

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 51

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Part 4, Sections 3 and 4 have been withdrawn because the parameter file is no longer used due to programs being disabled.

Subparagraphs 124 A and 156 E have been amended to only display the last 4 digits of BIA's TIN because of PII.

Paragraph 130 has been withdrawn because KC-ITSDO is no longer running the validation for invalid/questionable Social Security numbers.

Subparagraph 141 E has been amended to update FSA's Intranet Homepage and add a note about users not opening multiple Internet Explorer sessions or tabs in Internet Explorer while working in SCIMS.

Subparagraph 142 C has been amended to update the Menu MACI00 example.

Subparagraph 142 D has been amended to remove the "COC/LAA Change" option and add the "Update ZIP+4 and Print ZIP+4 Reports" option.

Subparagraph 177 B has been amended to:

- update resident alien entry instructions
- update inactive customer indicator entry instructions
- change the "Legal Name" field to a required entry and update the entry instructions
- add a note about FSA and NRCS employees in the employee type entry instructions.

Subparagraph 178 B has been amended to update inactive customer indicator entry instructions.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 178.6 A has been amended to add a note about updating a currently recorded individual's record to a 1 member LLC using their Social Security number and back to an individual if the 1 member LLC resumes operating as an individual or obtains EIN.

Subparagraph 178.6 B has been amended to add a note about entity/joint operation file information.

Subparagraph 178.8 B has been amended to add:

- a note about updating a currently recorded individual record to a revocable trust using their Social Security number and back to an individual if the revocable trust obtains EIN
- an exception for a husband and wife revocable trust.

Subparagraph 179 H has been amended to update the Customer Program Participation Screen and add a note.

Part 13, Section 2 has been withdrawn because COC and LAA data no longer reside on the System 36.

Subparagraph 707 A has been amended to add a note about County Offices being able to accept documents, such as corporate charters, bylaws, court orders of appointment, trust agreements, last will and testament, partnership agreements, articles of organization, etc., instead of CCC-902E or CCC-901 after April 2, 2009.

Subparagraph 728 D has been amended to add a note indicating that when a grantor is an entity and the member or officer who executed FSA-211 on behalf of the entity dies, FSA-211 shall remain valid unless the entity is dissolved.

Subparagraph 950 B has been amended to add a note about the USDA Limited Resource Farmer/Rancher Self Determination Tool.

Part 35 has been added to provide policy and procedure about using obsolete and unauthorized forms.

Exhibit 2 has been amended to update the "Beginning Farmer or Rancher" definition.

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

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Part 4 Crop Data Table Maintenance**76 Overview****A Introduction**

*--This part covers procedure for accessing, updating, and printing crop or payment parameter tables.

The payment parameter file contains program parameters specific to the direct and counter-cyclical program payments.--*

The crop data table file contains values, flags, and program parameters specific to the production flexibility crop programs for wheat, feed grains, cotton, and rice.

The values and flags for these crops are used to control the operation of application software, particularly the payment process. They permit the software to be changed quickly to reflect program decisions.

Section 1 Accessing Crop Table Maintenance

77 Access Crop Table Maintenance

A Introduction

This paragraph provides steps for accessing the crop records for 1996 and later years.

B Accessing Crop Tables

To access the crop or payment parameter tables from Menu MAAB00 for:

- tobacco or 2001 peanuts:
 - ENTER “1”, “Program Crop Table”, to display Screen MAA00401
 - ENTER “Program Crop Table Year” to display Screen HCA010-00
 - ***
- 2002 and later years DCP crops, ENTER “4”, “Direct Payments Parameter File”, or ENTER “6”, “Counter Cyclical Payments Parameter File”.

78-80 (Reserved)

Section 2 (Withdrawn--Amend. 39)

81-83 (Withdrawn--Amend. 39)

84-95 (Reserved)

Section 3 (Withdrawn--Amend. 51)

96-100 (Withdrawn--Amend. 51)

101-103 (Reserved)

Section 4 (Withdrawn--Amend. 51)

104 (Withdrawn--Amend. 39)

105-108 (Withdrawn--Amend. 51)

109, 110 (Reserved)

124 Recording Information for Native Americans

A Native Americans Represented by BIA's

BIA regional offices service various individual Native Americans or groups of Native Americans.

Note: This paragraph applies only to individual Native Americans or groups of Native Americans on tribal and allotted lands. See subparagraph B for additional information on Indian Tribal Ventures.

Individual Native Americans or groups of Native Americans represented by BIA shall be recorded in SCIMS as a business with no tax ID. The entity type shall be "Indians Represented by BIA". County Offices shall ensure:

- the group of Native Americans represented by BIA with no ID number is recorded in farm and tract maintenance as the operator and/or owner of the farm, as applicable
- the group of Native Americans represented by BIA with no ID number is added to applicable program contract or application
- *--BIA with ID number ending in 6810 shall **not** be added to any farm, tract, or program contract or application.

When program benefits are issued to Native Americans by BIA, the payment will be issued to ID number ending in 6810. This is an internal process and County Office intervention--* is not required during the payment process.

B Native Americans Not Represented by BIA's

Indian Tribal Ventures not represented by BIA must provide a permanent ID number to receive program benefits. Indian Tribal Ventures shall be recorded in SCIMS with an entity type of "Indian Tribal Venture".

Note: Individuals of Native American descent that are not part of an Indian Tribal Venture shall be recorded in SCIMS using their Social Security number only if they are applying for monetary program benefits.

129 Receivership ID Number (Continued)

E Two ID Numbers for a Producer

Consider the Social Security number for the original producer and the employer ID number for the receivership as a combined entity for payment limitation purposes.

F Succession in Interest

Because the current software does not recognize a receivership, consider the change from a Social Security number to an employer ID number as a succession in interest in the system.

G Refer to OGC

Orders appointing a receiver may vary greatly as to what the receiver is to receive.

- Carefully examine these orders to ensure that they cover profits or proceeds of the crops or land involved in FSA programs.
- In all cases where there is any doubt, County Offices shall refer copies of the “Order Appointing a Receiver” to OGC through the State Office for advice.

130 (Withdrawn--Amend. 51)

131-140 (Reserved)

