

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 49

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 1 C has been amended to add a reference to 3-PL (Rev. 1).

Subparagraph 122 A has been amended to add a note about EIN's.

Subparagraph 125 A has been amended to remove BIA.

Subparagraph 141 C has been amended to add additional notes about requesting access to SCIMS and PYBC.

Subparagraph 141 F has been amended to advise users incorrectly exiting SCIMS that other users could be locked-out from accessing customers for up to 1 hour.

Subparagraph 153 C has been amended to remove information to process duplicates.

Subparagraphs 154 A and D have been amended to update information about potential duplicate records.

Subparagraph 155 A has been amended to update information about the Potential Duplicate Report and a new option to print a Potential Duplicate Report for all Service Centers within a State.

Paragraph 156 has been amended to provide new policy and procedure about State SCIMS Security Officers resolving potential duplicates.

Subparagraph 175 A has been amended to update policy and procedure on customer searches.

Subparagraph 175 F has been amended to update the note about exiting SCIMS.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 177 A has been amended to:

- add a note about tax ID changes and deletions being restricted to only State SCIMS Security Officers
- update the note about adding a “new” customer with as foreign address.

Subparagraph 177 B has been amended to:

- update information about “Resident Alien” drop-down menus
- add a note about only State SCIMS Security Officers being able to inactivate SCIMS customers
- add “NRCS Employee/Producer” as an employee type.

Subparagraph 178 B has been amended to add a note about only State SCIMS Security Officers being able to inactivate SCIMS customers and add a reference to 4-PL about foreign entities.

Subparagraph 178.6 A has been amended to specify that only 1 member LLC’s may use a customer’s SSN.

Subparagraph 178.8 C has been added for when IRA’s can be considered as trusts.

Subparagraph 179 D has been amended to update the note about adding a “new” customer with as foreign address.

Subparagraphs 179 E and F have been amended to clarify that an “Individual” customer may only have 1 primary phone number and e-mail address.

Subparagraph 179 G has been amended to add a bullet about identifying FLP customers in the Customer Notes (Required Entry).

Subparagraphs 194 B and D have been to add notes about only State SCIMS Security Officers being authorized to change or delete an existing TIN.

Subparagraphs 195 A and B have been to amended to add notes that only State SCIMS Security Officers are authorized to delete an existing legacy link.

Subparagraph 211 D has been amended to remove references to 5-CM.

Paragraph 294 has been withdrawn because eligible voters assigned to an invalid COC or LAA is no longer printed.

Paragraph 779 has been amended to include regulatory information about FSA-325.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 950 A has been amended to clarify that FSA-217 does not apply to FLP.

Exhibit 10 has been amended to update IRS information.

Exhibit 11.5 has been amended to update State SCIMS Security Officers.

Exhibit 102 as been amended to add FLS and SFLO to the list of approved abbreviations.

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Part 1 Basic Provisions

1 Overview

A Handbook Purpose

This handbook contains common management and operating provisions for program management activities, functions, and automated applications.

B Public Information

Follow instructions in 2-INFO, paragraph 69 to make determinations on providing requested producer name and address lists to the public.

C Related Handbooks

FSA handbooks related to common management are:

- 1-AFIDA for foreign person procedure
- 15-AO for county and community persons
- 16-AO for State and county organization and administration
- 25-AS for record keeping requirements
- 3-BU for State and county administrative and program funds
- 3-CM for farm records
- 5-CM for common payment limitation provisions
- 1-CMA for CMA and LSA procedures
- 2-CP for acreage reporting procedures
- 6-CP for HELC and WC procedures
- 1-CRP for Agricultural Resource Conservation Program procedures
- 1-DCP for DCP procedures
- 2-DCP for DCP automation procedures
- 1-FI for fiscal management procedures
- 58-FI for claim and receivable procedures
- 62-FI for reporting data to IRS
- 2-INFO for information available to the public
- 2-IRM for computer backups and storage
- 1-PL for payment limitation procedures
- 2-PL for entity file and joint operation procedures
- *--3-PL for web-based subsidiary files (2008 and prior years)
- 3-PL (Rev. 1) for web-based subsidiary files (2009 and subsequent years)--*
- 4-PL for payment limitation procedure.

1 Overview (Continued)

D Sources of Authority

Authority for this handbook is in:

- Commodity Credit Corporation Charter Act, as amended
- Food Security Act of 1985
- Federal Agriculture Improvement and Reform Act of 1996
- *--Food, Conservation, and Energy Act of 2008.--*

Part 6 General Rules for Identifying Numbers

Section 1 Producer Identifying Numbers

121 Requirements and Purpose

A Producer Identifying Number

The Internal Revenue Code requires recipients of program payments to provide identifying numbers to USDA, so that payments can be correctly credited to participants' total earnings and reported to IRS. Except as provided in paragraph 124, make payments to producers who have provided a permanent ID number that IRS and SSA recognize as valid. Do **not** make payments using temporary ID numbers.

Note: See Exhibit 10 for additional information about EIN's.

B Need for Separate ID Numbers

Entities that are **not** required by IRS to have separate ID numbers, such as LLC's with 1 member and revocable trusts * * * may be required to obtain EIN's to differentiate payments.

***--Notes:** If customers use their personal Social Security number for an entity, such as a 1 member LLC or revocable trust, that same Social Security number shall **not** be--* entered in SCIMS for the respective customer as an individual, nor shall they receive monetary benefits from FSA as an individual using their personal Social Security number in the same year.

* * *

***--FLP** customers using a personal Social Security number for a past or current loan, must obtain EIN for an entity, including 1 member LLC revocable trusts.--*

122 Obtaining ID Number

A Obtain ID Number

Follow guidelines in 1-PL to determine the proper identifying number. Instructions in this table provide additional guidance and clarification for obtaining and using identifying numbers in certain cases.

Note See Exhibit 10 for additional information about EIN's.

--IRS will only issue a new EIN to a same business name if the existing entity is dissolved and a new entity is established. If the customer cannot provide documentation from IRS to confirm their business name and EIN, the County Office shall request that the customer contact IRS to obtain letter 147C as evidence to validate the entity name if there is any uncertainty.--

Condition	Action
Person Signing as an Agent	<ul style="list-style-type: none"> • Obtain the Social Security number, EIN, or IRS identifying number for the producer. Obtain the agent's ID number or assign a temporary ID number. • The superintendent or authorized BIA representative may sign all program documents as an agent for entities on tribal and allotted lands. Issue payments to BIA with the Indian entity as the producer, using BIA number according to paragraph 124.
U.S. Territories, Possessions, and Trusts	<ul style="list-style-type: none"> • Obtain producer's Social Security number, EIN, or IRS identifying number before making producer payments. Inform producers that payments will not be reported to IRS. • Obtain information for determining whether a person is a resident of Puerto Rico from: <div style="text-align: center;"> U.S. INTERNAL REVENUE SERVICE 255 PONCE DE LEON AVE STOP 28 HATO REY PR 00917-1900. </div>

125 ID Numbers for Land Owned by Federal Government Agencies

A Federal Government Land

This table lists the ID numbers for land owned by Federal Government Agencies that currently reside on the SCIMS database.

Agency	ID Number
* * *	* * *
Bureau of Land Management	999991101
Bureau of Reclamation	999991102
Farm Service Agency	999991103
<p>Note: This ID number is not to be used for payment purposes including assignments to FSA. The tax identification number for FSA, CCC, as indicated in 62-FI, subparagraph 47 C (Step 2), should be used with the “E” ID type for all FLP assignments.</p>	
US Forest Service	999991104
United States Army-Army Corps of Engineers	999991105
US Navy-US Marine Corps	999991106
United States Air Force	999991107
US Fish and Wildlife Service	999991108
Bureau of Prisons	999991109
National Park Service	999991110
Nat’l Aeronautics and Space Administration	999991111
Agricultural Research Service	999991112
Department of Energy	999991113
Federal Deposit Insurance Corp	999991114
Tennessee Valley Authority	999991115
Small Business Association	999991116
US Department of Interior	999991117
Department of Justice	999991118

125 ID Numbers for Land Owned by Federal Government Agencies (Continued)

A Federal Government Land (Continued)

Agency	ID Number
US Dept Housing Urban Development	999991119
EFP	999991200
Disaster Share Balance	999991210
Internal Revenue Service	999991211
Rural Development Agency	999991212
Department of Veterans Affairs	999991213
Commodity Credit Corporation	999991214
Federal Aviation Administration	999991215
Federal Grain Inspection Service	999991216

Restrictions: County Offices are restricted from updating the following customer data fields for all ID numbers listed in this table:

- “Business Name”
- “Business Type”
- “ID Number”
- “Tax ID Type”.

Changes to these fields are restricted to the National Office only.

Note: The Agency titles agree with the titles used in the SCIMS customer database.

B ID Type for Federal Government

Using the drop-down menu, select “Federal” as the ID type for ID numbers entered for Federal Government Agencies **except** BIA.

C Business Type for Federal Government

Using the drop-down menu, select “Federal owned” as the business type for Federal Agencies.

D Obtaining ID Numbers

Contact State Offices for assistance in obtaining ID numbers from the Common Provisions Branch, PECD for Federal Government Agencies not listed in subparagraph A.

126 (Withdrawn-Am. 39)

Section 2 Customer and Employee Name and Address File**141 Accessing Name and Address From SCIMS****A Purpose**

Customer and core data is stored in a central database maintained by ITSD-ADC known as SCIMS. Accessing the name and address for adding, inactivating, reactivating, or viewing customer core data requires accessing SCIMS through the Intranet.

Only authorized **USDA** Service Center personnel may access SCIMS to add, delete, update, or view customer core data.

***--Note:** Only **permanent USDA Service Center employees** are authorized to access SCIMS. Requests for exceptions for temporary employees or non-USDA personnel must be submitted in writing to the National SCIMS Security Officer.--*

After a customer's core data has been entered in SCIMS and a legacy link has been established, the core data will download to the AS/400 name and address files in the county where the legacy link has been established.

Note: If a legacy link is not established, the core data will reside only in SCIMS.

B Definitions

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

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

141 Accessing Name and Address From SCIMS (Continued)

C Requesting Access to SCIMS Through FSA Security Operations

Service Center employees shall request access to SCIMS through their respective agency State SCIMS Security Officer (Exhibit 11.5).

***--Note:** CED's and NRCS AC's shall request SCIMS access for their respective employees by sending completed AD-2017's to their agency State SCIMS Security Officer. CED or AC, as applicable, shall sign and date AD-2017, items 12A and 12B to certify that employee has been adequately trained.--*

State SCIMS Security Officers shall be responsible for requesting access to SCIMS for their respective employees. Requests shall be submitted to FSA Security Operations through the State Security Liaison Representative on AD-2017 by completing the required entries according to Exhibit 11.4.

