

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 9
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

The Agricultural Act of 2014 (2014 Farm Bill) applies conservation compliance provisions to the Federally reinsured crop insurance premium subsidy administered by RMA. These provisions have been reauthorized in the Agriculture Improvement Act of 2018 (2018 Farm Bill). Affiliates are not tied to the Farm Records. The Subsidiary system has been updated to allow County Offices to indicate if an affiliated producer's affiliate violation is applicable to RMA.

The 2018 Farm Bill provides additional benefits for veteran farmers or ranchers participating in specific programs. The Subsidiary system has been updated to allow County Offices to record the producer's veteran farmer or rancher certification based on CCC-860 filed by the producer.

The 2018 Farm Bill did not change the \$900,000 AGI limitation eligibility for certain FSA/CCC and NRCS programs. The Subsidiary system has been updated to change the AGI 2014 Farm Bill label to include both AGI 2014 and 2018 Farm Bills.

The Market Facilitation Program (MFP) may allow exemptions to producers with an AGI greater than the \$900,000 threshold if the producer certifies at least 75 percent of their average AGI was derived from farming, ranching, or forestry. The Subsidiary system has been updated to allow County Offices to update the AGI – 75% Rule certification.

Amendment Transmittal (Continued)

B Reasons for Amendment

Subparagraphs 10 D, 22 A, and 303 C have been amended to include the customer's tax ID "IRS Response Code" under the Customer section.

Subparagraph 21 C has been amended to include the Subsidiary certification/determinations applicable to 2020.

Subparagraph 22 C has been amended to add the "Veteran Farmer or Rancher" quick access/shortcut key.

Subparagraphs 25 B through E have been amended to include the new option to indicate if producers with an AD-1026 Affiliate Violation are also applicable to RMA.

Multiple paragraphs and subparagraphs have been amended to update "AGI - 2014 Farm Bill" to "AGI - 2014 and 2018 Farm Bills".

Subparagraph 29 A has been amended to refer to 1-CM for beginning farmer or rancher provisions.

Subparagraph 29 B has been amended with updated Beginning Farmer or Rancher screenshots.

Subparagraph 29 C has been amended to remove the "Note" for producers who certify compliance with beginning farmer or rancher provisions.

Subparagraph 37 A has been amended to refer to 1-CM for limited resource farmer or rancher provisions.

Subparagraph 37 B has been amended with an updated Limited Resource Farmer or Rancher screenshot.

Subparagraph 37 C has been amended to remove the "Note" for producers who certify compliance with limited resource farmer or rancher provisions.

Subparagraph 41 A has been amended to refer to 1-CM for socially disadvantaged farmer or rancher provisions.

Subparagraph 41 B has been amended with an updated Socially Disadvantaged Farmer or Rancher screenshot.

Subparagraph 41 C has been amended to remove the "Notes" for producers who certify compliance with socially disadvantaged farmer or rancher provisions that apply to "Includes Racial, Ethnic or Gender" and/or "Includes Racial or Ethnic but NOT Gender".

Amendment Transmittal (Continued)

B Reasons for Amendment (Continued)

Subparagraph 42 B has been amended to describe how the certifications for “Veteran Farmer or Rancher” and AD-1026 “Producers affiliate violation applicable to RMA” are updated when a producer is merged in Business Partner.

Multiple paragraphs and subparagraphs have been amended to update “AGI - 2017 75% Rule” to “AGI - 75% Rule”. The certification will now be available in 2017 and subsequent years.

Paragraph 44 has been added for the “Veteran Farmer or Rancher” section used to determine whether the producer meets the requirements to be considered a “Veteran”, “Veteran who has obtained Veteran status with the last 10 years”, and/or “Producer who served in the Armed Forces and began farming within the last 10 years”.

Subparagraph 303 C has been amended with an updated example of the Subsidiary Print page.

Subparagraph 303 H has been amended with an updated example of the Subsidiary Print that includes the “Veteran Farmer or Rancher” certification.

Subparagraph 305 A has been amended to include “Veteran Farmer or Rancher”.

Subparagraph 305 D has been amended to include the new AD-1026 Affiliate Violation applicable to RMA selection on the County Eligibility Report.

Subparagraph 305 X has been added to provide information about the “Veteran Farmer or Rancher” section on the County Eligibility Report.

Subparagraph 351 C has been amended to add information on the “Veteran Farmer or Rancher” certification, resetting specific eligibility certification/s determinations for deceased producers and removal of obsolete information on “Fraud – Including GCIC Fraud” during the annual Subsidiary Rollover process.

Subparagraph 552 D has been amended to remove the note that substantive change is only applicable to joint operations.”

Amendment Transmittal (Continued)

B Reasons for Amendment (Continued)

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10 Recording County

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 same time in Business Partner	the ZIP Code process (subparagraph C) is used to assign the 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 each County Office ZIP Code with a link to the FSA customer.	Arrange the results in ascending order.
2	Find the result with the smallest difference between ZIP Codes.	This County Office is the recording county.
3	If 2 County Offices have the same result, then find the 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 Home](#) | [About 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](#)
[Customer Search](#)

Customer

Name: **Farmer, John**

Recording County: **Lincoln - Arkansas**

IRS Response Code: **TIN and Name match**

Desha - Arkansas

Lincoln - Arkansas

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 SUBWEB001, on the top Navigation Menu, CLICK “Recording County” .	SCIMS Customer Search Screen will be displayed.
3	Enter information on the SCIMS Customer Search Screen by: <ul style="list-style-type: none"> • name • TIN • type • other. 	SCIMS Search Results Screen will be displayed.
4	Select the customer on the SCIMS Search Results Screen.	Subsidiary Recording County Screen SUBWEB009 will be displayed. The “Customer” section contains the following information for the selected customer: <ul style="list-style-type: none"> • name • recording county •*--IRS Response Code.--* 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.	The new recording county will be displayed with the radio button selected.

10 Recording County (Continued)

D Changing Recording County (Continued)

Step	Action	Result	
6	Select 1 of the following options: <ul style="list-style-type: none"> • “Reset” • “Submit”. 	IF user selects...	THEN the system will...
		“Reset”	reset to the original recording county identified in the “Customer” section.
		“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 County Screen SUBWEB003, select 1 of the following options: <ul style="list-style-type: none"> • “Yes” • “No”. 	IF user selects...	THEN the system will...
		“Yes”	update the recording county and return to Subsidiary Recording County Screen SUBWEB009 with the message, “This customer was successfully updated.” 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.

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.

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.

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

*--

Description	2010	2011	2012	2013	2014/ 2015/ 2016	2017/ 2018	2019/ 2020
Actively Engaged	X	X	X	X	X	X	X
Actively Engaged - 2002 Farm Bill	X	X	X	X	X	X	X
Suspended Producer	X	X	X				
AD-1026	X	X	X	X	X	X	X
Adjusted Gross Income - 2002 Farm Bill	X	X	X	X	X	X	X
AGI - 2008 Farm Bill - Commodity Program \$500,000 Nonfarm Income	X	X	X	X			
AGI - 2008 Farm Bill - Direct Payment \$1 Million Total Income			X	X			
AGI - 2008 Farm Bill - Direct Payment \$750,000 Farm Income	X	X	X	X			
AGI - 2008 Farm Bill - Conservation Program \$1 Million Nonfarm Income	X	X	X	X	X	X	X
AGI - 2014 and 2018 Farm Bills		X	X	X	X	X	X
AGI -75% Rule						X	X
Beginning Farmer or Rancher	X	X	X	X	X	X	X
Cash Rent Tenant and Cropland	X	X	X	X	X	X	X
Conservation Compliance	X	X	X	X	X	X	X
Controlled Substance	X	X	X	X	X	X	X
Delinquent Debt	X	X	X	X	X	X	X
Federal Crop Insurance	X	X	X	X	X	X	X
Foreign Person	X	X	X	X	X	X	X
Fraud - including FCIC Fraud	X	X	X	X	X		
Limited Resource Farmer or Rancher	X	X	X	X	X	X	X
NAP Non-Compliance	X	X	X	X	X	X	X
Permitted Entity - 2002 Farm Bill	X	X	X	X	X	X	X
Person Eligibility - 2002 Farm Bill	X	X	X	X	X	X	X
SDA Farmer or Rancher: includes ethnic or racial, but not gender	X	X	X	X	X	X	X
SDA Farmer or Rancher: includes ethnic, racial or gender	X	X	X	X	X	X	X
Veteran Farmer or Rancher							X