141 Accessing Name and Address From SCIMS (Continued)

D Accessing SCIMS

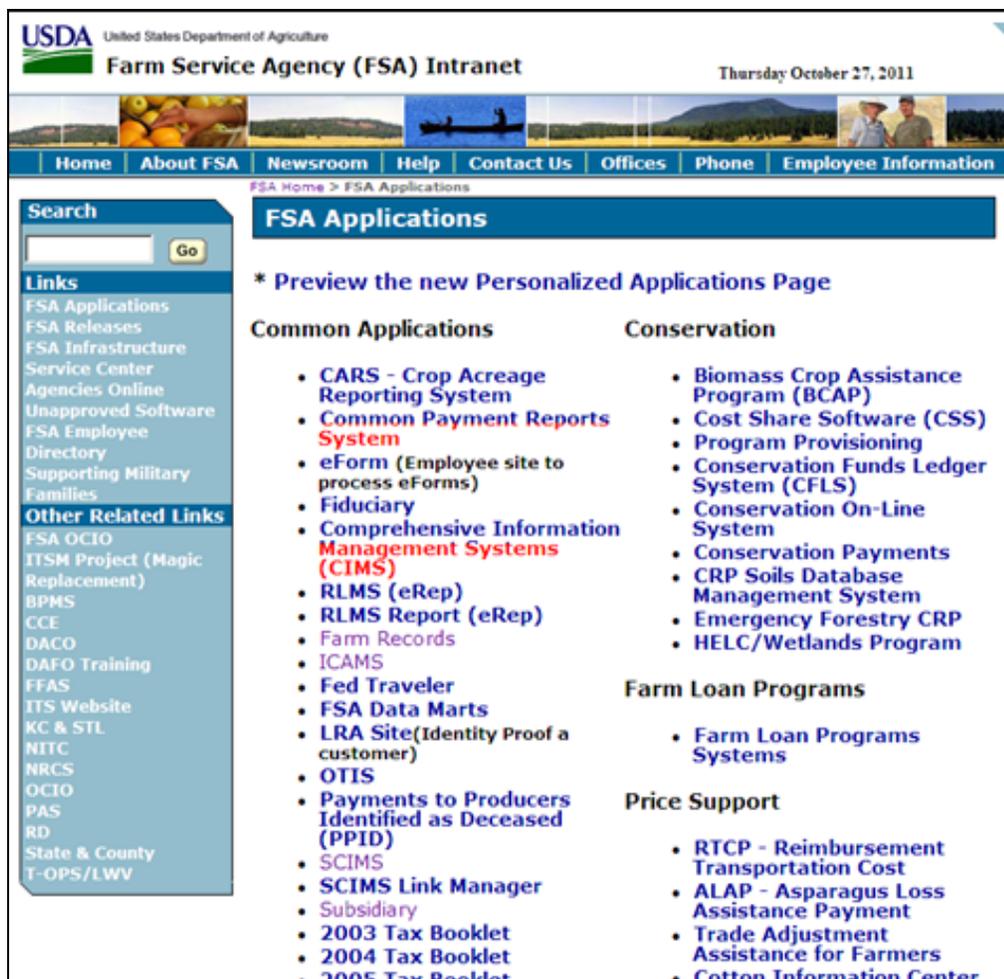
SCIMS applications shall be accessed through IE using CCE equipment. Open IE, type <http://intranet.fsa.usda.gov/fsa> in the address field, and PRESS “Enter”.

Note: NRCS employees will use the My NRCS web site to access SCIMS. The My NRCS web site is located at <https://my.nrcs.usda.gov/nrcs.aspx>. On the Homepage, CLICK “Field Office Tools” tab and then select the “Customers” SCIMS link.

E FSA’s Intranet Homepage

FSA’s Intranet Homepage will be displayed. CLICK “FSA Applications” and CLICK “SCIMS” under Common Application Menu.

*--



Note: If users have multiple Internet Explorer sessions or tabs open while working in the SCIMS application, SCIMS data can inadvertently be affected. **Users shall not open multiple Internet Explorer sessions or tabs in an Internet Explorer session while working within the SCIMS application.--***

142 Accessing Name and Address From AS/400 Menu MACI00

A Introduction

Menu MACI00 provides options to changing and creating records for transmitting producer and employee name and address records.

Note: The customer must first be added through SCIMS.

B Accessing Software

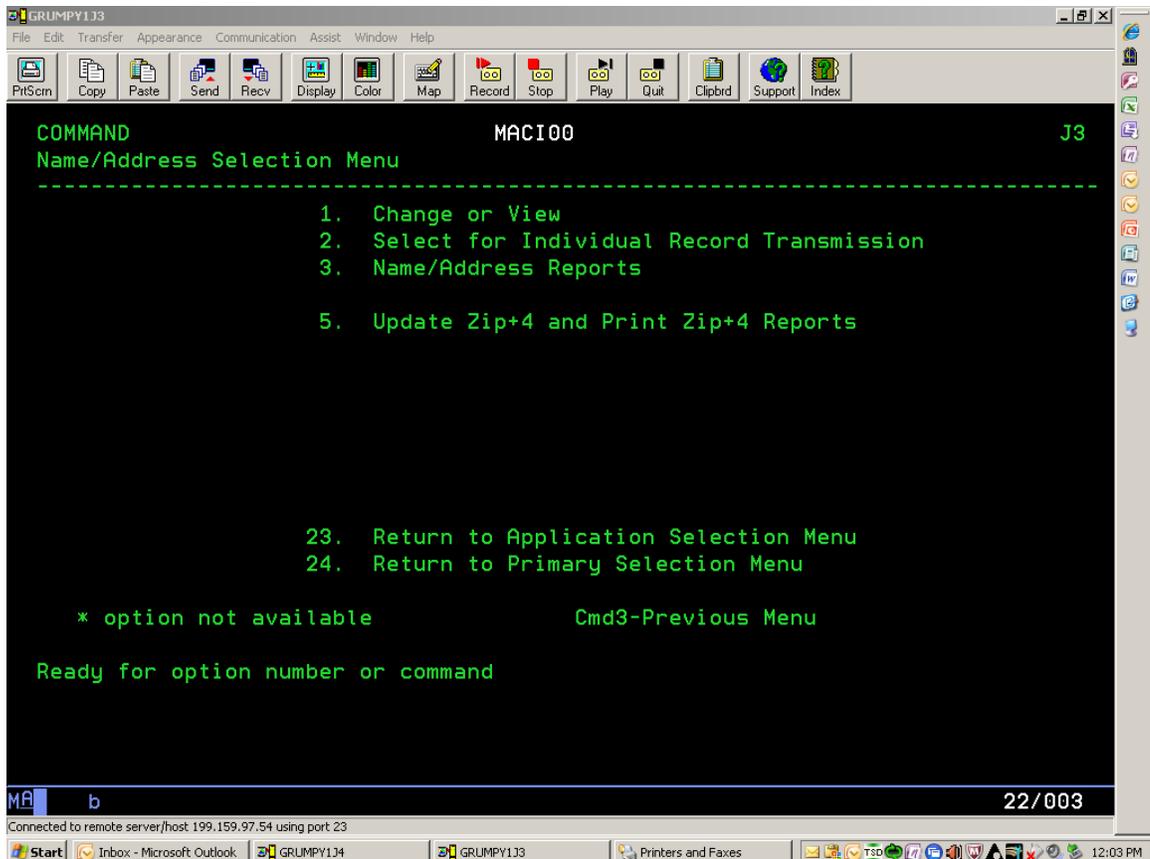
From Menu FAX250, access Menu MACI00 according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "9", "Common Provisions", and PRESS "Enter".
4	MA0000	ENTER "2", "Producer Name and Address Maintenance", and PRESS "Enter". Menu MACI00 will be displayed.

C Example of Menu MACI00

Following is an example of Name/Address Selection Menu MACI00.

*--



--*

142 Accessing Name and Address From AS/400 Menu MACI00 (Continued)

D Adding or Changing Data

Follow this table to add or change data.

