

For: State and County Offices

FY 2015 Subsidiary Rollover

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Each year in mid-September, subsidiary and farm record rollover processing occurs to create records for the next FY.

The FY 2015 rollover process for subsidiary and farm records data will occur after work hours September 26, 2014.

B Purpose

This notice:

- advises State and County Offices that FY 2015 rollover is scheduled to begin on September 26, 2014
- provides the FY 2015 rollover schedule
- instructs County Offices to ensure that any modifications to web-based and System 36 subsidiary file records are completed immediately
- specifies how data is rolled from FY 2014 to FY 2015.

Disposal Date	Distribution
January 1, 2015	State Offices; State Offices relay to County Offices

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2 FY 2015 Rollover Schedule

A Schedule

The following provides the schedule for the FY 2015 rollover process.

Date	Action
September 19, 2014	County Offices shall have all necessary System 36 updates completed so the data has time to upload to the mainframe in Kansas City before rollover processing begins.
September 26, 2014	County Offices shall have all updates for web-based applications completed.
September 26, 2014, 8 p.m. c.t.	Access to the web-based subsidiary records will be disabled. Web-based rollover processing will be performed.
September 29, 2014	Access to web-based subsidiary records should be restored, unless problems are encountered with the rollover process. Note: Although web-based applications are available, County Offices shall not update subsidiary records until rollover is also completed on System 36 for the county. Some data from Web applications is downloaded to System 36, so it is important that both systems be rolled to FY 2015 before County Offices resume updating subsidiary data. System 36 software will be transmitted to County Offices for System 36 rollover processing. County Offices shall install the software as soon as possible. After the rollover process is complete, County Offices can continue to update System 36 files as needed.

B Availability of Data After Rollover is Completed

The following table provides a summary of the information that can be updated in the web-based and System 36 applications after rollover is complete.

Process	2015	2014	2013	2012	2011	2010 and Prior Years
Web-Based Applications						
Business File Application	✓	✓	✓	✓	✓	2009-2010
Combined Producer System	✓	✓	✓	✓	✓	2007-2010
Eligibility	✓	✓	✓	✓	✓	1999-2010
Payment Limitation Application for Allocations and Adjustments	✓	✓	✓	✓	✓	2008-2010
SCIMS Business Type	County Offices can update.	Authorized State Office users can update 2014 and prior year business types.				
System 36-Based Applications						
Joint Operation/Entity File	✓	✓	✓	✓	✓	

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3 Rollover for Web-Based Software Applications

A Overview

The source of all subsidiary data being rolled to FY 2015 comes from data updated in the web-based environment, including the following:

- combined attribution and “person” combinations
- eligibility certifications and determinations
- farm operating plan information recorded in the Business File application
- payment limitation allocations for combined producers.

This paragraph provides information for updating web-based data for FY 2015 rollover.

B SCIMS Updates

Any updates to the 2014 business type for a customer should be completed **before September 19, 2014**. The 2014 business type in SCIMS will be downloaded to System 36.

Reminder: County Offices shall follow 1-CM, paragraph 196 for updating business types.

After rollover, County Offices will:

- only be able to access and change a business type for the current year (2015) in SCIMS
- not be able to change or correct any prior year business types in SCIMS.

Note: County Offices are **required** to submit all business type changes for prior years to their designated State Office employee.

C Eligibility System Rollover Information

Information in the Eligibility System is rolled to the new subsidiary year based on whether the certification/determination is continuous. County Offices shall ensure that all subsidiary eligibility updates for certifications filed and determinations completed for FY 2014 are updated in the Eligibility System **immediately**.

Reminder: CRP prepayment reports shall be used to identify producers that may have filed forms or need determinations completed to receive payments that will be issued beginning October 1, 2014.

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3 Rollover for Web-Based Software Applications (Continued)

C Eligibility System Rollover Information (Continued)

The following eligibility certifications/determinations are rolled to the next subsidiary year based on the data recorded in the Eligibility System when rollover is initiated.