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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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • name • recording county •*--IRS Response Code--* • subsidiary year.
5	To select another subsidiary year: <ul style="list-style-type: none"> • 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	<p>Update the applicable eligibility information and CLICK “Submit” at the bottom of the screen.</p> <p>If the updated data:</p> <ul style="list-style-type: none"> • 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. <p>Note: See paragraphs 23 through 41 for additional information on applicable error messages.</p>

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.								
	<table border="1"> <thead> <tr> <th data-bbox="380 470 712 506">IF the user wants to...</th> <th data-bbox="712 470 1463 506">THEN CLICK...</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 506 712 730">accept the changes and continue with the update process</td> <td data-bbox="712 506 1463 730"> <p data-bbox="721 516 850 548">"Accept".</p> <p data-bbox="721 590 1463 730">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.</p> </td> </tr> <tr> <td data-bbox="380 730 712 1062">make additional changes for the selected producer or revise the changes that have been made</td> <td data-bbox="712 730 1463 1062"> <p data-bbox="721 741 850 772">"Revise".</p> <p data-bbox="721 814 1463 919">The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p data-bbox="721 961 1463 1062">Note: Changes are not updated to the eligibility database until users click "Accept" on the Confirmation Screen.</p> </td> </tr> <tr> <td data-bbox="380 1062 712 1247">cancel the process and exit without saving the changes</td> <td data-bbox="712 1062 1463 1247"> <p data-bbox="721 1073 850 1104">"Cancel".</p> <p data-bbox="721 1146 1463 1247">The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p> </td> </tr> </tbody> </table>	IF the user wants to...	THEN CLICK...	accept the changes and continue with the update process	<p data-bbox="721 516 850 548">"Accept".</p> <p data-bbox="721 590 1463 730">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.</p>	make additional changes for the selected producer or revise the changes that have been made	<p data-bbox="721 741 850 772">"Revise".</p> <p data-bbox="721 814 1463 919">The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p data-bbox="721 961 1463 1062">Note: Changes are not updated to the eligibility database until users click "Accept" on the Confirmation Screen.</p>	cancel the process and exit without saving the changes	<p data-bbox="721 1073 850 1104">"Cancel".</p> <p data-bbox="721 1146 1463 1247">The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p>
IF the user wants to...	THEN CLICK...								
accept the changes and continue with the update process	<p data-bbox="721 516 850 548">"Accept".</p> <p data-bbox="721 590 1463 730">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.</p>								
make additional changes for the selected producer or revise the changes that have been made	<p data-bbox="721 741 850 772">"Revise".</p> <p data-bbox="721 814 1463 919">The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p data-bbox="721 961 1463 1062">Note: Changes are not updated to the eligibility database until users click "Accept" on the Confirmation Screen.</p>								
cancel the process and exit without saving the changes	<p data-bbox="721 1073 850 1104">"Cancel".</p> <p data-bbox="721 1146 1463 1247">The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p>								

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 and 2018 Farm Bills”	“Alt” + “4”
“Adjusted Gross Income - 2008 Farm Bill”	“Alt” + “8”
“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” + “K”
“Person Determination - 2002 Farm Bill”	“Alt” + “R”
“Socially Disadvantaged Farmer or Rancher”	“Alt” + “D”
“Veteran Farmer or Rancher”	“Alt” + “V”
“Reset”	“Alt” + “R”
“Submit”	“Alt” + “S”

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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.

The screenshot shows a form titled "AD-1026" with two main sections. The first section, "Certification", contains five radio button options: "Certified", "Good Faith Determination", "Awaiting Affiliate Certification", "Not Filed" (which is selected), "COC Exemption", and "Affiliate Violation". Below this is a text input field for "AD-1026 date of continuous certification signed by producer" with a calendar icon. The second section, "Referred to NRCS", contains two radio button options: "Yes" and "No". Below this is a text input field for "Date AD-1026 referred to NRCS" with a calendar icon.

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 years 2014 through 2018.--

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

Yes No

Date First Time Producer Filing AD-1026

Referred to NRCS

Yes No

Date AD-1026 referred to NRCS

*--Following is an example of the “AD-1026” section for 2019 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

Yes No

Date First Time Producer Filing AD-1026

Affiliate Violation for RMA

Is the Producer's Affiliate Violation applicable to RMA?

Yes No

Referred to NRCS

Yes No

Date AD-1026 referred to NRCS

25 AD-1026 Certification Information (Continued)

C Fields Applicable to AD-1026 Certifications (Continued)

Field	Option	Explanation
“First Time Producer Filing AD-1026”	“Yes”	Used to indicate whether the producer is filing an AD-1026 for the first time. Applicable to 2014 and subsequent years only . The entry will be displayed in all years 2014 through subsequent years regardless of the year the option was selected. 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.
	“No”	
“Date First Time Producer Filing AD-1026”		Date the producer filed the AD-1026 for the first time. The entry will be displayed in all years 2014 through subsequent years regardless of the year the date was entered. A date is required if “Yes” was selected for “First Time Producer Filing AD-1026”. Enter date in acceptable formats according to subparagraph 13 A.
--“Is the Producer’s Affiliate Violation applicable to RMA?”	“Yes”	Used to indicate whether producers with an AD-1026 “Affiliate Violation” is also applicable to RMA.--
	“No”	
“Referred to NRCS”	“Yes”	Used to indicate whether AD-1026 for the applicable producer has been referred to NRCS. An option must be selected if any of the following options are selected as the “certification”: <ul style="list-style-type: none"> • “Certified” • “Awaiting Affiliate Certification” • “Affiliate Violation”.
	“No”	
“Date AD-1026 Referred to NRCS”		Date the County Office referred AD-1026 to NRCS for a technical determination. A date is required if “Yes” was selected for “Referred to NRCS”. Enter date according to acceptable formats according to subparagraph 13 A.

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
<p>“Certification must specify the date the producer signed the certification for years after 2004.”</p>	<p>User selected 1 of the following options as the certification, but did not enter a “Date AD-1026 Filed” and/or “Date Continuous Certification/Authorization Signed by Producer” field:</p> <ul style="list-style-type: none"> • “Certified” • “Awaiting Affiliate Certification”. 	<p>Take either of the following options:</p> <ul style="list-style-type: none"> • enter date in the “Date AD-1026 Filed” and/or “Date Continuous Certification/Authorization Signed by Producer” field • select a different certification.
<p>“Date not allowed based on COC determination or certification option selected.”</p>	<p>User selected 1 of the following options as the certification and entered a date in the “Date Continuous Certification/Authorization Signed By Producer” field:</p> <ul style="list-style-type: none"> • “Not Filed” • “Good Faith Determination” • “COC Exemption”. 	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • remove date from the “Date Continuous Certification/Authorization Signed By Producer” field • select a different certification.
<p>“Must specify whether AD-1026 is being referred to NRCS.”</p>	<p>User did not specify whether AD-1026 is or is not being referred to NRCS.</p>	<p>Indicate whether or not AD-1026 is being referred to NRCS.</p>
<p>“Must specify the date the AD-1026 was referred to NRCS for years after 2004.”</p>	<p>User indicated AD-1026 is being referred to NRCS; however, the referral date was not entered.</p>	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • 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
“Date First Time Producer Filing AD-1026 cannot be prior to 06/30/2014.”	User entered a date 3-29 before 06/30/2014 for the “Date First Time Producer Filing AD-1026”.	Take either of the following actions: <ul style="list-style-type: none"> remove date from “Date First Time Producer Filing AD-1026” update “Date First Time Producer Filing AD-1026” on or after 06/30/2014.
“Must enter the date for the First Time Producer Filing AD-1026.”	User indicated producer is filing AD-1026 for the first time; however, the “Date First Time Producer Filing AD-1026” was not entered.	Take either of the following actions: <ul style="list-style-type: none"> update “First Time Producer Filing AD-1026” to “No” update the “Date First Time Producer Filing AD-1026” on or after 06/30/2014.
--“Producers Affiliate Violation applicable to RMA must be “No” when AD-1026 certification is not “Affiliate Violation”.”	User indicated both of the following: <ul style="list-style-type: none"> “Yes” the producer’s affiliate violation is applicable to RMA AD-1026 certification is not “Affiliate Violation”. 	Take either of the following actions: <ul style="list-style-type: none"> update AD-1026 certification to “Affiliate Violation” (if applicable) update the Affiliate Violation applicable to RMA to “No”.--

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”.
--“Is the Producer’s Affiliate Violation Applicable to RMA?”--	
“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 and 2018 Farm Bills Determination Information**

A Introduction

The Agricultural Act of 2014, Pub L. 113-79, and the Agriculture Improvement Act of 2018 stipulate 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 and 2018 Farm Bills”--* 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

*--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

C Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2014 and 2018 Farm Bills" Section

Following is an example of the "Adjusted Gross Income – 2014 and 2018 Farm Bills" section for 2011 and subsequent years.