Option	Display	Use of Option	Reference
“1”, “Change or View”	Screen MACI1001 will be displayed.	Change or view supplemental name and address data.	Part 8
“2”, “Select for Individual Record Transmission”	Screen MAB01001 will be displayed.	Transmit individual name and address record to KC-ITSDO. Note: Only use upon request from KC-ITSDO.	
“3”, “Name/Address Reports”	Menu MAB100 will be displayed.	Access name and address reports.	Part 13, Section 1
--“5”, “Update Zip+4 and Print Zip+4 Reports”	Menu MABPRT01 will be displayed.	Enter printer ID and PRESS “Enter” to print the report.	Part 13, Section 1--

143-152 (Reserved)

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 TIN ending in 6810.--*

157-163 (Reserved)

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>

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

Field	Required	Valid Entry
Resident Alien		<p>Indicate the resident alien status according to the following. 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. <p>*--Notes: “Yes” shall only be checked if the customer possesses and presents a valid Permanent Resident Card or Resident Alien Card (Form I-551).</p> <p>See 4-PL for additional information about foreign person identification.--*</p>
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>

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

Field	Required	Valid Entry
Inactive Customer Indicator (Continued)		<p>*--Important: Before inactivating a record, it must be determined that the customer:</p> <ul style="list-style-type: none"> • has no outstanding or future payments pending, nor has ever been paid by FSA directly or been attributed payments as members of a joint operation or entity • is not, nor ever has been an FLP customer <p>Note: FLP customers shall never be inactivated.</p> <ul style="list-style-type: none"> • is not an NRCS customer with outstanding payments or active contracts <p>Note: County Offices need to coordinate any updates in SCIMS for NRCS customers with NRCS before making changes.</p> <ul style="list-style-type: none"> • will more than likely not be eligible to apply for after-the-fact disaster programs, SURE, etc. • is presently not recorded on a farm • is not in the System 36 entity file as an entity or joint operation, is not in the System 36 entity file as a member of an entity or joint operation, or is not a combined producer in the web-based combination system. <p>When a customer is inactivated in SCIMS, all legacy links must be deleted. If the customer has multiple legacy links, all County Offices linked to the customer must be contacted and they must concur with the deletion of their respective legacy link and inactivation before taking any action.--*</p>

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

Field	Required	Valid Entry
Prefix		<ul style="list-style-type: none"> • Defaults to “None”. • Use the drop-down menu to select 1 of the following: <ul style="list-style-type: none"> • “DR” • “MISS” • “MR” • “MRS” • “MS” • “REV”. <p>Note: This data is required for FLP customers.</p>
Suffix		<ul style="list-style-type: none"> • Defaults to “None”. • Use the drop-down menu to select 1 of the following: <ul style="list-style-type: none"> • “JR” • “SR” • “I” • “II” • “III” • “IV” • “V” • “DDS” • “DVM” • “MD”.
Legal Name	*--X--*	<p>Indicates that the First Name, Middle Name, and Last Name of the individual have been verified to be their legal name.</p> <p>Do not change legal name if they were ever FLP customers without consulting FLP.</p> <p>*--Check applicable “Yes” or “No” box.</p> <p>Notes: “Yes” shall only be checked if the customer has completed CCC-10, FSA-2001, or FSA-2301.--*</p> <p>Legal name indicator does not download to AS/400 name and address record.</p>
Birth Date		<p>If the customer volunteers their birth date, enter the date in the “MM/DD/YYYY” format.</p>

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

Field	Required	Valid Entry
Birth Date Determination Code		<p>To indicate how the birth date 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.
Marital Status		<p>To indicate the marital status of the customer, use the drop-down menu to select 1 of the following:</p> <ul style="list-style-type: none"> • “Divorced” • “Married” • “Separated” • “Single” • “Unknown N/A” (default) • “Widow(er)”. <p>Note: This information is required for FLP customers.</p>
Voting District	X	<p>To indicate the congressional district of where the customer resides:</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/writerep. Enter the applicable State and ZIP Code. In the case of a P.O. Box address, use the ZIP Code of the customer’s physical location, not the post office.</p>
Language Preference	X	<p>Use the drop-down menu to select either of the following:</p> <ul style="list-style-type: none"> • “English” (default) • “Other” • “Spanish”.

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

Field	Required	Valid Entry
Employee Type	X	<p>Use the drop-down menu to select 1 of the following:</p> <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>*--Notes: All FSA and NRCS employees who receive program benefits from either FSA or NRCS or both agencies are required to be recorded in SCIMS.--*</p> <p>Ensure that employee type is changed when customer’s status changes.</p>
Ethnicity	X	<p>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	X	<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 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. <p>Note: The Business Prior 1 is updated each year at rollover with the previous year's value.</p>
Business Prior2		The user cannot update. <p>Note: The Business Prior 2 is updated each year at rollover with the Business Prior 1 value.</p>
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 * * *) • see 1-PL, subparagraph 236 A • see 4-PL, subparagraph 108 A.

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>*--Important: Before inactivating a record, it must be determined that the customer:</p> <ul style="list-style-type: none"> • has no outstanding or future payments pending, nor has ever been paid by FSA directly or been attributed payments as members of a joint operation or entity • is not, nor ever has been an FLP customer <p>Note: FLP customers shall never be inactivated.</p> <ul style="list-style-type: none"> • is not an NRCS customer with outstanding payments or active contracts <p>Note: County Offices need to coordinate any updates in SCIMS for NRCS customers with NRCS before making changes.</p> <ul style="list-style-type: none"> • will more than likely not be eligible to apply for after-the-fact disaster programs, SURE, etc. • is presently not recorded on a farm • is not in the System 36 entity file as an entity or joint operation, is not in the System 36 entity file as a member of an entity or joint operation, or is not a combined producer in the web-based combination system. <p>When a customer is inactivated in SCIMS, all legacy links must be deleted. If the customer has multiple legacy links, all County Offices linked to the customer must be contacted and they must concur with the deletion of their respective legacy link and inactivation before taking any action.--*</p>

178 Entering Customer Core Data for a Business (Continued)

B Entering Additional Business Data (Continued)

Field	Required	Valid Entry
Ethnicity		To indicate the business owner’s ethnicity, 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		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:</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.

Notes: 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 EIN.

178.5 Establishing an Estate in SCIMS (Continued)

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.

Notes: 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.

*--If a customer is currently recorded in SCIMS as an individual using their Social Security number, the **current** record shall be updated to the 1 member LLC. If the customer subsequently decides to resume operating as an individual or obtains EIN for LLC, the existing record shall be updated back to an individual and a new record established in SCIMS for LLC with EIN, as applicable.

Important: If the customer participates in FLP, consult with FLP staff **before** making changes in SCIMS.--*

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.

178.6 Establishing LLC's in SCIMS (Continued)

B Loading LLC in SCIMS (Continued)

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.

*--The entity/joint operation file software does **not** allow LLC using a Social Security number to be loaded as a member of an entity or joint operation because the software is expecting to find members of the entity. But LLC's using a Social Security number do **not** have members.

To be able to load the entity or joint operation in the System 36, changes to the SCIMS record for LLC using a Social Security number will be allowed when **all** of the following conditions apply:

- LLC is a member of an entity or joint operation receiving payments
- LLC is **not** required to obtain EIN according to this paragraph
- LLC did **not** obtain EIN.

