FSA
HANDBOOK

Web-Based Subsidiary Files for 2009 and Subsequent Years

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

3-PL
(Revision 1)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Farm Service Agency
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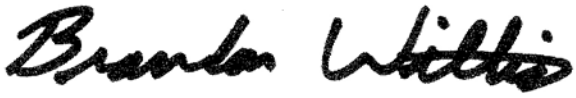
Web-Based Subsidiary Files for 2009 and Subsequent Years 3-PL (Revision 1)	Amendment 3

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

Changes were required to be made to the Foreign Person section in eligibility software because SCIMS fields for citizenship country, resident alien, and originating country were summarized to populate the foreign person COC determination for all years. This created a problem for prior years because eligibility data is year specific and SCIMS data is not year specific and, therefore, may only be revised for the current year.

Eligibility software has been modified in the Foreign Person section to:

- always display the Foreign Person section
- use SCIMS data to update current year only
- allow COC determinations to be revised by the user for any year.

Software will be available Monday, December 14, 2009.

B Reason for Amendment

Paragraph 25 has been amended to provide procedure for revised software.

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Part 1 General Information

1 Purpose

A Handbook Purpose

This handbook provides instructions for accessing and updating web-based subsidiary files. Subsidiary files are used to assist State and County Offices in recording the following:

- determinations for direct attribution
- payment eligibility for each program participant.

B Purpose of Subsidiary Files

Information recorded in the subsidiary files is used by various processes, especially automated payment processes, to determine whether applicants are eligible for program benefits and the amount of the program benefit that can be issued.

2 Sources of Authority and Related Handbooks

A Sources of Authority

See 4-PL, paragraph 3 for additional information on the legislative history of payment limitation and payment eligibility provisions.

B Authority for Payment Limitation and Eligibility Provisions

Authority for payment limitation and payment eligibility provisions is in Food Security Act of 1985, Sections 1001, 1001A, 1001B, 1001C, and 1001 D, as amended.

C Authority for HELC and WC Provisions

Authority for HELC and WC provisions is in the Food Security Act of 1985, as amended by:

- Pub. L. 101-28
- Pub. L. 110-246
- Food, Agriculture, Conservation, and Trade Act of 1990
- Federal Agriculture Improvement and Reform Act of 1996

D Authority for Controlled Substance Violations

Authority for controlled substance violations is provided by Food Security Act of 1985, Section 1764, 99 Stat. 1354, 1652 (21 U.S.C. 881a), as amended.

2 Sources of Authority and Related Handbooks (Continued)

E FSA Handbooks

The following provides FSA handbooks related to subsidiary file applications.

Handbook	Purpose
1-CM	Information for: • recording and updating name and address information in SCIMS • controlled substance violations • FCI linkage requirements.
6-CP	Provides instructions and procedure for administering the highly erodible and wetland conservation provisions.

1-PL	Provides:
	
	• instructions and uniform methods for State and County Offices to determine:
	
	  • "persons" for payment limitation purposes
	  • payment eligibility for each program participant
	
	• combination policy.

2-PL	Provides instructions for accessing and updating subsidiary files on System 36. Subsidiary files are used to assist State and County Offices with: • recording "person" information for payment limitation purposes • recording payment eligibility information • enforcing eligibility and "person" determinations when issuing program payments through automated systems • combining producers in 2005 and 2006.
3-PL	Provides instructions for accessing and updating web-based subsidiary files. Subsidiary files are used to assist State and County Offices in recording: • COC "person" determination information • information about producer payment eligibility • member information for joint operations and entities.
4-PL	Provides instructions and uniform methods for State and County Offices to: • apply direct attribution for payment limitation purposes • determine payment eligibility for each program participant.
Applicable program handbooks	Provides information on how data is used in the subsidiary files to determine producer eligibility and the application of payment limitation provisions.

3 CCC-770 ELIG 2008

A Background

County Offices have come under close scrutiny because of audits and reviews:

- performed externally by Price-Waterhouse
- done internally by CORP checking improper payments.

The National Office was mandated to assemble a checklist to assist County Offices in entering determinations into the web-based Subsidiary System. This checklist is CCC-770 ELIG 2008.

B CCC-770 ELIG 2008 Farm Bill Information

CCC-770 ELIG 2008 does **not** supersede or replace procedure. County Offices should:

- use CCC-770 ELIG 2008 as a reminder of the most frequent errors in determinations and certifications when dataloading the web-based subsidiary system

- recognize that the questions asked on CCC-770 ELIG 2008 are very general in nature and may not address every conceivable situation about eligibility.

3 CCC-770 ELIG 2008 (Continued)

C Completing CCC-770 ELIG 2008

CCC-770 ELIG 2008 must be completed for every producer who requests a payment or members of entities who are required to meet payment eligibility provisions. If the web-based Subsidiary System is updated, CCC-770 ELIG 2008 shall be on file for the identification number that was updated.

Notes: Members of joint operations or entities that have no other farming interest are not required to have a separate CCC-770 ELIG 2008. For joint operations or entities that have members that have no other farming interest, County Offices shall do either of the following:

- enter the name of **each** member of the joint operation or entity in CCC-770 ELIG 2008, item 14

- print the AGI Entity/Member Report and attach to CCC-770 ELIG 2008.

  Note: To print the AGI Entity/Member Report on Subsidiary Main Menu MAD000:

  - ENTER “11”, “Adjusted Gross Income”
  - ENTER “2”, “Print Entity/Member Report”.

Beside each member **that does not have any other farming interest**, ENTER:

- “Yes” if:

  - CCC-926 has been completed in its entirety and signed by an authorized individual

  - the correct certifications have been entered into the web-based Eligibility System, Adjusted Gross Income section

- “No” if:

  - CCC-926 has not been completed in its entirety and has been signed by an authorized individual

  - the correct certifications have **not** been entered into the web-based Eligibility System, Adjusted Gross Income section.

If any member is an embedded entity or joint operation, each embedded member **must** be entered in CCC-770 ELIG 2008, item 14.

3 CCC-770 ELIG 2008 (Continued)

C Completing CCC-770 ELIG 2008 (Continued)

CCC-770 ELIG 2008:

- shall be completed every time a new determination or certification is recorded for a producer in 1 of the following fields:

  - "Actively Engaged"
  - "Cash Rent Tenant"
  - "AD-1026"
  - "Adjusted Gross Income – Commodity Program"
  - "Adjusted Gross Income – Direct Payment"
  - "Adjusted Gross Income – Conservation Program"

  Note: If only 1 of these fields has a determination or certification updated, then no entry is required in the other fields on CCC-770 ELIG 2008.

  Example: A producer files documentation that requires a new actively engaged determination and cash rent tenant rule determination. After the determinations are made and entered into the web-based Subsidiary System, an FSA employee is only required to complete CCC-770 ELIG 2008, items 7A, 7B, 8A, and 8B. All other items should be left blank. Enter any remarks in item 14 to clarify.

- shall be completed by the recording county

- shall be maintained in the recording county only

- is **mandatory**

- is **not** required for producers who are NRCS customers only

Important: CCC-770 ELIG 2008 was developed by the National Office and is the required checklist for eligibility. County Offices may supplement CCC-770 ELIG 2008 with additional checklists if approved by the State Office.

3 CCC-770 ELIG 2008 (Continued)

D CED Spot Checks

CED or their designated representative:

- shall use the State Committee Eligibility Change Report to randomly select spot checks of the updated determination or certification changes
- shall spot check, at a minimum, the following every FY quarter in each Service Center:
  - five CCC-770 ELIG 2008's, if 10 or less CCC-770 ELIG 2008's have been completed
  - ten CCC-770 ELIG 2008's, if 11 through 1,000 CCC-770 ELIG 2008's have been completed
  - twenty CCC-770 ELIG 2008's, if more than 1,000 CCC-770 ELIG 2008's have been completed
- shall spot check every STC and COC member's and/or employee's CCC-770 ELIG 2008

Note: Spot checks of STC, COC, and/or employee are in addition to the 5, 10, or 20 selected in this subparagraph.

- shall check the "Concur" or "Do Not Concur" box, item 12A, for the randomly selected updated determination or certification changes
- shall sign and date CCC-770 ELIG 2008, items 12B and 12C
- shall report to COC and the STC representative any CCC-770 ELIG 2008 that is checked "Do Not Concur"
- are not required to spot check every CCC-770 ELIG 2008 completed in their county.

3 CCC-770 ELIG 2008 (Continued)

E STC or Designee Spot Checks

STC or their designee shall:

- select a minimum of twenty CCC-770 ELIG 2008's to spot check per year
- select a combination of CCC-770 ELIG 2008's that were:
  - spot checked by CED
  - randomly selected, not previously reviewed by CED
- spot check all FSA employee CCC-770 ELIG 2008's

  Note: These spot checks are in addition to the minimum of 20.
- check the "Concur" or "Do Not Concur" box, item 13A for the selected determination or certification changes
- sign and date the CCC-770 ELIG 2008, items 13B and 13C
- submit the results of the spot checks to SED if there are apparent internal control deficiencies.

Note: SED's may require additional spot check reviews at their discretion provided SED determines there are apparent internal control deficiencies.

- spot check additional CCC-770 ELIG 2008's, if required by SED.

3 CCC-770 ELIG 2008 (Continued)

F National Report

SED's shall submit the National Report in the format provided by the National Office no later than October 31 each year. The report will be compiled as a State Summary of the CCC-770 ELIG 2008 completed within the State.

G Instructions for CCC-770 ELIG 2008

Use the following instructions to complete CCC-770 ELIG 2008.

Item	Instructions
1	Enter the name of the producer. If this producer is a joint operation that has members with no other farming interest or an entity that has members with no other farming interest, then the preparer shall list all members, including embedded, of the joint operation or entity in item 14. This will serve as CCC-770 ELIG 2008 for those members with no other farming interest.
2	Enter the last 4 digits of the producer's ID number.
3	Enter the applicable State name.
4	Enter the County Office name that is completing CCC-770 ELIG 2008.
5	Enter the applicable subsidiary year (FY).
6	Answer question either "Yes" or "No". If "Yes", then items 7 through 10 must be completed and then signed by a preparer in item 11. If "No", then CCC-770 ELIG 2008 **must** be completed by the recording county. Requests for CCC-770 ELIG 2008 should be documented on CCC-527, Part C.
7A	Answer questions about actively engaged determination. If "Yes" cannot be answered, then "No" should be checked.
7B	Answer "Yes" or "N" about the completion of entries into the web-based Subsidiary System.
8A	Answer questions relating to cash rent tenant. If "Yes" cannot be answered, then "No" should be checked.
8B	Answer "Yes" or "No" about the completion of entries into the web-based Subsidiary System.
9A	Answer questions about AD-1026. If "Yes" cannot be answered to all 3 questions, then "No" should be checked.
9B	Answer "Yes" or "No" about the completion of entries into the web-based Subsidiary System.
10A	Answer questions about AGI. If "Yes" cannot be answered, then "No" should be checked.
10B	Answer "Yes" or "No" about the completion of entries into the web-based Subsidiary System.

3 CCC-770 ELIG 2008 (Continued)

G Instructions for CCC-770 ELIG 2008 (Continued)

Item	Instructions
11A	Any County Office employee who completes items 7 through 10 shall sign as preparer. By signing as preparer, this does not indicate that an employee checked items 7 through 10; only that this employee completed an item.
11B	The County Office employee who signs in item 11A shall date this item with the current date.
12A	When applicable, CED or designated representative shall indicate whether or not they concur with how items 7 through 10 were completed. See subparagraph D for CED spot check procedure.
12B	CED or designated representative who completed item 12A shall sign in this item.
12C	CED or designated representative who signed item 12B shall date this item with the current date.
13A	When applicable, DD shall indicate whether or not they concur with how items 7 through 10 were completed. See subparagraph E for STC spot check procedure.
13B	DD who completed item 13A shall sign in this item.
13C	DD who signed item 13B shall date this item with the current date.
14	For producers who are joint operations or entities and have members that do not have any other farming interest, enter the name of each member of the joint operation or entity. Beside each member with no other farming interest, ENTER "Yes" or "No" to the answers in items 10A and 10B. If the member with no other farming interest has a "Yes" beside their name, then consider that member's CCC-770 ELIG 2008 complete.

Note: A situation may arise when the preparer or the spot checker of CCC-770 ELIG 2008 determines that a question is not relevant to the particular program that needs the web-based Eligibility System to be updated. In those situations, an answer of "NA" would represent a "Not Applicable" response.

3 CCC-770 ELIG 2008 (Continued)

H Example CCC-770 ELIG 2008

The following is an example CCC-770 ELIG 2008.

This form is available electronically.

CCC-770 ELIG 2008 (06-18-09) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation	1. Producer Name	2. ID Number *(Last 4 Digits)*
ELIGIBILITY CHECKLIST – 2008 FARM BILL	3. State Name	4. County Office Name
	5. Subsidiary Year	

Office Staff Actions:	**Applicable Handbooks**	**YES**	**NO**	**N/A**
6. Does this office serve as the recording county for this producer? If "YES", complete Items 7 through 10 and sign where applicable in Item 11. If "NO", and determinations have not been updated then contact the recording county using a CCC-527.	3-PL (Rev. 1), paragraph 22 and 2-PL, paragraph 107			
7. Actively Engaged Determination: A. Have the applicable CCC-902 (E or I), requisite CCC-901 and/or CCC-903 been completed in their entirety and signed by an authorized individual?	4-PL, Part 2, Section 6, and Part 4			
B. Has the correct determination been entered into the actively engaged section of the web based eligibility system?	3-PL (Rev. 1), paragraph 26			
8. Cash Rent Tenant Rule Determination: A. Has the County Committee determined the applicability of the cash rent tenant rule on the CCC-903 and applied the percent of cropland factor if necessary?	4-PL, paragraph 91 and paragraph 207			
B. Has the correct information been loaded into the cash rent tenant section of the web based eligibility system?	3-PL (Rev. 1), paragraph 28			
9. AD-1026 Certification: A. Have AD-1026s been completed in their entirety for the program applicant and all affiliates with farming interests? Have all AD-1026s been signed by an authorized individual? If there are no affiliates, has "None" been checked on the AD-1026, Item 8?	6-CP, paragraphs 401, 402 and subparagraph 429 C			
B. Has the correct certification been entered into the AD-1026 section of the web based subsidiary files?	3-PL (Rev. 1), paragraph 29			
10. Adjusted Gross Income Certification: A. Has CCC-926 been completed in its entirety and signed by an authorized individual? **Notes:** • For entities, a CCC-926 must be received to reach the individual level. • FSA-211s executed after March 18, 2003 must allow execution of "All Actions" or specifically allow execution of "AGI Certification".	4-PL, Part 6 1-CM			
B. Have the correct certifications been entered into the Adjusted Gross Income section of the web based eligibility system?	3-PL (Rev. 1), paragraph 31			

Certification

11A. Signature of Preparer(s)	11B. Date *(MM-DD-YYYY)*	11A. Signature of Preparer(s)	11B. Date *(MM-DD-YYYY)*

12A. I concur/do not concur the above items have been verified and updated. ☐ Concur ☐ Do Not Concur

12B. CED Signature for Spotcheck	12C. *Date (MM-DD-YYYY)*

13A. I concur/do not concur the above items have been verified and updated. ☐ Concur ☐ Do Not Concur

13B. DD Signature for Spotcheck	13C. Date *(MM-DD-YYYY)*

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

3 CCC-770 ELIG 2008 (Continued)

H Example CCC-770 ELIG 2008 (Continued)

CCC-770 ELIG 2008 (06-18-09) Page 2

14. Remarks:

4-10 (Reserved)

11 Get Change Alert Message System

A Change Alert Messages

A change alert message is generated by the web-based system to notify affected County Offices of changes for a producer. A change alert message can be viewed by clicking the "Get Change Alert" button appearing on the left side in the blue portion of the main screen.

At this time, change alert messages only notify County Offices of recording county changes. When new processes are added to the subsidiary system, then it is anticipated that more change alert messages will be added.

B Viewing Change Alert Messages

A message will be generated and sent to affected County Offices when a change to a recording county is made. An icon will be displayed when a new message is received. The icon will continue to be displayed until the message is read by the County Office.

Each county to which the producer is linked in SCIMS will receive this change alert message, to notify all users of this recording county change. The only county that can change a recording county is the recording county. If the change is not correct, then the new recording county must make the correction.

After a change alert message is read it will remain in the lists of alerts for 30 calendar days. During the 30 calendar day period the message can be accessed and read as many times as necessary. After the 30 calendar day period the message will automatically disappear.

C Change Alert Report

At this time there is no change alert report, however users can print the report by accessing the "Print" option from the "File" menu option at the top of the web page.

D Deletion of Change Alert

Users do not have the capability to delete change alert messages. Messages will automatically be removed 30 calendar days after the message was generated.

12-19 (Reserved)

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Part 3 Producer Eligibility Information

20 General Information

A Introduction

This part provides information and procedure for accessing and updating the web-based Eligibility System.

B Purpose of the Data in the Eligibility System

The eligibility system is designed to record information needed to ensure that only producers who comply with applicable program provisions receive USDA program benefits. Therefore, it is critical that information in the eligibility system be updated properly. Data in the eligibility system is used to determine producer program benefit eligibility for, but not limited to, the following programs:

- ad-hoc disaster programs
- Agricultural Management Activities
- ACRE Program
- Conservation Security Program
- Conservation Stewardship Program
- CRP
- DCP
- ECP
- Emergency Assistance for Livestock, Honey Bees, and Farm-Raised Fish
- EQIP
- FLP
- GRP
- LFP
- LIP
- NAP
- price support loans and LDP’s
- Supplemental Revenue Assistance Payments Program
- TAP
- Wildlife Habitat Incentives Program.

21 Web-Based System Eligibility Records

A Introduction

In the web-based system, an eligibility record is created for each customer recorded in SCIMS that is also linked to at least one FSA County Office. Like SCIMS, only 1 eligibility record will exist for each customer in the web-based environment.

B Creating Eligibility Records for New FSA Customers

Eligibility records will be created with default values for new FSA customers when the required name and address information is updated in SCIMS. This process occurs automatically when “Submit” is clicked and the record information is updated in SCIMS.

Note: An eligibility record will not be created unless the customer is linked to at least one FSA County Office.

See each applicable paragraph for information on the default values for each eligibility determination.

21 Web-Based System Eligibility Records (Continued)

C Availability of Subsidiary Eligibility Data

The following is a guide to show the eligibility value and the years to be displayed. As new programs are announced, the system will be updated.

Note: See 3-PL for eligibility values for years before 2009.

Description	2009
Foreign Person	X
Actively Engaged	X
Cash Rent Tenant and Cropland Factor	X
AD-1026	X
Conservation Compliance	X
Adjusted Gross Income - Commodity Program	X
Adjusted Gross Income - Direct Payment	X
Adjusted Gross Income - Conservation Program	X
Controlled Substance	X
NAP Noncompliance	X
Delinquent Debt	X
Socially Disadvantaged Farmer or Rancher:	
• includes ethnic, racial, and gender	X
• includes ethnic and racial but **not** gender.	X
Beginning Farmer or Rancher	X
Limited Resource Farmer or Rancher	X
Fraud - Including FCIC Fraud	X
FCI	X
Person Determination - 2002 Farm Bill	X
Actively Engaged - 2002 Farm Bill	X
Suspended Producer	X
Permitted Entity - 2002 Farm Bill	X
Adjusted Gross Income - 2002 Farm Bill	X

21 Web-Based System Eligibility Records (Continued)

D BIA ID Number 52-1176810

An eligibility record will not be created for BIA ID number 52-1176810. Indians represented by BIA are the producers requesting program benefits and as such eligibility records should be created and updated for the Indian represented by BIA, not BIA. BIA does not actually own land or participate in FSA programs. Therefore, there is no reason to create and update eligibility data for BIA.

E Downloading Eligibility Data to System 36

Eligibility data must be downloaded to System 36 to process program benefits. See Exhibit 6 for information on how data is downloaded from the web-based application.

22 Recording County

A Introduction

Every producer recorded in SCIMS will have an eligibility record and recording county. This is important because only the recording county will have the ability to update subsidiary customer records. However, there will be an option that will allow the recording county to be changed. When the recording county gives up their responsibility, the right to update that producer record will be lost.

Regardless of how the recording county is established, once it is established, only the existing recording county can request a change to assign another county as the recording county.

B Recording County for New FSA Customers

When a new FSA customer is entered in SCIMS, the system must establish a recording county. A new FSA customer is someone added to SCIMS for the first time, and linked to a county at that time. The linked county will be the recording county. If a new FSA customer is linked to 2 counties at the same time, the system will use the ZIP code process to assign the recording county.

IF…	AND is linked to…	THEN…
a new FSA customer is added to SCIMS	a county in SCIMS	that county is assigned as the recording county.
	2 or more counties at the same time in SCIMS	the ZIP code process is used to assign the recording county.

22 Recording County (Continued)

C Changing Recording County

Change a recording county according to the following.

Step	Action	Result	
1	The recording county calls up the Recording County Screen, which lists all the counties the producer is currently "linked to".	A list of all the counties the producer is linked to will be displayed with the recording county radio button selected.	
2	Click on the **new** recording county to change the recording county.	The new recording county will be displayed with the radio button selected.	
3	Select the update function.	The message, "Is this the new recording county? Yes or No", will be displayed.	
4	Answer either "Yes" or "No".	**IF…**	**THEN the system will…**
		yes	automatically update the new county as the recording county.
		no	return to start and wait for action. Go to step 1.
5	Whenever a recording county change is completed, the system will generate a message to be sent out to all the producer's counties on the County Message Log. The notification of an existing message will be displayed on each county's system the message is read.	The message, "Producer's name, SS# and type, Recording County has changed from ST CTYA to ST CTYB on __date__.", will be displayed to all counties on the County Message Log.	

Note: Only the recording county can make a change. Only 1 county can be selected as the new recording county. A CMA county is ineligible to be the recording county.

22 Recording County (Continued)

D ZIP Code Process

When all other methods fail, the system will use the ZIP code process to assign an FSA customer a recording county according to the following.

Step	Action	Results
1	From the FSA producer's home address ZIP code subtract individually each County Office ZIP code with a link to the FSA customer.	Arrange the results in ascending order.
2	Find the result with the smallest difference between ZIP codes.	This County Office is the recording county.
3	If 2 County Offices have the same result, then find the County Office ZIP code with the lowest numerical ZIP code.	

Note: Only 1 county can be assigned as the recording county. A CMA county is ineligible to be the recording county.

E Error Messages

The following error messages will be displayed if the user does not enter a valid recording county data.

IF the user is…	THEN the following message will be displayed…
making a change and is the current recording county	"This is the current recording county."
trying to highlight 2 or more counties	"Only 1 county can be recording county."
a nonrecording county trying to make a change	"Only the recording county can make this change."

23 Security

A Overview

Only very limited access to the system is granted because the data in the FSA subsidiary file is very sensitive. This is an attempt to prevent the release or reading of this sensitive data. Security will determine who:

- can make updates to records
- has view-only authority
- has no access at all.

B Security Set Up

All levels within the FSA organization are required to set up security accounts for employees who are to have access to FSA records on the new system. When establishing these security accounts, the level of authority to access data must be considered. The following are the levels of security in the new system:

- full access to update records
- view-only authority
- no access at all.

C System Security

In the web-based eligibility system, the security level is verified at the time of signing on the system. When a user signs onto the system, security checks the authenticity of the user. When authenticity has been verified, then the security process sends back a code as to the controlled membership group that particular user has been assigned. That code then controls the user's access only to their level of security until they sign off.

The security application process provides service access by user group. Currently, the following groups have been identified for access control:

- those not allowed any access
- those allowed view-only access
- those that are allowed general update access, if they are the recording county
- those that are allowed general update access, if their State contains the recording county
- those with special update access privilege
- system administrator
- persons with authority to initiate rollover and data migrations.

Note: The system is capable of handling more groups as the need arises.

23 Security (Continued)

D Determining User Update Capability

Only FSA personnel who are in the recording county for that producer can change and modify the data. In other words, recording county FSA users have full "update" capability. All nonrecording county FSA personnel will have "view-only" capability.

At the State Office level, selected personnel will have update capability only for those producers whose recording county is in that State. National Office level personnel will have restricted update capability of the "Fraud – Including FCIC Fraud" records.

E Determining View-Only Update Capability

All FSA and NRCS personnel will have view-only capability. The system will have to authenticate the user as FSA or NRCS personnel.

F Denied Access

At this time, all other persons will be denied both "update" and "view-only" capability. The security system built in the new system is flexible, because other groups may be added to the list of users in the future.

G User Update Restriction by Level

For control purposes, each level of users will be restricted in their update capability. At the:

- County Office level, their authority will be to update records for all producers for whom they are the recording county

- State Office level, select personnel will have the authority to update any producer whose recording county is in their State

- National Office level, select personnel will have the authority to update any producer record for Fraud – Including FCIC Fraud" and all personnel will have "view-only" capability.

23 Security (Continued)

H Security Accessibility Table

The following is a summary of the approved users that security will check before allowing access.

Group	User	Access Capability
FSA	Recording county personnel.	Update
	Nonrecording county personnel.	View-Only
	State Office personnel.	View-Only **Note:** Select employees may be granted permissions to update any producer whose recording county is in the State.
	National Office personnel.	View-Only **Note:** Select employees may be granted permissions to update any producer nationwide and have the capability to update Fraud – Including FCIC Fraud flag.
	Kansas City computer personnel.	View-Only
NRCS	All personnel.	View-Only
Others	CMA employees.	View-Only (future)
All	Non-FSA and nongovernment.	Denied

24 Accessing and Updating Eligibility File Records

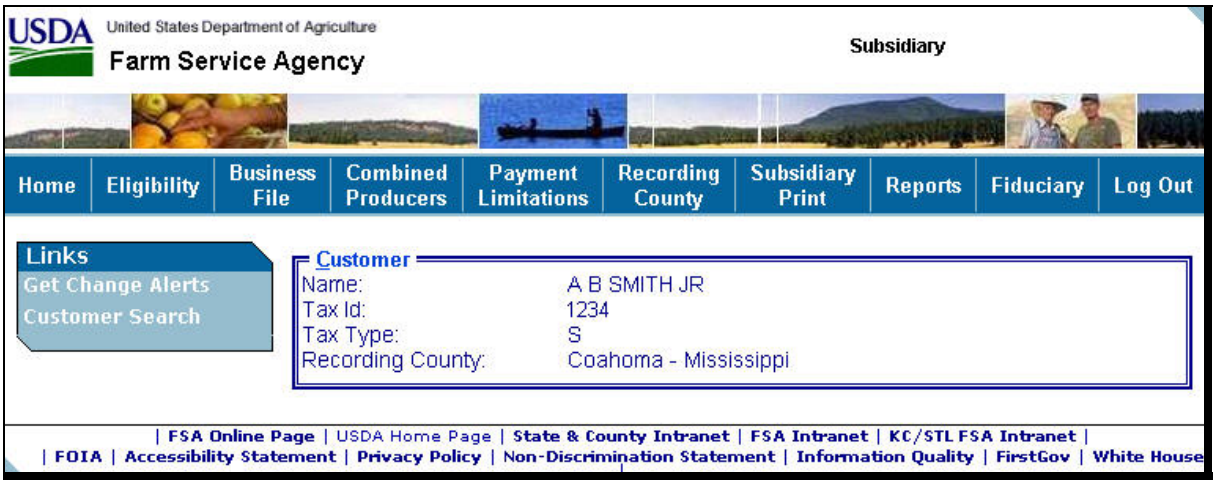
A Accessing the Subsidiary Eligibility System

Access producer's eligibility records according to the following.

Step	Action
1	***--**To access the web-based Subsidiary System, do the following: • go to "**http://fsaintranet.sc.egov.usda.gov/fsa**" • under "Links", CLICK "**FSA Applications**" • under "Common Applications", CLICK "**Subsidiary**". • on the eAuthentication Warning Screen, CLICK "**I Agree**" • log into eAuthentication**--***
2	CLICK "**Customer Search**" to access the SCIMS search page.
3	Select a SCIMS customer by entering either of the following and clicking "**Search**": • tax ID number and ID type • customer name.
4	At the top of the Subsidiary Screen, CLICK "**Eligibility**".

B Example of Subsidiary Screen

The following is an example of the Subsidiary Screen.



24 Accessing and Updating Eligibility File Records (Continued)

C Viewing and/or Updating Eligibility

Any FSA employee can view data in the subsidiary eligibility system. However, only the following designated users have the authority to update subsidiary eligibility data:

- FSA County Office employees associated with the producer's recording county
- FSA State Office employees in which the producer's recording county is associated with a County Office in their State
- National Office employees have update responsibility for "Fraud – Including FCIC Fraud" determinations.

The following describes the process for updating data in the subsidiary eligibility system.

Note: See paragraphs 25 through 39 for additional information about each type of eligibility determination.

Step	Action
1	Update the applicable eligibility information and CLICK "Submit" at the bottom of the screen. If the updated data: • passes the applicable validations for the eligibility information being updated, proceed to step 2 • does **not** pass the applicable validations, then an informational message will be displayed at the top of the web page. See paragraphs 25 through 39 for additional information on applicable error messages.

24 Accessing and Updating Eligibility File Records (Continued)

C Viewing and/or Updating Eligibility (Continued)

Step	Action	
2	An informational web page is displayed that summarizes the changes that have been submitted for update. The original information is displayed along with the new information so a comparison can be made to determine if the data being updated is correct.	
	IF the user wants to…	**THEN CLICK…**
	accept the changes and continue with the update process	"Accept". The data will be updated to the eligibility database and the message; "This Customer was successfully updated." will be displayed at the top of the Producer's Eligibility Screen.
	make additional changes for the selected producer or revise the changes that have been made	"Revise". The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded. **Note:** Changes are not updated to the eligibility database until the "Accept" button is clicked on the Confirmation Screen.
	cancel the process and exit without saving the changes	"Cancel". The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.

24 Accessing and Updating Eligibility File Records (Continued)

D Screen Tips

The Subsidiary Eligibility Screen uses short definitions for each applicable determination. For example, “Actively Engaged” designates the producer has been determined to be “actively engaged in farming”.

Each field on Subsidiary Eligibility Screen includes “screen tip” information that further defines the applicable option and/or information that should be recorded in the field. The screen tip:

- can be accessed by placing the mouse over the applicable option
- will be displayed for approximately 5 seconds.

The following are examples of screen tips used on the Subsidiary Eligibility Screen, Actively Engaged section.

Option/Field	Screen Tip
Actively Engaged	Producer had been determined to be actively engaged in farming.
Not Filed	Producer has not filed all documentation required for an actively engaged in farming determination.
Awaiting Determination	Producer has filed all documentation required for an actively engaged in farming determination; however, the COC determination has not been completed.
Awaiting Revision	Producer has filed all documentation required for a revised actively engaged in farming determination; however, the COC determination has not been completed.
Not Actively Engaged	Producer is not actively engaged in farming on the entire farming operation.

24 Accessing and Updating Eligibility File Records (Continued)

E Date Format

All of the following formats will be acceptable date entries in the web-based Eligibility System for all years:

- "mmddyyyy"

  Example: "02012008" where" 02" represents the month, "01" represents the day of the month, and "2008" represents the year.

- "mm/dd/yyyy"

  Example: "02/01/2008" where "02" represents the month, "01" represents the day of the month, and "2008" represents the year.

- "mmddyy"

  Example: "020108" where "02" represents the month, "01" represents the day of the month, and "08" represents the year.

If data is not entered in 1 of these 3 formats or an invalid date is entered, a validation message will be displayed. After a valid date is entered, the field will automatically update to the "mm/dd/yyyy" format.

Note: Users may also click the arrow beside the date field to display a drop-down calendar for date selection.

Important: Future payment processes will use the dates entered in eligibility to process payments and calculate prompt payment interest, if applicable. Therefore it is **imperative** the correct date is entered in the date fields.

24 Accessing and Updating Eligibility File Records (Continued)

F Quick Access or Shortcut Keys

Quick access or shortcut keys have been created for those users that prefer to move through the Eligibility Screen using the keyboard instead of the mouse. These keys allow the user to "jump" directly to a specific section of the Subsidiary Eligibility Screen by pressing the "Alt" key plus another designated key.

The following defines the shortcut keys available on the Subsidiary Eligibility Screen.

Section	Quick Access/Shortcut Key
Customer	"Alt" + "C"
Foreign Person	"Alt" + "M"
Actively Engaged	"Alt" + "A"
Cash Rent Tenant and Cropland Factor	"Alt" + "H"
AD-1026	"Alt" + "1"
Conservation Compliance	"Alt" + "V"
Adjusted Gross Income	"Alt" + "J"
Controlled Substance	"Alt" + "B"
NAP Noncompliance	"Alt" + "N"
Delinquent Debt	"Alt" + "Q"
Socially Disadvantaged Farmer or Rancher	"Alt" + "D"
Beginning Farmer or Rancher	"Alt" + "F"
Limited Resource Farmer or Rancher	"Alt" + "L"
Fraud - Including FCIC Fraud	"Alt" + "U"
FCI	"Alt" + "I"
Permitted Entity - 2002 Farm Bill	"Alt" + "E"
Actively Engaged - 2002 Farm Bill	"Alt" + "T"
Person Determination - 2002 Farm Bill	"Alt" + "P"
AGI - 2002 Farm Bill	"Alt" + "2"
Reset	"Alt" + "R"
Submit	"Alt" + "S"

25 Foreign Person Determination Information

A Introduction

*--Data in the Subsidiary Eligibility Screen, Foreign Person section is used to determine producer eligibility based on the foreign person provisions. See 4-PL, subparagraph 11 A for a list of program benefits covered by foreign person provisions.

Foreign person provisions do not apply to producers that meet the following conditions:

- individuals that are United States citizens
- individuals that are legal resident aliens
- businesses that originate in the United States.

B Example of Subsidiary Eligibility Screen Foreign Person Section

The following is an example of the Foreign Person section.

C Summarizing Data From SCIMS Record

SCIMS data is summarized to determine the default COC Determination for Foreign Person. Eligibility records are year specific; however, SCIMS data is not year specific. Therefore, SCIMS data may only be summarized to populate **current year** foreign person determinations. The foreign person "COC Determination" is defaulted according to the following.

IF the SCIMS customer's…	AND the SCIMS customer's "Resident Alien" flag is…	THEN foreign person "COC Determination" for the current year is defaulted to…
"Citizenship Country" is "United States"		"Not Applicable".
"Citizenship Country" is anything other than "United States"	"Yes"	"Not Applicable".
	"No"	"Pending" indicating that COC has not made a foreign person determination.
	"Unknown or N/A"	
"Originating Country" is "United States"		"Not Applicable".
"Originating Country" is anything other than "United States"		"Pending" indicating that COC has not made a foreign person determination.

--*

25 Foreign Person Determination Information (Continued)

*--C Summarizing Data From SCIMS Record (Continued)

Changes to SCIMS "Citizenship Country", Originating Country", or "Resident Alien" fields may result in changes to the current year foreign person determination in eligibility. It is imperative that County Offices ensure that the citizenship country, originating country, and resident alien data is recorded accurately in SCIMS.

D Fields Applicable to Foreign Person Determinations

The following provides the fields applicable to foreign person determinations.

Option	Explanation
Yes	Foreign person provisions are applicable and the producer has filed the required documentation. Based on the documentation filed the COC has determined that the producer meets the foreign person provisions by providing land, capital, and active personal labor.
No	Foreign person provisions are applicable and the COC has determined the producer does not meet the foreign person provisions because the producer is not providing land, capital, and active personal labor.
Pending	Foreign person provisions are applicable; however, the COC has not made a foreign person determination for either of the following reasons: • Producer has not filed the documentation necessary for a foreign person determination • Producer has filed the required documentation; however COC has not completed their determination.
Not Applicable	Foreign person provisions are not applicable.

Users will be allowed to change foreign person COC determinations to any value for all years. Web-based eligibility must be set to accurately reflect COC determinations for foreign person.

E Error Messages

Users are required to select 1 of the displayed options as the "COC Determination". The "COC Determination" will initially be set as a default value and users cannot de-select those options without selecting another option. Since an option is always selected, there are no error messages applicable to the foreign person determination information.**--***

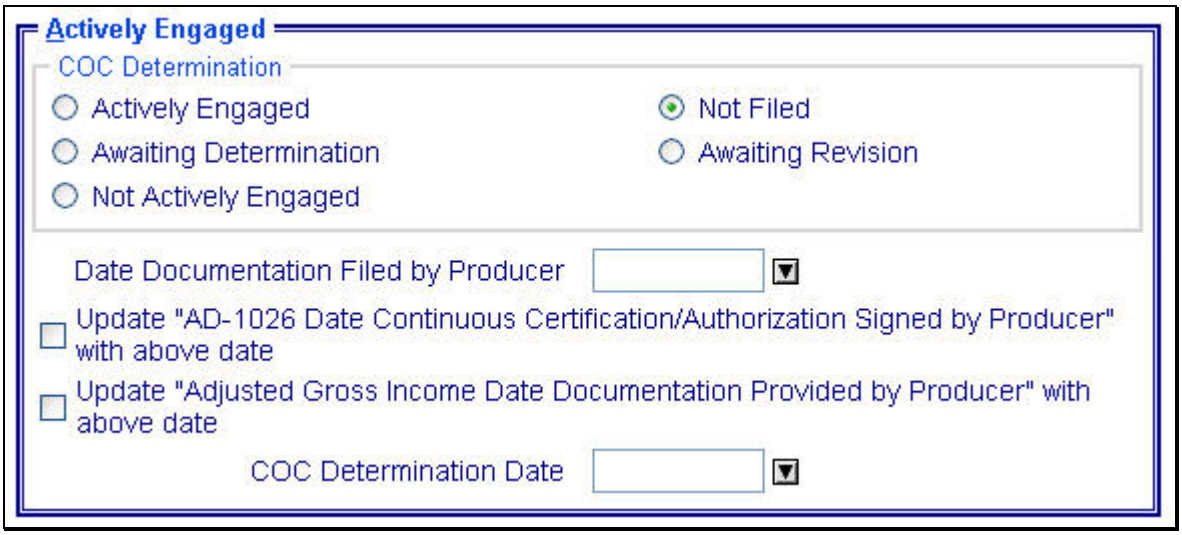
26 Actively Engaged Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, Actively Engaged section is used to determine producer eligibility based on the actively engaged in farming provisions. See 4-PL, subparagraph 11 A for a list of program benefits covered by actively engaged in farming provisions.

B Example of Subsidiary Eligibility Screen, Actively Engaged Section

The following is an example of the Actively Engaged section.



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26 Actively Engaged Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations

The following provides fields applicable to "actively engaged in farming" determinations.

Field	Option	Explanation
COC Determination	Actively Engaged	Producer has filed the required documentation and COC has determined the producer meets the "actively engaged in farming" provisions.
	Not Filed	Producer has not filed the documentation necessary for an "actively engaged in farming" determination.
	Awaiting Determination	Producer has filed all documentation required for an actively engaged in farming determination, however the COC determination has not been completed.
	Awaiting Revision	Producer has revised the documentation required for an "actively engaged in farming" determination, however COC has not completed the new "actively engaged in farming" determination.
	Not Actively Engaged	COC has determined the producer does not meet the "actively engaged in farming" provisions.
Date Documentation Filed by Producer		Date the producer provided all required documentation required to determine whether the producer is "actively engaged in farming". An entry is required if any of the following options are selected as the COC determination: • "Actively Engaged" • "Awaiting Determination" • "Awaiting Revision" • "Not Actively Engaged". **Note:** See subparagraph 27 B for options to populate dates for AD-1026 and AGI.
COC Determination Date		Date the "actively engaged in farming" determination is made by COC. An entry is required if either of the following options are selected as the COC determination: • "Actively Engaged" • "Not Actively Engaged". **Note:** See subparagraph 27 B for options to populate dates for AD-1026 and AGI.

Note: For members of a joint operation that do not have an interest outside of the joint operation, update the members eligibility records based on the information filed on CCC-902E for each member of the joint operation, and the determination for the members from the corresponding CCC-903 for the joint operation.

26 Actively Engaged Determination Information (Continued)

D Error Messages

The following provides a list of error messages that may be displayed when updating actively engaged eligibility data.

Message	Reason for Message	Corrective Action
Must enter the date the producer filed the documentation for an actively engaged determination for years after 2004.	User selected any of the following as the "COC Determination" but did not enter a date in the "Date Documentation Filed by Producer" field. • "Actively Engaged" • "Awaiting Determination" • "Awaiting Revision" • "Not Actively Engaged".	Take either of the following actions: • enter the date the producer filed the documentation required for an "actively engaged in farming" determination • select another option as the "COC Determination".
Date not allowed based on "COC Determination" option selected.	User indicated the producer has not filed the required documentation for an "actively engaged in farming" determination; however, a date was entered in the "Date Documentation Filed by Producer" field.	Take either of the following actions: • remove the date from the "Date Documentation Filed by Producer" field • select a different option as the "COC Determination".
Date cannot be later than today's date.	Date entered or selected in either of the following fields is later than the current date. • "Date Documentation Filed by Producer" • "COC Determination Date".	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date. • "Date Documentation Filed by Producer" • "COC Determination Date".	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the calendar icon. See subparagraph 24 E for acceptable date formats.

26 Actively Engaged Determination Information (Continued)

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddyy.	Date entered in either of the following fields is not in an acceptable format: • "Date Documentation Filed by Producer" • "COC Determination Date".	Re-enter date in an acceptable date format according to subparagraph 24 E.

E Field Default Values

When new eligibility records are created, actively engaged field values are defaulted according to the following.

Field	Default Value
COC Determination	"Not Filed" indicating the producer has not filed all documentation required for an actively engaged in farming determination.
Date Documentation Filed by Producer	"Blank".
COC Determination Date	"Blank".

27 Options to Populate Dates

A Dates for Producer Documentation

Options are available to populate data entered in the Subsidiary Eligibility Screen, Actively Engaged section, "Date Documentation Filed by Producer" field.

B Available Fields

The "Date Documentation Field by Producer" field data can be populated to the following fields:

- "AD-1026 Date Continuous Certification/Authorization Signed by Producer" with the above date
- "Adjusted Gross Income Date Documentation Signed by Producer" with above date.

