System, "Adjusted Gross Income" section.

If any member is an embedded entity or joint operation, each embedded member **must** be entered in CCC-770 ELIG 2008, item 14.

C Completing CCC-770 ELIG 2008 (Continued)

SED, STC or designee, DD, or CED may require CCC-770 ELIG 2008 to be completed every time a new determination or certification is recorded for a producer in 1 of the following fields:

- "Actively Engaged"
- "Cash Rent Tenant"
- "AD-1026"
- "Adjusted Gross Income Commodity Program \$500,000 Nonfarm Income Certification/COC Determination"
- "Adjusted Gross Income Direct Payment \$750,000 Farm Income Certification/COC Determination"
- "Adjusted Gross Income Direct Payment \$1 Million Total Income Certification/COC Determination"
- "Adjusted Gross Income Conservation Program \$1 Million Nonfarm Income Certification/COC Determination".
- **Note:** If only 1 of these fields has a determination or certification updated, then no entry is required in the other fields on CCC-770 ELIG 2008.
 - **Example:** A producer files documentation that requires a new actively engaged determination and cash rent tenant rule determination. After the determinations are made and entered into the web-based Subsidiary System, an FSA employee is only required to complete CCC-770 ELIG 2008, items 7A, 7B, 8A, and 8B. All other items should be left blank. Enter any remarks in item 14 to clarify.

C Completing CCC-770 ELIG 2008 (Continued)

When required by SED, STC or designee, DD, or CED, CCC-770 ELIG 2008:

- shall be completed by the recording county
- shall be maintained in the recording county only
- is **not** required for producers who are NRCS customers only.

Important: CCC-770 ELIG 2008 was developed by the National Office. County Offices may supplement CCC-770 ELIG 2008 with additional checklists if approved by the State Office.

D CED Spot Checks

SED, STC or designee, or DD may require CED or their designated representative to:

- randomly spot check CCC-770 ELIG 2008
- use the State Committee Eligibility Change Report to randomly select spot checks of the updated determination or certification changes
- spot check STC and COC member's and/or employee's CCC-770 ELIG 2008
- check the "Concur" or "Do Not Concur" box, item 12A, for the randomly selected updated determination or certification changes
- sign and date CCC-770 ELIG 2008, items 12B and 12C
- report to COC and the STC representative any CCC-770 ELIG 2008 that is checked "Do Not Concur".

E STC or Designee Spot Checks

SED, STC or their designee may require CCC-770 ELIG 2008 to be completed by County Offices when:

- apparent internal control deficiencies are found during CED, STC representative, or DD reviews
- necessary, to avoid findings indicated by CORP reviews
- additional internal controls are necessary to reduce improper payments.

SED, STC or their designee may:

- require County Offices to complete CCC-770 ELIG 2008
- require CED or designee to randomly spot check CCC-770 ELIG 2008
- spot check CCC-770 ELIG 2008's that were spot checked by CED
- spot check all STC and COC member's and/or FSA employee's CCC-770 ELIG 2008.

For all CCC-770 ELIG 2008's selected for spot check:

- check the "Concur" or "Do Not Concur" box, item 13A for the selected determination or certification changes
- sign and date the CCC-770 ELIG 2008, items 13B and 13C.

F Instructions for CCC-770 ELIG 2008

Use the following instructions to complete CCC-770 ELIG 2008.

Item	Instructions
1	Enter name of the producer. If this producer is a joint operation that has members
	with no other farming interest or an entity that has members with no other farming
	interest, then the preparer shall list all members, including embedded, of the joint
	operation or entity in item 14. This will serve as CCC-770 ELIG 2008 for those
	members with no other farming interest.
2	Enter last 4 digits of the producer's ID number.
3	Enter applicable State name.
4	Enter County Office name that is completing CCC-770 ELIG 2008.
5	Enter applicable subsidiary year (FY).
6	Answer question either "Yes" or "No". If "Yes", then items 7 through 10 must be
	completed and then signed by a preparer in item 11. If "No", then
	CCC-770 ELIG 2008 must be completed by the recording county. Requests for
	CCC-770 ELIG 2008 should be documented on CCC-527, Part C.
7A	Answer questions about actively engaged determination. If "Yes" cannot be
	answered, then "No" should be checked.
7B	Answer "Yes" or "No" about the completion of entries into the web-based
	Subsidiary System.
8A	Answer questions relating to cash rent tenant. If "Yes" cannot be answered, then
	"No" should be checked.
8B	Answer "Yes" or "No" about the completion of entries into the web-based
	Subsidiary System.
9A	Answer questions about AD-1026. If "Yes" cannot be answered to all 3 questions,
	then "No" should be checked.
9B	Answer "Yes" or "No" about the completion of entries into the web-based
	Subsidiary System.
10A	Answer questions about AGI. If "Yes" cannot be answered, then "No" should be
	checked.
10B	Answer "Yes" or "No" about the completion of entries into the web-based
	Subsidiary System.

G Instructions for CCC-770 ELIG 2008 (Continued)

Item	Instructions			
11A	Any County Office employee who completes items 7 through 10 shall sign as			
	preparer. By signing as preparer, this does not indicate that an employee checked			
	items 7 through 10; only that this employee completed an item.			
11 B	County Office employee who signs in item 11A shall date this item with the current			
	date.			
12A	When applicable, CED or designated representative shall indicate whether or not			
	they concur with how items 7 through 10 were completed. See subparagraph D for			
	CED spot check procedure.			
12B	CED or designated representative who completed item 12A shall sign in this item.			
12C	CED or designated representative who signed item 12B shall date this item with the			
	current date.			
13A	When applicable, DD shall indicate whether or not they concur with how items			
	7 through 10 were completed. See subparagraph E for STC spot check procedure.			
13B	DD who completed item 13A shall sign in this item.			
13C	DD who signed item 13B shall date this item with the current date.			
14	For producers who are joint operations or entities and have members that do not			
	have any other farming interest, enter the name of each member of the joint			
	operation or entity. Beside each member with no other farming interest, ENTER			
	"Yes" or "No" to the answers in items 10A and 10B. If the member with no other			
	farming interest has a "Yes" beside their name, then consider that member's			
	CCC-770 ELIG 2008 complete.			

Note: A situation may arise when the preparer or the spot checker of CCC-770 ELIG 2008 determines that a question is **not** relevant to the particular program that needs the web-based Eligibility System to be updated. In those situations, an answer of "NA" would represent a "Not Applicable" response.

H Example CCC-770 ELIG 2008

The following is an example CCC-770 ELIG 2008.

CCC-770 ELIG 2008 U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. Producer Name	2. ID Number (Last 4 Digits)
	3. State Name	4. County Office Name
ELIGIBILITY CHECKLIST – 2008 FARM BILL	5. Subsidiary Year	
Office Staff Actions:	Applicable Handbooks	YES NO N/A
5. Does this office serve as the recording county for this producer?		
If "YES", complete Items 7 through 10 and sign where applicable in Item 11. If "NO", and determinations have not been updated then contact the recording county using a CCC-527. Actively Engaged Determination:	3-PL (Rev. 1), paragraph 22 and 2-PL, paragraph 107	
A. Have the applicable CCC-902 (E or I), requisite CCC-901 and/or CCC-903 been completed in their entirety and signed by an authorized individual?	4-PL, Part 2, Section 6, and Part 4	
B. Has the correct determination been entered into the actively engaged section of the web based eligibility system?	3-PL (Rev. 1), paragraph 26	
8. Cash Rent Tenant Rule Determination:		
A. Has the County Committee determined the applicability of the cash rent tenant rule on the CCC-903 and applied the percent of cropland factor if necessary?	4-PL, paragraph 91 and paragraph 207	
B. Has the correct information been loaded into the cash rent tenant section of the web based eligibility system?	3-PL (Rev. 1), paragraph 28	
9. AD-1026 Certification:		
A. Have AD-1026s been completed in their entirety for the program applicant and all affiliates with farming interests? Have all AD-1026s been signed by an authorized individual? If there are no affiliates, has "None" been checked on the AD-1026, Item 8?	6-CP, paragraphs 401, 402 and subparagraph 429 C	
B. Has the correct certification been entered into the AD-1026 section of the web based subsidiary files?	3-PL (Rev. 1), paragraph 29	
10. Adjusted Gross Income Certification:		
A. Has CCC-926 been completed in its entirety and signed by an authorized individual?	4-PL, Part 6	
Notes: • For entities, a CCC-926 must be received to reach the individual level.	1-CM	
 FSA-211s executed after March 18, 2003 must allow execution of "All Actions" or specifically allow execution of "AGI Certification". 		
B. Have the correct certifications been entered into the Adjusted Gross Income section of the web based eligibility system?	3-PL (Rev. 1), paragraph 31	
Certification		
11A. Signature of Preparer(s) 11B. Date (MM-DD-YYYY)	11A. Signature of Preparer(s)	11B. Date (MM-DD-YYYY)
12A. I concur/do not concur the above items have been verified	and updated.	Do Not Concur
12B. CED Signature for Spotcheck		12C. Date (MM-DD-YYYY)
13A. I concur/do not concur the above items have been verified	and updated.	Do Not Concur
13B. DD Signature for Spotcheck		13C. Date (MM-DD-YYYY)
e U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and ix, marital status, familial status, parental status, religion, sexual orientation, genetic infor or many public assistance program. (Not all prohibited bases apply to all programs.) Pers formation (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at irector, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington. D.C. 2025	activities on the basis of race, color, national mation, political beliefs, reprisal, or because a sons with disabilities who require alternative n (202) 720-2600 (voice and TDD). To file a co -9410, or call (800) 795-3272 (voice) or (202	origin, age, disability, and where applicab. Il or part of an individual's income is deriv eeans for communication of program omplaint of discrimination, write to USDA, 1720-6382 (TDD). USDA is an equal

H Example CCC-770 ELIG 2008 (Continued)

CCC-770 ELIG 2008 (06-18-09) Page 2 14. Remarks:

5-8 (Reserved)

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Part 2 Web-Based Subsidiary System General Information

9 Accessing the Web-Based Subsidiary System

A Overview

The Subsidiary System is a web-based system that includes processes for:

- Business File
- combined producers
- eligibility
- payment limitation
- reports.

B Accessing Subsidiary Screen SUBWEB001

The following table provides steps to access the web-based Subsidiary System.

Step	Action
1	Access the FSA Intranet at http://intranet.fsa.usda.gov/fsa/applications.asp.
2	Under FSA Application, Applications Directory, CLICK "P-Z".
3	Under Applications Directory, with names from P to Z, CLICK "Subsidiary".
4	Do either of the following:
	• CLICK "Log In With Your LincPass (PIV)" and enter LincPass ID number
	• enter eAuthentication user ID and password and CLICK "Login".
5	Subsidiary Screen SUBWEB001 will be displayed.
	Note: This is where all Subsidiary System processes begin.

The following is an example of the Subsidiary Screen SUBWEB001. *--

United States Department of Agriculture Farm Service Agency	Subsidiary
Subsidiary Home About Subsidiary	/ │ Help │ Contact Us │ Exit Subsidiary │ Logout of eAuth
Eligibility Business File Combined Producers Payment Lim	itations Recording County Subsidiary Print Reports
Links Get Change Alerts Customer Search Screen ID: SUBWEB001	
	*

9 Accessing the Web-Based Subsidiary System (Continued)

C Top Navigation Menu

The top Navigation Menu will be displayed for all processes within the web-based Subsidiary System. The following table provides an explanation of the links in the top Navigation Menu.

Link	Explanation
"Subsidiary Home"	Returns to Subsidiary Screen SUBWEB001.
"About Subsidiary"	Displays a screen describing the purpose of the Subsidiary System.
"Help"	Displays the Help Screen accessible from the FSA Internet that
	provides options for:
	• "Ask FSA"
	• "Site Map"
	"Technical Assistance".
"Contact Us"	Displays a screen with all of the following:
	• who to contact for help
	• telephone number and e-mail address of ITS Service Desk
	hours of operation for the Service Desk
	• information to include in user's e-mail or voice mail message.
"Exit Subsidiary"	Returns to the FSA Applications URL in subparagraph B, step 1.
"Logout of eAuth"	The window browser will close and a pop-up window will be
	displayed with the message, "For security reasons, your browser
	window will close automatically". When users click "OK" on the
	pop-up window, they will be logged off the USDA eAuthentication
"Elicibility"	Directs users to the Eligibility software described in Dert 2
"Business File"	Directs users to the Buginess File software described in Part 5.
"Combined	Directs users to the Combined Producers software described in Part 4.
"Producers	Directs users to the Comomed Floducers software described in Fart 4.
"Payment	Directs users to the Payment I imitation software described in Part 5
Limitations"	Directs users to the rayment Elimation software described in rart 5.
"Recording	Directs users to the Recording County software described in
County"	paragraph 10.
"Subsidiary Print"	Directs users to the Subsidiary Print software described in
	paragraph 303.
"Reports"	Directs users to the "Reports" options described in Part 8.
A Introduction

Every producer in Business Partner with at least one FSA legacy link will have an eligibility record and recording county. This is important because **only** the recording county will have the ability to update subsidiary customer records with the exception of combined producer records.

Note: Every combined producer record has a combined producer recording county with the ability to update the record. See paragraph:

- 99 for combined producer recording county
- 100 for updating combined producer recording county.

Regardless of how the recording county is established, after it is established, **only** the existing recording county can request a change to assign another county as the recording county.

B Establishing Recording County

When a new FSA customer is entered in Business Partner, the Subsidiary System establishes a recording county. A new FSA customer is someone added to Business Partner for the first time, and linked to 1 or more counties at that time. The following table describes how the Subsidiary System assigns a recording county to a new FSA customer.

IF the new FSA customer is	
linked to	THEN
1 county in Business Partner	that county is assigned as the recording county.
2 or more counties at the	the ZIP Code process (subparagraph C) is used to assign the
same time in Business Partner	recording county.

10 Recording County (Continued)

C ZIP Code Process

The following steps will be taken when the Subsidiary System **must** use the ZIP Code process to assign an FSA customer a recording county.

Step	Action	Results
1	From the FSA producer's home address ZIP Code, subtract	Arrange the results
	each County Office ZIP Code with a link to the FSA customer.	in ascending order.
2	Find the result with the smallest difference between ZIP	This County Office
	Codes.	is the recording
3	If 2 County Offices have the same result, then find the County	county.
	Office ZIP Code with the lowest numerical ZIP Code.	

Note: Only 1 county can be assigned as the recording county. CMA counties are ineligible to be the recording county.

D Changing Recording County

There is an option that will allow the recording county to be changed. When the recording county relinquishes their responsibility, the ability to update that producer record will be lost. The recording county user may change the recording county on Subsidiary Recording County Screen SUBWEB009.

The following is an example of Subsidiary Recording County Screen SUBWEB009. *--

Subsidiary Hom e About Subsidiary Help Contact Us Exit Subsidiary Logout of eAuth								
Eligibility Busines	s File Combined Producers	Paym ent Limitations	Recording County	Subsidiary Print	Reports			
Links	r= Customer							
Get Change Alerts Customer Search	Name: Recording County:	ANY PRODUCER Drew - Arkansas						
	Bradley - Arkansas		🗩 Desha - Arkar	isas				
	Drew - Arkansas							
	Screen ID: SUBWEB009)						
					;			

10 Recording County (Continued)

D Changing Recording County (Continued)

Change the recording county on Subsidiary Recording County Screen SUBWEB009 according to the following.

Step	Action	Result
1	Access Subsidiary Screen	
	SUBWEB001 according to	
	paragraph 9.	
2	On Subsidiary Screen	SCIMS Customer Search Screen will be displayed.
	SUBWEB001, on the top	
	Navigation Menu, CLICK	
	"Recording County".	
3	Enter information on the	SCIMS Search Results Screen will be displayed.
	SCIMS Customer Search	
	Screen by:	
	• name	
	• TIN	
	• type	
	• other.	
4	Select the customer on the	Subsidiary Recording County Screen SUBWEB009 will
	SCIMS Search Results	be displayed. The "Customer" section contains the
	Screen.	following information for the selected customer:
		• name
		* * *
		• recording county.
		Under the "Customer" section, each county/State with a
		legacy link to the producer in SCIMS will be displayed.
		The radio button will be selected beside the current
		recording county.
5	CLICK "radio button" for	The new recording county will be displayed with the
	the new recording county.	radio button selected.

10 Recording County (Continued)

Step	Action		Result			
6	Select 1 of the following	IF user				
	options:	selects	THEN the system will			
		"Reset"	reset to the original recording county			
	• "Reset"		identified in the "Customer" section.			
	• "Submit".	"Submit"	display Subsidiary Recording County			
			Screen SUBWEB003 with the question,			
			"Do you really want to change the recording			
			county for this customer?"			
7	On Subsidiary Recording	IF user				
	County Screen	selects	THEN the system will			
	SUBWEB003, select 1 of	"Yes"	update the recording county and return to			
	the following options:		Subsidiary Recording County Screen			
		SUBWEB009 with the message, "This				
	• "Yes"		customer was successfully updated."			
	• "No".					
			Note: A change alert message will be sent			
			to all counties with a SCIMS legacy			
			link to this producer. See			
			paragraph 11 for information on			
			change alert messages.			
		"No"	return to Subsidiary Recording County			
			Screen SUBWEB009 without updating the			
			recording county.			

D Changing Recording County (Continued)

Note: CMA counties are ineligible to be the recording county.

E Error Messages

The error message, "**No changes were submitted for this customer**." will be displayed if the user clicks "Submit" on Subsidiary Recording County Screen SUBWEB009 without making any changes.

11 Get Change Alert Message System

A Change Alert Messages

A change alert message is generated by the web-based Subsidiary System to notify affected County Offices of changes to a producer's recording county. To view a change alert message, on all web-based Subsidiary System screens, under "Links", CLICK "Get Change Alert", as displayed on the following example Subsidiary Screen SUBWEB009.

United States Department of Agriculture Farm Service Agency	Subsidiary
Subsidiary Home About Subsidiar	y Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business File Combined Producers Payment Lim	itations Recording County Subsidiary Print Reports
Links Get Change Alerts Customer Search Screen ID: SUBWEB001	

Note: The exclamation point icon will be displayed after the link when a new message is received.

B Viewing Change Alert Messages

Change alert messages will be generated and sent to affected County Offices when a change to a recording county is made. An exclamation point icon will be displayed when a new message is received. The exclamation point icon will continue to be displayed until the message is read by the County Office.

Each county to which the producer is linked in Business Partner will receive the change alert message, to notify all users of the recording county change. The only county that can change a recording county is the recording county. If the change is **not** correct, then the new recording county **must** make the correction.

11 Get Change Alert Message System (Continued)

B Viewing Change Alert Messages (Continued)

After a change alert message is read it will remain in the lists of alerts for 30 calendar days. During the 30 calendar day period the message can be accessed and read as many times as necessary. After the 30 calendar day period the message will automatically disappear.

Subsidiary Screen SUBWEB005 will display the following items.

Column	Description
View	Provided for each change alert message. CLICK "View" to display Subsidiary
	Screen SUBWEB004 with full details of the change alert message.
Status	 Indicates if the message has been viewed by the user. If "Status" column contains: details of the message have not been viewed by the user details of the message have been viewed by the user.
Date	Date the recording county change was updated.
County	Current recording county.
Title	Customer name and the type of change updated.

The following is an example of Subsidiary Screen SUBWEB005 that provides a log of change alert messages. To view the details of an individual change alert message, CLICK "**View**".



11 Get Change Alert Message System (Continued)

C Details of Change Alert Message

After users click "View" on Subsidiary Screen SUBWEB005, the details of the selected change alert message will display. The following is an example of Subsidiary Recording County Change Screen SUBWEB004, "County Alert Entry Heading" section.

Links Get Change Alerts Customer Search	County Alert En Date: County: Title:	try <u>H</u> eading 03/15/2011 Delaware - Indiana ANY PRODUCER Subsidiary Recording Cour Change	ıty
	The Recordi has been ch	ng County for Producer ANY PRODUCER hanged from 18009 to 18035. Return to Log	<
	Screen ID: SUBW	EB004	

Subsidiary Recording County Change Screen SUBWEB004, "County Alert Entry Heading" section will display the following items.

Field	Description				
"Date"	Date recording county change was updated.				
"County"	Current recording county.				
"Title"	Customer name and the type of change updated.				
"Text Box"	Details of the changes made to the customer.				

D Printing Change Alerts

To print the change alert details, from the Web Page Menu Bar, CLICK "Printer Icon".

E Deleting Change Alerts

Users **cannot** delete change alert messages. Messages will automatically disappear 30 calendar days after the message was generated.

12 Security

A Overview

Roles are developed in eAuthentication to provide users specific capabilities in the web-based Subsidiary System.

B Determining Access

The following identifies user roles for the web-based Subsidiary System.

IF the user is		
an employee	AND the user	THEN BOOSS
FSA	County Office personnel	 is update capability for users in the producer's recording county or combined producer recording county
		• is view-only for all other users.
	State Office personnel or DD	for web-based:eligibility software is:
		• update capability for producers whose recording county is administered in the user's State
		• view-only for producers whose recording county is not administered in the user's State
		• combined producer software is:
		• update capability, if the user has requested update capability according to subparagraph C and the producer's combined producer recording county is administered in the user's State
		• view-only for users who have not requested update capability according to subparagraph C

12 Security (Continued)

B Determining Access (Continued)

IF the user is an		
employee of	AND the user is	THEN access
FSA (Continued)	State Office personnel or DD (Continued)	 payment limitation software is: update capability, if the user has requested update capability according to subparagraph C and the producer's recording county is administered in the user's State view-only for users who have not requested update capability according to subparagraph C
		• Business File software is:
		 update capability, if the user has requested update capability according to subparagraph C and the producer's recording county is administered in the user's State view-only for users who have not
		requested update capability according to subparagraph C.
FSA (Continued)	National Office personnel	• update capability for any producer nationwide for designated personnel
	~ ~	• view-only for all other users.
	Kansas City computer personnel	view-only.
NRCS		 view-only for eligibility and combined producer software denied for all other subsidiary processes
someone other than FSA or NRCS		denied.

12 Security (Continued)

C Update Capability for State Office and DD Users

State Office and DD users have update capability to web-based eligibility software when the producer's recording county is in their State. To request update access to web-based combined producer, web-based payment limitation, and web-based Business File software, State Office employees and DD's shall provide the following to the State Office program specialist in charge of subsidiary:

- State Office name
- employee's legal first and last name
- employee's job title
- employee's USDA eAuthentication user ID
- indicate if the employee is requesting update access for any of the following:
 - web-based combined producer software
 - web-based payment limitation software
 - web-based Business File software.

The State Office program specialist in charge of subsidiary shall:

- determine whether the State Office or DD user should be granted update access to the web-based combined producer, payment limitation, or Business File software
- do either of the following:
 - disapprove and return the request to the State Office or DD user
 - approve the request and send the information to the security liaison representative.

12 Security (Continued)

C Update Capability for State Office and DD Users (Continued)

*--The security liaison representative will do either of the following:

- disapprove and return the request to the State Office program specialist in charge of subsidiary
- approve the request and e-mail information to the PECD subsidiary program specialist.

Notes: FSA-13-A is required.

Include a word version of FSA-13-A with the following:

- complete items 1-10
- in item 22, "Comments/Justification", specify the applications the user is requesting access to.--*
- * * *

--Contact PECD, Subsidiary Program Specialist with any questions or concerns.--

13 Recording Dates

A Date Format

All of the following formats will be acceptable date entries in the web-based Eligibility System for all years:

• "mmddyyyy"

Example: "02012008" where" 02" represents the month, "01" represents the day of the month, and "2008" represents the year.

• "mm/dd/yyyy"

Example: "02/01/2008" where "02" represents the month, "01" represents the day of the month, and "2008" represents the year.

• "mmddyy".

Example: "020108" where "02" represents the month, "01" represents the day of the month, and "08" represents the year.

If data is **not** entered in 1 of these 3 formats or an invalid date is entered, a validation message will be displayed. After a valid date is entered, the field will automatically update to the "mm/dd/yyyy" format.

Note: Users may also click the arrow beside the date field to display a drop-down calendar for date selection.

B Future Processes

Future payment processes will use the dates entered in eligibility to process payments and calculate prompt payment interest, if applicable. Therefore, it is **imperative** the correct date is entered in the date fields.

14-19 (Reserved)

20 General Information

A Introduction

This part provides information and procedure for accessing and updating the web-based Eligibility System.

B Purpose of the Data in the Eligibility System

The Eligibility System is designed to record information needed to ensure that only producers who comply with applicable program provisions receive USDA program benefits. Therefore, it is critical that information in the Eligibility System be updated properly. Data in the Eligibility System is used to determine producer program benefit eligibility for, but **not** limited to, the following programs:

- ad-hoc disaster programs
- Agricultural Management Activities
- Agriculture Risk Coverage
- ACRE Program
- Conservation Security Program
- Conservation Stewardship Program
- CRP
- DCP
- ECP
- ELAP
- EQIP
- FLP
- GRP
- LFP
- LIP
- NAP
- Price Loss Coverage
- Price Support loans and LDP's
- Supplemental Revenue Assistance Payments Program
- TAP
- Wildlife Habitat Incentives Program.

21 Web-Based System Eligibility Records

A Introduction

In the web-based system, an eligibility record is created for each customer recorded in Business Partner that is also linked to at least one FSA County Office. Like Business Partner, only 1 eligibility record will exist for each customer in the web-based environment.

B Creating Eligibility Records for New FSA Customers

Eligibility records will be created with default values for new FSA customers when the required name and address information is updated in Business Partner. This process occurs *-- within 15 minutes when users click "Save" and the record information is updated in--* Business Partner.

Note: An eligibility record will **not** be created unless the customer is linked to at least one FSA County Office.

See each applicable paragraph for information on the default values for each eligibility determination.

21 Web-Based System Eligibility Records (Continued)

C Availability of Subsidiary Eligibility Data

The following is a guide to show the eligibility value and the years to be displayed. As new programs are announced, the system will be updated.

Description	2010	2011	2012	2013	2014/2015/2016	2017/2018
Actively Engaged	Х	Х	Х	Х	Х	X
Actively Engaged - 2002 Farm Bill	Х	Х	Х	Х	Х	X
AD-1026	Х	Х	Х	Х	Х	X
Adjusted Gross Income - 2002 Farm Bill	Х	Х	Х	Х	Х	Х
Suspended Producer	Х	Х	Х			
AGI - 2008 Farm Bill - Commodity Program \$500,000 Nonfarm Income	Х	Х	Х	Х		
AGI - 2008 Farm Bill - Direct Payment \$1 Million Total Income			Х	Х		
AGI - 2008 Farm Bill - Direct Payment \$750,000 Farm Income	Х	Х	Х	Х		
AGI - 2008 Farm Bill - Conservation Program \$1 Million Nonfarm Income	Х	Х	Х	X	X	X
AGI - 2014 Farm Bill		Х	Х	Х	Х	Х
Beginning Farmer or Rancher	Х	Х	Х	Х	Х	X
Cash Rent Tenant and Cropland	Х	Х	Х	Х	Х	Х
Conservation Compliance	Х	Х	Х	Х	Х	X
Controlled Substance	Х	Х	Х	Х	Х	X
Delinquent Debt	Х	Х	Х	Х	Х	X
Federal Crop Insurance	Х	Х	Х	Х	Х	X
Foreign Person	Х	Х	Х	Х	Х	X
Fraud - including FCIC Fraud	Х	Х	Х	Х	Х	
Limited Resource Farmer or Rancher	Х	Х	Х	Х	Х	Х
NAP Non-Compliance	Х	Х	Х	Х	Х	X
Permitted Entity - 2002 Farm Bill	Х	Х	Х	Х	Х	X
Person Eligibility - 2002 Farm Bill	Х	Х	Х	Х	Х	Х
SDA Farmer or Rancher:						
• includes ethnic or racial,but not gender	Х	Х	Х	Х	Х	X
• includes ethnic, racial or gender	Х	Х	Х	Х	X	X

Note: See 3-PL for eligibility values for 2009 and prior years.

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21 Web-Based System Eligibility Records (Continued)

D BIA ID Number

An eligibility record will **not** be created for BIA with the employer ID number. Indians represented by BIA are the producers requesting program benefits and as such eligibility records should be created and updated for the Indian represented by BIA, **not** BIA. BIA does **not** actually own land or participate in FSA programs. Therefore, there is no reason to create and update eligibility data for BIA.

* * *

22 Accessing and Updating Eligibility File Records

A Accessing the Web-Based Subsidiary Eligibility System

Access the web-based Eligibility System according to the following.

Step	Action	Result
1	Access Subsidiary Screen SUBWEB001 according to paragraph 9.	
2	On Subsidiary Screen SUBWEB001, CLICK " Eligibility " link on the top Navigation Menu.	SCIMS Customer Search Screen will be displayed.
3	Enter information on the SCIMS Customer Search Screen by: • name • TIN • type • other.	SCIMS Search Results Screen will be displayed.
4	Select the customer on the SCIMS Search Results Screen.	Subsidiary Eligibility Screen SUBWEB007 will be displayed with the producer's eligibility record for the current year. The "Customer" section contains the following information for the selected customer: • name *** • recording county • subsidiary year.
5	 To select another subsidiary year: CLICK "down arrow" select the year CLICK "Go". 	Subsidiary Eligibility Screen SUBWEB007 will be redisplayed with the producer's eligibility record for the selected year.

22 Accessing and Updating Eligibility File Records (Continued)

B Viewing and/or Updating Eligibility

Any FSA employee can view data in the Subsidiary Eligibility System. However, **only** the following designated users have the authority to update subsidiary eligibility data:

- FSA County Office employees associated with the producer's recording county
- FSA State Office employees and DD's, when approved according to paragraph 12, in States where the producer's recording county is associated with a County Office
- specified National Office employees have update authority for "Fraud Including FCIC Fraud" determinations and nationwide update capability.

The following describes the process for updating data in the Eligibility System.

Note: See paragraphs 23 through 41 for additional information about each type of eligibility determination.

Step	Action
1	Update the applicable eligibility information and CLICK " Submit " at the bottom of
	the screen.
	If the updated data:
	• passes the applicable validations for the eligibility information being updated, proceed to step 2
	• does not pass the applicable validations, then an informational message will be displayed at the top of the web page.
	Note: See paragraphs 23 through 41 for additional information on applicable error messages.

22 Accessing and Updating Eligibility File Records (Continued)

B Viewing and/or Updating Eligibility (Continued)

Step		Action			
2	An informational web page is displayed that summarizes the changes that have been submitted for update. The original information is displayed along with the new information so a comparison can be made to determine if the data being updated is correct.				
	IF the user wants to THEN CLICK				
	accept the changes and "Accept".				
process The data will be updated to the eligibilit message, "This Customer was successfu be displayed at the top of the Producer's Screen		The data will be updated to the eligibility database and the message, "This Customer was successfully updated." will be displayed at the top of the Producer's Eligibility Screen.			
	make additional changes	"Revise".			
for the selected producer or revise the changes that have been made The Eligibility Screen will be redisplayed for producer with the changes that were previous additional modifications can be recorded.		The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.			
		Note: Changes are not updated to the eligibility database until users click "Accept" on the Confirmation Screen.			
	cancel the process and	"Cancel".			
	exit without saving the	at saving the			
	changes	The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.			

22 Accessing and Updating Eligibility File Records (Continued)

C Quick Access or Shortcut Keys

Quick access or shortcut keys have been created for those users that prefer to move through the Eligibility Screen using the keyboard instead of the mouse. These keys allow the user to "jump" directly to a specific section of the Subsidiary Eligibility Screen by pressing the "Alt" key plus another designated key.

The following defines the shortcut keys available on the Subsidiary Eligibility Screen.

Section/Button	Quick Access/Shortcut Key
"Customer"	"Alt" + "C"
"Actively Engaged"	"Alt" + "A"
"Actively Engaged - 2002 Farm Bill"	"Alt" + "T"
"AD-1026"	"Alt" + "1"
"Adjusted Gross Income - 2014 Farm Bill"	"Alt" + "2"
"Adjusted Gross Income - 2008 Farm Bill"	"Alt" + "J"
"Adjusted Gross Income - 2002 Farm Bill"	"Alt" + "2"
"Beginning Farmer or Rancher"	"Alt" + "F"
"Cash Rent Tenant" and "Cropland Factor"	"Alt" + "H"
"Conservation Compliance"	"Alt" + "V"
"Controlled Substance"	"Alt" + "B"
"Delinquent Debt"	"Alt" + "Q"
"Federal Crop Insurance"	"Alt" + "I"
"Foreign Person"	"Alt" + "M"
"Fraud - including FCIC Fraud"	"Alt" + "U"
"Limited Resource Farmer or Rancher"	"Alt" + "L"
"NAP Non Compliance"	"Alt" + "N"
"Permitted Entity - 2002 Farm Bill"	"Alt" + "E"
"Person Determination - 2002 Farm Bill"	"Alt" + "P"
"Socially Disadvantaged Farmer or Rancher"	"Alt" + "D"
"Reset"	"Alt" + "R"
"Submit"	"Alt" + "S"

A Introduction

Data in the Subsidiary Eligibility Screen, "Actively Engaged" section is used to determine producer eligibility based on the actively engaged in farming provisions. See:

- 4-PL, subparagraph 11 A for a list of program benefits covered by actively engaged in farming provisions for 2009 through 2013
- 5-PL, subparagraph 15 A for a list of program benefits covered by actively engaged in farming provisions for 2014 through 2018.

B Example of Subsidiary Eligibility Screen, "Actively Engaged" Section

The following is an example of the "Actively Engaged" section.

<u>Actively Engaged</u>		
COC Determination		
 Actively Engaged 	Not Filed	
 Awaiting Determination 	Awaiting Revision	
Not Actively Engaged	Exempt	
Date Documentation Filed by Producer		
Update "AD-1026 Date Continuous Certification/Authorization Signed by Producer" with above date		
COC Determination Date		

C Fields Applicable to Actively Engaged Determinations

The following provides fields applicable to "actively engaged in farming" determinations.

Field	Option	Explanation
"COC	"Actively	Producer has filed the required documentation and COC
Determination"	Engaged"	has determined the producer meets the "actively
		engaged in farming" provisions.
	"Not Filed"	Producer has not filed the documentation necessary for
		an "actively engaged in farming" determination.
	"Awaiting	Producer has filed all documentation required for an
	Determination"	actively engaged in farming determination; however, the
		COC determination has not been completed.
	"Awaiting	Producer has revised the documentation required for an
	Revision"	"actively engaged in farming" determination; however,
		COC has not completed the new "actively engaged in
		farming" determination.
	"Not Actively	COC has determined the producer does not meet the
	Engaged"	"actively engaged in farming" provisions.
	"Exempt"	Producer is an Indian Tribal Venture and is exempt from
		actively engaged provisions under the 2008 Farm Bill
		provisions. The system will default to this value when
		the selected producer is an Indian Tribal Venture. Users
		will not be able to change the defaulted option.

Field	Option	Explanation	
"Date		Date the producer provided all required documentation	
Documentation		required to determine whether the producer is "actively	
Filed by		engaged in farming". An entry is required if any of the	
Producer"		following options are selected as the COC determination:	
		• "Actively Engaged"	
		• "Awaiting Determination"	
		• "Awaiting Revision"	
		• "Not Actively Engaged".	
		Note: See subparagraph 23 G for options to populate	
		dates for AD-1026.	
"COC		Date the "actively engaged in farming" determination is	
Determination		made by COC. An entry is required if either of the	
Date"		following options are selected as the COC determination:	
		 "Actively Engaged" 	
		 "Not Actively Engaged". 	
		Note: See subparagraph 23 G for options to populate dates for AD-1026.	

C Fields Applicable to Actively Engaged Determinations (Continued)

Note: For members of a joint operation that do **not** have an interest outside of the joint operation, update the members eligibility records based on the information filed on CCC-902E for each member of the joint operation, and the determination for the members from the corresponding CCC-903 for the joint operation.

D Error Messages

The following provides a list of error messages that may be displayed when updating actively engaged eligibility data.

Message	Reason for Message	Corrective Action
"Must enter the	User selected 1 of the following as COC	Take either of the
date the	determinations, but did not enter a date in the	following actions:
producer filed	"Date Documentation Filed by Producer"	
the	field:	• enter date the producer
documentation		filed the documentation
for an actively	"Actively Engaged"	required for an actively
engaged	"Awaiting Determination"	engaged in farming
determination	"Awaiting Revision"	determination
for years	• "Not Actively Engaged".	
after 2004."		• select another COC
		determination.
"Date not	User indicated the producer has not filed the	Take either of the
allowed based	required documentation for an actively	following actions:
on "COC	engaged in farming determination; however,	
Determination"	a date was entered in the "Date	• remove date from the
option	Documentation Filed by Producer" field.	"Date Documentation
selected."		Filed by Producer" field
		• select a different COC
		determination.
"Date cannot	Date entered or selected in either of the	Date entered or selected
be later than	following fields is later than the current date.	cannot be later than the
today's date."		current date. Reenter a
	• "Date Documentation Filed by Producer"	valid date or select a date
	• "COC Determination Date".	using the calendar icon.

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Invalid date."	Date entered or selected in either of the	Reenter a valid date or
	following fields is not a valid date:	select a date using the
		calendar icon.
	• "Date Documentation Filed by Producer"	
	• "COC Determination Date".	See subparagraph 13 A for
		acceptable date formats.
"Date entry not	Date entered in either of the following fields	Reenter date in an
formatted	is not in an acceptable format:	acceptable date format
correctly.		according to
mm/dd/yyyy,	• "Date Documentation Filed by Producer"	subparagraph 13 A.
mmddyyyy, or	• "COC Determination Date".	
mmddyy."		

E Field Default Values

When new eligibility records are created, actively engaged field values are defaulted according to the following.

Field	Default Value
"COC Determination"	"Not Filed" indicating the producer has not filed
	all documentation required for an actively
	engaged in farming determination.
"Date Documentation Filed by Producer"	"Blank".
"COC Determination Date"	"Blank".

F Options to Populate Dates for Producer Documentation

Option is available to populate data entered in the Subsidiary Eligibility Screen, "Actively Engaged" section, "Date Documentation Filed by Producer" field.

G Available Field to Populate Data

The "Date Documentation Field by Producer" field data can be populated to the "AD-1026 Date Continuous Certification/Authorization Signed by Producer" field.

Dates for Producer Documentation				
Option	IF the	THEN		
"Update "AD-1026	producer signed AD-1026	select this option to have the date loaded		
Date Continuous	continuous certification/	in the "Actively Engaged" section		
Certification/	authorization on the same	automatically populated to the		
Authorization	date documentation was	"AD-1026" section. The "COC		
Signed by	filed for actively engaged	Determination for AD-1026" field must		
Producer" with		be manually updated with either of the		
above date"		following:		
		• "Certified"		
		• "Awaiting Affiliate Certification".		
	AD-1026 continuous	do not select this option. Update the		
	certification/authorization	"AD-1026" section according to		
	was not signed on the same	paragraph 25.		
	date documentation was			
	filed for actively engaged			

A Introduction

Data in the Subsidiary Eligibility Screen, "Actively Engaged - 2002 Farm Bill" section is used to determine producer eligibility based on the actively engaged in farming provisions for contracts approved in 2008 and prior years. See 1-PL, subparagraph 16 B for a list of program benefits covered by actively engaged in farming provisions according to the 2002 Farm Bill.

B Example of Subsidiary Eligibility Screen, "Actively Engaged - 2002 Farm Bill" Section (Continued)

Following is an example of the "Actively Engaged - 2002 Farm Bill" section for 2009 through 2012.

Actively Engaged - 2002 Farm Bill =		
COC Determination		
 Actively Engaged 	 Not Filed 	
 Awaiting Determination 	 Awaiting Revision 	
 Not Actively Engaged 		
Date Documentation Filed by Producer		
COC Determination Date		
Suspended Producer		
 Not Suspended 	 Suspended 	

Following is an example of the "Actively Engaged - 2002 Farm Bill" section for 2013 and subsequent years.

Actively Engaged - 2002 Farm Bill		
COC Determination		
 Actively Engaged 	Not Filed	
 Awaiting Determination 	Awaiting Revision	
Not Actively Engaged		
Date Documentation Filed by Producer		
COC Determination Date		

C Fields Applicable to Actively Engaged Determinations

The following lists the fields applicable to "actively engaged in farming" determinations.

Field	Option	Explanation
"COC	"Actively	Producer has filed the required documentation and
Determination"	Engaged"	COC has determined the producer meets the
		"actively engaged in farming" provisions.
	"Not Filed"	Producer has not filed the documentation necessary
		for an "actively engaged in farming" determination.
	"Awaiting	Producer has filed all documentation required for an
	Determination"	actively engaged in farming determination; however,
		the COC determination has not been completed.
	"Awaiting	Producer has revised the documentation required for
	Revision"	an "actively engaged in farming" determination;
		however, COC has not completed the new "actively
		engaged in farming" determination.
	"Not Actively	COC has determined the producer does not meet the
	Engaged"	"actively engaged in farming" provisions.
"Date		Date the producer provided all required
Documentation		documentation required to determine whether the
Filed by Producer"		producer is "actively engaged in farming". An entry
		is required if any of the following options are
		selected as the COC determination.
		• "Actively Engaged"
		• "Awaiting Determination"
		"Awaiting Revision"
		• "Not Actively Engaged".
		Enter date according to acceptable formats in
		subparagraph 13 A.

Field	Option	Explanation
"COC Determination		Date the "actively engaged in farming"
Date"		determination is made by COC. An entry is
		required if either of the following options are
		selected as the COC determination.
		"Actively Engaged"
		• "Not Actively Engaged".
		Enter date according to acceptable formats in
		subparagraph 13 A.
"Suspended Producer"	"Not	Producer/member has not designated more than
	Suspended"	3 entities for payment.
Note: See	"Suspended"	Producer/member has designated more than
subparagraph F		3 entities for payment.
for additional		
information.		

C Fields Applicable to Actively Engaged Determinations (Continued)

D Error Messages

The following provides error messages that may be displayed when updating actively engaged eligibility data.

Message	Reason for Message	Corrective Action
"Must enter the	User selected 1 of the following as the	Take either of the following
date the producer	COC determination, but did not enter a	actions:
filed the	date in the "Date Documentation Filed	
documentation	by Producer" field:	• enter date the producer filed
for an actively		the documentation required
engaged	"Actively Engaged"	for an actively engaged in
determination for	• "Awaiting Determination"	farming determination
years	"Awaiting Revision"	
after 2004."	• "Not Actively Engaged".	• select another COC
		determination.
"Date not	User indicated the producer has not	Take either of the following
allowed based on	filed the required documentation for an	actions:
"COC	actively engaged in farming	
Determination"	determination; however, a date was	• remove date from the "Date
option selected."	entered in the "Date Documentation	Documentation Filed by
	Filed by Producer" field.	Producer" field
		• select a different COC
		determination.

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Date cannot be	Date entered or selected in either of the	Reenter a valid date or select a
later than today's	following fields is later than the current	date using the calendar icon.
date."	date:	
	• "Date Documentation Filed by Producer"	
	• "COC Determination Date".	
"Invalid date."	Date entered or selected in either of the following fields is not a valid date:	Reenter a valid date or select a date using the calendar icon.
	• "Date Documentation Filed by Producer"	See subparagraph 13 A for acceptable date formats.
	• "COC Determination Date".	
"Date entry not	Date entered in either of the following	Reenter date in an acceptable
formatted	fields is not in an acceptable format:	date format according to
correctly.		subparagraph 13 A.
mm/dd/yyyy,	• "Date Documentation Filed by	
mmddyyyy, or mmddyy."	Producer"	
	• "COC Determination Date".	

E Field Default Values

When new eligibility records are created, actively engaged field values are defaulted according to the following.

Field	Default Value
"COC Determination"	"Not Filed" indicating the producer has not filed all
	documentation required for an actively engaged in
	farming determination.
"Date Documentation Filed by	"Blank".
Producer"	
"COC Determination Date"	"Blank".
"Suspended Producer"	"Not Suspended" indicating the producer/member has
	not designated more than three entities for payment for
	FY's 2009 through 2012.

F Correcting Suspended Producer Situations

The KC-ADC mainframe previously set the "Suspended Producer" option based on the number of permitted entities counted on the mainframe for FY's 2009 through 2012. To correct a suspended producer situation, the recording county shall compare the data recorded in the system to CCC-501B filed by the producer to ensure the designations are recorded properly.

After the review and any applicable updates and/or deletions are completed, the recording county shall:

- contact all counties in which the producer is active to ensure each county has recorded the information correctly in the permitted entity files
- update the "Suspended Producer" option to "Not Suspended" in the web-based Subsidiary System.

25 AD-1026 Certification Information

A Introduction

Data in the Subsidiary Eligibility Screen, "AD-1026" section:

- includes information about the AD-1026 certification for the producer and any affiliates
- is used to determine producer eligibility.

Producers are required to certify their compliance with HELC and WC provisions on AD-1026 for all programs in which conservation compliance provisions apply. See 6-CP, paragraph 3 for programs covered by HELC and WC provisions.

B Example of Subsidiary Eligibility Screen, "AD-1026" Section

Following is an example of the "AD-1026" section for 2013 and prior years.

AD-1026		
Certification		
 Certified 	Not Filed	
Good Faith Determination	COC Exemption	
Awaiting Affiliate Certification	Affiliate Violation	
AD-1026 date of continuous certification signed by producer		
Voc	No	
0 les		
Date AD-1026 referred to NRCS		

25 AD-1026 Certification Information (Continued)

B Example of Subsidiary Eligibility Screen, "AD-1026" Section (Continued)

Following is an example of the "AD-1026" section for 2014 and subsequent years.

AD-1026]	
Certification		
 Certified 	Not Filed	
Good Faith Determination	COC Exemption	
 Awaiting Affiliate Certification 	Affiliate Violation	
AD-1026 date of continuous certification signed by producer		
 First Time Producer Filing AD-1026 		
Date First Time Producer Filing AD-1026		
Referred to NRCS		
© Yes 0	D No	
Date AD-1026 referred to NRCS		

25 AD-1026 Certification Information (Continued)

C Fields Applicable to AD-1026 Certifications

The following provides fields applicable to AD-1026 certifications.

Field	Option	Explanation
"Certification"	"Certified"	This option shall be selected when any of the following conditions
		exist:
		• producer and all affiliates have certified AD-1026
		• producer has certified that they are not associated with an ineligible tract
		•*producer is certifying for FCIC provisions only (number 6 of AD-1026 appendix)*
		• a member of a joint operation has certified on CCC-902 that they do not have any other farming interests and are not associated with any farms (CCC-902 is not required if certifying solely for FCIC).
		Note: If a producer's only farming interest is an entire farm enrolled in CRP, a signed CRP-817U is considered the same as having certified AD-1026.
	"Not Filed"	This option indicates either of the following:
		• producer has not filed AD-1026
		 producer did not certify compliance on AD-1026.
	"Good Faith	Producer cannot certify compliance with HELC/WC provisions
	Determination"	because of a violation but has received a good faith determination
		reinstating payment eligibility.
	"COC	Producer cannot certify compliance with HELC/WC provisions
	Exemption"	because of a violation but has received an exemption reinstating
		payment eligibility.
	"Awaiting	This option indicates:
	Affiliate Cartification"	• producer has certified AD 1026
	Certification	• producer has certified AD-1026
	SSA CC11	• all affiliates have not certified to AD-1026 compliance.
	Violation"	violated HELC/WC provisions.
		Note: Tract HELC/WC determinations update the web-based Eligibility System without user intervention. If a producer has a HELC/WC violation and that producer has an affiliate that does not have farming interest on the "violated" tract, then the user of the web-based Subsidiary System must update the "Affiliate Violation" option. FRS will not update the affiliate's eligibility automatically. If a producer is certifying solely for FCIC provisions (number 6 of AD-1026 appendix) and affiliate violation is for CW+13 or earlier, the producer shall be changed to "certified" to communicate eligibility to RMA. Farm/tract eligibility must be set to "past violation" to communicate ineligibility to FSA and NRCS."

25 AD-1026 Certification Information (Continued)

Field	Option	Explanation
"AD-1026 Date of		The later of the following:
Continuous Certification Signed By Producer"		 date the producer signed AD-1026, item 12 date AD-1026 is received in the County Office. *Note: If AD-1026 is mailed, post mark date should be used*
		An entry is required if either of the following options are selected as the "Certification":
		 "Certified" "Awaiting Affiliate Certification".
		Note: For affiliates that are not required to file AD-1026, County Offices shall enter the date from AD-1026 filed by the entity/joint operation requesting benefits. County Offices are not required to change information previously entered in the web-based Subsidiary System.
		Enter date according to acceptable formats in subparagraph 13 A. The date will automatically populate if "Update AD-1026 Date Continuous Certification/ Authorization Signed by Producer with above date" was
		selected in the "Actively Engaged" section. Verify the date entered is the date producer signed AD-1026. If the date was automatically populated, verify the date populated is the date the producer signed AD-1026.

C Fields Applicable to AD-1026 Certifications (Continued)
Par. 25

25 AD-1026 Certification Information (Continued)

Field	Option	Explanation	
"First Time	"Yes"	Used to indicate whether the producer is filing an AD-1026	
Producer	"No"	for the first time. Applicable to 2014 and subsequent years	
Filing		only.	
AD-1026"			
		*Note: Users must update AD-1026 First Time Filer	
		to "Yes" and enter the AD-1026 First Time	
		Filer Date when the producer certifies this is	
		their first time filing AD-1026, have FCIC	
		reinsured crop insurance, and are subject to	
		HELC and WC provisions as described in	
		AD-1026, box 8A". See 6-CP, subparagraph	
		335 C for additional information*	
"Date First		Date the Producer filed the AD-1026 for the first time.	
Time Producer			
Filing		A date is required if "Yes" was selected for "First Time	
AD-1026"		Producer Filing AD-1026". Enter date in acceptable formats	
		according to subparagraph 13 A.	
"Referred to	"Yes"	Used to indicate whether AD-1026 for the applicable	
NRCS"	"No"	producer has been referred to NRCS.	
		An option must be selected if any of the following options are selected as the "certification":	
		• "Certified"	
		• "Awaiting Affiliate Certification"	
		• "Affiliate Violation".	
"Date		Date the County Office referred AD-1026 to NRCS for a	
AD-1026		technical determination.	
Referred to			
NRCS"		A date is required if "Yes" was selected for "Referred to	
		NRCS". Enter date according to acceptable formats	
		according to subparagraph 13 A.	

C Fields Applicable to AD-1026 Certifications (Continued)

25 AD-1026 Certification Information (Continued)

D Error Messages

The following provides a list of error messages that may be displayed when updating AD-1026 eligibility data.

Message	Reason for Message	Corrective Action
"Certification must	User selected 1 of the following options as the certification, but	Take either of the following
producer signed the	did not enter a "Date AD-1026	options.
certification for years	Filed" and/or "Date Continuous	• enter date in the "Date
after 2004 "	Certification/Authorization	AD-1026 Filed" and/or
	Signed by Producer'' field:	"Date Continuous
		Certification/Authorization
	• "Certified"	Signed by Producer" field
	"Awaiting Affiliate	• select a different
	Certification".	certification.
"Date not allowed	User selected 1 of the following	Take either of the following
based on COC	options as the certification and	actions:
determination or	entered a date in the "Date	
certification option	Continuous	• remove date from the "Date
selected."	Certification/Authorization	Continuous
	Signed By Producer'' field:	Certification/Authorization
		Signed By Producer' field
	• "Not Filed"	
	• "Good Faith Determination"	• select a different
	• "COC Exemption".	certification.
"Must specify whether	User did not specify whether	Indicate whether or not
AD-1026 is being	AD-1026 is or is not being	AD-1026 is being referred to
referred to NRCS."	referred to NRCS.	NRCS.
"Must specify the date	User indicated AD-1026 is being	Take either of the following
the AD-1026 was	referred to NRCS; however, the	actions:
referred to NRCS for	referral date was not entered.	
years after 2004."		• enter date AD-1026 was
		referred to NRCS
		• in the "Referred to NRCS"
		field, CLICK "No".

25 AD-1026 Certification Information (Continued)

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Invalid date."	Date entered or selected in any of the following	Reenter a valid date or
	fields is not a valid date:	select a date using the
		calendar icon.
	• "Date AD-1026 Referred to NRCS"	
	• "Date First Time Producer Filing AD-1026"	
	• "AD-1026 Date of Continuous Certification	
	Signed By Producer".	D
"Date cannot be	Date entered or selected in any of the following	Reenter a valid date or
later than	fields is later than the current date:	select a date using the
today's date."		calendar icon. See
	• "Date AD-1026 Referred to NRCS"	subparagraph 13 A for
		acceptable date
	• "Date First Time Producer Filing AD-1026"	formats.
	• "AD-1026 Date of Continuous Certification	
	Signed By Producer".	
"Date entry not	Date entered in any of the following fields is	Reenter date in an
formatted	not in an acceptable format:	acceptable format
correctly.		according to
mm/dd/yyyy,	• "Date AD-1026 Referred to NRCS"	subparagraph 13 A.
mmddyyyy, or		
mmddyy."	• "Date First Time Producer Filing AD-1026"	
	• "AD-1026 Date of Continuous Certification	
	Signed By Producer".	

25 AD-1026 Certification Information (Continued)

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
"The Producer	User indicated the producer	Take either of the following actions:
Previously filed AD-	is filing AD-1026 for the	
1026 and is not a	first time; however,	• select "No" to "First Time Producer
First Time Producer	AD-1026 was previously	Filing AD-1026"
Filing AD-1026."	filed for the producer in a	
	year before 2014.	• review documentation on file for
		previous years and, if applicable,
		update AD-1026 certification in the
		appropriate years to "Not Filed".
"AD-1026	User indicated the producer	Take either of the following actions:
Certification must be	is filing AD-1026 for the	
"Certified" or	first time; however,	• select "No" to "First Time Producer
"Awaiting Affiliate	AD-1026 is not either of	Filing AD-1026"
Certification" if the	the following:	
producer is a First		• select a different AD-1026
Time Producer Filing	• "Certified"	certification.
AD-1026."		
	• "Awaiting Affiliate	
	Certification".	
"Date First Time	User entered a date for the	Take either of the following actions:
Producer Filing	"Date First Time Producer	
AD 1026 not	Filing AD-1026"; however,	• remove date from "Date First Time
allowed if the First	the "First Time Producer	Producer Filing AD-1026"
Time Producer Filing	Filing AD-1026" is "No".	
AD-1026		• update "First Time Producer Filing
certification is		AD-1026" to "Yes", if applicable.
"No"."		

Message	Reason for Message	Corrective Action
"Date First Time	User entered a date 3-	Take either of the following actions:
Producer Filing	29before 06/30/2014 for	
AD-1026 cannot be	the "Date First Time	• remove date from "Date First Time
prior to	Producer Filing AD-1026".	Producer Filing AD-1026"
06/30/2014."		_
		• update "Date First Time Producer
		Filing AD-1026" on or after
		06/30/2014.
"Must enter the date	User indicated producer is	Take either of the following actions:
for the First Time	filing AD-1026 for the first	
Producer Filing	time; however, the "Date	• update "First Time Producer Filing
AD-1026."	First Time Producer Filing	AD-1026" to "No"
	AD-1026" was not entered.	
		• update the "Date First Time Producer
		Filing AD-1026" on or after
		06/30/2014.

D Error Messages (Continued)

25

E Field Default Values

When new eligibility records are created, AD-1026 field values are defaulted according to the following.

Field	Default Value
"Certification"	"Not Filed", indicating the producer
	has not certified compliance and
	agreement with HELC/WC provisions.
"First Time Producer Filing AD-1026"	"No".
"Referred to NRCS"	
"Date Referred to NRCS"	"Blank".
"Date First Time Producer Filing AD-1026"	
"AD-1026 Date of Continuous Certification Signed	
by Producer"	

26 AGI - 2014 Farm Bill Determination Information

A Introduction

The Agricultural Act of 2014, Pub L. 113-79 stipulates that a person or legal entity shall **not** be eligible to receive certain program benefits during a crop, fiscal, or program year, as appropriate, if the average AGI for the 3 preceding tax years for the person or legal entity exceeds \$900,000.

Data in the Eligibility System, "Adjusted Gross Income - 2014 Farm Bill" section is used to determine producer eligibility based on the AGI provisions. See 5-PL, Part 6 for additional information for determining producer eligibility with AGI provisions.

B Exempt Business Types

The AGI software is designed to prevent users from updating the AGI eligibility certification/determination for joint operations and entities that are exempt from the AGI provisions.

Entity	Entity Type
General Partnership	02
Joint Venture	03
Federally Owned	08
State Owned	09
Public School	13
BIA	14
Indian Tribal Venture	20

C Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2014 Farm Bill" Section

Following is an example of the "Adjusted Gross Income - 2014 Farm Bill" section for 2011 and subsequent years.

Adjusted Gross Income - <u>2</u> 014 Farm Bill \$900,000 Total Income Producer Certification		
Not Filed Filed	I CCC-941	
Exempt Not	Net-Producer	
Date Documentation Filed by Produc	er	
□ IRS Verification/Determination		
Not Processed	Compliant-Producer	
Compliant - Less Than 3 Years	Not Compliant	
Failed Verification		
Date Processed by IRS		
State Office/SED Determination		
No Determination	Compliant-Review	
Mismatch Verified	Not Compliant-Review	
SED Determination Date		

D Fields Applicable to AGI - 2014 Farm Bill Determinations

The following provides fields applicable to Adjusted Gross Income - 2014 Farm Bill Determinations.

Field	Option	Explanation
"\$900,000	"Not Filed"	Producer and/or agent has not filed CCC-941 or prior to
Total Income		December 2014, the eligibility verification has not been
Producer		received back from IRS.
Certification"		
		Note: If CCC-941 was filed before December 2014 and
		an IRS determination was processed, the
		field will still display "Not Filed". Users are not
		required to undate the producer certification if an
		IRS determination was previously processed and
		updated from IRS before December 2014.
	"Filed	Producer and/or agent has filed CCC-941 and certified
	CCC-941"	their average AGI does not exceed \$900,000.
	"Exempt"	Producer is exempt from AGI provisions.
	"Not Met -	Producer and/or agent has filed CCC-941, but has
	Producer"	indicated that their average AGI exceeds \$900,000.
"Date		*Date the producer filed all required documentation to
Documentation		determine whether the AGI provisions are met*
Filed by		
Producer"		
"IRS	"Not	Producer has not been updated through the IRS
Verification/	Processed"	verification process.
Determination"	"Compliant -	Producer and/or agent has certified their average AGI
	Producer"	does not exceed \$900,000 and verification has been
		received from IRS supporting the certification.
	"Compliant -	Producer and/or agent has certified their average AGI
	Less Than	does not exceed \$900,000 and IRS has verified a match
	3 Years"	for the customer information; however, 3 years of tax
		information is not available.
	"Not	Producer and/or agent has certified their average AGI
	Compliant"	does not exceed \$900,000; however, IRS has determined
		the average AGI exceeds the \$900,000 threshold.
	"Failed	Producer and/or agent has certified their average AGI
	Verification"	does not exceed \$900,000; however, IRS cannot find a
		customer match and; therefore, cannot determine the
		average AGI.

Field	Option	Explanation
"Date Processed		Display only field updated automatically with the date
by IRS"		IRS processed the producer's CCC-941.
"State	"No	Case has not been reviewed by the State Office to
Office/SED	Determination"	determine whether AGI provisions have been met.
Determination"	"Compliant -	Case has been reviewed by the State Office and/or SED
	Review"	and determined the producer meets AGI provisions.
	"Mismatch	State Office and/or SED determined the producer on the
	Verified"	IRS Mismatch Report matched the producer in SCIMS
		and IRS returned "Compliant" or "Compliant - less than
		3 years".
	"Not	Case has been reviewed by the State Office and/or SED
	Compliant -	and determined the producer does not meet AGI
	Review"	provisions.
"SED		Date State Office and/or SED determined the producer's
Determination		AGI eligibility status.
Date"		

D Fields Applicable to AGI - 2014 Farm Bill Determinations (Continued)

E Error Messages

The following provides error messages that may display when updating Adjusted Gross Income - 2014 Farm Bill eligibility data.

Message	Reason for Message	Corrective Action
"Must enter the	Authorized user selected 1 of the	Take either of the following
SED	following as the "State Office/SED	actions:
Determination	Determination", but did not enter a date	
date."	in "SED Determination Date" field:	• enter date the State
		Office/SED made the
	• "Compliant - Review"	determination
	• "Not Compliant - Review"	
	• "Mismatch Verified".	• select "No Determination"
		as the "State Office/SED
		Determination".
"Must select the	Authorized user entered a date in the	Take either of the following
applicable State	"SED Determination Date" field, but	actions:
Office/SED	did not select 1 of the following as the	
determination	"State Office/SED Determination":	• select appropriate State
when recording		Office/SED determination
an SED	• "Compliant - Review"	
determination	• "Not Compliant - Review"	• remove date from the
date."	• "Mismatch Verified".	"SED Determination Date"
		field.
"Date	User entered a date in the "Date	Take either of the following
Documentation	Documentation Filed by Producer"	actions:
Filed by	field, but did not select 1 of the	
Producer not	following for "Producer Certification":	• select a different producer
allowed for the		certification
selected	• "Not Met-Producer"	
Producer	• "Filed CCC-941".	• remove date from the
Certification."		"Date Documentation Filed
		by Producer" field.

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Must enter the	User selected either of the following for	Take either of the following
date the producer	"Producer Certification", but did not	actions:
filed the AGI	enter a date in the "Date Documentation	
certification."	Filed by Producer" field:	• select a different producer
		certification
	• "Not Met-Producer"	
	• "Filed CCC-941".	• enter date for the "Date
		Documentation Filed by
		Producer" field.
"Invalid State	Authorized user selected 1 of the	Take either of the following
Office/SED	following, for the State Office/SED	actions:
determination	determination:	
selection based		• select a different Producer
on Producer	 "Compliant - Review" 	Certification
Certification."	 "Not Compliant - Review" 	
	• "IRS Mismatch".	• select a different State
		Office/SED determination.
	However, the producer certification is	
	either of the following:	
	• "Exempt"	
	• "Not Met - Producer".	
"Invalid	User selected, "Not Met - Producer" for	Select a different producer
Producer	the producer certification; however, the	certification.
Certification	IRS determination is 1 of the following:	
selection based		
on IRS	• "Compliant - Producer"	
Determination."	• "Compliant - Less Than 3 years"	
	• "Not Compliant"	
	• "Failed Verification".	

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Date cannot be greater	Date entered or selected in either of the	Reenter a valid date
than todays date."	following fields is later than the current date:	or select a date using the calendar icon.
	• "Date Documentation Filed by Producer"	
	• "SED Determination Date".	
"Date entry not	Date entered in either of the following	Reenter date in an
formatted correctly. mm/dd/yyyy, mm/dd/yy,	fields is not in an acceptable format:	acceptable format according to
mmddyyyy, or mmddyy."	 "Date Documentation Filed by Producer" 	subparagraph 13 A.
	• "SED Determination Date".	

F Field Default Values

When new eligibility records are created, Adjusted Gross Income - 2014 Farm Bill field values are defaulted according to the following.

Field	IF the FSA customer is	THEN the default value is
"Producer Certification"	not an exempt business type as	"Not Filed", indicating producer
	defined in subparagraph B	has not filed all documentation
		required for AGI determination.
	an exempt business type as	"Exempt", indicating producer
	defined in subparagraph B	is exempt from AGI provisions.
"IRS Verification/		"Not Processed" indicating an
Determination"		IRS has not verified/made a
		determination.
"SED Determination"		"No Determination" indicating
		SED has not made a
		determination
"Date Documentation		"Blank"
Filed by Producer"		
"SED Determination		
Date"		
"Date Processed by IRS"		

G Updating AGI - 2014 Farm Bill Producer Certification

Following acceptance of the completed CCC-941 **and** user updating the producer certification to "Filed CCC-941", the Adjusted Gross Income - 2014 Farm Bill Certification IRS determination will automatically update after CCC-941 is processed by IRS. The process will occur on a weekly basis as soon as the IRS file is received. The table in subparagraph D describes the certifications. See 5-PL, Part 6 for additional information on submitting and processing CCC-941's.

County Office users:

- are responsible for updating customers who file the CCC-941
- are responsible for sending CCC-941 to IRS for processing if the customer certifies they do **not** exceed \$900,000
- shall **not** send CCC-941 to IRS for processing for the following:
 - customer certifies they exceed \$900,000
 - "Exempt" type customers as described in subparagraph B
 - •*--Indians represented by BIA with no tax ID.--*

G Updating AGI - 2014 Farm Bill Certification/COC Determination (Continued)

•*--will access the web-based Eligibility System according to paragraph 22 and--* perform the following steps.

Step	Action				
1	On the Eligibility Page, navigate to the "Adjusted Gross Income - 2014 Farm Bill"				
	section.				
2	If the producer's and/or agent's certification of average AGI indicated:				
	• does not exceed \$900,000, CLICK "Filed CCC-941" under "\$900,000 Total				
	Income Producer Certification"				
	• exceeds \$900,000, CLICK "Not Met - Producer" under "\$900,000 Total				
	Income Producer Certification .				
	Enter the date the producer filed CCC-941 in the "Date Documentation				
	Filed by Producer" field.				
	CLICK "Submit".				
3	On the Validation Page, verify the changes for the producer are correct, and				
	click 1 of the following:				
	• "Accept", if the changes are correct				
	• "Revise", if the changes need to be updated				
	• "Cancel", if the changes should not have been made.				
4	The Eligibility Page will be redisplayed with the updates to the producer.				

H Updating AGI - 2014 Farm Bill State Office/SED Determinations

Authorized State Office users have the ability to review and update the State Office/SED determination, when applicable. See subparagraph I on customers with no match in SCIMS and 5-PL, paragraph 308 for additional information on FSA reviews and compliance determinations.

Authorized State Office users shall access the web-based Eligibility System according to paragraph 22 and perform the following steps when the case has been reviewed by the State Office and/or SED and a determination has been made.

Step	Action			
1	On the Eligibility Page, navigate to the "Adjusted Gross Income - 2014 Farm Bill"			
	section.			
2	If the determination was made that the producer:			
	 meets AGI provisions, then under "State Office/SED Determination", CLICK "Compliant - Review" 			
	 does not meet AGI provisions, then under "State Office/SED Determination", CLICK "Not Compliant - Review" 			
	• mismatch is verified and resolved from the IRS Mismatch Report and the report displays the producer as "Compliant - Producer" or "Compliant - Less Than 3 Years", then under "State Office/SED Determination", CLICK " Mismatch Verified ".			
	In the "State Office/SED Determination Date" field, enter date the determination was made.			
	CLICK "Submit".			
3	On the Validation Screen verify the changes for the customer are correct and click 1 of the following:			
	• "Accept", if the changes are correct			
	• "Revise", if the changes need to be updated			
	• "Cancel", if the changes should not have been made.			
4	The Eligibility Page will be redisplayed with the updates to the customer.			

I Customer Data in Business Partner With No Match in IRS

Customer data in Business Partner that does **not** match IRS data will **not** automatically process. County Offices should ensure that customers recorded in Business Partner contain

--the same tax ID, tax ID type, customer name as verified from acceptable IRS documentation, IRS Response Code is validated, and Business Partner is updated as needed. If the-- customer data provided on CCC-941 does **not** match IRS data, the AGI determination will **not** automatically update.

An IRS Mismatch Report is available identifying customers that do **not** match IRS data. State Offices will be responsible for working with their County Offices to correct customers listed on the IRS Mismatch Report by correcting the customer's data in Business Partner and resubmitting CCC-941.

There are valid exceptions on the IRS Mismatch Report for specific types of customers, as follows.

	THEN Business Partner data will not match IRS data
IF a customer	because
* * *	* * *
recently changed their name	IRS may not have received tax records for the customer using their new name. As such, the name in Business Partner will not match and the customer will be included on the IRS Mismatch Report *if the IRS Response Code is not validated in Business Partner with "TIN and Name Match" or "Manually Validated", but the customer is valid in both systems.
is a business and files its business taxes on their individual tax return	IRS may return the individual name associated with the business. As such, the name for the business in Business Partner will not match and the customer will be included on the IRS Mismatch Report if the IRS Response Code is not validated in Business Partner with "TIN and Name Match" or "Manually Validated", but the customer is valid in both systems*

***--Note:** County Offices must:

- ensure that the IRS response Code is validated in Business Partner with "TIN and Name Match" or "Manually Validated"
- **not** update the customer name in Business Partner for these types of customers to try to get the AGI data to update in the web-based Eligibility System.--*

Customers will be included on the IRS Mismatch Report and an indicator is available to provide the appropriate determination. County Offices are responsible for working with their State Office to update AGI 2014 Farm Bill State Office/SED determination. Authorized State Office users will have the ability to update the State Office/SED determination to "Mismatch Verified" or "Not Compliant - Review", based on the information provided on the IRS Mismatch Report.

J Steps for Timely AGI Determination

--County Offices will ensure an IRS determination or State Office/SED determination is-- received within 180 days of the producer certifying to not exceeding the \$900,000 threshold.

Producers who filed CCC-941 are AGI eligible for 180 days from the producer certification date while waiting on the IRS determination or State Office/SED determination.

Producers will be determined AGI ineligible for programs that are mandated under the 2014 Farm Bill when the producer has filed CCC-941, and has not received an IRS determination or State Office/SED determination within 180 days of their certification date. If the producer previously received payments for programs mandated under the 2014 Farm Bill, the producer's payment will automatically be displayed on the Pending Overpayment Report after 180 days. If a payment is attempted for the producer, the producer's payment will be displayed on the Nonpayment Report.

County Offices are responsible for performing the following steps when a producer provides the CCC-941 to ensure a timely AGI determination.

Step	Action
1	Ensure the customer name and tax ID are legible and match how the customer files
	taxes.
2	Ensure the customer name and tax ID in Business Partner match the CCC-941.
	Reminder: The TIN verification process through MIDAS/Business Partner is separate from the AGI compliance verification process.
	Generate reports from Business Partner to identify customers where the IRS Tax ID verification response returned an error. Business Partner also identifies whether the customer record is the "paying entity" (DPE Flag). Utilize Business Partner to assist in determining what actions should be taken to resolve records of AGI mismatches or failed verifications.
3	Ensure the AGI 2014 Farm Bill producer certification in Subsidiary is updated as described in subparagraph G prior to mailing the CCC-941 to IRS.
4	Ensure the AGI 2014 Farm Bill producer certification date is entered accurately in *Subsidiary with the date the producer filed CCC-941*
5	Mail the CCC-941 and IRS-3210 to IRS. (See 5-PL for additional information.)

J Steps for Timely AGI Determination (Continued)

Step	Action		
6	Review the "County Eligibility Reports" available under the Subsidiary Reports		
	tab weekly to determine if a producer has filed CCC-941 and has not received an IRS determination or State Office/SED determination for all years applicable to the AGI 2014 Farm Bill.		
	See paragraph 305 for additional information on running County Eligibility Reports.		
	Select the following options in the County Eligibility Report to determine if a producer has filed CCC-941 and an IRS determination or State Office/SED determination has not been recieved:		
	 under \$900,000 Total Income Producer Certification, CLICK "Filed CCC-941" 		
	• under IRS Verification/Determination, CLICK "Not Processed"		
	• under State Office/SED Determination, CLICK "No Determination"		
	• submit the report.		
	⊫ Adjusted Gross Income - 2014 Farm Bill		
	\$900,000 Total Income Producer Certification		
	□ Not Filed		
	Exempt Not Met-Producer		
	Date Documentation Filed by Producer		
	RS Verification/Determination		
	☑ Not Processed ☐ Compliant-Producer		
	 Compliant - Less Than 3 Years Not Compliant Failed Verification 		
	Date Processed by IRS		
	State Office/SED Determination		
	✓ No Determination		
	Mismatch Verified Not Compliant-Review		
	SED Determination Date		

J Steps for Timely AGI Determination (Continued)

Step	Action			
7	Review the "IRS Mismatch Report" available under the "Subsidiary Reports" tab weekly to determine if IRS has sent data back to the Subsidiary System and the *IRS Response Code was not validated in Business Partner with "TIN and Name Match" or "Manually Validated", or the producer's name and/or Tax ID did not * match the information received from IRS. See paragraph 306 for additional information on identifying customers in the Subsidiary System that do not match data provided by IRS.			
	*Reminder: Users will also review the IRS mismatch report for producers without a State/county. If the tax ID in Business Partner was incorrect then the mismatch report cannot find a State/county with which to tie the mismatch.			
8	If the producer is on the IRS Mismatch Report, an authorized State Office user must update the State Office/SED determination to "Mismatch Verified" if the producer is compliant or compliant-producer on the report as described in subparagraph H.			
9	If the above steps have been completed and the producer does not receive an IRS determination and is not on the IRS mismatch report after 2 months from mailing the form, resend the CCC-941 and IRS-3210 to IRS and write in red, "Sent to IRS on <i>MM/DD/YYYY</i> , IRS received on <i>MM/DD/YYYY</i> – IRS did not provide determination". County Offices will make 3 attempts to mail the CCC-941 and IRS-3210 to IRS to* receive a determination.			

J Steps for Timely AGI Determination (Continued)

Step	Action		
10	When a producer's CCC-941 will not successfully pass IRS verification and the producer is not		
	on the IRS mismatch report after 3 attempts to mail the CCC-941 to the IRS, the State Office		
	shall complete and document	t all of the following:	
	Ĩ	8	
	• obtain documentation from	the County Office that at least 3 at	tempts were made to send the
	producer's AGI certification	on to IRS	I
	F		
	• obtain verification from Co	ounty Office or other State Office p	ersonnel that all actions in
	Steps 1 through 9 have bee	en completed	cisonnor that all actions in
	Steps I through 9 have bee	in completed	
	• roviou Eligibility ACI 201	4 Form Dill IDS determinations in t	he subsidiary system
	 Teview Eligibility AGI 201 * for at least 2 program years 	immediately before and/or after the	ne subsidiary system
		s minediately before and/or after the	e program year in question
	IF the State Office/SED	AND/OD IDS determination is	THEN
	"Not Compliant Daviaw"	"Not Compliant"	compliance review must be
	Not Compliant-Review "No Determination"	Not Compliant	completed
	Generation Parioux ²	• "Compliant Droducer"	producer is AGI compliant
	Compliant-Review "Miamatah Varifiad"	Compliant-Producer "Compliant Lass than 2 years"	producer is AOI compliant.
	• Misilateli Vermed	Compliant-Less than 5 years	
	 Example: Missing IRS determination for 2016. If the 2014 SED determination is "Compliant-Review" and the 2015 IRS determination is "Compliant-Producer," then the 2016 determination for the producer cane be determined as AGI compliant set the AGI subsidiary value to "Mismatch Verified."* capture a screenshot of the review and document the AGI 2014 Farm Bill State Office/SED determination if producer is determined AGI compliant based on the review, update the producer as "Mismatch Verified" according to instructions in subparagraph H provide the documented screenshot to the County Office to include in the producer's eligibility file for the applicable program year. *Note: The screenshot must include payment eligibility records for all of the program* years used as the basis for the determination for the person or legal entity. If the State Office is unsure of the producer's AGI compliance following a review of the producer's AGI compliance review shall be timely completed by the State Office for the person or legal entity for the applicable program year 		
	• record the AGI compliance for the applicable program	e determination for the person or leg year.	al entity in the subsidiary file

27 AGI - 2008 Farm Bill Determination Information

A Introduction

The Food, Conservation, and Energy Act of 2008, Section 1604, as amended by the American Taxpayer Relief Act of 2012, provides provisions for excluding individuals and entities from:

• commodity program \$500,000 nonfarm income certification/COC determination payment eligibility, if the average adjusted gross nonfarm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$500,000

Note: This applies to 2009 through 2013 **only**.

• direct payment \$750,000 farm income certification/COC determination eligibility, if the average adjusted gross farm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$750,000

Note: This applies to 2009 through 2013 only.

• conservation program \$1 million nonfarm income certification/COC determination payment eligibility, if the average adjusted gross nonfarm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$1,000,000; **unless**, **not** less than 66.66 percent of the average AGI of the individual or entity is average adjusted gross farm income.

The Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. 112-55, provides for excluding individuals and entities from direct payment \$1 million total income certification/COC determination payment eligibility, if the average adjusted gross total income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$1,000,000.

Note: This applies to 2012 and 2013 **only**.

Data in the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2008 Farm Bill" section is used to determine producer eligibility based on the AGI provisions. See 4-PL, Part 6 for additional information for determining producer eligibility with AGI provisions.

B Exempt Business Types

The AGI software is designed to prevent users from updating the AGI eligibility certification/determination for joint operations and entities that are exempt from the AGI provisions.

Entity	Entity Type
General Partnership	02
Joint Venture	03
Federally Owned	08
State Owned	09
Public School	13
BIA and Indian Tribal Venture	14
Indian Tribal Venture	20

C Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2008 Farm Bill" Section

Following is an example of the "Adjusted Gross Income - 2008 Farm Bill" section for 2012 and 2013.

Adjusted Gross Income - 2008 Farm Bill ——————————————————————————————————			
Commodity Program \$500,000 Nonfarm Income Certification/COC Determination			
Compliant - Producer	Compliant - Agent		
 Exempt 	Not Filed		
Not Met - COC	Not Met - Producer		
	SED Determination		
Not Met-SED	Date of SED Determination		
Direct Payment \$750,000 Far	m Income Certification/COC Determination		
Compliant - Producer	Compliant - Agent		
 Exempt 	Not Filed		
Not Met - COC	Not Met - Producer		
	SED Determination		
Not Met-SED	Date of SED Determination		
Direct Payment \$1 Million Tota	al Income Certification/COC Determination		
Compliant - Producer	Compliant - Agent		
 Exempt 	Not Filed		
Not Met - COC	Not Met - Producer		
	SED Determination		
Not Met-SED	Date of SED Determination		
Conservation Program \$1 Mill	ion Nonfarm Income Certification/COC Determination ¬		
Compliant - Producer	Compliant - Agent		
 Exempt 	Not Filed		
Not Met - COC	Not Met - Producer		
	SED Determination		
Not Met-SED	Date of SED Determination		
Effective Program Year			
Date Documentation Filed b	y Producer		
COC Disappr	oval Date		

C Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2008 Farm Bill" Section (Continued)

Following is an example of the "Adjusted Gross Income - 2008 Farm Bill" section for 2009 through 2011.

– Adjusted Gross Income - 2008 Farm Bill ——————————————————————————————————			
Commodity Program Certification/COC Determination			
Compliant - Producer	Compliant - Agent		
 Exempt 	Not Filed		
Not Met - COC	Not Met - Producer		
	SED Determination		
Not Met-SED	Date of SED Determination		
Direct Payment Certificatior	/COC Determination		
Compliant - Producer	Compliant - Agent		
 Exempt 	Not Filed		
Not Met - COC	Not Met - Producer		
	SED Determination		
Not Met-SED	Date of SED Determination		
Conservation Program Cert	ification/COC Determination		
Compliant - Producer	Compliant - Agent		
 Exempt 	Not Filed		
Not Met - COC	Not Met - Producer		
	SED Determination		
Not Met-SED	Date of SED Determination		
Effective Program Year			
Date Documentation Filed by Producer			
COC Disapproval Date			

C Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2008 Farm Bill" Section (Continued)

Following is an example of the "Adjusted Gross Income - 2008 Farm Bill" section for 2014 and subsequent years.

Adjusted Gross Income - 2008 Farm Bill		
Conservation Program \$1	Willion Nonfarm Income Certification/COC Determination	
Compliant - Producer	Compliant - Agent	
 Exempt 	Not Filed	
Not Met - COC	Not Met - Producer	
	SED Determination	
Not Met-SED	Date of SED Determination	
Date Documentation Filed	d by Producer	
COC Disap	proval Date	

D Fields Applicable to AGI - 2008 Farm Bill Determinations

The following provides "Adjusted Gross Income - 2008 Farm Bill" section options for "Commodity Program \$500,000 Nonfarm Income", "Conservation Program \$1 Million Nonfarm Income", "Direct Payment \$750,000 Farm Income", and "Direct Payment \$1 Million Total Income" certifications/COC determinations.

Field	Option	Explanation
"Certification/	"Compliant -	Producer has filed the required documentation and has
COC	Producer"	certified compliance with AGI provisions.
Determination"	"Compliant -	Producer has submitted a statement by CPA or an attorney
	Agent"	certifying compliance with AGI provisions.
	"Exempt"	Producer is exempt from AGI provisions. See
		subparagraph B for additional information on exempt
		business types.
	"Not Filed"	Producer has not filed the required documentation to meet
		the AGI eligibility provisions.
	"Not Met -	COC has determined that the producer does not meet the
	COC"	AGI eligibility provisions.
	"Not Met -	Producer has certified that AGI provisions cannot be met.
	Producer"	
"SED	"Not Met -	SED has determined that the producer does not meet the
Determination"	SED"	AGI eligibility provisions.
		Note: When applicable, this field may only be updated by
		authorized State Office Employees.
	"Blank"	SED determination has not been recorded for the producer.
"Date of SED		Date SED determined that the producer does not meet the
Determination"		AGI eligibility provisions.
	"Blank"	SED determination has not been recorded for the producer.
"Effective		Program year applicable to the certification filed by the
Program Year"		producer. An entry is required for years 2009 through
		2013, if any of the following options are selected as the
		COC determination:
		• "Compliant - Producer"
		• "Compliant - Agent"
		• "Not Met - COC"
		• "Not Met - Producer".

Field	Option	Explanation
"Date		Date producer provided all required documentation to
Documentation		determine whether producer meets AGI provisions. An
Filed by		entry is required if any of the following options are selected
Producer"		as the COC determination:
		 "Compliant - Producer" "Compliant - Agent" "Not Met - COC" "Not Met - Producer". Enter date according to acceptable formats in subparagraph 13 A. Verify date entered is the date producer
"COC		Date COC determined that the producer does not meet AGI
Disapproval		eligibility provisions. An entry is required if "Not Met -
Date"		COC" is entered as the "Certification/COC Determination".

D Fields Applicable to AGI - 2008 Farm Bill Determinations (Continued)

E Error Messages

The following provides error messages that may be displayed when updating AGI eligibility data.

Message	Reason for Message	Corrective Action
"Program year	User selected 1 of the following as the	Take either of the following
must be	certification/COC determination, but did	actions:
entered."	not enter a date in the "Effective Program	
	Year" field:	• enter effective program
		year from AGI certification
	 "Compliant - Producer" 	
	 "Compliant - Agent" 	• select another
	• "Not Met - COC"	certification/COC
	• "Not Met - Producer".	determination.
"Must enter the	User selected 1 of the following as the	Take either of the following
date the	certification/COC determination, but did	actions:
producer filed	not enter a date in "Date Documentation	
the AGI	Filed by Producer" field:	• enter date the producer
certification		filed AGI certification
for years	 "Compliant - Producer" 	
after 2008."	• "Compliant - Agent"	• select another
	• "Not Met - COC"	certification/COC
	• "Not Met - Producer".	determination.
"Must enter the	User selected "Not Met-SED" for the	Take either of the following
SED	SED Determination, but did not enter a	actions:
determination	date in "Date of SED Determination"	
date."	field in 1 of the following fields:	• Enter the date the SED
		determined that the
	Commodity Program \$500,000	producer does not meet the
	Nonfarm Income Certification/COC	AGI eligibility provisions
	Determination	
		• Remove the selection of
	• Direct Payment \$750,000 Farm	"Not Met-SED" from the
	Income Certification/COC	SED Determination field.
	Determination	
	• Direct Payment \$1 Million Total	
	Determination	
	Conservation Program \$1 Million	
	Nonform Income Cortification/COC	
	Determination	

Message	Reason for Message	Corrective Action
"Program year	Effective program year was entered by	Take either of the following
not allowed	the user, but the certification/COC	actions:
based on	determination is either of the	
certification	following options:	• remove effective program year
option		
selected."	• "Exempt"	• select a different
	• "Not Filed".	certification/COC
		determination.
"Invalid AGI	User selected "Compliant - Producer"	If producer certifies compliance,
determination	for one AGI certification/COC	user must select "Compliant -
selection."	determination and "Compliant -	Producer" for all compliant
	Agent" for another AGI	certifications.
	certification/COC determination.	
	User selected "Compliant - Agent" for	If agent certifies compliance, user
	one AGI certification/COC	<pre>must select "Compliant - Agent"</pre>
	determination and "Compliant -	for all compliant certifications.
	Producer" for another AGI	
	certification/COC determination.	
	"Not Filed" was selected by the user	If "Not Filed" is selected by the
	or automatically set by the system for	user or automatically set by the
	one AGI certification/COC	system for one AGI
	determination, but not for all AGI	certification/COC determination, it
	certifications/COC determinations.	must be selected for all AGI
		certifications/COC determinations.
"Date not	User selected "Not Filed" for required	Take either of the following
allowed based	documentation for an AGI	actions:
on COC	determination; however, a date was	
determination	entered in the "Date Documentation	• remove date from the "Date
or	Filed by Producer ² .	Documentation Filed by
certification		Producer' field
option		
selected.		• select a different
		certification/COC
		determination".