If these conditions are met, County Offices shall make the following changes to the SCIMS record for LLC using a Social Security number:

- change the SCIMS "Customer Type" from a business to an individual

Note: This will also change the business type to "Unknown/None of the above/ Not applicable" for the current year. If a change to a prior year is required, the State Office specialist with authority to change the prior year business code will have to change the business type for the applicable prior year.

- enter the "Last Name" and "First Name" of the individual
- enter the "Common Name" for the individual
- enter "Gender" and "Gender Determination" of the individual.

Note: Under no circumstances shall the ID type for a Social Security number in SCIMS be changed to EIN. The ID type in SCIMS shall always reflect the true ID type of the ID number entered for the producer.

Notify the producer that because LLC is using a Social Security number and LLC is a member of an entity or joint operation, FSA has to treat it as an individual. All documents received from FSA will make it appear as though payments were issued to the individual, not LLC. If that is **not** acceptable, producers will need to obtain a Federal EIN for LLC.--*

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.

178.8 Establishing a Revocable Trust in SCIMS (Continued)**B Loading a Revocable Trust in SCIMS (Continued)**

*--If a customer is currently recorded in SCIMS as an individual using their Social Security number, the **current** record shall be updated to the revocable trust. If the customer subsequently decides to resume operating as an individual or obtains EIN for the revocable trust, the existing record shall be updated back to an individual and a new record established in SCIMS for the revocable trust with EIN.

Exception: A husband and wife revocable trust using 1 of the spouses' Social Security numbers and previously recorded in SCIMS as an individual using that spouse's Social Security number may be updated upon death of that spouse to the surviving spouse's 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. Notes: The telephone number will not be sent to AS/400. Update AS/400 with the current telephone number. *--The same telephone number may be entered for multiple telephone number “types”.--*
Extension		Enter extension number, if applicable.

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.

* * *

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”.

179 Additional Customer Entries (Continued)

H Program Participation

Program Participation is used for recording the interest a customer has with an agency within the Service Center. Data in this section will be expanded as additional phases and programs are implemented.

 * Program Participation				
Click To Modify	Click To Delete	Program	Servicing Organization	Current Participant
Modify	Delete	FSA Customer	JEFFERSON COUNTY FARM SERVICE AGENCY, WV	No
Modify	Delete	AG NRCS	RANSON SERVICE CENTER, WV	No

*--

SCIMS : Add/Modify Customer Program Participation. -- Webpage Dialog




Customer Program Participation Information

All items marked with asterisk are required.

* Program:

* State:

* County:

* Organization Name:

* General Program Interest:

* Current Participant:

--*

If the customer has interest in more than 1 county serviced by a Service Center, only 1 program participation record has to be established for the Service Center under the applicable program.

179 Additional Customer Entries (Continued)

H Program Participation (Continued)

Program Participation record and correct Servicing Organization **must** match for **all** newly added and existing records, for the record to be updated. If the records do **not** match, the following screen will be displayed with error messages to alert users of the mismatched data.

*--

* Program Participation				
Click To Modify	Click To Delete	Program	Servicing Organization	Current Participant
Modify	Delete	AG NRCS	NAHUNTA SERVICE CENTER, GA	No
Modify	Delete	FSA Customer	PIERCE COUNTY FARM SERVICE AGENCY, GA	No

--*

User shall research mismatched data and correct the records by deleting and/or adding records, as necessary, to clear the error message and update the record.

Note: If mismatched records are related to a multi-county customer, user shall consult with applicable County Offices **before** adding and/or deleting records.

179 Additional Customer Entries (Continued)

H Program Participation (Continued)

Add information to this section according to the following table. All Program Participation data is required.

Field	Valid Entry
Program	Identify why the customer is being added to SCIMS by using the drop-down menu to select 1 of the following: <ul style="list-style-type: none"> ● “Non-AG NRCS Customer” ● “Inactive Customer” ● “Technical Service Provider” ● “Non County FSA Customer” ● “RD Customer” ● “AG NRCS Customer” ●*--“Farm Loan Program Customer” ● “FSA Customer”. <p>Notes: “Farm Loan Program Customer” may be added by any user with update authority; however, may only be deleted by FSA State SCIMS Security Officers.--*</p> <p>“FSA Customer” must be selected for a download to AS/400 to occur.</p>
State	Identify the State where the customer is participating by selecting the State from the drop-down menu.
County Served	Identify the county where the customer is participating by selecting the county from the drop-down menu. <p>Note: “State Office” has been added to the top of the county drop-down menu for Financial Services use.</p>
Organization Name	Identify the Service Center organization where the customer is participating by selecting the Service Center site from the drop-down menu.
General Program Interest	Identify the interest a customer has by using the drop-down menu to select 1 of the following: <ul style="list-style-type: none"> ● “Has interest in the program” ● “Does not have interest in the program” ● “Unknown”.
Current Participant	Identify if the customer is a current participant by using the drop-down menu to select 1 of the following: <ul style="list-style-type: none"> ● “Application Made” ● “Currently Enrolled and Participating” ● “Not Currently Participating”.

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

Note: The Program Participation and the Legacy Link State and county must match for the record to be updated.

179 Additional Customer Entries (Continued)

H Program Participation (Continued)

The General Program Interest code must be in sync with the Current Participant code or the following Warning Screen will be displayed.

*..

The screenshot shows a warning dialog box with the following content:

- Logos for USDA and SCIMS at the top.
- Title: Customer Program Participation Information
- Warning Message: **General Program Interest Code must be 'Has interest in the program' if Current Participant Code is 'Application made' or 'Currently Enrolled and Participating'.**
- Note: All items marked with asterisk are required.
- Fields:
 - * Program: FSA Customer
 - * State: WEST VIRGINIA
 - * County: JEFFERSON
 - * Organization Name: JEFFERSON COUNTY FARM SERVICE AGENCY
 - * General Program Interest: Does not have interest in the program
 - * Current Participant: Currently Enrolled and Participating
- Buttons: OK and Cancel

*..

***--296 ZIP+4 Non-Updated Address Report MAB072-R001 (Continued)**

D Headings for Report MAB072-R001

The headings for the return codes indicating the major reasons the record could not be updated are shown in this table.

Heading	Definition
GEN	General reason for the failure of the address match attempt
DIR	Directional mismatch
SUF	Suffix mismatch Examples: ST, BLVD, etc.
APT	Apartment does not match database
STA	Standardized address does not match database
CST	City/State does not match database
ZIP	ZIP Code not available
ZP4	ZIP+4 coding attempt failed
CRT	Carrier route coding attempt failed

--*

296 ZIP+4 Non-Updated Address Report MAB072-R001 (Continued)

E Interpreting Codes on Report MAB071-R001

Report MAB071-R001 is sorted by last or business name. Record types of “00” are customer records that reside in SCIMS. County Offices must access SCIMS and correct the record.

Record types greater than “00” reside in the county’s AS/400 “Other Name and Address” file and should be corrected by following paragraph 934.

County Offices shall use this table to identify why customers’ records on Report MAB072-R001 were not updated.