Adjusted Gross Income - 2014 and 2018 Farm Bills

\$900,000 Total Income Producer Certification

Not Filed Filed CCC-941
 Exempt Not Met-Producer

Date Documentation Filed by Producer

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

--*

*--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

D Fields Applicable to AGI - 2014 and 2018 Farm Bills Determinations

The following provides fields applicable to Adjusted Gross Income - 2014 and 2018 Farm Bills Determinations.--*

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

*--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

D Fields Applicable to AGI - 2014 and 2018 Farm Bills Determinations (Continued)--*

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

*--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

E Error Messages

The following provides error messages that may display when updating Adjusted Gross Income - 2014 and 2018 Farm Bills eligibility data.--*

Message	Reason for Message	Corrective Action
<p>“Must enter the SED Determination date.”</p>	<p>Authorized user selected 1 of the following as the “State Office/SED Determination”, but did not enter a date in “SED Determination Date” field:</p> <ul style="list-style-type: none"> • “Compliant - Review” • “Not Compliant - Review” • “Mismatch Verified”. 	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • enter date the State Office/SED made the determination • select “No Determination” as the “State Office/SED Determination”.
<p>“Must select the applicable State Office/SED determination when recording an SED determination date.”</p>	<p>Authorized user entered a date in the “SED Determination Date” field, but did not select 1 of the following as the “State Office/SED Determination”:</p> <ul style="list-style-type: none"> • “Compliant - Review” • “Not Compliant - Review” • “Mismatch Verified”. 	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • select appropriate State Office/SED determination • remove date from the “SED Determination Date” field.
<p>“Date Documentation Filed by Producer not allowed for the selected Producer Certification.”</p>	<p>User entered a date in the “Date Documentation Filed by Producer” field, but did not select 1 of the following for “Producer Certification”:</p> <ul style="list-style-type: none"> • “Not Met-Producer” • “Filed CCC-941”. 	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • select a different producer certification • remove date from the “Date Documentation Filed by Producer” field.

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
<p>“Must enter the date the producer filed the AGI certification.”</p>	<p>User selected either of the following for “Producer Certification”, but did not enter a date in the “Date Documentation Filed by Producer” field:</p> <ul style="list-style-type: none"> • “Not Met-Producer” • “Filed CCC-941”. 	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • select a different producer certification • enter date for the “Date Documentation Filed by Producer” field.
<p>“Invalid State Office/SED determination selection based on Producer Certification.”</p>	<p>Authorized user selected 1 of the following, for the State Office/SED determination:</p> <ul style="list-style-type: none"> • “Compliant - Review” • “Not Compliant - Review” • “IRS Mismatch”. <p>However, the producer certification is either of the following:</p> <ul style="list-style-type: none"> • “Exempt” • “Not Met - Producer”. 	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • select a different Producer Certification • select a different State Office/SED determination.
<p>“Invalid Producer Certification selection based on IRS Determination.”</p>	<p>User selected, “Not Met - Producer” for the producer certification; however, the IRS determination is 1 of the following:</p> <ul style="list-style-type: none"> • “Compliant - Producer” • “Compliant - Less Than 3 years” • “Not Compliant” • “Failed Verification”. 	<p>Select a different producer certification.</p>

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
“Date cannot be greater than today’s date.”	Date entered or selected in either of the following fields is later than the current date: <ul style="list-style-type: none"> • “Date Documentation Filed by Producer” • “SED Determination Date”. 	Reenter a valid date or select a date using the calendar icon.
“Date entry not formatted correctly. mm/dd/yyyy, mm/dd/yy, mmdyyy, or mmdyy.”	Date entered in either of the following fields is not in an acceptable format: <ul style="list-style-type: none"> • “Date Documentation Filed by Producer” • “SED Determination Date”. 	Reenter date in an acceptable format according to subparagraph 13 A.

F Field Default Values

--When new eligibility records are created, Adjusted Gross Income - 2014 and 2018 Farm Bills 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 defined in subparagraph B	“Not Filed”, indicating producer has not filed all documentation required for AGI determination.
	an exempt business type as defined in subparagraph B	“Exempt”, indicating producer is exempt from AGI provisions.
“IRS Verification/ Determination”		“Not Processed” indicating an IRS has not verified/made a determination.
“SED Determination”		“No Determination” indicating SED has not made a determination
“Date Documentation Filed by Producer”		“Blank”
“SED Determination Date”		
“Date Processed by IRS”		

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)*G Updating AGI - 2014 and 2018 Farm Bills Producer Certification**

Following acceptance of the completed CCC-941 **and** user updating the producer certification to “Filed CCC-941”, the Adjusted Gross Income - 2014 and 2018 Farm Bills--* 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.

*--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

G Updating AGI - 2014 and 2018 Farm Bills 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 and 2018 Farm Bills” section.--*
2	<p>If the producer’s and/or agent’s certification of average AGI indicated:</p> <ul style="list-style-type: none"> • 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”. <p>Enter the date the producer filed CCC-941 in the “Date Documentation Filed by Producer” field.</p> <p>CLICK “Submit”.</p>
3	<p>On the Validation Page, verify the changes for the producer are correct, and click 1 of the following:</p> <ul style="list-style-type: none"> • “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.

*--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

H Updating AGI - 2014 and 2018 Farm Bills 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 and 2018 Farm Bills” section.--*
2	<p>If the determination was made that the producer:</p> <ul style="list-style-type: none"> • 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”. <p>In the “State Office/SED Determination Date” field, enter date the determination was made.</p> <p>CLICK “Submit”.</p>
3	<p>On the Validation Screen verify the changes for the customer are correct and click 1 of the following:</p> <ul style="list-style-type: none"> • “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.

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

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.

IF a customer...	THEN Business Partner data will not match IRS data 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 and 2018 Farm Bills 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.

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

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 and 2018 Farm Bills 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 and 2018 Farm Bills, 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	<p>Ensure the customer name and tax ID in Business Partner match the CCC-941.</p> <p>Reminder: The TIN verification process through MIDAS/Business Partner is separate from the AGI compliance verification process.</p> <p>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.</p>
3	*--Ensure the AGI 2014 and 2018 Farm Bills producer certification in Subsidiary is updated as described in subparagraph G prior to mailing the CCC-941 to IRS.
4	Ensure the AGI 2014 and 2018 Farm Bills 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.)

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

J Steps for Timely AGI Determination (Continued)

Step	Action
7	<p>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.</p> <p>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.</p>
8	<p>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.</p>
9	<p>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 MM/DD/YYYY, IRS received on MM/DD/YYYY – IRS did not provide determination”.</p> <p>County Offices will make 3 attempts to mail the CCC-941 and IRS-3210 to IRS to receive a determination.</p>

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

J Steps for Timely AGI Determination (Continued)

Step	Action									
10	<p>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 all of the following:</p> <ul style="list-style-type: none"> • obtain documentation from the County Office that at least 3 attempts were made to send the producer’s AGI certification to IRS • obtain verification from County Office or other State Office personnel that all actions in Steps 1 through 9 have been completed •*--review Eligibility AGI 2014 and 2018 Farm Bills IRS determinations in the subsidiary--* system for at least 2 program years immediately before and/or after the program year in question <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF the State Office/SED determination is...</th> <th style="text-align: left;">AND/OR IRS determination is...</th> <th style="text-align: left;">THEN...</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • “Not Compliant-Review” • “No Determination” </td> <td> <ul style="list-style-type: none"> • “Not Compliant” </td> <td>compliance review must be completed.</td> </tr> <tr> <td> <ul style="list-style-type: none"> • “Compliant-Review” • “Mismatch Verified” </td> <td> <ul style="list-style-type: none"> • “Compliant-Producer” • “Compliant-Less than 3 years” </td> <td>producer is AGI compliant.</td> </tr> </tbody> </table> <p>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 can be determined as AGI compliant; set the AGI subsidiary value to “Mismatch Verified.”</p> <ul style="list-style-type: none"> •*--capture a screenshot of the review and document the AGI 2014 and 2018 Farm Bills--* 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. <p>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.</p> <p>If the State Office is unsure of the producer’s AGI compliance following a review of the producer’s AGI compliance history:</p> <ul style="list-style-type: none"> • an 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 determination for the person or legal entity in the subsidiary file for the applicable program year. 	IF the State Office/SED determination is...	AND/OR IRS determination is...	THEN...	<ul style="list-style-type: none"> • “Not Compliant-Review” • “No Determination” 	<ul style="list-style-type: none"> • “Not Compliant” 	compliance review must be completed.	<ul style="list-style-type: none"> • “Compliant-Review” • “Mismatch Verified” 	<ul style="list-style-type: none"> • “Compliant-Producer” • “Compliant-Less than 3 years” 	producer is AGI compliant.
IF the State Office/SED determination is...	AND/OR IRS determination is...	THEN...								
<ul style="list-style-type: none"> • “Not Compliant-Review” • “No Determination” 	<ul style="list-style-type: none"> • “Not Compliant” 	compliance review must be completed.								
<ul style="list-style-type: none"> • “Compliant-Review” • “Mismatch Verified” 	<ul style="list-style-type: none"> • “Compliant-Producer” • “Compliant-Less than 3 years” 	producer is AGI compliant.								

