

For: State and County Offices

FY 2017 Subsidiary Rollover

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

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

The FY 2017 rollover process for subsidiary will occur after work hours September 23, 2016.

B Purpose

This notice:

- advises State and County Offices that FY 2017 rollover is scheduled to begin on September 23, 2016
- provides the FY 2017 rollover schedule
- instructs County Offices to ensure that any modifications to web-based subsidiary file records are completed immediately
- specifies how subsidiary data is rolled from FY 2016 to FY 2017.

Disposal Date	Distribution
January 1, 2017	State Offices; State Offices relay to County Offices

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2 FY 2017 Rollover Schedule

A Schedule

The following provides the schedule for the FY 2017 rollover process.

Date	Action
September 23, 2016	County Offices shall have all updates for web-based applications completed.
September 23, 2016, 8 p.m. c.t.	Access to the web-based subsidiary records will be disabled. Web-based rollover processing will be performed.
September 26, 2016	Access to web-based subsidiary records should be restored, unless problems are encountered with the rollover process.

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 applications after rollover is complete.

Process	2017	2016	2015	2014	2013	2012 and Prior Years
Web-Based Applications						
Business File Application	✓	✓	✓	✓	✓	2009-2012
Combined Producer System	✓	✓	✓	✓	✓	2007-2012
Eligibility	✓	✓	✓	✓	✓	1999-2012
Payment Limitation Application for Allocations and Adjustments	✓	✓	✓	✓	✓	2008-2012
Business Partner Business Type	County Offices can update.	Authorized State Office users can update 2016 and prior year business types.				

3 Rollover for Web-Based Software Applications

A Overview

The source of all subsidiary data being rolled to FY 2017 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 2017 rollover.

B Business Partner Updates

Any updates to the 2016 business type for a customer should be completed by **September 23, 2016**.

After rollover, County Offices will:

- only be able to access and change a business type for the current year (2017) in Business Partner
- **not** be able to change or correct any prior year business types in Business Partner.

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 2016 are updated in the Eligibility System **immediately**.

Reminder: CRP prepayment reports shall be used to identify producers who may have outstanding eligibility or subsidiary issues to be resolved before rollover so there is no delay in issuing program payments on October 1, 2016.

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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 2016 value rolled to 2017?
Actively Engaged	Yes	Yes
Actively Engaged - 2002 Farm Bill	Yes	Yes
AD-1026	Yes	Yes
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
Socially Disadvantaged Farmer or Rancher - includes Racial, Ethnic but not 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 2017 Values Are Set		
HELC	Same as FY 2016.		
Planted Converted Wetland (PCW)	Same as FY 2016. Exception: If FY 2016 value is “Not Compliant” or “Good Faith”, FY 2017 value will be set to “Compliant”.		
Converted Wetland	Same as FY 2016.		
Farm/Tract Eligibility	IF FY 2016 value is...	AND PCW value was...	THEN...
	<ul style="list-style-type: none"> “Past Violation” “Reinstated” 		FY 2016 values will be rolled to FY 2017.
	not:	not reset to “Compliant”	
<ul style="list-style-type: none"> “Past Violation” “Reinstated” 	reset to “Compliant”	FY 2017 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 2002 Farm Bill
- AGI 2008 Farm Bill Conservation Program \$1 Million Nonfarm
- AGI 2014 Farm Bill \$900,000 Total Income.

As a result, the FY 2016 values will be rolled to FY 2017 according to the following.

IF FY 2016 value is...	THEN FY 2017...
“Exempt”	value is set to “Exempt”.
not “Exempt”	certification is set to “Not Filed”.

The SED determination is reset in FY 2017 according to the following.

IF SED determination is for...	THEN FY 2017 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”.

The AGI 2014 Farm Bill \$900,000 IRS determination is reset to “Not Processed” in FY 2017.

For beginning farmer or rancher, the rollover process is based on whether the producer’s month and year they began farming is greater than 10 years. The following rules apply for beginning farmer or rancher.

IF FY 2016 value is...	AND month and year producer began farming or ranching is...	THEN FY 2017...
“No”		value is set to “No”.
“Yes”	greater than 09/2007	FY 2016 value is rolled to FY 2017.
	less than 09/2007	value is set to “No”.

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3 Rollover for Web-Based Software Applications (Continued)

C Eligibility System Rollover Information (Continued)

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 is...	THEN for FY 2016, if the producer...	THEN the FY 2017 determination is...
"Controlled Substance"	had "No Violation"	"No Violation".
	had any value other than "No Violation"	based on the "Year of Conviction" 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 "No Violation" • not expired, then the producer's FY 2016 value is rolled to FY 2017.
"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 23, 2016**. Combinations recorded for subsidiary year 2016 are rolled to subsidiary year 2017, including common attribution payment limitation allocation amounts recorded according to 3-PL (Rev. 2), paragraphs 97 and 98.

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3 Rollover for Web-Based Software Applications (Continued)

E Business File

Farm operating plans recorded in the Business File application for 2016 are continuous and will be rolled to 2017, if the plan is in a “determined” status.

Note: A “determined” status indicates that the producer has signed CCC-902 or CCC-901 and COC has made the applicable determinations on CCC-903.

Farm operating plans recorded in the Business File application for 2016 for programs that do not require an “actively engaged in farming” will be active for 2016, 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 2017, but the member data is available for usage in 2017 by programs **not** requiring actively engaged, cash rent tenant, or member contribution determinations.

County Offices are **not** required to record member data for 2017, if there is an active plan in a “filed” status for 2016. 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 or CCC-901.

Note: A “filed” status indicates that the producer has signed CCC-902 or CCC-901 and COC has **not** made the applicable determinations on CCC-903.

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.