E Error Messages (Continued)

9-21-15

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Must enter the COC disapproval date."	User selected "Not Met - COC" as the certification/COC determination", indicating producer does not meet	Take either of the following actions:
	AGI provisions, but did not enter a date in the "COC Disapproval Date" field.	• enter date COC determined the producer was ineligible because of AGI provisions
		• select another certification/COC determination.
"Year cannot be later than the current subsidiary year."	Program year entered is later than the current subsidiary year.	Reenter a valid year.
"Date cannot be	Date entered or selected in either of	Reenter a valid date or select a
later than today's date."	the following fields is later than the current date:	date using the calendar icon.
	 "Date Documentation Filed by Producer" 	
	"COC Disapproval Date".	
"Invalid date."	Date entered or selected in either of the following fields is not a valid date:	Reenter a valid date or select a date using the calendar icon. See subparagraph 13 A for acceptable date formats.
	• "Date Documentation Filed by Producer"	
	"COC Disapproval Date"	
	• "Date of SED Determination".	
"Date entry not formatted correctly.	Date entered in either of the following fields is not in an acceptable format:	Reenter date in an acceptable format according to subparagraph 13 A.
mm/dd/yyyy, mmddyyyy, mmddyy."	• "Date Documentation Filed by Producer"	
	• "COC Determination Date".	

F Field Default Values

When new eligibility records are created, AGI field values are defaulted according to the following.

Field	IF the FSA customer is	THEN the default value is
"Commodity Program	not an exempt business type	"Not Filed", indicating producer
\$500,000 Nonfarm	as defined in subparagraph B	has not filed all documentation
Income		required for AGI determination.
Certification/COC	an exempt business type as	"Exempt", indicating producer
Determination"	defined in subparagraph B	is exempt from AGI provisions.
"Direct Payment	not an exempt business type	"Not Filed", indicating producer
\$750,000 Farm Income	as defined in subparagraph B	has not filed all documentation
Certification/COC		required for AGI determination.
Determination"	an exempt business type as	"Exempt", indicating producer
	defined in subparagraph B	is exempt from AGI provisions.
"Direct Payment	not an exempt business type	"Not Filed", indicating producer
\$1 Million Total Income	as defined in subparagraph B	has not filed all documentation
Certification/COC		required for AGI determination.
Determination"	an exempt business type as	"Exempt", indicating producer
	defined in subparagraph B	is exempt from AGI provisions.
"Conservation Program	not an exempt business type	"Not Filed", indicating producer
\$1 Million Total Income	as defined in subparagraph B	has not filed all documentation
Certification/COC		required for AGI determination.
Determination"	an exempt business type as	"Exempt", indicating producer
	defined in subparagraph B	is exempt from AGI provisions.
"Effective Program Year"		"Blank".
"Date Documentation		
Filed by Producer"		
"COC Disapproval Date"		
"Certification/SED		
Determination"		
"Date Determination		
Made by SED"		

G Updating Web-Eligibility AGI Certification From CCC-931

The following table provides instructions for dataloading information captured on the CCC-931 into the web-based eligibility for AGI certification for the commodity program \$500,000 nonfarm income, direct payment \$750,000 farm income, direct payment \$1 million total income, and conservation program \$1 million nonfarm income. Load data for the year designated in CCC-931, item 4.

	AND producer completed	THEN update Subsidiary
If program is	CCC-931 as	Eligibility AGI to
Commodity \$500,000 Nonfarm	8A	"Compliant - Producer".
Income	8B or 8C	"Not Met - Producer".
Direct payment \$750,000 Farm	7A	"Compliant - Producer".
Income	7B	"Not Met - Producer".
Direct payment \$1 Million Total	5A	"Compliant - Producer".
Income	5B	"Not Met - Producer".
Conservation \$1 Million	8A and 6A	"Compliant - Producer".
Nonfarm Income	8A and 6B	
	8B and 6A	
	8B and 6B	
	8C and 6A	
	8C and 6B	"Not Met - Producer".

H Updating Web-Eligibility AGI Certification From CPA or Attorney Statement

The following table provides instructions for dataloading information according to 4-PL, subparagraph 189 B, captured on CPA or attorney statement, into the web-based eligibility for AGI certification for the commodity program \$500,000 nonfarm income, direct payment \$750,000 farm income, direct payment \$1 million total income, and conservation program \$1 million nonfarm income.

	AND CPA or attorney statement indicates	
If program is	average adjusted gross	THEN
Commodity \$500,000	nonfarm income is less than or equal to	update Subsidiary
Nonfarm Income	\$500,000	Eligibility AGI to
Direct Payment	farm income is less than or equal to	"Compliant -
\$750,000 Farm Income	\$750,000	Producer".
Direct Payment	total income is less than or equal to	
\$1 Million Total Income	\$1 million	
Conservation \$1 Million	nonfarm income is more than \$500,000, but	
Nonfarm Income	less than or equal to \$1 million	
	nonfarm income is more than \$1 million and	
	at least 66.66 percent of the total average	
	AGI is from farming, ranching or forestry	
	operations	

I Recording COC Determinations for AGI

COC determinations reflecting that the producer has **not** met AGI provisions shall be recorded in the COC minutes according to 4-PL, subparagraph 189 D. COC determinations are **not** captured on CCC-931; however, web-eligibility **must** be updated to reflect the specific AGI determination recorded in the COC minutes for each specific determination made. See subparagraph 27 A and 4-PL, Part 6 for descriptions of AGI limitations.

28 AGI - 2002 Farm Bill Determination Information

A Introduction

The Farm Security and Rural Investment Act of 2002, Section 1604 provides provisions for excluding individuals and entities from program payment eligibility if the average AGI for the 3 preceding tax years for the individual or entity exceeds \$2.5 million.

Data in the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2002 Farm Bill" section is used to determine producer eligibility based on the AGI provisions for contracts approved in 2008 and prior years. See 1-PL, Part 6.5 for additional information for determining producer eligibility with AGI provisions.

B Exempt Business Types

The AGI software is designed to prevent users from updating the AGI eligibility certification/determination for joint operations and entities that are exempt from the AGI provisions.

Entity	Entity Type
General Partnership	02
Joint Venture	03
Federally-owned	08
State-owned	09
Public School	13
BIA and Indian Tribal Venture	14
Indian Tribal Venture	20

C Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2002 Farm Bill" Section

Following is an example of the "Adjusted Gross Income - 2002 Farm Bill" section for 2009 through 2013.

Adjusted Gross Income - 2002 Farm Bill	
O Compliant - CCC-526C	🔿 Compliant - Agent
O Exempt	Not Filed
O Not Met - COC	🔿 Not Met - Producer
Effective Program Year Date Documentation Filed by Producer COC Disapproval Date	V

Following is an example of the "Adjusted Gross Income - 2002 Farm Bill" section for 2014 and subsequent years.

Adjusted Gross Income - 2002 Farm Bill =	
Certification/COC Determination	
Compliant - CCC-526C	Compliant - Agent
 Exempt 	Not Filed
Not Met - COC	Not Met - Producer
Date Documentation Filed by Producer	
COC Disapproval Date	

D Fields Applicable to AGI - 2002 Farm Bill Determinations

The following provides fields applicable to AGI - 2002 Farm Bill determinations.

Field	Option	Explanation
"COC	"Compliant -	Producer has filed CCC-526C and has certified
Determination"	CCC-526C"	compliance with AGI provisions.
	"Compliant -	Producer has submitted a statement by CPA or an
	Agent"	attorney certifying compliance with AGI provisions.
	"Exempt"	Producer is exempt from AGI provisions. See
		subparagraph B for additional information on exempt
		business types.
	"Not Filed"	Producer has not filed the required documentation to
		meet the AGI eligibility provisions.
	"Not Met -	COC has determined that the producer does not meet the
	COC"	AGI eligibility provisions.
	"Not Met -	Producer has certified that AGI provisions cannot be
	Producer"	met.
"Effective		Program year from CCC-526C, item 3 or year applicable
Program Year"		to the certification filed by the producer. An entry is
		required if any of the following options are selected as
		the COC determination for years 2009 through 2013:
		• "Compliant - CCC-526C"
		• "Compliant - Agent"
		• "Not Met - COC"
		• "Not Met - Producer".
Field	Option	Explanation
---	--------	---
"Date Documentation Filed by Producer"		Date the producer provided all required documentation required to determine whether the producer meets the AGI provisions. An entry is required if any of the following options are selected as the COC determination.
		 "Compliant - CCC-526C" "Compliant - Agent" "Not Met - COC" "Not Met - Producer".
		Enter date according to acceptable formats in subparagraph 13 A. Verify the date entered is the date the producer signed CCC-526C.
"COC Disapproval Date"		Date COC determined that the producer does not meet AGI eligibility provisions. An entry is required if "Not Met - COC" is entered as the "Certification/COC Determination".

D Fields Applicable to AGI - 2002 Farm Bill Determinations (Continued)

E Error Messages

The following provides error messages that may be displayed when updating AGI - 2002 Farm Bill eligibility data.

Message	Reason for Message	Corrective Action
"Program year	User selected 1 of the following as	Take either of the following actions:
must be	the certification/COC determination,	
selected."	but did not enter a date in the	• enter effective program year
	"Effective Program Year" field in	from CCC-526C
	FY's 2009 through 2013:	
		• select another certification/COC
	• "Compliant - CCC-526C"	determination.
	• "Compliant - Agent"	
	• "Not Met - COC"	
	• "Not Met - Producer".	
"Must enter	User selected 1 of the following as	Take either of the following actions:
the date the	the certification/COC determination,	
producer filed	but did not enter a date in the "Date	• enter date the producer filed
the AGI	Documentation Filed by Producer"	CCC-526C or certification
certification	field:	
for years		• select another certification/COC
after 2004."	• "Compliant - CCC-526C"	determination.
	• "Compliant - Agent"	
	• "Not Met - COC"	
	• "Not Met - Producer".	
"Program year	Effective program year was entered	Take either of the following actions:
not allowed	by the user, in FY's 2009	
based on	through 2013, but the	• remove effective program year
certification	certification/COC determination is	
option	either of the following:	• select a different
selected."		certification/COC determination.
	• "Exempt"	
	• "Not Filed".	

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Date not	User indicated the producer has	Take either of the following actions:
allowed based	not filed the required	
on COC	documentation for an AGI	• remove date from the "Date
determination or	determination; however, a date	Documentation Filed by
certification	was entered in the "Date	Producer" field
option selected."	Documentation Filed by Producer"	
	field.	• select a different
		certification/COC determination.
"Must enter the	User indicated the producer does	Take either of the following actions:
COC	not meet the AGI provisions by	
disapproval	selecting "Not Met - COC" as the	• enter date the COC determined
date."	certification/COC determination,	the producer was ineligible
	but did not enter a date in the	because of AGI provisions
	"COC Disapproval Date" field.	
		• select another certification/COC
		determination.
"Year cannot be	Program year entered is later than	Reenter a valid year.
later than the	the current subsidiary year in	
current	FY's 2009 through 2013.	
subsidiary year."		
"Date cannot be	Date entered or selected in either	Reenter a valid date or select a date
later than	of the following fields is later than	using the calendar icon.
today's date."	the current date:	
	• "Date Documentation Filed by	
	Producer"	
	• "COC Disapproval Date".	

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Invalid date."	Date entered or selected in either of	Reenter a valid date or select a date
	the following fields is not a valid	using the calendar icon. See
	date:	subparagraph 13 A for acceptable
		date formats.
	• "Date Documentation Filed by	
	Producer"	
	• "COC Disapproval Date".	
"Date entry	Date entered in either of the	Reenter date in an acceptable format
not formatted	following fields is not in an	according to subparagraph 13 A.
correctly.	acceptable format:	
mm/dd/yyyy,		
mmddyyyy,	• "Date Documentation Filed by	
mmddyy."	Producer"	
	• "COC Disapproval Date".	

F Field Default Values

When new eligibility records are created, AGI field values are defaulted according to the following.

Field	Default Value
"Certification/COC Determination"	"Not Filed" indicating the producer has not filed all
	documentation required for an AGI determination or
	"Exempt", indicating the producer is exempt from the
	AGI provisions listed in subparagraph B.
"Effective Program Year"	"Blank".
"Date Documentation Filed by	
Producer"	
"COC Disapproval Date"	

G Determining Payment Share Based on AGI - 2002 Farm Bill Eligibility

For programs affected by AGI provisions in the 2002 Farm Bill, the percentage of the payment that can be issued to an entity is determined by:

- checking AGI 2002 Farm Bill eligibility for the entity
- if the entity is eligible, determining the percentage of payment that can be issued based on member eligibility.

Since payments are reduced by the percentage of the interest of an ineligible member, the actual and permitted shares in the entity file are used to determine the amount that can be issued to the entity. This reduction is handled similarly to how the permitted share reduction is applied.

IF permitted entity rules	THEN the percentage of payment that can be issued to an entity is		
apply to the program	 determined by checking each member's AGI - 2002 Farm Bill eligibility status 		
	• determined by using each eligible member's permitted share in the entity		
	• combined with the permitted share for the eligible members to compute the payment amount for the entity.		
do not apply to the program	determined by checking each member's AGI - 2002 Farm Bill eligibility status and actual share of the entity.		

G Determining Payment Share Based on AGI Eligibility (Continued)

The following describes the process to determine the payment share for entities and joint operations.

Step		Action					
1	Check the AGI eligit	oility flag for the entity.					
	Note: Not applicabl	e for joint operations.					
	IF the entity is	THEN					
	eligible	continue to step 2.					
	not eligible	• payment share for th	e entity is zero				
		 member information 	is not checked because the entity is				
		not eligible to receiv	re navment				
2	Check AGI eligibility	v for all members of the e	ntity or joint operation				
_	IF the member is	AND the member is	THEN				
	an entity	eligible	repeat step 2 until the AGI eligibility				
		C	is checked for all embedded entities				
			and members of embedded entities				
		down to the fifth level.					
		not eligible the embedded entity and all mem					
		-	of the embedded entity are ineligible				
			for payment for the percentage				
			attributable to the embedded entity.				
	individual	eligible	the entity or joint operation is eligible				
			to receive payment on the percentage				
		of the interest attributable to the					
		member.					
		not eligible the entity or joint operation is					
			ineligible to receive payment on the				
			percentage attributable to the				
			member.				

H Example 1

In this example, H & W Farming is a corporation and each member:

- has designated this entity for payment
- is eligible for payment based on AGI provisions.

Regardless of whether permitted entity rules apply, the payment share for H & W Farming is 1.0000 because all members have designated the entity for payment and meet the AGI eligibility requirements.

	Permitted	Actual	Permitted	AGI	Combined
Entity/Member	Indicator	Share	Share	Indicator	Permitted/AGI Share
H & W Farming		1.0000	1.0000	Y	1.0000
Mike Young	Y	0.5000	0.5000	Y	0.5000
Ronald Smith	Y	0.5000	0.5000	Y	0.5000

I Example 2

Using the same example information as in subparagraph H, except Mike Young has **not** designated H & W Farming for payment.

When AGI is checked for a program where permitted entity rules apply, the combined permitted/AGI share is 0.5000 because:

- the permitted share for the entity is 50 percent
- member Ronald Smith has designated the entity for payment and is eligible based on AGI provisions.

If permitted entity rules do **not** apply for the program, the AGI payment share is 1.0000 because the entity and both members meet the AGI eligibility requirements.

	Permitted	Actual	Permitted	AGI	Combined
Entity/Member	Indicator	Share	Share	Indicator	Permitted/AGI Share
H & W Farming		1.0000	0.5000	Y	0.5000
Mike Young	N	0.5000	0.0000	Y	0.0000
Ronald Smith	Y	0.5000	0.5000	Y	0.5000

J Example 3

In this example:

- Mike Young has **not** designated H & W Farming for payment
- Ronald Smith is **not** eligible for payment based on AGI provisions.

When AGI is checked for a program where permitted entity rules apply, the combined permitted/AGI share is 0.0000 because:

- 1 member has **not** designated the entity for payment
- the other member does **not** meet the AGI eligibility requirements.

If permitted entity rules do **not** apply for the program, the AGI payment share is 0.5000 because the entity and 1 member meet the AGI eligibility requirements.

	Permitted	Actual	Permitted	AGI	Combined
Entity/Member	Indicator	Share	Share	Indicator	Permitted/AGI Share
H & W Farming		1.0000	0.5000	Y	0.0000
Mike Young	Ν	0.5000	0.0000	Y	0.0000
Ronald Smith	Y	0.5000	0.5000	N	0.0000

K Example 4

In this example, both members:

- have designated H & W Farming for payment
- meet the AGI eligibility requirements.

However, H & W Farming does not meet the AGI eligibility requirements.

Regardless of whether permitted entity rules apply, when AGI is checked for H & W Farming, the payment share is 0.0000 because the entity does **not** meet the AGI eligibility requirements. In this example, the member information is **not** read because the entity is **not** eligible.

	Permitted	Actual	Permitted	AGI	Combined
Entity/Member	Indicator	Share	Share	Indicator	Permitted/AGI Share
H & W Farming		1.0000	1.0000	Ν	0.0000
Mike Young	Y	0.5000	0.5000	Y	0.5000
Ronald Smith	Y	0.5000	0.5000	Y	0.5000

29 Beginning Farmer or Rancher

A Introduction

Data in the Subsidiary Eligibility Screen, "Beginning Farmer or Rancher" section is used to determine whether a producer meets the requirements to be considered a beginning farmer or rancher. Additional provisions for a beginning farmer or rancher are applicable to 2008 and future years.

Note: Producers will be required to indicate their beginning farmer or rancher status on applicable program applications/contracts.

B Example of Subsidiary Eligibility Screen, "Beginning Farmer or Rancher" Section

Following is an example of the "Beginning Farmer or Rancher" section for 2008 through 2013.

Beginning Farmer or Rancher -		
○ Yes	⊙ No	

Following is an example of the "Beginning Farmer or Rancher" section for 2014 and subsequent years.

■ Beginning <u>Farmer or Rancher</u> Certification ● Yes	No
Month and Year Farmer Or Rancher began Farming	(mm/yyyy)

29 Beginning Farmer or Rancher (Continued)

C Fields Applicable to Beginning Farmer or Rancher

The following provides options applicable to a beginning farmer or rancher.

Option	Explanation		
"Yes"	Producer has certified compliance with beginning farmer or rancher provisions.		
	Note: For businesses with an employer ID number, this option shall only be selected when all members have certified compliance with the beginning farmer or rancher. Eligibility records for the members are not required to be updated unless the member has an individual interest.		
"No"	Producer has not certified compliance with beginning farmer or rancher provisions.		
"Month/ year farmer or rancher began farming"	In 2014 and subsequent years, the month/year the producer certified compliance with beginning farmer or rancher provisions.		

D New Producer Default Value

When a new producer or a new eligibility record is created, the system will use the default value to establish the record. "No" is the default value for a beginning farmer or rancher. As soon as the producer's certification is received, the value **must** be updated. After the record is created, updates can be made at any time.

29 Beginning Farmer or Rancher (Continued)

E Error Messages

The following provides error messages that may be displayed when updating "Beginning Farmer or Rancher" eligibility data in 2014 and subsequent years.

Message	Reason for Message	Corrective Action
"Month/Year is	User selected "Yes" to	Take either of the following actions:
required for	beginning farmer or	-
Beginning	rancher certification, but	• enter month and year the producer began
Farmer or	did not enter a month and	farming or ranching
Rancher when	year in the "Month/Year	
"Yes" is	Farmer or Rancher Began	• for the beginning farmer or rancher
selected."	Farming" field.	certification, select "No".
"Month for	User did not enter a valid	Take either of the following actions:
Beginning	number for the month.	
Farmer or		• enter a valid month between "01"
Rancher must		and "12"
be a valid		
month."		• for the beginning farmer or rancher
		certification, select "No", and remove the
		month.
"Year for	User did not enter a year	Take either of the following actions:
Beginning	within 10 years of the	
Farmer or	subsidiary year.	• enter a valid year within 10 years of the
Rancher must		subsidiary year
be within the		
last 10 years."		• for the beginning farmer or rancher
		certification, select "No".
"Year for	User did not enter a valid	Take either of the following actions:
Beginning	year.	
Farmer or		• enter a valid year between 2004 and
Rancher must		current year that is a numeric value
be a valid		
year."		• for the beginning farmer or rancher
		certification, select "No", and remove the
	ļ	year.
"Month/Year is	User entered a month and	Take either of the following actions:
not allowed for	year in the "Month/Year	
Beginning	Farmer or Rancher began	• for the beginning farmer or rancher
Farmer or	Farming" field, but	certification, select "Yes"
Rancher when	selected "No" for the	
"No" is	beginning Farmer or	• remove the month and year.
selected."	rancher certification.	

30 Cash Rent Tenant Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, "Cash Rent Tenant" section is used to determine producer eligibility based on the cash rent provisions. See:

- 4-PL, subparagraph 11 A for a list of program benefits covered by cash rent provisions for 2009 through 2013
- 5-PL, subparagraph 15 A for a list of program benefits covered by cash rent provisions for 2014 through 2018.

B Example of Subsidiary Eligibility Screen, "Cash Rent Tenant" Section

Following is an example of the "Cash Rent Tenant" section.

Cash Rent Tenant			
Does the producer meet the cash rent tenant provisions?			
 Eligible Partially Eligible 			
O Ineligible O Not Applicable			
O Awaiting Determination O Exempt			
Cropland Factor 1.0000			

30 Cash Rent Tenant Determination Information (Continued)

C Fields Applicable to Cash Rent Determinations

The following provides fields applicable to cash rent tenant determinations.

Option	Explanation		
"Eligible"	COC has determined that the producer fully meets the cash rent tenant provisions on all acreage in the farming operation.		
"Partially Eligible"	COC has determined that the producer does not meet the cash rent tenant provisions; however, the producer is eligible on land that is owned.		
"Ineligible"	COC has determined that the pr cash rent tenant provisions on a operation.	coducer does not meet the any acreage in the farming	
"Not Applicable"	Producer has filed the required COC has determined the cash re apply because the producer doe	documentation and the ent provisions do not as not cash rent any land.	
"Awaiting Determination"	Producer has filed the required a COC determination has not b	documentation; however, een completed.	
"Exempt"	Producer is an Indian Tribal Venture and is exempt from cash rent tenant provisions under the 2008 Farm Bill provisions. The system will default to this value when the selected producer is an Indian Tribal Venture. Users will not be able to change the defaulted option.		
	The cropland factor is set based on the "COC Determination" option selected.		
	 Note: See: 4-PL, paragraph 64 for additional information about computing cropland factors for years 2009 through 2013 5-PL, paragraph 94 for additional information about computing cropland factors for years 2014 through 2018. 		
	IF the "COC Determination" selected is	THEN the cropland	
	"Eligible"	1.0000.	
	"Partially Eligible"	greater than 0.0000less than 1.0000.	
	"Ineligible"	0.0000.	
	"Not Applicable"	1.0000.	
	"Exempt"	1.0000.	
	Option"Eligible""Partially Eligible""Ineligible""Not Applicable""Awaiting Determination""Exempt"	OptionExplana"Eligible"COC has determined that the process rent tenant provisions on a operation."PartiallyCOC has determined that the process rent tenant provisions; how eligible on land that is owned."Ineligible"COC has determined that the process rent tenant provisions on a operation."NotProducer has filed the required COC has determined the cash rent apply because the producer doe"AwaitingProducer has filed the required a COC determination has not b"Exempt"Producer is an Indian Tribal Ve cash rent tenant provisions unde provisions. The system will de the selected producer is an Indian Will not be able to change the dWote:See:• 4-PL, paragraph 64 about computing crossional computing cr	

30 Cash Rent Tenant Determination Information (Continued)

D Error Messages

The following provides error messages that may be displayed when updating cash rent tenant eligibility data.

Message	Reason for Message	Corrective Action	
"Cropland factor cannot be overridden based on the COC determination selected." "Cropland factor not applicable for the COC determination selected."	User attempted to change the cropland factor from 1.0000 or 0.0000 but did not select "Partially Eligible" as the COC determination. User selected an option other than "Partially Eligible" as the COC determination", but the cropland factor is:	 Take either of the following actions: enter a cropland factor of 1.0000 or 0.0000 based on the provisions of subparagraph C select "Partially Eligible" as the COC determination. 	
	greater than zeroless than 1.0000.		
"Cropland factor must be manually computed and entered based on the COC determination selected."	User selected "Partially Eligible" as the COC determination, but did not change the cropland factor from 1.0000 or 0.0000.	 Take either of the following actions: compute the cropland factor according to either of the following, as applicable, and enter the result in the "cropland factor" field: 4-PL, paragraph 64 for 2008 through 2013 5-PL, paragraph 94 for 2014 through 2018 select an option other than "Partially Eligible" as the COC determination. 	
Cropland factor	User entered a cropland factor	Enter correct cropland factor based	
cannot be greater than 1.0000 or less than zero	that is:	on the provisions of subparagraph C.	
	 greater than 1.0000 less than 0.0000. 		

30 Cash Rent Tenant Determination Information (Continued)

E Field Default Values

When new eligibility records are created, cash rent tenant field values are defaulted according to the following.

Field	Default Value
"COC Determination"	"Awaiting Determination" indicating the COC
	determination has not been completed.
"Cropland Factor"	"0.0000".

31 Conservation Compliance Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, "Conservation Compliance" section is used to determine producer eligibility based on compliance with HELC and WC provisions. The "Conservation Compliance" section includes information from farm and tract files to determine eligibility for HEL and wetland determinations provided by NRCS. Data for each type of violation is summarized into 1 overall eligibility determination for conservation compliance.

See 6-CP, Part 5 for additional information on HELC and WC provisions.

B Example of Subsidiary Eligibility Screen, "Conservation Compliance" Section

Following is an example of the "Conservation Compliance" section.

Conservation Compliance		
Highly Erodible Land Conservation —		
O No HEL	 Compliant 	
🔿 Not Compliant	O Pending Determination	
C Landlord/Tenant Exemption	O Good Faith	
O Appeal Rights Exhausted	No Association	
Planted Converted Wetland		
🔿 Compliant	O Not Compliant	
O Good Faith	No Association	
Converted Wetland		
O Compliant	O Not Compliant	
O Good Faith	Restored Wetland	
O Appeal Rights Exhausted	No Association	
Farm/Tract Eligibility		
🔿 In Compliance	Partial Compliance	
O In Violation	No Association	
O Past Violation	O Reinstated	
Year of Vi	iolation	
State and County Where Violation (Dccurred	

C Uploading Farm and Tract Data

Conservation compliance eligibility is automatically updated in the Eligibility System based on data recorded in MIDAS and FRS for HEL, PCW, and CW.

To determine nationwide eligibility with HEL, PCW, and CW provisions, a process has been developed to upload farm and tract data from MIDAS FRS to the Eligibility

--System. Changes to farm and tract data are uploaded within 15 minutes.--

D Summarizing HELC Eligibility From FRS

The "HELC" subsection in the eligibility record reflects the producer's overall status for HEL compliance for all farms and tracts associated with the producer nationwide. HELC data is automatically determined and updated to the Eligibility System file based on the producer exceptions recorded for a farm that contains HEL, but a conservation system is **not** being applied.

If the data in the Eligibility System is not summarized correctly, County Offices:

- shall ensure that the data in the MIDAS and FRS applications for the producer is updated properly
- do **not** have the ability to override the summarized eligibility data.

D Summarizing HELC Eligibility from Tract Data (Continued)

The following provides the process used to determine overall compliance with HEL provisions.

		THEN the "Highly Erodible
		Land Conservation" field is
IF	AND	updated to
the producer is not		"No Association".
associated with any		
farm or tract		
no tracts to which the		"Compliant".
producer is associated		
have an HEL		
determination of		
"HEL: conservation		
system is not being		
applied"		
the producer is	any HEL producer exception for the	"Not Compliant".
associated with 1 or	producer is equal to "Has Appeal	
more tracts with an	Rights" or "Appeals Exhausted"	
HEL determination of	there are no HEL producer	"Landlord/Tenant
"HEL: conservation	exceptions equal to "Has Appeal	Exemption".
system is not being	Rights" or "Appeals Exhausted"	_
applied"	and at least 1 HEL producer	
	exception for the producer is equal	
	to "Landlord/Tenant"	
	all HEL producer exceptions for the	"Compliant".
	producer are equal to anything other	
	than "Has Appeal Rights" or	
	"Appeals Exhausted"	

E Summarizing PCW Eligibility from Tract Data

The "PCW" subsection in the eligibility record determines whether the producer is associated with a tract with PCW violation. PCW data is automatically determined and updated to the eligibility file based on the producer exceptions recorded for a farm that contains a PCW.

If the data in the Eligibility System is **not** summarized correctly, County Offices:

- shall ensure that the data in the MIDAS and FRS applications for the producer is updated properly
- do **not** have the ability to override the summarized eligibility data.

The following provides the process used to determine overall compliance with PCW provisions.

TE		THEN the "Planted Converted Watland" field is undeted to
IF	AND	"No Association"
the producer is not		No Association .
associated with any		
farm or tract		
no tracts to which the		"Compliant".
producer is associated		
have PCW		
the producer is	any PCW producer exception	"Not Compliant".
associated with 1 or	for the producer is equal to	
more tracts with PCW	"Has Appeal Rights" or	
	"Appeals Exhausted"	
	all PCW producer exceptions	"Compliant".
	for the producer are equal to	
	anything other than "Has	
	Appeal Rights" or "Appeals	
	Exhausted"	

F Summarizing CW Eligibility From FRS

The "CW" subsection in the eligibility record determines whether the producer is associated with a tract with a wetland that was converted after November 28, 1990.

CW data is automatically determined and updated to the eligibility file based on the producer exceptions recorded for a farm that contains a CW.

If the data in the Eligibility System is **not** summarized correctly, County Offices:

- shall ensure that the data in MIDAS and FRS applications for the producer is updated properly
- do **not** have the ability to override the summarized eligibility data.

The following provides the process used to determine overall compliance with CW provisions.

		THEN the "Converted
IF	AND	Wetland" field is updated to
the producer is not		"No Association"
associated with any		
farm or tract		
no tracts to which the		"Compliant"
producer is associated		
have CW		
the producer is	any CW producer exception for	"Not Compliant"
associated with 1 or	the producer is equal to "Has	
more tracts with CW	Appeal Rights" or "Appeals	
	Exhausted"	
	All CW producer exceptions for	"Compliant"
	the producer are equal to	
	anything other than "Has Appeal	
	Rights" or "Appeals Exhausted"	

G Summarizing HELC, PCW, and CW to Determine Overall Eligibility

After the HELC, PCW, and CW information is summarized for the producer, these determinations are used to determine the producer's overall conservation compliance eligibility. ***

Data in the "Farm/Tract Eligibility" subsection reflects the producer's overall eligibility and is determined according to the following.

IF HELC is	AND PCW is	AND CW is	THEN the farm/tract eligibility is automatically updated to
"No Association"	"No Association"	"No Association"	"No Association", indicating the producer is not associated with a farm or tract.
"Compliant"	"Compliant"	"Compliant"	"In Compliance", indicating the producer is associated with 1 or more farms and/or tracts and meets the conservation compliance provisions on all farms and tracts.
	"Not Compliant"	"Not Compliant" any option	"In Violation", indicating the producer is in violation of the conservation compliance provisions.
"Not Compliant"	any option	any option	"In Violation", indicating the producer is in violation of the conservation compliance provisions.
"Landlord/Tenant Exemption"	"Compliant"	"Compliant"	"Partial Compliance", indicating the producer is associated with 1 or more farms and/or tracts but does not meet the conservation compliance provisions on all farms and tracts.
	"Not Compliant"	"Not Compliant" any option	"In Violation", indicating the producer is in violation of the conservation compliance provisions.

H Fields Applicable to Conservation Compliance Determinations

The following provides the fields applicable to conservation compliance determinations.

Field	Option	Explanation	Update Options
"Highly	"No HEL"	Producer is associated with 1 or	Automatically set by
Erodible Land		more tracts; however, none of the	the system based on
Conservation"		tracts are on highly erodible land.	data in the tract files.
			County Offices cannot
		Note: This is an old value and	select this option.
		the FRS process will now	
		update to "Compliant".	
	"Compliant"	Producer is associated with at	
		least 1 tract on highly erodible	
		land but is in compliance with	
		conservation compliance	
		provisions.	
	"Not	Producer is associated with at	
	Compliant"	least 1 tract on highly erodible	
		land and is not in compliance	
		with conservation compliance	
		provisions.	
	"Pending	Producer is associated with at	
	Determination"	least 1 tract on which NRCS has	
		not completed a determination.	
		Note: This is an old value and	
		the FRS process will now	
		update to "Compliant".	
	"Landlord/	Producer is associated with a	
	Tenant	noncomplying tract, but has been	
	Exemption"	approved for a landlord or tenant	
		exemption.	
	"Good Faith"	Producer has received a good	
		faith determination.	
		Note: This is an old value and	
		the FRS process will now	
		update to "Compliant".	

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Field	Option	Explanation	Update Options
"Highly	"Appeal	Producer is associated with a	Automatically set
Erodible Land	Rights	noncomplying tract and appeal rights	by the system based
Conservation"	Exhausted"	have been exhausted.	on data in the tract
(Continued)			files. County
		Note: This is an old value and the	Offices cannot
		FRS process will now update to "Not Compliant".	select this option.
	"No	Producer is not associated with a	Automatically set
	Association"	farm or tract.	by the system for
			producers that are
			not associated with
			any tracts. County
			Offices cannot
			select this option.
"Planted	"Compliant"	Producer is associated with 1 or more	Automatically set
Converted tr		tracts and an agricultural commodity	by the system based
Wetland"		has not been planted on CW.	on data in the tract
	"Not	Producer is associated with 1 or more	files. County
	Compliant"	tracts and an agricultural commodity	Offices cannot
		has been planted on CW.	select this option.
	"Good Faith"	Producer has received a good faith	
		determination.	
		Note: This is an old value and the	
		FRS process will now update	
		to "Compliant".	
	"No	Producer is not associated with a	Automatically set
	Association"	farm or tract.	by the system for
			producers that are
			not associated with
			any tracts. County
			Offices cannot
			select this option.

H Fields Applicable to Conservation Compliance Determinations (Continued)

Field	Option	Explanation	Update Options
"Converted	"Compliant	Producer is not associated with any tracts	Automatically
Wetland"	-	that have CW.	set by the system
	"Not	Producer is associated with a tract with a	based on data in
	Compliant"	wetland converted after	the tract files.
		November 28, 1990, but FSA appeal	County Offices
		rights have not been exhausted.	cannot select
	"Good Faith"	Producer is associated with a tract with a	this option.
		wetland converted after	
		November 28, 1990, but the producer has	
		received a good faith determination.	
		Note: This is an old option and the FRS	
		process will now update to "Compliant".	
	"Restored	Producer is associated with a tract with a	
	Wetland"	restored wetland and eligibility rights have	
		been reinstated; however, a good faith	
		determination was not made by FSA.	
		Note: This is an old option and the FRS	
		process will now update to	
	· · · · · · · · · · · · · · · · · · ·	Compliant .	-
	Appear	Producer is associated with a tract with a	
	Fyboustod"	Nevember 28, 1000, and ESA appeal	
	Exhausted	rights have been exhausted.	
		Note: This is an old option and the FRS	
		process will now update to "Not Compliant".	
	"No	Producer is not associated with a farm or	Automatically
	Association"	tract.	set by the system
			for producers
			that are not
			associated with
			any tracts.
			County Offices
			cannot select
			this option.

H Fields Applicable to Conservation Compliance Determinations (Continued)

Field	Option	Explanation	Update Options
"Farm/Tract	"In	Producer is associated with 1 or	Automatically set by the
Eligibility"	Compliance"	more farms and/or tracts and meets	system based on the
		the conservation compliance	summarized HELC,
		provisions on all farms and tracts.	PCW, and CW
	"Partial	Producer is associated with 1 or	determinations. County
	Compliance"	more farms and/or tracts but does	Offices cannot select
		not meet the conservation	this option.
		compliance provisions on all farms	
		and tracts.	
	"In	Producer is in violation of the	
	Violation"	conservation compliance	
		provisions.	
	"No	Producer is not associated with a	
	Association"	farm or tract.	
	"Past	Producer was associated with a	Can be selected but only
	Violation"	farm with a conservation	if the current option set
		compliance violation and is no	by the system is
		longer eligible for program	"Compliant".
		benefits.	
	"Reinstated"	Producer was associated with a	Can be selected but only
		farm with a conservation	if the current option is
		compliance violation and program	"Past Violation".
		eligibility has been reinstated.	
"Year of		Year CW violation occurred.	An entry:
Violation"			
			• is required if the
			current option is
			"Past Violation"
			• cannot be later than
			the current
			subsidiary year.
"State and		State and county code where the	An entry:
County		CW violation occurred.	
Where			• is required if the
Violation			current option is
Occurred"			"Past Violation"
			• must be a valid State
			and county code
			and county coue.

H Fields Applicable to Conservation Compliance Determinations (Continued)

I Error Messages

The following provides a list of error messages that may be displayed when updating conservation compliance eligibility data.

Message	Reason for Message	Corrective Action
"Year of	User selected 1 of the following	Take either of the following
violation must be	options as the farm/tract eligibility,	actions:
entered."	but did not enter a valid year in the	
	"Year of Violation" field.	• cancel update process to reset
		the system to the previous
	"Past Violation"	option
	• "Reinstated".	
		• enter year in which CW
		violation occurred.
"State and county	User selected 1 of the following	Take either of the following
where violation	options as the farm/tract eligibility,	actions:
occurred must be	but did not enter a valid State and	
entered."	county code in the "State and	• cancel update process to reset
	County Where Violation	the system to the previous
	Occurred" field.	option
	"Past Violation"	• enter a valid State and county
	• "Reinstated".	code where CW violation
		occurred.
"Invalid year."	Year entered in the "Year of	Reenter the year of the violation.
	Violation" field is not a valid year.	
"Year cannot be	Year entered in the "Year of	Reenter the year of the violation.
greater than the	Violation" field is later than the	
current year."	current year.	
"Invalid State	State and county code entered in	Reenter the applicable State and
and county	the "State and County Where	county code. See 1-CM,
code."	Violation Occurred" field is not	Exhibit 101 for a current list of
	valid.	State and county codes.

Message	Reason for Message	Corrective Action
"Eligibility can	User selected	Take the following action:
only be	"Reinstated" as	
reinstated if the	farm/tract eligibility;	• cancel update process to reset the system to the
producer was in	however, "Past	previous option
violation of the	Violation" was not	
conservation	the previous option	• access FRS to update the tract data to designate
compliance	selected.	the violation that previously occurred
provisions on a		
farm that they		• re-access the web-based Subsidiary System and
are no longer		select "Past Violation" as the farm/tract
associated		eligibility and submit the change
with."		
		• re-access the web-based Subsidiary System and
		select "Reinstated" as the farm/tract eligibility".

I Error Messages (Continued)

J Field Default Values

All conservation compliance options will be updated based on the current data recorded in the farm tract files, with the exception of:

- Year of Violation
- State and County Where Violation Occurred.

These fields are defaulted to "blank".

32 Controlled Substance Determination Information

A Overview

Controlled substance * * * is read by several programs for eligibility purposes. This is a year specific flag.

B Business Rule

The rule for controlled substance eligibility is any person who is convicted under Federal or State Law of a controlled substance violation, shall be ineligible for payments or benefits. The general term "growing", which includes planting, cultivating, growing, producing, harvesting, or storing, has a set violation period of the crop year of violation and 4 succeeding years. For trafficking and possession the violations are at the discretion of the court. The court may determine the conviction to be from 1 year to "permanent" ineligibility of all government program benefits.

See 1-CM, Part 30 for additional information on controlled substance provisions.

C Example of the Subsidiary Eligibility Screen, "Controlled Substance" Section

Following is an example of the "Controlled Substance" section.

Controlled Substance	
- Notification of Determination	
No ∨iolation	
O Growing	Number of Years of Vears of Ve
O Trafficking	Number of Years of Vears of Ve
OPossession	Number of Years of Vears of Ve
Yea	r of Conviction

32 Controlled Substance Determination Information (Continued)

D Values

The following provides options that are provided to update the controlled substance eligibility for producers in the Eligibility System.

		Short Form	
Option	Notification of Determination	Name	* * *
"1"	Producer has not been convicted of a controlled	No Violation	* * *
	substance violation.		
"2"	Producer has been convicted of planting,	Growing	* * *
	cultivating, growing, producing, harvesting, or		
	storing of a controlled substance.		
"3"	Producer was convicted of Federal or State offense	Trafficking	
	consisting of the distribution (trafficking) of a		
	controlled substance.		
"4"	Producer was convicted of Federal or State offense	Possession	
	for the possession of a controlled substance.		
"5"	Producer had been convicted of a controlled	Action	
	substance violation. Additional information must	Required	
	be entered regarding this violation.		

E Other Required Data

Data from the court records on the conviction of the producer is entered in the Eligibility System. First, the year of conviction as set by the court is required. This year may be before the current system year; however, it **cannot** be later than the current system date. Second, the sentencing period set by the court is required. The length of the sentencing period can be from 1 year to "permanent" ineligibility of all government program benefits. This court record **must** be filed in the County Office as supporting documentation.

If option 2, 3, or 4 is selected, then the starting year of the violation **must** be entered. This starting year is important for the Eligibility System to track the violation period. The year entered **cannot** be greater than the current subsidiary year. The year **must** be entered or the system will **not** allow the user to continue.

Also, if option 3 or 4 is selected, then the number of years the court determined that the producer was ineligible for benefits **must** be entered. Because this ineligibility period is set by the court system, this is a required entry. The Eligibility System will automatically calculate the ineligibility period and change the option at rollover when the ineligible period is over. This is a required entry.

Note: The system will automatically calculate the ineligibility period in option 2, 3, and 4 based on the year and violation period entered.

32 Controlled Substance Determination Information (Continued)

F Error Messages

If invalid or no data is entered the following error messages are displayed.

IF this message is displayed	THEN the user entered
"Invalid Year"	an invalid year.
"Year cannot be later than current year"	a year that is later than the system year.
"Invalid Entry."	anything except a valid entry.
"Year of conviction must be entered"	Option 2 (Growing), Option 3 (Drug Trafficking),
	or Option 4 (Possession), but did not enter the
	year of conviction.
"Number of years must be entered"	Option 2 (Growing), Option 3 (Drug Trafficking),
	or Option 4 (Possession), but did not select the
	number of year of conviction.

G New Producer Default Value

When a new producer or a new eligibility record is created the system will use the default value to establish the record. Option 1 (No Violation), is the default value for controlled substance eligibility. Therefore, the year of conviction and sentencing period are blank, because these are **not** required entries for Option 1. After the record is created, then updates can be made at any time.

33 Delinquent Debt Determination Information

A Introduction

DCIA specifies that no person may obtain any Federal financial assistance in the form of a loan, other than a disaster loan, or a loan guarantee if such person has an outstanding Federal nontax debt which is in a delinquent status. Further, any such person may obtain additional Federal financial assistance only after such delinquency is resolved.

Data in the Subsidiary Eligibility Screen, "Delinquent Debt" section is used to determine producer eligibility based on the delinquent debt provisions.

B Example of the Subsidiary Eligibility Screen, "Delinquent Debt" Section

⊙ No	O Yes	
- Source of Delinquent Debt Deterr	nination	
O Producer Certified	○ FSA Debt	
O Credit Report	O CAIVRS	
O TOPS	O Other	
 Not applicable 		

Following is an example of the "Delinquent Debt" section.

33 Delinquent Debt Determination Information (Continued)

C Fields Applicable to Delinquent Debt Determinations

The following provides fields applicable to delinquent debt determinations.

Field	Option	Explanation	
"COC	"No"	Producer has not applied for a loan benefit or has certified	
Determination/		compliance that they do not have an outstanding delinquent	
Certification"		Federal nontax debt.	
	"Yes"	Producer has an outstanding delinquent Federal nontax debt.	
"Source of		If the producer has an outstanding delinquent Federal nontax	
Delinquent Debt		debt, users are required to specify the source where the debt	
Determination"		information was found. If the source is not listed, "Other"	
		should be selected.	
"Additional		Allows for additional information, up to 1,000 characters, to	
Information"		be recorded about the debt information. An entry is required	
		if "Other" is selected as the source of the delinquent debt.	

D Error Messages

The following provides error messages that may be displayed when updating delinquent debt eligibility data.

Message	Reason for Message	Corrective Action
"Must specify the	User indicated the	Take either of the following actions:
source used to	producer has a delinquent	
determine the	debt, but did not specify	• select the "Source of Delinquent Debt
producer has a	the source where the debt	Determination"
delinquent debt."	information was found.	
		• select "No" as certification/COC
		determination.
"Additional	User selected "Other" as	Take either of the following actions:
information	the source of the	
about the	delinquent debt	• enter information in the "Additional
delinquent debt	determination; however,	Information" field to document where the
must be	information was not	delinquent debt information was found
recorded."	entered in the	
	"Additional Information"	• select another source for the delinquent
	field.	debt determination.

33 Delinquent Debt Determination Information (Continued)

E Field Default Values

When new eligibility records are created, delinquent debt field values are defaulted according to the following.

Field	Default Value
"COC Determination/Certification"	"No" indicating the producer does not have a
	delinquent Federal nontax debt.
"Source of Delinquent Debt Determination"	"Not Applicable".
"Additional Information"	"Blank".

34 Federal Crop Insurance Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, "Federal Crop Insurance" section is used to specify either or both of the following:

- based on review of FCI-12's and other applicable forms, the County Office has determined that the producer has obtained at least catastrophic level coverage on all crops of economic significance in which the producer has an interest
- producer has signed FSA-570.

See 1-CM, paragraph 801 for additional information on linkage requirements and a list of program benefits covered by FCI provisions.

Note: With enactment of the 2002 Farm Bill, FCI eligibility provisions only apply to CRP.

B Example of Subsidiary Eligibility Screen, "Federal Crop Insurance" Section

Following is an example of the "Federal Crop Insurance" section.



34 Federal Crop Insurance Determination Information (Continued)

C Fields Applicable to FCI Determinations

The "Certification/COC Determination" field is the only field provided to designate whether the producer is in compliance with the FCI linkage requirements. The following provides options applicable for this field.

Option	Explanation
"Requirements Met"	Producer has met the minimum crop insurance eligibility
	requirements or has filed FSA-570.
"Requirements Not Met"	Producer has not met the minimum crop insurance eligibility
	requirements and/or has not filed FSA-570.

D Error Messages

Users are required to select 1 of the displayed options as the certification/COC determination. However, the "Certification/COC Determination" field will initially be set either through the migration process or as a default value and users **cannot** de-select options without selecting another option. Therefore, because an option is always selected, there are **no** error messages applicable to the FCI determination information.

E Field Default Values

When new eligibility records are created, the FCI "Certification/COC Determination" field will be set to "Requirements Not Met" indicating the producer has **not** met the minimum crop insurance eligibility requirements and/or has **not** filed FSA-570.
35 Foreign Person Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, "Foreign Person" section is used to determine producer eligibility based on the foreign person provisions. See:

- 4-PL, subparagraph 11 A for a list of program benefits covered by foreign person provisions for 2009 through 2013
- 5-PL, subparagraph 15 A for a list of program benefits covered by foreign person provisions for 2014 through 2018.

Foreign person provisions do **not** apply to producers that meet the following conditions:

- individuals that are U.S. citizens
- individuals that are legal resident aliens
- businesses that originate in the U.S.

B Example of Subsidiary Eligibility Screen, "Foreign Person" Section

The following is an example of the "Foreign Person" section.

 Foreign Person

 COC Determination

 Has the producer met the foreign person provision?

 O Yes
 O No

 O Pending
 Image: Not Applicable

35 Foreign Person Determination Information (Continued)

C Summarizing Data From Business Partner Record

Business Partner data is summarized to determine the default COC Determination for Foreign Person. Eligibility records are year specific; however, Business Partner data is **not** year specific. Therefore, Business Partner data may only be summarized to populate **current year** foreign person determinations. The foreign person "COC Determination" is defaulted according to the following.

	AND the Business	THEN foreign person "COC
IF the Business Partner	Partner customer's	Determination" for the current
customer's	"Resident Alien" flag is	year is defaulted to
"Citizenship Country" is		"Not Applicable".
"United States"		
"Citizenship Country" is	"Yes"	"Not Applicable".
anything other than	"No"	"Pending" indicating that COC has
"United States"		not made a foreign person
		determination.
"Originating Country" is		"Not Applicable".
"United States"		
"Originating Country" is		"Pending" indicating that COC has
anything other than		not made a foreign person
"United States"		determination.

Changes to Business Partner "Citizenship Country", Originating Country", or "Resident Alien" fields may result in changes to the current year foreign person determination in eligibility. It is imperative that County Offices ensure that the citizenship country, originating country, and resident alien data is recorded accurately in Business Partner.

35 Foreign Person Determination Information (Continued)

D Fields Applicable to Foreign Person Determinations

The following provides the fields applicable to foreign person determinations.

Option	Explanation	
"Yes"	Foreign person provisions are applicable and the producer has filed the	
	required documentation. Based on the documentation filed the COC has	
	determined that the producer meets the foreign person provisions by	
	providing land, capital, and active personal labor.	
"No"	Foreign person provisions are applicable and the COC has determined	
	the producer does not meet the foreign person provisions because the	
	producer is not providing land, capital, and active personal labor.	
"Pending"	Foreign person provisions are applicable; however, the COC has not	
	made a foreign person determination for either of the following reaso	
	• Producer has not filed the documentation necessary for a foreign person determination	
	• Producer has filed the required documentation; however, COC has not completed their determination.	
"Not Applicable"	Foreign person provisions are not applicable.	

Users will be allowed to change foreign person COC determinations to any value for all years. Web-based eligibility **must** be set to accurately reflect COC determinations for foreign person.

E Error Messages

Users are required to select 1 of the displayed options as the COC determination. The COC determination" will initially be set as a default value and users **cannot** de-select options without selecting another option. Because an option is always selected, there are **no** error messages applicable to the foreign person determination information.

A Introduction

--The "Fraud - including FCIC Fraud" section available through subsidiary year 2016 is-- used to record action taken because of a producer or group of producers being disqualified or debarred from participating in FSA- and/or RMA-administered programs.

B Example of Subsidiary Eligibility Screen, "Fraud - Including FCIC Fraud" Section

Following is an example of the "Fraud - including FCIC Fraud" section.

Fraud - including FCIC Fraud	
 Compliant 	O Not Compliant
Year of Viola Years of No Program Bene	tion efits

C Process

The process for updating fraud determinations is handled by PECD in the National Office. PECD receives a memorandum from ALS about participation eligibility. PECD enters the determination information into the web-based system along with:

- year of disqualification
- number of years that the producer is ineligible for benefits.

Note: The number of years a producer is determined ineligible is based on the information received from ALS and can be for 1 or more years.

Disqualification and ineligibility information is **not** updated by PECD until ALS notification is received. Once received from ALS, PECD notifies the applicable State Office. State Offices shall notify affected County Offices.

Note: There may be instances where PECD will notify certain State Offices referenced in documentation received from ALS about ineligible producers even though the producers may **not** be linked in Business Partner to a county in that State.

36 Fraud - including FCIC Fraud Determination (Continued)

D Who to Contact

If a State Office believes information has **not** been entered for a producer, contact 1 of the following.

IF the case is a	THEN the State Office shall contact
RMA case	Tim Witt by:
	• e-mail to tim.witt@usda.gov
	• telephone at 816-926-7394.
OIG case	Jack Welch, Director, ALS, by:
	• e-mail to gwen.sellman@wdc.usda.gov
	• telephone at 202-690-3297.

E Locally Obtained Debarment/Disqualification Information About FCIC Fraud

County Offices provide a vital role in obtaining information about possible debarment or disqualification information. If SED or CED has reason to believe that a producer might be convicted of a crime that would cause that producer to be debarred or disqualified, the following actions should be taken:

- contact the clerk of the court for which the County Office has reason to believe that the producer was convicted and ask for a copy of the court's decision
- if, **after** reading the decision, CED has reason to believe that the producer might be debarred or disqualified from FSA programs, then forward the court's decision to Jack Welch, Director, ALS, through the State Office using the process in subparagraph D.

37 Limited Resource Farmer or Rancher

A Introduction

Data in the Subsidiary Eligibility Screen, "Limited Resource Farmer or Rancher" section is used to determine whether a producer meets the requirements to be considered a limited resource farmer or rancher. Additional provisions for a limited resource farmer or rancher are applicable to 2008 and subsequent years.

Note: Producers will be required to indicate their limited resource farmer or rancher status on applicable program applications/contracts.

B Example of Subsidiary Eligibility Screen, "Limited Resource Farmer or Rancher" Section

Following is an example of the "Limited Resource Farmer or Rancher" section.

Limited Resource Farmer	or Rancher	2
O Yes	⊙ No	

C Fields Applicable to Limited Resource Farmer or Rancher

The following provides fields applicable to a limited resource farmer or rancher.

Option	Explanation		
"Yes"	Producer has certified compliance with limited resource farmer or rancher provisions.		
	Note: For businesses with an employer ID number, this option shall only be selected when all members have certified compliance with the limited resource farmer or rancher. Eligibility records for the members are not required to be updated unless the member has an individual interest.		
"No"	Producer has not certified compliance with limited resource farmer or rancher		
	provisions.		

D New Producer Default Value

When a new producer or a new eligibility record is created, the system will use the default value to establish the record. "No" is the default value for a limited resource farmer or rancher. As soon as the producer's certification is received, the value **must** be updated. After the record is created, updates can be made at any time.

9-21-15

38 NAP Non-Compliance Determination Information

A Overview

NAP noncompliance * * * is used to show eligibility for NAP. This started with the year 2000. This is a year specific flag.

B Business Rule

The rule for NAP noncompliance eligibility is that any producer who is determined by FSA to **not** be in compliance with NAP procedures is ineligible for NAP benefits. The penalty period is the year of the violation plus 2 years for a total of 3 years.

C Example of the Subsidiary Eligibility Screen, NAP Non Compliance

Following is an example of the "NAP Non Compliance" section.

– <u>N</u> AP Non Compliance ————————————————————————————————————		
COC Determination		
Compliant	Not Compliant - COC	
Year of Violation		

D Values

The following provides options that are provided to update the NAP noncompliance eligibility for producers in the system.

		Short Form	
Option	Notification of Determination	Name	* * *
"1"	Producer is in compliance with NAP procedures.	Certified	* * *
"2"	COC has determined that the producer violated	Not Compliant -	* * *
	NAP compliance provisions.	COC	

38 NAP Non-Compliance Determination Information (Continued)

E Other Required Data

If Option 2 is selected, then the starting year of the violation **must** be entered. This starting year is important, for the system to track the violation period. The year entered **cannot** be greater than the current subsidiary year. A year **must** be entered or the system will **not** allow the user to continue.

F Error Messages

If invalid or no data is entered, the following error messages will be displayed.

IF this message is displayed	THEN the user entered
"Must enter the COC disapproval year"	"2" and made no entry.
"Invalid year"	an invalid year.
"Year cannot be later than current year"	a year that is later than the system year.

G New Producer Default Value

When a new producer or a new eligibility record is created the system will use the default value to establish the record. Option 1 is the default value for NAP noncompliance eligibility. After the record is created, then updates can be made at any time.

39 Permitted Entity - 2002 Farm Bill Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, "Permitted Entity - 2002 Farm Bill" section is used to specify whether the producer wants to receive payment as an individual. See 1-PL, subparagraph 16 B for a list of program benefits covered by permitted entity provisions.

* * *

B Example of Subsidiary Eligibility Screen, "Permitted Entity - 2002 Farm Bill" Section

Following is an example of the "Permitted Entity - 2002 Farm Bill" section.



39 Permitted Entity - 2002 Farm Bill Determination Information (Continued)

C Fields Applicable to Permitted Entity - 2002 Farm Bill Designations

The question, "Does the producer wish to receive payment as an individual or through a joint operation?", is the only field applicable to the Subsidiary Eligibility Screen, "Permitted Entity - 2002 Farm Bill" section.

The following provides the available options for designating whether or **not** the producer wants to receive payment as an individual.

Option	Explanation
"Yes"	The producer is receiving payment through an individual interest or as a member
	of a joint operation. Selecting this option allows the producer to designate
	2 other entities for payment.
	Note: This option should always be selected for joint operations and entities.
"No"	The producer:
	• is not a member of a joint operation and is not receiving payment as an individual in any county
	• is a member of 3 entities and is not receiving payment as an individual or member of a joint operation in any county.
	Selecting this option allows the producer to designate 3 entities for payment.

D Field Default Value

When new eligibility records are created, the "Permitted Entity" field is defaulted to "Yes" indicating the producer wishes to receive payment as an individual farming interest or as a member of a joint operation.

A Introduction

Data in the Subsidiary Eligibility Screen, "Person Eligibility - 2002 Farm Bill" section is used to determine whether a person determination has been completed for the producer for contracts approved in 2008 and prior years. See 1-PL, subparagraph 16 B for a list of program benefits covered by "person" provisions.

B Example of Subsidiary Eligibility Screen, "Person Eligibility - 2002 Farm Bill" Section

Following is an example of the "Person Eligibility - 2002 Farm Bill" section.

Person Eligibility - 2002 Farm Bill	
 COC Determination Completed 	 Not Filed
 Awaiting Determination 	 Awaiting Revision
Date Documentation Filed by Producer	

C Fields Applicable to Person Eligibility - 2002 Farm Bill Determinations

Field	Option	Explanation
"COC	"COC	Producer has filed all required documentation and
Determination"	Determination	COC has completed applicable determinations.
	Completed"	
	"Not Filed"	Producer has not filed the required documentation
		for a person determination.
	"Awaiting	Producer has filed all documentation required for a
	Determination"	person determination; however, the COC
		determination has not been completed.
	"Awaiting Revision"	Producer has filed all documentation required for a
		revised person determination; however, the COC
		determination has not been completed.
"Date	Enter acceptable	Date the producer provided all documentation
Documentation	date format	required for a "person" determination. An entry is
Filed by	according to	required if any of the following options are selected
Producer"	subparagraph 13 A.	as the COC determination:
		 "COC Determination Completed"
		"Awaiting Determination"
		"Awaiting Revision".
"COC		Date the "person" determination is completed by
Determination		COC. An entry is required if "COC Determination
Date"		Completed" is selected as the COC determination.

The following provides fields applicable to "person" determinations.

D Error Messages

The following provides error messages that may be displayed when updating "person" eligibility data.

Message	Reason for Message	Corrective Action
"Must enter the	User selected any of the following as	Take either of the following
date the producer	the COC determination, but did not	actions:
filed the	enter a date in the "Date	
documentation	Documentation Filed by Producer"	• enter date the producer filed
for a person	field:	the documentation required
determination for		for a "person" determination
years	• "COC Determination Completed"	
after 2004."	• "Awaiting Determination"	• select another option as the
	• "Awaiting Revision".	COC determination".
"Date not	User selected "Not Filed" as the COC	Take either of the following
allowed based on	determination and entered a date in	actions:
"COC	the "Date Documentation Filed by	
Determination"	Producer" field.	• remove date from the "Date
option."		Documentation Filed by
		Producer" field
		• select another COC
		determination.
"COC	User selected "COC Determination	Take either of the following
determination	Completed" as the COC	actions:
date is required	determination, but did not enter a date	
based on the	in the "COC Determination Date"	• enter "COC Determination
determination	field.	Date"
selected for		
years		• select another COC
after 2004."		determination.

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
"COC determination	User selected "Not Filed" as the	Take either of the following actions:
has not been	COC determination and entered	
completed so a COC	a date in the "COC	• remove date from the "COC
determination date	Determination Date" field.	Determination Date" field
is not applicable for		
years after 2004."		• select another COC
		determination.
"Date cannot be	Date entered or selected in	Reenter a valid date or select a date
later than today's	either of the following fields is	using the calendar icon.
date."	later than the current date:	
	• "Date Documentation Filed	
	by Producer"	
	• "COC Determination Date".	
"Invalid date."	Date entered or selected in	Reenter a valid date or select a date
	either of the following fields is	using the calendar icon. See
	not a valid date:	subparagraph 13 A for acceptable
	"Data Desumentation Filed	date formats.
	• Date Documentation Filed	
	by Producer	
	• "COC Determination Date"	
"Date entry not	Date entered in either of the	Reenter date in an acceptable date
formatted correctly.	following fields is not in an	format according to
mm/dd/vvvv.	acceptable date format:	subparagraph 13 A.
mmddyyyy, or		
mmddyy."	• "Date Documentation Filed	
	by Producer"	
	• "COC Determination Date".	

E Field Default Values

When new eligibility records are created, person field values are defaulted according to the following.

Field	Default Value
"COC Determination"	"Not Filed" indicating the producer has not filed all
	documentation required for a "person" determination.
"Date Documentation Filed by	"Blank".
Producer"	
"COC Determination Date"	

A Introduction

Data in the Subsidiary Eligibility Screen, "Socially Disadvantaged Farmer or Rancher" section is used to determine whether a producer meets the requirements to be considered SDA. Additional provisions for a SDA farmer or rancher are applicable to 2008 and subsequent years.

Notes: See 1-CM for the definition of SDA farmer or rancher.

Producers will be required to indicate their SDA farmer or rancher status on applicable program applications/contracts to be eligible for applicable program exceptions or waivers.

The Food, Conservation, and Energy Act of 2008, as amended by the American Taxpayer Relief Act of 2012, provides for SDA farmers and ranchers to qualify for exemptions based on definitions provided under the following for 2008 through 2013:

- Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, *--or gender)
- Food, Agriculture, Conservation and Trade Act of 1990 (includes racial or--* ethnic, but **not** gender).

The Agricultural Act of 2014 provides for SDA farmers and ranchers to qualify for exemptions based on definitions provided under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, and gender) for 2014 through 2018.

The Subsidiary Eligibility Screen, "Socially Disadvantaged Farmer or Rancher" section captures the SDA farmer and rancher determination as it relates to the following:

- Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, *--or gender)
- Food, Agriculture, Conservation and Trade Act of 1990 (includes racial or--* ethnic, but **not** gender).

41 SDA Farmer or Rancher (Continued)

B Example of the Subsidiary Eligibility Screen, "Socially Disadvantaged Farmer or Rancher" Section

Following is an example of the "Socially Disadvantaged Farmer or Rancher" section. *--

Socially Disadvantaged Farmer or Ranch	1er]	
Includes Racial, Ethnic or Gender		
⊖ Yes	● No	
Includes Racial or Ethnic but NOT Gender		
⊖ Yes	● No	

--*

41 SDA Farmer or Rancher (Continued)

C Fields Applicable to SDA Farmer or Rancher

The following provides fields applicable to a SDA farmer or rancher.

Field	Option	Explanation		
"Includes Racial, Ethnic *or Gender"	"Yes"	Producer has certified compliance with SDA farmer or rancher provisions as defined under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, or gender).		
		Note: For businesses with an employer ID number, this option shall only be selected when the majority interest of all members have certified compliance with the SDA farmer or rancher. Eligibility records for the members are not required to be updated unless the member has an individual interest.		
	"No"	Producer has not certified compliance with SDA farmer or rancher provisions as defined under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, or gender).		
"Includes Racial or Ethnic but NOT Gender"	"Yes"	Producer has certified compliance with SDA farmer or rancher provisions as defined under the Food, Agriculture, Conservation, and Trade Act of 1990 (includes racial or ethnic, but not * gender).		
		Note: For businesses with an employer ID number, this option shall only be selected when the majority interest of all members have certified compliance with the SDA farmer or rancher. Eligibility records for the members are not required to be updated unless the member has an individual interest.		
	"No"	Producer has not certified compliance with SDA farmer or rancher provisions as defined under the Food, Agriculture, *Conservation, and Trade Act of 1990 (includes racial or* ethnic, but not gender).		

41 SDA Farmer or Rancher (Continued)

D New Producer Default Value

When a new producer or a new eligibility record is created, the system will use the default value to establish the record. "No" is the default value for a SDA farmer or rancher. As soon as the producer's certification is received, the value **must** be updated. After the record is created, updates can be made at any time.

42 Eligibility Determinations After Business Partner Merge

A Background

When a merge occurs in the Business Partner system, the majority of the Eligibility Determinations may no longer be valid.

If the Eligibility Determination is different between the winning and losing customers in the merge, the determination may be reset to the default value.

County Offices are responsible for reviewing the documentation on file for the customer and updating the Eligibility Determinations after a merge occurs in Business Partner.

B Eligibility Determination Table

The following table provides a list of the Eligibility Determinations and what will occur when customers are merged in Business Partner.

		IF the customer's	
Eligibility	Field	records do not match, then	IF the customer's records match, then
Actively Engaged	COC Determination	Not Filed - if the producer is not an Indian Tribal Venture. Exempt – if the producer is an Indian Tribal Venture.	The same value from the merged records.
	Date Documentation Filed by Producer COC Determination Date	Blank. Blank.	
Actively Engaged – 2002 Farm Bill	COC Determination Date Documentation Filed by Producer	Not Filed. Blank.	the same value from the merged records.

		IF the	
		customer's	
		records do not	IF the customer's
Eligibility		match, then	records match, then
Determination	Field	eligibility is	eligibility is
AD-1026	Certification	Not Filed.	the same value from
	Referred to NRCS	No.	the merged records.
	Date AD-1026 Referred to NRCS	Blank.	
	Date Continuous Certification/Authorization Signed by Producer	Blank.	
	First Time Producer Filing AD-1026	Blank.	
	Date First Time Producer Filing AD-1026	Blank.	
Adjusted Gross Income – 2002 Farm Bill	Certification/COC Determination	Not Filed – if the producer is not an Exempt business type.	the same value from the merged records.
		Exempt – if the producer is an Exempt business type.	
	Date Documentation Filed by Producer	Blank.	
	COC Disapproval Date	Blank.	
Adjusted Gross Income - 2008 Farm Bill – Conservation Program	Determination	Not Filed – if the producer is not an Exempt business type. Exempt – if the producer is an Exempt business type	the same value from the merged records.
	SED Determination	Blank	
	Date of SED Determination	Blank.	
	Date Documentation Filed by Producer	Blank.	
	COC Disapproval Date	Blank	

		IF the customer's	
		records do not	IF the customer's
Eligibility		match, then	records match, then
Determination	Field	eligibility is	eligibility is
Adjusted Gross	Producer Certification	Winning Producer's	the same value from
Income – 2014		Producer	the merged records.
Farm Bill		Certification.	
	Date Documentation Filed	Winning Producer's	
	by Producer	Date Documentation	
		Filed by Producer.	
	IRS Verification	Winning Producer's	
		IRS Verification.	
	Date Processed by IRS	Winning Producer's	
	5	Date Processed by	
		IRS.	
	State Office/SED	Winning Producer's	
	Determination	State Office/SED	
		Determination.	
	SED Determination Date	Winning Producer's	
		SED Determination	
		Date.	
*Adjusted	Certification	Winning Producer's	the same value from
Gross Income -		Certification.	the merged records*
2017 75% Rule	Date Documentation Filed	Winning Producer's	
	by Producer	Date Documentation	
		Filed by Producer.	
Beginning	Certification/COC	No.	the same value from
Farmer or	Determination		the merged records.
Rancher	Month and Year Farmer or	Blank.	
	Rancher began Farming		
Cash Rent	COC Determination	Awaiting	the same value from
Tenant		Determination - if the	the merged records.
		producer is not an	
		Indian Tribal	
		Venture.	
		Exempt –if the	
		producer is an Indian	
	Consultant Frant	I ribal Venture.	
	Cropiand Factor	0.0000 - 11 Awaiting	
		1.0000 - 11 Exempt.	

Eligibility Determination	Field	IF the customer's records do not match, then eligibility is	IF the customer's records match, then eligibility is
Conservation	Highly Erodible Land	the summarized	the summarized data from
Compliance	Conservation	data from the	the farm records system
	Planted Converted Wetland	farm records	for the customer.
	Converted Wetland	system for the	
		customer.	
	Farm/Tract Eligibility	the summarized	the summarized data
		data from:	from:
		• HELC	• HELC
		• PCW	• PCW
		• CW.	• CW.
	Year of Violation	blank or the year	the same value from the
		closest to the	merged records.
		current year.	-
	State and County Where	blank or the state	
	Violation Occurred	and county with	
		the lowest FIPS	
		code.	

		IF the customer's records do not	IF the customor's
Fligibility		match then	records match then
Determination	Field	eligibility is	eligibility is
Controlled	Notification of	Action Required	the same value from the
Substance	Determination	- Additional	merged records
		information must	
		be entered	
		regarding this	
		violation.	
	Number of Years of	Permanent.	
	Ineligibility		
	Year of Conviction	one of the	
		following:	
		• if there is	
		only one	
		value present,	
		set to that	
		value	
		.6.4	
		• 11 there is	
		one year	
		the value with	
		the lowest	
		number.	
Delinquent	COC	Yes.	the same value from the
Debt	Determination/Certification		merged records.
	Source of Delinquent Debt	Other.	
	Determination		
	Additional Information	Blank.	
Federal Crop	Certification/COC	Requirements	the same value from the
Insurance	Determination	Not Met	merged records.

		IF the customer's	
		records do not	IF the customer's
Eligibility		match, then	records match, then
Determination	Field	eligibility is	eligibility is
Foreign Person	COC Determination	 Not Applicable - if the citizenship country in business partner is: United States anything other than United States and resident alien is "Yes". Pending - if the citizenship country 	 Not Applicable - if the citizenship country in business partner is: United States anything other than United States and resident alien is "Yes".
		in business partner is not United States and resident alien is "No" or "Unknown".	business partner is not United States and resident alien is "No" or "Unknown".
Limited Resource	Certification/COC	No.	the same value from the
Farmer or Rancher	Determination		merged records.
NAP Non- Compliance	COC Determination	Not compliant – COC.	the same value from the merged records.
	Year of Violation	Set to the year with the lowest number.	
Permitted Entity – 2002 Farm Bill	COC Determination	Yes.	the same value from the merged records.
Person Eligibility –	COC Determination	Not Filed.	the same value from the
2002 Farm Bill	Date Documentation Filed by Producer	Blank.	merged records.
	COC Determination Date	Blank.	
Socially Disadvantaged	Includes Racial, Ethnic and Gender certification	No.	the same value from the merged records
Farmer or Rancher	Includes Racial and Ethnic but NOT Gender certification	No.	8-2-2-2222

*--43 AGI – 2017 75% Rule

A Introduction

The regulations for 2017 WHIP stipulate that a person or legal entity will be eligible for a higher 2017 WHIP payment limitation if the person or legal entity derives at least 75 percent of their average AGI from farming, ranching, or forestry.

Data in the Eligibility System for the "Adjusted Gross Income – 2017 75% Rule" section is used to determine producer eligibility for a higher 2017 WHIP payment limitation. The section will only be available in subsidiary year 2017. See 1-WHIP for additional information for determining producer eligibility for a higher 2017 WHIP payment limitation.

B Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income – 2017 75% Rule" Section

The following is an example of the "Adjusted Gross Income – 2017 75% Rule" section in subsidiary year 2017.

Adjusted Gross Income - 2017 75% Rule Certification Producer Certifies at least 75% of their average adjusted gross income was derived from farming, ranching or forestry?		
⊖ Yes	● No	
Date Documentation Filed by Producer		

C Fields Applicable to "Adjusted Gross Income – 2017 75% Rule" Certification

The following provides fields applicable to the "Adjusted Gross Income – 2017 75% Rule" certification.

Field	Option	Explanation
"Producer Certifies	"Yes"	Producer certified on FSA-892 that at least
at least 75% of		75 percent of their average AGI is derived from
their average		farming, ranching, or forestry.
adjusted gross	"No"	Producer has not certified on FSA-892 that at
income was derived		least 75 percent of their average AGI is derived
from farming,		from farming, ranching, or forestry.
ranching or		
forestry."		
"Date		Date producer filed FSA-892 indicating that at
Documentation		least 75 percent of their average AGI is derived
Filed by		from farming, ranching, or forestry.
Producer"		

*--43 AGI – 2017 75% Rule (Continued)

D Error Messages

The following provides error messages that may be displayed when updating AGI eligibility data.

Field	Option	Explanation
"Date producer	User selected "Yes"	Take either of the following actions:
certified at least	indicating the	
75% of their	producer certified their	• enter the date the person or legal entity
average adjusted	average AGI is	filed the certification on FSA-892
gross income was	derived from at least	indicating at least 75 percent of their
derived from	75 percent farming,	average AGI is derived from farming,
farming, ranching	ranching, or forestry,	ranching, or forestry
and forestry is	but did not enter the	
required."	date in the "Date	• select "No" for the 75 percent average
	Documentation Filed	AGI derived from farming, ranching, or
	by Producer field.	forestry certification.
"Date	Date entered or	Re-enter a valid date or select a date using
Documentation	selected for the "Date	the calendar icon.
Filed by Producer	Documentation Filed	
cannot be later than	by Producer field is	
today's date."	later than the current	
"D	date.	
Date	Date entered or	Re-enter a valid date or select a date using
Documentation Eiled by Dreducer	Selected for the Date	the calendar icon. See subparagraph 13 A
Filed by Producer –	by Droducer" field is	for acceptable date formats.
Invanu date	by Producer field is	
"Date	Date entered for the	Pa anter the date in an accentable format
Documentation	"Date Documentation	according to subparagraph 13 Δ
Filed by Producer	Filed by Producer"	according to subparagraph 15 A.
not formatted	field is not in an	
correctly	acceptable format	
mm/dd/vvvv.	acceptuole format.	
mmddvvvv.		
mmddyy."		

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*--43 AGI – 2017 75% Rule (Continued)

D Error Messages (Continued)

Field	Option	Explanation
"Date producer	User entered the "Date	Take either of the following actions:
certified at least	Documentation Filed by	
75% of their	Producer", but did not	• select "Yes" for the 75 percent average
average adjusted	select "Yes" to indicate	AGI derived from farming, ranching, or
gross income was	the producer certified at	forestry certification if the producer
derived from	least 75 percent of their	certified at least 75 percent of their
farming, ranching	average AGI is derived	average AGI is derived from farming,
or forestry is not	from farming, ranching,	ranching, or forestry
allowed if	or forestry.	
certification is		• remove the date the producer certified at
"No"."		least 75 percent of their average AGI is
		derived from farming, ranching, or
		forestry.

E Field Default Values

When new eligibility records are created, AGI field values are defaulted according to the following.

Field	Default Value
"Certification"	"No", indicating producer has not filed certification on FSA-892
	that at least 75 percent of their average AGI is derived from
	farming, ranching, or forestry.
"Date Documentation	"Blank".
Filed by Producer"	

44-70 (Reserved)

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Part 4 Web-Based Combination Software

Section 1 General Information

71 Overview

A Introduction

This part provides guidance about the following:

- web-based combination software
- creating and viewing a combined producer record
- updating and decombining a combined producer record
- allocating payment limitation
- updating combined producer recording county.

B Why This Part Is Important

This part is important because automated payment limitation processes use combined producer data in the web-based combination software to issue payments.

C Year-Specific File

The combined producer database is year-specific. County Offices **must** be sure to select the appropriate year when accessing and updating a combined producer account.

D Combinations Types

The web-based combination software is used to record COC determinations for the following 2 different combination types:

• "Attribution" that will record determinations according to 4-PL and 5-PL

Note: See:

- 4-PL, subparagraph 179 D for common attribution procedure for 2009 through 2013
- 5-PL, subparagraph 277 D for common attribution procedure for 2014 and subsequent years.
- "Person" that will record person determinations according to 1-PL.

72 Guidelines for Creating Combinations

A Overview

County Offices shall follow the guidelines in this paragraph when creating or updating combinations.

Note: See paragraph 84 for instructions on creating combinations.

B Valid Combinations

For a combination to be valid there **must** be:

- a properly completed CCC-503A or CCC-903 on file indicating that COC has combined at least 2 producers for payment limitation purposes
- 2 separate producers
- **only** 2 producers involved in any parent combination.
- **Note:** Subsequent combinations involving either producer in a parent combination will create a super combination.

72 Guidelines for Creating Combinations (Continued)

C Combination Result

Once the combination has been created, producers will have a combined account number assigned by the Kansas City mainframe computer. Kansas City will download the combined producer account to all counties that have a legacy link in Business Partner for producers in the common attribution combinations. County Offices may verify receiving the validated common attribution combination by printing a MABDIG, according to 2-PL, paragraph 130.

* * *

D Who Performs Combinations

Any county may create a combination if:

- COC has approved the combination on CCC-503A or CCC-903
- 1 member of the combination is legacy linked in Business Partner to the combining county.

The County Office whose COC approved CCC-503A or CCC-903:

- should process the combination in the web-based combination software
- would be the combined recording county for:
 - this parent combination
 - all subsequent combinations affecting either producer in this parent combination.

E Recording County When Combining Members of Super Combinations

If 2 members of 2 separate super combinations are combined together and each super combination has a separate combined recording county, then the county processing the combination is designated the combined recording county for the new super combination.

73-80 (Reserved)

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Section 2 Creating and Displaying Combined Producer Records

81 Web-Based Combined Producers System

A Overview

The web-based Combined Producers System is a part of the web-based Subsidiary System. Combined records will be updated by County Office employees.

In this part, <u>user</u> means County Office employees **except** where specifically noted.

B Accessing the Web-Based Subsidiary System

Access the web-based Subsidiary System according to paragraph 9.

82 Using the Web-Based Combined Producers System

A Entering the Web-Based Combined Producers System

To enter the web-based Combined Producers System, on the Subsidiary Screen, CLICK "Combined Producers" tab.

United States Department of Agriculture Farm Service Agency	Subsidiary
Sut	sidiary Home About Subsidiary Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business File Com	bined Producers Payment Limitations Recording County Subsidiary Print Reports
Links Get Change Alerts Customer Search Screen	mer ID: SUBWEB001

B Users eAuthentication Status

If the user's eAuthentication ID is linked to more than 1 county, the Subsidiary Combined Producers Screen, "Select State County" section will be displayed for the user to select which county the combination will be recorded.



82 Using the Web-Based Combined Producers System (Continued)

C Selecting the Producer

If the user's eAuthentication ID is linked to only 1 county, or after a multi-county user has selected a county, the SCIMS Customer Search Screen will be displayed so users can enter a producer to process in the Combine Producers System. Enter information in SCIMS on the Customer Search Screen by:

- type
- name
- tax ID
- other.

Select the customer on the subsequent Search Results Screen. If producer is **not** in Business Partner, the producer **must** be added in Business Partner according to 1-CM.

After selecting a producer in SCIMS, the Subsidiary Combined Producers Screen, "All Combinations For Customer - Year" drop-down list and "Customer" section will be displayed.

*				
USDA United States Department of	of Agriculture		Subsidiary Combined	Droducare
Farm Service A	gency		Subsidiary combined	Floudcers
	Subsidiary Home	About Subsidiary Help Cont	tact Us Exit Subsidiary	Logout of eAuth
Eligibility Business	File Combined Producers	Payment Limitations Reco	ording County Subsidia	y Print Reports
Links Get Change Alerts	All Combinations For Cu	ustomer - 2017 🗸 Go		
Customer Search	Customer ———			
	Recording County:	Drew - Arkansas		
	New Combination	Allocations Up	date Recording County	
		Common Attribution Diro	et Combinations	
1	Members	Reason	Determination Date	Detail
1				
		Common Attribution Indire	at Combinations	
1	Members	Reason	Determination Date	Detail
		Borron Direct Com	hingtions	
	Members	Reason	Determination Date	Detail
	ANY3 CORPORATION	Member's share is greater than 50% in a corporation, limited liability company, limited partnership or irrevocable trust	01/01/2017	<u>Detail</u>
	Person - Indirect Combinations			
	Members	Reason	Determination Date	Detail
	Screen ID: COMWEB	003	B	lack to Top ^
-				

82 Using the Web-Based Combined Producers System (Continued)

D "All Combinations For Customer - Year" Drop-Down List and "Customer" Section

The Subsidiary Combined Producers Screen, "All Combinations For Customer - Year" drop-down list and "Customer" section:

- is the beginning point for actions relative to the web-based Combined Producers System
- will display the following items.

Field/Button	Description	Action
"Year"	The Web-Based Combined Producers System is year specific.	Use "All Combinations For Customer - Year" drop-down list to select the applicable year.
"Customer"	Identifies the selected customer.	
"New	Begins the process of combining the selected	"Add
Combination"	producer. See paragraph 84 for creating combinations.	Combination" section will be displayed.
"Allocations"	 Begins the recording allocated payment limitation shares to designated persons and/or legal entities (members) under common attribution. Note: Persons and/or legal entities (members) under common attribution must file CCC-904 (subparagraph 83 C). Designated shares from CCC-904 will be recorded in the allocation process. See paragraph 98 for updating allocations. 	"Allocations" section will be displayed.
"Update	Begins the process of updating the combined	"Update
Recording	recording county for a customer. See paragraphs 99	Recording
County"	and 100 for updating the recording county of a combination.	County" section will be displayed.
82 Using the Web-Based Combined Producers System (Continued)

D	"All Combinations For Customer - Year" Drop-Down List and "Customer" Section
	(Continued)

Field/Button	Description	Action
"Common	Lists all customers that the selected customer is directly	
Attribution -	combined with for common attribution according to 4-PL,	
Direct	for 2009 through 2013, and 5-PL, for 2014 and subsequent	
Combinations"	years. This is considered a parent combination.	
"Common	Lists all customers that the selected customer is indirectly	
Attribution -	combined with for common attribution according to 4-PL	
Indirect	for 2009 through 2013 and 5-PL for 2014 and subsequent	
Combinations"	years.	
"Person -	Lists all customers that the selected customer is directly	
Direct	combined with according to 1-PL. This is considered a	
Combinations"	parent combination.	
"Person -	Lists all customers that the selected customer is indirectly	
Indirect	combined with according to 1-PL.	
Combinations"		

83 CCC-904, Allocation of Payment Limitation Under Common Attribution

A Using CCC-904's

CCC-904's are used by persons and/or legal entities (members) that have been determined under direct attribution rules to collectively be limited to 1 payment limitation. This is known as common attribution. The persons and/or legal entities (members) under common attributions may use CCC-904 to allocate a share of the payment limitation to designated members when collectively payments issued/attributed to all members will exceed the program limitation.

Note: Filing CCC-904 is **not required**. If CCC-904 is **not** filed, payments will be issued to members under common attribution based on order of disbursement.

Load all combinations in the web-based Subsidiary System according to this part **before** allocating payment limitation.

B Completing CCC-904's

Complete CCC-904's according to this table.

Item	Instruction						
1	Enter program year the payment limitation allocation will become effective.						
	Note: The payment limitation allocation will remain effective until revoked or a new CCC-904 is submitted.						
2A	Enter name and address of the combined recording county.						
2B	Enter telephone number (including area code) of the combined recording county.						
	Part A						
Alle Com	ocation of Payment Limitation to Persons and Legal Entities (Members) Under mon Attribution (If additional space is needed use continuation sheet on page 2.)						
1	Enter program names for which the payment limitation share allocation is being submitted. Enter 1 of the following for which the share allocated in item 3 will be applicable:						
	 name of a single program name of multiple programs check the box to indicate all programs. 						
2	Enter the names of all persons and/or legal entities (members) with direct and indirect interest in the common attribution combination. If there are more than 4 persons and/or legal entities (members) under common attribution, continue on page 2.						
	Note: Persons and/or legal entities (members) may be identified from 1 of the following:						
	• all persons and/or legal entities (members) in the Subsidiary Combined Producers Screen, "Common Attribution - Direct Combinations" and "Common Attribution - Indirect Combinations" sections on the All Combinations for Customer Screen (access according to paragraph 82)						
	• all persons and/or legal entities (members) on the Allocations Screen (access according to paragraph 100).						

B Completing CCC-904's (Continued)

Item	Instruction				
3	The producer will enter the share of the program payment limitation to be allocated				
	to the person and/or legal entity (member) identified in item 2. The sum of all				
	shares must equal 100.000000.				
	This share will be applied to the payment limitation for the programs listed in item 1. All payments, for programs listed in Item 1, issued and/or attributed to that person and/or legal entity (member) will be limited to that amount.				
	Note: Shares entered must be:				
	• numeric				
	• formatted XXX.XXXXXX				
	• no more than 6 decimals.				
4	When the payment limitation share allocation being submitted is different than the				
	payment limitation share allocation entered in Item 3, enter either of the following				
	for which the share allocated in Item 6 will be applicable:				
	• name of a single program				
5	 name of multiple programs. Enter the names of all namena and/on level antitica (members) with direct and 				
3	indirect interest in the common attribution combination. If there are more than				
	4 persons and/or legal entities (members) under common attribution, continue on				
	page 2.				
	Note: Persons and/or legal entities (members) may be identified from 1 of the following:				
	 all persons and/or legal entities (members) in the Subsidiary Combined Producers Screen, "Common Attribution - Direct Combinations" and "Common Attribution - Indirect Combinations" sections on the All Combinations for Customer Screen (access according to paragraph 82) 				
	• all persons and/or legal entities (members) on the Allocations Screen (access according to paragraph 100).				

B Completing CCC-904's (Continued)

Item	Instruction						
6	The producer will enter the share of the program payment limitation to be allocated						
	to the person and/or legal entity (member) identified in Item 5. The sum of all						
	shares must equal 100.000000.						
	Note: Shares entered must be:						
	• numeric						
	formatted XXX.XXXXXX						
	• no more than 6 decimals.						
	Part B						
Sig	natures of Persons and Legal entities (Members) Under Common Attribution						
1	The member or authorized representative of the member identified in Item 4 must						
	sign. All members of the common attribution combination must sign and date						
	agreeing to the allocated shares in order for the allocation to be effective.						
2	If applicable, enter the title of the member in item 4 or relationship of the individual						
	signing in a representative capacity for the member in item 4.						
3	The signatory will enter the date of the signature.						
	Part C						
	To be completed by County FSA Official						
1A	County FSA official shall sign after verifying the shares allocated equal 100 percent.						
1 B	Enter title of County FSA official signing in item 1B.						
1C	Enter date of signature in item 1C.						