Notes: AD-2017 will also be used for requesting PYBC change authority (Exhibit 11.4).

See Exhibit 11.5 for a list of State SCIMS Security Officers for FSA, NRCS, and Rural Development.

AD-2017:

- is required and is the only official form for requesting access to SCIMS and requests for *--PYBC update authority

Note: National Office approval is required for PYBC authorizations. PYBC requests shall be FAXed to the Common Provisions Branch Chief at 202-720-0051. These requests shall **not** be FAXed to FSA Security Operations.--*

- is required to certify that users have received adequate training commensurate with their requested access role
- shall be FAXed to FSA Security Operations when both requesting access and revoking access to SCIMS

Notes: The FSA Security Operations FAX number is 816-627-0687.

--AD-2017's for temporary employees shall also include a copy of written authorization from the National SCIMS Security Officer.--

- shall be maintained by the respective State SCIMS Security Officer
- shall be used to document "Revocation of Authority" by completing Part C.

141 Accessing Name and Address From SCIMS (Continued)

F eAuthentication Login Screen (Continued)

*--

--*

When exiting SCIMS, **always** click either “**Exit SCIMS**” or “**Logout of eAuth**” at the top of the screen.

Note: **Never** exit SCIMS from the “Close Box” (Red “X” in the upper right-hand corner of the screen on the blue Microsoft Internet Explorer blue banner) or clicking the *--“Home” button on the tool bar. Exiting from the “Close Box” or “Home” button may lock-out other users from accessing the last customer accessed for up to 1 hour. If--* SCIMS is inadvertently exited from the “Close Box” or “Home” button, user shall **immediately** re-access the applicable record and click either “**Exit SCIMS**” or “**Logout of eAuth**” at the top of the screen.

Part 7 Adding Name and Address Records to SCIMS**Section 1 Data Migration****153 Migration From AS/400 to SCIMS****A Introduction**

As part of the deployment of SCIMS, FSA name and address records from all counties were uploaded to KC-ITSDO for processing. During processing, the name and address records were converted to the SCIMS format and used to populate the SCIMS database.

B Initial Migration and Conversion

During migration from the AS/400 to SCIMS, certain name and address data was validated for correctness, and if necessary, converted to the SCIMS format. Exhibit 12 shows:

- the name and address fields that were converted during migration to SCIMS
- an explanation of the change.

C Duplicate Customers

Screening for duplicate customer records that reside in the same or more than 1 county was performed during the initial processing. Records that were identified as duplicate were reconciled, if possible, and downloaded to each county where the record resided. Duplicates *--that could not be reconciled were flagged as potential duplicates and were reconciled by--* Service Center personnel.

* * *

153 Migration From AS/400 to SCIMS (Continued)

D Supplemental Data

Supplemental data resides on the local AS/400 and is not accessible through SCIMS. This data can only be accessed and changed in the AS/400 by the County Office that enters the data.

See paragraphs 207 through 212 for entering or updating supplemental data.

154 Potential Duplicate Customers

A SCIMS Potential Duplicate Process

--SCIMS customer records are compared to determine whether the customer has potential-- duplicate records. The potential duplicate process compares customer data that matches other customers, but is not determined an exact match. Not all customers identified as potential duplicates will be duplicates.

Counties shall keep in mind that properly resolving duplicates is a very important process in the success of SCIMS.

B Individual Counts

Individual customer data is compared to other individual customers to determine whether the following data matches:

- last name
- first name
- suffix
- 5-digit ZIP Code.

C Business Criteria

Business customer data is compared to other business customers to determine whether the following data matches:

- business name
- 5-digit ZIP Code.

D Identification Number Criteria

--In a separate comparison, SCIMS compares individuals and businesses to determine-- whether only the ID number matches regardless of any other criteria.

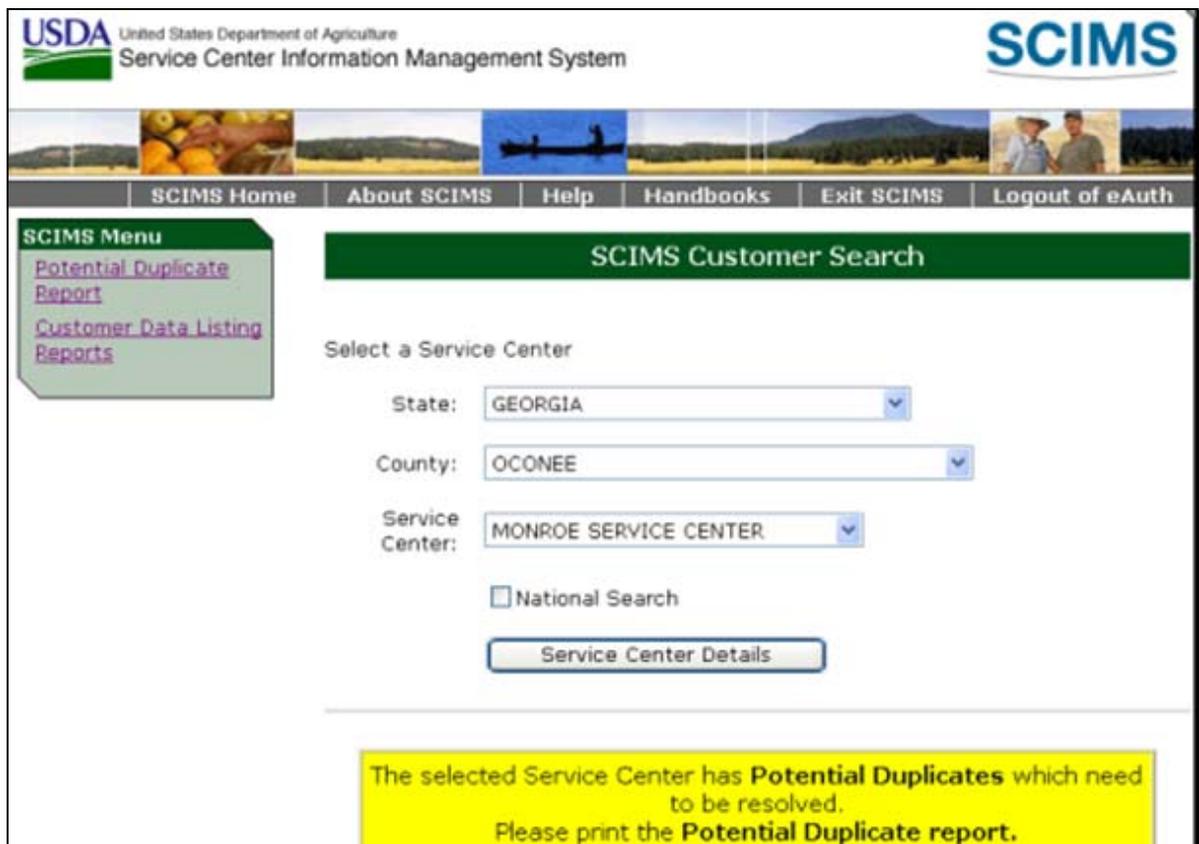
155 Potential Duplicate Report

A Accessing the Potential Duplicate Report

The Potential Duplicate Report lists all potential duplicates that have been identified for every County Office, as well as an option to list potential duplicates for all Service Centers within a State. The Potential Duplicate Report is on the SCIMS web site and can be generated and printed as many times as necessary until all duplicates have been resolved. The potential duplicate’s resolution process should be completed as soon as possible through the FSA State SCIMS Security Officer according to paragraph 156.

County Offices shall access and print the Potential Duplicate Report for their county according to the following.

Step	Action
1	Access SCIMS web site according to paragraph 141.
2	On the Customer Search Page, CLICK “Potential Duplicate Report”.
3	Select applicable State and Service Center or all Service Centers within a State for Potential Duplicate Report.
4	CLICK “Generate Report”.
5	At the bottom of the report, CLICK “Print This Page”.



155 Potential Duplicate Report (Continued)

*--A Accessing the Potential Duplicate Report (Continued)

--*

B Examples of the Potential Duplicate Report

This is an example of the Potential Duplicate Report that the county will be dispatched.

*--

--*

--156 Potential Duplicate Resolution*A Resolving Potential Duplicates in SCIMS**

When potential duplicate records are encountered in SCIMS, a message will be displayed advising the County Office user that if the user wants to resolve the potential duplicate, contact the FSA State SCIMS Security Officer to resolve the potential duplicate. County Offices shall contact the respective FSA State SCIMS Security Officer listed in Exhibit 11.5 and request that the FSA State SCIMS Security Officer review the potential duplicate or duplicates in question and resolve accordingly.

FSA State SCIMS Security Officers shall:

- review SCIMS potential duplicate records as requested by County Offices and resolve accordingly
- contact the National Office for assistance as necessary.

The FSA State SCIMS Security Officer shall also review weekly SCIMS Potential Duplicate Active Records Reports and work with County Offices to resolve recorded potential duplicates.

Note: Resolving a duplicate record incorrectly may result in the customer's record being permanently removed when merged. ITSD-ADC **cannot** reset the record.--*

***--156 Potential Duplicate Resolution (Continued)**

B Resolving Duplicate Responsibilities

County Offices and FSA State SCIMS Security Officers:

- shall work with other County Offices listed on the report and respective FSA State SCIMS Security Officers to ensure proper resolution of potential duplicate customers--*
- may print a list of customers in which they are the control county according to 2-PL, paragraph 129.

The following outlines who has primary responsibility for resolving duplicate customers *--listed on their report through FSA State SCIMS Security Officer or Officers.--*

IF the potential duplicate customer on the report is in...	THEN the duplication shall be *--resolved by the FSA State SCIMS Security Officer for the...--*
only 1 county	county where the duplicate resides.
more than 1 county and there is a control county for the customer	control county.
more than 1 county, but is not multi-State, and there is not a control county for the customer	county with the lowest county code.
more than 1 county and State, and there is not a control county for the customer	county with the lowest State and county code.

***--156 Potential Duplicate Resolution (Continued)**

C FSA State SCIMS Security Officer Action to Resolve Duplicate Customers in SCIMS

After contacted by the County Office to resolve duplicate records in SCIMS, the FSA State SCIMS Security Officer shall take corrective action according to the following table.