Eligibility Field	Is the certification/ determination continuous?	Is the 2014 value rolled to 2015?
Actively Engaged	Yes	Yes
Actively Engaged - 2002 Farm Bill	Yes	Yes
AD-1026	Yes	Yes
Adjusted Gross Income - 2002 Farm Bill	No	No
Beginning Farmer or Rancher	No	No
Cash Rent Tenant	Yes	Yes
Delinquent Debt		Yes
FCI	Yes	Yes
Foreign Person	Yes	Yes
Limited Resource-Farmer or Rancher	No	No
Permitted Entity - 2002 Farm Bill	Yes	Yes
Person Eligibility - 2002 Farm Bill	Yes	Yes
Socially Disadvantaged Farmer or Rancher - includes Racial, Ethnic, and Gender	Yes	Yes

The conservation compliance values are determined based on information recorded in the Farm Records Management System. The information for the producer is summarized to the producer-level in the Eligibility System based on the following.

Determination	How FY 2015 Values Are Set		
HELC	Same as FY 2014.		
Planted Converted Wetland (PCW)	Exception: If FY 2014 value is “Not Compliant” or “Good Faith”, FY 2015 value will be set to “Compliant”.		
Converted Wetland	Same as FY 2014.		
Farm/Tract Eligibility	IF FY 2014 value is...	AND PCW value was...	THEN...
	<ul style="list-style-type: none"> “Past Violation” “Reinstated” 		FY 2014 values will be rolled to FY 2015.
	not:	not reset to “Compliant”	
<ul style="list-style-type: none"> “Past Violation” “Reinstated” 	reset to “Compliant”	FY 2015 value will be set based on determinations and producer exceptions in Farm Records.	

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3 Rollover for Web-Based Software Applications (Continued)

C Eligibility System Rollover Information (Continued)

The following AGI certifications/determinations are **not** continuous and; therefore, are **not** rolled to the next FY:

- AGI 2008 Farm Bill Conservation Program \$1 Million Nonfarm
- AGI 2014 Farm Bill \$900,000 Total Income.

As a result, the FY 2014 values will be rolled to FY 2015 according to the following.

IF FY 2014 value is...	THEN FY 2015...
“Exempt”	value is set to “Exempt”.
not “Exempt”	certification is set to “Not Filed”.

In addition, the SED determination is reset in FY 2015 according to the following.

IF SED determination is for...	THEN FY 2015 SED determination...
AGI 2008 Farm Bill Conservation Program \$1 Million Nonfarm	“Not-Met SED” is reset to “Not Checked”.
AGI 2014 Farm Bill \$900,000 Total Income	is reset to “No Determination”.

For producers that have a violation, the rollover process is based on whether the violation has expired. The following rules apply for violation determinations.

IF determination was...	THEN for FY 2014, if the producer...	THEN the FY 2015 determination is...
“Controlled Substance”	had “No Violation”	“No Violation”.
	had any value other than “No Violation”	based on the “Year of Conviction”. If the number of ineligible years has: <ul style="list-style-type: none"> • expired, then the producer’s determination is set to “No Violation” • not expired, then the producer’s FY 2014 value is rolled to FY 2015.
“Fraud – Including FCIC Fraud	is “Compliant”	“Compliant”.
	is “Not Compliant”	based on the “Year of Violation” and the number of years of ineligibility. If the number of ineligible years has: <ul style="list-style-type: none"> • expired, then the producer’s determination is set to “Compliant” • not expired, then the producer’s determination is set to “Not Compliant”.

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3 Rollover for Web-Based Software Applications (Continued)

C Eligibility System Rollover Information (Continued)

IF determination was...	THEN for FY 2014, if the producer...	THEN the FY 2015 determination is...
"NAP Non Compliance"	is "Compliant"	"Compliant".
	is "Not Compliant"	based on the "Year of Violation". If the number of ineligible years has: <ul style="list-style-type: none"> • expired, then the producer's determination is set to "Compliant" • not expired, then the producer's determination is set to "Not Compliant – COC".

