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 2)

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 2)	Amendment 11

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Background

6-PL provides instructions and uniform methods to:

- apply direct attribution for payment limitation purposes
- determine payment eligibility for each program participant.

This handbook has been updated to include references to 6-PL.

B Reasons for Amendment

Multiple paragraphs and subparagraphs have been amended to include references to 6-PL.

Subparagraph 26K has been amended to include a note indicating an IRS determination will override and update a previous determination of "Compliant – FSA Determined".

Subparagraphs 552 A and C have been amended to specify member contribution is available in 2009 and subsequent years.

Amendment Transmittal (Continued)

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Part 1 General Information

1 Purpose

A Handbook Purpose

This handbook provides instructions for accessing and updating web-based Subsidiary System 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 for 2009 through 2013
- 5-PL, paragraph 3 for additional information on the legislative history of payment
*--limitation and payment eligibility provisions for 2014 through 2020
- 6-PL, paragraph 3 for additional information on the legislative history of payment limitation and payment eligibility provisions for 2021 and subsequent years.--*

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.

E FSA Handbooks

The following provides FSA handbooks related to the web-based Subsidiary System.

Handbook	Purpose
1-CM	Information for: • recording and updating name and address information in Business Partner • controlled substance violations • FCI linkage requirements.
6-CP	Provides instructions and procedure for administering HELC and WC provisions.

2 Sources of Authority and Related Handbooks (Continued)

E FSA Handbooks (Continued)

Handbook	Purpose

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.

3-PL	Provides instructions for accessing and updating web-based Subsidiary System 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 2009 through 2013 for State and County Offices to: • apply direct attribution for payment limitation purposes • determine payment eligibility for each program participant.
5-PL	*--Provides instructions and uniform methods for 2014 through 2020 for--* State and County Offices to: • apply direct attribution for payment limitation purposes • determine payment eligibility for each program participant.
*--6-PL	Provides instructions and uniform methods for 2021 and subsequent years for the 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 2014

A Background

For 2014 and subsequent years, CCC-770 ELIG 2014 is:

- **not** mandatory
- considered a management tool to help address deficiencies identified by a review or spot check.

B CCC-770 ELIG 2014 Payment Eligibility Checklist

CCC-770 ELIG 2014 does **not** supersede or replace procedure. County Offices:

- are **not** mandated to complete CCC-770 ELIG 2014 unless required by SED, STC or designee, DD, or CED
- may use CCC-770 ELIG 2014 as a reminder of the most frequent errors in determinations and certifications when dataloading the web-based Subsidiary System
- **must** recognize that the questions asked on CCC-770 ELIG 2014 are very general in nature and may **not** address every conceivable situation about payment eligibility.

3 CCC-770 ELIG 2014 (Continued)

C Completing CCC-770 ELIG 2014

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

- when County Offices are to complete CCC-770 ELIG 2014 if apparent internal control deficiencies are found during CED, STC representative, or DD reviews
- whether CCC-770 ELIG 2014 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 2014 for producers who request a payment or members of legal entities who are required to meet payment eligibility provisions.

Notes: Members of joint operations or legal entities that have no other farming interest are **not** required to have a separate CCC-770 ELIG 2014. For joint operations or legal entities that have members with no other farming interest, County Offices shall do either of the following:

- enter the name of **each** member of the joint operation or legal entity in CCC-770 ELIG 2014, item 14
- print the Entity Ownership Report and attach to CCC-770 ELIG 2014.

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

- "**Yes**" if:
  - CCC-941 has been completed and signed by an authorized individual
  - the correct certifications have been recorded in the web-based Eligibility System, "Adjusted Gross Income" section
- "**No**" if:
  - CCC-941 has **not** been completed and has been signed by an authorized individual
  - the correct certifications have **not** been recorded in the web-based Eligibility System, "Adjusted Gross Income" section.

3 CCC-770 ELIG 2014 (Continued)

C Completing CCC-770 ELIG 2014 (Continued)

If any member is an embedded entity or joint operation, each embedded member **must** be entered in CCC-770 ELIG 2014, item 14.

SED, STC or designee, DD, or CED may require CCC-770 ELIG 2014 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 - 2014 Farm Bill, $900,000 Total Income Certification/COC Determination".

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 2014.

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 2014, 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 2014:

- 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.

3 CCC-770 ELIG 2014 (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 2014

- 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 2014

- 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 2014, items 12B and 12C

- report to COC and the STC representative any CCC-770 ELIG 2014 that is checked "Do Not Concur".

E STC or Designee Spot Checks

SED, STC or their designee may require CCC-770 ELIG 2014 to be completed by County Offices when:

- 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 2014
- require CED or designee to randomly spot check CCC-770 ELIG 2014
- spot check CCC-770 ELIG 2014's that were spot checked by CED
- spot-check all STC and COC member's and/or FSA employee's CCC-770 ELIG 2014.

For all CCC-770 ELIG 2014'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 2014, items 13B and 13C.

3 CCC-770 ELIG 2014 (Continued)

F Instructions for CCC-770 ELIG 2014

Use the following instructions to complete CCC-770 ELIG 2014.

Item	Instructions
1	Enter name of the producer. If this producer is a joint operation that has members with no other farming interest or a legal entity that has members with no other farming interest, then the preparer shall list all members, including embedded, of the joint operation or legal entity in item 14. This will serve as CCC-770 ELIG 2014 for those members with no other farming interest.
2	Enter last 4 digits of the producer’s ID number.
3	Enter applicable State name.
4	Enter County Office name that is completing CCC-770 ELIG 2014.
5	Enter 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 2014 **must** be completed by the recording county. Requests for CCC-770 ELIG 2014 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.
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	County Office employee who signs in item 11A shall date this item with the current date.

3 CCC-770 ELIG 2014 (Continued)

F Instructions for CCC-770 ELIG 2014 (Continued)

Item	Instructions
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 legal entities and have members that do **not** have any other farming interest, enter the name of each member of the joint operation or legal 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 2014 complete.

Note: A situation may arise when the preparer or the spot checker of CCC-770 ELIG 2014 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 2014 (Continued)

G Example of CCC-770 ELIG 2014

The following is an example CCC-770 ELIG 2014.

This form is available electronically.

CCC-770 ELIG 2014 (09-03-15) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation	1. Producer Name	2. ID Number *(Last 4 Digits)*
PAYMENT ELIGIBILITY CHECKLIST	3. State Name	4. County Office Name
Agricultural Act of 2014	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. 2), Parts 3 and 5	☐	☐	☐
7. Actively Engaged In Farming Determination: A. Have the CCC-902 (E or I), and CCC-901 if applicable, been completed for the farming operation and signed by an authorized individual? *(Includes information collection through Business File)*	5-PL, Part 2, Sections 6 - 8, and Part 4 3-PL (Rev. 2) Part 10	☐	☐	☐
B. Have the correct determinations been made timely; recorded on the CCC-903; and entered into the web-based eligibility system?	5-PL, paragraphs 325-327 3-PL (Rev. 2) Part 3	☐	☐	☐
8. Cash Rent Tenant Rule Determination: A. Has the County Committee correctly determined the applicability of the cash rent tenant rule on the CCC-903 and applied the percent of cropland factor if necessary?	5-PL, paragraphs 94, 125 and 326	☐	☐	☐
B. Has the correct information been loaded into the cash rent tenant section of the web-based eligibility system?	3-PL (Rev. 2), Part 3	☐	☐	☐
9. AD-1026 Certification: A. Have AD-1026s been completed 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 entered on the AD-1026, Item 4?	6-CP (Rev. 4), Part 3, Section 1	☐	☐	☐
B. Has the correct certification been entered into the AD-1026 section of the web-based subsidiary files?	3-PL (Rev. 2), Part 3	☐	☐	☐
10. Adjusted Gross Income Certification/Consent to Disclosure: A. Has CCC-941 been completed and signed by an authorized individual? **Notes:** • For entities, a CCC-941 must be received to reach the individual level. • **FSA-211 cannot be used to execute the CCC-941.**	5-PL, Part 6	☐	☐	☐
B. Have the AGI certification and compliance determination values been correctly recorded in the web based eligibility system?	3-PL (Rev. 2), Part 3	☐	☐	☐

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 2014 (Continued)

G Example of CCC-770 ELIG 2014 (Continued)

CCC-770 ELIG 2014 (09-03-15) Page 2 of 2

14. Remarks:

4 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.

4 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.

4 CCC-770 ELIG 2008 (Continued)

C Completing CCC-770 ELIG 2008 (Continued)

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

- "**Yes**" if:
  - 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
- "**No**" if:
  - 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.

4 CCC-770 ELIG 2008 (Continued)

C Completing CCC-770 ELIG 2008 (Continued)

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 $500,000 Nonfarm Income Certification/COC Determination"
- "Adjusted Gross Income - Direct Payment $750,000 Farm Income Certification/COC Determination"
- "Adjusted Gross Income - Direct Payment $1 Million Total Income Certification/COC Determination"
- "Adjusted Gross Income - Conservation Program $1 Million Nonfarm Income Certification/COC Determination".

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.

4 CCC-770 ELIG 2008 (Continued)

C Completing CCC-770 ELIG 2008 (Continued)

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.

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”.

4 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.

4 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 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 last 4 digits of the producer’s ID number.
3	Enter applicable State name.
4	Enter County Office name that is completing CCC-770 ELIG 2008.
5	Enter 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.

4 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	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.

4 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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4 CCC-770 ELIG 2008 (Continued)

H Example CCC-770 ELIG 2008 (Continued)

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

14. Remarks:

5-8 (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.

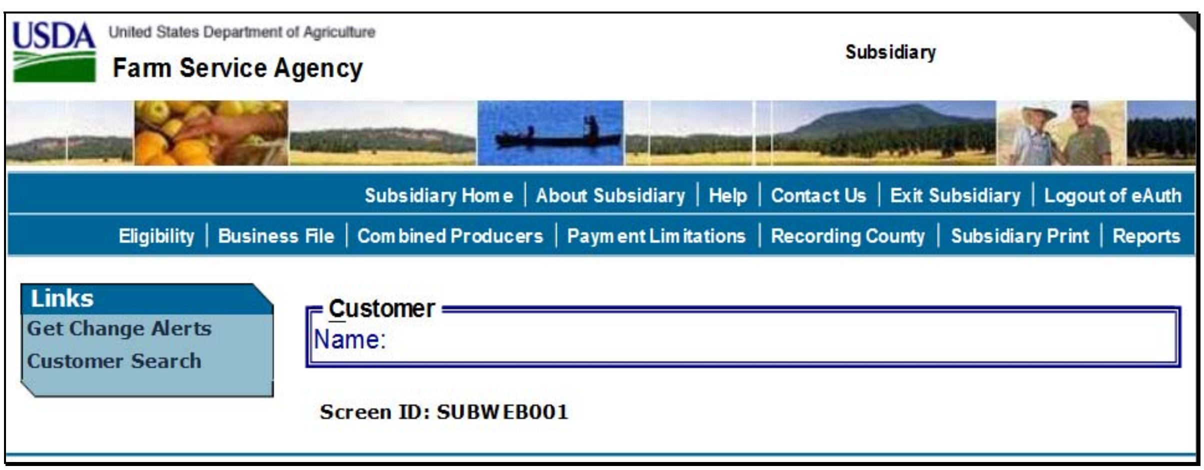
B Accessing Subsidiary Screen SUBWEB001

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

Step	Action
1	Access the FSA Intranet at **http://intranet.fsa.usda.gov/fsa/applications.asp**.
2	Under FSA Application, Applications Directory, CLICK "**P-Z**".
3	Under Applications Directory, with names from P to Z, CLICK "**Subsidiary**".
4	Do either of the following: • CLICK "**Log In With Your LincPass (PIV)**" and enter LincPass ID number • enter eAuthentication user ID and password and CLICK "**Login**".
5	Subsidiary Screen SUBWEB001 will be displayed. **Note:** This is where all Subsidiary System processes begin.

The following is an example of the Subsidiary Screen SUBWEB001.

***--**



--*

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 software described in Part 3.
“Business File”	Directs users to the Business File software described in Part 10.
“Combined “Producers	Directs users to the Combined Producers software described in Part 4.
“Payment Limitations”	Directs users to the Payment Limitation software 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.

10 Recording County

A Introduction

Every producer in Business Partner 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 Business Partner, the Subsidiary System establishes a recording county. A new FSA customer is someone added to Business Partner 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 Business Partner	that county is assigned as the recording county.
2 or more counties at the same time in Business Partner	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.

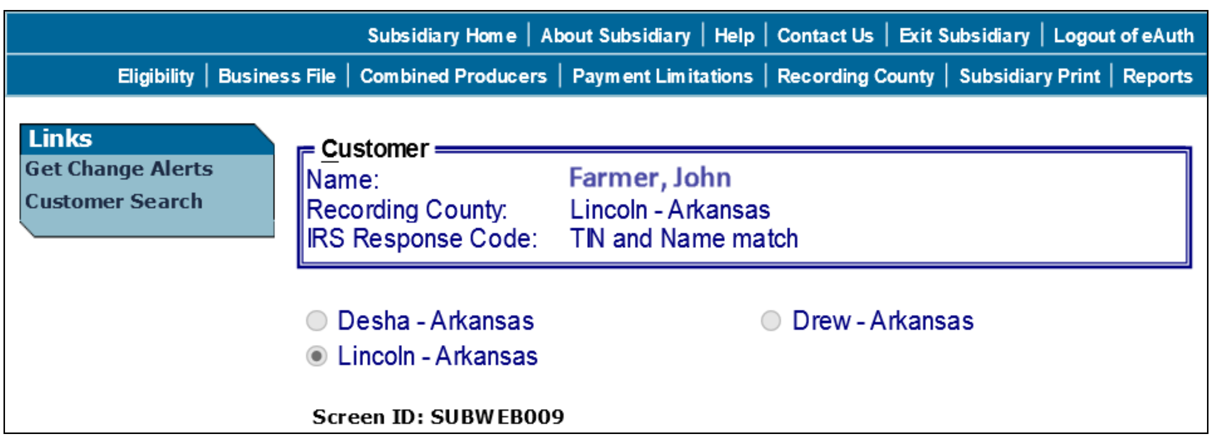
Step	Action	Results
1	From the FSA producer's home address ZIP Code, subtract **each** County Office ZIP Code with a link to the FSA customer.	Arrange the results in ascending order.
2	Find the result with the smallest difference between ZIP Codes.	This County Office is the recording county.
3	If 2 County 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. See 6-PL, subparagraph 20 B for additional information about recording county change requests and COC approval.--*

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 Subsidiary 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 • recording county •*--IRS Response Code.--* 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.

10 Recording County (Continued)

D Changing Recording County (Continued)

Step	Action	Result	
		IF user selects…	**THEN the system will…**
6	Select 1 of the following options: • "Reset" • "Submit".	"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?"
		IF user selects…	**THEN the system will…**
7	On Subsidiary Recording County Screen SUBWEB003, select 1 of the following options: • "Yes" • "No".	"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

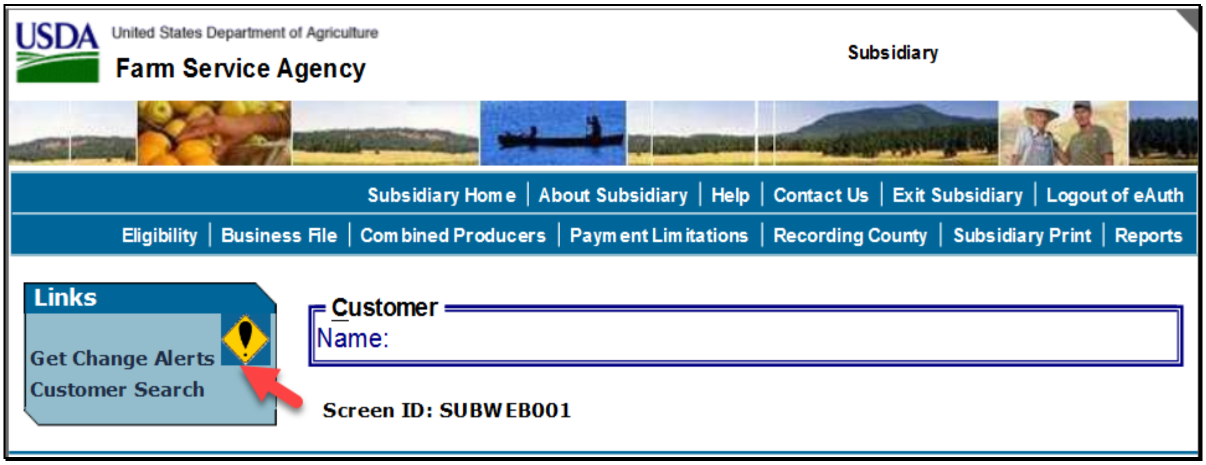
The error message, "**No changes were submitted for this customer**." will be displayed if the user clicks "Submit" on Subsidiary Recording County Screen SUBWEB009 without making any changes.

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 SUBWEB009.

*--



--*

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.

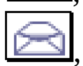
Each county to which the producer is linked in Business Partner will receive the change alert message, to notify all users of the recording county change. The only county that can change a recording county is the recording county. If the change is **not** correct, then the new recording county **must**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

11 Get Change Alert Message System (Continued)

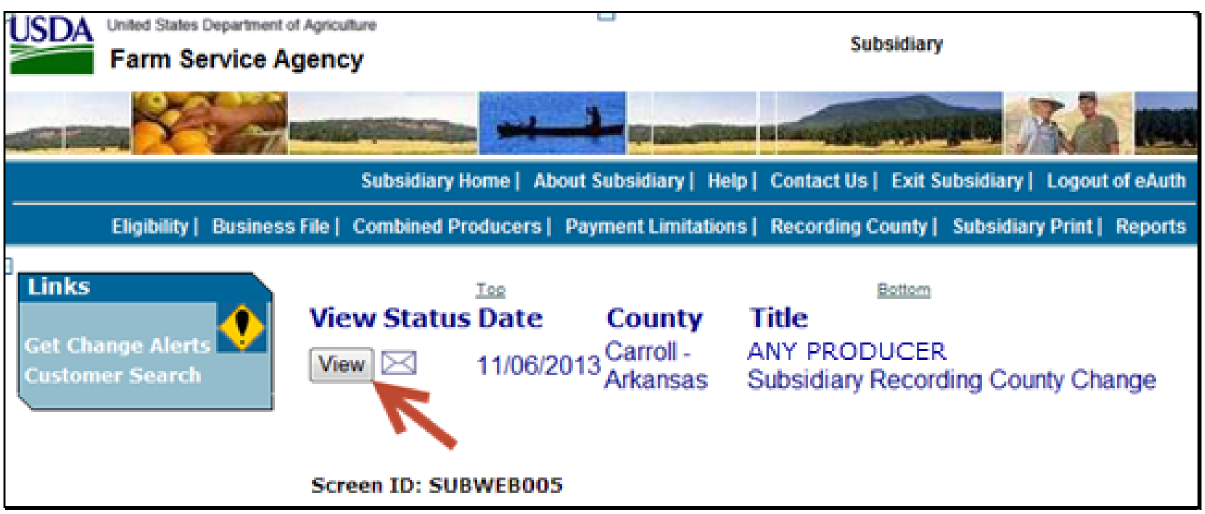
B Viewing Change Alert Messages (Continued)

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 full 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.

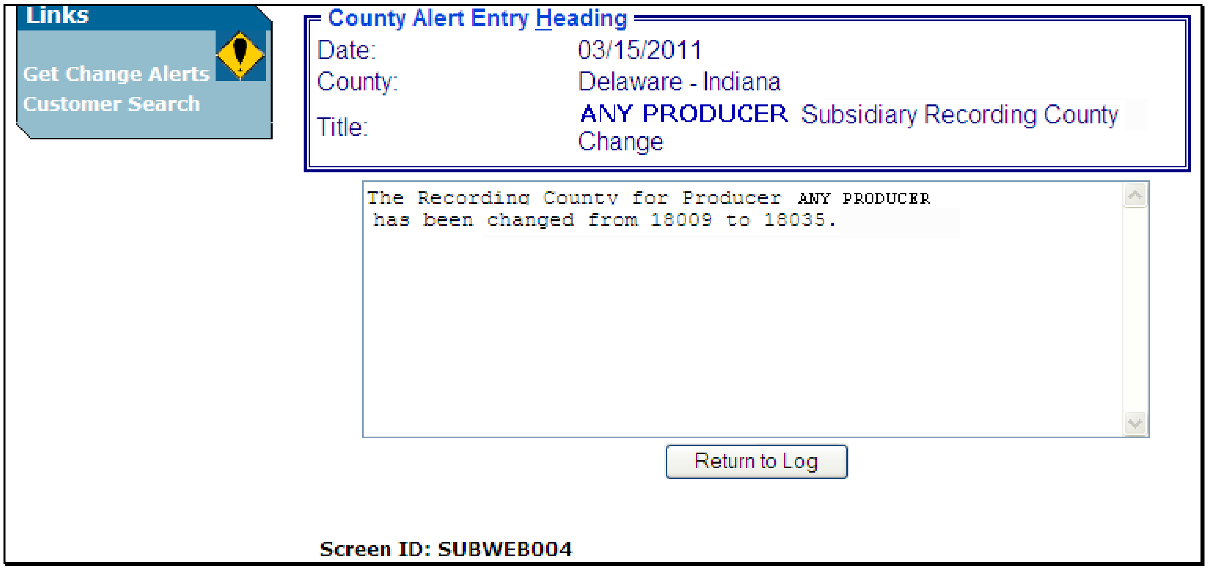
The following is an example of Subsidiary Screen SUBWEB005 that provides a log of change alert messages. To view the details of an individual change alert message, CLICK "**View**".



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 Recording County Change Screen SUBWEB004, "County Alert Entry Heading" section.



Subsidiary Recording County Change Screen SUBWEB004, "County Alert Entry Heading" section 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 "**Printer Icon**".

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

12 Security (Continued)

B Determining Access (Continued)

IF the user is an employee of…	**AND the user is…**	**THEN access…**
FSA (Continued)	State Office personnel or DD (Continued)	• 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 • Business File 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.
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.

12 Security (Continued)

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, web-based payment limitation, and web-based Business File 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 any of the following:
    - web-based combined producer software
    - web-based payment limitation software
    - web-based Business File software.

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, payment limitation, or Business File 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 the security liaison representative.

12 Security (Continued)

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

***--**The security liaison representative will do either of the following:

- disapprove and return the request to the State Office program specialist in charge of subsidiary
- approve the request and e-mail information to the PECD subsidiary program specialist.

Notes: FSA-13-A is required.

Include a word version of FSA-13-A with the following:

- complete items 1-10
- in item 22, “Comments/Justification”, specify the applications the user is requesting access to.**--***

*** * ***

--**Contact PECD, Subsidiary Program Specialist 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
- Agriculture Risk Coverage
- ACRE Program
- Conservation Security Program
- Conservation Stewardship Program
- CRP
- DCP
- ECP
- ELAP
- EQIP
- FLP
- GRP
- LFP
- LIP
- NAP
- Price Loss Coverage
- 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 Business Partner that is also linked to at least one FSA County Office. Like Business Partner, 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 Business Partner. This process occurs *--within 15 minutes when users click "Save" and the record information is updated in--* Business Partner.

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 2009 and prior years.

*--

Description	2009/ 2010	2011	2012	2013	2014/ 2015/ 2016	2017/ 2018	2019/ 2020/ 2021
Actively Engaged	X	X	X	X	X	X	X
Actively Engaged - 2002 Farm Bill	X	X	X	X	X	X	X
Suspended Producer	X	X	X				
AD-1026	X	X	X	X	X	X	X
Adjusted Gross Income - 2002 Farm Bill	X	X	X	X	X	X	X
AGI - 2008 Farm Bill - Commodity Program $500,000 Nonfarm Income	X	X	X	X			
AGI - 2008 Farm Bill - Direct Payment $1 Million Total Income			X	X			
AGI - 2008 Farm Bill - Direct Payment $750,000 Farm Income	X	X	X	X			
AGI - 2008 Farm Bill - Conservation Program $1 Million Nonfarm Income	X	X	X	X	X	X	X
AGI - 2014 and 2018 Farm Bills		X	X	X	X	X	X
AGI –75% Rule						X	X
Beginning Farmer or Rancher	X	X	X	X	X	X	X
Cash Rent Tenant and Cropland	X	X	X	X	X	X	X
Conservation Compliance	X	X	X	X	X	X	X
Controlled Substance	X	X	X	X	X	X	X
Delinquent Debt	X	X	X	X	X	X	X
Federal Crop Insurance	X	X	X	X	X	X	X
Foreign Person	X	X	X	X	X	X	X
Fraud - including FCIC Fraud	X	X	X	X	X		
Limited Resource Farmer or Rancher	X	X	X	X	X	X	X
NAP Non-Compliance	X	X	X	X	X	X	X
Permitted Entity - 2002 Farm Bill	X	X	X	X	X	X	X
Person Eligibility - 2002 Farm Bill	X	X	X	X	X	X	X
SDA Farmer or Rancher:							
• includes ethnic or racial, but **not** gender	X	X	X	X	X	X	X
• includes ethnic, racial or gender	X	X	X	X	X	X	X
Veteran Farmer or Rancher							X

--*

21 Web-Based System Eligibility Records (Continued)

D BIA ID Number

An eligibility record will **not** be created for BIA with the employer 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.

*** * ***

22 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 Subsidiary 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 • recording county •***--**IRS Response Code**--*** • 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.

22 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 Eligibility System.

Note: See paragraphs 23 through 41 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 23 through 41 for additional information on applicable error messages.

22 Accessing and Updating Eligibility File Records (Continued)

B Viewing and/or Updating Eligibility (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td rowspan="5">2</td><td colspan="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.</td></tr>
<tr><td>IF the user wants to…</td><td>THEN CLICK…</td></tr>
<tr><td>accept the changes and continue with the update process</td><td>“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.</td></tr>
<tr><td>make additional changes for the selected producer or revise the changes that have been made</td><td>“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 users click “Accept” on the Confirmation Screen.</td></tr>
<tr><td>cancel the process and exit without saving the changes</td><td>“Cancel”.

The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</td></tr>
</table>

22 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/Button	Quick Access/Shortcut Key
"Customer"	"Alt" + "C"
"Actively Engaged"	"Alt" + "A"
"Actively Engaged - 2002 Farm Bill"	"Alt" + "T"
"AD-1026"	"Alt" + "1"
"Adjusted Gross Income – 2014 and 2018 Farm Bills"	"Alt" + "4"
"Adjusted Gross Income - 2008 Farm Bill"	"Alt" + "8"
"Adjusted Gross Income - 2002 Farm Bill"	"Alt" + "2"
"Beginning Farmer or Rancher"	"Alt" + "F"
"Cash Rent Tenant" and "Cropland Factor"	"Alt" + "H"
"Conservation Compliance"	"Alt" + "V"
"Controlled Substance"	"Alt" + "B"
"Delinquent Debt"	"Alt" + "Q"
"Federal Crop Insurance"	"Alt" + "I"
"Foreign Person"	"Alt" + "M"
"Fraud - including FCIC Fraud"	"Alt" + "U"
"Limited Resource Farmer or Rancher"	"Alt" + "L"
"NAP Non Compliance"	"Alt" + "N"
"Permitted Entity - 2002 Farm Bill"	"Alt" + "K"
"Person Determination - 2002 Farm Bill"	"Alt" + "R"
"Socially Disadvantaged Farmer or Rancher"	"Alt" + "D"
"Veteran Farmer or Rancher"	"Alt" + "V"
"Reset"	"Alt" + "R"
"Submit"	"Alt" + "S"

--*

23 Actively Engaged Determination Information

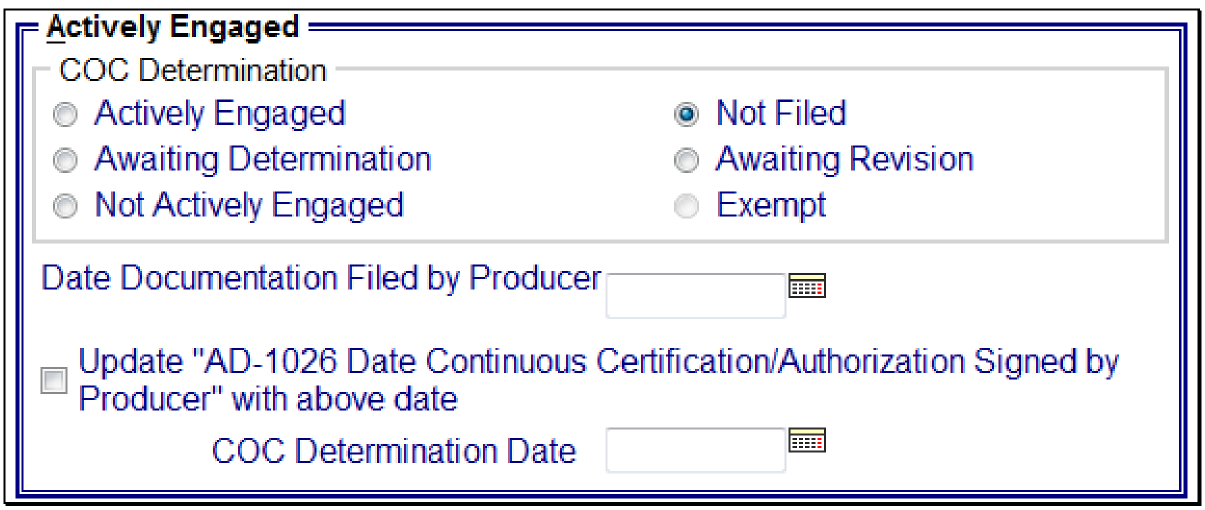
A Introduction

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 for 2009 through 2013
- 5-PL, subparagraph 15 A for a list of program benefits covered by actively engaged in *--farming provisions for 2014 through 2020
- 6-PL, subparagraph 34 A for a list of program benefits covered by actively engaged in farming provisions for 2021 and subsequent years.--*

B Example of Subsidiary Eligibility Screen, "Actively Engaged" Section

The following is an example of the "Actively Engaged" section.



23 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.

23 Actively Engaged Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations (Continued)

Field	Option	Explanation
"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 G for options to populate dates for AD-1026.
"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 G for options to populate dates for AD-1026.
***--**"Update "AD-1026 Date Continuous Certification/ Authorization Signed by Producer" with above date"		Users may select this option to copy the Actively Engaged Date Documentation Filed by Producer to the AD-1026 Date Continuous Certification/Authorization Signed by Producer when the documentation was filed on the same date.**--***

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.

23 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.

<table>
<tr><th>Message</th><th>Reason for Message</th><th>Corrective Action</th></tr>
<tr><td>“Must enter the date the producer filed the documentation for an actively engaged determination for years after 2004.”</td><td>User selected 1 of the following as COC determinations, but did not enter a date in the “Date Documentation Filed by Producer” field:

• “Actively Engaged”
• “Awaiting Determination”
• “Awaiting Revision”
• “Not Actively Engaged”.</td><td>Take either of the following actions:

• enter date the producer filed the documentation required for an actively engaged in farming determination

• select another COC determination.</td></tr>
<tr><td>“Date not allowed based on “COC Determination” option selected.”</td><td>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.</td><td>Take either of the following actions:

• remove date from the “Date Documentation Filed by Producer” field

• select a different COC determination.</td></tr>
<tr><td>“Date cannot be later than today’s date.”</td><td>Date entered or selected in either of the following fields is later than the current date.

• “Date Documentation Filed by Producer”
• “COC Determination Date”.</td><td>Date entered or selected cannot be later than the current date. Reenter a valid date or select a date using the calendar icon.</td></tr>
</table>

23 Actively Engaged 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 Documentation Filed by Producer" • "COC Determination Date".	Reenter a valid date or select a date using the calendar icon. See subparagraph 13 A 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".	Reenter date in an acceptable date format according to subparagraph 13 A.

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".

23 Actively Engaged Determination Information (Continued)

F Options to Populate Dates for Producer Documentation

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

G Available Field to Populate Data

The "Date Documentation Field by Producer" field data can be populated to the "AD-1026 Date Continuous Certification/Authorization Signed by Producer" field.

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 25.

24 Actively Engaged - 2002 Farm Bill Determination Information

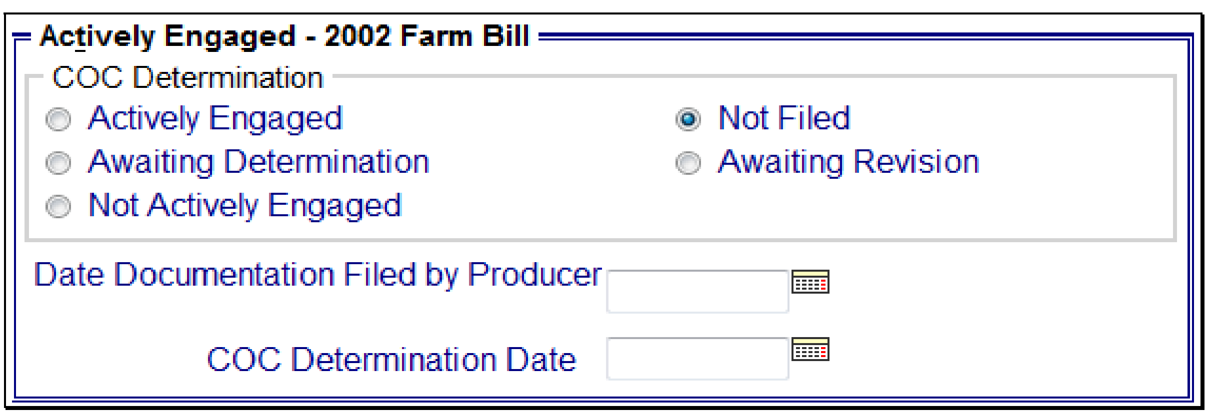
A Introduction

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 (Continued)

Following is an example of the "Actively Engaged - 2002 Farm Bill" section for 2009 through 2012.

Following is an example of the "Actively Engaged - 2002 Farm Bill" section for 2013 and subsequent years.



24 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 13 A.

24 Actively Engaged - 2002 Farm Bill Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations (Continued)

Field	Option	Explanation
"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 13 A.
"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.

24 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 1 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 date the producer filed the documentation required for an actively engaged in farming determination • select another 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 date from the "Date Documentation Filed by Producer" field • select a different COC determination.

24 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".	Reenter 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".	Reenter a valid date or select a date using the calendar icon. See subparagraph 13 A 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".	Reenter date in an acceptable date format according to subparagraph 13 A.

24 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 for FY's 2009 through 2012.

F Correcting Suspended Producer Situations

The KC-ADC mainframe previously set the "Suspended Producer" option based on the number of permitted entities counted on the mainframe for FY's 2009 through 2012. 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
- update the "Suspended Producer" option to "Not Suspended" in the web-based Subsidiary System.

25 AD-1026 Certification Information

A Introduction

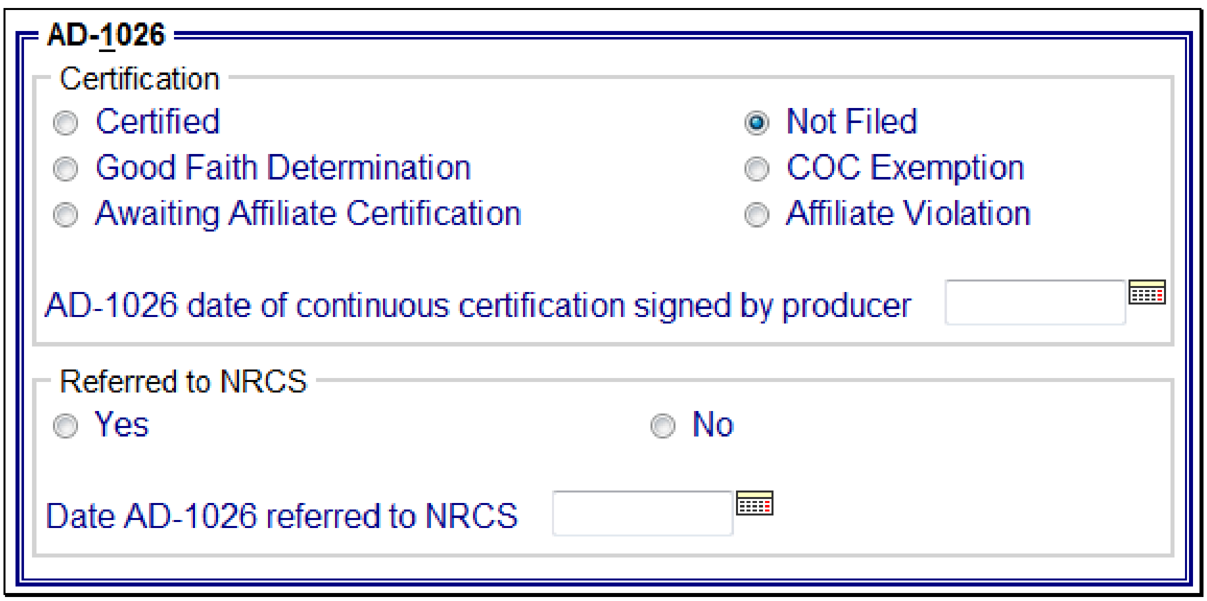
Data in the Subsidiary Eligibility Screen, "AD-1026" section:

- 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

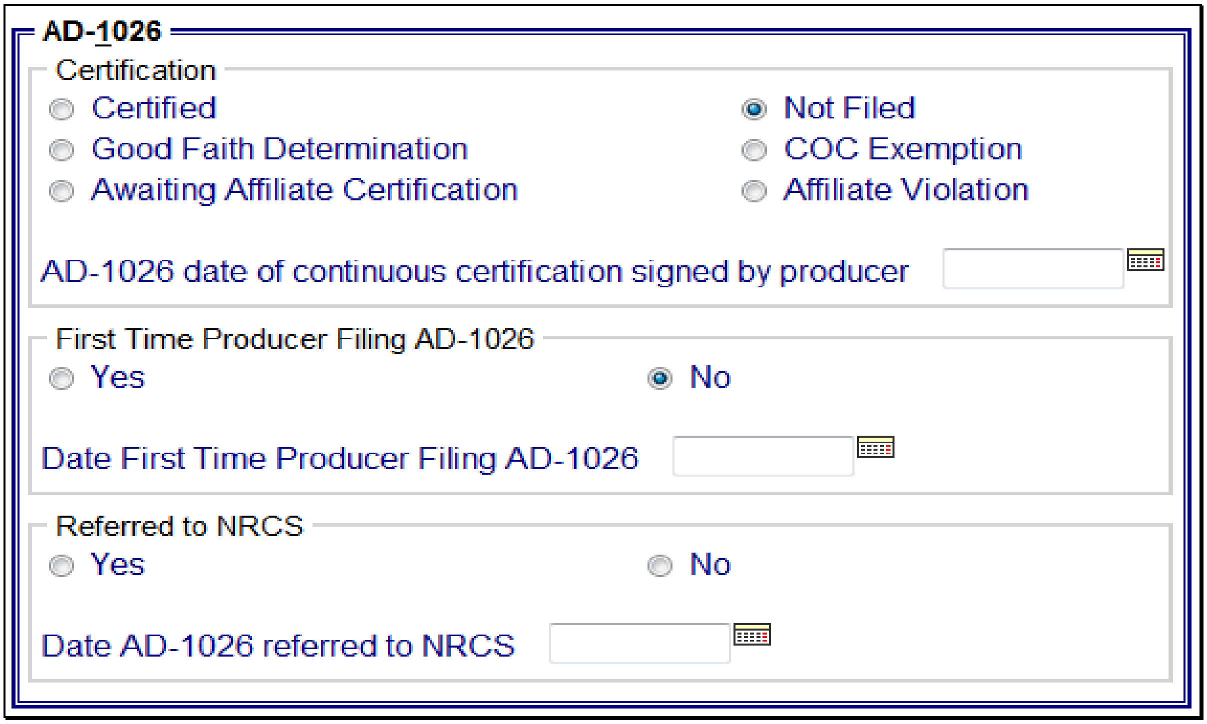
Following is an example of the "AD-1026" section for 2013 and prior years.



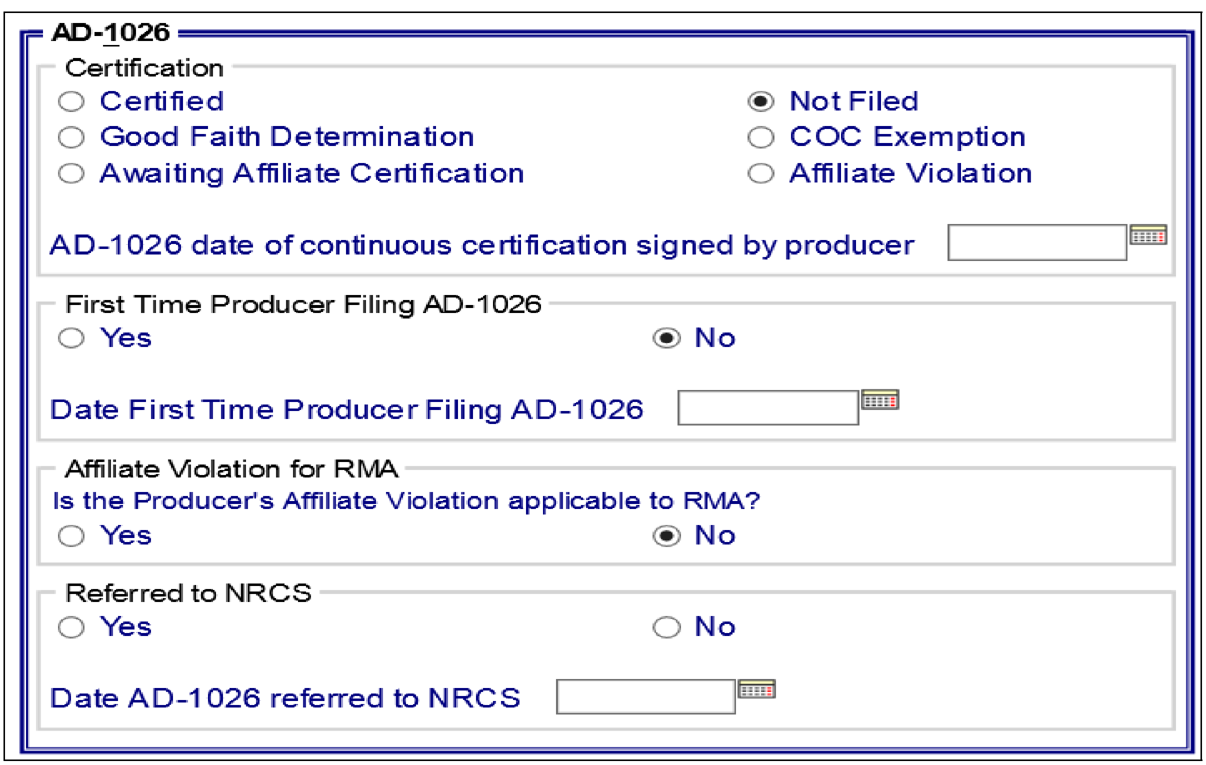
25 AD-1026 Certification Information (Continued)

B Example of Subsidiary Eligibility Screen, "AD-1026" Section (Continued)

--Following is an example of the "AD-1026" section for years 2014 through 2018.--



*--Following is an example of the "AD-1026" section for 2019 and subsequent years.



--*

25 AD-1026 Certification 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 •*--producer is certifying for FCIC provisions only (number 6 of AD-1026 appendix)--* • 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 (CCC-902 is not required if certifying solely for FCIC). **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. If a producer is certifying solely for FCIC provisions (number 6 of AD-1026 appendix) and affiliate violation is for CW+13 or earlier, the producer shall be changed to "certified" to communicate eligibility to RMA. Farm/tract eligibility must be set to "past violation" to communicate ineligibility to FSA and NRCS."

25 AD-1026 Certification Information (Continued)

C Fields Applicable to AD-1026 Certifications (Continued)

Field	Option	Explanation
"AD-1026 Date of Continuous Certification 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. ***--Note**: If AD-1026 is mailed, post mark date should be used.**--*** 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 13 A. The date will automatically populate if "Update AD-1026 Date Continuous Certification/ Authorization Signed by Producer with above date" was selected in the "Actively Engaged" 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.

25 AD-1026 Certification Information (Continued)

C Fields Applicable to AD-1026 Certifications (Continued)

Field	Option	Explanation
"First Time Producer Filing AD-1026"	"Yes" "No"	Used to indicate whether the producer is filing an AD-1026 for the first time. Applicable to 2014 and subsequent years **only**. The entry will be displayed in all years 2014 through subsequent years regardless of the year the option was selected. **Note:** Users must update AD-1026 First Time Filer to "Yes" and enter the AD-1026 First Time Filer Date when the producer certifies this is their first time filing AD-1026, have FCIC reinsured crop insurance, and are subject to HELC and WC provisions as described in AD-1026, box 8A". See 6-CP, subparagraph 335 C for additional information.
"Date First Time Producer Filing AD-1026"		Date the producer filed the AD-1026 for the first time. The entry will be displayed in all years 2014 through subsequent years regardless of the year the date was entered. A date is required if "Yes" was selected for "First Time Producer Filing AD-1026". Enter date in acceptable formats according to subparagraph 13 A.
***--**"Is the Producer's Affiliate Violation applicable to RMA?"	"Yes" "No"	Used to indicate whether producers with an AD-1026 "Affiliate Violation" is also applicable to RMA.**--***
"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 AD-1026 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 13 A.

25 AD-1026 Certification 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 date in the "Date AD-1026 Filed" and/or "Date Continuous Certification/Authorization Signed by Producer" field • select a different 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 date from the "Date Continuous Certification/Authorization Signed By Producer" field • select a different 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 date AD-1026 was referred to NRCS • in the "Referred to NRCS" field, CLICK "No".

25 AD-1026 Certification Information (Continued)

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Invalid date."	Date entered or selected in any of the following fields is **not** a valid date: • "Date AD-1026 Referred to NRCS" • "Date First Time Producer Filing AD-1026" • "AD-1026 Date of Continuous Certification Signed By Producer".	Reenter a valid date or select a date using the calendar icon.
"Date **cannot** be later than today's date."	Date entered or selected in any of the following fields is later than the current date: • "Date AD-1026 Referred to NRCS" • "Date First Time Producer Filing AD-1026" • "AD-1026 Date of Continuous Certification Signed By Producer".	Reenter a valid date or select a date using the calendar icon. See subparagraph 13 A for acceptable date formats.
"Date entry **not** formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddyy."	Date entered in any of the following fields is **not** in an acceptable format: • "Date AD-1026 Referred to NRCS" • "Date First Time Producer Filing AD-1026" • "AD-1026 Date of Continuous Certification Signed By Producer".	Reenter date in an acceptable format according to subparagraph 13 A.

25 AD-1026 Certification Information (Continued)

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
"The Producer Previously filed AD-1026 and is **not** a First Time Producer Filing AD-1026."	User indicated the producer is filing AD-1026 for the first time; however, AD-1026 was previously filed for the producer in a year before 2014.	Take either of the following actions: • select "No" to "First Time Producer Filing AD-1026" • review documentation on file for previous years and, if applicable, update AD-1026 certification in the appropriate years to "Not Filed".
"AD-1026 Certification **must** be "Certified" or "Awaiting Affiliate Certification" if the producer is a First Time Producer Filing AD-1026."	User indicated the producer is filing AD-1026 for the first time; however, AD-1026 is **not** either of the following: • "Certified" • "Awaiting Affiliate Certification".	Take either of the following actions: • select "No" to "First Time Producer Filing AD-1026" • select a different AD-1026 certification.
"Date First Time Producer Filing AD 1026 **not** allowed if the First Time Producer Filing AD-1026 certification is "No"."	User entered a date for the "Date First Time Producer Filing AD-1026"; however, the "First Time Producer Filing AD-1026" is "No".	Take either of the following actions: • remove date from "Date First Time Producer Filing AD-1026" • update "First Time Producer Filing AD-1026" to "Yes", if applicable.

25 AD-1026 Certification Information (Continued)

D Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Date First Time Producer Filing AD-1026 cannot be prior to 06/30/2014."	User entered a date 3-29 before 06/30/2014 for the "Date First Time Producer Filing AD-1026".	Take either of the following actions: • remove date from "Date First Time Producer Filing AD-1026" • update "Date First Time Producer Filing AD-1026" on or after 06/30/2014.
"Must enter the date for the First Time Producer Filing AD-1026."	User indicated producer is filing AD-1026 for the first time; however, the "Date First Time Producer Filing AD-1026" was **not** entered.	Take either of the following actions: • update "First Time Producer Filing AD-1026" to "No" • update the "Date First Time Producer Filing AD-1026" on or after 06/30/2014.
***--**"Producers Affiliate Violation applicable to RMA must be "No" when AD-1026 certification is not "Affiliate Violation"."	User indicated both of the following: • "Yes" the producer's affiliate violation is applicable to RMA • AD-1026 certification is not "Affiliate Violation".	Take either of the following actions: • update AD-1026 certification to "Affiliate Violation" (if applicable) • update the Affiliate Violation applicable to RMA to "No".**--***

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.
"First Time Producer Filing AD-1026"	"No".
--**"Is the Producer's Affiliate Violation Applicable to RMA?"**--	
"Referred to NRCS"	
"Date Referred to NRCS"	"Blank".
"Date First Time Producer Filing AD-1026"	
"AD-1026 Date of Continuous Certification Signed by Producer"	

26 AGI - 2014 and 2018 Farm Bills Determination Information

A Introduction

The Agricultural Act of 2014, Pub L. 113-79, and the Agriculture Improvement Act of 2018 stipulate that a person or legal entity will **not** be eligible to receive certain program benefits during a crop, fiscal, or program year, as appropriate, if the average AGI for the 3 preceding tax years for the person or legal entity exceeds $900,000.

Data in the Eligibility System, "Adjusted Gross Income – 2014 and 2018 Farm Bills" section is used to determine producer eligibility based on the AGI provisions. See 5-PL, Part 6 for additional information about determining producer eligibility with AGI provisions for years ***--**2014 through 2020. See 6-PL, Part 8 for additional information about determining producer eligibility with AGI provisions for 2021 and subsequent years.**--***

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.

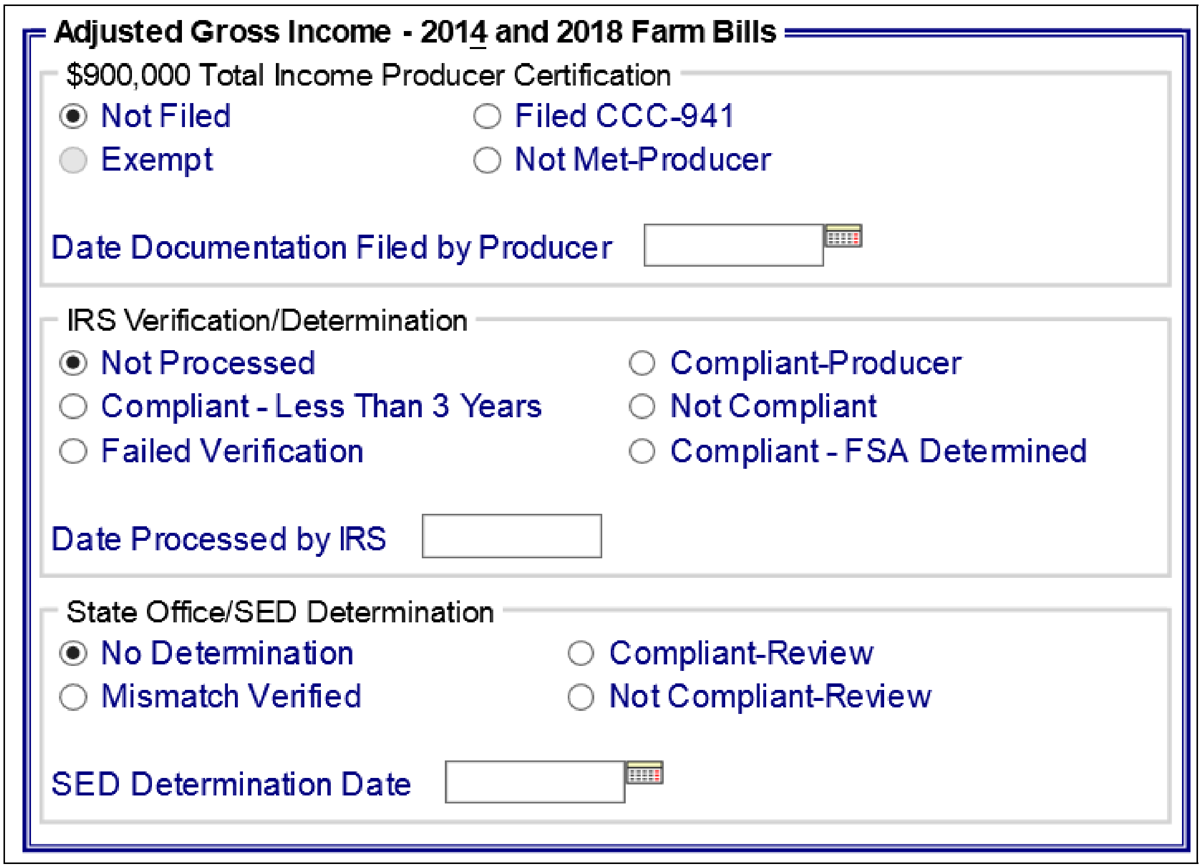
Entity	Entity Type
General Partnership	02
Joint Venture	03
Federally Owned	08
State Owned	09
Public School	13
BIA	14
Indian Tribal Venture	20

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

C Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2014 and 2018 Farm Bills" Section

Following is an example of the "Adjusted Gross Income – 2014 and 2018 Farm Bills" section for 2011 and subsequent years.

*--


Adjusted Gross Income - 2014 and 2018 Farm Bills

$900,000 Total Income Producer Certification

- Not Filed
- Filed CCC-941
- Exempt
- Not Met-Producer

Date Documentation Filed by Producer

IRS Verification/Determination

- Not Processed
- Compliant-Producer
- Compliant - Less Than 3 Years
- Not Compliant
- Failed Verification
- Compliant - FSA Determined

Date Processed by IRS

State Office/SED Determination

- No Determination
- Compliant-Review
- Mismatch Verified
- Not Compliant-Review

SED Determination Date

--*

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

D Fields Applicable to AGI - 2014 and 2018 Farm Bills Determinations

The following provides fields applicable to Adjusted Gross Income - 2014 and 2018 Farm Bills Determinations.

Field	Option	Explanation
"$900,000 Total Income Producer Certification"	"Not Filed"	Producer and/or agent has **not** filed CCC-941 or prior to December 2014, the eligibility verification has **not** been received back from IRS. **Note:** If CCC-941 was filed before December 2014 and an IRS determination was processed, the $900,000 "Total Income Producer Certification" field will still display "Not Filed". Users are **not** required to update the producer certification if an IRS determination was previously processed and updated from IRS before December 2014.
	"Filed CCC-941"	Producer and/or agent has filed CCC-941 and certified their average AGI does **not** exceed $900,000.
	"Exempt"	Producer is exempt from AGI provisions.
	"Not Met - Producer"	Producer and/or agent has filed CCC-941, but has indicated that their average AGI exceeds $900,000.
"Date Documentation Filed by Producer"		Date the producer filed all required documentation to determine whether the AGI provisions are met.
"IRS Verification/ Determination"	"Not Processed"	Producer has **not** been updated through the IRS verification process.
	"Compliant - Producer"	Producer and/or agent has certified their average AGI does **not** exceed $900,000 and verification has been received from IRS supporting the certification.
	"Compliant - Less Than 3 Years"	Producer and/or agent has certified their average AGI does **not** exceed $900,000 and IRS has verified a match for the customer information; however, 3 years of tax information is **not** available.
	"Not Compliant"	Producer and/or agent has certified their average AGI does **not** exceed $900,000; however, IRS has determined the average AGI exceeds the $900,000 threshold.
	"Failed Verification"	Producer and/or agent has certified their average AGI does **not** exceed $900,000; however, IRS **cannot** find a customer match and; therefore, **cannot** determine the average AGI.
	***--**"Compliant – FSA Determined"	Producer and/or agent has certified their average AGI does **not** exceed $900,000 and the system automatically verified the customer was determined as compliant based on IRS and/or State Office/SED Determinations in the 3 prior years. **Note:** This determination is applicable in 2020 and subsequent years.**--***

***--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)**

D Fields Applicable to AGI - 2014 and 2018 Farm Bills Determinations (Continued)--*

Field	Option	Explanation
"Date Processed by IRS"		Display only field updated automatically with the date IRS processed the producer's CCC-941.
"State Office/SED Determination"	"No Determination"	Case has **not** been reviewed by the State Office to determine whether AGI provisions have been met.
	"Compliant - Review"	Case has been reviewed by the State Office and/or SED and determined the producer meets AGI provisions.
	"Mismatch Verified"	State Office and/or SED determined the producer on the IRS Mismatch Report matched the producer in SCIMS and IRS returned "Compliant" or "Compliant - less than 3 years".
	"Not Compliant - Review"	Case has been reviewed by the State Office and/or SED and determined the producer does **not** meet AGI provisions.
"SED Determination Date"		Date State Office and/or SED determined the producer's AGI eligibility status.

*--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

E Error Messages

The following provides error messages that may display when updating Adjusted Gross Income - 2014 and 2018 Farm Bills eligibility data.--*

Message	Reason for Message	Corrective Action
"Must enter the SED Determination date."	Authorized user selected 1 of the following as the "State Office/SED Determination", but did **not** enter a date in "SED Determination Date" field: • "Compliant - Review" • "Not Compliant - Review" • "Mismatch Verified".	Take either of the following actions: • enter date the State Office/SED made the determination • select "No Determination" as the "State Office/SED Determination".
"Must select the applicable State Office/SED determination when recording an SED determination date."	Authorized user entered a date in the "SED Determination Date" field, but did **not** select 1 of the following as the "State Office/SED Determination": • "Compliant - Review" • "Not Compliant - Review" • "Mismatch Verified".	Take either of the following actions: • select appropriate State Office/SED determination • remove date from the "SED Determination Date" field.
"Date Documentation Filed by Producer **not** allowed for the selected Producer Certification."	User entered a date in the "Date Documentation Filed by Producer" field, but did **not** select 1 of the following for "Producer Certification": • "Not Met-Producer" • "Filed CCC-941".	Take either of the following actions: • select a different producer certification • remove date from the "Date Documentation Filed by Producer" field.

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Must enter the date the producer filed the AGI certification."	User selected either of the following for "Producer Certification", but did **not** enter a date in the "Date Documentation Filed by Producer" field: • "Not Met-Producer" • "Filed CCC-941".	Take either of the following actions: • select a different producer certification • enter date for the "Date Documentation Filed by Producer" field.
"Invalid State Office/SED determination selection based on Producer Certification."	Authorized user selected 1 of the following, for the State Office/SED determination: • "Compliant - Review" • "Not Compliant - Review" • "IRS Mismatch". However, the producer certification is either of the following: • "Exempt" • "Not Met - Producer".	Take either of the following actions: • select a different Producer Certification • select a different State Office/SED determination.
"Invalid Producer Certification selection based on IRS Determination."	User selected, "Not Met - Producer" for the producer certification; however, the IRS determination is 1 of the following: • "Compliant - Producer" • "Compliant - Less Than 3 years" • "Not Compliant" • "Failed Verification".	Select a different producer certification.

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Date cannot be greater than todays date."	Date entered or selected in either of the following fields is later than the current date: • "Date Documentation Filed by Producer" • "SED Determination Date".	Reenter a valid date or select a date using the calendar icon.
"Date entry **not** formatted correctly. mm/dd/yyyy, mm/dd/yy, mmddyyyy, or mmddyy."	Date entered in either of the following fields is **not** in an acceptable format: • "Date Documentation Filed by Producer" • "SED Determination Date".	Reenter date in an acceptable format according to subparagraph 13 A.

F Field Default Values

--When new eligibility records are created, Adjusted Gross Income - 2014 and 2018 Farm Bills field values are defaulted according to the following.--

Field	IF the FSA customer is…	THEN the default value is…
"Producer Certification"	**not** an exempt business type as defined in subparagraph B	"Not Filed", indicating producer has **not** filed all documentation required for AGI determination.
	an exempt business type as defined in subparagraph B	"Exempt", indicating producer is exempt from AGI provisions.
"IRS Verification/ Determination"		"Not Processed" indicating an IRS has **not** verified/made a determination.
"SED Determination"		"No Determination" indicating SED has **not** made a determination
"Date Documentation Filed by Producer"		"Blank"
"SED Determination Date"		
"Date Processed by IRS"		

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

G Updating AGI - 2014 and 2018 Farm Bills Producer Certification

Following acceptance of the completed CCC-941 **and** user updating the producer certification to “Filed CCC-941”, the Adjusted Gross Income - 2014 and 2018 Farm Bills IRS determination will automatically update after CCC-941 is processed by IRS. The process will occur on a weekly basis as soon as the IRS file is received. The table in subparagraph D describes the certifications. See 5-PL, Part 6 for additional information on
--**submitting and processing CCC-941’s for years 2014 through 2020. See 6-PL, Part 8 for additional information on submitting and processing CCC-941’s for 2021 and subsequent years.**--

County Office users:

- are responsible for updating customers who file CCC-941
- are responsible for sending CCC-941 to IRS for processing if the customer certifies they do **not** exceed $900,000
- must **not** send CCC-941 to IRS for processing for the following:
  - customer certifies they exceed $900,000
  - “Exempt” type customers as described in subparagraph B
  - Indians represented by BIA with no tax ID.

Exception: Beginning in Subsidiary year 2020, if the system automatically determines the customer as “Compliant – FSA Determined” when the producer certification is updated to “Filed CCC-941”, users are not required to send CCC-941 to IRS unless the customer is applying for an FSA or NRCS multi-year Conservation Program.

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

G Updating AGI - 2014 and 2018 Farm Bills Certification/COC Determination (Continued)

- will access the web-based Eligibility System according to paragraph 22 and perform the following steps.

Step	Action
1	On the Eligibility Page, navigate to the "Adjusted Gross Income - 2014 and 2018 Farm Bills" section.
2	If the producer's and/or agent's certification of average AGI indicated: • does **not** exceed $900,000, CLICK "**Filed CCC-941**" under "$900,000 Total Income Producer Certification" • exceeds $900,000, CLICK "**Not Met - Producer**" under "$900,000 Total Income Producer Certification". Enter the date the producer filed CCC-941 in the "Date Documentation Filed by Producer" field. CLICK "**Submit**".
3	On the Validation Page, verify the changes for the producer are correct, and click 1 of the following: • "Accept", if the changes are correct • "Revise", if the changes need to be updated • "Cancel", if the changes should **not** have been made.
4	The Eligibility Page will be redisplayed with the updates to the producer. ***--Note:** Beginning in Subsidiary year 2020, a message will indicate the IRS Determination was automatically updated or not updated to "Compliant – FSA Determined". The message will also indicate whether CCC-941 should be sent to IRS.**--***

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

H Updating AGI - 2014 and 2018 Farm Bills State Office/SED Determinations

Authorized State Office users have the ability to review and update the State Office/SED determination, when applicable. * * *

***--**See the following for additional information on FSA reviews and compliance determinations:

- subparagraph I regarding customers with no match in Business Partner/SCIMS
- 5-PL, paragraph 308 for years 2014 through 2020
- 6-PL, paragraph 485 for 2021 and subsequent years.**--***

Authorized State Office users must access the web-based Eligibility System according to paragraph 22 and perform the following steps when the case has been reviewed by the State Office and/or SED and a determination has been made.

Step	Action
1	On the Eligibility Page, navigate to the "Adjusted Gross Income - 2014 and 2018 Farm Bills" section.
2	If the determination was made that the producer: • meets AGI provisions, then under "State Office/SED Determination", CLICK "**Compliant - Review**" • does **not** meet AGI provisions, then under "State Office/SED Determination", CLICK "**Not Compliant - Review**" • mismatch is verified and resolved from the IRS Mismatch Report and the report displays the producer as "Compliant - Producer" or "Compliant - Less Than 3 Years", then under "State Office/SED Determination", CLICK "**Mismatch Verified**". In the "State Office/SED Determination Date" field, enter date the determination was made. CLICK "**Submit**".
3	On the Validation Screen verify the changes for the customer are correct and click 1 of the following: • "Accept", if the changes are correct • "Revise", if the changes need to be updated • "Cancel", if the changes should **not** have been made.
4	The Eligibility Page will be redisplayed with the updates to the customer.

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

I Customer Data in Business Partner With No Match in IRS

Customer data in Business Partner that does **not** match IRS data will **not** automatically process. County Offices should ensure that customers recorded in Business Partner contain the same tax ID, tax ID type, customer name as verified from acceptable IRS documentation, IRS Response Code is validated, and Business Partner is updated as needed. If the customer data provided on CCC-941 does **not** match IRS data, the AGI determination will **not** automatically update.

An IRS Mismatch Report is available identifying customers that do **not** match IRS data. State Offices will be responsible for working with their County Offices to correct customers listed on the IRS Mismatch Report by correcting the customer's data in Business Partner and resubmitting CCC-941.

There are valid exceptions on the IRS Mismatch Report for specific types of customers, as follows.

IF a customer…	THEN Business Partner data will not match IRS data because…
recently changed their name	IRS may **not** have received tax records for the customer using their new name. As such, the name in Business Partner will **not** match and the customer will be included on the IRS Mismatch Report if the IRS Response Code is not validated in Business Partner with "TIN and Name Match" or "Manually Validated", but the customer is valid in both systems.
is a business and files its business taxes on their individual tax return	IRS may return the individual name associated with the business. As such, the name for the business in Business Partner will **not** match and the customer will be included on the IRS Mismatch Report if the IRS Response Code is not validated in Business Partner with "TIN and Name Match" or "Manually Validated", but the customer is valid in both systems.

Note: County Offices must:

- ensure that the IRS response Code is validated in Business Partner with "TIN and Name Match" or "Manually Validated"
- **not** update the customer name in Business Partner for these types of customers to try to get the AGI data to update in the web-based Eligibility System.

Customers will be included on the IRS Mismatch Report and an indicator is available to provide the appropriate determination. County Offices are responsible for working with their *--State Office to update AGI 2014 and 2018 Farm Bills State Office/SED determination.--* Authorized State Office users will have the ability to update the State Office/SED determination to "Mismatch Verified" or "Not Compliant - Review", based on the information provided on the IRS Mismatch Report.

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

J Steps for Timely AGI Determination

County Offices will ensure that an IRS determination or State Office/SED determination is received within 180 days of the producer certifying to not exceeding the $900,000 threshold.

Producers who filed CCC-941 are AGI eligible for 180 days from the producer certification date while waiting on the IRS determination or State Office/SED determination.

Producers will be determined AGI ineligible for programs that are mandated under the 2014 and 2018 Farm Bills when the producer has filed CCC-941, and has not received an IRS determination or State Office/SED determination within 180 days of their certification date. If the producer previously received payments for programs mandated under the 2014 and 2018 Farm Bills, the producer's payment will automatically be displayed on the Pending Overpayment Report after 180 days. If a payment is attempted for the producer, the producer's payment will be displayed on the Nonpayment Report.

County Offices are responsible for performing the following steps when a producer provides CCC-941 to ensure a timely AGI determination.

Step	Action
1	Ensure that the customer name and tax ID are legible and match how the customer files taxes.
2	Ensure that the customer name and tax ID in Business Partner match CCC-941. **Reminder:** The TIN verification process through MIDAS/Business Partner is separate from the AGI compliance verification process. Generate reports from Business Partner to identify customers where the IRS Tax ID verification response returned an error. Business Partner also identifies whether the customer record is the "paying entity" (DPE Flag). Use Business Partner to assist in determining what actions should be taken to resolve records of AGI mismatches or failed verifications.
3	Ensure that the AGI 2014 and 2018 Farm Bills producer certification in Subsidiary is updated as described in subparagraph G prior to mailing CCC-941 to IRS.
4	Ensure that the AGI 2014 and 2018 Farm Bills producer certification date is entered accurately in Subsidiary with the date the producer filed CCC-941.
5	***--**Send CCC-941 and IRS-3210 to IRS. See 6-PL for additional information.**--*** **Note:** Beginning in Subsidiary year 2020, if the system automatically determines the customer as "Compliant – FSA Determined", users are not required to send CCC-941 to IRS unless the customer is applying for an FSA or NRCS multi-year Conservation Program.

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

J Steps for Timely AGI Determination (Continued)

*--

Step	Action
6	Review the "Common Producer Eligibility" report in Enterprise Data Warehouse (EDW) weekly to determine if a producer has filed CCC-941 and has not received an IRS determination or State Office/SED determination for all years applicable to the AGI 2014 and 2018 Farm Bills. Select the following filters on the Common Producer Eligibility Report to determine if a producer has not received a determination: • Program Year = empty/select value or select the specific year • AGI 2014/2018 Farm Bill Producer Certification = "Filed CCC-941" • AGI 2014/2018 IRS Verification/Determination = "Not Processed" • AGI 2014/2018 State Office/SED Determination = "No Determination" Click "Apply" to generate the report. An option is available to "Export" the report to a CSV file. See 12-CM for additional information regarding EDW.  **Note:** The "County Eligibility Report" is also available under the Subsidiary Reports tab in the Subsidiary system to filter reports (See paragraph 305). However, utilizing the EDW report will provide additional information for producers regarding the date AGI 2014/2018 Farm Bill documentation was filed.

--*

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

J Steps for Timely AGI Determination (Continued)

Step	Action
7	Review the “IRS Mismatch Report” available under the “Subsidiary Reports” tab weekly to determine if IRS has sent data back to the Subsidiary System and the IRS Response Code was not validated in Business Partner with “TIN and Name Match” or “Manually Validated”, or the producer’s name and/or Tax ID did **not** match the information received from IRS. See paragraph 306 for additional information on identifying customers in the Subsidiary System that do **not** match data provided by IRS. **Reminder:** Users will also review the IRS mismatch report for producers without a State/county. If the tax ID in Business Partner was incorrect then the mismatch report cannot find a State/county with which to tie the mismatch.
8	If the producer is on the IRS Mismatch Report, an authorized State Office user must update the State Office/SED determination to “Mismatch Verified” if the producer is compliant or compliant-producer on the report as described in subparagraph H.
9	If the above steps have been completed and the producer does **not** receive an IRS determination and is **not** on the IRS mismatch report after 2 months from mailing the form, resend the CCC-941 and IRS-3210 to IRS and write in red, “Sent to IRS on *MM/DD/YYYY*, IRS received on *MM/DD/YYYY* – IRS did not provide determination”. County Offices will make 3 attempts to mail the CCC-941 and IRS-3210 to IRS to receive a determination.

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--

J Steps for Timely AGI Determination (Continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>
When a producer’s CCC-941 will not successfully pass IRS verification and the producer is not on the IRS mismatch report after 3 attempts to mail the CCC-941 to the IRS, the State Office shall complete and document all of the following:

• obtain documentation from the County Office that at least 3 attempts were made to send the producer’s AGI certification to IRS

• obtain verification from County Office or other State Office personnel that all actions in Steps 1 through 9 have been completed

•*--review Eligibility AGI 2014 and 2018 Farm Bills IRS determinations in the subsidiary--* system for at least 2 program years immediately before and/or after the program year in question

<table>
<tr><th>IF the State Office/SED determination is…</th><th>AND/OR IRS determination is…</th><th>THEN…</th></tr>
<tr><td>• “Not Compliant-Review”
• “No Determination”</td><td>“Not Compliant”</td><td>compliance review must be completed.</td></tr>
<tr><td>• “Compliant-Review”
• “Mismatch Verified”</td><td>• “Compliant-Producer”
• “Compliant-Less than 3 years”</td><td>producer is AGI compliant.</td></tr>
</table>
Example: Missing IRS determination for 2016. If the 2014 SED determination is “Compliant-Review” and the 2015 IRS determination is “Compliant-Producer,” then the 2016 determination for the producer can be determined as AGI compliant; set the AGI subsidiary value to “Mismatch Verified.”

•*--capture a screenshot of the review and document the AGI 2014 and 2018 Farm Bills--* State Office/SED determination

• if producer is determined AGI compliant based on the review, update the producer as “Mismatch Verified” according to instructions in subparagraph H

• provide the documented screenshot to the County Office to include in the producer’s eligibility file for the applicable program year.

Note: The screenshot must include payment eligibility records for all of the program years used as the basis for the determination for the person or legal entity.

If the State Office is unsure of the producer’s AGI compliance following a review of the producer’s AGI compliance history:

• an AGI compliance review shall be timely completed by the State Office for the person or legal entity for the applicable program year

• record the AGI compliance determination for the person or legal entity in the subsidiary file for the applicable program year.
</td></tr>
</table>

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

K Automatic Compliant FSA Determination

Beginning in Subsidiary year 2020, the system will perform a process to automatically determine if the customer is compliant based on the IRS and/or State Office/SED Determination in the three prior years.

The following provides a table describing when the AGI 2014/2018 Farm Bill IRS Determination is automatically updated to “Compliant – FSA Determined”.

WHEN the AGI 2014/ 2018 Farm Bill Producer Certification is updated to…	AND the AGI 2014/2018 Farm Bill State Office/ SED Determination is any of the following in the 3 prior years…	AND the AGI 2014/2018 Farm Bill IRS Determination is any of the following in the prior 3 years…	THEN…
“Filed CCC-941”	• “Compliant Review” • “Mismatch – Verified”		The AGI 2014/2018 Farm Bill IRS Determination is automatically updated to “Compliant – FSA Determined”. Do **not** send CCC-941 to IRS unless the producer is applying for an FSA or NRCS multi-year conservation program.
	“No Determination”	• “Compliant – Producer” • “Compliant – Less Than 3 Years” • “Compliant – FSA Determined” in prior year -1 or prior year -2 only	
	“Not Compliant – Review”		The AGI 2014/2018 Farm Bill IRS Determination is **not** automatically updated. Send CCC-941 to IRS.
	“No Determination”	• “Not Processed” • “Not Compliant” • “Failed Verification” • “Compliant – FSA Determined” in prior year only	
“Not Met – Producer”			The AGI 2014/2018 Farm Bill IRS Determination is **not** automatically updated since the customer self-certified to exceeding the $900,000 threshold. Do **not** send CCC-941 to IRS.

--Important:** When a CCC-941 is mailed to IRS and an IRS determination is received, the determination will override any previous determination.**--

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

*--K Automatic Compliant FSA Determination (Continued)

Example: AGI 2014/2018 Farm Bill Producer Certification is updated for producer John Farmer to "Filed CCC-941 in year 2020":

- Year 2019 – IRS Determination = "Compliant - Producer" and State Office/SED Determination = "No Determination"
- Year 2018 – IRS Determination = "Compliant – Less than 3 years" and State Office/SED Determination = "No Determination"
- Year 2017 – IRS Determination = "Not Processed" and State Office/SED Determination = "Compliant - Review".

AGI 2014/2018 Bill IRS Determination for producer John Farmer is automatically updated to "Compliant – FSA Determined" in year 2020 and a message will display on the Subsidiary page, "AGI 2014/2018 Farm Bill IRS Determination was automatically determined as "Compliant" by FSA based on the prior 3 years. **Do not** mail CCC-941 to IRS unless the producer is applying for FSA or NRCS multi-year conservation program contract.**--***

27 AGI - 2008 Farm Bill Determination Information

A Introduction

The Food, Conservation, and Energy Act of 2008, Section 1604, as amended by the American Taxpayer Relief Act of 2012, provides provisions for excluding individuals and entities from:

- commodity program $500,000 nonfarm income certification/COC determination 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

  Note: This applies to 2009 through 2013 **only**.

- direct payment $750,000 farm income certification/COC determination 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

  Note: This applies to 2009 through 2013 **only**.

- conservation program $1 million nonfarm income certification/COC determination 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.

The Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. 112-55, provides for excluding individuals and entities from direct payment $1 million total income certification/COC determination payment eligibility, if the average adjusted gross total income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds $1,000,000.

Note: This applies to 2012 and 2013 **only**.

Data in the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2008 Farm Bill" 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.

27 AGI - 2008 Farm Bill Determination Information (Continued)

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
BIA and Indian Tribal Venture	14
Indian Tribal Venture	20

27 AGI - 2008 Farm Bill Determination Information (Continued)

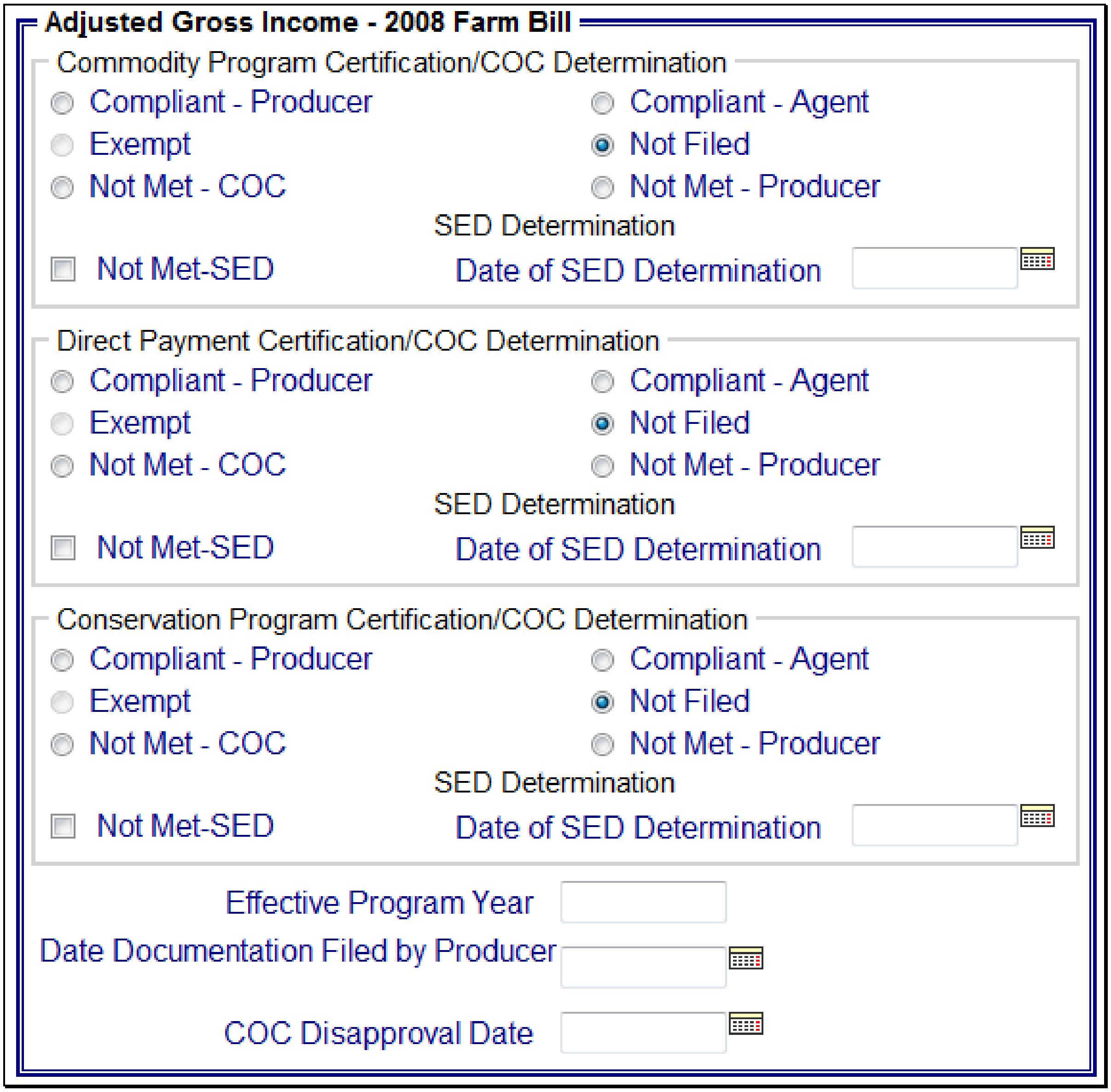
C Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2008 Farm Bill" Section

Following is an example of the "Adjusted Gross Income - 2008 Farm Bill" section for 2012 and 2013.

27 AGI - 2008 Farm Bill Determination Information (Continued)

C Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2008 Farm Bill" Section (Continued)

Following is an example of the "Adjusted Gross Income - 2008 Farm Bill" section for 2009 through 2011.


Adjusted Gross Income - 2008 Farm Bill

Commodity Program Certification/COC Determination

Compliant - Producer | Compliant - Agent
Exempt | Not Filed
Not Met - COC | Not Met - Producer

SED Determination

Not Met-SED | Date of SED Determination

Direct Payment Certification/COC Determination

Compliant - Producer | Compliant - Agent
Exempt | Not Filed
Not Met - COC | Not Met - Producer

SED Determination

Not Met-SED | Date of SED Determination

Conservation Program Certification/COC Determination

Compliant - Producer | Compliant - Agent
Exempt | Not Filed
Not Met - COC | Not Met - Producer

SED Determination

Not Met-SED | Date of SED Determination

Effective Program Year

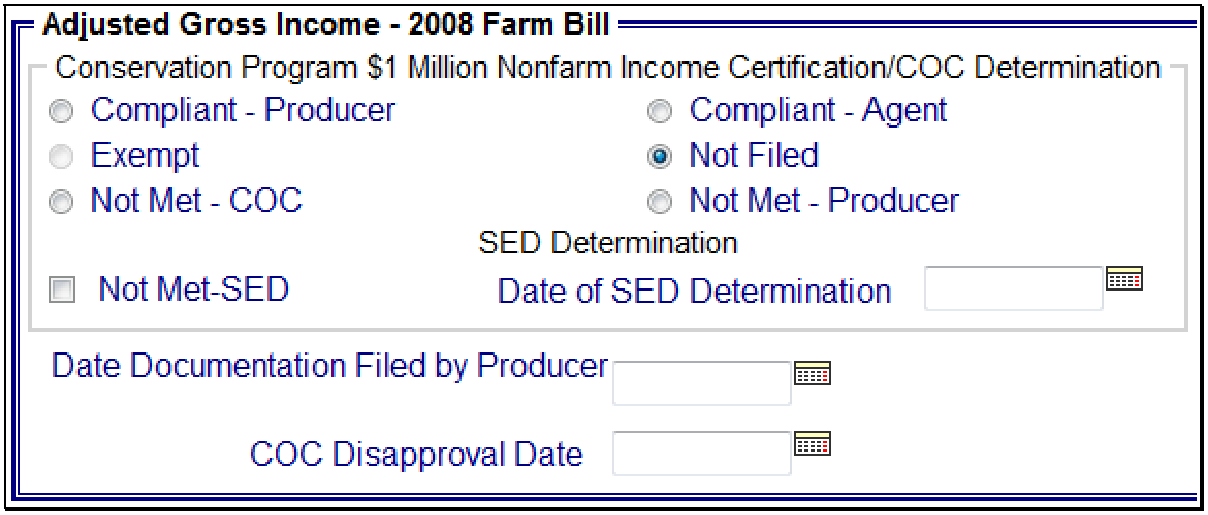
Date Documentation Filed by Producer

COC Disapproval Date

27 AGI - 2008 Farm Bill Determination Information (Continued)

C Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income - 2008 Farm Bill" Section (Continued)

Following is an example of the "Adjusted Gross Income - 2008 Farm Bill" section for 2014 and subsequent years.



27 AGI - 2008 Farm Bill Determination Information (Continued)

D Fields Applicable to AGI - 2008 Farm Bill Determinations

The following provides "Adjusted Gross Income - 2008 Farm Bill" section options for "Commodity Program $500,000 Nonfarm Income", "Conservation Program $1 Million Nonfarm Income", "Direct Payment $750,000 Farm Income", and "Direct Payment $1 Million Total Income" 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.
"SED Determination"	"Not Met - SED"	SED has determined that the producer does **not** meet the AGI eligibility provisions. **Note:** When applicable, this field may only be updated by authorized State Office Employees.
	"Blank"	SED determination has **not** been recorded for the producer.
"Date of SED Determination"		Date SED determined that the producer does **not** meet the AGI eligibility provisions.
	"Blank"	SED determination has **not** been recorded for the producer.
"Effective Program Year"		Program year applicable to the certification filed by the producer. An entry is required for years 2009 through 2013, if any of the following options are selected as the COC determination: • "Compliant - Producer" • "Compliant - Agent" • "Not Met - COC" • "Not Met - Producer".

27 AGI - 2008 Farm Bill Determination Information (Continued)

D Fields Applicable to AGI - 2008 Farm Bill 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 13 A. Verify date entered is the date 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".

27 AGI - 2008 Farm Bill 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 effective program year from AGI certification • select another 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 date the producer filed AGI certification • select another certification/COC determination.
“Must enter the SED determination date.”	User selected “Not Met-SED” for the SED Determination, but did **not** enter a date in “Date of SED Determination” field in 1 of the following fields: • Commodity Program $500,000 Nonfarm Income Certification/COC Determination • Direct Payment $750,000 Farm Income Certification/COC Determination • Direct Payment $1 Million Total Income Certification/COC Determination • Conservation Program $1 Million Nonfarm Income Certification/COC Determination.	Take either of the following actions: • Enter the date the SED determined that the producer does **not** meet the AGI eligibility provisions • Remove the selection of “Not Met-SED” from the SED Determination field.

27 AGI - 2008 Farm Bill Determination Information (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"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 effective program year • select a different certification/COC determination.
"Invalid AGI determination selection."	User selected "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 selected "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" was 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 selected "Not Filed" for 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 date from the "Date Documentation Filed by Producer" field • select a different certification/COC determination".

27 AGI - 2008 Farm Bill Determination Information (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Must enter the COC disapproval date."	User selected "Not Met - COC" as the certification/COC determination", indicating producer does **not** meet AGI provisions, but did **not** enter a date in the "COC Disapproval Date" field.	Take either of the following actions: • enter date COC determined the producer was ineligible because of AGI provisions • select another certification/COC determination.
"Year **cannot** be later than the current subsidiary year."	Program year entered is later than the current subsidiary year.	Reenter 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".	Reenter 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 of SED Determination".	Reenter a valid date or select a date using the calendar icon. See subparagraph 13 A 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".	Reenter date in an acceptable format according to subparagraph 13 A.

27 AGI - 2008 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	IF the FSA customer is…	THEN the default value is…
"Commodity Program $500,000 Nonfarm Income Certification/COC Determination"	**not** an exempt business type as defined in subparagraph B	"Not Filed", indicating producer has **not** filed all documentation required for AGI determination.
	an exempt business type as defined in subparagraph B	"Exempt", indicating producer is exempt from AGI provisions.
"Direct Payment $750,000 Farm Income Certification/COC Determination"	**not** an exempt business type as defined in subparagraph B	"Not Filed", indicating producer has **not** filed all documentation required for AGI determination.
	an exempt business type as defined in subparagraph B	"Exempt", indicating producer is exempt from AGI provisions.
"Direct Payment $1 Million Total Income Certification/COC Determination"	**not** an exempt business type as defined in subparagraph B	"Not Filed", indicating producer has **not** filed all documentation required for AGI determination.
	an exempt business type as defined in subparagraph B	"Exempt", indicating producer is exempt from AGI provisions.
"Conservation Program $1 Million Total Income Certification/COC Determination"	**not** an exempt business type as defined in subparagraph B	"Not Filed", indicating producer has **not** filed all documentation required for AGI determination.
	an exempt business type as defined in subparagraph B	"Exempt", indicating producer is exempt from AGI provisions.
"Effective Program Year"		"Blank".
"Date Documentation Filed by Producer"		
"COC Disapproval Date"		
"Certification/SED Determination"		
"Date Determination Made by SED"		

27 AGI - 2008 Farm Bill Determination Information (Continued)

G Updating Web-Eligibility AGI Certification From CCC-931

The following table provides instructions for dataloading information captured on the CCC-931 into the web-based eligibility for AGI certification for the commodity program $500,000 nonfarm income, direct payment $750,000 farm income, direct payment $1 million total income, and conservation program $1 million nonfarm income. 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 $500,000 Nonfarm Income	8A	"Compliant - Producer".
	8B or 8C	"Not Met - Producer".
Direct payment $750,000 Farm Income	7A	"Compliant - Producer".
	7B	"Not Met - Producer".
Direct payment $1 Million Total Income	5A	"Compliant - Producer".
	5B	"Not Met - Producer".
Conservation $1 Million Nonfarm Income	8A and 6A	"Compliant - Producer".
	8A and 6B	
	8B and 6A	
	8B and 6B	
	8C and 6A	
	8C and 6B	"Not Met - Producer".

27 AGI - 2008 Farm Bill Determination Information (Continued)

H 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 $500,000 nonfarm income, direct payment $750,000 farm income, direct payment $1 million total income, and conservation program $1 million nonfarm income.

If program is…	AND CPA or attorney statement indicates average adjusted gross…	THEN…
Commodity $500,000 Nonfarm Income	**nonfarm income** is less than or equal to $500,000	update Subsidiary Eligibility AGI to “Compliant - Producer”.
Direct Payment $750,000 Farm Income	**farm income** is less than or equal to $750,000	
Direct Payment $1 Million Total Income	**total income** is less than or equal to $1 million	
Conservation $1 Million Nonfarm Income	**nonfarm income** is more than $500,000, but less than or equal to $1 million	
	nonfarm income is more than $1 million and at least 66.66 percent of the **total average AGI** is from farming, ranching or forestry operations	

I 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-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 27 A and 4-PL, Part 6 for descriptions of AGI limitations.

28 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 - 2002 Farm Bill" 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.

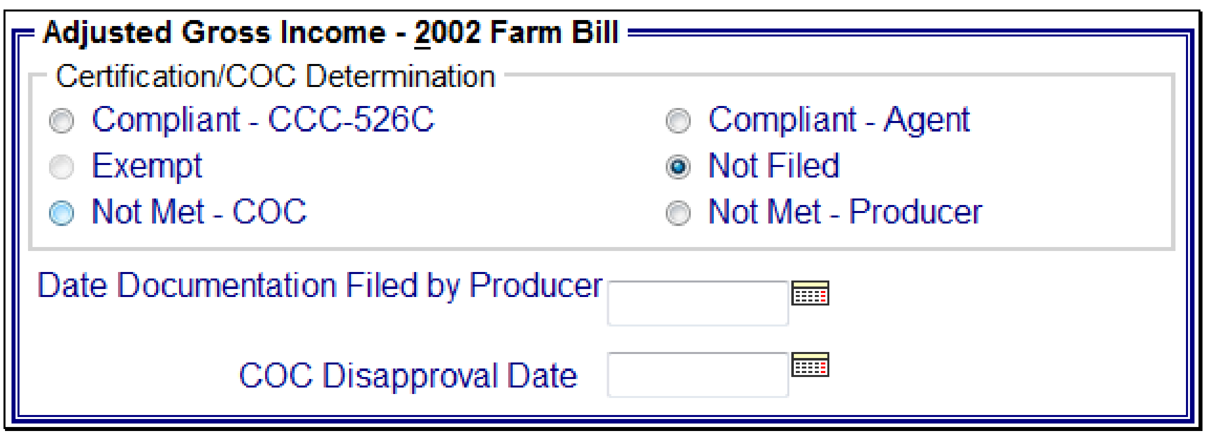
Entity	Entity Type
General Partnership	02
Joint Venture	03
Federally-owned	08
State-owned	09
Public School	13
BIA and Indian Tribal Venture	14
Indian Tribal Venture	20

28 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 for 2009 through 2013.

Following is an example of the "Adjusted Gross Income - 2002 Farm Bill" section for 2014 and subsequent years.



28 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 for years 2009 through 2013: • "Compliant - CCC-526C" • "Compliant - Agent" • "Not Met - COC" • "Not Met - Producer".

28 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 13 A. Verify the date entered 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".

28 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 1 of the following as the certification/COC determination, but did **not** enter a date in the "Effective Program Year" field in FY's 2009 through 2013: • "Compliant - CCC-526C" • "Compliant - Agent" • "Not Met - COC" • "Not Met - Producer".	Take either of the following actions: • enter effective program year from CCC-526C • select another certification/COC determination.
"Must enter the date the producer filed the AGI certification for years after 2004."	User selected 1 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 date the producer filed CCC-526C or certification • select another certification/COC determination.
"Program year **not** allowed based on certification option selected."	Effective program year was entered by the user, in FY's 2009 through 2013, but the certification/COC determination is either of the following: • "Exempt" • "Not Filed".	Take either of the following actions: • remove effective program year • select a different certification/COC determination.

28 AGI - 2002 Farm Bill Determination Information (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"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" field.	Take either of the following actions: • remove date from the "Date Documentation Filed by Producer" field • select a different certification/COC determination.
"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 date the COC determined the producer was ineligible because of AGI provisions • select another certification/COC determination.
"Year **cannot** be later than the current subsidiary year."	Program year entered is later than the current subsidiary year in FY's 2009 through 2013.	Reenter 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".	Reenter a valid date or select a date using the calendar icon.

28 AGI - 2002 Farm Bill Determination Information (Continued)

E 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 Documentation Filed by Producer" • "COC Disapproval Date".	Reenter a valid date or select a date using the calendar icon. See subparagraph 13 A 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 Disapproval Date".	Reenter date in an acceptable format according to subparagraph 13 A.

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 or "Exempt", indicating the producer is exempt from the AGI provisions listed in subparagraph B.
"Effective Program Year"	"Blank".
"Date Documentation Filed by Producer"	
"COC Disapproval Date"	

28 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.