C Example CCC-904

000-004	ILE DEPARTMENT OF ACCIOUS	THOE	1 Effective Regioning is	Program Year	and a subset i allo a
(12-07-09)	Commodity Credit Corporation	LIUKE	2015	rogram roat	
12-07-00)	commonly creat corporation		2A. Combined Record	ing County Nam	e and Address
			Drew County		
ALLOCA	TION OF PAYMENT LIMIT	ATION UNDER	123 Any Street		
	COMMON ATTRIBUTIO	N	Anywhere, AR 543	21	
			2B. Telephone Numbe	e r (include Area Co	ode)
The following	a statement to marke to annonlinene with the Privacy Art	of 1974 (51/SC 557a - as amended). T	XXX - XXX - XXXX he sufficiely for insuration for information	ling identified on this four	n is 7 CFR Ped
7400, Contro a share of th agencias, an Records Net application of This informat	oney Cient Copporation Charter AC (19 U.S. U. 19 et al. e common allution payment libritation in designated i d nongovernmental autities that have been authorized o te for USDATA-2, from Records File (Automated). I the one payment fimitation being applied based on oro ion collaction is exampled from the Paparytock Reduciti	sen), and the Food, conservation, and i mambers. The information collected on it receives to the information by statute or re Providing the requised information is vo ler of payment disbuscement. on Act, as it is required for administration	Design Act of 2004 (P48. L. 110-216), this form may be disclosed to other Fe- gulation and/or as described in applica kintery. However, failure to furnish the of the Food, Conservation, and Einer	The Internation for the de densi, State, Local gover able Routine Uses identif a requested Information (27 Act of 2008 (see Pub.)	nmont agencies, Tribal ind in the System of will result to the L. 110-246, Title I, S. COMMENTED SOCIES
TO YOUR C	omensination). The provisions of appropriate criminal a OUNTY FSA OFFICE.	na awi mana, privacy, and other stativat	s may be approacle to the information (provideo. Refundin This	S COMPLETED FORM
Common attribution programs, based on antitics that are sub this form agreeing to imitation amount of instructions: All the payment limits PARTA – ALLO ATTRI 1. Enter the name	a means crediting program payments rece- a specific or unique relationship between ject to this one limitation to allocate a shi to the allocated shares for the allocation t inder common attribution will remain in o persons and legal entitles under com ation for the programs identified in Pa CATION OF PAYMENT LIMITATION (BUTION (if additional space is need e of program(s): CTAP	etved by persons or legal entitie are of the payment limitation o be effective. The allocation effect until revoked or a new i mmon attribution must be lis it A. The persons and legand to PERSONS AND LEG added use continuation sho	thes collectively to one payming. The purpose of this form amount. All such persons are as agreed to by all persons are allocation is submitted. sted in Part A with the des al entitles listed in Part A re GAL ENTITIES (MEMBER eet on Page 2)	tent innitition amo is to allow such p ad legal entities m ad legal entities re: ignated share to must also comple (S) UNDER COM	ant for applicable ersons and legal ust sign and date trrited to this one be applied to ate Part B.
Check here 🔲 i	f applicable to all programs, skip item	s 4, 5 and 6.	Addition of the second		are Allegated
	Name of Persons and Legal Entitle	s (Members) Under Common /	Attribution	3, 50	are Allocated
Any1 Producer					50
Any2 Producer	e of program(s):				50
Any2 Producer 4. Enter the nam	e of program(s): 5. Name of Persons and Legal Entitie	s (Members) Under Common	Attribution	6. St	50
Any2 Producer 4. Enler the nam	e of program(s): 5. Name of Persons and Legal Entitie	s (Members) Under Common /	Attribution	6. St	50
Any2 Producer 4. Enler the nam Any1 Producer	e of program(s): 5. Name of Persons and Legal Enlitie	s (Members) Under Common /	Attribution	6. St	50 are Allocated 25
Any2 Producer 4. Enler the nam Any1 Producer Any2 Producer	e of program(s): 5. Name of Persons and Legal Entitie	s (Members) Under Common /	Attribution	6. St	are Allocated 25 75
Any2 Producer 4. Enler the name Any1 Producer Any2 Producer PART B – SIGNA All members within	e of program(s): 5. Name of Persons and Legal Entitie 5. Name of Persons and Legal Entitie	s (Members) Under Common / ENTITIES (MEMBERS) (n. By signing this form, each /	Attribution JNDER COMMON ATTRI member has agreed to the sh	6. St BUTION Pares allocated in 1	50 are Allocated 25 75 lems 3 and 6 (//
Any2 Producer 4. Enter the name Any1 Producer Any2 Producer PART B – SIGNA All members within applicable). Name of Persons Com	e of program(s): 5. Name of Persons and Legal Entitie 	s (Members) Under Common / ENTITIES (MEMBERS) (n. By signing this form, each r Title/Relationship of the Inc	Attribution JNDER COMMON ATTR member has agreed to the sh 2. dividual Signing in a Represe	6. St BUTION hares allocated in I intative Capacity	are Allocated 25 75 lems 3 and 6 (// 3. Date Signed (MM-DD-YYYY)
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Any2 Producer 4. Enter the name Any1 Producer Any2 Producer PART B - SIGNA All members within applicable). Name of Persons Com Any 1 Prod Any 1 Producer	e of program(s): 5. Name of Persons and Legal Erritie XTURES OF PERSONS AND LEGAL the common attribution must sign this for 1. s and Legal Entities (Members) Under mon Attribution Signature <i>ULLC</i>	s (Members) Under Common / ENTITIES (MEMBERS) (n. By signing this form, each r Title/Relationship of the Inc Parent	Attribution JNDER COMMON ATTR member has agreed to the sh 2. dividual Signing in a Represe	6. St BUTION hares allocated in I intative Capacity	50 are Allocated 25 75 ems 3 and 6 (// 3. Date Signed (MM-DD-YYY) mm/dd/yyyy mm/dd/yyyy
Any2 Producer A. Enter the name Any1 Producer Any2 Producer PART B – SIGNA All members within Name of Persons Com Any 1 Prod Any 1 Prod Any 2 Producer	e of program(s): 5. Name of Persons and Legal Entitie TURES OF PERSONS AND LEGAL the common attribution must sign this for 1. s and Legal Entities (Members) Under mon Attribution Signature <i>ULLC</i>	s (Members) Under Common / . ENTITIES (MEMBERS) (n. By signing this form, each r Title/Relationship of the Inc Parent	Attribution JNDER COMMON ATTR member has agreed to the sh 2. dividual Signing in a Represe	6. St	50 are Allocated 25 75 leme 3 and 6 (// 3. Date Signed (MM-DD-YYY) mm/dd/yyyy mm/dd/yyyy
Any2 Producer 4. Enler the name Any1 Producer Any2 Producer PART B – SIGNA All members within applicable). Name of Persons Com Any 1 Prod Any 1 Prod Com	e of program(s): 5. Name of Persons and Legal Entitie TURES OF PERSONS AND LEGAL the common attribution must sign this form 1. s and Legal Entities (Members) Under mon Attribution Signature (ILLC)	s (Members) Under Common / ENTITIES (MEMBERS) U n. By signing this form, each r Title/Relationship of the Inc Parent	Attribution JNDER COMMON ATTRI member has agreed to the sh 2. dividual Signing in a Represe	6. St	50 are Allocated 25 75 tems 3 and 6 (// 3. Date Signed (MM-DD-YYYY) mm/dd/yyyy mm/dd/yyyy
Any2 Producer 4. Enler the name Any1 Producer Any2 Producer PART B – SIGNA All members within applicable). Name of Persons Com Any 1 Produ Com Any 1 Producer Com Any 1 Producer PART C – TO BE	e of program(s): 5. Name of Persons and Legal Entitie TURES OF PERSONS AND LEGAL the common attribution must sign this form 1. s and Legal Entities (Members) Under mon Attribution Signature (ILLC COMPLETED BY COUNTY FSA O	s (Members) Under Common / ENTITIES (MEMBERS) U n. By signing this form, each r Title/Relationship of the Inc Parent FFICIAL	Attribution JNDER COMMON ATTRE member has agreed to the sh 2. dividual Signing in a Represe	6. St IEUTION hares allocated in I intalive Capacity	50 are Allocated 25 75 ems 3 and 6 (// 3. Date Signed (/MM-DD-YYYY) mm/dd/yyyy mm/dd/yyyy
Any2 Producer 4. Enter the name Any1 Producer Any2 Producer PART B – SIGNA All members within applicable). Name of Persons Com Any 1 Produ Com Any 1 Producer PART C – TO BE County FSA Offic	e of program(s): 5. Name of Persons and Legal Entitie TURES OF PERSONS AND LEGAL the common attribution must sign this form 1. s and Legal Entities (Members) Under mon Attribution Signature (LLC) COMPLETED BY COUNTY FSA O ial shall sign upon verification that the	s (Members) Under Common / ENTITIES (MEMBERS) Under Common / Title/Relationship of the Inc Parent FFICIAL a shares allocated equal 10	Attribution JNDER COMMON ATTRI member has agreed to the sh 2. dividual Signing in a Represe	6. St IEUTION hares allocated in the intative Capacity	50 are Allocated 25 75 tems 3 and 6 (// 3. Date Signed (MM-DD-YYYY) mm/dd/yyyy mm/dd/yyyy
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C Example CCC-904 (Continued)

CC-904 (Cont.) (12-07-09)	Page 2 of 2	
1. Effective Beginning Program Y		
CONTINUATION SHEET	2A. Combined Recording County Name and Address	
	2B. Program Name	
PART A – ALLOCATION OF PAYMENT LIMITATION TO PERS ATTRIBUTION (Continued from Page 1) 1. Enter the name of program(s):	ONS AND LEGAL ENTITIES (MEMBERS) UNDER COMMON	
Check here 🔲 if applicable to all programs.		
2. Name of Persons and Legal Entities (Members)	Under Common Attribution 3. Share Allocated	
4. Enter the name of program(s):		
5. Name of Persons and Legal Entities (Members)	Under Common Attribution 6. Share Allocated	
iti ⊄ (≂		
(Continued from Page 1)		
Name of Persons and Legal Entities (Members) Under Title/Relat Common Attribution Signature	tionship of the Individual Signing in a Representative Capacity Date Signed (MM-DD-YYYY)	

84 Creating Combinations

A New Combination Option

On the Subsidiary Combined Producers Screen, "Customer" section, CLICK "**New Combination**". The Subsidiary Combined Producers Screen, "Add Combination" section will be displayed.

United States Department	of Agriculture		Subsidiary	Combined Produc	ers
	igency		No. of Concession, Name		
	Subsidiary Home A	bout Subsidiary Help	Contact Us Exit S	ubsidiary Logout	of eAuth
Eligibility Busines	s File Combined Producers	Payment Limitations	Recording County	Subsidiary Print	Reports
Links	Add Combination For Cu	istomer - 2017			
Get Change Alerts	Customer Name: Recording County:	ANY1 PRODUCE Drew - Arkansas	ER		
	Add Combination = Combination Recording County:	Drew - Arkansas			
	Combination Type:	Attribution	O Person		
	Reason: Determination Date: Members of Combination Name ANY1 PRODUCER Add Member	Select One			~
	Submit Cancel F	Reset			

A New Combination Option (Continued)

The Subsidiary Combined Producers Screen, "Add Combination" section will be displayed with the All Combination For Customer year selected and the following information/options.

Field/Button	Description	Action		
"Customer"	"Customer" Identifies selected customer.			
"Add	Identifies combination to be processed.			
Combination"				
"Combination	Identifies combination recording county for the			
Recording County"	combination to be processed.			
"Combination Type"	Allows users to designate the combination type to be processed. Select:			
	• "Attribution", if the combination is according to 4-PL for 2009 through 2013 and 5-PL for 2014 and subsequent years			
	• "Person", if the combination is required according to 2-PL.			
"Reason" Identifies reason the 2 producers are being combined. See paragraph 85 for combination reasons.				
	Note: Combination reasons displayed will differ based on the selected combination type.			
"Determination Identifies the date that COC: Date"				
	• determined that the 2 producers were combined			
	• or designee signed CCC-503A or CCC-903.			
"Members of				
Combination"				

Field/Button	Description	Action
"Add Member" Allows users to select		SCIMS Selection Screen will be displayed to
	the second member	select the second member of the combination.
	of the combination to	After the second member is selected, this option is
	be processed.	not available.
"Submit"		Subsidiary Combined Producers Screen, "Add
		Combination" section will be displayed with the
		question, "Are you sure you want to create this
		combination?"
"Cancel"		Subsidiary Combined Producers Screen, "Add
		Combination" section will be displayed without
		processing the combination.
"Reset"		Clears the "Reason" and "Determination Date"
		fields.

A New Combination Option (Continued)

B Selecting Combination Type

On the Add Combination For Customer Screen, select the applicable combination type as follows:

- "Attribution" when COC or designee signed CCC-903 determining common attribution is applicable
- "Person" when COC or designee signed CCC-503A determining multiple producers are considered 1 person.

Note: Combination type will default to "Attribution".

C Selecting Combined Producer

After the user selects a combination type, CLICK "**Add Member**" to add the second member of the combination. The SCIMS Customer Search Page will be displayed. User will enter information by the following:

- type
- name
- TIN
- other.

Select the customer on the subsequent Search Results Screen. If customer is **not** in Business Partner, the customer **must** be added in Business Partner according to 1-CM.

When the second member has been selected, the following screen will be displayed with both members of the combination listed in the "Add Combination" section, under "Members of Combination".

United States Department	of Agriculture gency		Subsidiary	Combined Producers	
			Survey Statistics		
	Subsidiary Home About	Subsidiary Help (Contact Us Exit S	ubsidiary Logout of eAu	th
Eligibility Business	s File Combined Producers Pay	yment Limitations 1	Recording County	Subsidiary Print Report	ts
Links	Add Combination For Custom	ier - 2017			
Get Change Alerts	Customer Name: A Recording County: D	NY1 PRODUCE rew - Arkansas	R		
	Add Combination Combination Dre Recording County:	w - Arkansas			
	Combination Type:	Attribution	O Person		
	Reason: Se Determination Date: Members of	lect One		~	2
	Name Bus ANY1 PRODUCER Indi ANY2 PRODUCER Indi Add Member Indi	sinessType vidual ividual	-		
	Submit Cancel Reset	t			

D Selecting Combination Reason

After users select a customer, CLICK "**Reason**" drop-down list (see paragraph 85), to select the correct combination reason.

Note: In the following example, user selected:

- "Combination Type" of "Attribution"
- combination "Reason" of "Minor child and Parent/Guardian".

*			
United States Department of Farm Service A	f Agriculture gency		Subsidiary Combined Producers
	Subsidiary Home About S	ubsidiary Help Cont	act Us Exit Subsidiary Logout of eAuth
Eligibility Business	File Combined Producers Payr	nent Limitations Reco	ording County Subsidiary Print Reports
Links	Add Combination For Custome	er - 2017	
Get Change Alerts	Customer Name: AN Recording County: Dr	IY1 PRODUCER ew - Arkansas	
	Add Combination Combination Drev Recording County:	v - Arkansas	
	Combination Type: • A	ttribution	○ Person
	Reason: Mind Determination Date: Image: Combination Members of Combination Name Busi ANY1 PRODUCER Indiv ANY2 PRODUCER Indiv Add Member Indiv	nessType idual	ardian 🗸
	Submit Cancel Reset]	

E Selecting the Determination Date

Enter date that COC:

- determined that the 2 producers were combined
- or designee signed CCC-903 (for "Attribution" type combination example).

Time: ANY1 PRODUCER Recording County: Drew - Arkansas Combination Type: • Attribution Peterminiation Date: 0/0/1/2017 Determiniation Date: 0/0/1/2017 Mame BusinessType Name BusinessType Anyra Producers BusinessType Anyra Producers Individual Individual Individual			
Farm Service Agency Contact Us [Exit Subsidiary] Logout of eAuth Subsidiary Home About Subsidiary Help Contact Us [Exit Subsidiary Print] Reports Subsidiary Home About Subsidiary Help Contact Us [Exit Subsidiary Print] Reports Links Get Change Alerts Customer Search Add Combination For Customer - 2017 Customer Search Add Combination Drew - Arkansas Combination Type: Add Combination Date: Dilon/D	United States Department	of Agriculture	Subsidiary Combined Producers
Subsidiary Home About Subsidiary Help Contact Us Exit Subsidiary Logout of eAuth Ligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Add Combination For Customer - 2017 Customer AnY1 PRODUCER Recording County: Drew - Arkansas Add Combination Combination Type: • Attribution • Person Reason: Minor child and Parent/Guardian • Determination Date: 01/01/2017 Members of Combination Name ANY1 PRODUCER Individual ANY1 PRODUCER Individual Individual Any2 PRODUCER Individual Individual Individual Reset	Farm Service A	gency	
Subsidiary Home About Subsidiary Help Contact Us Exit Subsidiary Logout of eAuth Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Add Combination For Customer - 2017 Customer Search Add Combination For Customer - 2017 Customer Search Add Combination For Customer - 2017 Customer Recording County: Drew - Arkansas Combination Combination Combination Type: Ombination Type: Other Arkansas Reason: Minor child and Parent/Guardian Optimization Name ANY1 PRODUCER Adving Producer Mambers of Combination Name ANY1 PRODUCER Adving Producer Adving Producer Add Member		-	
Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Links Add Combination For Customer - 2017 Customer Search Customer ANY1 PRODUCER Recording County: Drew - Arkansas Add Combination Drew - Arkansas Combination Type: • Attribution Reason: Minor child and Parent/Guardian Determination Date: 01/01/2017 Mame BusinessType ANY1 PRODUCER Aume BusinessType Name Submit Cancel Reset		Subsidiary Home A	About Subsidiary Help Contact Us Exit Subsidiary Logout of eAuth
Links Add Combination For Customer - 2017 Customer Search Customer Mame: Name: ANY1 PRODUCER Recording County: Drew - Arkansas Add Combination Combination Combination Drew - Arkansas Combination Drew - Arkansas Combination Drew - Arkansas Recording County: Combination Combination Type: • Attribution Reason: Minor child and Parent/Guardian Determination Date: 01/01/2017 Members of Minor child and Parent/Guardian ANY1 PRODUCER Individual ANY2 PRODUCER Individual Add Member Individual Submit Cancel	Eligibility Busines	s File Combined Producers	s Payment Limitations Recording County Subsidiary Print Reports
Customer Search Customer Name: ANY1 PRODUCER Recording County: Drew - Arkansas Add Combination Drew - Arkansas Combination Drew - Arkansas Combination Type: ● Attribution Combination Type: ● Attribution Person Reason: Determination Date: 01/01/2017 Members of Combination Name BusinessType ANY1 PRODUCER Individual ANY1 PRODUCER Individual Member Submit Cancel Reset	Links	Add Combination For Cu	ustomer - 2017
Name: ANY1 PRODUCER Recording County: Drew - Arkansas Add Combination Drew - Arkansas Combination Type: • Attribution Person Reason: Minor child and Parent/Guardian Determination Date: 01/01/2017 Members of onsinessType ANY1 PRODUCER ndividual ANY1 PRODUCER ndividual Add Member Submit< Submit Cancel	Get Change Alerts	Customer]
Add Combination Drew - Arkansas Combination Drew - Arkansas Recording County: Combination Type: Combination Type: • Attribution Person Reason: Minor child and Parent/Guardian Determination Date: 01/01/2017 Members of Combination Name BusinessType ANY1 PRODUCER Individual AnY2 PRODUCER Individual Add Member Individual	Customer Search	Name:	ANY1 PRODUCER
Add Combination Drew - Arkansas Combination Type: • Attribution Combination Type: • Attribution Combination Type: • Attribution Reason: Minor child and Parent/Guardian Determination Date: 01/01/2017 Members of on Combination BusinessType ANY1 PRODUCER Individual Any2 PRODUCER Individual Add Member Reset		Recording County:	Drew - Arkansas
Combination Type: • Attribution • Person Reason: Minor child and Parent/Guardian • V Determination Date: 01/01/2017 • Members of Combination Name ANY1 PRODUCER ANY2 PRODUCER Individual Individual Individual Individual Submit Cancel Reset		Add Combination = Combination Recording County:	Drew - Arkansas
Reason: Minor child and Parent/Guardian Determination Date: 01/01/2017 Members of Combination Name BusinessType ANY1 PRODUCER ANY2 PRODUCER AnY2 PRODUCER Individual Add Member Submit Cancel Reset		Combination Type:	Attribution Person
Determination Date: 01/01/2017 Members of Combination Name BusinessType ANY1 PRODUCER Individual ANY2 PRODUCER Individual Add Member Submit Cancel Reset		Reason:	Minor child and Parent/Guardian
Members of Combination Name ANY1 PRODUCER Individual ANY2 PRODUCER Individual Add Member Submit Cancel Reset		Determination Date:	01/01/2017
Submit Cancel Reset		Members of Combination Name ANY1 PRODUCER ANY2 PRODUCER Add Member	BusinessType Individual Individual
Screen ID: COMWEB001		Submit Cancel I Screen ID: COMWEBC	Reset 001

F Completing the Combination

If users click "**Submit**", the Subsidiary Combined Producers Screen, "Add Combination" section will be displayed with the question, "Are you sure you want to create this combination?" Users can click any of the following:

• "View Combinations of (Customer's Name)", if applicable

- "Yes", to complete the combination
- "No", to exit the combination before processing.

USDA United States Departme	nt of Agriculture	Subaidiany Combined Draducero
Farm Service	Agency	Subsidiary Combined Producers
	Subsidiary Home About Subsidiary	Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Busin	ess File Combined Producers Payment Limit	ations Recording County Subsidiary Print Reports
Links Get Change Alerts	Add Combination For Customer - 2017	
Customer Search	Name ⁻ ANY1 PROI	DUCER
·	Recording County: Drew - Arka	nsas
	F Add Combination ————	
	Combination Recording County:	Drew - Arkansas
	Reason	Minor child and Parent/Guardian Direct
	Redoon.	Attribution Rules
	Determination Date:	01/01/2017
	Members of Combination	DuringenTurg
		Business i ype
	ANY2 PRODUCER	Individual
	A ROBOOLIN	mannadar
	Are you sure you want to cre	ate this combination?
	Yes No	
	Screen ID: COMWEB007	

F Completing the Combination (Continued)

If Any2 Producer was member of another combination the following would be displayed under the "Add Combination" section.



If users click "View Combinations of Any2 Producer" the screen will be redisplayed with Any2 Producer's other combinations displayed at the bottom.

F Completing the Combination (Continued)

If users click "**Yes**", the Subsidiary Combined Producers Screen will be displayed with the message, "Combination was successfully created".

USDA United States Department	of Agriculture		Subsidiary Combined	Pendunar
Farm Service Agency			rioducers	
	Subsidiary Home	About Subsidiary Help Cont	actUs ExitSubsidiary	Logout of eAuth
Eligibility Busines	s File Combined Producer	s Payment Limitations Reco	ording County Subsidiary	Print Reports
Links	- Info			
Get Change Alerts	Combination was suce	æssfully created		
Customer Search	All Combinations For C	ustomer - 2017 🗸 Go		
	<u>Customer</u>			i
	Name: Recording County:	ANY1 PRODUCER Drew - Arkansas		
	ricocording obtainly.			
	New Combination	Allocations Upo	date Recording County	
		Common Attribution - Direc	t Combinations	
	Members	Reason	Determination Date	Detail
	ANY2 PRODUCER	Minor child and Parent/Guardian Direct Attribution Rules	01/01/2017	<u>Detall</u>
		Common Attribution Indian	d Cambinatiana	
	Members	Reason	Determination Date	Detail
		Person - Direct Com	binations	
	Members	Reason	Determination Date	Detail
	ANY3 CORPORATION	Member's share is greater than 50% in a corporation, limited liability company, limited partners hip or irrevocable trust	01/01/2017	<u>De tall</u>
		Doman Judice of Com	hinstions	
	Members	Reason [Determination Date	Detail
	Screen ID: COMWEB	003	Ba	ck to Top ^

G Viewing the Completed Combination

When the combination is completed, the Subsidiary Combined Producers Screen, "Customer" section will be displayed with the following information.

Field/Button	Description
"Info"	Status of the combination.
"Year"	Year combination was successfully created. Users may select
	another year to view or update.
"Customer"	Selected customer (Any1 Producer in this example).
"New Combination"	Begins the process of combining the selected producer as
	discussed in subparagraph A.
"Allocations"	Begins the process of allocating payment limitation as discussed
	in paragraph 98.
"Update Recording	Begins the process to change the combined recording county as
County"	discussed in paragraphs 99 and 100.
"Common Attribution -	Customer (Any2 Producer in this example) that was directly
Direct Combinations"	combined with the selected customer using "Attribution" type
	combination.
"Common Attribution -	Customer that is indirectly combined to the selected customer
Indirect Combinations"	through a direct combination with a customer listed in the
	"Common Attribution - Direct Combinations" section (there are
	no indirect combinations in this example).
"Person - Direct	Customer (Any3 Corporation in this example) that was directly
Combinations"	combined with the selected customer using "Person" type
	combination.
"Person - Indirect	Customer that is indirectly combined to the selected customer
Combinations"	through a direct combination with a customer listed in the
	"Person - Direct Combinations" section (there are no indirect
	combinations in this example).
"Details"	Details of the combination as discussed in paragraph 103.

85 Combination Reasons

A Overview

On the Subsidiary Combined Producers Screen, "Add Combination" section, when users select a reason to combine the 2 selected customers, the web-based combination software, combination reasons are based on **both** of the following:

- combination type
- producer business type.

Note: For all combination policy, see:

- 1-PL for "Person" type combinations
- 4-PL for "Attribution" type combinations for 2009 through 2013
- 5-PL for "Attribution" type combinations for 2014 and subsequent years.

85 Combination Reasons (Continued)

B Reasons for "Attribution" Type Combinations

The following table provides Subsidiary Combined Producers Screen, "Add Combination" section, "Reason" drop-down list reasons when the user selects "Attribution" type combination. See:

- 4-PL, subparagraph 179 D for reasons for common attribution for 2009 through 2013
- 5-PL, subparagraph 277 D for reasons for common attribution for 2014 and subsequent years.

The information is specific to the business type of the selected customer in the "Customer" box.

Selected Customer	Combination Reason
Individual	• Minor child and parent/guardian - direct attribution rules.
	• Substantive change not met resulting in common attribution.
	• Revocable trust using SSN and minor child.
	• LLC using SSN and minor child.
Trust - Revocable using SSN	Revocable trust using SSN and Minor Child
Limited Liability Corporation using SSN	LLC using SSN and minor child.
Churches, Charities and Non-Profit Organizations	Organization and parent organization.
	Note: Because provisions for this combination reason are applicable to 4-PL and 1-PL, a combination updated with this reason will be recorded for both "Attribution" and "Person".
Public Schools	Combined public schools.

85 Combination Reasons (Continued)

Par. 85

C Reasons for "Person" Type Combinations

The following table provides:

- Subsidiary Combined Producers Screen, "Add Combination" section, "Reason" drop-down list reasons when the user selects "Person" type combination
- 1-PL paragraph references that contain the reasons for combinations.

Note: The information is specific to the business type of the selected customer in the "Customer" box.

		1-PL Paragraph
Selected Customer	Combination Reason	Reference
Individual	Husband and wife.	253
	Individual operating as a small business.	113
	Majority interest in an entity.	313
	Sole beneficiary in a trust.	363
	Heir and estate.	332
	Grantor and revocable trust.	363
	Minor child and parent/guardian.	254
	Requested "1 Person" joint operation.	293
	Combined members have majority interest.	313
Individual Operating	Individual operating as a small business.	113
as a Small Business		
Corporations,	Majority interest in an entity.	313
Limited Liability	Common members with majority interest in	313
Company, Limited	multiple entities.	
Partnership	Requested "1 Person" joint operation.	293
	Sole beneficiary.	363
	Combined members have majority interest.	313

85 Combination Reasons (Continued)

		1-PL Paragraph
Selected Customer	Combination Reason	Reference
Trust - Revocable	Sole beneficiary.	363
	Grantor and revocable trust.	363
	Requested "1 Person" joint operation.	293
	Majority interest in an entity.	313
	Combined members have majority interest.	313
Trust - Irrevocable	Sole beneficiary.	363
	Requested "1 Person" joint operation.	293
	Combined members have majority interest.	313
Estate	Heir and estate.	332
	Requested "1 Person" joint operation.	293
	Majority interest in an entity.	313
	Sole beneficiary.	363
	Combined members have majority interest.	313
State and Local	Combined State entity.	256
Government	Sole beneficiary.	363
Churches, Charities, and Nonprofit	Organization and parent organization.	256
Organizations	Note: Because provisions for this combination	
	reason are applicable to 4-PL and 1-PL, a	
	combination updated with this reason	
	will be recorded for both "Attribution"	
	and "Person".	
	Sole beneficiary.	363

C Reason Codes for "Person" Type Combinations (Continued)

86-95 (Reserved)

Section 3 Combined Producer Payment Limitation Allocations and Recording County

96 Updating Combined Producer Records

A Overview

A system has been developed to update certain functions of the web-based Combined Producer System.

B Updating Functions

The web-based combination software update functions available are the combined producer:

- payment limitation allocation (paragraph 98)
- recording county (paragraph 99 and 100).

97 Combined Producer Payment Limitation Allocation

A Background

As a function of the web-based combination software, allocation of a specific program's payment limitation to producers with common attribution will now be available for any combinations with "Attribution" type combination.

Note: Payment limitation allocation is **not** available for "Person" type combinations.

B Policy

When persons and/or legal entities (members) that are subject to common attribution collectively exceed the program's payment limitation, CCC-904 may be filed to allocate a specific share of the program's payment limitation to specific members under common attribution. Payment limitation allocation may be processed if **all** of the following apply:

- persons and/or legal entities (members) under common attribution will receive program payments for which direct attribution is applicable
- all persons and/or legal entities (members) under common attribution agree collectively to divide the program payment limitation by filing CCC-904.
- **Note:** CCC-904 is **not** required when a State drawing is required according to 4-PL, paragraph 119 for 2009 through 2013 and 5-PL, paragraph 174 for 2014 and subsequent years.

C Using Web-Based Payment Limitation Allocation Software

The web-based combination software provides the initial release of the web-based payment limitation allocation software. Persons and/or legal entities (members) under common attribution have the option of allocating a share of the payment limitation to designated persons and/or legal entities (members) by filing CCC-904. If CCC-904 is **not** filed, payments will be processed in the order in which the payments are issued and/or attributed until collectively the members under common attribution reach payment limitation.

Note: This web-based process does **not** allocate payment limitation to counties when a producer is multi-county. Web-based payments will be issued on a first come-first issued basis. ***

A Accessing the Combined Producer Payment Limitation Allocation

On the Subsidiary Combined Producers Screen, after selecting year from the "All Combinations For Customer - Year" drop-down list (see paragraph 82 for access), CLICK "**Allocations**", to access the common attribution payment limitation allocation. The Subsidiary Combined Producers Screen, "Allocations" section will be displayed.

United States Department of Farm Service Ag	f Agriculture gency		Subsidiary Combine	ed Producers
				<u> </u>
	Subsidiary Home	About Subsidiary Help Cor	ntact Us Exit Subsidiary	Logout of eAuth
Eligibility Business	File Combined Producers	s Payment Limitations Red	cording County Subsidi	ary Print Reports
Links Get Change Alerts	All Combinations For Co	ustomer - 2017 🗸 Go		
Customer Search	Customer Name: Recording County:	ANY1 PRODUCER Drew - Arkansas		
	New Combination	Allocations Up	odate Recording County	,
	Members	C mon Attribution - Dire	ect Combinations	Detail
	ANY2 PRODUCER	Minor child and Parent/Guardian Direct Attribution Rules	01/01/2017	<u>Detail</u>
		Common Attribution - India	ect Combinations	
	Members	Reason	Determination Date	Detail
	Members	Person - Direct Cor Reason	nbinations Determination Date	Detail
	ANY3 CORPORATION	Member's share is greate than 50% in a corporation limited liability company, limited partnership or irrevocable trust	r 01/01/2017 ,	<u>Detail</u>
	Mombora	Person - Indirect Co	mbinations	Datail
	members	RedSUII	Determination Date	Detall
	Screen ID: COMWEB	003		Back to Top ^

B Subsidiary Combined Producers Screen, "Allocations" Section, "Program Selection" Subsection

After users click "Allocations" in the Subsidiary Combined Producers Screen, "Customer" section, the "Allocations" section, with "Program Selection" subsection will be displayed. *--

United States Department of Farm Service Ag	f Agriculture gency		Subsidiary Combined	Producers
	Subsidiary Home A	bout Subsidiary Help	Contact Us Exit Subsidiary	Logout of eAuth
Eligibility Business	File Combined Producers	Payment Limitations	Recording County Subsidiary	Print Reports
Links Get Change Alerts	Allocations			
Customer Search	Name: Recording County:	ANY1 PRODUCE Drew - Arkansas	ER	
	Selected Year — Year:	2	017	
	Program Selection = All Programs CRP CRP GRP-AN GRP NAP TAP	2 ·CS		
	Submit Return Screen ID: COMWEB0	n To All Combinations		

B Subsidiary Combined Producers Screen, "Allocations" Section, "Program Selection" Subsection (Continued)

The Subsidiary Combined Producers Screen, "Allocations" section will display the following information/options.

Field/Button	Description	Action
"Customer"	Identifies selected customer.	
	Note: The recording county displayed is	
	the eligibility recording county.	
"Selected	Year selected in the Subsidiary Combined	
Year"	Producers Screen, "All Combinations for	
	Customer" drop-down list.	
"Program	Allows the user to select specific	User selects:
Selection"	programs to allocate payment limitation to	
	persons and/or legal entities (members) of	• 1 or more programs
	the combination with "Attribution" type	• all programs.
	combinations.	1 5
"Submit"	Continues the allocation process.	The Subsidiary Combined
		Producers Screen,
		"Allocations" section will be
		displayed.
"Return To All	Stops the allocation process.	The Subsidiary Combined
Combinations"		Producers Screen,
		"Allocations" section will be
		displayed without updating
		the producer's allocation.

C Entering Allocations

After users select at least 1 program and click "**Submit**" the Subsidiary Combined Producers Screen, "Allocations" section will be displayed with selected programs and allow users to enter shares.

Example: For this example, "CRP2" was selected.

• • •					
USDA United States Department	of Agriculture		Subsidian	Combined Broduc	ore
Farm Service A	gency		Subsidiary	combined Produc	615
			Barry State State		
	Subsidiary Home Ab	out Subsidiary Help	Contact Us Exit S	ubsidiary Logou	t of eAuth
Eligibility Business	File Combined Producers	Payment Limitations	Recording County	Subsidiary Print	Reports
Links	Allocations				
Get Change Alerts	<mark>⊫ C</mark> ustomer ———				
Customer Search	Name:	ANY1 PRODUCE	ER		
	Recording County:	Drew - Arkansas			
	- CDD2 2017				
	Member		Shar	• %	
			50		
			50		
	ANY2 PRODUCER		50		
	Submit Reset Remo	Prog	ram Selection Re	turn To All Combin	nations
	Screen ID: COMWEB02	27			
					*

C Entering Allocations (Continued)

The Subsidiary Combined Producers Screen, "Allocations" section will be displayed with the following information/options.

Field/Button	Des	cription	Action
"Customer"	Identifies selected customer.		
"Selected	Identifies selected programs, years,		Enter each member's share in
Program"	and lists all perso	ns and/or legal	"Share %" box.
	entities (members	s) of "Attribution"	
	type combination	s that are directly	Example: Any1 Producer and
	and indirectly rel	ated. Shares must :	Any2 Producer signed CCC-904 agreeing to the
	• be entered in	the XXX.XXXXXX	following shares of the
	format		*CRP2 2017 payment*
			limitation:
	Important:	It is imperative the	
	-	percent entered	• Any1 Producer - 50
		does not exceed	• Any2 Producer - 50.
		6 places after the	
		decimal, for	
		example	
		"0.123456".	
		Entering more than	
		6 decimals may	
		result in the system	
		automatically	
		rounding to 6	
		decimals.	
	• equal 100 wh	en totaled.	
	A producer may l	be designated a	
	"zero" share.		
"Submit"	Continues the allocation process.		Completes the allocation.
"Reset"	If allocated share	s are revised after	
	accessing this screen, the shares will		
	be reset to the val	lues displayed when	
	the page was acco	essed.	
"Remove	Deletes all the all	ocated shares	
Allocations"	previously update	ed.	

C Entering Allocations (Continued)

Field/Button	Description	Action
"Program	Stops the allocation process.	The Subsidiary Combined Producers
Selection"		Screen, "Allocations" section will be
		displayed without making any changes to
		the producer's allocation.
"Return to All	Stops the allocation process.	The Subsidiary Combined Producers
Combination"		Screen, "Customer" section will be
		displayed without making any changes to
		the producer's allocation.

D Updating Allocations

If users click "**Submit**" on the Subsidiary Combined Producers Screen, "Allocations" section, the question, "Are you sure you would like to submit your changes?" will be displayed.

*					
USDA United States Department of	f Agriculture		Subsidian	Combined Dreduce	
Farm Service Ag	gency		Subsidiary	Combined Product	615
	-		In Roam of State of States		
	Subsidiary Home Al	bout Subsidiary Help	Contact Us Exit S	ubsidiary Logout	of eAuth
Eligibility Business	File Combined Producers	Payment Limitations	Recording County	Subsidiary Print	Reports
Links	Allocations				
Get Change Alerts	<u>Customer</u>				
Customer Search	Name:	ANY1 PRODUCE	ER		
	Recording County:	Drew - Arkansas			
	= CRP2 - 2017				
	Member	F	From Share %	To Share 9	%
	ANY1 PRODUCER			50.000000	
	ANY2 PRODUCER			50.000000	
	Are you sur	e you would lik Yes	e to submit y	our changes	?
	Screen ID: COMWEB0	08			*

D Updating Allocations (Continued)

The Subsidiary Combined Producers Screen, "Allocations" section requesting verification displays the following information/options.

Field/Button	Description	Action
"Customer"	Identifies selected customer.	
"Selected	Identifies selected program, year,	
Program"	and lists:	
	 all persons and/or legal entities (members) of "Attribution" type combinations that are directly and indirectly related persons and/or legal entities (members) share that was updated by the user. 	
"Yes"	Continues the allocation update.	The Subsidiary Combined Producers
		Screen, "Allocations" section will be redisplayed with records updated.
"No"	Stops the allocation process.	 The Subsidiary Combined Producers Screen, "Allocations" section will be displayed: without making an update to the allocation
		• to enter shares for the selected program.

E Displaying Updated Allocations

If users click "**Yes**" in the Subsidiary Combined Producers Screen, "Allocations" section; the section will be redisplayed with the updated allocations. CLICK "**Return To All Combinations**" and the Subsidiary Combined Producers Screen, "All Combinations" section will be displayed.

United States Department	nt of Agriculture Agency		Subsid	liary Combined	Producers
		and the subscription of	a franciska a f		
	Subsidiary Home At	oout Subsidiary Help	Contact Us Ex	xit Subsidiary	Logout of eAuth
Eligibility Busine	ss File Combined Producers	Payment Limitations	Recording Coun	nty Subsidiary	Print Reports
Links Get Change Alerts Customer Search	Allocations <u>Customer</u> Name: Tax Id: Tax Type: Recording County: CRP2 - 2015	ANY1 PRODUCE N Drew - Arkansas	ER		
	Member		Sh	nare %	
	ANY1 PRODUCER		50.	.000000	
	ANY2 PRODUCER		50.	.000000	
	Submit Reset Remo	ove Allocations Prog	ram Selection	Return To All	Combinations

99 Combined Producer Recording County

A Background

Centralization of the combined producer database allows an easier system of recording and updating combined producers. Since only 1 county establishes a combination, a need for a combined recording county was developed to control updates to the combined producer account.

B Policies/Guidelines

The combined producer recording county:

- as general rule, is the county where COC approves CCC-503A or CCC-903 and dataloads the combination in the combined software
- is assigned by the Combined Producer System as the county that first processes the combination in the web-based combination software
- is responsible for all actions relating to that combination
 - **Note:** Combined nonrecording counties may combine members into a super combination; however, the combined recording county still retains control of the combination.
- is the **only** county that may process a decombination of members in a parent or super combination
- is the **only** county that may update payment limitation allocations for members of "Attribution" type combinations
- is the **only** county that may update the combined producer recording county
- may be updated
 - **Note:** Occasionally 2 super combinations, with previously established recording counties, may have members combined. In these cases, the recording county for the new super combination will be the county that processed the combination that created the new super combination. As with other combinations, the combined recording county may be updated.
- may **not** be the same county as the recording county described in paragraph 10.

100 Updating the Combined Producer Recording County

A Accessing the Update Combined Producer Recording County Screen

On the Subsidiary Combined Producers Screen, after selecting the year from the "All Combinations For Customer - Year" drop-down list (see paragraph 82 for access), CLICK "**Update Recording County**".

United States Department of Farm Service A	of Agriculture gency		Subsidiary Combined	Producers
	Subsidiary Home	About Subsidiary Help	Contact Us Exit Subsidiary	Logout of eAuth
Eligibility Business	File Combined Producer	s Payment Limitations	Recording County Subsidiary	Print Reports
Links Get Change Alerts	All Combinations For C	ustomer - 2017 🗸 G	io	
Customer Search	Name:		D	
	Recording County:	Drew - Arkansas		
	New Combination	Allocations	Update Recording County	
	Members	Common Attribution - Reason	Direct Combination	Detail
	ANY2 PRODUCER	Minor child and Parent/Guardian Direct Attribution Rules	01/01/2017	<u>Detail</u>
		Common Attribution	adia at Cambinations	
	Members	Reason	Determination Date	Detail
		Person - Direct	Combinations	
	Members	Reason	Determination Date	Detail
	ANY3 CORPORATION	Member's share is grown than 50% in a corpora limited liability compa limited partnership or irrevocable trust	eater 01/01/2017 ation, any,	<u>Detail</u>
		Deserve in Reserve	t Combinations	
	Members	Reason	Determination Date	Detail
	Screen ID: COMWEE	003	Ba	ck to Top ^

B Update Combined Producer Recording County

The following is an example of the Subsidiary Combined Producers, Update Recording County Screen for combined producers.

United States Department	of Agriculture gency	Subsidiary Com bined Producers
	Subsidiary Home About S	ubsidiary Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Busines	s File Combined Producers Payn	nent Limitations Recording County Subsidiary Print Reports
Links	Update Recording County	
Get Change Alerts	Customer	
Customer Search	Name: AN	Y1 PRODUCER
	Recording County: Dre	ew - Arkansas
	Members of Combination	
	Name	BusinessType
	ANY1 PRODUCER	Individual
	ANY3 CORPORATION	Corporation
	ANY2 PRODUCER	hdividual
		171 B. 494 B. 41
	Recording Counties Avai	able for this Account
	County	State
	Bradley	Arkansas
	Drew	Arkansas
	Cainoun	Aikalisas
	Submit Cancel	
	Screen ID: COMWEB026	

B Update Combined Producer Recording County (Continued)

The Subsidiary Combined Producers Screen, "Update Recording County Members of Combination" section displays the following information/options.

Field/Button	Description	Action
"Customer"	Identifies selected customer.	
	Note: The recording county in this section is the eligibility recording county not the combined recording county.	
"Members of Combination"	Identifies name and business type of any member of all combinations that are directly or indirectly combined with the selected customer.	
"Recording Counties Available for	Identifies combined recording county and any county that:	Select the new combined recording county.
this Account"	• is legacy linked in Business Partner to any producer in the "Members of Combination" box	Note: Only the combined recording county will be able to select another
	• can be the combined producer recording county.	county.
"Submit"	Begins the completion process for updating the recording county.	Subsidiary Combined Producers Screen, "Members of Combination" section will be redisplayed requesting verification.
"Cancel"	Stops the update of recording county process.	Subsidiary Combined Producers Screen, "Customer" section will be displayed without updating the combined producer recording county.

C Completing Update of Combined Producer Recording County

If users click "**Submit**" in the Subsidiary Combined Producers Screen, "Members of Combination" section, the question, "Do you really want to change the Recording County for this Combined Producer Account?" will be displayed.

Note: If users click "**Yes**", **all** control of this combination passes to the new combined recording county.

*				
USDA United States Department of	of Agriculture			
Farm Service A	gency		Subsidiary	Combined Producers
	3)			
		3	al average and	
		nin Planshame	and the second s	Sama Charles Party
	Subsidiary Home Ab	out Subsidiary Help	Contact Us Exit S	ubsidiary Logout of eAuth
Eligibility Business	File Combined Producers	Payment Limitations	Recording County	Subsidiary Print Reports
Links				
	Update Recording County			
Get Change Alerts	- Customer			
Customer Search	Name:		P	
	Recording County	Drew - Arkansas	-1X	
2-21	recording county.	Diew - Aikansas		
	Members of Combina	ation —	_	_
	Name		Busines	sType
	ANY1 PRODUCER		Individua	
	ANY3 CORPORATION		Corpora	tion
	ANY2 PRODUCER		Individua	
	Do you really wan	t to change the	Recording Co	ounty for this
	Combined Produc	er Account?		
	From: Drew - Arka	nsas	To: Brad	lev - Arkansas
	HOIL DIGW-AIK		TO, Didu	
		Yes	NO	
	Scroop ID: COMWEDO1	1		
	Screen ID: COMWEBUI	1		

C Completing Update of Combined Producer Recording County (Continued)

The Subsidiary Combined Producers Screen, "Members of Combination" section requesting verification displays the following information/options.

Field/Button	Description	Action
"Customer"	Identifies selected customer.	
	Note: The recording county in this	
	section is the eligibility	
	recording county not the	
	combined recording county.	
"Members of	Identifies any member of a combination	
Combination"	that is directly or indirectly combined	
	with the selected customer.	
"Display"	Displays the proposed change of	
	combined producer recording county.	
"Yes"	Continues the change of combined	Subsidiary Combined Producers
	recording county.	Screen, "Customer" section with
		the message "Recording County
		was successfully updated" will be
		displayed.
"No"	Stops the change of combined recording	Subsidiary Combined Producers
	county.	Screen, "Update Recording
		County" section will be displayed
		without updating the combined
		producer recording county.
100 Updating the Combined Producer Recording County (Continued)

D Displaying Completed Update of Combined Producer Recording County

If users click "**Yes**" in the Subsidiary Combined Producers Screen, "Update Recording County" section, the Subsidiary Combined Producers Screen, "Customer" section will be displayed with the message, "Recording County was successfully updated".

Subsidiary Home About Subsidiary Help Contact Us Exit Subsidiary Logout of	
Subsidiary Home About Subsidiary Help Contact Us Exit Subsidiary Logout of	the second se
	eAuth
Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Re	ports
Cet Change Alerts	
Customer Search All Combinations For Customer - 2017 ♥ Go	
Customer Name: ANY1 PRODUCER Recording County: Drew - Arkansas	
New Combination Allocations Update Recording County	
Common Attribution - Direct Combinations Members Reason Determination Date Detai	
ANY2 PRODUCER Minor child and 01/01/2017 Detail Parent/Guardian Direct Attribution Rules	

- **Notes:** The following will be displayed after the combined producer recording county is updated:
 - the "Customer" box, "Recording County" is still the same
 - "New Combination" is grayed out because any action to this producer **must** be processed in the combined recording county
 - "Update Recording County" is grayed out because any action to this producer **must** be processed in the combined recording county.

To identify the combined recording county, access combination details according to paragraph 103.

101, 102 (Reserved)

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103 Combination Details

A Overview

An option is available on the Subsidiary Combined Producers Screen to view the details of combinations identified in each of the following subsections:

- "Common Attribution Direct Combinations"
- "Common Attribution Indirect Combinations"
- "Person Direct Combinations"
- "Person Indirect Combinations".

B Displaying Combination Detailed Information

On the Subsidiary Combined Producers Screen, "Customer" section (see paragraph 82 for access), under the applicable subsection for the member of the combination, CLICK **"Detail".**



103 Combination Detail (Continued)

B Displaying Combination Detailed Information (Continued)

After users click "Detail" on the Subsidiary Combined Producers Screen, under the "Customer" section, under the applicable subsection, the "Combination Details", "Combination" subsection will be displayed.

United States Department of Farm Service A	If Agriculture gency	Subsidiary Combined Producers
	Subsidiary Home About S	ubsidiary Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business	File Combined Producers Pay	n ent Limitations Recording County Subsidiary Print Reports
Links	Combination Details - 2017	
Get Change Alerts 🔛 Customer Search	An A	IY1 PRODUCER ew - Arkansas
	Combination Combination Recording Combinatio Recording Combination	ounty:Bradley - Arkansas Minor child and Parent/Guardian Direct
	Determination Date:	Attribution Rules 01/01/2017
	Members of Combination <u>Name</u> ANY1 PRODUCER ANY2 PRODUCER Decombine History	<u>BusinessType</u> Individual Individual
	New Combination	Return to All Combinations
	Screen ID: COMWEB005	د

103 Combination Detail (Continued)

B Displaying Combination Detailed Information (Continued)

The Subsidiary Combined Producers Screen, "Combination Details", "Combination" subsection will be displayed with the following information/options.

Field/Button	Description	Action
"Customer"	Identifies selected customer.	
"Combination"	Lists specific information about a	
	specific direct combination.	
"Combination	Identifies combination recording county	
Recording	for this combination.	
County"		
"Reason"	Identifies reason this producer and the	
	selected producer were combined.	
"Determination	Identifies date that COC or designee	
Date"	approved CCC-503A or CCC-903.	
"Members of	Identifies the 2 members of this specific	
Combination"	combination and their business type.	
"Decombine"	Provides access to the decombination	"Combination Details" section,
	option.	"Decombine" subsection will be
		displayed (paragraph 105).
"History"	A future enhancement will allow users	
(grayed out)	to view the history of this combination.	
"New	Begins the process of a combination for	Subsidiary Combined Producers
Combination"	the selected customer.	Screen, "Add Combination"
		section (paragraph 84) will be
		displayed.
"Return to All	Ends the "Detail" inquiry.	Subsidiary Combined Producers
Combinations"		Screen, "Customer" section for
		the selected customer
		(paragraph 82) will be displayed.

104 (Reserved)

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105 Decombinations

A When Decombinations Are Performed

Decombinations are used to remove a member from a combined producer record. County Offices perform decombinations when producers are removed from an existing combination.

B Decombination Rule

To successfully decombine a producer from a combination, users **must** access the combined software from the combined recording county. **Only** users in the combined recording county may take any action on a combined producer record.

106 Decombining Producers

A Overview

When COC or designee approves CCC-503A or CCC-903 and a producer ceases to be a member of a combination, County Offices **must** access the web-based combination software to decombine that producer.

B Accessing the Web-Based Combination Software to Decombine a Producer

In the Subsidiary Combined Producers Screen, "Combination Details" section, "Combination" subsection (see paragraph 103 for access), CLICK "**Decombine**" to initiate the decombination for the producer. *--

United States Department of Farm Service A	of Agriculture gency	Subsidiary Com bined Producers
	Subsidiary Home About	Subsidiary Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business	File Combined Producers Pay	ment Limitations Recording County Subsidiary Print Reports
Links	Combination Details - 2017	
Get Change Alerts	Name:	
	Recording County: D	rew - Arkansas
		ربــــــــــــــــــــــــــــــــــــ
	Combination	
	Combination Recording C	ounty:Bradley - Arkansas Minor child and Parent/Guardian Direct
	Reason:	Attribution Rules
	Determination Date:	01/01/2017
	Members of Combination	
		BusinessType
	ANY2 PRODUCER	Individual
+	Decombine History	
	New Combination	Return to All Combinations
	Screen ID: COMWEB005	

C Updating the Decombination

After users click "**Decombine**" in the Subsidiary Combined Producers Screen, "Combination Details", "Combination" subsection, the "Decombine" subsection will be displayed.

United States Department of Farm Service A	of Agriculture gency		Subsidiary Combined Producers
	-		
	Subsidiary Home At	oout Subsidiary Help	Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business	File Combined Producers	Paym ent Limitations	Recording County Subsidiary Print Reports
Links	Decombine a Producer		
Get Change Alerts Market Customer Search	Customer Name: Recording County:	ANY1 PRODUC Drew - Arkansas	ER
	Combination Combination Recordin Reason: Determination Date: Members of Combinat	ng County: I I I I I I I I I I	Bradley - Arkansas Minor child and Parent/Guardian Direct Attribution Rules 01/01/2017 BusinessType
	ANY1 PRODUCER ANY2 PRODUCER Decombine Reason: Date of Decombination: Submit Cancel	Select One	hdividual
	Screen ID: COMWEBO	15	

C Updating the Decombination (Continued)

The Subsidiary Combined Producers Screen, "Decombine a Producer Combination" section will be displayed with the following information/options.

Field/Button	Description	Action
"Customer"	Identifies selected customer.	
"Combination"	Identifies certain aspects of the combined	
	producer record as recorded according to	
	paragraph 84.	
"Decombine"	Allows users to select the decombination	
	reason and date of determination.	
"Submit"	Continues the decombination process.	Subsidiary Combined
		Producers Screen, "Decombine
		a Producer Combination"
		section will be redisplayed.
"Cancel"	Stops the decombination process.	Subsidiary Combined
		Producers Screen,
		"Combination Details",
		"Combination" subsection will
		be displayed without
		decombining the combined
		producer.

D Selecting the Decombination Reason

Decombination reasons are listed in the Decombine a Producer "Combination Details" section, "Decombine" subsection, "Reason" drop-down list (see paragraph 107 for decombination reasons). Users shall select the correct decombination reason from the "Reason" drop-down list.

United States Department of Farm Service A	of Agriculture gency		Subsidiary Combined Producers
	-		
	Subsidiary Home At	oout Subsidiary Help	Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business	File Combined Producers	Paym ent Lim itations	Recording County Subsidiary Print Reports
Links	Decombine a Producer		
Customer Search	Customer — Name: Recording County:	ANY1 PRODUC Drew - Arkansas	ER
	Combination		
	Reason:	ng County: I	Bradley - Arkansas Minor child and Parent/Guardian Direct Attribution Rules
	Determination Date:	(01/01/2017
	Members of Combina <u>Name</u> ANY1 PRODUCER ANY2 PRODUCER	tion I	<u>BusinessType</u> ndividual ndividual
_	Decombine	Mi OKIAR	
	Date of Decombination: Submit Cancel		
	Screen ID: COMWEB0	15	د

E Date of Determination Selection

Users enter the date that COC made the determination that the 2 producers are **not** required to be combined and COC or designee approved CCC-503A or CCC-903. Click either of the following:

- "Submit", if all information is correct
- "Cancel", to return to the Subsidiary Combined Producers Screen, "Combination Details", "Combination" subsection.

Farm Service A	of Agriculture Agency		Subsidiary Combined Producers
		A DESCRIPTION	
	Subsidiary Home Abo	ıt Subsidiary∣ Help∣	Contact Us Exit Subsidiary Logout of eAu
Eligibility Busines	s File Com bined Producers F	aym ent Lim itations	Recording County Subsidiary Print Repor
inks	Decombine a Producer		
et Change Alerts 😡	- Customer		
ustomer Search	Name:	ANY1 PRODUCI	ER
	Recording County:	Drew - Arkansas	and a second
	Combination		
	Combination Recording	County: E	Bradley - Arkansas
	Reason:		Minor child and Parent/Guardian Direc Attribution Rules
	Determination Date:	(01/01/2017
	Members of Combinatio	n	
	Name	E	<u>BusinessType</u>
	ANY1 PRODUCER		ndividual
	ANY2 PRODUCER		ndividual
	- Decombine		
	Reason:	Minor Child Becam	e an Adult 🗸 🗸
	Date of		
	Decombination:	04/03/2017	-
	Submit Cancel		
	80		

F Completing the Decombination

If users click "**Submit**" under the Subsidiary Combined Producers Screen, Decombine a Producer "Combination Details" section, "Decombine" subsection to complete the decombination, the question, "Are you sure you want to process this decombination?" will be displayed. Users have the following 2 options.

Option	Action
"Yes"	Completes the decombination.
"No"	Subsidiary Combined Producers Screen, "Decombine a Producer Combination"
	section will be displayed without processing the decombination.

Farm Service	Agency	Subsidiary Com bined Producers
	Subsidiary Home About Subsidiary	Help Contact Us Exit Subsidiary Logout of e/
Eligibility Busine	ss File Combined Producers Payment Limit	ations Recording County Subsidiary Print Rep
nks	Decombine a Producer	
Change Alerts	Q	
stomer Search	Name: ANY1 PRC	DUCER
	Recording County: Drew - Arka	ansas
	<u></u>	
	Combination	-
	Combination Recording County:	Bradley - Arkansas Minor child and Parent/Guardian Dire
	Reason:	Attribution Rules
	Determination Date:	01/01/2017
	Members of Combination	
	Name	BusinessType
		Individual Individual
	ANIZI KODOCEK	
	Decombine	
	Decombination Reason:	Minor Child has reached Adult status
	Date of Decomplination.	04/03/2017

F Completing the Decombination (Continued)

If users click "**Yes**", verifying the decombination, the Subsidiary Combined Producers Screen, "Customer" section will be displayed with the message, "Decombination has been successfully processed".

United States Department	of Agriculture gency		Subsidiary Combine	d Producers
	Subsidiary Home	About Subsidiary	Help Contact Us Exit Subsidiary	Logout of eAuth
Eligibility Busines	s File Combined Producers	s Payment Limitati	ions Recording County Subsidia	ry Print Reports
Links Get Change Alerts Customer Search	Info Decombination has be	een successfully pr	ocessed	
	All Combinations For C	ustomer - 2017 V	GO	
	Customer Name: Recording County:	ANY1 PROD Drew - Arkan	UCER Isas	
	New Combination	Allocations	Update Recording County	
	M	Common Attribut	tion - Direct Combinations	D-(-1)
	Members	Reason	Determination Date	Detail
		Common Attributi	on - Indirect Combinations	D + 1
	Members	Reason	Determination Date	Detail
	Members	Person - D Reason	irect Combinations Determination Date	Detail
	ANY3 CORPORATION	Member's share than 50% in a c limited liability c limited partnersl irrevocable trust	is greater 01/01/2017 orporation, company, hip or	<u>Detail</u>
	Members	Person - Inc	direct Combinations	Detail
	members	RedSOIL	Determination Date	Detail
	Screen ID: COMWEB	003	1	Back to Top ^

G Viewing the Completed Combination

When the decombination is completed the Subsidiary Combined Producers Screen, "Customer" section will be displayed with the following information.

Field/Button	Description		
"Info"	Status of the decombination.		
"Customer"	Identifies selected customer.		
"Direct	Identifies direct combinations of the selected customer.		
Combinations"			
	Note: This box is blank in this example because the selected customer has		
	no other direct combinations.		
"Indirect	Identifies indirect combinations of the selected customer.		
Combinations"			
	Note: This box is blank in this example as the selected customer has no		
	other indirect combinations		

107 Decombination Reasons

A Overview

On the Subsidiary Combined Producers Screen, Decombine a Producer "Combination Details" section, "Decombine" subsection, when users select a reason to decombine the 2 selected customers, the web-based combination software, decombination reasons are based on **all** of the following:

- combination type
- producer
- business type
- combination reason.

Note: For all combination policy, see:

- 1-PL for "Person" type combinations
- 4-PL for "Attribution" type combinations for 2009 through 2013
- 5-PL for "Attribution" type combinations for 2014 and subsequent years.

107 Decombination Reasons (Continued)

B Reasons for "Attribution" Type Combinations

The following table details the reason codes that will populate the "Reason" drop-down list in the "Decombine" subsection. Information is specific to the combination reason and business type or the selected customer in the "Customer" box.

Combination Reasons	Decombination Reasons			
Minor child and	Minor is emancipated.			
Parent/Guardian - Direct	Specific minor combination required.			
Attribution Rules	Deceased.			
	Minor child has reached adult status.			
	Error.			
	Inactivated in Business Partner.			
Minor child and Estate of	Minor is emancipated.			
Parent/Guardian - Direct Specific minor combination required.				
Attribution Rules	Minor child has reached adult status.			
	Error.			
	Inactivated in Business Partner.			
Substantive change not met	Substantive change met or no longer applicable.			
resulting in common				
attribution.				
Organization and Parent	Organization and parent organization no longer affiliated.			
Organization	Error.			
Combined Public Schools	Public school affiliation terminated.			
	Error.			

Note: See Exhibit 2 for definition of <u>deleted producer</u>.

107 Decombination Reasons (Continued)

C Reasons for "Person" Type Combinations

The following provides "Decombine" subsection, "Reason" drop-down list reasons. The information is specific to the combination reason and business type of the selected customer in the "Customer" box.

Combination Reasons	Decombination Reasons
Husband and Wife	No longer married.
	Spouses request separate determination.
	Interest before marriage.
	Deceased.
	Error.
	Inactivated in Business Partner.
Individual Operating as a Small	No longer sole owner.
Business	Deleted producer.
	Error.
	Inactivated in Business Partner.
Majority Interest in Entity	No majority shareholders.
	Deleted producer.
	No longer in entity file.
	Error.
	Inactivated in Business Partner.
Sole Beneficiary	No longer in entity file.
	Deleted producer.
	Error.
	Inactivated in Business Partner.
Heir and Estate	Deleted producer.
	Heir and estate are no longer combined.
	Error.
	Inactivated in Business Partner.
Grantor and Revocable Trust	Deleted producer.
	Error.
	Inactivated in Business Partner.
Minor Child and Parent/Guardian	Minor is emancipated.
	Specific minor combination required.
	Deceased.
	Error.
	Inactivated in Business Partner.
Combined State Entity	State affiliation terminated.
	Error.
	Inactivated in Business Partner.

107 Decombination Reasons (Continued)

Combination Reasons	Decombination Reasons		
Common Members With Majority	Multiple entities no longer share majority members.		
Interest in Multiple Entities	Deleted producer.		
	Error.		
	Inactivated in Business Partner.		
Common Members With Majority	Multiple entities no longer share majority members.		
Interest in Irrevocable Trust	Deleted producer.		
	Error.		
	Inactivated in Business Partner.		
Common Members With Majority	Multiple entities no longer share majority members.		
Interest in Revocable Trust	Deleted producer.		
	Error.		
	Inactivated in Business Partner.		
Organization and Parent	Organization and parent organization no longer		
Organization	affiliated.		
	Error.		
	Inactivated in Business Partner.		
Requested "1-Person" Joint	No longer a "1-person" joint operation.		
Operation	Deleted producer.		
	Error.		
	Inactivated in Business Partner		
Combined Members Have	No majority shareholders.		
Majority Interest	Error.		
	Inactivated in Business Partner.		

C Reasons for "Person" Type Combinations (Continued)

Note: See Exhibit 2 for definition of <u>deleted producer</u>.

108-130 (Reserved)

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Part 5 Web-Based Payment Limitation System

131 Nationwide Database

A Introduction

The web-based Payment Limitation System provides 1 nationwide database to control payment limitation. For multi county producers, this will allow program payments to be issued on a first-come, first- served basis.

This part provides guidance on the following topics:

- reductions to payment limitation
- recording payment limitation adjustments for inheritance provision
- recording payment limitation adjustments for program provisions
- viewing and printing payment limitation reports.

B Why This Part Is Important

This part is important because automated payment processes use payment limitation data to issue payments.

C Year-Specific File

The payment limitation database is year-specific. County Offices **must** be sure to select the appropriate year when accessing, viewing, and updating the producer's payment limitation record.

132 Guidelines

A Overview

County Offices shall follow the guidelines in this paragraph when viewing or updating payment limitation records.

B Payment Limitation Details

Payment limitation details may be viewed/printed for:

- producers with a Business Partner legacy link; payment limitation details will be available for individuals, entities, and members of entities/joint operation
- programs when payment limitation is applicable.

Payment limitation is **not** applicable to the following Business Partner business types and **cannot** be viewed and/or printed:

- BIA
- Federal-owned
- financial institution
- general entity member
- general partnership
- Indian tribal venture
- Indians represented by BIA
- joint venture
- news media
- other
- public body.

132 Guidelines (Continued)

C Payment Limitation Adjustments

Determine the dollar amount of payment limitation adjustments as follows:

- inheritance adjustments according to inheritance provision in 4-PL, paragraph 178 for 2009 through 2013 and 5-PL, paragraph 276 for 2014 and subsequent years
- program adjustment increase/decrease according to program provisions in applicable program policy.

Payment limitation adjustments may be:

- updated by employees in the producer's eligibility recording county
- updated by State Office employees for producers whose eligibility recording county is in their State
- viewed by all other users.

Use CCC-527 to request the recording county update payment limitation adjustments.

133 CCC-527, Request Subsidiary Updates

A Overview

CCC-527's facilitate communication between County Offices to create a record of subsidiary file changes and coordinate the following:

- subsidiary record requests
- PLM record change requests.

CCC-527 shall be used for exchanges and/or requests for information.

B Using CCC-527's

If there is a change needed to a producer's Subsidiary or Payment Limitation record, *--CCC-527 will be used.--*

* * *

--The initiating County Office will:--

- complete CCC-527, items 1 through 6 and, if applicable, items 7 through 10
- sign, record, and date CCC-527, items 11A through 11C
- e-mail * * * CCC-527 and all supporting documentation to the receiving County Office.

133 CCC-527 - Request Subsidiary Updates

B Using CCC-527's (Continued)

County Offices will provide CCC-527 and supporting documentation according to the following instructions.

IF the receiving County Office is the	THEN
recording County	• assemble any information requested on CCC-527
	• change, correct, or establish the producer's subsidiary and/or PLM record, if possible
	Note: In CCC-527, item 10 thoroughly document the reason a producer's subsidiary and/or PLM cannot be changed, corrected or established.
	• sign, record title, and date CCC-527, items 12A through 12C
	• e-mail * * * CCC-527 and any supporting information back to the initiating County Office.
non-recording County	complete CCC-527 applicable items
	• assemble all supporting information
	 sign, record title, and date CCC-527, items 12A through 12C
	• e-mail * * * CCC-527 and any supporting information back to the initiating County Office.

- *--The receiving County Office will respond to the initiating County Offices requests for--* information within 3 business days.
 - **Note:** The recording County Office is responsible for all updates to any Subsidiary and Payment Limitation information on the Web.

133 Request Subsidiary Updates (Continued)

C Completing CCC-527's

--Complete CCC-527's according to the following instructions.--

Item	Action
1	Enter date CCC-527 is prepared.
2A	Enter name of the County Office that will receive the request and complete the
	action.
2B	Enter State and county code of the County Office that will complete the action.
2C	The telephone number of the County Office that will complete the action is optional
	information (suggest to complete for County Offices in other States).
* * *	* * *
3A	Enter name of the County Office that initiated the request and is requesting the
3B	Enter State and county code of the County Office that is requesting the information
3C	The telephone number of the County Office requesting the action is optional
50	information (suggest to complete for County Office in other States)
* * *	* * *
1	Enter producer's name as it appears in Rusiness Partner
- 4 - 5	* Enter the producer's address as it appears in Business Partner.
5	Enter the producer's address as it appears in Business Farther.
6	Enter crop year for this request. Only 1 year per CCC-527.
/ /	The recording County Office checks the applicable how when a COC determination
оA	requires a non-recording County Office COC to make a determination
8B	The non-recording County Office checks applicable box for COC determination.
0.0	Non recording County Office shall enter the program to be adjusted/astablished
9A	Non-recording County Office shall enter the program to be adjusted/established.
9B	Non-recording County Office shall enter the total payment limitation amount
	(whole dollars) to be adjusted/established (total amount needed for year not just
00	Increase). Recording County Office shall enter the date the neumant limitation adjustment
90	was made
10	Enter any comments, additional explanation, or other information to help explain
10	the changes requested for the producer or the reason requested changes were
	altered or denied.
11 A	Initiating representative signs.
11 B	Initiating representative enters job title.
11 C	Initiating representative enters date the CCC-527 is e-mailed * * *.
12 A	Receiving representative signs.
12 B	Receiving representative enters job title.
12 C	Receiving representative enters date the CCC-527 is e-mailed * * * to initiating
	County Office.

133 Request Subsidiary Updates (Continued)

D Example of CCC-527

The following is an example of CCC-527.

*--

1-08-18)	U.S. DEPAF Comm	TMENT OF AGRICUL nodity Credit Corporatio	. TURE ภา	1. Date Prepare	d
REQUEST FOR AC	communication k	JBSIDIARY/PAY	MENT LIMITATION	ion, review CCC de	terminations and
stablish or revise payment li	mitation allocatio	ns.			
A. TO: NAME AND ADDRESS		2B. ST/CTY CODES	3A. FROM: NAME AND ADDR	ESS	3B. ST/CTY CODES
C. Telephone No. (Including Area (Code)		3C. Telephone No. (Including A	Area Code)	
ART A – ELIGIBILITY DET	ERMINATION				
Producer Name		5. Producer A	ddress	6. Progr	am Year
For AD-1026, check if it applie	es:				
AD-1026 needed for proc	lucer affiliates		Completed AD-1026 enclosed		
A. For COC Action:			8B. Did COC concur?		
CCC-902 and CCC-903 for COC action	3 with determination	ns enclosed			
			COC Does Not Co	ncur <i>(Detailed Explant</i>	ation Required in Part
ART B – REQUEST TO CH	ANGE ALLOCA	TION	itation is required		
Limitation needed: (ir product	Adjust	B. Enter the T	otal Dollar Amount	0.5	ntor Doto
A. Enter the Program to	Aujusi	Needed for	the Program Year	U. E	
		•			
		\$			
		\$			
ART C - EXPLANATION					
ART D - SIGNATURE IA. Signature of Initiating Repr	esentative	11B. Title		11C. Date	Emailed
2A. Signature of Receiving Rep	presentative	12B. Title		12C. Date	Emailed
accordance with Federal civil rights d institutions participating in or adm cluding gender expression), sexua prisal or refailation for prior civil righ adlines vary by program or inciden arcons with disabilities who require refact the recomposite	i law and U.S. Departi ninistering USDA prog I orientation, disability, ts activity, in any prog t. alternative means of c	ment of Agriculture (USDA rams are prohibited from o age, marital status, family ram or activity conducted communication for program) civil rights regulations and policies liscriminating based on race, color, /parental status, income derived fro or funded by USDA (not all bases a n information (e.g., Braille, large prin and TZV) or cost of USDA theory	, the USDA, its Agencies national origin, religion, s m a public assistance pro pply to all programs). Re the Endoral Party Sant the Endoral Party Sant	offices, and employees, ex, gender identity gram, political beliefs, or medies and complaint filin ign Language, etc.) shoul
rπαα the responsible Agency or US Iditionally, program information may	v be made available in	r at (202) 720-2600 (voice languages other than En 204 Brogram Discriminati	and ((Y) or contact USDA through glish. on Complaint Form, AD-3027, found	i me rederal kelay Servi I online at	:e ar (600) 877-8339.

134-140 (Reserved)

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141 Accessing the Web-Based Payment Limitation System

Par. 141

A Overview

The web-based Payment Limitation System is part of the web-based Subsidiary System.

In this part, <u>user</u> means County Office employees **except** where specifically noted.

B Accessing the Web-Based Subsidiary System

Access the web-based Subsidiary System according to paragraph 9.

142 Using the Web-Based Payment Limitation System

A Entering the Web-Based Payment Limitation System

To enter the web-based Payment Limitation System, on the Subsidiary Screen SUBWEB001, CLICK "**Payment Limitations**" tab.

United States Department of Farm Service A	f Agriculture gency		Subsidiary	
		an and a feature		
	Subsidiary Hom	ne │About Subsidiary │He	lp Contact Us Exit Sul	osidiary Logout of eAuth
Eligibility Busines	File Combined Produ	ucers Payment Limitation	ns Recording County	Subsidiary Print Reports
Links Get Change Alerts Customer Search	Customer Name: Screen ID: SUBW	/EB001		
l				*

B Selecting the Producer

After users CLICK "Payment Limitations", the SCIMS Customer Search Screen will be displayed. Enter information in SCIMS on the Customer Search Screen by:

- name
- TIN
- type
- other.

Select the customer on the subsequent SCIMS Customer Search Result Screen. If the customer is **not** in SCIMS, the customer **must** be added in Business Partner.

C Payment Limitations Screen PLM-001

After a customer is selected on the SCIMS Customer Search Result Screen, Payment Limitations Screen PLM-001 will be displayed.

United States Department	of Agriculture		Pavme	nt Limitations	
Farm Service A	Agency		,		
			and the second state of th	AA m	
	Subsidiary Home At	oout Subsidiary Help	Contact Us Exit	Subsidiary Logout o	ofeAuth
Eligibility Busines	File Combined Producers	Payment Limitations	Recording County	Subsidiary Print I	Reports
Links	- Info				
Customer Search	Please Select Program	n and Year.			
Reports					
	Customer				
	Customer Name ANY1	PRODUCER			
	Recording County Drew	/- Arkansas			
	- Oslastian Ositaria				
	Vear Selection	2017			
	Program Selection	2017	· · · · · · · · · · · · · · · · · · ·		
				Poport	
	Submit				
	Screen Id:PI M-001				
<u> </u>					*

D Fields on Payment Limitations Screen PLM-001

Payment Limitations Screen PLM-001:

- is the beginning point for actions relative to the web-based Payment Limitation System
- will be displayed with the following items.

Section/				
Options	Field	Description		
"Info"		Provides information error messages about Payment Limitations Screen PLM-001. See subparagraph E for a list of error messages.		
"Customer"	"Customer Name"	Identifies selected customer.		
	* * *	* * *		
	"Recording County"	Identifies county assigned as the selected customer's eligibility recording county.		
"Selection Criteria"	"Year Selection"	Allows users to select the year to update/view payment limitation information. A drop-down list will be displayed with the available years. Click the applicable year to select.		
	"Dec cece	Alleve years to select a measure to year.		
	Selection"	limitation information. A drop-down list will be displayed with the effective programs for the selected year. Click the applicable program to select.		
	"Type of Action"	 Allows users to select either of the following: "Display Information" allows users to view the selected producer's payment limitation details; if user is an employee from the eligibility recording county, user will be allowed to update payment limitation adjustments; for all other users payment limitation adjustments will be view-only "Print Report" will be displayed with the selected producer's payment limitation details in PDF format for printing (see paragraph 143 to print the Payment Limitation Details Report). 		
"Submit"		CLICK " Submit " to continue to the customer's Payment		

E Error Messages

The business type of the selected customer determines if:

- the customer is eligible to receive payments for the selected year and program
- payment limitation is applicable for the selected customer, year, and program.

Error messages will be displayed according to the following table.

IF the selected		
customer has a		THEN the system will
business type of	AND	display the error message
"General Partnership"		"Payment limitation is not
		applicable for General
		Partnerships."
"Joint Venture"		"Payment limitation is not
		applicable for Joint Ventures."
"Indians Represented		"Payment limitation is not
by Bureau of Indian		applicable for Indians
Affairs"		Represented by Bureau of
		Indian Affairs."
"Indian Tribal		"Payment limitation is not
"Ventures		applicable for Indian Tribal
		Ventures."
"Public School"	public school entities are not	"Customer has a business type
	eligible for payments for the	that is not eligible for
	selected year and program	payment for the selected
		program."
	public school entities are:	"Payment limitation is not
		applicable because the
	• eligible for payments for the	selected customer has a
	selected year and program	Business Partner link to a
		State with unlimited payment
	• located in a State with a	limitation for Public Schools."
	population of less than	
	1.5 million	

E Error Messages (Continued)

IF the selected		
customer has a		THEN the system will
business type of	AND	display the error message
"Federal Owned	Federal-owned entities are not	"Customer has a business type
Entity"	eligible for payments for the	that is not eligible for
	selected year and program	payment for the selected
"State and Local	State and local government entities	program."
Government"	are not eligible for payments for	
	the selected year and program	
"Bureau of Indian		
Affairs"		
"News Media"		
"Public Body"		
"Other"		
"General Entity		
Member"		
"Financial Institution"		

E Error Messages (Continued)

Additional error messages will be displayed when payment limitation **cannot** be calculated, even though the selected customer is eligible for payment and payment limitation is applicable to the selected program and year. Error messages will be displayed according to the following table.

	THEN payment limitation cannot	
IF error message is	be calculated because	Action
"No eligibility record	there is no active eligibility record on	Review paragraph 21. An
on file for selected	file for:	eligibility record is created
customer."		when the customer is
	• the selected customer	linked in Business Partner
		to at least one FSA County
	• at least 1 member of the selected	Office.
	entity or joint operation	
"Entity or joint	the selected customer is recorded in	Verify the shares and
operation data is	Business File; however, the sum of	update the Business File
recorded on the entity	the members actual shares meets	with the correct shares. If
file, but the	either of the following conditions:	the correct shares are
accumulated member		present, report this
shares do not equal	• greater than 101 percent	condition to users State
100% and the	• less than 99 percent.	Office subsidiary
discrepancy		specialist.
exceeds 1%."		
"Customer or a	a valid TIN and/or type are not on file	Verify TIN and/or type and
member of the joint	for:	update Business Partner
operation/entity does		with the correct TIN and/or
not have a valid ID	• the selected customer	type.
number eligible for		
payment."	• at least 1 member of the selected	
	entity or joint operation.	

E Error Messages (Continued)

	THEN payment limitation cannot	
IF error message is	be calculated because	Action
"Customer has a	the business type of the selected	Verify all business types
business type that is	customer is not eligible for payment	are correct. If the business
not eligible for	for the selected program and year.	type is:
payment for the		
selected program."		• not correct, update Business Partner with the correct business type
		• correct, the customer is not eligible for payment
"Customer or a	the entity type in Business File does	Verify which business type
member of the joint	not match the business type in SCIMS	is correct and update the
operation/entity has a	for:	incorrect business type.
business type in		
SCIMS that does not	• the selected customer	
match the entity type		
on the joint	• at least 1 member of the selected	
operation/entity file."	entity or joint operation.	
"Customer is not	there is no SCIMS legacy link to the	Establish a Business
linked in SCIMS. If	county listed as the "Rc St & Cty" in	Partner legacy link, for the
the customer is a joint	the multi-county section of the	joint operation/entity, to
operation/entity, then	MABDIG for:	the county listed as the
the customer must be		"Rc St & Cty" in the
linked in SCIMS to the	• the selected customer	multi-county section of the
county where the		MABDIG.
entity file data is	• at least 1 member of the selected	
recorded."	entity or joint operation.	
"Payment Limitation	the selected customer is an entity that	Access the embedded
could not be	has an embedded entity with a	entity to view the error
determined because	condition preventing the system from	message and follow the
there is at least one	calculating payment limitation.	action described for the
member with a		error message.
condition making the		
selected customer		
ineligible."		
F Completed Payment Limitations Screen PLM-001

This is an example of the Payment Limitations Screen PLM-001, Selection Page after users *--select year "2016", program "MG/LDP/ARC/PLC", and "Display Information". If users CLICK "Submit", the Payment Limitations Screen PLM-002 will be displayed.

United States Department of Agriculture	Payment Limitations
Farm Service Agency	
Subsidiary Hom	e About Subsidiary Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business File Com bined Produ	cers Payment Limitations Recording County Subsidiary Print Reports
Links	
Customer Search Please Select Pro	gram and Year.
Reports	<u> </u>
Customer Name Recording County	ANY1 PRODUCER Drew - Arkansas
Year Selection	2016 🗸
Program Selection	MG/LDP/ARC/PLC V
Type of Action	Display Information Print Report
Submit	
Screen Id:PLM-001	

G Payment Limitations Screen PLM-002

After users select the criteria and CLICK "**Submit**" on Payment Limitations Screen PLM-001, Selection Page, Payment Limitations Screen PLM-002 will be displayed. *--

United States Departmen	t of Agriculture			Payment Limitation	ons
Farm Service	Agency				
See.		Concernations	Baboys	CONTRACTOR OF	
	Subsidiary Home About Subsi	idiary Help	Contact	Us Exit Subsidiary	Logout of eAuth
Eligibility Busines	s File Combined Producers Paymen	t Limitations	Recordi	ng County Subsidia	ry Print Reports
Links Customer Search Reports	Customer Customer Name ANY1 PROD Recording County Drew - Arkar	UCER Isas			
	Year and Program Year Selection 2016 Program Selection MG/LDP/AR	C/PLC			
	Payment Limitation Details				
	Program Limitation	1	25,000		
	Common Attribution Adjustment		0		
	Gross Payment Limitation	1	25,000		
	AGI Reduction	1	25,000		
	Foreign Person Reduction		0		
	Member Contribution Reduction		0		
	Substantive Change Reduction		0		
	Member Level Reduction		0		
	Cropland Factor Reduction		0		
	Inheritance Adjustment				
	Effective Payment Limitation		0		
	Prior Payments Issued/Attributed		0	Detail	
	Prior Payments Issued/ Attributed to Combined Producers		0	<u>Detail</u>	
	Available Balance		0		
	Remarks				\sim
	Prior payments displayed are a su 09:50:44 AM Central Time. Detail:	ummary from s of prior pay	live data ments w	a last updated 04/0 vill not display live o	5/2017 lata.
	Submit Return to Selection	Criteria			
	Screen Id:PLM-002				

H Fields on Payment Limitations Screen PLM-002

Payment Limitations Screen PLM-002 will be displayed with the following items.

Section/		
Options	Field/Options	Description
"Customer"	"Customer	Identifies selected customer.
	Name"	
	* * *	* * *
	"Recording	Identifies county assigned as the selected customer's
	County"	eligibility recording county.
"Program	"Year	Identifies year selected by the user.
and Year"	Selection"	
	"Program	Identifies program name selected by the user.
	Selection"	
"Payment	"Program	Will be displayed with payment limitation for the program
Limitation	Limitation"	and year selected by the user.
Details"	"Common	Will be displayed when a payment limitation allocation share
	Attribution	has been entered for the producer according to paragraph 98.
	Adjustment"	The dollar amount displayed is the result of the following
		calculation:
		program limitation times
		• percent allocated to the producer according to
		paragraph 98.
		Note: This will become the producer's program limitation.

Section/	Field/	
Options	Options	Description
"Payment Limitation	"Program Adjustment	Allows users to enter program adjustment increases according to applicable policy, as follows:
(Continued)	Increase"	• will only be displayed when applicable to the program and year selected
		• may only be updated by the producer's eligibility recording county; all other counties will have view-only access
		• shall only be updated according to applicable policy
		• will allow entering numeric value in whole dollars, commas are not required
		• dollar amount entered will increase the selected producer's program payment limitation
		• shall be the sum of all program adjustment increases.
		Important: County Offices shall not enter program adjustment increases unless specifically authorized by program policy.
		Note: If program adjustment increase is not applicable to the selected program and year, the field will not be displayed.

H Fields on Payment Limitations Screen PLM-002 (Continued)

Section/	Field/	
Options	Options	Description
"Payment	"Program	Allows users to enter program adjustment decreases according
Limitation	Adjustment	to applicable policy, as follows:
Details"	Decrease"	
(Continued)		• will only be displayed when applicable to the program and year selected
		• may only be updated by the producer's eligibility recording county; all other counties will have view-only access
		• shall only be updated according to applicable policy
		• will allow entering numeric value in whole dollars, commas are not required
		• dollar amount entered will decrease the selected producer's payment limitation
		• shall be the sum of all program adjustment decreases.
		Important: County Offices shall not enter program adjustment decreases unless specifically authorized by program policy.
		Note: If program adjustment decrease is not applicable to the selected program and year, the field will not be displayed.

H Fields on Payment Limitations Screen PLM-002 (Continued)

Η	Fields on	Payment	Limitations Screen	PLM-002 (Continued)
---	-----------	----------------	---------------------------	-----------	--------------------

Section/	Field/	
Options	Options	Description
"Payment	"Program	When applicable, will be displayed with a dollar amount by
Limitation	Factor"	which the program limitation is reduced because a factor was
Details"		applied to all payments for the selected program and year.
(Continued)		
		Example: When funds allocated for a program are limited and
		payments for the approved applications are greater
		than the allocated funds, a factor is determined and
		applied to the program limitation.
		Note: If a program factor is not applicable to the selected
		program and year, the field will not be displayed.
	"Gross	Will be displayed with the result of the following calculation:
	Payment	
	Limitation"	• program limitation or common attribution adjustment if
		applicable
		 plus program adjustment increase
		a minus and adjustment despess
		• minus program adjustment decrease
		• minus program factor reduction.
	"Permitted	Will be displayed with the dollar amount of reduction to the
	Reduction"	program payment when permitted entity rules apply.
	"AGI	Will be displayed with the dollar amount of reduction when
	Reduction"	the applicable AGI provisions are not met.
	"Foreign	Will be displayed with the dollar amount of reduction when
	Person"	Foreign Person provisions are not met.
	"Member	Will be displayed with the dollar amount of reduction when
	Contribution	the applicable member contribution provisions are not met.
	Reduction"	
	"Substantive	Will be displayed with the dollar amount of reduction when
	Change	the applicable substantive change provisions are not met.
	Reduction"	

Η	Fields on I	Payment	Limitations Screen	PLM-002 ((Continued)
---	-------------	---------	---------------------------	-----------	-------------

Section/	Field/	
Options	Options	Description
"Payment	"Member	Will be displayed with the dollar amount of reduction when
Limitation	Level	payments are not issued because the producer is an embedded
Details"	Reduction"	member of an entity below the third level.
(Continued)	"Cropland	Will be displayed with the dollar amount of reduction when
	Factor"	payments were reduced due to cropland factor.
	"Inheritance	Allows users to enter inheritance adjustments according to
	Adjustment"	4-PL, paragraph 178 for 2009 through 2013 and 5-PL,
		paragraph 276 for 2014 and subsequent years. The
		"Inheritance Adjustment" field:
		• will only be displayed when applicable to the program and year selected
		• may only be updated by the producer's eligibility recording county; all other counties will have view-only access
		• shall only be updated according to 4-PL, paragraph 178 for 2009 through 2013 and 5-PL, paragraph 276 for 2014 and subsequent years
		• will allow entering numeric value in whole dollars, commas are not required
		• dollar amount entered will increase the selected producer's program payment limitation.
		Important: County Offices shall not enter inheritance adjustments unless specifically authorized by program policy.
		Note: If inheritance adjustment is not applicable to the selected program and year, the field will not be displayed.