28 AGI - 2002 Farm Bill Determination Information (Continued)

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.

Entity/Member	Permitted Indicator	Actual Share	Permitted Share	AGI Indicator	Combined Permitted/AGI Share
H & W Farming		1.0000	1.0000	N	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.

* * *

--See 1-CM for additional information on the beginning farmer or rancher provisions.--

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

Certification

The producer, legal entity or joint operation certified BOTH of the following statements are true by selecting the appropriate boxes on the CCC-860:

- The producer, legal entity or joint operation has not operated a farm or ranch for more than 10 years.
- The producer, legal entity or joint operation substantially participates in the operation.

Yes No

--*

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

*--

Beginning Farmer or Rancher

Certification

The producer, legal entity or joint operation certified BOTH of the following statements are true by selecting the appropriate boxes on the CCC-860:

- The producer, legal entity or joint operation has not operated a farm or ranch for more than 10 years.
- The producer, legal entity or joint operation substantially participates in the operation.

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. * * *
"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 required for Beginning Farmer or Rancher when “Yes” is selected.”	User selected “Yes” to beginning farmer or rancher certification, but did not enter a month and year in the “Month/Year Farmer or Rancher Began Farming” field.	Take either of the following actions: <ul style="list-style-type: none"> • enter month and year the producer began farming or ranching • for the beginning farmer or rancher certification, select “No”.
“Month for Beginning Farmer or Rancher must be a valid month.”	User did not enter a valid number for the month.	Take either of the following actions: <ul style="list-style-type: none"> • enter a valid month between “01” and “12” • for the beginning farmer or rancher certification, select “No”, and remove the month.
“Year for Beginning Farmer or Rancher must be within the last 10 years.”	User did not enter a year within 10 years of the subsidiary year.	Take either of the following actions: <ul style="list-style-type: none"> • enter a valid year within 10 years of the subsidiary year • for the beginning farmer or rancher certification, select “No”.
“Year for Beginning Farmer or Rancher must be a valid year.”	User did not enter a valid year.	Take either of the following actions: <ul style="list-style-type: none"> • enter a valid year between 2004 and current year that is a numeric value • for the beginning farmer or rancher certification, select “No”, and remove the year.
“Month/Year is not allowed for Beginning Farmer or Rancher when “No” is selected.”	User entered a month and year in the “Month/Year Farmer or Rancher began Farming” field, but selected “No” for the beginning Farmer or rancher certification.	Take either of the following actions: <ul style="list-style-type: none"> • for the beginning farmer or rancher certification, select “Yes” • remove the month and year.

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: <ul style="list-style-type: none"> • e-mail to tim.witt@usda.gov • telephone at 816-926-7394.
OIG case	Jack Welch, Director, ALS, by: <ul style="list-style-type: none"> • 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.

* * *

--See 1-CM for additional information on the limited resource farmer or rancher provisions.--

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

Certification

The producer, legal entity or joint operation certified BOTH of the following statements are true by selecting the appropriate boxes on the CCC-860:

- The direct or indirect gross farm sales do not exceed the amount in Table 1 on page 2 of the CCC-860 in each of the 2 calendar years that precede the complete taxable year before the relevant program year, adjusted upwards in later years for any general inflation.
- Total household income was at or below the national poverty level for a family of four in each of the same 2 previous years.

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. * * *
“No”	Producer has not certified compliance with limited resource farmer or rancher provisions.

37 Limited Resource 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 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.

40 Person Eligibility - 2002 Farm Bill Determination Information (Continued)

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 Producer"	"Blank".
"COC Determination Date"	

41 SDA Farmer or Rancher

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.

*--See 1-CM for additional information on the SDA farmer or rancher provisions.

* * *

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.

*--

<p>Socially Disadvantaged Farmer or Rancher</p> <p><input type="checkbox"/> Includes Racial, Ethnic or Gender</p> <p>Has the producer, legal entity or joint operation certified they are a member (or if applicable, members) of a group whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="checkbox"/> Includes Racial or Ethnic but NOT Gender</p> <p>Has the producer, legal entity or joint operation certified they are a member (or if applicable, members) of a group whose members have been subject to racial or ethnic (NOT gender) prejudice because of their identity as members of a group without regard to their individual qualities?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>

--*

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). * * *
	“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). * * *
	“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.

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

42 Eligibility Determinations After Business Partner Merge (Continued)

B Eligibility Determination Table (Continued)

Eligibility Determination	Field	IF the customer's records do not match, then eligibility is...	IF the customer's records match, then eligibility is...
AD-1026	Certification	Not Filed.	the same value from the merged records.
	Referred to NRCS	No.	
	Date AD-1026 Referred to NRCS	Blank.	
	Date Continuous Certification/Authorization Signed by Producer	Blank.	
	First Time Producer Filing AD-1026	--*No.	
	Date First Time Producer Filing AD-1026	Blank.	
	Producers affiliate violation applicable to RMA.”	No.--*	
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.	

42 Eligibility Determinations After Business Partner Merge (Continued)

B Eligibility Determination Table (Continued)

Eligibility Determination	Field	IF the customer's records do not match, then eligibility is...	IF the customer's records match, then eligibility is...
Adjusted Gross Income - 2008 Farm Bill – Conservation Program	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.	
	SED Determination	Blank.	
	Date of SED Determination	Blank.	
	Date Documentation Filed by Producer	Blank.	
	COC Disapproval Date	Blank.	
Adjusted Gross Income – *--2014 and 2018 Farm Bills--*	Producer Certification	Winning Producer's Producer Certification.	the same value from the merged records.
	Date Documentation Filed by Producer	Winning Producer's Date Documentation Filed by Producer.	
	IRS Verification	Winning Producer's IRS Verification.	
	Date Processed by IRS	Winning Producer's Date Processed by IRS.	
	State Office/SED Determination	Winning Producer's State Office/SED Determination.	
	SED Determination Date	Winning Producer's SED Determination Date.	
Adjusted Gross *--Income – 75%--* Rule	Certification	Winning Producer's Certification.	the same value from the merged records.
	Date Documentation Filed by Producer	Winning Producer's Date Documentation Filed by Producer.	

42 Eligibility Determinations After Business Partner Merge (Continued)

B Eligibility Determination Table (Continued)

Eligibility Determination	Field	IF the customer's records do not match, then eligibility is...	IF the customer's records match, then eligibility is...
Beginning Farmer or Rancher	Certification/COC Determination	No.	the same value from the merged records.
	Month and Year Farmer or Rancher began Farming	Blank.	
Cash Rent Tenant	COC Determination	Awaiting Determination - if the producer is not an Indian Tribal Venture.	the same value from the merged records.
		Exempt -if the producer is an Indian Tribal Venture.	
	Cropland Factor	0.0000 - if Awaiting Determination.	
		1.0000 - if Exempt.	
Conservation Compliance	Highly Erodible Land Conservation	the summarized data from the farm records system for the customer.	the summarized data from the farm records system for the customer.
	Planted Converted Wetland		
	Converted Wetland		
	Farm/Tract Eligibility	the summarized data from:	the summarized data from:
		<ul style="list-style-type: none"> • HELC • PCW • CW. 	<ul style="list-style-type: none"> • HELC • PCW • CW.
	Year of Violation	blank or the year closest to the current year.	the same value from the merged records.
	State and County Where Violation Occurred	blank or the state and county with the lowest FIPS code.	

42 Eligibility Determinations After Business Partner Merge (Continued)

B Eligibility Determination Table (Continued)

*--

Eligibility Determination	Field	IF the customer's records do not match, then eligibility is...	IF the customer's records match, then eligibility is...
Veteran Farmer or Rancher	Veteran Certification	No.	the same value from the merged records.
	Month/Year Farmer or Rancher obtained Veteran Status	Blank.	
	Certification Farmer or Rancher served in Armed Forces and have not operated a farm or ranch more than 10 years	No.	
	Month/Year Farmer or Rancher who served in Armed Forces began farming	Blank.	