Dates for Producer Documentation		
Option	**IF the…**	**THEN…**
Update "AD-1026 Date Continuous Certification/ Authorization Signed by Producer" with above date	producer signed AD-1026 continuous certification/ authorization on the same date documentation was filed for actively engaged	select this option to have the date loaded in the Actively Engaged section automatically populated to the AD-1026 section. The "COC Determination for AD-1026" field **must** be manually updated with either of the following: • "Certified" • "Awaiting Affiliate Certification".
	AD-1026 continuous certification/authorization was **not** signed on the same date documentation was filed for actively engaged	do **not** select this option. Update the AD-1026 section according to paragraph 29.
Update "Adjusted Gross Income Date Documentation Provided by Producer" with above date	producer provided documentation for AGI on the same date documentation was filed for actively engaged	select this option to have the date loaded in the Actively Engaged section automatically populated to the Adjusted Gross Income section. The "COC Determination for Adjusted Gross Income" field **must** be manually updated with 1 of the following: • "Compliant – Producer" • "Compliant – Agent" • "Not Met – COC" • "Not Met – Producer".
	AGI documentation was **not** provided on the same date documentation was filed for actively engaged	do **not** select this option. Update the Adjusted Gross Income section according to paragraph 31.

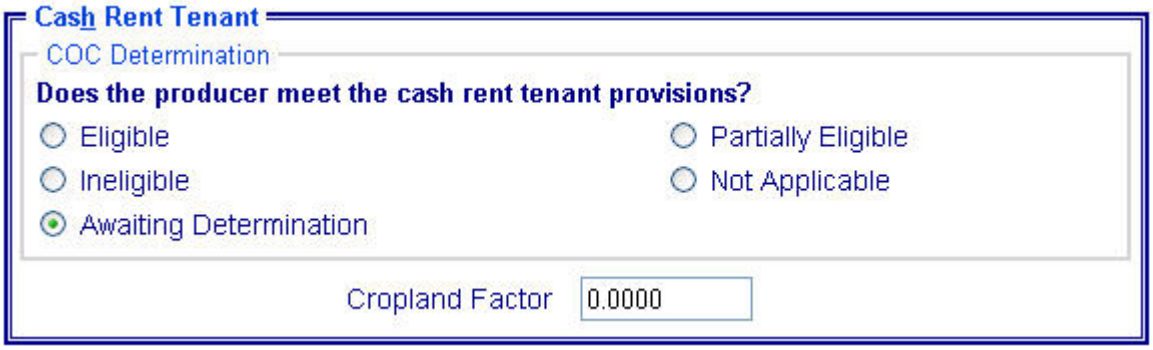
28 Cash Rent Tenant Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, Cash Rent Determination section is used to determine producer eligibility based on the cash rent provisions. See 4-PL, subparagraph 11 A for a list of program benefits covered by cash rent provisions.

B Example of Subsidiary Eligibility Screen, Cash Rent Determination Section

Following is an example of the Cash Rent Tenant section.



28 Cash Rent Tenant Determination Information (Continued)

C Fields Applicable to Cash Rent Determinations

The following provides fields applicable to cash rent tenant determinations.

Field	Option	Explanation
COC Determination	Eligible	COC has determined that the producer fully meets the cash rent tenant provisions on all acreage in the farming operation.
	Partially Eligible	COC has determined that the producer does not meet the cash rent tenant provisions, however the producer is eligible on land that is owned.
	Ineligible	COC has determined that the producer does not meet the cash rent tenant provisions on any acreage in the farming operation.
	Not Applicable	Producer has filed the required documentation and the COC has determined the cash rent provisions do not apply because the producer does not cash rent any land.
	Awaiting Determination	Producer has filed the required documentation; however a COC determination has not been completed.
Cropland Factor		The cropland factor is set based on the "COC Determination" option selected. **Note:** See 4-PL, paragraph 64 for additional information about computing cropland factors.
		IF the "COC Determination" selected is… / **THEN the cropland factor must be…**
		"Eligible" / 1.0000.
		"Partially Eligible" / • greater than 0.0000 • less than 1.0000.
		"Ineligible" / 0.0000.
		"Not Applicable" / 1.0000.
		"Awaiting Determination" / 0.0000.

28 Cash Rent Tenant Determination Information (Continued)

D Error Messages

The following provides error messages that may be displayed when updating cash rent tenant eligibility data.

Message	Reason for Message	Corrective Action
Cropland factor cannot be overridden based on the COC determination selected.	User attempted to change the cropland factor from 1.0000 or 0.0000 but did not select "Partially Eligible" as the "COC Determination".	Take either of the following actions. • Enter a cropland factor of 1.0000 or 0.0000 based on the provisions of subparagraph C. • Select "Partially Eligible" as the "COC Determination".
Cropland factor not applicable for the COC determination selected.	User selected an option other than "Partially Eligible" as the "COC Determination" but the cropland factor is: • greater than zero • less than 1.0000.	
Cropland factor must be manually computed and entered based on the COC determination selected.	User selected "Partially Eligible" as the "COC Determination" but did not change the cropland factor from 1.0000 or 0.0000.	Take either of the following actions. • Compute the cropland factor according to 4-PL, paragraph 64 and enter the result in the "cropland factor" field. • Select an option other than "Partially Eligible" as the "COC Determination".
Cropland factor cannot be greater than 1.0000 or less than zero	User entered a cropland factor that is: • greater than 1.0000 • less than 0.0000.	Enter the correct cropland factor based on the provisions of subparagraph C.

28 Cash Rent Tenant Determination Information (Continued)

E Field Default Values

When new eligibility records are created, cash rent tenant field values are defaulted according to the following.

Field	Default Value
COC Determination	“Awaiting Determination” indicating the COC determination has not been completed.
Cropland Factor	“0.0000”.

29 AD-1026 Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, AD-1026 section:

- includes information about the AD-1026 certification for the producer and any affiliates
- is used to determine producer eligibility.

Producers are required to certify their compliance with HELC and WC provisions on AD-1026 for all programs in which conservation compliance provisions apply. See 6-CP, paragraph 3 for programs covered by HELC and WC provisions.

B Example of Subsidiary Eligibility Screen, AD-1026 Section

Following is an example of the AD-1026 section.

29 AD-1026 Determination Information (Continued)

C Fields Applicable to AD-1026 Certifications

The following provides fields applicable to AD-1026 certifications.

Field	Option	Explanation
Certification	Certified	This option shall be selected when any of the following conditions exist: • producer and all affiliates have certified AD-1026 • producer has certified that they are not associated with an ineligible tract • a member of a joint operation has certified on CCC-902 that they do not have any other farming interests and are not associated with any farms. **Note:** If a producer's only farming interest is an entire farm enrolled in CRP, a signed CRP-817U is considered the same as having certified AD-1026.
	Not Filed	This option indicates either of the following: • producer has not filed AD-1026 • producer did not certify compliance on AD-1026.
	Good Faith Determination	Producer cannot certify compliance with HELC/WC provisions because of a violation but has received a good faith determination reinstating payment eligibility.
	COC Exemption	Producer cannot certify compliance with HELC/WC provisions because of a violation but has received an exemption reinstating payment eligibility.
	Awaiting Affiliate Certification	This option indicates: • producer has certified AD-1026 • all affiliates have not certified to AD-1026 compliance.
	Affiliate Violation	This option indicates the producer is an affiliate of a producer who has violated HELC/WC provisions. **Note:** Tract HELC/WC determinations update the web-based Eligibility System without user intervention. If a producer has a HELC/WC violation and that producer has an affiliate that does not have farming interest on the "violated" tract, then the user of the web-based Subsidiary System must update the "Affiliate Violation" option. FRS will not update the affiliate's eligibility automatically.

29 AD-1026 Determination Information (Continued)

C Fields Applicable to AD-1026 Certifications (Continued)

Field	Option	Explanation
Referred to NRCS	Yes No	Used to indicate whether AD-1026 for the applicable producer has been referred to NRCS. An option must be selected if any of the following options are selected as the “certification”: • “Certified” • “Awaiting Affiliate Certification” • “Affiliate Violation”.
Date Referred to NRCS		Date the County Office referred AD-1026 to NRCS for a technical determination. A date is required if “Yes” was selected for “Referred to NRCS”. Enter date according to acceptable formats according to subparagraph 24 E.
Date Continuous Certification/ Authorization Signed By Producer		The later of the following: • date the producer signed AD-1026, item 12 • date AD-1026 is received in the County Office. An entry is required if either of the following options are selected as the "Certification": • “Certified” • “Awaiting Affiliate Certification”. **Note:** For affiliates that are not required to file AD-1026, County Offices shall enter the date from AD-1026 filed by the entity/joint operation requesting benefits. County Offices are not required to change information previously entered in the web-based subsidiary system. Enter date according to acceptable formats in subparagraph 24 E. The date will automatically populate if “Update AD-1026 Date Continuous Certification/ Authorization Signed by Producer with above date” was selected in the Person Eligibility section. Verify the date entered is the date producer signed AD-1026. If the date was automatically populated, verify the date populated is the date the producer signed AD-1026.

29 AD-1026 Determination Information (Continued)

D Error Messages

The following provides a list of error messages that may be displayed when updating AD-1026 eligibility data.

Message	Reason for Message	Corrective Action
Certification must specify the date the producer signed the certification for years after 2004.	User selected 1 of the following options as the "Certification", but did **not** enter a "Date AD-1026 Filed" and/or "Date Continuous Certification/Authorization Signed by Producer" field: • "Certified" • "Awaiting Affiliate Certification".	Take either of the following options: • enter the date in the "Date AD-1026 Filed" and/or "Date Continuous Certification/Authorization Signed by Producer" field • select a different option as the "Certification".
Date not allowed based on COC determination or certification option selected.	User selected 1 of the following options as the "Certification" and entered a date in the "Date Continuous Certification/Authorization Signed By Producer" field: • "Not Filed" • "Good Faith Determination" • "COC Exemption".	Take either of the following actions" • remove the date from the "Date Continuous Certification/ Authorization Signed By Producer" field • select a different option as the "Certification".
Must specify whether AD-1026 is being referred to NRCS.	User did not specify whether AD-1026 is or is not being referred to NRCS.	Indicate whether or not AD-1026 is being referred to NRCS.
Must specify the date the AD-1026 was referred to NRCS for years after 2004.	User indicated AD-1026 is being referred to NRCS; however, the referral date was **not** entered.	Take either of the following actions. • Enter the date AD-1026 was referred to NRCS. • in the "Referred to NRCS" field, CLICK "No".

29 AD-1026 Determination Information (Continued)

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
Invalid date.	Date entered or selected in either of the following fields is **not** a valid date: • "Date Referred to NRCS" • "Date Continuous Certification/Authorization Signed By Producer".	Re-enter a valid date or select a date using the calendar icon.
Date cannot be later than today's date.	Date entered or selected in either of the following fields is later than the current date: • "Date Referred to NRCS" • "Date Continuous Certification/Authorization Signed By Producer".	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon. See subparagraph 24 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddyy.	Date entered in either of the following fields is **not** in an acceptable format: • "Date Documentation Filed by Producer" • "COC Determination Date".	Re-enter date in an acceptable format according to subparagraph 24 E.

29 AD-1026 Determination Information (Continued)

E Field Default Values

When new eligibility records are created, AD-1026 field values are defaulted according to the following.

Field	Default Value
Certification	"Not Filed", indicating the producer has **not** certified compliance and agreement with HELC/WC provisions.
Referred to NRCS	"No".
Date Referred to NRCS	"Blank".
Date Continuous AD-1026 Certification/Authorization Signed by Producer	

30 Conservation Compliance Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, Conservation Compliance section is used to determine producer eligibility based on compliance with HELC and WC provisions. The Conservation Compliance section includes information from farm and tract files to determine eligibility for HEL and wetland determinations provided by NRCS. Data for each type of violation is summarized into 1 overall eligibility determination for conservation compliance.

See 6-CP, Part 5 for additional information on HELC and WC provisions.

B Example of Subsidiary Eligibility Screen, Conservation Compliance Section

Following is an example of the Conservation Compliance section.

30 Conservation Compliance Determination Information (Continued)

C Uploading Farm and Tract Data to the KC-ADC Mainframe

Conservation compliance eligibility is automatically updated in the eligibility system based on data recorded in FRS for HEL, PCW, and CW.

To determine nationwide eligibility with HEL, PCW, and CW provisions, a process has been developed to upload farm and tract data to the mainframe in KC. The initial process ran to upload all farm and tract data nationwide. Subsequent changes to farm and tract data are uploaded immediately.

Note: During the initial subsidiary migration process, some records were not automatically uploaded to the KC-ADC mainframe. This problem primarily affects new producers. To trigger an update for these producers County Offices shall:

- access FRS according to 3-CM
- update the farm identifier on the Farm Data Screen.

This action should trigger the summarization process to the subsidiary eligibility system.

D Summarizing HELC Eligibility from Farm Records

The HELC subsection in the eligibility record reflects the producer's overall status for HEL compliance for all farms and tracts associated with the producer nationwide. HELC data is automatically determined and updated to the eligibility file based on the producer exceptions recorded for a farm that contains HEL but a conservation system is not being applied.

If the data in the eligibility system is not summarized correctly, County Offices:

- shall ensure that the data in the FRS application for the producer is updated properly
- do not have the ability to override the summarized eligibility data.

30 Conservation Compliance Determination Information (Continued)

D Summarizing HELC Eligibility from Tract Data (Continued)

The following provides the process used to determine overall compliance with HEL provisions.

IF…	AND…	THEN the "Highly Erodible Land Conservation" field is updated to…
the producer is not associated with any farm or tract		"No Association".
no tracts to which the producer is associated have an HEL determination of "HEL: conservation system is not being applied"		"Compliant".
the producer is associated with 1 or more tracts with an HEL determination of "HEL: conservation system is not being applied"	any HEL producer exception for the producer is equal to "Has Appeal Rights" or "Appeals Exhausted"	"Not Compliant".
	there are no HEL producer exceptions equal to "Has Appeal Rights" or "Appeals Exhausted" and at least 1 HEL producer exception for the producer is equal to "Landlord/Tenant"	"Landlord/Tenant Exemption".
	all HEL producer exceptions for the producer are equal to anything other than "Has Appeal Rights" or "Appeals Exhausted"	"Compliant".

30 Conservation Compliance Determination Information (Continued)

E Summarizing PCW Eligibility from Tract Data

The PCW subsection in the eligibility record determines whether the producer is associated with a tract with a planted converted wetland violation. PCW data is automatically determined and updated to the eligibility file based on the producer exceptions recorded for a farm that contains a PCW.

If the data in the eligibility system is not summarized correctly, County Offices:

- shall ensure that the data in the FRS application for the producer is updated properly
- do not have the ability to override the summarized eligibility data.

The following provides the process used to determine overall compliance with PCW provisions.

IF…	AND…	THEN the "Planted Converted Wetland" field is updated to…
the producer is not associated with any farm or tract		"No Association".
no tracts to which the producer is associated have a planted converted wetland		"Compliant".
the producer is associated with 1 or more tracts with a planted converted wetland	any PCW producer exception for the producer is equal to "Has Appeal Rights" or "Appeals Exhausted"	"Not Compliant".
	all PCW producer exceptions for the producer are equal to anything other than "Has Appeal Rights" or "Appeals Exhausted"	"Compliant".

30 Conservation Compliance Determination Information (Continued)

F Summarizing CW Eligibility from Farm Records

The CW subsection in the eligibility record determines whether the producer is associated with a tract with a wetland that was converted after November 28, 1990.

The following provides the process used to determine initial compliance with CW provisions.

IF…	AND…	THEN the "Converted Wetland" field is updated to…
the producer is not associated with any farm or tract		"No Association"
no tracts to which the producer is associated have a converted wetland		"Compliant"
the producer is associated with 1 or more tracts with a converted wetland	any CW producer exception for the producer is equal to "Has Appeal Rights" or "Appeals Exhausted"	"Not Compliant"
	All CW producer exceptions for the producer are equal to anything other than "Has Appeal Rights" or "Appeals Exhausted"	"Compliant"

Note: In some cases, the CW determination was set to "No Association" during the subsidiary migration process for producers that are active on 1 or more farms and/or tracts. This has caused the 6-CP flag on System 36 to be set to "N", making the producer ineligible for payment. When attempting to correct invalid 6-CP flags, it is recommended that County Offices check the CW determination in the web-based application **first** to determine if that option has been migrated properly. If CW option is:

- set correctly, then the problem is probably the result of how the producer exceptions have been summarized from FRS and County Offices shall review producer exceptions to determine if they are set correctly
- not set correctly, then County Offices shall access FRS according to 3-CM
- update the farm identifier on the Farm Data Screen.

This action should trigger the summarization process to the subsidiary eligibility system.

30 Conservation Compliance Determination Information (Continued)

G Summarizing HELC, PCW, and CW to Determine Overall Eligibility

After the HELC, PCW, and CW information is summarized for the producer, these determinations are used to determine the producer's overall conservation compliance eligibility. This determination is equivalent to the 6-CP flag on System 36.

Data in the Farm/Tract Eligibility subsection reflects the producer's overall eligibility and is determined according to the following.

IF the highly erodible land conservation is…	AND the planted converted wetland is…	AND the converted wetland is…	THEN the farm/tract eligibility is automatically updated to…
"No Association"	"No Association"	"No Association"	"No Association", indicating the producer is not associated with a farm or tract.
"Compliant"	"Compliant"	"Compliant"	"In Compliance", indicating the producer is associated with 1 or more farms and/or tracts and meets the conservation compliance provisions on all farms and tracts.
		"Not Compliant"	"In Violation", indicating the producer is in violation of the conservation compliance provisions.
"Not Compliant"	any option	any option	"In Violation", indicating the producer is in violation of the conservation compliance provisions.
Landlord/Tenant Exemption	"Compliant"	"Compliant"	"Partial Compliance", indicating the producer is associated with 1 or more farms and/or tracts but does not meet the conservation compliance provisions on all farms and tracts.
		"Not Compliant"	"In Violation", indicating the producer is in violation of the conservation compliance provisions.

30 Conservation Compliance Determination Information (Continued)

H Fields Applicable to Conservation Compliance Determinations

The following provides the fields applicable to conservation compliance determinations.

Field	Option	Explanation	Update Options
Highly Erodible Land Conservation	No HEL	Producer is associated with 1 or more tracts; however, none of the tracts are on highly erodible land.	Automatically set by the system based on data in the tract files. **Note:** County Offices cannot select this option.
	Compliant	Producer is associated with at least 1 tract on highly erodible land but is in compliance with conservation compliance provisions.	
	Not Compliant	Producer is associated with at least 1 tract on highly erodible land and is not in compliance with conservation compliance provisions.	
	Pending Determination	Producer is associated with at least 1 tract on which NRCS has not completed a determination.	
	Landlord/Tenant Exemption	Producer is associated with a noncomplying tract, but has been approved for a landlord or tenant exemption.	Can be selected but only if the option set by the system is “Not Compliant”.
	Good Faith	Producer has received a good faith determination.	
	Appeal Rights Exhausted	Producer is associated with a noncomplying tract and appeal rights have been exhausted.	
	No Association	Producer is not associated with a farm or tract.	Automatically set by the system for producers that are not associated with any tracts. County Offices cannot select this option.

30 Conservation Compliance Determination Information (Continued)

H Fields Applicable to Conservation Compliance Determinations (Continued)

Field	Option	Explanation	Update Options
Planted Converted Wetland	Compliant	Producer is associated with 1 or more tracts and an agricultural commodity has not been planted on a converted wetland.	Automatically set by the system based on data in the tract files. County Offices cannot select this option.
	Planted Wetland	Producer is associated with 1 or more tracts and an agricultural commodity has been planted on a converted wetland.	
	Good Faith	Producer has received a good faith determination.	Can be selected but only if the option set by the system is “Planted Wetland”.
	No Association	Producer is not associated with a farm or tract.	Automatically set by the system for producers that are not associated with any tracts. County Offices cannot select this option.

30 Conservation Compliance Determination Information (Continued)

H Fields Applicable to Conservation Compliance Determinations (Continued)

Field	Option	Explanation	Update Options
Converted Wetland	Compliant	Producer is not associated with any tracts that have a converted wetland.	Automatically set by the system during the migration process. Since this data is not read directly from the tract files, users are required to manually update the eligibility option that reflects the producer's eligibility status.
	Not Compliant	Producer is associated with a tract with a wetland converted after November 28, 1990, but FSA appeal rights have not been exhausted.	
	Good Faith	Producer is associated with a tract with a wetland converted after November 28, 1990, but the producer has received a good faith determination.	
	Restored Wetland	Producer is associated with a tract with a restored wetland and eligibility rights have been reinstated, however a good faith determination was not made by FSA.	
	Appeal Rights Exhausted	Producer is associated with a tract with a wetland converted after November 28, 1990, and FSA appeal rights have been exhausted.	
	No Association	Producer is not associated with a farm or tract.	Automatically set by the system for producers that are not associated with any tracts. County Offices **cannot** select this option.

30 Conservation Compliance Determination Information (Continued)

H Fields Applicable to Conservation Compliance Determinations (Continued)

Field	Option	Explanation	Update Options
Farm/Tract Eligibility	In Compliance	Producer is associated with 1 or more farms and/or tracts and meets the conservation compliance provisions on all farms and tracts.	Automatically set by the system based on the summarized HELC, PCW, and CW determinations. County Offices cannot select this option.
	Partial Compliance	Producer is associated with 1 or more farms and/or tracts but does not meet the conservation compliance provisions on all farms and tracts.	
	In Violation	Producer is in violation of the conservation compliance provisions.	
	No Association	Producer is not associated with a farm or tract.	
	Past Violation	Producer was associated with a farm with a conservation compliance violation and is no longer eligible for program benefits.	Can be selected but only if the current option set by the system is "Compliant".
	Reinstated	Producer was associated with a farm with a conservation compliance violation and program eligibility has been reinstated.	Can be selected but only if the current option is "Past Violation".
Year of Violation		Year the converted wetland violation occurred.	An entry: • is required if the current option is "Past Violation" • cannot be later than the current subsidiary year.
State and County Where Violation Occurred		State and county code where the converted wetland violation occurred.	An entry: • is required if the current option is "Past Violation" • must be a valid state and county code.

30 Conservation Compliance Determination Information (Continued)

I Error Messages

The following provides a list of error messages that may be displayed when updating conservation compliance eligibility data.

Message	Reason for Message	Corrective Action
Year of violation must be entered.	User selected 1 of the following options as the "Farm/Tract Eligibility" option, but did not enter a valid year in the "Year of Violation" field. • "Past Violation" • "Reinstated".	Take either of the following actions: • cancel the update process to reset the system to the previous option • enter the year in which the converted wetland violation occurred.
State and county where violation occurred must be entered.	User selected 1 of the following options as the "Farm/Tract Eligibility" option, but did not enter a valid State and county code in the "State and County Where Violation Occurred" field. • "Past Violation" • "Reinstated".	Take either of the following actions: • cancel the update process to reset the system to the previous option. • enter a valid State and county code where the converted wetland violation occurred.
Invalid year.	Year entered in the "Year of Violation" field is not a valid year.	Re-enter the year of the violation.
Year cannot be greater than the current year.	Year entered in the "Year of Violation" field is later than the current year. • "Date Documentation Filed by Producer" • "COC Determination Date".	Year entered cannot be later than the current subsidiary year. Re-enter the year of the violation.
Invalid State and county code.	State and county code entered in the "State and County Where Violation Occurred" field is not valid.	Re-enter the applicable state and county code. See 1-CM, Exhibit 101 for a current list of state and county codes.

30 Conservation Compliance Determination Information (Continued)

I Error Messages (Continued)

Message	Reason for Message	Corrective Action
Eligibility can only be reinstated if the producer was in violation of the conservation compliance provisions on a farm that they are no longer associated with.	User selected "Reinstated" as the "Farm/Tract Eligibility" option, however "Past Violation" was not the previous option selected.	Eligibility cannot be reinstated unless a past violation occurred on a farm that the producer is no longer associated with. Take the following action: • cancel the update process to reset the system to the previous option • access FRS to update the tract data to designate the violation that previously occurred • re-access the subsidiary web page and select "Past Violation" as the "Farm/Tract Eligibility" option and submit the change • re-access the subsidiary web page and select "Reinstated" as the "Farm/Tract Eligibility" option.

J Field Default Values

All conservation compliance options will be updated based on the current data recorded in the farm tract files, with the exception of:

- Year of Violation
- State and County Where Violation Occurred.

These fields are defaulted to "blank".

31 AGI Determination Information

A Introduction

The Food, Conservation, and Energy Act of 2008, Section 1604 provides provisions for excluding individuals and entities from:

- commodity program payment eligibility, if the average adjusted gross nonfarm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds $500,000

- direct payment eligibility, if the average adjusted gross farm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds $750,000

- conservation program payment eligibility, if the average adjusted gross nonfarm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds $1,000,000; **unless**, not less than 66.66 percent of the average AGI of the individual or entity is average adjusted gross farm income.

Data in the Subsidiary Eligibility Screen, Adjusted Gross Income section is used to determine producer eligibility based on the AGI provisions. See 4-PL, Part 6 for additional information for determining producer eligibility with AGI provisions.

B Exempt Business Types

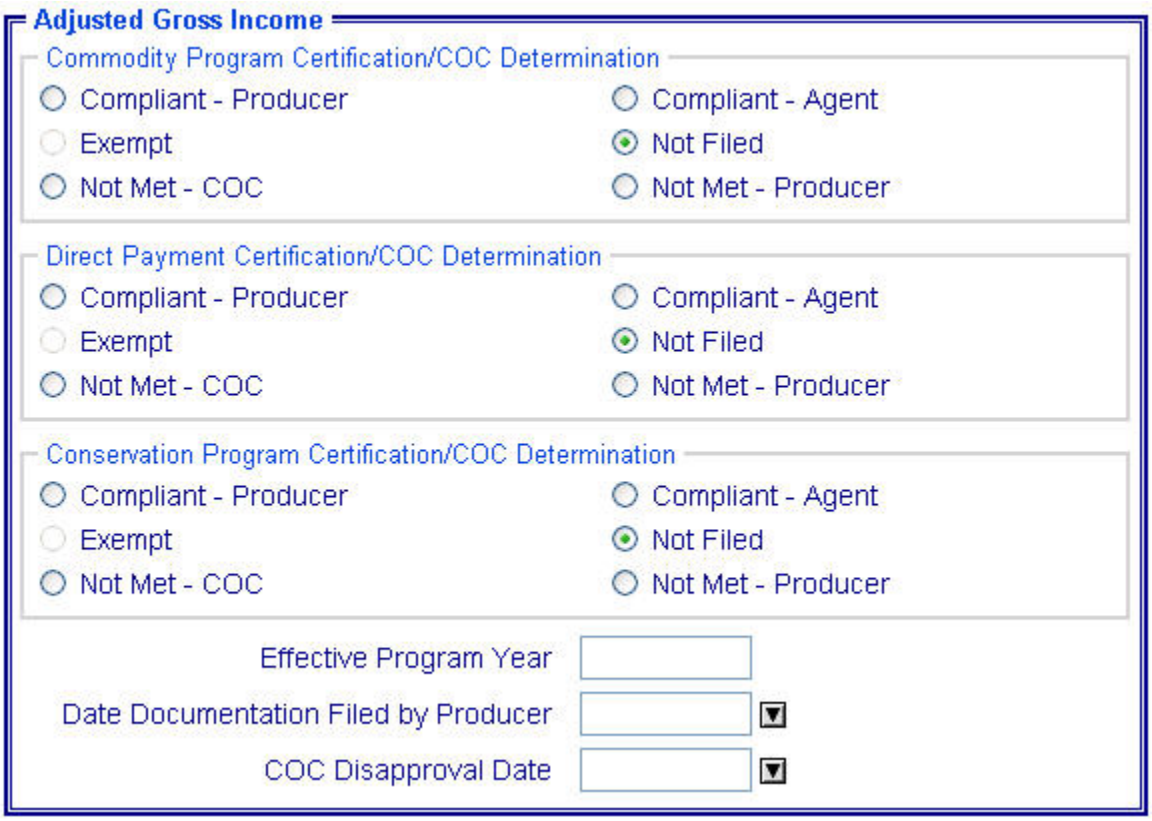
The AGI software is designed to prevent users from updating the AGI eligibility certification/determination for joint operations and entities that are exempt from the AGI provisions.

Entity	Entity Type
General Partnership	02
Joint Venture	03
Federally Owned	08
State Owned	09
Public School	13
Indian Tribal Venture	20

31 AGI Determination Information (Continued)

C Example of the Subsidiary Eligibility Screen, Adjusted Gross Income Section

Following is an example of the Adjusted Gross Income section.



31 AGI Determination Information (Continued)

D Fields Applicable to AGI Determinations

The following provides Adjusted Gross Income section options for "Commodity Program", "Direct Payment", and "Conservation Program" certifications/COC determinations.

Field	Option	Explanation
Certification/ COC Determination	Compliant - Producer	Producer has filed the required documentation and has certified compliance with AGI provisions.
	Compliant - Agent	Producer has submitted a statement by CPA or an attorney certifying compliance with AGI provisions.
	Exempt	Producer is exempt from AGI provisions. See subparagraph B for additional information on exempt business types.
	Not Filed	Producer has **not** filed the required documentation to meet the AGI eligibility provisions.
	Not Met - COC	COC has determined that the producer does **not** meet the AGI eligibility provisions.
	Not Met - Producer	Producer has certified that AGI provisions **cannot** be met.
Effective Program Year		Program year applicable to the certification filed by the producer. An entry is required if any of the following options are selected as the COC determination: • "Compliant - Producer" • "Compliant - Agent" • "Not Met - COC" • "Not Met - Producer".

31 AGI Determination Information (Continued)

D Fields Applicable to AGI Determinations (Continued)

Field	Option	Explanation
Date Documentation Filed by Producer		Date producer provided all required documentation to determine whether producer meets AGI provisions. An entry is required if any of the following options are selected as the COC determination: • "Compliant - Producer" • "Compliant - Agent" • "Not Met - COC" • "Not Met - Producer". Enter date according to acceptable formats in subparagraph 24 E. The date will automatically populate if "Update Adjusted Gross Income Date Documentation Provided by Producer with above date" field was selected in Actively Engaged section. Verify date entered is the date producer signed AGI certification. If the date was automatically populated, verify the date populated is the date the producer signed AGI certification.
COC Disapproval Date		Date COC determined that the producer does **not** meet AGI eligibility provisions. An entry is required if "Not Met - COC" is entered as the "Certification/COC Determination".

31 AGI Determination Information (Continued)

E Error Messages

The following provides error messages that may be displayed when updating AGI eligibility data.

Message	Reason for Message	Corrective Action
Program year must be entered.	User selected 1 of the following as the "Certification/COC Determination", but did **not** enter a date in the "Effective Program Year" field: • "Compliant - Producer" • "Compliant –Agent" • "Not Met – COC" • "Not Met – Producer".	Take either of the following actions: • enter the effective program year from AGI certification • Select another option as the "Certification/COC Determination".
Must enter the date the producer filed the AGI certification for years after 2008.	User selected 1 of the following as the "Certification/COC Determination", but did **not** enter a date in "Date Documentation Filed by Producer" field: • "Compliant - Producer" • "Compliant –Agent" • "Not Met – COC" • "Not Met – Producer".	Take either of the following actions: • enter the date the producer filed AGI certification • select another option as the "Certification/COC Determination".
Program year not allowed based on certification option selected.	Effective program year was entered by the user, but the "Certification/COC Determination" is either of the following options: • "Exempt" • "Not Filed".	Take either of the following actions: • remove the effective program year • select a different option as the "Certification/COC Determination".

31 AGI Determination Information (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
Invalid AGI determination selection.	User selects "Compliant – Producer" for one AGI Certification/COC Determination and "Compliant – Agent" for another AGI Certification/COC Determination.	If producer certifies compliance, user must select "Compliant – Producer" for all compliant certifications.
	User selects "Compliant – Agent" for one AGI Certification/COC Determination and "Compliant – Producer" for another AGI Certification/COC Determination.	If agent certifies compliance, user must select "Compliant – Agent" for all compliant certifications.
	"Not Filed" is selected by the user OR automatically set by the system for one AGI Certification/COC Determination, but not for all AGI Certifications/COC Determinations.	If "Not Filed" is selected by the user **or** automatically set by the system for one AGI Certification/COC Determination, it **must** be selected for all AGI Certifications/COC Determinations.
Date not allowed based on COC determination or certification option selected.	User indicated the producer has **not** filed the required documentation for an AGI determination; however, a date was entered in the "Date Documentation Filed by Producer".	Take either of the following actions: • remove the date from the "Date Documentation Filed by Producer" field • select a different option as the "Certification/COC Determination".
Must enter the COC disapproval date.	User indicated producer does **not** meet AGI provisions by selecting "Not Met – COC" as the "Certification/COC Determination", but did **not** enter a date in the "COC Disapproval Date" field.	Take either of the following actions: • enter the date COC determined the producer was ineligible because of AGI provisions • select another option as the "Certification/COC Determination".

31 AGI Determination Information (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
Year cannot be later than the current subsidiary year.	Program year entered is later than the current subsidiary year.	Year entered **cannot** be later than the current subsidiary year. Re-enter a valid year.
Date cannot be later than today's date.	Date entered or selected in either of the following fields is later than the current date: • "Date Documentation Filed by Producer" • "COC Disapproval Date".	Date entered or selected **cannot** be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is **not** a valid date: • "Date Documentation Filed by Producer" • "COC Disapproval Date".	Re-enter a valid date or select a date using the calendar icon. See subparagraph 24 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, mmddyy.	Date entered in either of the following fields is **not** in an acceptable format: • "Date Documentation Filed by Producer" • "COC Determination Date".	Re-enter date in an acceptable format according to subparagraph 24 E.

31 AGI Determination Information (Continued)

F Field Default Values

When new eligibility records are created, AGI field values are defaulted according to the following.

Field	Default Value
Commodity Program Certification/COC Determination	"Not Filed", indicating producer has **not** filed all documentation required for AGI determination.
Direct Payment Certification/COC Determination	
Conservation Program Certification/COC Determination	
Effective Program Year	"Blank".
Date Documentation Filed by Producer	
COC Disapproval Date	

31 AGI Determination Information (Continued)

G Updating Web-Eligibility AGI Certification/COC Determinations

The following provides instructions for data-loading information captured on CCC-926 into the web-based eligibility software for AGI Certification/COC Determination for Commodity Program, Direct Payment, and Conservation Program.

Item	Response	Entry in Web Based Eligibility	Explanation
Commodity Program Certification/COC Determination			
5 Average Adjusted Gross Nonfarm Income is $500,000 or less	Yes	Compliant - Producer	Eligible for commodity, price support and disaster program payments.
		Compliant - Agent	
	No	Not Met - COC	Not eligible for commodity, price support, and disaster program payments.
		Not Met - Producer	
Direct Payment Certification/COC Determination			
6 Average Adjusted Gross Farm Income is $750,000 or less	Yes	Compliant - Producer	Eligible for direct payments, if eligible for commodity program payments.
		Compliant - Agent	
	No	Not Met - COC	Not eligible for direct payments.
		Not Met - Producer	
Conservation Program Certification/COC Determination			
7 Average Adjusted Gross Nonfarm Income is $1 million or less	Yes	Compliant - Producer	Eligible for conservation program payments.
		Compliant - Agent	
	No	Not Met - COC	See item 8, Explanation.
		Not Met - Producer	
8 Average Adjusted Gross Farm Income is at least 66.66% of Average Adjusted Gross Income	Yes		Eligible for conservation program payments.
	No		If item 7 is: • "Yes", then eligible for conservation program payments • "No", then **not** eligible for conservation program payments.

32 Controlled Substance Determination Information

A Overview

Controlled substance eligibility, which is the Controlled Substance FSA flag in System 36, is read by several programs for eligibility purposes. This is a year specific flag.

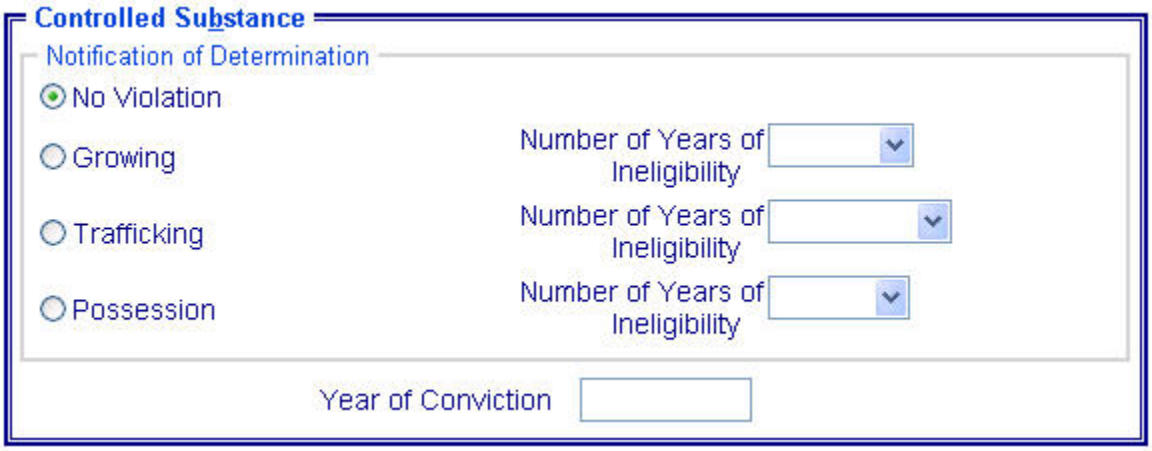
B Business Rule

The rule for controlled substance eligibility is any person who is convicted under Federal or State Law of a controlled substance violation, shall be ineligible for payments or benefits. The general term "growing", which includes planting, cultivating, growing, producing, harvesting, or storing, has a set violation period of the crop year of violation and 4 succeeding years. For trafficking and possession the violations are at the discretion of the court. The court may determine the conviction to be from 1 year to "permanent" ineligibility of all government program benefits.

See 1-CM, Part 30 for additional information on controlled substance provisions.

C Example of the Subsidiary Eligibility Screen, Controlled Substance Section

Following is an example of the Controlled Substance section.



32 Controlled Substance Determination Information (Continued)

D Values

The following provides options that are provided to update the controlled substance eligibility for producers in the system.

Option	Notification of Determination	Short Form Name	Legacy Flag Value
1	Producer has not been convicted of a controlled substance violation.	No Violation	Y
2	Producer has been convicted of planting, cultivating, growing, producing, harvesting, or storing of a controlled substance.	Growing	N
3	Producer was convicted of Federal or State offense consisting of the distribution (trafficking) of a controlled substance.	Trafficking	
4	Producer was convicted of Federal or State offense for the possession of a controlled substance.	Possession	
5	Producer had been convicted of a controlled substance violation. Additional information must be entered regarding this violation.	Action Required	

.

E Other Required Data

Data from the court records on the conviction of the producer is entered in the system. First, the year of conviction as set by the court is required. This year may be before the current system year; however, it cannot be later than the current system date. Second, the sentencing period set by the court is required. The length of the sentencing period can be from 1 year to "permanent" ineligibility of all government program benefits. This court record must be filed in the County Office as supporting documentation.

If option 2, 3, or 4 is selected, then the starting year of the violation must be entered. This starting year is important for the system to track the violation period. The year entered cannot be greater then the current subsidiary year. The year must be entered or the system will not allow the user to continue.

Also, if option 3 or 4 is selected, then the number of years the court determined that the producer was ineligible for benefits must be entered. Because this ineligibility period is set by the court system, this is a required entry. The system will automatically calculate the ineligibility period and change the option at rollover when the ineligible period is over. This is a required entry.

Note: The system will automatically calculate the ineligibility period in option 2, 3, and 4 based on the year and violation period entered.

32 Controlled Substance Determination Information (Continued)

F Error Messages

If invalid or no data is entered the following error messages are displayed.

IF this message is displayed…	THEN the user entered…
"Invalid Year"	an invalid year.
"Year cannot be later than current year"	a year that is later than the system year.
"No more entry is needed."	option 1 for "not been convicted".
"Only the year of conviction is required for a growing conviction."	option 2 for "growing".
"Both the year of conviction and number of years are required entries."	option 3 for "drug trafficking", but did not enter the year of conviction or period of conviction.
"Both the year of conviction and number of years are required entries."	option 4 for "possession", but did not enter the year of conviction or period of conviction.
"A year between 1 and 5 must be selected."	anything except a number from 1 to 5 for the violation period.
"A year between 1 and 10 must be selected."	anything except a number from 1 to 10 for the violation period.
"Invalid Entry."	anything except a valid entry.

G New Producer Default Value

When a new producer or a new eligibility record is created the system will use the default value to establish the record. Option 1, "No Violation", is the default value for controlled substance eligibility. Therefore, the year of conviction and sentencing period are blank, because these are not required entries for Option 1. After the record is created, then updates can be made at anytime.

33 NAP Noncompliance Determination Information

A Overview

NAP noncompliance eligibility, which is the NAP noncompliance flag in System 36, is used to show eligibility for NAP. This started with the year 2000. This is a year specific flag.

B Business Rule

The rule for NAP noncompliance eligibility is that any producer who is determined by FSA to not be in compliance with NAP procedures is ineligible for NAP benefits. The penalty period is the year of the violation plus 2 years for a total of 3 years.

C Values

The following provides options that are provided to update the NAP noncompliance eligibility for producers in the system.

Option	Notification of Determination	Short Form Name	Legacy Flag Value
1	Producer is in compliance with NAP procedures.	Certified	Y
2	COC has determined that the producer violated NAP compliance provisions.	Not Compliant - COC	N

D Other Required Data

If option 2 is selected, then the starting year of the violation must be entered. This starting year is important, for the system to track the violation period. The year entered cannot be greater then the current subsidiary year. A year must be entered or the system will not allow the user to continue.

33 NAP Noncompliance Determination Information (Continued)

E Error Messages

If invalid or no data is entered, the following error messages will be displayed.

IF this message is displayed…	THEN the user entered…
"Must enter the COC disapproval year"	"2" and made no entry.
"Invalid year"	an invalid year.
"Year cannot be later than current year"	a year that is later than the system year.

F New Producer Default Value

When a new producer or a new eligibility record is created the system will use the default value to establish the record. Option 1 is the default value for NAP noncompliance eligibility. After the record is created, then updates can be made at anytime.

