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

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

Web-Based Subsidiary Files for 2009 and Subsequent Years 3-PL (Revision 1)	Amendment 11

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Paragraphs 3 and 31 have been amended to provide reference to CCC-931.

Subparagraph 351 D has been amended to provide the correct rollover provisions for "Adjusted Gross Income - 2002 Farm Bill".

Page Control Chart		
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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.

***--**For 2009 and subsequent years, CCC-770 ELIG 2008 is:

- **not** mandatory

- considered a management tool to help address deficiencies identified by a review or spot check.

B CCC-770 ELIG 2008 Farm Bill Information

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

- are not mandated to complete CCC-770 ELIG 2008 unless required by SED, STC or designee, DD, or CED

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

- should 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

SED, STC or designee, DD, or CED shall determine:

- when County Offices are to complete CCC-770 ELIG 2008 if apparent internal control deficiencies are found during CED, STC representative, or DD Reviews
- whether the CCC-770 ELIG 2008 is necessary to avoid findings indicated by CORP reviews
- when additional internal controls are necessary to reduce improper payments.

As required by SED, STC or designee, DD or CED, County Offices shall complete CCC-770 ELIG 2008 for producers who request a payment or members of entities who are required to meet payment eligibility provisions.

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 Entity Ownership Report and attach to CCC-770 ELIG 2008.

  Note: Print the Entity Ownership Report according to 2-PL, subparagraph 414 L.

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

- "Yes" if:

  •***--**CCC-926 or CCC-931 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

3 CCC-770 ELIG 2008 (Continued)

C Completing CCC-770 ELIG 2008 (Continued)

- "No" if:

  - ***--**CCC-926 or CCC-931 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.

SED, STC or designee, DD, or CED may require CCC-770 ELIG 2008 to 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.

When required by SED, STC or designee, DD, or CED, CCC-770 ELIG 2008:

- shall be completed by the recording county
- shall be maintained in the recording county only
- is **not** required for producers who are NRCS customers only.

Important: CCC-770 ELIG 2008 was developed by the National Office. 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

*****--SED, STC or designee, or DD may require CED or their designated representative to:

- randomly spot check CCC-770 ELIG 2008--*****

- use the State Committee Eligibility Change Report to randomly select spot checks of the updated determination or certification changes

*** * ***

- spot check STC and COC member's and/or employee's CCC-770 ELIG 2008

*** * ***

- check the "Concur" or "Do Not Concur" box, item 12A, for the randomly selected updated determination or certification changes

- sign and date CCC-770 ELIG 2008, items 12B and 12C

- report to COC and the STC representative any CCC-770 ELIG 2008 that is checked "Do Not Concur".

*** * ***

3 CCC-770 ELIG 2008 (Continued)

E STC or Designee Spot Checks

*--SED, STC or their designee may require CCC-770 ELIG 2008 to be completed by County Offices when:

- apparent internal control deficiencies are found during CED, STC representative, or DD reviews
- necessary, to avoid findings indicated by CORP reviews
- additional internal controls are necessary to reduce improper payments.

SED, STC or their designee may:

- require County Offices to complete CCC-770 ELIG 2008
- require CED or designee to randomly spot check CCC-770 ELIG 2008
- spot check CCC-770 ELIG 2008's that were spot checked by CED
- spot check all STC and COC member's and/or FSA employee's CCC-770 ELIG 2008.

For all CCC-770 ELIG 2008's selected for spot check:

- 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.--*

* * *

3 CCC-770 ELIG 2008 (Continued)

* * *

F 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 "No" 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)*

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3 CCC-770 ELIG 2008 (Continued)

H Example CCC-770 ELIG 2008 (Continued)

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

14. Remarks:

4-8 (Reserved)

Part 2 Web-Based Subsidiary System General Information

*--9 Accessing the Web-Based Subsidiary System

A Overview

The Subsidiary System is a web-based system that includes processes for:

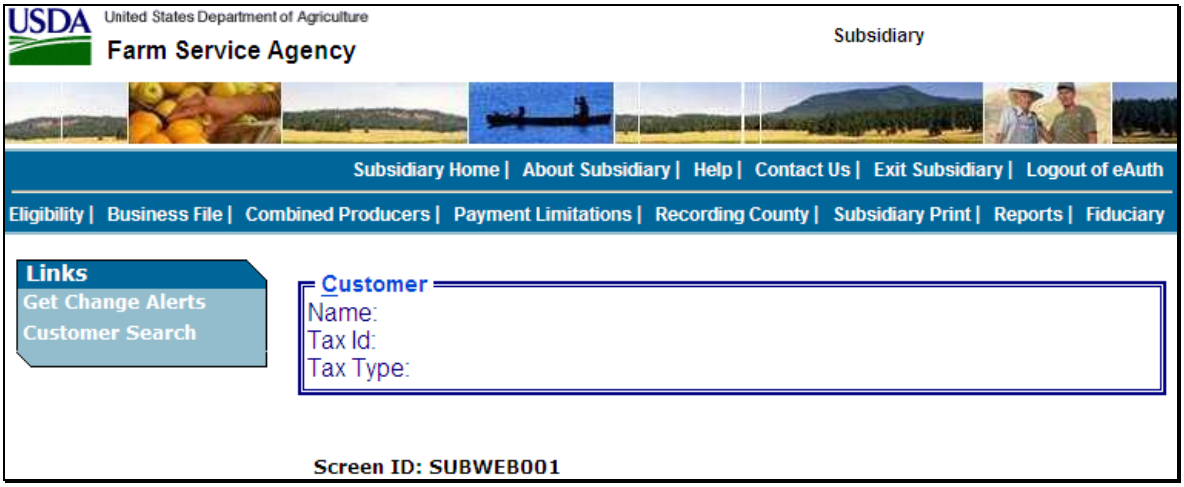
- business file
- combined producers
- eligibility
- payment limitation
- reports.

B Accessing Subsidiary Screen SUBWEB001

The following table 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	Subsidiary Screen SUBWEB001 will be displayed. **Note:** This is where all subsidiary applications begin.

The following is an example of the Subsidiary Screen.



--*

*--9 Accessing the Web-Based Subsidiary System (Continued)

C Top Navigation Menu

The top Navigation Menu will be displayed for all processes within the web-based Subsidiary System. The following table provides an explanation of the links in the top Navigation Menu.

Link	Explanation
"Subsidiary Home"	Returns to Subsidiary Screen SUBWEB001.
"About Subsidiary"	Displays a screen describing the purpose of the Subsidiary System.
"Help"	Displays the Help Screen accessible from the FSA Internet that provides options for: • "Ask FSA" • "Site Map" • "Technical Assistance".
"Contact Us"	Displays a screen with all of the following: • who to contact for help • telephone number and e-mail address of ITS Service Desk • hours of operation for the Service Desk • information to include in user's e-mail or voice mail message.
"Exit Subsidiary"	Returns to the FSA Applications URL in subparagraph B, step 1.
"Logout of eAuth"	The window browser will close and a pop-up window will be displayed with the message, "For security reasons, your browser window will close automatically". When users click "OK" on the pop-up window, they will be logged off the USDA eAuthentication System.
"Eligibility"	Directs users to the Eligibility System described in Part 3.
"Business File"	This application is under construction and is currently unavailable.
"Combined "Producers	Directs users to the Combined Producers software described in Part 4.
"Payment Limitations"	Directs users to the Payment Limitation System described in Part 5.
"Recording County"	Directs users to the Recording County software described in paragraph 10.
"Subsidiary Print"	Directs users to the Subsidiary Print software described in paragraph 303.
"Reports"	Directs users to the "Reports" options described in Part 8.
"Fiduciary"	Directs users to the Fiduciary System described in 1-CM, Part 25, Section 6.

--*

*--10 Recording County

A Introduction

Every producer in SCIMS with at least one FSA legacy link 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 with the exception of combined producer records.

Note: Every combined producer record has a combined producer recording county with the ability to update the record. See paragraph:

- 99 for combined producer recording county
- 100 for updating combined producer recording county.

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

B Establishing Recording County

When a new FSA customer is entered in SCIMS, the Subsidiary System establishes a recording county. A new FSA customer is someone added to SCIMS for the first time, and linked to 1 or more counties at that time. The following table describes how the Subsidiary System assigns a recording county to a new FSA customer.

IF the new FSA customer is linked to…	**THEN…**
1 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 (subparagraph C) is used to assign the recording county.

--*

*--10 Recording County (Continued)

C ZIP Code Process

The following steps will be taken when the Subsidiary System must use the ZIP Code process to assign an FSA customer a recording county.

Step	Action	Results
1	From the FSA producer's home address ZIP Code, subtract **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. CMA counties are ineligible to be the recording county.

D Changing Recording County

There is an option that will allow the recording county to be changed. When the recording county relinquishes their responsibility, the ability to update that producer record will be lost. The recording county user may change the recording county on Subsidiary Recording County Screen SUBWEB009.

The following is an example of Subsidiary Recording County Screen SUBWEB009.

--*

*--10 Recording County (Continued)

D Changing Recording County (Continued)

Change the recording county on Subsidiary Recording County Screen SUBWEB009 according to the following.

Step	Action	Result	
1	Access Subsidiary Screen SUBWEB001 according to paragraph 9.		
2	On Screen SUBWEB001, on the top Navigation Menu, CLICK "**Recording County**".	SCIMS Customer Search Screen will be displayed.	
3	Enter information on the SCIMS Customer Search Screen by: • name • TIN • type • other.	SCIMS Search Results Screen will be displayed.	
4	Select the customer on the SCIMS Search Results Screen.	Subsidiary Recording County Screen SUBWEB009 will be displayed. The Customer Section contains the following information for the selected customer: • name • tax ID • tax type • recording county. Under the Customer Section, each county/State with a legacy link to the producer in SCIMS will be displayed. The radio button will be selected beside the current recording county.	
5	CLICK "**radio button**" for the new recording county	The new recording county will be displayed with the radio button selected.	
6	Select 1 of the following options: • "Reset" • "Submit".	**IF user selects…**	**THEN the system will…**
		"Reset"	reset to the original recording county identified in the Customer Section.
		"Submit"	display Subsidiary Recording County Screen SUBWEB003 with the question, "Do you really want to change the recording county for this customer?".

--*

*--10 Recording County (Continued)

D Changing Recording County (Continued)

Step	Action	Result	
7	On Subsidiary Recording County Screen SUBWEB003, select 1 of the following options: • "Yes" • "No".	**IF user selects…**	**THEN the system will…**
		"Yes"	update the recording county and return to Subsidiary Recording County Screen SUBWEB009 with the message, "This customer was successfully updated.". **Note:** A change alert message will be sent to all counties with a SCIMS legacy link to this producer. See paragraph 11 for information on change alert messages.
		"No"	return to Subsidiary Recording county Screen SUBWEB009 without updating the recording county.

Note: CMA counties are ineligible to be the recording county.

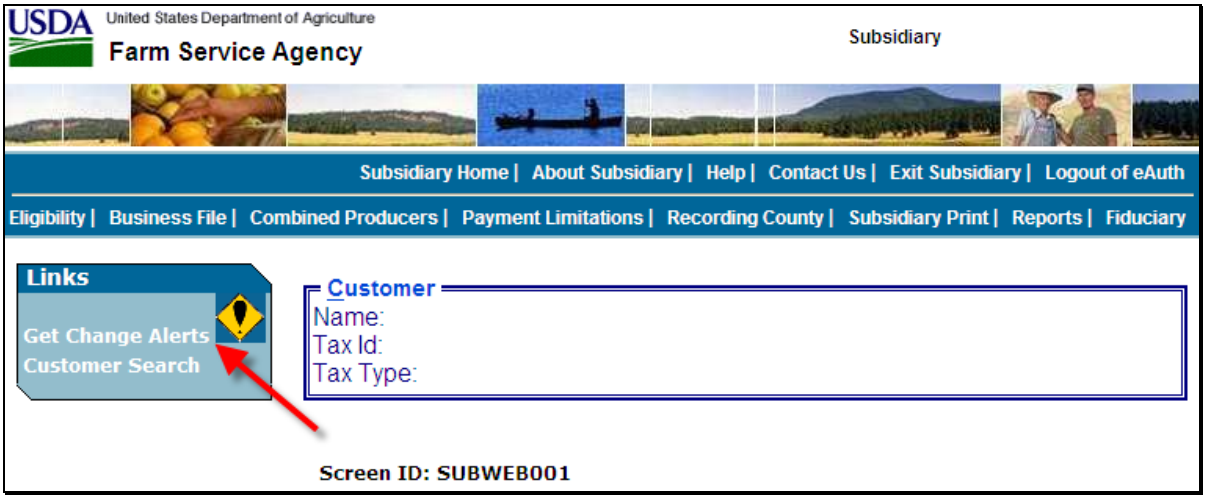
E Error Messages

The error message, "**No changes were submitted for this customer**.", will be displayed if the user selects "Submit" on Subsidiary Recording County Screen SUBWEB009 without making any changes.**--***

11 Get Change Alert Message System

A Change Alert Messages

*--A change alert message is generated by the web-based Subsidiary System to notify affected County Offices of changes to a producer's recording county. To view a change alert message, on all web-based Subsidiary System screens, under "Links", CLICK "**Get Change Alert**", as displayed on the following example Subsidiary Screen.



Note: The exclamation point icon will be displayed after the link when a new message is received.

B Viewing Change Alert Messages

Change alert messages will be generated and sent to affected County Offices when a change to a recording county is made. An exclamation point icon will be displayed when a new message is received. The exclamation point 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 the change alert message, to notify all users of the 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.

11 Get Change Alert Message System (Continued)

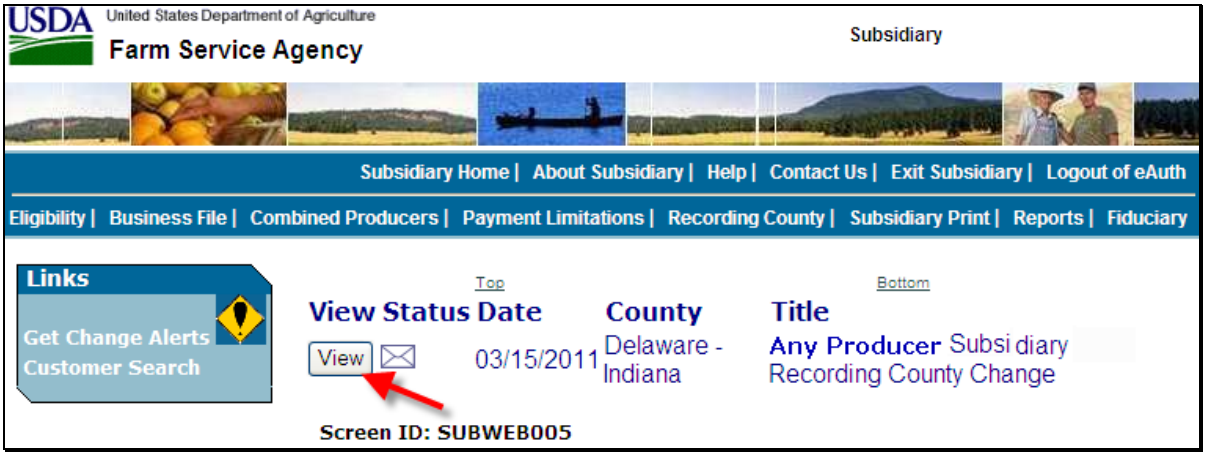
B Viewing Change Alert Messages (Continued)

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.

***--**Subsidiary Screen SUBWEB005 will display the following items.

Column	Description
View	Provided for each change alert message. CLICK "**View**" to display Subsidiary Screen SUBWEB004 with all the details of the change alert message.
Status	Indicates if the message has been viewed by the user. If "Status" column contains: • , details of the message have **not** been viewed by the user • , details of the message have been viewed by the user.
Date	Date the recording county change was updated.
County	Current recording county.
Title	Customer name and the type of change updated.

The following is an example of Subsidiary Screen SUBWEB005 that provides a log of change alert messages. To view the details of an individual change alert message, CLICK "**View**".

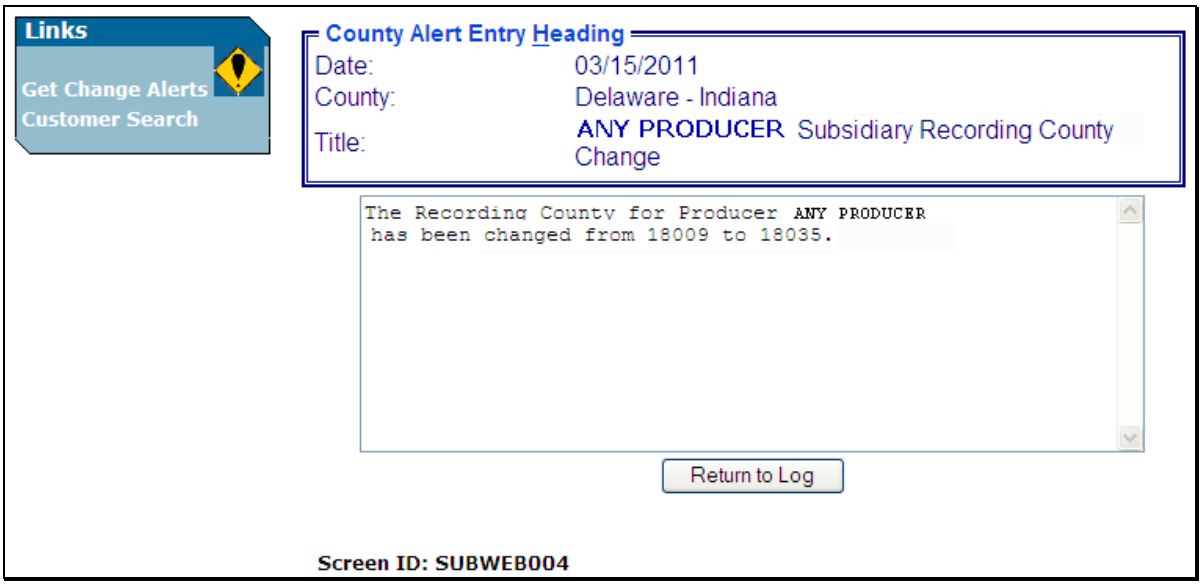


--*

11 Get Change Alert Message System (Continued)

*--C Details of Change Alert Message

After users click “View” on Subsidiary Screen SUBWEB005, the details of the selected change alert message will display. The following is an example of Subsidiary Change Alert Message Details Screen SUBWEB004.



Subsidiary Change Alert Message Details Screen SUBWEB004 will display the following items.

Field	Description
Date	Date recording county change was updated.
County	Current recording county.
Title	Customer name and the type of change updated.
Text Box	Details of the changes made to the customer.

--*

D Printing Change Alerts

To print the change alert details, from the Web Page Menu Bar, CLICK “**File**”, scroll down and CLICK “**Print**”.

E Deleting Change Alerts

Users **cannot** delete change alert messages. Messages will automatically disappear 30 calendar days after the message was generated.

*--12 Security

A Overview

Roles are developed in eAuthentication to provide users specific capabilities in the web-based Subsidiary System.

B Determining Access

The following identifies user roles for the web-based Subsidiary System.

IF the user is an employee of…	AND the user is…	THEN access…
FSA	County Office personnel	• is update capability for users in the producer's recording county or combined producer recording county • is **view-only** for all other users.

	State Office personnel or DD	for web-based:
		• eligibility software is:
		  • update capability for producers whose recording county is administered in the user's State
		  • **view-only** for producers whose recording county is not administered in the user's State
		• combined producer software is:
		  • update capability, if the user has requested update capability according to subparagraph C and the producer's combined producer recording county is administered in the user's State
		  • **view-only** for users who have not requested update capability according to subparagraph C
		• payment limitation software is:
		  • update capability, if the user has requested update capability according to subparagraph C and the producer's recording county is administered in the user's State
		  • **view-only** for users who have not requested update capability according to subparagraph C.

--*

*--12 Security (Continued)

B Determining Access (Continued)

IF the user is an employee of…	AND the user is…	THEN access…
FSA (Continued)	National Office personnel	• update capability for any producer nationwide for designated personnel • **view-only** for all other users.
	Kansas City computer personnel	**view-only**.
NRCS		• **view-only** for eligibility and combined producer software • denied for all other subsidiary processes.
someone other than FSA or NRCS		denied.

C Update Capability for State Office and DD Users

State Office and DD users have update capability to web-based eligibility software when the producer's recording county is in their State. To request update access to web-based combined producer and web-based payment limitation software, State Office employees and 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
- indicate if the employee is requesting update access for 1 or both of the following:
    - web-based combined producer software
    - web-based payment limitation software.--*

***--12 Security (Continued)**

C Update Capability for State Office and DD Users (Continued)

The State Office program specialist in charge of subsidiary shall:

- determine whether the State Office or DD user should be granted update access to the web-based combined producer and/or the web-based payment limitation software

- do either of the following:

  - disapprove and return the request to the State Office or DD user
  - approve the request and send the information to SLR.

SLR shall do either of the following:

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

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

  Notes: FSA-13-A is **not** required.

  Include on the FAX the appropriate statement, as follows”

  - “the request is for web-based combined producer software access”

  - “the request is for web-based payment limitation software access”

  - “the request is for web-based combined producer and web-based payment limitation software access”.

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

--13 Recording Dates--

A 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.

--B Future Processes--

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.

14-19 (Reserved)

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	*--2010	2011
Foreign Person	X	X	X
Actively Engaged	X	X	X
Cash Rent Tenant and Cropland Factor	X	X	X
AD-1026	X	X	X
Conservation Compliance	X	X	X
Adjusted Gross Income - Commodity Program	X	X	X
Adjusted Gross Income - Direct Payment	X	X	X
Adjusted Gross Income - Conservation Program	X	X	X
Controlled Substance	X	X	X
NAP Noncompliance	X	X	X
Delinquent Debt	X	X	X
Socially Disadvantaged Farmer or Rancher:			
• includes ethnic, racial, and gender	X	X	X
• includes ethnic and racial, but **not** gender.	X	X	X
Beginning Farmer or Rancher	X	X	X
Limited Resource Farmer or Rancher	X	X	X
Fraud - Including FCIC Fraud	X	X	X
FCI	X	X	X
Person Determination - 2002 Farm Bill	X	X	X
Actively Engaged - 2002 Farm Bill	X	X	X
Suspended Producer	X	X	X
Permitted Entity - 2002 Farm Bill	X	X	X
Adjusted Gross Income - 2002 Farm Bill	X	X	X--*

21 Web-Based System Eligibility Records (Continued)

D BIA ID Number

An eligibility record will not be created for BIA with the employee ID number. 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 issued on the System 36. See Exhibit 6 for information on how data is downloaded from the web-based application.

22, 23 (Withdrawn--Amend. 9)

24 Accessing and Updating Eligibility File Records

*--A Accessing the Web-Based Subsidiary Eligibility System

Access the web-based Eligibility system according to the following.

Step	Action	Result
1	Access Subsidiary Screen SUBWEB001 according to paragraph 9.	
2	On Screen SUBWEB001, CLICK "**Eligibility**" link on the top Navigation Menu.	SCIMS Customer Search Screen will be displayed.
3	Enter information on the SCIMS Customer Search Screen by: • name • TIN • type • other.	SCIMS Search Results Screen will be displayed.
4	Select the customer on the SCIMS Search Results Screen.	Subsidiary Eligibility Screen SUBWEB007 will be displayed with the producer's eligibility record for the current year. The Customer Section contains the following information for the selected customer: • name • last 4 digits of TIN • TIN type • recording county • subsidiary year.
5	To select another subsidiary year: • CLICK "**down arrow**" • select the year • CLICK "**Go**".	Subsidiary Eligibility Screen SUBWEB007 will be redisplayed with the producer's eligibility record for the selected year.

--*

24 Accessing and Updating Eligibility File Records (Continued)

B 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 and DD's, when approved according to paragraph 12, in States where the producer's recording county is associated with a County Office

- specified National Office employees have update authority for "Fraud – Including FCIC Fraud" determinations and nationwide update capability.**--***

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. **Note:** See paragraphs 25 through 39 for additional information on applicable error messages.

24 Accessing and Updating Eligibility File Records (Continued)

B 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)

C 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

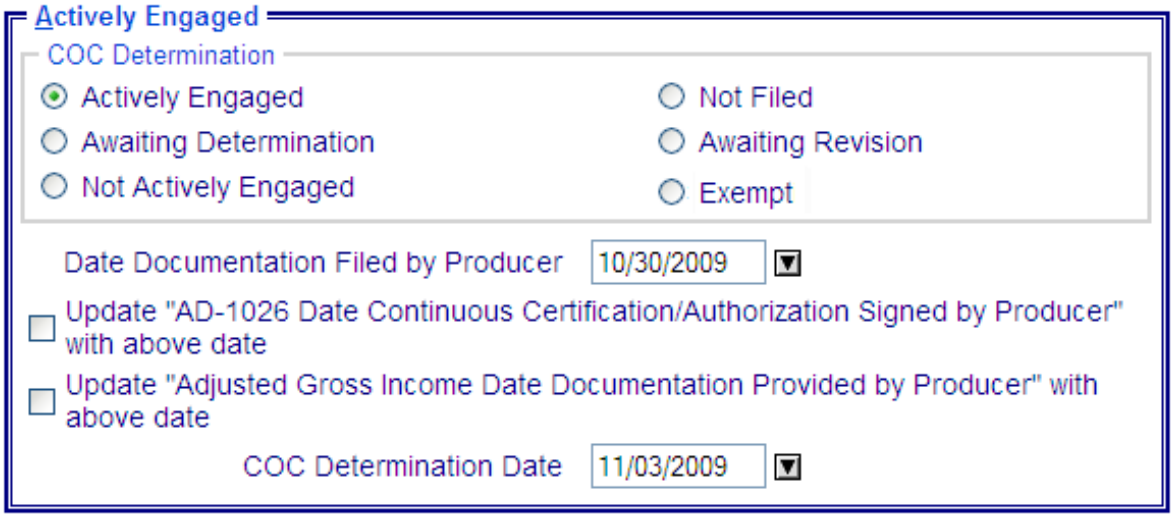
A Introduction

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.

*--



--*

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.
	***--**Exempt	Producer is an Indian Tribal Venture and is exempt from actively engaged provisions under the 2008 Farm Bill provisions. The system will default to this value when the selected producer is an Indian Tribal Venture. Users will not be able to change the defaulted option.**--***
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

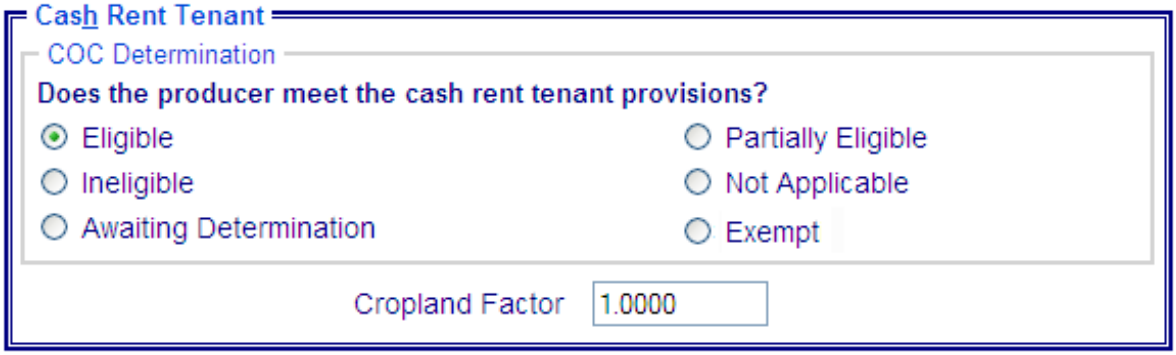
A Introduction

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.
	***--**Exempt	Producer is an Indian Tribal Venture and is exempt from cash rent tenant provisions under the 2008 Farm Bill provisions. The system will default to this value when the selected producer is an Indian Tribal Venture. Users will not be able to change the defaulted option.**--***
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.
***--**"Exempt"	1.0000.**--***

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

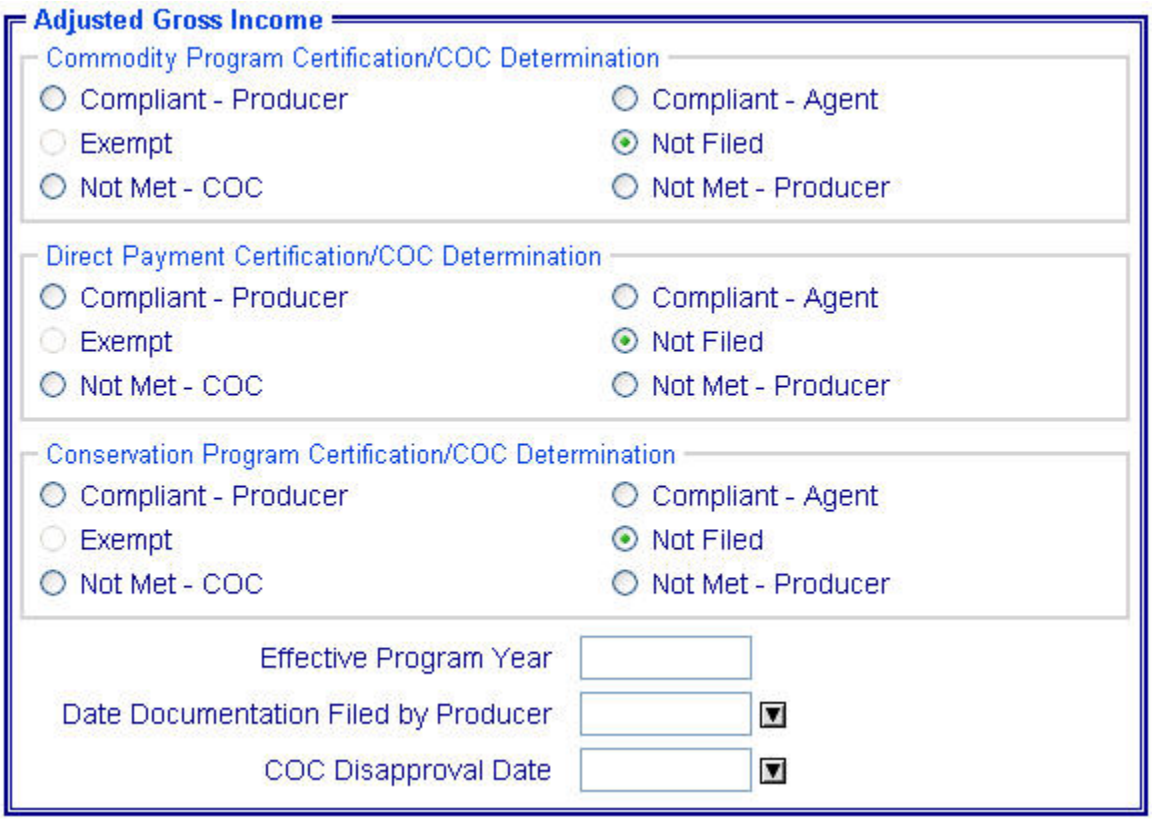
The AGI software is designed to prevent users from updating the AGI eligibility certification/determination for joint operations and entities that are exempt from the AGI provisions.

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	

G Updating Web-Eligibility AGI Certification From CCC-926

The following table provides instructions for dataloading information captured on CCC-926 into the web-based eligibility for AGI certification for the commodity program, direct *--payment, and conservation program. Load data for the year designated in CCC-926, item 4.--*

IF program is…	**AND producer completed CCC-926 as…**	**THEN update Subsidiary Eligibility AGI to…**
commodity	6A	Compliant - Producer.
	6B or 6C	Not Met - Producer.
direct	5A	Compliant - Producer.
	5B	Not Met - Producer.
conservation	6C **and** 7B	Compliant - Producer.
	6C **and** 7A	Not Met - Producer.

31 AGI Determination Information (Continued)

*--H Updating Web-Eligibility AGI Certification From CCC-931

The following table provides instructions for dataloading information captured on CCC-931 into the web-based eligibility for AGI certification for the commodity program, direct payment, and conservation program. Load data for the year designated in CCC-931, item 4.

IF program is…	AND producer completed CCC-931 as…	THEN update Subsidiary Eligibility AGI to…
commodity	7A	Compliant - Producer.
	7B or 7C	Not Met - Producer.
direct	6A	Compliant - Producer.
	6B	Not Met - Producer.
conservation	5A **and** 7C	Compliant - Producer.
	5B **and** 7C	Not Met - Producer.

--*

I Updating Web-Eligibility AGI Certification From CPA or Attorney Statement

The following table provides instructions for dataloading information according to 4-PL, subparagraph 189 B, captured on CPA or Attorney Statement, into the web-based eligibility for AGI certification for the commodity program, direct payment, and conservation program certification.

IF program is…	AND CPA or Attorney Statement indicates average adjusted gross…	THEN update Subsidiary Eligibility AGI to…
commodity	**nonfarm income** is less than or equal to $500,000	Compliant – Agent.
direct	**farm income** is less than or equal to $750,000	
conservation	**nonfarm income** is more than $500,000, but less than or equal to $1,000,000	
	nonfarm income is more than $1,000,000 **and** at least 66.66 percent of the **total average AGI** is from farming, ranching or forestry operations	

J Recording COC Determinations for AGI

COC determinations reflecting that the producer has **not** met AGI provisions shall be recorded in the COC minutes according to 4-PL, subparagraph 189 D. COC determinations *--are **not** captured on CCC-926 or CCC-931; however, web-eligibility **must** be updated to--* reflect the specific AGI determination recorded in the COC minutes for each specific determination made. See subparagraph 31 A and 4-PL, Part 6 for descriptions of AGI limitations.

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.

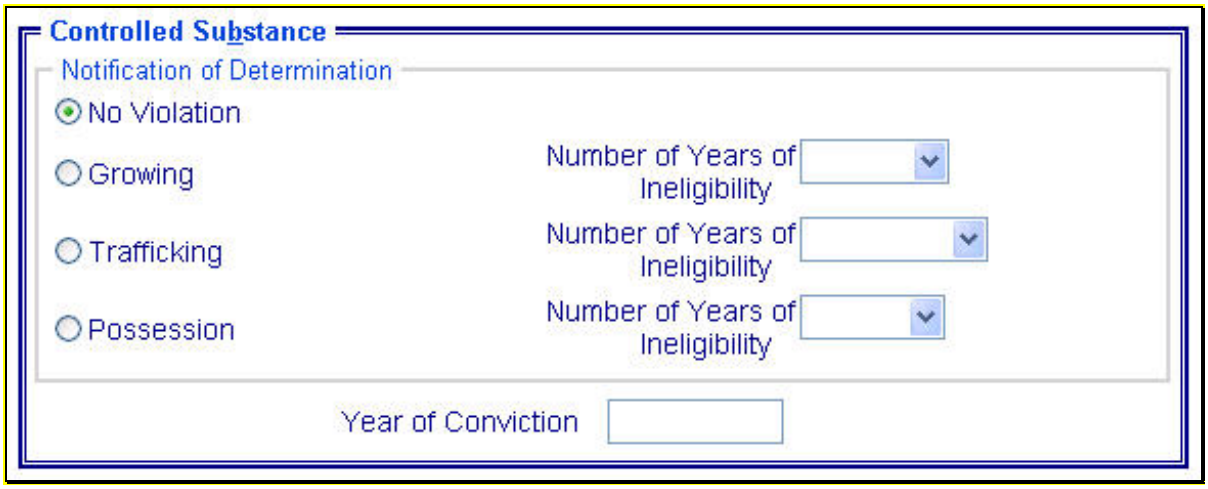
B Business Rule

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

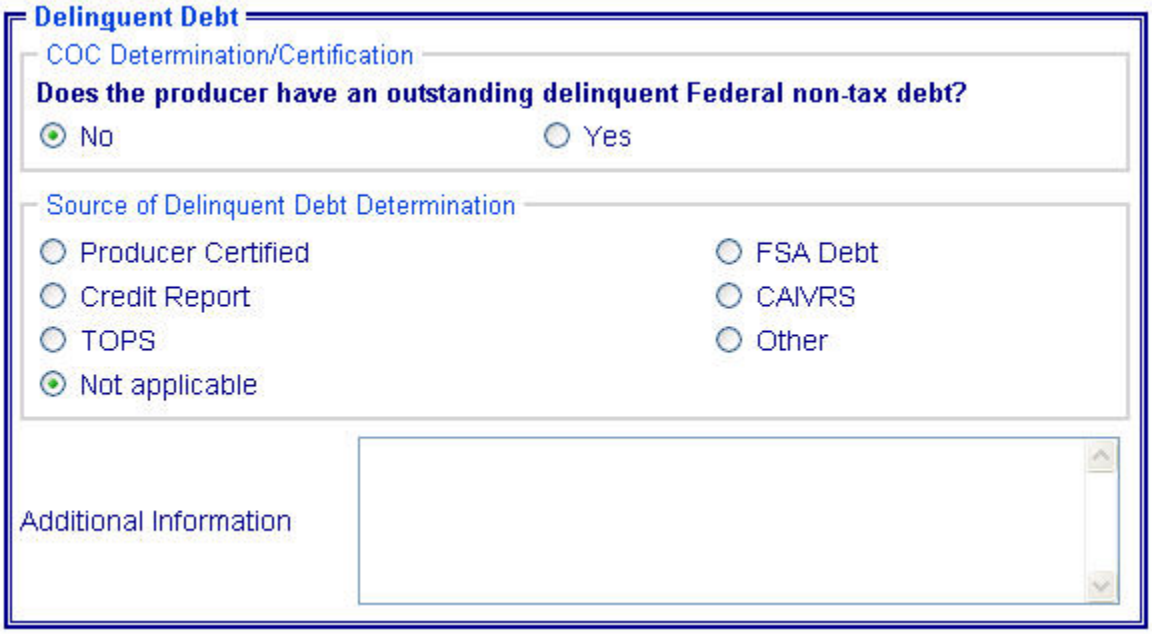
A Introduction

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.

C 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)

D 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 a…	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.

E 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 D.**--

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.

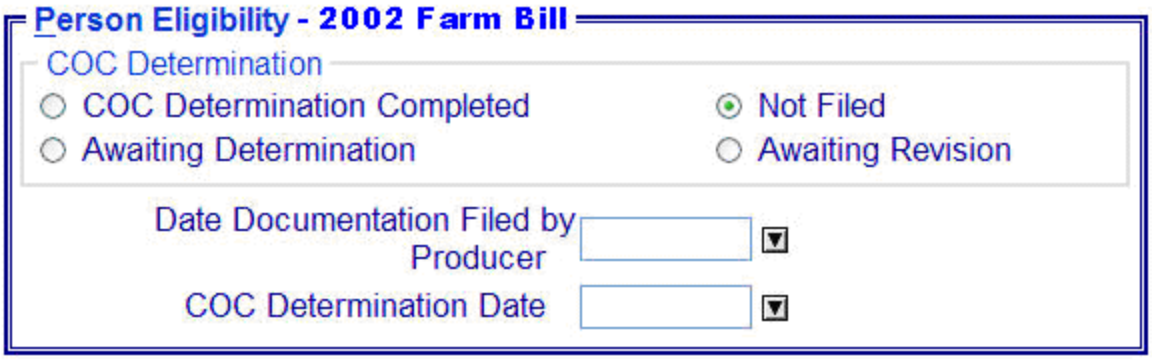
40 Person Eligibility – 2002 Farm Bill Determination Information

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)

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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 179 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** applicable 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 (Withdrawn--Amend. 9)

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.

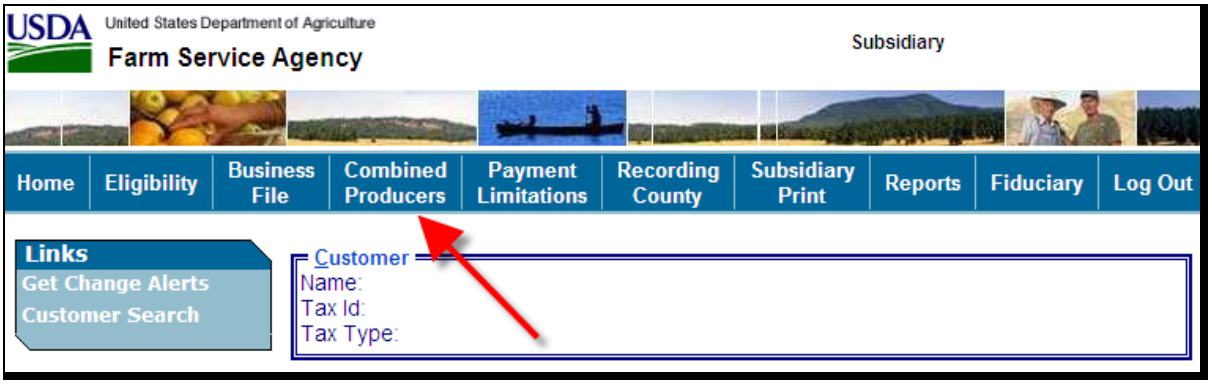
B Accessing the Web-Based Subsidiary System

--**Access the web-based Subsidiary System according to paragraph 9.**--

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

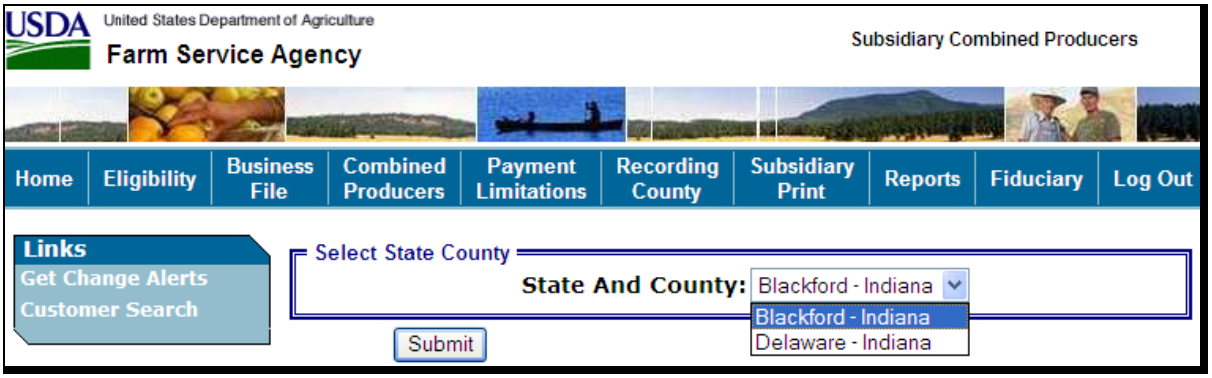
A Entering the Web-Based Combined Producers System

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)

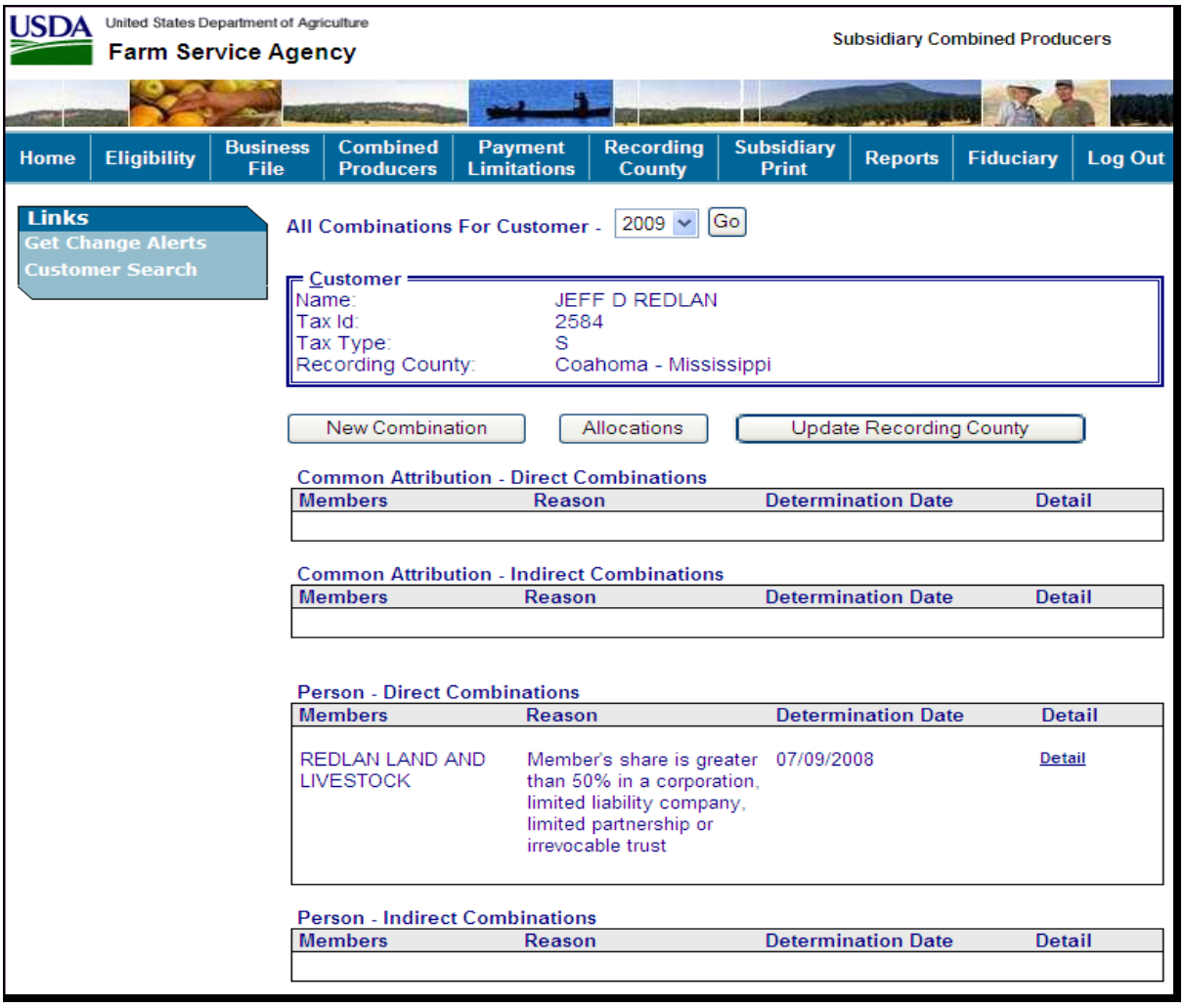
C Selecting the Producer

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.



--*

*--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.

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*--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.

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*--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)

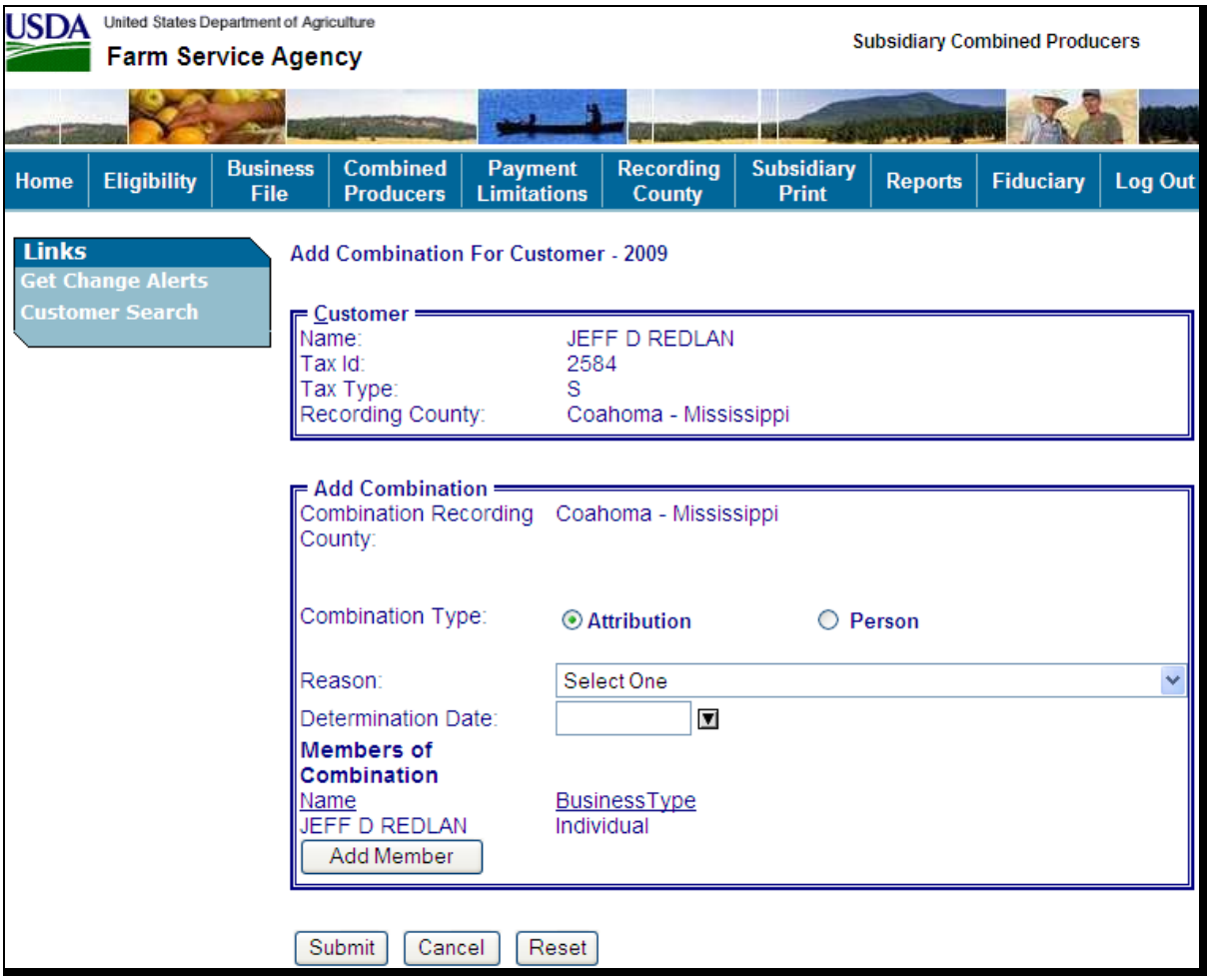
1. Name of Persons and Legal Entities (Members) Under Common Attribution Signature	2. Title/Relationship of the Individual Signing in a Representative Capacity	3. Date Signed *(MM-DD-YYYY)*

--*

*--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)

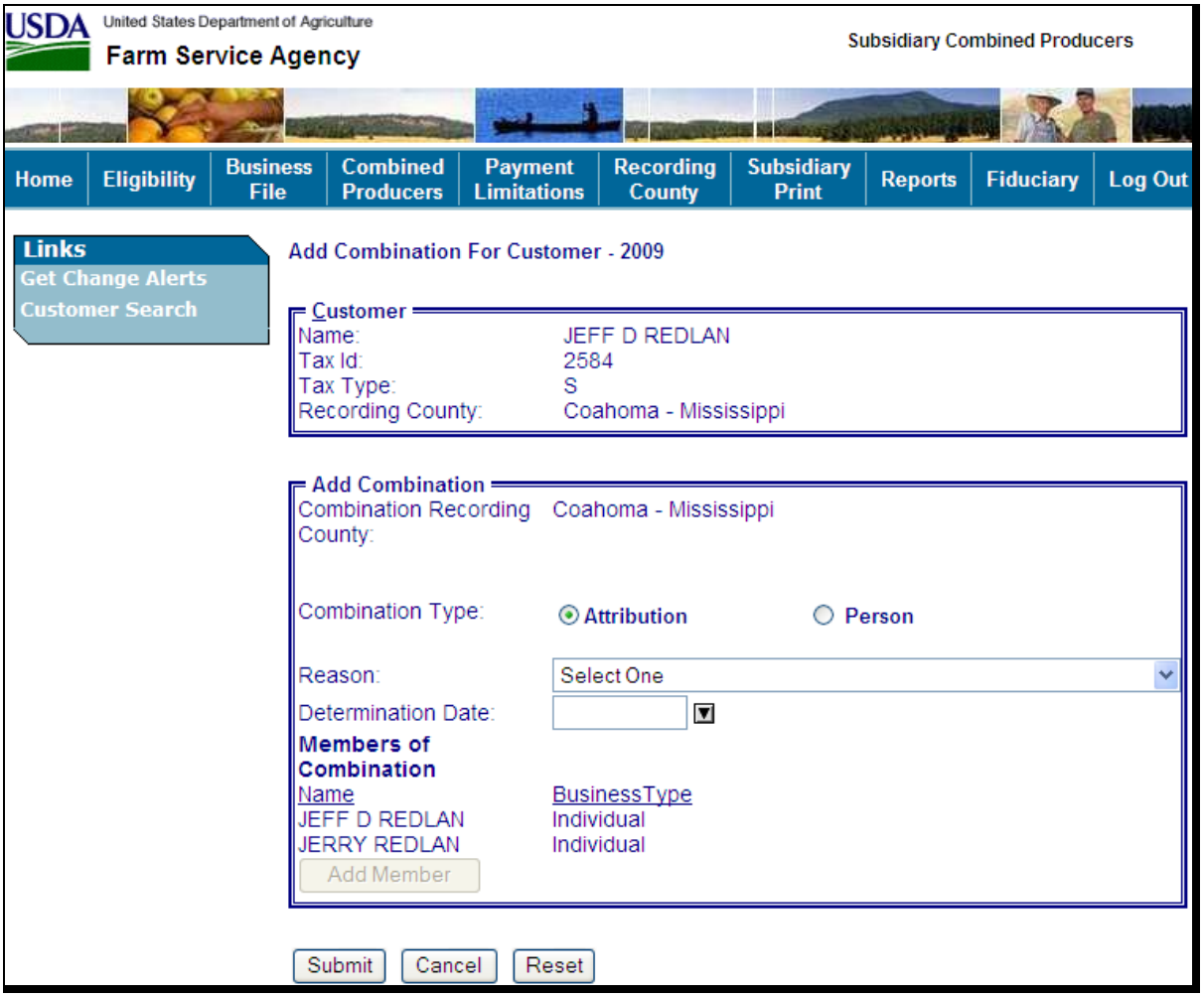
C Selecting Combined Producer

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".



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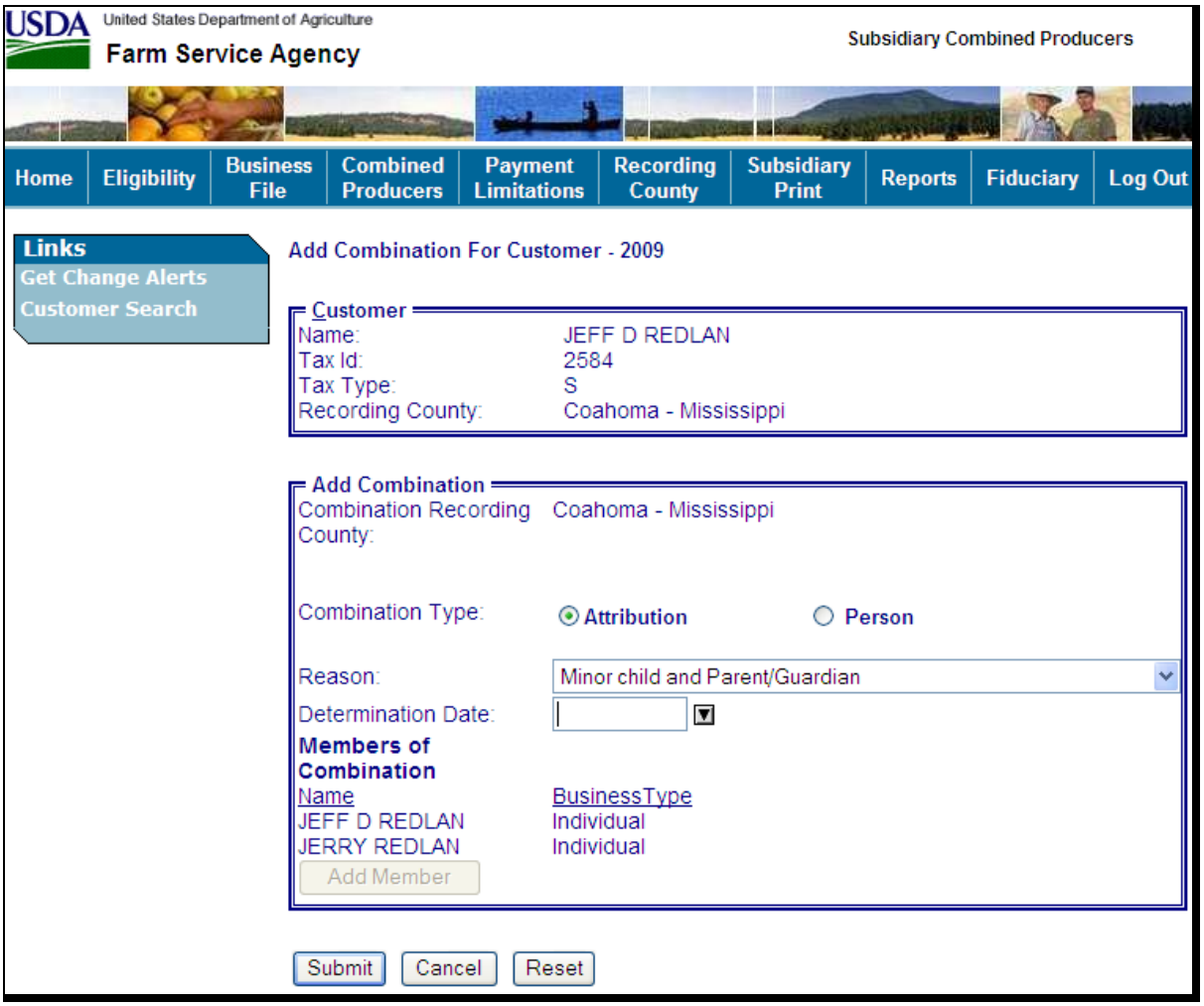
*--84 Creating Combinations (Continued)

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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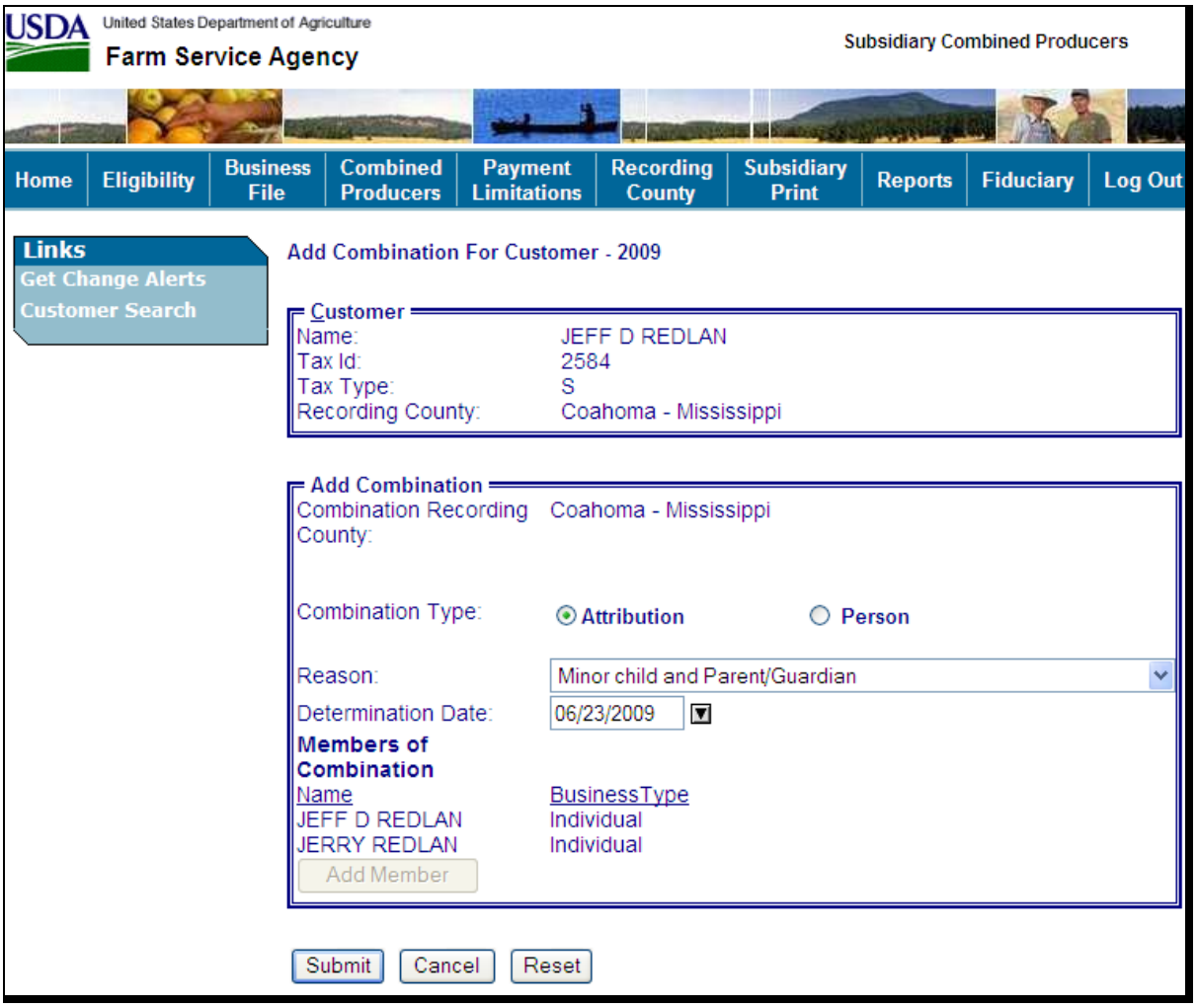
*--84 Creating Combinations (Continued)

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).