28 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="6">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>

28 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

28 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

28 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

29 Beginning Farmer or Rancher

A Introduction

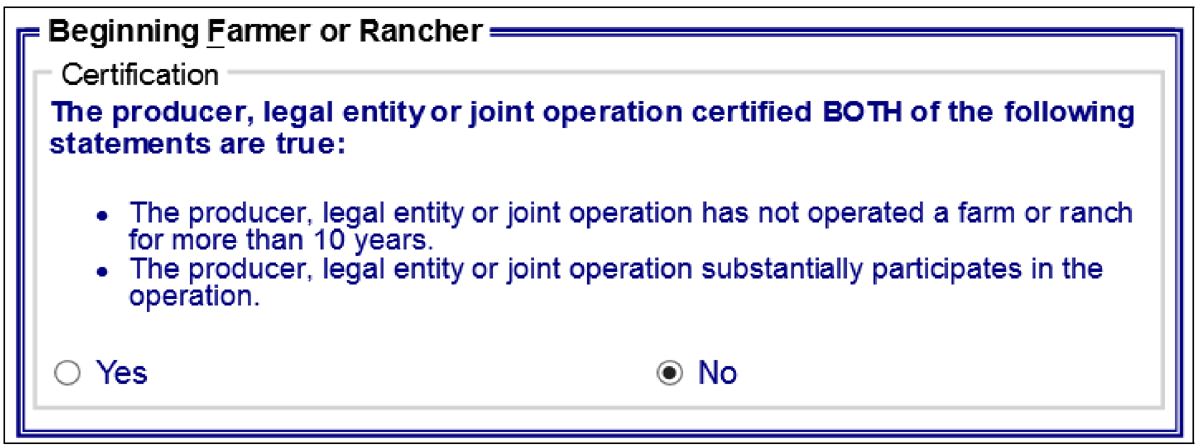
Data in the Subsidiary Eligibility Screen, “Beginning Farmer or Rancher” section is used to determine whether a producer meets the requirements to be considered a beginning farmer or rancher. Additional provisions for a beginning farmer or rancher are applicable to 2008 and future years.

See 1-CM for additional information on the beginning farmer or rancher provisions.

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

Following is an example of the “Beginning Farmer or Rancher” section for 2008 through 2013.

*--



Beginning Farmer or Rancher

Certification

The producer, legal entity or joint operation certified BOTH of the following statements are true:

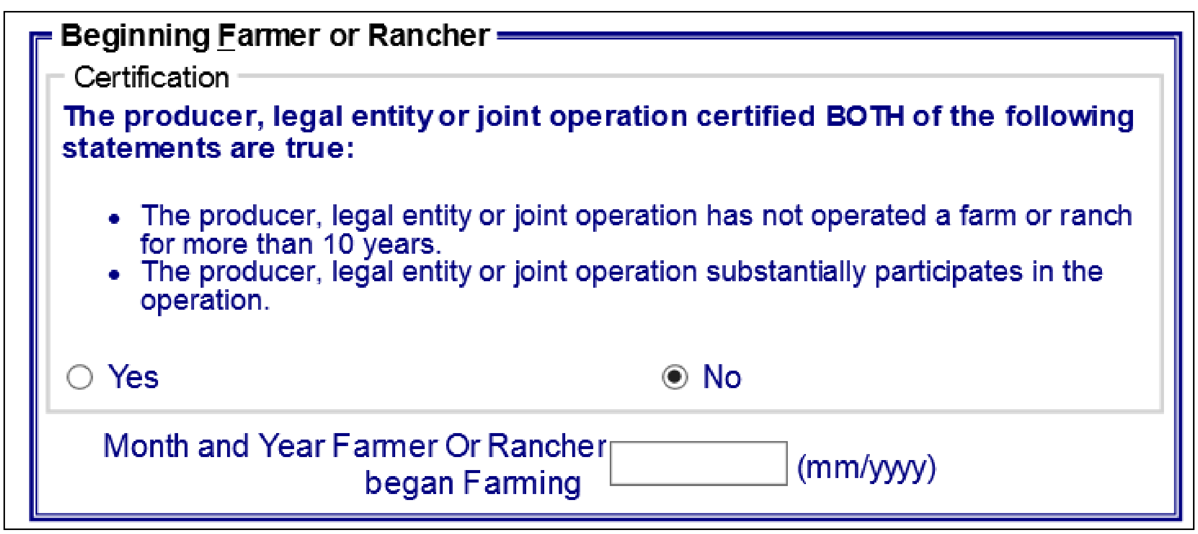
- The producer, legal entity or joint operation has not operated a farm or ranch for more than 10 years.
- The producer, legal entity or joint operation substantially participates in the operation.

○ Yes ◉ No

--*

Following is an example of the “Beginning Farmer or Rancher” section for 2014 and subsequent years.

*--



Beginning Farmer or Rancher

Certification

The producer, legal entity or joint operation certified BOTH of the following statements are true:

- The producer, legal entity or joint operation has not operated a farm or ranch for more than 10 years.
- The producer, legal entity or joint operation substantially participates in the operation.

○ Yes ◉ No

Month and Year Farmer Or Rancher began Farming (mm/yyyy)

--*

29 Beginning Farmer or Rancher (Continued)

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. * * *
"No"	Producer has **not** certified compliance with beginning farmer or rancher provisions.
"Month/ year farmer or rancher began farming"	In 2014 and subsequent years, the month/year the producer 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 any time.

29 Beginning Farmer or Rancher (Continued)

E Error Messages

The following provides error messages that may be displayed when updating "Beginning Farmer or Rancher" eligibility data in 2014 and subsequent years.

Message	Reason for Message	Corrective Action
"Month/Year is required for Beginning Farmer or Rancher when "Yes" is selected."	User selected "Yes" to beginning farmer or rancher certification, but did **not** enter a month and year in the "Month/Year Farmer or Rancher Began Farming" field.	Take either of the following actions: • enter month and year the producer began farming or ranching • for the beginning farmer or rancher certification, select "No".
"Month for Beginning Farmer or Rancher **must** be a valid month."	User did **not** enter a valid number for the month.	Take either of the following actions: • enter a valid month between "01" and "12" • for the beginning farmer or rancher certification, select "No", and remove the month.
"Year for Beginning Farmer or Rancher **must** be within the last 10 years."	User did **not** enter a year within 10 years of the subsidiary year.	Take either of the following actions: • enter a valid year within 10 years of the subsidiary year • for the beginning farmer or rancher certification, select "No".
"Year for Beginning Farmer or Rancher **must** be a valid year."	User did **not** enter a valid year.	Take either of the following actions: • enter a valid year between 2004 and current year that is a numeric value • for the beginning farmer or rancher certification, select "No", and remove the year.
"Month/Year is **not** allowed for Beginning Farmer or Rancher when "No" is selected."	User entered a month and year in the "Month/Year Farmer or Rancher began Farming" field, but selected "No" for the beginning Farmer or rancher certification.	Take either of the following actions: • for the beginning farmer or rancher certification, select "Yes" • remove the month and year.

30 Cash Rent Tenant Determination Information

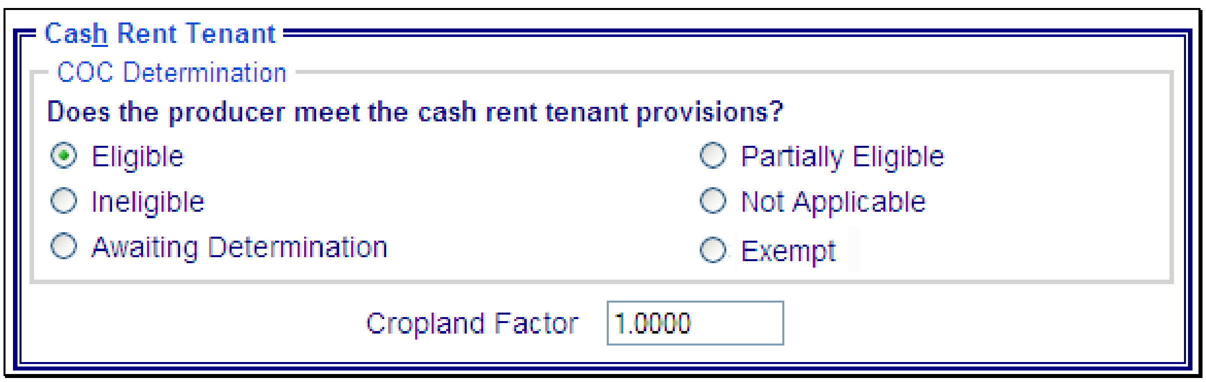
A Introduction

Data in the Subsidiary Eligibility Screen, "Cash Rent Tenant" 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 for 2009 through 2013
- 5-PL, subparagraph 15 A for a list of program benefits covered by cash rent provisions ***--**for 2014 through 2020
- 6-PL, subparagraph 34 A for a list of program benefits covered by cash rent provisions for 2021 and subsequent years.**--***

B Example of Subsidiary Eligibility Screen, "Cash Rent Tenant" Section

Following is an example of the "Cash Rent Tenant" section.



30 Cash Rent Tenant Determination Information (Continued)

C Fields Applicable to Cash Rent Determinations

The following provides fields applicable to cash rent tenant determinations.

<table>
<tr><th>Field</th><th>Option</th><th colspan="2">Explanation</th></tr>
<tr><td rowspan="6">“COC Determination”</td><td>“Eligible”</td><td colspan="2">COC has determined that the producer fully meets the cash rent tenant provisions on all acreage in the farming operation.</td></tr>
<tr><td>“Partially Eligible”</td><td colspan="2">COC has determined that the producer does not meet the cash rent tenant provisions; however, the producer is eligible on land that is owned.</td></tr>
<tr><td>“Ineligible”</td><td colspan="2">COC has determined that the producer does not meet the cash rent tenant provisions on any acreage in the farming operation.</td></tr>
<tr><td>“Not Applicable”</td><td colspan="2">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.</td></tr>
<tr><td>“Awaiting Determination”</td><td colspan="2">Producer has filed the required documentation; however, a COC determination has not been completed.</td></tr>
<tr><td>“Exempt”</td><td colspan="2">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.</td></tr>
<tr><td rowspan="8">“Cropland Factor”</td><td rowspan="8"></td><td colspan="2">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 for years 2009 through 2013
5-PL, paragraph 94 for additional information about computing cropland factors for years *--2014 through 2020
6-PL, paragraph 177 for additional information about computing cropland factors for 2021 and subsequent years.--*</td></tr>
<tr><td>IF the “COC Determination” selected is…</td><td>THEN the cropland factor must be…</td></tr>
<tr><td>“Eligible”</td><td>1.0000.</td></tr>
<tr><td>“Partially Eligible”</td><td>greater than 0.0000
less than 1.0000.</td></tr>
<tr><td>“Ineligible”</td><td>0.0000.</td></tr>
<tr><td>“Not Applicable”</td><td>1.0000.</td></tr>
<tr><td>“Awaiting Determination”</td><td>0.0000.</td></tr>
<tr><td>“Exempt”</td><td>1.0000.</td></tr>
</table>

30 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.

<table>
<tr><th>Message</th><th>Reason for Message</th><th>Corrective Action</th></tr>
<tr><td>“Cropland factor cannot be overridden based on the COC determination selected.”</td><td>User attempted to change the cropland factor from 1.0000 or 0.0000 but did not select “Partially Eligible” as the COC determination.</td><td rowspan="2">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.</td></tr>
<tr><td>“Cropland factor not applicable for the COC determination selected.”</td><td>User selected an option other than “Partially Eligible” as the COC determination”, but the cropland factor is:

• greater than zero
• less than 1.0000.</td></tr>
<tr><td>“Cropland factor must be manually computed and entered based on the COC determination selected.”</td><td>User selected “Partially Eligible” as the COC determination, but did not change the cropland factor from 1.0000 or 0.0000.</td><td>Take either of the following actions:

• compute the cropland factor according to * * * the following, as applicable, and enter the result in the “cropland factor” field:

  • 4-PL, paragraph 64 for 2008 through 2013

  • 5-PL, paragraph 94 for 2014 *--through 2020

  • 6-PL, paragraph 177 for 2021 and subsequent years.--*

• select an option other than “Partially Eligible” as the COC determination.</td></tr>
<tr><td>Cropland factor cannot be greater than 1.0000 or less than zero</td><td>User entered a cropland factor that is:

• greater than 1.0000
• less than 0.0000.</td><td>Enter correct cropland factor based on the provisions of subparagraph C.</td></tr>
</table>

30 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".

31 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.

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

31 Conservation Compliance Determination Information (Continued)

C Uploading Farm and Tract Data

Conservation compliance eligibility is automatically updated in the Eligibility System based on data recorded in MIDAS and 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 from MIDAS FRS to the Eligibility
--System. Changes to farm and tract data are uploaded within 15 minutes.--

D Summarizing HELC Eligibility From FRS

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 System 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 MIDAS and FRS applications for the producer is updated properly
- do **not** have the ability to override the summarized eligibility data.

31 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".

31 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 PCW 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 MIDAS and FRS applications 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 PCW		"Compliant".
the producer is associated with 1 or more tracts with PCW	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".

31 Conservation Compliance Determination Information (Continued)

F Summarizing CW Eligibility From FRS

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.

CW data is automatically determined and updated to the eligibility file based on the producer exceptions recorded for a farm that contains a CW.

If the data in the Eligibility System is **not** summarized correctly, County Offices:

- shall ensure that the data in MIDAS and FRS applications 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 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 CW		"Compliant"
the producer is associated with 1 or more tracts with CW	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"

31 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. *** * ***

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

<table>
<tr><th>IF HELC is…</th><th>AND PCW is…</th><th>AND CW is…</th><th>THEN the farm/tract eligibility is automatically updated to…</th></tr>
<tr><td>“No Association”</td><td>“No Association”</td><td>“No Association”</td><td>“No Association”, indicating the producer is not associated with a farm or tract.</td></tr>
<tr><td rowspan="3">“Compliant”</td><td rowspan="2">“Compliant”</td><td>“Compliant”</td><td>“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.</td></tr>
<tr><td>“Not Compliant”</td><td rowspan="2">“In Violation”, indicating the producer is in violation of the conservation compliance provisions.</td></tr>
<tr><td>“Not Compliant”</td><td>any option</td></tr>
<tr><td>“Not Compliant”</td><td>any option</td><td>any option</td><td>“In Violation”, indicating the producer is in violation of the conservation compliance provisions.</td></tr>
<tr><td rowspan="3">“Landlord/Tenant Exemption”</td><td rowspan="2">“Compliant”</td><td>“Compliant”</td><td>“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.</td></tr>
<tr><td>“Not Compliant”</td><td rowspan="2">“In Violation”, indicating the producer is in violation of the conservation compliance provisions.</td></tr>
<tr><td>“Not Compliant”</td><td>any option</td></tr>
</table>

31 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. **Note:** This is an old value and the FRS process will now update to "Compliant".	Automatically set by the system based on data in the tract files. 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. **Note:** This is an old value and the FRS process will now update to "Compliant".	
	"Landlord/ Tenant Exemption"	Producer is associated with a noncomplying tract, but has been approved for a landlord or tenant exemption.	
	"Good Faith"	Producer has received a good faith determination. **Note:** This is an old value and the FRS process will now update to "Compliant".	

31 Conservation Compliance Determination Information (Continued)

H Fields Applicable to Conservation Compliance Determinations (Continued)

Field	Option	Explanation	Update Options
"Highly Erodible Land Conservation" (Continued)	"Appeal Rights Exhausted"	Producer is associated with a noncomplying tract and appeal rights have been exhausted. **Note:** This is an old value and the FRS process will now update to "Not Compliant".	Automatically set by the system based on data in the tract files. County Offices **cannot** select this option.
	"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.
"Planted Converted Wetland"	"Compliant"	Producer is associated with 1 or more tracts and an agricultural commodity has **not** been planted on CW.	Automatically set by the system based on data in the tract files. County Offices **cannot** select this option.
	"Not Compliant"	Producer is associated with 1 or more tracts and an agricultural commodity has been planted on CW.	
	"Good Faith"	Producer has received a good faith determination. **Note:** This is an old value and the FRS process will now update to "Compliant".	
	"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.

31 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 CW.	Automatically set by the system based on data in the tract files. County Offices **cannot** select this option.
	"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. **Note:** This is an old option and the FRS process will now update to "Compliant".	
	"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. **Note:** This is an old option and the FRS process will now update to "Compliant".	
	"Appeal Rights Exhausted"	Producer is associated with a tract with a wetland converted after November 28, 1990, and FSA appeal rights have been exhausted. **Note:** This is an old option and the FRS process will now update to "Not Compliant".	
	"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.

31 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 CW 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 CW violation occurred.	An entry: • is required if the current option is "Past Violation" • **must** be a valid State and county code.

31 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, but did **not** enter a valid year in the "Year of Violation" field. • "Past Violation" • "Reinstated".	Take either of the following actions: • cancel update process to reset the system to the previous option • enter year in which CW violation occurred.
"State and county where violation occurred **must** be entered."	User selected 1 of the following options as the farm/tract eligibility, 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 update process to reset the system to the previous option • enter a valid State and county code where CW violation occurred.
"Invalid year."	Year entered in the "Year of Violation" field is **not** a valid year.	Reenter 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.	Reenter 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.	Reenter the applicable State and county code. See 1-CM, Exhibit 101 for a current list of State and county codes.

31 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 farm/tract eligibility; however, "Past Violation" was **not** the previous option selected.	Take the following action: • cancel 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 web-based Subsidiary System and select "Past Violation" as the farm/tract eligibility and submit the change • re-access the web-based Subsidiary System and select "Reinstated" as the farm/tract eligibility".

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".

32 Controlled Substance Determination Information

A Overview

Controlled substance *** * *** is read by several programs for eligibility purposes. This is a year specific flag.

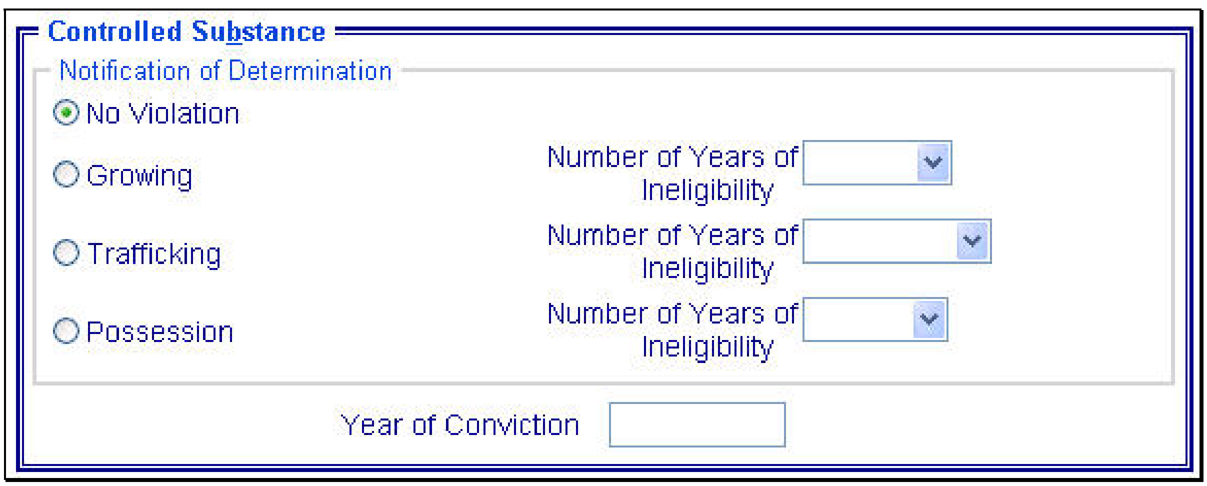
B Business Rule

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 Eligibility System.

Option	Notification of Determination	Short Form Name	* * *
"1"	Producer has **not** been convicted of a controlled substance violation.	No Violation	* * *
"2"	Producer has been convicted of planting, cultivating, growing, producing, harvesting, or storing of a controlled substance.	Growing	* * *
"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 Eligibility 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 Eligibility System to track the violation period. The year entered **cannot** be greater than 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 Eligibility 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.
"Invalid Entry."	anything except a valid entry.
"Year of conviction **must** be entered"	Option 2 (Growing), Option 3 (Drug Trafficking), or Option 4 (Possession), but did **not** enter the year of conviction.
"Number of years **must** be entered"	Option 2 (Growing), Option 3 (Drug Trafficking), or Option 4 (Possession), but did **not** select the number of year of conviction.

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 any time.

33 Delinquent Debt Determination Information

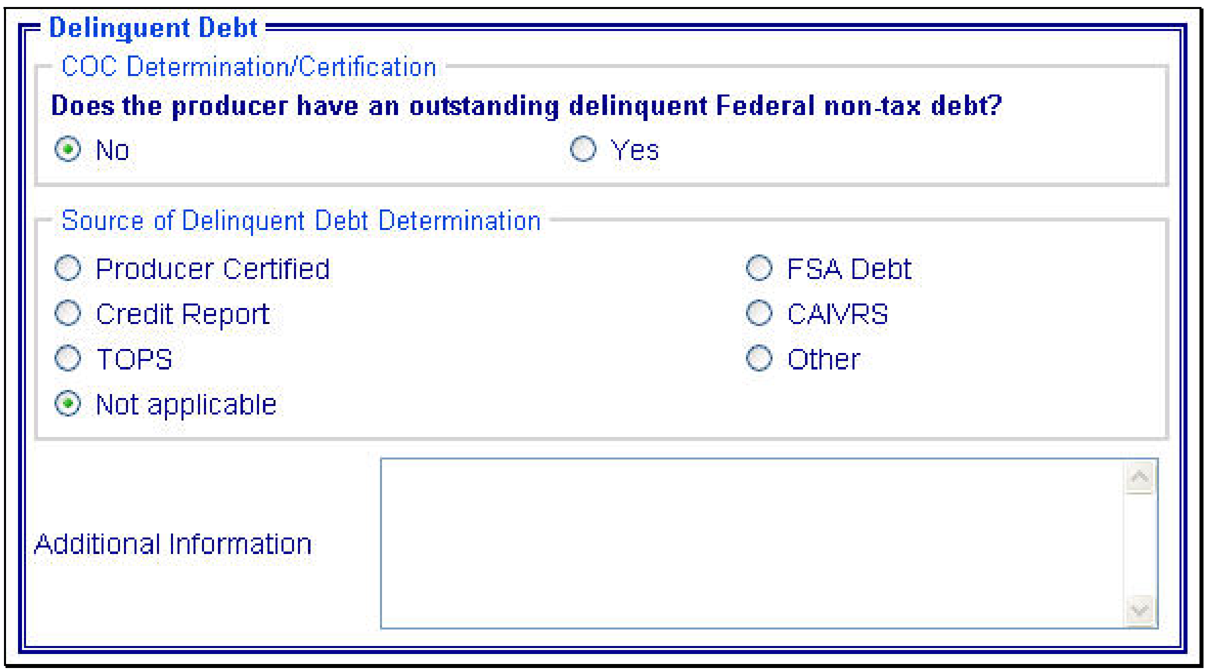
A Introduction

DCIA 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.



33 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 certification/COC determination.
"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 source for the delinquent debt determination.

33 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".

34 Federal Crop Insurance 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.

34 Federal Crop Insurance 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 options without selecting another option. Therefore, because 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.

35 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:

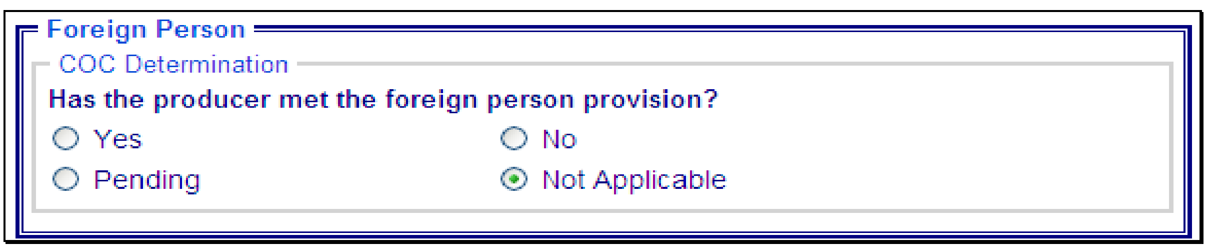
- 4-PL, subparagraph 11 A for a list of program benefits covered by foreign person provisions for 2009 through 2013
- 5-PL, subparagraph 15 A for a list of program benefits covered by foreign person
*--provisions for 2014 through 2020
- 6-PL, subparagraph 34 A for a list of program benefits covered by foreign person provisions for 2021 and subsequent years.--*

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

- individuals that are U.S. citizens
- individuals that are legal resident aliens
- businesses that originate in the U.S.

B Example of Subsidiary Eligibility Screen, "Foreign Person" Section

The following is an example of the "Foreign Person" section.



35 Foreign Person Determination Information (Continued)

C Summarizing Data From Business Partner Record

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

<table>
<tr><th>IF the Business Partner customer's…</th><th>AND the Business Partner customer's "Resident Alien" flag is…</th><th>THEN foreign person "COC Determination" for the current year is defaulted to…</th></tr>
<tr><td>"Citizenship Country" is "United States"</td><td></td><td>"Not Applicable".</td></tr>
<tr><td rowspan="2">"Citizenship Country" is anything other than "United States"</td><td>"Yes"</td><td>"Not Applicable".</td></tr>
<tr><td>"No"</td><td>"Pending" indicating that COC has not made a foreign person determination.</td></tr>
<tr><td>"Originating Country" is "United States"</td><td></td><td>"Not Applicable".</td></tr>
<tr><td>"Originating Country" is anything other than "United States"</td><td></td><td>"Pending" indicating that COC has not made a foreign person determination.</td></tr>
</table>

Changes to Business Partner "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 Business Partner.

35 Foreign Person Determination Information (Continued)

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 options without selecting another option. Because an option is always selected, there are **no** error messages applicable to the foreign person determination information.

36 Fraud - including FCIC Fraud Determination

A Introduction

--The "Fraud - including FCIC Fraud" section available through subsidiary year 2016 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 Business Partner to a county in that State.

36 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 to **tim.witt@usda.gov** • telephone at 816-926-7394.
OIG case	Jack Welch, Director, ALS, by: • e-mail to **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.

37 Limited Resource Farmer or Rancher

A Introduction

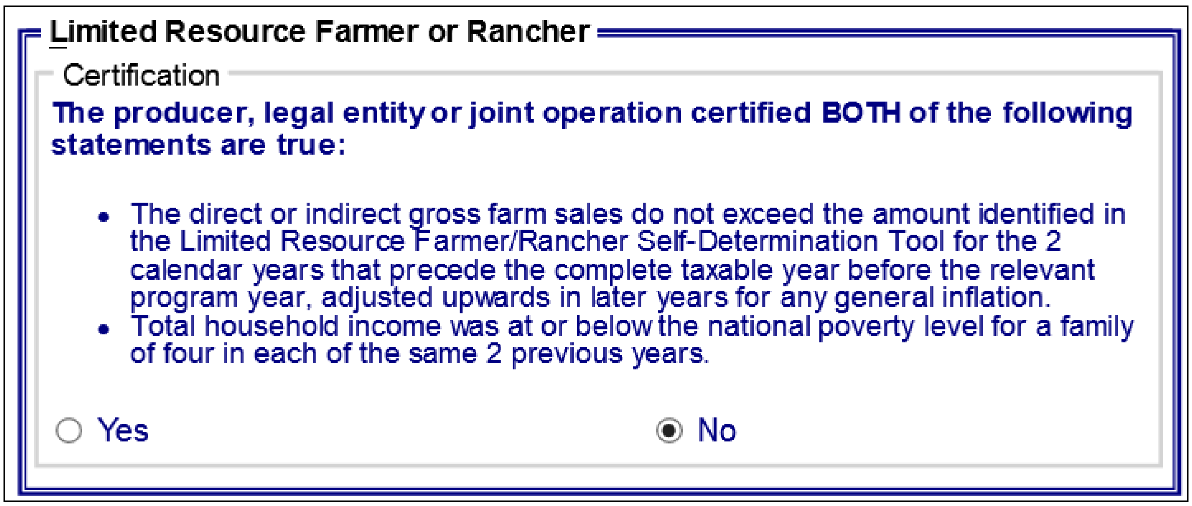
Data in the Subsidiary Eligibility Screen, “Limited Resource Farmer or Rancher” section is used to determine whether a producer meets the requirements to be considered a limited resource farmer or rancher. Additional provisions for a limited resource farmer or rancher are applicable to 2008 and subsequent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

See 1-CM for additional information on the limited resource farmer or rancher provisions.

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.
“No”	Producer has **not** certified compliance with limited resource farmer or rancher provisions.

37 Limited Resource 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 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 any time.

38 NAP Non-Compliance Determination Information

A Overview

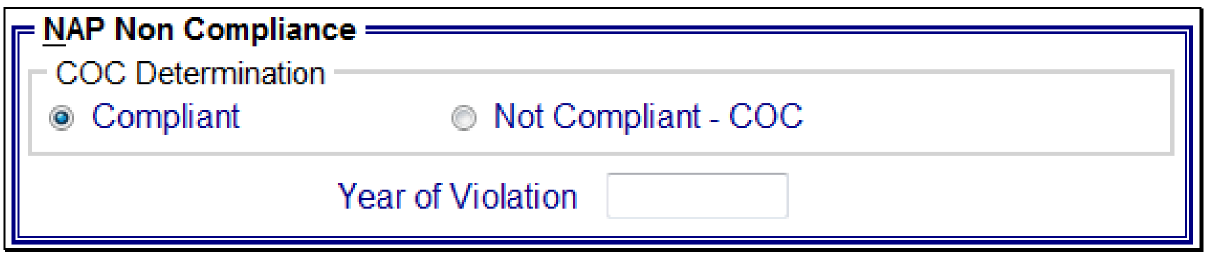
NAP noncompliance *** * *** is used to show eligibility for NAP. This started with the year 2000. This is a year specific flag.

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 Example of the Subsidiary Eligibility Screen, NAP Non Compliance

Following is an example of the "NAP Non Compliance" section.



D 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	* * *
"1"	Producer is in compliance with NAP procedures.	Certified	* * *
"2"	COC has determined that the producer violated NAP compliance provisions.	Not Compliant - COC	* * *

38 NAP Non-Compliance Determination Information (Continued)

E 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 than the current subsidiary year. A year **must** be entered or the system will **not** allow the user to continue.

F 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.

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 is the default value for NAP noncompliance eligibility. After the record is created, then updates can be made at any time.

39 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.

*** * ***

B Example of Subsidiary Eligibility Screen, “Permitted Entity - 2002 Farm Bill” Section

Following is an example of the “Permitted Entity - 2002 Farm Bill” section.

39 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.

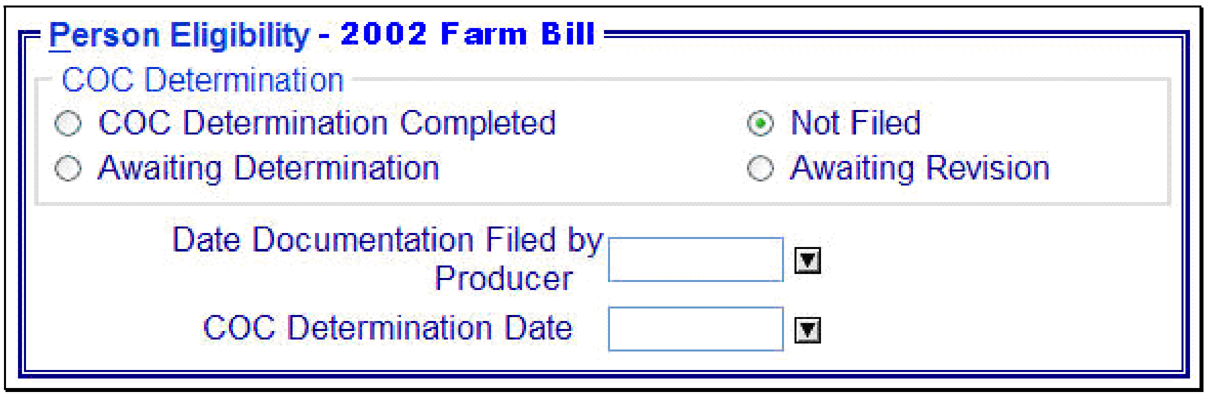
40 Person Eligibility - 2002 Farm Bill Determination Information

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 13 A.	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 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 date from the “Date Documentation Filed by Producer” field • select another 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 “COC Determination Date” • select another 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 date from the "COC Determination Date" field • select another 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".	Reenter 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".	Reenter a valid date or select a date using the calendar icon. See subparagraph 13 A 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".	Reenter date in an acceptable date format according to subparagraph 13 A.

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 SDA 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 SDA. Additional provisions for a SDA farmer or rancher are applicable to 2008 and subsequent years.

***--**See 1-CM for additional information on the SDA farmer or rancher provisions.

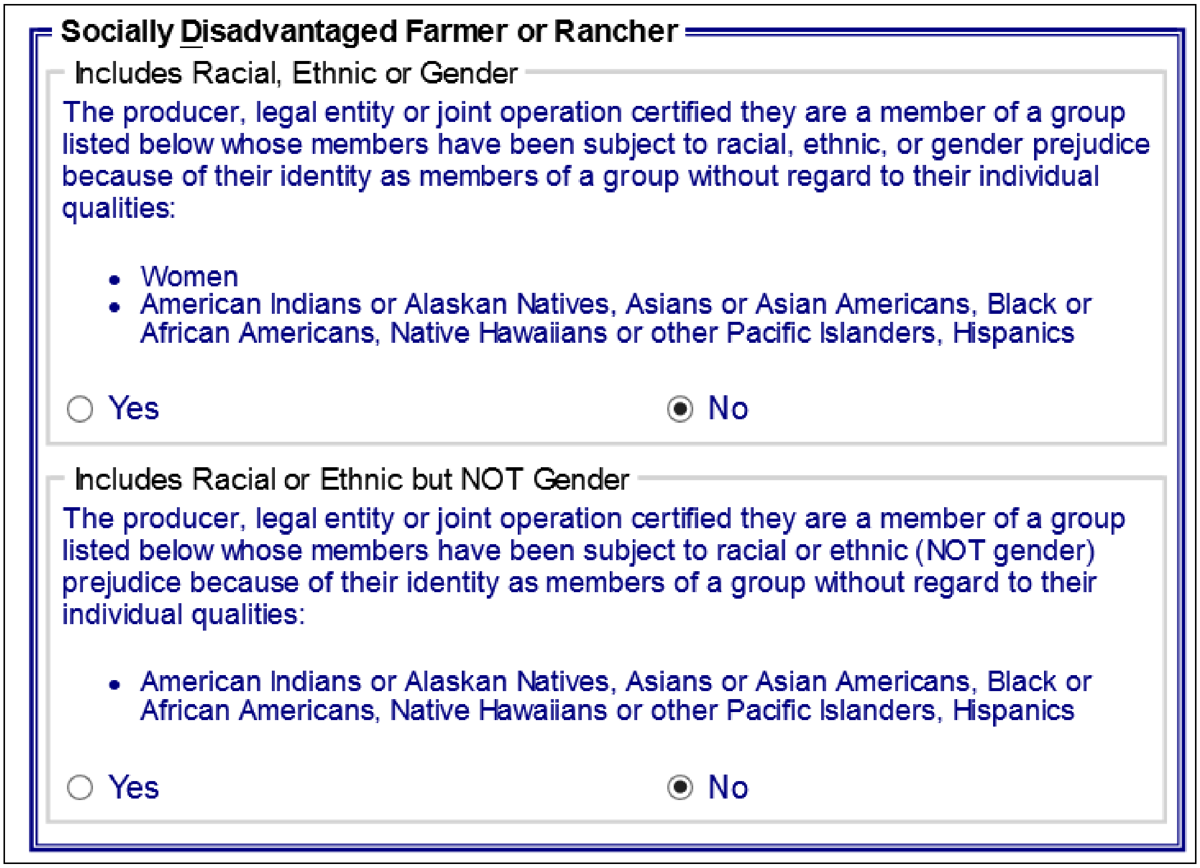
*** * ***

41 SDA 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.

*--



Socially Disadvantaged Farmer or Rancher

Includes Racial, Ethnic or Gender

The producer, legal entity or joint operation certified they are a member of a group listed below whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities:

- Women
- American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics

○ Yes ◉ No

Includes Racial or Ethnic but NOT Gender

The producer, legal entity or joint operation certified they are a member of a group listed below whose members have been subject to racial or ethnic (NOT gender) prejudice because of their identity as members of a group without regard to their individual qualities:

- American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics

○ Yes ◉ No

--*

41 SDA Farmer or Rancher (Continued)

C Fields Applicable to SDA Farmer or Rancher

The following provides fields applicable to a SDA farmer or rancher.

Field	Option	Explanation
"Includes Racial, Ethnic or Gender"	"Yes"	Producer has certified compliance with SDA farmer or rancher provisions as defined under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, or gender). * * *
	"No"	Producer has **not** certified compliance with SDA farmer or rancher provisions as defined under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, or gender).
"Includes Racial or Ethnic but NOT Gender"	"Yes"	Producer has certified compliance with SDA farmer or rancher provisions as defined under the Food, Agriculture, Conservation, and Trade Act of 1990 (includes racial or ethnic, but **not** gender). * * *
	"No"	Producer has **not** certified compliance with SDA farmer or rancher provisions as defined under the Food, Agriculture, Conservation, and Trade Act of 1990 (includes racial or ethnic, but **not** gender).

41 SDA 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 SDA 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 any time.

42 Eligibility Determinations After Business Partner Merge

A Background

When a merge occurs in the Business Partner system, the majority of the Eligibility Determinations may no longer be valid.

If the Eligibility Determination is different between the winning and losing customers in the merge, the determination may be reset to the default value.

County Offices are responsible for reviewing the documentation on file for the customer and updating the Eligibility Determinations after a merge occurs in Business Partner.

B Eligibility Determination Table

The following table provides a list of the Eligibility Determinations and what will occur when customers are merged in Business Partner.

Eligibility Determination	Field	IF the customer's records do not match, then eligibility is…	IF the customer's records match, then eligibility is…
Actively Engaged	COC Determination	Not Filed - if the producer is not an Indian Tribal Venture.	The same value from the merged records.
		Exempt – if the producer is an Indian Tribal Venture.	
	Date Documentation Filed by Producer	Blank.	
	COC Determination Date	Blank.	
Actively Engaged – 2002 Farm Bill	COC Determination	Not Filed.	the same value from the merged records.
	Date Documentation Filed by Producer	Blank.	
	COC Determination Date	Blank.	

42 Eligibility Determinations After Business Partner Merge (Continued)

B Eligibility Determination Table (Continued)

Eligibility Determination	Field	IF the customer's records do not match, then eligibility is…	IF the customer's records match, then eligibility is…
AD-1026	Certification	Not Filed.	the same value from the merged records.
	Referred to NRCS	No.	
	Date AD-1026 Referred to NRCS	Blank.	
	Date Continuous Certification/Authorization Signed by Producer	Blank.	
	First Time Producer Filing AD-1026	**--***No.	
	Date First Time Producer Filing AD-1026	Blank.	
	Producers affiliate violation applicable to RMA."	No.**--***	
Adjusted Gross Income – 2002 Farm Bill	Certification/COC Determination	Not Filed – if the producer is not an Exempt business type.	the same value from the merged records.
		Exempt – if the producer is an Exempt business type.	
	Date Documentation Filed by Producer	Blank.	
	COC Disapproval Date	Blank.	

42 Eligibility Determinations After Business Partner Merge (Continued)

B Eligibility Determination Table (Continued)

Eligibility Determination	Field	IF the customer's records do not match, then eligibility is…	IF the customer's records match, then eligibility is…
Adjusted Gross Income - 2008 Farm Bill – Conservation Program	Determination	Not Filed – if the producer is not an Exempt business type.	the same value from the merged records.
		Exempt – if the producer is an Exempt business type.	
	SED Determination	Blank.	
	Date of SED Determination	Blank.	
	Date Documentation Filed by Producer	Blank.	
	COC Disapproval Date	Blank.	
Adjusted Gross Income – *--2014 and 2018 Farm Bills--*	Producer Certification	Winning Producer's Producer Certification.	the same value from the merged records.
	Date Documentation Filed by Producer	Winning Producer's Date Documentation Filed by Producer.	
	IRS Verification	Winning Producer's IRS Verification.	
	Date Processed by IRS	Winning Producer's Date Processed by IRS.	
	State Office/SED Determination	Winning Producer's State Office/SED Determination.	
	SED Determination Date	Winning Producer's SED Determination Date.	
Adjusted Gross *--Income – 75%--* Rule	Certification	Winning Producer's Certification.	the same value from the merged records.
	Date Documentation Filed by Producer	Winning Producer's Date Documentation Filed by Producer.	

42 Eligibility Determinations After Business Partner Merge (Continued)

B Eligibility Determination Table (Continued)

<table>
<tr><th>Eligibility Determination</th><th>Field</th><th>IF the customer's records do not match, then eligibility is…</th><th>IF the customer's records match, then eligibility is…</th></tr>
<tr><td rowspan="2">Beginning Farmer or Rancher</td><td>Certification/COC Determination</td><td>No.</td><td rowspan="2">the same value from the merged records.</td></tr>
<tr><td>Month and Year Farmer or Rancher began Farming</td><td>Blank.</td></tr>
<tr><td rowspan="4">Cash Rent Tenant</td><td rowspan="2">COC Determination</td><td>Awaiting Determination - if the producer is not an Indian Tribal Venture.</td><td rowspan="4">the same value from the merged records.</td></tr>
<tr><td>Exempt –if the producer is an Indian Tribal Venture.</td></tr>
<tr><td rowspan="2">Cropland Factor</td><td>0.0000 - if Awaiting Determination.</td></tr>
<tr><td>1.0000 - if Exempt.</td></tr>
<tr><td rowspan="6">Conservation Compliance</td><td>Highly Erodible Land Conservation</td><td rowspan="3">the summarized data from the farm records system for the customer.</td><td rowspan="3">the summarized data from the farm records system for the customer.</td></tr>
<tr><td>Planted Converted Wetland</td></tr>
<tr><td>Converted Wetland</td></tr>
<tr><td>Farm/Tract Eligibility</td><td>the summarized data from:

• HELC
• PCW
• CW.</td><td>the summarized data from:

• HELC
• PCW
• CW.</td></tr>
<tr><td>Year of Violation</td><td>blank or the year closest to the current year.</td><td rowspan="2">the same value from the merged records.</td></tr>
<tr><td>State and County Where Violation Occurred</td><td>blank or the state and county with the lowest FIPS code.</td></tr>
</table>

42 Eligibility Determinations After Business Partner Merge (Continued)

B Eligibility Determination Table (Continued)

*--

Eligibility Determination	Field	IF the customer's records do not match, then eligibility is…	IF the customer's records match, then eligibility is…
Veteran Farmer or Rancher	Veteran Certification	No.	the same value from the merged records.
	Month/Year Farmer or Rancher obtained Veteran Status	Blank.	
	Certification Farmer or Rancher served in Armed Forces and have not operated a farm or ranch more than 10 years	No.	
	Month/Year Farmer or Rancher who served in Armed Forces began farming	Blank.	

--*

*--43 AGI – 75% Rule

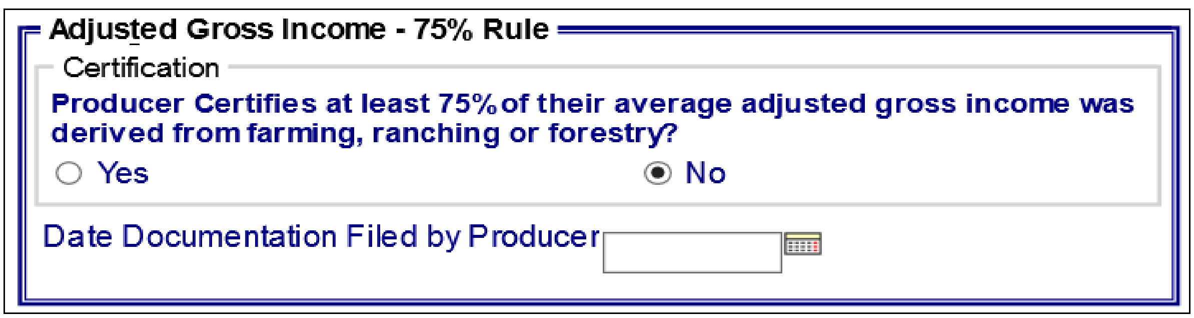
A Introduction

The regulations for WHIP stipulate that a person or legal entity will be eligible for a higher WHIP payment limitation if the person or legal entity derives at least 75 percent of their average AGI from farming, ranching, or forestry. Data in the Eligibility System for the "Adjusted Gross Income – 75% Rule" section is used to determine producer eligibility for a higher WHIP payment limitation. See 1-WHIP for additional information for determining producer eligibility for a higher WHIP payment limitation.

The regulations for the 2019 Market Facilitation Program may allow exemptions to producers with an AGI greater than the $900,000 threshold if the producer certifies at least 75 percent of their average AGI was derived from farming, ranching, or forestry. Data in the Eligibility system for the "Adjusted Gross Income – 75% Rule" section is used to determine whether a producer meets the requirements to be considered exempt from the AGI $900,000 threshold.

B Example of the Subsidiary Eligibility Screen, "Adjusted Gross Income – 75% Rule" Section

The following is an example of the "Adjusted Gross Income – 75% Rule" section in subsidiary year 2017 and subsequent years.



C Fields Applicable to "Adjusted Gross Income – 75% Rule" Certification

The following provides fields applicable to the "Adjusted Gross Income – 75% Rule" certification.

Field	Option	Explanation
"Producer Certifies at least 75% of their average adjusted gross income was derived from farming, ranching or forestry."	"Yes"	Producer certified that at least 75 percent of their average AGI is derived from farming, ranching, or forestry.
	"No"	Producer has **not** certified that at least 75 percent of their average AGI is derived from farming, ranching, or forestry.
"Date Documentation Filed by Producer"		Date producer filed documentation indicating that at least 75 percent of their average AGI is derived from farming, ranching, or forestry.

--*

--43 AGI – 75% Rule (Continued)--

D Error Messages

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

Field	Option	Explanation
"Date producer certified at least 75% of their average adjusted gross income was derived from farming, ranching and forestry is required."	User selected "Yes" indicating the producer certified their average AGI is derived from at least 75 percent farming, ranching, or forestry, but did **not** enter the date in the "Date Documentation Filed by Producer" field.	Take either of the following actions: • enter the date the person or legal entity filed the certification * * * indicating at least 75 percent of their average AGI is derived from farming, ranching, or forestry • select "No" for the 75 percent average AGI derived from farming, ranching, or forestry certification.
"Date Documentation Filed by Producer **cannot** be later than today's date."	Date entered or selected for the "Date Documentation Filed by Producer" field is later than the current date.	Re-enter a valid date or select a date using the calendar icon.
"Date Documentation Filed by Producer – Invalid date"	Date entered or selected for the "Date Documentation Filed by Producer" field is **not** a valid date.	Re-enter a valid date or select a date using the calendar icon. See subparagraph 13 A for acceptable date formats.
"Date Documentation Filed by Producer not formatted correctly. mm/dd/yyyy, mmddyyyy, mmddyy."	Date entered for the "Date Documentation Filed by Producer" field is **not** in an acceptable format.	Re-enter the date in an acceptable format according to subparagraph 13 A.

--43 AGI – 75% Rule (Continued)--

D Error Messages (Continued)

Field	Option	Explanation
"Date producer certified at least 75% of their average adjusted gross income was derived from farming, ranching or forestry is not allowed if certification is "No"."	User entered the "Date Documentation Filed by Producer", but did not select "Yes" to indicate the producer certified at least 75 percent of their average AGI is derived from farming, ranching, or forestry.	Take either of the following actions: • select "Yes" for the 75 percent average AGI derived from farming, ranching, or forestry certification if the producer certified at least 75 percent of their average AGI is derived from farming, ranching, or forestry • remove the date the producer certified at least 75 percent of their average AGI is derived from farming, ranching, or forestry.

E Field Default Values

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

Field	Default Value
"Certification"	"No", indicating producer has **not** filed certification * * * that at least 75 percent of their average AGI is derived from farming, ranching, or forestry.
"Date Documentation Filed by Producer"	"Blank".

*--44 Veteran Farmer or Rancher

A Introduction

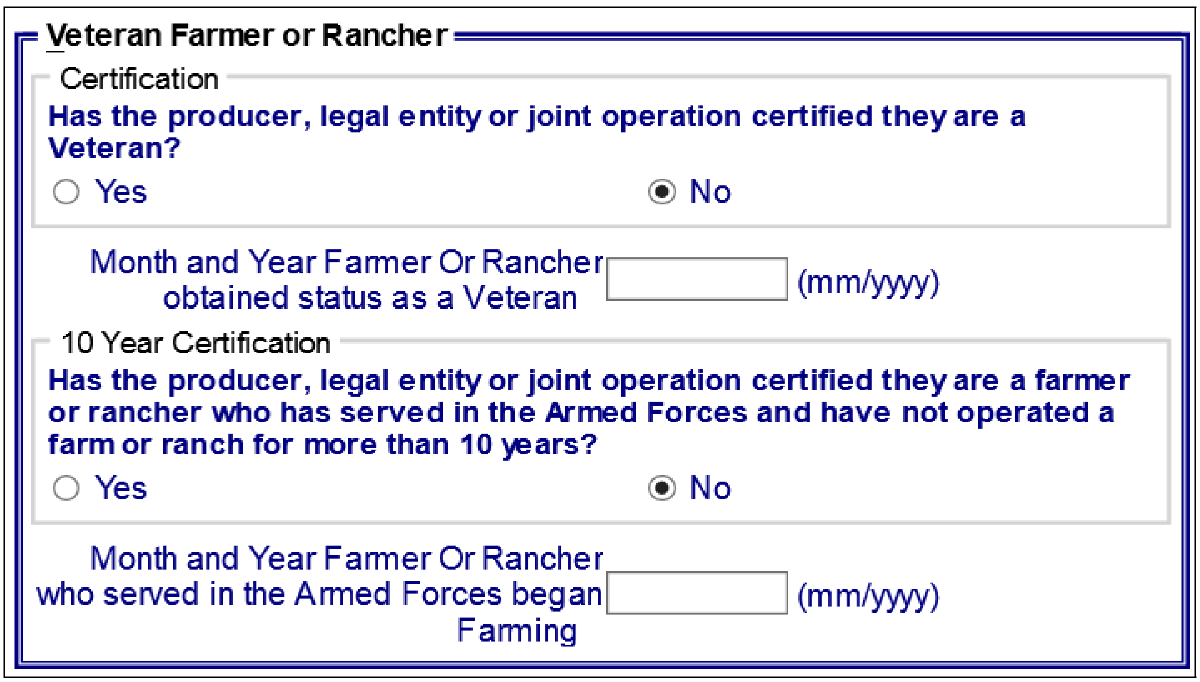
Data in the Subsidiary Eligibility "Veteran Farmer or Rancher" section is used to determine whether a producer meets the requirements to be considered a:

- veteran
- farmer or rancher who has obtained veteran status within the last 10 years
- farmer or rancher who has served in the Armed Forces and began farming within the last 10 years.

Provisions for a veteran farmer or rancher are applicable to 2019 and future years.

B Example of Subsidiary Eligibility Screen "Veteran Farmer or Rancher" Section

The following is an example of the "Veteran Farmer or Rancher" section for 2019 and subsequent years.


Veteran Farmer or Rancher

Certification

Has the producer, legal entity or joint operation certified they are a Veteran?

Yes No

Month and Year Farmer Or Rancher obtained status as a Veteran (mm/yyyy)

10 Year Certification

Has the producer, legal entity or joint operation certified they are a farmer or rancher who has served in the Armed Forces and have not operated a farm or ranch for more than 10 years?

Yes No

Month and Year Farmer Or Rancher who served in the Armed Forces began Farming (mm/yyyy)

--*

*--44 Veteran Farmer or Rancher (Continued)

C Fields Applicable to Veteran Farmer or Rancher

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

Field	Option	Explanation
"Veteran" Certification	"Yes"	Producer has certified they are a veteran.
	"No"	Producer has not certified they are a veteran.
"Month/Year Farmer or Rancher obtained status as a Veteran"		Month/year the producer obtained veteran status.
"Farmer or Rancher has served in Armed Forces and have not operated a farm or ranch more than 10 years" Certification	"Yes"	Producer has certified they served in the Armed Forces and have not operated a farm or ranch for more than 10 years.
	"No"	Producer has not certified they served in the Armed Forces and have not operated a farm or ranch for more than 10 years.
"Month/Year Farmer or Rancher who served in the Armed Forces began farming"		Month/Year the producer who served in the Armed Forces began farming or ranching.

D Field Default Values

Field	Default Value
"Veteran" Certification	"No".
"Farmer or Rancher has served in Armed Forces and have not operated a farm or ranch more than 10 years" Certification	
"Month/Year Farmer or Rancher obtained status as a Veteran"	"Blank".
"Month/Year Farmer or Rancher who served in the Armed Forces began farming"	

Note: A 1-time process will automatically update the Veteran Certification to "Yes" in FY 2019 if the producer certified they are a veteran in Business Partner. Users will be responsible for updating any future veteran certifications provided by the producer in the Subsidiary system.**--***

*--44 Veteran Farmer or Rancher (Continued)

E Error Messages

The following table provides error messages that may be displayed when updating veteran farmer or rancher eligibility data in 2019 and subsequent years.

Message	Reason for Message	Corrective Action
"Month/Year farmer or rancher who served in the Armed Forces began farming or ranching is required when producer certifies they served in the Armed Forces and have not operated a farm or ranch for more than 10 years".	User certified "Yes" the farmer or rancher served in the Armed Forces and have not operated a farm or ranch more than 10 years and did not enter the month/year the farmer or rancher who served in the Armed Forces began farming or ranching.	Take either of the following options: • enter the month/year the farmer or rancher who served in the Armed Forces began farming or ranching • select "No" for the certification that the farmer or rancher served in the Armed Forces and has not operated a farm or ranch more than 10 years.
"Month/Year farmer or rancher who served in the Armed Forces began farming or ranching is not allowed when producer did not certify they served in the Armed Forces and have not operated a farm or ranch for more than 10 years".	User certified "No" the farmer or rancher served in the Armed Forces and have not operated a farm or ranch more than 10 years and entered a month/year the producer began farming or ranching.	Take either of the following options: • remove the month/year the farmer or rancher who served in the Armed Forces began farming or ranching • select "Yes" for the certification that the farmer or rancher served in the Armed Forces and has not operated a farm or ranch more than 10 years.
"Month/Year farmer or rancher who served in Armed Forces began farming or ranching – Month must be a number between 1 and 12".	User did not select a number between 1 and 12 for the month the farmer or rancher who served in the Armed Forces began farming or ranching.	Re-enter the month with a number between 1 and 12.

--*

***--44 Veteran Farmer or Rancher (Continued)**

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Month/Year farmer or rancher who served in the Armed Forces began farming or ranching – Year must be within the last 10 years from the Subsidiary year selected".	User certified "Yes" the farmer or rancher served in the Armed Forces and have not operated a farm or ranch more than 10 years and entered a year greater than 10 years from the Subsidiary year selected.	Take either of the following options: • enter the correct year the farmer or rancher who served in the Armed Forces began farming or ranching • select "No" for the certification that the farmer or rancher served in the Armed Forces and has not operated a farm or ranch more than 10 years.
"Month/Year farmer or rancher who served in the Armed Forces began farming or ranching cannot be greater than the current month/year".	User certified "Yes" they served in the Armed Forces and have not operated a farm or ranch more than 10 years and entered the month/year they began farming or ranching greater than the current month/year.	Take either of the following options: • correct the month/year the producer who served in the Armed Forces began farming or ranching • select "No" for the certification that the producer served in the Armed Forces and has not operated a farm or ranch more than 10 years and remove the month/year they began farming.
"Month/Year farmer or rancher who served in the Armed Forces began farming or ranching – Month/Year must be numeric".	User entered numerical values for the month/year the farmer or rancher who served in the Armed Forces began farming or ranching.	Re-enter a valid month/year.

--*

*--44 Veteran Farmer or Rancher (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Month/Year farmer or rancher who served in the Armed Forces began farming or ranching – Date entry not formatted correctly".	User did not enter the month/year the farmer or rancher who served in the Armed Forces began farming or ranching in a mm/yyyy format.	Re-enter a valid month/year.
"Month/Year Farmer or Rancher obtained Veteran status is not allowed when producer did not certify they are a Veteran".	User certified "No" the producer is not a veteran and entered a month/year the producer obtained veteran status.	Take either of the following options: • remove the month/year the producer obtained veteran status • select "Yes" for the veteran certification.
"Month/Year Farmer or Rancher obtained Veteran status – Month must be a number between 1 and 12".	User did not select a number between 1 and 12 for the month the producer obtained veteran status.	Re-enter the month with a number between 1 and 12.
"Month/Year Farmer or Rancher obtained Veteran status cannot be greater than the current month/year".	User certified "Yes" the producer is a veteran and entered the month/year the producer obtained veteran status greater than the current month/year.	Take either of the following options: • correct the month/year the producer obtained veteran status • select "No" for the veteran certification.
"Month/Year Farmer or Rancher obtained Veteran status – Date entry not formatted correctly".	User did not enter the month/year the producer obtained veteran status in a mm/yyyy format.	Re-enter a valid month/year.
"Month/Year Farmer or Rancher obtained Veteran status – Month/Year must be numeric".	User entered numerical values for the month/year the producer obtained veteran status.	Re-enter a valid month/year.

--*

45-70 (Reserved)

Part 4 Web-Based Combination Software

Section 1 General Information

71 Overview

A Introduction

This part provides guidance about the following:

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

B Why This Part Is Important

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

C Year-Specific File

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

D Combinations Types

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

- ***--**"Attribution" that will record determinations according to 4-PL, 5-PL, and 6-PL**--***

  Note: See:

  - 4-PL, subparagraph 179 D for common attribution procedure for 2009 through 2013
  - 5-PL, subparagraph 277 D for common attribution procedure for 2014 ***--**through 2020
  - 6-PL, subparagraph 107 E for common attribution procedure for 2021 and subsequent years.**--***

- "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 Business Partner 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.

*** * ***

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 Business Partner 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.

73-80 (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

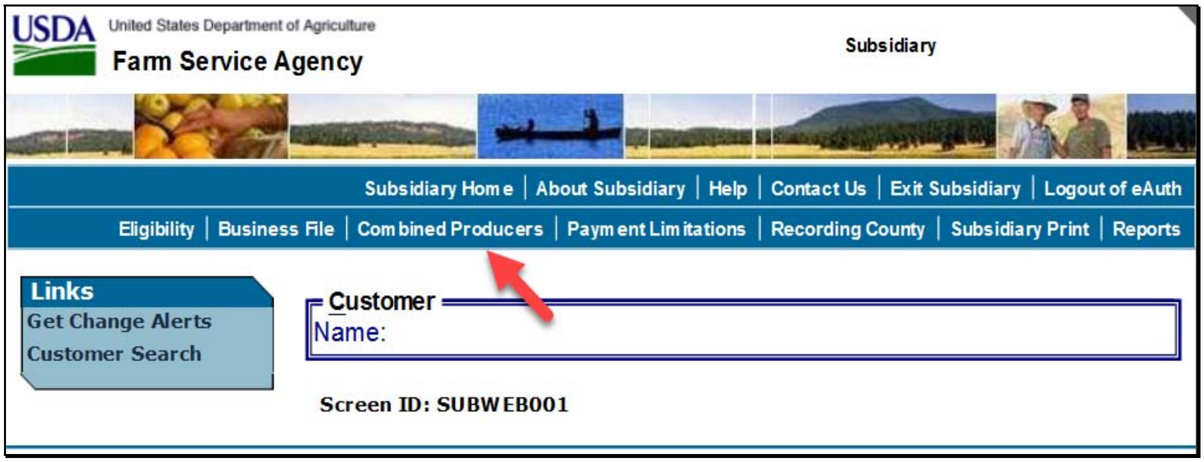
Access the web-based Subsidiary System according to paragraph 9.

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.

*--



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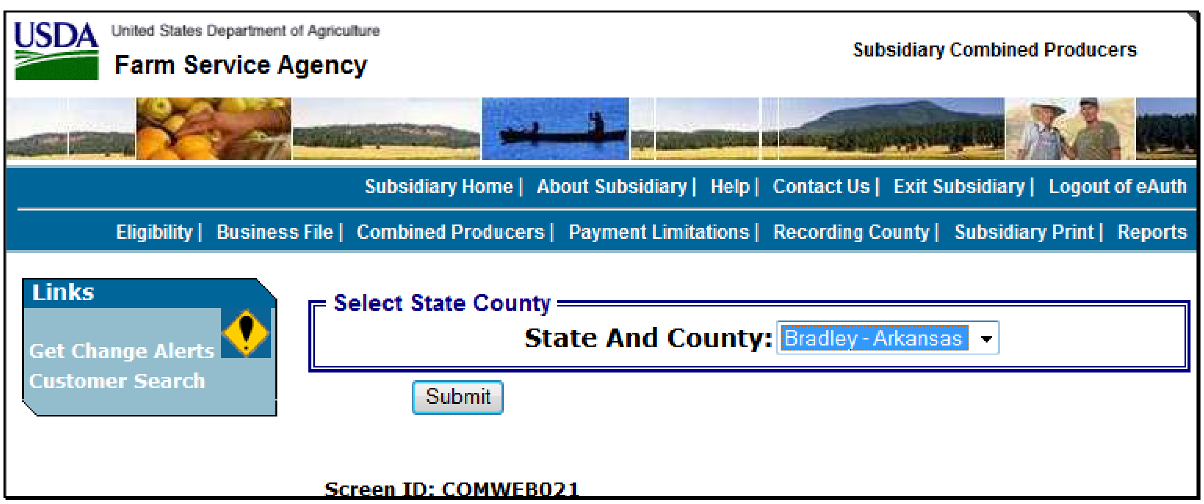
B Users eAuthentication Status

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.



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

C Selecting the Producer

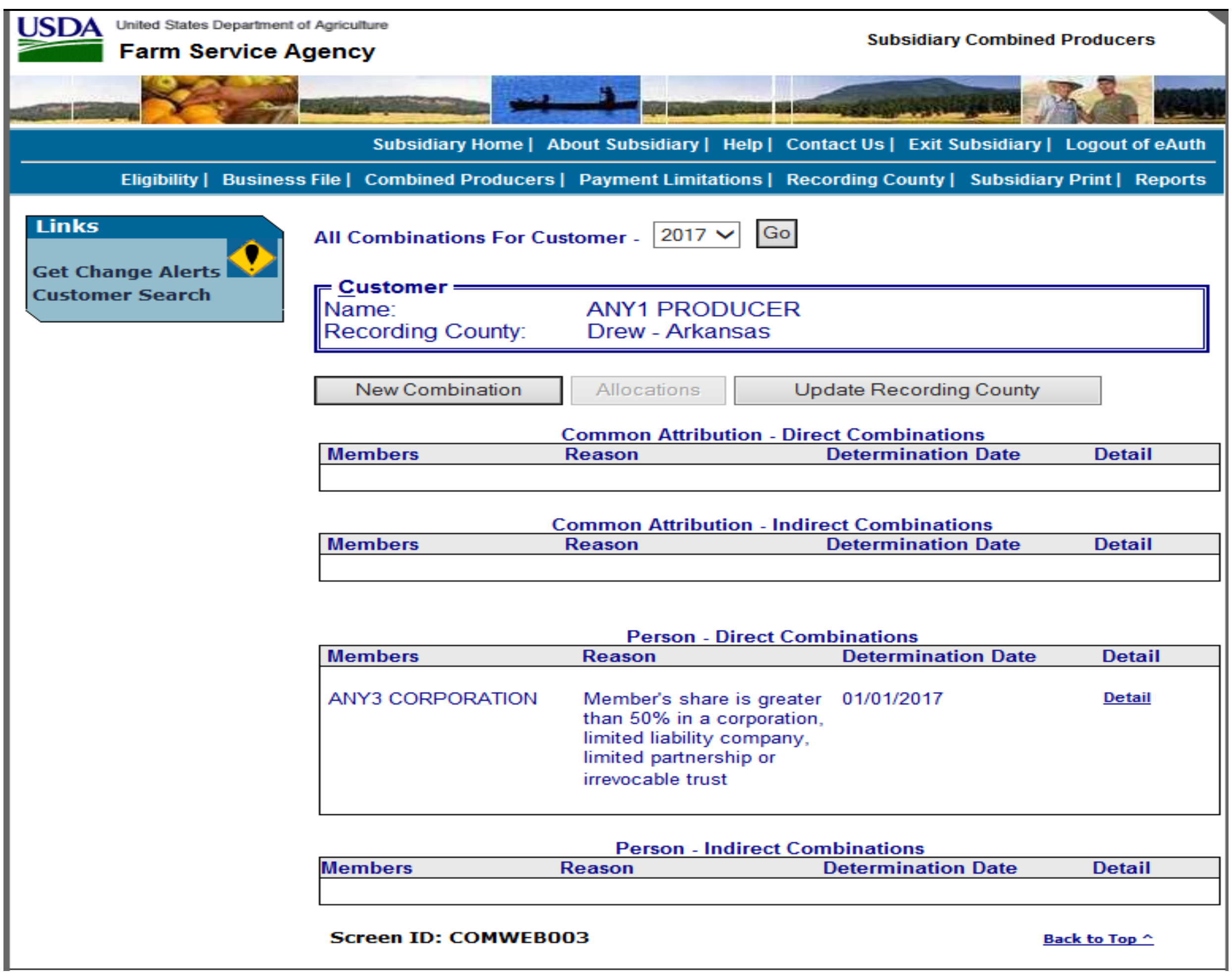
If the user's eAuthentication ID is linked to only 1 county, or after a multi-county user has selected a county, the SCIMS Customer Search Screen will be displayed so users can enter a producer to process in the Combine Producers System. Enter information in SCIMS on the Customer Search Screen by:

- type
- name
- tax ID
- other.

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

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

***--**



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

D "All Combinations For Customer - Year" Drop-Down List and "Customer" Section

The Subsidiary Combined Producers Screen, "All Combinations For Customer - Year" drop-down list 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 list 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.

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

D "All Combinations For Customer - Year" Drop-Down List and "Customer" Section (Continued)

Field/Button	Description	Action
"Common Attribution - Direct Combinations"	Lists all customers that the selected customer is directly combined with for common attribution according to: • 4-PL for 2009 through 2013 •*--5-PL for 2014 through 2020 • 6-PL for 2021 and subsequent years.--* **Note:** 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 for 2009 through 2013 •*--5-PL for 2014 through 2020 • 6-PL for 2021 and subsequent years.--*	
"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 System according to this part **before** allocating payment limitation.

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

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 1 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" sections 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).

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

B Completing CCC-904's (Continued)

Item	Instruction
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.
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 1 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" sections 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).

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

B Completing CCC-904's (Continued)

Item	Instruction
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	
1A	County FSA official shall sign after verifying the shares allocated equal 100 percent.
1B	Enter title of County FSA official signing in item 1B.
1C	Enter date of signature in item 1C.

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	1. Effective Beginning Program Year 2015
ALLOCATION OF PAYMENT LIMITATION UNDER COMMON ATTRIBUTION	2A. Combined Recording County Name and Address Drew County 123 Any Street Anywhere, AR 54321
	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): CTAP

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
Any1 Producer	50
Any2 Producer	50

4. Enter the name of program(s):

5. Name of Persons and Legal Entities (Members) Under Common Attribution	6. Share Allocated
Any1 Producer	25
Any2 Producer	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)*
Any 1 Producer		mm/dd/yyyy
Any 2 Producer	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)*
Any County	PT	10/6/2014

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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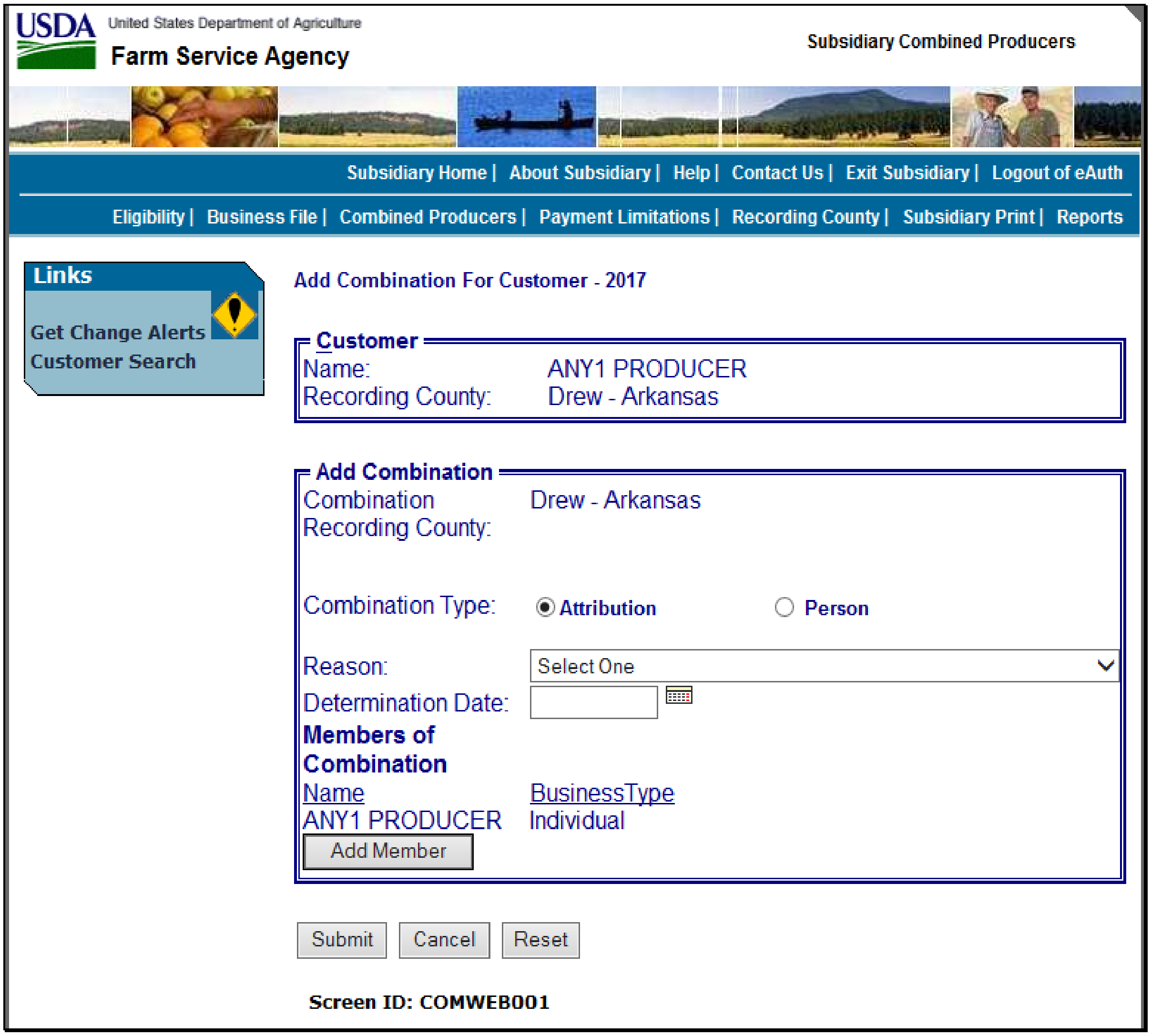

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84 Creating Combinations (Continued)

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 for 2009 through 2013 •*--5-PL for 2014 through 2020 • 6-PL for 2021 and subsequent years. • “Person”, if the combination is required according to 1-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.	

84 Creating Combinations (Continued)

A New Combination Option (Continued)

Field/Button	Description	Action
"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.
"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)

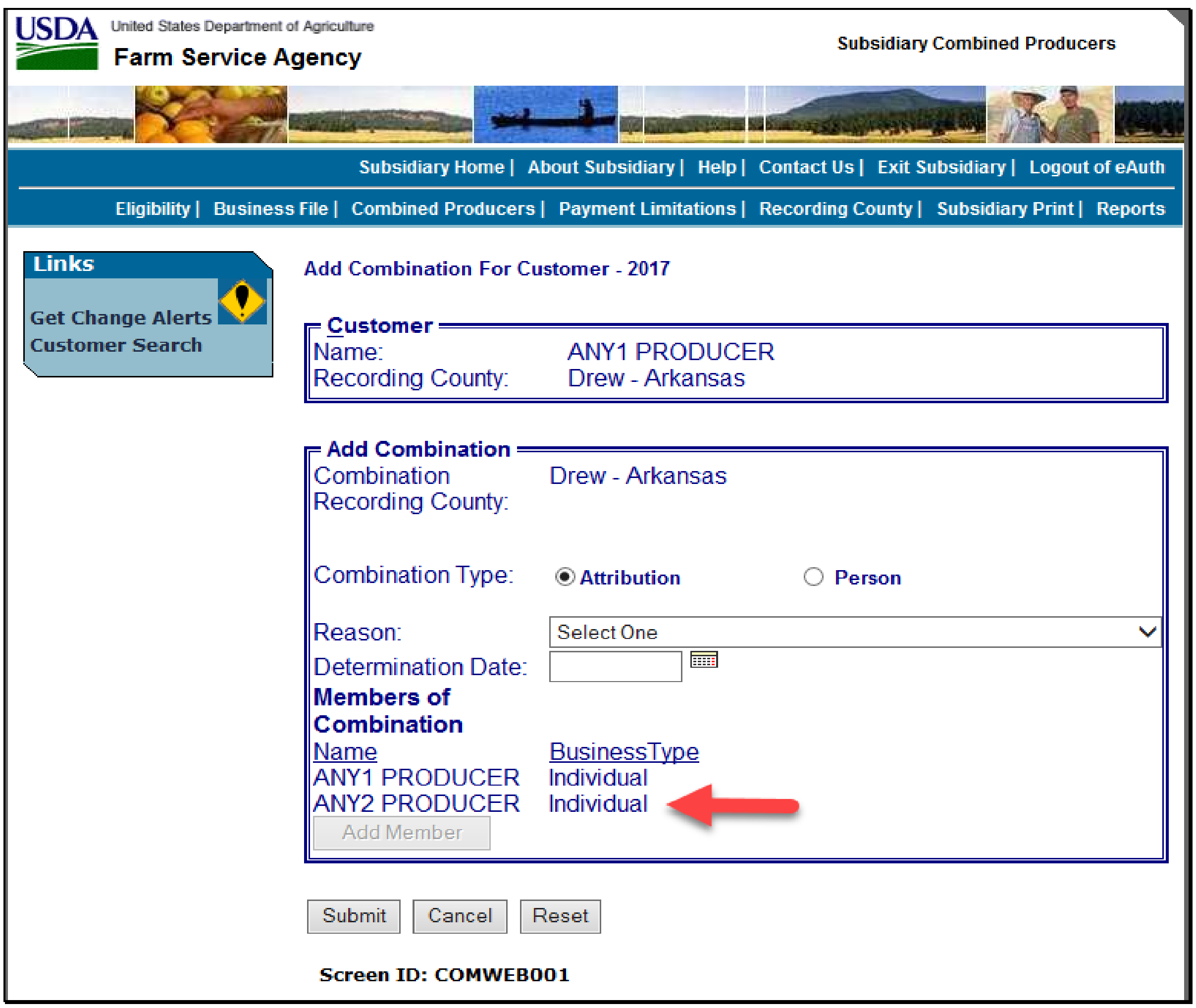
C Selecting Combined Producer

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 Business Partner, the customer **must** be added in Business Partner according to 1-CM.

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



84 Creating Combinations (Continued)

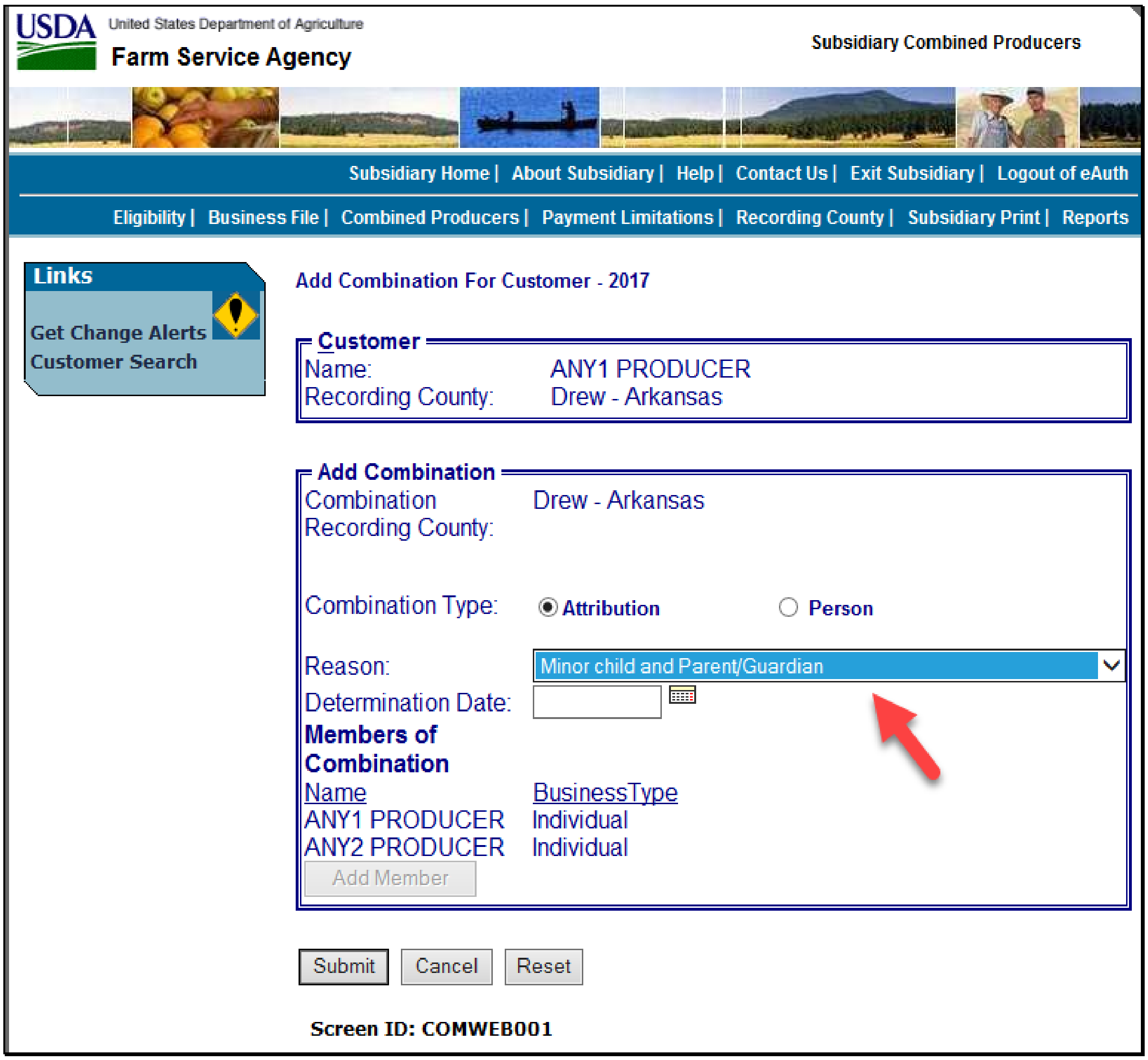
D Selecting Combination Reason

After users select a customer, CLICK "**Reason**" drop-down list (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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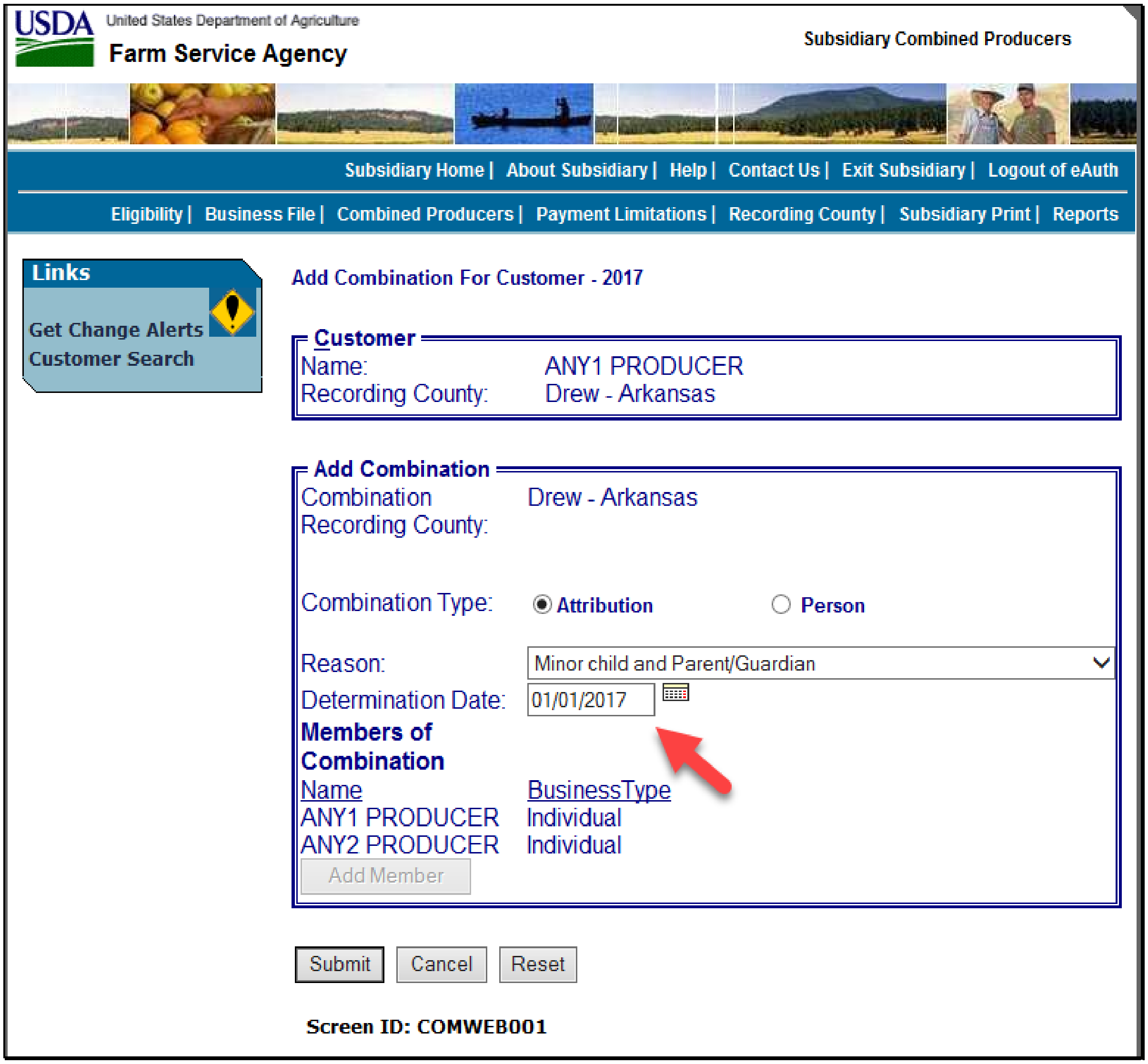
84 Creating Combinations (Continued)

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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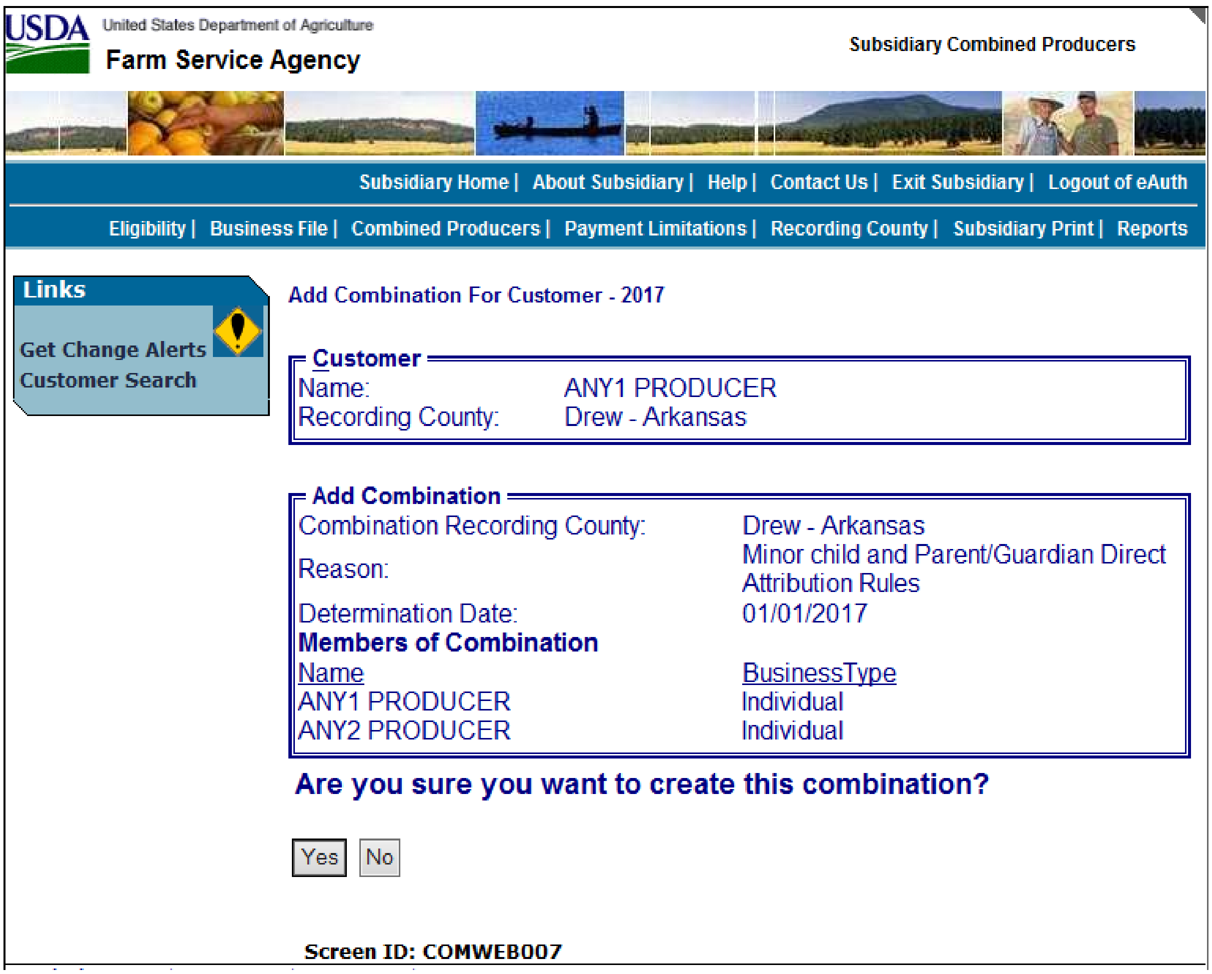
84 Creating Combinations (Continued)

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.

*--



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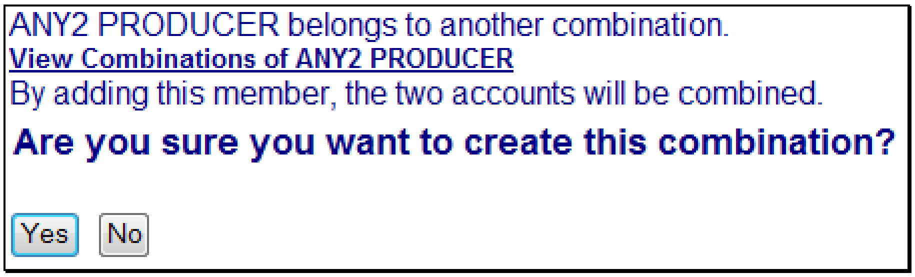
84 Creating Combinations (Continued)

F Completing the Combination (Continued)

If Any2 Producer was member of another combination the following would be displayed under the “Add Combination” section.



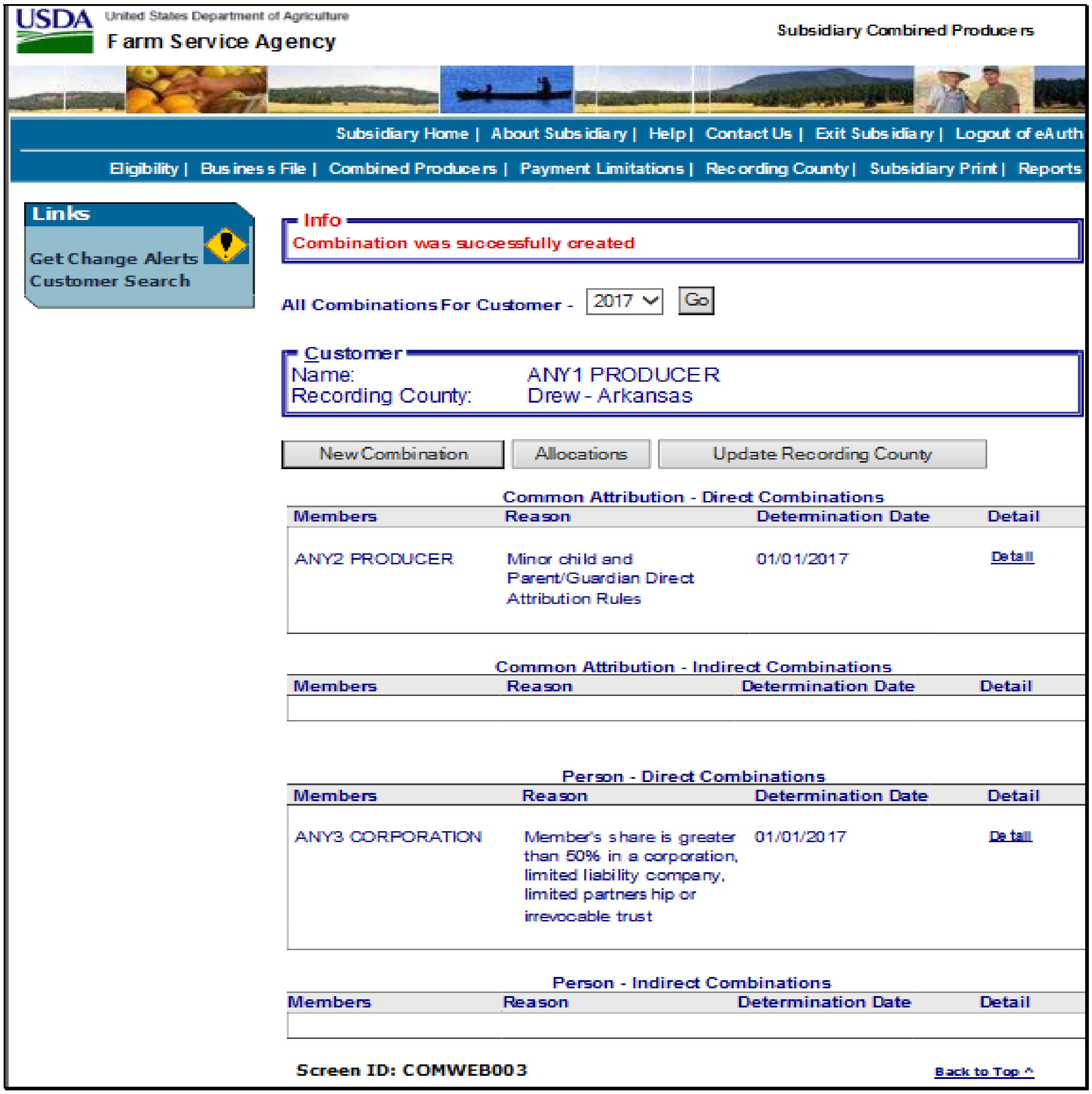
If users click “View Combinations of Any2 Producer” the screen will be redisplayed with Any2 Producer’s other combinations displayed at the bottom.

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".

*--



--*

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 (Any1 Producer 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 (Any2 Producer 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 the "Common Attribution - Direct Combinations" section (there are no indirect combinations in this example).
"Person - Direct Combinations"	Customer (Any3 Corporation 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 the "Person - Direct Combinations" section (there are no indirect combinations in this example).
"Details"	Details of the combination as discussed in paragraph 103.

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:

- 1-PL for "Person" type combinations
- 4-PL for "Attribution" type combinations for 2009 through 2013
- ***--**5-PL for "Attribution" type combinations for 2014 through 2020
- 6-PL for "Attribution" type combinations for 2021 and subsequent years.**--***

85 Combination Reasons (Continued)

B Reasons for "Attribution" Type Combinations

The following table provides Subsidiary Combined Producers Screen, "Add Combination" section, "Reason" drop-down list reasons when the user selects "Attribution" type combination. See:

- 4-PL, subparagraph 179 D for reasons for common attribution for 2009 through 2013
- ***--**5-PL, subparagraph 277 D for reasons for common attribution for 2014 through 2020
- 6-PL, subparagraph 107 E for reasons for common attribution for 2021 and subsequent years.**--***

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 table provides:

- Subsidiary Combined Producers Screen, "Add Combination" section, "Reason" drop-down list 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)

96 Updating Combined Producer Records

A Overview

A system has been developed to update certain functions of the web-based Combined Producer System.

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 for 2009 through 2013
- ***--**5-PL, paragraph 174 for 2014 through 2020
- 6-PL, paragraph 310 for 2021 and subsequent years.**--***

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 CCC-904 is **not** filed, payments will be processed in the order in which the payments are issued and/or 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.

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 list (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.