Note: If a FSA State SCIMS Security Officer experiences problems trying to resolve a duplicate customer, contact PECD, CPB at 202-720-5172 for assistance in resolving the duplicate. Resolving a duplicate improperly may result in the customer’s record being permanently removed when merged. ITSD-ADC cannot reset the record. The FSA State SCIMS Security Officer should select “Cancel” and resolve the duplicate at a later time if sufficient information is not available to properly resolve the duplicate.--*

Step	Action	Result
1	Access the customer’s record that will be kept according to paragraph 175.	The user will be notified that the customer has potential duplicates. The user will be asked, “Do you want to resolve duplicate at this time?”
2	<p>When more than 5 records exist to be merged, users shall ensure that the selected customer record that needs to be preserved is used as the master in the final merge and not before. The master record should be left as unchecked as all the other records are merged.</p> <p>Note: When the first set of records are merged, the subsequent set will display with the master record at the bottom and should be left unchecked.</p>	<p>When performing this procedure, new name and address tax ID’s will be created and deleted as you merge them. The first merge keeps a tax ID of 55555555, the other records’ tax ID’s are attempted to be deleted, and a new record added with 55555555. The 55555555 is eventually deleted when the final merge with the correct master record with tax ID 123456789 is completed.</p>
3	The user must select “OK” to resolve the duplicates when prompted or select “Cancel” to access the customer’s record.	The selected customer and potential duplicates will be displayed.
4	Select each customer that has been determined to be a duplicate by clicking on the box marked “Merge”, and CLICK “OK”.	<p>The user will be asked, “Are you sure you want to merge these customers?”</p> <ul style="list-style-type: none"> • Select “OK” to merge customers. • Select “Cancel” to return to merge page. <p>If “OK” was selected, selected customer or customers will be merged with the customer that has been selected to keep.</p> <p>Note: The customer not selected is still flagged as a Potential Duplicate so that the customer can be merged or resolved by selecting that record. It will then be displayed with the record resolved previously on the bottom.</p>

--156 Potential Duplicate Resolution (Continued)--

D Correcting Customer Records

After resolution of a potential duplicate, County Office personnel may need to correct the customer's farm records. Since the resolution process will merge customers into 1, any merged TIN that was active on a farm or in a program will need to be deleted in farm records. If the merged TIN's were not active on a farm or in a program, then the merge process will automatically move TIN to "Delete" status.

***--Note:** Notify NRCS before undertaking this activity to determine impact on NRCS programs, if applicable.--*

* * *

E Not Resolving Potential Duplicates for Federal Government Agencies and BIA's

--FSA State SCIMS Security Officers shall not resolve potential duplicates for Federal-- Government agencies, as well as BIA's listed with the 52-1176810 TIN.

157-163 (Reserved)

Section 3 Automated Procedures for Adding Records**175 Customer Search in SCIMS****A Purpose**

To prevent duplicate entry of customer core data, SCIMS requires a search for the customer *--before adding the customer to the database. Users shall conduct a National search for both businesses and individuals and also for all active and inactive customers.--*

B Accessing SCIMS

Access SCIMS according to paragraph 141 to do a customer search.

C Search Criteria

Search for a customer by both of the following:

- 1 of the following types:
 - individual
 - business
 - both (default)
 - active (default)
 - active and inactive
- any of the following criteria:
 - name:
 - starts with
 - exact match (default)
 - last or business name
 - first name

175 Customer Search in SCIMS (Continued)**C Search Criteria (Continued)**

- tax ID:
 - ID number
 - ID type
 - whole ID
 - *--last 4 digits of ID

Note: The last 4-digit search does **not** function for “National Search”.--*

- other
 - common name
 - ZIP Code
 - telephone number.

After entering the search criteria, CLICK “Search”.

To clear the page of entered data, CLICK “Reset”.

Notes: Searching by an initial or the first few letters of a name will locate all names starting with that letter or letters. For example, entering “mi” in the “First Name” field will locate “Michael” as well as “Mike”.

The search process is sensitive to spaces in a name. For example, searching for the last name of “De Jong” will not locate “DeJong”.

D Customer Search in Local Service Center

Search for a customer at the local Service Center level first. When using broad search criteria, such as the last name of Jones, a maximum of 100 customers with similar matching data will be displayed. If necessary, refine the search criteria to narrow the search.

If the customer is not found in the local Service Center, perform the search by selecting either of the following:

- “All Service Centers” in the Service Center drop-down menu
- “National Search”.

175 Customer Search in SCIMS (Continued)

E National Customer Search

When the user selects “National Search” and enters sufficient search data for the customer, SCIMS searches all name and address records on file in the database for the customer. The same criteria used for a State and local search is used for the national search.

Note: When using broad search criteria, such as the last name of Jones or the same ZIP Code, a maximum of 100 customers with similar matching data will be displayed. If the customer is not located, the user shall enter additional customer data to attempt to locate the customer before adding.

F Example of SCIMS Customer Search Screen

This is an example of the SCIMS Customer Search Screen.

Note: User may search by specific “County” and/or “Service Center”. To perform a State search, user must select “All Counties” **and** “All Service Centers” for the State.

*--

--*

To view the details of the selected Service Center, CLICK “Service Center Details”. The following data will be displayed:

- site name
- site address
- agencies serviced by the Service Center
- telephone number.

175 Customer Search in SCIMS (Continued)

F Example of SCIMS Customer Search Screen (Continued)

The Customer Search Page provides the following options:

- “SCIMS Home”
- “About SCIMS”
- “Help”
- “Handbooks”
- “Exit SCIMS”
- “Logout of eAuth”
- “Potential Duplicate Report”
- “Customer Data Listings”
- “Search”
- “Reset”.

Note: As additional SCIMS options are developed, they will be accessed by clicking the applicable option.

When exiting SCIMS, **always** click either “**Exit SCIMS**” or “**Logout of eAuth**” at the top of the screen.

Note: **Never** exit SCIMS from the “Close Box” (Red “X” in the upper right-hand corner of the screen on the blue Microsoft Internet Explorer blue banner) or clicking the “Home” button on the tool bar. Exiting from the “Close Box” or “Home” button may lock-out other users from accessing the last customer accessed for up to 1 hour. If SCIMS is inadvertently exited from the “Close Box” or “Home” button, user shall **immediately** re-access the applicable record and click either “**Exit SCIMS**” or “**Logout of eAuth**” at the top of the screen.

176 Adding Customers to SCIMS (Continued)

C Entering Identification Data

Screens for adding a customer are different depending upon whether the add customer selection is “Individual” or “Business”.

The optional and required fields for core customer data for:

- an individual are described in paragraphs 177 and 179
- a business are described in paragraphs 178 and 179.

***--Note:** Required fields for core customer data are marked with an asterisk.--*

Service Centers shall obtain sufficient information about the customer to create a complete record for downloading to the AS/400.

Obtaining information that is considered optional about the customer is encouraged as long as the customer is willing to provide the information. In no case is the optional data required, except as noted for FLP customers.

177 Entering Customer Core Data for an Individual

A Selecting an Individual

This is an example of the Add A New Individual Customer Screen.

After selecting an individual, the following information may be added.

Field	Required	Valid Entry	
Tax ID		Customer’s Social Security number, EIN, or TIN; required if the customer wants to receive monetary benefits. If an ID number is not entered and the customer is linked to a county, a customer ID will be assigned by SCIMS.	
		<p>*--Notes: Changing and deleting tax ID’s is restricted to FSA State SCIMS Security Officers.</p> <p>Tax ID’s for FLP customer shall not be changed without notifying FLP. See subparagraph 179 G about identification of FLP customers.</p> <p>Assigned core customer ID will not be displayed in--* SCIMS.</p>	
Tax ID Type		IF an ID number is...	THEN click the drop-down menu to select...
		entered	“IRS Number” or “Social Security Number”.
		not entered	“No Tax Id”.
Last Name	X	Customer’s last name.	
First Name	X	Customer’s first name.	

177 Entering Customer Core Data for an Individual (Continued)

A Selecting an Individual (Continued)

Field	Required	Valid Entry
Name Suffix		Use the drop-down menu to select 1 of the following suffixes: <ul style="list-style-type: none"> • “JR” • “SR” • “I” • “II” • “III” • “IV” • “V” • “DDS” • “DVM” • “MD”.
ZIP Code	X	The customer’s ZIP Code is required (for mailing address). *-- Note: To add a new customer with a foreign address that--* contains alphanumeric characters in the ZIP Code, a 5-digit number using the County Office’s respective ZIP Code will initially have to be entered to continue to the Enter Customer Data Page. The “ZIP Code” field will not accept alphanumeric characters.

After the data in this subparagraph is entered, CLICK “Add”. To clear the fields entered without adding, CLICK “Reset”.

If a “potential duplicate” message is received, see paragraph 192 for resolving the potential duplicate.

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data

Customer information entered on the previous page is brought forward to the Customer Information Screen. Additional customer data is entered according to the table in this subparagraph. Sufficient customer data should be entered to easily identify the customer.

*--The following is an example of the Customer Information Screen for customers with “Citizenship Country” of:

- “United States” or “Territories of the United States”

Citizenship Country:	UNITED STATES	Marital Status:	Unknown N/A
Veteran:	Unknown or N/A		
* Voting District:	OHIO	*04	
Receive Mail Indicators:	<input checked="" type="checkbox"/> FSA <input checked="" type="checkbox"/> NRCS <input type="checkbox"/> RD <input type="checkbox"/> Electronically	Language Preference:	English
Limited Resource Producer:	No	Employee Type:	Not an Employee
Resident Alien:	N/A	* Ethnicity:	Not Hispanic or Latino

- other than “United States” or “Territories of the United States”.

Citizenship Country:	CANADA	Marital Status:	Unknown N/A
Veteran:	Unknown or N/A		
* Voting District:	Select One	*:	
Receive Mail Indicators:	<input checked="" type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> RD <input type="checkbox"/> Electronically	Language Preference:	English
Limited Resource Producer:	No	Employee Type:	Not an Employee
Resident Alien:	No	* Ethnicity:	Not Hispanic or Latino
Inactive Customer Indicator:	Active Record	* Ethnicity Determination:	Employee Declared

--*

The options on the navigation bar at the top of this page may be used to access the information sections described in paragraph 179. Clicking “Bottom” will take the user to the very bottom of the page where the “Submit” and “Reset” buttons are located as described in subparagraph 179 K.

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

The following table lists additional customer data elements. Some entries are required to create the core data in SCIMS.