--*

*--43 AGI – 75% Rule

A Introduction

The regulations for WHIP stipulate that a person or legal entity will be eligible for a higher 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 – 75% Rule” section is used to determine producer eligibility for a higher WHIP payment limitation. See 1-WHIP for additional information for determining producer eligibility for a higher WHIP payment limitation.

The regulations for the 2019 Market Facilitation Program may allow exemptions to producers with an AGI greater than the \$900,000 threshold if the producer certifies at least 75 percent of their average AGI was derived from farming, ranching, or forestry. Data in the Eligibility system for the “Adjusted Gross Income – 75% Rule” section is used to determine whether a producer meets the requirements to be considered exempt from the AGI \$900,000 threshold.

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

The following is an example of the “Adjusted Gross Income – 75% Rule” section in subsidiary year 2017 and subsequent years.

Adjusted Gross Income - 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 – 75% Rule” Certification

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

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

--*

--43 AGI – 75% Rule (Continued)--

D Error Messages

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

Field	Option	Explanation
<p>“Date producer certified at least 75% of their average adjusted gross income was derived from farming, ranching and forestry is required.”</p>	<p>User selected “Yes” indicating the producer certified their average AGI is derived from at least 75 percent farming, ranching, or forestry, but did not enter the date in the “Date Documentation Filed by Producer” field.</p>	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • enter the date the person or legal entity filed the certification * * * indicating at least 75 percent of their average AGI is derived from farming, ranching, or forestry • select “No” for the 75 percent average AGI derived from farming, ranching, or forestry certification.
<p>“Date Documentation Filed by Producer cannot be later than today’s date.”</p>	<p>Date entered or selected for the “Date Documentation Filed by Producer” field is later than the current date.</p>	<p>Re-enter a valid date or select a date using the calendar icon.</p>
<p>“Date Documentation Filed by Producer – Invalid date”</p>	<p>Date entered or selected for the “Date Documentation Filed by Producer” field is not a valid date.</p>	<p>Re-enter a valid date or select a date using the calendar icon. See subparagraph 13 A for acceptable date formats.</p>
<p>“Date Documentation Filed by Producer not formatted correctly. mm/dd/yyyy, mmddyyyy, mmddy.”</p>	<p>Date entered for the “Date Documentation Filed by Producer” field is not in an acceptable format.</p>	<p>Re-enter the date in an acceptable format according to subparagraph 13 A.</p>

--43 AGI – 75% Rule (Continued)--

D Error Messages (Continued)

Field	Option	Explanation
“Date producer certified at least 75% of their average adjusted gross income was derived from farming, ranching or forestry is not allowed if certification is “No”.”	User entered the “Date Documentation Filed by Producer”, but did not select “Yes” to indicate the producer certified at least 75 percent of their average AGI is derived from farming, ranching, or forestry.	Take either of the following actions: <ul style="list-style-type: none"> • select “Yes” for the 75 percent average AGI derived from farming, ranching, or forestry certification if the producer certified at least 75 percent of their average AGI is derived from farming, ranching, or forestry • remove the date the producer certified at 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 * * * that at least 75 percent of their average AGI is derived from farming, ranching, or forestry.
“Date Documentation Filed by Producer”	“Blank”.

*--44 Veteran Farmer or Rancher

A Introduction

Data in the Subsidiary Eligibility “Veteran Farmer or Rancher” section is used to determine whether a producer meets the requirements to be considered a:

- veteran
- farmer or rancher who has obtained veteran status within the last 10 years
- farmer or rancher who has served in the Armed Forces and began farming within the last 10 years.

Provisions for a veteran farmer or rancher are applicable to 2019 and future years.

B Example of Subsidiary Eligibility Screen “Veteran Farmer or Rancher” Section

The following is an example of the “Veteran Farmer or Rancher” section for 2019 and subsequent years.

Veteran Farmer or Rancher

Certification

Has the producer, legal entity or joint operation certified they are a Veteran?

Yes No

Month and Year Farmer Or Rancher obtained status as a Veteran (mm/yyyy)

10 Year Certification

Has the producer, legal entity or joint operation certified they are a farmer or rancher who has served in the Armed Forces and have not operated a farm or ranch for more than 10 years?

Yes No

Month and Year Farmer Or Rancher who served in the Armed Forces began Farming (mm/yyyy)

--*

*--44 Veteran Farmer or Rancher (Continued)

C Fields Applicable to Veteran Farmer or Rancher

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

Field	Option	Explanation
"Veteran" Certification	"Yes"	Producer has certified they are a veteran.
	"No"	Producer has not certified they are a veteran.
"Month/Year Farmer or Rancher obtained status as a Veteran"		Month/year the producer obtained veteran status.
"Farmer or Rancher has served in Armed Forces and have not operated a farm or ranch more than 10 years" Certification	"Yes"	Producer has certified they served in the Armed Forces and have not operated a farm or ranch for more than 10 years.
	"No"	Producer has not certified they served in the Armed Forces and have not operated a farm or ranch for more than 10 years.
"Month/Year Farmer or Rancher who served in the Armed Forces began farming"		Month/Year the producer who served in the Armed Forces began farming or ranching.

D Field Default Values

Field	Default Value
"Veteran" Certification	"No".
"Farmer or Rancher has served in Armed Forces and have not operated a farm or ranch more than 10 years" Certification	
"Month/Year Farmer or Rancher obtained status as a Veteran"	"Blank".
"Month/Year Farmer or Rancher who served in the Armed Forces began farming"	

Note: A 1-time process will automatically update the Veteran Certification to "Yes" in FY 2019 if the producer certified they are a veteran in Business Partner. Users will be responsible for updating any future veteran certifications provided by the producer in the Subsidiary system.--*

*--44 Veteran Farmer or Rancher (Continued)

E Error Messages

The following table provides error messages that may be displayed when updating veteran farmer or rancher eligibility data in 2019 and subsequent years.

Message	Reason for Message	Corrective Action
<p>“Month/Year farmer or rancher who served in the Armed Forces began farming or ranching is required when producer certifies they served in the Armed Forces and have not operated a farm or ranch for more than 10 years”.</p>	<p>User certified “Yes” the farmer or rancher served in the Armed Forces and have not operated a farm or ranch more than 10 years and did not enter the month/year the farmer or rancher who served in the Armed Forces began farming or ranching.</p>	<p>Take either of the following options:</p> <ul style="list-style-type: none"> • enter the month/year the farmer or rancher who served in the Armed Forces began farming or ranching • select “No” for the certification that the farmer or rancher served in the Armed Forces and has not operated a farm or ranch more than 10 years.
<p>“Month/Year farmer or rancher who served in the Armed Forces began farming or ranching is not allowed when producer did not certify they served in the Armed Forces and have not operated a farm or ranch for more than 10 years”.</p>	<p>User certified “No” the farmer or rancher served in the Armed Forces and have not operated a farm or ranch more than 10 years and entered a month/year the producer began farming or ranching.</p>	<p>Take either of the following options:</p> <ul style="list-style-type: none"> • remove the month/year the farmer or rancher who served in the Armed Forces began farming or ranching • select “Yes” for the certification that the farmer or rancher served in the Armed Forces and has not operated a farm or ranch more than 10 years.
<p>“Month/Year farmer or rancher who served in Armed Forces began farming or ranching – Month must be a number between 1 and 12”.</p>	<p>User did not select a number between 1 and 12 for the month the farmer or rancher who served in the Armed Forces began farming or ranching.</p>	<p>Re-enter the month with a number between 1 and 12.</p>

--*

*--44 Veteran Farmer or Rancher (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
<p>“Month/Year farmer or rancher who served in the Armed Forces began farming or ranching – Year must be within the last 10 years from the Subsidiary year selected”.</p>	<p>User certified “Yes” the farmer or rancher served in the Armed Forces and have not operated a farm or ranch more than 10 years and entered a year greater than 10 years from the Subsidiary year selected.</p>	<p>Take either of the following options:</p> <ul style="list-style-type: none"> • enter the correct year the farmer or rancher who served in the Armed Forces began farming or ranching • select “No” for the certification that the farmer or rancher served in the Armed Forces and has not operated a farm or ranch more than 10 years.
<p>“Month/Year farmer or rancher who served in the Armed Forces began farming or ranching cannot be greater than the current month/year”.</p>	<p>User certified “Yes” they served in the Armed Forces and have not operated a farm or ranch more than 10 years and entered the month/year they began farming or ranching greater than the current month/year.</p>	<p>Take either of the following options:</p> <ul style="list-style-type: none"> • correct the month/year the producer who served in the Armed Forces began farming or ranching • select “No” for the certification that the producer served in the Armed Forces and has not operated a farm or ranch more than 10 years and remove the month/year they began farming.
<p>“Month/Year farmer or rancher who served in the Armed Forces began farming or ranching – Month/Year must be numeric”.</p>	<p>User entered numerical values for the month/year the farmer or rancher who served in the Armed Forces began farming or ranching.</p>	<p>Re-enter a valid month/year.</p>

