

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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

**Amendment 44**

**Approved by:** Acting Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Overview**

This amendment provides policy and procedure for FSA-217.

**B Reasons for Amendment**

Paragraph 198 has been amended to update customer data change information.

Part 33 has been added to provide:

- policy and procedure for completing and maintaining FSA-217
- an example of FSA-217.

Exhibit 2 has been amended to clarify definitions for Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, and Socially Disadvantaged Farmer or Rancher.

Page Control Chart		
TC	Text	Exhibit
11 12 (add)	7-113 through 7-116 32-15, 32-16 33-1, 33-2 (add) 33-3 (add)	1, pages 1, 2 2, pages 1-4



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## 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 <b>ever</b> filed an application for FLP loan, regardless of whether the customer is still participating or <b>ever</b> 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.  <b>Note:</b> 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 <b>no active</b> 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"> <li>• direct deposit</li> <li>• claims</li> <li>• receivables.</li> </ul>	If the flag is no longer applicable, reset the flag to "N".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 Customer Data Changes**

All SCIMS customer data changes made shall be documented by the Service Center--\* employee making the change according to the following.

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

\* \* \*

**B 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)

## C Example of AD-2047

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

This form is available electronically.		Form Approved – OMB No. 0560-0265	
<b>AD-2047</b> (08-04-09)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency Rural Development National Resources Conservation Service	
<b>CUSTOMER DATA WORKSHEET REQUEST FOR SCIMS RECORD CHANGE</b> <b>(FOR INTERNAL USE ONLY)</b>			
(See Page 2 for Privacy Act and Public Burden Statements)			
<b>PART A – CUSTOMER INFORMATION</b>			
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	
Christian Hunt			
		8C. Date of Record Change (MM-DD-YYYY) 08-05-2009	
<b>PART B – SERVICE CENTER ACTION</b>			
9A. Agency Who Received Request: (Check one below.)		9B. Initials of Employee Receiving Request (If Different than Item 12A)	
<input checked="" type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> RD		MPS	
		9C. Date Service Center Employee Received the Request (MM-DD-YYYY) 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	
<b>FOR DISTRICT DIRECTOR/AREA CONSERVATIONIST USE ONLY.</b>			
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)	

## 198 Documenting Customer Data Changes in SCIMS (Continued)

## C Example of AD-2047 (Continued)

AD-2047 (08-04-09)	Page 2 of 3
<p><b>Note:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is OMB Circular A-123, the Federal Managers' Financial Integrity Act of 1982, and the Privacy Act of 1974 (5 USC 552a - as amended). The information will be used to document a request for critical producer data changes within the Service Center Information Management System (SCIMS). The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to request changes within SCIMS.</p> <p>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0265. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p> <p>The provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p>	
<p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</p>	

199-206 (Reserved)



**936 Changing ID Number, ID Type, or Facility Code****A Purpose**

Screen MAC02001 allows user to make changes to ID number, ID type, or facility codes to records in the facility name and address file.

**B Accessing Screen MAC02001**

On Menu MAC01001:

- enter ID number or facility name, ID type, and facility code for the facility to be changed
- PRESS “ENTER”, Screen MAC02001 will be displayed.

**C Example of Screen MAC02001**

Following is an example of Screen MAC02001.

24-Maryland	CHANGE	MAC02001
XXXX Name and Address-Maintenance	VERSION: AB28 12/09/1997 12:03 TERM H0	
-----		
Cotton Gin		
1) Id Number 999 99 9999	2) Id Type S	3) Facility Code 03
4) New Id Number		
5) New Id Type		
6) New Facility Code		
Cmd7-End	Enter-Continue	

**D Making Changes to Record**

On Screen MAC02001, enter the new ID number, ID type, or facility code, as applicable. PRESS “ENTER”. Screen MAC02001 will be redisplayed with the message, “Record added to Name/Address file”, confirming the changes.

Screen MAC01601 allows users to reactivate a deleted record in the facility name and address file.

To access Screen MAC01601, ENTER “5” on Menu MAC000.

```

073-A RANSOM          Delete          MAC01601
Other Name and Address - Maintenance  VERSION: AD73  07/07/99  10:53 TERM B4
-----
                                Financial Institution
1)  Id Number 444444444          2)  Id Type F          3) Facility Code 40

Confirm to Reactivate -- (Y)es or (N)o

Record is Deleted, do you wish to reactivate?

```

To reactivate the record, ENTER “Y” and PRESS “ENTER”. Screen MAC01601 will be redisplayed with the message, “Record Reactivated”.