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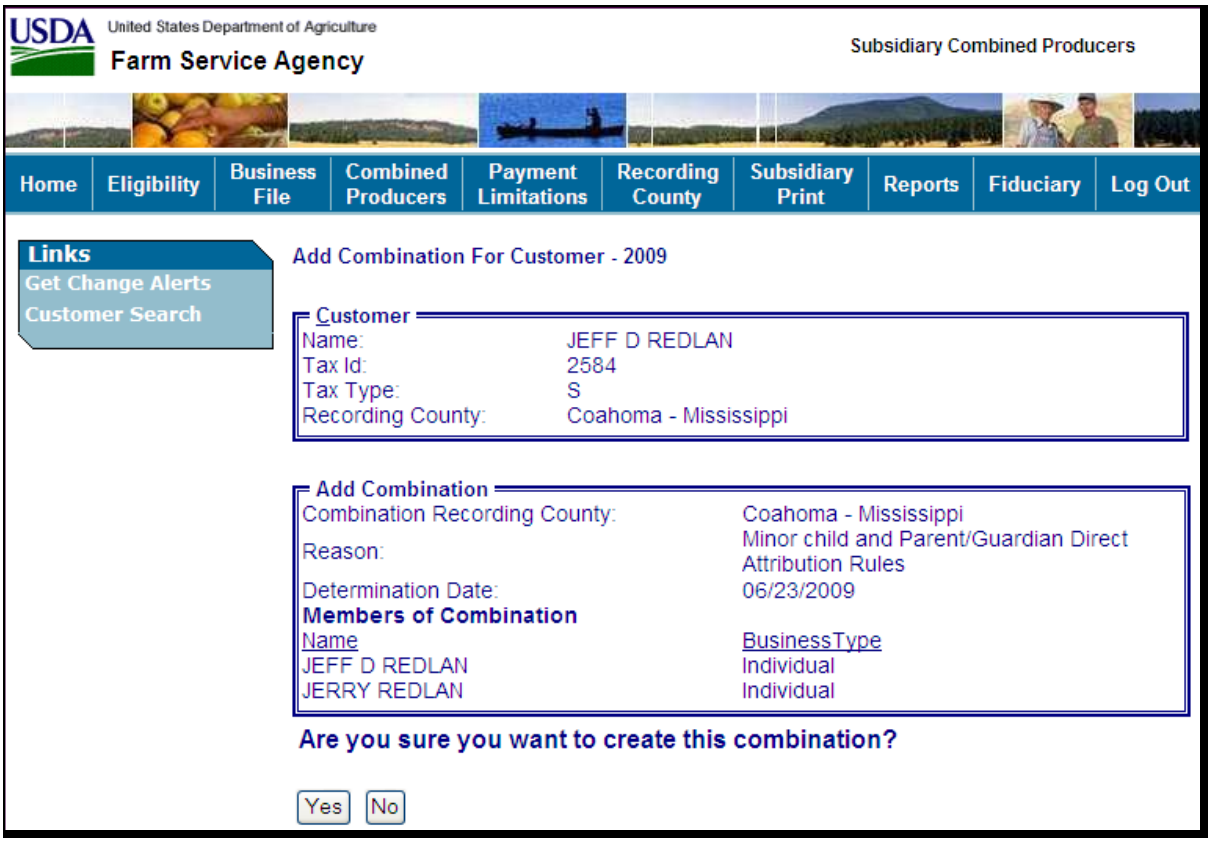
*--84 Creating Combinations (Continued)

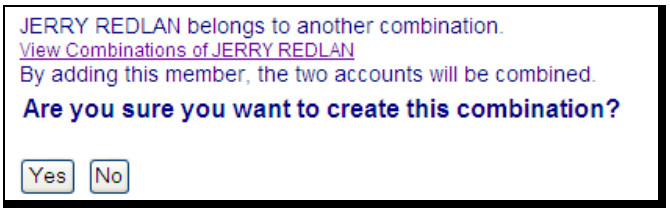
F Completing the Combination

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.

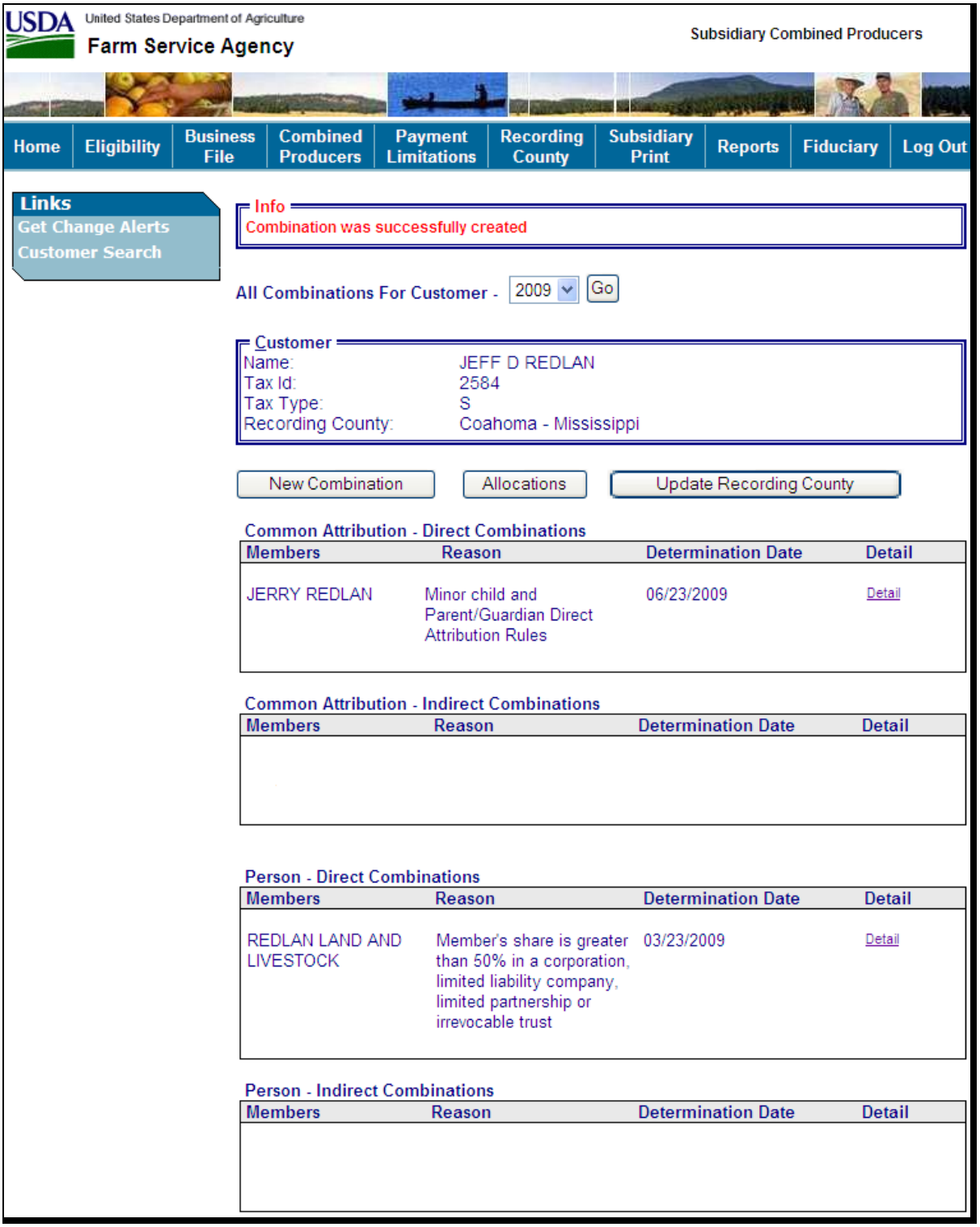


If users click "View Combinations of Jerry Redlan" the screen will be redisplayed with Jerry Redlan's other combinations displayed at the bottom.**--***

*--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 •***--**Substantive change not met resulting in common attribution • Revocable trust using SSN and Minor Child • LLC using SSN and Minor Child
Trust – Revocable using SSN	Revocable trust using SSN and Minor Child
Limited Liability Corporation using SSN	LLC using SSN and Minor Child**--***
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

--*

***--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

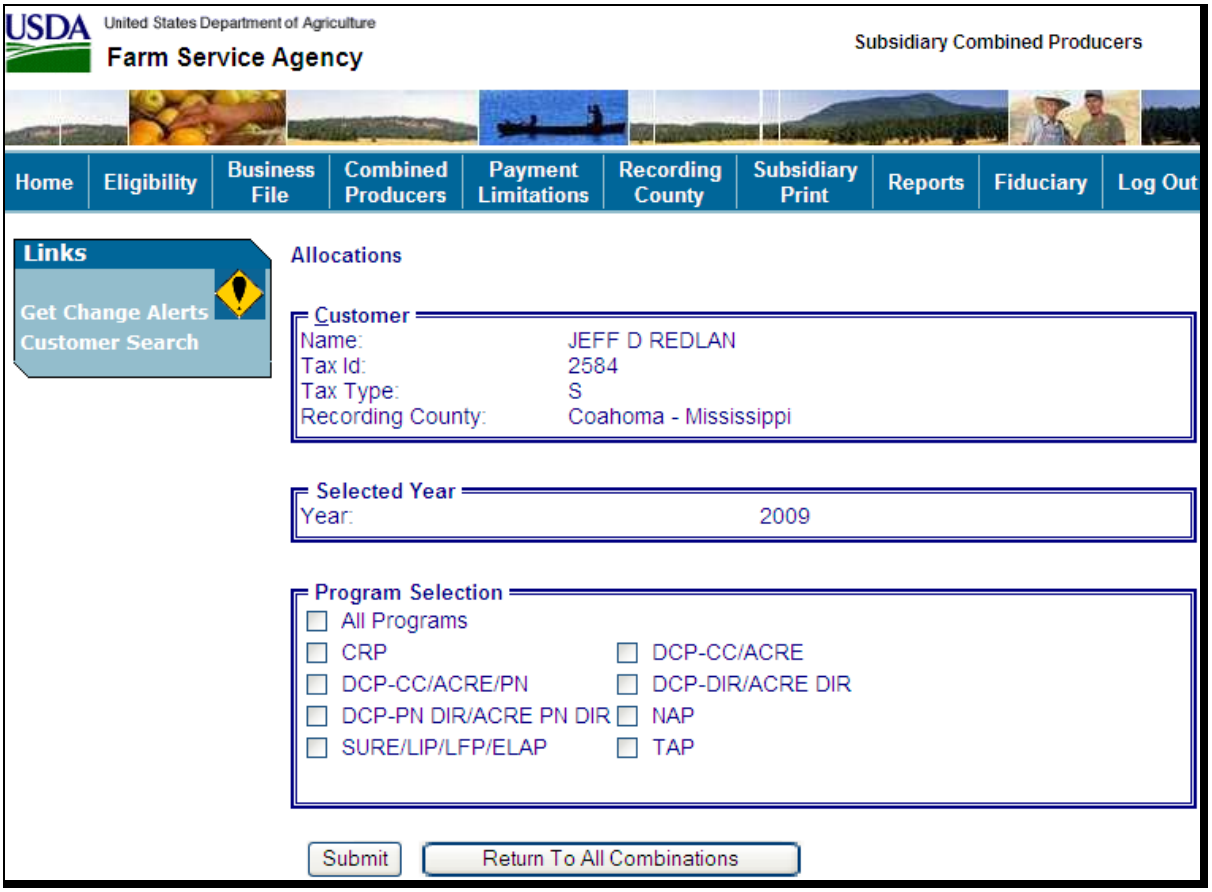
On the Subsidiary Combined Producers Screen, after selecting year from the All Combinations For Customer - Year drop-down menu (see paragraph 82 for access), CLICK "**Allocations**", to access the common attribution payment limitation allocation.

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.

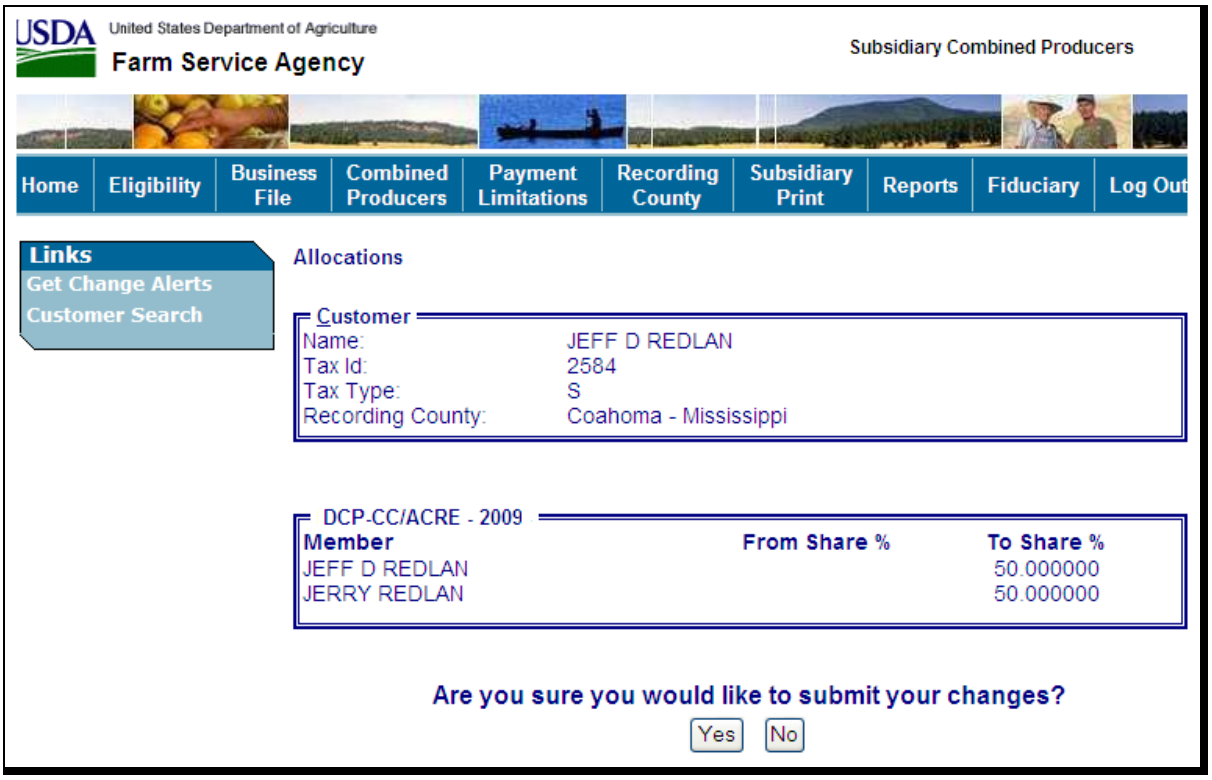
Field/Button	Description	Action
Customer	Identifies selected customer.	
Selected Program	Identifies selected programs, years, and lists all persons and/or legal entities (members) of "Attribution" type combinations that are directly and indirectly related. Shares **must**: • be entered in the XXX.XXXXXX 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.

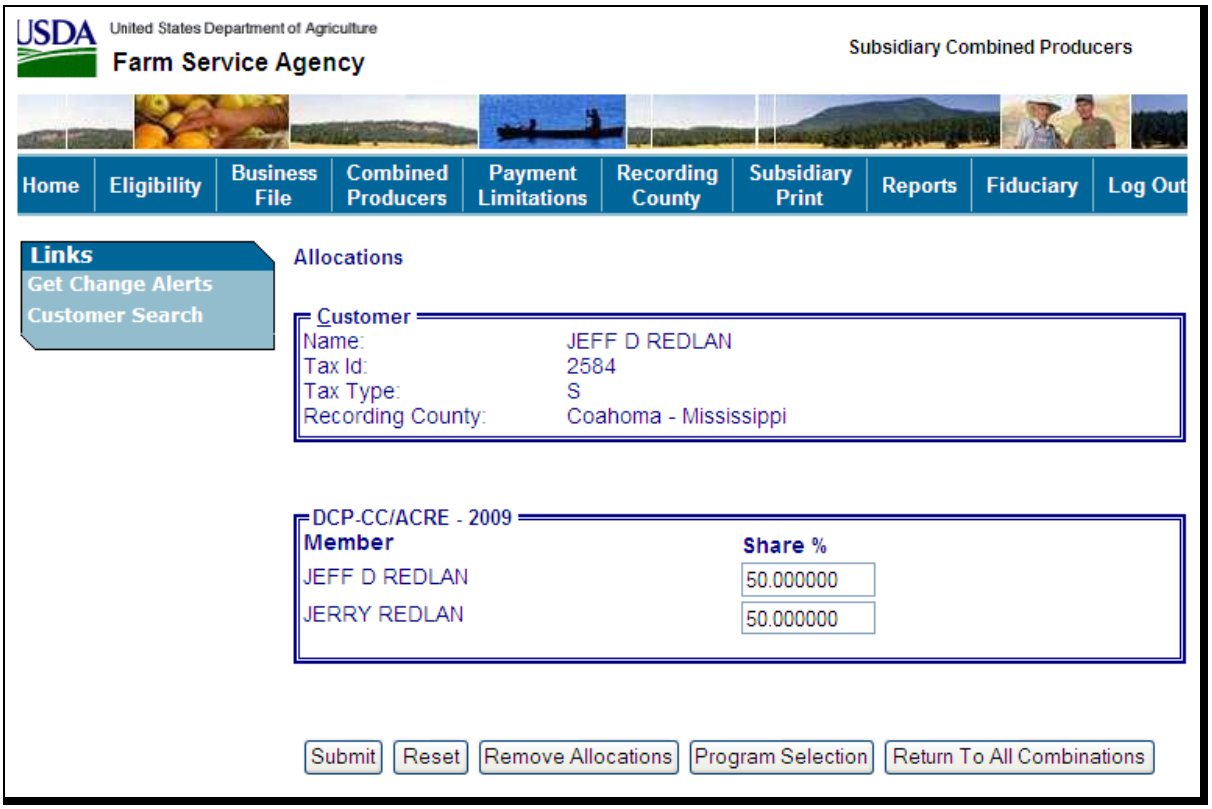
Field/Button	Description	Action
Customer	Identifies selected customer.	
Selected Program	Identifies selected program, year, and lists: • all persons and/or legal entities (members) of "Attribution" type combinations that are directly and indirectly related • persons and/or legal entities (members) share 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

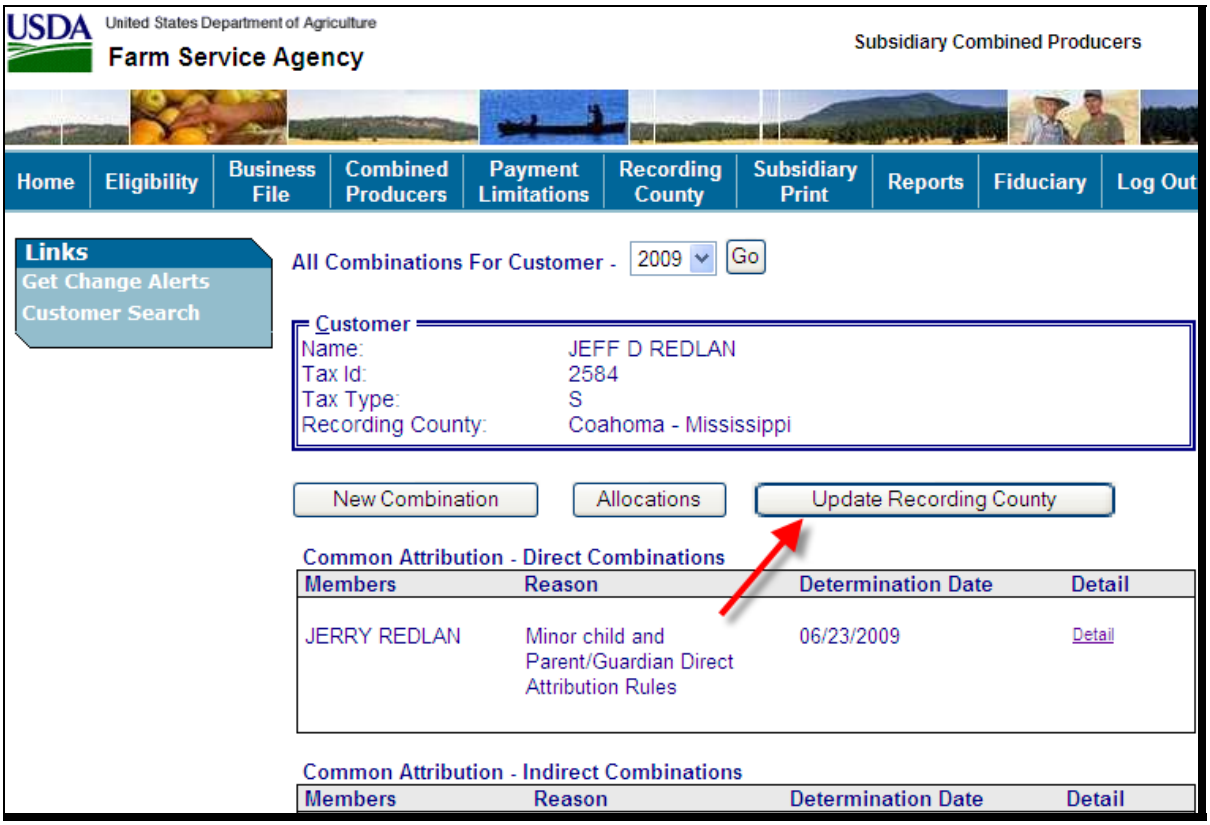
  Note: Occasionally 2 super combinations, with previously established recording counties, may have members combined. In these cases, the recording county for the new super combination will be the county that processed the combination that created the new super combination. As with other combinations,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

- ***--**may not be the same county as the recording county described in paragraph 10.**--***

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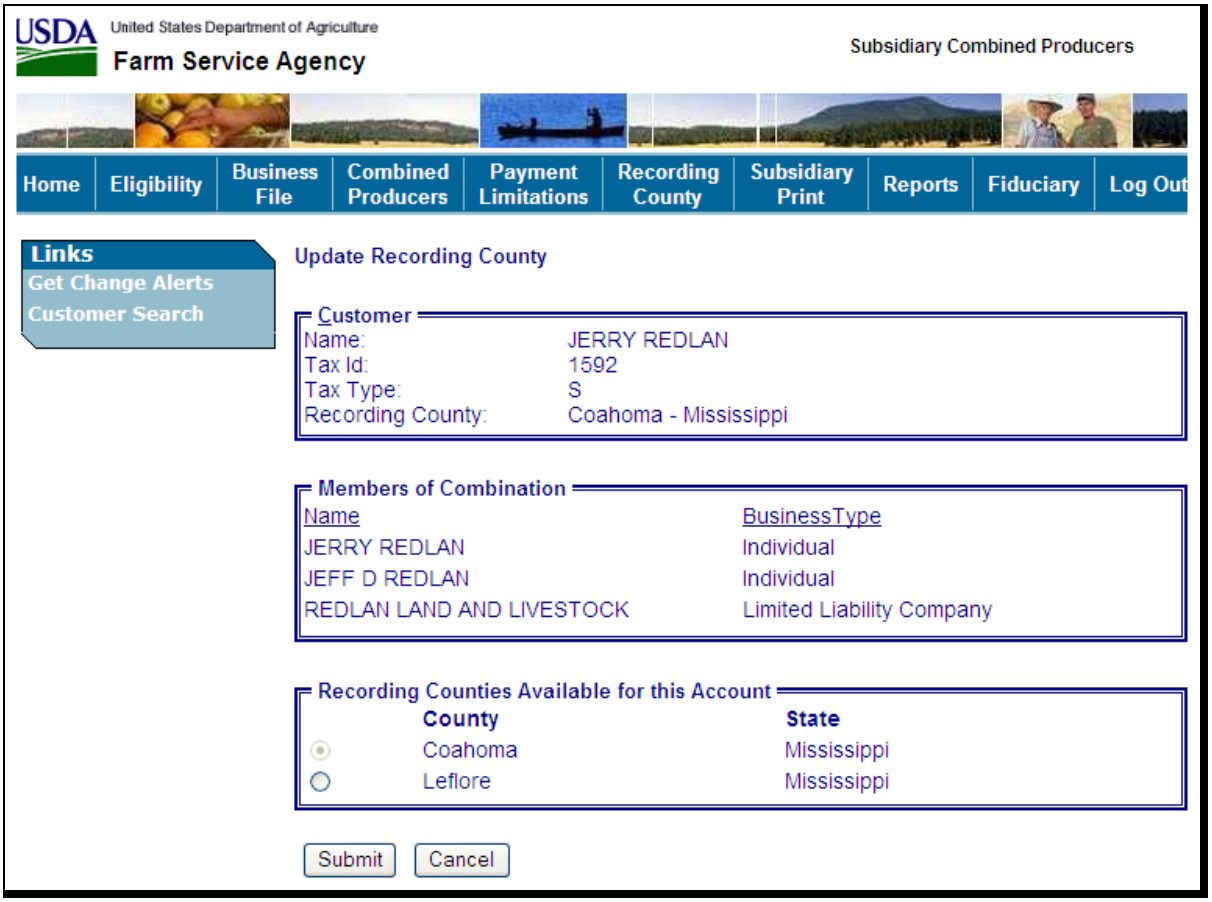
*--100 Updating the Combined Producer Recording County (Continued)

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.

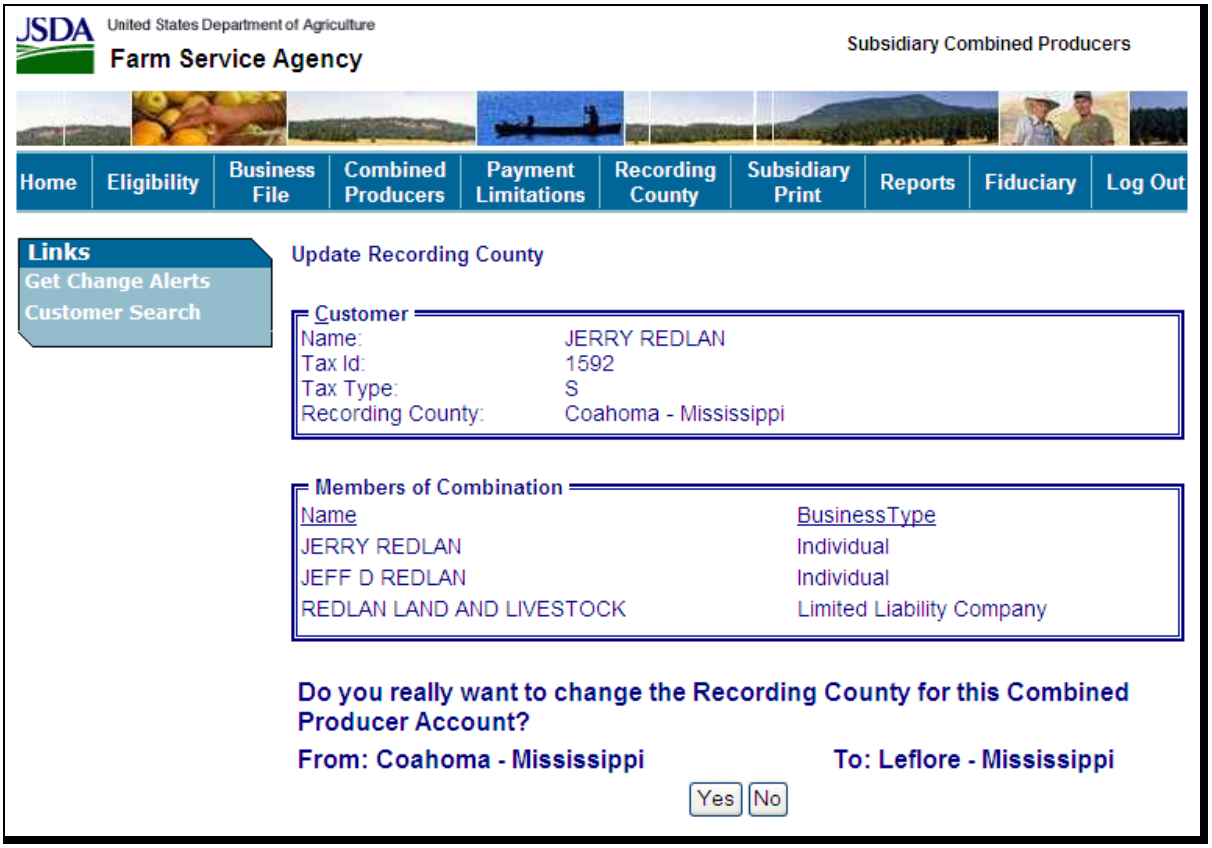
--*

*--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.

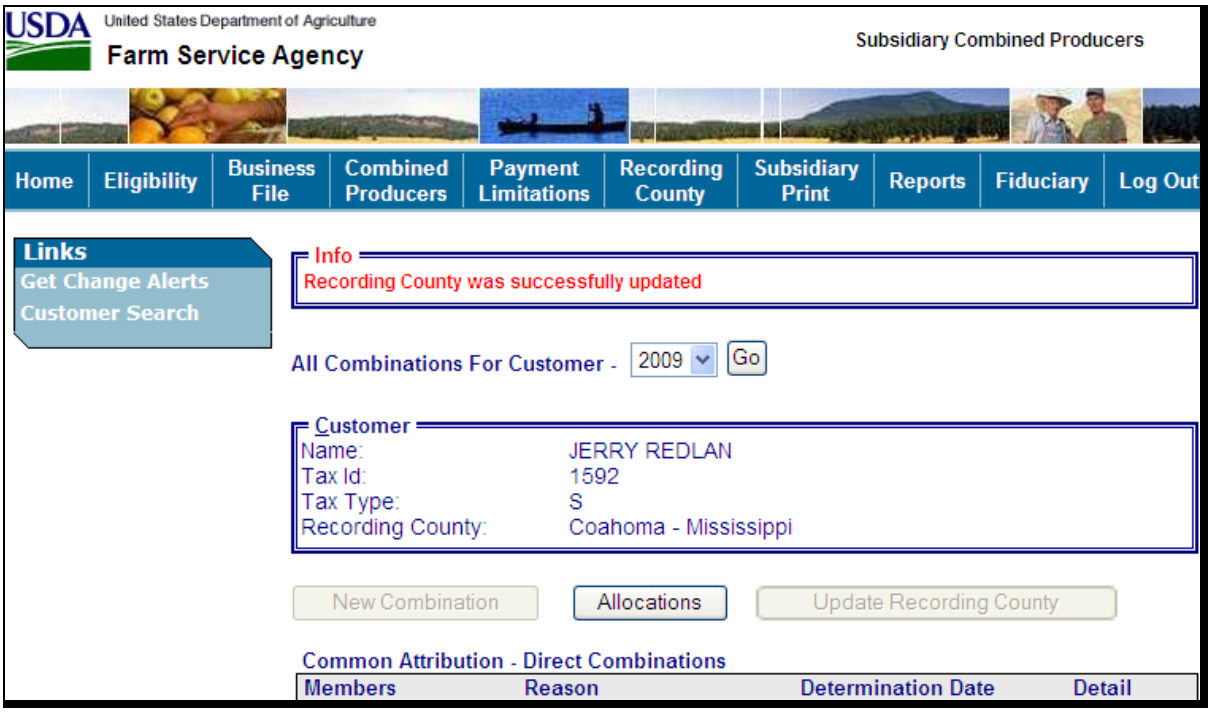
Field/Button	Description	Action
Customer	Identifies selected customer. **Note:** The recording county in this section is the eligibility recording county **not** the combined recording county.	
Members of Combination	Identifies any member of a combination that is directly or indirectly combined with 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

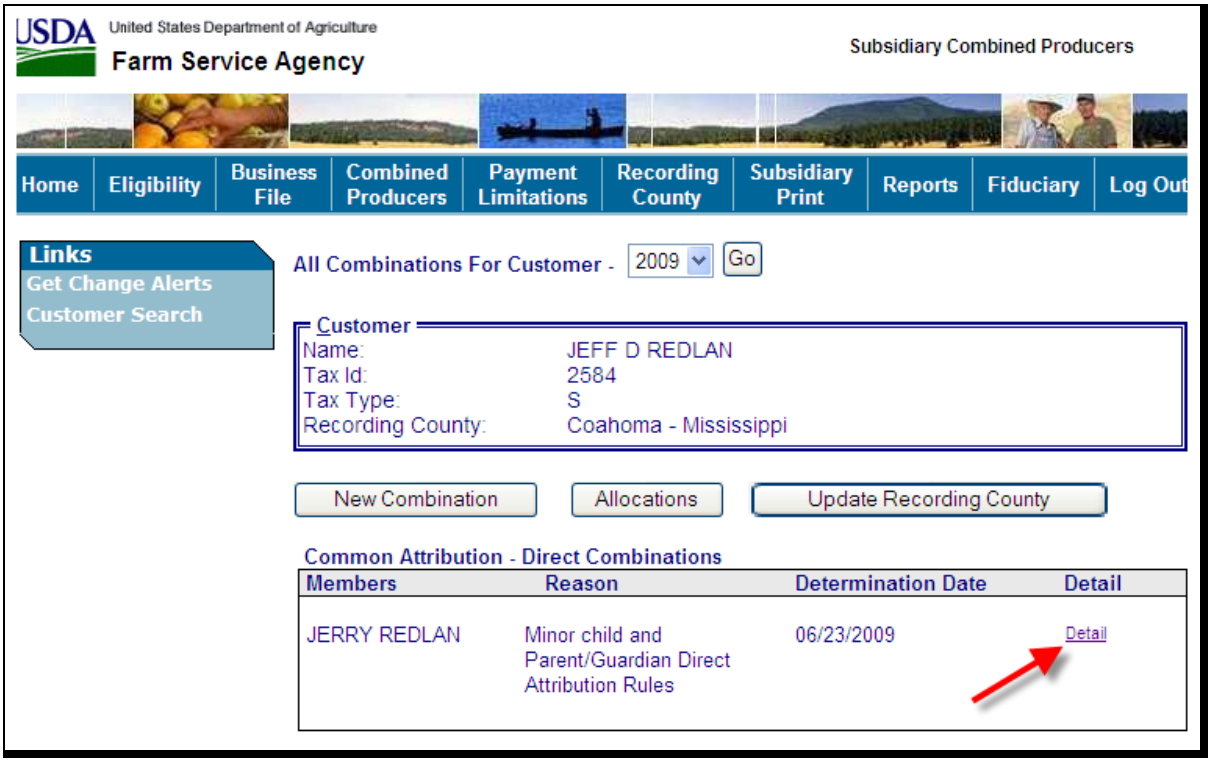
A Overview

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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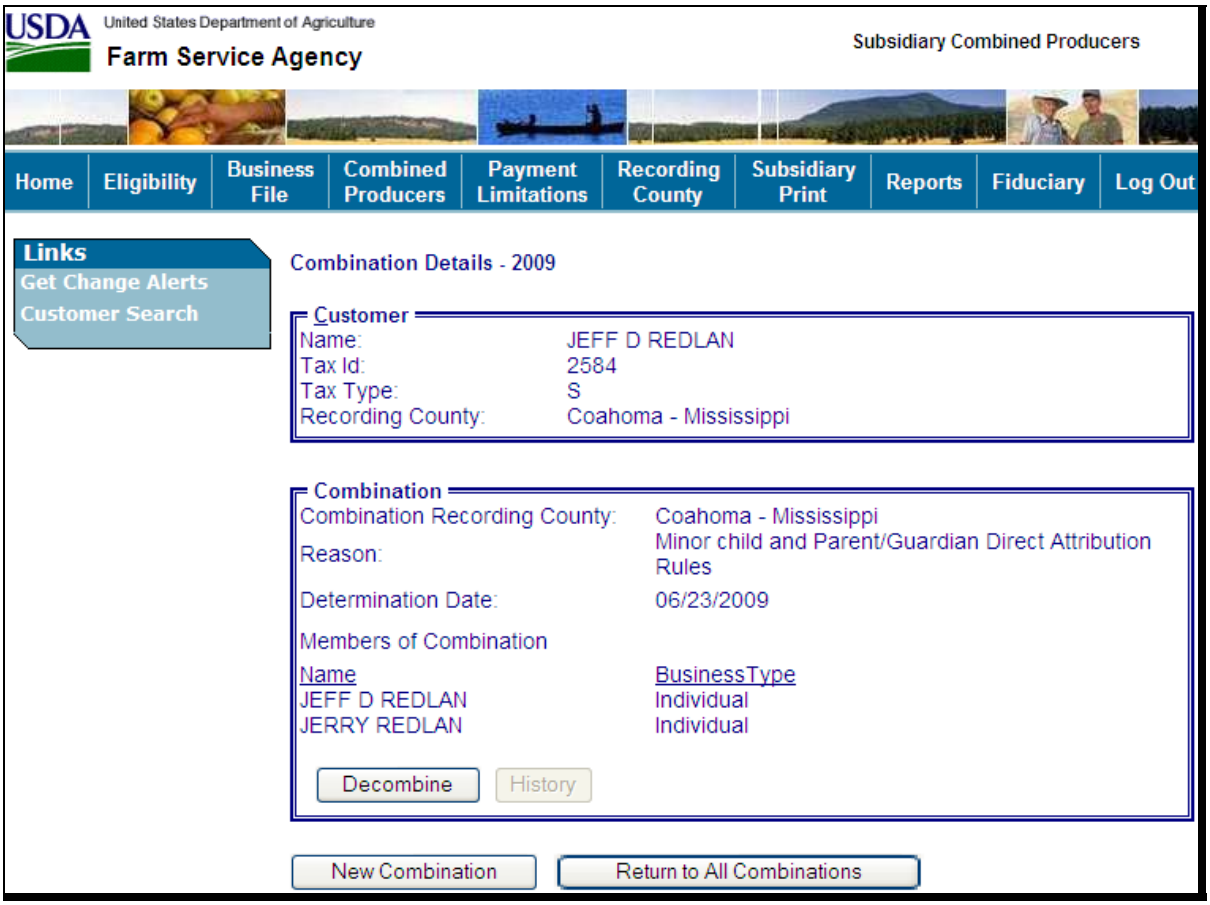
*--103 Combination Detail (Continued)

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.**--***

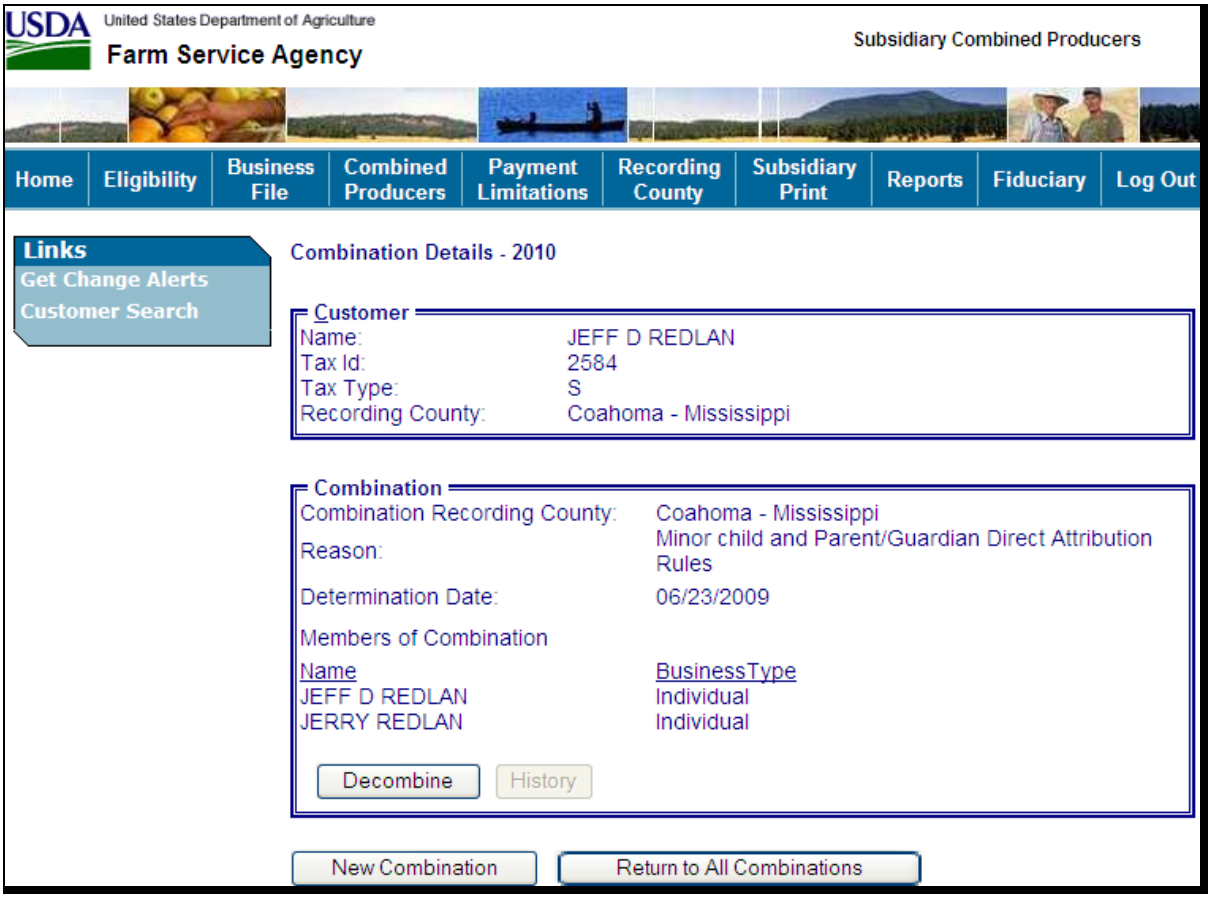
*--106 Decombining Producers

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.



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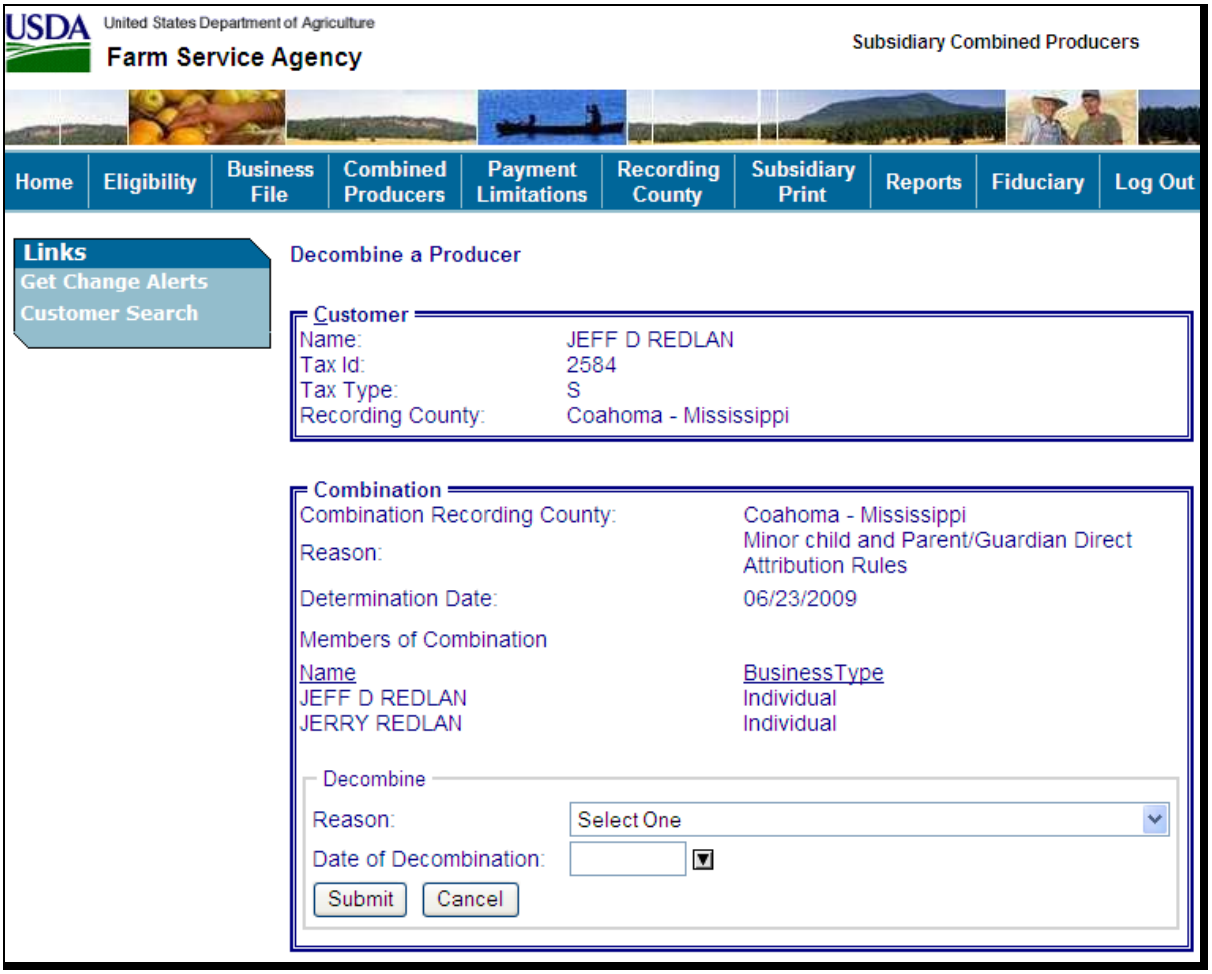
*--106 Decombining Producers (Continued)

C Updating the Decombination

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



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

C Updating the Decombination (Continued)

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

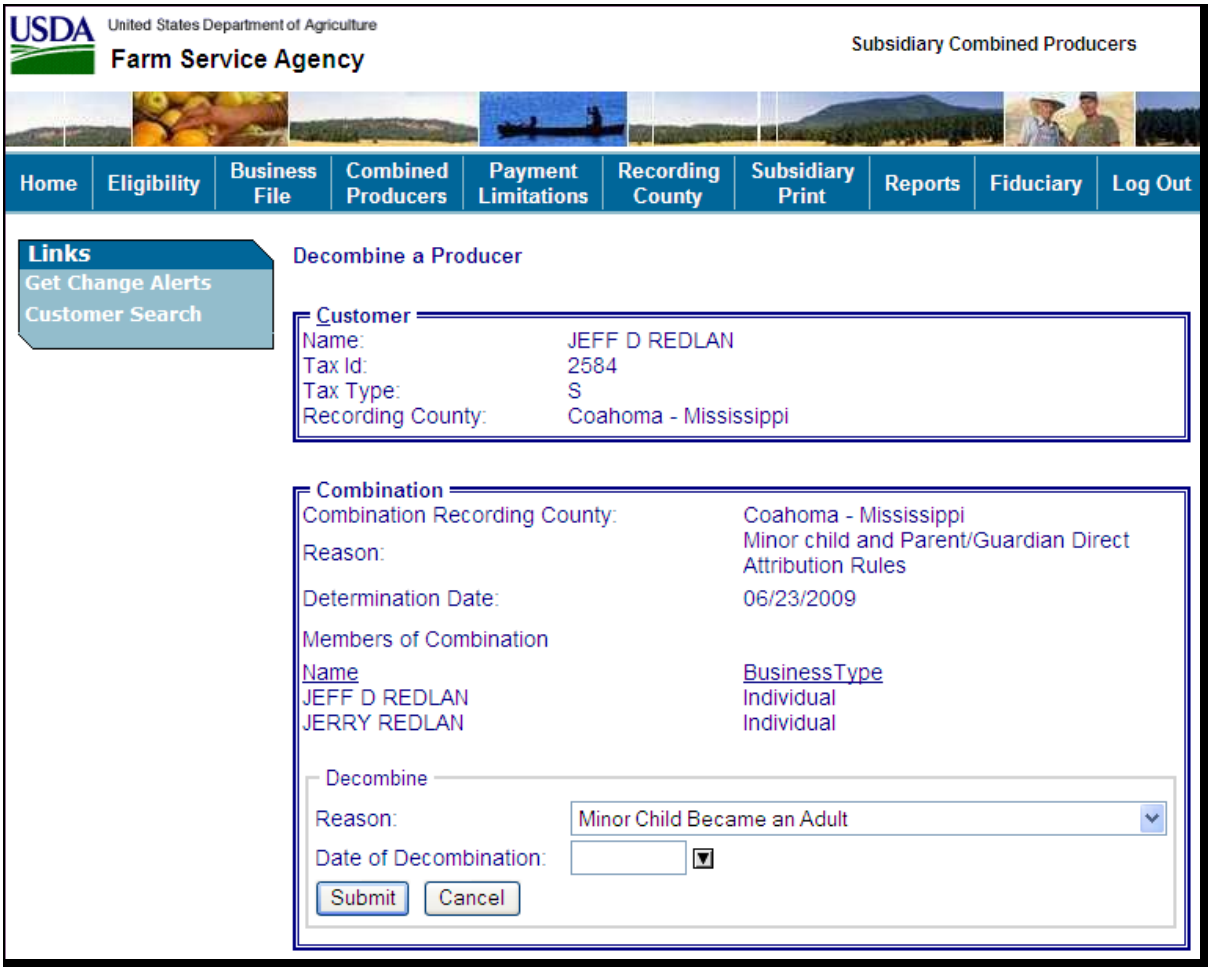
Field/Button	Description	Action
Customer	Identifies selected customer.	
Combination	Identifies certain aspects of the combined producer record as recorded according to paragraph 84.	
Decombine	Allows users to select the decombination reason and date of determination.	
Submit	Continues the decombination 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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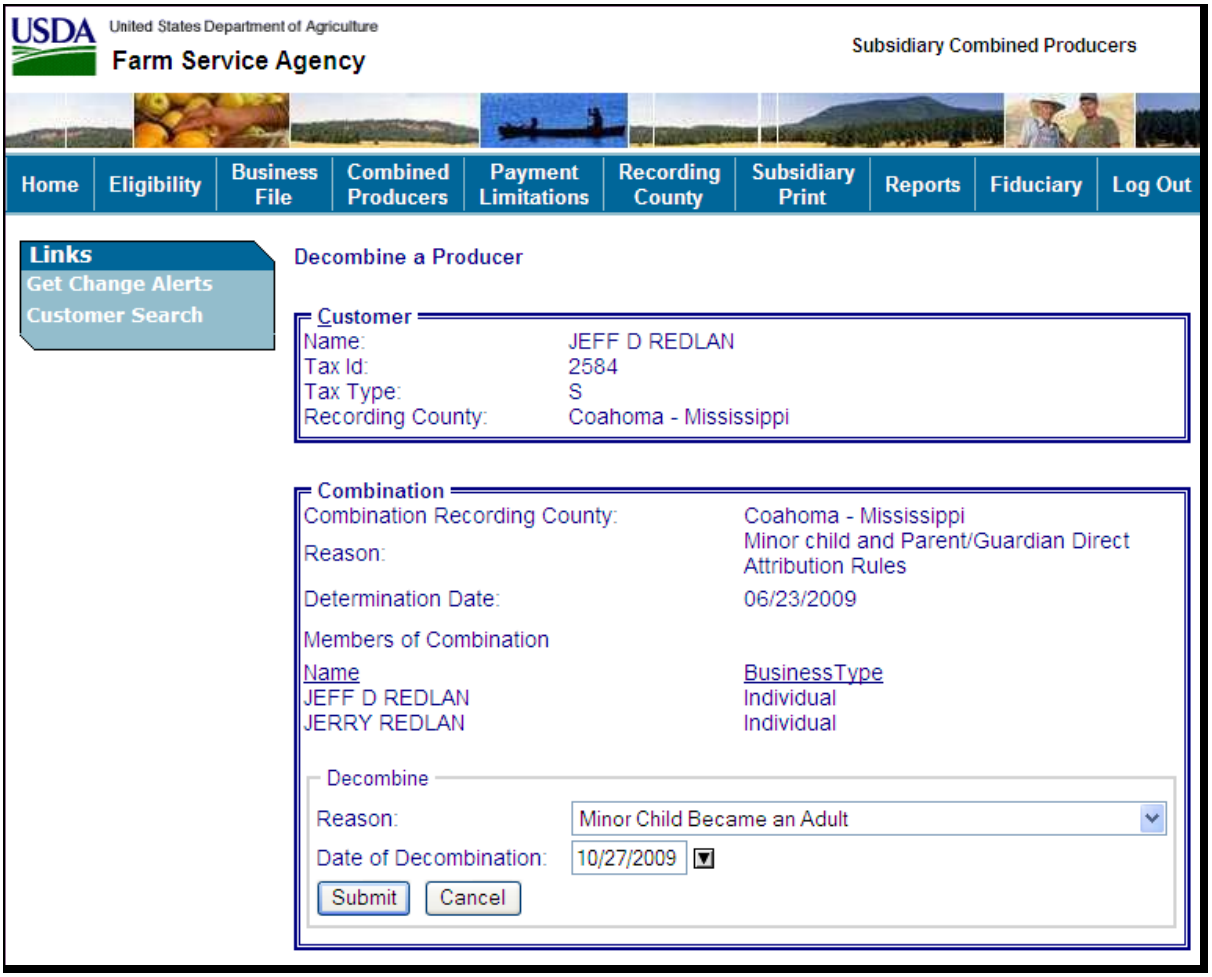
*--106 Decombining Producers (Continued)

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.



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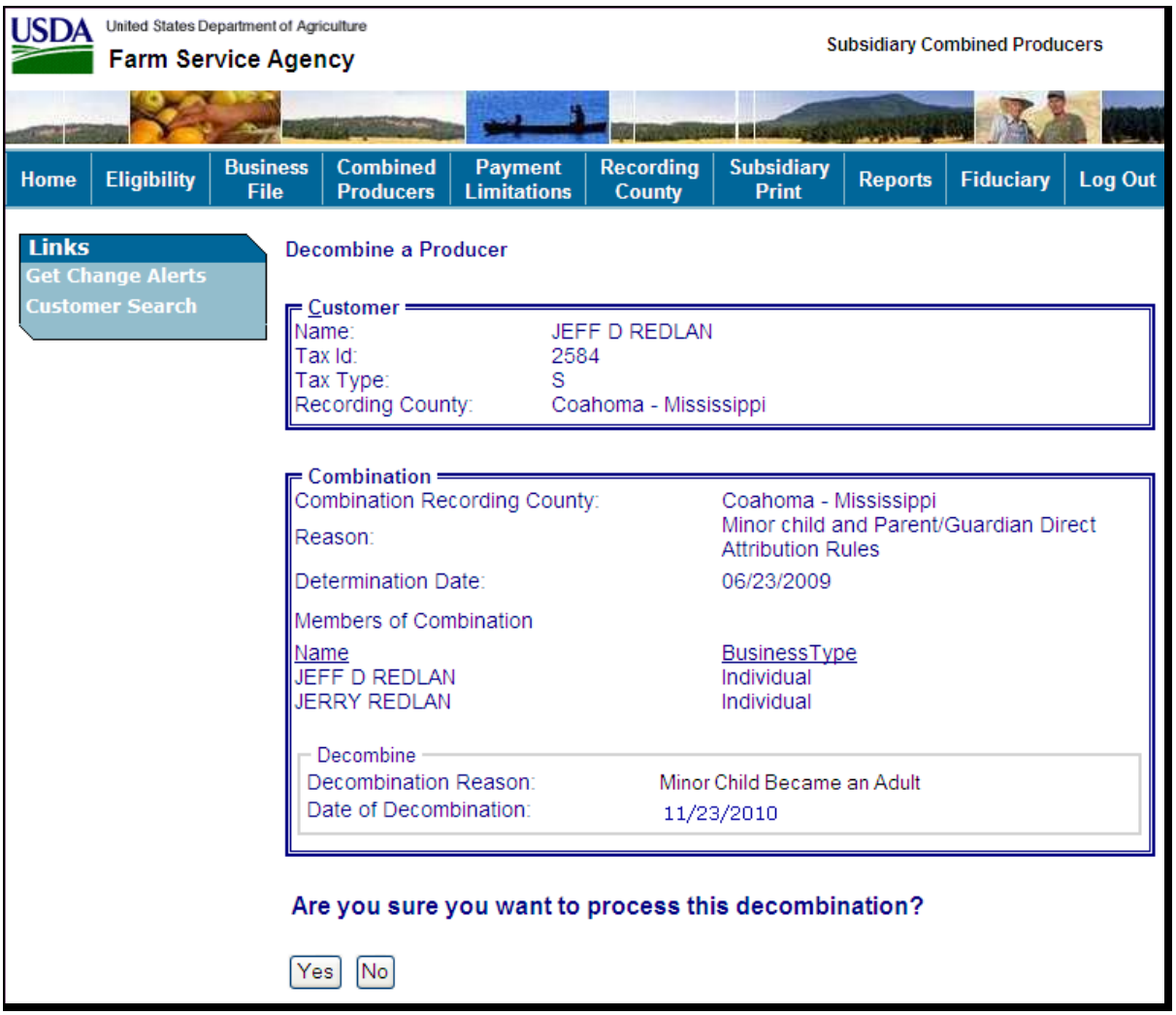
*--106 Decombining Producers (Continued)

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.



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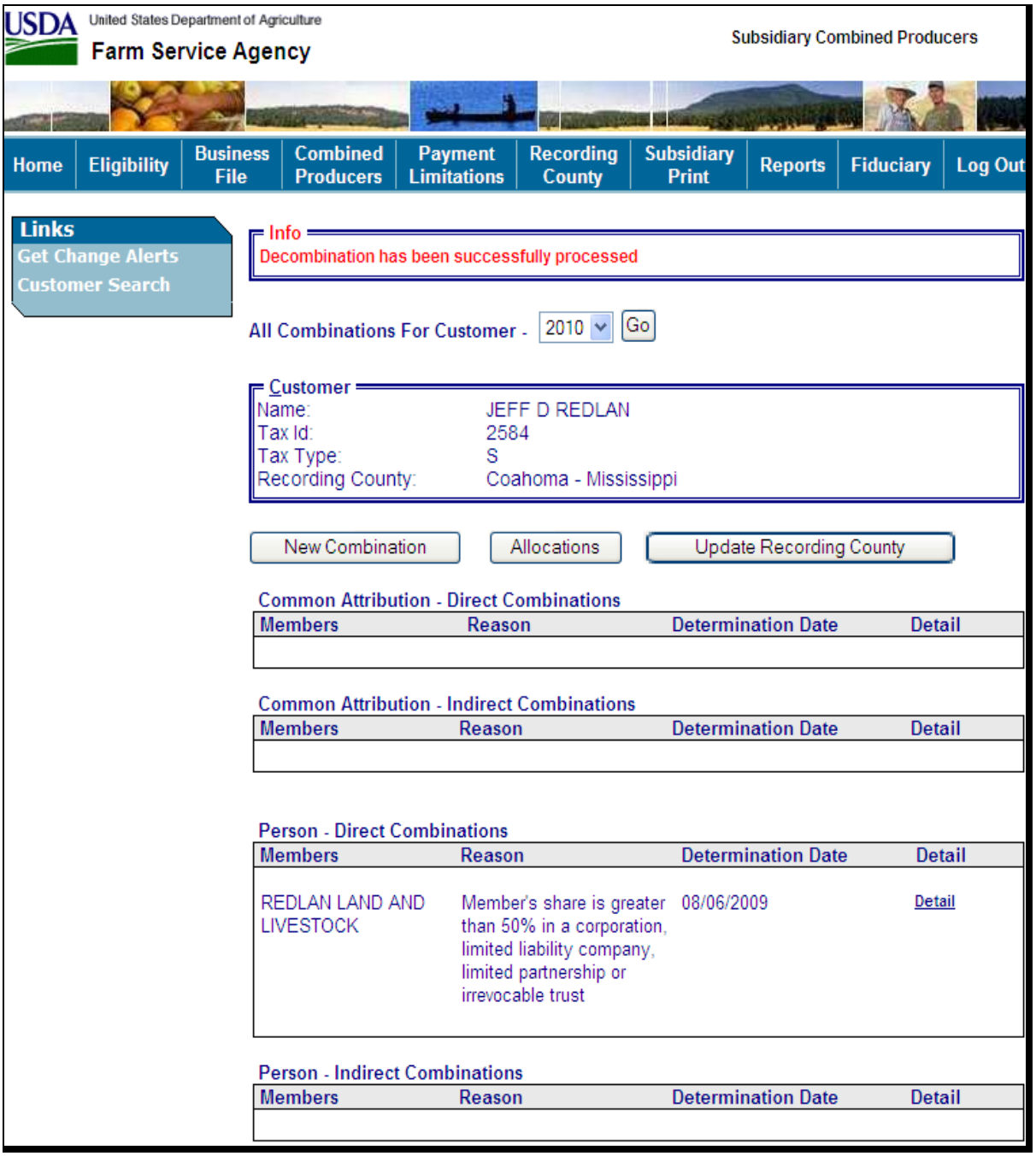
*--106 Decombining Producers (Continued)

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".



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*--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 Web-Based Payment Limitation System

131 Nationwide Database

A Introduction

The web-based Payment Limitation System provides 1 nationwide database to control payment limitation. For multi county producers, this will allow program payments to be issued on a first-come, first- served basis.

This part provides guidance on the following topics:

- reductions to payment limitation
- recording payment limitation adjustments for inheritance provision
- recording payment limitation adjustments for program provisions
- viewing and printing payment limitation reports.

B Why This Part Is Important

This part is important because automated payment processes use payment limitation data to issue payments.

C Year-Specific File

The payment limitation database is year-specific. County Offices must be sure to select the appropriate year when accessing, viewing, and updating the producer's payment limitation record.**--***

*--132 Guidelines

A Overview

County Offices shall follow the guidelines in this paragraph when viewing or updating payment limitation records.

B Payment Limitation Details

Payment limitation details may be viewed/printed for:

- producers with a SCIMS legacy link; payment limitation details will be available for individuals, entities, and members of entities/joint operation

- programs when payment limitation is applicable.

Payment limitation is **not** applicable to the following SCIMS business types and **cannot** be viewed/printed:

- BIA
- Federal-owned
- financial institution
- general entity member
- general partnership
- Indian tribal venture
- Indians represented by BIA
- joint venture
- news media
- other
- public body.--*

132 Guidelines (Continued)

C Payment Limitation Adjustments

Determine the dollar amount of payment limitation adjustments as follows:

- inheritance adjustments according to inheritance provision in 4-PL, paragraph 178
- program adjustment increase/decrease according to program provisions in applicable program policy.