34 Delinquent Debt Determination Information

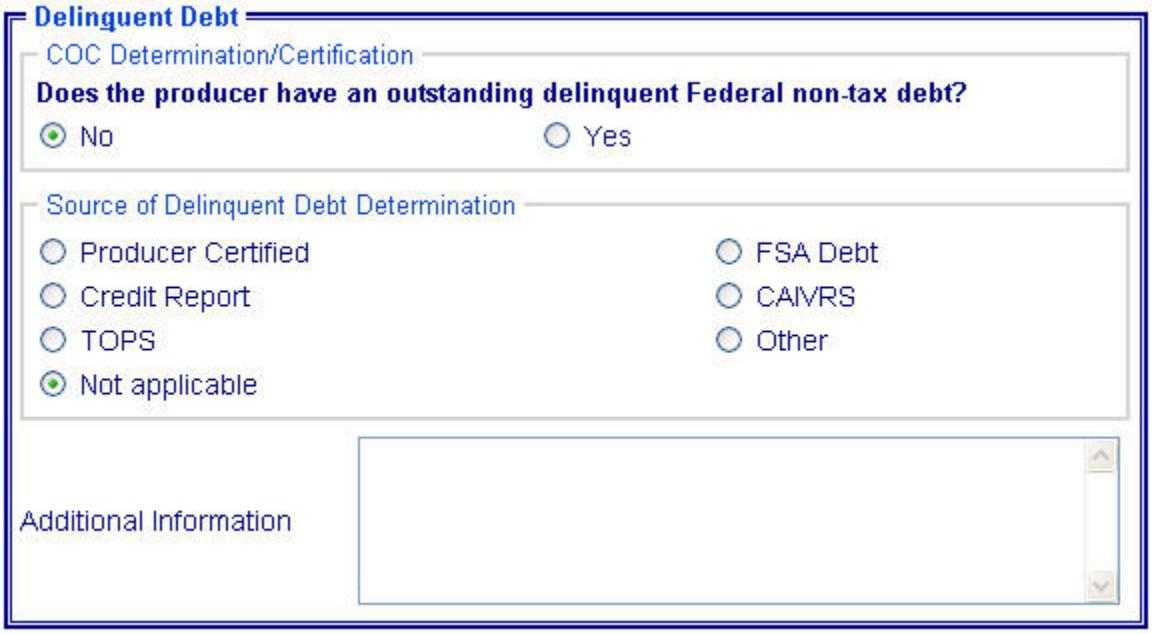
A Introduction

The Debt Collection Improvement Act of 1996 specifies that no person may obtain any Federal financial assistance in the form of a loan, other than a disaster loan, or a loan guarantee if such person has an outstanding Federal nontax debt which is in a delinquent status. Further, any such person may obtain additional Federal financial assistance only after such delinquency is resolved.

Data in the Subsidiary Eligibility Screen, Delinquent Debt section is used to determine producer eligibility based on the delinquent debt provisions.

B Example of the Subsidiary Eligibility Screen, Delinquent Debt Section

Following is an example of the Delinquent Debt section.



34 Delinquent Debt Determination Information (Continued)

C Fields Applicable to Delinquent Debt Determinations

The following provides fields applicable to delinquent debt determinations.

Field	Option	Explanation
COC Determination/ Certification	No	Producer has not applied for a loan benefit or has certified compliance that they do not have an outstanding delinquent Federal nontax debt.
	Yes	Producer has an outstanding delinquent Federal nontax debt.
Source of Delinquent Debt Determination		If the producer has an outstanding delinquent Federal nontax debt, users are required to specify the source where the debt information was found. If the source is not listed, "Other" should be selected.
Additional Information		Allows for additional information, up to 1,000 characters, to be recorded about the debt information. An entry is required if "Other" is selected as the source of the delinquent debt.

D Error Messages

The following provides error messages that may be displayed when updating delinquent debt eligibility data.

Message	Reason for Message	Corrective Action
Must specify the source used to determine the producer has a delinquent debt.	User indicated the producer has a delinquent debt but did not specify the source where the debt information was found.	Take either of the following actions: • select the "Source of Delinquent Debt Determination" • select "No" as the "COC Determination/Certification".
Additional information about the delinquent debt must be recorded.	User selected "Other" as the source of the delinquent debt determination; however information was not entered in the "Additional Information" field.	Take either of the following actions: • enter information in the "Additional Information" field to document where the delinquent debt information was found • select another option as the "Source of Delinquent Debt Determination".

34 Delinquent Debt Determination Information (Continued)

E Field Default Values

When new eligibility records are created, delinquent debt field values are defaulted according to the following.

Field	Default Value
COC Determination/Certification	“No” indicating the producer does not have a delinquent Federal nontax debt.
Source of Delinquent Debt Determination	“Not Applicable”.
Additional Information	“Blank”.

35 Socially Disadvantaged Farmer or Rancher

A Introduction

Data in the Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher section is used to determine whether a producer meets the requirements to be considered socially disadvantaged. Additional provisions for a socially disadvantaged farmer or rancher are applicable to 2008 and subsequent years.

Notes: See 1-CM for the definition of socially disadvantaged farmer or rancher.

Producers will be required to indicate their socially disadvantaged farmer or rancher status on applicable program applications/contracts to be eligible for applicable program exceptions or waivers.

The Food, Conservation, and Energy Act of 2008 provides for socially disadvantaged farmers and ranchers to qualify for exemptions based on definitions provided under the following:

- Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, and gender)
- Food, Agriculture, Conservation and Trade Act of 1990 (includes racial, ethnic, but **not** gender).

The Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher section captures the socially disadvantaged farmer and rancher determination as it relates to the following:

- Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, and gender)
- Food, Agriculture, Conservation and Trade Act of 1990 (includes racial, ethnic, but **not** gender).

35 Socially Disadvantaged Farmer or Rancher (Continued)

B Example of the Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher Section

Following is an example of the Socially Disadvantaged Farmer or Rancher section.

35 Socially Disadvantaged Farmer or Rancher (Continued)

C Fields Applicable to Socially Disadvantaged Farmer or Rancher

The following provides fields applicable to a socially disadvantaged farmer or rancher.

Field	Option	Explanation
Includes Racial, Ethnic and Gender	Yes	Producer has certified compliance with socially disadvantaged farmer or rancher provisions as defined under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, and gender). **Note:** For businesses with an employer ID number, this option shall **only** be selected when all members have certified compliance with the socially disadvantaged farmer or rancher. Eligibility records for the members are **not** required to be updated unless the member has an individual interest.
	No	Producer has **not** certified compliance with socially disadvantaged farmer or rancher provisions as defined under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, and gender).
Includes Racial and Ethnic but NOT Gender	Yes	Producer has certified compliance with socially disadvantaged farmer or rancher provisions as defined under the Food, Agriculture, Conservation, and Trade Act of 1990 (includes racial and ethnic, but **not** gender). **Note:** For businesses with an employer ID number, this option shall **only** be selected when all members have certified compliance with the socially disadvantaged farmer or rancher. Eligibility records for the members are **not** required to be updated unless the member has an individual interest.
	No	Producer has not certified compliance with socially disadvantaged farmer or rancher provisions as defined under the Food, Agriculture, Conservation, and Trade Act of 1990 (includes racial and ethnic, but **not** gender).

35 Socially Disadvantaged Farmer or Rancher (Continued)

D New Producer Default Value

When a new producer or a new eligibility record is created, the system will use the default value to establish the record. "No" is the default value for a socially disadvantaged farmer or rancher. As soon as the producer's certification is received, the value must be updated. After the record is created, updates can be made at anytime.

36 Beginning Farmer or Rancher

A Introduction

Data in the Subsidiary Eligibility Screen, Beginning Farmer or Rancher section is used to determine whether a producer meets the requirements to be considered a beginning farmer or rancher. Additional provisions for a beginning farmer or rancher are applicable to 2008 and future years.

Note: Producers will be required to indicate their beginning farmer or rancher status on applicable program applications/contracts.

B Example of Subsidiary Eligibility Screen, Beginning Farmer or Rancher Section

Following is an example of the Beginning Farmer or Rancher section.

C Fields Applicable to Beginning Farmer or Rancher

The following provides options applicable to a beginning farmer or rancher.

Option	Explanation
Yes	Producer has certified compliance with beginning farmer or rancher provisions. **Note:** For businesses with an employer ID number, this option shall **only** be selected when all members have certified compliance with the beginning farmer or rancher. Eligibility records for the members are **not** required to be updated unless the member has an individual interest.
No	Producer has **not** certified compliance with beginning farmer or rancher provisions.

D New Producer Default Value

When a new producer or a new eligibility record is created, the system will use the default value to establish the record. “No” is the default value for a beginning farmer or rancher. As soon as the producer’s certification is received, the value must be updated. After the record is created, updates can be made at anytime.

37 Limited Resource Farmer or Rancher

A Introduction

Data in the Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher section is used to determine whether a producer meets the requirements to be considered a limited resource farmer or rancher. Additional provisions for a limited resource farmer or rancher are applicable to 2008 and subsequent years.

Note: Producers will be required to indicate their limited resource farmer or rancher status on applicable program applications/contracts.

B Example of Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher Section

Following is an example of the Limited Resource Farmer or Rancher section.

C Fields Applicable to Limited Resource Farmer or Rancher

The following provides fields applicable to a limited resource farmer or rancher.

Option	Explanation
Yes	Producer has certified compliance with limited resource farmer or rancher provisions. **Note:** For businesses with an employer ID number, this option shall **only** be selected when all members have certified compliance with the limited resource farmer or rancher. Eligibility records for the members are **not** required to be updated unless the member has an individual interest.
No	Producer has **not** certified compliance with limited resource farmer or rancher provisions.

D New Producer Default Value

When a new producer or a new eligibility record is created, the system will use the default value to establish the record. “No” is the default value for a limited resource farmer or rancher. As soon as the producer’s certification is received, the value must be updated. After the record is created, updates can be made at anytime.

38 Fraud – Including FCIC Fraud Determination

A Introduction

The Subsidiary Eligibility Screen, Fraud – including FCIC Fraud section was formerly called the "FCIC Fraud" determination. The Fraud – including FCIC Fraud section is used to record action taken because of a producer or group of producers being disqualified or debarred from participating in FSA- and/or RMA-administered programs.

B Example of Subsidiary Eligibility Screen, Fraud – Including FCIC Fraud Section

Following is an example of the Fraud – including FCIC Fraud section.

B Process

The process for updating fraud determinations is handled by PECD in the National Office. PECD receives a memorandum from ALS about participation eligibility. PECD enters the determination information into the web-based system along with:

- year of disqualification
- number of years that the producer is ineligible for benefits.

Note: The number of years a producer is determined ineligible is based on the information received from ALS and can be for 1 or more years.

Disqualification and ineligibility information is not updated by PECD until ALS notification is received. Once received from ALS, PECD notifies the applicable State Office. State Offices shall notify affected County Offices.

Note: There may be instances where PECD will notify certain State Offices referenced in documentation received from ALS about ineligible producers even though the producers may not be linked in SCIMS to a county in that State.

38 Fraud – Including FCIC Fraud Determination (Continued)

C Who to Contact

If a State Office believes information has not been entered for a producer, contact 1 of the following.

IF the case is an…	THEN the State Office shall contact…
RMA case	Tim Witt by: • e-mail at **tim.witt@usda.gov** • telephone at 816-926-7394.
OIG case	Jack Welch, Director, ALS, by: • e-mail at **gwen.sellman@wdc.usda.gov** • telephone at 202-690-3297.

D Locally Obtained Debarment/Disqualification Information About FCIC Fraud

County Offices provide a vital role in obtaining information about possible debarment or disqualification information. If SED or CED has reason to believe that a producer might be convicted of a crime that would cause that producer to be debarred or disqualified, the following actions should be taken:

- contact the clerk of the court for which the County Office has reason to believe that the producer was convicted and ask for a copy of the court's decision

- if, **after** reading the decision, CED has reason to believe that the producer might be debarred or disqualified from FSA programs, then forward the court's decision to Jack Welch, Director, ALS, through the State Office using the process in subparagraph C.

39 FCI Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, Federal Crop Insurance section is used to specify either or both of the following:

- based on review of FCI-12's and other applicable forms, the County Office has determined that the producer has obtained at least catastrophic level coverage on all crops of economic significance in which the producer has an interest

- producer has signed FSA-570.

See 1-CM, paragraph 801 for additional information on linkage requirements and a list of program benefits covered by FCI provisions.

Note: With enactment of the 2002 Farm Bill, FCI eligibility provisions only apply to CRP.

B Example of Subsidiary Eligibility Screen, Federal Crop Insurance Section

Following is an example of the Federal Crop Insurance section.

39 FCI Determination Information (Continued)

C Fields Applicable to FCI Determinations

The “Certification/COC Determination” field is the only field provided to designate whether the producer is in compliance with the FCI linkage requirements. The following provides options applicable for this field.

Option	Explanation
Requirements Met	Producer has met the minimum crop insurance eligibility requirements or has filed FSA-570.
Requirements Not Met	Producer has not met the minimum crop insurance eligibility requirements and/or has not filed FSA-570.

D Error Messages

Users are required to select 1 of the displayed options as the “Certification/COC Determination”. However, the “Certification/COC Determination” field will initially be set either through the migration process or as a default value and users cannot de-select those options without selecting another option. Therefore, since an option is always selected, there are no error messages applicable to the FCI determination information.

E Field Default Values

When new eligibility records are created, the FCI “Certification/COC Determination” field will be set to “Requirements Not Met” indicating the producer has not met the minimum crop insurance eligibility requirements and/or has not filed FSA-570.

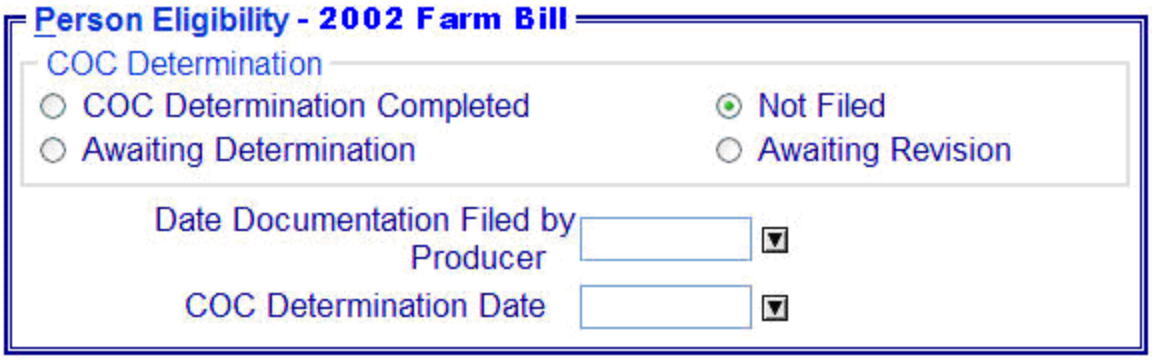
40 Person Eligibility – 2002 Farm Bill Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, Person Eligibility – 2002 Farm Bill section is used to determine whether a person determination has been completed for the producer for contracts approved in 2008 and prior years. See 1-PL, subparagraph 16 B for a list of program benefits covered by "person" provisions.

B Example of Subsidiary Eligibility Screen, Person Eligibility – 2002 Farm Bill Section

Following is an example of the Person Eligibility – 2002 Farm Bill section.



40 Person Eligibility – 2002 Farm Bill Determination Information (Continued)

C Fields Applicable to Person Eligibility – 2002 Farm Bill Determinations

The following provides fields applicable to "person" determinations.

Field	Option	Explanation
COC Determination	COC Determination Completed	Producer has filed all required documentation and COC has completed applicable determinations.
	Not Filed	Producer has not filed the required documentation for a person determination.
	Awaiting Determination	Producer has filed all documentation required for a person determination; however the COC determination has not been completed.
	Awaiting Revision	Producer has filed all documentation required for a revised person determination; however the COC determination has not been completed.
Date Documentation Filed by Producer	Enter acceptable date format according to subparagraph 24 E.	Date the producer provided all documentation required for a "person" determination. An entry is required if any of the following options are selected as the COC determination: • COC Determination Completed • Awaiting Determination • Awaiting Revision.
COC Determination Date		Date the "person" determination is completed by COC. An entry is required if "COC Determination Completed" is selected as the COC determination.

40 Person Eligibility – 2002 Farm Bill Determination Information (Continued)

D Error Messages

The following provides error messages that may be displayed when updating "person" eligibility data.

Message	Reason for Message	Corrective Action
Must enter the date the producer filed the documentation for a person determination for years after 2004.	User selected any of the following as the "COC Determination" but did not enter a date in the "Date Documentation Filed by Producer" field. • COC Determination Completed • Awaiting Determination • Awaiting Revision.	Take either of the following actions: • enter the date the producer filed the documentation required for a "person" determination • select another option as the "COC Determination".
Date not allowed based on "COC Determination" option.	User selected "Not Filed" as the "COC Determination" and entered a date in the "Date Documentation Filed by Producer" field.	Take either of the following actions: • remove the date from the "Date Documentation Filed by Producer" field • select another option as the "COC Determination".
COC determination date is required based on the determination selected for years after 2004.	User selected "COC Determination Completed" as the "COC Determination" but did not enter a date in the "COC Determination Date" field.	Take either of the following actions: • enter the "COC Determination Date" • select another option as the "COC Determination".

40 Person Eligibility – 2002 Farm Bill Determination Information (Continued)

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
COC determination has not been completed so a COC determination date is not applicable for years after 2004.	User selected "Not Filed" as the "COC Determination" and entered a date in the "COC Determination Date" field.	Take either of the following actions: • remove the date from the "COC Determination Date" field • select another option as the "COC Determination".
Date cannot be later than today's date.	Date entered or selected in either of the following fields is later than the current date: • "Date Documentation Filed by Producer" • "COC Determination Date".	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date: • "Date Documentation Filed by Producer" • "COC Determination Date".	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the calendar icon. See subparagraph 24 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddyy.	Date entered in either of the following fields is not in an acceptable date format: • "Date Documentation Filed by Producer" • "COC Determination Date".	Re-enter date in an acceptable date format according to subparagraph 24 E.

40 Person Eligibility – 2002 Farm Bill Determination Information (Continued)

E Field Default Values

When new eligibility records are created, “person” field values are defaulted according to the following.

Field	Default Value
COC Determination	“Not Filed” indicating the producer has not filed all documentation required for a “person” determination.
Date Documentation Filed by Producer	“Blank”.
COC Determination Date	

41 Actively Engaged – 2002 Farm Bill Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, Actively Engaged – 2002 Farm Bill section is used to determine producer eligibility based on the actively engaged in farming provisions for contracts approved in 2008 and prior years. See 1-PL, subparagraph 16 B for a list of program benefits covered by actively engaged in farming provisions according to the 2002 Farm Bill.

B Example of Subsidiary Eligibility Screen, Actively Engaged – 2002 Farm Bill Section

Following is an example of the Actively Engaged – 2002 Farm Bill section.

41 Actively Engaged – 2002 Farm Bill Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations

The following lists the fields applicable to "actively engaged in farming" determinations.

Field	Option	Explanation
"COC Determination"	Actively Engaged	Producer has filed the required documentation and COC has determined the producer meets the "actively engaged in farming" provisions.
	Not Filed	Producer has not filed the documentation necessary for an "actively engaged in farming" determination.
	Awaiting Determination	Producer has filed all documentation required for an actively engaged in farming determination, however the COC determination has not been completed.
	Awaiting Revision	Producer has revised the documentation required for an "actively engaged in farming" determination, however COC has not completed the new "actively engaged in farming" determination.
	Not Actively Engaged	COC has determined the producer does not meet the "actively engaged in farming" provisions.
"Date Documentation Filed by Producer"		Date the producer provided all required documentation required to determine whether the producer is "actively engaged in farming". An entry is required if any of the following options are selected as the COC determination. • "Actively Engaged" • "Awaiting Determination" • "Awaiting Revision" • "Not Actively Engaged". Enter date according to acceptable formats in subparagraph 24 E.
"COC Determination Date"		Date the "actively engaged in farming" determination is made by COC. An entry is required if either of the following options are selected as the COC determination. • "Actively Engaged" • "Not Actively Engaged". Enter date according to acceptable formats in subparagraph 24 E.
Suspended Producer **Note:** See subparagraph F for additional information.	Not Suspended	Producer/member has not designated more than 3 entities for payment.
	Suspended	Producer/member has designated more than 3 entities for payment.

41 Actively Engaged – 2002 Farm Bill Determination Information (Continued)

D Error Messages

The following provides error messages that may be displayed when updating actively engaged eligibility data.

Message	Reason for Message	Corrective Action
Must enter the date the producer filed the documentation for an actively engaged determination for years after 2004.	User selected any of the following as the "COC Determination" but did not enter a date in the "Date Documentation Filed by Producer" field. • "Actively Engaged" • "Awaiting Determination" • "Awaiting Revision" • "Not Actively Engaged".	Take either of the following actions: • enter the date the producer filed the documentation required for an "actively engaged in farming" determination • select another option as the "COC Determination".
Date not allowed based on "COC Determination" option selected.	User indicated the producer has not filed the required documentation for an "actively engaged in farming" determination; however, a date was entered in the "Date Documentation Filed by Producer" field.	Take either of the following actions: • remove the date from the "Date Documentation Filed by Producer" field • select a different option as the "COC Determination".

41 Actively Engaged – 2002 Farm Bill Determination Information (Continued)

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
Date cannot be later than today's date.	Date entered or selected in either of the following fields is later than the current date. • "Date Documentation Filed by Producer" • "COC Determination Date".	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date. • "Date Documentation Filed by Producer" • "COC Determination Date".	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the calendar icon. See subparagraph 24 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddyy.	Date entered in either of the following fields is not in an acceptable format: • "Date Documentation Filed by Producer" • "COC Determination Date".	Re-enter date in an acceptable date format according to subparagraph 24 E.

41 Actively Engaged – 2002 Farm Bill Determination Information (Continued)

E Field Default Values

When new eligibility records are created, actively engaged field values are defaulted according to the following.

Field	Default Value
COC Determination	"Not Filed" indicating the producer has not filed all documentation required for an actively engaged in farming determination.
Date Documentation Filed by Producer	"Blank".
COC Determination Date	"Blank".
Suspended Producer	"Not Suspended" indicating the producer/member has not designated more than three entities for payment.

F Correcting Suspended Producer Situations

The KC-ADC mainframe sets the "Suspended Producer" option based on the number of permitted entities counted on the mainframe. To correct a suspended producer situation, the recording county shall compare the data recorded in the system to CCC-501B filed by the producer to ensure the designations are recorded properly.

After the review and any applicable updates and/or deletions are completed, the recording county shall:

- contact all counties in which the producer is active to ensure each county has recorded the information correctly in the permitted entity files

  Note: Corrected data will be uploaded to the KC-ADC mainframe and the permitted entity count process will run again. However, the updates will not be immediate because the upload/download process for the permitted entity file will continue to occur bi-weekly.

- update the "Suspended Producer" option to "Not Suspended" in the web-based subsidiary application.

Warning: If the permitted entity count on the mainframe continues to exceed 3, the eligibility application will be automatically updated back to "Suspended" and any payments issued to the producer will be listed on applicable overpayment registers.

42 Permitted Entity – 2002 Farm Bill Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, Permitted Entity – 2002 Farm Bill section is used to specify whether the producer wants to receive payment as an individual. See 1-PL, subparagraph 16 B for a list of program benefits covered by permitted entity provisions.

In the legacy system, an "M" value for actively engaged:

- indicates the producer does not wish to receive payment as an individual
- ensures that the individual designation is not included in the permitted entity count on the mainframe.

B Example of Subsidiary Eligibility Screen, Permitted Entity – 2002 Farm Bill Section

Following is an example of the Permitted Entity – 2002 Farm Bill section.

42 Permitted Entity - 2002 Farm Bill Determination Information (Continued)

C Fields Applicable to Permitted Entity – 2002 Farm Bill Designations

The question, "Does the producer wish to receive payment as an individual or through a joint operation?", is the only field applicable to the Subsidiary Eligibility Screen, Permitted Entity - 2002 Farm Bill Section.

The following provides the available options for designating whether or **not** the producer wants to receive payment as an individual.

Option	Explanation
Yes	The producer is receiving payment through an individual interest or as a member of a joint operation. Selecting this option allows the producer to designate 2 other entities for payment. **Note:** This option should always be selected for joint operations and entities.
No	The producer: • is **not** a member of a joint operation and is not receiving payment as an individual in any county • is a member of 3 entities and is not receiving payment as an individual or member of a joint operation in any county. Selecting this option allows the producer to designate 3 entities for payment.

D Field Default Value

When new eligibility records are created, the permitted entity field is defaulted to "Yes" indicating the producer wishes to receive payment as an individual farming interest or as a member of a joint operation.

43 AGI - 2002 Farm Bill Determination Information

A Introduction

The Farm Security and Rural Investment Act of 2002, Section 1604 provides provisions for excluding individuals and entities from program payment eligibility if the average AGI for the 3 preceding tax years for the individual or entity exceeds $2.5 million.

Data in the Subsidiary Eligibility Screen, Adjusted Gross Income section is used to determine producer eligibility based on the AGI provisions for contracts approved in 2008 and prior years. See 1-PL, Part 6.5 for additional information for determining producer eligibility with AGI provisions.

B Exempt Business Types

The AGI software is designed to prevent users from updating the AGI eligibility certification/determination for joint operations and entities that are exempt from the AGI provisions.

Entity	Entity Type
General Partnership	02
Joint Venture	03
Federally-owned	08
State-owned	09
County-owned	11
City-owned	12
Public School	13
BIA and Indian Tribal Venture	14
Indian Tribal Venture	20

43 AGI – 2002 Farm Bill Determination Information (Continued)

C Example of the Subsidiary Eligibility Screen, Adjusted Gross Income – 2002 Farm Bill Section

Following is an example of the Adjusted Gross Income – 2002 Farm Bill section.

43 AGI – 2002 Farm Bill Determination Information (Continued)

D Fields Applicable to AGI – 2002 Farm Bill Determinations

The following provides fields applicable to AGI – 2002 Farm Bill determinations.

Field	Option	Explanation
COC Determination	Compliant - CCC-526C	Producer has filed CCC-526C and has certified compliance with AGI provisions.
	Compliant - Agent	Producer has submitted a statement by CPA or an attorney certifying compliance with AGI provisions.
	Exempt	Producer is exempt from AGI provisions. See subparagraph B for additional information on exempt business types.
	Not Filed	Producer has not filed the required documentation to meet the AGI eligibility provisions.
	Not Met - COC	COC has determined that the producer does not meet the AGI eligibility provisions.
	Not Met - Producer	Producer has certified that AGI provisions cannot be met.
Effective Program Year		Program year from CCC-526C, item 3 or year applicable to the certification filed by the producer. An entry is required if any of the following options are selected as the COC determination. • "Compliant - CCC-526C" • "Compliant - Agent" • "Not Met - COC" • "Not Met - Producer".

43 AGI – 2002 Farm Bill Determination Information (Continued)

D Fields Applicable to AGI – 2002 Farm Bill Determinations (Continued)

Field	Option	Explanation
Date Documentation Filed by Producer		Date the producer provided all required documentation required to determine whether the producer meets the AGI provisions. An entry is required if any of the following options are selected as the COC determination. • "Compliant - CCC-526C" • "Compliant –Agent" • "Not Met – COC" • "Not Met – Producer". Enter date according to acceptable formats in subparagraph 24 E. The date will automatically populate if the "Update Adjusted Gross Income Date Documentation Provided by Producer with above date" field was selected in the Person Eligibility section. Verify the date entered is the date the producer signed CCC-526C. If the date was automatically populated, verify the date populated is the date the producer signed CCC-526C.
COC Disapproval Date		Date COC determined that the producer does **not** meet AGI eligibility provisions. An entry is required if "Not Met – COC" is entered as the "Certification/COC Determination".

43 AGI – 2002 Farm Bill Determination Information (Continued)

E Error Messages

The following provides error messages that may be displayed when updating AGI – 2002 Farm Bill eligibility data.

Message	Reason for Message	Corrective Action
Program year must be selected.	User selected any of the following as the "Certification/COC Determination" but did not enter a date in the "Effective Program Year" field. • "Compliant - CCC-526C" • "Compliant –Agent" • "Not Met – COC" • "Not Met – Producer".	Take either of the following actions: • **e**nter the effective program year from CCC-526C • select another option as the "Certification/COC Determination".
Must enter the date the producer filed the AGI certification for years after 2004.	User selected any of the following as the "Certification/COC Determination" but did not enter a date in the "Date Documentation Filed by Producer" field. • "Compliant - CCC-526C" • "Compliant –Agent" • "Not Met – COC" • "Not Met – Producer".	Take either of the following actions: • enter the date the producer filed CCC-526C or certification • select another option as the "Certification/COC Determination".
Program year not allowed based on certification option selected.	Effective program year was entered by the user, but the "Certification/COC Determination" is either of the following options: • "Exempt" • "Not Filed".	Take either of the following actions: • remove the effective program year • select a different option as the "Certification/COC Determination".
Date not allowed based on COC determination or certification option selected.	User indicated the producer has not filed the required documentation for an AGI determination, however a date was entered in the "Date Documentation Filed by Producer".	Take either of the following actions: • remove the date from the "Date Documentation Filed by Producer" field • select a different option as the "Certification/COC Determination".

43 AGI – 2002 Farm Bill Determination Information (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
Must enter the COC disapproval date.	User indicated the producer does not meet the AGI provisions by selecting "Not Met – COC" as the "Certification/COC Determination" but did not enter a date in the "COC Disapproval Date" field.	Take either of the following actions: • enter the date the COC determined the producer was ineligible because of AGI provisions • select another option as the "Certification/COC Determination".
Year cannot be later than the current subsidiary year.	Program year entered is later than the current subsidiary year.	Year entered cannot be later than the current subsidiary year. Re-enter a valid year.
Date cannot be later than today's date.	Date entered or selected in either of the following fields is later than the current date. • "Date Documentation Filed by Producer" • "COC Disapproval Date".	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date. • "Date Documentation Filed by Producer" • "COC Disapproval Date".	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the calendar icon. See subparagraph 24 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, mmddyy.	Date entered in either of the following fields is not in an acceptable format. • "Date Documentation Filed by Producer" • "COC Determination Date".	Re-enter date in an acceptable format according to subparagraph 24 E.

43 AGI – 2002 Farm Bill Determination Information (Continued)

F Field Default Values

When new eligibility records are created, AGI field values are defaulted according to the following.

Field	Default Value
Certification/COC Determination	"Not Filed" indicating the producer has not filed all documentation required for an AGI determination.
Effective Program Year	"Blank".
Date Documentation Filed by Producer	
COC Disapproval Date	

43 AGI – 2002 Farm Bill Determination Information (Continued)

G Determining Payment Share Based on AGI – 2002 Farm Bill Eligibility

For programs affected by AGI provisions in the 2002 Farm Bill, the percentage of the payment that can be issued to an entity is determined by:

- checking AGI – 2002 Farm Bill eligibility for the entity
- if the entity is eligible, determining the percentage of payment that can be issued based on member eligibility.

Since payments are reduced by the percentage of the interest of an ineligible member, the actual and permitted shares in the entity file are used to determine the amount that can be issued to the entity. This reduction is handled similarly to how the permitted share reduction is applied.

IF permitted entity rules...	THEN the percentage of payment that can be issued to an entity is...
apply to the program	• determined by checking each member's AGI – 2002 Farm Bill eligibility status • determined by using each eligible member's permitted share in the entity • combined with the permitted share for the eligible members to compute the payment amount for the entity.
do not apply to the program	determined by checking each member's AGI – 2002 Farm Bill eligibility status and actual share of the entity.

43 AGI – 2002 Farm Bill Determination Information (Continued)

G Determining Payment Share Based on AGI Eligibility (Continued)

The following describes the process to determine the payment share for entities and joint operations.

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td rowspan="4">1</td><td colspan="3">Check the AGI eligibility flag for the entity.

Note: Not applicable for joint operations.</td></tr>
<tr><td>IF the entity is...</td><td colspan="2">THEN...</td></tr>
<tr><td>eligible</td><td colspan="2">continue to step 2.</td></tr>
<tr><td>not eligible</td><td colspan="2">• payment share for the entity is zero

• member information is not checked because the entity is not eligible to receive payment.</td></tr>
<tr><td rowspan="5">2</td><td colspan="3">Check AGI eligibility for all members of the entity or joint operation.</td></tr>
<tr><td>IF the member is...</td><td>AND the member is...</td><td>THEN...</td></tr>
<tr><td rowspan="2">an entity</td><td>eligible</td><td>repeat step 2 until the AGI eligibility is checked for all embedded entities and members of embedded entities down to the fifth level.</td></tr>
<tr><td>not eligible</td><td>the embedded entity and all members of the embedded entity are ineligible for payment for the percentage attributable to the embedded entity.</td></tr>
<tr><td rowspan="2">individual</td><td>eligible</td><td>the entity or joint operation is eligible to receive payment on the percentage of the interest attributable to the member.</td></tr>
<tr><td>not eligible</td><td>the entity or joint operation is ineligible to receive payment on the percentage attributable to the member.</td></tr>
</table>

43 AGI – 2002 Farm Bill Determination Information (Continued)

H Example 1

In this example, H & W Farming is a corporation and each member:

- has designated this entity for payment
- is eligible for payment based on AGI provisions.

Regardless of whether permitted entity rules apply, the payment share for H & W Farming is 1.0000 because all members have designated the entity for payment and meet the AGI eligibility requirements.

Entity/Member	Permitted Indicator	Actual Share	Permitted Share	AGI Indicator	Combined Permitted/AGI Share
H & W Farming		1.0000	1.0000	Y	1.0000
Mike Young	Y	0.5000	0.5000	Y	0.5000
Ronald Smith	Y	0.5000	0.5000	Y	0.5000

I Example 2

Using the same example information as in subparagraph H, except Mike Young has **not** designated H & W Farming for payment.

When AGI is checked for a program where permitted entity rules apply, the combined permitted/AGI share is 0.5000 because:

- the permitted share for the entity is 50 percent

- member Ronald Smith has designated the entity for payment and is eligible based on AGI provisions.

If permitted entity rules do not apply for the program, the AGI payment share is 1.0000 because the entity and both members meet the AGI eligibility requirements.

Entity/Member	Permitted Indicator	Actual Share	Permitted Share	AGI Indicator	Combined Permitted/AGI Share
H & W Farming		1.0000	0.5000	Y	0.5000
Mike Young	N	0.5000	0.0000	Y	0.0000
Ronald Smith	Y	0.5000	0.5000	Y	0.5000

43 AGI – 2002 Farm Bill Determination Information (Continued)

J Example 3

In this example:

- Mike Young has not designated H & W Farming for payment
- Ronald Smith is not eligible for payment based on AGI provisions.

When AGI is checked for a program where permitted entity rules apply, the combined permitted/AGI share is 0.0000 because:

- 1 member has not designated the entity for payment
- the other member does not meet the AGI eligibility requirements.

If permitted entity rules do not apply for the program, the AGI payment share is 0.5000 because the entity and 1 member meet the AGI eligibility requirements.

Entity/Member	Permitted Indicator	Actual Share	Permitted Share	AGI Indicator	Combined Permitted/AGI Share
H & W Farming		1.0000	0.5000	Y	0.0000
Mike Young	N	0.5000	0.0000	Y	0.0000
Ronald Smith	Y	0.5000	0.5000	N	0.0000

43 AGI – 2002 Farm Bill Determination Information (Continued)

K Example 4

In this example, both members:

- have designated H & W Farming for payment
- meet the AGI eligibility requirements.

However, H & W Farming does not meet the AGI eligibility requirements.

Regardless of whether permitted entity rules apply, when AGI is checked for H & W Farming, the payment share is 0.0000 because the entity does not meet the AGI eligibility requirements. In this example, the member information is not read because the entity is not eligible.

Entity/Member	Permitted Indicator	Actual Share	Permitted Share	AGI Indicator	Combined Permitted/AGI Share
H & W Farming		1.0000	1.0000	N	0.0000
Mike Young	Y	0.5000	0.5000	Y	0.5000
Ronald Smith	Y	0.5000	0.5000	Y	0.5000

44-70 (Reserved)

--

*--Part 4 Web-Based Combination Software

Section 1 General Information

71 Overview

A Introduction

This part provides guidance about the following:

- web-based combination software
- creating and viewing a combined producer record
- updating and decombining a combined producer record
- allocating payment limitation
- updating combined producer recording county.

B Why This Part Is Important

This part is important because automated payment limitation processes use combined producer data in the web-based combination software to issue payments.

C Year-Specific File

The combined producer database is year-specific. County Offices must be sure to select the appropriate year when accessing and updating a combined producer account.

D Combinations Types

The web-based combination software is used to record COC determinations for the following 2 different combination types:

- "Attribution" that will record determinations according to 4-PL; see 4-PL, subparagraph 174 D for common attribution procedure

- "Person" that will record person determinations according to 1-PL.--*

*--72 Guidelines for Creating Combinations

A Overview

County Offices shall follow the guidelines in this paragraph when creating or updating combinations.

Note: See paragraph 84 for instructions on creating combinations.

B Valid Combinations

For a combination to be valid there **must** be:

- a properly completed CCC-503A or CCC-903 on file indicating that COC has combined at least 2 producers for payment limitation purposes
- 2 separate producers
- **only** 2 producers involved in any parent combination.

Note: Subsequent combinations involving either producer in a parent combination will create a super combination.**--***

*--72 Guidelines for Creating Combinations (Continued)

C Combination Result

Once the combination has been created, producers will have a combined account number assigned by the Kansas City mainframe computer. Kansas City will download the combined producer account to all counties that have a legacy link in SCIMS for producers in the common attribution combinations. County Offices may verify receiving the validated common attribution combination by printing a MABDIG, according to 2-PL, paragraph 130.

Note: **"**Person" type combinations are **not** application to payment processes remaining on System 36 and will **not** be downloaded to System 36.

D Who Performs Combinations

Any county may create a combination if:

- COC has approved the combination on CCC-503A or CCC-903
- 1 member of the combination is legacy-linked in SCIMS to the combining county.

The County Office whose COC approved CCC-503A or CCC-903:

- should process the combination in the web-based combination software
- would be the combined recording county for:
    - this parent combination
    - all subsequent combinations affecting either producer in this parent combination.

E Recording County When Combining Members of Super Combinations

If 2 members of 2 separate super combinations are combined together and each super combination has a separate combined recording county, then the county processing the combination is designated the combined recording county for the new super combination.**--***

*--73 Security Access to the Web-Based Combination Software

A Overview

Roles are developed in eAuthentication to provide users specific capabilities in the web-based combination software.

B Roles

The following identifies user roles for the web-based combination software.

Group	User	Access Capability
FSA	Personnel in the combined producer recording county.	Update ability in counties where user's eAuthentication is linked.
	Nonrecording county personnel.	View-Only
	Specified State Office personnel and DD's.	Update-Override for user's State **only** (subparagraph C and D).
	Other State Office personnel.	View-Only
	Specified National Office personnel.	Update-Override
	Other National Office personnel.	View-Only
	Kansas City computer personnel.	View-Only
NRCS	All.	View-Only
All	Anyone not listed above.	Denied

*--73 Security Access to the Web-Based Combination Software (Continued)

C State Office Users

To request update-override access to the web-based combination software, State Office employees shall provide the following to the State Office program specialist in charge of subsidiary:

- State Office name
- employee's legal first and last name
- employee's job title
- employee's USDA eAuthentication user ID

The State Office program specialist in charge of subsidiary shall do either of the following:

- disapprove and return the request to the State Officer user
- approve and send the information to SLR.

SLR shall do 1 of the following:

- disapprove and return the request to the State Office program specialist in charge of subsidiary

- approve and FAX information to 202-720-0051, Attn: Neeru Gulati

  Note: Include on the FAX that "the request is for web-based combination software access".

Contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

Note: Additional State Office employees can be added any time by requesting access according to this subparagraph.**--***

*--73 Security Access to the Web-Based Combination Software (Continued)

D DD Users

To request update-override access to the web-based combination software, DD's shall provide the following to the State Office program specialist in charge of subsidiary:

- State Office name
- employee's legal first and last name
- employee's job title
- employee's USDA eAuthentication user ID

The State Office program specialist in charge of subsidiary shall do 1 of the following:

- disapprove and return the request to DD
- approve and send the information to SLR.

SLR shall do 1 of the following:

- disapprove and return the request to the State Office program specialist in charge of subsidiary

- approve and FAX information to 202-720-0051, Attn: Neeru Gulati.

  Note: Include on the FAX that "the request is for web-based combination software access".

Contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

Note: Additional DD's can be added any time by requesting access according to this subparagraph.**--***

***--73 Security Access to the Web-Based Combination Software (Continued)**

E User Update Restriction by Level

For control purposes each level of users will be restricted in their update capability; however, all personnel will have view-only capability. At the:

- County Office level, personnel will have the authority to update records for all producers for whom they are the combined recording county

- State Office level, select personnel will have the authority to update any producer whose combined recording county is in the State

- National Office level, select personnel will have the authority to update any producer record.**--***

74-80 (Reserved)

*--Section 2 Creating and Displaying Combined Producer Records

81 Web-Based Combined Producers System

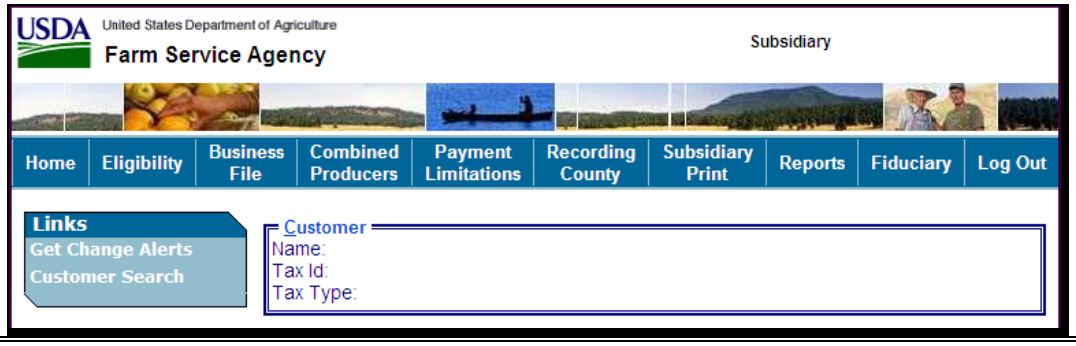
A Overview

The web-based Combined Producers System is a part of the web-based Subsidiary System. Combined records will be updated by County Office employees.