Section/	Field/	
Options	Options	Description
"Payment	"Effective	Will be displayed with the dollar amount resulting from the
Limitation	Payment	following calculation:
Details"	Limitation"	
(Continued)		• gross payment limitation minus the sum of the following, if applicable:
		• permitted reduction
		AGI reduction
		• foreign person reduction
		member contribution reduction
		• substantive change reduction
		member level reduction
		cropland factor reduction
		• plus inheritance adjustment.
	"Prior	Will be displayed with the dollar amount of payments issued or
	Payments	attributed to the selected producer.
	Issued/	
	Attributed"	The "Details" link will display the Payment Limitation Details Report according to paragraph 143.

H Fields on Payment Limitations Screen PLM-002 (Continued)

H Fields on Payment Limitations Screen	PLM-002 (Continued)
--	---------------------

Section/	Field/	
Options	Options	Description
"Payment	"Prior	Will be displayed with the dollar amount of program payments
Limitation	Payments	issued or attributed to members of:
Details"	Issued/	
(Continued)	Attributed to	 combinations for person rules found in 1-PL
	Combined	
	Producers"	• common attribution for direct attribution rules found in
		4-PL for 2009 through 2013 and 5-PL for 2014 and
		subsequent years.
		The "Details" link will display the Payment Limitation Details
		Report according to paragraph 143.
	"Available	Will be displayed with the result of Effective Payment
	Balance"	Limitation minus the sum of the following:
		Prior Payments Issued/Attributed
		• Prior Payment Issued/Attributed to Combined Producers.
		Note: This may be a negative number when changes are made
		to the record of the selected customer/member of the
		selected customer that would result in the Effective
		Payment Limitation being less than the Prior Payments
		Issued/Attributed. Changes to the following may result
		in changes to Effective Payment Limitation:
		• AGI
		• common attribution adjustment
		• cropland factor
		• foreign person
		• inheritance adjustment
		• member contribution
		• permitted entity
		 program adjustment
		• program factor
		 substantive change.

Section/	Field/	
Options	Options	Description
"Payment	"Remarks"	Free form field that may be used to document details of
Limitation		adjustments.
Details"		
(Continued)		Caution: Core PII and/or identity verification PII shall not be entered in free form data fields, such as no producer names or TIN's.
"Submit"		Updates producer's payment limitation record with the
		adjustments entered by the user.
"Return to		Payment Limitations Screen PLM-001 will be redisplayed.
Selection		
Criteria"		

H Fields on Payment Limitations Screen PLM-002 (Continued)

Data on the Payment Limitation Details screens and reports is compiled from live data; however, data on the Detailed Prior Payments Report is compiled from a reporting database. As a result, the sum of program payments from the Detailed Prior Payments Report may **not** equal the prior payments displayed on the Payment limitation Details screens and reports.

The following statement is provided at the bottom of the Payment Limitation Details Screen to provide the date and time data was compiled.

"Prior payments displayed are a summary from live data last updated MM/DD/YYYY at hh:mm:ss XM CST. Details of prior payments will **not** display live data."

I Completed Payment Limitations Screen PLM-002

This is an example of Payment Limitations Screen PLM-002 after entering the following for *--2016 MG/LDP/ARC/PLC and before users click "Submit":

• inheritance adjustment because of meeting provisions in 5-PLremarks. Remarks shall **not** contain PII.

Farm Service	Agency		Payment Limita	tions
			NAMES OF TAXABLE PARTY.	23
	Subsidiary Home About Subs	idiary Help Co	ntact Us Exit Subsidiar	y Logout of e
Eligibility Busines	s File Combined Producers Paymen	t Limitations Re	cording County Subsid	iary Print Rep
	_			
stomer Search	Customer Name ANV1 PROD			
ports	Recording County Drew - Arkar	nsas		
	<u> </u>			
	Year and Program			
	Year Selection 2016			
	Program Selection MG/LDP/AR	C/PLC		
	Program Limitation	125	000	
	Common Attribution Adjustment	120,	0	
	Gross Payment Limitation	125	000	
	AGI Reduction	125	000	
	Foreign Person Reduction	,	0	
	Member Contribution Reduction		0	
	Substantive Change Reduction		0	
	Member Level Reduction		0	
	Cropland Factor Reduction		0	
	Inheritance Adjustment	15	000	
	Effective Payment Limitation		0	
	Prior Payments Issued/Attributed		0 Detail	
	Prior Payments Issued/			
	Attributed to Combined		0 Detail	
	Available Balance		0	
		Inheritance	from parent.	
		imeridance	riom parent.	^
	Remarks			
				~
	Prior payments displayed are a si	ummany from live	A botchou tech of	05/2017
	09:58:56 AM Central Time. Detail	ls of prior payme	nts will not display live	data.
	L			
	Submit Return to Selection	Criteria		
	Screen Id:PLM-002			

J Payment Limitations Screen PLM-003

After users enter payment limitation adjustments and CLICK "**Submit**" on Payment Limitations Screen PLM-002, Payment Limitations Screen PLM-003 will be displayed.

United States Departmen	nt of Agriculture Payment Limitations	
Farm Service	Agen cy	-
		- Comments
	Subsidiary Home About Subsidiary Help Contact Us Exit Subsidiary Logout o	ofeAuth
Eligibility Busines	ss File Combined Producers Payment Limitations Recording County Subsidiary Print	Reports
Links	r Info	
Customer Search	Inheritance Adjustment amount has been successfully updated.	
Reports	- Curtemer	
	Customer Name ANY1 PRODUCER	
	Recording County Drew-Arkansas	
	0	
	Year Selection 2016	
	Program Selection MG/LDP/ARC/PLC	
	Updated Payment Limitation Adjustments	ì
	Common Attribution 125,000	
	Adjustment	
	Gross Payment 125,000	
	AGI Reduction 125,000	
	Reduction 0	
	Member Contribution 0 Reduction	
	Substantive Change 0 Reduction	
	Member Level Reduction 0	
	Reduction 0	
	Inheritance Adjustment 15,000	
	Limitation 15,000	
	Prior Payments 0 Detail Issued/Attributed	
	Prior Payments Issued/ Attributed to Combined 0 Detail Producers	
	Available Balance 15,000	
	Prior payments displayed are a summary from live data last updated 04/05/2017 10:02:23 Central Time. Details of prior payments will not display live data.	зам
	Return to Selection Criteria Return to PL Details	
	Screen Id:PLM-003	

K Fields on Payment Limitations Screen PLM-003

Payment Limitations Screen PLM-003 will be displayed with the following information/options.

Section/Option	Fields/Options	Description
"Info"		 Provides informational messages. After payment limitation adjustments are successfully submitted on Payment Limitations Screen PLM-002, the following applicable messages will be displayed: "Program Adjustment Decrease amount has been successfully updated." "Program Adjustment Increase amount has been successfully updated." "Inheritance Adjustment amount has been
		successfully updated."
"Return to		Payment Limitations Screen PLM-001 will be
Selection		redisplayed.
Criteria"		
"Return to PL		Payment Limitations Screen PLM-002 will be
Details"		redisplayed.
"Customer		Payment Limitations Screen PLM-001 will be
Search"		redisplayed, allowing users to select another customer.

143 Payment Limitation Details Report

A Overview

The user has 2 options to access the Payment Limitation Details Report:

- on Payment Limitations Screen PLM-001, under Selection Criteria, CLICK "**Print Report**" (subparagraph B)
- on Payment Limitations Screen PLM-001, PLM-002, or PLM-003, under "Links", CLICK "**Reports**" (subparagraph C).

The report will be displayed in a pop-up window in PDF format.

B Printing From Payment Limitations Screen PLM-001

Access Payment Limitations Screen PLM-001 according to paragraph 142. On the following Payment Limitations Screen PLM-001, take the following action:

- from the drop-down list, select the applicable year
- from the drop-down list, select the applicable program
- for Type of Action, CLICK "Print Report" radio button
- CLICK "Submit".
- *--

United States Department of Agriculture	Paym ent Limitations
Subsidiary Ho	om e About Subsidiary Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business File Com bined Pro	oducers Payment Limitations Recording County Subsidiary Print Reports
Links Customer Search Reports	Program and Year.
Customer Customer Name Recording Coun	ANY1 PRODUCER hty Drew - Arkansas
Selection Criter	ia
Year Selection	2016 🗸
Program Selecti	on MG/LDP/ARC/PLC V
Type of Action	 Display Information Print Report
Submit Screen Id:PLM-001	

The Payment Limitation Details Report (subparagraph E) will be displayed.

C Printing From "Reports" Link

A link to print the Payment Limitation Details Report may be accessed on any of the following Payment Limitations Screens:

- PLM-001
- PLM-002
- PLM-003.

This is an example of Payment Limitations Screen PLM-001. To access reports, under "Links", CLICK "**Reports**".

*					
United States Departm	nent of Agriculture		Paym e	nt Lim itations	
Farm Service	e Agency				
			In Branning Statistics		
	Subsidiary Home At	oout Subsidiary Help	Contact Us Exit S	Subsidiary Logou	it of eAuth
Eligibility Busin	ess File Com bined Producers	Payment Limitations	Recording County	Subsidiary Print	Reports
Links Customer Search Reports	Info Please Select Program Customer Name ANY1 Recording County Drew Selection Criteria Year Selection	PRODUCER - Arkansas	✓		
	Program Selection	SELECT	V		
	Type of Action	Display Infor	mation O Print F	Report	
	Submit				
	Screen Id:PLM-001				

C Printing From "Reports" Link (Continued)

After users click "**Reports**" on Payment Limitations Screen PLM-001, PLM-002, or PLM-003, under "Links", Payment Limitations Screen PLM-005 will be displayed. CLICK "**Payment Limitation Details Report**"; Payment Limitations Screen PLM-004 will be displayed.

USDA	United States Department of Agricu Farm Service Agence	e Payment Limitations
		Subsidiary Home About Subsidiary Help Contact Us Exit Subsidiary Logout of eAu
	Eligibility Business File	combined Producers Payment Limitations Recording County Subsidiary Print Repor
Links Custom Reports	<u>Paym</u> er Search Detai	nt Limitation Details Report d Prior Payments Report
	Screen	:PLM-005

C Printing From "Reports" Link (Continued)

This is an example of Payment Limitations Screen PLM-004.

···==				
USDA United States Department	nt of Agriculture		Payme	nt Limitations
Farm Service	Agency			
			and the survey of the survey of the	
	Subsidiary Hom	e About Subsidiary Help	Contact Us Exit	Subsidiary Logout of eAuth
Eligibility Busines	s File Com bined Produ	cers Payment Limitations	Recording County	Subsidiary Print Reports
Links Customer Search Reports	Info Please Select Pro Please Select Pro	gram and Year. gram and up to 3 years	for Payment Lim	itation Detail Report.
	Customer Customer Name Recording County	ANY1 PRODUCER Drew - Arkansas		
	Payment Limitatio Program Selection Available Years for	n Details Report Selection	n Criteria ————— 	
	Screen Id:PLM-004			%

C Printing From "Reports" Link (Continued)

Payment Limitations Screen PLM-004 will display the following items.

Section/		
Option	Field	Description
"Info"		Provides information and error messages about Payment
		Limitations Screen PLM-004.
"Customer"	"Customer Name"	Identifies selected customer.
	* * *	* * *
	"Recording	Identifies county assigned as the selected customer's
	County"	eligibility recording county.
"Payment	"Program	Allows users to select a program to view/print the
Limitation	Selection"	Payment Limitation Details Report. A drop-down list will
Details		be displayed with the available programs. Click the
Report		applicable program to select.
Selection	"Available Years	Allows the users to select from 1 to 3 years to view/print
Criteria"	for Program	the Payment Limitation Details Report. A drop-down list
	Selected"	will be displayed with the available years for the selected
		program. Click the applicable years to select.
"Submit"		CLICK "Submit", a pop-up window will be displayed to
		view/print the Payment Limitation Details Report.

143 Payment Limitation Details Report (Continued)

D Fields on Payment Limitation Details Report

The Payment Limitation Details Report will display the following items.

Field	Description
"Date"	Date the report was printed.
"Time"	Time the report was printed (c.t.).
"Producer Name"	Producer for which the report was requested.
* * *	* * *
"Recording County"	Eligibility recording county and State.
"Program Name"	Selected program.
"Year"	Selected year.
"Program Limitation"	Payment limitation for program and year selected.
"Common Attribution Adjustment"	Will be displayed with dollar amounts as described in
"Program Adjustment - Increase"	paragraph 142.
"Program Adjustment - Decrease"	
"Adjusted Payment Limitation"	
"Program Factor Reduction"	
"Gross Payment Limitation"	
"Permitted Share Reduction"	
"AGI Share Reduction"	
"Foreign Person Reduction"	
"Member Contribution Reduction"	
"Substantive Change Reduction"	
"Member Level Share Reduction"	
"Cropland Factor Reduction"	
"Inheritance Adjustment"	
"Effective Payment Limitation"	
"Prior Payments Issued/Attributed	
to Producer"	
"Prior Payments Issued/Attributed	
to Combined/Common Attribution	
Members"	
"Available Payment Limitation	
Balance"	

E Example of Payment Limitation Details Report

This is an example of a Payment Limitation Details Report for a single year. *--

United States Department of Agriculture	Date: 04/05/2017
Payment Limitation Details Report	Time: 10:09:05 AM CDT
Producer Name: ANY1 PRODUCER	
Recording County: Drew Arkansas	
Recording County. Drew, Arkansas	
Program Name	MG/LDP/ARC/PLC
Year	2016
Program Limitation	125,000
Common Attribution Adjustment	(
Program Adjustment - Increase	(
Program Adjustment - Decrease	(
Adjusted Payment Limitation	125,000
Program Factor Reduction	
Gross Payment Limitation	125,000
Permitted Share Reduction	(
AGI Share Reduction	125,000
Foreign Person Reduction	(
Member Contribution Reduction	(
Substantive Change Reduction	(
Member Level Share Reduction	(
Cropland Factor Reduction	(
Inheritance Adjustment	15,000
Effective Payment Limitation	15,000
Prior Payments Issued/Attributed to Producer	(
Prior Payments Issued/Attributed to Combined/Common Attribution	(
Available Payment Limitation Balance	15,000

--*

A Overview

The user has the following 2 options to access the Detailed Prior Payment Report:

- on Payment Limitations Screen PLM-002, CLICK "Detail" (see subparagraph B)
- on Payment Limitations Screen PLM-001, PLM-002, or PLM-003, under "Links" CLICK "**Reports**" (see subparagraph C).

The report will be displayed in a pop-up window in PDF format.

B Printing From Payment Limitations Screen PLM-002

Access Payment Limitations Screen PLM-002 according to paragraph 142. On Payment Limitations Screen PLM-002, in the "Payment Limitation Details" section, CLICK "**Detail**" link for either of the following:

- "Prior Payments Issued/Attributed"
- "Prior Payments Issued/Attributed to Combined Producers".

This is an example of Payment Limitations Screen PLM-002.

*				
United States Department	t of Agriculture		Payment Limitatio	ns
	Subsidiary Home About Subs	idiary Help Contact	IIs Evit Subsidiary	Logout of eAuth
Eligibility Busines	s File Combined Producers Paymen	nt Limitations Recordi	ing County Subsidia	y Print Reports
Links Customer Search Reports	Customer Any1 Produce Customer Name Any1 Produce Recording County Drew - Arkar	cer nsas		
	Year and Program Year Selection 2015 Program Selection MG/LDP/AR	C/PLC		
	Payment Limitation Details Program Limitation Common Attribution Adjustment Gross Payment Limitation AGI Reduction Foreign Person Reduction Member Contribution Reduction Substantive Change Reduction Member Level Reduction Cropland Factor Reduction Inheritance Adjustment Effective Payment Limitation Prior Payments Issued/Attributed Prior Payments Issued/ Attributed to Combined Producers	125,000 0 125,000 0 0 0 0 0 0 0 0 125,000 74,352 0	Detail Detail	
	Available Balance Remarks	50,648		$\widehat{}$
	Prior payments displayed are a si 10:14:53 AM Central Time. Detail	ummary from live dat ls of prior payments v Criteria	a last updated 04/0 vill not display live d	5/2017 ata.
	Screen Id:PLM-002			

B Printing From Payment Limitations Screen PLM-002 (Continued)

On Payment Limitations Screen PLM-002, after users click "Detail", a pop-up window will be displayed to view/print the Payment Limitation Details Report. See subparagraph 143 E for an example of the report.

C Printing From "Reports" Link

A link to print the Detailed Prior Payment Report may be accessed on any of the following Payment Limitations Screens:

- PLM-001
- PLM-002
- PLM-003.

This is an example of Payment Limitations Screen PLM-001. To access reports, under "Links", CLICK "**Reports**".

*									
USDA	United States	Department	of Agriculture			Pa	vmentlimitat	ions	
	Farm S	ervice A	gency						
		-		-		Report State	CANER DE C	XI	
			Subsidiary Home	About Subsidiary	Help	Contact Us E	Exit Subsidiary	/ Logou	t of eAuth
	Eligibility	Business	File Combined Produc	ers Payment Limit	ations	Recording Cou	ınty Subsidi	ary Print	Reports
Links Custor Report	ner Search ts		Info Please Select Prog Customer Customer Name Recording County D Selection Criteria = Year Selection Program Selection Type of Action Submit Screen Id:PLM-001	and Year.	LECT y Inforn	nation O Pr	int Report		

C Printing From "Reports" Link (Continued)

After users click "**Reports**" on Payment Limitations Screen PLM-001, PLM-002, or PLM-003, under "Links", the following Payment Limitations Screen PLM-005 will be displayed.

United State	s Department of Agricu Service Agence	iture : Y		Payment Li	mitations	
				S. Marriel Strategy and		
		Subsidiary Home Ab	out Subsidiary Help	Contact Us Exit S	ubsidiary Logou	t of eAuth
Eligibility	Business File	Combined Producers	Payment Limitations	Recording County	Subsidiary Print	Reports
Links Customer Search Reports	Paym Detai	ent Limitation Details led Prior Payments F	Report Report			
	Screer	Id:PLM-005				

CLICK "**Detailed Prior Payments Report**"; the following Payment Limitations Screen PLM-004 will be displayed.

USDA United States Department	t of Agriculture		Dovmont Limitations
Farm Service	Agency		Payment Limitations
		and the second second	
	Subsidiary Home	e About Subsidiary Help	Contact Us Exit Subsidiary Logout of eAuth
Eligibility Busines	s File Combined Produ	cers Payment Limitations	Recording County Subsidiary Print Reports
Links Customer Search Reports	Info Please Select Pro	gram and Year.	
	Customer Name Recording County	ANY1 PRODUCER Drew - Arkansas	
	Detailed Prior Pays Year Selection Program Selection	ments Report Selection C 2017 SELECT	riteria
	Submit		
	Screen Id:PLM-004		

C Printing From "Reports" Link (Continued)

Payment Limitations Screen PLM-004 will display the following items.

Section/ Option	Field	Description
"Info"		Provides information and error messages about Payment
		Limitations Screen PLM-004.
"Customer"	"Customer Name"	Identifies selected customer.
	* * *	* * *
	"Recording	Identifies county assigned as the selected customer's
	County"	eligibility recording county.
"Detailed	"Year Selection"	Allows users to select the year to view/print the Detailed
Prior		Prior Payments Report. A drop-down list will be
Payments		displayed with the available years. Click the applicable
Report		years to select.
Selection		
Criteria"		Note: System defaults to the current year.
	"Program	Allows users to select a program to view/print the
	Selection"	Detailed Prior Payments Report. A drop-down list will be
		displayed with the effective programs for the selected
		year. Click the applicable program to select.
"Submit"		CLICK "Submit", a pop-up window will be displayed to
		view/print the Detailed Prior Payments Report.

144 Detailed Prior Payment Report (Continued)

D Fields on Detailed Prior Payment Report

The Detailed Prior Payment Report will generate with the following fields for the producer and year selected.

Field	Description
"Date"	Date the report was printed
"Time"	Time the report was printed (c.t.).
"Producer Name"	Producer for which the report was requested.
* * *	* * *
"Recording County"	Eligibility recording county and State.
"Program Name"	Selected payment limitation program name.
"Subsidiary Year"	Selected year.
"Date"	Date the payment was processed.
	Note: This may not be the same day the payment was issued.
"Issuing State"	State from which the payment was issued/attributed.
"Issuing County"	County from which the payment was issued/attributed.
"Contract/	When the program payments are issued by:
Application/Farm"	
	• contract number, the contract number for which payments were issued will be displayed
	Example: CRP payments.
	• application number, the application number for which payments were issued will be displayed
	Example: LFP payments.
	• farm number, the farm number for which payments were issued will be displayed.
	Example: DCP payments.
	Note: If payments are not issued by contract, application, or farm number this column will be left blank.

144 Detailed Prior Payment Report (Continued)

Field	Description					
"Program Code"	In some cases, payments from multiple programs are applied to 1 payment limitation. Field will identify the program connected with the dollar amount identified in the "Amount Issued/Attributed". The program code display will be the alpha accounting program code used to issue the program payment.					
	Examples: If the selected payment limitation program name is:					
	• DCP-DIR/ACRE DIR and the payment issued is for :					
	 DCP Direct, the program code will be "EDCPDP" ACRE Direct, the program code will be "ACREDP" 					
	• SURE/LIP/LFP/ELAP and the payment is for:					
	• SURE, the program code will be "SURETF"					
	• 2008 SURE stimulus (Recovery Act), the program code will be "SURERA"					
	Note: When automated LIP, LFP, and ELAP payments are released the program codes for the automated payments will display.					
	• CRP the program code will be "ECRP".					
"Amount	Field will display the sum of:					
Attributed"	• payments issued and/or attributed to the selected producer using the following sort criteria					
	• receivables created for the selected producer using the following sort criteria.					
	The amount displayed in this column will be sorted and summarized by:					
	 date State and county contract, application, or farm number, if applicable business attributed from, if applicable common attribution or combination member attributed from, if applicable 					

D Fields on Detailed Prior Payment Report (Continued)

144 Detailed Prior Payment Report (Continued)

Field	Description				
"Business Attributed	If payments were:				
From"					
	• not attributed to the selected producer, the field will be blank indicating the payment was issued to the selected producer				
	• issued to a business and attributed to the selected producer, the name of the business for which the payment was issued will be identified				
	• issued to a business and attributed to a producer that is				
	combined with the selected producer, the name of the business				
	for which the payment was issued will be identified.				
"Common Attribution	When the selected producer is a direct or indirect member of				
Member/Combination	common attribution/combination and payments are				
Member Attributed	issued/attributed to a member of the combination that is not the				
From"	selected producer, the other member's name will be displayed.				

D Fields on Detailed Prior Payment Report (Continued)

The data on the Payment Limitation Details screens and reports are compiled from live data; however, data on the Detailed Prior Payments Report is **not** compiled from live data. Data on the Detailed Prior Payments Report is gathered from a reporting database. A statement is provided at the bottom of the report to provide the date and time from which the data is gathered.

Example: "Note:Data on this report is from a Reporting Database. Data was last updated on MM/DD/YYYY at hh:mm:ss XM central time."

E Example of Detailed Prior Payments Report

*--This is an example of the 2015 MG/LDP/ARC/PLC Detailed Prior Payments Report for Any 1 producer.

	United States Department of Agriculture Farm Service Agency							Date: 04/05/2017
	Detailed Prior Payments Report							Time: 10:24:08 AM CDT
Produc	er Nar	me: /	Any1 Producer					
Recordi	ng Co	unty: [Drew, Arkansas					
Program	n Nan	ne: MO	G/LDP/ARC/PLC					Subsidiary Year: 2015
Date			Issuing	Contract/Application/Farm	Program Code	Amount	Business Attributed From	Common Attribution
		1-1-	0			Issued/		Member/Combination
	5	otate	County			Attributed		Member Attributed
10/04/20	16 AF	R	Drew	0000320	ARCPCO	2,378		
10/04/20	16 14	P	Drew	0000526	DI CD	3 256		
10/04/20	IO AI	Ň	Diew	0000320	FLOF	5,230		

In this example, on October, 4, 2016, Drew County, Arkansas, processed the following payments involving Any 1 Producer. A payment was processed on farm number:

- 0000320 for an ARCPCO payment in the amount of \$2,378
- 0000526 for a PLCP payment in the amount of \$3,256.--*
- 145-190 (Reserved)

Part 6 (Reserved)

191-240 (Reserved)

Part 7 (Reserved)

241-301 (Reserved)

Par. 144

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302 Subsidiary Reports

A Overview

The web-based Subsidiary System provides 2 links in the top Navigation Menu to access subsidiary reports:

Part 8 Reports

- "Subsidiary Print", described in paragraph 303
- "Reports".

Note: From the "Reports" link users may access:

- Combined Producer Report, described in paragraph 304
- County Eligibility Reports, described in paragraph 305
- IRS Mismatch Report, described in paragraph 306.

303 Subsidiary Print Report

A Introduction

The Subsidiary Print selection process allows the user to view and/or print year specific information about a selected producer.

B Accessing Subsidiary Print Selection Screen

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary Screen SUBWEB001, CLICK "**Subsidiary Print**" link on the top Navigation Menu to access the web-based Subsidiary Print Report.

The following is an example of Subsidiary Screen SUBWEB001.



C Subsidiary Print Selection Process

The Subsidiary Print selection process allows the user to decide the information that will be displayed and/or printed on the report. The user can select different options based on the following criteria:

- "Number of years to print"
- "Fields to print".

Users make selections by clicking the checkbox next to the desired selection. After users click an option, a checkmark will be displayed in the checkbox.

Following is an example of the Subsidiary Print Selection Screen.

*	
United States Department of Agriculture	Subsidiary Print
Failin Service Agency	
Subsidiary Hor	me About Subsidiary Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business File Combined Produ	ucers Payment Limitations Recording County Subsidiary Print Reports
Links	
Recording County:	Drew - Arkansas
<u>Number of years to</u>	print, maximum 3 years
	$\square 2000 \square 2007 \square 2010$
	\square 2012 \square 2013
□ 2014	□ 2015 □ 2016
□ 2017	
<u>Fields to print</u>	
⊠ SUMS ⊠ Eligibility	
	4
• all	
□ Farm/Trac	t
Oall	bad tracts Otracts with exceptions
	Submit
Screen ID: SUBPRN001	
l	

D Number of Years to Print Option

The "Number of years to print" option allows the user to select to print 1999 through current year data. At least 1 year, but no more than 3 years, **must** be selected. The selected years do **not** have to be consecutive.

E Fields to Print Option

The "Fields to print" option allows the user to select the data that will be printed. Users can select from the following:

- "SCIMS"
- "Eligibility"
- "Combined"
- "Farm/Tract".

Type of Information	What Will Be Displayed/Printed	Default Information	
SCIMS	• Producer's business type for each year selected under "Number of years to print" option.	SCIMS is the default.	
	 Citizenship Country/Originating County. Resident Alien flag. SCIMS legacy links 	Note: To remove the selection, the user must click on the checkbox to remove the checkmark.	
Eligibility	 Recording county name, address, and telephone number. 	Eligibility is the default.	
	• Eligibility certifications and determinations for each year selected under "Number of years to print" option.	Note: To remove the selection, the user must click on the checkbox	
	Note: See Part 3 for additional information on eligibility certifications and determinations.	to remove the checkmark.	

E Fields to Print Option (Continued)

Type of		Default
Information	What Will Be Displayed/Printed	Information
Combined	• Combined recording county name, address, and telephone number.	"Combined" is not a default selection
	 All direct combinations associated with the selected producer. If there are no direct combinations, then "None" will be displayed. Direct combination information displayed includes: producer * * * 	Users must click " Combined " radio button to have the combined information displayed.
	 combination reason determination date (entry will be blank if record was loaded during dataload of combined producers). All indirect combinations associated with the selected producer. If there are no indirect combinations, then 	
	 "None" will be displayed. Indirect combination information displayed includes: producer * * * combination reason determination date (entry will be blank if record was 	
	 determination date (entry will be blank if fecord was loaded during data load of combined producers). 	

E Fields to Print Option (Continued)

Type of			D	efault	
Information	,	What Will Be Displayed/Printed	Information		
Farm/Tract	IF	THEN	"Bad t	racts" is	
	"all" is	all nationwide farm and tract information	the default.		
	selected	applicable to the selected producer for each			
		year selected under "Number of years to	Note:	То	
		print" option will be displayed and/or		change	
		printed.		the	
	"bad tracts"	only farm and tract information for farms		selection,	
	is selected	and/or tracts with a producer exception of		the user	
		"appeal rights' or "appeal rights exhausted"		must	
		in FRS for each year selected under "Number		click	
		of years to print" option will be displayed		"all"	
		and/or printed.		radio	
	"tracts with	only farm and tract information for farms		button.	
	exceptions"	and/or tracts with any producer exception in			
	is selected	FRS for each year selected under "Number			
		of years to print" option will be displayed			
		and/or printed.			

Note: In some situations producer tract level and farm level exceptions can be different. A line will print on the Subsidiary Print for each tract associated with each producer selected that shows farm level exceptions.

F Printing the Subsidiary Print

After selections are complete, CLICK "Submit" to display the report.

Note: The speed and time to display a report will vary based on the options that were selected. The more complex the request, the more time required for the report to be displayed.

Print the report using either of the following methods:

- CLICK "Print" at the bottom of the report
- CLICK "File" on the tool bar and CLICK "Print".

G Additional Data for Payment Limitation and Business File

Payment limitation reports may be printed according to Part 5.

Business File data is available through the web-based Business File software according to Part 10. Members of a business will display on the automated CCC-902 for the business.
303 Subsidiary Print Report (Continued)

H Example

Following is an example of the Producer Subsidiary Print report.

*__

United States Department Of Agriculture Farm Service Agency Producer Subsidiary Print					
ANYI PRODUCER					
'O BOX 1 SAN DIEGO, CA 92117			Phone Number: no		
CIMS Information					
Business Type Information					
2017 Individual	Citizenship Country - UNITED STATES				
2016 Individual		Resident Alien Flag - N/A			
2015 Individual					
SCIMS Links					
3radley - Arkansas	Drew - Arkansas				
Summary Eligibility Information					
Recording County: Drew - Arkansas Office Phone: (870)367-8400 x2			419 W GAINES MONTICELLO, AR 71655-47		
	2017	2016	2015		
AD-1026	Not Filed	Not Filed	Not Filed		
First Time Producer Filing AD-1026	No	No	No		
Date First Time Filing AD-1026					
Actively Engaged Determination	Not Filed	Not Filed	Not Filed		
Actively Engaged - 2002 Farm Bill	Not Filed	Not Filed	Not Filed		
AGI - 2014 Farm Bill	Not Filed	Not Filed	Not Filed		
AGI - 2008 Farm Bill - Commodity					
AGI - 2008 Farm Bill - Direct \$750,000					
AGI - 2008 Farm Bill - Direct \$1 Million					
AGI - 2008 Farm Bill - Conservation	Not Filed	Not Filed	Not Filed		
AGI - 2002 Farm Bill	Not Filed	Not Filed	Not Filed		
Beginning Farmer or Rancher	No	No	No		
Cash Rent Tenant Determination	Awaiting Determination	Awaiting Determination	Awaiting Determination		
Cropland Factor	0.0000	0.0000	0.0000		
Conservation Compliance-Farm/Tract	In Compliance	No Association	No Association		
Highly Erodible Land Conservation	Compliant	No Association	No Association		
Planted Converted Wetland	Compliant	No Association	No Association		
Converted Wetland	Compliant	No Association	No Association		
Controlled Substance	No Violation	No Violation	No Violation		
Delinquent Debt	No	No	No		
Federal Crop Insurance	Requirements Not Met	Requirements Not Met	Requirements Not Met		
Foreign Person	Not Applicable	Not Applicable	Not Applicable		
Fraud - including FCIC Fraud		Compliant	Compliant		
Gross Revenue for Disaster					
Gross Kevenue for NAP					
Limited Resource Farmer or Rancher	No	No	No		
NAP Non-Compliance	Compliant	Compliant	Compliant		
Permitted Entity - 2002 Farm Bill	Yes	Yes	Yes		
Person Eligibility - 2002 Farm Bill	Not Filed	Not Filed	Not Filed		
SDA - Kacial, Ethnic or Gender	No	No	No		
SDA - Kacial or Ethnic but NOT Gender	No	No	No		
Last Updated	April 4, 2017	April 4, 2017	April 4, 2017		

--*

303 Subsidiary Print Report (Continued)

Par. 303

H Example (Continued)

÷		
T	-	•

United States Fam Produc	Department Of Agriculture n Service Agency cer Subsidiary Print	Date: 04-05-2017
ANY1 PRODUCER		
PO BOX 1 SAN DIEGO, CA 92117	Ι	Phone Number: none
Combined Producer Information		
	2017	
Combined Recording County: Bradley - Arkansas Office Phone: (870)367-8400 x2	MONTICEL	419 W GAINES ST LO, AR 71655-4723
Common Attribution - Direct Combinations		
Producer	Combination Reason	Determination Date
PRODUCER, ANY2	Minor child with Parent or Guardian according to Direct Attribution Rules	01/01/2017
Common Attribution Indirect Combinations		
Common Attribution - Indirect Combinations	Combination Peason	Determination
	Combination Reason	Date
None		
Person - Direct Combinations		
Producer	Combination Reason	Determination Date
ANY3 CORPORATION	Member's share is greater than 50% in a corporation,limited liability company, limited partnership or irrevocable trust	01/01/2017
Person - Indirect Combinations	·	
Producer	Combination Reason	Determination Date
None		
	2016	
Common Attribution - Direct Combinations		
Producer	Combination Reason	Determination Date
None		
Common Attribution - Indirect Combinations]
Producer	Combination Reason	Determination
None		Date
	1	Page 2 of 4

303 Subsidiary Print Report (Continued)

Par. 303

H Example (Continued)

*__

United States Far Produ	Date: 04-05-2017	
ANYI PRODUCER		
PO BOX 1 SAN DIEGO, CA 92117		Phone Number: none
Combined Producer Information		
	2016	
Person - Direct Combinations		
Producer	Combination Reason	Determination
None		
Person - Indirect Combinations		
Producer	Combination Reason	Determination Date
None		
	2015	
Common Attribution - Direct Combinations		
Producer	Combination Reason	Determination Date
None		
Common Attribution - Indirect Combinations		
Producer	Combination Reason	Determination Date
None		
Person - Direct Combinations		
Producer	Combination Reason	Determination Date
None		
Person Indirect Combinations		
Producer	Combination Reason	Determination
		Date
None		
		Page 2 of 4
		rage 5 of 4
		*

H Example (Continued)

*__

United States Department Of Agriculture Date: 04-05-2011 Farm Service Agency Producer Subsidiary Print								
NYI PROI	DUCER							
O BOX 1 AN DIEGO	D, CA 92117	1					Phone	Number: no
arm/Trac	ct Informa	ation for All T	racts					
				2017				
rew - Ar	kansas							
Farm	Tract	Relationship to Farm Tract	Determination	Producer Exception	Violation	Producer Exception	Violation	Produce Exception
2200		Operator		None		None		None
2200	4588	Owner	HEL: Determinations not complete	None	None	None	None	None
				2016				
Farm	Tract	Relationship to Farm	Highly Erodib	Producer	Converted Violation	Vetland Producer	Planted Conve Violation	Produce Exception
		Hace		Exception		Exception		Exceptio
				2015				
		D L C L C	Highly Frodib	le I and	Converted V	Netland	Planted Conve	rted Wetla
Farm	Tract	to Farm Tract	Determination	Producer Exception	Violation	Producer Exception	Violation	Produce
							,	Page 4 of 4

304 Combined Producer Report

A Introduction

The Combined Producer Report has been developed to allow County Offices to print a "county specific" Combined Producer Report that will print all producers that are combined in a specific county.

B Accessing the Combined Producer Report

Access web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary Screen SUBWEB001, CLICK "**Reports**" link on the top Navigation Menu to access the web-based Reports.

The following is an example of Subsidiary Screen SUBWEB001.

USDA United States Department of Agriculture Farm Service Agency		Subsidiary		
Subsidiary Home	About Subsidiary Help	Contact Us Exit S	Subsidiary Logou	tofeAuth
Eligibility Business File Com bined Produ	rs Payment Limitations	Recording County	Subsidiary Print	Reports
Links Get Change Alerts Customer Search Screen ID: SUBW	001		/	

B Accessing the Combined Producer Report (Continued)

After users click "Reports" link in the top Navigation Menu, Subsidiary Reports Screen SUBREP001 will be displayed. On the Subsidiary Reports Screen SUBREP001, CLICK "**Combined Producer Report**" to access the web-based Combined Producer Report.

United States Department of Agriculture Farm Service Agency Subsidiary	y Reports
Subsidiary Home About Subsidiary Help Contact Us Exit	Subsidiary Logout of eAuth
Eligibility Business File Combined Producers Payment Limitations Recording County	Subsidiary Print Reports
Links Combined Producer Report County Eligibility Reports IRS Mismatch Report	Legend ✓ Live data ✓ Reporting Database; ✓ Data last updated on 01/30/2009 08:00:02 PM Central Time ★ Data Last updated by the date the report was created
Screen ID: SUBREP001	

The following is an example of Subsidiary Reports Screen SUBREP001.

304 Combined Producer Report (Continued)

C Combined Producer Report Selections

The following is an example of the Subsidiary Reports Screen that will be displayed for the Combined Producer Report that either:

• a State Office employee or DD will view, if approved according to paragraph 12

United States Department of	Agriculture	Subsidiary	Reports
Farm Service Ag	ency	,	
		The second s	
	Subsidiary Home About Subs	idiary Help Contact Us Exit S	ubsidiary Logout of eAuth
Eligibility Business F	ile Combined Producers Paymer	t Limitations Recording County	Subsidiary Print Reports
Links			
	State: Alab	ama 🔻	
	County: Auta	ıga 🔻	
	🗧 Select Year ————		
	Year: 2015	•	
	Submit		
	Return to Reports		
	Screen ID: SUBREP004		

304 Combined Producer Report (Continued)

C Combined Producer Report Selections (Continued)

• a County Office employee will view if that employee's eAuthentication user ID is only associated with 1 county.

United States Department of A Farm Service Ag	Agriculture ency		Subsidiary Re	eports
	Subsidiary Ho	ome About Subsidiary Help	Contact Us Exit Sub	sidiary Logout of eAuth
Eligibility Business F	ile Combined Pro	oducers Payment Limitations	Recording County S	ubsidiary Print Reports
Links	= Select Year =	Year: 2015 - Submit		
1	Screen ID: SUB	<u>s</u> 3 REP004		

The Combined Producer Report will be displayed in a pop-up window after the:

- County Office user selects the year and CLICKS "Submit"
- State Office or DD user selects the State, county, and year and CLICKS "Submit".

The report may be viewed and/or printed from the pop-up window.

304 Combined Producer Report (Continued)

D Example of the Combined Producer Report

The following is an example of header and column titles on the Combined Producer Report. *--

Autauga Alabam	a		United States Department Of Agriculture Farm Service Agency 2017 Combined Producer Report	Prep •	ared: Apr 04 Time: 12:2 Page 1 of	, 2017 20 PM 3
Rule Type	Combined Recording County	Name	Name	Combination Reason		
						*

E Details of the Combined Producer Report

The following provides information about the Combined Producer Report.

Column Heading	Explanation
Rule Type	Rule Type of:
	• "A" indicates the combination is an "Attribution" type combination
	• "P" indicates the combination is a "Person" type combination.
	All Rule Type "A" combinations will be listed first, followed by all Rule Type "P" combinations.
Combined Recording County	Identifies the current combination recording county.
Name (Column 3)	Displays producers in the requesting county that are involved in a combination. The names are listed alphabetically by:
	last name for individuals
	• name for businesses.
* * *	* * *
Name (Column 4)	Displays the producer that has a direct combination with the producer listed in column 3.
* * *	* * *
Combination Reason	Displays the reason the 2 producers are combined.

Note: See paragraph 85 for more information on combination types and reasons.

Par. 304

305 County Eligibility Reports

A Introduction

County eligibility reports have been developed to assist users in tracking eligibility changes. The county eligibility reports provide a means for State and County Offices to generate a list of producers that have had certifications and/or determinations updated in 1 or more of the following categories:

- "AD-1026"
- "Actively Engaged Determination"
- "Actively Engaged 2002 Farm Bill"
- "AGI 2014 Farm Bill"
- "AGI 2008 Farm Bill":
 - "Commodity"
 - "Direct \$750,000"
 - "Direct \$1 Million"
 - "Conservation"
- "AGI 2002 Farm Bill"
- "Beginning Farmer or Rancher"
- "Cash Rent Tenant Determination"
- "Conservation Compliance"
- "Controlled Substance"

A Introduction (Continued)

- "Delinquent Debt"
- "Federal Crop Insurance"
- "Foreign Person"
- "Fraud including FCIC Fraud"
- "Limited Resource Farmer or Rancher"
- "NAP Non-Compliance"
- "Permitted Entity 2002 Farm Bill"
- "Person Eligibility 2002 Farm Bill"
- "SDA Racial, Ethnic and Gender"
- "SDA Ethnic and Racial but NOT Gender".

These reports are:

- county specific
- generated using the reporting database.

B Accessing the County Eligibility Reports

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary Screen SUBWEB001, CLICK "**Reports**" link on the top Navigation Menu to access the Subsidiary Reports Screen.

The following is an example of Subsidiary Screen SUBWEB001.

United States Department of Agriculture Farm Service Agency		Subsidiary	
Subsidiary Home Ab Eligibility Business File Com bined Producers	Payment Limitations	Contact Us Exit S Recording County	Subsidiary Logout of eAuth
Links Get Change Alerts Customer Search			
Screen ID: SUBWEB00	1		
			*

B Accessing the County Eligibility Reports (Continued)

After users click "Reports" link in the top Navigation Menu, Subsidiary Reports Screen SUBREP001 will be displayed. On the Subsidiary Reports Screen SUBREP001, CLICK "**County Eligibility Reports**" to access the web-based County Eligibility Reports.

United States Department of Agriculture Farm Service Agency Subsidia	ary Reports
Subsidiary Home About Subsidiary Help Contact Us Exi	t Subsidiary Logout of eAuth
Eligibility Business File Combined Producers Payment Limitations Recording Count	y Subsidiary Print Reports
Links Combined Producer Report County Eligibility Reports F IRS Mismatch Report	Legend Live data Reporting Database; Data last updated on 01/30/2009 08:00:02 PM Central Time Data Last updated by the date the report was created
Screen ID: SUBREP001	

The following is an example of Subsidiary Reports Screen SUBREP001.

After users click "County Eligibility Reports", Subsidiary Reports Screen SUBREP005 will be displayed. Subparagraphs C through W provide procedure for selecting eligibility data to be displayed on the report.

C County Eligibility Reports Screen, "Report Selection Criteria" Section

The Report Selection Criteria:

- section will be at the top of the County Eligibility Reports Screen
- allows the user to select the year and format of the County Eligibility Report.

The following is an example of the "Report Selection Criteria" section.

Report Selection Co Year: 2009 ❤	riteria Go
Report Output Type	
PDF	Spreadsheet
<u>S</u> elect State County	∖
State:	Alabama 👻
County:	Autauga 🔽

The following provides information about the "Report Selection Criteria" section.

Field/Button	Description
"Year"	Allows the user to select the year of the county eligibility report to
	be run.
"Report Output Type"	Allows the user to select the format of the county eligibility report
	to be run.
	• If "PDF" is selected, the report will be generated in Adobe Acrobat format.
	• If "Spreadsheet" is selected, the report will be generated in Excel format.
"Select State "County	Users with more than 1 county attached to their eAuthentication
	user ID (combined County Office users or State Office users) will
	be required to select a county in which the county eligibility report
	will be run. Users with only 1 county attached to their
	eAuthentication user ID will not be required to make a selection.

Note: Certain fields will give the user an option of adding a date or year. If the user does **not** input the year or date, the returned report will identify **all** producers. To receive a valid report, the user **must** input a date or year.

D County Eligibility Reports Screen, "AD-1026" Section

Reports may be generated that will provide the user information on who has an "AD-1026" certification recorded in the web-based Eligibility System. The following is an example of the "AD-1026" section.

F AD-1026	
Certification	
Certified	Not Filed
Good Faith Determination	COC Exemption
Awaiting Affiliate Certification	Affiliate Violation
AD-1026 date of continuous certified	ication signed by producer
First Time Producer Filing AD-1026	
🔲 Yes	🗖 No
Date First Time Producer Filing A	D-1026
Referred to NRCS	
🔲 Yes	🗖 No
Date AD-1026 referred to NRCS	

The following provides information about the "AD-1026" section.

Field/Button	Description
"Certified"	Checking this box will generate a report that will list every person
	in the web-based Eligibility System, "AD-1026" section that has
	"Certified" checked.
"Not Filed"	Checking this box will generate a report that will list every person
	in the web-based Eligibility System, "AD-1026" section that has
	"Not Filed" checked.
"Good Faith	Checking this box will generate a report that will list every person
Determination"	in the web-based Eligibility System, "AD-1026" section that has
	"Good Faith Determination" checked.

Field/Button	Description
"COC Exemption"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "COC Exemption" checked.
"Awaiting Affiliate Certification"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "Awaiting Affiliate Certification" checked.
"Affiliate Violation"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "Affiliate Violation" checked.
"AD-1026 Date of Continuous Certification Signed by Producer"	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has an "AD-1026 Date of Continuous Certification Signed by Producer" for that date. If a date is not entered, the report will identify all producers.
"First Time Producer Filing AD-1026, "Yes"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "First Time Producer Filing AD-1026", checked "Yes".
"First Time Producer Filing AD-1026, "No"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "First Time Producer Filing AD-1026", checked "No".
"Date First Time Producer Filing AD-1026"	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "First Time Producer Filing AD-1026" checked for that date. If a date is not entered, the report will identify all producers.
"Referred to NRCS - Yes"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "Referred to NRCS - Yes" checked.
"Referred to NRCS - No"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "Referred to NRCS - No" checked.
"Date AD-1026 Referred to NRCS"	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has a "Date AD-1026 Referred to NRCS" for that date. If a date is not entered, the report will identify all producers.

D County Eligibility Reports Screen, "AD-1026" Section (Continued)

E County Eligibility Reports Screen, "Actively Engaged" Section

Reports may be generated that will provide the user information on who has an "actively engaged" determination recorded in the web-based Eligibility System. The following is an example of the "Actively Engaged" section.

Actively Engaged —————	
COC Determination	
Actively Engaged	Not Filed
Awaiting Determination	Awaiting Revision
Not Actively Engaged	Exempt
Date Documentation Filed by Producer	
COC Determination Date	

E County Eligibility Reports Screen, "Actively Engaged" Section (Continued)

The following provides information about the "Actively Engaged" section.

Field/Button	Description
"Actively	Checking this box will generate a report that will list every person in the
Engaged"	web-based Eligibility System, "Actively Engaged" section that has
	"Actively Engaged" checked.
"Not Filed"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Actively Engaged" section that has "Not
	Filed" checked.
"Awaiting	Checking this box will generate a report that will list every person in the
Determination"	web-based Eligibility System, "Actively Engaged" section that has
	"Awaiting Determination".
"Awaiting	Checking this box will generate a report that will list every person in the
Revision"	web-based Eligibility System, "Actively Engaged" section that has
	"Awaiting Revision" checked.
"Not Actively	Checking this box will generate a report that will list every person in the
Engaged"	web-based Eligibility System, "Actively Engaged" section that has "Not
	Actively Engaged" checked.
"Exempt"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Actively Engaged" section that has
	"Exempt" checked.
"Date	Checking this box and entering a date will generate a report that will list
Documentation	every person in the web-based Eligibility System, "Actively Engaged"
Filed by	section that has "Date Documentation Filed by Producer" for that date. If
Producer"	a date is not entered, the report will identify all producers.
"COC	Checking this box and entering a date will generate a report that will list
Determination	every person in the web-based Eligibility System, "Actively Engaged"
Date"	section that has a "COC Determination Date" for that date. If a date is
	not entered, the report will identify all producers.

F County Eligibility Reports Screen, "Actively Engaged - 2002 Farm Bill" Section

Reports may be generated that will provide the user information on who has an "actively engaged" determination, as it applies to the 2002 Farm Bill provisions, recorded in the web-based Eligibility System. The following is an example of the "Actively Engaged - 2002 Farm Bill" section.

Actively Engaged - 2002 Farm Bill	
COC Determination	
Actively Engaged	Not Filed
Awaiting Determination	Awaiting Revision
Not Actively Engaged	
Date Documentation Filed by Producer	
COC Determination Date	
Suspended Producer	
Not Suspended	Suspended

F County Eligibility Reports Screen, "Actively Engaged - 2002 Farm Bill" Section (Continued)

The following provides information about the "Actively Engaged - 2002 Farm Bill" section.

Field/Button	Description
"Actively Engaged"	Checking this box will generate a report that will list every person
	in the web-based Eligibility System, "Actively Engaged - 2002
	Farm Bill" section that has "Actively Engaged" checked.
"Not Filed"	Checking this box will generate a report that will list every person
	in the web-based Eligibility System, "Actively Engaged - 2002
	Farm Bill" section that has "Not Filed" checked.
"Awaiting	Checking this box will generate a report that will list every person
Determination"	in the web-based Eligibility System, "Actively Engaged - 2002
	Farm Bill" section that has "Awaiting Determination".
"Awaiting Revision"	Checking this box will generate a report that will list every person
	in the web-based Eligibility System, "Actively Engaged - 2002
	Farm Bill" section that has "Awaiting Revision" checked.
"Not Actively	Checking this box will generate a report that will list every person
Engaged"	in the web-based Eligibility System, "Actively Engaged - 2002
	Farm Bill" section that has "Not Actively Engaged" checked.
"Date Documentation	Checking this box and entering a date will generate a report that
Filed by Producer"	will list every person in the web-based Eligibility System,
	"Actively Engaged - 2002 Farm Bill" section that has "Date
	Documentation Filed by Producer" for that date. If a date is not
	entered, the report will identify all producers.
"COC Determination	Checking this box and entering a date will generate a report that
Date"	will list every person in the web-based Eligibility System,
	"Actively Engaged - 2002 Farm Bill" section that has a "COC
	Determination Date" for that date. If a date is not entered, the
	report will identify all producers.
"Not Suspended"	Checking this box will generate a report that will list every person
	in the web-based Eligibility System, "Actively Engaged - 2002
	Farm Bill" section that has "Not Suspended" checked.
"Suspended"	Checking this box will generate a report that will list every person
	in the web-based Eligibility System, "Actively Engaged - 2002
	Farm Bill" section that has "Suspended" checked.

G County Eligibility Reports Screen, "Adjusted Gross Income - 2014 Farm Bill" Section

Reports may be generated that will provide the user information on who has an "adjusted gross income" certification, as it applies to the 2014 Farm Bill provisions, recorded in the web-based eligibility files. The following is an example of the "Adjusted Gross Income – 2014 Farm Bill" section.

Adjusted Gross Income - 2014 Farm Bill	
┌ \$900,000 Total Income Producer Certi	fication
Not Filed	Filed CCC-941
Exempt	Not Met-Producer
Date Documentation Filed by Pro	oducer
□ IRS Verification/Determination	
Not Processed	Compliant-Producer
Compliant - Less Than 3 Years	Not Compliant
Failed Verification	
Date Processed by IRS	
State Office/SED Determination	
No Determination	Compliant-Review
Mismatch Verified	Not Compliant-Review
SED Determination Date	

G County Eligibility Reports Screen, "Adjusted Gross Income - 2014 Farm Bill" Section (Continued)

The following provides information about the "Adjusted Gross Income - 2014 Farm Bill" section.

Field/Button	Description
"Not Filed"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "Not Filed" checked.
"Filed	Checking this box will generate a report that will list every person in the
CCC-941"	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "Filed CCC-941" checked.
"Exempt"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "Exempt" checked.
"Not Met -	Checking this box will generate a report that will list every person in the
Producer"	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "Not Met - Producer" checked.
"Date	Checking this box and entering a date will generate a report that will list
Documentation	every person in the web-based Eligibility System, "Adjusted Gross
Filed by	Income - 2014 Farm Bill" section that has a "Date Documentation Filed
Producer"	by Producer" for that date. If a date is not entered, the report will identify
	all producers.
"Not	Checking this box will generate a report that will list every person in the
Processed"	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "Not Processed" checked.
"Compliant -	Checking this box will generate a report that will list every person in the
Producer"	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "Compliant - Producer" checked.
"Compliant -	Checking this box will generate a report that will list every person in the
Less Than	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
3 Years"	section that has "Compliant - Less Than 3 Years" checked.

Field/Button	Description
"Not	Checking this box will generate a report that will list every person in the
Compliant"	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
-	section that has "Not Compliant" checked.
"Failed	Checking this box will generate a report that will list every person in the
Verification"	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "Failed Verification" checked.
"Date Processed	Checking this box and entering a date will generate a report that will list
by IRS"	every person in the web-based Eligibility System, "Adjusted Gross
	Income - 2014 Farm Bill" section that has a "Date Processed by IRS" for
	that date. If a date is not entered, the report will identify all producers.
"No	Checking this box will generate a report that will list every person in the
Determination"	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "No Determination" checked.
"Compliant -	Checking this box will generate a report that will list every person in the
Review"	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "Compliant - Review" checked.
"Mismatch	Checking this box will generate a report that will list every person in the
Verified"	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "Mismatch Verified" checked.
"Not Compliant	Checking this box will generate a report that will list every person in the
- Review"	web-based Eligibility System, "Adjusted Gross Income - 2014 Farm Bill"
	section that has "Not Compliant - Review" checked.
"SED	Checking this box and entering a date will generate a report that will list
Determination	every person in the web-based Eligibility System, "Adjusted Gross
Date"	Income - 2014 Farm Bill" section that has a "Date of SED
	Determination" for that date. If a date is not entered, the report will
	identify all producers.

G County Eligibility Reports Screen, "Adjusted Gross Income - 2014 Farm Bill" Section (Continued)

H County Eligibility Reports Screen, "Adjusted Gross Income - 2008 Farm Bill" Section

Reports may be generated that will provide the user information on who has an "AGI - 2008 Farm Bill" certification recorded in the web-based eligibility files. The following is an example of the "Adjusted Gross Income - 2008 Farm Bill" section.

F Adjusted Gross Income - 20	08 Farm Bill —
Commodity Program \$500,00	0 Nonfarm Income Certification/COC Determination
Compliant - Producer	Compliant - Agent
Exempt	Not Filed
Not Met - COC	Not Met - Producer
SED Determination	
Not Met-SED	Date of SED Determination
┌─ Direct Payment \$750,000 Far	m Income Certification/COC Determination
Compliant - Producer	Compliant - Agent
Exempt	Not Filed
Not Met - COC	Not Met - Producer
SED Determination	
Not Met-SED	Date of SED Determination
- Not Mict-OED	
□ Direct Payment \$1 Million Tot	al Income Certification/COC Determination
Compliant - Producer	Compliant - Agent
Exempt	Not Filed
Not Met - COC	Not Met - Producer
SED Determination	
Not Met-SED	Date of SED Determination
Conservation Program \$1 Mil	lion Nonfarm Income Certification/COC Determination \neg
🔲 🔲 Compliant - Producer	Compliant - Agent
Exempt	Not Filed
Not Met - COC	Not Met - Producer
SED Determination	
Not Met-SED	Date of SED Determination
Effective Pro	gram Year
Date Documentat	ion Filed by
	Producer
COC Disapp	roval Date

H County Eligibility Reports Screen, "Adjusted Gross Income - 2008 Farm Bill" Section (Continued)

The following provides information about the "Adjusted Gross Income - 2008 Farm Bill" section.

Field/Button	Description
"Compliant -	Checking this box will generate a report that will list every person in
Producer"	the web-based Eligibility System, "Adjusted Gross Income -
	2008 Farm Bill" section that has "Compliant - Producer" checked.
"Compliant -	Checking this box will generate a report that will list every person in
Agent"	the web-based Eligibility System, "Adjusted Gross Income -
	2008 Farm Bill" section that has "Compliant - Agent" checked.
"Exempt"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "Adjusted Gross Income -
	2008 Farm Bill" section that has "Exempt" checked.
"Not Filed"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "Adjusted Gross Income -
	2008 Farm Bill" section that has "Not Filed" checked.
"Not Met - COC"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "Adjusted Gross Income -
	2008 Farm Bill" section that has "Not Met - COC" checked.
"Not Met -	Checking this box will generate a report that will list every person in
Producer"	the web-based Eligibility System, "Adjusted Gross Income -
	2008 Farm Bill" section that has "Not Met - Producer" checked.
"Effective	Checking this box and entering a year will generate a report that will
Program Year"	list every person in the web-based Eligibility System, "Adjusted Gross
	Income - 2008 Farm Bill" section that has an "Effective Program Year"
	for that year.

Field/Button	Description
"Date	Checking this box and entering a date will generate a report that will
Documentation	list every person in the web-based Eligibility System, "Adjusted Gross
Filed by	Income - 2008 Farm Bill" section that has a "Date Documentation
Producer"	Filed by Producer" for that date. If a date is not entered, the report will
	identify all producers.
"COC	Checking this box and entering a date will generate a report that will
Disapproval Date"	list every person in the web-based Eligibility System, "Adjusted Gross
	Income - 2008 Farm Bill" section that has a "COC Disapproval Date"
	for that date. If a date is not entered, the report will identify all
	producers.
"Not Met - SED"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "Adjusted Gross Income -
	2008 Farm Bill" section that has "Not Met - SED" checked.
	Note: When applicable, the "Not Met - SED" field may only be
	updated by authorized State Office employees.
"Date of SED	Checking this box and entering a date will generate a report that will
Determination"	list every person in the web-based Eligibility System, "Adjusted Gross
	Income - 2008 Farm Bill" section that has a "Date of SED
	Determination" for that date. If a date is not entered, the report will
	identify all producers.

H County Eligibility Reports Screen, "Adjusted Gross Income - 2008 Farm Bill" Section (Continued)

I County Eligibility Reports Screen, "Adjusted Gross Income - 2002 Farm Bill" Section

Reports may be generated that will provide the user information on who has an "adjusted gross income" certification, as it applies to the 2002 Farm Bill provisions, recorded in the web-based eligibility files. The following is an example of the "Adjusted Gross Income - 2002 Farm Bill" section.



The following provides information about the "Adjusted Gross Income - 2002 Farm Bill" section.

Field/Button	Description	
"Compliant -	Checking this box will generate a report that will list every person in the	
CCC-526C"	web-based Eligibility System, "Adjusted Gross Income - 2002 Farm Bill"	
	section that has "Compliant - CCC-526C" checked.	
"Compliant -	Checking this box will generate a report that will list every person in the	
Agent"	web-based Eligibility System, "Adjusted Gross Income - 2002 Farm Bill"	
	section that has "Compliant - Agent" checked.	
"Exempt"	Checking this box will generate a report that will list every person in the	
	web-based Eligibility System, "Adjusted Gross Income - 2002 Farm Bill"	
	section that has "Exempt" checked.	
"Not Filed"	Checking this box will generate a report that will list every person in the	
	web-based Eligibility System, "Adjusted Gross Income - 2002 Farm Bill"	
l	section that has "Not Filed" checked.	
"Not Met -	Checking this box will generate a report that will list every person in the	
COC"	web-based Eligibility System, "Adjusted Gross Income - 2002 Farm Bill"	
	section that has "Not Met - COC" checked.	

Field/Button	Description
"Not Met -	Checking this box will generate a report that will list every person in the
Producer"	web-based Eligibility System, "Adjusted Gross Income - 2002 Farm Bill"
	section that has "Not Met - Producer" checked.
"Effective	Checking this box and entering a year will generate a report that will list
Program	every person in the web-based Eligibility System, "Adjusted Gross
Year"	Income - 2002 Farm Bill" section that has an "Effective Program Year" for
	that year.
"Date	Checking this box and entering a date will generate a report that will list
Documentatio	every person in the web-based Eligibility System, "Adjusted Gross Income
n Filed by	- 2002 Farm Bill" section that has a "Date Documentation Filed by
Producer"	Producer" for that. If a date is not entered, the report will identify all
	producers.
"COC	Checking this box and entering a date will generate a report that will list
Disapproval	every person in the web-based Eligibility System, "Adjusted Gross Income
Date"	- 2002 Farm Bill" section that has a "COC Disapproval Date" for that date.
	If a date is not entered, the report will identify all producers.

I County Eligibility Reports Screen, "Adjusted Gross Income - 2002 Farm Bill" Section (Continued)

J County Eligibility Reports Screen, Beginning Farmer or Rancher

Reports may be generated that will provide the user information on who has a "Beginning Farmer or Rancher" certification recorded in the web-based eligibility files. The following is an example of the "Beginning Farmer or Rancher" section.

Beginning <u>Farmer or Rar</u>	ncher	
Yes	No	
Month and Year Farmer Or Rancher began Farming		

The following provides information about the "Beginning Farmer or Rancher" section.

Field/Button	Description
"Yes"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Beginning Farmer or Rancher" section that
	has "Yes" checked.
"No"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Beginning Farmer or Rancher" section that
	has "No" checked.
"Month and	In 2014 and subsequent years, checking this box and entering a month and
Year Farmer	year will generate a report that will list every person in the web-based
Or Rancher	Eligibility System, "Beginning Farmer or Rancher" section that has "Month
began	and Year Farmer Or Rancher began Farming" checked for that month and
Farming"	year. If a month and year is not entered, then the report will not be
	accurate.

K County Eligibility Reports Screen, "Cash Rent Tenant" Section

Reports may be generated that will provide the user information on who has a "cash rent tenant" determination recorded in the web-based Eligibility System. The following is an example of the "Cash Rent Tenant" section.

Cash Rent Tenant ————	
COC Determination	
Does the producer meet the cash rer	t tenant provisions?
🔲 Eligible	Partially Eligible
Ineligible	Not Applicable
Awaiting Determination	Exempt
Cropland Factor	

K County Eligibility Reports Screen, "Cash Rent Tenant" Section (Continued)

The following provides information about the "Cash Rent Tenant" section.

Field/Button	Description
"Eligible"	Checking this box will generate a report that will list every person in
-	the web-based Eligibility System, "Cash Rent Tenant" section that
	has "Eligible" checked.
"Partially Eligible"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "Cash Rent Tenant" section that
	has "Partially Eligible" checked.
"Ineligible"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "Cash Rent Tenant" section that
	has "Ineligible" checked.
"Not Applicable"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "Cash Rent Tenant" section that
	has "Not Applicable" checked.
"Awaiting	Checking this box will generate a report that will list every person in
Determination"	the web-based Eligibility System, "Cash Rent Tenant" section that
	has "Awaiting Determination" checked.
"Exempt"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "Cash Rent Tenant" section that
	has "Exempt" checked.
"Cropland Factor"	Checking this box and inserting a factor will generate a report that
	will list every person in the web-based Eligibility System, "Cash Rent
	Tenant" section that has a "Cropland Factor" with that factor. If a
	factor is not entered, then the report will not be accurate.

L County Eligibility Reports Screen, "Conservation Compliance" Section

Reports may be generated that will provide the user information on how "conservation compliance" determinations are recorded in the web-based Eligibility System. The following is an example of the "Conservation Compliance" section.

Conservation Compliance	
Highly Erodible Land Conservation	
No HEL	🗌 Compliant
🔲 Not Compliant	Pending Determination
Landlord/Tenant Exemption	Good Faith
Appeal Rights Exhausted	No Association
Planted Converted Wetland	
🗌 Compliant	Not Compliant
Good Faith	No Association
Converted Wetland	
🗌 🗖 Compliant	Not Compliant
Good Faith	Restored Wetland
Appeal Rights Exhausted	No Association
Farm/Tract Eligibility	
🔲 In Compliance	Partial Compliance
□ In Violation	No Association
Past Violation	Reinstated
Year of Violation	
State and County Where Violation Occurred	ר <u>ב</u>

L County Eligibility Reports Screen, "Conservation Compliance" Section (Continued)

The following provides information about the "Conservation Compliance" section.

Field/Button	Description
"Highly Erodible Land	Checking this box will generate a report that will list every
Conservation - No HEL"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Highly Erodible Land
	Conservation - No HEL" checked.
"Highly Erodible Land	Checking this box will generate a report that will list every
Conservation - Compliant"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Highly Erodible Land
	Conservation - Compliant" checked.
"Highly Erodible Land	Checking this box will generate a report that will list every
Conservation - Not	person in the web-based Eligibility System, "Conservation
Compliant"	Compliance" section that has "Highly Erodible Land
	Conservation - Not Compliant" checked.
"Highly Erodible Land	Checking this box will generate a report that will list every
Conservation - Pending	person in the web-based Eligibility System, "Conservation
Determination"	Compliance" section that has "Highly Erodible Land
	Conservation - Pending Determination" checked.
"Highly Erodible Land	Checking this box will generate a report that will list every
Conservation -	person in the web-based Eligibility System, "Conservation
Landlord/Tenant Exemption"	Compliance" section that has "Highly Erodible Land
	Conservation - Landlord/Tenant Exemption" checked.
"Highly Erodible Land	Checking this box will generate a report that will list every
Conservation - Good Faith"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Highly Erodible Land
	Conservation - Good Faith" checked.
"Highly Erodible Land	Checking this box will generate a report that will list every
Conservation - Appeal Rights	person in the web-based Eligibility System, "Conservation
Exhausted"	Compliance" section that has "Highly Erodible Land
	Conservation - Appeal Rights Exhausted" checked.
"Highly Erodible Land	Checking this box will generate a report that will list every
Conservation - No	person in the web-based Eligibility System, "Conservation
Association"	Compliance" section that has "Highly Erodible Land
	Conservation - No Association" checked.
"Planted Converted Wetland -	Checking this box will generate a report that will list every
Compliant"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Planted Converted Wetland -
	Compliant'' checked.
"Planted Converted Wetland -	Checking this box will generate a report that will list every
Not Compliant"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Planted Converted Wetland -
	Not Compliant" checked.

Field/Button	Description
"Planted "Converted	Checking this box will generate a report that will list every
Wetland - Good Faith"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Planted Converted Wetland -
	Good Faith" checked.
"Planted "Converted	Checking this box will generate a report that will list every
Wetland - No	person in the web-based Eligibility System, "Conservation
Association"	Compliance" section that has "Planted Converted Wetland - No
	Association" checked .
"Converted Wetland -	Checking this box will generate a report that will list every
Compliant"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Converted Wetland - Compliant"
	checked.
"Converted Wetland -	Checking this box will generate a report that will list every
Not Compliant"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Converted Wetland - Not
	Compliant" checked.
"Converted Wetland -	Checking this box will generate a report that will list every
Good Faith"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Converted Wetland - Good
	Faith" checked.
"Converted Wetland -	Checking this box will generate a report that will list every
Restored Wetland"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Converted Wetland - Restored
	Wetland" checked.
"Converted Wetland -	Checking this box will generate a report that will list every
Appeal Rights	person in the web-based Eligibility System, "Conservation
Exhausted"	Compliance" section that has "Converted Wetland - Appeals
	Rights Exhausted" checked.
"Converted Wetland - No	Checking this box will generate a report that will list every
Association"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Converted Wetland - No
	Association" checked.
"Farm/Tract Eligibility -	Checking this box will generate a report that will list every
In Compliance"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Farm/Tract Eligibility - In
	Compliance" checked.
"Farm/Tract Eligibility -	Checking this box will generate a report that will list every
Partial Compliance"	person in the web-based Eligibility System, "Conservation
	Compliance" section that has "Farm/Tract Eligibility - Partial
	Compliance" checked.

L County Eligibility Reports Screen, "Conservation Compliance" Section (Continued)

Field/Button	Description
"Farm/Tract	Checking this box will generate a report that will list every person in
Eligibility - In	the web-based Eligibility System, "Conservation Compliance"
Violation"	section that has "Farm/Tract Eligibility - In Violation" checked.
"Farm/Tract	Checking this box will generate a report that will list every person in
Eligibility - No	the web-based Eligibility System, "Conservation Compliance"
Association"	section that has "Farm/Tract Eligibility - No Association" checked.
"Farm/Tract	Checking this box will generate a report that will list every person in
Eligibility - Past	the web-based Eligibility System, "Conservation Compliance"
Violation"	section that has "Farm/Tract Eligibility - Past Violation" checked.
"Farm/Tract	Checking this box will generate a report that will list every person in
Eligibility -	the web-based Eligibility System, "Conservation Compliance"
Reinstated"	section that has "Farm/Tract Eligibility - Reinstated" checked.
"Year of Violation"	Checking this box and entering a year will generate a report that will
	list every person in the web-based Eligibility System, "Conservation
	Compliance" section that has a "Year of Violation" for that year. If
	a year is not entered, then the report will not be accurate.
"State and County	Checking this box and entering a State and county code will
Where Violation	generate a report that will list every person in the web-based
Occurred"	Eligibility System, "Conservation Compliance" section that has an
	entry in the "State and County Where Violation Occurred" for that
	State and county. If a State and county code is not entered, then the
	report will not be accurate.

L County Eligibility Reports Screen, "Conservation Compliance" Section (Continued)

M County Eligibility Reports Screen, "Controlled Substance" Section

Reports may be generated that will provide the user information on who has a "controlled substance" determination recorded in the web-based Eligibility System. The following is an example of the "Controlled Substance" section.

Notification of Determination			
Growing	Number of Years of Ineligibility	•	
Trafficking	Number of Years of Ineligibility	•	
Possession	Number of Years of Ineligibility	•	
Year of Conviction			

The following provides information about the "Controlled Substance" section.

Field/Button	Description
"No Violation"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Controlled Substance" section that has
	"No Violation" checked.
"Growing"	Checking this box along with inputting a specific number of years will
	generate a report that will list every person in the web-based Eligibility
	System, "Controlled Substance" section that has "Growing" checked.
"Trafficking"	Checking this box along with inputting a specific number of years will
	generate a report that will list every person in the web-based Eligibility
	System, "Controlled Substance" section that has "Trafficking" checked.
"Possession"	Checking this box along with inputting a specific number of years will
	generate a report that will list every person in the web-based Eligibility
	System, "Controlled Substance" section that has "Possession" checked.
"Year of	Checking this box and entering a year will generate a report that will list
Conviction"	every person in the web-based Eligibility System, "Controlled Substance"
	section that has that year of conviction entered. If a year is not entered,
	then the report will not be accurate.
N County Eligibility Reports Screen, "Delinquent Debt" Section

Reports may be generated that will provide the user information on who has a "delinquent debt" determination recorded in the web-based eligibility files. The following is an example of the "Delinquent Debt" section.

Delinguent Debt — COC Determination/Ce Does the producer ha	ertification ve an outstanding delinquent Federal non-tax debt?
Source of Delinquent D	Debt Determination
Producer Certified	FSA Debt
🔲 Credit Report	CAIVRS
TOPS	Other
Not applicable	
Additional Information	•

N County Eligibility Reports Screen, "Delinquent Debt" Section (Continued)

The following provides information about the "Delinquent Debt" section.

Field/Button	Description
"No"	Checking this box will generate a report that will list every person
	in the web-based Eligibility System, "Delinquent Debt" section that
"Vos"	That No checked.
168	in the web based Eligibility System "Delinguent Debt" section that
	has "Yes" checked.
"Source of	Checking this box will generate a report that will list every person
Delinquent Debt	in the web-based Eligibility System, "Delinquent Debt" section that
Determination -	has "Source of Delinquent Debt Determination - Producer
Producer Certified"	Certified" checked.
"Source of Delinquent	Checking this box will generate a report that will list every person
Debt Determination -	in the web-based Eligibility System, "Delinquent Debt" section that
FSA Debt"	has "Source of Delinquent Debt Determination - FSA Debt"
	checked.
"Source of Delinquent	Checking this box will generate a report that will list every person
Debt Determination -	in the web-based Eligibility System, "Delinquent Debt" section that
Credit Report"	has "Source of Delinquent Debt Determination - Credit Report"
	checked.
"Source of Delinquent	Checking this box will generate a report that will list every person
Debt Determination -	in the web-based Eligibility System, "Delinquent Debt" section that
CAIVERS"	has "Source of Delinquent Debt Determination - CAIVERS"
	checked.
"Source of Delinquent	Checking this box will generate a report that will list every person
Debt Determination -	in the web-based Eligibility System, "Delinquent Debt" section that
TOPS"	has "Source of Delinquent Debt Determination - TOPS" checked.
"Source of Delinquent	Checking this box will generate a report that will list every person
Debt Determination -	in the web-based Eligibility System, "Delinquent Debt" section that
Other"	has "Source of Delinquent Debt Determination - Other" checked.
"Source of Delinquent	Checking this box will generate a report that will list every person
Debt Determination -	in the web-based Eligibility System, "Delinquent Debt" section that
Not Applicable"	has "Source of Delinquent Debt Determination - Not Applicable"
	checked.
"Additional	Checking this box will generate a report that will list every person
Information"	in the web-based Eligibility System, "Delinquent Debt" section that
	has "Additional Information" checked and information entered.
	Note: If a user has typed a "space" in the "Additional Information"
	field, then the producer will be listed on the report: however.
	the field will appear empty.

O County Eligibility Reports Screen, "Federal Crop Insurance" Section

Reports may be generated that will provide the user information on who has a "Federal Crop Insurance" certification or determination recorded in the web-based eligibility files. The following is an example of the "Federal Crop Insurance" section.

Federal Crop Insurance		
Certification/COC Determination		
	Doguiromente Net Met	
Requirements Met	Requirements Not Met	

The following provides information about the "Federal Crop Insurance" section.

Field/Button	Description	
"Requirements Met"	" Checking this box will generate a report that will list every person in	
	the web-based Eligibility System, "Federal Crop Insurance" section	
	that has "Requirements Met" checked.	
"Requirements Not	Checking this box will generate a report that will list every person in	
Met"	the web-based Eligibility System, "Federal Crop Insurance" section	
	that has "Requirements Not Met" checked.	

Par. 305

P County Eligibility Reports Screen, "Foreign Person" Section

Reports may be generated that will provide the user information on who has a "foreign person" determination recorded in the web-based Eligibility System. The following is an example of the "Foreign Person" section.

Foreign Person ———]
COC Determination		
Has the producer met the	foreign person provision?	
🔲 Yes	No No	
Pending	Not Applicable	

The following provides information about the "Foreign Person" section.

Field/Button	Description
"Yes"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Foreign Person" section that has "Yes"
	checked.
"No"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Foreign Person" section that has "No"
	checked.
"Pending"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Foreign Person" section that has
	"Pending" checked.
"Not Applicable"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Foreign Person" section that has "Not
	Applicable" checked.

Q County Eligibility Reports Screen, "Fraud - including FCIC Fraud" Section

Reports may be generated that will provide the user information on who has a Fraud - including FCIC Fraud determination recorded in the web-based eligibility files. The following is an example of the "Fraud - including FCIC Fraud" section.

Fraud - including FCIC Fraud — Notification of FCIC Determination Compliant	Not Compliant
Year of Violation Years of No Program Benefits	

The following provides information about the "Fraud - including FCIC Fraud" section.

Field/Button	Description
"Compliant"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "Fraud - including FCIC Fraud"
	section that has "Compliant" checked.
"Not Compliant"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "Fraud - including FCIC Fraud"
	section that has "Not Compliant" checked.
"Year of	Checking this box and entering a year will generate a report that will
Violation"	list every person in the web-based Eligibility System, "Fraud -
	including FCIC Fraud" section that has a "Year of Violation" for that
	year. If a year is not entered, then the report will not be accurate.
"Years of No	Checking this box and entering a number of years will generate a report
Program Benefits"	that will list every person in the web-based Eligibility System, "Fraud -
	including FCIC Fraud" section that has a "Years of No Program
	Benefits" for a certain number of years entered. If years are not
	entered, then the report will not be accurate.

R County Eligibility Reports Screen, "Limited Resource Farmer or Rancher" Section

Reports may be generated that will provide the user information on who has a "Limited Resource Farmer or Rancher" certification recorded in the web-based eligibility files. The following is an example of the "Limited Resource Farmer or Rancher" section.

<u>Limited Resource Farmer or Ranc</u>	her ———	
Certification/COC Determination		
Yes	🔲 No	

The following provides information about the "Limited Resource Farmer or Rancher" section.

Field/Button	Description
"Yes"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Limited Resource Farmer or Rancher"
	section that has "Yes" checked.
"No"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Limited Resource Farmer or Rancher"
	section that has "No" checked.

S County Eligibility Reports Screen, "NAP Non Compliance" Section

Reports may be generated that will provide the user information on who has a "NAP noncompliance" determination recorded in the web-based eligibility files. The following is an example of the "NAP Non Compliance" section.

[= <u>N</u> AP Non Compliance	
	COC Determination	Not Compliant - COC
	Year of Violation	

The following provides information about the "NAP Non Compliance" section.

Field/Button	Description
"Compliant"	Checking this box will generate a report that will list every person in
	the web-based Eligibility System, "NAP Non Compliance" section
	that has "Compliant" checked.
"Not Compliant -	Checking this box will generate a report that will list every person in
COC"	the web-based Eligibility System, "NAP Non Compliance" section
	that has "Not Compliant - COC" checked.
"Year of Violation"	Checking this box and entering a year will generate a report that will
	list every person in the web-based Eligibility System, "NAP Non
	Compliance" section that has a "Year of Violation" for that year. If
	a year is not entered, then the report will not be accurate.

T County Eligibility Reports Screen, "Permitted Entity - 2002 Farm Bill" Section

Reports may be generated that will provide the user information on who has a "permitted entity" determination, as it applies to the 2002 Farm Bill provisions, recorded in the web-based Eligibility System. The following is an example of the "Permitted Entity - 2002 Farm Bill" section.



The following provides information about the Permitted Entity section.

Field/Button	Description			
"Yes"	Checking this box will generate a report that will list every person in the			
	veb-based Eligibility System, "Permitted Entity - 2002 Farm Bill" section			
	that has "Yes" checked.			
"No"	Checking this box will generate a report that will list every person in the			
	web-based Eligibility System, "Permitted Entity - 2002 Farm Bill" section			
	that has "No" checked.			

U County Eligibility Reports Screen, "Person Eligibility - 2002 Farm Bill" Section

Reports may be generated that will provide the user information on who has "person eligibility" determinations, as it applies to the 2002 Farm Bill provisions, recorded in the web-based Eligibility System. The following is an example of the "Person Eligibility - 2002 Farm Bill" section.

Person Eligibility - 2002 Farm Bill — COC Determination COC Determination Completed Awaiting Determination	Not FiledAwaiting Revision
Date Documentation Filed by Producer COC Determination Date	y

The following provides information about the "Person Eligibility - 2002 Farm Bill" section.

Field/Button	Description
"COC	Checking this box will generate a report that will list every person in the
Determination	web-based Eligibility System, "Person Eligibility - 2002 Farm Bill"
Completed"	section that has "COC Determination Completed" checked.
"Not Filed"	Checking this box will generate a report that will list every person in the
	web-based Eligibility System, "Person Eligibility - 2002 Farm Bill"
	section that has "Not Filed" checked.
"Awaiting	Checking this box will generate a report that will list every person in the
Determination"	web-based Eligibility System, "Person Eligibility - 2002 Farm Bill"
	section that has "Awaiting Determination" checked.
"Awaiting	Checking this box will generate a report that will list every person in the
Revision"	web-based Eligibility System, "Person Eligibility - 2002 Farm Bill"
	section that has "Awaiting Revision" checked.
"Date	Checking this box and entering a date will generate a report that will list
Documentation	every person in the web-based Eligibility System, "Person Eligibility -
Filed by	2002 Farm Bill" section that has "Date Documentation Filed by
Producer"	Producer" for that date. If a date is not entered, the report will identify
	all producers.
"COC	Checking this box and entering a date will generate a report that will list
Determination	every person in the web-based Eligibility System, "Person Eligibility -
Date"	2002 Farm Bill" section that has a "COC Determination Date" for that
	date. If a date is not entered, the report will identify all producers.

V County Eligibility Reports Screen, "Socially Disadvantaged Farmer or Rancher" Section

Reports may be generated that will provide the user information on who has a "Socially Disadvantaged Farmer or Rancher" certification recorded in the web-based eligibility files. The following is an example of the "Socially Disadvantaged Farmer or Rancher" section.

Socially Disadvantaged F	Farmer or Rancher ————	
⊢ Includes Racial, Ethnic an	nd Gender	
Yes	No No	
Includes Racial and Ethni	c but NOT Gender	
Yes	No No	

The following provides information about the "Socially Disadvantaged Farmer or Rancher" section.

Certification	Field/Button	Description
"Includes	"Yes	Checking this box will generate a report that will list every
Racial,		person in the web-based Eligibility System, "Socially
Ethnic and		Disadvantaged Farmer or Rancher" section that has the
Gender"		"Yes" checked for "Includes Racial, Ethnic and Gender".
	"No"	Checking this box will generate a report that will list every
		person in the web-based Eligibility System, "Socially
		Disadvantaged Farmer or Rancher" section that has the "N"
		checked for "Includes Racial, Ethnic and Gender".
"Includes	"Yes"	Checking this box will generate a report that will list every
Racial and		person in the web-based Eligibility System, "Socially
Ethnic but		Disadvantaged Farmer or Rancher" section that has the "Y"
NOT		checked for "Includes Racial and Ethnic but NOT Gender".
Gender"	"No"	Checking this box will generate a report that will list every
		person in the web-based Eligibility System, "Socially
		Disadvantaged Farmer or Rancher" section that has the "No"
		checked for "Includes Racial and Ethnic but NOT Gender".

W Options

The following provides information about the options available on the County Eligibility Reports Screen.

Option/Button	Results
"Submit"	A validation screen for the County Eligibility Report Selection
	Criteria Screen will be displayed.
"Reset"	All selected items will be removed.
"Return to Reports"	The Subsidiary Reports Screen will be displayed.

X Validation Screen

On the County Eligibility Report Selection Criteria Screen, after users CLICK "Submit", a Validation Screen will be displayed. The following is an example of the Validation Screen.

Report Selection Crite Year: Report Output Type: List Output Type:	ria 2008 PDF County	Coahoma - M	lississippi	
Actively Engaged Fields Selected COC Determination			Values Entered Not Filed	
Person Eligibility Fields Selected COC Determination			Values Entered Not Filed	
Ac	cept	Revise	Cancel	

The following provides descriptions of the fields/buttons on the Validation Screen.

Field/Button	Description			
"Year"	Will display the year	r of the eligibility report to be generated.		
"Report Output Type"	Will display the for	mat of the eligibility report to be generated.		
	IF user selects	THEN the report will be generated in		
	"PDF"	Adobe Acrobat format.		
	"Spreadsheet" Microsoft Excel format.			
"List Output Type"	Will display the county and State for which the eligibility report			
	will be generated.			
"Individual Sections	Will display categories, fields, and values selected on the			
for Categories"	Eligibility Reports Screen.			
"Accept"	Will generated the report with the criteria listed.			
"Revise"	Eligibility Reports Screen will be displayed without generating the			
	report to allow the user to modify selected criteria.			
"Cancel"	Eligibility Reports Screen will be displayed without generating the			
	report. All fields pr	eviously selected will be removed.		

Y PDF Report Format

The following is an example of the County Eligibility Report in PDF format. The first page of the report will identify the fields requested in the eligibility search criteria. The second and succeeding pages will list the producers meeting all of the selected fields.

Example Page 1:

*__ United States Department of Agriculture USDA **County Eligibility Report** 28027 Coahoma - Mississippi 2017 4/4/17 12:29 PM **Eligibility Search Criteria** Name Value AD-1026 Certified Certification Actively Engaged Actively Engaged COC Determination

Example Page 2:

*--

Name
1874 FARMS
4 GIRLS INC
A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP
A D CARTWRIGHT JR IRREVOCABLE FLP TRUST
A D CARTWRIGHT JR MARITAL TRUST 2
A R CARR/SUSAN CARR INC
A R CARR/VIRGINIA C FARRIS INC
 ABBAY, ROBERT I
ABBY INC
*

Z Spreadsheet Report Format

The following is an example of the County Eligibility Report in the "Spreadsheet" format. This format may be saved as an Excel document.

	COUNTY ELIGIBILITY REPORT			
2017	28027 Coahoma - Mississippi	Tue Apr 04	12:33:24	CDT 2017
	Eligibility Search Criteria			
40.4020				
AD-1026				
	Certification			
		Certified		
Actively Engaged				
	COC Determination			
		Actively En	ngaged	
LAST NAME OR BUSINESS NAME	FIRST NAME			
1874 FARMS				
4 GIRLS INC				
A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP				
A D CARTWRIGHT JR IRREVOCABLE FLP TRUST				
A D CARTWRIGHT JR MARITAL TRUST 2				
A R CARR/SUSAN CARR INC				
A R CARR/VIRGINIA C FARRIS INC				
ABBAY	ROBERT I			
ABBY INC				

306 IRS Mismatch Report

A Introduction

An IRS Mismatch Report has been developed to assist users in identifying customers that do **not** match data provided by IRS. State Offices will be responsible for working with their County Offices to correct customers listed on the IRS Mismatch Report by correcting the customer's data in Business Partner and resubmitting CCC-941.