--*

*--44 Veteran Farmer or Rancher (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
“Month/Year farmer or rancher who served in the Armed Forces began farming or ranching – Date entry not formatted correctly”.	User did not enter the month/year the farmer or rancher who served in the Armed Forces began farming or ranching in a mm/yyyy format.	Re-enter a valid month/year.
“Month/Year Farmer or Rancher obtained Veteran status is not allowed when producer did not certify they are a Veteran”.	User certified “No” the producer is not a veteran and entered a month/year the producer obtained veteran status.	Take either of the following options: <ul style="list-style-type: none"> remove the month/year the producer obtained veteran status select “Yes” for the veteran certification.
“Month/Year Farmer or Rancher obtained Veteran status – Month must be a number between 1 and 12”.	User did not select a number between 1 and 12 for the month the producer obtained veteran status.	Re-enter the month with a number between 1 and 12.
“Month/Year Farmer or Rancher obtained Veteran status cannot be greater than the current month/year”.	User certified “Yes” the producer is a veteran and entered the month/year the producer obtained veteran status greater than the current month/year.	Take either of the following options: <ul style="list-style-type: none"> correct the month/year the producer obtained veteran status select “No” for the veteran certification.
“Month/Year Farmer or Rancher obtained Veteran status – Date entry not formatted correctly”.	User did not enter the month/year the producer obtained veteran status in a mm/yyyy format.	Re-enter a valid month/year.
“Month/Year Farmer or Rancher obtained Veteran status – Month/Year must be numeric”.	User entered numerical values for the month/year the producer obtained veteran status.	Re-enter a valid month/year.

--*

45-70 (Reserved)

Part 8 Reports

302 Subsidiary Reports

A Overview

The web-based Subsidiary System provides 2 links in the top Navigation Menu to access subsidiary 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
- *--IRS AGI Not Compliant/Failed Verification Report, described in paragraph 307.--*

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.



303 Subsidiary Print Report (Continued)

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.

_

USDA United States Department of Agriculture
Farm Service Agency Subsidiary Print

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
Customer Search

Customer
Name: Farmer, John
Recording County: Drew - Arkansas
IRS Response Code: TIN and Name match

Number of years to print, maximum 3 years

<input type="checkbox"/> 1999	<input type="checkbox"/> 2000	<input type="checkbox"/> 2001
<input type="checkbox"/> 2002	<input type="checkbox"/> 2003	<input type="checkbox"/> 2004
<input type="checkbox"/> 2005	<input type="checkbox"/> 2006	<input type="checkbox"/> 2007
<input type="checkbox"/> 2008	<input type="checkbox"/> 2009	<input type="checkbox"/> 2010
<input type="checkbox"/> 2011	<input type="checkbox"/> 2012	<input type="checkbox"/> 2013
<input type="checkbox"/> 2014	<input type="checkbox"/> 2015	<input type="checkbox"/> 2016
<input type="checkbox"/> 2017	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019

Fields to print

SCIMS
 Eligibility
 Combined

all Attribution Rules Person Rules

Farm/Tract
 all bad tracts tracts with exceptions

Submit

--*

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		Date: 06-25-2019
Farmer, John		
PO Box 1 Monticello, AR 71111		Phone Number: none
SCIMS Information		
Business Type Information		
2019 Individual	Citizenship Country - UNITED STATES	
2018 Individual	Resident Alien Flag - N/A	
SCIMS Links		
Drew - Arkansas		
Summary Eligibility Information		
Recording County: Drew - Arkansas		419 W GAINES ST
Office Phone: (870)367-8400 x2		MONTICELLO, AR 71655-4723
	2019	2018
AD-1026	Not Filed	Not Filed
First Time Producer Filing AD-1026	No	No
Date First Time Filing AD-1026		
Affiliate Violation for RMA	No	
Actively Engaged Determination	Not Filed	Not Filed
Actively Engaged - 2002 Farm Bill	Not Filed	Not Filed
AGI - 75% Rule	No	No
AGI - 2014 and 2018 Farm Bills	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
AGI - 2002 Farm Bill	Not Filed	Not Filed
Beginning Farmer or Rancher	No	No
Cash Rent Tenant Determination	Awaiting Determination	Awaiting Determination
Cropland Factor	0.0000	0.0000
Conservation Compliance-Farm/Tract	In Compliance	In Compliance
Highly Erodible Land Conservation	Compliant	Compliant
Planted Converted Wetland	Compliant	Compliant
Converted Wetland	Compliant	Compliant
Controlled Substance	No Violation	No Violation
Delinquent Debt	No	No
Federal Crop Insurance	Requirements Not Met	Requirements Not Met
Foreign Person	Not Applicable	Not Applicable
Fraud - including FCIC Fraud		
Gross Revenue for Disaster		
Gross Revenue for NAP		
Limited Resource Farmer or Rancher	No	No
NAP Non-Compliance	Compliant	Compliant
Permitted Entity - 2002 Farm Bill	Yes	Yes
Person Eligibility - 2002 Farm Bill	Not Filed	Not Filed
SDA - Racial, Ethnic or Gender	No	No
SDA - Racial or Ethnic but NOT Gender	No	No

Page 1 of 2

United States Department Of Agriculture Farm Service Agency Producer Subsidiary Print		Date: 06-25-2019
Farmer, John		
PO Box 1 Monticello, AR 71111		Phone Number: none
Summary Eligibility Information		
Recording County: Drew - Arkansas		419 W GAINES ST
Office Phone: (870)367-8400 x2		MONTICELLO, AR 71655-4723
	2019	2018
Veteran Farmer or Rancher	No	
10 Year Certification	No	
Last Updated	July 28, 2018	July 13, 2017

Page 2 of 2

--*

303 Subsidiary Print Report (Continued)

H Example (Continued)

*--

United States Department Of Agriculture Farm Service Agency Producer Subsidiary Print		Date: 10-18-2018
ANY1 PRODUCER PO BOX 1 SAN DIEGO, CA 92117		
		Phone Number: none
Combined Producer Information		
2018		
Combined Recording County: Bradley - Arkansas Office Phone: (870)367-8400 x2		419 W GAINES ST MONTICELLO, 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		
Producer	Combination Reason	Determination 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		
2017		
Combined Recording County: Bradley - Arkansas Office Phone: (870)367-8400 x2		419 W GAINES ST MONTICELLO, 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		
Producer	Combination Reason	Determination Date
None		

--*

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 Alabama		United States Department Of Agriculture Farm Service Agency 2017 Combined Producer Report		Prepared: Apr 04, 2017 Time: 12:20 PM Page 1 of 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: <ul style="list-style-type: none"> • “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: <ul style="list-style-type: none"> • 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.

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 - 75% Rule”
- “AGI - 2014 and 2018 Farm Bills”--*
- “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”

305 County Eligibility Reports (Continued)

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”
- *--“Veteran Farmer or Rancher”.--*

These reports are:

- county specific
- generated using the reporting database.

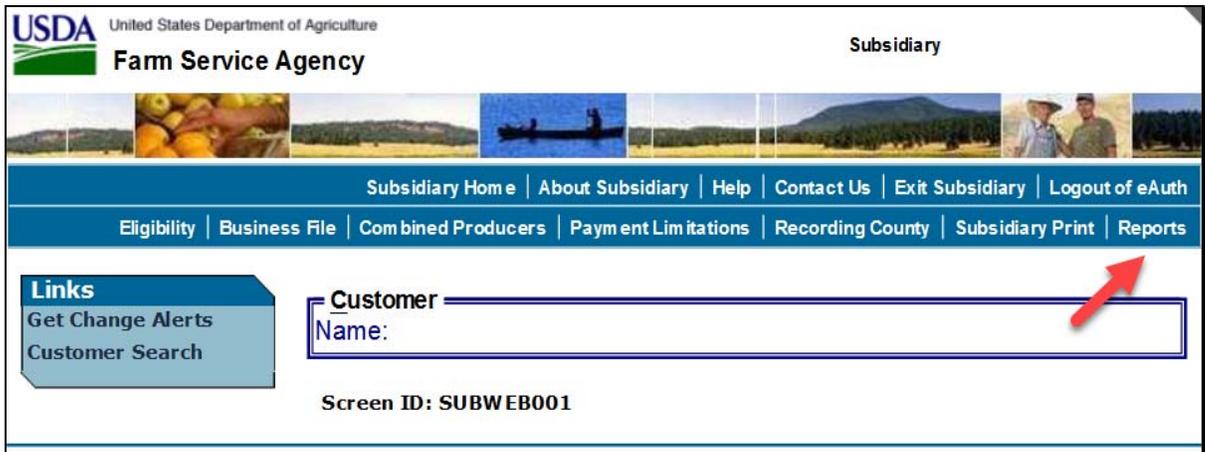
305 County Eligibility Reports (Continued)

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.