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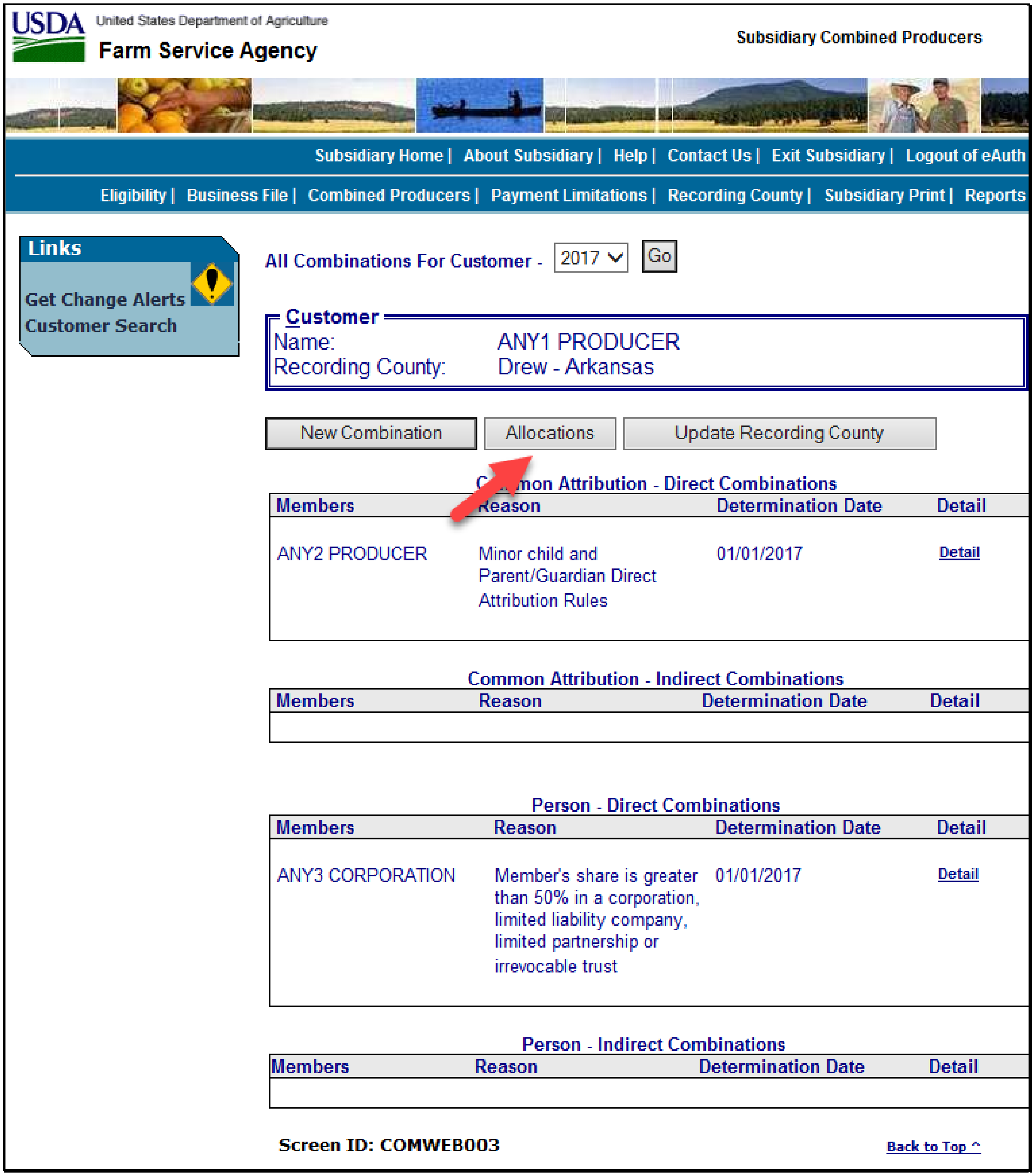

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98 Updating the Combined Producer Payment Limitation Allocation (Continued)

B Subsidiary Combined Producers Screen, "Allocations" Section, "Program Selection" Subsection

After users click "Allocations" in the Subsidiary Combined Producers Screen, "Customer" section, the "Allocations" section, with "Program Selection" subsection will be displayed.

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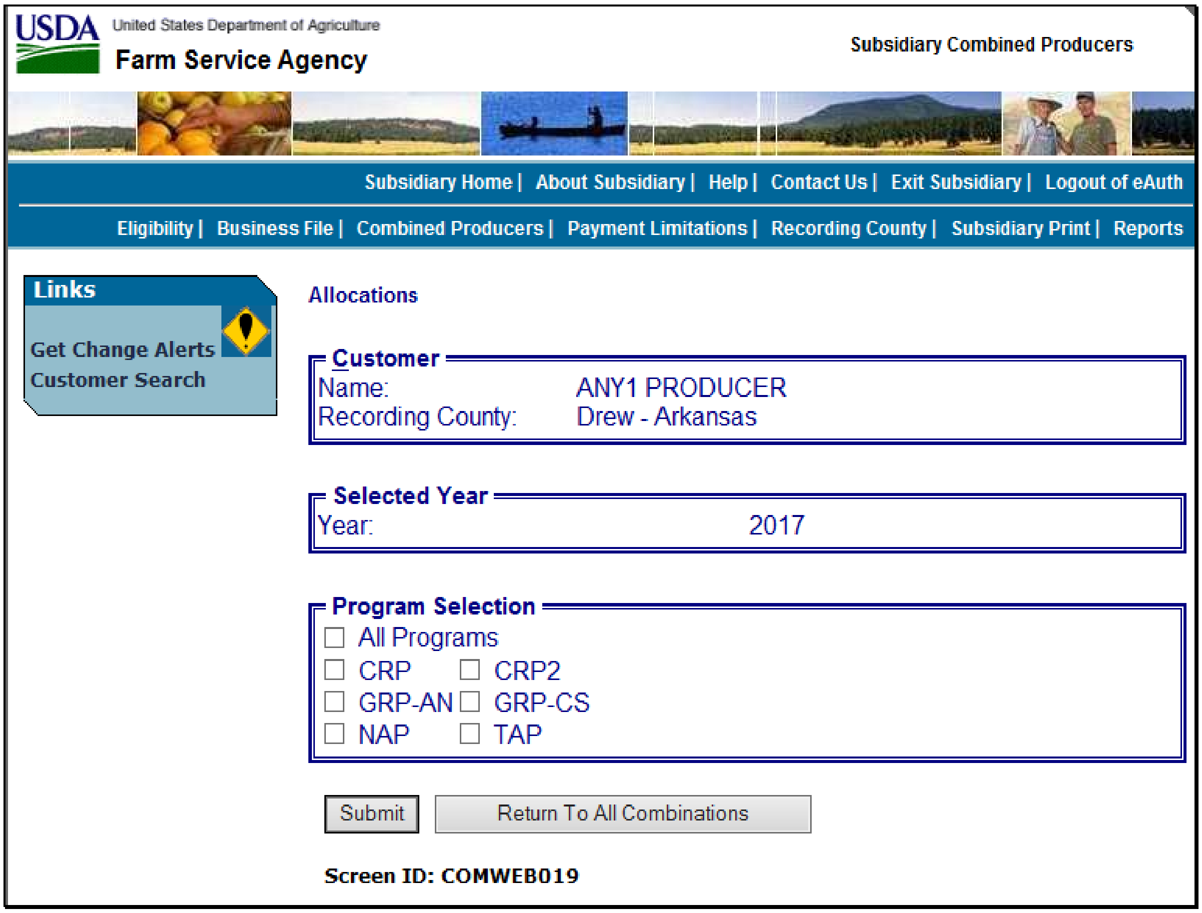

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98 Updating the Combined Producer Payment Limitation Allocation (Continued)

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

The Subsidiary Combined Producers Screen, "Allocations" 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 list.	
"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" section will be displayed.
"Return To All Combinations"	Stops the allocation process.	The Subsidiary Combined Producers Screen, "Allocations" 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" section will be displayed with selected programs and allow users to enter shares.

Example: For this example, "CRP2" was selected.

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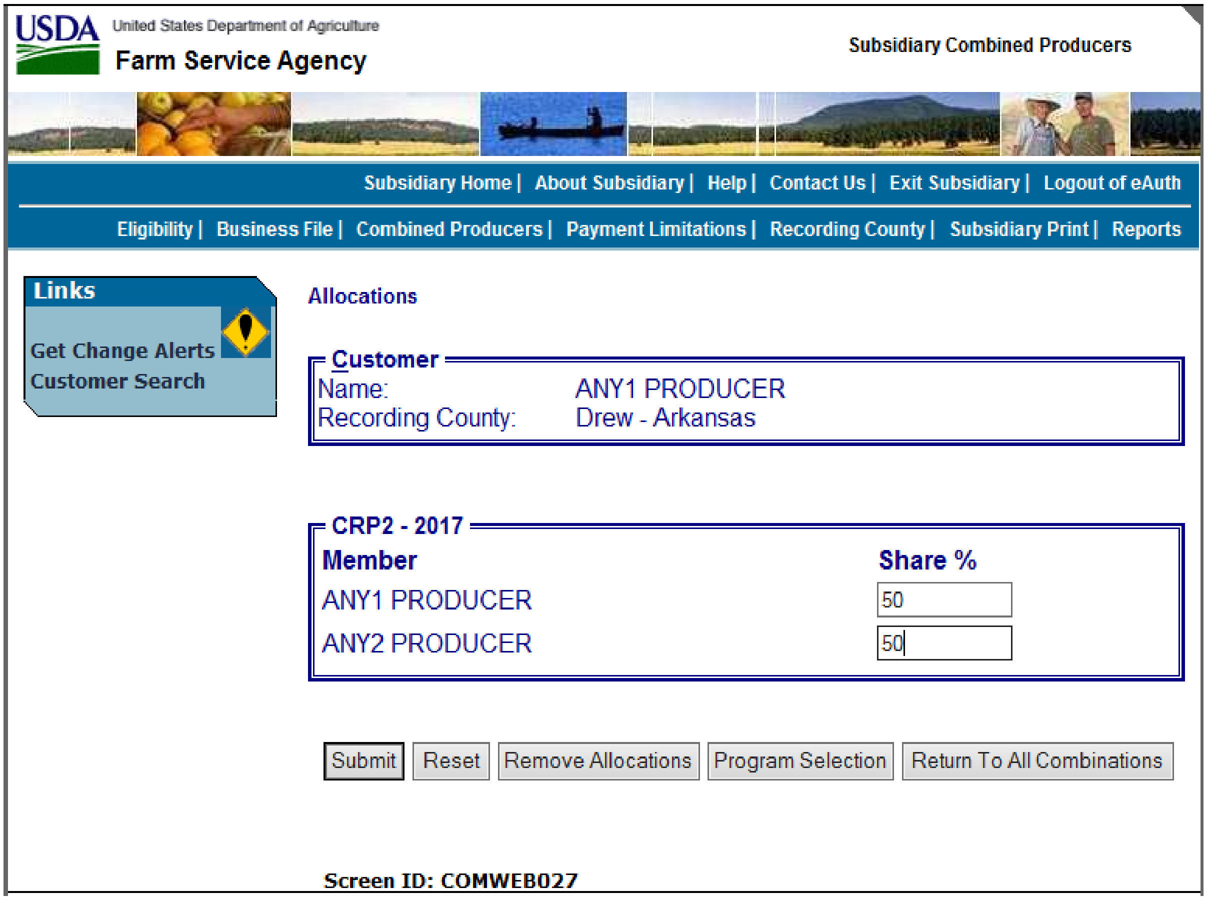

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98 Updating the Combined Producer Payment Limitation Allocation (Continued)

C Entering Allocations (Continued)

The Subsidiary Combined Producers Screen, "Allocations" section will be displayed with 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:** Any1 Producer and Any2 Producer signed CCC-904 agreeing to the following shares of the *--CRP2 2017 payment--* limitation: • Any1 Producer - 50 • Any2 Producer - 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.	

98 Updating the Combined Producer Payment Limitation Allocation (Continued)

C Entering Allocations (Continued)

Field/Button	Description	Action
"Program Selection"	Stops the allocation process.	The Subsidiary Combined Producers Screen, "Allocations" section will be displayed **without** making any changes 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 changes to the producer's allocation.

D Updating Allocations

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

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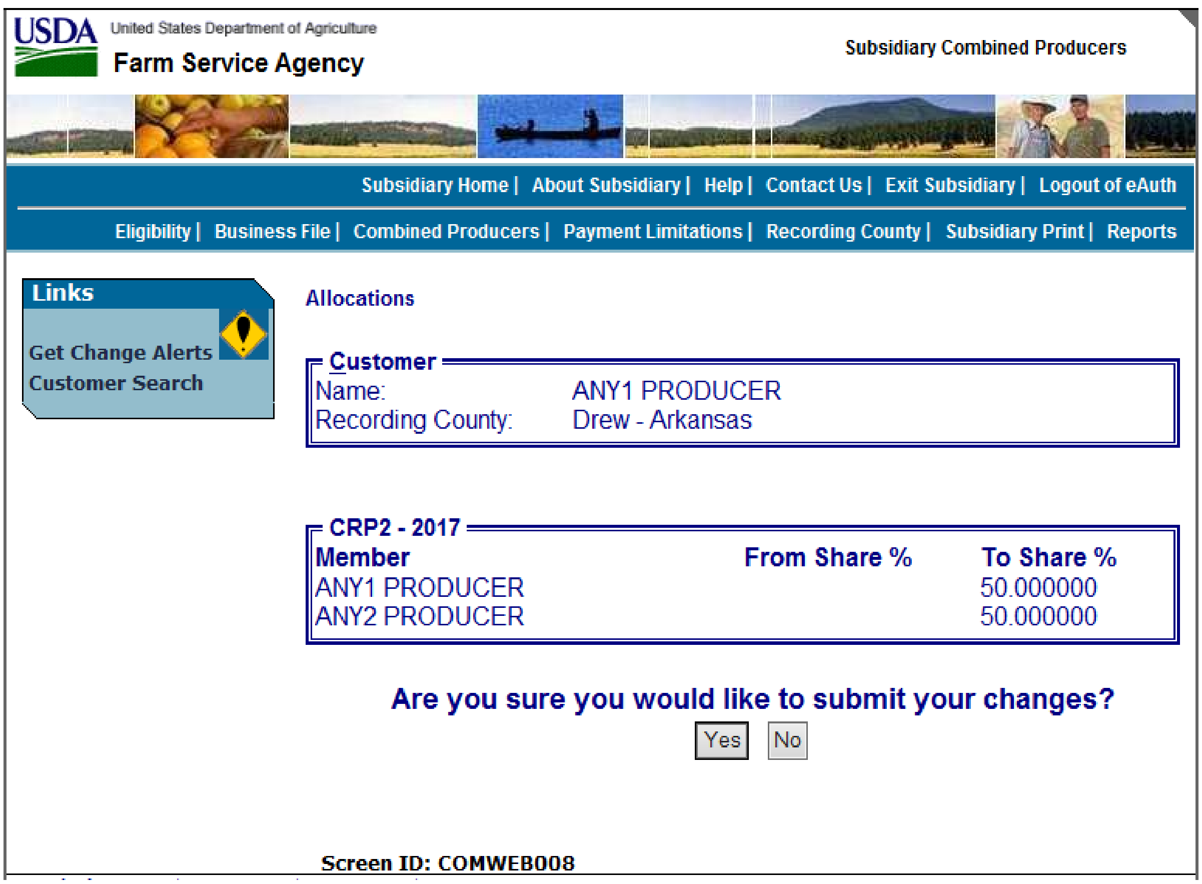

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98 Updating the Combined Producer Payment Limitation Allocation (Continued)

D Updating Allocations (Continued)

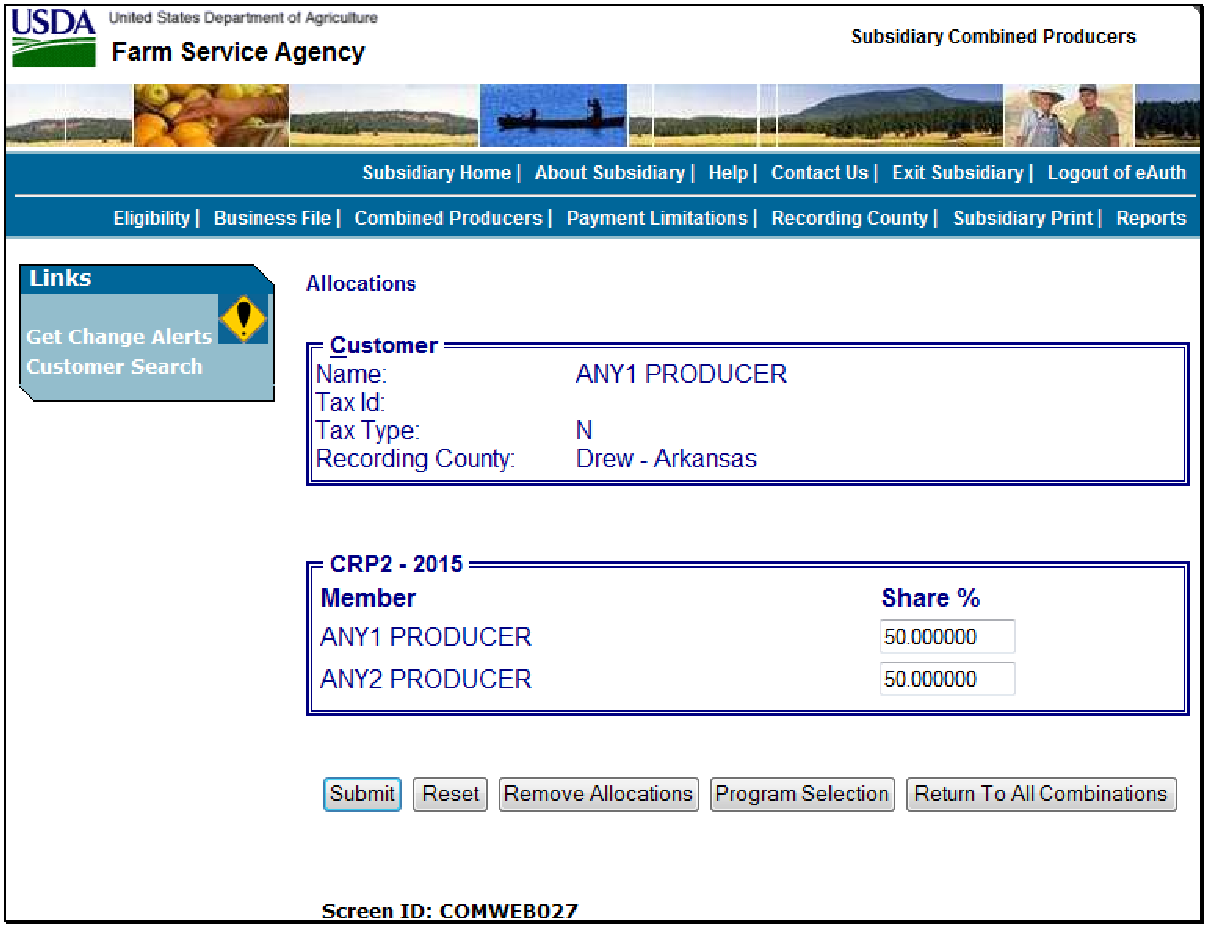
The Subsidiary Combined Producers Screen, “Allocations” section requesting verification displays the following information/options.

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” section will be redisplayed with records updated.
“No”	Stops the allocation process.	The Subsidiary Combined Producers Screen, “Allocations” 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" section; the section will be redisplayed with the updated allocations. CLICK "**Return To All Combinations**" and the Subsidiary Combined Producers Screen, "All Combinations" section will be displayed.



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 list (see paragraph 82 for access), CLICK "**Update Recording County**".

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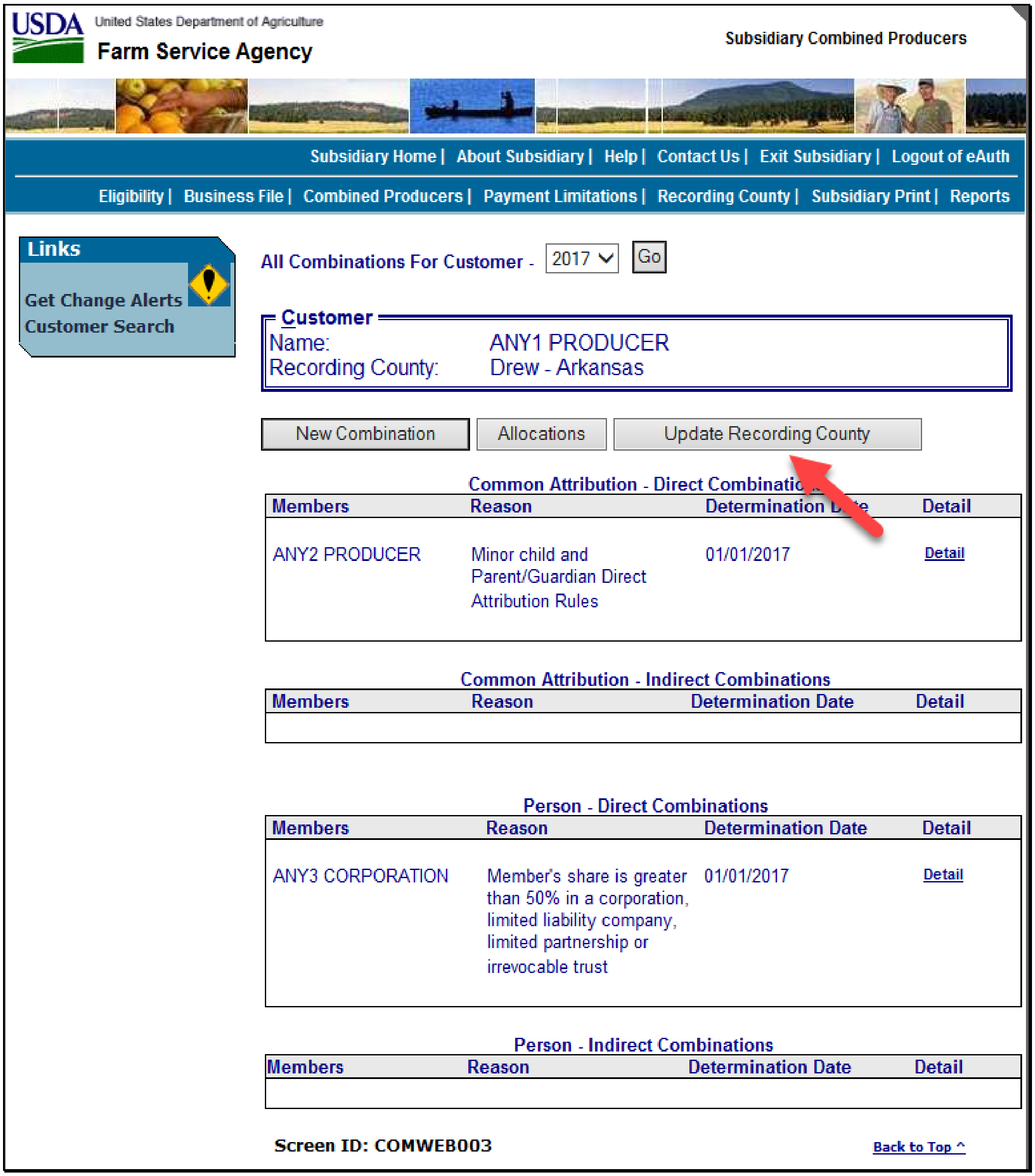

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100 Updating the Combined Producer Recording County (Continued)

B Update Combined Producer Recording County

The following is an example of the Subsidiary Combined Producers, Update Recording County Screen for combined producers.

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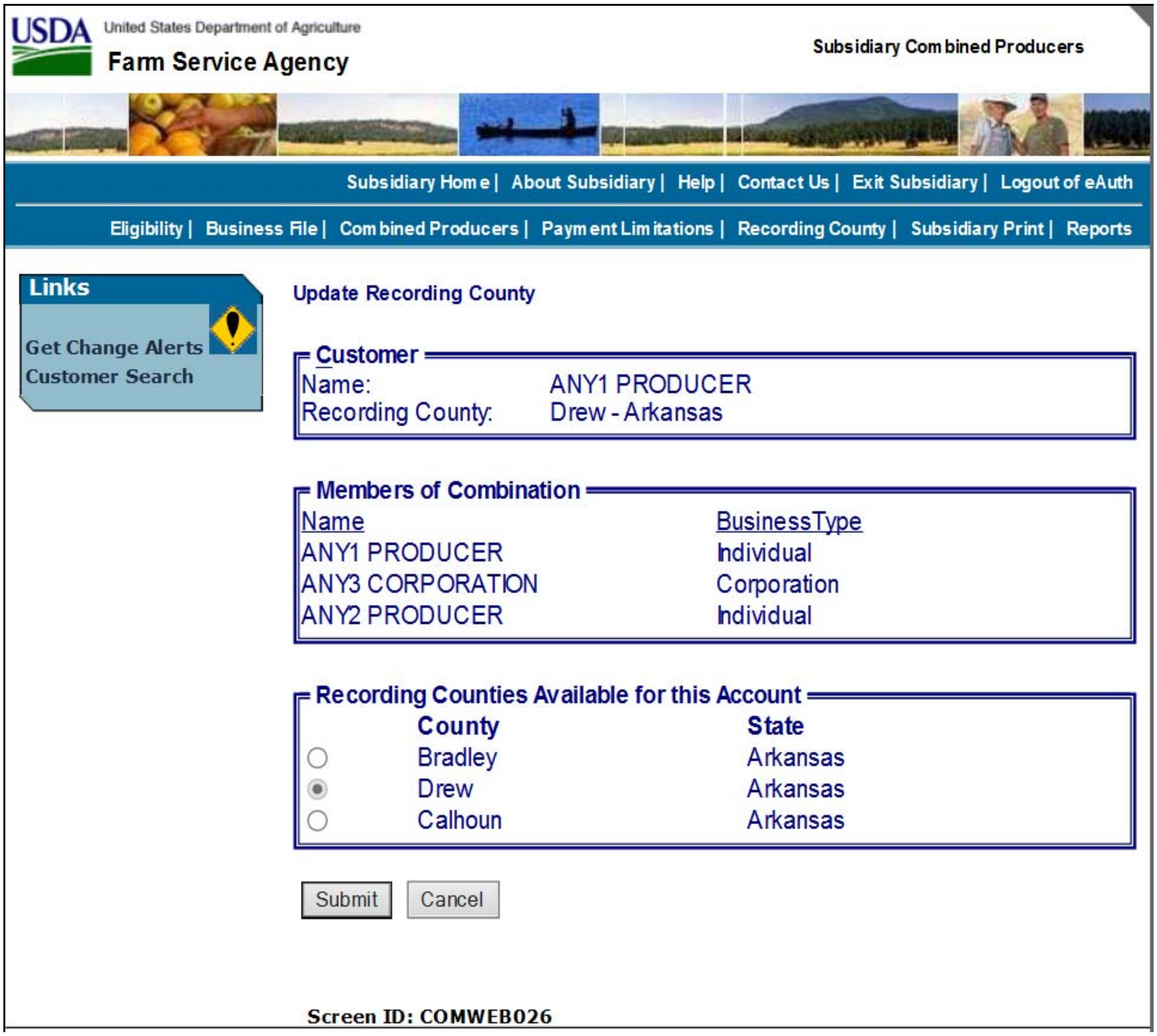

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100 Updating the Combined Producer Recording County (Continued)

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 Business Partner 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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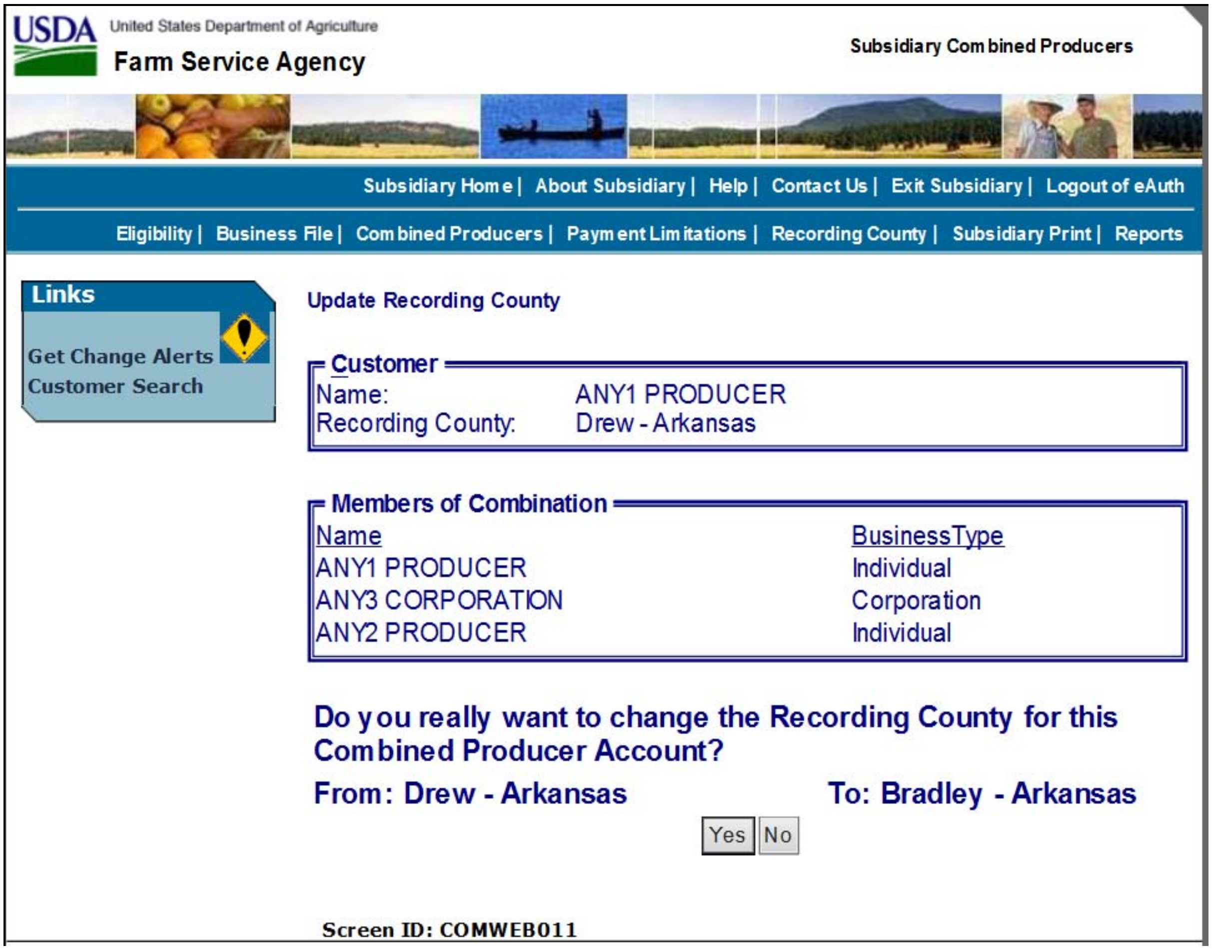

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100 Updating the Combined Producer Recording County (Continued)

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".

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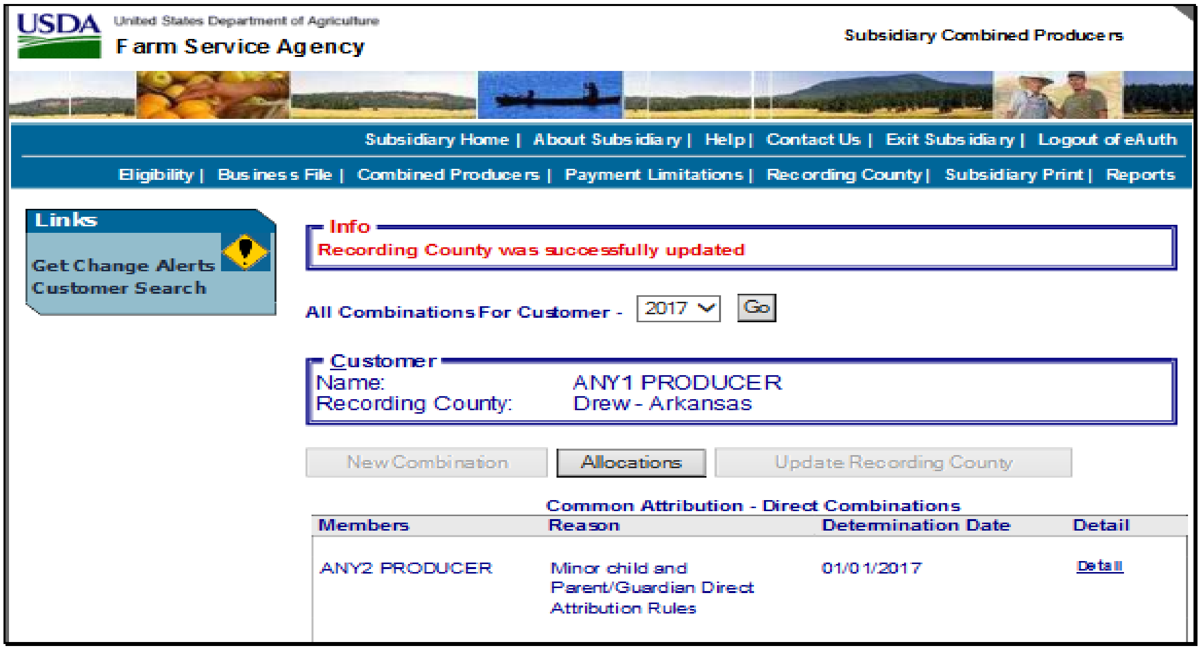

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Notes: The following will be displayed after the combined producer recording county is updated:

- 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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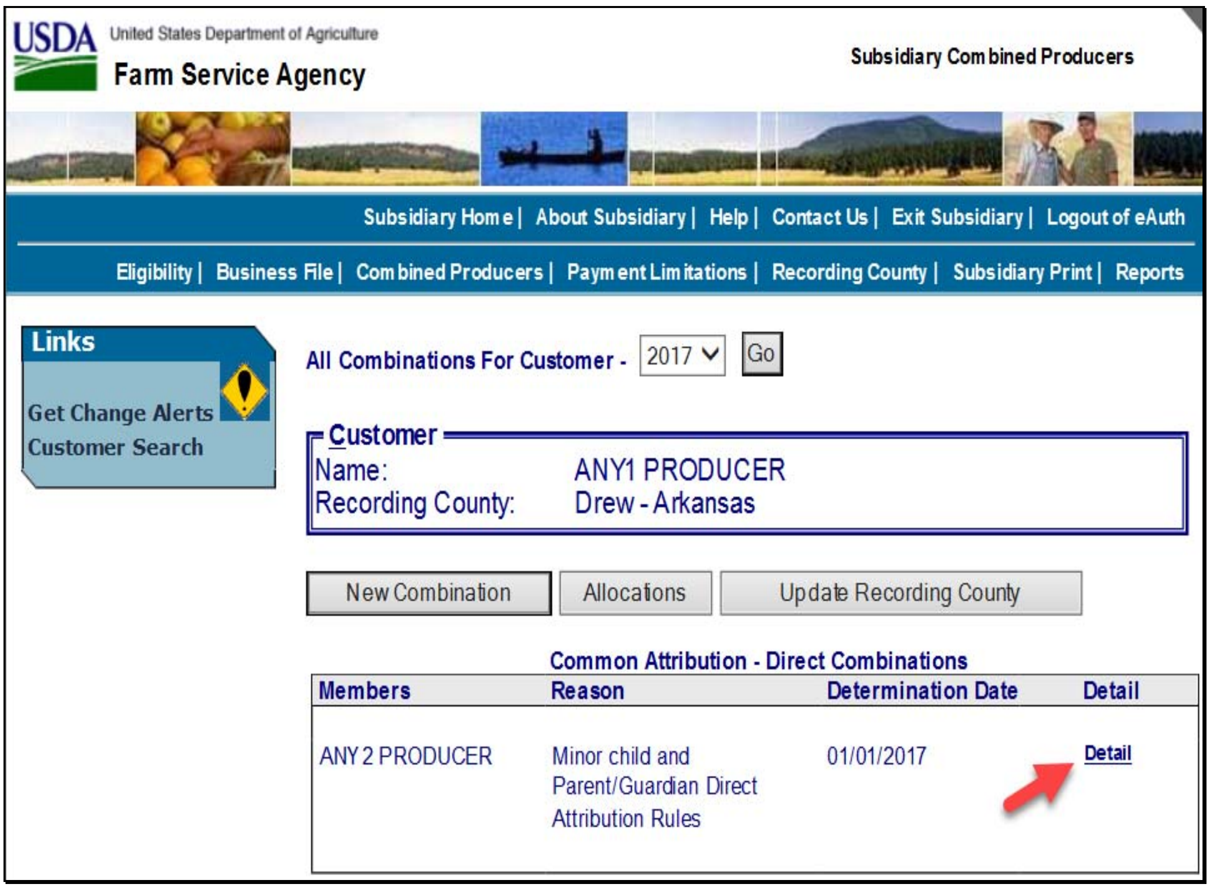

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103 Combination Detail (Continued)

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" subsection will be displayed.

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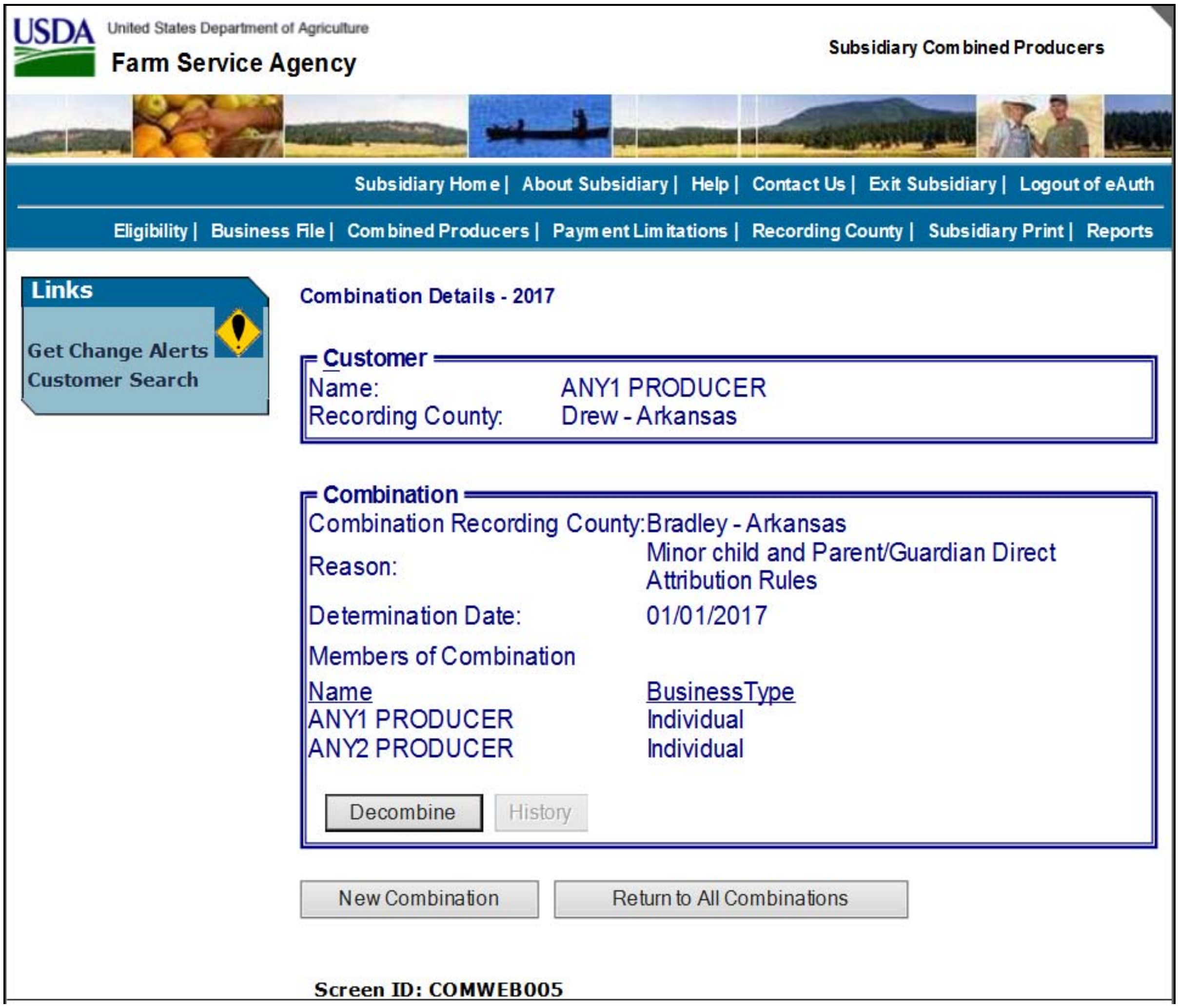

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103 Combination Detail (Continued)

B Displaying Combination Detailed Information (Continued)

The Subsidiary Combined Producers Screen, "Combination Details", "Combination" subsection will be displayed with 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 Details" 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” section, “Combination” subsection (see paragraph 103 for access), CLICK “**Decombine**” to initiate the decombination for the producer.

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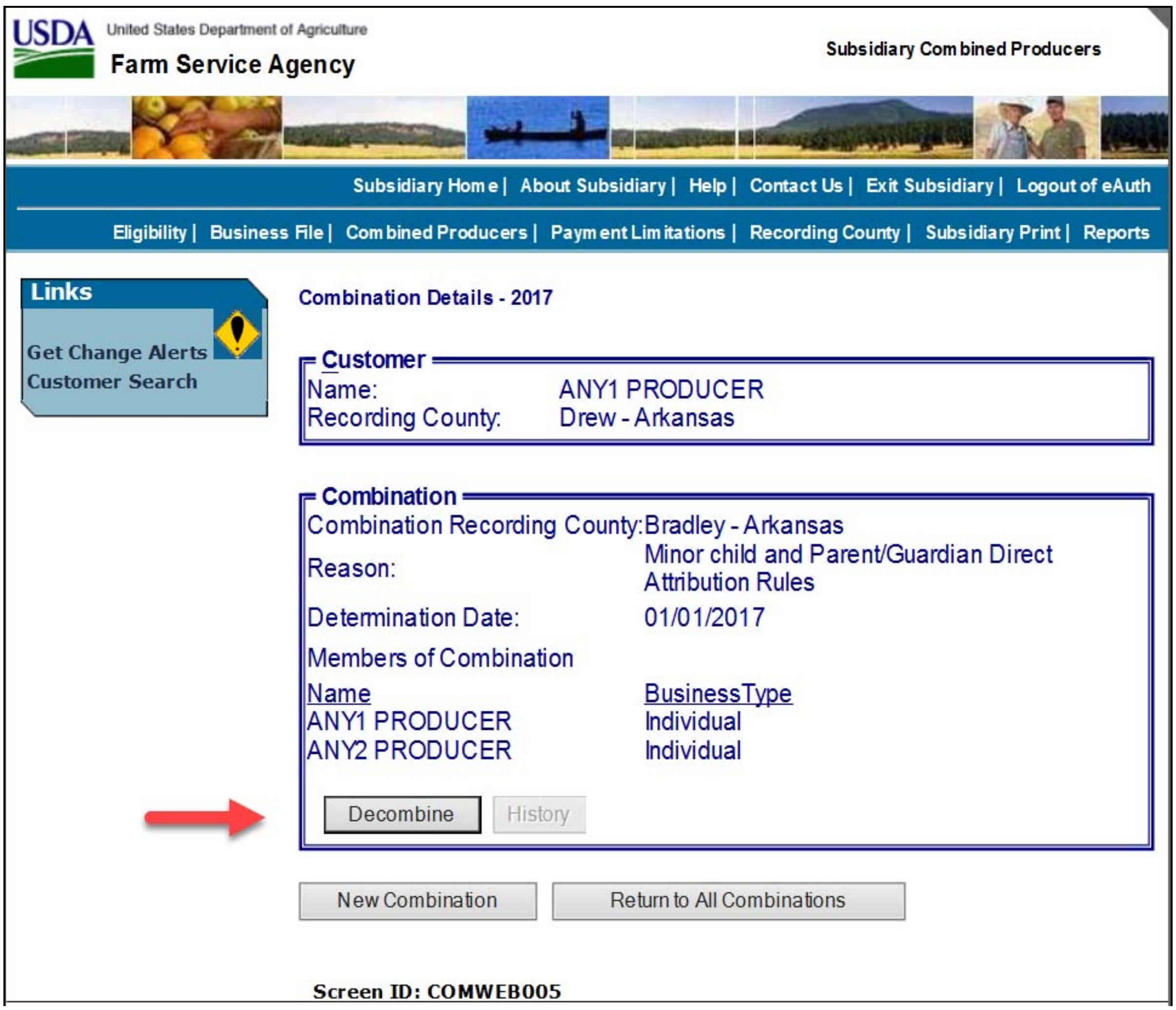

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106 Decombining Producers (Continued)

C Updating the Decombination

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

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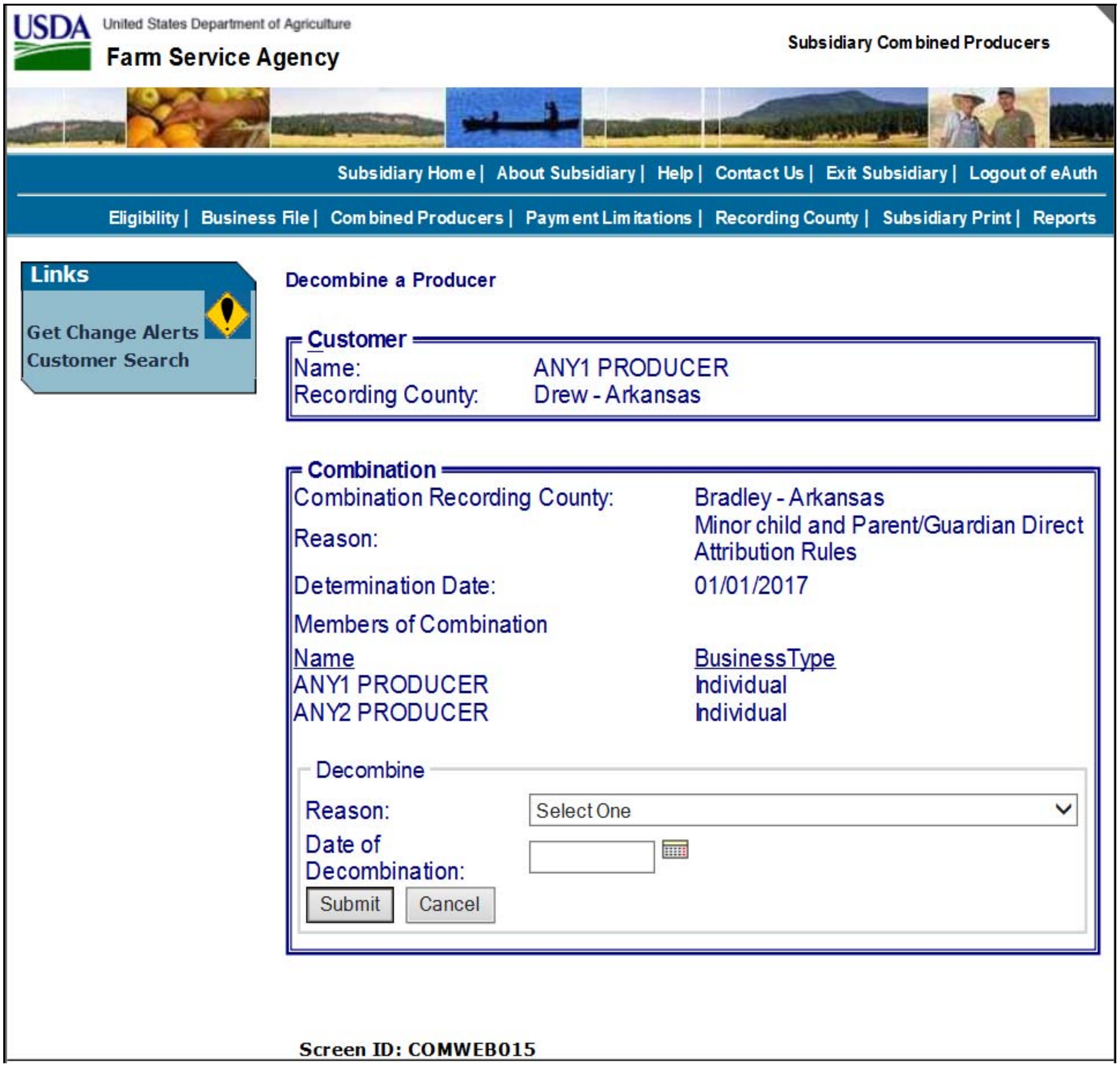

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106 Decombining Producers (Continued)

C Updating the Decombination (Continued)

The Subsidiary Combined Producers Screen, "Decombine a Producer Combination" section will be displayed with 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" subsection 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 Details” section, “Decombine” subsection, “Reason” drop-down list (see paragraph 107 for decombination reasons). Users shall select the correct decombination reason from the “Reason” drop-down list.

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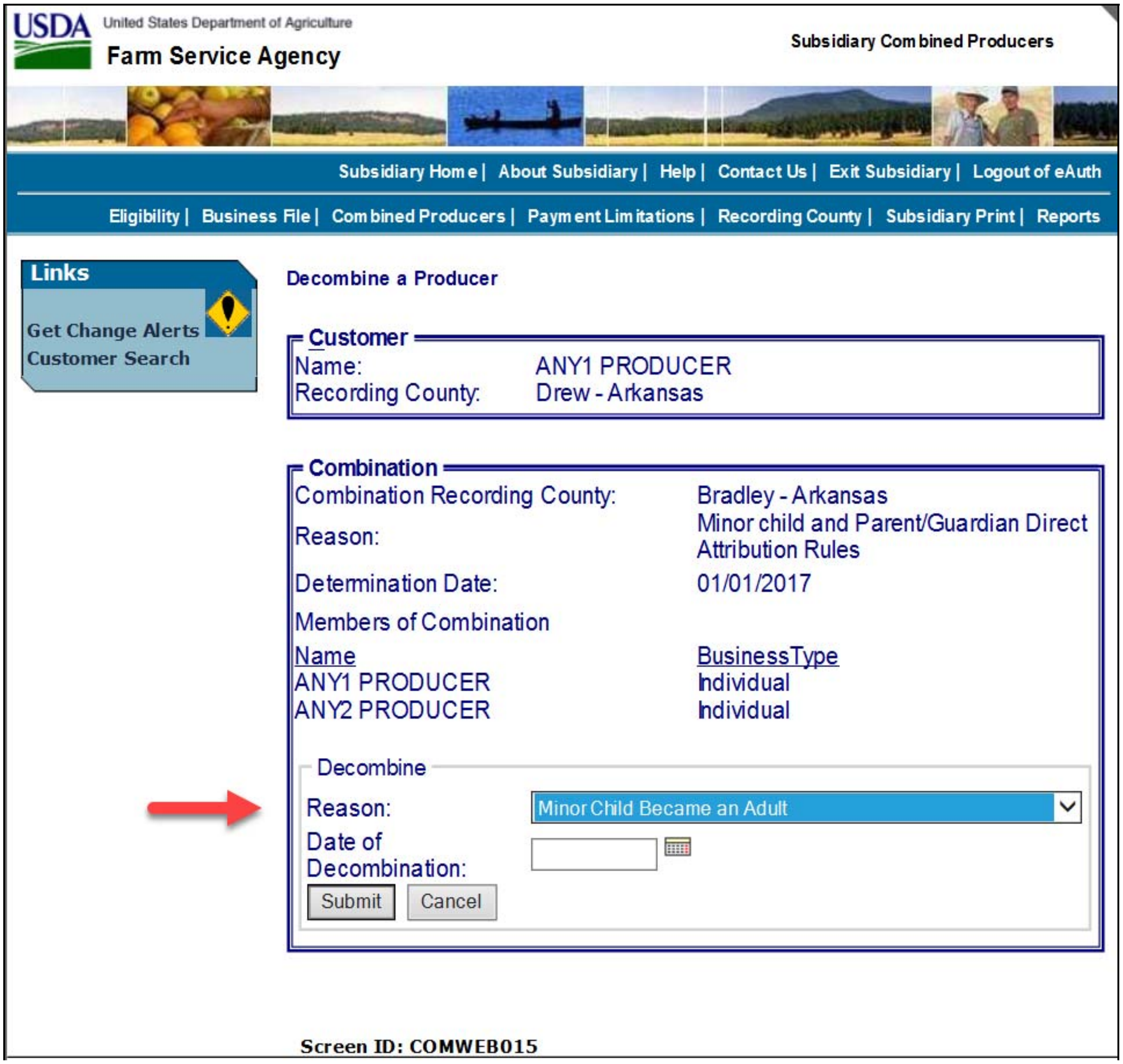

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106 Decombining Producers (Continued)

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" subsection.

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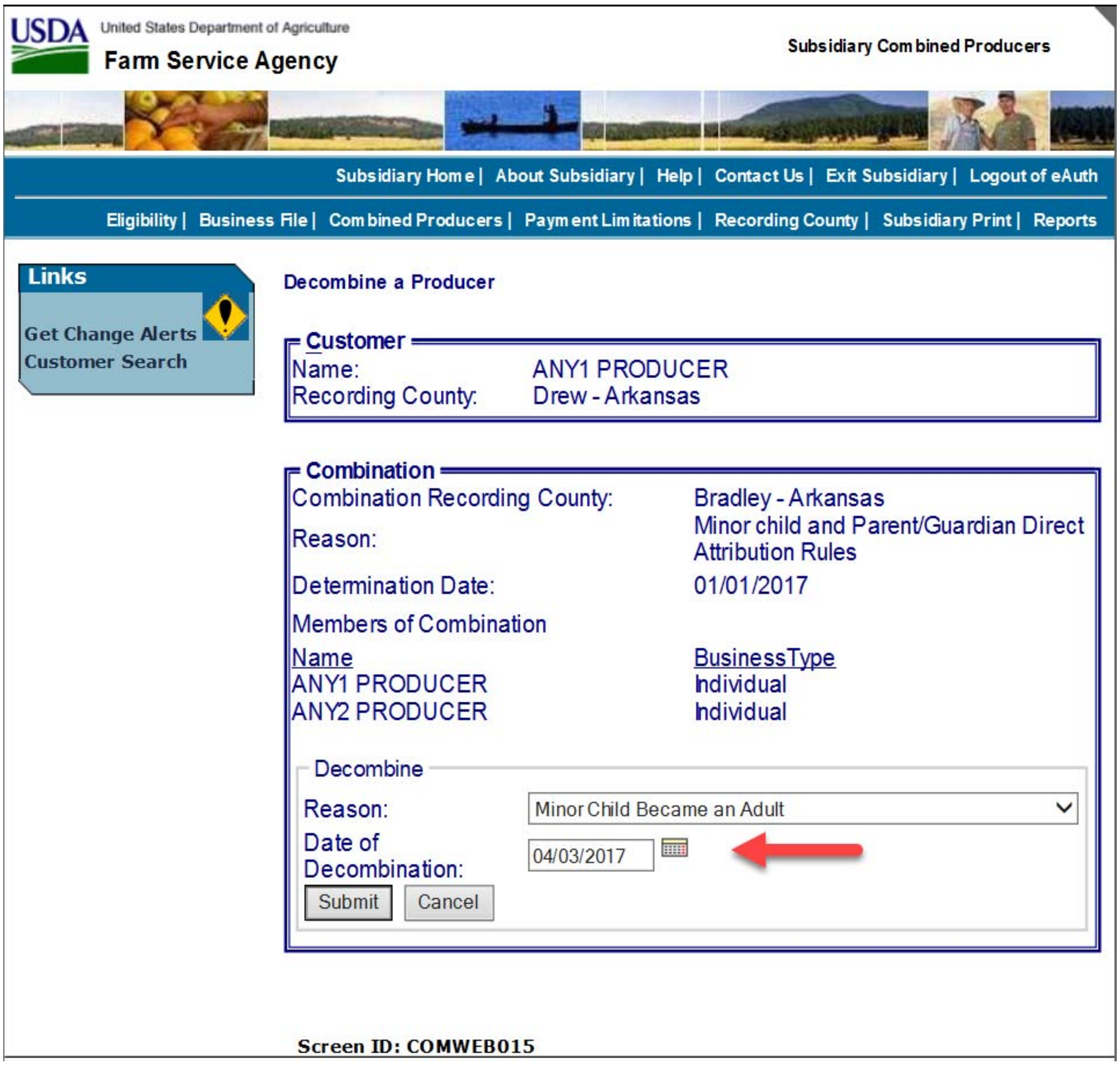

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106 Decombining Producers (Continued)

F Completing the Decombination

If users click "**Submit**" under the Subsidiary Combined Producers Screen, Decombine a Producer "Combination Details" 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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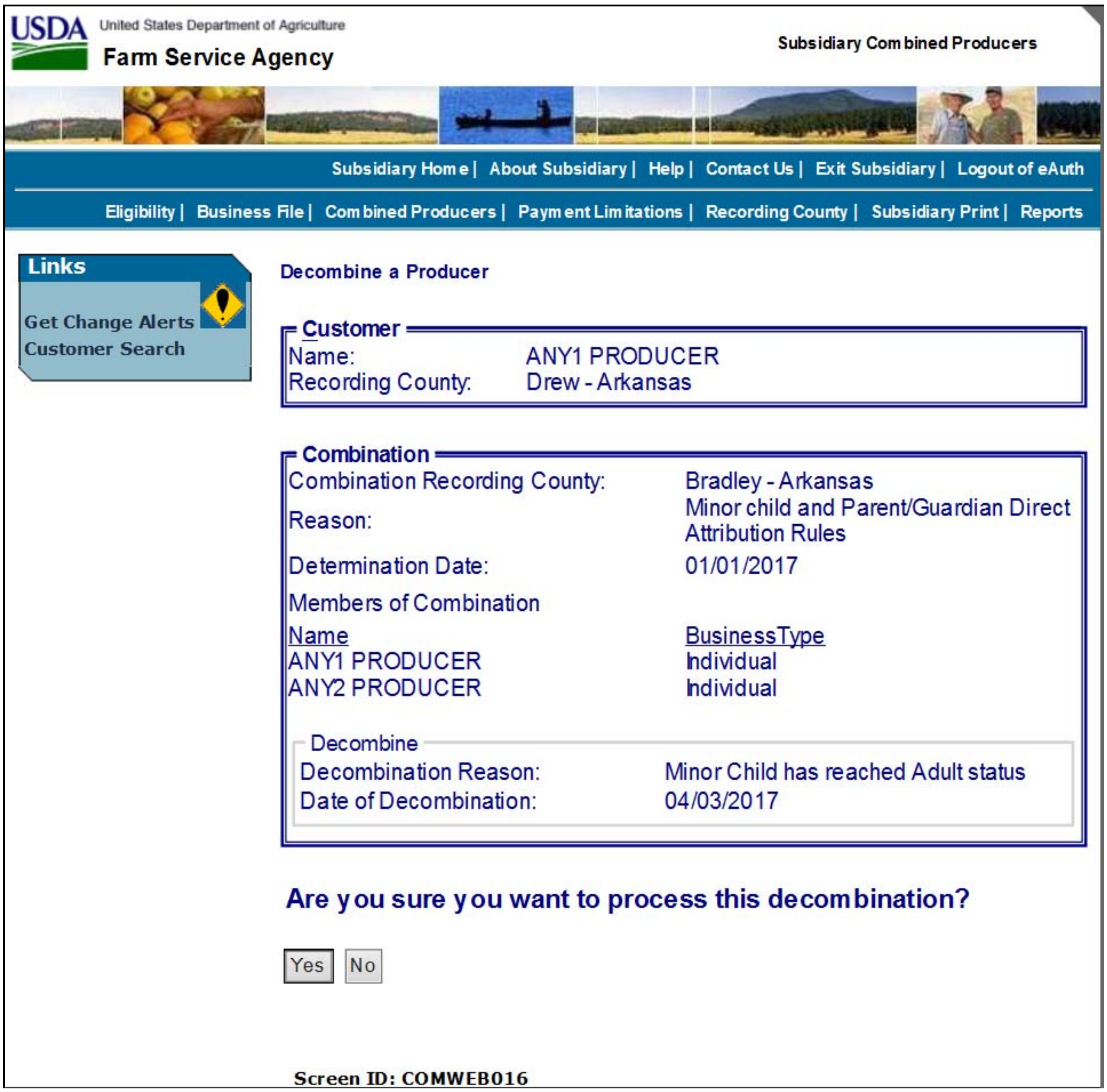

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106 Decombining Producers (Continued)

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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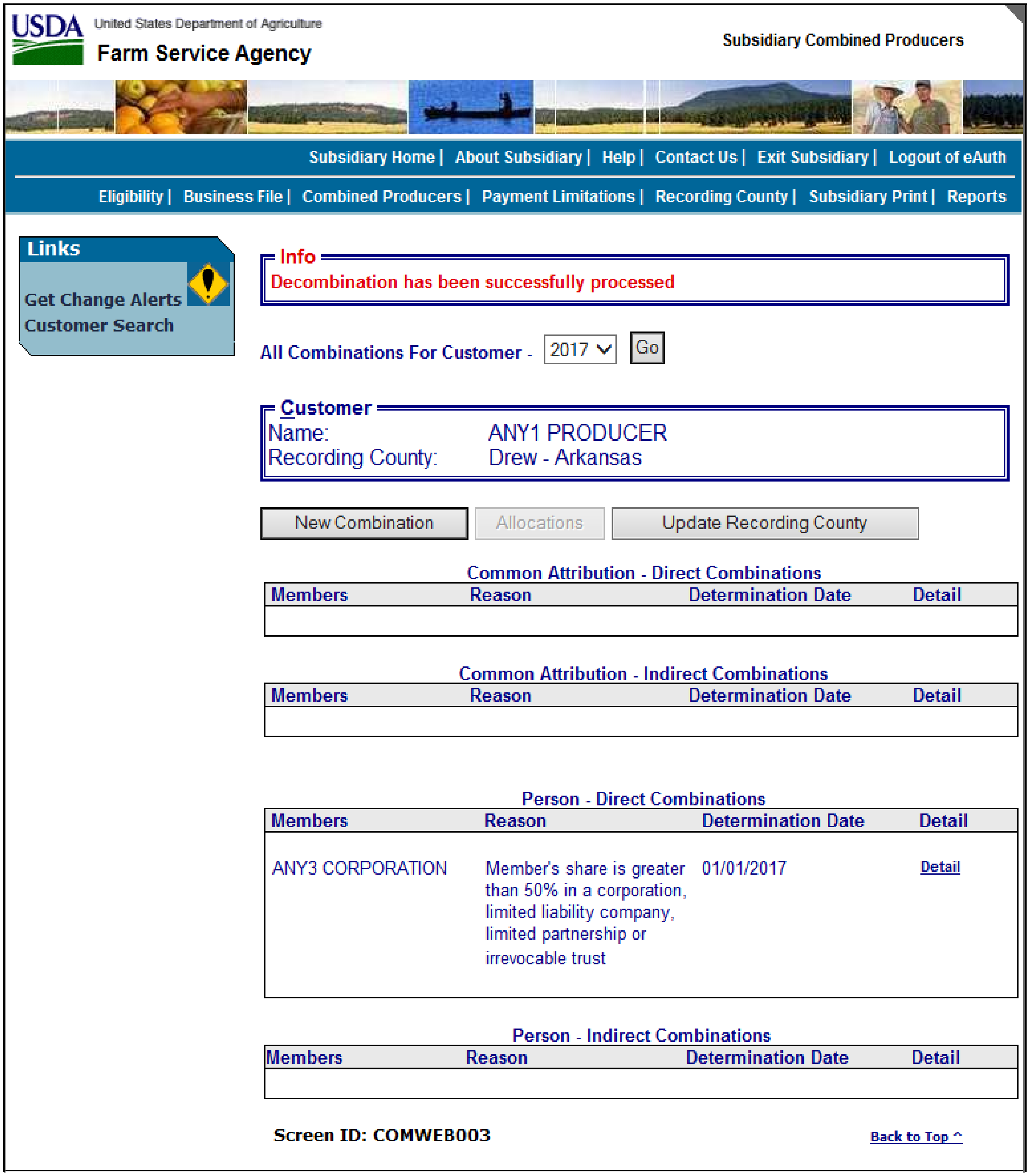

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106 Decombining Producers (Continued)

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 Details" 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:

- 1-PL for "Person" type combinations
- 4-PL for "Attribution" type combinations for 2009 through 2013
- ***--**5-PL for "Attribution" type combinations for 2014 through 2020
- 6-PL for "Attribution" type combinations for 2021 and subsequent years.**--***

107 Decombination Reasons (Continued)

B Reasons for "Attribution" Type Combinations

The following table details the reason codes that will populate the "Reason" drop-down list 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 Business Partner.
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 Business Partner.
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 list 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 Business Partner.
Individual Operating as a Small Business	No longer sole owner.
	Deleted producer.
	Error.
	Inactivated in Business Partner.
Majority Interest in Entity	No majority shareholders.
	Deleted producer.
	No longer in entity file.
	Error.
	Inactivated in Business Partner.
Sole Beneficiary	No longer in entity file.
	Deleted producer.
	Error.
	Inactivated in Business Partner.
Heir and Estate	Deleted producer.
	Heir and estate are no longer combined.
	Error.
	Inactivated in Business Partner.
Grantor and Revocable Trust	Deleted producer.
	Error.
	Inactivated in Business Partner.
Minor Child and Parent/Guardian	Minor is emancipated.
	Specific minor combination required.
	Deceased.
	Error.
	Inactivated in Business Partner.
Combined State Entity	State affiliation terminated.
	Error.
	Inactivated in Business Partner.

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

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 Business Partner 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 Business Partner business types and **cannot** be viewed and/or 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 for 2009 through 2013
  - ***--**5-PL, paragraph 276 for 2014 through 2020
  - 6-PL, paragraph 114 for 2021 and subsequent years.**--***
- 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 CCC-527, Request Subsidiary Updates

A Overview

CCC-527's facilitate communication between County Offices to create a record of subsidiary file changes and coordinate the following:

- subsidiary record requests
- PLM record change requests.

CCC-527 shall be used for exchanges and/or requests for information.

B Using CCC-527's

If there is a change needed to a producer's Subsidiary or Payment Limitation record, ***--**CCC-527 will be used.**--***

* * *

--**The initiating County Office will:**--

- complete CCC-527, items 1 through 6 and, if applicable, items 7 through 10

- sign, record, and date CCC-527, items 11A through 11C

- e-mail * * * CCC-527 and all supporting documentation to the receiving County Office.

133 CCC-527 - Request Subsidiary Updates

B Using CCC-527's (Continued)

County Offices will provide CCC-527 and supporting documentation according to the following instructions.

IF the receiving County Office is the...	THEN...
recording County	• assemble any information requested on CCC-527 • change, correct, or establish the producer's subsidiary and/or PLM record, if possible **Note:** In CCC-527, item 10 thoroughly document the reason a producer's subsidiary and/or PLM **cannot** be changed, corrected or established. • sign, record title, and date CCC-527, items 12A through 12C • e-mail *** * *** CCC-527 and any supporting information back to the initiating County Office.
non-recording County	• complete CCC-527 applicable items • assemble all supporting information • sign, record title, and date CCC-527, items 12A through 12C • e-mail *** * *** CCC-527 and any supporting information back to the initiating County Office.

--**The receiving County Office will respond to the initiating County Offices requests for**-- information within 3 business days.

Note: The recording County Office is responsible for all updates to any Subsidiary and Payment Limitation information on the Web.

133 Request Subsidiary Updates (Continued)

C Completing CCC-527's

--**Complete CCC-527's according to the following instructions.**--

Item	Action
1	Enter date CCC-527 is prepared.
2A	Enter name of the County Office that will receive the request and complete the action.
2B	Enter State and county code of the County Office that will complete the action.
2C	The telephone number of the County Office that will complete the action is optional information (suggest to complete for County Offices in other States).
* * *	* * *
3A	Enter name of the County Office that initiated the request and is requesting the information.
3B	Enter State and county code of the County Office that is requesting the information.
3C	The telephone number of the County Office requesting the action is optional information (suggest to complete for County Office in other States).
* * *	* * *
4	Enter producer's name as it appears in Business Partner.
5	***--**Enter the producer's address as it appears in Business Partner.
6	Enter crop year for this request. Only 1 year per CCC-527.
7	Check the box if applicable.**--***
8A	The recording County Office checks the applicable box when a COC determination requires a non-recording County Office COC to make a determination.
8B	The non-recording County Office checks applicable box for COC determination.
9A	Non-recording County Office shall enter the program to be adjusted/established.
9B	Non-recording County Office shall enter the total payment limitation amount (whole dollars) to be adjusted/established (total amount needed for year not just increase).
9C	Recording County Office shall enter the date the payment limitation adjustment was made.
10	Enter any comments, additional explanation, or other information to help explain the changes requested for the producer or the reason requested changes were altered or denied.
11 A	Initiating representative signs.
11 B	Initiating representative enters job title.
11 C	Initiating representative enters date the CCC-527 is e-mailed *** * ***.
12 A	Receiving representative signs.
12 B	Receiving representative enters job title.
12 C	Receiving representative enters date the CCC-527 is e-mailed *** * *** to initiating County Office.

133 Request Subsidiary Updates (Continued)

D Example of CCC-527

The following is an example of CCC-527.

*--

This form is available electronically.

CCC-527 (01-08-18)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation **REQUEST FOR ACTION FOR SUBSIDIARY/PAYMENT LIMITATION**	1. Date Prepared

This form is used to facilitate communication between counties to exchange eligibility information, review CCC determinations and establish or revise payment limitation allocations.

2A. TO: NAME AND ADDRESS	2B. ST/CTY CODES	3A. FROM: NAME AND ADDRESS	3B. ST/CTY CODES
2C. Telephone No. *(Including Area Code)*		3C. Telephone No. *(Including Area Code)*	

PART A – ELIGIBILITY DETERMINATION

4. Producer Name	5. Producer Address	6. Program Year

7. For AD-1026, check if it applies:

☐ AD-1026 needed for producer affiliates ☐ Completed AD-1026 enclosed

8A. For COC Action:	8B. Did COC concur?
☐ CCC-902 and CCC-903 with determinations enclosed for COC action	☐ COC Concurs ☐ COC Does Not Concur *(Detailed Explanation Required in Part C)*

PART B – REQUEST TO CHANGE ALLOCATION

9. Limitation needed: *(If producer is new in your county or if additional limitation is required.)*

A. Enter the Program to Adjust	B. Enter the Total Dollar Amount Needed for the Program Year	C. Enter Date
	$	
	$	
	$	

PART C - EXPLANATION

10. Provide a detailed explanation:

PART D - SIGNATURE

11A. Signature of Initiating Representative	11B. Title	11C. Date Emailed
12A. Signature of Receiving Representative	12B. Title	12C. Date Emailed

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

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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

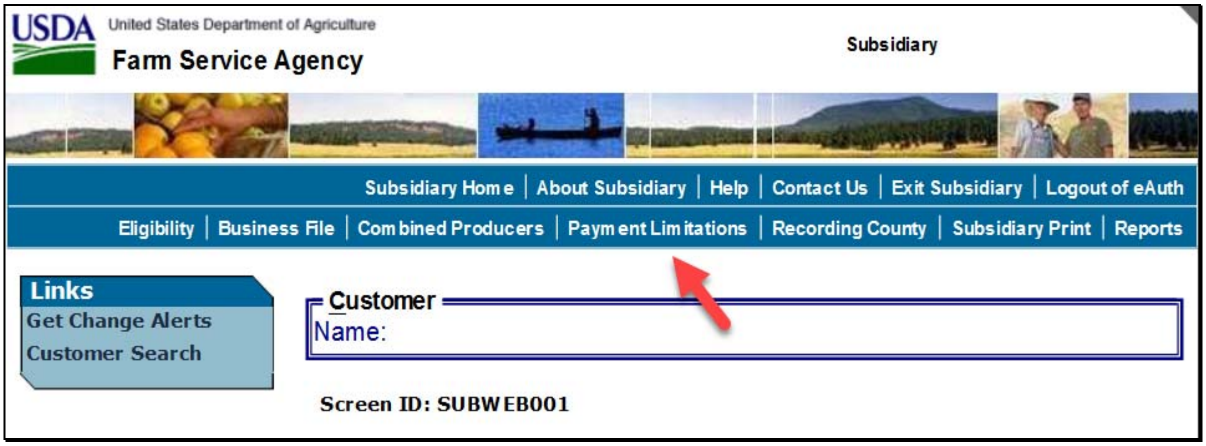
Access the web-based Subsidiary System according to paragraph 9.

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.

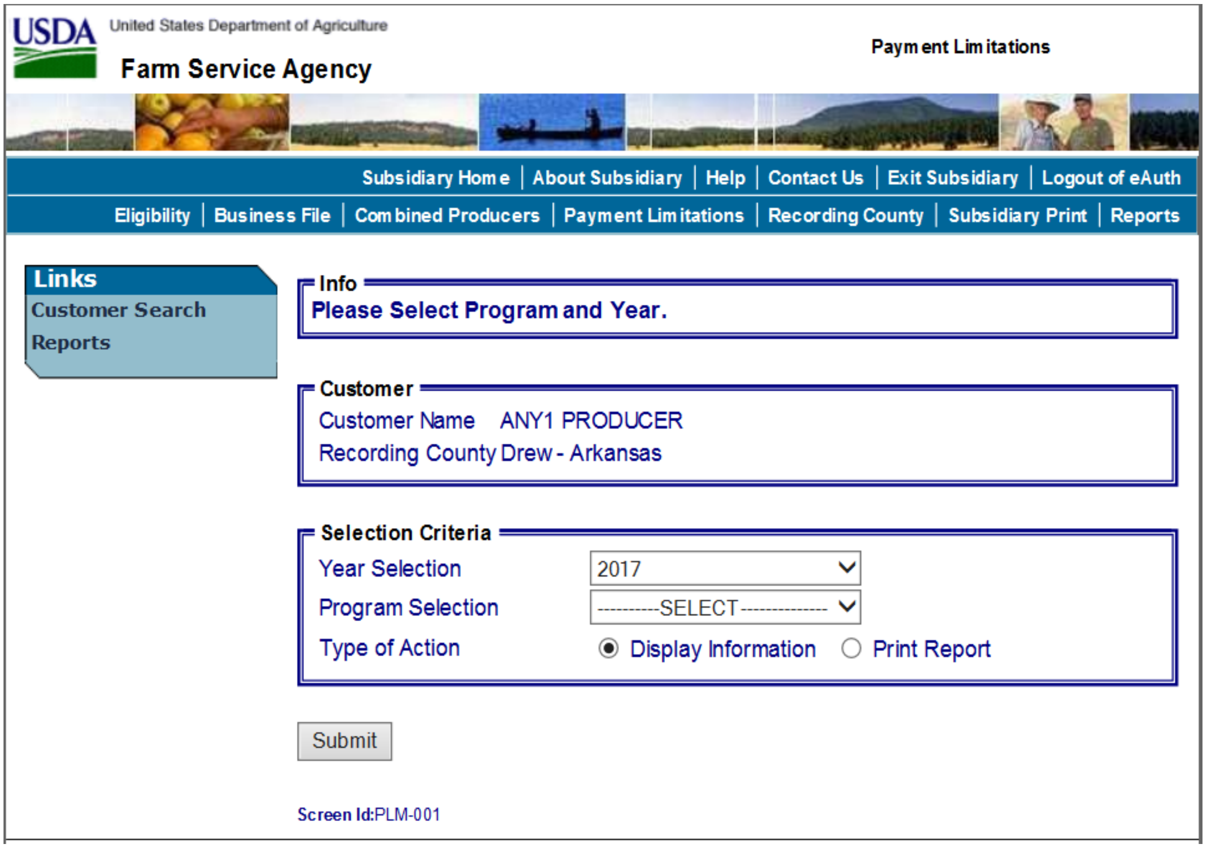
Select the customer on the subsequent SCIMS Customer Search Result Screen. If the customer is **not** in SCIMS, the customer **must** be added in Business Partner.

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

C Payment Limitations Screen PLM-001

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

*--



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

D Fields on Payment Limitations Screen PLM-001

Payment Limitations Screen PLM-001:

- is the beginning point for actions relative to the web-based Payment Limitation System
- will be displayed with the following items.

Section/ Options	Field	Description
"Info"		Provides information error messages about Payment Limitations Screen PLM-001. See subparagraph E for a list of error messages.
"Customer"	"Customer Name"	Identifies 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 list 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 list 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" will be displayed with 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 Limitations 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 Business Partner link to a State with unlimited payment limitation for Public Schools."

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

E Error Messages (Continued)

IF the selected customer has a business type of…	**AND…**	**THEN the system will display the error message…**
"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"		

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 Business Partner to at least one FSA County Office.
"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 Business File; 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 Business File with the correct shares. If the correct shares are present, report this condition to users State Office subsidiary 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 Business Partner with the correct TIN and/or type.

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

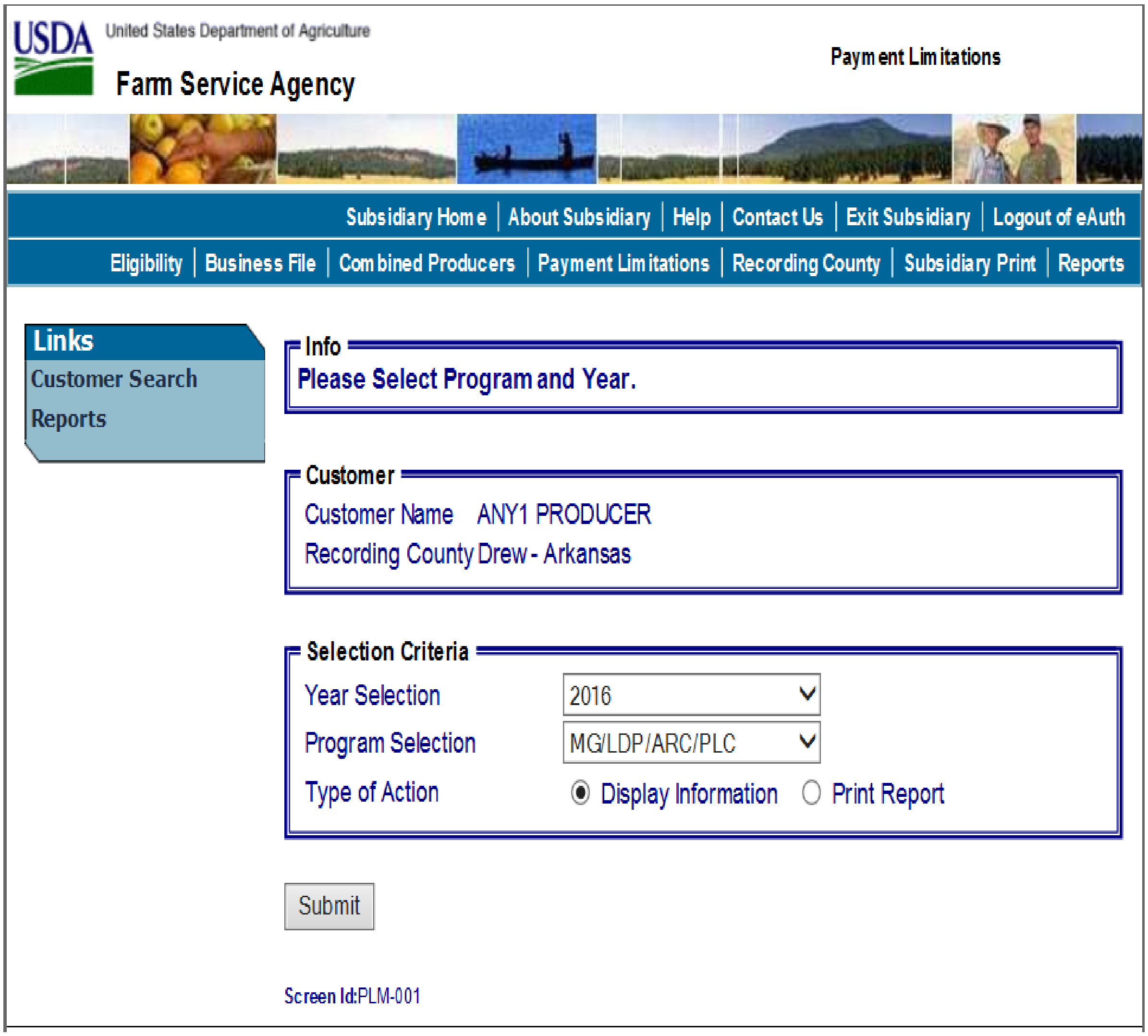
E Error Messages (Continued)

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 Business Partner 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 Business 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 Business Partner 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.

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

F Completed Payment Limitations Screen PLM-001

This is an example of the Payment Limitations Screen PLM-001, Selection Page after users
*--select year "**2016**", program "**MG/LDP/ARC/PLC**", and "**Display Information**". If users CLICK "**Submit**", the Payment Limitations Screen PLM-002 will be displayed.



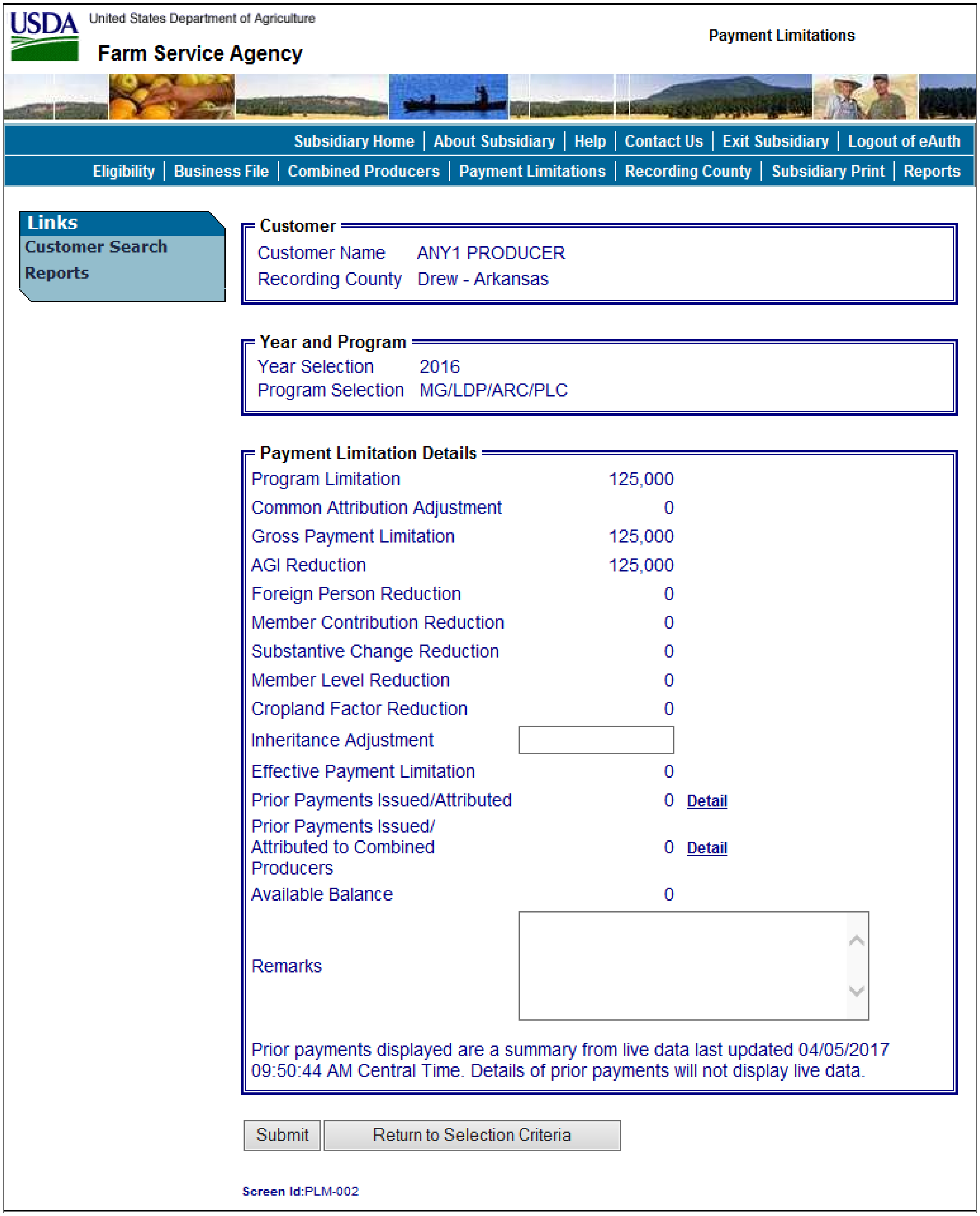
--*

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

G Payment Limitations Screen PLM-002

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

*--



USDA United States Department of Agriculture
Farm Service Agency
Payment Limitations

Subsidiary Home | About Subsidiary | Help | Contact Us | Exit Subsidiary | Logout of eAuth
Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports

Links
Customer Search
Reports

Customer

Customer Name ANY1 PRODUCER
Recording County Drew - Arkansas

Year and Program

Year Selection 2016
Program Selection MG/LDP/ARC/PLC

Payment Limitation Details

Program Limitation	125,000	
Common Attribution Adjustment	0	
Gross Payment Limitation	125,000	
AGI Reduction	125,000	
Foreign Person Reduction	0	
Member Contribution Reduction	0	
Substantive Change Reduction	0	
Member Level Reduction	0	
Cropland Factor Reduction	0	
Inheritance Adjustment		
Effective Payment Limitation	0	
Prior Payments Issued/Attributed	0	Detail
Prior Payments Issued/ Attributed to Combined Producers	0	Detail
Available Balance	0	
Remarks		

Prior payments displayed are a summary from live data last updated 04/05/2017 09:50:44 AM Central Time. Details of prior payments will not display live data.

Submit | Return to Selection Criteria

Screen Id:PLM-002

--*

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

H Fields on Payment Limitations Screen PLM-002

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

Section/ Options	Field/Options	Description
"Customer"	"Customer Name"	Identifies 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 Limitations 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.

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

H Fields on Payment Limitations Screen PLM-002 (Continued)

Section/ Options	**Field/ Options**	**Description**
"Payment Limitation Details" (Continued)	"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 Limitations 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 member contribution 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.

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

H Fields on Payment Limitations Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description
"Payment Limitation Details" (Continued)	"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.

	"Inheritance Adjustment"	Allows users to enter inheritance adjustments according to:
		
		• 4-PL, paragraph 178 for 2009 through 2013
		•*--5-PL, paragraph 276 for 2014 through 2020
		• 6-PL, paragraph 114 for 2021 and subsequent years.--*
		
		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
		
		• must only be updated according to:
		
		  • 4-PL, paragraph 178 for 2009 through 2013
		  •*--5-PL, paragraph 276 for 2014 through 2020
		  • 6-PL, paragraph 114 for 2021 and subsequent years,--*
		
		• 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 **must 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.

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

H Fields on Payment Limitations Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description

"Payment Limitation Details" (Continued)	"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 Limitations 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 for 2009 through 2013 •*--5-PL for 2014 through 2020 • 6-PL for 2021 and subsequent years.--* 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.

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

H Fields on Payment Limitations Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description
"Payment Limitation Details" (Continued)	"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 Limitations Screen PLM-001 will be redisplayed.

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.

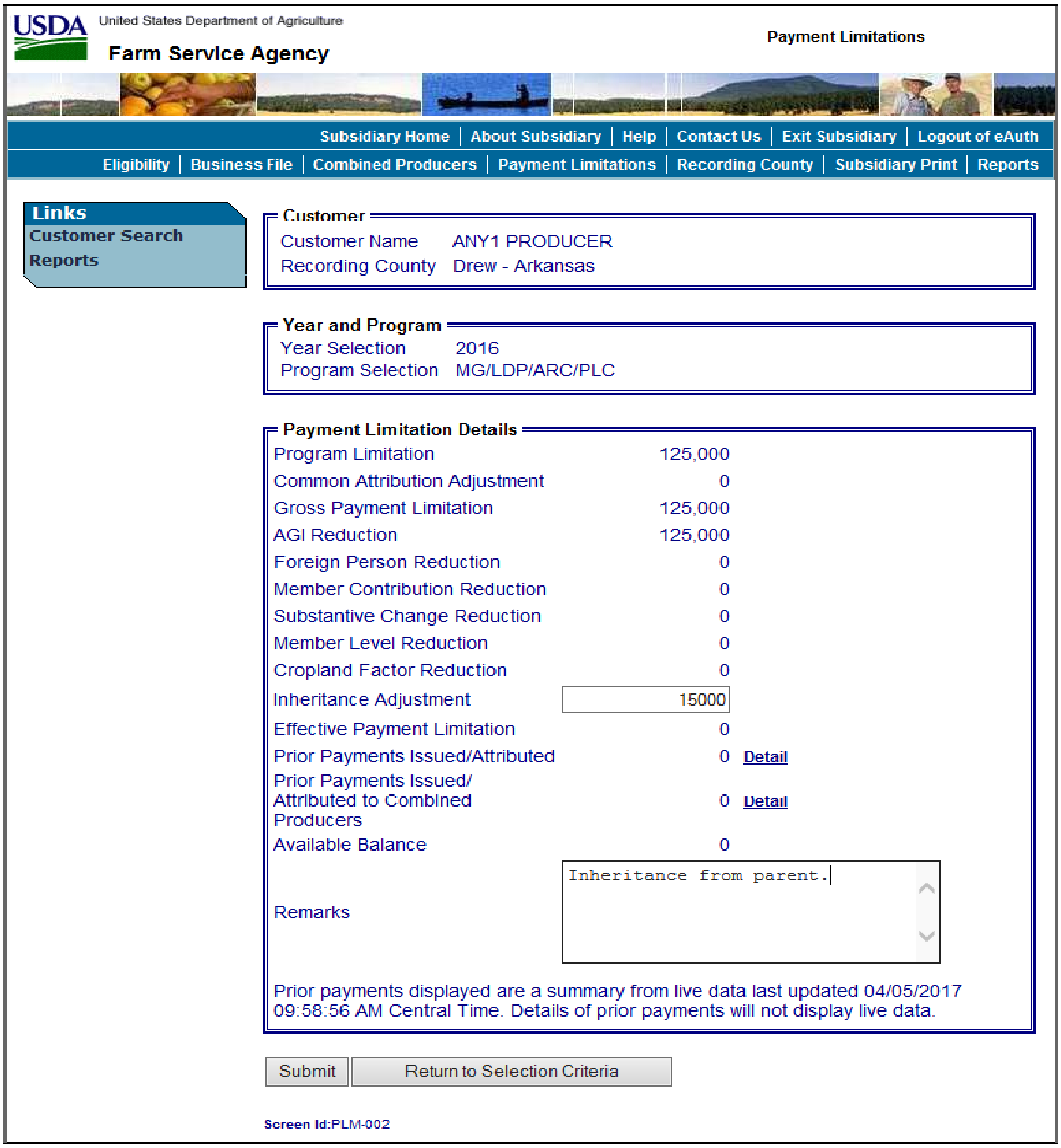
> "Prior payments displayed are a summary from live data last updated MM/DD/YYYY at hh:mm:ss XM CST. Details of prior payments will **not** display live data."

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

I Completed Payment Limitations Screen PLM-002

This is an example of Payment Limitations Screen PLM-002 after entering the following for *--2016 MG/LDP/ARC/PLC and before users click "Submit":

- inheritance adjustment because of meeting provisions in 5-PLremarks. Remarks shall **not** contain PII.



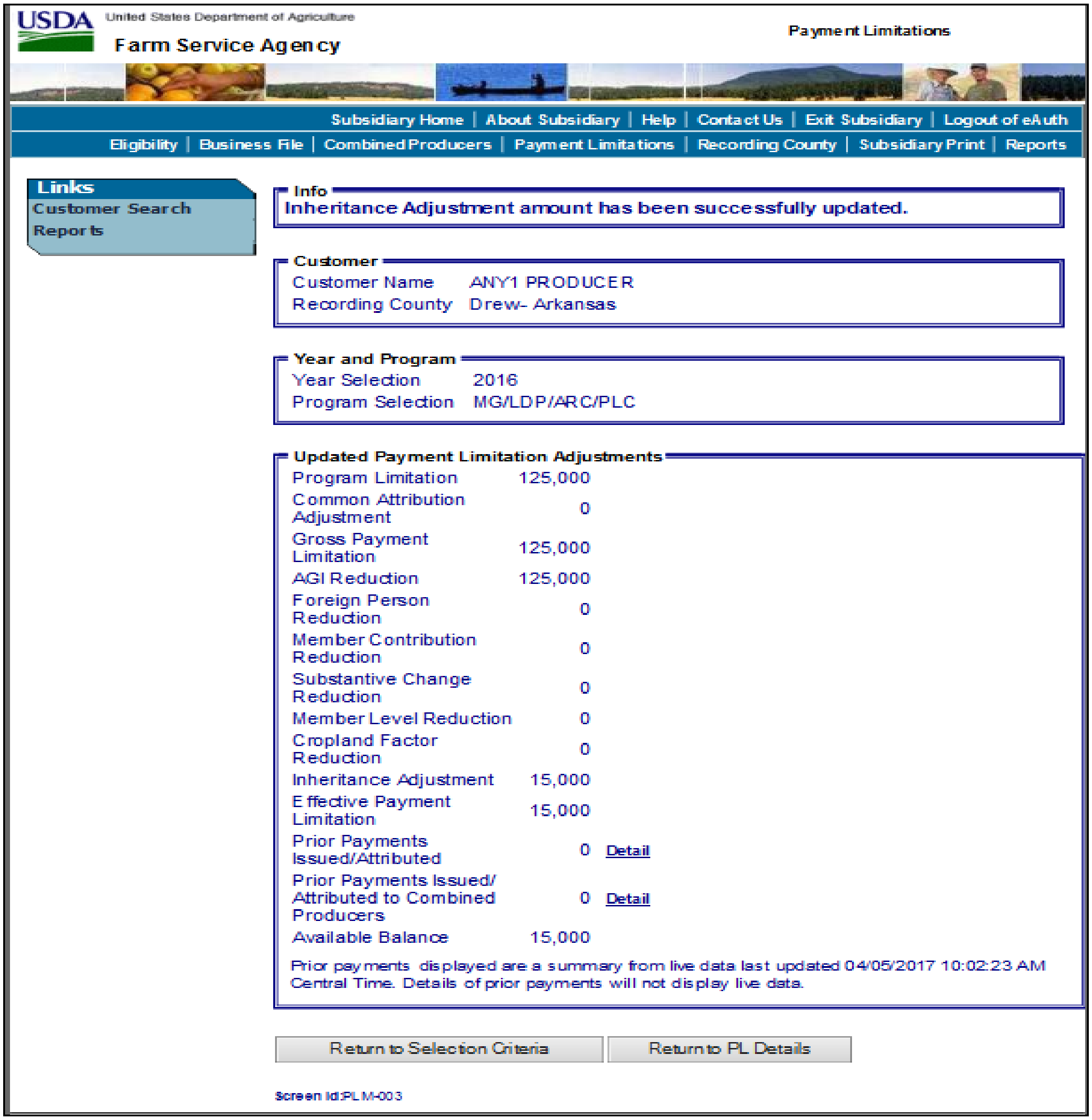
--*

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

J Payment Limitations Screen PLM-003

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

*--



USDA United States Department of Agriculture
Farm Service Agency
Payment Limitations

Subsidiary Home | About Subsidiary | Help | Contact Us | Exit Subsidiary | Logout of eAuth
Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports

Links
Customer Search
Reports

Info
Inheritance Adjustment amount has been successfully updated.

