

**FSA**  
**HANDBOOK**

---

**Subsidiary Files**

---

For State and County Offices

SHORT REFERENCE

**2-PL**  
**(REVISION 1)**

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



UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

Subsidiary Files  
2-PL (Revision 1)

Amendment 9

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 50 B has been amended to change the instructions to a manual control and update the CON SUB FSA flag by the County Office.

Subparagraph 57 E has been amended to add joint operations to the list of entities to which AGI provisions do not apply.

**Note:** An edit will be included in County Release No. 513 to reset the AGI to "Y" for any joint operation that has previously been flagged as ineligible. After County Release No. 513 is installed, County Offices will no longer be able to select joint operations when updating AGI eligibility.

Subparagraph 146 B has been amended to add 3 new programs with payment limitation provisions effective after enactment of the Farm Security and Rural Investment Act of 2002.

Page Control Chart		
TC	Text	Exhibit
	2-55, 2-56 2-56.5, 2-56.6 (add) 2-71, 2-72 2-80.5, 2-80.6 4-3 through 4-30	1, pages 1, 2



# Table of Contents

Page No.

## Part 1 General Information

1	Purpose .....	1-1
2	Sources of Authority .....	1-2
3	Related Handbooks .....	1-2
4	Performing Subsidiary File Rollover .....	1-3
5	Backing Up Files During Rollover .....	1-4
6	Rollover of NAM Flags .....	1-6
7	Rollover of Farm Eligibility Flags .....	1-7
8	Rollover of Tract Eligibility Flags .....	1-9
9	Eligibility File Rollover .....	1-11
10	Subsidiary File Rollover of Multicounty, Combined Producer, Joint Operation, Entity, and Payment Limitation Files .....	1-15
11	Rollover of Payment Limitation Review (503) File .....	1-16
12-22	(Reserved)	

## Part 2 Eligibility

### Section 1 EFM File Information

23	Using EFM Files .....	2-1
24	Purpose of the EFM File .....	2-1
25	Contents of the EFM File .....	2-2
26-35	(Reserved)	

### Section 2 Creating and Updating EFM Records

36	EFM Record Creation .....	2-21
37	Accessing and Viewing the EFM Record .....	2-22
38	Updating Fields in the Eligibility Record .....	2-24
39	FCI Field .....	2-25
40	Flags in FCI Field for 1996 .....	2-26
41	Flags in FCI Field for 1997 and Future Years .....	2-27

**Table of Contents (Continued)**

**Page No.**

**Part 2 Eligibility (Continued)**

**Section 2 Creating and Updating EFM Records (Continued)**

42	AD-1026 Field .....	2-31
43	ACT-ENG Field .....	2-34
44	PERSON Field .....	2-38
45	HELC Field .....	2-39
46	PCW Field .....	2-42
47	CNVRT Field .....	2-47
48	6-CP Field .....	2-49
49	Examples of 6-CP Common Routine .....	2-52
50	Other Eligibility Fields .....	2-56
51	Disaster Gross Income Flag .....	2-58
52	NAP Gross Income Flag .....	2-60
53	NAP Noncompliance Flag .....	2-61
54-56	(Reserved)	
57	AGI General Provisions .....	2-71
58	AGI Software .....	2-74
59	Determining AGI Payment Shares .....	2-80
60	(Reserved)	

**Section 3 Deleting EFM Records**

61	Deleting County Records .....	2-81
62	Deleting Mainframe EFM Records .....	2-82
63-72	(Reserved)	

**Section 4 (Withdrawn--Amend. 3)**

73-75	(Withdrawn--Amend. 3)	
76-85	(Reserved)	

**Section 5 Reports**

86	Eligibility File Reports .....	2-129
87	Transmission Reports .....	2-130
88	State Suspended Producer Report .....	2-133
89-98	(Reserved)	

## Table of Contents (Continued)

Page No.

### Part 3 Automated Multicounty Operations

#### Section 1 Multicounty Records

99	Operation of the Multicounty File System . . . . .	3-1
100	General Information . . . . .	3-2
101	Creating Multicounty Records . . . . .	3-3
102	Selecting the Multicounty File . . . . .	3-6
103	Adding Records to an Existing Multicounty Set . . . . .	3-10
104	Deleting Multicounty Records . . . . .	3-11
105	Control County Request for Updates . . . . .	3-19
106	Non-Control County Request for Updates . . . . .	3-22
107-114	(Reserved)	

#### Section 2 Creating and Changing Control County for a Multicounty Producer

115	Establishing Control County for a Multicounty Producer . . . . .	3-39
116	Changing Control County for a Multicounty Producer . . . . .	3-43
117-126	(Reserved)	

#### Section 3 Multicounty Producer Reports

127	Using Multicounty Producer Reports . . . . .	3-71
128	Multicounty Joint Operation and Entity File Report Options . . . . .	3-72
129	Multicounty Producer File Report Options . . . . .	3-74
130	MABDIG Report . . . . .	3-79
131	County Office Reports . . . . .	3-80.5
132	KC-ITSDO Download Reports . . . . .	3-82
133	State Suspended Producer Reports . . . . .	3-84
134-143	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 4      Payment Limitation**

**Section 1    General Information**

144	Purpose of PLM File .....	4-1
145	Contents of PLM File .....	4-2
146	Contents of County PLM Record .....	4-3
147-156	(Reserved)	

**Section 2    The PLM Process**

157	Understanding the PLM Process .....	4-31
158	Producers Active in 2 or More Counties .....	4-32
159	Combining With 1 or More Other County Producers .....	4-33
160	Creating MCM PLM Sets .....	4-34
161	Example of Creating MCM PLM Set .....	4-36
162	Creating CEM PLM Sets .....	4-38
163	Example of Creating CEM PLM Set .....	4-40
164	Determining Control County .....	4-44
165	Allocating Program Amounts When Creating PLM Sets .....	4-47
166	Downloading PLM Records .....	4-49
167-176	(Reserved)	

**Section 3    Using PLM Software**

**Subsection 1    Revising Payment Limitation Amounts**

177	General Information .....	4-83
178	Determining Control County .....	4-84
179	PLM Maintenance Software .....	4-86
180	Updating PLM Allocation Program Amounts .....	4-87
181-190	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 4      Payment Limitation (Continued)**

**Section 3   Using PLM Software (Continued)**

**Subsection 2   Changing the Control County for MCM PLM Sets**

191	General Information .....	4-129
192	Accessing Control County Producer Record .....	4-130
193	Updating MCM PLM Control County .....	4-132
194	Impact of MCM PLM Control County Change .....	4-133
195	Example of County-Initiated Change in MCM PLM Control County .....	4-134
196	Example of System-Generated Change in MCM PLM Control County .....	4-137
197-206	(Reserved)	

**Subsection 3   Changing the Control County for Multicounty Combinations**

207	General Information .....	4-169
208	Accessing Control County Producer Record .....	4-170
209	Changing Control County for CEM PLM Set .....	4-173
210	Impact of CEM PLM Control County Change .....	4-175
211	Performing County-Initiated Change in CEM PLM Control County .....	4-176
212	Example of System-Generated Change in CEM PLM Control County .....	4-177
213-222	(Reserved)	

**Subsection 4   Adding Records to MCM PLM Sets**

223	General Information .....	4-221
224	Example of FSA County Addition to Existing MCM Set - Zero Unallocated PFC/SL .....	4-222
225	Example of FSA County Addition to Existing MCM Set - Unallocated PFC/NL Amount Available .....	4-225
226	Example of CMA County Addition to Existing MCM Set - No Recalculation of Existing PS Amounts Required .....	4-228
227	Example of CMA County Addition to Existing MCM Set - Recalculation of Existing PS Amounts Required .....	4-231
228-237	(Reserved)	

## Table of Contents (Continued)

Page No.

### Part 4 Payment Limitation (Continued)

#### Section 3 Using PLM Software (Continued)

##### Subsection 5 Additions to CEM PLM Sets

238	General Information .....	4-255
239	Example of FSA County Addition to Existing CEM PLM Set - Same County ...	4-256
240	Example of FSA County Addition to Existing CEM PLM Set - Allocation of PFC/SL Required .....	4-260
241	Example of CMA County Addition to Existing CEM PLM Set - Recalculation of PS Required .....	4-264
242	Example of Combining CEM Accounts .....	4-268
243-252	(Reserved)	

##### Subsection 6 Deletions From MCM PLM Sets

253	General Information .....	4-301
254	Example of Inactive MCM Producer - MCM PLM Set Deleted .....	4-302
255-264	(Reserved)	

##### Subsection 7 Deletions From CEM PLM Sets

265	General Information .....	4-321
266	Example of Inactive CEM Producer - CEM and PLM Sets Deleted .....	4-322
267	Example of Inactive Producer - CEM and PLM Sets Still Valid .....	4-324
268	Example of Decombination - CEM Set Deleted but PLM Remains Active; Change in PLM Control County .....	4-327
269-278	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 4 Payment Limitation (Continued)**

**Section 3 Using PLM Software (Continued)**

**Subsection 8 Using CY Minus 2 PLM File**

279	General Information .....	4-351
280	Accessing CY Minus 2 Payment Limitation File Update Screen MAD70103 ....	4-352
281	(Withdrawn--Amend. 3)	
282-291	(Reserved)	

**Subsection 9 Reports**

292	Payment Limitation Download Report .....	4-379
293-302	(Reserved)	

**Part 5 Combined Producer File**

**Section 1 General Information**

303	Using the Combined Producer File .....	5-1
304	Background .....	5-2
305	Guidelines for Creating Combinations .....	5-3
306-315	(Reserved)	

**Section 2 Creating and Displaying Combined Producer Records**

316	Accessing Combined Producer Files .....	5-25
317	Creating Combinations .....	5-26
318	Example of Combining Non-Multicounty Producers Active in the Same County .....	5-31
319	Displaying Combined Producer Record .....	5-33
320-329	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 5 Combined Producer File (Continued)**

**Section 3 Updating, Deleting, and Decombining Combined Producer Records**

330	Updating Combined Producer Records . . . . .	5-59
331	Example of Combining Newly Multicounty Producers . . . . .	5-60
332	Automatic Deletions of Combined Producer Records . . . . .	5-63
333	Example of Auto-Deletion Resulting in Deletion of Combined Producer Account . . . . .	5-64
334	Example of Auto-Deletion Not Resulting in Deletion of Combined Producer Account . . . . .	5-65
335	Decombinations . . . . .	5-69
336	Decombining Producers . . . . .	5-70
337	Example of Decombination That Leaves an Active Combined Producer Account . . . . .	5-73
338	Example of Decombination That Results in Auto-Deletion of Home County Combined Producer Account . . . . .	5-75
339-348	(Reserved)	

**Section 4 Combined Producer Reports**

349	General Information . . . . .	5-105
350	Combined Producer File Report Options . . . . .	5-106
351	MABDIG Report . . . . .	5-107
352	County Office Reports . . . . .	5-109
353	KC-ITSDO Download Reports . . . . .	5-111
354-363	(Reserved)	

**Part 6 Entity File**

**Section 1 Entity File General Information**

364	Using Entity Files . . . . .	6-1
365	Definitions . . . . .	6-2
366	Rules and Policies . . . . .	6-5
367	Related Information . . . . .	6-8
368-377	(Reserved)	

## Table of Contents (Continued)

Page No.

### Part 6 Entity File (Continued)

#### Section 2 Creating, Revising, and Deleting Entities

378	Accessing Entity Files .....	6-29
379	Adding Entities to the Entity File .....	6-30
380	Revising Entity Records .....	6-36
381	Deleting Entity Records .....	6-39
382-391	(Reserved)	

#### Section 3 Creating, Revising, and Deleting Embedded Entities

392	Embedded Entity General Information .....	6-75
393	Adding Embedded Entities to the Entity File .....	6-76
394	Embedding Entities .....	6-81
395	Loading the Senior Payment Entity .....	6-84
396	Revising Embedded Entity Records .....	6-90
397	Adding New Members to Embedded Entities .....	6-94
398	Determining Substantial Beneficial Interest for Embedded Members .....	6-96
399	Deleting Embedded Entity Records .....	6-98
400-409	(Reserved)	

#### Section 4 Suspensions

410	How Suspensions Occur .....	6-129
411	How to Correct Suspensions .....	6-131
412	Counting Permitted Entities .....	6-132
413	Entity Reports .....	6-133
414	Entity File Report Options .....	6-134
415	MABDIG Reports .....	6-142
416	KCMO Download Reports .....	6-145
417	State Suspended Reports .....	6-149
418	Special Case Entities .....	6-150
419	Revising Entity Type for Entities .....	6-156
420	Screen MAD501E1, Screen MAB0102, and Report MABDIG .....	6-161
421-430	(Reserved)	

## Table of Contents (Continued)

Page No.

### Part 7 Automated Joint Operations

#### Section 1 Joint Operation File General Information

431	Using Joint Operation Files .....	7-1
432	Definitions .....	7-2
433	Rules and Policies .....	7-5
434	Related Information .....	7-7
435-445	(Reserved)	

#### Section 2 Creating, Revising, and Deleting Joint Operations

446	General Instructions .....	7-27
447	Accessing Joint Operation Files .....	7-28
448	Adding Joint Operations to Joint Operation File .....	7-29
449	Creating General Partnerships in Joint Operation File .....	7-31
450	Creating Joint Ventures if Shares Are the Same for All Crops and Farms .....	7-36
451	Creating Joint Ventures if Shares Are Different for Different Crops .....	7-41
452	Creating Joint Ventures if Members' Shares Are Different on Different Farms ...	7-43
452.5	Creating Indian Tribal Ventures in the JOP/PEM File .....	7-46
453	Joint Ventures Without PID's .....	7-49
454-457	(Reserved)	
458	Revising General Partnership Records .....	7-59
459	Example of Revising General Partnership Records .....	7-60
460	Deleting General Partnership Records .....	7-62
461	Revising Joint Venture Records .....	7-67
462	Accessing the Correct Joint Venture Record .....	7-68
463	Revising the Actual Share Field in Joint Venture Member Records .....	7-72
464	Revising the Joint Venture Program Type .....	7-77
465	Changing the Type of Program for Joint Ventures .....	7-83
466	Revising Joint Ventures for Members Who Share Differently on Different Farms .....	7-84
467	Deleting Joint Venture Records .....	7-86
468-478	(Reserved)	

## Table of Contents (Continued)

Page No.

### Part 7 Automated Joint Operations (Continued)

#### Section 3 Joint Operation Reports

479	Using Joint Operation Reports .....	7-111
480	Joint Operation File Report Options .....	7-112
481	MABDIG Reports .....	7-116
482	KCMO Download Reports .....	7-120
483	State Suspended Reports .....	7-122
484	(Withdrawn--Amend. 3)	
485	Revising Entity Types for Joint Operations .....	7-126
486	Screen MAD501J1, Screen MAB0102, and Report MABDIG .....	7-131

#### Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority	
2	Definitions of Terms Used in This Handbook	
3	Menu and Screen Index	
4-10	(Reserved)	
11	Counting Permitted Entities on MABDIG	

**Part 1 General Information**

**1 Purpose**

---

**A**

**Handbook  
Purpose**

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

- determine "persons" for payment limitation purposes
- determine payment eligibility for each producer
- enforce eligibility and "person" determinations when issuing PFC, price support, CRP, and NAP payments through automated systems.

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

---

**B**

**Purpose of  
Subsidiary Files**

Subsidiary files provide pertinent producer information for payment applications.

---

## 2 Sources of Authority

---

### A

#### Authority for Payment Limitation and Eligibility Provisions

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

---

### B

#### Authority for HELC and WC Provisions

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

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

### C

#### Authority for Controlled Substance Violations

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

---

## 3 Related Handbooks

---

### A

#### FSA Handbooks

FSA handbooks related to subsidiary file applications include:

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

**4 Performing Subsidiary File Rollover**

---

**A**

**Background**

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

---

**B**

**When Rollover Occurs**

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

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

---

**C**

**Tape \* \* \* Initialization**

County Office software will initialize the required number of tapes \* \* \* during the pre-save process. County Offices may, however, use tapes \* \* \* initialized before rollover to avoid initialization during the rollover process.

---

**D**

**Preparing for Subsidiary File Rollover**

Before beginning subsidiary rollover for a county:

- all queued subsidiary records must be transmitted
  - all users must sign off the system to ensure a dedicated system during rollover
  - the software release that includes subsidiary rollover must be installed.
- 

Continued on the next page

#### 4 Performing Subsidiary File Rollover (Continued)

---

##### E

##### **Do Not Stop After Initiating**

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

---

##### F

##### **Successful Completion**

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

---

#### 5 Backing Up Files During Rollover

---

##### A

##### **\*--Saving to Tape**

County software enables the user to perform pre-rollover saves on a tape. On Screen MAB49901, ENTER "1" to save backup files to tape.

When "1" is entered on Screen MAB49901, the system will:

- calculate the number of tapes needed to perform a pre-rollover save for each county on the system

**Note:** Screen MAB49902 will display 5 different types of tapes used by County Offices and the number of tapes required for each type of tape used.

- initialize tapes before performing a save, if necessary.

If the user elects to perform pre-rollover saves using diskettes, PRESS "Cmd4" on Screen MAB49906 to return to the previous selection screen.--\*

---

Continued on the next page

5 Backing Up Files During Rollover (Continued)

---

\* \* \*

**B**

**Labeling Backup  
\* \* \* Tapes**

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

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

---

## 6 Rollover of NAM Flags

---

### A

#### Overview

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

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

### B

#### Rollover Process

The subsidiary rollover process:

- copies the data in the CY active, multicounty, and combined producer fields into the CY minus 1 active, multicounty, and combined producer fields
  - copies the data in the CY minus 1 active, multicounty, and combined producer fields into the CY minus 2 active, multicounty, and combined producer fields
  - uses the data in the CY active, multicounty, and combined producer fields as the default value for the new CY flags.
- 

### C

#### Example of Name and Address Flag Rollover

This MABDIG was printed just before subsidiary file rollover. Note that the PY combined producer (CEM) flag is "N".

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

---

Continued on the next page

**6 Rollover of NAM Flags (Continued)**

---

**C**

**Example of Name and Address Flag Rollover (Continued)**

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

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

**7 Rollover of Farm Eligibility Flags**

---

**A**

**Overview**

The subsidiary rollover process updates data in the CY and PY fields for the following for active records in the farm producer file:

- highly erodible land (HEL)
- planted converted wetland (PCW)
- converted wetland (CWL).

**B**

**Rollover Process**

The subsidiary rollover process:

- copies the data from the CY HEL, PCW, and CWL fields into the PY HEL, PCW, and CWL fields
- uses the data in the CY HEL field as the default value for the "new" CY HEL field
- defaults the "new" CY PCW field to "Y".

**Note:** Remove all inactive producers from the farm producer file before subsidiary file rollover.

**Example:** If a producer is not active in the current crop year, the producer must be removed from the farm producer file before the next subsidiary file rollover.

Continued on the next page

7 Rollover of Farm Eligibility Flags (Continued)

C

**Example of Farm Producer Flag Rollover** The following MABDIG was printed just before subsidiary file rollover. Note that the CY HEL flag is "N".

FARM PRODUCER INFORMATION														
Ind Stat	Farm#	Type	Id and Type	Rc-Pnd	Start-End-Year				HEL PCW CWL		HEL PCW CWL		Pgm-Upd	Date
					Ow-Flg	Yr-1	Yr-2	Yr-3	Yr-4	HEL	PCW	CWL		
1744	OT	321234224	S		85/92/OO	92/00/OT	00/00	00/00	N	Y	C	Y	MCA948 961201	
2100	OP	321234224	S	Y	97/00/OW	00/00	00/00	00/00	C	Y			MCA948 961201	

The following MABDIG was printed after subsidiary file rollover was completed. Note that the value that was in the CY:

- HEL field has been copied to the PY HEL field; the CY HEL field remains as it was before subsidiary file rollover, indicating the newly defaulted value
- PCW field has been copied to the PY PCW field; the CY PCW field has been defaulted to "Y".

FARM PRODUCER INFORMATION														
Ind Stat	Farm#	Type	Id and Type	Rc-Pnd	Start-End-Year				HEL PCW CWL		HEL PCW CWL		Pgm-Upd	Date
					Ow-Flg	Yr-1	Yr-2	Yr-3	Yr-4	HEL	PCW	CWL		
1744	OT	321234224	S		85/92/OO	92/00/OT	00/00	00/00	N	Y	N	Y	MCA948 971002	
2100	OP	321234224	S	Y	97/00/OW	00/00	00/00	00/00	C	Y	C	Y	MCA948 971002	

## 8 Rollover of Tract Eligibility Flags

---

### A

#### Overview

The subsidiary rollover process updates data in the CY and PY fields for the following for active records in the tract file:

- highly erodible land (HEL)
  - has an approved farm plan (027)
  - is applying the farm plan (A027)
  - planted converted wetland (PCW).
- 

### B

#### Rollover Process

The subsidiary rollover process:

- copies the data from the CY HEL, A027, 027, and PCW fields into the PY HEL, A027, 027, and PCW fields
- uses the data in the CY HEL, A027, and 027 fields as the default value for the "new" CY HEL, A027, and 027 fields
- defaults the "new" CY PCW field to "N".

**Note:** "N" in the PCW field in the tract file indicates that the producer is in compliance with planted converted wetland rules.

---

Continued on the next page

8 Rollover of Tract Eligibility Flags (Continued)

**C**  
**Example of Tract Eligibility Flag Rollover**

The following MABDIG was printed just before subsidiary file rollover. Note that flags in all tract eligibility fields indicate that the producer is in compliance.

Ind Stat	Farm#	Tract#	TRACT INFORMATION							-CERT-		Pgm-Upd	Date
			HEL	027	A027	PCW	WL	CW	FW	WET	YR		
	1918	2345	Y	Y	Y	N			N		0000	MCCBD1	940711
	1977	2111	N	N	N	N			N		0000	MCCBD1	940422

This is a MABDIG printed after subsidiary file rollover was completed.

Ind Stat	Farm#	Tract#	TRACT INFORMATION							-CERT-		Pgm-Upd	Date
			HEL	027	A027	PCW	WL	CW	FW	WET	YR		
	1918	2345	Y	Y	Y	N			N		0000	MCB923	941122
	1977	2111	N	N	N	N			N		0000	MCB923	941122

## 9 Eligibility File Rollover

---

### A

#### Overview

This paragraph explains how the eligibility file rollover updates the eligibility file.

---

### B

#### Creating Eligibility Records

The subsidiary file rollover process:

- creates an eligibility record for all active producers for the new subsidiary file year to add to the eligibility file
- sets flags in the eligibility file for the "new" CY
- removes the data from the CY minus 4 field from the eligibility record to make room for the new subsidiary file year
- rolls over home county and other county eligibility records.

**Notes:** A **home county** record is one with the same State and county code as the county data table.

An **other county** record is one with a different State and county code as the county data table.

---

Continued on the next page

**9 Eligibility File Rollover (Continued)**

---

**C****AD-1026 Flag  
Rollover**

The AD-1026 flag for the new subsidiary file year is obtained by copying the value in the CY AD-1026 field.

---

**D****HELC Flag  
Rollover**

The value in the HELC field for the new subsidiary file year for:

- home county records is determined by the results of the FPM/EFM common routine; see subparagraph 45 B
  - other county records is the same as the value in the CY field.
- 

**E****PCW Flag  
Rollover**

The PCW flag for the new subsidiary file year is defaulted to "Y", indicating that the producer is:

- **eligible for payment in the county** because an agricultural commodity was not planted on a converted wetland on any of the producer's farms
  - active on at least 1 farm in the county.
- 

**F****CNVRT Flag  
Rollover**

The value for the new subsidiary file year CNVRT field is obtained by copying the value in the CY CNVRT field. The CNVRT field indicates whether a producer has converted a wetland since November 28, 1990.

---

Continued on the next page

## 9 Eligibility File Rollover (Continued)

---

### G

#### Home County 6-CP Flag Rollover

The 6-CP field is a summary of all of the following producer's eligibility fields for the applicable year:

- HELC
- PCW
- CNVRT.

After all other eligibility fields are updated, the 6-CP common routine process is run. This process uses the values in the new subsidiary file year HELC, PCW, and CNVRT fields to obtain a value for the new subsidiary file year 6-CP field. Possible results are:

- "Y", indicating that the producer is in compliance for HEL, planted, or converted wetland violations
  - "N", indicating that the producer is not in compliance for HEL, planted, or converted wetland violations.
- 

### H

#### Other County 6-CP Flag Rollover

The new subsidiary file year 6-CP flag for other county records is obtained by copying the value found in the CY 6-CP field for the corresponding eligibility record.

---

### I

#### SIX-YEAR- FLAG Rollover

The SIX-YEAR-FLAG reflects the controlled substance (CON SUB FSA) flag 6 years ago.

During subsidiary file rollover, the value in the CY minus 4 CON-SUB-FSA field will be rolled to the SIX-YEAR-FLAG field.

---

Continued on the next page

**9 Eligibility File Rollover (Continued)**

---

**J  
SEVEN-YEAR-  
FLAG Rollover**

The SEVEN-YEAR-FLAG reflects the controlled substance (CON SUB FSA) flag 7 years ago.

During subsidiary file rollover, the value in the SIX-YEAR-FLAG field will be rolled to the SEVEN-YEAR-FLAG field.

---

**K  
Processing  
Downloaded  
Eligibility  
Records**

Downloaded other county eligibility records will be checked by the system to determine whether they have been rolled over.

<b>IF rollover has...</b>	<b>THEN the records will be...</b>
been performed	processed normally.
<b>not</b> been performed	rolled over according to subparagraphs A through J.

**Note:** Only other county eligibility records for **multicounty producers** will be downloaded.

---

**L  
ACT ENG and  
PERSON Flag  
Rollover**

The new subsidiary file year ACT ENG and PERSON fields are obtained by copying the values in the CY ACT ENG and PERSON fields, respectively.

---

**M  
CRPLD-FCT  
Field Rollover**

The new subsidiary file year CRPLD-FCT field is obtained by copying the value in the CY CRPLD-FCT field.

---

Continued on the next page

**9 Eligibility File Rollover (Continued)**

---

**N**

**Rollover of  
HELC and  
WL YR OF  
VIOLATION  
Fields**

There is one HELC YR OF VIOLATION field and one WL YR OF VIOLATION field. These fields stay the same during subsidiary file rollover.

---

**O**

**Rollover of FCI  
Field**

The new subsidiary file year FCI field is obtained by copying the value in the CY FCI field.

---

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

---

**A**

**Rollover of  
Year-Specific  
Files**

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

---

**11 Rollover of Payment Limitation Review (503) File**

---

**A**

**Overview**

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

---

**B**

**Subsidiary File  
Year Payment  
Limitation  
Review File  
Creation**

After the payment limitation review file is created:

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

12-22 (Reserved)

## Part 2 Eligibility

### Section 1 EFM File Information

#### 23 Using EFM Files

---

##### A

##### Introduction

This part provides procedure for using EFM files to:

- record producer eligibility information
  - determine producer payment eligibility.
- 

##### B

##### Why This Part Is Important

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

- PFC
  - Conservation Reserve
  - Price Support
  - Farm Loan
  - Non-Insured Disaster Assistance.
- 

#### 24 Purpose of the EFM File

---

##### A

##### Introduction

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

---

##### B

##### Interaction With Subsidiary Process

EFM file record creation and deletion is driven by changes to the farm producer file.

Changes to a producer's eligibility flags occur automatically, through changes to tracts of land to which the producer is associated, and manually, by way of user entry.

The EFM file is a crucial component of automatic payment processes.

---

## 25 Contents of the EFM File

---

### A

#### Overview

The EFM file is really 2 files. One, present on nearly every County Office system, stores information on producers who are active on a farm in the county. The other EFM file is the mainframe EFM file; it stores producer eligibility information from all counties.

---

### B

#### County EFM File

County EFM files contain records for producers that either:

- are presently an active owner, operator, owner/operator, or other producer on a farm physically located or administered in the county

**Note:** Other county eligibility records are also stored for multicounty producers who have an active home county eligibility record.

- were in the past 4 years an active owner, operator, owner/operator, or other producer on a farm physically located or administered in the county.
- 

### C

#### Mainframe EFM File

The mainframe EFM file is used primarily as a central storage area for all producer eligibility records. The aggregate nature of the mainframe EFM file makes it an effective tool for obtaining eligibility information and a comprehensive source of eligibility information for multicounty producers.

---

### D

#### Non-Year-Specific County File

County EFM files are not year-specific; each record contains 5 complete years of producer eligibility data. County systems maintain and allow updates to CY, CY minus 1, and CY minus 2 EFM files.

**Note:** Newly active producers will be assigned default eligibility data for previous year fields; this data will not be considered in the payment eligibility process since the producer was not active in that county for previous years.

---

26-35 (Reserved)

Section 2 Creating and Updating EFM Records

36 EFM Record Creation

---

**A**

**Introduction**

This paragraph explains how county software creates an EFM record for a producer.

\*--**Notes:** See subparagraph 130 C to print MABDIG.

See paragraphs 105 and 106 to complete a change in producer flag(s).--\*

---

**B**

**How EFM Records Are Created**

Eligibility records are created according to this table.

Step	Action
1	Producer added to name and address file.
2	Producer added to farm as owner, operator, owner/operator, or other producer. * * *  <b>Note:</b> See 3-CM for more information on how to add a producer to a *--farm for CY, CY-1, and CY-2.
3	After SOD/EOD process runs, the county software: <ul style="list-style-type: none"> <li>• updates the producer's active producer flag in the name and address file to "Y"</li> <li>• adds EFM record for the producer to the EFM file.--*</li> </ul>

**Note:** County Offices adding producers previously active on a farm in the home county must follow these steps to reactivate the deleted EFM record.

---

37 Accessing and Viewing the EFM Record

A

**Accessing  
Producer's  
Eligibility  
Record**

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

\*--This process works the same for CY, CY-1, and CY-2.--\*

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

Step	Menu or Screen	Action
1		Load 8½- by 11-inch paper into the printer.
2	FAX07001, Application Selection	ENTER "9", "Common Provisions".
3	MA0000, Common Management Provisions	ENTER "4", "Subsidiary Files Maintenance".
4	MAD000, Subsidiary Files	ENTER "5", "Eligibility".
5	MAD400, Eligibility File	ENTER "1", "Update Eligibility Records".
6	MAD40101	Enter the producer's ID number and type.
7	MAD40102	Update the producer's EFM record according to this section.  <b>Note:</b> Other county EFM records for multicounty producers can be seen in the <b>view</b> option, but not in the <b>update</b> option.

Continued on the next page

## 37 Accessing and Viewing the EFM Record (Continued)

**B****Viewing  
Producer's  
Eligibility  
Record**

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

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

Step	Menu or Screen	Action
1		Load 8½- by 11-inch paper into the printer.
2	FAX07001, Application Selection	ENTER "9", "Common Provisions".
3	MA0000, Common Management Provisions	ENTER "4", "Subsidiary Files Maintenance".
4	MAD000, Subsidiary Files	ENTER "5", "Eligibility".
5	MAD400, Eligibility File	ENTER "2", "View Eligibility Records".
6	MAD40501	Enter the producer's ID number and type.
7	MAD40502	View the producer's EFM records.  <b>Note:</b> Other county EFM records for multicounty producers can be seen in the <b>view</b> option, but not in the <b>update</b> option.

38 Updating Fields in the Eligibility Record

A

Overview

A producer eligibility record contains several fields that each play a particular role in providing information on producer eligibility.

Fields vary in the number of occurrences, or years, in which data is provided. In general, fields have 5 occurrences, 1 for each year of data kept in an eligibility record.

\*--B

Updating Eligibility Determinations

Various payment processes read the eligibility flag values to determine whether a producer is eligible to receive program benefits. Therefore, it is critical that **all** County Offices update the eligibility fields for producers that are active in their county, even if the producer has not requested program benefits from that county.

The eligibility flag values should always be updated to reflect the determinations that are applicable to the producer.--\*

C

Sample Eligibility Record

The following update screen displays fields in an eligibility record.

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

\*--

Common Provisions 069 - IOSCO		Update		MAD40102					
Eligibility Update Screen		Version: AE69 04/09/2003 11:00		Term E2					
-----									
INDIVIDUAL DETERMINATION OF ELIGIBILITY									
ID Number	111-22-3333	Type	S	Year	Year	Year	6 Yr	7 Yr	ST/CTY
Name	JAMES TAWAS			2003	2002	2001	Flag	Flag	
AD-1026				Y	Y	Y	Y	Y	26/069
FCI				W	W	W			
ACT-ENG				Y	Y	Y			
PERSON				Y	Y	Y			
HELIC									
PCW				Y	Y	Y			
CNVRT				Y	Y	Y			
6-CP				Y	Y	Y			
CON SUB FSA				Y	Y	Y			
DISA GROSS INCM				Y	Y	Y			
NAP GROSS INCOME				Y	Y	Y			
FRAUD FCIC				Y	Y	Y			
NAP NON-COMPLIANCE				Y	Y	Y			
CRPLND FCTR				1.0000	1.0000	1.0000			
HELIC Year of Violation				WL	Year of Violation				
Cmd7=End	Cmd4=Previous Screen			(P)rint	AD-1026A	(N)ext-ID	ENTER=Update		

--\*

**Notes:** See subparagraph 130 C to print MABDIG.

See paragraphs 105 and 106 to complete a change in producer flag(s).

**39 FCI Field**

---

**A**

**Overview**

The FCI field contains county-specific eligibility information about the status of a producer's CAT application.

---

**B**

**When the FCI Field Is Updated**

The FCI field should be updated when 1 of the following applies.

- Based on a review of FCI-12's and other applicable forms, the County Office has determined that the producer has obtained at least CAT on all crops of economic significance in which the producer has an interest (including crops in other counties).
  - Based on a review of FCI-12's and other applicable forms, the County Office has determined that the producer has obtained at least CAT on some, but not all, crops of economic significance in which the producer has an interest (including crops in other counties) **and** the producer has signed FSA-570.
  - The producer has signed FSA-570.
- 

**C**

**Programs That Use the FCI Field for Eligibility Determination**

The programs that read the FCI field are:

- PFC's
  - Conservation Reserve (new contracts)
  - \* \* \*
  - Farm Loan
  - Non-Insured Disaster Assistance Program.
- 

**D**

**Home County Responsibilities**

The FCI field is county-specific; each county must determine whether a producer is eligible for payments based upon certification of eligibility. The home county shall update the FCI field for all producers with an eligibility record in that county.

---

**E**

**Manual Updates to the FCI Field**

County Offices may manually update the FCI flag using eligibility maintenance software.

---

## 40 Flags in FCI Field for 1996

---

### A

#### Overview

This paragraph lists the FCI flags for 1996 and their definitions.

---

### B

#### Blank Flag

“Blank” is the default value for the FCI field and indicates that the producer has not yet received eligibility certification in the county for the applicable year.

Benefits cannot be earned until this field is set to “Y”.

---

### C

#### Y Flag

Manually set the FCI field to “Y” when any of the following situations apply:

- the producer has purchased CAT crop insurance from the County Office for all crops of economic significance for the applicable year

**Note:** If a producer has land in multiple counties, the County Office must ensure that the producer has purchased CAT insurance in all counties where the producer has a crop of economic significance.

- the producer has provided a signed FSA-570 that waives any eligibility for emergency crop loss assistance for all insurable crops that have not been insured
  - administrative fees have been waived and insured has been approved as a limited resource producer
  - the producer purchased all crop insurance from a company, which could be either CAT insurance or buy up insurance that meets the minimum level necessary for participation in farm programs
  - the producer is covered by the insurance policy of either of the following:
    - a spouse
    - a landlord or tenant
  - the producer is not planting a crop for the applicable year
  - the producer is not planting an insurable crop for the applicable year.
- 

Continued on the next page

**40 Flags in FCI Field for 1996 (Continued)**

---

**D****N Flag**

Set the FCI field to "N" manually if the producer did not purchase crop insurance for 1 or more insurable crops of economic significance for the applicable year. The producer is not eligible for program benefits.

**Exception:** If a producer has a signed FSA-570 on file in the County Office, do not set the FCI field to "N".

---

**41 Flags in FCI Field for 1997 and Future Years**

---

**A****Overview**

This paragraph lists the 1997 and future years FCI flags and their definitions.

The flag is county specific. Multicounty producers can have different flags in different counties. The system will read the flags from all counties where the producer is active to determine eligibility for FSA program payments.

**Note:** For 1998 and future years, all flag values, except "N" and "O", will be rolled over to their present value.

---

**B****Blank Flag**

"Blank" is the default value for the FCI field and indicates that the producer has not yet received eligibility certification in the county for the applicable year.

Benefits cannot be earned until this field is set to "I", "W", "B", or "O".

---

Continued on the next page

**41 Flags in FCI Field for 1997 and Future Years (Continued)**

---

**C****I Flag**

Manually set the FCI field to "I" when any of the following situations apply:

- the producer has purchased CAT crop insurance from the County Office for all crops of economic significance for the applicable year
- the producer purchased all crop insurance from a company, which could be either CAT insurance or buy up insurance that meets the minimum level necessary for participation in farm programs
- the producer is covered by the insurance policy of either of the following:
  - a spouse
  - a landlord or tenant.

**Note:** Do **not** set the FCI flag to "I" if the producer has signed FSA-570.

---

**D****N Flag**

Set the FCI field to "N" manually if the producer has not purchased crop insurance for 1 or more insurable crops of economic significance for the applicable year and does not have a signed FSA-570 on file in the County Office.

---

**E****W Flag**

Manually set the FCI field to "W" when both of the following apply:

- the producer has provided a signed FSA-570 that waives any eligibility for emergency crop loss assistance for all insurable crops that have not been insured
  - the producer has not purchased either CAT insurance or buy up insurance that meets the minimum level necessary for participation in farm programs.
- 

Continued on the next page

**41 Flags in FCI Field for 1997 and Future Years (Continued)**

---

**F****B Flag**

Manually set the FCI field to "B" when both of the following apply:

- the producer has provided a signed FSA-570 that waives any eligibility for emergency crop loss assistance for all insurable crops that have not been insured
  - the producer has purchased either CAT insurance or buy up insurance that meets the minimum level necessary for participation in farm programs for 1 or more insurable crops.
- 

**G****O Flag**

Set the FCI field to "O" manually when the producer has not provided a signed FSA-570 and any of the following situations apply:

- the producer is not planting a crop for the applicable year
  - the producer is not planting an insurable crop for the applicable year
  - the producer is not planting an insurable crop of economic significance for the applicable year
  - administrative fees have been waived and insured has been approved as a limited resource producer.
- 

Continued on the next page

**41 Flags in FCI Field for 1997 and Future Years (Continued)**

---

**H****Example 1**

Will Adams is a multicounty producer active in the following counties. In:

- Saginaw County, Will purchased CAT insurance for corn and soybeans, which are the only insurable crops of economic significance that he has planted
- Bay County, Will signed FSA-570 and has not purchased crop insurance for any insurable crops of economic significance
- Midland County, Will has a copy of a signed FSA-570 on file and purchased CAT insurance for wheat and corn.

The flags in the FCI field are set as follows:

- Saginaw County flag is "I"
- Bay County flag is "W"
- Midland County flag is "B".

**Note:** The "B" flag would be set in Midland County if the producer had purchased CAT insurance for wheat but had not purchased crop insurance for corn because he had signed FSA-570 and purchased insurance on at least 1 insurable crop of economic significance.

Will Adams has met the FCI linkage requirement.

---

Continued on the next page

**41 Flags in FCI Field for 1997 and Future Years (Continued)**

---

**I****Example 2**

Joan Huggens is a multicounty producer active in the following counties. In:

- Dutchess County, Joan purchased buy up insurance for corn, which is the only insurable crop of economic significance that she has planted
- Putnam County, Joan purchased CAT insurance on corn but did not purchase crop insurance on wheat and both crops are of economic significance.

The flags in the FCI field are set as follows:

- Dutchess County flag is "I"
- Putnam County flag is "N".

Joan Huggens has not met the FCI linkage requirement, because the Putnam County flag is "N". The system will read the FCI field in all counties where Joan is active before determining her eligibility in each county. A waiver has not been signed in any county.

---

**42 AD-1026 Field**

---

**A****Overview**

The AD-1026 field contains information concerning:

- AD-1026 certification of producers and affiliates
- eligibility status of a producer's affiliates.

**Note:** See 6-CP for general policy information on the AD-1026 field and other "swampbuster" fields in the EFM file.

---

**B****Home County Responsibilities**

Non-multicounty producers must file AD-1026 in the home county.

**Note:** The home county for non-multicounty producers is also the control county.

---

Continued on the next page

42 AD-1026 Field (Continued)

C

**Control County Responsibilities**

For all multicounty producers, control counties must:

- ensure that AD-1026 fields in applicable counties contain the correct flag
- distribute copies of AD-1026 and AD-1026A, as applicable, to all counties in which the producer is active.

D

**Updating the AD-1026 Field**

Manual entries to update the AD-1026 field shall be made according to this table.

IF...	THEN ENTER...
both of the following apply: <ul style="list-style-type: none"> <li>• a signed <b>but not certified</b> AD-1026 has been received from the producer</li> <li>• County Office has not received certification information from NRCS</li> </ul>	"F".
both of the following apply: <ul style="list-style-type: none"> <li>• the producer and all affiliates have certified on AD-1026</li> <li>• the producer is not associated with an ineligible tract</li> </ul> <p><b>Note:</b> If a producer's only farming interest in an entire farm in CRP, a signed CRP-817U is considered the same as having certified on AD-1026.</p>	"Y".
the producer did not certify on AD-1026	"N".

Continued on the next page

42 AD-1026 Field (Continued)

**D**  
**Updating the**  
**AD-1026 Field**  
**(Continued)**

IF...	THEN ENTER...
<p>either of the following applies:</p> <ul style="list-style-type: none"> <li>• the producer has certified on AD-1026, but not all affiliates have certified on AD-1026</li> <li>• the producer is an affiliate of a person who violated HELC/WC provisions</li> </ul> <p><b>Exception:</b> Do <b>not</b> enter "A" in the AD-1026 field of any nonincorporated entities of which the HELC/WC violator is a member. See subparagraph 365 L for instructions on reducing payments made to an entity of which a HELC/WC violator is a member.</p> <p><b>Note:</b> See 6-CP, subparagraph 705 F for further information.</p>	<p>"A".</p>

**E**  
**Payment Rules**

Payment software considers:

- "A" \* \* \* or "N" in the AD-1026 field to be an **ineligible** flag during advance and final payment cycles
- "Y" in the AD-1026 field to be an **eligible** flag during advance and final payment cycles
- \*--"F" in the AD-1026 field to be an **eligible** flag during advance payment cycles, but an **ineligible** flag during final payment cycles.--\*

43 ACT-ENG Field

---

**A**

**Overview**

The actively engaged (ACT-ENG) field is used to determine producer eligibility based on actively engaged rules.

---

**B**

**Programs Using the ACT-ENG Field for Eligibility Determination**

The following programs use the ACT-ENG field for determining producer benefit eligibility:

- PFC's
  - Price Support.
- 

**C**

**Manual Updates to the ACT-ENG Field**

The ACT-ENG field is defaulted to "blank" when a producer is added to a farm for the first time, which means an actively engaged determination has not been made for the producer. The ACT-ENG field requires a manual entry to update the producer's eligibility record.

Update the ACT-ENG field according to this table.

ACT-ENG Field	Explanation
"blank"	<p>An actively engaged in farming determination has not been completed; producer is <b>ineligible</b> for payment.</p> <p><b>Note:</b> Advance deficiency payments can be made when an other county ACT-ENG flag is "blank".</p>
"Y"	<p>The producer has been determined to be actively engaged in farming and meets the "cash rent" and "foreign person" rules on the entire farming operation; the producer is <b>eligible</b> for payment.</p>

Continued on the next page

43 ACT-ENG Field (Continued)

C  
Manual Updates  
to the ACT-ENG  
Field  
(Continued)

ACT-ENG Flag	Explanation
"N"	The producer is not actively engaged in farming or does not meet the "cash rent" and "foreign person" rules on the entire farming operation; the producer is <b>ineligible</b> for payment.
"B"	The producer is actively engaged in farming on a percentage of the land, but not on all of the land in the farming operation. Producer is eligible for payment on a <b>percentage</b> of the farming operation.
"M"	<p>The producer:</p> <ul style="list-style-type: none"> <li>•*--is a member of a joint operation, but is not <b>receiving</b> a payment as an individual in <b>any</b> county</li> <li>• has a CRP contract that is under 5-CM rules and does not own land in any county for which an actively engaged determination is required</li> <li>• is a member of 3 entities and is not <b>receiving</b> payment as an individual or--* member of a joint operation in any county.</li> </ul> <p><b>Note:</b> An "M" is required in the applicable year field only.</p> <p>Producer is <b>ineligible</b> for payment as an individual except for 5-CM producers.</p>

Continued on the next page

43 ACT-ENG Field (Continued)

**D**

**Automatic Updates to the ACT-ENG Field**

The KCMO mainframe will automatically update the ACT-ENG field of a producer who has violated the permitted entity rule to "S". This update is downloaded to all counties in which the producer is on a farm.

ACT-ENG Flag	Explanation
"S"	<p>The producer has exceeded allowable permitted entity designations and is ineligible for payment.</p> <p><b>Note:</b> This can only occur if the producer is:</p> <ul style="list-style-type: none"> <li>• multicounty</li> <li>• a member of a multicounty combination.</li> </ul>

To correct the suspension and issue payments for the producer, the control county must reduce the number of entities designated to an acceptable level. After review with the producer and revision of the number of entities selected, the control county must contact all counties in which the producer is active to:

- inform them of the entity revisions
- instruct them to change the ACT-ENG field to the appropriate flag.

For the producer to become eligible for payments:

- all counties must update the ACT-ENG field from "S" to the applicable flag
- the record containing the updated control county ACT-ENG field must have been received by the paying county
- the allowable number of permitted entity designations has no longer been exceeded.

Continued on the next page

**43 ACT-ENG Field (Continued)**

---

**E****Control County Responsibilities**

Once an actively engaged determination has been made, the control county must:

- provide other counties with copies of all applicable forms
- timely update the control county ACT-ENG field with the applicable flag to ensure that other counties receive the EFM record promptly.

Counties cannot make payments unless they have received an updated control county EFM record containing a good ACT-ENG flag.

**Exception:** Advance payments can be made in the home county as long as the home county's ACT-ENG is a good value.

---

**F****Home County Responsibilities**

In most cases, only the control county's ACT-ENG field is read when determining payment eligibility. The home county need not update the ACT-ENG field **unless**:

- an advance payment shall be made in the county
  - the current ACT-ENG flag is "S"
  - the home county is also the control county for the producer
  - the producer is not on a farm in the control county.
-

**44 PERSON Field**

---

**A****Overview**

The PERSON field is used by programs for eligibility purposes when the rules for eligibility are different from the actively engaged rules. The field is subsidiary year specific.

---

**B****Programs Using  
the PERSON  
Field for  
Eligibility  
Determinations**

The following programs use the PERSON field for determining producer benefit eligibility:

- PFC's
- Conservation Reserve
- Price Support.

**Note:** Some programs require both the ACT-ENG and PERSON fields to be set before payments can be issued.

---

**C****Flag Values**

The flag values, which are set manually, are:

- "Blank", for producers who have not filed CCC-502 (this is also the default setting)
- \*--"P", for pending for producers who have filed CCC-502, or revised their CCC-502 according to 1-PL, subparagraph 50 C, but no action has been--\* taken by COC on approval or disapproval
- "Y", when COC has approved CCC-502
- "N", when COC has disapproved CCC-502.

**Note:** COC need only determine that the producer is a "person" to approve CCC-502 for this field. The producer does not need to be actively engaged in farming for approval as a person.

---

## 45 HELC Field

---

### A

#### Overview

The HELC field in the EFM record reflects the producer's eligibility status for HEL compliance.

The HELC field is used in the 6-CP common routine to update the 6-CP field. It is not directly read by any USDA programs.

**Exception:** Mainframe HELC fields are read by CAT and additional programs to obtain producer eligibility.

The HELC field is county-specific; NRCS provides each County Office with HEL determinations for all tracts on a farm in a county.

---

### B

#### When the HELC Field Is Updated

The HELC field is updated **automatically** when:

- subsidiary file rollover occurs
- SOD/EOD process is run on producers just added to the farm producer file
- maintenance changes are made to the NRCS flags in the tract file
- an owner is added or deleted from a tract, using maintenance or reconstitution software
- an operator or other producer (OT) is added to or deleted from a farm using maintenance, reconstitution, or other application software.

The HELC field shall be updated **manually** when:

- appeal rights are exhausted
  - a final determination is made
  - a tenant (OT) is leasing a tract on a farm that has a tract in violation of HEL requirements and the tenant is not associated with the violating tract.
- 

Continued on the next page

45 HELC Field (Continued)

C

**Automatic Updates to HELC Field**

County software interfaces with the NRCS determinations recorded in the tract file for a producer and defaults the HELC field in the **farm producer file** according to 6-CP.

These farm-level HELC fields are then summarized for each producer to automatically update the HELC field in the EFM file. The following table demonstrates this process.

IF the HELC flags in the farm producer file for the producer are...	THEN the HELC field in the producer's EFM file is...	HELC Flag Meaning
all "Y"	"Y".	Producer is <b>not</b> associated with a noncomplying tract.
all "C"	"C".	
"C" for 1 or more farms and none of the farms are "N" or "blank"		
all "blank"	"blank".	NRCS determinations are not complete for the tracts in which the producer has an interest.
"blank" for 1 or more farms and none of the farms are "N"		NRCS determinations are not completed on at least 1 of the tracts in which the producer has an interest.
"N" for 1 or more farms	"A".	Producer is associated with a noncomplying tract, but appeal rights are not exhausted.

Continued on the next page

45 HELC Field (Continued)

**D**

**Manual Updates to the HELC Field**

Manual updates are allowed only when an "A", "B", "N", "G", or "T" is in the HELC field. Update the HELC field according to this table.

**Note:** Refer to 6-CP for FSA appeal rights.

The system will allow entering "A" if "N", "G", or "T" is inadvertently entered.

A year of violation according to paragraph 50 must also be entered for the producer in the "HELC Year of Violation" field when updating the HELC field.

IF...	THEN update the "A" flag to...
the producer has been approved for either a landlord or tenant exemption	"B".
the producer is a tenant (OT) and all of the following apply: <ul style="list-style-type: none"> <li>• the producer is leasing a tract on a farm and that particular tract is not in violation of HEL requirements</li> <li>• there is a tract on the farm that is in violation of HEL requirements and the producer is not directly associated with that tract</li> <li>• the producer does not have any HEL violations on any other tracts for farms</li> </ul> <b>Note:</b> An "N" flag value can also be updated to "T".	"T".
either: <ul style="list-style-type: none"> <li>• the producer's appeal rights with FSA have been exhausted</li> <li>• a violation determination and producer's ineligibility determination are upheld through appeal with FSA</li> </ul>	"N".
producer has received a good faith determination	"G".