Return Code	Definition
A	Apartment number was missing or not found in the database and an apartment level match was required.
B	Insufficient (or blank) address information to make a match.
C	The probability of the address match being correct exceeded an acceptable level.
D	The directional code did not match the database.
H	House or box number was not found on this street.
L	The returned address was too long to be stored.
M	Multiple matches were found.
N	In the: <ul style="list-style-type: none"> • “DIR” column, directional was not found on input address but was present on the database • “SUF” column, suffix was not found on input address but was present on the database • “APT” column, an apartment was not found on input address but was present on the database.
O	In the “GEN” column, “O” means an address could not be matched because of the directional code.
S	Street name was not found on the database.
X	Records not updated because changes in the County Office record do not match the KC-ITSDO mainframe-downloaded record.
Z	ZIP Code was not found on the database.

297-304 (Reserved)

Section 2 (Withdrawn--Amend. 51)

305 (Withdrawn--Amend. 51)

306-315 (Reserved)

Section 3 General Rules of Authority

707 Policy on Evidence of Authority and Signature Limitations

A General Rule for Signature Authority

Effective April 2, 2009, County Offices shall verify signature authority for all entities and joint operations by reviewing checked box or boxes on forms:

- CCC-902E, Part C, Column F
- CCC-901, Part A, Column 5, as applicable.

***--Notes:** County Offices may accept documents, such as corporate charters, bylaws, court orders of appointment, trust agreements, last will and testament, partnership agreements, articles of organization, etc., instead of CCC-902E or CCC-901 after April 2, 2009.--*

Evidence of signature authority for individuals including spouses and minors has **not** been revised.

This policy was effective on April 2, 2009, and does not apply to signatures secured before the effective date.

This policy does **not** apply to:

- representatives of cotton, rice, or peanut buyers (1-CM, paragraph 731)
- FSFL Program
- TTPP
- GRP
- MILC (producers participating in MILC only)
- FLP's.

Note: County Office employees shall follow signature authority requirements in applicable handbooks for these programs.

707 Policy on Evidence of Authority and Signature Limitations (Continued)

A General Rule for Signature Authority (Continued)

*--The following are examples of properly signed CCC-902E's for entities and joint operations.

- Limited Liability Company (J&J LLC)

PART C - MEMBER INFORMATION (Use CCC-902E Continuation if additional space is needed for any information in Part C)					
1. Members - List all members/shareholders of the entity identified in Part A of this form:					
A. Name	B. Tax ID Number (Last 4 digits if already on file)	C. % Share	D. Position and Salary (if applicable)	E. Family Member Relationship (if applicable)	F. Does this member have signature authority for the legal entity? (Yes or No)
John A. Member	1111	50	\$	Brother	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Jane A. Member	2222	50	\$	Sister	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

PART L - CERTIFICATION - (FOR JOINT VENTURES AND GENERAL PARTNERSHIP, A SIGNATURE IS REQUIRED FOR EACH MEMBER)		
<p>I certify that all the information entered on this document and any supporting documentation is true and correct. I understand that furnishing incorrect information will result in forfeiture of payments and may result in the assessment of a penalty. I will timely provide written notification to the Farm Service Agency committees for the county and State listed on this form of any changes in this farming operation. By signing this form I acknowledge that:</p> <ul style="list-style-type: none"> • all supporting documentation has been submitted as required • I have reviewed and understand all definitions and requirements on Page 6 of this form. • all information will be considered in effect continuously unless changes or revisions are submitted. • it is my responsibility to timely notify FSA in writing of any changes that may affect these representations, including, but not limited to: the composition of the entity identified in Part A; the farming, ranching or forestry operation of the entity identified in Part A; financial status of the entity identified in Part A. • evidence such as tax records, certified public accountant's certification, or other documentation may be required to validate these representations and I will take all necessary actions to provide such materials to the applicable State or county committee if requested by FSA. • it is my responsibility to timely notify FSA in writing of any successors who acquire an interest in this farming operation as the result of the death of a member or shareholder. 		
1. Signature (By)	2. Title/Relationship of Individual Signing in the Representative Capacity	3. Date (MM-DD-YYYY)
John A. Member	Member, J&J LLC	04-02-2009

--*

707 Policy on Evidence of Authority and Signature Limitations (Continued)**F Entities Granted Signature Authority**

Producers may grant entities, such as lending institutions, farm management companies, farm management corporations, limited liability companies, or other similar entities, authority to sign on their behalf.

Entities granted authority to sign for a producer must designate the individuals who are authorized to sign for the entity using 1 of the following:

- a letter signed by the entity's officer who has authority to designate signature authority for the entity
- FSA-211 signed by the entity's officer who has authority to designate signature authority for the entity.

Example: Jane White appoints the Nationwide Bank to act on her behalf as attorney-in-fact on FSA-211. Nationwide Bank must designate the individuals who are authorized to sign for the bank. Joe Black, Nationwide Bank president, provides the Service Center with a list of individuals who are authorized to sign for Nationwide Bank. The individuals authorized to sign for Nationwide Bank may sign for Nationwide Bank on behalf of Jane White.

G FLP Resources

FLP directives regarding evidence of authority and signature limitations are available in County Offices. FLP:

- maintains copies of applicable entity documents
- can assist in reviewing entity documents.

State Supplements to applicable FLP handbooks address signature requirements for entities under State law. State Supplements to FLP handbooks are cleared according to 1-AS. Therefore, County Offices shall refer to the appropriate State Supplements **before** contacting the Regional OGC with questions.

708 Individual

A Authorized Signatures

Use the following table to determine who may sign for an individual other than the individual him/herself.

IF the person signing for the individual is...	THEN acceptable evidence of authority is...
a spouse	*--not required. See subparagraph 707 C.--*
1 of the following: <ul style="list-style-type: none"> • administrator • conservator • executor • guardian • trustee • receiver 	either of the following: <ul style="list-style-type: none"> • on or after April 2, 2009, checked box or boxes on CCC-902E, Part C, Column F and/or CCC-901, Part A, Column 5, as applicable • before April 2, 2009, 1 of the following: <ul style="list-style-type: none"> • court orders of appointment with execution order • certificate or letter of administration • trust agreement • last will and testament • certified evidence of probate. The evidence, except for a trust agreement, shall contain the following: <ul style="list-style-type: none"> • signature of an officer of the issuing court • seal affixed by issuing court • certification by an officer of the issuing court that the evidence of authority is in full force and effect.
an attorney-in-fact	a valid power of attorney signed by the grantor. <p>Notes: See Section 4 for power of attorney.</p> <p>See paragraph 707 when the agent granted signature authority is an entity.</p>

713 Estate, Trust, Conservatorship, or Guardianship**A Required Authorization**

Effective April 2, 2009, executor, administrator, trustees, conservator, receiver or guardian *--shall designate authorized signature authority for the estate, trust, conservatorship, receivership, or guardianship by completing CCC-902E and/or CCC-901 and signing as--* applicable.

Before April 2, 2009, for an individual to sign as administrator, executor, trustee, guardian, receiver, or conservator, evidence of authority consisting of 1 of the following documents, which was executed according to State law, was required:

- court orders of appointment
- court-approved certificate or letter of administration
- trust agreement or last will and testament that established the trust
- similar document approved by regional attorney.

Spouses shall not sign on behalf of each other when the signature required is that of an administrator, trustee, guardian, receiver, or conservator. Individuals that are appointed as an attorney-in-fact for another individual shall not sign for that individual when the signature required is that of an administrator, trustee, guardian, receiver, or conservator.