Customer

Customer Name	ANY1 PRODUCER
Recording County	Drew- Arkansas

Year and Program

Year Selection	2016
Program Selection	MG/LDP/ARC/PLC

Updated Payment Limitation Adjustments

Program Limitation	125,000	
Common Attribution Adjustment	0	
Gross Payment Limitation	125,000	
AGI Reduction	125,000	
Foreign Person Reduction	0	
Member Contribution Reduction	0	
Substantive Change Reduction	0	
Member Level Reduction	0	
Cropland Factor Reduction	0	
Inheritance Adjustment	15,000	
Effective Payment Limitation	15,000	
Prior Payments Issued/Attributed	0	Detail
Prior Payments Issued/ Attributed to Combined Producers	0	Detail
Available Balance	15,000	

Prior payments displayed are a summary from live data last updated 04/05/2017 10:02:23 AM Central Time. Details of prior payments will not display live data.

Return to Selection Criteria | Return to PL Details

Screen Id:PLM-003

--*

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

K Fields on Payment Limitations Screen PLM-003

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

Section/Option	Fields/Options	Description
"Info"		Provides informational messages. After payment limitation adjustments are successfully submitted on Payment Limitations 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 Limitations Screen PLM-001 will be redisplayed.
"Return to PL Details"		Payment Limitations Screen PLM-002 will be redisplayed.
"Customer Search"		Payment Limitations 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 Limitations Screen PLM-001, under Selection Criteria, CLICK “**Print Report**” (subparagraph B)
- on Payment Limitations 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.

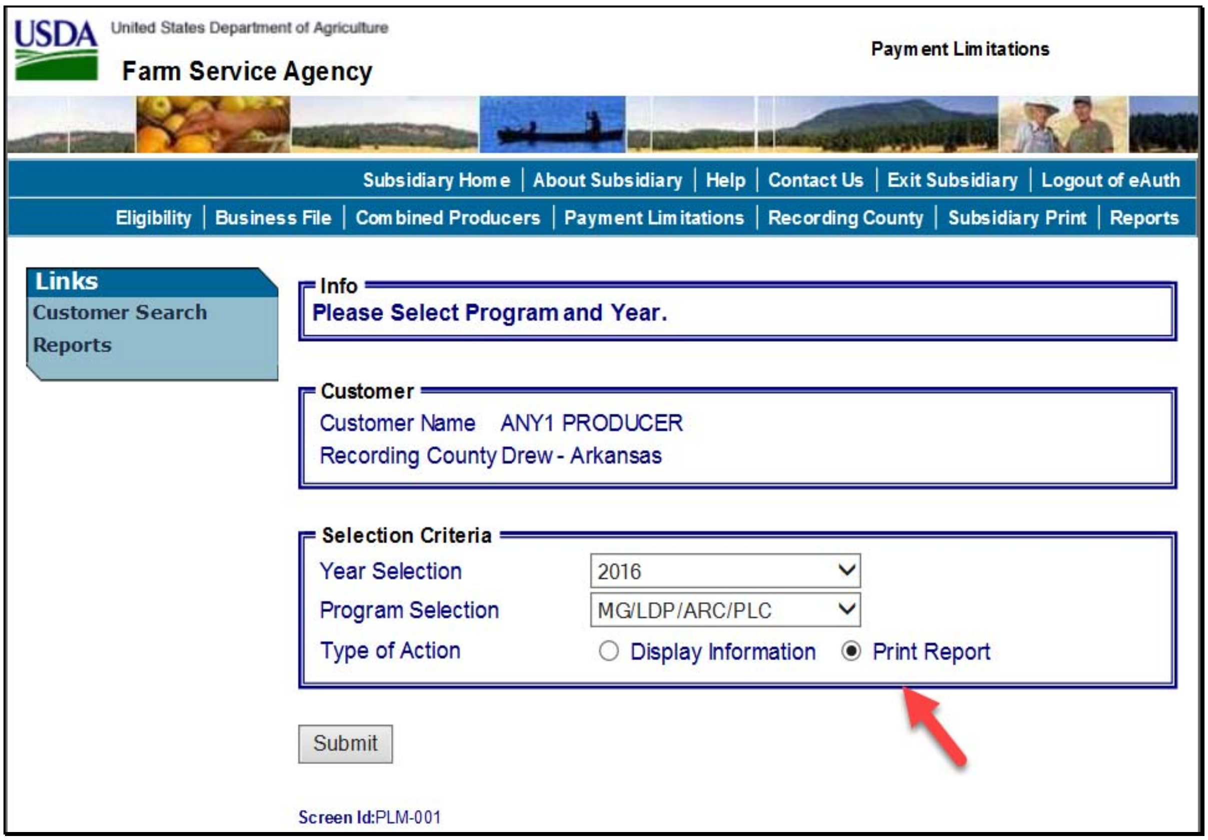
143 Payment Limitation Details Report (Continued)

B Printing From Payment Limitations Screen PLM-001

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

- from the drop-down list, select the applicable year
- from the drop-down list, 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)

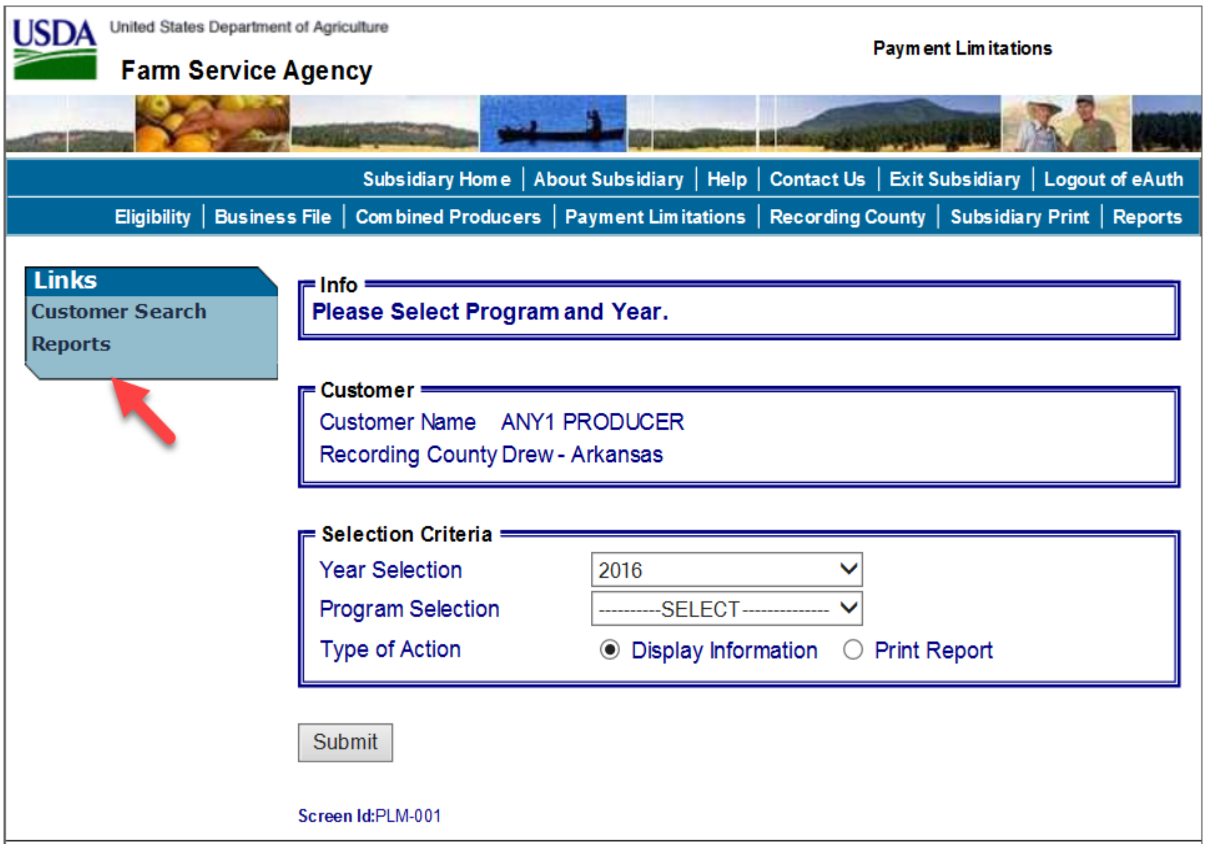
C Printing From "Reports" Link

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

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

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

*--



--*

143 Payment Limitation Details Report (Continued)

C Printing From "Reports" Link (Continued)

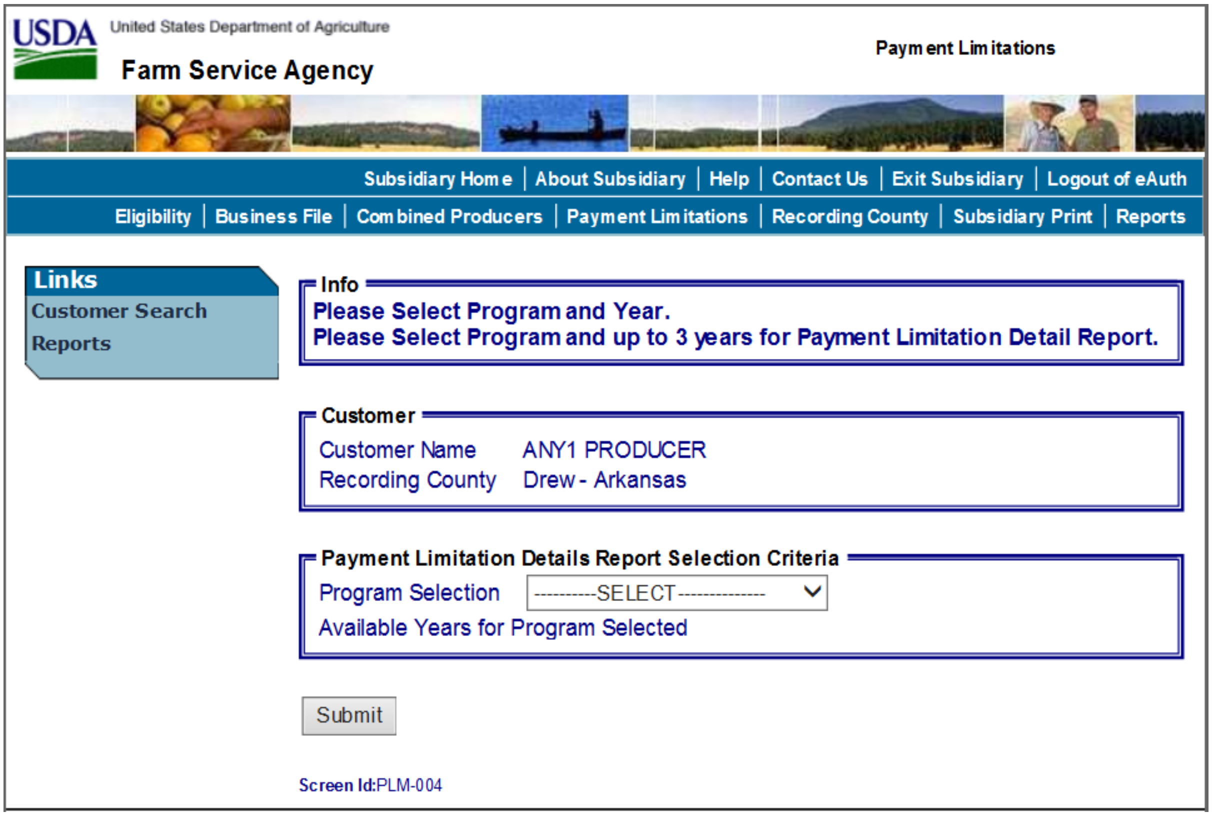
After users click "**Reports**" on Payment Limitations Screen PLM-001, PLM-002, or PLM-003, under "Links", Payment Limitations Screen PLM-005 will be displayed. CLICK "**Payment Limitation Details Report**"; Payment Limitations Screen PLM-004 will be displayed.

143 Payment Limitation Details Report (Continued)

C Printing From "Reports" Link (Continued)

This is an example of Payment Limitations Screen PLM-004.

*--



--*

143 Payment Limitation Details Report (Continued)

C Printing From "Reports" Link (Continued)

Payment Limitations Screen PLM-004 will display the following items.

Section/ Option	Field	Description
"Info"		Provides information and error messages about Payment Limitations Screen PLM-004.
"Customer"	"Customer Name"	Identifies 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 list 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 list 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.
* * *	* * *
"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: 04/05/2017 Time: 10:09:05 AM CDT
Producer Name: ANY1 PRODUCER	
Recording County: Drew, Arkansas	
Program Name	**MG/LDP/ARC/PLC**
Year	**2016**
Program Limitation	125,000
Common Attribution Adjustment	0
Program Adjustment - Increase	0
Program Adjustment - Decrease	0
Adjusted Payment Limitation	125,000
Program Factor Reduction	0
Gross Payment Limitation	125,000
Permitted Share Reduction	0
AGI Share Reduction	125,000
Foreign Person Reduction	0
Member Contribution Reduction	0
Substantive Change Reduction	0
Member Level Share Reduction	0
Cropland Factor Reduction	0
Inheritance Adjustment	15,000
Effective Payment Limitation	15,000
Prior Payments Issued/Attributed to Producer	0
Prior Payments Issued/Attributed to Combined/Common Attribution	0
Available Payment Limitation Balance	15,000

Prior payments displayed are a summary from live data last updated on 04/05/2017 10:09:05 AM Central

--*

144 Detailed Prior Payment Report

A Overview

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

- on Payment Limitations Screen PLM-002, CLICK "**Detail**" (see subparagraph B)
- on Payment Limitations 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.

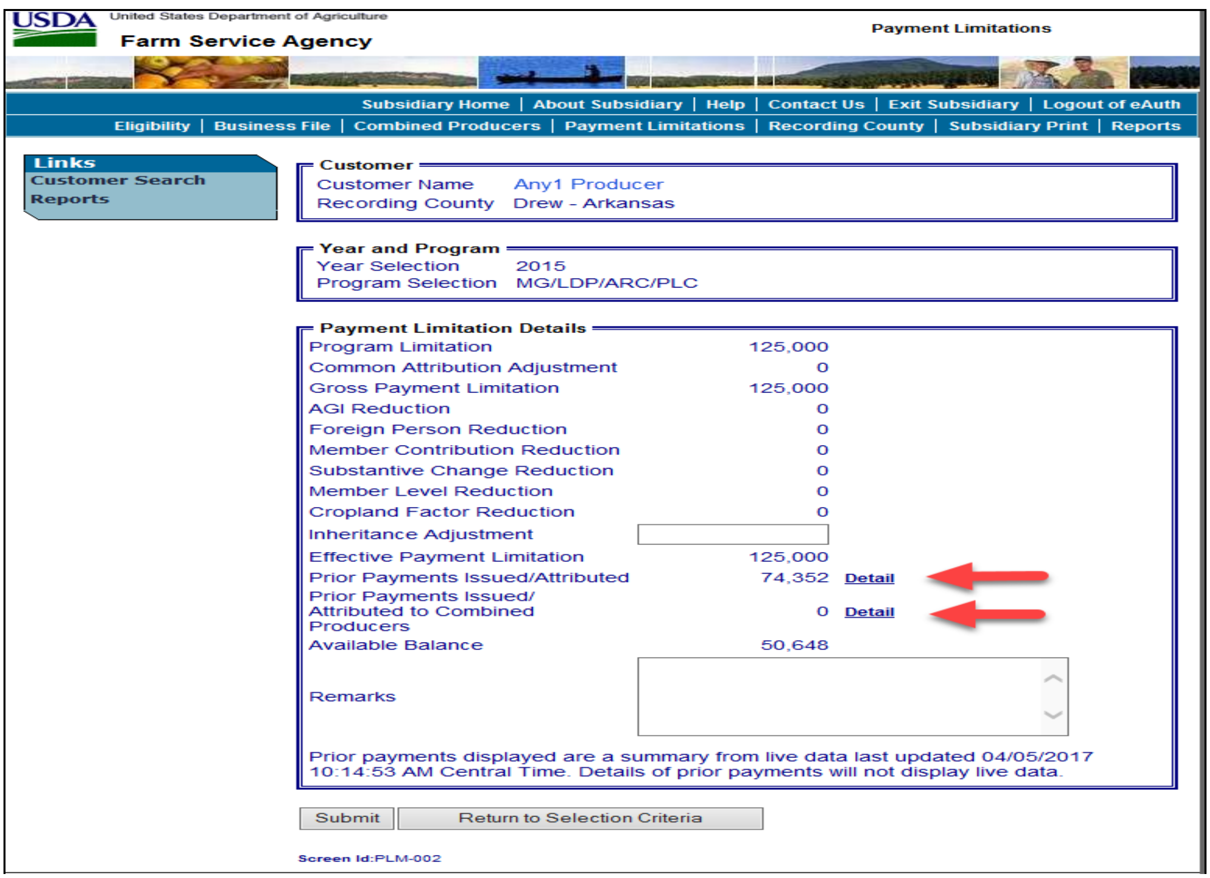
B Printing From Payment Limitations Screen PLM-002

Access Payment Limitations Screen PLM-002 according to paragraph 142. On Payment Limitations 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 Limitations Screen PLM-002.

*--



--*

144 Detailed Prior Payment Report (Continued)

B Printing From Payment Limitations Screen PLM-002 (Continued)

On Payment Limitations Screen PLM-002, after users click "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.

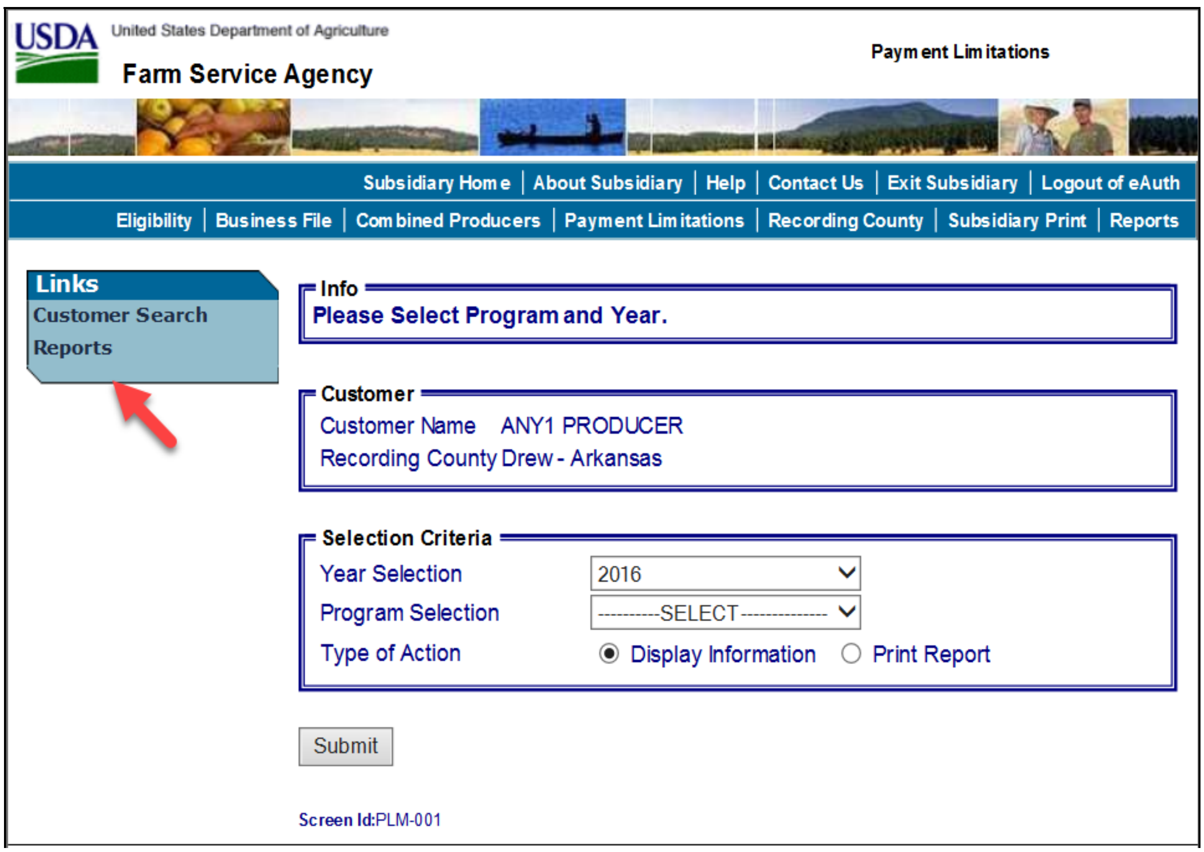
C Printing From "Reports" Link

A link to print the Detailed Prior Payment Report may be accessed on any of the following Payment Limitations Screens:

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

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

*--

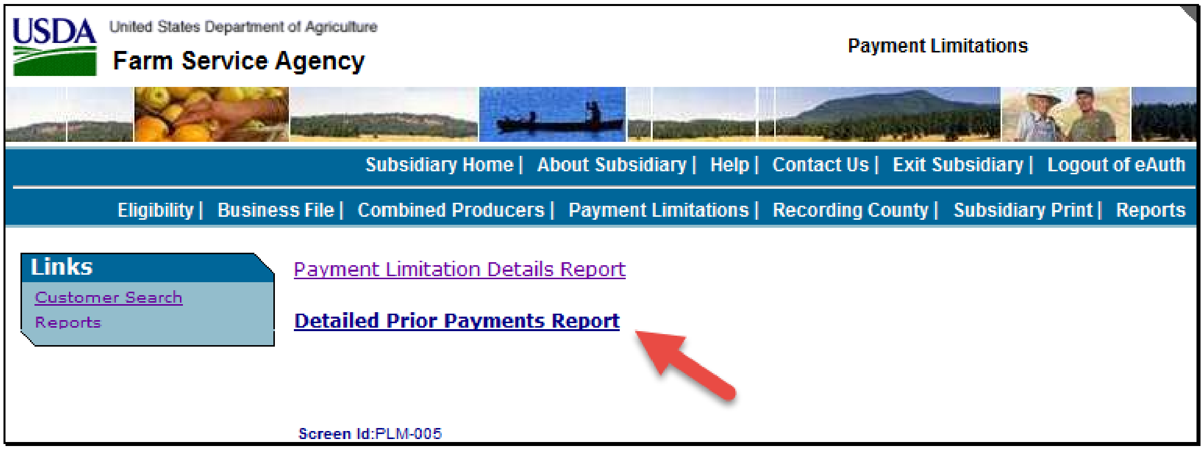


--*

144 Detailed Prior Payment Report (Continued)

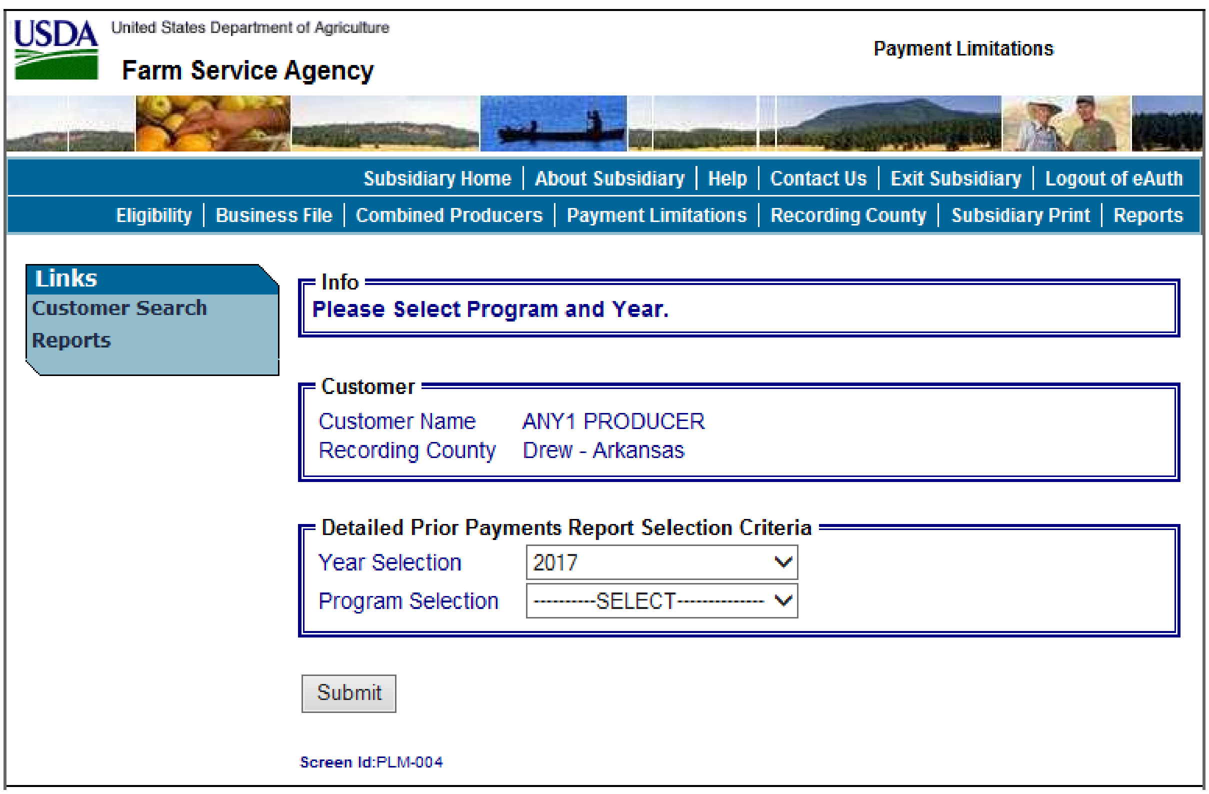
C Printing From “Reports” Link (Continued)

After users click “**Reports**” on Payment Limitations Screen PLM-001, PLM-002, or PLM-003, under “Links”, the following Payment Limitations Screen PLM-005 will be displayed.



CLICK “**Detailed Prior Payments Report**”; the following Payment Limitations Screen PLM-004 will be displayed.

*--



--*

144 Detailed Prior Payment Report (Continued)

C Printing From "Reports" Link (Continued)

Payment Limitations Screen PLM-004 will display the following items.

Section/ Option	Field	Description
"Info"		Provides information and error messages about Payment Limitations Screen PLM-004.
"Customer"	"Customer Name"	Identifies 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 list 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 list 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.
* * *	* * *
"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. 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"	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 2015 MG/LDP/ARC/PLC Detailed Prior Payments Report for Any 1 producer.

United States Department of Agriculture Farm Service Agency Detailed Prior Payments Report							Date: 04/05/2017 Time: 10:24:08 AM CDT
Producer Name: Any1 Producer							
Recording County: Drew, Arkansas							
Program Name: MG/LDP/ARC/PLC							Subsidiary Year: 2015
Date	Issuing		Contract/Application/Farm	Program Code	Amount Issued/ Attributed	Business Attributed From	Common Attribution Member/Combination Member Attributed
	State	County					
10/04/2016	AR	Drew	0000320	ARCPCO	2,378		
10/04/2016	AR	Drew	0000526	PLCP	3,256		

In this example, on October, 4, 2016, Drew County, Arkansas, processed the following payments involving Any 1 Producer. A payment was processed on farm number:

- 0000320 for an ARCPCO payment in the amount of $2,378
- 0000526 for a PLCP payment in the amount of $3,256.--*

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 304
- County Eligibility Reports, described in paragraph 305
- IRS Mismatch Report, described in paragraph 306
- *--IRS AGI Not Compliant/Failed Verification Report, described in paragraph 307.--*

303 Subsidiary Print Report

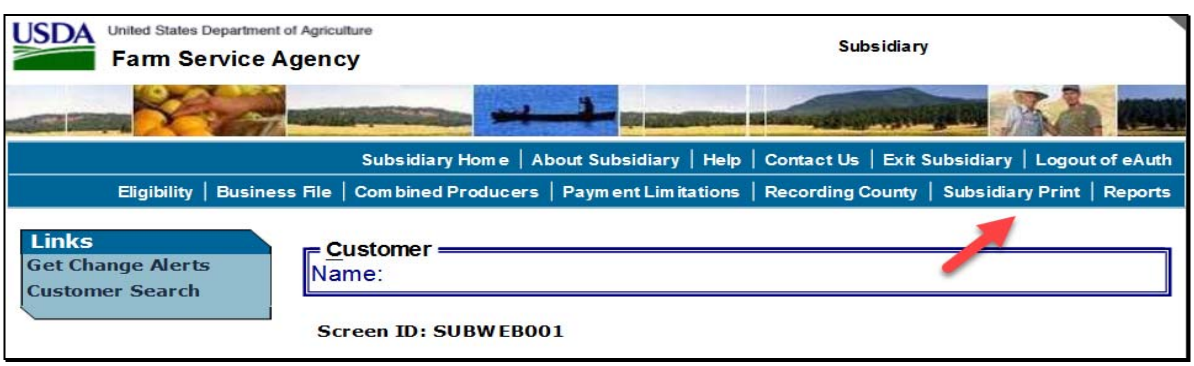
A Introduction

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 Subsidiary 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

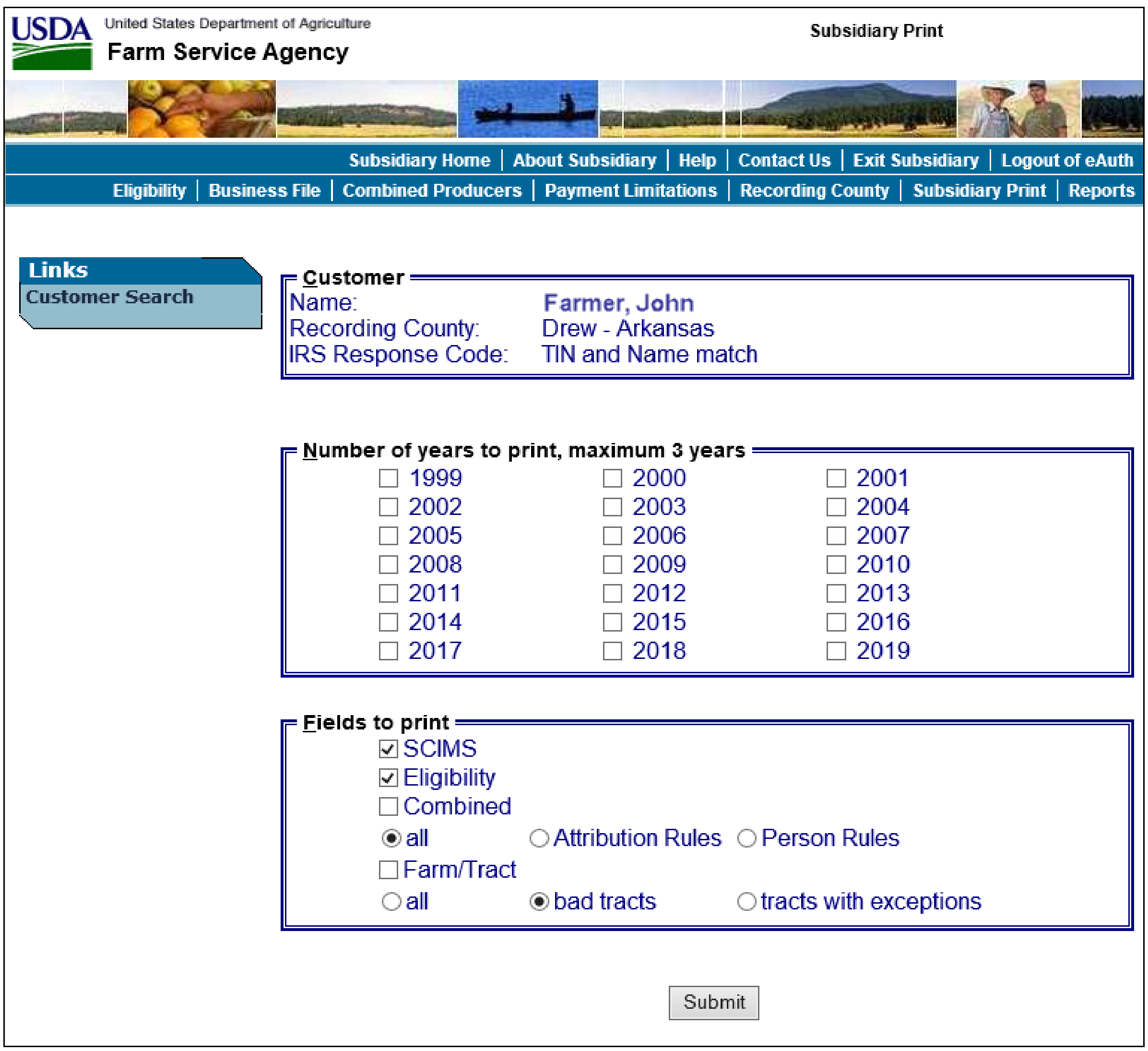
The Subsidiary Print selection process allows the user to decide the information that will be displayed and/or printed on the report. The user can select different options based on the following criteria:

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

Users make selections by clicking the checkbox next to the desired selection. After users click an option, a checkmark will be displayed in the checkbox.

Following is an example of the Subsidiary Print Selection Screen.

*--



--*

303 Subsidiary Print Report (Continued)

D Number of Years to Print Option

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

E Fields to Print Option

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

- “SCIMS”
- “Eligibility”
- “Combined”
- “Farm/Tract”.

Type of Information	What Will Be Displayed/Printed	Default Information
SCIMS	• Producer’s business type for each year selected under “Number of years to print” option. • Citizenship Country/Originating County. • Resident Alien flag. • SCIMS legacy links.	SCIMS is the default. **Note:** To remove the selection, the user **must** click on the checkbox to remove the checkmark.
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 checkmark.

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
	
	  * * *
	
	  • 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
	
	  * * *
	
	  • 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 and/or 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 and/or printed.	
	“tracts with exceptions” is selected	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 and/or 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 Additional Data for Payment Limitation and Business File

Payment limitation reports may be printed according to Part 5.

Business File data is available through the web-based Business File software according to Part 10. Members of a business will display on the automated CCC-902 for the business.

303 Subsidiary Print Report (Continued)

H Example

Following is an example of the Producer Subsidiary Print Report.

*--

Date: 06-25-2019

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Farmer, John

PO Box 1
Monticello, AR 11111

Phone Number: none

SCIMS Information
Business Type Information
2019 Individual
2018 Individual

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

SCIMS Links
Drew - Arkansas

Summary Eligibility Information
Recording County: Drew - Arkansas
Office Phone: (870)367-8400 x2

419 W GAINES ST
MONTICELLO, AR 71655-4723

	2019	2018
AD-1026	Not Filed	Not Filed
First Time Producer Filing AD-1026	No	No
Date First Time Filing AD-1026		
Affiliate Violation for RMA	No	
Actively Engaged Determination	Not Filed	Not Filed
Actively Engaged - 2002 Farm Bill	Not Filed	Not Filed
AGI - 75% Rule	No	No
AGI - 2014 and 2018 Farm Bills	Not Filed	Not Filed
AGI - 2008 Farm Bill - Commodity		
AGI - 2008 Farm Bill - Direct $750,000		
AGI - 2008 Farm Bill - Direct $1 Million		
AGI - 2008 Farm Bill - Conservation	Not Filed	Not Filed
AGI - 2002 Farm Bill	Not Filed	Not Filed
Beginning Farmer or Rancher	No	No
Cash Rent Tenant Determination	Awaiting Determination	Awaiting Determination
Cropland Factor	0.0000	0.0000
Conservation Compliance-Farm/Tract	In Compliance	In Compliance
Highly Erodible Land Conservation	Compliant	Compliant
Planted Converted Wetland	Compliant	Compliant
Converted Wetland	Compliant	Compliant
Controlled Substance	No Violation	No Violation
Delinquent Debt	No	No
Federal Crop Insurance	Requirements Not Met	Requirements Not Met
Foreign Person	Not Applicable	Not Applicable
Fraud - including FCIC Fraud		
Gross Revenue for Disaster		
Gross Revenue for NAP		
Limited Resource Farmer or Rancher	No	No
NAP Non-Compliance	Compliant	Compliant
Permitted Entity - 2002 Farm Bill	Yes	Yes
Person Eligibility - 2002 Farm Bill	Not Filed	Not Filed
SDA - Racial, Ethnic or Gender	No	No
SDA - Racial or Ethnic but NOT Gender	No	No

Page 1 of 2

Date: 06-25-2019

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Farmer, John

PO Box 1
Monticello, AR 11111

Phone Number: none

Summary Eligibility Information
Recording County: Drew - Arkansas
Office Phone: (870)367-8400 x2

419 W GAINES ST
MONTICELLO, AR 71655-4723

	2019	2018
Veteran Farmer or Rancher	No	
10 Year Certification	No	
Last Updated	July 28, 2018	July 13, 2017

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303 Subsidiary Print Report (Continued)

H Example (Continued)

*--

Date: 10-18-2018

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

ANY1 PRODUCER

PO BOX 1
SAN DIEGO, CA 92117

Phone Number: none

Combined Producer Information

2018

Combined Recording County: Bradley - Arkansas
Office Phone: (870)367-8400 x2

419 W GAINES ST
MONTICELLO, AR 71655-4723

Common Attribution - Direct Combinations		
Producer	Combination Reason	Determination Date
PRODUCER, ANY2	Minor child with Parent or Guardian according to Direct Attribution Rules	01/01/2017

Common Attribution - Indirect Combinations		
Producer	Combination Reason	Determination Date
None		

Person - Direct Combinations		
Producer	Combination Reason	Determination Date
ANY3 CORPORATION	Member's share is greater than 50% in a corporation,limited liability company, limited partnership or irrevocable trust	01/01/2017

Person - Indirect Combinations		
Producer	Combination Reason	Determination Date
None		

2017

Combined Recording County: Bradley - Arkansas
Office Phone: (870)367-8400 x2

419 W GAINES ST
MONTICELLO, AR 71655-4723

Common Attribution - Direct Combinations		
Producer	Combination Reason	Determination Date
PRODUCER, ANY2	Minor child with Parent or Guardian according to Direct Attribution Rules	01/01/2017

Common Attribution - Indirect Combinations		
Producer	Combination Reason	Determination Date
None		

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303 Subsidiary Print Report (Continued)

H Example (Continued)

*--

Date: 10-18-2018

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

ANY1 PRODUCER

PO BOX 1
SAN DIEGO, CA 92117

Phone Number: none

Combined Producer Information

2017

Combined Recording County: Bradley - Arkansas
Office Phone: (870)367-8400 x2

419 W GAINES ST
MONTICELLO, AR 71655-4723

Person - Direct Combinations		
Producer	Combination Reason	Determination Date
ANY3 CORPORATION	Member's share is greater than 50% in a corporation,limited liability company, limited partnership or irrevocable trust	01/01/2017

Person - Indirect Combinations		
Producer	Combination Reason	Determination Date
None		

Farm/Tract Information for All Tracts

2018

Drew - Arkansas

Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
2200		Operator		None		None		None
2200	4588	Owner	HEL: Determinations not complete	None	None	None	None	None

2017

Drew - Arkansas

Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1509		Operator		None		None		None
1509	1391	Owner	Classified as not HEL	None	None	None	None	None
1511		Operator		None		None		None
1511	3991	Operator	HEL: Determinations not complete	None	None	None	None	None

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303 Subsidiary Print Report (Continued)

H Example (Continued)

*--

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Date: 10-18-2018

ANY1 PRODUCER

PO BOX 1
SAN DIEGO, CA 92117

Phone Number: none

Farm/Tract Information for All Tracts

2017									
Drew - Arkansas									
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland		
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception	
1513	3995	Owner	Classified as not HEL	None	None	None	None	None	
1515		Other Tenant		None		None		None	
1515	3997	Other Tenant	HEL: Determinations not complete	None	None	None	None	None	
1562		Operator		None		None		None	
1562	4047	Operator	Classified as not HEL	None	None	None	None	None	
1562	4045	Owner	Classified as not HEL	None	None	None	None	None	
1562	4048	Operator	Classified as not HEL	None	None	None	None	None	
1562	4049	Operator	Classified as not HEL	None	None	None	None	None	
1562	4050	Owner	Classified as not HEL	None	None	None	None	None	
2200		Operator		None		Has appeal Rights		Has Appeal Rights	
2200	4588	Owner	HEL: Determinations not complete	None	Wetland converted after November 28, 1990	Has appeal Rights	An agricultural commodity has been planted on a	Has Appeal Rights	

Page 4 of 4

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304 Combined Producer Report

A Introduction

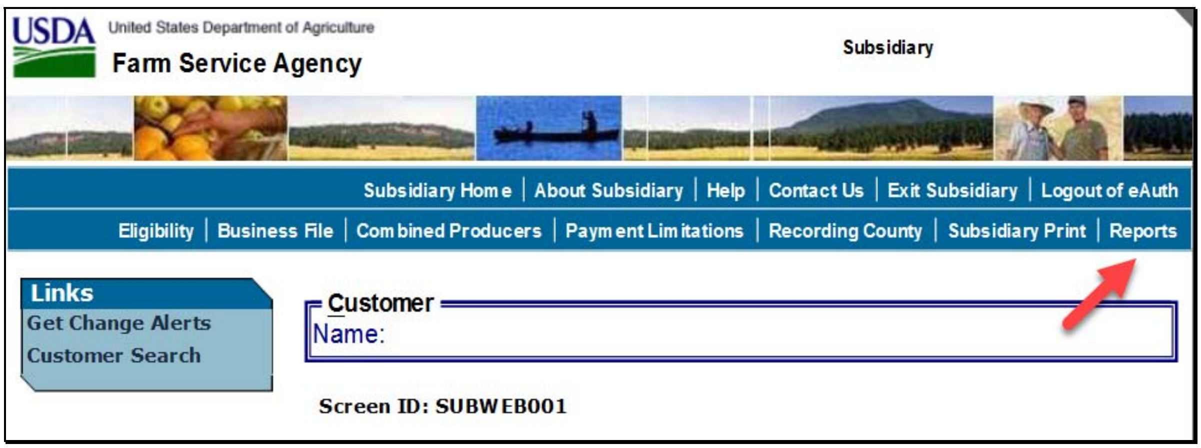
The Combined Producer Report has been developed to allow County Offices to print a "county specific" Combined Producer Report that will print all producers that are combined in a specific county.

B Accessing the Combined Producer Report

Access web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary 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.

***--**



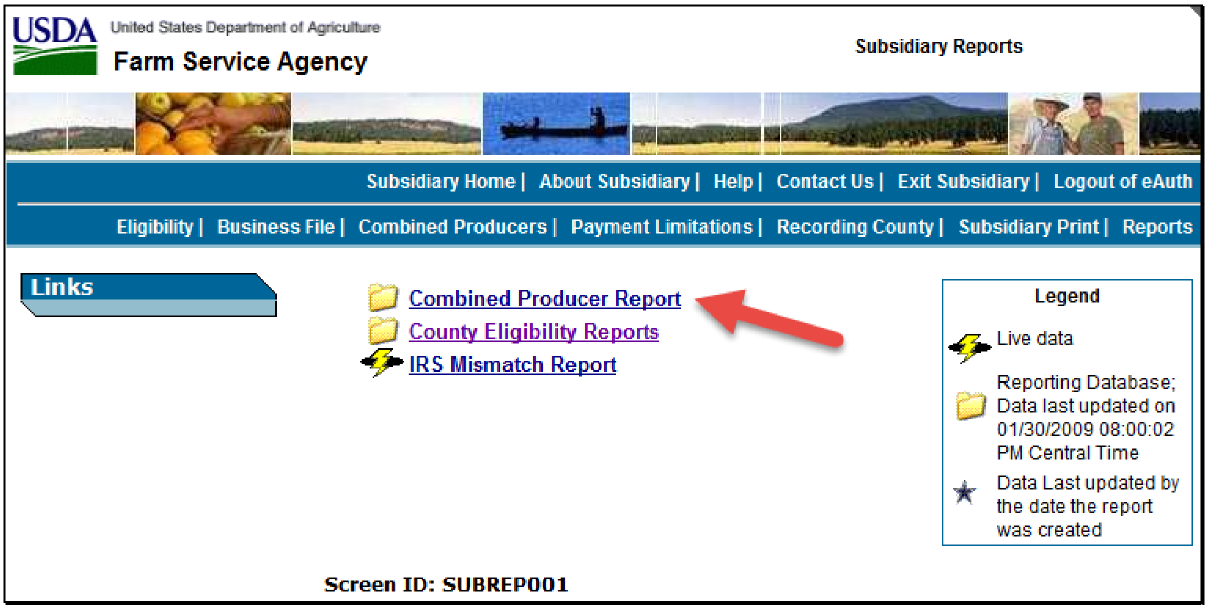
--*

304 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.

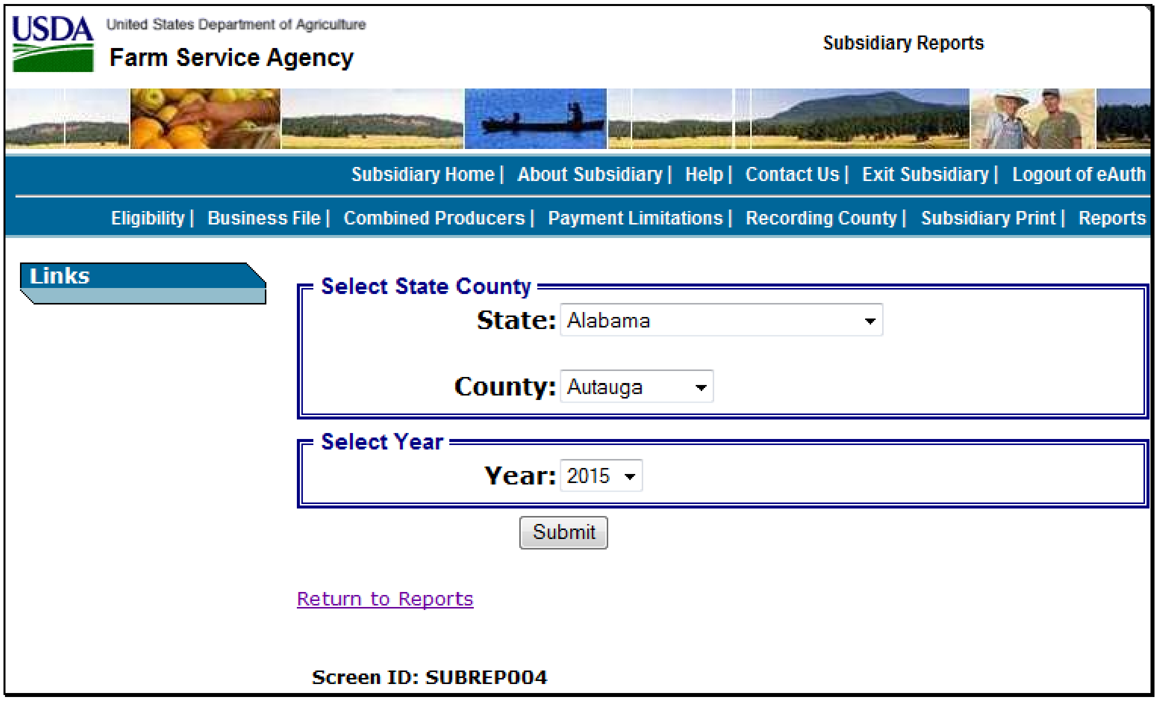


304 Combined Producer Report (Continued)

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:

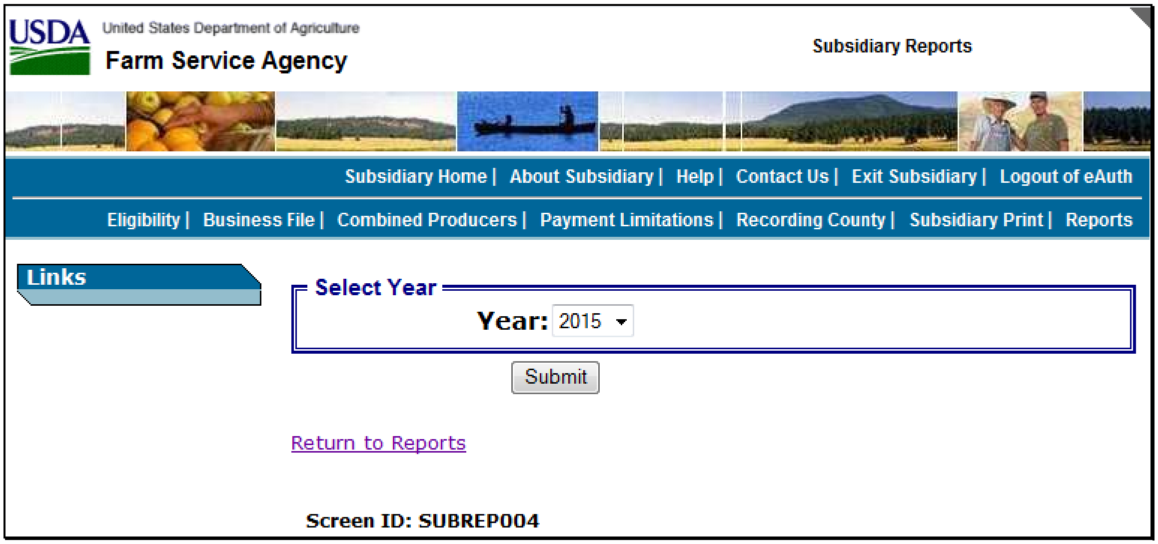
- a State Office employee or DD will view, if approved according to paragraph 12



304 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.

304 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.

*--

Autauga Alabama	United States Department Of Agriculture Farm Service Agency 2017 Combined Producer Report	Prepared: Apr 04, 2017 Time: 12:20 PM Page 1 of 3

Rule Type	Combined Recording County	Name	Name	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.
* * *	* * *
--Name (Column 4)--	Displays the producer that has a direct combination with the producer listed in column 3.
* * *	* * *
Combination Reason	Displays the reason the 2 producers are combined.

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

305 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 certifications and/or determinations updated in 1 or more of the following categories:

- “AD-1026”
- “Actively Engaged Determination”
- “Actively Engaged - 2002 Farm Bill”
- ***--**“AGI - 75% Rule”
- “AGI - 2014 and 2018 Farm Bills”**--***
- “AGI - 2008 Farm Bill”:
  - “Commodity”
  - “Direct $750,000”
  - “Direct $1 Million”
  - “Conservation”
- “AGI - 2002 Farm Bill”
- “Beginning Farmer or Rancher”
- “Cash Rent Tenant Determination”
- “Conservation Compliance”
- “Controlled Substance”

305 County Eligibility Reports (Continued)

A Introduction (Continued)

- “Delinquent Debt”
- “Federal Crop Insurance”
- “Foreign Person”
- “Fraud - including FCIC Fraud”
- “Limited Resource Farmer or Rancher”
- “NAP Non-Compliance”
- “Permitted Entity - 2002 Farm Bill”
- “Person Eligibility - 2002 Farm Bill”
- “SDA - Racial, Ethnic and Gender”
- “SDA - Ethnic and Racial but NOT Gender”
- ***--**“Veteran Farmer or Rancher”.**--***

These reports are:

- county specific
- generated using the reporting database.

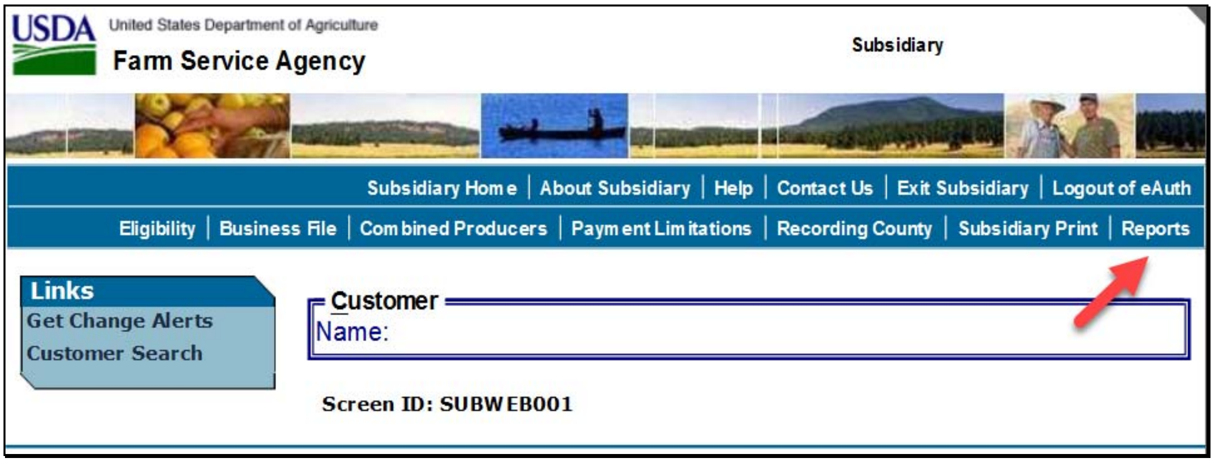
305 County Eligibility Reports (Continued)

B Accessing the County Eligibility Reports

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary 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.

*--



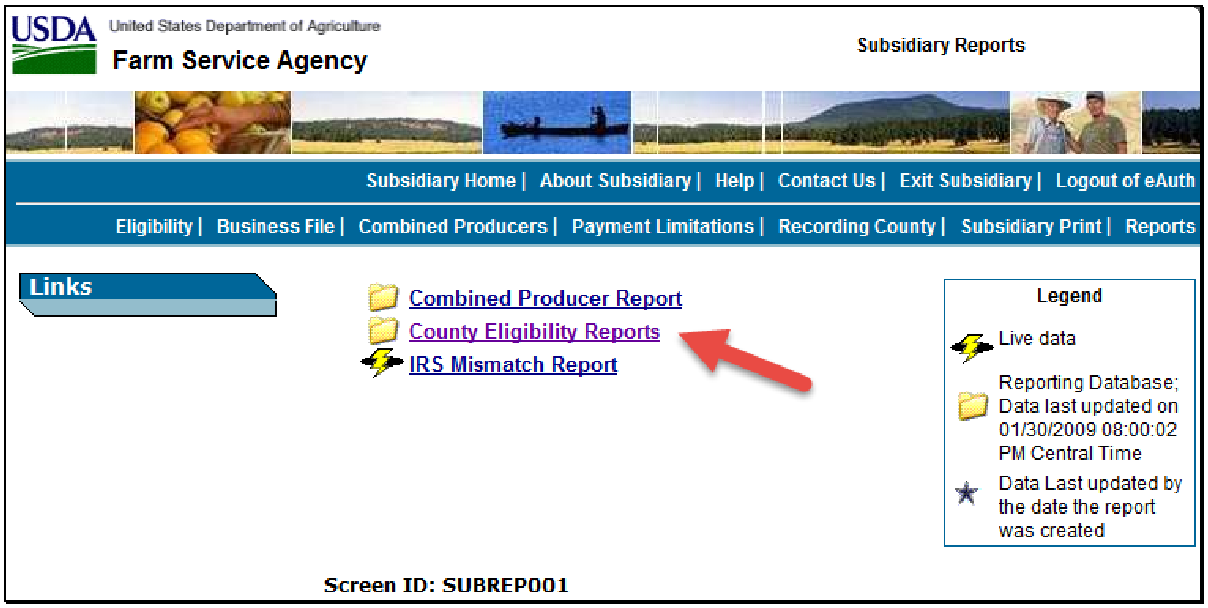
--*

305 County Eligibility Reports (Continued)

B Accessing the County Eligibility 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.

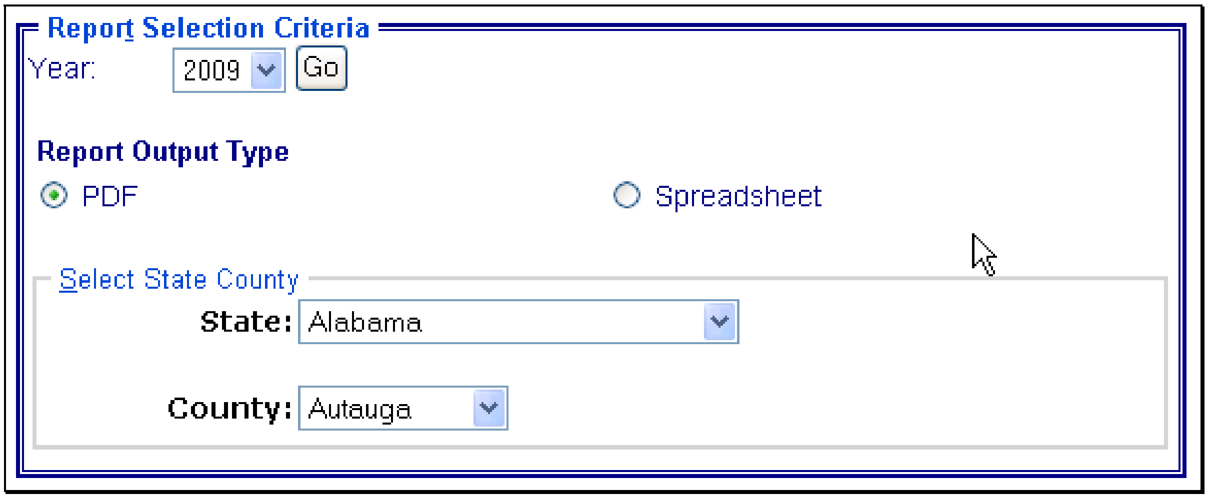
305 County Eligibility Reports (Continued)

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.

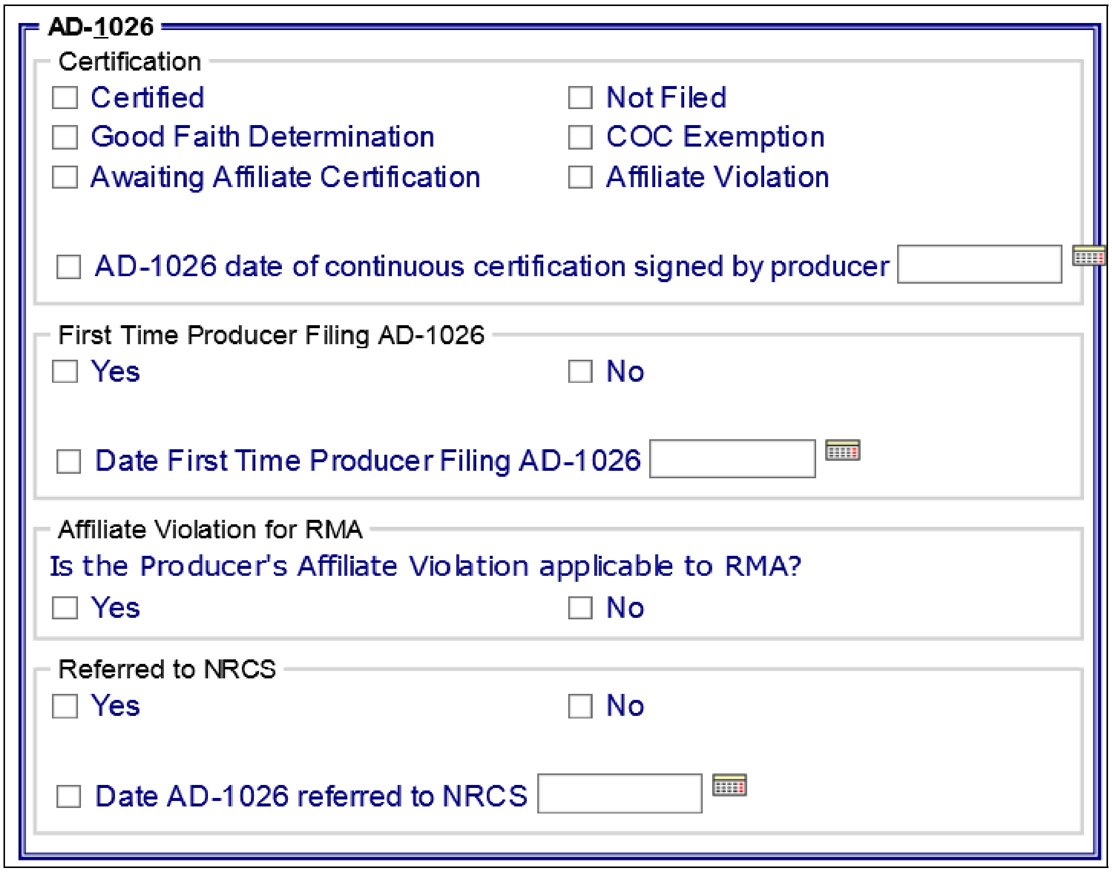
Note: Certain fields will give the user an option of adding a date or year. If the user does **not** input the year or date, the returned report will identify **all** producers. To receive a valid report, the user **must** input a date or year.

305 County Eligibility Reports (Continued)

D 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.

*--



AD-1026

Certification

☐ Certified ☐ Not Filed

☐ Good Faith Determination ☐ COC Exemption

☐ Awaiting Affiliate Certification ☐ Affiliate Violation

☐ AD-1026 date of continuous certification signed by producer

First Time Producer Filing AD-1026

☐ Yes ☐ No

☐ Date First Time Producer Filing AD-1026

Affiliate Violation for RMA

Is the Producer's Affiliate Violation applicable to RMA?

☐ Yes ☐ No

Referred to NRCS

☐ Yes ☐ No

☐ Date AD-1026 referred to NRCS

--*

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.

305 County Eligibility Reports (Continued)

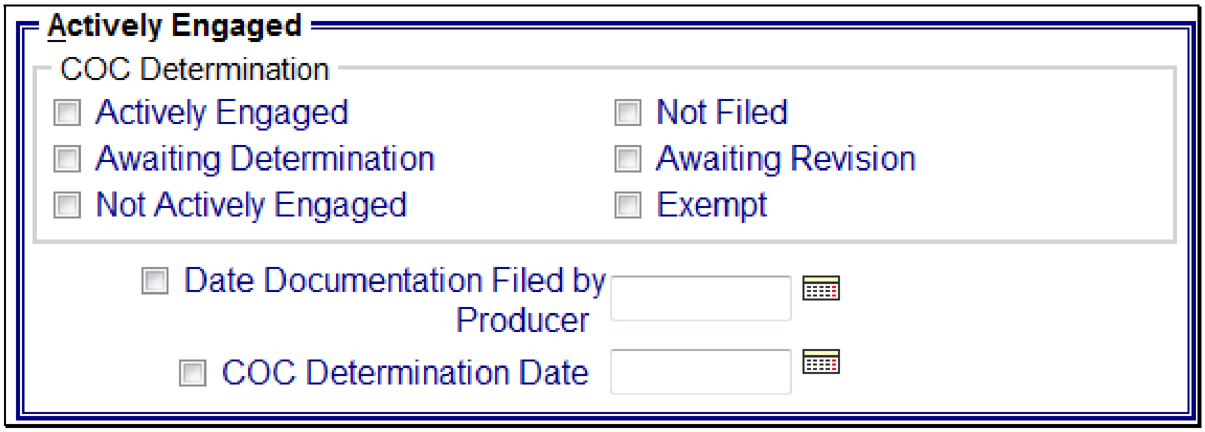
D County Eligibility Reports Screen, "AD-1026" Section (Continued)

Field/Button	Description
"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.
"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.
"AD-1026 Date of Continuous Certification 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 an "AD-1026 Date of Continuous Certification Signed by Producer" for that date. If a date is **not** entered, the report will identify **all** producers.
"First Time Producer Filing AD-1026, "Yes"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "First Time Producer Filing AD-1026", checked "Yes".
"First Time Producer Filing AD-1026, "No"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "First Time Producer Filing AD-1026", checked "No".
"Date First Time Producer Filing AD-1026"	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 "First Time Producer Filing AD-1026" checked for that date. If a date is **not** entered, the report will identify **all** producers.
"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 AD-1026 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 AD-1026 Referred to NRCS" for that date. If a date is **not** entered, the report will identify **all** producers.
***--**Is the Producer's Affiliation Violation applicable to RMA/ "Yes"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "Yes" checked for "Producer's Affiliate Violation applicable to RMA".
Is the Producer's Affiliation Violation applicable to RMA/ "No"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "AD-1026" section that has "No" checked for "Producer's Affiliate Violation applicable to RMA."**--***

305 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.



305 County Eligibility Reports (Continued)

E County Eligibility Reports Screen, “Actively Engaged” Section (Continued)

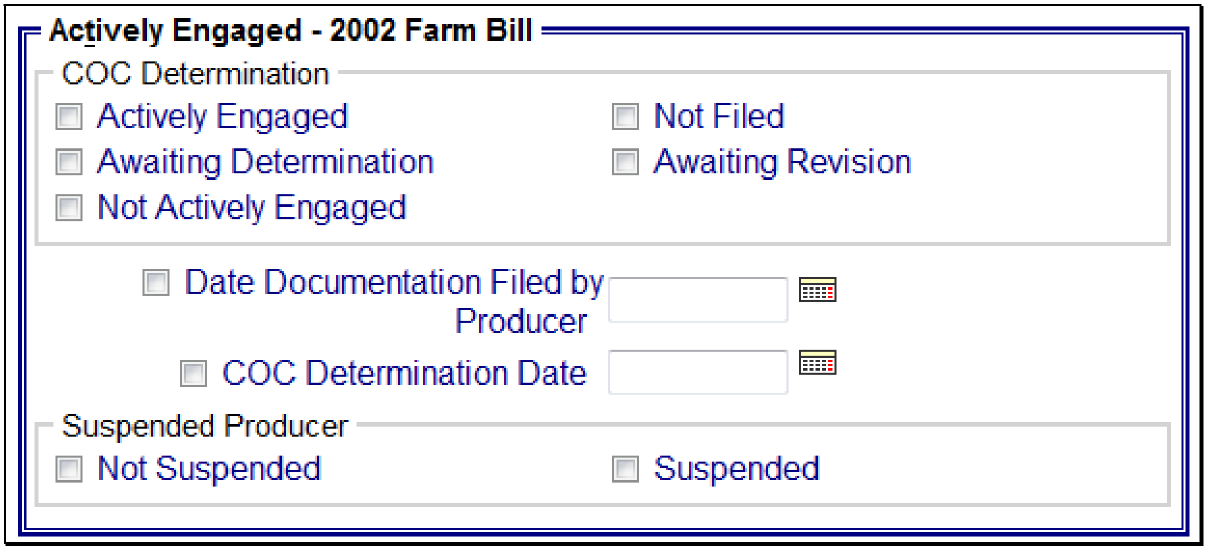
The following provides information about the “Actively Engaged” section.

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.
“Exempt”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Actively Engaged” section that has “Exempt” 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.

305 County Eligibility Reports (Continued)

F 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.



305 County Eligibility Reports (Continued)

F County Eligibility Reports Screen, "Actively Engaged - 2002 Farm Bill" Section (Continued)

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

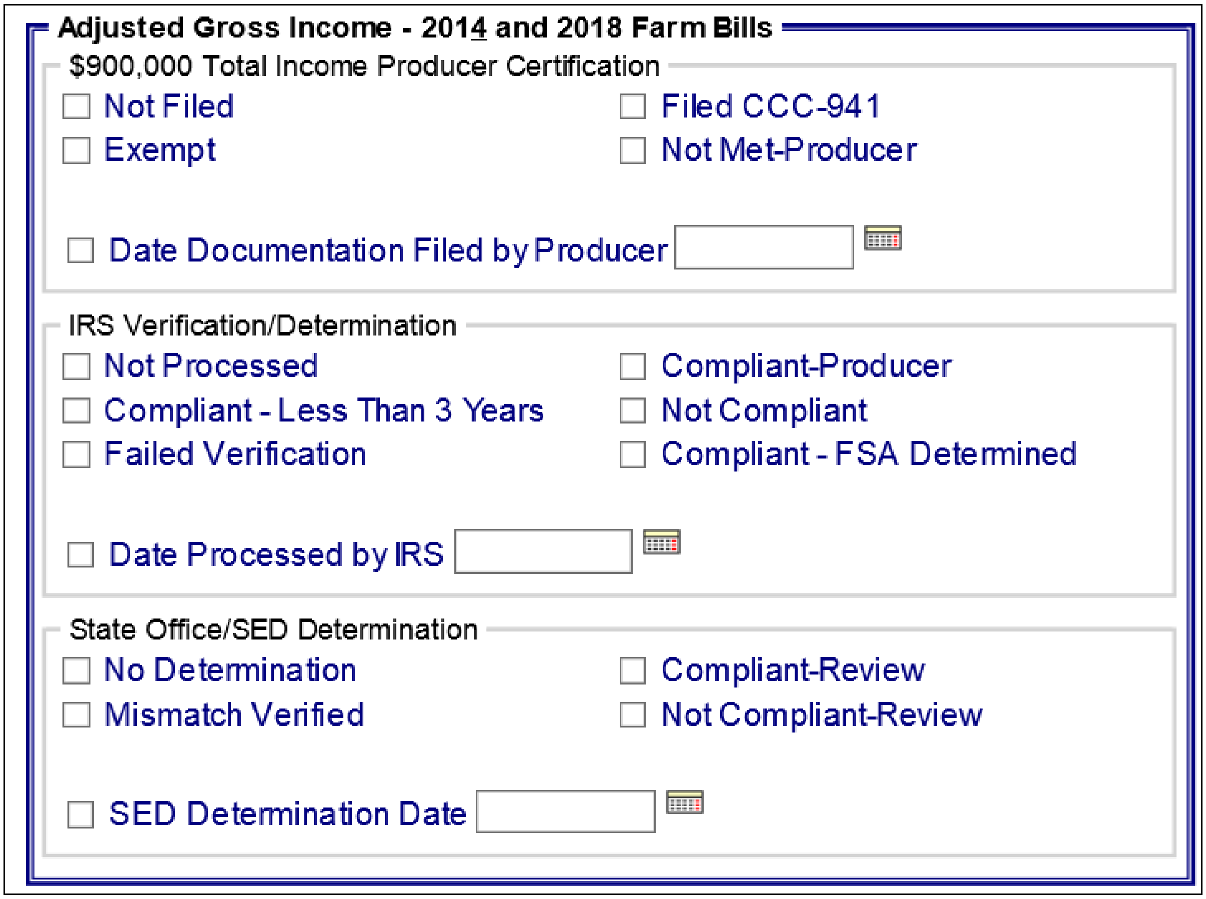
Field/Button	Description
"Actively Engaged"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Actively Engaged - 2002 Farm Bill" section that has "Actively Engaged" checked.
"Not Filed"	Checking this box will generate a report that will list every 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.

305 County Eligibility Reports (Continued)

G County Eligibility Reports Screen, "Adjusted Gross Income – 2014 and 2018 Farm Bills" Section

Reports may be generated that will provide the user information on who has an "adjusted gross income" certification, as it applies to the 2014 and 2018 Farm Bills provisions, recorded in the web-based eligibility files. The following is an example of the "Adjusted Gross Income – 2014 and 2018 Farm Bills" section.

*--



Adjusted Gross Income - 2014 and 2018 Farm Bills

$900,000 Total Income Producer Certification

- ☐ Not Filed
- ☐ Filed CCC-941
- ☐ Exempt
- ☐ Not Met-Producer
- ☐ Date Documentation Filed by Producer

IRS Verification/Determination

- ☐ Not Processed
- ☐ Compliant-Producer
- ☐ Compliant - Less Than 3 Years
- ☐ Not Compliant
- ☐ Failed Verification
- ☐ Compliant - FSA Determined
- ☐ Date Processed by IRS

State Office/SED Determination

- ☐ No Determination
- ☐ Compliant-Review
- ☐ Mismatch Verified
- ☐ Not Compliant-Review
- ☐ SED Determination Date

--*

305 County Eligibility Reports (Continued)

*--G County Eligibility Reports Screen, "Adjusted Gross Income - 2014 and 2018 Farm Bills" Section (Continued)

The following provides information about the "Adjusted Gross Income – 2014 and 2018 Farm Bills" section.

Field/Button	Description
"Not Filed"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Not Filed" checked.
"Filed CCC-941"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Filed CCC-941" checked.
"Exempt"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Exempt" 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 - 2014 and 2018 Farm Bills" section that has "Not Met - Producer" 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, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has a "Date Documentation Filed by Producer" for that date. If a date is **not** entered, the report will identify **all** producers.
"Not Processed"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Not Processed" checked.
"Compliant - Producer"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Compliant - Producer" checked.
"Compliant - Less Than 3 Years"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Compliant – Less Than 3 Years" checked.

--*

305 County Eligibility Reports (Continued)

G County Eligibility Reports Screen, "Adjusted Gross Income - 2014 and 2018 Farm Bills" Section (Continued)

Field/Button	Description
"Not Compliant"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Not Compliant" checked.
"Failed Verification"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Failed Verification" checked.
***--**"Compliant – FSA Determined"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income – 2014 and 2018 Farm Bills" section that has "Compliant – FSA Determined" checked.**--***
"Date Processed by IRS"	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 - 2014 and 2018 Farm Bills" section that has a "Date Processed by IRS" for that date. If a date is **not** entered, the report will identify **all** producers.
"No Determination"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "No Determination" checked.
"Compliant - Review"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Compliant - Review" checked.
"Mismatch Verified"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Mismatch Verified" checked.
"Not Compliant - Review"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2014 and 2018 Farm Bills" section that has "Not Compliant - Review" checked.
"SED Determination 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 - 2014 and 2018 Farm Bills" section that has a "Date of SED Determination" for that date. If a date is **not** entered, the report will identify **all** producers.

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305 County Eligibility Reports (Continued)

H County Eligibility Reports Screen, "Adjusted Gross Income - 2008 Farm Bill" Section

Reports may be generated that will provide the user information on who has an "AGI - 2008 Farm Bill" certification recorded in the web-based eligibility files. The following is an example of the "Adjusted Gross Income - 2008 Farm Bill" section.


Adjusted Gross Income - 2008 Farm Bill

Commodity Program $500,000 Nonfarm Income Certification/COC Determination

- Compliant - Producer
- Compliant - Agent
- Exempt
- Not Filed
- Not Met - COC
- Not Met - Producer

SED Determination

- Not Met-SED
- Date of SED Determination

Direct Payment $750,000 Farm Income Certification/COC Determination

- Compliant - Producer
- Compliant - Agent
- Exempt
- Not Filed
- Not Met - COC
- Not Met - Producer

SED Determination

- Not Met-SED
- Date of SED Determination

Direct Payment $1 Million Total Income Certification/COC Determination

- Compliant - Producer
- Compliant - Agent
- Exempt
- Not Filed
- Not Met - COC
- Not Met - Producer

SED Determination

- Not Met-SED
- Date of SED Determination

Conservation Program $1 Million Nonfarm Income Certification/COC Determination

- Compliant - Producer
- Compliant - Agent
- Exempt
- Not Filed
- Not Met - COC
- Not Met - Producer

SED Determination

- Not Met-SED
- Date of SED Determination

- Effective Program Year
- Date Documentation Filed by Producer
- COC Disapproval Date

305 County Eligibility Reports (Continued)

H County Eligibility Reports Screen, "Adjusted Gross Income - 2008 Farm Bill" Section (Continued)

The following provides information about the "Adjusted Gross Income - 2008 Farm Bill" 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 - 2008 Farm Bill" 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 - 2008 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 - 2008 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 - 2008 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 - 2008 Farm Bill" 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 - 2008 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 - 2008 Farm Bill" section that has an "Effective Program Year" for that year.

305 County Eligibility Reports (Continued)

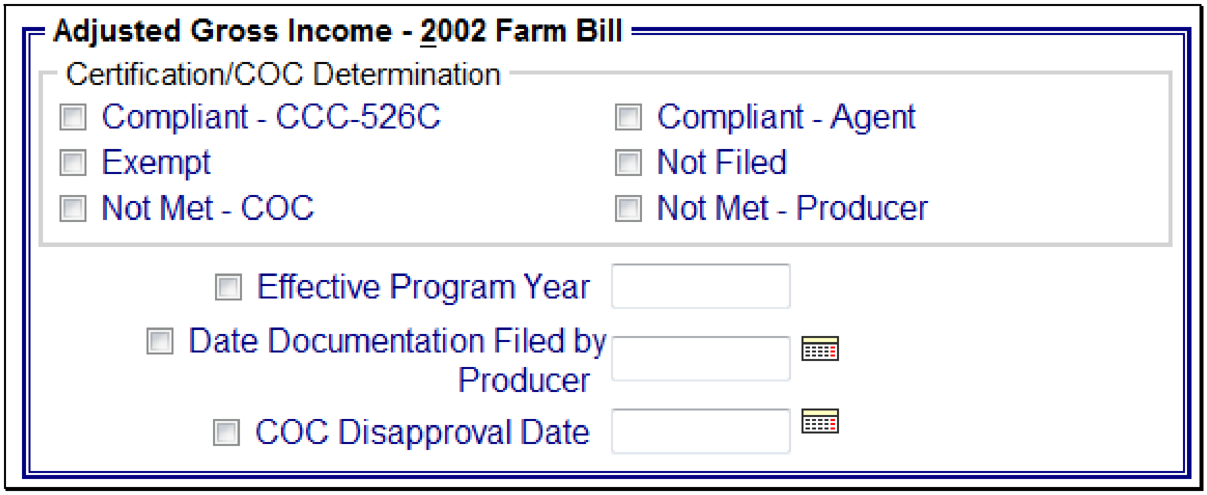
H County Eligibility Reports Screen, "Adjusted Gross Income - 2008 Farm Bill" Section (Continued)

Field/Button	Description
"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 - 2008 Farm Bill" 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 - 2008 Farm Bill" section that has a "COC Disapproval Date" for that date. If a date is **not** entered, the report will identify **all** producers.
"Not Met - SED"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income - 2008 Farm Bill" section that has "Not Met - SED" checked. **Note:** When applicable, the "Not Met - SED" field may only be updated by authorized State Office employees.
"Date of SED Determination"	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 - 2008 Farm Bill" section that has a "Date of SED Determination" for that date. If a date is **not** entered, the report will identify **all** producers.

305 County Eligibility Reports (Continued)

I 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.

305 County Eligibility Reports (Continued)

I 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.

305 County Eligibility Reports (Continued)

J 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.

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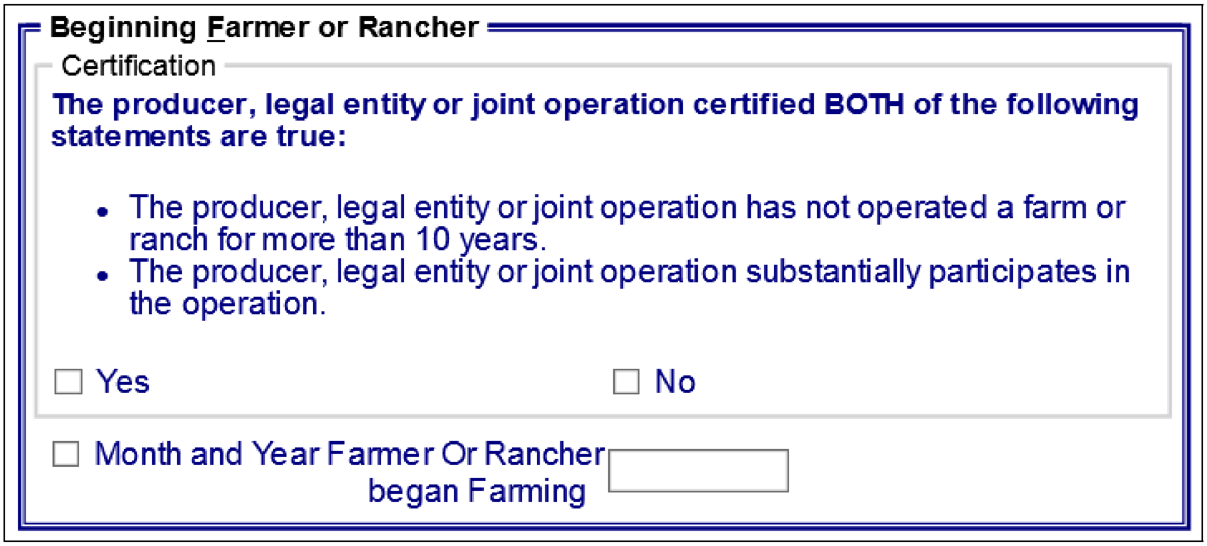

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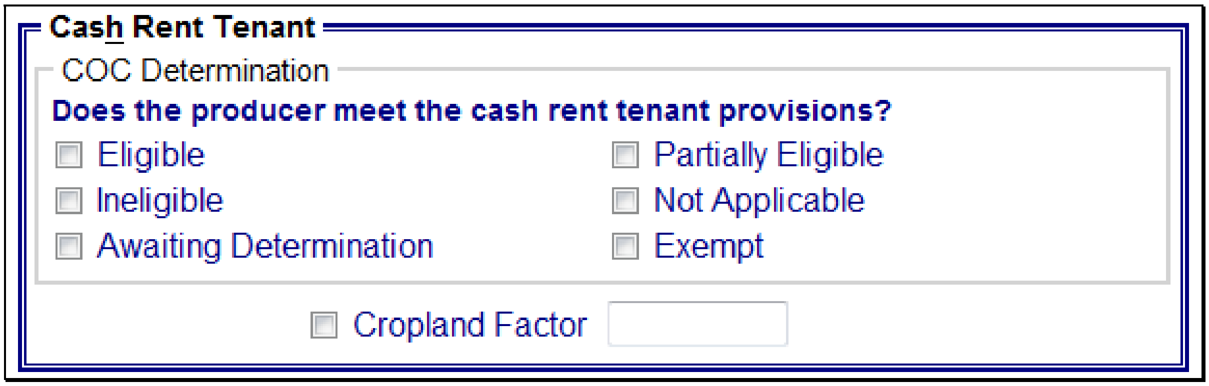
The following provides information about the “Beginning Farmer or Rancher” section.

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.
“Month and Year Farmer Or Rancher began Farming”	In 2014 and subsequent years, checking this box and entering a month and year will generate a report that will list every person in the web-based Eligibility System, “Beginning Farmer or Rancher” section that has “Month and Year Farmer Or Rancher began Farming” checked for that month and year. If a month and year is **not** entered, then the report will **not** be accurate.

305 County Eligibility Reports (Continued)

K 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.



305 County Eligibility Reports (Continued)

K County Eligibility Reports Screen, "Cash Rent Tenant" Section (Continued)

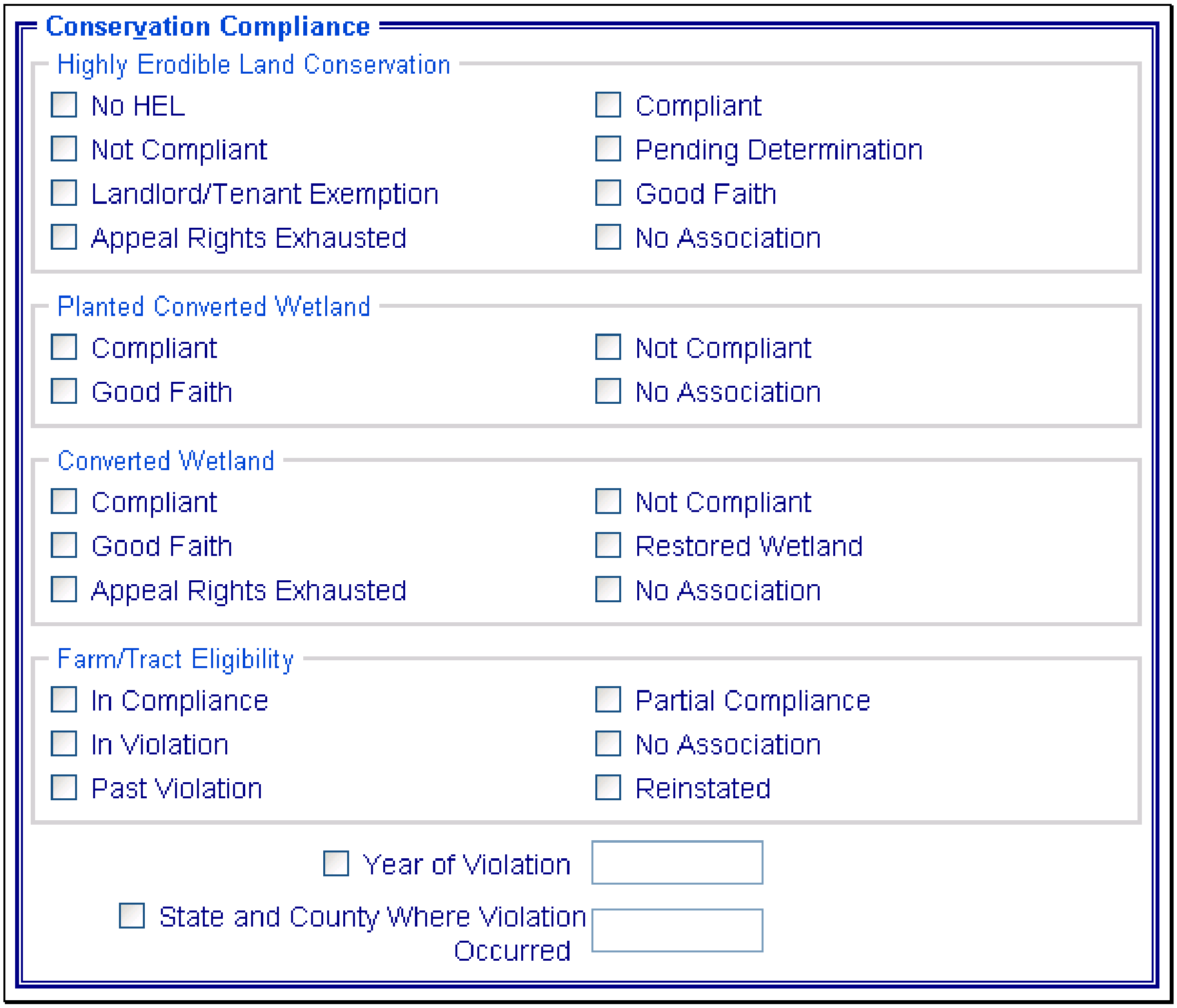
The following provides information about the "Cash Rent Tenant" section.

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.
"Exempt"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Cash Rent Tenant" section that has "Exempt" 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.

305 County Eligibility Reports (Continued)

L 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.



305 County Eligibility Reports (Continued)

L 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.

305 County Eligibility Reports (Continued)

L 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.

305 County Eligibility Reports (Continued)

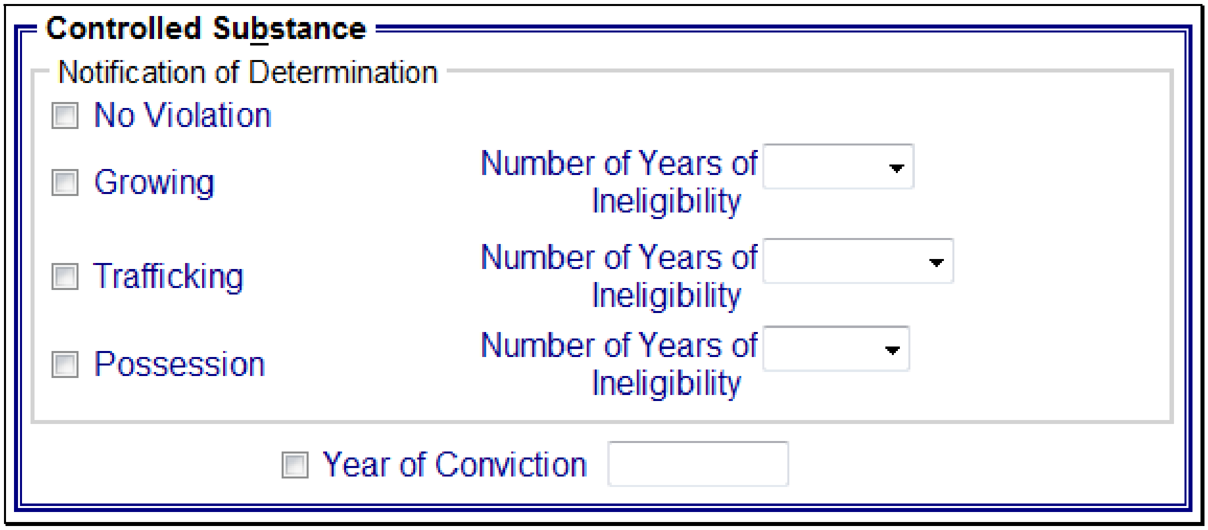
L County Eligibility Reports Screen, "Conservation Compliance" Section (Continued)

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.

305 County Eligibility Reports (Continued)

M 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.



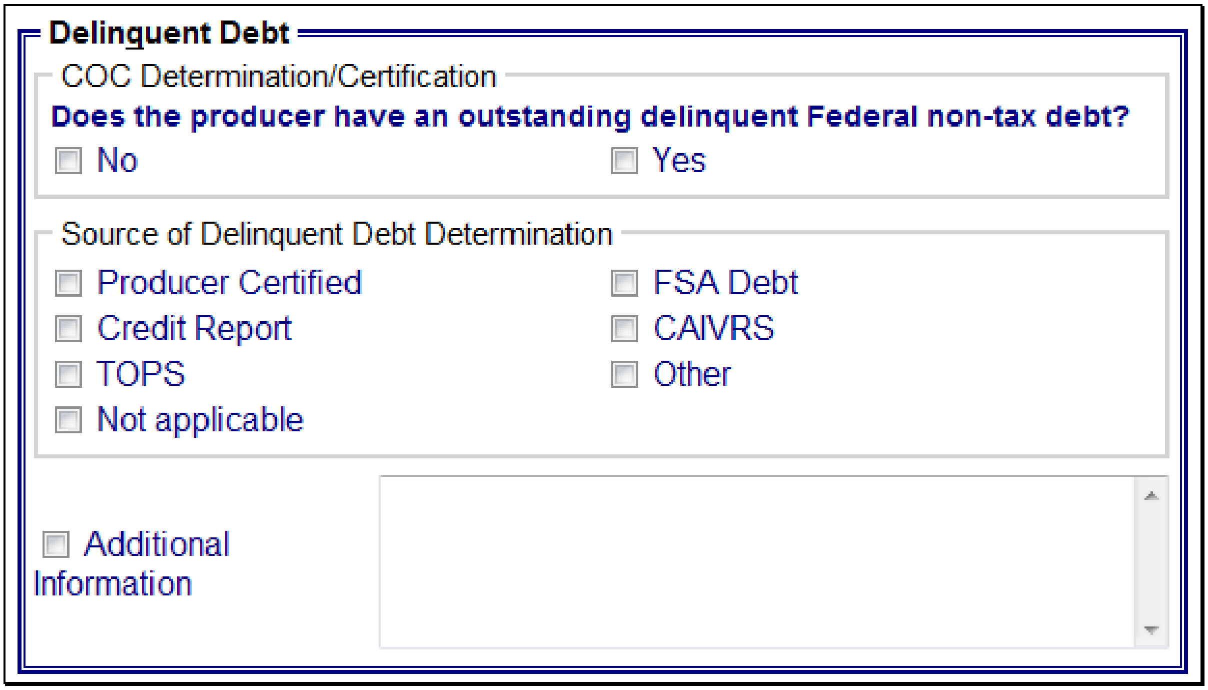
The following provides information about the "Controlled Substance" section.

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.

305 County Eligibility Reports (Continued)

N 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.



305 County Eligibility Reports (Continued)

N County Eligibility Reports Screen, "Delinquent Debt" Section (Continued)

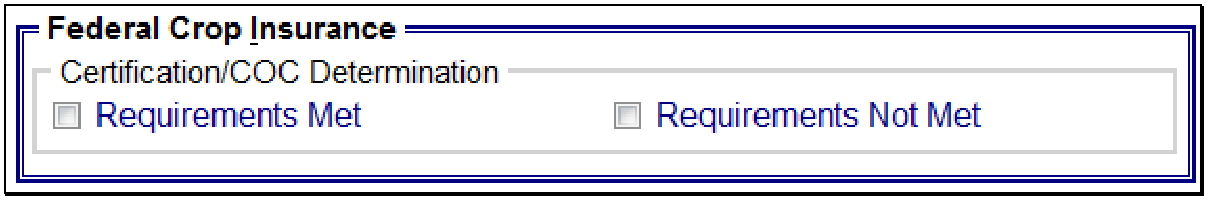
The following provides information about the "Delinquent Debt" section.

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.

305 County Eligibility Reports (Continued)

O 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.

305 County Eligibility Reports (Continued)

P 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.

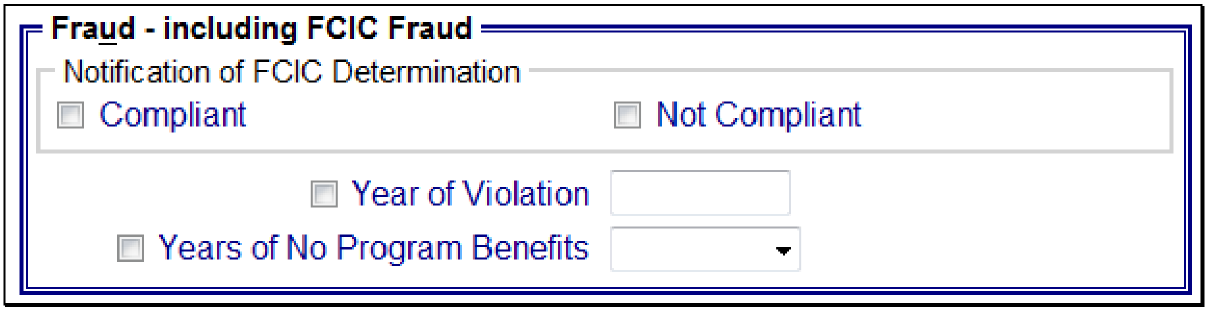
The following provides information about the "Foreign Person" section.

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.
"Not Applicable"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Foreign Person" section that has "Not Applicable" checked.

305 County Eligibility Reports (Continued)

Q 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.