1-20-10

**\*--Part 33 Socially Disadvantaged, Limited Resource, and Beginning Farmer Certifications**

**950 Certification Policy**

**A Background**

Certain FSA/CCC programs, including but not limited to DCP and ACRE Program, require customers to indicate that they are claiming to be socially disadvantaged, limited resource, or beginning farmers or ranchers, to meet applicable eligibility requirements.

**B FSA-217**

FSA-217 shall be completed by all producers requesting eligibility consideration based on the applicable certification. See Exhibit 1 for definitions of socially disadvantaged, limited resource and beginning farmers or ranchers.

**C Maintenance**

FSA-217 shall be filed according to 25-AS, Exhibit 22 in file PE 2, Producer Eligibility File, and maintained for a period of 7 years after the year the applicable program files are no longer needed.--\*

## 950 Certification Policy (Continued)

**D Example of FSA-217**

The following is an example of a completed FSA-217.

\*--

This form is available electronically. <b>FSA-217</b> U.S. DEPARTMENT OF AGRICULTURE (01-20-10) Farm Service Agency  <b>SOCIALLY DISADVANTAGED, LIMITED RESOURCE AND BEGINNING FARMER OR RANCHER CERTIFICATION</b>		(See Page 2 for Definitions.) 1A. County FSA Office Name and Address (Including Zip Code) Jefferson County FSA Office 209 East Third Avenue Ranson, WV 25438	
(See Page 2 for Privacy Act.) 2. Applicant's Name and Address  <div style="border: 1px solid black; padding: 5px; width: fit-content;">           Chris Hunt            PO Box 10            Harpers Ferry, WV 25425         </div>		1B. Telephone No. (Area Code) 304-725-3471	1C. Program Year 2008
<b>INSTRUCTIONS:</b>  Complete Parts A, B, C and/or Part D as applicable. Read the information relating to false certification below Part D. Return this form to the address in Item 1 above.			
<b>INFORMATION:</b> If a legal entity requests to be considered a "socially disadvantaged", "limited resource", or "beginning" farmer or rancher, at least 50 percent of the persons in the entity must in their individual capacities meet the definition as provided on Page 2 of this form. Farmer or rancher includes; "owners", "operators" and "other producers".			
<b>PART A – CERTIFICATION OF SOCIALLY DISADVANTAGED FARMER OR RANCHER (2003 Act – Includes Gender)</b>			
3. I certify that the following is true by checking the box below: <input type="checkbox"/> I am a member (or if applicable, members) of a group whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities.			
<b>PART B – CERTIFICATION OF SOCIALLY DISADVANTAGED FARMER OR RANCHER (1990 Act – Excludes Gender)</b>			
4. I certify that the following is true by checking the box below: <input type="checkbox"/> I am a member (or if applicable, members) of a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities. <i>Note: Food, Agriculture, Conservation and Trade Act of 1990 (includes racial, ethnic, but not gender).</i>			
<b>PART C – CERTIFICATION OF LIMITED RESOURCE FARMER OR RANCHER</b>			
5. I certify that the following statements are true by checking the appropriate boxes below:  <input type="checkbox"/> My/our gross direct and indirect farm sales were not more than \$100,000 in both of the previous 2 years. Farm sales limit is subject to change to adjust for inflation using price paid by farmer index as compacted by National Agricultural Statistics Service (NASS).  <b>AND:</b> <input type="checkbox"/> My/our total household income is at or below the national poverty level for a family of 4, or less than 50 percent of county median household income in both the previous 2 years. Income levels are determined annually using Commerce Department data.  <i>Note: A limited resource farmer or rancher status may be determined by using the web site for USDA Limited Resource Farmer and Rancher Online Self-Determination Tool located at <a href="http://www.lrftool.sc.egov.usda.gov/">http://www.lrftool.sc.egov.usda.gov/</a>.</i>			
<b>PART D – CERTIFICATION OF BEGINNING FARMER OR RANCHER</b>			
6. I certify that the following statements are true by checking the appropriate boxes below: <input checked="" type="checkbox"/> a. I (or if applicable, the entity or joint operation) have not operated a farm or ranch for more than 10 years. <input checked="" type="checkbox"/> b. I (or if applicable, the entity or joint operation) substantially participates in the operation. <input checked="" type="checkbox"/> c. I (or if applicable, the entity or joint operation) began farming in <u>April/2007</u> <div style="text-align: right;">Date (Month/Year)</div>			
<b>PENALTY FOR FALSE CERTIFICATION:</b> Evidence that may be required to validate certification may include tax records, accountant's certification, or other documentation that provides the information required. The penalty for false certification is loss of all benefits for the crop year in which the false certification was made.			
7A. Applicant's Signature (By)  /s/ Chris Hunt		7B. Title/Relationship of the Individual Signing in the Representative Capacity	7C. Date (MM-DD-YYYY)  01-21-2010