*--



--*

305 County Eligibility Reports (Continued)

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.

*--

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

Yes No

Date First Time Producer Filing AD-1026

Affiliate Violation for RMA

Is the Producer’s Affiliate Violation applicable to RMA?

Yes No

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 Determination”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “AD-1026” section that has “Good Faith Determination” checked.

305 County Eligibility Reports (Continued)

D County Eligibility Reports Screen, “AD-1026” Section (Continued)

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.
*--Is the Producer’s Affiliation Violation applicable to RMA/ “Yes”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “AD-1026” section that has “Yes” checked for “Producer’s Affiliate Violation applicable to RMA”.
Is the Producer’s Affiliation Violation applicable to RMA/ “No”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “AD-1026” section that has “No” checked for “Producer’s Affiliate Violation applicable to RMA.”--*

305 County Eligibility Reports (Continued)

*--G County Eligibility Reports Screen, "Adjusted Gross Income – 2014 and 2018 Farm Bills" 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 and 2018 Farm Bills provisions, recorded in the web-based eligibility files. The following is an example of the "Adjusted Gross Income – 2014 and 2018 Farm Bills" section.

Adjusted Gross Income - 2014 and 2018 Farm Bills

\$900,000 Total Income Producer Certification

Not Filed Filed CCC-941

Exempt Not Met-Producer

Date Documentation Filed by Producer 

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 

--*

305 County Eligibility Reports (Continued)

***--G County Eligibility Reports Screen, “Adjusted Gross Income - 2014 and 2018 Farm Bills” Section (Continued)**

The following provides information about the “Adjusted Gross Income – 2014 and 2018 Farm Bills” 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 and 2018 Farm Bills” section that has “Not Filed” checked.
“Filed CCC-941”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” 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 and 2018 Farm Bills” section that has “Exempt” checked.
“Not Met - Producer”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Met - Producer” checked.
“Date Documentation Filed by Producer”	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has a “Date Documentation Filed by Producer” for that date. If a date is not entered, the report will identify all producers.
“Not Processed”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Processed” checked.
“Compliant - Producer”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Compliant - Producer” checked.
“Compliant - Less Than 3 Years”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Compliant – Less Than 3 Years” checked.

--*

305 County Eligibility Reports (Continued)

*--G County Eligibility Reports Screen, “Adjusted Gross Income - 2014 and 2018 Farm Bills” Section (Continued)

Field/Button	Description
“Not Compliant”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Compliant” checked.
“Failed Verification”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Failed Verification” checked.
“Date Processed by IRS”	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has a “Date Processed by IRS” for that date. If a date is not entered, the report will identify all producers.
“No Determination”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “No Determination” checked.
“Compliant - Review”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Compliant - Review” checked.
“Mismatch Verified”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Mismatch Verified” checked.
“Not Compliant - Review”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Compliant - Review” checked.
“SED Determination Date”	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has a “Date of SED Determination” for that date. If a date is not entered, the report will identify all producers.

--*

305 County Eligibility Reports (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.

Adjusted Gross Income - 2008 Farm Bill	
- Commodity Program \$500,000 Nonfarm Income Certification/COC Determination	
<input type="checkbox"/> Compliant - Producer	<input type="checkbox"/> Compliant - Agent
<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Filed
<input type="checkbox"/> Not Met - COC	<input type="checkbox"/> Not Met - Producer
SED Determination	
<input type="checkbox"/> Not Met-SED	<input type="checkbox"/> Date of SED Determination <input type="text"/> 
- Direct Payment \$750,000 Farm Income Certification/COC Determination	
<input type="checkbox"/> Compliant - Producer	<input type="checkbox"/> Compliant - Agent
<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Filed
<input type="checkbox"/> Not Met - COC	<input type="checkbox"/> Not Met - Producer
SED Determination	
<input type="checkbox"/> Not Met-SED	<input type="checkbox"/> Date of SED Determination <input type="text"/> 
- Direct Payment \$1 Million Total Income Certification/COC Determination	
<input type="checkbox"/> Compliant - Producer	<input type="checkbox"/> Compliant - Agent
<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Filed
<input type="checkbox"/> Not Met - COC	<input type="checkbox"/> Not Met - Producer
SED Determination	
<input type="checkbox"/> Not Met-SED	<input type="checkbox"/> Date of SED Determination <input type="text"/> 
- Conservation Program \$1 Million Nonfarm Income Certification/COC Determination	
<input type="checkbox"/> Compliant - Producer	<input type="checkbox"/> Compliant - Agent
<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Filed
<input type="checkbox"/> Not Met - COC	<input type="checkbox"/> Not Met - Producer
SED Determination	
<input type="checkbox"/> Not Met-SED	<input type="checkbox"/> Date of SED Determination <input type="text"/> 
<input type="checkbox"/> Effective Program Year	<input type="text"/>
<input type="checkbox"/> Date Documentation Filed by Producer	<input type="text"/> 
<input type="checkbox"/> COC Disapproval Date	<input type="text"/> 

305 County Eligibility Reports (Continued)

*--W County Eligibility Reports Screen, “Adjusted Gross Income – 75% Rule” Section

Reports may be generated that will provide the user information on who has an “Adjusted Gross Income – 75% Rule” certification recorded in the web-based eligibility files. The following is an example of the “Adjusted Gross Income – 75% Rule” section.

Adjusted Gross Income - 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

The following provides information about the “Adjusted Gross Income – 75% Rule” section.

Field/Button	Description
“Yes”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income – 75% Rule” section that has “Yes” checked.
“No”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income – 75% Rule” section that has “No” checked.
“Date Documentation Filed by Producer”	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income – 75% Rule” section that has the “Date Documentation Filed by Producer” recorded for that date. If a date is not entered, the report will identify all producers.

--*

305 County Eligibility Reports (Continued)

*--X County Eligibility Reports Screen, Veteran Farmer or Rancher

Reports may be generated to provide the user information on producers with a “Veteran Farmer or Rancher” certification recorded in the web-based eligibility files. The following is an example of the “Veteran Farmer or Rancher” section.

Veteran Farmer or Rancher

Certification

Has the producer, legal entity or joint operation certified they are a Veteran?

Yes No

Month and Year Farmer Or Rancher obtained status as a Veteran

10 Year Certification

Has the producer, legal entity or joint operation certified they are a farmer or rancher who has served in the Armed Forces and have not operated a farm or ranch for more than 10 years?

Yes No

Month and Year Farmer Or Rancher who served in the Armed Forces began Farming

The following table provides information about the “Veteran Farmer or Rancher” section.

Field/Button	Description
Veteran Certification/ “Yes”	Checking this box generates a report of every producer in the web-based Eligibility System “Veteran Farmer or Rancher” section who checked “Yes” for the veteran certification.
Veteran Certification/ “No”	Checking this box generates a report of every producer in the web-based Eligibility System “Veteran Farmer or Rancher” section who checked “No” for the veteran certification.
“Month and Year Producer obtained Veteran status”	Checking this box and entering a month and year generates a report of every producer in the web-based Eligibility System “Veteran Farmer or Rancher” section who recorded “Month and Year Producer obtained Veteran status” for that month and year. If a month and year is not entered, then the report will not be accurate.

--*

305 County Eligibility Reports (Continued)

*--X County Eligibility Reports Screen, Veteran Farmer or Rancher (Continued)

Field/Button	Description
Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years certification/ "Yes"	Checking this box generates a report of every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who checked "Yes" for "Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years" certification.
Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years certification/ "No"	Checking this box generates a report of every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who checked "No" for "Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years" certification.
"Month and Year farmer or rancher who served in Armed Forces began farming"	Checking this box and entering a month and year generates a report for every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who recorded "Month and Year farmer or rancher who served in the Armed Forces began farming" for that month and year. If a month and year is not entered, then the report will not be accurate.

--*

Y 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.

305 County Eligibility Reports (Continued)

Z 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 Criteria	
Year:	2008
Report Output Type:	PDF
List Output Type:	County Coahoma - Mississippi
Actively Engaged	
Fields Selected	Values Entered
COC Determination	Not Filed
Person Eligibility	
Fields Selected	Values Entered
COC Determination	Not Filed
<input type="button" value="Accept"/> <input type="button" value="Revise"/> <input type="button" value="Cancel"/>	

The following provides descriptions of the fields/buttons on the Validation Screen.