305 County Eligibility Reports (Continued)

R 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.

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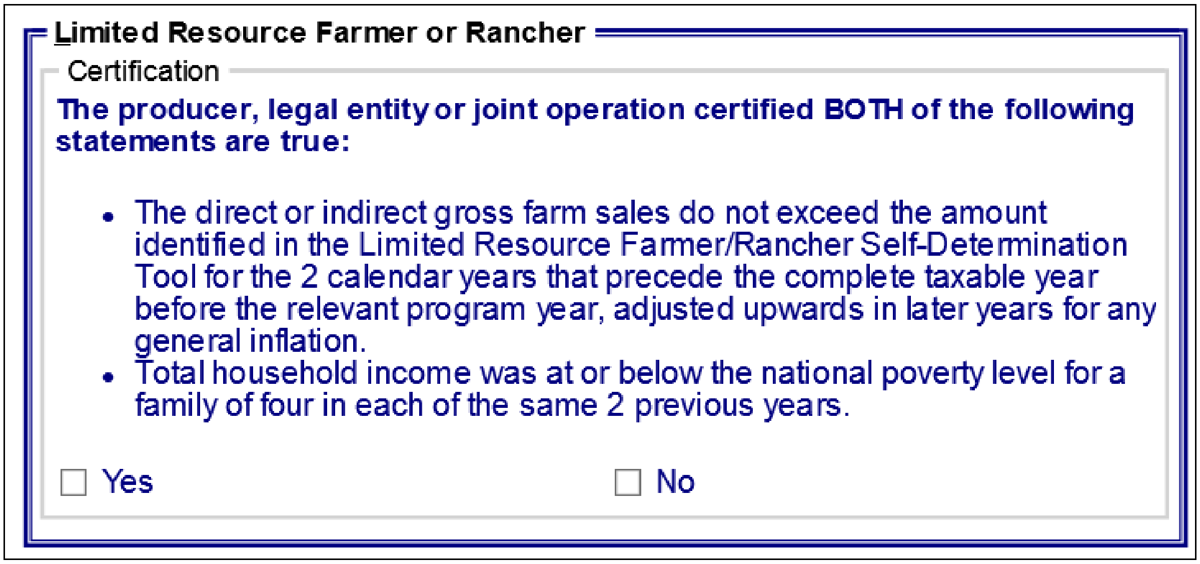

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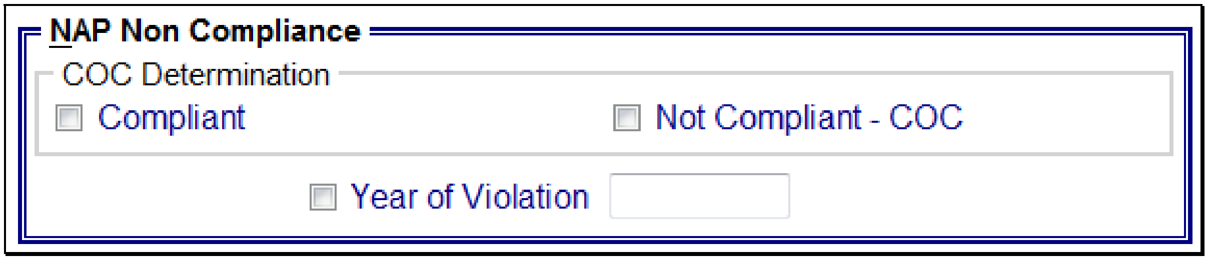
The following provides information about the "Limited Resource Farmer or Rancher" section.

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.

305 County Eligibility Reports (Continued)

S 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.



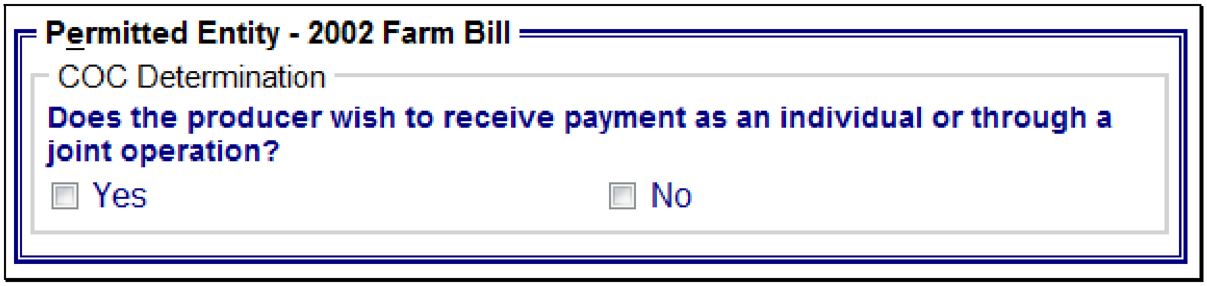
The following provides information about the “NAP Non Compliance” section.

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.

305 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.



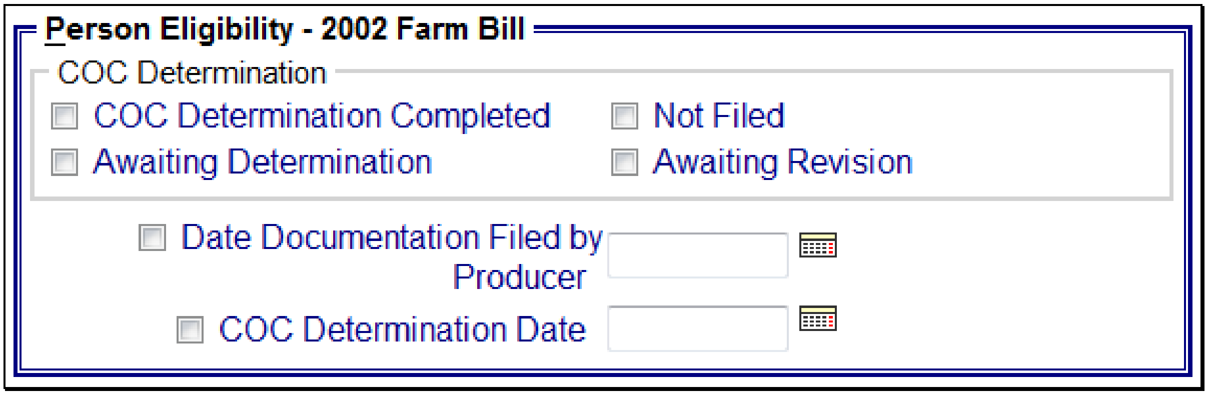
The following provides information about the Permitted Entity section.

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.

305 County Eligibility Reports (Continued)

U County Eligibility Reports Screen, "Person Eligibility - 2002 Farm Bill" Section

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.

305 County Eligibility Reports (Continued)

V 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.

*--

Socially Disadvantaged Farmer or Rancher

Includes Racial, Ethnic or Gender

The producer, legal entity or joint operation certified they are a member of a group listed below whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities:

- Women
- American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics

☐ Yes ☐ No

Includes Racial or Ethnic but NOT Gender

The producer, legal entity or joint operation certified they are a member of a group listed below whose members have been subject to racial or ethnic (NOT gender) prejudice because of their identity as members of a group without regard to their individual qualities:

- American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics

☐ Yes ☐ No

--*

305 County Eligibility Reports (Continued)

V County Eligibility Reports Screen, "Socially Disadvantaged Farmer or Rancher" Section (Continued)

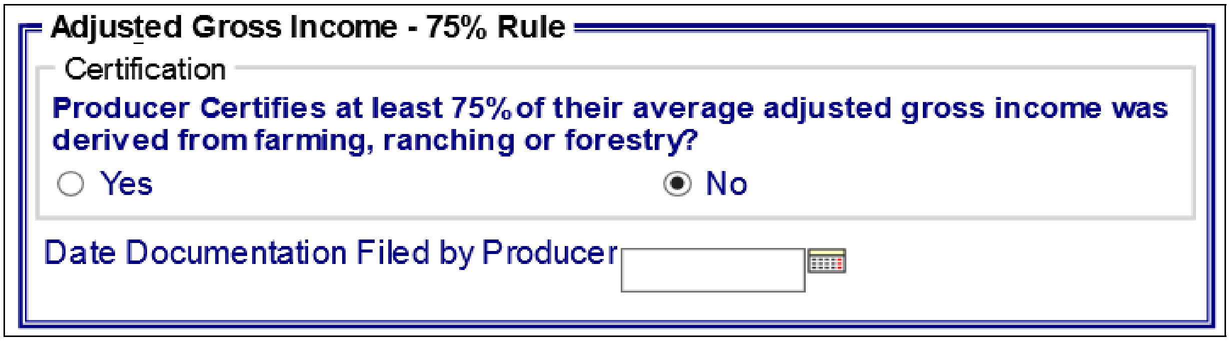
The following provides information about the "Socially Disadvantaged Farmer or Rancher" section.

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" 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" 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" 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" checked for "Includes Racial and Ethnic but NOT Gender".

305 County Eligibility Reports (Continued)

*--W County Eligibility Reports Screen, "Adjusted Gross Income – 75% Rule" Section

Reports may be generated that will provide the user information on who has an "Adjusted Gross Income – 75% Rule" certification recorded in the web-based eligibility files. The following is an example of the "Adjusted Gross Income – 75% Rule" section.



The following provides information about the "Adjusted Gross Income – 75% Rule" section.

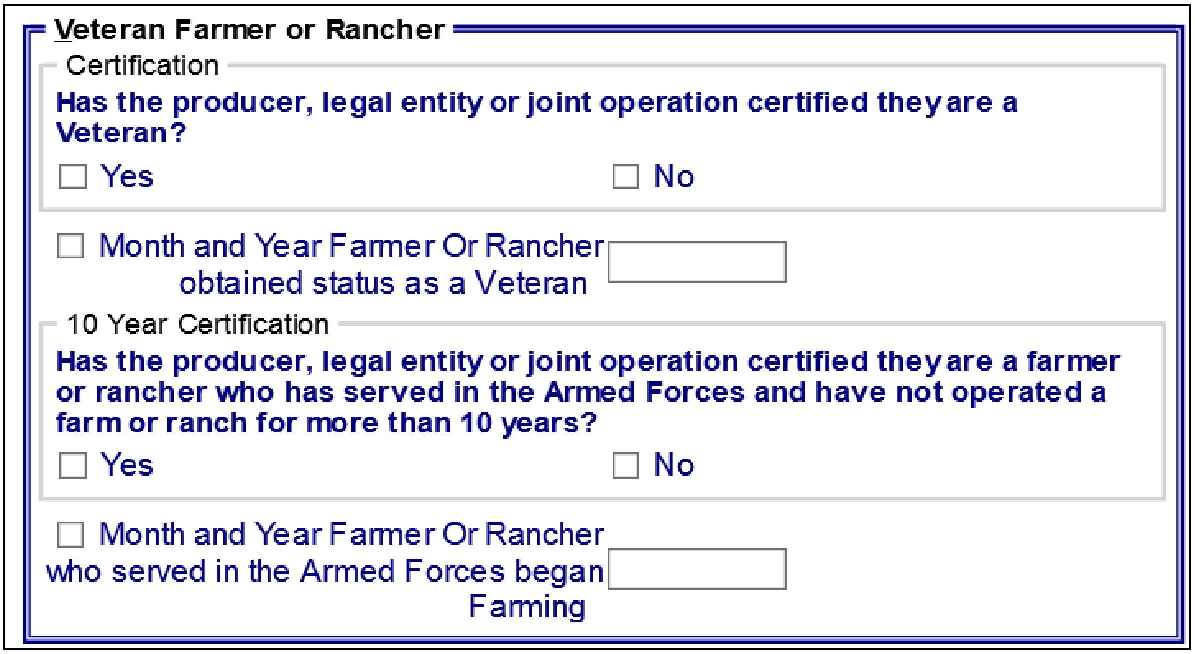
Field/Button	Description
"Yes"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income – 75% Rule" section that has "Yes" checked.
"No"	Checking this box will generate a report that will list every person in the web-based Eligibility System, "Adjusted Gross Income – 75% Rule" section that has "No" 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, "Adjusted Gross Income – 75% Rule" section that has the "Date Documentation Filed by Producer" recorded for that date. If a date is not entered, the report will identify all producers.

--*

305 County Eligibility Reports (Continued)

*--X County Eligibility Reports Screen, Veteran Farmer or Rancher

Reports may be generated to provide the user information on producers with a "Veteran Farmer or Rancher" certification recorded in the web-based eligibility files. The following is an example of the "Veteran Farmer or Rancher" section.



The following table provides information about the "Veteran Farmer or Rancher" section.

Field/Button	Description
Veteran Certification/ "Yes"	Checking this box generates a report of every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who checked "Yes" for the veteran certification.
Veteran Certification/ "No"	Checking this box generates a report of every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who checked "No" for the veteran certification.
"Month and Year Producer obtained Veteran status"	Checking this box and entering a month and year generates a report of every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who recorded "Month and Year Producer obtained Veteran status" for that month and year. If a month and year is **not** entered, then the report will **not** be accurate.

--*

305 County Eligibility Reports (Continued)

*--X County Eligibility Reports Screen, Veteran Farmer or Rancher (Continued)

Field/Button	Description
Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years certification/ "Yes"	Checking this box generates a report of every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who checked "Yes" for "Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years" certification.
Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years certification/ "No"	Checking this box generates a report of every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who checked "No" for "Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years" certification.
"Month and Year farmer or rancher who served in Armed Forces began farming"	Checking this box and entering a month and year generates a report for every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who recorded "Month and Year farmer or rancher who served in the Armed Forces began farming" for that month and year. If a month and year is **not** entered, then the report will **not** be accurate.

--*

Y Options

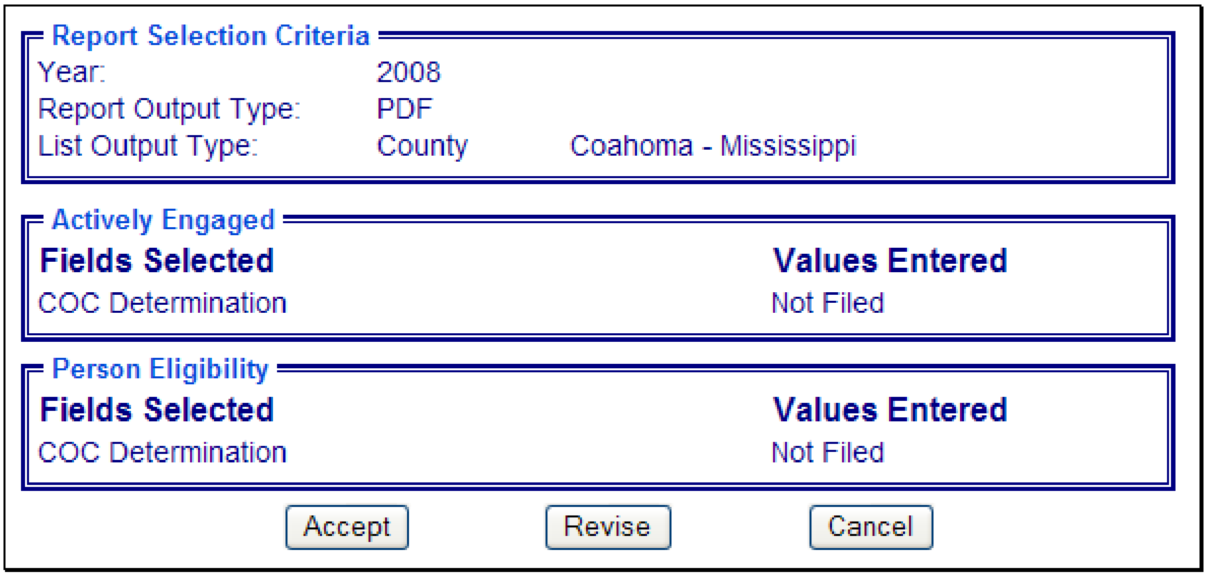
The following provides information about the options available on the County Eligibility Reports Screen.

Option/Button	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.

305 County Eligibility Reports (Continued)

Z 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 user selects…	**THEN the report will be generated in…**
	“PDF”	Adobe Acrobat format.
	“Spreadsheet”	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.	

305 County Eligibility Reports (Continued)

AA 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:

USDA United States Department of Agriculture

County Eligibility Report

2017	28027 Coahoma - Mississippi	4/4/17 12:29 PM

Eligibility Search Criteria

Name	Value
AD-1026	
Certification	Certified
Actively Engaged	
COC Determination	Actively Engaged

Example Page 2:

Name
1874 FARMS
4 GIRLS INC
A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP
A D CARTWRIGHT JR IRREVOCABLE FLP TRUST
A D CARTWRIGHT JR MARITAL TRUST 2
A R CARR/SUSAN CARR INC
A R CARR/VIRGINIA C FARRIS INC
ABBAY, ROBERT I
ABBY INC

305 County Eligibility Reports (Continued)

BB 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			
2017	28027 Coahoma - Mississippi	Tue Apr 04 12:33:24 CDT 2017		
	Eligibility Search Criteria			
AD-1026				
	Certification			
		Certified		
Actively Engaged				
	COC Determination			
		Actively Engaged		
LAST NAME OR BUSINESS NAME	FIRST NAME			
1874 FARMS				
4 GIRLS INC				
A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP				
A D CARTWRIGHT JR IRREVOCABLE FLP TRUST				
A D CARTWRIGHT JR MARITAL TRUST 2				
A R CARR/SUSAN CARR INC				
A R CARR/VIRGINIA C FARRIS INC				
ABBAY	ROBERT I			
ABBY INC				

306 IRS Mismatch Report

A Introduction

An IRS Mismatch Report has been developed to assist users in identifying customers that do **not** match data provided by IRS. State Offices will be responsible for working with their County Offices to correct customers listed on the IRS Mismatch Report by correcting the customer's data in Business Partner and resubmitting CCC-941.

There are valid exceptions on the IRS Mismatch Report for specific types of customers, as follows.

IF a customer…	THEN Business Partner data will not match IRS data because…
recently changed their name	IRS may **not** have received tax records for the customer using their new name. Therefore, the name in Business Partner will **not** match and the customer will be included on the IRS Mismatch Report if the IRS Response Code is **not** validated in Business Partner with "TIN and Name Match" or "Manually validated"; but the customer is valid in both systems.
is a business and files its business taxes on their individual tax return	IRS may return the individual name associated with the business. Therefore, the name for the business in Business Partner will **not** match and the customer will be included on the IRS Mismatch Report if the IRS Response Code is **not** validated in Business Partner, but the customer is valid in both systems.

Note: County Offices must:

- ensure that the IRS Response Code is validated in Business Partner with "TIN and Name Match" or "Manually validated"
- **not** update Business Partner for these types of customers in an effort to try to get the AGI data to update in the web-based Subsidiary Eligibility System.

Customers will be included on the IRS Mismatch Report and an IRS determination will be ***--**available to provide the appropriate AGI 2014 and 2018 Farm Bills determination. County Offices are responsible for working with their State Office to update the AGI 2014 and 2018 Farm Bills State Office SED determination. Authorized State Office users will have**--*** the ability to update the State Office SED determination to "Mismatch Verified" or "Not Compliant - Review", based on the information provided on the IRS Mismatch Report.

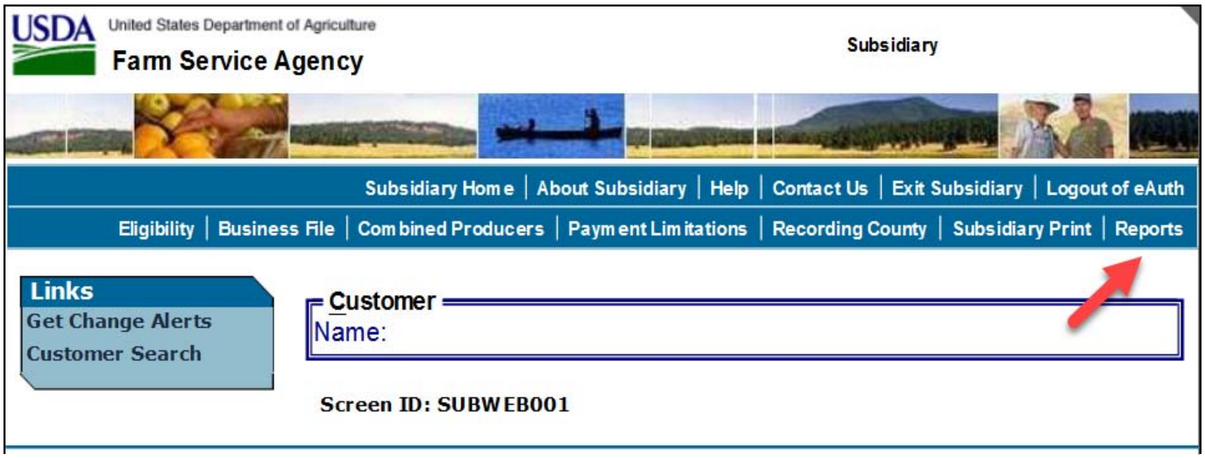
306 IRS Mismatch Report (Continued)

B Accessing the IRS Mismatch Report

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary Screen SUBWEB001, from the top Navigation Menu, CLICK "**Reports**" to access Subsidiary Reports Screen SUBREP001.

The following is an example of Subsidiary Screen SUBWEB001.

***--**



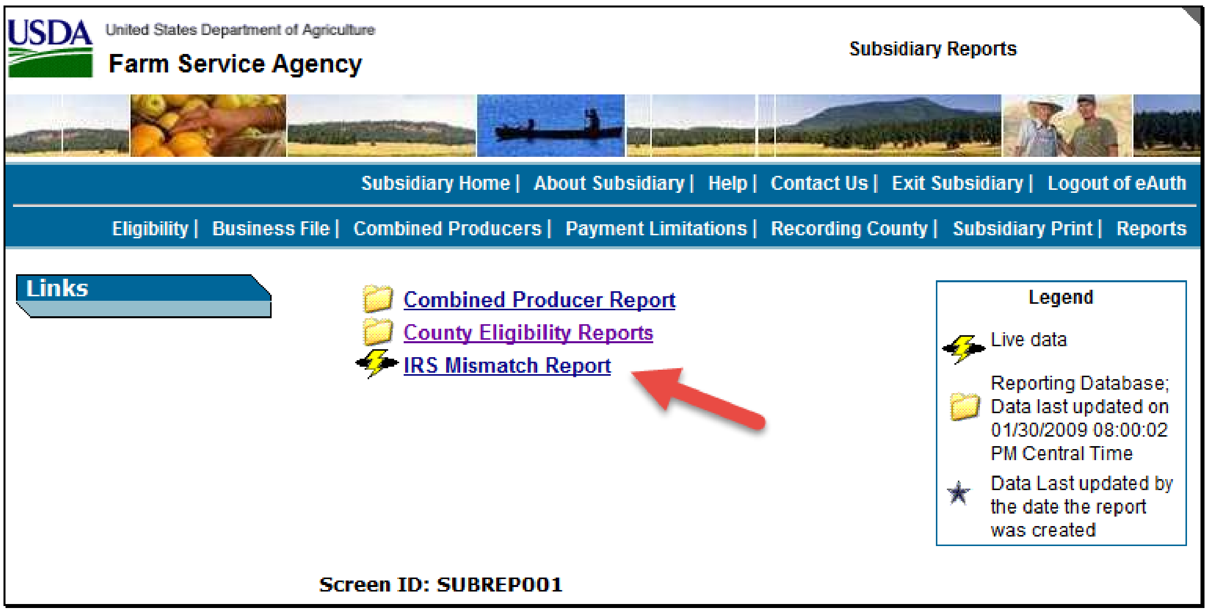
--*

306 IRS Mismatch Report (Continued)

B Accessing the IRS Mismatch Report (Continued)

After users click “Reports” from the top Navigation Menu, Subsidiary Reports Screen SUBREP001 will be displayed. On Subsidiary Reports Screen SUBREP001, CLICK “**IRS Mismatch Report**” to access the web-based IRS Mismatch Report Criteria Screen SUBREP008.

The following is an example of Subsidiary Reports Screen SUBREP001.



306 IRS Mismatch Report (Continued)

C IRS Mismatch Report Criteria Screen

The IRS Mismatch Report Criteria Screen SUBREP008 allows users to select:

- “Report Output Type”, “Display on Screen” or “Excel Spreadsheet”

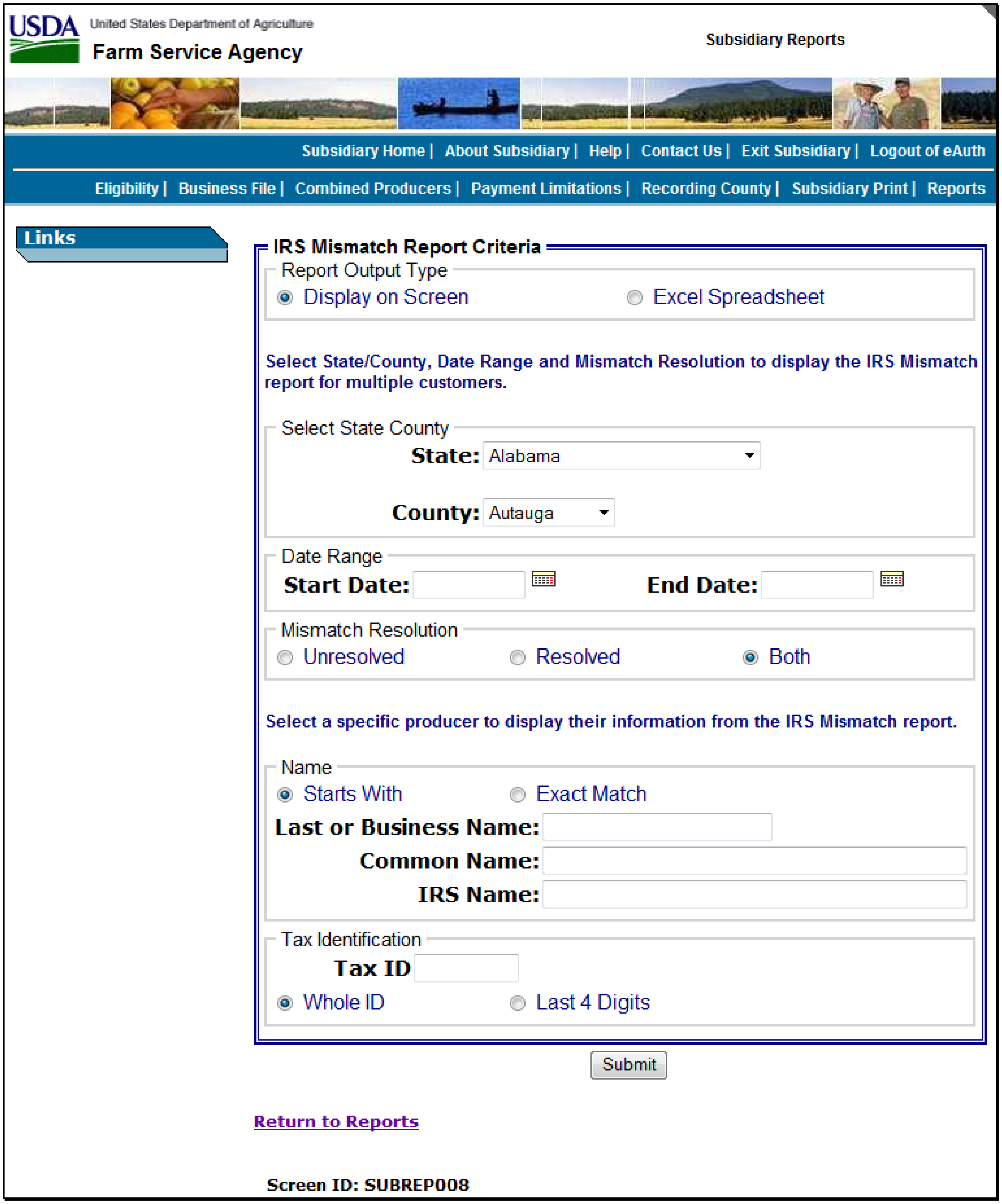
- State and county, date range, and mismatch resolution to display the IRS Mismatch Report for multiple customers

- a specific customer for which to search on the IRS Mismatch Report.

306 IRS Mismatch Report (Continued)

C IRS Mismatch Report Criteria Screen (Continued)

The following is an example of the IRS Mismatch Report Criteria Screen SUBREP008.



USDA United States Department of Agriculture
Farm Service Agency

Subsidiary Reports

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Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports

Links

IRS Mismatch Report Criteria

Report Output Type
(•) Display on Screen ( ) Excel Spreadsheet

Select State/County, Date Range and Mismatch Resolution to display the IRS Mismatch report for multiple customers.

Select State County
State: Alabama
County: Autauga

Date Range
Start Date: **End Date:**

Mismatch Resolution
( ) Unresolved ( ) Resolved (•) Both

Select a specific producer to display their information from the IRS Mismatch report.

Name
(•) Starts With ( ) Exact Match
Last or Business Name:
Common Name:
IRS Name:

Tax Identification
Tax ID
(•) Whole ID ( ) Last 4 Digits

Submit

Return to Reports

Screen ID: SUBREP008

306 IRS Mismatch Report (Continued)

C IRS Mismatch Report Criteria Screen (Continued)

The following provides information about the IRS Mismatch Report Criteria Screen SUBREP008 when selecting State and county, date range, and mismatch resolution to display the IRS Mismatch Report for multiple customers.

<table>
<tr><th>Field/Button</th><th colspan="2">Description</th></tr>
<tr><td rowspan="4">“Report Output Type”</td><td colspan="2">Allows users to select the format in which to run the IRS Mismatch Report.</td></tr>
<tr><td>IF user selects…</td><td>THEN the…</td></tr>
<tr><td>“Display on Screen”</td><td>IRS Mismatch Search Results Screen SUBREP009 will be displayed.</td></tr>
<tr><td>“Excel Spreadsheet”</td><td>report will be generated in Excel format.</td></tr>
<tr><td>“Select State County”</td><td colspan="2">Users with more than 1 county attached to their eAuthentication user ID (combined County Office or State Office users) will be required to select a county in which the IRS Mismatch Report will be run. Users with only 1 county attached to their eAuthentication user ID will not be required to make a selection.</td></tr>
<tr><td rowspan="4">“Date Range”</td><td colspan="2">Allows users to enter a date range to return customers on the IRS Mismatch Report within the requested dates.</td></tr>
<tr><td>IF user selects…</td><td>THEN the…</td></tr>
<tr><td>“Start Date”</td><td>earliest date IRS processed customers and identified a mismatch will be displayed.</td></tr>
<tr><td>“End Date”</td><td>latest date IRS processed customers and identified a mismatch will be displayed.</td></tr>
<tr><td>“Mismatch Resolution”</td><td colspan="2">Allows users to select customers to display on the IRS Mismatch Report that have been:

• “Unresolved”, as an IRS mismatch
• “Resolved”, as an IRS mismatch
• “Both”, resolved and unresolved as IRS mismatches.</td></tr>
<tr><td>“Submit”</td><td colspan="2">IRS Mismatch Search Results Screen SUBREP009 will be displayed if no errors are found with the search criteria entered.</td></tr>
<tr><td>“Return to Reports”</td><td colspan="2">Subsidiary Reports Screen SUBREP001 will be displayed.</td></tr>
</table>

306 IRS Mismatch Report (Continued)

C IRS Mismatch Report Criteria Screen (Continued)

The following provides information about the IRS Mismatch Report Criteria Screen SUBREP008 when selecting a specific customer to display their information from the IRS Mismatch Report.

Field/Button	Description
"Name", "Starts With"	Allows users to retrieve IRS mismatch data for the requested customer by entering part of the customer's name in 1 of the following fields: • "Last or Business Name" (from Business Partner) • "Common Name" (from Business Partner) • "IRS Name" (from IRS).
"Name", "Exact Match"	Allows users to retrieve IRS mismatch data for the requested customer by entering the customer's name in 1 of the following fields: • "Last or Business Name" (Business Partner) • "Common Name" (Business Partner) • "IRS Name" (from IRS).
"Tax Identification", "Whole ID"	Allows users to retrieve IRS mismatch data for the requested customer by entering the customer's tax ID.
"Tax Identification", "Last 4 Digits"	Allows users to retrieve IRS mismatch data for the requested customer by entering the last 4 digits of the customer's tax ID.
"Submit"	IRS Mismatch Search Results Screen SUBREP009 will be displayed if no errors are found with the search criteria entered.
"Return to Reports"	Subsidiary Reports Screen SUBREP001 will be displayed.

306 IRS Mismatch Report (Continued)

D Selecting State and County and Date Range

To process an IRS Mismatch Report based on State and county, date range, and mismatch resolution, perform the following steps.

Step	Action
1	Select State Office from the “State” drop down list. **Note:** County Office users will default to the State and County Office to which they are assigned. State Office users will default to the State Office to which they are assigned.
2	Select County Office from the “County” drop down list.
3	Select “Start Date” for the beginning date IRS processed customers and identified as a mismatch.
4	Select “End Date” for the end date IRS processed customers and identified as a mismatch.
5	Select 1 of the following options for the “Mismatch Resolution”: • “Unresolved”, IRS mismatched data has **not** been identified as resolved • “Resolved”, IRS mismatched data has been identified as resolved • “Both”.
6	CLICK “**Submit**”.
7	IRS Mismatch Search Results Screen SUBREP009 will be displayed based on the criteria entered.

306 IRS Mismatch Report (Continued)

E Selecting a Specific Customer

To display IRS mismatch information for a specific customer by name, perform the following steps.

Step	Action
1	Select either of the following: • "Starts With" • "Exact Match".
2	Enter the customer's name in 1 of the following fields: • "Last or Business Name" • "Common Name" • "IRS Name." **Note:** If "Starts With" is selected in step 1, only the beginning characters of the customer's name need to be entered.
3	CLICK "**Submit**".
4	IRS Mismatch Search Results Screen SUBREP009 will be displayed based on the criteria entered.

306 IRS Mismatch Report (Continued)

E Selecting a Specific Customer (Continued)

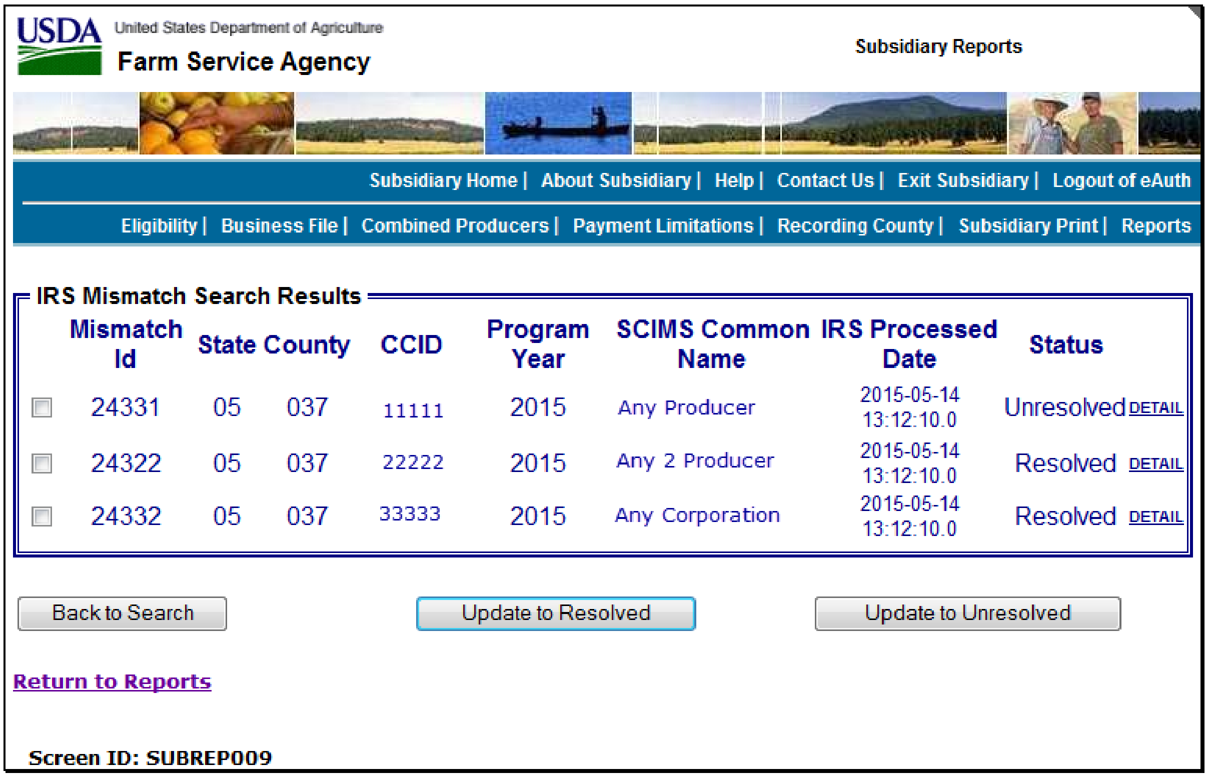
To display IRS mismatch information for a specific customer by tax ID, perform the following steps.

Step	Action
1	Select either of the following: • "Whole ID" • "Last 4 Digits".
2	Enter customer's tax ID. **Note:** If "Last 4 Digits" is selected, only enter the last 4-digits of customer's tax ID.
3	CLICK "**Submit**".
4	IRS Mismatch Search Results Screen SUBREP009 will be displayed based on the criteria entered.

306 IRS Mismatch Report (Continued)

F IRS Mismatch Search Results Screen

The following is an example of the results from IRS Mismatch Search Results Screen SUBREP009 when, from IRS Mismatch Report Criteria Screen SUBREP008, user selected “Report Output Type”, “Display on Screen”.


USDA United States Department of Agriculture
Farm Service Agency
Subsidiary Reports

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IRS Mismatch Search Results

	Mismatch Id	State	County	CCID	Program Year	SCIMS Common Name	IRS Processed Date	Status	
☐	24331	05	037	11111	2015	Any Producer	2015-05-14 13:12:10.0	Unresolved	DETAIL
☐	24322	05	037	22222	2015	Any 2 Producer	2015-05-14 13:12:10.0	Resolved	DETAIL
☐	24332	05	037	33333	2015	Any Corporation	2015-05-14 13:12:10.0	Resolved	DETAIL

Back to Search | Update to Resolved | Update to Unresolved

Return to Reports

Screen ID: SUBREP009

306 IRS Mismatch Report (Continued)

F IRS Mismatch Search Results Screen (Continued)

The following provides information about IRS Mismatch Search Results Screen SUBREP009 when selecting State and county, date range, and mismatch resolution to display the IRS Mismatch Report for multiple customers.

Field/Button	Description
"Mismatch Id"	System-assigned ID for the customer where a match was **not** found in SCIMS based on tax ID and customer name.
"State"	Recording State code for the customer where a match was **not** found in SCIMS based on tax ID and customer name.
"County"	Recording county code for the customer where a match was **not** found in SCIMS based on tax ID and customer name.
"CCID"	Core customer identification from SCIMS where a match was **not** found in SCIMS based on tax ID and customer name.
"Program Year"	Fiscal year for the customer provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
"SCIMS Common Name"	Customer's common name from SCIMS where a match was **not** found in SCIMS based on tax ID and customer name.
"IRS Processed Date"	Date IRS processed CCC-941 for the customer.
"Status"	Status of mismatch resolution: • "Unresolved", IRS mismatch data has **not** been identified as resolved • "Resolved", IRS mismatch data has been identified as resolved.
"Detail"	Customer-specific IRS Mismatch Details Screen SUBREP010 will be displayed as described in subparagraph G.
"Back to Search"	IRS Mismatch Report Criteria Screen SUBREP008 will be displayed.
"Update to Resolved"	Selected customers will be updated to "Resolved" on the IRS Mismatch Report as described in subparagraph H.
"Update to Unresolved"	Selected customers will be updated to "Unresolved" on the IRS Mismatch Report as described in subparagraph H.
"Return to Reports"	Subsidiary Reports Screen SUBREP001 will be displayed.

306 IRS Mismatch Report (Continued)

F IRS Mismatch Search Results Screen (Continued)

The following is an example of the results from the IRS Mismatch Report when selecting "Report Output Type", "Excel Spreadsheet".

Important: The Excel spreadsheet contains PII information and **shall** be protected by authorized users accessing the IRS Mismatch Report.

SubmitIRSMismatchSearch [Read-Only]

IRS Mismatch Report for AGI 2014 Farm Bill in Subsidiary, State Code: 05, County Code: All, Beginning Date: 05/14/2015 through End Date: 05/15/2015

FOR INTERNAL USE ONLY

Mismatch ID	Recording State	Recording County	Program Year	Tax ID	Tax ID Type	IRS Name	IRS 1st 4 Name	SCIMS 1st 4 Name	Core Customer ID	SCIMS Business Type	SCIMS Common Name	SCIMS Business Name	Received Date	IRS Processed Date	IRS Determination	Resolved/ Not Resolved Customer
24331	05	037	2015	111111111	S	ANY PRODUCER	PROD	TROD	11111	00	ANY TRODUCER		2015-05-21 14:16:41.0	2015-05-14 13:12:10.0	Compliant - Producer	Unresolved
24322	05	037	2015	222222222	S	ANY 2 PRODUCER	PROD	GROD	22222	00	ANY 2 GRODUCER		2015-05-21 14:16:41.0	2015-05-14 13:12:10.0	Compliant - Producer	Resolved
24332	05	037	2015	333333333	E	ANY CORPORATION	ANYC	THEA	33333	04	THE ANY CORPORATION		2015-05-21 14:16:41.0	2015-05-14 13:12:10.0	Failed Verification	Resolved

306 IRS Mismatch Report (Continued)

F IRS Mismatch Search Results Screen (Continued)

The Excel spreadsheet results will include the following information, as well as the information provided on IRS Mismatch Search Results Screen SUBREP009, for the mismatched customer.

Field	Description
"Tax ID"	Tax ID for the customer provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
"Tax ID Type"	Tax ID type for the customer provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
"IRS Name"	IRS Name for the customer provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
"IRS 1st 4 Name"	First 4 characters of the IRS name for the customer provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
"SCIMS 1st 4 Name"	First 4 characters of the SCIMS business name or last name of the customer where a match was **not** found in SCIMS based on tax ID and customer name.
"Core Customer ID"	Core customer identification from SCIMS where a match was **not** found in SCIMS based on tax ID and customer name.
"SCIMS Business Type"	SCIMS business type for the customer in SCIMS where a match was **not** found in SCIMS based on tax ID and customer name.
"SCIMS Business Name"	Customer's business name from SCIMS where a match was **not** found in SCIMS based on tax ID and customer name.
"Received Date"	Date IRS file was provided to FSA.
"IRS Processed Date"	Date IRS processed CCC-941 for the customer.
"IRS Determination"	IRS determination provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
"Resolved/Not Resolved Customer"	Status of mismatch resolution: • "Unresolved", IRS mismatch data has **not** been identified as resolved • "Resolved", IRS mismatch data has been identified as resolved.

306 IRS Mismatch Report (Continued)

G IRS Mismatch Details Screen

The following is an example of the IRS Mismatch Details Screen SUBREP010 when selecting the “Details” link for a specific customer on IRS Mismatch Search Results Screen SUBREP009.

306 IRS Mismatch Report (Continued)

G IRS Mismatch Details Screen (Continued)

The IRS Mismatch Details Screen SUBREP010 will include the following information for the selected customer.

Field/Button	Description
“Mismatch Id”	System-assigned ID for the customer where a match was **not** found in SCIMS based on tax ID and customer name.
“Recording State”	Recording State code for the customer where a match was **not** found in SCIMS based on tax ID and customer name.
“Recording County”	Recording county code for the customer where a match was **not** found in SCIMS based on tax ID and customer name.
“IRS Name”	IRS name for the customer provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
“SCIMS Common Name”	Customer’s common name from SCIMS where a match was **not** found in SCIMS based on tax ID and customer name.
“SCIMS Business Name”	Customer’s business name from SCIMS where a match was **not** found in SCIMS based on tax ID and customer name.
“SCIMS Name Match 1st 4”	First 4 characters of customer’s business name or last name from SCIMS where a match was **not** found in SCIMS based on tax ID and customer name.
“SCIMS Business Type”	Business type for the customer in SCIMS where a match was **not** found in SCIMS based on tax ID and customer name.
“IRS Name Control”	First 4 characters of the IRS name for the customer provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
“Program Year”	Fiscal year for the customer provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
“Tax ID Type”	Tax ID type for the customer provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
“Received from IRS Date”	Date IRS file was provided to FSA.
“IRS Processed Date”	Date IRS processed CCC-941 for the customer.
“IRS Determination”	IRS determination provided by IRS where a match was **not** found in SCIMS based on tax ID and customer name.
“Resolved/ Unresolved Customer”	Status of mismatch resolution: • “Unresolved”, IRS mismatch data has **not** been identified as resolved • “Resolved”, IRS mismatch data has been identified as resolved.
“Return to Summary”	IRS Mismatch Search Results Screen SUBREP009 will be displayed.

306 IRS Mismatch Report (Continued)

H Resolving Mismatched Customers

When a mismatched customer is resolved in the Subsidiary Eligibility web-based system, users have the ability to update the customer to “Resolved” on the IRS Mismatch Report.

Updating mismatched customers to “Resolved” can be used to reduce the number of customers returned on the IRS Mismatch Report.

To update mismatched customers to “Resolved”, perform the following steps.

Step	Action
1	Select “Report Output Type”, “Display on Screen”.
2	Perform either of the following to display IRS Mismatch Search Results Screen SUBREP009: • steps described in subparagraph D to display the list of IRS mismatched customers based on date range • steps described in subparagraph E to display a specific IRS mismatched customer.
3	On IRS Mismatch Search Results Screen SUBREP009, click checkbox next to customers where the IRS mismatch has been resolved in the web-based Eligibility System.
4	CLICK “**Update to Resolved**”.
5	Selected customers will be updated to “Resolved”.

--Note:** Authorized State Office users are responsible for updating Eligibility AGI 2014 and 2018 Farm Bills State Office/SED Determination according to paragraph 26 when a**-- customer on the mismatch report is identified and resolved.

306 IRS Mismatch Report (Continued)

H Resolving Mismatched Customers (Continued)

If a customer is inadvertently updated to "Resolved" and should have remained "Unresolved", perform the following steps.

Step	Action
1	Select "Report Output Type", "Display on Screen".
2	Perform either of the following to display IRS Mismatch Search Results Screen SUBREP009: • steps described in subparagraph D to display the list of IRS mismatched customers based on date range • steps described in subparagraph E to display a specific IRS mismatched customer.
3	On IRS Mismatch Search Results Screen SUBREP009, click checkbox next to customers who should be reset back to "Unresolved".
4	CLICK "**Update to Unresolved**".
5	Selected customers will be updated to "Unresolved".

306 IRS Mismatch Report (Continued)

I Error Messages

The following provides a list of error messages that may be displayed when selecting the criteria for the IRS Mismatch Report.

Message	Reason for Message	Corrective Action
"Records **not** found for the criteria."	User entered 1 of the following and a match was **not** found for the entered criteria: • State and county code, date range, and mismatch resolution • customer name • tax ID.	Perform any of the following: • enter a different State and county code, date range, and mismatch resolution • enter a different customer name • enter a different tax ID.
"Start date must be in format MM/dd/yyyy, MMddyy, or MMddyyyy."	User entered the start date format incorrectly.	Update the date using the calendar icon or in any of the following formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"End date must be in format MM/dd/yyyy, MMddyy, or MMddyyyy."	User entered the end date format incorrectly.	Update the date using the calendar icon or in any of the following formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"End date must be after start date."	User entered an end date before the start date.	Update either of the following with the end date equal to or later than the start date: • start date • end date.

306 IRS Mismatch Report (Continued)

I Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Tax ID must be 9 digits."	User did **not** enter 9 digits for the tax ID and "Whole ID" was selected.	Update either of the following: • 9-digit number with "Whole ID" selected • 4-digit number with "Last 4 Digits" selected.
"Tax ID must contain only numbers."	User entered nonnumeric characters for the tax ID.	Update either of the following: • 9-digit number with "Whole ID" selected • 4-digit number with "Last 4 Digits" selected.
"Tax ID must be 4 digits."	User did **not** enter 4 digits for the tax ID and "Last 4 Digits" was selected.	Update either of the following: • 9-digit number with "Whole ID" selected • 4-digit number with "Last 4 Digits" selected.
"One or more items are already resolved. Please make sure all selected items are unresolved."	User selected a customer and clicked "Update to Resolved" and the customer status is already "Resolved".	Perform either of the following: • remove the checkmark for the customer that is "Resolved" • CLICK "**Update to Unresolved**".
"One or more items are already unresolved. Please make sure all selected items are resolved."	User selected a customer and clicked "Update to Unresolved" and the customer status is already "Unresolved".	Perform either of the following: • remove checkmark for the customer that is "Unresolved" • CLICK "**Update to Resolved**", if the IRS mismatch for the customer has been resolved.

307 IRS AGI Not Compliant/Failed Verification Report

A Introduction

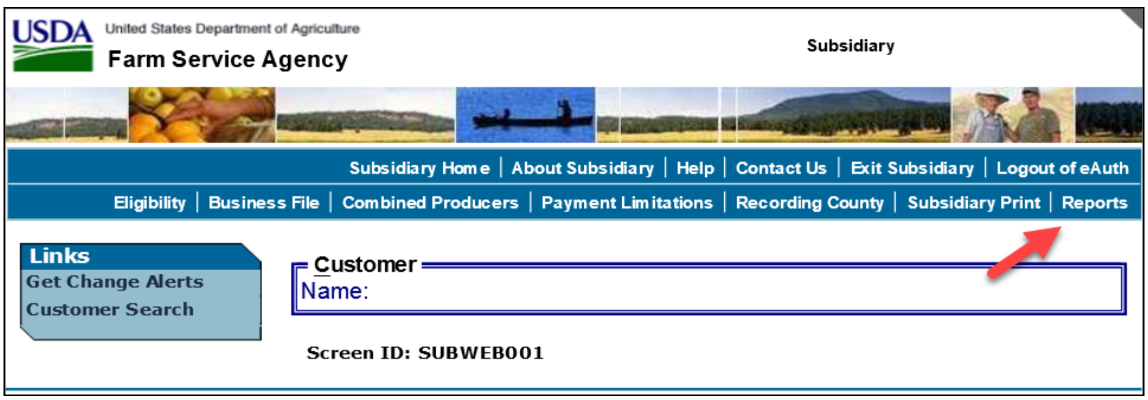
Adjusted Gross Income Not Compliant and Failed Verification Reports have been developed to assist users in tracking customers IRS has determined as AGI “Not Compliant” or “Failed Verification”.

State Offices are required to review the report weekly and notify customers IRS determined ***--**as “not compliant” according to 6-PL, Part 8.**--***

B Accessing the IRS AGI Not Compliant/Failed Verification Report

Access the web-based Subsidiary System according to paragraph 9. On the Subsidiary Home Page, CLICK “Reports” on the top navigation menu to access the web-based reports.

The following is an example of the Subsidiary Home Page.

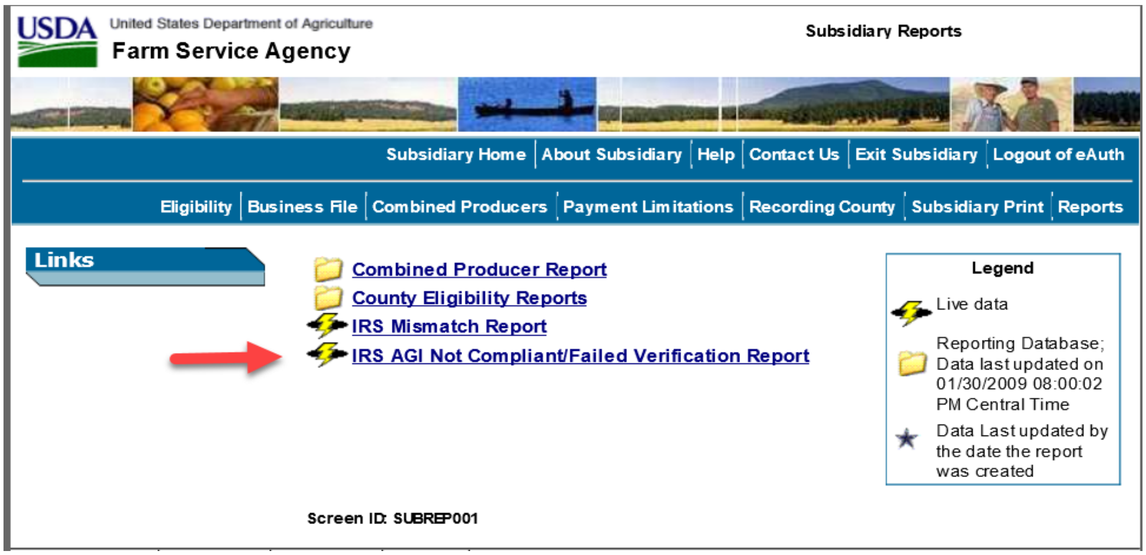


***--307 IRS AGI Not Compliant/Failed Verification Report (Continued)**

B Accessing the IRS AGI Not Compliant/Failed Verification Report (Continued)

After users CLICK "Reports", the Subsidiary Reports Page will be displayed. On the Subsidiary Reports Page, CLICK "IRS AGI Not Compliant/Failed Verification Report" to access the web-based IRS AGI Not Compliant/Failed Verification Report Page.

The following is an example of the Subsidiary Reports Page.



C IRS AGI Not Compliant/Failed Verification Report Page

The IRS AGI Not Compliant/Failed Verification Report Page allows users to select the following:

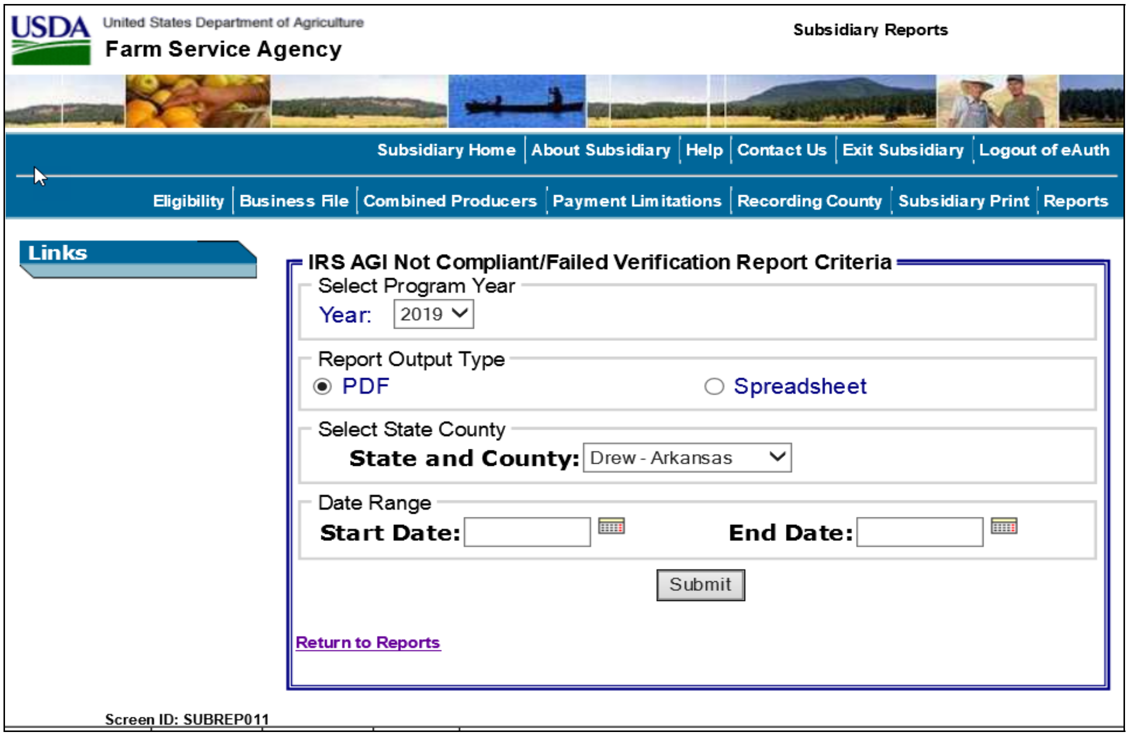
- program year
- report output type (PDF or spreadsheet)
- State and county
- date range.

Note: Data on the IRS AGI Not Compliant/Failed Verification Report is obtained from a reporting database that is refreshed nightly.**--***

*--307 IRS AGI Not Compliant/Failed Verification Report (Continued)

C IRS AGI Not Compliant/Failed Verification Report Page (Continued)

The following is an example of the IRS AGI Not Compliant/Failed Verification Report Page.



--*

*--307 IRS AGI Not Compliant/Failed Verification Report (Continued)

C IRS AGI Not Compliant/Failed Verification Report Page (Continued)

The following provides information about the IRS AGI Not Compliant/Failed Verification Report Page when selecting the criteria for the IRS AGI Not Compliant/Failed Verification Report.

<table>
<tr><th>Field/Button</th><th colspan="2">Description</th></tr>
<tr><td>“Year”</td><td colspan="2">Allows users to enter the “Year” of the IRS AGI Not Compliant/Failed Verification Report to be generated.

Note: If “All Years” is selected, the IRS AGI Not Compliant/Failed Verification Report will be generated for all years.</td></tr>
<tr><td rowspan="4">“Report Output Type”</td><td colspan="2">Allows users to select the format in which to run the IRS AGI Not Compliant/Failed Verification Report.</td></tr>
<tr><td>**IF user selects…**</td><td>**THEN the…**</td></tr>
<tr><td>“PDF”</td><td>report will be generated in Adobe Acrobat format.</td></tr>
<tr><td>“Spreadsheet”</td><td>report will be generated in a spreadsheet format.</td></tr>
<tr><td>“Select State/County”</td><td colspan="2">Users with more than 1 county assigned to their eAuthentication user ID (combined County Office or State Office users) will be required to select a county in which the IRS AGI Not Compliant/Failed Verification Report will be run. Users with only 1 county assigned to their eAuthentication user ID will **not** be required to make a selection.</td></tr>
<tr><td rowspan="4">“Date Range”</td><td colspan="2">Allows users to enter a date range to return customers on the IRS AGI Not Compliant/Failed Verification Report within the requested dates.</td></tr>
<tr><td>**IF user selects…**</td><td>**THEN the…**</td></tr>
<tr><td>“Start Date”</td><td>earliest date FSA received customers IRS determined as “Not Compliant” or “Failed Verification” will be displayed.</td></tr>
<tr><td>“End Date”</td><td>latest date FSA received customers IRS determined as “Not Compliant” or “Failed Verification” will be displayed.</td></tr>
<tr><td>“Submit”</td><td colspan="2">IRS AGI Not Compliant/Failed Verification Report will be displayed based on the criteria entered.</td></tr>
<tr><td>“Return to Reports”</td><td colspan="2">Subsidiary Reports Main Page will be displayed.</td></tr>
</table>

--*

*--307 IRS AGI Not Compliant/Failed Verification Report (Continued)

D Selecting Criteria

Select criteria for the report according to this table.

Step	Action
1	Select the program year from the drop-down list.
2	Select the report output type.
3	Select the State and county from the dropdown list. **Note:** County Office users will default to the State and County Office to which they are assigned. State Office users will default to the State Office to which they are assigned. State Office users have the ability to select "All" from the county drop-down list to run the report for all counties within their State.
4	Enter the start date for the beginning date FSA received customers IRS determined as "Not Compliant or Failed Verification."
5	Enter the end date for the end date FSA received customers IRS determined as "Not Compliant or Failed Verification."
6	CLICK "**Submit**".
7	The IRS AGI Not Compliant/Failed Verification Report will be displayed based on the criteria entered.

E Example of the IRS AGI Not Compliant/Failed Verification Report

The following is an example of the IRS AGI Not Compliant/Failed Verification Report.

United States Department Of Agriculture - Farm Service Agency
IRS AGI Not Compliant /Failed Verification Report

Recording State	Recording County	Program Year	Customer Name	IRS Determination	IRS Processed Date	Date Received From IRS	SED Determination	SED Determination Date
Texas	Haskell	2011	Farmers Corporation	Not Compliant	09/30/2014	09/30/2014	No Determination	
Texas	Haskell	2015	Farmer, John F	Not Compliant	06/16/2015	06/16/2015	Not Compliant-Review	09/04/2015
Texas	Haskell	2015	Producer, Jack A	Failed Verification	06/16/2015	06/16/2015	Compliant-Review	08/10/2015

--*

*--307 IRS AGI Not Compliant/Failed Verification Report (Continued)

F Error Messages

The following provides a list of error messages that may be displayed when selecting the criteria for the IRS AGI Not Compliant/Failed Verification Report.

Message	Reason for Message	Corrective Action
"Date must be in format mm/dd/yyyy, mmddyy, or mmddyyyy."	User entered the start date and/or end date format incorrectly.	Update the date using the calendar icon or in any of the following formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"Date cannot be later than today's date"	User entered a start date and/or end date later than the current date.	Update the start date and/or end date.
"Invalid Date"	User entered an invalid date.	Update the date using the calendar icon or with a valid date.
"Start Date cannot be later than the End Date"	User entered a start date later than the end date.	Update either of the following with an end date equal to or later than the start date: • start date • end date.
"Records not found for the criteria"	Based on the criteria entered, there are no customers with a "Not Compliant or Failed Verification" IRS determination.	Update the criteria according to subparagraph D, as needed, to generate the report.

--*

308-350 (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.

*** * ***

351 Subsidiary Rollover Process (Continued)

C 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="3">Rollover Provisions</th></tr>
<tr><td>Actively Engaged</td><td colspan="3" rowspan="3">Previous year information will rollover to the new FY.</td></tr>
<tr><td>Actively Engaged - 2002 Farm Bill</td></tr>
<tr><td>AD-1026</td></tr>
<tr><td>*--AGI - 2014 and 2018 Farm Bills--*</td><td colspan="3" rowspan="4">Previous year information will not rollover to the new FY.</td></tr>
<tr><td>AGI - 2008 Farm Bill:
• Commodity Program $500,000 Nonfarm Program
• Direct Payment $1 Million Total Income
• Direct Payment $750,000 Farm Income
• Conservation Program $1 Million Income.</td></tr>
<tr><td>AGI - 2002 Farm Bill</td></tr>
<tr><td>*--AGI – 75% Rule--*</td></tr>
<tr><td rowspan="6">Beginning Farmer or Rancher</td><td colspan="3">Eligibility information will rollover to the new FY based on the following.</td></tr>
<tr><td>IF the producer is…</td><td colspan="2">THEN…</td></tr>
<tr><td>not beginning farmer or rancher</td><td colspan="2">current year determination will be rolled to the next FY.</td></tr>
<tr><td rowspan="3">a beginning farmer or rancher</td><td colspan="2">if the producer has been a beginning farmer or rancher:</td></tr>
<tr><td>greater than 10 years</td><td>the determination will be reset to “No”.</td></tr>
<tr><td>less than or equal to 10 years</td><td>the determination will be rolled to the next FY.</td></tr>
<tr><td>Cash Rent Tenant Cropland Factor</td><td colspan="3">Previous year information will rollover to the new FY.</td></tr>
</table>

351 Subsidiary Rollover Process (Continued)

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

<table>
<tr><th>Eligibility Determination Information</th><th colspan="2">Rollover Provisions</th></tr>
<tr><td rowspan="6">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)

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

<table>
<tr><th>Eligibility Determination Information</th><th colspan="2">Rollover Provisions</th></tr>
<tr><td>Converted Wetland</td><td colspan="2" rowspan="2">Previous year information will rollover to the new FY.</td></tr>
<tr><td>Delinquent Debt</td></tr>
<tr><td>Farm and/or Tract Eligibility</td><td colspan="2">Previous year information will rollover to the new FY.

Exception: If PCW is reset to “Compliant”, the new FY value will be set based on determinations and producer exceptions in FRS.</td></tr>
<tr><td>Federal Crop Insurance</td><td colspan="2">Previous year information will rollover to the new FY.</td></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>* * *</td><td colspan="2">* * *</td></tr>
<tr><td>HELC</td><td colspan="2">Previous year information will rollover to the new FY.</td></tr>
<tr><td>Limited Resource Farmer or Rancher</td><td colspan="2">Previous year information will not rollover to the new FY.</td></tr>
<tr><td rowspan="4">NAP Non-Compliance</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 NAP provisions</td><td>the current year determination will be rolled to the next FY.</td></tr>
<tr><td>has a NAP violation</td><td>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.</td></tr>
</table>

351 Subsidiary Rollover Process (Continued)

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

<table>
<tr><th>Eligibility Determination Information</th><th colspan="3">Rollover Provisions</th></tr>
<tr><td>Permitted Entity - 2002 Farm Bill</td><td colspan="3" rowspan="2">Previous year information will rollover to the new FY.</td></tr>
<tr><td>Person Determination - 2002 Farm Bill</td></tr>
<tr><td>Planted Converted Wetland</td><td colspan="3">Reset to “Compliant”.</td></tr>
<tr><td>SDA Farmer or Rancher:
• including racial, ethnic, and gender
• including racial and ethnic, but not gender.</td><td colspan="3">Previous year information will rollover to the new FY.</td></tr>
<tr><td>*--Veteran Farmer or Rancher – Veteran Certification</td><td colspan="3">The current year certification will be rolled to the next FY.</td></tr>
<tr><td rowspan="6">Veteran Farmer or Rancher – Farmer or Rancher who served in the Armed Forces not operating a farm or ranch more than 10 years</td><td colspan="3">Eligibility information will rollover to the new FY based on the following.</td></tr>
<tr><td>If the producer is…</td><td colspan="2">THEN…</td></tr>
<tr><td>not a farmer or rancher who served in the Armed Forces not operating a farm or ranch more than 10 years</td><td colspan="2">current year certification will be rolled to the next FY.</td></tr>
<tr><td rowspan="3">a farmer or rancher who served in the Armed Forces not operating a farm or ranch more than 10 years</td><td colspan="2">if the farmer or rancher who served in the Armed Forces has been operating a farm or ranch:</td></tr>
<tr><td>greater than 10 years</td><td>the certification will be reset to “No”.</td></tr>
<tr><td>less than or equal to 10 years</td><td>the certification will be rolled to the next FY.--*</td></tr>
</table>

351 Subsidiary Rollover Process (Continued)

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

***--**The following certifications/determinations will reset to the default values in the new FY (beginning with 2020 subsidiary rollover) for producers or businesses with members with a deceased date of death and death confirmation in Business Partner:

- Actively Engaged
- Actively Engaged – 2002 Farm Bill
- AD-1026

  Note: The AD-1026 certification will only be reset for deceased producers and will not be reset for businesses with deceased members.

- Cash Rent Tenant
- Cropland Factor
- Permitted Entity – 2002 Farm Bill
- Person Eligibility – 2002 Farm Bill.

D Business File Rollover Process

For the Business File software, 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.

351 Subsidiary Rollover Process (Continued)

D Business File Rollover Process (Continued)

Farm operating plans recorded in the Business File software 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”.

--Note:** If a customer is updated in Business Partner with a deceased date of death and death confirmation, the current year farm operating plan(s) for the customer and any business where the customer is a member will automatically update with an end date set to the end of the subsidiary year to ensure that the farm operating plan(s) does not rollover to the next year.**--

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)

D Business File Rollover Process (Continued)

Example: The following is an example of a farm operating plan that was created for subsidiary year 2015. Before rollover, version 10 of the subsidiary year 2014 plan did **not** have an "end date", so that plan was used as a source for creating the subsidiary year 2015 plan.

During rollover:

- the end date was set to September 30, 2014, on version 10 of the subsidiary year 2014 plan
- the subsidiary year 2015 plan was created with October 1, 2014, as the start date.

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	
2015 Last Update: 09/26/2014	Determined	10	10/01/2014		Revise View 902 View Members Record Determinations Delete
2014 Last Update: 09/26/2014	Determined	10	10/01/2013	09/30/2014	Revise Copy Plan View 902 View Members Record Determinations Delete
2014 Last Update: 09/26/2014	Determined	8	10/01/2013	09/30/2013	View 902 View Members Delete
2013 Last Update: 07/09/2014	Determined	7	12/04/2012	09/30/2013	Revise Copy Plan View 902 View Members Record Determinations Delete

352-360 (Reserved)

Part 10 Web-Based Business File Software

361 Overview

A Introduction

The Business File software 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 software.

- Allows for all information to be captured in the Business File software that is currently manually recorded on CCC-902E and CCC-902I. The Business File software 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 displayed for collecting capital contribution percentages, loan information, etc.

- The questions displayed 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 displayed asking whether a copy of the trust agreement has been provided. That question is **not** displayed 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.

- In the future, a new COC determination process will automate CCC-903. Like the process for capturing CCC-902 information, the questions displayed through this process are predicated on the type of farming operation involved.

  Note: When the determination process is 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 software 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 software.	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.	February 2012
4	Allows for collecting information for joint operations filing CCC-902E's.	March 2012
5	Allows for permitted entity designations to be recorded.	July 2012
6	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.	To Be Determined
7	Allows for COC determination to be recorded in the Business File software through an interview-style process.	

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

A Data Migration

The System 36 software did **not** allow for collecting most information captured on CCC-902's. For entities and joint operations, member information and member ownership shares were 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-902E's and CCC-902I's.

B Requirement for Obtaining New CCC-902's

The Business File software is a tool that allows for the automated collection of CCC-902 information. The release of the Business File software 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 software 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 software.

--**County Offices must continue to follow 4-PL for FY 2009 through 2013, 5-PL for FY 2014 through 2020, and 6-PL for FY 2021 and subsequent years about requirements for filing**-- CCC-902E's and CCC-902I's.

C Priority Order for Dataloading CCC-902's

County Offices must dataload CCC-902's for 2012 subsequent subsidiary years.

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

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

Note: There is **not** a requirement to dataload 2011 farm operating plans for entities and joint operations unless a revised farm operating plans is filed for the 2011 subsidiary year. All revisions shall be recorded in the Business File software for 2011 and subsequent years.

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 displayed 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 displayed.

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 software 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 software.

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

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

F Coordinating With NRCS

For customers participating in NRCS programs **only**, NRCS is still required to obtain farm *--operating plans. NRCS must provide the farm operating plan to FSA, and the County Office will perform the following in the Business File software:

- respond to the question, "Is the farm operation applying for a FSA, CCC, or NRCS program requiring an actively engaged, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution determination?"
  - select "Yes" if the customer is applying for an NRCS program requiring a determination
  - select "No" if the customer is not applying for an NRCS program requiring a determination
- record the:
  - contributions provided to the farm operation (if "Yes" was selected as indicated above)
  - member, member shares, and member signature authority information
  - producer signature date from CCC-902.

Note: COC determination date must be recorded if COC has made an actively engaged, cash rent tenant, foreign person, member contribution, substantive change, or common attribution determination.--*

363 Updating Member Data in Subsidiary Years 2009 and 2010

A Overview

Member data was migrated from System 36 for entities and joint operations with members.

Users are not required to record farm operating plans in 2009 and 2010 unless a change or correction to members is needed in 2009 or 2010.

*--363 Updating Member Data in Subsidiary Years 2009 and 2010

B Recording 2009 and 2010 Farm Operating Plans

If an update is required to the members of an entity or joint operation in 2009 or 2010, users will record or revise the 2009 or 2010 farm operating plan.

When a farm operating plan is recorded or revised in 2009 or 2010:

- contribution data will not be collected in the system
- the "Select Member" page will be displayed to update the members of the joint operation or entity.

  Note: If members were originally recorded in System 36 and are still active in Business Partner/SCIMS, the members will automatically be displayed on the Select Member page.

- users must update the producer filed and COC determination dates based on the documentation provided for the plan after the members are updated.--*

364 (Reserved)

Section 1 General Overview of Web-Based Business File Software

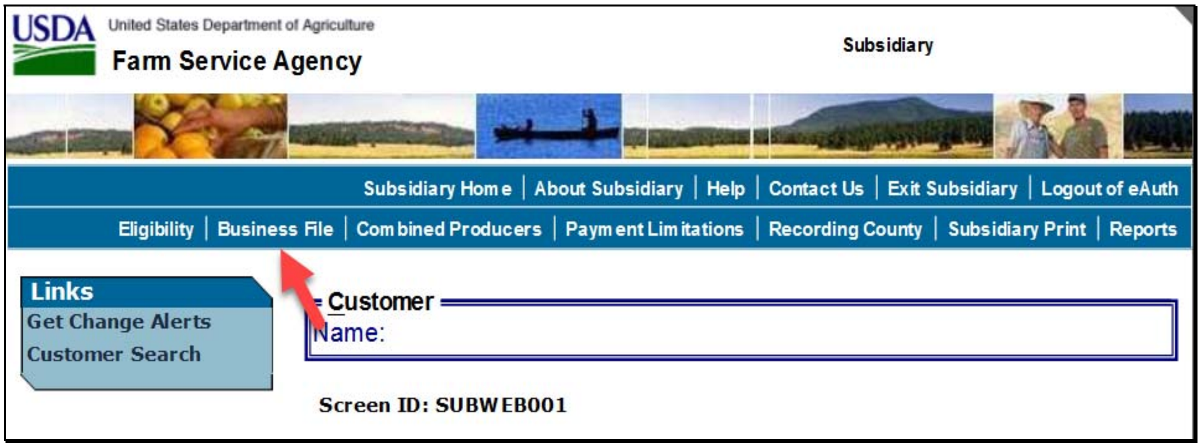
365 Accessing the Business File Software

A Accessing the Business File Software From the Subsidiary System

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

After successfully logging into the Subsidiary System, the Subsidiary Page will be displayed. To access the Business File software, 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	Customer Page will be displayed with the message, "There are no farm operating plans recorded".

366 General Information for Managing Farm Operating Plans

A Status Categories for Farm Operating Plans

There are 5 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 software 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 software.
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 software.
Terminated	The farm operating plan is automatically terminated when the following conditions occur in Business Partner: • 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.
Suspended	The farm operating plan is automatically suspended when a change is made to the organizational structure for an entity or joint operation through another farm operating plan.

366 General Information for Managing Farm Operating Plans (Continued)

B Version Numbers

Version numbers are automatically assigned anytime a new farm operating plan is created in the Business File software. The version number is also printed at the top of CCC-902 generated by the Business File software.

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 the "COC Determination" process when fully implemented.

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 software. 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 software.

- 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 1 farm operating plan on file for a subsidiary year, the Business File software 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 software.

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 software for a 2011 farm operation plan is: • before October 1, 2010, or after September 30, 2011, then the start date for the 2011 subsidiary year is October 1, 2010 • after October 1, 2010, and before September 30, 2011, 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 October 1 of the new year.
End Date	Set by the Business File software when COC determination date is recorded in the Business File software 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.

--Note:** If a customer is updated in Business Partner with a deceased date of death and death confirmation, the current year farm operating plan(s) for the customer and any business where the customer is a member will automatically update with an end date set to the end of the subsidiary year to ensure that the farm operating plan(s) does not rollover to the next year.**--

366 General Information for Managing Farm Operating Plans (Continued)

D Farm Operating Plan Start and End Dates (Continued)

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.

Note: Prior year farm operating plans will have an end date of September 30 of the subsidiary year.

366 General Information for Managing Farm Operating Plans (Continued)

E Suspending Farm Operating Plans

The Business File software has been designed to retain the ownership structure for an operation only 1 time, even if the entity/joint operation has an ownership interest in multiple operations.

The ownership structure of an entity/joint operation does **not** change from 1 operation to the next, only the contributions the members provide to each operation change. If an entity or joint operation is recorded in the Business File software through multiple farm operating plans, either at the payment entity or embedded entity level, then the members and shares **must** be the same for all operations.

As a result, if the members or the member shares are revised through 1 farm operating plan, they **must** be revised in all farm operating plans. If a farm operating plan is **not** revised, it is automatically suspended and payments will **not** be issued to that operation until a new CCC-902 is filed for the operation.

Example: Farmers Inc. is:

- comprised of 2 members sharing 50 percent each
- earning benefits directly
- an embedded entity in Farmers LLC.

A farm operating plan has been filed for both Farmers Inc. and Farmers LLC. The farm operating plan for Farmers Inc. is then revised and the member shares are changed from 50-50 percent to 60-40 percent. The farm operating plan is then signed by a representative of Farmers Inc. After a determination is completed or reaffirmed, payments can be issued to Farmers Inc. using the 60-40 percent shares.

The farm operating plan for Farmers LLC was **not** revised so it is suspended, thereby preventing any payments from being issued to Farmers LLC until an updated farm operating plan is filed to reflect the correct member shares.

The purpose of the suspension process is to ensure that:

- a current CCC-902 is on file reflecting the correct members and their shares along with all applicable contribution inputs

  Note: The system **cannot** automatically retrieve the new members from 1 revised farm operating plan to another because producers are required to revise a farm operating plan with changes to ensure that the determinations are still applicable.

- statutory requirements for payment attribution are administered properly.

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 software 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 software. This table describes how existing farm operating plans are affected when a new Plan is initiated.

<table>
<tr><th>IF there is an existing Farm Operating Plan in the Business File software in…</th><th colspan="2">THEN the Business File software will display the following warning message…</th></tr>
<tr><td rowspan="4">"initiated" status for the selected customer</td><td colspan="2">"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?"</td></tr>
<tr><td>IF 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 "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.</td></tr>
<tr><td>does not select the option to continue</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 software in…</th><th colspan="2">THEN the Business File software will display the following warning message…</th></tr>
<tr><td rowspan="4">“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 software 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 software in…</th><th colspan="2">THEN the Business File software 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 software 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 pen and ink changes on a signed CCC-902 in certain situations. When CCC-902 is recorded in the Business File software, 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 software; therefore, this process eliminates the need for pen and 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.

<table>
<tr><th>IF the Farm Operating Plan being revised has…</th><th colspan="2">THEN the Business File software will display the following warning message…</th></tr>
<tr><td rowspan="4">an “initiated” status for the selected customer</td><td colspan="2">“The farm operating plan for the selected customer was last updated on [date]. Are you sure you want to revise this plan?”</td></tr>
<tr><td>IF the user…</td><td>THEN…</td></tr>
<tr><td>selects the option to continue with the revision to the farm operating plan</td><td>• the existing farm operating plan will automatically be updated with information from FRS

• 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.</td></tr>
<tr><td>does not select the option to continue with the revision</td><td>the process ends and the Customer Page will be displayed for the selected customer.</td></tr>
</table>

368 Revising Farm Operating Plans Already Recorded (Continued)

B Impacts of Revising Farm Operating Plans (Continued)

<table>
<tr><th>IF the Farm Operating Plan being revised has…</th><th colspan="2">THEN the Business File software will display the following warning message…</th></tr>
<tr><td rowspan="4">“filed” status for the selected customer</td><td colspan="2">“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?”</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 copied with an “initiated” status

• 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 software for historical purposes, but the information 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>

368 Revising Farm Operating Plans Already Recorded (Continued)

B Impacts of Revising Farm Operating Plans (Continued)

<table>
<tr><th>IF the Farm Operating Plan being revised has…</th><th colspan="2">THEN the Business File software will display the following warning message…</th></tr>
<tr><td rowspan="3">“determined” status for the selected customer</td><td colspan="2">“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?”</td></tr>
<tr><td>IF the user…</td><td>THEN…</td></tr>
<tr><td>selects the option indicating land changes are the only changes being made</td><td>• existing farm operating plan in “determined” status will be copied with an “determined” status

• next consecutive version number will be assigned to the new “determined” farm operating plan

• original farm operating plan in “determined” status will be deleted

• deleted farm operating plan information will be retained in the Business File software for historical purposes, but the information cannot be accessed or viewed by State and County Office users

• the new “determined” farm operating plan will automatically be updated with information from FRS

• users are allowed to record lease information related to land contributions, but are not allowed to access any other type of contribution.</td></tr>
</table>

368 Revising Farm Operating Plans Already Recorded (Continued)

B Impacts of Revising Farm Operating Plans (Continued)

<table>
<tr><th rowspan="2">IF the Farm Operating Plan being revised has…</th><th colspan="2">THEN the Business File software will display the following warning message…</th></tr>
<tr><th>IF the user…</th><th>THEN…</th></tr>
<tr><td rowspan="2">“determined” status for the selected customer (Continued)</td><td>selected the option indicating other changes will be made to the farm operating plan</td><td>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 software and can be viewed by State and County Office users
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.</td></tr>
<tr><td>does not select the option to continue with the revision</td><td>end the process and display the existing farm operating plan for the selected customer.</td></tr>
</table>

368 Revising Farm Operating Plans Already Recorded (Continued)

*--C Impacts when Customer's Tax ID is updated in Business Partner

When a customer's tax ID or tax ID type is updated in Business Partner, the tax ID is not automatically updated on farm operating plans recorded for the customer or member. Users are required to revise the farm operating plans associated with the customer or member. The tax ID will automatically update when the plan is revised. Users should then review the plan and enter the producer filed and COC determination dates based on the applicable documentation for the plan.

If the Farm Operating Plan is in a determined status, the plan must be revised with "Other" changes.

In addition, members will automatically be deleted if the customer is a Revocable Trust or Limited Liability Company when all of the following apply:

- farm operating plan is for a customer with a "Revocable Trust" or "Limited Liability Company" business type
- the user recorded members on the farm operating plan for the Revocable Trust or LLC
- the Revocable Trust or LLC tax ID is updated to use an individual's SSN
- the DPE is updated to the Revocable Trust or LLC
- the Revocable Trust or LLC farm operating plan is revised.

If the Revocable Trust or LLC is a member of another business, the farm operating plans associated with that business will be suspended when the Revocable Trust or LLC plan is revised. Users are required to revise the farm operating plan for the other business(es) and delete the members of the revocable trust.

The following warning message will be displayed when the Revocable Trust or LLC plan is revised or a new plan is recorded.

> WARNING: ANY REVTRUST 354 tax identification has been updated to a Social Security Number which cannot have members with designated shares.
>
> Revising this plan will remove the following members from ANY REVTRUST 354 in all years.
>
> ANY1 PRODUCER
> ANY2 PRODUCER
>
> In Addition, any farm operating plans ANY REVTRUST 354 is a member of will be suspended.

--*

369 Other Options for Managing Farm Operating Plans

A Deleting Farm Operating Plans

County Office users do **not** have an option for deleting farm operating plans recorded in the Business File software.

A farm operating plan in "initiated" status remains in the Business File software for 90 calendar days from the date it was last updated. The Business File software automatically deletes farm operating plans on the 91st calendar day following the last update.

When deleted, any data previously recorded for that farm operating plan **cannot** be viewed or retrieved.

Only authorized users have the option of deleting farm operating plans in a "filed" or "determined" status. Farm operating plans in an "initiated" status do **not** need to be manually deleted because the system will automatically delete them after 90 calendar days from the last activity.

The Business File software is specifically designed to handle historic information for any farm operating plan that has a "filed" and/or "determined" status. These status indicators specifically designate that a producer has signed CCC-902, certifying information as accurate and complete for the time period designated, and should be retained in the system. As a result, data should never be deleted for a farm operating plan with either of these status indicators.

Example: CCC-902 is filed for an individual on March 1, 2011. The producer revises the farm operating plan on February 2, 2012, to add additional land and equipment, and COC completes the determination for the revised plan on February 3, 2012.

The first plan has a March 1, 2011, start date and a February 3, 2012, end date.

The revised plan has a February 3, 2012, start date with no end date, indicating it is the current farm operating plan filed.

Instances have been reported, during the dataload effort, where farm operating plans were recorded in error and the date the producer signed and/or a COC determination date was recorded in the system. Therefore, an option was needed to remove these farm operating plans from the system as they were truly recorded in error.

369 Other Options for Managing Farm Operating Plans (Continued)

A Deleting Farm Operating Plans (Continued)

The "Delete" option allows an authorized user to delete a specific farm operating plan from ***--**the Business File software that has been recorded in error. Authorized users must:**--***

- exercise caution in using the "Delete" option to ensure that historic data is **not** removed from the system
- only delete a farm operating plan from the system if it was recorded for the wrong producer
- contact the National Office to request the deletion of a farm operating plan.

B Viewing Existing Farm Operating Plans

To view farm operating plans:

- at any time 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.

*--C Updating Plans for Customers no longer participating in farm programs

Farm operating plans:

- will **not** automatically update when a customer is no longer participating in farm programs
- in a determined status without an end date will automatically roll forward to the new Subsidiary years.

In the year(s) the customer is no longer participating and has provided a written request to withdrawn the plan, users have the ability to revise a determined farm operating plan with "Other changes" to create a new initiated plan as described in paragraph 368. The initiated plan will delete after 90 days of inactivity and the plan will no longer roll forward to new Subsidiary years.

Reminder: Users will update the subsidiary eligibility determinations appropriately when a farm operating plan is withdrawn.

Exception: Farm operating plans for a deceased customer or businesses where the deceased customer is a member will be updated with an end date and will not rollover to the next year.**--***

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 displayed.

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: The interview process and options 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.		
"Seeking Benefits"	*--Displays the Applicability of Determinations Page.--*	
"General"	Displays the General Information Page.	
"Contributions"	Displays the Contributions 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.	

370 Navigation (Continued)

C Left Navigation Menu (Continued)

Option	Action	Example
"Select (*Member*)"	Displays the Select (*Member*) Page. **Note:** The name of the page may change depending on the business type for the operation. For example, the option will be "Select Stockholder", if the farming operation is a corporation.	
"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: The left navigation menu 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 displayed 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 displayed through the interview process.

377 Overview (Continued)

B Interview Process Flow

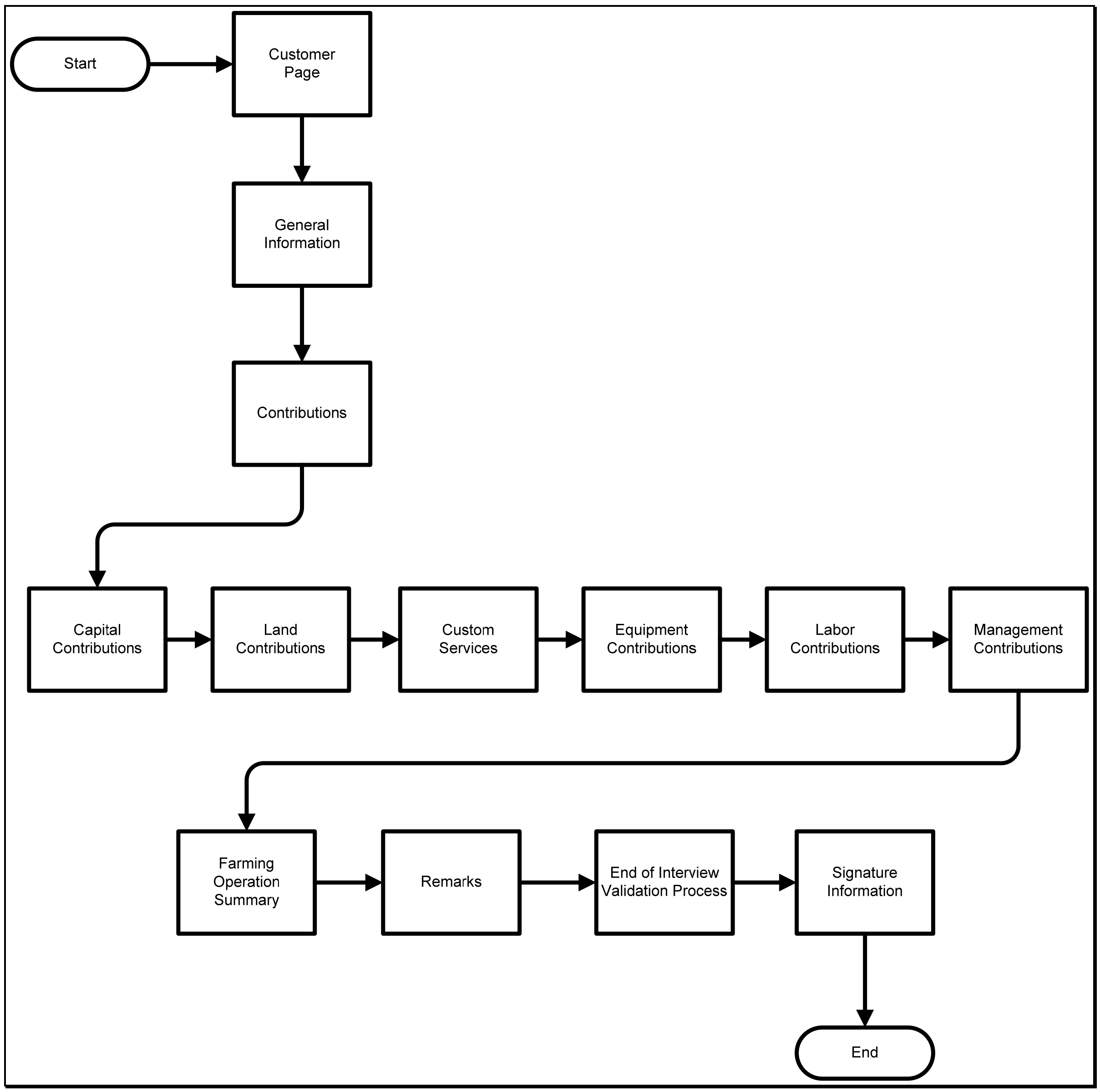
The Business File software reads the business type for the selected year from Business Partner to determine the interview process flow. The following table identifies which process flow is applicable for each business type in Business Partner.

Interview Process Flow	Business Partner Business Type
Individual	•*--Individuals • Revocable Trust using SSN • Limited Liability Company using SSN--*
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 Business Type Interview Process Flow Charts

A Flow Chart for "Individual" Business Type

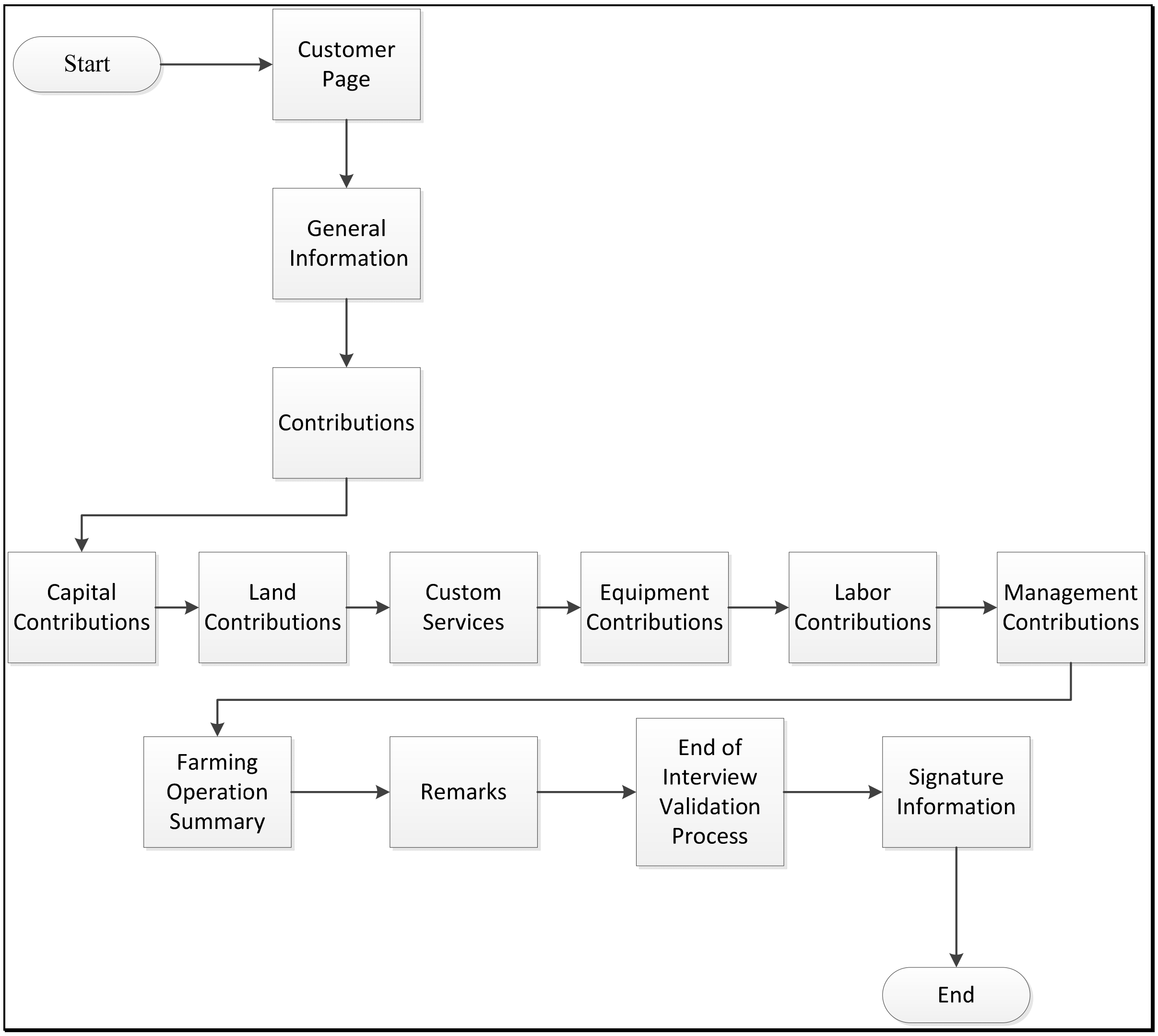
The following is the high-level overview of the interview process flow for customers in SCIMS that have an "individual" business type.



378 Business Type Interview Process Flow Charts (Continued)

B Flow Chart for "Entities Without Members" Business Type

The following is the high-level overview of the interview process flow for customers in SCIMS that have an "Entities Without Members" business type.