There are valid exceptions on the IRS Mismatch Report for specific types of customers, as follows.

	THEN Business Partner data will not match IRS data
IF a customer	because
* * *	* * *
recently changed their	IRS may not have received tax records for the customer using
name	their new name. Therefore, the name in Business Partner will
	not match and the customer will be included on the IRS
	*Mismatch Report if the IRS Response Code is not validated in
	Business Partner with "TIN and Name Match" or "Manually
	validated"; but the customer is valid in both systems.
is a business and files	IRS may return the individual name associated with the business.
its business taxes on	Therefore, the name for the business in Business Partner will not
their individual tax	match and the customer will be included on the IRS Mismatch
return	Report if the IRS Response Code is not validated in Business
	Partner, but the customer is valid in both systems*

Note: County Offices must:

- •*--ensure that the IRS Response Code is validated in Business Partner with "TIN and Name Match" or "Manually validated"
- **not** update Business Partner for these types of customers in an effort to try to get the AGI data to update in the web-based Subsidiary Eligibility System.--*

Customers will be included on the IRS Mismatch Report and an IRS determination will be available to provide the appropriate AGI 2014 Farm Bill determination. County Offices are responsible for working with their State Office to update the AGI 2014 Farm Bill State Office SED determination. Authorized State Office users will have the ability to update the State Office SED determination to "Mismatch Verified" or "Not Compliant - Review", based on the information provided on the IRS Mismatch Report.

B Accessing the IRS Mismatch Report

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary Screen SUBWEB001, from the top Navigation Menu, CLICK "**Reports**" to access Subsidiary Reports Screen SUBREP001.

The following is an example of Subsidiary Screen SUBWEB001.

United States Farm Se	Department of Agriculture		Subsidiary	
	Subsidiary H	Home About Subsidiary H	lelp Contact Us Exit Subsidiary Logo	ut of eAuth
Eligibility	Business File Combined Pr	oducers Payment Limitation	ons Recording County Subsidiary Print	Reports
Links Get Change Alerts Customer Search	Screen ID: SU	BWEB001		
				>

B Accessing the IRS Mismatch Report (Continued)

After users click "Reports" from the top Navigation Menu, Subsidiary Reports Screen SUBREP001 will be displayed. On Subsidiary Reports Screen SUBREP001, CLICK "**IRS Mismatch Report**" to access the web-based IRS Mismatch Report Criteria Screen SUBREP008.

The following is an example of Subsidiary Reports Screen SUBREP001.

USDA United States Department of Agriculture Farm Service Agency	Subsidiary Reports
Subsidiary Home About Subsidiary Help Contact	Us Exit Subsidiary Logout of eAuth
Eligibility Business File Combined Producers Payment Limitations Recordin	ng County Subsidiary Print Reports
Links Combined Producer Report County Eligibility Reports IRS Mismatch Report	Live data ✓ Live data ✓ Reporting Database; ✓ Data last updated on 01/30/2009 08:00:02 PM Central Time ★ Data Last updated by the date the report was created
Screen ID: SUBREP001	

C IRS Mismatch Report Criteria Screen

The IRS Mismatch Report Criteria Screen SUBREP008 allows users to select:

- "Report Output Type", "Display on Screen" or "Excel Spreadsheet"
- State and county, date range, and mismatch resolution to display the IRS Mismatch Report for multiple customers
- a specific customer for which to search on the IRS Mismatch Report.

C IRS Mismatch Report Criteria Screen (Continued)

The following is an example of the IRS Mismatch Report Criteria Screen SUBREP008.

United States Department of Farm Service Ag	Agriculture Jency		Subsidia	ry Reports	
			Rear of Statistics		
	Subsidiary Home Abo	ut Subsidiary Help	Contact Us Exit	Subsidiary	Logout of eAuth
Eligibility Business	File Combined Producers	Payment Limitations	Recording County	/ Subsidiary	Print Reports
Links	- IRS Mismatch Report	Criteria ———			
	 Display on Screen 	(Excel Spread	dsheet	
	Select State/County, Date report for multiple custom	Range and Mismat	ch Resolution to	display the l	RS Mismatch
	Select State County -				
	State	Alabama	•		
	County	Autauga 🔹			
	Date Range				
	Start Date:		End Date:		
	Mismatch Resolution				
	O Unresolved	Resolved	۲	Both	
	Select a specific produce	r to display their inf	ormation from th	ie IRS Misma	tch report.
	Name				
	Starts With	 Exact Mate 	:h	7	
	Last or Business	vame:			
	Common f	vame:			
		unic.]
	Tax Identification				
	Whole ID	I ast 4 Digit	ts		
		Sub	mit		
	<u>Return to Reports</u>				
	Screen ID: SUBREP008				

C IRS Mismatch Report Criteria Screen (Continued)

The following provides information about the IRS Mismatch Report Criteria Screen SUBREP008 when selecting State and county, date range, and mismatch resolution to display the IRS Mismatch Report for multiple customers.

Field/Button	Description					
"Report Output Type"	Allows users to select the format in which to run the IRS					
	Mismatch Report.					
	IF user selects	THEN the				
	"Display on Screen"	IRS Mismatch Search Results Screen				
		SUBREP009 will be displayed.				
	"Excel Spreadsheet"	report will be generated in Excel format.				
"Select State County"	Users with more than	l county attached to their eAuthentication				
	user ID (combined Co	unty Office or State Office users) will be				
	required to select a cou	inty in which the IRS Mismatch Report				
	will be run. Users with	n only 1 county attached to their				
	eAuthentication user I	D will not be required to make a selection.				
"Date Range"	Allows users to enter a date range to return customers on the IRS					
	Mismatch Report with	in the requested dates.				
	IF user selects	THEN the				
	"Start Date"	earliest date IRS processed customers and				
		identified a mismatch will be displayed.				
	"End Date"	latest date IRS processed customers and				
		identified a mismatch will be displayed.				
"Mismatch Resolution"	Allows users to select	customers to display on the IRS Mismatch				
	Report that have been:					
	• "Unresolved", as a	n IRS mismatch				
	• "Resolved", as an I	IRS mismatch				
	• "Both", resolved a	nd unresolved as IRS mismatches.				
"Submit"	IRS Mismatch Search	Results Screen SUBREP009 will be				
	displayed if no errors a	re found with the search criteria entered.				
"Return to Reports"	Subsidiary Reports Sci	reen SUBREP001 will be displayed.				

C IRS Mismatch Report Criteria Screen (Continued)

The following provides information about the IRS Mismatch Report Criteria Screen SUBREP008 when selecting a specific customer to display their information from the IRS Mismatch Report.

Field/Button	Description
"Name", "Starts With"	Allows users to retrieve IRS mismatch data for the requested
	customer by entering part of the customer's name in 1 of the
	following fields:
	• "Last or Business Name" (from Business Partner)
	• "Common Name" (from Business Partner)
	• "IRS Name" (from IRS).
"Name", "Exact Match"	Allows users to retrieve IRS mismatch data for the requested
	customer by entering the customer's name in 1 of the following
	fields:
	• "Last or Business Name" (Business Partner)
	• "Common Name" (Business Partner)
	• "IRS Name" (from IRS).
"Tax Identification",	Allows users to retrieve IRS mismatch data for the requested
"Whole ID"	customer by entering the customer's tax ID.
"Tax Identification".	Allows users to retrieve IRS mismatch data for the requested
"Last 4 Digits"	customer by entering the last 4 digits of the customer's tax ID
"Submit"	IRS Mismatch Search Results Screen SUBREPOOD will be
Submit	displayed if no arrors are found with the search criteria entered
	uispiayeu il no errors ale round with the search chieffa entered.
"Return to Reports"	Subsidiary Reports Screen SUBREP001 will be displayed.

D Selecting State and County and Date Range

To process an IRS Mismatch Report based on State and county, date range, and mismatch resolution, perform the following steps.

Step	Action
1	Select State Office from the "State" drop down list.
	Note: County Office users will default to the State and County Office to which they
	are assigned. State Office users will default to the State Office to which they
	are assigned.
2	Select County Office from the "County" drop down list.
3	Select "Start Date" for the beginning date IRS processed customers and identified as
	a mismatch.
4	Select "End Date" for the end date IRS processed customers and identified as a
	mismatch.
5	Select 1 of the following options for the "Mismatch Resolution":
	• "Unresolved", IRS mismatched data has not been identified as resolved
	• "Resolved", IRS mismatched data has been identified as resolved
	• "Both".
6	CLICK "Submit".
7	IRS Mismatch Search Results Screen SUBREP009 will be displayed based on the
	criteria entered.

E Selecting a Specific Customer

To display IRS mismatch information for a specific customer by name, perform the following steps.

Step	Action
1	Select either of the following:
	 "Starts With" "Exact Match".
2	Enter the customer's name in 1 of the following fields:
	 "Last or Business Name" "Common Name" "IRS Name."
	Note: If "Starts With" is selected in step 1, only the beginning characters of the
	customer's name need to be entered.
3	CLICK "Submit".
4	IRS Mismatch Search Results Screen SUBREP009 will be displayed based on the
	criteria entered.

E Selecting a Specific Customer (Continued)

To display IRS mismatch information for a specific customer by tax ID, perform the following steps.

Step	Action
1	Select either of the following:
	• "Whole ID"
	• "Last 4 Digits".
2	Enter customer's tax ID.
	Note: If "Last 4 Digits" is selected, only enter the last 4-digits of customer's tax ID.
3	CLICK "Submit".
4	IRS Mismatch Search Results Screen SUBREP009 will be displayed based on the
	criteria entered.

F IRS Mismatch Search Results Screen

The following is an example of the results from IRS Mismatch Search Results Screen SUBREP009 when, from IRS Mismatch Report Criteria Screen SUBREP008, user selected "Report Output Type", "Display on Screen".

USI	DA United Stat	les Depart Servic	ment of Agricu	iture Y			Subsidiary Rep	ports
			7		-			
				Subsidiary	Home About	Subsidiary Help	Contact Us Exit Subs	idiary Logout of eAuth
	Eligibilit	y Bus	iness File	Combined F	Producers Pa	yment Limitations	Recording County Su	bsidiary Print Reports
⊫ IR	S Mismatch	Searc	h Results	;				
	Mismatch Id	State	County	CCID	Program Year	SCIMS Comm Name	ion IRS Processe Date	^d Status
	24331	05	037	11111	2015	Any Producer	2015-05-14 13:12:10.0	Unresolved detail
	24322	05	037	22222	2015	Any 2 Producer	2015-05-14 13:12:10.0	Resolved DETAIL
	24332	05	037	33333	2015	Any Corporation	n 2015-05-14 13:12:10.0	Resolved DETAIL
B	lack to Search	١			Update to Res	olved	Update to Ur	nresolved
<u>Retu</u>	rn to Repor	<u>ts</u>						
Scr	een ID: SUB	REPOO	9					

F IRS Mismatch Search Results Screen (Continued)

The following provides information about IRS Mismatch Search Results Screen SUBREP009 when selecting State and county, date range, and mismatch resolution to display the IRS Mismatch Report for multiple customers.

Field/Button	Description
"Mismatch Id"	System-assigned ID for the customer where a match was not found
	in SCIMS based on tax ID and customer name.
"State"	Recording State code for the customer where a match was not
	found in SCIMS based on tax ID and customer name.
"County"	Recording county code for the customer where a match was not
	found in SCIMS based on tax ID and customer name.
"CCID"	Core customer identification from SCIMS where a match was not
	found in SCIMS based on tax ID and customer name.
"Program Year"	Fiscal year for the customer provided by IRS where a match was
	not found in SCIMS based on tax ID and customer name.
"SCIMS Common	Customer's common name from SCIMS where a match was not
Name"	found in SCIMS based on tax ID and customer name.
"IRS Processed Date"	Date IRS processed CCC-941 for the customer.
"Status"	Status of mismatch resolution:
	• "Unresolved", IRS mismatch data has not been identified as resolved
	• "Resolved", IRS mismatch data has been identified as resolved.
"Detail"	Customer-specific IRS Mismatch Details Screen SUBREP010 will
	be displayed as described in subparagraph G.
"Back to Search"	IRS Mismatch Report Criteria Screen SUBREP008 will be
	displayed.
"Update to Resolved"	Selected customers will be updated to "Resolved" on the IRS
	Mismatch Report as described in subparagraph H.
"Update to	Selected customers will be updated to "Unresolved" on the IRS
Unresolved"	Mismatch Report as described in subparagraph H.
"Return to Reports"	Subsidiary Reports Screen SUBREP001 will be displayed.

F IRS Mismatch Search Results Screen (Continued)

The following is an example of the results from the IRS Mismatch Report when selecting "Report Output Type", "Excel Spreadsheet".

Important: The Excel spreadsheet contains PII information and **shall** be protected by authorized users accessing the IRS Mismatch Report.

			in priced of		-	-					1	1			1		
4	A	В	C	D	E	F	G	H	1	J	K	L	M	N	0	P	Q
1			IRS Mis	match Re	port for AC	51 2014 I	Farm Bill in S	Gubsidiary	, State Cod	le: 05, Cou	nty Code: Al	I, Beginnir	ng Date: 05/	14/2015 throu	igh End Date: 05/	/15/2015	
2						<u> </u>	• ••					<u> </u>	•				
3	Mismatch ID	Recording State	Recording County	Program Year	Tax ID	Tax ID Type	IRS Name	IRS 1st 4 Name	SCIMS 1st 4 Name	Core Customer ID	SCIMS Business Type	SCIMS Common Name	SCIMS Business Name	Received Date	IRS Processed Date	IRS Determination	Resolved/ Not Resolved Customer
3	Mismatch ID 24331	Recording State 05	Recording County 037	Program Year 2015	Tax ID	Tax ID Type S	IRS Name ANY PRODUCER	IRS 1st 4 Name	SCIMS 1st 4 Name	Core Customer ID 11111	SCIMS Business Type	SCIMS Common Name	SCIMS Business Name	Received Date 2015-05-21 14:16:41.0	IRS Processed Date 2015-05-14 13:12:10.0	IRS Determination Compliant - Producer	Resolved/Not Resolved Customer
3	Mismatch ID 24331 24322	Recording State 05 05	Recording County 037 037	Program Year 2015 2015	Tax ID	Tax ID Type S S	IRS Name ANY PRODUCER ANY 2 PRODUCER	IRS 1st 4 Name PROD PROD	SCIMS 1st 4 Name TROD GROD	Core Customer ID 111111 222222	SCIMS Business Type 00 00	SCIMS Common Name ANY TRODUC ER ANY 2 GRODUC ER	SCIMS Business Name	Received Date 2015-05-21 14:16:41.0 2015-05-21 14:16:41.0	IRS Processed Date 2015-05-14 13:12:10.0 2015-05-14 13:12:10.0	IRS Determination Compliant - Producer Compliant - Producer	Resolved/ Not Resolved Customer Unresolve Resolve

F IRS Mismatch Search Results Screen (Continued)

The Excel spreadsheet results will include the following information, as well as the information provided on IRS Mismatch Search Results Screen SUBREP009, for the mismatched customer.

Field	Description
"Tax ID"	Tax ID for the customer provided by IRS where a match was not
	found in SCIMS based on tax ID and customer name.
"Tax ID Type"	Tax ID type for the customer provided by IRS where a match
	was not found in SCIMS based on tax ID and customer name.
"IRS Name"	IRS Name for the customer provided by IRS where a match was
	not found in SCIMS based on tax ID and customer name.
"IRS 1st 4 Name"	First 4 characters of the IRS name for the customer provided by
	IRS where a match was not found in SCIMS based on tax ID
	and customer name.
"SCIMS 1st 4 Name"	First 4 characters of the SCIMS business name or last name of
	the customer where a match was not found in SCIMS based on
	tax ID and customer name.
"Core Customer ID"	Core customer identification from SCIMS where a match was
	not found in SCIMS based on tax ID and customer name.
"SCIMS Business Type"	SCIMS business type for the customer in SCIMS where a match
	was not found in SCIMS based on tax ID and customer name.
"SCIMS Business	Customer's business name from SCIMS where a match was not
Name"	found in SCIMS based on tax ID and customer name.
"Received Date"	Date IRS file was provided to FSA.
"IRS Processed Date"	Date IRS processed CCC-941 for the customer.
"IRS Determination"	IRS determination provided by IRS where a match was not
	found in SCIMS based on tax ID and customer name.
"Resolved/Not Resolved	Status of mismatch resolution:
Customer"	
	• "Unresolved", IRS mismatch data has not been identified as
	resolved
	• "Resolved", IRS mismatch data has been identified as
	resolved.

G IRS Mismatch Details Screen

The following is an example of the IRS Mismatch Details Screen SUBREP010 when selecting the "Details" link for a specific customer on IRS Mismatch Search Results Screen SUBREP009.

United States Department of Agriculture Farm Service Agency	Subsidiary Reports
Subsidiary Home About	t Subsidiary Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business File Combined Producers Pa	ayment Limitations Recording County Subsidiary Print Reports
FIRS Mismatch Details	
Mismatch Id: 24331	
Recording state: 05	Recording County: 037
IRS Name: ANY PRODUCER	
SCIMS Common Name: ANY TRODUCER	
SCIMS Business Name:	
SCIMS Name Match 1st 4: TROD	SCIMS Business Type: 00
IRS Name Control: PROD	Program Year: 2015
Tax ID Type: S	
Received from IRS Date: 2015-05-21 14:16:41.0	IRS Processed Date: 2015-05-14 13:12:10.0
IRS Determination: Compliant - Producer	Resolved/Unresolved Customer: Unresolved
Return to Summary Screen ID: SUBREP010	

G IRS Mismatch Details Screen (Continued)

The IRS Mismatch Details Screen SUBREP010 will include the following information for the selected customer.

Field/Button	Description			
"Mismatch Id"	System-assigned ID for the customer where a match was not found			
	in SCIMS based on tax ID and customer name.			
"Recording State"	Recording State code for the customer where a match was not found			
	in SCIMS based on tax ID and customer name.			
"Recording County"	Recording county code for the customer where a match was not			
	found in SCIMS based on tax ID and customer name.			
"IRS Name"	IRS name for the customer provided by IRS where a match was not			
	found in SCIMS based on tax ID and customer name.			
"SCIMS Common	Customer's common name from SCIMS where a match was not			
Name"	found in SCIMS based on tax ID and customer name.			
"SCIMS Business	Customer's business name from SCIMS where a match was not			
Name"	found in SCIMS based on tax ID and customer name.			
"SCIMS Name	First 4 characters of customer's business name or last name from			
Match 1st 4"	SCIMS where a match was not found in SCIMS based on tax ID			
	and customer name.			
"SCIMS Business	Business type for the customer in SCIMS where a match was not			
Type"	found in SCIMS based on tax ID and customer name.			
"IRS Name Control"	First 4 characters of the IRS name for the customer provided by IRS			
	where a match was not found in SCIMS based on tax ID and			
	customer name.			
"Program Year"	Fiscal year for the customer provided by IRS where a match was			
	not found in SCIMS based on tax ID and customer name.			
"Tax ID Type"	Tax ID type for the customer provided by IRS where a match was			
	not found in SCIMS based on tax ID and customer name.			
"Received from IRS	Date IRS file was provided to FSA.			
Date"				
"IRS Processed Date"	Date IRS processed CCC-941 for the customer.			
"IRS Determination"	IRS determination provided by IRS where a match was not found in			
	SCIMS based on tax ID and customer name.			
"Resolved/	Status of mismatch resolution:			
Unresolved				
Customer"	• "Unresolved", IRS mismatch data has not been identified as			
	resolved			
	• "Resolved", IRS mismatch data has been identified as resolved.			
Return to Summary" IRS Mismatch Search Results Screen SUBREP009 will b				
	displayed.			

H Resolving Mismatched Customers

When a mismatched customer is resolved in the Subsidiary Eligibility web-based system, users have the ability to update the customer to "Resolved" on the IRS Mismatch Report.

Updating mismatched customers to "Resolved" can be used to reduce the number of customers returned on the IRS Mismatch Report.

To update mismatched customers to "Resolved", perform the following steps.

Step	Action				
1	Select "Report Output Type", "Display on Screen".				
2	Perform either of the following to display IRS Mismatch Search Results Screen SUBREP009:				
	 steps described in subparagraph D to display the list of IRS mismatched customers based on date range 				
	• steps described in subparagraph E to display a specific IRS mismatched customer.				
3	On IRS Mismatch Search Results Screen SUBREP009, click checkbox next to customers where the IRS mismatch has been resolved in the web-based Eligibility System.				
4	CLICK "Update to Resolved".				
5	Selected customers will be updated to "Resolved".				

--Note: Authorized State Office users are responsible for updating Eligibility AGI 2014 Farm Bill State Office/SED Determination according to paragraph 26 when a customer on the mismatch report is identified and resolved.--

H Resolving Mismatched Customers (Continued)

If a customer is inadvertently updated to "Resolved" and should have remained "Unresolved", perform the following steps.

Step	Action		
1	Select "Report Output Type", "Display on Screen".		
2	Perform either of the following to display IRS Mismatch Search Results Screen SUBREP009:		
	• steps described in subparagraph D to display the list of IRS mismatched customers based on date range		
	• steps described in subparagraph E to display a specific IRS mismatched customer.		
3	On IRS Mismatch Search Results Screen SUBREP009, click checkbox next to		
	customers who should be reset back to "Unresolved".		
4	CLICK "Update to Unresolved".		
5	Selected customers will be updated to "Unresolved".		

I Error Messages

The following provides a list of error messages that may be displayed when selecting the criteria for the IRS Mismatch Report.

Reason for Message	Corrective Action	
User entered 1 of the following and	Perform any of the following:	
a match was not found for the		
entered criteria:	• enter a different State and	
	county code, date range, and	
• State and county code, date	mismatch resolution	
range, and mismatch resolution		
	• enter a different customer name	
• customer name		
	• enter a different tax ID.	
• tax ID.		
User entered the start date format	Update the date using the calendar	
incorrectly.	icon or in any of the following	
	formats:	
	~ /11/ ?	
	• mm/dd/yyyy	
	• "mmddyy"	
	• mmddyyyy".	
User entered the end date format	Update the date using the calendar	
incorrectly.	formate:	
	formats:	
	• "mm/dd/www"	
	• IIIII/dd/yyyy	
	• IIIIIddyy • "mmddwww"	
User entered on and data before the	 Infinitely yyy. Undete either of the following with 	
start date	Update either of the following with	
start date.	the start date:	
	• start date	
	- ord data	
	Reason for Message User entered 1 of the following and a match was not found for the entered criteria: • State and county code, date range, and mismatch resolution • customer name • tax ID. User entered the start date format incorrectly. User entered an end date before the start date.	

I Error Messages (Continued)

Message	Reason for Message	Corrective Action	
"Tax ID must be 9 digits."	User did not enter 9 digits for the tax ID and "Whole ID" was	Update either of the following:	
	selected.	• 9-digit number with "Whole ID" selected	
		• 4-digit number with "Last 4 Digits" selected.	
"Tax ID must contain only	User entered nonnumeric characters for the tax ID.	Update either of the following:	
numbers."		• 9-digit number with "Whole ID" selected	
		• 4-digit number with "Last 4 Digits" selected.	
"Tax ID must be 4 digits."	User did not enter 4 digits for the tax ID and "Last 4 Digits" was	Update either of the following:	
	selected.	• 9-digit number with "Whole ID" selected	
		• 4-digit number with "Last 4 Digits" selected.	
"One or more	User selected a customer and clicked "Update to Resolved" and	Perform either of the following:	
resolved. Please make sure all selected items are unresolved."	the customer status is already "Resolved".	• remove the checkmark for the customer that is "Resolved"	
		• CLICK "Update to Unresolved".	
"One or more items are already	User selected a customer and clicked "Update to Upresolved"	Perform either of the following:	
unresolved. Please make sure all selected items	and the customer status is already "Unresolved".	• remove checkmark for the customer that is "Unresolved"	
are resolved."		• CLICK " Update to Resolved ", if the IRS mismatch for the customer has been resolved.	

307-350 (Reserved)

351 Subsidiary Rollover Process

A Background

Generally, subsidiary records are created for the current subsidiary year during the rollover process on or about mid-September, coinciding with the start of the new FY. During the rollover process, subsidiary records are created for the new subsidiary year based on information contained in the files for the previous subsidiary year.

In the web-based environment, prior subsidiary year records are retained on the system indefinitely.

B Action Required During Rollover

In the web-based environment, the subsidiary rollover process is initiated on or about mid-September of each new FY by KC-ADC. County Office action is **not** required to install software to execute the rollover process.

* * *

351 Subsidiary Rollover Process (Continued)

C How Eligibility Data Is Rolled Over for 2009 and Subsequent Years

This following provides how information will rollover for each new FY.

Eligibility Determination		D		
Information	Rollover Provisions			
Actively Engaged	Previous year informat	tion will rolld	over to the new FY.	
Actively Engaged - 2002 Farm				
Bill	-			
AD-1026				
AGI - 2014 Farm Bill	Previous year information will not rollover to the			
AGI - 2008 Farm Bill:	new FY.			
 Commodity Program \$500,000 Nonfarm Program Direct Payment \$1 Million Total Income 				
• Direct Payment \$750,000 Farm Income				
Conservation Program				
\$1 Million Income.				
AGI - 2002 Farm Bill				
Beginning Farmer or Rancher	Eligibility information will rollover to the new FY based			
	on the following.			
	IF the producer is	THEN		
	not beginning farmer	current year determination will		
	or rancher	be rolled to the next FY.		
	a beginning farmer or	if the producer has been a		
	rancher	beginning farmer or rancher:		
		greater than 10 years	the determination will be reset to "No".	
		less than or	the determination	
		equal to 10 9years	will be rolled to the next FY.	
Cash Rent Tenant Cropland Previous year information will rollover to the new F Factor				
Eligibility Determination Information	Rollover Provisions			
--	---	--		
Controlled Substance	Eligibility information will rollover to the new FY based on the following.			
	IF the producer	THEN		
	is not in violation	the current year determination will be		
	of controlled	rolled to the next FY.		
	substance			
	provisions			
	has a permanent			
	violation because of			
	a trafficking			
	violation			
	has a growing or	a computation will occur to determine		
	possession violation	if the violation period is satisfied.		
	has a trafficking	The computation is based on the		
	violation, but the	following variables:		
	"Number of Years			
	of Ineligibility" is	• year of conviction		
	not "permanent"	• number of years of ineligibility.		
		If the violation period is:		
		• satisfied, then the producer's eligibility will be reset to "no violation"		
		• not satisfied, the type of violation will be rolled to the next FY.		

C How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)

Eligibility Determination Information **Rollover Provisions** Converted Wetland Previous year information will rollover to the new FY. Delinquent Debt Farm and/or Tract Eligibility Previous year information will rollover to the new FY. **Exception:** If PCW is reset to "Compliant", the new FY value will be set based on determinations and producer exceptions in FRS. Federal Crop Insurance Previous year information will rollover to the new FY. Foreign Person Previous year information will rollover to the new FY **unless** citizenship, originating, and/or legal resident alien information in SCIMS is modified. Eligibility information will rollover to the new FY based Fraud - including FCIC Fraud on the following. IF the producer... THEN... the current year determination will be rolled is **not** in violation of to the next FY. FCIC Fraud provisions a computation will occur to determine if the has an FCIC Fraud violation period is satisfied. The computation violation is based on the following variables: year of violation • number of years of ineligibility. • If the violation period is: satisfied, then the producer's eligibility • will be reset to "Compliant" not satisfied, "Non-Compliant - COC"

will be rolled to the next FY.

C How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)

Eligibility Determination	Rollover Provisions	
HELC	Previous year information will rollover to the new FY.	
Limited Resource Farmer or	Previous year inf	formation will not rollover to the new FY.
Rancher		
NAP Non-Compliance	Eligibility information will rollover to the new FY based	
	on the following.	
	IF the	
	producer	THEN
	is not in	the current year determination will be
	violation of	rolled to the next FY.
	NAP provisions	
	has a NAP	a computation will occur to determine if
	violation	the violation period is satisfied. The
		computation is based on the following variables:
		• year of violation
		• 3 years of ineligibility.
		If the violation period is:
		• satisfied, then the producer's
		eligibility will be reset to "Compliant"
		• not satisfied "Non-Compliant -
		COC" will be rolled to the next FY.

C How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)

Eligibility Determination	
Information	Rollover Provisions
Permitted Entity - 2002 Farm	Previous year information will rollover to the new FY.
Bill	
Person Determination - 2002	
Farm Bill	
Planted Converted Wetland	Reset to "Compliant".
SDA Farmer or Rancher:	Previous year information will rollover to the new FY.
 including racial, ethnic, and gender 	
• including racial and ethnic, but not gender.	

C How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)

D Business File Rollover Process

For the Business File software, only the most current farm operating plan is created for the new subsidiary year. The following criteria are used to determine the most current farm operating plan:

- status is "determined"
- no "end date".

Note: See subparagraphs 366 A and D for additional information on status, start dates, and end dates.

D Business File Rollover Process (Continued)

Farm operating plans recorded in the Business File software with any of the following conditions will **not** be rolled to the new subsidiary year.

- status is "initiated" or "filed"
- status is "determined" and the "end date" is **not** "blank".
- *--Note: If a customer is updated in Business Partner with a deceased date of death and death confirmation, the current year farm operating plan(s) for the customer and any business where the customer is a member will automatically update with an end date set to the end of the subsidiary year to ensure that the farm operating plan(s) does not rollover to the next year.--*

For farm operating plans in a "determined" status with no "end date", the following occurs during rollover:

- plan for new subsidiary year is created based on the data associated with the active current subsidiary year plan
- "end date" is set to "September 30" for the current subsidiary year plan
- new plan for the next subsidiary year is created with:
 - October 1 as the "start date"
 - no "end date" set to designate that the plan is current.

Farm operating plans recorded in Business File for the current year for programs that do **not** require an "actively engaged in farming" will be active in the new Subsidiary year, if the plan indicated "No" to seeking benefits for any program requiring an "actively engaged in farming" determination and are in a "filed" status. The farm operating plan is **not** rolled to the new Subsidiary year, but the member data is available for usage in that year by programs **not** requiring actively engaged, cash rent tenant, or member contribution determinations.

County Offices are **not** required to record member data for the new Subsidiary year, if there is an active plan in a "filed" status for the current year. Revisions should only be made if the producer reports changes to the farming operation or it is determined the data recorded in the system does **not** match the information the producer has signed to on CCC-902.

D Business File Rollover Process (Continued)

Example: The following is an example of a farm operating plan that was created for subsidiary year 2015. Before rollover, version 10 of the subsidiary year 2014 plan did **not** have an "end date", so that plan was used as a source for creating the subsidiary year 2015 plan.

During rollover:

- the end date was set to September 30, 2014, on version 10 of the subsidiary year 2014 plan
- the subsidiary year 2015 plan was created with October 1, 2014, as the start date.

Farm Operating Plans					
Program Year	Status	Version	Start Date	End Date	
2015 Last Update: 09/26/2014	Determined	10	10/01/2014		Revise View 902 View Members Record Determinations Delete
2014 Last Update: 09/26/2014	Determined	10	10/01/2013	09/30/2014	Revise Copy Plan View 902 View Members Record Determinations Delete
2014 Last Update: 09/26/2014	Determined	8	10/01/2013	09/30/2013	<u>View 902</u> <u>View Members</u> <u>Delete</u>
2013 Last Update: 07/09/2014	Determined	7	12/04/2012	09/30/2013	Revise Copy Plan View 902 View Members Record Determinations Delete

352-360 (Reserved)

361 Overview

A Introduction

The Business File software automates the processes related to the filing of and determinations for farm operating plans. Not all processes will be available immediately, but the following is a summary of the various efforts under development for the Business File software.

• Allows for all information to be captured in the Business File software that is currently manually recorded on CCC-902E and CCC-902I. The Business File software is designed as an interview-style process that intuitively progresses through each type of contribution based on how questions are answered.

- The questions displayed through the interview are dictated by the type of farming operation.
 - **Example:** If the farming operation is a revocable or irrevocable trust, then a question is displayed asking whether a copy of the trust agreement has been provided. That question is **not** displayed for joint operations or other types of entities.
- When the interview is complete, the automated version of CCC-902 can be printed to be attached to the current CCC-902 on file or for the producer's signature.
- The COC Determination Report summarizes the contribution information recorded through the interview process and identifies potential problematic conditions.
 - **Example:** Producer indicates they contribute capital to the farming operation, but elected **not** to provide information about the sources of capital contributed. This information will be printed on the COC Determination Report for COC review.
- In the future, a new COC determination process will automate CCC-903. Like the process for capturing CCC-902 information, the questions displayed through this process are predicated on the type of farming operation involved.
 - **Note:** When the determination process is automated, County Offices will no longer be required to update the web-based Eligibility system for actively engaged in farming, foreign person, and cash rent tenant determinations.

Example: If the producer indicates they are **not** contributing capital to the farming operation, then questions will **not** be displayed for collecting capital contribution percentages, loan information, etc.

361 Overview (Continued)

B Software Release Schedule

The Business File software will be released in phases. The following is the **projected** release schedule.

Phase	Description	Projected Release
1	Allows for collecting information for individual producers filing CCC-902I's.	May 2011
	Note: Does not include, "Individual Operating as a Small	
	in the Business File software.	
2	Allows for collecting information for entities without members, such as nonprofit organizations, filing CCC-902E's.	November 2011
3	Allows for collecting information for entities with members, such as corporations, filing CCC-902E's.	February 2012
4	Allows for collecting information for joint operations filing CCC-902E's.	March 2012
5	Allows for permitted entity designations to be recorded.	July 2012
6	Provides a summarized COC Determination Report of the information collected through the interview process for the farming operation. The COC Determination Report includes potential problematic issues that may need further review by	To Be Determined
7	Allows for COC determination to be recorded in the Business File software through an interview-style process.	

362 Dataloading CCC-902's on File in County Offices

A Data Migration

*--The System 36 software did **not** allow for collecting most information captured on CCC-902's. For entities and joint operations, member information and member ownership shares were recorded; however, this information is only a small amount of the information--* collected on CCC-902.

As a result, County Offices are required to dataload information from existing CCC-902E's and CCC-902I's.

B Requirement for Obtaining New CCC-902's

The Business File software is a tool that allows for the automated collection of CCC-902 information. The release of the Business File software is **not** imposing new program or policy requirements. As such, County Offices are **not** required to obtain new CCC-902's.

Recommendation: If a producer is filing CCC-902 and the Business File software is available for the producer's business type, the information should be collected through the automated process. County Offices will save time because the information taken on the manual CCC-902 will eventually have to be dataloaded in the Business File software.

County Offices shall continue to follow 4-PL for FY 2009 through 2013 and 5-PL for FY 2014 and subsequent years about requirements for filing CCC-902E's and CCC-902I's.

C Priority Order for Dataloading CCC-902's

County Offices shall dataload CCC-902's for 2012 subsequent subsidiary years.

Note: If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall dataload CCC-902 for the current subsidiary year.

If there are multiple CCC-902's on file for the applicable customer, County Offices shall dataload the most recent CCC-902 filed by the producer in the Business File software.

Note: There is **not** a requirement to dataload 2011 farm operating plans for entities and joint operations unless a revised farm operating plans is filed for the 2011 subsidiary year. All revisions shall be recorded in the Business File software for 2011 and subsequent years.

362 Dataloading CCC-902's on File in County Offices (Continued)

D Missing Data on CCC-902

Depending on the responses recorded through the interview process, some questions may be displayed to the user for information that was **not** provided on the manual CCC-902 filed by the producer. County Offices shall:

- **only** record information that was signed to by the producer on the existing CCC-902 on file in the County Office
- **not** review other documentation on file in the County Office to complete the interview questions displayed.
 - **Example:** Producer is associated with a farm that is leased, but did **not** specify whether the land is cash or share leased on CCC-902. A copy of the lease agreement is on file because the farm is enrolled in DCP.

The County Office shall **not**:

- search their files to determine if the lease is on file
- record the lease information through the Business File software because the producer has **not** signed to that information on the manual CCC-902 that was filed.

E Printing CCC-902's After Dataload Is Completed

County Offices are **not** required to print an automated CCC-902 unless the producer signature is required. For information dataloaded in the system, County Offices shall verify that the information recorded matches the information on the original manual CCC-902.

Notes: If the automated CCC-902 is **not** printed following dataload, County Offices can view CCC-902 on screen by accessing the "View 902" option on the Customer page. If CCC-902 is printed following dataload, the automated CCC-902 should be attached to the manual CCC-902 used to record the information in the Business File software.

Producers are **not** required to sign CCC-902's generated by the Business File software, unless a new or revised CCC-902 is being filed.

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F Coordinating With NRCS

For customers participating in NRCS programs **only**, NRCS is still required to obtain farm operating plans for member information for entities and joint operations. NRCS shall *--provide the farm operating plan to FSA, and the County Office will perform the following--*

in the Business File software:

- answer "no" to the question, "Is the farm operation applying for a program requiring an "actively engaged in farming" determination?", so the contribution questions are bypassed and the Business File software navigates directly to the section of the interview to collect member information
- record the:
 - member, member shares, and member signature authority information
 - producer signature date from CCC-901.
- *--Note: COC determination date must only be recorded if COC has made an "actively engaged in farming", cash rent tenant, foreign person, member contribution, substantive change, or combined attribution determination.

363 Updating Member Data in Subsidiary Years 2009 and 2010

A Overview

Member data was migrated from System 36 for entities and joint operations with members.

Users are not required to record farm operating plans in 2009 and 2010 unless a change or correction to members is needed in 2009 or 2010.--*

*--363 Updating Member Data in Subsidiary Years 2009 and 2010

B Recording 2009 and 2010 Farm Operating Plans

If an update is required to the members of an entity or joint operation in 2009 or 2010, users will record or revise the 2009 or 2010 farm operating plan.

When a farm operating plan is recorded or revised in 2009 or 2010:

- contribution data will not be collected in the system
- the "Select Member" page will be displayed to update the members of the joint operation or entity.
 - **Note:** If members were originally recorded in System 36 and are still active in Business Partner/SCIMS, the members will automatically be displayed on the Select Member page.
- users must update the producer filed and COC determination dates based on the documentation provided for the plan after the members are updated.--*
- 364 (Reserved)

Section 1 General Overview of Web-Based Business File Software

365 Accessing the Business File Software

A Accessing the Business File Software From the Subsidiary System

The Business File software is included in the Subsidiary System. See paragraph 9 for information on accessing the Subsidiary System.

After successfully logging into the Subsidiary System, the Subsidiary Page will be displayed. To access the Business File software, CLICK "**Business File**" tab.

United States Department of Agriculture Farm Service Agency	Subsidiary
Subsidiary Home About Subsidiary	Help Contact Us Exit Subsidiary Logout of eAuth
Eligibility Business File Combined Producers Payment Limit	ations Recording County Subsidiary Print Reports
Links Get Change Alerts Customer Search Screen ID: SUBWEB001	

B Selecting a Customer

This table specifies which page will be displayed after users click "Business File" tab.

IF users click		
"Business File" tab	AND CCC-902 has	THEN
before a customer has		SCIMS Search Page will be
been selected		displayed requiring the user to
		select a customer from SCIMS.
after a customer has	been recorded for the selected	Customer Page will be displayed
been selected	customer for any year	listing farm operating plans
		already recorded.
	not been recorded for the	Customer Page will be displayed
	selected customer	with the message, "There are no
		farm operating plans recorded".

366 General Information for Managing Farm Operating Plans

A Status Categories for Farm Operating Plans

There are 5 status categories that may be associated with farm operating plans.

Status	Definition
Initiated	The farm operating plan is considered "initiated" when information has been recorded, but the County Office has not indicated that all signatures have been obtained and/or CCC-902 has not been received in the County Office.
	Note: Farm operating plans in "initiated" status will remain in the Business File software for 90 calendar days from the date of the last update. On the 91 st calendar day, the "initiated" farm operating plan will automatically be deleted from the Business File software.
Filed	The farm operating plan is considered "filed" when CCC-902 is received in the County Office and all valid signatures have been obtained. The date farm operating plan is filed is the later of the date:
	 last signature was obtained from the required signatories documentation was actually received in an FSA County Office.
Determined	The farm operating plan is considered "determined" when:
	 COC determinations have been completed for the farming operation date the determinations were completed is recorded in the Business
	File software.
Terminated	The farm operating plan is automatically terminated when the following conditions occur in Business Partner:
	• business type for the customer is changed
	• resident alien status for the customer is changed from a U.S. citizen and/or legal resident alien to a nonresident alien status
	• birth date is added or changed making the customer a minor when they were previously considered an adult.
Suspended	The farm operating plan is automatically suspended when a change is made to the organizational structure for an entity or joint operation through another farm operating plan.

B Version Numbers

Version numbers are automatically assigned anytime a new farm operating plan is created in the Business File software. The version number is also printed at the top of CCC-902 generated by the Business File software.

The version number provides users with a reference for ensuring that signatures dates are recorded for the correct, signed version of CCC-902 and will be used by the "COC Determination" process when fully implemented.

C Withdrawing Farm Operating Plans

CCC-902 that has been signed and received in the County Office **must** be acted on by COC within 60 calendar days and the producer notified of the determination or a default determination occurs.

To ensure that multiple farm operating plans are **not** pending COC review at the same time, the producer **must** withdraw a signed CCC-902 before a new farm operating plan can be initiated in the Business File software. Withdrawing the signed CCC-902 stops the 60-calendar-day clock, thereby reducing the possibility of:

- determination for the wrong farm operating plan
- default determination.

CCC-902's can be withdrawn by either of the following methods:

- producer providing a written statement to the County Office indicating the signed CCC-902 is no longer applicable and should be withdrawn
 - **Note:** Ideally the statement should include the date CCC-902 was signed and the version number associated with CCC-902, if the signed version was generated by the Business File software.
- marking CCC-902 as "WITHDRAWN" with the initials of the producer making the request and the date the request is made.
 - **Reminder:** CCC-902's that have all applicable signatures, but have **not** been acted on by COC, are in a "filed" status in the system after the signature date is recorded. The requirement to withdraw CCC-902 only applies to "filed" CCC-902's.

D Farm Operating Plan Start and End Dates

Because a producer can have more than 1 farm operating plan on file for a subsidiary year, the Business File software assigns a start and end date to each farm operating plan in "determined" status. This table describes how the dates are set by the Business File software.

System Date	Description
Start Date	Date COC completed determinations for the applicable farm operating plan that is recorded on the Signature Verification Page.
	Note: If COC determination date recorded in the Business File software for a 2011 farm operation plan is:
	• before October 1, 2010, or after September 30, 2011, then the start date for the 2011 subsidiary year is October 1, 2010
	• after October 1, 2010, and before September 30, 2011, then the start date is COC determination date for the 2011 subsidiary year.
	During rollover, farm operating plans in "determined" status are rolled to the new subsidiary year and the start date on farm operating plans for the new subsidiary year is October 1 of the new year.
End Date	Set by the Business File software when COC determination date is recorded in the Business File software for a subsequent farm operating plan filed for the same subsidiary year.
	Note: If the farm operating plan is in "determined" status and the end date is blank, that version is the current CCC-902 applicable for the producer.

--Note: If a customer is updated in Business Partner with a deceased date of death and death confirmation, the current year farm operating plan(s) for the customer and any business where the customer is a member will automatically update with an end date set to the end of the subsidiary year to ensure that the farm operating plan(s) does not rollover to the next year.--

D Farm Operating Plan Start and End Dates (Continued)

Example: CCC-902 is filed by the producer in December 2010 for the 2011 subsidiary year. COC makes all applicable determinations on January 5, 2011.

When filing FSA-578, the farm operating plan is revised to include additional contribution input information. COC reviews the revised CCC-902 and makes all the applicable determinations on August 15, 2011.

- CCC-902 filed in December has a January 5, 2011, start date and an August 14, 2011, end date, indicating that the farm operating plan was effective for that timeframe.
- CCC-902 filed in August has an August 15, 2011, start date and no end date because it is the current CCC-902 for the farming operation.
- **Note:** Prior year farm operating plans will have an end date of September 30 of the subsidiary year.

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E Suspending Farm Operating Plans

The Business File software has been designed to retain the ownership structure for an operation only 1 time, even if the entity/joint operation has an ownership interest in multiple operations.

The ownership structure of an entity/joint operation does **not** change from 1 operation to the next, only the contributions the members provide to each operation change. If an entity or joint operation is recorded in the Business File software through multiple farm operating plans, either at the payment entity or embedded entity level, then the members and shares **must** be the same for all operations.

As a result, if the members or the member shares are revised through 1 farm operating plan, they **must** be revised in all farm operating plans. If a farm operating plan is **not** revised, it is automatically suspended and payments will **not** be issued to that operation until a new CCC-902 is filed for the operation.

Example: Farmers Inc. is:

- comprised of 2 members sharing 50 percent each
- earning benefits directly
- an embedded entity in Farmers LLC.

A farm operating plan has been filed for both Farmers Inc. and Farmers LLC. The farm operating plan for Farmers Inc. is then revised and the member shares are changed from 50-50 percent to 60-40 percent. The farm operating plan is then signed by a representative of Farmers Inc. After a determination is completed or reaffirmed, payments can be issued to Farmers Inc. using the 60-40 percent shares.

The farm operating plan for Farmers LLC was **not** revised so it is suspended, thereby preventing any payments from being issued to Farmers LLC until an updated farm operating plan is filed to reflect the correct member shares.

The purpose of the suspension process is to ensure that:

- a current CCC-902 is on file reflecting the correct members and their shares along with all applicable contribution inputs
 - **Note:** The system **cannot** automatically retrieve the new members from 1 revised farm operating plan to another because producers are required to revise a farm operating plan with changes to ensure that the determinations are still applicable.
- statutory requirements for payment attribution are administered properly.

367 Recording New Farm Operating Plans

A Initiating Farm Operating Plans

A farm operating plan is "initiated" when both of the following conditions occur:

- customer is selected from SCIMS
- users click "Save & Continue" on the Create New Farm Operating Plan Page.

The farm operating plan will stay in the Business File software in "initiated" status until a County Office user indicates the signatures have been obtained by recording the date CCC-902 was filed in the County Office.

Note: CCC-902's in an "initiated" status remain in the system for 90 calendar days from the date of the last update. On the 91st calendar day, the "initiated" plan is automatically deleted from the system.

B Impact of Initiating Farm Operating Plans If Other Plans Are Recorded

Initiating a new farm operating plan may impact other Plans already recorded in the Business File software. This table describes how existing farm operating plans are affected when a new Plan is initiated.

IF there is an existing Farm			
Operating Plan in			
the Business File	THEN the Business File software will display the following		
software in	warning message		
"initiated" status for the selected customer	"A farm operating plan for the selected customer was last updated on [<i>date</i>]. Creating a new farm operating plan will result in that plan being deleted. Are you gure you want to continue?"		
	IF user		
	selects the option to continue with the new farm operating plan	 existing farm operating plan in "initiated" status is deleted next consecutive version number will be assigned to the farm operating plan being created information associated with the 	
	does not select the option to continue	deleted farm operating plan cannot be accessed or viewed. process ends and the Customer Page will be displayed for the selected customer	

367 Recording New Farm Operating Plans (Continued)

IF there is an existing Farm Operating Plan in the Business File software in	THEN the Business File sof warning message	ftware will display the following	
"filed" status for the selected customer	"A farm operating plan for the selected customer was filed on [<i>date</i>]. Creating a new farm operating plan will result in that plan being deleted. Has the producer provided written notification withdrawing the previously filed farm operating plan?"		
	IF the user indicates the producer has withdrawn the existing CCC-902	 THEN the existing farm operating plan in "filed" status will be deleted 	
	Note: County Offices shall not indicate the producer has withdrawn CCC-902 unless subparagraph 366 C conditions have been met.	 next consecutive version number will be assigned to the new farm operating plan information will be retained in the Business File software for historical purposes, but the information associated with the deleted farm operating plan cannot be accessed or viewed by State and County Office users. 	
	has not withdrawn the existing CCC-902	process ends and the Customer Page will be displayed for the selected customer.	

B Impacts of Initiating Farm Operating Plans If Other Plans Are Recorded (Continued)

367 Recording New Farm Operating Plans (Continued)

IF there is an existing Farm		
Operating Plan in		
the Business File	THEN the Business File software will display the following	
software in	warning message	
"determined" status	"A determination for th	e selected customer was made on [date].
for the selected	Creating a new farm op	erating plan will not affect the current
customer	determination for this fa	arm operation until the new plan is filed. Are
	you sure you want to continue?"	
	Note: Producers are not required to withdraw farm operating plans in a "determined" status, because the previous COC determination continues to remain in effect until a new	
	determination is completed.	
	IF the user	THEN the
	selects the option to continue with the new farm operating plan	• existing farm operating plan in "determined" status will continue to be effective until COC makes a new determination
		• next consecutive version number will be assigned to the new farm operating plan
		• information on the existing farm operating plan will be retained in the Business File software and can be viewed by State and County Office users.
	does not select the	process ends and the Customer Page will be
	option to continue	displayed for the selected customer.
	with the new plan	

B Impacts of Initiating Farm Operating Plans If Other Plans Are Recorded (Continued)

368 **Revising Farm Operating Plans Already Recorded**

A General Policy About Revisions to Farm Operating Plans

4-PL policy allows pen and ink changes on a signed CCC-902 in certain situations. When CCC-902 is recorded in the Business File software, it can be revised by:

- accessing the applicable farm operating plan •
- recording the changes •
- printing CCC-902 for the producer's signature.

County Offices shall ensure that all changes are recorded in the Business File software; therefore, this process eliminates the need for pen and ink changes.

B Impacts of Revising Farm Operating Plans

A farm operating plan may be revised regardless of the current status of the Plan; however, the impact of the revision affects the Plan differently based on the current status of CCC-902 being revised.

IF the Farm Operating Plan being revised has	THEN the Business	File software will display the following warning	
an "initiated" status for the	"The farm operating plan for the selected customer was last updated on [<i>date</i>] Are you sure you want to revise this plan?"		
selected	IF the user	THEN	
selected customer	selects the option to continue with the revision to the farm operating plan	 the existing farm operating plan will automatically be updated with information from FRS a new version number will not be assigned to the farm operating plan the date of the revision will be updated as the last update date. Reminder: The last update date is critical, because an "initiated" farm operating plan will be deleted after 90 calendar days if 	
		subsequent action is not taken.	
	does not select the	the process ends and the Customer Page will be	
	option to continue with the revision	displayed for the selected customer.	

This table describes how existing farm operating plans are affected when revised.

IF the Farm Operating Plan being revised has "filed" status for the selected customer	THEN the Business File software will display the following warning message "A farm operating plan for the selected customer was filed on [date]. Revising this plan will result in the previously filed farm operating plan being deleted and will require that signatures be obtained for the new plan. Has the producer provided written notification withdrawing the previously filed farm operating plan?"		
	IF the user	THEN the	
	indicates the producer has withdrawn the existing CCC-902	• existing farm operating plan in "filed" status will be copied with an "initiated" status	
	Note: County Offices shall not indicate the producer has withdrawn CCC-902	• next consecutive version number will be assigned to the new "initiated" farm operating plan	
	unless subparagraph 366 C conditions have been	• original farm operating plan in "filed" status will be deleted	
	met.	• deleted farm operating plan information will be retained in the Business File software for historical purposes, but the information cannot be accessed or viewed by State and County Office users.	
	has not withdrawn the	process ends and the Customer Page will be	
	existing CCC-902	displayed for the selected customer.	

B Impacts of Revising Farm Operating Plans (Continued)

IF the Farm			
Operating			
Plan being	THEN the Busine	ess l	File software will display the following warning
revised has	message		
"determined" status for the selected	"A determination for the selected customer was made on [<i>date</i>]. Is the current farm operating plan being revised to add or remove land input information only or will other changes be made to the plan?"		
customer	IF the user THEN		
	selects the option indicating land changes are the	•	existing farm operating plan in "determined" status will be copied with an "determined" status
	only changes being made	•	next consecutive version number will be assigned to the new "determined" farm operating plan
		•	original farm operating plan in "determined" status will be deleted
		•	deleted farm operating plan information will be retained in the Business File software for historical purposes, but the information cannot be accessed or viewed by State and County Office users
		•	the new "determined" farm operating plan will automatically be updated with information from FRS
		•	users are allowed to record lease information related to land contributions, but are not allowed to access any other type of contribution.

B Impacts of Revising Farm Operating Plans (Continued)

THEN the Busine	ess File software will display the following warning
IF the user	THEN
selected the option indicating other changes	• the original farm operating plan in "determined" status will be:
• copied with an "initiated" status the farm	• copied with an "initiated" status
operating plan	• not be updated with an "ending date" until COC acts on the new farm operating plan
	• retained in the Business File software and can be viewed by State and County Office users
	• users are allowed to update information related to all types of contributions for the new "initiated" farm operating plan
	• the next consecutive version number will be assigned to the new "initiated" farm operating plan.
does not select	end the process and display the existing farm operating
the option to continue with the	plan for the selected customer.
	THEN the Busine message IF the user selected the option indicating other changes will be made to the farm operating plan does not select the option to continue with the revision

B Impacts of Revising Farm Operating Plans (Continued)

*--C Impacts when Customer's Tax ID is updated in Business Partner

When a customer's tax ID or tax ID type is updated in Business Partner, the tax ID is not automatically updated on farm operating plans recorded for the customer or member. Users are required to revise the farm operating plans associated with the customer or member. The tax ID will automatically update when the plan is revised. Users should then review the plan and enter the producer filed and COC determination dates based on the applicable documentation for the plan.

If the Farm Operating Plan is in a determined status, the plan must be revised with "Other" changes.

In addition, members will automatically be deleted if the customer is a Revocable Trust or Limited Liability Company when all of the following apply:

- farm operating plan is for a customer with a "Revocable Trust" or "Limited Liability Company" business type
- the user recorded members on the farm operating plan for the Revocable Trust or LLC
- the Revocable Trust or LLC tax ID is updated to use an individual's SSN
- the DPE is updated to the Revocable Trust or LLC
- the Revocable Trust or LLC farm operating plan is revised.

If the Revocable Trust or LLC is a member of another business, the farm operating plans associated with that business will be suspended when the Revocable Trust or LLC plan is revised. Users are required to revise the farm operating plan for the other business(es) and delete the members of the revocable trust.

The following warning message will be displayed when the Revocable Trust or LLC plan is revised or a new plan is recorded.

WARNING: ANY REVTRUST 354 tax identification has been updated to a Social Security Number which cannot have members with designated shares.

Revising this plan will remove the following members from ANY REVTRUST 354 in all years.

ANY1 PRODUCER ANY2 PRODUCER

In Addition, any farm operating plans ANY REVTRUST 354 is a member of will be suspended.

--*

369 Other Options for Managing Farm Operating Plans

A Deleting Farm Operating Plans

County Office users do **not** have an option for deleting farm operating plans recorded in the Business File software.

A farm operating plan in "initiated" status remains in the Business File software for 90 calendar days from the date it was last updated. The Business File software automatically deletes farm operating plans on the 91st calendar day following the last update.

When deleted, any data previously recorded for that farm operating plan **cannot** be viewed or retrieved.

Only authorized users have the option of deleting farm operating plans in a "filed" or "determined" status. Farm operating plans in an "initiated" status do **not** need to be manually deleted because the system will automatically delete them after 90 calendar days from the last activity.

The Business File software is specifically designed to handle historic information for any farm operating plan that has a "filed" and/or "determined" status. These status indicators specifically designate that a producer has signed CCC-902, certifying information as accurate and complete for the time period designated, and should be retained in the system. As a result, data should never be deleted for a farm operating plan with either of these status indicators.

Example: CCC-902 is filed for an individual on March 1, 2011. The producer revises the farm operating plan on February 2, 2012, to add additional land and equipment, and COC completes the determination for the revised plan on February 3, 2012.

The first plan has a March 1, 2011, start date and a February 3, 2012, end date.

The revised plan has a February 3, 2012, start date with no end date, indicating it is the current farm operating plan filed.

Instances have been reported, during the dataload effort, where farm operating plans were recorded in error and the date the producer signed and/or a COC determination date was recorded in the system. Therefore, an option was needed to remove these farm operating plans from the system as they were truly recorded in error.

•

369 Other Options for Managing Farm Operating Plans (Continued)

A Deleting Farm Operating Plans (Continued)

The "Delete" option allows an authorized user to delete a specific farm operating plan from *--the Business File software that has been recorded in error. Authorized users must:--*

- exercise caution in using the "Delete" option to ensure that historic data is **not** removed from the system
- only delete a farm operating plan from the system if it was recorded for the wrong producer
- contact the National Office to request the deletion of a farm operating plan.

B Viewing Existing Farm Operating Plans

To view farm operating plans:

- at any time during the interview process, under "Submit Plan" on the left navigation menu, CLICK "View 902"
- after the information has been recorded, from the Customer Page, CLICK "View 902".

See the following paragraphs for additional information:

- paragraph 370, for information on navigation options
- paragraph 402, for information on the Customer Page.

*--C Updating Plans for Customers no longer participating in farm programs

Farm operating plans:

- will **not** automatically update when a customer is no longer participating in farm programs
- in a determined status without an end date will automatically roll forward to the new Subsidiary years.

In the year(s) the customer is no longer participating and has provided a written request to withdrawn the plan, users have the ability to revise a determined farm operating plan with "Other changes" to create a new initiated plan as described in paragraph 368. The initiated plan will delete after 90 days of inactivity and the plan will no longer roll forward to new Subsidiary years.

- **Reminder:** Users will update the subsidiary eligibility determinations appropriately when a farm operating plan is withdrawn.
- **Exception:** Farm operating plans for a deceased customer or businesses where the deceased customer is a member will be updated with an end date and will not rollover to the next year.--*

370 Navigation

A Introduction

Because of the amount of data collected on a farm operating plan, numerous options are available to users for navigating through the process, such as:

- following the interview
- selecting an option from the left Navigation Menu to jump to a specific section of the interview.

B Interview Process Overview

The interview process uses information about the type of farming operation, and how questions are answered through the interview, to determine subsequent questions that should be displayed.

The following is an example of the typical options available at the bottom of each page when progressing through the interview process and the action that occurs when each option is selected.

Option	Action	Example
"Back"	Returns to the previous page displayed	
	to the user.	< Back Save Save & Continue >
"Save"	Saves the information recorded on the	
	page, but does not advance to the next	
	applicable page.	
"Save &	Saves the information recorded on the	
Continue"	page and advances to the next	
	applicable page, based on the responses	
	recorded through the interview process.	

Recommendation: The interview process and options should be used for recording contribution information, especially when:

- dataloading information collected on a manual CCC-902
- collecting the contribution information for the first time.

370 Navigation (Continued)

C Left Navigation Menu

The left Navigation Menu options allow the user to select which section of the interview process they want to "jump to" to record information. Essentially, users can jump from 1 section of the interview to the next without going through the entire interview process.

Following is an example of the typical options available on the left Navigation Menu and the action that occurs when each option is selected.

Option	Action	Example
"Select	Displays the SCIMS Search Page to allow the user	Business File Menu
Different	to select a new customer.	Welcome: Tracey Smit
Customer"		USER KOIE: FSA
"Record New	Allows the user to initiate a new farm operating	Select Different
Farm Operating	plan for the customer that is currently selected.	Customer
Plan"		Operating Plan
"Manage	Displays the Customer Page for the customer	<u>Manage Customer</u>
Customer"	currently selected. This page displays all the farm	
	operating plans that are currently recorded for the	Lmtd Liability
	selected customer.	General
The following of	ptions are applicable for the selected customer and	Contributions
the farm operating plan that is being recorded. See Section 3 for		
additional inform	nation on each page.	Land
"Seeking	Displays the Applicability of Actively Engaged	Custom Services
Benefits"	Determination Page.	<u>Equipment</u>
"General"	Displays the General Information Page.	<u>Labor</u>
"Contributions"	Displays the Contributions Page.	<u>Management</u>
"Capital"	Displays the Capital Contribution Page.	<u>Summary</u>
"Land"	Displays the Land Contribution Page.	Mombor
"Custom	Displays the Custom Services Page.	Select Member
Services"		
"Equipment"	Displays the Equipment Page.	Other
"Labor"	Displays the Labor Types Page.	<u>Remarks</u>
"Management"	Displays the Management Types Page.	Submit Plan
"Summary"	Displays the Farming Operation Summary Page.	Summary
-	This page summarizes the information that has	<u>Validations</u>
	been recorded through the interview process for all	Record Signatures
	contribution inputs.	<u>View 902</u>

370 Navigation (Continued)

C Left Navigation Menu (Continued)

Option	Action	Example
"Select (Member)"	Displays the Select (Member) Page.	Business File Menu Welcome: Tracey Smit
	Note: The name of the page may change depending on the business type for the operation. For example, the option will be "Select Stockholder", if the farming operation is a corporation.	User Role: FSA <u>Select Different</u> <u>Customer</u> <u>Record New Farm</u> <u>Operating Plan</u> <u>Manage Customer</u>
"Remarks"	Displays the Remarks Page that allows the user to record additional information about the farming operation.	Lmtd Liability Seeking Benefits
"Summary"	Displays the Farming Operation Summary Page, including any remarks that have been recorded.	<u>General</u> <u>Contributions</u> Capital
Validations"	Displays the Validations Page that identifies potential problematic areas that may need to be addressed before the farm operating plan is filed.	<u>Land</u> <u>Custom Services</u> Equipment
"Record Signatures"	Displays the Signature Verification Page that allows the user to specify when the farm operating plan was filed and when COC determinations were completed.	<u>Labor</u> <u>Management</u> <u>Summary</u>
"View 902"	Opens a new window displaying the formatted version of CCC-902.	Member Select Member Other Remarks Submit Plan Summary Validations Record Signatures View 902

Warning: Any information recorded that has **not** been saved when the left Navigation Menu options are selected will be lost and a warning message will **not** be provided.

Recommendation: The left navigation menu should be used when:

- revising farm operating plans
- jumping to a section to review or correct responses recorded.

371-376 (Reserved)

Section 2 Recording Farm Operating Plan Information by Customer Type

377 Overview

A Introduction

Information collected for a farm operating plan is contingent on many factors, such as:

- type of farming operation
- inputs provided to the farming operation by the producer and/or its members.

Although some information is applicable for certain types of businesses that is **not** applicable for others, generally there are 4 categories that determine the flow of the interview process and which questions are displayed to the user, as follows:

- individuals
- entities without members
- entities with members
- joint operations.

This section provides a description of the interview process flow, based on the type of farming operation for which CCC-902 is being filed.

Note: This section describes the process of collecting information and what information is required, based on the business type of the farming operation. See Section 3 for detailed information and the available options on each page that are displayed through the interview process.

377 Overview (Continued)

B Interview Process Flow

The Business File software reads the business type for the selected year from Business Partner to determine the interview process flow. The following table identifies which process flow is applicable for each business type in Business Partner.

Interview Process Flow	Business Partner Business Type	
Individual	•*Individuals	
	Revocable Trust using SSN	
	 Limited Liability Company using SSN* 	
Entities Without Members	Churches, Charities, and Nonprofit Organizations	
	State and Local Government	
	Public Schools	
Entities With Members	Corporation	
	 Individual Operating as a Small Business 	
	Limited Liability Company	
	Limited Partnership	
	• Estate	
	Irrevocable Trust	
	Revocable Trust	
Joint Operations	General Partnership	
	Joint Venture	
Business Types Not Recorded	Indians Represented by BIA	
Though the Business File Process	Indian Tribal Venture	
	Federally Owned	

378 Business Type Interview Process Flow Charts

A Flow Chart for "Individual" Business Type

The following is the high-level overview of the interview process flow for customers in SCIMS that have an "individual" business type.



378 Business Type Interview Process Flow Charts (Continued)

B Flow Chart for "Entities Without Members" Business Type

The following is the high-level overview of the interview process flow for customers in SCIMS that have an "Entities Without Members" business type.


C Flow Chart for "Entities With Members" Business Type

The following is the high-level overview of the interview process flow for customers in SCIMS that have an "Entities With Members" business type.



D Flow Chart for "Joint Operation" Business Type

The following is the high-level overview of the interview process flow for customers in SCIMS that have a "Joint Operation" business type.



A Farm Operating Plan History Overview

The Farm Operating Plan History Page allows users to display all farm operating plans recorded for the producer.

B Accessing the Farm Operating Plan History Page

On Customer Page BF002, CLICK "View Farm Operating Plan History".

Business File Menu									
Welcome: Christa	Custom	ier							
User Role: FSACO	CUSTOMER INFORMATION								
	FARMING OPERATION: ANY3 CORPORATION								
Select Different Customer		BUSI	NESS TYPE:	Corporat	tion				
Record New Farm Operating Plan	Farm Oper	ating Plans	s						
	Program Year	Status	Version	Start Date	End Date				
	2015 Last Update: 11/14/2014	Initiated	1			<u>Revise</u> <u>Record Signatures</u> <u>View 902</u> <u>View Members</u>			
	2014 Last Update: 11/13/2014	Filed	2			Revise Record COC Date View 902 View Members			
	2013 Last Update: 11/13/2014	Determined	3	01/02/2013	09/30/2013	Revise Copy Plan View 902 View Members Record Determinations			
	View Farm Ope	erating Plan H	istory			Back to Top ^			

379 Farm Operating Plan History (Continued)

B Accessing the Farm Operating Plan History Page (Continued)

The Farm Operating Plan History Page will display information on all farm operating plans recorded for the producer.

This is an example of the Farm Operating Plan History Page.

Business File Menu Welcome: Christa Dupwe	Fa	rm Op	perating	g Plan I	History			
User Role: FSACO	CUSTO	OMER INFO	RMATION					
Colort D'Manant			FARMING C	PERATION:	ANY3 CC	ORPORATION		
<u>Select Different</u> Customer			BUSI	INESS TYPE:	Corporat	tion		
Record New Farm								
Operating Plan Manage Customer	Year	Version	Status	Filed Date	Determined Date	Record Status	Last Update Date	
	2015	1	Initiated			Active	11/14/2014	
	2014	2	Filed	01/01/2014		Active	11/13/2014	
	2013	3	Determined	01/01/2013	01/02/2013	Active	11/13/2014	
	< Ba	ack						
							Back t	<u>co Top ^</u>

C Information on Farm Operating Plan History Page

The Farm Operating Plan History Page provides the user with an overview of all farm operating plans recorded for the selected customer.

This table describes the information displayed on the Customer Page.

Section	Field	Description				
"Customer	"Farming Operation"	Name of selected customer.				
Information"	"Business Type"	Current year business type for the selected customer				
		recorded in SCIMS.				
"Farm	"Program Year"	Program year associated with the farm operating plan.				
Operating						
Plans		Date of the last update to the farm operating plan is				
		listed difectly below the program year.				
		Reminder: The date the farm operating plan was last updated is important because the Business File application will automatically delete any farm operating plans after 90 calendar days of no activity if the farm operating plan is in "initiated" status.				
	"Version"	Version number for the farm operating plan.				
		See subparagraph 366 B for additional information on version numbers for the farm operating plan.				
	"Status"	Current status of the farm operating plan.				
		See subparagraph 366 A for additional farm operating plan status categories.				
	"Filed Date"	Date the farm operating plan is filed with the Producer Signatures.				
		See subparagraph 366 A for additional information on Filed Plans.				
	"Determined Date"	Date the farm operating plan is determined when the COC determination is complete.				
		See subparagraph 366 A for additional information on Determined Plans.				
	"Record Status"	Current active or deleted status of the farm operating plan.				
	"Last Update Date"	Date the farm operating plan was last updated.				

380 Copy Plan

A Copy Plan Overview

*--The link to "Copy Plan" will be displayed if the farm operating plan is:

- the latest active plan in the year
- in a "Determined" Status
- in fiscal year 2012 or subsequent year.

The Copy Plan link allows users to copy the latest active "Determined" farm operating plan to the year immediately before or after the selected plan if:

- a plan is **not** already recorded in the selected year to copy the plan to for the producer
- the producer is **not** a business recorded as a member on another farm operating plan in the selected year to copy the plan to
- the plan is later than the 2011 fiscal year.

When the farm operating plan is copied:

- the new plan will be updated to an "Initiated" status
- land contribution will **not** be copied to the new plan

Note: Access land contribution according to Part 10, Section 3, Subsection 3.

• users will review the Contribution, Member, and Validation Pages to ensure that the--* farm operating plan is updated correctly.

*--B Accessing the Copy Plan Page

On the Customer Page, CLICK "Copy Plan" link for the determined plan.

Custom	er							
CUSTOMER INFO	RMATION							
FARMING OPER	ATION:			ANY1	PRODUCER			
BUSINESS TYPE	BUSINESS TYPE: Individual							
Farm Oper	ating Plan	s						
Program Year	Status	Version	Sta	art Date	End Date	Option		
2017 Last Update: 02/22/2018	Initiated	5				Revise Record Signatures View 902		
2016 Last Update: 02/22/2018	Filed	4				Revise Record COC Date View 902		
2015 Last Update: 02/22/2018	Determined	3	10	/01/2014	09/30/2015	<u>Revise</u> <u>Copy Plan</u> <u>View 902</u>		
2015 Last Update: 02/22/2018	Determined	2	10	/01/2014	09/30/2014	<u>View 902</u>		
View Farm Ope	rating Plan His	story						
BF002						Back to Top ^		

__*

*--B Accessing the Copy Plan Page (Continued)

The Copy Plan Page will be displayed with information for the farm operating plan selected to copy.

This is an example of the Copy Plan Page.

Copy Plan						
CUSTOMER INFO	RMATION					
FARMING OPER	ATION:			ANY1	PRODUCER	
BUSINESS TYPE	:			Indivi	dual	
PLAN YEAR:				2015		
Program Year	Status	Version	Sta	art Date	End Date	
2015 Last Update: 02/22/2018	Determined	3	10	/01/2014	09/30/2015	
Select the subsidiary year that you want to copy this Farm Operating Plan to: Year: 2014 Y						
< Back Save & Continue >						
3F005						Back to Top ^

*--C Information on Copy Plan Page

The Copy Plan Page provides the user with the ability to copy the selected producer's determined plan to the year immediately before or after.--*

Section	Field		Description				
Customer	"Farming	Name of sele	cted customer.				
Information	Operation"						
	"Business	Current year business type for the selected customer					
	Type"	*recorded in	n Business Partner.				
	"Plan Year"	The Farm Op	erating Plan selected year to copy from*				
Farm Operating	"Program Year"	Program year associated with the farm operating plan.					
Plans		Date of the la directly below	st update to the farm operating plan is listed v the program year.				
		Reminder:	The date the farm operating plan was last updated is important because the Business File application will automatically delete any farm operating plans after 90 calendar days of no activity if the farm operating plan is in "initiated" status.				
	"Status"	Current status of the farm operating plan.					
		See subparagraph 366 A for additional farm operating					
	"Version"	Version num	per for the farm operating plan.				
		See subparag	raph 366 B for additional information on pers for the farm operating plan.				
	"Start Date"	Date COC co farm operatin Verification I See subparag Start Date.	mpleted determinations for the applicable g plan that is recorded on the Signature Page. raph 366 D for additional information on the				
	"End Date"	Set by the Bu determination application fo the same subs See subparag	siness File application when COC a date is recorded in the Business File or a subsequent farm operating plan filed for sidiary year. raph 366 D for additional information on Plans				
"Year"		Allows user t	o select the year to copy the plan.				

This table describes the information displayed on the Customer Page.

D Page Options

*--The following options are available on the Copy Plan Page.

Option	Action
"Back"	Returns to the Customer Page without saving any data entered.
"Save & Continue"	*Copies the plan to the selected year and returns to the Customer*
	Page.

E Page Error Messages

Error Message	Description	Corrective Action
"Plan cannot be copied because the producer's business type has changed or is not	The business type for the selected plan is not the same business type for the * selected year*	 Take either of following actions: review the business type in Business Partner and correct if
valid."		 business Further and correct in the business type is incorrect go back to the Customer Page
		and do not copy the plan.
"Plan cannot be copied	The producer:	Go back to the Customer Page.
because there is an		The plan cannot be copied.
existing farm operating *plan on file for year selected."	 has a farm operating plan recorded in the year selected 	
	• is a member of a farm operating plan recorded in the year selected*	

381-400 (Reserved)

Section 3 Interview Screen Flow by Section and Contribution Type

401 Overview

A Introduction

The interview process is designed to first determine the questions applicable to the type of farming operation. When in the interview, questions are displayed to the user based on the responses provided.

B Description of Section

This section describes each page that may be displayed to the user through the normal interview process and how the Business File software will respond based on the answers provided to each question displayed.

Note: See Section 2 to determine which pages are applicable based on the type of farming operation.

This table provides an overview of the information contained in this section. See the paragraph for each page for a complete description of the options available.

Subsection	Description	Paragraphs
1	Includes all pages applicable to general information about	402 through 410
	the producer, questions on minor status, and selection of the	
	contributions provided to the farming operation.	
2	Includes all pages applicable to recording capital	411 through 424
	contribution information.	
3	Includes all pages applicable to recording land contribution	425 through 440
	information.	
4	Includes all pages applicable to recording equipment	441 through 454
	contribution information.	
5	Includes all pages applicable to recording custom service	455 through 460
	information.	
6	Includes all pages applicable to recording labor contribution	461 through 470
	information.	
7	Includes all pages applicable to recording management	471 through 500
	contribution information.	
8	Includes the end of interview pages.	501 through 503

Example: If the producer indicates they are **not** contributing capital to the farming operation, then questions will **not** be displayed for collecting capital contribution percentages, loan information, etc.

Subsection 1 Beginning the Farm Operating Plan

402 Customer Page

A Introduction

The Customer Page is the main page for the Business File software and will be displayed for the selected customer when users click "**Business File**" tab from the Subsidiary System.

The Customer Page allows the user to:

- record a new farm operating plan for the selected customer
- review the farm operating plans recorded for the selected customer
- view the farm operating plan history
- take the option to:
 - copy plan to previous year
 - record determinations for businesses
 - record the date COC determinations were completed
 - record the date the farm operating plan was filed in the County Office
 - revise an existing farm operating plan
 - view CCC-902's
 - view members for businesses.

B Example of Customer Page

The following is an example of the Customer Page.

Business File Menu						
Welcome: Christa	Custom	ner				
Dupwe						
USER ROLET BACO	CUSTOMER INF	FARMING O	PERATION:	ANY3 CO	RPORATION	
Select Different		BUSI	NESS TYPE:	Corporat	tion	
Record New Farm Operating Plan	Farm Oper	ating Plan	S	-		
	Program Year	Status	Version	Start Date	End Date	
	2015 Last Update: 11/14/2014	Initiated	1			<u>Revise</u> <u>Record Signatures</u> <u>View 902</u> <u>View Members</u>
	2014 Last Update: 11/13/2014	Filed	2			Revise Record COC Date View 902 View Members
	2013 Last Update: 11/13/2014	Determined	3	01/02/2013	09/30/2013	Revise Copy Plan View 902 View Members Record Determinations
	View Farm Ope	erating Plan H	istory			
	BF002					Back to Top ^

C Information on the Customer Page

The Customer Page provides the user with an overview of all farm operating plans recorded for the selected customer.

This table describes the information displayed on the Customer Page.

Section	Field	Description
"Customer	"Farming	Name of selected customer.
Information"	Operation"	
	"Business	Current year business type for the selected customer recorded in
	Type"	SCIMS.
"Farm	Program	Program year associated with the farm operating plan.
Operating	Year"	
Plans"		Date of the last update to the farm operating plan is listed directly below the program year.
		Reminder: The date the farm operating plan was last updated is important because the Business File software will
		automatically delete any farm operating plans after
		90 calendar days of no activity if the farm operating
		plan is in "initiated" status.
	"Status	Current status of the farm operating plan.
		See subparagraph 366 A for additional farm operating plan status
		categories.
	"Version"	Version number for the farm operating plan.
		See subpersorable 266 B for additional information on version
		numbers for the farm operating plan
	"Start	Start date is only applicable if:
	Date"	Start date is only applicable it.
	Dute	• COC has completed determinations associated with CCC-902
		 date has been recorded in the Business File software.
		See subparagraph 366 D for additional information on start dates.
	"End	End date is only applicable:
	Date"	
		• for farm operating plans that are in "determined" status
		• when COC has completed determination on a subsequent
		CCC-902 for the same subsidiary year.
		See subparagraph 366 D for additional information on end dates.

D Page Options

For each farm operating plan recorded for the selected customer, the following links may be available depending on the status of the Plan recorded. This table describes the options that may be available on the Customer Page.

Link	Action
"Revise"	Allows users to revise the selected farm operating plan. Depending on the status of the Plan being revised, different confirmation messages may be displayed. See paragraph 368 for additional information on revising farm operating plans
"Record Signatures"	 Option: will only be displayed if the farm operating plan is in "initiated" status allows users to record the following signature information: date CCC-902 was filed in the County Office date COC determinations have been completed for the farming operation
"Record COC Date"	 Option: will only be displayed if the farm operating plan is in "filed" status allows users to record the date COC determinations have been completed for the farming operation.

D Page Options (Continued)

Link	Action			
"Copy Plan"	Option:			
	• will only be displayed if the farm operating plan is in a "Determined" Status			
	 allows users to Copy farm operating plan to the previous year. 			
"View 902"	Opens a new window displaying the formatted version of CCC-902 for the selected farm operating plan.			
"View	Option:			
Members"				
	 will only be displayed for Businesses with Members 			
	• allows users to view Members recorded for the Business.			
"Record	Option:			
Determinations"				
	• will only be displayed if the farm operating plan is a Business with members and is in a "Determined" Status			
	• allows users to update the "Member Contribution" and "Substantive Change" for Members of the Business.			
	See paragraph 552 for additional information on "Member Contribution /			
	Substantive Change".			
"Delete"	Only applicable for authorized users. See subparagraph 369 A for			
	additional information.			

Note: See subparagraph 370 C for additional information on left Navigation Menu options.

403 Create New Farm Operating Plan Page

A Introduction

The Create New Farm Operating Plan Page will be displayed if users click "Record New Farm Operating Plan" from the left Navigation Menu.

The Create New Farm Operating Plan Page allows users to:

- verify the correct customer has been selected before initiating the farm operating plan
- specify the year for which the farm operating plan is being recorded.

B Example of Create New Farm Operating Plan Page

The following is an example of the Create New Farm Operating Plan Page.

Business File Menu		
Welcome: Christa Dunwe	Create New Farm Operating Plan	
User Role: FSACO	A new Farm Operating Plan will be initiated for the following producer:	
<u>Select Different</u> <u>Customer</u> <u>Record New Farm</u> Operating Plan	Common Customer Name: ANY3 CORPORATION Business Type: Corporation Tax Id: N	
Manage Customer	Select the subsidiary year that this new Farm Operating Plan is applicable	for:
	Year: 2015 -	
	Save & Continue >	
	BF004	Back to Top ^

403 Create New Farm Operating Plan Page (Continued)

C Interview Questions

This table describes the interview question displayed on the Create New Farm Operating Plan Page.

Question/Field	Description	
"Year"	Description Drop-down list that allows users to select the subsidiary year associated with the farm operating plan being recorded. Note: If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall dataload the farm operating	
	customer, County Offices shall dataload the farm operating	
	plan for the current subsidiary year.	

D Page Options

The following option is available on the Create New Farm Operating Plan Page.

Option	Action	
"Save & Continue"	Initiates the farm operating plan by saving the basic data about the selected customer.	
	Note: After the farm operating plan is "initiated", it cannot be deleted by the user. County Office users shall use the information displayed on the page to ensure that the correct producer is selected before continuing to the next page.	

404 Applicability of Actively Engaged Determination

A Introduction

The Applicability of Actively Engaged Determination Page will be displayed:

- for entities with members and joint operations
- after the user initiates a new farm operating plan for a business by selecting the subsidiary year and continuing on the Create New Farm Operating Plan Page
- is the first page displayed when revising the farm operating plan for entities with members and joint operations.

*--The Applicability of Actively Engaged Determination Page requires a "Yes" response if the producer is applying for a program requiring any of the following determinations:

- Actively Engaged
- Foreign Person
- Minor Child
- Member Contribution
- Substantive Change.--*

B Example of Applicability of Actively Engaged Determination Page

The following is an example of the Applicability of Actively Engaged Determination Page.

Business File Menu			
Welcome: Tracey Smith	Applicability of Actively Engaged Determination		
User Role: FSA		, , , , , , , , , , , , , , , , , , , ,	
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Farmers Corporation	
Customer Decord New Form	BUSINESS TYPE:	Corporation	
<u>Record New Farm</u> <u>Operating Plan</u> <u>Manage Customer</u>	Is the farm operation applying for a program requiring an "actively engaged in farming" determination?		
Corporation Seeking Benefits General Contributions	YesNoNo Response		
<u>Land</u> Custom Services	<pre>< Back Save Save &</pre>	Continue >	
<u>Equipment</u>	BF010	Back to Top ^	

404 Applicability of Actively Engaged Determination (Continued)

C Interview Questions

This table describes the interview question displayed on the Applicability of Actively Engaged Determination Page.

Question/Field	Description
"Is the farm	For the question displayed, the available options are:
operation applying	
for a program	• "Yes"
requiring an	• "No"
"actively engaged	• "No Response".
in farming"	1
determination?"	Note: If the producer does not want to respond, select "No Response".

D Page Options

The following options are available on the Applicability of Actively Engaged Determination Page

Option	Action	
"Back"	Returns to the Customer Page without saving any data entered.	
"Save"	Allows the user to save the information recorded without continuing to	
	the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the next applicable Page in	
	the interview process.	

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was not provided	If the information recorded is incorrect, return to the
indicating whether benefits are	Applicability of Actively Engaged Determination Page
being requested for a program	to specify whether the business is applying for a
requiring an "actively engaged in	program requiring an actively engaged in farming
farming" determination."	determination.

405 General Information Page

A Introduction

The General Information Page:

- varies based on the business type for the selected customer
- will be displayed after the user initiates a new farm operating plan by selecting the subsidiary year and continuing on the Create New Farm Operating Plan Page.

The General Information Page allows users to:

- verify the following information about the individual producer or member:
 - citizenship status based on the information recorded in Business Partner
 - minor status of the producer or member based on the information recorded in Business Partner
- record basic information about an entity or joint operation.

B Examples of General Information Page

The following is an example of the General Information Page for an individual producer.

Business File Menu			
Welcome: Bobbie Butler	General Information		
User Role: FSA			
Salact Different	CUSTOMER INFORMATION	Inter Former en	
Customor	FARMING OPERATION:	Ima Farmer	
<u>Customer</u>	BUSINESS TYPE:	Individual	
Record New Farm			
<u>Operating Plan</u>			
<u>Manage Customer</u>	Is the individual a U.S. citizen or alien lawfully admitted into the U.S.?		
Individual	Yes - The individual is a United States citizen or a legal resident alien.		
Carranal			
General	Will the individual be 18 years of age by June 1 of the current program year?		
Contributions	Yes - The individual is or will be 18 years of age by the applicable status date.		
<u>Capital</u>			
Land	Read Current Information from SCIMS		
Custom Services			
Equipment	< Back Continue >		
Labor	Contailac >		
Management			
Summary	BF011	Back to Top ^	

B Examples of General Information Page (Continued)

The following is an example of the General Information Page for an entity.

Business File Menu			
Welcome: Christa	General Information		
User Role: FSACO			
	FARMING OPERATION:	ANY3 CORPORATION	
Select Different	BUSINESS TYPE:	Corporation	
<u>Record New Farm</u> Operating Plan Manage Customer	Was the corporation formed within the past 24 months?		
	© No		
Corporation	No Response		
Seeking Benefits			
<u>General</u> <u>Contributions</u>	If yes, what is the date that this corporation was formed?		
<u>Capital</u>	Is more than one signature required for the corporation?		
<u>Land</u>	O Yes		
Custom Services	O No		
<u>Equipment</u>			
<u>Labor</u>			
<u>Management</u>			
<u>Summary</u>	<back save="" save<="" th=""><th>& Continue ></th><th></th></back>	& Continue >	
Stockholder Select Stockholder	BF011		Back to Top ^

C Information on the Page

The General Information Page displays information that is currently recorded in Business Partner. Information displayed on this page **cannot** be corrected through the Business File software. If the information is incorrect, County Office users shall access Business Partner to update the incorrect information.

C Information on the Page (Continued)

This table describes the information displayed on the General Information Page and how the information is derived from SCIMS.