Field	Required	Valid Entry
Common Name		<p>The common name will download to the AS/400.</p> <p>Examples: Robert Smith is known as Bob Smith. Jerry Saar DBA Saar Ranch.</p> <p>Note: If left blank, the customer’s first name, middle initial, and last name and suffix will default. However, the common name can be changed.</p>
Customer Type		<p>Individuals may be changed to a business with a Social Security number for only the following:</p> <p>* * *</p> <ul style="list-style-type: none"> •*-LLC’s (paragraph 178.6) • revocable trusts (paragraph 178.8).--*
Middle Name		Enter either the customer’s complete middle name or an initial.
Gender	X	Use the drop-down menu to select the gender of the customer.
Gender Determination Code	X	<p>To indicate how the gender of the customer was determined, use the drop-down menu to select either of the following:</p> <ul style="list-style-type: none"> • “Customer Declared” indicates verbal information directly from the customer or submission by the customer on a standard disclosure form • “Employee Declared” indicates an unsubstantiated judgment or information obtained through a third party.
Citizenship Country	X	<p>The citizenship of the customer:</p> <ul style="list-style-type: none"> • defaults to “United States” • may be changed by selecting a country from the drop-down menu.
Veteran		<p>The veteran status of the customer:</p> <ul style="list-style-type: none"> • defaults to “Unknown or N/A” • may be changed by selecting from the drop-down menu. <p>Note: An entry of “Y” or “N” is required for FLP customers.</p>

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

Field	Required	Valid Entry
Receive Mail Indicators		<p>The receive mail indicators:</p> <ul style="list-style-type: none"> • default to blank • must be checked if the customer has requested to receive mail from applicable agency. <p>Notes: Receive Mail “Electronically” applies to all agencies that have “Receive Mail” checked. If Receive Mail Indicator; “Electronically” is checked, customer must have a “Primary” e-mail address recorded in the “E-Mail Address” field.</p> <p>The FSA receive mail indicator is downloaded to all counties for a customer. However, during the SCIMS download, the AS/400 only updates the receive mail indicator if it is a new customer. Any subsequent updates to the receive mail indicator would need to be made on the System 36 through Name and Address Maintenance.</p>
Limited Resource Producer		<p>To indicate the limited resource producer status, use the drop-down menu to select 1 of the following:</p> <ul style="list-style-type: none"> • “Yes” • “No” (default) • “Unknown”. <p>Note: See Exhibit 2 for definition of “limited resource producer” before updating this field.</p>
Resident Alien		<p>*--Indicate the resident alien status according to the following.</p> <p>For customers with “Citizenship Country” of:</p> <ul style="list-style-type: none"> • “United States” or “Territories of the United States”, select “N/A” (default) • other than “United States” or “Territories of the United States”, select: <ul style="list-style-type: none"> • Yes • No (default) for other.--*

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

Field	Required	Valid Entry
Inactive Customer Indicator		<p>To indicate activity status of customer, use the drop-down menu to select either of the following:</p> <ul style="list-style-type: none"> • active record • inactive record. <p>Notes: Active record must have at least 1 active program participation * * * and at least 1 active address. FSA program participation must have at least 1 legacy link.</p> <p>Inactive record must have all active program participation deleted and inactive customer program participation must be added. FSA program participation must have all legacy links deleted. “Inactive date” will display date and time customer’s inactive record was established below the “inactive customer indicator”.</p> <p>*--SCIMS customers may only be inactivated by FSA State SCIMS Security Officers.--*</p> <p>Do not inactivate a customer in SCIMS until all benefits are issued and all program participation, including FLP, is complete.</p> <p>Do not inactivate customers if they were ever FLP customers without consulting FLP.</p> <p>If multi-county customer, do not inactivated without consulting with other County Offices with existing legacy links, including FLP.</p> <p>If multi-agency customer, user shall not activate or inactivate other agencies’ customers unless authorized by the respective agency.</p>

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

Field	Required	Valid Entry
Language Preference	X	Use the drop-down menu to select either of the following: <ul style="list-style-type: none"> • “English” (default) • “Other” • “Spanish”.
Employee Type	X	Use the drop-down menu to select 1 of the following: <ul style="list-style-type: none"> • “Not an Employee” (default) • “Business Associate” of an FSA/NRCS employee • “Close Relative” of an FSA/NRCS Service Center employee such as, uncle, aunt, nephew, or niece • “Family Member” of an FSA/NRCS Service Center employee such as, wife, husband, son, or daughter, including minor children • “FSA Employee/Producer”, including DD’s, State Office employees, SED, and STC * * * • *--“NRCS Employee/Producer”, including NRCS AC and NRCS State Conservationist--* • “Service Center Employee”, including employees of other Service Center agencies. <p>Note: Ensure that employee type is changed when customer’s status changes.</p>
Ethnicity	X	Use the drop-down menu to select either of the following: <ul style="list-style-type: none"> • “Hispanic or Latino” • “Not Hispanic or Latino”.
Ethnicity Determination Code	X	To indicate how the ethnicity of the customer was determined, use the drop-down menu to select either of the following: <ul style="list-style-type: none"> • “Customer Declared” indicates verbal information directly from the customer or submission by the customer on a standard disclosure form • “Employee Declared” indicates an unsubstantiated judgment or information obtained through a third party. <p>Note: The determination code must be the same as the determination code entered in “race”.</p>

178 Entering Customer Core Data for a Business

A Selecting a Business

This is an example of the Add Business Customer Screen.

*--

After the selection of a business, the following information may be added.

Field	Required	Valid Entry
Tax ID		Business' Federal TIN; required if the business wants to receive monetary benefits. To record Federal agencies as landowners, use the ID numbers in subparagraph 125 A. Note: If the Federal agency is not listed in subparagraph 125 A, follow subparagraph 125 D.

--*

178 Entering Customer Core Data for a Business (Continued)

B Entering Additional Business Data (Continued)

The following table lists additional customer data elements. Some entries are required to create the core data in SCIMS.

Field	Required	Valid Entry
Common Name		This will default to the business name, but may be changed.
Customer Type		The only businesses using a Social Security number that can be changed to an individual are: <ul style="list-style-type: none"> • revocable trust • limited liability company.
Business Prior1		The user cannot update. Note: The Business Prior 1 is updated each year at rollover with the previous year's value.
Business Prior2		The user cannot update. Note: The Business Prior 2 is updated each year at rollover with the Business Prior 1 value.
Gender		Indicate the business owner's gender by using the drop-down menu to select 1 of the following: <ul style="list-style-type: none"> • "Org Other" • "Org/Fem Owned" • "Org/Male Owned" • "Unknown".
Gender Determination Code		To indicate how the gender of the business owner was determined, use the drop-down menu to select either of the following: <ul style="list-style-type: none"> • "Customer Declared" indicates verbal information directly from the customer or submission by the customer on a standard disclosure form • "Employee Declared" indicates an unsubstantiated judgment or information obtained through a third party. <p>*--Note: The Determination Code is a required entry if "Gender" is entered.--*</p>

178 Entering Customer Core Data for a Business (Continued)

B Entering Additional Business Data (Continued)

Field	Required	Valid Entry
Receive Mail Indicators		<p>The receive mail indicators:</p> <ul style="list-style-type: none"> • default to blank • must be checked if the customer has requested to receive mail from applicable agency. <p>Note: Must be left blank for CMA or LSA.</p>
Voting District	X	<p>To indicate the congressional district of where the majority of the business' farming interests are situated:</p> <ul style="list-style-type: none"> • select a State from the drop-down menu • enter the 2-digit voting district. <p>To determine the 2-digit voting district, access http://www.house.gov/writerrep. Enter the applicable State and ZIP Code.</p> <p>Note: Voting district is an optional entry for the following business types:</p> <ul style="list-style-type: none"> • business with "originating country" other than U.S. • news media • public body • other.
Limited Resource Producer		<p>To indicate the limited resource producer status, use the drop-down menu to select 1 of the following:</p> <ul style="list-style-type: none"> • "Yes" • "No" (default) • "Unknown". <p>Note: See Exhibit 2 for definition of "limited resource producer" before updating this field.</p>
Originating Country		<p>The country of origin for the foreign entity:</p> <ul style="list-style-type: none"> • defaults to "United States" • may be changed by selecting a country from the drop-down menu. <p>Note: A <u>foreign entity</u> is a corporation, trust, estate, or other similar organization, that has more than 10 percent of its beneficial interest held by individuals who are not:</p> <ul style="list-style-type: none"> • citizens of the U.S. • lawful aliens possessing a valid Alien Registration Receipt Card (Form I-551 or I-151) • see 1-PL, subparagraph 236 A <p>•*--see 4-PL, subparagraph 108 A.--*</p>

178 Entering Customer Core Data for a Business (Continued)

B Entering Additional Business Data (Continued)

Field	Required	Valid Entry
Inactive Customer Indicator		<p>To indicate activity status of customer, use the drop-down menu to select either of the following:</p> <ul style="list-style-type: none"> • “active record” • “inactive record”. <p>Notes: Active record must have at least 1 active program participation * * * and at least 1 active address. FSA program participation must have at least 1 legacy link.</p> <p>Inactive record must have all active program participation deleted and inactive customer program participation must be added. FSA program participation must have all legacy links deleted. “Inactive date” will display date and time customer’s inactive record was established below the “inactive customer indicator”.</p> <p>*--SCIMS customers may only be inactivated by FSA State SCIMS Security Officers.--*</p> <p>Do not inactivate a customer in SCIMS until all benefits are issued and all program participation, including FLP, is complete.</p> <p>Do not inactivate customers if they were ever FLP customers. If unsure if a customer was ever an FLP customer, consult FLP.</p> <p>If multi-county customer, do not inactivate without consulting with other County Offices with existing legacy links, including FLP.</p> <p>If multi-agency customer, user shall not activate or inactivate other agencies’ customers unless authorized by the respective agency.</p>
Ethnicity		<p>To indicate the business owner’s ethnicity, use the drop-down menu to select either of the following:</p> <ul style="list-style-type: none"> • “Hispanic or Latino” • “Not Hispanic or Latino”.
Ethnicity Determination Code		<p>To indicate how the ethnicity of the customer was determined, use the drop-down menu to select either of the following:</p> <ul style="list-style-type: none"> • “Customer Declared” indicates verbal information directly from the customer or submission by the customer on a standard disclosure form • “Employee Declared” indicates an unsubstantiated judgment or information obtained through a third party. <p>Note: The determination code:</p> <ul style="list-style-type: none"> • is a required entry if “Ethnicity” is entered • must be the same as the determination code entered in “Race”.

178.5 Establishing an Estate in SCIMS

A Purpose

*--Estates shall be loaded in SCIMS as a business, using **only** a Federal EIN.

Note: Using a decedent's Social Security number is not consistent with IRS requirements for estates.

One of the first duties of a personal representative, such as executor, administrator, etc., of a decedent is to apply for an EIN for the estate. It is the responsibility and duty of the personal representative of the estate to provide the EIN acquired for the estate to all parties of interest. Go to <http://www.irs.gov/pub/irs-pdf/p559.pdf>, page 2, "personal Representative/Duties" for additional information.

Estates may be loaded in SCIMS without TIN's; however, they will **not** be eligible to be paid until they obtain an EIN.--*

B Loading an Estate in SCIMS

*--When entering an estate in SCIMS, Service Centers shall enter the estate's name as it appears on court documents presented by the executor/administrator of the estate.