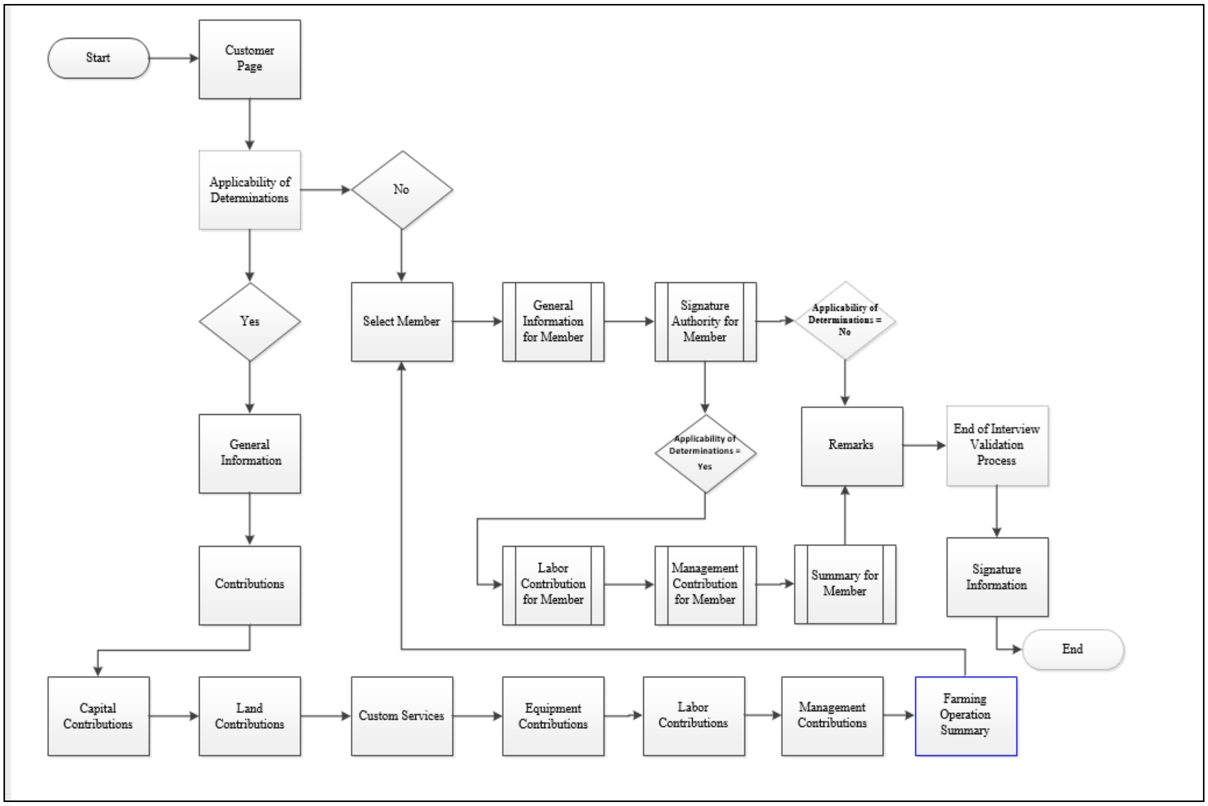


378 Business Type Interview Process Flow Charts (Continued)

C Flow Chart for "Entities With Members" Business Type

The following is the high-level overview of the interview process flow for customers in SCIMS that have an "Entities With Members" business type.

*--



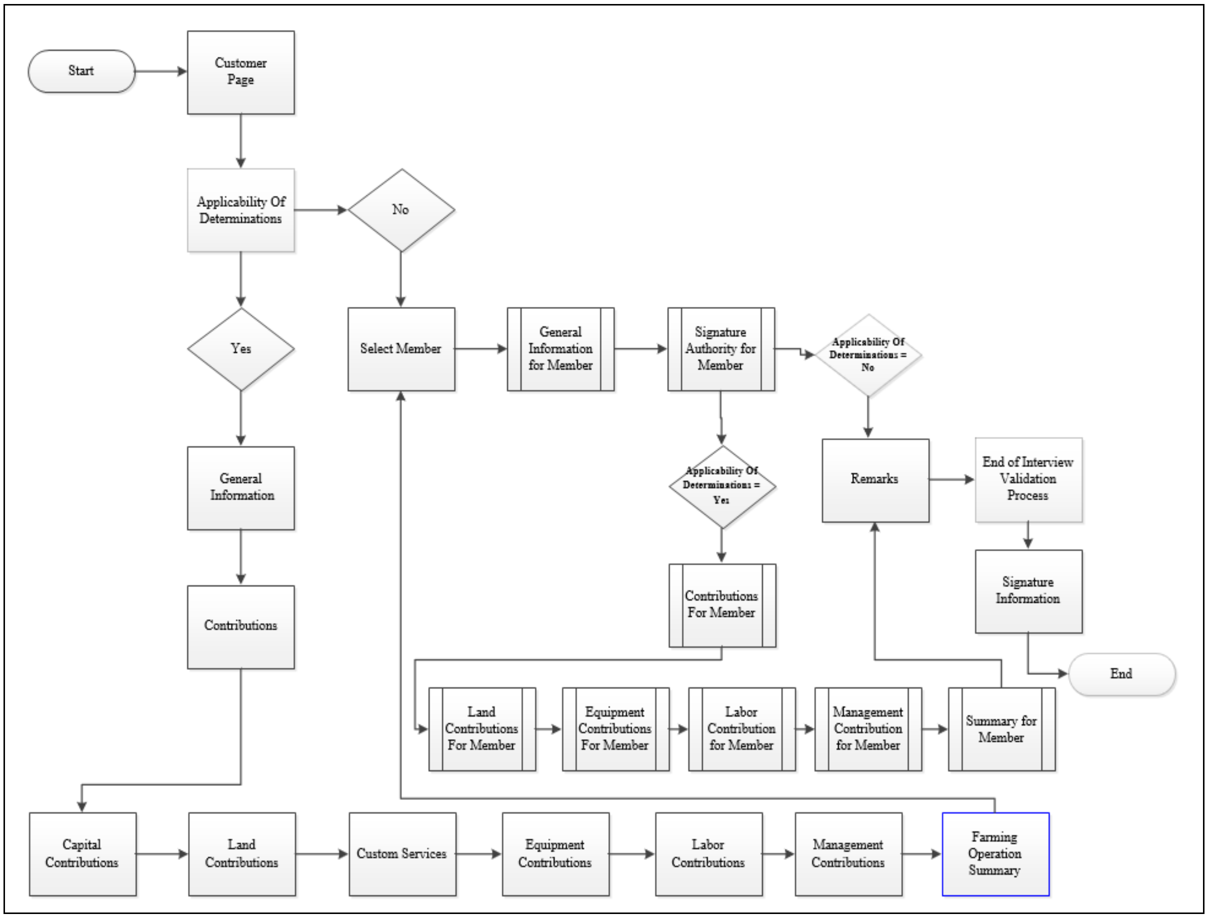
--*

378 Business Type Interview Process Flow Charts (Continued)

D Flow Chart for "Joint Operation" Business Type

The following is the high-level overview of the interview process flow for customers in SCIMS that have a "Joint Operation" business type.

***--**



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379 Farm Operating Plan History

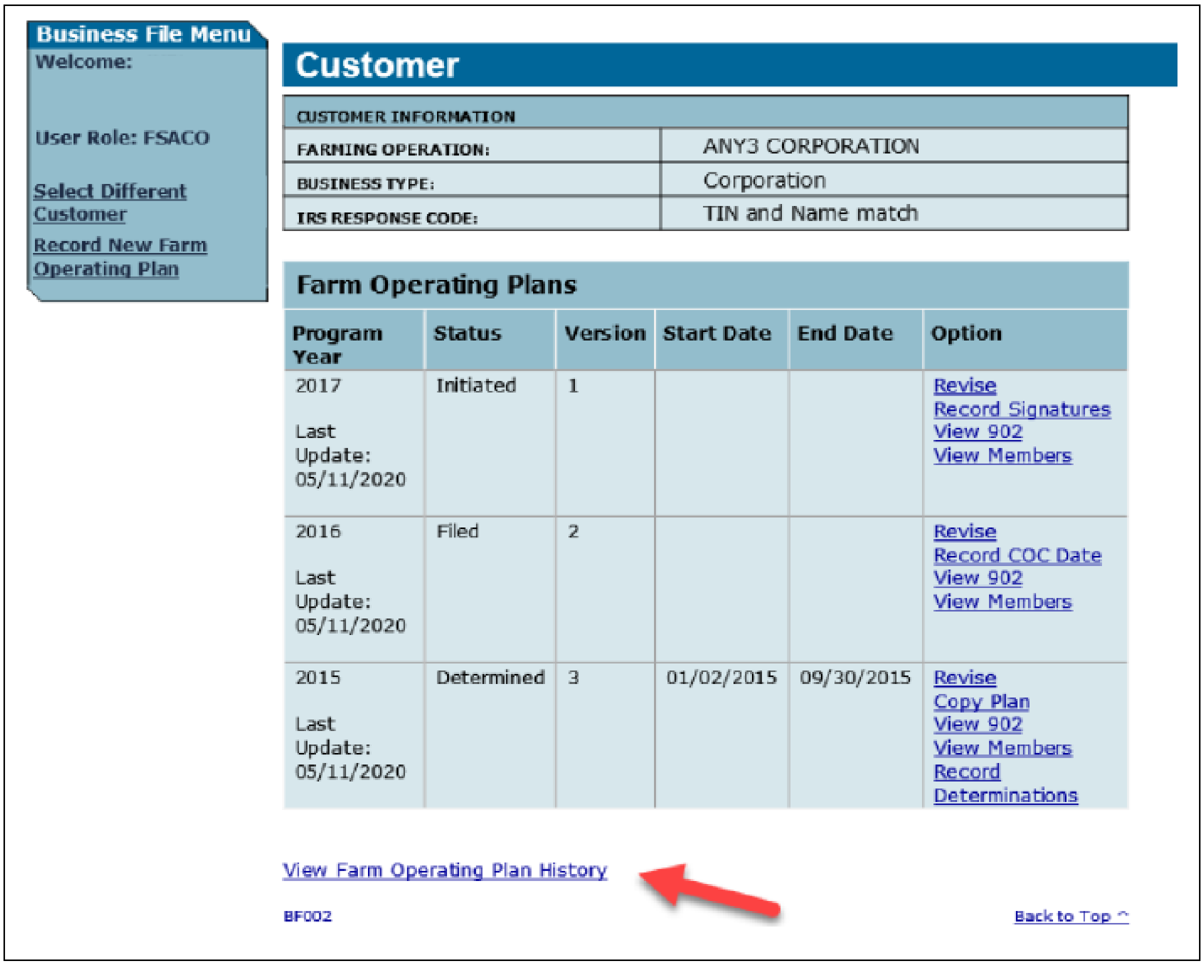
A Farm Operating Plan History Overview

The Farm Operating Plan History Page allows users to display all farm operating plans recorded for the producer.

B Accessing the Farm Operating Plan History Page

On Customer Page BF002, CLICK "View Farm Operating Plan History".

*--



Business File Menu

Welcome:

User Role: FSACO

Select Different Customer

Record New Farm Operating Plan

Customer

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY3 CORPORATION
BUSINESS TYPE:	Corporation
IRS RESPONSE CODE:	TIN and Name match

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	Option
2017 Last Update: 05/11/2020	Initiated	1			Revise Record Signatures View 902 View Members
2016 Last Update: 05/11/2020	Filed	2			Revise Record COC Date View 902 View Members
2015 Last Update: 05/11/2020	Determined	3	01/02/2015	09/30/2015	Revise Copy Plan View 902 View Members Record Determinations

View Farm Operating Plan History

BF002

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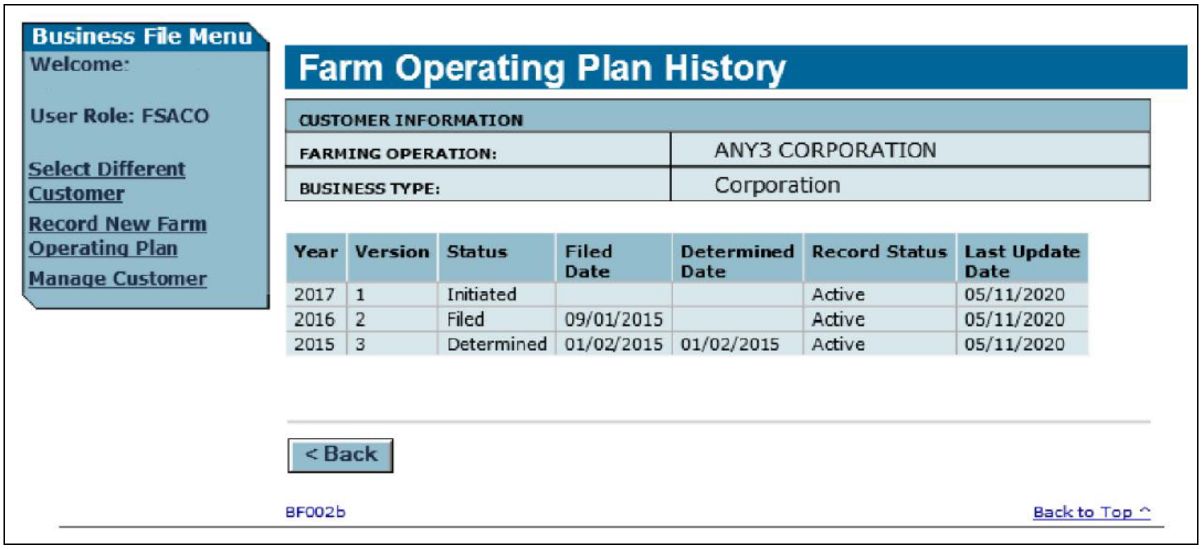
379 Farm Operating Plan History (Continued)

B Accessing the Farm Operating Plan History Page (Continued)

The Farm Operating Plan History Page will display information on all farm operating plans recorded for the producer.

This is an example of the Farm Operating Plan History Page.

*--



Business File Menu
Welcome:
User Role: FSACO
Select Different Customer
Record New Farm Operating Plan
Manage Customer

Farm Operating Plan History

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY3 CORPORATION
BUSINESS TYPE:	Corporation

Year	Version	Status	Filed Date	Determined Date	Record Status	Last Update Date
2017	1	Initiated			Active	05/11/2020
2016	2	Filed	09/01/2015		Active	05/11/2020
2015	3	Determined	01/02/2015	01/02/2015	Active	05/11/2020

< Back

BF002b

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379 Farm Operating Plan History (Continued)

C Information on Farm Operating Plan History Page

The Farm Operating Plan History 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	Field	Description
"Customer Information"	"Farming Operation"	Name of selected customer.
	"Business Type"	Current year business type for the selected customer recorded in SCIMS.
	***--**"IRS Response Code"	Name and Tax ID Validation Response from IRS.**--***
"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.
	"Version"	Version number for the farm operating plan. See subparagraph 366 B for additional information on version numbers for the farm operating plan.
	"Status"	Current status of the farm operating plan. See subparagraph 366 A for additional farm operating plan status categories.
	"Filed Date"	Date the farm operating plan is filed with the Producer Signatures. See subparagraph 366 A for additional information on Filed Plans.
	"Determined Date"	Date the farm operating plan is determined when the COC determination is complete. See subparagraph 366 A for additional information on Determined Plans.
	"Record Status"	Current active or deleted status of the farm operating plan.
	"Last Update Date"	Date the farm operating plan was last updated.

380 Copy Plan

A Copy Plan Overview

***--**The link to "Copy Plan" will be displayed if the farm operating plan is:

- the latest active plan in the year
- in a "Determined" Status
- in fiscal year 2012 or subsequent year.

The Copy Plan link allows users to copy the latest active "Determined" farm operating plan to the year immediately before or after the selected plan if:

- a plan is **not** already recorded in the selected year to copy the plan to for the producer

- the producer is **not** a business recorded as a member on another farm operating plan in the selected year to copy the plan to

- the plan is later than the 2011 fiscal year.

When the farm operating plan is copied:

- the new plan will be updated to an "Initiated" status

- land contribution will **not** be copied to the new plan

  Note: Access land contribution according to Part 10, Section 3, Subsection 3.

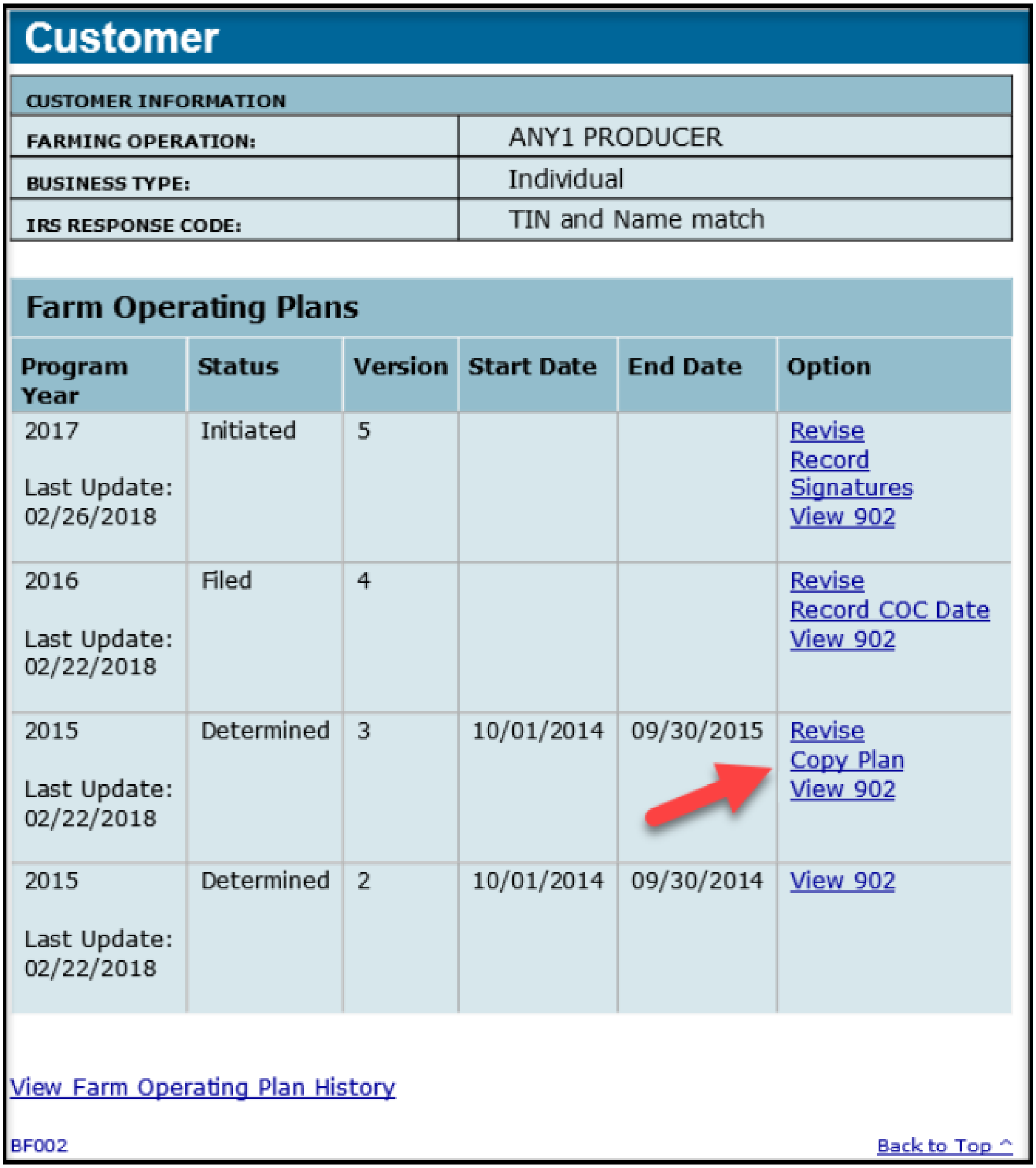
- users will review the Contribution, Member, and Validation Pages to ensure that the**--***
  farm operating plan is updated correctly.

380 Copy Plan (Continued)

B Accessing the Copy Plan Page

On the Customer Page, CLICK "Copy Plan" link for the determined plan.

*--



Customer

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY1 PRODUCER
BUSINESS TYPE:	Individual
IRS RESPONSE CODE:	TIN and Name match

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	Option
2017 Last Update: 02/26/2018	Initiated	5			Revise Record Signatures View 902
2016 Last Update: 02/22/2018	Filed	4			Revise Record COC Date View 902
2015 Last Update: 02/22/2018	Determined	3	10/01/2014	09/30/2015	Revise Copy Plan View 902
2015 Last Update: 02/22/2018	Determined	2	10/01/2014	09/30/2014	View 902

View Farm Operating Plan History

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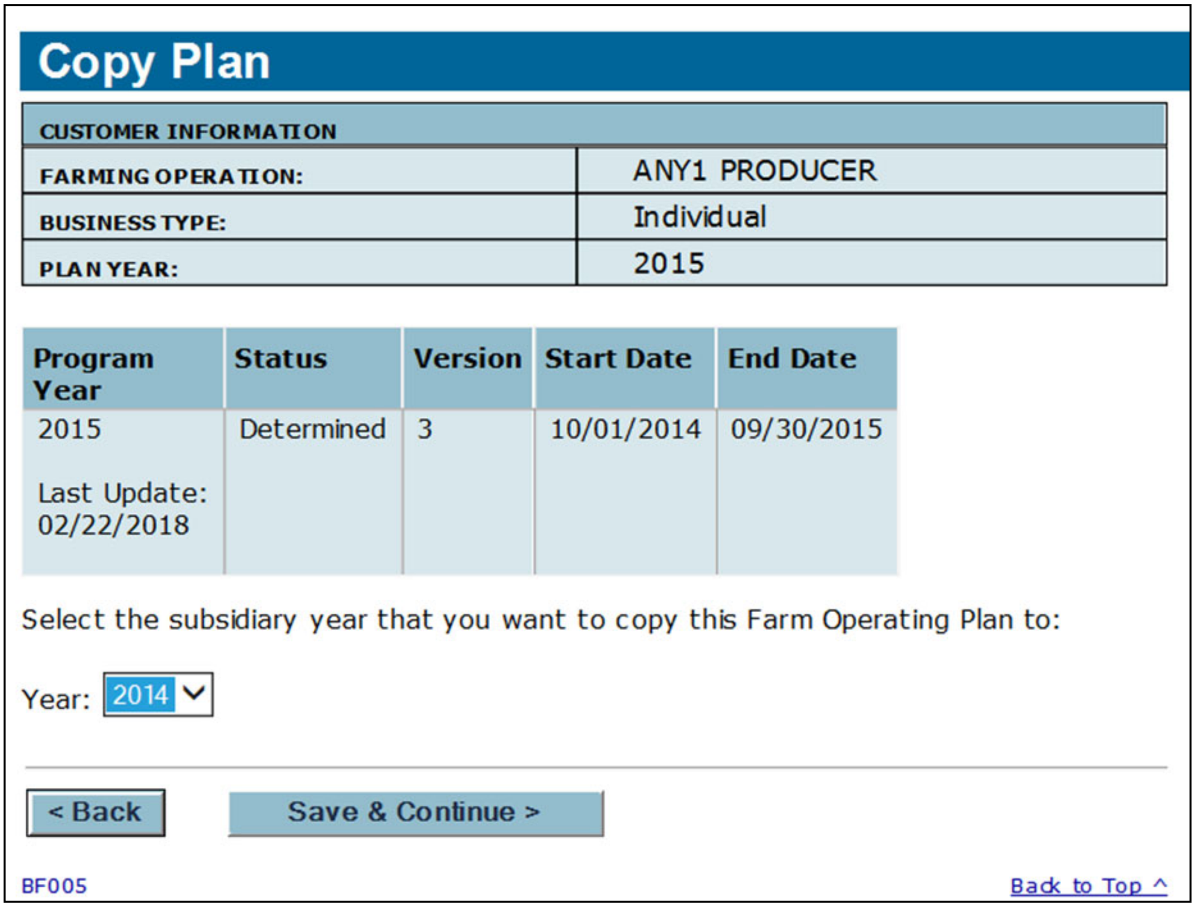
380 Copy Plan (Continued)

*--B Accessing the Copy Plan Page (Continued)

The Copy Plan Page will be displayed with information for the farm operating plan selected to copy.

This is an example of the Copy Plan Page.



Copy Plan

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY1 PRODUCER
BUSINESS TYPE:	Individual
PLAN YEAR:	2015

Program Year	Status	Version	Start Date	End Date
2015 Last Update: 02/22/2018	Determined	3	10/01/2014	09/30/2015

Select the subsidiary year that you want to copy this Farm Operating Plan to:

Year: 2014

< Back   Save & Continue >

BF005   Back to Top ^

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380 Copy Plan (Continued)

*--C Information on Copy Plan Page

The Copy Plan Page provides the user with the ability to copy the selected producer's determined plan to the year immediately before or after.**--***

This table describes the information displayed on the Customer Page.

Section	Field	Description
Customer Information	"Farming Operation"	Name of selected customer.
	"Business Type"	Current year business type for the selected customer ***--**recorded in Business Partner.
	"Plan Year"	The Farm Operating Plan selected year to copy from.**--***
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"	Date COC completed determinations for the applicable farm operating plan that is recorded on the Signature Verification Page. See subparagraph 366 D for additional information on the Start 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. See subparagraph 366 D for additional information on Determined Plans.
"Year"		Allows user to select the year to copy the plan.

380 Copy Plan (Continued)

D Page Options

***--**The following options are available on the Copy Plan Page.

Option	Action
"Back"	Returns to the Customer Page without saving any data entered.
"Save & Continue"	***--**Copies the plan to the selected year and returns to the Customer**--*** Page.

E Page Error Messages

Error Message	Description	Corrective Action
"Plan cannot be copied because the producer's business type has changed or is **not** valid."	The business type for the selected plan is **not** the same business type for the ***--**selected year.--*	Take either of following actions: • review the business type in Business Partner and correct if the business type is incorrect • go back to the Customer Page and do **not** copy the plan.
"Plan cannot be copied because there is an existing farm operating ***--**plan on file for year selected."	The producer: • has a farm operating plan recorded in the year selected • is a member of a farm operating plan recorded in the year selected.**--***	Go back to the Customer Page. The plan cannot be copied.

381-400 (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 displayed 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 displayed for collecting capital contribution percentages, loan information, etc.

B Description of Section

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

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 440
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

Subsection 1 Beginning the Farm Operating Plan

402 Customer Page

A Introduction

The Customer Page is the main page for the Business File software and will be displayed for the selected customer when users click "**Business File**" tab from the Subsidiary System.

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
- view the farm operating plan history
- take the option to:

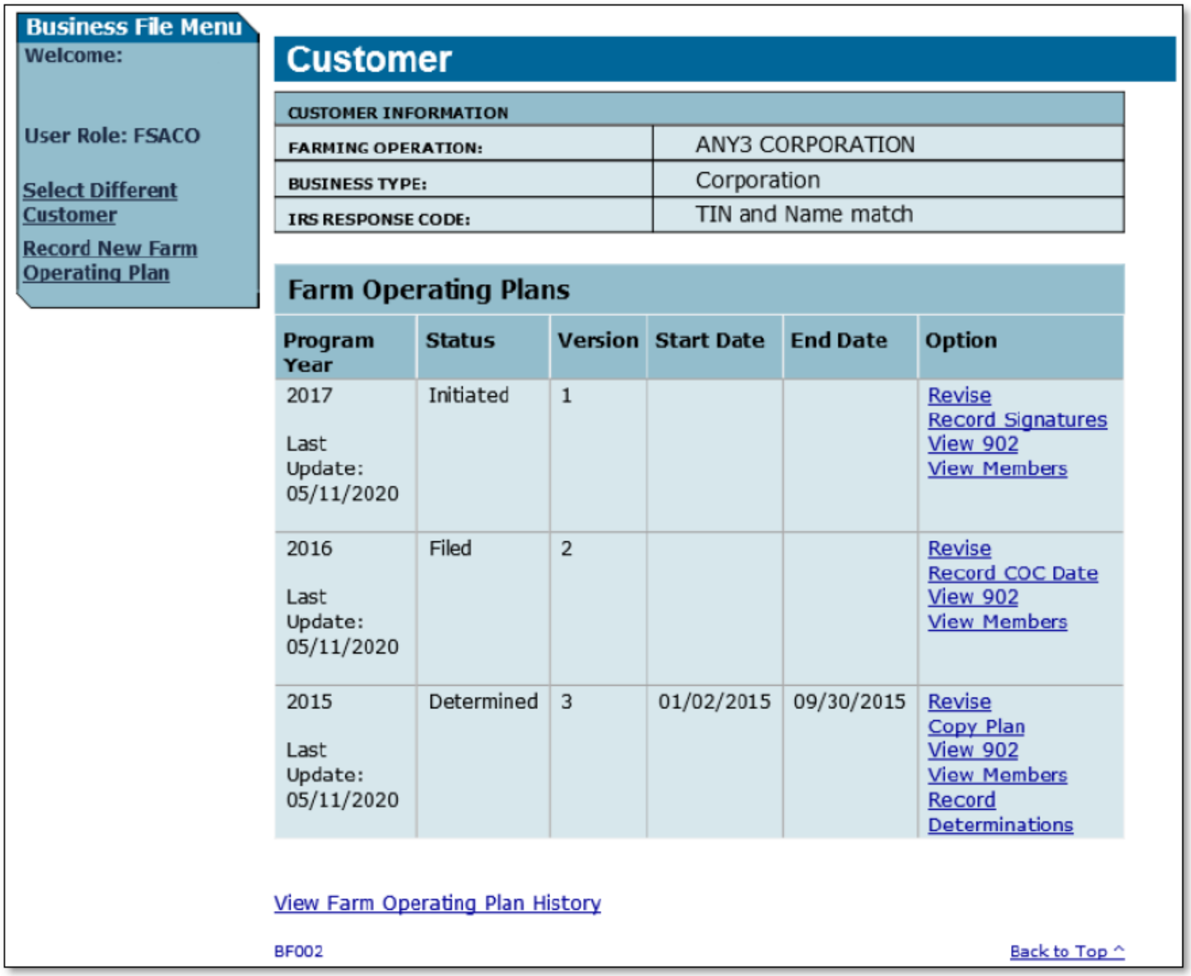
  - copy plan to previous year
  - record determinations for businesses
  - record the date COC determinations were completed
  - record the date the farm operating plan was filed in the County Office
  - revise an existing farm operating plan
  - view CCC-902's
  - view members for businesses.

402 Customer Page (Continued)

B Example of Customer Page

The following is an example of the Customer Page.

*--



Business File Menu

Welcome:

User Role: FSACO

Select Different Customer

Record New Farm Operating Plan

Customer

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY3 CORPORATION
BUSINESS TYPE:	Corporation
IRS RESPONSE CODE:	TIN and Name match

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	Option
2017 Last Update: 05/11/2020	Initiated	1			Revise Record Signatures View 902 View Members
2016 Last Update: 05/11/2020	Filed	2			Revise Record COC Date View 902 View Members
2015 Last Update: 05/11/2020	Determined	3	01/02/2015	09/30/2015	Revise Copy Plan View 902 View Members Record Determinations

View Farm Operating Plan History

BF002

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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	Field	Description
"Customer Information"	"Farming Operation"	Name of selected customer.
	"Business Type"	Current year business type for the selected customer recorded in SCIMS.
	*--"IRS Response Code"	Name and Tax ID Validation Response from IRS.--*
"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 software 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 software. 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 COC Date"	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.

402 Customer Page (Continued)

D Page Options (Continued)

Link	Action
"Copy Plan"	Option: • will only be displayed if the farm operating plan is in a "Determined" Status • allows users to Copy farm operating plan to the previous year.
"View 902"	Opens a new window displaying the formatted version of CCC-902 for the selected farm operating plan.
"View Members"	Option: • will only be displayed for Businesses with Members • allows users to view Members recorded for the Business.
"Record Determinations"	Option: • will only be displayed if the farm operating plan is a Business with members and is in a "Determined" Status • allows users to update the "Member Contribution" and "Substantive Change" for Members of the Business. See paragraph 552 for additional information on "Member Contribution / Substantive Change".
"Delete"	Only applicable for authorized users. See subparagraph 369 A for additional information.

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

403 Create New Farm Operating Plan Page

A Introduction

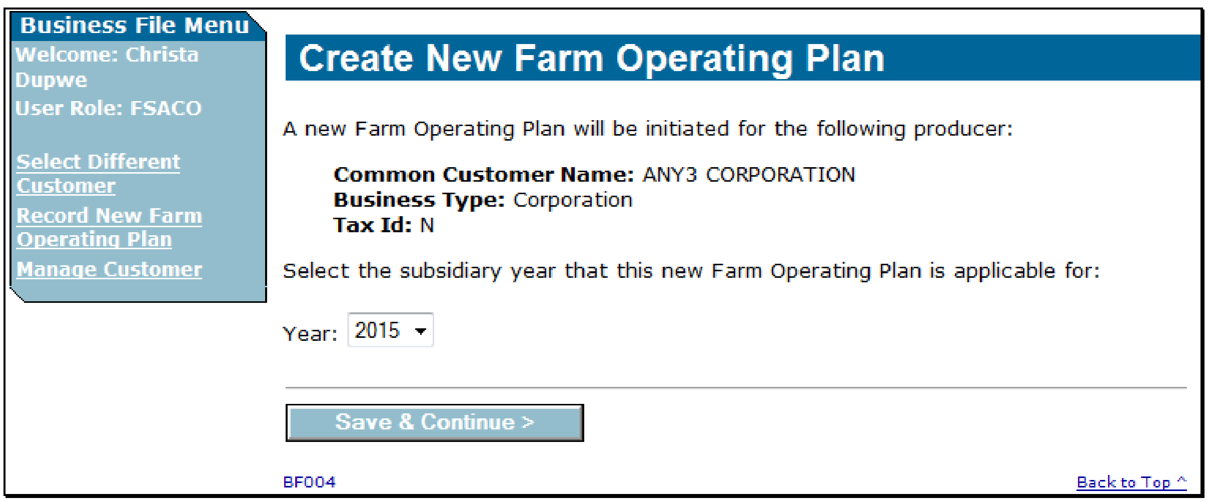
The Create New Farm Operating Plan Page will be displayed if users click "Record New Farm Operating Plan" from the left Navigation Menu.

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.

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 question displayed on the Create New Farm Operating Plan Page.

Question/Field	Description
"Year"	Drop-down list 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 option is available on the Create New Farm Operating Plan Page.

Option	Action
"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 Applicability of Determinations

A Introduction

The Applicability of Determinations Page will be displayed:--*

- for entities with members and joint operations
- after the user initiates a new farm operating plan for a business 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 for entities with members and joint operations.

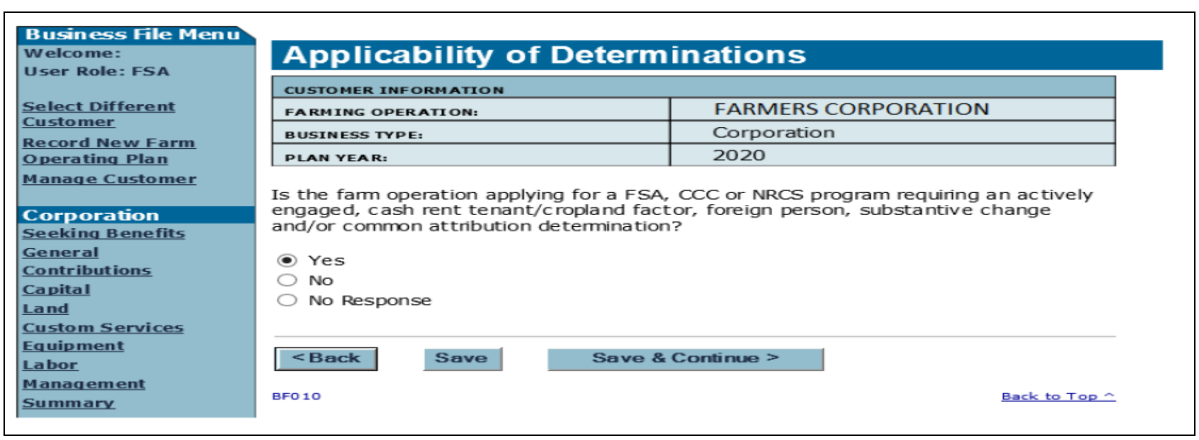
--The Applicability of Determinations Page requires a "Yes" response if the producer is-- applying for a program requiring any of the following determinations:

- Actively Engaged
- Foreign Person
- Minor Child
- Member Contribution
- Substantive Change.

Important: Users do not have the ability to record contributions on the farm operating plan *-- if "No" is selected for a farm operation applying for FSA, CCC, or NRCS programs requiring an actively engaged, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution determination.--* As such, "Yes" should be selected if the producer is applying for programs requiring any of these determinations. A COC determination must be made on the farm operating plan if the producer is applying for a program requiring any of the determinations.

*--B Example of Applicability of Determinations Page

The following is an example of the Applicability of Determinations Page.



--*

*--404 Applicability of Determinations (Continued)

C Interview Questions

This table describes the interview question displayed on the Applicability of Determinations Page.

Question/Field	Description
"Is the farm operation applying for a FSA, CCC or NRCS program requiring an actively engaged, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution determination?"	For the question displayed, the available options are: • "Yes" • "No" • "No Response". **Note:** If the producer does **not** want to respond, select "No Response".

D Page Options

The following options are available on the Applicability of Determinations Page.--*

Option	Action
"Back"	Returns to the Customer 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 benefits are being requested for a program requiring an actively engaged, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution determination."	If the information recorded is incorrect, return to the Applicability of Determinations Page to specify whether the business is applying for a program requiring a determination.--*

405 General Information Page

A Introduction

The General Information Page:

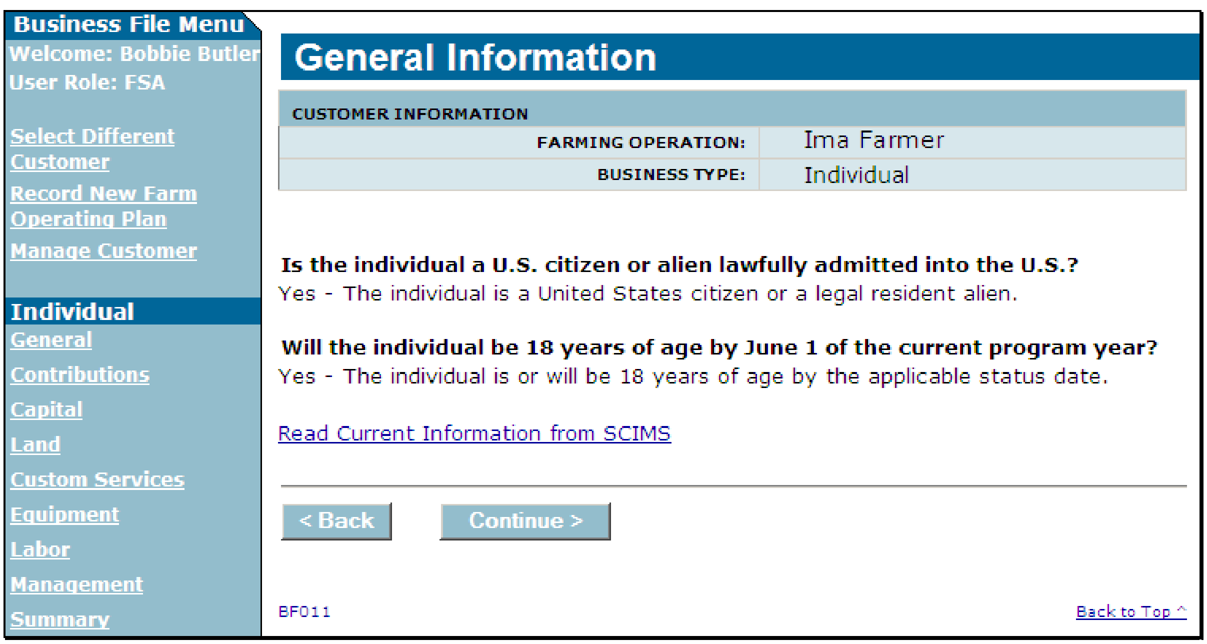
- varies based on the business type for the selected customer
- will be displayed after the user initiates a new farm operating plan by selecting the subsidiary year and continuing on the Create New Farm Operating Plan Page.

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 Business Partner
  - minor status of the producer or member based on the information recorded in Business Partner
- record basic information about an entity or joint operation.

B Examples of General Information Page

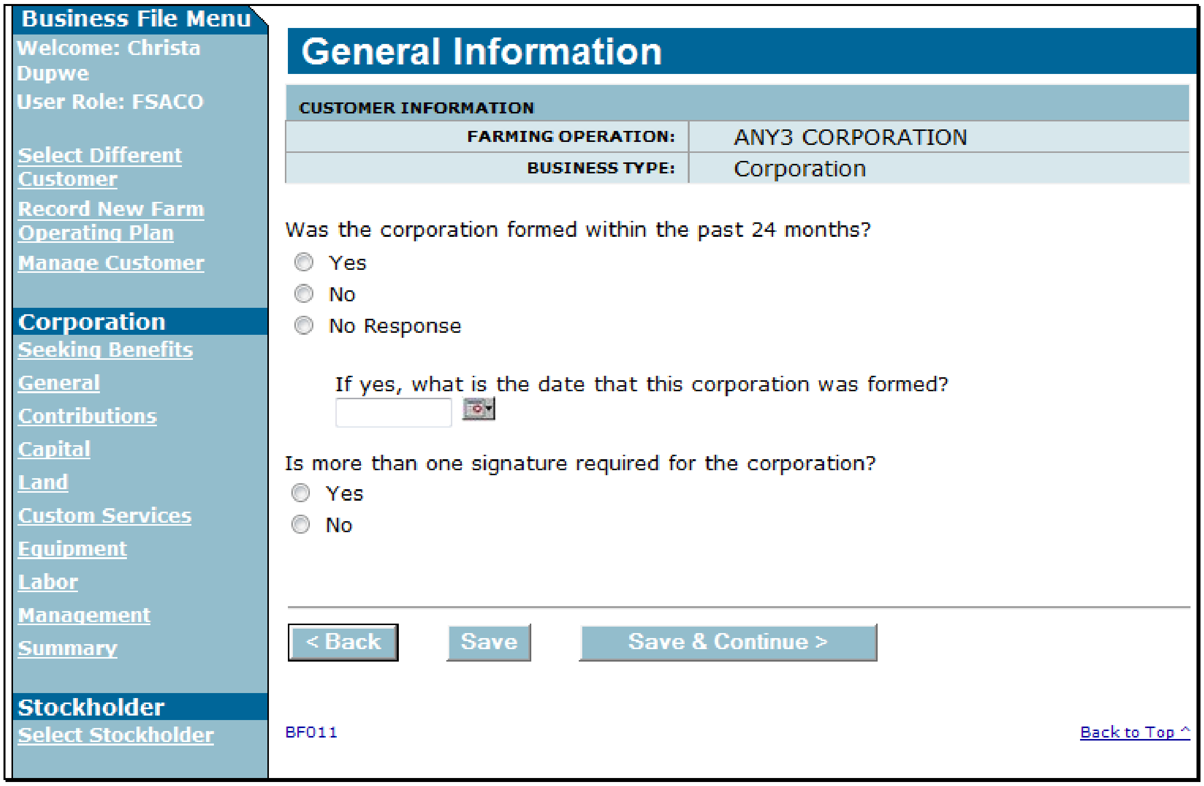
The following is an example of the General Information Page for an individual producer.



405 General Information Page (Continued)

B Examples of General Information Page (Continued)

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



C Information on the Page

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

405 General Information Page (Continued)

C Information on the Page (Continued)

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

<table>
<tr><th>Business Type</th><th>Question/Field</th><th colspan="2">Description</th></tr>
<tr><td rowspan="8">Individual and Individual Members of Entities/Joint Operations</td><td rowspan="4">“Is the individual a U.S. citizen or alien lawfully admitted into the U.S.?”</td><td colspan="2">This information is derived from the resident alien field in SCIMS.</td></tr>
<tr><td>IF the SCIMS “Resident Alien” field is set to…</td><td>THEN message…</td></tr>
<tr><td>“N/A” or “Yes”</td><td>“Yes - The individual is a United States citizen or a legal resident alien.” will be displayed.</td></tr>
<tr><td>“No”</td><td>“No - The individual is not a legal resident alien.” will be displayed.</td></tr>
<tr><td rowspan="4">“Will the individual be 18 years of age by June 1 of the current program year?”</td><td colspan="2">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 following messages will be displayed 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.</td></tr>
<tr><td>IF the computed age is…</td><td>THEN message…</td></tr>
<tr><td>18 before the status date of the selected subsidiary year</td><td>“Yes - The individual is or will be 18 years of age by the applicable status date.” will be displayed.</td></tr>
<tr><td>not 18 by the status date of the selected subsidiary year</td><td>“No - The individual will not be 18 years of age by the applicable status date.” will be displayed.</td></tr>
</table>

405 General Information Page (Continued)

C Information on the Page (Continued)

Business Type	Question/Field	Description
Individual and Individual Members of Entities/Joint Operations (Continued)	"Parents/Guardians Name? "Parents/Guardians Tax ID"	Name and last 4 digits of the tax ID number of the parent/guardian for the selected customer retrieved from Business Partner. **Note:** If the information is incorrect, County Office users shall access Business Partner to update the incorrect information.
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** want to respond, select "No Response". 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.

405 General Information Page (Continued)

C Information on the Page (Continued)

Business Type	Question/Field	Description
Entities and Joint Operations (Continued)	"Is more than one signature required for the (entity)?"	Question is only displayed for entities, because all members of joint operations are required to sign CCC-902. Available options are: • "Yes" • "No" • "No Response". **Note:** If the producer does **not** want to respond, select "No Response".
	"Number of required signatures."	If more than 1 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."	Question is only displayed if the business type for the customer is "State and Local Government". The available options are: • "State-owned" • "county-owned" • "city-owned".

405 General Information Page (Continued)

C Information on the Page (Continued)

Business Type	Question/Field	Description
Revocable Trust	"Has the grantor provided a copy of the trust agreement? "	Available options are: • "Yes" • "No".
Irrevocable Trust	"Has the grantor provided a copy of the trust agreement?"	Available options are: • "Yes" • "No".
Estates	"What is the date that this estate was formed?"	Date the estate was formed will automatically update from the deceased date of death.
	"Select Deceased from SCIMS."	Displays the SCIMS Search Page so that the deceased individual associated with the estate can be selected. After the deceased individual has been selected from SCIMS, the system will retrieve the following information from SCIMS and Business Partner: • deceased individual's name • last 4 digits of the deceased individual's SSN • date of death.

405 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.
"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 Business Partner. **Note:** This option is only displayed if the selected producer is a minor or estate.
"Select Deceased From SCIMS"	Allows the user to access the Business Partner Search Page to select the deceased individual. If the individual or business is **not** already in Business Partner, the customer **must** be added by accessing Business Partner in the normal manner. The customer **cannot** be added to SCIMS through the Business File software.

405 General Information Page (Continued)

E Page Error Messages

The following error messages may be displayed on the 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 Farm Operating plan cannot be recorded when the Date of Death for the Deceased Individual is later than the Subsidiary year selected."	User selected a deceased individual with a date of death before the farm operating plan year being updated.	Estates shall **not** be recorded in subsidiary years before the date of death for the deceased individual.
"A Farm Operating plan cannot be recorded when the Date of Death for the Deceased Individual is **not** recorded."	User selected a deceased individual that is **not** recorded in Business Partner with a date of death.	Access Business Partner and update the fiduciary information for the deceased individual.
"Date the (*entity/joint operation*) was formed **cannot** be later than today's date."	The date recorded as the date the entity or joint operation was formed is a future date.	Reenter the correct date the entity or joint operation was formed. **Reminder:** The date the operation was formed is **not** a required entity unless it was formed within the last 24 months.

405 General Information Page (Continued)

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
"Date the (*entity/joint operation*) was formed is invalid."	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.
"Number signatures required **must** be numeric."	User indicated more than 1 signature is required for the farming operation, but the number entered is something other than a numeric value.	Enter the number of signatures required.
"The number of required signatures **must** be less than or equal to 255."		Verify the number of signatures entered is correct. If more than 255 signatures are **required** to act on behalf of the entity/joint operation, enter "255" and notify the State Office. State Offices shall notify PECD.
"The number of required signatures **must** be a whole number."	User indicated more than 1 signature is required for the farming operation, but the number entered was **not** a whole number.	Enter a whole number for the number of signatures.
"The number of required signatures **must** be greater than 0."	User indicated more than 1 signature is required for the farming operation, but the number entered was 0.	Enter the number of signatures required.

405 General 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. The farm operating plan 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 the (*entity/joint operation*) was formed within the last 24 months."	Available options are: • "Yes" • "No" • "No Response". **Note:** Select "No Response" if the representative of the entity/joint operation does **not** want to specify when the business was formed.
"Must enter the date the (*entity/joint operation*) was formed."	User indicated the business was formed within the last 24 months. Take either of the following actions: • enter the date the operation was formed • indicate the business was **not** formed within the last 24 months, if applicable.
"A response was **not** provided indicating whether more than 1 signature is required to act on behalf of the (*entity/joint operation*)."	Available options are: • "Yes" • "No" • "No Response".

405 General Information Page (Continued)

F Validation Error Messages (Continued)

Error Message	Corrective Action
"A response was **not** provided indicating the number of signatures required to act on behalf of the (*entity/joint operation*)."	Enter number of signatures required between 2 and 255.
"A response was **not** provided identifying the deceased individual."	The deceased individual **must** be attached to the farm operating plan for the estate. Take the following actions, as applicable: • record the individual in Business Partner • record the deceased individual in Business Partner along with the date of death.
"The deceased individual **must** be recorded in the fiduciary system with the date of death."	Access Business Partner and record the date of death for the deceased individual according to 1-CM.
"The documentation for the irrevocable trust **must** be provided."	Available options are: • "Yes" • "No".

406 Minor General Information Page

A Introduction

The Minor General Information Page:

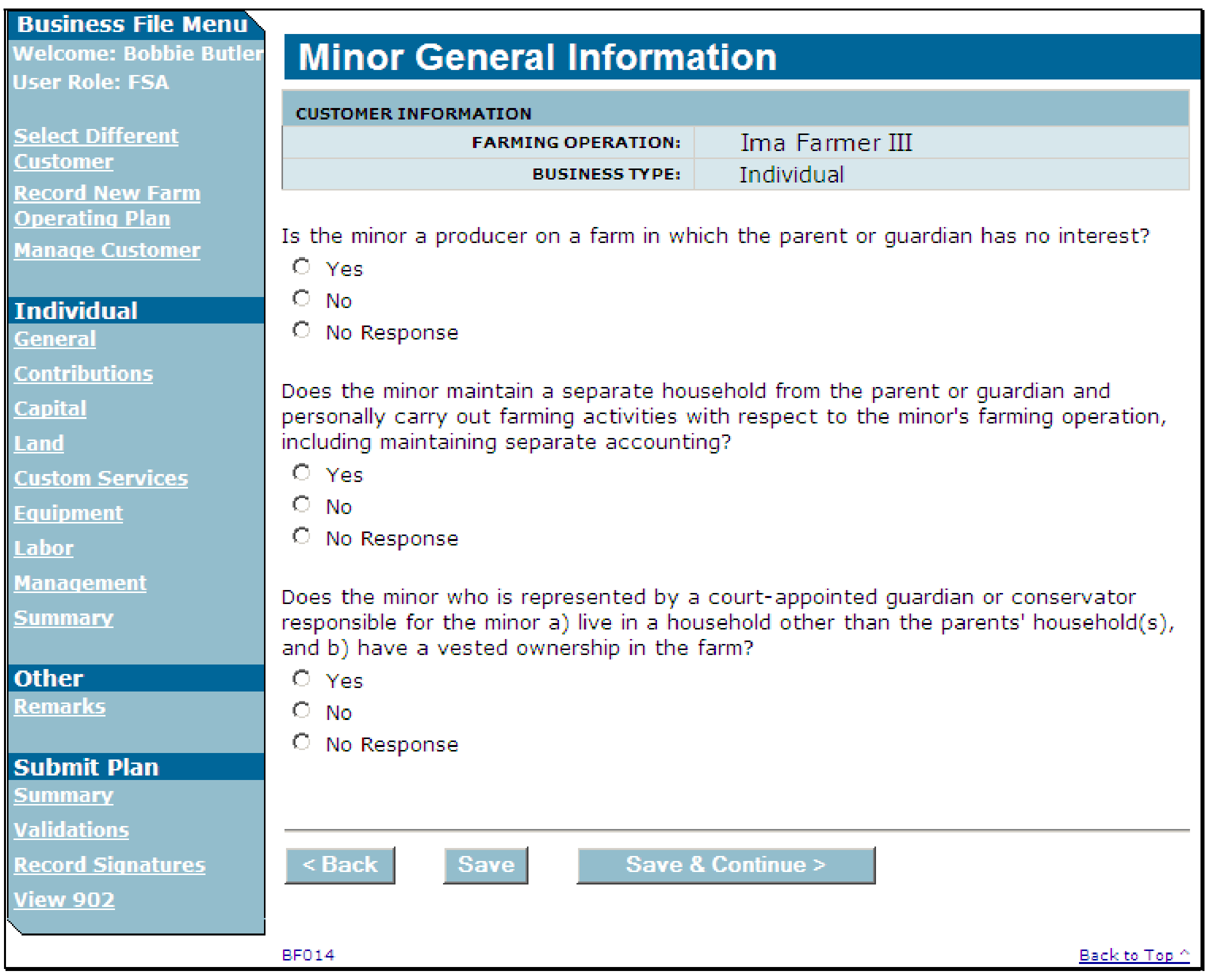
- is only displayed if the selected producer/member:
  - is an individual
  - will **not** be 18 years of age by the status date for the applicable subsidiary year

  Note: The status date is June 1 of the applicable subsidiary year. The birth date is retrieved from Business Partner 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.



406 Minor General Information Page (Continued)

C Interview Questions

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

<table>
<tr><th>Question/Field</th><th>Available Options</th></tr>
<tr><td>"Is the minor a producer on a farm in which the parent or guardian has no interest?"</td><td rowspan="3">For each question displayed, 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.</td></tr>
<tr><td>"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?"</td></tr>
<tr><td>"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?"</td></tr>
</table>

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 message may be displayed on the Minor General Information Page if the data recorded does **not** meet the applicable validations. Users **must** correct this condition 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 displayed about the status of a minor.	Select 1 of the following options: • "Yes" • "No" • "No Response".

407 Contributions Page

A Introduction

The Contributions Page:

- will be displayed when users click:
  - "Continue", or "Save & Continue" for business, 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.

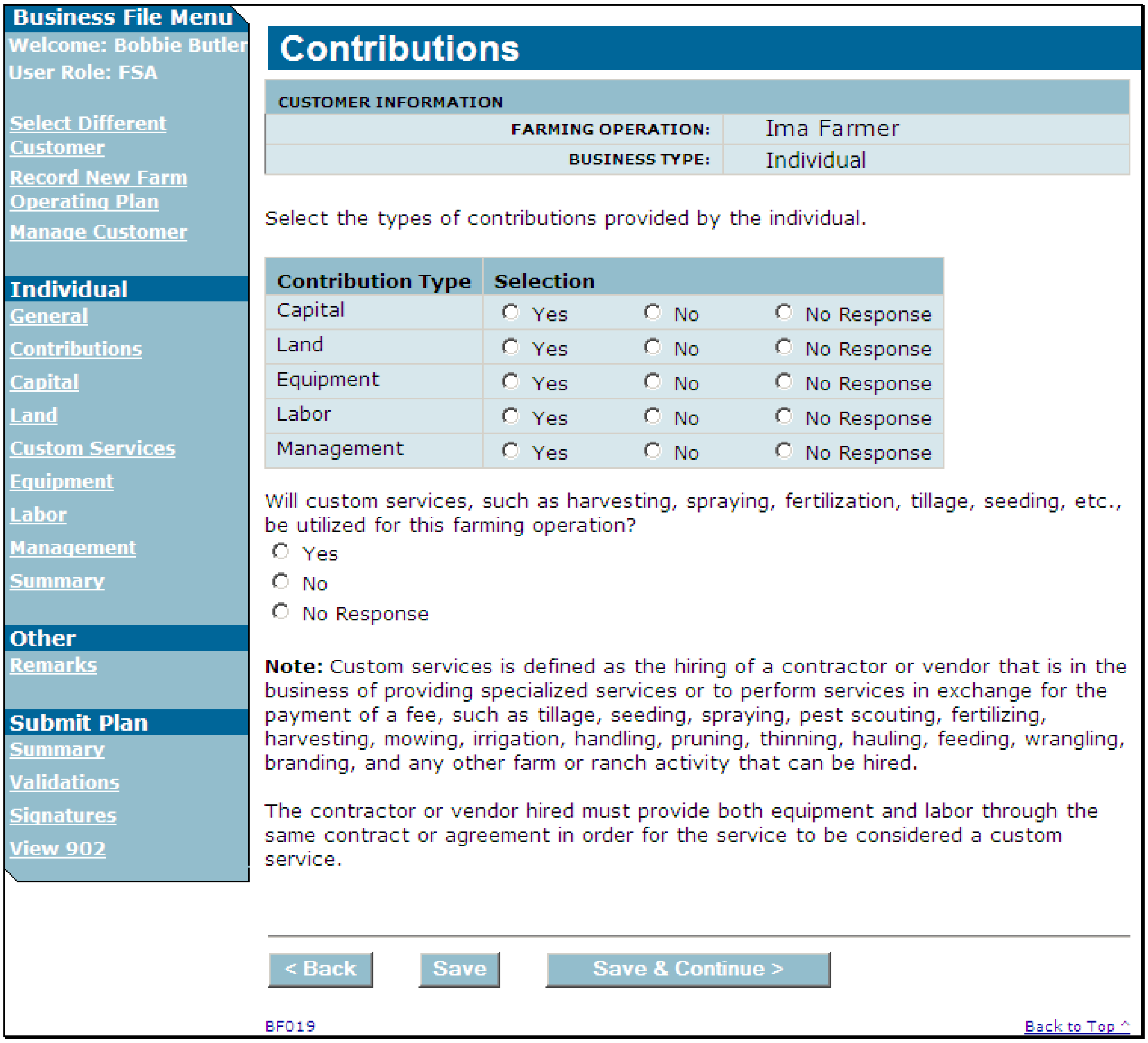
Responses on this page dictate which questions are subsequently displayed through the interview.

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 displayed to the user.

407 Contributions Page (Continued)

B Example of Contributions Page

The following is an example of the Contributions 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
Signatures
View 902

Contributions

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Select the types of contributions provided by the individual.

Contribution Type	Selection		
Capital	Yes	No	No Response
Land	Yes	No	No Response
Equipment	Yes	No	No Response
Labor	Yes	No	No Response
Management	Yes	No	No Response

Will custom services, such as harvesting, spraying, fertilization, tillage, seeding, etc., be utilized for this farming operation?

Yes
No
No Response

Note: 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 tillage, seeding, spraying, pest scouting, fertilizing, harvesting, mowing, irrigation, handling, pruning, thinning, hauling, feeding, wrangling, branding, and 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.

< Back | Save | Save & Continue >

BF019 Back to Top ^

407 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 displayed on the Contributions Page.

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>"Select the types of contributions provided by the customer."</td><td rowspan="2">For each contribution/question displayed, 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.</td></tr>
<tr><td>"Will custom services, such as harvesting, spraying, fertilization, tillage, seeding, etc., be utilized for this farming operation?"</td></tr>
</table>

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.

407 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	Corrective Action
"A response is required to indicate whether the producer is contributing capital 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 is required to indicate whether the producer is contributing equipment to the farming operation."	
"A response is required to indicate whether the producer is contributing labor to the farming operation."	
"A response is required to indicate whether the producer is contributing management to the farming operation."	
"A response is required to indicate whether custom services are utilized in the farming operation."	

408-410 (Reserved)

Subsection 2 Capital Contributions

411 General Information

A Introduction

The "Capital Contributions" portion 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" portion 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	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	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

411 General Information (Continued)

B Description of Capital Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
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

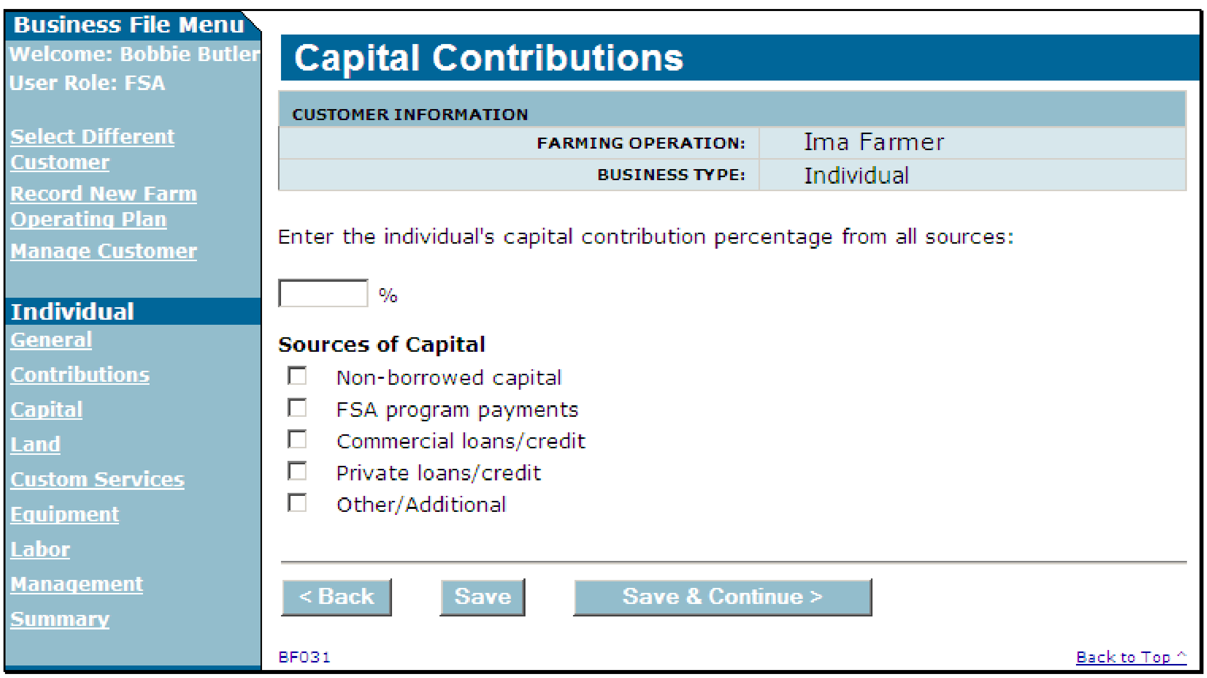
A Introduction

The Capital Contributions Page:

- will be displayed if the user indicated capital is contributed to the farming operation on the Contributions Page
- will be displayed if users click “Capital” from the left navigation menu
- allows users to:
  - record the total capital percentage that is contributed to the farming operation by the individual, entity, or joint 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 displayed 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 must 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. For additional information on sources of capital see: • 4-PL for 2009 through 2013 •*--5-PL for 2014 through 2020 • 6-PL for 2021 and subsequent years.--*

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%."	Capital contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
"Capital contribution percentage **must** be greater than 0%."	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.
"Contribution percentage is limited to 2 decimal places."	Capital contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

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 displayed on the Interest in Farming Operation - Loans Page.

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>“Were any commercial or private loans acquired from, co-signed by, secured by, or guaranteed by an individual or entity that shares in the production or proceeds of the production from this farming operation?”</td><td rowspan="3">For each question displayed, the available options are:

• “Yes”
• “No”
• “No Response”.

Note: If the producer does not want to respond, select “No Response”.</td></tr>
<tr><td>“Were any commercial or private loans acquired from, co-signed by, secured by, or guaranteed by an individual or entity who is a landowner or landlord with an interest in this farming operation?”</td></tr>
<tr><td>“Were any commercial or private loans acquired from, co-signed by, secured by, or guaranteed by an individual or entity who is a (member) of this (entity/joint operation)?”</td></tr>
</table>

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

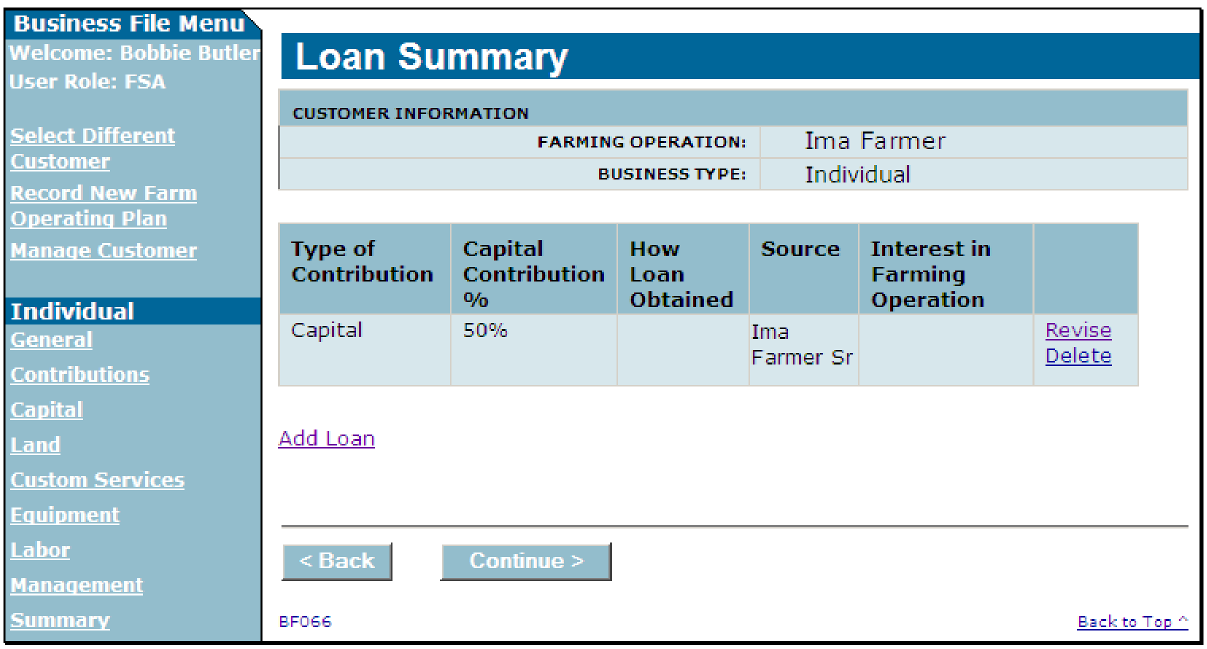
The Loan Summary Page:

- 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

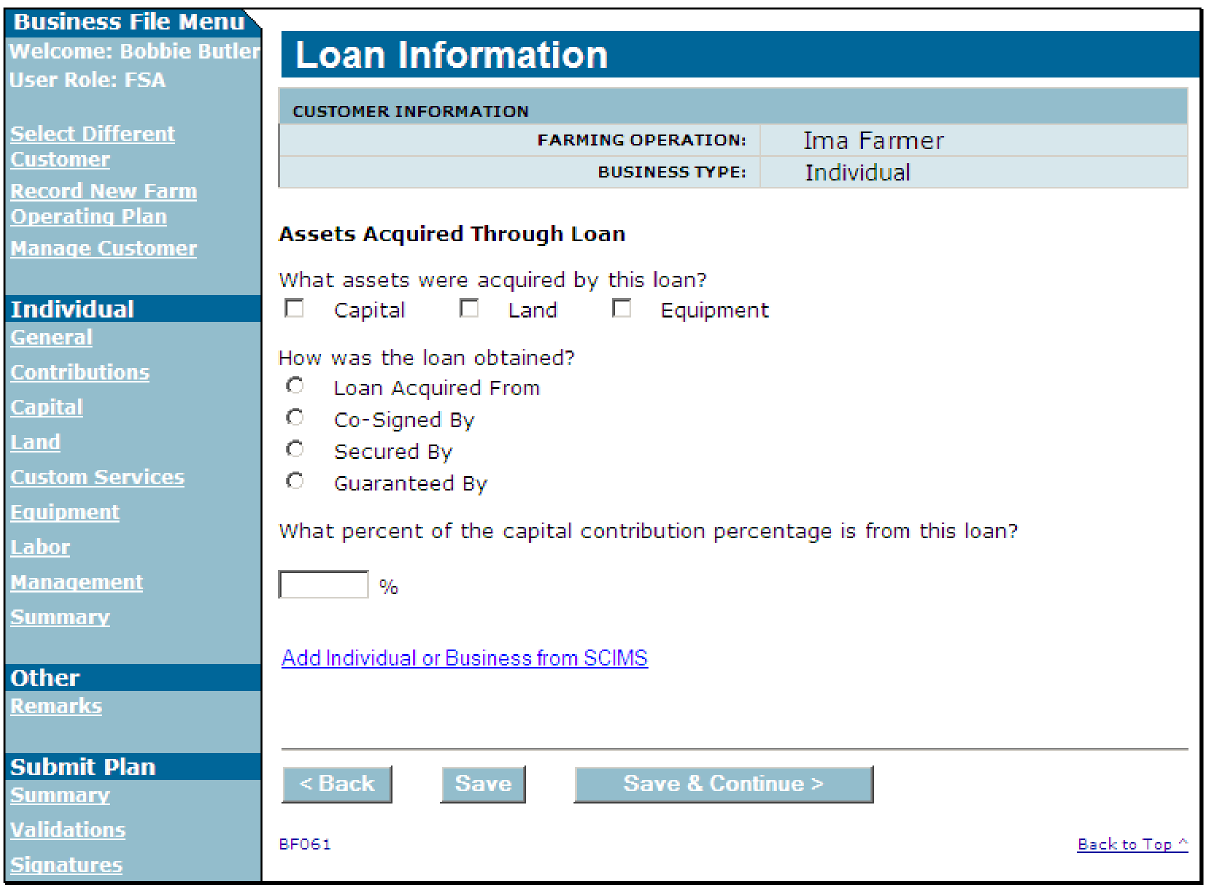
The Loan Information Page:

- 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 displayed 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."	Field will only be displayed after users click 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 record in Business Partner. **Notes:** If the loan was obtained from more than 1 individual or business, continue to select this option to add Business Partner 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 Business Partner, the customer **must** be added by accessing Business Partner in the normal manner. The customer **cannot** be added to Business Partner through the Business File software.
"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.
"Contribution percentage is limited to 2 decimal places."	Loan contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

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 FRS 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 Contributions Page 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 Business Partner 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.

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 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.

<table>
<tr><th>Option</th><th colspan="2">Action</th></tr>
<tr><td>“Add Additional Capital Contribution”</td><td colspan="2">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.</td></tr>
<tr><td>“Revise”</td><td colspan="2">Returns to the Additional Capital Contributions Page allowing the user to modify the information previously recorded.</td></tr>
<tr><td>“Delete”</td><td colspan="2">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.</td></tr>
<tr><td rowspan="3">“Back”</td><td>IF the user indicated on the Capital Contributions Page that loans are…</td><td>THEN returns to…</td></tr>
<tr><td>not a source of capital to the farming operation</td><td>Capital Contributions Page.</td></tr>
<tr><td>a source of capital to farming operation</td><td>Loan Summary Page.</td></tr>
<tr><td>“Continue”</td><td colspan="2">Continues to the next applicable page in the interview process.</td></tr>
</table>

418 Additional Capital Contributions Page

A Introduction

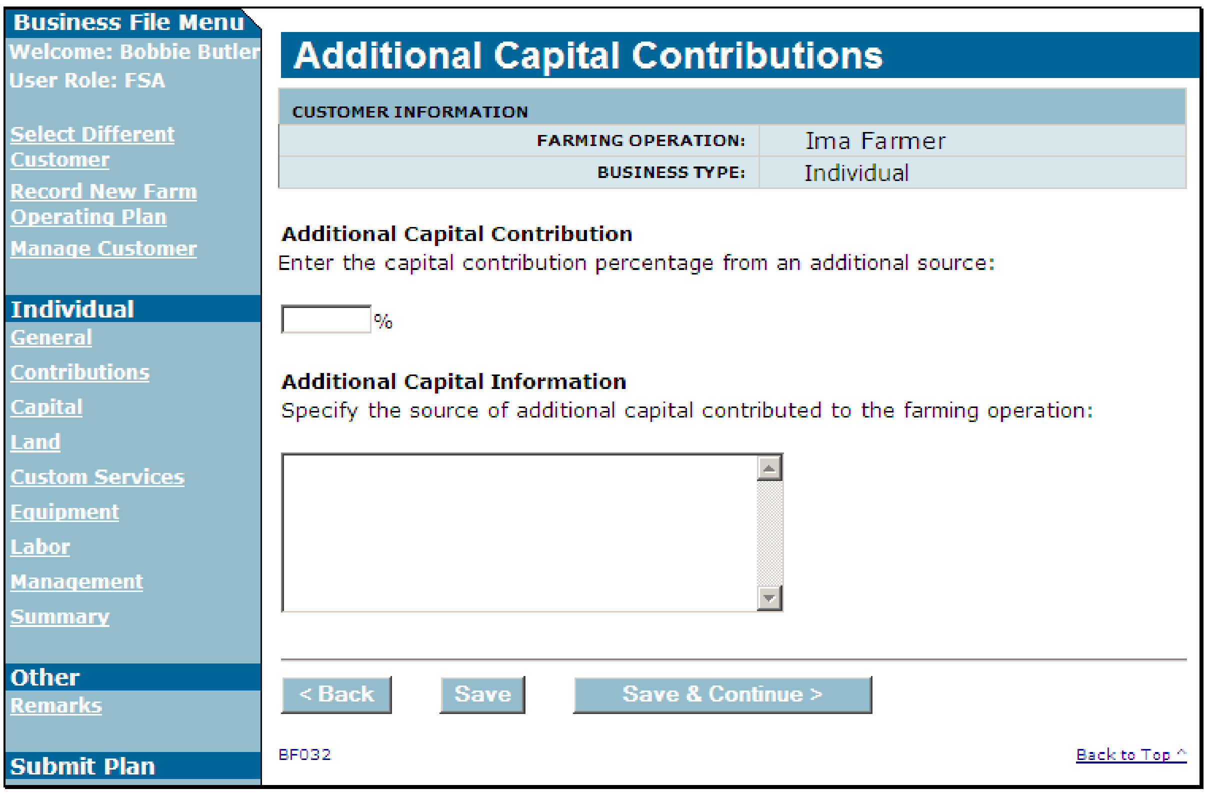
The Additional Capital Contributions Page will be displayed:

- if the user selected "Other/Additional" as a source of capital on the Capital Contributions Page
- after users click 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.



418 Additional Capital Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed 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.

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.
"Contribution percentage is limited to 2 decimal places."	Additional capital contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

418 Additional 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
"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.

419-424 (Reserved)

Subsection 3 Land Contributions

425 General Information

A Introduction

The “Land Contributions” portion of the interview process:

- retrieves farm and tract information from FRS 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” portion of the interview process. See the paragraph for each page for a complete description of the options available.

<table>
<tr><th>Name of Page</th><th>Description of Page</th><th>Data Recorded/Options</th><th>Paragraph</th></tr>
<tr><td>Land Contributions Page</td><td>Displayed if the user indicated land is contributed to the farming operation on the Contributions Page.</td><td>Allows the user to select the farm and tract for which the lease information should be recorded.</td><td>427</td></tr>
<tr><td>Land Record Leased To Page</td><td>Displayed when both of the following occur on the Land Contributions Page:

• users select a farm

• users click “Record ‘Lease To’ Information”.</td><td rowspan="2">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.</td><td>428</td></tr>
<tr><td>Land Record Leased From Page</td><td>Displayed when both of the following occur on the Land Contributions Page:

• users select a farm

• users click “Record ‘Lease From’ Information”.</td><td>429</td></tr>
</table>

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 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.	430
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.	431
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.	432

426 Land Contribution Percentage Page

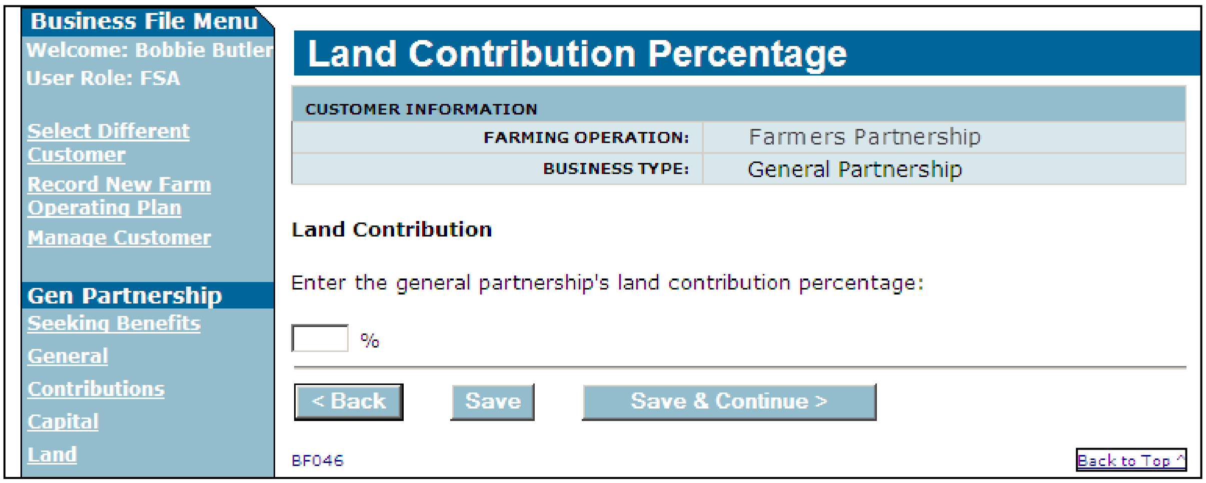
A Introduction

The Land Contribution Percentage Page is displayed if the user indicated that land is contributed to the farming operation by the joint operation.

This page allows users to record the percentage of land that is provided to the farming operation by the joint operation.

B Example of Page

The following is an example of the Land Contribution Percentage Page.



C Interview Questions

This table describes the interview questions displayed on the Land Contribution Percentage Page.

Question/Field	Description

"Enter the (*joint operation's*) land contribution percentage."	Percentage of land the general partnership or joint venture contributes to the farming operation. The following validations apply:
	
	• an entry is **not** required
	• if entered, the percentage:
	
	    • **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.

426 Land Contribution Percentage Page (Continued)

D Page Options

The following options are available on the Land Contribution Percentage 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 Land Contributions Page.

E Page Error Messages

The following error messages may be displayed on the Land Contribution Percentage 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
"Land contribution percentage **cannot** be greater than 100%."	The land contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
"Land contribution percentage **must** be greater than 0%."	The land 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 land is **not** contributed or indicate the producer does **not** want to provide a response to land contributions.
"Land contribution percentage **must** be numeric."	Something other than a numeric value was entered.	Correct the value entered to a percentage.
"Contribution percentage is limited to 2 decimal places."	Land contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

426 Land Contribution Percentage 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. The farm operating plan 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 land is provided to the farming operation; however, the land contribution percentage was **not** entered for the general partnership."	If the information recorded is incorrect, return to the Land Contribution Page to revise the land contribution percentage for the joint operation.
"Land contribution percentage **must** be entered because the general partnership is the owner or owner-operator of land."	The (*joint operation*) is the owner or owner-operator of at least 1 tract of land. As such, the land contribution percentage **must** be greater than 0 percent. Return to the Land Contribution Page to record the percentage of land contributed by the (*joint operation*).

427 Land Contributions Page

A Introduction

The Land Contributions Page:

- will be 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 FRS, this page is **not** displayed unless “Yes” is selected for land contributions on the Contributions Page.

- will be displayed if users click “Land” on the left navigation menu
- displays information retrieved from FRS
- allows users to select a farm or tract to record lease information
- summarizes lease information recorded by farm and tract.

427 Land Contributions Page (Continued)

B Example of Land Contributions Page

The following is an example of the Land Contributions Page.

*--

Land Contributions

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY1 PRODUCER
BUSINESS TYPE:	Individual
PLAN YEAR:	2017

To view the leases for a tract, click on the "Tract Number" link or View Recorded Leases For this Farming Operation

Tracts with Lease Information Recorded

Location	Farm	Tract	Relationship to Tract	Farmland Acres	Cropland Acres	Leased To Acres	Leased From Acres
Drew, Arkansas							
	1509	1391	Owner-Operator	67.02	24.09	N/A	N/A

Tracts Without Any Lease Information Recorded

Location	Farm	Tract	Relationship to Tract	Farmland Acres	Cropland Acres
Drew, Arkansas					
	1511	3991	Operator	87.1	0.0
	1513	3995	Owner	44.98	0.0
	1515	3997	Other Tenant	20.62	7.15
	1562	4045	Owner-Operator	35.45	0.0
		4047	Operator	29.85	0.0
		4048	Operator	45.2	0.0
		4049	Operator	92.07	0.0
		4050	Owner-Operator	115.41	0.0
	2200	4588	Owner-Operator	1.99	0.0

To record lease information for one or more tracts, please select only one farm and click on either the "Record 'Lease To' Information" or "Record 'Lease From' Information" button

Record 'Lease From' Information

Record 'Lease To' Information

Read information from Farm Records

< Back   Continue >

BF040   Back to Top ^

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427 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 FRS if the user indicated the producer is contributing land to the farming operation on the Contributions Page.

The Business File software 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 FRS.

<table>
<tr><th>IF the selected producer is…</th><th>AND…</th><th>THEN the farm/tract is listed in the…</th></tr>
<tr><td rowspan="2">the operator of the farm</td><td>• is also the sole owner of all tracts associated with the farm, and

• there are not any other tenants associated with a tract</td><td>"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.</td></tr>
<tr><td>• is not the sole owner of all tracts associated with the farm, or

• there is an other tenant on a tract</td><td rowspan="3">"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.</td></tr>
<tr><td>an owner</td><td></td></tr>
<tr><td>an other tenant</td><td></td></tr>
</table>

427 Land Contributions Page (Continued)

C Information on the Page (Continued)

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

<table>
<tr><th>Section of Page</th><th colspan="3">Description</th></tr>
<tr><td rowspan="11">“Tracts with Lease Information Recorded”</td><td>“Farm”</td><td colspan="2">Farm number retrieved from FRS.</td></tr>
<tr><td>“Tract”</td><td colspan="2">Tract number retrieved from FRS 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 430 for additional information on viewing and revising lease information already recorded.</td></tr>
<tr><td rowspan="6">“Relationship to Tract”</td><td colspan="2">Indicates the customer’s relationship to the farm and/or tract as recorded in FRS.</td></tr>
<tr><td>IF the producer is…</td><td>THEN the producer is associated with the…</td></tr>
<tr><td>operator</td><td>farm.</td></tr>
<tr><td>owner-operator</td><td>farm and all tracts associated with the farm.</td></tr>
<tr><td>owner</td><td rowspan="2">applicable tract.</td></tr>
<tr><td>other tenant</td></tr>
<tr><td>“Farmland Acres”</td><td colspan="2">Farmland acres retrieved from FRS for the specified tract.</td></tr>
<tr><td>“Cropland Acres”</td><td colspan="2">Cropland acres retrieved from FRS for the specified tract.</td></tr>
<tr><td>“Leased To Acres”</td><td colspan="2">Number of acres leased to another producer as recorded on the Land Record Lease To Page.</td></tr>
<tr><td>“Leased From Acres”</td><td colspan="2">Number of acres leased from another producer as recorded on the Land Record Lease From Page.</td></tr>
</table>

427 Land Contributions Page (Continued)

C Information on the Page (Continued)

<table>
<tr><th>Section of Page</th><th colspan="3">Description</th></tr>
<tr><td rowspan="9">“Tracts Without Any Lease Information Recorded”</td><td>“Farm”</td><td colspan="2" rowspan="2">Farm and tract number retrieved from FRS.</td></tr>
<tr><td>Tract”</td></tr>
<tr><td rowspan="5">“Relationship to Tract”</td><td colspan="2">Indicates the customer’s relationship to the farm and/or tract as recorded in FRS.</td></tr>
<tr><td>IF the producer is…</td><td>THEN the producer is associated with the…</td></tr>
<tr><td>operator</td><td>farm.</td></tr>
<tr><td>owner-operator</td><td>farm and all tracts associated with the farm.</td></tr>
<tr><td>owner
other tenant</td><td>applicable tract.</td></tr>
<tr><td>“Farmland Acres”</td><td colspan="2">Farmland acres retrieved from FRS for the specified tract.</td></tr>
<tr><td>“Cropland Acres”</td><td colspan="2">Cropland acres retrieved from FRS for the specified tract.</td></tr>
</table>

427 Land Contributions Page (Continued)

D Page Options

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

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

If the farm number is selected, the Record Lease Page will be displayed with all tracts eligible for the lease based on the producer's association with the tract.

If the tract number is selected, the Record Lease Page will be displayed with only the selected tract.**--***

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		✓.	
	other tenants on the tract		✓.	

427 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 432 for additional information.
"Read information from Farm Records"	Refreshes the page with the current information from FRS. Primarily needed if users leave the Business File software to make a change in FRS. 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.
"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.

427 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 or tract to record the lease on".	User selected either of the following, but did **not** select the farm or tract for which the lease is being recorded: • "Record Leased From Information" • "Record Leased To Information".	Select the farm number or tract number for which the lease is being recorded by clicking the radio button next to the farm number or tract 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 for the farm. 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 FRS 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 for the farm. 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 FRS 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.

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427 Land Contributions Page (Continued)

E Page Error Messages (Continued)

*--

Error Message	Description	Corrective Action
"The selected tract **cannot** be leased to another party."	The producer is the operator of the farm and the option to "Record 'Lease To" Information" was selected for the tract. However, there is not a tenant associated with any tract on the farm.	The operator can only lease land to another tenant on the selected tract; therefore, take 1 of the following options: • access the farm records system to add the other tenant to the applicable tract • select another farm or tract to which the land is leased • CLICK "Record 'Lease From' Information" to record leased information for land leased from another producer.
"The selected tract cannot be leased from another party."	The producer is the owner of the tract and the option to "Record 'Lease From' Information" was selected for the tract. However, there is not another owner associated with any tract on the farm.	The owner can only lease land from another owner on the tract; therefore, take 1 of the following options: • access the farm records system to add the other owner to the applicable tract • select another farm or tract to which the land is leased • CLICK "Record 'Lease To Information" to record leased information for land leased to an operator or other tenants.

--*

428 Land Record Lease To Page

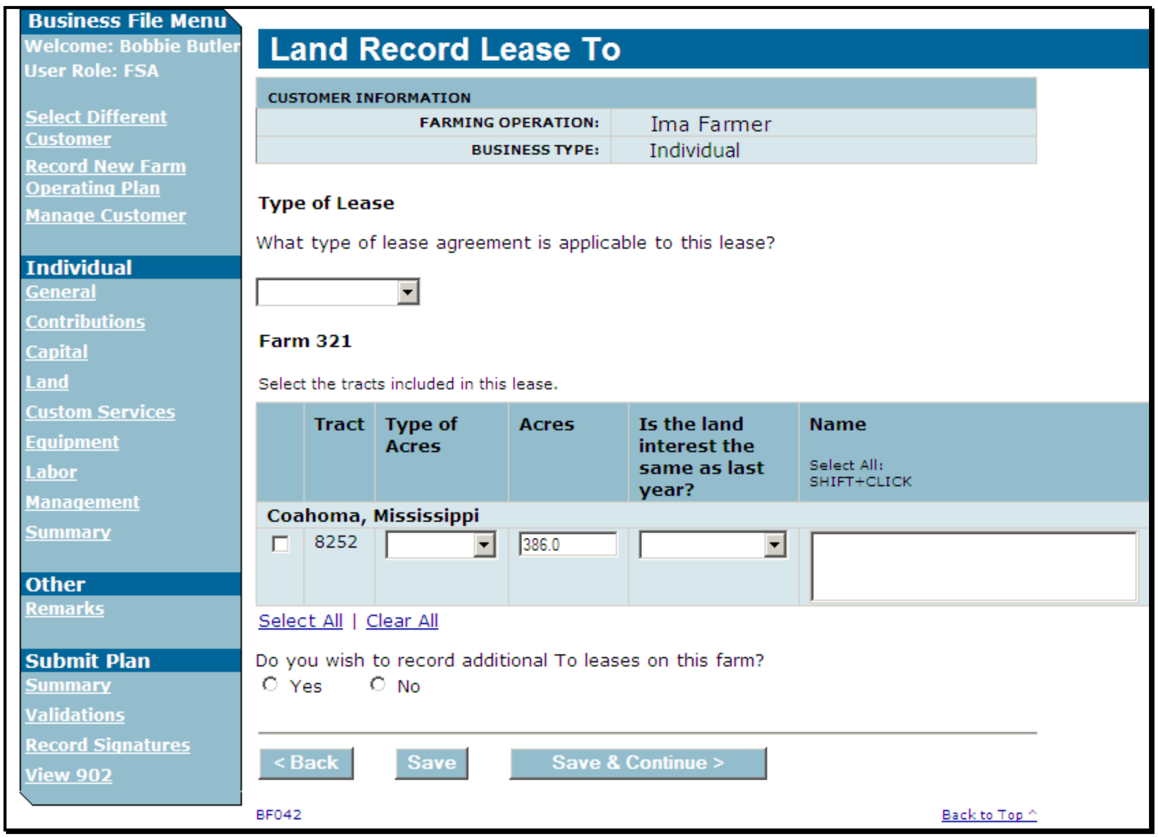
A Introduction

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 FRS 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.



428 Land Record Lease To Page (Continued)

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.

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.

428 Land Record Lease To Page (Continued)

D Information on the Page (Continued)

Section of Page	Field	Description
"Lease Information"	This section displays the information pulled from FRS 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 FRS 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.

428 Land Record Lease To Page (Continued)

E Interview Questions

This table describes the interview questions displayed 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". **Note:** If lease information is recorded, the type of lease is required.
"Does the lease include a crop share guarantee?"	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"	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.

428 Land Record Lease To Page (Continued)

E Interview Questions (Continued)

Question/Field	Description
"Tract"	Each tract associated with the farm is listed. Select the tract or tracts the lease is associated with by clicking the checkbox next to the tract number.
"Type of Acres"	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.
"Acres"	The farmland acres retrieved from FRS 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 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.

428 Land Record Lease To Page (Continued)

E Interview Questions (Continued)

<table>
<tr><th>Question/Field</th><th colspan="2">Description</th></tr>
<tr><td rowspan="5">“Acres” (Continued)</td><td colspan="2">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.</td></tr>
<tr><td>IF…</td><td>THEN…</td></tr>
<tr><td>farmland/cropland acres are incorrect</td><td>FRS 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>

428 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. 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 either of the following methods: • select all producers in the list by clicking the first producer then holding the "Shift" key down and clicking the last producer (this option selects all producers between the first and last producer clicked) • select specific producers in the list by clicking the first producer then holding the "Ctrl" key down and clicking each additional producer (this option just selects the specific producers clicked while the "Ctrl" key is pressed).

428 Land Record Lease To Page (Continued)

E Interview Questions (Continued)

<table>
<tr><th>Question/Field</th><th colspan="2">Description</th></tr>
<tr><td rowspan="4">“Do you want to record additional To leases on this farm?”</td><td colspan="2">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”.</td></tr>
<tr><td>IF…</td><td>THEN…</td></tr>
<tr><td>“Yes” is selected</td><td>• 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.</td></tr>
<tr><td>“No” is selected</td><td>• the lease information is saved
• Land Contributions Page is redisplayed.</td></tr>
</table>

428 Land Record Lease To Page (Continued)

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.

428 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 the type of lease."	The type of lease was **not** selected.	Select the type of lease associated with the designated acres and lessee or lessor.
"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.
"Must select type of acres applicable to the lease agreement."	The type of acres was **not** selected.	Select the type of acres designated for the lease.
"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.

428 Land Record Lease To Page (Continued)

G Page Error Messages (Continued)

<table>
<tr><th>Error Message</th><th>Description</th><th>Corrective Action</th></tr>
<tr><td>“Share percentage cannot be greater than 100%.”</td><td rowspan="2">The share percentage entered is equal to or greater than 100 percent.</td><td rowspan="2">Correct the percentage recorded to something less than 100 percent.</td></tr>
<tr><td>“Share percentage cannot be 100% for a share lease agreement.”</td></tr>
<tr><td>“Share percentage must be entered for share lease agreements.”</td><td>The share percentage entered is 0 percent.</td><td>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.</td></tr>
<tr><td>“Share contribution percentage must be numeric.”</td><td>Something other than a numeric value was entered.</td><td>Correct the value entered to a percentage.</td></tr>
<tr><td>“Share percentage is limited to 2 decimal places.”</td><td>The share percentage entered is more than 2 decimal places.</td><td>Correct the percentage recorded to 2 or less decimal places.</td></tr>
</table>

428 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
"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 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

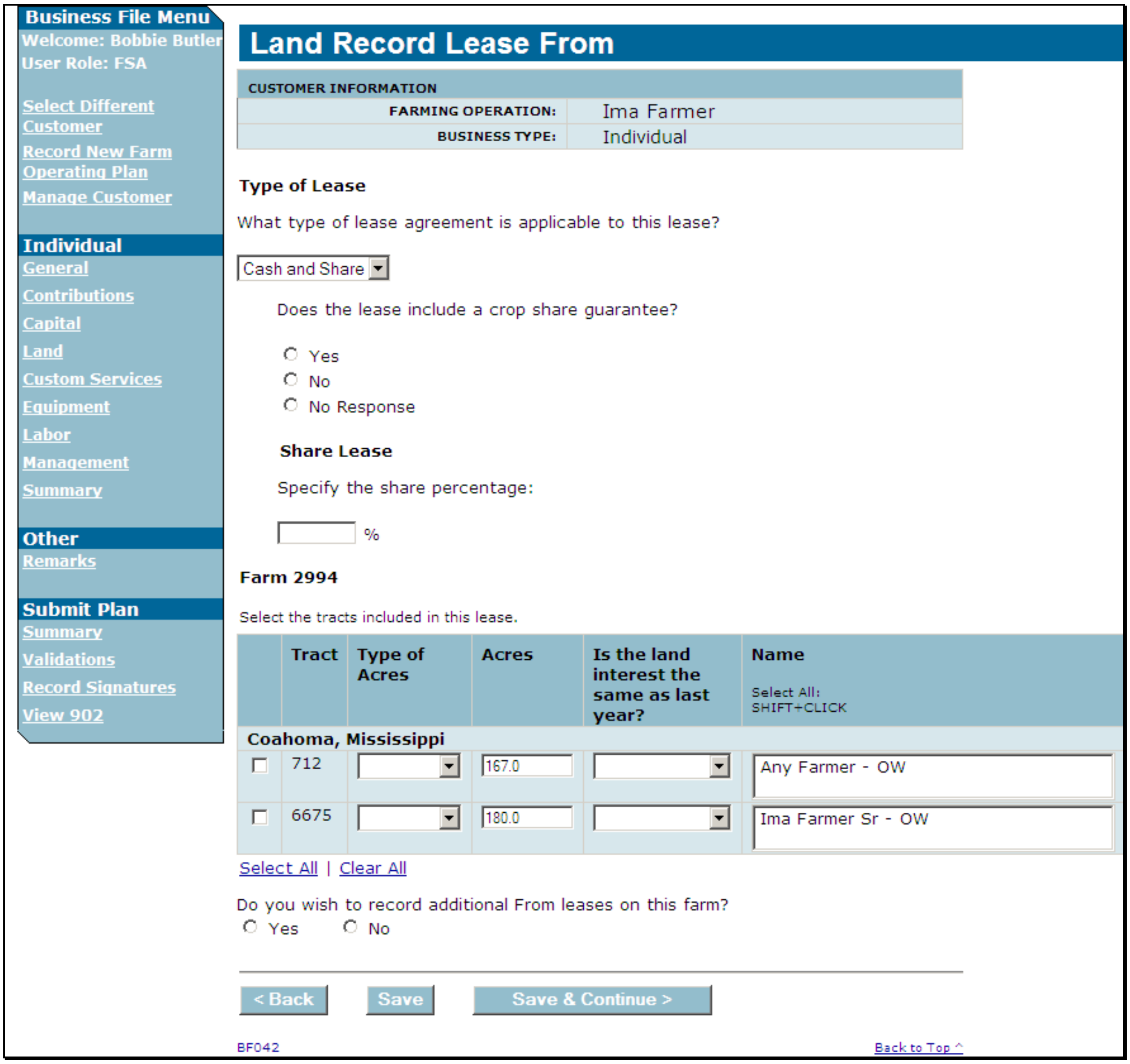
- displays information retrieved from FRS

- allows users to record details related to the lease agreement.