--\*

## 950 Certification Policy (Continued)

## D Example of FSA-217 (Continued)

\*--

FSA-217 (01-20-10)	Page 2
<b>Definitions:</b>	
<p><b>A. Socially Disadvantaged Farmer or Rancher (2003 Act-Includes Gender):</b></p> <p>A <u>socially disadvantaged farmer or rancher</u> is a farmer or rancher who is a member of a group whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. Groups include: American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics, and gender.</p> <p><i>Note:</i> This definition, which includes gender as a prejudice, is applicable to only Direct and Counter-Cyclical Payment Program (DCP) or Average Crop Revenue Election Program (ACRE).</p>	
<p><b>B. Socially Disadvantaged Farmer or Rancher (1990 Act – Excludes Gender):</b></p> <p>A <u>socially disadvantaged farmer or rancher</u> is a farmer or rancher who is a member of a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities. Groups include: American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, and Hispanics.</p> <p><i>Note:</i> This definition is applicable to all programs except Direct and Counter-Cyclical Payment Program (DCP) or Average Crop Revenue Election Program (ACRE).</p>	
<p><b>C. Limited Resource Farmer or Rancher:</b></p> <p>A <u>limited resource farmer or rancher</u> is a farmer or rancher that meets the criteria for both of the following:</p> <ul style="list-style-type: none"> <li>• The farmer or rancher directly or indirectly has gross farm sales not more than \$100,000 in both of the previous 2 years to be increased starting in FY 2004 to adjust for inflation using price paid by farmer index as compacted by NASS.</li> <li>• The farmer or rancher has a total household income at or below the national poverty level for a family of 4, or less than 50 percent of county median household income in both the previous 2 years, to be determined annually using Commerce Department data.</li> </ul> <p>A limited resource farmer or rancher status may be determined by using the web site for USDA Limited Resource Farmer and Rancher Online Self-determination Tool located at <a href="http://www.lrfol.sc.gov.usda.gov/">http://www.lrfol.sc.gov.usda.gov/</a></p>	
<p><b>D. Beginning Farmer or Rancher:</b></p> <p>A <u>beginning farmer or rancher</u> is an individual or entity for which both of the following are true:</p> <ul style="list-style-type: none"> <li>• The farmer or rancher or entity or joint operation has not operated a farm or ranch for more than 10 years.</li> <li>• The farmer or rancher substantially participates in the operation.</li> </ul>	
<p><i>Note.</i> <b>If a legal entity requests to be considered a “socially disadvantaged”, “limited resource”, or “beginning” farmer or rancher, at least 50 percent of the persons in the entity must in their individual capacities meet the definition as provided on this form. Farmer or rancher includes: “owners”, “operators” and “other producers”.</b></p>	
<p><b>Note:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits.</p> <p>This information collection is exempted from the Paperwork Reduction Act as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F-Administration). The provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p> <p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).</p> <p>To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</p>	

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# 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		750, 753
AD-2017	Service Center Information Management System (SCIMS) Access Form	Ex. 11.4	141, Ex. 2
AD-2047	Customer Data Worksheet Request for SCIMS Record Change (For Internal Use Only)	198	
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		177
CCC-36	Assignment of Payment		211, 934
CCC-37	Joint Payment Authorization		211, 934
CCC-64	Surety Bond (Minor)	677	
CCC-184 <u>1/</u>	CCC Check		679, 779
CCC-501A	Member's Information		753
CCC-502	Farm Operating Plan for Payment Eligibility Review		753
CCC-509	Direct and Counter-Cyclical Program Contract		709, 710
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		72, 753, Ex. 51
CCC-605	Designation of Agent - Cotton		728, 731, Ex. 51
CCC-901	Members Information 2009 and Subsequent Years		707-711, 713, Ex. 51
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		707-711, 713, Ex. 51
CCC-1099-G	Report of Payments to Producers		276
CRP-1	Conservation Reserve Program Contract		211

1/ CCC-184 is obsolete.

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

## Forms (Continued)

Number	Title	Display Reference	Reference
FFAS-12	Electronic Funds Transfer (EFT) Hardship Waiver Request		728
FSA-155	Request for Farm Reconstitution		Ex. 51
FSA-179	Transfer of Farm Records Between Counties		Ex. 51
FSA-211	Power of Attorney	Ex. 60	Part 25, 178, 709, Ex. 2, 51
FSA-211-1 <u>1/</u>	Power of Attorney for Husband and Wife		728
FSA-211A	Power of Attorney Signature Continuation Sheet	Ex. 60	707, 728
FSA-217	Socially Disadvantaged, Limited Resource and Beginning Farmer or Rancher Certification	950	
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent	779	
FSA-570	Waiver of Eligibility for Emergency Assistance	802	801
FSA-2001	Request for Direct Loan Assistance		177
FSA-2301	Request For Youth Loan		177
I-151	Alien Registration Receipt Card		178, 932
I-551	Alien Registration Receipt Card		178, 932
IRS 1099-MISC	Miscellaneous Income		122
SF-256	Self-Identification of Handicap	Ex. 13	179
SF-1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	780	
SF-1199A	Direct Deposit Sign-Up Form		728
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		728
UCC-1	UCC Financing Statement		681
UCC-1F	Effective Financing Statement		681
W-7	Application for IRS Individual Taxpayer Identification Number		127

1/ FSA-211-1 is obsolete.



## 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 a legal entity requests to be considered a “beginning” farmer or rancher, at least 50 percent of the persons in the entity must in their individual capacities meet the definition.--\*

### Conservator

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

**Definitions of Terms Used in This Handbook (Continued)****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.

**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.

## Definitions of Terms Used in This Handbook (Continued)

### Limited Resource Farmer or Rancher

A limited resource farmer or rancher is a farmer or rancher that meets the criteria for **both** of the following:

- the farmer or rancher directly or indirectly has gross farm sales not more than \$100,000 in both of the previous 2 years to be increased starting in FY 2004 to adjust for inflation using price paid by farmer index as compacted by NASS
- the farmer or rancher has a total household income at or below the national poverty level for a family of 4, or less than 50 percent of county median household income in both the previous 2 years, to be determined annually using Commerce Department data.

A limited resource farmer or rancher status may be determined by using the web site for USDA Limited Resource Farmer and Rancher Online Self Determination Tool located at <http://www.lrftool.sc.egov.usda.gov/>.

**\*--Note:** If a legal entity requests to be considered a “limited resource” farmer or rancher, at least 50 percent of the persons in the entity must in their individual capacities meet the definition.--\*

### Linkage

Linkage is a requirement that producers obtain at least the catastrophic level of insurance for each crop of economic significance grown on each farm in the county in which the producer has an interest, if insurance is available in the county for the crop, to be eligible for certain USDA benefits.

### Manager

A manager is an individual chosen or appointed to manage, direct, and administer the affairs of another individual corporation.

### Power of Attorney

A power of attorney is either of the following:

- any legal form determined acceptable by the regional attorney
- FSA-211 (includes FSA-211A).

### Resolution

A resolution is a determination of policy of a corporation by the vote of its board of directors bearing the signature(s) of the corporate secretary and/or other authorized officers, as applicable.

## Definitions of Terms Used in This Handbook (Continued)

### Scanned Signature

A scanned signature is a signature received on forms and documents which have been electronically scanned and submitted to Service Center via an attachment to an e-mail or the Internet.

### Socially Disadvantaged Farmer or Rancher Except DCP

A socially disadvantaged farmer or rancher except DCP, is a farmer or rancher who is a member of a group whose members have been subject to racial or ethnic prejudice because of their \*--identity as members of a group without regard to their individual qualities. Groups include American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, and Hispanics.--\*

**Note:** This definition is applicable to all programs **except** DCP.

### Socially Disadvantaged Farmer or Rancher for DCP

A socially disadvantaged farmer or rancher for DCP, is a farmer or rancher who is a member of a group whose members have been subject to racial, ethnic, or **gender** prejudice because of their \*--identity as members of a group without regard to their individual qualities. Groups include American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics, and gender.

**Notes:** This definition, which includes gender as a prejudice, is applicable to **only** DCP.

If a legal entity requests to be considered a “socially disadvantaged” farmer or rancher, at least 50 percent of the persons in the entity must in their individual capacities meet the definition.--\*

### Trustee

A trustee is an appointed individual entrusted with another’s property, such as in bankruptcy cases.