**Note:** See 6-CP for information on forms pertaining to HELC determinations.

See paragraph 48 for further information on how the HELC field update affects the 6-CP field.

Continued on the next page

45 HELC Field (Continued)

---

**E**  
**Changing**  
**Manual Updates**  
**to the HELC**  
**Field**

Follow these instructions for updating a HELC flag for a producer associated with a violating tract that is no longer in violation of HELC provisions.

Step	Action
1	Access Eligibility Maintenance Screen MAD40102, and update the HELC field to "A".
2	Access farm/tract maintenance, and update the tract record HEL field to reflect compliance with HELC provisions.
3	Access Eligibility Maintenance Screen MAD40102, and confirm that the HELC field has been updated to a good value.

**Note:** The HELC field must be changed to "A" **before the update of the HELC field in the tract file** for the HELC field to be properly updated. Users who fail to do this must re-enter the tract file changes for the HELC field in the eligibility file to be properly updated.

---

46 PCW Field

---

**A**  
**Overview**

The PCW field in the EFM record:

- reflects the producer's eligibility status with regard to planting on converted wetlands
- is used by payment processes to determine whether a producer is active on a farm in the county for the applicable year.

The PCW field is used in the 6-CP common routine to update the 6-CP field.

**Note:** See 6-CP for general policy information on the PCW field and other "swampbuster" fields in the EFM file.

The PCW field is county-specific; NRCS provides each County Office a wetland determination, if applicable, for producers that are on a farm in that county.

---

Continued on the next page

## 46 PCW Field (Continued)

**B****When the PCW Field Is Updated**

The PCW field is updated **automatically** when:

- subsidiary file rollover occurs
- SOD/EOD process is run on producers just added to the farm producer file
- maintenance changes are made to the NRCS flags in the tract file
- an owner is added or deleted from a tract, using maintenance or reconstitution software
- an operator or other producer (OT) is added to or deleted from a farm using maintenance, reconstitution, or other application software.

\* \* \*

**\*--Note:** See subparagraph 46 E for instructions on corrections to the PCW--\* field resulting from a change in the status of a tract violation.

**C****Programs Using the PCW Field**

The following programs use the PCW field for determining whether a producer:

- is active in the county for the applicable year:
  - PFC's
  - Conservation Reserve
  - Price Support
- has planted an agricultural commodity on a converted wetland for the applicable year:
  - CAT
  - Crop Insurance Additional Coverage.

**Note:** These programs read mainframe EFM records only.

Continued on the next page

46 PCW Field (Continued)

**D**

**Automatic Updates to PCW Field**

County software interfaces with the NRCS determinations recorded in the tract file for a producer and defaults the PCW field in the **farm producer file** according to 6-CP.

These farm-level PCW fields are then summarized for each producer to automatically update the PCW field in the EFM file. This process is demonstrated in the following table.

IF the PCW flags in the farm producer file for the producer are...	THEN the PCW field in the producer's EFM file is...	PCW Flag Meaning
all "Y" "Y" for 1 or more farms and none of the farms are "N"	"Y".	Producer has <b>not</b> planted an agricultural commodity on a converted wetland for the applicable year.
all "blank"	"blank".	Producer was not active on any farm in the county for the corresponding year.  <b>Note:</b> No eligibility data may be updated for the inactive year.
"N" for 1 or more farms	"A".	Producer has planted an agricultural commodity on a converted wetland for the corresponding year, but appeal rights are not exhausted.

Continued on the next page

46 PCW Field (Continued)

---

\* \* \*

\* \* \*

\*--E

**Updating Former  
Violations**

Follow these instructions for updating a PCW flag for a producer associated with a violating tract that is no longer in violation of planting on a converted wetland.

Step	Action
1	Access farm/tract maintenance, and update the tract record PCW field to reflect compliance with wetland provisions.
2--*	Access Eligibility Maintenance Screen MAD40102, and confirm that the PCW field has been updated to a good value.

\* \* \*

---

## 47 CNVRT Field

**A****Overview**

The CNVRT field in the EFM record:

- reflects the producer's eligibility status with regard to converted wetlands after November 28, 1990
- is used in the 6-CP common routine to update the 6-CP field and is not directly read by any USDA programs

**Exception:** Mainframe CNVRT fields are read by CAT and Crop Insurance Additional Coverage Programs.

- is county- and producer-specific; NRCS provides each County Office a wetland determination, if applicable, for producers that are on a farm in that county.

A converted wetland violation is said to "follow the producer." As a result, the flag in the CY field following subsidiary file rollover is defaulted to match the flag in the PY field.

**B****When the CNVRT Field Is Updated**

The CNVRT field is not automatically updated; it is updated manually when:

- the producer was determined to have converted a wetland after November 28, 1990
- all FSA appeal rights have been exhausted
- a good faith approval was either granted or rejected for the producer
- producer eligibility has been reinstated because converted wetland was restored.

Continued on the next page

47 CNVRT Field (Continued)

C

**Updating the CNVRT Field**

Manually update the CNVRT field according to this table.

A year of violation according to paragraph 50 must also be entered for the producer in the "WL Year of Violation" field when updating the WL field.

IF...	THEN ENTER...
the producer converted a wetland after November 28, 1990	"N".
the producer has been determined to have converted a wetland after November 28, 1990, and FSA appeal rights are not exhausted	"A".
the producer has been determined to have converted a wetland after November 28, 1990, and COC has granted the producer a good faith approval	"G".
both of the following apply: <ul style="list-style-type: none"> <li>• the producer has been determined to have converted a wetland after November 28, 1990, and the producer's eligibility has been reinstated because NRCS determined the wetland has been restored</li> <li>• a good faith approval was <b>not</b> made by FSA</li> </ul>	"R".

## 48 6-CP Field

## A

## Overview

The 6-CP field provides:

- a summary of 3 of the HELC/WC fields in the EFM record:
  - HELC
  - PCW
  - CNVRT
- payment processes with 1 field to read to obtain aggregate data on a producer's HELC/WC eligibility.

The 6-CP field is county-specific; NRCS provides each County Office a HEL and wetland determination, if applicable, for producers that are on a farm in that county. That data is then summarized into the 6-CP field.

## B

**Programs Using  
the 6-CP Field  
for Eligibility  
Determination**

The following programs use the 6-CP field for determining producer benefit eligibility:

- PFC's
- Conservation Reserve
- Price Support
- Farm Loan
- Non-Insured Disaster Assistance.

## C

**When the 6-CP  
Field Is Updated**

The 6-CP field is updated **automatically** whenever the 6-CP common routine is called. The 6-CP common routine is called when a change to 1 or more of the following HELC/WC fields occurs in the CY or PY:

- HELC
- PCW
- CNVRT.

**Note:** The 6-CP field **cannot** be manually updated.

Continued on the next page

48 6-CP Field (Continued)

**D**

**How HELC, PCW, and CNVRT Fields Are Summarized for 1996 and Subsequent Years**

This subparagraph describes how the HELC, PCW, and CNVRT fields in the EFM record are summarized to update the 6-CP field.

**Note:** The CY and PY fields are summarized separately.

IF the HELC flag is...	AND the PCW flag is...	AND the CNVRT flag is...	THEN the 6-CP flag is...
"blank"	"blank"	"Y"	"Y".  <b>Note:</b> The 6-CP field will always update to "Y" if the corresponding year PCW field is "blank". This will enable other counties in which the producer is active to issue payments.
"Y", "C", "blank", "G", or "T"	"Y" or "G"	"Y", "G", or "R"	
"B"	"Y" or "G"	"Y", "G", or "R"	"B".
"A" or "N"	any value	any value	"N".
any value	"A" or "N"	any value	
any value	any value	"A" or "N"	

Continued on the next page

## 48 6-CP Field (Continued)

## E

**Basic Summary  
and Payment  
Rules**

An "A" or "N" in 1 or more of the HELC/WC fields:

- is an **ineligible** flag
- results in an ineligible flag in the 6-CP field.

Payment software:

- will not make a payment to a producer with an ineligible 6-CP flag
  - considers:
    - an \* \* \* "N" 6-CP flag in a home county record an **ineligible** flag during both advance and final payment cycles
    - an "N" 6-CP flag in other county records an **ineligible** flag during advance and final payment cycles
    - a "**blank**" 6-CP flag in other county records an **ineligible** flag during final payment cycles
    - \*--a "**blank**" 6-CP flag in a home county record an **eligible** flag during advance processing cycles, but an **ineligible** flag during final payment cycles.--\*
-

49 Examples of 6-CP Common Routine

**A**

**Overview**

This paragraph provides examples of how the 6-CP common routine updates the 6-CP field.

**B**

**Example 1,  
Change From  
Ineligible to  
Eligible 6-CP  
Flag**

In this example, NRCS officials determined that the producer had not been actively applying the approved conservation plan on Farm 1501 but began actively applying the conservation plan in the CY.

The following shows farm producer records before the change in the tract file.

FARM PRODUCER INFORMATION																	
Ind					Start-End-Year						HEL PCW CWL		HEL PCW CWL		Pgm-Upd	Date	
Stat	Farm#	Type	Id and Type	Rc-Pnd	Ow-Flg	Yr-1	Yr-2	Yr-3	Yr-4	HEL	PCW	CWL	HEL	PCW	CWL	Pgm-Upd	Date
	1501	OP	321234224 S		85/92/OO	92/00/OP	00/00	00/00	N	Y		N	Y	MCA948	961201		
	2100	OP	321234224 S		97/00/OW	00/00	00/00	00/00	C	Y				MCA948	961201		

The following example shows the eligibility record before the change in the tract file.

\*--

ELIGIBILITY INFORMATION													
Ind	St and Cty		Cy	Cy-1	Cy-2	Cy-3	Cy-4	6 Yr-Flg	7 Yr-Flg	Pgm-Upd	Date		
		26/069	98	97	96	95	94	Y	Y	MAD401	961202		
		AD-1026	Y	Y	Y	Y	Y						
		FCI	Y	Y	Y	Y	Y						
		ACT ENG	Y	Y	Y	Y	Y						
		PERSON	Y	Y	Y	Y	Y						
		HEL C	A	A	C	C	C						
		PCW	Y	Y	Y	Y	Y						
		6-CP	N	N	Y	Y	Y						
		CNVRT	Y	Y	Y	Y	Y						
		CON SUB FSA	Y	Y	Y	Y	Y						
		CRPLND-FCT	1.0000	1.0000	1.0000	1.0000	1.0000						
		HEL C YR OF VIOLATION	97								WL YR OF VIOLATION		XX

--\*

Continued on the next page

49 Examples of 6-CP Common Routine (Continued)

**B**  
**Example 1,**  
**Change From**  
**Ineligible to**  
**Eligible 6-CP**  
**Flag (Continued)**

After the CY A027 flag in the tract file is updated to "Y", the tract-farm common routine updates the CY HELC flag from "N" (ineligible) to "C" (complying and eligible) in the farm producer file as shown in this example.

FARM PRODUCER INFORMATION																	
Ind					Start-End-Year				HEL PCW CWL		HEL PCW CWL		Pgm-Upd	Date			
Stat	Farm#	Type	Id and Type	Re-Pnd	Ow-Flg	Yr-1	Yr-2	Yr-3	Yr-4	HEL	PCW	CWL	HEL	PCW	CWL	Pgm-Upd	Date
	1501	OP	321234224 S		85/92/OO	92/00/OP	00/00	00/00	C	Y		N	Y		MCB912	971002	
	2100	OP	321234224 S		97/00/OW	00/00	00/00	00/00	C	Y					MCA948	961201	

The farm-eligibility common routine updates the CY HELC flag from "A" (appeal status and ineligible) to "C" (complying and eligible) in the eligibility file as shown in this example.

Because of the change in the CY HELC flag, the 6-CP common routine changes the CY 6-CP flag from "N" (ineligible) to "Y" (eligible) as shown in this example.

\*--

ELIGIBILITY INFORMATION											
Ind	St and Cty		Cy	Cy-1	Cy-2	Cy-3	Cy-4	6 Yr-Flg	7 Yr-Flg	Pgm-Upd	Date
		26/069	98	97	96	95	94	Y	Y	MAD401	971002
		AD-1026	Y	Y	Y	Y	Y				
		FCI	Y	Y	Y	Y	Y				
		ACT ENG	Y	Y	Y	Y	Y				
		PERSON	Y	Y	Y	Y	Y				
		HEL	C	A	Y	Y	Y				
		PCW	Y	Y	Y	Y	Y				
		6-CP	Y	N	Y	Y	Y				
		CNVRT	Y	Y	Y	Y	Y				
		CON SUB FSA	Y	Y	Y	Y	Y				
		CRPLND-FCT	1.0000	1.0000	1.0000	1.0000	1.0000				
		HEL	97								
		WL YR OF VIOLATION									XX

--\*

Continued on the next page

49 Examples of 6-CP Common Routine (Continued)

C

**Example 2, Change From Eligible to Ineligible 6-CP Flag** In this example, the producer planted an agricultural commodity on a converted wetland on Farm 513 in the CY.

The following example shows farm producer records **before** the change in the tract file.

FARM PRODUCER INFORMATION																	
Ind					Start-End-Year				HEL PCW CWL		HEL PCW CWL		Pgm-Upd	Date			
Stat	Farm#	Type	Id and Type	Re-Pnd	Ow-Flg	Yr-1	Yr-2	Yr-3	Yr-4	HEL	PCW	CWL	HEL	PCW	CWL	Pgm-Upd	Date
513	OP		321234224 S			85/92/OO	92/00/OP	00/00	00/00	C	Y		C	Y		MCA948	961201
2100	OP		321234224 S			97/00/OW	00/00	00/00	00/00	C	Y					MCA948	961201

The following example shows the eligibility record **before** the change in the tract file.

\*--

ELIGIBILITY INFORMATION											
Ind	St and Cty		Cy	Cy-1	Cy-2	Cy-3	Cy-4	6 Yr-Flg	7 Yr-Flg	Pgm-Upd	Date
Stat			---	---	---	---	---	---	---	---	---
	26/069		98	97	96	95	94	Y	Y	MAD401	961202
	AD-1026		Y	Y	Y	Y	Y				
	FCI		Y	Y	Y	Y	Y				
	ACT ENG		Y	Y	Y	Y	Y				
	PERSON		Y	Y	Y	Y	Y				
	HELC		C	C	C	C	C				
	PCW		Y	Y	Y	Y	Y				
	6-CP		Y	Y	Y	Y	Y				
	CNVRT		Y	Y	Y	Y	Y				
	CON SUB FSA		Y	Y	Y	Y	Y				
	CRPLND-FCT		1.0000	1.0000	1.0000	1.0000	1.0000				
	HELC YR OF VIOLATION		00								XX
	WL YR OF VIOLATION										

--\*

Continued on the next page

49 Examples of 6-CP Common Routine (Continued)

C

**Example 2,  
Change From  
Eligible to**

Because of the planted converted wetland violation, the County Office updates the CY PCW flag in the tract file to "Y" (an agricultural commodity was planted on a converted wetland).

**Ineligible 6-CP  
Flag (Continued)**

The tract-farm common routine changes the CY PCW flag from "Y" (eligible) to "N" (ineligible) in the farm producer record as shown in this example.

FARM PRODUCER INFORMATION															
Ind					Start-End-Year								Pgm-Upd		Date
Stat	Farm#	Type	Id and Type	Rc-Pnd	Ow-Flg	Yr-1	Yr-2	Yr-3	Yr-4	HEL	PCW	CWL	HEL	PCW	CWL
	513	OP	321234224 S			85/92/OO	92/00/OP	00/00	00/00	C	N		C	Y	MCB912 971002
	2100	OP	321234224 S			97/00/OW	00/00	00/00	00/00	C	Y				MCA948 961201

The farm-eligibility common routine changes the CY PCW flag from "Y" (eligible) to "A" (appeal status and ineligible) in the eligibility file as shown in this example.

Because of the change in the PCW flag, the 6-CP common routine changes the 6-CP flag from "Y" (eligible) to "N" (ineligible) as shown in this example.

**Note:** The user must update the WL Year of Violation field to reflect the year the violation occurred.

\*--

ELIGIBILITY INFORMATION											
Ind	Stat	St and Cty	Cy	Cy-1	Cy-2	Cy-3	Cy-4	6 Yr-Flg	7 Yr-Flg	Pgm-Upd	Date
		26/069	98	97	96	95	94	Y	Y	MAD401	971003
		AD-1026	Y	Y	Y	Y	Y				
		FCI	Y	Y	Y	Y	Y				
		ACT ENG	Y	Y	Y	Y	Y				
		PERSON	Y	Y	Y	Y	Y				
		HELC	C	C	C	C	C				
		PCW	A	Y	Y	Y	Y				
		6-CP	N	Y	Y	Y	Y				
		CNVRT	Y	Y	Y	Y	Y				
		CON SUB FSA	Y	Y	Y	Y	Y				
		CRPLND-FCT	1.0000	1.0000	1.0000	1.0000	1.0000				
		HELC YR OF VIOLATION	00		WL YR OF VIOLATION	XX					

--\*

## 50 Other Eligibility Fields

---

### A

#### Overview

This paragraph discusses other fields in the EFM record that determine producer benefit eligibility.

---

### B

#### CON SUB FSA Field

\*--Starting in 2003, the CON SUB FSA flag will display that year's status for the producer. A "Y" in the CON SUB FSA flag means the producer **was not** convicted of a controlled substance violation for that year. An "N" in the CON SUB FSA flag means the producer **was** convicted of a controlled substance violation for that year and is not eligible for payment.

The County Office is responsible for ensuring that the CON SUB FSA flag is correctly set and updated if the producer is not eligible for payment. The following are situations of which the County Office should be aware that may need updating.

- **Situation #1.** If the producer is anywhere in the 5 year violation period of the sentence, the County Office will need to review all cases and be sure an "N" is placed in CON SUB FSA flag for 2003 and future years if producer continues to be ineligible.
- **Situation #2.** If the producer was convicted and the violation period starts in 2003, the County Office will need to revise the CON SUB FSA flag to an "N" for 2003 and future years.
- **Situation #3.** If the producer's violation period ends in 2002, the County Office will need to review the CON SUB FSA flag to be sure a "Y" is displayed for 2003.

If a member of a joint operation has a controlled substance violation and does not have an eligibility record, add the violating member to the farm producer file and update the CON SUB FSA field in the member's eligibility record to "N".

During the 2004 subsidiary file rollover process, the flag found in 2003 will be rolled over to 2004. Therefore, after the violation period has ended, the County Office must manually change the CON SUB FSA flag to a "Y", showing the producer is no longer in violation.

See 1-CM, Part 30, for rules on controlled substance convictions.--\*

---

Continued on the next page

**50 Other Eligibility Fields**

---

**C****6 Yr Flag Field**

The 6 year flag contains controlled substance information for the \* \* \* 5 years previous to the current subsidiary file year. The field is used to determine eligibility for PY FSA benefits.

**Example:** A PY payment is being made. The producer had a controlled substance violation 6 years ago. The 6 year flag would be “N” because of the violation. The producer would be ineligible for a PY payment because the 4 years controlled substance flags before the payment year are not all “Y”.

---

Continued on the next page



**50 Other Eligibility Fields (Continued)**

---

**D**

**7 Yr Flag Field** The 7 year flag contains controlled substance information for the year 6 years previous to the current subsidiary file year. The field is used to determine eligibility for the CY minus 2 FSA benefits.

---

**E**

**CRPLND FCTR (Cropland Factor) Field** The CRPLND FCTR field lists the percent of cropland on a producer's farming operation in which the producer is actively engaged. The CRPLND FCTR field directly corresponds to the ACT-ENG field described in paragraph 43.

Unless the ACT-ENG field is "B", the CRPLND FCTR field is automatically updated based on the entry in the ACT-ENG field.

The CRPLND FCTR field is updated according to this table.

<b>IF the ACT-ENG field is...</b>	<b>THEN the CRPLND FCTR field is...</b>
"Y"	1.0000.
"N"	.0000.
"B"	<ul style="list-style-type: none"> <li>• calculated according to 1-PL and entered by the County Office</li> <li>• greater than .0000 and less than 1.0000.</li> </ul>
"M"	.0000.

---

Continued on the next page

**50 Other Eligibility Fields (Continued)**

---

**F****HELC Year of Violation**

The HELC Year of Violation field maintains a record for determining whether the producer is eligible for a HELC good faith determination according to 6-CP, with respect to whether the producer violated the HELC provisions in the previous 5 years.

An entry must be made in the HELC Year of Violation field when "A", "B", "G", or "N" is recorded in the HELC field.

---

**G****WL Year of Violation**

The WL Year of Violation field maintains a record for determining whether the producer is eligible for a WC good faith determination according to 6-CP, with respect to whether the producer violated the WC provisions in the previous 10 years.

An entry must be made in the WL Year of Violation field when "A", "B", "G", or "N" is recorded in the:

- PCW field
  - CNVRT field.
- 

**\*--51 Disaster Gross Income Flag**

---

**A****Overview**

The Disaster Gross Income flag is used for eligibility purposes when a disaster program is in effect that uses the \$2.5 million gross income provision. This flag will start with the year 2000 and is subsidiary year specific.

---

**B****Business Rules**

The rule for the Disaster Gross Income flag is that any producer certifying over \$2.5 million in gross income for the year before is ineligible for disaster program benefits. The County Office shall keep on file the gross income form signed by the producer as documentation for this flag.

The 2 acceptable values for this flag in the system are "Y" and "N". The "Y" flag is a good value and means that the producer is in compliance with the gross income requirement. Whereas, the "N" flag is the bad value, and means that the producer has certified over the gross income requirement amount. See 1-DAP for more information on this flag.--\*

---

Continued on the next page

**51 Disaster Gross Income Flag (Continued)**

---

**C****Updating  
Disaster Gross  
Income Flag**

The default value for this field is “Y”, which is a good flag. For 2001 rollover, Disaster Gross Income flag will be “Y” for all producers. However, starting with 2002 rollover, this flag will roll to the value it was the previous year.

After a disaster program has been announced for that year, County Offices shall update this flag for any producer found to be over the program “gross income requirement”. When County Offices receive the properly signed gross income form, at that time this flag shall be reviewed and updated, if necessary.

**Note:** This flag is very important to the disaster program. The payment process will read this flag to determine program eligibility.

---

**\*--52 NAP Gross Income Flag**

---

**A****Overview**

The NAP Gross Income Flag is used for eligibility purposes when a producer requests to purchase coverage under NAP or has been approved for payment under NAP. NAP has a \$2 million gross revenue provision.

---

**B****NAP Gross  
Income Field**

The rule for the NAP Gross Income is that any producer certifying more than \$2 million in gross revenue for the previous year is ineligible for NAP benefits. The County Office shall keep on file CCC-441 Income, signed by the producer.

**Note:** See 1-NAP for further information on NAP policies about gross revenue.

---

**C****Flag Values**

The flag values are:

- “Y”, the producer has certified or been determined to be in compliance with the gross revenue requirements
- “N”, the producer has certified or been determined to **not** be in compliance with the gross revenue requirements.

**Note:** The flag will have a default setting of “Y”. Subsidiary file rollover will carry forward to the next year the value assigned to this field. County Offices must manually set this flag to an “N” value, or manually remove an “N” flag if the producer is no longer over the gross revenue provisions.--\*

---

**53 NAP Noncompliance Flag**

---

**A****Overview**

The NAP Noncompliance Flag is used to identify producers who are not in compliance with NAP procedures and are, therefore, ineligible for NAP benefits. This flag will be read by the NAP application and payment processes to determine eligibility.

---

**B****NAP  
Noncompliance  
Field**

Producers who are not in compliance with NAP policies outlined in 1-NAP will be ineligible for NAP for the year of the violation and next 2 years.

---

**C****Flag Values**

The flag values are:

- “Y”, the producer has been determined to be in compliance with all NAP requirements
- “N”, the producer has been determined to **not** be in compliance with all NAP requirements.

**Note:** The flag will have a default setting of “Y”. Subsidiary file rollover will carry forward to the next year the value assigned to this field. County Offices must manually update the flag after the producer’s sanction period has expired.

---

**54-56 (Reserved)**



\*--57 AGI General Provisions

---

**A****Introduction**

Section 1604 of the Farm Security and Rural Investment Act of 2002 provides provisions for excluding individuals and entities from program payment eligibility if the average AGI for the 3 preceding tax years for the individual or entity exceeds \$2.5 million. See 1-PL for additional information for determining producer eligibility with AGI provisions.

The AGI software allows County Offices to designate whether a producer or member of the entity is eligible for payment based on the AGI provisions.

---

**B****Defaulted Eligibility Status**

The AGI flag is established for:

- existing producers and members of entities when the 2003 subsidiary rollover process is successfully executed
- new producers when an eligibility record is created
- new members of entities when the member is added to the entity through the joint operation or entity update process.

The AGI flag is initially defaulted to an eligible value. Therefore, County Offices are only required to update the system to:

- designate that the producer or member is not eligible for program benefits
  - change the producer's or member's eligibility from an ineligible status to an eligible status.
- 

**C****Flag Values**

The following 2 flag values are used when updating AGI eligibility:

- “Y” indicates the producer or member of an entity meets the AGI eligibility requirements and is eligible for program benefits
- “N” indicates the producer or member of an entity does not meet the AGI eligibility requirements and is not eligible for program benefits.

**Note:** If the producer or member has not filed CCC-526, **and a payment is due for the producer**, the AGI flag shall be updated to “N” for the producer or member until CCC-526 is filed and the producer or member is determined to be eligible for program benefits.--\*

---

Continued on the next page

57 AGI General Provisions (Continued)

**D**

**Control County**

The AGI flag can only be updated by the producer’s or member’s control county.

<b>IF the producer or member is...</b>	<b>THEN the control county is...</b>
single-county	the administrative or home county.
multi-county	determined by reading the multi-county file.

**E**

**Exempt Entities**

The AGI software is designed to prevent users from updating the AGI eligibility flag for entities that are exempt from the AGI provisions. If any of the following entities are selected, the message, “AGI provisions do not apply to this producer”, will be displayed.

<b>Type of Entity</b>	<b>AS/400 Entity Type</b>
*--General Partnership	02
Joint Venture	03--*
Federally-Owned	08
State-Owned	09
County-Owned	11
City-Owned	12
Public Schools	13
BIA and Indian Tribal Ventures	14
Indian Tribal Venture	20

**F**

**NAP and Disaster Gross Income**

The provisions of the Farm Security and Rural Investment Act of 2002 do not affect prior laws that established gross income or revenue limitations for NAP and various disaster programs. As such, the AGI eligibility software shall not be used for updating producer eligibility for NAP and disaster program eligibility.

County Offices shall continue to follow the provisions of paragraph:

- \*--51 for updating the Disaster Gross Revenue flag--\*
- 1. 52 for updating the NAP Gross Income flag.

Continued on the next page

**\*--57 AGI General Provisions (Continued)**

**G  
Members Loaded  
in the Entity File  
Under a  
Temporary ID  
Number**

An AGI certification must be obtained from all members of entities that are not exempt from the AGI provisions regardless of percentage of ownership or interest. In cases where members with less than 5 percent interest have been grouped under a temporary ID number as “members of (entity)”, all members that are grouped together must be either eligible or ineligible for program benefits to remain grouped together.

If a member with less than 5 percent interest is determined to be ineligible for program benefits, that member shall be:

- split out of the “members of (entity)” grouping
- loaded individually as a separate member of the entity.

**Example:** ABC Corporation has 5 members and is loaded as follows.

<b>Member</b>	<b>Entity Share</b>	<b>AGI Flag</b>
Member 1	0.4500	Y
Member 2	0.4500	Y
Members of ABC Corporation	0.1000	Y

Three members have an equal share of the 10 percent interest and are grouped under “Members of ABC Corporation”. One member in the grouping does not meet the AGI eligibility requirements, so that member shall be split out and recorded as an individual member of the entity.

The members of the entity shall be loaded as follows.

<b>Member</b>	<b>Entity Share</b>	<b>AGI Flag</b>
Member 1	0.4500	Y
Member 2	0.4500	Y
Member 3	0.0333	N
Members of ABC Corporation	0.0667	Y

--\*

**\*--58 AGI Software**

**A**

**Accessing  
Menu MAD830**

Access the AGI maintenance software according to this table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER "9", "Common Provisions".
4	MA0000	ENTER "4", "Subsidiary Files Maintenance".
5	MAD000	ENTER "11", "Adjusted Gross Income".

**B**

**Example of  
Menu MAD830**

The following is an example of Menu MAD830.

```

COMMAND                                MAD830                                E2
Adjusted Gross Income Main Menu
-----
1. Record AGI Eligibility Data
2. Print Entity/Member Report
3. Print Ineligible AGI Producer/Member Report

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

Cmd3=Previous Menu
Ready for option number or command
    
```

--\*

Continued on the next page

**\*--58 AGI Software (Continued)**

**C  
Updating  
Producer  
Eligibility**

The AGI flag is initially defaulted to an eligible value for all producers and members of entities. Therefore, County Offices shall update the system to:

- designate that the producer or member is not eligible for payment
- change the producer’s or member’s eligibility from an ineligible status to an eligible status.

Follow the provisions of this table to update a producer’s or member’s AGI eligibility flag.

Step	Action	Result	
1	Access the AGI maintenance software according to subparagraph A.		
2	On Menu MAD830, ENTER “1”, “Record AGI Eligibility Data”.	The Subsidiary Year Selection Screen will be displayed.	
3	Select the applicable year and PRESS “Enter”.	Screen MAD83101 will be displayed.	
4	Screen MAD83101 allows the user to select the applicable producer or member. The following provisions apply to selecting producers or members for updating the AGI flag: <ul style="list-style-type: none"> <li>• county accessing the AGI software for the applicable producer must be the producer’s or member’s control county</li> <li>• producer or member cannot have an exempt entity type as specified in subparagraph 57 E.</li> </ul>		
	<b>IF the user wants to...</b>	<b>THEN...</b>	
	continue the update process	<ul style="list-style-type: none"> <li>• select the applicable producer by entering any of the following:                             <ul style="list-style-type: none"> <li>• last 4 digits of the producer’s or member’s ID number</li> <li>• producer’s or member’s ID number and ID type</li> <li>• producer’s or member’s name</li> </ul> </li> <li>• PRESS “Enter”.</li> </ul>	Screen MAD83201 will be displayed.
	exit the process	PRESS “Cmd7”.	Menu MAD830 will be redisplayed.

--\*

Continued on the next page

\*--58 AGI Software (Continued)

**C**  
**Updating**  
**Producer**  
**Eligibility**  
**(Continued)**

Step	Action	Result
5	Screen MAD83201 displays: <ul style="list-style-type: none"> <li>• pertinent information about the producer or member who has been selected</li> <li>• the current AGI flag indicator for the producer or member.</li> </ul> See subparagraph D for additional information on the data displayed on Screen MAD83201.	
	<b>IF the user wants to...</b>	<b>THEN...</b>
	change the AGI flag value	<ul style="list-style-type: none"> <li>• enter either of the following:                             <ul style="list-style-type: none"> <li>• “Y” to indicate the producer or member has met AGI eligibility provisions and is eligible for program benefits</li> <li>• “N” to indicate the producer or member has not met AGI eligibility provisions and is not eligible for program benefits</li> </ul> </li> <li>• PRESS “Cmd5” to update.</li> </ul> The message, “Pressing Cmd5 again will update the eligibility and/or entity files for the selected producer/member. Data will also be transmitted to other counties.”, will be displayed.  Press either of the following: <ul style="list-style-type: none"> <li>• “Cmd5” again to update the files</li> <li>• “Cmd7” to exit the process.</li> </ul>
	select a different producer or member	PRESS “Cmd4”.  Screen MAD83101 will be redisplayed.
	exit the process	PRESS “Cmd7”.  Menu MAD830 will be redisplayed.

--\*

Continued on the next page

\*--58 AGI Software (Continued)

**D**  
**Screen**  
**MAD83201**

Screen MAD83201 displays the following information about the selected producer or member:

- producer's or member's name
- ID number and ID type
- whether or not the producer or member is a multi-county producer
- whether or not the producer or member is a combined producer
- producer's or member's control county
- whether or not the producer or member has an eligibility record on file
- whether or not the producer or member is a member of an entity
- current AGI flag value
- entities in which the producer or member has a direct interest, if applicable.

The AGI flag is the only data that can be updated on Screen MAD83201. The following are valid entries:

- "Y" to indicate the producer or member has met AGI eligibility provisions and is eligible for program benefits
- "N" to indicate the producer or member has not met AGI eligibility provisions and is not eligible for program benefits.

The following is an example of Screen MAD83201.

```

Common Provisions 001-ADAMS Selection MAD83201
AGI Producer Verification Screen Version: AE52 10/15/2002 10:14 Term E2
-----
Name JAMES TAWAS ID Number/Type 111-22-3333 S
Multi-County Producer Y Combined Producer N Control County 31/069
Eligibility Record Y Member of Entity Y Adjusted Gross Income Y

Entity ID Number Entity Type Share
ABC PARTNERSHIP 75-1234567 E 02 .5000

Cmd4-Previous Cmd5-Update Cmd7-End
    
```

--\*

Continued on the next page

\*--58 AGI Software (Continued)

**E**

**AGI Entity/  
Member Report**

The AGI Entity/Member Report was developed to assist County Offices in tracking which members of entities have filed an AGI certification form.

The following information is printed on the AGI Entity/Member Report for the selected entity:

- entity name
- entity ID number and ID type
- entity type
- members' names of the entity down to the lowest level
- ID number and ID type for each member
- entity type for each member.

The last field printed on the AGI Entity/Member Report is the "Filed CCC-526" field that allows County Offices to designate whether the member has filed the AGI certification form.

Follow the provisions of this table to print the AGI Entity/Member Report.

Step	Action		Result
1	Access the AGI maintenance software according to subparagraph A.		
2	On Menu MAD830, ENTER "2", "Print Entity/Member Report".		The Subsidiary Year Selection Screen will be displayed.
3	Select the applicable year and PRESS "Enter".		Screen MAB44203 will be displayed.
4	Select the appropriate printer and PRESS "Enter".		Screen MAB46801 will be displayed.
5	Screen MAB46801 allows the user to select the applicable entity for which the report should be generated.		
	<b>IF the user wants to...</b>	<b>THEN...</b>	
	continue the print process	<ul style="list-style-type: none"> <li>• select the applicable entity by entering any of the following:                             <ul style="list-style-type: none"> <li>• last 4 digits of the entity's ID number</li> <li>• entity's ID number and ID type</li> <li>• entity's name</li> </ul> </li> <li>• PRESS "Enter".</li> </ul>	<ul style="list-style-type: none"> <li>• The message, "Report has been generated", will be displayed.</li> <li>• Screen MAB46801 will be redisplayed so another entity can be selected.</li> </ul>
exit the process	PRESS "Cmd7".	Menu MAD830 will be redisplayed.	

--\*

Continued on the next page

58 AGI Software (Continued)

**F**

**Ineligible AGI Producer/Member Report**

The Ineligible AGI Producer/Member Report lists all producers and members of entities in the applicable county who have been flagged as ineligible for program benefits because of AGI provisions.

The following information is printed on the Ineligible AGI Producer/Member Report:

- producer’s or member’s name
- producer’s or member’s ID number, ID type, and entity type
- indicator as to whether the producer or member has an eligibility record on file
- name of each entity that the producer or member is associated.

**Note:** If the producer listed is not a member of an entity, then “None” will be printed in the “Member of Entity” column.

Follow the provisions of this table to print the Ineligible AGI Producer/Member Report.

Step	Action	Result
1	Access the AGI maintenance software according to subparagraph A.	
2	On Menu MAD830, ENTER “3”, “Print Ineligible AGI Producer/Member Report”.	The Subsidiary Year Selection Screen will be displayed.
3	Select the applicable year and PRESS “Enter”.	Screen MAB44203 will be displayed.
4	Select the appropriate printer and PRESS “Enter”.	Screen MAB46801 will be displayed.
5	The report will be sent to the selected printer.	Menu MAD830 will be redisplayed.

**\*--59 Determining AGI Payment Shares**

**A**

**Overview**

1-PL specifies that any payment and benefit, for applicable programs, earned by an entity or joint operation shall be reduced by an amount that is commensurate with the direct and indirect interest of any member or shareholder that doesn't meet the AGI eligibility provisions.

See 1-PL, Part 6.5 for additional information on AGI provisions.

**B**

**Determining Payment Share Based on AGI Eligibility**

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

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

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

<b>IF permitted entity rules...</b>	<b>THEN the percentage of payment that can be issued to an entity is...</b>
apply to the program	<ul style="list-style-type: none"> <li>• determined by checking each member's AGI eligibility status</li> <li>• determined by using each eligible member's permitted share in the entity</li> <li>• combined with the permitted share for the eligible members to compute the payment amount for the entity.</li> </ul>
do not apply to the program	determined by checking each member's AGI eligibility status and actual share of the entity.

--\*

Continued on the next page

59 Determining AGI Payment Shares (Continued)

**B**

**Determining  
Payment Share  
Based on AGI  
Eligibility  
(Continued)**

This table describes the process to determine the payment share for entities and joint operations.

Step	Action		
1	Check the AGI eligibility flag for the entity * * *.		
	*--Note: Not applicable for joint operations.--*		
	<b>IF the entity * * * is...</b>	<b>THEN...</b>	
	eligible	continue to step 2.	
not eligible	2. payment share for the entity * * * is zero  3. member information is not checked because the entity * * * is not eligible to receive payment.		
2	Check AGI eligibility for all members of the entity or joint operation.		
	<b>IF the member is...</b>	<b>AND the member is...</b>	<b>THEN...</b>
	an entity * * *	eligible	repeat step 2 until the AGI eligibility is checked for all embedded entities and members of embedded entities down to the 5 <sup>th</sup> level.
		not eligible	the embedded entity and all members of the embedded entity are ineligible for payment for the percentage attributable to the embedded entity.
	individual	eligible	*--the entity or joint operation is eligible to receive payment on the percentage of the interest attributable to the member.
		not eligible	the entity or joint operation is ineligible to--* receive payment on the percentage attributable to the member.

**\*--59 Determining AGI Payment Shares (Continued)**

**C**

**Example 1**

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

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

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

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

**D**

**Example 2**

Same example as in subparagraph C, except Mike Young has not designated H & W Farming for payment.

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

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

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

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

--\*

Continued on the next page

**\*--59 Determining AGI Payment Shares (Continued)**

**E**

**Example 3**

In this example:

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

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

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

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

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

**F**

**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

--\*

**60 (Reserved)**



## Section 3 Deleting EFM Records

**61 Deleting County Records**

---

**A****Overview**

System/36 deletes home and other county EFM records when a producer is made inactive for the CY on the farm producer file.

---

**B****Rule**

Deletions of **all** home and other county EFM records for a producer will occur automatically during SOD/EOD when a producer becomes inactive for the CY on the county farm producer file.

---

**C****Updating Deleted Records**

Deleted EFM records can be accessed and viewed, but **not updated**.

---

**D****Subsidiary File Rollover Instructions**

Remove inactive producers from the farm producer file before subsidiary file rollover. Producers not active for the CY that are not removed before the next subsidiary file rollover will be considered active for payment purposes. This forces the County Office to continue updating eligibility fields for a producer that is not active in a given year.

If a producer is inadvertently left on the EFM file and is rolled over as active, the County Office shall not delete the producer from the farm producer file until ensuring that the record will not impede an other county payment for the producer.

---

**62 Deleting Mainframe EFM Records**

---

**A**

**Overview**

The KCMO mainframe is the central repository for EFM records; it receives all changes occurring to EFM records.

When a deleted home county record is received from a County Office, the mainframe deletes the corresponding mainframe EFM record.

If the producer was multicounty, the mainframe provides other counties with updates to their EFM files when a change is made to EFM records in another county.

---

**B**

**Receipt of Home  
County EFM  
Records**

County Offices do not delete mainframe EFM records directly; the mainframe deletes home county EFM records when a transmitted home county EFM record is received by the mainframe.

---

**C**

**Download of  
Deleted EFM  
Records**

For multicounty producers, the mainframe transmits the deleted county EFM record to all counties where the producer is still active.

---

Continued on the next page

62 Deleting Mainframe EFM Records (Continued)

D

Example of Deleting the EFM Record for a Multicounty Producer

In this example, the producer is active on Farm 800 in 26/069 for the CY. The producer is also active in 26/001. A MABDIG printed for the producer indicates this.

\*--

Ind Stat	St and Cty	ELIGIBILITY INFORMATION									
-----	-----	Cy	Cy-1	Cy-2	Cy-3	Cy-4	6 Yr-Flg	7 Yr-Flg	Pgm-Upd	Date	
	26/069	98	97	96	95	94	Y	Y	MAD401	970512	
	AD-1026	Y	Y	Y	Y	Y					
	FCI	Y	Y	Y	Y	Y					
	ACT ENG	Y	Y	Y	Y	Y					
	PERSON	Y	Y	Y	Y	Y					
	HELC	C	C	C	C	C					
	PCW	Y	Y	Y	Y	Y					
	6-CP	Y	Y	Y	Y	Y					
	CNVRT	Y	Y	Y	Y	Y					
	CON SUB FSA	Y	Y	Y	Y	Y					
	CRPLND-FCT	1.0000	1.0000	1.0000	1.0000	1.0000					
	HELC YR OF VIOLATION	00		WL YR OF VIOLATION		00					

  

Ind Stat	St and Cty	ELIGIBILITY INFORMATION									
-----	-----	Cy	Cy-1	Cy-2	Cy-3	Cy-4	6 Yr-Flg	7 Yr-Flg	Pgm-Upd	Date	
	26/001	98	97	96	95	94	Y	Y	MAD401	970512	
	AD-1026	Y	Y	Y	Y	Y					
	FCI	Y	Y	Y	Y	Y					
	ACT ENG	Y	Y	Y	Y	Y					
	PERSON	Y	Y	Y	Y	Y					
	HELC	C	C	C	C	C					
	PCW	Y	Y	Y	Y	Y					
	6-CP	Y	Y	Y	Y	Y					
	CNVRT	Y	Y	Y	Y	Y					
	CON SUB FSA	Y	Y	Y	Y	Y					
	CRPLND-FCT	1.0000	1.0000	1.0000	1.0000	1.0000					
	HELC YR OF VIOLATION	00		WL YR OF VIOLATION		00					

--\*

FARM PRODUCER INFORMATION																	
Ind Stat	Farm#	Type	Id and Type	Rc-Pnd	Start-End-Year				Yr-4	HEL	PCW	CWL	HEL	PCW	CWL	Pgm-Upd	Date
-----	-----	-----	-----	-----	Ow-Flg	Yr-1	Yr-2	Yr-3	-----	-----	-----	-----	-----	-----	-----	-----	
	800	OP	321234224 S			85/92/OO	92/00/OP	00/00	00/00	C	Y	C	Y	MCB912	970511		

Continued on the next page

62 Deleting Mainframe EFM Records (Continued)

D

Example of Deleting the EFM Record for a Multicounty Producer (Continued)

The producer is removed from the farm as an other producer in 26/069.

After SOD/EOD process is run, a MABDIG printed for the producer indicates that the farm producer and EFM records have been deleted.

Even though the producer is still active in 26/001, the 26/001 EFM record is deleted in 26/069. Other county EFM records are deleted if no active home county EFM record is present.

\*--

Ind Stat	St and Cty	ELIGIBILITY INFORMATION									
		Cy	Cy-1	Cy-2	Cy-3	Cy-4	6 Yr-Flg	7 Yr-Flg	Pgm-Upd	Date	
D	26/069	98	97	96	95	94	Y	Y	MAD401	971003	
	AD-1026	Y	Y	Y	Y	Y					
	FCI	Y	Y	Y	Y	Y					
	ACT ENG	Y	Y	Y	Y	Y					
	PERSON	Y	Y	Y	Y	Y					
	HELIC	C	C	C	C	C					
	PCW	Y	Y	Y	Y	Y					
	6-CP	Y	Y	Y	Y	Y					
	CNVRT	Y	Y	Y	Y	Y					
	CON SUB FSA	Y	Y	Y	Y	Y					
	CRPLND-FCT	1.0000	1.0000	1.0000	1.0000	1.0000					
	HELIC YR OF VIOLATION	00		WL YR OF VIOLATION		00					

  

Ind Stat	St and Cty	ELIGIBILITY INFORMATION									
		Cy	Cy-1	Cy-2	Cy-3	Cy-4	6 Yr-Flg	7 Yr-Flg	Pgm-Upd	Date	
D	26/001	98	97	96	95	94	Y	Y	MAD401	971003	
	AD-1026	Y	Y	Y	Y	Y					
	FCI	Y	Y	Y	Y	Y					
	ACT ENG	Y	Y	Y	Y	Y					
	PERSON	Y	Y	Y	Y	Y					
	HELIC	C	C	C	C	C					
	PCW	Y	Y	Y	Y	Y					
	6-CP	Y	Y	Y	Y	Y					
	CNVRT	Y	Y	Y	Y	Y					
	CON SUB FSA	Y	Y	Y	Y	Y					
	CRPLND-FCT	1.0000	1.0000	1.0000	1.0000	1.0000					
	HELIC YR OF VIOLATION	00		WL YR OF VIOLATION		00					

--\*

FARM PRODUCER INFORMATION															
Ind Stat	Farm#	Type	Id and Type	Rc-Pnd	Start-End-Year				HEL	PCW	CWL	HEL	PCW	CWL	Pgm-Upd Date
					Ow-Flg	Yr-1	Yr-2	Yr-3							
D	800	OP	321234224 S			85/92/OO	92/98/OP	00/00	00/00	C	Y	C	Y	MCB912 971002	

Continued on the next page

62 Deleting Mainframe EFM Records (Continued)

D

**Example of  
Deleting the  
EFM Record for  
a Multicounty  
Producer  
(Continued)**

The deleted **home county** EFM record is transmitted to KC-ITSDO during weekly subsidiary file processing. KC-ITSDO deletes the producer's 26/069 multicounty and EFM records and sends deleted 26/069 multicounty and EFM records to 26/001.

This MABDIG is printed in 26/001 after receipt of the deleted 26/069 EFM record.

\*--

Ind Stat	St and Cty	ELIGIBILITY INFORMATION									
-----	-----	Cy	Cy-1	Cy-2	Cy-3	Cy-4	6 Yr-Flg	7 Yr-Flg	Pgm-Upd	Date	-----
D	26/069	01	00	99	98	97	Y	Y	MAD401	971009	
	AD-1026	Y	Y	Y	Y	Y					
	FCI	Y	Y	Y	Y	Y					
	ACT ENG	Y	Y	Y	Y	Y					
	PERSON	Y	Y	Y	Y	Y					
	HELIC	C	C	C	C	C					
	PCW	Y	Y	Y	Y	Y					
	6-CP	Y	Y	Y	Y	Y					
	CNVRT	Y	Y	Y	Y	Y					
	CON SUB FSA	Y	Y	Y	Y	Y					
	Disaster Gross Income	Y	Y								
	CRPLND-FCT	1.0000	1.0000	1.0000	1.0000	1.0000					
	HELIC YR OF VIOLATION	00		WL YR OF VIOLATION		00					

  

Ind Stat	St and Cty	ELIGIBILITY INFORMATION									
-----	-----	Cy	Cy-1	Cy-2	Cy-3	Cy-4	6 Yr-Flg	7 Yr-Flg	Pgm-Upd	Date	-----
	26/001	01	00	99	98	97	Y	Y	MAD401	971002	
	AD-1026	Y	Y	Y	Y	Y					
	FCI	Y	Y	Y	Y	Y					
	ACT ENG	Y	Y	Y	Y	Y					
	PERSON	Y	Y	Y	Y	Y					
	HELIC	C	C	C	C	C					
	PCW	Y	Y	Y	Y	Y					
	6-CP	Y	Y	Y	Y	Y					
	CNVRT	Y	Y	Y	Y	Y					
	CON SUB FSA	Y	Y	Y	Y	Y					
	Disaster Gross Income	Y	Y								
	CRPLND-FCT	1.0000	1.0000	1.0000	1.0000	1.0000					
	HELIC YR OF VIOLATION	00		WL YR OF VIOLATION		00					

--\*

63-72 (Reserved)

**Section 4 (Withdrawn--Amend. 3)**

73-75 (Withdrawn--Amend. 3)

76-85 (Reserved)

Section 5 Reports

86 Eligibility File Reports

---

**A**

**Overview**

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

---

**B**

**Report Retention**

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

- CM 2-1, Download Reports
  - \* \* \*
  - CM 2-4, State Reports
  - CM 7, Subsidiary Files.
-

87 Transmission Reports

A

Overview

Transmission reports are produced weekly to brief County Offices on multicounty producer activity in home and other counties.

\*\*\*

\*\*\*

B

Download Reports

During the weekly processing of download transmissions, 2 eligibility reports, Reports MAD417-R001 and MAD416-R001, may be printed.

Report MAD417-R001 is printed for all multicounty producers who have had a HELC or WL year of violation entered in an other county record.

Note: County Offices shall not update the home county "Year of Violation" field unless a violation has occurred in the home county.

WISCONSIN	U.S. DEPARTMENT OF AGRICULTURE		Prepared: 10-11-97				
ROCK	FARM SERVICE AGENCY						
Report ID: MAD417-R001	HELC or WC Year of Violation Download Report		Page: 1				
-----							
<b>Purpose:</b>							
This Download has set a HELC or WC Year of Violation in the Eligibility file. This indicates a violation occurred for the year displayed for the following multi-county producers							
<b>Report Instructions:</b>							
Check "Yes" or "No" if FSA-495-2 has been completed in your COF for each producer							
* if Yes is checked no further action is necessary							
* if No is checked complete FSA-495-2							
Id Number	Type	Name	Year of Violation	St/Cty Code	FSA-495-2 Completed	Yes	No
04-1234566	E	RAVEN ARMS CORP.	HELC97	46/077			
04-1234566	E	RAVEN ARMS CORP.	HELC97	19/019			
04-1234566	E	RAVEN ARMS CORP.	HELC97	27/165			
300-11-9999	S	CALVIN BRATTER	HELC97	17/007			

Continued on the next page

87 Transmission Reports (Continued)

**B**  
**Download**  
**Reports**  
**(Continued)**

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

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

\*--

Stat	ID and Type	Name			6 YR	7 YR	ST/CNTY
	333-33-3333	HERSHEL WINNIE					
CODE FCI		01	00	99	6 YR	7 YR	ST/CNTY
AD-1026		W	W	Y			
ACTIVELY ENGAGED		N	Y	Y	FLAG	FLAG	
HELC FLAG		Y	Y	Y	Y	Y	55/105
PCW FLAG		Y	Y	Y			
CNVRT FLAG		Y	Y	Y			
6-CP FLAG		Y	Y	Y			
CON SUB FSA		Y	Y	Y			
DISASTER GROSS INCOME		Y	Y	Y			
CROPLAND FACTOR		1.0000	1.0000	1.0000			
Stat	ID and Type	Name			6 YR	7 YR	ST/CNTY
	355-55-5555	ULYSSES MOAK					
CODE FCI		01	00	99	6 YR	7 YR	ST/CNTY
AD-1026		W	W	Y			
ACTIVELY ENGAGED		N	Y	Y	FLAG	FLAG	
HELC FLAG		Y	Y	Y	Y	Y	55/105
PCW FLAG		Y	Y	Y			
CNVRT FLAG		Y	Y	Y			
6-CP FLAG		Y	Y	Y			
CON SUB FSA		Y	Y	Y			
DISASTER GROSS INCOME		Y	Y	Y			
CROPLAND FACTOR		1.0000	1.0000	1.0000			

--\*

88 State Suspended Producer Report

A  
Report  
MGRA30R1

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

TEXAS	U.S. DEPARTMENT OF AGRICULTURE		10/09/97
030995001	FARM SERVICE AGENCY		
MGRA30R1	MULTI-COUNTY ELIGIBILITY MEMBERS	SUSPENDED REPORT	PAGE 1
-----			
SUSPENDED MULTI-COUNTY MEMBERS			
ST/CTY	ID AND TYPE	YEAR SUSPENDED	
-----	-----	-----	
48-153	03-8024359 E	98	
48-153	231-87-4532 S	98	
48-153	265-01-4315 S	98	
48-153	75-36344331 E	97	

89-98 (Reserved)

**Part 3 Automated Multicounty Operations**

**Section 1 Multicounty Records**

**99 Operation of the Multicounty File System**

---

**A**

**Introduction**

This part includes the following topics:

- general information about multicounty records
  - how multicounty records are created
  - how to select multicounty records for viewing
  - how records are added to an existing multicounty set
  - how multicounty records are deleted
  - creating and changing the control county for a multicounty producer
  - multicounty producer reports.
- 

**B**

**Why This Part Is Important**

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

---

100 General Information

---

**A**

**Definition of  
Multicounty  
Producer**

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

---

**B**

**Definition of  
Multicounty  
Control County**

The multicounty control county makes the initial eligibility and payment limitation determinations for multicounty producers that are not members of a combination. For a county to be eligible to be the multicounty control county for a producer, the producer must be an active producer in that county for that year. The multicounty control county is a year-specific determination.

---

**C**

**Definition of  
Multicounty Set**

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

---

**D**

**Definition of  
Subsidiary Year**

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

---

101 **Creating Multicounty Records**

---

**A**

**Introduction**

This paragraph explains how KCMO creates a multicounty record for a producer.

**Note:** County Offices do not directly create multicounty records.

---

**B**

**Upload of Name  
and Address  
Records**

After a new producer is loaded into the name and address file, EOD determines whether and for what year the producer is considered active. See subparagraph D for an example of this process.

If the producer is considered active, the name and address records will be placed in an upload file in preparation for transmission to the mainframe in Kansas City.

---

**C**

**Criteria for  
Being  
Multicounty**

KCMO creates multicounty records for each producer who has an active producer flag of "Y" in 2 or more counties for a given year, which may be CY, PY, or 1988 according to 5-CM rules.

---

Continued on the next page

101 **Creating Multicounty Records (Continued)**

**D**

**Example of KCMO Creating New Multicounty Set**

This example describes creating new multicounty records for a producer that had previously been farming in only 1 county.

Joe has been an operator of a farm in Steuben County since 1985. Joe's CY and PY active producer flags are "Y" in Steuben County. Joe is not a member of a combination.

During AMTA signup, Joe begins operating a farm in Livingston County. Livingston County adds Joe to the name and address and farm producer files.

Stage	What Happens	
EOD	During the next EOD in Livingston County, Joe's CY active producer flag will be updated to "Y".	
Upload	During the next weekly transmission, Joe's name and address record from Livingston County will be uploaded to KCMO.	
KCMO	KCMO will do the following.	
	Step	Action
	1	Determine that Joe's CY active producer flag is "Y" in Steuben County and Livingston County.
	2	Create a CY MCM set for Joe. The set will contain a Steuben County <b>and</b> Livingston County record.
	3	Determine the MCM control county by calculating the mathematical difference between County Office ZIP Codes and the producer's home ZIP Code. The county with the smallest result will be assigned the control county. Assume Steuben County is assigned.
	4	Create a CY PLM set for Joe. The set will contain a Steuben County <b>and</b> Livingston County record.
	5	Download Joe's CY MCM set to Steuben County and Livingston County.
6	Download Joe's CY PLM set to Steuben County. Download only the home county PLM record to Livingston County.	

Continued on the next page

101 Creating Multicounty Records (Continued)

---

**D**  
**Example of**  
**KCMO Creating**  
**New Multicounty**  
**Set (Continued)**

Stage	What Happens
Next Upload and Download	Joe's eligibility records from Steuben County <b>and</b> Livingston County will be uploaded to KCMO and downloaded to the other county.
End Result	Joe's final records in Livingston County will be a: <ul style="list-style-type: none"> <li>• Steuben County and Livingston County eligibility record</li> <li>• Steuben County and Livingston County CY MCM set</li> <li>• CY Livingston County PLM record.</li> </ul>
	Joe's final records in Steuben County will be a Steuben County and Livingston County: <ul style="list-style-type: none"> <li>• eligibility record</li> <li>• CY MCM set</li> <li>• CY PLM set.</li> </ul>

---

102 Selecting the Multicounty File

**A**  
**Accessing**  
**Multicounty File**

To access Multi-County Main Menu MAD200, ENTER "3", "Multiple County Producers", on Subsidiary Main Menu MAD000.

```

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

```

**B**  
**Choosing the**  
**Display Option**

To display information for a multicounty producer, ENTER "1" on Menu MAD200.

```

*****
* COMMAND                                MAD200                                F3 *
* Common Provisions - Multi-County Main Menu
* -----
*          1. Display Multi County Producers
*          2. Update Control County for Multi County Producers
*          3. Print Multi County Producers
*
*
*          20. Return to Application Primary Menu
*          21. Return to Application Selection Screen
*          22. Return to Office Selection Screen
*          23. Return to Primary Selection Menu
*          24. Sign Off
* Cmd3=Previous Menu
* Enter option and press "Enter".
*
*
*
*****

```

Continued on the next page

102 Selecting the Multicounty File (Continued)

B  
Choosing the  
Display Option  
(Continued)

Select the applicable year for the producer on Subsidiary Year Selection Screen MAD01001.

```

*****
* Common Provisions      341-K MOORE DARIN      SELECTION      MAD01001      *
* Subsidiary Year Selection      Version: AC28 10/02/98 12:26 Term F3*
* -----*
*
*           S E L E C T   S U B S I D I A R Y   Y E A R   T O   P R O C E S S
*
*                               1.  1998
*                               2.  1997
*                               3.  5-CM(1988)
*
*
* Cmd7=End                               Enter-Selection
*****

```

Select the producer using the ID selection screen, which is shown in this example.

```

*****
* Common Provisions      341-K MOORE DARIN      DISPLAY      MAD20101      *
* Multi County Producer Maintenance      Version: AC28 10/02/98 12:27 Term F3*
* -----*
*
*           To select a particular entity please enter
*           the full ID Number and Type.
*
*           If full ID is unknown, enter the last four digits of
*           the ID or last name (partial last name accepted).
*
*
*           Last Four of ID
*           ID Number           Type
*           Last Name
*
* Cmd7=End                               Enter-Continue
*****

```

Continued on the next page





103 Adding Records to an Existing Multicounty Set

**A**

**Introduction**

This paragraph describes how county and KCMO mainframe software adds producers to the multicounty producer file. County Offices can cause the addition of a multicounty record to an existing multicounty set, but they cannot add a producer **directly**.

This paragraph provides an example of adding a producer record to an existing multicounty set.

**B**

**Example of Adding to an Existing Multicounty Set**

Ann is a multicounty producer operating a farm in both Tioga and Schuyler Counties for the CY. Tioga County is the control county for Ann.

**Note:** See paragraph 101 for more information on creating a new multicounty set.

Ann becomes an active producer in Niagara County later in the CY. The following table shows the steps taken to update Ann's existing multicounty set.

Step	Action
1	Ann's updated name and address record is uploaded to KCMO. The mainframe adds Niagara County to Ann's existing CY multicounty and payment limitation sets.
2	KCMO downloads Ann's CY: <ul style="list-style-type: none"> <li>• Niagara County multicounty record to Tioga County and Schuyler County</li> <li>• multicounty set, which contains 3 records to Niagara County</li> <li>• Niagara County payment limitation record to Tioga County and Niagara County.</li> </ul>
3	Ann's eligibility (EFM) records from Tioga, Schuyler, <b>and</b> Niagara Counties will be uploaded to KCMO and downloaded to the other counties.
End Result	Ann's final records in Tioga County will be: <ul style="list-style-type: none"> <li>• Tioga, Schuyler, and Niagara Counties' EFM</li> <li>• a CY MCM set containing Tioga, Schuyler, and Niagara Counties</li> <li>• a CY PLM set containing Tioga, Schuyler, and Niagara Counties.</li> </ul>
	Ann's final records in Niagara County will be: <ul style="list-style-type: none"> <li>• Tioga, Schuyler, and Niagara Counties' EFM</li> <li>• a CY MCM set containing Tioga, Schuyler, and Niagara Counties</li> <li>• Niagara County CY PLM.</li> </ul>

## 104 Deleting Multicounty Records

---

### A

#### Overview

This paragraph describes how county and KCMO mainframe software delete producers from the multicounty producer file. County Offices can cause both the deletion of a multicounty record from an existing multicounty set and the deletion of an entire multicounty set, but they cannot delete **directly**.

---

### B

#### Rule

Deletions to the multicounty file will occur automatically during EOD when a producer becomes inactive in a county for the corresponding year.

---

### C

#### Example 1, Deleting CY Multicounty Set

In this example, the entire CY multicounty set is deleted, but there is no deletion of PY subsidiary records.

Bill is a multicounty producer that owns farms in Monroe County and Wayne County for PY and CY. Monroe County is the control county for the MCM set for both PY and CY. Bill has the following subsidiary records in Monroe County:

- Monroe and Wayne Counties' EFM
- PY and CY multicounty set
- PY and CY payment limitation (PLM) set.

Bill has the following subsidiary records in Wayne County:

- Monroe and Wayne Counties' EFM
- PY and CY multicounty set
- PY and CY home county PLM.

After farm crop rollover, Bill sells his farming interest in Wayne County, and the County Office takes the appropriate action to remove Bill as owner in the farm producer file.

---

Continued on the next page

104 Deleting Multicounty Records (Continued)

D

**Example 1, What Happens** The following table shows what happens to Bill's records.

Stage	What Happens
EOD	<p>During the next EOD in Wayne County, Bill's:</p> <ul style="list-style-type: none"> <li>• CY active producer flag will be updated to "N"</li> </ul> <p><b>Note:</b> Bill's PY active producer flag will still be "Y" because Bill was an active producer in Wayne County for the PY.</p> <ul style="list-style-type: none"> <li>• Wayne County EFM record will be deleted because Bill is no longer active on the farm producer file for the CY</li> <li>• Monroe County EFM record will be deleted because there is no reason to keep Monroe County's EFM record in Wayne County, even though Bill is still an active producer in Monroe County</li> <li>• Wayne County CY MCM set will be deleted because Bill is no longer an active producer in Wayne County for the CY</li> </ul> <p><b>Note:</b> Bill's PY multicounty records will not be deleted. Bill was a multicounty producer in the PY.</p> <ul style="list-style-type: none"> <li>• CY home county PLM record will <b>not</b> be deleted. PLM records are added or deleted by the KCMO mainframe.</li> </ul>

Continued on the next page

104 Deleting Multicounty Records (Continued)

**D**  
**Example 1, What Happens**  
**(Continued)**

Stage	What Happens
Upload	<p>During the next weekly transmission in Wayne County, Bill's:</p> <ul style="list-style-type: none"> <li>• changed name and address record will be uploaded to KCMO</li> </ul> <p><b>Note:</b> KCMO will use the changed CY active producer flag in the name and address record to delete Bill's CY MCM records. Bill's deleted CY MCM record will not be uploaded to KCMO.</p> <ul style="list-style-type: none"> <li>• deleted Wayne County EFM record will be uploaded to KCMO.</li> </ul>
KCMO	<p>KCMO will:</p> <ul style="list-style-type: none"> <li>• delete Bill's Wayne County EFM record because a deleted record was uploaded</li> <li>• delete Bill's CY MCM and PLM sets because Bill is no longer a multicounty producer</li> <li>• download Bill's deleted Wayne County EFM record to Monroe County</li> <li>• download Bill's deleted Wayne County CY multicounty record to Monroe County</li> <li>• download Bill's deleted CY PLM set to Monroe County</li> <li>• download Bill's deleted CY home county PLM record to Wayne County.</li> </ul>

Continued on the next page

104 Deleting Multicounty Records (Continued)

**D**  
**Example 1, What Happens**  
**(Continued)**

Stage	What Happens
Other County	<p>When Wayne County's deleted eligibility, CY payment limitation, and multicounty records are received in Monroe County, the download software will delete Bill's:</p> <ul style="list-style-type: none"> <li>• Wayne County eligibility record</li> </ul> <p><b>Note:</b> Bill's Monroe County eligibility record will not be touched because Bill is still an active producer in Monroe County.</p> <ul style="list-style-type: none"> <li>• Wayne County PY multicounty record because the deleted record was downloaded from KCMO</li> <li>• Monroe County PY multicounty record because Bill is now active in only Monroe County</li> </ul> <p><b>Notes:</b> A producer must be active in 2 or more counties to be considered multicounty.</p> <p style="padding-left: 40px;">Bill's PY multicounty records will not be deleted because Bill was a multicounty producer in the PY.</p> <ul style="list-style-type: none"> <li>• CY home county payment limitation record because Bill is no longer a multicounty producer for the CY.</li> </ul> <p><b>Note:</b> Bill's PY payment limitation records will not be deleted because Bill is still a multicounty producer for the PY.</p>

Continued on the next page

**104 Deleting Multicounty Records (Continued)**

---

**E****Example 2,  
Deletion of 1  
Multicounty  
Record**

In this example, 1 of the records in an multicounty set is deleted, but the producer remains multicounty.

Mary is a multicounty producer in Counties 1, 2, and 3 for the PY **and** CY. Mary owns a farm in County 1 and County 3 and is the beneficiary of a trust in County 2. This means that Mary has the following subsidiary file records:

- eligibility in County 1 and County 3
- no eligibility records in County 2 because she is not on the farm producer file in County 2
- PY and CY multicounty records in each county

**Notes:** The multicounty set consists of 3 records (1 for each county).

The multicounty control county in PY **and** CY multicounty records is County 2.

- CY payment limitation records for each county in County 2
- home county CY payment limitation records in County 1 and County 2.

After farm crop rollover, Mary sells her farming interest in County 1. County 1 takes the appropriate action to remove Mary as owner in the farm producer file.

---

Continued on the next page

104 Deleting Multicounty Records (Continued)

F

**Example 2, What Happens** The following table explains what happens to Mary's records.

Stage	What Happens
EOD	<p>During the next EOD in <b>County 1</b>, Mary's:</p> <ul style="list-style-type: none"> <li>• CY active producer flag will be updated to "N"</li> </ul> <p><b>Note:</b> Mary's PY active producer flag will still be "Y" because Mary was an active producer in County 1 for the PY.</p> <ul style="list-style-type: none"> <li>• County 1 eligibility record will be deleted because Mary is no longer active on the farm producer file for the CY</li> <li>• County 3 eligibility record will be deleted because there is no reason to keep County 3's eligibility record in County 1, even though Mary is still an active producer in County 3</li> <li>• County 1 CY multicounty record will be deleted because Mary is no longer an active producer in County 1 for the CY</li> <li>• County 2 and County 3 CY multicounty records will be deleted because there is no reason to keep multicounty records in a county where the producer is no longer active</li> </ul> <p><b>Note:</b> Mary's PY multicounty records will not be deleted. Mary was a multicounty producer in the PY.</p> <ul style="list-style-type: none"> <li>• CY home county payment limitation records will not be deleted because the KCMO mainframe adds or deletes PLM records.</li> </ul>

Continued on the next page

104 Deleting Multicounty Records (Continued)

**F**  
**Example 2, What**  
**Happens**  
**(Continued)**

Stage	What Happens
Upload	<p>During the next weekly transmission from County 1, Mary's:</p> <ul style="list-style-type: none"> <li>• changed name and address record will be uploaded to KCMO</li> </ul> <p><b>Note:</b> KCMO will use the changed CY active producer flag in the name and address record to delete Mary's County 1 CY multicounty record. Mary's deleted County 1 CY multicounty record will not be uploaded to KCMO.</p> <ul style="list-style-type: none"> <li>• deleted County 1 eligibility record will be uploaded to KCMO.</li> </ul>
KCMO	<p>KCMO will:</p> <ul style="list-style-type: none"> <li>• delete Mary's County 1 eligibility record</li> <li>• delete Mary's County 1 CY multicounty record because Mary is no longer active for the CY in County 1</li> <li>• not delete Mary's County 2 or County 3 CY multicounty record because Mary is still multicounty and a CY active producer in County 2 and County 3</li> <li>• delete Mary's County 1 PLM record because Mary is no longer active in County 1</li> <li>• download Mary's deleted County 1 eligibility record to County 2 and County 3</li> <li>• download Mary's deleted County 1 CY multicounty record to County 2 and County 3</li> <li>• download Mary's deleted County 1 CY PLM record to home County 1 and control County 2.</li> </ul>

Continued on the next page

104 Deleting Multicounty Records (Continued)

**F**  
**Example 2, What Happens**  
**(Continued)**

Stage	What Happens
Other County	<p>When County 1's deleted eligibility and CY multicounty records are received in County 2 and County 3, the download software will:</p> <ul style="list-style-type: none"> <li>• delete Mary's County 1 eligibility record in County 3</li> </ul> <p style="margin-left: 40px;"><b>Note:</b> Mary's County 3 eligibility record will not be touched because Mary is still an active producer in County 3.</p> <ul style="list-style-type: none"> <li>• not delete any eligibility records in County 2 because Mary does not have any eligibility records in County 2</li> </ul> <p style="margin-left: 40px;"><b>Note:</b> Mary is only a member of a trust in County 2.</p> <ul style="list-style-type: none"> <li>• delete Mary's County 1 CY multicounty record in County 2 <b>and</b> County 3                      *--because the deleted record was downloaded from KC-ITSDO--*</li> <li>• not delete Mary's County 2 or County 3 CY multicounty record in County 2 or County 3 because Mary is still a multicounty producer in County 2 and County 3</li> </ul> <p style="margin-left: 40px;"><b>Note:</b> Mary's County 1 PY multicounty records will not be deleted in County 2 or County 3. Mary was a multicounty producer in County 1, County 2, and County 3 in the PY.</p> <ul style="list-style-type: none"> <li>• not delete Mary's CY payment limitation records because Mary is still a multicounty producer for the CY.</li> </ul>

**\*--105 Control County Request for Updates**

---

**A****Overview**

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

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

**Note:** CCC-738 shall be reproduced locally.

---

**B****Using CCC-738**

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

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

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

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

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

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

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

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

---

Continued on the next page

**\*--105 Control County Request for Updates (Continued)****C  
Completing  
CCC-738**

CCC-738 shall be completed according to these instructions.

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

When the ACT-ENG flag is to be set to "B" and the producer is eligible for payment on a percentage of the farming operation, then the producer's share shall be entered on CCC-738 remarks section. See subparagraph 43 C.--\*

Continued on the next page

105 Control County Request for Updates (Continued)

**D**  
**Example of**  
**CCC-738**

The following is an example of CCC-738.

\*--

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

<b>CCC-738</b> <small>(12-26-00)</small> <b>U.S. DEPARTMENT OF AGRICULTURE</b> <small>Commodity Credit Corporation</small> <b>NON-CONTROL COUNTY ACTION REQUIRED</b>		1. DATE PREPARED  10-1-00								
This form has been developed to reduce problems of communicating changes on the MABDIG between counties. Generally, these changes are to correct, change or establish payment limitation amounts and set eligibility flags for a producer.										
2. TO: NAME AND ADDRESS OF NON-CONTROL COUNTY Union County FSA Office  Telephone No. ( 615 ) 765-9876 FAX No. ( 615 ) 765-6789	ST/CTY CODES 47/173	3. FROM: NAME AND ADDRESS OF REQUESTING COUNTY Lake County FSA Office  Telephone No. ( 615 ) 765-4321 FAX No. ( 615 ) 765-1234								
<b>PART A - ACTION REQUIRED OF NON-CONTROL COUNTY</b>										
4. Producer Name John W. Smith	5. Type of Record <input checked="" type="checkbox"/> Change in record <input type="checkbox"/> New producer	6. ID Number 123-45-6789  7. Crop Year 2001								
8. For AD-1026, check one that applies: <input type="checkbox"/> AD-1026A needed <input type="checkbox"/> AD-1026 and AD-1026A needed for producer affiliates <input type="checkbox"/> Completed AD-1026 enclosed										
9A. For applicable CCC-502's, check if it applies: <input type="checkbox"/> CCC-502 and CCC-503A with determinations enclosed for COC action                      9B. Did COC concur? <input type="checkbox"/> COC Concur <input type="checkbox"/> COC Does not Concur (Detail Explanation Required in Remarks)										
10. Payment Limitation. Complete if change is required in the payment limitation amount: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">A. Enter the Program to Adjust</td> <td style="width: 50%;">B. Enter the Dollar Amount</td> </tr> <tr> <td>PFC/ST.</td> <td>\$ 5,000</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> </table>		A. Enter the Program to Adjust	B. Enter the Dollar Amount	PFC/ST.	\$ 5,000		\$		\$	11. FCI Flag, check if:  <input type="checkbox"/> Copy of FSA-570 enclosed
A. Enter the Program to Adjust	B. Enter the Dollar Amount									
PFC/ST.	\$ 5,000									
	\$									
	\$									
<b>PART B - ELIGIBILITY FILE UPDATES NEEDED IN NON-CONTROL COUNTY</b>										
12. *Update MABDIG flag as indicated below:										
ITEM	CURRENT FLAG	CHANGE FLAG TO	ITEM	CURRENT FLAG	CHANGE FLAG TO					
AD-1026			PCW							
FCI			CNVRT							
ACT-ENG			CON SUB FSA							
PERSON			DISASTER GROSS INCOME							
HELC	N	A	OTHER:							
*Print MABDIG to ensure it was updated correctly, then fax copy to Control County in Item 3 after any updates are completed.										
13. REMARKS. Producer does not have HELC land, and payments need to be made. This should change 6-CP flag from "N" to "Y".										
14. Signature of Requesting County Official		Title		Date Faxed						
/s/ Roger Miller		CED		10-1-00						
15. Signature of Non-Control County Official Completing Actions		Title		Date Faxed Back to Control County						
/s/ Phyllis Brown		CED		10-2-00						

--\*

**\*--106 Non-Control County Request for Updates**

---

**A****Overview**

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

The purpose of CCC-739 is to:

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

**Note:** CCC-739 shall be reproduced locally.

---

**B****Using CCC-739**

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

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

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

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

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

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

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

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

---

Continued on the next page

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

**C**

**Completing  
CCC-739**

CCC-739 shall be completed according to these instructions:

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

--\*

Continued on the next page

106 Non-Control County Request for Updates (Continued)

**D**  
**Example of**  
**CCC-739**

The following is an example of CCC-739.

\*--

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

<b>CCC-739</b> (12-26-00)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation  <b>CONTROL COUNTY ACTION REQUIRED</b>		1. DATE PREPARED  10-1-00
This form has been developed to reduce problems of communicating changes on the MABDIG between counties. Generally, these changes are to correct, change or establish payment limitation amounts and set eligibility flags for a producer.				
2. TO: NAME AND ADDRESS OF CONTROL COUNTY Green County FSA Office		ST/CTY CODES 47/059	3. FROM: NAME AND ADDRESS OF NON-CONTROL COUNTY Jackson County FSA Office	
Telephone No. ( 615 ) 555-1379 FAX No. ( 615 ) 555-9732			Telephone No. ( 615 ) 555-2468 FAX No. ( 615 ) 555-8642	
<b>PART A - ACTION REQUIRED OF CONTROL COUNTY</b>				
4. Producer Name		5. Type of Record <input checked="" type="checkbox"/> Change in record <input type="checkbox"/> New producer		6. ID Number 987-65-4321
7. Crop Year 2001				
8. For AD-1026, check one that applies: <input type="checkbox"/> AD-1026A enclosed <input type="checkbox"/> AD-1026 & AD-1026A needed for producer affiliates <input type="checkbox"/> AD-1026 needed <input type="checkbox"/> AD-1026 (NRCS Referral) enclosed				
9. For applicable CCC-502, check if it applies: <input type="checkbox"/> CCC-502 determinations needed			10. FCI Flag, check if: <input type="checkbox"/> Copy of FSA-570 enclosed	
<b>NOTE: CCC-502 determinations not made within 60 days by Control County will result in a default determination.</b>				
<b>PART B - PAYMENT LIMITATION</b>				
11. Limitation needed: (If producer is new in your county or if additional Limitation is required.) <sup>1/</sup>		12. Limitation not needed: (After payment(s) are processed)		
A. Enter the Program to Adjust		B. Enter the Dollar Amount		A. Enter the Program to Adjust
PFC/SL		\$ 1,000		\$
CRP		\$ 10,000		\$
PS		\$ 25,000		\$
13. Eligibility File Updates: <input type="checkbox"/> Copy of CCC-738				
14. REMARKS:  Documents attached to support change requests.				
15. Signature of Non-Control County Official /s/ <i>Wayne Hogan</i>		Title PT		Date Faxed to Control County 10-1-00
16. Signature of Control County Official /s/ <i>Linda Thomas</i>		Title PT		Date Faxed 10-2-00

<sup>1/</sup> FAX form and documents to Control County.

--\*

107-114 (Reserved)

**Section 2 Creating and Changing Control County for a Multicounty Producer**

**115 Establishing Control County for a Multicounty Producer**

---

**A**

**Introduction**

This section explains Kansas City mainframe and County Office involvement in establishing the control county for a multicounty producer (MCM PLM control county).

---

**B**

**Rules**

1-PL and 6-CP:

- require that a control county be established for each multicounty producer
  - state that:
    - the control county shall be the same county for both 6-CP and 1-PL provisions
    - with the establishment of year-specific multicounty files, the control county may be different for each year
    - members of CMA's shall be treated the same as other producers, except that these producers will be designated as multicounty producers because they are recorded in at least 1 County Office and CMA.
- 

**C**

**Producers With MCM and CEM Control Counties**

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

**Note:** See paragraph 164 for more information on determining the control county for a producer.

---

Continued on the next page

## 115 Establishing Control County for a Multicounty Producer (Continued)

---

**D**
**Initial  
Determination of  
MCM PLM  
Control County**

KCMO uses ZIP Codes to determine the control county for each newly created multicounty producer. The new control county is determined by calculating the mathematical difference between the County Office ZIP Codes and the producer's home ZIP Code. The county with the smallest result (excluding cooperative counties) is assigned the control county.

If KCMO determines that a producer has multiple ZIP Codes, KCMO will select the County Office with the lowest numerical ZIP Code as the control county.

**Example:** Cleo becomes a multicounty producer. He gives Steuben County a home address that differs from the one given to Livingston. The mainframe in Kansas City will use the lowest numerical ZIP Code of the 2 County Offices to determine the control county.

---

**E**
**Example of  
Establishing  
Control County**

This example describes the process involved in creating a control county designation for a newly multicounty producer.

Helen is an active producer in Steuben County for the PY, but is not on a farm in any other county. She is not multicounty and has no control county designation.

After farm crop rollover, Helen becomes a member of a joint venture in Livingston County. The Livingston County Office takes appropriate action to add Helen to the name and address and joint operation file.

---

Continued on the next page

115 Establishing Control County for a Multicounty Producer (Continued)

**F**

**What Happens** The following table shows what happens to Helen's records.

Stage	What Happens	
EOD	During the next EOD in Livingston County, Helen's CY active producer flag will be updated to "Y".  <b>Note:</b> Helen's PY active producer flag will remain "N" because Helen was not active in Livingston County in the PY.	
Upload	During the next weekly transmission in Livingston County, Helen's changed name and address record will be uploaded to KCMO.	
KCMO	KCMO will do the following.	
	Step	Action
	1	Determine that Helen's CY active producer flag is "Y" in Steuben County and Livingston County.
	2	<b>Determine the control county</b> by calculating the mathematical difference between County Office ZIP Codes and the producer's home ZIP Code. The county with the smallest result will be assigned as the control county. Assume Steuben is assigned the control county.
	3	Create a new CY multicounty set for Helen. The set will contain a Steuben County <b>and</b> Livingston County record.
	4	Create a new CY PLM set for Helen. The set will contain a Steuben County and Livingston County record.
	5	Download the new CY multicounty set to Steuben County and Livingston County.
	6	Download a complete CY PLM set to Steuben County.
7	Download a CY home county PLM record to Livingston County.	

Continued on the next page

115 Establishing Control County for a Multicounty Producer (Continued)

**F**  
**What Happens**  
**(Continued)**

Stage	What Happens
Receipt of Download Report MAD214-R001  <b>Note:</b> See subparagraph 132 B.	Steuben County or Livingston County first learns of control county determination; designated control county first obtains ability to change Helen's control county determination.
Next Upload and Download	After receiving a new CY multicounty set in each county, Helen's eligibility record from Steuben County <b>and</b> CY joint operation record from Livingston County will be uploaded to KCMO and downloaded to the other county.
End Result	Helen's Steuben County system will contain a: <ul style="list-style-type: none"> <li>• Steuben County eligibility record</li> <li>• set of Steuben County and Livingston County CY multicounty records</li> <li>• set of payment limitation records.</li> </ul>
	Helen's Livingston County system will contain a: <ul style="list-style-type: none"> <li>• Livingston County CY joint operation record</li> <li>• set of Steuben County and Livingston County CY multicounty records</li> <li>• home county payment limitation record.</li> </ul>

## 116 Changing Control County for a Multicounty Producer

---

### A

#### Introduction

This section explains Kansas City mainframe and County Office involvement in changing the control county for a multicounty producer.

If a producer requests a change in the MCM PLM control county, the designated MCM PLM control County Office shall comply with that request according to subparagraph B.

---

### B

#### Rule

County Offices shall **not** change the selected MCM PLM control County Office to another County Office in which the multicounty producer has an interest, unless either of the following applies:

- all County Offices in which the producer has an interest agree to the change
  - the designated MCM PLM control County Office and the new MCM PLM control County Office agree to the change.
- 

### C

#### Existing Software

Current software will only allow the existing MCM PLM control county to change the MCM PLM control county.

- For KCMO to accept the MCM PLM control county change, the new MCM PLM control county number must **already be included** in the multicounty set for the year.
- The MCM PLM control county change will not actually take place in the multicounty record until KCMO can validate the change and send the changed record back to all counties involved.

**Note:** MCM PLM control county changes will not be displayed on the screen or printed on the MABDIG until the change is validated by the mainframe in Kansas City.

- To change the MCM PLM control county for both CY and PY, the change must be made in both of the records.
- 

Continued on the next page

116 Changing Control County for a Multicounty Producer (Continued)

D Control County Change Screens

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

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

To change the MCM PLM control county, ENTER "2" on Menu MAD200. Screen MAD01001 will be displayed to select the subsidiary year.

```
*****
* Common Provisions      205-J. (HARTLEY) - JANE      SELECTION      MAD01001 *
* Subsidiary Year Selection      Version: AB87  10/02/97 13:38 Term W6*
* -----
*
*           S E L E C T   S U B S I D I A R Y   Y E A R   T O   P R O C E S S
*
*           1  1998
*           2  1997
*           3  5-CM(1988)
*
*
* Cmd7=End                                Enter-Continue
*
*****
```

Continued on the next page

116 Changing Control County for a Multicounty Producer (Continued)

D Control County Change Screens (Continued)

After selecting the subsidiary year, Screen MAD20301 will be displayed to select the producer.

```

*****
* Common Provisions      205-J. (HARTLEY) - JANE      Selection      MAD20301      *
* Multi County Producer Maintenance      Version:  AB87 10/02/97 13:38 Term W6*
* -----*
*
*
*           To select a particular entity please enter
*           the full ID Number and Type.
*
*           If full ID is unknown, enter the last four digits of
*           the ID or last name (partial last name accepted).
*
*
*
*           Last Four of ID
*
*           ID Number           Type
*
*           Last Name
*
*
* Cmd7=End                               Enter-Continue
*
*****

```

Continued on the next page



116 Changing Control County for a Multicounty Producer (Continued)

**E**  
**KCMO Mainframe Control County Changes**  
 When 1 record in a multicounty set is deleted but the multicounty set is still active, the mainframe in Kansas City will change the multicounty control county **only** if the multicounty control county is no longer active.

**F**  
**Example of KCMO Mainframe Control County Change**  
 Chuck is active in Cattaraugus County, Allegheny County, and Chatauqua County. The control county is Cattaraugus County.

Stage	What Happens	
County Processing	Chuck is taken off the farm in Cattaraugus County for the CY, making him inactive in Cattaraugus County (the control county) for the CY.	
EOD	Chuck's CY active producer flag is updated to "N" in Cattaraugus County.	
Upload	During the next weekly transmission, Chuck's Cattaraugus County name and address record will be uploaded to KCMO	
KCMO	KCMO will do the following.	
	Step	Action
	1	Determine that Chuck's CY active producer flag is "N" in Cattaraugus County, but "Y" in Allegheny and Chatauqua Counties.
	2	After determining that a new control county must be assigned, recalculate the ZIP Codes to determine which county will become Chuck's new control county.
	3	Delete Cattaraugus County from Chuck's multicounty set.
	4	Delete Cattaraugus County from Chuck's PLM set.
	5	Update Chuck's multicounty and PLM set to show the new control county (assume Allegheny County).
6	Download the new multicounty set, containing the new control county as well as the deleted Cattaraugus County record, to Cattaraugus, Allegheny, and Chatauqua Counties.	

Continued on the next page

116 Changing Control County for a Multicounty Producer (Continued)

---

**F**  
**Example of**  
**KCMO**  
**Mainframe**  
**Control County**  
**Change**  
**(Continued)**

Stage	What Happens	
KCMO (Continued)	Step	Action
	7	Download a complete PLM set to Allegheny County, which is the new MCM PLM control county for the set.
	8	Download a home county PLM record containing the changed MCM PLM control county to Chatauqua and Cattaraugus Counties. The Cattaraugus County record will be a deleted record. All other county PLM records in Cattaraugus County will be deleted during county download processing.
	9	Download the new multicounty set, containing the new MCM PLM control county as well as the deleted Cattaraugus County record, to Cattaraugus, Allegheny, and Chatauqua Counties.

**Note:** The MCM PLM control county recalculation will only occur if the **MCM PLM control county** is deleted from the multicounty set.

---

117-126 (Reserved)

**Section 3 Multicounty Producer Reports****127 Using Multicounty Producer Reports**

---

**A****Introduction**

This section includes the following topics:

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

**B****Purpose**

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

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

**C****Report Retention**

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

- CM 2-1, Download Reports
  - \* \* \*
  - CM 2-3, Start-of-Day/End-of-Day
  - CM 2-4, State Reports
  - CM 7, Subsidiary Files.
-

128 Multicounty Joint Operation and Entity File Report Options

**A**

**Purpose**

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

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

**B**

**Generating the Multiple County Report**

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

```

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

```

Continued on the next page



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

---

**B  
Generating the  
Multiple County  
Report  
(Continued)**

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

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

NEW YORK		U.S. Department of Agriculture		Prepared: 10-02-97
ESSEX		Farm Service Agency		Page: 4
Report ID: MAB447-R005		Multiple County Report for 1998		
Member Name	ID and Type	Member Name		Member
Embedded Entity Name	ID and Type	Entity Name	Eff Date	Actual Share Permitted Share Flag
-----				
Multi-County Producer	217-76-2742S	ELOISE G HOBER		
ELOISE G HOBER	75-1243553	PERKOWSKI INC	03-30-93	0.0313 0.0313 Y
ELOISE G HOBER	75-6139505	PERKOWSKI TR	03-30-93	0.0833 0.0833 Y

**129 Multicounty Producer File Report Options**

---

**A  
Purpose**

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

Continued on the next page







129 Multicounty Producer File Report Options (Continued)

**E**  
**Selected County Multi-County Producer Report (Continued)**

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

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

TEXAS	USDA-FSA	Prepared: 10/02/97
HARTLEY DARIN	Multi-County Producer Report	Page: 1
Report ID MAD205-R003	Selected County Report	
-----		
Program Year: 98	County: LEE	ILLINOIS
ID Number	Type	Name
379-12-9976	S	CELESTINE STRICKLAND
36-90345129	E	EMORY ACRES ESTATE
491-88-9222	S	BILL VAN DER MEER

**F**  
**This County Control County Report**

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

TEXAS	USDA-FSA	Prepared: 10/02/97
MOORE DARIN	Multi-County Producer Report	Page: 1
Report ID MAD205-R004	Control County Report	
-----		
Program Year: 98		
ID Number	Type	Name
379-12-9976	S	CARMEN RELVINO
37-92345129	E	AGRA AMERICA SYSTEMS
379-25-9121	S	CHELSEA SISMAN
38-91375475	E	PENSACOLA COMMUNITY TRUST
381-11-7131	S	LAMAR TURNIPSEED
382-76-9119	S	STEPHEN LLOYD
39-00890541	E	SEVEN BROTHERS INC
409-38-9112	S	EDWARD LANDRALL
410-02-4367	S	JUNIOR OAXACA

130 MABDIG Report

A

Overview

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

B

MABDIG Multicounty Section

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

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

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

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

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

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

Continued on the next page

130 MABDIG Report (Continued)

\*--C

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

**Printing  
MABDIG**

Step	Action
1	On Menu FAX250, ENTER "4", "Application Processing", and PRESS "Enter".
2	On Office Selection Menu FAX09002, enter County, and PRESS "Enter".
3	On Application Selection Menu FAX07001, ENTER "9", "Common Provisions", and PRESS "Enter".
4	On Menu MA0000, ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
5	On Menu MAD000, ENTER "8", "Print Producer Subsidiary File Data", and PRESS "Enter".
6	On Menu MABDI0, enter type of MABDIG needed: <ul style="list-style-type: none"> <li>• ENTER "1" to print multiple Producer MABDIG's, and PRESS "Enter"</li> <li>• ENTER "2" to print single Producer MABDIG, and PRESS "Enter".</li> </ul>
7	On Menu MABDIG03, enter the applicable year needed, and PRESS "Enter".
8	On Menu MABDIG01, enter the producer ID number or enter the producer using the ID selection screen, and PRESS "Enter".
9	On Screen MADPRT01, enter the applicable printer ID, and PRESS "Enter".
10	MABDIG will print.

--\*

131 County Office Reports

---

**A**

**Overview**

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

---

**B**

**SOD/EOD Report**

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

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

The following is an example of this report.

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

```

TEXAS                                USDA-FSA                                Prepared: 10/02/97
MOORE DARIN                          Subsidiary Start of Day Report
Report ID: MAD004-R01 Auto Delete of Multi-County Records      Page: 1
-----
The Following IDs were Automatically Deleted at Start of Day for 1998

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

```

---

Continued on the next page

131 County Office Reports (Continued)

C

County Office Upload Reports

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

**Report MAB474-R001:**

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

**Report MAB471-R001:**

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

The following is an example of this report.

TEXAS	U.S. Department of Agriculture			Prepared: 10/02/97
MOORE DARIN	Farm Service Agency			
Report ID: MAB471-R001	Entity Transmission Report	1998	Page:	1
-----				
Due to changes in the entity file, the following members with multi county interest were transmitted to KCMO.				
MEMBER		ENTITY		
ID and Type	Name	ID and Type	Name	
-----	-----	-----	-----	
455-75-9898 S	MAVIS MAGEE	75-0122122 E	TOPPER TIRES	
273-98-8735 S	MUNOZ MUNOZ MARIN	75-0489999 E	KILIAN EST	
118-82-4868 S	DIAGUARI ELM	75-3205033 E	ARCHIBALD LEE LTD	
321-08-0880 S	KELLY KERRIGAN	75-9123143 E	SAPISTRY BROS FARM	
117-44-9293 S	THOMAS FERRIGNO	75-9745282 E	BLUE MOON CO	

**\*--132 KC-ITSDO Download Reports--\***

**A**

**Purpose**

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

**B**

**Types of Reports**

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

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

**Report MAD214-R001:**

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

The following is an example of this report.

NEW YORK LIVINGSTON Report ID: MAB214-R001	U.S. Department of Agriculture Farm Service Agency 1998 Multiple County Producer Down Load Report	Prepared: 10/02/97 Page: 1
----- Added And Changed Producers -----		
ID and Type -----	Name -----	State -----
176-06-7346 S	ARNOLD RIGGINGS	NEW YORK NEW YORK
		HERKIMER SUFFOLK
		CONTROL COUNTY
228-75-0110 S	JULIE SCUTTI	NEW YORK NEW YORK
		ST LAWRENCE WYOMING
		CONTROL COUNTY
74-18311121 E	HANDI PRO FARMS	NEW YORK NEW YORK NEW YORK NEW YORK PENNSYLVANIA
		BROOME SENECA CLINTON GENESEE WARREN
		CONTROL COUNTY

Continued on the next page

**\*--132 KC-ITSDO Download Reports (Continued)--\***

**B**

**Types of Reports (Continued) Report MAD214-R002:**

- shows multicounty producer records that have been deleted since the last upload
- \*--is printed for CY, CY-1, and CY-2.--\*

The following is an example of this report.

NEW YORK LIVINGSTON Report ID: MAB214-R002	U.S. Department of Agriculture Farm Service Agency 1998 Multiple County Producer Down Load Report	Prepared: 10/02/97 Page: 1	
----- Deleted Producers -----			
ID and Type -----	Name -----	State -----	County -----
226-16-7266 S	SALVATORE MEDICI	NEW YORK	WAYNE
231-22-9198 S	TOM ATKINS	NEW YORK	CHENANGO
71-90124867 E	EDSALL FARM TRUST	NEW YORK	RENSSELAER

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

133 State Suspended Producer Reports

A

Overview

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

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

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

B

Types of Reports

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

TEXAS	U. S. DEPARTMENT OF AGRICULTURE		
120993001	FARM SERVICE AGENCY		10/02/97
MGRA30R1	MULTI-COUNTY ELIGIBILITY MEMBERS SUSPENDED REPORT		PAGE 1
-----			
SUSPENDED MULTI-COUNTY MEMBERS			
	ST/CTY	ID AND TYPE	YEAR SUSPENDED
	-----	-----	-----
	48-153	03-8024359 E	97
	48-153	231-87-4532 S	97
	48-153	265-01-4315 S	97
	48-153	75-36344331 E	97

Continued on the next page

133 State Suspended Producer Reports (Continued)

**B**  
Types of Reports  
(Continued)

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

TEXAS		U.S. DEPARTMENT OF AGRICULTURE			10/02/97	
120993001		FARM SERVICE AGENCY			PAGE 1	
MGRC60R1		MULTI-COUNTY ENTITY MEMBERS SUSPENDED REPORT				
-----						
SUSPENDED MULTI-COUNTY MEMBERS						
ST/CTY	YEAR	ENTITY ID AND TYPE		MEMBER ID AND TYPE		CONTROL COUNTY
-----	----	-----		-----		-----
48-375	97	75-2011159	E	118-27-0372		48-275
48-375	97	75-2011159	E	118-27-0372		48-275
48-375	97	75-2917173	E	118-27-0372		48-275
48-375	97	75-3633433	E	812-91-4132		07-137
48-375	97	75-3840381	E	812-91-4132		07-137
48-375	97	75-4175768	E	812-91-4132		07-137
48-375	97	75-3840381	E	812-91-4132		07-137

134-143 (Reserved)

**Part 4 Payment Limitation****Section 1 General Information****144 Purpose of PLM File**

---

**A****Introduction**

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

---

**B****Sources of Authority**

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

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

---

**C****Interaction With Subsidiary Process**

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

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

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

---

**145 Contents of PLM File**

---

**A****Overview**

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

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

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

---

**B****County PLM File**

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

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

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

---

**C****Mainframe PLM File**

The mainframe PLM file:

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

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

---

**D****Year-Specific File**

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

---

146 Contents of County PLM Record

**A**

**Overview**

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

\* \* \*

**B**

**\*--Affected Programs**

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

Program Area	Effective Year(s)	PLM Field	Maximum Limitation	Description
Production Flexibility	2001 and 2002	PFC/SL	\$40,000	The maximum amount that shall be issued to each “person” during FY for PFC.
	2001	MLA	\$40,000	The maximum amount that shall be issued to each “person” during FY for MLA.
DCP	2002 through 2007	DIR	\$40,000	The maximum DCP DIR and CC payments that shall be issued to each “person” for covered commodities including wheat, corn, grain sorghum, barley, oats, upland cotton, rice, soybeans, and other oilseeds.
		CC	\$65,000	
		DIR/PN	\$40,000	The maximum DCP DIR/PN and CC/PN that shall be issued to each “person” for peanuts.
		CC/PN	\$65,000	
Price Support Programs	2002 and future years	REG/PS	\$75,000	<p>The maximum amount of the following gains and payments that a “person” may receive during any crop year for wheat, corn, grain sorghum, barley, oats, upland cotton, rice, soybeans, other oilseeds for:</p> <ul style="list-style-type: none"> <li>any gain realized by a producer from repaying a marketing assistance loan for 1 or more loan commodities at a lower level than the original loan rate established for the loan commodity</li> <li>any loan deficiency payments received for 1 or more loan commodities.</li> </ul>
	2001	PS	\$150,000	The maximum amount of gains from marketing loans that a “person” may receive during any crop year.

--\*

Continued on the next page

146 Contents of County PLM Record (Continued)

**B**  
**Affected**  
**Programs**  
**(Continued)**

<b>Program Area</b>	<b>Effective Year(s)</b>	<b>PLM Field</b>	<b>Maximum Limitation</b>	<b>Description</b>
Price Support Programs (CNTD)	2002 and future years	OTH/PS	\$75,000	The maximum amount of the following gains and payments that a person may receive during any crop year for peanuts, wool, mohair, and honey for: <ul style="list-style-type: none"> <li>any gain realized by a producer from repaying a marketing assistance loan at a lower level than the original loan rate established for the commodity</li> <li>any LDP's received for peanuts, wool, mohair, and honey.</li> </ul>
Conservation Programs	2001 and future years	CRP	\$50,000	The maximum amount that shall be issued to each "person" during FY for CRP annual rental payments.
	*--2002 through 2007	EQIP	\$450,000	The maximum amount that shall be issued to each individual or entity during FY for EQIP.--*
Disaster Programs	2001 and future years	NAP	\$100,000	The maximum amount that shall be issued to each "person" during FY for NAP.
	*--2001 or 2002	CDP	\$80,000	The maximum amount that shall be issued to each "person" during FY for CDP.
		LAP	\$40,000	The maximum amount that shall be issued to each "person" during FY for LAP.--*

**C**  
**Viewing PLM**  
**Records**

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

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

Continued on the next page

146 Contents of County PLM Record (Continued)

**D**  
**Using MABDIG to Obtain Producer Payment Limitation Information**

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

- provides a hard copy of producer payment limitation information
  - lists every PLM record found in the county PLM files for the PLM set containing the producer
- Note:** When more than 1 member of the PLM set is active in the home county, only one PLM record per county is printed.
- is year-specific
  - enables the user to determine whether the home county is the control county for the producer selected.

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

PAYMENT LIMITATION INFORMATION:										
Ind Stat	St/Cty	Cntrl St/Cty	KCMO Acct #	DIR	DIR/PN	CC	CC/PN		Pgm-Upd	Date
	48/205	48/205	000000000	20000	40000	32500	65000		MAD740	021001
	48/233	48/205	000000000	20000		32500			MAD740	021001
				PFC/SL	CRP	REG/PS	OTH/PS	NAP	Pgm-Upd	Date
	48/205	48/205	000000000	20000	25000	37500	37500	100000	MAD740	021001
	48/233	48/205	000000000	20000	25000	37500	37500		MAD740	021001

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

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

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

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

147-156 (Reserved)



**Section 2 The PLM Process****157 Understanding the PLM Process**

---

**A****Background**

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

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

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

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

---

**B****Uses of PLM Process**

The PLM process will enable County Offices to better:

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

**158 Producers Active in 2 or More Counties**

---

**A****Overview**

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

---

**B****County  
Processing:  
Activating  
Producers**

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

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

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

---

**C****Mainframe  
Determination**

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

---

## 159 Combining With 1 or More Other County Producers

---

### A

#### Overview

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

---

### B

#### County Processing: Performing Combinations

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

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

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

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

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

---

### C

#### Mainframe Determination

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

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

---

**160 Creating MCM PLM Sets**

---

**A****Overview**

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

---

**B****Definition of  
MCM PLM Set**

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

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

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

**C****Why MCM PLM  
Set Is Created**

The KCMO mainframe creates 2 types of PLM sets:

- MCM PLM sets
- CEM PLM sets.

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

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

---

Continued on the next page

160 **Creating MCM PLM Sets (Continued)**

---

**D**

**When MCM  
PLM Set Is  
Created**

An MCM PLM set is created when:

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

**E**

**Receipt Time for  
New MCM PLM  
Set**

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

---

161 Example of Creating MCM PLM Set

---

**A**

**Overview**

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

---

**B**

**Original Records**

Producer ID 55555555 has been an active producer in County 48111 since 1989. Producer ID 55555555 is entity type 01.

---

**C**

**Initiating County Processing**

In 1998, Producer ID 55555555 becomes an active producer in County 48205 (active producer flag in NAM updated from "N" to "Y").

---

**D**

**Mainframe Processing**

Using the changed NAM record received, mainframe will create a 1998 MCM set for Producer ID 55555555 and determine an MCM control county. In this case, assume that County 48205 is determined to be the MCM control county.

**New MCM Set on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	55555555	48111	48205
	55555555	48205	48205

---

Continued on the next page

161 Example of Creating MCM PLM Set (Continued)

**D**  
**Mainframe**  
**Processing**  
**(Continued)**

During the mainframe process:

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

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

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

**Updated MCM PLM Set on the Mainframe**

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

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

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

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

---

Continued on the next page

161 Example of Creating MCM PLM Set (Continued)

---

**E**

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

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

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

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

162 Creating CEM PLM Sets

---

**A**

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

---

**B**

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

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

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

---

Continued on the next page

**162 Creating CEM PLM Sets (Continued)**

---

**C****Why CEM PLM Set Is Created**

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

A CEM PLM set is created when:

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

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

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

---

**D****When CEM PLM Set Is Created**

A CEM PLM set is created when:

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

**E****Receipt Time for New CEM PLM Set**

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

---

163 Example of Creating CEM PLM Set

---

**A**

**Overview**

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

---

**B**

**Original Records**

The original subsidiary file records are shown in this table.

**CEM in County 48341 and Mainframe**

STAT	IDNUM	STCTY	KCACCT
	170000000	48341	930000017
	180000000	48341	930000017

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

---

**C**

**Initiating County Processing**

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

---

Continued on the next page

163 Example of Creating CEM PLM Set (Continued)

---

**D**  
**Mainframe**  
**Processing**

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

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

**New MCM Set on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	180000000	48205	48341
	180000000	48341	48341

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

**Updated CEM on the Mainframe**

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

---

Continued on the next page

163 Example of Creating CEM PLM Set (Continued)

**D**  
**Mainframe**  
**Processing**  
**(Continued)**

During the mainframe process:

- PLM records are built for the new multicounty CEM set, which includes Producer ID 180000000 and Producer ID 170000000; though Producer ID 170000000 is not active in 2 or more counties, the producer belongs to a combination that is active in 2 or more counties
- a CEM PLM control county is determined by selecting the County with the most active records in the CEM set, which is 48341 in this example

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

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

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

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

**Updated CEM PLM Set on the Mainframe**

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

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

Continued on the next page

163 Example of Creating CEM PLM Set (Continued)

E

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

Download  
Processing

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

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

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

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

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

**164 Determining Control County**

---

**A****Overview**

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

---

**B****Mainframe  
Calculation of  
Control County  
for MCM PLM  
Set**

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

---

**C****County  
Determination of  
Control County  
for MCM PLM  
Set**

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

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

---

Continued on the next page

## 164 Determining Control County (Continued)

---

### D

#### **Mainframe Calculation of the Control County for CEM PLM Set**

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

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

---

### E

#### **Control County for Setting PLM Amounts**

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

---

### F

#### **Producers With MCM and CEM Control Counties**

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

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

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

---

Continued on the next page

164 Determining Control County (Continued)

**G  
County  
Determination of  
Control County  
for MCM CEM  
Producers**

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

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

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

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

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

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

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

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

165 Allocating Program Amounts When Creating PLM Sets

---

**A**

**Overview**

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

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

**B**

**Allocating PS Amounts in New PLM Sets**

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

---

**C**

**Example of Allocating PS Amounts in New PLM Sets**

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

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

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

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

---

Continued on the next page

165 Allocating Program Amounts When Creating PLM Sets (Continued)

---

**D**

**Allocating Non-PS Amounts in New PLM Sets**

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

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

---

**E**

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

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

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

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

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

---

## 166 Downloading PLM Records

---

### A

#### Overview

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

---

### B

#### Which Records Are Downloaded

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

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

### C

#### Where to Download Records

The KCMO mainframe downloads PLM records to the:

- control county
- home county.

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

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

---

Continued on the next page

166 Downloading PLM Records (Continued)

**D**  
**Example of**  
**Control County**  
**Download**  
**Receipt**

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

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

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

**E**  
**Example of**  
**Home County**  
**Download**  
**Receipt**

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

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

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

167-176 (Reserved)

## Section 3 Using PLM Software

### Subsection 1 Revising Payment Limitation Amounts

#### 177 General Information

---

##### A

**Summary of Uses** County Offices can use PLM software to:

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

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

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

##### B

#### Updating PLM Records

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

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

---

##### C

#### Notifying Control County of Need for Re-Allocation

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

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

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

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

**Note:** See paragraph 106 to complete CCC-739.

---

178 Determining Control County

**A**

**Overview**

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

**B**

**Using MABDIG to Determine Control County**

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

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

PAYMENT LIMITATION INFORMATION:										
Ind	St/Cty	Ctrl	KCMO Acct #	DIR	DIR/PN	CC	CC/PN		Pgm-Upd	Date
----	-----	-----	-----	-----	-----	-----	-----		-----	-----
	48/233	48/205	940000003	20000		32500			MAD740	021001
				PFC/SL	CRP	REG/PS	OTH/PS	NAP	Pgm-Upd	Date
	48/233	<b>48/205</b>	940000003	20000	25000	37500	37500		MAD740	021001

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

Continued on the next page

178 Determining Control County (Continued)

---

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

\* \* \*

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

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

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

- determine the control county for the CEM PLM set according to subparagraph B
  - using the Combined Producer Information section of the MABDIG printed according to subparagraph B, locate a member of the combination that is active in the control county; this member will have a county in the "St/Cty" field that matches the "Cntrl St/Cty" county of all records in the Payment Limitation Information section
  - \*--access the PLM update screen for the member of the combination that is--\* active in the control county for the CEM PLM set, and update program amounts as applicable.
-

**\*--179 PLM Maintenance Software**

**A**

**Accessing PLM Maintenance Software**

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

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

**B**

**Example of Menu MAD700**

The following is an example of Payment Limitation Menu MAD700.

```

COMMAND                                MENU: MAD700                                E2
Common Provision - Payment Limitation Menu
-----
      1. Control County Update of Payment Limitation
      2. Change Control County for Combined Producers
      *3. View Home County Payment Limitation Records

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

Cmd3=Previous Menu          *=Not currently available
Ready for option number or command
    
```

--\*

**\*--180 Updating PLM Allocation Program Amounts**

---

**A**

**Introduction**

To update program allocation amounts, control County Offices shall:

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

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

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

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

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

**B**

**Updating PLM Records**

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

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

--\*

Continued on the next page

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

**B  
Updating PLM  
Records  
(Continued)**

Step	Action			Result
3	Menu MAD709 allows the users to select the program area for the program that should be updated. Select the appropriate program area according to the following.			
	<b>Option</b>	<b>Program Area</b>	<b>Applicable Programs</b>	
	1	Production Flexibility Program	<ul style="list-style-type: none"> <li>• 2001 and 2002 PFC</li> <li>• 2001 MLA</li> </ul>	Screen MAD01101 will be displayed to allow the user to select the applicable program year.
	2	DCP	<ul style="list-style-type: none"> <li>• direct and counter-cyclical for covered commodities DCP</li> <li>• direct and counter-cyclical for peanuts</li> </ul>	
	3	Price Support Programs	<ul style="list-style-type: none"> <li>• regular price support for covered commodities</li> <li>• price support for wool, mohair, peanuts, and honey</li> </ul>	
	4	Conservation Programs	CRP	
5	Disaster Assistance Programs	<ul style="list-style-type: none"> <li>• NAP</li> <li>• ad-hoc disaster programs</li> </ul>		
4	On Screen MAD01101, select the applicable program year to be updated.  <b>Note:</b> If the program is not effective for the year selected, the message, "No Payment Limitation file available for year selected", will be displayed.			
5	On Screen MAD70101, enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• last 4 digits of the producer's ID number in the "Last Four of ID" field</li> <li>• producer ID number and ID type in the "ID Number and Type" fields</li> <li>• producer's last name in the "Last Name" field.</li> </ul> <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, then Screen MACR04-01 will be displayed, allowing the user to select the desired producer.			If the ID number and type for the selected producer are found on the payment limitation file, then the applicable payment limitation update screen will be displayed.

--\*

Continued on the next page

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

**B  
Updating PLM  
Records  
(Continued)**

Step	Action	Result		
6	Depending on which program was selected on Menu MAD709, one of the following screens will be displayed. Screen: <ul style="list-style-type: none"> <li>• MAD70102 for programs effective for 2001</li> <li>• MAD70105 for PFC</li> <li>• MAD70501 for DCP</li> <li>• MAD70601 for price support</li> <li>• MAD70201 for conservation programs, such as CRP</li> <li>• MAD70801 for disaster programs, such as NAP.</li> </ul>			
	<table border="1" style="width: 100%;"> <tr> <th data-bbox="250 800 516 856">IF...</th> <th data-bbox="516 800 1053 856">THEN...</th> </tr> </table>	IF...	THEN...	
IF...	THEN...			
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="250 856 516 1241">                     an amount is unallocated for the program that needs to be updated                 </td> <td data-bbox="516 856 1053 1241"> <ul style="list-style-type: none"> <li>• the unallocated amount can be attributed to 1 or more counties until the unallocated amount is exhausted</li> <li>• ENTER "U" in the "Update" field and PRESS "Enter".</li> </ul> </td> </tr> </table>	an amount is unallocated for the program that needs to be updated	<ul style="list-style-type: none"> <li>• the unallocated amount can be attributed to 1 or more counties until the unallocated amount is exhausted</li> <li>• ENTER "U" in the "Update" field and PRESS "Enter".</li> </ul>	The message, "Payment Limitation set has been updated", will be displayed. PRESS: <ul style="list-style-type: none"> <li>• "Cmd4" to update the PLM records for another producer for the same program</li> <li>• "Cmd7" to select another program or exit the update process.</li> </ul>
an amount is unallocated for the program that needs to be updated	<ul style="list-style-type: none"> <li>• the unallocated amount can be attributed to 1 or more counties until the unallocated amount is exhausted</li> <li>• ENTER "U" in the "Update" field and PRESS "Enter".</li> </ul>			
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="250 1241 516 1816">                     the entire program allocation is attributed to 1 or more counties                 </td> <td data-bbox="516 1241 1053 1816"> <ul style="list-style-type: none"> <li>• reduce the amount for the county that has an unused PLM amount</li> <li>• increase the amount for the county that needs an additional allocation</li> <li>• ENTER "U" in the "Update" field and PRESS "Enter".</li> </ul> <p><b>Reminder:</b> Before reducing the allocation for a county, verify that the amount is unused by obtaining a payment history print from the applicable County Office.</p> </td> </tr> </table>	the entire program allocation is attributed to 1 or more counties	<ul style="list-style-type: none"> <li>• reduce the amount for the county that has an unused PLM amount</li> <li>• increase the amount for the county that needs an additional allocation</li> <li>• ENTER "U" in the "Update" field and PRESS "Enter".</li> </ul> <p><b>Reminder:</b> Before reducing the allocation for a county, verify that the amount is unused by obtaining a payment history print from the applicable County Office.</p>	<p><b>Note:</b> If the allocation amount attributed to all counties exceeds the applicable program limitation, then the message, "Payment Limitation exceeds maximum", will be displayed and the record will not be updated.</p>
the entire program allocation is attributed to 1 or more counties	<ul style="list-style-type: none"> <li>• reduce the amount for the county that has an unused PLM amount</li> <li>• increase the amount for the county that needs an additional allocation</li> <li>• ENTER "U" in the "Update" field and PRESS "Enter".</li> </ul> <p><b>Reminder:</b> Before reducing the allocation for a county, verify that the amount is unused by obtaining a payment history print from the applicable County Office.</p>			

--\*

Continued on the next page

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

**C**

**Automatic Update of the CY PS PLM**

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

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

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

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

--\*

Continued on the next page

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

**D  
Example of  
Screen  
MAD70102**

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

```

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

St/Cty  -----Amounts-----
Code          PFC/SL   CRP      PS      NAP      MLA
31/001          20000   25000   75000   50000   20000
31/181          20000   25000   75000   50000   20000

Unalloc:          0         0         0         0         0

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

**E  
Example of  
Screen  
MAD70105**

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

```

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

St/Cty  -----Amounts-----
Code          PFC/SL
31/001          40000
31/181           0

Unalloc:          0

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

--\*

Continued on the next page

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

**F  
Example of  
Screen  
MAD70201**

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

```

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

St/Cty  -----Amounts-----
Code           CRP
31/001          25000
31/181          25000

Unalloc:              0

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

**G  
Example of  
Screen  
MAD70501**

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

```

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

St/Cty  -----Amounts-----
Code           DIR  DIR/PN    CC  CC/PN
31/001          20000  40000  32500  65000
31/181          20000    0    32500    0

Unalloc:              0      0      0      0

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

--\*

Continued on the next page

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

**H  
Example of  
Screen  
MAD70601**

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

```

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

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

31/001          37500   37500
31/181          37500   37500

Unalloc:                0       0

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

**I  
Example of  
Screen  
MAD70801**

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

```

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

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

31/001          50000
31/181          50000

Unalloc:                0

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

--\*

**181-190 (Reserved)**

**Subsection 2 Changing the Control County for MCM PLM Sets**

**191 General Information**

---

**A**

**Background**

County Offices can change the control county for a:

- MCM PLM set
- CEM PLM set.

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

---

**B**

**Changing  
Control County**

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

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

---







## 194 Impact of MCM PLM Control County Change

---

### A

#### Overview

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

---

### B

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

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

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

---

### C

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

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

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

---

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

---

**A**  
**Overview**

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

---

**B**  
**County Processing**

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

**MCM in All Counties and on the Mainframe**

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

**PLM in County 48111**

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

**PLM in County 48205 (Control) and on the Mainframe**

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

**PLM in County 48341**

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

---

Continued on the next page

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

**C  
Mainframe  
Processing**

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

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

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

**Updated MCM on the Mainframe**

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

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

**Updated PLM on the Mainframe**

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

Continued on the next page

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

**D**

**County**

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

**Download**

**Processing**

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

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

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

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

A

Overview

This example illustrates a system-initiated change in the MCM control county for Felix (ID 22222222), a multicounty producer who recently stopped farming in control County 48205.

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

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

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

MCM in All Counties and on the Mainframe

STAT	IDNUM	STCTY	CNTRL
	22222222	48111	48205
	22222222	48205	48205
	22222222	48341	48205

PLM in County 48111

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	22222222	00000000	48111	10000	10000	0	25000	48205

PLM in County 48205 (Control) and on the Mainframe

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	22222222	00000000	48111	10000	10000	0	50000	48205
	22222222	00000000	48205	25000	20000	0	25000	48205
	22222222	00000000	48341	15000	10000	0	25000	48205

PLM in County 48341

STAT	IDNUM	KCACCT	STCTY	PFC/NL	PFC/SL	PS	NAP	CNTRL
	22222222	00000000	48341	15000	10000	0	25000	48205

Continued on the next page

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

**B  
Mainframe  
Processing**

Using the changed NAM record received, mainframe will:

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

**Updated MCM on the Mainframe**

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

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

**Updated PLM on the Mainframe**

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

Continued on the next page

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

---

**C**

**County**

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

**Download**

**Processing**

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

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

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

---

**197-206 (Reserved)**

**Subsection 3 Changing the Control County for Multicounty Combinations****207 General Information**

---

**A****Background**

County Offices can change the control county for:

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

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

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

---

**B****Changing  
Control County**

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

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

---

208 Accessing Control County Producer Record

A  
Subsidiary Main  
Menu MAD000

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

```

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

```

B  
Payment  
Limitation  
Menu MAD700

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

```

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

```

Continued on the next page



208 Accessing Control County Producer Record (Continued)

E  
Payment  
Limitation File  
Update Screen  
MAD70402

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

```

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

```

F  
Validations

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

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

MAD704  
CANNOT CHANGE PAYMENT LIMITATION RECORDS  
FOR THE YEAR REQUESTED

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

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

\* \* \*

209 Changing Control County for CEM PLM Set

---

**A**

**Overview**

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

---

**B**

**Changing CEM  
PLM Control  
County on  
Screen  
MAD70402**

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

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

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

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

---

Continued on the next page

209 Changing Control County for CEM PLM Set (Continued)

C  
Reaccessing  
Screen  
MAD70402

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

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

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

```

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

```

Continued on the next page

209 Changing Control County for CEM PLM Set (Continued)

---

**D**  
**Canceling**  
**Previous CEM**  
**PLM Control**  
**County Change**

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

```

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

```

---

210 Impact of CEM PLM Control County Change

---

**A**  
**Overview**

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

---

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

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

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

---

**211 Performing County-Initiated Change in CEM PLM Control County**

---

**A**

**Overview**

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

---

**B**

**CEM PLM Control County Change**

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

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

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

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

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

---

**A**

**Overview**

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

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

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	160000000	48111	48111
	160000000	48205	48111

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	170000000	48205	48205
	170000000	48341	48205

**CEM in All Counties and Mainframe**

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

---

Continued on the next page

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

**B**  
Original Records  
(Continued)

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

**PLM in County 48341**

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

**C**  
County  
Processing

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

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

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

Continued on the next page

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

**D  
Mainframe  
Processing**

Mainframe processing uses the changed NAM record received to:

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

**Updated CEM on the Mainframe**

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

**Updated MCM on the Mainframe**

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

Continued on the next page

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

**D**

**Mainframe Processing (Continued)**

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

**Updated PLM on the Mainframe**

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

**E**

**County Download Processing**

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

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

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

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

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

213-222 (Reserved)

**Subsection 4 Adding Records to MCM PLM Sets****223 General Information**

---

**A****Overview**

This subsection contains examples that illustrate how:

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

**B****Adding MCM  
PLM Records**

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

When the KCMO mainframe adds:

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

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

---

**A**

**Overview**

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

---

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	777777777	48111	48111
	777777777	48205	48111

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

---

**C**

**Initiating County Processing**

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

---

Continued on the next page

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

---

**D**  
**Mainframe**  
**Processing**

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

**Updated MCM on the Mainframe**

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

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

**Updated PLM on the Mainframe**

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

---

Continued on the next page

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

---

**E**

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

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

---

**F**

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

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

---

**G**

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

---

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

---

**A**

**Overview**

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

---

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	888888888	48111	48111
	888888888	48205	48111

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

---

**C**

**Initiating County Processing**

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

---

Continued on the next page

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

---

**D Mainframe Processing**

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

**Updated MCM on the Mainframe**

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

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

**Updated PLM on the Mainframe**

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

---

Continued on the next page

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

---

**E**

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

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

---

**F**

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

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

---

**G**

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

---

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

---

**A**

**Overview**

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

---

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	999999999	48111	48111
	999999999	48205	48111

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

---

**C**

**Initiating County Processing**

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

---

Continued on the next page

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

---

**D  
Mainframe  
Processing**

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

**Updated MCM on the Mainframe**

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

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

**Updated PLM on the Mainframe**

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

---

Continued on the next page

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

---

**E**

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

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

---

**F**

**County Download Processing in Counties 48205 and 48803**

No download will be received in County:

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

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

---

**A**

**Overview**

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

---

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	100000000	48111	48111
	100000000	48805	48111

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48803**

There are no PLM records in 48803.

---

**C**

**Initiating County Processing**

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

---

Continued on the next page

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

---

**D Mainframe Processing**

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

**Updated MCM on the Mainframe**

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

Mainframe will:

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

**Updated PLM on the Mainframe**

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

---

Continued on the next page

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

---

**E**

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

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

**F**

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

---

**228-237 (Reserved)**

**Subsection 5 Additions to CEM PLM Sets****238 General Information**

---

**A****Overview**

This subsection contains examples that illustrate how:

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

**B****Adding or  
Deleting PLM  
Records**

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

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

When the KCMO mainframe adds:

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

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

---

**A**

**Overview**

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

---

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	190000000	48111	48111
	190000000	48205	48111

**CEM in All Counties and on the Mainframe**

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

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

---

Continued on the next page

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

**C**

**Initiating County Processing**

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

**D**

**Mainframe Processing**

Using the changed NAM record received, mainframe will:

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

**New MCM Set on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	200000000	48111	48111
	200000000	48205	48111

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

**Updated CEM on the Mainframe**

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

Continued on the next page

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

**D  
Mainframe  
Processing  
(Continued)**

Mainframe will determine that:

- the existing CEM PLM set already contains a 48205 CEM PLM record, so the added 48205 Producer ID 190000000 CEM PLM record is given the program amounts contained in the existing 48205 CEM PLM record
- unallocated amounts are available in PFC/SL, but not necessary for reason stated in previous bullet.

**Updated PLM on the Mainframe**

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

Continued on the next page

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

**E**

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

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

**F**

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

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

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

---

**A**

**Overview**

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

---

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	200000000	48111	48111
	200000000	48205	48111

**CEM in All Counties and on the Mainframe**

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

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

---

Continued on the next page

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

---

**C**

**Initiating County Processing**

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

---

**D**

**Mainframe Processing**

Using the changed NAM record received, mainframe will:

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

**Updated MCM Set on the Mainframe**

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

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

**Updated CEM on the Mainframe**

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

---

Continued on the next page

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

---

**D  
Mainframe  
Processing  
(Continued)**

Mainframe will:

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

**Updated PLM on the Mainframe**

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

---

Continued on the next page

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

---

**E**

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

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

---

**F**

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

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

---

**G**

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

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

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

---

**A**

**Overview**

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

---

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	210000000	48111	48111
	210000000	48205	48111

**CEM in All Counties and on the Mainframe**

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

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

---

Continued on the next page

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

---

**C**

**Initiating County Processing**

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

---

**D**

**Mainframe Processing**

Using the changed NAM record received, mainframe will:

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

**Updated MCM Set on the Mainframe**

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

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

**Updated CEM on the Mainframe**

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

---

Continued on the next page

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

---

**D  
Mainframe  
Processing  
(Continued)**

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

**Updated PLM on the Mainframe**

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

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

---

Continued on the next page

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

---

**E**

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

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

---

**F**

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

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

---

**G**

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

---

242 Example of Combining CEM Accounts

**A**

**Overview**

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

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

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	220000000	48111	48111
	220000000	48205	48111

**CEM in All Counties and on the Mainframe**

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

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

Continued on the next page

242 Example of Combining CEM Accounts (Continued)

**B**  
Original Records  
(Continued)

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	240000000	48205	48341
	240000000	48341	48341

**CEM in All Counties and on the Mainframe**

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

**PLM in County 48341 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

**C**  
Initiating County  
Processing

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

Continued on the next page

242 Example of Combining CEM Accounts (Continued)

**D  
Mainframe  
Processing**

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

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

**Updated CEM on the Mainframe**

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

**Updated CEM on the Mainframe**

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

Continued on the next page

242 Example of Combining CEM Accounts (Continued)

**D  
Mainframe  
Processing  
Continued**

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

**Updated PLM on the Mainframe**

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

Continued on the next page

242 Example of Combining CEM Accounts (Continued)

**E**

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

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

**F**

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

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

**G**

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

243-252 (Reserved)

**Subsection 6 Deletions From MCM PLM Sets**

**253 General Information**

---

**A**

**Overview**

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

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

---

**B**

**Deleting PLM Records**

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

---

254 Example of Inactive MCM Producer - MCM PLM Set Deleted

---

**A**

**Overview**

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

---

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	111111111	48111	48205
	111111111	48205	48205

**PLM in County 48111**

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

**PLM in County 48205 (Control) and on the Mainframe**

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

---

**C**

**Initiating County Processing**

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

During end-of-day processing in County 48111:

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

Continued on the next page

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

---

**D**

**Mainframe Processing**

Using the changed NAM record received, mainframe will delete Producer ID 11111111's:

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

**Updated MCM on the Mainframe**

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

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

**Updated PLM on the Mainframe**

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

**E**

**County Download Processing**

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

---

255-264 (Reserved)

**Subsection 7 Deletions From CEM PLM Sets****265 General Information**

---

**A****Overview**

This subsection contains examples that illustrate how:

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

**B****Deleting PLM Records**

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

When the KCMO mainframe deletes:

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

When a CEM PLM set containing multicounty producers is deleted:

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

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

---

**A**

**Overview**

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

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

---

**B**

**Original Records**

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

**CEM in All Counties and Mainframe**

STAT	IDNUM	STCTY	KCACCT
	140000000	48111	930000014
	150000000	48205	930000014

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

---

**C**

**Initiating County Processing**

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

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

---

Continued on the next page

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

---

**D**  
**Mainframe**  
**Processing**

Using the changed NAM record received, mainframe will delete:

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

**Updated CEM on the Mainframe**

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

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

**Updated PLM on the Mainframe**

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

---

**E**  
**County**  
**Download**  
**Processing in**  
**County 48111**

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

---

**F**  
**County**  
**Download**  
**Processing in**  
**County 48205**

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

---

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

**A**

**Overview**

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

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	150000000	48111	48111
	150000000	48205	48111

**CEM in All Counties and Mainframe**

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

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

Continued on the next page

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

---

**C**

**Initiating County Processing**

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

---

**D**

**Mainframe Processing**

Using the changed NAM record received, mainframe will:

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

**Updated CEM on the Mainframe**

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

**MCM in All Counties and on the Mainframe**

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

---

Continued on the next page

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

---

**D**

**Mainframe Processing (Continued)**

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

**Updated PLM on the Mainframe**

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

---

**E**

**County Download Processing in County 48111**

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

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

---

**F**

**County Download Processing in County 48205**

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

---

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

---

**A**

**Overview**

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

---

**B**

**Original Records**

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

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	130000000	48111	48205
	130000000	48205	48205

**MCM in All Counties and on the Mainframe**

STAT	IDNUM	STCTY	CNTRL
	140000000	48111	48111
	140000000	48205	48111

Continued on the next page

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

---

**B**  
**Original Records**  
**(Continued)**

**CEM in All Counties and Mainframe**

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

**PLM in County 48111 (Control) and on the Mainframe**

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

**PLM in County 48205**

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

---

Continued on the next page

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

---

**C**

**Initiating County Processing**

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

---

**D**

**Mainframe Processing**

Using the uploaded decombined CEM record, mainframe:

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

**Updated CEM on the Mainframe**

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

---

Continued on the next page

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

---

**D**

**Mainframe Processing (Continued)**

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

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

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

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

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

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

---

Continued on the next page

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

---

**E**

**County Download Processing in County 48205**

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

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

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

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

---

**F**

**County Download Processing in County 48111**

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

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

---

**269-278 (Reserved)**

**Subsection 8 Using CY Minus 2 PLM File**

**279 General Information**

---

**A**

**Overview**

This subsection explains how to:

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

\* \* \*

---

**B**

**Rules**

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

CY minus 2 PLM records may be:--\*

- added
  - deleted.
- 

\* \* \*

280 Accessing CY Minus 2 Payment Limitation File Update Screen MAD70103

A Overview

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

\* \* \*

B Subsidiary Main Menu MAD000

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

```

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

```

Continued on the next page



280 Accessing CY Minus 2 Payment Limitation File Update Screen MAD70103 (Continued)

E  
Producer  
Selection Screen  
\*--MAD70101

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

```

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

```

F  
Payment  
Limitation File  
Update Screen  
MAD70103

If a producer with an active home county PLM record is selected on Screen MAD70101, Screen MAD70103 will be displayed.

```

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

```

--\*

281 (Withdrawn--Amend. 3)

282-291 (Reserved)

## Subsection 9 Reports

**292 Payment Limitation Download Report**

---

**A****Overview**

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

---

**B****Report Contents**

Report MAD712-R001:

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

**C****Report Sample**

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

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

Continued on the next page

292 Payment Limitation Download Report (Continued)

C  
Report Sample  
(Continued)

\*--

NEW YORK		USDA-FSA		PREPARED 10-02-97		
LIVINGSTON		PAYMENT LIMITATION DOWNLOAD REPORT		Page: 1		
Report ID: MAD712-R001		For 1998				
<u>STAT</u>	<u>ID AND TYPE</u>	<u>KCMO ACCT #</u>	<u>ST/CTY</u>	<u>CNTRL CNTY</u>	<u>AMOUNT</u>	<u>PROGRAM</u>
	111111111S		36/051	36/101	0	PFC/NL
					0	PFC/SL
					0	CRP
					0	PS
					0	NAP
					0	MLA
	222222222S	940021122	36/051	36/051	12500	PFC/NL
					10000	PFC/SL
					15000	CRP
					20000	PS
					25000	NAP
					10000	MLA
	222222222S	940021122	36/093	36/051	12500	PFC/NL
					10000	PFC/SL
					10000	CRP
					20000	PS
					25000	NAP
					10000	MLA
	333333333S	940021122	36/051	36/051	12500	PFC/NL
					10000	PFC/SL
					12500	CRP
					15000	PS
					25000	NAP
					10000	MLA
	333333333S	940021122	36/045	36/051	12500	PFC/NL
					10000	PFC/SL
					12500	CRP
					20000	PS
					25000	NAP
					10000	MLA

--\*

293-302 (Reserved)

**Part 5 Combined Producer File**

**Section 1 General Information**

**303 Using the Combined Producer File**

---

**A**

**Introduction**

This part includes the following topics:

- general information about combined producer records
- how to create and display a combined producer record
- how to update, delete, and decombine a combined producer record
- combined producer reports.

Combined producer requirements are in both 5-CM and this handbook. This part contains the instructions for this handbook only.

---

**B**

**Why This Part Is Important**

This information in this part is important because automated payment limitation processes use combined producer data in the combined producer file to issue payments.

---

**304 Background**

---

**A****Rule**

All combinations must be loaded into the combined producer file as a combined producer account.

---

**B****Definition of Combined Producer**

Combined producers are individuals or entities that are determined by COC to be combined as 1 "person" for payment limitation purposes.

---

**C****Definition of Combination**

When COC combines 2 or more producers for payment limitation purposes in the combined producer file, a combination is created.

---

**D****Definition of Combined Producer Account**

A combined producer account lists all members of a particular combination. Payment software charges payments made to members of the combination against the payment limitation assigned to the combination in the home county.

---

**E****CEM PLM Control County**

All multicounty combinations are assigned a control county by the KCMO mainframe. Only the control county for the combination (CEM PLM control county) can set payment limitation program amounts for members of the combination.

---

**F****Year-Specific File**

The combined producer file (CEM) is a year-specific file. County Offices must be sure to select the appropriate year(s) when accessing and updating a CEM account.

---

**305 Guidelines for Creating Combinations**

---

**A****Overview**

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

**Note:** See paragraph 317 for information on creating a combination.

---

**B****Rule**

To create a combination, all member ID numbers in the new account must be loaded in the name and address file. In addition, all members of the combination must be active producers.

---

**C****Valid  
Combinations**

For a combination to be valid, there must be:

- at least 2 active producers with different ID numbers in the account
- an "E", "I", or "S" in the ID Type field for the producers to be combined
- at least 1 active home county producer in the county performing the combination
- verification by the KCMO mainframe that the account is valid.

Because of the need for verification, once loaded in the home county, the combination cannot be reaccessed until the record has been uploaded to and downloaded from the mainframe.

**Note:** Home county automated payment processes will accept the combination as valid **immediately** after the user has created the combination.

---

Continued on the next page

305 Guidelines for Creating Combinations (Continued)

---

**D**

**Combination  
Result**

Once the combination has been validated, producers will have a combined account number assigned by the KCMO mainframe. KCMO will download the combined producer account to all counties with producers contained in the combination. County Offices must verify receiving the validated combination through Report MAD314-R001, which is discussed in subparagraph 353 B.

---

**E**

**Who Performs  
Combination**

Any county may create a combination if:

- all members of the combination are active in the combining county's name and address file
- COC has approved the combination.

Once a combination has been created and validated, the KCMO mainframe will assign a control county for the combination.

---

306-315 (Reserved)



317 Creating Combinations

A  
Selecting the  
Update Option

To create a new combination, ENTER "1", "Update Combined Producers", on Menu MAD300. Subsidiary Year Selection Screen MAD01001 will be displayed. Select the appropriate year.

```

*****
* Common Provisions      341-K MOORE DARIN      SELECTION      MAD01001  *
* Subsidiary Year Selection      Version: AC30  10/02/97 14:34 Term F3*
* -----*
*           S E L E C T   S U B S I D I A R Y   Y E A R   T O   P R O C E S S
*
*                               1. 1998
*                               2. 1997
*                               3. 5-CM(1988)
*
* Cmd7=End                               Enter-Selection 2
*****

```

B  
Selecting the  
Producer

After selecting the appropriate year for the new combination, select the first producer to include in the combination on Screen MAD30101.

```

*****
* Common Provisions      341-K MOORE DARIN      SELECTION      MAD30101  *
* Combined Producer Maintenance      Version: AC30 10/02/97 14:35 Term F3*
* -----*
*
*           To select a particular entity please enter
*           the full ID Number and Type.
*
*           If full ID is unknown, enter the last four digits of
*           the ID or last name (partial last name accepted).
*
*
*           Last Four of ID
*           ID Number           Type
*           Last Name
*
* Cmd7=End                               Enter-Continue
*****

```

Continued on the next page





317 **Creating Combinations (Continued)**

**G**

**Determining Control County for Combination**

Once a multicounty combination has been validated, the KCMO mainframe assigns a control county for the combination. The assigned control county will be:

- the only county able to change the control county for the combination
- responsible for administering payment limitation for the combination.

**Note:** See Part 4 for more information on the control county for multicounty combinations.

**H**

**Accessing the Reason for Combination Screen MAD30201H02**

Screen MAD30201 instructs the user to enter a valid reason code for the member just added to the combination. Pressing "Help" on Screen MAD30201 brings up Screen MAD30201H02, which provides the user the reason codes acceptable for a given combination.

The following table provides the reason codes for 1-PL, as well as the paragraph references in 1-PL that contain the reasons for the combinations. The table closely resembles Help Screen MAD30201H02.

Code	Reason	Paragraph
1	Husband and wife	253
2	Minor child and parent	254
3	Multiple corporation, limited partnership, and trust interest	313, 363
4	Majority limited partnership, corporation, or trust interest and separate interest	313, 363
5	Irrevocable trust and sole beneficiary of trust	363
6	Estate or heir of estate	332
7	Cash-rent tenant (not applicable for 1990 and later years)	171
8	Organization or parent organization and State, subdivisions, and agencies	256
9	Assumed name operations (sole proprietorship/doing business as)	113
10	Revocable trust or grantor of revocable trust	363
12	Members of a "1 person" joint operation	293

Continued on the next page



**318 Example of Combining Non-Multicounty Producers Active in the Same County**

---

**A****Overview**

The example in this subparagraph illustrates the cycle of events involved in combining 2 non-multicounty producers who are active in the same county.

Gerald and Lisa bought land as joint tenants in the CY. After they notify their local FSA office and file CCC-502A, the office will add both to the:

- name and address file
  - farm producer file as owners.
- 

**B****Next EOD**

During the next EOD:

- 2 new eligibility records will be built for Gerald and Lisa
- Gerald and Lisa's CY active producer flags in the name and address file will be updated to "Y".

The County Office will combine Gerald and Lisa in the combined producer file for the CY.

**Note:** See paragraph 317 for information on loading the new combination.

---

**C****Next Upload**

During the next weekly transmission of subsidiary files, Gerald and Lisa's:

- changed name and address records will be uploaded to the mainframe in Kansas City
  - new combined producer records will be uploaded to the mainframe in Kansas City.
- 

Continued on the next page

**318 Example of Combining Non-Multicounty Producers Active in the Same County  
(Continued)**

---

**D****KCMO Action**

The mainframe in Kansas City will:

- determine whether the new combination is valid
  - if valid, add Gerald and Lisa's new combined producer records to the mainframe file and assign a KCMO account number to the combination
  - not determine a control county for the new combination, since the combination is not multicounty (the control county is the county where Gerald and Lisa are active producers)
  - download Gerald or Lisa's new combined producer record to their county to show that the combination is valid. To save transmission cost, only 1 record is sent back to the county. If the account is determined invalid, all records will be sent back to the home county and will print as a rejected combination.
- 

**E****County  
Processing**

After the county receives Gerald's or Lisa's new CY combined producer record, verified by the mainframe in Kansas City, the following will happen:

- it will be written to the county's CY combined producer file as a valid account
  - the other record (Gerald or Lisa's) will be added to the KCMO account received
  - the new CY combined producer account can be accessed and updated.
-





**Section 3 Updating, Deleting, and Decombining Combined Producer Records**

**330 Updating Combined Producer Records**

---

**A**

**Review**

Updating a combined producer record is very similar to creating a combination. See paragraphs 316 and 317 if more information is required.

**Note:** See Part 4, Section 3, Subsection 3 for information on changing the controlcounty for multicounty combinations.

---

**B**

**Adding Combined Producers**

To combine producers:

- all producers in the combined account must be active on the name and address file
- take the following actions.

Step	Menu or Screen	Entry
1	Menu MAD300	ENTER "1", "Update Combined Producers".
2	Screen MAD01001	Enter the subsidiary file.
3	Screen MAD30101	Enter the producer to update.
4	Screen MAD30201	Enter the reason for the combination. <ul style="list-style-type: none"> <li>• PRESS "Cmd16" to add a producer to the combination.</li> <li>• Repeat step 3 for additional producers.</li> <li>• When completed, PRESS "Cmd5" to update the record.</li> </ul>

If 1 of the producers being combined is not an active producer in the home county, Screen MAD30203 will be displayed and the user must enter the State and county code where the producer is active. This will allow the producer to be added to the combined account.

---

### 331 Example of Combining Newly Multicounty Producers

---

#### A

##### Background

If combined producers are already active in 1 county and become multicounty, no updating of the combined producer file or multicounty file is necessary from the second county. The only action necessary from the second county is to load the producers in the name and address file and the farm producer file.

---

#### B

##### Addition of a New County

This example illustrates the cycle of events involved when members of a combination become multicounty.

Gerald and Lisa from paragraph 318 become active in County 2 after the combined producer account from County 1 is validated. No action is necessary by either County 1 or County 2 in the combined producer or multicounty file.

---

#### C

##### What Occurs in New County

County 2 must load Gerald and Lisa in the:

- name and address file
- farm producer file as owners.

After making these additions, during the next EOD:

- Gerald and Lisa's CY active producer flag in the name and address file will be updated to "Y"
  - 2 new eligibility records will be built for Gerald and Lisa.
- 

#### D

##### Next Upload

During the next upload, Gerald and Lisa's added name and address record with a CY active producer flag of "Y" will be uploaded to the mainframe in Kansas City.

---

Continued on the next page

**331 Example of Combining Newly Multicounty Producers (Continued)**

---

**E****KCMO Action**

After receiving the new records from County 2, the mainframe in Kansas City will:

- determine that Gerald and Lisa are multicounty producers for CY and create a CY MCM set for Gerald and Lisa
- determine the MCM control county for Gerald and Lisa (assume County 1)
- determine that Gerald and Lisa are active in an existing CY combined producer account
- add Gerald and Lisa's County 2 records to the existing CY combined producer account
- create CY payment limitation records for Gerald and Lisa
- determine the CEM PLM control county for Gerald and Lisa (assume County 1)
- download:
  - Gerald and Lisa's new multicounty producer records to both County 1 and County 2
  - Gerald and Lisa's added County 2 CY combined producer records to County 1
  - Gerald and Lisa's new CY payment limitation set to the CEM PLM control county (County 1)
  - Gerald and Lisa's new CY County 1 PLM record to County 1
- the entire CY combined producer account, which includes Gerald and Lisa's County 1 and County 2 records, to County 2 because this combination is new in County 2.

---

Continued on the next page

331 Example of Combining Newly Multicounty Producers (Continued)

---

**F**  
**Download**  
**Processing in**  
**County 1 and**  
**County 2**

During the download process in County 1 and County 2:

- Gerald and Lisa's new CY multicounty and payment limitation records will be written to the files (noncontrol County 2 will receive only County 2 PLM records for Gerald and Lisa)
  - Gerald and Lisa's County 2 CY combined producer member records will be added to the existing CY combined entity account in County 1
  - Gerald and Lisa's new CY combined producer account with 4 records will be written to the CY combined producer file in County 2.
-

**332 Automatic Deletions of Combined Producer Records**

---

**A**

**Definition of Auto-Delete**

An auto-delete is the automatic deletion of a record because of a change in a producer's activity status.

---

**B**

**Types of Auto Deletes**

The following table describes the different steps in the auto-delete process that can occur because of a producer's activity status change.

<b>Step</b>	<b>Action</b>	<b>Description</b>
1	Non-multicounty producer 1 is involved in a combination with non-multicounty producer 2. Producer 1 is removed from the farm for the CY.	County Office action
2	During EOD, producer 1's: <ul style="list-style-type: none"> <li>• CY active producer flag is updated to "N"</li> <li>• eligibility <b>and combined producer</b> records are deleted.</li> </ul>	System-generated change  <b>Auto-delete</b>
3	During EOD, the entire combined producer account will be deleted from the combined producer file, since only 1 active member (producer 2) exists in the combination.	<b>Auto-delete</b>

---

**C**

**Rule**

Deletions to the year-specific combined producer file will occur automatically during EOD when a producer becomes inactive in a county for the corresponding year.

---

### 333 Example of Auto-Deletion Resulting in Deletion of Combined Producer Account

---

**A****Producer  
Becomes Inactive**

Gerald and Lucille are single county producers who were married, but are now divorced. Both were active producers and combined for the CY.

Gerald buys Lucille's interest in the farming operation. Lucille is removed from the farm producer file and is no longer an active producer. She had no individual farming interest.

---

**B****Next EOD**

During the next EOD in County 1:

- Lucille's CY active producer flag is changed from "Y" to "N"
  - Lucille's eligibility record will be deleted
  - **Lucille's combined producer record will be deleted because Lucille is no longer active for the CY**
  - **Gerald's combined producer record will be deleted because there is only 1 record remaining in the combined producer account**
  - Lucille and Gerald's CY combined producer flag will be updated to "N" because the ID's are no longer active in the CY combined producer file.
- 

**C****Next Upload**

During the next upload, Lucille's changed name and address record will be uploaded to the mainframe in Kansas City. Only changes to the active producer flags require a name and address transmission, so Gerald's name and address record will not be uploaded.

---

Continued on the next page

### 333 Example of Auto-Deletion Resulting in Deletion of Combined Producer Account (Continued)

---

#### D

##### KCMO Action

After the upload, the mainframe in Kansas City will:

- use the changed CY active producer flag to delete Lucille's CY combined producer record
  - delete Gerald's CY combined producer record because there must be at least 2 active records in the combined producer account
  - not download any of the changed records because neither of the individuals were active in any other county.
- 

### 334 Example of Auto-Deletion Not Resulting in Deletion of Combined Producer Account

---

#### A

##### Overview

The example in this subparagraph describes a situation in which an auto-delete is performed on a combination, but the combined producer account is not deleted.

---

#### B

##### Auto-Deletion That Does Not Result in Account Deletion

Hillis, the grantor, and Don's Revocable Trust are combined and active in both County 1 and County 2. Hillis does not have an individual farming interest in either County 1 or County 2. County 1 is the CEM PLM control county for the combination.

Don's Revocable Trust sells the land owned in County 1. The Trust is deleted from the CY entity file and removed from the farm producer file.

Because Hillis is only the grantor of the Trust, not an individual producer, Hillis automatically becomes inactive in County 1 when the Trust is deleted from the entity file.

---

Continued on the next page

**334 Example of Auto-Deletion Not Resulting in Deletion of Combined Producer Account  
(Continued)**

---

**C****What Occurs  
During EOD**

During the next EOD in County 1, the following will occur for Hillis and Don's Revocable Trust:

- CY active producers flags will be updated to "N"
  - the Trust's eligibility records will be deleted
  - the CY multicounty records will be deleted because the producers are no longer active in County 1
  - the County 1 CY combined producer records will be deleted
  - the County 2 CY combined producer records will be deleted because there are no active home county records remaining in the account
  - CY multicounty and CY combined producer flags in the name and address file for Hillis and the Trust will be updated to "N".
- 

**D****Next Upload**

During the next upload to the mainframe in Kansas City:

- the changed name and address records for Hillis and the Trust will be uploaded
  - the Trust's deleted eligibility record will be uploaded because the Trust was multicounty.
- 

Continued on the next page

**334 Example of Auto-Deletion Not Resulting in Deletion of Combined Producer Account  
(Continued)**

---

**E****KCMO Action**

After receiving the upload, the mainframe in KCMO will:

- delete the Trust's EFM record because a deleted record was uploaded
- delete the County 1 CY multicounty and combined producer records for Hillis and the Trust because Hillis and the Trust are no longer active in County 1
- delete the County 2 CY multicounty records for the Trust and Hillis because County 2 is the only county remaining in the CY multicounty set
- delete the CY CEM PLM set since the combination is no longer multicounty
- not delete the County 2 CY combined producer records for Hillis and the Trust because there are 2 active producers remaining in the account
- download the Trust's deleted County 1 CY eligibility record to County 2
- download the deleted County 1 CY multicounty and combined producer records for the Trust and Hillis to County 2
- download the deleted CY CEM PLM set to CEM PLM control County 1
- download the deleted County 2 CY PLM records for Hillis and the Trust to County 2.

---

Continued on the next page

**334 Example of Auto-Deletion Not Resulting in Deletion of Combined Producer Account  
(Continued)**

---

**F  
Download  
Processing in  
County 2**

When the deleted eligibility, multicounty, and combined producer records for County 1 are received in County 2, the download software will:

- delete the Trust's County 1 eligibility record; the Trust is still active in County 2, therefore no deletion of the County 2 record will occur in County 2
- delete the County 1 CY multicounty and combined producer records for Hillis and the Trust because deleted records were received
- delete the multicounty records for Hillis and the Trust because Hillis and the Trust are only active in County 2
- not delete County 2 CY combined producer records for Hillis and the Trust. The combined producer account is still valid in County 2 because:
  - there are still 2 active producers in the account
  - at least 1 of the records is a home county producer.

County 2 also receives the deleted County 2 payment limitation records for Hillis and the Trust. The deleted records are written to the CY PLM file.

---

335 **Decombinations**

**A**

**Overview**

The decombine option is used to remove a member from the combined producer record. It can result in the auto-deletion of an entire combined producer account.

**B**

**When  
Decombination  
Is Performed**

County Offices perform a decombination when a producer is removed from an existing combination.

**C**

**How  
Decombination  
Differs From  
Auto-Delete**

Confusion can occur when attempting to understand the difference between a decombination and an auto-delete. It is important to realize that though interrelated, the 2 processes are entirely different. The following table illustrates these differences.

<b>Auto-Delete</b>	<b>Decombination</b>
caused by a change in producer activity status, such as being taken off a farm	menu option resulting from COC determination (based on 1-PL rules)
never results in a decombination	can result in an auto-delete of a combined producer account
occurs in a number of subsidiary files	specific to the combined producer file

**D**

**Rules**

To decombine a producer in the CEM file, the producer must have an active producer flag of "Y" for the corresponding year.

If a decombination results in an invalid combination, the entire account will be deleted. See subparagraph 305 C for information on valid combinations.

A decombination will result in the CEM record decombination in every county in which the producer is active. Because of this, only 1 County needs to perform the decombination.

Do not use the decombination software to delete inactive producers from the combined producer file. Producers will be auto-deleted from the file when removed from the farm producer, joint operation, or entity files.

336 Decombining Producers

---

**A**

**Overview**

When a producer ceases to be a member of a combination, County Offices must access the decombination screens to decombine that producer.

---

**B**

**Performing the Decombination**

The decombination screen is the same screen used to update and create combined producer accounts. To access the screen and decombine a producer, take the following actions.

Step	Menu or Screen	Entry
1	Menu MAD300	ENTER "1", "Update Combined Producers".
2	Screen MAD01001	Enter the subsidiary file year.
3	Screen MAD30101	Enter the producer to decombine.
4	Screen MAD30201	ENTER "D" next to the member to decombine.  <b>Note:</b> The system will allow the user to decombine only members who are active in the home county.
5		PRESS "Cmd5" to complete the transaction.  <b>Note:</b> If the account is no longer valid, Screen MAB30201 will be redisplayed. PRESS "Cmd24" to delete the entire account.

Continued on the next page

336 Decombining Producers (Continued)

**C**  
**Screen**  
**MAD30201**  
**Before**  
**Decombination**

The following is an example of Screen MAD30201 before decombination.

```
*****
* Common Provisions      341-K MOORE DARIN          UPDATE      MAD30201      *
* Combined Producer Maintenance      Version: AC01 10/02/97 04:43 Term F3*
* -----*
*   Program year: 98                                KCMO Account Number: 940002141  *
* * * * *
*   Member's      ID      Reason
* Status ID Number Type Member's Name      St/Cty  Comb
* * * * *
*       75-9244072   E   GOOD AND GOOD FARMS      48/205   04
*       355-70-6708  S   TAYLOR HOSKINS              48/341   04
*       467-89-8950  S   ARNOLD L CLEEBURN           48/205   04
* * * * *
*
*                               Enter 'D' next to the Member to Decombine
* * * * *
* Cmd2=Return to Selection Screen  Cmd5=Complete Transaction  Cmd7=End  Cmd16=Add*
* * * * *
*****
```

Continued on the next page



**337 Example of Decombination That Leaves an Active Combined Producer Account**

---

**A****Overview**

The example in this paragraph illustrates the cycle of events involved in the decombination of 1 member of a 3 member combination that does not result in an auto-deletion of the combined producer account.

Gordon and Ethel are married and have a minor child, Abby, who earns FSA payments.

Gordon, Ethel, and Abby are active producers in County 1 and County 2.

Gordon, Ethel, and Abby are in the combined producer file in both County 1 and County 2, but only 1 county had to combine them.

Abby becomes 18 and is therefore no longer a minor child.

County 2 decombines Abby from the combined producer file.

---

**B****What Occurs During the Decombination**

When County 2 decombines Abby from the combined producer file, the records for Gordon and Ethel are not changed because their combined producer account is still valid.

The account is still valid because:

- there are still 2 active producers in the account
- there is at least 1 home county record in the account. Both Gordon and Ethel are active in County 2.

Abby's CY combined producer flag in the name and address file will be updated to "N".

---

**C****Next EOD**

In this situation, nothing will occur during EOD because the combined producer account is still valid.

---

Continued on the next page

### 337 Example of Decombination That Leaves an Active Combined Producer Account (Continued)

---

**D****Next Upload**

During the next biweekly upload, Abby's decombined CY combined producer record will be uploaded to the mainframe in Kansas City.

---

**E****KCMO Action**

The mainframe in Kansas City will:

- decombine Abby's County 2 CY combined producer record because a deleted record was received from County 2
  - decombine Abby's County 1 CY combined producer record because a decombination will decombine all of Abby's records
  - download Abby's County 2 decombined CY combined producer record to County 1.
- 

**F****What Happens  
in County 1**

When Abby's County 2 decombined CY combined producer record is received in County 1:

- Abby's County 2 CY combined producer record will be decombined because the decombined record was downloaded
- Abby's County 1 CY combined producer record will be decombined because a decombination in 1 county will decombine the producer in all counties
- Gordon and Ethel's CY combined producer account will not be changed because the combined producer account is still valid
- Abby's CY combined producer flag in the name and address file will be updated to "N".

The account is still valid because:

- there are 2 active producers remaining in the account
  - there is still 1 home county record in the account.
-

### 338 Example of Decombination That Results in Auto-Deletion of Home County Combined Producer Account

---

#### A

##### Overview

The example in this paragraph illustrates the cycle of events involved in the decombination of 1 member of a 2 member combination that results in the auto-deletion of the entire combined producer account.

Conrad and Lisa are parent and minor child. They have been active producers in County 1 since 1980. They were entered in the combined producer file as parent and minor child.

Lisa becomes an adult for legal purposes in the CY. Lisa has an individual farming interest. Because Lisa is now considered an adult, Lisa now wants to have a separate "person" determination from Conrad. County 1 decomposes Conrad from Lisa in the CY combined producer file.

---

#### B

##### Next EOD

During the next EOD after the decombination of Conrad from Lisa, nothing will occur because Conrad is still on the farm producer file and is therefore active.

---

#### C

##### Next Upload

During the next upload to the mainframe in Kansas City, Conrad's CY decomposed producer record will be uploaded.

---

#### D

##### KCMO Action

The mainframe in Kansas City will:

- decombine Conrad from the CY combined producer file
  - delete Lisa's CY combined producer record because the account is no longer valid
  - not download any records because the producers were not multicounty.
- 

339-348 (Reserved)

**Section 4 Combined Producer Reports****349 General Information**

---

**A****Overview**

This section includes the following topics:

- Combined Producer File Report options
  - County Office reports
  - \*--KC-ITSDO download reports.--\*
- 

**B****Purpose**

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

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

**C****Report Retention**

For information on report retention, see 25-AS, Exhibit 29. Relevant subjects include:

- CM 2-1, Download Reports
  - \* \* \*
  - CM 2-3, Start-of-Day/End-of-Day
  - CM 7, Subsidiary Files.
-

**350 Combined Producer File Report Options**

**A**

**Purpose**

County Offices requiring general information for combined producers may print a Combined Producer Report. An individual account or the entire combined producer file for a particular year may be printed.

**B**

**Generating Combined Producer Reports**

Use the following table to generate a printout of either an individual account or a printout of the entire combined producer file.

Step	Menu or Screen	Entry
1	Menu MAD300	ENTER "3","Print Combined Producers".
2	Screen MAD01001	Enter the subsidiary file year to update.
3	Screen MBAPRT01	Enter the printer on which you want to print.
4	Screen MAD30601	ENTER: <ul style="list-style-type: none"> <li>• "1" to print a single account</li> <li>• "2" to print the entire combined producer file.</li> </ul>

**C**

**Single Account Report**

The following is an example of a printout for an individual combined producer account.

MISSOURI Howard Report MAD306-R001	USDA-FSA Combined Producer Report Single Account Report	Prepared: 10/02/97 Page: 1
-----		
Program Year: 98	KCMO Account Number: 930000036	
Member's ID ID Number Type	Member's Name	St/Cty Reason Comb
464-68-8021 S	IMA L HRDINA	29/089 06
	IMA L HRDINA	29/101 06
76-5210163 E	J Y HRDINA EST	29/089 04

The report shows the 2 producers who are combined and the counties in which they are active.

Continued on the next page

350 Combined Producer File Report Options (Continued)

---

**D**  
**Master File Report**

The following is an example of a printout for an entire year-specific combined producer account.

NEW YORK Niagara Report MAD306-R002	USDA-FSA Combined Producer Report Master File Report	Prepared: 10/02/97 Page: 1		
-----		-----		
Program Year: 98	KCMO Account Number: 930001121			
Member's ID Number	ID Type	Member's Name	St/Cty	Reason Comb
178-28-2147	S	GENE BLUM	36/063	01
		GENE BLUM	36/065	01
231-21-5901	S	MOLLY BLUM	36/063	01
		MOLLY BLUM	36/065	01
		MOLLY BLUM	36/029	01
Combined Producer Account Page 001 of 001				

The example illustrates 1 page of the complete Niagara County CY combined producer file. The information contained in the printout is identical to that of the individual combined producer report.

---

351 MABDIG Report

---

**A**  
**Overview**

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

---

**B**  
**Generating the MABDIG Report**

To generate a MABDIG report, ENTER "8", "Print Producer Subsidiary File Data", on Menu MAD000.

\*--Note: See subparagraph 130 C to print MABDIG.--\*

---

Continued on the next page

351 MABDIG Report (Continued)

**C**  
**MABDIG**  
**Combined**  
**Producer Section**

The Combined Production Information section on the MABDIG report shows the combined producer account. The producer whose MABDIG this section is taken from (ID 474563256S) is active only in 1 county but the producer who he is combined with is active in 2 counties.

Ind Stat	Combination Id	St and Cty	Name Comb	Reason Comb	Decomb Ind	KCMO Acct #
	474563256S	29/205	NELSON TURNER	01		930000074
	490507306S	29/205	JUDY TURNER	01		930000074
	490507306S	29/041	JUDY TURNER	01		930000074

The following table describes the sections in the combined producer account displayed on MABDIG.

Section	Definition
Combination Id	These are the ID numbers of the combined producers. There will always be at least two ID's for this to be an active account.
St and Cty	This shows the State and counties in which the combined producers are active.
Name Comb	These are the names of the producers who are in the combined account.
Reason Comb	This lists the reason code for the combination. Reason codes may be shown by pressing the "HELP" key on Screen MAD30201.
Decomb Ind	This section indicates if the producer has been decombined.
KCMO Acct #	This is the account number that KCMO has assigned to the combined producers. The first 2 numbers on the account describe the subsidiary file year for the combination.

352 County Office Reports

---

**A**

**Overview**

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

---

**B**

**County Office Upload Report MAD331-R001**

Report MAD331-R001 is a year-specific report which shows changes made to the combined producer file since the last queuing of files. The report is printed during the queuing of subsidiary records. This is an example of the report.

TEXAS		USDA-FSA		Prepared: 10/02/97	
MOORE DARIN		1998 Combined Producer Upload Report		Page: 0001	
Report MAD331-R001					
-----					
ID and Type	Name	State/County			
-----					
190-60-6767 S	OTIS HELMSLEY	48/341	COMBINED		
216-09-0987 S	THELMA MERCKLE	48/341	COMBINED		
471-91-9401 S	TOM TYLER	48/341	DECOMBINED		
472-38-0912 S	JUANITA ROBLES	48/341	COMBINED		
512-76-9121 S	SLIM TIMLER	48/341	DECOMBINED		
671-32-3123 S	MARY ELLEN GRAZIADO	48/341	DECOMBINED		
481-09-2378 S	SOFU KIRATSU	48/341	DECOMBINED		

Continued on the next page

352 County Office Reports (Continued)

---

C  
SOD/EOD  
Report

Report MAD004-R02 is a combined producer report that prints during any EOD process. This report:

- lists combined producer records that were automatically deleted during EOD
- \*--is printed for CY, CY-1, and CY-2.--\*

The following is an example of this report.

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

```

TEXAS                               USDA-FSA                               Prepared: 10/02/97
MOORE DARIN                         Subsidiary Start of Day Report
Report ID: MAD004-R02 Auto Delete of Combined Producer Records Page: 1
-----
The Following IDs were Automatically Deleted at Start of Day for 1998

391-90-6300 S   EVERETT OLB
398-12-1253 S   MYERS TURNCOTT
571-00-0210 S   JENNIFER PILE

```

**\*--353 KC-ITSDO Download Reports--\***

**A**

**Purpose**

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

**B**

**Types of Reports**

Reports MAD314-R001, MAD314-R002, and MAD314-R003 are the 3 \*--KC-ITSDO download reports directly related to the multicounty producer--\* file.

**Report MAD314-R001:**

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

This is an example of the report.

NEW YORK LIVINGSTON Report ID: MAB314-R001	U.S. Department of Agriculture Farm Service Agency 1998 Combined Producer Down Load Report	Prepared: 10/02/97 Page: 1
-----		
Added And Changed Producers		
ID and Type	Name	State                      County
-----	-----	-----
176-06-7346 S	ARNOLD RIGGINGS	NEW YORK                      HERKIMER NEW YORK                      SUFFOLK                      CONTROL COUNTY
228-75-0110 S	JULIE SCUTTI	NEW YORK                      ST LAWRENCE NEW YORK                      WYOMING                      CONTROL COUNTY
74-18311121 E	HANDI PRO FARMS	NEW YORK                      BROOME NEW YORK                      SENECA NEW YORK                      CLINTON NEW YORK                      GENESEE PENNSYLVANIA                      WARREN                      CONTROL COUNTY

Continued on the next page

**\*--353 KC-ITSDO Download Reports (Continued)--\***

**B**

**Types of Reports Report MAD314-R002:  
(Continued)**

- shows combined producer records that have been deleted since the last upload
- \*--is printed for CY, CY-1, and CY-2.--\*

This is an example of the report.

NEW YORK LIVINGSTON Report ID: MAB314-R002	U.S. Department of Agriculture Farm Service Agency 1998 Combined Producer Down Load Report	Prepared: 10/02/97 Page: 1	
----- Deleted Producers -----			
ID and Type -----	Name -----	State -----	County -----
226-16-7266 S	SALVATORE MEDICI	NEW YORK	WAYNE
231-22-9198 S	TOM ATKINS	NEW YORK	CHENANGO
71-90124867 E	EDSALL FARM TRUST	NEW YORK	RENSSELAER

**\*--Report MAD314-R003 shows records that have been rejected by KC-ITSDO because they are not valid.--\***

**354-363 (Reserved)**

**Part 6 Entity File****Section 1 Entity File General Information****364 Using Entity Files**

---

**A****Introduction**

The entity and joint operation files are 1 physical file, but are accessed and updated separately because of the different payment limitation rules that apply to entities and joint operations. For information on accessing and updating joint operations, see Part 7.

The entity file is used to record and maintain data for:

- payment limitation determinations according to 1-PL, Part 2, Section 9
  - entities recorded on FCI-12, which is used to satisfy the Risk Management requirement for recording significant beneficial interest
  - entities receiving NAP benefits.
-

**365 Definitions**

---

**A****Introduction**

The automated system organizes entities in a manner that reflects 1-PL policy. This paragraph defines entity and other terms that are used when discussing permitted entity payment limitation.

---

**B****Definition of Entity**

An entity is a corporation, joint stock company, association, limited partnership, limited liability company, irrevocable trust, revocable trust, estate, charitable organization, or other similar organization, including any organization participating in the farming operation as a partner in a general partnership, a participant in a joint venture, a grantor of a revocable trust, or as a participant in a similar organization.

---

**C****Definition of Senior Payment Entity**

A senior payment entity is an entity that has an embedded entity as a member. Program payments are earned by and issued to this entity.

---

**D****Definition of Embedded Entity**

An embedded entity is an entity that has an interest, directly or indirectly, in another entity that is earning payments.

---

**E****Definition of Permitted Entity**

A permitted entity is an entity that is designated by 1 or more individuals and that is to receive a payment, loan, or benefit under a program subject to permitted entity provisions.

---

**F****Definition of Member**

Subsidiary applications define a member as any entity, joint operation, or individual that is loaded into the entity or joint operation file as a component of that entity or joint operation.

---

Continued on the next page

365 Definitions (Continued)

---

**G****Definition of  
Producer**

Subsidiary applications define a producer as any entity, joint operation, or individual that is loaded in the farm producer file as an owner, operator, or other producer on a farm.

---

**H****Definition of  
Substantial  
Beneficial  
Interest**

To have a substantial beneficial interest is to have an ownership interest of 10 percent or more in an entity. A member with a substantial beneficial interest in an entity must either select or decline that entity for payment.

**Note:** In some cases ownership interest of less than 10 percent can be considered substantial beneficial interest, if determined by COC. This is determined on a case-by-case basis.

---

**I****Definition of  
Actual Share**

A member's actual share is found in the member level entity record and contains the percent of ownership share from CCC-502C or CCC-502D, item 5. The user can adjust this value. See subparagraph 379 E for share loading information.

---

**J****Definition of  
Permitted Share**

Like the member's actual share, a member's permitted share is found in the member level entity record. This value is not directly linked to CCC-502 or CCC-502D and cannot be directly adjusted by the user. The permitted share reflects the share the member has in the senior payment entity to which the member belongs.

---

**K****Definition of  
Entity Permitted  
Share**

Entity permitted share is used by payment processes to calculate the payment for the entity. Entity permitted share amounts are determined by the number of members selecting the entity for payment.

---

Continued on the next page

365 Definitions (Continued)

**L**

**Definition of Permitted Flag**

The permitted flag enables the automated system to monitor the number of permitted entities a producer has selected for payment. County Offices must set an entity member's permitted flag when creating an entity and must update the flag when necessary.

The following table lists the different types of flags found in the "Permitted Flag" field in the Permitted Entity Member section of MABDIG.

Flag	Definition	Who Sets
Y	The member has selected the entity as a permitted entity.	User
"blank"	The member has not made a permitted entity designation.	User
D	The member declines the entity as a permitted entity or must decline payment because of a 6-CP compliance violation.	User
I	The member does not have a substantial beneficial interest in the entity.	User
C	The member is combined with the payment entity (not an embedded entity).	Software
S	The member is a multicounty producer who is determined to have exceeded the 3 permitted entity rule and has been suspended by the KCMO mainframe.	Software
R	The member is an embedded entity that contains 1 or more members that have declined payment from the senior payment entity through the embedded entity.	Software

See subparagraph 379 E for permitted flag loading information.

366 Rules and Policies

---

**A**

**Introduction**

This paragraph provides the rules and policies that must be followed to record payment limitation information in the entity file.

---

**B**

**Permitted Entity Rules**

The following table explains the permitted entity rule for individuals who earn payments subject to permitted entity provisions.

<b>IF an individual...</b>	<b>THEN the individual may not receive additional payments, directly or indirectly, from holding substantial interest in more than...</b>
receives program payments as an individual or a member of a joint operation	2 entities that also receive payments.
does <b>not</b> receive program payments as an individual or a member of a joint operation	3 entities that receive payments.

---

**C**

**When to Update Entity Files**

Update the entity files any time an:

- entity files an approved CCC-502 for the CY
  - entity or member of an entity files an approved CCC-502B, CCC-502C, or CCC-502D for the CY.
- 

Continued on the next page

## 366 Rules and Policies (Continued)

**D****Entity Types**

The following is a list of entity types.

<b>Entity Type</b>	<b>Name</b>
04	Corporation With Stockholders/Limited Liability Company/Limited Liability Corporation
05	Limited Partnership/Limited Liability Partnership/Limited Liability Limited Partnership
06	Estate
07	Revocable Trust
08	Federally Owned
09	State-Owned
10	Fraternal or Religious
11	County-Owned
12	City-Owned
13	Public Schools
16	Corporation With No Stockholders
17	Irrevocable Trust
18	Sole Proprietor/DBA
21	Duplicate Insurance Contract
99	Other

**Note:** See 1-CM, Exhibit 26 for further information on recording entity types.

Continued on the next page

**366 Rules and Policies (Continued)**

---

**E****Rules for  
Loading Entities**

The rules and policies for recording payment limitation information in the entity files are:

- the entity must be active in NAM to be loaded as an entity in the entity file
- \*--all entities shall be loaded in the entity file, including sole proprietor/DBA's

**Exception:** Entities with an entity code of 8, 9, 11, 12, 13, and 16--\* cannot be loaded in the entity file as an entity; however, they may be loaded as a member of an entity.

- every entity must have at least 1 member contained within it to be loaded in the entity file
  - each member of the entity must be active in NAM
  - entities on a farm in a particular county but not earning payment in that county do not need to be loaded in that county's entity file for the applicable year
  - entities with ID type "E" are accepted when entered in the entity file
  - members with ID types "S", "E", "T", "F", or "I" are accepted when entered in the entity file
  - members of entities may be any entity type
  - the actual shares of the members of the entities must total 1.0000.
-

**367 Related Information**

---

**A**

**Introduction**

This paragraph provides important information for County Offices planning to revise or load members in the entity file.

---

**B**

**Source Documents**

The following table explains which forms will be necessary for loading data into the entity file.

Entity Type	Source Document
General partnerships and joint ventures	<ul style="list-style-type: none"> <li>• CCC-502B</li> <li>• CCC-503A</li> </ul>
Corporations, limited partnerships, and other similar entities	<ul style="list-style-type: none"> <li>• CCC-502C</li> <li>• CCC-501A</li> <li>• CCC-501B</li> <li>• CCC-503A</li> </ul>
Estates and trusts	<ul style="list-style-type: none"> <li>• CCC-502D</li> <li>• CCC-501A</li> <li>• CCC-501B</li> <li>• CCC-503A</li> </ul>

---

**368-377 (Reserved)**

Section 2 Creating, Revising, and Deleting Entities

378 Accessing Entity Files

---

A

Introduction

Once an entity and the prospective members have been loaded in NAM, County Offices can select the entity.

**Note:** The name and address records for entity and members must be active.

---

B

Accessing Files

To access the entity file Menu MAB440B, ENTER "7", "Entity File and Payment Limitation Register", on Menu MAD000. Entity/Pay Limit Register Menu MAB440B will be displayed.

```

*****
* COMMAND                      MENU: MAB440B                      F4 *
* Entity/Pay Limit Register
* -----
*
*           1. Create/Revise/Delete Entity Record
*           2. Print Entity And Joint Operation Reports
*           3. Payment Limitation Review Register
*
*
*
*
*           23. Return To Application Selection Menu
*           24. Return To Primary Selection Menu
*
* Cmd3-Previous Menu
*
* Ready for option number or command
* 1
*
*****

```

---



379 Adding Entities to the Entity File (Continued)

**C**  
**Entering**  
**CCC-502**  
**Effective Date**

After selecting the producer, the automated system checks NAM to determine whether the entity selected is active on NAM. If the entity is not active, the message, "No Producer Selected. Please select again." will be displayed. See subparagraph 378 A for further information.

If the entity is active in NAM, Screen MAB44002 will be displayed. Enter the effective date from the appropriate CCC-502, item 4, Date Entity Formed, and PRESS "Enter" to update.

**Note:** See paragraph 393 for instructions on loading embedded entities.

```

*****
*                               Selection      MAB44002
* 341-K MOORE DARIN
* Entity File                    Version AA01 10/02/97 08:40 Term F3*
*-----*
*                               E N T E R   E F F E C T I V E   D A T E
*                               T O   C R E A T E
*
* ID:  75-9876543  E  NAVAN ARMORY
*                               14 KETCHUP ST
*                               ROCHESTER              NY 14611
*
*
*                               Joint Operation - Type: Partnership
*                               Effective Year: 95
*
* Enter new effective date from CCC-502          /   /   (MM/DD/YY)
*
* Cmd3=Previous Menu                               Enter-Continue
*****
    
```

**D**  
**Meaning of**  
**Fields**

The following table identifies and defines fields shown on Screen MAD501E1.

Field	Definition
Share	Reflects the cumulative permitted share of the program payment selected by the members of the entity, and is reduced when members of the entity fail to designate the entity for payment.
Effective Date	*--Date entity was formed or last revised.--*
Year	Year of file accessed.
#	Line number of member, which is used to access a member to update.
Prmtd	Member permitted flag designation.
Entity	Entity type of member.

Continued on the next page



379 Adding Entities to the Entity File (Continued)

**E**  
**Loading Entity**  
**Members**  
**(Continued)**

After selecting the members to add, the automated system checks NAM to determine whether the member selected is loaded on NAM. If the producer is not loaded on NAM, the message, "No ID selected-----Please Reenter.", will be displayed. See subparagraph 378 A for further information.

If the producer is loaded in NAM, Member Information Screen MAD501E3 will be displayed. Set the actual share value for the member, as well as the permitted flag, to update the record successfully.

The actual share for a member can range in value from zero to 100 percent. Obtain the share from CCC-502C or CCC-502D, item 5.

**Note:** Actual shares of members in an entity must add up to 100 percent (1.0000) for the automated system to accept the record update.

The permitted flag contains a value that represents the choice the member has made in selecting permitted entities. The following table lists acceptable user-entered permitted flag values.

Flag	Value	Description
Y	Selected	Entity is 1 of the 3 permitted entities selected for payment.
D	Declined	Entity is <b>not</b> 1 of the 3 permitted entities selected for payment; for embedded entities, entity is not designated by any of the embedded entity's members.
"Blank"	Pending	Determination pending.
I	Insubstantial	Member interest in entity is less than 10 percent, and COC has not determined interest to be substantial.

**Note:** See subparagraphs 365 I and L for further information on loading actual share and permitted flag entries.

Continued on the next page

379 Adding Entities to the Entity File (Continued)

**E**  
**Loading Entity**  
**Members**  
**(Continued)**

The following is an example of Screen MAD501E3.

```
*****
*                               341-K MOORE DARIN                               Modify      MAD501E3
* Entity File                               Version AA01 10/02/97 09:00 Term F3*
*-----
*                               M E M B E R       I N F O R M A T I O N
* Entity - Name: SAX FARMING INC
* Entity - Type: Corporation                               ID: 75-9587503 E
* Share: 1.0000 Effective - Date: 01 / 23 / 95 Year: 98
*
* MEMBER ID and Type: 441-98-8534 S
* Entity Type: Individual
* Name & Address: STACK PRENLEN
* HC 1 BOX 118
* WALMART ND 79022
*
* MEMBER Actual Share: 0.5000
* Permitted Flag: Y
*
* Cmd3-Previous Screen                               Press Enter to continue
*****
```

The individual shown in this example has a 50 percent share in Sax Farming, Inc., and has selected Sax Farming as 1 of his permitted entities.

**Note:** Permitted Entity Flag Help Screen MAD501E3H01, accessed by pressing "Help" while the cursor rests on the "Permitted Flag" field on Entity/Joint Operation Member Information Screen MAD501E3, is obsolete. Use this subparagraph for assistance in selecting permitted flags.

After updating the member, Screen MAD501E1 will be redisplayed showing the added member.

```
*****
*                               341-K MOORE DARIN                               Modify      MAD501E1
* Entity File                               Version AA01 10/02/97 09:02 Term F3*
*-----
*                               M E M B E R S   O F   T H E   E N T I T Y
* Entity - Name: SAX FARMING INC
* Entity - Type: Corporation                               ID: 759587503 E
* Share: 1.0000 Effective - Date: 01 / 23 / 95 Year: 98
*                               ....Shares....
* # Prmtd Member Name ID Number Entity Actual Prmtd
* 001 Y STACK PRENLEN 441-98-8534 01 0.5000 0.5000
*
*
*
*
*                               Total: 0.5000 0.5000
*
* Cmd7-End Cmd3-Select new entity Enter # of Member to Modify
* (U)pdate to record changes (A)dd, or (D)elete Entity
*****
```

Continued on the next page



**380 Revising Entity Records**

---

**A**

**Introduction**

When changes to an entity member's "Actual Share" field, "Permitted Flag" field, or both fields are necessary, the member level entity record must be revised. The entity record itself is not revised; it is the members of the entity whose records are revised.

---

**B**

**Importance of Keeping Entity Records Up-to-Date**

The entity file must be kept up-to-date because the entity file is 1 of the "drivers" for determining whether a producer is an active producer.

---

**C**

**Revising Member Records in an Entity**

Revise member records in an entity according to this table.

<b>Step</b>	<b>Screen</b>	<b>Entry</b>
1	Screen MAD501E1	Enter the member number in the "Enter # of Member to Modify" field.
2	Screen MAD501E3	Enter modifications to either of the following fields: <ul style="list-style-type: none"> <li>• the "Actual Share" field, if shares have changed</li> <li>• the "Permitted Flag" field, if designation of permitted entities has changed.</li> </ul>
3	Screen MAD501E1	ENTER "U" to update.

---

Continued on the next page





**381 Deleting Entity Records**

---

**A**

**Introduction**

Unlike revisions, which involve only the members of the entity record, both entity members and the entity itself may be deleted. This paragraph explains both types of deletions.

---

**B**

**When to Delete Entire Entity**

County Offices should delete an entity from the applicable year entity file when:

- the entity is no longer active on any farm in that county
- the entity is not currently earning and will likely not in the future earn a FSA program payment in that county.

**Example:** Estates of duration greater than 2 program years after the program year in which the grantor dies should, unless circumstances warrant, be deleted from the entity file.

---

**C**

**Deleting Entire Entity**

To delete an entire entity, take the following steps.

Step	Screen	Entry
1	Screen MAD501E1	ENTER "D" to delete the entity.
2	Screen MAD501E1	ENTER "U" to confirm the deletion.

---

Continued on the next page





381 Deleting Entity Records (Continued)

**E**  
**Deleting**  
**Members of**  
**Entity**

Delete members of an entity according to this table.

Step	Screen	Entry
1	Screen MAD501E1	Enter the number of the member to be deleted in the "Enter # of Member to Modify" field and PRESS "Enter".
2	Screen MAD501E3	ENTER "D" to delete the member from the entity.
3	Screen MAD501E1	ENTER "U" to update.

**Note:** Remember that all entities should have an actual share equal to 1.0000. After deletion, the shares of the remaining members of the entity must be updated to ensure that the actual share equals 1.0000.

**F**  
**Example of**  
**Deleting Entity**  
**Records**

In the following example, member 001 of Brockman & Co. has sold her stock in Latham & Co. to member 002. First, select the member to modify, which in this case is member 001.

```

*****
*                               341-K MOORE DARIN                               Modify      MAD501E1      *
* Entity File                               Version AA01  10/02/97 09:26 Term F3*
* -----
*      M E M B E R S   O F   T H E   E N T I T Y
*      Entity - Name: BROCKMAN & CO
*      Entity - Type: Corporation
*                               ID: 770997617 E
*      Share: 1.0000 Effective - Date: 05 / 01 / 48 Year: 98
*                               ...Shares...
* # Prmtd Member Name ID Number Entity Actual Prmtd
* 001 Y MELANIE GLICK 545-11-9412 01 0.1429 0.1429
* 002 Y DOROTHEA MARTIN BROCKMAN 118-45-9183 01 0.1428 0.1428
* 003 Y URIAH BROCKMAN 171-21-0673 01 0.1429 0.1429
* 004 Y MARTIN BROCKMAN 011-87-3839 01 0.1428 0.1428
* 005 Y KENNEDY MEYER 910-21-7591 01 0.1429 0.1429
* 006 Y NASHIQUA BAILOR BROCKMAN 811-01-4254 01 0.1428 0.1428
* 007 Y TUCKER QUINN 119-43-9215 01 0.1429 0.1429
*
*
*
*                               Total: 1.0000 1.0000
*
* Cmd7-End Cmd3-Select new entity Enter # of Member to Modify 001
* (U)pdate to record changes (A)dd, or (D)elete Entity
*
*****

```

Continued on the next page

381 Deleting Entity Records (Continued)

**F**  
**Example of**  
**Deleting Entity**  
**Records**  
**(Continued)**

After selecting the member, Screen MAD501E3 will be displayed. ENTER "D" at the cursor to delete the member.

```
*****
*                               341-K MOORE DARIN          Modify      MAD501E3
* Entity File                               Version AA01 10/02/97 09:27 Term F3*
*-----*
*                               M E M B E R      I N F O R M A T I O N
* Entity - Name: Brockman & CO
* Entity - Type: Corporation                               ID: 770997617 E
*                               Share: 1.0000 Effective - Date: 05 / 01 / 47 Year: 98
*                               ....Shares....
* MEMBER ID and Type:
* Entity Type: Individual
* Name & Address: MELANIE GLICK
*                               RR #2
*                               WARSAW TX 79021
*
* MEMBER Actual Share: .1429
* Permitted Flag: Y
* Permitted Share: .1429
*
*
* Cmd3-Previous Screen                               Press Enter to continue or (D)delete D
*
*
*-----*
```

The member is not deleted until "U" is entered to update on Screen MAD501E1. The following screen shows the result of entering "U" to update.

```
*****
*                               341-K MOORE DARIN          Modify      MAD501E1
* Entity File                               Version AA01 10/02/97 09:26 Term F3*
*-----*
*                               M E M B E R S      O F      T H E      E N T I T Y
* Entity - Name: BROCKMAN & CO
* Entity - Type: Corporation                               ID: 770997617 E
*                               Share: 0.8571 Effective - Date: 05 / 01 / 48 Year: 98
*                               ....Shares....
* # Prmtd Member Name ID Number Entity Actual Prmtd
* 001 * Y MELANIE GLICK 545-11-9412 01 0.1429 0.1429
* 002 Y DOROTHEA MARTIN BROCKMAN 118-45-9183 01 0.1428 0.1428
* 003 Y URIAH BROCKMAN 171-21-0673 01 0.1429 0.1429
* 004 Y MARTIN BROCKMAN 011-87-3839 01 0.1428 0.1428
* 005 Y KENNEDY MEYER 910-21-7591 01 0.1429 0.1429
* 006 Y NASHIQUA BAILOR BROCKMAN 811-01-4254 01 0.1428 0.1428
* 007 Y TUCKER QUINN 119-43-9215 01 0.1429 0.1429
*
*
* Total: 0.8571 0.8571
*
* Cmd7-End Cmd3-Select new entity Enter # of Member to Modify
* (U)pdate to record changes (A)dd, or (D)delete Entity
* Actual shares must equal 1.0000 before update is selected.
*-----*
```

The automated system will not allow the record to be updated until the actual shares of the entity equal 100 percent. In this case, member 002's actual shares are updated to reflect the increase in her stock in the corporation.

**Note:** It is also possible to add another member to the entity, allocating the previous member's shares to the new member.

Continued on the next page



### Section 3 Creating, Revising, and Deleting Embedded Entities

#### 392 Embedded Entity General Information

---

##### A

##### Overview

An embedded entity is added to the entity file in much the same way as a nonembedded entity is added. It is important, however, to be aware of the differences between the 2 processes.

---

##### B

##### Embedded Versus Nonembedded Entities

Embedded entities are members of other entities. County software allows access to the embedded entity:

- directly, to revise or view data pertaining to the embedded entity and its members

**Note:** When adding a member to an embedded entity, the user is able to designate or decline **all** entities in which the added producer has just become a member.

- indirectly, by accessing the entity the embedded entity is a member of, to revise or view data for the embedded entity and its members' **relationship to the senior payment entity**.
-

393 Adding Embedded Entities to the Entity File

---

**A**

**Introduction**

To add an embedded entity to the entity file, all entities and their members must be loaded on and active in NAM for the applicable year.

---

**B**

**Accessing Entity File**

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: <ul style="list-style-type: none"> <li>• the ID number and type of the <b>entity to be embedded</b></li> <li>• the last 4 digits of the ID number of the <b>entity to be embedded</b></li> <li>• the name of the <b>entity to be embedded</b>.</li> </ul>

**Note:** See paragraphs 378 and 379 for examples of the screens listed in this table.

---

Continued on the next page

393 Adding Embedded Entities to the Entity File (Continued)

---

**C**  
**Loading**  
**Embedded**  
**Entity**

After accessing the entity to be embedded according to subparagraph B, load the entity according to the following table.

Step	Screen	Entry
1	Screen MAB44002	Enter the effective date from the appropriate CCC-502, item 4, Date Entity Formed, and PRESS "Enter" to update.
2	Screen MAD501E1	ENTER "A" to add a producer.
3	Screen MAD50201	Enter the ID number or name as requested. PRESS "Enter". When the member has been selected, Screen MAD501E3 will be displayed.

**Note:** See subparagraph 379 E for an example of Screen MAD501E3.

---

Continued on the next page

393 Adding Embedded Entities to the Entity File (Continued)

**D**

**Loading  
Members of  
Embedded  
Entity**

Screen MAD501E3 displays the member selected for loading into the embedded entity. Enter information on Screen MAD501E3 relating to the embedded entity and its member according to the following table.

Step	Action	
1	Enter the member's percent of ownership share from CCC-502C or CCC-502D, item 5.  <b>Example:</b> ENTER ".5000" for a 50 percent share.	
2	Set the member's permitted flag to 1 of the following: <ul style="list-style-type: none"> <li>• "Y", if the member wants to select the entity to be embedded as 1 of the 3 permitted entity designations</li> <li>• "D", if the member wants to decline the entity to be embedded as 1 of the 3 permitted entity designations</li> <li>• "I", if interest is less than 10 percent and COC determines interest is not substantial beneficial interest</li> <li>• "blank", if the determination is pending.</li> </ul>	
3	PRESS "Enter" to accept the member selected and the information entered. After "Enter" is pressed, Screen MAD501E3 will be redisplayed showing the added member.	
4	<b>IF there are...</b>	<b>THEN...</b>
	more members to add	position the cursor in the last field and ENTER "A" to add another member to the embedded entity. Repeat the steps in this paragraph for each member to add to the embedded entity.
	no more members to add	position the cursor in the last field and ENTER "U" to update the entity file.

Continued on the next page

393 Adding Embedded Entities to the Entity File (Continued)

---

**D**  
**Loading**  
**Members of**  
**Embedded**  
**Entity**  
**(Continued)**

Step	Action	
5	PRESS "Cmd4" to select the senior payment entity that the entity just loaded is to be embedded in.	
6	<b>IF the senior payment entity...</b>	<b>THEN...</b>
	must be loaded	go to paragraph 395.
	already exists	go to paragraph 394.

**E**  
**Updating**  
**Permitted Flags**  
**for Members of**  
**Embedded**  
**Entities**

When entering an embedded entity in the entity file, update the permitted flag for members of the embedded entity to:

- "D", if the embedded entity will not be earning a direct payment, or the entity is earning payment, but the embedded entity member chooses not to designate the embedded entity for payment

**Note:** Members of the embedded entity usually do not designate the embedded entity for payment, but earn instead the share of the senior payment entity's payment through the embedded entity.

- "Y", if the embedded entity will be earning a direct payment, and the embedded entity member chooses to designate the embedded entity for payment
- nothing, if the determination is pending or unknown.

---

Continued on the next page

393 Adding Embedded Entities to the Entity File (Continued)

---

**E**  
**Updating**  
**Permitted Flags**  
**for Members of**  
**Embedded**  
**Entities**  
**(Continued)**

Screen MAD501E5 will be displayed once for each entity in which the embedded member has become a member. This enables the user to designate or decline the member's interest in all entities the member has become involved in without having to access the entities individually.

```

Common Provisions  001-ADAMS          Update  MAD501E5
Entity Update      Version: AA01 10/02/97 10:18 Term E2
-----
                                Year: 98

The Permitted Flag for 188777666 S is blank as a
member of 761111111 E thru 756555453 E Please
enter a new flag or press Cmd8 to bypass updating
this record.

The actual share of 188777666 S in 761111111 E is 0.1677

Permitted Flag: _

Enter=Continue Cmd8=Bypass Record
    
```

**F**  
**Important**  
**Reminders**

When the embedded entity is accessed directly, rather than through the senior payment entity, the member information entered on Screen MAD501E3 relates directly to the embedded entity.

**Note:** Enter permitted flag values for members of the embedded entity when first creating the embedded entity, **not** when entering the embedded entity as a member of the senior payment entity.

When accessing the embedded entity directly, the actual share information entered for embedded entity members must reflect the member's share in the embedded entity, not the senior payment entity.

---

394 Embedding Entities

---

**A**

**Introduction**

After loading the entity to be embedded into the entity file, embed the entity in the senior payment entity. This will enable the software to correctly monitor permitted entity designations for members of permitted entities.

---

**B**

**Selecting the Senior Payment Entity**

Follow this table to select the senior payment entity.

**Note:** See paragraph 393 for information on accessing the entity file or to load embedded entities if this has not already been done.

Step	Screen	Enter
1	Screen MAB44000	Enter the entity year of the senior payment entity to be accessed.
2	Screen MAB44001	Enter 1 of the following: <ul style="list-style-type: none"> <li>• the <b>senior payment entity</b> ID number and type</li> <li>• the last 4 digits of the <b>senior payment entity</b> ID number</li> <li>• the <b>senior payment entity</b> name.</li> </ul>

**Note:** If the senior payment entity has not been loaded in the entity file, see paragraph 395.

---

Continued on the next page



394 Embedding Entities (Continued)

E

**Setting Embedded Entity Member Information** Set the permitted flags for the members of the embedded entity on Screen MAD504E1. These flags determine whether the members of the embedded entity are selecting the **senior payment entity** for payment.

Step	Action
1	<p>Set the embedded member's permitted flag to 1 of the following:</p> <ul style="list-style-type: none"> <li>• "Y", if the senior payment entity is 1 of the 3 permitted entities selected for payment</li> <li>• "D", if the senior payment entity is declined as 1 of the 3 permitted entities or must decline payment because of a 6-CP compliance violation</li> <li>• "I", if the cumulative embedded member interest in the senior payment entity is less than 10 percent and no determination of substantial beneficial interest has been made by COC</li> </ul> <p><b>Note:</b> See subparagraph 398 C for an example of determining substantial beneficial interest for members of embedded entities.</p> <ul style="list-style-type: none"> <li>• "blank", if the determination is pending.</li> </ul>
2	<p>ENTER "U" to update the entity file, and PRESS "Cmd3" to select a new entity or "Cmd7" to end.</p>

Do **not** set the members' percent of ownership share on Screen MAD504E1. The figure shown in the "Share" field in subparagraph D is calculated by the software, and reflects the embedded member's share in senior payment entity through the embedded entity. See subparagraph 396 B for information on adjustments that affect embedded entity member shares in the senior payment entity.

**395 Loading the Senior Payment Entity**

---

**A**

**Overview**

This paragraph provides instructions for County Offices that have created an entity to be embedded in a senior payment entity, but find that the senior payment entity is not yet loaded into the applicable year JOP/PEM file. This paragraph explains how to:

- build the senior payment entity
  - designate actual shares for the direct members of the senior payment entity
  - designate permitted entity selections for direct or indirect members of the senior payment entity
  - update the senior payment entity.
- 

**B**

**Reminder**

To add a senior payment entity to the entity file, the entity and its members must be loaded on and active in NAM for the applicable year.

---

Continued on the next page

395 Loading the Senior Payment Entity (Continued)

**C**  
**Accessing the**  
**Entity File**

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: <ul style="list-style-type: none"> <li>• the ID number and type of the <b>senior payment entity</b></li> <li>• the last 4 digits of the ID number of the <b>senior payment entity</b></li> <li>• the name of the <b>senior payment entity</b>.</li> </ul>

**Note:** See paragraphs 378 and 379 for examples of the screens listed in this table.

Continued on the next page

395 Loading the Senior Payment Entity (Continued)

---

**D**  
**Loading the Senior Payment Entity**

Load a senior payment entity into the entity file according to this table.

Step	Screen	Entry
1	Screen MAB44002	Enter the effective date from the appropriate CCC-502, item 4, Date Entity Formed, and PRESS "Enter" to update.
2	Screen MAD501E1	ENTER "A" to add a producer.
3	Screen MAD50201	Enter the ID number or name as requested. PRESS "Enter". When the member has been selected, Screen MAD501E3 will be displayed.  <b>Note:</b> The member to be added must be active in NAM to be loaded in the entity file.

**Note:** See subparagraph E for an example of Screen MAD501E3.

---

Continued on the next page

395 Loading the Senior Payment Entity (Continued)

E Loading Members of the Senior Payment Entity

Screen MAD501E3 displays the member selected for loading into the senior payment entity. Different information must be updated on Screen MAD501E3, depending on the type of member selected for membership in the senior payment entity.

If the member loaded is:

- a "warm body", that is, has an entity type of 01, 07(S), 08, 09, 11 through 16, or 99, the following version of Screen MAD501E3 will be shown when the member is added to the senior payment entity
• not a "warm body", that is, has an entity type of 02 through 09 (excluding 07 S), 10, 17, or 18, see subparagraph 393 D for setting embedded entity member information.

```
*****
*          999-TRAINING COUNTY          Modify      MAD501E3          *
* Entity File                          Version AA01 10/02/97 13:10 Term F4 *
*-----*
*          M E M B E R      I N F O R M A T I O N          *
*          Entity - Name: Haggard Farms, Inc                *
*          Entity - Type: Corporation                       ID: 76-1111111 E *
*          Share: 0.0000 Effective - Date: 05 / 01 / 94   Year: 98   *
*
*          MEMBER ID and Type: 019-29-3949 S                *
*          Entity Type: Individual                          *
*          Name & Address: JIM LINDLEY                       *
*          9100 QUAKER LANE                                  *
*          WEBSTERS CROSSING NY 14321                       *
*
*          MEMBER Actual Share: .5000                       *
*          Permitted Flag: Y                                *
*
*          Cmd3-Previous Screen                               Press Enter to continue *
*****
```

County Offices must enter data in both the "Actual Share" and "Permitted Flag" fields of the individual to update the record.

Continued on the next page

395 Loading the Senior Payment Entity (Continued)

**E**  
**Loading Members of the Senior Payment Entity (Continued)**  
 Do the following on Screen MAD501E3.

Step	Action	
1	Enter the member's percent of ownership share from CCC-502C or CCC-502D, item 5. <b>Example:</b> ENTER ".5000" for a 50 percent share.	
2	Set the member's permitted flag to 1 of the following: <ul style="list-style-type: none"> <li>• "Y", if the member wants to select the senior payment entity as 1 of the 3 permitted entity designations</li> <li>• "D", if the member wants to decline the senior payment entity as 1 of the 3 permitted entity designations</li> <li>• "I", if cumulative interest in the senior payment entity is less than 10 percent and COC determines interest is not substantial beneficial interest</li> <li>• "blank", if the determination is pending.</li> </ul>	
3	PRESS "Enter" to accept the member selected and the information entered. After "Enter" is pressed, Screen MAD501E3 will be redisplayed showing the added member.	
4	<b>IF there are...</b>	<b>THEN...</b>
	more members to add	position the cursor in the last field and ENTER "A" to add another member to the senior payment entity. Repeat the steps in this paragraph for each member to add to the senior payment entity.
no more members to add	position the cursor in the last field and ENTER "U" to update the entity file.	
5	PRESS "Cmd3" to select another entity to process or "Cmd7" to exit.	

Continued on the next page

395 Loading the Senior Payment Entity (Continued)

F Loading Entities To Be Embedded in the Senior Payment Entity

If the member to be loaded is an entity, this version of Screen MAD501E3 will be shown.

```
*****
*                               999-TRAINING COUNTY          Modify      MAD501E3
* Entity File                               Version AA01 10/02/97 13:10 Term F4*
*-----*
*                               M E M B E R      I N F O R M A T I O N
* Entity - Name: HAGGARD FARMS, INC
* Entity - Type: Corporation                               ID: 76-1111111 E
*                               Share: 0.0000 Effective - Date: 05 / 01 / 94 Year: 98
*
* MEMBER ID and Type:      75-6555453 S
*                               Entity Type:      Estate
*                               Name & Address:    RACHEL TENBROOK ESTATE
*                               222 S FINDIY ST
*                               ALABASH VA 20012
*
* MEMBER Actual Share:      .5000
*
* Cmd3-Previous Screen                               Press Enter to continue
*****
```

County Offices must enter data in the "Actual Share" field on Screen MAD501E3, but will not be able to enter permitted flag information because "warm bodies" designate permitted entities, not entities.

PRESS "Enter" on Screen MAD501E3 to bring up Screen MAD504E1. The permitted entity designations for the embedded entity members is entered on this screen. See subparagraph 394 E for information on which designation to set for the embedded member.

G Important Reminder

When the embedded entity is accessed indirectly through the senior payment entity, the member information entered on Screen MAD504E1 relates directly to the senior payment entity.

If a member of an embedded entity is selecting the senior payment entity as 1 of its permitted entity designations, update the "Permitted Flag" field to "Y" for that member on Screen MAD504E1.

## 396 Revising Embedded Entity Records

---

### A

#### Introduction

County software enables the user to revise embedded entity records to reflect changes in:

- the actual member share in the embedded entity
  - the permitted entity designation of the embedded member.
- 

### B

#### Determining Embedded Member's Actual Share in Senior Payment Entity

The actual share an embedded member has in the senior payment entity can be determined by accessing the embedded member through the senior payment entity. Screen MAD504E1 will list the actual and permitted share the embedded member has in the senior payment entity, as well as whether the embedded member has designated the senior payment entity for payment.

---

### C

#### Example of Embedded Member Actual Share

The following example demonstrates how embedded member actual share is determined by the system.

Wayne is an embedded member of Haggard Farms, Inc., through the Rachel Tenbrook Estate. Shares in the 2 organizations are as follows:

- Wayne has a 40 percent share in the Rachel Tenbrook Estate
- the Rachel Tenbrook Estate has a 50 percent share in Haggard Farms, Inc.

The actual share Wayne has in Haggard Farms, Inc., through the Rachel Tenbrook Estate is  $.4000 \times .5000$ , or  $.2000$ . Wayne has a 20 percent share in Haggard Farms, Inc.

---

Continued on the next page

396 Revising Embedded Entity Records (Continued)

**D**

**Revising Permitted Entity Designation for Embedded Member of Senior Payment Entity**

The permitted flag for embedded members of the senior payment entity must be updated manually. Follow these tables to update the permitted flag for embedded members of the senior payment entity.

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: <ul style="list-style-type: none"> <li>• the ID number and type of the <b>senior payment entity</b></li> <li>• the last 4 digits of the ID number of the <b>senior payment entity</b></li> <li>• the name of the <b>senior payment entity</b>.</li> </ul>
6	Screen MAB44002	PRESS "Enter" to continue.
7	Screen MAD501E1	Enter the number of the member to modify.
8	Screen MAD501E3	PRESS "Enter" to continue.  <b>Note:</b> See subparagraph 395 E to update actual shares of the embedded entity.

Continued on the next page

396 Revising Embedded Entity Records (Continued)

**D**  
**Revising**  
**Permitted Entity**  
**Designation for**  
**Embedded**  
**Member of**  
**Senior Payment**  
**Entity**  
**(Continued)**

Step	Menu or Screen	Entry
9	Screen MAD504E1	<p>Move the cursor to the "Permitted Flag" field of the member to modify. Set the member's permitted flag to 1 of the following:</p> <ul style="list-style-type: none"> <li>• "Y", if the member wants to select the senior payment entity as 1 of the 3 permitted entity designations</li> <li>• "D", if the member wants to decline the senior payment entity as 1 of the 3 permitted entity designations</li> <li>• "I", if cumulative interest in the senior payment entity is less than 10 percent and COC determines interest is not substantial beneficial interest</li> <li>• "blank", if the determination is pending.</li> </ul> <p>ENTER "U" to update the record.</p>

Continued on the next page

396 Revising Embedded Entity Records (Continued)

D Revising Permitted Entity Designation for Embedded Member of Senior Payment Entity (Continued)

After updating the member of the embedded entity, Screen MAD501E1 will be displayed. Notice that:

- "R" has been placed in the "Permitted Flag" field for the embedded entity
• the permitted share of the embedded entity in the senior payment entity has been reduced by the amount of the declined embedded entity member share (0.1667)
• the actual share of the embedded entity in the senior payment entity is unchanged.

This indicates that the embedded entity now has a reduced share in the senior payment entity, because 1 of the embedded entity's members declined payment from the senior payment entity through the embedded entity.

\*\*\*\*\*
\* 999-TRAINING COUNTY Modify MAD501E1 \*
\* Entity File Version AA01 10/02/97 16:23 Term F3\*
\* M E M B E R S O F T H E E N T I T Y \*
\* Entity - Name: HAGGARD FARMS, INC \*
\* Entity - Type: Corporation ID: 75-6555453 E \*
\* Permitted - Flag: Share: 0.8333 Effective - Date: 05 / 01 / 94 Year: 98 \*
\* # Prmtd Name ID Number Entity Share Prmtd \*
\* 001 Y JIM LINDLEY 019-29-3949 01 0.5000 0.5000 \*
\* 002 R RACHEL TENBROOK ESTATE 75-6555453 06 0.5000 0.3333 \*
\* Total: 1.0000 0.8333 \*
\* Cmd7-End Cmd3-Select new entity Enter # of Member to Modify \*
\* (U)pdate to record changes (A)dd, or (D)elete Entity \*
\*\*\*\*\*

Continued on the next page



## 397 Adding New Members to Embedded Entities (Continued)

**B****Example of Adding New Members to Embedded Entity**

This example describes how to designate or decline all entities in which a member is involved by accessing only 1 entity.

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: <ul style="list-style-type: none"> <li>• the ID number and type of the <b>embedded entity</b></li> <li>• the last 4 digits of the ID number of the <b>embedded entity</b></li> <li>• the name of the <b>embedded entity</b>.</li> </ul>
6	Screen MAB44002	PRESS "Enter" to go to the next screen.
7	Screen MAD501E1	ENTER "A" to add a producer.
8	Screen MAD50201	Enter the <b>embedded member's</b> ID number or name as requested. PRESS "Enter". When the embedded member has been selected, Screen MAD501E3 will be displayed.
9	Screen MAD501E3	Enter the actual share for the added embedded member.  Enter the permitted flag value according to subparagraph 379 E.
10	Screen MAD501E1	ENTER "U" to update.
11	Screen MAD501E5	Enter the permitted flag value, which indicates whether the embedded member is designating the entity for payment.
12	Screen MAD501E1	ENTER "U" to update.

## 398 Determining Substantial Beneficial Interest for Embedded Members

---

### A

#### Overview

Substantial beneficial interest, as described in 1-PL, subparagraph 184 A, is defined as an ownership interest of either of the following:

- 10 percent or more in any entity

**Note:** In determining whether this interest equals at least 10 percent, all interests in the entity that are owned by an individual or entity, directly or indirectly, shall be taken into consideration.

- less than 10 percent, if determined on a case-by-case basis by COC.

County software validates the rule by prohibiting the user from entering "I", indicating less than 10 percent interest, as a permitted flag designation for any member with a 10 percent or greater interest in an entity.

County software does not validate substantial beneficial interest in certain cases involving embedded entities, as described in subparagraphs B and C. As shown in subparagraph C, county software allows entering "I" in the "Permitted Flag" field for a member of an entity, which should either select or decline the entity for payment. In these cases, County Offices are responsible for manually determining substantial beneficial interest for the member.

---

### B

#### When Manual Substantial Beneficial Interest Determination Is Required

A user-assisted substantial beneficial interest determination is required when a member of a particular entity meets all of the following:

- is a direct member of the entity
- is an indirect (embedded) member of the same entity
- has a cumulative actual share in the senior payment entity of 10 percent or greater. A cumulative actual share is obtained by multiplying the direct actual share the member has in the senior payment entity by the indirect actual share the member has in the senior payment entity.

The product obtained is the cumulative actual share; if 10 percent or greater, designate or decline 1 of the shares for the member.

---

Continued on the next page

**398 Determining Substantial Beneficial Interest for Embedded Members (Continued)**

---

**C****Example of Embedded Entity Member Substantial Beneficial Interest Determination**

In this example, the County Office must manually determine whether a member has a substantial beneficial interest in an entity.

Laura has no individual interest in farming and is combined with no one who does. She is therefore allowed to designate 3 entities for payment, according to 1-PL, subparagraph 183 B.

Laura has an 8 percent direct interest in Trust R and a 25 percent direct interest in Corporation A.

Corporation A has a 10 percent direct interest in Trust R.

Laura has an indirect interest of 2.5 percent in Trust R through Corporation A (.2500 x .1000).

Laura has 3 separate designations to make, based on her interest:

- directly, in Corporation A (25 percent share)
- directly, in Trust R (8 percent share)
- indirectly, in Trust R, through Corporation A (2.5 percent).

At first glance it may appear that Laura must only designate 1 of the 3 permitted entities, since in only 1 of the 3 is her interest 10 percent or greater. Pay attention to the fact that 2 of these interests are in the same entity, Trust R. The note in 1-PL, subparagraph 184 A, repeated in subparagraph A, reminds the user to take all interest in an entity into consideration when making a substantial beneficial interest determination.

Since the cumulative share Laura has in Trust R is 10.5 percent, Laura must \*--designate both interests in the Trust for the Trust to receive payment for her cumulative share in the Trust. Because she has an interest in the Trust at different levels, she cannot claim that her share in the Trust through the corporation is insubstantial.

Laura must use 3 permitted entity designations to select the 3 interests listed in--\* this example.

---

**399 Deleting Embedded Entity Records**

---

**A**

**Introduction**

County Offices can delete embedded entity records in much the same way as nonembedded entity records are deleted. County Offices must be certain to distinguish between methods to:

- delete an embedded entity member
  - delete an entire embedded entity
  - delete the senior payment entity.
- 

**B**

**Methods for Deletion**

Of the 3 types of deletion, 2 must be performed by accessing the senior payment entity. Only when deleting a specific embedded entity member is the user unable to perform the deletion by accessing the member through the senior payment entity.

---

Continued on the next page

## 399 Deleting Embedded Entity Records (Continued)

## C

**Deleting** Follow these tables to delete an embedded entity member.

**Embedded**

**Entity Members** Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: <ul style="list-style-type: none"> <li>• the ID number and type of the <b>embedded entity</b></li> <li>• the last 4 digits of the ID number of the <b>embedded entity</b></li> <li>• the name of the <b>embedded entity</b>.</li> </ul>
6	Screen MAB44000	PRESS "Enter" to continue.
7	Screen MAD501E1	Enter the number of the member to modify.
8	Screen MAD501E3	ENTER "D" to delete.
9	Screen MAD501E1	Enter 1 of the following 3 options: <ul style="list-style-type: none"> <li>• "A" to add another member to the entity</li> </ul> <p><b>Note:</b> See subparagraph 393 D to add the member.</p> <ul style="list-style-type: none"> <li>• the number of the member to modify; add the remaining shares to the member, and ENTER "U" to update the record</li> <li>• the number of the deleted member to reactivate the record.</li> </ul> <p>After all changes have been made to the record, ENTER "U" to update the record.</p>

Continued on the next page

## 399 Deleting Embedded Entity Records (Continued)

**D**

**Deleting Entire** Follow these tables to delete an entire embedded entity.

**Embedded**

**Entity** Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: <ul style="list-style-type: none"> <li>• the ID number and type of the <b>senior payment entity</b></li> <li>• the last 4 digits of the ID number of the <b>senior payment entity</b></li> <li>• the name of the <b>senior payment entity</b>.</li> </ul>
6	Screen MAB44000	PRESS "Enter" to continue.
7	Screen MAD501E1	Enter the number of member to modify.
8	Screen MAD501E3	ENTER "D" to delete.
9	Screen MAD501E1	Enter 1 of the following 3 options: <ul style="list-style-type: none"> <li>• "A" to add another member to the entity</li> </ul> <p><b>Note:</b> See subparagraph 395 E to add the member.</p> <ul style="list-style-type: none"> <li>• the number of the member to modify; add the remaining shares to the member, and ENTER "U" to update the record</li> <li>• the number of the deleted member to reactivate the record.</li> </ul> <p>After all changes have been made to the record, ENTER "U" to update the record.</p> <p>PRESS "Cmd7" to end process or "Cmd3" to select another entity to process.</p>

Continued on the next page

399 Deleting Embedded Entity Records (Continued)

**E**

**Deleting Senior Payment Entity**

The user can elect to delete the senior payment entity. This process deletes not only the senior payment entity from the entity file, but also removes any embedded entities and their members from the file.

For example, if the Timberman Corporation, a senior payment entity containing embedded entities, were to be dissolved, the county software would allow the direct deletion of the Timberman Corporation from the entity file. All direct and embedded members of the corporation do not have to be deleted before the corporation's deletion.

Follow these tables to delete the senior payment entity.

Access the entity file according to this table.

Step	Menu or Screen	Entry
1	Menu MA0000	ENTER "4", "Subsidiary Files".
2	Menu MAD000	ENTER "7", "Entity File and Payment Limitation Register".
3	Menu MAB440B	ENTER "1", "Create/Revise/Delete Entity Record".
4	Screen MAB44000	Enter the entity year.
5	Screen MAB44001	Enter 1 of the following: <ul style="list-style-type: none"> <li>• the ID number and type of the <b>senior payment entity</b></li> <li>• the last 4 digits of the ID number of the <b>senior payment entity</b></li> <li>• the name of the <b>senior payment entity</b>.</li> </ul>

Continued on the next page

399 Deleting Embedded Entity Records (Continued)

**E**  
**Deleting Senior**  
**Payment Entity**  
**(Continued)**

Step	Menu or Screen	Entry
6	Screen MAB44000	PRESS "Enter" to continue.
7	Screen MAD501E1	ENTER "D" to delete.
8	Screen MAD501E1	Enter 1 of the following 4 options: <ul style="list-style-type: none"> <li>• "U" to confirm deletion of the senior payment entity, and PRESS "Cmd7" to end process or "Cmd3" to select another entity</li> <li>• "A" to reactivate the senior payment entity by adding members to the entity</li> </ul> <p><b>Note:</b> See subparagraph 395 E to add additional members.</p> <ul style="list-style-type: none"> <li>• "Cmd7" to end process without deleting the senior payment entity</li> <li>• "Cmd3" to select a new entity to process without deleting the senior payment entity.</li> </ul> PRESS "Cmd7" to end process or "Cmd3" to select another entity to process.

400-409 (Reserved)

## Section 4 Suspensions

410 How Suspensions Occur

---

## A

**Definition of  
Suspended  
Producer**

A suspended producer is either of the following:

- a multicounty producer who has designated more than the allowable 3 permitted designations
- a non-multicounty producer, combined with a producer in another county, who together have designated more than the allowable 3 permitted designations.

**Note:** In all cases except this one, county level software does not allow a producer who is not multicounty to select more than 3 permitted entities.

---

## B

**Suspension  
Process  
Summary**

KCMO mainframe software ultimately determines whether a multicounty producer shall be suspended. For each producer on an uploaded record, the software counts all permitted entities using all available records to determine whether a change in a multicounty producer record has led to a suspension. If a suspension is merited, the mainframe updates all applicable producer records and downloads the records to the appropriate counties.

**Note:** It is possible for a non-multicounty producer to become suspended, as described in subparagraph A. The KCMO mainframe handles suspensions in these cases in much the same way as multicounty producer suspensions. As a result, non-multicounty producer suspensions will be considered the same as multicounty suspensions.

---

Continued on the next page

410 How Suspensions Occur (Continued)

C

**How Producer Is Suspended** The following table describes the suspension process for multicounty producers.

Step	Action
1	<p>A multicounty producer adds to his or her designation count, through 1 or more of the following actions:</p> <ul style="list-style-type: none"> <li>• becoming a producer on a farm, and earning an individual payment on that farm</li> <li>• becoming a member of a joint operation</li> <li>• selecting a permitted entity for payment.</li> </ul>
2	<p>The changed record is uploaded to the KCMO mainframe.</p>
3	<p>KCMO performs a permitted entity count on the producers linked to the changed records. This includes the producer who was originally updated at the county level and any producers combined with that producer.</p>
4	<p>If KCMO determines that any of the producers have selected more than the allowed 3 designations, KCMO places an "S" flag in the:</p> <ul style="list-style-type: none"> <li>• "Permitted Flag" field in the JOP/PEM record, if applicable, of the original producer and any combined producers</li> <li>• "Actively Engaged" field in the eligibility record, if present, of the original producer and any combined producers.</li> </ul> <p>If KCMO determines that no suspension has occurred, go to step 5.</p>
5	<p>KCMO downloads the changed records to all counties where the original producer and any combined producers are active.</p>
6	<p>All States containing counties affected by the suspension receive Multicounty Entity Members Suspended Report MGRC60R1, if applicable.</p> <p><b>Note:</b> See subparagraph 417 B for information on suspended producer reports.</p>
7	<p>All counties where the suspended producer is active receive Multicounty Entity Members Download Report MAB480-R002, indicating that 4 or more entities were selected by the suspended producer.</p>

411 How to Correct Suspensions

---

**A**

**Overview**

It is the responsibility of the suspended producer's control county to:

- determine how the producer was suspended
  - instruct the applicable counties on how to modify the selection of entities.
- 

**B**

**Correcting Suspensions**

Follow this table to correct suspensions.

Step	Action
1	<p>The control county:</p> <ul style="list-style-type: none"> <li>• determines why the producer was suspended</li> <li>• notifies producer if producer selected more than 3 permitted entities for payment</li> <li>• modifies the producer's permitted entity selection, if necessary</li> <li>• instructs applicable noncontrol County Offices to modify the producer's permitted entity selection, if necessary.</li> </ul> <p><b>Note:</b> This includes updating county actively engaged and permitted entity flags from "S" to the chosen designation.</p>
2	<p>All updated records are uploaded to the mainframe in Kansas City during normal upload cycle.</p> <p><b>Note:</b> Records not changed before the upload will not be uploaded.</p>

**Note:** The State Office acts as coordinator, working with all counties to obtain the proper designation and remove the suspension.

---

Continued on the next page

411 How to Correct Suspensions (Continued)

---

**B**  
**Correcting**  
**Suspensions**  
**(Continued)**

Step	Action	
3	KCMO mainframe performs permitted entity count on uploaded records, except unchanged "S" records.	
4	<b>IF the count...</b>	<b>THEN the KCMO mainframe...</b>
	is within the designation limit	updates the now nonsuspended records, except nonuploaded "S" records, and downloads to the applicable counties.
	exceeds the designation limit	downloads: <ul style="list-style-type: none"> <li>• the re-suspended records to all applicable counties, including counties containing suspended producers that were not uploaded</li> <li>• a State Suspended Report to the States of the re-suspended producers.</li> </ul>

**Note:** It is no longer necessary for all counties involved in a particular suspension to upload the changes in the same cycle.

---

412 Counting Permitted Entities

---

**A**  
**Overview**

Exhibit 11 provides instructions for determining the permitted entity count for producers. The examples in this exhibit illustrate cases in which the user must determine how many and which permitted entity designations should be selected for a producer.

---

**B**  
**Using MABDIG**

MABDIG, or Subsidiary File Diagnostic Report, is the most effective tool for counting permitted entity designations. It is used in Exhibit 11 exclusively for illustrating producer information.

---

**413 Entity Reports**

---

**A****Introduction**

This section includes the following topics:

- entity file report options
  - system-generated entity report
  - MABDIG reports
  - County Office reports
  - KCMO download reports
  - State Suspended Reports.
- 

**B****Purpose**

County Offices should be familiar with several entity file reports. These reports:

- provide a snapshot of entity and member accounts
  - document multicounty producer activity.
- 

**C****Report Retention**

For information on report retention, see 25-AS, Exhibit 29. Relevant subjects include:

- CM 2-1, Download Reports
  - CM 2-2, Upload Reports
  - CM 2-3, Start-of-Day/End-of-Day
  - CM 2-4, State Reports
  - CM 7, Subsidiary Files.
-

414 Entity File Report Options

A

Purpose

For general information on entities or their members, access Screen MAB44201. These reports:

- contain specific data that is recorded in the entity file
- are particularly useful during subsidiary file rollover, as they provide a year-end record of producer data.

B

Accessing Screen MAB44201

To access Screen MAB44201, ENTER "7", "Entity File and Payment Limitation Register", on Menu MAD000.

```

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

```

Continued on the next page



414 Entity File Report Options (Continued)

C

Selecting Entity Report

A total of 9 different entity reports can be printed from Screen MAB44201, each listing a particular set of data obtained from the JOP/PEM file.

D

Interest Report

The Interest Report prints a list of each member in the joint operation or entity files. It identifies each joint operation or entity in which a member has an interest.

**Note:** This is a lengthy report. It will print **all** producers that are in the County's joint operation **and** entity file. The following sample is just 1 page of the entire report.

TEXAS		U.S. Department of Agriculture			Prepared: 10-02-97		
K MOORE DARIN		Farm Service Agency			Page: 1		
Report ID: MAB468-R001		Entity Interest Report for 1998					
Member Name	ID and Type	Member Name	Eff Date	Actual Share	Member Permitted		
Embedded Entity Name	ID and Type	Entity Name		Share	Flag		
-----							
		451-66-0706 S JAMES W ETLING					
JAMES W ETLING	75-1059301 E	J-M-J LAND CO	10-22-92	0.0729	0.0729	Y	

E

Alien Report

The Alien Report shows entities that have nonresident aliens. It may be used to verify that the county has a completed FSA-153 on file for the producer. The following is a sample report.

TEXAS		U.S. Department of Agriculture			Prepared: 10-02-97		
K MOORE DARIN		Farm Service Agency			Page: 1		
Report ID: MAB447-R002		Alien Report for 1998					
Member Name	ID and Type	Member Name	Eff Date	Actual Share	Member Permitted		
Embedded Entity Name	ID and Type	Entity Name		Share	Flag		
-----							
NO RECORDS FOUND							

Continued on the next page

414 Entity File Report Options (Continued)

**F**  
**Member Interest**  
**in 2 or More**  
**Entities With**  
**Less Than 10**  
**Percent Report**

This report lists each member of the entity file that has an interest of less than 10 percent in 2 or more entities. COC shall review this report to determine whether these interests in entities should be determined to be significant. The following is a sample report.

TEXAS		U.S. Department of Agriculture			Prepared: 10-02-97		
K MOORE DARIN		Farm Service Agency					
Report ID: MAB447-R003		Member Interest in two or more Entities			Page: 1		
		with less than 10% Report for 1998					
Member Name	ID and Type	Member Name	Eff Date	Actual Share	Member Permitted Share	Flag	
Embedded Entity Name	ID and Type	Entity Name					
-----							
	171-91-9090	S DIGUARDI ELMS					
DIGUARDI ELMS	75-9999991	E MINITONKA REVOCABLE TRUST	02/18/40	0.0812	0.0812	Y	
	71-1000000	E BRATTLEBORO OYSTER, INC.	03/11/93	0.0422	0.0422	I	

Continued on the next page

414 Entity File Report Options (Continued)

**G**

**Total Alien Report**

The Total Alien Report shows joint operations and entities that have resident and nonresident aliens as members. The following is a sample report.

TEXAS K MOORE DARIN Report ID: MAB447-R004	U.S. Department of Agriculture Farm Service Agency Total Alien Report for 1998	Prepared: 10-02-97 Page: 1				
Member Name Embedded Entity Name	ID and Type ID and Type	Member Name Entity Name	Eff Date	Actual Share	Member Share	Permitted Flag
-----						
NO RECORDS FOUND						

**H**

**Multiple County Report**

This Multiple County Report prints a list of all multiple county producers that are in the joint operation and entity files. This report should be used to coordinate permitted entity selections.

**Note:** This is a lengthy report. The following sample is only 1 page of the entire report.

TEXAS K MOORE DARIN Report ID: MAB447-R005	U.S. Department of Agriculture Farm Service Agency Multiple County Report for 1998	Prepared: 10-02-97 Page: 1				
Member Name Embedded Entity Name	ID and Type ID and Type	Member Name Entity Name	Eff Date	Actual Share	Member Share	Permitted Flag
-----						
		447-12-0096 S BURTON HANKS				
BURTON HANKS	75-1334211 E	CATTLE CZAR CORP	09-11-93	0.1211	0.1211	Y

Continued on the next page

414 Entity File Report Options (Continued)

**I  
Pending/  
Exception  
Report**

The Pending/Exception Report:

- prints a list of all members in the joint operation and entity files that have either a "blank" or "S" permitted flag setting
- indicates that the permitted entity designation may be pending, or that the member has been suspended.

The Pending/Exception Report can be cross-referenced with CCC-502's after program signup but before subsidiary rollover to help determine which entities should not be active for the CY. In some cases, an entity with no value in the permitted flag indicates that it is no longer on a farm and should be deleted before subsidiary rollover.

The following is an example of this report.

TEXAS K MOORE DARIN Report ID: MAB449-R001		U.S. Department of Agriculture Farm Service Agency Pending/Exception Report for 1998		Prepared: 10-02-97 Page: 1
Id and Type	Entity Name	ID and Type	Member Name	Reason for Exception
74-2811194	E EDWARD ROLLINS EST	183-99-0011	S EDDIE ROLLINS JR	Member actively engaged /permitted status has not been determined.
77-0198253	E TACOMA RACING	271-04-9234	S KENNEDY GREEN	Member is suspended -- COC shall redetermine actively engaged status.

Continued on the next page

414 Entity File Report Options (Continued)

**J**  
**Ownership Report**

The Ownership Report prints a list of all joint operations and entities recorded in the joint operation and entity files and lists the members. It can be used as a batch process to obtain all entity and member information for a particular county.

**Note:** This can be a lengthy report.

TEXAS K MOORE DARIN Report ID: MAB469-R001		U.S. Department of Agriculture Farm Service Agency Entity Ownership Report for 1998			Prepared: 10-02-97 Page: 1		
ID and Type	Entity Name Embedded Entity	ID and Type	Member Name	Eff Date	Actual Share	Member Permitted Share	Flag
71-9826791 E	BRIGHTON LANDOWNERS			12-22-71	1.0000	1.0000	
		124-57-0546 S	SARAH READING		0.0729	0.0729	Y
		119-86-4536 S	JAMES KITTLE		0.0625	0.0625	Y
		353-24-4781 S	BRYAN REECE		0.0625	0.0625	Y
		436-91-6694 S	ABRAHAM VANLANDINGHAM		0.0625	0.0625	Y
		323-78-8432 S	KAREN TRUST		0.1729	0.1729	Y
		112-19-6452 S	THOMAS T CRAIG		0.0625	0.0625	Y
		162-90-7364 S	EDWARD CRANBERRIE		0.1063	0.1063	Y
		458-62-0903 S	MARSHALL CAPSHAW		0.1729	0.1729	Y
		48-341-0171 T	DRISCOLL BRUBAKER		0.1000	0.1000	Y
		162-18-6999 S	WALTER F TEED		0.0625	0.0625	Y
		169-26-9783 S	OTIS TANNEBAUM		0.0625	0.0625	Y

**K**  
**Reduction Payment Report**

This report lists all entities having a reduced share because of members declining to select the entity as a "permitted entity". It can be cross-referenced with CCC-502 and CCC-501A to verify permitted entity designations and determinations. The following is a sample report.

TEXAS K MOORE DARIN Report ID: MAB448-R002		U.S. Department of Agriculture Farm Service Agency Entity Payment Reduction Report for 1998			Prepared: 10-02-97 Page: 1		
ID and Type	Entity Name Embedded Entity	ID and Type	Member Name	Eff Date	Actual Share	Member Permitted Share	Flag
78-8615212 E	WILLA CATHER EST			10-22-92	1.0000	0.7550	
		422-71-0026 S	GRETA CATHER		0.2450	0.0000	D
		317-99-3989 S	THOMAS BRICING III		0.5000	0.5000	Y
		71-66583684 E	TEN PACK CORP		0.2500	0.2500	Y
	TEN PACK CORP	291-76-1922 S	PARNELL WHITAKER		0.5000	0.5000	Y
		221-32-0167 S	JOSEPH JACKSON		0.1500	0.1500	Y
		166-65-7984 S	KIM TRIGGER		0.0500	0.0500	Y

Continued on the next page

414 Entity File Report Options (Continued)

L

**Individual Entity Report** The Individual Entity Report allows users to obtain entity information about a specific producer. The report has the following options:

- ENTER "1" to print all entities in which a member has an interest
- ENTER "2" to print the Entity Ownership Report.

These are samples of both options.

TEXAS K MOORE DARIN Report ID: MAB468-R001		U.S. Department of Agriculture Farm Service Agency Entity Interest Report for 1998				Prepared: 10-02-97 Page: 1		
Member Name Embedded Entity Name	ID and Type ID and Type	Member Name Entity Name	Eff Date	Member Actual Share	Permitted Share	Flag		
-----								
	177-01-0908 S	BRADY ROBINSON						
BRADY ROBINSON	77-7173782 E	CANBY ASSOCIATES	05-03-91	0.7000	0.7000	Y		
ROBINSON PARTNERSHIP	38-1892038 E	GROWN FARMS	05-18-81	0.3000	0.3000	Y		
BRADY ROBINSON	64-0909398 E	VINCENT D'ABRO ESTATE	05-11-92	1.0000	1.0000	C		

TEXAS K MOORE DARIN Report ID: MAB469-R002		U.S. Department of Agriculture Farm Service Agency Entity Ownership Report for 1998				Prepared: 10-02-97 Page: 1		
ID and Type	Entity Name Embedded Entity	ID and Type	Member Name	Eff Date	Member Actual Share	Permitted Share	Flag	
-----								
71-9826791 E	CAMERON TODD ESTATE			01-09-91	1.0000	1.0000		
		TAMARA TODD			1.0000	1.0000	C	

415 MABDIG Reports

**A**

**Overview**

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

**B**

**MABDIG Permitted Entity Sections**

Two areas on MABDIG are used to indicate permitted entity activity:

- Permitted Entity/Joint Operation Member Information section
- Permitted Entity Entity Information section.

Each section lists unique, year-specific information for the producer for which MABDIG is being printed.

**Notes:** Though joint operations are not considered entities, joint operation information may be displayed in both sections of MABDIG.

\*--See subparagraph 130 C to print MABDIG.--\*

**C**

**Permitted Entity/Joint Operation Member Information**

The Permitted Entity/Joint Operation Member Information section lists producer-specific member information. All entities and joint operations in which the producer is a member in the applicable year will be listed in this section.

The following is an example of this section.

Ind Stat	Id and Type	Ent Type	Date	PERMITTED Entity/Joint Operation Member Information	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	503375858E	04	910401	712360985E	N	I	00250 05000	MAB451	971112
	712360985E	17	670918		N	Y	05000 05000	MAD467	970127
D	751596843 E	06	871103		N	D	98740 00000	MAD323	971217

This sample MABDIG shows all the different types of memberships a particular producer has in the entity and joint operation file.

Continued on the next page

## 415 MABDIG Reports (Continued)

**D**

**Meaning of Member Section Fields** This table describes the fields in the Permitted Entity/Joint Operation Member Information section of MABDIG.

<b>Section</b>	<b>Definition</b>
Ind Stat	Used to determine whether the entity record is active ("Blank") or deleted ("D").
Id and Type	Lists the ID number and type of the entity the producer is a member of.
Ent Type	Lists the entity type of the entity the producer is a member of.
Date	Lists the date the entity was created.
Inline 1	If data is found here, indicates that the producer is a second level embedded member of the entity listed in the "Id and Type" field, which means the producer is a member of the senior payment entity through the entity listed in the "Inline 1" field.
Inline 2	Indicates that the producer is embedded at the third level, which means the producer is a member of the senior payment entity through both the entities listed in the "Inline 1" and "Inline 2" fields.
Inline 3	Indicates that the producer is embedded at the fourth level.
Inline 4	Indicates that the producer is embedded at the fifth level.
Crop	Field not relevant for entities.
Libl	Relevant to limited partnerships only; indicates whether a member of a limited partnership is liable under 1-PL rules for monies owed by the limited partnership.
Succ	Field not relevant for entities.
KCMO	
Perm Flag	Indicates the designation the producer has selected or county software has generated.
Act Share	Indicates the actual share the producer has in the entity.
Perm Share	Indicates the permitted share for the producer in the entity.
Pgm-Upd	Lists the last software program that updated the record.
Date	Lists the date the last software program updated the record.

---

Continued on the next page

415 MABDIG Reports (Continued)

**E**

**Permitted Entity Entity Information Section**

The Permitted Entity Entity Information section lists information about the entity or joint operation for which MABDIG is printed. MABDIG's printed for producers that are members of entities or joint operations, but are not entities themselves, will contain no data in the Entity Information section.

This is an example of the Permitted Entity Entity Information section of MABDIG.

PERMITTED ENTITY ENTITY INFORMATION												
Ind Stat	Id and Type	Ent Type	Date	Tax ID	Levels	Members	Crop	Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
---	-----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	353535353E	06	930914	353535353E	0	003	0000		10000	10000	MAB490	930917

**F**

**Meaning of Entity Section Fields**

This table describes fields shown in the Permitted Entity Entity Information section of MABDIG.

Section	Definition
Ind Stat	Used to determine whether the entity record is active ("blank") or deleted ("D").
Id and Type	Lists the ID number and type of the entity.
Ent Type	Lists the entity type of the entity.
Date	Lists the date the entity was created.
Tax ID	Field not relevant for entities.
Levels	For entities containing embedded entities, lists the number of levels of entities embedded in the entity, if any.
Members	Lists the number of direct members of the entity.
Crop	Field not relevant for entities.
Perm Flag	
Act Share	Lists the possible share the members may have in the entity; always 1.0000.
Perm Share	Lists the total share designated by all members of the entity.
Pgm-Upd	Lists the last software program that updated the record.
Date	Lists the date the last software program updated the record.

416 KCMO Download Reports

---

**A**

**Purpose**

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

---

**B**

**Types of Download Reports**

The following four KCMO download reports are directly related to the JOP/PEM file.

**Report MAD313-R001, Change Permitted Entity Records:**

- is triggered by a change to an entity record in a county that is not the control county for the entity
- is downloaded to the control county of the updated entity
- is used to inform the control county of an "other" county entity record update.

This is an example of the report.

TEXAS	U.S. Department of Agriculture		Prepared: 10-02-97
K MOORE DARIN	Download of Combined Producers		
Report ID: MAD313-R001	Change Permitted Entity Records 1998		Page: 1
-----			
The below listed Permitted Entity and Member records were found to be changed in the new Combined Producer file downloaded from KCMO.			
Entity ID	Member ID	Combined	
73-984012 E		YES	

---

Continued on the next page

416 KCMO Download Reports (Continued)

**B**  
**Types of**  
**Download**  
**Reports**  
**(Continued)**

**Report MAB480-R001, Multicounty Entity Members with less than 10% Interest in an Entity:**

- shows members with less than 10 percent interest in an entity
- shows the entity or entities the member is a less than 10 percent member of
- is printed for both CY and PY
- prints out entity or joint operation members for which activity has occurred in the last cycle (2 to 4 weeks).

This is an example of the report.

NEW YORK HERKIMER Report ID: MAB480-R001	U.S. Department of Agriculture Farm Service Agency MultiCounty Entity Members Download Report for 1998	Prepared: 10/02/97 Page: 1		
-----				
Members with less than 10% interest in an entity.				
St/Cty	ENTITY Id and Type	Name	MEMBER Id and Type	Name
-----	-----	-----	-----	-----
36043	72-1234121 E	SUDETEN ARMS FARMS, INC.	181-71-6151 S	EQBAL SUDETEN
36043	78-4444444 E	CLAVELL BRISKETS, INC.	181-71-6151 S	EQBAL SUDETEN
36043	70-0000100 E	NO NAME ON MULTI COUNTY FILE	518-00-3323 S	JIM PERKINS

**Note:** The "NO NAME ON MULTI COUNTY FILE" name in the entity section of Report MAB480-R001 indicates that the member but not the entity is in NAM of the county receiving the download report.

Continued on the next page

416 KCMO Download Reports (Continued)

**B**  
**Types of**  
**Download**  
**Reports**  
**(Continued)**

**Report MAB480-R002, Multicounty Entity Members with 4 or more Entities Selected for Payment:**

- shows members with 4 or more entities selected for payment (suspended producers)
- shows the entity or entities the member has selected for payment
- is printed for both CY and PY
- prints out suspended entity or joint operation members for which activity has occurred in the last cycle (2 to 4 weeks).

This is an example of the report.

NEW YORK	U.S. Department of Agriculture		Prepared: 10/02/97	
SULLIVAN	Farm Service Agency			
Report ID: MAB480-R002	MultiCounty Entity Members Download Report for 1998		Page: 1	
-----				
Members with 4 or more entities selected for payment.				
St/Cty	ENTITY Id and Type	Name	MEMBER Id and Type	Name
-----	-----	-----	-----	-----
36105	48-0000111 E	WELL TRAVELED ESTATE	111-22-3333 S	TIMOTHY TROTT
36105	48-2143546 E	HORIZON FARMS INC	122-11-6666 S	MELODY ROBBINS
36105	75-0220109 E	NO NAME ON MULTI COUNTY FILE	122-11-6666 S	MELODY ROBBINS
36105	48-3352543 E	SHARON SPRINGS MILL INC	317-09-9080 S	T S GORP
36105	48-4444444 E	VIRGINIA BROOKS TRUST 1	317-09-9080 S	T S GORP

**Note:** The "NO NAME ON MULTI COUNTY FILE" name in the entity section of Report MAB480-R002 indicates that the member but not the entity is in NAM of the county receiving the download report.

Continued on the next page

416 KCMO Download Reports (Continued)

**B**  
**Types of**  
**Download**  
**Reports**  
**(Continued)**

**Report MAB480-R003, Multicounty Entity Members with no violations:**

- shows members with no violations
- shows the entity or entities the member has selected for payment
- is printed for both CY and PY
- prints entity or joint operation members for which activity has occurred in the last upload/download cycle.

This is an example of Report MAB480-R003.

NEW YORK	U.S. Department of Agriculture			Prepared: 10/02/97	
CORTLAND	Farm Service Agency				
Report ID: MAB480-R003	MultiCounty Entity Members Download Report for 1998			Page: 1	
-----					
Members with no violations.					
St/Cty	ENTITY	Name	MEMBER	Name	
-----	Id and Type	-----	Id and Type	-----	
36023	485555555 E	KENNELWORTH YELLOW ACRES INC	141-77-1115 S	ANTONIO MEDICI	
36023	487777777 E	PALISADES PARK REV TRUST	222-33-8765 S	MARVIN GRAVEN	
36023	487909003 E	ANNIE VIVIER ESTATE	321-06-6333 S	BLOSSOM WHICUM	

417 State Suspended Reports

A Overview

A State Suspended Report is printed in the State Office during the download process if a member of an entity in the State was suspended in the current cycle.

Note: This report is not cumulative, so every report will need to be reconciled with the counties involved.

B Report MGRC60R1

Report MGRC60R1, Multi-County Entity Members Suspended Report, lists the ID's of members of entities who were suspended during the current cycle. The following is an example of the report.

TEXAS		U.S. DEPARTMENT OF AGRICULTURE			10/02/97	
120993001		FARM SERVICE AGENCY			PAGE 1	
MGRC60R1		MULTI-COUNTY ENTITY MEMBERS SUSPENDED REPORT				
-----						
SUSPENDED MULTI-COUNTY MEMBERS						
ST/CTY	YEAR	ENTITY ID AND TYPE		MEMBER ID AND TYPE		CONTROL COUNTY
-----	----	-----		-----		-----
48-375	94	75-2011159	E	118-27-0372		48-275
48-375	94	75-2011159	E	118-27-0372		48-275
48-375	94	75-2917173	E	118-27-0372		48-275
48-375	94	75-3633433	E	812-91-4132		07-137
48-375	94	75-3840381	E	812-91-4132		07-137
48-375	94	75-4175768	E	812-91-4132		07-137
48-375	94	75-3840381	E	812-91-4132		07-137

**418 Special Case Entities**

---

**A****Introduction**

This paragraph addresses the following cases of entities and members of entities that require special handling when loading information into the entity file:

- assigning temporary ID numbers
- rules for loading States, political subdivisions, and agencies thereof into the entity file
- loading publicly traded entities into the entity file
- loading tax exempt entities and entities with 100 or more members into the entity file
- loading public schools into the entity file
- loading ineligible foreign persons as members of entities
- loading entities and entity members not earning payments subject to 1-PL rules
- loading entities to provide CAT application linkage.

---

Continued on the next page

418 Special Case Entities (Continued)

---

**B**  
**Assigning**  
**Temporary ID**  
**Numbers**

Use a temporary ID number to record members of an entity only when authorized according to this paragraph. See subparagraph 366 E for rules and policies.

Entities with "T" ID type cannot be loaded into the entity file as an entity.

To establish a temporary ID number to record an entity into the entity file, create a record in NAM to represent the entity that requires a temporary ID number and enter the data on this table in NAM.

Field	Entry
Entity Type	"99"
Business Name	Members of (entity name)
Address	Address of the entity
Eligible Voter	"N"
Receive Mail	"N"

---

**C**  
**Federal, State,**  
**Political**  
**Subdivisions,**  
**and Agencies**  
**Thereof**

Entity types "08", Federal; "09", State; "11", County; and "12", City cannot be loaded as entities into the entity file. They can, however, be loaded as a member of another entity.

---

**D**  
**Publicly Traded**  
**Entities**

Publicly traded entities are not required to file CCC-501A or CCC-501B. Record publicly traded entities in NAM as entity type "16", Corporations with no Stockholders. Record publicly traded entities in the eligibility file, or as a member of an entity, as applicable.

---

Continued on the next page

418 Special Case Entities (Continued)

**E**  
**Tax Exempt**  
**Entities and**  
**Entities With**  
**More Than 100**  
**Members**

Record an entity in the entity file if it is a tax exempt entity or an entity with more than 100 members, according to this table.

<b>IF a tax exempt entity or entity with more than 100 members has...</b>	<b>THEN record in the entity file by...</b>
no member with more than 5 percent interest in the entity	<ul style="list-style-type: none"> <li>• assigning a temporary ID number to "members of the [entity]"</li> <li>• recording the share of the temporary ID number at 1.0000.</li> </ul>
a member with more than 5 percent interest	<ul style="list-style-type: none"> <li>• recording the members having more than 5 percent interest in the entity file using the members' ID numbers</li> <li>• assigning the shares of all members not having a 5 percent interest 1 temporary ID number.</li> </ul> <p><b>Note:</b> The shares of this temporary ID number represents the difference between the members holding a 5 percent or more share and 1.0000.</p>

Continued on the next page

418 Special Case Entities (Continued)

**F**  
**Public Schools**

Load public schools in the entity file according to this table.

IF the public school has...	THEN...
land that is owned by a public school district or by a State that uses the land to maintain public schools	<ul style="list-style-type: none"> <li>• record in NAM under entity type "13"</li> <li>• payments made to these entity types are not subject to a payment limitation.</li> </ul>
land that is not owned by a public school district or by a State that uses the land to maintain public schools, and the public school is not a member of another entity	<ul style="list-style-type: none"> <li>• record the public school in NAM using the employer ID number under entity type "09", State; "11", County; or "12", City</li> <li>• combine with the State, political subdivisions, and agencies thereof.</li> </ul>
an operation that is an income beneficiary of another entity	record the public school in the entity file as a member of that entity.
land that qualifies as entity type "13" and land that does not qualify as entity type "13"	obtain 2 employer ID numbers if both entity types must be recorded in the entity file, indicating that payments may be received from both lands.

Continued on the next page

418 Special Case Entities (Continued)

---

**G****Ineligible Foreign Persons That Are Entity Members**

Foreign persons who are ineligible for payments can be recorded in the entity file as members using a temporary ID number as follows:

- assign a temporary ID number and use "Foreign Person" as the business name
  - record the foreign person in the entity file under the temporary ID number showing the total share of the foreign person not receiving payments. Do not select the entity for payment.
- 

**H****Entities and Entity Members Not Earning Payment Subject to 1-PL Rules**

If an entity does not earn payment subject to 1-PL rules, **do not**:

- require the entity to provide members' ID numbers and shares
- record the entity and members in the entity file.

**Note:** See subparagraph I for an exception.

---

**I****Loading Entities to Provide CAT Linkage**

CAT software interfaces with the mainframe entity files to locate members of entities purchasing insurance on a CAT crop. As a result, certain entities not earning payment subject to 1-PL rules must be loaded into the entity file.

Load these entities according to paragraph 379. Enter the date FCI-12 was processed on Screen MAB44002. Permitted entity designations are not required, though actual shares must equal 100 percent for the entity to be accepted by county software.

**Note:** See paragraph 21 and Exhibit 2 of the Federal Crop Insurance Service Office Handbook for further information.

---

Continued on the next page

418 Special Case Entities (Continued)

---

**J****Loading a Revocable Trust in the Entity File**

A revocable trust may use SSN of the grantor rather than obtaining an employer ID number, if the requirements of 1-PL, subparagraph 364 A are met. In this instance, the County Office shall:

- load the individual in NAM in the same manner as any other individual
  - ENTER “2” to change
  - select the producer to change on Screen MAB01001
  - update the entity type in NAM from 01 to 07; update the Name Type from “I” to “B” on Screen MAB01502
  - change the name from “John Doe” to “John Doe Revocable Trust” and sex code to “5” on Screen MAB02001
  - load the trust on the applicable farm in the farm producer file
  - not load the trust in the entity file.
- 

**K****Loading Indian Tribal Ventures**

Indian Tribal Ventures are a unique kind of joint venture, because generally the BIA or Indian Tribe is involved in the payment process. Generally, payments are made to BIA, who is responsible for paying the individual members of the Indian Tribe. However, before any payments are issued, BIA official must certify that no “person” will receive more than 1 “person’s” payment limitation amount.

**Notes:** See 1-PL, paragraph 255 for further information.

See paragraph 452.5 for instructions to load Indian Tribal Ventures.

---

**\*--419 Revising Entity Types for Entities**

---

**A****Introduction**

Entities are sometimes restructured to change from 1 entity type to another, while keeping the same identification numbers. In these cases, County Office software enables the user to revise the entity type to reflect changes in an entity for CY.

Follow this paragraph to revise entity types when an existing entity restructures to create either of the following:

- a new entity
  - a joint operation.
- 

**B****Rules for Making Entity Type Changes**

County Offices shall refer to 1-PL before making any entity type revisions. All rules and regulations in 1-PL must be met before County Offices may revise an entity type.

---

**C****Overview of Revising Entity Types**

The following actions are required in order to revise an entity type:

- delete all CY entity files for the ID number
- change the entity type and make any necessary changes NAM
- add the new entity to the entity file and update.

**Note:** Revisions can only be made to the CY entity type, not entity types for CY-1 or CY-2.

---

Continued on the next page

## 419 Revising Entity Type for Entities (Continued)

## D

**Revising the Entity Type for an Entity**

Revise the entity type when an existing entity is restructured to create a new entity according to the following.

Step	Menu or Screen	Action
1	MA0000, Common Management Menu	ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
2	MAD000, Subsidiary Main Menu	ENTER "7", "Entity Files", and PRESS "Enter".
3	MAB440B, Entity/Pay Limit Register	ENTER "1", "Create/Revise/Delete Entity Record", and PRESS "Enter".
4	MAB44000, Entity Record	ENTER "1", "CY Records", and PRESS "Enter".
5	MAB44001, Entity File	Select the entity and PRESS "Enter".
6	MAB44002, Entity File	Enter the new effective date from CCC-502 and PRESS "Enter".
7	MAD501E1, Permitted Entity Update	ENTER "D" to delete and PRESS "Enter".  <b>Note:</b> An asterisk will be placed by the members name.  ENTER "U" to update and PRESS "Enter".  <b>Note:</b> See subparagraph 420 B.
8	MA0000, Common Management Menu	ENTER "2", "Producer Name and Address Maintenance", and PRESS "Enter".
9	MAB000, Name and Address Selection Menu	ENTER "2", "Change or View", and PRESS "Enter".
10	MAB01001, Name and Address File Maintenance	Select the NAM file to be updated.

--\*

Continued on the next page

\*--419 Revising the Entity Type for Entities (Continued)

**D**  
**Revising the**  
**Entity Type for**  
**an Entity**  
**(Continued)**

Step	Menu or Screen	Action
11	MAB0102, Name and Address - File Maintenance	<p>Change the entity type and PRESS “Enter”.</p> <p><b>Note:</b> See subparagraph 420 C.</p> <p>The user will have to pass through the following:</p> <ul style="list-style-type: none"> <li>• Screen MAB02001</li> <li>• Screen MAB02501</li> <li>• Screen MAB03001</li> <li>• Screen MAB03501</li> <li>• Screen MAB06001.</li> </ul> <p>Make any updates to NAM through these screens to reflect changes caused by the entity type revision according to 1-CM. Update NAM .</p>
12	MA0000, Common Management Menu	ENTER “4”, “Subsidiary Files Maintenance”, and PRESS “Enter”.
13	MAD000, Subsidiary Main Menu	ENTER “7”, “Entity File and Payment Limitation Register”, and PRESS “Enter”.
14	MAB440B, Entity/Pay Limit Register	ENTER “1”, “Create/Revise/Delete Entity Records”, and PRESS “Enter”.
15	MAB44000, Entity Record	ENTER “1”, “CY”, and PRESS “Enter”.
16	MAB44001, Entity File	Select the entity to be updated and PRESS “Enter”.
17	MAB44002, Entity File	Enter the new effective date from CCC-502 and PRESS “Enter”.
18	MAD501E1, Permitted Entity Update	ENTER “A” and PRESS “Enter”. Add the members of the entity to the entity file. PRESS “Enter” twice to update. Additional information on adding members to the entity file can be found in paragraph 378.

--\*

Continued on the next page

## \*--419 Revising Entity Types for Entities (Continued)

## E

**Revising the  
Entity Type  
From an Entity  
to a Joint  
Operation**

Revise the entity type when an entity restructures to become a joint operation according to the following table.

Step	Menu or Screen	Action
1	MA0000, Common Management Menu	ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
2	MAD000, Subsidiary Main Menu	ENTER "7", "Entity Files", and PRESS "Enter"
3	MAB440B, Entity/Pay Limit Register	ENTER "1", "Create/Revise/Delete Entity Record", and PRESS "Enter".
4	MAB44000, Entity Record	ENTER "1", "CY Records", and PRESS "Enter".
5	MAB44001, Entity File	Select the entity and PRESS "Enter".
6	MAB44002, Entity File	Enter the new effective date from CCC-502 and PRESS "Enter".
7	MAD501E1, Permitted Entity Update	ENTER "D" to delete and PRESS "Enter".  <b>Note:</b> An asterisk will be placed by the members name.  ENTER "U" to update and PRESS "Enter".  <b>Note:</b> See subparagraph 420 B.
8	MA0000, Common Management Menu	ENTER "2", "Producer Name and Address Maintenance", and PRESS "Enter".
9	MAB000, Name and Address Selection Menu	ENTER "2", "Change or View", and PRESS "Enter".
10	MAB01001, Name and Address File Maintenance	Select the NAM file to be updated.

--\*

Continued on the next page

## \*--419 Revising Entity Types for Entities (Continued)

**E**  
**Revising the**  
**Entity Type from**  
**an Entity to a**  
**Joint Operation**  
**(Continued)**

Step	Menu or Screen	Action
11	MAB0102, Name and Address - File Maintenance	<p>Change the entity type and PRESS “Enter”.</p> <p><b>Note:</b> See subparagraph 420 C.</p> <p>The user will have to pass through the following:</p> <ul style="list-style-type: none"> <li>• Screen MAB02001</li> <li>• Screen MAB02501</li> <li>• Screen MAB03001</li> <li>• Screen MAB03501</li> <li>• Screen MAB06001.</li> </ul> <p>Make any updates to NAM through these screens to reflect changes caused by the entity type revision according to 1-CM. Update NAM .</p>
12	MA0000, Common Management Menu	ENTER “4”, “Subsidiary Files Maintenance”, and PRESS “Enter”.
13	MAD000, Subsidiary Main Menu	ENTER “6”, “Joint Operations”, and PRESS “Enter”.
14	MAB440A, Joint Operation File	ENTER “1”, “Create/Revise/Delete Joint Operation Records”, and PRESS “Enter”.
15	MAB44000, Joint Operation Record	ENTER “1”, “CY”, and PRESS “Enter”.
16	MAB44001, Joint Operation File	Select the joint operation to be updated and PRESS “Enter”.
17	MAB44002, Joint Operation File	Enter the new effective date from CCC-502 and PRESS “Enter”.
18	MAD501J1, Joint Operation Update	ENTER “A” and PRESS “Enter”. Add the members of the entity to the entity file. PRESS “Enter” twice to update. Additional information on adding members to the entity file can be found in paragraph 378.

--\*

**\*--420 Screen MAD501E1, Screen MAB0102, and Report MABDIG**

**A**

**Overview**

Screen MAD501E1 lists the members of the entity. Before the entity type can be revised, the members of the entity need to be deleted.

Report MABDIG prints the entity types for CY, CY-1, and CY-2.

**B**

**Permitted Entity Update Screen MAD501E1**

The entity and its members are not deleted until on Screen MAD501E1, "U" is selected and the user presses enter to update. The following sample screen shows the results of entering "U" to update.

```

Common Provisions  073-C RANSOM          Update  MAD501E1
Permitted Entity Update          Version AA01 11/29/00 08:18 Term H4
-----
                                MEMBERS OF THE ENTITY
Name: PIGG LIMITED PARTNERSHIP
Type: Limited Partnership          ID: 202501212 E          Share: 0.0000
                                Effective Date: 10/27/00          Year: 01
                                ....Shares....

# Prmtd  Member Name          ID Number  Entity Actual Prmtd
001 * D  KIM AND BRIAN PIGG JOINT VENTU  20-2501313 E 03 0.2700 0.0000
002 *    KIM PIGG          202-50-2222 S 01 0.0500 0.0000
003 *    BRIAN PIGG        202-50-3333 S 01 0.0500 0.0000
004 *    LISA PIGG         202-50-4444 S 01 0.1000 0.0000
005 *    JAMES PIGG        202-50-4555 S 01 0.0500 0.0000
006 *    PIGGY FARMS PARTNERSHIP  20-2507777 E 02 0.0900 0.0000
007 *    PIGG CORPORATION    20-2508888 E 04 0.1900 0.0000
008 *    PIGGY FARMS CORPORATION  20-2509999 E 04 0.2000 0.0000
                                Total: 1.0000 0.0000
* = Member deleted: To reactivate enter # or Add ID
Cmd7=End Cmd4=Previous Screen          Enter # to modify:
                                (A)dd, (D)elete or (U)pdate:
    
```

**Notes:** If Screen MAD501E1 has updated properly, the following changes will have occurred:

- an asterisk by the member, indicating a deleted member
- a highlighted "Entity file has been updated" message
- a new value in the "Total" field for actual and permitted shares.--\*

Continued on the next page

\*--420 Screen MAD501E1, Screen MAB0102, and Report MABDIG (Continued)

C

**Name and Address - File Maintenance Screen MAB0102** After revising the entity type on Screen MAB0102, users will need to update NAM according to 1-CM to reflect any NAM changes that have occurred because of the entity type revision.

073-C RANSOM	Change	MAB01502
Name and Address - File Maintenance	Version: AA01	11/29/2000 09:03 Term
-----		
Basic Data Tracking Fields		
ID Number 202507777	ID Type E	Name Type B
	Entity Type	<b>CY 04</b>
		<b>CY-1 05</b>
		<b>CY-2 05</b>
Name for Mail PIGGY FARMS PARTNERSHIP		
Cmd7-End, Cmd3-Previous		Enter-Continue

**Note:** CY-1 and CY-2 still shows "05" as the entity type after the CY entity type is changed. CY-1 and CY-2 can not be accessed to make entity type revisions.

E

**Report MABDIG Diagnostic Listing** Report MABDIG prints CY, CY-1, and CY-2 entity types. The following is an example of Report MABDIG, Name and Address Information section after an entity change.

NORTH DAKOTA	U.S. Department of Agriculture		Prepared: 11-29-00						
C Ransom	ST/CTY	Farm Service Agency		Time: 09:13					
Report ID: MABDIG-R001	38/073	Diagnostic Listing for: 20-25077777 E-2001		Page: 1					
-----									
NAME & ADDRESS INFORMATION:									
Ind Stat	Id and Type	Name	Type	AP	MCM	CEM	PA-DEL	Pgm-Upd	Date
----	-----	-----	----	-----	-----	-----	-----	-----	-----
	202507777 E	Piggy Farms Partnership	04	CY N	N	N	N	MAB060	00112
			05	CY-1 N	N	N			9
			05	CY-2 N	N	N			

--\*

421-430 (Reserved)

**Part 7 Automated Joint Operations****Section 1 Joint Operation File General Information****431 Using Joint Operation Files**

---

**A****Introduction**

The entity and joint operation (JOP/PEM) files are 1 physical file, but are accessed and updated separately because of the different payment limitation rules that apply to entities and joint operations. For information on accessing and updating entities, see Part 6.

The joint operation file is used to record and maintain data for its members. Payment limitation determinations are based on the individual members of the joint operation rather than the joint operation itself.

Joint operations listed on FCI-12 and those receiving NAP benefits shall also be entered in the joint operation file.

---

**B****Why This Part Is Important**

The information in this part is important because automated payment processes use the data in the joint operation file to issue payments.

---

**C****Important Related Material**

See 1-PL, Part 4, Section 3 for policies related to joint operations.

---

**D****Clarification**

Certain reports encountered when working with joint operations occasionally use the term "entity" rather than "entity and joint operation". These references refer to entities **as well as joint operations**.

---

**432 Definitions**

---

**A****Introduction**

The automated system was developed to recognize that joint operations operate under different payment rules than entities, according to 1-PL. The following subparagraphs define joint operations and other terms that are used when discussing limiting payment to members of joint operations.

---

**B****Definition of  
Joint Operation**

A joint operation is a general partnership, joint venture, or other similar business organization in which 2 or more individuals, entities, or joint operations pool their resources, such as land, labor, capital, management, and equipment, to conduct the operation.

---

**C****Definition of  
Senior Joint  
Operation**

A senior joint operation is a joint operation that has a joint operation or entity as a member.

---

**D****Definition of  
Embedded Joint  
Operation**

An embedded joint operation is a joint operation that is a member, either directly or indirectly, in another joint operation or entity.

---

**E****Definition of  
Member**

Subsidiary applications define a member as any entity, joint operation, or individual that is loaded into the entity or joint operation file as a component of that entity or joint operation.

---

**F****Definition of  
Permanent ID  
Number (PID)**

A permanent ID number (PID) is used to link a joint venture whose members share differently on different farms to the employer ID number recognized by both IRS and payment processes. When creating a version of a joint venture with a temporary ID, PID must be entered to update the record.

---

Continued on the next page

**432 Definitions (Continued)**

---

**G****Definition of  
Producer**

Subsidiary applications define a producer as any entity, joint operation, or individual that is loaded in the farm producer file as an owner, operator, or other producer on a farm.

---

**H****Definition of  
Actual Share**

A member's actual share is found in the member level joint operation record and contains the percent of ownership share from CCC-502C or CCC-502D, item 5. The user can adjust this value. See:

- subparagraph 447 B for general partnership member share loading information
- paragraph 450 for joint venture member share loading information.

Payment processes use the actual share to compute the:

- payment made to the joint operation
  - portion of the payment to be charged against the member's payment limitation.
- 

**I****Definition of  
Permitted Share**

Like the member's actual share, a member's permitted share is found in the member level joint operation record. This value is not directly linked to CCC-502 or CCC-502D and cannot be directly adjusted by the user. The permitted share reflects the share the member has in the senior joint operation to which the member belongs.

Payment processes use the value in the member's "Permitted Share" field when calculating a payment to that member.

---

Continued on the next page

432 Definitions (Continued)

**J**

**Definition of Permitted Flag**

The permitted flag enables the automated system to monitor whether or not the joint operation is earning a payment. The joint operations permitted flag selection determines the number of permitted entities that the members of the joint operation may designate. See subparagraph 433 B for payment rules regarding members of joint operations.

County Offices must set all joint operation members' permitted flag to either:

- "Y", if the joint operation is earning a payment
- "N", if the joint operation is not earning a payment.

The following table lists the different types of flags in the "Permitted Flag" field in the Permitted Entity Member section of MABDIG.

**Note:** The fact that the joint operation member information is listed in the Permitted Entity Member section of MABDIG may be confusing. County Offices should remember that a joint operation is not an entity.