429 Land Record Lease From Page (Continued)

B Example of Land Record Lease From Page

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

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Type of Lease

What type of lease agreement is applicable to this lease?

Cash and Share

Does the lease include a crop share guarantee?

- Yes
- No
- No Response

Share Lease

Specify the share percentage:

%

Farm 2994

Select the tracts included in this lease.

	Tract	Type of Acres	Acres	Is the land interest the same as last year?	Name Select All: SHIFT+CLICK
Coahoma, Mississippi					
	712		167.0		Any Farmer - OW
	6675		180.0		Ima Farmer Sr - OW

Select All | Clear All

Do you wish to record additional From leases on this farm?

Yes No

< Back | Save | Save & Continue >

BF042 Back to Top ^

429 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.

429 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 FRS 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 FRS 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.

429 Land Record Lease From Page (Continued)

E Interview Questions

This table describes the interview questions displayed 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". **Note:** If lease information is recorded, the type of lease is required.
"Does the lease include a crop share guarantee?"	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"	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.

429 Land Record Lease From Page (Continued)

E Interview Questions (Continued)

Question/Field	Description
"Tract"	Each tract associated with the farm is listed. Select the tract or tracts the lease is associated with by clicking the checkbox next to the tract number.
"Types of Acres"	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.
"Acres"	The farmland acres retrieved from FRS 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 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.

429 Land Record Lease From Page (Continued)

E Interview Questions (Continued)

<table>
<tr><th>Question/Field</th><th colspan="2">Description</th></tr>
<tr><td rowspan="5">“Acres” (Continued)</td><td colspan="2">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.</td></tr>
<tr><td>IF…</td><td>THEN…</td></tr>
<tr><td>farmland/cropland acres are incorrect</td><td>FRS 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>
<tr><td>“Is the land interest the same as last year?”</td><td colspan="2">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. 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.</td></tr>
</table>

429 Land Record Lease From Page (Continued)

E Interview Questions (Continued)

Question/Field	Description
"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 either of the following methods: • select all producers in the list by clicking the first producer then holding the "Shift" key down and clicking the last producer (this option selects all producers between the first and last producer clicked) • select specific producers in the list by clicking the first producer then holding the "Ctrl" key down and clicking each additional producer (this option just selects the specific producers clicked while the "Ctrl" key is pressed).

429 Land Record Lease From Page (Continued)

E Interview Questions (Continued)

<table>
<tr><th>Question/Field</th><th colspan="2">Description</th></tr>
<tr><td rowspan="4">“Do you want to record additional From leases on this farm?”</td><td colspan="2">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”.</td></tr>
<tr><td>IF…</td><td>THEN…</td></tr>
<tr><td>“Yes” is selected</td><td>• 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.</td></tr>
<tr><td>“No” is selected</td><td>• the lease information is saved
• Land Contributions Page is redisplayed.</td></tr>
</table>

429 Land Record Lease From Page (Continued)

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.

429 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 the type of lease."	The type of lease was **not** selected.	Select the type of lease associated with the designated acres and lessee or lessor.
"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.
"Must select type of acres applicable to the lease agreement."	The type of acres was **not** selected.	Select the type of acres designated for the lease.
"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.

429 Land Record Lease From Page (Continued)

G Page Error Messages (Continued)

Error Message	Description	Corrective Action
"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.
"Share contribution percentage **must** be numeric."	Something other than a numeric value was entered.	Correct the value entered to a percentage.
"Share percentage is limited to 2 decimal places."	The share percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

429 Land Record Lease From 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: 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
"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.

430 Recorded Leases for Tract Page

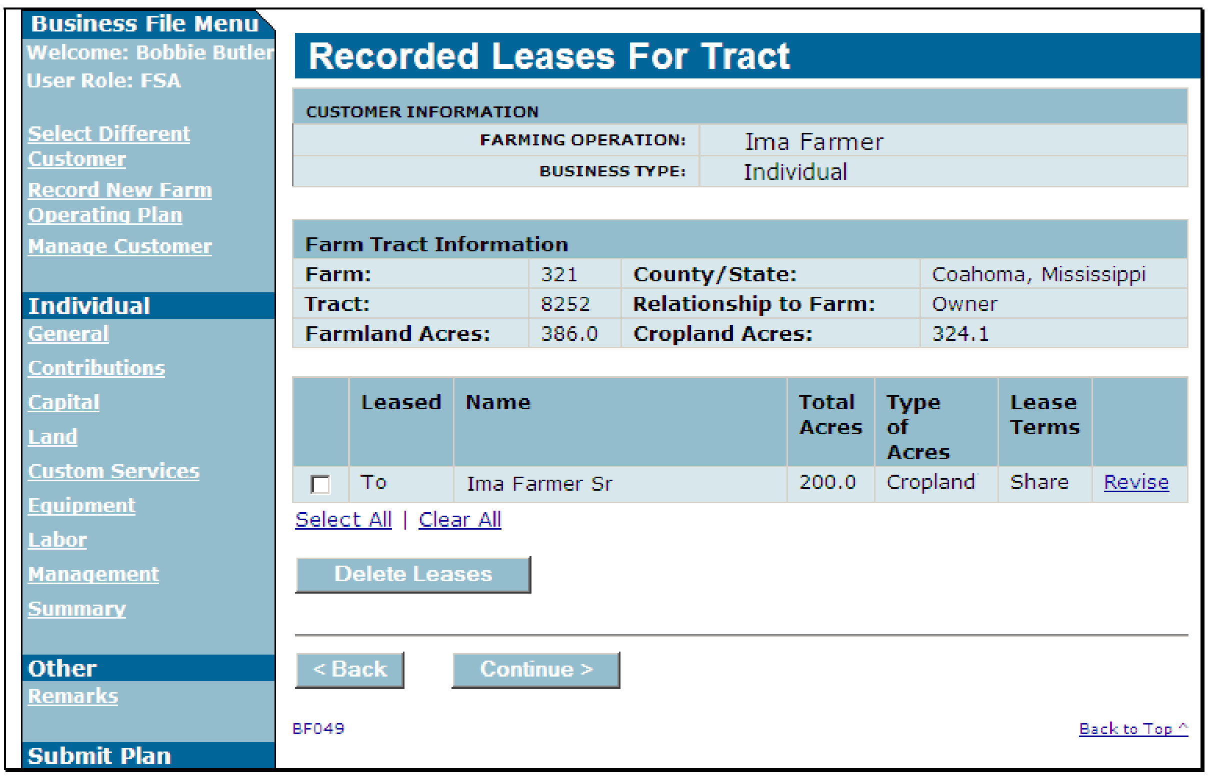
A Introduction

The Recorded Leases for Tract Page:

- will be displayed if users click on a tract number listed in the “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.



430 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 FRS.	
	"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.

430 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 checkbox 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 message may be displayed on the Recorded Leases for Tract Page.

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

431 Land Revise Lease Page

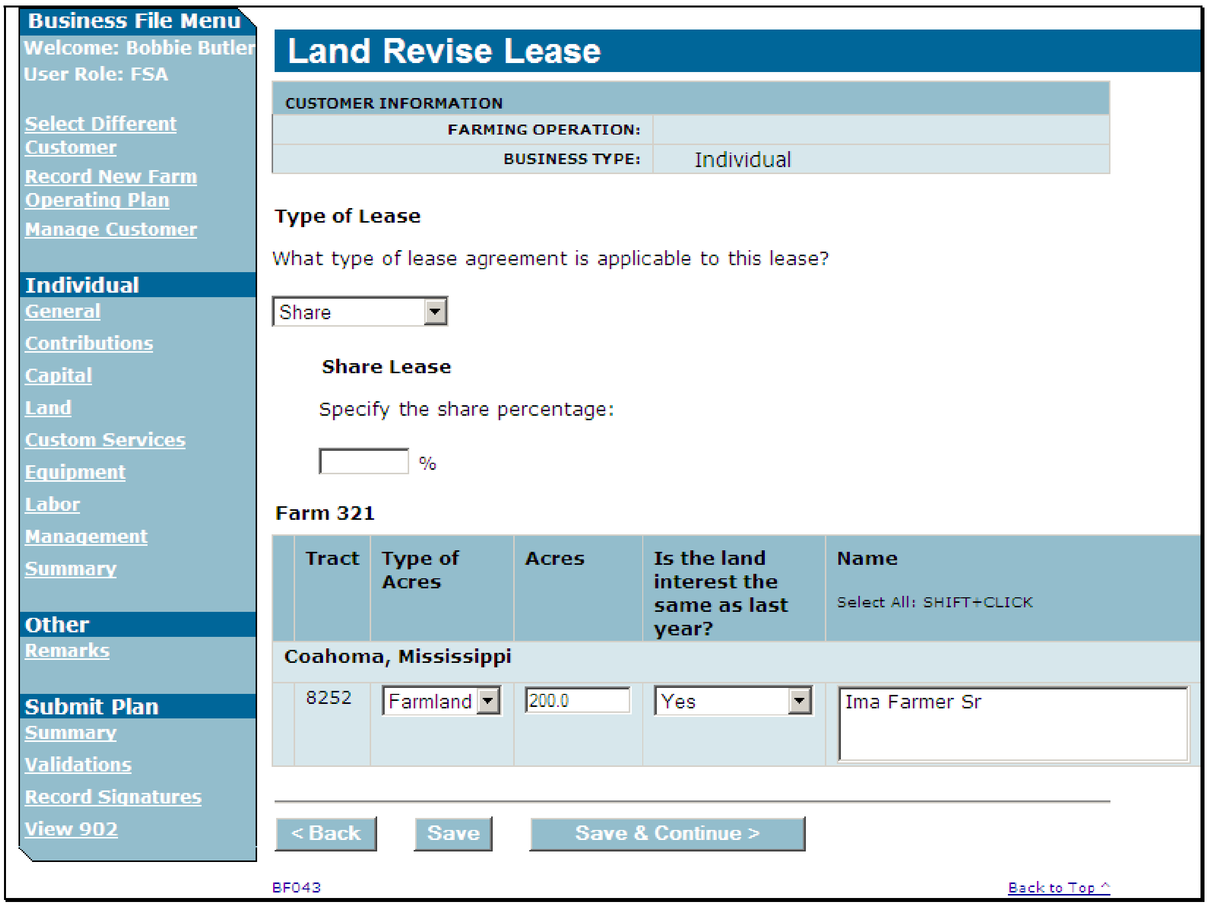
A Introduction

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.

431 Land Revise Lease Page (Continued)

D Interview Questions

This table describes the interview questions displayed 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". **Note:** If lease information is recorded, the type of lease is required.
"Does the lease include a crop share guarantee?"	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"	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	Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are: • "farmland" • "cropland".

431 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. Acres displayed **cannot** be reduced to "0".
"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 either of the following methods: • select all producers in the list by clicking the first producer then holding the "Shift" key down and clicking the last producer (this option selects all producers between the first and last producer clicked) • select specific producers in the list by clicking the first producer then holding the "Ctrl" key down and clicking each additional producer (this option just selects the specific producers clicked while the "Ctrl" key is pressed).

431 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
"Must select the type of lease."	The type of lease was **not** selected.	Select the type of lease associated with the designated acres and lessee or lessor.
"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."		

431 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.
"Share percentage is limited to 2 decimal places."	The share percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

432 Recorded Leases for Farming Operation Page

A Introduction

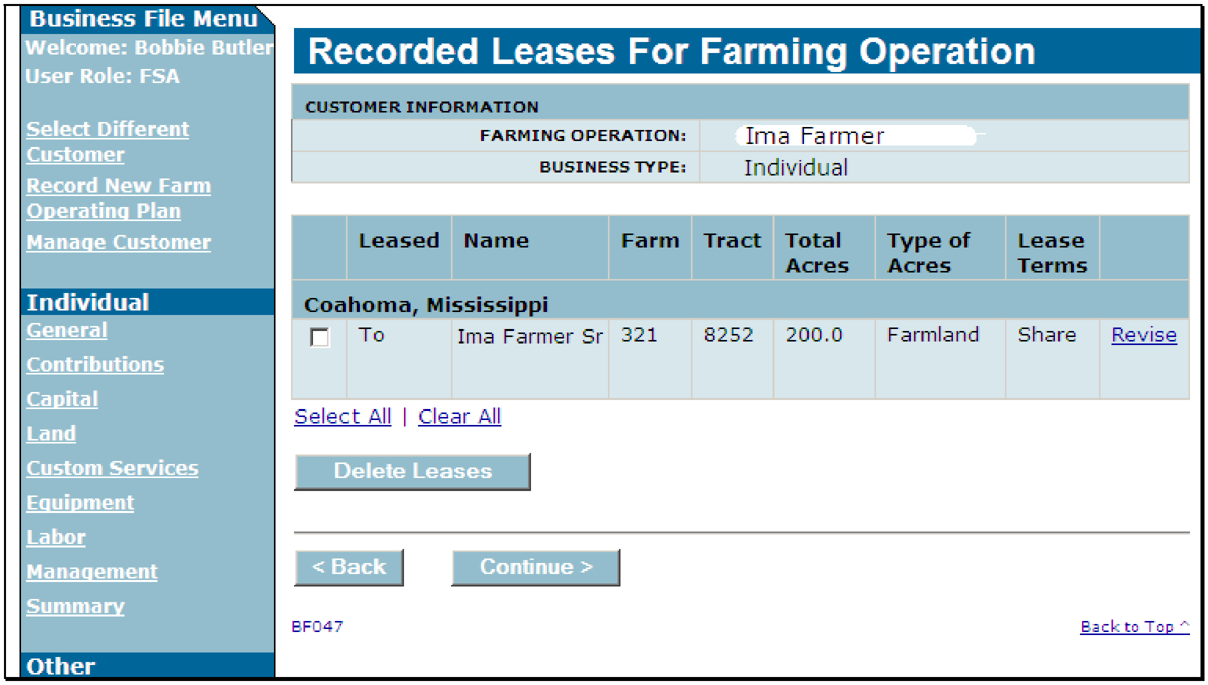
The Recorded Leases for Farming Operation Page:

- will be displayed if users click 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.

432 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.

432 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 checkbox 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 message 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."	users click "Delete Leases", but at least 1 lease was **not** selected.	Select the leases to be deleted by clicking the checkbox next to the applicable lease.

433 Land Summary Page

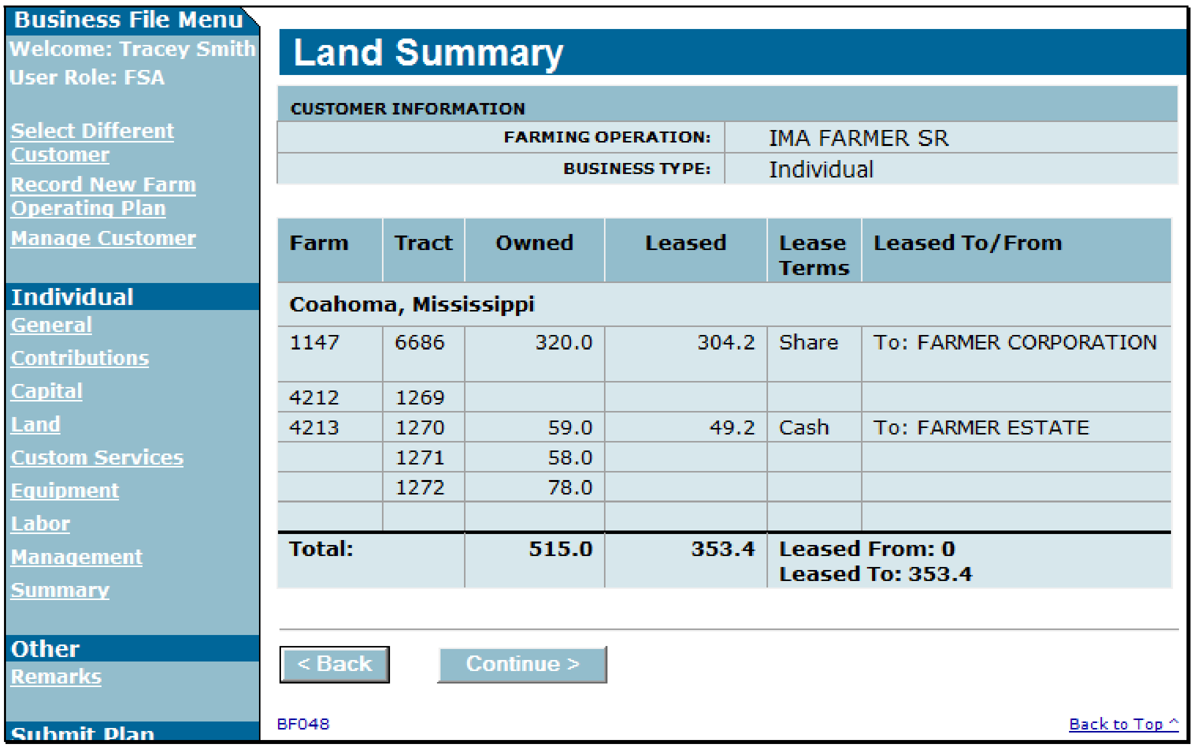
A Introduction

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: Tracey Smith
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

Land Summary

CUSTOMER INFORMATION

FARMING OPERATION:	IMA FARMER SR
BUSINESS TYPE:	Individual

Farm	Tract	Owned	Leased	Lease Terms	Leased To/From
Coahoma, Mississippi					
1147	6686	320.0	304.2	Share	To: FARMER CORPORATION
4212	1269				
4213	1270	59.0	49.2	Cash	To: FARMER ESTATE
	1271	58.0			
	1272	78.0			
Total:		515.0	353.4	Leased From: 0 Leased To: 353.4	

< Back Continue >

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433 Land Summary Page (Continued)

C Information on the Page

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

Field	Description
Farm Tract	Farm and tract number from FRS.
Farmland - Owned	The farmland acres from FRS 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 software. **Note:** 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:** 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:** 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 - Leased From Acres Total - Lease To Acres	Total number of leased acres, including a breakdown of the total: • leased from another producer • 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.

434-440 (Reserved)

Subsection 4 Equipment Contributions

441 General Information

A Introduction

The “Equipment Contributions” portion 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 Contributions” portion 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

441 General Information (Continued)

B Description of Equipment Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
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
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

441 General Information (Continued)

B Description of Equipment Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
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

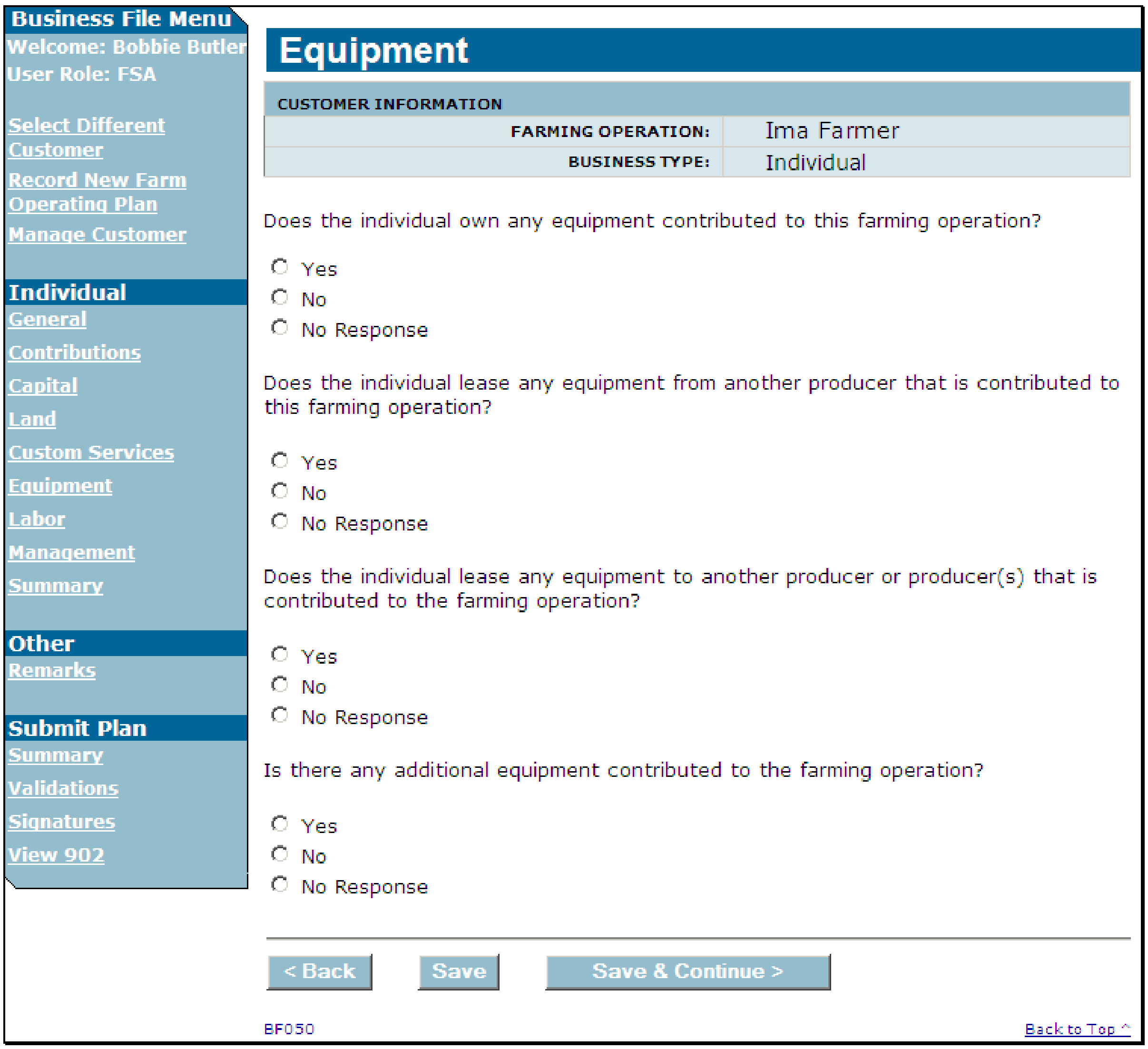
A Introduction

The Equipment Page:

- will be displayed if the user indicated equipment is contributed to the farming operation on the Contributions Page
- will be displayed if users click "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.


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
Signatures
View 902

Equipment

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Does the individual own any equipment contributed to this farming operation?

Yes
No
No Response

Does the individual lease any equipment from another producer that is contributed to this farming operation?

Yes
No
No Response

Does the individual lease any equipment to another producer or producer(s) that is contributed to the farming operation?

Yes
No
No Response

Is there any additional equipment contributed to the farming operation?

Yes
No
No Response

< Back | Save | Save & Continue >

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442 Equipment Page (Continued)

C Interview Questions

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

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>“Does the individual own any equipment contributed to this farming operation?”</td><td rowspan="4">For each question displayed, the available options are:

• “Yes”
• “No”
• “No Response”.

The interview process will proceed to the next applicable:

• question in the equipment section, if “Yes” is selected for at least 1 question

• contribution section, if “No” or “No Response” is selected for all questions.</td></tr>
<tr><td>“Does the individual lease any equipment from another producer that is contributed to this farming operation?”</td></tr>
<tr><td>“Does the individual lease any equipment to another producer or producer(s) that is contributed to the farming operation?”</td></tr>
<tr><td>“Is there any additional equipment contributed to the farming operation?”</td></tr>
</table>

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.

<table>
<tr><th>Error Message</th><th>Corrective Action</th></tr>
<tr><td>"A response was not provided indicating whether or not any owned equipment is being contributed to the farming operation."</td><td rowspan="4">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: If the producer does not want to respond, select "No Response".</td></tr>
<tr><td>"A response was not provided indicating whether any equipment leased from another producer is being contributed to the farming operation."</td></tr>
<tr><td>"A response was not provided indicating whether any equipment contributed to the farming operation is being leased to another producer."</td></tr>
<tr><td>"A response was not provided indicating whether any additional equipment is being contributed to the farming operation."</td></tr>
</table>

443 Equipment Contributions Page

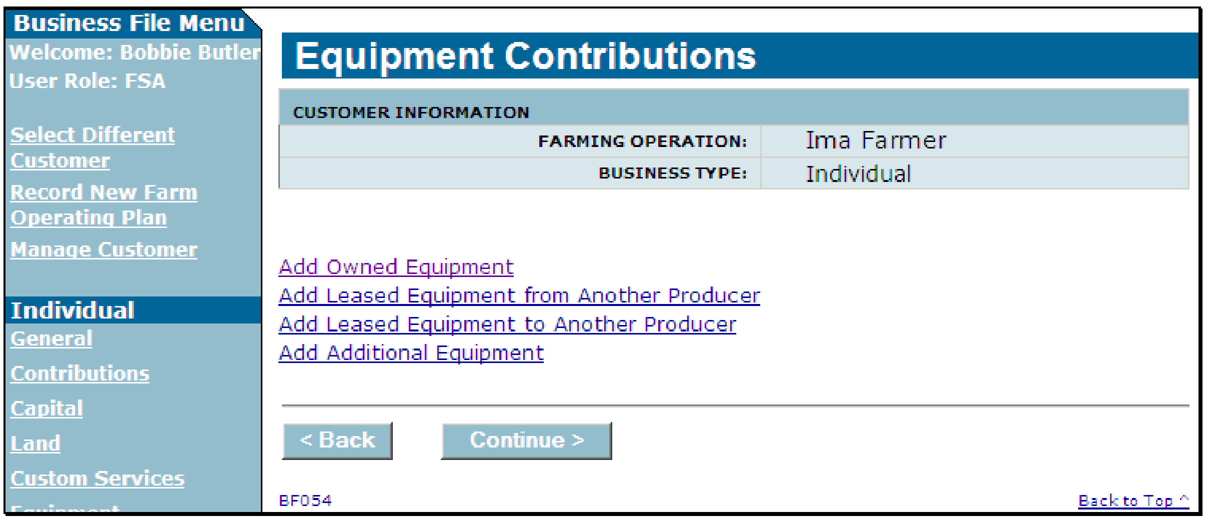
A Introduction

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

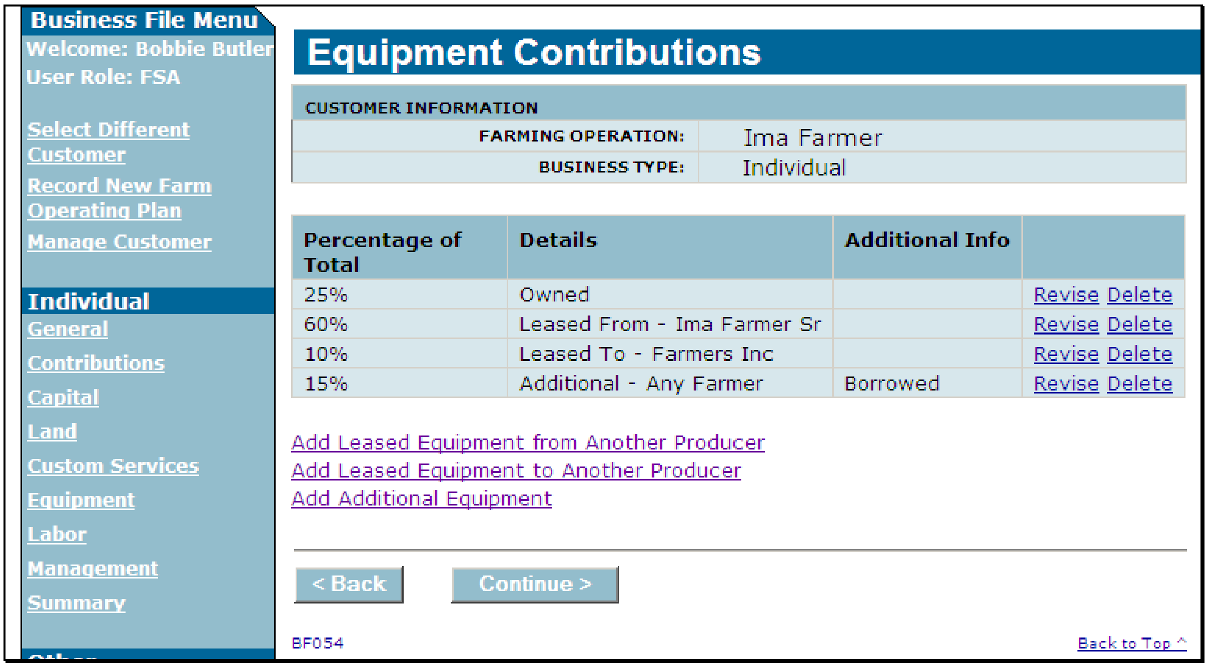
The following is an example of the Equipment Contributions Page.



443 Equipment Contributions (Continued)

B Examples of Page (Continued)

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



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

Equipment Contributions

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Percentage of Total	Details	Additional Info	
25%	Owned		Revise Delete
60%	Leased From - Ima Farmer Sr		Revise Delete
10%	Leased To - Farmers Inc		Revise Delete
15%	Additional - Any Farmer	Borrowed	Revise Delete

Add Leased Equipment from Another Producer
Add Leased Equipment to Another Producer
Add Additional Equipment

< Back Continue >

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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 Contributions 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 Contributions Page is "Add Owned Equipment".

This table describes the options that may be available on the Equipment Contributions 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

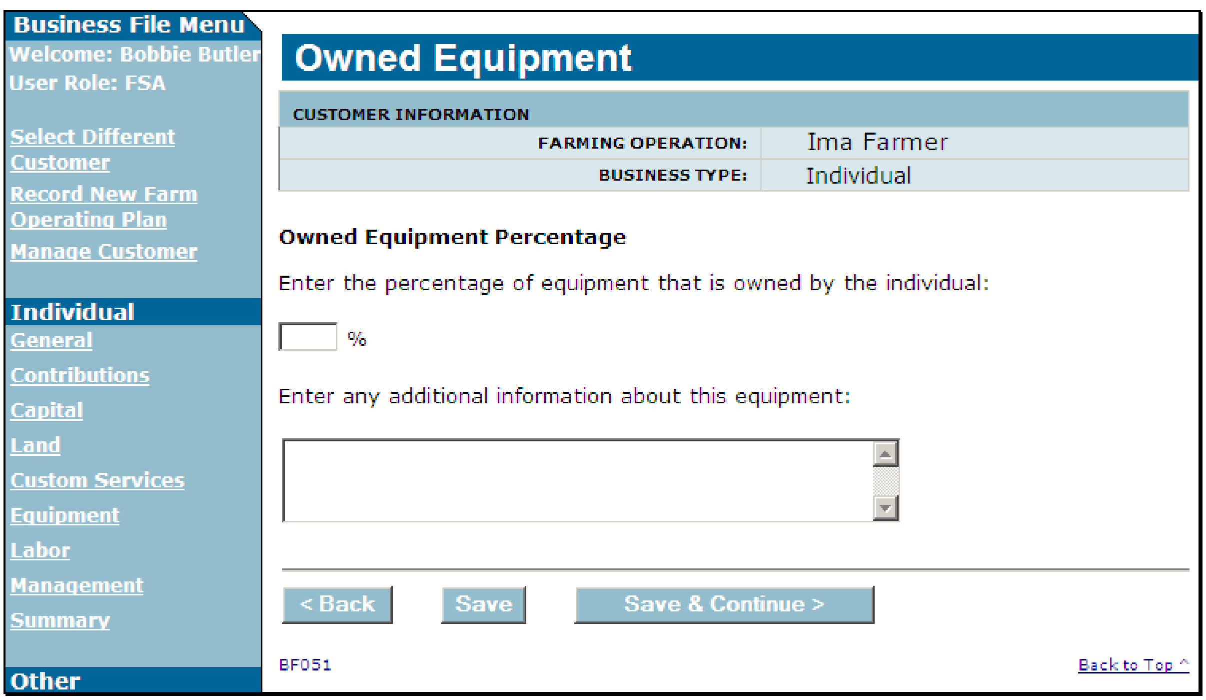
A Introduction

The Owned Equipment Page:

- will be displayed after users click “**Add Owned Equipment**” link on the Equipment Contributions 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 displayed 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%."	Equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
"Equipment contribution percentage **must** be greater than 0%."	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.
"Contribution percentage is limited to 2 decimal places."	Equipment contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

444 Owned 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 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

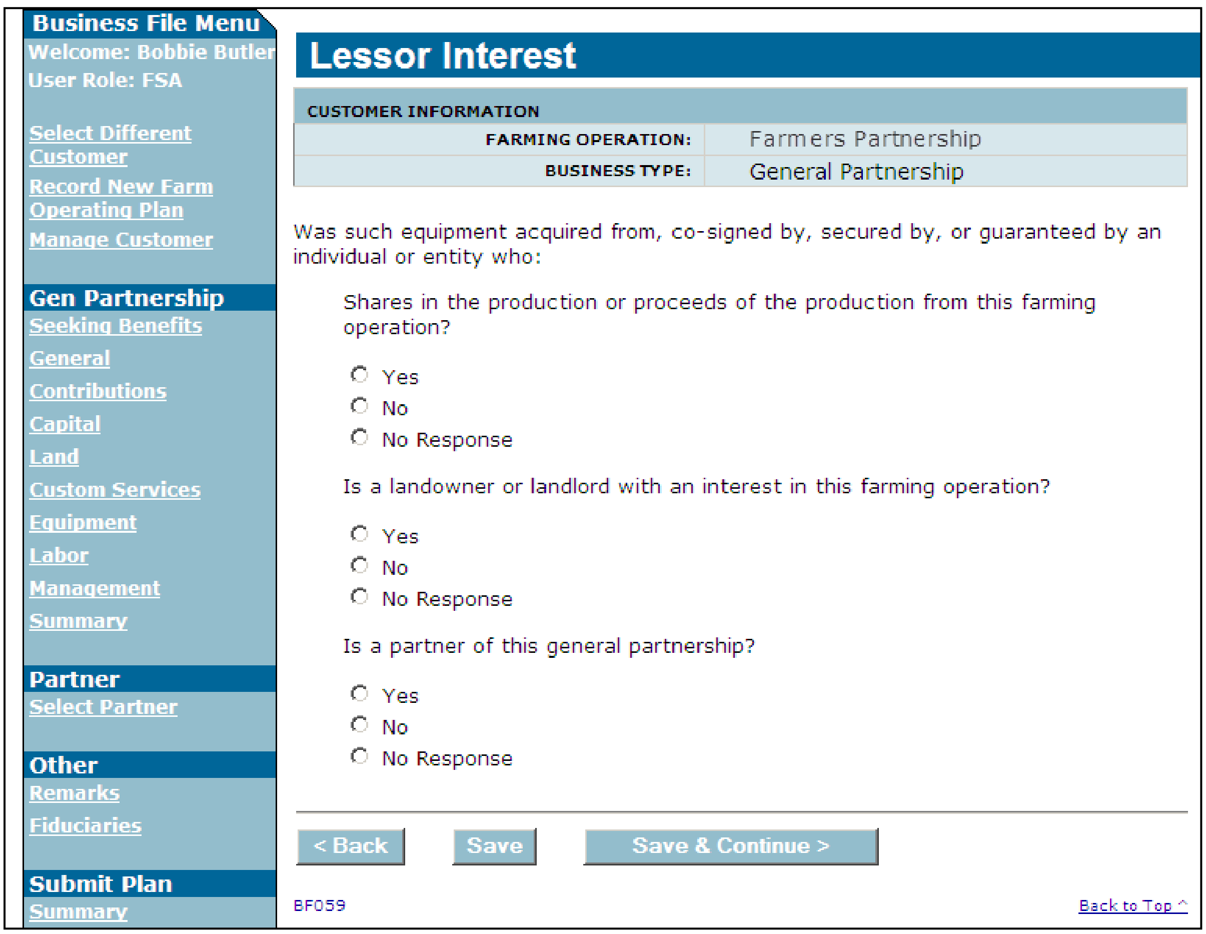
A Introduction

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 displayed on the Lessor Interest Page.

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>“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?”</td><td rowspan="3">For each question displayed, the available options are:

• “Yes”
• “No”
• “No Response”.

Note: If the producer does not want to respond, select “No Response”.</td></tr>
<tr><td>“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?”</td></tr>
<tr><td>“Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who is a (member) of this (entity/joint operation)?”

Note: Question is only displayed if the farming operation is an entity or joint operation.</td></tr>
</table>

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.

445 Lessor Interest 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 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

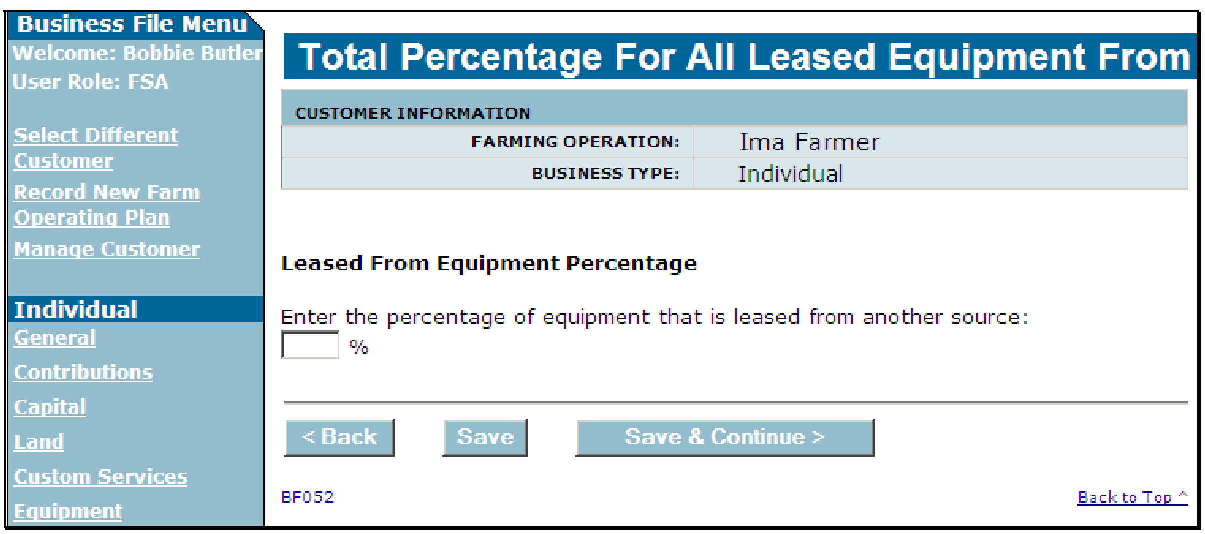
The Total Percentage For All Leased Equipment From Page:

- 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 all 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 question displayed 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%."	Equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
"Equipment contribution percentage **must** be greater than 0%."	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.
"Contribution percentage is limited to 2 decimal places."	Equipment contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

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

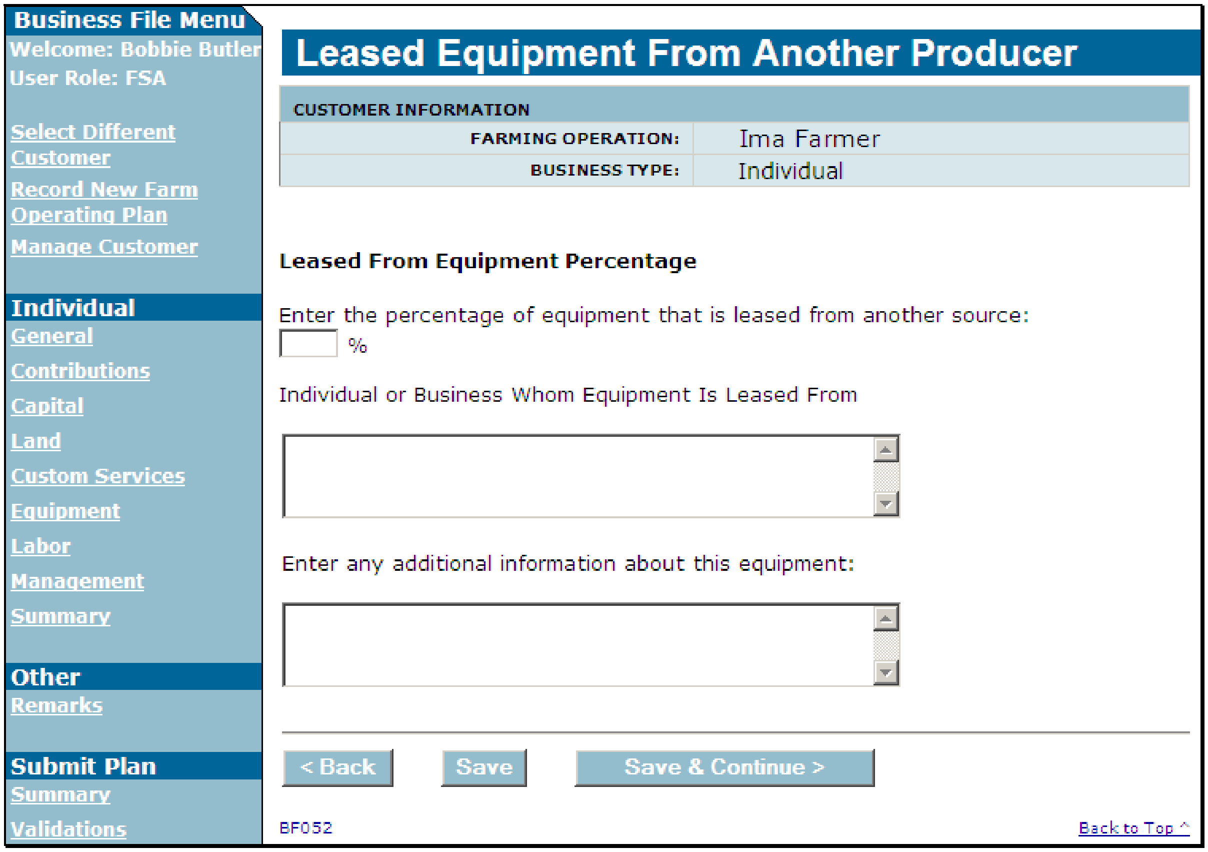
The Leased Equipment From Another Producer Page:

- 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 displayed 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.

447 Leased Equipment From Another Producer Page (Continued)

C Interview Questions (Continued)

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.

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.

447 Leased Equipment From Another Producer Page (Continued)

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%."	Equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
"Equipment contribution percentage **must** be greater than 0%."	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.
"Contribution percentage is limited to 2 decimal places."	Equipment contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

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

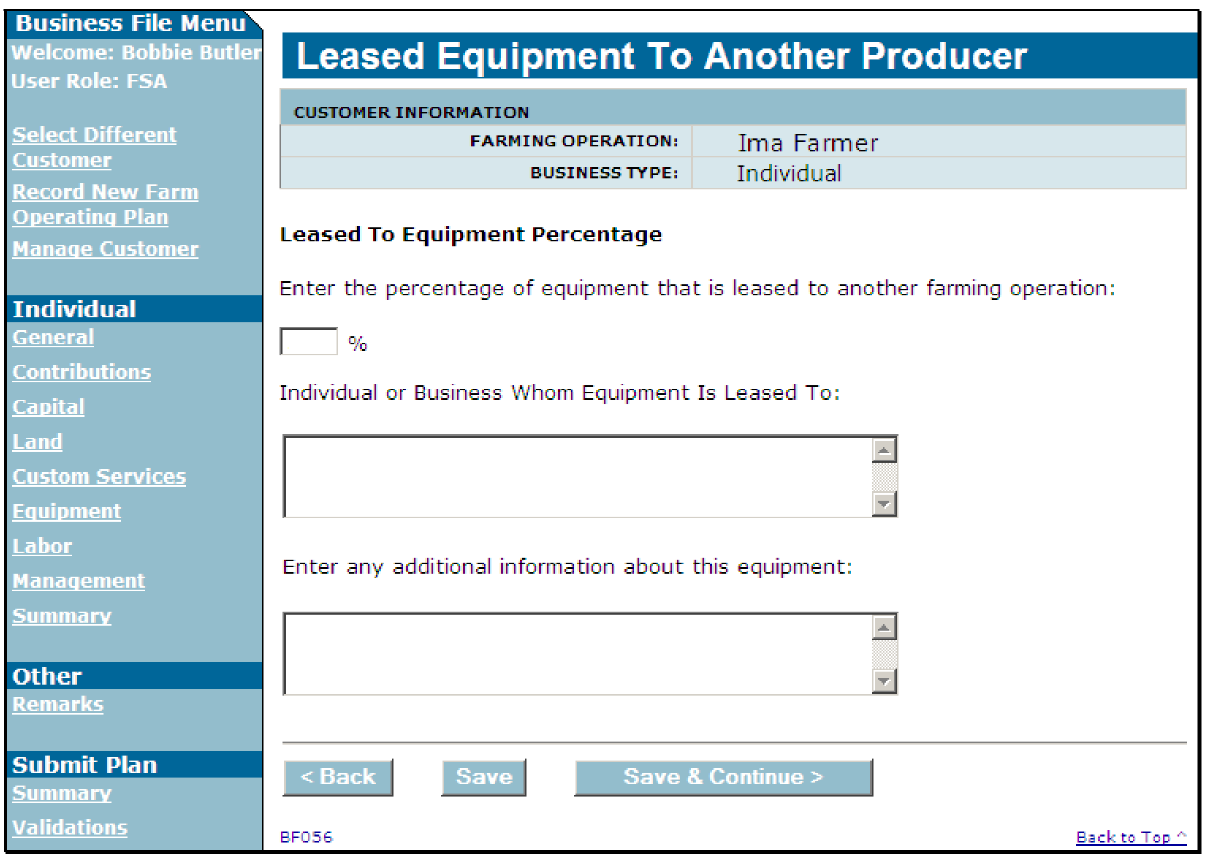
A Introduction

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 displayed 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%."	Equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
"Equipment contribution percentage **must** be greater than 0%."	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.
"Contribution percentage is limited to 2 decimal places."	Equipment contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

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

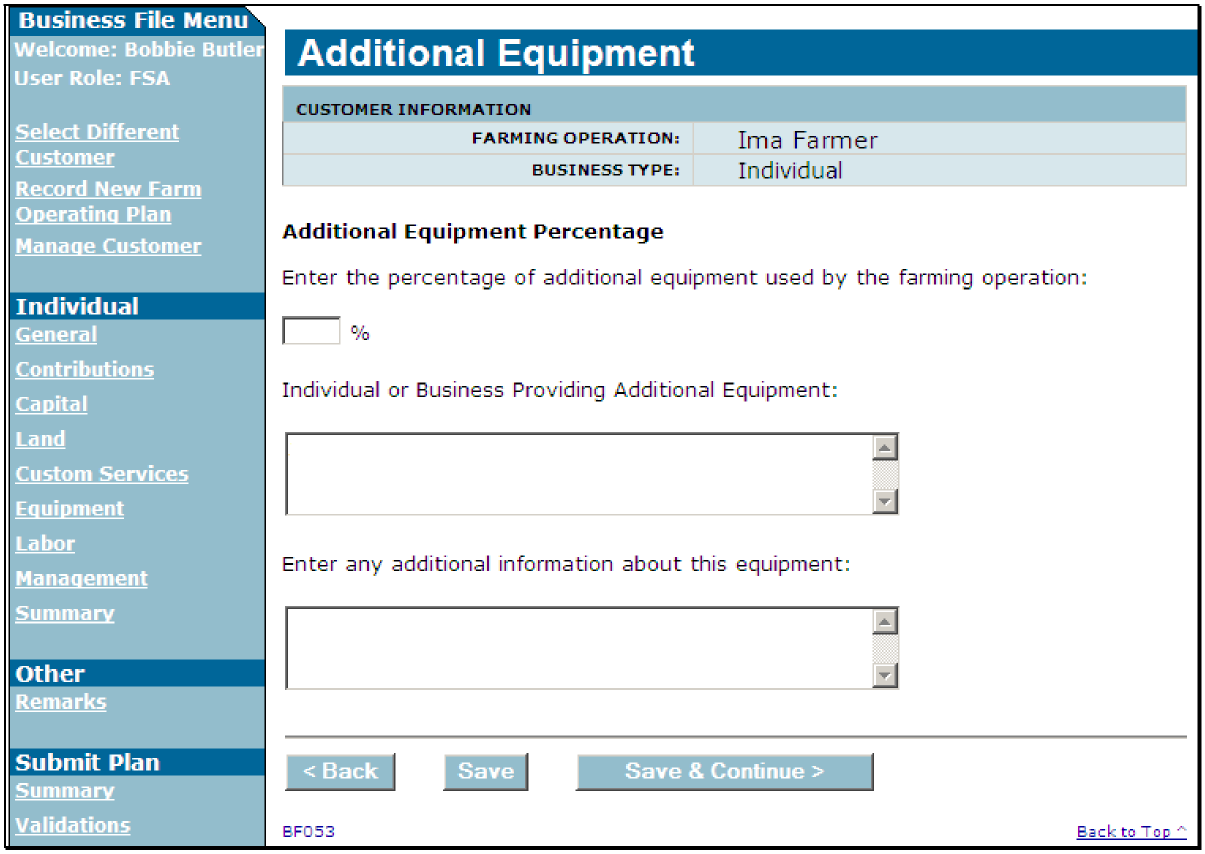
  - specify the individual or business providing the additional equipment

  - 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 displayed 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%."	Equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
"Equipment contribution percentage **must** be greater than 0%."	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.
"Contribution percentage is limited to 2 decimal places."	Equipment contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

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:

- will be displayed if the user indicated custom services are used by the farming operation on the Contributions Page
- will be displayed if users click "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.

455 Custom Services Page (Continued)

B Example of Custom Services Page

The following is an example of the Custom Services Page.

455 Custom Services Page (Continued)

C Interview Questions

Because of 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 activities.

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 Custom Services 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.

455 Custom Services 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 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

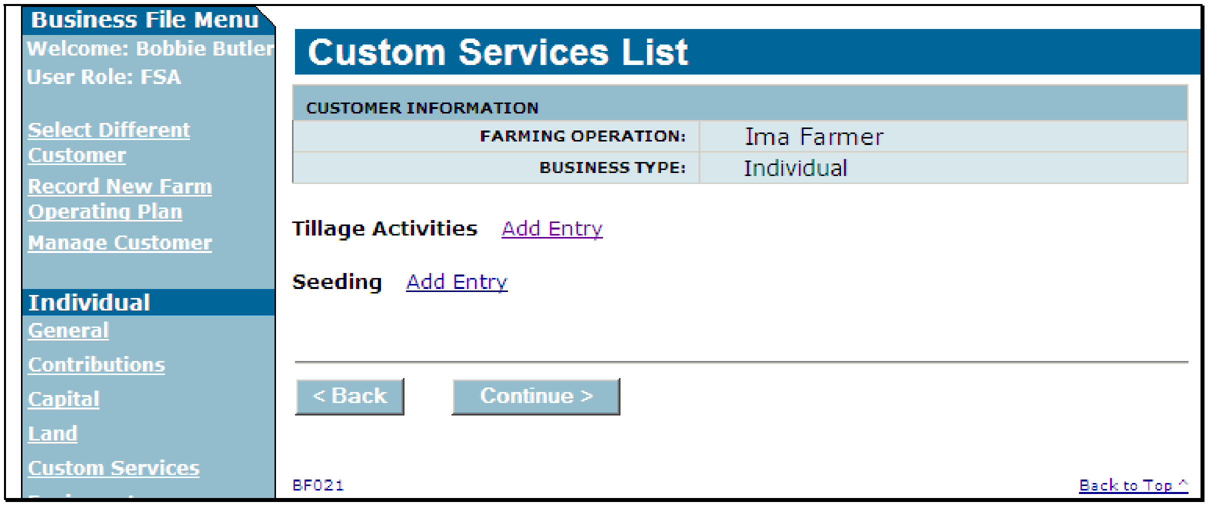
The Custom Services List Page:

- 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.

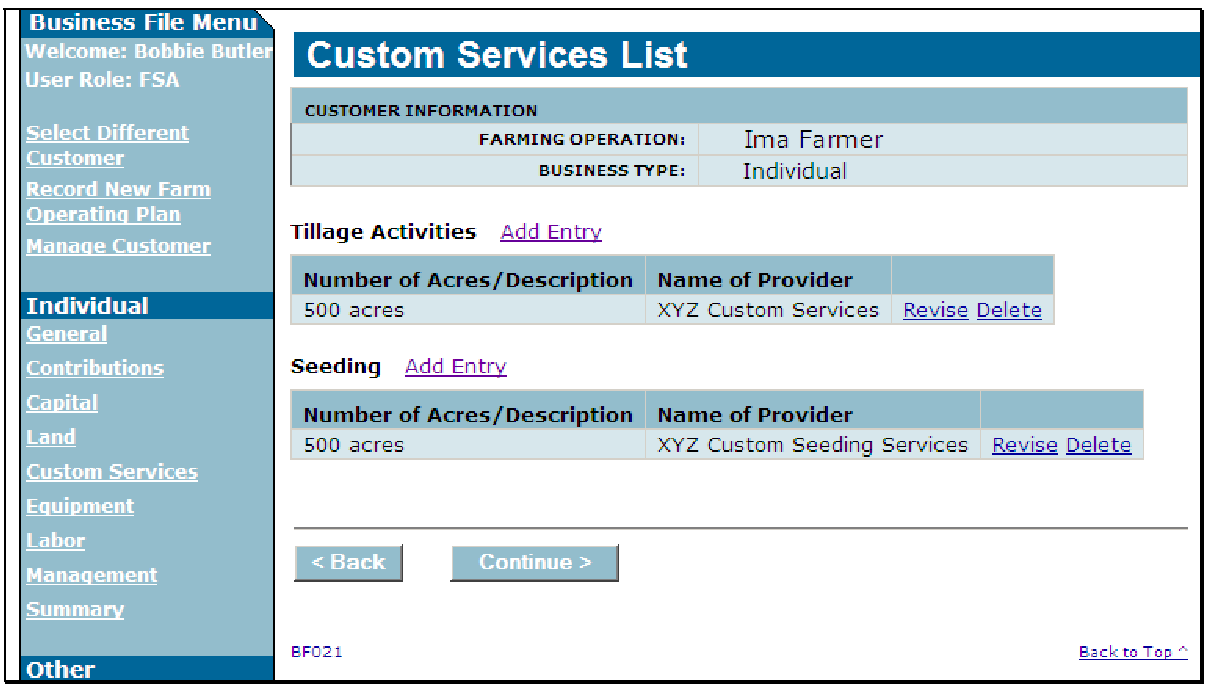
456 Custom Services List Page (Continued)

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

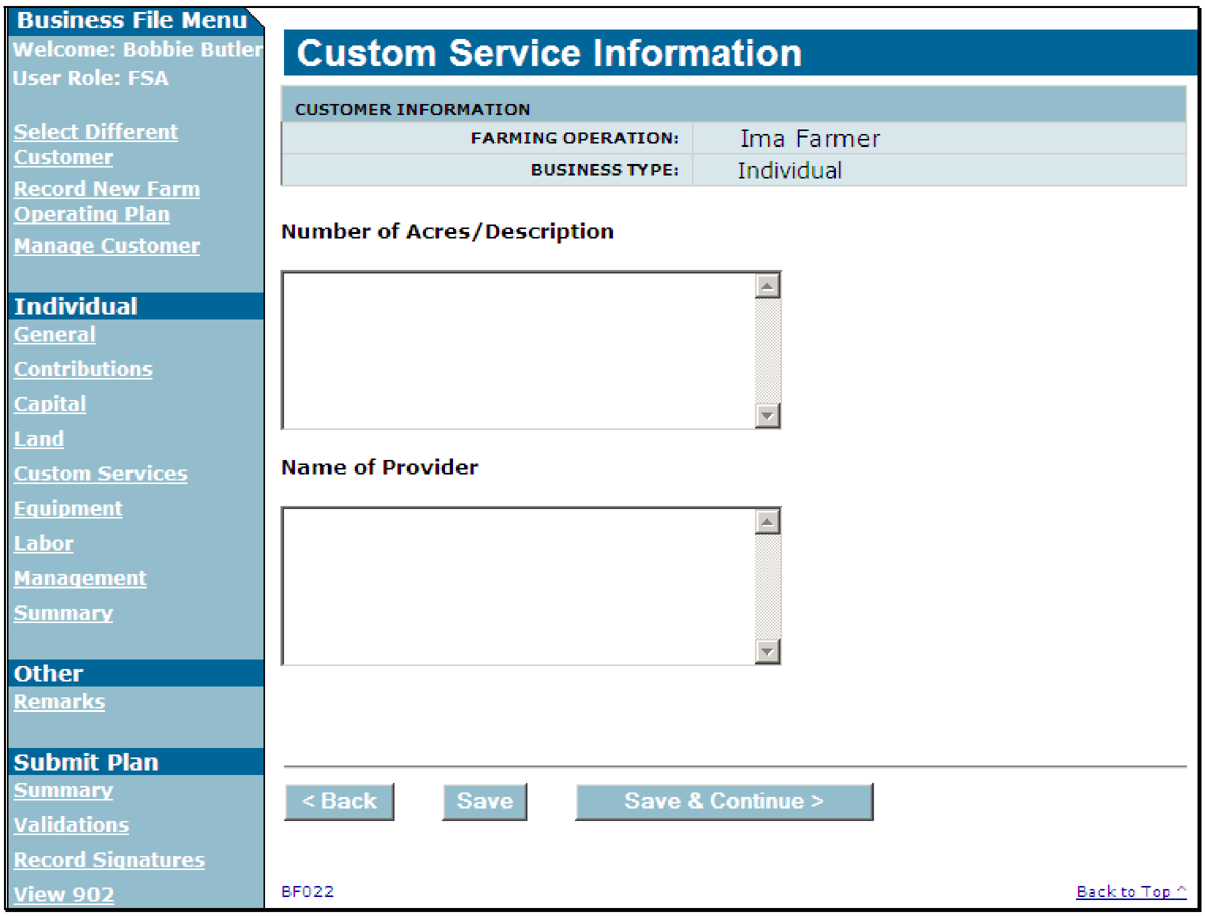
A Introduction

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 displayed 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" portion 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 Contributions" portion 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

461 General Information (Continued)

B Description of Labor Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
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

462 Labor Types Page

A Introduction

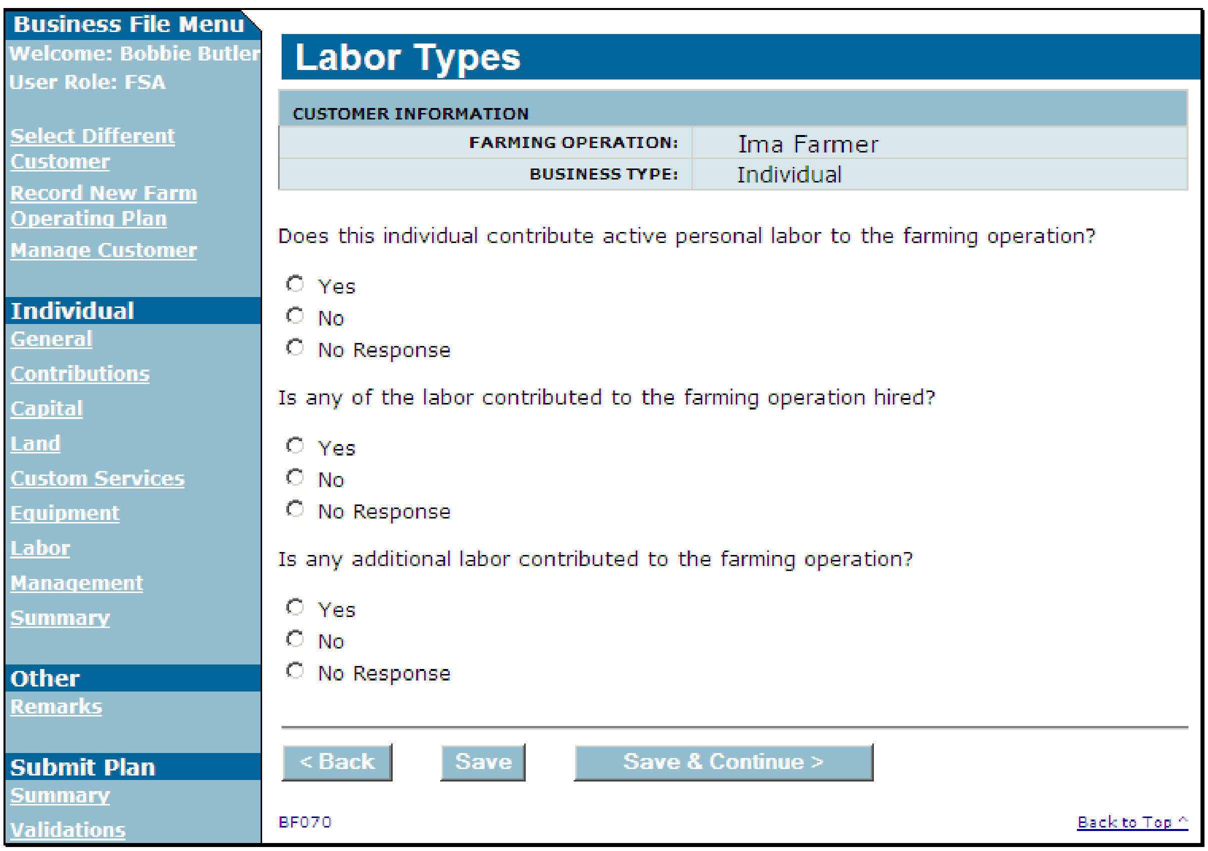
The Labor Types Page:

- will be displayed if the user indicated labor is contributed to the farming operation on the Contributions Page
- will be displayed if users click "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 displayed 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 displayed on the Labor Types Page.

Note: The questions displayed on this page vary based on the business type for the selected customer.

Example: If the farming operation is a business, such as a corporation, the question related to active personal labor will **not** be displayed to the user when collecting contribution information for the corporation. Instead, the active personal labor question will be displayed for the "individual" stockholders of the corporation.

<table>
<tr><th>Question/Field</th><th>Applicable To</th><th>Description</th></tr>
<tr><td>"Does this individual contribute active personal labor to the farming operation? "</td><td>Individuals</td><td rowspan="3">For each question displayed, 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 1 question

• next applicable section of the interview process, if "No" or "No Response" is selected for all questions.</td></tr>
<tr><td>"Is any of the labor contributed to the farming operation hired?"</td><td>• Individuals
• Entities
• Joint Operations</td></tr>
<tr><td>"Is any additional labor contributed to the farming operation?"</td><td>• Individuals
• Entities
• Joint Operations</td></tr>
</table>

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.

<table>
<tr><th>Error Message</th><th>Corrective Action</th></tr>
<tr><td>“Must specify the type of labor contributed to the farming operation.”</td><td>Labor was selected as a type of contribution for the entity or joint operation on the Contributions Page, but “No” was selected to all labor questions. Either return to the
Contributions Page and change the response to labor contributions to “No”
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.</td></tr>
</table>

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

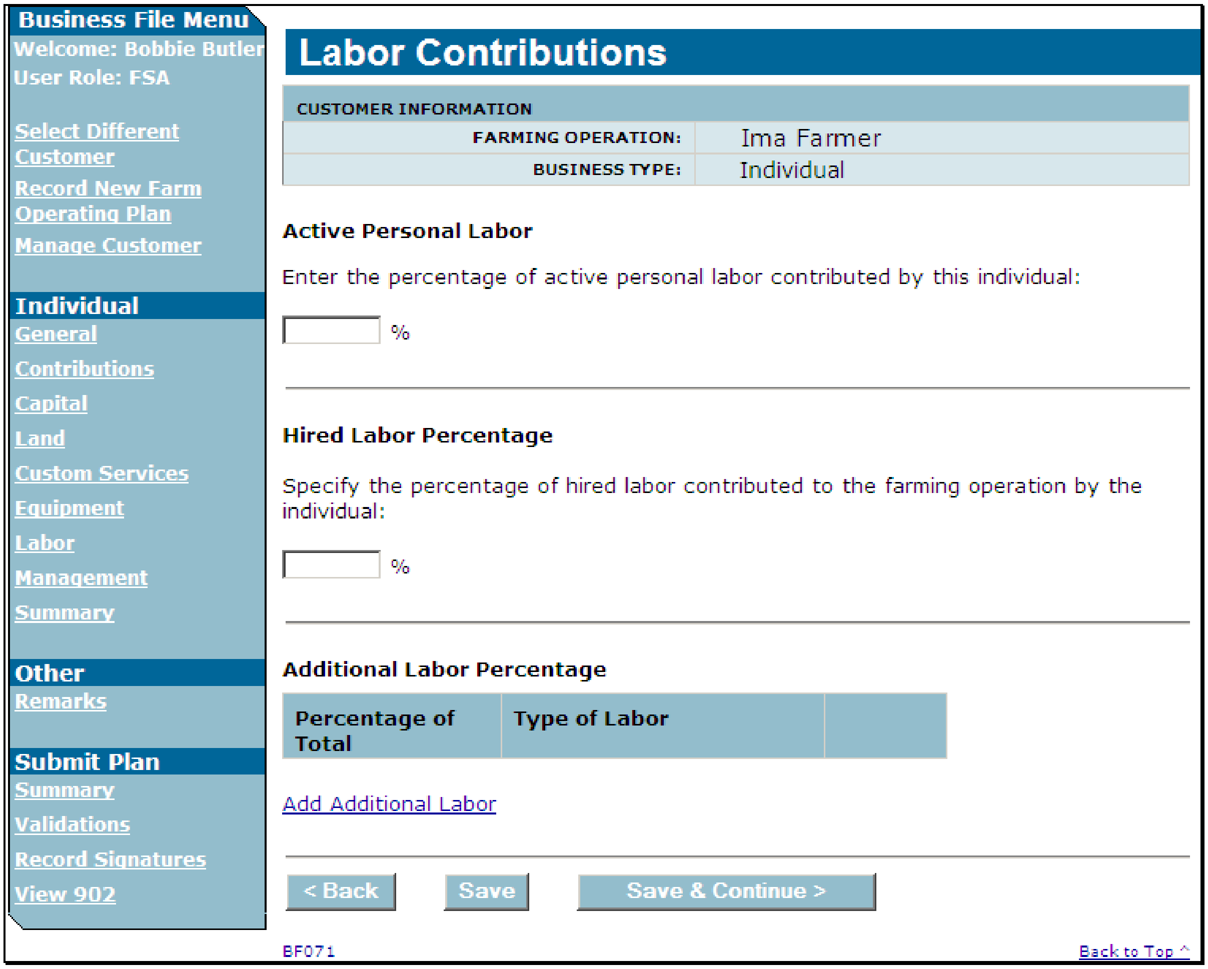
- allows users to record other/additional labor contributed to the farming operation

- displays information recorded for other/additional labor.

463 Labor Contributions Page (Continued)

B Example of Labor Contributions Page

The following is an example of the Labor Contributions Page.



463 Labor Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Labor Contributions Page.

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>“Active Personal Labor Percentage”</td><td rowspan="2">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.</td></tr>
<tr><td>“Hired Labor Percentage”</td></tr>
</table>

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.

463 Labor Contributions Page (Continued)

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%." "Hired 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.
"Active personal labor contribution percentage **must** be greater than 0%." "Hired 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.
"Active personal labor contribution percentage **must** be numeric." "Hired 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.
"Contribution percentage is limited to 2 decimal places."	Specified contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

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.

<table>
<tr><th>Error Message</th><th>Corrective Action</th></tr>
<tr><td>“Total labor contribution percentage for the individual must equal 100%.”</td><td>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.</td></tr>
<tr><td>“Active personal labor contribution percentage must be entered if provided to the farming operation.”</td><td rowspan="3">• 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.</td></tr>
<tr><td>“Hired labor contribution percentage must be entered if labor is hired for the farming operation.”</td></tr>
<tr><td>“Additional labor contribution percentage must be entered if additional labor is contributed to the farming operation.”</td></tr>
</table>

464 Additional Labor Page

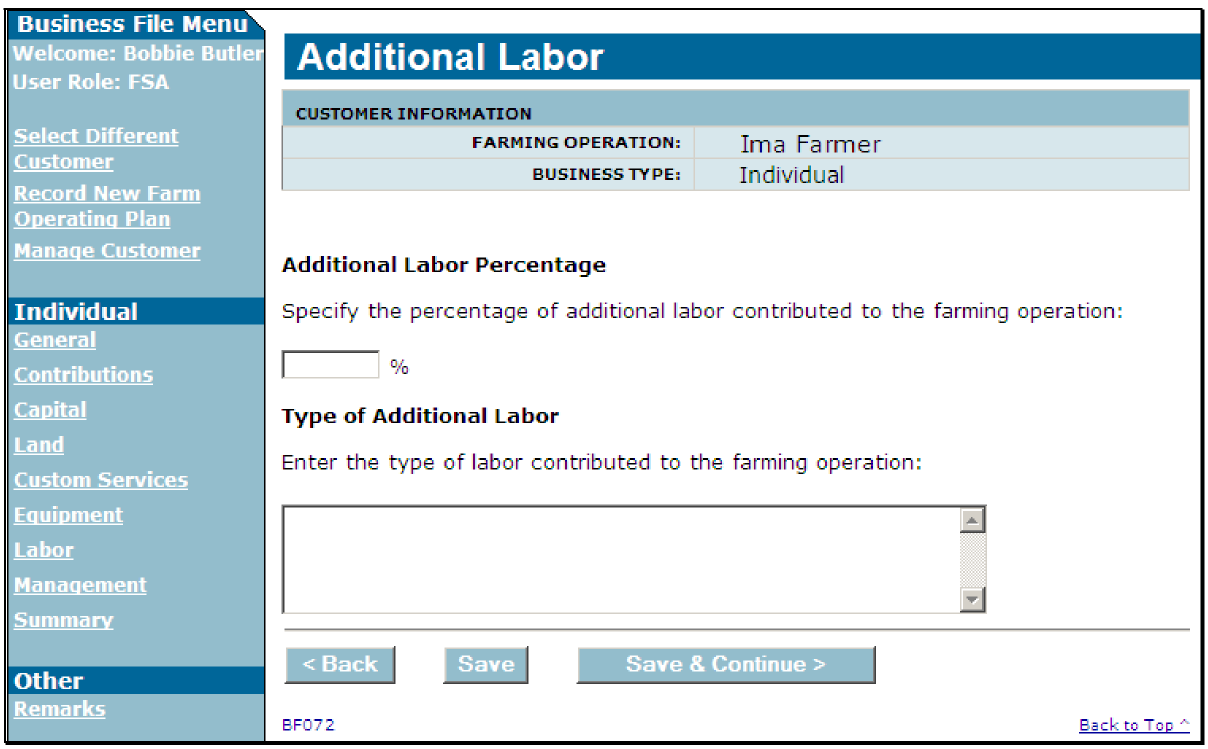
A Introduction

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 displayed 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.
"Contribution percentage is limited to 2 decimal places."	Additional labor contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

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 does **not** want to respond to the question.

465 Labor Contribution in Hours Page

A Introduction

The Labor Contribution in Hours page:

- allows users to specify whether at least 1,000 hours of active personal labor are contributed to the farming operation

- is only displayed according to the circumstances identified in this table.

Note: The term "individual" includes individuals, LLC's, and revocable trusts using a Social Security number.

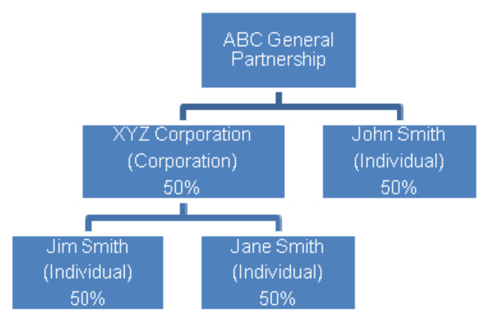
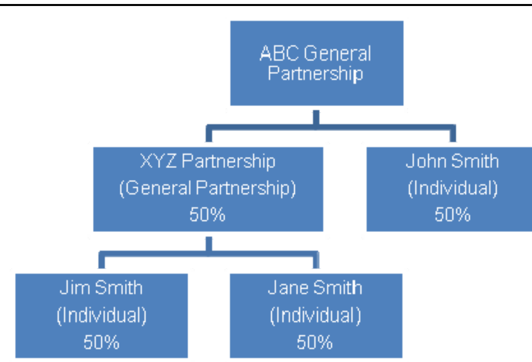
IF the farming operation is for…	THEN the Labor Contribution Hours Page will be displayed if…
an individual	• active personal labor contribution percentage is less than 50 percent • user indicated active personal labor is contributed to the farming operation, but the contribution percentage is blank.

465 Labor Contribution in Hours Page (Continued)

A Introduction (Continued)

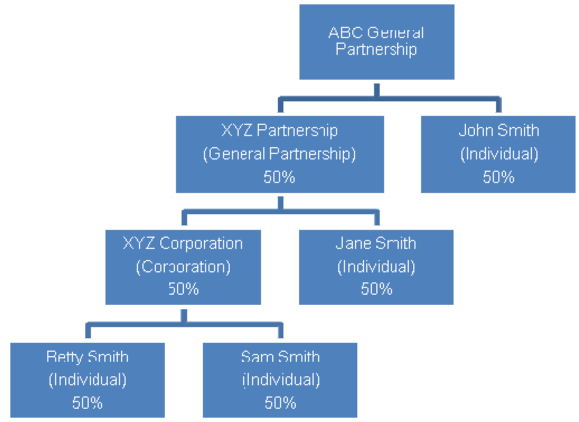
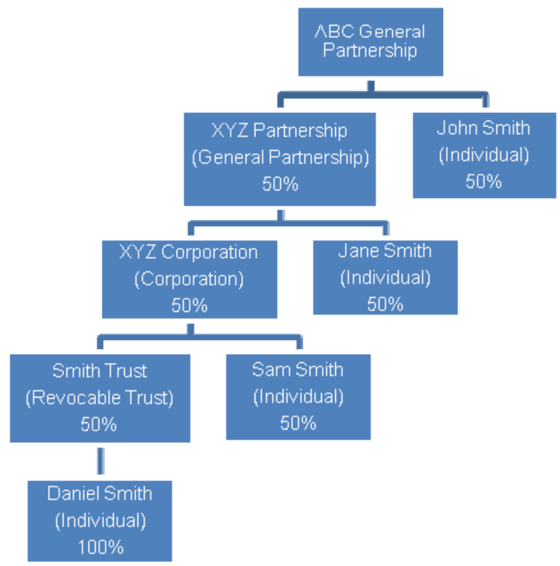
IF the farming operation is for…	THEN the Labor Contribution Hours Page will be displayed if…	
an entity with members	total accumulated contributions of active personal labor for all "individual" (*members*) is less than 50 percent.	
a joint operation	**IF the 1st level members are…**	**THEN the 1,000 hours question is displayed…**
	individuals	if active personal labor for that specific (*member*) is less than 50 percent of the individual (*member's*) share.
	entities	if accumulated active personal labor for all "individual" (*members*) of that embedded entity is less than 50 percent of the entity's (*member*) share.
	joint operations	for the 2nd level members according to the same rules for 1st level "individual" and "entity" (*members*).

The following examples illustrate when the 1,000 hours question is displayed.

Example	Organizational Structure
The 1,000 hours question is displayed as follows: • John Smith, if his active personal labor contribution is less than 25 percent • XYZ Corporation, if the accumulated active personal labor for all members of XYZ is less than 25 percent.	
The 1,000 hours question is displayed as follows: • John Smith, if his active personal labor contribution is less than 25 percent • Jim Smith, if his active personal labor contribution is less than 12.5 percent • Jane Smith, if her active personal labor contribution is less than 12.5 percent.	

465 Labor Contribution in Hours Page (Continued)

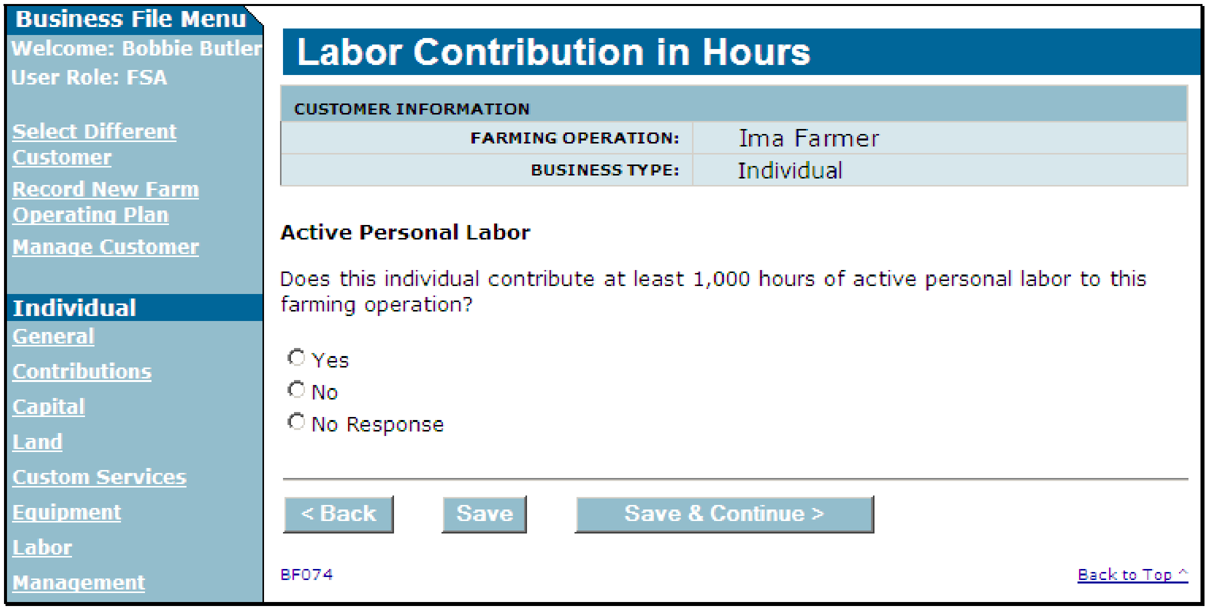
A Introduction (Continued)

Example	Organizational Structure
The 1,000 hours question is displayed as follows: • John Smith, if his active personal labor contribution is less than 25 percent • Jane Smith, if her active personal labor contribution is less than 12.5 percent • XYZ Corporation, if the accumulated active personal labor for all members of XYZ is less than 12.5 percent.	
The 1,000 hours question is displayed as follows: • John Smith, if his active personal labor contribution is less than 25 percent • Jane Smith, if her active personal labor contribution is less than 12.5 percent • XYZ Corporation, if the accumulated active personal labor for Sam and the members of Smith Trust is less than 12.5 percent.	

465 Labor Contribution in Hours Page (Continued)

B Example of Labor Contribution in Hours Page

The following is an example of the Labor Contribution in Hours Page.



C Interview Questions

This table describes the interview questions displayed 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, select "No Response".
"Do the (*member*) collectively contribute at least 1,000 hours of active personal labor to this (*entity/joint operation*)?"	

465 Labor Contribution in Hours Page (Continued)

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%."	This message will be displayed if the user did **not** indicate whether 1,000 hours of active personal labor are contributed to the farming operation and for an: • individual farm operating plan, active personal labor contribution is less than 50 percent • entity with members, the accumulated active personal labor contribution percentage for all "individuals" (*members*) is less than 50 percent. Review the active personal labor contribution percentages recorded and take the following actions: • if the contributions recorded are incorrect, return to the Labor Contribution Page for the individual or member and correct the contribution percentage • return to the Labor Contribution in Hours Page to indicate whether 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.

  *** * ***

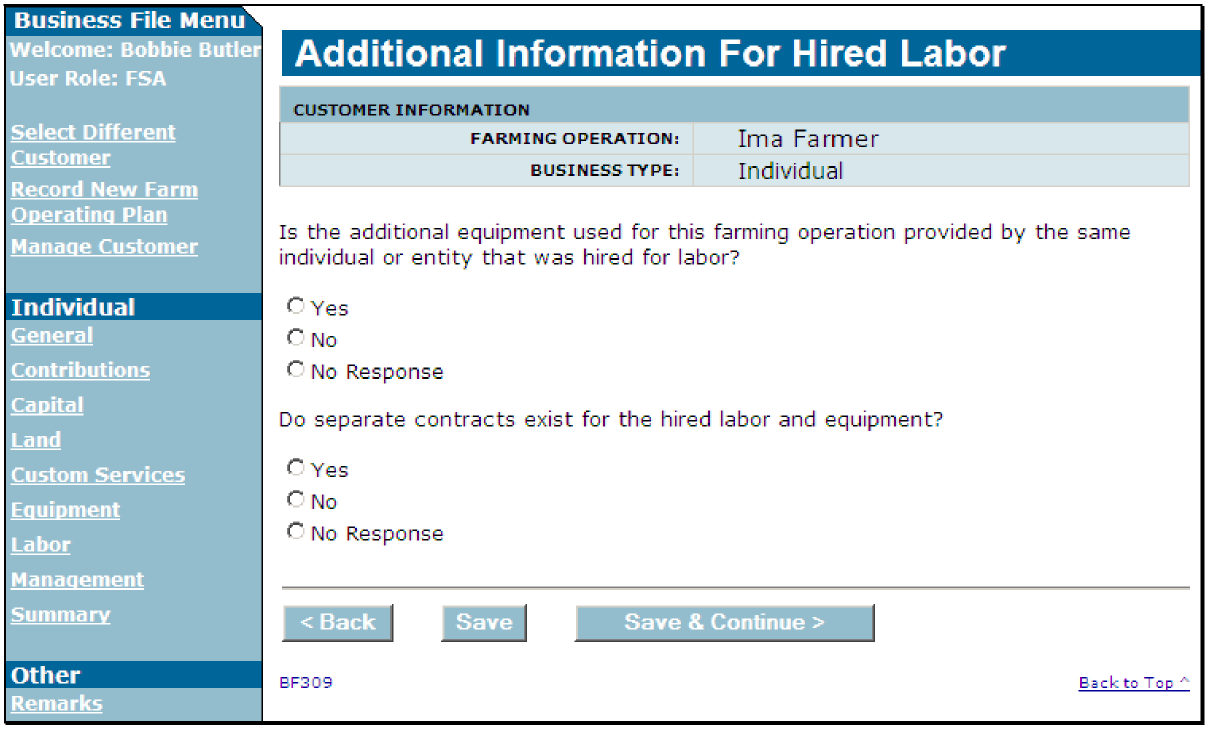
The Additional Information for Hired Labor Page allows users to specify whether:

- leased equipment and hired labor are contributed by the same individual/business
- if separate contracts exist for the labor and equipment.

466 Additional Information for Hired Labor Page (Continued)

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 displayed 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". **Note:** If the producer does **not** want to respond, select "No Response".
"Do separate contracts exist for the hired labor and equipment?" **Note:** Question is only displayed if the answer to the previous question is "Yes".	

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.

466 Additional Information for Hired Labor 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 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" portion 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 contributions 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 Contributions" portion 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

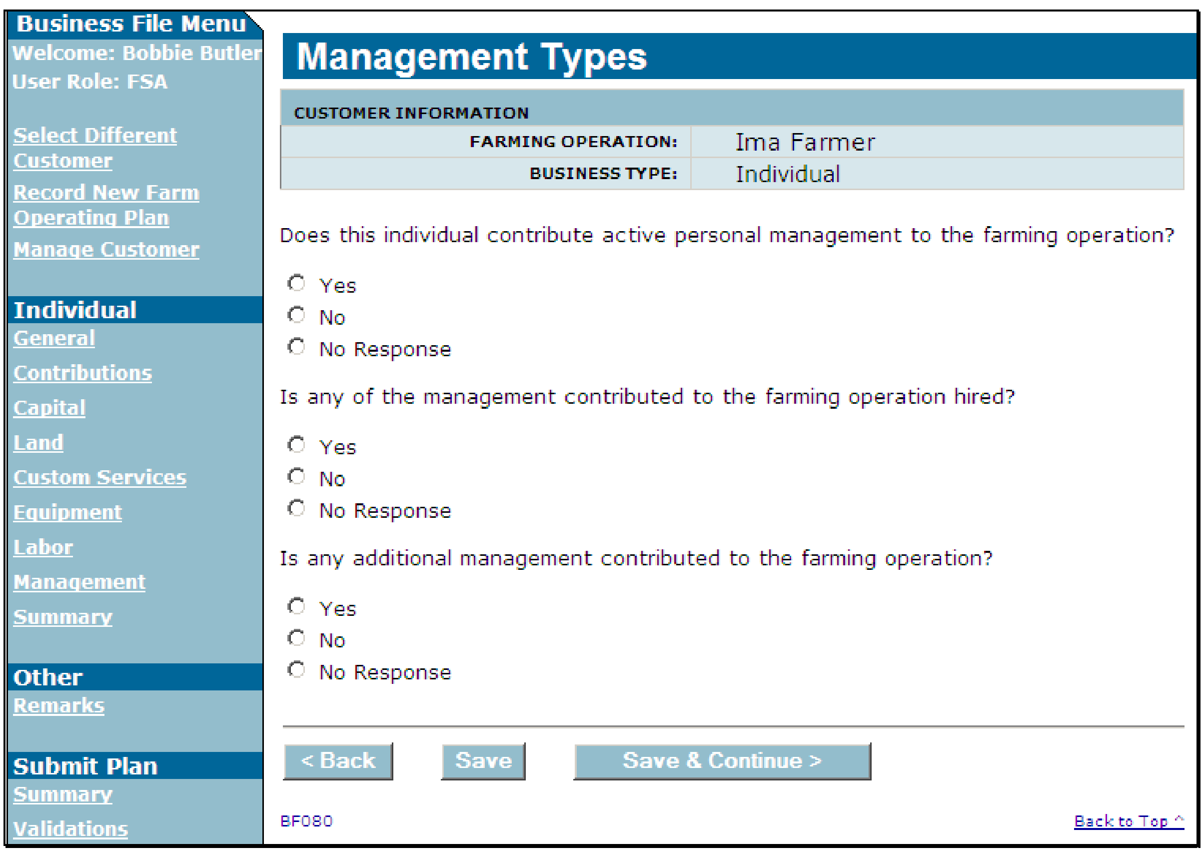
The Management Types Page:

- will be displayed if the user indicated management is contributed to the farming operation on the Contributions Page
- will be displayed if users click "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 displayed 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 displayed on the Management Types Page.

Note: The questions displayed on this page vary based on the business type for the selected customer.

<table>
<tr><th>Question/Field</th><th>Applicable To</th><th>Description</th></tr>
<tr><td>“Does this individual contribute active personal management to the farming operation?”</td><td>Individuals</td><td rowspan="3">For each question displayed, the available options are:

• “Yes”
• “No”
• “No Response”.

The interview process will proceed to:

• Management Contributions Page, if “Yes” is selected for at least 1 question

• Farming Operation Summary Page, if “No” or “No Response” is selected for all questions.</td></tr>
<tr><td>“Is any of the management contributed to the farming operation hired?”</td><td>• Individuals
• Entities
• Joint Operations</td></tr>
<tr><td>“Is any additional management contributed to the farming operation?”</td><td>• Individuals
• Entities
• Joint Operations</td></tr>
</table>

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."	Management was selected as a type of contribution for the entity or joint operation on the Contributions Page, but "No" was selected to all management questions. Either return to the:
	
	• Contributions Page and change the response to management contributions to "No"
	
	• Types of Management Page and select 1 of the following options for each type of management:
	
	    • "Yes"
	    • "No"
	    • "No Response".
	
	Note: If the producer does **not** want to respond, select "No Response".

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

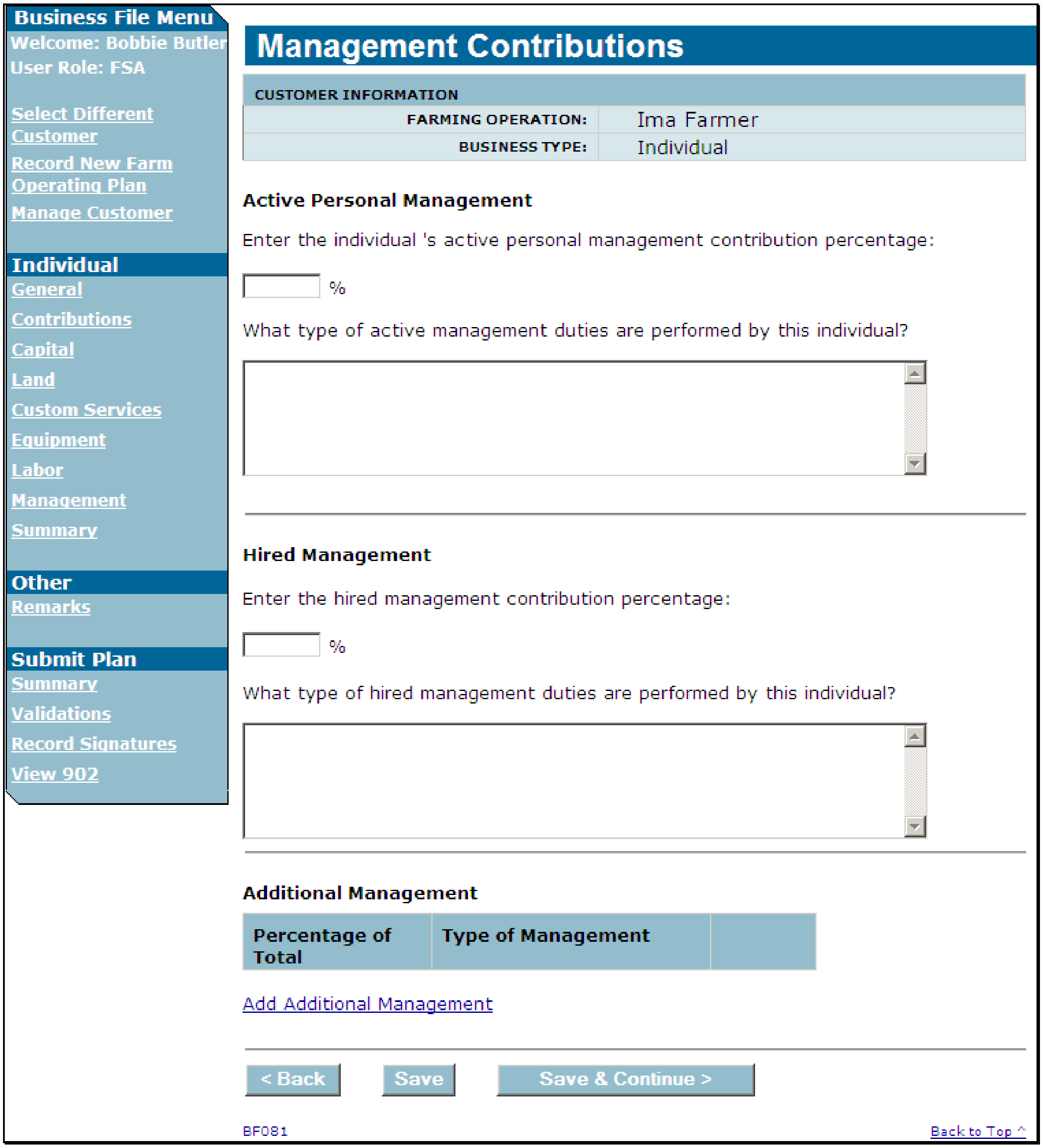
- allows users to record other/additional management contributed to the farming operation

- 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 displayed on the Management Contributions Page.

Question/Field	Description
"Active Personal Management Percentage" "Hired 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.
"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.

473 Management Contributions Page (Continued)

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.		
Contribution percentage is limited to 2 decimal places.	Specified contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

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.