Business			
Туре	Question/Field	Description	
Individual	"Is the individual	This information is derived from the resident alien field	
and	a U.S. citizen or	in SCIMS.	
Individual	alien lawfully	IF the SCIMS	
Members of	admitted into the	"Resident Alien"	
Entities/Joint	U.S.?"	field is set to	THEN message
Operations		"N/A" or "Yes"	"Yes - The individual is a United
			States citizen or a legal resident
			alien." will be displayed.
		"No"	"No - The individual is not a legal
			resident alien." will be displayed.
	"Will the	This information i	s derived from the birth date field in
	individual be	SCIMS.	
	18 years of age by		
	June 1 of the	If a birth date has	been entered in SCIMS for the selected
	current program	producer or memb	per, the system computes the
	year?"	producer/member?	's age. The following messages will be
		displayed based or	n the computation.
		Note: If a birth d	ate has not been recorded for the
		selected pr	oducer/member, then the
		producer/n	nember will be considered an adult.
		IF the	
		computed age	
		is	THEN message
		18 before the	"Yes - The individual is or will be 18
		status date of the	years of age by the applicable status
		selected	date." will be displayed.
		subsidiary year	
		not 18 by the	"No - The individual will not be 18
		status date of the	years of age by the applicable status
		selected	date." will be displayed.
		subsidiary year	

Par. 405

405 General Information Page (Continued)

C Information on the Page (Continued)

Business		
Туре	Question/Field	Description
Individual	"Parents/Guardians	Name and last 4 digits of the tax ID number of
and	Name?	the parent/guardian for the selected customer
Individual	"Parents/Guardians Tax	retrieved from Business Partner.
Members of	ID"	
Entities/Joint		Note: If the information is incorrect, County
Operations		Office users shall access Business Partner
(Continued)		to update the incorrect information.
Entities and	"Was the (type of	Available options are:
Joint	entity/joint operation)	
Operations	formed within the last	• "Yes"
	24 months?"	• "No"
		• "No Response".
		Notes: If the producer does not want to respond, select "No Response".
		type for the selected customer is "state and local government".
	"What is the date the (type	If the entity or joint operation was formed within
	of entity/joint operation)	the last 24 months, the date the operation was
	was formed?"	formed is required.

C Information on the Page (Continued)

Business		
Туре	Question/Field	Description
Entities and	"Is more than one	Question is only displayed for entities, because all
Joint	signature required	members of joint operations are required to sign
Operations	for the (entity)?"	CCC-902. Available options are:
(Continued)		
		• "Yes"
		• "No"
		• "No Response".
		Note: If the producer does not want to respond, select
		"No Response".
	"Number of	If more than 1 signature is required for the entity or joint
	required	operation:
	signatures."	1
	0	• an entry is required
		• number entered must be greater than 1
		• number must be a whole number.
State and	"Type of	Ouestion is only displayed if the business type for the
Local	government	customer is "State and Local Government". The
Government	entity."	available options are:
		• "State-owned"
		• "county-owned"
		• "city-owned".

C Information on the Page (Continued)

Business Type	Question/Field	Description
Revocable	"Has the grantor	Available options are:
Trust	provided a copy	
	of the trust	• "Yes"
	agreement? "	• "No".
Irrevocable	"Has the grantor	Available options are:
Trust	provided a copy	
	of the trust	• "Yes"
	agreement?"	• "No".
Estates	"What is the date	Date the estate was formed will automatically update
	that this estate	from the deceased date of death.
	was formed?"	
	"Select Deceased	Displays the SCIMS Search Page so that the deceased
	from SCIMS."	individual associated with the estate can be selected.
		After the deceased individual has been selected from
		SCIMS, the system will retrieve the following
		information from SCIMS and Business Partner:
		• deceased individual's name
		• last 4 digits of the deceased individual's SSN
		• date of death.

D Page Options

The following options are available on the General Information Page.

Note: The options available on this page vary based on the business type for the selected customer.

Option	Action		
"Back"	Returns to the previous page without saving any data entered.		
"Save"	Allows the user to save the information recorded without continuing		
	to the next applicable page.		
"Save & Continue"	Saves the data recorded and advances to the Contributions Page.		
"Read Current	Refreshes the page with the current information from SCIMS.		
Information from			
SCIMS"			
"Read Current	Refreshes the page with the current information from Business		
Information from	Partner.		
Fiduciary"			
	Note: This option is only displayed if the selected producer is a		
	minor or estate.		
"Select Deceased	Allows the user to access the Business Partner Search Page to select		
From SCIMS"	the deceased individual.		
	If the individual or business is not already in Business Partner, the		
	customer must be added by accessing Business Partner in the normal		
	manner. The customer cannot be added to SCIMS through the		
	Business File software.		

E Page Error Messages

The following error messages may be displayed on the General Information Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action	
"A Farm Operating plan	User selected a deceased	Estates shall n	ot be recorded in
cannot be recorded when	individual with a date of	subsidiary yea	rs before the date of
the Date of Death for the	death before the farm	death for the deceased individual.	
Deceased Individual is	operating plan year being		
later than the Subsidiary	updated.		
year selected."			
"A Farm Operating plan	User selected a deceased	Access Busine	ess Partner and update
cannot be recorded when	individual that is not	the fiduciary information for the	
the Date of Death for the	recorded in Business	deceased individual.	
Deceased Individual is	Partner with a date of		
not recorded."	death.		
"Date the (<i>entity/joint</i>	The date recorded as the	Reenter the co	orrect date the entity or
operation) was formed	date the entity or joint	joint operation was formed.	
cannot be later than	operation was formed is a		
today's date."	future date.	Reminder:	The date the operation
			was formed is not a
			required entity unless
			it was formed within
			the last 24 months.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
"Date the (entity/joint	An invalid date was	Date format is either of the following:
operation) was formed is	entered.	
invalid."		• mm/dd/yyyy
		• mmddyyyy.
		Users can also select the date using
		the calendar icon.
"Number signatures	User indicated more than	Enter the number of signatures
required must be	1 signature is required for	required.
numeric."	the farming operation,	
	but the number entered is	
	something other than a	
	numeric value.	
The number of required		Verify the number of signatures
signatures must be less		entered is correct.
than or equal to 255.		If more than 255 signatures are
		required to act on behalf of the
		entity/joint operation enter "255" and
		notify the State Office State Offices
		shall notify PECD.
"The number of required	User indicated more than	Enter a whole number for the number
signatures must be a	1 signature is required for	of signatures.
whole number."	the farming operation,	
	but the number entered	
	was not a whole number.	
"The number of required	User indicated more than	Enter the number of signatures
signatures must be	1 signature is required for	required.
greater than 0."	the farming operation,	
	but the number entered	
	was 0.	

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action	
"Must specify whether the	Available options are:	
(entity/joint operation) was formed		
within the last 24 months."	• "Yes"	
	• "No"	
	• "No Response".	
	Note: Select "No Response" if the representative of the entity/joint operation does not want to specify when the business was formed.	
"Must enter the date the (<i>entity/joint</i>	User indicated the business was formed within the	
operation) was formed."	last 24 months. Take either of the following actions:	
	• enter the date the operation was formed	
	• indicate the business was not formed within the	
	last 24 months, if applicable.	
"A response was not provided	Available options are:	
indicating whether more than		
1 signature is required to act on	• "Yes"	
behalf of the (<i>entity/joint</i>	• "No"	
operation)."	• "No Response".	

F Validation Error Messages (Continued)

Error Message	Corrective Action
"A response was not provided indicating	Enter number of signatures required
the number of signatures required to act on	between 2 and 255.
behalf of the (entity/joint operation)."	
"A response was not provided identifying	The deceased individual must be attached to
the deceased individual."	the farm operating plan for the estate. Take
	the following actions, as applicable:
	 record the individual in Business Partner record the deceased individual in Business Bastner along with the data of death
"The deceased individual must be recorded	Access Business Partner and record the date
in the fiduciary system with the date of	of death for the deceased individual according
death."	to 1-CM.
"The documentation for the irrevocable	Available options are:
trust must be provided."	
	• "Yes"
	• "No".

406 Minor General Information Page

A Introduction

The Minor General Information Page:

- is only displayed if the selected producer/member:
 - is an individual
 - will **not** be 18 years of age by the status date for the applicable subsidiary year

Note: The status date is June 1 of the applicable subsidiary year. The birth date is retrieved from Business Partner for the selected customer.

• allows users to answer a series of questions so COC can determine if the minor can be considered separate from their parent and/or guardian.

B Example of Minor General Information Page

The following is an example of the Minor General Information Page.

Business File Menu						
Welcome: Bobbie Butler	Minor General Information					
User Role: FSA						
	CUSTOMER INFORMATION					
Select Different	FARMING OPERATION:	Ima Farmer III				
Record New Farm	BUSINESS TYPE:	Individual				
Operating Plan						
Manage Customer	Is the minor a producer on a farm in which the parent or guardian has no interest?					
	O Yes					
Individual	C No					
<u>General</u>	O No Response					
Contributions						
Capital	Does the minor maintain a separate household from the parent or guardian and					
Land	personally carry out farming activities with respect to the minor's farming operation, including maintaining separate accounting?					
Custom Services	O Yes					
Equipmont	C No					
<u>equipment</u>	O No Response					
LdDOF						
<u>Management</u>	Does the minor who is represented by a co	urt-appointed guardian or conservator				
Summary	responsible for the minor a) live in a house	hold other than the parents' household(s),				
	and b) have a vested ownership in the farm	n?				
Other	C Yes					
<u>Remarks</u>	C No					
Cubmit Dian	O No Response					
Submit Pidn						
Validations						
<u>vanuations</u>		- the second				
<u>Record Signatures</u>	< Back Save Save & Co	ontinue >				
<u>View 902</u>						
	BF014	Back to Top ^				

C Interview Questions

This table describes the interview questions displayed on the Minor General Information Page.

Question/Field	Available Options		
"Is the minor a producer on a farm in which the parent	For each question displayed, the		
or guardian has no interest?"	available options are:		
"Does the minor maintain a separate household from			
the parent or guardian and personally carry out	• "Yes"		
farming activities with respect to the minor's farming	• "No"		
operation, including maintaining separate accounting?"	• "No Response".		
"Does the minor who is represented by a	-		
court-appointed guardian or conservator responsible	Note: If the producer does not		
for the minor a) live in a household other than the	want to respond to 1 or		
parents' household(s), and b) have a vested ownership	more questions, select "No		
in the farm?"	Response.		

D Page Options

The following options are available on the Minor General Information Page.

Option	Action
"Back"	Returns to the General Information Page without saving any data
	entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and advances to the Contributions Page in the
	interview process.

E Page Error Messages

The following error message may be displayed on the Minor General Information Page if the data recorded does **not** meet the applicable validations. Users **must** correct this condition before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"A response is required to	A response was not	Select 1 of the following options:
each of the questions to	selected for at least 1 of	
determine if the minor can	the 3 questions displayed	• "Yes"
be considered separate from	about the status of a	• "No"
their parent/guardian."	minor.	• "No Response".

A Introduction

The Contributions Page:

- will be displayed when users click:
 - "Continue", or "Save & Continue" for business, on the General Information Page
 - "Save & Continue" on the Minor General Information Page
 - "Contributions", from the left Navigation Menu
- allows users to select which inputs are contributed to the farming operation by the individual, entity, or joint operation.

Notes: A separate process is provided to collect member contributions.

Responses on this page dictate which questions are subsequently displayed through the interview.

Example: If the user indicates that capital is **not** contributed to the farming operation, none of the capital contribution questions or pages described in Subsection 2 will be displayed to the user.

407 Contributions Page (Continued)

B Example of Contributions Page

The following is an example of the Contributions Page.

Business File Menu	1				
Welcome: Bobbie Butler	Contribution	ns			
USER KOIE: FSA					
Select Different	FARMING OPERATION: Ima Farmer				
Customer	BUSINESS TYPE:		INESS TYPE:	Individual	
Record New Farm Operating Plan Manage Customer	Select the types of co	ontributions	provided by t	the individual.	
Individual	Contribution Type	Selection			
<u>General</u>	Capital	O Yes	O No	O No Response	
Contributions	Land	O Yes	O No	O No Response	
<u>Capital</u>	Equipment	O Yes	O No	O No Response	
<u>Land</u>	Labor	O Yes	O No	O No Response	
Custom Services	Management	O Yes	O No	O No Response	
<u>Equipment</u>	Will custom comises	auch as ham	action corres	ving fortilization tills	an ending sta
<u>Labor</u>	be utilized for this far	ming operation	on?	ying, teruiization, tilia	ge, seeding, etc.,
<u>Management</u>	O Yes				
<u>Summary</u>	O No				
	O No Response				
Other Pomarks	Note: Custom convice	s is defined :	oc the biring	of a contractor or vo	nder that is in the
Kemurks	business of providing	specialized s	ervices or to	perform services in e	exchange for the
Submit Plan	payment of a fee, suc	h as tillage,	seeding, spr	aying, pest scouting,	fertilizing,
<u>Summary</u>	harvesting, mowing, irrigation, handling, pruning, thinning, hauling, feeding, wrangling, branding, and any other farm or ranch activity that can be bired				
<u>Validations</u>	branding, and any other faill of failer activity that can be filled.				
<u>Signatures</u>	The contractor or vendor hired must provide both equipment and labor through the				
<u>View 902</u>	same contract or agreement in order for the service to be considered a custom service.				
	< Back Save	e S	ave & Contir	nue >	
	BF019				Back to Top ^

C Interview Questions

The Contributions Page is flexible in that users have the option of only indicating the type of contributions that may be applicable to the farming operation.

Example: If a producer is a landowner only, then there may **not** be a need to collect contribution information for labor and management.

Users shall select "No Response" if:

- producer does **not** want to provide the contribution information
- the information is **not** required based on the circumstances related to the producer and/or the programs for which the producer is applying.

This table describes the interview questions displayed on the Contributions Page.

Question/Field	Description
"Select the types of	For each contribution/question displayed, the available options are:
contributions provided	
by the customer."	• "Yes"
"Will custom services,	• "No"
such as harvesting,	• "No Response".
spraying, fertilization,	
tillage, seeding, etc.,	The interview process proceeds to the next applicable section of
be utilized for this	the interview process based on the responses recorded on this
farming operation?"	page.

D Page Options

The following options are available on the Contributions Page.

Option	Action
"Back"	Returns to the previous page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in
	the interview process.
407 Contributions Page (Continued)

E Page Error Messages

The following error messages are displayed on the Contributions Page if an option is **not** selected for each type of contribution.

Error Message	Corrective Action
"A response is required to indicate whether the producer is	Select 1 of the
contributing capital to the farming operation."	following options:
"A response is required to indicate whether the producer is	
contributing land to the farming operation."	• "Yes"
"A response is required to indicate whether the producer is	• "No"
contributing equipment to the farming operation."	• "No Response".
"A response is required to indicate whether the producer is	-
contributing labor to the farming operation."	
"A response is required to indicate whether the producer is	
contributing management to the farming operation."	
"A response is required to indicate whether custom services are	
utilized in the farming operation."	

408-410 (Reserved)

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411 General Information

A Introduction

The "Capital Contributions" portion of the interview process allows the user to record:

- total percentage of capital contributed to the farming operation
- sources of the capital
- loan information if the a loan was obtained from an individual or business with an interest in the farming operation
- additional capital information from sources other than loans, nonborrowed capital, and/or FSA program payments.

The remainder of this subsection provides detailed information related to the capital contribution pages that may be displayed through the interview process.

B Description of Capital Contribution Pages

This table provides a general description of each page that may be displayed through the "Capital Contribution" portion of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Capital	Displayed if the user indicates	Total capital	412
Contributions	capital was contributed to the	contribution percentage	
	farming operation on the	from all sources.	
	Contributions Page.		
		• Select the sources of	
		capital.	
Interest in	Displayed if the user indicates	Indicate whether a loan used	413
Farming	capital is contributed to the	as a source of capital was	
Operation -	farming operation through	obtained from an individual	
Loans	either of the following on the	or business that has an	
	Capital Contributions Page:	interest in the farming	
		operation.	
	• commercial loans/credit		
	• private loans/credit.		

411 General Information (Continued)

Name of				
Page	Description of Page		Data Recorded/Options	Paragraph
Loan Summary Page	• Displayed if the user indicates a loan was obtained from an individual or business with an interest in the farming operation.	•	Review information already recorded. Add a new loan.	414
	• Summary of all loans recorded.			
Loan Information Page	Displayed when users indicate a commercial or private loan was	•	Assets acquired through the loan/credit.	415
	obtained by an individual or business with an interest in the farming operation.	•	How the loan/credit was acquired. Percentage of capital contributed to the farming operation attributable to the loan/credit.	
		•	Individual or business from which the loan/credit was obtained.	

B Description of Capital Contribution Pages (Continued)

411 General Information (Continued)

Name of			
Page	Description of Page	Data Recorded/Options	Paragraph
Loan Interest Page	Displayed after the user selects the individual or business from whom the loan/credit was obtained.	Allows for a narrative description of the interest held in the farming operation by the individual or business from which the loan was obtained.	416
Capital List Page	 Displayed if the user indicates other or additional capital is contributed to the farming operation on the Capital Contributions Page. Summary of all additional capital recorded. 	 Review information already recorded. Add additional capital. 	417
Additional Capital Contribution s Page	Displayed when users click "Add Additional Capital Contribution" on the Capital List Page.	 Percentage of capital contributed to the farming operation attributable to the additional capital. 	418
		• Narrative description of the source of the additional capital.	

B Description of Capital Contribution Pages (Continued)

412 Capital Contributions Page

A Introduction

The Capital Contributions Page:

- will be displayed if the user indicated capital is contributed to the farming operation on the Contributions Page
- will be displayed if users click "Capital" from the left navigation menu
- allows users to:
 - record the total capital percentage that is contributed to the farming operation by the individual, entity, or joint operation
 - select the sources from which the capital was obtained for the farming operation.

B Example of Capital Contributions Page

The following is an example of the Capital Contributions Page.

Business File Menu			
Welcome: Bobbie Butler	Capital Contributions		
User Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
Customer	BUSINESS TYPE:	Individual	
Record New Farm			_
<u>Operating Plan</u>	Enter the individual's capital contribution perce	ntage from all sources:	
<u>Manage Customer</u>		5	
	%		
Individual			
<u>General</u>	Sources of Capital		
Contributions	Non-borrowed capital		
<u>Capital</u>	FSA program payments		
Land	Commercial loans/credit		
Custom Services	Private loans/credit		
Equipment	Other/Additional		
<u>equipment</u>			
<u>Labor</u>			—
<u>Management</u>	< Back Save Save & Contin	we >	
Summary			
	BF031	Back to To	ep ≏

412 Capital Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Capital Contributions Page.

Question/Field	Description
"Capital	The percentage of the total capital the producer contributes to the farming
Contribution	operation from all sources. An entry is not required, but if entered, the
Percentage"	following validations apply:
	 must be greater than 0 percent cannot be greater than 100 percent should be entered in a whole number with up to 2 decimal places. Examples: 100.00%, 25.25%, etc.
	Note: A percentage field is not provided on CCC-902I; therefore, users shall leave this field blank until the farm operating plan is revised. When revised, the percentage can be captured so the producer can sign to the correct information.
"Sources of	Select all options applicable to the farming operation. See 4-PL for
Capital"	2009 through 2013 and 5-PL for 2014 and subsequent years for
	additional information on sources of capital.

D Page Options

The following options are available on the Capital Contributions Page.

Option	Action
"Back"	Returns to the Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in
	the interview process.

412 Capital Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Capital Contributions Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Capital contribution	Capital contribution	Correct the percentage recorded to
percentage cannot be	percentage entered	100 percent or less.
greater than 100%."	exceeds 100 percent.	
"Capital contribution	Capital contribution	Take 1 of following actions:
percentage must be	percentage entered is	
greater than 0%."	0 percent.	• correct the percentage recorded to
		a value greater than 0 percent
		 leave the field blank if the producer does not want to provide the contribution percentage go back to the Contributions Page and indicate capital is not contributed or indicate the
		producer does not want to provide
"Capital contribution	Something other than a	Correct the value entered to a
percentage must be	numeric value was	percentage
numeric."	entered.	Proceeding
"Contribution	Capital contribution	Correct the percentage recorded to 2 or
percentage is limited to	percentage entered is more	less decimal places.
2 decimal places."	than 2 decimal places.	1

412 Capital Contributions Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was entered	• Record the capital contribution percentage, if
indicating that capital is provided	available on CCC-902.
to the farming operation;	
however, the capital contribution	• Answer "No" or "No Response" on the Contribution
percentage was not entered."	Page, if capital is not contributed to the farming
	operation or the information is not needed based on
	the program for which the producer is requesting
	benefits.
"The total contribution for loans	The total percentages of all loans and additional capital
and additional capital is greater	should be equal to or less than the total capital
than the capital contribution	contribution percentage recorded on Capital
percentage."	Contributions Page.
	• Review the information to ensure that all data has
	been recorded properly as provided by the producer.
	• Return to the applicable page in the "Capital
	Contribution" section if changes are needed.
"A response was entered	If the information recorded is incorrect, return to the
indicating that capital is provided	Capital Contribution Page to select the sources of capital
to the farming operation;	to the farming operation.
however, the source of the capital	
was not specified."	

413 Interest in Farming Operation - Loans Page

A Introduction

The Interest in Farming Operation - Loans Page will only be displayed if the user indicated that capital is contributed to the farming operation through either of the following on the Capital Contributions Page:

- commercial loans/credit
- private loans/credit.

B Example of Interest in Farming Operation - Loans Page

The following is an example of the Interest in Farming Operation - Loans Page.

Business File Menu			
Welcome: Bobbie Butler	Interest in Farming Operat	ion - Loans	
User Role: FSA	g operation of the second s		
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
Customer	BUSINESS TYPE:	Individual	
Record New Farm			
Manage Customer	Were any commercial or private loans acquired from, co-signed by, secured by, or guaranteed by an individual or entity who:		
Individual	Shares in the production or proceeds of t	he production from this farming	
General	operation?	. 5	
Contributions	O Yes		
Capital	O No		
Land			
Custom Services			
Equipment	Is a landowner or landlord with an interest in this farming operation?		
Labor	O Yes		
Management	C No		
<u>management</u>	O No Response		
<u>Summary</u>			
Other			
Remarks	< Back Save Save & Conti	nue >	
Submit Plan	BF060	Back to Top 🛆	

413 Interest in Farming Operation - Loans Page (Continued)

C Interview Questions

The Interest in Farming Operation - Loans Page is intended to determine if the individual or business that provided the loan has an interest in the farming operation.

This table describes the interview questions displayed on the Interest in Farming Operation - Loans Page.

Question/Field	Description
"Were any commercial or private loans acquired	For each question displayed, the available
from, co-signed by, secured by, or guaranteed	options are:
by an individual or entity that shares in the	
production or proceeds of the production from	• "Yes"
this farming operation?"	• "No"
"Were any commercial or private loans acquired	• "No Response".
from, co-signed by, secured by, or guaranteed	- -
by an individual or entity who is a landowner or	Note: If the producer does not want to
landlord with an interest in this farming	respond, select "No Response".
operation?"	
"Were any commercial or private loans acquired	
from, co-signed by, secured by, or guaranteed	
by an individual or entity who is a (member) of	
this (entity/joint operation)?"	

D Page Options

The following options are available on the Interest in Farming Operation - Loans Page.

Option	Action
"Back"	Returns to the Capital Contributions Page without saving any data
	entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in
	the interview process.

413 Interest in Farming Operation - Loans Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Must indicate whether the person	If the information recorded is incorrect, return to the
or business that the loan was	Interest in Farming Operation - Loans Page to specify
acquired from, secured by,	whether the individual or business that the loan was
guaranteed by has an interest in the	obtain from has an interest in the farming operation.
farming operation."	

A Introduction

The Loan Summary Page:

- will be displayed if the user indicated a commercial or private loan/credit was obtained from an individual or business with an interest in the farming operation on the Interest in Farming Operation-Loans Page
- allows users to enter 1 or more loans that are used as a source of capital to the farming operation
- summarizes loan information that has been recorded.

B Example of Loan Summary Page

The following is an example of the Loan Summary Page.

Business File Menu							
Welcome: Bobbie Butler	Loan Summary						
User Role: FSA		Loan ounnary					
	CUSTOMER INFOR	RMATION					
Select Different		FARMIN	GOPERATION:	Ima Farmer			
Customer		BU	JSINESS TYPE:	Indiv	Individual		
<u>Record New Farm</u> Operating Plan							
Manage Customer	Type of	Capital	How	Source	Interest in		
	Contribution	Contribution	Loan		Farming		
Individual		%	Obtained		Operation		
General	Capital	50%		Ima		Revise	
Contributions				Farmer Sr		Delete	
Capital							
<u>Land</u>	Add Loan						
Custom Services							
<u>Equipment</u>							
<u>Labor</u>	< Back	Continue >					
<u>Management</u>	Baon	oonande 2					
Summary	BF066					Back to	Тор ^

Note: Loan information only needs to be recorded if the individual or business that the loan/credit was obtained from has an interest in the farming operation.

414 Loan Summary Page (Continued)

C Information on the Page

The Loan Summary Page provides the user with an overview of the loan information that has been recorded for the farming operation.

Note: Loan information displayed on the Loan Summary Page reflects the data recorded or options selected on the Loan Information Page.

This table describes the information displayed on the Loan Summary Page.

Field	Description
Type of	Specifies the assets acquired through the loan.
Contribution	
Capital Contribution	Percentage of the capital for the farming operation that is attributable
	to the loan.
How Loan Was	Describes how the loan was obtained.
Obtained	
Source	Indicates from whom the loan was obtained.
Interest in Farming	Describes the interest in the farming operation by the individual or
Operation	business from which the loan was obtained.

D Page Options

The following options are available on the Loan Summary Page.

Option	Action
"Add Loan"	Click this option to:
	• display the Loan Information Page
	• add information for a loan/credit that was obtained from an individual or
	business that has an interest in the Farming Operation Page.
"Revise"	Returns to the Loan Information Page allowing the user to modify the
	information previously recorded.
"Delete"	Allows the user to delete the loan information recorded for the selected entry
	in the summary.
	A Confirmation Page will be displayed allowing the user to confirm the
	information should be deleted.
"Back"	Returns to the Interest in Farming Operation - Loans Page without saving
	any data entered.
Continue	Allows the user to continue to the next applicable page.

415 Loan Information Page

A Introduction

The Loan Information Page:

- will be displayed if the user selected the option to add a loan on the Loan Summary Page
- allows users to record specific information about the loan or credit that was obtained from an individual or business with an interest in the farming operation.

Note: Loan information only needs to be recorded if the individual or business that the loan/credit was obtained from has an interest in the farming operation.

B Example of Loan Information Page

The following is an example of the Loan Information Page.

Business File Menu			
Welcome: Bobbie Butler	Loan Information		
User Role: FSA			_
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
Customer	BUSINESS TYPE:	Individual	
<u>Record New Farm</u> Operating Plan			
Manago Customor	Assets Acquired Through Loan		
<u>Manage Customer</u>	What accets were acquired by this leap?		
Individual	Capital D Land D Equipment		
General			
Contributions	How was the loan obtained?		
	C Loan Acquired From		
<u>Capital</u>	C Co-Signed By		
<u>Land</u>	O Secured By		
Custom Services	O Guaranteed By		
<u>Equipment</u>	and the second s		
<u>Labor</u>	What percent of the capital contribution perce	ntage is from this loan?	
Management	0/2		
Summary			
<u>Samuery</u>			
Other	Add Individual or Business from SCIMS		
Remarks			
Submit Plan			
Summary	< Back Save Save & Contin	ue >	
Validations			
Signatures	BF061		Back to Top ^

C Interview Questions

This table describes the interview questions displayed on the Loan Information Page.

Question/Field	Description	
"What assets were	Select all of the following options that are applicable to the loan	
acquired by this	being recorded:	
loan?"		
	"Capital"	
	• "Land"	
	• "Equipment".	
"How was the loan	Select only 1 of the following options that best describes how the	
obtained?"	loan was obtained by the individual or business with an interest in the	
	farming operation:	
	• "Loan Acquired From"	
	• "Co-Signed By"	
	• "Secured By"	
	• "Guaranteed By".	
"What percent of	The percentage of the capital for the farming operation that is	
the capital	attributable to the loan being recorded. An entry is not required, but	
contribution	if entered, the following validations apply:	
percentage is from		
this loan?"	• must be greater than 0 percent.	
	• cannot be greater than 100 percent.	
	• should be entered in a whole number with up to 2 decimal places.	
	Examples: 100.00%, 25.25%, etc.	
"Name of Individual	Field will only be displayed after users click the "Add Individual or	
or Entity that	Business from SCIMS" link.	
obtained the loan."		

D Page Options

The following options are available on the Loan Information Page.

Option	Action	
"Add Individual or	Allows users to access the SCIMS Search Page to select the individual	
Business from	or business from which the loan was obtained. If the individual or	
SCIMS"	business has an interest in the farming operation, then the individual or	
	business the loan/credit was obtained from must be record in Business	
	Partner.	
	Notes: If the loan was obtained from more than 1 individual or business, continue to select this option to add Business Partner	
	operation associated with the applicable loan has been selected.	
	If the individual or business is not already in Business Partner,	
	the customer must be added by accessing Business Partner in	
	the normal manner. The customer cannot be added to	
	Business Partner through the Business File software.	
"Revise"	Returns to the Loan Interest Page allowing the users to modify the	
	information previously recorded for the individual or business that	
	obtained the loan.	
"Delete"	Removes the customer from the applicable loan.	
"Back"	Returns to the Loan Summary Page without saving any data entered.	
"Save"	Allows the user to save the information recorded without continuing to	
	the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the next applicable page in	
	the interview process.	

E Page Error Messages

The following error messages may be displayed on the Loan Information Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Loan contribution	The loan contribution	Correct the percentage recorded to
percentage cannot be	percentage entered	100 percent or less.
greater than 100%."	exceeds 100 percent.	
"Loan contribution	The loan contribution	Take 1 of following actions:
percentage must be	percentage entered is	
greater than 0%."	0 percent.	• correct the percentage recorded to
		a value greater than 0 percent
		• leave the field blank if the
		producer does not want to provide
		the contribution percentage.
"Loan contribution	Something other than a	Correct the value entered to a
percentage must be	numeric value was	percentage.
numeric."	entered.	
"Contribution	Loan contribution	Correct the percentage recorded to 2 or
percentage is limited to	percentage entered is more	less decimal places.
2 decimal places."	than 2 decimal places.	

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Must select which	If the information recorded is incorrect, return to the Loan
type of contribution	Information Page for the applicable loan to specify whether
was obtained through a	capital, land, and/or equipment were the assets acquired though the
loan."	loan.
"Cannot designate that	If the information recorded is incorrect, take either of the
land was obtained	following actions:
through loan unless the	
individual is associated	• return to the Loan Information Page for the applicable loan to
with at least 1 farm."	remove the selection that land was acquired though the loan
	• update FRS with the applicable information.
"Cannot designate that	If the information recorded is incorrect, take either of the
equipment was	following actions:
obtained through a	
loan unless the	• return to the Loan Information Page for the applicable loan to
equipment contribution	remove the selection that equipment was acquired though the
is recorded for the	loan
individual."	
	• return to the Equipment Contributions Page of the interview to
	record equipment information.
"Must specify how the	If the information recorded is incorrect, return to the Loan
loan was secured."	Information Page for the applicable loan to specify how the loan
	was obtained.
"Must specify the	If an individual or business has an interest in the farming
individual or business	operation, they must be recorded in Business Partner before they
that secured the loan."	can be associated to the loan.
"Must specify the	If the information recorded is incorrect, return to the Loan
percentage that the	Information Page for the applicable loan to specify the percentage
loan contributes	of the capital that is contributed through the loan.
toward the overall	
capital contribution."	

416 Loan Interest Page

A Introduction

The Loan Interest Page:

- will be displayed after the user has selected a customer from SCIMS for an individual or business that has an interest in the farming operation
- allows the user to specify the interest in the farming operation held by the individual or business associated with the loan.

B Example of Loan Interest Page

Business File Menu		
Welcome: Bobbie Butler	Loan Interest	
User Role: FSA		
	CUSTOMER INFORMATION	
Select Different	FARMING OPERATION:	Ima Farmer
Customer	BUSINESS TYPE:	Individual
Record New Farm		
<u>Operating Plan</u>	Interest in Farming Operation	
<u>Manage Customer</u>	interest in running operation	
	Specify the individual or entity's interest in th	e farming operation.
Individual		A
<u>General</u>		
Contributions		
Capital		
Land		v
Lanu		
Custom Services		
Equipment	< Back Save Save & Conti	nue >
Labor		
<u>Management</u>	BF063	Back to Top ^

The following is an example of the Loan Interest Page.

C Interview Questions

The "Specify the individual or entity's interest in the farming operation" field allows the user to record comments on what the interest in the farming operation is for the selected loan.

This is a text field that allows up to 1,000 characters.

Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

416 Loan Interest Page (Continued)

D Page Options

The following options are available on the Capital Contributions Page.

Option	Action
"Back"	Returns to the Loan Information Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Loan Information Page.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Must specify the interest in the farming	If the information recorded is incorrect, return to
operation held by the individual or	the Loan Interest Page to specify the individual's
business that secured the loan."	or business' interest in the farming operation.

A Introduction

The Capital List Page:

- will be displayed:
 - if the user selected "Other/Additional" as a source of capital on the Capital Contributions Page
 - after users click "Continue" on the Loan Summary Page, if applicable
- allows users to record any additional capital that may be contributed to the farming operation from sources other than:
 - nonborrowed capital
 - FSA program payments
 - commercial or private loans/credit.

B Example of Capital List Page

The following is an example of the Capital List Page.

Business File Menu				
Welcome: Bobbie Butler	Capital	List		
User Role: FSA				
	CUSTOMER INFO	RMATION		
Select Different		FARMING OPERATION:	Ima Farmer	
<u>Customer</u>		BUSINESS TYPE:	Individual	
Record New Farm				
Manage Customer	Capital %	Source		
Individual	Add Additional	Capital Contribution		
<u>General</u>				
Contributions				
<u>Capital</u>	< Back	Continue >		
<u>Land</u>	BF033			Back to Top ^
Custom Services				

417 Capital List Page (Continued)

C Information on the Page

The Capital List Page provides the user with an overview of additional capital information that has been recorded for the farming operation.

After at least 1 source of additional capital has been recorded, a summary section will be displayed allowing the user to view the information recorded. This table describes the summary information displayed on the Capital List Page.

Field	Description
Capital %	Percentage of the capital for the farming operation that is attributable to each
	entry of additional capital.
Source	Describes the source of the additional capital that was recorded on the
	Additional Capital Contributions Page.

D Page Options

The following options are available on the Capital List Page.

Option	Action	
"Add	Displays the Additional Capital Contributions Page so the user can record	
Additional	detailed information regarding the additional ca	pital.
Capital		
Contribution"	Users can continue to select this link until all additional capital has been recorded.	
"Revise"	Returns to the Additional Capital Contributions	Page allowing the user to
	modify the information previously recorded.	
"Delete"	Allows the user to delete the additional capital information recorded for the	
	selected entry in the summary.	
	A confirmation page will be displayed allowing the user to confirm the	
	information should be deleted.	
"Back"	IF the user indicated on the Capital	
	Contributions Page that loans are	THEN returns to
	not a source of capital to the farming operation	Capital Contributions Page.
	a source of capital to farming operation	Loan Summary Page.
"Continue"	Continues to the next applicable page in the interview process.	

418 Additional Capital Contributions Page

A Introduction

The Additional Capital Contributions Page will be displayed:

- if the user selected "Other/Additional" as a source of capital on the Capital Contributions Page
- after users click the "Add Additional Capital Contribution" link on the Capital List Page.

The Additional Capital Contributions Page allows the user to record detailed information about the additional capital contributed to the farming operation.

B Example of Additional Capital Contributions Page

The following is an example of the Additional Capital Contributions Page.

Business File Menu			
Welcome: Bobbie Butler	Additional Capital Contributions		
User Role: FSA	Additional capital contrib	410115	
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
Customer	BUSINESS TYPE:	Individual	
Record New Farm			
<u>Operating Plan</u>	Additional Capital Contribution		
<u>Manage Customer</u>	Enter the capital contribution percentage from an additional source:		
Terdinidual			
Conoral	%		
General			
<u>Contributions</u>	Additional Capital Information		
<u>Capital</u>	Specify the source of additional capital contril	buted to the farming operation:	
<u>Land</u>		-	
Custom Services	-	<u> </u>	
<u>Equipment</u>			
Labor			
Management			
Cummon		X	
<u>Summary</u>			
Other			
Remarks	< Back Save Save & Conti	nue >	
Submit Plan	BF032	Back to Top ^	

418 Additional Capital Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Additional Capital Contributions Page.

Question/Field	Description	
"Additional	The percentage of the capital for the farming operation attributable to the	
Capital	additional source being recorded. An entry is not required, but if entered,	
Contribution	the following validations apply:	
Percentage"		
	• must be greater than 0 percent	
	• cannot be greater than 100 percent	
	• should be entered in a whole number with up to 2 decimal places.	
	Examples: 100.00%, 25.25%, etc.	
"Additional	Text field that allows users to record comments about the additional	
Capital	capital contribution. Up to 1,000 characters are allowed.	
Information"		
	Note: If more than 1,000 characters are recorded, then the text will be	
	truncated when the information is saved.	

D Page Options

The following options are available on the Additional Capital Contributions Page.

Option	Action
"Back"	Returns to the Capital List Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Capital List Page to display
	the information recorded.

418 Additional Capital Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Additional Capital Contributions Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Capital contribution	The additional capital	Correct the percentage recorded to
percentage cannot be	contribution percentage	100 percent or less.
greater than 100%."	entered exceeds	
	100 percent.	
"Additional capital contribution	The capital contribution percentage entered is	Take 1 of following actions:
percentage must be	0 percent.	• correct the percentage recorded to
greater than 0%."		a value greater than 0 percent
		_
		• leave the field blank if the
		producer does not want to provide
		the contribution percentage.
"Capital contribution	Something other than a	Correct the value entered to a
percentage must be	numeric value was entered.	percentage.
numeric."		
"Contribution	Additional capital	Correct the percentage recorded to
percentage is limited to	contribution percentage	2 or less decimal places.
2 decimal places."	entered is more than	
	2 decimal places.	

418 Additional Capital Contributions Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Capital contribution	If the information recorded is incorrect, return to the
percentage must be entered if	Additional Capital Contributions Page for the applicable
additional capital is contributed	additional capital entry to specify the percentage of the
to the farming operation."	capital.
"A description of the additional	If the information recorded is incorrect, return to the
capital is required."	Additional Capital Contributions Page for the applicable
	additional capital entry to specify the source of the
	additional capital contributed to the farming operation.

419-424 (Reserved)

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425 General Information

A Introduction

The "Land Contributions" portion of the interview process:

- retrieves farm and tract information from FRS for all land associated with the selected producer nationwide
- allows the user to record lease information for each tract the producer is associated with, if applicable.

The remainder of this subsection provides detailed information related to the land contribution pages that may be displayed through the interview process.

B Description of Land Contribution Pages

This table provides a general description of each page that may be displayed through the "Land Contribution" portion of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Land	Displayed if the user indicated	Allows the user to select the	427
Contributions	land is contributed to the	farm and tract for which the	
Page	farming operation on the	lease information should be	
	Contributions Page.	recorded.	
Land Record	Displayed when both of the	Allows the user to record all	428
Leased To	following occur on the Land	details related to the lease	
Page	Contributions Page:	including:	
	• users select a farm	• type of lease agreement	
	• users click "Record 'Lease	• number of acres	
	To' Information".	associated with the lease	
Land Record	Displayed when both of the		429
Leased From	following occur on the Land	• whether the producer had	
Page	Contributions Page:	an interest in the land in	
		the previous year	
	• users select a farm		
		• name of the producers	
	• users click "Record 'Lease	from/to which the land is	
	From' Information".	leased.	

425 General Information (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Recorded Leases for Tract	Displayed when the user selects the tract number link for farms listed in the "Tracts With Lease Information Recorded" section of the Land Contributions Page.	 Allows the user to: view a summary of all leases recorded for a specific tract select options to revise or delete lease information. 	430
Land Revise Lease	 Displayed when users click "Revise" link on either of the following: Recorded Leases for Tract Page Recorded Leases for Farming Operation Page. 	 Displays the details of the lease previously recorded. Allows the user to revise the details of the lease information. 	431
Recorded Leases for Farming Operation	Displayed when users click "View Recorded Leases For this Farming Operation" on the Land Contributions Page.	 Allows the user to: view a summary of all leases recorded for the farming operation select options to revise or delete lease information for a specific farm and tract. 	432

B Description of Land Contribution Pages (Continued)

426 Land Contribution Percentage Page

A Introduction

The Land Contribution Percentage Page is displayed if the user indicated that land is contributed to the farming operation by the joint operation.

This page allows users to record the percentage of land that is provided to the farming operation by the joint operation.

B Example of Page

The following is an example of the Land Contribution Percentage Page.

Business File Menu	Land Contribution Dor	coopto co
User Role: FSA	Land Contribution Percentage	
	CUSTOMER INFORMATION	
Select Different	FARMING OPERATION:	Farmers Partnership
Customer	BUSINESS TYPE:	General Partnership
<u>Operating Plan</u> <u>Manage Customer</u>	Land Contribution	
Gen Partnership	Enter the general partnership's land con	tribution percentage:
<u>General</u>	%	
<u>Contributions</u> <u>Capital</u>	< Back Save Save 8	Continue >
<u>Land</u>	BF046	Back to Top ^

C Interview Questions

This table describes the interview questions displayed on the Land Contribution Percentage Page.

Question/Field	Description	
"Enter the	Percentage of land the general partnership or joint venture contributes to	
(joint	the farming operation. The following validations apply:	
operation's)		
land	• an entry is not required	
contribution	• if entered, the percentage:	
percentage."		
	• must be greater than 0 percent	
	• cannot be greater than 100 percent	
	• should be entered in a whole number with up to 2 decimal places.	
	Examples: 100.00%, 25.25%, etc.	

426 Land Contribution Percentage Page (Continued)

D Page Options

The following options are available on the Land Contribution Percentage Page.

Option	Action	
"Back"	Returns to the Capital Contributions Page without saving any data	
	entered.	
"Save"	Allows the user to save the information recorded without continuing to	
	the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the Land Contributions Page.	

E Page Error Messages

The following error messages may be displayed on the Land Contribution Percentage Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

i	1	
Error Message	Description	Corrective Action
"Land contribution	The land contribution	Correct the percentage recorded to
percentage cannot be	percentage entered	100 percent or less.
greater than 100%."	exceeds 100 percent.	
"Land contribution	The land contribution	Take 1 of following actions:
percentage must be	percentage entered is	
greater than 0%."	0 percent.	• correct the percentage recorded to a value greater than 0 percent
		• leave the field blank if the producer does not want to provide the contribution percentage
		• go back to the Contributions Page
		and indicate land is not
		contributed or indicate the
		producer does not want to provide
		a response to land contributions.
"Land contribution	Something other than a	Correct the value entered to a
percentage must be	numeric value was	percentage.
numeric."	entered.	
"Contribution	Land contribution	Correct the percentage recorded to
percentage is limited to	percentage entered is more	2 or less decimal places.
2 decimal places."	than 2 decimal places.	

426 Land Contribution Percentage Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was entered indicating	If the information recorded is incorrect, return to the
that land is provided to the farming	Land Contribution Page to revise the land contribution
operation; however, the land	percentage for the joint operation.
contribution percentage was not	
entered for the general	
partnership."	
"Land contribution percentage	The (<i>joint operation</i>) is the owner or owner-operator
must be entered because the	of at least 1 tract of land. As such, the land
general partnership is the owner or	contribution percentage must be greater than
owner-operator of land."	0 percent.
	Return to the Land Contribution Page to record the
	percentage of land contributed by the (joint operation).

427 Land Contributions Page

A Introduction

The Land Contributions Page:

• will be displayed if the user indicated land is contributed to the farming operation on the Contributions Page

Note: Even if the producer is associated with land in FRS, this page is **not** displayed unless "Yes" is selected for land contributions on the Contributions Page.

- will be displayed if users click "Land" on the left navigation menu
- displays information retrieved from FRS
- allows users to select a farm or tract to record lease information
- summarizes lease information recorded by farm and tract.

427 Land Contributions Page (Continued)

B Example of Land Contributions Page

The following is an example of the Land Contributions Page.

ANY1 PRODUCER BUSINESS TYPE: Individual PLAN YEAR: 2017 To view the leases for a tract, click on the "Tract Number" link 2017 To view Recorded Leases For this Farming Operation Tracts with Leases For this Farming Operation Leased Leased Lease Lease Lease Formation Acres <
Individual Individual PLAN YEAR: 2017 o view the leases for a tract, click on the "Tract Number" link r View Recorded Leases For this Farming Operation Tracts with Lease Information Recorded Occation Farm Tract Relationship to Tract Farmland Acres Cropland Acres Leased To Acres Lease From Acres Drew, Arkansas Individual Owner-Operator 67.02 24.09 N/A N/A Tracts Without Arry Lease Information Recorded
PLAN YEAR: 2017 o view the leases for a tract, click on the "Tract Number" link r View Recorded Leases For this Farming Operation Tracts with Lease Information Recorded Location Farm Tract Relationship to Tract Farmland Acres Leased To Acres Leased From Acres Drew, Arkansas 1509 1391 Owner-Operator 67.02 24.09 N/A N/A
o view the leases for a tract, click on the "Tract Number" link r View Recorded Leases For this Farming Operation Gracts with Lease Information Recorded Cocation Farm Tract Relationship to Tract Farmland Acres Cropland Acres Leased To Acres Leased From Acres Drew, Arkansas Image: Imag
LocationFarmFarmFarmCroplandLeased To AcresLease From AcresDrew, ArkansasImage: Second S
Drew, Arkansas Image: Comparison of the second of the
Image: Second
racts Without Any Lease Information Recorded
racts Without Any Lease Information Recorded
Drew, Arkansas de la cres de la c
0 1511 0 2001 Operator 87.1 0.0
0 1513 0 3995 Owner 44.98 0.0
O 1515 O 3997 Other Tenant 20.62 7.15
O 1562 O 4045 Owner- Operator 35.45 0.0
O 4047 Operator 29.85 0.0
O 4048 Operator 45.2 0.0
4049 Operator 92.07 0.0 0 4050 Owner- Operator 115.41 0.0
O 2200 O 4588 Owner- Operator 1.99 0.0

427 Land Contributions Page (Continued)

C Information on the Page

The Land Contributions Page is:

- the main page that displays all land associated with the farming operation
- separated into 2 sections, as follows:
 - Tracts With Lease Information Recorded
 - Tracts Without Any Lease Information Recorded.

All farms and tracts associated with the selected producer are retrieved from FRS if the user indicated the producer is contributing land to the farming operation on the Contributions Page.

The Business File software determines which section of the page each farm and tract is listed based on the producer's relationship to the farm and tract. This table indicates how farms and tracts are initially retrieved from FRS.

IF the selected			
producer is	Aľ	ND	THEN the farm/tract is listed in the
the operator of	•	is also the sole owner of	"Tracts With Lease Information Recorded"
the farm		all tracts associated with	section of the page.
		the farm, and	
			Because the producer is the operator of the
	•	there are not any other	farm, the owner of all tracts and there are
		tenants associated with a	no other tenants, it is not possible to have a
		tract	lease agreement. So the farm is listed in
			this section of the page effectively
			indicating that no action is required for
			recording lease information.
			Note: A radio button is also not provided
			by the farm number which would
			allow the farm to be selected for
			recording lease information.
	•	is not the sole owner of	"Tracts Without Lease Information
		all tracts associated with	Recorded section of the page.
		the farm, or	A we die bestten is worstide diese en blever
			A radio button is provided by each farm
	•	there is an other tenant on	number allowing the user to select the farm
		a tract	to record lease information.
an owner			
an other tenant			
C Information on the Page (Continued)

This table describes other information displayed on the Land Contributions Page.

Section of Page		Descr	iption	
"Tracts with	"Farm"	Farm number retrieve	d from FRS.	
Lease	"Tract"	Tract number retrieved from FRS that also has lease		
Information		information recorded.		
Recorded"				
		When lease information	on has been recorded for the tract,	
		the tract number is ch	anged to a link which allows the user	
		to access the lease inf	ormation.	
		See paragraph 430 for	r additional information on viewing	
		and revising lease info	ormation already recorded.	
	"Relationship	Indicates the custome	r's relationship to the farm and/or	
	to Tract"	tract as recorded in FF	RS.	
		IF the producer	THEN the producer is associated	
		is	with the	
		operator	farm.	
		owner-operator	farm and all tracts associated with	
			the farm.	
		owner	applicable tract.	
	!	other tenant		
	"Farmland	Farmland acres retriev	ved from FRS for the specified tract.	
	Acres"			
	"Cropland	Cropland acres retriev	ved from FRS for the specified tract.	
	Acres"			
	"Leased To	Number of acres leased to another producer as record		
	Acres" the Land Record Lease To Page.			
	"Leased	Number of acres lease	ed from another producer as recorded	
	From Acres"	on the Land Record L	ease From Page.	

Section of Page	Description			
"Tracts Without	"Farm"	Farm and tract number retrieved from FRS.		
Any Lease	Tract"			
Information	"Relationship	Indicates the custome	r's relationship to the farm and/or	
Recorded"	to Tract"	tract as recorded in FI	RS.	
		IF the producer	THEN the producer is associated	
		is	with the	
		operator	farm.	
		owner-operator	farm and all tracts associated with	
			the farm.	
		owner	applicable tract.	
		other tenant		
	"Farmland	Farmland acres retrieved from FRS for the specified tract. Cropland acres retrieved from FRS for the specified tract.		
	Acres"			
	"Cropland			
	Acres"			

C Information on the Page (Continued)

Par. 427

D Page Options

*--When recording lease information, users should select the farm or tract by clicking the radio button next to the farm number or tract number and then click either of the following:

- "Record 'Lease To' Information"
- "Record 'Lease From' Information".

If the farm number is selected, the Record Lease Page will be displayed with all tracts eligible for the lease based on the producer's association with the tract.

If the tract number is selected, the Record Lease Page will be displayed with only the selected tract.--*

The producer's relationship on the farm and tracts determines whether that producer can lease land to or from another producer. This table illustrates options applicable, based on the producer's relationship to the farm.

IF the producer		THE follo	wing typ	es of
associated with the		leases can be recorded.		
Farm Operating			Lease	
Plan is	THEN for	Lease To	From	None
operator on the farm	owners on the tract		✓.	
	any other tenants associated with the tract	\checkmark	✓.	
owner on the	the operator associated with the farm	✓.		
farm/tract	the other tenants associated with the tract	√.		
	other owners on the tract	✓	√.	
owner-operator on	other owners associated with the tract	✓	√.	
the farm/tract	other tenants associated with the tract	\checkmark		
	situations where there are not any other			✓.
	owners or other tenants on any tract			
	associated with the farm			
other tenant on the	the operator on the farm	\checkmark	✓.	
farm/tract	the owners on the tract		✓.	
	other tenants on the tract		√.	

D Page Options (Continued)

The following additional options are available on the Land Contributions Page.

Option	Action
"View Recorded	Displays the Recorded Leases For Farming Operation Page. See
Leases For this	paragraph 432 for additional information.
Farming Operation"	
"Read information	Refreshes the page with the current information from FRS.
from Farm Records"	
	Primarily needed if users leave the Business File software to make a
	change in FRS. If the user opens a new window to make the change
	in farm records, then returns to the Business File window, this link
	should be selected to refresh the page.
"Back"	Returns to the previous page displayed to the user.
"Continue"	Continues to the Land Summary Page that summarizes all lease
	information recorded for the selected producer.

E Page Error Messages

The following error messages may be displayed on the Land Contributions Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Must select a	User selected either of	Select the farm number or tract number for
farm or tract to	the following, but did	which the lease is being recorded by clicking the
record the lease	not select the farm or	radio button next to the farm number or tract
on".	tract for which the lease	number.
	is being recorded:	
	 "Record Leased From Information" "Record Leased To Information". 	
"The selected	The producer is the	The operator can only lease land to an other
farm does not	operator of the farm	tenant; therefore, take 1 of the following options:
contain any	and the option to	
tracts that can	"Record 'Lease To'	• access FRS to add the other tenant to the
be leased to	Information" was	applicable tract
another party."	selected for the farm.	
		• select another farm to which the land is
	However, there is not a	leased
	tenant associated with	
	any tract on the farm.	• click "Record 'Lease From' Information" to
		record lease information for land leased from
		another producer.
"The selected	The producer is the	The owner can only lease land from another
farm does not	owner of the farm and	owner on a tract associated with the farm;
contain any	the option to "Record	therefore, take 1 of the following options:
tracts that can	'Lease From'	
be leased from	Information" was	• access FRS to add the other owner to the
another party."	selected for the farm.	applicable tract
	However, there is not	• select another farm from which the land is
	another owner	leased
	associated with any	
	tract on the farm.	• click "Record 'Lease To' Information" to
		record lease information for land leased to an
		operator or other tenants.
		*

E Page Error Messages (Continued)

*--

Error Message	Description	Corrective Action
"The selected tract	The producer is the operator of	The operator can only lease
cannot be leased to	the farm and the option to	land to another tenant on the
another party."	"Record 'Lease To" Information"	selected tract; therefore, take 1
	was selected for the tract.	of the following options:
	However, there is not a tenant associated with any tract on the farm.	• access the farm records system to add the other tenant to the applicable tract
		• select another farm or tract
		to which the land is leased
		• CLICK "Record 'Lease From' Information" to record leased information for land leased from another producer.
"The selected tract	The producer is the owner of the	The owner can only lease land
cannot be leased from	tract and the option to "Record	from another owner on the
another party."	'Lease From' Information" was	tract; therefore, take 1 of the
	selected for the tract.	following options:
	However, there is not another owner associated with any tract on the farm.	• access the farm records system to add the other owner to the applicable tract
		• select another farm or tract to which the land is leased
		• CLICK "Record 'Lease To Information" to record leased information for land leased to an operator or other tenants.

--*

A Introduction

The Land Record Leased To Page:

- will be displayed if users click "**Record 'Lease To' Information**" on the Land Contributions Page
- displays information retrieved from FRS for the farm/tracts
- allows users to record details related to the lease agreement.

B Example of Land Record Lease To Page

The following is an example of the Land Record Lease To Page.

Business File Menu Welcome: Bobbie Butler	La	nd R	ecord Le	ease To			
User Role: FSA							
Select Different	CUST	OMER IN	FORMATION	DEPATION	Inter Commence		
Customer			PARMING	NESS TYDE	Ima Farmer Individual		
Record New Farm			5051	incoo meet	Individual		
Operating Plan	Type	of Leas	se				
<u>Manage Customer</u>				ant in analiant			
Individual	what	type of	lease agreeme	ent is applica	Die to this lease?		
General			-				
Contributions	,		_				
<u>Capital</u>	Farm	1 321					
<u>Land</u>	Select	the tract	s included in this	lease.			
Custom Services		Tract	Type of	Acres	Is the land	Name	
<u>Equipment</u>		mace	Acres	Acres	interest the	nume	
<u>Labor</u>					same as last	Select All: SHIFT+CLICK	
<u>Management</u>	Coa	homa.	Mississippi		year:		
<u>Summary</u>	Г	8252	_	386.0	-	-	
				1	·		
Other							
Kennarks	<u>Selec</u>	<u>t All</u> <u>C</u>	lear All				
Submit Plan	Do yo	u wish t	to record addit	ional To lease	es on this farm?		
<u>Summary</u>	ΟY	es (⊃ No				
<u>Validations</u>							
Record Signatures			0	0 0	0		
<u>View 902</u>	< B	ack	Save	Save &	continue >		
	BF042					Back to Top ^	

•

C Who Can Lease Land To Another Producer

The producer's relationship on the farm and tracts determines whether that producer can lease land to another producer.

IF producer associated with the Farm	
Operating Plan is	THEN they can lease land to
operator	an other tenant.
owner	another owner, operator, and/or an other tenant.
tenant	the operator.

D Information on the Page

This table describes other the information displayed on the Land Record Lease To Page.

Section of Page	Field	Description		
"Recorded	This section of the page displays if at least 1 lease has been recorded for			
Leases on Farm"	the applicable farm and tract. For each lease, the following information			
	will be display	will be displayed.		
	"Leased"	Indicates whether the land is leased to or leased from		
		another producer.		
	"Name"	Name of the producer selected that the land is being leased		
		to or leased from when the lease information was recorded.		
	"Tract"	Tract number for which the lease is recorded.		
	"Total	Number of acres associated with the applicable lease.		
	Acres"			
	"Type of	Specifies the lease was recorded for "farmland" or		
	Acres"	"cropland".		
	"Lease	Specifies the type of lease selected when the lease was		
	Terms"	recorded.		

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D Information on the Page (Continued)

Section of Page	Field	Description	
"Lease	This section displays the information pulled from FRS for the tracts		
Information"	associated with the selected farm number.		
	"Farm	Farm number selected on the Land Contributions Page.	
	Number"		
	"Tract"	Each tract associated with the selected farm number.	
	"Acres"	Farmland or cropland acres retrieved from FRS for the specified tract.	
		Notes: The farmland acres are the default value. If the type of acres is changed to "cropland", the cropland acres are displayed.	
		If multiple leases are recorded for the same tract, the acres are reduced by the number of acres associated with the previous leases.	
	"Name"	Name of any other producer associated with each applicable tract. The name of the producer is listed along with their relationship to the tract.	
		Example: If Ima Farmer is the operator of the farm, then the following is listed in this field:	
		Ima Farmer - OP.	
		The names listed in this field are contingent on the	
		relationship to the farm/tract and whether the land is leased	
		to/from another producer. See subparagraph C.	

E Interview Questions

This table describes the interview questions displayed on the Land Record Lease To Page.

Question/Field	Description
"Type of	Allows the user to select the type of lease agreement for the applicable
Lease"	farm/tract. Available options are:
	 "Cash" "Cash and Shara"
	"Chara"
	• Share
	• Glazilig/AOM.
	Note: If lease information is recorded, the type of lease is required.
"Does the lease	Field will only be displayed if the type of lease selected is "Cash and
include a crop	Share". Available options are:
share	
guarantee?"	• "Yes"
	• "No"
	• "No Response".
"Share Lease	Field will only be displayed if the type of lease selected is either of the
Percentage"	following:
	"Sharo"
	• "Cosh and Sharo"
	• Cash and Share .
	Record the share lease percentage as specified on the lease agreement. An
	entry is not required, but if entered, the following validations apply:
	• must be greater than 0 percent.
	• cannot be greater than 100 percent.
	• should be entered in a whole number with up to 2 decimal places.
	Examples: 100.00%, 25.25%, etc.

Question/Field	Description			
"Tract"	Each tract associated with the farm is listed. Select the tract or tracts the			
	lease is associated with by clicking the checkbox next to the tract number.			
"Type of	Field allows the user to select the type of acres that is associated with the			
Acres"	lease being recorded. Available options are:			
	• "farmland"			
	• "cropland".			
	Note: If the lease includes both farmland and cropland, the leases shall			
	be recorded separately.			
"Acres"	The farmland acres retrieved from FRS are displayed in the "Acres" field			
	as the default value. The farmland acres are the maximum number of			
	acres that can be associated with all lease agreements.			
	The following applies to the acres displayed:			
	• acres cannot be reduced to 0.0			
	• farmland/cropland acres cannot be increased			
	 acres displayed can be decreased so only the number of acres 			
	associated with the lease is recorded.			
	If there are multiple leases on the same tract, then the available			
	farmland/cropland acres are reduced after the first lease is recorded. The			
	maximum number of acres available for the subsequent lease is limited to			
	the farmland/cropland minus the acres recorded for the first lease.			
	Example: Cropland acres are 100.0 and the first lease only includes			
	20.0 acres. When the second lease is recorded, 80.0 acres are			
	displayed as available cropland.			

Question/Field	Description			
"Acres"	If the lease specifies more acres than the acres displayed, then:			
(Continued)				
	• lease agreement may	y cover land associated with other tracts		
	• farmland/cropland a	cres may not be correct.		
	Additional review may be needed to determine which information is correct.			
	IF	THEN		
	farmland/cropland	FRS must be corrected before the information can		
	acres are incorrect	be retrieved for the farm operating plan.		
		Note: See 3-CM before making any changes to farm records data.		
	lease covers multiple	the number of acres associated with each tract		
	tracts	should be recorded for the lease.		
	lease includes the	the maximum acres that can be recorded are the		
	wrong number of acres	farmland/cropland acres.		

Question/Field	Description				
"Is the land	Allows the user to specify whether the producer's interest in the land is				
interest the	new for the current subsidiary year or was held in a previous year. Field				
same as last	defaults to "blank" and the available options are:				
year?"	• "Yes", indicating the producer had an interest in the land in the previous year				
	• "No", indicating the interest in the land is new for the applicable subsidiary year				
	• "No Response", indicating the producer does not want to respond to the question.				
"Name"	Name of other producers associated with the applicable tract. The names displayed are contingent on whether a lease can be recorded.				
	Example: If the producer is the operator of the farm and the option to record a lease to another producer was selected, then the names of the owners are not displayed because an operator cannot lease acreage to an owner.				
	Users should select all parties to the lease agreement by using either of the following methods:				
	• select all producers in the list by clicking the first producer then holding the "Shift" key down and clicking the last producer (this option selects all producers between the first and last producer clicked)				
	• select specific producers in the list by clicking the first producer then holding the "Ctrl" key down and clicking each additional producer (this option just selects the specific producers clicked while the "Ctrl" key is pressed).				

Question/Field	Description			
"Do you want	Allows the user to specify if additional leases need to be record to			
to record	another producer on the any of the tracts associated with the selected			
additional To	farm.			
leases on this				
farm?"	Note: "Yes" should only be selected if additional land is leased to			
	ano	ther producer. If land on the farm is leased from another		
	pro	ducer, then select "No" to return to the Land Contributions		
	Pag	e, then reselect the farm, and take the option to "Record 'Lease		
	From' Information".			
	IF	THEN		
	"Yes" is	• the Land Record Lease To Page is redisplayed		
	selected			
		• a message will be displayed indicating the lease was		
		recorded		
		• the farmland/cropland acres are reduced to reflect the		
	number of acres recorded for the first lease			
		• users can record the details of the next lease.		
	"No" is	• the lease information is saved		
	selected	• Land Contributions Page is redisplayed.		

F Page Options

The following options are available on the Land Record Lease To Page.

Option	Action
"Revise"	Displayed for any lease recorded on the selected farm. After selected, the
	Land Revise Lease Page will be displayed for the applicable lease.
"Delete"	Displayed for any lease recorded on the selected farm. After selected, a
	confirmation page will be displayed allowing the user to confirm the lease
	information should be deleted.
"Back"	Returns to the Land Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the
	next applicable page.
"Save &	Saves the data recorded and continues to the next applicable page based on
Continue"	the response to the "Do you want to record additional To leases on this farm?"
	question.
"Select All"	Selects all tracts on the farm. Use this option if the lease agreement includes
	acreage for all tracts.
"Clear All"	Clears the selection of all tracts selected.

G Page Error Messages

The following error messages may be displayed on the Land Record Lease To Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Must select the type of	The type of lease was	Select the type of lease associated with the
lease."	not selected.	designated acres and lessee or lessor.
"Must select tract(s) to	At least 1 tract was	Select the tracts from which the leased
record lease(s) on."	not selected.	acreage is associated.
"Must select name(s)	The producers the	Select the producers to which the land is
for each selected tract."	land is leased to were	leased.
	not selected.	
"Must select type of	The type of acres was	Select the type of acres designated for the
acres applicable to the	not selected.	lease.
lease agreement."		
"Acres cannot be	The number of acres	Take 1 of the following actions:
increased above the	recorded for the lease	
available	exceeds the available	• update the farmland/cropland acres
farmland/cropland on	farmland/cropland	according to 3-CM if it is verified and
the farm and tract."	acres.	determined that acres are incorrect
	If multiple leases are	• ensure that all tracts have been selected
	recorded on the tract,	that are associated with the lease
	the total acres for all	agreement.
	feases exceed the	
	the treat	It both of these options have been
	the tract.	considered and the lease still includes
		more acres than are available, only the
		available farmland/cropland acres can be
		recorded for the lease. See
		subparagraph D for additional information
		on leased acres.

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428 Land Record Lease To Page (Continued)

G Page Error Messages (Continued)

Error Message	Description	Corrective Action
"Share percentage cannot be greater than 100%." "Share percentage cannot be 100% for a share lease agreement."	The share percentage entered is equal to or greater than 100 percent.	Correct the percentage recorded to something less than 100 percent.
"Share percentage must be entered for share lease agreements."	The share percentage entered is 0 percent.	 Take 1 of following actions: correct the percentage recorded to a value greater than 0 percent leave the field blank if the producer does not want to provide the contribution percentage change the type of lease agreement if applicable.
"Share contribution percentage must be numeric."	Something other than a numeric value was entered.	Correct the value entered to a percentage.
"Share percentage is limited to 2 decimal places."	The share percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

H Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

- **Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.
- **Note:** The farm number is **not** included in the validation error messages, but users can view CCC-902 by clicking "View 902" on the left Navigation Menu to determine which farm has the missing information.

Error Message	Corrective Action
"Share percentage must be entered	The type of lease selected is "Share" or "Cash and
for share lease agreements."	Share", but a share percentage was not recorded.
	If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement.
	Note: The share percentage is not required for share leases, but is available if needed.
"A response was not provided	The type of lease selected is "Cash and Share", but a
indicating whether or not a crop	response was not provided as to whether a crop share
share guarantee is included in the	guarantee is included in the lease agreement.
lease agreement."	
	If the information recorded is incorrect, return to the
	lease information recorded for the applicable farm/tract
	to respond to the question.
"A response was not provided	If the information recorded is incorrect, return to the
indicating whether or not the land	lease information recorded for the applicable farm/tract
interest is the same as the previous	to indicate if the producer had an interest in the land
year for the applicable farm."	during the previous year.

429 Land Record Lease From Page

A Introduction

The Land Record Lease From Page:

- will be displayed if users click "**Record 'Lease From' Information**" on the Land Contributions Page
- displays information retrieved from FRS
- allows users to record details related to the lease agreement.

B Example of Land Record Lease From Page

The following is an example of the Land Record Lease From Page.

siness File Menu					
ome: Bobbie Butler	Land	Record L	ease Fro	om	
le: FSA					
Different	CUSTOMER I	NFORMATION			
<u>Different</u>		FARMING	DPERATION:	Ima Farmer	
		BUS	INESS TYPE:	Individual	
ing Plan					
Customor	Type of Le	ase			
<u>customer</u>	What type (of lease agreem	ent is applica	ble to this lesse?	
lual	what type (n lease agreem	епс із арріїса	ble to this lease:	
	Cash and St	are 🔻			
ons	1 oddin dind of				
112	Does t	ne lease include	a crop share	guarantee?	
	O Yes	3			
ervices	O No				
t	C No	Response			
nent	Share	Lease			
	Specify	, the share perc	entage:		
1	l opeen,	che share pere	. entager		
		~ %			
=	Farm 2994	ļ			
Plan	Coloct the tre	وتطفر مزام مامر والمرار	- 1		
Y	Select the tra	cts included in this	s ledse.		
ns	Tract	Type of	Acres	Is the land	Name
Signatures		Acres		interest the	
2				same as last	SHIFT+CLICK
-	Coahoma	Mississinni		year:	
			167.0		Any Former OW
	1 712		107.0		Any Farmer - Ow
	6675		100.0		
	0075		180.0		Ima Farmer Sr - OW
	<u>Select All</u>	Clear All			
	Do you wish	to record addit	tional From le	ases on this farm?	
	C Yes	C No			
	< Back	Save	Save &	Continue >	
	BF042				Back to Top ^

C Who Can Lease Land From Another Producer

The producer's relationship on the farm and tracts determines whether that producer can lease land from another producer.

IF producer associated with the Farm	
Operating Plan is	THEN they can lease land from
operator	• an owner
	• an other tenant.
owner	another owner.
tenant	• an owner
	• the operator.

D Information on the Page

This table describes other information displayed on the Land Record Lease From Page.

Section of Page	Field	Description	
"Recorded	This section of the page displays if at least 1 lease has been recorded for		
Leases on Farm"	the applicable	e farm and tract. For each lease, the following information	
	will be displa	yed.	
	"Leased"	Indicates whether the land is leased to or leased from	
		another producer.	
	"Name"	Name of the producer selected that the land is being leased	
		to or leased from when the lease information was recorded.	
	"Tract"	Tract number for which the lease is recorded.	
	"Total Acres	Number of acres associated with the applicable lease.	
	"Type of	Specifies the lease was recorded for "farmland" or	
	Acres"	"cropland".	
	"Lease	Specifies the type of lease selected when the lease was	
	Terms"	recorded.	

D Information on the Page (Continued)

Section of			
Page	Field	Description	
"Lease	This section displays the information pulled from FRS for the tracts		
Information"	associated with	the selected farm number.	
	"Farm	Farm number selected on the Land Contributions Page.	
	Number"		
	"Tract"	Each tract associated with the selected farm number.	
	"Acres"	Farmland/cropland acres retrieved from FRS for the specified tract.	
		Notes: The farmland acres are the default value. If the type of acres is changed to "cropland", the cropland acres are displayed.	
		If multiple leases are recorded for the same tract, the farmland acres are reduced by the number of acres associated with the previous leases.	
	"Name"	Name of any other producer associated with each applicable tract. The name of the producer is listed along with their relationship to the tract.	
		Example: If Ima Farmer is the operator of the farm, then the following is listed in this field:	
		Ima Farmer - OP.	
		The names listed in this field are contingent on the relationship to the farm/tract and whether the land is leased to/from another producer. See subparagraph C.	

E Interview Questions

This table describes the interview questions displayed on the Land Record Leased From Page.

Question/Field	Description
"Type of Lease"	Allows the user to select the type of lease agreement for the applicable farm/tract. The following options are available:
	• "Cash"
	• "Cash and Share"
	• "Share"
	• "Grazing/AUM".
	Note: If lease information is recorded, the type of lease is required.
"Does the lease	Field will only be displayed if the type of lease selected is "Cash and
include a crop share	Share". Available options are:
guarantee?"	• "Yes"
	• "No"
	• "No Response".
"Share Lease	Field will only be displayed if the type of lease selected is either of the
Percentage"	following:
	• "Share"
	• "Cash and Share".
	Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:
	 must be greater than 0 percent. cannot be greater than 100 percent. should be entered in a whole number with up to 2 decimal places.
	Examples: 100.00%, 25.25%, etc.

Question/Field	Description						
"Tract"	Each tract associated with the farm is listed. Select the tract or tracts the						
	lease is associated with by clicking the checkbox next to the tract						
	number.						
"Types of	Field allows the user to select the type of acres that is associated with the						
Acres"	lease being recorded. Available options are:						
	• "farmland"						
	• "cropland".						
	Note: If the lease includes both farmland and cropland, the leases shall be recorded separately.						
"Acres"	The farmland acres retrieved from FRS are displayed in the "Acres" field as the default value. The farmland acres are the maximum number of acres that can be associated with all lease agreements.						
	The following applies to the acres displayed:						
	• acres cannot be reduced to 0.0						
	• farmland/cropland acres cannot be increased						
	• acres displayed can be decreased so only the number of acres associated with the lease is recorded.						
	If there are multiple leases on the same tract, then the available farmland/cropland acres are reduced after the first lease is recorded. The maximum number of acres available for the subsequent lease is limited to the farmland/cropland minus the acres recorded for the first lease.						
	Example: Cropland acres are 100.0 and the first lease only includes 20.0 acres. When the second lease is recorded, 80.0 acres are displayed as available cropland.						

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429 Land Record Lease From Page (Continued)

Question/Field		Description					
"Acres"	If the lease specifies more	re acres than the acres displayed, then:					
(Continued)							
	• lease agreement may	cover land associated with other tracts					
	• farmland/cropland ac	cres may not be correct.					
	Additional review may be needed to determine which information is						
	correct.						
	IF THEN						
	farmland/cropland	FRS must be corrected before the information					
	acres are incorrect can be retrieved for the farm operating pl						
	Note: See 3-CM before making any changes to						
	farm records data.						
	lease covers multiple the number of acres associated with each tr						
	tracts	should be recorded for the lease.					
	lease includes the the maximum acres that can be recorded						
	wrong number of acres farmland/cropland acres.						
"Is the land	Allows the user to specify whether the producer's interest in the land is						
interest the same	new for the current subsidiary year or was held in a previous year. Field						
as last year?"	defaults to "blank" and the available options are:						
	• "Yes", indicating the producer had an interest in the land in the						
	previous year						
	• "No", indicating the interest in the land is new for the applicable						
	subsidiary year						
	• "No Response", indicating the producer does not want to respond to						
	the question.						

Question/Field	Description					
"Name"	Name of other producers associated with the applicable tract. The names					
	displayed are contingent on whether a lease can be recorded.					
	Example: If the producer is the owner of the tract and the option to					
	record a lease from another producer was selected, then the					
	names of the operator and/or other tenants are not be displayed					
	other tenant.					
	Users should select all parties to the lease agreement by using either of the following methods:					
	• select all producers in the list by clicking the first producer then holding the "Shift" key down and clicking the last producer (this option selects all producers between the first and last producer clicked)					
	• select specific producers in the list by clicking the first producer then holding the "Ctrl" key down and clicking each additional producer (this option just selects the specific producers clicked while the "Ctrl" key is pressed).					

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429 Land Record Lease From Page (Continued)

Question/Field	Description					
"Do you want to	Allows the user to specify if additional leases need to be recorded from					
record	another producer on the any of the tracts associated with the selected					
additional From	farm.					
leases on this						
farm?"	Note: "Yes" should only be selected if additional land is leased from					
	another producer. If land on the farm is leased to another					
	producer, then select "No" to return to the Land Contributions					
	Page, then reselect the farm, and take the option to "Record					
	'Lease To' Information".					
	IF THEN					
	"Yes" is selected • the Land Record Lease From Page is redisplayed					
	• a message will be displayed indicating the lease was recorded					
	• the farmland/cropland acres are reduced to reflect the number of acres recorded for the first lease					
	• users can record the details of the next lease.					
	"No" is selected • the lease information is saved					
	 Land Contributions Page is redisplayed. 					

F Page Options

The following options are available on the Land Record Lease From Page.

Option	Action
"Revise"	Displayed for any lease recorded on the selected farm. After selected, the
	Land Revise Lease Page will be displayed for the applicable lease.
"Delete"	Displayed for any lease recorded on the selected farm. After selected, a
	confirmation page will be displayed allowing the user to confirm the lease
	information should be deleted.
"Back"	Returns to the Land Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the
	next applicable page.
"Save &	Saves the data recorded and continues to the next applicable page based on
Continue"	the response to the "Do you want to record additional To leases on this farm?"
	question.
"Select All"	Selects all tracts on the farm. Use this option if the lease agreement includes
	acreage for all tracts.
"Clear All"	Clears the selection of all tracts selected.

G Page Error Messages

The following error messages may be displayed on the Land Record Lease From Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Must select the type of	The type of lease	Select the type of lease associated with the
lease."	was not selected.	designated acres and lessee or lessor.
"Must select tract(s) to	At least 1 tract	Select the tracts from which the leased
record lease(s) on."	was not selected.	acreage is associated.
"Must select name(s)	The producers the	Select the producers from which the land is
for each selected tract."	land was leased	leased.
	from were not	
	selected.	
"Must select type of	The type of acres	Select the type of acres designated for the
acres applicable to the	was not selected.	lease.
lease agreement."		
"Acres cannot be	The number of	Take 1 of the following actions:
nicieaseu above the	the lease exceeds	• undete the formuland/openland series
formland/oronland on	the evoilable	• update the farmand/cropfand acres
the farm and tract "	farmland/cronland	determined that across are incorrect
the farm and tract.	acres.	determined that acres are incorrect
		• ensure that all tracts have been selected
	If multiple leases	that are associated with the lease
	are recorded on	agreement.
	the tract, the total	
	acres for all leases	If both of these options have been considered
	exceed the	and the lease still includes more acres than are
	farmland/cropland	available, only the available
	on the tract.	farmland/cropland acres can be recorded for
		the lease. See subparagraph D for additional
		information on leased acres.

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429 Land Record Lease From Page (Continued)

G Page Error Messages (Continued)

Error Message	Description	Corrective Action
"Share percentage The share		Correct the percentage recorded to something
cannot be greater than	percentage entered	less than 100 percent.
100%."	is equal to or	
"Share percentage	greater than	
cannot be 100% for a	100 percent.	
share lease agreement."		
"Share percentage must	The share	Take 1 of following actions:
be entered for share	percentage entered	
lease agreements."	is 0 percent.	• correct the percentage recorded to a value
		greater than 0 percent
		• leave the field blank if the producer does
		not want to provide the contribution
		percentage
		• change the type of lease agreement if
	a 11 1	applicable.
"Share contribution	Something other	Correct the value entered to a percentage.
percentage must be	than a numeric	
numeric."	value was entered.	
"Share percentage is	The share	Correct the percentage recorded to 2 or less
limited to 2 decimal	percentage entered	decimal places.
places."	is more than	
	2 decimal places.	

H Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

- **Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.
- **Note:** Since the farm number is **not** included in the following validation error messages, users can view CCC-902 by clicking "View 902" on the left Navigation Menu to determine which farm has the missing information.

Error Message	Corrective Action
"Share percentage must be entered	The type of lease selected is "Share" or "Cash and
for share lease agreements."	Share", but a share percentage was not recorded.
	If the information recorded is incorrect, return to the
	lease information recorded for the applicable farm/tract
	to specify the type of lease agreement.
	Note: The share percentees is not required for shore
	Note: The share percentage is not required for share
	leases, but is available if needed.
"A response was not provided	The type of lease selected is "Cash and Share", but a
indicating whether or not a crop	response was not provided as to whether a crop share
share guarantee is included in the	guarantee is included in the lease agreement.
lease agreement."	
_	If the information recorded is incorrect, return to the
	lease information recorded for the applicable farm/tract
	to respond to the question.
"A response was not provided	If the information recorded is incorrect, return to the
indicating whether or not the land	lease information recorded for the applicable farm/tract
interest is the same as the previous	to indicate if the producer had an interest in the land
year for the applicable farm."	during the previous year.

430 Recorded Leases for Tract Page

A Introduction

The Recorded Leases for Tract Page:

- will be displayed if users click on a tract number listed in the "Tracts With Lease Information Recorded" section of the Land Contributions Page
- displays information associated with the farm and tract
- summarizes lease information recorded for applicable tracts
- provides users with the option to revise or delete lease information.

B Example of Recorded Leases For Tract Page

The following is an example of the Recorded Leases For Tract Page.

Business File Menu Welcome: Bobbie Butler	Re	ecorde	d Le	eases	For	Trac	t				
Select Different Customer Record New Farm Operating Plan	CUST	CUSTOMER INFORMATION FARMING OPERATION: Ima Farmer BUSINESS TYPE: Individual									
Manage Customer Individual General	Farm Tract InformationFarm:321County/State:Coahoma, MississippiTract:8252Relationship to Farm:OwnerFarmland Acres:386.0Cropland Acres:324.1						ssippi				
<u>Contributions</u> <u>Capital</u> <u>Land</u> Custom Services	_	Leased	Name				Total Acres	Tyj of Act	pe res	Lease Terms	Percise
<u>Equipment</u> <u>Labor</u> <u>Management</u> Summary	Selec	i o <u>st All</u> <u>Clea</u>)elete Lea	Ima F <u>ar All</u> ses	armer Sr			200.0	Cro	piand	Share	Kevise
Other <u>Remarks</u> Submit Plan	< B BF049	ack	Coni	tinue >						В	ack to Top ^

430 Recorded Leases for Tract Page (Continued)

C Information on the Page

This table describes information displayed on the Recorded Leases for Tract Page.

Section of							
Page	Field	Description					
"Farm Tract	This section of	tion of the page displays information for the selected farm and tract					
Information"	retrieved from	FRS.					
	"Farm"	Farm associated with the tract selected on the Land					
		Contributions Page.					
	"Tract"	Tract number selected on the Land Contributions Page.					
	"Farmland	Farmland acres for the selected farm and tract.					
	Acres"						
	"County/	State and county name responsible for maintaining the farm					
	State"	and tract data.					
	"Relationship	ip The selected producer's relationship to the selected farm an					
	to Farm"	tract.					
	"Cropland	Cropland acres for the selected farm and tract.					
	Acres"						
"Lease	This section of	f the page displays each lease that has been recorded for the					
Information"	selected farm a	m and tract. For each lease, the following information will be					
	displayed.						
	"Leased"	Indicates whether the land is leased to or leased from another					
		producer.					
	"Name"	Name of the producer from/to which the land is leased.					
	"Total Acres"	Number of acres recorded for the applicable lease.					
	"Type of	Specifies the lease was recorded for "farmland" or "cropland"					
	Acres"	acres.					
	"Lease	Specifies the type of lease selected when the lease was					
	Terms"	recorded.					

430 Recorded Leases for Tract Page (Continued)

D Page Options

The following options are available on the Recorded Leases for Tract Page.

Option	Action
"Revise"	Displayed for any lease recorded on the selected farm. After selected,
	the Land Revise Lease Page will be displayed for the applicable lease.
"Back"/"Continue"	Returns to the Land Contributions Page.
"Delete Leases"	Allows the user to delete 1 or more leases recorded for the farm and
	tract. Users should select the lease or leases to be deleted by clicking
	the checkbox for the lease, then clicking "Delete Leases".
	After selected, a confirmation page will be displayed allowing the user
	to confirm the lease information should be deleted.
"Select All"	Selects all leases displayed for the selected farm and tract.
"Clear All"	Clears the selection of all leases selected.

E Page Error Messages

The following error message may be displayed on the Recorded Leases for Tract Page.

Error Message	Description	Corrective Action
"Must select at	Users click "Delete Leases", but	Select the leases to be deleted by
least 1 lease to be	at least 1 lease was not selected	clicking the checkbox next to the
deleted."	for deletion.	applicable lease.

431 Land Revise Lease Page

A Introduction

The Land Revise Lease Page:

- will be displayed if users click "Revise" link on the Recorded Leases for Tract Page
- displays lease information previously recorded for farm and tract
- allows users to revise the lease details related to the lease agreement.

B Example of Land Revise Lease Page

The following is an example of the Land Revise Lease Page.

Business File Menu						
Welcome: Bobbie Butler	Land Revise Lease					
User Role: FSA						
Coloct Different	CUSTOMER INFORMATION					
<u>Select Different</u> Customer	FARMING OPERATION:					
Record New Farm	BUSINESS TYPE: Individual					
Operating Plan						
Manage Customer	Type of Lease					
	What type of lease agreement is applicable to this lease?					
Individual						
<u>General</u>	Share 💌					
Contributions						
<u>Capital</u>	Share Lease					
<u>Land</u>	Specify the share percentage:					
Custom Services						
<u>Equipment</u>	%					
<u>Labor</u>	Farm 321					
<u>Management</u>	Tuest	Trunce of	•	To the loud		
<u>Summary</u>	Tract	Type of Acres	Acres	interest the	Name	
		Acres		same as last	Select All: SHIFT+CLICK	
Other				year?		
<u>Remarks</u>	Coahoma, Mississippi					
Submit Plan	8252	Farmland -	200.0	Yes 🔻	Ima Farmer Sr	
<u>Summary</u>						
Validations						
Record Signatures						
View 902	Z D = - la	0	0			-
<u>1101 302</u>	< Dack Save Save & Comunue >					
	BF043				Back to Top ^	

C Information on the Page

All information previously recorded for the selected lease agreement is redisplayed on the Land Revise Lease Page.
D Interview Questions

This table describes the interview questions displayed on the Land Revise Lease Page.

Question/Field	Description
"Type of Lease"	Allows the user to select the type of lease agreement for the applicable
	farm/tract. Available options are:
	• "Cash"
	• "Cash and Share"
	• "Share"
	• "Grazing/AUM".
	Note: If lease information is recorded, the type of lease is required.
"Does the lease	Field will only be displayed if the type of lease selected is "Cash and
include a crop	Share". Available options are:
share	
guarantee?"	• "Yes"
	• "No"
	• "No Response".
"Share Lease	Field will only be displayed if the type of lease selected is either of the
Percentage"	following:
	• "Share"
	• "Cash and Share".
	Record the share lease percentage as specified on the lease agreement.
	An entry is not required, but if entered, the following validations apply:
	• must be greater than 0 percent.
	• cannot be greater than 100 percent.
	• should be entered in a whole number with up to 2 decimal places.
	Examples: 100.00%, 25.25%, etc.
Tract	The tract number associated with the lease being revised.
Type of Acres	Field allows the user to select the type of acres that is associated with the
	lease being recorded. Available options are:
	• "farmland"
	• "cropland".

D Interview Questions (Continued)

Question/Field	Description
"Acres"	The number of acres originally recorded for the lease will be displayed. The acres recorded:
	should reflect the number of acres associated with the applicable leasecan be changed
	• cannot exceed the farmland/cropland on the tract.
	Note: If there are other leases recorded for the tract, then the acres recorded for all leases are accumulated and the total cannot exceed the farmland/cropland on the tract.
	Acres displayed cannot be reduced to "0".
"Is the land interest the same as last	Allows the user to specify whether the producer's interest in the land is new or was held in a previous year. Available options are:
year?"	• "Yes", indicating the producer had an interest in the land in the previous year
	• "No", indicating the interest in the land is new for the applicable subsidiary year
	• "No Response", indicating the producer does not want to respond to the question.
"Name"	Name of other producers associated with the applicable tract. The producers originally selected for the lease agreement are highlighted.
	Users should select all parties to the lease agreement by using either of the following methods:
	• select all producers in the list by clicking the first producer then holding the "Shift" key down and clicking the last producer (this option selects all producers between the first and last producer clicked)
	• select specific producers in the list by clicking the first producer then holding the "Ctrl" key down and clicking each additional producer (this option just selects the specific producers clicked while the "Ctrl" key is pressed).

E Page Options

The following options are available on the Land Revise Lease Page.

Option	Action
"Back"	Returns to the Land Contributions Page without saving any data
	entered.
"Save"	Allows the user to save the information recorded without continuing
	to the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Land Contributions Page.

