

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Common Management and
Operating Provisions
1-CM (Revision 3)**

Amendment 43

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Paragraph 198 has been edited to include updated policy and procedure for documenting critical customer data changes in SCIMS using the new AD-2047.

Page Control Chart		
TC	Text	Exhibit
	7-113, 7-114 7-115, 7-116 (add)	2, pages 1, 2

197 SCIMS to Name and Address Update Report (Continued)

C Messages and Actions (Continued)

Message	Reason for Message	Action
Farm Loan Programs	Customer filed an application for FLP loan.	*--Leave "Y" flag in place if customer ever filed an application for FLP loan, regardless of whether the customer is still participating or ever participated in FLP.--*
Loans	Customer had a price support loan within the last 6 months.	None. Price Support runs a monthly edit to reset customers who have had no loan activity for 6 months and their outstanding balance is zero. Note: LDP's keep the IND-DEL-LOAN flag active for 1 year and 9 months.
CRP	This flag is currently not being checked when flagging a producer for deletion.	Ensure that producer has no active CRP participation when flagging for deletion.
Accounting	Customer's flag is set to "Y" in 1 of the following: <ul style="list-style-type: none"> • direct deposit • claims • receivables. 	If the flag is no longer applicable, reset the flag to "N". ITSD-ADC periodically runs edits to correct these.

Note: If a SCIMS to Name and Address Update Report prints with any of these messages, then the customer is placed in a "Pending Delete" status.

198 Documenting Customer Data Changes in SCIMS

A Critical Producer Data Changes

Critical producer data includes, but is **not** limited to:

- customer name
- current mailing address
- TIN.

B Documentation

All critical producer data changes made * * * shall be documented by the Service Center employee making the change according to the following table.

*--

IF the request for changes is made...	THEN Service Center employee shall complete AD-2047 according to subparagraph D ...
in person	request that customer verify changes and sign and date items 8A and 8 B.
by telephone	complete blocks necessary to document the changes and enter requester's name in item 8A (requester's signature is not required).
by mail or FAX	complete blocks necessary to document the changes, enter requester's name in item 8A (requester's signature is not required), and attach hard copy of mailed or FAXed request to AD-2047.
by trusted data source including: <ul style="list-style-type: none"> • change of address notification from customer or USPS • "911" county-wide address changes 	attach copy of data source to AD-2047. Only Part A, items 1A and Part B shall be completed (requester's signature is not required).

Note: AD-2047 may **only** be used to document new producer data during periods of heavy workload or computer failure when processing the producer data is not possible.

C Maintenance

All AD-2047's and related documentation shall be filed according to 25-AS, Exhibit 22 in--* file ADP-5 SCIMS and maintained for a period of 10 years.

198 Documenting Customer Data Changes in SCIMS (Continued)

*--D Example AD-2047

The following is an example of a completed AD-2047.