Notes: If a deceased customer is currently loaded in SCIMS as an individual with a Social Security number, the record shall **not** be updated and used by the estate. A complete new record shall be loaded in SCIMS as a business for the estate and submitted.

Records that exist in SCIMS for the deceased customer as an individual must be inactivated and unlinked from the database according to subparagraph 178 B and paragraph 195 respectively.--*

* * *

178.6 Establishing LLC's in SCIMS

A Purpose

LLC's shall be loaded in SCIMS using **either** of the following:

- *--a customer's Social Security number (1 member LLC's only)--*
- a Federal EIN.

Note: If a customer is a 1 member LLC using their personal Social Security number for LLC, that same Social Security number shall **not** be entered in SCIMS for the respective customer as an individual, nor shall they receive monetary benefits from FSA as an individual or a member of another entity using their personal Social Security number.

B Loading LLC in SCIMS

When entering a new or updating an existing LLC in SCIMS, Service Centers shall enter the customer's name as it appears on the LLC's operating agreement.

LLC should be entered in SCIMS as a business customer with a Federal EIN, Social Security number, or no TIN.

Note: If no TIN was entered in SCIMS, a customer ID number will be assigned. Customer ID numbers will **not** be eligible to receive payments.

178.7 Establishing Irrevocable Trusts in SCIMS

A Purpose

Irrevocable trusts shall be loaded in SCIMS using a Federal EIN.

B Loading an Irrevocable Trust in SCIMS

When entering a new or updating an existing irrevocable trust in SCIMS, Service Centers shall enter the irrevocable trust's name as it appears on the trust documents.

The irrevocable trust should be entered in SCIMS as a business customer with a Federal EIN or no TIN.

Note: If no TIN was entered in SCIMS, a customer ID number will be assigned. Customer ID numbers will **not** be eligible to receive payments.

178.8 Establishing a Revocable Trust in SCIMS

A Purpose

Revocable trusts shall be loaded in SCIMS:

- using a Federal EIN or Social Security number, if applicable, or no TIN
- selecting “Revocable Trust” as the business type.

B Loading a Revocable Trust in SCIMS

When entering a new or updating an existing revocable trust in SCIMS, Service Centers shall enter the revocable trust by using the trust’s name as it appears on the trust documents.

The revocable trust should be entered in SCIMS as a business customer with a Federal EIN, Social Security number, or no TIN.

Notes: If no TIN was entered in SCIMS, a customer ID number will be assigned. Customer ID numbers will **not** be eligible to receive payments.

During the lifetime of the grantor of a revocable trust, and while the grantor is serving as trustee of his or her revocable trust, the grantor’s Social Security number may be used as the revocable trust’s TIN unless otherwise required by State law.

If customers elect to use their personal Social Security number for a revocable trust, that same Social Security number shall **not** be entered in SCIMS for the respective customer as an individual or member of another entity, nor shall they receive monetary benefits from FSA, as an individual using their personal Social Security number.

*--C IRA’s

IRA may **only** be considered an eligible program participant as a trust if the Regional Attorney determines the account:

- has full function as a trust
- is owner of the land on which program benefits are requested.

Note: Consultation and approval of Regional Attorney is required before any determinations of eligibility.--*

179 Additional Customer Entries (Continued)

D Address Information (Continued)

Field	Required	Valid Entry
Current Address	X	<p>Check this box if the customer has indicated this address as the current address.</p> <p>Notes: An individual may have multiple addresses, but can have only 1 current address.</p> <p>A business may have multiple addresses and multiple current addresses.</p>
City	X	Enter a city name.
State	X	Select a State from the drop-down menu.
ZIP Code	X	<p>Enter the:</p> <ul style="list-style-type: none"> • first 5 digits of the ZIP Code • last 4 digits of the ZIP Code, if known. <p>Notes: The ZIP Code can be obtained from the USPS web site at http://www.usps.com/zip4/.</p> <p>*--To add a new customer with a foreign address that contains--* alphanumeric characters in the ZIP Code, a five digit number using the County Office's respective ZIP Code will have to be entered to continue to the Enter Customer Data Page. The ZIP Code block will not accept alphanumeric characters.</p>
Country	X	<p>The country:</p> <ul style="list-style-type: none"> • defaults to "United States" • may be changed by selecting a country from the drop-down menu • select "UNKNOWN" from the drop-down menu for military addresses.
Mailing Address		<p>Check this box if the address is the customer's mailing address.</p> <p>Note: A customer may have multiple mailing addresses if mail is received in different locations.</p>
Shipping Address		<p>Check this box if the address is the customer's shipping address.</p> <p>Note: A customer may have multiple shipping addresses.</p>
Street Address		<p>Check this box if the address is the customer's street address.</p> <p>Note: A customer may have multiple street addresses.</p>
Carrier Route		Enter the alphanumeric code assigned by USPS. The carrier route can be obtained from the USPS web site at http://www.usps.com/zip4/ .
Contact Person		<p>Enter applicable contact person's name.</p> <p>Note: This field is only available for business customers and is entered and displayed only on the USDA-SCIMS add or update pop-up screen.</p>

To retain the entered data, CLICK "OK". To return to the Customer Information Page and not retain the entered data, CLICK "Cancel".

179 Additional Customer Entries (Continued)

E Phone Number

Information about the customer’s telephone numbers may be added by clicking “Add” in the Number box. Multiple telephone numbers may be entered by clicking “Add” for each additional telephone number.

*--

 Phone Number						
Click To Modify	Click To Delete	Number	Type	Extension	Primary	Unlisted
Modify	Delete	304-725-1234	Home		Yes	No
Modify	Delete	304-283-1234	Cellular		No	No

Customer Phone Information	
All items marked with asterisk are required.	
Please enter phone number without any dashes "-", parenthesis "(" or spaces. Ex 1234567890	
* Number: <input type="text"/>	Location State: <input type="text" value="Select One"/> (Optional)
Extension: <input type="text"/>	Location County: <input type="text" value="Select One"/> (Optional)
	Country: <input type="text" value="UNITED STATES"/>
* Type: <input type="text" value="Select One"/>	Primary Phone: <input type="checkbox"/>
	Unlisted: <input type="checkbox"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

--*

Telephone information shall be entered according to the following table.

Field	Required	Valid Entry
Number		Enter area code and 7-digit number without spaces or dashes. Note: The telephone number will not be sent to AS/400. Update AS/400 with the current telephone number.
Extension		Enter extension number, if applicable.

179 Additional Customer Entries (Continued)

E Phone Number (Continued)

Field	Required	Valid Entry
Type	X	<p>Use the drop-down menu to select 1 of the following:</p> <ul style="list-style-type: none"> • “Barn” • “Business” • “Cellular” • “Data” • “Fax” • “Home” • “TDD” • “Video”. <p>This field is required if a telephone number is entered.</p>
Location State		<p>Select the State from the drop-down menu.</p> <p>Note: This may be helpful if the customer has telephone numbers in different States.</p>
Location County		<p>Select the county from the drop-down menu.</p> <p>Note: This may be helpful if the customer has telephone numbers in different counties.</p>
Country	X	<p>The country where the telephone number is located:</p> <ul style="list-style-type: none"> • defaults to “United States” • may be changed by selecting a country from the drop-down menu. <p>This field is required if a telephone number is entered.</p>
Primary Phone	X	<p>Check this box if the telephone number is the primary telephone number for the customer.</p> <p>This field is required if a telephone number is entered.</p> <p>*--Notes: An individual may have multiple telephone numbers, but can have only 1 primary telephone number.</p> <p>A business may have multiple phone numbers and multiple primary telephone numbers.--*</p>
Unlisted		<p>Check this box if the telephone number is unlisted.</p>

To retain the entered data, CLICK “OK”. To return to the Customer Information Page and not retain the entered data, CLICK “Cancel”.

179 Additional Customer Entries (Continued)

F E-Mail Address

Information about the customer’s e-mail address may be added by clicking “Add” in the E-Mail Address section. Customers may have several e-mail addresses. Multiple e-mail addresses may be entered by clicking “Add” for each additional e-mail address.

*--

 E-Mail Address				
Click To Modify	Click To Delete	Address	Type	Primary
Modify	Delete	msmith@yahoo.com	Business	Yes

Customer Email Information	
All items marked with asterisk are required.	
* E-mail Address:	<input type="text"/>
* Type:	<input type="button" value="Select One"/> ▾
Primary:	<input type="checkbox"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

--*

179 Additional Customer Entries (Continued)

F E-Mail Address (Continued)

E-mail address information shall be entered according to the following.

Field	Required	Valid Entry
E-mail Address		Enter the e-mail address for the customer.
Type	X	Use the drop-down menu to select either of the following: <ul style="list-style-type: none"> • “Business” • “Home”. This field is required if an e-mail address is entered.
Primary	X	Check this box if this e-mail address is the primary e-mail address for the customer. This field is required if an e-mail address is entered. *--Notes: An individual may have multiple e-mail addresses, but can have only 1 primary address. A business may have multiple phone numbers and multiple primary e-mail addresses.--*

To retain the entered data, CLICK “OK”. To return to the Customer Information Page and not retain the entered data, CLICK “Cancel”.

179 Additional Customer Entries (Continued)

G Customer Notes

This option allows for entering notes about the customer to be entered. Customer notes are optional. Service Centers may use this section to record any pertinent information about the customer that is necessary or could be useful, such as the following:

- date address was changed
- date the customer inquired about a program
- date the customer was in the Service Center
- special needs of the customer
- date legacy link was added or deleted
- ***--if producer is an FLP customer, identify customer as “FLP Customer”.**

Important: This is a required entry for FLP customers.--*

Note: The maximum number of characters and spaces that can be entered is 225. As many notes as needed can be added.

Click To Modify	Click To Delete	Date	Text
Modify	Delete	1/12/2010	Mean black dog in dairy barn.

All items marked with asterisk are required.

* Note Type:

* Notes:

To retain the entered data, CLICK “OK”. To return to the Customer Information page and not retain the entered data, CLICK “Cancel”.

193.5 SCIMS Transmission Sequence Error Report

A Introduction

The SCIMS Transmission Sequence Error Report will print on the AS/400 system printer to notify the Service Center when an out-of-sequence error condition occurs while processing a SCIMS transmission. Out-of-sequence conditions commonly occur in the following circumstances:

- when the files that SCIMS generates are **not** processed in the correct order or 1 file is skipped during processing
- if files are created on more than 1 server for the same State and county because multiple customers are being updated at the same time.

B Reporting Out-of-Sequence Conditions

Out-of-sequence conditions should correct themselves within a few minutes. However, if an out-of-sequence condition does **not** correct itself within 10 minutes, the Service Center should report the problem to their respective State Office SCIMS Security Officer.

C SCIMS Security Officer Action

SCIMS Security Officers shall report out-of-sequence conditions that do **not** correct themselves to the Help Desk.