<table>
<tr><th>Error Message</th><th>Corrective Action</th></tr>
<tr><td>“Total management contribution percentage for the individual must equal 100%.”</td><td>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.</td></tr>
<tr><td>“Active personal management contribution percentage must be entered if provided to the farming operation.”</td><td rowspan="2">• 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.</td></tr>
<tr><td>“A response was entered indicating that hired management is contributed to the farming operation; however, the contribution percentage was not entered.”</td></tr>
<tr><td>“Must specify the type of duties performed for active personal management.”</td><td rowspan="2">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.</td></tr>
<tr><td>“Must specify the type of duties performed for hired management.”</td></tr>
</table>

474 Additional Management Page

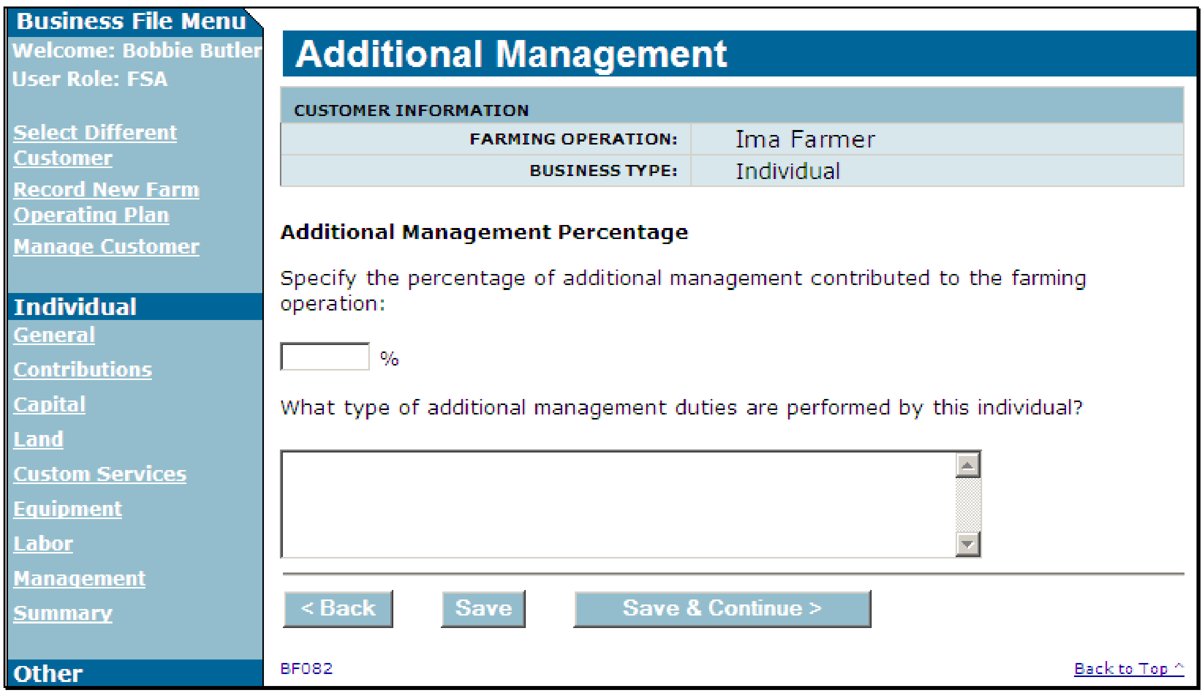
A Introduction

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 displayed 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.
"Contribution percentage is limited to 2 decimal places."	Additional management contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

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 Other Pages Presented For Completing the Interview

A Introduction

After all the questions have been displayed based on the contributions selected on the Contributions Page, various pages are displayed to the user to complete the interview including:

- Farm Operation Summary Page
- Remarks Page
- validation process (paragraph 502)
- Signature Verification Page (paragraph 503).

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

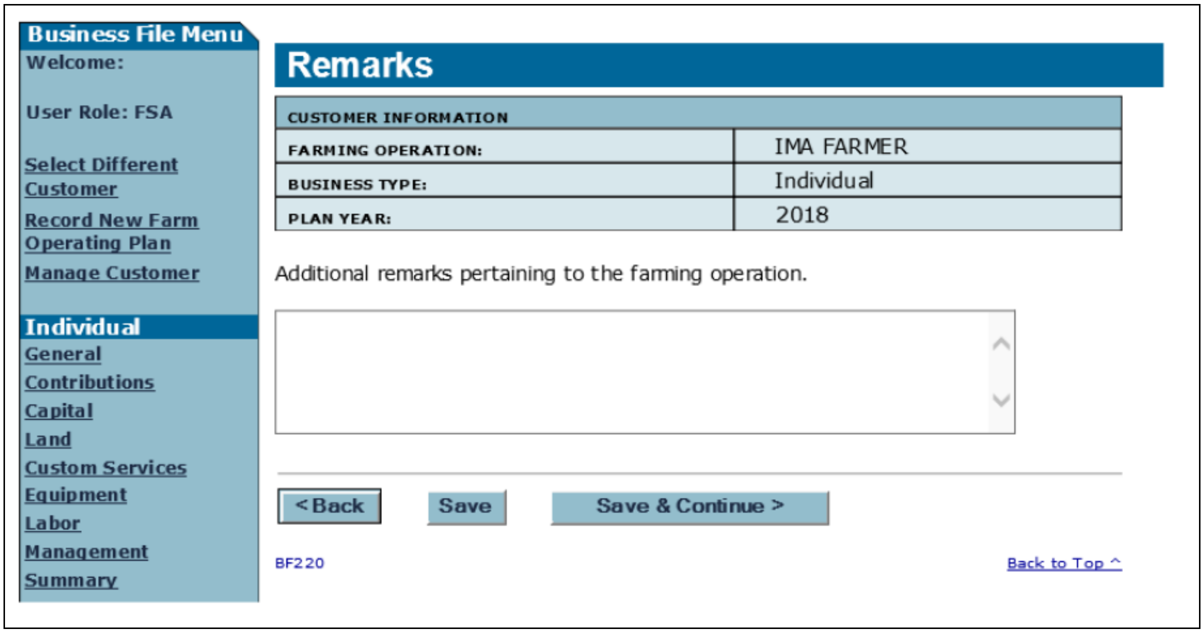
- navigates back to the applicable section of the interview to record additional information or revise incorrect information.

501 Other Pages Presented For Completing the Interview (Continued)

C Remarks Page

The following is an example of the Remarks Page.

*--



--*

The Remarks Page will be displayed:

- after users click "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, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution 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.

The following options are available on the Remarks 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 End Of Interview Page.

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 Example of End Of Interview Page

The following is an example of the End Of Interview Page.

C Page Options

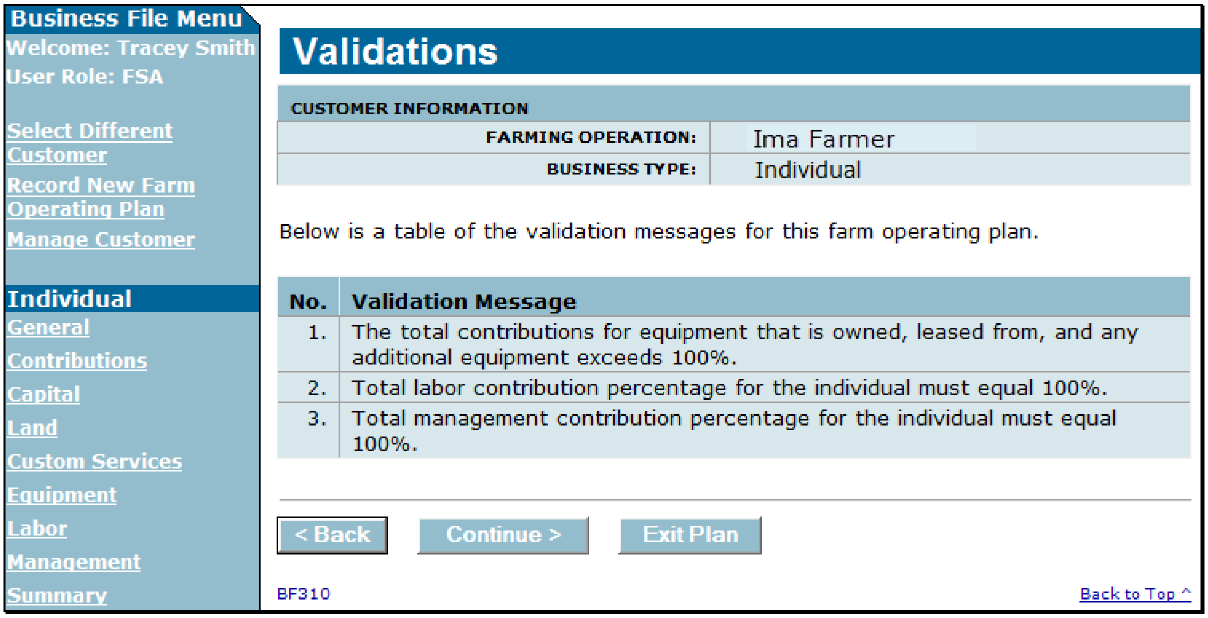
The following options are available on the End Of Interview Page.

Option	Action
"Back"	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.

502 End Of Interview Page Validation Process (Continued)

D Example of Validations Page

The following is an example of the Validations Page.



E 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 software if the producer has **not** provided the information.

503 Signature Verification Page

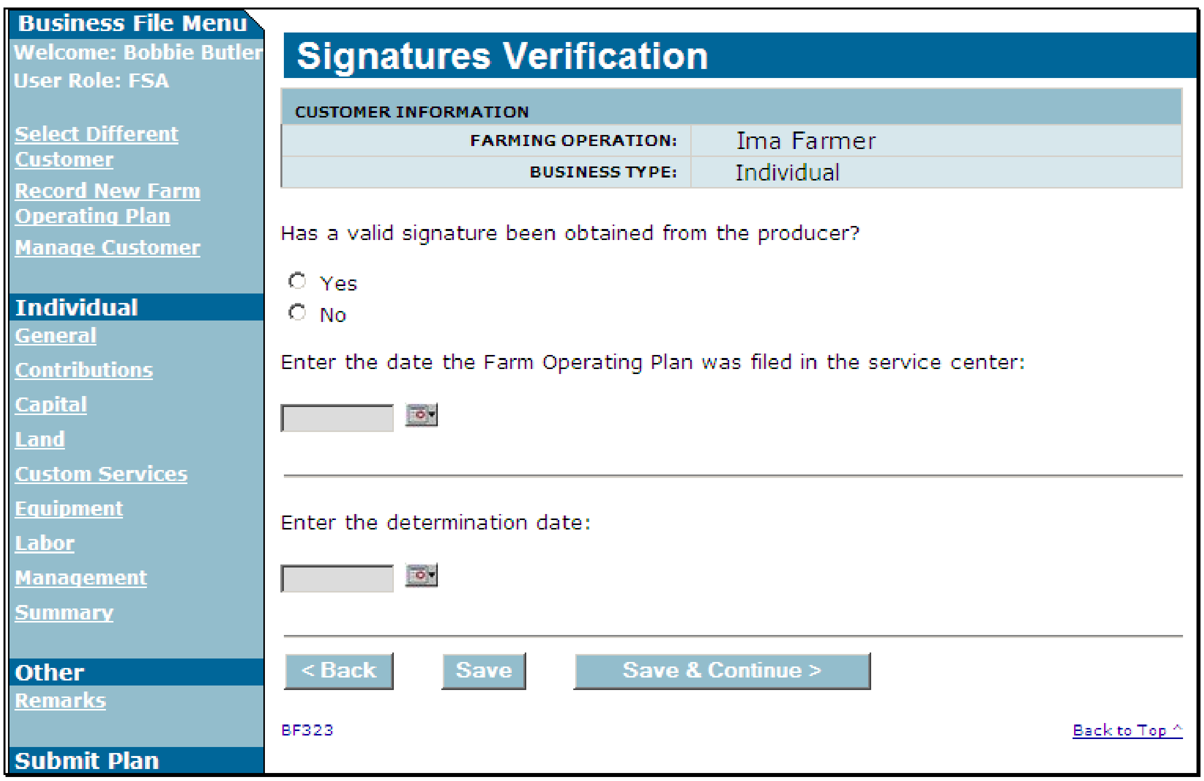
A Introduction

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 displayed on the Signature Verification 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."	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 and 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 and 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.

503 Signature Verification Page (Continued)

C Interview Questions (Continued)

Question/Field	Description
"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. **Notes:** If the changes are for land only, then the original COC determination date remains effective. If CCC-901 was filed, do **not** enter COC determination date, because no determination was made by COC. The date recorded **cannot** be: • earlier than the date the farm operating plan was filed • later than the current date.

D Page Options

The following options are available on the Signature Verification 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.

503 Signature Verification Page (Continued)

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.

504-520 (Reserved)

Subsection 9 Recording Information for Members of Entities and Joint Operations

521 General Information

A Introduction

The members and their contribution information are collected after all contributions have been recorded for the parent entity. If the farming operation is an entity with members, then the Select (*Member*) Page will be displayed when:

- "continue" is selected on the Farming Operation Summary Page
- "Select (*Member*)" is selected from the left navigation menu.

Entities with members include the following business types:

- corporations
- estates
- individuals operating as small businesses
- irrevocable trusts
- limited partnerships
- LLC's
- revocable trusts.

Joint operations include the following business types:

- general partnership
- joint venture.

Note: Users shall only record the grantor or grantors of revocable trusts when recording member data for the farming operation. If the beneficiaries are providing contribution inputs, those contributions should be recorded as "additional" for the revocable trust.

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

521 General Information (Continued)

B Description of Member Contribution Pages for Members of Entities

This table provides a general description of the Select (*Member*) Page that may be displayed through the "Member Contribution" portion of the interview process for members of entities. See paragraph 522 for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options
Select (*Member*) Page	This page is the primary page for adding or deleting members in the farming operation.	• Add or view (*members*) of the farming operation along with the ownership shares recorded. • Select a specific member to add or modify share or contribution information.

522 Select (*Member*) Page

A Introduction

The Select (*Member*) Page is the primary page for adding or deleting members in the farming operation. This page:

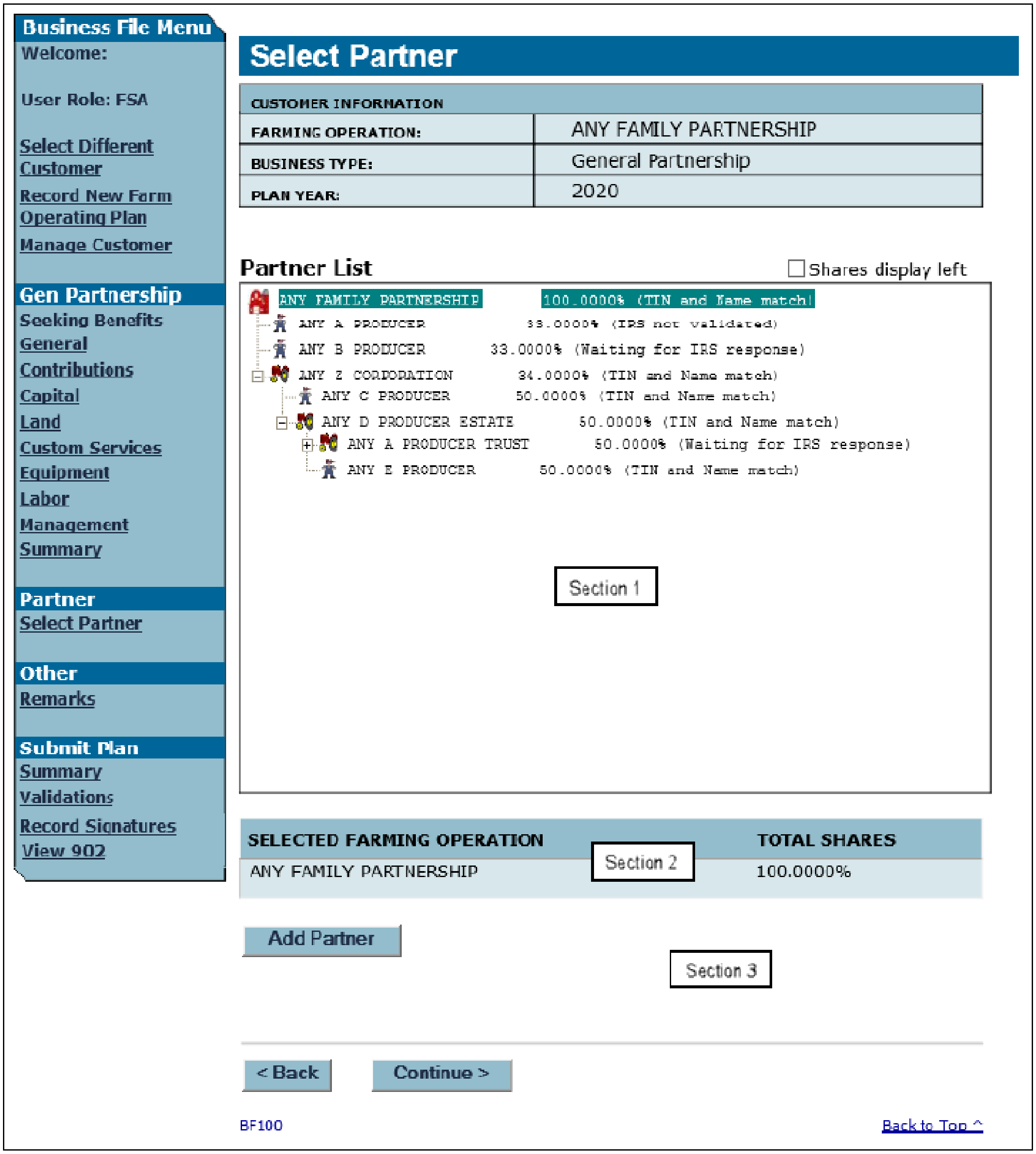
- is organized into 3 sections
- is organized in a “tree” structure that allows the organizational structure to be expanded or collapsed, as needed, by the user
- lists all members associated with the farming operation
- allows members to be added, modified, or deleted to/from the farming operation.

522 Select (*Member*) Page (Continued)

B Example of Page

The following is an example of the Select (*Member*) Page.

*--



--*

522 Select (*Member*) Page (Continued)

C Information on the Page

The Select (*Member*) Page is divided into 3 sections. This table describes the information available on the page, based on the example in subparagraph B.

Warning: The most important aspect of recording member information correctly is to ensure that the correct producer, embedded entity, or member is selected before proceeding.

Section	Description
1	Lists all the members that have been added to the farming operation. • The members are displayed in a "tree" structure with each member level indented slightly. • A plus (+) or minus (-) is provided for the payment entity and embedded entities, if applicable, that allows the user to expand or collapse the information for display. • Following the name of the producer/member is the last 4 digits of TIN, the ***--**shares recorded, and the IRS Response code.
	The "shares display left" option allows users to display the producer/member information by share, producer name, last 4 digits of TIN, and the IRS Response code.**--*** CLICK "**checkbox**" to change the display.
2	Provides information about the **selected** producer or member in section 1. The producer or member name that is highlighted in section 1 will be listed along with their share in the operation. This information is helpful in determining the overall shares that have been recorded for the parent entity or an embedded entity. **Example:** Using the example in subparagraph B, before members Any C Producer and Any D Estate are added to the organizational structure, the information in section 2 would be listed as follows: • 66 percent for Any Family Partnership; because members have **not** yet been added for Any Z Corporation, the total ownership share recorded is only 66 percent • 0 percent for Any Z Corporation because there are no members.

522 Select (*Member*) Page (Continued)

C Information on the Page (Continued)

<table>
<tr><th>Section</th><th colspan="3">Description</th></tr>
<tr><td>2
(Cntd)</td><td colspan="3">As members are added to the organizational structure, the shares for entities and joint operations change to reflect each change. To determine the shares recorded for the parent and embedded entities, click the producer name listed in section 1.

In the example in subparagraph B, Any Family Partnership is selected, as indicated, by the name in section 2 and 100 percent of the shares have been recorded.</td></tr>
<tr><td rowspan="14">3</td><td colspan="3">Provides the options available for the selected producer/member. The options change based on the actions that can be taken for the selected customer. The following provides the options available.</td></tr>
<tr><td>FOR…</td><td colspan="2">THEN the…</td></tr>
<tr><td>the parent entity</td><td colspan="2">only option available is to “Add (Member)”.

Click this option to display the SCIMS Search Page and select the member to be added.</td></tr>
<tr><td rowspan="5">an “individual” member</td><td colspan="2">following options are available:</td></tr>
<tr><td>Option</td><td>Action</td></tr>
<tr><td>“Delete”</td><td>Select to delete the member from the organizational structure.</td></tr>
<tr><td>“Edit Share/ Signature”</td><td>Select to edit the member’s share or signature authority.</td></tr>
<tr><td>“Edit Contribution”</td><td>Select to modify contribution information.</td></tr>
<tr><td rowspan="6">an embedded entity</td><td colspan="2">following options are available:</td></tr>
<tr><td>Option</td><td>Action</td></tr>
<tr><td>“Delete”</td><td>Select to delete the member from the organizational structure.</td></tr>
<tr><td>“Edit Share”</td><td>Select to edit the embedded entity’s share.</td></tr>
<tr><td>“Add (Member)”</td><td>Select to display the SCIMS Search Page and select the member to be added to the embedded entity.</td></tr>
<tr><td>“Edit Contributions”</td><td>Select to modify the contribution information for an embedded entity of a joint operation.</td></tr>
</table>

522 Select (*Member*) Page (Continued)

D Page Options

The following options are available on the Select (*Member*) Page.

Option	Action
"Back"	Returns to the Farm Operation Summary Page.
"Continue"	Allows the user to continue to the next applicable page. **Note:** This option should be taken after all (*members*) have been added to the operation.

523 (*Member's*) General Information Page

A Introduction

The (*Member's*) General Information Page:

- will be displayed after the user selects a (*member*) from SCIMS to be added to the farming operation
- allows for the (*member's*) share in the farming operation to be recorded
- allows for the (*member's*) family member relationship to be recorded, if applicable
- displays the (*member's*) citizenship status based on the information recorded in Business Partner, if applicable
- displays the (*member's*) minor status based on the information recorded in Business Partner.

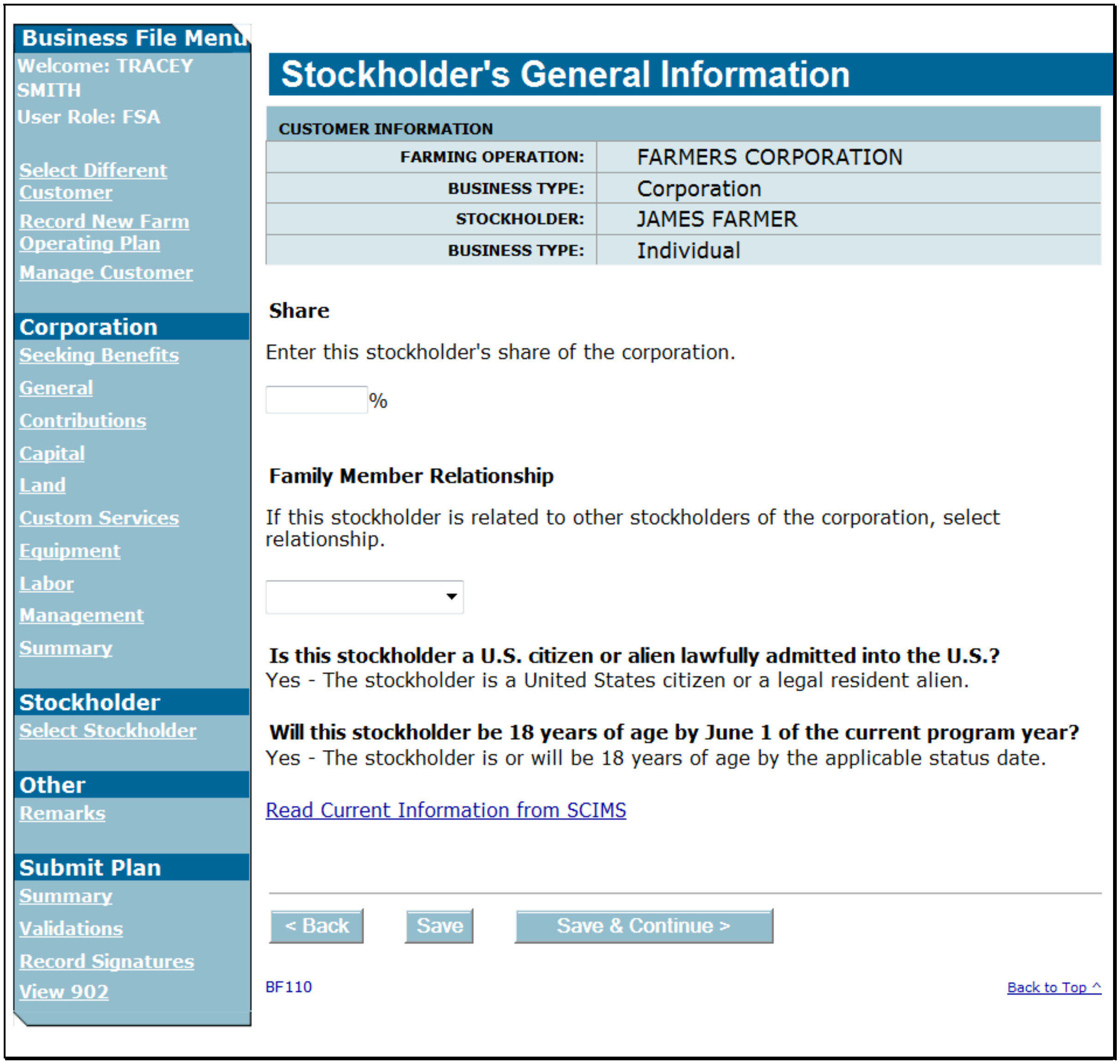
The information displayed on the page varies depending on the type of member being added to the farming operation.

523 (*Member's*) General Information Page (Continued)

B Example of Page

The following is an example of the (*Member's*) General Information Page.

***--**



--*

523 (*Member's*) General Information Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (Member's) General Information Page.

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>"Enter this (member's) share of the (entity/joint operation)."</td><td>Record the member's direct ownership share in the specified entity/joint operation. The following validations apply to the share entered:
an entry is required
must be greater than 0 percent
cannot be greater than 100 percent
percentage must be entered in a percentage with up to 4 decimal places.

Examples: 100%, 25.25%, 66.6667%, etc.</td></tr>
<tr><td>"If this (member) is related to other (members) of the (entity/joint operation), specify relationship."</td><td>The drop-down list that allows users to select the family member relationship of the member. A selection is not required.

The following is a list of valid family relationships.<table><tr><th>2018 and Prior Years</th><th>2019 and Subsequent Years</th></tr><tr><td>child</td><td>child</td></tr><tr><td>grandchild</td><td>grandchild</td></tr><tr><td>grandparent</td><td>grandparent</td></tr><tr><td>great grandchild</td><td>great grandchild</td></tr><tr><td>great grandparent</td><td>great grandparent</td></tr><tr><td>parent</td><td>parent</td></tr><tr><td>sibling</td><td>sibling</td></tr><tr><td>spouse</td><td>spouse</td></tr><tr><td></td><td>aunt/uncle</td></tr><tr><td></td><td>niece/nephew</td></tr><tr><td></td><td>first cousin</td></tr><tr><td></td><td>*--lineal relative by affinity (example, in-laws)--*</td></tr></table>Note: This field is not displayed if the member is an entity or joint operation.</td></tr>
<tr><td>"Designate (name of member's) liability status for (name of limited partnership)."</td><td>Question is only displayed when adding partners of limited partnerships. Available options are:
"General Partner"
"Limited Partner"
"General and Limited Partner".</td></tr>
</table>

523 (*Member's*) General Information Page (Continued)

D Information on the Page

The (*Member's*) General Information Page displays information that is currently recorded in Business Partner. Information displayed on this page **cannot** be corrected through the Business File software. If the information is incorrect, County Office users shall access Business Partner to update the incorrect information.

This table describes the information displayed on the (*Member's*) General Information Page and how the information is derived from Business Partner.

Note: This information is **not** displayed if the member is an entity or joint operation.

<table>
<tr><th>Question/Field</th><th colspan="2">Description</th></tr>
<tr><td rowspan="4">"Is this (member) a U.S. citizen or alien lawfully admitted into the U.S.?"</td><td colspan="2">This information is derived from the Business Partner "Resident Alien" field.</td></tr>
<tr><td>IF the Business Partner "Resident Alien" field is set to…</td><td>THEN message…</td></tr>
<tr><td>"N/A" or "Yes"</td><td>"Yes - The (member) is a United States citizen or a legal resident alien." will be displayed.</td></tr>
<tr><td>"No"</td><td>"No - The (member) is a United States citizen or a legal resident alien." will be displayed.</td></tr>
<tr><td rowspan="4">"Will this (member) be 18 years of age by June 1 of the current program year?"</td><td colspan="2">This information is derived from the birth date field in Business Partner.

If a birth date has been entered in Business Partner 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.</td></tr>
<tr><td>IF the computed age is…</td><td>THEN message…</td></tr>
<tr><td>18 before the status date of the selected subsidiary year</td><td>"Yes - The (member) is or will be 18 years of age by the applicable status date." will be displayed.</td></tr>
<tr><td>not 18 by the status date of the selected subsidiary year</td><td>"No - The (member) will not be 18 years of age by the applicable status date." will be displayed.</td></tr>
</table>

523 (*Member's*) General Information Page (Continued)

D Information on the Page (Continued)

Question/Field	Description
"Parents/Guardians Name"	Name and last 4 digits of TIN of the parent/guardian for the selected customer retrieved from Business Partner. **Note:** If the information is incorrect, County Office users shall access Business Partner to update the incorrect information.
"Parents/Guardians Tax ID"	

E Page Options

The following options are available on the General Information Page.

Option	Action
"Back"	Returns to the Select (*Member*) 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.
"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 Business Partner.

523 (*Member's*) General Information Page (Continued)

F Page Error Messages

The following error message may be displayed on the (*Member's*) General Information Page if the data recorded does **not** meet the applicable validations. Users **must** correct this condition before proceeding to the next applicable page.

<table>
<tr><th>Error Message</th><th>Description</th><th>Corrective Action</th></tr>
<tr><td>"Partner share cannot be 100%."</td><td>The farming operation or embedded entity is a limited partnership, general partnership, or joint venture, and the user entered a 100 percent share for the selected (member).

A (member) in a limited partnership or joint operation cannot be the sole (member) in the partnership.</td><td>Correct the share according to the (member's) ownership interest in the entity or joint operation.</td></tr>
<tr><td>"(Member's) share must be numeric."</td><td>Something other than a numeric value was entered.</td><td>Correct the value entered to a percentage.</td></tr>
<tr><td>"(Member's) share cannot be greater than 100%."</td><td>Share percentage entered exceeds 100 percent.</td><td>Correct the percentage recorded to 100 percent or lower.</td></tr>
<tr><td>"(Member's) share cannot be 0%."</td><td>Share percentage entered is 0 percent.</td><td rowspan="2">Take either of the following actions:

• correct the percentage recorded to a value greater than 0 percent

• go back to (member) list pages, because (member) was not added.</td></tr>
<tr><td>"(Member's) share must be entered for (members) of the business."</td><td>Share percentage was not entered.</td></tr>
<tr><td>"(Member's) share must contain a maximum of 4 decimal places."</td><td>Share percentage entered is more than 4 decimal places.</td><td>Correct the percentage recorded to 4 or less decimal places.</td></tr>
</table>

523 (*Member's*) General Information 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. The farm operating plan 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 Business Partner. Access the Business Partner to record the minor's parent/guardian information. ***--Note:** See 1-CM, 4-PL, 5-PL and/or 6-PL for additional**--*** information on which parents/guardians should be recorded in Business Partner.
"At least one general partner and at least one limited partner **must** be designated for limited partnerships."	User did **not** indicate whether 1 or more of the partners is a general or limited partner. Select 1 of the following options: • "General Partner" • "Limited Partner" • "General and Limited Partner".
"Must select at least 2 (m*embers*) for (*joint operation*)."	The farming operation or embedded entity is a joint operation and only 1 member has been recorded. Return to the Select Partner Page and add the additional partners.
"The total shares for all (*members*) **must** equal 100%."	The total shares recorded for (*members*) with an ownership interest in the farming operation do **not** equal 100 percent. Return to the Select Partner Page to add additional (*members*), delete (*members*), or correct the shares recorded, as applicable.

524 Minor General Information Page

A Introduction

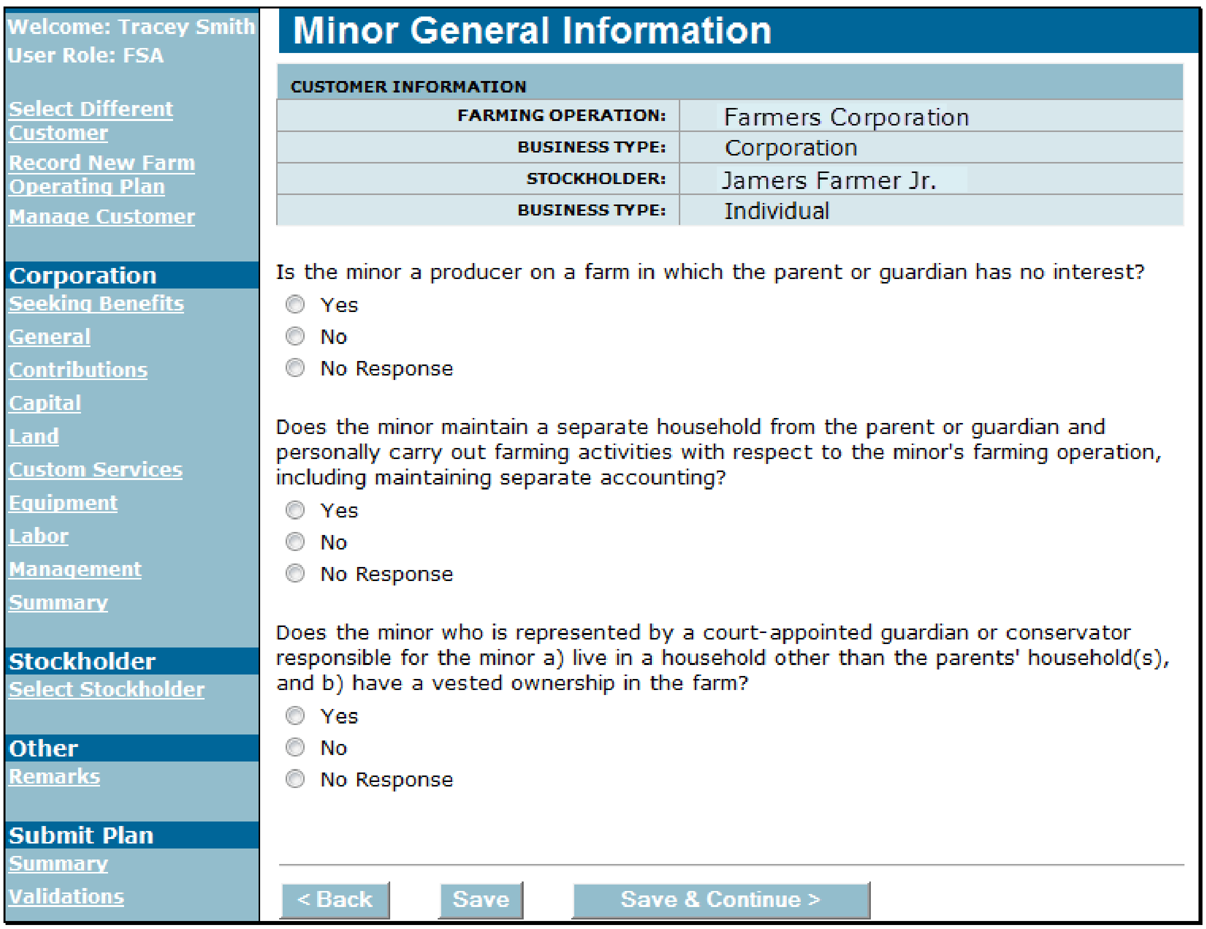
The Minor General Information Page will be displayed:

- if the selected member is an "individual" under 18 years of age as described in subparagraph 523 D
- when users click "Save & Continue", after continuing from the (*Member's*) General Information Page.

This page 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 Page

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



524 Minor General Information Page (Continued)

C Interview Questions

This table describes the interview questions displayed 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 displayed, 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 (*Member's*) General Information Page without saving any data.
"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 Signature Authority 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 displayed about the status of a minor.	Select 1 of the following options: • "Yes" • "No" • "No Response".

525 (*Member's*) Signature Authority Page

A Introduction

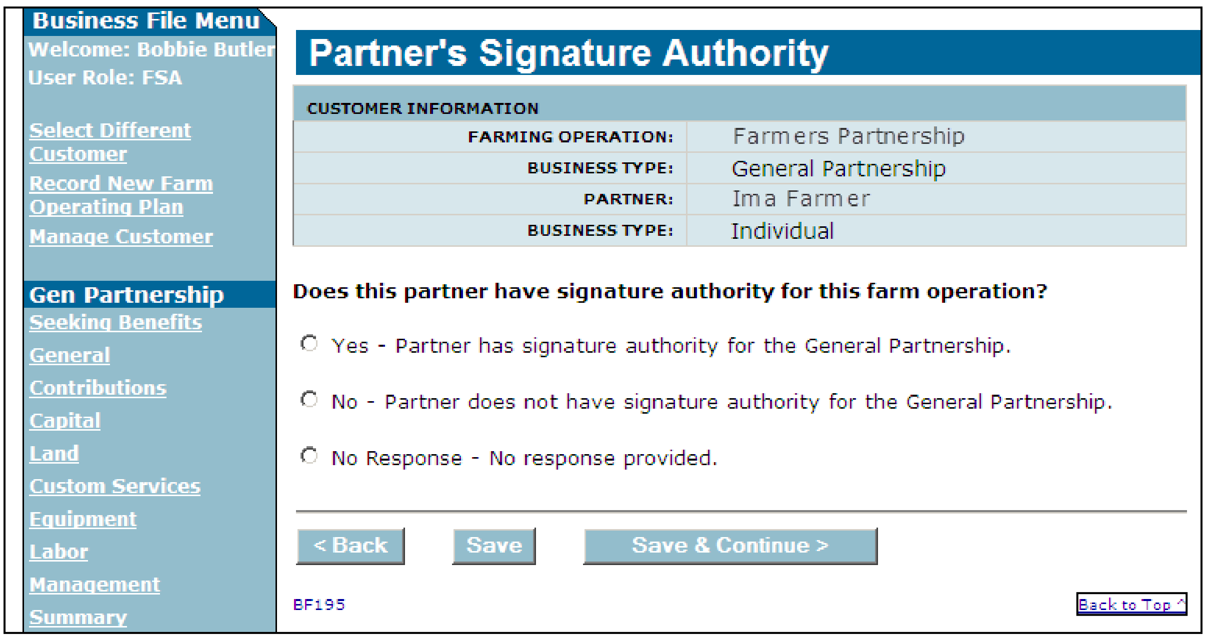
The (*Member*) Signature Authority Page will be displayed:

- if the selected member is an "individual" with the Social Security number recorded in Business Partner
- when "Save & Continue" is selected after continuing from the (*Member's*) General Information Page.

This page allows users to specify if the member has signature authority for the farming operation.

B Example of Page

The following is an example of the (*Member*) Signature Authority Page.



525 (*Member's*) Signature Authority Page (Continued)

C Interview Questions

This table describes the interview question displayed on the (*Member*) Signature Authority Page.

Question/Field	Description
"Does this (*member*) have signature authority for this farm operation?"	The available options are: • "Yes", (*member*) has signature authority for the (*entity/joint operation*) • "No", (*member*) does **not** have signature authority for the (*entity/joint operation*) • "No Response", no response provided.

D Page Options

The following options are available on the (*Member*) Signature Authority 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 (*Member's*) Summary Page.

525 (*Member's*) Signature Authority Page (Continued)

E Page Error Messages

The following error message may be displayed on the (*Member*) Signature Authority Page if the data recorded does **not** meet the applicable validations. Users **must** correct this condition before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Must indicate whether or **not** the (*member*) has signature authority for (*farming operation*)."	A response was **not** selected indicating whether the (*member*) has signature authority for this farming operation.	Available options are: • "Yes" • "No" • "No Response". **Note:** If the producer does **not** want to respond, select "No Response".

526 (*Member's*) Contributions Page

A Introduction

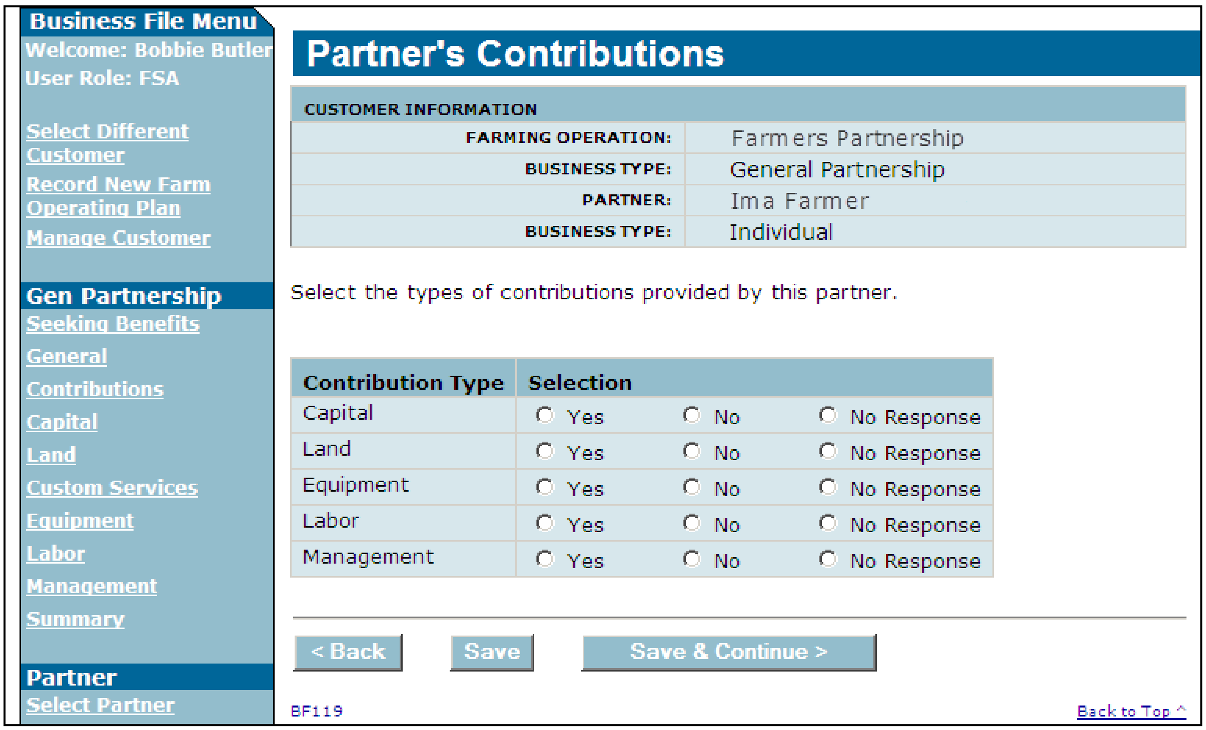
The (*Member's*) Contributions Page will be displayed for members of general partnerships and joint ventures.

This page allows users to select which inputs are contributed to the farming operation by the selected (*member*). Responses on this page dictate which questions are subsequently displayed through the interview.

Example: If the user indicates that capital is **not** contributed by the (*member*), the capital contribution percentage question will **not** be displayed to the user.

B Example of Page

The following is an example of the (*Member's*) Contributions Page.



526 (*Member's*) Contributions Page (Continued)

C Interview Questions

The (*Member's*) Contributions Page is flexible in that users have the option of only indicating the type of contributions that may be applicable for the (*member*).

Note: This page is only displayed for (*members*) of joint operations.

Users shall select "No Response" if member does **not** want to provide the contribution information.

This table describes the interview questions displayed on the (*Member's*) Contributions Page.

Question/Field	Description
"Select the types of contributions provided by this (*member*)."	For each contribution/question displayed, 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.

D Page Options

The following options are available on the (*Member's*) Contributions Page.

Option	Action
"Back"	Returns to the (*Member's*) 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 continues to the next applicable page in the interview process.

526 (*Member's*) Contributions Page (Continued)

E Page Error Messages

The following error messages are displayed on the (*Member's*) 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 (*member*) is contributing capital to the farming operation."	A response was **not** selected indicating whether capital is contributed by the (*member*).	Select 1 of the following options: • "Yes" • "No" • "No Response".
"A response was **not** provided indicating whether or **not** land is being contributed to the farming operation by the (*member*)."	A response was **not** selected indicating whether land is contributed by the (*member*).	
"A response was **not** provided indicating whether or **not** equipment is being contributed to the farming operation by the (*member*)."	A response was **not** selected indicating whether equipment is contributed by the (*member*).	
"A response was **not** provided indicating whether the (*member*) is contributing labor to the farming operation."	A response was **not** selected indicating whether labor is contributed by the (*member*).	
"A response was **not** provided indicating whether the (*member*) is contributing management to the farming operation."	A response was **not** selected indicating whether management is contributed by the (*member*).	

527 (*Member's*) Capital Contributions Page

A Introduction

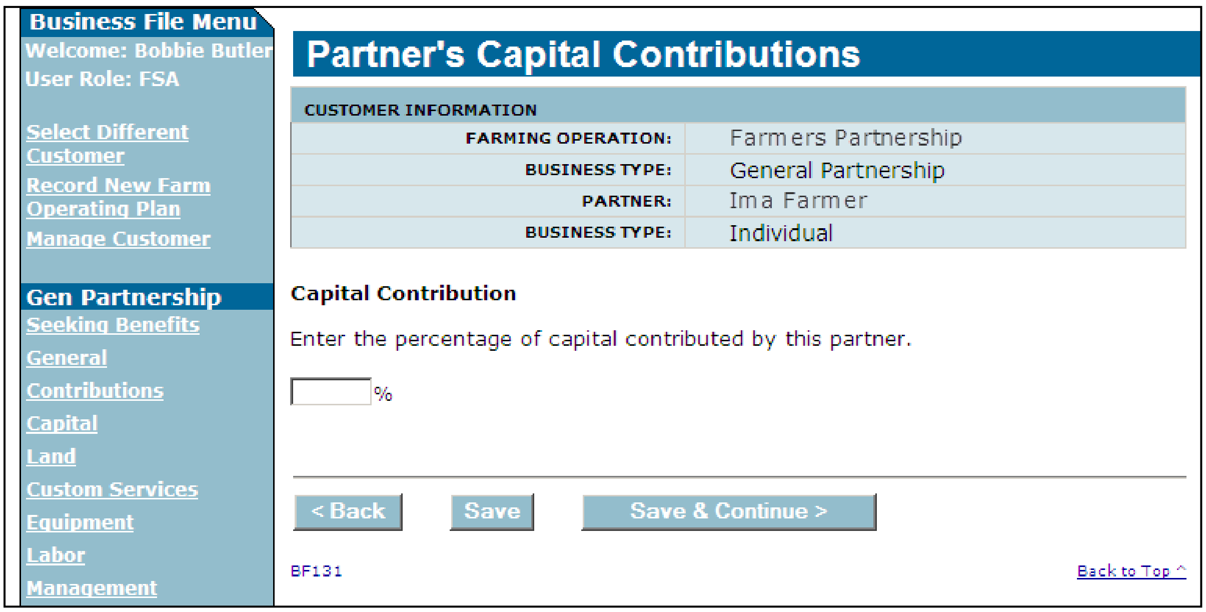
The (*Member's*) Capital Contributions Page will be displayed if the user indicated capital is contributed to the farming operation by the (*member*) on the (*Member's*) Contributions Page.

This page allows users to record the capital percentage contributed to the farming operation by the selected (*member*).

Note: The source of the capital is **not** required to be entered for a member of a joint operation.

B Example of Page

The following is an example of the (*Member's*) Capital Contributions Page.



527 (*Member's*) Capital Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Capital Contributions Page.

Question/Field	Description

"Capital Contribution Percentage"	The capital contribution percentage that the (*member*) contributes to the farming operation. The following validations apply:
	
	• an entry is **not** required
	• if entered, the percentage:
	
	  • **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 (*Member's*) Capital Contributions Page.

Option	Action
"Back"	Returns to the (*Member's*) 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.

527 (*Member's*) 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 (*member*) does **not** want to provide the contribution percentage • go back to the (*Member's*) Contributions Page and indicate capital is **not** contributed or indicate the (*member*) 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.
"Contribution percentage is limited to 2 decimal places."	Capital contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

527 (*Member's*) 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. The farm operating plan 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 by the (*member*); however, the capital contribution percentage was **not** entered."	• Record the (*member's*) capital contribution percentage, if available on CCC-902. • Answer "No" or "No Response" on the (*Member's*) Contribution Page if capital is **not** contributed to the farming operation.

528 (*Member's*) Land Contributions Page

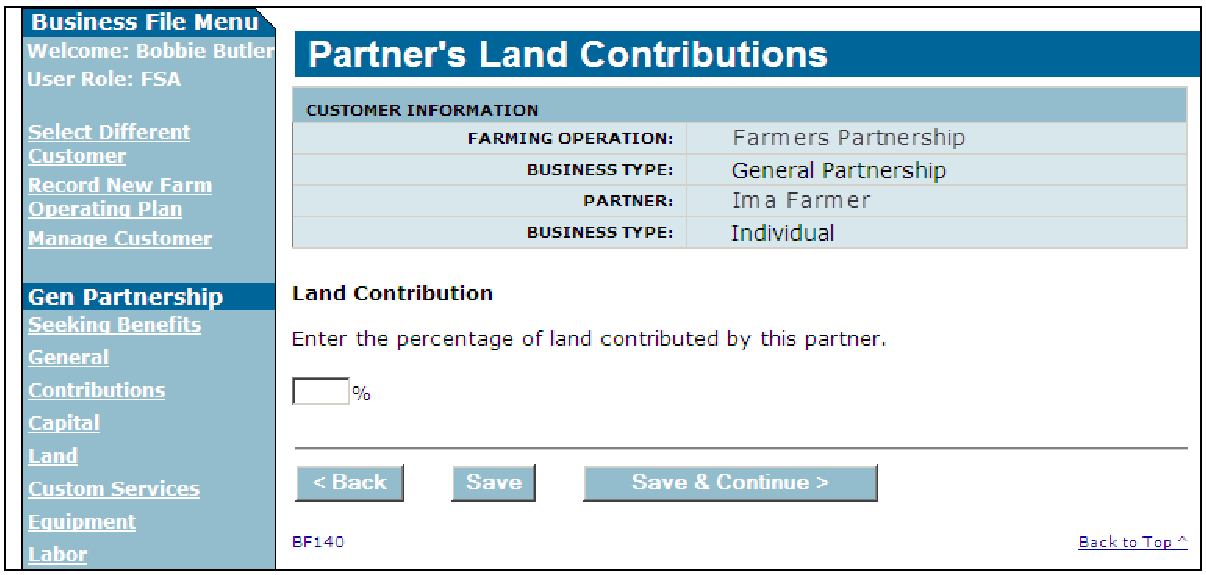
A Introduction

The (*Member's*) Land Contribution Percentage Page will be displayed if the user indicated that land is contributed to the farming operation by the (*member*).

This page allows users to record the percentage of land that is provided to the farming operation by the (*member*).

B Example of Page

The following is an example of the (*Member's*) Land Contributions Page.



528 (*Member's*) Land Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Land Contributions Page.

Question/Field	Description

"Enter the percentage of land contributed by this (*member*)."	The percentage of land the (*member*) contributes to the farming operation. The following validations apply:
	
	• an entry is **not** required
	• if entered, the percentage:
	
	  • **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 (*Member's*) Land 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.

528 (*Member's*) Land Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Land Contribution Percentage 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
"Land contribution percentage **cannot** be greater than 100%."	The land contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
"Land contribution percentage **must** be greater than 0%."	The land 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 member does **not** want to provide the contribution percentage • go back to the (*Member's*) Contributions Page and indicate land is **not** contributed or indicate the member does **not** want to provide a response to land contributions.
"Land contribution percentage **must** be numeric."	Something other than a numeric value was entered.	Correct the value entered to a percentage.
"Contribution percentage is limited to 2 decimal places."	Land contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

528 (*Member's*) Land 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. The farm operating plan 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 land is provided by the (*member*) to the farming operation; however, the land contribution percentage was **not** entered."	If the information recorded is incorrect, return to the (*Member's*) Land Contribution Page to revise the land contribution percentage for the applicable member.

529 (*Member's*) Equipment Contributions

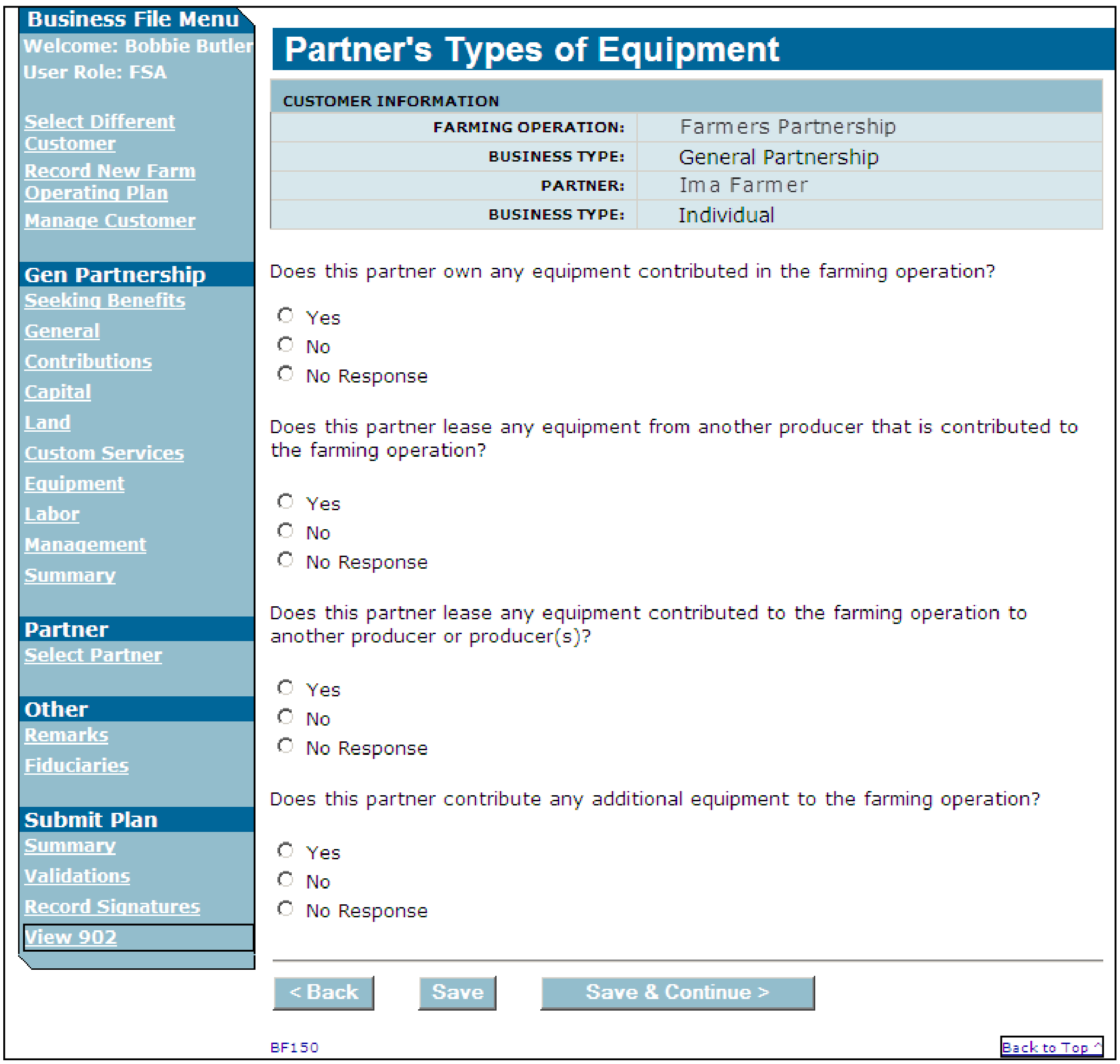
A Introduction

The collection of information on equipment provided by members of joint operations functions in the exact manner as the collection of equipment contributions for an entity or joint operation.

See paragraphs 441 through 454 for additional information for recording equipment contributions.

B Example of Page

The following is an example of the (*Member's*) Types of Equipment Page.



Business File Menu
Welcome: Bobbie Butler
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer

Gen Partnership
Seeking Benefits
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Partner
Select Partner

Other
Remarks
Fiduciaries

Submit Plan
Summary
Validations
Record Signatures
View 902

Partner's Types of Equipment

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

Does this partner own any equipment contributed in the farming operation?

- Yes
- No
- No Response

Does this partner lease any equipment from another producer that is contributed to the farming operation?

- Yes
- No
- No Response

Does this partner lease any equipment contributed to the farming operation to another producer or producer(s)?

- Yes
- No
- No Response

Does this partner contribute any additional equipment to the farming operation?

- Yes
- No
- No Response

< Back | Save | Save & Continue >

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530 (*Member*) Labor Types Page

A Introduction

The (*Member*) Labor Types Page:

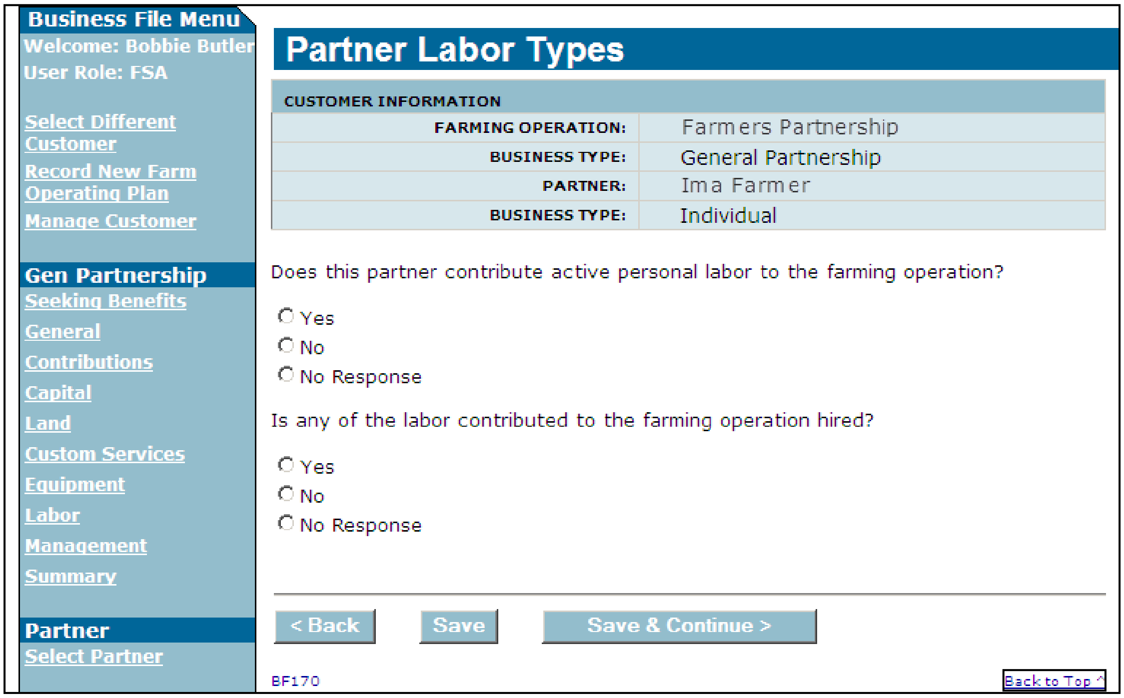
- allows users to specify if the member is contributing active personal:
  - labor to the farming operation for members of entities
  - or hired labor to the farming operation for members of joint operations
- will be displayed according to the following table.

IF the farming operation is…	**THEN the (*Member*) Labor Types Page will be displayed…**
an entity	• if the selected (*member*) is an "individual" • when "Save & Continue" is selected from the (*Member*) Signature Authority Page.
a joint operation	• if the user indicated labor is contributed by the (*member*) on the (*Member*) Contributions Page • after capital, land, and equipment contribution information is recorded for the (*member*), as applicable.

530 (*Member*) Labor Types Page (Continued)

B Example of Page

The following is an example of the (*Member*) Labor Types Page.



Business File Menu
Welcome: Bobbie Butler
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer

Gen Partnership
Seeking Benefits
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Partner
Select Partner

Partner Labor Types

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

Does this partner contribute active personal labor to the farming operation?

- Yes
- No
- No Response

Is any of the labor contributed to the farming operation hired?

- Yes
- No
- No Response

< Back | Save | Save & Continue >

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530 (*Member*) Labor Types Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member*) Labor Types Page.

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>"Does this (member) contribute active personal labor to the farming operation?"</td><td rowspan="2">The available options are:

• "Yes"
• "No"
• "No Response".

The interview process will proceed to:

• (Member) Labor Contributions Page, if "Yes" is selected

• (Member's) Labor Compensation Page, if "No" or "No Response" is selected for members of the joint operation

• (Member's) Management Types Page, if "No" or "No Response" is selected for members of the entity.</td></tr>
<tr><td>"Is any of the labor contributed to the farming operation hired?"

Note: Question is only displayed for members of joint operations.</td></tr>
</table>

D Page Options

The following options are available on the (*Member*) 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.

530 (*Member*) 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. The farm operating plan 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 by the partner."	For members of: • entities, if the information recorded is incorrect, return to the (*Member's*) Labor Contributions Page to specify the percentage of active personal labor that is contributed to the farming operation • joint operations, answer "No" or "No Response" on the (*Member*) Types of Labor Page if active personal and/or hired labor is **not** contributed to the farming operation or the member chooses **not** to respond to the question.

531 (*Member's*) Labor Contributions Page

A Introduction

The (*Member's*) Labor Contributions Page will be displayed if the user indicated the selected member is contributing active personal and/or hired labor to the farming operation on the (*Member*) Labor Types Page.

This page allows users to record the (*member's*) contribution percentages for active personal labor.

B Example of Page

The following is an example of the (*Member's*) Labor Contributions Page for a member of a general partnership.

531 (*Member's*) Labor Contributions Page (Continued)

C Interview Questions

This table describes the interview question displayed on the (*Member's*) Labor Contributions Page.

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>"Active Personal Labor Percentage"</td><td rowspan="2">The percentage of active personal and/or hired labor the selected member contributes to the farming operation. The following validations apply:

• an entry is not required
• if entered, the percentage:

  • 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.</td></tr>
<tr><td>"Hired Labor Percentage"

Note: Question is only displayed for members of joint operations.</td></tr>
</table>

D Page Options

The following options are available on the (*Member's*) Labor Contributions Page.

Option	Action
"Back"	Returns to the (*Member*) 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.

531 (*Member's*) Labor Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (*Member's*) 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.

<table>
<tr><th>Error Message</th><th>Description</th><th>Corrective Action</th></tr>
<tr><td>"Active personal labor contribution percentage cannot be greater than 100%."</td><td rowspan="2">The specified contribution percentage entered exceeds 100 percent.</td><td rowspan="2">Correct the percentage recorded to 100 percent or less.</td></tr>
<tr><td>"Hired labor contribution percentage cannot be greater than 100%."</td></tr>
<tr><td>"Active personal labor contribution percentage must be greater than 0%."</td><td rowspan="2">The specified contribution percentage entered is 0 percent.</td><td rowspan="2">Take 1 of following actions:
• correct the percentage recorded to a value greater than 0 percent
• leave the field blank if the member does not want to provide the contribution percentage
• go back to the (Member) Labor Types Page to indicate active personal labor is not contributed or indicate the member does not want to provide a response.</td></tr>
<tr><td>"Hired labor contribution percentage must be greater than 0%."</td></tr>
<tr><td>"Active personal labor contribution percentage must be numeric."</td><td rowspan="2">Something other than a numeric value was entered was entered for the specified contribution percentage.</td><td rowspan="2">Correct the value entered to a percentage.</td></tr>
<tr><td>"Hired labor contribution percentage must be numeric."</td></tr>
<tr><td>"Contribution percentage is limited to 2 decimal places."</td><td>Specified contribution percentage entered is more than 2 decimal places.</td><td>Correct the percentage recorded to 2 or less decimal places.</td></tr>
</table>

531 (*Member's*) Labor Contributions Page (Continued)

F Validation Error Messages

The following error message 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. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
"Active personal labor contribution percentage **must** be entered if provided to the farming operation by the (*member*)."	• If the information recorded is incorrect, return to the (*Member's*) 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 (*Member*) Types of Labor Page, if active personal and/or hired labor is **not** contributed to the farming operation or the member chooses **not** to respond to the question.
"Hired labor contribution percentage **must** be entered if labor is hired for the farming operation by the (*member*)."	

532 (*Member's*) Labor Compensation Page

A Introduction

The (*Member's*) Labor Compensation Page is a 2-part page that allows for the compensation amount to be recorded if the (*member*) receives compensation for labor duties from the (*joint operation*) over and above their share in the (*joint operation's*) profits and losses.

B Example of Page

The following is an example of the (*Member's*) Labor Compensation Page.


Business File Menu
Welcome: Bobbie Butler
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer

Gen Partnership
Seeking Benefits
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Partner
Select Partner

Other

Partner's Labor Compensation

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

Does this partner receive any compensation from the general partnership as payment for labor contributions?

(•) Yes
( ) No
( ) No Response

Compensation

What payments are received by this partner from the general partnership over and above their share in the general partnership's profits and losses?

$ [ ]

< Back | Save | Save & Continue >

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532 (*Member's*) Labor Compensation Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Labor Compensation Page.

Question/Field	Description
"Does this (*member*) receive any compensation from the (*joint operation*) as payment for labor contributions?"	The available options are: • "Yes" • "No" • "No Response".

"What payments are received by this (*member*) from the (*joint operation*) over and above their share in the (*joint operation's*) profits and losses?"	Field is only displayed if "Yes" was selected to the question, "Does this (*member*) receive any compensation from the (*joint operation*) as payment for labor contributions?"
	
	The amount recorded in this field is:
	
	• **not** required
	• if entered, **must** be:
	
	  • a numeric value in whole dollars
	  • greater than $0.
	
	Examples: $50, $150, $1000, etc.

D Page Options

The following options are available on the (*Member's*) Labor Compensation Page.

Option	Action
"Back"	Returns to the (*Member*) 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.

532 (*Member's*) Labor Compensation Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (*Member's*) Labor Compensation 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
"Compensation **must** be greater than $0."	The user entered $0 as the compensation received by the (*member*) from the (*joint operation*).	Take either of the following options: • enter an amount greater than $0 • indicate the (*member*) is **not** receiving compensation for labor duties performed.
"Compensation **must** be numeric."	The user entered something other than a numeric value.	Enter the amount of compensation received by the (*member*) in whole dollars.

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. The farm operating plan 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 the (*member*) is receiving compensation or a salary over and above their share in the (*joint operation*) for labor contributions."	Return to the (*Member's*) Labor Compensation Page and indicate whether the member is receiving compensation for labor performed. If the member does **not** want to provide the information, select "No Response".
"Amount of compensation **must** be entered for (*member*) if they are receiving a salary or bonus for labor contributions."	If the member is receiving compensation for labor performed, the amount of compensation is required. If the member does **not** want to provide the information, leave the field blank.

533 (*Member*) Management Types Page

A Introduction

The (*Member*) Management Types Page:

- allows users to specify if the member is contributing active personal:
  - management to the farming operation for members of entities
  - or hired management to the farming operation for members of joint operations.
- will be displayed according to the following table.

If the farming operation is…	**THEN the (*Member*) Management Types Page will be displayed…**
an entity	• if the selected member is an "individual" • after labor contribution information is recorded for the (*member*).
a joint operation	• if the user indicated management is contributed by the (*member*) on the (*Member*) Contributions Page • after capital, land, equipment, and labor contribution information is recorded for the (*member*), as applicable.

533 (*Member*) Management Types Page (Continued)

B Example of Page

The following is an example of the (*Member*) Management Types Page for a member of a general partnership.

533 (*Member*) Management Types Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member*) Management Types Page.

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>“Does this (member) contribute active personal management to the farming operation?”</td><td rowspan="2">The available options are:

• “Yes”
• “No”
• “No Response”.

The interview process will proceed to:

• (Member) Management Contributions Page, if “Yes” is selected

• (Member’s) Management Compensation Page, if “No” or “No Response” is selected for members of joint operations

• (Member’s) Summary Page, if “No” or “No Response” is selected for members of the entity.</td></tr>
<tr><td>“Is any of the management contributed to the farming operation hired?”

Note: Question is only displayed for members of joint operations.</td></tr>
</table>

D Page Options

The following options are available on the (*Member*) Management Types 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.

533 (*Member*) 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. The farm operating plan 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 by the partner."	For members of: • entities, if the information recorded is incorrect, return to the (*Member's*) Management Contributions Page to specify the percentage of active personal management that is contributed to the farming operation • joint operations, answer "No" or "No Response" on the (*Member*) Types of Management Page if active personal and/or hired management is **not** contributed to the farming operation or the member chooses **not** to respond to the question.

534 (*Member's*) Management Contributions Page

A Introduction

The (*Member's*) Management Contributions Page will be displayed if the user indicated the selected member is contributing active personal and/or hired management to the farming operation on the (*Member*) Management Types Page.

This page allows users to record the (*member's*) contribution percentages for active personal and/or hired management, as applicable, and the management duties performed.

B Example of Page

The following is an example of the (*Member's*) Management Contributions Page for a general partnership.

Business File Menu
Welcome: Bobbie Butler
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer

Gen Partnership
Seeking Benefits
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Partner
Select Partner

Other
Remarks
Fiduciaries

Submit Plan
Summary
Validations
Record Signatures
View 902

Partner's Management Contributions

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

Active Personal Management Percentage

Enter the percentage of active personal management contributed by this partner:

%

What type of management duties are performed by this partner?

Hired Management Percentage

Enter the percentage of hired management contributed by this partner.

%

What type of management duties are performed by this partner?

< Back | Save | Save & Continue >

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Back to Top

534 (*Member's*) Management Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Management Contributions Page.

Question/Field	Description

"Active Personal Management Percentage"	The percentage of active personal and/or hired management the selected member contributes to the farming operation. The following validations apply to the percentage entered:
	
	• an entry is **not** required
	• if entered, the percentage:
	
	  • **must** be greater than 0 percent
	  • **cannot** be greater than 100 percent
	  • should be entered in a percentage with up to 2 decimal places.
	
	Examples: 100.00%, 25.25%, etc.

"Hired Management Percentage" **Note:** Question is only displayed for members of joint operations.	
"What type of management duties are performed by this (*member*)?"	Text field that allows users to record comments about the types of active personal and/or hired management duties performed or hired by the selected member. Data is **not** required to be entered, 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 (*Member's*) Management Contributions Page.

Option	Action
"Back"	Returns to the (*Member*) 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.

534 (*Member's*) Management Contributions Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (*Member's*) 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 member does **not** want to provide the contribution percentage • go back to the (*Member*) Management Types Page to indicate active personal management is **not** contributed or indicate the member does **not** want to provide a response.
"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."		
"Contribution percentage is limited to 2 decimal places."	Specified contribution percentage entered is more than 2 decimal places.	Correct the percentage recorded to 2 or less decimal places.

534 (*Member's*) Management Contributions 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. The farm operating plan can be filed if the producer chooses **not** to answer the applicable question. See paragraph 502 for additional information.

<table>
<tr><th>Error Message</th><th>Corrective Action</th></tr>
<tr><td>"Active personal management contribution percentage must be entered if provided to the farming operation by the (member)."</td><td rowspan="2">If the information recorded is incorrect, return to the (Member's) 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 (Member) Types of Management Page if active personal and/or hired management is not contributed to the farming operation or the member chooses not to respond to the question.</td></tr>
<tr><td>"Hired management contribution percent must be entered if management is hired for the farming operation by the (member)."</td></tr>
<tr><td>"Must specify the type of duties performed for active personal management."</td><td rowspan="2">Text field that allows users to specify the types of active personal and/or hired management duties performed. Data is not required to be entered, 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.</td></tr>
<tr><td>"Must specify the type of duties performed for hired management."</td></tr>
</table>

535 (*Member's*) Management Compensation Page

A Introduction

The (*Member's*) Management Compensation Page is a 2-part page that allows for the amount of the compensation to be recorded if the (*member*) receives compensation for management duties from the (*joint operation*) over and above their share in the (*joint operation's*) profits and losses.

B Example of Page

The following is an example of the (*Member's*) Management Compensation Page.

535 (*Member's*) Management Compensation Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Management Compensation Page.

Question/Field	Description
"Does this (*member*) receive any compensation from the (*joint operation*) as payment for management contributions?"	The available options are: • "Yes" • "No" • "No Response".

"What payments are received by this (*member*) from the (*joint operation*) over and above their share in the (*joint operation's*) profits and losses?"	Field is only displayed if "Yes" was selected to the question "Does this (*member*) receive any compensation from the (*joint operation*) as payment for management contributions?"
	
	The amount recorded in this field is:
	
	• **not** required
	• if entered, **must** be:
	
	  • a numeric value in whole dollars
	  • greater than $0.
	
	Examples: $50, $150, $1000, etc.

D Page Options

The following options are available on the (*Member's*) Management Compensation Page.

Option	Action
"Back"	Returns to the (*Member*) 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 (*Member's*) Summary Page.

535 (*Member's*) Management Compensation Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (*Member's*) Management Compensation 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
"Compensation **must** be greater than $0."	The user entered $0 as the compensation received by the (*member*) from the (*joint operation*).	Take either of the following options: • enter an amount greater than $0 • indicate the (*member*) is **not** receiving compensation for management duties performed.
"Compensation **must** be numeric."	The user entered something other than a numeric value.	Enter the amount of compensation received by the (*member*) in whole dollars.

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. The farm operating plan 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 the (*member*) is receiving compensation or a salary over and above their share in the (*joint operation*) for management contributions."	Return to the (*Member's*) Management Compensation Page and indicate whether the member is receiving compensation for management duties performed. If the member does **not** want to provide the information, select "No Response".
"Amount of compensation **must** be entered for (*member*) if they are receiving a salary or bonus for management contributions."	If the member: • is receiving compensation for management duties performed, the amount of compensation is required • does **not** want to provide the information, leave the field blank.

536 (*Member's*) Labor and Management Expended Annually Page

A Introduction

The (*Member's*) Labor and Management Expended Annually Page will be displayed after the user clicks "Continue" on the Select *(Member)* Page if all of the following conditions are met:

- the business is a joint operation

- the farm operating plan being updated is in FY 2016 or a subsequent year

- *--the (*member)* is an individual, including individuals who are members of other businesses in the joint operation to the lowest level of the farm operating plan

- one or more of the individuals *(members)* in the joint operation do not have a family relationship

- the (*member)* has active personal management and/or active personal labor.

This page allows users to record the (*Member's*):

- management percentage or number of hours expended annually if the (*member*) has active personal management

- labor number of hours expended annually if the (*member*) has active personal labor.

***--536 (*Member's*) Labor and Management Expended Annually Page (Continued)**

B Example of Page

The following is an example of the (*Member's*) Labor and Management Expended Annually Page.

--*

*--536 (*Member's*) Labor and Management Expended Annually Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Labor and Management Expended Annually Page.

Question/Field	Description

"Labor Activities Time Expended Annually - Hours"	The number of hours the selected member contributes annually to the farming operation for active personal labor. The following validations apply to the hours entered:
	
	• an entry is **not** required
	• if entered, the number of hours:
	
	  • may be greater than or equal to 0
	  • **cannot** be greater than 8760
	  • shall be entered as a whole number with no decimal places.

"Management Activities Time Expended Annually - Hours"	The number of hours the selected member contributes annually to the farming operation for active personal management. The following validations apply to the hours entered:
	
	• an entry is **not** required
	• if entered, the number of hours:
	
	  • may be greater than or equal to 0
	  • **cannot** be greater than 8760
	  • shall be entered as a whole number with no decimal places.
	
	If:
	
	• Labor Activities Time Expended Annually in Hours is entered, the Management Activities Time Expended Annually must be entered in Hours
	
	• Management Activities Time Expended Annually is entered as a percentage, the number of hours shall **not** be entered.

--*

***--536 (*Member's*) Labor and Management Expended Annually Page (Continued)**

C Interview Questions (Continued)

Question/Field	Description

"Management Activities Time Expended Annually - Percentage"	The percentage of hours the selected member contributes annually to the farming operation for active personal management. The following validations apply to the percentage entered.
	
	• an entry is **not** required
	• if entered, the percentage of hours:
	
	  • may be greater than or equal to 0%
	  • **cannot** be greater than 100%
	  • shall be entered as a percentage with up to 2 decimal places.
	
	Example: 100.00%, 25.25%, etc.
	
	If Labor Activities Time Expended Annually in Hours is entered, the Management Activities Time Expended Annually must be entered in Hours.
	
	If the Management Activities Time Expended Annually is entered in hours, the percentage of hours shall **not** be entered.

D Page Options

The following options are available on the (*Member's*) Labor and Management Expended Annually 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.

--*

*--536 (*Member's*) Labor and Management Expended Annually Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (*Member's*) Labor and Management Expended Annually 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
"Labor Activities Time Expended Annually Hours must be numeric"	The Labor Activities Time Expended Annually was not entered as a numeric number.	Correct the hours recorded to a whole number.
"Labor Activities Time Expended Annually Hours must be less than 8761"	The Labor Activities Time Expended Annually is greater than 8760 hours.	Correct the hours recorded to a number less than 8761.
"Labor Activities Time Expended Annually Hours must be a whole number with no decimal places"	The Labor Activities Time Expended Annually was not entered as a whole number.	Correct the hours recorded to a whole number.
"Management Activities Time Expended Annually Hours must be numeric"	The Management Activities Time Expended Annually in hours was not entered as a numeric number.	Correct the hours recorded to a whole number.
"Management Activities Time Expended Annually Hours must be a whole number with no decimal places"	The Management Activities Time Expended Annually in hours was not entered as a whole number.	Correct the hours recorded to a whole number.
"Management Activities Time Expended Annually Hours must be less than 8761"	The Management Activities Time Expended Annually in hours is greater than 8760 hours.	Correct the hours recorded to a number less than 8761.
"Management Activities Time Expended Annually Percentage must be numeric"	The Management Activities Time Expended Annually Percentage was not entered as a number.	Correct the percentage recorded to a number with up to 2 decimal places.
"Management Activities Time Expended Annually Percentage shall not exceed 100%"	The Management Activities Time Expended Annually Percentage entered is greater than 100%.	Correct the percentage recorded to a percentage less than 100%.

--*

*--536 (*Member's*) Labor and Management Expended Annually Page (Continued)

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
"Management Activities Time Expended Annually Percentage shall not exceed 2 decimal places"	The Management Activities Time Expended Annually Percentage exceeds 2 decimal places.	Correct the percentage recorded to a percentage with 2 or less decimal places.
"Management Time Expended Annually entry not allowed for both hours and percentage"	The Management Activities Time Expended Annually was entered for both the number of hours and percentage.	Perform 1 of the following. • Remove the Management Time Expended Annually in hours. • Remove the Management Time Expended Annually.
"Percentage of Management Time Expended Annually entry not allowed when Hours of Labor Activities Time Expended Annually is recorded"	The Labor Time Expended Annually in hours was entered and the Management Time Expended Annually percentage was entered.	Remove the Management Time Expended Annually percentage and enter the Management Time Expended Annually in hours.

--*

***--536 (*Member's*) Labor and Management Expended Annually 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. The farm operating plan 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 Labor Activities Time Expended Annually"	If the information recorded is incorrect, return to the (*Member's*) Labor and Management Expended Annually Page to specify the Labor Activities Time Expended Annually for the farming operation.
"Must specify Management Activities Time Expended Annually"	If the information recorded is incorrect, return to the (*Member's*) Labor and Management Expended Annually Page to specify the Management Activities Time Expended Annually for the farming operation.

--*

537-550 (Reserved)

Subsection 10 Recording Determinations

551 General Information

A Introduction

After CCC-902 is signed by the producer, COC or their designee makes all applicable determinations for the farm operating plan. The following determinations are recorded in the web-based Eligibility System according to Part 3:

- actively engaged in farming
- cash rent tenant
- foreign person.

Combined attribution determinations are recorded according to Part 4. Member contribution and substantive change determinations shall be recorded according to the remainder of this subsection for 2011 and subsequent years after CCC-902 has been dataloaded in the Business File software for the applicable year.

*** * ***

551 General Information (Continued)

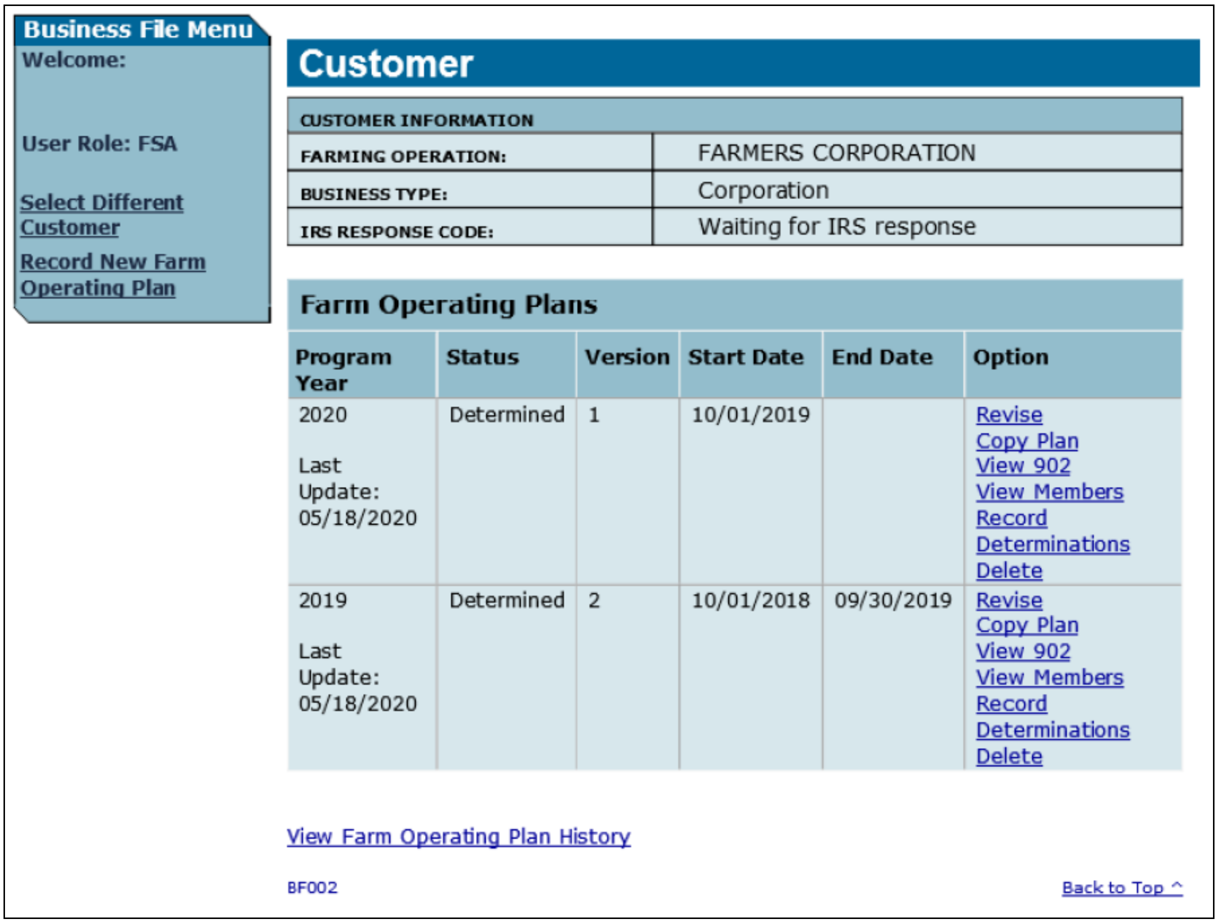
B Accessing the Determination Process in Business File

To access the process to record member contribution and substantive change determinations, County Offices will, on the Customer Page, CLICK “**Record Determinations**”.

Note: “**Record Determinations**” is only available if the COC determination date has been recorded for the selected farm operating plan.

The following is an example of the Customer Page.

*--



Business File Menu

Welcome:

User Role: FSA

Select Different Customer

Record New Farm Operating Plan

Customer

CUSTOMER INFORMATION	
FARMING OPERATION:	FARMERS CORPORATION
BUSINESS TYPE:	Corporation
IRS RESPONSE CODE:	Waiting for IRS response

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	Option
2020 Last Update: 05/18/2020	Determined	1	10/01/2019		Revise Copy Plan View 902 View Members Record Determinations Delete
2019 Last Update: 05/18/2020	Determined	2	10/01/2018	09/30/2019	Revise Copy Plan View 902 View Members Record Determinations Delete

View Farm Operating Plan History

BF002

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552 Member Contribution / Substantive Change Page

A Introduction

The Member Contribution /Substantive Change Page:

- is displayed after, on the Customer Page, users CLICK "Record Determinations"

- allows users to record member contribution determinations completed by COC for ***--**applicable farming operations in 2009 and subsequent years**--***

- allows users to record substantive change determinations completed by COC for applicable farming operations in 2009 and subsequent years.

Note: This page is displayed for all types of entities with members and joint operations. However, County Offices must only record the actual determinations that have been completed by COC. For additional information on member contribution and substantive change determinations see:

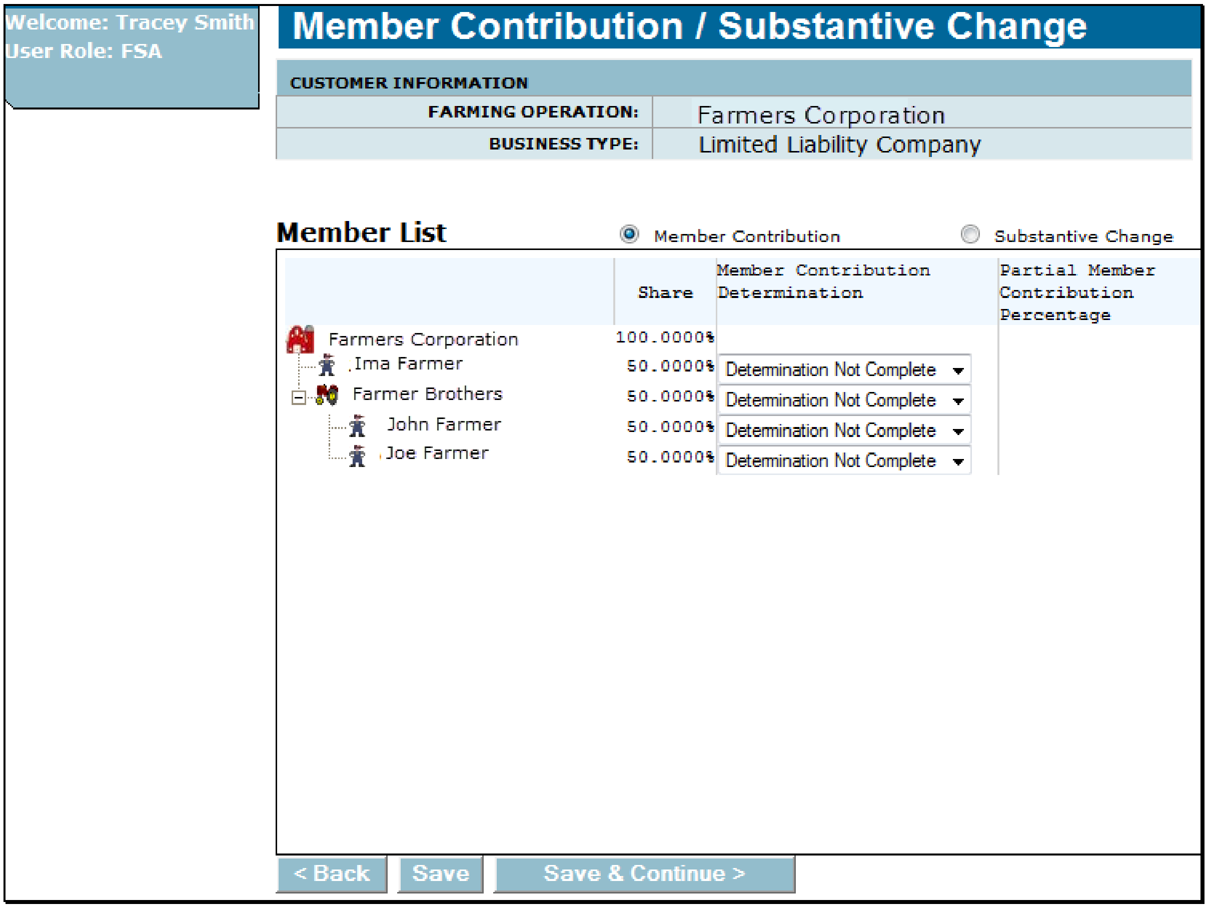
- 4-PL for 2009 through 2013
- ***--**5-PL for 2014 through 2020
- 6-PL for 2021 and subsequent years.**--***

Example: Member contribution determinations are only completed for members of entities, so member contribution determinations must **not** be recorded for joint operations unless the joint operation includes an embedded entity. Then the member contribution determination must only be recorded for the members of the embedded entity.

552 Member Contribution / Substantive Change Page (Continued)

B Example of Page

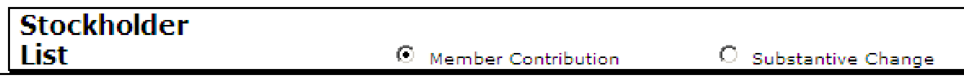
The following is an example of the Member Contribution / Substantive Change Page.



552 Member Contribution / Substantive Change Page (Continued)

C Recording Member Contribution Determinations

The Member Contribution / Substantive Change Page is similar to the Select (*Member*) Page, in that the entire ownership structure will be displayed. This table describes the information available on the Member Contribution / Substantive Change Page, based on the example in subparagraph B.

Section	Description
Member Contribution/ Substantive Change Toggle	The Member Contribution / Substantive Change Page is defaulted to member contribution determinations *** * *** . To switch to the substantive change determination options, CLICK "**Substantive Change**" radio button in the top right section of the page. 
(*Member*) List	• Lists all the (*members*) that have been added to the farming operation. • The (*members*) will be displayed in a "tree" structure with each member level indented slightly. • A plus (+) or minus (-) is provided for the payment entity and embedded entities, if applicable, that allows users to expand or collapse the information for display. • Following the name of the producer/member is the last 4 digits of TIN and the shares recorded.

552 Member Contribution / Substantive Change Page (Continued)

C Recording Member Contribution Determinations (Continued)

<table>
<tr><th>Section</th><th colspan="2">Description</th></tr>
<tr><td rowspan="7">Member Contribution Determination</td><td colspan="2">Drop-down list that allows users to select the member contribution determination applicable for each (member) of the entity or joint operation. The following options are available.

Reminder: County Offices shall only record the actual determinations made by COC. In the example in subparagraph B, COC should not make a determination for Farmer Brothers because member contribution provisions are not applicable to an entity.</td></tr>
<tr><td>Option</td><td>Description</td></tr>
<tr><td>“Determination Not Complete”</td><td>Default option indicating COC determination has not been completed for the farming operation.</td></tr>
<tr><td>“Eligible”</td><td>Selected if COC has determined that the (member) fully meets member contribution provisions.</td></tr>
<tr><td>“Not Applicable”</td><td>Selected if member contribution provisions are not applicable to the selected (member).

Note: Should be selected for Farmer Brothers in the example in subparagraph B.</td></tr>
<tr><td>“Not Eligible”</td><td>Selected if COC has determined that the (member) does not meet member contribution provisions.</td></tr>
<tr><td>“Partially Eligible”</td><td>Selected if COC has determined that the (member) partially meets member contribution provisions.</td></tr>
<tr><td>Partial Member Contribution Percentage</td><td>“Percentage”</td><td>Only displayed if the selected member contribution determination is “partially eligible”. Field allows users to record the eligible contribution percentage as determined by COC for the selected (member).</td></tr>
</table>

552 Member Contribution / Substantive Change Page (Continued)

D Recording Substantive Change Determinations

As with member contributions, a drop-down list is provided that allows users to select the ***--**substantive change determination applicable for each (*member*) for legal entities, including joint operations.**--***

* * *

This table describes the information available when the "Substantive Change" option is selected.

Option	Description
"Eligible"	Selected if COC has determined that the (*member*) meets substantive change provisions.
"Not Applicable"	Default option that indicates substantive change provisions are **not** applicable for the (*member*).
"Not Eligible"	Selected if COC has determined that the (*member*) does **not** meet substantive change provisions.

E Page Options

The following options are available on the Member Contribution / Substantive Change Page.

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

552 Member Contribution / Substantive Change Page (Continued)

F Page Error Messages

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

<table>
<tr><th>Error Message</th><th>Description</th><th>Corrective Action</th></tr>
<tr><td>“Member contribution percentage must be entered if the member partially meets the member contribution provisions.”</td><td>“Partially Eligible” was selected for at least 1 (member), but a partial member contribution was not entered.</td><td>Take either of the following actions:
• record the member contribution percentage as determined by COC or their designee
• change the member contribution determination to another value.</td></tr>
<tr><td>“Member contribution percentage cannot be greater than or equal to 100%.”</td><td>The partial member contribution percentage entered exceeds 100 percent.</td><td rowspan="4">Correct the member contribution percentage recorded. The following validations apply to the percentage entered:
• an entry is required, if “partially eligible” is selected for the member contribution determination
• must be greater than 0 percent
• must be less than 100 percent
• percentage shall be entered in a percentage with up to 2 decimal places.
Examples: 25.25%, 66.67% , etc.</td></tr>
<tr><td>“Member contribution percentage must be greater than 0%.”</td><td>The partial member contribution percentage entered is 0 percent.</td></tr>
<tr><td>“Member contribution percentage must be numeric.”</td><td>Something other than a numeric value was entered for the partial member contribution percentage.</td></tr>
<tr><td>“Partial member contribution percentage should be a whole percentage with no more than 2 decimal places.”</td><td>User entered a percentage with more than 2 decimal places.</td></tr>
</table>

553-560 (Reserved)

Subsection 11 Recording Permitted Entity Designations

561 General Information

A Introduction

For producers enrolled in conservation programs, such as CRP, that are subject to 1-PL provisions, the permitted entity provisions continue to be applicable. