

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Common Management and Operating Provisions 1-CM (Revision 3)	Amendment 46
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Part 25, Section 6 has been amended to provide web-based fiduciary software and policy.

Note: Software will be forthcoming.

Page Control Chart		
TC	Text	Exhibit
7, 8	25-195 through 25-210 25-211 through 25-260 (add)	3, pages 1, 2

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--Section 6 Web-Based Fiduciary System*760 Web-Based Process****A Overview**

Web-based software has been developed to record and update fiduciary data. All FSA National Office, State Office, and County Office personnel with an eAuthentication ID have the capability to record and update data. All NRCS and RD personnel have the capability to view data.

B Purpose

This section provides instructions for accessing and updating web-based fiduciary files. Fiduciary files are used to record the following:

- conservatorships
- deceased producers
- FSA powers of attorney (FSA-211)
- guardianships
- non-FSA powers of attorney (other than FSA-211)
- spousal signature authority.

The Fiduciary Relationship System also provides reporting capabilities.--*

*--761 Accessing Fiduciary Relationship System

A Accessing Fiduciary Web Site

Access the FSA Applications web site through the FSA Intranet at http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html. CLICK "Fiduciary" under "Common Applications", and the USDA eAuthentication Screen will be displayed. Users must CLICK:

- "I Agree" to proceed
- "Cancel" to end the process.

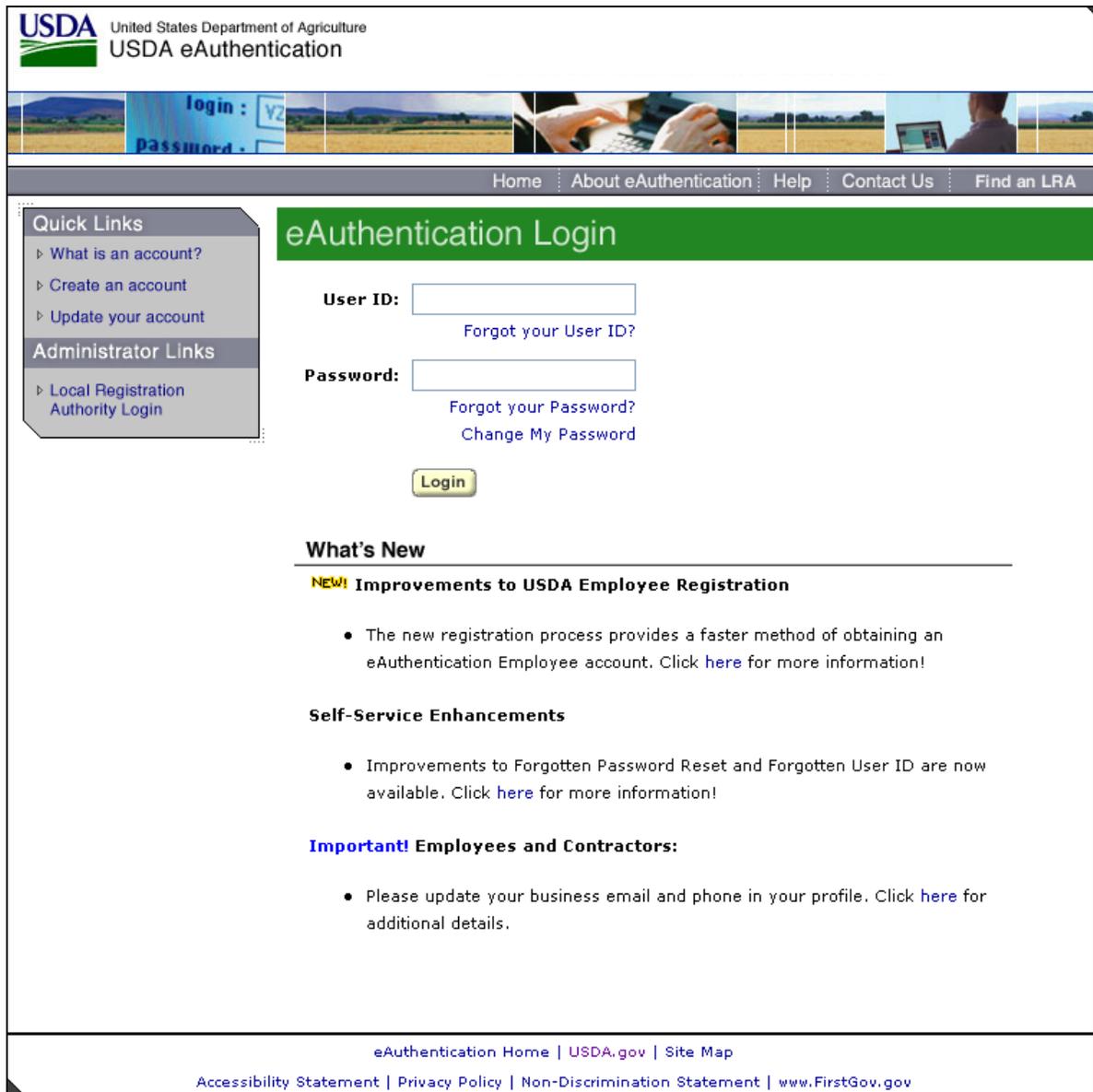


*--761 Accessing Fiduciary Relationship System (Continued)

A Accessing Fiduciary Web Site (Continued)

After clicking “I Agree”, users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “Login”.



***--761 Accessing Fiduciary Relationship System (Continued)**

B Accessing Fiduciary Relationships Home Page

After a user is logged in and has been authenticated, users must click applicable “Fiduciary Relationships” option.

The following is an example of Fiduciary Relationships Home Screen.

The screenshot shows the following elements:

- Header:** USDA United States Department of Agriculture Farm Service Agency. The word "Fiduciary" is displayed in the top right corner.
- Navigation Bar:** A series of buttons for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut.
- Left-Hand Menu (Fiduciary Menu):**
 - Welcome: Bobbie Butler
 - User Role: FSA
 - Fiduciary Relationships** (highlighted)
 - Record Deceased
 - Record Conservatorship
 - Record Guardianship
 - Record FSA Power of Attorney
 - Record Non-FSA Power of Attorney
 - Record Spousal Signature Authority
 - Search Fiduciary Relationships
 - Update Fiduciary Relationships
 - Fiduciary Relationships Report
- Main Content Area:**
 - Breadcrumb: [Fiduciary](#) > [Fiduciary Relationships Home](#)
 - Fiduciary Relationships Home** (Section Header)
 - Welcome!
 - Please use the navigation menu on the left to select the appropriate action.
 - [Back to Top ^](#)

--*

--761 Accessing Fiduciary Relationship System (Continued)*B Accessing Fiduciary Relationship Home Page (Continued)**

The following options are available on the Fiduciary Relationships Home Screen.

Option	Result	Option is Used For
Record Deceased	Record Deceased Producer Screen will be displayed.	Recording a deceased producer according to paragraph 762.
Record Conservatorship	Record Conservatorship Screen will be displayed.	Recording a conservatorship according to paragraph 763.
Record Guardianship	Record Guardianship Screen will be displayed.	Recording a guardianship according to paragraph 764.
Record FSA Power of Attorney	Record FSA Power of Attorney Screen will be displayed.	Recording an FSA power of attorney according to paragraph 765.
Record Non-FSA Power of Attorney	Record Non-FSA Power of Attorney Screen will be displayed.	Recording a non-FSA power of attorney according to paragraph 768.
Record Spousal Signature Authority	Record Spousal Signature Authority Screen will be displayed.	Recording spousal signature authority according to paragraph 769.
Search Fiduciary Relationships	Search Fiduciary Relationships Screen will be displayed.	Searching for fiduciary relationships according to paragraph 770.
Update Fiduciary Relationships	Update Fiduciary Relationships Screen will be displayed.	Updating a fiduciary relationship already recorded according to paragraph 771.
Fiduciary Relationships Report	Fiduciary Relationships Reports Screen will be displayed.	Accessing fiduciary reports according to paragraph 772.

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***--762 Recording Deceased Producer**

A Overview

The “Record Deceased” option shall be used to record deceased individuals. Recording a deceased individual will terminate all agreements associated with the individual and prohibit the recording of any new agreement associated with the individual.

B Record Deceased Producer Screen

To record a deceased producer, CLICK “Record Deceased” on the Fiduciary Relationship Menu. The following is an example of Record Deceased Producer Screen before any selections have been made.

The screenshot shows the USDA Farm Service Agency website interface. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are displayed. The page title is 'Fiduciary'. A navigation menu includes: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The left sidebar, titled 'Fiduciary Menu', lists: Welcome: Bobbie Butler, User Role: FSA, Fiduciary Relationships (with sub-links: Record Deceased, Record Conservatorship, Record Guardianship, Record FSA Power of Attorney, Record Non-FSA Power of Attorney, Record Spousal Signature Authority, Search Fiduciary Relationships, Update Fiduciary Relationships, Fiduciary Relationships Report), and Fiduciary Relationships Report. The main content area is titled 'Record Deceased Producer' and contains the following fields and options:

- Principal (Deceased Producer)**: Fields for Name and Tax Id. A link 'Select Principal' is below.
- Date of Death**: A date picker set to mm/dd/yyyy.
- Document Provided for Verification**: A large text input area.
- FSA-325 Form**: A checkbox labeled 'FSA-325 is on file'.
- Recording Office**:
 - State**: A dropdown menu currently showing 'Mississippi'.
 - Service Center**: A dropdown menu currently showing 'CLARKSDALE SERVICE CENTER'.
- A button labeled 'Preview Completed Deceased' is located at the bottom of the form area.

At the bottom right of the page, there is a 'Back to Top ^' link and a '--*' symbol.

***--762 Recording Deceased Producer (Continued)**

B Record Deceased Producer Screen (Continued)

The following options are available on the Record Deceased Producer Screen.

Field/Button	Description	Action
Principal (Deceased Producer) - Select Principal	Allows users to select deceased individual.	CLICK "Select Principal" and the USDA SCIMS Customer Search Page will be displayed. Select producer by searching by type, name, tax ID, or other.
Date of Death	Allows users to enter the selected producer's date of death.	Enter date of death. The date of death must be entered as "mm/dd/yyyy" or click on the calendar to select date. Note: The date of death cannot be more than 5 years before the recording date. If a date of death is not entered, the system will enter the current date.
Document Provided for Verification	Allows users to enter the type of documentation obtained for verification of death.	Enter the type of documentation obtained for verification in the free form entry box. Do not enter any PII data. This entry is optional.
FSA-325 Form	Allows users to indicate if FSA-325 is on file in the County Office.	Click box if FSA-325 is on file.
Recording Office - State and Service Center	Allows users to select the State and Service Center that is recording the death of the producer. Note: The State and Service Center is defaulted according to user's eAuthentication.	Select the recording State and Service Center using the drop-down menu containing all States and counties.
Preview Completed Deceased	Allows users to view name, last 4 of TIN, address, date of death, document provided for verification, status of FSA-325, and recording State Office and Service Center.	CLICK "Preview Completed Deceased" to view and verify data before submitting the record.

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*--762 Recording Deceased Producer (Continued)

C Record Deceased Producer Preview Screen

The Record Deceased Producer Preview Screen allows users to revise incorrect or incomplete data previously entered before submitting the record.

The following is an example of Record Deceased Producer Preview Screen after a principal, date of death, and recording office was selected.