Example: John Smith is the trustee for the ABC Trust. John Smith's spouse shall not sign for John Smith as the authorized trustee for ABC Trust. John Smith appointed Bill Brown as his personal attorney-in-fact on FSA-211. Bill Brown shall not sign for John Smith as the authorized trustee for ABC Trust.

B Restrictions on Evidence of Authority

Documents presented in subparagraph A, except for trust agreements and documents approved by regional attorney, shall contain the following:

- signature of an officer of the issuing court
- certification by an officer of the issuing court that the evidence of authority is in full force and effect.

C Redlegation by Individual Authorized by Evidence

Individuals, designated according to subparagraph A or B, may redelegate authority to an agent on FSA-211.

Notes: See Section 4 for power of attorney.

See paragraph 707 when the agent granted signature authority is an entity.

713 Estate, Trust, Conservatorship, or Guardianship (Continued)

D Acceptable Signatures

The signature for an individual authorized to sign as the representative for an estate, trust, conservatorship, or guardianship, shall consist of:

- an indicator, such as “by” or “for”, illustrating that the individual is signing in a representative capacity
- the name of the estate, trust, conservatorship, or guardianship, **except** when the name of the estate, trust, conservatorship, or guardianship is shown on the document
- the representative’s name and capacity.

E Fiduciary Signature Examples

The following are examples of acceptable signatures when signing in a fiduciary capacity.

Name Printed on Document	Acceptable Signature
Richard L. Smith, Administrator of the Estate of John C. Smith, Deceased	<i>Estate of John C. Smith, Deceased, by Richard L. Smith, Administrator</i> <i>by Richard L. Smith, Administrator</i>
Estate of John H. Smith	<i>by Joseph Smith, Executor of Estate of John H. Smith</i>
Jay S. Smith & Roy L. Smith, Executors of the Estate of John C. Smith, Deceased	<i>by Roy L. Smith, Co-Executor</i>
Harry J. Roe	<i>by John H. Smith, Guardian</i> <i>Harry J. Roe, Minor, by John H. Smith, Guardian</i>

728 Policy for Powers of Attorney (Continued)

C FSA-211 (Continued)

FSA-211 authority does **not** provide the appointed attorney-in-fact the authority to sign or act on behalf of the grantor for any of the following:

- COC elections
- FSA-211
- requesting electronic access
- *--any program that is **not** a FSA, CCC, and NRCS program, such as TAA program
- FLP loan purposes.

Notes: See subparagraph G for procedure about routing payments to financial institution accounts.

See subparagraph H for procedure about executing CCC-605 using FSA-211.

FSA shall:

- process and record properly executed FSA-211's
- accept FSA-211's for NRCS customers; NRCS employees may accept FSA-211's for FSA customers

Note: FSA County Office employees are the **only** employees authorized to witness FSA-211 signatures. If an FSA employee does **not** witness FSA-211 signatures, FSA-211 **must** be notarized by a Notary Public.--*

- **not** process nor record FSA-211 that is:
 - incomplete
 - inaccurate
 - **not** properly witnessed by an FSA employee or acknowledged by a valid Notary Public.

Note: When the grantor is a corporation, the corporate seal of the grantor may be accepted in place of FSA employee witness or notarization.

See Exhibit 60 for:

- instructions for completing FSA-211
- instructions for completing FSA-211A
- an example of FSA-211
- an example of FSA-211A.

728 Policy for Powers of Attorney (Continued)

D Duration

FSA-211 shall remain in full force and effect from the date FSA-211 is correctly executed until 1 of the following occurs:

- grantor cancels FSA-211 in writing by either of the following:
 - providing written notification of FSA-211 cancellation to the applicable Service Center agency

Important: The Service Center agency shall attach written notification to the applicable FSA-211.

- writing “CANCELED” on original FSA-211, and initialing and dating
 - either grantor or appointed attorney-in-fact:
 - dies
 - becomes incompetent or incapacitated
 - is a legal entity, and the entity becomes dissolved
- *--Note:** If the grantor is an entity, such as a corporation, partnership, trust, joint venture, or other similar entity granting authority to act for the entity and bind all members, the death of the member or officer who executed FSA-211 does **not** invalidate FSA-211 on file unless the entity is dissolved.--*
- if FSA-211 is for specific FSN’s only and applicable FSN’s no longer exist.

E Changes

Changes made to an accepted power of attorney require the authority to be reissued on a new FSA-211.

Note: Transferring a farming operation to a different County Office does not invalidate a power of attorney.

932 Adding Records (Continued)

D Entries on Facility Name and Address Screen (Continued)

Field	Description	Entry
Direct Deposit	Indicates whether the facility wants payments to be made to established accounts in financial institutions. “Y” indicates using direct deposit for payments to the facility. “N” indicates that the producer will be paid directly.	No entry in this field. The field is updated through accounting applications.
Receive Mail	Indicates whether the facility wants to receive mailing from the State Office.	ENTER “Y” for facilities requesting to receive mail. ENTER “N” for facilities that have not requested to receive mail.
Foreign Person	Indicates whether the facility is considered a foreign person in accordance with 1-PL payment eligibility rules.	ENTER “Y” for facilities that are: <ul style="list-style-type: none"> • individuals that either are not U.S. citizens or do not possess a valid * * * I-551 • entities organized or chartered in a foreign country.

E Accessing Supplemental Data Screen

Access Supplemental Data Screen MAC01701 according to this table.

IF all fields on Screen MAC01202 are...	THEN...
correct	PRESS “Enter”. Supplemental Data Screen MAC01701 will be displayed.
incorrect	move the cursor directly over the incorrect entries. Correct the entry. PRESS “Enter” to advance to Supplemental Data Screen MAC01701.

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 2 for definitions of socially disadvantaged, limited resource and beginning farmers or ranchers.

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

C Maintenance

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

950 Certification Policy (Continued)

D Example of FSA-217

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

*--

This form is available electronically. (See Page 2 for Definitions.) FSA-217 U.S. DEPARTMENT OF AGRICULTURE (10-03-11) Farm Service Agency		1A. County FSA Office Name and Address (Including Zip Code) Jefferson County FSA Office 209 East Third Avenue Ranson, WV 25438	
SOCIALLY DISADVANTAGED, LIMITED RESOURCE AND BEGINNING FARMER OR RANCHER CERTIFICATION (See Page 2 for Privacy Act and Paperwork Reduction Act Statements.)		1B. Telephone No. (Area Code)	1C. Program Year
		304-725-3471	2008
2. Applicant's Name and Address Chris Hunt PO Box 10 Harpers Ferry, WV 25425		INSTRUCTIONS: 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.	
INFORMATION: 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".			
PART A – CERTIFICATION OF SOCIALLY DISADVANTAGED FARMER OR RANCHER (2003 Act – Includes Gender)			
3. I certify that the following is true by checking the box below:			
<input type="checkbox"/> I am a member (or if applicable, members) of a group whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities.			
PART B – CERTIFICATION OF SOCIALLY DISADVANTAGED FARMER OR RANCHER (1990 Act – Excludes Gender)			
4. I certify that the following is true by checking the box below:			
<input type="checkbox"/> I am a member (or if applicable, members) of a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities.			
Note: Food, Agriculture, Conservation and Trade Act of 1990 (includes racial, ethnic, but not gender).			
PART C – CERTIFICATION OF LIMITED RESOURCE FARMER OR RANCHER			
5. I certify that the following statements are true by checking the appropriate boxes below:			
<input type="checkbox"/> My/our gross direct and indirect farm sales were not more than \$100,000 in both of the previous 2 years. Farm sales limit is subject to change to adjust for inflation using price paid by farmer index as compacted by National Agricultural Statistics Service (NASS).			
AND:			
<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.			
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/ .			
PART D – CERTIFICATION OF BEGINNING FARMER OR RANCHER			
6. I certify that the following statements are true by checking the appropriate boxes below:			
<input checked="" type="checkbox"/> a. I (or if applicable, the entity or joint operation) have not operated a farm or ranch for more than 10 years.			
<input checked="" type="checkbox"/> b. I (or if applicable, the entity or joint operation) substantially participates in the operation.			
<input checked="" type="checkbox"/> c. I (or if applicable, the entity or joint operation) began farming in <u>April/2007</u> . Date (Month/Year)			
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.			
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	

--*

950 Certification Policy (Continued)

D Example of FSA-217 (Continued)

*--

FSA-217 (10-03-11)	Page 2
Definitions:	
A. Socially Disadvantaged Farmer or Rancher (2003 Act-Includes Gender):	
A <u>socially disadvantaged farmer or rancher</u> is a farmer or rancher who is a member of a group whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. Groups include: American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics, and gender.	
<i>Note: This definition, which includes gender as a prejudice, is applicable to only Direct and Counter-Cyclical Payment Program (DCP) or Average Crop Revenue Election Program (ACRE).</i>	
B. Socially Disadvantaged Farmer or Rancher (1990 Act – Excludes Gender):	
A <u>socially disadvantaged farmer or rancher</u> is a farmer or rancher who is a member of a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities. Groups include: American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, and Hispanics.	
<i>Note: This definition is applicable to all programs except Direct and Counter-Cyclical Payment Program (DCP) or Average Crop Revenue Election Program (ACRE).</i>	
C. Limited Resource Farmer or Rancher:	
A <u>limited resource farmer or rancher</u> is a farmer or rancher that meets the criteria for both of the following:	
<ul style="list-style-type: none"> • The farmer or rancher directly or indirectly has gross farm sales not more than \$100,000 in both of the previous 2 years to be increased starting in FY 2004 to adjust for inflation using price paid by farmer index as compacted by NASS. • The farmer or rancher has a total household income at or below the national poverty level for a family of 4, or less than 50 percent of county median household income in both the previous 2 years, to be determined annually using Commerce Department data. 	
A limited resource farmer or rancher status may be determined by using the web site for USDA Limited Resource Farmer and Rancher Online Self-determination Tool located at http://www.lrftool.sc.egov.usda.gov/ .	
D. Beginning Farmer or Rancher:	
A <u>beginning farmer or rancher</u> is an individual or entity for which both of the following are true:	
<ul style="list-style-type: none"> • The farmer or rancher or entity or joint operation has not operated a farm or ranch for more than 10 consecutive years. • The farmer or rancher substantially participates in the operation. 	
<i>Note. If a legal entity requests to be considered a "socially disadvantaged", "limited resource", or "beginning" farmer or rancher, at least 50 percent of the persons in the entity must in their individual capacities meet the definition as provided on this form. Farmer or rancher includes: "owners", "operators" and "other producers".</i>	
<i>Note: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits.</i>	
<i>This information collection is exempted from the Paperwork Reduction Act as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F-Administration). The provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</i>	
<i>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).</i>	
<i>To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</i>	

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951-975 (Reserved)

***--1011 State Reports**

A Overview

After users have clicked “State Report”, under “Application” in the left navigation, the Select Report Criteria Screen will be displayed.

B Example of the Select Report Criteria Screen

The following is an example of the Select Report Criteria Screen.



C Action

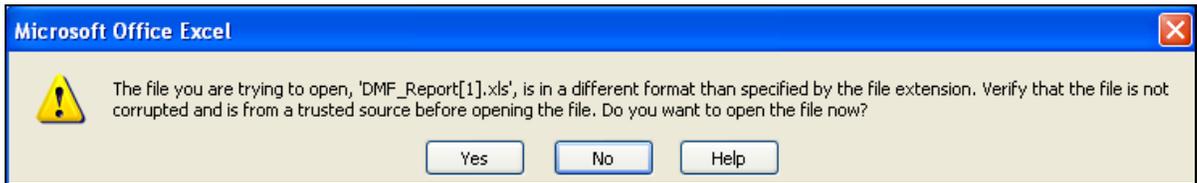
To generate a State Report, select:

- FY
- State
- county or all counties
- quarter

CLICK “**Generate Report**”.--*

1011 State Reports (Continued)**D Generating State Reports**

After users click “Generate Report”, the Microsoft Office Excel message, “The file you are trying to open, ‘DMF_Report[1].xls’, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?” may be displayed. **CLICK “Yes”**.

**E Information Arrangement in the Payments to Individuals Identified as Deceased Report**

The information in the Payments to Individuals Identified as Deceased Report is arranged as described in subparagraph 1006 E.

1012-1020 (Reserved)

--Part 35 Using Unauthorized Forms and Documents*1021 Unauthorized Forms and Documents Policy****A Background**

Using obsolete forms or State or County Office developed forms, worksheets, applications, and other documents is strictly prohibited. Only those issued and/or cleared by the National Office are authorized for use.

B Privacy Act and Information Collection Procedures

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act and information collection procedures, including clearance of these documents by the following offices:

- National Office program area
- MSD, Forms, Graphics, and Records Section
- OMB.

Note: See 3-AS.

C State or County Office Developed Forms

All forms, worksheets, and documents developed by State and County Offices that are used to obtain information **must** be submitted to the National Office for review and clearance **before** use.

Requests for using State or County Office developed forms:

- shall be FAXed to the Common Provisions Branch Chief, PECD, at 202-720-0051

Note: For FLP-related forms, see paragraph 3 of the related FLP handbook for additional guidance on numbering State-developed forms and obtaining National Office approval.

- will be directed to the applicable approving authority.--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists the required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
RPT-I-00-CM-08-1	Payments to Producers Identified as Deceased Report	Quarterly	30 calendar days after notification is received that the reports have been posted.	No	976-978, 1001, 1006, Ex. 125

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		750, 753
AD-2017	Service Center Information Management System (SCIMS) Access Form	Ex. 11.4	141, Ex. 2
AD-2047	Customer Data Worksheet Request for SCIMS Record Change (For Internal Use Only)	198	
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		177
CCC-36	Assignment of Payment		211, 934
CCC-37	Joint Payment Authorization		211, 934
CCC-64	Surety Bond (Minor)	677	
CCC-184 ^{1/}	CCC Check		679, 779
CCC-501A	Member's Information		753
CCC-502	Farm Operating Plan for Payment Eligibility Review		753
CCC-509	Direct and Counter-Cyclical Program Contract		709, 710
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		72, 753, Ex. 51
CCC-605	Designation of Agent - Cotton		728, 731, Ex. 51
CCC-901	Members Information 2009 and Subsequent Years		707-711, 713, Ex. 51
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		707-711, 713, Ex. 51

^{1/} CCC-184 is obsolete.