In this part, user means County Office employees **except** where specifically noted.

B Accessing the Web-Based Subsidiary System

The following provides steps to access the web-based Subsidiary System.

Step	Action
1	Access the FSA Intranet at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html.**
2	Under Common Applications, CLICK "**Subsidiary**".
3	On USDA eAuthentication Warning Screen, CLICK "**I Agree**" to proceed or "**Cancel**" to end the process.
4	If user clicked "**I Agree**", user **must**: • enter eAuthentication user ID • enter eAuthentication password • CLICK "**Login**".
5	The Subsidiary Screen will be displayed. **Note:** This is where all subsidiary applications begin. 

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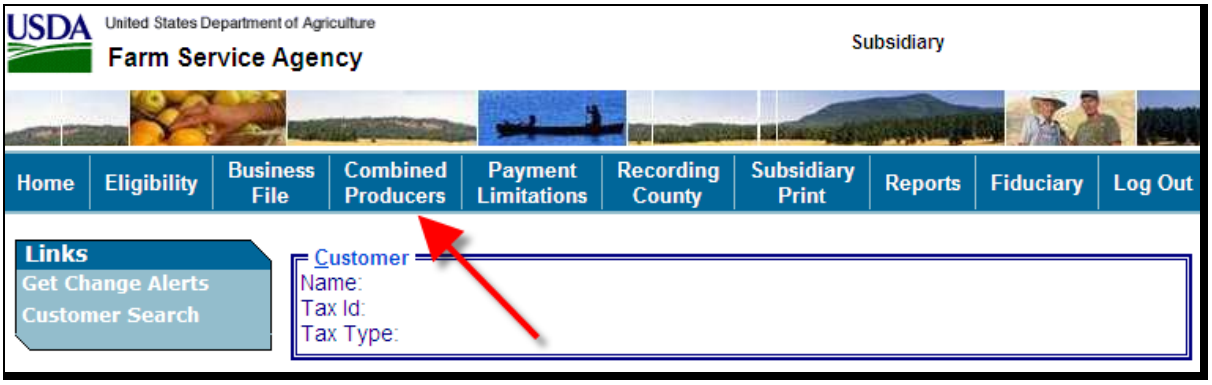
*--82 Using the Web-Based Combined Producers System

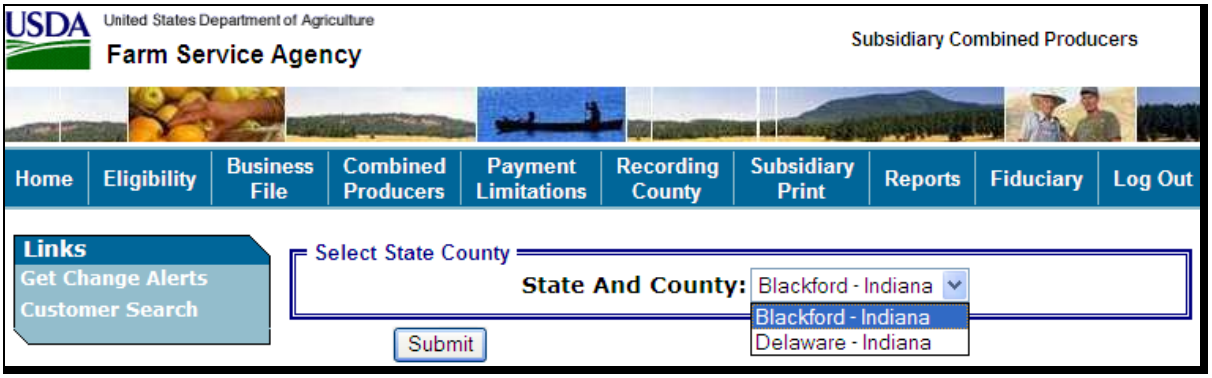
A Entering the Web-Based Combined Producers System

To enter the web-based Combined Producers System, on the Subsidiary Screen, CLICK "**Combined Producers**" tab.



B Users eAuthentication Status

If the user's eAuthentication ID is linked to more than 1 county, the Subsidiary Combined Producers Screen, Select State County section will be displayed for the user to select which county the combination will be recorded.



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*--82 Using the Web-Based Combined Producers System (Continued)

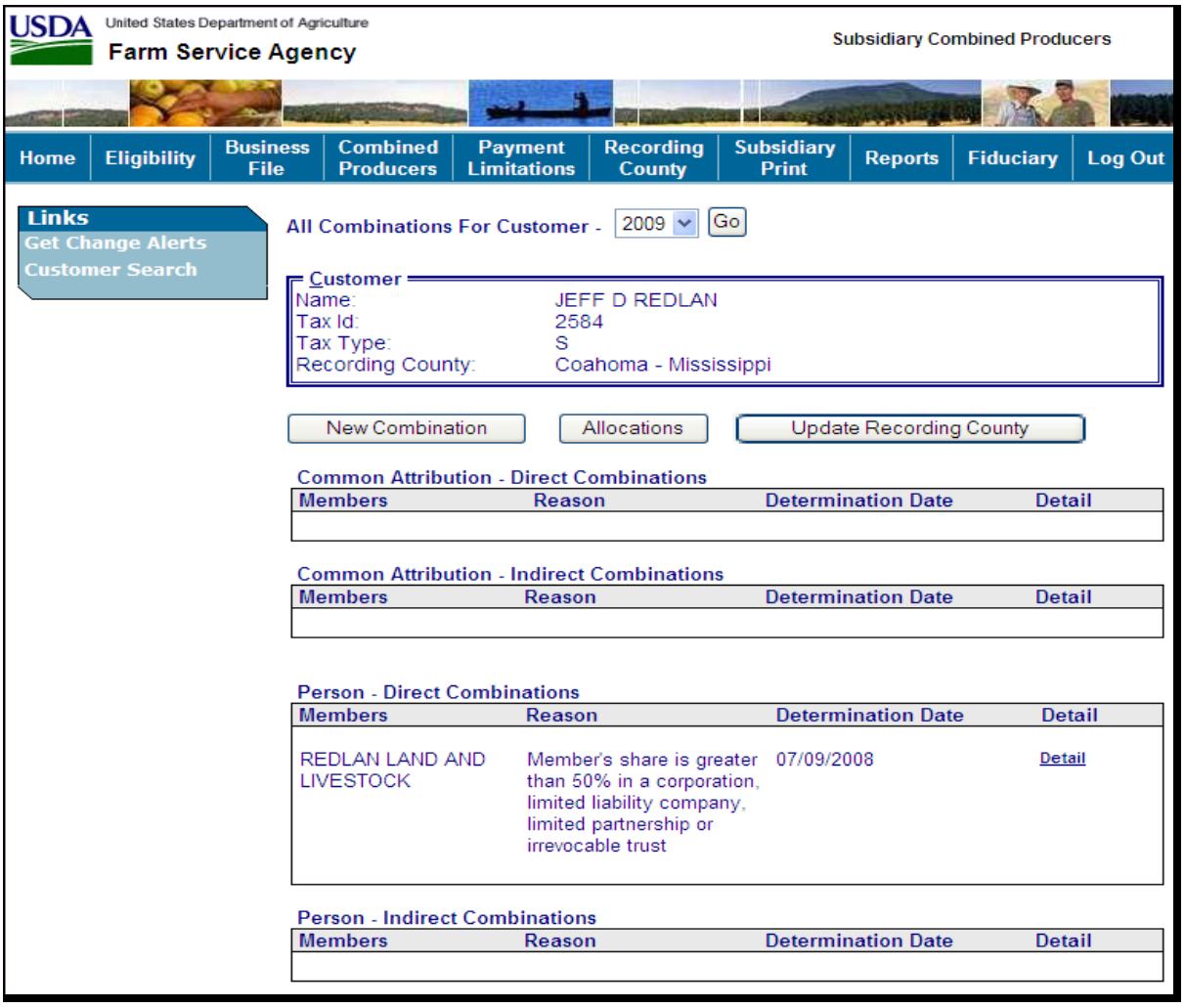
C Selecting the Producer

If the user's eAuthentication ID is linked to only 1 county, or after a multi-county user has selected a county, the SCIMS Customer Search Screen will be displayed so users can enter a producer to process in the Combine Producers system. Enter information in SCIMS on the Customer Search Screen by:

- type
- name
- tax ID
- other.

Select the customer on the subsequent Search Results Screen. If producer is **not** in SCIMS, the producer **must** be added in SCIMS according to 1-CM.

After selecting a producer in SCIMS, the Subsidiary Combined Producers Screen, All Combinations For Customer – Year drop-down menu and Customer section will be displayed.



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*--82 Using the Web-Based Combined Producers System (Continued)

D All Combinations for Customer Section

The Subsidiary Combined Producers Screen, All Combinations For Customer - Year drop-down menu and Customer section:

- is the beginning point for actions relative to the web-based Combined Producers System
- will display the following items.

Field/Button	Description	Action
Year	The Web-Based Combined Producers System is year specific.	Use "All Combinations For Customer - Year" drop-down menu to select the applicable year.
Customer	Identifies the selected customer.	
New Combination	Begins the process of combining the selected producer. See paragraph 84 for creating combinations.	Add Combination section will be displayed.
Allocations	Begins the recording allocated payment limitation shares to designated persons and/or legal entities (members) under common attribution. **Note:** Persons and/or legal entities (members) under common attribution must file CCC-904 (subparagraph 83 C). Designated shares from CCC-904 will be recorded in the allocation process. See paragraph 98 for updating allocations.	Allocations section will be displayed.
Update Recording County	Begins the process of updating the combined recording county for a customer. See paragraphs 99 and 100 for updating the recording county of a combination.	Update Recording County section will be displayed.
Common Attribution – Direct Combinations	Lists all customers that the selected customer is directly combined with for common attribution according to 4-PL. This is considered a parent combination.	
Common Attribution – Indirect Combinations	Lists all customers that the selected customer is indirectly combined with for common attribution according to 4-PL.	
Person – Direct Combinations	Lists all customers that the selected customer is directly combined with according to 1-PL. This is considered a parent combination.	
Person – Indirect Combinations	Lists all customers that the selected customer is indirectly combined with according to 1-PL.	

--*

*--83 CCC-904, Allocation of Payment Limitation Under Common Attribution

A Using CCC-904's

CCC-904's are used by persons and/or legal entities (members) that have been determined under direct attribution rules to collectively be limited to 1 payment limitation. This is known as common attribution. The persons and/or legal entities (members) under common attributions may use CCC-904 to allocate a share of the payment limitation to designated members when collectively payments issued/attributed to all members will exceed the program limitation.

Note: Filing CCC-904 is **not required**. If CCC-904 is not filed, payments will be issued to members under common attribution based on order of disbursement.**--***

Load all combinations in the web-based subsidiary process according to this part **before** allocating payment limitation.

*--83 CCC-904, Allocation of Payment Limitation Under Common Attribution

B Completing CCC-904's

Complete CCC-904's according to this table.

Item	Instruction
1	Enter program year the payment limitation allocation will become effective. **Note:** The payment limitation allocation will remain effective until revoked or a new CCC-904 is submitted.
2A	Enter name and address of the combined recording county.
2B	Enter telephone number (including area code) of the combined recording county.
Part A **Allocation of Payment Limitation to Persons and Legal Entities (Members) Under Common Attribution (If additional space is needed use continuation sheet on page 2.)**	
1	Enter program names for which the payment limitation share allocation is being submitted. Enter 1 of the following for which the share allocated in item 3 will be applicable: • name of a single program • name of multiple programs • check the box to indicate all programs.
2	Enter the names of all persons and/or legal entities (members) with direct and indirect interest in the common attribution combination. If there are more than 4 persons and/or legal entities (members) under common attribution, continue on page 2. **Note:** Persons and/or legal entities (members) may be identified from one of the following: • all persons and/or legal entities (members) in the Subsidiary Combined Producers Screen, "Common Attribution - Direct Combinations" and "Common Attribution - Indirect Combinations" section on the All Combinations for Customer Screen (access according to paragraph 82) • all persons and/or legal entities (members) on the Allocations Screen (access according to paragraph 100).
3	The producer will enter the share of the program payment limitation to be allocated to the person and/or legal entity (member) identified in item 2. The sum of all shares must equal 100.000000. This share will be applied to the payment limitation for the programs listed in item 1. All payments, for programs listed in Item 1, issued and/or attributed to that person and/or legal entity (member) will be limited to that amount. **Note:** Shares entered must be: • numeric • formatted XXX.XXXXXX • no more than 6 decimals.

--*

*--83 CCC-904, Allocation of Payment Limitation Under Common Attribution (Continued)

B Completing CCC-904's (Continued)

Item	Instruction
4	When the payment limitation share allocation being submitted is different than the payment limitation share allocation entered in Item 3, enter either of the following for which the share allocated in Item 6 will be applicable: • name of a single program • name of multiple programs.
5	Enter the names of all persons and/or legal entities (members) with direct and indirect interest in the common attribution combination. If there are more than 4 persons and/or legal entities (members) under common attribution, continue on page 2. **Note:** Persons and/or legal entities (members) may be identified from one of the following: • all persons and/or legal entities (members) in the Subsidiary Combined Producers Screen, "Common Attribution - Direct Combinations" and "Common Attribution - Indirect Combinations" section on the All Combinations for Customer Screen (access according to paragraph 82) • all persons and/or legal entities (members) on the Allocations Screen (access according to paragraph 100).
6	The producer will enter the share of the program payment limitation to be allocated to the person and/or legal entity (member) identified in Item 5. The sum of all shares must equal 100.000000. **Note:** Shares entered must be: • numeric • formatted XXX.XXXXXX • no more than 6 decimals.
Part B Signatures of Persons and Legal entities (Members) Under Common Attribution	
1	The member or authorized representative of the member identified in Item 4 must sign. All members of the common attribution combination must sign and date agreeing to the allocated shares in order for the allocation to be effective.
2	If applicable, enter the title of the member in item 4 or relationship of the individual signing in a representative capacity for the member in item 4.
3	The signatory will enter the date of the signature.
Part C To be completed by County FSA Official	
	County FSA official shall sign after verifying the shares allocated equal 100 percent.
	Enter title of County FSA official signing in item 1A.
	Enter date of signature in item 1A.

--*

*--83 CCC-904, Allocation of Payment Limitation Under Common Attribution (Continued)

C Example CCC-904

This form is available electronically. (Continuation Sheet Page 2)

CCC-904 (12-07-09) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation

ALLOCATION OF PAYMENT LIMITATION UNDER COMMON ATTRIBUTION

1. Effective Beginning Program Year: 2009

2A. Combined Recording County Name and Address: Coahoma County, 123 Somewhere Place, Anytown, MS 22232

2B. Telephone Number *(Include Area Code)*: XXX-XXX-XXXX

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 7 CFR Part 1400; Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used by CCC to allocate a share of the common attribution payment limitation to designated members. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in the application of the one payment limitation being applied based on order of payment disbursement.*

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F - Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

Common attribution means crediting program payments received by persons or legal entities collectively to one payment limitation amount for applicable programs, based on a specific or unique relationship between the persons and legal entities. The purpose of this form is to allow such persons and legal entities that are subject to this one limitation to allocate a share of the payment limitation amount. All such persons and legal entities must sign and date this form agreeing to the allocated shares for the allocation to be effective. The allocations agreed to by all persons and legal entities restricted to this one limitation amount under common attribution will remain in effect until revoked or a new allocation is submitted.

Instructions: All persons and legal entities under common attribution must be listed in Part A with the designated share to be applied to the payment limitation for the programs identified in Part A. The persons and legal entities listed in Part A must also complete Part B.

PART A – ALLOCATION OF PAYMENT LIMITATION TO PERSONS AND LEGAL ENTITIES (MEMBERS) UNDER COMMON ATTRIBUTION ***(If additional space is needed use continuation sheet on Page 2)***

1. Enter the name of program(s): DCP-DIR/ACRE-DIR and DCP-CC/ACRE DIR

Check here ☐ if applicable to all programs, skip Items 4, 5 and 6.

2. Name of Persons and Legal Entities (Members) Under Common Attribution	3. Share Allocated
Jeff D Redlan	50
Jerry Redlan	50

4. Enter the name of program(s):

5. Name of Persons and Legal Entities (Members) Under Common Attribution	6. Share Allocated
Jeff D. Redlan	25
Jerry Redlan	75

PART B – SIGNATURES OF PERSONS AND LEGAL ENTITIES (MEMBERS) UNDER COMMON ATTRIBUTION

All members within the common attribution must sign this form. By signing this form, each member has agreed to the shares allocated in Items 3 and 6 *(If applicable)*.

1. Name of Persons and Legal Entities (Members) Under Common Attribution Signature	2. Title/Relationship of the Individual Signing in a Representative Capacity	3. Date Signed *(MM-DD-YYYY)*
Jeff D Redlan		mm/dd/yyyy
Jerry Redlan	Parent	mm/dd/yyyy

PART C – TO BE COMPLETED BY COUNTY FSA OFFICIAL

County FSA Official shall sign upon verification that the shares allocated equal 100 percent.

1A. Signature of County FSA Official	1B. Title of County FSA Official	1C. Date Signed *(MM-DD-YYYY)*
Carol Burt	PT	mm/dd/yyyy

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of Discrimination, write to USDA, Director, Office of Adjudication and Compliance, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 845-6136 (Spanish) or (800) 877-8339 (TDD) or (866) 377-8642 (Federal-relay). USDA is an equal opportunity provider and employer.

--*

*--83 CCC-904, Allocation of Payment Limitation Under Common Attribution (Continued)

C Example CCC-904 (Continued)

CCC-904 (Cont.) (12-07-09) Page 2 of 2

CONTINUATION SHEET	1. Effective Beginning Program Year
	2A. Combined Recording County Name and Address
	2B. Program Name

PART A – ALLOCATION OF PAYMENT LIMITATION TO PERSONS AND LEGAL ENTITIES (MEMBERS) UNDER COMMON ATTRIBUTION (Continued from Page 1)

1. Enter the name of program(s):

Check here ☐ if applicable to all programs.

2. Name of Persons and Legal Entities (Members) Under Common Attribution	3. Share Allocated

4. Enter the name of program(s):

5. Name of Persons and Legal Entities (Members) Under Common Attribution	6. Share Allocated

PART B – SIGNATURES OF PERSONS AND LEGAL ENTITIES (MEMBERS) UNDER COMMON ATTRIBUTION (Continued from Page 1)

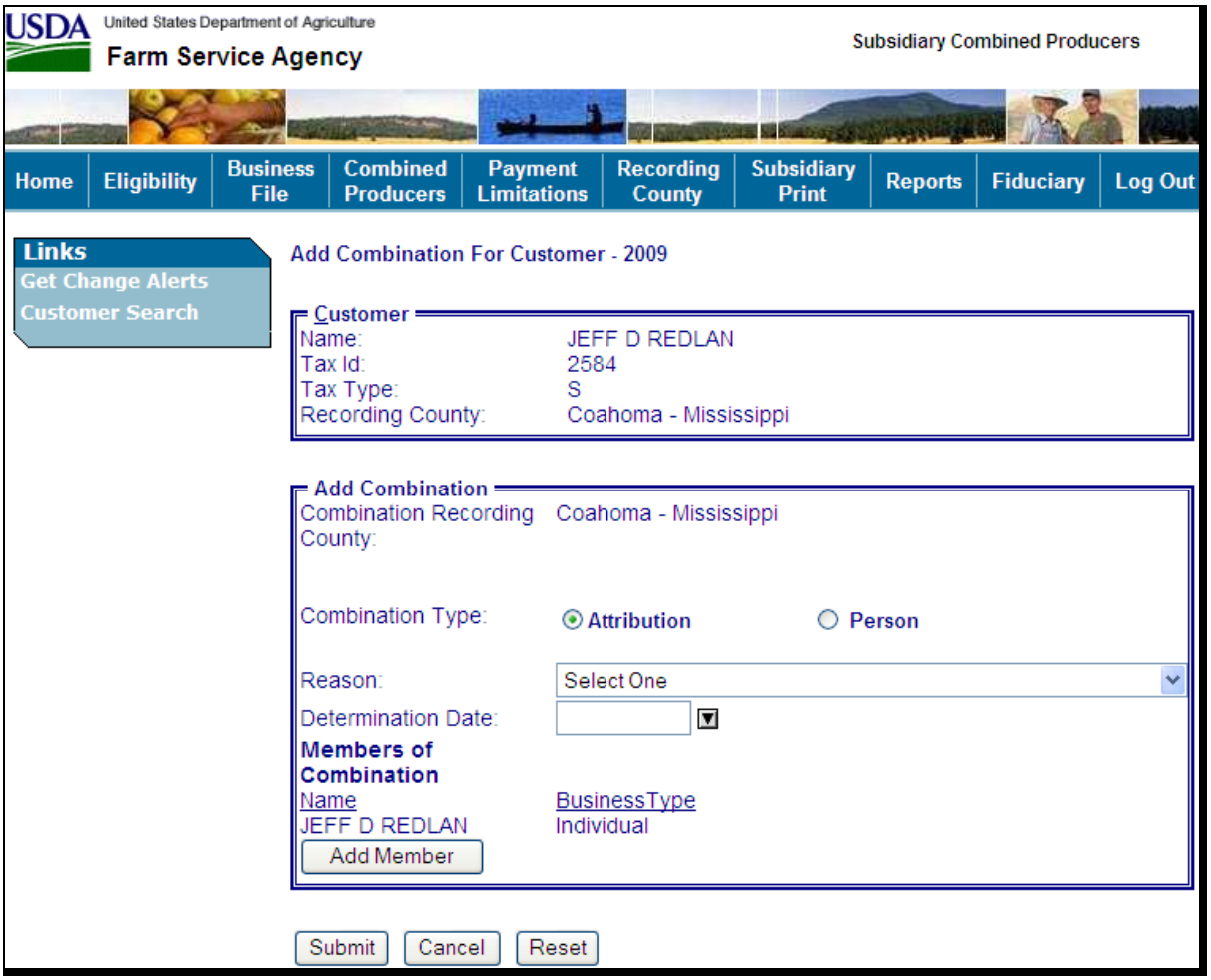
1. Name of Persons and Legal Entities (Members) Under Common Attribution Signature	2. Title/Relationship of the Individual Signing in a Representative Capacity	3. Date Signed *(MM-DD-YYYY)*

--*

*--84 Creating Combinations

A New Combination Option

On the Subsidiary Combined Producers Screen, Customer section, CLICK "**New Combination**". The Subsidiary Combined Producers Screen, Add Combination section will be displayed.



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*--84 Creating Combinations (Continued)

A New Combination Option (Continued)

The Subsidiary Combined Producers Screen, Add Combination section will be displayed with the All Combination For Customer year selected and the following information/options.

Field/Button	Description	Action
Customer	Identifies selected customer.	
Add Combination	Identifies combination to be processed.	
Combination Recording County	Identifies combination recording county for the combination to be processed.	
Combination Type	Allows users to designate the combination type to be processed. Select: • "Attribution", if the combination is according to 4-PL • "Person", if the combination is required according to 2-PL.	
Reason	Identifies reason the 2 producers are being combined. See paragraph 85 for combination reasons. **Note:** Combination reasons displayed will differ based on the selected combination type.	
Determination Date	Identifies the date that COC: • determined that the 2 producers were combined • or designee signed CCC-503A or CCC-903.	
Members of Combination	Identifies selected producer and business type.	
Add Member	Allows users to select the second member of the combination to be processed.	SCIMS Selection Screen will be displayed to select the second member of the combination. After the second member is selected, this option is **not** available.

--*

*--84 Creating Combinations (Continued)

A New Combination Option (Continued)

Field/Button	Description	Action
Submit		Subsidiary Combined Producers Screen, Add Combination section will be displayed with the question, “Are you sure you want to create this combination?”
Cancel		Subsidiary Combined Producers Screen, Add Combination section will be displayed without processing the combination.
Reset		Clears the “Reason” and “Determination Date” fields.

B Selecting Combination Type

On the Add Combination For Customer Screen, select the applicable combination type as follows:

- “Attribution” when COC or designee signed CCC-903 determining common attribution is applicable
- “Person” when COC or designee signed CCC-503A determining multiple producers are considered 1 person.

Note: Combination type will default to “Attribution”.--*

*--84 Creating Combinations (Continued)

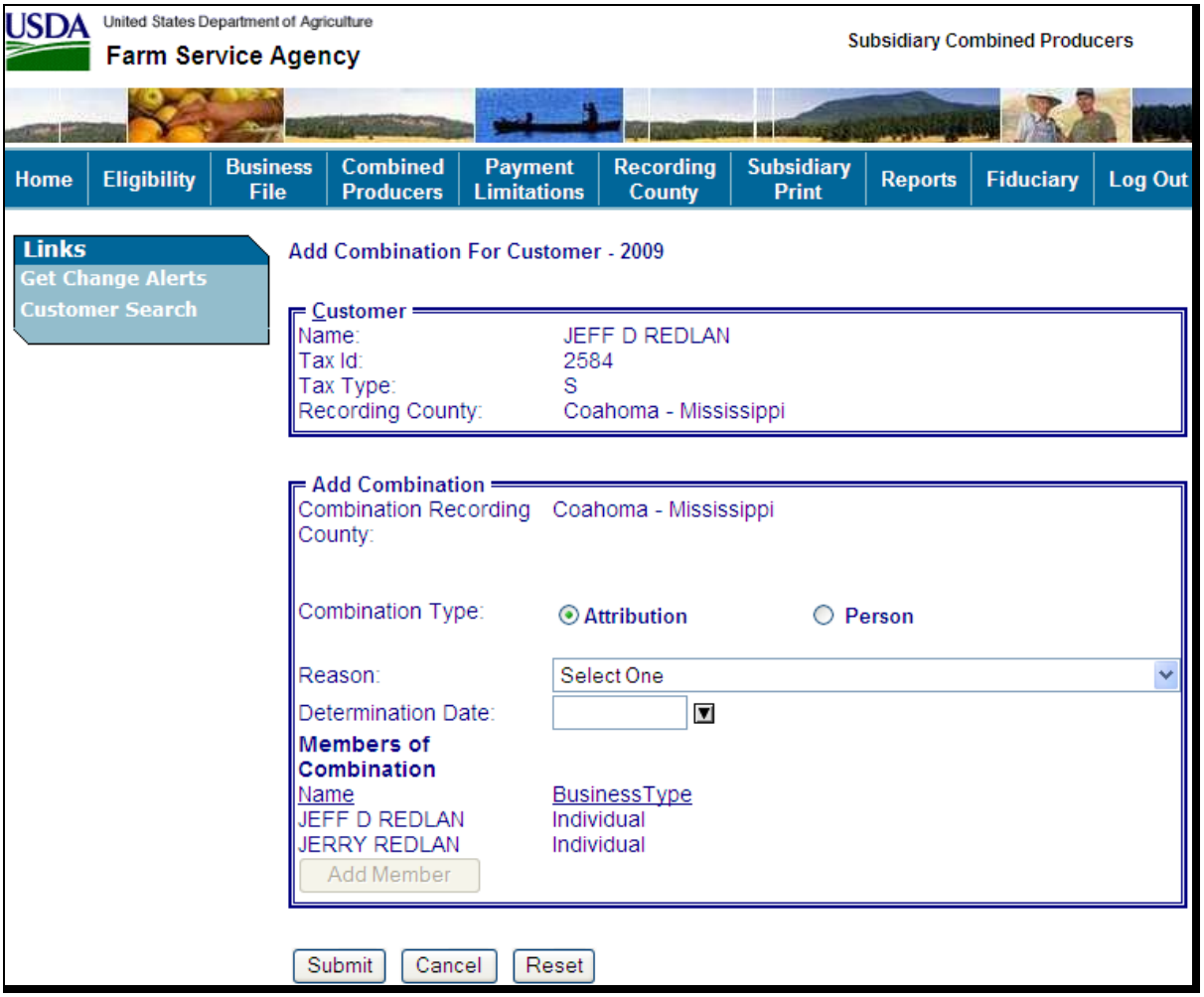
C Selecting Combined Producer

After the user selects a combination type, CLICK "**Add Member**" to add the second member of the combination. The SCIMS Customer Search Page will be displayed. User will enter information by the following:

- type
- name
- TIN
- other.

Select the customer on the subsequent Search Results Screen. If customer is **not** in SCIMS, the customer **must** be added in SCIMS according to 1-CM.

When the second member has been selected, the following screen will be displayed with both members of the combination listed in the Add Combination section, under "Members of Combination".



--*

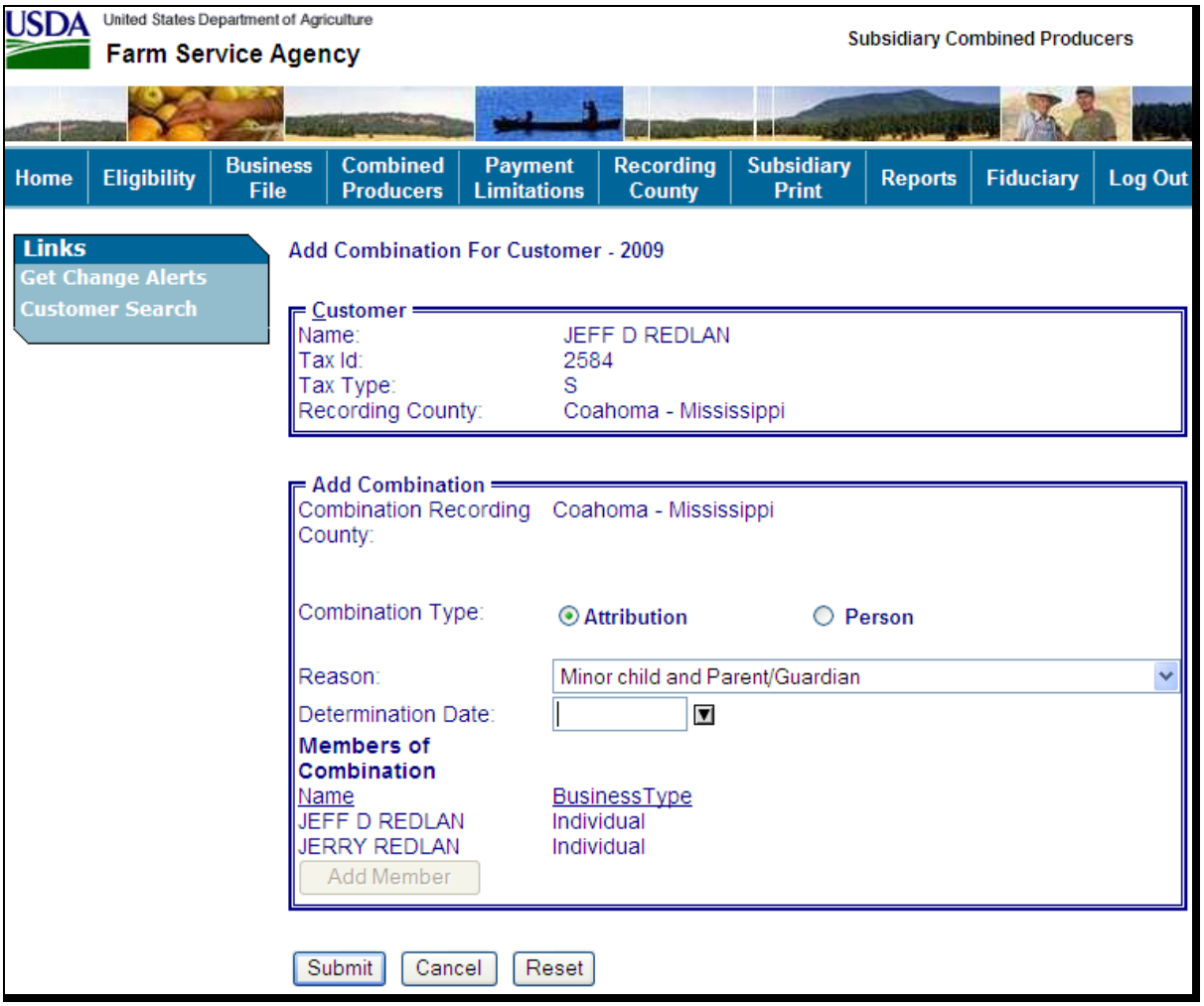
*--84 Creating Combinations (Continued)

D Selecting Combination Reason

After users select a customer, CLICK "**Reason**" drop-down menu (see paragraph 85), to select the correct combination reason.

Note: In the following example, user selected:

- "Combination Type" of "Attribution"
- combination "Reason" of "Minor child and Parent/Guardian".



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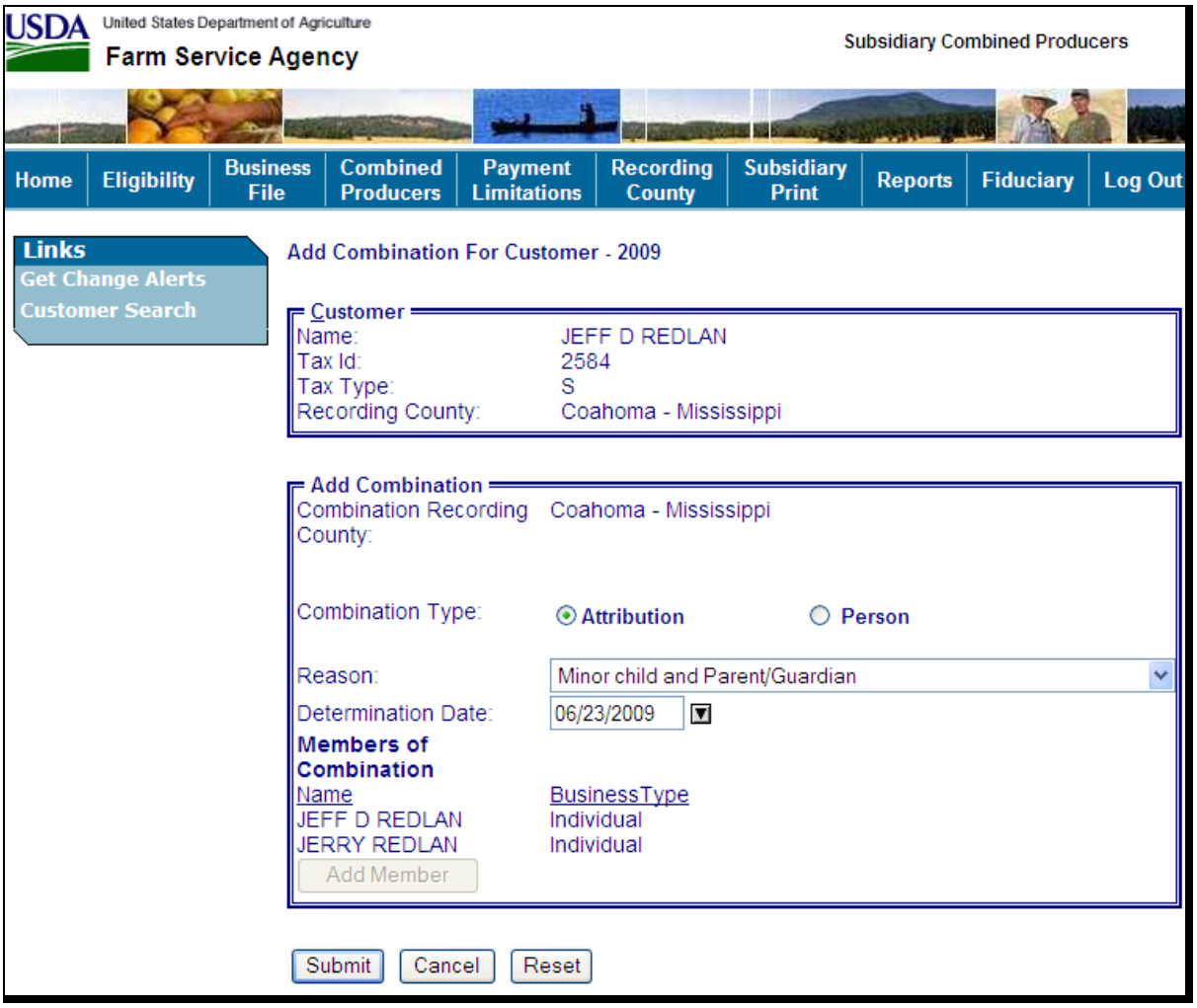
*--84 Creating Combinations (Continued)

E Selecting the Determination Date

Enter date that COC:

- determined that the 2 producers were combined
- or designee signed CCC-903 (for “Attribution” type combination example).



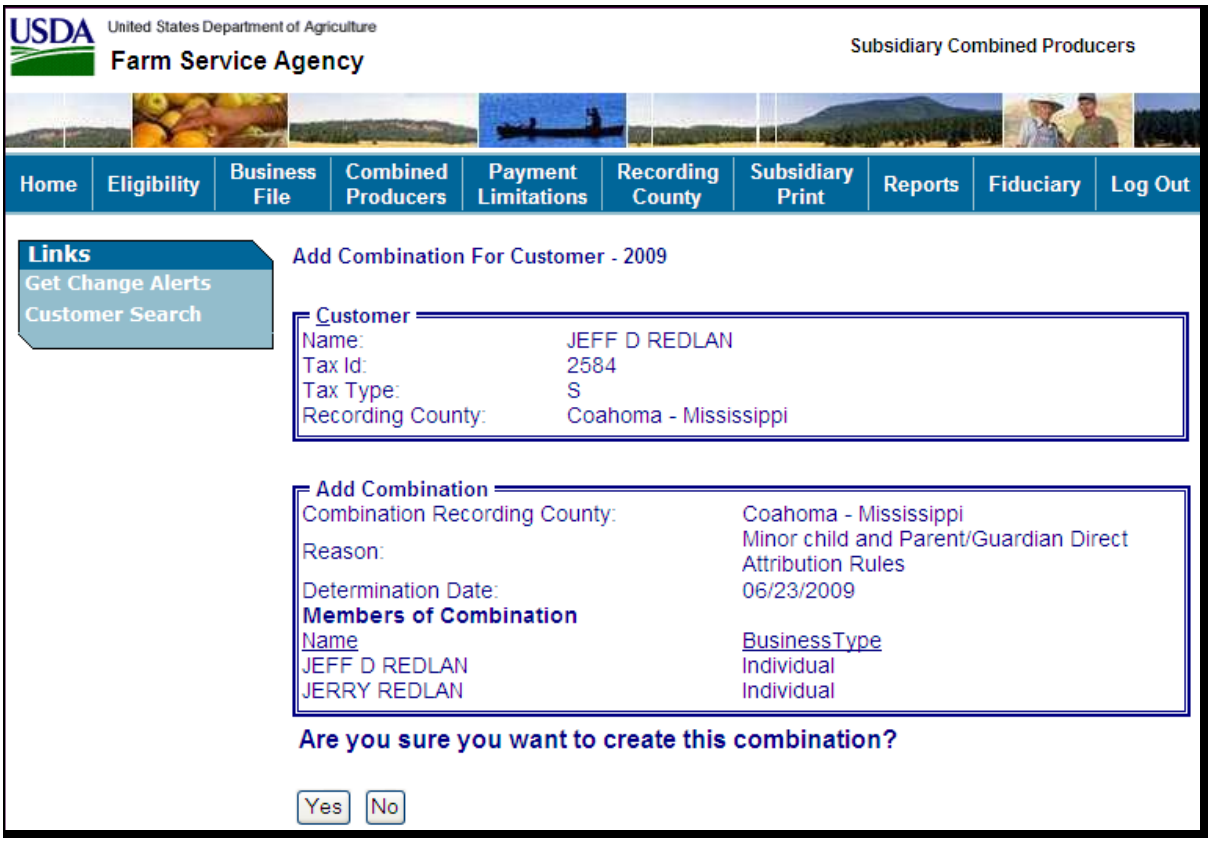
--*

*--84 Creating Combinations (Continued)

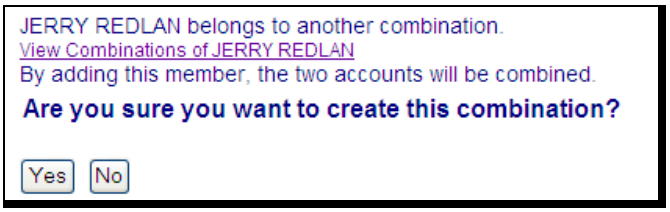
F Completing the Combination

If users click "**Submit**", the Subsidiary Combined Producers Screen, Add Combination section will be displayed with the question, "Are you sure you want to create this combination?" Users can click any of the following:

- "**View Combinations of (Customer's Name)**", if applicable
- "**Yes**", to complete the combination
- "**No**", to exit the combination before processing.



If Jerry Redlan was member of another combination the following would be displayed under the Add Combination section.