Payment limitation adjustments may be:

- updated by employees in the producer's eligibility recording county
- updated by State Office employees for producers whose eligibility recording county is in their State
- viewed by all other users.

Use CCC-527 to request the recording county update payment limitation adjustments.

133 (Withdrawn--Amend. 9)

134–140 (Reserved)

141 Accessing the Web-Based Payment Limitation System

A Overview

The web-based Payment Limitation System is part of the web-based Subsidiary System.

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

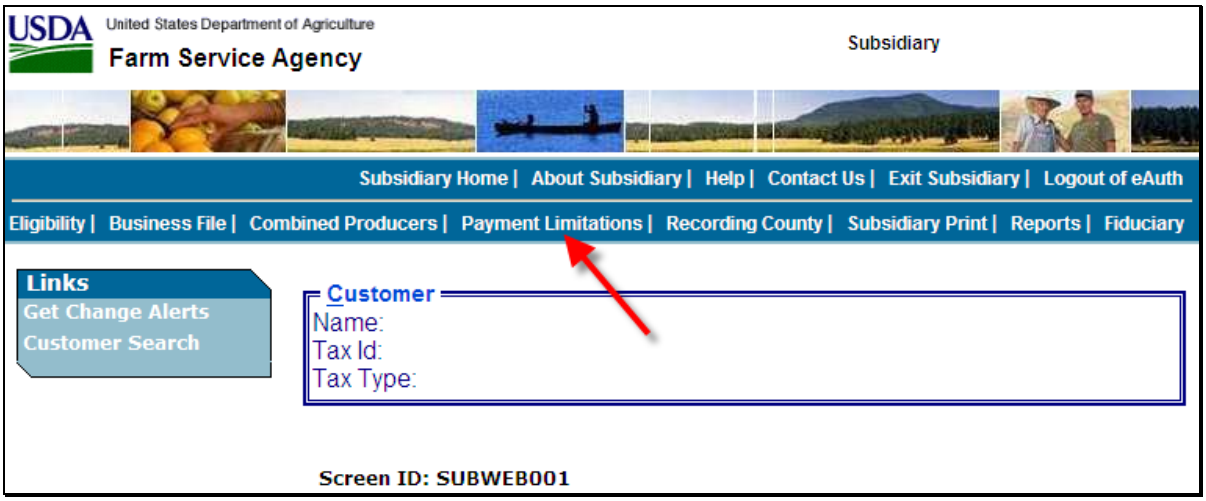
B Accessing the Web-Based Subsidiary System

--**Access the web-based Subsidiary System according to paragraph 9.**--

142 Using the Web-Based Payment Limitation System

A Entering the Web-Based Payment Limitation System

*--To enter the web-based Payment Limitation System, on the Subsidiary Screen SUBWEB001, CLICK "**Payment Limitations**" tab.



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B Selecting the Producer

After users CLICK "Payment Limitations", the SCIMS Customer Search Screen will be displayed. Enter information in SCIMS on the Customer Search Screen by:

- name
- TIN
- type
- other.

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

142 Using the Web-Based Payment Limitation System (Continued)

C Payment Limitation Web Screen PLM-001

After a customer is selected on the SCIMS Customer Search Result Screen, Payment Limitation Web Screen PLM-001 will be displayed.

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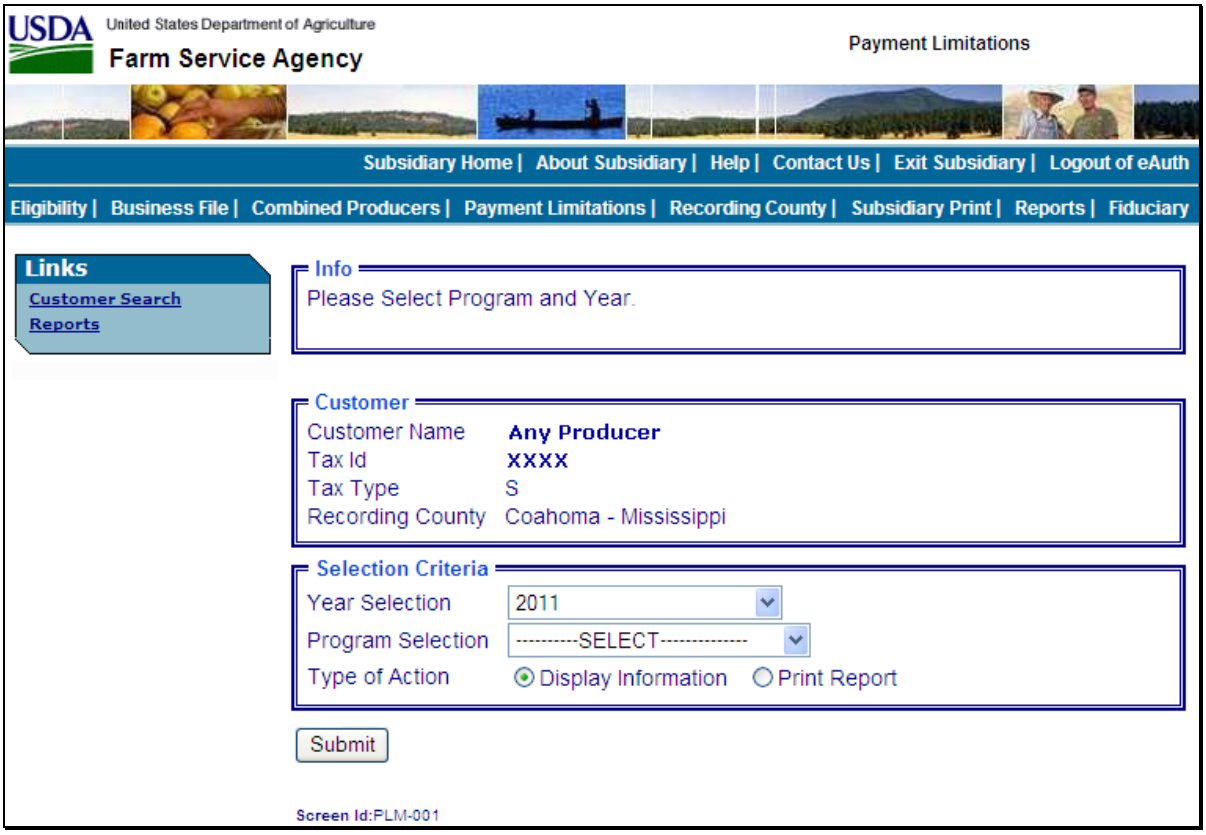

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***--142 Using the Web-Based Payment Limitation System (Continued)**

D Fields on Payment Limitation Web Screen PLM-001

Payment Limitation Web Screen PLM-001:

- is the beginning point for actions relative to the web-based Payment Limitation System
- displays the following items.

Section/ Options	Field	Description
Info		Provides information error messages about Payment Limitation Web Screen PLM-001. See subparagraph E for a list of error messages.
Customer	Customer Name	Identifies selected customer.
	Tax ID	Identifies last 4 digits of TIN for the selected customer.
	Tax Type	Identifies the type of TIN for the selected customer.
	Recording County	Identifies county assigned as the selected customer's eligibility recording county.
Selection Criteria	Year Selection	Allows users to select the year to update/view payment limitation information. A drop-down menu will be displayed with the available years. Click the applicable year to select. **Note:** System defaults to the current year.
	Program Selection	Allows users to select a program to update/view payment limitation information. A drop-down menu will be displayed with the effective programs for the selected year. Click the applicable program to select.
	Type of Action	Allows users to select either of the following: • "Display Information" allows users to view the selected producer's payment limitation details; if user is an employee from the eligibility recording county, user will be allowed to update payment limitation adjustments; for all other users payment limitation adjustments will be view-only • "Print Report" displays the selected producer's payment limitation details in PDF format for printing (see paragraph 143 to print the Payment Limitation Details Report). **Note:** System defaults to "Display Information".
Submit		CLICK "**Submit**" to continue to the customer's Payment Limitation Web Screen PLM-002 with the selected criteria.

--*

*--142 Using the Web-Based Payment Limitation System (Continued)

E Error Messages

The business type of the selected customer determines if:

- the customer is eligible to receive payments for the selected year and program
- payment limitation is applicable for the selected customer, year, and program.

Error messages will be displayed according to the following table.

IF the selected customer has a business type of…	AND…	THEN the system will display the error message…
General Partnership		Payment limitation is not applicable for General Partnerships.
Joint Venture		Payment limitation is not applicable for Joint Ventures.
Indians Represented by Bureau of Indian Affairs		Payment limitation is not applicable for Indians Represented by Bureau of Indian Affairs
Indian Tribal Ventures		Payment limitation is not applicable for Indian Tribal Ventures
Public School	public school entities are not eligible for payments for the selected year and program	Customer has a business type that is not eligible for payment for the selected program.
	public school entities are: • eligible for payments for the selected year and program • located in a State with a population of less than 1.5 million	Payment limitation is not applicable because the selected customer has a SCIMS link to a state with unlimited payment limitation for Public Schools.
Federal Owned Entity	Federal-owned entities are not eligible for payments for the selected year and program	Customer has a business type that is not eligible for payment for the selected program.
State and Local Government	State and local government entities are not eligible for payments for the selected year and program	
Bureau of Indian Affairs		
News Media		
Public Body		
Other		
General Entity Member		
Financial Institution		

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*--142 Using the Web-Based Payment Limitation System (Continued)

E Error Messages (Continued)

Additional error messages will be displayed when payment limitation cannot be calculated, even though the selected customer is eligible for payment and payment limitation is applicable to the selected program and year. Error messages will be displayed according to the following table.

IF error message is…	THEN payment limitation cannot be calculated because…	Action
No eligibility record on file for selected customer	there is no active eligibility record on file for: • the selected customer • at least 1 member of the selected entity or joint operation	Review paragraph 21. An eligibility record is created when the customer is linked in SCIMS to at least 1 FSA County Office.
Joint operation or entity file data has not been recorded for the selected customer	the selected customer is an entity or joint operation that has **not** been recorded in the joint operation or entity file in the county listed as the "Rc St & Cty" in the Multi County Information section of the selected customer's MABDIG.	Update the joint operation/entity file in the county listed as the "Rc St & Cty" in the Multi County Information section of the MABDIG.
Entity or joint operation data is recorded on the entity file, but the accumulated member shares do not equal 100% and the discrepancy exceeds 1%	the selected customer is recorded in the county listed as the "Rc St & Cty" in the Multi County Information section of the selected customer's MABDIG; however, the sum of the members actual shares meets either of the following conditions: • greater than 101 percent • less than 99 percent.	Verify the shares and update the joint operation/entity file with the correct shares. If the correct shares are present, report this condition to your subsidiary State Office specialist.
Customer or a member of the joint operation/entity does not have a valid ID number eligible for payment	a valid TIN and/or type are not on file for: • the selected customer • at least 1 member of the selected entity or joint operation.	Verify TIN and/or type and update SCIMS with the correct TIN and/or type.

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***--142 Using the Web-Based Payment Limitation System (Continued)**

E Error Messages (Continued)

IF error message is…	THEN payment limitation cannot be calculated because…	Action
Customer has a business type that is not eligible for payment for the selected program	the business type of the selected customer is not eligible for payment for the selected program and year.	Verify all business types are correct. If the business type is: • not correct, update SCIMS with the correct business type • correct, the customer is not eligible for payment
Customer or a member of the joint operation/entity has a business type in SCIMS that does not match the entity type on the joint operation/entity file	the entity type in the joint operation/entity file does **not** match the business type in SCIMS for: • the selected customer • at least 1 member of the selected entity or joint operation.	Verify which business type is correct and update the incorrect business type.
Customer is not linked in SCIMS. If the customer is a joint operation/entity, then the customer must be linked in SCIMS to the county where the entity file data is recorded	there is no SCIMS legacy link to the county listed as the "Rc St & Cty" in the multi county section of the MABDIG for: • the selected customer • at least 1 member of the selected entity or joint operation.	Establish a SCIMS legacy link, for the joint operation/entity, to the county listed as the "Rc St & Cty" in the multi county section of the MABDIG.
Payment Limitation could not be determined because there is at least one member with a condition making the selected customer ineligible	the selected customer is an entity that has an embedded entity with a condition preventing the system from calculating payment limitation.	Access the embedded entity to view the error message and follow the action described for the error message.

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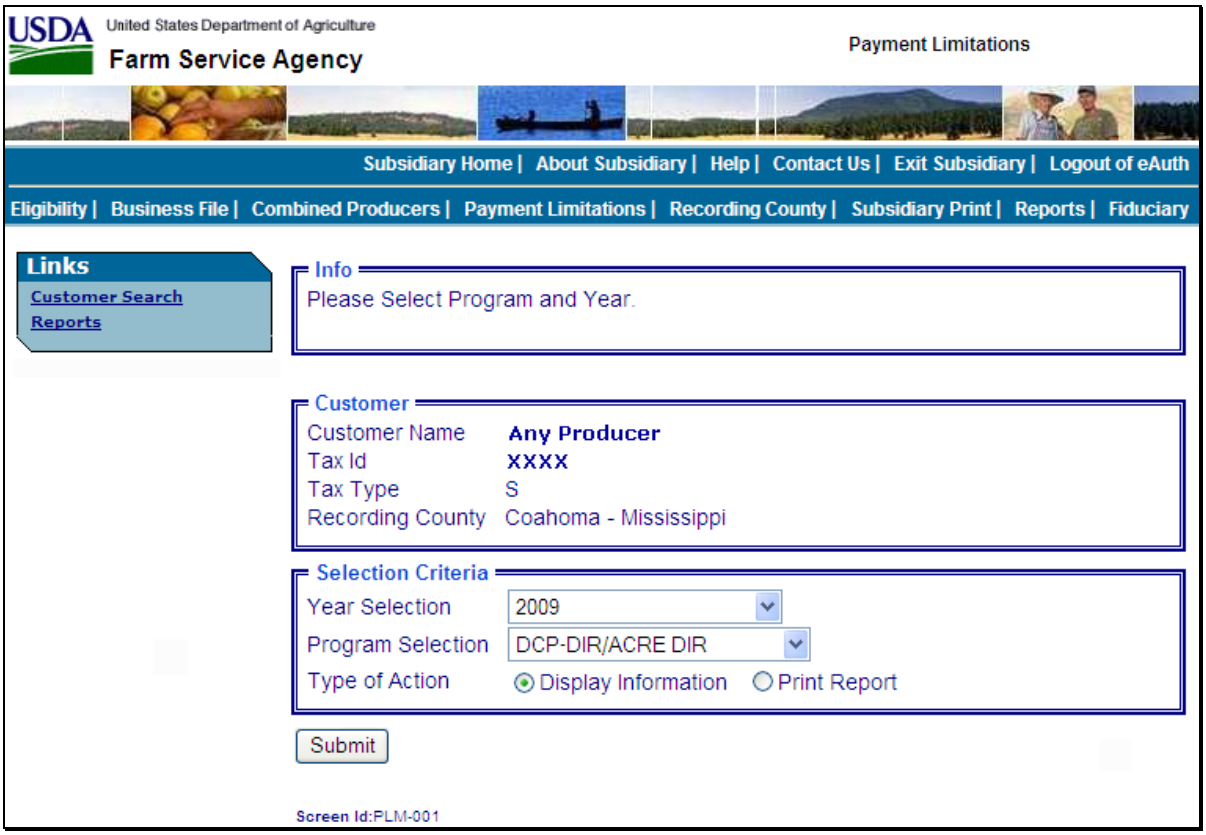
142 Using the Web-Based Payment Limitation System (Continued)

F Completed Payment Limitation Web Screen PLM-001

This is an example of the Payment Limitation Selection Page after users select year "**2009**", *--program "**DCP-DIR/ACRE DIR**", and "**Display Information**". If users CLICK "**Submit**", Payment Limitation Web Screen PLM-002 will be displayed.



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142 Using the Web-Based Payment Limitation System (Continued)

G Payment Limitation Web Screen PLM-002

After users select the criteria and CLICK "**Submit**" on Payment Limitation Web Screen PLM-001, Payment Limitation Web Screen PLM-002 will be displayed.

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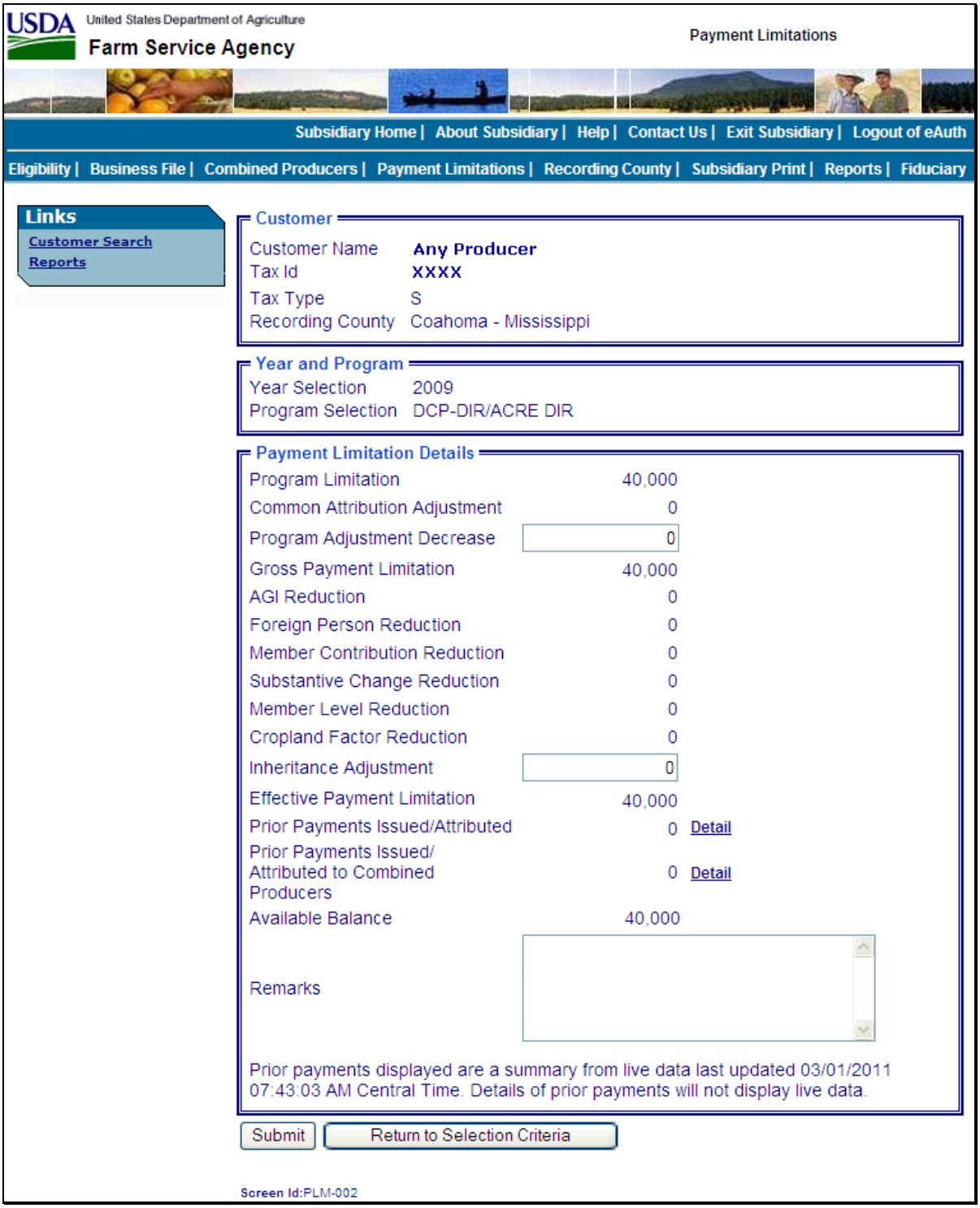

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***--142 Using the Web-Based Payment Limitation System (Continued)**

H Fields on Payment Limitation Web Screen PLM-002

Payment Limitation Web Screen PLM-002 will be displayed with the following items.

Section/ Options	Field/Options	Description
Customer	Customer Name	Identifies selected customer.
	Tax ID	Identifies last 4 digits of TIN for the selected customer.
	Tax Type	Identifies type of TIN for the selected customer.
	Recording County	Identifies county assigned as the selected customer's eligibility recording county.
Program and Year	Year Selection	Identifies year selected by the user.
	Program Selection	Identifies program name selected by the user.
Payment Limitation Details	Program Limitation	Will be displayed with payment limitation for the program and year selected by the user.
	Common Attribution Adjustment	Will be displayed when a payment limitation allocation share has been entered for the producer according to paragraph 98. The dollar amount displayed is the result of the following calculation: • program limitation times • percent allocated to the producer according to paragraph 98. **Note:** This will become the producer's program limitation.

--*

*--142 Using the Web-Based Payment Limitation System (Continued)

H Fields on Payment Limitation Web Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description
Payment Limitation Details (Continued)	Program Adjustment Increase	Allows users to enter program adjustment increases according to applicable policy, as follows: • will only be displayed when applicable to the program and year selected • may only be updated by the producer's eligibility recording county; all other counties will have view-only access • shall only be updated according to applicable policy • will allow entering numeric value in whole dollars, commas are **not** required • dollar amount entered will increase the selected producer's program payment limitation • shall be the sum of all program adjustment increases. **Important:** County Offices **shall not** enter program adjustment increases unless specifically authorized by program policy. **Note:** If program adjustment increase is not applicable to the selected program and year, the field will **not** be displayed.
	Program Adjustment Decrease	Allows users to enter program adjustment decreases according to applicable policy, as follows: • will only be displayed when applicable to the program and year selected • may only be updated by the producer's eligibility recording county; all other counties will have view-only access • shall only be updated according to applicable policy • will allow entering numeric value in whole dollars, commas are **not** required • dollar amount entered will decrease the selected producer's payment limitation • shall be the sum of all program adjustment decreases. **Important:** County Offices **shall not** enter program adjustment decreases unless specifically authorized by program policy. **Note:** If program adjustment decrease is not applicable to the selected program and year, the field will **not** be displayed.

--*

***--142 Using the Web-Based Payment Limitation System (Continued)**

H Fields on Payment Limitation Web Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description
Payment Limitation Details (Continued)	Program Factor	When applicable, will be displayed with a dollar amount by which the program limitation is reduced because a factor was applied to all payments for the selected program and year. **Example:** When funds allocated for a program are limited and payments for the approved applications are greater than the allocated funds, a factor is determined and applied to the program limitation. **Note:** If a program factor is not applicable to the selected program and year, the field will **not** be displayed.
	Gross Payment Limitation	Will be displayed with the result of the following calculation: • program limitation or common attribution adjustment if applicable • plus program adjustment increase • minus program adjustment decrease • minus program factor reduction.
	Permitted Reduction	Will be displayed with the dollar amount of reduction to the program payment when permitted entity rules apply.
	AGI Reduction	Will be displayed with the dollar amount of reduction when the applicable AGI provisions are not met.
	Foreign Person	Will be displayed with the dollar amount of reduction when Foreign Person provisions are not met.
	Member Contribution Reduction	Will be displayed with the dollar amount of reduction when the applicable substantive change provisions are not met.
	Substantive Change Reduction	Will be displayed with the dollar amount of reduction when the applicable substantive change provisions are not met.
	Member Level Reduction	Will be displayed with the dollar amount of reduction when payments are not issued because the producer is an embedded member of an entity below the third level.
	Cropland Factor	Will be displayed with the dollar amount of reduction when payments were reduced due to cropland factor.

--*

*--142 Using the Web-Based Payment Limitation System (Continued)

H Fields on Payment Limitation Web Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description
Payment Limitation Details (Continued)	Inheritance Adjustment	Allows users to enter inheritance adjustments according to 4-PL, paragraph 178. The "Inheritance Adjustment" field: • will only be displayed when applicable to the program and year selected • may only be updated by the producer's eligibility recording county; all other counties will have view-only access • shall only be updated according to 4-PL, paragraph 178 • will allow entering numeric value in whole dollars, commas are **not** required • dollar amount entered will increase the selected producer's program payment limitation. **Important:** County Offices **shall not** enter inheritance adjustments unless specifically authorized by program policy. **Note:** If inheritance adjustment is not applicable to the selected program and year, the field will **not** be displayed.

	Effective Payment Limitation	Will be displayed with the dollar amount resulting from the following calculation:
		
		• Gross Payment Limitation minus the sum of the following, if applicable:
		
		  • Permitted Reduction
		  • AGI Reduction
		  • Foreign Person Reduction
		  • Member Contribution Reduction
		  • Substantive Change Reduction
		  • Member Level Reduction
		  • Cropland Factor Reduction
		
		• plus Inheritance Adjustment.

	Prior Payments Issued/ Attributed	Will be displayed with the dollar amount of payments issued or attributed to the selected producer. The "Details" link will display the Payment Limitation Details Report according to paragraph 143.

--*

*--142 Using the Web-Based Payment Limitation System (Continued)

H Fields on Payment Limitation Web Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description
Payment Limitation Details (Continued)	Prior Payments Issued/ Attributed to Combined Producers	Will be displayed with the dollar amount of program payments issued or attributed to members of: • combinations for person rules found in 1-PL • common attribution for direct attribution rules found in 4-PL. The "Details" link will display the Payment Limitation Details Report according to paragraph 143.
	Available Balance	Will be displayed with the result of Effective Payment Limitation minus the sum of the following: • Prior Payments Issued/Attributed • Prior Payment Issued/Attributed to Combined Producers. **Note:** This may be a negative number when changes are made to the record of the selected customer/member of the selected customer that would result in the Effective Payment Limitation being less than the Prior Payments Issued/Attributed. Changes to the following may result in changes to Effective Payment Limitation: • AGI • common attribution adjustment • cropland factor • foreign person • inheritance adjustment • member contribution • permitted entity • program adjustment • program factor • substantive change.
	Remarks	Free form field that may be used to document details of adjustments. **Caution:** Core PII and/or identity verification PII shall **not** be entered in free form data fields, such as **no** producer names or TIN's.
Submit		Updates producer's payment limitation record with the adjustments entered by the user.
Return to Selection Criteria		Payment Limitation Web Screen PLM-001 will be redisplayed.

--*

***--142 Using the Web-Based Payment Limitation System (Continued)**

H Fields on Payment Limitation Web Screen PLM-002 (Continued)

Data on the Payment Limitation Details screens and reports is compiled from live data; however, data on the Detailed Prior Payments Report is compiled from a reporting database. As a result, the sum of program payments from the Detailed Prior Payments Report may **not** equal the prior payments displayed on the Payment limitation Details screens and reports.

The following statement is provided at the bottom of the Payment Limitation Details Screen to provide the date and time data was compiled.

> "Prior payments displayed are a summary from live data last updated MM/DD/YYYY at hh:mm:ss XM CST. Details of prior payments will **not** display live data."**--***

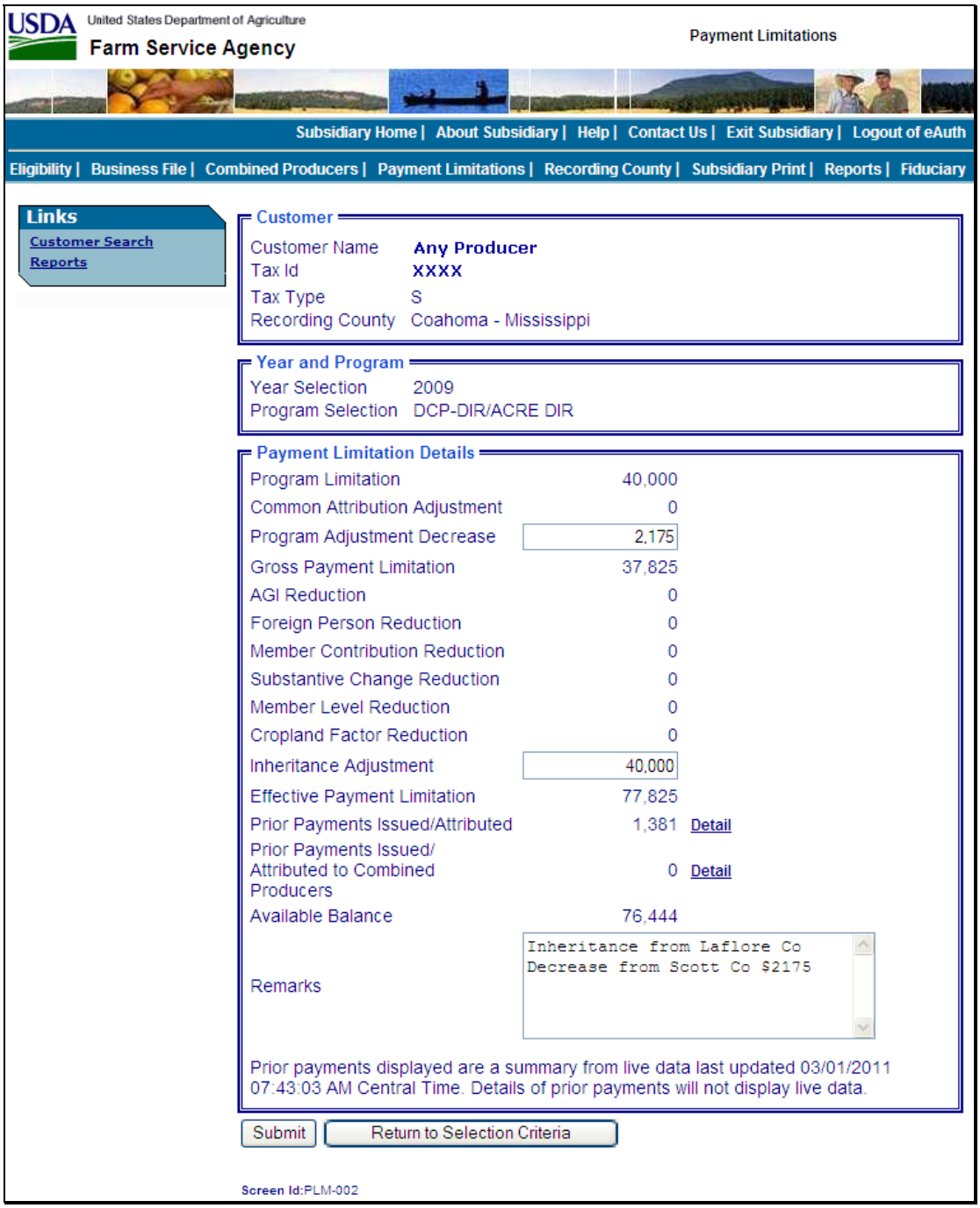
142 Using the Web-Based Payment Limitation System (Continued)

I Completed Payment Limitation Web Screen PLM-002

This is an example of Payment Limitation Web Screen PLM-002 after entering the following for 2009 DCP-DIR/ACRE DIR:

- program adjustment decrease because of provisions in 1-DCP (Rev. 3), paragraph 10
- inheritance adjustment because of meeting provisions in 4-PL, subparagraph 178 A
- remarks. Remarks shall **not** contain PII.

*--



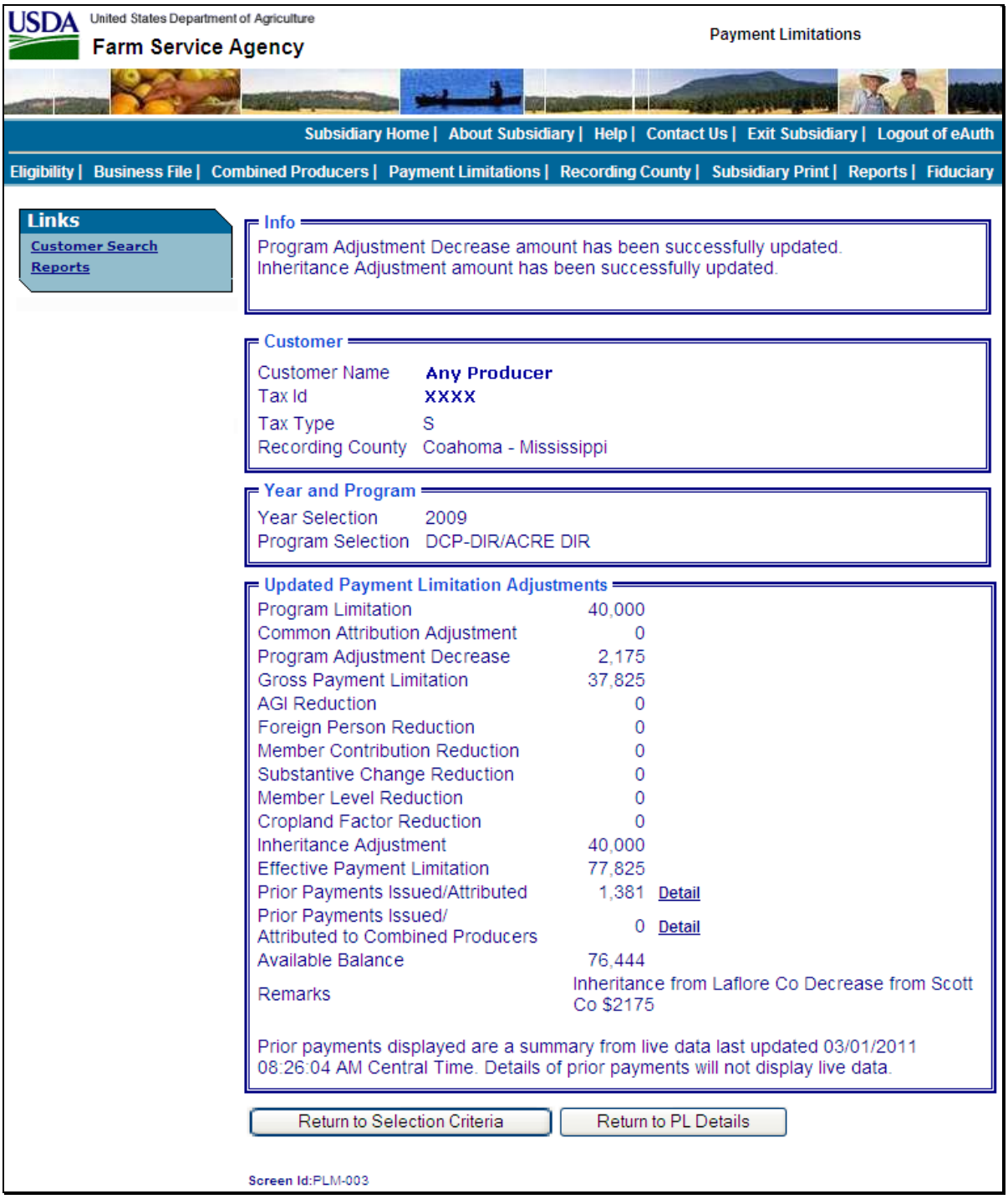
--*

142 Using the Web-Based Payment Limitation System (Continued)

J Payment Limitation Web Screen PLM-003

After users enter payment limitation adjustments and CLICK "**Submit**" on Payment Limitation Web Screen PLM-002, Payment Limitation Web Screen PLM-003 will be displayed.

*--



--*

*--142 Using the Web-Based Payment Limitation System (Continued)

K Fields on Payment Limitation Web Screen PLM-003

Payment Limitation Web Screen PLM-003 will be displayed with the following information/options.

Section	Fields/Options	Description
Info		Provides informational messages. After payment limitation adjustments are successfully submitted on Payment Limitation Web Screen PLM-002, the following applicable messages will be displayed: • "Program Adjustment Decrease amount has been successfully updated." • "Program Adjustment Increase amount has been successfully updated." • "Inheritance Adjustment amount has been successfully updated."
Return to Selection Criteria		Payment Limitation Web Screen PLM-001 will be redisplayed.
Return to PL Details		Payment Limitation Web Screen PLM-002 will be redisplayed.
Customer Search		Payment Limitation Web Screen PLM-001 will be redisplayed, allowing users to select another customer.

--*

143 Payment Limitation Details Report

*** * ***

*--A Overview

The user has 2 options to access the Payment Limitation Details Report:

- on Payment Limitation Web Screen PLM-001, under Selection Criteria, CLICK "**Print Report**" (subparagraph B)

- on Payment Limitation Web Screen PLM-001, PLM-002, or PLM-003, under "Links", CLICK "**Reports**" (subparagraph C).**--***

The report will be displayed in a pop-up window in PDF format.

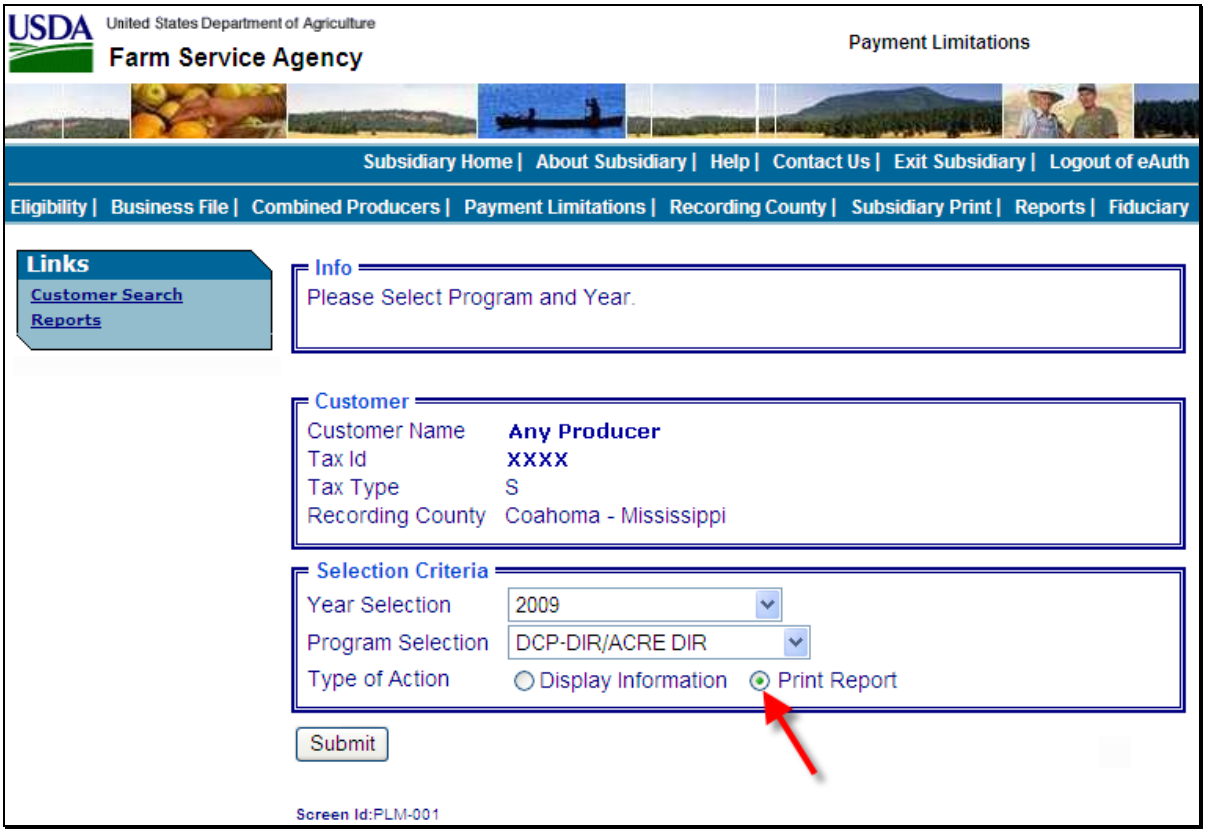
--143 Payment Limitation Details Report (Continued)--

B Printing From Payment Limitation Web Screen PLM-001

Access Payment Limitation Web Screen PLM-001 according to paragraph 142. On the *--following Payment Limitation Web Screen PLM-001, take the following action:--*

- from the drop-down menu, select the applicable year
- from the drop-down menu, select the applicable program
- for Type of Action, CLICK "**Print Report**" radio button
- CLICK "**Submit**".

***--**



The Payment Limitation Details Report (subparagraph E) will be displayed.--*

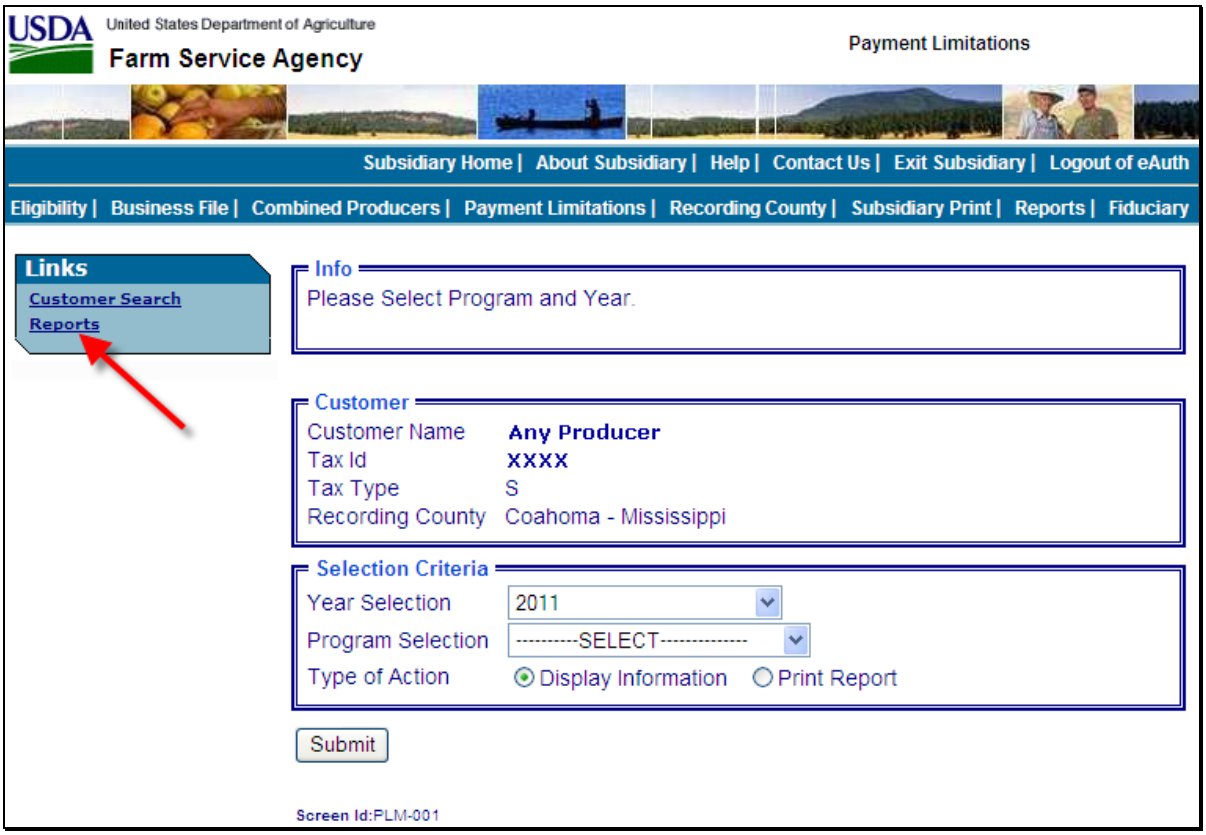
--143 Payment Limitation Details Report (Continued)--

C Printing From "Reports" Link

--A link to print the Payment Limitation Details Report may be accessed on any of the-- following Payment Limitation Web Screens:

- PLM-001
- PLM-002
- PLM-003.

This is an example of Payment Limitation Web Screen PLM-001. To access reports, under "Links", CLICK "**Reports**".
*--



--*

--143 Payment Limitation Details Report (Continued)--

C Printing From "Reports" Link (Continued)

After clicking "**Reports**" on Payment Limitation Web Screen PLM-001, PLM-002, or PLM-003, under "Links", Payment Limitation Web Screen PLM-005 will be displayed.

***--**CLICK "**Payment Limitation Details Report**"; Payment Limitation Web Screen PLM-004 will be displayed.

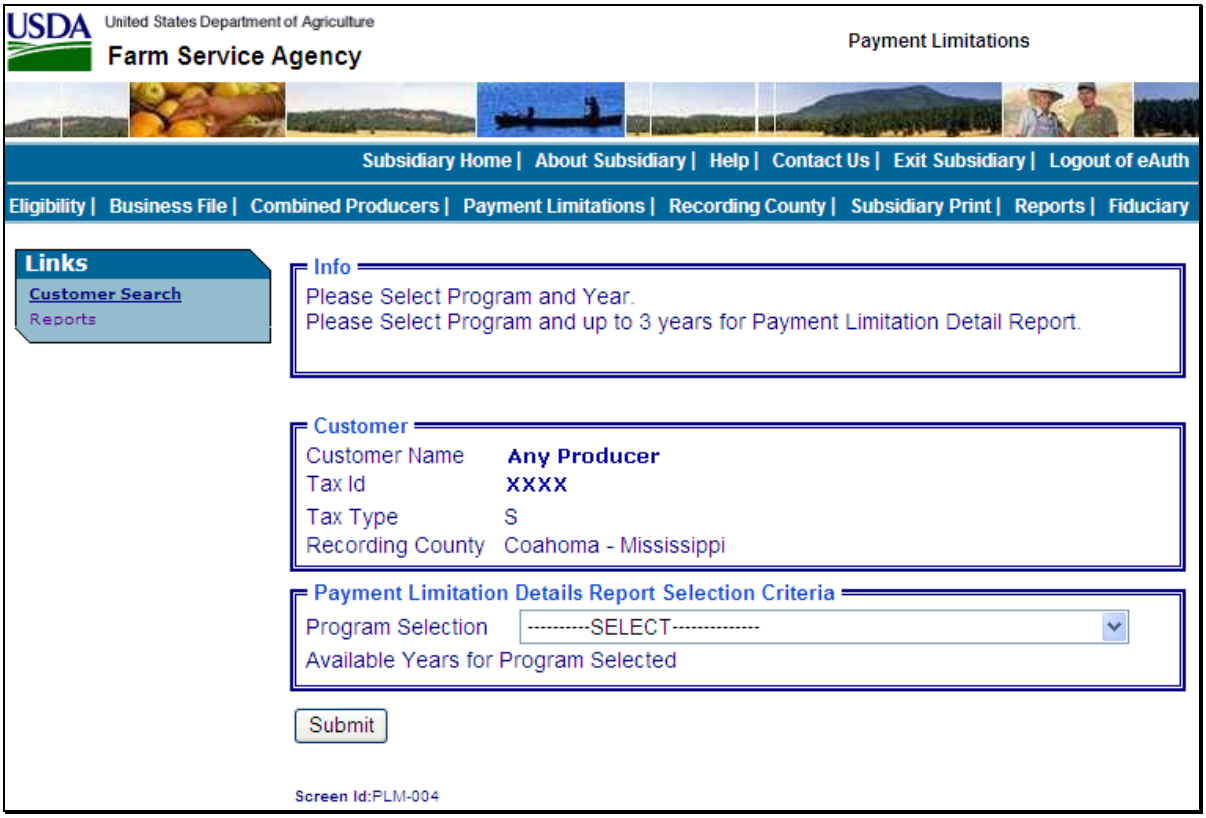
--*

--143 Payment Limitation Details Report (Continued)--

C Printing From "Reports" Link (Continued)

This is an example of Payment Limitation Web Screen PLM-004.

*--



--*

--143 Payment Limitation Details Report (Continued)--

C Printing From "Reports" Link (Continued)

Payment Limitation Web Screen PLM-004 will display the following items.

Section/ Options	Field	Description
Info		Provides information and error messages about Payment Limitation Web Screen PLM-004.
Customer	Customer Name	Identifies selected customer.
	Tax ID	Identifies last 4 digits of TIN for the selected customer.
	Tax Type	Identifies the type of TIN for the selected customer.
	Recording County	Identifies county assigned as the selected customer's eligibility recording county.
Payment Limitation Details Report Selection Criteria	***--**Program Selection	Allows users to select a program to view/print the Payment Limitation Details Report. A drop-down menu will be displayed with the available programs. Click the applicable program to select.
	Available Years for Program Selected	Allows the users to select from 1 to 3 years to view/print the Payment Limitation Details Report. A drop-down menu will be displayed with the available years for the selected program. Click the applicable years to select.**--***
Submit		CLICK "**Submit**", a pop-up window will be displayed to view/print the Payment Limitation Details Report.

--143 Payment Limitation Details Report (Continued)--

D Fields on Payment Limitation Details Report

The Payment Limitation Details Report will display the following items.

Field	Description
Date	Date the report was printed.
Time	Time the report was printed (c.t.).
Producer Name	Producer for which the report was requested.
Tax ID Number	Last 4 digits of selected producer's TIN and TIN type.
Recording County	Eligibility recording county and State.
Program Name	Selected program.
Year	Selected year.
Program Limitation	Payment limitation for program and year selected.
Common Attribution Adjustment	Will be displayed with dollar amounts as described in paragraph 142.
Program Adjustment - Increase	
Program Adjustment – Decrease	
Adjusted Payment Limitation	
Program Factor Reduction	
Gross Payment Limitation	
Permitted Share Reduction	
AGI Share Reduction	
--**Foreign Person Reduction**--	
Member Contribution Reduction	
Substantive Change Reduction	
Member Level Share Reduction	
Cropland Factor Reduction	
Inheritance Adjustment	
Effective Payment Limitation	
Prior Payments Issued/Attributed to Producer	
Prior Payments Issued/Attributed to Combined/Common Attribution Members	
Available Payment Limitation Balance	

--143 Payment Limitation Details Report (Continued)--

E Example of Payment Limitation Details Report

This is an example of a Payment Limitation Details Report for a single year.

United States Department of Agriculture Farm Service Agency Payment Limitation Details Report	Date: 04/27/2010 Time: 04:24:26 PM CDT
Producer Name: ANY PRODUCER	Tax ID Number: XXXXS
Recording County: Coahoma, Mississippi	

Program Name: DCP-DIR/ACRE DIR	**2009**
Program Limitation	40,000
Common Attribution Adjustment	0
Program Adjustment - Decrease	-2,175
Adjusted Payment Limitation	37,825
Program Factor Reduction	0
Gross Payment Limitation	37,825
Permitted Share Reduction	0
AGI Share Reduction	0
Foreign Person Reduction	0
Member Contribution Reduction	0
Substantive Change Reduction	0
Member Level Share Reduction	0
Cropland Factor Reduction	0
Inheritance Adjustment	40,000
Effective Payment Limitation	77,825
Prior Payments Issued/Attributed to Producer	1,381
Prior Payments Issued/Attributed to Combined/Common Attribution Members	0
Available Payment Limitation Balance	76,444

Prior payments displayed are a summary from live data last updated on 04/27/2010 04:24:26 PM Central Time.

144 Detailed Prior Payment Report

A Overview

*--The user has the following 2 options to access the Detailed Prior Payment Report:

- on Payment Limitation Web Screen PLM-002, CLICK "**Detail**" (see subparagraph B)
- on Payment Limitation Web Screen PLM-001, PLM-002, or PLM-003, under "Links" CLICK "**Reports**" (see subparagraph C).

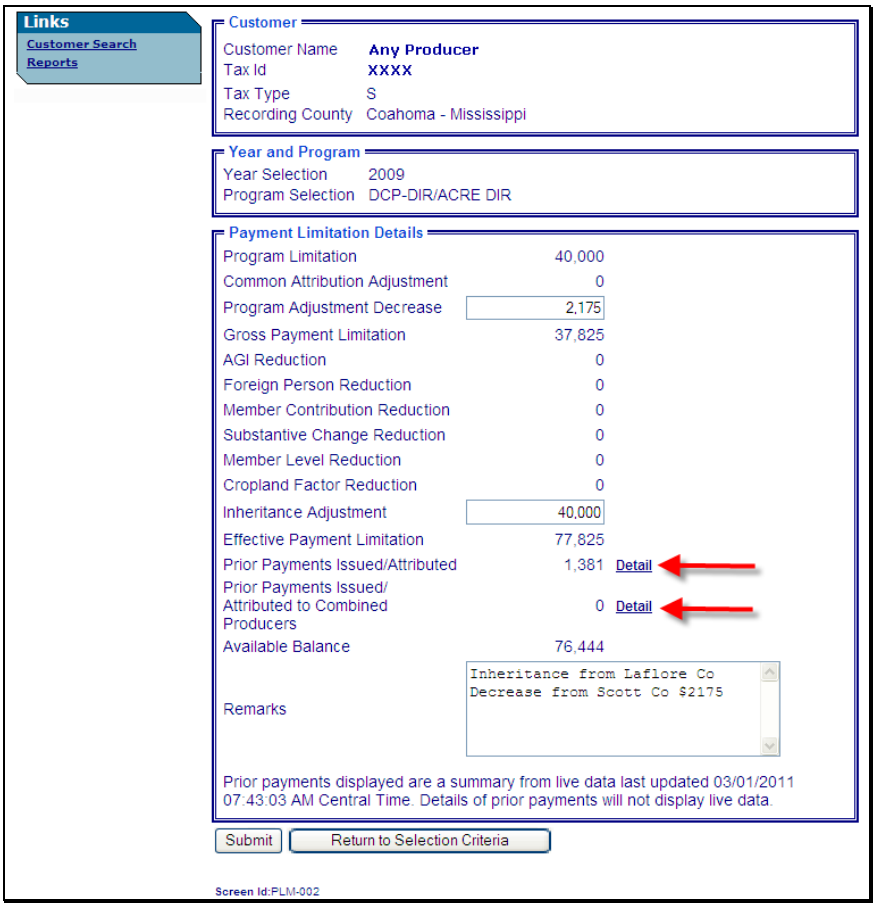
The report will be displayed in a pop-up window in PDF format.--*

B Printing From Payment Limitation Web Screen PLM-002

Access Payment Limitation Web Screen PLM-002 according to paragraph 142. On Payment Limitation Web Screen PLM-002, in the "Payment Limitation Details" section, CLICK "**Detail**" link for either of the following:

- "Prior Payments Issued/Attributed"
- "Prior Payments Issued/Attributed to Combined Producers".

*--This is an example of Payment Limitation Web Screen PLM-002.



--*

144 Detailed Prior Payment Report (Continued)

B Printing From Payment Limitation Web Screen PLM-002 (Continued)

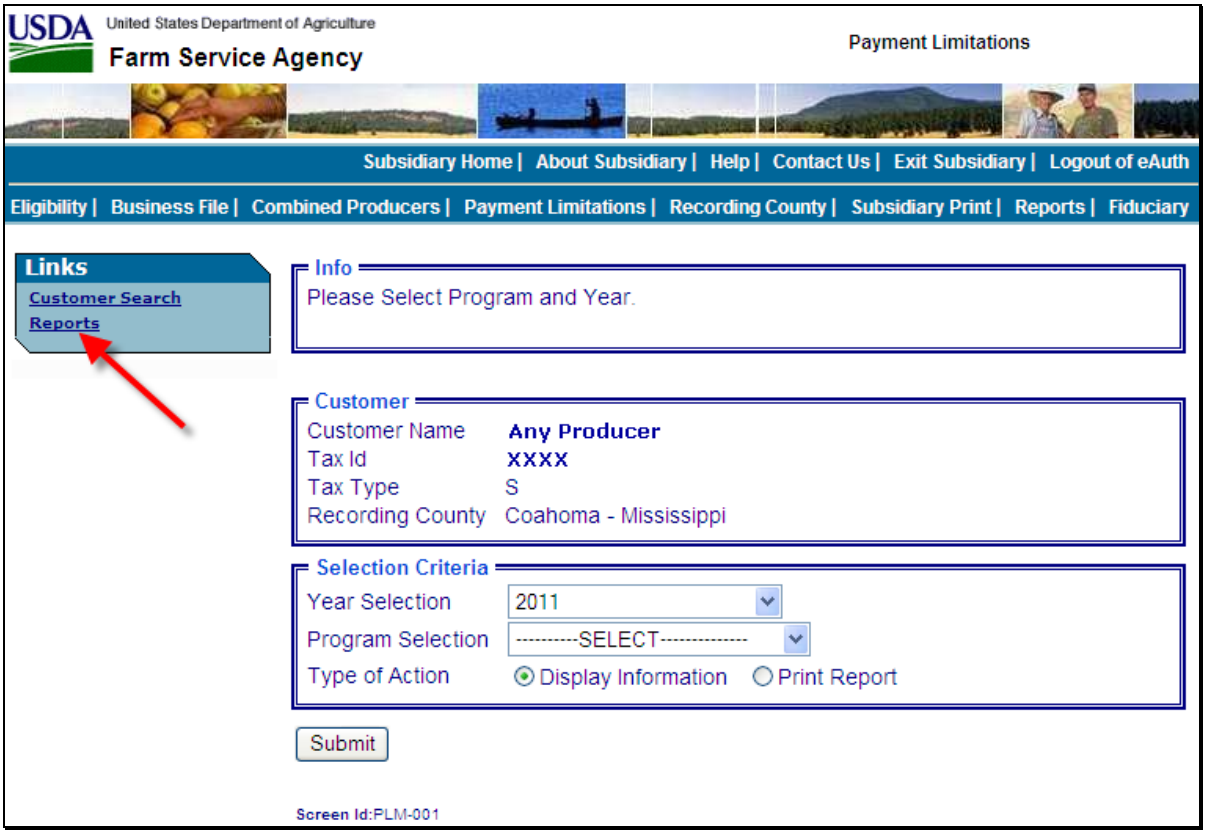
--On Payment Limitation Web Screen PLM-002, after clicking "Detail", a pop-up window will be displayed to view/print the Payment Limitation Details Report. See subparagraph 143 E for an example of the report.--

C Printing From "Reports" Link

*--A link to print the Detailed Prior Payment Report may be accessed on any of the following Payment Limitation Web Screens:

- PLM-001
- PLM-002
- PLM-003.

This is an example of Payment Limitation Web Screen PLM-001. To access reports, under "Links", CLICK "**Reports**".

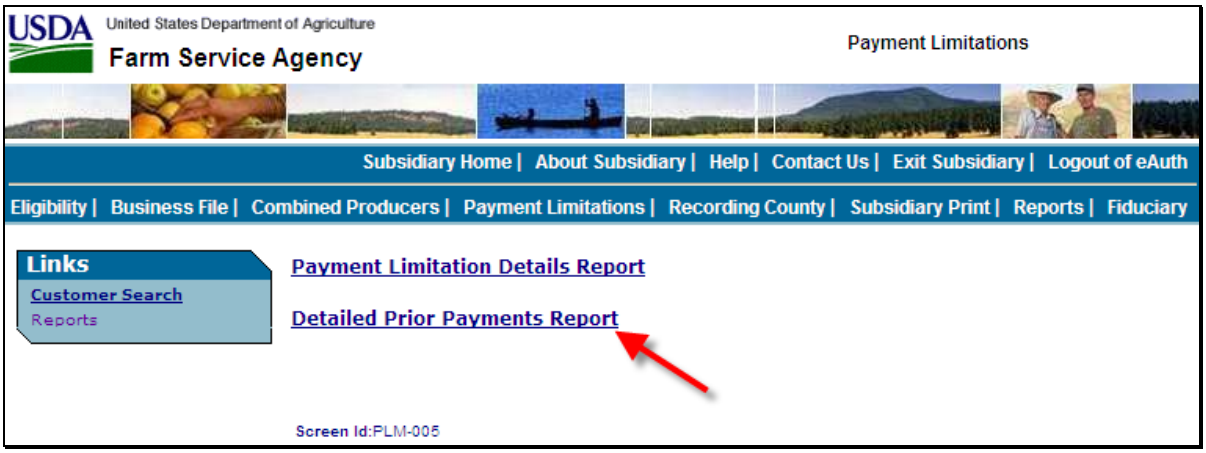


--*

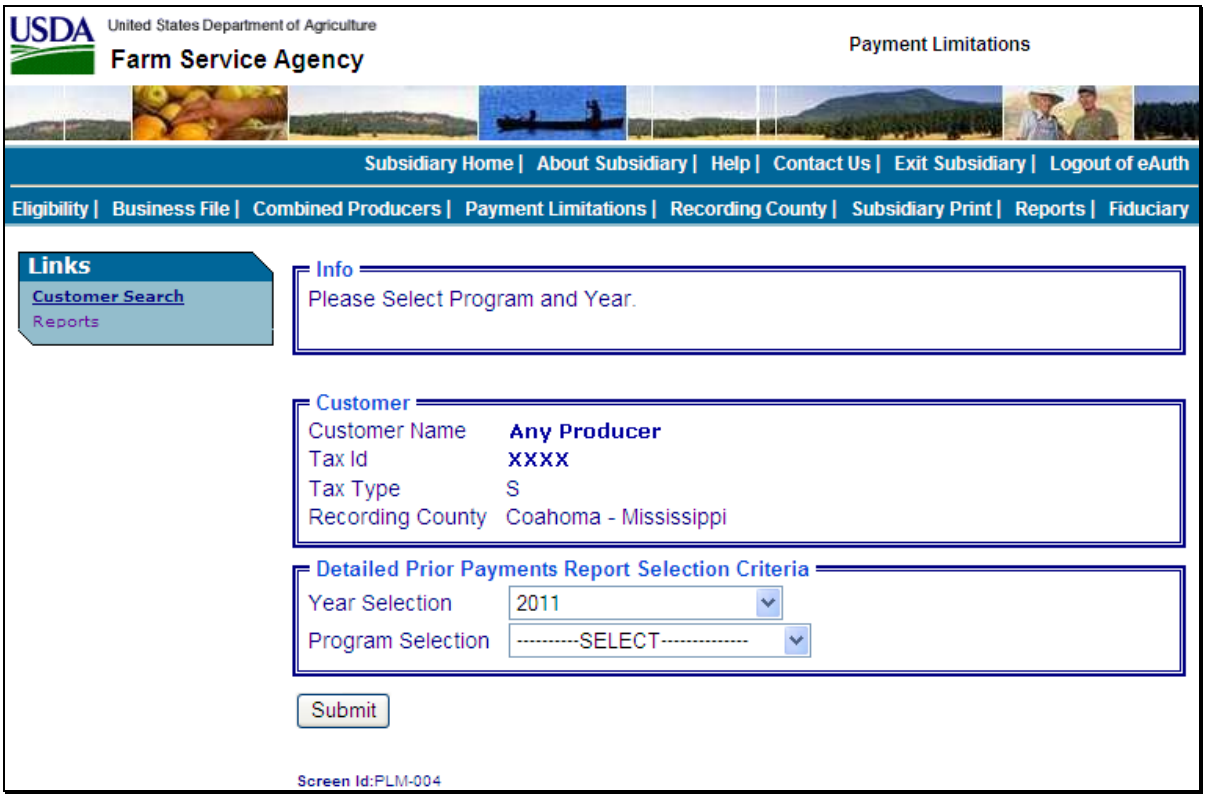
144 Detailed Prior Payment Report (Continued)

C Printing From "Reports" Link (Continued)

After clicking "**Reports**" on Payment Limitation Web Screen PLM-001, PLM-002, or
*--PLM-003, under "Links", the following Payment Limitation Web Screen PLM-005 will be displayed.