This form is available electronically.		Form Approved – OMB No. 0560-0265	
AD-2047 (08-04-09)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency Rural Development National Resources Conservation Service	
CUSTOMER DATA WORKSHEET REQUEST FOR SCIMS RECORD CHANGE (FOR INTERNAL USE ONLY)			
<i>(See Page 2 for Privacy Act and Public Burden Statements)</i>			
PART A – CUSTOMER INFORMATION			
1A. Customer's Full Legal Name or Business Name		1B. Customer or Business Address (Including Zip Code)	
Christian A. Hunt		PO Box 10 Harpers Ferry, WV 25425	
1C. Home Telephone Number (Area Code)	1D. Business Telephone Number (Area Code)	1E. Other Telephone Number (Area Code)	
2. SSN or Tax ID Number (9 Digits)	3. E-Mail Address	4. Customer Wishes to Receive Mail?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
5. Producer is Customer of One or More of the Following Agencies. (Check Appropriate Agency(ies) below.)			
<input checked="" type="checkbox"/> FSA <input type="checkbox"/> RD <input checked="" type="checkbox"/> NRCS <input type="checkbox"/> Not Participating			
6. Is the Customer a Multi-County Producer? <input checked="" type="checkbox"/> YES (If "YES," list States and/or Counties below.) <input type="checkbox"/> NO			
Has farm in Berkeley County, WV			
7. Reason for Request (Check appropriate box(es) below.)			
<input type="checkbox"/> New Producer <input checked="" type="checkbox"/> Address Change <input type="checkbox"/> Telephone Change <input type="checkbox"/> Sale/Purchase <input type="checkbox"/> Life Event <input type="checkbox"/> Other (Specify):			
8. Enter the name of the customer requesting the record change(s). If documentation is received by Fax or from a trusted source (i.e., USPS), attach documentation to this form. Only Part A, Item 1A and Part B shall be completed. If the request was received by telephone, complete applicable blocks necessary to document the change(s) and enter the requestor's name in Item 8A. Requestor's signature is not required. (The only time the customer is required to sign Item 8B is when they are physically at a Service Center and providing FSA with applicable information.)			
8A. Name of Customer Requesting Change		8B. Signature	8C. Date of Record Change (MM-DD-YYYY)
Christian Hunt			08-05-2009
PART B – SERVICE CENTER ACTION			
9A. Agency Who Received Request: (Check one below.)		9B. Initials of Employee Receiving Request (If Different than Item 12A)	9C. Date Service Center Employee Received the Request (MM-DD-YYYY)
<input checked="" type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> RD		MPS	08-05-2009
10. How the Request for Change was Received:			
<input checked="" type="checkbox"/> Office Visit <input type="checkbox"/> Telephone <input type="checkbox"/> FAX <input type="checkbox"/> USPS <input type="checkbox"/> Other (Specify):			
11. Remarks if Applicable:			
Address updated in SCIMS 08-05-2009			
12A. Signature of Employee Updating SCIMS if not initialed in Item 9B.			12B. Date Service Center Employee Updating SCIMS (MM-DD-YYYY)
			08-05-2009
FOR DISTRICT DIRECTOR/AREA CONSERVATIONIST USE ONLY.			
13A. I concur/do not concur the above items have been properly updated. <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur			
13B. Name of District Director/Area Conservationist for Spot Check		13C. Signature of District Director/Area Conservationist for Spot Check	
13D. Title		13E. Date (MM-DD-YYYY)	

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Definitions of Terms Used in This Handbook

Administrator

An administrator is an individual appointed by the court to administer the assets and liabilities of the deceased.

Agent

An agent is an individual authorized by the producer to act for him or her using his or her own discretion to transact business for the producer.

Affidavit

An affidavit is a written declaration or statement of facts confirmed by the oath or affirmation of the party making the declaration or statement of fact.

Note: It is not an instrument that is used to convey authority upon an individual or entity, which is the reason why it was no longer considered as acceptable evidence for signature authority as of July 20, 2004. Affidavits filed after July 18, 2001, must be witnessed by an FSA employee or notarized to be considered acceptable.

Authorized User

Authorized user means USDA Service Center employees who have been certified to have received sufficient training commensurate with their requested role in the use of SCIMS on AD-2017 by their respective agency's State or County SCIMS Security Officer and have been processed through FSA security operations by their respective agency's State SCIMS Security Officer.

*--Beginning Farmer or Rancher

A beginning farmer or rancher is an individual or entity for which **both** of the following are true:

- the farmer or rancher or entity has **not** operated a farm or ranch for more than 10 years
- the farmer or rancher substantially participates in the operation.

Note: If the farmer or rancher is an entity, **all** members **must** be eligible beginning farmers or ranchers.--*

Conservator

A conservator is an individual appointed by the court to manage the affairs of an incompetent.

County

The term county means:

- any county, parish, or administrative unit equivalent to a county
- any price support cooperative approved by the Policy and Procedure Branch, PSD.

Definitions of Terms Used in This Handbook (Continued)

* * *

Customer Core Data

Customer core data means name and address data that has been determined to be used by at least 2 of the agencies in the Service Center.

Executor

An executor is an individual named in the deceased's will to administer assets and liabilities of the estate.

Facsimile Signature

A facsimile signature is an approved copy or reproduction of an original signature, such as a rubber stamp.

FAXed Signature

A FAXed signature is a signature received on forms and documents through telefacsimile transmission through a FAX machine.

Foreign Entity

A foreign entity is a corporation, trust, estate, or other similar organization, that has more than 10 percent of its beneficial interest held by individuals who are not:

- citizens of the United States
- lawful aliens possessing a valid Alien Registration Receipt Card (Form I-551 or I-151).

Guardian

A guardian is an individual who legally is responsible for the care of a minor, estate, or both.