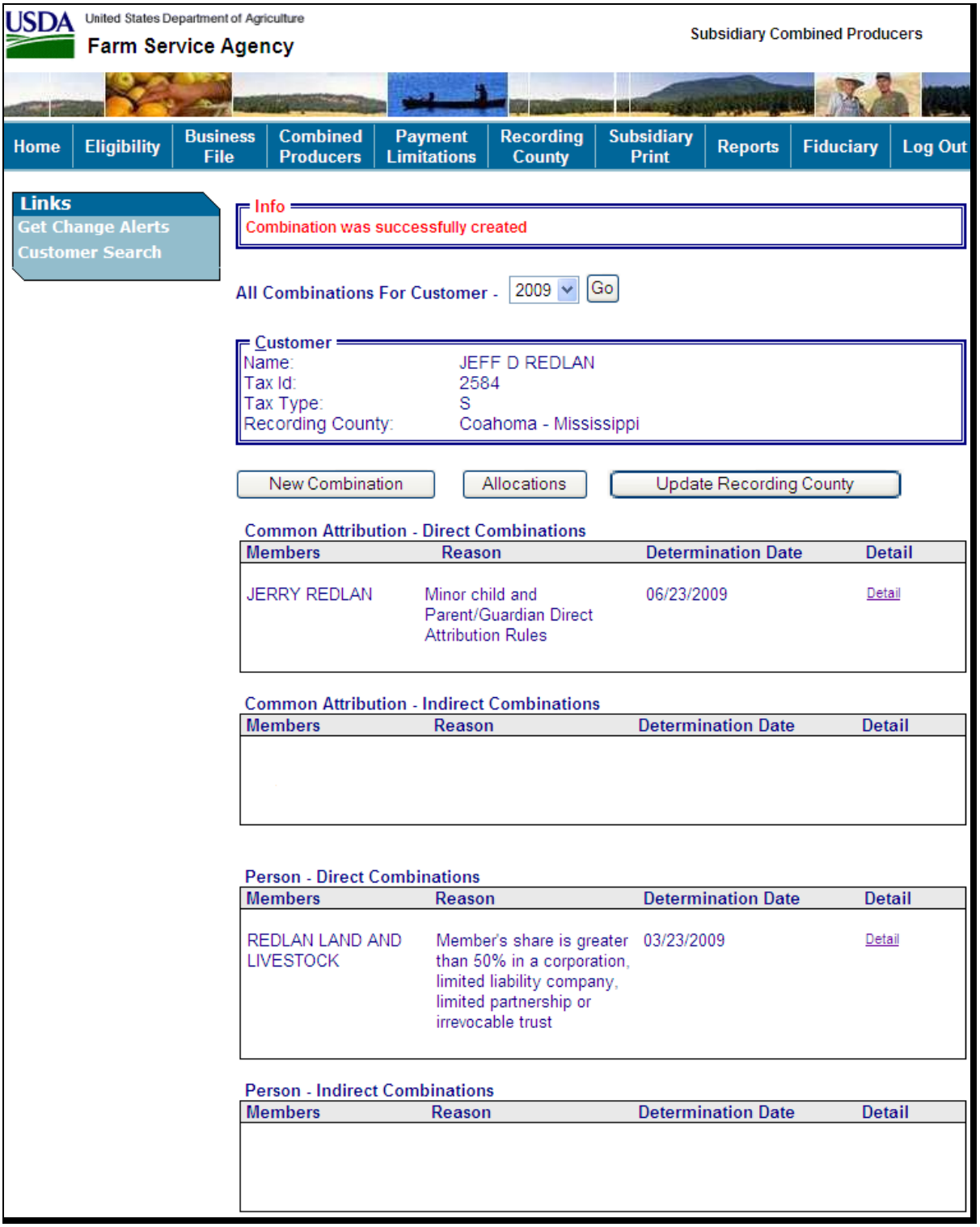


If users click "View Combinations of Jerry Redlan" the screen will be redisplayed with Jerry Redlan's other combinations displayed at the bottom.**--***

*--84 Creating Combinations (Continued)

F Completing the Combination (Continued)

If users click "**Yes**", the Subsidiary Combined Producers Screen will be displayed with the message, "Combination was successfully created".



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*--84 Creating Combinations (Continued)

G Viewing the Completed Combination

When the combination is completed, the Subsidiary Combined Producers Screen, Customer section will be displayed with the following information.

Field/Button	Description
Info	Status of the combination.
Year	Year combination was successfully created. Users may select another year to view or update.
Customer	Selected customer (Jeff D. Redlan in this example).
New Combination	Begins the process of combining the selected producer as discussed in subparagraph A.
Allocations	Begins the process of allocating payment limitation as discussed in paragraph 98.
Update Recording County	Begins the process to change the combined recording county as discussed in paragraphs 99 and 100.
Common Attribution – Direct Combinations	Customer (Jerry Redlan in this example) that was directly combined with the selected customer using “Attribution” type combination.
Common Attribution – Indirect Combinations	Customer that is indirectly combined to the selected customer through a direct combination with a customer listed in “Common Attribution - Direct Combinations” section (there are no direct combinations in this example).
Person – Direct Combinations	Customer (Redlan Land and Livestock in this example) that was directly combined with the selected customer using “Person” type combination.
Person – Indirect Combinations	Customer that is indirectly combined to the selected customer through a direct combination with a customer listed in “Person - Direct Combinations” section (there are no direct combinations in this example).
Details	Details of the combination as discussed in paragraph 103.

H Downloading to System 36

Combined records with an “Attribution” type combination will be immediately downloaded to System 36 for all counties that have a legacy link in SCIMS for either customer in the combination when the combination has completed.

Note: Combined records with a “Person” type combination will **not** be downloaded to System 36.**--***

*--85 Combination Reasons

A Overview

On the Subsidiary Combined Producers Screen, Add Combination section, when users select a reason to combine the 2 selected customers, the web-based combination software, combination reasons are based on **both** of the following:

- combination type
- producer business type.

Note: For all combination policy, see:

- 4-PL for “Attribution” type combinations
- 1-PL for “Person” type combinations.

*--85 Combination Reasons (Continued)

B Reasons for "Attribution" Type Combinations

The following provides Subsidiary Combined Producers Screen, Add Combination section "Reason" drop-down menu reasons when the user selects "Attribution" type combination; 4-PL, subparagraph 179 D contains the reasons for common attribution. The information is specific to the business type of the selected customer in the "Customer" box.

Selected Customer	Combination Reason
Individual	• Minor child and Parent/Guardian – Direct Attribution Rules • Minor child and Estate of Parent/Guardian – Direct Attribution Rules.
Estate	Minor child and Estate of Parent/Guardian – Direct Attribution Rules
Individual, Corporation, Estate, Limited Liability Corporation, Limited Partnership, Trust - Revocable, Trust - Irrevocable	Substantive change not met resulting in common attribution.
Churches, Charities and Non-Profit Organizations	Organization and Parent Organization **Note:** Because provisions for this combination reason are applicable to 4-PL and 1-PL, a combination updated with this reason will be recorded for both "Attribution" and "Person".
Public Schools	Combined Public Schools

--*

*--85 Combination Reasons (Continued)

C Reasons for "Person" Type Combinations

The following provides:

- Subsidiary Combined Producers Screen, Add Combination section "Reason" drop-down menu reasons when the user selects "Person" type combination

- 1-PL paragraph references that contain the reasons for combinations.

  Note: The information is specific to the business type of the selected customer in the "Customer" box.

Selected Customer	Combination Reason	1-PL Paragraph Reference
Individual	Husband and Wife	253
	Individual Operating as a Small Business	113
	Majority Interest in an Entity	313
	Sole Beneficiary (in a Trust)	363
	Heir and Estate	332
	Grantor and Revocable Trust	363
	Minor Child and Parent/Guardian	254
	Requested "1 Person" Joint Operation	293
	Combined Members Have Majority Interest	313
Individual Operating as a Small Business	Individual Operating as a Small Business	113
Corporations, Limited Liability Company, Limited Partnership	Majority Interest in an Entity	313
	Common Members with Majority Interest in Multiple Entities	313
	Requested "1 Person" Joint Operation	293
	Sole Beneficiary	363
	Combined Members Have Majority Interest	313

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***--85 Combination Reasons (Continued)**

C Reason Codes for "Person" Type Combinations (Continued)

Selected Customer	Combination Reason	1-PL Paragraph Reference
Trust - Revocable	Sole Beneficiary	363
	Grantor and Revocable Trust	363
	Requested "1 Person" Joint Operation	293
	Majority Interest in an Entity	313
	Combined Members Have Majority Interest	313
Trust - Irrevocable	Sole Beneficiary	363
	Requested "1 Person" Joint Operation	293
	Combined Members Have Majority Interest	313
Estate	Heir and Estate	332
	Requested "1 Person" Joint Operation	293
	Majority Interest in an entity	313
	Sole Beneficiary	363
	Combined Members Have Majority Interest	313
State and Local Government	Combined State Entity	256
	Sole Beneficiary	363
Churches, Charities, and Nonprofit Organizations	Organization and Parent Organization **Note:** Because provisions for this combination reason are applicable to 4-PL and 1-PL, a combination updated with this reason will be recorded for both "Attribution" and "Person".	256
	Sole Beneficiary	363

--*

86-95 (Reserved)

***--Section 3 Combined Producer Payment Limitation Allocations and Recording County**

96 Updating Combined Producer Records

A Overview

A system has been developed to update certain functions of the web-based combination software.

B Updating Functions

The web-based combination software update functions available are the combined producer:

- payment limitation allocation (paragraph 98)
- recording county (paragraph 99 and 100).**--***

*--97 Combined Producer Payment Limitation Allocation

A Background

As a function of the web-based combination software, allocation of a specific program's payment limitation to producers with common attribution will now be available for any combinations with "Attribution" type combination.

Note: Payment limitation allocation is **not** available for "Person" type combinations.

B Policy

When persons and/or legal entities (members) that are subject to common attribution collectively exceed the program's payment limitation, CCC-904 may be filed to allocate a specific share of the program's payment limitation to specific members under common attribution. Payment limitation allocation may be processed if **all** of the following apply:

- persons and/or legal entities (members) under common attribution will receive program payments for which direct attribution is applicable

- all persons and/or legal entities (members) under common attribution agree collectively to divide the program payment limitation by filing CCC-904.

Note: CCC-904 is **not** required when a State drawing is required according to 4-PL, paragraph 119.

C Using Web-Based Payment Limitation Allocation Software

The web-based combination software provides the initial release of the web-based payment limitation allocation software. Persons and/or legal entities (members) under common attribution have the option of allocating a share of the payment limitation to designated persons and/or legal entities (members) by filing CCC-904. If a CCC-904 is not filed, payments will be processed in the order in which the payments are issued/attributed until collectively the members under common attribution reach payment limitation.

Note: This web-based process does **not** allocate payment limitation to counties when a producer is multi-county. Web-based payments will be issued on a first come-first issued basis. See 2-PL for program payments issued on System 36.**--***

*--98 Updating the Combined Producer Payment Limitation Allocation

A Accessing the Combined Producer Payment Limitation Allocation

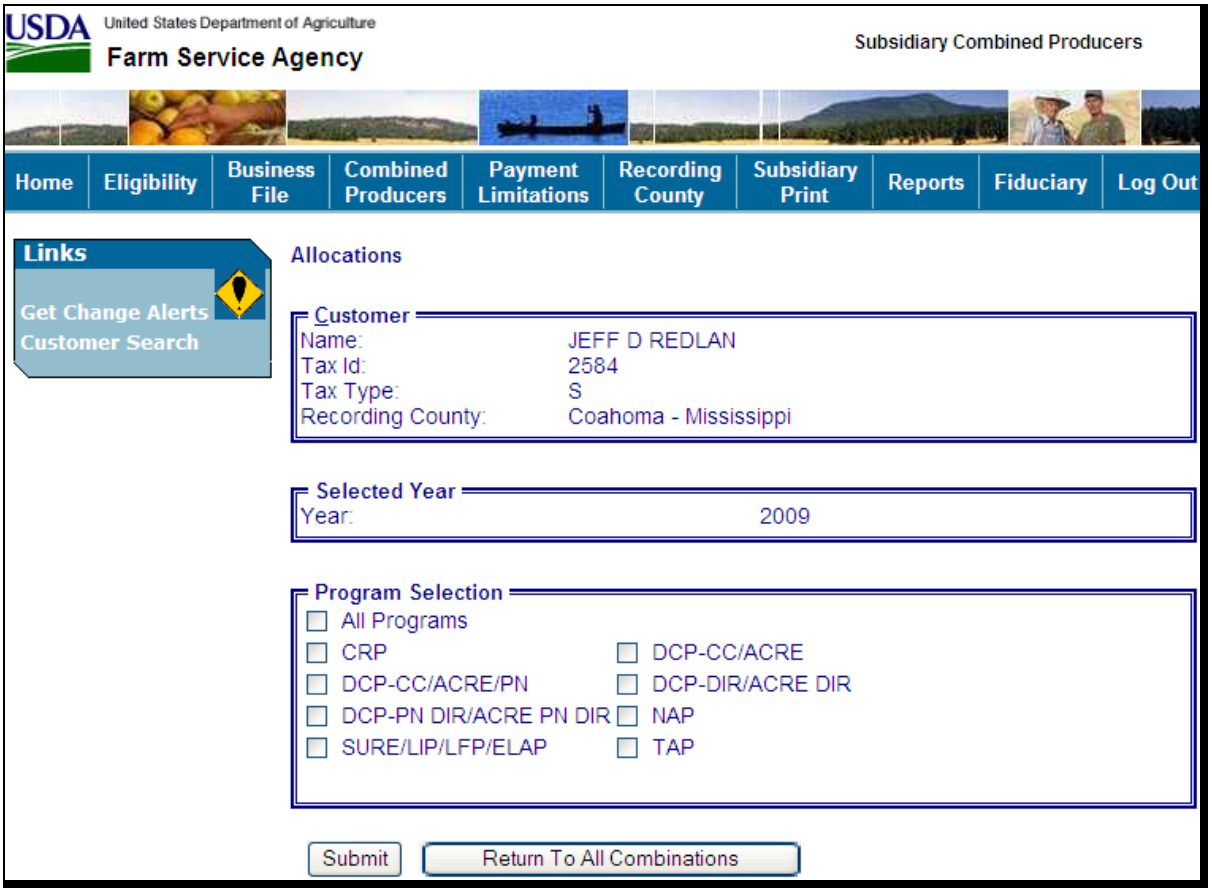
On the Subsidiary Combined Producers Screen, after selecting year from the All Combinations For Customer - Year drop-down menu (see paragraph 82 for access), CLICK "**Allocations**", to access the common attribution payment limitation allocation.

The Subsidiary Combined Producers Screen, Allocations section will be displayed.--*

*--98 Updating the Combined Producer Payment Limitation Allocation (Continued)

B Subsidiary Combined Producers Screen, Allocations Program Selection Section

After users click “Allocations” in the Subsidiary Combined Producers Screen, Customer section, the Allocations Program Selection section will be displayed.



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*--98 Updating the Combined Producer Payment Limitation Allocation (Continued)

B Subsidiary Combined Producers Screen, Allocations Program Selection Section (Continued)

The Subsidiary Combined Producers Screen, Allocations Program Selection section will display the following information/options.

Field/Button	Description	Action
Customer	Identifies selected customer. **Note:** The recording county displayed is the eligibility recording county.	
Selected Year	Year selected in the Subsidiary Combined Producers Screen, All Combinations for Customer drop-down menu.	
Program Selection	Allows the user to select specific programs to allocate payment limitation to persons and/or legal entities (members) of the combination with “Attribution” type combinations.	User selects: • 1 or more programs • all programs.
Submit	Continues the allocation process.	The Subsidiary Combined Producers Screen, Allocations selected program section will be displayed.
Return To All Combinations	Stops the allocation process.	The Subsidiary Combined Producers Screen, Allocations Program Selection section will be displayed **without** updating the producer’s allocation.

--*

*--98 Updating the Combined Producer Payment Limitation Allocation (Continued)

C Entering Allocations

After users select at least 1 program and click "**Submit**" the Subsidiary Combined Producers Screen, Allocations selected program section will be displayed with selected programs and allow users to enter shares.

Example: For this example, "DCP-CC/ACRE" was selected.

--*

*--98 Updating the Combined Producer Payment Limitation Allocation (Continued)

C Entering Allocations (Continued)

The Subsidiary Combined Producers Screen, Allocations selected program section displays the following information/options.

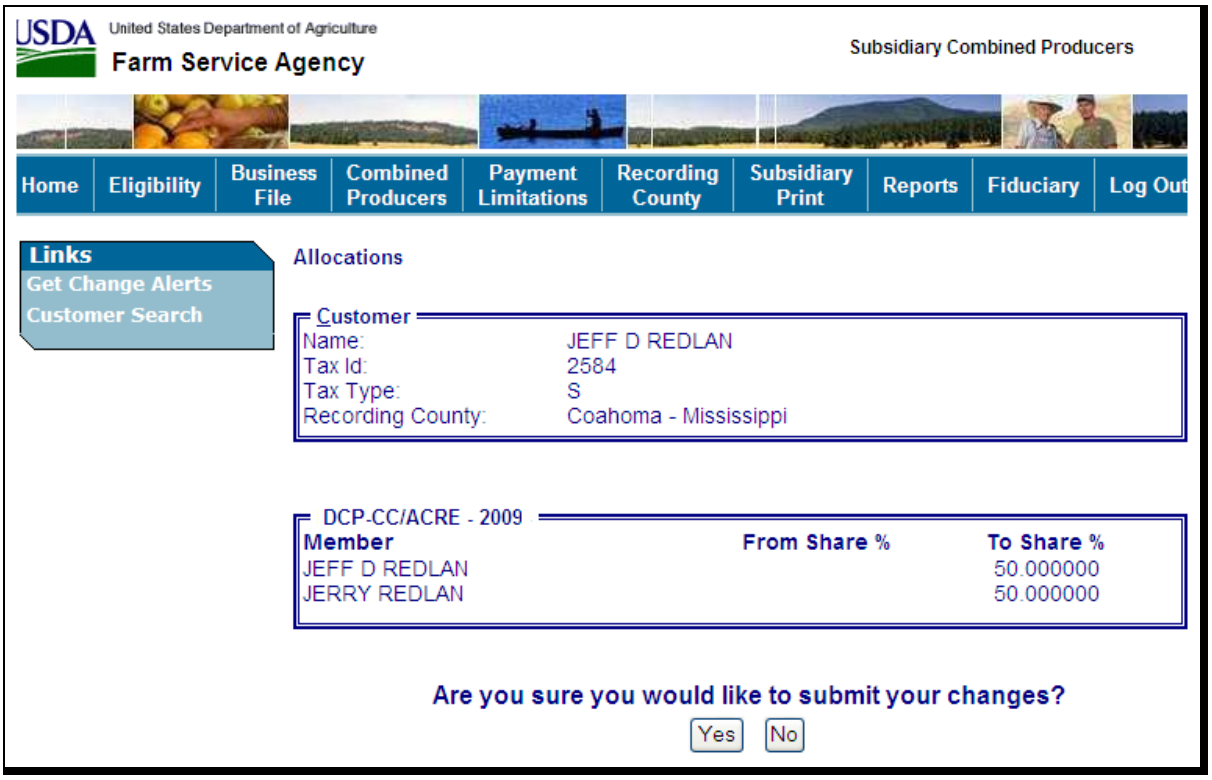
Field/Button	Description	Action
Customer	Identifies selected customer.	
Selected Program	Identifies selected programs, years, and lists all persons and/or legal entities (members) of "Attribution" type combinations that are directly and indirectly related. Shares **must**: • be entered in the XXX.XXXXXX format **Important:** It is imperative the **percent entered does not exceed 6 places** after the decimal, for example "0.123456". Entering more than 6 decimals may result in the system automatically rounding to 6 decimals. • equal 100 when totaled. A producer may be designated a "zero" share.	Enter each member's share in "Share %" box. **Example:** Jeff Redlan and Jerry Redlan signed CCC-904 agreeing to the following shares of the DCP-CC/ACRE 2009 payment limitation: • Jeff Redlan - 50 • Jerry Redlan - 50.
Submit	Continues the allocation process.	Completes the allocation.
Reset	If allocated shares are revised after accessing this screen, the shares will be reset to the values displayed when the page was accessed..	
Remove Allocations	Deletes all the allocated shares previously updated.	
Program Selection	Stops the allocation process.	The Subsidiary Combined Producers Screen, Allocations Program Selection section will be displayed **without** making any change to the producer's allocation.
Return to All Combination	Stops the allocation process.	The Subsidiary Combined Producers Screen, Customer section will be displayed **without** making any change to the producer's allocation.

--*

*--98 Updating the Combined Producer Payment Limitation Allocation (Continued)

D Updating Allocations

If users click "**Submit**" on the Subsidiary Combined Producers Screen, Allocations selected program section, the question, "Are you sure you would like to submit your changes?" will be displayed.



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*--98 Updating the Combined Producer Payment Limitation Allocation (Continued)

D Updating Allocations (Continued)

The Subsidiary Combined Producers Screen, Allocations selected program section requesting verification displays the following information/options.

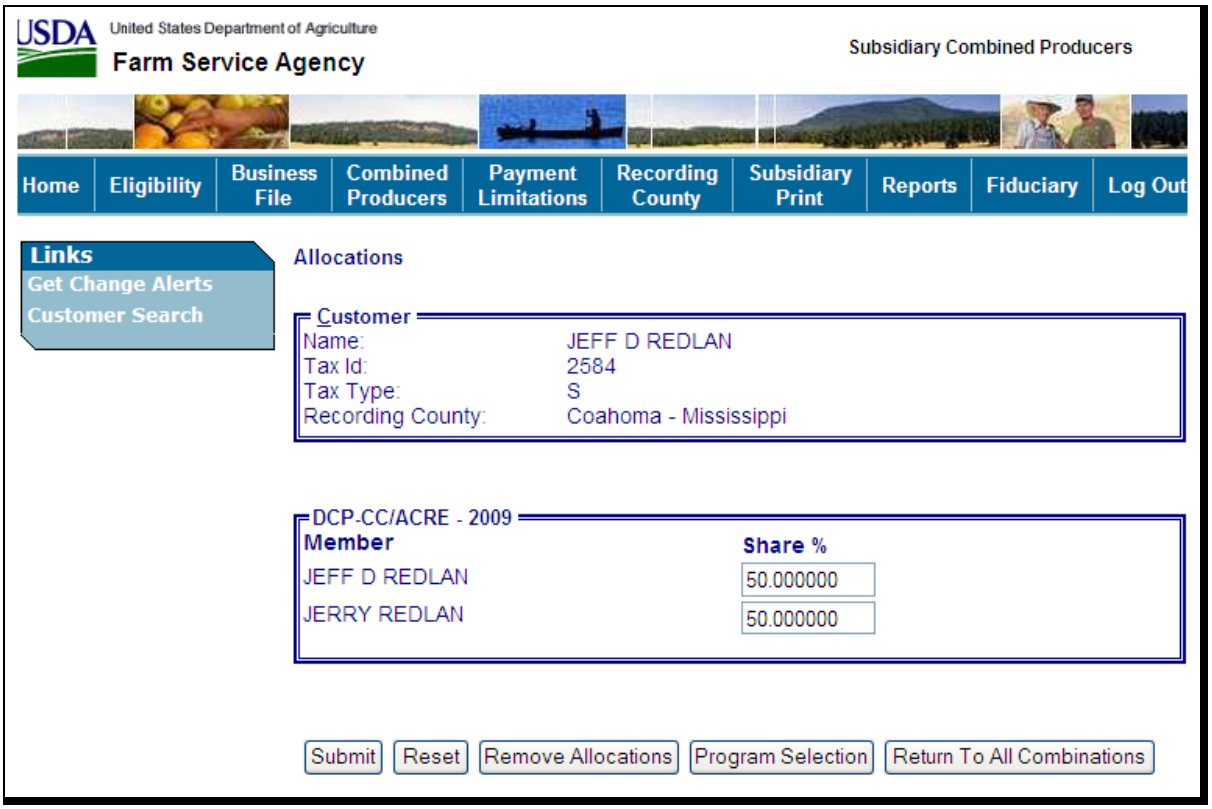
Field/Button	Description	Action
Customer	Identifies selected customer.	
Selected Program	Identifies selected program, year, and lists: • all persons and/or legal entities (members) of "Attribution" type combinations that are directly and indirectly related • persons and/or legal entities (members) share that was updated by the user.	
Yes	Continues the allocation update.	The Subsidiary Combined Producers Screen, Allocations selected program section will be redisplayed with records updated.
No	Stops the allocation process.	The Subsidiary Combined Producers Screen, Allocations Program Selection section will be displayed: • **without** making an update to the allocation • to enter shares for the selected program.

--*

*--98 Updating the Combined Producer Payment Limitation Allocation (Continued)

E Displaying Updated Allocations

If users click "**Yes**" in the Subsidiary Combined Producers Screen, Allocations selected program section, the section will be redisplayed with the updated allocations. CLICK "**Submit**".



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*--99 Combined Producer Recording County

A Background

Centralization of the combined producer database allows an easier system of recording and updating combined producers. Since only 1 county establishes a combination, a need for a combined recording county was developed to control updates to the combined producer account.

B Policies/Guidelines

The combined producer recording county:

- as general rule, is the county where COC approves CCC-503A or CCC-903 and dataloads the combination in the combined software

- is assigned by the Combined Producer System as the county that first processes the combination in the web-based combination software

- is responsible for all actions relating to that combination

  Note: Combined nonrecording counties may combine members into a super combination; however, the combined recording county still retains control of the combination.

- is the **only** county that may process a decombination of members in a parent or super combination

- is the **only** county that may update payment limitation allocations for members of "Attribution" type combinations

- is the **only** county that may update the combined producer recording county

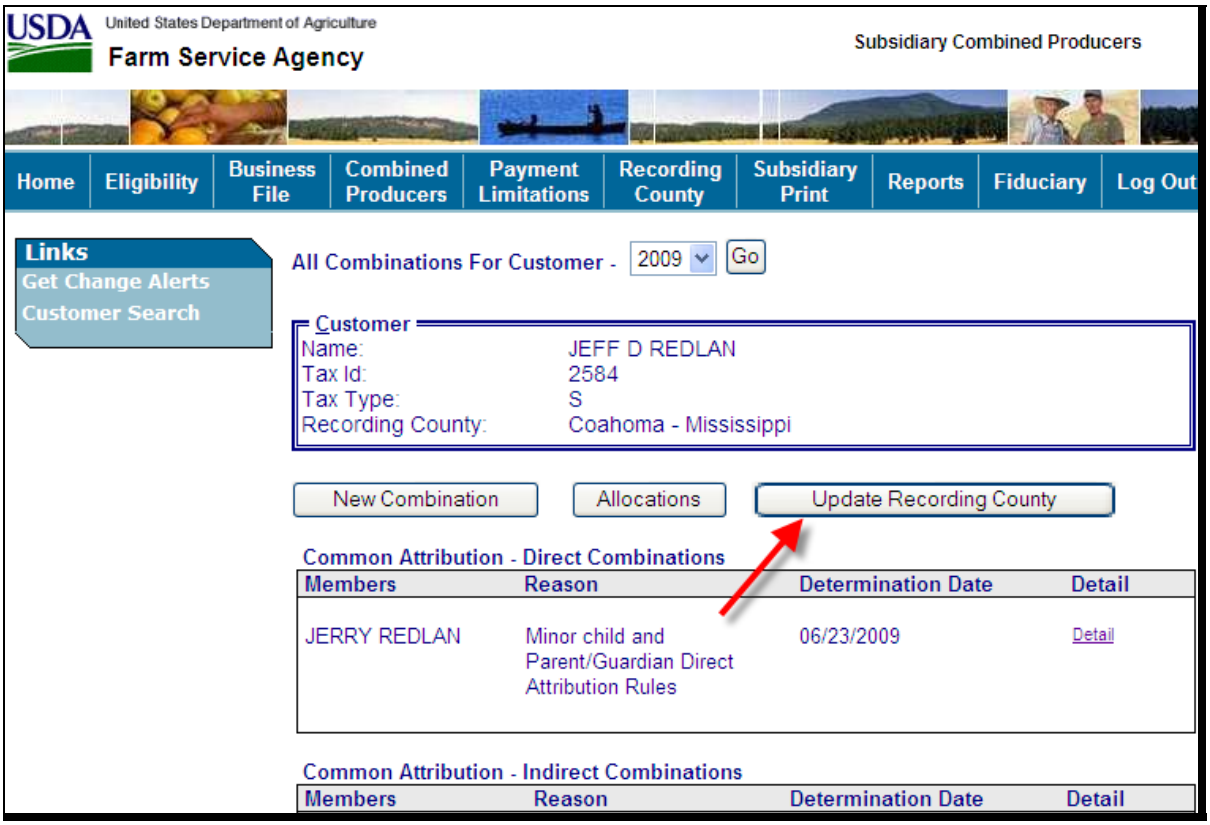
- may be updated.

  Note: Occasionally 2 super combinations, with previously established recording counties, may have members combined. In these cases, the recording county for the new super combination will be the county that processed the combination that created the new super combination. As with other combinations, the combined recording county may be updated.**--***

*--100 Updating the Combined Producer Recording County

A Accessing the Update Combined Producer Recording County Screen

On the Subsidiary Combined Producers Screen, after selecting the year from the All Combinations For Customer - Year drop-down menu (see paragraph 82 for access), CLICK "**Update Recording County**".



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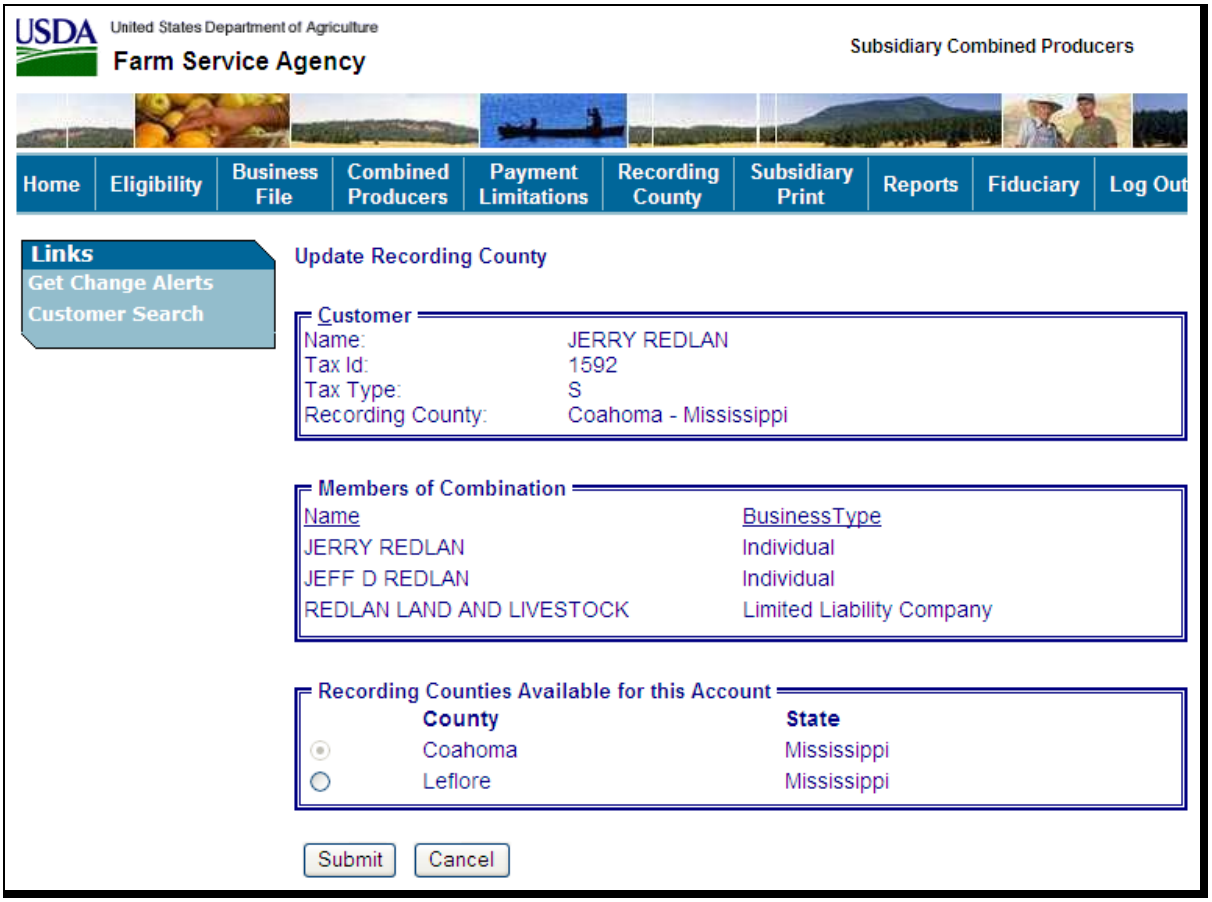
*--100 Updating the Combined Producer Recording County (Continued)

B Update Combined Producer Recording County

The following is an example of the Subsidiary Combined Producers Screen, Members of Combination section for combined producers.



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*--100 Updating the Combined Producer Recording County (Continued)

B Update Combined Producer Recording County (Continued)

The Subsidiary Combined Producers Screen, Update Recording County Members of Combination section displays the following information/options.

Field/Button	Description	Action
Customer	Identifies selected customer. **Note:** The recording county in this section is the eligibility recording county **not** the combined recording county.	
Members of Combination	Identifies name and business type of any member of all combinations that are directly or indirectly combined with the selected customer.	
Recording Counties Available for this Account	Identifies combined recording county and any county that: • is legacy linked in SCIMS to any producer in the "Members of Combination" box • can be the combined producer recording county.	Select the new combined recording county. **Note:** Only the combined recording county will be able to select another county.
Submit	Begins the completion process for updating the recording county.	Subsidiary Combined Producers Screen, Members of Combination section will be redisplayed requesting verification.
Cancel	Stops the update of recording county process.	Subsidiary Combined Producers Screen, Customer section will be displayed **without** updating the combined producer recording county.

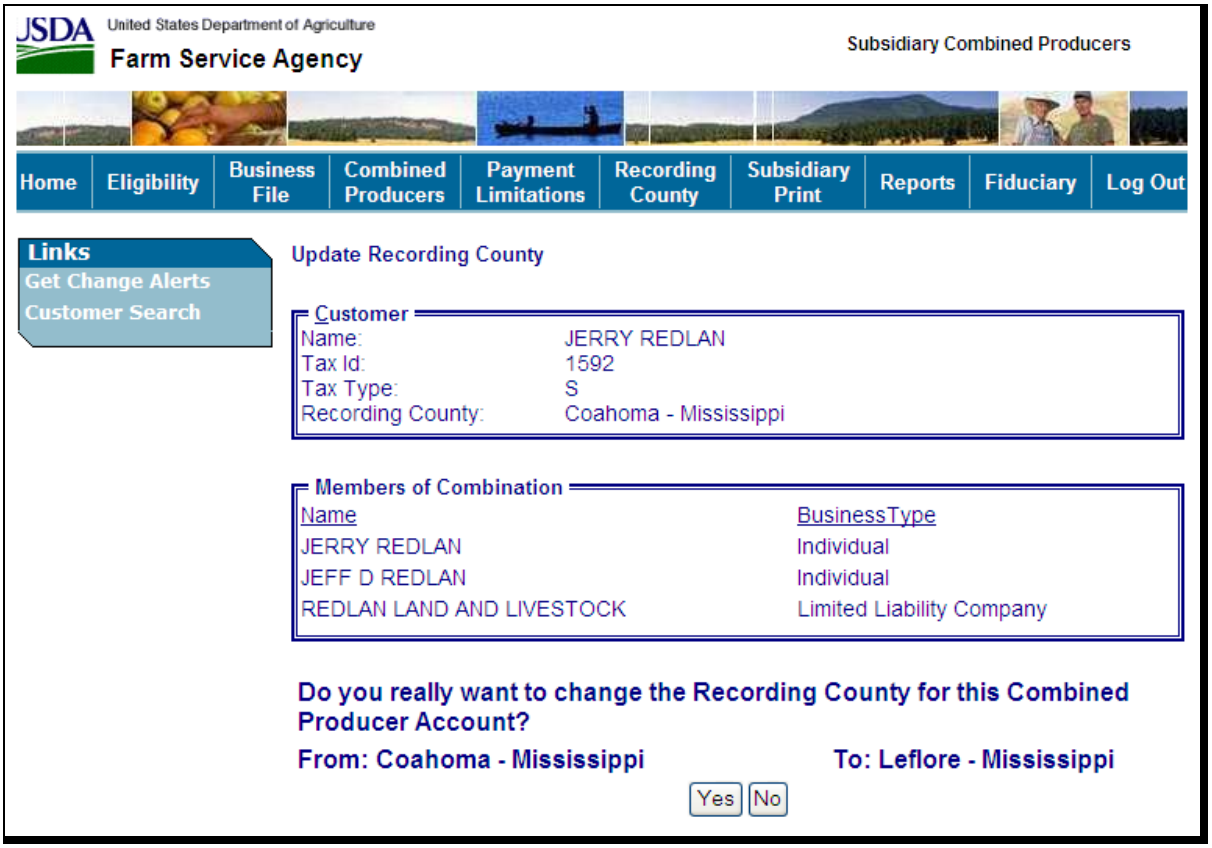
--*

*--100 Updating the Combined Producer Recording County (Continued)

C Completing Update of Combined Producer Recording County

If users click "**Submit**" in the Subsidiary Combined Producers Screen, Members of Combination section, the question, "Do you really want to change the Recording County for this Combined Producer Account?" will be displayed.

Note: If users click "**Yes**", **all** control of this combination passes to the new combined recording county.



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*--100 Updating the Combined Producer Recording County (Continued)

C Completing Update of Combined Producer Recording County (Continued)

The Subsidiary Combined Producers Screen, Members of Combination section requesting verification displays the following information/options.

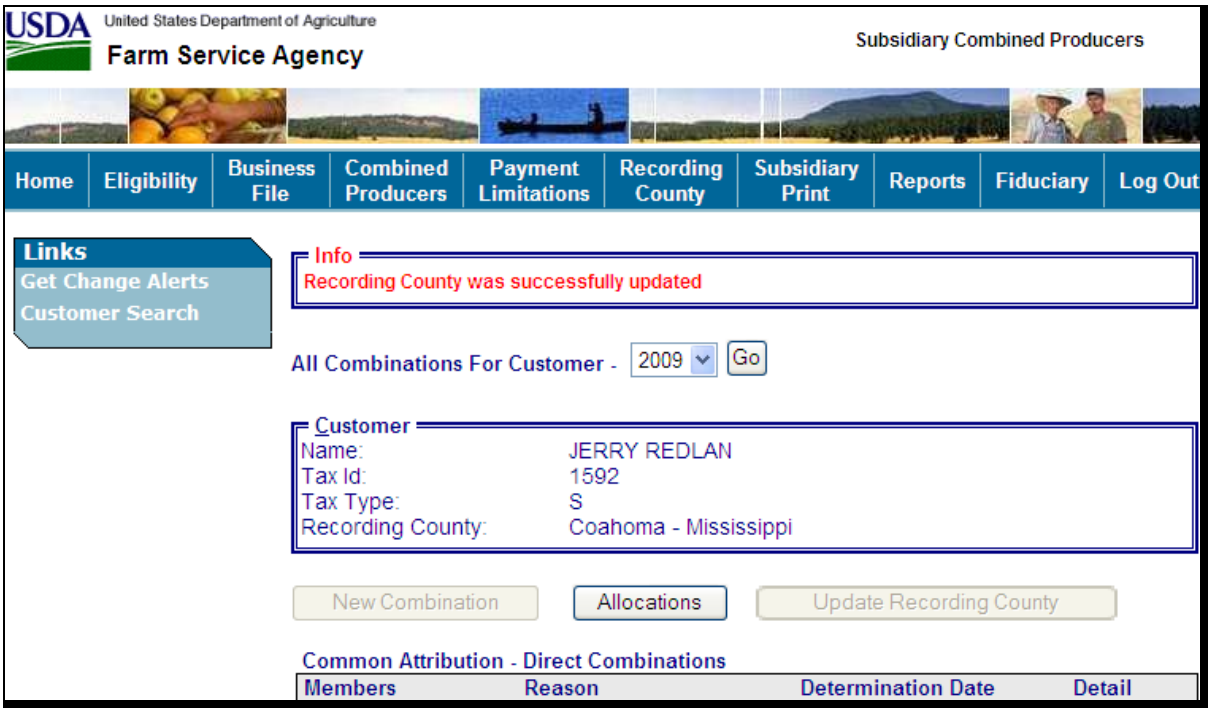
Field/Button	Description	Action
Customer	Identifies selected customer. **Note:** The recording county in this section is the eligibility recording county **not** the combined recording county.	
Members of Combination	Identifies any member of a combination that is directly or indirectly combined with the selected customer.	
Display	Displays the proposed change of combined producer recording county.	
Yes	Continues the change of combined recording county.	Subsidiary Combined Producers Screen, Customer section with the message “Recording County was successfully updated” will be displayed.
No	Stops the change of combined recording county.	Subsidiary Combined Producers Screen, Update Recording County section will be displayed **without** updating the combined producer recording county.

--*

*--100 Updating the Combined Producer Recording County (Continued)

D Displaying Completed Update of Combined Producer Recording County

If users click "**Yes**" in the Subsidiary Combined Producers Screen, Update Recording County section, the Subsidiary Combined Producers Screen, Customer section will be displayed with the message, "Recording County was successfully updated".



Notes: The following will be displayed after the combined producer recording county is updated:

- the "Customer" box, "Recording County" is still the same
- "New Combination" is grayed out because any action to this producer **must** be processed in the combined recording county
- "Update Recording County" is grayed out because any action to this producer **must** be processed in the combined recording county.

To identify the combined recording county, access combination details according to paragraph 103.--*

101, 102 (Reserved)

*--103 Combination Details

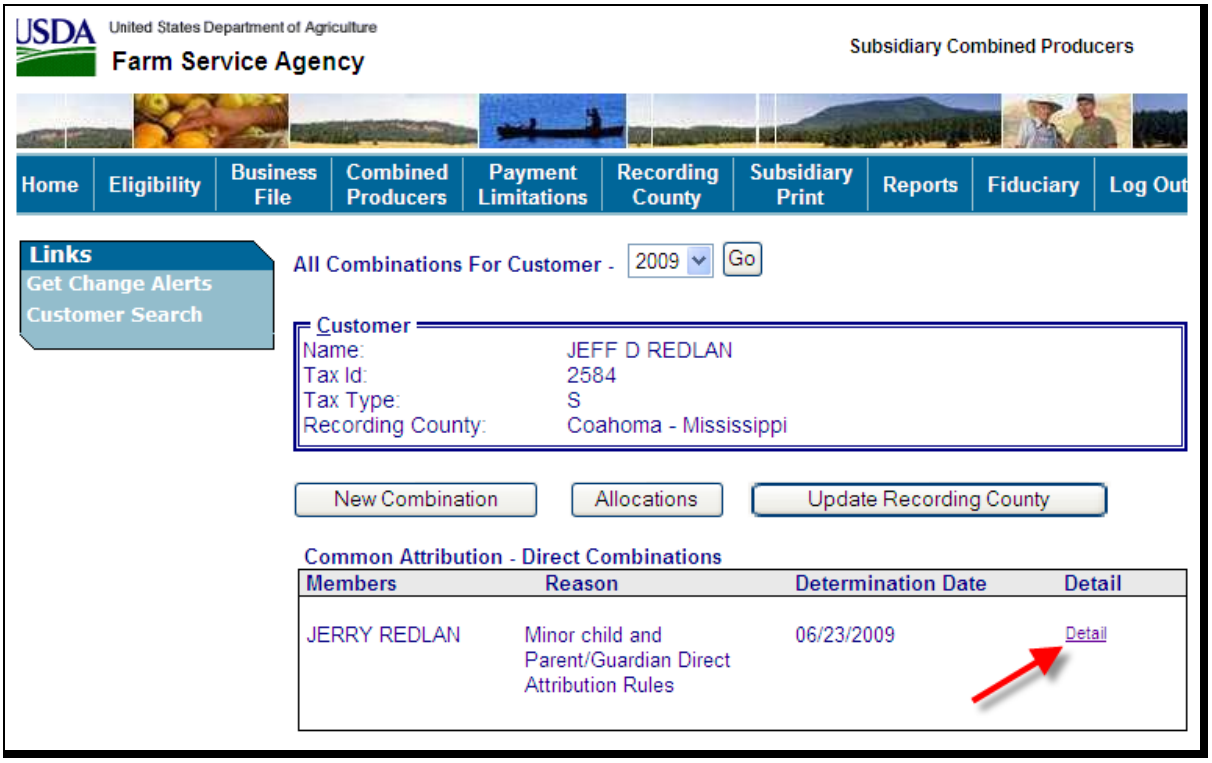
A Overview

An option is available on the Subsidiary Combined Producers Screen to view the details of combinations identified in each of the following subsections:

- Common Attribution – Direct Combinations
- Common Attribution – Indirect Combinations
- Person – Direct Combinations
- Person – Indirect Combinations.

B Displaying Combination Detailed Information

On the Subsidiary Combined Producers Screen, Customer section (see paragraph 82 for access), under the applicable subsection for the member of the combination, CLICK **"Detail".**



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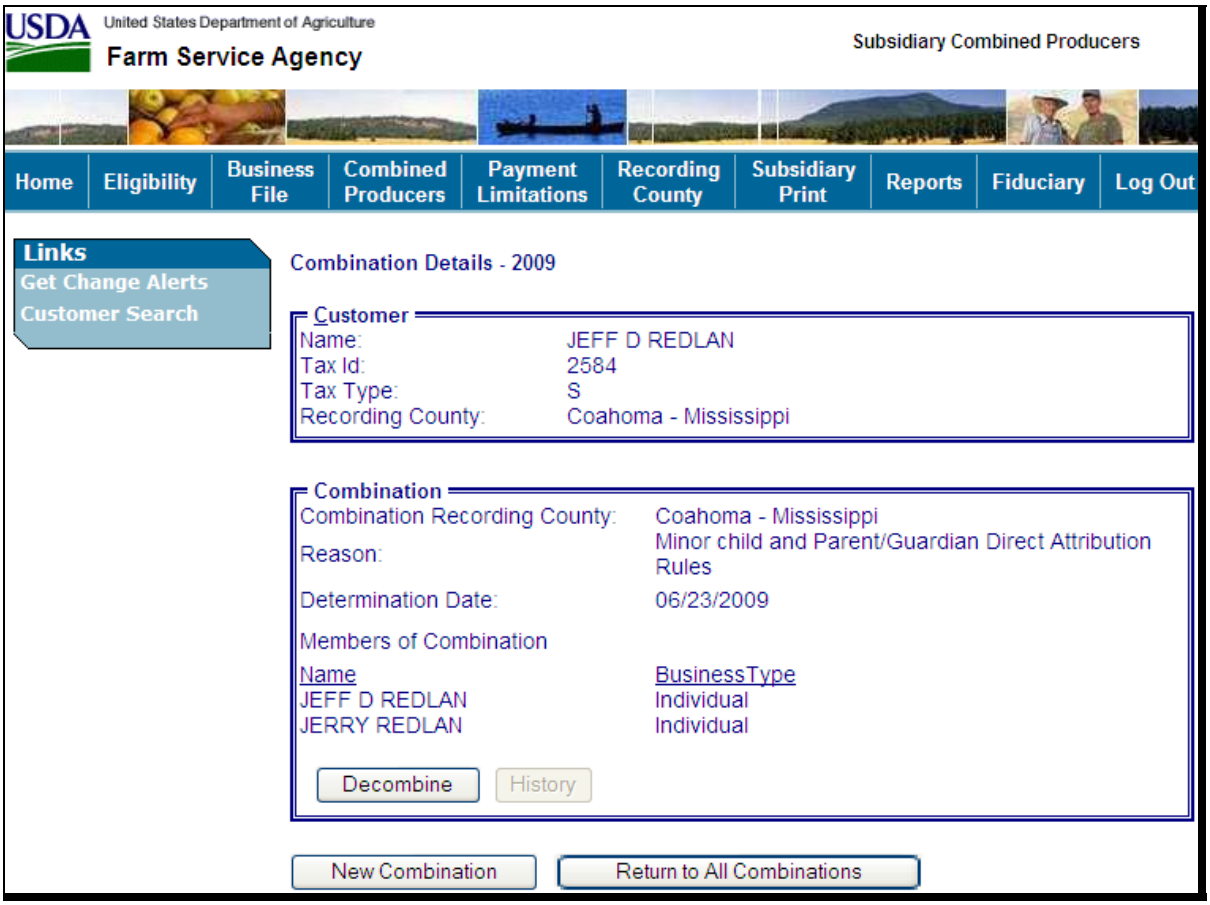
*--103 Combination Detail (Continued)

B Displaying Combination Detailed Information (Continued)

After users click “Detail” on the Subsidiary Combined Producers Screen, under the Customer section, under the applicable subsection, the Combination Details Combination section will be displayed.



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***--103 Combination Detail (Continued)**

B Displaying Combination Detailed Information (Continued)

The Subsidiary Combined Producers Screen, Combination Details Combination section displays the following information/options.

Field/Button	Description	Action
Customer	Identifies selected customer.	
Combination	Lists specific information about a specific direct combination.	
Combination Recording County	Identifies combination recording county for this combination.	
Reason	Identifies reason this producer and the selected producer were combined.	
Determination Date	Identifies date that COC or designee approved CCC-503A or CCC-903.	
Members of Combination	Identifies the 2 members of this specific combination and their business type.	
Decombine	Provides access to the decombination option.	Combination section, Decombine subsection will be displayed (paragraph 105).
History (grayed out)	A future enhancement will allow users to view the history of this combination.	
New Combination	Begins the process of a combination for the selected customer.	Subsidiary Combined Producers Screen, Add Combination section (paragraph 84) will be displayed.
Return to All Combinations	Ends the “Detail” inquiry.	Subsidiary Combined Producers Screen, Customer section for the selected customer (paragraph 82) will be displayed.

--*

104 (Reserved)

*--105 Decombinations

A When Decombinations Are Performed

Decombinations are used to remove a member from a combined producer record. County Offices perform decombinations when producers are removed from an existing combination.

B Decombination Rule

To successfully decombine a producer from a combination, users **must** access the combined software from the combined recording county. **Only** users in the combined recording county may take any action on a combined producer record.**--***

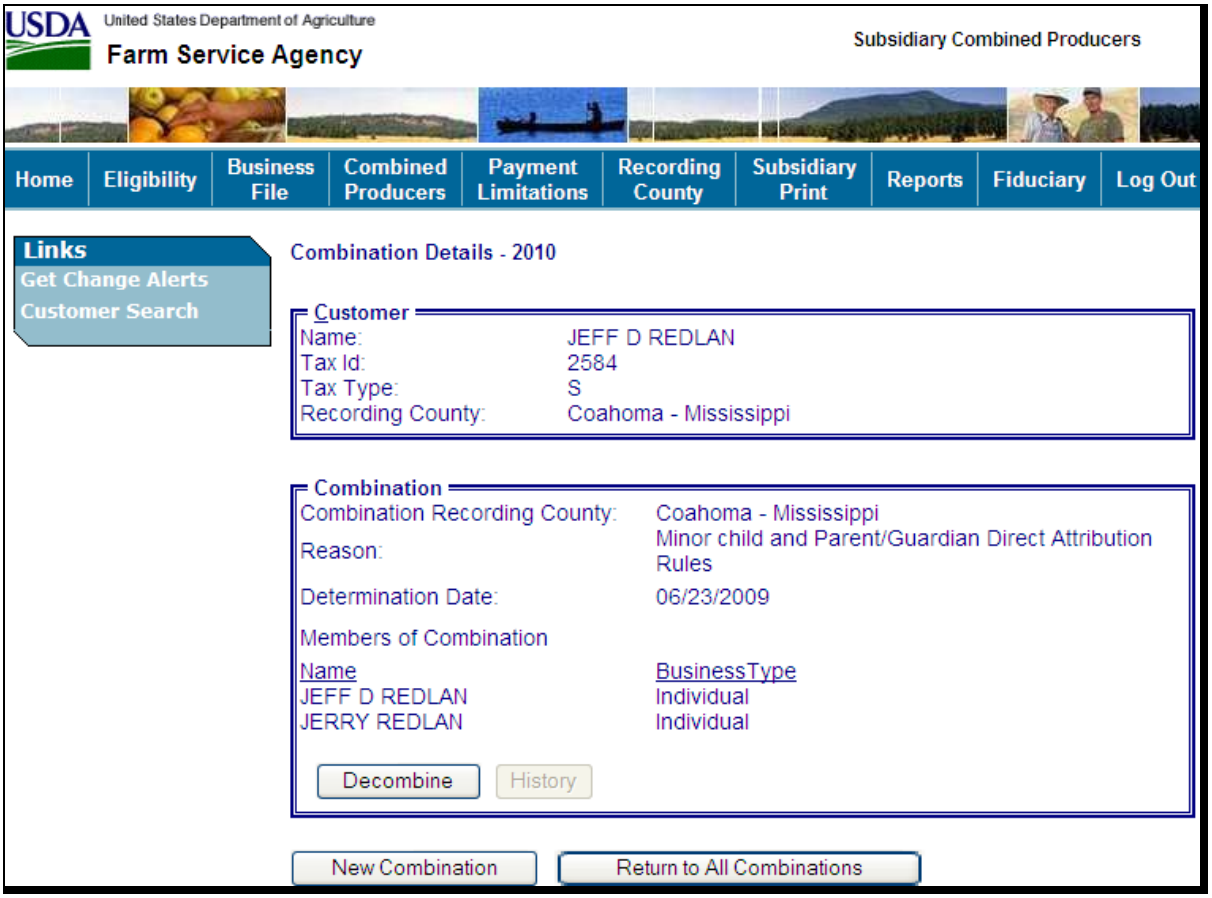
*--106 Decombining Producers

A Overview

When COC or designee approves CCC-503A or CCC-903 and a producer ceases to be a member of a combination, County Offices **must** access the web-based combination software to decombine that producer.

B Accessing the Web-Based Combination Software to Decombine a Producer

In the Subsidiary Combined Producers Screen, Combination Details Combination section (see paragraph 103 for access), CLICK "**Decombine**" to initiate the decombination for the producer.

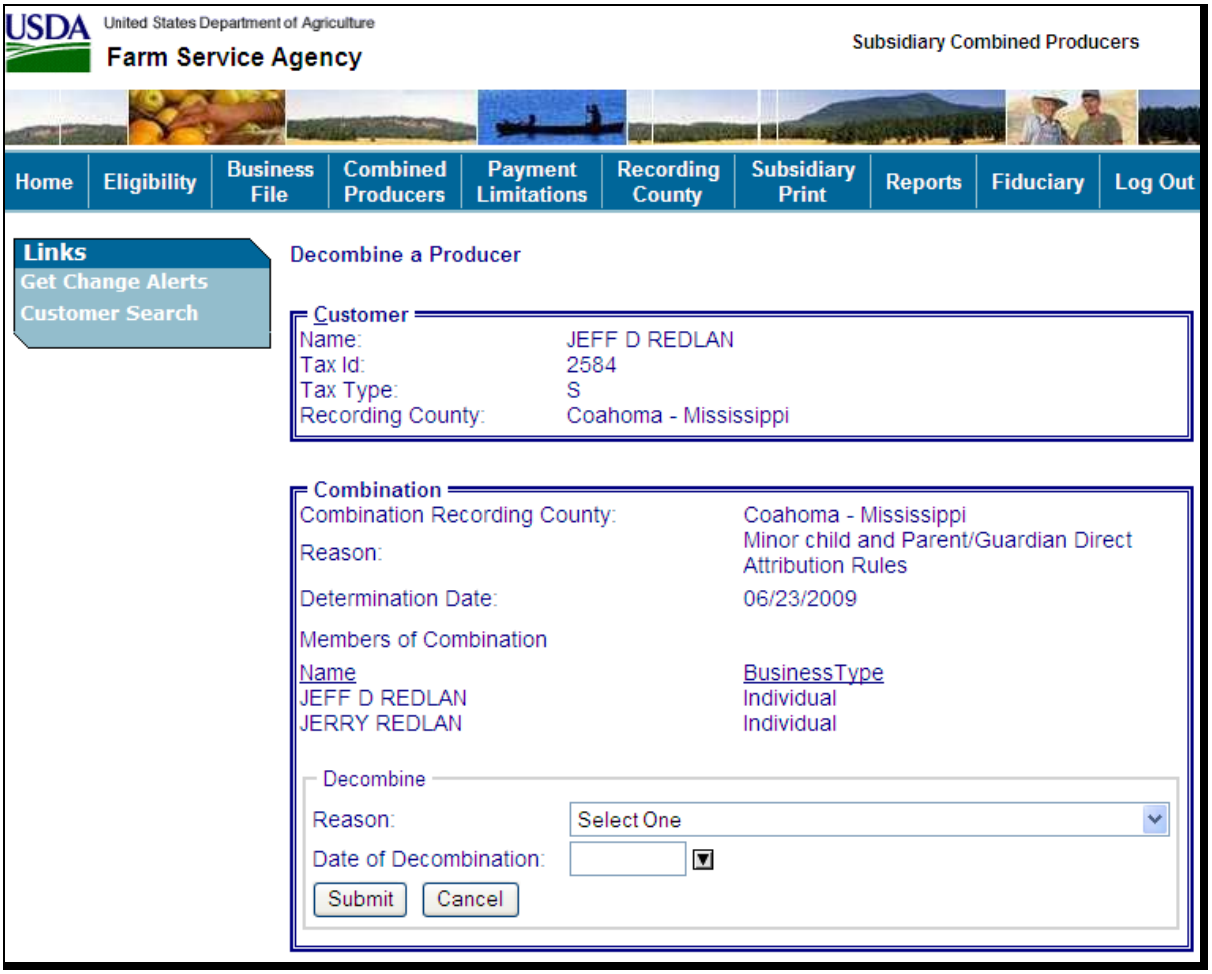


--*

*--106 Decombining Producers (Continued)

C Updating the Decombination

After users click "**Decombine**" in the Subsidiary Combined Producers Screen, Combination Details Combination section, the Decombine subsection will be displayed.



--*

***--106 Decombining Producers (Continued)**

C Updating the Decombination (Continued)

The Subsidiary Combined Producers Screen, Decombine a Producer Combination section displays the following information/options.

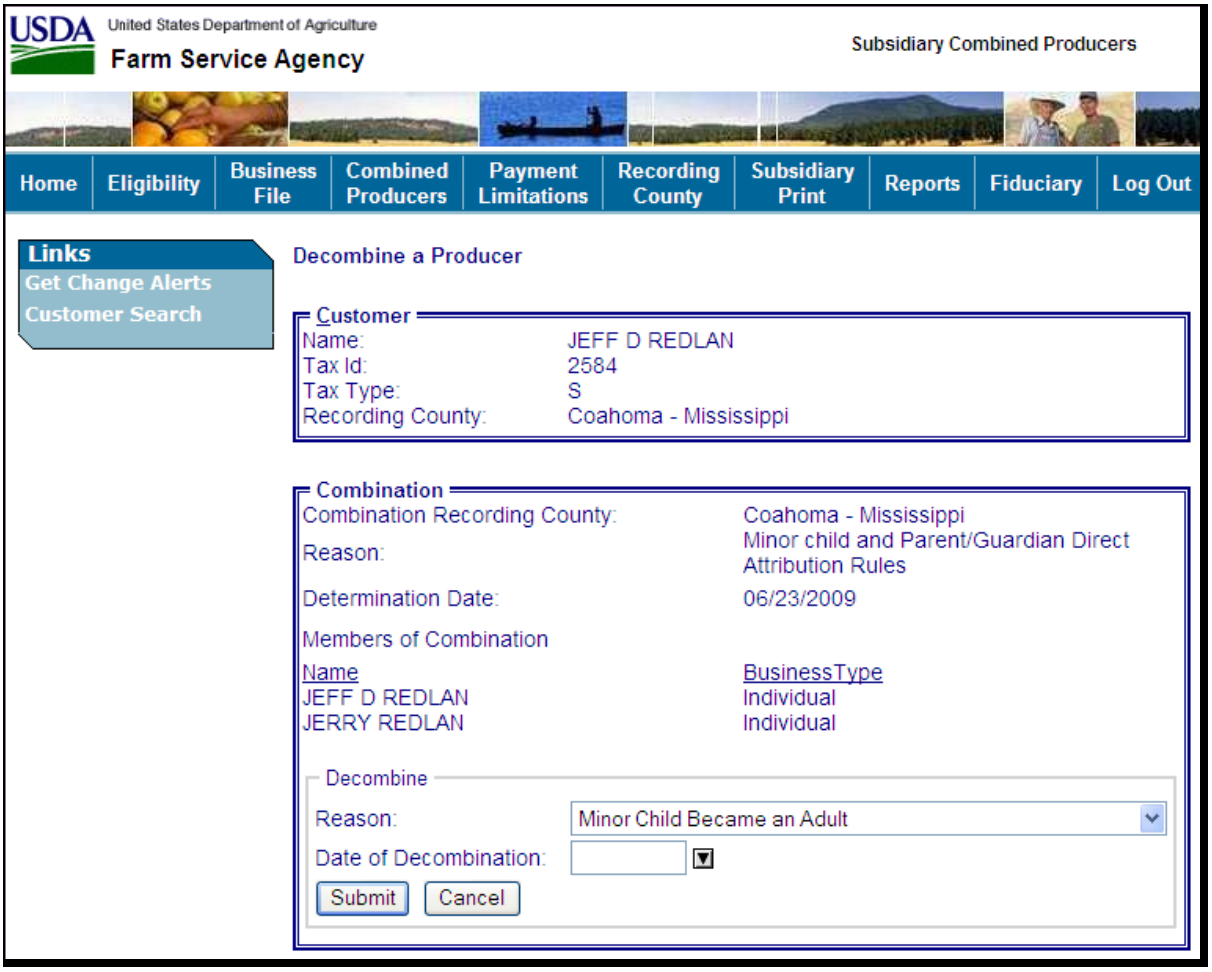
Field/Button	Description	Action
Customer	Identifies selected customer.	
Combination	Identifies certain aspects of the combined producer record as recorded according to paragraph 84.	
Decombine	Allows users to select the decombination reason and date of determination.	
Submit	Continues the decombination process.	Subsidiary Combined Producers Screen, Decombine a Producer Combination section will be redisplayed.
Cancel	Stops the decombination process.	Subsidiary Combined Producers Screen, Combination Details Combination section will be displayed **without** decombining the combined producer.

--*

*--106 Decombining Producers (Continued)

D Selecting the Decombination Reason

Decombination reasons are listed in the Decombine a Producer Combination section, Decombine subsection, “Reason” drop-down menu (see paragraph 107 for decombination reasons). Users shall select the correct decombination reason from the “Reason” drop-down menu.



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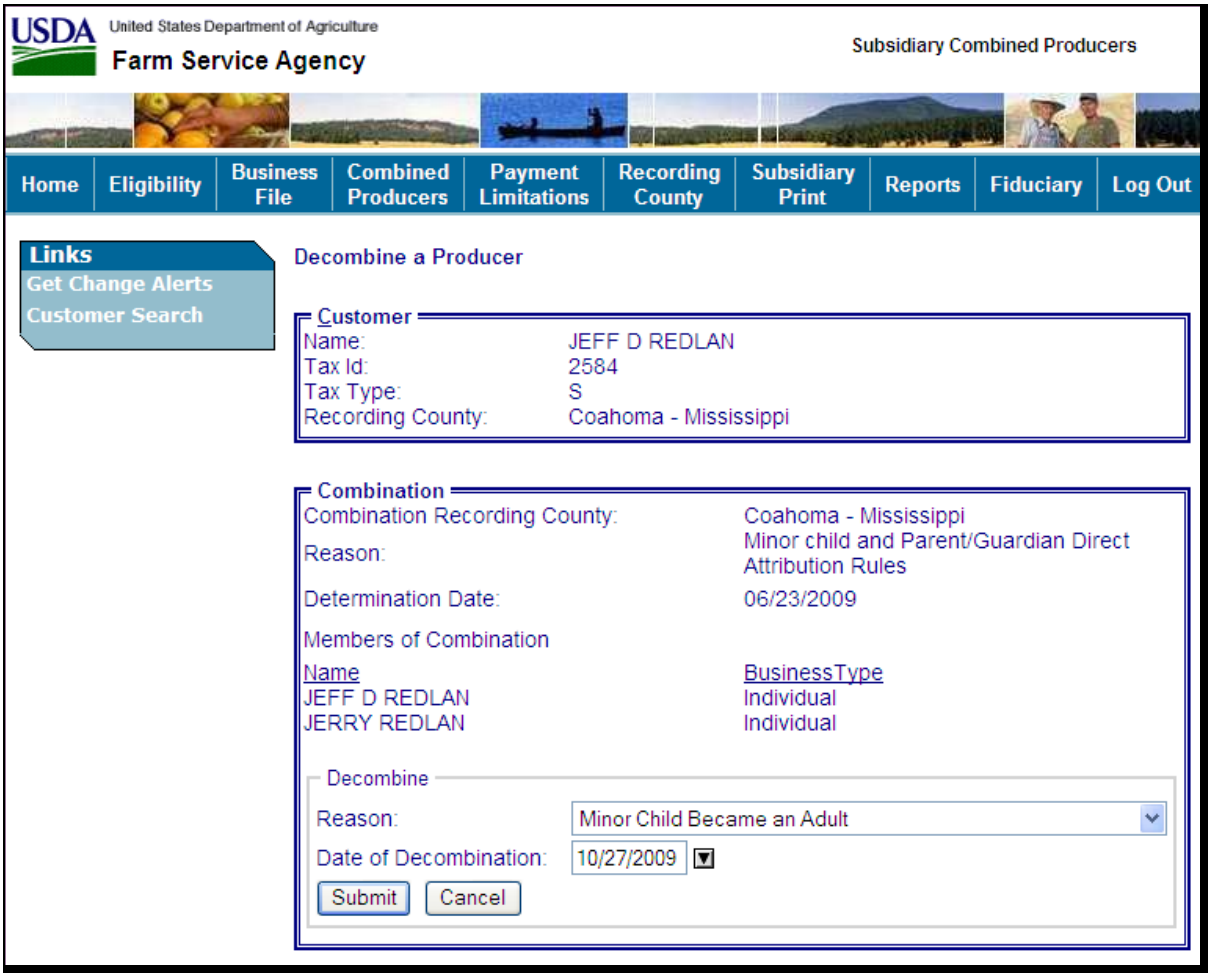
*--106 Decombining Producers (Continued)

E Date of Determination Selection

Users enter the date that COC made the determination that the 2 producers are not required to be combined and COC or designee approved CCC-503A or CCC-903. Click either of the following:

- "**Submit**", if all information is correct
- "**Cancel**", to return to the Subsidiary Combined Producers Screen, Combination Details Combination section.



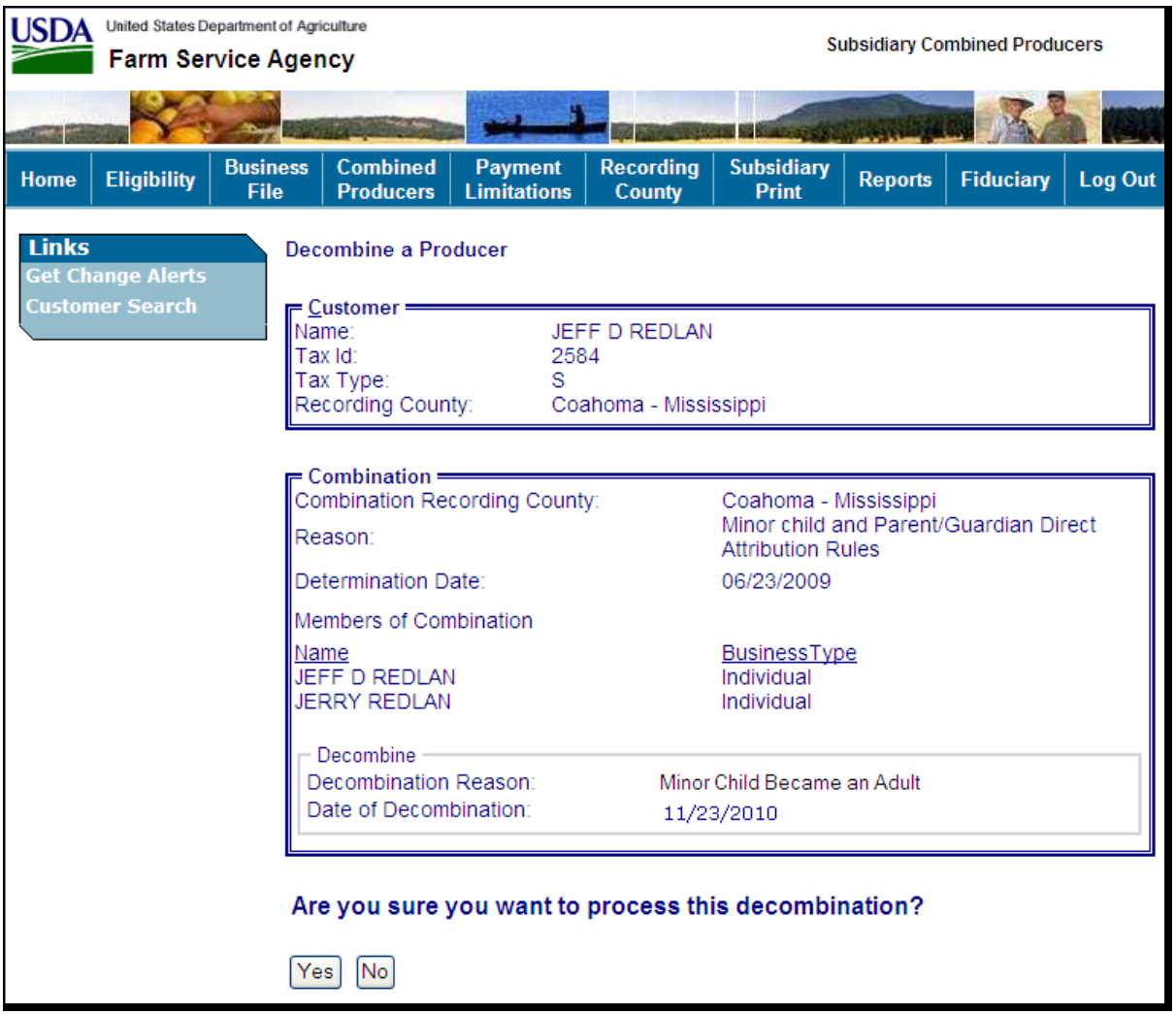
--*

*--106 Decombining Producers (Continued)

F Completing the Decombination

If users click "**Submit**" under the Subsidiary Combined Producers Screen, Decombine a Producer Combination section, Decombine subsection to complete the decombination, the question, "Are you sure you want to process this decombination?" will be displayed. Users have the following 2 options.

Option	Action
"Yes"	Completes the decombination.
"No"	Subsidiary Combined Producers Screen, Decombine a Producer Combination section will be displayed **without** processing the decombination.

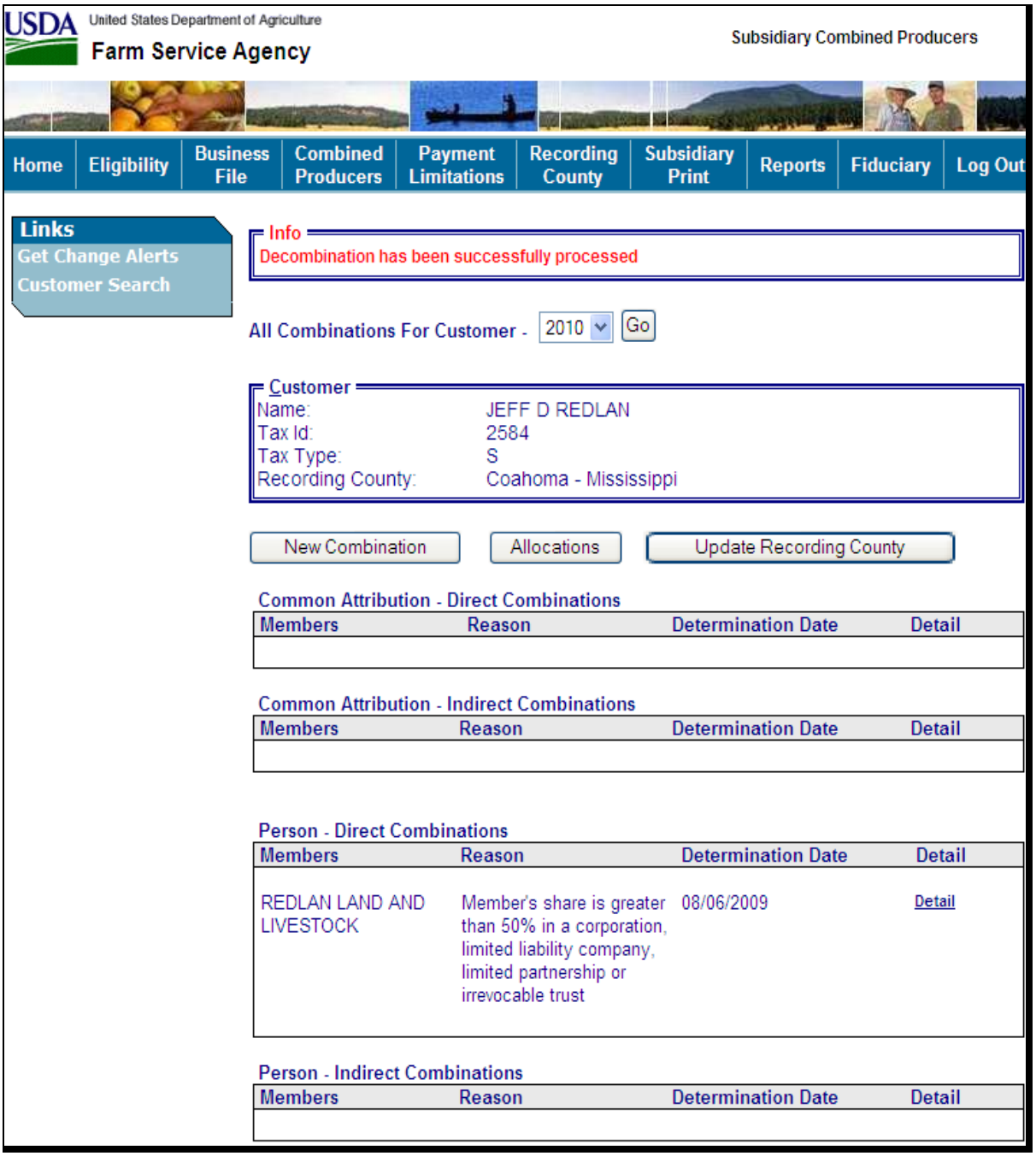


--*

*--106 Decombining Producers (Continued)

F Completing the Decombination (Continued)

If users click "**Yes**", verifying the decombination, the Subsidiary Combined Producers Screen, Customer section will be displayed with the message, "Decombination has been successfully processed".



--*

*--106 Decombining Producers (Continued)

G Viewing the Completed Combination

When the decombination is completed the Subsidiary Combined Producers Screen, Customer section will be displayed with the following information.

Field/Button	Description
Info	Status of the decombination.
Customer	Identifies selected customer.
Direct Combinations	Identifies direct combinations of the selected customer. **Note:** This box is blank in this example because the selected customer has no other direct combinations.
Indirect Combinations	Identifies indirect combinations of the selected customer. **Note:** This box is blank in this example as the selected customer has no other indirect combinations

--*

*--107 Decombination Reasons

A Overview

On the Subsidiary Combined Producers Screen, Decombine a Producer Combination section, Decombine subsection, when users select a reason to decombine the 2 selected customers, the web-based combination software, decombination reasons are based on **all** of the following:

- combination type
- producer
- business type
- combination reason.

Note: For **all** combination policy, see:

- 4-PL for "Attribution" type combinations
- 1-PL for "Person" type combinations.

B Reasons for "Attribution" Type Combinations

The following table details the reason codes that will populate the "Reason" drop-down menu in the Decombine subsection. Information is specific to the combination reason and business type or the selected customer in the "Customer" box.

Combination Reasons	Decombination Reasons
Minor child and Parent/Guardian – Direct Attribution Rules	Minor is emancipated.
	Specific minor combination required.
	Deceased.
	Minor child has reached adult status.
	Error.
	Inactivated in SCIMS.
Minor child and Estate of Parent/Guardian – Direct Attribution Rules	Minor is emancipated.
	Specific minor combination required.
	Minor child has reached adult status.
	Error.
	Inactivated in SCIMS.
Substantive change not met resulting in common attribution.	Substantive change met or no longer applicable.
Organization and Parent Organization	Organization and parent organization no longer affiliated.
	Error.
Combined Public Schools	Public school affiliation terminated.
	Error.

Note: See Exhibit 2 for definition of deleted producer.--*

***--107 Decombination Reasons (Continued)**

C Reasons for "Person" Type Combinations

The following provides Decombine subsection, "Reason" drop-down menu reasons. The information is specific to the combination reason and business type of the selected customer in the "Customer" box.

Combination Reasons	Decombination Reasons
Husband and Wife	No longer married.
	Spouses request separate determination.
	Interest before marriage.
	Deceased.
	Error.
	Inactivated in SCIMS.
Individual Operating as a Small Business	No longer sole owner.
	Deleted producer.
	Error.
	Inactivated in SCIMS.
Majority Interest in Entity	No majority shareholders.
	Deleted producer.
	No longer in entity file.
	Error.
	Inactivated in SCIMS.
Sole Beneficiary	No longer in entity file.
	Deleted producer.
	Error.
	Inactivated in SCIMS.
Heir and Estate	Deleted producer.
	Heir and estate are no longer combined.
	Error.
	Inactivated in SCIMS.
Grantor and Revocable Trust	Deleted producer.
	Error.
	Inactivated in SCIMS.
Minor Child and Parent/Guardian	Minor is emancipated.
	Specific minor combination required.
	Deceased.
	Error.
	Inactivated in SCIMS.
Combined State Entity	State affiliation terminated.
	Error.
	Inactivated in SCIMS.

--*

***--107 Decombination Reasons (Continued)**

C Reasons for "Person" Type Combinations (Continued)

Combination Reasons	Decombination Reasons
Common Members With Majority Interest in Multiple Entities	Multiple entities no longer share majority members.
	Deleted producer.
	Error.
	Inactivated in SCIMS.
Common Members With Majority Interest in Irrevocable Trust	Multiple entities no longer share majority members.
	Deleted producer.
	Error.
	Inactivated in SCIMS.
Common Members With Majority Interest in Revocable Trust	Multiple entities no longer share majority members.
	Deleted producer.
	Error.
	Inactivated in SCIMS.
Organization and Parent Organization	Organization and parent organization no longer affiliated.
	Error.
	Inactivated in SCIMS.
Requested "1-Person" Joint Operation	No longer a "1-person" joint operation.
	Deleted producer.
	Error.
	Inactivated in SCIMS
Combined Members Have Majority Interest	No majority share holders.
	Error.
	Inactivated in SCIMS.

Note: See Exhibit 2 for definition of deleted producer.**--***

108-130 (Reserved)

Part 5 (Reserved)

131-190 (Reserved)

Part 6 (Reserved)

191-240 (Reserved)

Part 7 (Reserved)

241-301 (Reserved)

Part 8 Reports

302 Eligibility Reports

A Overview

The flexibility of the web-based system allows users to build their own reports. Users can select, from a list of items, the information to be displayed on the report. A query process is used to search and build the report.

303 Subsidiary Print Report

A Introduction

Subsidiary print:

- shows the eligibility certifications, determinations, and farm and tract information for a producer
- allows users to view and/or print information about a selected producer.

B Accessing Subsidiary Print Selection Screen

Access the Subsidiary Print Selection Screen according to the following.

Step	Action
1	***--**To access the web-based Subsidiary System, do the following: • go to "**http://fsaintranet.sc.egov.usda.gov/fsa**" • under "Links", CLICK "**FSA Applications**" • under "Common Applications", CLICK "**Subsidiary**". • on the eAuthentication Warning Screen, CLICK "**I Agree**" • log into eAuthentication
2	To access the SCIMS search page, under "Links", CLICK "**Customer Search**".
3	Select a SCIMS customer by entering either of the following and clicking "Search": • TIN and ID type • customer name.
4	At the top of the Subsidiary Screen, CLICK "**Subsidiary Print**" tab.**--***|

303 Subsidiary Print Report (Continued)

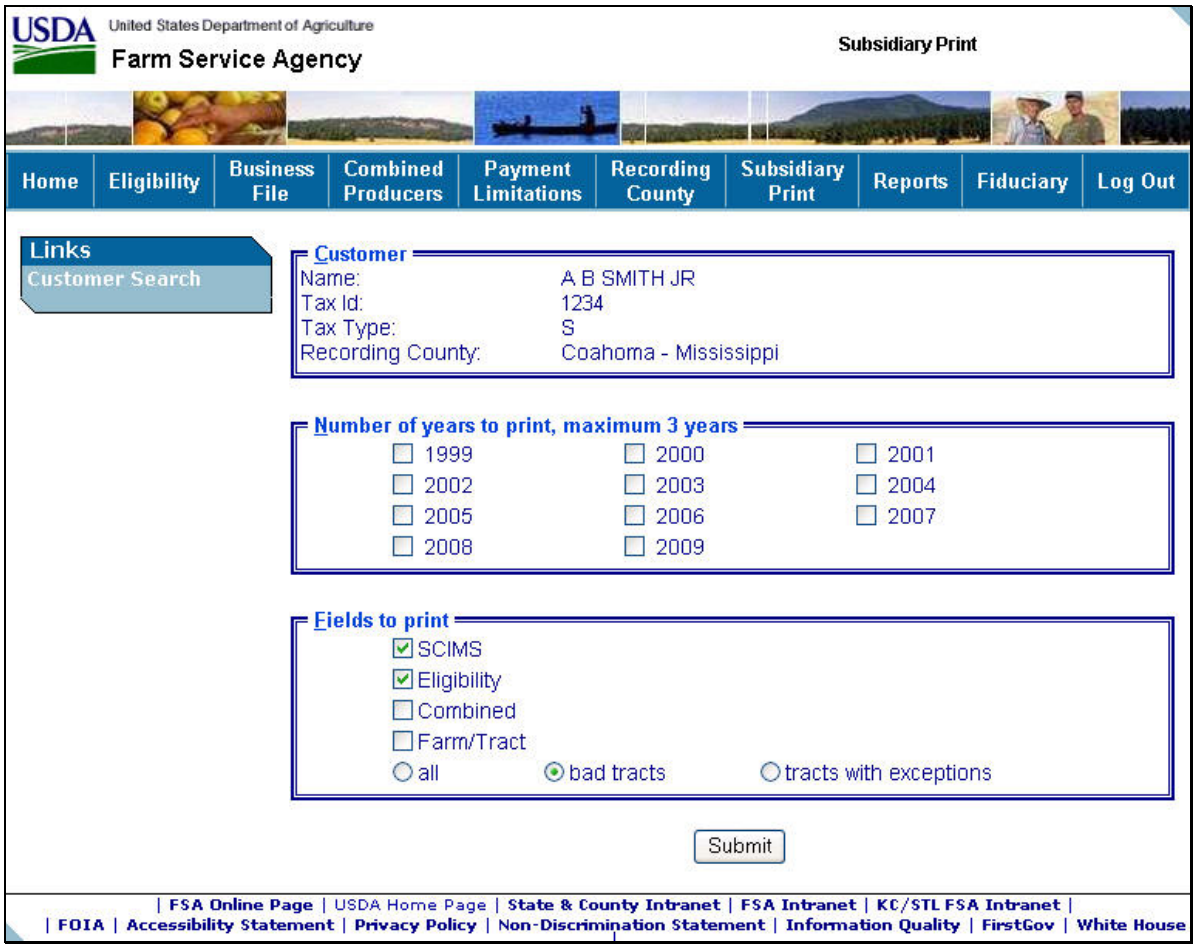
C Subsidiary Print Selection Process

The Subsidiary Print selection process allows the user to decide the information that will be displayed/printed on the report. The user can select different options based on the following criteria:

- "Number of years to print"
- "Fields to print".

The user makes selections by clicking on the checkbox next to the desired selection. Once an option is selected, a check mark will be displayed in the checkbox.

Following is an example of the Subsidiary Print Selection Screen.



303 Subsidiary Print Report (Continued)

D Number of Years to Print Option

The "Number of years to print" option allows the user to select to print 1999 through current year data. At least 1 year, but no more than 3 years, must be selected. The selected years do not have to be consecutive.

E Fields to Print Option

The "Fields to print" option allows the user to select the data that will be printed. Users can select from the following:

- "SCIMS"
- "Eligibility"
- "Combined"
- "Farm/Tract".

Type of Information	What Will Be Displayed/Printed	Default Information
SCIMS	• Producer's business type for each year selected under "Number of years to print" option. • Citizenship Country/Originating County. • Resident Alien flag. • SCIMS legacy links.	SCIMS is the default. **Note:** To remove the selection, the user must click on the checkbox to remove the check mark.
Eligibility	• Recording county name, address, and telephone number. • Eligibility certifications and determinations for each year selected under "Number of years to print" option. **Note:** See Part 3 for additional information on eligibility certifications and determinations.	Eligibility is the default. **Note:** To remove the selection, the user must click on the checkbox to remove the check mark.