CLICK "**Detailed Prior Payments Report**"; the following Payment Limitation Web Screen PLM-004 will be displayed.



--*

***--144 Detailed Prior Payment Report (Continued)**

C Printing From "Reports" Link (Continued)

Payment Limitation Web Screen PLM-004 will display the following items.

Section/ Options	Field	Description
Info		Provides information and error messages about Payment Limitation Web Screen PLM-004.
Customer	Customer Name	Identifies selected customer.
	Tax ID	Identifies last 4 digits of TIN for the selected customer.
	Tax Type	Identifies the type of TIN for the selected customer.
	Recording County	Identifies county assigned as the selected customer's eligibility recording county.
Detailed Prior Payments Report Selection Criteria	Year Selection	Allows users to select the year to view/print the Detailed Prior Payments Report. A drop-down menu will be displayed with the available years. Click the applicable years to select. **Note:** System defaults to the current year.
	Program Selection	Allows users to select a program to view/print the Detailed Prior Payments Report. A drop-down menu will be displayed with the effective programs for the selected year. Click the applicable program to select.
Submit		CLICK "**Submit**", a pop-up window will be displayed to view/print the Detailed Prior Payments Report.

--*

*--144 Detailed Prior Payment Report (Continued)

D Fields on Detailed Prior Payment Report

The Detailed Prior Payment Report will generate with the following fields for the producer and year selected.

Field	Description
Date	Date the report was printed
Time	Time the report was printed (c.t.).
Producer Name	Producer for which the report was requested.
Tax ID number	Last four digits of the selected producers ID and the ID type.
Recording County	Eligibility recording county and state.
Program Name	Selected payment limitation program name.
Subsidiary Year	Selected year.
Date	Date the payment was processed. **Note:** This may **not** be the same day the payment was issued.
Issuing State	State from which the payment was issued/attributed.
Issuing County	County from which the payment was issued/attributed.
Contract/ Application/ Farm	When the program payments are issued by: • contract number, the contract number for which payments were issued will be displayed **Example:** CRP payments. • application number, the application number for which payments were issued will be displayed **Example:** LFP payments. • farm number, the farm number for which payments were issued will be displayed. **Example:** DCP payments. **Note:** If payments are **not** issued by contract, application, or farm number this column will be left blank.

--*

*--144 Detailed Prior Payment Report (Continued)

D Fields on Detailed Prior Payment Report (Continued)

Field	Description

Program Code	In some cases, payments from multiple programs are applied to 1 payment limitation. This field will identify the program connected with the dollar amount identified in the "Amount Issued/Attributed". The program code display will be the alpha accounting program code used to issue the program payment.
	
	Examples: If the selected payment limitation program name is:
	
	• DCP-DIR/ACRE DIR and the payment issued is for :
	
	  • DCP Direct, the program code will be EDCPDP
	  • ACRE Direct, the program code will be ACREDP
	
	• SURE/LIP/LFP/ELAP and the payment is for:
	
	  • SURE, the program code will be SURETF
	
	  • 2008 SURE stimulus (Recovery Act), the program code will be SURERA
	
	  Note: When automated LIP, LFP and ELAP payments are released the program codes for the automated payments will display.
	
	• CRP the program code will be ECRP.

Amount Issued/Attributed	This field will display the sum of: • payments issued and/or attributed to the selected producer using the following sort criteria • receivables created for the selected producer using the following sort criteria. The amount displayed in this column will be sorted and summarized by: • date • State and county • contract, application, or farm number, if applicable • business attributed from, if applicable • common attribution or combination member attributed from, if applicable.

--*

***--144 Detailed Prior Payment Report (Continued)**

D Fields on Detailed Prior Payment Report (Continued)

Field	Description
Business Attributed From	If payments were: • not attributed to the selected producer, the field will be blank indicating the payment was issued to the selected producer • issued to a business and attributed to the selected producer, the name of the business for which the payment was issued will be identified • issued to a business and attributed to a producer that is combined with the selected producer, the name of the business for which the payment was issued will be identified.
Common Attribution Member/Combination Member Attributed From	When the selected producer is a direct or indirect member of common attribution/combination and payments are issued/attributed to a member of the combination that is **not** the selected producer, the other member's name will be displayed.

The data on the Payment Limitation Details screens and reports are compiled from live data; however, data on the Detailed Prior Payments Report is not compiled from live data. Data on the Detailed Prior Payments Report is gathered from a reporting database. A statement is provided at the bottom of the report to provide the date and time from which the data is gathered.

Example: "Note:Data on this report is from a Reporting Database. Data was last updated on MM/DD/YYYY at hh:mm:ss XM central time."**--***

*--144 Detailed Prior Payment Report (Continued)

E Example of Detailed Prior Payments Report

This is an example of the 2009 DCP-DIR/ACRE-DIR Detailed Prior Payments Report for any producer.

United States Department of Agriculture
Farm Service Agency
Detailed Prior Payments Report

Date: 05/25/2010
Time: 08:42:56 AM CDT

Producer Name: ANY PRODUCER
Tax ID Number: XXXXS
Recording County: Coahoma, Mississippi
Program Name: DCP-DIR/ACRE DIR
Subsidiary Year: 2009

Date	Issuing		Contract/Application/Farm	Program Code	Amount Issued/ Attributed	Business Attributed From	Common Attribution Member/Combination Member Attributed From
	State	County					
10/28/2009	MS	Coahoma	000XXX1	EDCPDP	1,061	IMA JV	
10/28/2009	MS	Coahoma	000XXX2	ACREDP	320	IMA JV	

Note: Data on this report is from a Reporting Database. Data was last updated on 05/25/2010 7:45:48 AM Central Time.

Page 1 of 1

In this example, on October, 28, 2009, Coahoma County, Mississippi, processed the following payments involving Any Producer. A payment was processed on farm number:

- 000XXX1 for a DCP direct payment in the amount of $1,061; the payment was issued to IMA JV and attributed to Any Producer
- 000XXX2 for an ACRE direct payment in the amount of $320; the payment was issued to IMA JV and attributed to Any Producer.--*

145-190 (Reserved)

Part 6 (Reserved)

191-240 (Reserved)

Part 7 (Reserved)

241-301 (Reserved)

Part 8 Reports

*--302 Subsidiary Reports

A Overview

The web-based Subsidiary System provides 2 links in the top Navigation Menu to access subsidiary reports:

- "Subsidiary Print", described in paragraph 303
- "Reports"

Note: From the "Reports" link users may access:

- Combined Producer Report, described in paragraph 305
- County Eligibility Reports, described in paragraph 306.--*

303 Subsidiary Print Report

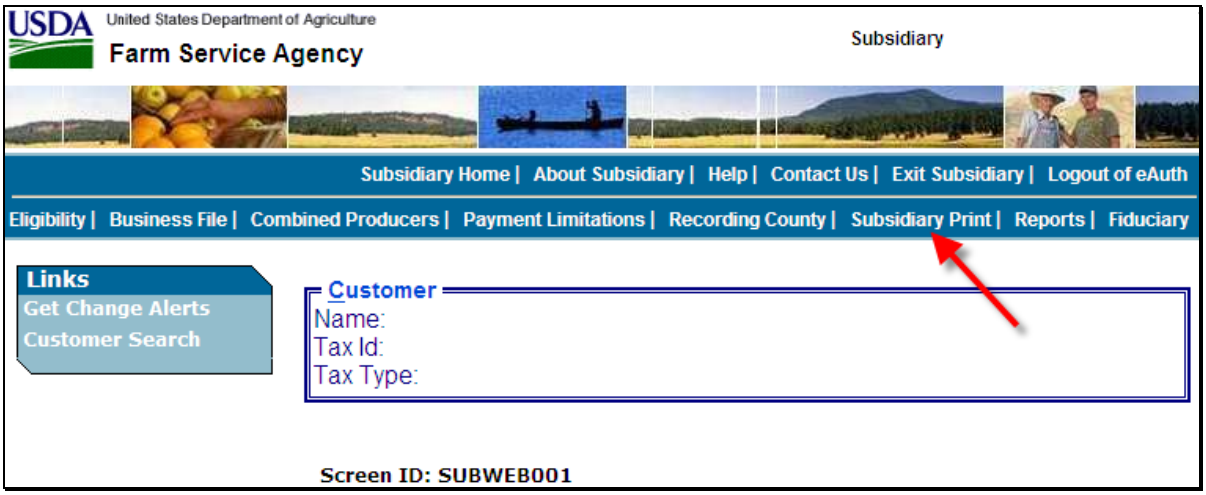
A Introduction

*--The Subsidiary Print selection process allows the user to view and/or print year specific information about a selected producer.

B Accessing Subsidiary Print Selection Screen

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On screen SUBWEB001, CLICK "**Subsidiary Print**" link on the top Navigation Menu to access the web-based Subsidiary Print Report.

The following is an example of Subsidiary Screen SUBWEB001.



--*

303 Subsidiary Print Report (Continued)

C Subsidiary Print Selection Process

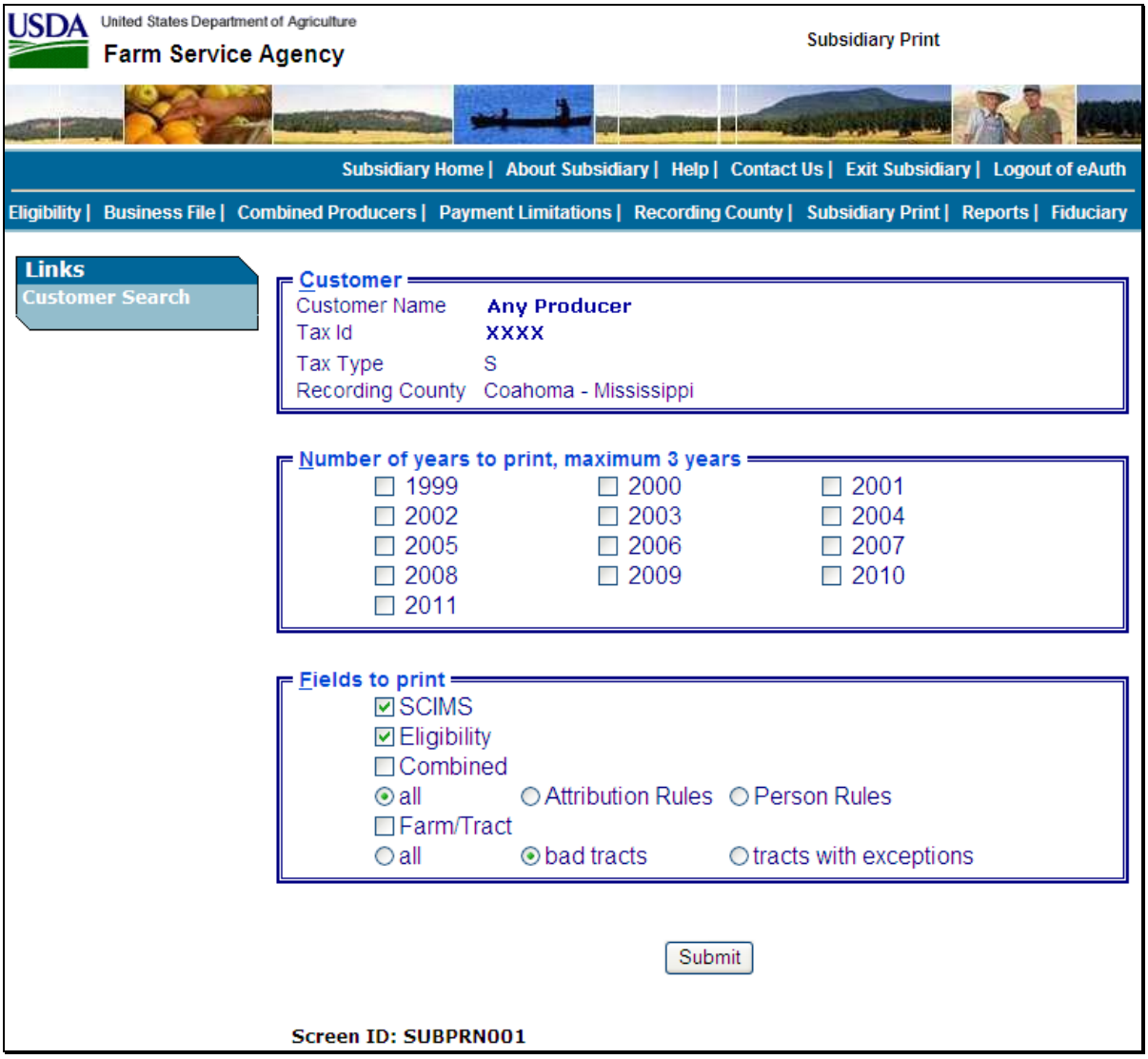
The Subsidiary Print selection process allows the user to decide the information that will be displayed/printed on the report. The user can select different options based on the following criteria:

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

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

Following is an example of the Subsidiary Print Selection Screen.

*--



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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, entity and joint operation 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 MABDIG reports must be printed to obtain all subsidiary data. The MABDIG report can be printed according to 2-PL, paragraph 351.

--Note:** Payment limitation reports may be printed according to Part 5.**--

303 Subsidiary Print Report (Continued)

H Example

Following is an example of the Producer Subsidiary Print report.

*--

Date: 03-01-2011

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Any Producer

123 Nowhere Street
Anywhere, ST 00000-0000

Tax ID Number: xxxx S
Phone Number: none

SCIMS Information

Business Type Information

2009 Individual
2008 Individual
2007 Individual

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

SCIMS Links

Coahoma - Mississippi

Summary Eligibility Information

Recording County: Coahoma - Mississippi
Office Phone: (662)624-8727 x2

2655 NORTH STATE ST
CLARKSDALE, MS 38614

	2009	2008	2007
AD-1026	Certified	Not Filed	Not Filed
Actively Engaged Determination	Actively Engaged		
Actively Engaged - 2002 Farm Bill	Not Filed	Not Filed	Not Filed
Suspended Producer	Not Suspended	Not Suspended	Not Suspended
AGI - Commodity Program	Compliant - Producer		
AGI - Direct Payment	Compliant - Producer		
AGI - Conservation Program	Compliant - Producer		
AGI - 2002 Farm Bill	Not Filed	Not Filed	Not Filed
Beginning Farmer or Rancher	No	No	
Cash Rent Tenant Determination	Eligible	Awaiting Determination	Awaiting Determination
Cropland Factor	1.0000	0.0000	0.0000
Conservation Compliance-Farm/Tract	In Compliance	In Compliance	In Compliance
Highly Erodible Land Conservation	Compliant	No HEL	No HEL
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 Not Met	Requirements Not 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	Not Filed	Not Filed	Not Filed
SDA - Racial, Ethnic and Gender	No	No	
SDA - Ethnic and Racial but NOT Gender	No	No	
Last Updated	July 16, 2009	September 22, 2007	September 23, 2006

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303 Subsidiary Print Report (Continued)

H Example (Continued)

*--

Date: 03-01-2011

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Any Producer

123 Nowhere Street
Anywhere, ST 00000-0000

Tax ID Number: xxxx S
Phone Number: none

Combined Producer Information

2009

Combined Recording County: Coahoma - Mississippi
Office Phone: (662)624-8727 x2

2655 NORTH STATE ST
CLARKSDALE, MS 38614

Common Attribution - Direct Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
None			

Common Attribution - Indirect Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
None			

Person - Direct Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
IMA Corp	xxxx E	Member's share is greater than 50% in a corporation,limited liability company, limited partnership or irrevocable trust	02/11/2008

Person - Indirect Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
None			

2008

Common Attribution - Direct Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
None			

Common Attribution - Indirect Combinations

Producer	Tax ID and Type	Combination Reason	Determination Date
None			

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--*

303 Subsidiary Print Report (Continued)

H Example (Continued)

*--

Date: 03-01-2011

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Any Producer

123 Nowhere Street
Anywhere, ST 00000-0000

Tax ID Number: xxxx S
Phone Number: none

Combined Producer Information

2008

Person - Direct Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			

Person - Indirect Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			

2007

Common Attribution - Direct Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			

Common Attribution - Indirect Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			

Person - Direct Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			

Person - Indirect Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			

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303 Subsidiary Print Report (Continued)

H Example (Continued)

*--

Date: 03-01-2011

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Any Producer

123 Nowhere Street
Anywhere, ST 00000-0000

Tax ID Number: xxxx S
Phone Number: none

Farm/Tract Information for All Tracts

2009								
Coahoma - Mississippi								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
535	544	Owner	Classified as not HEL	None	None	None	None	None
535	543	Owner	Classified as not HEL	None	None	None	None	None

2008								
Coahoma - Mississippi								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
535	544	Owner	Classified as not HEL	None	None	None	None	None
535	543	Owner	Classified as not HEL	None	None	None	None	None

2007								
Coahoma - Mississippi								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
535	543	Owner	Classified as not HEL	None	None	None	None	None
535	544	Owner	Classified as not HEL	None	None	None	None	None

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304 (Withdrawn--Am. 8)

305 Combined Producer Report

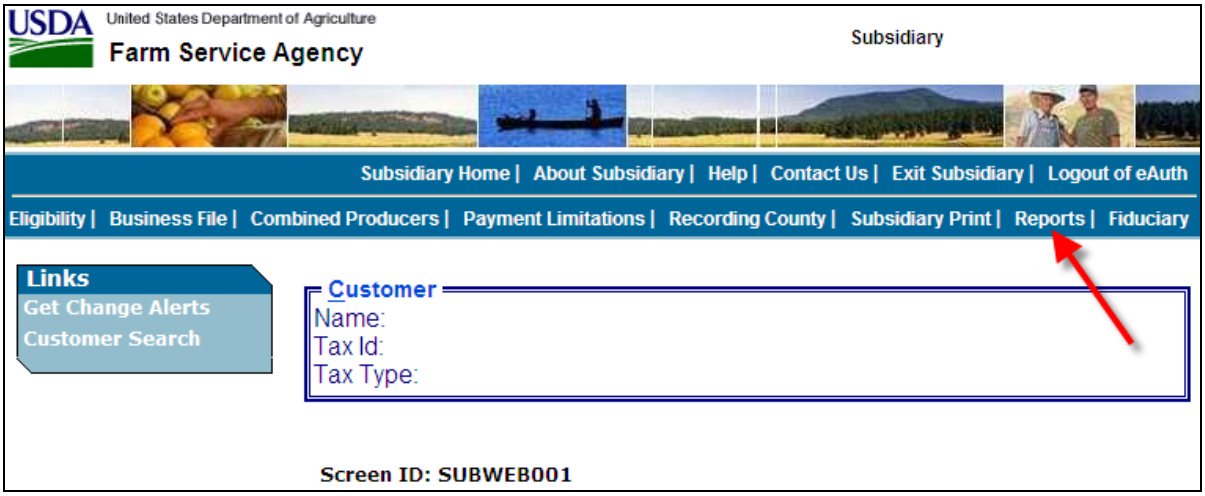
A Introduction

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 web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On screen SUBWEB001, CLICK "**Reports**" link on the top Navigation Menu to access the web-based Reports.

The following is an example of Subsidiary Screen SUBWEB001.



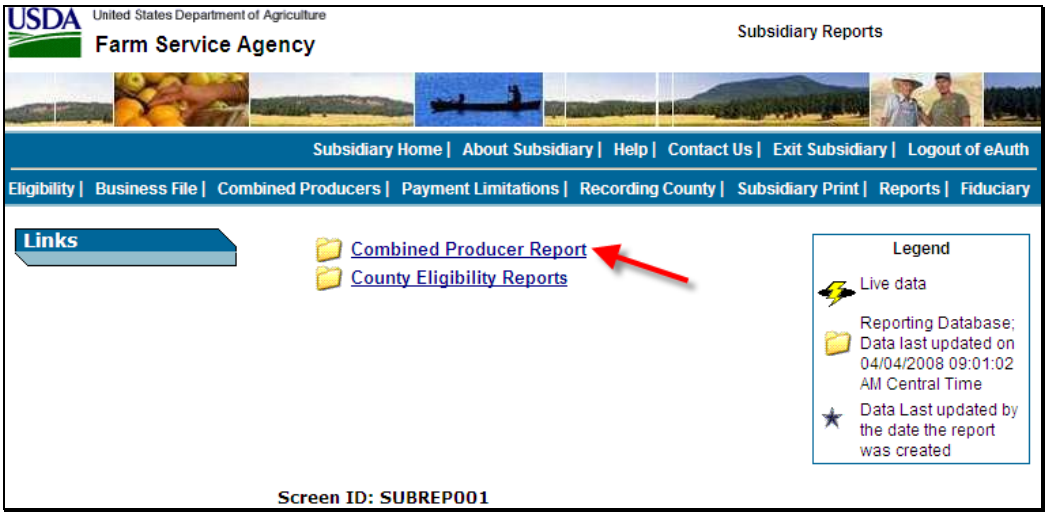
--*

305 Combined Producer Report (Continued)

B Accessing the Combined Producer Report (Continued)

*--After users click "Reports" link in the top Navigation Menu, Subsidiary Reports Screen SUBREP001 will be displayed. On the Subsidiary Reports Screen SUBREP001, CLICK "**Combined Producer Report**" to access the web-based Combined Producer Report.

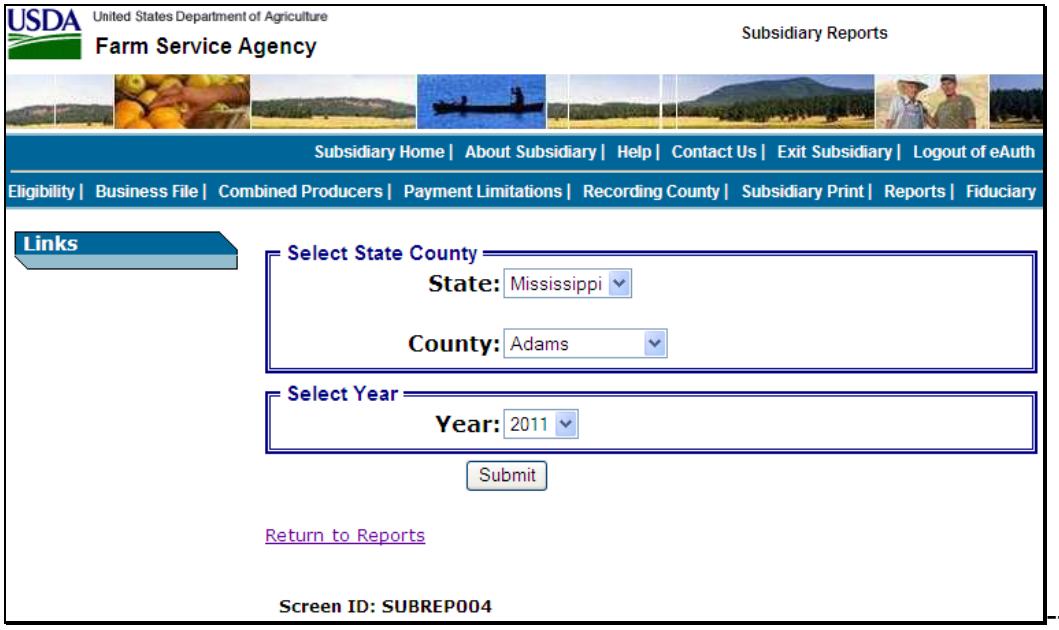
The following is an example of Subsidiary Reports Screen SUBREP001.



C Combined Producer Report Selections

The following is an example of the Subsidiary Reports Screen that will be displayed for the Combined Producer Report that either:

- a State Office employee or DD will view, if approved according to paragraph 12



--*

305 Combined Producer Report (Continued)

*--C Combined Producer Report Selections (Continued)

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

The Combined Producer Report will be displayed in a pop-up window after the:

- County Office user selects the year and CLICKS "**Submit**"
- State Office or DD user selects the State, county, and year and CLICKS "**Submit**".

The report may be viewed and/or printed from the pop-up window.--*

305 Combined Producer Report (Continued)

D Example of the Combined Producer Report

The following is an example of header and column titles on the Combined Producer Report.
*--

Coahoma
Mississippi

United States Department Of Agriculture
Farm Service Agency
2011 Combined Producer Report

Prepared: Mar 01, 2011
Time: 12:57 PM
Page 1 of 54

Rule Type	Combined Recording County	Name	ID Number	Name	ID Number	Combination Reason

--*

* * *

E Details of the Combined Producer Report

The following provides information about the Combined Producer Report.
*--

Column Heading	Explanation
Rule Type	Rule Type of: • "A" indicates the combination is an "Attribution" type combination • "P" indicates the combination is a "Person" type combination. All Rule Type "A" combinations will be listed first, followed by all Rule Type "P" combinations.
Combined Recording County	Identifies the current combination recording county.
Name (Column 3)	Displays producers in the requesting county that are involved in a combination. The names are listed alphabetically by: • last name for individuals • name for businesses.
ID Number	Displays the last 4-digits of TIN and TIN type for the producer listed in the previous column.
Name	Displays the producer that has a direct combination with the producer listed in column 3.
ID Number	Displays the last 4-digits of TIN and TIN type for the producer listed in the previous column.
Combination Reason	Displays the reason the 2 producers are combined.

Note: See paragraph 85 for more information on combination types and reasons.--*

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:

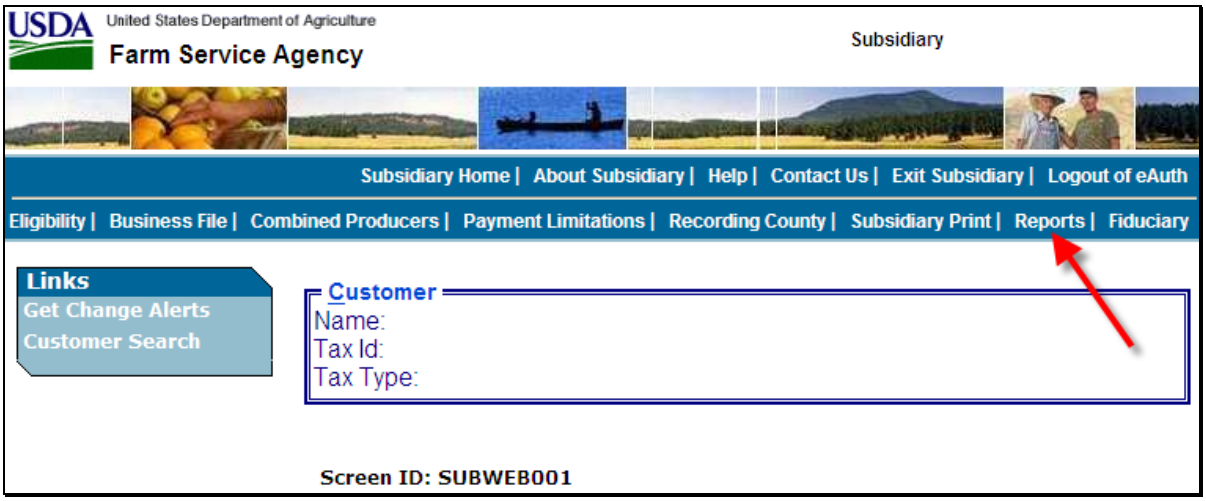
- county specific
- generated using the reporting database.

306 County Eligibility Reports (Continued)

*--B Accessing the Combined Producer Reports

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On screen SUBWEB001, CLICK "**Reports**" link on the top Navigation Menu to access the Subsidiary Reports Screen.

The following is an example of Subsidiary Screen SUBWEB001.



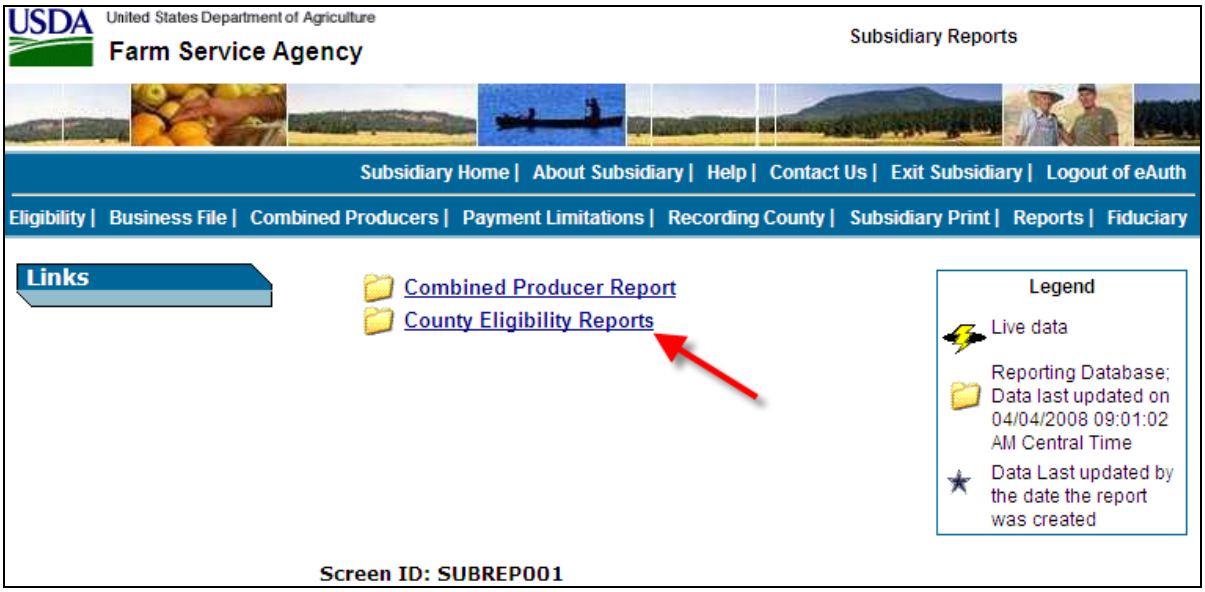
--*

306 County Eligibility Reports (Continued)

*--B Accessing the Combined Producer Reports (Continued)

After users click “Reports” link in the top Navigation Menu, Subsidiary Reports Screen SUBREP001 will be displayed. On the Subsidiary Reports Screen SUBREP001, CLICK “**County Eligibility Reports**” to access the web-based County Eligibility Reports.

The following is an example of Subsidiary Reports Screen SUBREP001.



After users click “County Eligibility Reports”, Subsidiary Reports Screen SUBREP005 will be displayed. Subparagraphs C through W provide procedure for selecting eligibility data to be displayed on the report.**--***

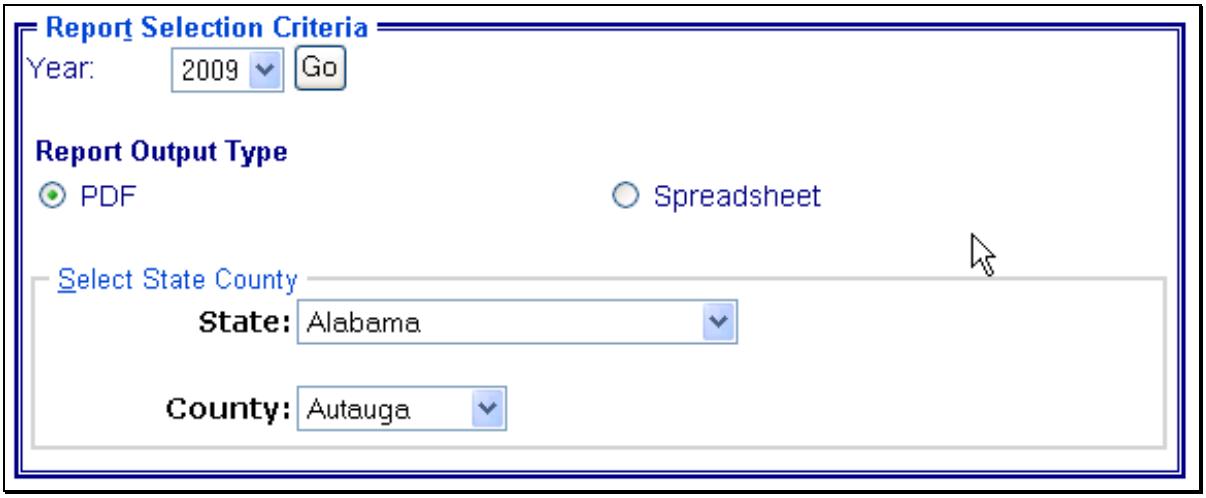
306 County Eligibility Reports (Continued)

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.

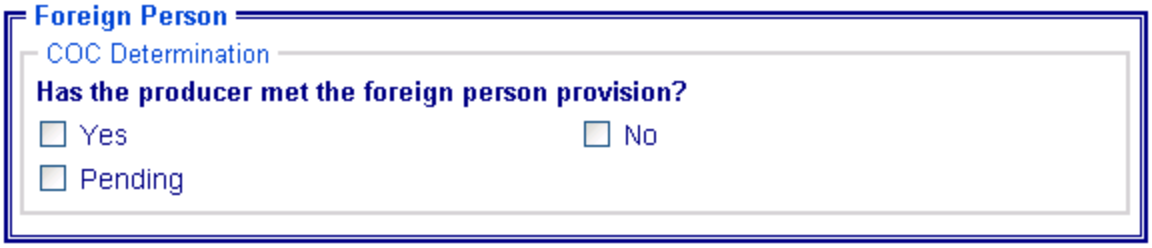
Field/Button	Description
Year	Allows the user to select the year of the county eligibility report to be run.
Report Output Type	Allows the user to select the format of the county eligibility report to be run. • If "PDF" is selected, the report will be generated in Adobe Acrobat format. • If "Spreadsheet" 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.



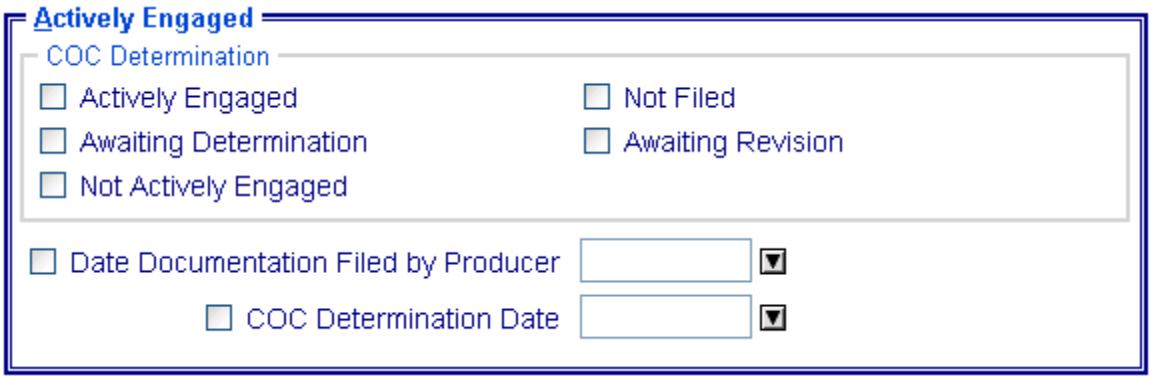
The following provides information about the Foreign Person section.

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.



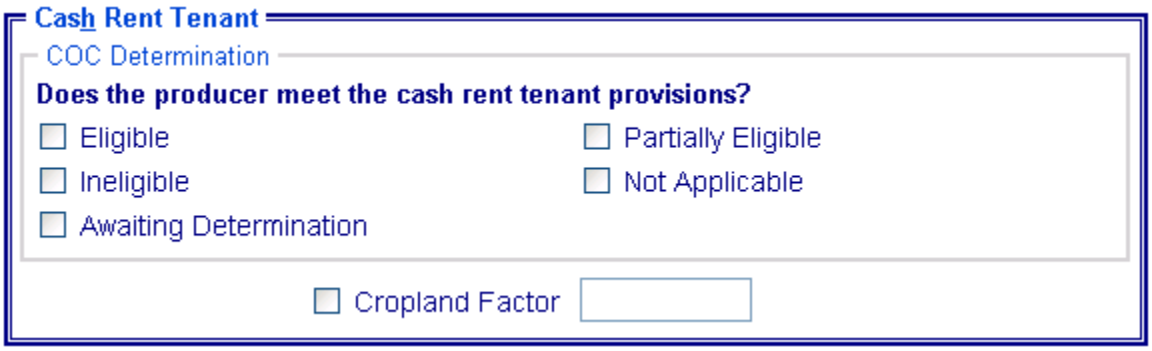
The following provides information about the Actively Engaged section.

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.



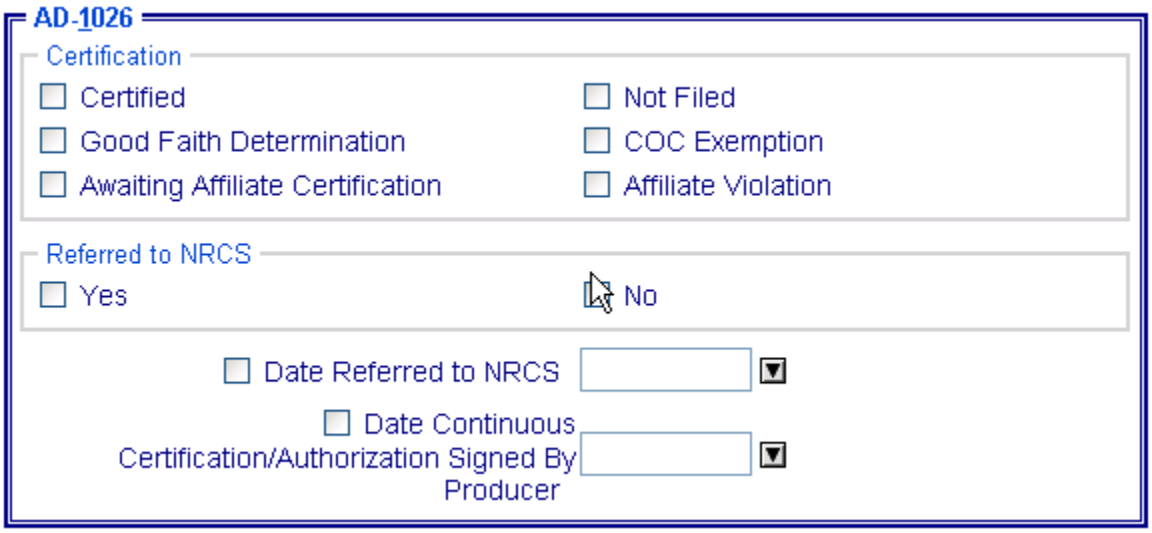
The following provides information about the Cash Rent Tenant section.

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)

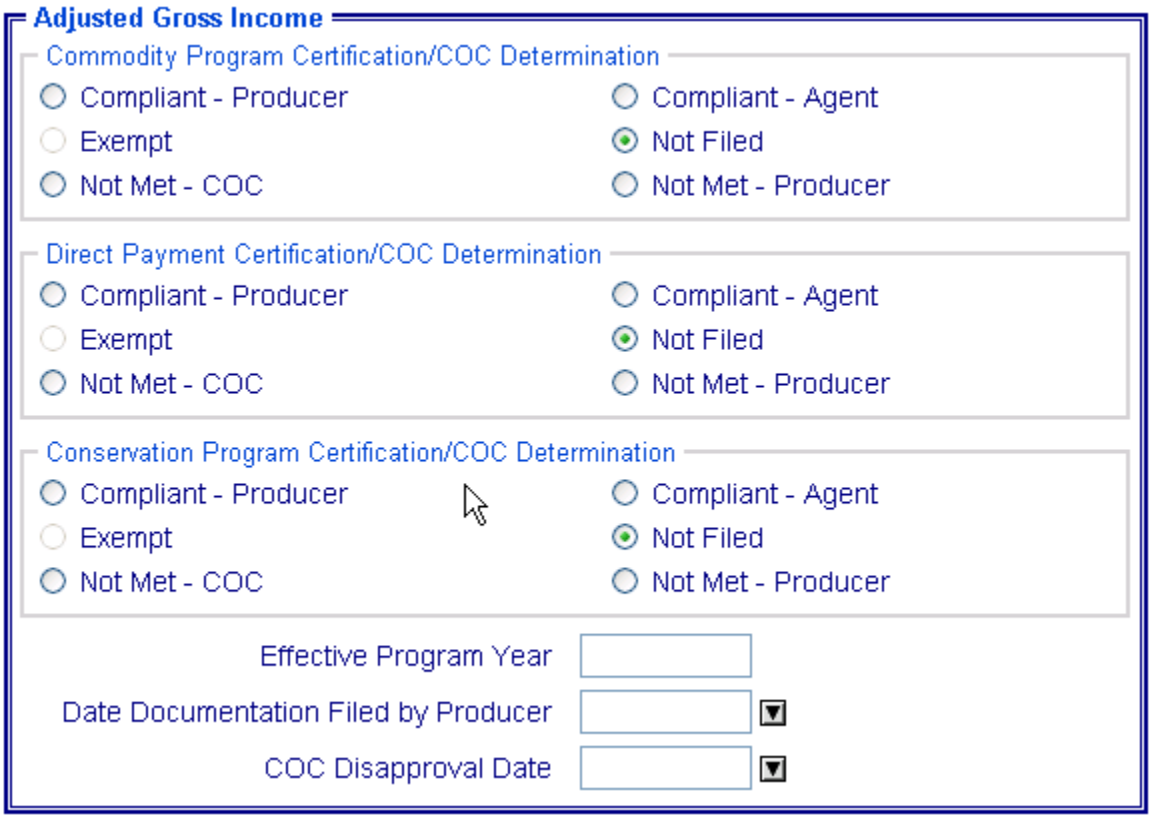
H County Eligibility Reports Screen, Conservation Compliance Section (Continued)

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)

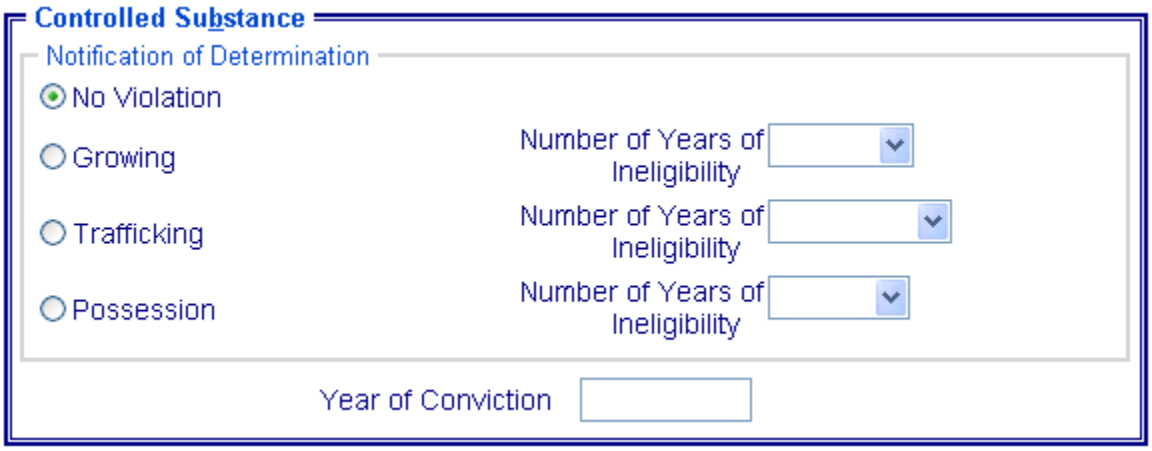
The following provides information about the Adjusted Gross Income section.

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.

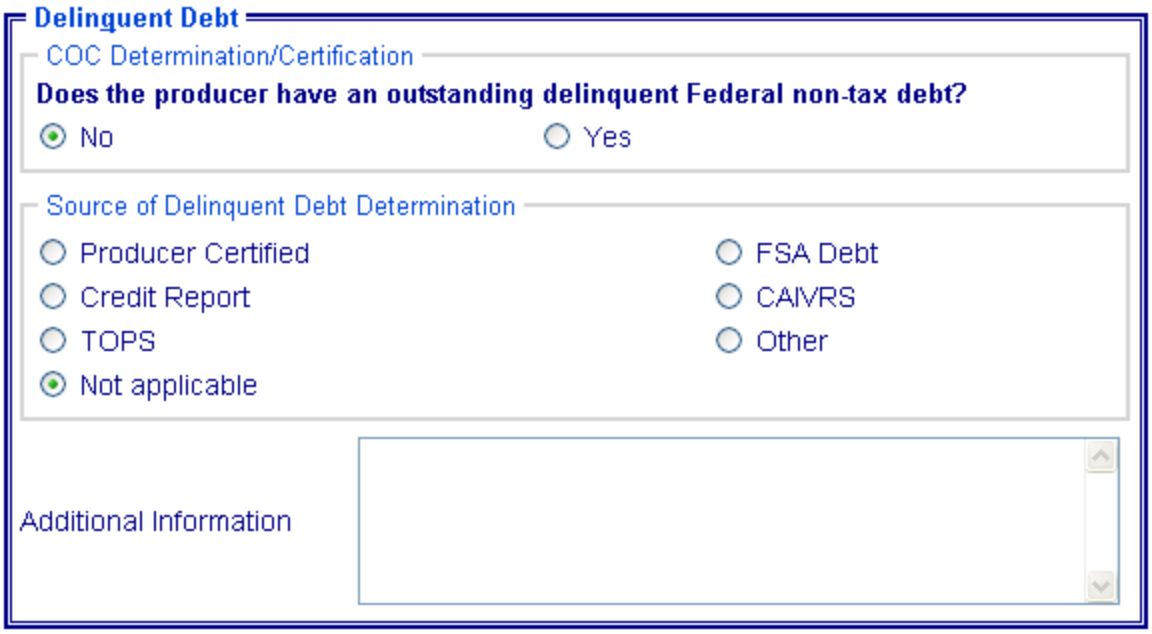
The following provides information about the NAP Non Compliance section.

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)

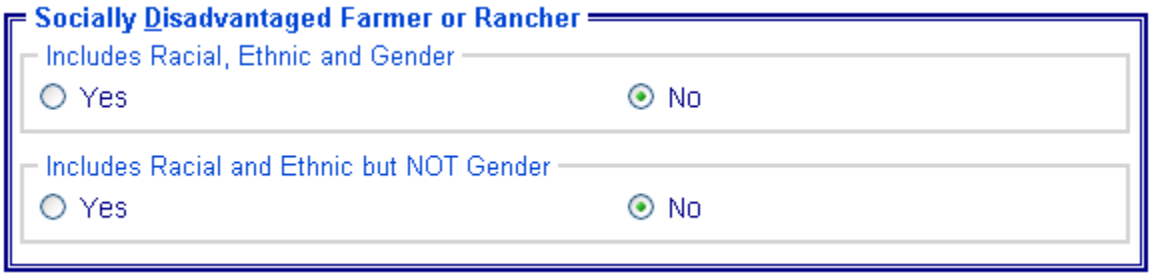
The following provides information about the Delinquent Debt section.

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

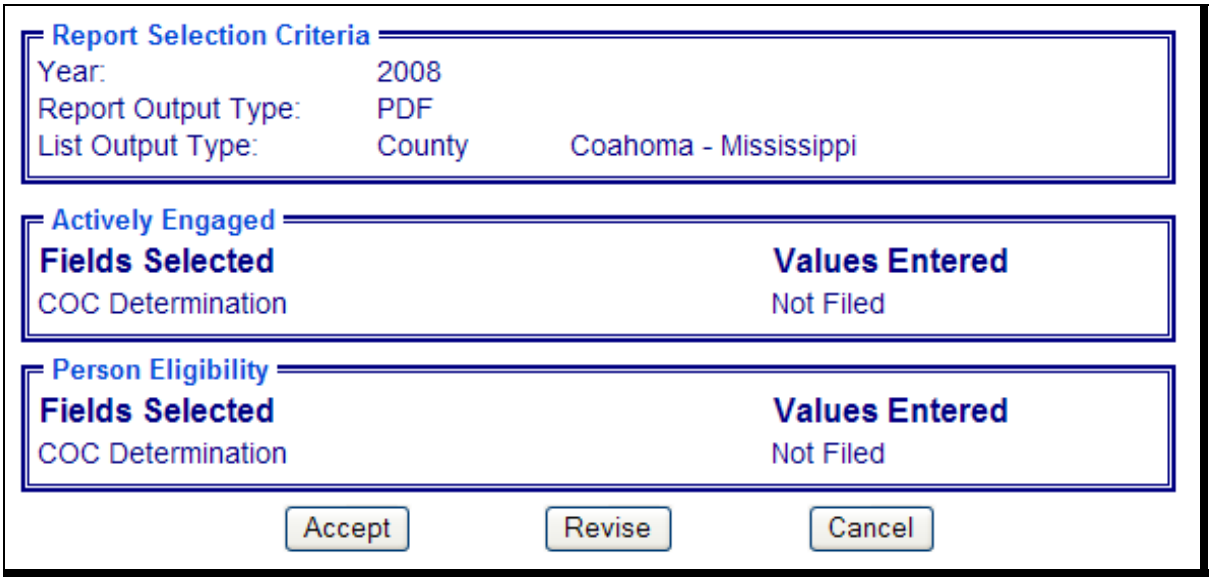
The following provides information about the options available on the County Eligibility Reports Screen.

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

***--**Generally, subsidiary records are created for the current subsidiary year during the rollover process on or about mid-September, coinciding with the start of the new FY. During the rollover process, subsidiary records are created for the new subsidiary year based on information contained in the files for the previous subsidiary year.

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

B Action Required During Rollover

In the web-based environment, the subsidiary rollover process is initiated on or about mid-September 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 is automatically downloaded to the legacy system after rollover is completed on the**--***
centralized system. County Offices shall see 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.

<table>
<tr><th>Eligibility Determination Information</th><th colspan="2">Rollover Provisions</th></tr>
<tr><td>Foreign Person</td><td colspan="2">Previous year information will rollover to the new FY unless citizenship, originating, and /or legal resident alien information in SCIMS is modified.</td></tr>
<tr><td>Actively Engaged</td><td colspan="2" rowspan="3">Previous year information will rollover to the new FY.</td></tr>
<tr><td>Cash Rent Tenant/Cropland Factor</td></tr>
<tr><td>AD-1026</td></tr>
<tr><td>Conservation Compliance</td><td colspan="2">Data is updated directly from Farm Records.</td></tr>
<tr><td>AGI:

• commodity program
• direct payment
• conservation program.</td><td colspan="2">Previous year information will not rollover to the new FY.</td></tr>
<tr><td rowspan="5">Controlled Substance</td><td colspan="2">Eligibility information will rollover to the new FY based on the following.</td></tr>
<tr><td>IF the producer…</td><td>THEN…</td></tr>
<tr><td>is not in violation of controlled substance provisions</td><td rowspan="2">the current year determination will be rolled to the next FY.</td></tr>
<tr><td>has a permanent violation because of a trafficking violation</td></tr>
<tr><td>has a growing or possession violation</td><td rowspan="2">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.</td></tr>
<tr><td>has a trafficking violation, but the “Number of Years of Ineligibility” is not “permanent”</td></tr>
</table>

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		

351 Subsidiary Rollover Process (Continued)

*--E Business File Rollover Process

For the Business File Systems, only the most current farm operating plan is created for the new subsidiary year. The following criteria are used to determine the most current farm operating plan:

- status is “determined”
- no “end date”.

Note: See subparagraphs 366 A and D for additional information on status, start dates, and end dates.

Farm operating plans recorded in the system with any of the following conditions will **not** be rolled to the new subsidiary year.

- status is “initiated” or “filed”
- status is “determined” and the “end date” is **not** “blank”.

For farm operating plans in a “determined” status with no “end date”, the following occurs during rollover:

- plan for new subsidiary year is created based on the data associated with the active current subsidiary year plan

- “end date” is set to “September 30” for the current subsidiary year plan

- new plan for the next subsidiary year is created with:

  - October 1 as the “start date”
  - no “end date” set to designate that the plan is current.**--***

351 Subsidiary Rollover Process (Continued)

*--E Business File Rollover Process (Continued)

Example: The following is an example of a farm operating plan that was created for subsidiary year 2012. Before rollover, version 7 of the subsidiary year 2011 plan did **not** have an "end date", so that plan was used as a source for creating the subsidiary year 2012 plan.

During rollover:

- the end date was set to September 30, 2011, on version 7 of the subsidiary year 2011 plan
- the subsidiary year 2012 plan was created with October 1, 2011, as the start date.

Business File Menu
Welcome: Bobbie Butler
User Role: FSA

Select Different Customer
Record New Farm Operating Plan

Customer

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	
2012 Last Update: 04/29/2011	Determined	7	10/01/2011		Revise View 902
2011 Last Update: 06/08/2011	Initiated	10			Revise Record Signatures View 902
2011 Last Update: 04/29/2011	Determined	7	04/29/2011	09/30/2011	Revise View 902
2011 Last Update: 04/29/2011	Determined	1	04/25/2011	04/28/2011	View 902

--*

352-360 (Reserved)

*--Part 10 Business File Web-Based Application

361 Overview

A Introduction

The Business File application automates the processes related to the filing of and determinations for Farm Operating Plans. Not all processes will be available immediately, but the following is a summary of the various efforts under development for the Business File application.

- Allows for all information to be captured in the Business File application that is currently manually recorded on CCC-902I and CCC-902E. The Business File application is designed as an interview-style process that intuitively progresses through each type of contribution based on how questions are answered.

  Example: If the producer indicates they are not contributing capital to the farming operation, then questions will not be presented for collecting capital contribution percentages, loan information, etc.

- The questions presented through the interview are dictated by the type of farming operation.

  Example: If the farming operation is a revocable or irrevocable trust, then a question is presented asking whether a copy of the trust agreement has been provided. That question is not presented for joint operations or other types of entities.

- When the interview is complete, the automated version of CCC-902 can be printed to be attached to the current CCC-902 on file or for the producer's signature.

- The COC Determination Report summarizes the contribution information recorded through the interview process and identifies potential problematic conditions.

  Example: Producer indicates they contribute capital to the farming operation, but elected not to provide information about the sources of capital contributed. This information will be printed on the COC Determination Report for COC review.

- COC determination process automates CCC-903. Like the process for capturing CCC-902 information, the questions presented through this process are predicated on the type of farming operation involved.

  Note: Because the determination process is being automated, County Offices will no longer be required to update the web-based Eligibility system for actively engaged in farming, foreign person, and cash rent tenant determinations.**--***

361 Overview (Continued)

B Software Release Schedule

The Business File application will be released in phases. The following is the **projected** release schedule.

Phase	Description	Projected Release
1	Allows for collecting information for individual producers filing CCC-902I's. **Note:** Does not include, "Individual Operating as a Small Business". These business types are treated like entities in the Business File application.	May 2011
2	Allows for collecting information for entities without members, such as nonprofit organizations, filing CCC-902E's.	***--**November 2011
3	Allows for collecting information for entities with members, such as corporations, filing CCC-902E's.	January 2012
4	Allows for collecting information for joint operations filing CCC-902E's.	To Be Determined**--***
5	Provides a summarized COC Determination Report of the information collected through the interview process for the farming operation. The COC Determination Report includes potential problematic issues that may need further review by COC.	
6	Allows for COC determination to be recorded in the Business File application through an interview-style process.	

362 Dataloading CCC-902's on File in County Offices

A Data Migration

The current System 36 software does not allow for collecting most information captured on CCC-902's. For entities and joint operations, member information and member ownership shares are recorded; however, this information is only a small amount of the information collected on CCC-902.

As a result, County Offices are required to dataload information from existing CCC-902I's and CCC-902E's.

B Requirement for Obtaining New CCC-902's

The Business File application is a tool that allows for the automated collection of CCC-902 information. The release of the Business File application is not imposing new program or policy requirements. As such, County Offices are **not** required to obtain new CCC-902's.

Recommendation: If a producer is filing CCC-902 and the Business File application is available for the producer's business type, the information should be collected through the automated process. County Offices will save time because the information taken on the manual CCC-902 will eventually have to be dataloaded in the Business File application.

County Offices shall continue to follow 4-PL about requirements for filing CCC-902I's and CCC-902E's.

C Priority Order for Dataloading CCC-902's

--**County Offices shall dataload CCC-902's starting with the 2012 subsidiary year.**--

Note: If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall dataload CCC-902 for the current subsidiary year.

If there are multiple CCC-902's on file for the applicable customer, County Offices shall dataload the most recent CCC-902 filed by the producer in the Business File application.

Additional options may be available in the future to copy data back to a previous year, but ***--**the priority for the dataload effort is to record CCC-902 data for the 2012 subsidiary year.**--***

*--362 Dataloading CCC-902's on File in County Offices (Continued)

D Missing Data on CCC-902

Depending on the responses recorded through the interview process, some questions may be presented to the user for information that was not provided on the manual CCC-902 filed by the producer. County Offices shall:

- **only** record information that was signed to by the producer on the existing CCC-902 on file in the County Office

- **not** review other documentation on file in the County Office to complete the interview questions presented.

Example: Producer is associated with a farm that is leased, but did not specify whether the land is cash or share leased on CCC-902. A copy of the lease agreement is on file because the farm is enrolled in DCP.

The County Office shall **not**:

- search their files to determine if the lease is on file

- record the lease information through the Business File application because the producer has not signed to that information on the manual CCC-902 that was filed.

E Printing CCC-902's After Dataload Is Completed

County Offices are not required to print an automated CCC-902 unless the producer signature is required. For information dataloaded in the system, County Offices shall verify that the information recorded matches the information on the original manual CCC-902.

Notes: If the automated CCC-902 is not printed following dataload, County Offices can view CCC-902 on screen by accessing the "View 902" option on the Customer page. If CCC-902 is printed following dataload, the automated CCC-902 should be attached to the manual CCC-902 used to record the information in the Business File application.

Producers are not required to sign CCC-902's generated by the Business File application, unless a new or revised CCC-902 is being filed.**--***

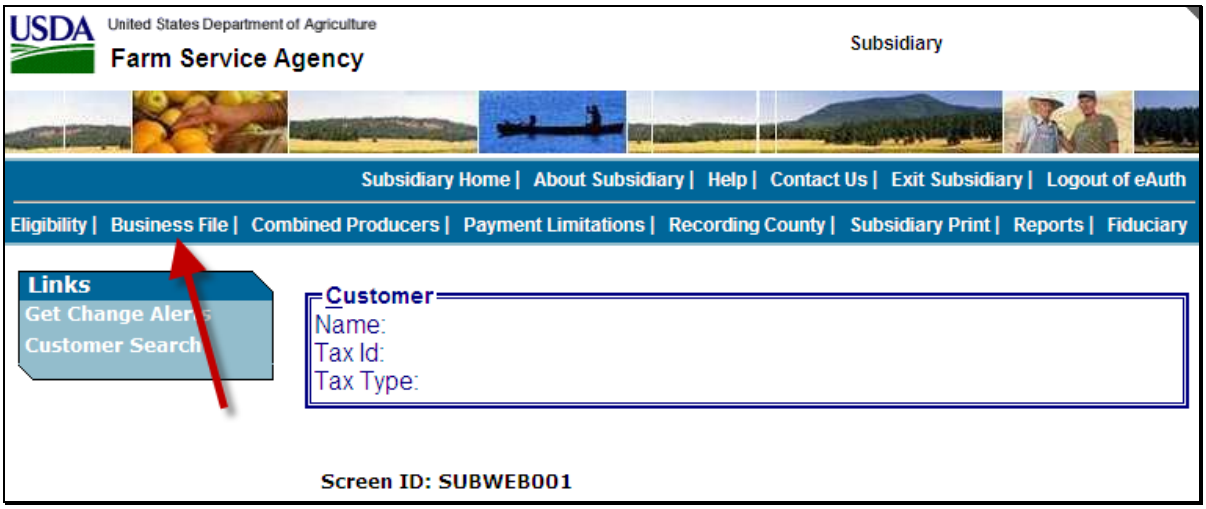
363, 364 (Reserved)

365 Accessing the Business File Application

A Accessing the Business File Application From the Subsidiary Application

The Business File application is included in the Subsidiary application. See paragraph 9 for information on accessing the Subsidiary application.

--After successfully logging into the Subsidiary application, the Subsidiary Page will be-- displayed. To access the Business File application, CLICK "**Business File**" tab.



B Selecting a Customer

This table specifies which page will be displayed after users click "**Business File**" tab.

IF users click "Business File" tab…	AND CCC-902 has…	THEN…
before a customer has been selected		SCIMS Search Page will be displayed requiring the user to select a customer from SCIMS.
after a customer has been selected	been recorded for the selected customer for any year	Customer Page will be displayed listing Farm Operating Plans already recorded.
	not been recorded for the selected customer	Create New Farm Operating Plan Page will be displayed.

*--366 General Information for Managing Farm Operating Plans

A Status Categories for Farm Operating Plans

There are 4 status categories that may be associated with Farm Operating Plans.

Status	Definition
Initiated	The Farm Operating Plan is considered "initiated" when information has been recorded, but the County Office has not indicated that all signatures have been obtained and/or CCC-902 has not been received in the County Office. **Note:** Farm Operating Plans in "initiated" status will remain in the Business File application for 90 calendar days from the date of the last update. On the 91st calendar day, the "initiated" Farm Operating Plan will automatically be deleted from the Business File application.
Filed	The Farm Operating Plan is considered "filed" when CCC-902 is received in the County Office and all valid signatures have been obtained. The date Farm Operating Plan is filed is the later of the date: • last signature was obtained from the required signatories • documentation was actually received in an FSA County Office.
Determined	The Farm Operating Plan is considered "determined" when: • COC determinations have been completed for the farming operation • date the determinations were completed is recorded in the Business File application.
Terminated	The Farm Operating Plan is automatically terminated when the following conditions occur in SCIMS: • business type for the customer is changed • resident alien status for the customer is changed from a U.S. citizen and/or legal resident alien to a nonresident alien status • birth date is added or changed making the customer a minor when they were previously considered an adult.

B Version Numbers

Version numbers are automatically assigned anytime a new Farm Operating Plan is created in the Business File application. The version number is also printed at the top of CCC-902 generated by the Business File application.

The version number provides users with a reference for ensuring that signatures dates are recorded for the correct, signed version of CCC-902 and will be used by COC Determination process when fully implemented.**--***

*--366 General Information for Managing Farm Operating Plans (Continued)

C Withdrawing Farm Operating Plans

CCC-902 that has been signed and received in the County Office must be acted on by COC within 60 calendar days and the producer notified of the determination or a default determination occurs.

To ensure that multiple Farm Operating Plans are not pending COC review at the same time, the producer must withdraw a signed CCC-902 **before** a new Farm Operating Plan can be initiated in the Business File application. Withdrawing the signed CCC-902 stops the 60-calendar-day clock, thereby reducing the possibility of:

- determination for the wrong Farm Operating Plan
- default determination.

CCC-902's can be withdrawn by either of the following methods:

- producer providing a written statement to the County Office indicating the signed CCC-902 is no longer applicable and should be withdrawn

  Note: Ideally the statement should include the date CCC-902 was signed and the version number associated with CCC-902, if the signed version was generated by the Business File application.

- marking CCC-902 as "WITHDRAWN" with the initials of the producer making the request and the date the request is made.

  Reminder: CCC-902's that have all applicable signatures, but have not been acted on by COC, are in a "filed" status in the system after the signature date is recorded. The requirement to withdraw CCC-902 only applies to "filed" CCC-902's.

*--366 General Information for Managing Farm Operating Plans (Continued)

D Farm Operating Plan Start and End Dates

Because a producer can have more than one Farm Operating Plan on file for a subsidiary year, the Business File application assigns a start and end date to each Farm Operating Plan in "determined" status. This table describes how the dates are set by the Business File application.

System Date	Description
Start Date	Date COC completed determinations for the applicable Farm Operating Plan that is recorded on the Signature Verification Page. **Note:** If COC determination date recorded in the Business File application is: • before October 1, 2010, then the start date for the 2011 subsidiary year is October 1, 2010 • after October 1, 2010, then the start date is COC determination date for the 2011 subsidiary year.
	During rollover, Farm Operating Plans in "determined" status are rolled to the new subsidiary year and the start date on Farm Operating Plans for the new subsidiary year is the rollover date.
End Date	Set by the Business File application when COC determination date is recorded in the Business File application for a subsequent Farm Operating Plan filed for the same subsidiary year. **Note:** If the Farm Operating Plan is in "determined" status and the end date is "blank", that version is the current CCC-902 applicable for the producer.

Example: CCC-902 is filed by the producer in December 2010 for the 2011 subsidiary year. COC makes all applicable determinations on January 5, 2011.

When filing FSA-578, the Farm Operating Plan is revised to include additional contribution input information. COC reviews the revised CCC-902 and makes all the applicable determinations on August 15, 2011.

- CCC-902 filed in December has a January 5, 2011, start date and an August 14, 2011, end date, indicating that the Farm Operating Plan was effective for that timeframe.

- CCC-902 filed in August has an August 15, 2011, start date and no end date because it is the current CCC-902 for the farming operation.**--***

367 Recording New Farm Operating Plans

A Initiating Farm Operating Plans

A Farm Operating Plan is "initiated" when both of the following conditions occur:

- customer is selected from SCIMS
- users click "Save & Continue" on the Create New Farm Operating Plan Page.

The Farm Operating Plan will stay in the Business File application in "initiated" status until a County Office user indicates the signatures have been obtained by recording the date CCC-902 was filed in the County Office.

Note: CCC-902's in an "initiated" status remain in the system for 90 calendar days from the date of the last update. On the 91st calendar day, the "initiated" plan is automatically deleted from the system.

B Impact of Initiating Farm Operating Plans If Other Plans Are Recorded

Initiating a new Farm Operating Plan may impact other Plans already recorded in the Business File application. This table describes how existing Farm Operating Plans are affected when a new Plan is initiated.

IF there is an existing Farm Operating Plan in the Business File application in…	**THEN the Business File application will display the following warning message…**	
"initiated" status for the selected customer	"A farm operating plan for the selected customer was last updated on 'date'. Creating a new farm operating plan will result in that plan being deleted. Are you sure you want to continue?"	
	IF user…	**THEN the…**
	selects the option to continue with the new Farm Operating Plan	• existing Farm Operating Plan in "initiated" status is deleted • next consecutive version number will be assigned to the Farm Operating Plan being created • information associated with the deleted Farm Operating Plan **cannot** be accessed or viewed.
	does **not** select the ***--**option to continue**--***	process ends and the Customer Page will be displayed for the selected customer.

***--367 Recording New Farm Operating Plans (Continued)**

B Impacts of Initiating Farm Operating Plans If Other Plans Are Recorded (Continued)

<table>
<tr><th>IF there is an existing Farm Operating Plan in the Business File application in…</th><th colspan="2">THEN the Business File application will display the following warning message…</th></tr>
<tr><td rowspan="3">“filed” status for the selected customer</td><td colspan="2">“A farm operating plan for the selected customer was filed on ‘date’. Creating a new farm operating plan will result in that plan being deleted. Has the producer provided written notification withdrawing the previously filed farm operating plan?”</td></tr>
<tr><td>IF the user…</td><td>THEN the…</td></tr>
<tr><td>indicates the producer has withdrawn the existing CCC-902

Note: County Offices shall not indicate the producer has withdrawn CCC-902 unless subparagraph 366 C conditions have been met.</td><td>• existing Farm Operating Plan in “filed” status will be deleted

• next consecutive version number will be assigned to the new Farm Operating Plan

• information will be retained in the Business File application for historical purposes, but the information associated with the deleted Farm Operating Plan cannot be accessed or viewed by State and County Office users.</td></tr>
<tr><td>has not withdrawn the existing CCC-902</td><td>process ends and the Customer Page will be displayed for the selected customer.</td></tr>
</table>

--*

***--367 Recording New Farm Operating Plans (Continued)**

B Impacts of Initiating Farm Operating Plans If Other Plans Are Recorded (Continued)

<table>
<tr><th>IF there is an existing Farm Operating Plan in the Business File application in…</th><th colspan="2">THEN the Business File application will display the following warning message…</th></tr>
<tr><td rowspan="4">“determined” status for the selected customer</td><td colspan="2">“A determination for the selected customer was made on ’date’. Creating a new farm operating plan will not affect the current determination for this farm operation until the new plan is filed. Are you sure you want to continue?”

Note: Producers are not required to withdraw Farm Operating Plans in a “determined” status, because the previous COC determination continues to remain in effect until a new determination is completed.</td></tr>
<tr><td>IF the user…</td><td>THEN the …</td></tr>
<tr><td>selects the option to continue with the new Farm Operating Plan</td><td>• existing Farm Operating Plan in “determined” status will continue to be effective until COC makes a new determination

• next consecutive version number will be assigned to the new Farm Operating Plan

• information on the existing Farm Operating Plan will be retained in the Business File application and can be viewed by State and County Office users.</td></tr>
<tr><td>does not select the option to continue with the new plan</td><td>process ends and the Customer Page will be displayed for the selected customer.</td></tr>
</table>

--*

*--368 Revising Farm Operating Plans Already Recorded

A General Policy About Revisions to Farm Operating Plans

4-PL policy allows for “pen & ink” changes on a signed CCC-902 in certain situations. When CCC-902 is recorded in the Business File application, it can be revised by:

- accessing the applicable Farm Operating Plan
- recording the changes
- printing CCC-902 for the producer's signature.

County Offices shall ensure that all changes are recorded in the Business File application; therefore, this process eliminates the need for “pen & ink” changes.

B Impacts of Revising Farm Operating Plans

A Farm Operating Plan may be revised regardless of the current status of the Plan; however, the impact of the revision affects the Plan differently based on the current status of CCC-902 being revised.

This table describes how existing Farm Operating Plans are affected when revised.

IF the Farm Operating Plan being revised has…	**THEN the Business File application will display the following warning message…**	
an “initiated” status for the selected customer	“The farm operating plan for the selected customer was last updated on ‘date’. Are you sure you want to revise this plan?”	
	IF the user…	**THEN…**
	selects the option to continue with the revision to the Farm Operating Plan	• the existing Farm Operating Plan will automatically be updated with information from the Farm Records System • a new version number will **not** be assigned to the Farm Operating Plan • the date of the revision will be updated as the last update date. **Reminder:** The last update date is **critical**, because an “initiated” Farm Operating Plan will be deleted after 90 calendar days if subsequent action is not taken.
	does **not** select the option to continue with the revision	the process ends and the Customer Page will be displayed for the selected customer.

--*

*--368 Revising Farm Operating Plans Already Recorded (Continued)

B Impacts of Revising Farm Operating Plans (Continued)

IF the Farm Operating Plan being revised has…	THEN the Business File application will display the following warning message…	
"filed" status for the selected customer	"A farm operating plan for the selected customer was filed on 'date'. Revising this plan will result in the previously filed farm operating plan being deleted and will require that signatures be obtained for the new plan. Has the producer provided written notification withdrawing the previously filed farm operating plan?"	
	IF the user…	**THEN the…**
	indicates the producer has withdrawn the existing CCC-902 **Note:** County Offices **shall not** indicate the producer has withdrawn CCC-902 unless subparagraph 366 C conditions have been met.	• existing Farm Operating Plan in "filed" status will be copied with an "initiated" status • new "initiated" Farm Operating Plan will automatically be updated with information from the Farm Records System • next consecutive version number will be assigned to the new "initiated" Farm Operating Plan • original Farm Operating Plan in "filed" status will be deleted • deleted Farm Operating Plan information will be retained in the Business File application for historical purposes, but the information **cannot** be accessed or viewed by State and County Office users.
	has not withdrawn the existing CCC-902	process ends and the Customer Page will be displayed for the selected customer.

--*

*--368 Revising Farm Operating Plans Already Recorded (Continued)

B Impacts of Revising Farm Operating Plans (Continued)

IF the Farm Operating Plan being revised has…	THEN the Business File application will display the following warning message…	
"determined" status for the selected customer	"A determination for the selected customer was made on 'date'. Is the current farm operating plan being revised to add or remove land input information only or will other changes be made to the plan?"	
	IF the user…	**THEN…**

	selects the option indicating land changes are the only changes being made	• the original Farm Operating Plan in "determined" status will be:
		  • copied and will retain the "determined" status
		  • updated with an "ending date"
		  • retained in the Business File application and can be viewed by State and County Office users
		• the new "determined" Farm Operating Plan will automatically be updated with information from the Farm Records System
		• users are allowed to record lease information related to land contributions, but are **not** allowed to access any other type of contribution
		• the next consecutive version number will be assigned to the new Farm Operating Plan.

--*

***--368 Revising Farm Operating Plans Already Recorded (Continued)**

B Impacts of Revising Farm Operating Plans (Continued)

IF the Farm Operating Plan being revised has…	**THEN the Business File application will display the following warning message…**	
a "determined" status for the selected customer	"A determination for the selected customer was made on 'date'. Is the current farm operating plan being revised to add or remove land input information only or will other changes be made to the plan?"	
	IF the user…	**THEN…**

	selected the option indicating additional changes will be made to the Farm Operating Plan	• the original Farm Operating Plan in "determined" status will be:
		  • copied with an "initiated" status
		  • not be updated with an "ending date" until COC acts on the new Farm Operating Plan
		  • retained in the Business File application and can be viewed by State and County Office users
		• the new "initiated" Farm Operating Plan will automatically be updated with information from the Farm Records System
		• users are allowed to update information related to all types of contributions for the new "initiated" Farm Operating Plan
		• the next consecutive version number will be assigned to the new "initiated" Farm Operating Plan.

	does not select the option to continue with the revision	end the process and display the existing Farm Operating Plan for the selected customer.

--*

369 Other Options for Managing Farm Operating Plans

A Deleting Farm Operating Plans

Users do **not** have an option for deleting Farm Operating Plans recorded in the Business File application.

A Farm Operating Plan in "initiated" status remains in the Business File application for 90 calendar days from the date it was last updated. The Business File application automatically deletes Farm Operating Plans on the 91st calendar day following the last update.

When deleted, any data previously recorded for Farm Operating Plans **cannot** be viewed or retrieved.

Farm Operating Plans with a "filed" or "determined" status shall **not** be deleted from the Business File application, because they represent CCC-902's that have been signed by the producer. These Farm Operating Plans will remain in the Business File application with the applicable status until a new Farm Operating Plan is initiated or an existing Plan is revised.

See paragraphs 366 and 367 for additional information.

B Viewing Existing Farm Operating Plans

To view Farm Operating Plans:

- ***--**at anytime during the interview process, under "Submit Plan" on the left navigation menu, CLICK "**View 902**"**--***

- after the information has been recorded, from the Customer Page, CLICK "**View 902**".

See the following paragraphs for additional information:

- paragraph 370, for information on navigation options
- paragraph 402, for information on the Customer Page.

*--370 Navigation

A Introduction

Because of the amount of data collected on a Farm Operating Plan, numerous options are available to users for navigating through the process, such as:

- following the interview
- selecting an option from the left Navigation Menu to jump to a specific section of the interview.

B Interview Process Overview

The interview process uses information about the type of farming operation, and how questions are answered through the interview, to determine subsequent questions that should be presented.

The following is an example of the typical options available at the bottom of each page when progressing through the interview process and the action that occurs when each option is selected.

Option	Action	Example
"Back"	Returns to the previous page displayed to the user.	
"Save"	Saves the information recorded on the page, but does **not** advance to the next applicable page.	
"Save & Continue"	Saves the information recorded on the page and advances to the next applicable page, based on the responses recorded through the interview process.	

Recommendation: This method should be used for recording contribution information, especially when:

- dataloading information collected on a manual CCC-902
- collecting the contribution information for the first time.**--***

*--370 Navigation (Continued)

C Left Navigation Menu

The left Navigation Menu options allow the user to select which section of the interview process they want to "jump to" to record information. Essentially, users can jump from 1 section of the interview to the next without going through the entire interview process.

Following is an example of the typical options available on the left Navigation Menu and the action that occurs when each option is selected.

Option	Action	Example
Select Different Customer	Displays the SCIMS Search Page to allow the user to select a new customer.	
Record New Farm Operating Plan	Allows the user to initiate a new Farm Operating Plan for the customer that is currently selected.	
Manage Customer	Displays the Customer Page for the customer currently selected. This page displays all the Farm Operating Plans that are currently recorded for the selected customer.	
The following options are applicable for the selected customer and the Farm Operating Plan that is being recorded. See Section 3 for additional information on each page.		
General	Displays the General Information Page.	
Capital	Displays the Capital Contribution Page.	
Land	Displays the Land Contribution Page.	
Custom Services	Displays the Custom Services Page.	
Equipment	Displays the Equipment Page.	
Labor	Displays the Labor Types Page.	
Management	Displays the Management Types Page.	
Summary	Displays the Farming Operation Summary Page. This page summarizes the information that has been recorded through the interview process for all contribution inputs.	
Remarks	Displays the Remarks Page that allows the user to record additional information about the farming operation.	
Summary	Displays the Farming Operation Summary Page, including any remarks that have been recorded.	
Validations	Displays the Validations Page that identifies potential problematic areas that may need to be addressed before the Farm Operating Plan is filed.	
Record Signatures	Displays the Signature Verification Page that allows the user to specify when the Farm Operating Plan was filed and when COC determinations were completed.	
View 902	Opens a new window displaying the formatted version of CCC-902.	

Warning: Any information recorded that has not been saved when the left Navigation Menu options are selected will be lost and a warning message will **not** be provided.

Recommendation: This method should be used when:

- revising Farm Operating Plans
- jumping to a section to review or correct responses recorded.--*

371-376 (Reserved)

Section 2 Recording Farm Operating Plan Information by Customer Type

377 Overview

A Introduction

Information collected for a Farm Operating Plan is contingent on many factors, such as:

- type of farming operation
- inputs provided to the farming operation by the producer and/or its members.

--**Although some information is applicable for certain types of businesses that is **not--
applicable for others, generally there are 4 categories that determine the flow of the interview process and which questions are presented to the user, as follows:

- individuals
- entities without members
- entities with members
- joint operations.

This section provides a description of the interview process flow, based on the type of farming operation for which CCC-902 is being filed.

Note: This section describes the process of collecting information and what information is required, based on the business type of the farming operation. See Section 3 for detailed information and the available options on each page that are presented through the interview process.

***--377 Overview (Continued)**

B Interview Process Flow

The Business File application reads the business type for the selected year from SCIMS to determine the interview process flow. The following table identifies which process flow is applicable for each business type in SCIMS.

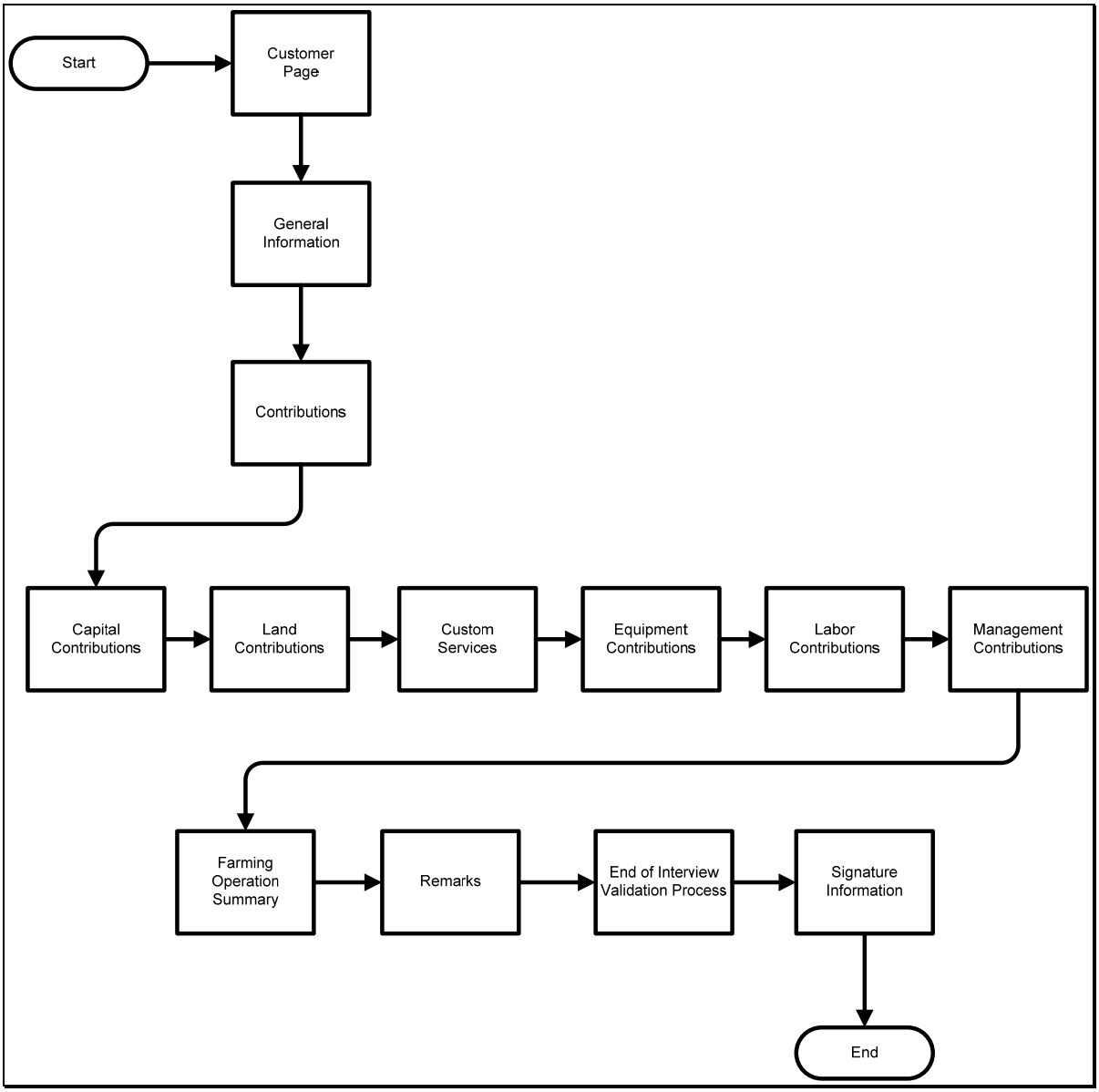
Interview Process Flow	SCIMS Business Type
Individual	Individuals
Entities Without Members	• Churches, Charities, and Nonprofit Organizations • State and Local Government • Public Schools
Entities With Members	• Corporation • Individual Operating as a Small Business • Limited Liability Company • Limited Partnership • Estate • Irrevocable Trust • Revocable Trust
Joint Operations	• General Partnership • Joint Venture
Business Types Not Recorded Though the Business File Process	• Indians Represented by BIA • Indian Tribal Venture • Federally Owned

--*

*--378 Individuals

A High-Level Overview

The following is the high-level overview of the interview process flow for customers in SCIMS that have an “individual” business type.



--*

379-400 (Reserved)

*--Section 3 Interview Screen Flow by Section and Contribution Type

401 Overview

A Introduction

The interview process is designed to first determine the questions applicable to the type of farming operation. When in the interview, questions are presented to the user based on the responses provided.

Example: If the producer indicates they are not contributing capital to the farming operation, then questions will not be presented for collecting capital contribution percentages, loan information, etc.

B Description of Section

This section describes each page that may be presented to the user through the normal interview process and how the Business File application will respond based on the answers provided to each question presented.

Note: See Section 2 to determine which pages are applicable based on the type of farming operation.

This table provides an overview of the information contained in this section. See the paragraph for each page for a complete description of the options available.

Subsection	Description	Paragraphs
1	Includes all pages applicable to general information about the producer, questions on minor status, and selection of the contributions provided to the farming operation.	402 through 410
2	Includes all pages applicable to recording capital contribution information.	411 through 424
3	Includes all pages applicable to recording land contribution information.	425 through 240
4	Includes all pages applicable to recording equipment contribution information.	441 through 454
5	Includes all pages applicable to recording custom service information.	455 through 460
6	Includes all pages applicable to recording labor contribution information.	461 through 470
7	Includes all pages applicable to recording management contribution information.	471 through 500
8	Includes the end of interview pages.	501 through 503

--*

402 Customer Page

A Introduction

The Customer Page is the main page for the Business File application and will be displayed for the selected customer when both of the following conditions apply:

- users click "**Business File**" tab from the Subsidiary application
- **at least one** Farm Operating Plan has been recorded for the selected customer.

The Customer Page allows the user to:

- record a new Farm Operating Plan for the selected customer
- *--review the Farm Operating Plans recorded for the selected customer--*
- take the option to:
  - revise an existing Farm Operating Plan
  - record the date the Farm Operating Plan was filed in the County Office
  - record the date COC determinations were completed
  - view CCC-902's.

B Example of Customer Page

The following is an example of the Customer Page.

Business File Menu
Welcome: Bobbie Butler
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer

Customer

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	
2011 Last Update: 03/17/2011	Initiated	6			Revise Record Signatures View 902
2011 Last Update: 03/31/2011	Initiated	5			Revise Record Signatures View 902
2011 Last Update: 03/18/2011	Filed	4			Revise Record Determination View 902
2011 Last Update: 03/10/2011	Determined	3	10/01/2010		Revise View 902

BF002 Back to Top

*--402 Customer Page (Continued)

C Information on the Customer Page

The Customer Page provides the user with an overview of all Farm Operating Plans recorded for the selected customer.

This table describes the information displayed on the Customer Page.

Section of Page	Field	Description
Customer Information	Farming Operation	Name of selected customer.
	Business Type	Current year business type for the selected customer recorded in SCIMS.
Farm Operating Plans	Program Year	Program year associated with the Farm Operating Plan. Date of the last update to the Farm Operating Plan is listed directly below the program year. **Reminder:** The date the Farm Operating Plan was last updated is important because the Business File application will automatically delete any Farm Operating Plans after 90 calendar days of no activity if the Farm Operating Plan is in "initiated" status.
	Status	Current status of the Farm Operating Plan. See subparagraph 366 A for additional Farm Operating Plan status categories.
	Version	Version number for the Farm Operating Plan. See subparagraph 366 B for additional information on version numbers for the Farm Operating Plan.
	Start Date	Start date is only applicable if: • COC has completed determinations associated with CCC-902 • date has been recorded in the Business File application. See subparagraph 366 D for additional information on start dates.
	End Date	End date is only applicable: • for Farm Operating Plans that are in "determined" status • when COC has completed determination on a subsequent CCC-902 for the same subsidiary year. See subparagraph 366 D for additional information on end dates.

--*

***--402 Customer Page (Continued)**

D Page Options

For each Farm Operating Plan recorded for the selected customer, the following links may be available depending on the status of the Plan recorded. This table describes the options that may be available on the Customer Page.

Link	Action
"Revise"	Allows users to revise the selected Farm Operating Plan. Depending on the status of the Plan being revised, different confirmation messages may be displayed. See paragraph 368 for additional information on revising Farm Operating Plans.

"Record Signatures"	Option:
	
	• will only be displayed if the Farm Operating Plan is in "initiated" status
	
	• allows users to record the following signature information:
	
	  • date CCC-902 was filed in the County Office
	
	  • date COC determinations have been completed for the farming operation.

"Record Determination"	Option: • will only be displayed if the Farm Operating Plan is in "filed" status • allows users to record the date COC determinations have been completed for the farming operation.
"View 902"	Opens a new window displaying the formatted version of CCC-902 for the selected Farm Operating Plan.

Note: See subparagraph 370 C for additional information on left Navigation Menu options.**--***

*--403 Create New Farm Operating Plan Page

A Introduction

The Create New Farm Operating Plan Page will be displayed if:

- selected customer does not have a Farm Operating Plan recorded in the Business File application
- users click “Record New Farm Operating Plan” from the left Navigation Menu.

The Create New Farm Operating Plan Page allows users to:

- verify the correct customer has been selected **before** initiating the Farm Operating Plan
- specify the year for which the Farm Operating Plan is being recorded.

Reminder: If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall record the Farm Operating Plan for the 2011 subsidiary year for data load purposes.

B Example of Create New Farm Operating Plan Page

The following is an example of the Create New Farm Operating Plan Page.

--*

403 Create New Farm Operating Plan Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Create New Farm Operating Plan Page.

Question/Field	Description
Year	Drop-down menu that allows users to select the subsidiary year associated with the Farm Operating Plan being recorded. *** * *** **Note:** If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall dataload the Farm Operating Plan ***--**for the current subsidiary year.**--***

D Page Options

The following options are available on the Create New Farm Operating Plan Page.

Option	Action
"Back"	Returns to the Customer Page without saving any data entered.
"Save & Continue"	Initiates the Farm Operating Plan by saving the basic data about the selected customer. **Note:** After the Farm Operating Plan is "initiated", it cannot be deleted by the user. County Office users shall use the information displayed on the page to ensure that the correct producer is selected **before** continuing to the next page.

404 General Information Page

A Introduction

The General Information Page:

•*--varies based on the business type for the selected customer--*

- will be displayed * * * after the user initiates a new Farm Operating Plan by selecting the subsidiary year and continuing on the Create New Farm Operating Plan Page

- is the first page displayed * * * when revising the Farm Operating Plan. * * *

The General Information Page allows users to:

•*--verify the following information about the individual producer or member:

  - citizenship status based on the information recorded in SCIMS
  - minor status of the producer or member based on the information recorded in SCIMS

- record basic information about an entity or joint operation.

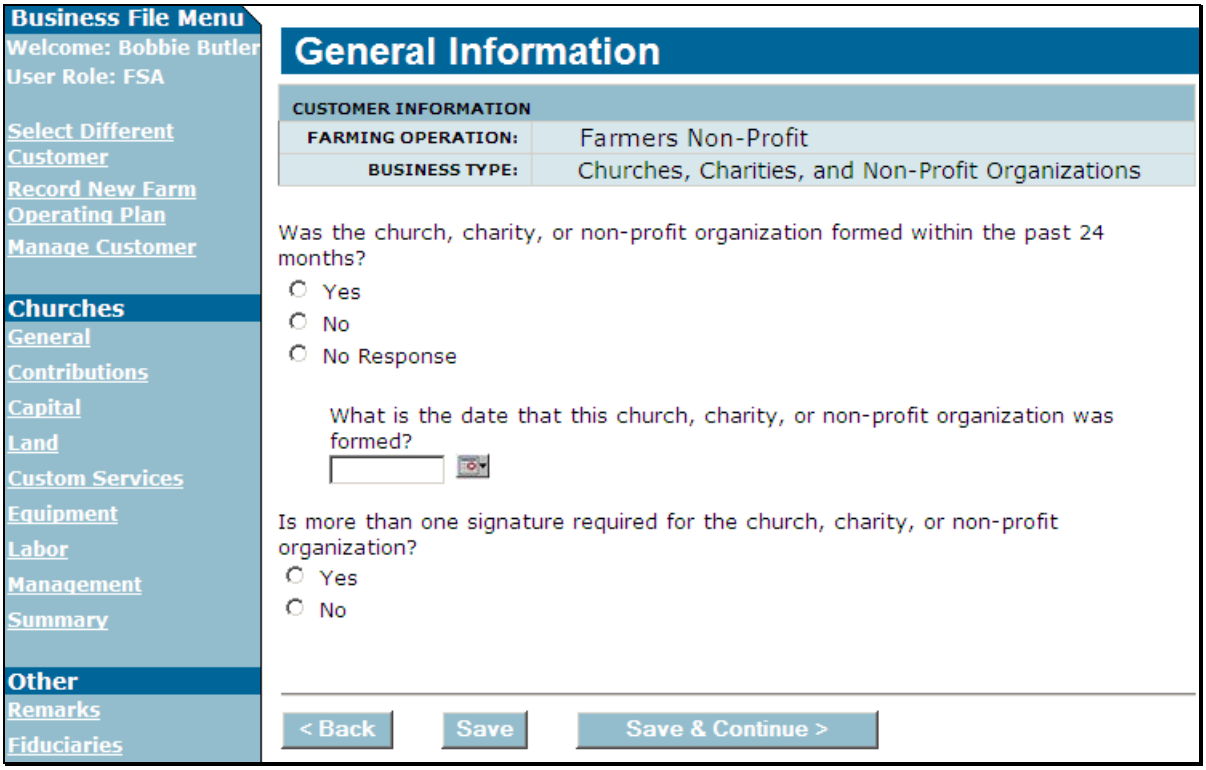
B Examples of General Information Page

The following is an example of the General Information Page for an individual producer.--*

404 General Information Page (Continued)

B Examples of General Information Page

*--The following is an example of the General Information Page for an entity.



--*

404 General Information Page (Continued)

C Information on the Page

The General Information Page displays information that is currently recorded in SCIMS. Information displayed on this page cannot be corrected through the Business File application. If the information is incorrect, County Office users shall access SCIMS to update the incorrect information.

This table describes the information displayed on the General Information Page and how the information is derived from SCIMS.

*--

Business Type	Question/Field	Description	
Individual	Is the individual a U.S. citizen or alien lawfully admitted into the U.S.?	This information is derived from the resident alien field in SCIMS.	
		IF the SCIMS resident alien field is set to…	**THEN message…**
		"N/A" or "Yes"	"Yes – The individual is a United States citizen or a legal resident alien." will be displayed.
		"No"	"No – The individual is not a legal resident alien." will be displayed.
	Will the individual be 18 years of age by June 1 of the current program year?	This information is derived from the birth date field in SCIMS. If a birth date has been entered in SCIMS for the selected producer or member, the system computes the producer/member's age. The system displays the following messages based on the computation. **Note:** If a birth date has not been recorded for the selected producer/member, then the producer/member will be considered an adult.	
		IF the computed age is…	**THEN message…**
		18 before the status date of the selected subsidiary year	"Yes – The individual is or will be 18 years of age by the applicable status date." will be displayed.
		not 18 by the status date of the selected subsidiary year	"No – The individual will not be 18 years of age by the applicable status date." will be displayed.
	Parents/Guardians Name.	Name and last 4 digits of the tax ID number of the parent/guardian for the selected customer retrieved from the Fiduciary system. **Note**: If the information is incorrect, County Office users shall access the Fiduciary application to update the incorrect information.	
	Parents/Guardians Tax ID.		

--*

404 General Information Page (Continued)

C Information on the Page (Continued)

*--

Business Type	Question/ Field	Description
Entities and Joint Operations	Was the (type of entity/joint operation) formed within the last 24 months?	Available options are: • "Yes" • "No" • "No Response". **Notes:** If the producer does not wish to respond, select "No Response". This question is not applicable if the business type for the selected customer is "state and local government".
	What is the date the (type of entity/joint operation) was formed?	If the entity or joint operation was formed within the last 24 months, the date the operation was formed is required.
	Is more than one signature required for the (type of entity/joint operation)?	Available options are: • "Yes" • "No" • "No Response". **Note:** If the producer does not wish to respond, select "No Response".
	Number of required signatures.	If more than one signature is required for the entity or joint operation: • an entry is required • number entered must be greater than 1 • number must be a whole number.
State and Local Government	Type of government entity.	This question is only presented if the business type for the customer is "State and Local Government". The available options are: • "State-owned" • "county-owned" • "city-owned".

--*

404 General Information Page (Continued)

D Page Options

The following options are available on the General Information Page.

***--Note:** The options available on this page vary based on the business type for the selected customer.

Option	Action
"Back"	Returns to the previous page without saving any data entered.
"Continue"	Saves the data displayed and continues to the next applicable page in the interview process.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and advances to the Contributions Page.**--***
"Read Current Information from SCIMS"	Refreshes the page with the current information from SCIMS.
"Read Current Information from Fiduciary"	Refreshes the page with the current information from the Fiduciary application. **Note:** This option is only displayed if the selected producer is a minor.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Parent/guardian information is required for producers that are not 18 years of age by June 1 of the applicable program year.	The selected producer is considered a minor based on the birth date information recording in SCIMS; however, parent/guardian information has not been recorded in the Fiduciary application. Access the Fiduciary application to record the minor's parent/guardian information. **Note:** See 1-CM and 4-PL for additional information on which parents/guardians should be recorded in the Fiduciary application.
***--**Must specify whether the government is State-owned, county-owned, or city-owned.	A response is required indicating the level of government represented by selection 1 of the following: • "State-owned" • "county-owned" • "city-owned".**--***

405 Minor General Information Page

A Introduction

The Minor General Information Page:

•*--is only displayed if the selected customer:

- is an individual--*
- will not be 18 years of age by the status date for the applicable subsidiary year

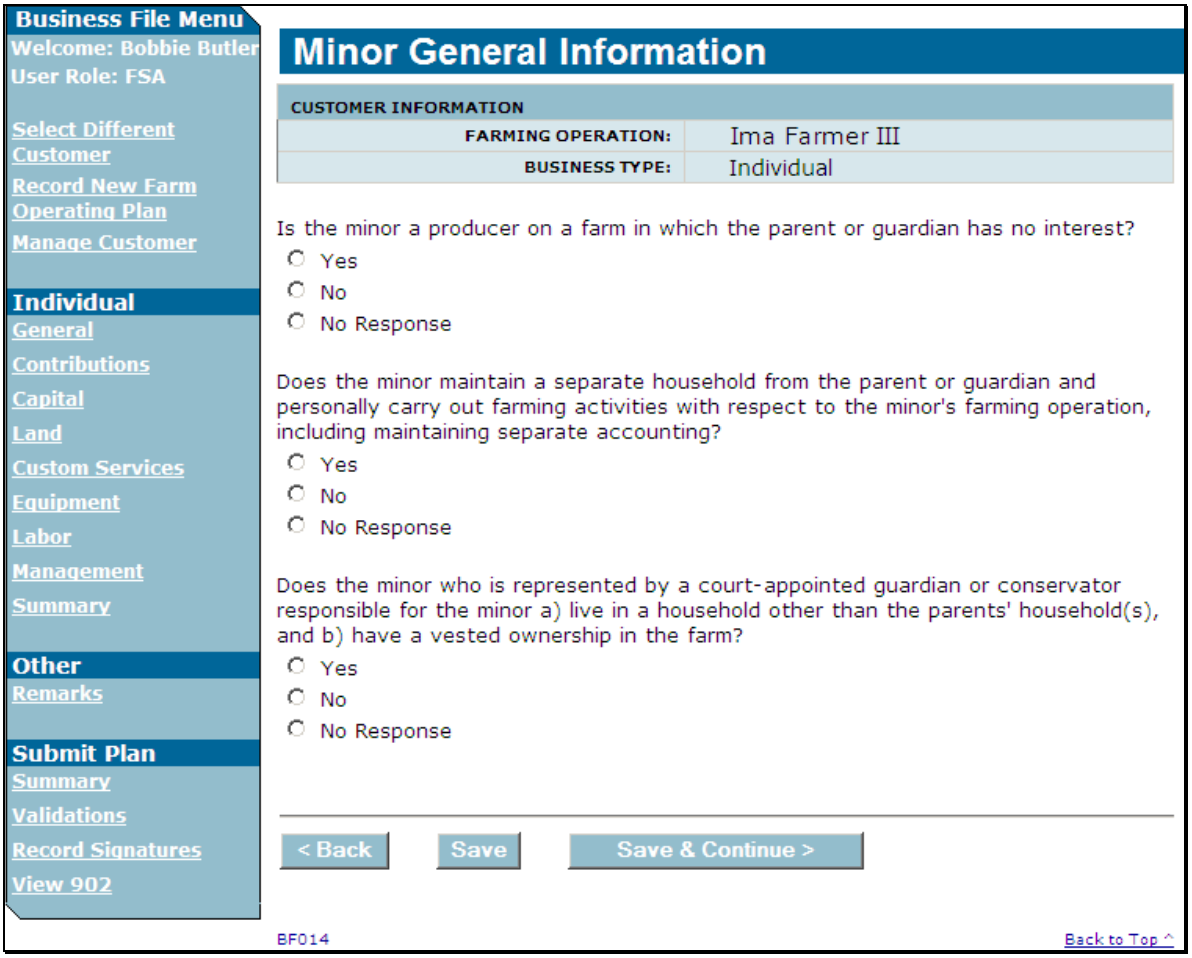
Notes: The status date is June 1 of the applicable subsidiary year.

--The birth date is retrieved from SCIMS for the selected customer.--

- allows users to answer a series of questions so COC can determine if the minor can be considered separate from their parent and/or guardian.

B Example of Minor General Information Page

The following is an example of the Minor General Information Page.



405 Minor General Information Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Minor General Information Page.

Question/Field	Available Options
Is the minor a producer on a farm in which the parent or guardian has no interest?	For each question presented, the available options are: • "Yes" • "No" • "No Response". **Note:** If the producer does not want to respond to 1 or more questions, select "No Response".
Does the minor maintain a separate household from the parent or guardian and personally carry out farming activities with respect to the minor's farming operation, including maintaining separate accounting?	
Does the minor who is represented by a court-appointed guardian or conservator responsible for the minor a) live in a household other than the parents' household(s), and b) have a vested ownership in the farm?	

D Page Options

The following options are available on the Minor General Information Page.

Option	Action
"Back"	Returns to the General Information Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and advances to the Contributions Page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Minor General Information Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
A response is required to each of the questions to determine if the minor can be considered separate from their parent/guardian.	A response was not selected for at least 1 of the 3 questions presented about the status of a minor.	Select 1 of the following options: • "Yes" • "No" • "No Response".

406 Contributions Page

A Introduction

The Contributions Page:

- will be displayed when the user clicks:
  - "**Continue**" on the General Information Page
  - "**Save & Continue**" on the Minor General Information Page
  - "**Contributions**", from the left Navigation Menu

•***--**allows users to select which inputs are contributed to the farming operation by the individual, entity, or joint operation.

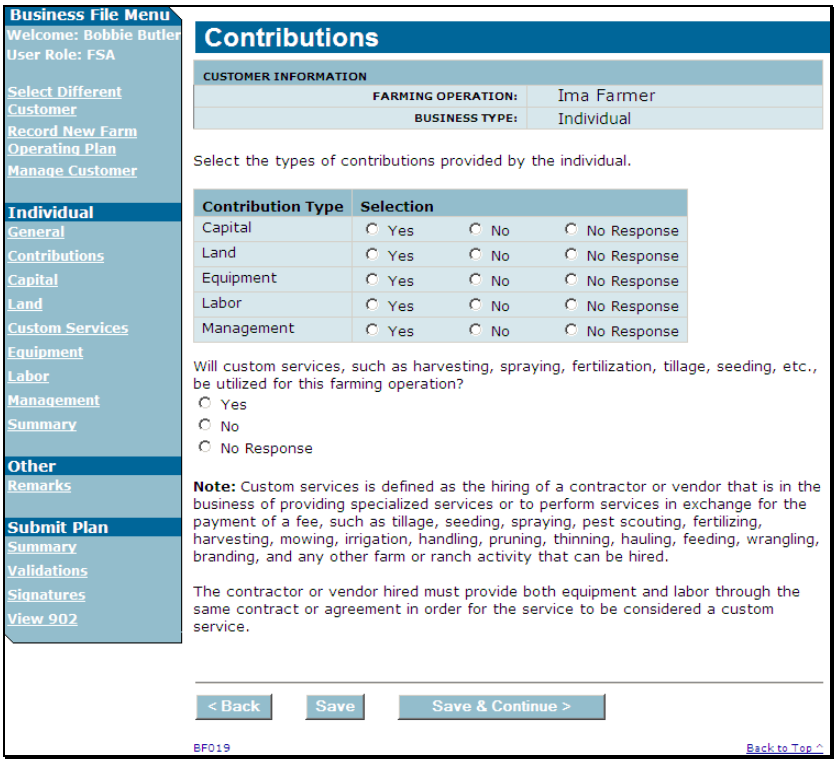
Notes: A separate process is provided to collect member contributions.**--***

Responses on this page dictate which questions are subsequently presented through the interview.

Example: If the user indicates that capital is not contributed to the farming operation, none of the capital contribution questions or pages described in Subsection 2 will be presented to the user.

B Example of Contributions Page

The following is an example of the Contributions Page.



406 Contributions Page (Continued)

C Interview Questions

The Contributions Page is flexible in that users have the option of only indicating the type of contributions that may be applicable to the farming operation.

Example: If a producer is a landowner only, then there may not be a need to collect contribution information for labor and management.

Users shall select "No Response" if:

- producer does not want to provide the contribution information
- the information is not required based on the circumstances related to the producer and/or the programs for which the producer is applying.

This table describes the interview questions presented on the Contributions Page.

Question/Field	Description
Select the types of contributions provided by the customer.	For each contribution/question presented, the available options are: • "Yes" • "No" • "No Response". The interview process proceeds to the next applicable section of the interview process based on the responses recorded on this page.
Will custom services, such as harvesting, spraying, fertilization, tillage, seeding, etc., be utilized for this farming operation?	

D Page Options

The following options are available on the Contributions Page.

Option	Action
"Back"	Returns to the previous page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

406 Contributions Page (Continued)

E Page Error Messages

The following error messages are displayed on the Contributions Page if an option is not selected for each type of contribution.

Error Message	Description	Corrective Action
A response is required to indicate whether the producer is contributing capital to the farming operation.	A response was not selected indicating whether capital is contributed to the farming operation.	Select 1 of the following options: • "Yes" • "No" • "No Response".
A response is required to indicate whether the producer is contributing land to the farming operation.	A response was not selected indicating whether land is contributed to the farming operation.	
A response is required to indicate whether the producer is contributing equipment to the farming operation.	A response was not selected indicating whether equipment is contributed to the farming operation.	
A response is required to indicate whether the producer is contributing labor to the farming operation.	A response was not selected indicating whether labor is contributed to the farming operation.	
A response is required to indicate whether the producer is contributing management to the farming operation.	A response was not selected indicating whether management is contributed to the farming operation.	
A response is required to indicate whether custom services are utilized in the farming operation.	A response was not selected indicating whether custom services are used by the farming operation.	

407-410 (Reserved)

*--Subsection 2 Capital Contributions

411 General Information

A Introduction

The Capital Contributions Section of the interview process allows the user to record:

- total percentage of capital contributed to the farming operation
- sources of the capital
- loan information if the a loan was obtained from an individual or business with an interest in the farming operation
- additional capital information from sources other than loans, nonborrowed capital, and/or FSA program payments.

The remainder of this subsection provides detailed information related to the capital contribution pages that may be displayed through the interview process.

B Description of Capital Contribution Pages

This table provides a general description of each page that may be displayed through the Capital Contribution Section of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Capital Contributions Page	Displayed if the user indicates capital was contributed to the farming operation on the Contributions Page.	• Total capital contribution percentage from all sources. • Select the sources of capital.	412
Interest in Farming Operation – Loans Page	Displayed if the user indicates capital is contributed to the farming operation through either of the following on the Capital Contributions Page: • commercial loans/credit • private loans/credit.	Indicate whether a loan used as a source of capital was obtained from an individual or business that has an interest in the farming operation.	413

--*

***--411 General Information (Continued)**

B Description of Capital Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Loan Summary Page	• Displayed if the user indicates a loan was obtained from an individual or business with an interest in the farming operation. • Summary of all loans recorded.	• Review information already recorded. • Add a new loan.	414
Loan Information Page	Displayed when users indicate a commercial or private loan was obtained by an individual or business with an interest in the farming operation.	• Assets acquired through the loan/credit. • How the loan/credit was acquired. • Percentage of capital contributed to the farming operation attributable to the loan/credit. • Individual or business from which the loan/credit was obtained.	415
Loan Interest Page	Displayed after the user selects the individual or business from whom the loan/credit was obtained.	Allows for a narrative description of the interest held in the farming operation by the individual or business from which the loan was obtained.	416
Capital List Page	• Displayed if the user indicates other or additional capital is contributed to the farming operation on the Capital Contributions Page. • Summary of all additional capital recorded.	• Review information already recorded. • Add additional capital.	417
Additional Capital Contributions Page	Displayed when users click “Add Additional Capital Contribution” on the Capital List Page.	• Percentage of capital contributed to the farming operation attributable to the additional capital. • Narrative description of the source of the additional capital.	418

--*

*--412 Capital Contributions Page

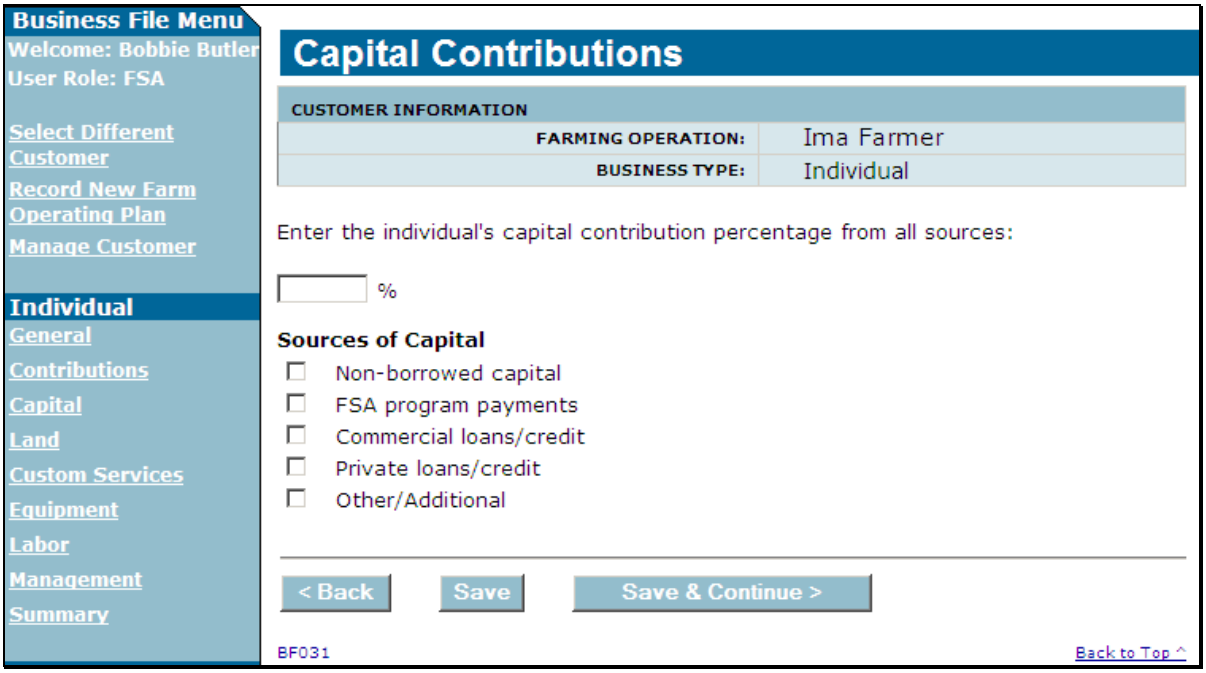
A Introduction

The Capital Contributions Page:

- is displayed if the user indicated capital is contributed to the farming operation on the Contributions Page
- is displayed if the user clicks "Capital" from the left navigation menu
- allows users to:
  - record the total capital percentage that is contributed to the farming operation
  - select the sources from which the capital was obtained for the farming operation.

B Example of Capital Contributions Page

The following is an example of the Capital Contributions Page.



--*

*--412 Capital Contributions Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Capital Contributions Page.

Question/Field	Description
Capital Contribution Percentage	The percentage of the total capital the producer contributes to the farming operation from all sources. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent • cannot be greater than 100 percent • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc. **Note:** A percentage field is not provided on CCC-902I; therefore, users shall leave this field "blank" until the Farm Operating Plan is revised. When revised, the percentage can be captured so the producer can sign to the correct information.
Sources of Capital	Select all options applicable to the farming operation. See 4-PL for additional information on sources of capital.

D Page Options

The following options are available on the Capital Contributions Page.

Option	Action
"Back"	Returns to the Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

--*

*--412 Capital Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Capital Contributions Page, if the data recorded does not meet the applicable validations. Users must correct these conditions **before** proceeding to the next applicable page.

Error Message	Description	Corrective Action
Capital contribution percentage cannot be greater than 100%.	The capital contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Capital contribution percentage must be greater than 0%.	The capital contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Contributions Page and indicate capital is not contributed or indicate the producer does not want to provide a response to capital contributions.
Capital contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

*--412 Capital Contributions Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that capital is provided to the farming operation; however, the capital contribution percentage was not entered.	• Record the capital contribution percentage, if available on CCC-902. • Answer "No" or "No Response" on the Contribution Page, if capital is not contributed to the farming operation or the information is not needed based on the program for which the producer is requesting benefits.
The total contribution for loans and additional capital is greater than the capital contribution percentage.	The total percentages of all loans and additional capital should be equal to or less than the total capital contribution percentage recorded on Capital Contributions Page. • Review the information to ensure that all data has been recorded properly as provided by the producer. • Return to the applicable page in the Capital Contribution Section if changes are needed.
A response was entered indicating that capital is provided to the farming operation; however, the source of the capital was not specified.	If the information recorded is incorrect, return to the Capital Contribution Page to select the sources of capital to the farming operation.

--*

*--413 Interest in Farming Operation – Loans Page

A Introduction

The Interest in Farming Operation – Loans Page will only be displayed if the user indicated that capital is contributed to the farming operation through either of the following on the Capital Contributions Page:

- commercial loans/credit
- private loans/credit.

B Example of Interest in Farming Operation – Loans Page

The following is an example of the Interest in Farming Operation – Loans Page.

--*

*--413 Interest in Farming Operation – Loans Page (Continued)

C Interview Questions

The Interest in Farming Operation – Loans Page is intended to determine if the individual or business that provided the loan has an interest in the farming operation.

This table describes the interview questions presented on the Interest in Farming Operation - Loans Page.

Question/Field	Description
Were any commercial or private loans acquired from, cosigned by, secured by, or guaranteed by an individual or entity that shares in the production or proceeds of the production from this farming operation?	For each question presented, the available options are: • "Yes" • "No" • "No Response". **Note:** Select "No Response", if the producer chooses not to respond to the question.
Were any commercial or private loans acquired from, cosigned by, secured by, or guaranteed by an individual or entity that is a landowner or landlord with an interest in this farming operation?	

D Page Options

The following options are available on the Interest in Farming Operation – Loans Page.

Option	Action
"Back"	Returns to the Capital Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

--*

*--413 Interest in Farming Operation – Loans Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must indicate whether the person or business that the loan was acquired from, secured by, guaranteed by has an interest in the farming operation.	If the information recorded is incorrect, return to the Interest in Farming Operation – Loans Page to specify whether the individual or business that the loan was obtain from has an interest in the farming operation.

--*

*--414 Loan Summary Page

A Introduction

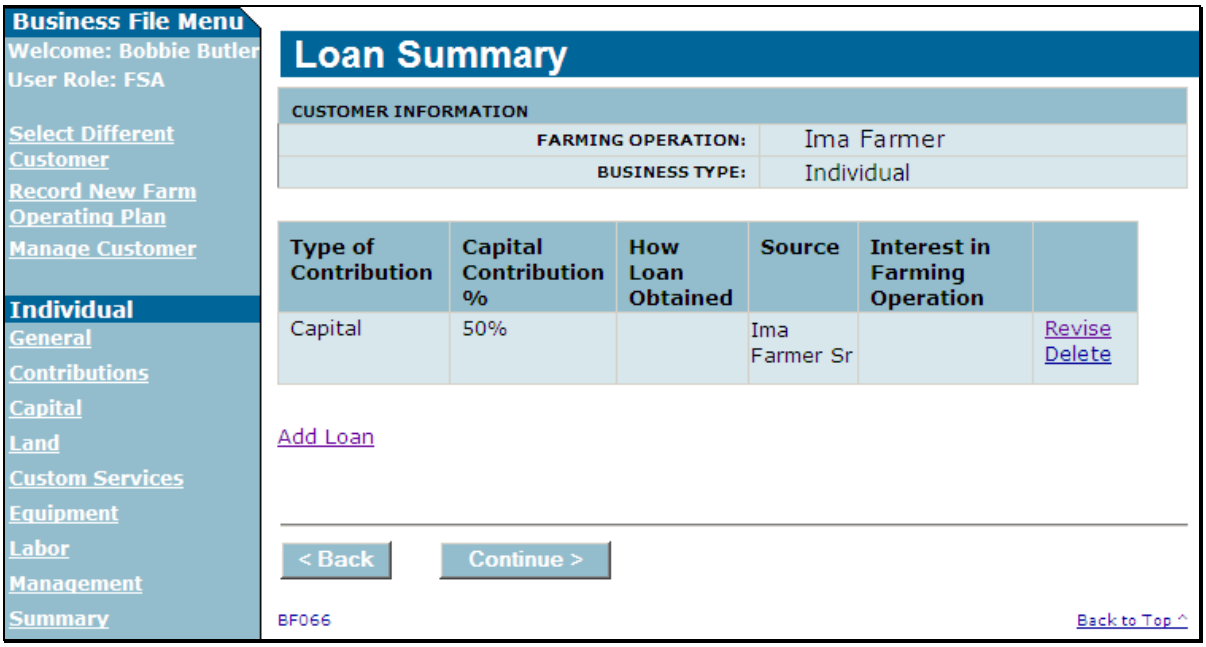
The Loan Summary Page:

- will be displayed if the user indicated a commercial or private loan/credit was obtained from an individual or business with an interest in the farming operation on the Interest in Farming Operation-Loans Page
- allows users to enter 1 or more loans that are used as a source of capital to the farming operation
- summarizes loan information that has been recorded.

Note: Loan information only needs to be recorded if the individual or business that the loan/credit was obtained from has an interest in the farming operation.

B Example of Loan Summary Page

The following is an example of the Loan Summary Page.



--*

***--414 Loan Summary Page (Continued)**

C Information on the Page

The Loan Summary Page provides the user with an overview of the loan information that has been recorded for the farming operation.

Note: Loan information displayed on the Loan Summary Page reflects the data recorded or options selected on the Loan Information Page.

This table describes the information displayed on the Loan Summary Page.

Field	Description
Type of Contribution	Specifies the assets acquired through the loan.
Capital Contribution	Percentage of the capital for the farming operation that is attributable to the loan.
How Loan Was Obtained	Describes how the loan was obtained.
Source	Indicates from whom the loan was obtained.
Interest in Farming Operation	Describes the interest in the farming operation by the individual or business from which the loan was obtained.

D Page Options

The following options are available on the Loan Summary Page.

Option	Action
"Add Loan"	Click this option to: • display the Loan Information Page • add information for a loan/credit that was obtained from an individual or business that has an interest in the Farming Operation Page.
"Revise"	Returns to the Loan Information Page allowing the user to modify the information previously recorded.
"Delete"	Allows the user to delete the loan information recorded for the selected entry in the summary. A Confirmation Page will be displayed allowing the user to confirm the information should be deleted.
"Back"	Returns to the Interest in Farming Operation – Loans Page without saving any data entered.
Continue	Allows the user to continue to the next applicable page.

--*

*--415 Loan Information Page

A Introduction

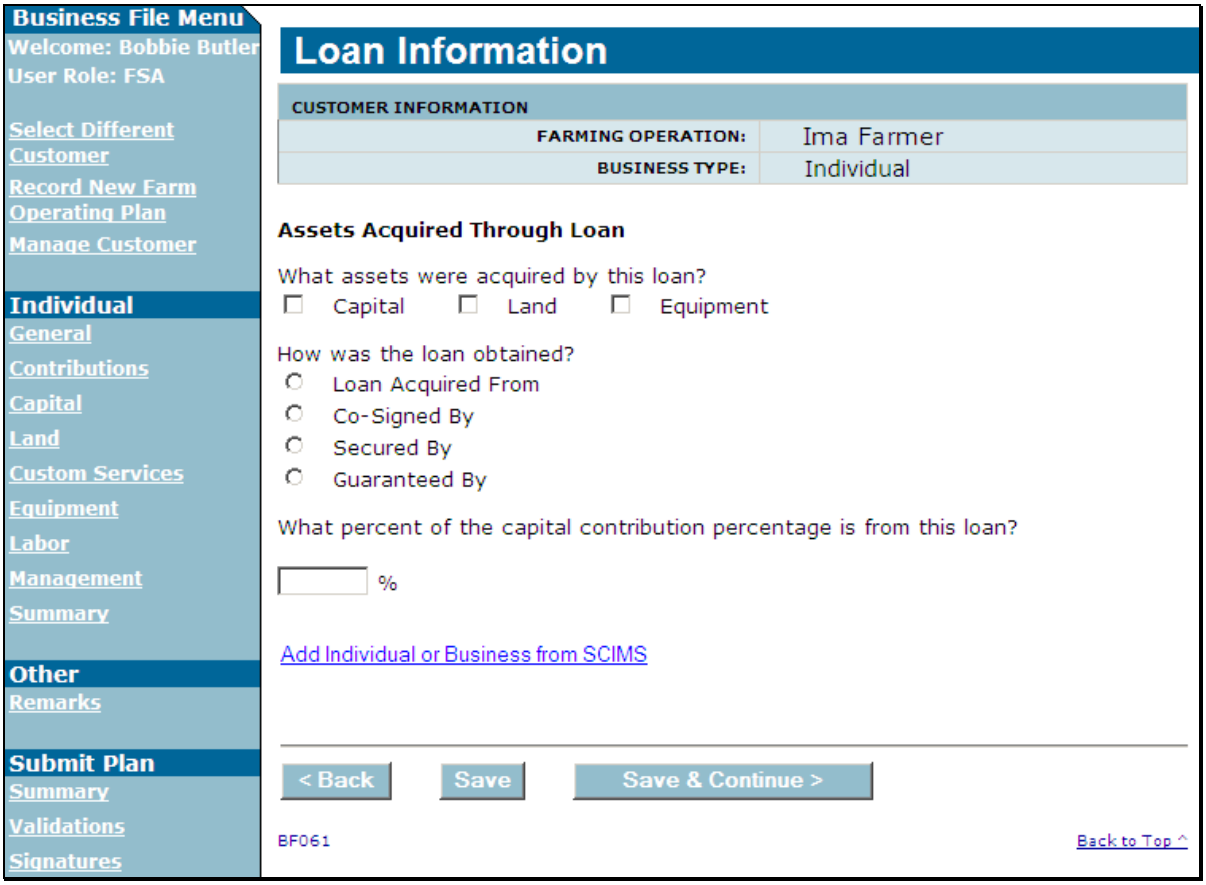
The Loan Information Page:

- will be displayed if the user selected the option to add a loan on the Loan Summary Page
- allows users to record specific information about the loan or credit that was obtained from an individual or business with an interest in the farming operation.

Note: Loan information only needs to be recorded if the individual or business that the loan/credit was obtained from has an interest in the farming operation.

B Example of Loan Information Page

The following is an example of the Loan Information Page.



--*

*--415 Loan Information Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Loan Information Page.

Question/Field	Description
What assets were acquired by this loan?	Select all of the following options that are applicable to the loan being recorded: • "Capital" • "Land" • "Equipment".
How was the loan obtained?	Select **only** 1 of the following options that best describes how the loan was obtained by the individual or business with an interest in the farming operation: • "Loan Acquired From" • "Co-Signed By" • "Secured By" • "Guaranteed By".
What percent of the capital contribution percentage is from this loan?	The percentage of the capital for the farming operation that is attributable to the loan being recorded. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Name of Individual or Entity that obtained the loan	This field will only be displayed after the user has selected a SCIMS customer by clicking on the "Add Individual or Business from SCIMS" link.

--*

*--415 Loan Information Page (Continued)

D Page Options

The following options are available on the Loan Information Page.