*--

USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships

Record Deceased
 Record Conservatorship
 Record Guardianship
 Record FSA Power of Attorney
 Record Non-FSA Power of Attorney
 Record Spousal Signature Authority
 Search Fiduciary Relationships
 Update Fiduciary Relationships
 Fiduciary Relationships Report

[Fiduciary](#) > [Record Deceased Producer Preview](#)

Record Deceased Producer Preview

Principal (Deceased Customer)

Name	Tax ID	Address	City	State	Zip Code	
JESSIE HAYNES	N	26 STATE AVE	CLARKSDALE	MS	38614	Revise

Date of Death 06/01/2009 [Revise](#)

Document Provided for Verification [Revise](#)

FSA-325 Form No [Revise](#)

Recording Office

State	Service Center	
Mississippi	CLARKSDALE SERVICE CENTER	Revise

[Back to Top ^](#)

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***--762 Recording Deceased Producer (Continued)**

C Record Deceased Producer Preview Screen (Continued)

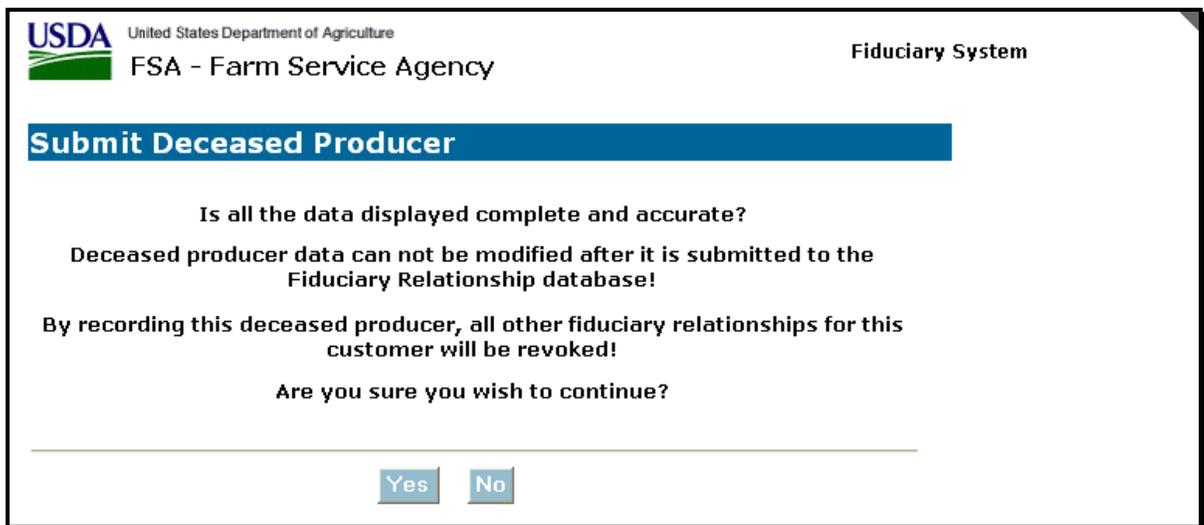
The following options are available on the Record Deceased Producer Preview Screen.

Field/Button	Description	Action
Revise	Allows users to revise data.	CLICK “Revise” to return to Record Deceased Producer Screen to make applicable changes.
Submit Deceased	Allows users to submit the deceased record	CLICK “Submit Deceased” after all data on the preview screen has been verified as correct and the Submit Deceased Producer Screen will be displayed.

D Submit Deceased Producer Screen

The Submit Deceased Producer Screen will be displayed when users CLICK “Submit Deceased”. If all data is complete and accurate, and users want to continue, CLICK “Yes” and the Terminated Agreements Screen will be displayed. If users do not want to continue or all data is not complete and accurate, CLICK “No” and the Record Deceased Producer Preview Screen will be displayed.

The following is an example of the Submit Deceased Producer Screen.



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*--762 Recording Deceased Producer (Continued)

E Terminated Agreements Screen

The Terminated Agreements Screen will be displayed when users CLICK “Yes” on the Submit Deceased Producer Screen. The message, “The following agreements were terminated as a result of a Deceased Producer”, will be displayed if the producer, recorded as deceased, was associated with agreements previously recorded. A message indicating the producer did not have any existing agreements will be displayed if the producer, recorded as deceased, was not associated with agreements previously recorded. CLICK “Continue” to return to the Fiduciary Relationships Home Screen.

The following is an example of the Terminated Agreements Screen for a producer, recorded as deceased, that was associated with agreements previously recorded.

The screenshot displays the USDA Farm Service Agency (FSA) Fiduciary interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the 'Farm Service Agency' name and 'Fiduciary' tab. A navigation bar includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The main content area shows a breadcrumb trail: [Fiduciary](#) > [Terminated Agreements](#). Below this is a blue header for 'Terminated Agreements'. The message reads: 'The following agreements were terminated as a result of a Deceased Producer for: JESSIE HAYNES'. A table follows with the following data:

Type
FSA 211
Non FSA Power of Attorney

A 'Continue' button is located below the table. A 'Back to Top' link is positioned at the bottom right of the page content.

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***--763 Recording Conservatorship**

A Overview

The “Record Conservatorship” option shall be used to record incompetent individuals and their conservator. Recording an incompetent individual will terminate all agreements associated with the individual and prohibit the recording of any new agreement associated with the individual.

B Record Conservatorship Screen

To record a conservatorship, CLICK “Record Conservatorship” on the Fiduciary Relationship Menu. The following is an example of Record Conservatorship Screen before any selections have been made.

The screenshot displays the 'Record Conservatorship' screen within the USDA Farm Service Agency's Fiduciary system. The page includes a top navigation bar with links like Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. A left-hand menu lists various fiduciary relationship options. The main content area is titled 'Record Conservatorship' and contains several sections: 'Incompetent' with a table for Name and Tax Id; 'Conservator' with a similar table; 'Stipulations' with a text input field; 'Recording Office' with dropdown menus for State (Mississippi) and Service Center (CLARKSDALE SERVICE CENTER); and 'Effective Date' and 'Revoked/Cancelled Date' with date pickers. At the bottom, there is a 'Preview Completed Conservatorship' button and a 'Back to Top' link.

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***--763 Recording Conservatorship (Continued)**

C Options

The following options are available on the Record Conservatorship Screen.

Option	Description	Action
Incompetent Select Incompetent	Allows users to select incompetent individual.	CLICK “Select Incompetent” and the USDA SCIMS Customer Search Page will be displayed. Select individual by searching by type, name, tax ID, or other.
Conservator Select Conservator	Allows users to select conservator.	CLICK “Select Conservator” and the USDA SCIMS Customer Search Page will be displayed. Select individual by searching by type, name, tax ID, or other.
Stipulations	Allows users to indicate stipulations of conservatorship, if applicable.	Enter the stipulations about the conservatorship, if applicable. Do not enter any PII data. This entry shall only be used if stipulations are applicable.
Recording Office – State and Service Center	Allows users to select the State and Service Center that is recording the conservatorship. Notes: The State and Service Center is defaulted according to user’s eAuthentication. The recording Service Center is the Service Center that has the conservatorship documentation on file.	Select the recording State and Service Center using the drop-down menu containing all States and Service Centers.
Effective Date	Allows users to enter the date the conservatorship became effective	Enter the effective date. The effective date must be entered in “mm/dd/yyyy” format or click on the calendar to select date.

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*--763 Recording Conservatorship (Continued)

C Options (Continued)

Option	Description	Action
Revoked/Cancelled Date	<p>Allows users to enter the revocation/cancellation date of the conservatorship.</p> <p>Note: Once a record has been submitted, the user will access the record through the “Update Fiduciary Relationships” option to record a revoked/cancelled date.</p>	<p>Enter the revocation/cancellation date. The revocation/cancellation date must be entered in “mm/dd/yyyy” format or click on the calendar to select date. See paragraph 771.</p>
Reason for Revocation/Cancellation	<p>Allows users to enter the reason for the revocation/cancellation of the conservatorship.</p> <p>Note: Once a record has been submitted, the user will access the record through the “Update Fiduciary Relationships” option to record a revoked/cancelled reason.</p>	<p>Select the reason for the revocation/cancellation. If “other” is selected, a free form entry of the explanation must be entered. See paragraph 771.</p>
Explanation for Reason “Other”	<p>Allows users to enter an explanation for reason “Other”.</p>	<p>Enter an explanation for reason “Other”. Do not enter any PII data. This entry is required if reason “Other” is selected.</p>
Preview Completed Conservatorship	<p>Allows user to view name, last 4 of TIN, address, stipulations, recording State and Service Center, and effective date.</p>	<p>CLICK “Preview Completed Conservatorship” to view and verify data before submitting the record.</p>

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*--763 Recording Conservatorship (Continued)

D Record Conservatorship Preview Screen

The Record Conservatorship Preview Screen allows users to revise incorrect or incomplete data previously entered before submitting the record.

The following is an example of Record Conservatorship Preview Screen after incompetent, conservator, recording State and Service Center, and effective date was selected.

USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships
 Record Deceased
 Record Conservatorship
 Record Guardianship
 Record FSA Power of Attorney
 Record Non-FSA Power of Attorney
 Record Spousal Signature Authority
 Search Fiduciary Relationships
 Update Fiduciary Relationships
 Fiduciary Relationships Report

[Fiduciary](#) > [Record Conservatorship Preview](#)

Record Conservatorship Preview

Incompetent

Name	Tax ID	Address	City	State	Zip Code	
ELIZA ALFORD		1111 S 768 N PARK AVE	LYNCH	MS	36852	Revise

Conservator

Name	Tax ID	Address	City	State	Zip Code	
LISA S PINKERTON		1212 S PO BOX 102	ANGUA	MS	12000	Revise

Stipulations
[Revise](#)

Recording Office

State	Service Center	
Mississippi	CLARKSDALE SERVICE CENTER	Revise

Effective Date 01/22/2010 [Revise](#)

Revoked/Cancelled Date [Revise](#)

Reason for Revocation/Cancellation [Revise](#)

Explanation for Reason "Other"

[Back to Top](#) ^

***--763 Recording Conservatorship (Continued)**

D Record Conservatorship Preview Screen (Continued)

The following options are available on the Record Conservatorship Preview Screen.

Field/Button	Description	Action
Revise	Allows users to revise data.	CLICK “Revise” to return to Record Conservatorship Screen to make applicable changes.
Submit Conservatorship	Allows users to submit the conservatorship record.	CLICK “Submit Conservatorship” after all data on the preview screen has been verified as correct and the Submit Conservatorship Screen will be displayed.

E Submit Conservatorship Screen

The Submit Conservatorship Screen will be displayed when users CLICK “Submit Conservatorship”. If all the data is complete and accurate, and users want to continue, CLICK “Yes” and the Terminated Agreements Screen will be displayed. If users do not want to continue or all data is not complete and accurate, CLICK “No” and the Record Conservatorship Preview Screen will be displayed.

The following is an example of the Submit Conservatorship Screen.

USDA United States Department of Agriculture
 FSA - Farm Service Agency
 Fiduciary System

Submit Conservatorship

Is all the data displayed complete and accurate?
 Conservatorship data can not be modified after it is submitted to the Fiduciary Relationship database!
 By recording this conservatorship, all other fiduciary relationships for this customer will be revoked!
 Are you sure you wish to continue?

Yes No

--*

***--763 Recording Conservatorship (Continued)**

F Terminated Agreements Screen

The Terminated Agreements Screen will be displayed when users CLICK “Yes” on the Submit Conservatorship Screen. The message, “The following agreements were terminated as a result of a Conservatorship”, will be displayed if the producer, recorded as incompetent, was associated with agreements previously recorded. A message indicating the producer did not have any existing agreements will be displayed if the producer, recorded as incompetent, was not associated with agreements previously recorded. CLICK “Continue” to return to the Fiduciary Relationships Home Screen.

The following is an example of the Terminated Agreements Screen for a producer, recorded as incompetent, that was associated with agreements previously recorded.

The screenshot shows the USDA Farm Service Agency website interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is the word 'Fiduciary'. Below this is a horizontal navigation bar with buttons for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. On the left side, there is a 'Fiduciary Menu' sidebar with options: Welcome: Bobbie Butler, User Role: FSA, Fiduciary Relationships (highlighted), Record Deceased, Record Conservatorship, and Record Guardianship. The main content area shows the breadcrumb 'Fiduciary > Terminated Agreements' and a title 'Terminated Agreements'. Below the title, it states: 'The following agreements were terminated as a result of a Conservatorship for: ELIZA ALFORD'. A table lists one agreement with the type 'FSA 211'. A 'Continue' button is located below the table. At the bottom right of the page, there is a 'Back to Top ^' link.

--*

***--764 Recording Guardianship**

A Overview

The “Record Guardianship” option shall be used to record guardianships. Recording a guardianship will terminate all agreements associated with the minor child and prohibit the recording of any new agreement associated with the minor child.

B Record Guardianship Screen

To record a minor child, CLICK “Record Guardianship” on the Fiduciary Relationship Menu. The following is an example of Record Minor Child and Parent/Guardian Screen before any selections have been made.