303 Subsidiary Print Report (Continued)

E Fields to Print Option (Continued)

Type of Information	What Will Be Displayed/Printed	Default Information

Combined	• Combined recording county name, address, and telephone number.
	
	• All direct combinations associated with the selected producer. If there are no direct combinations, then "None" will be displayed. Direct combination information displayed includes:
	
	  • producer
	
	  • last 4 digits of tax ID and tax ID type
	
	  • combination reason
	
	  • determination date (entry will be blank if record was loaded during dataload of combined producers).
	
	• All indirect combinations associated with the selected producer. If there are no indirect combinations, then "None" will be displayed. Indirect combination information displayed includes:
	
	  • producer
	
	  • last 4 digits of tax ID and tax ID type
	
	  • combination reason
	
	  • determination date (entry will be blank if record was loaded during data load of combined producers).
		"Combined" is not a default selection. Users **must** click "**Combined**" radio button to have the combined information displayed.

303 Subsidiary Print Report (Continued)

E Fields to Print Option (Continued)

Type of Information	What Will Be Displayed/Printed		Default Information
Farm/Tract	**IF…**	**THEN…**	"Bad tracts" is the default. **Note:** To change the selection, the user must click "all" radio button.
	"all" is selected	all nationwide farm and tract information applicable to the selected producer for each year selected under "Number of years to print" option will be displayed/printed.	
	"bad tracts" is selected	only farm and tract information for farms and/or tracts with a producer exception of "appeal rights' or "appeal rights exhausted" in FRS for each year selected under "Number of years to print" option will be displayed/printed.	
	"tracts with exceptions"	only farm and tract information for farms and/or tracts with any producer exception in FRS for each year selected under "Number of years to print" option will be displayed/printed.	

Note: In some situations producer tract level and farm level exceptions can be different. A line will print on the Subsidiary Print for each tract associated with each producer selected that shows farm level exceptions.

F Printing the Subsidiary Print

After selections are complete, CLICK "Submit" to display the report.

Note: The speed and time to display a report will vary based on the options that were selected. The more complex the request, the more time required for the report to be displayed.

Print the report using either of the following methods:

- CLICK "Print" at the bottom of the report
- CLICK "File" on the tool bar and CLICK "Print".

303 Subsidiary Print Report (Continued)

G Future Additions

Currently, payment limitation and business file data is only available on the System 36 and, therefore, will not be printed on the Subsidiary Print. Until this data is added to the web, both the Subsidiary Print and the MABDIG report must be printed to obtain all subsidiary data. The MABDIG report can be printed according to 2-PL, paragraph 351.

303 Subsidiary Print Report (Continued)

H Example

Following is an example of the Producer Subsidiary Print report.

Date: 10-1-2008

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

JOHN SMITH
123 MAIN STREET
SPRINGFIELD, MA 12345

Tax ID Number: 9876S
Phone Number: (413) 329-3269

SCIMS Information

Business Type Information

2009 Individual
2008 Individual
2007 Individual

Citizenship Country - UNITED STATES
Resident Alien Flag - N/A

SCIMS Links

Hampden - Massachusetts

Summary Eligibility Information

Recording County: Hampden - Massachusetts
Office Phone: (413)585-1000 x2

195 RUSSELL ST
HADLEY, MA 01035-9521

	2009	2008	2007
AD-1026	Certified	Certified	Certified
Actively Engaged-Determination	Actively Engaged		
Actively Engaged - 2002 Farm Bill	Actively Engaged	Actively Engaged	Actively Engaged
Suspended Producer	Not Suspended	Not Suspended	Not Suspended
AGI - 2002 Farm Bill	Compliant - CCC-526	Compliant - CCC-526	Compliant - CCC-526
AGI - Commodity Program	Compliant - Producer		
AGI - Direct Payment	Compliant - Producer		
AGI - Conservation Program	Compliant - Producer		
Beginning Farmer or Rancher	No	No	
Cash Rent Tenant-Determination	Eligible	Eligible	Eligible
Cropland Factor	1.0000	1.0000	1.0000
Conservation Compliance-Farm/Tract	In Compliance	In Compliance	In Compliance
Highly Erodible Land Conservation	Compliant	Compliant	Compliant
Planted Converted Wetland	Compliant	Compliant	Compliant
Converted Wetland	Compliant	Compliant	Compliant
Controlled Substance	No Violation	No Violation	No Violation
Delinquent Debt	No	No	No
Federal Crop Insurance	Requirements Met	Requirements Met	Requirements Met
Foreign Person	Not Applicable	Not Applicable	Not Applicable
Fraud - including FCIC Fraud	Compliant	Compliant	Compliant
Gross Revenue for Disaster			
Gross Revenue for NAP		Not Filed	Not Filed
Limited Resource Farmer or Rancher	No	No	
NAP Non Compliance	Compliant	Compliant	Compliant
Permitted Entity - 2002 Farm Bill	Yes	Yes	Yes
Person Eligibility - 2002 Farm Bill	COC Determination Completed	COC Determination Completed	COC Determination Completed
SDA - Racial, Ethnic and Gender	No	No	
SDA - Ethnic and Racial but NOT Gender	No	No	
Last Updated	October 1, 2008	August 31, 2008	September 15, 2007

Page 1 of 3

303 Subsidiary Print Report (Continued)

H Example (Continued)

Date: 10-1-2008

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

JOHN SMITH
123 MAIN STREET
SPRINGFIELD, MA 12345

Tax ID Number: 9876 S
Phone Number: (413) 329-3269

Combined Producer Information

2009

Combined Recording County: Hampden - Massachusetts
Office Phone: (413)585-1000 x2

195 RUSSELL ST
HADLEY, MA 01035-9521

Direct Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
SMITH FARMS INC	1485 E	Majority Interest in Entity	09/15/1998

Indirect Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
None			

2008

Combined Recording County: Hampden - Massachusetts
Office Phone: (413)585-1000 x2

195 RUSSELL ST
HADLEY, MA 01035-9521

Direct Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
SMITH FARMS INC	1485 E	Majority Interest in Entity	09/15/1998

Indirect Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
None			

2007

Combined Recording County: Hampden - Massachusetts
Office Phone: (413)585-1000 x2

195 RUSSELL ST
HADLEY, MA 01035-9521

Direct Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
SMITH FARMS INC	1485 E	Majority Interest in Entity	09/15/1998

Indirect Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
None			

Page 2 of 3

303 Subsidiary Print Report (Continued)

H Example (Continued)

Date: 10-1-2008

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

JOHN SMITH
123 MAIN STREET
SPRINGFIELD, MA 12345

Tax ID Number: 9876 S
Phone Number: (413) 329-3269

Farm/Tract Information for All Tracts

2009

Hampden, MA

Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1131	1293	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
1496	1847	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None

2008

Hampden, MA

Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1131	1293	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
1496	1847	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None

2007

Hampden, MA

Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1131	1293	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
1496	1847	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None

Page 3 of 3

304 State Committee Eligibility Change Report

A Introduction

Because of need to develop a system of tracking changes in the web-based Subsidiary System, the State Committee Eligibility Change Report:

- has been developed
- will be used by STC or their designee and/or County Office staffs to track changes to the web-based Subsidiary System and process spot-checks of those records.

B Accessing the State Committee Eligibility Change Report

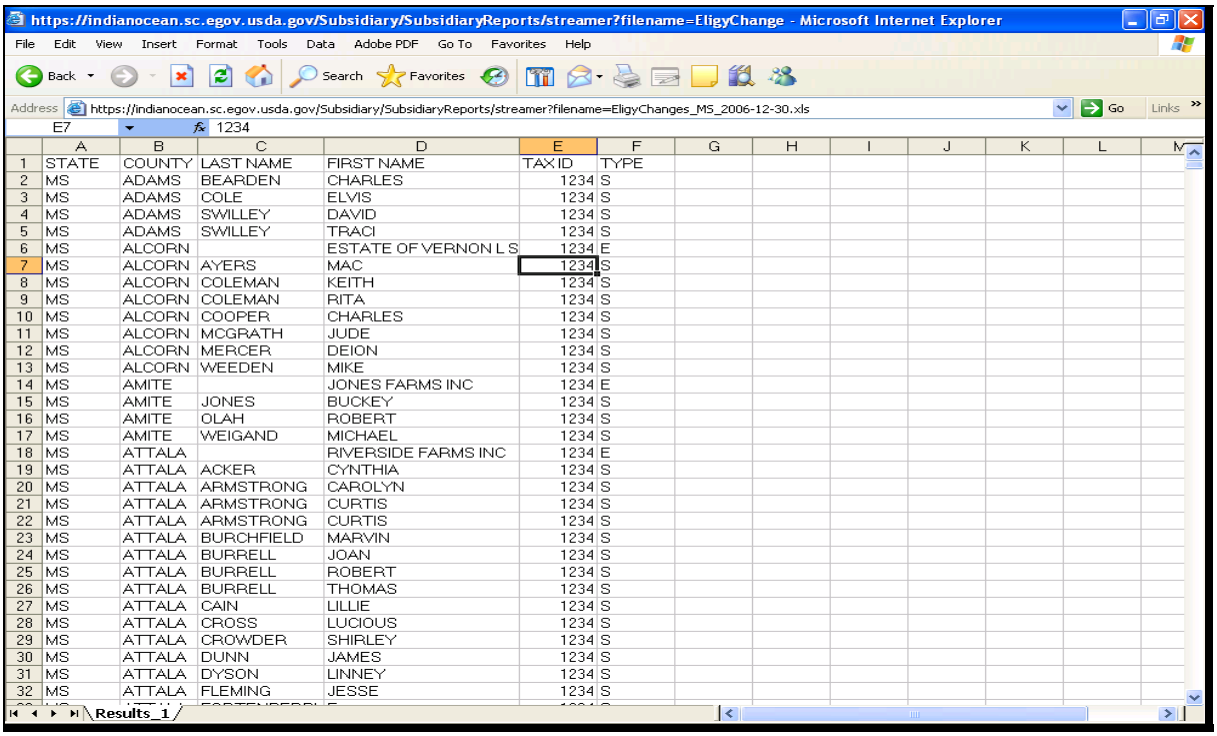
Access the State Committee Eligibility Change Report according to the following.

Step	Action
1	***--**To access the web-based Subsidiary System, do the following: • go to "**http://fsaintranet.sc.egov.usda.gov/fsa**" • under "Links", CLICK "**FSA Applications**" • under "Common Applications", CLICK "**Subsidiary**". • on the eAuthentication Warning Screen, CLICK "**I Agree**" • log into eAuthentication**--***
2	At the top of the Subsidiary Screen, CLICK "**Reports**".
3	On the Subsidiary Reports Screen, CLICK "**State Committee Eligibility Change Report**".
4	Click desired State.
5	Monthly reports are available that will list producers whose eligibility has changed during that specific monthly period. Producers are listed in order of: • State • county • last name or business name, if a business • last 4 digits of the tax ID number. **Note:** Businesses and producers will be listed separately by county.

304 State Committee Eligibility Change Report (Continued)

C Example of the State Committee Eligibility Change Report

Following is an example of a selected State Committee Eligibility Change Report. Reports are in Microsoft Excel format. This report's format has been adjusted so that each heading can be viewed.



	A	B	C	D	E	F
1	STATE	COUNTY	LAST NAME	FIRST NAME	TAX ID	TYPE
2	MS	ADAMS	BEARDEN	CHARLES	1234	S
3	MS	ADAMS	COLE	ELVIS	1234	S
4	MS	ADAMS	SWILLEY	DAVID	1234	S
5	MS	ADAMS	SWILLEY	TRACI	1234	S
6	MS	ALCORN		ESTATE OF VERNON L S	1234	E
7	MS	ALCORN	AYERS	MAC	1234	S
8	MS	ALCORN	COLEMAN	KEITH	1234	S
9	MS	ALCORN	COLEMAN	RITA	1234	S
10	MS	ALCORN	COOPER	CHARLES	1234	S
11	MS	ALCORN	MCGRATH	JUDE	1234	S
12	MS	ALCORN	MERCER	DEION	1234	S
13	MS	ALCORN	WEEDEN	MIKE	1234	S
14	MS	AMITE		JONES FARMS INC	1234	E
15	MS	AMITE	JONES	BUCKEY	1234	S
16	MS	AMITE	OLAH	ROBERT	1234	S
17	MS	AMITE	WEIGAND	MICHAEL	1234	S
18	MS	ATTALA		RIVERSIDE FARMS INC	1234	E
19	MS	ATTALA	ACKER	CYNTHIA	1234	S
20	MS	ATTALA	ARMSTRONG	CAROLYN	1234	S
21	MS	ATTALA	ARMSTRONG	CURTIS	1234	S
22	MS	ATTALA	ARMSTRONG	CURTIS	1234	S
23	MS	ATTALA	BURCHFIELD	MARVIN	1234	S
24	MS	ATTALA	BURRELL	JOAN	1234	S
25	MS	ATTALA	BURRELL	ROBERT	1234	S
26	MS	ATTALA	BURRELL	THOMAS	1234	S
27	MS	ATTALA	CAIN	LILLIE	1234	S
28	MS	ATTALA	CROSS	LUCIOUS	1234	S
29	MS	ATTALA	CROWDER	SHIRLEY	1234	S
30	MS	ATTALA	DUNN	JAMES	1234	S
31	MS	ATTALA	DYSON	LINNEY	1234	S
32	MS	ATTALA	FLEMING	JESSE	1234	S

305 Combined Producer Report

A Introduction

The Combined Producer Report has been developed to allow County Offices to print a "county specific" combined producer report that will print all producers that are combined in a specific county.

B Accessing the Combined Producer Report

Access the Combined Producer Report according to the following.

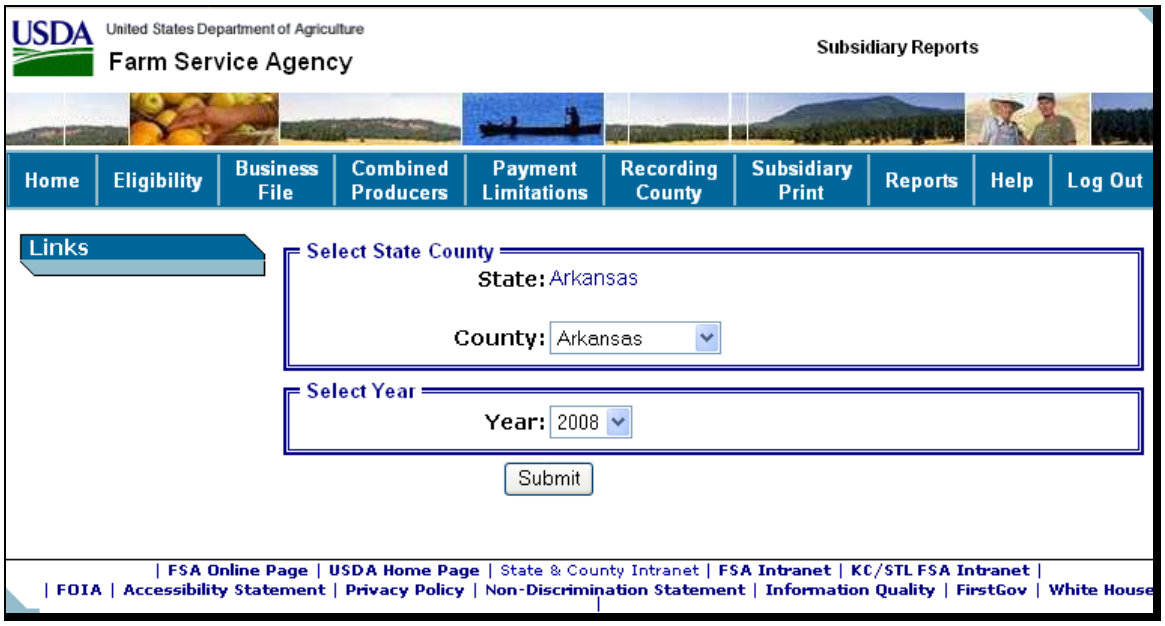
Step	Action
1	***--**To access the web-based Subsidiary System, do the following: • go to "**http://fsaintranet.sc.egov.usda.gov/fsa**" • under "Links", CLICK "**FSA Applications**" • under "Common Applications", CLICK "**Subsidiary**". • on the eAuthentication Warning Screen, CLICK "**I Agree**" • log into eAuthentication**--***
2	At the top of the Subsidiary Screen, CLICK "**Reports**".
3	On the Subsidiary Reports Screen, CLICK "**Combined Producer Report**".
4	Select the desired State, County Office, and year.
5	A report will be generated that displays (and prints if requested) every producer with a combination record in the selected State and county.

305 Combined Producer Report (Continued)

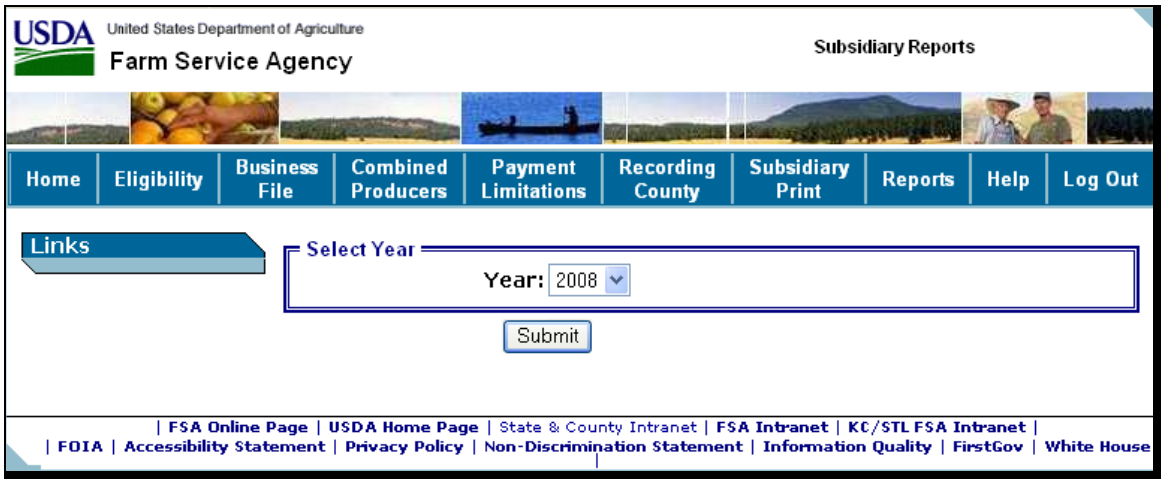
C Combined Producer Report Selection Screen

The following is an example of the Combined Producer Report Selection Screen that either:

- a State Office employee with proper eAuthentication credentials will view



- a County Office employee will see if that employee's eAuthentication user ID is only associated with 1 county.



305 Combined Producer Report (Continued)

D Example of the Combined Producer Report

The following is an example of the Combined Producer Report.

Beadle
South Dakota

United States Department Of Agriculture
Farm Service Agency
2007 Combined Producer Report

Prepared: Sep 07, 2007
Time: 09:29 AM
Page 1 of 1

Combined Recording County	Name	ID Number and Type	Name	ID Number and Type	Combination Reason
Beadle, SD	Cummins, Thomas	1234 S	Haerter, Jane	4321 S	Husband and Wife
Jackson, IA	Fowler Farms	2345 E	Fowler, Vanessa	9876 S	Requested One Person
Jackson, IA	Fowler, Vanessa	9876 S	Fowler Farms	2345 E	Requested One Person
Rapides, LA	Gerald Mott Trust	1212 E	Moody, Cheryl	6667 S	Combined Members Have Majority
Beadle, SD	Haerter, Jane	4321 S	Cummins, Thomas	1234 S	Husband and Wife
Rapides, LA	Moody, Cheryl	6667 S	Vanderlaan, Clarence	9898 S	Husband and Wife
Rapides, LA	Moody, Cheryl	6667 S	Gerald Mott Trust	1212 E	Combined Members Have Majority
Rapides, LA	Newson Trust	0001 E	Vanderlaan, Clarence	9898 S	Requested One Person
Rapides, LA	Newson Trust	0001 E	Thompson, Mary	6767 S	Requested One Person
Rapides, LA	Thompson, Mary	6767 S	W & C Trausch Farm LLC	1010 E	Combined Members Have Majority
Rapides, LA	Thompson, Mary	6767 S	Newson Trust	0001 E	Requested One Person
Rapides, LA	Vanderlaan, Clarence	9898 S	Moody, Cheryl	6667 S	Husband and Wife
Rapides, LA	Vanderlaan, Clarence	9898 S	Newson Trust	0001 E	Requested One Person
Rapides, LA	W & C Trausch Farm LLC	1010 E	Thompson, Mary	6767 S	Combined Members Have Majority

Note: The Combined Producer Report has been adjusted so that it will print entirely on 1 page. Reports printed in Adobe will be in landscape format so that proper formatting of large names can be printed.

305 Combined Producer Report (Continued)

E Details of the Combined Producer Report

The following provides information about the Combined Producer Report.

Section	Details
Heading	Displays the county printing the report and the date and time the report was printed.
1st Name Heading	Displays every producer involved in a combination alphabetically by last name for individuals or name for businesses in the requesting county.
ID Number and Type	Displays the last 4-digits of the tax identification number and the ID type for the listed producers.
2nd Name Heading	Displays the producer that is combined with the producer listed in the 1st name heading.
Combination Reason	Displays the reason the 2 producers are combined.

306 County Eligibility Reports

A Introduction

County eligibility reports have been developed to assist users in tracking eligibility changes. The county eligibility reports provide a means for State and County Offices to generate a list of producers that have had determinations/certifications updated in 1 or more of the following categories:

- "Foreign Person" Determination
- "Actively Engaged" Determination
- "Cash Rent Tenant" Determination
- "AD-1026" Certification
- "Conservation Compliance" Determination
- "Adjusted Gross Income"
    - "Commodity Program" Certification/COC Determination
    - "Direct Payment" Certification/COC Determination
    - "Conservation Program" Certification/COC Determination.

306 County Eligibility Reports (Continued)

A Introduction (Continued)

- "Controlled Substance" Determination
- "NAP Non Compliance" Determination
- "Delinquent Debt" Determination
- "Socially Disadvantaged Farmer or Rancher" Certification
  - "Includes Racial, Ethnic and Gender"
  - "Includes Racial and Ethnic but not Gender"
- "Limited Resource Farmer or Rancher" Certification
- "Beginning Farmer or Rancher" Certification
- "Fraud – Including FCIC Fraud" Determination
- "Federal Crop Insurance" Determination
- "Person Eligibility – 2002 Farm Bill" Determination
- "Permitted Entity – 2002 Farm Bill" Determination
- "Adjusted Gross Income – 2002 Farm Bill" Certification/COC Determination.

These reports are:

- county specific
- generated using the reporting database.

B Accessing the Subsidiary Eligibility Reports Screen, County Eligibility Reports

Access county eligibility reports according to the following.

Step	Action
1	***--**To access the web-based Subsidiary System, do the following: • go to "**http://fsaintranet.sc.egov.usda.gov/fsa**" • under "Links", CLICK "**FSA Applications**" • under "Common Applications", CLICK "**Subsidiary**". • on the eAuthentication Warning Screen, CLICK "**I Agree**" • log into eAuthentication**--*** •
2	At the top of the Subsidiary Screen, CLICK "**Reports**".
3	On the Subsidiary Reports Screen, CLICK "**County Eligibility Reports**".

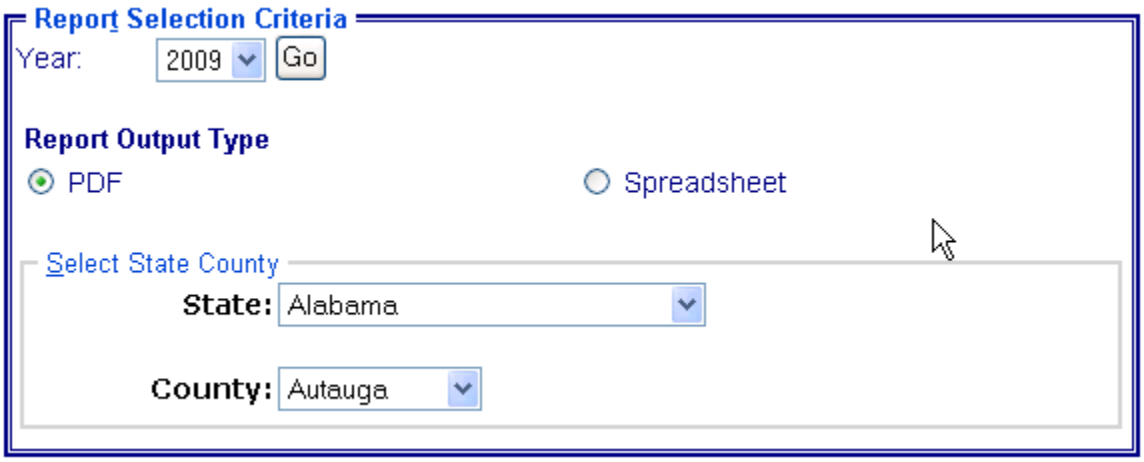
306 County Eligibility Reports (Continued)

C County Eligibility Reports Screen, Report Selection Criteria Section

The Report Selection Criteria:

- section will be at the top of the County Eligibility Reports Screen
- allows the user to select the year and format of the County Eligibility Report.

The following is an example of the Report Selection Criteria section.



The following provides information about the Report Selection Criteria section.

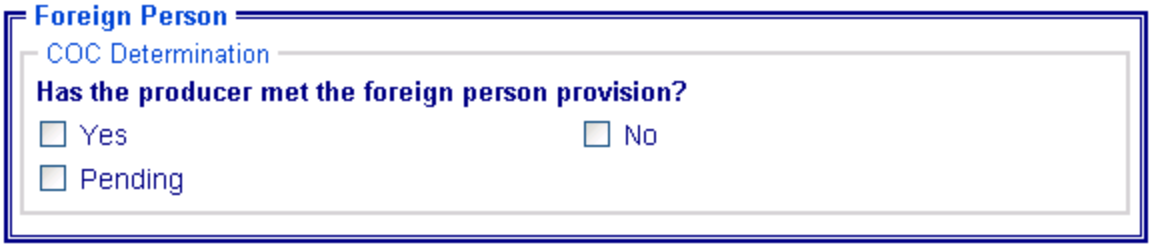
Field/Button	Description
Year	Allows the user to select the year of the county eligibility report to be run.
Report Output Type	Allows the user to select the format of the county eligibility report to be run. • If "PDF" is selected, the report will be generated in Adobe Acrobat format. • If "Spreadsheet" is selected, the report will be generated in Excel format.
Select State County	Users with more than 1 county attached to their eAuthentication user ID (combined County Office users or State Office users) will be required to select a county in which the county eligibility report will be run. Users with only 1 county attached to their eAuthentication user ID will not be required to make a selection.

Note: Certain fields will give the user an option of adding a date or year. If the user does not input the year or date, the returned report will identify **all** producers. To receive a valid report, the user **must** input a date or year.

306 County Eligibility Reports (Continued)

D County Eligibility Reports Screen, Foreign Person Section

Reports may be generated that will provide the user information on who has a "foreign person" determination recorded in the web-based Eligibility System. The following is an example of the Foreign Person section.



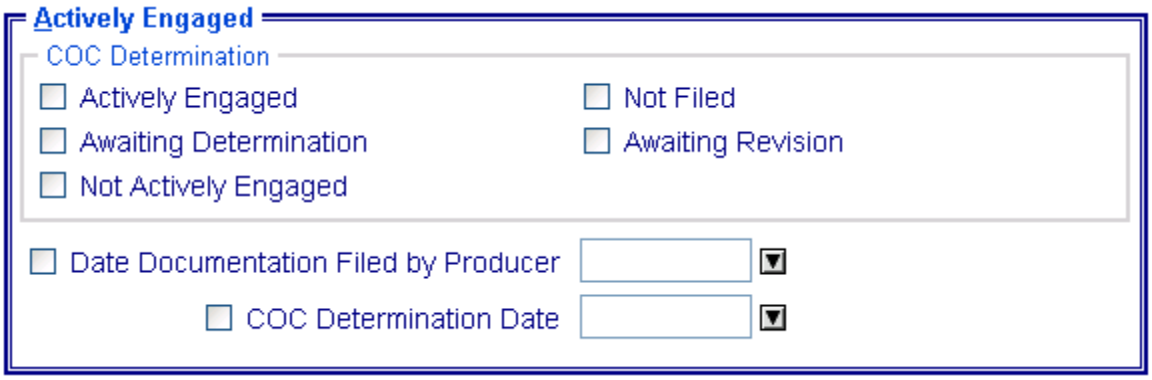
The following provides information about the Foreign Person section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Foreign Person section that has "Yes" checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Foreign Person section that has "No" checked.
Pending	Checking this box will generate a report that will list every person in the web-based Eligibility System, Foreign Person section that has "Pending" checked.

306 County Eligibility Reports (Continued)

E County Eligibility Reports Screen, Actively Engaged Section

Reports may be generated that will provide the user information on who has an "actively engaged" determination recorded in the web-based Eligibility System. The following is an example of the Actively Engaged section.



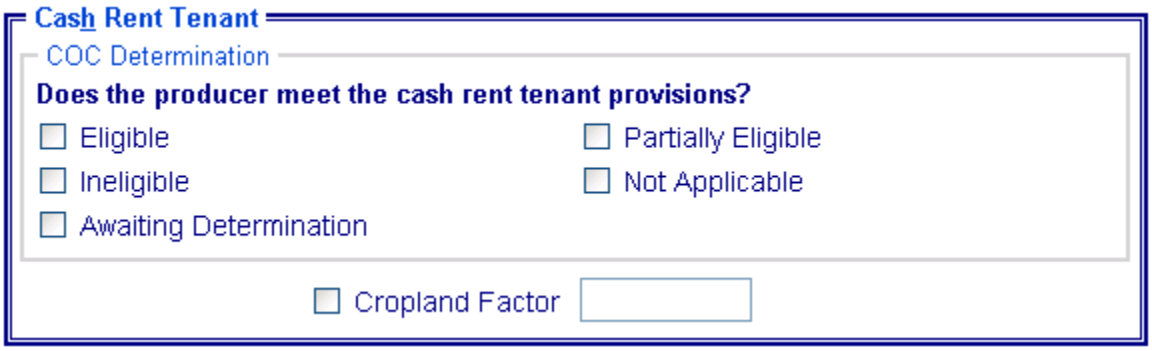
The following provides information about the Actively Engaged section.

Field/Button	Description
Actively Engaged	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged section that has "Actively Engaged" checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged section that has "Not Filed" checked.
Awaiting Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged section that has "Awaiting Determination".
Awaiting Revision	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged section that has "Awaiting Revision" checked.
Not Actively Engaged	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged section that has "Not Actively Engaged" checked.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Actively Engaged section that has "Date Documentation Filed by Producer" for that date. If a date is not entered, the report will identify **all** producers.
COC Determination Date	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Actively Engaged section that has a "COC Determination Date" for that date. If a date is not entered, the report will identify **all** producers.

306 County Eligibility Reports (Continued)

F County Eligibility Reports Screen, Cash Rent Tenant Section

Reports may be generated that will provide the user information on who has a "cash rent tenant" determination recorded in the web-based Eligibility System. The following is an example of the Cash Rent Tenant section.



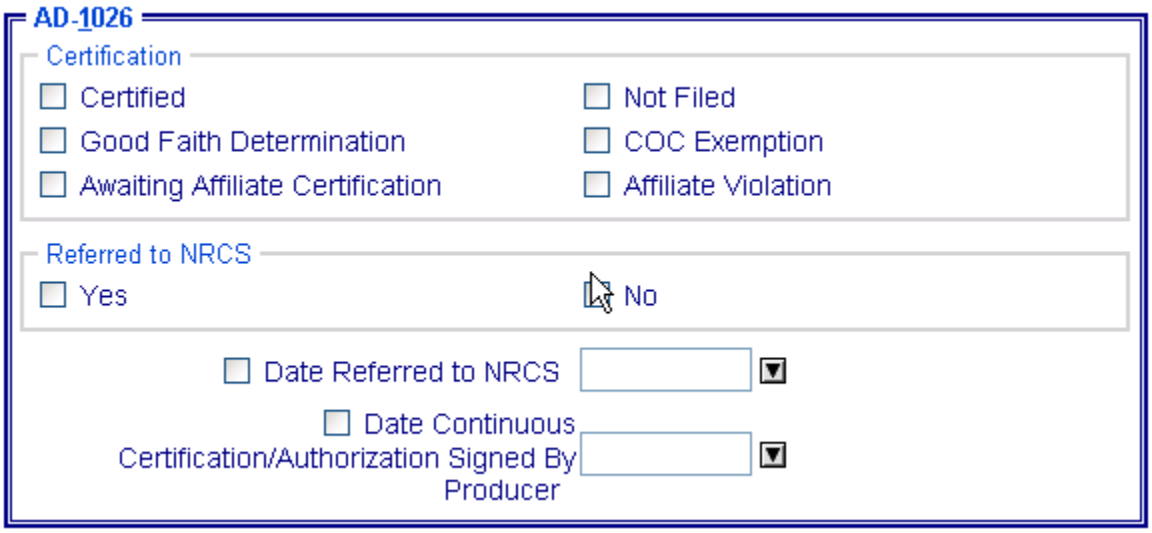
The following provides information about the Cash Rent Tenant section.

Field/Button	Description
Eligible	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant section that has "Eligible" checked.
Partially Eligible	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant section that has "Partially Eligible" checked.
Ineligible	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant section that has "Ineligible" checked.
Not Applicable	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant section that has "Not Applicable" checked.
Awaiting Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant section that has "Awaiting Determination" checked.
Cropland Factor	Checking this box and inserting a factor will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant section that has a "Cropland Factor" with that factor. If a factor is not entered, then the report will not be accurate.

306 County Eligibility Reports (Continued)

G County Eligibility Reports Screen, AD-1026 Section

Reports may be generated that will provide the user information on who has an "AD-1026" certification recorded in the web-based Eligibility System. The following is an example of the AD-1026 section.



The following provides information about the AD-1026 section.

Field/Button	Description
Certified	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 section that has "Certified" checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 section that has "Not Filed" checked.
Good Faith Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 section that has "Good Faith Determination" checked.
COC Exemption	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 section that has "COC Exemption" checked.

306 County Eligibility Reports (Continued)

G County Eligibility Reports Screen, AD-1026 Section (Continued)

Field/Button	Description
Awaiting Affiliate Certification	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 section that has “Awaiting Affiliate Certification” checked.
Affiliate Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 section that has “Affiliate Violation” checked.
Referred to NRCS – Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 section that has “Referred to NRCS - Yes” checked.
Referred to NRCS – No	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 section that has “Referred to NRCS - No” checked.
Date Referred to NRCS	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, AD-1026 section that has a “Date Referred to NRCS” for that date. If a date is not entered, the report will identify **all** producers.
Date Continuous Certification/Authorization Signed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, AD-1026 section that has a “Date Continuous Certification/Authorization Signed by Producer” for that date. If a date is not entered, the report will identify **all** producers.

306 County Eligibility Reports (Continued)

H County Eligibility Reports Screen, Conservation Compliance Section

Reports may be generated that will provide the user information on how "conservation compliance" determinations are recorded in the web-based Eligibility System. The following is an example of the Conservation Compliance section.

Conservation Compliance

Highly Erodible Land Conservation

- ☐ No HEL
- ☐ Compliant
- ☐ Not Compliant
- ☐ Pending Determination
- ☐ Landlord/Tenant Exemption
- ☐ Good Faith
- ☐ Appeal Rights Exhausted
- ☐ No Association

Planted Converted Wetland

- ☐ Compliant
- ☐ Not Compliant
- ☐ Good Faith
- ☐ No Association

Converted Wetland

- ☐ Compliant
- ☐ Not Compliant
- ☐ Good Faith
- ☐ Restored Wetland
- ☐ Appeal Rights Exhausted
- ☐ No Association

Farm/Tract Eligibility

- ☐ In Compliance
- ☐ Partial Compliance
- ☐ In Violation
- ☐ No Association
- ☐ Past Violation
- ☐ Reinstated

☐ Year of Violation

☐ State and County Where Violation Occurred

306 County Eligibility Reports (Continued)

H County Eligibility Reports Screen, Conservation Compliance Section (Continued)

The following provides information about the Conservation Compliance section.

Field/Button	Description
Highly Erodible Land Conservation – No HEL	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Highly Erodible Land Conservation – No HEL" checked.
Highly Erodible Land Conservation – Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Highly Erodible Land Conservation – Compliant" checked.
Highly Erodible Land Conservation – Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Highly Erodible Land Conservation – Not Compliant" checked.
Highly Erodible Land Conservation – Pending Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Highly Erodible Land Conservation – Pending Determination" checked.
Highly Erodible Land Conservation – Landlord/Tenant Exemption	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Highly Erodible Land Conservation – Landlord/Tenant Exemption" checked.
Highly Erodible Land Conservation – Good Faith	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Highly Erodible Land Conservation – Good Faith" checked.
Highly Erodible Land Conservation – Appeal Rights Exhausted	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Highly Erodible Land Conservation – Appeal Rights Exhausted" checked.
Highly Erodible Land Conservation – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Highly Erodible Land Conservation – No Association" checked.
Planted Converted Wetland – Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Planted Converted Wetland – Compliant" checked.
Planted Converted Wetland – Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Planted Converted Wetland – Not Compliant" checked.

306 County Eligibility Reports (Continued)

H County Eligibility Reports Screen, Conservation Compliance Section (Continued)

Field/Button	Description
Planted Converted Wetland – Good Faith	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has “Planted Converted Wetland – Good Faith” checked.
Planted Converted Wetland – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has “Planted Converted Wetland – No Association” checked .
Converted Wetland – Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has “Converted Wetland – Compliant” checked.
Converted Wetland – Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has “Converted Wetland – Not Compliant” checked.
Converted Wetland – Good Faith	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has “Converted Wetland – Good Faith” checked.
Converted Wetland – Restored Wetland	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has “Converted Wetland – Restored Wetland” checked.
Converted Wetland – Appeal Rights Exhausted	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has “Converted Wetland – Appeals Rights Exhausted” checked.
Converted Wetland – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has “Converted Wetland – No Association” checked.
Farm/Tract Eligibility – In Compliance	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has “Farm/Tract Eligibility – In Compliance” checked.
Farm/Tract Eligibility – Partial Compliance	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has “Farm/Tract Eligibility – Partial Compliance” checked.

306 County Eligibility Reports (Continued)

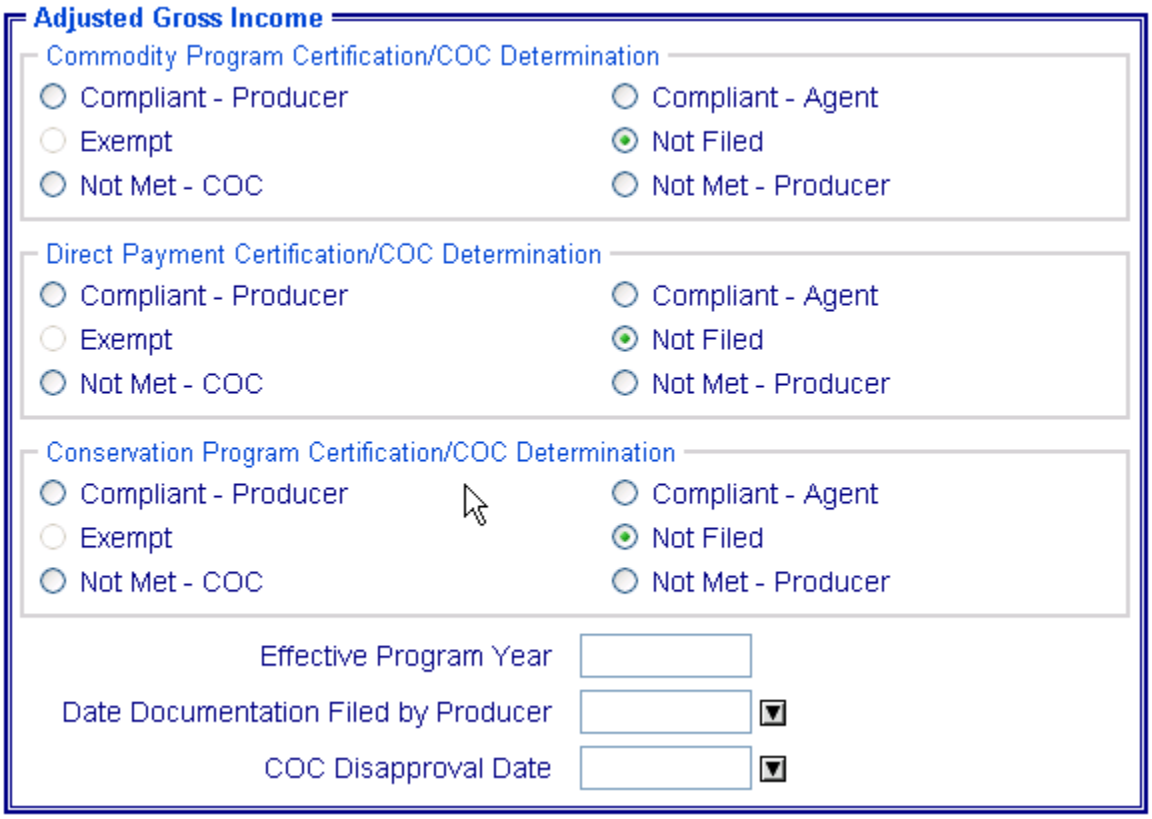
H County Eligibility Reports Screen, Conservation Compliance Section (Continued)

Field/Button	Description
Farm/Tract Eligibility – In Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Farm/Tract Eligibility – In Violation" checked.
Farm/Tract Eligibility – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Farm/Tract Eligibility – No Association" checked.
Farm/Tract Eligibility – Past Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Farm/Tract Eligibility – Past Violation" checked.
Farm/Tract Eligibility – Reinstated	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has "Farm/Tract Eligibility – Reinstated" checked.
Year of Violation	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has a "Year of Violation" for that year. If a year is not entered, then the report will not be accurate.
State and County Where Violation Occurred	Checking this box and entering a State and county code will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance section that has an entry in the "State and County Where Violation Occurred" for that State and county. If a State and county code is not entered, then the report will not be accurate.