Option	Action
"Add Individual or Business from SCIMS"	Allows users to access the SCIMS Search Page to select the individual or business from which the loan was obtained. If the individual or business has an interest in the farming operation, then the individual or business the loan/credit was obtained from must be recorded in SCIMS. **Notes:** If the loan was obtained from more than 1 individual or business, continue to select this option to add SCIMS customers until everyone with an interest in the farming operation associated with the applicable loan has been selected. If the individual or business is not already in SCIMS, the customer must be added by accessing SCIMS in the normal manner. The customer cannot be added to SCIMS through the Business File application.
"Revise"	Returns to the Loan Interest Page allowing the users to modify the information previously recorded for the individual or business that obtained the loan.
"Delete"	Removes the customer from the applicable loan.
"Back"	Returns to the Loan Summary Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

--*

*--415 Loan Information Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Loan Information Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Loan contribution percentage cannot be greater than 100%.	The loan contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Loan contribution percentage must be greater than 0%.	The loan contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage.
Loan contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

*--415 Loan Information Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must select which type of contribution was obtained through a loan.	If the information recorded is incorrect, return to the Loan Information Page for the applicable loan to specify whether capital, land, and/or equipment were the assets acquired though the loan.
Cannot designate that land was obtained through loan unless the individual is associated with at least 1 farm.	If the information recorded is incorrect, take either of the following actions: • return to the Loan Information Page for the applicable loan to remove the selection that land was acquired though the loan • update the Farm Records System with the applicable information.
Cannot designate that equipment was obtained through a loan unless the equipment contribution is recorded for the individual.	If the information recorded is incorrect, take either of the following actions: • return to the Loan Information Page for the applicable loan to remove the selection that equipment was acquired though the loan • return to the Equipment Contribution Section of the interview to record equipment information.
Must specify how the loan was secured.	If the information recorded is incorrect, return to the Loan Information Page for the applicable loan to specify how the loan was obtained.
Must specify the individual or business that secured the loan.	If an individual or business has an interest in the farming operation, they must be recorded in SCIMS before they can be associated to the loan.
Must specify the percentage that the loan contributes toward the overall capital contribution.	If the information recorded is incorrect, return to the Loan Information Page for the applicable loan to specify the percentage of the capital that is contributed through the loan.

--*

*--416 Loan Interest Page

A Introduction

The Loan Interest Page:

- will be displayed after the user has selected a customer from SCIMS for an individual or business that has an interest in the farming operation

- allows the user to specify the interest in the farming operation held by the individual or business associated with the loan.

B Example of Loan Interest Page

The following is an example of the Loan Interest Page.

C Interview Questions

The “Specify the individual or entity’s interest in the farming operation” field allows the user to record comments on what the interest in the farming operation is for the selected loan.

This is a text field that allows up to 1,000 characters.

Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.**--***

*--416 Loan Interest Page (Continued)

D Page Options

The following options are available on the Capital Contributions Page.

Option	Action
"Back"	Returns to the Loan Information Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Loan Information Page.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must specify the interest in the farming operation held by the individual or business that secured the loan.	If the information recorded is incorrect, return to the Loan Interest Page to specify the individual's or business' interest in the farming operation.

--*

*--417 Capital List Page

A Introduction

The Capital List Page:

- will be displayed:
  - if the user selected “Other/Additional” as a source of capital on the Capital Contributions Page
  - after users click “Continue” on the Loan Summary Page, if applicable
- allows users to record any additional capital that may be contributed to the farming operation from sources other than:
  - nonborrowed capital
  - FSA program payments
  - commercial or private loans/credit.

B Example of Capital List Page

The following is an example of the Capital List Page.

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*--417 Capital List Page (Continued)

C Information on the Page

The Capital List Page provides the user with an overview of additional capital information that has been recorded for the farming operation.

After at least 1 source of additional capital has been recorded, a summary section will be displayed allowing the user to view the information recorded. This table describes the summary information displayed on the Capital List Page.

Field	Description
Capital %	Percentage of the capital for the farming operation that is attributable to the each entry of additional capital.
Source	Describes the source of the additional capital that was recorded on the Additional Capital Contributions Page.

D Page Options

The following options are available on the Capital List Page.

Option	Action	
"Add Additional Capital Contribution"	Displays the Additional Capital Contributions Page so the user can record detailed information regarding the additional capital. Users can continue to select this link until all additional capital has been recorded.	
"Revise"	Returns to the Additional Capital Contributions Page allowing the user to modify the information previously recorded.	
"Delete"	Allows the user to delete the additional capital information recorded for the selected entry in the summary. A confirmation page will be displayed allowing the user to confirm the information should be deleted.	
"Back"	**IF the user indicated on the Capital Contributions Page that loans are…**	**THEN returns to…**
	not a source of capital to the farming operation	Capital Contributions Page.
	a source of capital to farming operation	Loan Summary Page.
"Continue"	Continues to the next applicable page in the interview process.	

--*

*--418 Additional Capital Contributions Page

A Introduction

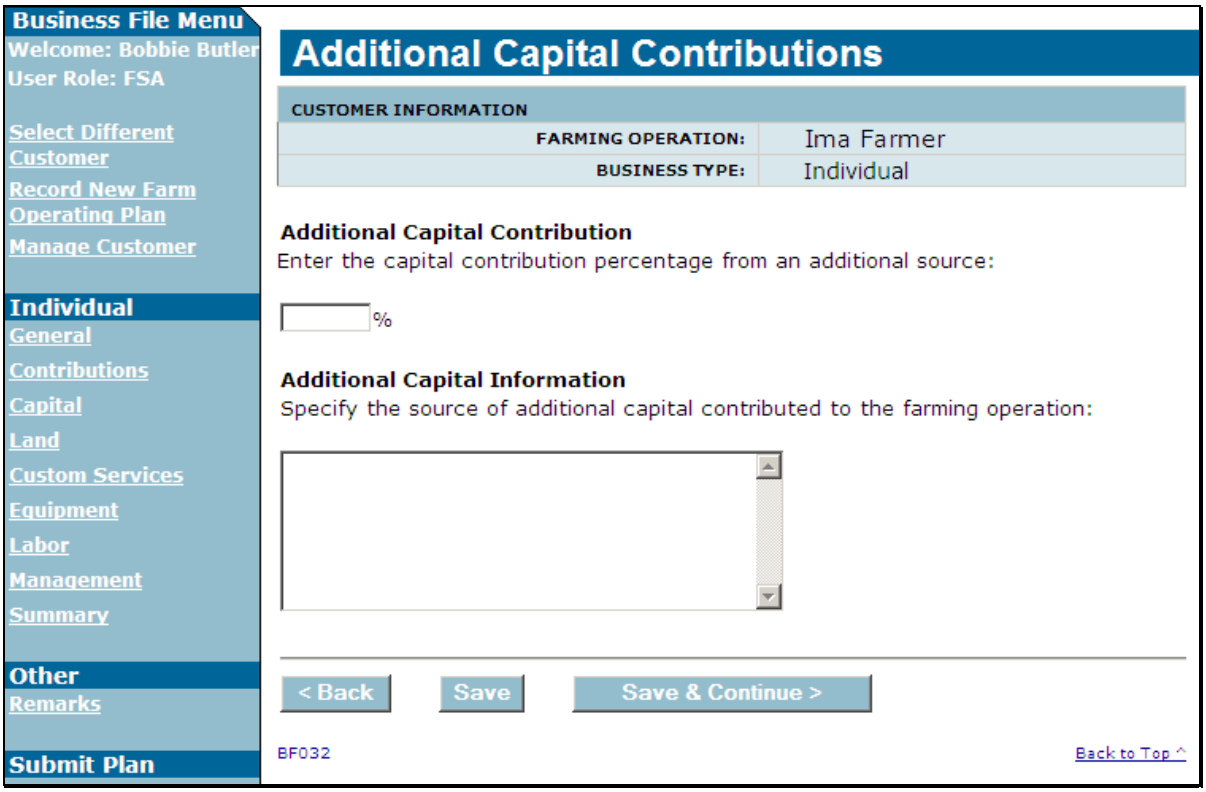
The Additional Capital Contributions Page will be displayed:

- if the user selected “Other/Additional” as a source of capital on the Capital Contributions Page
- after the user clicked the “Add Additional Capital Contribution” link on the Capital List Page.

The Additional Capital Contributions Page allows the user to record detailed information about the additional capital contributed to the farming operation.

B Example of Additional Capital Contributions Page

The following is an example of the Additional Capital Contributions Page.



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*--418 Additional Capital Contributions Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Additional Capital Contributions Page.

Question/Field	Description
Additional Capital Contribution Percentage	The percentage of the capital for the farming operation attributable to the additional source being recorded. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Additional Capital Information	Text field that allows users to record comments about the additional capital contribution. Up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

D Page Options

The following options are available on the Additional Capital Contributions Page.

Option	Action
“Back”	Returns to the Capital List Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and returns to the Capital List Page to display the information recorded.

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*--418 Additional Capital Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Additional Capital Contributions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Capital contribution percentage cannot be greater than 100%.	The additional capital contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Additional capital contribution percentage must be greater than 0%.	The capital contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage.
Capital contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Capital contribution percentage must be entered if additional capital is contributed to the farming operation.	If the information recorded is incorrect, return to the Additional Capital Contributions Page for the applicable additional capital entry to specify the percentage of the capital.
A description of the additional capital is required.	If the information recorded is incorrect, return to the Additional Capital Contributions Page for the applicable additional capital entry to specify the source of the additional capital contributed to the farming operation.

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419-424 (Reserved)

*--Subsection 3 Land Contributions

425 General Information

A Introduction

The Land Contributions Section of the interview process:

- retrieves farm and tract information from the Farm Records System for all land associated with the selected producer nationwide
- allows the user to record lease information for each tract the producer is associated with, if applicable.

The remainder of this subsection provides detailed information related to the land contribution pages that may be displayed through the interview process.

B Description of Land Contribution Pages

This table provides a general description of each page that may be displayed through the Land Contribution Section of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Land Contributions	Displayed if the user indicated land is contributed to the farming operation on the Contributions Page.	Allows the user to select the farm and tract for which the lease information should be recorded.	426
Land Record Leased To	Displayed when both of the following occur on the Land Contributions Page: • users select a farm • users click “Record ‘Lease To’ Information”.	Allows the user to record all details related to the lease including: • type of lease agreement • number of acres associated with the lease • whether the producer had an interest in the land in the previous year • name of the producers from/to which the land is leased.	427
Land Record Leased From	Displayed when both of the following occur on the Land Contributions Page: • users select a farm • users click “Record ‘Lease From’ Information”.		428

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*--425 General Information (Continued)

B Description of Land Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Recorded Leases for Tract	Displayed when the user selects the tract number link for farms listed in the Tracts with Lease Information Recorded Section of the Land Contributions Page.	Allows the user to: • view a summary of all leases recorded for a specific tract • select options to revise or delete lease information.	429
Land Revise Lease	Displayed when users click "Revise" link on either of the following: • Recorded Leases for Tract Page • Recorded Leases for Farming Operation Page.	• Displays the details of the lease previously recorded. • Allows the user to revise the details of the lease information.	430
Recorded Leases for Farming Operation	Displayed when users click "View Recorded Leases For this Farming Operation" on the Land Contributions Page.	Allows the user to: • view a summary of all leases recorded for the farming operation • select options to revise or delete lease information for a specific farm and tract.	431

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*--426 Land Contributions Page

A Introduction

The Land Contributions Page:

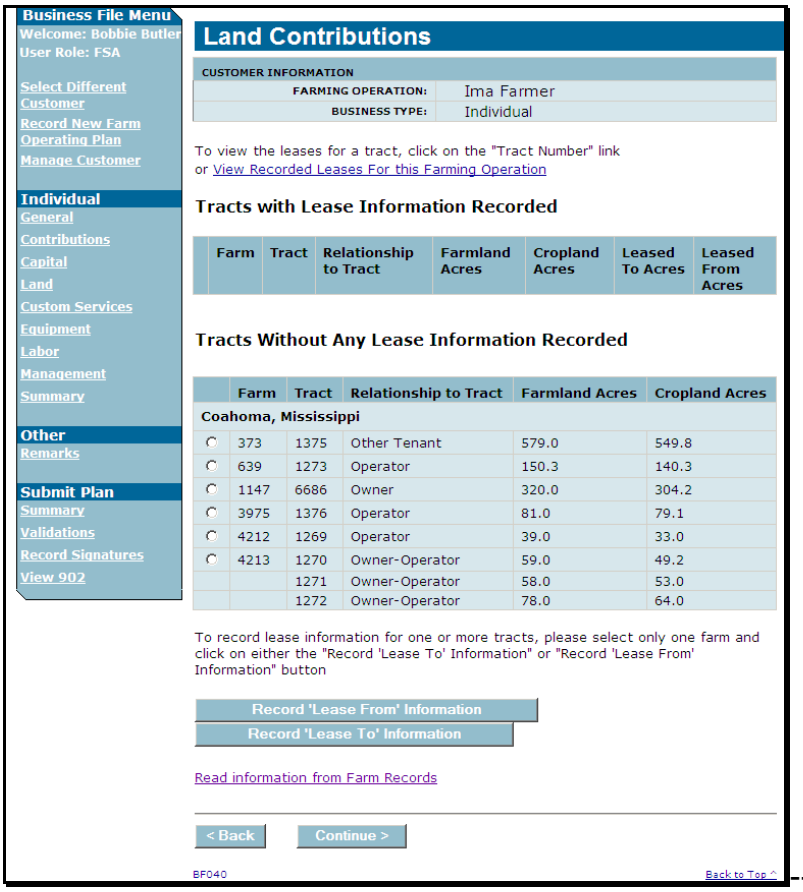
- is displayed if the user indicated land is contributed to the farming operation on the Contributions Page

  Note: Even if the producer is associated with land in the Farm Records System, this page is not displayed unless “Yes” is selected for land contributions on the Contributions Page.

- is displayed if the user clicks "Land" on the left navigation menu
- displays information retrieved from the Farm Records System
- allows users to select a farm or tract to record lease information
- summarizes lease information recorded by farm and tract.

B Example of Land Contributions Page

The following is an example of the Land Contributions Page.



--*

*--426 Land Contributions Page (Continued)

C Information on the Page

The Land Contributions Page is:

- the main page that displays all land associated with the farming operation
- separated into 2 sections, as follows:
  - Tracts With Lease Information Recorded
  - Tracts Without Any Lease Information Recorded.

All farms and tracts associated with the selected producer are retrieved from the Farm Records System if the user indicated the producer is contributing land to the farming operation on the Contributions Page.

The Business File application determines which section of the page each farm and tract is listed based on the producer's relationship to the farm and tract. This table indicates how farms and tracts are initially retrieved from the Farm Records System.

IF the selected producer is…	**AND…**	**THEN the farm/tract is listed in the…**
the operator of the farm	• is also the sole owner of all tracts associated with the farm, **and** • there are not any other tenants associated with a tract	Tracts With Lease Information Recorded Section of the page. Because the producer is the operator of the farm, the owner of all tracts and there are no other tenants, it is not possible to have a lease agreement. So the farm is listed in this section of the page effectively indicating that no action is required for recording lease information. **Note:** A radio button is also not provided by the farm number which would allow the farm to be selected for recording lease information.
	• is not the sole owner of all tracts associated with the farm, **or** • there is an other tenant on a tract	Tracts Without Lease Information Recorded Section of the page. A radio button is provided by each farm number allowing the user to select the farm to record lease information.
an owner		
an other tenant		

--*

*--426 Land Contributions Page (Continued)

C Information on the Page (Continued)

This table describes other information displayed on the Land Contributions Page.

Section of Page	Description		
Tracts with Lease Information Recorded	Farm	Farm number retrieved from the Farm Records System.	
	Tract	Tract number retrieved from the Farm Records System that also has lease information recorded. When lease information has been recorded for the tract, the tract number is changed to a link which allows the user to access the lease information. See paragraph 429 for additional information on viewing and revising lease information already recorded.	
	Relationship to Tract	Indicates the customer's relationship to the farm and/or tract as recorded in the Farm Records System.	
		IF the producer is…	**THEN the producer is associated with the…**
		operator	farm.
		owner-operator	farm and all tracts associated with the farm.
		owner	applicable tract.
		other tenant	
	Farmland Acres	Farmland acres retrieved from the Farm Records System for the specified tract.	
	Cropland Acres	Cropland acres retrieved from the Farm Records System for the specified tract.	
	Leased To Acres	Number of acres leased to another producer as recorded on the Land Record Lease To Page.	
	Leased From Acres	Number of acres leased from another producer as recorded on the Land Record Lease From Page.	
Tracts Without Any Lease Information Recorded	Farm	Farm and tract number retrieved from the Farm Records System.	
	Tract		
	Relationship to Tract	Indicates the customer's relationship to the farm and/or tract as recorded in the Farm Records System.	
		IF the producer is…	**THEN the producer is associated with the…**
		operator	farm.
		owner-operator	farm and all tracts associated with the farm.
		owner	applicable tract.
		other tenant	
	Farmland Acres	Farmland acres retrieved from the Farm Records System for the specified tract.	
	Cropland Acres	Cropland acres retrieved from the Farm Records System for the specified tract.	

--*

*--426 Land Contributions Page (Continued)

D Page Options

When recording lease information, users should select the farm by clicking the radio button next to the farm number and then select click of the following:

- "Record 'Lease To' Information"
- "Record 'Lease From' Information".

The producer's relationship on the farm and tracts determines whether that producer can lease land to or from another producer. This table illustrates options applicable, based on the producer's relationship to the farm.

IF the producer associated with the Farm Operating Plan is…	**THEN for…**	**THE following types of leases can be recorded…**		
		Lease To	**Lease From**	**None**
operator on the farm	owners on the tract		✓.	
	any other tenants associated with the tract	✓	✓.	
owner on the farm/tract	the operator associated with the farm	✓.		
	the other tenants associated with the tract	✓.		
	other owners on the tract	✓	✓.	
owner-operator on the farm/tract	other owners associated with the tract	✓	✓.	
	other tenants associated with the tract	✓		
	situations where there are not any other owners or other tenants on any tract associated with the farm			✓.
other tenant on the farm/tract	the operator on the farm	✓	✓.	
	the owners on the tract		✓.	

--*

*--426 Land Contributions Page (Continued)

D Page Options (Continued)

The following additional options are available on the Land Contributions Page.

Option	Action
"View Recorded Leases For this Farming Operation"	Displays the Recorded Leases For Farming Operation Page. See paragraph 431 for additional information.
"Read information from Farm Records"	Refreshes the page with the current information from the Farm Records System. Primarily needed if users leave the Business File application to make a change in the Farm Records System. If the user opens a new window to make the change in farm records, then returns to the Business File window, this link should be selected to refresh the page. **Note:** If the user exits out of the Business File application to access the Farm Records System, then information from the Farm Records System is automatically retrieved when the Farm Operating Plan is re-accessed.
"Back"	Returns to the previous page displayed to the user.
"Continue"	Continues to the Land Summary Page that summarizes all lease information recorded for the selected producer.

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*--426 Land Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Land Contributions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Must select a farm to record the lease on.	User selected either of the following, but did not select the farm for which the lease is being recorded: • "Record Leased From Information" • "Record Leased To Information".	Select the farm number the lease is being recorded for by clicking the radio button next to the farm number.
The selected farm does not contain any tracts that can be leased to another party.	The producer is the operator of the farm and the option to "Record 'Lease To' Information" was selected. However, there is not a tenant associated with any tract on the farm.	The operator can only lease land to an other tenant; therefore, take 1 of the following options: • access the Farm Records System to add the other tenant to the applicable tract • select another farm to which the land is leased • click "Record 'Lease From' Information" to record lease information for land leased from another producer.
The selected farm does not contain any tracts that can be leased from another party.	The producer is the owner of the farm and the option to "Record 'Lease From' Information" was selected. However, there is not another owner associated with any tract on the farm.	The owner can only lease land from another owner on a tract associated with the farm; therefore, take 1 of the following options: • access the Farm Records System to add the other owner to the applicable tract • select another farm from which the land is leased • click "Record 'Lease To' Information" to record lease information for land leased to an operator or other tenants.

--*

*--427 Land Record Lease To Page

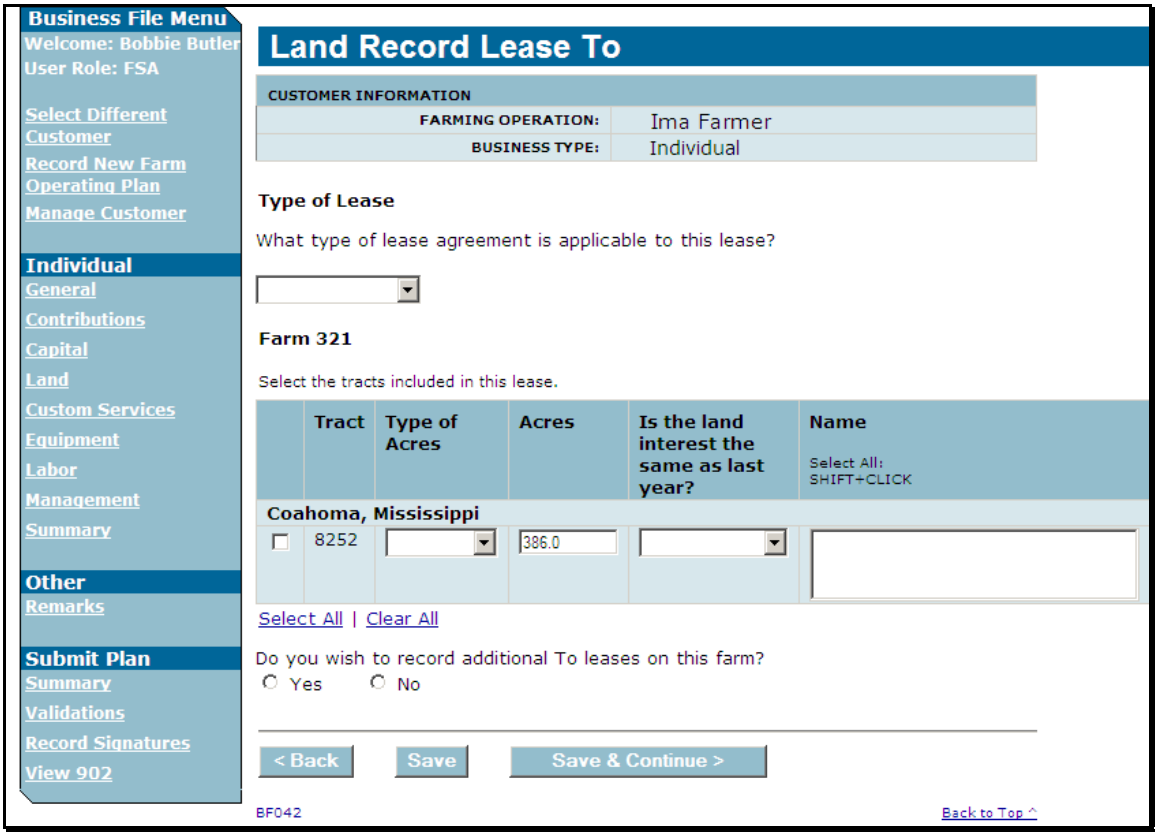
A Introduction

The Land Record Leased To Page:

- will be displayed if users click "**Record 'Lease To' Information**" on the Land Contributions Page
- displays information retrieved from the Farm Records System for the farm/tracts
- allows users to record details related to the lease agreement.

B Example of Land Record Lease To Page

The following is an example of the Land Record Lease To Page.



C Who Can Lease Land To Another Producer

The producer's relationship on the farm and tracts determines whether that producer can lease land to another producer.

IF producer associated with the Farm Operating Plan is…	THEN they can lease land to…
operator	an other tenant.
owner	another owner, operator, and/or an other tenant.
tenant	the operator.

--*

***--427 Land Record Lease To Page (Continued)**

D Information on the Page

This table describes other the information displayed on the Land Record Lease To Page.

Section of Page	Field	Description
Recorded Leases on Farm	This section of the page displays if at least 1 lease has been recorded for the applicable farm and tract. For each lease, the following information will be displayed.	
	Leased	Indicates whether the land is leased to or leased from another producer.
	Name	Name of the producer selected that the land is being leased to or leased from when the lease information was recorded.
	Tract	Tract number for which the lease is recorded.
	Total Acres	Number of acres associated with the applicable lease.
	Type of Acres	Specifies the lease was recorded for "farmland" or "cropland".
	Lease Terms	Specifies the type of lease selected when the lease was recorded.
Lease Information	This section displays the information pulled from the Farm Records System for the tracts associated with the selected farm number.	
	Farm Number	Farm number selected on the Land Contributions Page.
	Tract	Each tract associated with the selected farm number.
	Acres	Farmland or cropland acres retrieved from the Farm Records System for the specified tract. **Notes:** The farmland acres are the default value. If the type of acres is changed to "cropland", the cropland acres are displayed. If multiple leases are recorded for the same tract, the acres are reduced by the number of acres associated with the previous leases.
	Name	Name of any other producer associated with each applicable tract. The name of the producer is listed along with their relationship to the tract. **Example:** If Ima Farmer is the operator of the farm, then the following is listed in this field: Ima Farmer – OP. The names listed in this field are contingent on the relationship to the farm/tract and whether the land is leased to/from another producer. See subparagraph C.

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***--427 Land Record Lease To Page (Continued)**

E Interview Questions

This table describes the interview questions presented on the Land Record Lease To Page.

Question/Field	Description
Type of Lease	Allows the user to select the type of lease agreement for the applicable farm/tract. Available options are: • "Cash" • "Cash and Share" • "Share" • "Grazing/AUM".
Does the lease include a crop share guarantee?	This field will only be displayed if the type of lease selected is "Cash and Share". Available options are: • "Yes" • "No" • "No Response".
Share Lease Percentage	This field will only be displayed if the type of lease selected is either of the following: • "Share" • "Cash and Share". Record the share lease percentage as specified on the lease agreement. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Tract	Each tract associated with the farm is listed. Select the tract or tracts the lease is associated with by clicking the check box next to the tract number.
Type of Acres	This field allows the user to select the type of acres that is associated with the lease being recorded. Available options are: • farmland • cropland. **Note:** If the lease includes both farmland and cropland, the leases shall be recorded separately.

--*

***--427 Land Record Lease To Page (Continued)**

E Interview Questions (Continued)

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>Acres</td><td>The farmland acres retrieved from the Farm Records System are displayed in the “acres” field as the default value. The farmland acres are the maximum number of acres that can be associated with all lease agreements.

The following applies to the acres displayed:

• acres cannot be reduced to 0.0

• farmland/cropland acres cannot be increased

• acres are displayed in tenths but can be recorded in hundredths

• acres displayed can be decreased so only the number of acres associated with the lease is recorded.

If there are multiple leases on the same tract, then the available farmland/cropland acres are reduced after the first lease is recorded. The maximum number of acres available for the subsequent lease is limited to the farmland/cropland minus the acres recorded for the first lease.

Example: Cropland acres are 100.0 and the first lease only includes 20.0 acres. When the second lease is recorded, 80.0 acres are displayed as available cropland.

If the lease specifies more acres than the acres displayed, then:

• lease agreement may cover land associated with other tracts
• farmland/cropland acres may not be correct.

Additional review may be needed to determine which information is correct.
<table>
<tr><th>IF…</th><th>THEN…</th></tr>
<tr><td>farmland/cropland acres are incorrect</td><td>Farm Records System must be corrected before the information can be retrieved for the Farm Operating Plan.

Note: See 3-CM before making any changes to farm records data.</td></tr>
<tr><td>lease covers multiple tracts</td><td>the number of acres associated with each tract should be recorded for the lease.</td></tr>
<tr><td>lease includes the wrong number of acres</td><td>the maximum acres that can be recorded are the farmland/cropland acres.</td></tr>
</table></td></tr>
</table>

--*

***--427 Land Record Lease To Page (Continued)**

E Interview Questions (Continued)

Question/Field	Description
Is the land interest the same as last year?	Allows the user to specify whether the producer's interest in the land is new for the current subsidiary year or was held in a previous year. This field defaults to "blank" and the available options are: • "Yes", indicating the producer had an interest in the land in the previous year • "No", indicating the interest in the land is new for the applicable subsidiary year • "No Response", indicating the producer does not want to respond to the question.
Name	Name of other producers associated with the applicable tract. The names displayed are contingent on whether a lease can be recorded. **Example:** If the producer is the operator of the farm and the option to record a lease to another producer was selected, then the names of the owners are not displayed because an operator cannot lease acreage to an owner. Users should select all parties to the lease agreement by using the following: • select all producers in the list by clicking the first producer then holding the "Shift" key down and selecting the last producer (this option selects all producers between the first and last producers selected). • select specific producers in the list by clicking the first producer then holding the "Control" key down to select each additional producer (this option just selects the specific producers selected while the "Control" key is pressed).

--*

*--427 Land Record Lease To Page (Continued)

E Interview Questions (Continued)

Question/Field	Description	
Do you want to record additional To leases on this farm?	Allows the user to specify if additional leases need to be record **to another producer** on the any of the tracts associated with the selected farm. **Note:** "Yes" should only be selected if additional land is leased **TO** another producer. If land on the farm is leased from another producer, then select "No" to return to the Land Contributions Page, then reselect the farm, and take the option to "Record 'Lease From' Information".	
	IF…	**THEN…**
	"Yes" is selected	• the Land Record Lease To Page is redisplayed • a message will be displayed indicating the lease was recorded • the farmland/cropland acres are reduced to reflect the number of acres recorded for the first lease • users can record the details of the next lease.
	"No" is selected	• the lease information is saved • Land Contributions Page is redisplayed.

F Page Options

The following options are available on the Land Record Lease To Page.

Option	Action
"Revise"	Displayed for any lease recorded on the selected farm. After selected, the Land Revise Lease Page will be displayed for the applicable lease.
"Delete"	Displayed for any lease recorded on the selected farm. After selected, a confirmation page will be displayed allowing the user to confirm the lease information should be deleted.
"Back"	Returns to the Land Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page based on the response to the "Do you want to record additional To leases on this farm?" question.
"Select All"	Selects all tracts on the farm. Use this option if the lease agreement includes acreage for all tracts.
"Clear All"	Clears the selection of all tracts selected.

--*

*--427 Land Record Lease To Page (Continued)

G Page Error Messages

The following error messages may be displayed on the Land Record Lease To Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Must select tract(s) to record lease(s) on.	At least 1 tract was not selected.	Select the tracts from which the leased acreage is associated.
Must select name(s) for each selected tract.	The producers the land is leased to were not selected.	Select the producers to which the land is leased.
Acres cannot be increased above the available farmland/cropland on the farm and tract.	The number of acres recorded for the lease exceeds the available farmland/cropland acres. If multiple leases are recorded on the tract, the total acres for all leases exceed the farmland/cropland on the tract.	Take 1 of the following actions: • update the farmland/cropland acres according to 3-CM if it is verified and determined that acres are incorrect • ensure that all tracts have been selected that are associated with the lease agreement. If both of these options have been considered and the lease still includes more acres than are available, only the available farmland/cropland acres can be recorded for the lease. See subparagraph D for additional information on leased acres.
Share percentage cannot be greater than 100%.	The share percentage entered is equal to or greater than 100 percent.	Correct the percentage recorded to something less than 100 percent.
Share percentage cannot be 100% for a share lease agreement.		

--*

***--427 Land Record Lease To Page (Continued)**

G Page Error Messages (Continued)

Error Message	Description	Corrective Action
Share percentage must be entered for share lease agreements.	The share percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • change the type of lease agreement if applicable.
Share contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

***--427 Land Record Lease To Page (Continued)**

H Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Note: The farm number is not included in the validation error messages, but users can view CCC-902 by clicking "View 902" on the left Navigation Menu to determine which farm has the missing information.

Error Message	Corrective Action
Must designate the type of lease agreement for any land that is leased to or leased from another producer.	A type of lease was not selected for a farm/tract. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement.
Share percentage must be entered for share lease agreements.	The type of lease selected is "Share" or "Cash and Share", but a share percentage was not recorded. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement. **Note:** The share percentage is not required for share leases, but is available if needed.
A response was not provided indicating whether or not a crop share guarantee is included in the lease agreement.	The type of lease selected is "Cash and Share", but a response was not provided as to whether a crop share guarantee is included in the lease agreement. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to respond to the question.
A response was not provided indicating whether or not the land interest is the same as the previous year for the applicable farm.	If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to indicate if the producer had an interest in the land during the previous year.

--*

*--428 Land Record Lease From Page

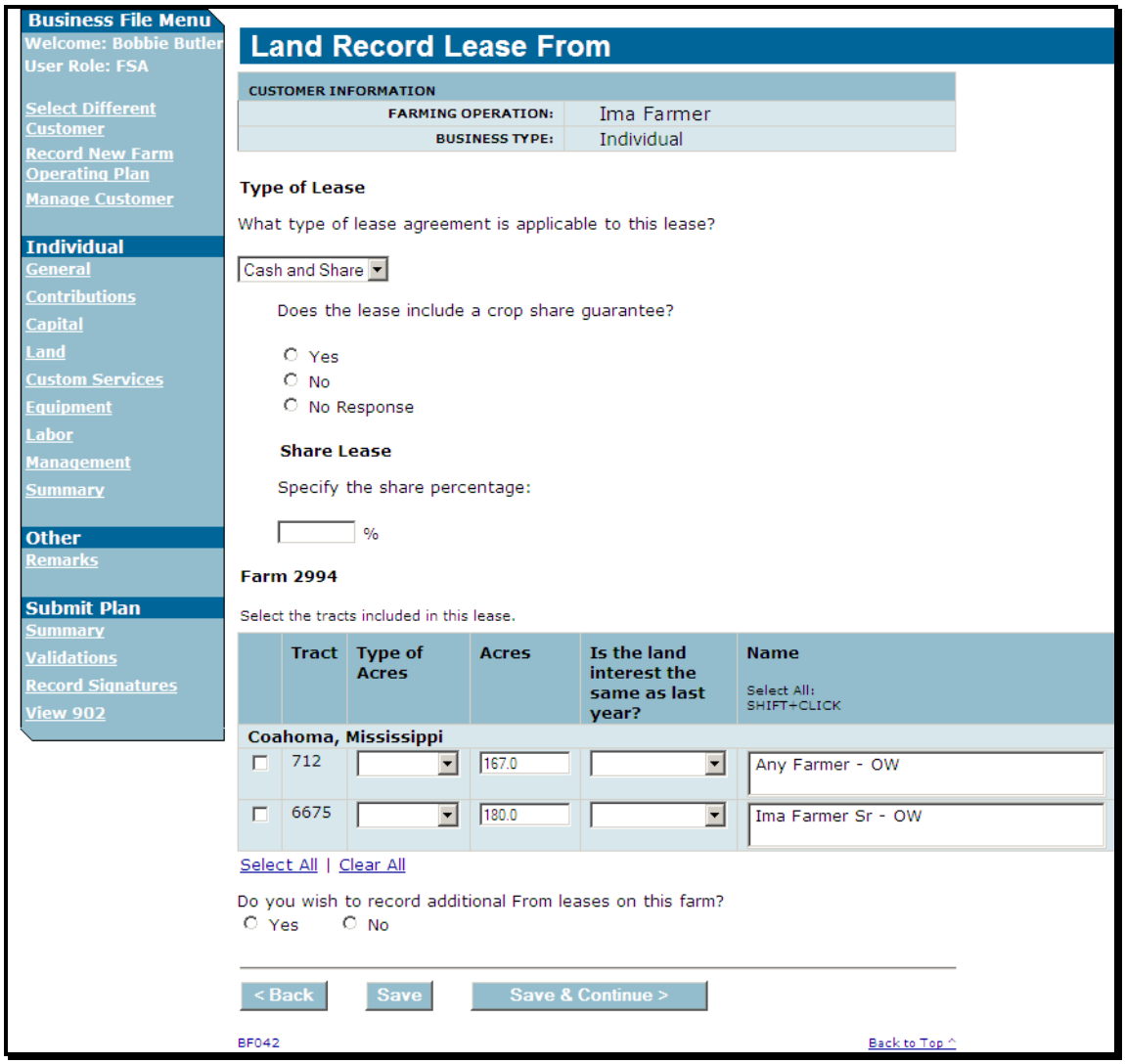
A Introduction

The Land Record Lease From Page:

- will be displayed if users click "**Record 'Lease From' Information**" on the Land Contributions Page
- displays information retrieved from the Farm Records System
- allows users to record details related to the lease agreement.

B Example of Land Record Lease From Page

The following is an example of the Land Record Lease From Page.



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*--428 Land Record Lease From Page (Continued)

C Who Can Lease Land From Another Producer

The producer's relationship on the farm and tracts determines whether that producer can lease land from another producer.

IF producer associated with the Farm Operating Plan is…	THEN they can lease land from…
operator	• an owner • an other tenant.
owner	another owner.
tenant	• an owner • the operator.

D Information on the Page

This table describes other information displayed on the Land Record Lease From Page.

Section of Page	Field	Description
Recorded Leases on Farm	This section of the page displays if at least 1 lease has been recorded for the applicable farm and tract. For each lease, the following information will be displayed.	
	Leased	Indicates whether the land is leased to or leased from another producer.
	Name	Name of the producer selected that the land is being leased to or leased from when the lease information was recorded.
	Tract	Tract number for which the lease is recorded.
	Total Acres	Number of acres associated with the applicable lease.
	Type of Acres	Specifies the lease was recorded for "farmland" or "cropland".
	Lease Terms	Specifies the type of lease selected when the lease was recorded.

--*

*--428 Land Record Lease From Page (Continued)

D Information on the Page (Continued)

Section of Page	Field	Description
Lease Information	This section displays the information pulled from the Farm Records System for the tracts associated with the selected farm number.	
	Farm Number	Farm number selected on the Land Contributions Page.
	Tract	Each tract associated with the selected farm number.
	Acres	Farmland/cropland acres retrieved from the Farm Records System for the specified tract. **Notes:** The farmland acres are the default value. If the type of acres is changed to "cropland", the cropland acres are displayed. If multiple leases are recorded for the same tract, the farmland acres are reduced by the number of acres associated with the previous leases.
	Name	Name of any other producer associated with each applicable tract. The name of the producer is listed along with their relationship to the tract. **Example:** If Ima Farmer is the operator of the farm, then the following is listed in this field: Ima Farmer – OP. The names listed in this field are contingent on the relationship to the farm/tract and whether the land is leased to/from another producer. See subparagraph C.

--*

*--428 Land Record Lease From Page (Continued)

E Interview Questions

This table describes the interview questions presented on the Land Record Leased From Page.

Question/Field	Description
Type of Lease	Allows the user to select the type of lease agreement for the applicable farm/tract. The following options are available: • "Cash" • "Cash and Share" • "Share" • "Grazing/AUM".
Does the lease include a crop share guarantee?	This field will only be displayed if the type of lease selected is "Cash and Share". Available options are: • "Yes" • "No" • "No Response".
Share Lease Percentage	This field will only be displayed if the type of lease selected is either of the following: • "Share" • "Cash and Share". Record the share lease percentage as specified on the lease agreement. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Tract	Each tract associated with the farm is listed. Select the tract or tracts the lease is associated with by clicking the check box next to the tract number.
Types of Acres	This field allows the user to select the type of acres that is associated with the lease being recorded. Available options are: • farmland • cropland. **Note:** If the lease includes both farmland and cropland, the leases shall be recorded separately.

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*--428 Land Record Lease From Page (Continued)

E Interview Questions (Continued)

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>Acres</td><td>The farmland acres retrieved from the Farm Records System are displayed in the “acres” field as the default value. The farmland acres are the maximum number of acres that can be associated with all lease agreements.

The following applies to the acres displayed:

• acres cannot be reduced to 0.0

• farmland/cropland acres cannot be increased

• acres are displayed in tenths but can be recorded in hundredths

• acres displayed can be decreased so only the number of acres associated with the lease is recorded.

If there are multiple leases on the same tract, then the available farmland/cropland acres are reduced after the first lease is recorded. The maximum number of acres available for the subsequent lease is limited to the farmland/cropland minus the acres recorded for the first lease.

Example: Cropland acres are 100.0 and the first lease only includes 20.0 acres. When the second lease is recorded, 80.0 acres are displayed as available cropland.

If the lease specifies more acres than the acres displayed, then:

• lease agreement may cover land associated with other tracts
• farmland/cropland acres may not be correct.

Additional review may be needed to determine which information is correct.
<table>
<tr><th>IF…</th><th>THEN…</th></tr>
<tr><td>farmland/cropland acres are incorrect</td><td>Farm Records System must be corrected before the information can be retrieved for the Farm Operating Plan.

Note: See 3-CM before making any changes to farm records data.</td></tr>
<tr><td>lease covers multiple tracts</td><td>the number of acres associated with each tract should be recorded for the lease.</td></tr>
<tr><td>lease includes the wrong number of acres</td><td>the maximum acres that can be recorded are the farmland/cropland acres.</td></tr>
</table></td></tr>
</table>

--*

***--428 Land Record Lease From Page (Continued)**

E Interview Questions (Continued)

Question/Field	Description
Is the land interest the same as last year?	Allows the user to specify whether the producer's interest in the land is new for the current subsidiary year or was held in a previous year. This field defaults to "blank" and the available options are: • "Yes", indicating the producer had an interest in the land in the previous year • "No", indicating the interest in the land is new for the applicable subsidiary year • "No Response", indicating the producer does not want to respond to the question.
Name	Name of other producers associated with the applicable tract. The names displayed are contingent on whether a lease can be recorded. **Example:** If the producer is the owner of the tract and the option to record a lease from another producer was selected, then the names of the operator and/or other tenants are not be displayed because an owner cannot lease acreage from an operator or other tenant. Users should select all parties to the lease agreement by using the following: • select all producers in the list by clicking the first producer then holding the "Shift" key down and selecting the last producer (this option selects all producers between the first and last producers selected) • select specific producers in the list by clicking the first producer then holding the "Control" key down to select each additional producer (this option just selects the specific producers selected while the "Control" key is pressed).

--*

*--428 Land Record Lease From Page (Continued)

E Interview Questions (Continued)

Question/Field	Description	
Do you want to record additional From leases on this farm?	Allows the user to specify if additional leases need to be recorded **from another producer** on the any of the tracts associated with the selected farm. **Note:** "Yes" should only be selected if additional land is leased **from** another producer. If land on the farm is leased to another producer, then select "No" to return to the Land Contributions Page, then reselect the farm, and take the option to "Record 'Lease To' Information".	
	IF…	**THEN…**
	"Yes" is selected	• the Land Record Lease From Page is redisplayed • a message will be displayed indicating the lease was recorded • the farmland/cropland acres are reduced to reflect the number of acres recorded for the first lease • users can record the details of the next lease.
	"No" is selected	• the lease information is saved • Land Contributions Page is redisplayed.

F Page Options

The following options are available on the Land Record Lease From Page.

Option	Action
"Revise"	Displayed for any lease recorded on the selected farm. After selected, the Land Revise Lease Page will be displayed for the applicable lease.
"Delete"	Displayed for any lease recorded on the selected farm. After selected, a confirmation page will be displayed allowing the user to confirm the lease information should be deleted.
"Back"	Returns to the Land Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page based on the response to the "Do you want to record additional To leases on this farm?" question.
"Select All"	Selects all tracts on the farm. Use this option if the lease agreement includes acreage for all tracts.
"Clear All"	Clears the selection of all tracts selected.

--*

*--428 Land Record Lease From Page (Continued)

G Page Error Messages

The following error messages may be displayed on the Land Record Lease From Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Must select tract(s) to record lease(s) on.	At least 1 tract was not selected.	Select the tracts from which the leased acreage is associated.
Must select name(s) for each selected tract.	The producers the land was leased from were not selected.	Select the producers from which the land is leased.
Acres cannot be increased above the available farmland/cropland on the farm and tract.	The number of acres recorded for the lease exceeds the available farmland/cropland acres. If multiple leases are recorded on the tract, the total acres for all leases exceed the farmland/cropland on the tract.	Take 1 of the following actions: • update the farmland/cropland acres according to 3-CM if it is verified and determined that acres are incorrect • ensure that all tracts have been selected that are associated with the lease agreement. If both of these options have been considered and the lease still includes more acres than are available, only the available farmland/cropland acres can be recorded for the lease. See subparagraph D for additional information on leased acres.
Share percentage cannot be greater than 100%.	The share percentage entered is equal to or greater than 100 percent.	Correct the percentage recorded to something less than 100 percent.
Share percentage cannot be 100% for a share lease agreement.		
Share percentage must be entered for share lease agreements.	The share percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • change the type of lease agreement if applicable.

--*

***--428 Land Record Lease From Page (Continued)**

G Page Error Messages (Continued)

Error Message	Description	Corrective Action
Share contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

H Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Note: Since the farm number is not included in the following validation error messages, users can view CCC-902 by clicking "View 902" on the left Navigation Menu to determine which farm has the missing information.

Error Message	Corrective Action
Must designate the type of lease agreement for any land that is leased to or leased from another producer.	A type of lease was not selected for a farm/tract. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement.
Share percentage must be entered for share lease agreements.	The type of lease selected is "Share" or "Cash and Share", but a share percentage was not recorded. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement. **Note:** The share percentage is not required for share leases, but is available if needed.
A response was not provided indicating whether or not a crop share guarantee is included in the lease agreement.	The type of lease selected is "Cash and Share", but a response was not provided as to whether a crop share guarantee is included in the lease agreement. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to respond to the question.
A response was not provided indicating whether or not the land interest is the same as the previous year for the applicable farm.	If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to indicate if the producer had an interest in the land during the previous year.

--*

*--429 Recorded Leases for Tract Page

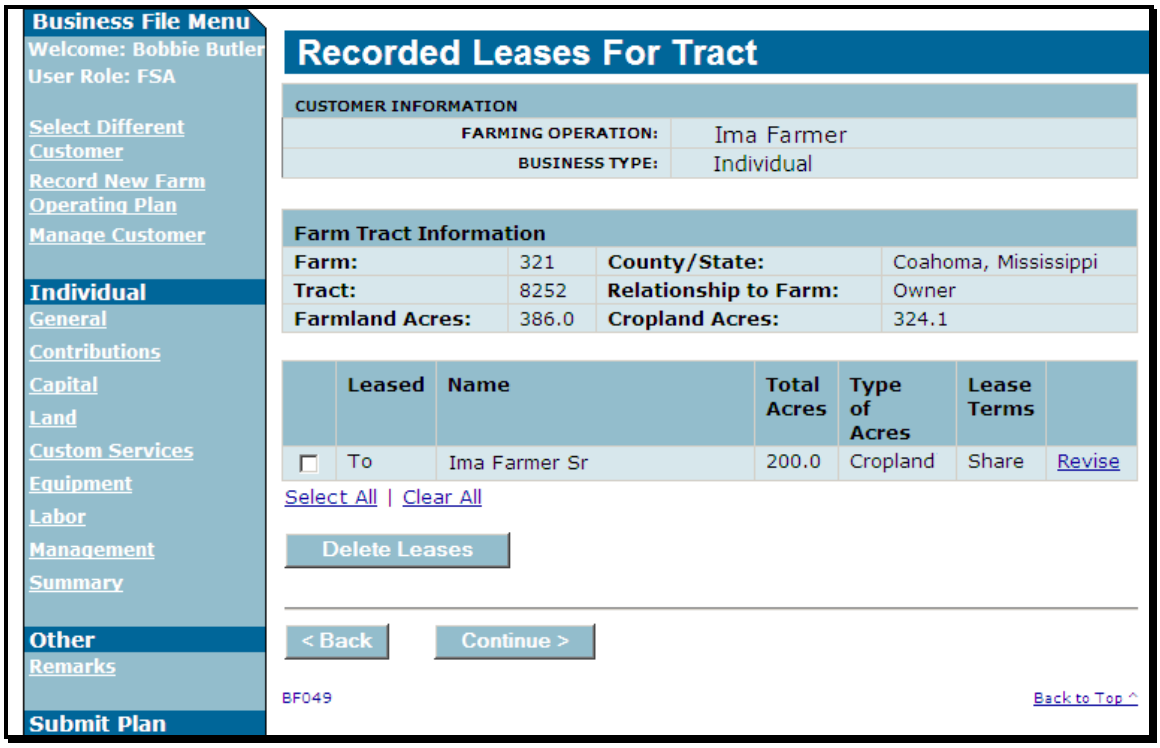
A Introduction

The Recorded Leases for Tract Page:

- will be displayed if the user clicked on a tract number listed in Tracts With Lease Information Recorded Section of the Land Contributions Page
- displays information associated with the farm and tract
- summarizes lease information recorded for applicable tracts
- provides users with the option to revise or delete lease information.

B Example of Recorded Leases For Tract Page

The following is an example of the Recorded Leases For Tract Page.



--*

*--429 Recorded Leases for Tract Page (Continued)

C Information on the Page

This table describes information displayed on the Recorded Leases for Tract Page.

Section of Page	Field	Description
Farm Tract Information	This section of the page displays information for the selected farm and tract retrieved from the Farm Records System.	
	Farm	Farm associated with the tract selected on the Land Contributions Page.
	Tract	Tract number selected on the Land Contributions Page.
	Farmland Acres	Farmland acres for the selected farm and tract.
	County/State	State and county name responsible for maintaining the farm and tract data.
	Relationship to Farm	The selected producer's relationship to the selected farm and tract.
	Cropland Acres	Cropland acres for the selected farm and tract.
Lease Information	This section of the page displays each lease that has been recorded for the selected farm and tract. For each lease, the following information will be displayed.	
	Leased	Indicates whether the land is leased to or leased from another producer.
	Name	Name of the producer from/to which the land is leased.
	Total Acres	Number of acres recorded for the applicable lease.
	Type of Acres	Specifies the lease was recorded for "farmland" or "cropland" acres.
	Lease Terms	Specifies the type of lease selected when the lease was recorded.

--*

*--429 Recorded Leases for Tract Page (Continued)

D Page Options

The following options are available on the Recorded Leases for Tract Page.

Option	Action
"Revise"	Displayed for any lease recorded on the selected farm. After selected, the Land Revise Lease Page will be displayed for the applicable lease.
"Back"/"Continue"	Returns to the Land Contributions Page.
"Delete Leases"	Allows the user to delete 1 or more leases recorded for the farm and tract. Users should select the lease or leases to be deleted by clicking the check box for the lease, then clicking "Delete Leases". After selected, a confirmation page will be displayed allowing the user to confirm the lease information should be deleted.
"Select All"	Selects all leases displayed for the selected farm and tract.
"Clear All"	Clears the selection of all leases selected.

E Page Error Messages

The following error messages may be displayed on the Recorded Leases for Tract Page.

Error Message	Description	Corrective Action
Must select at least 1 lease to be deleted.	"Delete Leases" was clicked, but at least 1 lease was not selected for deletion.	Select the leases to be deleted by clicking the check box next to the applicable lease.

--*

*--430 Land Revise Lease Page

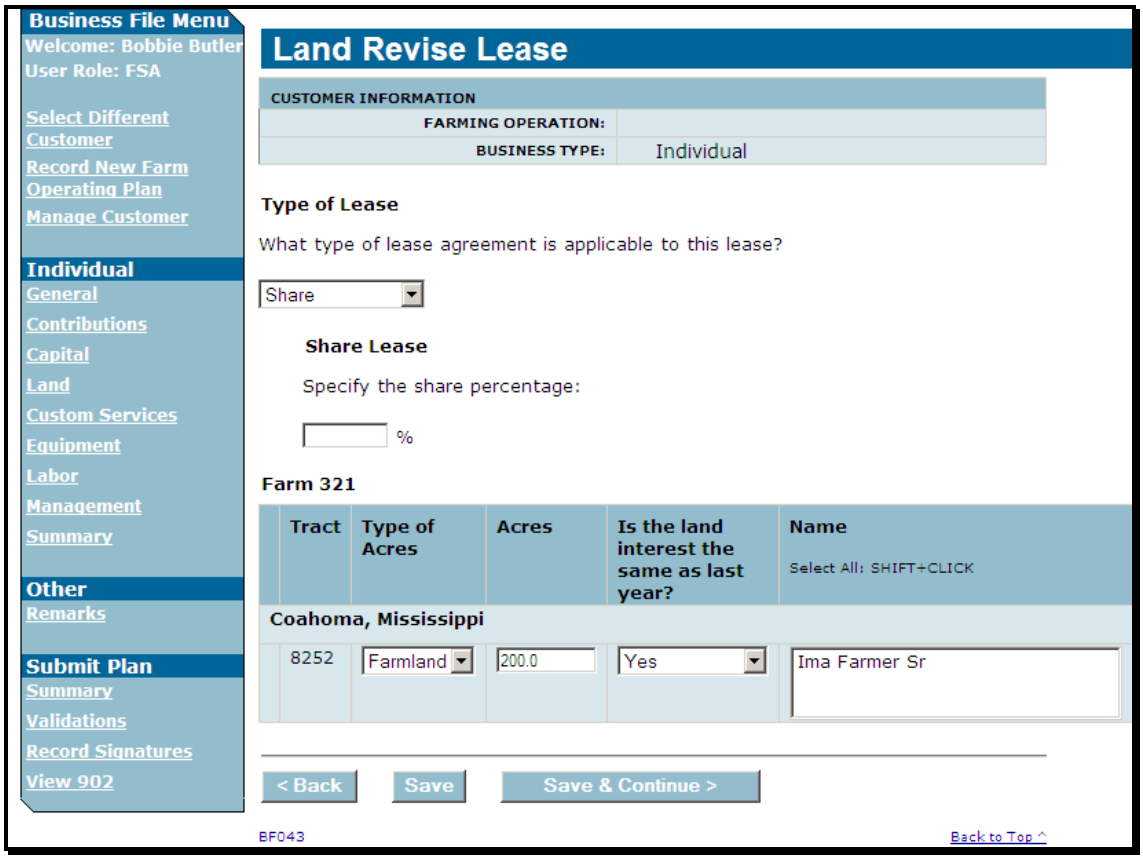
A Introduction

The Land Revise Lease Page:

- will be displayed if users click "**Revise**" link on the Recorded Leases for Tract Page
- displays lease information previously recorded for farm and tract
- allows users to revise the lease details related to the lease agreement.

B Example of Land Revise Lease Page

The following is an example of the Land Revise Lease Page.



C Information on the Page

All information previously recorded for the selected lease agreement is redisplayed on the Land Revise Lease Page.**--***

*--430 Land Revise Lease Page (Continued)

D Interview Questions

This table describes the interview questions presented on the Land Revise Lease Page.

Question/Field	Description
Type of Lease	Allows the user to select the type of lease agreement for the applicable farm/tract. Available options are: • "Cash" • "Cash and Share" • "Share" • "Grazing/AUM".
Does the lease include a crop share guarantee?	This field will only be displayed if the type of lease selected is "Cash and Share". Available options are: • "Yes" • "No" • "No Response".
Share Lease Percentage	This field will only be displayed if the type of lease selected is either of the following: • "Share" • "Cash and Share". Record the share lease percentage as specified on the lease agreement. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Tract	The tract number associated with the lease being revised.
Type of Acres	This field allows the user to select the type of acres that is associated with the lease being recorded. Available options are: • farmland • cropland.

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*--430 Land Revise Lease Page (Continued)

D Interview Questions (Continued)

Question/Field	Description
Acres	The number of acres originally recorded for the lease will be displayed. The acres recorded: • should reflect the number of acres associated with the applicable lease • can be changed • cannot exceed the farmland/cropland on the tract. **Note:** If there are other leases recorded for the tract, then the acres recorded for all leases are accumulated and the total cannot exceed the farmland/cropland on the tract. The following applies to the acres displayed: • acres cannot be reduced to 0.0 • acres are displayed in tenths but can be recorded in hundredths.
Is the land interest the same as last year?	Allows the user to specify whether the producer's interest in the land is new or was held in a previous year. Available options are: • "Yes", indicating the producer had an interest in the land in the previous year • "No", indicating the interest in the land is new for the applicable subsidiary year • "No Response", indicating the producer does not want to respond to the question.
Name	Name of other producers associated with the applicable tract. The producers originally selected for the lease agreement are highlighted. Users should select all parties to the lease agreement by using the following: • select all producers in the list by clicking the first producer then holding down the "Shift" key and selecting the last producer (this option selects all producers between the first and last producers selected) • select specific producers in the list by clicking the first producer then holding down the "Control" key to select each additional producer (this option just selects the specific producers selected while the "Control" key is pressed).

--*

*--430 Land Revise Lease Page (Continued)

E Page Options

The following options are available on the Land Revise Lease Page.

Option	Action
"Back"	Returns to the Land Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Land Contributions Page.

F Page Error Messages

The following error messages may be displayed on the Land Revise Lease Page, if the data recorded does not meet the applicable validations. Users must correct these conditions **before** proceeding to the next applicable page.

Error Message	Description	Corrective Action
Acres cannot be increased above the available farmland/cropland on the farm and tract.	The number of acres recorded for the lease exceeds the available farmland/cropland acres.	Take either of the following actions: • update the farmland/cropland acres according to 3-CM, if it is verified and determined that acres are incorrect • ensure that all tracts have been selected that are associated with the lease agreement. If both of these options have been considered and the lease still includes more acres than are available, only the available farmland/cropland acres can be recorded for the lease. See subparagraph D for additional information on leased acres.
Share percentage cannot be greater than 100%.	The share percentage entered is equal to or greater than 100 percent.	Correct the percentage recorded to something less than 100 percent.
Share percentage cannot be 100% for a share lease agreement.		

--*

***--430 Land Revise Lease Page (Continued)**

F Page Error Messages (Continued)

Error Message	Description	Corrective Action
Share percentage must be entered for share lease agreements.	The share percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank, if the producer does not want to provide the contribution percentage • change the type of lease agreement if applicable.
Share contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

431 Recorded Leases for Farming Operation Page

A Introduction

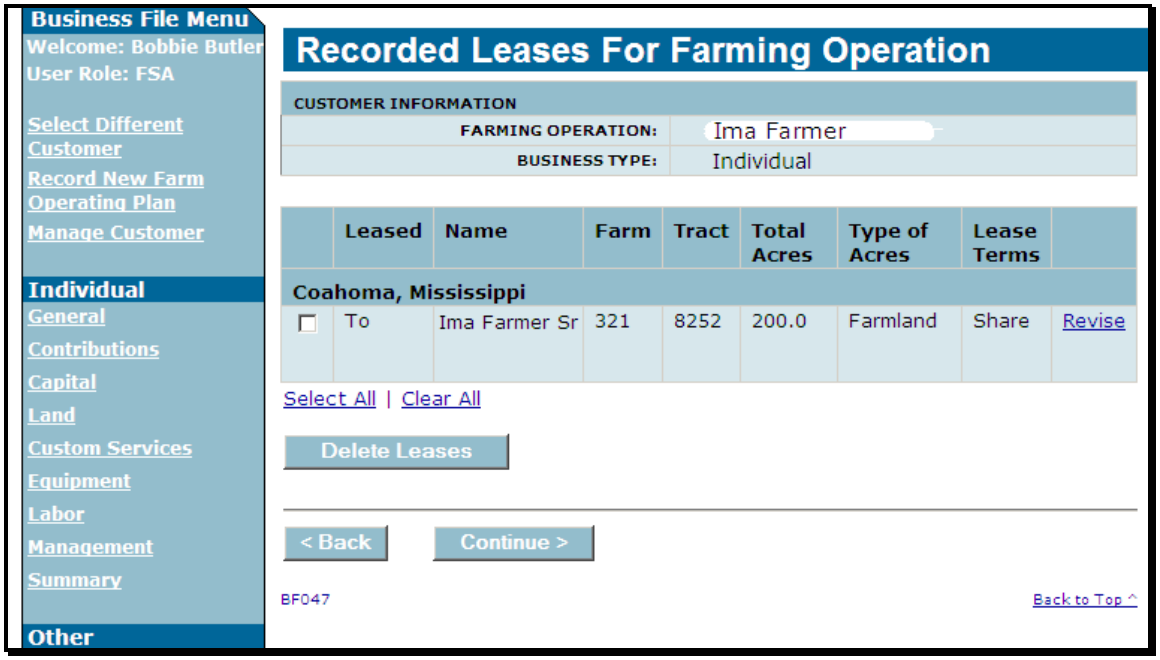
The Recorded Leases for Farming Operation Page:

- will be displayed if the user clicked the "View Recorded Leases for this Farming Operation" link on the Land Contributions Page
- displays all farms and tracts for which lease information has been recorded
- summarizes the lease information recorded for applicable farms and tracts
- provides users with the option to revise or delete lease information.--*

*--431 Recorded Leases for Farming Operation Page (Continued)

B Example of Recorded Leases For Farming Operation Page

The following is an example of the Recorded Leases For Farming Operation Page.



C Information on the Page

This page displays each lease that has been recorded for the selected producer. This table describes information displayed for each lease listed on the Recorded Leases for Farming Operation Page.

Field	Description
Leased	Indicates whether the land associated with the applicable farm and tract is leased to or leased from another producer.
Name	Name of the producer from/to which the land is leased.
Farm	Farm number associated with the applicable lease information.
Tract	Tract number associated with the applicable lease information.
Total Acres	Number of acres recorded for the applicable lease.
Type of Acres	Specifies the lease was recorded for "farmland" or "cropland" acres.
Lease Terms	Type of lease agreement for the applicable lease.

--*

*--431 Recorded Leases for Farming Operation Page (Continued)

D Page Options

The following options are available on the Recorded Leases for Farming Operation Page.

Option	Action
Revise	Displayed for each lease recorded on the selected farm. After selected, the Land Revise Lease Page will be displayed for the applicable lease.
“Back”/“Continue”	Returns to the Land Contributions Page.
“Delete Leases”	Allows the user to delete 1 or more leases recorded for the farming operation. Users should select the lease or leases to be deleted by clicking the check box for the lease, then clicking “Delete Leases”. After selected, a confirmation page will be displayed allowing the user to confirm the lease information should be deleted.
“Select All”	Selects all leases displayed for the farming operation.
“Clear All”	Clears the selection of all leases recorded for the farming operation.

E Page Error Messages

The following error messages may be displayed on the Recorded Leases for Farming Operation Page.

Error Message	Description	Corrective Action
Must select at least 1 lease to be deleted.	“Delete Leases” was clicked, but at least 1 lease was not selected.	Select the leases to be deleted by clicking the check box next to the applicable lease.

--*

*--432 Land Summary Page

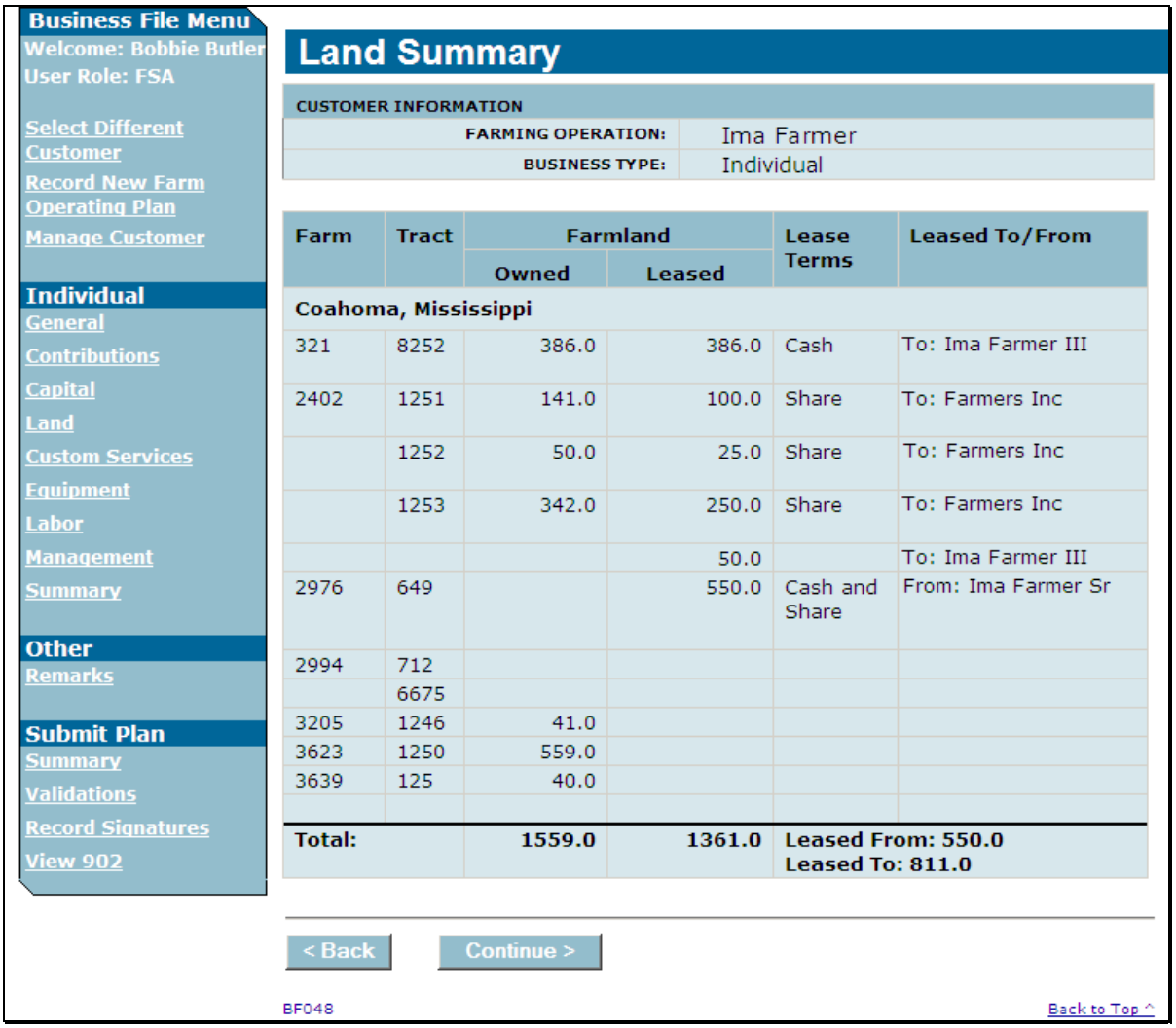
A Introduction

The Land Summary Page:

- will be displayed when “Continue” is selected from the Land Contributions Page
- displays all farms and tracts associated with the producer regardless of whether there is lease information recorded
- summarizes the lease information recorded for applicable farms and tracts.

B Example of Land Summary Page

The following is an example of the Land Summary Page.



Business File Menu
Welcome: Bobbie Butler
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer

Individual
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Other
Remarks

Submit Plan
Summary
Validations
Record Signatures
View 902

Land Summary

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Farm	Tract	Farmland		Lease Terms	Leased To/From
		Owned	Leased		
Coahoma, Mississippi					
321	8252	386.0	386.0	Cash	To: Ima Farmer III
2402	1251	141.0	100.0	Share	To: Farmers Inc
	1252	50.0	25.0	Share	To: Farmers Inc
	1253	342.0	250.0	Share	To: Farmers Inc
			50.0		To: Ima Farmer III
2976	649		550.0	Cash and Share	From: Ima Farmer Sr
2994	712				
	6675				
3205	1246	41.0			
3623	1250	559.0			
3639	125	40.0			
Total:		1559.0	1361.0	Leased From: 550.0 Leased To: 811.0	

< Back Continue >

BF048 Back to Top ^

--*

***--432 Land Summary Page (Continued)**

C Information on the Page

This page displays all land that is associated from the Farm Records System that is associated with the producer. This table describes information displayed for each lease listed on the Land Summary Page.

Field	Description
Farm	Farm and tract number from the Farm Records System.
Tract	
Farmland – Owned	The farmland acres from the Farm Records System are displayed in this column if the producer is the owner of the applicable tract.
Farmland – Leased	The acres leased to or from another producer for the applicable farm and tract as recorded through the Land Contribution Section of the Business File application. **Note:** This field is blank if a lease has not been recorded for the applicable farm and tract.
Lease Terms	Type of lease agreement for the applicable lease. **Note:** This field is blank if a lease has not been recorded for the applicable farm and tract.
Leased To/From	Name of the producer from/to which the land is leased. **Note:** This field is blank if a lease has not been recorded for the applicable farm and tract.
Total - Owned Farmland Acres	Total acres for all farms and tracts nationwide owned by the selected producer.
Total – Leased Acres	Total number of leased acres, including a breakdown of the total:
Total – Leased From Acres	• leased from another producer
Total – Lease To Acres	• leased to another producer.

D Page Options

The following options are available on the Recorded Leases for Farming Operation Page.

Option	Action
“Back”/“Continue”	Returns to the Land Contributions Page.
“Continue”	Advances to the next applicable page based on the responses recorded on the Contributions Page.

--*

433-440 (Reserved)

*--Subsection 4 Equipment Contributions

441 General Information

A Introduction

The Equipment Contributions Section of the interview process allows the user to record:

- information for owned equipment
- information for leased equipment
- additional equipment information from other sources.

The remainder of this subsection provides detailed information related to the equipment contribution pages that may be displayed through the interview process.

B Description of Equipment Contribution Pages

This table provides a general description of each page that may be displayed through the Equipment Contribution Section of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Equipment Page	Displayed if the user indicates equipment was contributed to the farming operation.	Select the types of equipment used by the farming operation.	442
Equipment Contributions Page	Summary page that: • allows the user to select which type of equipment to record for the farming operation • displays general information about equipment that has been recorded for the farming operation	• Add equipment information for the farming operation. • Review information already recorded.	443
Owned Equipment Page	• Displayed if the user indicates owned equipment is contributed to the farming operation. • Allows the user to specify the percentage of the overall equipment that is attributable to the owned equipment.	Record information about owned equipment contributed to the farming operation.	444

--*

***--441 General Information (Continued)**

B Description of Equipment Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Lessor Interest Page	• Displayed if the user indicates equipment is leased from another producer. • Allows the user to specify if the individual or business that the equipment is leased from has an interest in the farming operation.	Specify whether the individual or business that the equipment is leased from: • shares in the production or proceeds of the production of the farming operation • is a landowner or landlord with an interest in the farming operation.	445
Total Percentage For All Leased Equipment From Page	Displayed if the user answered “No” to both questions on the Lessor Page.	Record the percentage of the overall equipment that is attributable to the equipment leased from another source.	446
Leased Equipment From Another Producer Page	• Displayed if the user indicates equipment is contributed to the farming operation that is leased from another source that has an interest in the farming operation. • Allows the user to record information about the leased equipment.	Record information about equipment leased from another source that is contributed to the farming operation.	447
Leased Equipment to Another Producer Page	• Displayed if the user indicates equipment is contributed to the farming operation that is leased to another producer. • allows the user to record information about the leased equipment.	Record information about equipment leased to another producer.	448
Additional Equipment Page	• Displayed if the user indicates equipment other than owned or leased equipment is contributed to the farming operation. • Allows the user to record information about the additional equipment.	Record information about the additional equipment.	449

--*

*--442 Equipment Page

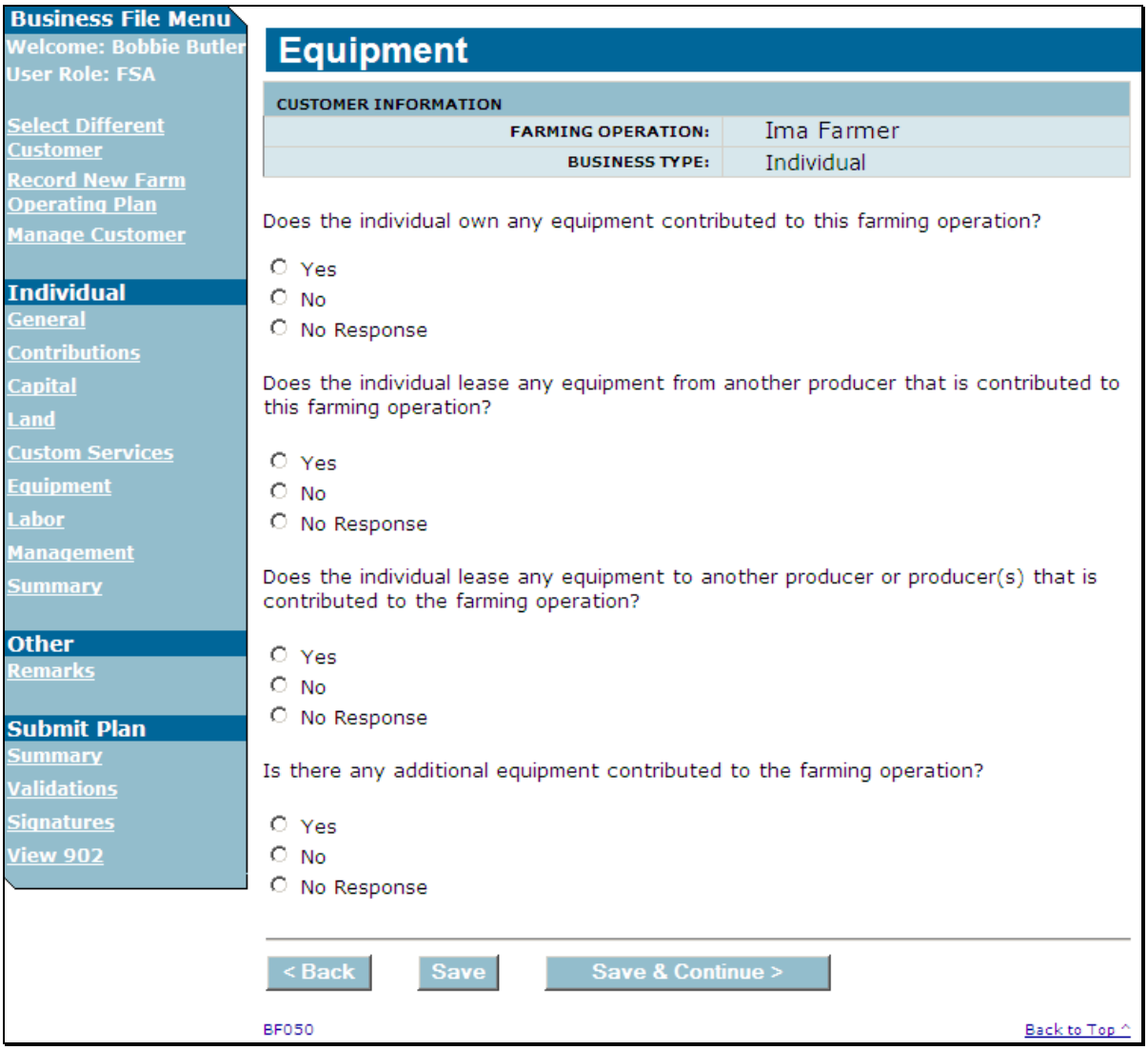
A Introduction

The Equipment Page:

- is displayed if the user indicated equipment is contributed to the farming operation on the Contributions Page
- is displayed if the user clicks "Equipment" from the left navigation menu
- allows users to specify the types of equipment that are used by the farming operation.

B Example of Equipment Page

The following is an example of the Equipment Page.



--*

*--442 Equipment Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Equipment Page.

Question/Field	Description
Does the individual own any equipment contributed to this farming operation?	For each question presented, the available options are: • "Yes" • "No" • "No Response". The interview process will proceed to the next applicable: • question of the Equipment Section, if "Yes" is selected for at least 1 question • Contribution Section, if "No" or "No Response" is selected for all questions.
Does the individual lease any equipment from another producer that is contributed to this farming operation?	
Does the individual lease any equipment to another producer or producer(s) that is contributed to the farming operation	
Is there any additional equipment contributed to the farming operation?	

D Page Options

The following options are available on the Equipment Page.

Option	Action
"Back"	Returns to the previous page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

--*

*--442 Equipment Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was not provided indicating whether or not any owned equipment is being contributed to the farming operation.	A response was not selected indicating whether the specified type of equipment is contributed to the farming operation. Return to the Equipment Page and select 1 of the following options: • "Yes" • "No" • "No Response". **Note:** Select "No Response", if the producer chooses not to respond to the question.
A response was not provided indicating whether any equipment leased from another producer is being contributed to the farming operation.	
A response was not provided indicating whether any equipment contributed to the farming operation is being leased to another producer.	
A response was not provided indicating whether any additional equipment is being contributed to the farming operation.	

--*

*--443 Equipment Contributions Page

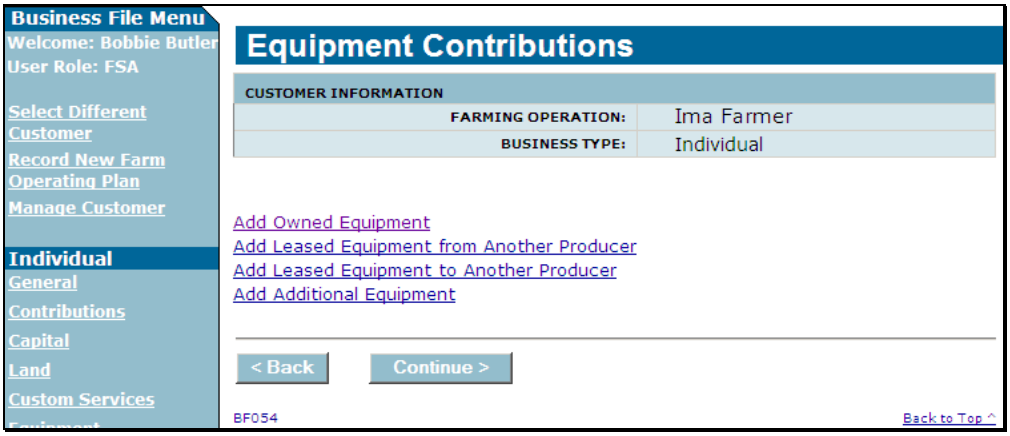
A Introduction

The Equipment Contributions Page:

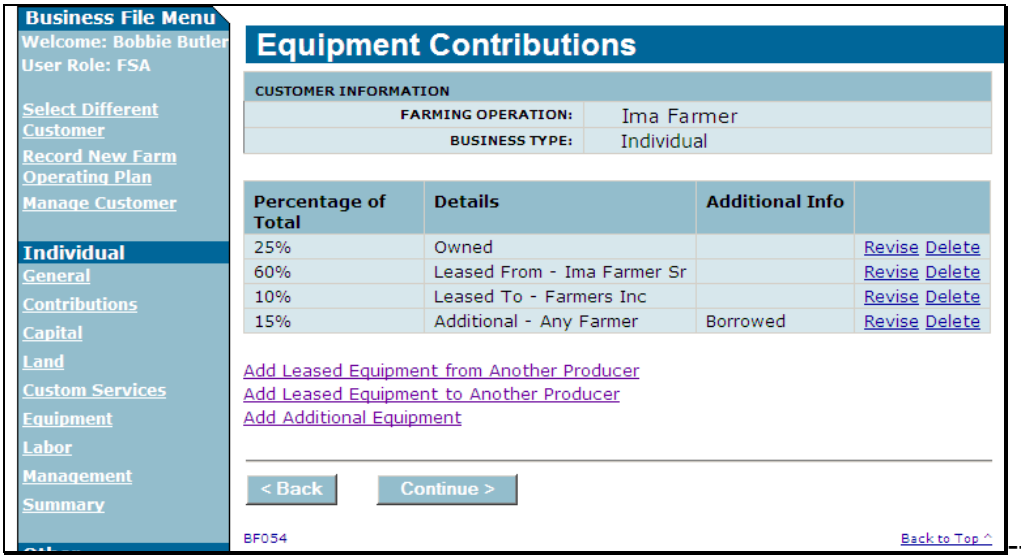
- will be displayed if the user indicated equipment is contributed to the farming operation on the Equipment Page
- allows users to select the type of equipment so detailed information can be recorded about that type of equipment
- summarizes the equipment information that has been recorded.

B Examples of Page

The following is an example of the Equipment Contributions Page.



The following is an example of the Equipment Contributions Page after detailed equipment information has been recorded.



--*

*--443 Equipment Contributions Page (Continued)

C Information on the Page

The Equipment Contributions Page provides the user with an overview of all equipment that has been recorded for the farming operation.

This table describes the information displayed on the Equipment Contributions Page.

Field	Description
Percentage of Total	Percentage of the contribution for the specified type of equipment that is attributable to the overall equipment contribution for the farming operation.
Details	Indicates whether the equipment is: • owned • leased from an individual or business • lease to another producer • additional equipment.
Additional Info	Additional information recorded about the specified type of equipment.

D Page Options

For each question that was answered "Yes" on the Equipment Page, a link will be displayed on the Equipment Contribution Page.

Example: If the user indicates that owned equipment is the only type of equipment contributed to the farming operation, then the only link displayed on Equipment Contribution Page is "Add Owned Equipment".

This table describes the options that may be available on the Equipment Contribution Page.

Note: With the exception of adding owned equipment, each link can be selected multiple times if equipment is leased by the farming operation to or from multiple sources.

Link	Action
"Add Owned Equipment"	• Displayed if the user indicated owned equipment is contributed to the farming operation. • Displays the Owned Equipment Page so information can be recorded about equipment that is owned by the farming operation.

--*

*--443 Equipment Contributions Page (Continued)

D Page Options (Continued)

Link	Action
"Add Leased Equipment from Another Producer"	• Displayed if the user indicated equipment is contributed to the farming operation that is leased from another individual or business that has an interest in the farming operation. **Note:** If the user indicated the individual or business that the equipment is leased from does not have an interest in the farming operation, then the user will be prompted to enter the total percentage of equipment leased from another source on the Leased Equipment From Another Producer Page. After this percentage is recorded, the information will be displayed on the Equipment Contributions Page. • Displays the Leased Equipment From Another Producer Page to record information about equipment that is leased by the farming operation. **Note:** If equipment is leased by the farming operation from multiple sources, this link can be selected multiple times to record the equipment from each source.
"Add Leased Equipment to Another Producer"	• Displayed if the user indicated equipment is contributed to the farming operation that is also leased to another individual or business. • Displays the Leased Equipment To Another Producer Page to record information about equipment that is leased to another producer by the farming operation. **Note:** If equipment is leased by the farming operation to multiple sources, this link can be selected multiple times to record the equipment leased to other producers.

--*

*--443 Equipment Contributions Page (Continued)

D Page Options (Continued)

Link	Action
"Add Additional Equipment"	• Displayed if the user indicated other or additional equipment is contributed to the farming operation that is not owned or leased. • Displays the Additional Equipment Page to record information about equipment other or additional equipment used by the farming operation. **Note:** If other or additional equipment is used by the farming operation from multiple sources, this link can be selected multiple times to record the additional equipment from each source.
"Revise"	Allows the user to revise the equipment information recorded for the selected entry in the summary. When this link is selected, the page will be displayed with the information recorded for that equipment entry.
"Delete"	Allows the user to delete the equipment information recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
The total contributions for equipment that is owned, leased from, and any additional equipment exceeds 100%.	The sum of the following information recorded for equipment exceeds 100 percent. • owned equipment • equipment leased from all sources • additional equipment. If the information is recorded is incorrect, return to the Equipment Contributions Page to add equipment information and/or modify the existing information recorded.

--*

*--444 Owned Equipment Page

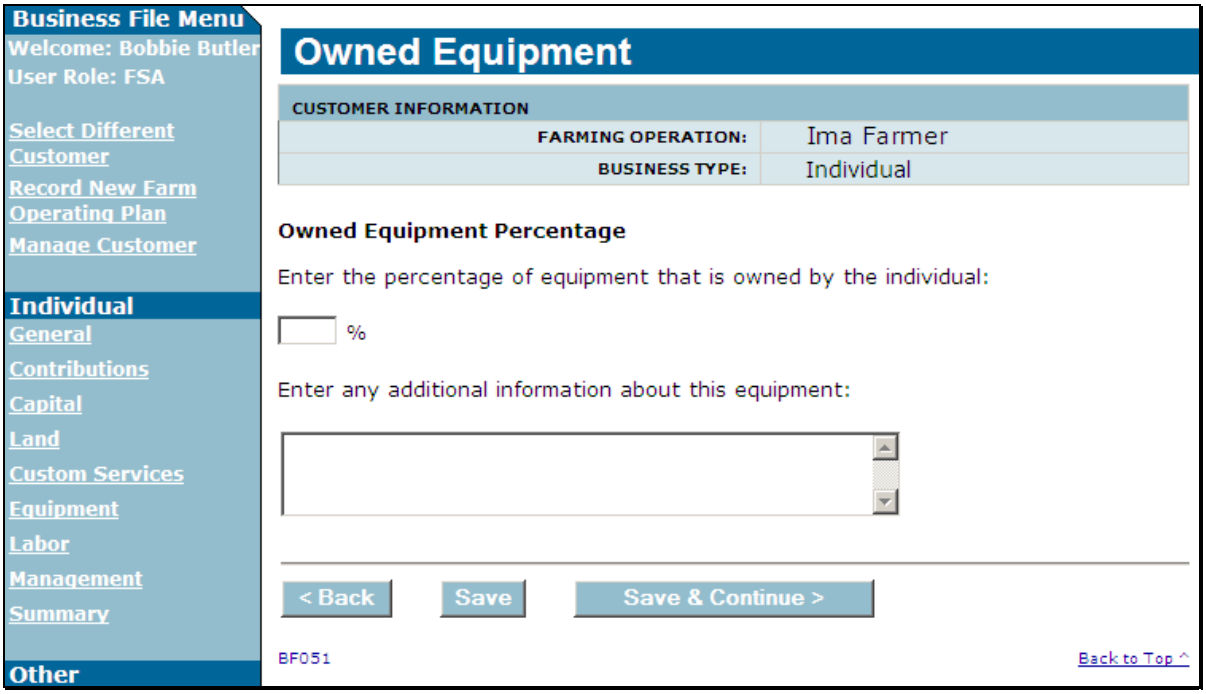
A Introduction

The Owned Equipment Page:

- will be displayed after users click "**Add Owned Equipment**" link on the Equipment Contribution Page
- allows users to record:
  - the total percentage of equipment that is contributed to the farming operation that is owned by the farming operation
  - additional information about the owned equipment.

B Example of Owned Equipment Page

The following is an example of the Owned Equipment Page.



--*

*--444 Owned Equipment Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Owned Equipment Page.

Question/Field	Description
Owned Equipment Percentage	The percentage of **all** equipment contributed to the farming operation that is owned by the farming operation. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Enter any additional information about this equipment	Text field that allows users to record comments about the owned equipment. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

D Page Options

The following options are available on the Owned Equipment Page.

Option	Action
"Back"	Returns to the Equipment Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the Equipment Contributions Page.

--*

*--444 Owned Equipment Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Owned Equipment Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Equipment contribution percentage cannot be greater than 100%.	The equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Equipment contribution percentage must be greater than 0%.	The equipment contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
Equipment contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that owned equipment is provided to the farming operation; however, the percent of owned equipment was not entered.	If the information is incorrect, return to the Owned Equipment Page to specify the total percentage of all equipment owned by the farming operation.

--*

*--445 Lessor Interest Page

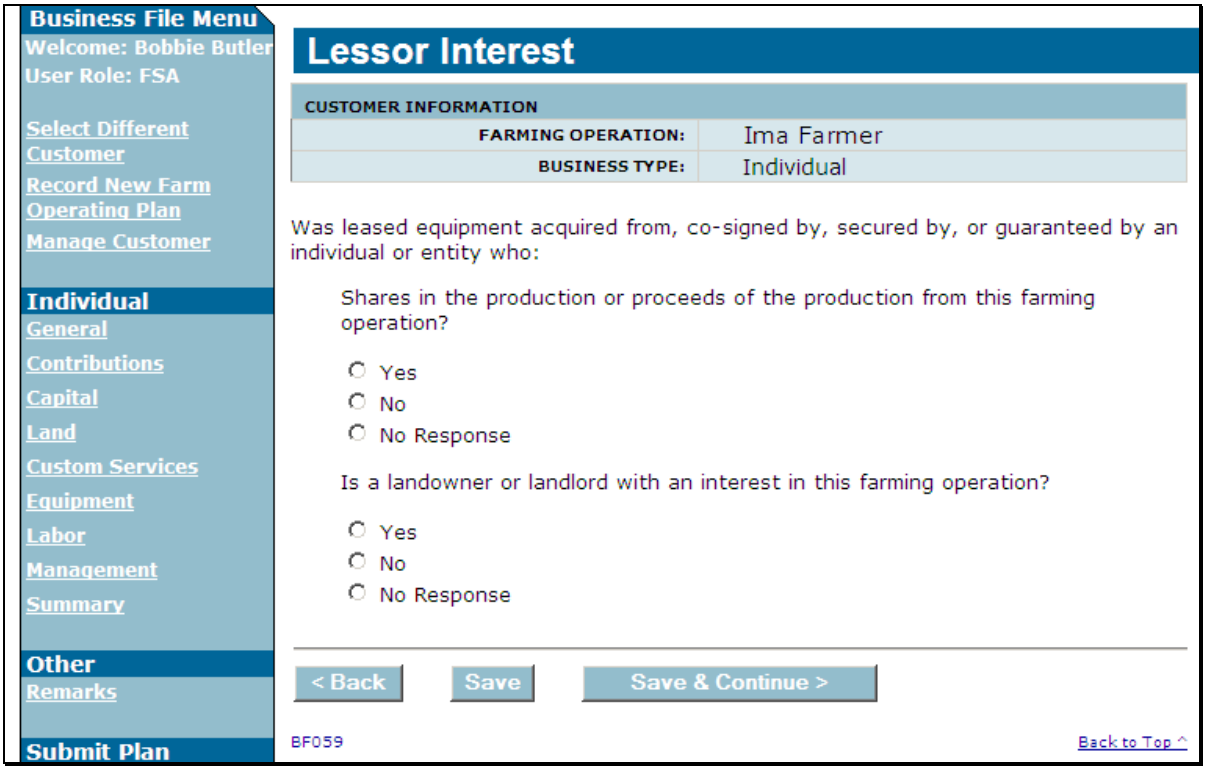
A Introduction

The Lessor Interest Page:

- will only be displayed if the user indicated that some of the equipment contributed to the farming operation is leased from another producer
- allows users to specify whether the individual or business the equipment is leased from has an interest in the farming operation.

B Example of Lessor Interest Page

The following is an example of the Lessor Interest Page.



--*

*--445 Lessor Interest Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Lessor Interest Page.

Question/Field	Description
Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who shares in the production or proceeds of the production from this farming operation?	Select the appropriate answer to the question. **Note:** Select "No Response", if the producer chooses not to respond to the question.
Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who is a landowner or landlord with an interest in the farming operation?	

D Page Options

The following options are available on the Lessor Interest Page.

Option	Action
"Back"	Returns to the Equipment Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was not provided indicating whether the individual or business that the equipment is leased from has an interest in the farming operation.	If the information recorded is incorrect, return to the Lessor Interest Page to specify whether the individual or business that the equipment is leased from has an interest in the farming operation.

--*

*--446 Total Percentage For All Leased Equipment From Page

A Introduction

The Total Percentage For All Leased Equipment From Page:

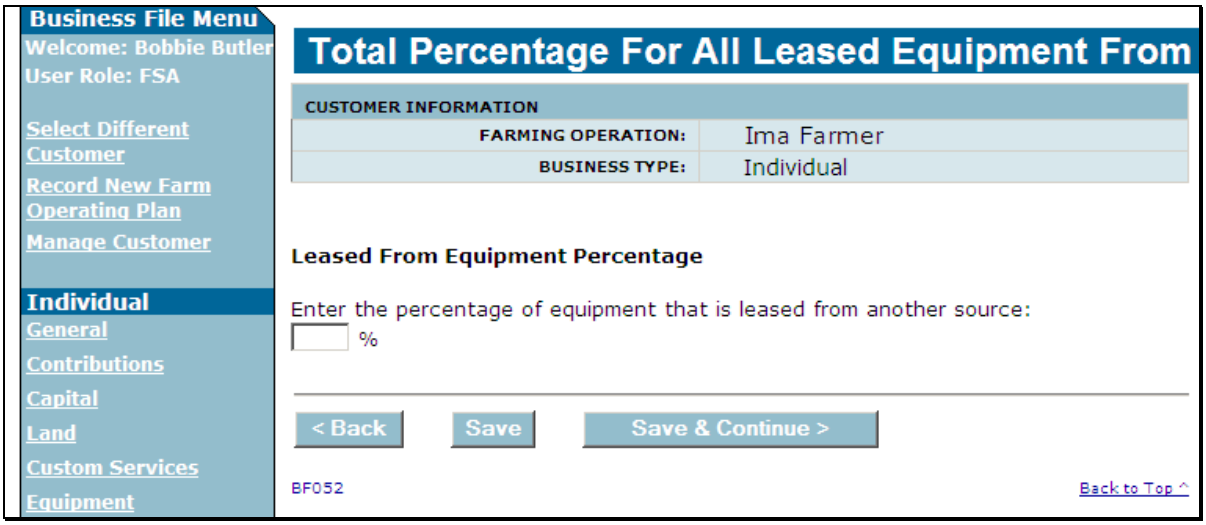
- will only be displayed if the user indicated the individual or business that the equipment is leased from does not have an interest in the farming operation by answering “No” to both questions on the Lessor Interest Page

- allows users to record the total percentage of equipment contributed to the farming operation that is leased from another source.

  Note: Because the equipment is leased from a sources that does not have an interest in the farming operation, only the accumulated percentage all leased equipment used by the farming operation is needed. Information as to who the equipment is leased from is only needed if they have an interest in the farming operation.

B Example of Total Percentage For All Leased Equipment From Page

The following is an example of the Total Percentage For All Leased Equipment From Page.



--*

*--446 Total Percentage For All Leased Equipment From Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Total Percentage For All Leased Equipment From Page.

Question/Field	Description
Leased From Equipment Percentage	The percentage of the total equipment that is leased from another source or sources. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.

D Page Options

The following options are available on the Total Percentage For All Leased Equipment From Page.

Option	Action
"Back"	Returns to the Lessor Interest Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

--*

***--446 Total Percentage For All Leased Equipment From Page (Continued)**

E Page Error Messages

The following error messages may be displayed on the Total Percentage For All Leased Equipment From Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Equipment contribution percentage cannot be greater than 100%.	The equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Equipment contribution percentage must be greater than 0%.	The equipment contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Contributions Page and indicate equipment leased from another source is not contributed or indicate the producer does not want to provide a response to question regarding equipment leased from another source.
Equipment contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

*--446 Total Percentage For All Leased Equipment From Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that equipment leased from another producer is provided to the farming operation; however, the percent of leased equipment was not entered.	If the information recorded is incorrect, return to either of the following pages, as applicable, to record the equipment contribution percentage for equipment leased from other sources: • Total Percentage For All Leased Equipment From Page • Leased Equipment From Another Source Page.

447 Leased Equipment From Another Producer Page

A Introduction

The Leased Equipment From Another Producer Page:

- will only be displayed if the user indicated the individual or business that the equipment is leased from has an interest in the farming operation by answering “Yes” to at least 1 of the questions on the Lessor Interest Page

- allows users to:

  - record the percentage of equipment that is leased from another producer that is contributed to the farming operation

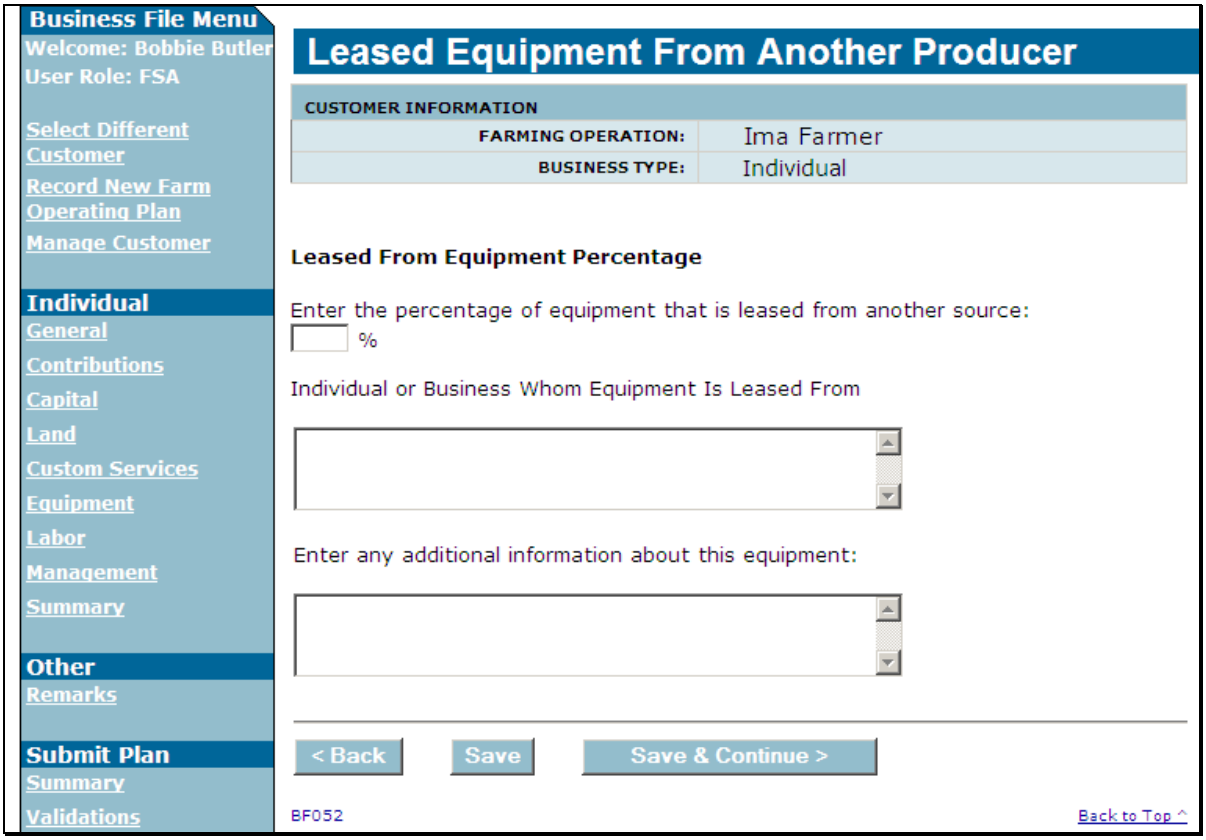
  - specify the individual or business from which the equipment is leased

  - record additional information about the leased equipment.--*

*--447 Leased Equipment From Another Producer Page (Continued)

B Example of Leased Equipment From Another Producer Page

The following is an example of the Leased Equipment From Another Producer Page.



--*

***--447 Leased Equipment From Another Producer Page (Continued)**

C Interview Questions

This table describes the interview questions presented on the Leased Equipment From Another Producer Page.

Note: Since the individual or business that the equipment is leased from has an interest in the farming operation, that individual/business should be recorded in SCIMS. However, the producer could have other leased equipment where the lessor does not have an interest in the farming operation and would not be recorded in SCIMS.

Example: Producer leases the following equipment:

- 50 percent from the landowner on the farm
- 25 percent of the John Deere.

The total equipment being leased from other sources is 75 percent, but only 50 percent is from another producer with an interest in the farming operation. County Offices have the option of recording the leased information as follows:

- 1 record for 75 percent, then specify 50 percent from the landowner and 25 percent from John Deere in the "Individual or Business whom Equipment Is Leased From" field

- two records, 1) 50 percent for the landowner, and 2) 25 percent from John Deere.

Question/Field	Description
Leased From Equipment Percentage	The percentage of the equipment that is leased from an individual or business that has an interest in the farming operation. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Individual or Business Whom Equipment Is Leased From	Text field that allows the user to specify from whom the equipment is leased. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.
Enter any additional information about this equipment	Text field that allows users to record comments about the leased equipment. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

--*

*--447 Leased Equipment From Another Producer Page (Continued)

D Page Options

The following options are available on the Leased Equipment From Another Producer Page.

Option	Action
"Back"	Returns to the Equipment Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Equipment Contributions Page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Leased Equipment From Another Producer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Equipment contribution percentage cannot be greater than 100%.	The equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Equipment contribution percentage must be greater than 0%.	The equipment contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
Equipment contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

***--447 Leased Equipment From Another Producer Page (Continued)**

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that equipment leased from another producer is provided to the farming operation; however, the percent of leased equipment was not entered.	If the information recorded is incorrect, return to either of the following pages, as applicable, to record the equipment contribution percentage for equipment leased from other sources: • Total Percentage For All Leased Equipment From Page • Leased Equipment From Another Source Page.
A response was not provided identifying the individual or business that the equipment is leased from and that has an interest in the farming operation.	The individual or business that the equipment is leased from should be recorded if they have an interest in the farming operation. If the producer does not want to provide the information, leave this field “blank”; otherwise, specify the name of the individual or business from which the equipment is leased.

--*

*--448 Leased Equipment To Another Producer Page

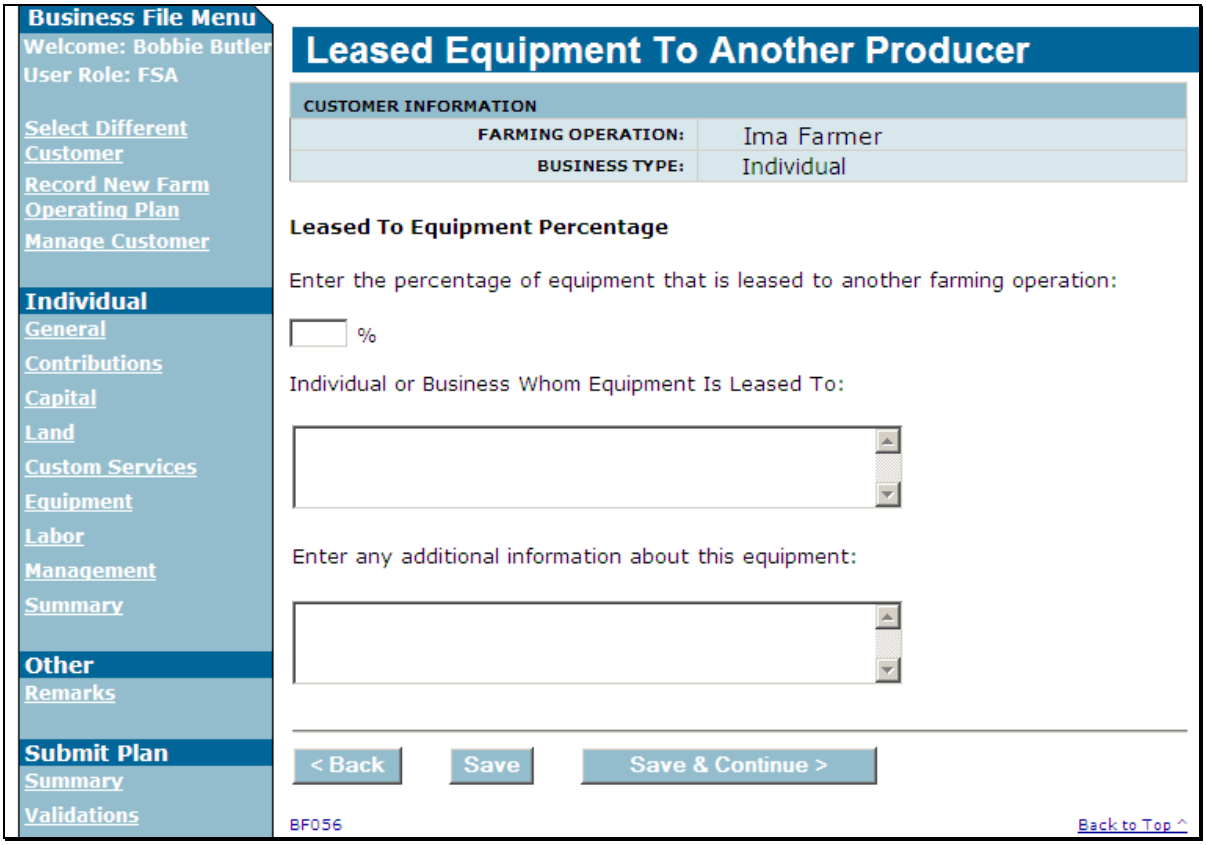
A Introduction

The Leased Equipment To Another Producer Page:

- will only be displayed if the user indicated equipment contributed to the farming operation is leased to another producer on the Equipment Page
- allows users to:
  - record the percentage of equipment contributed to the farming operation that is also leased to another producers
  - specify the individual or business to which the equipment is leased
  - record additional information about the leased equipment.

B Example of Leased Equipment To Another Producer Page

The following is an example of the Leased Equipment To Another Producer Page.



--*

*--448 Leased Equipment To Another Producer Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Leased Equipment To Another Producer Page.

Note: If equipment is leased to multiple producers, County Offices have either of the following options:

- record 1 record with the total percentage, but each producer that equipment is being leased to should be specified in the "Individual or Business Whom Equipment Is Leased To" field

- record separate records with the percentage applicable to each producer.

Question/Field	Description
Leased To Equipment Percentage	The percentage of the equipment used by the farming operation that is also leased to another producer or producers. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Individual or Business Whom Equipment Is Leased To	Text field that allows the user to specify to whom the equipment was leased. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.
Enter any additional information about this equipment	Text field that allows users to record comments about the leased equipment. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

--*

*--448 Leased Equipment To Another Producer Page (Continued)

D Page Options

The following options are available on the Leased Equipment To Another Producer Page.

Option	Action
"Back"	Returns to the Equipment Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Equipment Contributions Page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Leased Equipment From Another Producer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Equipment contribution percentage cannot be greater than 100%.	The equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Equipment contribution percentage must be greater than 0%.	The equipment contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
Equipment contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

*--448 Leased Equipment To Another Producer Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that equipment is being leased to another producer; however, the percent of leased equipment was not entered.	If the information recorded is incorrect, return to the Leased Equipment To Another Producer Page to record the equipment contribution percentage for equipment leased to other producer.
A response was not provided identifying the individual or business that the equipment is leased to and that has an interest in the farming operation.	If the producer does not want to provide the information, leave this field “blank”; otherwise, specify the name of the individual or business to which the equipment is leased.

449 Additional Equipment Page

A Introduction

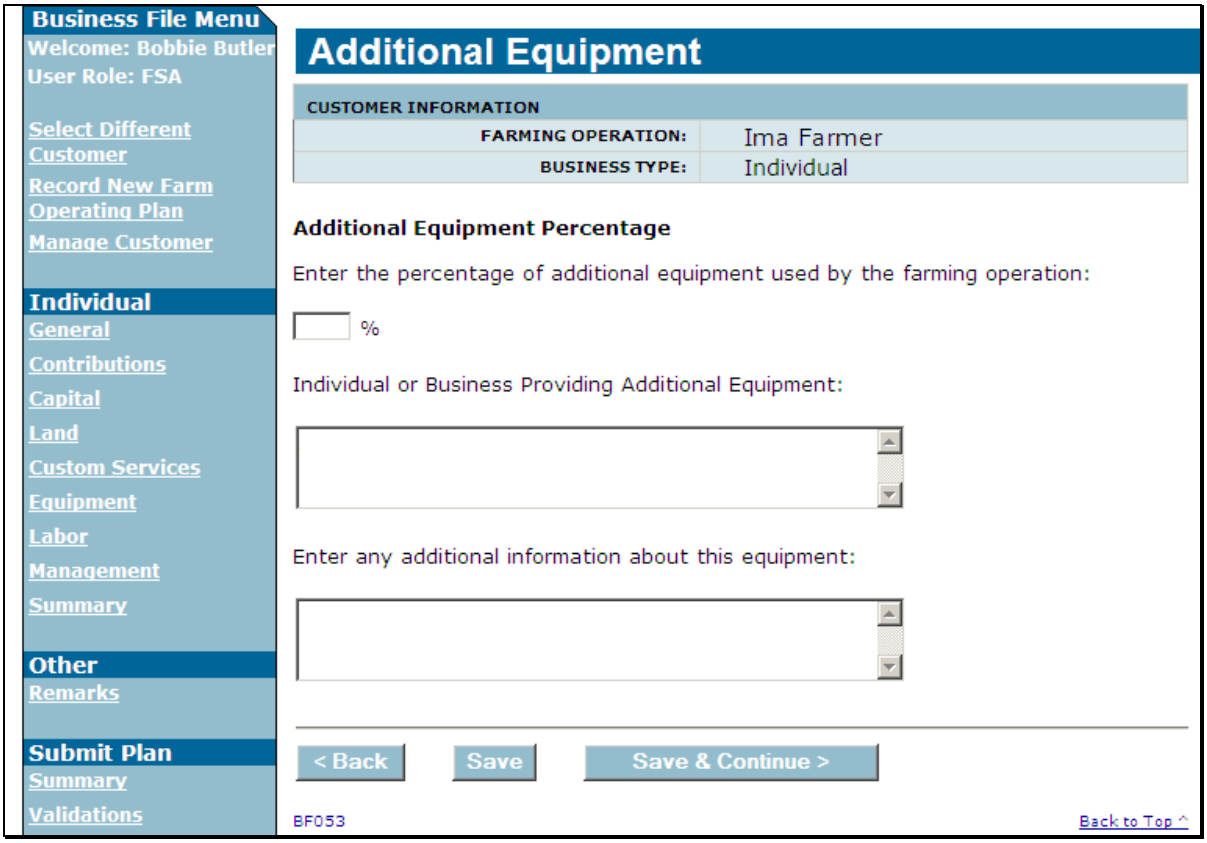
The Additional Equipment Page:

- will only be displayed if the user indicated equipment is contributed to the farming operation that is not owned or leased from another producer on the Equipment Page.
- allows users to:
  - record the percentage of equipment contributed to the farming operation that is from additional or other sources
  - specify the individual or business providing the additional equipment
  - record additional information about the equipment.**--***

*--449 Additional Equipment Page (Continued)

B Example of Additional Equipment Page

The following is an example of the Additional Equipment Page.



--*

*--449 Additional Equipment Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Additional Equipment Page.

Note: If additional equipment is acquired from multiple sources, County Offices have either of the following options:

- record 1 record with the total percentage, but each producer that is providing the additional equipment should be recorded in the "Individual or Business Providing Additional Equipment" field

- record separate records with the percentage applicable to each source.

Question/Field	Description
Additional Equipment Percentage	The percentage of the equipment used by the farming operation that is not owned or leased from another producer. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Individual or Business Providing the Additional Equipment	Text field that allows the user to specify the source of the additional equipment. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.
Enter any additional information about this equipment	Text field that allows users to record comments about the additional equipment. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

--*

*--449 Additional Equipment Page (Continued)

D Page Options

The following options are available on the Additional Equipment Page.

Option	Action
"Back"	Returns to the Equipment Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the Equipment Contributions Page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Additional Equipment Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Equipment contribution percentage cannot be greater than 100%.	The equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Equipment contribution percentage must be greater than 0%.	The equipment contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
Equipment contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

*--449 Additional Equipment Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that additional equipment is provided to the farming operation; however the percent of equipment was not entered.	If the information recorded is incorrect, return to the Additional Equipment Page to record the additional equipment contribution percentage.
A response was not provided identifying the individual or business that is providing additional equipment and that has an interest in the farming operation.	If the producer does not want to provide the information, leave this field “blank”; otherwise, specify the name of the individual or business that is providing the additional equipment.

--*

450-454 (Reserved)

*--Subsection 5 Custom Services

455 Custom Services Page

A Introduction

The Custom Services Page:

- is displayed if the user indicated custom services are used by the farming operation on the Contributions Page
- is displayed if the user clicks "Custom Services" from the left navigation menu
- allows users to select the types of custom services provided to the farming operation.

Custom services is defined as the hiring of a contractor or vendor that is in the business of providing specialized services or to perform services in exchange for the payment of a fee, such as:

- branding
- feeding
- fertilizing
- handling
- harvesting
- hauling
- irrigation
- mowing
- pest scouting
- pruning
- seeding
- spraying
- thinning
- tillage
- wrangling
- any other farm or ranch activity that can be hired.

The contractor or vendor hired must provide both equipment and labor through the same contract or agreement in order for the service to be considered a custom service.

B Example of Custom Services Page

The following is an example of the Custom Services Page.

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*--455 Custom Services Page (Continued)

C Interview Questions

Due to the number of types of services that could apply, custom services have been grouped into 5 categories.

- crop growing and protection
- harvesting and handling
- marketing and disposition
- seeding
- tillage.

Users shall select:

- type of service that most closely fits into 1 of these 5 general categories of services
- "other" if the type of service does not fit into 1 of the 5 general types of services
- **all** options that represent the types of custom services used by the farming operation.

D Page Options

The following options are available on the Capital Contributions Page.

Option	Action
"Back"	Returns to the previous applicable page in the interview process without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must select the type of custom service being provided to the farming operation.	A response was not selected indicating the type of custom services used by the farming operation. Return to the Custom Services Page and select the type of custom service. **Note:** Do not select any option if the producer chooses not to respond to the question.

--*

*--456 Custom Services List Page

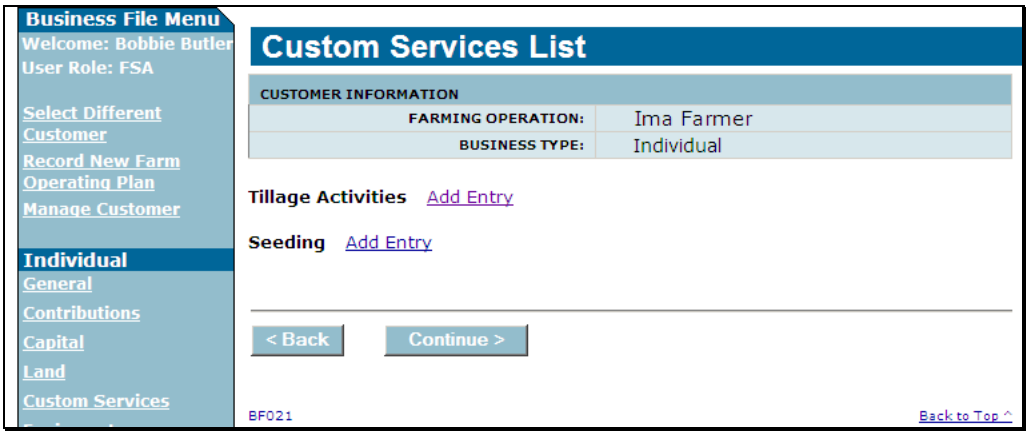
A Introduction

The Custom Services List Page:

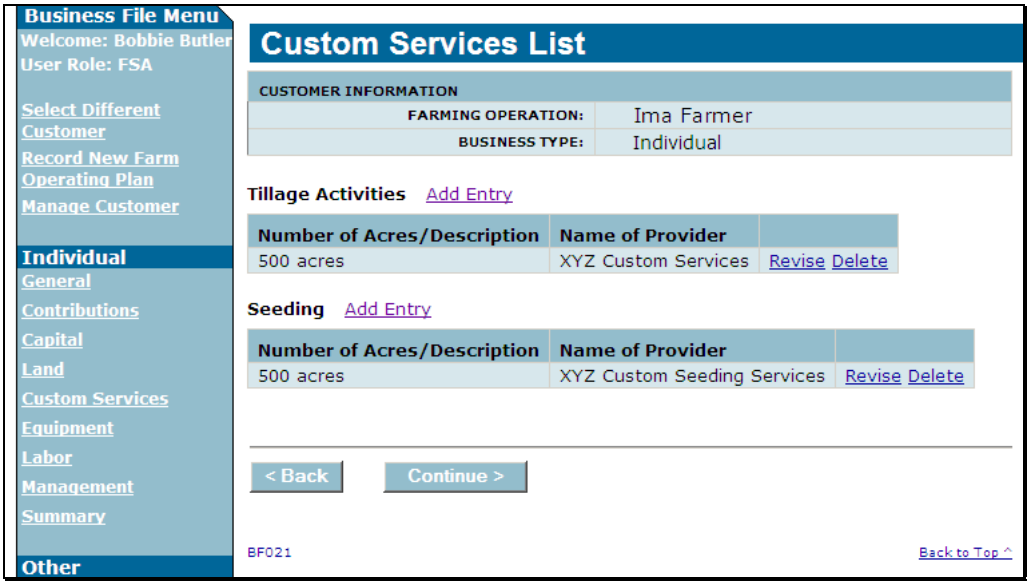
- will be displayed if the user indicated at least 1 type of custom service is being used by the farming operation on the Custom Services Page
- allows users to add entries for types of custom services
- summarizes the custom service detailed information that has been recorded.

B Examples of Page

The following is an example of the Custom Services List Page.



The following is an example of the Custom Services List Page after detailed custom service information has been recorded.



--*

*--456 Custom Services List Page (Continued)

C Information on the Page

The Custom Services List Page provides the user with an overview of all the custom services that have been recorded for the farming operation.

This table describes the information displayed on the Custom Services List Page.

Field	Description
Number of Acres/Description	Displays the detailed information recorded on the Custom Services Information Page.
Name of Provider	

D Page Options

For each option that was selected on the Custom Services Page, an "Add Entry" link will be displayed on the Custom Services List Page.

This table describes the options that may be available on the Custom Services List Page.

Note: Multiple entries can be recorded for the same custom service general category if services are provided by multiple sources.

Link	Action
"Add Entry"	• Displayed for each type of custom service category selected on the Custom Services Page. • Advances to the Custom Services Information Page where additional information can be recorded about the type of service provided.
"Revise"	Allows the user to revise the detailed custom service information recorded for the selected entry in the summary. When this link is selected, the Custom Services Information Page will be displayed with the information recorded for that custom service entry.
"Delete"	Allows the user to delete the custom service information recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.
"Back"	Returns to the Custom Services Page.
"Continue"	Continues to the next applicable page in the interview process.

--*

*--457 Custom Services Information Page

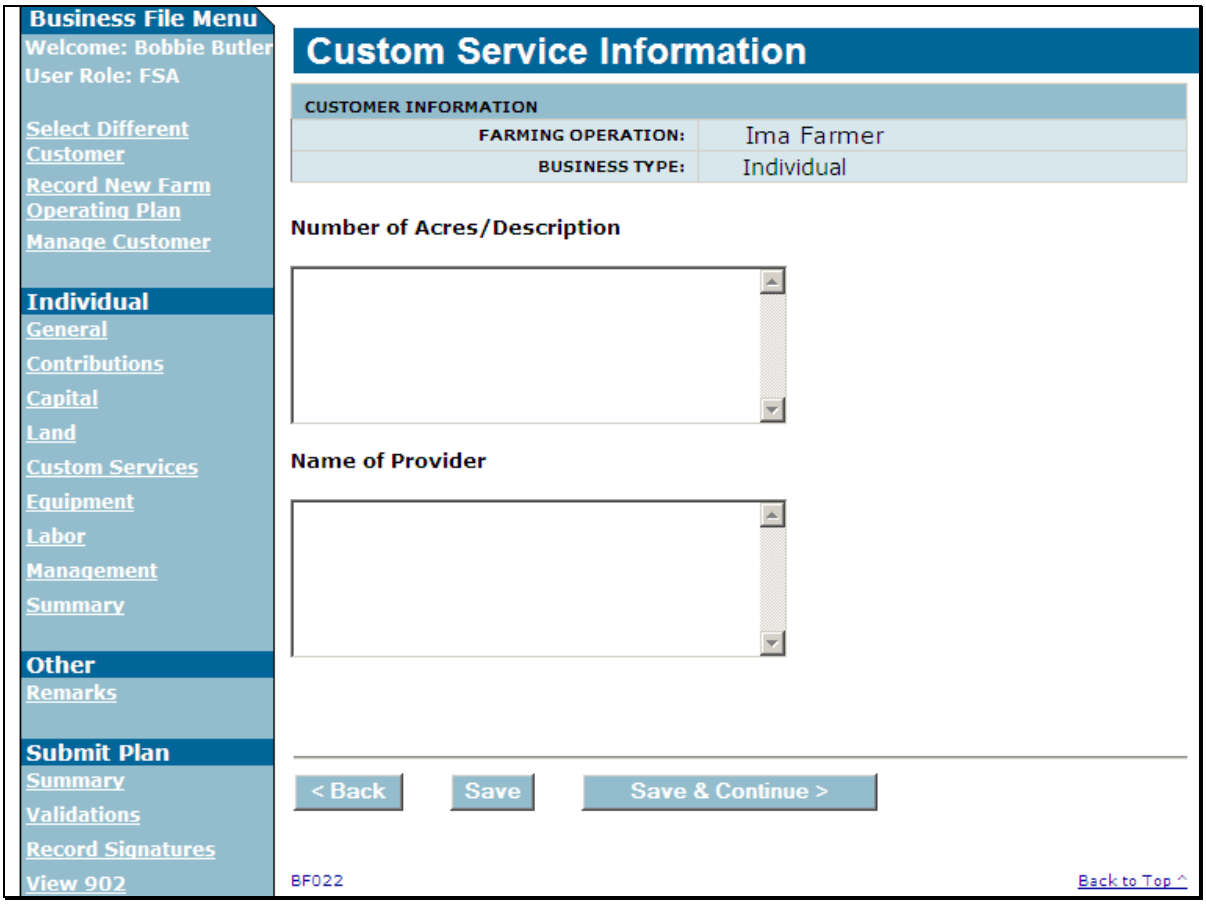
A Introduction

The Custom Service Information Page:

- will be displayed after users click "**Add Entry**" link on the Custom Services List Page
- allows users to:
  - record detailed information about the number of acres affected and the type of custom service provided
  - specify the custom service provider.

B Example of Custom Service Information Page

The following is an example of the Custom Service Information Page.



--*

*--457 Custom Services Information Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Custom Service Information Page.

Question/Field	Description
Number of Acres/Description	Text field that allows users to record comments related to the number of acres affected and a description of the service provided. Up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.
Name of Provider	Text field that allows users to specify the individual or business that is providing the custom service. The provider does not have to be recorded in SCIMS. Up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

D Page Options

The following options are available on the Custom Service Information Page.

Option	Action
“Back”	Returns to the Custom Services List Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and returns to the Custom Services List Page.

--*

***--457 Custom Services Information Page (Continued)**

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must provide additional information regarding the type of custom service being provided to the farming operation.	A response was not provided specifying the number of acres and a description of the custom service being provided. Return to the Custom Service Information Page and record information about the custom service. **Note:** Do not record any information if the producer chooses not to respond to the question.
Must provide additional information regarding the individual or business providing the custom service to the farming operation.	A response was not provided specifying the provider of the custom service being provided. Return to the Custom Service Information Page and record information about the custom service. **Note:** Do not record any information if the producer chooses not to respond to the question.

--*

458-460 (Reserved)

*--Subsection 6 Labor Contributions

461 General Information

A Introduction

The Labor Contributions Section of the interview process allows the user to record information related to:

- active personal labor
- hired labor
- other or additional labor that may be contributed to the farming operation.

The remainder of this subsection provides detailed information related to the labor contribution pages that may be displayed through the interview process.

B Description of Labor Contribution Pages

This table provides a general description of each page that may be displayed through the labor contribution section of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Labor Types Page	Displayed if the user indicates labor was contributed to the farming operation.	Allows the user to indicate which types of labor are contributed to the farming operation.	462
Labor Contributions Page	• Displayed with fields corresponding to the types of labor specified on Labor Types Page. • Summarizes information recorded for additional labor, if applicable.	• Record the active personal and hired labor contribution percentages, as applicable. • Select the option to record information about additional labor contributed to the farming operation, if applicable.	463
Additional Labor Page	Displayed if users click “Add Additional Labor” on the Labor Contributions Page.	Record information about additional labor contributed to the farming operation.	464
Labor Contributions in Hours Page	Displayed if either of the following conditions exist: • active personal labor is less than 50 percent • active personal labor is “blank”	Specify whether the producer contributes 1,000 hours or more of active labor.	465

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462 Labor Types Page

A Introduction

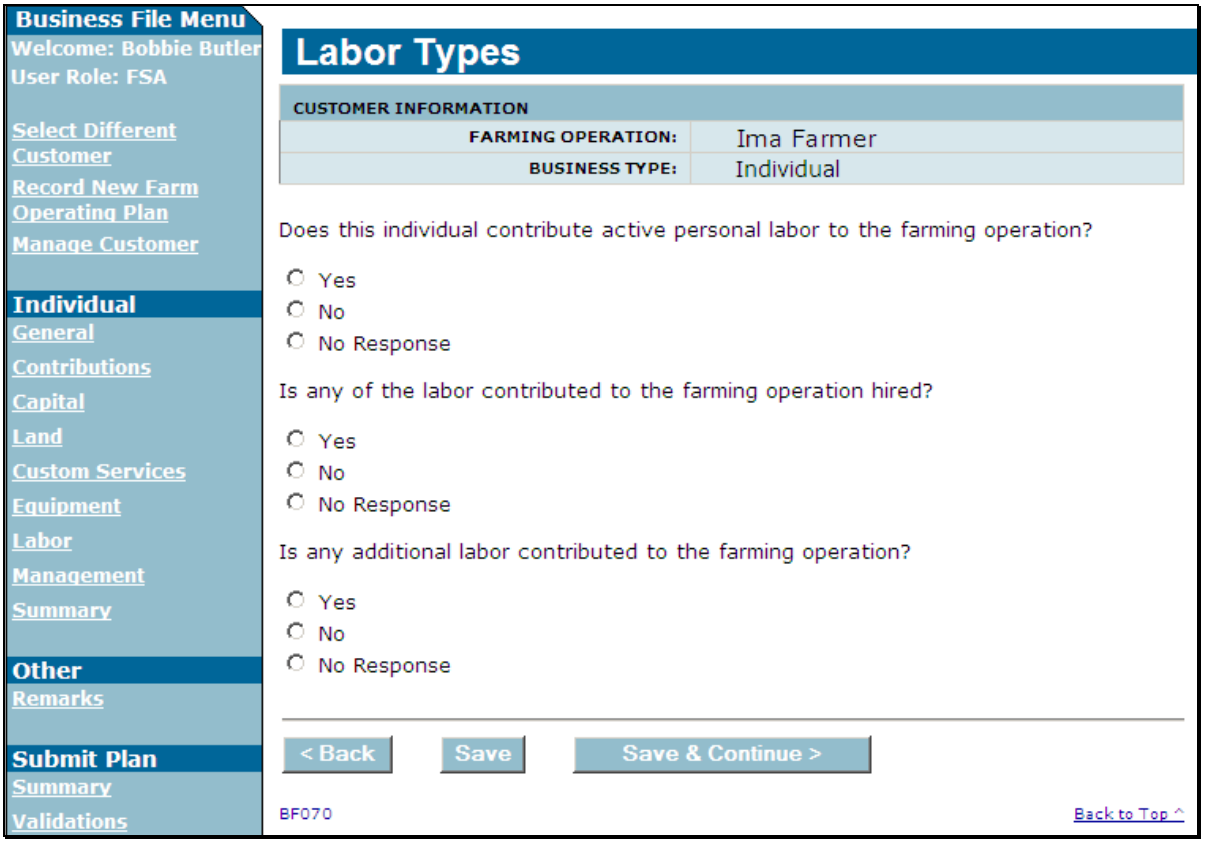
The Labor Types Page:

- is displayed if the user indicated labor is contributed to the farming operation on the Contributions Page
- is displayed if the user clicks “Labor” from the left navigation menu
- allows users to specify the types of labor that are used by the farming operation.

B Example of Labor Types Page

*--The following is an example of the Labor Types Page for an individual producer.

Note: The questions presented on this page vary based on the business type for the selected customer.--*



462 Labor Types Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Labor Types Page.

***--Note:** The questions presented on this page vary based on the business type for the selected customer.

Question/Field	Applicable To	Description
Does this individual contribute active personal labor to the farming operation?	Individuals	For each question presented, the available options are: • "Yes" • "No" • "No Response". The interview process will proceed to the: • Labor Contributions Page, if "Yes" is selected for at least one question • next applicable section of the interview process, if "No" or "No Response" is selected for all questions.
Is any of the labor contributed to the farming operation hired?	• Individuals • Entities • Joint Operations	
Is any additional labor contributed to the farming operation?	• Individuals • Entities • Joint Operations	

--*

D Page Options

The following options are available on the Labor Types Page.

Option	Action
"Back"	Returns to the previous page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

*--462 Labor Types Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must specify the type of labor contributed to the farming operation.	A response was not selected indicating the types of labor contributed to the farming operation. Return to the Types of Labor Page and select 1 of the following options for each type of labor: • "Yes" • "No" • "No Response". **Note:** Select "No Response", if the producer chooses not to respond to the question.

--*

*--463 Labor Contributions Page

A Introduction

The Labor Contributions Page:

- will be displayed if the user indicated at least 1 type of labor is contributed to the farming operation on the Labor Types Page
- only displays the fields corresponding to the types of labor selected on the Labor Types Page

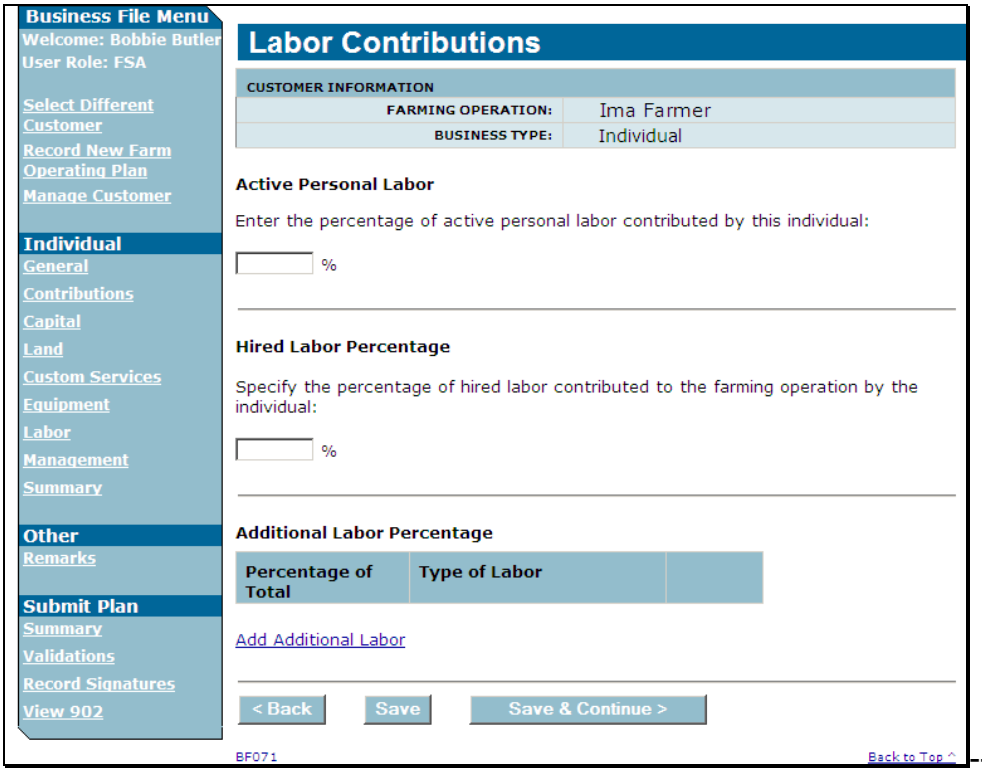
  Example: The user selected "Yes" indicating the producer is providing active personal labor, but selected "No" for hired and other/additional labor.

  Fields will not be displayed related to hired or other/additional labor.

- allows users to record contribution percentages for active personal and hired labor
- allows users to record other/additional labor contributed to the farming operation
- displays information recorded for other/additional labor.

B Example of Labor Contributions Page

The following is an example of the Labor Contributions Page.



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*--463 Labor Contributions Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Labor Contributions Page.

Question/Field	Description
Active Personal Labor Percentage Hired Labor Percentage	The percentage of active personal and/or hired labor the producer contributes to the farming operation. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.

D Page Options

The following options are available on the Labor Contributions Page.

Option	Action
"Add Additional Labor"	Displays the Additional Labor Page where information can be recorded about any labor provided to the farming operation that does not fall into the category of active personal or hired labor.
"Revise"	Allows the user to revise the detailed additional labor information recorded for the selected entry in the summary. When this link is selected, the Additional Labor Page will be displayed with the information previously recorded.
"Delete"	Allows the user to delete the additional labor information previously recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.
"Back"	Returns to the Labor Types Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

--*

*--463 Labor Contributions Page (Continued)

E Information on the Page

If additional labor has been recorded for the farming operation, a summary of the information recorded will be displayed.

This table describes the information displayed on the Labor Contributions Page.

Field	Description
Percentage of Total	Displays the contribution percentage attributable to the additional labor recorded on the Additional Labor Page.
Type of Labor	Displays the description of the additional labor recorded on the Additional Labor Page.

F Page Error Messages

The following error messages may be displayed on the Labor Contributions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Active personal labor contribution percentage cannot be greater than 100%.	The specified contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Hired labor contribution percentage cannot be greater than 100%.		
Active personal labor contribution percentage must be greater than 0%.	The specified contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Contributions Page and indicate labor is not contributed or indicate the producer does not want to provide a response to labor contributions.
Hired labor contribution percentage must be greater than 0%.		
Active personal labor contribution percentage must be numeric.	Something other than a numeric value was entered was entered for the specified contribution percentage.	Correct the value entered to a percentage.
Hired labor contribution percentage must be numeric.		

--*

*--463 Labor Contributions Page (Continued)

G Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Total labor contribution percentage for the individual must equal 100%.	The sum of the following information recorded for labor does not equal 100 percent: • active personal labor • hired labor • additional labor. If the information is recorded is incorrect, return to the Labor Contributions Page to add labor information and/or modify the existing information recorded.
Active personal labor contribution percentage must be entered if provided to the farming operation.	• If the information recorded is incorrect, return to the Labor Contributions Page to specify the percentage of active personal and/or hired labor that is contributed to the farming operation. • Answer “No” or “No Response” on the Types of Labor Page, if active personal and/or hired labor is not contributed to the farming operation or the producer chooses not to respond to the question.
Hired labor contribution percentage must be entered if labor is hired for the farming operation.	
Additional labor contribution percentage must be entered if additional labor is contributed to the farming operation.	

--*

*--464 Additional Labor Page

A Introduction

The Additional Labor Page:

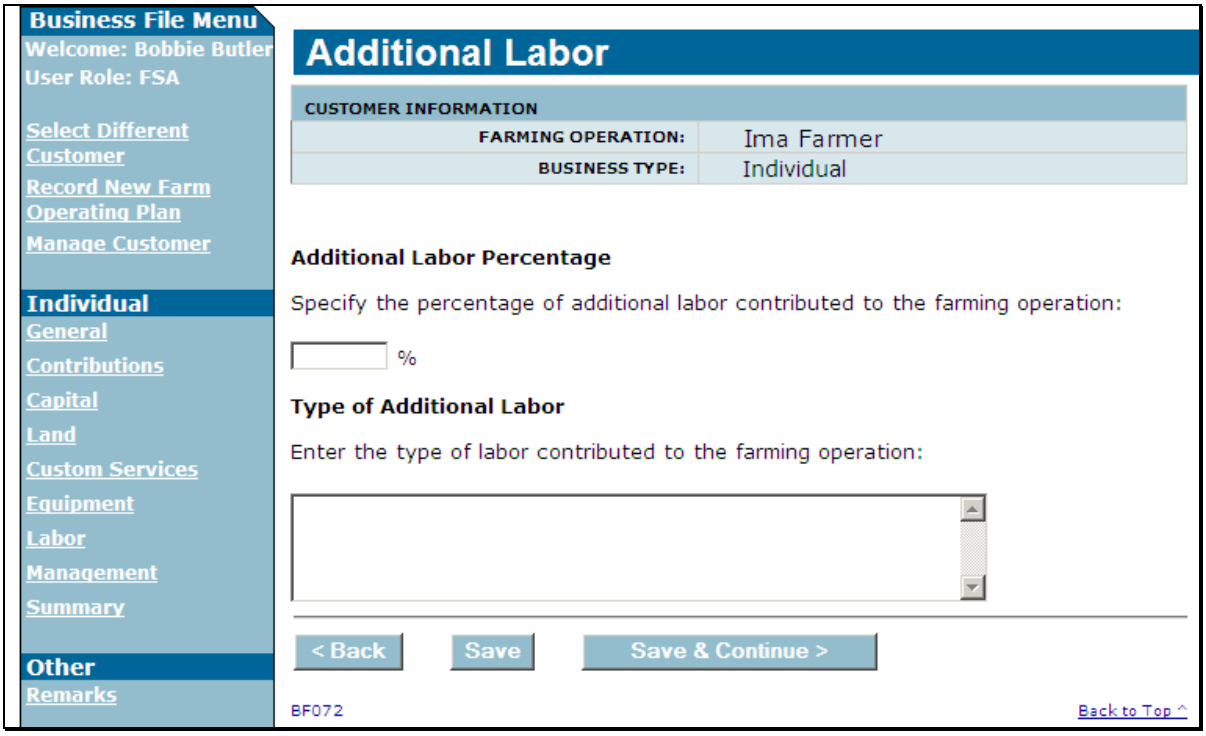
- will only be displayed after users click "**Add Additional Labor**" link on the Labor Contributions Page

- allows users to record:

  - the percentage of the additional labor contributed to the farming operation
  - additional information about the labor being used by the farming operation.

B Example of Additional Labor Page

The following is an example of the Additional Labor Page.



--*

*--464 Additional Labor Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Additional Labor Page.

Question/Field	Description
Additional Labor Percentage	The percentage of the labor used by the farming operation that is not active personal or hired labor. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Enter the type of labor contributed to the farming operation	Text field that allows users to record comments about the source of the additional labor. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

D Page Options

The following options are available on the Additional Labor Page.

Option	Action
“Back”	Returns to the Labor Contributions Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and returns to the Labor Contributions Page.

--*

*--464 Additional Labor Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Additional Labor Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Additional type labor contribution percentage cannot be greater than 100%.	The additional labor contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Additional labor contribution percentage must be greater than 0%.	The additional labor contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
Additional type of labor contribution percentage must be numeric.	Something other than a numeric value was entered for the additional labor contribution percentage.	Correct the value entered to a percentage.

--*

*--464 Additional Labor Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Additional labor contribution percentage must be entered if additional labor is contributed to the farming operation.	• If the information recorded is incorrect, return to the Additional Labor Page to specify the percentage of additional labor that is contributed to the farming operation. • Answer "No" or "No Response" on the Types of Labor Page if additional labor is not contributed to the farming operation or the producer chooses not to respond to the question.
Must specify the type of labor contributed to the farming operation.	A response was not provided describing the additional labor contributed to the farming operation. Return to the Additional Labor Page and record information about the additional labor. **Note:** Do not record any information if the producer chooses not to respond to the question.

--*

*--465 Labor Contribution in Hours Page

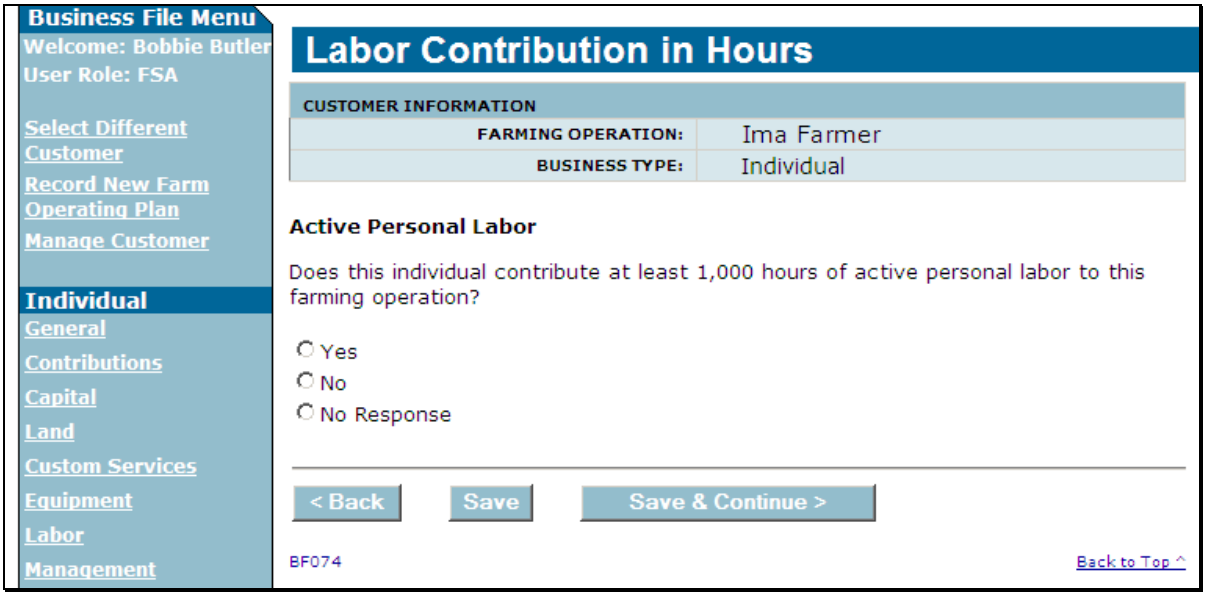
A Introduction

The Labor Contribution in Hours Page:

- will only be displayed if either the following are applicable:
  - active personal labor contribution percentage is less than 50 percent
  - user indicated active personal labor is contributed to the farming operation, but the contribution percentage is “blank”
- allows users to specify whether at least 1,000 hours of active personal labor are contributed to the farming operation.

B Example of Labor Contribution in Hours Page

The following is an example of the Labor Contribution in Hours Page.



--*

*--465 Labor Contribution in Hours Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Labor Contribution in Hours Page.

Question/Field	Options
Does this individual contribute at least 1,000 hours of active personal labor to this farming operation?	Available options are: • "Yes" • "No" • "No Response". **Note:** If the producer does not want to respond to 1 or more questions, select "No Response".

D Page Options

The following options are available on the Labor Contribution in Hours Page.

Option	Action
"Back"	Returns to the Labor Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must specify whether 1,000 or more hours are contributed to the farming operation when active personal labor is less than 50%.	If the information recorded is incorrect, return to the Labor Contribution Page to indicate if at least 1,000 hours are contributed to the farming operation.

--*

*--466 Additional Information for Hired Labor Page

A Introduction

The Additional Information for Hired Labor Page will only be displayed if **all** the following conditions apply:

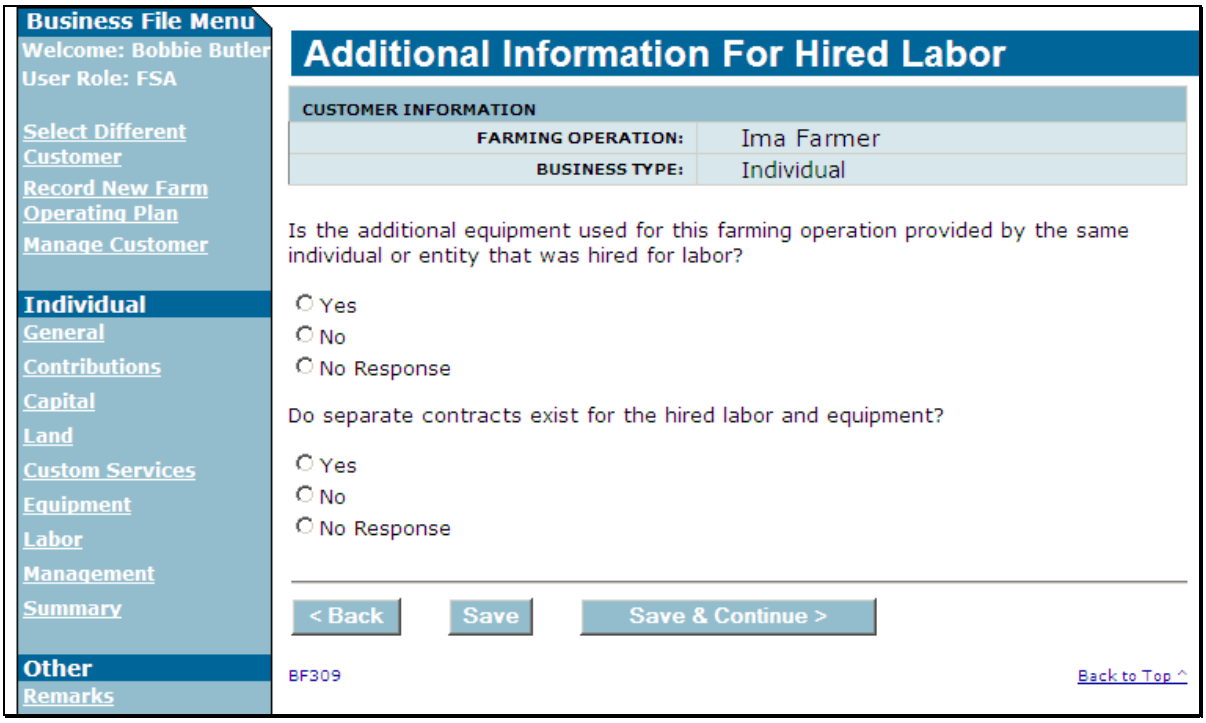
- producer is leasing land from another producer and the lease is “Cash” and/or “Cash and Share”
- owned equipment contribution percentage is less than 50 percent
- active personal labor contribution percentage is less than 50 percent
- at least 1,000 hours of active personal labor is not being contributed to the farming operation.

The Additional Information for Hired Labor Page allows users to specify whether:

- leased equipment and hired labor are contributed by the same individual/business
- if separate contracts exist for the labor and equipment.

B Example of Additional Information For Hired Labor Page

The following is an example of the Additional Information For Hired Labor Page.



--*

*--466 Additional Information for Hired Labor Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Additional Information for Hired Labor Page.

Question/Field	Description
Is the additional equipment used for this farming operation provided by the same individual or entity that was hired for labor?	Available options are: • "Yes" • "No" • "No Response".
Do separate contracts exist for the hired labor and equipment? **Note:** This question is only presented if the answer to the previous question is "Yes".	**Note:** If the producer does not want to respond to 1 or more questions, select "No Response".

D Page Options

The following options are available on the Additional Information for Hired Labor Page.

Option	Action
"Back"	Returns to the Labor Contribution in Hours Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was not provided indicating whether equipment and labor is being provided by the same individual.	If the information recorded is incorrect, return to the Additional Information for Hired Labor Page to respond to the applicable questions.
A response was not provided indicating whether separate contracts exist for the hired labor and equipment.	

--*

467-470 (Reserved)

*--Subsection 7 Management Contributions

471 General Information

A Introduction

The Management Contributions Section of the interview process allows the user to record information related to:

- active personal management
- hired management
- other or additional management that may be contributed to the farming operation.

The remainder of this subsection provides detailed information related to the management contribution pages that may be displayed through the interview process.

B Description of Management Contribution Pages

This table provides a general description of each page that may be displayed through the Management Contribution Section of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph.
Management Types Page	Displayed if the user indicates management is contributed to the farming operation.	Allows the user to indicate which types of management are contributed to the farming operation.	472
Management Contributions Page	• Displayed with fields corresponding to the types of management specified on Management Types Page. • Summarizes information recorded for additional management, if applicable.	• Record the active personal and hired management contribution percentages, as applicable • Select the option to record information about additional management contributed to the farming operation, if applicable.	473
Additional Management Page	Displayed if users click “Add Additional Management” on the Management Contributions Page.	Record information about additional management contributed to the farming operation.	474

--*

472 Management Types Page

A Introduction

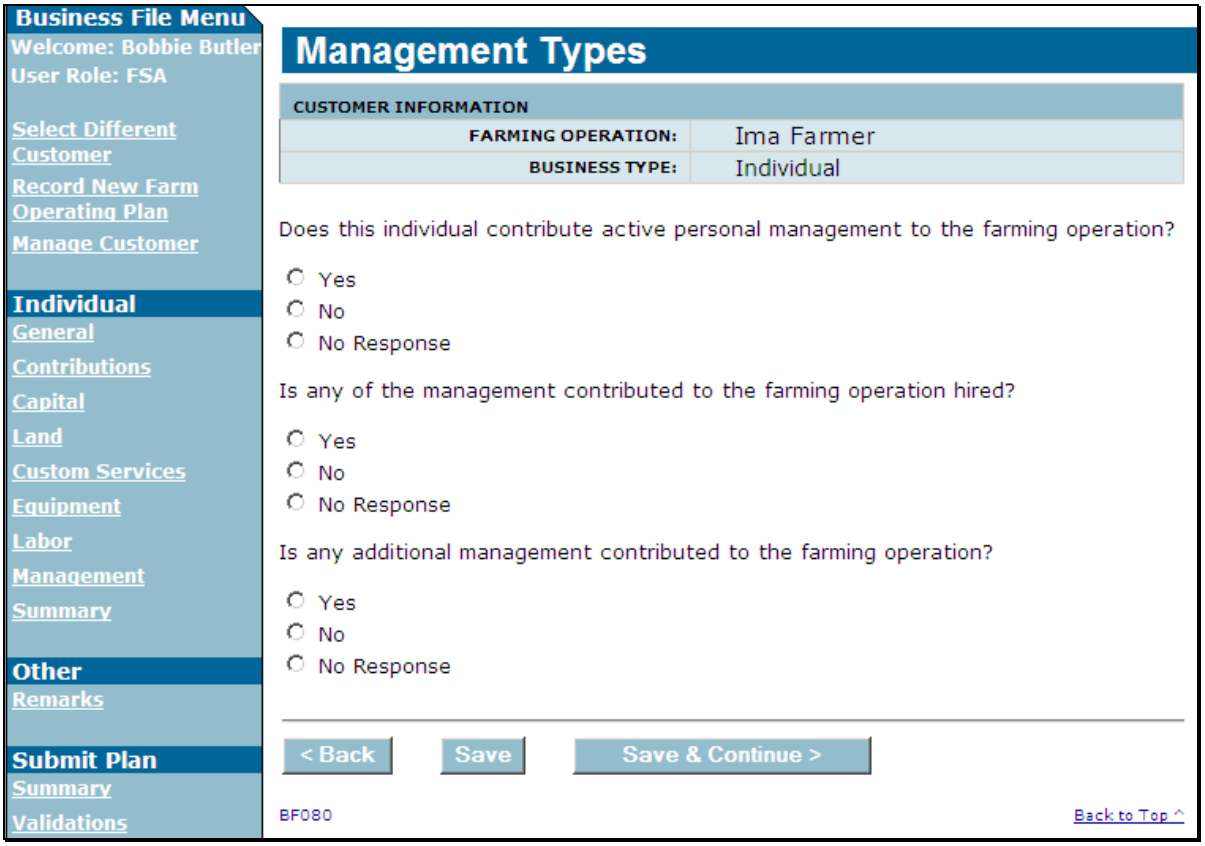
The Management Types Page:

- is displayed if the user indicated management is contributed to the farming operation on the Contributions Page
- is displayed if the user clicks “Management” from the left navigation menu
- allows users to specify the types of management that are used by the farming operation.

B Example of Management Types Page

*--The following is an example of the Management Types Page for an individual producer.

Note: The questions presented on this page vary based on the business type for the selected customer.--*



472 Management Types Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Management Types Page.

***--Note:** The questions presented on this page vary based on the business type for the selected customer.

Question/Field	Applicable To	Description
Does this individual contribute active personal management to the farming operation?	Individuals	For each question presented, the available options are: • "Yes" • "No" • "No Response". The interview process will proceed to: • Management Contributions page, if "Yes" is selected for at least one question • Farming Operation Summary page, if "No" or "No Response" is selected for all questions.
Is any of the management contributed to the farming operation hired?	• Individuals • Entities • Joint Operations	
Is any additional management contributed to the farming operation?	• Individuals • Entities • Joint Operations	

--*

D Page Options

The following options are available on the Management Types Page.

Option	Action
"Back"	Returns to the previous page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

*--472 Management Types Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must specify the type of management contributed to the farming operation.	A response was not selected indicating the types of management contributed to the farming operation. Return to the Types of Management Page and select 1 of the following options for each type of labor: • "Yes" • "No" • "No Response". **Note:** Select "No Response", if the producer chooses not to respond to the question.

--*

*--473 Management Contributions Page

A Introduction

The Management Contributions Page:

- will be displayed if the user indicated at least 1 type of management is contributed to the farming operation on the Management Types Page

- only displays the fields corresponding to the types of management selected on the Management Types Page

  Example: The user selected “Yes” indicating the producer is providing active personal management, but selected “No” for hired and other/additional management.

  Fields will not be displayed related to hired or other/additional management.

- allows users to record contribution percentages for active personal and hired management

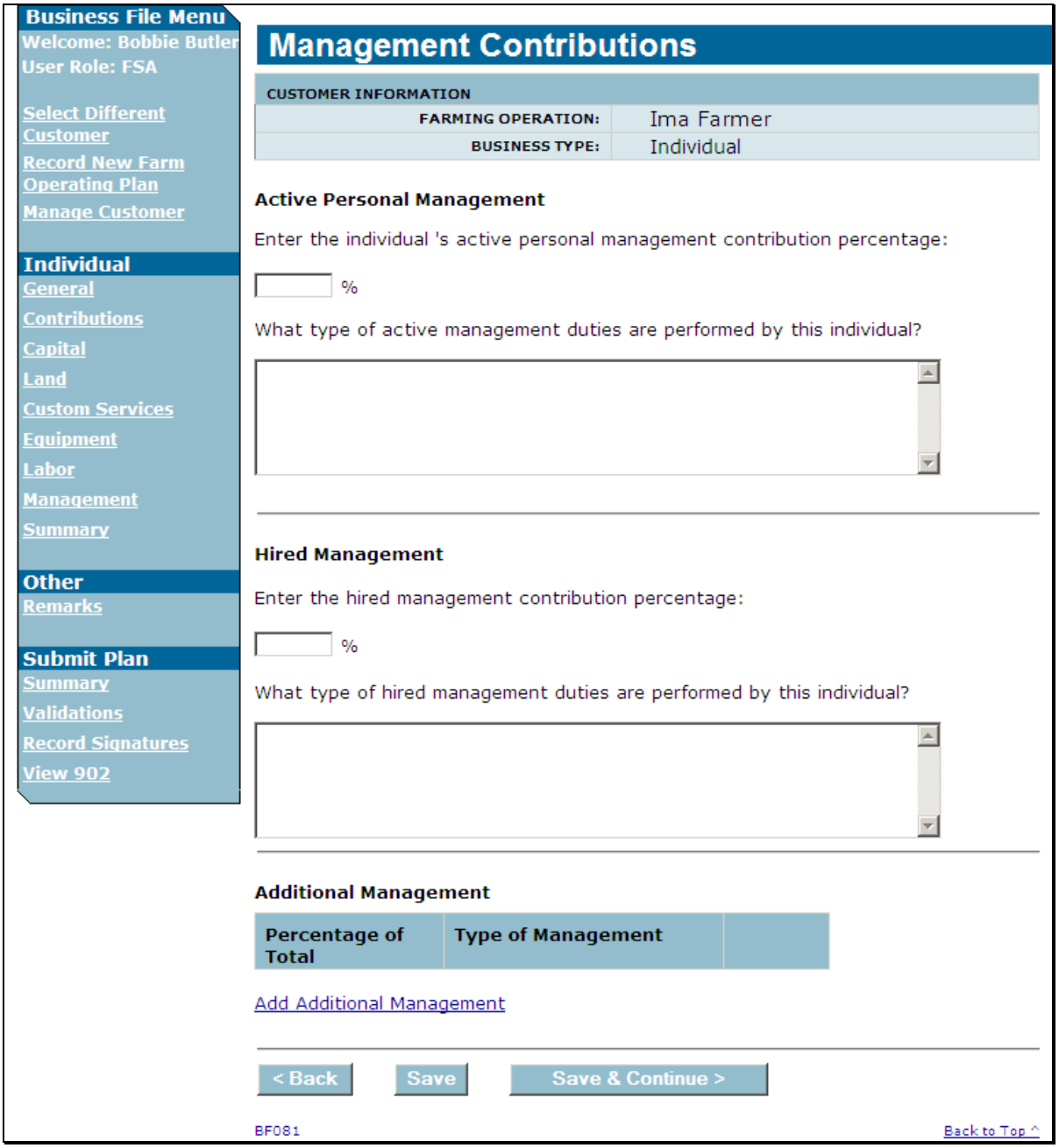
- allows users to record other/additional management contributed to the farming operation

- displays information recorded for other/additional management.**--***

*--473 Management Contributions Page (Continued)

B Example of Management Contributions Page

The following is an example of the Management Contributions Page.



--*

*--473 Management Contributions Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Management Contributions Page.

Question/Field	Description
Active Personal Management Percentage	The percentage of active personal and/or hired management the producer contributes to the farming operation. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
Hired Management Percentage	
Type of Duties Performed	Text field that allows users to record comments about the types of management duties performed for each type of management provided. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

D Page Options

The following options are available on the Management Contributions Page.

Option	Action
"Add Additional Management"	Displays the Additional Management Page where information can be recorded about any management provided to the farming operation that does not fall into the category of active personal or hired management.
"Revise"	Allows the user to revise the detailed additional management information recorded for the selected entry in the summary. When this link is selected, the Additional Management Page will be displayed with the information previously recorded.
"Delete"	Allows the user to delete the additional management information previously recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.
"Back"	Returns to the Management Types Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

--*

*--473 Management Contributions Page (Continued)

E Information on the Page

If additional management has been recorded for the farming operation, a summary of the information recorded will be displayed.

This table describes the information displayed on the Management Contributions Page.

Field	Description
Percentage of Total	Displays the contribution percentage attributable to the additional management recorded on the Additional Management Page.
Type of Management	Displays the description of the additional management recorded on the Additional Management Page.

F Page Error Messages

The following error messages may be displayed on the Management Contributions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Active personal management contribution percentage cannot be greater than 100%.	The specified contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Hired management contribution percentage cannot be greater than 100%.		
Active personal management contribution percentage must be greater than 0%.	The specified contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Contributions Page and indicate management is not contributed or indicate the producer does not want to provide a response to management contributions.
Hired management contribution percentage must be greater than 0%.		
Active personal management contribution percentage must be numeric.	Something other than a numeric value was entered was entered for the specified contribution percentage.	Correct the value entered to a percentage.
Hired management contribution percentage must be numeric.		

--*

*--473 Management Contributions Page (Continued)

G Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Total management contribution percentage for the individual must equal 100%.	The sum of the following information recorded for management does not equal 100 percent: • active personal management • hired management • additional management. If the information is recorded is incorrect, return to the Management Contributions Page to add management information and/or modify the existing information recorded.
Active personal management contribution percentage must be entered if provided to the farming operation.	• If the information recorded is incorrect, return to the Management Contributions Page to specify the percentage of active personal and/or hired management that is contributed to the farming operation. • Answer "No" or "No Response" on the Management Types Page if active personal and/or hired management is not contributed to the farming operation or the producer chooses not to respond to the question.
A response was entered indicating that hired management is contributed to the farming operation; however, the contribution percentage was not entered.	
Must specify the type of duties performed for active personal management.	Text field that allows users to specify the types of active personal and/or hired management duties performed. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.
Must specify the type of duties performed for hired management.	

--*

*--474 Additional Management Page

A Introduction

The Additional Management Page:

- will only be displayed if the user indicated that management other than active personal and/or hired management is contributed to the farming operation on the Management Contributions Page

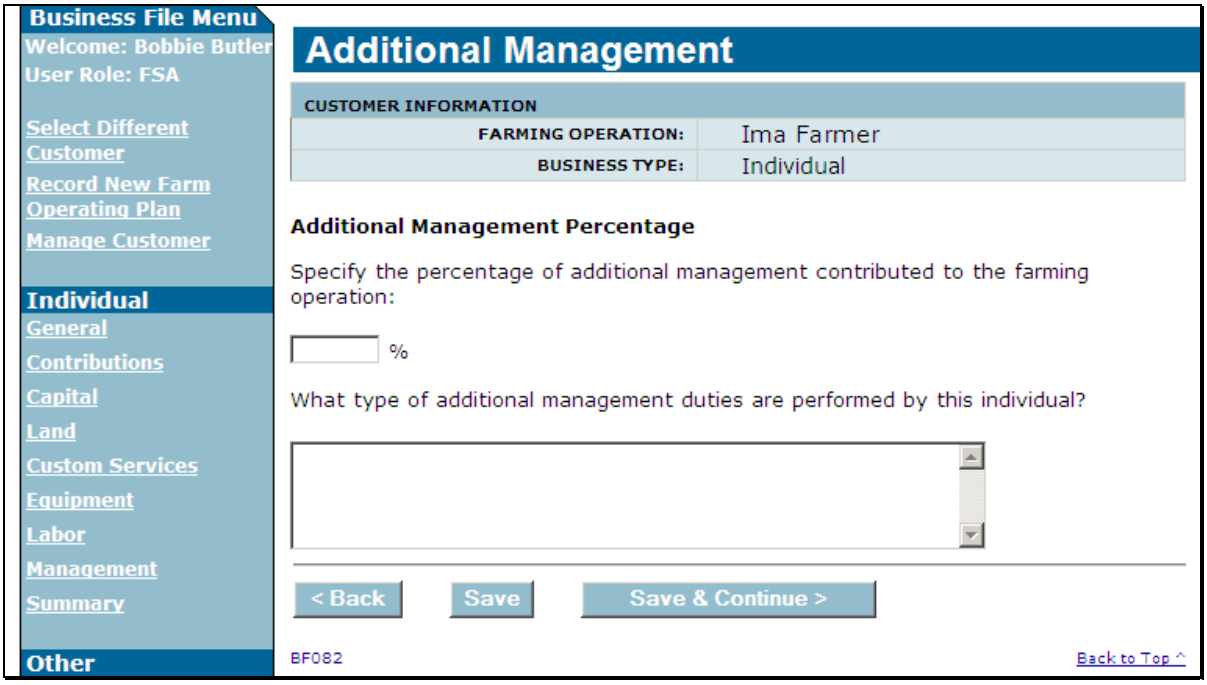
- allows users to:

  - record the percentage of the additional management contributed to the farming operation

  - record additional information about the management being used by the farming operation.

B Example of Additional Management Page

The following is an example of the Additional Management Page.



--*

*--474 Additional Management Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Additional Management Page.

Question/Field	Description
Additional Management Percentage	The percentage of the management used by the farming operation that is not active personal or hired management. An entry is **not** required, but if entered, the following validations apply: • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
What type of additional management duties are performed by this individual?	Text field that allows users to record comments about the source of the additional management. Data is not required, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

D Page Options

The following options are available on the Additional Management Page.

Option	Action
"Back"	Returns to the Management Contributions Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Management Contributions Page.

--*

*--474 Additional Management Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Additional Management Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Additional management contribution percentage cannot be greater than 100%.	The additional management contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Additional management contribution percentage must be greater than 0%.	The additional management contribution percentage entered is 0 percent.	Take 1 of following actions: • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Contributions Page and indicate management is not contributed or indicate the producer does not want to provide a response to the management question.
Additional management contribution percentage must be numeric.	Something other than a numeric value was entered for the additional management contribution percentage.	Correct the value entered to a percentage.

--*

*--474 Additional Management Page (Continued)

F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that additional management is contributed to the farming operation; however, the contribution percentage was not entered.	• If the information recorded is incorrect, return to the Additional Management Page to specify the percentage of additional management that is contributed to the farming operation. • Answer "No" or "No Response" on the Management Types Page if additional management is not contributed to the farming operation or the producer chooses not to respond to the question.
Must specify the type of duties performed for additional management.	A response was not provided describing the duties performed through the additional management. Return to the Additional Management Page and record information about the duties performed. **Note:** Do not record any information if the producer chooses not to respond to the question.

--*

475-500 (Reserved)

*--Subsection 8 Finalizing Farm Operating Plans

501 End of Interview – Other Pages

A Introduction

After all the questions have been presented based on the contributions selected on the Contributions Page, various pages are presented to the user to complete the interview including:

- Farm Operation Summary Page
- Remarks Page
- validation process
- Signature Verification Page.

B Farming Operation Plan Summary Page

The Farming Operation Plan Summary Page will be displayed:

- after the last applicable contribution question has been answered based on the options selected on the Contribution Page

- if users click “Summary” link from the left Navigation Menu.

This page allows the user to:

- review the information recorded for all contribution sections of the interview

- navigates back to the applicable section of the interview to record additional information or revise incorrect information.

C Remarks Page

The Remarks Page will be displayed:

- after users click “Save & Continue” on the Farm Operation Plan Summary Page
- if users click “Remarks” link from the left Navigation Menu.

This page allows the user to record any other pertinent remarks about the farming operation, if applicable.

If CCC-902 is being filed for a program that does not require an “actively engaged in farming” or cash-rent tenant determination, then this field can be used to indicate the reason the Farm Operating Plan is being filed.

Example: Filed for Disaster program purposes only.**--***

*--502 End Of Interview Page – Validation Process

A Introduction

The End of Interview Page:

- will be displayed after the user continues from the Remarks Page
- allows the user to validate the Farm Operating Plan
- allows the user to exit.

B Page Options

The following options are available on the End of Interview Page.

Option	Action
"Back"/"Continue"	Returns to the Remarks Page.
"Validate Farm Operating Plan"	Validates the data recorded for all contributions to determine if potential errors exist or information may have been omitted.
"Exit Plan"	Ends the process and returns to the Customer Page.

C Handling Validation Error Messages

The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question.

Based on the error messages displayed, County Offices shall:

- work with producers to ensure that all questions are answered accurately based on the information provided by the producer

- **not** insist or imply that failure to provide the information will result in an adverse determination if the information is not provided

- **not** record information in the Business File application if the producer has not provided the information.**--***

*--503 Signature Verification Page

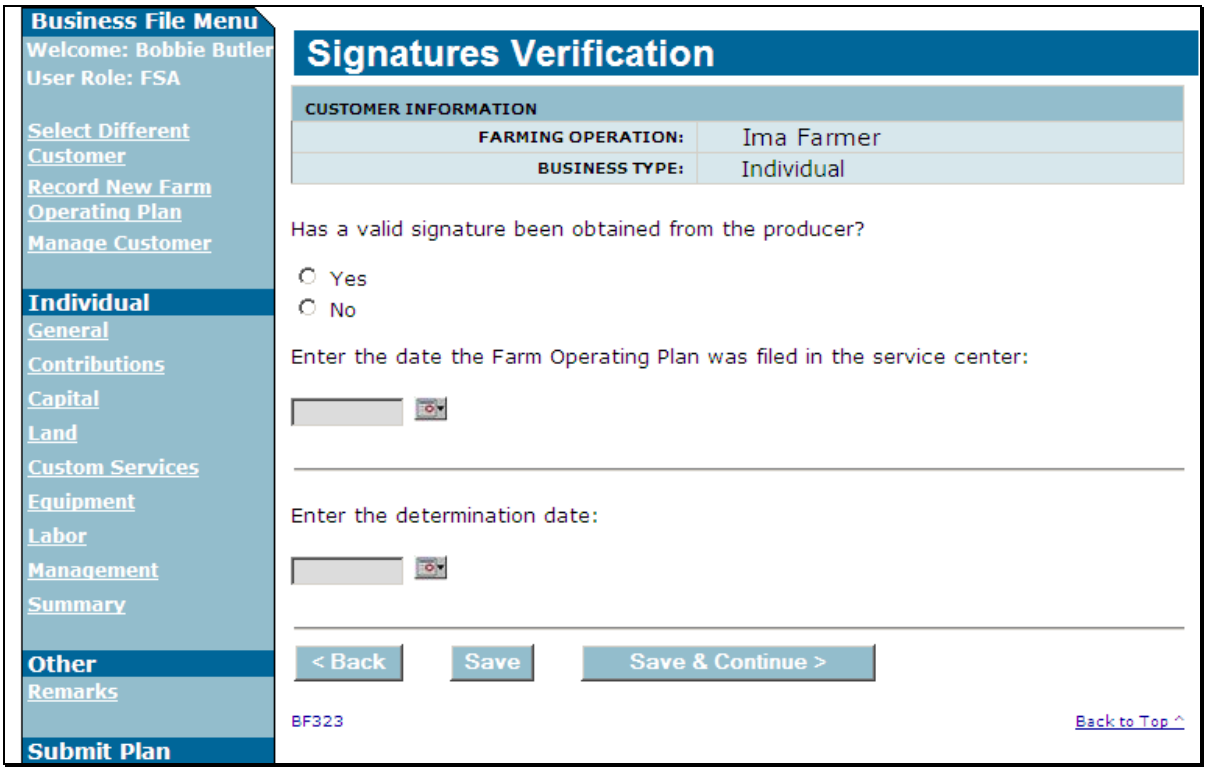
A Introduction

The Signature Verification Page will be displayed if users:

- click "**Continue**" from Validation Error Message Page
- click "**Record Signatures**" link from the left Navigation Menu
- click "**Record Signatures**" link from the Customer Page for the applicable version of CCC-902.

B Example of Signatures Verification Page

The following is an example of the Signatures Verification Page.



--*

***--503 Signature Verification Page (Continued)**

C Interview Questions

This table describes the interview questions presented on the Capital Contributions Page.

Question/Field	Description
Has a valid signature been obtained from the producer?	Available options are: • "Yes" • "No". See 1-CM, Part 25 for additional information on signature authority.
Enter the date the Farm Operating Plan was filed in the service center.	This field is only accessible after "Yes" has been selected indicating CCC-902 has valid signatures. The Farm Operating Plan is considered "filed" when CCC-902 is received in the County Office and all valid signatures have been obtained. The date the Farm Operating Plan is filed is the later of the date: • last signature was obtained from the required signatories • documentation was actually received in an FSA County Office. If the manual CCC-902 was revised with pen & ink changes for changes to the CCC-902 for contributions other than land, the date the revisions were made should be considered the producer signature date. **Note:** If the pen & ink changes were for land only, the original producer signature date remains effective. The date recorded cannot be: • earlier than October 1, 2008 • later than the current date.
Enter the determination date.	The date COC or an authorized representative: • completed the applicable determinations for CCC-902 • affirmed the original determinations continue to be effective after CCC-902 was revised. **Note:** If the changes are for land only, then the original COC determination date remains effective. The date recorded cannot be: • earlier than the date the Farm Operating Plan was filed • later than the current date.

--*

*--503 Signature Verification Page (Continued)

D Page Options

The following options are available on the Capital Contributions Page.

Option	Action
"Back"	Returns to the Validations Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded, exits the process, and returns to the Customer Page.

E Page Error Messages

The following error messages may be displayed on the Signature Verification Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date cannot be later than today's date.	A date later than today's date was entered for either: • date CCC-902 was filed • COC determination date.	Correct the applicable date.
Date must be later than October 1, 2008.	The date CCC-902 was filed is earlier than October 1, 2008.	The CCC-902 was not applicable before October 1, 2008. Correct the date CCC-902 was filed in the County Office.
Invalid date.	An invalid date was entered.	Date format is either of the following: • mm/dd/yyyy • mmddyyyy. Users can also select the date using the calendar icon.
Date cannot be earlier than the date the documentation was filed.	COC determination date is earlier than the date CCC-902 was filed.	COC determination date cannot be earlier than the date CCC-902 is filed. Correct the applicable date.

--*

*--504 Fiduciaries Page

A Introduction

The Business File application Fiduciaries Page allows users to indicate whether other individuals or businesses, excluding members, have authority act on behalf of the entity or joint operation. As such, a fiduciary shall only be recorded through the interview process if the individual or business has signature authority for the entity or joint operation.

Example: Corporate papers indicate that all of the officers have signature authority.

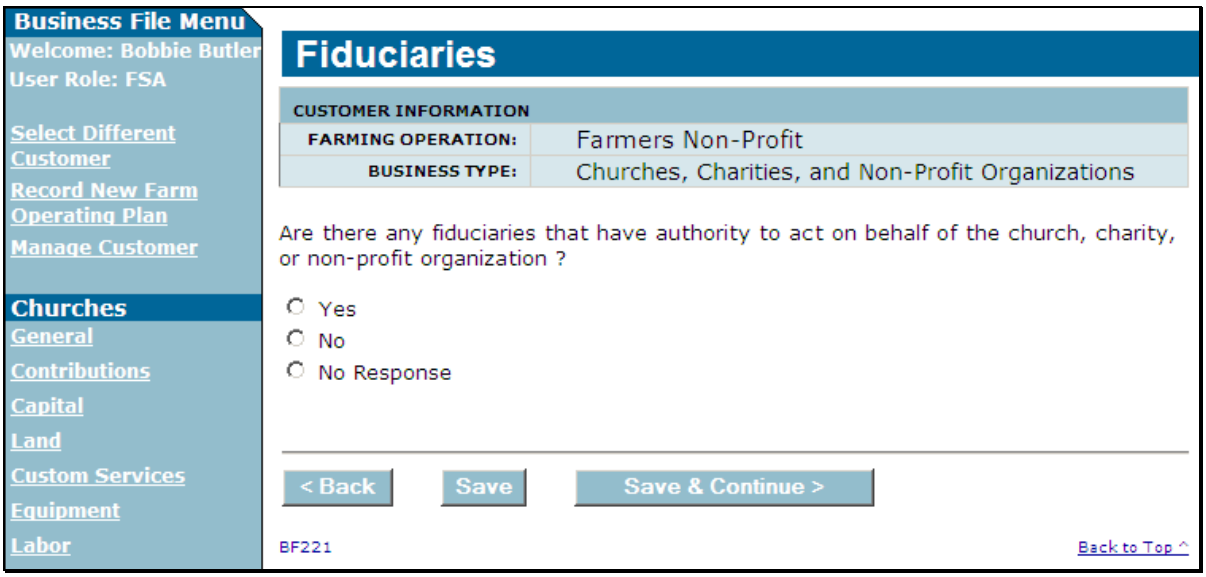
Note: The Fiduciaries Page **shall not** be used to record power-of-attorney signatory information. County Offices shall continue to follow 1-CM for recording power-of-attorney information.

For entities and joint operations, the Fiduciaries Page will be displayed if users:

- click "**Save & Continue**" on the Remarks Page
- click "**Fiduciaries**" from the left navigation menu.

B Example of Fiduciaries Page

The following is an example of the Fiduciaries Page.



--*

*--504 Fiduciaries Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Fiduciaries Page.

Question/Field	Description
Are there any fiduciaries that have authority to act on behalf of the church, charity, or nonprofit organization?	Select 1 of the following options: • "Yes" • "No" • "No Response". **Note:** Select "No Response", if the producer chooses not to respond to the question.

D Page Options

The following options are available on the Fiduciaries Page.

Option	Action
"Back"	Returns to the Remarks Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Fiduciaries Page if the data recorded does **not** meet the applicable validations. Users must correct these conditions **before** proceeding to the next applicable page.

Error Message	Description	Corrective Action
A response was not provided indicating whether any fiduciaries have authority to act on behalf of the (entity/joint operation).	A response was not selected indicating whether a fiduciary has authority to act on behalf of the farming operation.	Return to the Fiduciaries Page and select 1 of the following options: • "Yes" • "No" • "No Response". **Note:** Select "No Response", if the producer chooses not to respond to the question.

--*

*--505 Add Fiduciaries Page

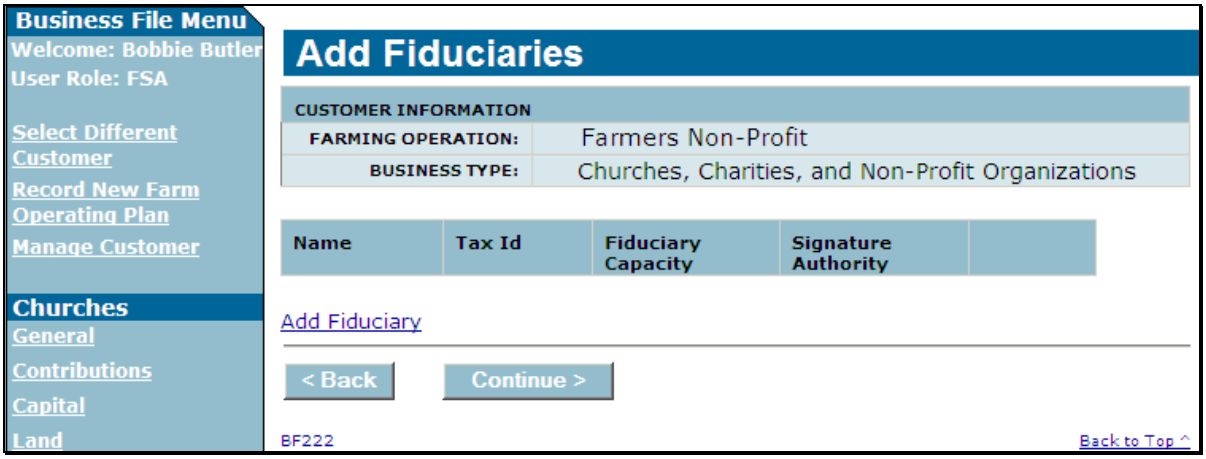
A Introduction

The Add Fiduciaries Page:

- displays if the user indicated that a fiduciary has authority to act on behalf of the entity or joint operation
- allows users to add 1 or more fiduciaries with authority to act on behalf of the entity or joint operation
- summarizes fiduciary information that has been recorded.

B Example of Add Fiduciaries Page

The following is an example of the Add Fiduciaries Page.



C Information on Add Fiduciaries Page

The Add Fiduciaries Page provides the user with an overview of fiduciary information that has been recorded for the farming operation.

This table describes the information displayed on the Add Fiduciaries Page.

Field	Description
Name	Name and last 4 digits of TIN of the individual or business that has fiduciary authority for the selected entity or joint operation.
Tax ID	
Fiduciary Capacity	Indicates the type of fiduciary capacity selected on the Fiduciary Information Page.
Signature Authority	Indicates whether the selected fiduciary has signature authority for the entity or joint operation.

--*

*--505 Add Fiduciaries Page (Continued)

D Page Options

The following options are available on the Add Fiduciaries Page.

Option	Action
"Add Fiduciary"	CLICK "**Add Fiduciary**" to: • add a fiduciary for the entity or joint operation • display the SCIMS Search Page so the fiduciary can be selected. **Note:** The fiduciary **must** be recorded in SCIMS to be added to the farm operating plan.
"Revise"	Returns to the Fiduciary Information Page allowing the user to modify the information previously recorded.
"Delete"	Allows the user to delete the fiduciary information recorded for the selected entry in the summary. When users click "Delete", a Confirmation Page is displayed allowing the user to confirm the information should be deleted.
"Back"	Returns to the Fiduciaries Page without saving any data entered.
"Continue"	Allows the user to continue to the next applicable page.

E Page Error Messages

The following error messages may be displayed on the Add Fiduciaries Page if the data recorded does **not** meet the applicable validations. Users must correct these conditions **before** proceeding to the next applicable page.

Error Message	Description	Corrective Action
Invalid fiduciary selected.	The customer selected from SCIMS must meet the following criteria: • individual • any business other than "general entity member".	Verify the correct customer has been selected from SCIMS. If the correct customer was selected, check the SCIMS data to ensure that the business type is recorded properly.

--*

*--506 Fiduciary Information Page

A Introduction

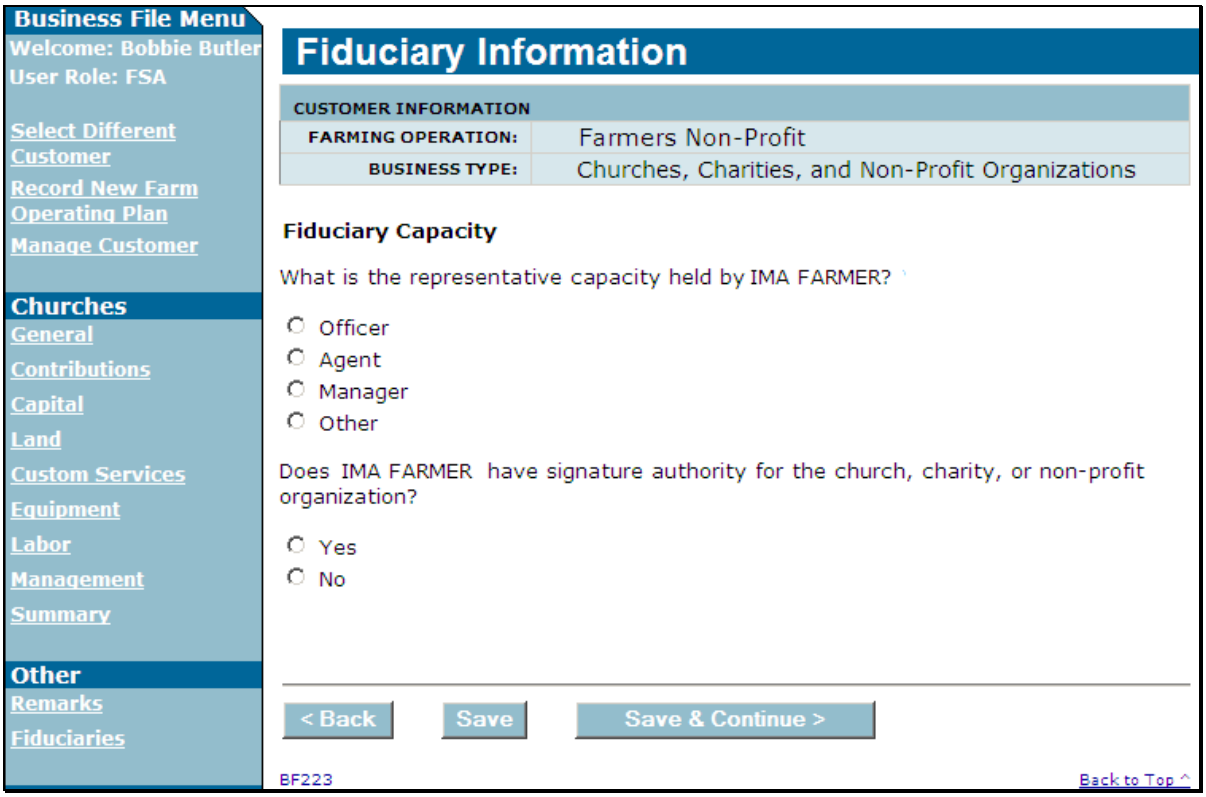
The Fiduciary Information Page is displayed if the user selected the option to add a fiduciary on the Add Fiduciary Page.

The Fiduciary Information Page allows users to:

- specify the title or capacity that the fiduciary has in relation to the entity or joint operation
- designate whether the fiduciary has signature authority to act on behalf of the entity or joint operation.

B Example of Fiduciary Information Page

The following is an example of the Fiduciary Information Page.



--*

*--506 Fiduciary Information Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Fiduciary Information Page.

Question/Field	Description
What is the representative capacity held by (*name of fiduciary*)?	Select the option provided that best describes the relationship of the fiduciary to the entity or joint operation. The following are a list of the options that may be displayed. • "Administrator" • "Agent" • "Director" • "Executor" • "Manager" • "Officer" • "Trustee". **Note:** The options provided change depending on the type of farming operation.
Does (*name of fiduciary*) have signature authority for the (*type of entity or joint operation*)?	Select either of the following options: • "Yes" • "No".

D Page Options

The following options are available on the Fiduciary Information Page.

Option	Action
"Back"	Returns to the Add Fiduciaries Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

--*

*--506 Fiduciary Information Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Fiduciary Information Page if the data recorded does **not** meet the applicable validations. Users must correct these conditions **before** proceeding to the next applicable page.

Error Message	Description	Corrective Action
Must indicate the representative capacity or position held by the fiduciary for the (*entity/joint operation*)	One of the available options was not selected indicating the fiduciary's representative relationship to the farming operation.	Select the option that best describes the relationship of the fiduciary to the entity or joint operation.
Must indicate whether or not the fiduciary has signature authority for the (*entity/joint operation*).	A response was not selected indicating whether the fiduciary has signature authority for the farming operation.	Select either of the following options: • "Yes" • "No".
Cannot add fiduciary unless the fiduciary has signature authority for the church, charity, or nonprofit organization	"No" was selected indicating the fiduciary does not have signature authority for the entity/joint operation.	The fiduciary **cannot** be added to the farm operating plan unless they have signature authority for the farming operation. If the selected customer does not have signature authority, do the following: • CLICK "**Back**" to return to the Add Fiduciaries Page • delete the fiduciary recorded from the Add Fiduciaries Page.

--*

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-526C	Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008		43, 306
CCC-527	Request For Action For Subsidiary/Payment Limitation		132
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill	3	
CCC-902E	Farm Operating Plan for an Entity - 2009 and Subsequent Program Years		26, Part 10
CCC-902I	Farm Operating Plan for an Individual - 2009 and Subsequent Program Years		Part 10
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		3, 31
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		3, 31
CRP-817U	Certification of Compliance for CRP		29
FCI-12	Crop Insurance Application		39
FSA-13-A	Data Security Access Authorization Form		12, 133
FSA-570	Waiver of Eligibility for Emergency Assistance		39
FSA-578	Report of Acreage		366

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
AUM	animal unit months	427, 428, 430
FCI	Federal Crop Insurance	2, 21, 24, 39, 351, Ex. 6
FRS	Farm Records Management System	29, 30, 303
SLR	Security Liaison Representative	12, 73, 133

Redelegations of Authority

None

Definitions of Terms Used in This Handbook

*--Combination Recording County

The combination recording county is:

- assigned by the system as the County Office initiating the combination.
- the County Office assigned the specific responsibility for updating or deleting a combination
- sometimes referred to as the Combined Recording County.

Note: There is a separate designated recording county for eligibility and payment limitation.**--***

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 ***--**eligibility and payment limitation data 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.

Note: There is a separate designated recording county for a combined producer.**--***

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
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	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
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	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	24
	Subsidiary Eligibility Screen, Foreign Person Section	25
	Subsidiary Eligibility Screen, Fraud – Including FCIC Fraud Section	38
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	Subsidiary Eligibility Screen, Permitted Entity – 2002 Farm Bill Section	42

Menu and Screen Index (Continued)

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	Subsidiary Reports Screen, Foreign Person Section	306
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	Subsidiary Reports Screen, Limited Resource Farmer or Rancher Section	306
	Subsidiary Reports Screen, NAP Non Compliance Section	306
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	Validation Screen	306

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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" •*--"Exempt"--*	*--"Eligible"	"Y"
		"Not Applicable"	"Y"
		"Exempt"	"Y"
		"Partially Eligible"	"B"
		"Ineligible"--*	"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"	