F Page Error Messages

The following error messages may be displayed on the Land Revise Lease Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Must select the type of	The type of lease	Select the type of lease associated with the
lease."	was not selected.	designated acres and lessee or lessor.
"Acres cannot be	The number of	Take either of the following actions:
increased above the	acres recorded for	
available	the lease exceeds	• update the farmland/cropland acres
farmland/cropland on the	the available	according to 3-CM, if it is verified and
farm and tract."	farmland/cropland	determined that acres are incorrect
	acres.	
		• ensure that all tracts have been selected
		that are associated with the lease
		agreement.
		If both of these options have been
		considered and the lease still includes more
		acres than are available, only the available
		farmland/cropland acres can be recorded for
		the lease.
		See subparagraph D for additional
		information on leased acres
"Share percentage cannot	The share	Correct the percentage recorded to
be greater than 100% "	nercentage	something less than 100 percent
"Share percentage connet	entered is equal to	something less than 100 percent.
share percentage cannot	entered is equal to	
be 100% for a share lease	or greater than	
agreement.	100 percent.	

F Page Error Messages (Continued)

Error Message	Description	Corrective Action
"Share percentage	The share percentage	Take 1 of following actions:
must be entered	entered is 0 percent.	
for share lease		• correct the percentage recorded to a value
agreements."		greater than 0 percent
		• leave the field blank, if the producer does not want to provide the contribution percentage
		• change the type of lease agreement if applicable.
"Share	Something other	Correct the value entered to a percentage.
contribution	than a numeric value	
percentage must	was entered.	
be numeric."		
"Share percentage	The share percentage	Correct the percentage recorded to 2 or less
is limited to	entered is more than	decimal places.
2 decimal places."	2 decimal places.	

432 Recorded Leases for Farming Operation Page

A Introduction

The Recorded Leases for Farming Operation Page:

- will be displayed if users click the "View Recorded Leases for this Farming Operation" link on the Land Contributions Page
- displays all farms and tracts for which lease information has been recorded
- summarizes the lease information recorded for applicable farms and tracts
- provides users with the option to revise or delete lease information.

432 Recorded Leases for Farming Operation Page (Continued)

B Example of Recorded Leases For Farming Operation Page

The following is an example of the Recorded Leases For Farming Operation Page.

Business File Menu	D			Бол	Corr		Descatio		
User Role: FSA	R	corae	ed Leases	s For	Farn	ning (operation	n	
	CUST	CUSTOMER INFORMATION							
Select Different			FARMING OPE	RATION:	Im	na Farme	er 📄		
<u>Customer</u>			BUSINE	SS TYPE:	Inc	dividual			
<u>Record New Farm</u> Operating Plan									
<u>Manage Customer</u>		Leased	Name	Farm	Tract	Total Acres	Type of Acres	Lease Terms	
Individual	Coa	homa, Mi	ississippi						
<u>General</u>		То	Ima Farmer Sr	321	8252	200.0	Farmland	Share	Revise
Contributions									
<u>Capital</u>	Solor		ar All						
<u>Land</u>	<u> </u>		ar All						
Custom Services	E)elete Lea	ases						
Equipment									
<u>Labor</u>				-					
<u>Management</u>	< B	ack	Continue >						
<u>Summary</u>	BF047							Ba	<u>ack to Top ^</u>
Other									

C Information on the Page

This page displays each lease that has been recorded for the selected producer. This table describes information displayed for each lease listed on the Recorded Leases for Farming Operation Page.

Field	Description					
Leased	Indicates whether the land associated with the applicable farm and tract is					
	leased to or leased from another producer.					
Name	Name of the producer from/to which the land is leased.					
Farm	Farm number associated with the applicable lease information.					
Tract	Tract number associated with the applicable lease information.					
Total Acres	Number of acres recorded for the applicable lease.					
Type of Acres	Specifies the lease was recorded for "farmland" or "cropland" acres.					
Lease Terms	Type of lease agreement for the applicable lease.					

432 Recorded Leases for Farming Operation Page (Continued)

D Page Options

The following options are available on the Recorded Leases for Farming Operation Page.

Option	Action
"Revise"	Displayed for each lease recorded on the selected farm. After
	selected, the Land Revise Lease Page will be displayed for the
	applicable lease.
"Back"/"Continue"	Returns to the Land Contributions Page.
"Delete Leases"	Allows the user to delete 1 or more leases recorded for the farming
	operation. Users should select the lease or leases to be deleted by
	clicking the checkbox for the lease, then clicking "Delete Leases".
	After selected, a confirmation page will be displayed allowing the user
	to confirm the lease information should be deleted.
"Select All"	Selects all leases displayed for the farming operation.
"Clear All"	Clears the selection of all leases recorded for the farming operation.

E Page Error Messages

The following error message may be displayed on the Recorded Leases for Farming Operation Page.

Error Message	Description	Corrective Action
"Must select at	users click "Delete	Select the leases to be deleted by clicking
least 1 lease to be	Leases", but at least	the checkbox next to the applicable lease.
deleted."	1 lease was not selected.	

The Land Summary Page:

- will be displayed when "Continue" is selected from the Land Contributions Page
- displays all farms and tracts associated with the producer regardless of whether there is lease information recorded
- summarizes the lease information recorded for applicable farms and tracts.

B Example of Land Summary Page

The following is an example of the Land Summary Page.

Business File Menu							
Welcome: Tracey Smith	Land Summary						
User Role: FSA			,				
	CUSTOME		ATION				
Select Different			FARMING O	PERATION:		IMA FAR	MER SR
Customer			BUSI	NESS TYPE:		Individua	al
Operating Plan							
Manage Customer	Farm	Tract	Owned	Leased		Lease Terms	Leased To/From
Individual	Coahoma, Mississippi						
<u>General</u> <u>Contributions</u>	1147	6686	320.0	304	1.2	Share	To: FARMER CORPORATION
<u>Capital</u>	4212	1269					
<u>Land</u>	4213	1270	59.0	49	9.2	Cash	To: FARMER ESTATE
Custom Services		1271	58.0				
<u>Equipment</u>		1272	78.0				
Labor							
<u>Management</u>	Total:		515.0	353	3.4	Leased	From: 0 To: 353 4
Summary						200300	10100011
Other <u>Remarks</u>	< Back		Continue >				
Submit Dlan	BF048						Back to Top ^

433 Land Summary Page (Continued)

C Information on the Page

This page displays all land that is associated from FRS that is associated with the producer. This table describes information displayed for each lease listed on the Land Summary Page.

Field	Description					
Farm	Farm and tract number from FRS.					
Tract						
Farmland - Owned	The farmland acres from FRS are displayed in this column if the producer is the owner of the applicable tract.					
Farmland - Leased	The acres leased to or from another producer for the applicable farm and tract as recorded through the "Land Contribution" section of the Business File software.					
	Note: Field is blank if a lease has not been recorded for the applicable farm and tract.					
Lease Terms	Type of lease agreement for the applicable lease.					
	Note: Field is blank if a lease has not been recorded for the applicable farm and tract.					
Leased To/From	Name of the producer from/to which the land is leased.					
	Note: Field is blank if a lease has not been recorded for the applicable farm and tract.					
Total - Owned	Total acres for all farms and tracts nationwide owned by the					
Farmland Acres	selected producer.					
Total - Leased Acres	Total number of leased acres, including a breakdown of the total:					
Total - Leased From						
Acres	• leased from another producer					
Total - Lease To Acres	• leased to another producer.					

D Page Options

The following options are available on the Recorded Leases for Farming Operation Page.

Option	Action
"Back"/"Continue"	Returns to the Land Contributions Page.
"Continue"	Advances to the next applicable page based on the responses recorded on the Contributions Page.

434-440 (Reserved)

Subsection 4 Equipment Contributions

441 General Information

A Introduction

The "Equipment Contributions" portion of the interview process allows the user to record:

- information for owned equipment
- information for leased equipment
- additional equipment information from other sources.

The remainder of this subsection provides detailed information related to the equipment contribution pages that may be displayed through the interview process.

B Description of Equipment Contribution Pages

This table provides a general description of each page that may be displayed through the "Equipment Contributions" portion of the interview process. See the paragraph for each page for a complete description of the options available.

Name of		Data	
Page	Description of Page	Recorded/Options	Paragraph
Equipment	Displayed if the user indicates	Select the types of	442
Page	equipment was contributed to the	equipment used by the	
	farming operation.	farming operation.	
Equipment	Summary page that:	• Add equipment	443
Contributions		information for the	
Page	• allows the user to select which	farming operation.	
	type of equipment to record for the		
	farming operation	Review	
		information	
	• displays general information about	already recorded.	
	equipment that has been recorded		
	for the farming operation		

441 General Information (Continued)

Name of		Data	
Page	Description of Page	Recorded/Options	Paragraph
Owned Equipment Page	 Displayed if the user indicates owned equipment is contributed to the farming operation. Allows the user to specify the percentage of the overall equipment that is attributable to the owned equipment. 	Record information about owned equipment contributed to the farming operation.	444
Lessor Interest Page	 Displayed if the user indicates equipment is leased from another producer. Allows the user to specify if the individual or business that the equipment is leased from has an interest in the farming operation. 	 Specify whether the individual or business that the equipment is leased from: shares in the production or proceeds of the production of the farming operation is a landowner or landlord with an interest in the farming operation. 	445
Total	Displayed if the user answered "No" to	Record the	446
Percentage For All Leased Equipment	both questions on the Lessor Page.	percentage of the overall equipment that is attributable to the equipment leased from another source	

B Description of Equipment Contribution Pages (Continued)

441 General Information (Continued)

Name of			Data	
Page	Description of Page		Recorded/Options	Paragraph
Leased	•	Displayed if the user indicates	Record information	447
Equipment		equipment is contributed to the	about equipment	
From		farming operation that is leased from	leased from another	
Another		another source that has an interest in	source that is	
Producer		the farming operation.	contributed to the	
Page			farming operation.	
	•	Allows the user to record information		
		about the leased equipment.		
Leased	•	Displayed if the user indicates	Record information	448
Equipment		equipment is contributed to the	about equipment	
to Another		farming operation that is leased to	leased to another	
Producer		another producer.	producer.	
Page				
	•	allows the user to record information about the leased equipment.		
Additional	•	Displayed if the user indicates	Record information	449
Equipment		equipment other than owned or leased	about the additional	
Page		equipment is contributed to the	equipment.	
		farming operation.		
	•	Allows the user to record information		
		about the additional equipment.		

B Description of Equipment Contribution Pages (Continued)

A Introduction

The Equipment Page:

- will be displayed if the user indicated equipment is contributed to the farming operation on the Contributions Page
- will be displayed if users click "Equipment" from the left navigation menu
- allows users to specify the types of equipment that are used by the farming operation.

B Example of Equipment Page

The following is an example of the Equipment Page.

Business File Menu		
Welcome: Bobbie Butler	Equipment	
User Role: FSA		
	CUSTOMER INFORMATION	
Select Different	FARMING OPERATION:	Ima Farmer
Customer Docord Now Earm	BUSINESS TYPE:	Individual
Operating Plan		
Manage Customer	Does the individual own any equipment contrib	outed to this farming operation?
	O Yes	
Individual		
<u>General</u>		
Contributions	V No Response	
Canital	Does the individual lease any equipment from	another producer that is contributed to
Land	this farming operation?	
<u>Curters</u> Comisso		
<u>Custom Services</u>	O Yes	
<u>Equipment</u>	C No	
<u>Labor</u>	O No Response	
<u>Management</u>		
<u>Summary</u>	Does the individual lease any equipment to an	other producer or producer(s) that is
	contributed to the farming operation?	
Other	O Yes	
<u>Remarks</u>	C No	
	O No Response	
Submit Plan		
<u>Summary</u>	Is there any additional equipment contributed	to the farming operation?
<u>Validations</u>		
<u>Signatures</u>	C Yes	
<u>View 902</u>	C No	
i	C No Response	
	< Back Save Save & Conti	nue >
	BF050	Back to Top ^

442 Equipment Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Equipment Page.

Question/Field	Description
"Does the individual own any	For each question displayed, the available options are:
equipment contributed to this	
farming operation?"	• "Yes"
"Does the individual lease any	• "No"
equipment from another producer	• "No Response".
that is contributed to this farming	-
operation?"	The interview process will proceed to the next
"Does the individual lease any	applicable:
equipment to another producer or	
producer(s) that is contributed to	• question in the equipment section, if "Yes" is
the farming operation?"	selected for at least 1 question
"Is there any additional equipment	
contributed to the farming	• contribution section, if "No" or "No Response" is
operation?"	selected for all questions.

D Page Options

The following options are available on the Equipment Page.

Option	Action	
"Back"	Returns to the previous page without saving any data entered.	
"Save"	Allows the user to save the information recorded without continuing to	
	the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the next applicable page in	
	the interview process.	

442 Equipment Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was not provided indicating	A response was not selected indicating
whether or not any owned equipment is being	whether the specified type of equipment is
contributed to the farming operation."	contributed to the farming operation.
"A response was not provided indicating	
whether any equipment leased from another	Return to the Equipment Page and select
producer is being contributed to the farming	1 of the following options:
operation."	
"A response was not provided indicating	• "Yes"
whether any equipment contributed to the	• "No"
farming operation is being leased to another	• "No Response".
producer."	_
"A response was not provided indicating	Note: If the producer does not want to
whether any additional equipment is being	respond, select "No Response".
contributed to the farming operation."	

443 Equipment Contributions Page

A Introduction

The Equipment Contributions Page:

- will be displayed if the user indicated equipment is contributed to the farming operation on the Equipment Page
- allows users to select the type of equipment so detailed information can be recorded about that type of equipment
- summarizes the equipment information that has been recorded.

B Examples of Page

The following is an example of the Equipment Contributions Page.

Business File Menu		
Welcome: Bobbie Butler	Equipment Contributions	
User Role: FSA		
	CUSTOMER INFORMATION	
Select Different	FARMING OPERATION:	Ima Farmer
Customer	BUSINESS TYPE:	Individual
Record New Farm		
Operating Plan Managa Customer		
<u>Manage Customer</u>	Add Owned Equipment	
Individual	Add Leased Equipment from Another Producer	
Conoral	Add Leased Equipment to Another Producer	
Centributions	Add Additional Equipment	
Contributions		
<u>Capital</u>		
<u>Land</u>	< Back Continue >	
Custom Services		
Fouipment	BF054	Back to Top ^

443 Equipment Contributions (Continued)

B Examples of Page (Continued)

The following is an example of the Equipment Contributions Page after detailed equipment information has been recorded.

Business File Menu Welcome: Bobbie Butler	Equipment	Contributio	ons		
Select Different	CUSTOMER INFORMATI	ION RMING OPERATION:	Ima Fai	mer	
<u>Customer</u> <u>Record New Farm</u>		BUSINESS TYPE:	Individua	al	
<u>Operating Plan</u> <u>Manage Customer</u>	Percentage of Total	Details		Additional Info	
Individual	25%	Owned			Revise Delete
General	60%	Leased From - Im	a Farmer Sr		<u>Revise</u> <u>Delete</u>
Contributions	10%	Leased To - Farm	ers Inc		<u>Revise</u> <u>Delete</u>
Canital	15%	Additional - Any F	armer	Borrowed	<u>Revise</u> <u>Delete</u>
<u>Land</u> <u>Custom Services</u> <u>Equipment</u> <u>Labor</u> <u>Management</u> <u>Summary</u>	Add Leased Equipmen Add Leased Equipmen Add Additional Equipmen < Back Co	nt from Another Produ nt to Another Produ ment ontinue >	<u>oducer</u> ucer		
Other	BF054				Back to Top ^

443 Equipment Contributions Page (Continued)

C Information on the Page

The Equipment Contributions Page provides the user with an overview of all equipment that has been recorded for the farming operation.

This table describes the information displayed on the Equipment Contributions Page.

Field	Description
Percentage of Total	Percentage of the contribution for the specified type of equipment that
	is attributable to the overall equipment contribution for the farming
	operation.
Details	Indicates whether the equipment is:
	• owned
	• leased from an individual or business
	lease to another producer
	• additional equipment.
Additional Info	Additional information recorded about the specified type of
	equipment.

D Page Options

For each question that was answered "Yes" on the Equipment Page, a link will be displayed on the Equipment Contributions Page.

Example: If the user indicates that owned equipment is the only type of equipment contributed to the farming operation, then the only link displayed on Equipment Contributions Page is "Add Owned Equipment".

This table describes the options that may be available on the Equipment Contributions Page.

Note: With the exception of adding owned equipment, each link can be selected multiple times if equipment is leased by the farming operation to or from multiple sources.

Link	Action
"Add Owned Equipment"	• Displayed if the user indicated owned equipment is contributed to the farming operation.
	• Displays the Owned Equipment Page so information can be recorded about equipment that is owned by the farming operation.

443 Equipment Contributions Page (Continued)

D Page Options (Continued)

Link	Action
"Add Leased Equipment	• Displayed if the user indicated equipment is contributed to the farming operation that is leased from another individual or business that has an interest in the farming operation.
from	
Another Producer"	Note: If the user indicated the individual or business that the equipment is leased from does not have an interest in the farming operation, then the user will be prompted to enter the total percentage of equipment leased from another source on the Leased Equipment From Another Producer Page. After this percentage is recorded, the information will be displayed on the Equipment Contributions Page.
	• Displays the Leased Equipment From Another Producer Page to record information about equipment that is leased by the farming operation.
	Note: If equipment is leased by the farming operation from multiple sources, this link can be selected multiple times to record the equipment from each source.
"Add Leased Equipment	• Displayed if the user indicated equipment is contributed to the farming operation that is also leased to another individual or business.
to Another Producer"	• Displays the Leased Equipment To Another Producer Page to record information about equipment that is leased to another producer by the farming operation.
	Note: If equipment is leased by the farming operation to multiple sources, this link can be selected multiple times to record the equipment leased to other producers.

443 Equipment Contributions Page (Continued)

D Page Options (Continued)

Link	Action
"Add Additional Equipment"	• Displayed if the user indicated other or additional equipment is contributed to the farming operation that is not owned or leased.
	 Displays the Additional Equipment Page to record information about equipment other or additional equipment used by the farming operation. Note: If other or additional equipment is used by the farming operation from multiple sources, this link can be selected multiple times to record the
"Revise"	Allows the user to revise the equipment information recorded for the selected entry in the summary. When this link is selected, the page will be displayed with the information recorded for that equipment entry.
"Delete"	Allows the user to delete the equipment information recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"The total	The sum of the following information recorded for equipment exceeds
contributions	100 percent.
for equipment	
that is owned,	• owned equipment
leased from,	• equipment leased from all sources
and any	• additional equipment.
additional	
equipment	If the information is recorded is incorrect, return to the Equipment
exceeds	Contributions Page to add equipment information and/or modify the
100%."	existing information recorded.

A Introduction

The Owned Equipment Page:

- will be displayed after users click "Add Owned Equipment" link on the Equipment Contributions Page
- allows users to record:
 - the total percentage of equipment that is contributed to the farming operation that is owned by the farming operation
 - additional information about the owned equipment.

B Example of Owned Equipment Page

The following is an example of the Owned Equipment Page.

Business File Menu			
Welcome: Bobbie Butler	Owned Equipment		
USEF KOIE: FSA	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
<u>Customer</u>	BUSINESS TYPE:	Individual	
Record New Farm			
<u>Operating Plan</u>	Owned Equipment Percentage		
<u>Manage Customer</u>			
* 8.11	Enter the percentage of equipment that is ow	ned by the individual:	
Individual			
<u>General</u>	70		
<u>Contributions</u>	Enter any additional information about this equipment:		
<u>Capital</u>			
<u>Land</u>		A	
Custom Services			
<u>Equipment</u>		v.	
<u>Labor</u>			
Management			
Summarv	< Back Save Save & Conti	nue >	
Other	BF051	Bac	<u>:k to Top ^</u>

444 **Owned Equipment Page (Continued)**

C Interview Questions

This table describes the interview questions displayed on the Owned Equipment Page.

Question/Field	Description
"Owned	The percentage of all equipment contributed to the farming operation
Equipment	that is owned by the farming operation. An entry is not required, but if
Percentage"	entered, the following validations apply:
	 must be greater than 0 percent. cannot be greater than 100 percent. should be entered in a whole number with up to 2 decimal places. Examples: 100.00%, 25.25%, etc.
"Enter any	Text field that allows users to record comments about the owned
additional	equipment. Data is not required, but if entered, up to 1,000 characters
information	are allowed.
about this	
equipment."	Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

D Page Options

The following options are available on the Owned Equipment Page.

Option	Action
"Back"	Returns to the Equipment Contributions Page without saving any data
	entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the Equipment Contributions
	Page.

444 **Owned Equipment Page (Continued)**

E Page Error Messages

The following error messages may be displayed on the Owned Equipment Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Equipment	Equipment contribution	Correct the percentage recorded to
contribution	percentage entered	100 percent or less.
percentage cannot be	exceeds 100 percent.	
greater than 100%."		
"Equipment	Equipment contribution	Take 1 of following actions:
contribution	percentage entered is 0	
percentage must be	percent.	• correct the percentage recorded to a
greater than 0%."		value greater than 0 percent
		• leave the field blank if the producer
		does not want to provide the
		contribution percentage
		• go back to the Equipment Page and
		indicate owned equipment is not
		contributed or indicate the producer
		does not want to provide a response
		to the owned equipment question.
"Equipment	Something other than a	Correct the value entered to a
contribution	numeric value was	percentage.
percentage must be	entered.	
numeric."		
"Contribution	Equipment contribution	Correct the percentage recorded to 2 or
percentage is limited	percentage entered is more	less decimal places.
to 2 decimal places."	than 2 decimal places.	

444 **Owned Equipment Page (Continued)**

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was entered indicating that	If the information is incorrect, return to the
owned equipment is provided to the	Owned Equipment Page to specify the total
farming operation; however, the percent of	percentage of all equipment owned by the
owned equipment was not entered."	farming operation.

445 Lessor Interest Page

A Introduction

The Lessor Interest Page:

- will only be displayed if the user indicated that some of the equipment contributed to the farming operation is leased from another producer
- allows users to specify whether the individual or business the equipment is leased from has an interest in the farming operation.

B Example of Lessor Interest Page

Business File Menu Welcome: Bobbie Butle Lessor Interest User Role: FSA CUSTOMER INFORMATION Select Different FARMING OPERATION: Farmers Partnership BUSINESS TYPE: General Partnership <u>Record New Farm</u> <u>Operating Plan</u> <u>Manage Customer</u> Was such equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who: Gen Partnership Shares in the production or proceeds of the production from this farming operation? O Yes Contributions O No O No Response Land Is a landowner or landlord with an interest in this farming operation? O Yes <u>Labor</u> O No O No Response Is a partner of this general partnership? Partner O Yes Select Partner O No O No Response Other <u>Remarks</u> **Fiduciaries** Submit Plan BF059 Back to Top ^

The following is an example of the Lessor Interest Page.

445 Lessor Interest Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Lessor Interest Page.

Question/Field	Description	
"Was leased equipment acquired from, co-signed by, secured by,	For each question	
or guaranteed by an individual or entity who shares in the	displayed, the available	
production or proceeds of the production from this farming	options are:	
operation?"		
"Was leased equipment acquired from, co-signed by, secured by,	• "Yes"	
or guaranteed by an individual or entity who is a landowner or	• "No"	
landlord with an interest in the farming operation?"	• "No Response".	
"Was leased equipment acquired from, co-signed by, secured by,	1	
or guaranteed by an individual or entity who is a (<i>member</i>) of this	Note: If the producer	
(entity/joint operation)?"	does not want to	
	respond, select	
Note: Question is only displayed if the farming operation is an	"No Response".	
entity or joint operation.	-	

D Page Options

The following options are available on the Lessor Interest Page.

Option	Action	
"Back"	Returns to the Equipment Page without saving any data entered.	
"Save"	Allows the user to save the information recorded without continuing to	
	the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the next applicable page in	
	the interview process.	

445 Lessor Interest Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was not provided indicating	If the information recorded is incorrect, return to
whether the individual or business that	the Lessor Interest Page to specify whether the
the equipment is leased from has an	individual or business that the equipment is
interest in the farming operation."	leased from has an interest in the farming
	operation.

446 Total Percentage For All Leased Equipment From Page

A Introduction

The Total Percentage For All Leased Equipment From Page:

- will only be displayed if the user indicated the individual or business that the equipment is leased from does **not** have an interest in the farming operation by answering "No" to all questions on the Lessor Interest Page
- allows users to record the total percentage of equipment contributed to the farming operation that is leased from another source.
 - **Note:** Because the equipment is leased from a sources that does **not** have an interest in the farming operation, only the accumulated percentage all leased equipment used by the farming operation is needed. Information as to who the equipment is leased from is only needed if they have an interest in the farming operation.

B Example of Total Percentage For All Leased Equipment From Page

The following is an example of the Total Percentage For All Leased Equipment From Page.

Business File Menu			
Welcome: Bobbie Butler	Total Percentage For	All Leased Equipme	nt From
User Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
Customer	BUSINESS TYPE:	Individual	
Record New Farm			
Operating Plan			
<u>Manage Customer</u>	Leased From Equipment Percentage		
Individual	Enter the perceptage of equipment the	t is langed from prother sources	
General	Enter the percentage of equipment tha	t is leased from another source:	
Contributions	90		
Contributions			
<u>Capital</u>			
<u>Land</u>	< Back Save Save 8	& Continue >	
Custom Services			
<u>Equipment</u>	BF052		Back to Top ^

446 Total Percentage For All Leased Equipment From Page (Continued)

C Interview Questions

This table describes the interview question displayed on the Total Percentage For All Leased Equipment From Page.

Question/Field	Description
"Leased From Equipment Percentage"	The percentage of the total equipment that is leased from another source or sources. An entry is not required, but if entered, the following validations apply:
	 must be greater than 0 percent. cannot be greater than 100 percent. should be entered in a whole number with up to 2 decimal places.
	Examples: 100.00%, 25.25%, etc.

D Page Options

The following options are available on the Total Percentage For All Leased Equipment From Page.

Option	Action
"Back"	Returns to the Lessor Interest Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in
	the interview process.

446 Total Percentage For All Leased Equipment From Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Total Percentage For All Leased Equipment From Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Equipment contribution	Equipment contribution	Correct the percentage recorded to
percentage cannot be	percentage entered	100 percent or less.
greater than 100%."	exceeds 100 percent.	
"Equipment contribution percentage must be greater than 0%."	Equipment contribution percentage entered is 0 percent.	 Take 1 of following actions: correct the percentage recorded to a value greater than 0 percent leave the field blank if the producer does not want to provide the contribution percentage go back to the Equipment Contributions Page and indicate equipment leased from another source is not contributed or indicate the producer does not want to provide a response to
		question regarding equipment leased from another source.
"Equipment contribution	Something other than a	Correct the value entered to a
percentage must be	numeric value was	percentage.
numeric."	entered.	
"Contribution percentage is limited to 2 decimal places."	Equipment contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

446 Total Percentage For All Leased Equipment From Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was entered	If the information recorded is incorrect, return to either of
indicating that equipment	the following pages, as applicable, to record the equipment
leased from another producer	contribution percentage for equipment leased from other
is provided to the farming	sources:
operation; however, the	
percent of leased equipment	• Total Percentage For All Leased Equipment From Page
was not entered."	Leased Equipment From Another Source Page.

447 Leased Equipment From Another Producer Page

A Introduction

The Leased Equipment From Another Producer Page:

- will only be displayed if the user indicated the individual or business that the equipment is leased from has an interest in the farming operation by answering "Yes" to at least 1 of the questions on the Lessor Interest Page
- allows users to:
 - record the percentage of equipment that is leased from another producer that is contributed to the farming operation
 - specify the individual or business from which the equipment is leased
 - record additional information about the leased equipment.

B Example of Leased Equipment From Another Producer Page

The following is an example of the Leased Equipment From Another Producer Page.

Business File Menu Welcome: Bobbie Butler	Leased Equipment Fro	om Another Producer
User Role: FSA		
Select Different		Ima Farmer
Customer	PARMING OPERATION:	Individual
<u>Record New Farm</u> Operating Plan	BOSINESS TIPE.	Individual
<u>Manage Customer</u>	Leased From Equipment Percentage	
Individual <u>General</u>	Enter the percentage of equipment tha	t is leased from another source:
<u>Contributions</u> <u>Capital</u>	Individual or Business Whom Equipment	Is Leased From
<u>Land</u> <u>Custom Services</u> <u>Equipment</u>		×
<u>Labor</u> <u>Management</u>	Enter any additional information about	this equipment:
<u>Summary</u>		A
Other <u>Remarks</u>		×
Submit Plan <u>Summary</u>	< Back Save Save 8	& Continue >
Validations	BF052	Back to Top 🔿

C Interview Questions

This table describes the interview questions displayed on the Leased Equipment From Another Producer Page.

Note: Since the individual or business that the equipment is leased from has an interest in the farming operation, that individual/business should be recorded in SCIMS. However, the producer could have other leased equipment where the lessor does **not** have an interest in the farming operation and would **not** be recorded in SCIMS.

Example: Producer leases the following equipment:

- 50 percent from the landowner on the farm
- 25 percent of the John Deere.

The total equipment being leased from other sources is 75 percent, but only 50 percent is from another producer with an interest in the farming operation. County Offices have the option of recording the leased information as follows:

- 1 record for 75 percent, then specify 50 percent from the landowner and 25 percent from John Deere in the "Individual or Business whom Equipment Is Leased From" field
- two records, 1) 50 percent for the landowner, and 2) 25 percent from John Deere.

C Interview Questions (Continued)

Question/Field	Description
"Leased From	The percentage of the equipment that is leased from an individual or
Equipment	business that has an interest in the farming operation. An entry is not
Percentage"	required, but if entered, the following validations apply:
	• must be greater than 0 percent.
	• cannot be greater than 100 percent.
	• should be entered in a whole number with up to 2 decimal places.
	Examples: 100.00%, 25.25%, etc.
"Individual or	Text field that allows the user to specify from whom the equipment is
Business	leased. Data is not required, but if entered, up to 1,000 characters are
Whom	allowed.
Equipment Is	
Leased From"	Note: If more than 1,000 characters are recorded, then the text will be
	truncated when the information is saved.
"Enter any	Text field that allows users to record comments about the leased
additional	equipment. Data is not required, but if entered, up to 1,000 characters are
information	allowed.
about this	
equipment."	Note: If more than 1,000 characters are recorded, then the text will be
	truncated when the information is saved.

D Page Options

The following options are available on the Leased Equipment From Another Producer Page.

Option	Action
"Back"	Returns to the Equipment Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Equipment Contributions Page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Leased Equipment From Another Producer Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Equipment contribution percentage cannot be greater than 100%."	Equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
"Equipment contribution percentage must be greater than 0%."	Equipment contribution percentage entered is 0 percent.	 Take 1 of following actions: correct the percentage recorded to a value greater than 0 percent leave the field blank if the producer does not want to provide the contribution percentage go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
"Equipment contribution percentage must be numeric."	Something other than a numeric value was entered.	Correct the value entered to a percentage.
"Contribution percentage is limited to 2 decimal places."	Equipment contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was entered	If the information recorded is incorrect, return to either of the
indicating that equipment	following pages, as applicable, to record the equipment
leased from another	contribution percentage for equipment leased from other
producer is provided to the	sources:
farming operation; however,	
the percent of leased	• Total Percentage For All Leased Equipment From Page
equipment was not entered."	• Leased Equipment From Another Source Page.
"A response was not	The individual or business that the equipment is leased from
provided identifying the	should be recorded if they have an interest in the farming
individual or business that	operation.
the equipment is leased from	
and that has an interest in	If the producer does not want to provide the information,
the farming operation."	leave this field blank; otherwise, specify the name of the
	individual or business from which the equipment is leased.

448 Leased Equipment To Another Producer Page

A Introduction

The Leased Equipment To Another Producer Page:

- will only be displayed if the user indicated equipment contributed to the farming operation is leased to another producer on the Equipment Page
- allows users to:
 - record the percentage of equipment contributed to the farming operation that is also leased to another producers
 - specify the individual or business to which the equipment is leased
 - record additional information about the leased equipment.

B Example of Leased Equipment To Another Producer Page

The following is an example of the Leased Equipment To Another Producer Page.

Business File Menu	
Welcome: Bobbie Butler	Leased Equipment To Another Producer
User Role: FSA	
Calact Different	CUSTOMER INFORMATION
<u>Select Different</u> Customer	FARMING OPERATION: Ima Farmer
Record New Farm	BUSINESS TYPE: Individual
Operating Plan	
Manage Customer	Leased To Equipment Percentage
	Enter the perceptage of equipment that is leased to another farming operation:
Individual	Enter the percentage of equipment that is leaded to another familing operation.
<u>General</u>	%
Contributions	
<u>Capital</u>	Individual or Business whom Equipment Is Leased To:
<u>Land</u>	
Custom Services	
<u>Equipment</u>	
<u>Labor</u>	
<u>Management</u>	Enter any additional information about this equipment:
<u>Summary</u>	
Other	
<u>Remarks</u>	
Cubmit Dian	
Submit Pidn Summary	< Back Save Save & Continue >
Validations	
	BF056 Back to Top ^
448 Leased Equipment To Another Producer Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Leased Equipment To Another Producer Page.

- **Note:** If equipment is leased to multiple producers, County Offices have either of the following options:
 - record 1 record with the total percentage, but each producer that equipment is being leased to should be specified in the "Individual or Business Whom Equipment Is Leased To" field

Question/Field	Description		
"Leased To	The percentage of the equipment used by the farming operation that is also		
Equipment	leased to another producer or producers. An entry is not required, but if		
Percentage"	entered, the following validations apply:		
	• must be greater than 0 percent.		
	• cannot be greater than 100 percent.		
	• should be entered in a whole number with up to 2 decimal places.		
	Examples: 100.00%, 25.25%, etc.		
"Individual or	Text field that allows the user to specify to whom the equipment was		
Business	leased. Data is not required, but if entered, up to 1,000 characters are		
Whom	allowed.		
Equipment Is			
Leased To"	Note: If more than 1,000 characters are recorded, then the text will be		
	truncated when the information is saved.		
"Enter any	Text field that allows users to record comments about the leased		
additional	equipment. Data is not required, but if entered, up to 1,000 characters are		
information	allowed.		
about this			
equipment."	Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.		

• record separate records with the percentage applicable to each producer.

448 Leased Equipment To Another Producer Page (Continued)

D Page Options

The following options are available on the Leased Equipment To Another Producer Page.

Option	Action	
"Back"	Returns to the Equipment Contributions Page without saving any data	
	entered.	
"Save"	Allows the user to save the information recorded without continuing	
	to the next applicable page.	
"Save & Continue"	Saves the data recorded and returns to the Equipment Contributions	
	Page in the interview process.	

E Page Error Messages

The following error messages may be displayed on the Leased Equipment From Another Producer Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Equipment contribution percentage cannot be greater than 100%."	Equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
"Equipment contribution percentage must be greater than 0%."	Equipment contribution percentage entered is 0 percent.	 Take 1 of following actions: correct the percentage recorded to a value greater than 0 percent leave the field blank if the producer does not want to provide the contribution percentage go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment guestion
"Equipment contribution percentage must be numeric." "Contribution	Something other than a numeric value was entered. Equipment contribution	Correct the value entered to a percentage.
percentage is limited to 2 decimal places."	percentage entered is more than 2 decimal places.	less decimal places.

448 Leased Equipment To Another Producer Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was entered indicating that	If the information recorded is incorrect, return to
equipment is being leased to another	the Leased Equipment To Another Producer Page
producer; however, the percent of leased	to record the equipment contribution percentage
equipment was not entered."	for equipment leased to other producer.
"A response was not provided	If the producer does not want to provide the
identifying the individual or business	information, leave this field blank; otherwise,
that the equipment is leased to and that	specify the name of the individual or business to
has an interest in the farming operation."	which the equipment is leased.

449 Additional Equipment Page

Par. 449

A Introduction

The Additional Equipment Page:

- will only be displayed if the user indicated equipment is contributed to the farming operation that is **not** owned or leased from another producer on the Equipment Page.
- allows users to:
 - record the percentage of equipment contributed to the farming operation that is from additional or other sources
 - specify the individual or business providing the additional equipment
 - record additional information about the equipment.

B Example of Additional Equipment Page

The following is an example of the Additional Equipment Page.

Business File Menu		
Welcome: Bobbie Butler	Additional Equipment	
User Role: FSA	Additional Equipment	
	CUSTOMER INFORMATION	
Select Different	FARMING OPERATION:	Ima Farmer
<u>Customer</u>	BUSINESS TYPE:	Individual
Record New Farm		
<u>Operating Plan</u>	Additional Equipment Percentage	
Manage Customer	Additional Equipment Fereentage	
	Enter the percentage of additional equip	oment used by the farming operation:
Individual General	%	
Contributions		
	Individual or Business Providing Additional Equipment:	
Capital	5	
<u>Land</u>		A
Custom Services		
<u>Equipment</u>		V
Labor		
Management	Enter any additional information about t	his equipment:
Cummany		
<u>Summary</u>		
Other		
Domarks		
<u>Kennarks</u>		
Submit Dlan		
Summary	< Back Save Save 8	Continue >
<u>Summary</u>		
Validations	BF053	Back to Top 🔿

C Interview Questions

This table describes the interview questions displayed on the Additional Equipment Page.

• record 1 record with the total percentage, but each producer that is providing the additional equipment should be recorded in the "Individual or Business Providing Additional Equipment" field

Question/Field	Description		
"Additional	The percentage of the equipment used by the farming operation that is not		
Equipment	owned or leased from another producer. An entry is not required, but if		
Percentage"	entered, the following validations apply:		
	• must be greater than 0 percent.		
	• cannot be greater than 100 percent.		
	• should be entered in a whole number with up to 2 decimal places.		
	Examples: 100.00%, 25.25%, etc.		
"Individual or	Text field that allows the user to specify the source of the additional		
Business	equipment. Data is not required, but if entered, up to 1,000 characters are		
Providing the	allowed.		
Additional			
Equipment"	Note: If more than 1,000 characters are recorded, then the text will be		
	truncated when the information is saved.		
"Enter any	Text field that allows users to record comments about the additional		
additional	equipment. Data is not required, but if entered, up to 1,000 characters are		
information	allowed.		
about this			
equipment."	Note: If more than 1,000 characters are recorded, then the text will be		
	truncated when the information is saved.		

Note: If additional equipment is acquired from multiple sources, County Offices have either of the following options:

D Page Options

The following options are available on the Additional Equipment Page.

Option	Action	
"Back"	Returns to the Equipment Contributions Page without saving any data	
	entered.	
"Save"	Allows the user to save the information recorded without continuing	
	to the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the Equipment	
	Contributions Page in the interview process.	

E Page Error Messages

The following error messages may be displayed on the Additional Equipment Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Equipment contribution	Equipment contribution	Correct the percentage recorded to
percentage cannot be	percentage entered	100 percent or less.
greater than 100%."	exceeds 100 percent.	
"Equipment contribution	Equipment contribution	Take 1 of following actions:
percentage must be	percentage entered is	
greater than 0%."	0 percent.	• correct the percentage recorded to a value greater than 0 percent
		• leave the field blank if the producer does not want to provide the contribution percentage
		• go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
"Equipment contribution	Something other than a	Correct the value entered to a
percentage must be	numeric value was	percentage.
numeric."	entered.	
"Contribution percentage	Equipment contribution	Correct the percentage recorded to
is limited to 2 decimal	percentage entered is	2 or less decimal places.
places."	more than 2 decimal	
	places.	

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was entered indicating that	If the information recorded is incorrect, return
additional equipment is provided to the	to the Additional Equipment Page to record the
farming operation; however the percent	additional equipment contribution percentage.
of equipment was not entered."	
"A response was not provided identifying	If the producer does not want to provide the
the individual or business that is	information, leave this field blank; otherwise,
providing additional equipment and that	specify the name of the individual or business
has an interest in the farming operation."	that is providing the additional equipment.

450-454 (Reserved)

Subsection 5 Custom Services

455 **Custom Services Page**

A Introduction

The Custom Services Page:

- will be displayed if the user indicated custom services are used by the farming operation on the Contributions Page
- will be displayed if users click "Custom Services" from the left navigation menu •
- allows users to select the types of custom services provided to the farming operation. ٠

Custom services is defined as the hiring of a contractor or vendor that is in the business of providing specialized services or to perform services in exchange for the payment of a fee, such as:

- branding • irrigation •
- thinning •
- feeding mowing •

•

tillage • • wrangling

• fertilizing • handling

•

•

- pest scouting pruning •
 - any other farm or ranch activity that can be hired. •
- harvesting seeding •
 - hauling spraying •

The contractor or vendor hired **must** provide both equipment and labor through the same contract or agreement in order for the service to be considered a custom service.

455 Custom Services Page (Continued)

B Example of Custom Services Page

The following is an example of the Custom Services Page.

Business File Menu		
Welcome: Bobbie Butler	Custom Services	
User Role: FSA		
	CUSTOMER INFORMATION	
Select Different	FARMING OPERATION:	Ima Farmer
<u>Customer</u>	BUSINESS TYPE:	Individual
Record New Farm		
<u>Operating Plan</u> Manage Customer	Types of Custom Services	
Individual	I Illage Activities	
<u>General</u>		
Contributions	Crop Growing and Protection	
Canital	Harvesting and Handling	
	Marketing and Disposition	
Lanu	Other	
Custom Services		
Equipment		
<u>Labor</u>		
<u>Management</u>	< Back Save Save &	Continue >
<u>Summary</u>		
Other	BF020	Back to Top ^

455 Custom Services Page (Continued)

C Interview Questions

Because of the number of types of services that could apply, custom services have been grouped into 5 categories.

- crop growing and protection
- harvesting and handling
- marketing and disposition
- seeding
- tillage activities.

Users shall select:

- type of service that most closely fits into 1 of these 5 general categories of services
- "other" if the type of service does **not** fit into 1 of the 5 general types of services
- all options that represent the types of custom services used by the farming operation.

D Page Options

The following options are available on the Custom Services Page.

Option	Action	
"Back"	Returns to the previous applicable page in the interview process	
	without saving any data entered.	
"Save"	Allows the user to save the information recorded without continuing to	
	the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the next applicable page in	
	the interview process.	

455 Custom Services Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action	
"Must select the	A response was not selected indicating the type of custom services used	
type of custom	by the farming operation. Return to the Custom Services Page and	
service being	select the type of custom service.	
provided to the		
farming	Note: Do not select any option if the producer chooses not to respond	
operation."	to the question.	

456 Custom Services List Page

A Introduction

The Custom Services List Page:

- will be displayed if the user indicated at least 1 type of custom service is being used by the farming operation on the Custom Services Page
- allows users to add entries for types of custom services
- summarizes the custom service detailed information that has been recorded.

456 Custom Services List Page (Continued)

B Examples of Page

The following is an example of the Custom Services List Page.

Business File Menu Welcome: Bobbie Butler	Custom Services List	
	CUSTOMER INFORMATION	
Select Different	FARMING OPERATION:	Ima Farmer
<u>Customer</u>	BUSINESS TYPE:	Individual
<u>Operating Plan</u> Manage Customer	Tillage Activities Add Entry	
Individual	Seeding Add Entry	
General		
Contributions		
<u>Capital</u>	< Back Continue >	
Land		
Custom Services	BF021	Back to Top ^

The following is an example of the Custom Services List Page after detailed custom service information has been recorded.

Business File Menu						
Welcome: Bobbie Butler	Custom Services List					
User Role: FSA	Cactom Conficce Liet					
	CUSTOMER INFORMATION					
Select Different	FARMING OPERAT	ION:	Ima Farmer			
Customer	BUSINESS T	YPE:	Individual			
Record New Farm			2110111010101			
Operating Plan	Tillago Activition Add Entry					
Manage Customer	Thinge Activities Add Endy					
	Number of Acres/Description	Nan	ne of Provider			
Individual	500 acres	XYZ	Custom Services	Revise I	Delete	
<u>General</u>						
Contributions	Seeding Add Entry					
<u>Capital</u>	Number of Acres/Description	Nan	ne of Provider			
<u>Land</u>	500 acres	XYZ	Custom Seeding S	Services	Revise Delete	
Custom Services			-			
Equipment						
<u>Labor</u>						
<u>Management</u>	< Back Continue >					
<u>Summary</u>						
Other	BF021				<u>Back t</u>	о Тор 🔿

456 Custom Services List Page (Continued)

C Information on the Page

The Custom Services List Page provides the user with an overview of all the custom services that have been recorded for the farming operation.

This table describes the information displayed on the Custom Services List Page.

Field	Description
Number of	Displays the detailed information recorded on the Custom Services
Acres/Description	Information Page.
Name of Provider	

D Page Options

For each option that was selected on the Custom Services Page, an "Add Entry" link will be displayed on the Custom Services List Page.

This table describes the options that may be available on the Custom Services List Page.

Note: Multiple entries can be recorded for the same custom service general category if services are provided by multiple sources.

Link	Action
"Add Entry"	• Displayed for each type of custom service category selected on the Custom Services Page.
	• Advances to the Custom Services Information Page where additional information can be recorded about the type of service provided.
"Revise"	Allows the user to revise the detailed custom service information recorded for the selected entry in the summary. When this link is selected, the Custom Services Information Page will be displayed with the information recorded for that custom service entry.
"Delete"	Allows the user to delete the custom service information recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.
"Back"	Returns to the Custom Services Page.
"Continue"	Continues to the next applicable page in the interview process.

457 Custom Services Information Page

A Introduction

The Custom Service Information Page:

- will be displayed after users click "Add Entry" link on the Custom Services List Page
- allows users to:
 - record detailed information about the number of acres affected and the type of custom service provided
 - specify the custom service provider.

B Example of Custom Service Information Page

The following is an example of the Custom Service Information Page.

Business File Menu			
Welcome: Bobbie Butler	Custom Service Information		
User Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
<u>Customer</u>	BUSINESS TYPE:	Individual	
Record New Farm			
<u>Operating Plan</u>	Number of Acres/Description		
<u>Manage Customer</u>	· ·		
Individual			
General			
<u>Contributions</u>			
<u>Capital</u>		*	
Land	1	_	
Custom Services	Name of Provider		
Equipment			
<u>Labor</u>			
Management			
Summary			
<u>Summary</u>			
Other			
Remarks			
Submit Plan			
Summary	< Back Save Save &	Continue >	
<u>Validations</u>	Jare a	- Soliando -	
Record Signatures			
<u>View 902</u>	BF022	Back to Top ^	

457 Custom Services Information Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Custom Service Information Page.

Question/Field	Description
"Number of	Text field that allows users to record comments related to the number
Acres/Description"	of acres affected and a description of the service provided. Up to
	1,000 characters are allowed.
	Note: If more than 1,000 characters are recorded, then the text will
	be truncated when the information is saved.
"Name of Provider"	Text field that allows users to specify the individual or business that
	is providing the custom service. The provider does not have to be
	recorded in SCIMS. Up to 1,000 characters are allowed.
	Note: If more than 1,000 characters are recorded, then the text will
	be truncated when the information is saved.

D Page Options

The following options are available on the Custom Service Information Page.

Option	Action
"Back"	Returns to the Custom Services List Page without saving any data
	entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Custom Services List Page.

457 Custom Services Information Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action		
"Must provide	A response was not provided specifying the number of acres and		
additional information	a description of the custom service being provided. Return to the		
regarding the type of	Custom Service Information Page and record information about		
custom service being	the custom service.		
provided to the farming			
operation."	Note: Do not record any information if the producer chooses not		
	to respond to the question.		
"Must provide	A response was not provided specifying the provider of the		
additional information	custom service being provided. Return to the Custom Service		
regarding the individual	Information Page and record information about the custom		
or business providing	service.		
the custom service to			
the farming operation."	Note: Do not record any information if the producer chooses not		
	to respond to the question.		

458-460 (Reserved)

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461 General Information

A Introduction

The "Labor Contributions" portion of the interview process allows the user to record information related to:

- active personal labor
- hired labor
- other or additional labor that may be contributed to the farming operation.

The remainder of this subsection provides detailed information related to the labor contribution pages that may be displayed through the interview process.

B Description of Labor Contribution Pages

This table provides a general description of each page that may be displayed through the "Labor Contributions" portion of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Labor Types Page	Displayed if the user indicates labor was contributed to the farming operation.	Allows the user to indicate which types of labor are contributed to the farming operation.	462
Labor Contributions Page	• Displayed with fields corresponding to the types of labor specified on Labor Types Page.	• Record the active personal and hired labor contribution percentages, as applicable.	463
	• Summarizes information recorded for additional labor, if applicable.	• Select the option to record information about additional labor contributed to the farming operation, if applicable.	

461 General Information (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Additional Labor	Displayed if users click	Record information about	464
Page	"Add Additional Labor"	additional labor contributed	
	on the Labor	to the farming operation.	
	Contributions Page.		
Labor	Displayed if either of the	Specify whether the	465
Contributions in	following conditions exist:	producer contributes 1,000	
Hours Page		hours or more of active	
	• active personal labor is	labor.	
	less than 50 percent		
	• active personal labor is		
	blank		

B Description of Labor Contribution Pages (Continued)

462 Labor Types Page

A Introduction

The Labor Types Page:

- will be displayed if the user indicated labor is contributed to the farming operation on the Contributions Page
- will be displayed if users click "Labor" from the left navigation menu
- allows users to specify the types of labor that are used by the farming operation.

B Example of Labor Types Page

The following is an example of the Labor Types Page for an individual producer.

Note: The questions displayed on this page vary based on the business type for the selected customer.

Business File Menu				
Welcome: Bobbie Butler	Labor Types			
User Role: FSA	Labor Types			
	CUSTOMER INFORMATION			
Select Different	FARMING OPERATION:	Ima Farmer		
<u>Customer</u>	BUSINESS TYPE:	Individual		
Record New Farm				
<u>Operating Plan</u>	Does this individual contribute active p	ersonal labor to the farming operation?		
Manage Customer		croondridbor to the familing operation.		
	O Yes			
Individual	O No			
<u>General</u>	C No Response			
Contributions	Is any of the labor contributed to the farming operation hired?			
<u>Capital</u>				
<u>Land</u>	C Yes			
Custom Services	C No			
<u>Equipment</u>	C No Response			
<u>Labor</u>	Is any additional labor contributed to the farming operation?			
<u>Management</u>		2 .		
Summary	O Yes			
	C No			
Other	O No Response			
<u>Remarks</u>				
Submit Plan	<back save="" save<="" th=""><th>& Continue ></th></back>	& Continue >		
Summary				
Validations	BF070	Back to Top ^		

462 Labor Types Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Labor Types Page.

- **Note:** The questions displayed on this page vary based on the business type for the selected customer.
- **Example:** If the farming operation is a business, such as a corporation, the question related to active personal labor will **not** be displayed to the user when collecting contribution information for the corporation. Instead, the active personal labor question will be displayed for the "individual" stockholders of the corporation.

Question/Field	Applicable To	Description
"Does this individual	Individuals	For each question displayed, the available
contribute active		options are:
personal labor to the		
farming operation? "		• "Yes"
"Is any of the labor	Individuals	• "No"
contributed to the	• Entities	• "No Response".
farming operation	• Joint Operations	-
hired?"	Ĩ	The interview process will proceed to the:
"Is any additional	 Individuals 	
labor contributed to	• Entities	• Labor Contributions Page, if "Yes" is
the farming	• Joint Operations	selected for at least 1 question
operation?"	Ĩ	-
		• next applicable section of the interview
		process, if "No" or "No Response" is
		selected for all questions.

D Page Options

The following options are available on the Labor Types Page.

Option	Action	
"Back"	Returns to the previous page without saving any data entered.	
"Save"	Allows the user to save the information recorded without continuing	
	to the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the next applicable page in	
	the interview process.	

462 Labor Types Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Must specify	Labor was selected as a type of contribution for the entity or joint
the type of labor contributed to the farming	operation on the Contributions Page, but "No" was selected to all labor questions. Either return to the
operation."	• Contributions Page and change the response to labor contributions to "No"
	• Types of Labor Page and select 1 of the following options for each type of labor:
	• "Yes"
	• "No"
	• "No Response".
	Note: Select "No Response", if the producer chooses not to respond to the question.

463 Labor Contributions Page

A Introduction

The Labor Contributions Page:

- will be displayed if the user indicated at least 1 type of labor is contributed to the farming operation on the Labor Types Page
- only displays the fields corresponding to the types of labor selected on the Labor Types Page

Example: The user selected "Yes" indicating the producer is providing active personal labor, but selected "No" for hired and other/additional labor.

Fields will **not** be displayed related to hired or other/additional labor.

- allows users to record contribution percentages for active personal and hired labor
- allows users to record other/additional labor contributed to the farming operation
- displays information recorded for other/additional labor.

B Example of Labor Contributions Page

The following is an example of the Labor Contributions Page.

Business File Menu					
Welcome: Bobbie Butler	Labor Contributions				
User Role: FSA					
Solact Different	CUSTOMER INFORMATI	ION			
Customer	FA	RMING OPERATION:	Ima Fa	rmer	
Record New Farm		BUSINESS TYPE:	Individu	ial	
Operating Plan					
Manage Customer	Active Personal La	oor			
	Enter the percentage	e of active persona	l labor contr	ributed by th	nis individual:
Individual					
<u>General</u>	%				
Contributions					
<u>Capital</u>					
<u>Land</u>	Hired Labor Percentage				
Custom Services	Specify the percepta	an of bired labor o	ontributed t	o tho formin	a operation by the
<u>Equipment</u>	individual:				
<u>Labor</u>					
<u>Management</u>	%				
<u>Summary</u>					
Other	Additional Labor Pe	ercentage			
<u>Remarks</u>	Percentage of	Type of Labor			
Submit Dlan	Total				
Summary					
Validations	Add Additional Labor				
Record Signatures					
Viou 002	< Back Sav	e Save 8	Continue		
View 902	COOK OUT		r oomaniue v		
	BF071				Back to Top ^

C Interview Questions

This table describes the interview questions displayed on the Labor Contributions Page.

Question/Field	Description		
"Active Personal	The percentage of active personal and/or hired labor the producer		
Labor Percentage"	contributes to the farming operation. An entry is not required, but if		
"Hired Labor	entered, the following validations apply:		
Percentage"			
-	• must be greater than 0 percent.		
	• cannot be greater than 100 percent.		
	• should be entered in a whole number with up to 2 decimal places.		
	Examples: 100.00%, 25.25%, etc.		

D Page Options

The following options are available on the Labor Contributions Page.

Option	Action		
"Add Additional	Displays the Additional Labor Page where information can be recorded		
Labor"	about any labor provided to the farming operation that does not fall into		
	the category of active personal or hired labor.		
"Revise"	Allows the user to revise the detailed additional labor information		
	recorded for the selected entry in the summary. When this link is		
	selected, the Additional Labor Page will be displayed with the		
	information previously recorded.		
"Delete"	Allows the user to delete the additional labor information previously		
	recorded for the selected entry in the summary. When this link is		
	selected, a confirmation page will be displayed allowing the user to		
	confirm the information should be deleted.		
"Back"	Returns to the Labor Types Page without saving any data entered.		
"Save"	Allows the user to save the information recorded without continuing to		
	the next applicable page.		
"Save &	Saves the data recorded and continues to the next applicable page in the		
Continue"	interview process.		

E Information on the Page

If additional labor has been recorded for the farming operation, a summary of the information recorded will be displayed.

This table describes the information displayed on the Labor Contributions Page.

Field	Description	
Percentage of Total	Displays the contribution percentage attributable to the additional	
	labor recorded on the Additional Labor Page.	
Type of Labor	Displays the description of the additional labor recorded on the	
	Additional Labor Page.	

F Page Error Messages

The following error messages may be displayed on the Labor Contributions Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Active personal labor	The specified	Correct the percentage recorded to
contribution percentage	contribution	100 percent or less.
cannot be greater than 100%."	percentage entered	
"Hired labor contribution	exceeds 100 percent.	
percentage cannot be greater than 100%."		
"Active personal labor	The specified	Take 1 of following actions:
contribution percentage must	contribution	
be greater than 0%."	percentage entered	• correct the percentage recorded
"Hired labor contribution	is 0 percent.	to a value greater than 0 percent
percentage must be greater		
than 0%."		• leave the field blank if the
		producer does not want to
		provide the contribution
		percentage
		• go back to the Contributions
		Page and indicate labor is not
		contributed or indicate the
		producer does not want to
		provide a response to labor
		contributions.
"Active personal labor	Something other	Correct the value entered to a
contribution percentage must	than a numeric value	percentage.
be numeric."	was entered was	
"Hired labor contribution	entered for the	
percentage must be numeric."	specified	
	contribution	
	percentage.	~
"Contribution percentage is	Specified	Correct the percentage recorded to
limited to 2 decimal places."	contribution	2 or less decimal places.
	percentage entered	
	1s more than	
	2 decimal places.	

G Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Total labor contribution	The sum of the following information recorded for
percentage for the individual must	labor does not equal 100 percent:
equal 100%."	
	 active personal labor
	• hired labor
	• additional labor.
	If the information is recorded is incorrect, return to the
	Labor Contributions Page to add labor information
	and/or modify the existing information recorded.
"Active personal labor contribution	• If the information recorded is incorrect, return to
percentage must be entered if	the Labor Contributions Page to specify the
provided to the farming operation."	percentage of active personal and/or hired labor
"Hired labor contribution	that is contributed to the farming operation.
percentage must be entered if labor	
is hired for the farming operation."	• Answer "No" or "No Response" on the Types of
"Additional labor contribution	Labor Page, if active personal and/or hired labor is
percentage must be entered if	not contributed to the farming operation or the
additional labor is contributed to	producer chooses not to respond to the question.
the farming operation."	

A Introduction

The Additional Labor Page:

- will only be displayed after users click "Add Additional Labor" link on the Labor Contributions Page
- allows users to record:
 - the percentage of the additional labor contributed to the farming operation
 - additional information about the labor being used by the farming operation.

B Example of Additional Labor Page

The following is an example of the Additional Labor Page.

Business File Menu		
Welcome: Bobbie Butler	Additional Labor	
User Role: FSA		
Select Different	CUSTOMER INFORMATION	
Customer	FARMING OPERATION:	Ima Farmer
Record New Farm	BUSINESS TYPE:	Individual
Operating Plan		
Manage Customer	Additional Labor Percentage	
	Additional Labor Percentage	
Individual	Specify the percentage of additional lab	oor contributed to the farming operation:
<u>General</u>		
Contributions	<u>%</u>	
<u>Capital</u>	Type of Additional Labor	
<u>Land</u>	Enter the type of labor contributed to t	he farming operation:
Custom Services	Enter the type of labor contributed to t	ne familig operation.
<u>Equipment</u>		*
<u>Labor</u>		
<u>Management</u>		*
<u>Summary</u>		
	< Back Save Save 8	Continue >
Other		
<u>Remarks</u>	BF072	Back to Top ^

464 Additional Labor Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Additional Labor Page.

Question/Field	Description
"Additional	The percentage of the labor used by the farming operation that is not
Labor	active personal or hired labor. An entry is not required, but if entered,
Percentage"	the following validations apply:
	• must be greater than 0 percent.
	• cannot be greater than 100 percent.
	• should be entered in a whole number with up to 2 decimal places.
	Examples: 100.00%, 25.25%, etc.
"Enter the type of	Text field that allows users to record comments about the source of the
labor contributed	additional labor. Data is not required, but if entered, up to
to the farming	1,000 characters are allowed.
operation."	
	Note: If more than 1,000 characters are recorded, then the text will be
	truncated when the information is saved.

D Page Options

The following options are available on the Additional Labor Page.

Option	Action
"Back"	Returns to the Labor Contributions Page without saving any data
	entered.
"Save"	Allows the user to save the information recorded without continuing
	to the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Labor Contributions Page.

464 Additional Labor Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Additional Labor Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action	
"Additional type labor	The additional labor	Correct the percentage recorded to	
contribution	contribution percentage	100 percent or less.	
percentage cannot be	entered exceeds		
greater than 100%."	100 percent.		
"Additional labor	The additional labor	Take 1 of following actions:	
contribution	contribution percentage		
percentage must be	entered is 0 percent.	• correct the percentage recorded to a	
greater than 0%."		value greater than 0 percent	
		• leave the field blank if the producer	
		does not want to provide the	
		contribution percentage	
		• go back to the Equipment Page and	
		indicate owned equipment is not	
		contributed or indicate the producer	
		does not want to provide a response	
		to the owned equipment question.	
"Additional type of	Something other than a	Correct the value entered to a	
labor contribution	numeric value was	percentage.	
percentage must be	entered for the additional		
numeric."	labor contribution		
	percentage.		
"Contribution	Additional labor	Correct the percentage recorded to 2 or	
percentage is limited	contribution percentage	less decimal places.	
to 2 decimal places."	entered is more than		
	2 decimal places.		

464 Additional Labor Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action		
"Additional labor	• If the information recorded is incorrect, return to the Additional		
contribution	Labor Page to specify the percentage of additional labor that is		
percentage must be	contributed to the farming operation.		
entered if additional			
labor is contributed	• Answer "No" or "No Response" on the Types of Labor Page if		
to the farming	additional labor is not contributed to the farming operation or the		
operation."	producer chooses not to respond to the question.		
"Must specify the	A response was not provided describing the additional labor		
type of labor	contributed to the farming operation. Return to the Additional Labor		
contributed to the	Page and record information about the additional labor.		
farming operation."			
	Note: Do not record any information if the producer does not want		
	to respond to the question.		

465 Labor Contribution in Hours Page

A Introduction

The Labor Contribution in Hours page:

- allows users to specify whether at least 1,000 hours of active personal labor are contributed to the farming operation
- is only displayed according to the circumstances identified in this table.
- **Note:** The term "individual" includes individuals, LLC's, and revocable trusts using a Social Security number.

IF the farming	
operation is for	THEN the Labor Contribution Hours Page will be displayed if
an individual	 active personal labor contribution percentage is less than 50 percent
	• user indicated active personal labor is contributed to the farming operation, but the contribution percentage is blank.

465 Labor Contribution in Hours Page (Continued)

IF the farming			
operation is for	THEN the Labor Contribution Hours Page will be displayed if		
an entity with	total accumulated contributions of active personal labor for all		
members	"individual" (members) is less than 50 percent.		
a joint operation	IF the 1 st level		
	members are	THEN the 1,000 hours question is displayed	
	individuals	if active personal labor for that specific (member) is	
		less than 50 percent of the individual (member's)	
		share.	
	entities	if accumulated active personal labor for all	
		"individual" (<i>members</i>) of that embedded entity is	
		less than 50 percent of the entity's (member) share.	
	joint operations	for the 2 nd level members according to the same	
		rules for 1 st level "individual" and "entity"	
		(members).	

A Introduction (Continued)

The following examples illustrate when the 1,000 hours question is displayed.



465 Labor Contribution in Hours Page (Continued)

A Introduction (Continued)


465 Labor Contribution in Hours Page (Continued)

B Example of Labor Contribution in Hours Page

The following is an example of the Labor Contribution in Hours Page.

Business File Menu			
Welcome: Bobbie Butler	Labor Contribution in Hours		
User Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
<u>Customer</u>	BUSINESS TYPE:	Individual	
Record New Farm			
<u>Operating Plan</u>	Active Personal Labor		
Manage Customer			
	Does this individual contribute at least	1,000 hours of active personal labor to this	
Individual	farming operation?		
<u>General</u>	C		
Contributions	O Yes O No		
Capital			
Land	C No Response		
Custom Services			
- · · ·			
Equipment	< Back Save Save Save Save Save Save Save Save	& Continue >	
<u>Labor</u>			
Management	BF074	Back to Top ^	

C Interview Questions

This table describes the interview questions displayed on the Labor Contribution in Hours Page.

Question/Field	Options
"Does this individual contribute at least	Available options are:
1,000 hours of active personal labor to this	
farming operation?"	• "Yes"
"Do the (<i>member</i>) collectively contribute	• "No"
at least 1,000 hours of active personal	• "No Response".
labor to this (<i>entity/joint operation</i>)?"	1
	Note: If the producer does not want to
	respond, select "No Response".

Par. 465

465 Labor Contribution in Hours Page (Continued)

D Page Options

The following options are available on the Labor Contribution in Hours Page.

Option	Action
"Back"	Returns to the Labor Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save &	Saves the data recorded and continues to the next applicable page in the
Continue"	interview process.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action	
"Must specify	This message will be displayed if the user did not indicate whether	
whether 1,000 or	1,000 hours of active personal labor are contributed to the farming	
more hours are	operation and for an:	
contributed to the		
farming operation	• individual farm operating plan, active personal labor contribution is	
when active	less than 50 percent	
personal labor is		
less than 50%."	 entity with members, the accumulated active personal labor contribution percentage for all "individuals" (<i>members</i>) is less than 50 percent. 	
	Review the active personal labor contribution percentages recorded and take the following actions:	
	• if the contributions recorded are incorrect, return to the Labor Contribution Page for the individual or member and correct the contribution percentage	
	• return to the Labor Contribution in Hours Page to indicate whether at least 1,000 hours are contributed to the farming operation.	

A Introduction

The Additional Information for Hired Labor Page will only be displayed if **all** the following conditions apply:

- producer is leasing land from another producer and the lease is "Cash" and/or "Cash and Share"
- owned equipment contribution percentage is less than 50 percent
- active personal labor contribution percentage for the farming operation is less than 50 percent
- at least 1,000 hours of active personal labor is **not** being contributed to the farming operation.

The Additional Information for Hired Labor Page allows users to specify whether:

- leased equipment and hired labor are contributed by the same individual/business
- if separate contracts exist for the labor and equipment.

B Example of Additional Information For Hired Labor Page

The following is an example of the Additional Information For Hired Labor Page.

Business File Menu			
Welcome: Bobbie Butler	Additional Information For Hired Labor		
User Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION: Ima Farmer		
Customer	BUSINESS TYPE: Individual		
Record New Farm			
<u>Operating Plan</u>	Is the additional equipment used for this farming operation provided by the same		
<u>Manage Customer</u>	individual or entity that was hired for labor?		
Terdisidasel			
Individual	O Yes		
<u>General</u>	C No		
Contributions	C No Response		
Capital	Do constate contracts exist for the bired labor and equipment?		
Land	Do separate contracts exist for the nired labor and equipment?		
Custom Services	O Yes		
Factor and	C No		
Equipment	O No Response		
<u>Labor</u>	< No Response		
<u>Management</u>			
<u>Summary</u>	< Back Save Save & Continue >		
Other	BF309 Back to Top ^		
<u>Remarks</u>			

466 Additional Information for Hired Labor Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Additional Information for Hired Labor Page.

Question/Field	Description
"Is the additional equipment used for this	Available options are:
farming operation provided by the same	
individual or entity that was hired for labor?"	• "Yes"
"Do separate contracts exist for the hired labor	• "No"
and equipment?"	• "No Response".
Note: Question is only displayed if the answer to the previous question is "Yes".	Note: If the producer does not want to respond, select "No Response".

D Page Options

The following options are available on the Additional Information for Hired Labor Page.

Option	Action	
"Back"	Returns to the Labor Contribution in Hours Page without saving any	
	data entered.	
"Save"	Allows the user to save the information recorded without continuing	
	to the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the next applicable page in	
	the interview process.	

466 Additional Information for Hired Labor Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was not provided indicating whether	If the information recorded is
equipment and labor is being provided by the same	incorrect, return to the Additional
individual."	Information for Hired Labor Page
"A response was not provided indicating whether	to respond to the applicable
separate contracts exist for the hired labor and	questions.
equipment."	

467-470 (Reserved)

471 General Information

A Introduction

The "Management Contributions" portion of the interview process allows the user to record information related to:

- active personal management
- hired management
- other or additional management that may be contributed to the farming operation.

The remainder of this subsection provides detailed information related to the management contributions pages that may be displayed through the interview process.

B Description of Management Contribution Pages

This table provides a general description of each page that may be displayed through the "Management Contributions" portion of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph.
Management Types Page	Displayed if the user indicates management is contributed to the farming operation.	Allows the user to indicate which types of management are contributed to the farming operation.	472
Management Contributions Page	 Displayed with fields corresponding to the types of management specified on Management Types Page. Summarizes information recorded for additional management, if applicable. 	 Record the active personal and hired management contribution percentages, as applicable Select the option to record information about additional management contributed to the farming operation, if applicable. 	473
Additional Management Page	Displayed if users click "Add Additional Management" on the Management Contributions Page.	Record information about additional management contributed to the farming operation.	474

472 Management Types Page

A Introduction

The Management Types Page:

- will be displayed if the user indicated management is contributed to the farming operation on the Contributions Page
- will be displayed if users click "Management" from the left navigation menu
- allows users to specify the types of management that are used by the farming operation.

B Example of Management Types Page

The following is an example of the Management Types Page for an individual producer.

Note: The questions displayed on this page vary based on the business type for the selected customer.

Business File Menu			
Welcome: Bobbie Butler	Management Types		
User Role: FSA	management Typee		
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
Customer	BUSINESS TYPE:	Individual	
Record New Farm		Individual	
Operating Plan	Doos this individual contribute active pr	reappl management to the farming eneration?	
Manage Customer	Does this individual contribute active pe	ersonal management to the farming operation?	
	O Yes		
Individual	O No		
<u>General</u>			
Contributions			
Canital	Is any of the management contributed to the farming operation hired?		
Land	6		
Lano	C Yes		
Custom Services	O No		
<u>Equipment</u>	C No Response		
<u>Labor</u>	Is any additional management contributed to the farming operation?		
Management	is any additional management contributed to the familing operation.		
Summary	O Yes		
<u>Samuary</u>	O No		
Other	C No Response		
Remarks	·		
<u>Incenterito</u>			
Submit Plan	<back 8<="" save="" th=""><th>& Continue ></th></back>	& Continue >	
Summary			
<u>Validations</u>	BF080	Back to Top ^	

472 Management Types Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Management Types Page.

Note: The questions displayed on this page vary based on the business type for the selected customer.

Question/Field	Applicable To	Description
"Does this individual	Individuals	For each question displayed, the available
contribute active personal		options are:
management to the		
farming operation?"		• "Yes"
"Is any of the	Individuals	• "No"
management contributed	• Entities	• "No Response".
to the farming operation	• Joint Operations	_
hired?"	-	The interview process will proceed to:
"Is any additional	Individuals	
management contributed	• Entities	• Management Contributions Page, if
to the farming	• Joint Operations	"Yes" is selected for at least 1 question
operation?"	_	
		• Farming Operation Summary Page, if
		"No" or "No Response" is selected for
		all questions.

D Page Options

The following options are available on the Management Types Page.

Option	Action
"Back"	Returns to the previous page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing
	to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in
	the interview process.

472 Management Types Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Must specify the	Management was selected as a type of contribution for the entity or
type of management	joint operation on the Contributions Page, but "No" was selected to
contributed to the	all management questions. Either return to the:
farming operation."	
	• Contributions Page and change the response to management contributions to "No"
	• Types of Management Page and select 1 of the following options for each type of management:
	• "Yes"
	• "No"
	• "No Response".
	Note: If the producer does not want to respond, select "No Response".

473 Management Contributions Page

A Introduction

The Management Contributions Page:

- will be displayed if the user indicated at least 1 type of management is contributed to the farming operation on the Management Types Page
- only displays the fields corresponding to the types of management selected on the Management Types Page

Example: The user selected "Yes" indicating the producer is providing active personal management, but selected "No" for hired and other/additional management.

Fields will **not** be displayed related to hired or other/additional management.

- allows users to record contribution percentages for active personal and hired management
- allows users to record other/additional management contributed to the farming operation
- displays information recorded for other/additional management.

B Example of Management Contributions Page

The following is an example of the Management Contributions Page.

Business File Menu					
Welcome: Bobbie Butler	Manageme	nt Contribu	tions		
User Role: FSA	5				
a 1 a'''	CUSTOMER INFORMAT	ION			
Select Different	FA	RMING OPERATION:	Ima Farm	ier	
<u>customer</u>		BUSINESS TYPE:	Individual		
<u>Record New Farm</u> Operating Plan					
Manage Customer	Active Personal Ma	anagement			
	Enter the individual	's active personal m	anagement co	ntribution percentage:	
Individual					
<u>General</u>	%				
Contributions	What type of active	management duties	are performe	d by this individual?	
<u>Capital</u>	mat type of delive	management addee	are performe	a by chib marriadan	
Land				A	
Custom Services					
Equipment					
<u>Labor</u>				v	
<u>Management</u>					
Summary					
	Hired Management	t			
Other					
<u>Remarks</u>	Enter the hired mana	agement contributio	n percentage:		
Outout Dise	%				
Submit Pidn					
<u>Summary</u>	What type of hired r	management duties	are performed	by this individual?	
<u>Record Signatures</u>					
<u>View 902</u>					
				~	
	Additional Manage	ment			
	Percentage of Total	Type of Manager	nent		
	Add Additional Mana	gement			
	< Back Sav	ve Save &	Continue >		
	BF081			Bac	k to Top 个

C Interview Questions

This table describes the interview questions displayed on the Management Contributions Page.

Question/Field	Description	
"Active	The percentage of active personal and/or hired management the producer	
Personal	contributes to the farming operation. An entry is not required, but if	
Management	entered, the following validations apply:	
Percentage"		
"Hired	• must be greater than 0 percent.	
Management	• cannot be greater than 100 percent.	
Percentage"	• should be entered in a whole number with up to 2 decimal places.	
	Examples: 100.00%, 25.25%, etc.	
"Type of Duties	Text field that allows users to record comments about the types of	
Performed"	management duties performed for each type of management provided.	
	Data is not required, but if entered, up to 1,000 characters are allowed.	
	Note: If more than 1,000 characters are recorded, then the text will be	
	truncated when the information is saved.	

D Page Options

The following options are available on the Management Contributions Page.

Option	Action
"Add	Displays the Additional Management Page where information can be
Additional	recorded about any management provided to the farming operation that
Management"	does not fall into the category of active personal or hired management.
"Revise"	Allows the user to revise the detailed additional management information
	recorded for the selected entry in the summary. When this link is selected,
	the Additional Management Page will be displayed with the information
	previously recorded.
"Delete"	Allows the user to delete the additional management information
	previously recorded for the selected entry in the summary. When this link
	is selected, a confirmation page will be displayed allowing the user to
	confirm the information should be deleted.
"Back"	Returns to the Management Types Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the
	next applicable page.
"Save &	Saves the data recorded and continues to the next applicable page in the
Continue"	interview process.

E Information on the Page

If additional management has been recorded for the farming operation, a summary of the information recorded will be displayed.

This table describes the information displayed on the Management Contributions Page.

Field	Description
Percentage of Total	Displays the contribution percentage attributable to the additional
	management recorded on the Additional Management Page.
Type of	Displays the description of the additional management recorded on
Management	the Additional Management Page.

F Page Error Messages

The following error messages may be displayed on the Management Contributions Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Active personal management	The specified	Correct the percentage recorded to
contribution percentage cannot	contribution	100 percent or less.
be greater than 100%."	percentage entered	
"Hired management	exceeds	
contribution percentage cannot	100 percent.	
be greater than 100%."		
Active personal management	The specified	Take 1 of following actions:
contribution percentage must	contribution	
be greater than 0%.	percentage entered	• correct the percentage recorded to
Hired management contribution	1s 0 percent.	a value greater than 0 percent
percentage must be greater		• leave the field blank if the
than 0%.		• leave the field blank if the
		producer does not want to
		provide the contribution
		percentage
		• go back to the Contributions Page
		and indicate management is not
		contributed or indicate the
		producer does not want to
		provide a response to
		management contributions
Active personal management	Something other	Correct the value entered to a
contribution percentage must	than a numeric	percentage
be numeric	value was entered	percentage.
Hired management contribution	was entered for the	
percentage must be numeric.	specified	
r · · · · · · · · · · · · · · · · · · ·	contribution	
	percentage.	
Contribution percentage is	Specified	Correct the percentage recorded to
limited to 2 decimal places.	contribution	2 or less decimal places.
-	percentage entered	-
	is more than	
	2 decimal places.	

G Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Total management contribution percentage for the individual must equal	The sum of the following information recorded for management does not equal 100 percent:
100%."	active personal managementhired managementadditional management.
	If the information is recorded is incorrect, return to the Management Contributions Page to add management information and/or modify the existing information recorded.
"Active personal management contribution percentage must be entered if provided to the farming operation."	• If the information recorded is incorrect, return to the Management Contributions Page to specify the percentage of active personal and/or hired management that is contributed to the farming operation.
"A response was entered indicating that hired management is contributed to the farming operation; however, the contribution percentage was not entered."	• Answer "No" or "No Response" on the Management Types Page if active personal and/or hired management is not contributed to the farming operation or the producer chooses not to respond to the question.
"Must specify the type of duties performed for active personal management." "Must specify the type of duties performed for hired	Text field that allows users to specify the types of active personal and/or hired management duties performed. Data is not required, but if entered, up to 1,000 characters are allowed.
management."	text will be truncated when the information is saved.

A Introduction

The Additional Management Page:

- will only be displayed if the user indicated that management other than active personal and/or hired management is contributed to the farming operation on the Management Contributions Page
- allows users to:
 - record the percentage of the additional management contributed to the farming operation
 - record additional information about the management being used by the farming operation.

B Example of Additional Management Page

The following is an example of the Additional Management Page.

Business File Menu			
Welcome: Bobbie Butler	Additional Management		
User Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
Customer	BUSINESS TYPE:	Individual	
Record New Farm			
<u>Operating Plan</u>	Additional Management Percentage		
<u>Manage Customer</u>	3		
	Specify the percentage of additional ma	nagement contributed to the farming	
Individual	operation:		
<u>General</u>			
Contributions	%		
<u>Capital</u>	What type of additional management du	ities are performed by this individual?	
<u>Land</u>			
Custom Services		<u> </u>	
<u>Equipment</u>			
<u>Labor</u>		v	
<u>Management</u>			
Summary	< Back Save Save &	Continue >	
	BEORD	Barline Tee A	
Other	DFU02	Back to Top **	

474 Additional Management Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Additional Management Page.

Question/Field	Description
"Additional	The percentage of the management used by the farming operation that is
Management	not active personal or hired management. An entry is not required, but
Percentage"	if entered, the following validations apply:
	 must be greater than 0 percent. cannot be greater than 100 percent. should be entered in a whole number with up to 2 decimal places. Examples: 100.00%, 25.25%, etc.
"What type of	Text field that allows users to record comments about the source of the
additional	additional management. Data is not required, but if entered, up to 1,000
management	characters are allowed.
duties are	
performed by this	Note: If more than 1,000 characters are recorded, then the text will be
individual?"	truncated when the information is saved.

D Page Options

The following options are available on the Additional Management Page.

Option	Action
"Back"	Returns to the Management Contributions Page without saving any
	data entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Management Contributions
	Page.

474 Additional Management Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Additional Management Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Additional	The additional	Correct the percentage recorded to
management	management	100 percent or less.
contribution	contribution percentage	
percentage cannot be	entered exceeds 100	
greater than 100%."	percent.	
"Additional	The additional	Take 1 of following actions:
management	management	
contribution	contribution percentage	• correct the percentage recorded to a
percentage must be	entered is 0 percent.	value greater than 0 percent
greater than 0%."		
		• leave the field blank if the producer
		does not want to provide the
		contribution percentage
		• go back to the Contributions Page and
		indicate management is not
		contributed or indicate the producer
		does not want to provide a response
		to the management question.
"Additional	Something other than a	Correct the value entered to a percentage.
management	numeric value was	
contribution	entered for the	
percentage must be	additional management	
numeric."	contribution percentage.	
"Contribution	Additional management	Correct the percentage recorded to 2 or
percentage is limited	contribution percentage	less decimal places.
to 2 decimal places."	entered is more than	
	2 decimal places.	

474 Additional Management Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action	
"A response was entered indicating that additional management is contributed to the farming operation;	• If the information recorded is incorrect, return to the Additional Management Page to specify the percentage of additional management that is contributed to the farming operation.	
however, the contribution percentage was not entered."	• Answer "No" or "No Response" on the Management Types Page if additional management is not contributed to the farming operation or the producer chooses not to respond to the question.	
"Must specify the type of duties performed for additional management."	A response was not provided describing the duties performed through the additional management. Return to the Additional Management Page and record information about the duties performed.	
	Note: Do not record any information if the producer chooses not to respond to the question.	

475-500 (Reserved)

Subsection 8 Finalizing Farm Operating Plans

501 Other Pages Presented For Completing the Interview

A Introduction

After all the questions have been displayed based on the contributions selected on the Contributions Page, various pages are displayed to the user to complete the interview including:

- Farm Operation Summary Page
- Remarks Page
- validation process (paragraph 502)
- Signature Verification Page (paragraph 503).

B Farming Operation Plan Summary Page

The Farming Operation Plan Summary Page will be displayed:

- after the last applicable contribution question has been answered based on the options selected on the Contribution Page
- if users click "Summary" link from the left Navigation Menu.

This page allows the user to:

- review the information recorded for all contribution sections of the interview
- navigates back to the applicable section of the interview to record additional information or revise incorrect information.

501 Other Pages Presented For Completing the Interview (Continued)

C Remarks Page

The following is an example of the Remarks Page.

Business File Menu			
Welcome: Tracey Smith	Remarks		
Jser Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
Customer Docord Now Earm	BUSINESS TYPE:	Individual	
<u>Operating Plan</u> Manage Customer	Additional remarks pertaining to the farmi	ng operation.	
Individual			*
<u>General</u>			
Contributions			
<u>Capital</u>			Ŧ
Land			
Custom Services	(Deals Dears D		
Equipment	< Back Save Save &	continue >	
Labor	BF220		Back to Top ^

The Remarks Page will be displayed:

- after users click "Continue" on the Farm Operation Plan Summary Page
- if users click "Remarks" link from the left Navigation Menu.

This page allows the user to record any other pertinent remarks about the farming operation, if applicable.

If CCC-902 is being filed for a program that does **not** require an "actively engaged in farming" or cash-rent tenant determination, then this field can be used to indicate the reason the farm operating plan is being filed.

Example: Filed for Disaster program purposes only.

The following options are available on the Remarks Page.

Option	Action
"Back"	Returns to the Previous page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the End Of Interview Page.

502 End Of Interview Page Validation Process

A Introduction

The End of Interview Page:

- will be displayed after the user continues from the Remarks Page
- allows the user to validate the farm operating plan
- allows the user to exit.

B Example of End Of Interview Page

The following is an example of the End Of Interview Page.

Business File Menu			
Welcome: Tracey Smith	End Of Interview		
USER KOIE: FSA	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
<u>Customer</u>	BUSINESS TYPE:	Individual	
Record New Farm			
<u>Operating Plan</u>	The interview has been served		
Manage Customer	The interview has been comple	eted.	
Individual	The Farm Operating Plan Summary may b	be viewed to verify the information you have	
General	entered so far.		
Contributions			
c 1 l	The farm operating plan will be validated by the system to find any errors that may		
<u>Capital</u>	exist in the current plan so they may be	fixed before submission.	
<u>Land</u>			
Custom Services	The farm operating plan has been saved	and may be left as a draft for 90 calendar	
Fauipment	days if the plan is incomplete or if you b	elieve there will be additional changes in the	
Labor	near future.	2	
Labor			
<u>Management</u>			
<u>Summary</u>			
	< Back Validate Farm On	erating Plan > Evit Plan	
Other			
<u>Remarks</u>	BF302	Back to Top <u>^</u>	

C Page Options

The following options are available on the End Of Interview Page.

Option	Action	
"Back"	Returns to the Remarks Page.	
"Validate Farm	Validates the data recorded for all contributions to determine if	
Operating Plan"	potential errors exist or information may have been omitted.	
"Exit Plan"	Ends the process and returns to the Customer Page.	

502 End Of Interview Page Validation Process (Continued)

D Example of Validations Page

The following is an example of the Validations Page.

Business File Menu				
Welcome: Tracey Smith	Validations			
User Role: FSA				
	CUST	OMER INFORMATION		
Select Different		FARMING OPERATION:	Ima Farmer	
		BUSINESS TYPE:	Individual	
<u>Record New Farm</u> Operating Plan				
Manage Customer	Below	is a table of the validation messag	es for this farm operating plan.	
Individual	No.	Validation Message		
<u>General</u>	1.	The total contributions for equipm	ent that is owned, leased from, and any	
Contributions		additional equipment exceeds 100	%.	
Capital	2.	Total labor contribution percentag	e for the individual must equal 100%.	
Land	3. Total management contribution percentage for the individual must equal			
 Custom Services		100%.		
Equipmont				
<u>equipment</u>				
<u>Labor</u>	< Ba	ack Continue > Exit Pl	an	
<u>Management</u>				
Summary	BF310		Back to Top ^	

E Handling Validation Error Messages

The validation error messages are informational and intended to identify potential problematic conditions. Farm operating plans can be filed if the producer chooses **not** to answer the applicable question.

Based on the error messages displayed, County Offices shall:

- work with producers to ensure that all questions are answered accurately based on the information provided by the producer
- **not** insist or imply that failure to provide the information will result in an adverse determination if the information is **not** provided
- **not** record information in the Business File software if the producer has **not** provided the information.

503 Signature Verification Page

A Introduction

The Signature Verification Page will be displayed if users:

- click "Continue" from Validation Error Message Page
- click "Record Signatures" link from the left Navigation Menu
- click "**Record Signatures**" link from the Customer Page for the applicable version of CCC-902.

B Example of Signatures Verification Page

The following is an example of the Signatures Verification Page.