Flag	Definition	Who Sets
Y	The joint operation earns a payment.	User
N	The joint operation does not earn a payment.	User
J	The member is a member of an entity that is a member of a joint operation. This flag is only printed on the member's MABDIG.	Software
C	The member of the joint operation is combined with a corporation.	Software

See:

- subparagraph 447 B for general partnership member permitted flag loading information
- paragraph 450 for joint venture member permitted flag loading information.

433 Rules and Policies

---

**A**

**Introduction**

This paragraph lists the rules and policies that must be followed to record payment limitation information in the joint operation file.

---

**B**

**Joint Operation Rules**

Payment software looks to members of joint operations, not the joint operation itself, when limiting payment. Members of joint operations that are earning payment from the joint operation may only receive additional payments, directly or indirectly, from holding substantial interest in more than 2 entities that also receive payment.

---

**C**

**Joint Operation Entity Types**

This table lists the joint operation entity types and description.

Entity Type	Entity Description
02	General partnership
03	Joint venture
14	BIA and Indian Tribal Venture

**Note:** See 1-CM for further information on recording entity types.

---

Continued on the next page

433 Rules and Policies (Continued)

---

**D**  
**Rules for**  
**Loading Joint**  
**Operation**  
**Records**

The following are basic rules for creating joint operation records.

- The joint operation's entity type must be "02", "03", or "14".
- The joint operation must have an active name and address record.
- Only joint operations with ID type "E" may be loaded into the joint operation file.

**Exception:** ID type "T" may be entered in the joint operation file for special case joint ventures according to paragraph 451, as long as they are associated with a corresponding ID type "E" joint venture.

- The members of the joint operation may be any entity type. See subparagraph 366 D for a complete list of entity types.
  - The members of the joint operation may be ID type:
    - "I", "S", or "E"
    - "T" with entity type "99".
  - The members of the joint operation must be active in NAM.
  - The members of the joint operation must have actual shares that total 1.0000.
-

**434 Related Information**

---

**A**

**Introduction**

This paragraph provides important information on revising or loading members in the joint operation file.

---

**B**

**Source Documents**

The following table explains which forms will be necessary for loading data into the joint operation file.

Joint Operation Type	Source Document
General partnerships and joint ventures	<ul style="list-style-type: none"> <li>• CCC-502B</li> <li>• CCC-503A</li> </ul>
Corporations, limited partnerships, and other similar entities	<ul style="list-style-type: none"> <li>• CCC-502C</li> <li>• CCC-501A</li> <li>• CCC-501B</li> <li>• CCC-503A</li> </ul>
Estates and trusts	<ul style="list-style-type: none"> <li>• CCC-502D</li> <li>• CCC-501A</li> <li>• CCC-501B</li> <li>• CCC-503A</li> </ul>

---

**C**

**When to Update Joint Operation Files**

Update the joint operation files anytime a:

- joint operation files an approved CCC-502 for the CY
  - joint operation or member of a joint operation files an approved CCC-502B, CCC-502C, or CCC-502D for the CY.
- 

435-445 (Reserved)

## Section 2 Creating, Revising, and Deleting Joint Operations

### 446 General Instructions

---

#### A

#### When to Create Joint Operation Records

Create a joint operation record in the joint operation file when COC approves CCC-502B filed according to 1-PL, paragraph 297.

---

#### B

#### Creating Joint Operations With Members That Are Entities or Joint Operations

Because of differing payment limitation rules, 1-PL does not consider entities or joint operations that are members of joint operations **embedded**. Still, county software operates under the same rules as embedded entities when it comes to loading these cases.

As a result, use Part 6, Section 3 for assistance in joint operations with entities or joint operations as members.

There is, however, 1 difference when loading "embedded" joint ventures sharing differently in different crops. County software will recognize only the "ALL" version of the embedded joint venture. When the embedded joint venture is accessed through the senior payment entity or joint operation, the embedded entity members' shares listed are for the "ALL" version of the embedded joint venture. Any updates to program versions other than the "ALL" version of the embedded joint venture's member shares will **not** be reflected in the embedded joint venture.

---

447 Accessing Joint Operation Files

---

**A**

**Introduction**

Once a joint operation and the prospective members have been loaded in NAM, County Offices can select the joint operation.

**Note:** The name and address records for joint operation and members must be active.

---

**B**

**Accessing Joint  
Operation File  
Menu MAB440A**

To access Menu MAB440A, ENTER "6", "Joint Operations", on Menu MAD000. Menu MAB440A will be displayed.

```
*****
* COMMAND                      MENU: MAB440A                      W6 *
* Joint Operation File
* -----
*
*           1. Create/Revise/Delete Joint Operation Record
*           2. Print Entity and Joint Operation Reports
*
*
*
*
*
*
*
*
*
*
*           23. Return To Application Selection Menu
*           24. Return To Primary Selection Menu
*
* Cmd3-Previous Menu
* Ready for option number or command
*
*
*
*****
```

---







449 **Creating General Partnerships in Joint Operation File (Continued)**

**B  
Meaning of  
Fields**

The following table identifies and defines fields shown on Screen MAD501J1.

Field	Definition
Share	Reflects the share of the program payment selected by the members of the joint operation. It should be either: <ul style="list-style-type: none"> <li>• 1.0000, if all members have selected the joint operation for payment</li> <li>• 0.0000, if the joint operation is not earning a payment, so all members have declined payment from the joint operation.</li> </ul>
Effective Date	Date when CCC-502B was received or last revised.
Year	Year of file accessed.
#	Line number of member, used to access a member to update.
Prmtd	Member permitted flag designatio; either "Y" or "N".
Entity	Entity type of member.

Continued on the next page

449 Creating General Partnerships in Joint Operation File (Continued)

**C**  
**Adding Members**  
**to the**  
**Partnership**

Screen MAD50201 will be displayed if "A" is entered on Screen MAD501J1 according to subparagraph A.

Select the member to be added to the partnership. If more than one ID number or name meets the selection criteria entered on Screen MAD50201, a common routine screen will be displayed to select the member.

If a member of the partnership is an entity or another joint operation, the entity or joint operation must be loaded in the JOP/PEM file separately before the ID can be made a member of the partnership.

```

*****
*                               341-K. MOORE (DARIN)          Modify      MAD50201      *
* Member Record                Version AA01 10/04/97 13:03 Term W6*
* -----
*                               S E L E C T   M E M B E R
*
*                               To select a new member please enter the full
*                               ID Number and Type.
*
*                               If full ID is unknown, enter the last four digits of
*                               the ID or last name (partial last name accepted).
*
*                               Last Four of ID
*                               ID Number          Type
*                               Last Name
*
* Cmd3-Previous Screen                Enter-Continue
*
*****

```

Continued on the next page

449 Creating General Partnerships in Joint Operation File (Continued)

**C**  
**Adding Members**  
**to the**  
**Partnership**  
**(Continued)**

After the member to be added has been successfully selected, Screen MAD501J3 will be displayed.

```
*****
*                               341-K. MOORE (DARIN)                               Modify                               MAD501J3                               *
* Joint Operation File                               Version AA01 10/04/97 13:05 Term W6 *
* -----*
*                               M E M B E R       I N F O R M A T I O N                               *
* Joint Operation - Name: THOMAS BROTHERS FARMS *
* Joint Operation - Type: Partnership                               ID: 43-1111111 E *
*                               Share: 0.0000 Effective - Date: 12 / 12 / 90 Year: 98 *
* *
* MEMBER ID and Type: 666-66-6666 S *
* Entity Type: Individual *
* Name & Address: BURT THOMAS *
*                               8888 TILT ST *
*                               AMARILLO TX 79109 *
* *
* MEMBER Actual Share: .0000 *
* *
* Permitted Flag: *
* *
* Cmd3-Previous Screen                               Press Enter to continue *
*****
```

In the "Actual Share" field, enter the member's actual share from CCC-502B, item 5.

In the "Permitted Flag" field, ENTER:

- "Y" if the partnership earns any payment; this will automatically:
  - count as 1 of the member's permitted entities; see 1-PL, subparagraph 218 B for further information
  - update the member's permitted share to equal the actual share
- "N" or leave the field blank if the partnership does not earn any payment. This will automatically update the member's permitted share to .0000 (zero).

**Note:** Because the entry in the "Permitted Flag" field is based on the partnership instead of the members, the "Permitted Flag" field for all the partnership members shall be the same.

---

Continued on the next page



450 Creating Joint Ventures if Shares Are the Same for All Crops and Farms

**A**

**Background**

Follow the procedure in this paragraph to create a joint venture if all shares on CCC-502B apply to all crops on all farms owned or operated by the joint venture.

**\*--Example:** Candy Farm Joint Venture consists of Bill and Bob. Bill has a .4000 share and Bob has a .6000 share of all crops on all farms owned and operated by the Candy Farm Joint Venture.--\*

**B**

**Selecting the Joint Venture**

Follow subparagraph 451 C to select the joint venture to be created.

**C**

**Selecting Programs**

Screen MAB44005 will be displayed if the joint operation selected is a joint venture.

If the members' shares apply to all crops on all farms owned or operated by the joint venture, ENTER "ALL" and PRESS "Enter".

\*--

```

Common Provisions      341 MOORE           Selection      MAB44005
Joint Operation file           Version AA01  04/03/2003 14:15 Term E2
-----
Name: CANDY FARM              ID: 43-7777777  Type: E

  ALL  All Programs
  CRP  Conservation Reserve Program
  EQIP Environmental Quality Incentive Program

Specific Crops
BARLY  Barley           MUSTD Mustard           SFLWR Safflower
CANOL  Canola           OATS  Oats               SOYBN Soybeans
CORN   Corn             PNUTS Peanuts          SNFLR Sunflower
CRAMB  Crambe           RAPE  Rapeseed           UPCN  Upland Cotton
FLAX   Flax             RICE  Rice                WHEAT Wheat
SORGH  Grain Sorghum    SESME Sesame

'Y' indicates shares have been recorded for this program and/or crop for
members of the joint venture.  Select a program or crop to REVISE or CREATE

Cmd3-Previous Screen              Enter program code_____
    
```

--\*

Continued on the next page









451 Creating Joint Ventures if Shares Are Different for Different Crops

**A**  
**Background**

Follow the procedure in this paragraph to create a joint venture if shares on CCC-502B are different for different crops on all farms owned or operated by the joint venture.

**Example:** The Pullman Joint Venture consists of Eric and Tom. Eric has a .6000 share of wheat and a .3000 share of corn, and Tom has a .4000 share of wheat and a .7000 share of corn on all farms owned and operated by the Pullman Joint Venture.

**B**  
**Selecting the Joint Venture**

Follow paragraph 450 to select the joint venture to be created.

**C**  
**Selecting Programs**

Screen MAB44005 will be displayed if the joint operation selected is a joint venture.

If the members' shares are different for different crops on all farms owned or operated by the joint venture, enter the program for the first crop and PRESS "Enter".

**Example:** In the example described in subparagraph A, to assign Eric and Tom's share for wheat, ENTER "WHEAT" and PRESS "Enter".

\*--

```

Common Provisions      341 MOORE                Selection      MAB44005
Joint Operation File   Version AA01  04/03/2003 14:15 Term E2
-----
Name: PULLMAN JOINT VENTURE           ID: 99-6666666  Type: E

ALL  All Programs
CRP  Conservation Reserve Program
EQIP Environmental Quality Incentive Program

Specific Crops
BARLY Barley           MUSTD Mustard           SFLWR Safflower
CANOL Canola           OATS Oats              SOYBN Soybeans
CORN Corn              PNUTS Peanuts          SNFLR Sunflower
CRAMB Crambe           RAPE Rapeseed          UPCN Upland Cotton
FLAX Flax              RICE Rice              WHEAT Wheat
SORGH Grain Sorghum   SESME Sesame

'Y' indicates shares have been recorded for this program and/or crop for
members of the joint venture.  Select a program or crop to REVISE or CREATE

Cmd3-Previous Screen                               Enter program code  WHEAT
    
```

--\*

Continued on the next page

**451 Creating Joint Ventures if Shares Are Different for Different Crops (Continued)**

---

**D**

**Entering the  
CCC-502  
Effective Date**

Screen MAB44002 will be displayed according to subparagraph 450 D. Enter the effective date from CCC-502B, item 4.

**Note:** The program selected on Screen MAB44005 will be displayed next to the effective year.

---

**E**

**Adding Members  
and Updating the  
Joint Venture**

Follow paragraph 450 to add members to the joint venture and update the joint venture.

On each screen, the program selected on Screen MAB44005 will be displayed, such as "WHEAT".

Repeat the instructions in this paragraph for each crop.

---

**452 Creating Joint Ventures if Members' Shares Are Different on Different Farms**

---

**A****Background**

Follow the procedure in this paragraph to create a joint venture if shares on CCC-502B are different for different farms owned or operated by the joint venture.

**Example:** The Roberson Joint Venture consists of Flo and Sam. Flo has a .7000 share of all crops on the Cook farm and a .2000 share of all crops on the Taylor farm; Sam has a .3000 share of all crops on the Cook farm and a .8000 share of all crops on the Taylor farm. The Roberson Joint Venture operates the Cook and Taylor farms.

---

**B****Establishing  
Name and  
Address Records**

To create the joint venture records described in subparagraph A, establish the following 3 name and address records:

- a Roberson Joint Venture record with the joint venture's PID (ID type "E" and entity type "03")

**Note:** Remember that all joint ventures entered in the joint operation file must have an employer ID number.

- a joint venture record assigned a temporary ID number (ID type "T" and entity type "03") with the business name that distinguishes between the different farms, such as "Cook Farm"
  - a joint venture record assigned a temporary ID number (ID type "T" and entity type "03") with the business name that distinguishes between the different farms, such as "Taylor Farm".
- 

Continued on the next page

452 Creating Joint Ventures if Members' Shares Are Different on Different Farms (Continued)

**C**  
**Selecting the Joint Venture**

Follow paragraph 448 to select 1 of the joint ventures with a **temporary ID** number created according to subparagraph B.

**D**  
**Selecting Programs**

Screen MAB44005 will be displayed if the joint operation selected is a joint venture.

ENTER "ALL" or enter the program for the first crop and PRESS "Enter".

**Example:** To create joint venture records for the example in subparagraph A, the entry would be "ALL".

```
*--
Common Provisions      341 MOORE                      Selection      MAB44005
Joint Operation File          Version AA01  04/03/2003 14:15 Term E2
-----
Name: COOK FARM                      ID: 48-341-7777  Type: T

  ALL  All Programs
  CRP  Conservation Reserve Program
  EQIP Environmental Quality Incentive Program

Specific Crops
BARLY Barley          MUSTD Mustard          SFLWR Safflower
CANOL Canola          OATS Oats             SOYBN Soybeans
CORN  Corn            Pnuts Peanuts        SNFLR Sunflower
CRAMB Crambe          RAPE Rapeseed        UPCN Upland Cotton
FLAX  Flax            RICE Rice             WHEAT Wheat
SORGH Grain Sorghum  SESME Sesame

'Y' indicates shares have been recorded for this program and/or crop for
members of the joint venture.  Select a program or crop to REVISE or CREATE

Cmd3-Previous Screen                      Enter program code ALL
```

--\*

Continued on the next page



\*--452.5 **Creating Indian Tribal Ventures in the JOP/PEM File**

---

**A**

**Overview**

This paragraph addresses Indian tribal ventures that require special handling when loading information into the JOP/PEM file.

---

**B**

**Indian Tribal Ventures**

Record all Indian tribal ventures, including BIA, in NAM using entity type "14".

Load Indian tribal ventures and their members in the JOP/PEM file according to the following table.

**Exception:** Do not load BIA and their members into the JOP/PEM file. Load members of BIA into NAM with a temporary ID number and entity type "15".

IF an Indian tribal venture has...	THEN...
only lands owned or held in trust, and no members have filed CCC-502 for other farming operations	<ul style="list-style-type: none"> <li>• do not list the members' individual shares on the Indian tribal venture's CCC-502B</li> <li>• load the venture with the employer ID number in the JOP/PEM file</li> <li>• load the members using a temporary ID number assigned for "Members of (tribal venture)", with an entity code of "99", and a 100 percent share.</li> </ul>

--\*

Continued on the next page

\*--452.5 **Creating Indian Tribal Ventures in the JOP/PEM File (Continued)**

**B  
Indian Tribal  
Ventures  
(Continued)**

IF an Indian tribal venture has...	THEN...	
only lands owned or held in trust and some or all members have filed CCC-502's for other farming operations	<ul style="list-style-type: none"> <li>• do not list the members' individual shares on the Indian tribal venture's CCC-502B</li> <li>• load the venture with the employer ID number in the JOP/PEM file</li> <li>• load the members using a temporary ID number assigned for "Members of (tribal venture)", with an entity code of "99".</li> </ul>	
	IF individuals have...	THEN...
	filed CCC-502's for other operations	load the individuals in the entity file as members of the tribal venture using the individual's ID number and a share of .0001.
not filed CCC-502's for other operations	enter a share for the temporary ID number equal to the difference between the total recorded for individuals and 1.0000.	
lands rented or otherwise acquired	<ul style="list-style-type: none"> <li>• determinations will be made as for any other joint venture</li> <li>• load each member's individual shares on the Indian tribal venture's CCC-502B</li> <li>• load the venture in the JOP/PEM file using entity type "14".</li> </ul>	

--\*

Continued on the next page

**\*--452.5 Creating Indian Tribal Ventures in the JOP/PEM File (Continued)**

---

**C****Other Special  
Case Joint  
Operations**

See subparagraph 418 A for information on loading the following special case joint operations:

- loading ineligible foreign persons as members of joint operations
- assigning temporary ID numbers
- loading joint operations and joint operation members not earning payments subject to 1-PL rules
- loading joint operations to provide CAT application linkage requirements.

See subparagraph 418 K for information on loading Indian Tribal Ventures.

**Note:** The same rules apply for both joint operations and entities.--\*

---

**453 Joint Ventures Without PID's**

---

**A****Background**

1-PL provides that for a joint venture to be recorded as a joint venture and receive payments, the joint venture is required to have PID.

This paragraph describes provisions for joint ventures that do not have PID's.

---

**B****Provisions for  
Joint Ventures  
Without PID's**

The following provisions apply to joint ventures that do not have PID's.

- Record the joint venture in NAM using a computer-assigned temporary ID number.
  - Record the joint venture members as the owner, operator, or other producer on the farm, according to 3-CM.
  - The contract, applications, and other program forms must be signed by the members.
  - Record members as individuals in the eligibility file for payment purposes.
  - Issue all payments and price support loans to the members, not to the joint operation.
  - Marketing cards are normally issued to the producers listed as the operator of the farm.
  - Do **not** record the joint venture in the entity file.
  - Make eligibility determinations for the members.
- 

**454-457 (Reserved)**

458 Revising General Partnership Records

---

**A**

**Introduction**

When changes to a general partnership member's "Actual Share" field, "Permitted Flag" field, or both fields are necessary, the member level partnership record must be revised.

---

**B**

**Importance of Keeping Joint Operation Records Up-to-Date**

It is important to keep the joint operation file up-to-date because the joint operation file is 1 of the "drivers" for determining whether a producer is an active producer.

---

**C**

**Revising Member Records in a General Partnership**

Revise member records in a partnership according to this table.

Step	Screen	Entry
1	Screen MAD501J1	Enter the member number in the "Enter # of Member to Modify" field.
2	Screen MAD501J3	Enter modifications to either of the following fields: <ul style="list-style-type: none"> <li>• the "Actual Share", if shares have changed</li> <li>• the "Permitted Flag", if a change has occurred in the joint operation payment status.</li> </ul> <p><b>Example:</b> If the partnership is no longer earning a payment, update all member permitted flags to "N".</p>
3	Screen MAD501J1	ENTER "U" to update.

---

459 Example of Revising General Partnership Records

---

**A**  
Overview

The following example demonstrates revising a general partnership record.

---

**B**  
Revising  
Member Records

After the member to revise has been selected and entered, Screen MAD501J3 will be displayed. The user is now able to:

- update the "Actual Share" fields in the member records
- update the "Permitted Flag" fields in the member records.

In the following example, the member accessed is increasing his share in the partnership. No change to the permitted flag of the member will take place, since the general partnership is earning a payment.

```

*****
*                               341-K MOORE DARIN                               Modify      MAD501J3      *
* Joint Operation File                               Version AA01 10/02/97 09:00 Term F3*
* -----*
*                               M E M B E R   I N F O R M A T I O N                               *
* Joint Operation - Name: THOMAS BROTHERS FARMS                                     ID: 43-1111111 E *
* Joint Operation - Type: Partnership                                               Share: 1.0000 Effective - Date: 12 / 04 / 92   Year: 98 *
*                                                                                                                                            *
*      MEMBER   ID and Type:      444-44-4444 S                                     Entity Type:      Individual *
*                                                                                                                                            *
*                                                                                                                                            *
*                                                                                                                                            *
*                                                                                                                                            *
*                                                                                                                                            *
*                                                                                                                                            *
*      MEMBER   Actual Share:      0.6000 *
*                                                                                                                                            *
*                                                                                                                                            *
*                                                                                                                                            *
*                                                                                                                                            *
*                                                                                                                                            *
*                                                                                                                                            *
*                                                                                                                                            *
*      Cmd3-Previous Screen                               Press Enter to continue or (D)elele *
*                                                                                                                                            *
*****

```

---

Continued on the next page









460 Deleting General Partnership Records (Continued)

**E**  
**Example of**  
**Deleting General**  
**Partnership**  
**Member Records**  
**(Continued)**

After selecting the member, Screen MAD501J3 will be displayed. ENTER "D" at the cursor to delete the member.

```
*****
*                               341-K MOORE DARIN                               Modify      MAD501J3
* Joint Operation File                               Version AA01 10/04/97 09:00 Term F3*
* -----
*                               M E M B E R   I N F O R M A T I O N
* Joint Operation - Name: THOMAS BROTHERS FARMS
* Joint Operation - Type: Partnership                               ID: 43-1111111 E
*                               Share: 1.0000 Effective - Date: 12 / 04 / 92   Year: 98
*
* MEMBER ID and Type:      222-22-2222 S
* Entity Type:             Individual
* Name & Address:         BILL THOMAS
*                               11 BEAUTIFUL DRIVE
*                               CHISOLM                               OK 80140
*
* MEMBER Actual Share:    0.4000
*
* Permitted Flag:         Y
* Permitted Share:       1.0000
*
* Cmd3-Previous Screen                               Press Enter to continue or (D)delete D
*****
```

The member is not deleted until "U" is entered to update on Screen MAD501J1. The following screen shows the result of entering "U" to update.

```
*****
*                               341-K MOORE DARIN                               Modify      MAD501J1
* Joint Operation File                               Version AA01 10/04/97 09:18 Term F3*
* -----
*                               M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N
* Joint Operation - Name: THOMAS BROTHERS FARMS
* Joint Operation - Type: Partnership                               ID: 431111111 E
*                               Share: 1.0000 Effective - Date: 12 / 04 / 92   Year: 98
*                               ...Shares...
* # Prmtd Member Name ID Number Entity Actual Prmtd
* 001 * Y BILL THOMAS 222-22-2222 01 0.4000 0.4000
* 002 Y BOB THOMAS 444-44-4444 01 0.6000 0.6000
*
*                               Total: 0.6000 0.6000
* Member deleted - to reactivate, enter # or Add ID
* Cmd7-End Cmd3-Select new entity Enter # of Member to Modify
* (U)pdate to record changes (A)dd, or (D)delete Entity
*****
```

Continued on the next page

460 Deleting General Partnership Records (Continued)

**E**  
**Example of**  
**Deleting General**  
**Partnership**  
**Member Records**  
**(Continued)**

County software will not allow 1 member of a partnership to have 100 percent interest in the partnership. Any attempt to do this will result in the message shown in this example.

```

*****
*                               341-K MOORE DARIN                               Modify      MAD501J3      *
* Joint Operation File          Version AA01  10/04/97 09:00 Term F3*
* -----
*                               M E M B E R   I N F O R M A T I O N                               *
* Joint Operation - Name: THOMAS BROTHERS FARMS                               *
* Joint Operation - Type: Partnership                                         ID: 43-1111111 E *
*                               Share: 1.0000 Effective - Date: 12 / 04 / 92   Year: 98   *
*
*      MEMBER   ID and Type:      444-44-4444 S                               *
*                Entity Type:      Individual                               *
*                Name & Address:    BOB THOMAS                               *
*                               COFFEE COBBLE WAY                               *
*                               CHISOLM                                     OK  80140   *
*
*      MEMBER   Actual Share:      1.0000                               *
*
*                Permitted Flag:    Y                               *
*                Permitted Share:    1.0000                               *
*
* Cmd3-Previous Screen          Press Enter to continue or (D)elele *
* The Actual Share must be less than 1 *
*****

```

County software recognizes that a general partnership must have at least 2 members, with a cumulative actual share of 1.0000. It will not allow the general partnership record to be updated until:

- the deleted member record is reactivated
- a new member is added to the partnership.

Once 1 of these options is taken, and the actual shares of all members totals 100 percent, the system will allow the partnership to be updated.

**461 Revising Joint Venture Records**

---

**A****Introduction**

A joint venture may be revised to:

- change the "Actual Share" field of a member
- introduce a new type of program for the joint venture
- change the type of program for the joint venture
- allow for members who share differently on different farms.

**Note:** Though County Offices may update the "Permitted flag" field, in nearly all cases the flag should be "Y". Updates to this field is not discussed in this section.

---

**B****Importance of Keeping Joint Operation Records Up-to-Date**

It is important to keep the joint operation file up-to-date because the joint operation file is 1 of the "drivers" for determining whether a producer is an active producer.

---

**C****Adding Entities or Joint Operations as Members of Joint Ventures**

Entities and joint operations may only added as members of joint ventures whose members share equally in all crops and all farms owned or operated by the joint venture. County software will not allow an entity or joint operation to be loaded as a member of a multiple version joint venture.

---

462 Accessing the Correct Joint Venture Record

---

**A**

**Overview**

Most joint venture members share the same in all crops on all farms. There are certain joint ventures, however, that share:

- differently for different crops
- differently on different farms.

This paragraph describes how to access the correct joint venture record to revise.

---

**B**

**Determining the Correct Joint Venture Record**

Use this table to determine the correct joint venture record to revise.

<b>IF the members of the joint venture...</b>	<b>THEN go to subparagraph...</b>
share equally for all crops on all farms	C.
share differently for different crops	D.
share differently on different farms	E.

---

Continued on the next page

462 Accessing the Correct Joint Venture Record (Continued)

C  
Accessing Joint  
Venture Whose  
Members Share  
Equally for All  
Crops on All  
Farms

If the members' shares apply to all crops on all farms owned or operated by the joint venture, ENTER "ALL" and PRESS "Enter" on Screen MAB44005.

Go to paragraph 463.

\*--

```

Common Provisions      341 MOORE                Selection      MAB44005
Joint Operation File          Version AA01  04/03/2003 14:15 Term E2
-----
Name: QUALITY ACRES                ID: 75-9999999  Type: E

  ALL  All Programs
  CRP  Conservation Reserve Program
  EQIP Environmental Quality Incentive Program

Specific Crops
BARLY  Barley                MUSTD Mustard                SFLWR Safflower
CANOL  Canola                OATS  Oats                    SOYBN  Soybeans
CORN   Corn                  PNUIS Peanuts               SNFLR  Sunflower
CRAMB  Crambe                RAPE  Rapeseed               UPCN   Upland Cotton
FLAX   Flax                  RICE  Rice                     WHEAT  Wheat
SORGH  Grain Sorghum        SESME Sesame

'Y' indicates shares have been recorded for this program and/or crop for
members of the joint venture.  Select a program or crop to REVISE or CREATE

Cmd3-Previous Screen                Enter program code ALL

```

--\*

Continued on the next page

462 Accessing the Correct Joint Venture Record (Continued)

**D**  
**Accessing Joint**  
**Venture Whose**  
**Members' Shares**  
**Are Different for**  
**Different Crops**

If a joint venture member's shares are different for different crops on all farms owned or operated by the joint venture, enter the program for the applicable crop and PRESS "Enter", as shown on this screen.

\*--

```

Common Provisions      341 MOORE                Selection      MAB44005
Joint Operation File          Version AA01  04/03/2003 14:15 Term E2
-----
Name: QUALITY ACRES                ID: 75-9999999  Type: E

Y ALL  All Programs
CRP   Conservation Reserve Program
EQIP  Environmental Quality Incentive Program

Specific Crops
BARLY Barley                MUSTD Mustard                SFLWR Safflower
CANOL Canola                OATS  Oats                    SOYBN Soybeans
Y CORN Corn                 PNUTS Peanuts               SNFLR Sunflower
CRAMB Crambe                RAPE  Rapeseed                 UPCN  Upland Cotton
FLAX  Flax                  RICE  Rice                     WHEAT Wheat
SORGH Grain Sorghum        SESME Sesame

'Y' indicates shares have been recorded for this program and/or crop for
members of the joint venture.  Select a program or crop to REVISE or CREATE

Cmd3-Previous Screen                Enter program code  CORN
    
```

--\*

In this example, entering a program code of "CORN" will allow the user to change the members' shares of corn for the joint venture.

The program code "ALL" may also be selected. Selecting this program will allow updating the actual member shares for crops **except corn**.

Continued on the next page

462 Accessing the Correct Joint Venture Record (Continued)

---

**D**  
**Accessing Joint Venture Whose Members' Shares Are Different for Different Crops (Continued)**

PRESS "Enter" to select the appropriate code. To ensure that the correct program code has been selected to revise the shares, check the "Program" field on the next screen that is displayed, which is Screen MAB44002.

```

*****
*                               205-C HARTLEY DARIN           Selection   MAB44002   *
* Joint Operation file                               Version AA01  10/04/97 14:37 Term F3*
*-----*
*                               S E L E C T   E F F E C T I V E   D A T E
*                               T O   R E V I S E
*
* ID:   75-9999999  E   QUALITY ACRES
*                               %TOM LINCOLN
*                               78 CAMDEN CT
*                               HARTLEY           TX 79011
*
* Joint Operation - Type: Joint Venture
* Effective Year: 94           Program  ALL
*
* Effective date from CCC-502 on entity file  12 / 30 / 91
* Enter new effective date from CCC-502      /   /   (MM/DD/YY)
*
*
* Cmd3-Previous Screen                               Enter-Continue
*
*****

```

The "ALL" program code has been selected for this joint venture. Any revision to the member shares will affect all crops **except corn**.

Go to paragraph 463.

---

**E**  
**Accessing Joint Venture Whose Members' Shares Are Different on Different Farms**

To alter member shares for a joint venture whose members' shares are different on different farms, the correct "version" of the joint venture must be accessed. Enter the temporary ID number assigned by county software for the farm whose members' shares are to be revised. See subparagraph 452 B for additional information.

If different versions of the joint venture contain members who share differently in different crops, access the applicable program according to subparagraph D.

---

463 Revising the Actual Share Field in Joint Venture Member Records

**A**

**Introduction**

When changes to a joint venture member's "Actual Share" field are necessary, member level joint venture records must be revised.

**Reminder:** Though it is possible to change the permitted flag for members, in nearly all cases the flag should be "Y".

**B**

**Revising  
Member Records  
in Joint Ventures**

Revise member records in a joint venture according to this table.

Step	Screen	Entry
1	Screen MAB44002	Enter a new effective date from CCC-502B if the makeup of the joint operation changed.
2	Screen MAD501J1	Enter the member number for the member to be revised in the "Enter # of Member to Modify" field.
3	Screen MAD501J3	Enter modifications to the "Actual Share" field, if member shares have changed.
4	Screen MAD501J1	ENTER "U" to update.

Continued on the next page

463 Revising the Actual Share Field in Joint Venture Member Records (Continued)

**C**  
**Example of**  
**Revising Actual**  
**Shares in a Joint**  
**Venture Record**

In the following example, ID 331-58-1075 has reduced his share in Quality Acres Joint Venture. ID 444-70-7331 has increased his share by the amount of the other member's reduction.

This example shows how this change is made in the joint operation file.

After entering the applicable joint venture ID number, Screen MAB44005 will be displayed.

ENTER "ALL" for the program code, since the "All Programs" field is flagged with "Y", indicating that the members share equally in all crops on all farms.

\*--

```

Common Provisions      341 MOORE                Selection      MAB44005
Joint Operation File          Version AA01  04/03/2003 14:15 Term E2
-----
Name: QUALITY ACRES                ID: 75-9999999  Type: E

Y ALL  All Programs
CRP   Conservation Reserve Program
EQIP  Environmental Quality Incentive Program

Specific Crops
BARLY Barley                MUSTD Mustard                SFLWR Safflower
CANOL Canola                OATS  Oats                    SOYBN Soybeans
CORN  Corn                  PNUTS Peanuts               SNFLR Sunflower
CRAMB Crambe                RAPE  Rapeseed                UPCN  Upland Cotton
FLAX  Flax                  RICE  Rice                    WHEAT Wheat
SORGH Grain Sorghum        SESME Sesame

'Y' indicates shares have been recorded for this program and/or crop for
members of the joint venture.  Select a program or crop to REVISE or CREATE

Cmd3-Previous Screen                Enter program code  ALL
  
```

--\*

Continued on the next page

463 Revising the Actual Share Field in Joint Venture Member Records (Continued)

**C**  
**Example of**  
**Revising Actual**  
**Shares in a Joint**  
**Venture Record**  
**(Continued)**

Screen MAB44002 will be displayed next, allowing the user to update the effective date from CCC-502B if the makeup of the joint venture changed. Since no modification occurred, PRESS "Enter" to continue.

```
*****
*                               Selection   MAB44002
* 205-C HARTLEY DARIN
* Joint Operation file           Version AA01 10/04/97 14:37 Term F3*
* -----*
*                               S E L E C T   E F F E C T I V E   D A T E
*                               T O   R E V I S E
*
* ID:  75-9999999  E  QUALITY ACRES
*                               %TOM LINCOLN
*                               78 CAMDEN CT
*                               HARTLEY           TX 79011
*
* Joint Operation - Type: Joint Venture
* Effective Year: 94           Program ALL
*
* Effective date from CCC-502 on entity file 02 / 28 / 91
* Enter new effective date from CCC-502      /   /   (MM/DD/YY)
*
*
* Cmd3-Previous Screen                               Enter-Continue
*
*****
```

Select the member whose share is to be modified on Screen MAD501J1.

```
*****
*                               Modify       MAD501J1
* 205-C HARTLEY DARIN
* Joint Operation File           Version AA01 10/04/97 14:38 Term F3*
* -----*
* M E M B E R S   O F   T H E   J O I N T   O P E R A T I O N
* Joint Operation - Name: QUALITY ACRES
* Joint Operation - Type: Joint Venture           ID: 759999999 E
* Share: 1.0000 Effective - Date: 12 / 30 / 91 Year: 98
* Program: ALL           ....Shares....
* # Prmtd Member Name           ID Number Entity Actual Prmtd
* 001 Y KEN NEILEN           331-58-1075 01 0.2500 0.2500
* 002 Y TOM LINCOLN           444-70-7331 01 0.2500 0.2500
* 003 Y SWEDE EVANS           460-14-0855 01 0.5000 0.5000
*
*
* Total: 1.0000 1.0000
*
* Cmd7-End Cmd3-Select new entity           Enter # of Member to Modify 001
* (U)pdate to record changes (A)dd, or (D)elete Entity
*
*****
```

Continued on the next page

463 Revising the Actual Share Field in Joint Venture Member Records (Continued)

**C**  
**Example of**  
**Revising Actual**  
**Shares in a Joint**  
**Venture Record**  
**(Continued)**

Reduce ID 331-58-1075's actual share from 25 percent to 12 percent on Screen MAD501J3.

```

*****
* Joint Operation File      205-C HARTLEY DARIN      Modify      MAD501J3
*                               Version AA01 10/04/97 14:38 Term F3*
* -----
*                               M E M B E R      I N F O R M A T I O N
* Joint Operation - Name: QUALITY ACRES
* Joint Operation - Type: Joint Venture      ID: 75-9999999 E
*                               Share: 1.0000 Effective - Date: 12 / 30 / 91 Year: 98
*                               Program: ALL
* MEMBER ID and Type:      331-58-1075 S
*                               Entity Type: Individual
*                               Name & Address: KEN NEILEN
*                               PO BOX 91
*                               HARTLEY TX 79044
*
* MEMBER Actual Share:      .1200
*                               Liability Flag: N
*                               Permitted Flag: Y
*                               Permitted Share: .2500
*
* Cmd3-Previous Screen      Press Enter to continue or (D)elate
*****

```

Screen MAD501J1 will be displayed next, showing the modified actual shares for ID 331-58-1075. "U" cannot be entered to update the joint venture until the actual shares of all members equal 100 percent. Accomplish this by:

- adding another member to the joint venture, with a 13 percent share in the joint venture
- increasing the share of an existing member of the joint venture by the amount of the other member's reduction
- pressing "Cmd7" or "Cmd3" to exit the joint venture with no change to the actual shares.

In this example, ID 444-70-7331 will be increasing his share by 13 percent.

Repeat these steps, modifying ID 444-70-7331's actual share on Screen MAD501J3.

Continued on the next page



464 Revising the Joint Venture Program Type

A

Introduction

Members of joint ventures may elect to share differently in different crops on all farms owned or operated by the joint venture. County software allows for this using the program type.

When loading or accessing a joint venture, Screen MAB44005 will be displayed immediately after a valid joint venture ID number is entered on Screen MAB44001. The following is an example of Screen MAB44005.

Select the program type containing "Y", or select a new program type on this screen.

\*--

```

Common Provisions      341 MOORE                Selection      MAB44005
Joint Operation File          Version AA01  04/03/2003 14:15 Term E2
-----
Name: QUALITY ACRES                ID: 75-9999999  Type: E

Y ALL  All Programs
CRP   Conservation Reserve Program
EQIP  Environmental Quality Incentive Program

Specific Crops
BARLY Barley                MUSTD Mustard                SFLWR Safflower
CANOL Canola                OATS Oats                    SOYBN Soybeans
CORN  Corn                  PNUTS Peanuts               SNFLR Sunflower
CRAMB Crambe                RAPE Rapeseed               UPCN Upland Cotton
FLAX  Flax                  RICE Rice                    WHEAT Wheat
SORGH Grain Sorghum        SESME Sesame

'Y' indicates shares have been recorded for this program and/or crop for
members of the joint venture. Select a program or crop to REVISE or CREATE

Cmd3-Previous Screen                Enter program code _____

```

--\*

Continued on the next page

464 Revising the Joint Venture Program Type (Continued)

**B**

**Example 1:  
Revising the  
Program Type**

In this example, members of a joint venture that had shared equally on all crops want to share differently in upland cotton. They will continue to share equally in all other crops on the farm, however.

After entering the ID number for Quitcold Farms on Screen MAD501J1, Screen MAB44005 will be displayed.

ENTER "UPCN" on this screen to create the new joint venture record.

\*--

```

Common Provisions      341 MOORE                Selection      MAB44005
Joint Operation File          Version AA01  04/03/2003 14:15 Term E2
-----
Name: QUITCOLD FARMS                ID: 75-2222222  Type: E

Y ALL  All Programs
CRP   Conservation Reserve Program
EQIP  Environmental Quality Incentive Program

Specific Crops
BARLY Barley                MUSTD Mustard                SFLWR Safflower
CANOL Canola                OATS Oats                   SOYBN Soybeans
CORN  Corn                  PNUTS Peanuts               SNFLR Sunflower
CRAMB Crambe                RAPE Rapeseed               UPCN  Upland Cotton
FLAX  Flax                  RICE Rice                   WHEAT Wheat
SORGH Grain Sorghum        SESME Sesame

'Y' indicates shares have been recorded for this program and/or crop for
members of the joint venture. Select a program or crop to REVISE or CREATE

Cmd3-Previous Screen                Enter program code  UPCN
  
```

--\*

Because upland cotton had not been checked "Y" previously, county software must create a new record of the Quitcold Farms joint venture.

Once properly loaded, this newly created record will show the shares each member of the joint venture has in the upland cotton crop on all farms owned or operated by the joint venture.

Continued on the next page



464 Revising the Joint Venture Program Type (Continued)

**B**

**Example 1:  
Revising the  
Program Type  
(Continued)**

Screen MAB44007 will be displayed next. This screen, shown in the following example, allows the user to:

- copy an established program code into the new joint venture record
- leave blank the program code to create a new version of the entity.

Choose to copy an established program into the new joint venture record if only changing the member shares in the new program. This method creates a joint venture record for the new program crop that is in every way the same as the established program. Access the new version and adjust the shares to reflect the revised shares on CCC-502B.

\*--

```

Common Provisions      341 MOORE           Selection      MAB44007
Joint Operation File           Version AA01  04/03/2003 14:15 Term E2
-----
Name: QUITCOLD FARMS           ID: 75-2222222  Type: E

Y ALL  All Programs
CRP   Conservation Reserve Program
EQIP  Environmental Quality Incentive Program

Specific Crops
BARLY Barley           MUSTD Mustard         SFLWR Safflower
CANOL Canola           OATS Oats             SOYBN Soybeans
CORN  Corn             PNUTS Peanuts        SNFLR Sunflower
CRAMB Crambe           RAPE Rapeseed        UPCN  Upland Cotton
FLAX  Flax             RICE Rice             WHEAT Wheat
SORGH Grain Sorghum   SESME Sesame

Enter an established Program code to copy to the new Program
or leave blank to create a new version of the entity.

Cmd3-Previous Screen           Enter program code  UPCN
    
```

--\*

Continued on the next page

464 Revising the Joint Venture Program Type (Continued)

**B**  
**Example 1:**  
**Revising the**  
**Program Type**  
**(Continued)**

Follow this table to load the upland cotton version of the joint venture record.

Step	Screen	Entry
1	Screen MAB44005	Enter the program to create (upland cotton).
2	Screen MAB44002	Enter the new effective date from CCC-502B.
3	Screen MAB44007	Enter the established program to copy to the new program. The user will adjust the shares for the newly created record in a later step.
4	Screen MAD501J1	Enter line number of the member whose shares are to be modified.
5	Screen MAD501J3	Enter the member's actual share in the crop. PRESS "Enter" to continue.  Repeat steps 4 and 5 for each member whose share is to be updated.
6	Screen MAD501J1	When all members' shares are correct, ENTER "U" to update.

Continued on the next page

464 Revising the Joint Venture Program Type (Continued)

C

**Example 2:  
Revising the  
Program Type**

In this example, 1 member of Quitcold Farms no longer earns any share of the oats crop. Instead, a new member of the joint venture, not represented previously, will be given the remaining shares for oats.

Different versions of the joint venture must be created to reflect the different members and shares for the different crops owned by the joint venture. As a result, a different method for revising the joint venture is recommended than in subparagraph B. Follow this table to revise the joint venture.

Step	Screen	Entry
1	Screen MAB44005	Enter the program to create (oats).
2	Screen MAB44002	Enter the new effective date from CCC-502B.
3	Screen MAB44007	Enter nothing to create a new version of the joint venture (oats).
4	Screen MAD501J1	ENTER "A" to add members.
5	Screen MAD50201	Enter the ID number or name as requested and PRESS "Enter". When the member has been selected, Screen MAD501J3 will be displayed.
6	Screen MAD501J3	Enter the following: <ul style="list-style-type: none"> <li>• member's share from CCC-502B</li> <li>• liability flag of "Y"</li> <li>• permitted share of "Y" if the joint venture earns any payment.</li> </ul>
7	Screen MAD501J1	When all members have been entered, ENTER "U" to update.

**465 Changing the Type of Program for Joint Ventures**

---

**A****Overview**

Joint venture members farming 2 crops that they had previously shared equally in may elect to share differently in the 2 crops. This results in a revised CCC-502B for the joint venture and changes to the way in which the joint venture is loaded in the JOP/PEM file. It also prompts County Offices to delete the "ALL" version of the joint venture.

---

**B****Changes in Member Shares That Result in the Deletion of Program**

In the situation in subparagraph 464 A, a joint venture farming 2 program crops decides to share differently in the crops. As a result, 2 new versions of the joint venture, representing the 2 program crops, must be created, and the version of the joint venture contained within the "ALL" program must be deleted. See subparagraph:

- 464 B for instructions on creating the 2 new versions of the joint venture
  - 467 B on deleting the "ALL" version of the joint venture.
-

**466 Revising Joint Ventures for Members Who Share Differently on Different Farms**

---

**A****Overview**

Joint venture members' shares in crops farmed by the joint venture may vary by farm. County software establishes different loading and revision procedures for joint ventures of this kind.

---

**B****Revising Joint Ventures Whose Members Share Differently by Farm**

Paragraph 452 discusses using assigned temporary ID numbers for joint venture members who share differently on different farms. Revisions to the different versions of the joint venture hinge on accessing the correct version to revise.

If, for example, the user had loaded 3 temporary joint ventures to encompass the 3 farms operated by the joint venture whose members shared differently by farm, the user must access the correct farm to revise the record.

---

**C****Example of Revising Joint Ventures Whose Members Share Differently by Farm**

The Roberson Joint Venture consists of Flo and Sam. Flo has a .7000 share of wheat on the Cook farm and a .2000 share of wheat on the Taylor farm; Sam has a .3000 share of wheat on the Cook farm and a .8000 share of wheat on the Taylor farm. The Roberson Joint Venture operates the Cook and Taylor farms.

County Office personnel receive a revised CCC-502B indicating a change in member shares for Flo and Sam on the Cook farm.

---

Continued on the next page

466 Revising Joint Ventures for Members Who Share Differently on Different Farms  
(Continued)

---

**C**  
**Example of**  
**Revising Joint**  
**Ventures Whose**  
**Members Share**  
**Differently by**  
**Farm**  
**(Continued)**

Follow this table to revise the shares for the joint venture.

Step	Screen	Entry
1	Screen MAB44001	Enter the name or ID of the correct temporary joint venture to change.
2	Screen MAB44005	Enter the established program to revise.
3	Screen MAB44002	Enter the new effective date from CCC-502B.
4	Screen MAD501J1	Enter the line number of the member whose share will be modified.
5	Screen MAD501J1	When all members have been revised, ENTER "U" to update.

**Note:** See paragraph 464 in addition to this paragraph if, for the joint venture whose members share differently by farm:

- more than 1 established program code exists
  - another program code must be established.
-

**467 Deleting Joint Venture Records**

---

**A****Introduction**

This paragraph discusses deleting:

- entire joint venture records
  - members of joint ventures.
- 

**B****Clarification**

As with general partnerships, County Offices may need to delete a member of a joint venture or the entire joint venture. Because of the more plentiful methods in which a joint venture is loaded into the JOP/PEM file, the user must be careful as to what he or she deletes.

Accessing the correct version of the joint venture may be the most important part of the deletion process.

---

**C****Background**

As previous paragraphs demonstrate, joint ventures may have:

- multiple versions for joint ventures whose members share differently by farm; these joint ventures are loaded into the system using a temporary ID number linked to PID
- multiple versions for joint ventures whose members share differently by crop on all farms owned or operated by the joint venture; these joint ventures are loaded into the system separately by program crop code
- multiple versions for joint ventures whose members share differently by crop **and** by farm; these joint ventures are loaded into the system using both methods
- single versions for joint ventures whose members' share does not vary by crop or by farm; these joint ventures are loaded into the system in much the same way as a general partnership or entity.

Deletions to joint ventures depend greatly on the makeup of the joint venture.

---

Continued on the next page

467 **Deleting Joint Venture Records (Continued)**

**D**

**Deleting Records** To delete a joint venture record, take the following steps.

Step	Screen	Entry
1	Screen MAB44001	Enter the name or ID of the <b>correct version</b> of the joint venture to delete.  <b>Example:</b> If deleting 1 version of a joint venture whose members shared differently by farm, enter the correct <b>temporary ID</b> number of the version to delete.
2	Screen MAB44005	Enter program code of the joint venture version to delete.
3	Screen MAB44002	PRESS "Enter" to continue.
4	Screen MAD501J1	ENTER "D" to delete the joint venture.
5	Screen MAD501J1	ENTER "U" to confirm the deletion.

**E**

**Deleting Members of Joint Venture Record**

Delete members of a joint venture record according to this table.

Step	Screen	Entry
1	Screen MAD501J1	Enter the number of the member to be deleted in the "Enter # of Member to Modify" field and PRESS "Enter".
2	Screen MAD501J3	ENTER "D" to delete the member from the joint venture record.
3	Screen MAD501J1	ENTER "U" to update.

**Note:** Remember that all joint operations should have an actual share equal to 1.0000. After deletion, the shares of the remaining members of the joint operation must be updated to ensure that the actual share equals 1.0000.

468-478 (Reserved)

**Section 3 Joint Operation Reports****479 Using Joint Operation Reports**

---

**A****Introduction**

This section includes the following topics:

- joint operation file report options
  - system-generated joint operation report
  - MABDIG report
  - County Office reports
  - KC-ITSDO download reports.
- 

**B****Purpose**

County Offices should be familiar with several joint operation file reports. These reports:

- provide a snapshot of joint operation and member accounts
  - document multicounty producer activity.
- 

**C****Report Retention**

For information on report retention, see 25-AS, Exhibit 29. Relevant subjects include:

- CM 2-1, Download Reports
  - \* \* \*
  - CM 2-3, Start-of-Day/End-of-Day
  - CM 2-4, State Reports
  - CM 7, Subsidiary Files.
-

480 Joint Operation File Report Options

A

Purpose

For general information on entities or their members, access Screen MAB44201. These reports:

- contain specific data that is recorded in the JOP/PEM file
- are particularly useful during subsidiary file rollover, as they provide a year-end record of producer data.

B

Accessing Screen MAB44201

To access Screen MAB44201, ENTER "6", "Joint Operations", on Menu MAD000.

```

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

```

Continued on the next page



480 Joint Operation File Report Options (Continued)

**B**  
**Accessing Screen**  
**MAB44201**  
**(Continued)**

Select the applicable year for the producer on Screen MAD01001.  
Screen MAB44201 will be displayed after the year is selected.

```

*****
*                205-J HARTLEY DARIN                Selection      MAB44201      *
* Entity and Joint Operation Reports          Version  AC28  12/30/93 15:29 Term F3*
* -----*
*
*                                REPORTS SELECTION                                *
*
*          1.  Print Interest Report                                           *
*          2.  Print Alien Report                                             *
*          3.  Print Member Interest in two or more                           *
*              Entities and Joint Operations with less than 10% Report       *
*          4.  Print Total Alien Report                                       *
*          5.  Print Multiple County Report                                   *
*          6.  Print Pending/Exception Report                                 *
*          7.  Print Ownership Report                                         *
*          8.  Print Payment Reduction Report                                 *
*          9.  Print Individual Entity and Joint Operation Report             *
*
*          23. Return to Application Selection Menu                            *
*          24. Return to Primary Selection Menu                               *
*
*          * Cmd3-Previous Menu                                           Enter-Selection  5  *
*
*****

```

**C**  
**Selecting a Joint**  
**Operation**  
**Report**

A total of 6 joint operation reports can be printed from Screen MAB44201, each listing a particular set of data obtained from the JOP/PEM (joint operation and entity) file that is relevant to joint operations. See paragraph 414 for samples of the different reports.