--194 Adding or Changing TIN in SCIMS--

A Introduction

SCIMS allows changing or adding TIN for a customer who is established in SCIMS. The ID number will be added in all counties' AS/400 name and address file where the customer is linked.

*--B Adding or Changing TIN's

To add a customer's ID number, access the customer in SCIMS according to paragraph 175. After the customer has been selected, the user may add TIN by entering the new ID number in the "Tax ID" field.

Only FSA State SCIMS Security Officers are authorized to change or delete an existing TIN. County Offices shall contact the FSA State SCIMS Security Officer to request changing or deleting TIN

When a customer's TIN is added or changed, SCIMS attempts to change the ID number in--* all counties where the customer is linked.

194 Changing or Adding TIN in SCIMS (Continued)

C Notification of Changed ID

If the incorrect ID cannot be deleted from the AS/400 because the customer is active in a county where the ID is linked, the message, **“ID has been changed but cannot be deleted from Name and Address because the ID is still active in a program.”** will print on the system printer.

The following table outlines actions that will be required when an ID number is changed.

IF the customer is...	THEN...	Action
not active in any county's: <ul style="list-style-type: none"> • entity file • farm records • program that would prevent the ID from being deleted 	<ul style="list-style-type: none"> • the changed ID will be added to the AS/400 name and address file • the previous ID will be moved to “Deleted” status by KC-ITSDO. 	The County Office will not receive a report. No action is required.
active in any county's: <ul style="list-style-type: none"> • entity file • farm records • program that would prevent the original ID from being deleted 	<ul style="list-style-type: none"> • all counties where the ID is active will be notified by report that the ID has been changed, but cannot be deleted until made inactive • both ID's will be maintained on the AS/400 name and address file until the original ID is made inactive. 	The County Office or Offices where the original ID is active shall take action to make the original ID inactive according to *--paragraph 197.--*

194 Changing or Adding TIN in SCIMS (Continued)**D Payment to an Incorrect ID Number**

If an incorrect ID number has been used and payments have been issued using the incorrect number, immediately change the ID number according to subparagraphs B and C. Future payments shall be issued to the correct ID number. * * *

***--Note:** Only FSA State SCIMS Security Officers are authorized to change or delete an existing TIN. County Offices shall contact the FSA State SCIMS Security Officer to request changing or deleting TIN.--*

195 Unlinking Customer in SCIMS**A Introduction**

When it is no longer necessary to have a customer in the County Office's AS/400 name and address record, the customer's legacy link should be deleted. The customer will be moved to "Pending Delete" status in the county's AS/400 if the customer is eligible to be unlinked.

B Deleting Legacy Link

To unlink a customer from a County Office, the customer must be eligible to be unlinked. To be eligible, the customer must be inactive in the County Office that is to be unlinked. Areas where the customer may be active include, but are not limited to:

- accounting
- contracts
- entity files
- farm loan programs

***--Notes:** Only FSA State SCIMS Security Officers are authorized to delete an existing legacy link. County Offices shall contact the FSA State SCIMS Security Officer to request deleting legacy links.

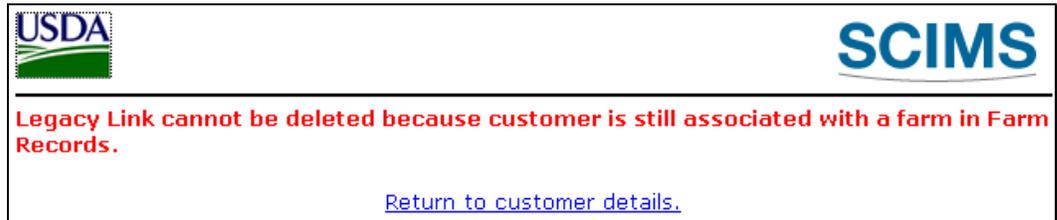
Notify NRCS before undertaking this activity to determine impact on NRCS programs, if applicable.--*

195 Unlinking Customer in SCIMS (Continued)

B Deleting Legacy Link (Continued)

- farm records

Note: Records **cannot** be unlinked in SCIMS when the customer is still active on a farm in Farm Records. The following message will be displayed.



- loans.

After the customer is made inactive in all programs and records in the County Office, unlink the customer in SCIMS according to the following.

Step	Action
1	Perform a search of the customer in SCIMS according to subparagraph 175 C.
2	Select the customer to unlink from the Search Results Screen.
3	Select the Legacy Link section.
4	CLICK "Select for Deletion" field for the State and county link record to be deleted.
5	Answer the deletion confirmation prompt.
6	Select the Program Participation section.
7	CLICK "Select for Deletion" field in the Program Participation record for the State and county that was deleted in the Legacy Link section.
8	Answer the deletion confirmation prompt.
9	CLICK "Submit" to submit the changes to SCIMS.
	<p>Notes: When producer is linked to other counties, the County Office should be able to submit at this point. In cases where the producer is only linked to the 1 county, the County Office needs to add back a "Program Participation" entry. When adding a "Program Participation" entry back in, select "Inactive Customer" with your State, county, and Service Center. When "Inactive Customer" is selected, "General Program Interest" and "Current Participant" fields will be unavailable to access. Do not add back the NRCS record. County Offices can now submit this record.</p> <p>*--Only FSA State SCIMS Security Officers are authorized to delete an existing legacy link. County Offices shall contact the FSA State SCIMS Security Officer to request deleting the legacy link.--*</p>

211 Changing or Viewing Application Use Flags Screen MACI3501 (Continued)

D Flags Set Through Application Processing

The application use flags for the fields in this table are set through application processing and cannot be changed by the user. All fields are 1 character and will be set to “Y” or “N”.

Field	Application That Sets Flag
Agricultural Conservation Program	CRES software
Commodity Loan	Price support software
Conservation Reserve Program	CRP software
Livestock Feed Program	LFP software
Other Conservation Program	CRES software
Farm Loan Program	FLP software
Fiduciary	Fiduciary software
Power of Attorney	Power of attorney software
Active Producer flag is “Y” when the ID number is active on the farm producer file or the permitted entity file for the: <ul style="list-style-type: none"> • Current Year • Previous Year. * * *	Subsidiary software. Note: Current year and previous year fields are subsidiary years, not crop years. * * *
Multicounty Producer flag is “Y” when the ID is an active producer in more than 1 county, including cooperatives and loan servicing agents, for the: <ul style="list-style-type: none"> • Current Year • Previous Year. * * *	
Combined Producer for: <ul style="list-style-type: none"> • Current Year • Previous Year. * * *	

211 Changing or Viewing Application Use Flags Screen MACI3501 (Continued)

E User Changes

The application use flags for the fields in this table can be changed by the user. All fields are 1 character.

Field	Flag Setting	Action
Assigned Payment	“Y” when customer has CCC-36 on file.	ENTER “N” when customer no longer has CCC-36 on file.
Bankruptcy	“N”	ENTER “Y” if customer has bankruptcy on file.
Claims	Claims software will set to “Y” when producer has claim due FSA or CCC.	ENTER “N” when the producer no longer has a claim on file according to 58-FI.
Joint Payee	Set to “Y” if producer has CCC-37 on file.	ENTER “N” when producer no longer has CCC-37 on file.

Part 13 Menu MACI00, Options 3 and 4

Section 1 Name and Address Reports

291 Accessing Name and Address Reports

A Purpose

Menu MAB100 allows users to select specific Name and Address reports to print.

B Accessing Menu MAB100

When users take option "3" from Menu MACI00, Menu MAB100 will be displayed.

C Example of Menu MAB100

This is an example of Name/Address Report Menu MAB100.

```

COMMAND                                MAB100                                BO
Name/Address - Report Menu
-----
      1.  Reserved
      2.  Print Incomplete Name/Address Records
      3.  Print List of Farm Loan Program Borrowers
          With Multiple "Y" FLP Flags in Name and Address
      4.  Print List of Eligible Voters Assigned to an
          Invalid COC/LAA

      23. Return to Application Selection Menu
      24. Return to Primary Selection Menu

* option not available                    Cmd3-Previous Menu
Ready for option number or command

```

292 Printing Incomplete Name and Address Records

A Purpose

This option allows County Offices to print a list of incomplete name and address records in the County Offices.

B Accessing List

ENTER "2" on Menu MAB100. Report MAB010 will be generated.

293 Printing Farm Loan Programs Borrowers With Multiple "Y" FLP Flags

A Purpose

This option allows County Offices with multiple sets of county files on 1 AS/400 to print a list of borrowers with an FLP flag of "Y" in more than 1 county on the system.

B Accessing Report

ENTER "3" on Menu MAB100. Report MAB174 will be generated.

294 (Withdrawn--Amend. 49)

777 Order of Precedence of Representatives (Continued)

C Incompetent Producer

When the producer has been declared incompetent, any payments due will be made to the appointed guardian or conservator. When there is no guardian or conservator, this is the order of precedence of payments for the incompetent person's benefits:

- when the payment is \$1,000 or less:
 - spouse
 - adult son or daughter, or grandchild
 - mother or father
 - adult brother or sister

- when the payment is more than \$1,000, whatever person is authorized under State law of the incompetent producer's State of domicile.

778 Offset Provisions

A Authorized Offsets

Payments made to representatives are subject to offset regulations.

779 **Completing FSA-325 for Payments Due Persons Earning Payment****A When to Use FSA-325**

*--[7 CFR 707.7] Release application.

No payment may be made under this part unless a proper program application was filed in accordance with the rules for the program that generated the payment. That application must have been timely and filed by someone legally authorized to act for the deceased, disappeared, or declared incompetent person. The filer can be the party that earned the payment themselves—such as the case of a person who filed a program application before they died—or someone legally authorized to act for the party that earned the payment. All program conditions for payment must have been met before the death, disappearance, or incompetency except for the timely filing of the application for payment by the person legally authorized to act for the party earning the payment. But, further, for the payment to be released under the rules of this part, a second application must be filed. That second application is a release application filed under this section. In particular, as to the latter, where all other conditions have been met, persons desiring to claim payment for themselves or an estate in accordance with this part 707 must do so by filing a release application on Form FSA-325, “Application for Payment of amounts Due Persons Who Have Died, Disappeared or Have been Declared Incompetent.”--*

Use FSA-325 **only** when it is requested that a payment earned by a deceased, missing, or incompetent program participant be issued in a name other than that of the deceased, disappeared, or declared incompetent program participant.

Payments shall be issued to the respective qualified claimant’s names using the deceased, missing, or incompetent program participant’s tax identification number.

B FSA-325 Application Number

Leave this block blank if application numbers are not used in the programs involved.

C Number of Applications to File

Only one FSA-325 needs to be executed even though application is filed for payments under more than 1 program. Enter the name of each program on the application.