The screenshot shows the USDA Farm Service Agency (FSA) Fiduciary interface. The top navigation bar includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The main content area is titled "Record Minor Child and Parent/Guardian" and is divided into several sections:

- Minor Child:** Fields for Name and Tax Id, with a "Select Minor Child" link.
- Parent/Guardian:** Fields for Name and Tax Id, with a "Select Parent/Guardian" link.
- Stipulations:** A text area with the instruction "Do not enter any text if there are no stipulations."
- Recording Office:** Dropdown menus for State (currently Mississippi) and Service Center (currently CLARKSDALE SERVICE CENTER).
- Effective Date:** A date field in mm/dd/yyyy format.
- Revoked/Cancelled Date:** A date field in mm/dd/yyyy format.
- Reason for Revocation/Cancellation:** A dropdown menu.
- Explanation for Reason "Other":** A text area.

At the bottom of the form, there is a "Preview Completed Guardianship" button and a "Back to Top" link. The footer contains various links including "Fiduciary Home", "FSA Internet", "FSA Intranet", "USDA.gov", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

--*

***--764 Recording Guardianship (Continued)**

C Options

The following options are available on the Record Minor Child and Parent/Guardian Screen.

Option	Description	Action
Minor Child - Select Minor Child	Allows users to select minor child.	CLICK “Select Principal” and the USDA SCIMS Customer Search Page will be displayed. Select individual by searching by type, name, tax ID, or other.
Parent/Guardian – Select Parent/Guardian	Allows users to select parent/guardian.	CLICK “Select Agent” and the USDA SCIMS Customer Search Page will be displayed. Select individual by searching by type, name, tax ID, or other.
Stipulations	Allows users to indicate stipulations of guardianship, if applicable.	Enter the stipulations pertaining to the guardianship, if applicable. Do not enter any PII data. This entry shall only be used if stipulations are applicable.
Recording Office – State and Service Center	Allows users to select the State and Service Center that is recording the guardianship, Notes: The State and Service Center is defaulted according to user’s eAuthentication. The recording Service Center is the Service Center that has the guardianship documentation on file.	Select the State and Service Center using the drop-down menu containing all States and Service Centers.
Effective Date	Allows users to enter the date the guardianship became effective.	Enter the effective date. The effective date must be entered in “mm/dd/yyyy” format or click on the calendar to select date.

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*--764 Recording Guardianship (Continued)

C Options (Continued)

Option	Description	Action
Revoked/Cancelled Date	<p>Allows users to enter the revocation/cancellation date of the guardianship.</p> <p>Note: Once a record has been submitted, the user will access the record through the “Update Fiduciary Relationships” option to record a revoked/cancelled date.</p>	<p>Enter the revocation/cancellation date. The revocation/cancellation date must be entered in “mm/dd/yyyy” format or click on the calendar to select date. See paragraph 771.</p>
Reason for Revocation/Cancellation	<p>Allows users to enter the reason for the revocation/cancellation of the guardianship.</p> <p>Note: Once a record has been submitted, the user will access the record through the “Update Fiduciary Relationships” option to record a revoked/cancelled reason.</p>	<p>Select the reason for the revocation/cancellation. If “Other” is selected, a free form entry of the explanation must be entered. See paragraph 771.</p>
Explanation for Reason “Other”	<p>Allows users to enter an explanation for Reason “Other”.</p>	<p>Enter an explanation for Reason “Other”. Do not enter any PII data. This entry is required if Reason “Other” is selected.</p>
Preview Completed Guardianship	<p>Allows user to view name, last 4 of TIN, address, stipulations, recording State and Service Center, and effective date.</p>	<p>CLICK “Preview Completed Guardianship” to view and verify data before submitting the record.</p>

--*

***--764 Recording Guardianship (Continued)**

D Record Minor Child and Parent/Guardian Preview Screen

The Record Minor Child and Parent/Guardian Preview Screen will allow users to revise incorrect or incomplete data previously entered before submitting the record.

The following is an example of the Record Minor Child and Parent/Guardian Preview Screen after minor child, parent/guardian, stipulations, recording office, and effective date was selected.

USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships
 Record Deceased
 Record Conservatorship
 Record Guardianship
 Record FSA Power of Attorney
 Record Non-FSA Power of Attorney
 Record Spousal Signature Authority
 Search Fiduciary Relationships
 Update Fiduciary Relationships
 Fiduciary Relationships Report

[Fiduciary > Record Minor Child and Parent/Guardian Preview](#)

Record Minor Child and Parent/Guardian Preview

Minor Child

Name	Tax ID	Address	City	State	Zip Code	
SEAN SIMONS	N	6670 HILL RD	PIERCE	MS	38416	Revise

Parent/Guardian

Name	Tax ID	Address	City	State	Zip Code	
LIZA SIMONS	0002 S	1234 THIRD AVE	CHADROCK	MS	38905	Revise

Stipulations
[Revise](#)

Recording Office

State	Service Center	
Mississippi	CLARKSDALE SERVICE CENTER	Revise

Effective Date 07/11/2002 [Revise](#)
Revoked/Cancelled Date [Revise](#)
Reason for Revocation/Cancellation [Revise](#)
Explanation for Reason "Other"

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***--764 Recording Guardianship (Continued)**

D Record Minor Child and Parent/Guardian Preview Screen (Continued)

The following options are available on the Record Minor Child and Parent/Guardian Preview Screen.

Field/Button	Description	Action
Revise	Allows users to revise data.	CLICK "Revise" to return to Record Minor Child and Parent/Guardian Screen to make applicable changes.
Submit Guardianship	Allows users to submit the guardianship record.	CLICK "Submit Guardianship" after all data on the preview screen has been verified as correct and the Submit Guardianship Screen will be displayed.

E Submit Conservatorship Screen

The Submit Guardianship Screen will be displayed when users CLICK "Submit Guardianship". If all the data is complete and accurate, and users want to continue, CLICK "Yes" and the Fiduciary Relationships Report Screen will be displayed. If users do not want to continue or all data is not complete and accurate, CLICK "No" and the Record Minor Child and Parent/Guardian Preview Screen will be displayed.

The following is an example of the Submit Guardianship Screen.

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***--765 Recording FSA Power of Attorney**

A Overview

The “Record FSA Power of Attorney” option provides users the ability to record FSA-211 in the Fiduciary Relationships System. This option also provides users the ability to print FSA-211’s.

The following is an example of the Record FSA Power of Attorney Screen before any data being recorded.

USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships
 Record Deceased
 Record Conservatorship
 Record Guardianship
 Record FSA Power of Attorney
 Record Non-FSA Power of Attorney
 Record Spousal Signature Authority
 Search Fiduciary Relationships
 Update Fiduciary Relationships
 Fiduciary Relationships Report

[Fiduciary > Record FSA Power of Attorney](#)

Record FSA Power of Attorney

Grantor
 Name Tax Id
[Select Grantor](#)

Attorney-In-Fact
 Name Tax Id
[Select Attorney-In-Fact](#)

FSA, NRCS and CCC Programs

Program	Transaction
Add FSA, NRCS and CCC Programs and Transactions	

Insured Crops

Crop	Year	County	State	Transaction
Add Insured Crops and Transactions				

Recording Office
 State
 Service Center

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***--765 Recording FSA Power of Attorney (Continued)**

B Recording FSA Power of Attorney Options

The following provides options available on the Record FSA Power of Attorney Screen.

Option	Description	Action
Grantor - Select Grantor	Allows users to select the grantor. Select grantor by searching by producer type, name, tax ID, or other.	CLICK "Select Grantor" and the USDA SCIMS Customer Search Page will be displayed.
Attorney-In-Fact - Select Attorney-In-Fact	Allows users to select the attorney-in-fact. Select attorney-in-fact by searching by producer type, name, tax ID, or other.	CLICK "Select Attorney-In-Fact" and the USDA SCIMS Customer Search Page will be displayed.
FSA, NRCS and CCC Programs - Add FSA, NRCS and CCC Programs and Transactions	Allows users to add FSA, NRCS, and CCC programs and transactions.	CLICK "Add FSA, NRCS and CCC Programs and Transactions" to view and select FSA, NRCS, and CCC programs and transactions. See paragraph 766.
Insured Crops - Add Insured Crops and Transactions	Allows users to add insured crops and transactions.	CLICK "Add Insured Crops and Transactions" to view and select insured crops and transactions. See paragraph 767.
Recording Office - State and Service Center	Drop-down menu allows users to select the State and Service Center that is recording the power of attorney. Notes: The State and Service Center is defaulted according to the user's eAuthentication ID. The recording county is the Service Center that has the original FSA-211 on file for the producer.	Select the recording office's State and Service Center.
Next	Allows users to continue.	Users must select a grantor; attorney-in-fact; FSA, NRCS, and CCC program; and/or insured crops and recording office before users CLICK "Next". The FSA Power of Attorney - Verify Signatures Screen will be displayed.

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***--765 Recording FSA Power of Attorney (Continued)**

C FSA Power of Attorney - Verify Signatures Screen

The FSA Power of Attorney - Verify Signatures Screen allows users to enter the required signatories, the signature/witness date, indicate if the grantor's signature was witnessed or notarized signature, and the effective date of the power of attorney.

The following is an example of the FSA Power of Attorney - Verify Signatures Screen before entering required signatories for a grantor that is a corporation.

USDA United States Department of Agriculture
Farm Service Agency

Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
Welcome: Bobbie Butler
User Role: FSA

Fiduciary Relationships
Record Deceased
Record Conservatorship
Record Guardianship
Record FSA Power of Attorney
Record Non-FSA Power of Attorney
Record Spousal Signature Authority
Search Fiduciary Relationships
Update Fiduciary Relationships
Fiduciary Relationships Report

Fiduciary > Record FSA Power of Attorney - Verify Signatures

FSA Power of Attorney - Verify Signatures

Grantor

Name	Required number of signatures
B & D FARMS INC	2

Required Signatories

	Name	Signature/Witness Date	FSA Witnessed or Notarized	
1				Add
2				Add

Effective Date mm/dd/yyyy

Revoked/Cancelled Date mm/dd/yyyy

Reason for Revocation/Cancellation

Explanation for Reason "Other"

[Return](#) [Preview Completed POA](#) [Print FSA-211](#)

[Back to Top ^](#)

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*--765 Recording FSA Power of Attorney (Continued)

C FSA Power of Attorney - Verify Signatures Screen (Continued)

The following is an example of the FSA Power of Attorney – Verify Signatures Screen before entering data for a grantor that is an individual.

USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships

- Record Deceased
- Record Conservatorship
- Record Guardianship
- Record FSA Power of Attorney
- Record Non-FSA Power of Attorney
- Record Spousal Signature Authority
- Search Fiduciary Relationships
- Update Fiduciary Relationships
- Fiduciary Relationships Report

[Fiduciary](#) > [Record FSA Power of Attorney - Verify Signatures](#)

FSA Power of Attorney - Verify Signatures

Grantor	
Name	Required number of signatures
FLETCHER SPENCER	1

Required Signatories	
Signature/Witness Date	FSA Witnessed or Notarized
<input type="text"/> mm/dd/yyyy	FSA Witnessed

Effective Date mm/dd/yyyy

Revoked/Cancelled Date mm/dd/yyyy

Reason for Revocation/Cancellation

Explanation for Reason "Other"

[Return](#) [Preview Completed POA](#) [Print FSA-211](#)

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***--765 Recording FSA Power of Attorney (Continued)**

C FSA Power of Attorney - Verify Signatures Screen (Continued)

The following options are available on the FSA Power of Attorney - Verify Signature Screen.

Option	Description	Action
Required Signatories – Add Note: Only available if grantor is not an individual.	Allows users to enter the names of the required signatories.	CLICK “Add” and the USDA SCIMS Customer Search Page will be displayed. Select signatory by searching by type, name, tax ID, or other.
Required Signatories – Delete	Allows users to delete the name of required signatory after it has been entered if it was an incorrect selection. Enter the name of the correct signatory. Note: User must enter signature/witness date and select whether it was FSA witnessed or notarized.	CLICK “Delete” to delete required signatory. CLICK “Add” and the USDA SCIMS Customer Search Page will be displayed. Select correct signatory by searching by type, name, tax ID, or other.
Signature/Witness Date	Allows users to enter the date the signatory signed the FSA power of attorney.	Enter the signature/witness date. The signature/witness date must be entered in “mm/dd/yyyy” format or click the calendar to select date.
FSA Witnessed or Notarized	Allows users to select how the signature was validated.	CLICK: <ul style="list-style-type: none"> • “FSA Witnessed” from the drop-down menu if the signature was witnessed by an FSA employee • “Notarized” from the drop-down menu if the signature was notarized.
Effective Date	Allows users to enter the date the power of attorney became effective.	Enter the effective date. The effective date must be entered in “mm/dd/yyyy” format or click the calendar to select date.