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-1099-G	Report of Payments to Producers		276
CRP-1	Conservation Reserve Program Contract		211
FFAS-12	Electronic Funds Transfer (EFT) Hardship Waiver Request		728
FSA-155	Request for Farm Reconstitution		Ex. 51
FSA-179	Transfer of Farm Records Between Counties		Ex. 51
FSA-211	Power of Attorney	Ex. 60	178, Part 25, 1005, Ex. 2, 51
FSA-211-1 <u>1/</u>	Power of Attorney for Husband and Wife		728
FSA-211A	Power of Attorney Signature Continuation Sheet	Ex. 60	707, 728
FSA-217	Socially Disadvantaged, Limited Resource and Beginning Farmer or Rancher Certification	950	
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent	779	762
FSA-570	Waiver of Eligibility for Emergency Assistance	802	801
FSA-2001	Request for Direct Loan Assistance		177
FSA-2301	Request For Youth Loan		177
I-551	Alien Registration Receipt Card		177, 178, 932, Ex. 2
IRS 1099-MISC	Miscellaneous Income		122
SF-256	Self-Identification of Handicap	Ex. 13	179
SF-1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	780	
SF-1199A	Direct Deposit Sign-Up Form		728
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		728
UCC-1	UCC Financing Statement		681
UCC-1F	Effective Financing Statement		681
W-7	Application for IRS Individual Taxpayer Identification Number		127

1/ FSA-211-1 is obsolete.

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
DMF	Death Master File	1004, 1006, 1009, 1011, Ex. 125
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
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

Definitions of Terms Used in This Handbook

Administrator

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

Agent

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

Affidavit

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

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

Authorized User

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

Beginning Farmer or Rancher

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

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

Note: If a legal entity requests to be considered a "beginning" farmer or rancher, at least 50 percent of the persons in the entity must in their individual capacities meet the definition.

Conservator

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

Definitions of Terms Used in This Handbook (Continued)

County

The term county means:

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

Customer Core Data

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

Executor

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

Facsimile Signature

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

FAXed Signature

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

Foreign Entity

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

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

Guardian

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

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SCIMS Security Officers

A National SCIMS Security Officers

Agency	Name
FSA	*--Ginny Haynes
NRCS	Leroy Hall--*
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	*--Jena Moore--*
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	FSA (Backup)	Susan Kime--
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	*--Jennifer Duben Dorif--*
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	NRCS	Thomas Morgart
Maryland	RD	Vacant
Massachusetts	FSA	Thomas E. Smiarowski
--Massachusetts	FSA (Backup)	Rebecca Savarese--
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	*--Paulette Balliette--*
Nevada	RD	Vacant
New Hampshire	FSA	Linda L. Games
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	FSA (Backup)	Charley A. Jones--
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	FSA (Backup)	Laura Craft--
Virginia	NRCS	Rod Wood
Virginia	RD	Nancy A. Lewis
*--Washington	FSA	Gerri A. Richter
Washington	FSA (Backup)--*	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	*--Bill O'Donnell--*
West Virginia	RD	Vacant
Wisconsin	FSA	Barbara A. Quam
Wisconsin	NRCS	Paula French
Wisconsin	RD	Jolane Rankin
Wyoming	FSA	Todd Even
Wyoming	NRCS	*--Mike Swanson--*
Wyoming	RD	Mary A. Sessin

State and County Codes and Counties (Continued)

23 Maine (Continued)									
Codes		County	Non-Ag.	Non-FIPS	Codes		County	Non-Ag.	Non-FIPS
St.	Co.				St.	Co.			
23	021	Piscataquis			23	027	Waldo		
23	023	Sagadahoc			23	029	Washington		
23	025	Somerset			23	031	York		
24 Maryland									
Codes		County	Non-Ag.	Non-FIPS	Codes		County	Non-Ag.	Non-FIPS
St.	Co.				St.	Co.			
24	001	Allegany			24	029	Kent		
24	003	Anne Arundel			24	031	Montgomery		
24	005	Baltimore			24	033	Prince George's		
24	009	Calvert			24	035	Queen Anne's		
24	011	Caroline			24	037	St. Mary's		
24	013	Carroll			24	039	Somerset		
24	015	Cecil			24	041	Talbot		
24	017	Charles			24	043	Washington		
24	019	Dorchester			24	045	Wicomico		
24	021	Frederick			24	047	Worcester		
24	023	Garrett			Independent City				
24	025	Harford			24	510	Baltimore	X	
24	027	Howard							
25 Massachusetts									
Codes		County	Non-Ag.	Non-FIPS	Codes		County	Non-Ag.	Non-FIPS
St.	Co.				St.	Co.			
25	001	Barnstable			25	015	Hampshire		
25	003	Berkshire			25	017	Middlesex		
25	005	Bristol			25	019	Nantucket		
25	007	Dukes			25	021	Norfolk		
25	009	Essex			25	023	Plymouth		
25	011	Franklin			25	025	Suffolk		
25	013	Hampden			25	027	Worcester		

State and County Codes and Counties (Continued)

26 Michigan									
Codes		County	Non-Ag.	Non-FIPS	Codes		County	Non-Ag.	Non-FIPS
St.	Co.				St.	Co.			
26	001	Alcona			26	075	Jackson		
26	003	Alger			26	077	Kalamazoo		
26	005	Allegan			26	079	Kalkaska		
26	007	Alpena			26	081	Kent		
26	009	Antrim			26	083	Keweenaw		
26	011	Arenac			26	085	Lake		
26	013	Baraga			26	087	Lapeer		
26	015	Barry			26	089	Leelanau		
26	017	Bay			26	091	Lenawee		
26	019	Benzie			26	093	Livingston		
26	021	Berrien			26	095	Luce		
26	023	Branch			26	097	Mackinac		
26	025	Calhoun			26	099	Macomb		
26	027	Cass			26	101	Manistee		
26	029	Charlevoix			26	103	Marquette		
26	031	Cheboygan			26	105	Mason		
26	033	Chippewa			26	107	Mecosta		
26	035	Clare			26	109	Menominee		
26	037	Clinton			26	111	Midland		
26	039	Crawford			26	113	Missaukee		
26	041	Delta			26	115	Monroe		
26	043	Dickinson			26	117	Montcalm		
26	045	Eaton			26	119	Montmorency		
26	047	Emmet			26	121	Muskegon		
26	049	Genesee			26	123	Newaygo		
26	051	Gladwin			26	125	Oakland		
26	053	Gogebic			26	127	Oceana		
26	055	Grand Traverse			26	129	Ogemaw		
26	057	Gratiot			26	131	Ontonagon		
26	059	Hillsdale			26	133	Osceola		
26	061	Houghton			26	135	Oscoda		
26	063	Huron			26	137	Otsego		
26	065	Ingham			26	139	Ottawa		
26	067	Ionia			26	141	Presque Isle		
26	069	Iosco			26	143	Roscommon		
26	071	Iron			26	145	Saginaw		
26	073	Isabella			26	147	St. Clair		