Field/Button	Description
“Year”	Will display the year of the eligibility report to be generated.
“Report Output Type”	Will display the format 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 for Categories”	Will display categories, fields, and values selected on the 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 previously selected will be removed.

305 County Eligibility Reports (Continued)

AA 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:

 County Eligibility Report 2017 28027 Coahoma - Mississippi 4/4/17 12:29 PM	
Eligibility Search Criteria	
Name	Value
AD-1026	
Certification	Certified
Actively Engaged	
COC Determination	Actively Engaged

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

305 County Eligibility Reports (Continued)

BB 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				
AD-1026	Certification			Certified	
Actively Engaged	COC Determination			Actively Engaged	
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.

IF a customer...	THEN Business Partner data will not match IRS data because...
recently changed their name	IRS may not have received tax records for the customer using 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 its business taxes on their individual tax return	IRS may return the individual name associated with the business. Therefore, 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, 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 and 2018 Farm Bills determination. County Offices are responsible for working with their State Office to update the AGI 2014 and 2018 Farm Bills 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.

306 IRS Mismatch Report (Continued)

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.

*--

USDA 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 Limitations | Recording County | Subsidiary Print | Reports

Links
Get Change Alerts
Customer Search

Customer Name:

Screen ID: SUBWEB001

--*

306 IRS Mismatch Report (Continued)

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: <ul style="list-style-type: none"> • 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 and 2018 Farm Bills State Office/SED Determination according to paragraph 26 when a--* customer on the mismatch report is identified and resolved.

306 IRS Mismatch Report (Continued)

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: <ul style="list-style-type: none"> • 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”.

Part 9 Subsidiary Rollover

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 Information	Rollover Provisions				
Actively Engaged	Previous year information will rollover to the new FY.				
Actively Engaged - 2002 Farm Bill					
AD-1026					
--AGI - 2014 and 2018 Farm Bills--	Previous year information will not rollover to the new FY.				
AGI - 2008 Farm Bill: <ul style="list-style-type: none"> • 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					
--AGI – 75% Rule--					
Beginning Farmer or Rancher			Eligibility information will rollover to the new FY based on the following.		
			IF the producer is...	THEN...	
	not beginning farmer or rancher	current year determination will be rolled to the next FY.			
	a beginning farmer or rancher	if the producer has been a beginning farmer or rancher: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">greater than 10 years</td> <td style="width: 50%; padding: 2px;">the determination will be reset to “No”.</td> </tr> <tr> <td style="padding: 2px;">less than or equal to 10 years</td> <td style="padding: 2px;">the determination will be rolled to the next FY.</td> </tr> </table>	greater than 10 years	the determination will be reset to “No”.	less than or equal to 10 years
greater than 10 years	the determination will be reset to “No”.				
less than or equal to 10 years	the determination will be rolled to the next FY.				
Cash Rent Tenant Cropland Factor	Previous year information will rollover to the new FY.				

351 Subsidiary Rollover Process (Continued)

C How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)

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 of controlled substance provisions	the current year determination will be rolled to the next FY.
	has a permanent violation because of a trafficking violation	
has a growing or possession violation	a computation will occur to determine if the violation period is satisfied.	
has a trafficking violation, but the “Number of Years of Ineligibility” is not “permanent”	The computation is based on the following variables: <ul style="list-style-type: none"> • year of conviction • number of years of ineligibility. If the violation period is: <ul style="list-style-type: none"> • 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. 	

351 Subsidiary Rollover Process (Continued)

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.	
* * *	* * *	
HELIC	Previous year information will rollover to the new FY.	
Limited Resource Farmer or Rancher	Previous year information will not rollover to the new FY.	
NAP Non-Compliance	Eligibility information will rollover to the new FY based on the following.	
	IF the producer...	THEN...
	is not in violation of NAP provisions	the current year determination will be rolled to the next FY.
	has a NAP violation	a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: <ul style="list-style-type: none"> • year of violation • 3 years of ineligibility. If the violation period is: <ul style="list-style-type: none"> • satisfied, then the producer’s eligibility will be reset to “Compliant” • not satisfied, “Non-Compliant - COC” will be rolled to the next FY.

351 Subsidiary Rollover Process (Continued)

C How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)

Eligibility Determination Information	Rollover Provisions		
Permitted Entity - 2002 Farm Bill	Previous year information will rollover to the new FY.		
Person Determination - 2002 Farm Bill			
Planted Converted Wetland	Reset to "Compliant".		
SDA Farmer or Rancher: <ul style="list-style-type: none"> • including racial, ethnic, and gender • including racial and ethnic, but not gender. 	Previous year information will rollover to the new FY.		
*--Veteran Farmer or Rancher – Veteran Certification	The current year certification will be rolled to the next FY.		
Veteran Farmer or Rancher – Farmer or Rancher who served in the Armed Forces not operating a farm or ranch more than 10 years	Eligibility information will rollover to the new FY based on the following.		
	If the producer is...	THEN...	
	not a farmer or rancher who served in the Armed Forces not operating a farm or ranch more than 10 years	current year certification will be rolled to the next FY.	
	a farmer or rancher who served in the Armed Forces not operating a farm or ranch more than 10 years	if the farmer or rancher who served in the Armed Forces has been operating a farm or ranch:	
		greater than 10 years	the certification will be reset to "No".
	less than or equal to 10 years	the certification will be rolled to the next FY.--*	

351 Subsidiary Rollover Process (Continued)**C How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)**

*--The following certifications/determinations will reset to the default values in the new FY (beginning with 2020 subsidiary rollover) for producers or businesses with members with a deceased date of death and death confirmation in Business Partner:

- Actively Engaged
- Actively Engaged – 2002 Farm Bill
- AD-1026

Note: The AD-1026 certification will only be reset for deceased producers and will not be reset for businesses with deceased members.

- Cash Rent Tenant
- Cropland Factor
- Permitted Entity – 2002 Farm Bill
- Person Eligibility – 2002 Farm Bill.

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.

552 Member Contribution / Substantive Change Page (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 legal entities, including joint operations.--*

* * *

This table describes the information available when the “Substantive Change” option is selected.

Option	Description
“Eligible”	Selected if COC has determined that the (<i>member</i>) 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 (<i>member</i>) 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.

552 Member Contribution / Substantive Change Page (Continued)

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 contribution percentage must be entered if the member partially meets the member contribution provisions."	"Partially Eligible" was selected for at least 1 (<i>member</i>), but a partial member contribution was not entered.	Take either of the following actions: <ul style="list-style-type: none"> • record the member contribution percentage as determined by COC or their designee • change the member contribution determination to another value.
"Member contribution percentage cannot be greater than or equal to 100%."	The partial member contribution percentage entered exceeds 100 percent.	Correct the member contribution percentage recorded. The following validations apply to the percentage entered:
"Member contribution percentage must be greater than 0%."	The partial member contribution percentage entered is 0 percent.	<ul style="list-style-type: none"> • an entry is required, if "partially eligible" is selected for the member contribution determination
"Member contribution percentage must be numeric."	Something other than a numeric value was entered for the partial member contribution percentage.	<ul style="list-style-type: none"> • must be greater than 0 percent • must be less than 100 percent
"Partial member contribution percentage should be a whole percentage with no more than 2 decimal places."	User entered a percentage with more than 2 decimal places.	<ul style="list-style-type: none"> • percentage shall be entered in a percentage with up to 2 decimal places. <p>Examples: 25.25%, 66.67% , etc.</p>

553-560 (Reserved)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		Text
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 in Farming” and “Person” Determinations		72, 84, 99, 103, 106, 563
CCC-526C	Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008		28, 305, Ex. 6
CCC-527	Request For Action For Subsidiary/Payment Limitation	133	3, 4, 132
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill	4	
CCC-770 ELIG 2014	Eligibility Checklist - Agricultural Act of 2014	3	
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		25, 303, 351, Part 10
CCC-902E	Farm Operating Plan for an Entity - 2009 and Subsequent Program Years		23, Part 10
CCC-902I	Farm Operating Plan for an Individual - 2009 and Subsequent Program Years		Part 10
CCC-903	Worksheet For Payment Eligibility and Payment Limitation Determinations		23, 72, 84, 99, 103, 106, 361
CCC-904	Allocation of Payment Limitation Under Common Attribution	83	82, 97, 98
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		4, 27
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information – Agricultural Act of 2014 and Agriculture Improvement Act of 2018		3, 26

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Forms (Continued)

Number	Title	Display 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

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

Delegations of Authority

None