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*--765 Recording FSA Power of Attorney (Continued)

C FSA Power of Attorney - Verify Signatures Screen (Continued)

Option	Description	Action
Revoked/Cancelled Date	<p>Allows users to enter the revocation/cancellation date of the power of attorney.</p> <p>Note: Once a record has been submitted, the user will access the record through the “Update Fiduciary Relationship” option to record a revoked/cancelled date. See paragraph 771.</p>	<p>Enter the revocation/cancellation date. The revocation/cancellation date must be entered in “mm/dd/yyyy” format or click the calendar to select date.</p>
Reason for Revocation/Cancellation	<p>Allows users to enter the reason for the revocation/cancellation of the power of attorney.</p> <p>Note: Once a record has been submitted, the user will access the record through the “Update Fiduciary Relationship” option to record a revoked/cancelled reason. See subparagraph 771.</p>	<p>Select a reason for the revocation/cancellation from the drop-down menu.</p>
Explanation for Reason “Other”	<p>Allows users to enter an explanation for Reason “Other”.</p>	<p>Enter an explanation for Reason “Other”. Do not enter any PII data. This entry is required if Reason “Other” is selected.</p>
Print FSA-211	<p>Allows users to print FSA-211.</p>	<p>CLICK “Print FSA-211” to print FSA-211 with data entered. A PDF version will be displayed.</p>
Return	<p>Allows users to return to Record FSA Power of Attorney Screen.</p>	<p>CLICK “Return” to make changes on Record FSA Power of Attorney Screen.</p>
Preview Completed POA	<p>Allows users to continue to Record FSA Power of Attorney Screen.</p>	<p>CLICK “Preview Completed POA” to view and verify data before submitting the record.</p>

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***--765 Recording FSA Power of Attorney (Continued)**

D Record FSA Power of Attorney Preview Screen

The Record FSA Power of Attorney Preview Screen allows user to verify data before submitting the record.

The following is an example of the Record FSA Power of Attorney Preview Screen for a grantor that is **not** an individual.

USDA United States Department of Agriculture
Farm Service Agency

Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
Welcome: Bobbie Butler
User Role: FSA

Fiduciary Relationships
Record Deceased
Record Conservatorship
Record Guardianship
Record FSA Power of Attorney
Record Non-FSA Power of Attorney
Record Spousal Signature Authority
Search Fiduciary Relationships
Update Fiduciary Relationships
Fiduciary Relationships Report

[Fiduciary > Record FSA Power of Attorney Preview](#)

Record FSA Power of Attorney Preview

Grantor

Name	Tax ID	Address	City	State	Zip Code	
DAC INC	0001 E	401 MAYO STREET	CARTER	MS	38103	Revise

Attorney-In-Fact

Name	Tax ID	Address	City	State	Zip Code	
KATIE BUXTER	0005 S	1215 H STREET	FAIRBERRY	MS	38203	Revise

Required Signatories

Name	Signature Date	FSA Witnessed or Notarized	
ALEX BOSTON	01/13/2010	FSA Witnessed	Revise
CLARA SMITH	01/13/2010	FSA Witnessed	Revise
DALTON BLAKE	01/13/2010	Notarized	Revise

FSA, NRCS and CCC Programs

Program	Transaction	
• All current and all future programs	• All actions	Revise

Insured Crops

Crop	Year	County	State	Transaction	
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Recording Office

State	Service Center	
Mississippi	CLARKSDALE SERVICE CENTER	Revise

Effective Date 01/13/2010 [Revise](#)

Revoked/Cancelled Date

Reason for Revocation/Cancellation

Explanation for Reason "Other"

Required Number of Signatures

#	
3	Revise

[Submit](#)

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***--765 Recording FSA Power of Attorney (Continued)**

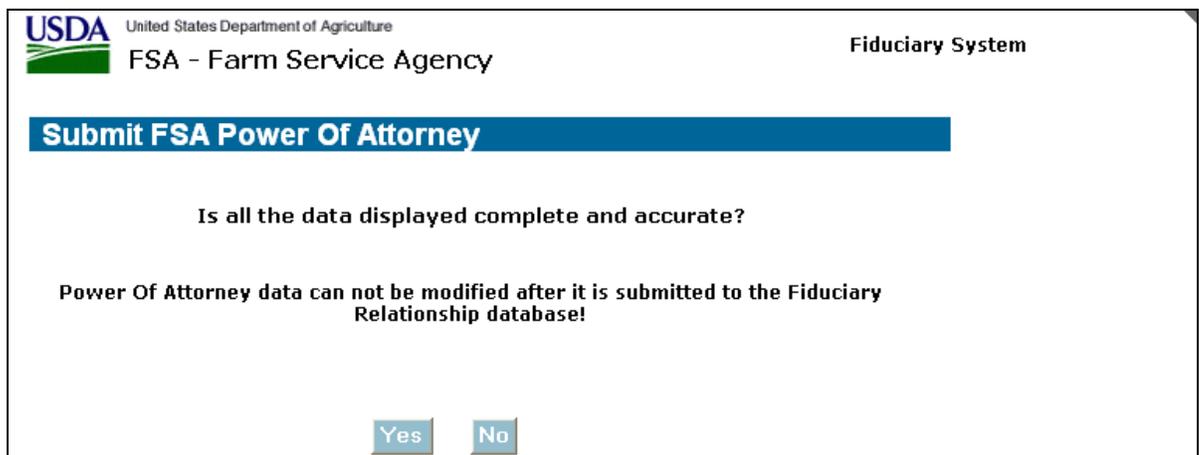
D Record FSA Power of Attorney Preview Screen (Continued)

To change data displayed on the Record FSA Power of Attorney Preview Screen, click any “Revise” to return to Record FSA Power of Attorney Screen. Make changes according to subparagraph C. After revisions have been made on the Record FSA Power of Attorney Screen, CLICK “Preview Completed Power of Attorney” to review data. CLICK “Submit” on the Record FSA Power of Attorney Preview Screen and the Submit FSA Power of Attorney Screen will be displayed.

E Submit FSA Power of Attorney Screen

The Submit FSA Power of Attorney Screen allows users to confirm all data is complete and accurate after clicking “Submit” on the FSA Power Of Attorney - Verify Signatures Screen. If all the data is correct, CLICK “Yes” to complete the recording of the FSA power of attorney and the Fiduciary Relationships Report Screen will be displayed indicating the record has been recorded. If user verifies the data is **not** correct, CLICK “No” and the FSA Power Of Attorney-Verify Signature Screen will be redisplayed.

The following is an example of the Submit FSA Power of Attorney Screen.



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***--765 Recording FSA Power of Attorney (Continued)**

F Fiduciary Relationships Report Screen

The Fiduciary Relationships Report Screen:

- will be displayed after the user clicks “Yes” on Submit FSA Power of Attorney Screen
- indicates the power of attorney has been recorded.

CLICK “FSA-211” to view the detail of the record. CLICK “Return” and the Fiduciary Relationships Home Screen will be displayed.

The following is an example of the Fiduciary Relationships Report Screen indicating FSA-211 has been recorded.

The screenshot shows the USDA Farm Service Agency website interface. At the top, it says 'USDA United States Department of Agriculture Farm Service Agency' and 'Fiduciary'. Below this is a navigation bar with buttons for 'Home', 'Eligibility', 'Business File', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', 'Reports', 'Fiduciary', and 'LogOut'. The main content area is titled 'Fiduciary > Fiduciary Relationships Report' and 'Fiduciary Relationships Report'. It prompts the user to 'Select a relationship to view detail'. A table lists recorded relationships with columns for Type, Principal, Agent, Effective Date, Revoke Cancel Date, Recording Office, and Stipulations / Limitations. One record is shown for 'FSA 211' with Principal 'DAC INC' and Agent 'KATIE BUXTER'. A 'Return' button is located below the table. A 'Back to Top' link is in the bottom right corner.

Type	Principal	Agent	Effective Date	Revoke Cancel Date	Recording Office	Stipulations / Limitations
FSA 211	DAC INC 401 MAYO STREET, MS 38103	KATIE BUXTER 1215 H STREET FAIRBERRY, MS 38203	01/13/2010		CLARKSDALE SERVICE CENTER, Mississippi	n/a

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***--765 Recording FSA Power of Attorney (Continued)**

G FSA Power of Attorney Detail Screen

The FSA Power of Attorney Detail Screen will display the details of the power of attorney that has been recorded. Data can no longer be revised or deleted since the power of attorney has been recorded. CLICK "Return" and the Fiduciary Relationships Home Screen will be displayed.

The following is an example of the FSA Power of Attorney Detail Screen.

USDA United States Department of Agriculture
Farm Service Agency

Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships
 Record Deceased
 Record Conservatorship
 Record Guardianship
 Record FSA Power of Attorney
 Record Non-FSA Power of Attorney
 Record Spousal Signature Authority
 Search Fiduciary Relationships
 Update Fiduciary Relationships
 Fiduciary Relationships Report

[Fiduciary > FSA Power of Attorney Detail](#)

FSA Power of Attorney Detail Printer Friendly

Grantor

Name	Address	City	State	Zip Code
DAC INC	401 MAYO STREET	CARTER	MS	38103

Attorney-in-Fact

Name	Address	City	State	Zip Code
KATIE BUXTER	1215 H STREET	FAIRBERRY	MS	38203

Required Signatories

Name	Signature Date	FSA Witnessed or Notarized
ALEX BOSTON	01/13/2010	FSA Witnessed
CLARA SMITH	01/13/2010	FSA Witnessed
DALTON BLAKE	01/13/2010	Notarized

FSA, NRCS and CCC Programs

Program	Transaction
All current and all future programs	• All actions

Insured Crops

Program	Transaction
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Recording Office

State	Service Center
Mississippi	CLARKSDALE SERVICE CENTER

Effective Date 01/13/2010
Revoked/Canceled Date
Reason for Revocation/Cancellation
Explanation for Reason "Other"

[Return](#)

***--766 FSA, NRCS, and CCC Programs and Transactions**

A Overview

The “Add FSA, NRCS and CCC Programs and Transactions” option allows users to add programs and transactions that apply to a power of attorney agreement.

At least 1 program must be selected if “Add FSA, NRCS and CCC Programs and Transactions” is selected. If “all current programs” or “all current and all future programs” is selected, no other program except “other” may be selected. If “other” is selected, user must specify the program by making a free form data entry in box provided.

At least 1 transaction must be selected if user selected a program. The transactions must be recorded according to FSA-211 on file. If an entry was manually entered as “Other” on FSA-211, “Other” must be selected and the transactions entered in the free form data box.

After selection of programs and transactions, users must CLICK “Continue” to return to the Record FSA Power of Attorney Screen.--*

*--766 FSA, NRCS, and CCC Programs and Transactions (Continued)

B FSA, NRCS and CCC Programs and Transactions Screen

The following is an example of the FSA, NRCS and CCC Programs and Transactions Screen.

The screenshot displays the USDA Farm Service Agency (FSA) Fiduciary web application. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the text 'Farm Service Agency' and 'Fiduciary'. A navigation bar includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut.

The main content area is titled 'FSA, NRCS and CCC Programs and Transactions'. It features a left sidebar with a 'Fiduciary Menu' (Welcome: Bobbie Butler, User Role: FSA) and 'Fiduciary Relationships' (Record Deceased, Record Conservatorship, Record Guardianship, Record FSA Power of Attorney, Record Non-FSA Power of Attorney, Record Spousal Signature Authority, Search Fiduciary Relationships, Update Fiduciary Relationships, Fiduciary Relationships Report).