Note: Payments to qualified claimants shall be processed through payment centralization using the “Alternate Payee Indicator” that is limited to specific programs and specific circumstances. If the “Alternate Payee Indicator” is not available for the applicable program payment, the county will need to set the “Other Agency Claim” flag in Financial Services to make the payment to another party.

Part 33 Socially Disadvantaged, Limited Resource, and Beginning Farmer Certifications

950 Certification Policy

A Background

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

***--Note:** FSA-217 does **not** apply to FLP.--*

B FSA-217

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

C Maintenance

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

950 Certification Policy (Continued)

D Example of FSA-217

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

*--

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

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Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in Exhibit 102

The following abbreviations are not listed in Exhibit 102.

Approved Abbreviation	Term	Reference
AC	area conservationists	141, 177
APO	Army Post Office	179, 932
CY	current year	208, 212
DBA	doing business as	177
e-FC	electronic funds control	20
EIN	employer ID number	121, 122, 178.5, 178.6, 178.7, 178.8, Ex. 10, 11
FRS	Farm Records Management System	752
FSRIA	Farm Security and Rural Investment Act of 2002	106, 107
HC	highway content	179
IE	Internet Explorer	141
LLC	Limited Liability Company	121, 122, 177, 178, 178.6
MQ	Marketing Quota	208, 209
NSCP	Naval Stores Conservation Program	779, 918
OT	other producer	197
PYBC	Prior Year Business Code	141, Ex. 11.4
RR	rural route	179, 208

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
Authority to act for entities may be redelegated by the representative by filing FSA-211 for an agent to perform for the trust or estate.	730

IRS Information About EIN's

Following is additional information from IRS about employer ID numbers.

*--



Do You Need a New EIN?

Generally, businesses need a new EIN when their ownership or structure has changed. Although changing the name of your business does not require you to obtain a new EIN, you may wish to visit the [Business Name Change](#) page to find out what actions are required if you change the name of your business. The information below provides answers to frequently asked questions about changing your EIN.

Sole Proprietors

You **will be** required to obtain a new EIN if any of the following statements are true.

- You are subject to a bankruptcy proceeding.
- You incorporate.
- You take in partners and operate as a partnership.
- You purchase or inherit an existing business that you operate as a sole proprietorship.

You **will not be** required to obtain a new EIN if any of the following statements are true.

- You change the name of your business.
- You change your location and/or add other locations.
- You operate multiple businesses.

Corporations

You **will be** required to obtain a new EIN if any of the following statements are true.

- A corporation receives a new charter from the secretary of state.
- You are a subsidiary of a corporation using the parent's EIN or you become a subsidiary of a corporation.
- You change to a partnership or a sole proprietorship.
- A new corporation is created after a statutory merger.

You **will not be** required to obtain a new EIN if any of the following statements are true.

- You are a division of a corporation.
- The surviving corporation uses the existing EIN after a corporate merger.
- A corporation declares bankruptcy.
- The corporate name or location changes.
- A corporation chooses to be taxed as an S corporation.
- Reorganization of a corporation changes only the identity or place.
- Conversion at the state level with business structure remaining unchanged.

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IRS Information About EIN's (Continued)

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Partnerships

You **will be** required to obtain a new EIN if any of the following statements are true.

- You incorporate.
- Your partnership is taken over by one of the partners and is operated as a sole proprietorship.
- You end an old partnership and begin a new one.

You **will not be** required to obtain a new EIN if any of the following statements are true.

- The partnership declares bankruptcy.
- The partnership name changes.
- You change the location of the partnership or add other locations.
- A new partnership is formed as a result of the termination of a partnership under IRC section 708(b)(1)(B).
- 50 percent or more of the ownership of the partnership (measured by interests in capital and profits) changes hands within a twelve-month period (terminated partnerships under Reg. 301.6109-1).

Limited Liability Company (LLC)

An LLC is an entity created by state statute. The IRS did not create a new tax classification for the LLC when it was created by the states; instead IRS uses the tax entity classifications it has always had for business taxpayers: corporation, partnership, or disregarded as an entity separate from its owner, referred to as a "disregarded entity." An LLC is always classified by the IRS as one of these types of taxable entities. If a "disregarded entity" is owned by an individual, it is treated as a sole proprietor. If the "disregarded entity" is owned any any other entity, it is treated as a branch or division of its owner.

Changes affecting Single Member LLCs with Employees

For wages paid on or after January 1, 2009, single member/single owner LLCs that have not elected to be treated as corporations may be required to change the way they report and pay federal employment taxes and wage payments and certain federal excise taxes. On Aug. 16, 2007, changes to [Treasury Regulation Section 301.7701-2](#) were issued. The new regulations state that the LLC, not its single owner, will be responsible for filing and paying all employment taxes on wages paid on or after January 1, 2009. These regulations also state that for certain excise taxes, the LLC, not its single owner, will be responsible for liabilities imposed and actions first required or permitted in periods beginning on or after January 1, 2008.

If a single member LLC has been filing and paying employment taxes under the name and EIN of the owner, and no EIN was previously assigned to the LLC, a new EIN will be required for wages paid on or after January 1, 2009. If a single member LLC has been filing and paying excise taxes under the name and EIN of the owner and no EIN was previously assigned to the LLC, a new EIN will be required for certain excise tax liabilities imposed and actions first required or permitted in periods beginning on or after January 1, 2008. The following examples may assist in determining if a new EIN is required:

- If the primary name on the account is John Doe, a new EIN will be required.
- If the primary name on the account is John Doe and the second name line is Doe Plumbing (which was organized as an LLC under state law), a new EIN is required.
- If the primary name on the account is Doe Plumbing LLC, a new EIN will not be required.

--*

IRS Information About EIN's (Continued)

*--

Limited Liability Company (LLC) (continued)

Changes affecting Single Member LLCs with Employees (continued)

You **will be** required to obtain a new EIN if any of the following statements are true.

- A new LLC with more than one owner (Multi-member LLC) is formed under state law.
- A new LLC with one owner (Single Member LLC) is formed under state law and chooses to be taxed as a corporation or an S corporation.
- A new LLC with one owner (Single Member LLC) is formed under state law, and has an excise tax filing requirement for tax periods beginning on or after January 1, 2008 or an employment tax filing requirement for wages paid on or after January 1, 2009.

You **will not be** required to obtain a new EIN if any of the following statements are true.

- You report income tax as a branch or division of a corporation or other entity, and the LLC has no employees or excise tax liability.
- An existing partnership converts to an LLC classified as a partnership.
- The LLC name or location changes.
- An LLC that already has an EIN chooses to be taxed as a corporation or as an S corporation.
- A new LLC with one owner (single member LLC) is formed under state law, does not choose to be taxed as a corporation or S corporation, and has no employees or excise tax liability. **NOTE:** *You may request an EIN for banking or state tax purposes, but an EIN is not required for federal tax purposes.*

Estates

You **will be** required to obtain a new EIN if any of the following statements are true.

- A trust is created with funds from the estate (not simply a continuation of the estate).
- You represent an estate that operates a business after the owner's death.

You **will not be** required to obtain a new EIN if any of the following statement is true.

- The administrator, personal representative, or executor changes his/her name or address.

Trusts

You **will be** required to obtain a new EIN if any of the following statements are true.

- One person is the grantor/maker of many trusts.
- A trust changes to an estate.
- A living or intervivos trust changes to a testamentary trust.
- A living trust terminates by distributing its property to a residual trust.

You **will not be** required to obtain a new EIN if any of the following statements are true.

- The trustee changes.
- The grantor or beneficiary changes his/her name or address.

--*

IRS Information About EIN's (Continued)

*--

References/Related Topics

- [Publication 334, Tax Guide for Small Business](#)
- [Publication 15, Circular E, Employers Tax Guide](#)
- [Publication 15-A, Employer's Supplemental Tax Guide \(PDF\)](#)
- [Publication 542, Corporations](#)
- [Publication 541, Partnerships](#)
- [Publication 950, Introduction to Estate and Gift Tax](#)
- [Publication 559, Survivors, Executors and Administrators](#)
- [Publication 1635, Understanding Your EIN \(PDF\)](#)
- [Employer ID Numbers \(EINs\)](#)
- [Employer Identification Numbers Video](#)

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Note: See <http://www.irs.gov/businesses/small/article/0,,id=98011,00.html> for additional information.

SCIMS Security Officers

A National SCIMS Security Officers

Agency	Name
FSA	Sandy Bryant
NRCS	Kent Matsutani
RD	Vacant

B State SCIMS Security Officers

State	Agency	Name
Alabama	FSA	*--Rita D. Brown--*
Alabama	NRCS	Zona Beaty
Alabama	RD	Cynthia Smith
Alaska	FSA	Jimmy R. LaVoie
Alaska	NRCS	Philip B. Naegele
Alaska	RD	Robyn Martin
Arizona	FSA	Carla Hill
Arizona	NRCS	*--Kristin Graham Chavez--*
Arizona	RD	Ron Walch
Arkansas	FSA	Sharon R. Baker
--Arkansas	FSA (Backup)	Lamar M. Rolland--
Arkansas	NRCS	Dennis Mobley
Arkansas	RD	Terrie Rose
California	FSA	Navdeep K. Dhillon
California	NRCS	Carmen De Jesus Ortiz
California	RD	Vacant
Colorado	FSA	*--Tamara K. Cook--*
Colorado	NRCS	Michael Wall
Colorado	RD	Vacant
Connecticut	FSA	*--Doris G. Ostrowski--*
Connecticut	NRCS	Michelle Hendricks
Connecticut	RD	Richard A. Lavoie
Delaware	FSA	Robin L. Talley
Delaware	NRCS	Timothy Garrahan
Delaware	RD	Vacant
Florida	FSA	*--April D. Chastain
Florida	FSA (Backup)	Debbie Hendricks--*
Florida	NRCS	Jeff Werner
Florida	RD	Hilary Cook
Georgia	FSA	Jennifer Carter
Georgia	NRCS	Dot Harris
Georgia	RD	Craig Scroggs
Guam	NRCS	Barbara D. Aflague

SCIMS Security Officers (Continued)

B State SCIMS Security Officers (Continued)