Business File Menu			
Welcome: Bobbie Butler	Signatures Verification		
User Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Ima Farmer	
Customer	BUSINESS TYPE:	Individual	
Record New Farm			
Operating Plan	Has a valid signature been obtained from	n the producer?	
<u>Manage Customer</u>	-		
	C Yes		
Individual	C No		
<u>General</u>	Enter the data the Form Organiza Dian was field in the comiles contain		
<u>Contributions</u>	Enter the date the Farm Operating Plan	was med in the service center.	
<u>Capital</u>	0.		
<u>Land</u>			
Custom Services			
Fauinment			
Labor	Enter the determination date:		
	(max) (
<u>Management</u>	0.*		
<u>Summary</u>			
Other	< Back Save Save 8	Continue >	
<u>Remarks</u>			
	BF323		Back to Top ^
Submit Plan			

503 Signature Verification Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Signature Verification Page.

Question/Field	Description
"Has a valid	Available options are:
signature been	
obtained from	• "Yes"
the producer?"	• "No".
	See 1-CM, Part 25 for additional information on signature authority.
"Enter the date	Field is only accessible after "Yes" has been selected indicating CCC-902
the farm	has valid signatures.
operating plan	
was filed in the	The farm operating plan is considered "filed" when CCC-902 is received
service center."	in the County Office and all valid signatures have been obtained. The date
	the farm operating plan is filed is the later of the date:
	 last signature was obtained from the required signatories
	 documentation was actually received in an FSA County Office
	If the manual CCC-902 was revised with pen and ink changes for changes
	to the CCC-902 for contributions other than land, the date the revisions
	were made should be considered the producer signature date.
	Note: If the pen and ink changes were for land only, the original
	producer signature date remains effective.
	The date recorded cannot be:
	• earlier than October 1, 2008
	later than the current date.

503 Signature Verification Page (Continued)

C Interview Questions (Continued)

Question/Field	Description			
"Enter the	The date COC or an authorized representative:			
determination				
date."	• completed the applicable determinations for CCC-902			
	• affirmed the original determinations continue to be effective after CCC-902 was revised.			
	Notes: If the changes are for land only, then the original COC determination date remains effective.			
	If CCC-901 was filed, do not enter COC determination date, because no determination was made by COC.			
	The date recorded cannot be:			
	• earlier than the date the farm operating plan was filed			
	• later than the current date.			

D Page Options

The following options are available on the Signature Verification Page.

Option	Action	
"Back"	Returns to the Validations Page without saving any data entered.	
"Save"	Allows the user to save the information recorded without continuing to	
	the next applicable page.	
"Save & Continue"	Saves the data recorded, exits the process, and returns to the Customer	
	Page.	

503 Signature Verification Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Signature Verification Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Date cannot be	A date later than today's date	Correct the applicable date.
later than today's	was entered for either:	
date."		
	• date CCC-902 was filed	
	• COC determination date.	
"Date must be later	The date CCC-902 was filed	The CCC-902 was not applicable
than	is earlier than	before October 1, 2008.
October 1, 2008."	October 1, 2008.	
		Correct the date CCC-902 was filed in
		the County Office.
"Invalid date."	An invalid date was entered.	Date format is either of the following:
		• mm/dd/yyyy
		• mmddyyyy.
		Users can also select the date using the
		calendar icon.
"Date cannot be	COC determination date is	COC determination date cannot be
earlier than the date	earlier than the date	earlier than the date CCC-902 is filed.
the documentation	CCC-902 was filed.	
was filed."		Correct the applicable date.

504-520 (Reserved)

Subsection 9 Recording Information for Members of Entities and Joint Operations

521 General Information

A Introduction

The members and their contribution information are collected after all contributions have been recorded for the parent entity. If the farming operation is an entity with members, then the Select (*Member*) Page will be displayed when:

- "continue" is selected on the Farming Operation Summary Page
- "Select (*Member*)" is selected from the left navigation menu.

Entities with members include the following business types:

- corporations
- estates
- individuals operating as small businesses
- irrevocable trusts
- limited partnerships
- LLC's
- revocable trusts.

Joint operations include the following business types:

- general partnership
- joint venture.
- **Note:** Users shall only record the grantor or grantors of revocable trusts when recording member data for the farming operation. If the beneficiaries are providing contribution inputs, those contributions should be recorded as "additional" for the revocable trust.

The remainder of this subsection provides detailed information related to the collecting member information and pages that may be displayed through the interview process.

521 General Information (Continued)

B Description of Member Contribution Pages for Members of Entities

This table provides a general description of the Select (*Member*) Page that may be displayed through the "Member Contribution" portion of the interview process for members of entities. See paragraph 522 for a complete description of the options available.

Name of Page	Description of Page		Data Recorded/Options
Select (<i>Member</i>) Page	This page is the primary page for adding or deleting members in the	•	Add or view (<i>members</i>) of the farming operation along with the ownership shares recorded.
	farming operation.	•	Select a specific member to add or modify share or contribution information.

A Introduction

The Select (*Member*) Page is the primary page for adding or deleting members in the farming operation. This page:

- is organized into 3 sections
- is organized in a "tree" structure that allows the organizational structure to be expanded or collapsed, as needed, by the user
- lists all members associated with the farming operation
- allows members to be added, modified, or deleted to/from the farming operation.

B Example of Page

The following is an example of the Select (Member) Page.



C Information on the Page

The Select (*Member*) Page is divided into 3 sections. This table describes the information available on the page, based on the example in subparagraph B.

Warning: The most important aspect of recording member information correctly is to ensure that the correct producer, embedded entity, or member is selected before proceeding.

Section	Description
1	Lists all the members that have been added to the farming operation.
	• The members are displayed in a "tree" structure with each member level indented slightly.
	• A plus (+) or minus (-) is provided for the payment entity and embedded entities, if applicable, that allows the user to expand or collapse the information for display.
	• Following the name of the producer/member is the last 4 digits of TIN and the shares recorded.
	The "shares display left" option allows users to display the producer/member information by share, producer name, and last 4 digits of TIN.
	CLICK " checkbox " to change the display.
2	Provides information about the selected producer or member in section 1. The producer or member name that is highlighted in section 1 will be listed along with their share in the operation.
	This information is helpful in determining the overall shares that have been recorded for the parent entity or an embedded entity.
	Example: Using the example in subparagraph B, before members Any C Producer and Any D Estate are added to the organizational structure, the information in section 2 would be listed as follows:
	• 66 percent for Any Family Partnership; because members have not yet been added for Any Z Corporation, the total ownership share recorded is only 66 percent
	• 0 percent for Any Z Corporation because there are no members.

C Information on the Page (Continued)

Section	Description			
2	As members are added to the organizational structure, the shares for entities and			
(Cntd)	joint operations change to reflect each change. To determine the shares recorded			
	for the parent and embedded entities, click the producer name listed in section 1.			
	In the example	the example in subparagraph B, Any Family Partnership is selected, as		
	indicated, by t	licated, by the name in section 2 and 100 percent of the shares have been		
	recorded.			
3	Provides the options available for the selected producer/member. The options change based on the actions that can be taken for the selected customer. The			
	following provides the options available.			
	FOR THEN the			
	the parent only option available is to "Add (<i>Member</i>)".			
	entity			
		Click this option to c	lisplay the SCIMS Search Page and select the	
	member to be added.			
	an	tollowing options are available:		
	"individual"	Option	Action	
	member	"Delete"	Select to delete the member from the	
			organizational structure.	
		"Edit Share/	Select to edit the member's share or signature	
		Signature"	authority.	
		"Edit Contribution"	Select to modify contribution information.	
	an embedded	following options are available:		
	entity	Option	Action	
		"Delete"	Select to delete the member from the	
			organizational structure.	
		"Edit Share"	Select to edit the embedded entity's share.	
		"Add (Member)"	Select to display the SCIMS Search Page and	
			select the member to be added to the	
			embedded entity.	
		"Edit	Select to modify the contribution information	
		Contributions?	for an amhaddad antity of a joint anomation	

D Page Options

The following options are available on the Select (Member) Page.

Option	Action		
"Back"	Returns to the Farm Operation Summary Page.		
"Continue"	Allows the user to continue to the next applicable page.		
	Note: This option should be taken after all (<i>members</i>) have been added to the operation.		

523 (*Member's*) General Information Page

A Introduction

The (*Member's*) General Information Page:

- will be displayed after the user selects a (*member*) from SCIMS to be added to the farming operation
- allows for the (*member's*) share in the farming operation to be recorded
- allows for the (*member's*) family member relationship to be recorded, if applicable
- displays the (*member's*) citizenship status based on the information recorded in Business Partner, if applicable
- displays the (*member's*) minor status based on the information recorded in Business Partner.

The information displayed on the page varies depending on the type of member being added to the farming operation.
B Example of Page

The following is an example of the (*Member's*) General Information Page. *--

Business File Menu Welcome: TRACEY	Stockholderle Con		
SMITH	Stockholder's Gene	eral information	
User Role: FSA	CUSTOMER INFORMATION		
Coloct Different	FARMING OPERATION:	FARMERS CORPORATION	
<u>Customer</u>	BUSINESS TYPE:	Corporation	
Record New Farm	STOCKHOLDER:	JAMES FARMER	
Operating Plan	BUSINESS TYPE:	Individual	
<u>Manage Customer</u>			
Corporation	Share		
Seeking Benefits	Enter this stockholder's share of th	e corporation.	
General			
Contributions	%		
Capital			
Land	Family Member Relationship		
Custom Services	If this stockholder is related to other stockholders of the corporation, select		
Equipment	relationship.		
<u>Labor</u>			
<u>Management</u>			
<u>Summary</u>	Is this stockholder a U.S. citizen or alien lawfully admitted into the U.S.?		
	Yes - The stockholder is a United S	states citizen or a legal resident alien.	
Stockholder	Will this stackholder be 19 years	of age by June 1 of the surrent program year?	
Select Stockholder	Yes - The stockholder is or will be	18 years of age by the applicable status date.	
Other			
<u>Remarks</u>	Read Current Information from SCI	<u>MS</u>	
Output to Disc			
Submit Plan			
<u>Summary</u> Validations	< Back Save Save	& Continue >	
Valuations Decord Signatures			
View 902	BF110	Back to Top ^	

C Interview Questions

This table describes the interview questions displayed on the (Member's) General Information Page.

Question/Field	Description		
"Enter this (member's)	Record the member's direct ownership share in the specified		
share of the (entity/joint	entity/joint operation. The following validations apply to the		
operation)."	share entered:		
	• an entry is required		
	• must be greater than 0 percent		
	• cannot be greater than 100 percent		
	• percentage shall be entered in a percentage with up to 4 decimal places.		
	Examples: 100%, 25.25%, 66.6667%, etc.		
"If this (<i>member</i>) is	*The drop-down list that allows users to select the family		
related to other	member relationship of the member. A selection is not required.		
(<i>members</i>) of the			
(<i>entity/joint operation</i>), specify relationship."	The following is a list of valid family relationships:		
F.	• child		
	• grandchild		
	• grandparent		
	• great grandchild		
	• great grandparent		
	• parent		
	• sibling		
	• spouse*		
	Note: Field is not displayed if the member is an entity or joint operation.		
"Designate (name of	Question is only displayed when adding partners of limited		
<i>member's</i>) liability	partnerships. Available options are:		
status for (<i>name of</i>			
limited partnership)."	• "General Partner"		
	"Limited Partner"		
	• "General and Limited Partner".		

D Information on the Page

The (*Member's*) General Information Page displays information that is currently recorded in Business Partner. Information displayed on this page **cannot** be corrected through the Business File software. If the information is incorrect, County Office users shall access Business Partner to update the incorrect information.

This table describes the information displayed on the (*Member's*) General Information Page and how the information is derived from Business Partner.

Question/Field	Description		
"Is this	This information is derived from the Business Partner "Resident Alien"		
(<i>member</i>) a	field.		
U.S. citizen or	IF the Business Partner		
alien lawfully	"Resident Alien" field is set		
admitted into the	to	THEN message	
U.S.?"	"N/A" or "Yes"	"Yes - The (member) is a United	
		States citizen or a legal resident alien." will be displayed.	
	"No"	"No - The (<i>member</i>) is a United States	
		citizen or a legal resident alien." will	
		be displayed.	
"Will this	This information is derived from the birth date field in Business Partner.		
(<i>member</i>) be			
18 years of age	If a birth date has been entered in Business Partner for the selected		
by June 1 of the	producer or member, the system computes the producer/member's age.		
current program year?"	The system displays the following messages based on the computation.		
5	Note: If a birth date has not been recorded for the selected		
	producer/member, then the producer/member will be considered		
	an adult.		
	IF the computed age is	THEN message	
	18 before the status date of	"Yes - The (member) is or will be 18 years	
	the selected subsidiary year	of age by the applicable status date." will	
		be displayed.	
	not 18 by the status date of	"No - The (member) will not be 18 years of	
	the selected subsidiary year	age by the applicable status date." will be	
		displayed.	

Note: This information is not displayed if the member is an entity or joint operation.

D Information on the Page (Continued)

Question/Field	Description
"Parents/Guardians	Name and last 4 digits of TIN of the parent/guardian for the selected
Name"	customer retrieved from Business Partner.
"Parents/Guardians	
Tax ID"	Note: If the information is incorrect, County Office users shall
	access Business Partner to update the incorrect information.

E Page Options

The following options are available on the General Information Page.

Option	Action	
"Back"	Returns to the Select (Member) Page without saving any data	
	entered.	
"Save"	Allows the user to save the information recorded without	
	continuing to the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the next applicable	
	page in the interview process.	
"Read Current Information	Refreshes the page with the current information from SCIMS.	
from SCIMS"		
"Read Current Information	Refreshes the page with the current information from	
from Fiduciary"	Business Partner.	

F Page Error Messages

The following error message may be displayed on the (*Member's*) General Information Page if the data recorded does **not** meet the applicable validations. Users **must** correct this condition before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Partner share	The farming operation or embedded entity is	Correct the share
cannot be 100%."	a limited partnership, general partnership, or	according to the
	joint venture, and the user entered a	(member's) ownership
	100 percent share for the selected (<i>member</i>).	interest in the entity or
		joint operation.
	A (member) in a limited partnership or joint	
	operation cannot be the sole (<i>member</i>) in	
	the partnership.	
"(<i>Member's</i>) share	Something other than a numeric value was	Correct the value entered
must be numeric."	entered.	to a percentage.
"(<i>Member's</i>) share	Share percentage entered exceeds	Correct the percentage
cannot be greater	100 percent.	recorded to 100 percent
than 100%."		or lower.
"(<i>Member's</i>) share	Share percentage entered is 0 percent.	Take either of the
cannot be 0%."		following actions:
"(<i>Member's</i>) share	Share percentage was not entered.	
must be entered		• correct the
for (members) of		percentage recorded
the business."		to a value greater
		than 0 percent
		• go back to (m <i>ember</i>)
		list pages, because
		(member) was not
		added.
"(<i>Member's</i>) share	Share percentage entered is more than	Correct the percentage
must contain a	4 decimal places.	recorded to 4 or less
maximum of		decimal places.
4 decimal places."		-

G Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action	
"Parent/guardian	The selected producer is considered a minor based on the birth	
information is required	date information recording in SCIMS; however, parent/guardian	
for producers that are	information has not been recorded in the Business Partner.	
not 18 years of age by		
June 1 of the applicable	Access the Business Partner to record the minor's parent/guardian	
program year."	information.	
	Note: See 1-CM, 4-PL, and/or 5-PL for additional information	
	on which parents/guardians should be recorded in the	
	Business Partner.	
"At least one general	User did not indicate whether 1 or more of the partners is a	
partner and at least one	general or limited partner. Select 1 of the following options:	
limited partner must be		
designated for limited	"General Partner"	
partnerships."	"Limited Partner"	
	• "General and Limited Partner".	
"Must select at least	The farming operation or embedded entity is a joint operation and	
2 (members) for (joint	only 1 member has been recorded.	
operation)."		
	Return to the Select Partner Page and add the additional partners.	
"The total shares for all	The total shares recorded for (<i>members</i>) with an ownership	
(<i>members</i>) must equal	interest in the farming operation do not equal 100 percent.	
100%."		
	Return to the Select Partner Page to add additional (members),	
	delete (<i>members</i>), or correct the shares recorded, as applicable.	

A Introduction

The Minor General Information Page will be displayed:

- if the selected member is an "individual" under 18 years of age as described in subparagraph 523 D
- when users click "Save & Continue", after continuing from the (*Member's*) General Information Page.

This page allows users to answer a series of questions so COC can determine if the minor can be considered separate from their parent and/or guardian.

B Example of Page

The following is an example of the Minor General Information Page.

Welcome: Tracey Smith	Minor General Information		
USER KOIE: FSA	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Farmers Corporation	
<u>Customer</u>	BUSINESS TYPE:	Corporation	
Record New Farm	STOCKHOLDER:	lamers Farmer 1r	
<u>Operating Pian</u> Manago Customor	BUSINESS TYPE:	Individual	
<u>manage customer</u>		manada	
Corporation	Is the minor a producer on a farm in w	hich the parent or guardian has no interest?	
Seeking Benefits	Yes		
General	No		
Contributions	No Response		
Capital			
Land	Does the minor maintain a separate household from the parent or guardian and		
Custom Services	personally carry out farming activities with respect to the minor's farming operation, including maintaining separate accounting?		
<u>Equipment</u>	O Yes		
<u>Labor</u>	O No		
<u>Management</u>	No Response		
<u>Summary</u>			
	Does the minor who is represented by a court-appointed guardian or conservator		
Stockholder	responsible for the minor a) live in a h	ousehold other than the parents' household(s),	
Select Stockholder	and b) have a vested ownership in the	a farm?	
	© Yes		
Other	O No		
<u>Remarks</u>	No Response		
Submit Plan			
Summary			
<u>Validations</u>	< Back Save Save	& Continue >	

524 Minor General Information Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Minor General Information page.

Question/Field	Available Options
"Is the minor a producer on a farm in which the parent	For each question displayed, the
or guardian has no interest?"	available options are:
"Does the minor maintain a separate household from	
the parent or guardian and personally carry out farming	• "Yes"
activities with respect to the minor's farming	• "No"
operation, including maintaining separate accounting?"	• "No Response".
"Does the minor who is represented by a	I I
court-appointed guardian or conservator responsible	Note: If the producer does not
for the minor a) live in a household other than the	want to respond to 1 or
parents' household(s), and b) have a vested ownership	more questions, select "No
in the farm?"	Response".

D Page Options

The following options are available on the Minor General Information Page.

Option	Action
"Back"	Returns to the (<i>Member's</i>) General Information Page without saving
	any data.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and advances to the Signature Authority Page
	in the interview process.

E Page Error Messages

The following error messages may be displayed on the Minor General Information Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"A response is required to	A response was not	Select 1 of the following options:
each of the questions to	selected for at least 1 of	
determine if the minor can	the 3 questions displayed	• "Yes"
be considered separate from	about the status of a	• "No"
their parent/guardian."	minor.	• "No Response".

A Introduction

The (*Member*) Signature Authority Page will be displayed:

- if the selected member is an "individual" with the Social Security number recorded in Business Partner
- when "Save & Continue" is selected after continuing from the (*Member's*) General Information Page.

This page allows users to specify if the member has signature authority for the farming operation.

B Example of Page

The following is an example of the (*Member*) Signature Authority Page.

Business File Menu				
Welcome: Bobbie Butler	Partner's Signature Authority			
User Role: FSA	r artifer e erginatare / tattierty			
	CUSTOMER INFORMATION			
<u>Select Different</u>	FARMING OPERATION:	Farmers Partnership		
Record New Earm	BUSINESS TYPE:	General Partnership		
Operating Plan	PARTNER:	Ima Farmer		
Manage Customer	BUSINESS TYPE:	Individual		
Gen Partnership	Does this partner have signature authority for this farm operation?			
Seeking Benefits				
<u>General</u>	$^{ m C}$ Yes - Partner has signature authority for the General Partnership.			
Contributions	$^{ m C}$ No - Partner does not have signature authority for the General Partnership.			
<u>Capital</u>				
<u>Land</u>	O No Response - No response provided.			
Custom Services				
Equipment				
<u>Labor</u>	< Back Save Save	& Continue >		
<u>Management</u> <u>Summary</u>	BF195	Back to Top A		

525 (*Member's*) Signature Authority Page (Continued)

C Interview Questions

This table describes the interview question displayed on the (*Member*) Signature Authority Page.

Question/Field	Description
"Does this (<i>member</i>) have	The available options are:
signature authority for this farm	• "Yes", (<i>member</i>) has signature authority for the (<i>entity/joint operation</i>)
operation?"	• "No", (<i>member</i>) does not have signature authority for the (<i>entity/joint operation</i>)
	• "No Response", no response provided.

D Page Options

The following options are available on the (Member) Signature Authority Page.

Option	Action
"Back"	Returns to the previous page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the (Member's) Summary
	Page.

525 (*Member's*) Signature Authority Page (Continued)

E Page Error Messages

The following error message may be displayed on the (*Member*) Signature Authority Page if the data recorded does **not** meet the applicable validations. Users **must** correct this condition before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Must indicate	A response was not	Available options are:
whether or not the	selected indicating	
(<i>member</i>) has	whether the	• "Yes"
signature authority	(<i>member</i>) has	• "No"
for (<i>farming</i>	signature authority	• "No Response".
operation)."	for this farming	L
	operation.	Note: If the producer does not want to respond,
		select "No Response".

526 (Member's) Contributions Page

A Introduction

The (*Member's*) Contributions Page will be displayed for members of general partnerships and joint ventures.

This page allows users to select which inputs are contributed to the farming operation by the selected (*member*). Responses on this page dictate which questions are subsequently displayed through the interview.

Example: If the user indicates that capital is **not** contributed by the (*member*), the capital contribution percentage question will **not** be displayed to the user.

B Example of Page

The following is an example of the (*Member's*) Contributions Page.

Business File Menu Welcome: Bobbie Butler	Partner's Co	ontributio	ons		
User Role: FSA <u>Select Different</u> <u>Customer</u> <u>Record New Farm</u> <u>Operating Plan</u> Managa Customor	CUSTOMER INFORMATIO	DN ING OPERATION: BUSINESS TYPE: PARTNER: BUSINESS TYPE:	Farm Gener Ima F	ers Partnership al Partnership Farmer tual	
Gen Partnership Seeking Benefits General Contributions	Select the types of contribution Type	ontributions pro	vided by th	is partner.	
<u>Capital</u> Land	Capital Land	C Yes C Yes	O No O No	C No Response C No Response	
<u>Custom Services</u> Equipment	Equipment Labor	C Yes C Yes	O No O No	C No Response C No Response	
<u>Labor</u> <u>Management</u> Summary	Management	C Yes	O No	O No Response	
Partner Select Partner	< Back Save	e Sav	e & Continu	e >	Back to Top ^

C Interview Questions

The (*Member's*) Contributions Page is flexible in that users have the option of only indicating the type of contributions that may be applicable for the (*member*).

Note: This page is only displayed for (*members*) of joint operations.

Users shall select "No Response" if member does **not** want to provide the contribution information.

This table describes the interview questions displayed on the (Member's) Contributions Page.

Question/Field	Description
"Select the types	For each contribution/question displayed, the available options are:
of contributions	
provided by this	• "Yes"
(member)."	• "No"
	• "No Response".
	The interview process proceeds to the next applicable section of the
	interview process based on the responses recorded on this page.

D Page Options

The following options are available on the (Member's) Contributions Page.

Option	Action
"Back"	Returns to the (Member's) General Information Page without saving
	any data entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in
	the interview process.

526 (Member's) Contributions Page (Continued)

E Page Error Messages

The following error messages are displayed on the (*Member's*) Contributions Page if an option is **not** selected for each type of contribution.

Error Message	Description	Corrective Action
"A response is required to indicate	A response was not selected	Select 1 of the
whether the (<i>member</i>) is contributing	indicating whether capital is	following options:
capital to the farming operation."	contributed by the (<i>member</i>).	
"A response was not provided	A response was not selected	• "Yes"
indicating whether or not land is	indicating whether land is	• "No"
being contributed to the farming	contributed by the (<i>member</i>).	• "No Response".
operation by the (member)."		1
"A response was not provided	A response was not selected	
indicating whether or not equipment	indicating whether equipment	
is being contributed to the farming	is contributed by the (<i>member</i>).	
operation by the (member)."		
"A response was not provided	A response was not selected	
indicating whether the (member) is	indicating whether labor is	
contributing labor to the farming	contributed by the (<i>member</i>).	
operation."		
"A response was not provided	A response was not selected	
indicating whether the (member) is	indicating whether	
contributing management to the	management is contributed by	
farming operation."	the (<i>member</i>).	

A Introduction

The (*Member's*) Capital Contributions Page will be displayed if the user indicated capital is contributed to the farming operation by the (*member*) on the (*Member's*) Contributions Page.

This page allows users to record the capital percentage contributed to the farming operation by the selected (*member*).

Note: The source of the capital is **not** required to be entered for a member of a joint operation.

B Example of Page

The following is an example of the (*Member's*) Capital Contributions Page.

Business File Menu			
Welcome: Bobbie Butler	Partner's Capital Con	tributions	
User Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Farmers Partnership	
Customer Deserved News Form	BUSINESS TYPE:	General Partnership	
Operating Plan	PARTNER:	Ima Farmer	
Manage Customer	BUSINESS TYPE:	Individual	
Gen Partnership	Capital Contribution		
Seeking Benefits	Enter the percentage of capital contributed by this partner.		
General			
Contributions			
<u>Capital</u>			
<u>Land</u>			
Custom Services			
Equipment	< Back Save Save	& Continue >	
<u>Labor</u>	PE121		Back to Top A
<u>Management</u>	DFIDI		Back to Top **

527 (*Member's*) Capital Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Capital Contributions Page.

Question/Field	Description		
"Capital	The capital contribution percentage that the (member) contributes to the		
Contribution	farming operation. The following validations apply:		
Percentage"			
	• an entry is not required		
	• if entered, the percentage:		
	 must be greater than 0 percent cannot be greater than 100 percent should be entered in a whole number with up to 2 decimal places. 		
	Examples: 100.00%, 25.25%, etc.		

D Page Options

The following options are available on the (Member's) Capital Contributions Page.

Option	Action
"Back"	Returns to the (Member's) Contributions Page without saving any data
	entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in
	the interview process.

527 (*Member's*) Capital Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Capital Contributions Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Capital contribution	The capital	Correct the percentage recorded to 100 percent
percentage cannot	contribution	or less.
be greater than	percentage entered	
100%."	exceeds	
	100 percent.	
"Capital contribution	The capital	Take 1 of following actions:
percentage must be	contribution	
greater than 0%."	percentage entered is 0 percent.	• correct the percentage recorded to a value greater than 0 percent
		 leave the field blank if the (<i>member</i>) does not want to provide the contribution percentage
		• go back to the (<i>Member's</i>) Contributions Page and indicate capital is not contributed or indicate the (<i>member</i>) does not want to provide a response to capital contributions.
"Capital contribution	Something other	Correct the value entered to a percentage.
percentage must be	than a numeric	
numeric."	value was entered.	
"Contribution	Capital contribution	Correct the percentage recorded to 2 or less
percentage is limited	percentage entered	decimal places.
to 2 decimal places."	is more than	
	2 decimal places.	

527 (*Member's*) Capital Contributions Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message		Corrective Action
"A response was entered	•	Record the (<i>member's</i>) capital contribution
indicating that capital is provided		percentage, if available on CCC-902.
to the farming operation by the		
(<i>member</i>); however, the capital	•	Answer "No" or "No Response" on the (<i>Member's</i>)
contribution percentage was not		Contribution Page if capital is not contributed to the
entered."		farming operation.

528 (*Member's*) Land Contributions Page

A Introduction

The (*Member's*) Land Contribution Percentage Page will be displayed if the user indicated that land is contributed to the farming operation by the (*member*).

This page allows users to record the percentage of land that is provided to the farming operation by the *(member)*.

B Example of Page

The following is an example of the (*Member's*) Land Contributions Page.

Business File Menu			
Welcome: Bobbie Butler	Partner's Land Contributions		
User Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Farmers Partnership	
Customer Decord New Earm	BUSINESS TYPE:	General Partnership	
Operating Plan	PARTNER:	Ima Farmer	
Manage Customer	BUSINESS TYPE:	Individual	
Gen Partnership	Land Contribution		
Seeking Benefits	Enter the percentage of land contributed by this partner.		
<u>General</u>			
Contributions			
<u>Capital</u>			
<u>Land</u>			
Custom Services	< Back Save Save	& Continue >	
<u>Equipment</u>			
Labor	BF140		Back to Top ^

528 (*Member's*) Land Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Land Contributions Page.

Question/Field	Description		
"Enter the	The percentage of land the (<i>member</i>) contributes to the farming		
percentage of	operation. The following validations apply:		
land contributed			
by this	• an entry is not required		
(member)."	• if entered, the percentage:		
	• must be greater than 0 percent		
	 cannot be greater than 100 percent should be entered in a whole number with up to 2 decimal places. 		
	Examples: 100.00%, 25.25%, etc.		

D Page Options

The following options are available on the (*Member's*) Land Contributions Page.

Option	Action		
"Back"	Returns to the previous applicable page in the interview process		
	without saving any data entered.		
"Save"	Allows the user to save the information recorded without continuing to		
	the next applicable page.		
"Save & Continue"	Saves the data recorded and continues to the next applicable page in		
	the interview process.		

528 (*Member's*) Land Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Land Contribution Percentage Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Land contribution	The land contribution	Correct the percentage recorded to
percentage cannot be	percentage entered	100 percent or less.
greater than 100%."	exceeds 100 percent.	
"Land contribution	The land contribution	Take 1 of following actions:
percentage must be	percentage entered is	
greater than 0%."	0 percent.	• correct the percentage recorded to a value greater than 0 percent
		• leave the field blank if the member does not want to provide the contribution percentage
		• go back to the (<i>Member's</i>) Contributions Page and indicate land is not contributed or indicate the member does not want to provide a response to land contributions.
"Land contribution	Something other than	Correct the value entered to a percentage.
percentage must be	a numeric value was	
numeric."	entered.	
"Contribution	Land contribution	Correct the percentage recorded to 2 or less
percentage is limited	percentage entered is	decimal places.
to 2 decimal places."	more than 2 decimal	
	places.	

528 (Member's) Land Contributions Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"A response was entered indicating that	If the information recorded is incorrect, return
land is provided by the (<i>member</i>) to the	to the (<i>Member's</i>) Land Contribution Page to
farming operation; however, the land	revise the land contribution percentage for the
contribution percentage was not entered."	applicable member.

529 (*Member's*) Equipment Contributions

A Introduction

The collection of information on equipment provided by members of joint operations functions in the exact manner as the collection of equipment contributions for an entity or joint operation.

See paragraphs 441 through 454 for additional information for recording equipment contributions.

B Example of Page

The following is an example of the (Member's) Types of Equipment Page.

Business File Menu			
Welcome: Bobbie Butler	Partner's Types of Ed	uipment	
User Role: FSA			
	CUSTOMER INFORMATION		
<u>Select Different</u>	FARMING OPERATION:	Farmers Partnership	
Customer Docord Now Earm	BUSINESS TYPE:	General Partnership	
Operating Plan	PARTNER:	Ima Farmer	
Manage Customer	BUSINESS TYPE:	Individual	
Gen Partnership	Does this partner own any equipment	contributed in the farming operation?	
Seeking Benefits	0.00		
<u>General</u>	C Yes		
Contributions	C No		
Canital	C No Response		
Land	Deep this neutron lance any equipment	from mother modules that is contributed to	
Custom Somuisos	Does this partner lease any equipment from another producer that is contributed to the farming operation?		
Custom Services	the farming operation:		
<u>Equipment</u>	O Yes		
<u>Labor</u>	O No		
<u>Management</u>	O No Response		
<u>Summary</u>			
	Does this partner lease any equipment	contributed to the farming operation to	
Partner	another producer or producer(s)?		
<u>Select Partner</u>			
Other	C Yes		
Duner	C No		
<u>Kemarks</u>	C No Response		
Figuciaries			
Submit Dlan	Does this partner contribute any additional equipment to the farming operation?		
Summary			
Validations	O Yes		
<u>Valluations</u>	O No		
<u>Record Signatures</u>	O No Response		
view 902			
	< Pack Sovo Covo	2 Continuo >	
	Save Save	a conunue >	
	BF150	Back to Top 1	

530 (*Member*) Labor Types Page

A Introduction

The (*Member*) Labor Types Page:

- allows users to specify if the member is contributing active personal:
 - labor to the farming operation for members of entities
 - or hired labor to the farming operation for members of joint operations
- will be displayed according to the following table.

IF the farming operation is	THEN the (<i>Member</i>) Labor Types Page will be displayed
an entity	 if the selected (<i>member</i>) is an "individual" when "Save & Continue" is selected from the (<i>Member</i>) Signature Authority Page.
a joint operation	 if the user indicated labor is contributed by the (<i>member</i>) on the (<i>Member</i>) Contributions Page after capital, land, and equipment contribution information is recorded for the (<i>member</i>), as applicable.

530 (Member) Labor Types Page (Continued)

B Example of Page

Business File Menu Welcome: Bobbie Butle User Role: FSA Partner Labor Types CUSTOMER INFORMATION <u>Select Different</u> <u>Customer</u> <u>Record New Farm</u> <u>Operating Plan</u> FARMING OPERATION: Farmers Partnership BUSINESS TYPE: General Partnership Ima Farmer PARTNER: BUSINESS TYPE: Individual Does this partner contribute active personal labor to the farming operation? Gen Partnership O Yes O No O No Response Is any of the labor contributed to the farming operation hired? O Yes O No O No Response Save Partner BF170 Back to Top ^

The following is an example of the (Member) Labor Types Page.

530 (Member) Labor Types Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (Member) Labor Types Page.

Question/Field	Description	
"Does this (<i>member</i>)	The available options are:	
contribute active personal		
labor to the farming	• "Yes"	
operation?"	• "No"	
"Is any of the labor contributed to the farming	• "No Response".	
operation hired?"	The interview process will proceed to:	
Note: Question is only displayed for	• (<i>Member</i>) Labor Contributions Page, if "Yes" is selected	
members of joint	• (<i>Member's</i>) Labor Compensation Page. if "No" or "No	
operations.	Response" is selected for members of the joint operation	
	• (<i>Member's</i>) Management Types Page, if "No" or "No	
	Response is selected for members of the entity.	

D Page Options

The following options are available on the (Member) Labor Types Page.

Option	Action		
"Back"	Returns to the previous page without saving any data entered.		
"Save"	Allows the user to save the information recorded without continuing to		
	the next applicable page.		
"Save & Continue"	Saves the data recorded and continues to the next applicable page in		
	the interview process.		

530 (Member) Labor Types Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action		
"Must specify the type of labor contributed to the farming operation by the partner."	 For members of: entities, if the information recorded is incorrect, return to the (<i>Member's</i>) Labor Contributions Page to specify the percentage of active personal labor that is contributed to the farming operation 		
	• joint operations, answer "No" or "No Response" on the (<i>Member</i>) Types of Labor Page if active personal and/or hired labor is not contributed to the farming operation or the member chooses not to respond to the question.		

531 (*Member's*) Labor Contributions Page

A Introduction

The (*Member's*) Labor Contributions Page will be displayed if the user indicated the selected member is contributing active personal and/or hired labor to the farming operation on the (*Member*) Labor Types Page.

This page allows users to record the (*member's*) contribution percentages for active personal labor.

B Example of Page

The following is an example of the (*Member's*) Labor Contributions Page for a member of a general partnership.

Business File Menu			
Welcome: Bobbie Butler	Partner's Labor Contributions		
User Role: FSA			
Select Different		Formers Portnership	
Customer	BUSINESS TYDE	Ceneral Partnership	
Record New Farm	DARTNER:	Ima Farmer	
Operating Plan	BUSINESS TYPE:	Individual	
Manage Customer		Individual	
Gen Partnership	Active Personal Labor Percentage		
Seeking Benefits	Enter the percentage of active personal labor contributed by this partner:		
<u>General</u>	Enter the percentage of active personal labor contributed by this partier.		
Contributions	%		
<u>Capital</u>	Uired Labor Descentage		
<u>Land</u>	Hired Labor Percentage		
Custom Services	Enter the percentage of hired labor contributed by this partner.		
Equipment			
<u>Labor</u>	%		
<u>Management</u>			
<u>Summary</u>			
Dartner	<back save="" save<="" th=""><th>& Continue ></th></back>	& Continue >	
<u>Select Partner</u>	BF171	Back to Top 1	

531 (Member's) Labor Contributions Page (Continued)

C Interview Questions

This table describes the interview question displayed on the (*Member's*) Labor Contributions Page.

Question/Field	Description	
"Active Personal Labo	The percentage of active personal and/or hired labor the selected	
Percentage"	member contributes to the farming operation. The following	
"Hired Labor	validations apply:	
Percentage"		
C C	• an entry is not required	
Note: Question is onl displayed for	• if entered, the percentage:	
members of joint operations	• must be greater than 0 percent	
5 1	• cannot be greater than 100 percent	
	• should be entered in a whole number with up to 2 decimal places.	
	Examples: 100.00%, 25.25%, etc.	

D Page Options

The following options are available on the (Member's) Labor Contributions Page.

Option	Action
"Back"	Returns to the (Member) Labor Types Page without saving any data
	entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in
	the interview process.

531 (Member's) Labor Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (*Member's*) Labor Contributions Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Active personal labor	The specified	Correct the percentage recorded to
contribution percentage	contribution	100 percent or less.
cannot be greater than	percentage entered	
100%."	exceeds 100 percent.	
"Hired labor contribution		
percentage cannot be greater		
than 100%."		
"Active personal labor	The specified	Take 1 of following actions:
contribution percentage must	contribution	
be greater than 0%."	percentage entered is	• correct the percentage recorded
"Hired labor contribution	0 percent.	to a value greater than 0 percent
percentage must be greater		
than 0%."		• leave the field blank if the
		member does not want to
		provide the contribution
		percentage
		• go back to the (<i>Member</i>) Labor
		Types Page to indicate active
		personal labor is not contributed
		or indicate the member does not
		want to provide a response.
Active personal labor	Something other than	Correct the value entered to a
contribution percentage must	a numeric value was	percentage.
	for the specified	
Hired labor contribution	for the specified	
percentage must be		
numeric.	percentage.	
"Contribution percentage is	Specified contribution	Correct the percentage recorded to
minited to 2 decimal places."	percentage entered 1s	2 or less declinal places.
	more than 2 decimal	
	places.	

531 (Member's) Labor Contributions Page (Continued)

F Validation Error Messages

The following error message may be displayed during the validation process at the end of the interview, based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message		Corrective Action
"Active personal labor	•	If the information recorded is incorrect, return to the
must be entered if provided to the farming operation by		(<i>Member s</i>) Labor Contributions Page to specify the percentage of active personal and/or hired labor that is contributed to the farming operation.
the (<i>member</i>)."		6.1
"Hired labor contribution	•	Answer "No" or "No Response" on the (Member) Types
percentage must be entered		of Labor Page, if active personal and/or hired labor is not
if labor is hired for the		contributed to the farming operation or the member
farming operation by the		chooses not to respond to the question.
(member)."		

532 (*Member's*) Labor Compensation Page

A Introduction

The (*Member's*) Labor Compensation Page is a 2-part page that allows for the compensation amount to be recorded if the (*member*) receives compensation for labor duties from the (*joint operation*) over and above their share in the (*joint operation's*) profits and losses.

B Example of Page

The following is an example of the (*Member's*) Labor Compensation Page.

Business File Menu			
Welcome: Bobbie Butler	Partner's Labor Comp	ensation	
User Role: FSA			
	CUSTOMER INFORMATION		
<u>Select Different</u> Customer	FARMING OPERATION:	Farmers Partnership	
Record New Farm	BUSINESS TYPE:	General Partnership	
Operating Plan	PARTNER:	Ima Farmer	
Manage Customer	BUSINESS TYPE:	Individual	
Gen Partnership	Does this partner receive any compens	ation from the general partnership as payment	
Seeking Benefits	for labor contributions?		
<u>General</u>	© Yes		
Contributions	C No		
Capital	C No Response		
Land	Componentian		
Custom Services	Compensation		
Equipment	What payments are received by this partner from the general partnership over and		
Labor	above their share in the general partnership's profits and losses?		
Managomont			
Gumment	\$		
<u>Summary</u>			
Dartnor			
Select Dartner	< Back Savo Savo	8 Continue >	
<u>Select Further</u>	Save Save		
Other	BF172	Back to Top 1	

532 (*Member's*) Labor Compensation Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Labor Compensation Page.

Question/Field	Description		
"Does this (member)	The available options are:		
receive any compensation			
from the (<i>joint operation</i>)	• "Yes"		
as payment for labor	• "No"		
contributions?"	• "No Response".		
"What payments are	Field is only displayed if "Yes" was selected to the question,		
received by this (member)	"Does this (<i>member</i>) receive any compensation from the (<i>joint</i>		
from the (<i>joint operation</i>)	<i>operation</i>) as payment for labor contributions?"		
over and above their			
share in the (<i>joint</i> operation's) profits and	The amount recorded in this field is:		
losses?"	• not required		
	• if entered, must be:		
	 a numeric value in whole dollars greater than \$0.		
	Examples: \$50, \$150, \$1000, etc.		

D Page Options

The following options are available on the (Member's) Labor Compensation Page.

Option	Action
"Back"	Returns to the (Member) Labor Types Page without saving any data
	entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in
	the interview process.

532 (*Member's*) Labor Compensation Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (*Member's*) Labor Compensation Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Compensation	The user entered \$0	Take either of the following options:
must be greater	as the compensation	
than \$0."	received by the	• enter an amount greater than \$0
	(<i>member</i>) from the	
	(joint operation).	• indicate the (<i>member</i>) is not receiving
		compensation for labor duties performed.
"Compensation	The user entered	Enter the amount of compensation received by
must be	something other than	the (<i>member</i>) in whole dollars.
numeric."	a numeric value.	

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Must specify whether the	Return to the (Member's) Labor Compensation Page and
(member) is receiving	indicate whether the member is receiving compensation for
compensation or a salary over	labor performed.
and above their share in the	
(<i>joint operation</i>) for labor	If the member does not want to provide the information,
contributions."	select "No Response".
"Amount of compensation	If the member is receiving compensation for labor
must be entered for	performed, the amount of compensation is required.
(<i>member</i>) if they are	
receiving a salary or bonus	If the member does not want to provide the information,
for labor contributions."	leave the field blank.

533 (Member) Management Types Page

A Introduction

The (*Member*) Management Types Page:

- allows users to specify if the member is contributing active personal:
 - management to the farming operation for members of entities
 - or hired management to the farming operation for members of joint operations.
- will be displayed according to the following table.

If the farming operation is	THEN the (<i>Member</i>) Management Types Page will be displayed
an entity	 if the selected member is an "individual" after labor contribution information is recorded for the (<i>member</i>).
a joint operation	 if the user indicated management is contributed by the (<i>member</i>) on the (<i>Member</i>) Contributions Page after capital land equipment and labor contribution information is
	recorded for the (<i>member</i>), as applicable.

533 (Member) Management Types Page (Continued)

B Example of Page

The following is an example of the (*Member*) Management Types Page for a member of a general partnership.

Business File Menu Welcome: Bobbie Butler	Partner Management	Types
<u>Select Different</u> <u>Customer</u> <u>Record New Farm</u> <u>Operating Plan</u> <u>Manage Customer</u>	CUSTOMER INFORMATION FARMING OPERATION: BUSINESS TYPE: PARTNER: BUSINESS TYPE:	Farmers Partnership General Partnership Ima Farmer Individual
Gen Partnership Seeking Benefits General Contributions Capital Land Custom Services Equipment Labor Management Summary	Does this partner contribute active per C Yes C No C No Response Is any of the management contributed C Yes C No C No Response	rsonal management to the farming operation? to the farming operation hired?
Partner Select Partner	< Back Save Save	& Continue >
533 (Member) Management Types Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member*) Management Types Page.

Question/Field	Description	
"Does this (member)	The available options are:	
contribute active		
personal management to	• "Yes"	
the farming operation?"	• "No"	
"Is any of the	• "No Response".	
management		
contributed to the	The interview process will proceed to:	
farming operation		
hired?"	• (<i>Member</i>) Management Contributions Page, if "Yes" is	
Note: Question is only	selected	
displayed for members of joint operations.	• (<i>Member's</i>) Management Compensation Page, if "No" or "No Response" is selected for members of joint operations	
	• (<i>Member's</i>) Summary Page, if "No" or "No Response" is	
	selected for members of the entity.	

D Page Options

The following options are available on the (Member) Management Types Page.

Option	Action	
"Back"	Returns to the previous applicable page in the interview process	
	without saving any data entered.	
"Save"	Allows the user to save the information recorded without continuing	
	to the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the next applicable page in	
	the interview process.	

533 (Member) Management Types Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Must specify	For members of:
the type of	
management	• entities, if the information recorded is incorrect, return to the
contributed to	(Member's) Management Contributions Page to specify the percentage
the farming	of active personal management that is contributed to the farming
operation by	operation
the partner."	
	• joint operations, answer "No" or "No Response" on the (<i>Member</i>)
	Types of Management Page if active personal and/or hired
	management is not contributed to the farming operation or the
	member chooses not to respond to the question.

A Introduction

The (*Member's*) Management Contributions Page will be displayed if the user indicated the selected member is contributing active personal and/or hired management to the farming operation on the (*Member*) Management Types Page.

This page allows users to record the (*member's*) contribution percentages for active personal and/or hired management, as applicable, and the management duties performed.

B Example of Page

The following is an example of the (*Member's*) Management Contributions Page for a general partnership.

Business File Menu			
Welcome: Bobbie Butler	Partner's Management Contributions		
User Role: FSA	i altrei e managemen		
Colort D'fferent	CUSTOMER INFORMATION		
<u>Select Different</u> Customer	FARMING OPERATION:	Farmers Partnership	
Record New Farm	BUSINESS TYPE:	General Partnership	
Operating Plan	PARTNER:	Ima Farmer	
Manage Customer	BUSINESS TYPE	Individual	
		_	
Gen Partnership	Active Personal Management Perce	ntage	
Seeking Benefits	Enter the percentage of active person	al management contributed by this partner:	
<u>General</u>			
<u>Contributions</u>	%		
<u>Capital</u>	What type of management duties are performed by this partner?		
Land	,, , , , , , , , , , , , , , , , , , ,	, ,	
Custom Services		<u>_</u>	
<u>Equipment</u>			
<u>Labor</u>			
<u>Management</u>			
<u>Summary</u>	Hired Management Percentage		
Partner			
Select Partner	Enter the percentage of hired management contributed by this partner.		
	~ ~		
Other			
<u>Remarks</u>	What type of management duties are	performed by this partner?	
<u>Fiduciaries</u>			
		<u>_</u>	
Submit Plan			
<u>Summary</u> Validations			
		v	
Niew 002			
VIEW 902			
	< Back Save Save	& Continue >	
	BE181	Backto Top A	

534 (*Member's*) Management Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Management Contributions Page.

Question/Field	Description	
"Active Personal	The percentage of active personal and/or hired management the	
Management	selected member contributes to the farming operation. The following	
Percentage"	validations apply to the percentage entered.	
"Hired Management		
Percentage"	• an entry is not required	
	• if entered, the percentage:	
Note: Question is		
only	• must be greater than 0 percent	
displayed for	• cannot be greater than 100 percent	
members of	• should be entered in a percentage with up to 2 decimal places.	
joint		
operations.	Examples: 100.00%, 25.25%, etc.	
"What type of	Text field that allows users to record comments about the types of	
management duties	active personal and/or hired management duties performed or hired	
are performed by	by the selected member. Data is not required to be entered, but if	
this (member)?"	entered, up to 1,000 characters are allowed.	
	Note: If more than 1,000 characters are recorded, then the text will	
	be truncated when the information is saved.	

D Page Options

The following options are available on the (Member's) Management Contributions Page.

Option	Action	
"Back"	Returns to the (Member) Management Types Page without saving any	
	data entered.	
"Save"	Allows the user to save the information recorded without continuing to	
	the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the next applicable page in	
	the interview process.	

534 (*Member's*) Management Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (*Member's*) Management Contributions Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Active personal	The specified	Correct the percentage recorded to
management contribution	contribution	100 percent or less.
percentage cannot be	percentage entered	
greater than 100%."	exceeds	
"Hired management	100 percent.	
contribution percentage		
cannot be greater than		
100%."		
"Active personal	The specified	Take 1 of following actions:
management contribution	contribution	
percentage must be greater	percentage entered	• correct the percentage recorded to a
than 0%."	is 0 percent.	value greater than 0 percent
"Hired management		
contribution percentage		• leave the field blank if the member
must be greater than 0%."		does not want to provide the
		contribution percentage
		• go back to the (<i>Member</i>)
		Management Types Page to indicate
		active personal management is not
		contributed or indicate the member
		does not want to provide a response.
"Active personal	Something other	Correct the value entered to a
management contribution	than a numeric	percentage.
percentage must be	value was entered	
numeric."	was entered for the	
"Hired management	specified	
contribution percentage	contribution	
must be numeric."	percentage.	
"Contribution percentage is	Specified	Correct the percentage recorded to 2 or
limited to 2 decimal places."	contribution	less decimal places.
	percentage entered	
	is more than	
	2 decimal places.	

534 (*Member's*) Management Contributions Page (Continued)

H Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Active personal	• If the information recorded is incorrect, return to the
management contribution	(Member's) Management Contributions Page to specify
percentage must be entered	the percentage of active personal and/or hired
if provided to the farming	management that is contributed to the farming operation.
operation by the (<i>member</i>)."	
"Hired management	• Answer "No" or "No Response" on the (<i>Member</i>) Types
contribution percent must be	of Management Page if active personal and/or hired
entered if management is	management is not contributed to the farming operation
hired for the farming	or the member chooses not to respond to the question.
operation by the (<i>member</i>)."	
"Must specify the type of	Text field that allows users to specify the types of active
duties performed for active	personal and/or hired management duties performed. Data is
personal management."	not required to be entered, but if entered, up to
"Must specify the type of	1,000 characters are allowed.
duties performed for hired	
management."	Note: If more than 1,000 characters are recorded, then the
	text will be truncated when the information is saved.

535 (Member's) Management Compensation Page

A Introduction

The (*Member's*) Management Compensation Page is a 2-part page that allows for the amount of the compensation to be recorded if the (*member*) receives compensation for management duties from the (*joint operation*) over and above their share in the (*joint operation's*) profits and losses.

B Example of Page

The following is an example of the (*Member's*) Management Compensation Page.

Business File Menu			
Welcome: Bobbie Butler	Partner's Management Compensation		
User Role: FSA			
	CUSTOMER INFORMATION		
Select Different	FARMING OPERATION:	Farmers Partnership	
Customer Deserved News Form	BUSINESS TYPE:	General Partnership	
Operating Plan	PARTNER:	Ima Farmer	
Manage Customer	BUSINESS TYPE:	Individual	
Gen Partnership	Does this partner receive any compensation from the general partnership as payment		
Seeking Benefits	for management contributions?		
General	• Yes		
Contributions	C No C No Response		
<u>Capital</u>			
<u>Land</u>	Compensation		
Custom Services	What asymptotic and use this marked from the asymptotic system and		
Equipment	What payments are received by this partner from the general partnership over and shows their charge in the general partnership's profits and lesses?		
Labor	above their share in the general partnership's profits and losses?		
<u>Management</u>	\$		
<u>Summary</u>			
Partner			
<u>Select Partner</u>	< Back Save Save	& Continue >	
Other	BF182	Back to Top 1	

535 (*Member's*) Management Compensation Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Management Compensation Page.

Question/Field	Description		
"Does this (member) receive	The available options are:		
any compensation from the			
(joint operation) as payment	• "Yes"		
for management	• "No"		
contributions?"	• "No Response".		
"What payments are	Field is only displayed if "Yes" was selected to the question		
received by this (member)	"Does this (member) receive any compensation from the		
from the (joint operation)	(<i>joint operation</i>) as payment for management contributions?"		
over and above their share in			
the (<i>joint operation's</i>) profits and losses?"	The amount recorded in this field is:		
	• not required		
	• if entered, must be:		
	• a numeric value in whole dollars		
	• greater than \$0.		
	Examples: \$50, \$150, \$1000, etc.		

D Page Options

The following options are available on the (*Member's*) Management Compensation Page.

Option	Action	
"Back"	Returns to the (Member) Management Types Page without saving any	
	data entered.	
"Save"	Allows the user to save the information recorded without continuing to	
	the next applicable page.	
"Save & Continue"	Saves the data recorded and continues to the (Member's) Summary	
	Page.	

535 (*Member's*) Management Compensation Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (*Member's*) Management Compensation Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Compensation	The user entered \$0 as the	Take either of the following options:
must be greater	compensation received by	
than \$0."	the (<i>member</i>) from the	• enter an amount greater than \$0
	(joint operation).	
		• indicate the (<i>member</i>) is not receiving
		compensation for management duties
		performed.
"Compensation	The user entered	Enter the amount of compensation received
must be	something other than a	by the (<i>member</i>) in whole dollars.
numeric."	numeric value.	

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Must specify whether the	Return to the (Member's) Management Compensation
(member) is receiving	Page and indicate whether the member is receiving
compensation or a salary over	compensation for management duties performed.
and above their share in the	
(<i>joint operation</i>) for	If the member does not want to provide the information,
management contributions."	select "No Response".
"Amount of compensation	If the member:
must be entered for (<i>member</i>)	
if they are receiving a salary or	• is receiving compensation for management duties
bonus for management	performed, the amount of compensation is required
contributions."	
	• does not want to provide the information, leave the
	field blank.

536 (Member's) Labor and Management Expended Annually Page

A Introduction

The (*Member's*) Labor and Management Expended Annually Page will be displayed after the user clicks "Continue" on the Select (*Member*) Page if all of the following conditions are met:

- the business is a joint operation
- the farm operating plan being updated is in FY 2016 or a subsequent year
- •*--the (*member*) is an individual, including individuals who are members of other businesses in the joint operation to the lowest level of the farm operating plan
- one or more of the individuals (*members*) in the joint operation do not have a family relationship
- the (*member*) has active personal management and/or active personal labor.

This page allows users to record the (*Member's*):

- management percentage or number of hours expended annually if the (*member*) has active personal management
- labor number of hours expended annually if the (member) has active personal labor.

B Example of Page

The following is an example of the (*Member's*) Labor and Management Expended Annually Page.

Welcome: TRACEY SMITH User Role: FSA Partner's Labor and Management Expended Annually Select Different Customer Record New Farm Operating Plan Manage Customer CUSTOMER INFORMATION Gen Partnership Seeking Benefits General Contributions CUSTOMER Information General Contributions JAMES FARMER Labor Activities Time Expended Annually Hours: Or Percentage: Land Custom Services Management Activities Time Expended Annually	Business File Menu			
Joarning Annually Select Different CUSTOMER INFORMATION Customer FARMING OPERATION: Record New Farm Derating Plan Manage Customer BUSINESS TYPE: Gen Partnership Seeking Benefits General Hours: Contributions Management Activities Time Expended Annually Land Hours: Custom Services or Percentage:	Welcome: TRACEY	Partner's Labor and	Management Expended	
Select Different Customer Record New Farm Operating Plan Manage Customer JAMES FARMER Gen Partnership Seeking Benefits General Contributions Capital Land Custom Services Farming Operating Plan Management Activities Time Expended Annually	User Role: FSA	Annually		
Customer FARMING OPERATION: FARMERS PARTNERSHIP Record New Farm BUSINESS TYPE: General Partnership Manage Customer JAMES FARMER Gen Partnership Labor Activities Time Expended Annually Seeking Benefits Hours: Contributions Management Activities Time Expended Annually Land Hours: Custom Services or Percentage:	Select Different	CUSTOMER INFORMATION		
Record New Farm Operating Plan Manage Customer JAMES FARMER Gen Partnership Seeking Benefits General Contributions Capital Land Custom Services Fours: or Percentage:	<u>Customer</u>	FARMING OPERATION:	FARMERS PARTNERSHIP	
Manage Customer JAMES FARMER Gen Partnership Seeking Benefits General Contributions Capital Land Custom Services Fours: or Percentage:	<u>Record New Farm</u> Operating Plan	BUSINESS TYPE:	General Partnership	
Gen Partnership Seeking Benefits General Contributions Capital Management Activities Time Expended Annually Land Custom Services Fourisment	Manage Customer			
Gen Partnership Labor Activities Time Expended Annually Seeking Benefits Hours: General Hours: Contributions Management Activities Time Expended Annually Land Hours: Custom Services Hours: Fourisment Or Percentage:		JAMES FARMER		
Seeking Benefits General Contributions Capital Management Activities Time Expended Annually Land Custom Services Hours: or Percentage:	Gen Partnership	Labor Activities Time Expended A	Innually	
General Hours: Contributions Management Activities Time Expended Annually Land Hours: Custom Services Hours: Equipment or Percentage:	Seeking Benefits			
Contributions Capital Management Activities Time Expended Annually Land Hours: or Percentage: Equipment Or Percentage:	<u>General</u>	Hours:		
Capital Management Activities Time Expended Annually Land Hours: or Percentage:	<u>Contributions</u>			
Land Custom Services Hours: or Percentage:	<u>Capital</u>	Management Activities Time Expe	ended Annually	
Custom Services Hours: or Percentage:	<u>Land</u>		7	
Fauinment	Custom Services	Hours: or Percentage:		
Equipment	<u>Equipment</u>			
Labor	<u>Labor</u>			
Management Save Save & Continue >	<u>Management</u>	< Back Save Save	& Continue >	
Summary	Summary			
Partner BF409 Back to Top ^	Partner	BF409	Back to	Top ^

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Labor and Management Expended Annually Page.

Question/Field	Description
"Labor Activities	The number of hours the selected member contributes annually to the
Time Expended	farming operation for active personal labor. The following
Annually - Hours"	validations apply to the hours entered:
	 an entry is not required if entered, the number of hours: may be greater than or equal to 0
	• cannot be greater than 8/60
	• shall be entered as a whole number with no decimal places.
"Management Activities Time Expended Annually - Hours"	The number of hours the selected member contributes annually to the farming operation for active personal management. The following validations apply to the hours entered:
Timulary Tiours	• an entry is not required
	 if entered, the number of hours:
	 may be greater than or equal to 0 cannot be greater than 8760
	• shall be entered as a whole number with no decimal places.
	If:
	• Labor Activities Time Expended Annually in Hours is entered, the Management Activities Time Expended Annually must be entered in Hours
	• Management Activities Time Expended Annually is entered as a percentage, the number of hours shall not be entered.

Question/Field	Description			
"Management	The percentage of hours the selected member contributes annually to			
Activities Time	the farming operation for active personal management. The			
Expended Annually - Percentage"	following validations apply to the percentage entered.			
	• an entry is not required			
	• if entered, the percentage of hours:			
	• may be greater than or equal to 0%			
	• cannot be greater than 100%			
	• shall be entered as a percentage with up to 2 decimal places.			
	Example: 100.00%, 25.25%, etc.			
	If Labor Activities Time Expended Annually in Hours is entered, the			
	Management Activities Time Expended Annually must be entered in			
	Hours.			
	If the Management Activities Time Expended Annually is entered in			
	hours, the percentage of hours shall not be entered.			

C Interview Questions (Continued)

D Page Options

The following options are available on the (*Member's*) Labor and Management Expended Annually Page.

Option	Action
"Back"	Returns to the previous page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

E Page Error Messages

The following error messages may be displayed on the (*Member's*) Labor and Management Expended Annually Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Labor Activities Time Expended Annually Hours must be numeric"	The Labor Activities Time Expended Annually was not entered as a numeric number.	Correct the hours recorded to a whole number.
"Labor Activities Time Expended Annually Hours must be less than 8761"	The Labor Activities Time Expended Annually is greater than 8760 hours.	Correct the hours recorded to a number less than 8761.
"Labor Activities Time Expended Annually Hours must be a whole number with no decimal places"	The Labor Activities Time Expended Annually was not entered as a whole number.	Correct the hours recorded to a whole number.
"Management Activities Time Expended Annually Hours must be numeric"	The Management Activities Time Expended Annually in hours was not entered as a numeric number.	Correct the hours recorded to a whole number.
"Management Activities Time Expended Annually Hours must be a whole number with no decimal places"	The Management Activities Time Expended Annually in hours was not entered as a whole number.	Correct the hours recorded to a whole number.
"Management Activities Time Expended Annually Hours must be less than 8761"	The Management Activities Time Expended Annually in hours is greater than 8760 hours.	Correct the hours recorded to a number less than 8761.
"Management Activities Time Expended Annually Percentage must be numeric"	The Management Activities Time Expended Annually Percentage was not entered as a number.	Correct the percentage recorded to a number with up to 2 decimal places.
"Management Activities Time Expended Annually Percentage shall not exceed 100%"	The Management Activities Time Expended Annually Percentage entered is greater than 100%.	Correct the percentage recorded to a percentage less than 100%.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
"Management Activities Time Expended Annually Percentage shall not exceed 2 decimal places"	The Management Activities Time Expended Annually Percentage exceeds 2 decimal places.	Correct the percentage recorded to a percentage with 2 or less decimal places.
"Management Time Expended Annually entry not allowed for both hours and percentage"	The Management Activities Time Expended Annually was entered for both the number of hours and percentage.	 Perform 1 of the following. Remove the Management Time Expended Annually in hours. Remove the Management Time Expended Annually.
"Percentage of Management Time Expended Annually entry not allowed when Hours of Labor Activities Time Expended Annually is recorded"	The Labor Time Expended Annually in hours was entered and the Management Time Expended Annually percentage was entered.	Remove the Management Time Expended Annually percentage and enter the Management Time Expended Annually in hours.

__*

*--536 (Member's) Labor and Management Expended Annually Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Must specify Labor	If the information recorded is incorrect, return to the
Activities Time	(Member's) Labor and Management Expended Annually Page
Expended Annually"	to specify the Labor Activities Time Expended Annually for
	the farming operation.
"Must specify	If the information recorded is incorrect, return to the
Management Activities	(Member's) Labor and Management Expended Annually Page
Time Expended	to specify the Management Activities Time Expended
Annually"	Annually for the farming operation.

537-550 (Reserved)

551 General Information

A Introduction

After CCC-902 is signed by the producer, COC or their designee makes all applicable determinations for the farm operating plan. The following determinations are recorded in the web-based Eligibility System according to Part 3:

- actively engaged in farming
- cash rent tenant
- foreign person.

Combined attribution determinations are recorded according to Part 4. Member contribution and substantive change determinations shall be recorded according to the remainder of this subsection for 2011 and subsequent years after CCC-902 has been dataloaded in the Business File software for the applicable year.

* * *

551 General Information (Continued)

B Accessing the Determination Process in Business File

To access the process to record member contribution and substantive change determinations, County Offices shall, on the Customer Page, CLICK "**Record Determinations**".

Note: "**Record Determinations**" is only available if the COC determination date has been recorded for the selected farm operating plan.

The following is an example of the Customer Page.

Welcome: Tracey Smith User Role: ESA	Customer					
	CUSTOMER INFORMATION					
<u>Select Different</u> <u>Customer</u>		FARMING	OPERATION	Farme	rs Corporatio	on
Record New Farm		BUS	SINESS TYPE	: Corpor	ation	
Operating Plan	Farm Oper	ating Plans	5			
	Program Year	Status	Version	Start Date	End Date	
	2015 Last Update: 11/20/2014	Determined	1	10/01/2014		Revise Copy Plan View 902 View Members Record Determinations
	2014 Last Update: 12/09/2014	Determined	2	01/02/2014	09/30/2014	Revise Copy Plan View 902 View Members Record Determinations
	View Farm Ope	erating Plan H	istory			T - 1 T
L	BF002					Back to Top ^

A Introduction

The Member Contribution / Substantive Change Page:

- is displayed after, on the Customer Page, users click "Record Determinations"
- allows users to record member contribution and substantive change determinations completed by COC for applicable farming operations.
- **Note:** This page is displayed for all types of entities with members and joint operations. However, County Offices shall only record the actual determinations that have been completed by COC. See 4-PL for 2009 through 2013 and 5-PL for 2014 and subsequent years for additional information on member contribution and substantive change determinations.
 - **Example:** Member contribution determinations are only completed for members of entities, so member contribution determinations shall **not** be recorded for joint operations unless the joint operation includes an embedded entity. Then the member contribution determination shall only be recorded for the members of the embedded entity.

B Example of Page

The following is an example of the Member Contribution / Substantive Change Page.

elcome: Tracey Smith ser Role: FSA	Member Contribu	tion / Substantive	Change
	CUSTOMER INFORMATION		
	FARMING OPERATIO	DN: Farmers Corporation	
	BUSINESS TY	PE: Limited Liability Comp	any
	Member List	Member Contribution	Substantive Change
		Member Contribution Share Determination	Partial Member Contribution Percentage
	Farmers Corporation	100.0000 50.0000 50.0000 Determination Not Complete 50.0000 Determination Not Complete 50.0000 Determination Not Complete	▼ ▼ ▼ ▼
	< Back Save Save	& Continue >	

C Recording Member Contribution Determinations

The Member Contribution / Substantive Change Page is similar to the Select (*Member*) Page, in that the entire ownership structure will be displayed. This table describes the information available on the Member Contribution / Substantive Change Page, based on the example in subparagraph B.

Section	Description
Member	The Member Contribution / Substantive Change Page is defaulted to
Contribution/	member contribution determinations. To switch to the substantive change
Substantive	determination options, CLICK "Substantive Change" radio button in the
Change	top right section of the page.
Toggle	
	Stockholder
	List O Substantive Change
(<i>Member</i>) List	• Lists all the (<i>members</i>) that have been added to the farming operation.
	• The (<i>members</i>) will be displayed in a "tree" structure with each member level indented slightly.
	• A plus (+) or minus (-) is provided for the payment entity and embedded entities, if applicable, that allows users to expand or collapse the information for display.
	• Following the name of the producer/member is the last 4 digits of TIN and the shares recorded.

Section	Description		
Member	Drop-down list that allows users to select the member contribution		
Contribution	determination applic	cable for each (member) of the entity or joint operation.	
Determination	The following option	ns are available.	
	Reminder: Cour	ity Offices shall only record the actual determinations	
	made	by COC. In the example in subparagraph B, COC	
	shou	ld not make a determination for Farmer Brothers	
	becar	use member contribution provisions are not applicable	
	to an	entity.	
	Option	Description	
	"Determination	Default option indicating COC determination has not	
	Not Complete"	been completed for the farming operation.	
	"Eligible"	Selected if COC has determined that the (member)	
		fully meets member contribution provisions.	
	"Not Applicable"	Selected if member contribution provisions are not	
		applicable to the selected (member).	
		Note: Should be selected for Farmer Brothers in the	
	I	example in subparagraph B.	
	"Not Eligible"	Selected if COC has determined that the (<i>member</i>)	
	I	does not meet member contribution provisions.	
	"Partially Eligible"	Selected if COC has determined that the (<i>member</i>)	
		partially meets member contribution provisions.	
Partial	"Percentage"	Only displayed if the selected member contribution	
Member		determination is "partially eligible". Field allows	
Contribution		users to record the eligible contribution percentage as	
Percentage		determined by COC for the selected (<i>member</i>).	

C Recording Member Contribution Determinations (Continued)

D Recording Substantive Change Determinations

As with member contributions, a drop-down list is provided that allows users to select the substantive change determination applicable for each (*member*) for joint operations.

Note: Substantive change determinations are not applicable to (*members*) of entities.

This table describes the information available when the "Substantive Change" option is selected.

Option	Description
"Eligible"	Selected if COC has determined that the (member) meets substantive
	change provisions.
"Not Applicable"	Default option that indicates substantive change provisions are not
	applicable for the (<i>member</i>).
"Not Eligible"	Selected if COC has determined that the (member) does not meet
	substantive change provisions.

E Page Options

The following options are available on the Member Contribution / Substantive Change Page.

Option	Action
"Back"	Returns to the Customer Page without saving any data entered.
"Save"	Allows users to save the information recorded without continuing to
	the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Customer Page.

F Page Error Messages

The following error messages may be displayed on the Member Contribution / Substantive Change Page, if data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Member	"Partially Eligible" was	Take either of the following actions:
contribution	selected for at least	
percentage must be	1 (<i>member</i>), but a partial	• record the member contribution
entered if the	member contribution was	percentage as determined by COC
member partially	not entered.	or their designee
meets the member		
contribution		• change the member contribution
provisions."		determination to another value.
"Member	The partial member	Correct the member contribution
contribution	contribution percentage	percentage recorded. The following
percentage cannot	entered exceeds	validations apply to the percentage
be greater than or	100 percent.	entered:
equal to 100%."		
"Member	The partial member	• an entry is required, if "partially
contribution	contribution percentage	eligible" is selected for the member
percentage must be	entered is 0 percent.	contribution determination
greater than 0%."		
"Member	Something other than a	• must be greater than 0 percent
contribution	numeric value was entered	
percentage must be	for the partial member	• must be less than 100 percent
numeric."	contribution percentage.	
"Partial member	User entered a percentage	• percentage shall be entered in a
contribution	with more than 2 decimal	percentage with up to 2 decimal
percentage should be	places.	places.
a whole percentage		
with no more than		Examples: 25.25%, 66.67%, etc.
2 decimal places."		

553-560 (Reserved)

Subsection 11 Recording Permitted Entity Designations

561 General Information

A Introduction

For producers enrolled in conservation programs, such as CRP, that are subject to 1-PL provisions, the permitted entity provisions continue to be applicable. Therefore, members of entities and joint operations that are embedded entities **must** designate the 3 entities through which they want to receive payment.

Note: This subsection is **not** applicable for producers and/or members that are **not** enrolled in CRP or any other program that is still subject to 1-PL provisions through any farming operation.

This subsection provides information for handling permitted entity designations in the Business File software.

B When to Record Permitted Entity Designations in Business File

Permitted entity designations are only applicable for producers enrolled in conservation programs, such as CRP, that continue to be subject to 1-PL provisions.

The Business File software is designed to:

- "count" the number of permitted entity designations associated with a member
- group the applicable joint operations and combined producers into the "individual" designation

Note: Combinations and decombinations recorded in the Combined Producer system are **not** reflected in the permitted entity process until the next workday.

- list all operations with which the member is associated
- automatically select the permitted designations if there are 3 or less permitted entities.

County Offices shall only update permitted designations:

- for members that are associated with more than 3 permitted entities
- if any of the operations the member is associated with is participating in conservation programs subject to 1-PL provisions
- if designations are revised on CCC-501B by the member.

561 General Information (Continued)

* * *

C Who Can Update Permitted Designations

Users in Recording County associated with the member **must** update permitted entity designations.

Reminder: The Recording County for the member may be different than the Recording County for the entity/joint operation with which the member is associated.

561 General Information (Continued)

D Accessing the Permitted Entity Designation Process in Business File

For County Offices to access the process to record permitted entity designations, from the Customer Page, under "Business File Menu", CLICK "**Manage Permitted Entity Designations**".

The following is an example of the Customer Page.

Welcome: Jser Role: FSA <u>Select Different</u> <u>Customer</u> Record New Farm Operating Plan	CUSTOMER INFORMATION FARMING OPERATION: Ima Farmer BUSINESS TYPE: Individual							
Manage Permitted Entity Designations	Farm Opera Program Year	nting Plans Status	Version	Start Date	End Date			
	2015 Last Update: 12/09/2014	Determined	8	10/01/2014		<u>Revise</u> <u>Copy Plan</u> <u>View 902</u>		
	2014 Last Update: 10/31/2014	Determined	5	10/01/2013	09/30/2014	<u>Revise</u> <u>Copy Plan</u> <u>View 902</u>		
	View Farm Ope	rating Plan His	story			<u>Back t</u>		

A Introduction

The Manage Permitted Entities Page:

- will be displayed after users click "Manage Permitted Entity Designations" from the Customer Page
- will be displayed differently depending on the number of entities/joint operations with which the selected member is associated.

This table describes the information displayed in various situations.

IF the selected member is	TH	IEN		
not associated with any farm	me	ssage, "The	ere are no Permitted Entity Designations	
operating plans for entities or	rec	ecorded", will be displayed.		
joint operations				
a member of 3 or less permitted	the	following	are applicable:	
entities				
	•	each of the	e permitted entities are displayed	
	•	an indicato	or designates that the permitted designations	
		have been	determined by the system	
		 link is available that allows users to revise the system 		
	designations		ns	
		U		
		Caution:	A new CCC-501B may be needed if the	
			system-generated designations are incorrect	
			because the system automatically selects all	
			permitted entities when the selected	
			individual is associated with 3 or less.	
		1:1. :		
	•	link is ava	liable to view CCC-501B.	

A Introduction (Continued)

IF the selected member is	THEN
a member of more than	the following are applicable:
3 permitted entities, but	
permitted entity designations	• message, "There are no permitted entity designations
have not been recorded	recorded", will be displayed
	• the system has not automatically selected the
	permitted designations
	• users must record the permitted designations based on
	the signed CCC-501B by on the Manage Permitted
	Entity Page, under "Business File Menu", clicking
	"Record New Permitted Entity".
a member of more than	the following are applicable:
3 permitted entities and	
permitted entity designations	• each of the manually selected permitted entities will be
have been recorded	displayed
	• on indicator designates that the normitted designations
	• an indicator designates that the permitted designations have been manually selected
	have been manually selected
	• link is available to revise the manual permitted
	designations
	-
	• link is available to view CCC-501B.

B Examples of the Page

This is an example of the Manage Permitted Entities Page, if the system has automatically selected the permitted entity designations because the selected individual is associated with 3 or less permitted entities.

Business File Menu Welcome: User Role: FSA	Ma	nage l	Permitted Entition	es			
	CUSTOMER INFORMATION						
Record New Permitted			FARMING OPERATION:	Ima Fari	mer		
Managa Customer			BUSINESS TYPE:	Individua	1		
Manage Customer							
	Year	Туре	Designated Entity Nam	e	Share		
	2012	System	Farmers LP Farmers LLC through F JV through Faarmers L Farmers LP	armers LP LC through	Significant Significant Insignificant	<u>Revise</u> <u>View 501</u>	
	BF400					Back to Top	

This is an example of the Manage Permitted Entities Page when the permitted entity designations have been manually selected by the user because the selected individual is associated with more than 3 permitted entities.

Business File Menu Welcome:	Ma	nage	Permitted Entiti	es		
	CUSTOMER INFORMATION					
Record New Permitted			FARMING OPERATION:	Ima Fari	mer	
Managa Customer			BUSINESS TYPE:	Individua	1	
Planage Customer						
	Year	Туре	Designated Entity Name	e	Share	
	2012	Manual	Ima Farmer V Farmer Estate Farmers LP Farmers LLC JV through Farmers LLC t Farmers LP	hrough	Significant Significant Significant Insignificant	<u>Revise</u> <u>View 501</u>
	BF400					Back to Top

C Information on the Page

The Manage Permitted Entities Page provides the user with an overview of the permitted designations for the selected member. This table describes the information displayed on the Manage Permitted Entities Page.

Section of		
Page	Field	Description
Customer	Farming	Name of selected member.
Information	Operation	
	Business	The current year business type for the selected member
	Туре	recorded in Business Partner.
Permitted	Year	The program year associated with the permitted entity
Entity		designations.
Information	Туре	Indicates the method used for recording the permitted entity
		designations. The designations are recorded in either of the
		following ways:
		• "System" indicates that the selected member is associated
		with 3 or less permitted entities and the system has
		automatically selected each permitted entity for designation.
		"Manual" indicates that the user manually designated
		• Manual Indicates that the user manually designated
		through which permitted entities the selected member has
	Designated	Nome of the permitted entities that are designated to receive
	Designated	name of the permittee entities that are designated to receive
	Name	ambaddad antitias, each of the ambaddad antitias is also listed
	Choro	Indicates whether the selected member has a significant or
	Share	indicates whether the selected member has a significant of
		Concrelly the following is applicable:
		Generally the following is applicable.
		• "Significant" indicates that the selected member has a share
		of the applicable farming operation that is greater than or
		equal to 10 percent.
		• "Insignificant" indicates that the selected member has a
		share of the applicable farming operation that is less than
		10 percent.

D Page Options

This table describes the options available for the selected member where permitted entity designations have been recorded.

Link	Action
"Revise"	Allows the user to revise the permitted designations for the selected individual.
"View	Opens a new window displaying the formatted version of CCC-501B for the
501"	selected member.

563 Select Permitted Entities Page

A Introduction

The Select Permitted Entities Page:

- will be displayed after the user selects either of the following from the Manage Permitted Entities Page:
 - under "Business File Menu", "Record New Permitted Entity"
 - "Revise"
- displays all the permitted entities with which the selected member is associated
- groups permitted entities that are included in the "individual" designation, such as:
 - joint operations
 - combined producers
- allows the user to select which permitted entity should be designated for payment purposes.
- **Reminder:** Permitted entity designations are only required for individuals, entities, and/or joint operations that are participating in conservation programs, such as CRP, that continue to be subject to 1-PL provisions.

563 Select Permitted Entities Page (Continued)

B Example of the Page

The following is an example of the Select Permitted Entities Page.

CUSTOMER INF	CUSTOMER INFORMATION							
	FARMIN	GOPERATION:	Ima Farme	r				
r.1)	BL	JSINESS TYPE:	Individual					
Select the thr receive payme	Select the three entities with embedded entities, if any, through which you wish to receive payments.							
Significant	Insignificant	Entities with Entities	Embedded	Tax ID	Share %			
		Ima Farmer		1111 S	100.0000%			
		Farmers JV th Farmers LLC to Farmers LP	rough hrough	2222 E	5.0000%			
		V Farmer Esta Farmer	ite % Ima	3333 E	50.0000%			
F		Farmers LP		4444 E	25.0000%			
		Farmers LLC t Farmers LP	hrough	9999 E	10.0000%			
Г	F	Farmers Trust Farmers JV the Farmers LLC the Farmers LP	through rough hrough	5555 E	2.5000%			

563 Select Permitted Entities Page (Continued)

C Information on the Page

The Select Permitted Entities Page provides the user with a list of the permitted entities with which the selected member is associated. This table describes the information displayed on the Select Permitted Entities Page.

Section of		
Page	Field	Description
Customer	Farming	Name of selected member.
Information	Operation	
	Business Type	The current year business type for the selected member
		recorded in Business Partner.
Permitted	Significant	Check box is listed in this column if the selected member
Entity		has a significant interest in the farming operation. Users
Information		can select up to 3 significant permitted entities.
		Note: Joint operations and other producers that are combined with the selected member will be grouped together with only 1 checkbox.
	Insignificant	Check box is listed in this column if the selected member
		has an insignificant interest in the farming operation.
		User can select all insignificant permitted entities.
		Note: A checkbox is also available in the "significant" column for all entities in which the selected member has an ownership share less than 10 percent. This allows the permitted entity to be selected as significant if the COC determines the member's interest is significant.
	Entities with	Name of the permitted entities that the selected member
	Embedded	is associated with based on information recorded through
	Entities	all farm operating plans recorded in the Business File software.
	Tax ID	Last 4 digits of the payment entity's tax ID number.
	Share percent	Calculated ownership share of the selected member in
		the applicable permitted entity.
		Note: The permitted entities are listed from highest to lowest ownership share.

563 Select Permitted Entities Page (Continued)

D Page Options

The following options are available on the Select Permitted Entities Page.

Link	Action
"Back"	Returns to the Manage Permitted Entities Page without saving any data
	entered.
"Save"	Allows the user to save the information recorded without continuing to
	the next applicable page.
"Save &	Saves the designations recorded and returns to the Manage Permitted
Continue"	Entities Page.

E Page Error Messages

The following error messages may be displayed on the Select Permitted Entities Page if the data recorded does **not** meet the applicable validations.

Error Message	Description	Corrective Action
"No designations have been	Users click "Save &	• Select at least 1 permitted
made."	Continue" without	entity.
	designating any permitted	
	entities.	• CLICK " Back " to return
		to the Manage Permitted
		Entities Page.
"3 permitted entities have not	Selected member has a	It is acceptable to designate
been selected. Are you sure	significant interest in 3 or	less than 3 permitted entities
you want to continue without	more permitted entities and	especially if:
designating all allowed	less than 3 permitted have	
permitted entities?	been designated for payment.	• selected member has not
		designed 3 permitted
Do you want to save this		entities
permitted entity		
designation?"		• all the permitted entities
		are not participating in
		conservation programs
		subject to 1-PL
		provisions.
		Country Officers shall an ife
		that the normitted antitic
		that the permitted entities
		designated on CCC-501B
		nave been selected.

Par. 563

563 Select Permitted Entities Page (Continued)

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
"Producer has an	Selected member has an	It is acceptable to not
insignificant share in	insignificant interest in 1 or	designate all the permitted
businesses that have not been	more permitted entities that	entities in which the selected
designated. Are you sure you	have not been designated for	member has an insignificant
want to continue without	payment.	interest if the:
designating these entities?		
		• COC has determined the
Do you want to save this		selected member's
permitted entity		interest is significant
designation?"		
		• permitted entity is not
		participating in
		conservation programs
		subject to 1-PL
		provisions.
		County Offices shall verify
		the permitted entities have
		been properly designated
		based on CCC-501B or
		CCC-503A, as applicable.
"Must enter the date the	Users click "Save &	Record the date from
CCC-501B was filed by the	Continue", but did not	CCC-501B filed by the
producer."	record a valid date the	selected member.
"Invalid date."	designations were submitted.	
Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

		Display	
Number	Title	Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land		Text
	Conservation (HELC) and Wetland Conservation		
	(WC) Certification		
CCC-501B	Designation of "Permitted Entities"		24, 561-563
CCC-502	Farm Operating Plan for Payment		561
CCC-503A	County Committee Worksheet for "Actively Engaged		72, 84, 99,
	in Farming" and "Person" Determinations		103, 106, 563
CCC-526C	Payment Eligibility - Average Adjusted Gross Income		28, 305,
	Certification For Certain Conservation Reserve		Ex. 6
	Program Contracts Approved Before October 1, 2008		
CCC-527	Request For Action For Subsidiary/Payment	133	3, 4, 132
	Limitation		
CCC-770	Eligibility Checklist - 2008 Farm Bill	4	
ELIG 2008			
CCC-770	Eligibility Checklist - Agricultural Act of 2014	3	
ELIG 2014			
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and		25, 303,
	Subsequent Program Years		351, Part 10
CCC-902E	Farm Operating Plan for an Entity -		23, Part 10
	2009 and Subsequent Program Years		
CCC-902I	Farm Operating Plan for an Individual -		Part 10
	2009 and Subsequent Program Years		
CCC-903	Worksheet For Payment Eligibility and Payment		23, 72, 84,
	Limitation Determinations		99, 103,
			106, 361
CCC-904	Allocation of Payment Limitation Under Common	83	82, 97, 98
	Attribution		
CCC-931	Average Adjusted Gross Income (AGI) Certification		4, 27
	and Consent to Disclosure of Tax Information		
CCC-941	Average Adjusted Gross Income (AGI) Certification		3, 26
	and Consent to Disclosure of Tax Information -		
	Agricultural Act of 2014		

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

		Display	
Number	Title	Reference	Reference
CRP-817U	Certification of Compliance for CRP		25
FCI-12	Crop Insurance Application		34
FSA-13-A	Data Security Access Authorization Form		12, 133
FSA-570	Waiver of Eligibility for Emergency Assistance		34
FSA-578	Report of Acreage		366
FSA-892	Request for an Exception to the 2017 WHIP Payment		43
	Limitation of \$125,000		

Forms (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are **not** listed in 1-CM.

Approved		
Abbreviation	Term	Reference
AUM	animal unit months	428, 429, 431
FCI	Federal Crop Insurance	2, 34, Ex. 6
FRS	Farm Records System	Text
PCW	Planted Converted Wetland	31, 351, Ex. 6
WHIP	Wildfires and Hurricanes Indemnity Program	43

Redelegations of Authority

None

Combination Recording County

Combination recording county means:

- the county assigned by the system as the County Office initiating the combination
- the County Office assigned the specific responsibility for updating or deleting a combination
- combined recording county.

Note: There is a separate designated recording county for eligibility and payment limitation.

Cropland Factor

<u>Cropland factor</u> means the percentage of the farming operation on which the producer is ineligible for payment.

A percentage less than 100 percent is determined when a producer:

- does **not** provide a significant contribution of active personal labor or active personal management to the entire farming operation
- is "actively engaged in farming" and eligible for payment on a portion of the land in the farming operation because of the landowner provision
- is a cash-rent tenant and is ineligible for payment for the cash-rented land.

Deleted Producer

--<u>Deleted producer</u> means a producer that has been removed or deleted from Business File;-- therefore, is **not** a member of any entity.

Foreign Entity

<u>Foreign entity</u> means a corporation, trust, estate, or other similar organization that has more than 10 percent of its beneficial interest held by individuals who are **not**:

- citizens of the U.S.
- lawful aliens possessing a valid Alien Registration Receipt Card.

* * *

Definitions of Terms Used in This Handbook (Continued)

Producer

Producer means any entity, joint operation, or individual that is loaded in SCIMS.

Recording County

<u>Recording county</u> means the County Office assigned the specific responsibilities for updating the eligibility and payment limitation data for a FSA customer. The recording county **cannot** be a CMA or LSA county and the producer **must** be linked to the county in SCIMS.

Note: There is a separate designated recording county for a combined producer.

Subsidiary Year

<u>Subsidiary year</u> means the year subsidiary files are created during the rollover process for the next fiscal, program, and/or crop year. Subsidiary rollover usually occurs in October in conjunction with the start of FY. The Subsidiary System operates on a FY basis from October 1 to September 30.

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