The main content area is divided into two sections:

- FSA, NRCS and CCC Programs:** This section includes a 'Program' list with checkboxes for:
 - All current programs
 - All current and all future programs
 - Direct and Counter-Cyclical Program (checked)
 - Noninsured Crop Disaster Assistance Program
 - Tobacco programs
 - Marketing Assistance Loans and Loan Deficiency Payments
 - Milk Income Loss Contract Program
 - Average Crop Revenue Election Program
 - Supplemental Revenue Assistance Payments Program (SURE)
 - Tree Assistance Program (TAP)
 - Livestock Indemnity Program (LIP)
 - Livestock Forage Disaster Program (LFP)
 - Emergency Assistance for Livestock, Honey Bees, and Farm-Raised Fish (ELAP)
 - Farm Storage Facility Loan Program
 - FSA Conservation Programs
 - NRCS Conservation Programs
 - Other (Specify)
 Below the list is an 'Explanation for Program "Other"' field.
- Transactions for FSA, NRCS and CCC Programs:** This section includes a 'Transactions' list with checkboxes for:
 - All actions
 - Signing applications, agreements, and contracts
 - Making reports
 - Conducting all marketing assistance loan and LDP transactions
 - AGI Certification
 - Routing Banking Accounts
 - Other (Specify)
 Below the list is an 'Explanation for Program Transaction "Other"' field.

A 'Continue' button is located at the bottom of the screen.

--*

***--767 Insured Crops and Transactions**

A Overview

The “Add Insured Crops and Transactions” option allows users to add insured crops and transactions that apply to a power of attorney agreement. This option will also be used to record FCIC data on FSA-211.

If “Add Insured Crops and Transactions” was selected, 1 program must be selected. However, if there are 2 programs available, both options cannot be selected. A selection must be made for “All crops for all years in all states and counties” or “Crop, State, County and Year”. If “Crop, State, County and Year” is selected, more than 1 crop, State, county, and year may be entered.

At least 1 transaction must be selected if a program is selected. More than 1 transaction may be selected. However, if “all actions” is selected, no other transaction may be selected except “other”. A free form data entry must be entered if “other” is selected as a transaction.

After selection of programs and transactions, user must CLICK “Continue” to return to the Record FSA Power of Attorney Screen.--*

*--767 Insured Crops and Transactions (Continued)

B Insured Crops and Transactions Screen

The following is an example of the Insured Crops and Transactions Screen.

USDA United States Department of Agriculture
Farm Service Agency

Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
Welcome: Bobbie Butler
User Role: FSA

Fiduciary Relationships
Record Deceased
Record Conservatorship
Record Guardianship
Record FSA Power of Attorney
Record Non-FSA Power of Attorney
Record Spousal Signature Authority
Search Fiduciary Relationships
Update Fiduciary Relationships
Fiduciary Relationships Report

[Fiduciary](#) > [Insured Crops and Transactions](#)

Insured Crops and Transactions

Insured Crops

Program

All crops for all years in all states and counties
or
 Crop, State, County and Year

Crop:

Crop Year:

Crop State: Mississippi

Crop County: Adams

Transactions for Insured Crops

Transactions

All actions
 Making applications for insurance
 Making contract changes
 Reporting crop acreage and production reports
 Reporting a notice of damage or loss and making claim for indemnity
 Making transfers and cancellations
 Other (Specify)

Explanation for Crop Transaction "Other"

--*

***--768 Recording Non-FSA Power of Attorney**

A Overview

The “Record Non-FSA Power of Attorney” option shall be used to record signature authority granted through a document that OGC must review. Grantor, attorney-in-fact, limitations selection, recording State and County Office, effective date, and OGC review date must be entered to record a non-FSA power of attorney.

B Record Non-FSA Power of Attorney Screen

The following is an example of the Record Non-FSA Power of Attorney Screen.

The screenshot shows the 'Record Non-FSA Power of Attorney' screen. At the top, there is a header with the USDA logo and 'United States Department of Agriculture Farm Service Agency' on the left, and 'Fiduciary' on the right. Below the header is a navigation bar with links: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The main content area is titled 'Record Non-FSA Power of Attorney' and contains several sections:

- Fiduciary Menu:** Welcome: Bobbie Butler, User Role: FSA.
- Grantor:** Fields for Name and Tax Id, with a 'Select Grantor' link.
- Attorney-In-Fact:** Fields for Name and Tax Id, with a 'Select Attorney-In-Fact' link.
- Limitations:** A dropdown menu.
- Recording Office:** Fields for State (currently Mississippi) and Service Center (currently CLARKSDALE SERVICE CENTER).
- Effective Date:** A date field with a calendar icon and format mm/dd/yyyy.
- OGC Review Date:** A date field with a calendar icon and format mm/dd/yyyy.
- Revoked/Cancelled Date:** A date field with a calendar icon and format mm/dd/yyyy.
- Reason for Revocation/Cancellation:** A dropdown menu.
- Explanation for Reason "Other":** A text area.

At the bottom of the form is a button labeled 'Preview Completed POA'.

***--768 Recording Non-FSA Power of Attorney (Continued)**

C Options

The following options are available on the Record Non-FSA Power of Attorney Screen.

Option	Description	Action
Grantor - Select Grantor	Allows users to select the grantor. Select grantor by searching by producer type, name, tax ID, or other.	CLICK “Select Grantor” and the USDA SCIMS Customer Search Page will be displayed.
Attorney-In-Fact - Select Attorney-in-Fact	Allows users to select the attorney-in-fact. Select attorney-in-fact by searching by producer type, name, tax ID, or other.	CLICK “Select Attorney-in-Fact” and the USDA SCIMS Customer Search Page will be displayed.
Limitations	Allows users to indicate limitations of non-FSA power of attorney, if applicable.	Enter the limitations, if applicable, in the free form data entry box.
Recording Office - State and Service Center	<p>Drop-down menu allows users to select the State and Service Center that is recording the non-FSA power of attorney.</p> <p>Notes: The State and Service Center is defaulted according to the user’s eAuthentication ID.</p> <p>The recording office is the Service Center that has the original non-FSA power of attorney on file.</p>	Select the State and Service Center of the recording office.
Effective Date	Allows users to enter the date the non-FSA power of attorney became effective.	Enter the effective date. The effective date must be entered in “mm/dd/yyyy” format or click on the calendar to select date.
OGC Review Date	Allows users to enter the date the non-FSA power of attorney was reviewed by OGC.	Enter the OGC review date. The OGC review date must be entered in “mm/dd/yyyy” format or click on the calendar to select date.

--*

*--768 Recording Non-FSA Power of Attorney (Continued)

C Options (Continued)

Option	Description	Action
Revoked/Cancelled Date	<p>Allows users to enter the revocation/cancellation date of the non-FSA power of attorney.</p> <p>Note: Once a record has been submitted, the user will access the record through the “Update Fiduciary Relationships” option to record a revoked/cancelled date.</p>	<p>Enter the revocation/cancellation date. The revocation/cancellation date must be entered in “mm/dd/yyyy” format or click on the calendar to select date. See paragraph 771.</p>
Reason for Revocation/Cancellation	<p>Allows users to enter the reason for the revocation/cancellation of the non-FSA power of attorney.</p> <p>Note: Once a record has been submitted, the user will access the record through the “Update Fiduciary Relationships” option to record a revoked/cancelled reason.</p>	<p>Select the reason for the revocation/cancellation. If “other” is selected, a free form entry of the explanation must be entered. See paragraph 771.</p>
Explanation for Reason “Other”	<p>Allows users to enter an explanation for Reason “Other”.</p>	<p>Enter an explanation for Reason “Other”. Do not enter any PII data. This entry is required if Reason “Other” is selected.</p>
Preview Completed POA	<p>Allows user to preview the power of attorney information entered before submission.</p>	<p>CLICK “Preview Completed POA” to view information previously entered.</p>

--*

*--768 Recording Non-FSA Power of Attorney (Continued)

D Record Non-FSA Power of Attorney Preview Screen

The Record Non-FSA Power of Attorney Preview Screen shall be used to verify data entered before submitting record. To change data displayed that is incorrect or incomplete, users must CLICK "Revise". All data should be verified as complete and accurate before clicking "Submit Power of Attorney" to continue.

The following is an example of the Record Non-FSA Power of Attorney Preview Screen.

USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships

Record Deceased
 Record Conservatorship
 Record Guardianship
 Record FSA Power of Attorney
 Record Non-FSA Power of Attorney
 Record Spousal Signature Authority
 Search Fiduciary Relationships
 Update Fiduciary Relationships
 Fiduciary Relationships Report

[Fiduciary > Record Non-FSA Power of Attorney Preview](#)

Record Non-FSA Power of Attorney Preview

Grantor

Name	Tax ID	Address	City	State	Zip Code	
DALTON BLAKE	0006 S	1215 H ST	JANSEN	MS	38632	Revise

Attorney-In-Fact

Name	Tax ID	Address	City	State	Zip Code	
ALEX BOSTON	0006 S	PO BOX 44	HICKORY FLAT	MS	38633	Revise

Limitations
[Revise](#)

Recording Office

State	Service Center	
Mississippi	CLARKSDALE SERVICE CENTER	Revise

Effective Date 06/02/2007 [Revise](#)
OGC Review Date 06/30/2009 [Revise](#)
Revoked/Cancelled Date
Reason for Revocation/Cancellation
Explanation for Reason "Other"

--*

***--768 Recording Non-FSA Power of Attorney (Continued)**

D Record Non-FSA Power of Attorney Preview Screen (Continued)

To change data displayed on the Record Non-FSA Power of Attorney Preview Screen, CLICK “Revise” to return to the Record Non-FSA Power of Attorney Screen. Make changes according to subparagraph 768 C. CLICK “Submit” and the Submit Non-FSA Power of Attorney Screen will be displayed.

E Submit Non-FSA Power of Attorney Screen

The Submit Non-FSA Power of Attorney Screen will allow users to confirm all data is complete and accurate before submitting the record. If all the data is complete and accurate, CLICK “Yes” to complete the recording of the non-FSA power of attorney. The Fiduciary Relationships Report Screen will be displayed indicating the power of attorney has been recorded. If the data is not complete and accurate, CLICK “No” to return to the Non-FSA Power of Attorney Preview Screen.

The following is an example of the Submit Non-FSA Power of Attorney Screen.

USDA United States Department of Agriculture
FSA - Farm Service Agency Fiduciary System

Submit Non-FSA Power of Attorney

Is all the data displayed complete and accurate?

Power Of Attorney data can not be modified after it is submitted to the
Fiduciary Relationship database!

Yes No

--*

***--768 Recording Non-FSA Power of Attorney (Continued)**

F Fiduciary Relationships Report Screen

The Fiduciary Relationships Report Screen:

- will be displayed after users CLICK “Yes” on the Submit Non-FSA Power of Attorney Screen
- indicates the non-FSA power of attorney has been recorded.

To view the details of the record, CLICK “Non FSA Power of Attorney”. CLICK “Return” and the Fiduciary Relationships Home Screen will be displayed.

The following is an example of the Fiduciary Relationships Report Screen indicating the non-FSA power of attorney has been recorded.

The screenshot displays the USDA Farm Service Agency website interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the 'Farm Service Agency' name and 'Fiduciary' page title. A navigation bar includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The main content area is titled 'Fiduciary Relationships Report' and shows search results for 'LISA S PINKERTON'. A table lists the following record:

Type	Principal	Agent	Effective Date	Revoke Cancel Date	Recording Office	Has Stipulations
Non FSA Power of Attorney	LISA S PINKERTON PO BOX 102 ANGUA, MS 12000	ANN B PATTON 234 W 11TH ST CHICAWAG, IL 60648	06/02/2009		Coahoma, MS	N

Below the table is a 'Return' button and a 'Back to Top' link. A sidebar on the left contains a 'Fiduciary Menu' with options like 'Record Deceased', 'Record Conservatorship', 'Record Parent/Guardian', 'Record FSA Power of Attorney', and 'Record Non-FSA Power of Attorney'.

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***--768 Recording Non-FSA Power of Attorney (Continued)**

G Non-FSA Power of Attorney Detail Screen

The Non-FSA Power of Attorney Detail Screen will be displayed with the details of the record selected on the Fiduciary Relationships Report Screen. Data can no longer be revised or deleted since the non-FSA power of attorney has been recorded. CLICK "Return" and the Fiduciary Relationships Home Screen will be displayed.

The following is an example of the Non-FSA Power of Attorney Detail Screen.

USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships
 Record Deceased
 Record Conservatorship
 Record Guardianship
 Record FSA Power of Attorney
 Record Non-FSA Power of Attorney
 Record Spousal Signature Authority
 Search Fiduciary Relationships
 Update Fiduciary Relationships
 Fiduciary Relationships Report

[Fiduciary > Non-FSA Power of Attorney Detail](#)

Non-FSA Power of Attorney Detail Printer Friendly

Grantor

Name	Tax ID	Address	City	State	Zip Code
DALTON BLAKE	0006 S	1215 H ST	JANSEN	MS	38632

Attorney-In-Fact

Name	Tax ID	Address	City	State	Zip Code
ALEX BOSTON	0006 S	PO BOX 44	HICKORY FLAT	MS	38633

Limitations
 No Limitations

Recording Office

State	Service Center
Mississippi	CLARKSDALE SERVICE CENTER

Effective Date 06/02/2007
 OGC Review Date 06/30/2009
 Revoked/Cancelled Date
 Reason for Revocation/Cancellation
 Explanation for Reason "Other"

[Return](#)

***--769 Recording Spousal Signature Authority**

A Overview

The “Record Spousal Signature Authority” option shall be used to record spouses with and without signature authority for each other.

B Record Spousal Signature Authority Screen

To record spouses with signature authority for each other, CLICK “Record Spousal Signature Authority” on the Fiduciary Relationship Menu. The following is an example of Record Spousal Signature Authority Screen before any selections have been made.

The screenshot displays the 'Record Spousal Signature Authority' web form. At the top, the USDA logo and 'Farm Service Agency' are visible, along with a 'Fiduciary' label. A navigation bar contains links: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The left sidebar, titled 'Fiduciary Menu', lists various options, with 'Record Spousal Signature Authority' highlighted. The main content area is titled 'Record Spousal Signature Authority' and contains the following sections:

- Principal:** Fields for Name and Tax Id, with a 'Select Principal' link.
- Signature Authority:** Radio buttons for 'Partner has signing authority' (selected) and 'Partner does not have signing authority'.
- Revocation Date:** A date input field with a calendar icon and the format 'mm/dd/yyyy'.
- Principal/Spouse:** Fields for Name and Tax Id, with a 'Select Principal/Spouse' link.
- Signature Authority:** Radio buttons for 'Partner has signing authority' (selected) and 'Partner does not have signing authority'.
- Revocation Date:** A date input field with a calendar icon and the format 'mm/dd/yyyy'.
- Stipulations:** A large text area for entering conditions.
- Recording Office:** Dropdown menus for 'State' (Mississippi) and 'Service Center' (CLARKSDALE SERVICE CENTER).
- Revoked/Cancelled Date:** A date input field with a calendar icon and the format 'mm/dd/yyyy'.
- Reason for Revocation/Cancellation:** A dropdown menu.
- Explanation for Reason "Other":** A large text area for providing details.

At the bottom of the form is a button labeled 'Preview Completed Spousal Signature Authority'.

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***--769 Recording Spousal Signature Authority (Continued)**

C Options

The following options are available on the Record Spousal Signature Authority Screen.

Option	Description	Action
Principal - Select Principal	Allows users to select principal.	CLICK “Select Principal” and the USDA SCIMS Customer Search Page will be displayed. Select principal by searching by type, name, tax ID, or other.
Principal/Spouse – Select Principal/Spouse	Allows users to select principal/spouse.	CLICK “Select Principal/Spouse” and the USDA SCIMS Customer Search Page will be displayed. Select principal/spouse by searching by producer type, name, tax ID, or other.
Recording Office – State and Service Center	Drop-down menu allows users to select State and Service Center that is recording the spousal signature authority. Note: The State and Service Center is defaulted according to the user’s eAuthentication ID.	Select the State and Service Center of the recording office.
Stipulations	Allows users to indicate stipulations of spousal signature authority, if applicable.	Enter the stipulations, if applicable, in the free form data entry box.
Revoked/Cancelled Date	Allows users to enter the revocation/cancellation date of the spousal signature authority. Note: Once a record has been submitted, the user will access the record through the “Update Fiduciary Relationships” option to record a revoked/cancelled date.	Enter the revocation/cancellation date. The revocation/cancellation date must be entered in “mm/dd/yyyy” format or click on the calendar to select date. See paragraph 771.

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*--769 Recording Spousal Signature Authority (Continued)

C Options (Continued)

Option	Description	Action
Reason for Revocation/Cancellation	<p>Allows users to enter the reason for the revocation/cancellation of the spousal signature authority.</p> <p>Note: Once a record has been submitted, the user will access the record through the “Update Fiduciary Relationships” option to record a revoked/cancelled reason.</p>	<p>Select the reason for the revocation/cancellation. If “other” is selected, a free form entry of the explanation must be entered. See paragraph 771.</p>
Explanation for Reason “Other”	<p>Allows users to enter an explanation for Reason “Other”.</p>	<p>Enter an explanation for Reason “Other”. Do not enter any PII data. This entry is required if Reason “Other” is selected.</p>
Preview Completed Spousal Signature Authority	<p>Allows users to view name, last 4 of TIN, address, stipulations, recording State and Service Center, and effective date.</p>	<p>CLICK “Preview Completed Spousal Signature Authority” to view and verify data before submitting the record.</p>

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***--770 Searching Fiduciary Relationships**

A Overview

To search for a specific power of attorney, CLICK “Search Fiduciary Relationships” on the Fiduciary Relationships Home Screen. A search may be completed by selecting a principal, agent, or principal and agent. The search will be processed against all fiduciary relationships or the specific type selected. The search will also be completed for “active”, “inactive”, or “all” according to status selected.

B Search Fiduciary Relationships Screen

The following is an example of the Search Fiduciary Relationships Screen.

The screenshot shows the 'Search Fiduciary Relationships' screen. At the top, there is a header with the USDA logo and 'United States Department of Agriculture Farm Service Agency' text. Below this is a navigation bar with links: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The main content area is titled 'Search Fiduciary Relationships' and includes a left-hand menu with options like 'Record Deceased', 'Record Conservatorship', 'Record Guardianship', 'Record FSA Power of Attorney', 'Record Non-FSA Power of Attorney', 'Record Spousal Signature Authority', 'Search Fiduciary Relationships', 'Update Fiduciary Relationships', and 'Fiduciary Relationships Report'. The search form includes fields for Principal Name and Tax Id, Agent Name and Tax Id, and radio buttons for selecting search criteria (Conservatorship, Deceased, Guardianship, Power of Attorney, Spousal Signature Authority, All Fiduciary Relationships) and status (Active, Inactive, All). A 'Search' button and a 'Back to Top' link are also present.

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***--770 Searching Fiduciary Relationships (Continued)**

C Options

The following options are available on the Search Fiduciary Relationships Screen

Option	Description	Action
Principal - Select Principal	Allows users to search for fiduciary relationships associated with a specific principal/grantor.	CLICK "Select Principal" and the USDA SCIMS Customer Search Page will be displayed. Select principal/grantor by searching by producer type, name, tax ID, or other.
Agent - Select Agent	Allows users to search for fiduciary relationships associated with a specific agent/attorney-in-fact.	CLICK "Select Agent" and the USDA SCIMS Customer Search Page will be displayed. Select agent/attorney-in-fact by searching by producer type, name, tax ID, or other.
Which search would you like to see?	Allows users to select the type of fiduciary relationships to search.	Select 1 of the following: <ul style="list-style-type: none"> • "Conservatorship" • "Deceased" • "Guardianship" • "Power Of Attorney" • "Spousal Signature Authority" • "All Fiduciary Relationships". <p>Note: Power of attorney includes both FSA and non-FSA power of attorney records.</p>
Status	Allows users to select the status of the relationships to search.	Select 1 of the following: <ul style="list-style-type: none"> • "Active" • "Inactive" • "All".
Search	Performs search based on selections.	CLICK "Search" to perform a search.

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*--770 Searching Fiduciary Relationships (Continued)

D Search Fiduciary Relationships Screen

The following is an example of the Search Fiduciary Relationships Screen with an agent selected. CLICK:

- “Search” to view results of search
- “Delete” to delete the agent selected.

The screenshot displays the USDA Farm Service Agency (FSA) website's 'Fiduciary' section. At the top, there is a navigation bar with links: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The main content area is titled 'Search Fiduciary Relationships'. It features a 'Principal' search table with columns for Name and Tax Id, and a 'Select Principal' link. Below this is an 'Agent' search table with columns for Name, Tax Id, and a 'Delete' link. The agent listed is KATIE BUXTER with Tax Id 0005 S. There are radio button options for 'Which search would you like to see?' including Conservatorship, Deceased, Guardianship, Power of Attorney, Spousal Signature Authority, and All Fiduciary Relationships (which is selected). There are also radio button options for 'Status' including Active (selected), Inactive, and All. A 'Search' button is located at the bottom of the form. A 'Back to Top' link is in the bottom right corner. The footer contains various links: Fiduciary Home, FSA Internet, FSA Intranet, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

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*--770 Searching Fiduciary Relationships (Continued)

E Fiduciary Relationships Report Screen

The following is an example of the Fiduciary Relationships Report Screen displaying the active power of attorney search results for agent Katie Buxter. **CLICK:**

- “FSA-211” to view detail of the fiduciary relationship
- “Return” and the Search Fiduciary Relationships Screen will be displayed.

The screenshot displays the USDA Farm Service Agency website interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the text 'Farm Service Agency' and 'Fiduciary'. A navigation bar includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The main content area is titled 'Fiduciary Menu' and includes a welcome message for Bobbie Butler, 'User Role: FSA', and a 'Fiduciary Relationships' section with options like Record Deceased, Record Conservatorship, Record Guardianship, Record FSA Power of Attorney, and Record Non-FSA Power of Attorney. The 'Fiduciary Relationships Report' section prompts the user to 'Select a relationship to view detail' and shows search results for 'Agent: KATIE BUXTER'. A table with columns for Type, Principal, Agent, Effective Date, Revoke Cancel Date, Recording Office, and Stipulations / Limitations contains one entry for 'FSA 211'. A 'Return' button is located below the table.

Type	Principal	Agent	Effective Date	Revoke Cancel Date	Recording Office	Stipulations / Limitations
FSA 211	DAC INC 401 MAYO STREET, CARTER, MS 38103	KATIE BUXTER 1215 H STREET FAIRBERRY, MS 38203	01/13/2010		CLARKSDALE SERVICE CENTER, Mississippi	n/a

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*--770 Searching Fiduciary Relationships (Continued)

F FSA Power of Attorney Detail Screen

The following is an example of the FSA Power of Attorney Detail Screen displayed when “FSA-211” is selected on the Fiduciary Relationships Report Screen. CLICK “Return” and the Fiduciary Relationships Report Screen will be displayed.

USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships
 Record Deceased
 Record Conservatorship
 Record Guardianship
 Record FSA Power of Attorney
 Record Non-FSA Power of Attorney
 Record Spousal Signature Authority
 Search Fiduciary Relationships
 Update Fiduciary Relationships
 Fiduciary Relationships Report

Fiduciary > FSA Power of Attorney Detail

FSA Power of Attorney Detail Printer Friendly

Grantor

Name	Address	City	State	Zip Code
DAC INC	401 MAYO STREET	CARTER	MS	38103

Attorney-in-Fact

Name	Address	City	State	Zip Code
KATIE BUXTER	1215 H STREET	FAIRBERRY	MS	38203

Required Signatories

Name	Signature Date	FSA Witnessed or Notarized
ALEX BOSTON	01/13/2010	FSA Witnessed
CLARA SMITH	01/13/2010	FSA Witnessed
DALTON BLAKE	01/13/2010	Notarized

FSA, NRCS and CCC Programs

Program	Transaction
All current and all future programs	• All actions

Insured Crops

Program	Transaction
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Recording Office

State	Service Center
Mississippi	CLARKSDALE SERVICE CENTER

Effective Date 01/13/2010
 Revoked/Canceled Date
 Reason for Revocation/Cancellation
 Explanation for Reason "Other"

[Return](#)

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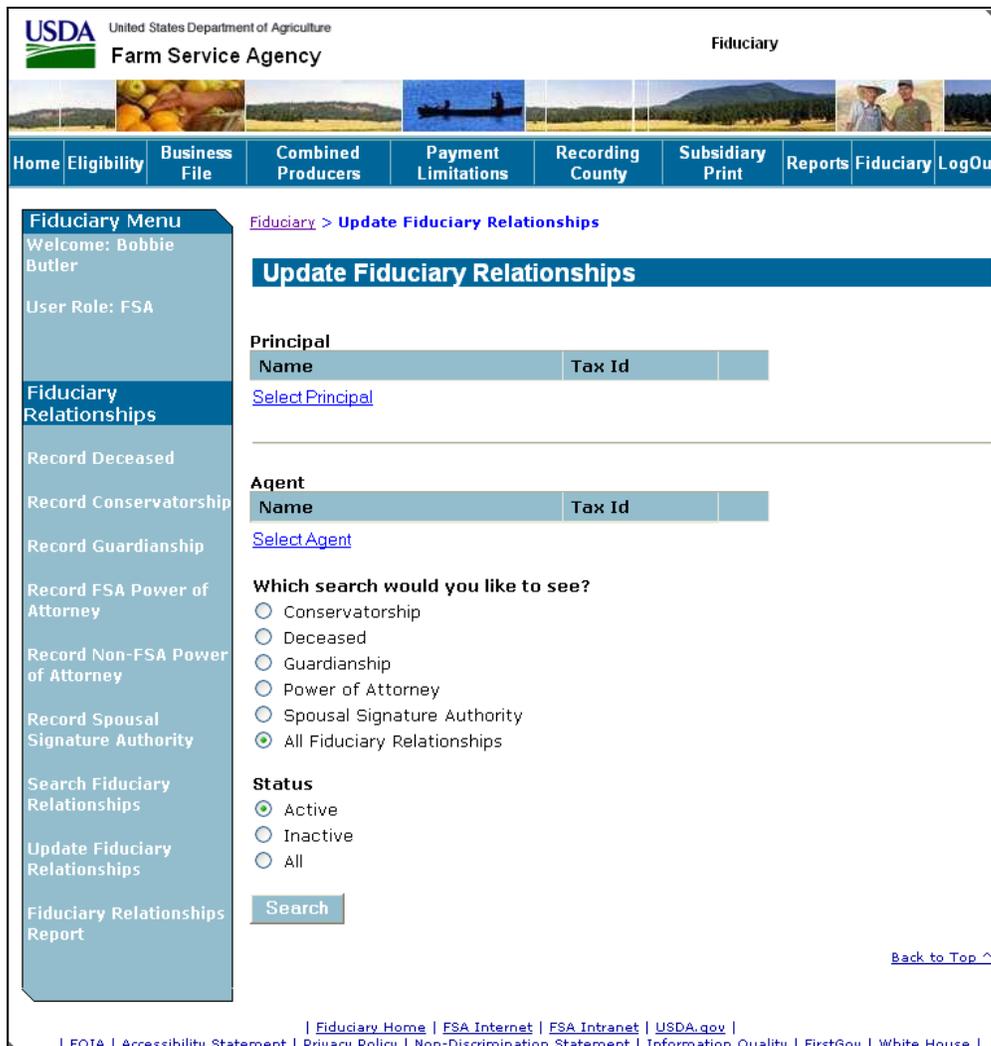
***--771 Updating Fiduciary Relationships**

A Overview

The “Update Fiduciary Relationships” option shall be used to update a record. To access the record, a search may be completed by selecting a principal, agent, or principal and agent. The search may be processed against all fiduciary relationships or the specific type selected. The search may also be completed for “active”, “inactive”, or “all” according to status selected. Clicking “Search” on the Update Fiduciary Relationships Screen will display the Fiduciary Relationships Report indicating all records matching the search criteria. Access the record by clicking on the type of relationship associated with the name on record to update.

B Update Fiduciary Relationships Screen

The following is an example of the Update Fiduciary Relationships Screen.



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***--771 Updating Fiduciary Relationships (Continued)**

C Options

The following options are available on the Update Fiduciary Relationships Screen.

Option	Description	Action
Principal - Select Principal	Allows users to search for fiduciary relationships associated with a specific principal/grantor to update.	CLICK “Select Principal” and the USDA SCIMS Customer Search Page will be displayed. Select principal by searching by producer type, name, tax ID, or other.
Agent - Select Agent	Allows users to search for fiduciary relationships associated with a specific agent/attorney-in-fact to update.	CLICK “Select Agent” and the USDA SCIMS Customer Search Page will be displayed. Select agent by searching by producer type, name, tax ID, or other.
Which search would you like to see?	Allows users to select the type of fiduciary relationships to search for record to update.	Select 1 of the following: <ul style="list-style-type: none"> • “Conservatorship” • “Deceased” • “Guardianship” • “Power Of Attorney” • “Spousal Signature Authority” • “All Fiduciary Relationships”. <p>Note: Power of attorney includes both FSA and non-FSA power of attorney records.</p>
Status	Allows users to select the status of the relationships to search to update.	Select 1 of the following: <ul style="list-style-type: none"> • “Active” • “Inactive” • “All”.
Search	Performs search based on selections.	CLICK “Search” for search to be performed.

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*--771 Updating Fiduciary Relationships (Continued)

D Update Fiduciary Relationships Screen

The following is an example of the Update Fiduciary Relationships Screen with a principal selected. CLICK:

- “Search” to view results of search
- “Delete” to delete the principal selected.

The screenshot displays the 'Update Fiduciary Relationships' screen. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are visible. A navigation bar includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The left sidebar contains a 'Fiduciary Menu' with options like 'Welcome: Bobbie Butler', 'User Role: FSA', and various record types. The main content area shows the breadcrumb 'Fiduciary > Update Fiduciary Relationships' and a title 'Update Fiduciary Relationships'. Under the 'Principal' section, a table lists 'SEAN SIMONS' with a 'Tax Id' of 'N' and a 'Delete' link. The 'Agent' section has a 'Select Agent' link. Search filters include 'Which search would you like to see?' with radio buttons for Conservatorship, Deceased, Guardianship, Power of Attorney, Spousal Signature Authority, and All Fiduciary Relationships (selected). The 'Status' section has radio buttons for Active (selected), Inactive, and All. A 'Search' button is located below the status filters. A 'Back to Top' link is at the bottom right. The footer contains links for 'Fiduciary Home', 'FSA Internet', 'FSA Intranet', 'USDA.gov', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'FirstGov', and 'White House'.

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*--771 Updating Fiduciary Relationships (Continued)

E Fiduciary Relationships Report Screen

The following is an example of the Fiduciary Relationships Report Screen displaying the active power of attorney results for principal Sean Simons.

USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships

- Record Deceased
- Record Conservatorship
- Record Guardianship
- Record FSA Power of Attorney
- Record Non-FSA Power of Attorney

[Fiduciary](#) > [Fiduciary Relationships Report](#)

Fiduciary Relationships Report

Select a relationship to update detail

Search Results for:
 Principal: SEAN SIMONS

Type	Principal	Agent	Effective Date	Revoke Cancel Date	Recording Office	Stipulations / Limitations
Fiduciary Guardianship	SEAN SIMONS 6670 HILL RD PIERCE, MS 38416	LIZA SIMONS 1234 THIRD AVE CHADROCK, MS 38905	07/11/2002		CLARKSDALE SERVICE CENTER, Mississippi	N

[Return](#) [Back to Top](#) ^

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*--771 Updating Fiduciary Relationships (Continued)

F Update Non-FSA Power of Attorney Screen

The following is an example of the Update Non-FSA Power of Attorney Screen displayed when “Guardianship” is selected on Fiduciary Relationships Report Screen. CLICK “Return” and the Fiduciary Relationships Report Screen will be displayed.

USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships
 Record Deceased
 Record Conservatorship
 Record Guardianship
 Record FSA Power of Attorney
 Record Non-FSA Power of Attorney
 Record Spousal Signature Authority
 Search Fiduciary Relationships
 Update Fiduciary Relationships
 Fiduciary Relationships Report

[Fiduciary > Update Minor Child and Parent/Guardian](#)

Update Minor Child and Parent/Guardian Printer Friendly

Minor Child

Name	Tax ID	Address	City	State	Zip Code
SEAN SIMONS	N	6670 HILL RD	PIERCE	MS	38416

Parent/Guardian

Name	Tax ID	Address	City	State	Zip Code
LIZA SIMONS	0002 S	1234 THIRD AVE	CHADROCK	MS	38905

Stipulations
 None specified

Recording Office

State	Service Center
Mississippi	CLARKSDALE SERVICE CENTER

Effective Date 07/11/2002

Revoked/Cancelled Date mm/dd/yyyy

Reason for Revocation/Cancellation

Explanation for Reason "Other"

[Back to Top ^](#)

***--771 Updating Fiduciary Relationships (Continued)**

F Update Minor Child and Parent/Guardian Screen (Continued)

To revoke a fiduciary relationship agreement, a revoked/cancelled date and reason must be entered for the agreement through the “Update Fiduciary Relationships” option. The following options are available on the Update Minor Child and Parent/Guardian Screen.

Note: These options are also available on the Minor Child and Parent/Guardian Screen.

Option	Description	Action
Revoked/Cancelled Date	Allows users to enter date fiduciary agreement was revoked or cancelled.	Enter date agreement was revoked or cancelled. The revoked/cancelled date must be entered as “mm/dd/yyyy” or click on the calendar to select date.
Reason for Revocation/Cancellation	<p>Allows users to enter reason fiduciary agreement was revoked or cancelled. Drop down menu allows user to select 1 of the following reasons:</p> <ul style="list-style-type: none"> • “Revocation date specified by court order” • “Revoked by court order” • “Minor child turns 18” • “Service Center Error” • “Other”. <p>Note: If “Other” is selected, an explanation must be provided in free form data entry box.</p>	Select reason for revocation or cancellation of the agreement.
Return	Allows users to return to the Fiduciary Relationships Screen.	CLICK “Return” to return to the Fiduciary Relationships Report Screen.
Submit	Allows user to submit record.	CLICK “Submit” to record revoked/cancelled date and reason.

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***--771 Updating Fiduciary Relationships (Continued)**

G Update Reason for Revocation/Cancellation

IF updating the following relationship...	THEN from the drop down menu user selects 1 of the following reasons...
conservatorship	<ul style="list-style-type: none"> • Revocation specified by court order • Revoked by court order • Service Center Error • Other
deceased	<ul style="list-style-type: none"> • Service Center Error • Other
guardianship	<ul style="list-style-type: none"> • Revocation specified by court order • Revoked by court order • Minor Child turns 18 • Service Center Error • Other
power of attorney Note: Includes FSA-211 and non-FSA power of attorney.	<ul style="list-style-type: none"> • Revocation date specified by grantor • Revoked by grantor • Service Center Error • Other
spousal signature authority	<ul style="list-style-type: none"> • Divorce • Legally separated • Union dissolved by court order • Service Center Error • Other

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--772 Fiduciary Relationships Reports*A Overview**

The “Fiduciary Relationships Report” option allows users the ability to create, view, and print reports. The Fiduciary Relationships Report Screen allows the selection of all fiduciary relationships or specific relationships, status of active, inactive, or both. The type of report is defaulted to “Default Report”.

The Default Report displays the following information for:

- conservatorship records:
 - incompetent name and last 4 of TIN
 - conservator name and last 4 of TIN
 - effective date
 - revoked date
 - recording office
 - stipulations
- death notification records:
 - deceased producer’s name and last 4 of TIN
 - date of death
 - revoked date
 - documentation (if entered in free form box)
 - recording office
 - FSA-325 indicator
- FSA power of attorney records:
 - grantor name and last 4 of TIN
 - attorney(s)-in-fact name and last 4 of TIN
 - effective date
 - signature date
 - revoked date
 - recording office
 - FSA, NRCS, and CCC programs
 - insured crops--*

***--772 Fiduciary Relationships Reports**

A Overview (Continued)

- guardianship records:
 - minor child and last 4 of TIN
 - parent/guardian and last 4 of TIN
 - effective date
 - revoked date
 - recording office
 - stipulations

- non-FSA power of attorney records:
 - grantor name and last 4 of TIN
 - attorney(s)-in-fact name and last 4 of TIN
 - effective date
 - OGC review date
 - revoked date
 - recording office
 - limitations indicator

- spousal signature authority records:
 - principal name and last 4 of TIN
 - principal/spouse name and last 4 of TIN
 - revoked date
 - recording office
 - stipulations
 - signing authority indicators
 - date authorization revoked.--*

*--772 Fiduciary Relationships Reports (Continued)

B Fiduciary Relationships Reports Screen

The following is an example of the Fiduciary Relationships Reports Screen indicating the following options “All Fiduciary Relationships”, “Active”, and “Default Report” are defaulted settings.

The screenshot displays the USDA Farm Service Agency (FSA) website interface for the 'Fiduciary Relationships Report' screen. At the top, the USDA logo and 'Farm Service Agency' are visible, along with a 'Fiduciary' label. A navigation bar includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The main content area is titled 'Fiduciary Relationships Report' and includes a welcome message for Bobbie Butler, user role 'FSA', and a 'Fiduciary Menu' on the left. The 'Fiduciary Relationships' section contains options to record various report types. The configuration section allows selecting the report type ('All Fiduciary Relationships'), the state ('Mississippi'), and the service center (listing options like 'All Service Centers', 'ABERDEEN SERVICE CENTER', 'ACKERMAN SERVICE CENTER', and 'ASHLAND SERVICE CENTER'). The status is set to 'Active' and the report type is 'Default Report'. A 'View Report' button is present, and a list of items printed on reports is provided at the bottom. Footer links include 'Fiduciary Home', 'FSA Internet', 'FSA Intranet', 'USDA.gov', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'FirstGov', and 'White House'.

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*--772 Fiduciary Relationships Reports (Continued)

B Fiduciary Relationships Reports Screen (Continued)

The following options are available on the Fiduciary Relationships Report Screen.

Option	Description	Action
Which report would you like to see?	Allows users to select the type of fiduciary relationships report to display. Note: The report, “All Fiduciary Relationships”, is defaulted.	Select 1 of the following: <ul style="list-style-type: none"> • “Conservatorship” • “Deceased” • “Guardianship” • “Power Of Attorney” • “Spousal Signature Authority” • “All Fiduciary Relationships”. Note: Power of Attorney includes both FSA and non-FSA power of attorney records.
State & County - State and Service Center	Drop-down menu allows users to select a specific State and Service Center’s report. Note: The State and Service Center is defaulted according to the user’s eAuthentication ID.	Select the State and Service Center for report to display. Note: The fiduciary relationships recorded in that Service Center will be displayed.
Status	Allows users to select the status of the relationships to display on the report. Note: The status of “Active” is defaulted.	Select 1 of the following: <ul style="list-style-type: none"> • “Active” • “Inactive” • “Office errors only” • “All”.
Report Type	Allows users to select the type of report to display. Note: The report type of “Default” is defaulted.	Select 1 of the following: <ul style="list-style-type: none"> • “Customized Report” • “Default Report”.
View Report	Allows users to view default report or continue if “Customized Report” is selected.	CLICK “View Report” to view a default report or continue to the Customize Fiduciary Relationships Report Screen.

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*--772 Fiduciary Relationships Reports (Continued)

C Fiduciary Relationships Default Report

The following is an example of the Fiduciary Relationships Report - Default Report Screen indicating all active power of attorney relationships, including both FSA and Non-FSA power of attorney records updated in the Fiduciary Relationships System. CLICK "Printer Friendly" to print report or "Return" to return to the Fiduciary Relationships Report Screen.

United States Department of Agriculture
Farm Service Agency
Fiduciary

Home
Eligibility
Business File
Combined Producers
Payment Limitations
Recording County
Subsidiary Print
Reports
Fiduciary
LogOut

Fiduciary Menu

Welcome: Bobbie Butler

User Role: FSA

Fiduciary Relationships

Record Deceased

Record Conservatorship

Record Guardianship

Record FSA Power of Attorney

Record Non-FSA Power of Attorney

Record Spousal Signature Authority

Search Fiduciary Relationships

Update Fiduciary Relationships

Fiduciary Relationships Report

[Fiduciary > Fiduciary Relationships Report - Default Report](#)

Fiduciary Relationships Report - Default Report

Printer Friendly

Displaying Active Records: 1 - 9 of 9

Conservatorship

Incompetent	Conservator(s)	Recording Office	Stipulations
SUSIE REED 9999 S	BARBARA MCVAY 0002 S	CLARKSDALE SERVICE CENTER, Mississippi	N

Death Notification

Deceased	Date of Death	Documentation	Recording Office	FSA
ELIZA ALFORD 1111 S	11/16/2008	Death certificate	CLARKSDALE SERVICE CENTER, Mississippi	N

FSA Power of Attorney

Grantor	Attorney(s) -in-fact	Effective Date	Signature Date	Recording Office	FSA NRCS CEC	Insured Crops
DAC INC 0001 E	KATTIE BUXTER 0005 S	01/13/2010	01/13/2010 01/13/2010 01/13/2010	CLARKSDALE SERVICE CENTER, Mississippi	All current and all future programs	
ARCHIE F COLLER 6222 S	ANNE L CLOUD 1111 S	01/04/2010	01/04/2010	CLARKSDALE SERVICE CENTER, Mississippi	All current and all future programs	
RITA SCHEELS 2222 S	SUSAN ROBINSON 7777 S	01/15/2010	01/07/2009	CLARKSDALE SERVICE CENTER, Mississippi	All crops for all years	
EVA HUBE 0001 S	JON PINKERTON 0001 S	01/05/2010	01/04/2010	CLARKSDALE SERVICE CENTER, Mississippi	Average Crop Revenue Election Program	

Guardianship

Minor Child	Parent/Guardian	Recording Office	Stipulations
SEAN SIMONS	LIZA SIMONS 0002 S	CLARKSDALE SERVICE CENTER, Mississippi	N

Non-FSA Power of Attorney

Grantor	Attorney(s) -in-fact	Effective Date	DGC Review Date	Recording Office	Limitations
DALTON BLAKE 0006 S	ALEX BOSTON 0006 S	06/02/2007	06/30/2009	CLARKSDALE SERVICE CENTER, Mississippi	N

Spousal Relationship

Principal	Principal/Spouse	Recording Office	Stipulations	Sign Auth	Date Auth Revoked
FLETCHER SPENCER 3333 S	RITA SCHEELS 2222 S	CLARKSDALE SERVICE CENTER, Mississippi	N	Y / Y	

[Return](#)

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*--772 Fiduciary Relationships Reports (Continued)

D Customize Fiduciary Relationships Report

The “Customized Report” option on the Fiduciary Relationships Report Screen allows users the ability to create, view, and print customized reports. All items or specific items can be selected. The option also allows the report to be sorted by a specific item.

The following is an example of the Fiduciary Relationships Report Screen after user has selected an “Active” status and “Customized Report”. CLICK “View Report” to continue.

The screenshot displays the USDA Farm Service Agency website interface for the 'Fiduciary Relationships Report' screen. The top navigation bar includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The left sidebar contains a 'Fiduciary Menu' with options like 'Record Deceased', 'Record Conservatorship', and 'Record Guardianship'. The main content area is titled 'Fiduciary Relationships Report' and includes a breadcrumb trail 'Fiduciary > Fiduciary Relationships Report'. The 'Which report would you like to see?' section has radio buttons for 'Conservatorship', 'Deceased', 'Guardianship', 'Power of Attorney', 'Spousal Signature Authority', and 'All Fiduciary Relationships'. The 'State & Service Center' section features a dropdown for 'State' (Mississippi) and a list for 'Service Center' (All Service Centers, ABERDEEN SERVICE CENTER, ACKERMAN SERVICE CENTER, ASHLAND SERVICE CENTER). The 'Status' section has radio buttons for 'Active', 'Inactive', 'Office errors only', and 'All'. The 'Report Type' section has radio buttons for 'Customized Report' and 'Default Report'. A list of items to print on all reports is provided, including relationship type, grantor name, attorney name, effective date, signature date, revoked/cancelled date, recording office, stipulation indicator, FSA/NRCS/CCC programs, insured crops, and limitation indicator. A 'View Report' button is located at the bottom center of the form.

--*

*--772 Fiduciary Relationships Reports (Continued)

D Customize Fiduciary Relationships Report (Continued)

The following is an example of the Customize Fiduciary Relationships Report Screen that will be displayed **after** user clicks “View Report” on Fiduciary Relationships Report Screen and **before** user selects information or sort priority.

The screenshot displays the 'Customize Fiduciary Relationships Report' interface. The left sidebar contains a 'Fiduciary Menu' with 'Fiduciary Relationships' highlighted. The main content area is titled 'Customize Fiduciary Relationships Report' and includes the following sections:

- Death Notification:** Select the information to be displayed on the report. Includes checkboxes for Deceased, Date of Death, Documentation, FSA-325 Form, and Recording Office. Sort By options: Deceased, Date of Death, Recording Office.
- Conservatorship:** Select the information to be displayed on the report. Includes checkboxes for Incompetent, Conservator(s), Stipulations, Recording Office, and Effective Date. Sort By options: Incompetent, Conservator(s), Recording Office, Effective Date.
- Guardianship:** Select the information to be displayed on the report. Includes checkboxes for Minor Child, Parent/Guardian, Stipulations, Recording Office, and Effective Date. Sort By options: Minor Child, Parent/Guardian, Recording Office, Effective Date.
- Power of Attorney:** Select the information to be displayed on the report. Includes checkboxes for Grantor, Attorney(s)-in-fact, Limitations, Recording Office, Effective Date, OGC Review Date, Signature Date, Notarized or FSA Witnessed, FSA, NRCS and CCC Programs, and Insured Crops. Sort By options: Grantor, Attorney(s)-in-fact, Recording Office, Effective Date, OGC Review Date, Signature Date, Notarized or FSA Witnessed.
- Spousal Signature Authority:** Select the information to be displayed on the report. Includes checkboxes for Principal, Principal's Signing Authority, Principal/Spouse, Principal/Spouse's Signing Authority, Stipulations, and Recording Office. Sort By options: Principal, Principal/Spouse, Recording Office.

At the bottom of the form is a 'View Custom Report' button. The footer contains links for 'Fiduciary Home', 'FSA Internet', 'FSA Intranet', 'USDA.gov', and 'Back to Top'.

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*--772 Fiduciary Relationships Reports (Continued)

D Customize Fiduciary Relationships Report (Continued)

The following is an example of a customized active power of attorney report indicating grantor, attorney-in-fact, and FSA, NRCS, and CCC programs sorted by attorney-in-fact. CLICK "Printer Friendly" to print report or "Return" to return to Fiduciary Relationships Report Screen.

The screenshot shows the USDA Farm Service Agency website interface. At the top, there is a navigation bar with links: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The main content area is titled 'Fiduciary Relationships Report - Custom Report' and includes a 'Printer Friendly' icon. Below the title, it states 'Displaying Active Records: 1 - 5 of 5'. There are two tables: 'FSA Power of Attorney' and 'Non-FSA Power of Attorney'. A 'Return' button is located at the bottom left of the report area, and a 'Back to Top' link is at the bottom right.

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships

- Record Deceased
- Record Conservatorship
- Record Guardianship
- Record FSA Power of Attorney
- Record Non-FSA Power of Attorney
- Record Spousal Signature Authority
- Search Fiduciary Relationships
- Update Fiduciary Relationships
- Fiduciary Relationships

[Fiduciary > Fiduciary Relationships Report - Custom Report](#)

Fiduciary Relationships Report - Custom Report

Printer Friendly

Displaying Active Records: 1 - 5 of 5

FSA Power of Attorney

Grantor	Attorney(s)-in-fact	FSA NRCS CCC
DAC INC 0001 E	KATIE BUXTER 0005 S	All current and all future programs
ARCHIE F COLLER 6222 S	ANNE L CLOUD 1111 S	All current and all future programs
EVA HUBE 0001 S	JON PINKERTON 0001 S	Average Crop Revenue Election Program
RITA SCHEELS 2222 S	SUSAN ROBINSON 7777 S	

Non-FSA Power of Attorney

Grantor	Attorney(s)-in-fact
DALTON BLAKE 0006 S	ALEX BOSTON 0006 S

[Return](#)

[Back to Top ^](#)

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773-775 (Reserved)

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