State	Agency	Name
Hawaii	FSA	Steve D. Peterson
--Hawaii	FSA (Backup)	Connie Laumann--
Hawaii	RD	Clarice H. Osako
Idaho	FSA	Jeremy D. Nalder
Idaho	NRCS	*--Jerry Korol
Idaho	RD	Vacant
Illinois	FSA	Debra K. Kirkland--*
Illinois	NRCS	Paula Hingson
Illinois	RD	Denise A. Pubill
Indiana	FSA	Carl R. Schweikhardt
--Indiana	FSA (Backup)	Marietta Kendall--
Indiana	NRCS	*--Roger A. Kult--*
Indiana	RD	Maetta Kellermeyer
Iowa	FSA	Bradley J. Murray
Iowa	NRCS	Roy Campbell
Iowa	RD	Kathy Deppe
Kansas	FSA	*--Kimberly A. Schmidt
Kansas	FSA (Backup)	Terry L. Hawk--*
Kansas	NRCS	Chad Volkman
Kansas	RD	Brenda E. Aeillo
Kentucky	FSA	*--Javier Garza
Kentucky	FSA (Backup)	Deborah K. Beehn--*
Kentucky	NRCS	Christy Morgan
Kentucky	RD	Shirley Halcomb
Louisiana	FSA	*--DeWanna A. Pitman--*
Louisiana	NRCS	Tim Landreneau
Louisiana	RD	Sheila Ford
Maine	FSA	*--Frank Menkin--*
Maine	NRCS	Susan Arrants
Maine	RD	Tammy Carter
Maryland	FSA	*--Thomas Lloyd
Maryland	FSA (Backup)	Rebecca J. Webb-Morser
Maryland	NRCS	Thomas Morgart--*
Maryland	RD	Vacant
Massachusetts	FSA	*--Thomas E. Smiarowski
Massachusetts	NRCS	Barbara Miller--*
Massachusetts	RD	Richard A. Lavoie
Michigan	FSA	Kelly D. Losey
--Michigan	FSA (Backup)	Melissa S. Cripe--
Michigan	NRCS	Monica R. Wymer
Michigan	RD	Lynette McCarty

SCIMS Security Officers (Continued)

B State SCIMS Security Officers (Continued)

State	Agency	Name
Minnesota	FSA	Lisa B. MacDonald
--Minnesota	FSA (Backup)	Laurie J. Moss--
Minnesota	NRCS	Mike G. Pageler
Minnesota	RD	Lori Moore
Mississippi	FSA	Gary M. Morrison
--Mississippi	FSA (Backup)	Sidney L. Tadlock--
Mississippi	NRCS	Gregory W. Brinson
Mississippi	RD	Cynthia White
Missouri	FSA	Mike Lafolette
--Missouri	FSA (Backup)	Joy L. McBee--
Missouri	NRCS	David Gruber
Missouri	RD	Dean Olson
Montana	FSA	Regan Anderson
Montana	NRCS	*--Tim Oullette
Montana	RD	Vacant
Nebraska	FSA	Catherine A. Anderson
Nebraska	FSA (Backup)	Sarah L. Heidzig-Kraeger
Nebraska	NRCS	Ryan M. Kroemer--*
Nebraska	RD	Krista Stevens
Nevada	FSA	Debbie G. Goin
Nevada	NRCS	*--Gary Roeder--*
Nevada	RD	Vacant
New Hampshire	FSA	Linda L. Grames
New Hampshire	NRCS	*--Rachael Phillips--*
New Hampshire	RD	Raymond B. Fredericks
New Jersey	FSA	Christopher K. Scheirer
New Jersey	NRCS	Nancy Paolini
New Jersey	RD	Vacant
New Mexico	FSA	Brandon M. Terrazas
New Mexico	NRCS	Linda Branch
New Mexico	RD	*--Vacant--*
New York	FSA	Heather K. Grady
--New York	FSA (Backup)	Nancy Malagisi--
New York	NRCS	Dianna Power
North Carolina	FSA	Cathy D. Moore
--North Carolina	FSA (Backup)	Victor J. Youngblood--
North Carolina	NRCS	Mike Sugg
North Carolina	RD	Neal Sherrod
North Dakota	FSA	Bryan Olschlager
--North Dakota	FSA (Backup)	Kimberly H. Kylo--
North Dakota	NRCS	*--Tanya Koch--*
North Dakota	RD	Vacant

SCIMS Security Officers (Continued)

B State SCIMS Security Officers (Continued)

State	Agency	Name
Ohio	FSA	Richard L. Borland
--Ohio	FSA (Backup)	Christina K. Piper--
Ohio	NRCS	*--Felicity Weatherspoon--*
Ohio	RD	Vacant
Oklahoma	FSA	Tona J. Huggins
--Oklahoma	FSA (Backup)	Theresa V. Henley--
Oklahoma	NRCS	Suzanne Collier
Oklahoma	RD	Jody Harris
Oregon	FSA	Anthony M. Meeuwesen
Oregon	NRCS	Danny Burgett
Oregon	RD	Faith Harris
--Pacific Islands, West--	NRCS	Kurencio Ngowakl
* * *	* * *	* * *
Pennsylvania	FSA	Jackie M. Stonfer
--Pennsylvania	FSA (Backup)	Brian A. Ranck--
Pennsylvania	NRCS	Lisa Walker
Pennsylvania	RD	Dane Bowerman
Puerto Rico	FSA	Edgar Maldonado
Puerto Rico	NRCS	Edgar Diaz-Osuna
Puerto Rico	RD	Jorge Lopez
Rhode Island	FSA	Marilu R. Soileau
Rhode Island	NRCS	Jackie Pashnik
Rhode Island	RD	Richard A. Lavoie
South Carolina	FSA	W. Riley Odum
*--South Carolina	FSA (Backup)	Amy C. Turner
South Carolina	NRCS	Jill Epley--*
South Carolina	RD	Vacant
South Dakota	FSA	Allen R. Barton
*--South Dakota	FSA (Backup)	Shelly A. Binger
South Dakota	NRCS	Karen Brannen--*
South Dakota	RD	Kay Daugherty
Tennessee	FSA	Sally Martin
--Tennessee	FSA (Backup)	Danielle K. Graham--
Tennessee	NRCS	Grace Lutz
Tennessee	RD	Vacant
Texas	FSA	Christi A. Morris
Texas	NRCS	Dexter Svetlik
Texas	RD	Larry McDonald
Utah	FSA	Cary B. Son
*--Utah	FSA (Backup)	Kent B. Jorgensen
Utah	NRCS	Dave Varner--*
Utah	RD	Vacant

SCIMS Security Officers (Continued)

B State SCIMS Security Officers (Continued)

State	Agency	Name
Vermont	FSA	Rachel Cadieux
--Vermont	FSA (Backup)	Tracy M. Derry--
Vermont	NRCS	Kathryn Hakey
Vermont	RD	Raymond B. Fredericks
Virginia	FSA	Emily M. Horsley
Virginia	NRCS	Rod Wood
Virginia	RD	Nancy A. Lewis
Washington	FSA	*--Dwaine N. Schettler
Washington	NRCS	June Johnson--*
Washington	RD	James A. Wehrer
West Virginia	FSA	Leanne M. Dilsworth
*--West Virginia	FSA (Backup)	Jacki A. Defazio
West Virginia	NRCS	Pamela Yost--*
West Virginia	RD	Vacant
Wisconsin	FSA	Barbara A. Quam
Wisconsin	NRCS	*--Paula French--*
Wisconsin	RD	Jolane Rankin
Wyoming	FSA	Todd Even
Wyoming	NRCS	Sharon Williams
Wyoming	RD	Mary A. Sessin

Approved Abbreviations and Acronyms (Continued)

A Mandatory Abbreviations and Acronyms (Continued)

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Abbreviation or Acronym	Term
FAS	Foreign Agricultural Service
FAV	fruit and vegetable
FAX	facsimile system or the act of sending a message by the facsimile system
FBI	Federal Bureau of Investigation
FBP	Farm Business Plan
FCA	Farm Credit Administration
FCC	Federal Communications Commission
FCIC	Federal Crop Insurance Corporation
FDA	Food and Drug Administration
FDIC	Federal Deposit Insurance Corporation
FEGLI	Federal Employees' Group Life Insurance
FEHB	Federal Employee Health Benefits
FEMA	Federal Emergency Management Agency
FERS	Federal Employees Retirement System
FFAS	Farm and Foreign Agricultural Services
FFIS	Foundation Financial Information System
FFLP	Farm Facility and Drying Equipment Loan Program
FIP	Forestry Incentive Program
FIPS	Federal Information Processing Standards

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Approved Abbreviations and Acronyms (Continued)

A Mandatory Abbreviations and Acronyms (Continued)

Abbreviation or Acronym	Term
FLC	Farm Loan Chief
FLM	Farm Loan Manager
FLO	Farm Loan Officer
FLOO	Farm Loan Operations Office, St. Louis, Missouri
FLOT	Farm Loan Officer Trainee
FLP	Farm Loan Programs
--FLS	Farm Loan Specialist--
FMD	Financial Management Division
FNS	Food and Nutrition Service
FO	farm ownership loan
FOIA	Freedom of Information Act
FR	Federal Register
FRB	Federal Reserve Bank
FRC	Federal Records Center
FS	Forest Service
FSA	Farm Service Agency
FSC	Financial Services Center, FMD
FSFL	Farm Storage Facility Loan
FSIS	Food Safety and Inspection Service Note: Do not confuse with the Federal-State Inspection Service, AMS.
FSN	farm serial number
FTE	full-time equivalent
FTS	Federal Telecommunications System
FWS	Fish and Wildlife Service, DOI
FY	fiscal year

Approved Abbreviations and Acronyms (Continued)

A Mandatory Abbreviations and Acronyms (Continued)

Abbreviation or Acronym	Term
SBA	Small Business Administration
SCA	Service Center Agency
SCIMS	Service Center Information Management System
SCOAP	State and County Office Automation Project
SDA	socially disadvantaged
SEC	Office of the Secretary
SED	State Executive Director
--SFLO	Senior Farm Loan Officer--
SPO	servicing personnel office
SRR	soil rental rate
SSA	Social Security Administration
SSFL	Sugar Storage Facility Loan
Stat.	United States statutes-at-large
STC	State Committee
SURE	Supplemental Revenue Assistance Payments
SW	soil and water loan
T&A	time and attendance
TAA	Trade Adjustment Assistance
TAP	Tree Assistance Program
TDD	telecommunication device for the deaf
TDY	temporary duty
TIN	tax identification number
TOP	Treasury Offset Program
TTPP	Tobacco Transition Payment Program

Approved Abbreviations and Acronyms (Continued)

A Mandatory Abbreviations and Acronyms (Continued)

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Abbreviation or Acronym	Term
UCC	Uniform Commercial Code
UGRSA	Uniform Grain and Rice Storage Agreement
U.S.C.	United States Code
USDA	United States Department of Agriculture
USGS	United States Geological Survey
USPAP	Uniform Standards of Professional Appraisal Practice
USPS	United States Postal Service
VDT	video display terminal
WAOB	World Agricultural Outlook Board
WBP	Water Bank Program
WC	wetland conservation
WGI	within-grade increase
WQIP	Water Quality Incentive Projects
WRP	Wetlands Reserve Program
ZIP Code	Zoning Improvement Plan Code

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