D Combined Producer

County Offices shall ensure that all combined attribution or "person" combination determinations are recorded in the Combined Producer software by **September 19, 2014**. Combinations recorded for subsidiary year 2014 are rolled to subsidiary year 2015, including common attribution payment limitation allocation amounts recorded according to 3-PL (Rev. 1), paragraphs 97 and 98.

E Business File

Farm operating plans recorded in the Business File application for 2014 are continuous and will be rolled to 2015, if the plan is in a "determined" status.

Note: A "determined" status indicates that the producer has signed CCC-902 and COC has made the applicable determinations on CCC-903.

Farm operating plans recorded in the Business File application for 2014 for programs that do not require an "actively engaged in farming" will be active for 2015, if the plan indicated "No" to seeking benefits for any program requiring an "actively engaged in farming" determination and are in a "filed" status. The farm operating plan is not rolled to 2015, but the member data is available for usage in 2015 by programs **not** requiring actively engaged, cash rent tenant, or member contribution determinations.

County Offices are **not** required to record member data for 2015, if there is an active plan in a "filed" status for 2014. Revisions should only be made if the producer reports changes to the farming operation or it is determined the data recorded in the system does **not** match the information the producer has signed to on CCC-902.

Note: A "filed" status indicates that the producer has signed CCC-902 and COC has **not** made the applicable determinations on CCC-903.

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3 Rollover for Web-Based Software Applications (Continued)

E Business File (Continued)

County Offices shall **not** record determination dates unless COC has made at least 1 of the following determinations for the farming operation:

- “Actively Engaged in Farming”
- “Cash Rent Tenant”
- “Combined Attribution”
- “Foreign Person”.

F Payment Limitation

Payment limitation adjustments are not rolled from 1 subsidiary year to the next. These include:

- program adjustment decreases
- program adjustment increases
- inheritance adjustments.

4 Rollover for System 36 Software Applications

A Introduction

Although most applications are now web-based, rollover is still performed on System 36 for programs that continue to be maintained on System 36.

With the FY 2015 subsidiary rollover process:

- FY 2010 eligibility records will **no** longer be accessible
- FY 2015 records will be created according to the remainder of this paragraph.

B Eligibility Information

All eligibility information is updated based on the values recorded in the web-based system. As a result, the rules specified in subparagraph 2 C apply for rollover of System 36 data.

See 3-PL for additional information on how information is downloaded from the web-based eligibility system to System 36.

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4 Rollover for System 36 Software Applications (Continued)

C Entity and Joint Operation Files

Notice PL-255 advised State and County Offices that users are no longer required to add or maintain information in the joint operation or entity files, because options are now available in the Business File application to record member structure information for 2009 and 2010.

All web-based payment applications use the data recorded in the Business File application and updates from System 36 are no longer updated in the Business File application.

Exception: For programs that continue to be administered on System 36, the entity and joint operation file information, if needed for the program, **must** be updated on System 36.

Data recorded in the joint operation and entity files will roll to the 2015 subsidiary year in the same manner that has occurred in the past. After FY 2015 System 36 rollover is completed, users will be able to create, revise, or delete entity and joint operation file data for FY's 2011 through 2015. Updates to information in the entity and joint operation file:

- will also continue to be uploaded to the mainframe in case there are programs that need the information
- FY 2015 data updated on System 36 and uploaded to the mainframe will **not** be used for web-based payment applications
- will **not** be processed to determine if more than 3 permitted entities have been selected.

County Offices shall ensure that all known changes to FY 2010 entity and joint operation are updated in System 36 joint operation/entity file **before September 19, 2014**. County Offices will **not** have the ability to update System 36 joint operation and entity file information for FY 2010 after rollover.