306 County Eligibility Reports (Continued)

I County Eligibility Reports Screen, Adjusted Gross Income Section

Reports may be generated that will provide the user information on who has an "adjusted gross income" certification recorded in the web-based eligibility files. The following is an example of the Adjusted Gross Income section.



306 County Eligibility Reports (Continued)

I County Eligibility Reports Screen, Adjusted Gross Income Section (Continued)

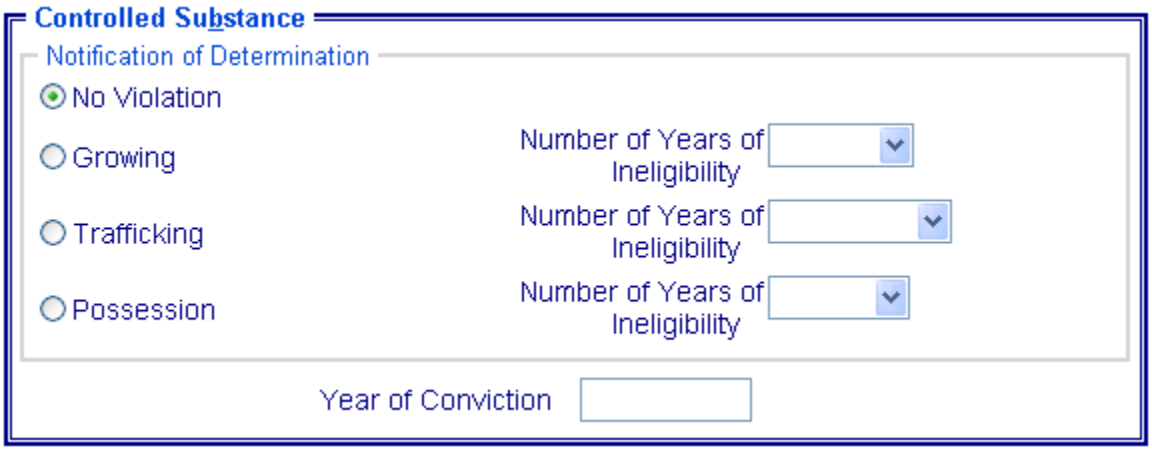
The following provides information about the Adjusted Gross Income section.

Field/Button	Description
Compliant – Producer	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has "Compliant – Producer" checked.
Compliant – Agent	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has "Compliant – Agent" checked.
Exempt	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has "Exempt" checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has "Not Filed" checked.
Not Met – COC	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has "Not Met – COC" checked.
Not Met – Producer	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has "Not Met – Producer" checked.
Effective Program Year	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has an "Effective Program Year" for that year.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has a "Date Documentation Filed by Producer" for that date. If a date is not entered, the report will identify **all** producers.
COC Disapproval Date	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has a "COC Disapproval Date" for that date. If a date is not entered, the report will identify **all** producers.

306 County Eligibility Reports (Continued)

J County Eligibility Reports Screen, Controlled Substance Section

Reports may be generated that will provide the user information on who has a "controlled substance" determination recorded in the web-based Eligibility System. The following is an example of the Controlled Substance section.



The following provides information about the Controlled Substance section.

Field/Button	Description
No Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, Controlled Substance section that has "No Violation" checked.
Growing	Checking this box along with inputting a specific number of years will generate a report that will list every person in the web-based Eligibility System, Controlled Substance section that has "Growing" checked.
Trafficking	Checking this box along with inputting a specific number of years will generate a report that will list every person in the web-based Eligibility System, Controlled Substance section that has "Trafficking" checked.
Possession	Checking this box along with inputting a specific number of years will generate a report that will list every person in the web-based Eligibility System, Controlled Substance section that has "Possession" checked.
Year of Conviction	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Controlled Substance section that has that year of conviction entered. If a year is not entered, then the report will not be accurate.

306 County Eligibility Reports (Continued)

K County Eligibility Reports Screen, NAP Non Compliance Section

Reports may be generated that will provide the user information on who has a "NAP noncompliance" determination recorded in the web-based eligibility files. The following is an example of the NAP Non Compliance section.

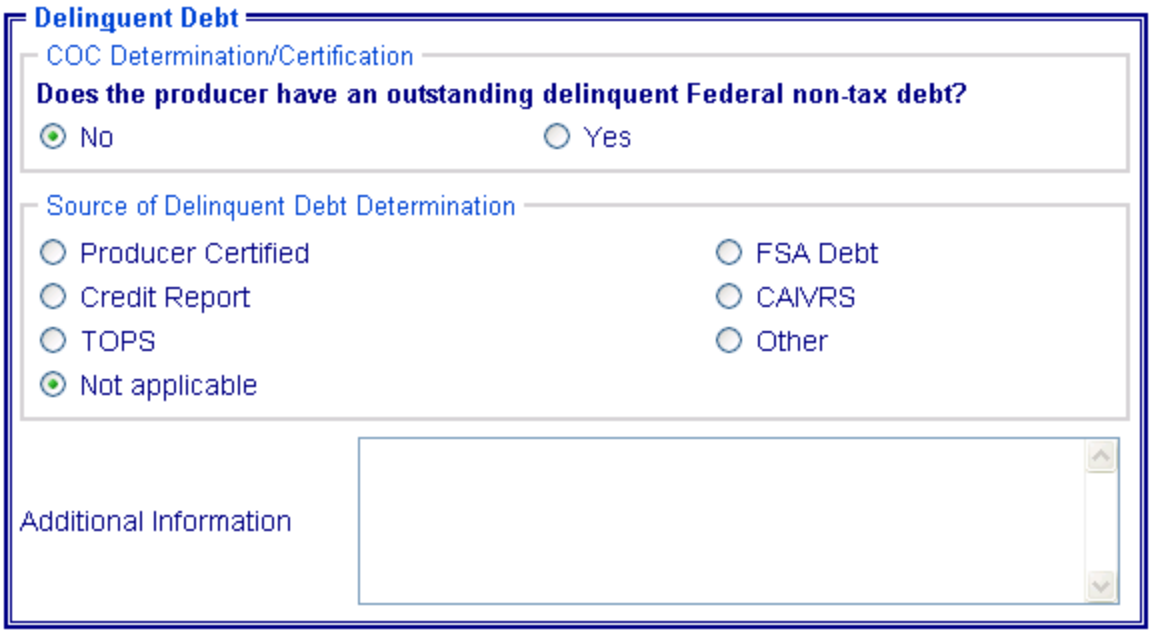
The following provides information about the NAP Non Compliance section.

Field/Button	Description
Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, NAP Non Compliance section that has "Compliant" checked.
Not Compliant – COC	Checking this box will generate a report that will list every person in the web-based Eligibility System, NAP Non Compliance section that has "Not Compliant – COC" checked.
Year of Violation	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, NAP Non Compliance section that has a "Year of Violation" for that year. If a year is not entered, then the report will not be accurate.

306 County Eligibility Reports (Continued)

L County Eligibility Reports Screen, Delinquent Debt Section

Reports may be generated that will provide the user information on who has a "delinquent debt" determination recorded in the web-based eligibility files. The following is an example of the Delinquent Debt section.



306 County Eligibility Reports (Continued)

L County Eligibility Reports Screen, Delinquent Debt Section (Continued)

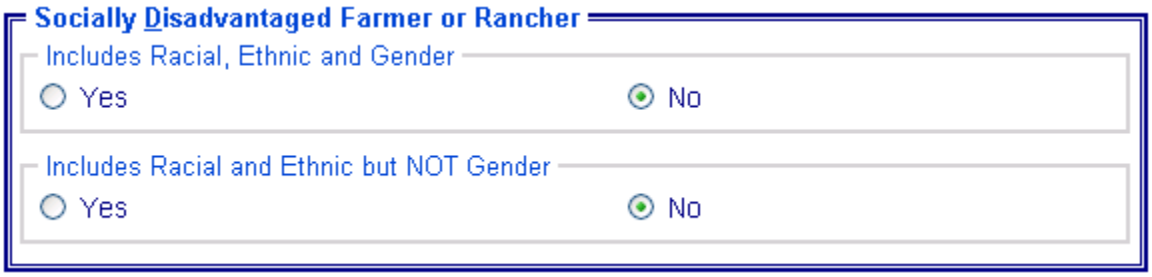
The following provides information about the Delinquent Debt section.

Field/Button	Description
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt section that has “No” checked.
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt section that has “Yes” checked.
Source of Delinquent Debt Determination – Producer Certified	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt section that has “Source of Delinquent Debt Determination – Producer Certified” checked.
Source of Delinquent Debt Determination – FSA Debt	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt section that has “Source of Delinquent Debt Determination – FSA Debt” checked.
Source of Delinquent Debt Determination – Credit Report	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt section that has “Source of Delinquent Debt Determination – Credit Report” checked.
Source of Delinquent Debt Determination – CAIVERS	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt section that has “Source of Delinquent Debt Determination – CAIVERS” checked.
Source of Delinquent Debt Determination – TOPS	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt section that has “Source of Delinquent Debt Determination – TOPS” checked.
Source of Delinquent Debt Determination – Other	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt section that has “Source of Delinquent Debt Determination – Other” checked.
Source of Delinquent Debt Determination – Not Applicable	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt section that has “Source of Delinquent Debt Determination – Not Applicable” checked.
Additional Information	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt section that has “Additional Information” checked and information entered. **Note:** If a user has typed a “space” in the “Additional Information” field, then the producer will be listed on the report; however, the field will appear empty.

306 County Eligibility Reports (Continued)

M County Eligibility Reports Screen, Socially Disadvantaged Farmer or Rancher Section

Reports may be generated that will provide the user information on who has a "Socially Disadvantaged Farmer or Rancher" certification recorded in the web-based eligibility files. The following is an example of the Socially Disadvantaged Farmer or Rancher section.



The following provides information about the Socially Disadvantaged Farmer or Rancher section.

Certification	Field/Button	Description
Includes Racial, Ethnic and Gender	Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher section that has the "Yes" radio button checked for "Includes Racial, Ethnic and Gender".
	No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher section that has the "N" radio button checked for "Includes Racial, Ethnic and Gender".
Includes Racial and Ethnic but **not** Gender	Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher section that has the "Y" radio button checked for "Includes Racial and Ethnic but NOT Gender".
	No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher section that has the "No" radio button checked for "Includes Racial and Ethnic but NOT Gender".

306 County Eligibility Reports (Continued)

N County Eligibility Reports Screen, Beginning Farmer or Rancher

Reports may be generated that will provide the user information on who has a "Beginning Farmer or Rancher" certification recorded in the web-based eligibility files. The following is an example of the Beginning Farmer or Rancher section.

The following provides information about the Beginning Farmer or Rancher section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Beginning Farmer or Rancher section that has "Yes" checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Beginning Farmer or Rancher section that has "No" checked.

306 County Eligibility Reports (Continued)

O County Eligibility Reports Screen, Limited Resource Farmer or Rancher Section

Reports may be generated that will provide the user information on who has a "Limited Resource Farmer or Rancher" certification recorded in the web-based eligibility files. The following is an example of the Limited Resource Farmer or Rancher section.

The following provides information about the Limited Resource Farmer or Rancher section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Limited Resource Farmer or Rancher section that has "Yes" checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Limited Resource Farmer or Rancher section that has "No" checked.

306 County Eligibility Reports (Continued)

P County Eligibility Reports Screen, Fraud – Including FCIC Fraud Section

Reports may be generated that will provide the user information on who has a Fraud - including FCIC Fraud determination recorded in the web-based eligibility files. The following is an example of the Fraud – including FCIC Fraud section.

The following provides information about the Fraud – including FCIC Fraud section.

Field/Button	Description
Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Fraud – including FCIC Fraud section that has “Compliant” checked.
Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Fraud – including FCIC Fraud section that has “Not Compliant” checked.
Year of Violation	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Fraud – including FCIC Fraud section that has a “Year of Violation” for that year. If a year is not entered, then the report will not be accurate.
Years of No Program Benefits	Checking this box and entering a number of years will generate a report that will list every person in the web-based Eligibility System, Fraud – including FCIC Fraud section that has a “Years of No Program Benefits” for a certain number of years entered. If years are not entered, then the report will not be accurate.

306 County Eligibility Reports (Continued)

Q County Eligibility Reports Screen, Federal Crop Insurance Section

Reports may be generated that will provide the user information on who has a "Federal Crop Insurance" certification or determination recorded in the web-based eligibility files. The following is an example of the Federal Crop Insurance section.

The following provides information about the Federal Crop Insurance section.

Field/Button	Description
Requirements Met	Checking this box will generate a report that will list every person in the web-based Eligibility System, Federal Crop Insurance section that has "Requirements Met" checked.
Requirements Not Met	Checking this box will generate a report that will list every person in the web-based Eligibility System, Federal Crop Insurance section that has "Requirements Not Met" checked.

306 County Eligibility Reports (Continued)

R County Eligibility Reports Screen, Person Eligibility Section – 2002 Farm Bill

Reports may be generated that will provide the user information on who has "person eligibility" determinations, as it applies to the 2002 Farm Bill provisions, recorded in the web-based Eligibility System. The following is an example of the Person Eligibility – 2002 Farm Bill section.

The following provides information about the Person Eligibility – 2002 Farm Bill section.

Field/Button	Description
COC Determination Completed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility – 2002 Farm Bill section that has "COC Determination Completed" checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility – 2002 Farm Bill section that has "Not Filed" checked.
Awaiting Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility – 2002 Farm Bill section that has "Awaiting Determination" checked.
Awaiting Revision	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility – 2002 Farm Bill section that has "Awaiting Revision" checked.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Person Eligibility – 2002 Farm Bill section that has "Date Documentation Filed by Producer" for that date. If a date is not entered, the report will identify **all** producers.
COC Determination Date	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Person Eligibility – 2002 Farm Bill section that has a "COC Determination Date" for that date. If a date is not entered, the report will identify **all** producers.

306 County Eligibility Reports (Continued)

S County Eligibility Reports Screen, Actively Engaged – 2002 Farm Bill Section

Reports may be generated that will provide the user information on who has an "actively engaged" determination, as it applies to the 2002 Farm Bill provisions, recorded in the web-based Eligibility System. The following is an example of the Actively Engaged – 2002 Farm Bill section.

306 County Eligibility Reports (Continued)

S County Eligibility Reports Screen, Actively Engaged – 2002 Farm Bill Section (Continued)

The following provides information about the Actively Engaged – 2002 Farm Bill section.

Field/Button	Description
Actively Engaged	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged – 2002 Farm Bill section that has "Actively Engaged" checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged – 2002 Farm Bill section that has "Not Filed" checked.
Awaiting Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged – 2002 Farm Bill section that has "Awaiting Determination".
Awaiting Revision	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged – 2002 Farm Bill section that has "Awaiting Revision" checked.
Not Actively Engaged	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged – 2002 Farm Bill section that has "Not Actively Engaged" checked.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Actively Engaged – 2002 Farm Bill section that has "Date Documentation Filed by Producer" for that date. If a date is not entered, the report will identify **all** producers.
COC Determination Date	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Actively Engaged – 2002 Farm Bill section that has a "COC Determination Date" for that date. If a date is not entered, the report will identify **all** producers.
Not Suspended	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged – 2002 Farm Bill section that has "Not Suspended" checked.
Suspended	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged – 2002 Farm Bill section that has "Suspended" checked.

306 County Eligibility Reports (Continued)

T County Eligibility Reports Screen, Permitted Entity - 2002 Farm Bill Section

Reports may be generated that will provide the user information on who has a "permitted entity" determination, as it applies to the 2002 Farm Bill provisions, recorded in the web-based Eligibility System. The following is an example of the Permitted Entity - 2002 Farm Bill section.

The following provides information about the Permitted Entity section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Permitted Entity - 2002 Farm Bill section that has "Yes" checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Permitted Entity - 2002 Farm Bill section that has "No" checked.

306 County Eligibility Reports (Continued)

U County Eligibility Reports Screen, Adjusted Gross Income – 2002 Farm Bill Section

Reports may be generated that will provide the user information on who has an "adjusted gross income" certification, as it applies to the 2002 Farm Bill provisions, recorded in the web-based eligibility files. The following is an example of the Adjusted Gross Income – 2002 Farm Bill section.

The following provides information about the Adjusted Gross Income – 2002 Farm Bill section.

Field/Button	Description
Compliant – CCC-526C	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income – 2002 Farm Bill section that has "Compliant – CCC-526C" checked.
Compliant – Agent	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income – 2002 Farm Bill section that has "Compliant – Agent" checked.
Exempt	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income – 2002 Farm Bill section that has "Exempt" checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income – 2002 Farm Bill section that has "Not Filed" checked.
Not Met – COC	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income – 2002 Farm Bill section that has "Not Met – COC" checked.

306 County Eligibility Reports (Continued)

U County Eligibility Reports Screen, Adjusted Gross Income – 2002 Farm Bill Section (Continued)

Field/Button	Description
Not Met – Producer	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income – 2002 Farm Bill section that has "Not Met – Producer" checked.
Effective Program Year	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income – 2002 Farm Bill section that has an "Effective Program Year" for that year.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income – 2002 Farm Bill section that has a "Date Documentation Filed by Producer" for that. If a date is not entered, the report will identify **all** producers.
COC Disapproval Date	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income – 2002 Farm Bill section that has a "COC Disapproval Date" for that date. If a date is not entered, the report will identify **all** producers.

306 County Eligibility Reports (Continued)

V Options

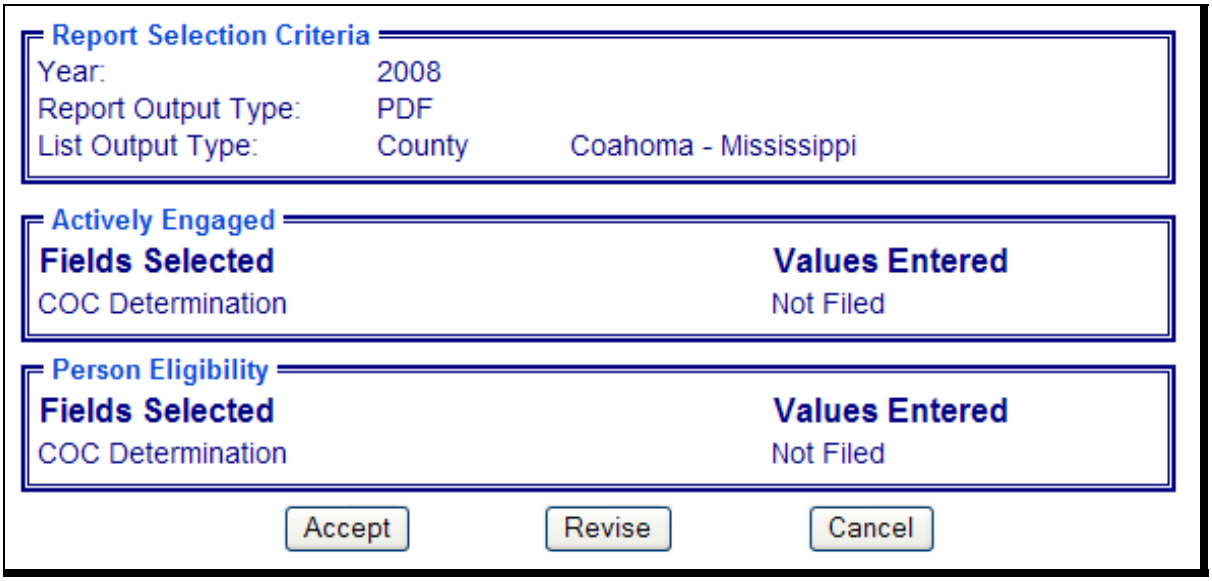
The following provides information about the options available on the County Eligibility Reports Screen.

Option	Results
Submit	A validation screen for the County Eligibility Report Selection Criteria Screen will be displayed.
Reset	All selected items will be removed.
Return to Reports	The Subsidiary Reports Screen will be displayed.

306 County Eligibility Reports (Continued)

W Validation Screen

On the County Eligibility Report Selection Criteria Screen, after users CLICK "Submit", a Validation Screen will be displayed. The following is an example of the Validation Screen.



The following provides descriptions of the fields/buttons on the Validation Screen.

Field/Button	Description
Year	Will display the year of the eligibility report to be generated.
Report Output Type	Will display the format of the eligibility report to be generated. • If "PDF" was selected, the report will be generated in an Adobe Acrobat format. • If "Spreadsheet" was selected, the report will be generated in a Microsoft Excel format.
List Output Type	Will display the county and State for which the eligibility report will be generated.
Individual Sections for Categories	Will display categories, fields, and values selected on the Eligibility Reports Screen.
Accept	Will generated the report with the criteria listed.
Revise	Eligibility Reports Screen will be displayed without generating the report to allow the user to modify selected criteria.
Cancel	Eligibility Reports Screen will be displayed without generating the report. All fields previously selected will be removed.

306 County Eligibility Reports (Continued)

X PDF Report Format

The following is an example of the County Eligibility Report in PDF format. The first page of the report will identify the fields requested in the eligibility search criteria. The second and succeeding pages will list the producers meeting all of the selected fields.

Example Page 1:

United States Department of Agriculture

County Eligibility Report

2008 **28027 Coahoma - Mississippi** **Mon Apr 14 12:40:34**

Eligibility Search Criteria

Name	Value
Actively Engaged	
COC Determination	Not Filed
Person Eligibility	
COC Determination	Not Filed

Page : 1

Example Page 2:

Tax Id/Type	Name
1111/E	3-WAY FARMS
1111/E	A & J FARMS
1111/E	A & V COMPANY
1111/E	A & W FARMS
1111/E	A & W FARMS / A PARTNERSHIP
1111/E	A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP
1111/E	A D CARTWRIGHT JR IRREVOCABLE FLP TRUST
1111/E	A D CARTWRIGHT JR REVOCABLE TRUST
1111/E	A F S I INC
1111/E	A L FRANKLIN FARMS INC
None	AARON COLVIN ESTATE
1111/E	ABRAHAM, CHET
1111/E	ADAMS, DEBRA

306 County Eligibility Reports (Continued)

Y Spreadsheet Report Format

The following is an example of the County Eligibility Report in the "Spreadsheet" format. This format may be saved as an Excel document.

	COUNTY ELIGIBILITY REPORT		
2008	28027 Co: Mon Apr 28 12:17:34 CDT 2008		
	Eligibility Search Criteria		
Actively Engaged			
	COC Determination		
		Not Filed	
Person Eligibility			
	COC Determination		
		Not Filed	
TAX ID	TYPE	LAST NAME OR BUSINESS NAME	FIRST NAME
1111	E	3-WAY FARMS	
1111	E	A & J FARMS	
1111	E	A & V COMPANY	
1111	E	A & W FARMS	
1111	E	A & W FARMS / A PARTNERSHIP	
1111	E	A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP	
1111	E	A D CARTWRIGHT JR IRREVOCABLE FLP TRUST	
1111	E	A D CARTWRIGHT JR REVOCABLE TRUST	
1111	E	A F S I INC	
1111	E	A L FRANKLIN FARMS INC	
None		AARON COLVIN ESTATE	
1111	S	ABRAHAM	CHET
1111	S	ADAMS	DEBRA
None		ADAMS	KATIE
1111	S	ADAMS	MYLTREE
1111	S	ADAMS	RANDY
1111	S	ADERHOLDT	HELEN
1111	S	ADERHOLDT	MARION
None		AGNEW	J
None		AGNEW	MERLE
1111	S	AGNEW	W

307-350 (Reserved)

Part 9 Subsidiary Rollover

351 Subsidiary Rollover Process

A Background

Subsidiary file records are created for the current year during the rollover process on or about October 1 coinciding with the start of the new FY. During the rollover process, subsidiary file records will be created for the new FY based on information contained in the files for the previous year.

In the web-based environment, prior year subsidiary file records will be retained on the system indefinitely.

B Action Required During Rollover

In the web-based environment, the subsidiary rollover process will be initiated on or about October 1 of each new FY by KC-ADC. County Office action is not required to install software to execute the rollover process.

C Rollover of Data on the Legacy System

Data will automatically download to the legacy system after rollover is completed on the centralized system. County Offices shall refer to 2-PL, Part 1 for additional information on how data is updated to the legacy system during rollover.

351 Subsidiary Rollover Process (Continued)

D How Eligibility Data Is Rolled Over for 2009 and Subsequent Years

This following provides how information will rollover for each new FY.

Eligibility Determination Information	Rollover Provisions	
Foreign Person	Previous year information will rollover to the new FY unless citizenship, originating, and /or legal resident alien information in SCIMS is modified.	
Actively Engaged	Previous year information will rollover to the new FY.	
Cash Rent Tenant/Cropland Factor		
AD-1026		
Conservation Compliance	Data is updated directly from Farm Records.	
AGI: • commodity program • direct payment • conservation program.	Previous year information will **not** rollover to the new FY.	
Controlled Substance	Eligibility information will rollover to the new FY based on the following.	
	IF the producer…	**THEN…**
	is **not** in violation of controlled substance provisions	the current year determination will be rolled to the next FY.
	has a permanent violation because of a trafficking violation	
	has a growing or possession violation	a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: • year of conviction • number of years of ineligibility. If the violation period is: • satisfied, then the producer's eligibility will be reset to “no violation” • **not** satisfied, the type of violation will be rolled to the next FY.
	has a trafficking violation, but the “Number of Years of Ineligibility” is **not** “permanent”	

351 Subsidiary Rollover Process (Continued)

D How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)

Eligibility Determination Information	Rollover Provisions	
NAP Noncompliance	Eligibility information will rollover to the new FY based on the following.	
	IF the producer…	**THEN…**
	is **not** in violation of NAP provisions	the current year determination will be rolled to the next FY.
	has a NAP violation	a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: • year of violation • 3 years of ineligibility. If the violation period is: • satisfied, then the producer's eligibility will be reset to "Compliant" • **not** satisfied, "Non-Compliant - COC" will be rolled to the next FY.
Delinquent Debt	Previous year information will rollover to the new FY.	
Socially Disadvantaged Farmer or Rancher: • including racial, ethnic, and gender • including racial and ethnic, but **not** gender.		
Beginning Farmer or Rancher	Previous year information will **not** rollover to the new FY.	
Limited Resource Farmer or Rancher		

351 Subsidiary Rollover Process (Continued)

D How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)

Eligibility Determination Information	Rollover Provisions	
Fraud – Including FCIC Fraud	Eligibility information will rollover to the new FY based on the following.	
	IF the producer…	**THEN…**
	is **not** in violation of FCIC Fraud provisions	the current year determination will be rolled to the next FY.
	has an FCIC Fraud violation	a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: • year of violation • number of years of ineligibility. If the violation period is: • satisfied, then the producer's eligibility will be reset to "Compliant" • **not** satisfied, "Non-Compliant - COC" will be rolled to the next FY.
FCI	Previous year information will rollover to the new FY.	
Person Determination – 2002 Farm Bill		
Actively Engaged – 2002 Farm Bill		
Permitted Entity – 2002 Farm Bill		
Adjusted Gross Income – 2002 Farm Bill	Previous year information will **not** rollover to the new FY.	

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		Text
CCC-501B	Designation of "Permitted Entities"		41
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		41
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		41, 72, 84, 99, 103, 106
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		26
CCC-903	Worksheet For Payment Eligibility and Payment Limitation Determinations		26, 72, 84, 99, 103, 106
CCC-904	Allocation of Payment Limitation Under Common Attribution	83	82, 97, 98
CCC-926	Average Adjusted Gross Income (AGI) Statement		31
CCC-526C	Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008		43, 306
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill	3	
CRP-817U	Certification of Compliance for CRP		29
FCI-12	Crop Insurance Application		39
FSA-570	Waiver of Eligibility for Emergency Assistance		39

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CC	counter-cyclical	98
ALS	Appeals and Litigation Staff	38
FCI	Federal Crop Insurance	2, 21, 24, 39, 351, Ex. 6
FRS	Farm Records Management System	29, 30, 303
SLR	Security Liaison Representative	73

Redelegations of Authority

None

Definitions of Terms Used in This Handbook

Cropland Factor

A cropland factor is used to determine the percentage of the farming operation on which the producer is ineligible for payment. A percentage less than 100 percent is determined when a producer:

- does **not** provide a significant contribution of active personal labor or active personal management to the entire farming operation
- is "actively engaged in farming" and eligible for payment on a portion of the land in the farming operation because of the landowner provision
- is a cash-rent tenant and is ineligible for payment for the cash-rented land.

Deleted Producer

A deleted producer is a producer that has been removed or deleted from System 36 entity file; therefore, is not a member of any entity.

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 U.S.
- lawful aliens possessing a valid Alien Registration Receipt Card.

Legacy System

The legacy system is a reference to the AS/400 used to administer FSA programs in County Offices.

Definitions of Terms Used in This Handbook (Continued)

Producer

Subsidiary applications define a producer as any entity, joint operation, or individual that is loaded in SCIMS.

Recording County

The recording county is the County Office assigned the specific responsibilities for updating the subsidiary system for a FSA customer. The recording county cannot be a CMA or LSA county and the producer must be linked to the county in SCIMS.

Subsidiary Year

The subsidiary system operates on a FY basis from October 1 to September 30. The subsidiary year begins when the subsidiary files are created during the rollover process for the next fiscal, program, and/or crop year. Subsidiary rollover usually occurs in October in conjunction with the start of FY.

Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

Menu or Screen	Title	Reference
	Subsidiary Combined Producers Screen, Add Combination Section	84
	Subsidiary Combined Producers Screen, Allocations Program Selection Section	98
	Subsidiary Combined Producers Screen, Allocations Selected Program Section	98
	Subsidiary Combined Producers Screen, Combination Details Combination Section	103, 106
	Subsidiary Combined Producers Screen, Customer Section	82, 84, 98, 100, 103, 106
	Subsidiary Combined Producers Screen, Decombine a Producer Combination Section, Decombine Subsection	106
	Subsidiary Combined Producers Screen, Select State County Section	82
	Subsidiary Combined Producers Screen, Update Recording County Members of Combination Section	100
	Subsidiary Eligibility Screen, Actively Engaged – 2002 Farm Bill Section	41
	Subsidiary Eligibility Screen, Actively Engaged Section	26
	Subsidiary Eligibility Screen, AD-1026 Section	29
	Subsidiary Eligibility Screen, Adjusted Gross Income – 2002 Farm Bill Section	43
	Subsidiary Eligibility Screen, Adjusted Gross Income Section	31
	Subsidiary Eligibility Screen, Beginning Farmer or Rancher Section	36
	Subsidiary Eligibility Screen, Cash Rent Determination Section	28
	Subsidiary Eligibility Screen, Conservation Compliance Section	30
	Subsidiary Eligibility Screen, Controlled Substance Section	32
	Subsidiary Eligibility Screen, Delinquent Debt Section	34
	Subsidiary Eligibility Screen, Federal Crop Insurance Section	39
	Subsidiary Eligibility Screen, Foreign Person Section	25
	Subsidiary Eligibility Screen, Foreign Person Section	24
	Subsidiary Eligibility Screen, Fraud – Including FCIC Fraud Section	38
	Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher Section	37
	Subsidiary Eligibility Screen, Permitted Entity – 2002 Farm Bill Section	42

Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

Menu or Screen	Title	Reference
	Subsidiary Eligibility Screen, Person Eligibility – 2002 Farm Bill Section	40
	Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher Section	35
	Subsidiary Print Selection Screen	303
	Subsidiary Reports Screen, Actively Engaged – 2002 Farm Bill Section	306
	Subsidiary Reports Screen, Actively Engaged Section	306
	Subsidiary Reports Screen, AD-1026 Section	306
	Subsidiary Reports Screen, Adjusted Gross Income – 2002 Farm Bill Section	306
	Subsidiary Reports Screen, Adjusted Gross Income Section	306
	Subsidiary Reports Screen, Beginning Farmer or Rancher	306
	Subsidiary Reports Screen, Cash Rent Tenant Section	306
	Subsidiary Reports Screen, Conservation Compliance Section	306
	Subsidiary Reports Screen, Controlled Substance Section	306
	Subsidiary Reports Screen, Delinquent Debt Section	306
	Subsidiary Reports Screen, Federal Crop Insurance Section	306
	Subsidiary Reports Screen, Foreign Person Section	306
	Subsidiary Reports Screen, Fraud – Including FCIC Fraud Section	306
	Subsidiary Reports Screen, Limited Resource Farmer or Rancher Section	306
	Subsidiary Reports Screen, NAP Non Compliance Section	306
	Subsidiary Reports Screen, Permitted Entity - 2002 Farm Bill Section	306
	Subsidiary Reports Screen, Person Eligibility Section – 2002 Farm Bill	306
	Subsidiary Reports Screen, Report Selection Criteria Section	306
	Subsidiary Reports Screen, Select State County Section	305
	Subsidiary Reports Screen, Select Year Section	305
	Subsidiary Reports Screen, Socially Disadvantaged Farmer or Rancher Section	306
	Subsidiary Screen, Customer Section	81, 82
	Validation Screen	306

Downloading Subsidiary Eligibility Data to System 36

A Introduction

Data from the centralized database is downloaded from web-based subsidiary to System 36 and users have the ability to view data on System 36; however, that data cannot be updated on System 36.

B Reason Data is Downloaded from the Central Database to System 36

Data must be downloaded to System 36 for use by applications that have not been reengineered to the web-based environment. This ensures that current payment processes are not interrupted until those applications are reengineered to the new platform.

When applications are deployed in the web-based environment, they will be programmed to read eligibility data from the centralized database.

C What Data is Downloaded to System 36

Only the data that corresponds to the data currently on System 36 will be downloaded. New information captured in the web-based environment, such as dates producer filed applicable documentation, will not be downloaded to System 36.

Note: See subparagraphs D through S for additional information on how data is downloaded to System 36.

Downloading Subsidiary Eligibility Data to System 36 (Continued)

D Actively Engaged Download Information

Determinations for actively engaged, cash rent tenant and foreign person will be consolidated into 1 determination **before** the data is downloaded to System 36. The following describes how the following Subsidiary Eligibility Screen section options are downloaded to System 36.

IF Foreign Person is 1 of the following…	AND Actively Engaged is 1 of the following…	AND Cash Rent Tenant is 1 of the following…	THEN the "Actively Engaged" flag will download as…
• "Yes" • "Not Applicable"	"Actively Engaged"	"Fully Meets"	"Y".
		"Not Applicable"	"Y".
		"Partially Meets"	"B".
		"Does Not Meet"	"N".
		"Awaiting Determination"	"N".
	"Not Filed"	any option	"blank".
	"Awaiting Determination"	any option	"blank".
	"Awaiting Revision"	any option	"blank".
	"Not Actively Engaged"	any option	"N".
"No"	any option	any option	"N".
"Pending"	any option	any option	"N".

E AGI Download Information

The following provides how the Subsidiary Eligibility Screen, Adjusted Gross Income section options are downloaded to System 36.

IF "AGI - Commodity Program Certification/COC Determination" is…	THEN the "AGI - COMMODITY" flag will download as…
"Compliant - Producer"	"Y".
"Compliant - Agent"	
"Exempt"	
"Not Filed"	"N".
"Not Met – COC"	
"Not Met - Producer"	

Downloading Subsidiary Eligibility Data to System 36 (Continued)

E AGI Download Information (Continued)

IF "AGI - Direct Payment Certification/COC Determination" is…	THEN the "AGI - DIRECT" flag will download as…
"Compliant - Producer"	"Y".
"Compliant - Agent"	
"Exempt"	
"Not Filed"	"N".
"Not Met – COC"	
"Not Met - Producer"	

IF "AGI - Conservation Program Certification/COC Determination" is…	THEN the "AGI - CONSERVATION" flag will download as…
"Compliant - Producer"	"Y".
"Compliant - Agent"	
"Exempt"	
"Not Filed"	"N".
"Not Met – COC"	
"Not Met - Producer"	

F AD-1026 Download Information

The following provides how the Subsidiary Eligibility Screen, AD-1026 section options are downloaded to System 36.

IF the AD-1026 "Certification" is…	THEN the "AD-1026" flag will download as…
"Certified"	"Y".
"Not Filed"	"N".
"Good Faith Determination"	"Y".
"COC Exemption"	
"Awaiting Affiliate Certification"	"A".
"Affiliate Violation"	

Downloading Subsidiary Eligibility Data to System 36 (Continued)

G Conservation Compliance Download Information

The following provides how the Subsidiary Eligibility Screen, Conservation Compliance section options are downloaded to System 36.

IF the conservation compliance "Farm/Tract Eligibility" is…	THEN the "6-CP" flag will download as…
"In Compliance"	"Y".
"Partial Compliance"	"B".
"In Violation"	"N".
"No Association"	"Y".
"Past Violation"	"N".
"Reinstated"	"Y".

H Controlled Substance Download Information

The following provides how the Subsidiary Eligibility Screen, Controlled Substance section options are downloaded to System 36.

IF the controlled substance "Notification of Determination" is…	THEN the "CONTROLLED SUBSTANCE FSA" flag will download as…
"No Violation"	"Y".
"Growing"	"N".
"Trafficking"	
"Possession"	

I Delinquent Debt Download Information

The following provides how the Subsidiary Eligibility Screen, Delinquent Debt section options are downloaded to System 36.

IF the person "COC Determination/Certification" is…	THEN the "Delinquent Debt" flag will download as…
"No", indicating the producer does **not** have a delinquent nontax Federal debt	"Y".
"Yes", indicating the producer has a delinquent nontax Federal debt	"N".

Downloading Subsidiary Eligibility Data to System 36 (Continued)

J FCI Download Information

The following provides how the Subsidiary Eligibility Screen, Federal Crop Insurance section options are downloaded to System 36.

IF the FCI "Certification/COC Determination" is…	THEN the "FCI" flag will download as…
"Requirements Met"	"I".
"Requirements Not Met"	"N".

K Fraud - Including FCIC Fraud Download Information

The following provides how the Subsidiary Eligibility Screen, Fraud – including FCIC Fraud section options are downloaded to System 36.

IF the FCI "Certification/COC Determination" is…	THEN the "Fraud iIncluding FCIC Fraud" flag will download as…
"Compliant"	"Y".
"Not Compliant"	"N".

L NAP Non-Compliance Download Information

The following provides how the Subsidiary Eligibility Screen, NAP Non Compliance section options are downloaded to System 36.

IF the NAP non-compliance "COC Determination" is…	THEN the "NAP Non-Compliance" flag will download as…
"Compliant"	"Y".
"Not Compliant - COC"	"N".

M PCW

The following provides how the Subsidiary Eligibility Screen, Planted Converted Wetland section options are downloaded to System 36.

IF the "Planted Converted Wetland" is…	THEN the "PCW" flag will be downloaded as…
"Complaint"	"Y".
"Planted Wetland"	"N".
"Good Faith"	"G".
"No Association"	"blank".

Downloading Subsidiary Eligibility Data to System 36 (Continued)

N Socially Disadvantaged Farmer or Rancher

The following provides how the Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher section options are downloaded to System 36.

IF "Socially Disadvantaged Farmer or Rancher - Includes Racial, Ethnic and Gender" is…	THEN the "SDA - 2003 Act - Includes Gender" flag will be downloaded as…
"Yes"	"Y".
"No"	"N".

IF "Socially Disadvantaged Farmer or Rancher - Includes Racial and Ethnic but NOT Gender" is…	THEN the "SDA - 1990 Act - No Gender Included" flag will be downloaded as…
"Yes"	"Y".
"No"	"N".

O Beginning Farmer or Rancher

The following provides how the Subsidiary Eligibility Screen, Beginning Farmer or Rancher section options are downloaded to System 36.

IF the "Beginning Farmer or Rancher" is…	THEN the "Beginning Farmer/Rancher" flag will be downloaded as…
"Yes"	"Y".
"No"	"N".

P Limited Resource Farmer or Rancher

The following provides how the Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher section options are downloaded to System 36.

IF the "Limited Resource Farmer or Rancher" is…	THEN the "Limited Resource Farmer/Rancher" flag will be downloaded as…
"Yes"	"Y".
"No"	"N".

Downloading Subsidiary Eligibility Data to System 36 (Continued)

Q Person Determination – 2002 Farm Bill Download Information

The following provides how the Subsidiary Eligibility Screen, Person Determination – 2002 Farm Bill section options are downloaded to System 36.

IF the "Person – 2002 Farm Bill COC Determination" is…	THEN the "Person- 2002 Farm Bill" flag will download as…
"COC Determination Completed"	"Y".
"Not Filed"	"blank".
"Awaiting Determination"	"P".
"Awaiting Revision"	

R Actively Engaged – 2002 Farm Bill Download Information

Determinations for actively engaged, cash rent tenant, foreign person, and permitted entity will be consolidated into 1 determination **before** the data is downloaded to System 36. The following describes how the following Subsidiary Eligibility Screen section options are downloaded to System 36.

IF the "Foreign Person" is…	AND the "Permitted Entity - 2002 Farm Bill" is…	AND the "Actively Engaged - 2002 Farm Bill" is…	AND the "Suspended Producer" is…	AND the "Cash Rent Tenant" is…	THEN the "Actively Engaged - 2002 Farm Bill" flag will download as…
• "Yes" • "Not Applicable"	"Yes"	"Actively Engaged"	"Not Suspended"	Fully Meets	"Y"
				Not Applicable	"Y"
				Partially Meets	"B"
				Does Not Meet	"N"
				Awaiting Determination	"N"
		"Not Filed"		any option	"blank"
		"Awaiting Determination"			"blank"
		"Awaiting Revision"			"blank"
		"Not Actively Engaged"			"N"
		any option	"Suspended"		"S"
	"No"	any option	"Not Suspended"		"M"
			"Suspended"		"S"
"No"	either option		"Not Suspended"		"N"
			"Suspended"		"S"
"Pending"			"Not Suspended"		"blank"
			"Suspended"		"S"

Downloading Subsidiary Eligibility Data to System 36 (Continued)

S AGI – 2002 Farm Bill Download Information

The following provides how the Subsidiary Eligibility Screen, Adjusted Gross Income section options are downloaded to System 36.

IF "AGI – 2002 Farm Bill Certification/COC Determination" is…	**THEN the "AGI – 2002 Farm Bill" flag will download as…**
"Compliant – CCC-526C"	"Y".
"Compliant -Agent"	
"Exempt"	
"Not Filed"	"N".
"Not Met – COC"	
"Not Met - Producer"	