Continued on the next page

## 480 Joint Operation File Report Options (Continued)

**D****Types of Joint  
Operation  
Reports**

The different types of joint operation reports are listed in this table.

<b>Report Number</b>	<b>Report Title</b>	<b>Description</b>
1	Entity Interest Report	This report prints a list of each member in the joint operation or entity file. It identifies each joint operation or entity in which a member has an interest.
2	Alien Report	The report shows entities and joint operations that have nonresident aliens as members.
3	Print Member Interest in two or more JOP/PEM With <10% Report	Not applicable to joint operations.
4	Total Alien Report	This report shows joint operations and entities that have resident and nonresident aliens as a member.
5	Multiple County Report	This report prints a list of all multiple county producers that are in the joint operation and entity files. This report should be used to coordinate permitted entity selections.
6	Pending/Exception Report	Not applicable to joint operations.
7	Entity Ownership Report	This report prints a list of all joint operations and entities recorded in the joint operation and entity files and lists the members.
8	Print Payment Reduction Report	Not applicable to joint operations.
9	Individual Entity Report	This report has the following options: <ul style="list-style-type: none"> <li>• ENTER "1" to print all entities and joint operations in which a member has an interest</li> <li>• ENTER "2" to print the Entity Ownership Report.</li> </ul>

481 MABDIG Reports

A

**Overview**

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

B

**MABDIG Permitted Entity/Joint Operation Sections**

Two areas on MABDIG are used to indicate permitted joint operation activity:

- C Permitted Entity/Joint Operation Member Information section
- C Permitted Entity Entity Information section.

Each section lists unique, year-specific information for the producer for which MABDIG is being printed.

**\*--Note:** See subparagraph 130 C to print MABDIG.--\*

C

**Permitted Entity/Joint Operation Member Information**

The Permitted Entity/Joint Operation Member Information section lists producer-specific member information for members of both entities and joint operations. All joint operations in which the producer is a member in the applicable year will be listed in this section.

This is an example of the Permitted Entity/Joint Operation Member Information section.

Ind	Ent	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION						Perm	Act	Perm					
Stat	Id and Type	Type	Date	Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	KCMO	Flag	Share	Share	Pgm-Upd	Date
	666555222E	02	930511	999991111E						N	Y	00250	05000	MAB451	971112
	999991111E	04	771118							N	Y	05000	05000	MAD467	970127
	676767676E	06	911003							N	D	98740	00000	MAD323	971217

This MABDIG shows all the different types of memberships a particular producer has in the JOP/PEM file.

Continued on the next page

481 MABDIG Reports (Continued)

**D**  
**Meaning of**  
**Member Section**  
**Fields**

The following table describes the meaning of fields shown in the Permitted Entity/Joint Operation Member Information section of MABDIG.

Section	Definition
Ind Stat	Used to determine whether the joint operation record is active ("Blank") or deleted ("D").
Id and Type	Lists the ID number and type of the joint operation the producer is a member of.
Ent Type	Lists the entity type of the joint operation the producer is a member of.
Date	Lists the date the joint operation was created.
Inline 1	If data is found here, indicates that the producer is a member of a joint operation or entity that is itself a member of a joint operation or entity. Joint operations are not usually thought of as having embedded entities or joint operations as members, but the software logic treats joint operations this way.
Inline 2	Indicates that the producer is a member at the third level, which means the producer is a member of the senior payment joint operation through both the entities listed in the "Inline 1" and "Inline 2" fields.
Inline 3	Indicates that the producer is a member at the fourth level.
Inline 4	Indicates that the producer is a member at the fifth level.
Crop	Relevant to joint ventures; indicates the program crop code of the version of the joint venture listed.
Libl	Field not relevant for joint operations.
Succ	
KCMO	

Continued on the next page

481 MABDIG Reports (Continued)

**D**  
**Meaning of**  
**Member Section**  
**Fields**  
**(Continued)**

Section	Definition
Perm Flag	Indicates the designation the producer has selected or county software has generated.  <b>Note:</b> See subparagraph 365 L for the definition of permitted flags.
Act Share	Indicates the actual share the producer has in the joint operation.
Perm Share	Indicates the permitted share for the producer in the joint operation.
Pgm-Upd	Lists the last software program that updated the record.
Date	Lists the date the last software program updated the record.

**E**  
**Permitted Entity**  
**Entity**  
**Information**  
**Section**

The Permitted Entity Entity Information section lists information about the joint operation for which the MABDIG is printed. MABDIG's printed for producers that are members of joint operations, but are not joint operations themselves, will contain no data in the Entity Information section.

This is an example of the Permitted Entity Entity Information section of MABDIG.

PERMITTED ENTITY ENTITY INFORMATION												
Ind Stat	Id and Type	Ent Type	Date	Tax ID	Levels	Members	Crop	Flag	Perm Share	Act Share	Perm Pgm-Upd	Date
-----	353535353E	03	940114	353535353E	0	002	0000		10000	10000	MAB490	970117

Continued on the next page

## 481 MABDIG Reports (Continued)

**F**  
**Meaning of**  
**Entity Section**  
**Fields**

This table describes the meaning of fields shown in the Permitted Entity Entity Information section of MABDIG.

<b>Section</b>	<b>Meaning</b>
Ind Stat	Used to determine whether the joint operation record is active ("Blank") or deleted ("D").
Id and Type	Lists the ID number and type of the joint operation.
Ent Type	Lists the entity type of the joint operation.
Date	Lists the date the joint operation was created.
Tax ID	Lists PID for the joint operation. In most cases this is the same as the number in the ID field, but with joint ventures with multiple versions on file, it will contain the PID associated to the temporary ID listed in the ID field.
Levels	For joint operations with joint operations or entities as members; lists the number of levels of joint operations or entities "embedded" in the joint operation, if any.
Members	Lists the number of direct members of the joint operation.
Crop	For joint ventures with multiple versions, indicates the program crop code for a particular version of a joint venture.
Perm Flag	Field not relevant for joint operations.
Act Share	Lists the possible share the members may have in the joint operation; nearly always 1.0000.
Perm Share	Lists the total share designated by all members of the joint operation.
Pgm-Upd	Lists the last software program that updated the record.
Date	Lists the date the last software program updated the record.

**482 KCMO Download Reports**

---

**A****Purpose**

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

---

**B****Types of  
Download  
Reports**

The following four KCMO download reports are directly related to the JOP/PEM file.

**Report MAD313-R001, Change Permitted Entity Records:**

- is triggered by a change to an entity record in a county that is not the control county for the entity
- is downloaded to the control county of the updated entity
- is used to inform the control county of an "other" county entity record update.

**Report MAB480-R001, Multicounty Entity Members with less than 10% Interest in an Entity:**

- shows members with less than 10 percent interest in an entity
  - shows the entity or entities the member is a less than 10 percent member of
  - is printed for both CY and PY
  - prints out entity or joint operation members for which activity has occurred in the last upload/download cycle.
- 

Continued on the next page

**482 KCMO Download Reports (Continued)**

---

**B  
Types of  
Download  
Reports  
(Continued)****Report MAB480-R002, Multicounty Entity Members with 4 or more Entities Selected for Payment:**

- shows members with 4 or more entities selected for payment (suspended producers)
- shows the entity or entities the member has selected for payment
- is printed for both CY and PY
- prints out suspended entity or joint operation members for which activity has occurred in the last upload/download cycle.

**Report MAB480-R003, Multicounty Entity Members with no Violations:**

- shows members with no violations
- shows the entity or entities the member has selected for payment
- is printed for both CY and PY
- prints entity or joint operation members for which activity has occurred in the last upload/download cycle.

**Note:** See subparagraph 416 B for examples of download reports.

---

483 State Suspended Reports

**A**  
**Overview**

A State Suspended Report is printed in the State Office during the download process if a member of a joint operation or entity in the State was suspended in the current cycle.

Producers who have suspended joint operations have selected more than the allowable number of permitted entities. The KCMO mainframe suspends both entities and joint operations until a valid designation is uploaded to KCMO.

**Note:** This report is not cumulative, so every report will need to be reconciled with the counties involved.

**B**  
**Report**  
**MGRC60R1**

**Report MGRC60R1**, Multi-County Entity Members Suspended Report, lists the ID's of members of entities and joint operations who were suspended during the current cycle. This is an example of the report.

TEXAS		U.S. DEPARTMENT OF AGRICULTURE			10/04/97	
120993001		FARM SERVICE AGENCY				
MGRC60R1		MULTI-COUNTY ENTITY MEMBERS SUSPENDED REPORT			PAGE	1
-----						
SUSPENDED MULTI-COUNTY MEMBERS						
ST/CTY	YEAR	ENTITY ID AND TYPE		MEMBER ID AND TYPE		CONTROL COUNTY
-----	-----	-----		-----		-----
48-375	98	75-2011159	E	118-27-0372		48-275
48-375	98	75-2011159	E	118-27-0372		48-275
48-375	98	75-2917173	E	118-27-0372		48-275
48-375	98	75-3633433	E	812-91-4132		07-137
48-375	98	75-3840381	E	812-91-4132		07-137
48-375	98	75-4175768	E	812-91-4132		07-137
48-375	98	75-3840381	E	812-91-4132		07-137

484 (Withdrawn--Amend. 3)

484 Special Case Joint Operations

---

**A**

**Overview**

This paragraph addresses Indian tribal ventures require special handling when loading information into the JOP/PEM file.

---

**B**

**Indian Tribal Ventures**

Record all Indian tribal ventures, including BIA, in NAM using entity type "14".

Load Indian tribal ventures and their members in the JOP/PEM file according to the following table.

**Exception:** Do not load BIA and their members into the JOP/PEM file. Load members of BIA into NAM with a temporary ID number and entity type "15".

For Indian tribal ventures with...	THEN...
only lands owned or held in trust, and no members have filed CCC-502 for other farming operations	<ul style="list-style-type: none"> <li>• do not list the members' individual shares on the Indian tribal venture's CCC-502B</li> <li>• load the venture with the employer ID number in the JOP/PEM file</li> <li>• load the members using a temporary ID number assigned for "Members of (tribal venture)", with an entity code of "99", and a 100 percent share.</li> </ul>

---

Continued on the next page

484 Special Case Joint Operations (Continued)

**B**  
**Indian Tribal**  
**Ventures**  
**(Continued)**

<b>For Indian tribal ventures with...</b>	<b>THEN...</b>	
only lands owned or held in trust that have members that have filed CCC-502 for other farming operations	<ul style="list-style-type: none"> <li>• do not list the members' individual shares on the Indian tribal venture's CCC-502B</li> <li>• load the venture with the employer ID number in the JOP/PEM file</li> <li>• load the members using a temporary ID number assigned for "Members of (tribal venture)", with an entity code of "99".</li> </ul>	
	<b>IF individuals have...</b>	<b>THEN...</b>
	filed CCC-502 for other operations	load the individuals in the entity file as members of the tribal venture using the individual's ID number and a share of .0001.
not filed CCC-502 for other operations	enter a share for the temporary ID number equal to the difference between the total recorded for individuals and 1.0000.	
lands rented or otherwise	<ul style="list-style-type: none"> <li>• determinations will be made as for any other joint venture</li> <li>• load each member's individual shares on the Indian tribal venture's CCC-502B</li> <li>• load the venture in the JOP/PEM file using entity type "14".</li> </ul>	

Continued on the next page

484 Special Case Joint Operations (Continued)

---

**C**  
**Other Special**  
**Case Joint**  
**Operations**

See subparagraph 418 A for information on loading the following special case joint operations:

- loading ineligible foreign persons as members of joint operations
- assigning temporary ID numbers
- loading joint operations and joint operation members not earning payments subject to 1-PL rules
- loading joint operations to provide CAT application linkage requirements.

**Note:** The same rules apply for both joint operations and entities.

---

**\*--485 Revising Entity Types For Joint Operations**

---

**A****Introduction**

Joint operations are sometimes restructured to change from one entity type to another, while keeping the same identification numbers. In these cases, County Office software enables the user to revise the entity type to reflect changes in a joint operation for the current year (CY).

Follow this paragraph to revise entity types when an existing joint operation restructures to create either of the following:

- a new joint operation
  - an entity.
- 

**B****Rules for Making Entity Type Changes**

County Offices shall refer to 1-PL before making any entity type changes. All rules and regulations in 1-PL must be met before County Offices may revise an entity type.

---

**C****Overview of Revising Entity Types**

The following actions are required in order to revise an entity type:

- delete all CY joint operation files for the ID number.
- change the entity type and make any necessary changes to NAM
- add the new joint operation to the joint operation file and update.

**Note:** Revisions can only be made to the CY entity type, not entity types for CY-1 or CY-2.--\*

---

Continued on the next page

**\*--485 Revising Entity Types For Joint Operations (Continued)**

**D**

**Revising the Entity Type for Joint Operations**

Revise the entity type when an existing joint operation is restructured to form a new joint operation according to the following.

Step	Menu or Screen	Action
1	MA0000, Common Management Menu	ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
2	MAD000, Subsidiary Main Menu	ENTER "6", "Joint Operations", and PRESS "Enter".
3	MAB440A, Joint Operation File	ENTER "1", "Create/Revise/Delete Joint Operation Record", and PRESS "Enter".
4	MAB44000, Joint Operation Record	ENTER "1", "CY Records", and PRESS "Enter".
5	MAB44001, Joint Operation File	Select the joint operation and PRESS "Enter".
6	MAB44002, Joint Operation File	Enter the new effective date from CCC-502 and PRESS "Enter".
7	MAD501J1, Joint Operation Update	ENTER "D" to delete and PRESS "Enter".  <b>Note:</b> An asterisk will be placed by the members name.  ENTER "U" to update and PRESS "Enter".  <b>Note:</b> See subparagraph 486 B.
8	MA0000, Common Management Menu	ENTER "2", "Producer Name and Address Maintenance", and PRESS "Enter".
9	MAB000 Name and Address Selection Menu	ENTER "2", "Change or View", and PRESS "Enter".
10	MAB01001 Name and Address File Maintenance	Select the NAM file to be updated.

--\*

Continued on the next page

## \*--485 Revising Entity Types For Joint Operations (Continued)

**D**  
**Revising the**  
**Entity Type for**  
**Joint**  
**Operations**  
**(Continued)**

Step	Menu or Screen	Action
11	MAB0102, Name and Address - File Maintenance	Change the entity type and PRESS “Enter”.  <b>Note:</b> See subparagraph 486 C.  The user will have to pass through the following: <ul style="list-style-type: none"> <li>• Screen MAB02001</li> <li>• Screen MAB02501</li> <li>• Screen MAB03001</li> <li>• Screen MAB03501</li> <li>• Screen MAB06001.</li> </ul> Make any updates to NAM through these screens to reflect changes caused by the entity type revision according to 1-CM. Update NAM .
12	MA0000, Common Management Menu	ENTER “4”, “Subsidiary Files Maintenance”, and PRESS “Enter”.
13	MAD000, Subsidiary Main Menu	ENTER “6”, “Joint Operations”, and PRESS “Enter”.
14	MAB440A, Joint Operation File	ENTER “1”, “Create/Revise/Delete Joint Operation Records”, and PRESS “Enter”.
15	MAB44000, Joint Operation Record	ENTER “1”, “CY”, and PRESS “Enter”.
16	MAB44001, Joint Operation File	Select the joint operation to be updated and PRESS “Enter”.
17	MAB44002, Joint Operation File	Enter the new effective date from CCC-502 and PRESS “Enter”.
18	MAD501J1 Joint Operation Update	ENTER “A” and PRESS “Enter”. Add the members of the entity to the entity file. PRESS “Enter” twice to update. Additional information on adding members to the joint operation can be found in paragraph 448.

--\*

Continued on the next page

## \*--485 Revising Entity Types For Joint Operations (Continued)

## E

**Revising the  
Entity Type for  
a Joint  
Operation to an  
Entity**

Revise the entity type when an existing joint operation is restructured to form a new entity according to the following.

Step	Menu or Screen	Action
1	MA0000, Common Management Menu	ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
2	MAD000, Subsidiary Main Menu	ENTER "6", "Joint Operations", and PRESS "Enter".
3	MAB440A, Joint Operation File	ENTER "1", "Create/Revise/Delete Joint Operation Record", and PRESS "Enter".
4	MAB44000, Joint Operation Record	ENTER "1", "CY Records", and PRESS "Enter".
5	MAB44001, Joint Operation File	Select the joint operation and PRESS "Enter".
6	MAB44002, Joint Operation File	Enter the new effective date from CCC-502 and PRESS "Enter".
7	MAD501J1, Joint Operation Update	ENTER "D" to delete and PRESS "Enter".  <b>Note:</b> An asterisk will be placed by the members name.  ENTER "U" to update and PRESS "Enter".  <b>Note:</b> See subparagraph 486 B.
8	MA0000, Common Management Menu	ENTER "2", "Producer Name and Address Maintenance", and PRESS "Enter".
9	MAB000, Name and Address Selection Menu	ENTER "2", "Change or View", and PRESS "Enter".
10	MAB01001, Name and Address File Maintenance	Select the NAM file to be updated

--\*

Continued on the next page

## \*--485 Revising Entity Types For Joint Operations (Continued)

**E**  
**Revising the**  
**Entity Type for**  
**Joint**  
**Operations to**  
**an Entity**  
**(Continued)**

Step	Menu or Screen	Action
11	MAB0102, Name and Address - File Maintenance	<p>Change the entity type and PRESS "Enter".</p> <p><b>Note:</b> See subparagraph 486 C.</p> <p>The user will have to pass through the following:</p> <ul style="list-style-type: none"> <li>• Screen MAB02001</li> <li>• Screen MAB02501</li> <li>• Screen MAB03001</li> <li>• Screen MAB03501</li> <li>• Screen MAB06001.</li> </ul> <p>Make any updates to NAM through these screens to reflect changes caused by the entity type revision according to 1-CM. Update NAM .</p>
12	MA0000, Common Management Menu	ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
13	MAD000, Subsidiary Main Menu	<p>ENTER "7", Entity File and Payment Limitation Register.</p> <p><b>Note:</b> Screen MAB440B will be displayed.</p> <p>PRESS "Enter".</p>
14	MAB440B, Entity/Pay Limit Register	ENTER "1", "Create/Revise/Delete Entity Records", and PRESS "Enter".
15	MAB44000, Entity Record	ENTER "1", "CY", and PRESS "Enter".
16	MAB44001, Entity File	Select the entity to be updated and PRESS "Enter".
17	MAB44002, Entity File	Enter the new effective date from CCC-502 and PRESS "Enter".
18	MAD501E1, Entity File	ENTER "A" and PRESS "Enter". Add the members of the entity to the entity file. PRESS "Enter". twice to update. Additional information on adding members to the entity file can be found in paragraph 378.

--\*

**\*--486 Screen MAD501J1, Screen MAB0102, and Report MABDIG**

**A**

**Overview**

Joint Operation Update Screen MAD501J1 lists the members of the joint operation. Before the entity type can be revised, the members of the joint operation need to be deleted.

Report MABDIG prints the entity types for CY, CY-1, and CY-2.

**B**

**Joint Operation Update Screen MAD501J1**

The joint operation and its members are not deleted until on Screen MAD501J1, "U" is selected and the user presses enter to update. The following sample screen shows the results of entering "U" to update.

```

Common Provisions  073-C RANSOM          Update  MAD501J1
Joint Operation Update          Version AA01  11/29/00 08:48 Term H4
-----
                                MEMBERS OF THE JOINT OPERATION
Name: PIGGY FARMS PARTNERSHIP
Type: Partnership              ID: 202507777 E              Share: 0.0000
                                Effective Date: 10/27/00          Year: 01
                                ....Shares....
# Prmtd  Member Name              ID Number  Entity      Actual Prmtd
001 *   KIM PIGG                  202-50-2222 S  01          0.2500 0.0000
002 *   BRIAN PIGG                202-50-3333 S  01          0.2500 0.0000
003 *   LISA PIGG                 202-50-4444 S  01          0.2500 0.0000
004 *   JAMES PIGG                202-50-4555 S  01          0.2500 0.0000

                                Total: 0.0000 0.0000
* = Member deleted: To reactivate enter # or Add ID
Cmd7=End  Cmd4=Previous Screen          Enter # to modify:
                                (A)dd, (D)elete or (U)pdate:
Joint Operation file has been updated.
    
```

**Notes:** If Screen MAD501J1 has updated properly, the following changes will have occurred:

- an asterisk by the member that indicates a deleted member
- a highlighted "Joint Operation file has been updated" message
- a new value in the "Total" field for actual and permitted shares.

Continued on the next page

\*--486 Screen MAD501J1, Screen MAB0102, and Report MABDIG (Continued)

**C**

**Name and Address - File Maintenance Screen MAB0102**

After revising the entity type on Screen MAB0102, users will need to update NAM according to 1-CM to reflect any NAM changes that have occurred because of the entity type revision.

```

073-C RANSOM          Change  MAB01502
Name and Address - File Maintenance  Version: AA01 11/29/2000 09:03 Term
-----
Basic Data Tracking Fields

ID Number 202507777  ID Type E  Name Type B  Entity Type      CY   03
                                           CY-1  02
                                           CY-2  02

Name for Mail PIGGY FARMS PARTNERSHIP

Cmd7-End, Cmd3-Previous                               Enter-Continue
    
```

**Note:** CY-1 and CY-2 still shows “02” as the entity type after the CY entity type is changed. CY-1 and CY-2 can not be accessed to make entity type revisions.

**D**

**MABDIG Diagnostic Listing**

Report MABDIG prints CY, CY-1, and CY-2 entity types. The following is an example of the Name and Address Information section of Report MABDIG after an entity change.

```

NORTH DAKOTA          U.S. Department of Agriculture          Prepared: 11-29-00
C Ransom              ST/CTY              Farm Service Agency          Time: 09:13
Report ID: MABDIG-R001 38/073          Diagnostic Listing for: 20-2507777 E-2001          Page: 1
-----
NAME & ADDRESS INFORMATION:

Ind  Id and Type  Name  Type  AP  MCM  CEM  PA-DEL  Pgm-Upd  Date
Stat
-----
202507755 E  Piggy Farms Joint Venture  03  CY  N  N  N  N  MAB060  00112
                                           02  CY-1  N  N  N
                                           02  CY-2  N  N  N
    
```

--\*

**Reports, Forms, Abbreviations, and Delegations of Authority**

**Reports** None

**Forms** This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		9, Part 2
AD-1026A	Supplemental to AD-1026 (Continuation)		38, 42
CCC-441 Income	Noninsured Crop Disaster Assistance Program Certification of Income Eligibility		52
CCC-501A	Member's Information		367, 414, 418, 434
CCC-501B	Designation of "Permitted Entities"		367, 418, 434
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		44, 318
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		44, Parts 6 and 7
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		44, Parts 6 and 7
CCC-502D	Farm Operation Plan for Payment Eligibility Review for an Estate or Trust		44, 365-367, 379, 393, 395, 432, 434
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		367, 434
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		57, 58
CCC-732	CMA or LSA Producer Payment Limitation Request		177
CCC-738	Payment Limitation Non-County Action Required	105	
CCC-739	Payment Limitation Control County Action Required	106	177
CRP-817U	Certification of Compliance for CRP		42
FCI-12	Crop Insurance Application		39, 364, 418, 431

Continued on the next page

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


---

**Forms  
(Continued)**

<b>Number</b>	<b>Title</b>	<b>Display Reference</b>	<b>Reference</b>
FSA-153	Agricultural Foreign Investment Disclosure Act Report		414
FSA-495-2	Producer Worksheet for HELC and WC Violations		87
FSA-570	Waiver of Eligibility for Emergency Assistance		39-41

**Abbreviations  
Not Listed in  
1-CM**

The following abbreviations are not listed in 1-CM.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
AGI	adjusted gross income	57-59
CC	counter-cyclical	146
CDP	Crop Disaster Program	146
CEM	combined producer (file)	Text
CY	current year	Text
DCP	Direct and Counter-Cyclical Program	146, 180
DBA	doing business as	366
DIR	direct	146, 180
EFM	eligibility file	9, 36, 103, 104, Part 2
EOD	end-of-day process	Text
EQIP	Environmental Quality Incentives Program	146
LAP	Livestock Assistance Program	146
MCM	multicounty producer (file)	Text
MLA	Market Loss Assistance Program	146, 180
NAM	name and address file	Text
NAP	Noninsured Crop Disaster Assistance Program	1, 364, 431, Parts 2 and 4
PCCA	Producers Cotton Cooperative Association	165

Continued on the next page

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

---

**Abbreviations  
Not Listed in  
1-CM  
(Continued)**

Approved Abbreviation	Term	Reference
PID	permanent ID number	Part 7, Ex. 2
PLM	payment limitation (file)	Text
PN	peanuts	146
PS	price support	180
PY	prior year	Text
SOD	start-of-day process	Text

**Redelegations  
of Authority**

---

None

---

## Definitions of Terms Used in This Handbook

---

<b>Active Producer</b>	<p>An <u>active producer</u> is a producer active in a county because of:</p> <ul style="list-style-type: none"> <li>• membership in an entity or joint operation</li> <li>• providing a significant contribution of land, labor, capital, or equipment to a farming operation - being "on" a farm for subsidiary file purposes.</li> </ul> <hr/>
<b>Actual Share</b>	<p>A member's <u>actual share</u> is found in the member level entity or joint operation record and contains the percent of ownership share from CCC-502C or CCC-502D, item 5. The user can adjust this value.</p> <p>For entities, see subparagraph 379 E for share loading information.</p> <p>For joint operations, see:</p> <ul style="list-style-type: none"> <li>• subparagraph 447 B for general partnership member share loading information</li> <li>• paragraph 450 for joint venture member share loading information.</li> </ul> <p>Payment processes use the actual share to compute the:</p> <ul style="list-style-type: none"> <li>• payment made to the joint operation</li> <li>• portion of the payment to be charged against the member's payment limitation.</li> </ul> <hr/>
<b>Auto-Delete</b>	<p>An <u>auto-delete</u> is the automatic deletion of a record because of a change in a producer's activity status.</p> <hr/>
<b>CEM PLM Control County</b>	<p>The <u>CEM PLM control county</u> is a county with control over payment limitation update ability for multicounty combinations. Only the CEM PLM control county can revise program amounts for PLM records in the CEM PLM set of a member of a multicounty combination.</p> <p>The CEM PLM control county for a multicounty combination is originally assigned by the KCMO mainframe, but can be changed by the CEM PLM control county.</p> <hr/>

Continued on the next page

## Definitions of Terms Used in This Handbook (Continued)

---

**CEM Set** A CEM set is a group of records for 2 or more producers who are combined for payment limitation purposes. A KCMO account number is established for each CEM set.

A valid CEM set consists of:

- 2 or more active records
  - 2 or more active producers
  - 1 or more active home county records (county level).
- 

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

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

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

**CMA County** A CMA county is a county with a county code beginning with "8" except 51800, 51810, and 51899 (Suffolk and Virginia Beach counties in Virginia and NSCP in Georgia).

---

**Combination** When COC combines 2 or more producers for payment limitation purposes in the combined producer file, a combination is created.

---

**Combined Producer** Combined producers are individuals or entities that are determined by COC to be combined as 1 "person" for payment limitation purposes.

---

Continued on the next page

**Definitions of Terms Used in This Handbook (Continued)**


---

<b>Combined Producer Account</b>	A <u>combined producer account</u> lists all members of a particular combination. Payment software charges payments made to members of the combination against the payment limitation assigned to the combination in the home county.
<hr/>	
<b>Control County</b>	The <u>control county</u> is for subsidiary file purposes the county with payment limitation update ability for current year and current year minus 1 PLM files. County is responsible for manually monitoring payment limitation amounts for the current year minus 2 PLM file.
<hr/>	
<b>Embedded Entity</b>	An <u>embedded entity</u> is an entity that has an interest, directly or indirectly, in another entity that is earning payments.
<hr/>	
<b>Embedded Joint Operation</b>	An <u>embedded joint operation</u> is a joint operation that is a member, either directly or indirectly, in another joint operation or entity.
<hr/>	
<b>Entity</b>	An <u>entity</u> is a corporation, joint stock company, association, limited partnership, limited liability company, irrevocable trust, revocable trust, estate, charitable organization, or other similar organization, including any organization participating in the farming operation as a partner in a general partnership, a participant in a joint venture, a grantor of a revocable trust, or as a participant in a similar organization.
<hr/>	
<b>Entity Permitted Share</b>	<u>Entity permitted share</u> is used by payment processes to calculate the payment for the entity. Entity permitted share amounts are determined by the number of members selecting the entity for payment.
<hr/>	
<b>FSA County</b>	For purposes of this handbook, an <u>FSA county</u> is a county that is not a CMA or LSA county.

---

Continued on the next page

## Definitions of Terms Used in This Handbook (Continued)

---

<b>Home County Record</b>	<p>A <u>home county record</u> has a State and county code matching the State and county code in the ?.MA.DTM file.</p> <p><b>Example:</b> County Office in Dallam County, Texas, considers a record with a 48205 State and county code to be a <b>home county record</b>.</p> <hr/>
<b>Joint Operation</b>	<p>A <u>joint operation</u> is a general partnership, joint venture, or other similar business organization in which 2 or more individuals, entities, or joint operations pool their resources, such as land, labor, capital, management, and equipment, to conduct the operation.</p> <hr/>
<b>KCMO Account Number</b>	<p>The <u>KCMO account number</u> is a mainframe-assigned account number for combinations.</p> <hr/>
<b>LSA County</b>	<p>An <u>LSA county</u> is a county with a county code beginning with "7" except 51700 (Newport News County in Virginia).</p> <hr/>
<b>MCM CEM Set</b>	<p>An <u>MCM CEM set</u> is a CEM set that contains 2 or more State and county codes. Any combination whose members are collectively active in more than one FSA, CMA, or LSA county belong to an MCM CEM set.</p> <hr/>
<b>MCM PLM Control County</b>	<p>The <u>MCM PLM control county</u> is the County Office with control over payment limitation update ability for noncombined multicounty producers. Only the MCM PLM control county can revise program amounts for PLM records in the MCM PLM set of a noncombined multicounty producer.</p> <p>The MCM PLM control county for a noncombined multicounty producer is originally assigned by the KCMO mainframe, but can be changed by the MCM PLM control county.</p> <hr/>

Continued on the next page

## Definitions of Terms Used in This Handbook (Continued)

---

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

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

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

**MCM Set** An MCM set is a group of records for a producer who is an active producer in 2 or more counties. A control county is established for each MCM set.

A valid MCM set consists of:

- 1 producer ID number
  - 2 or more active records (State and county codes)
  - 1 or more active home county records (county level).
- 

**Member** Subsidiary applications define a member as any entity, joint operation, or individual that is loaded into the entity or joint operation file as a component of that entity or joint operation.

---

**Multicounty Control County** The multicounty control county makes the initial eligibility and payment limitation determinations for multicounty producers that are not members of a combination. For a county to be eligible to be the multicounty control county for a producer, the producer must be an active producer in that county for that year. The multicounty control county is a year-specific determination.

---

Continued on the next page

## Definitions of Terms Used in This Handbook (Continued)

---

<b>Multicounty Producer</b>	A producer is a <u>multicounty producer</u> if the producer is an active producer in 2 or more counties.
<hr/>	
<b>Multicounty Set</b>	A <u>multicounty set</u> is unique to a producer and contains all multicounty records for all counties in which the producer is active. A producer's multicounty set is displayed in the Multi County Information section of MABDIG. See subparagraph 130 B for an example of a multicounty set.
<hr/>	
<b>Other County Record</b>	An <u>other county record</u> is a record with a State and county code that does not match the State and county code in the ?.MA.DTM file.
	<b>Example:</b> County Office in Broome County, New York, considers a record with a 48205 State and county code to be an <b>other county record</b> .
<hr/>	
<b>Permanent ID Number (PID)</b>	A <u>permanent ID number (PID)</u> is used to link a joint venture whose members share differently on different farms to the employer ID number recognized by both IRS and payment processes. When creating a version of a joint venture with a temporary ID, PID must be entered to update the record.
<hr/>	
<b>Permitted Entity</b>	A <u>permitted entity</u> is an entity that is designated by 1 or more individuals and that is to receive a payment, loan, or benefit under a program subject to permitted entity provisions.
<hr/>	

Continued on the next page

**Definitions of Terms Used in This Handbook (Continued)**

**Permitted Flag for Entities**

The permitted flag enables the automated system to monitor the number of permitted entities a producer has selected for payment. County Offices must set an entity member's permitted flag when creating an entity and must update the flag when necessary.

The following table lists the different types of flags found in the "Permitted Flag" field in the Permitted Entity Member section of MABDIG.

<b>Flag</b>	<b>Definition</b>	<b>Who Sets</b>
Y	The member has selected the entity as a permitted entity.	User
"blank"	The member has not made a permitted entity designation.	User
D	The member declines the entity as a permitted entity or must decline payment because of a 6-CP compliance violation.	User
I	The member does not have a substantial beneficial interest in the entity.	User
C	The member is combined with the payment entity (not an embedded entity).	Software
S	The member is a multicounty producer who is determined to have exceeded the 3 permitted entity rule and has been suspended by the KCMO mainframe.	Software
R	The member is an embedded entity that contains 1 or more members that have declined payment from the senior payment entity through the embedded entity.	Software

See subparagraph 379 E for permitted flag loading information.

Continued on the next page

**Definitions of Terms Used in This Handbook (Continued)**

---

**Permitted Flag for Joint Operations**

The permitted flag enables the automated system to monitor whether or not the joint operation is earning a payment. The joint operations permitted flag selection determines the number of permitted entities that the members of the joint operation may designate. See subparagraph 433 B for payment rules regarding members of joint operations.

County Offices must set all joint operation members' permitted flag to either:

- "Y", if the joint operation is earning a payment
- "N", if the joint operation is not earning a payment.

The following table lists the different types of flags in the "Permitted Flag" field in the Permitted Entity Member section of MABDIG.

**Note:** The fact that the joint operation member information is listed in the Permitted Entity Member section of MABDIG may be confusing. County Offices should remember that a joint operation is not an entity.

<b>Flag</b>	<b>Definition</b>	<b>Who Sets</b>
Y	The joint operation earns a payment.	User
N	The joint operation does not earn a payment.	User
J	The member is a member of an entity that is a member of a joint operation. This flag is only printed on the member's MABDIG.	Software
C	The member of the joint operation is combined with a corporation.	Software

See:

- subparagraph 447 B for general partnership member permitted flag loading information
- paragraph 450 for joint venture member permitted flag loading information.

---

Continued on the next page

**Definitions of Terms Used in This Handbook (Continued)**


---

**Permitted Share** Like the member's actual share, a member's permitted share is found in the member level entity or joint operation record. This value is not directly linked to CCC-502 or CCC-502D and cannot be directly adjusted by the user. The permitted share reflects whether the member has designated for payment the entity or joint operation to which the member belongs.

Payment processes use the value in the member's "Permitted Share" field when calculating a payment to that member.

---

**PLM File** A PLM file is a general term used to reference the year-specific payment limitation files.

---

**PLM Process** The PLM process is a subsidiary process that creates, deletes, and revises payment limitation records.

---

**PLM Record** A PLM record is a record in the payment limitation file.

---

**PLM Set** PLM set refers to the grouping of five FSA programs.

---

**Producer** Subsidiary applications define a producer as any entity, joint operation, or individual that is loaded in the farm producer file as an owner, operator, or other producer on a farm.

---

**Program** A program for purposes of this handbook refers to any of the five FSA programs monitored by the PLM file:

- PFC/SL - production flexibility contract payment/SL
  - PS - price support
  - CRP
  - NAP - Noninsured Disaster Assistance Program
  - PFC/NL - production flexibility contract payment/NL.
- 

Continued on the next page

## Definitions of Terms Used in This Handbook (Continued)

---

<b>Senior Joint Operation</b>	A <u>senior joint operation</u> is a joint operation that has a joint operation or entity as a member.
<b>Senior Payment Entity</b>	A <u>senior payment entity</u> is an entity that has an embedded entity as a member. Program payments are earned by and issued to this entity.
<b>Subsidiary Year</b>	The <u>subsidiary year</u> begins with rollover of subsidiary files and remains constant until those same subsidiary files are rolled again approximately 1 year later. Subsidiary rollover usually occurs late in the calendar year, generally before farm crop rollover. See paragraphs 4 through 11 for information about rollover of particular subsidiary files.
<b>Substantial Beneficial Interest</b>	<p>To have a <u>substantial beneficial interest</u> is to have an ownership interest of 10 percent or more in an entity. A member with a substantial beneficial interest in an entity must either select or decline that entity for payment.</p> <p><b>Note:</b> In some cases ownership interest of less than 10 percent can be considered substantial beneficial interest, if determined by COC. This is determined on a case-by-case basis.</p>
<b>Suspended Producer</b>	<p>A <u>suspended producer</u> is either of the following:</p> <ul style="list-style-type: none"> <li>• a multicounty producer who has designated more than the allowable 3 permitted designations</li> <li>• a non-multicounty producer, combined with a producer in another county, who together have designated more than the allowable 3 permitted designations.</li> </ul> <p><b>Note:</b> In all cases except this one, county level software does not allow a producer who is not multicounty to select more than 3 permitted entities.</p>

---

Continued on the next page

**Definitions of Terms Used in This Handbook (Continued)**

---

**"True" Control County** Multicounty producers who are also members of a combination are assigned both a MCM and CEM control county, which may or may not be the same county. As long as they remain a member of a combination, the CEM PLM control county is their "true" control county because it maintains control over and responsibility for their PLM records.

---

**Unallocated PLM Amount** An unallocated PLM amount is an additional program amount available. Any amount up to but not exceeding this unallocated program amount can be added to a PLM record by the control county for the PLM set.

---

## Menu and Screen Index

---

The following menus and screens are displayed in this handbook.

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
MAB01502	Name and Address - File Maintenance	420, 486
MAB440A	Joint Operation File Menu	447, 480
MAB440B	Entity/Pay Limit Register Menu	128, 378, 414
MAB44000	Select Entity Year Screen	379
MAB44000	Select Joint Operation Year Screen	448
MAB44001	Select Joint Operation Screen	379, 448
MAB44002	Enter Effective Date to Create Screen	379
MAB44002	Select Effective Date to Revise Screen	448, 450, 462-464
MAB44005	Joint Operation File Screen	450-452, 462-464
MAB44201	Entity and Joint Operation Reports Screen	128, 414, 480
MAD000	Subsidiary Main Menu	102, 128, 208, 280, 414, 480
MAD01001	Subsidiary Year Selection Screen	102, 116, 317
MAD01101	Subsidiary Year Selection Screen	280
MAD200	Multi-County Main Menu	102, 116, 129, 192
MAD20101	Multi County Producer Maintenance Screen	102
MAD20102	Multi County Producer Maintenance Screen	102
MAD20301	Multi County Producer Maintenance Screen	116
MAD20302	Multi County Producer Maintenance Screen	116, 192, 193
MAD20501	Multi County Producer Maintenance Screen	102, 129
MAD20503	Multi County Producer Maintenance Screen	129
MAD300	Combined Producer Main Menu	316, 319
MAD30101	Combined Producer Maintenance Screen	317

Continued on the next page

## Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
MAD30201	Combined Producer Maintenance Screen	317, 336
MAD30203	Combined Producer Maintenance Screen	317
MAD30502	Combined Producer Maintenance Screen	319
MAD40102	Eligibility Maintenance Screen	38
MAD501E1	Members of the Entity Screen	379-381, 396
MAD501E1	Permitted Entity Update Screen	420
MAD501E3	Member Information Screen	379-381, 395
MAD501E5	Entity Update Screen	393
MAD501J1	Members of the Joint Operation Screen	449, 450, 452, 459, 460, 463
MAD501J1	Joint Operation Update Screen	486
MAD501J3	Member Information Screen	449, 450, 459, 460, 463
MAD50201	Member Record Select Screen	379, 449
MAD504E1	Embedded Entity Members Update Screen	394
MAD700	Payment Limitation Menu	179, 208, 280
MAD70101	Producer Selection Screen	208
MAD70103	Payment Limitation File Update Screen	280
MAD70105	Payment Limitation File Update Screen	180
MAD70201	Payment Limitation File Update Screen	180
MAD70402	Payment Limitation File Update Screen	208, 209
MAD70501	Payment Limitation File Update Screen	180
MAD70502	Subsidiary Year Selection Screen	208
MAD70601	Payment Limitation File Update Screen	180
MAD70801	Payment Limitation File Update Screen	180
MAD830	Adjusted Gross Income Main Menu	58
MAD83201	AGI Producer Verification Screen	58
MBAPRT01	Printer Selection Screen	129

**Counting Permitted Entities on MABDIG**

---

The following situations and solutions describe the permitted entity count that is performed on the mainframe in KCMO.

**Note:** Entity code 02 is a partnership and entity code 03 is a joint venture. Payments to members of these joint operations are attributed to the members, not the joint operation.

**Situation 1**

This producer is receiving payment as an individual and is a member in the following joint operations and entities. What is the producer's permitted entity count?

Ind Stat	Id and Type	Ent		PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION								Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
		Type	Date	Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO					
	758888021E	04	930107								N	Y	05000	05000	MAB451	970107

**Solution**

The producer has a permitted entity count of 2 as follows:

- individual interest
- member of the corporation.

---

Continued on the next page

**Counting Permitted Entities on MABDIG (Continued)**

---

**Situation 2**

This producer is receiving payment as an individual and is a member in the following joint operations and entities. What is the producer's permitted entity count?

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION								Perm Flag	Act Share	Perm Share	Pgm-Upd	Date	
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	758888021E	04	930107									N	Y	05000	05000	MAB451	970107
	753391072E	02	920412									N	Y	03333	03333	MAB451	970916

**Solution**

The producer has a permitted entity count of 2 as follows:

- individual interest and member of the partnership
- member of the corporation

---

Continued on the next page

**Counting Permitted Entities on MABDIG (Continued)**

**Situation 3**

This producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. What is the producer’s permitted entity count?

**County A’s MABDIG**

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	758888021E	04	930107									N	Y	05000	05000	MAB451	970107
	753391072E	02	920412									N	Y	03333	03333	MAB451	970916

**County B’s MABDIG**

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	752144593E	03	910622									N	Y	06666	06666	MAB451	970916

**Solution**

The producer has a permitted entity count of 2 as follows:

- individual interest in County A and County B, member of the partnership in County A, and member of a joint venture in County B
- member of the corporation in County A.

Continued on the next page

**Counting Permitted Entities on MABDIG (Continued)**

**Situation 4**

This producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. What is the producer's permitted entity count?

**County A's MABDIG**

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	758888021E	04	930107									N	Y	05000	05000	MAB451	970107
	753391072E	02	920412									N	Y	03333	03333	MAB451	970916
	751134211E	17	861113									N	Y	04000	04000	MAB451	971004

**County B's MABDIG**

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	752144593E	03	910622									N	Y	06666	06666	MAB451	970916

**Solution**

The producer has a permitted entity count of 3 as follows:

- individual interest in County A and County B, member of the partnership in County A, and member of a joint venture in County B
- member of the corporation in County A
- member of the irrevocable trust in County A.

Continued on the next page

Counting Permitted Entities on MABDIG (Continued)

Situation 5

This producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. What is the producer’s permitted entity count?

County A’s MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION								Perm Flag	Act Share	Perm Share	Pgm-Upd	Date	
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	758888021E	04	930107									N	Y	05000	05000	MAB451	970107
	753391072E	02	920412									N	Y	03333	03333	MAB451	970916
	751134211E	17	861113									N	Y	04000	04000	MAB451	971004

County B’s MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION								Perm Flag	Act Share	Perm Share	Pgm-Upd	Date	
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	752144593E	03	910622									N	Y	06666	06666	MAB451	970916
	755500040E	04	930409									N	D	01200	01200	MAB451	970611

Solution

The producer has a permitted entity count of 3 as follows:

- individual interest in County A and County B, member of the partnership in County A, and member of a joint venture in County B
- member of the corporation in County A
- member of the irrevocable trust in County A.

**Note:** The producer’s membership in the corporation in County B is not counted as a permitted because the producer has declined payment and the County Office has entered “D” in the permitted share field for the member.

Continued on the next page

Counting Permitted Entities on MABDIG (Continued)

Situation 6

This producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. The revocable trust is earning a payment (has an eligibility record) in County A. What is the producer’s permitted entity count?

County A’s MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION								Perm Flag	Act Share	Perm Share	Pgm-Upd	Date	
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	758888021E	04	930107									N	Y	05000	05000	MAB451	970107
	753391072E	02	920412									N	Y	03333	03333	MAB451	970916
	751134211E	17	861113									N	C	10000	10000	MAB451	971004

County B’s MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION								Perm Flag	Act Share	Perm Share	Pgm-Upd	Date	
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	752144593E	03	910622									N	Y	06666	06666	MAB451	970916
	755500040E	04	930409									N	Y	01200	01200	MAB451	970611

Solution

The producer has a permitted entity count of 3 as follows:

- individual interest in County A and County B, member of the partnership in County A, and member of a joint venture in County B

**Note:** The producer’s membership in the irrevocable trust in County A does not count as a separate count because the irrevocable trust and the producer are combined as 1 person. Therefore, the trust’s eligibility record is included with the producer’s individual interest and joint operation records as 1 permitted entity count.

- member of the corporation in County A
- member of the corporation in County B.

Continued on the next page

Counting Permitted Entities on MABDIG (Continued)

Solution 7

The producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. What is the producer’s permitted entity count?

County A’s MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION								Perm Flag	Act Share	Perm Share	Pgm-Upd	Date	
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	758888021E	04	930107									N	Y	05000	05000	MAB451	970107
	753391072E	02	920412	758888021								N	J	03333	03333	MAB451	970916

County B’s MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION								Perm Flag	Act Share	Perm Share	Pgm-Upd	Date	
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	752144593E	03	910622									N	Y	06666	06666	MAB451	970916
	755500040E	04	930409									N	Y	01200	01200	MAB451	970611

Solution

The producer has a permitted entity count of 3 as follows:

- individual interest in County A and County B, and member of a joint venture in County B

**Note:** The producer’s membership in the partnership in County A has a “J” in the permitted field because the corporation is a member of the joint operation. The “J” record will not be transmitted to KCMO and, therefore, will not count as a separate permitted count.

- member of the corporation in County A
- member of the corporation in County B.

Continued on the next page

Counting Permitted Entities on MABDIG (Continued)

**Solution 8**

Producer 1 is combined with Producer 2. Both producers are receiving payment as individuals in County A and County B and have membership in the following joint operations and entities. What are the producer's permitted entity count?

**Producer 1's MABDIG in County A**

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	758888021E	04	930107									N	Y	05000	05000	MAB451	970107
	753391072E	02	920412									N	Y	03333	03333	MAB451	970916

**Producer 2's MABDIG in County A**

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	754133990E	04	930202									N	Y	05000	05000	MAB451	970107
	753391072E	02	920412									N	Y	03333	03333	MAB451	970916

**Producer 2's MABDIG in County B**

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	758888021E	04	930107									N	Y	02000	02000	MAB451	970107

**Solution**

The combined producers have a permitted entity count of 3 as follows:

- Producer 1 and 2's individual interest in County A and County B, and members of a partnership in County A
- Producer 1's membership in the corporation in County A and Producer 2's membership in the same corporation in County B
- Producer 2's membership in the corporation in County A.

Continued on the next page

Counting Permitted Entities on MABDIG (Continued)

Situation 9

This producer is receiving payment as an individual in County A and County B and is a member in the following joint operations and entities. The estate is not earning payment as an estate, but is earning a share of the corporations payment. The producer is suspended. What is the problem and solution?

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	753321021E	06	930107									N	S	01200	01200	MAB451	970107
	758888021E	04	920412	753321021								N	S	03333	03333	MAB451	970916
	751199413E	04	920412									N	S	02500	02500	MAB451	970916

County B's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	753321021E	06	930107									N	S	01200	01200	MAB451	970107
	758888021E	04	920412	753321021								N	S	03333	03333	MAB451	970916

Solution

The problem is that the estate was entered as 1 of the producer's permitted entities. Because the estate was not earning payment on its own, the producer's permitted flag in this record should have been "D" for decline.

After correcting the error, the resulting MABDIG's should look like this.

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	753321021E	06	930107									N	D	01200	01200	MAB451	970107
	758888021E	04	920412	753321021								N	Y	03333	03333	MAB451	970916
	751199413E	04	920412									N	Y	02500	02500	MAB451	970916

Continued on the next page

Counting Permitted Entities on MABDIG (Continued)

Solution  
(Continued)

County B's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	753321021E	06	930107									N	D	01200	01200	MAB451	970107
	75888021E	04	920412	753321021								N	Y	03333	03333	MAB451	970916

After correction, the producer has a permitted entity count of 3 as follows:

- individual interest in County A and County B
- member of the corporation in County A and County B
- member of the corporation in County A.

Situation 10

This producer is receiving payment as an individual in County A and is a member of the following entities. What is the producer's permitted entity count?

County A's MABDIG

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION									Perm Flag	Act Share	Perm Share	Pgm-Upd	Date
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	75555555E	04	930107									N	Y	01000	01000	MAB451	970107
	75555555E	04	930107	754444444								N	D	02500	02500	MAB451	970916
	75555555E	04	930107	754444444	753333333							D	01250	00000	MAB451	970104	
	75444444E	07	911111									Y	05000	05000	MAB451	970916	
	75444444E	07	911111	753333333								D	01250	00000	MAB451	970916	
	75333333E	04	900815									D	05000	00000	MAB451	970916	

Continued on the next page

**Counting Permitted Entities on MABDIG (Continued)**

**Solution**

The producer has a permitted entity count of 3 as follows:

- individual interest in County A
- direct member of Trust 754444444
- direct member of Corporation 755555555.

The producer has declined payment from:

- Corporation 753333333 directly
- Corporation 755555555 through Trust 754444444
- Corporation 755555555 through Trust 754444444 and Corporation 753333333
- Trust 754444444 through Corporation 753333333.

**Situation 11**

This producer is receiving payment as an individual in County A and is a member of the following entities. What is the producer’s permitted entity count?

**County A’s MABDIG**

Ind Stat	Id and Type	Ent Type	Date	PERMITTED ENTITY/JOINT OPERATION MEMBER INFORMATION								Perm Flag	Act Share	Perm Share	Pgm-Upd	Date	
				Inline 1	Inline 2	Inline 3	Inline 4	Crop	Libl	Succ	KCMO						
	111111111E	04	930107									N	C	07000	07000	MAB451	971111
	111111111E	04	930107	222222222								N	C	01500	01500	MAB451	971111
	222222222E	04	930107										Y	05000	05000	MAB451	971111

**Solution**

The producer has a permitted entity count of 2 as follows:

- individual interest and combination with Corporation 111111111
- direct member earning payment form Corporation 222222222.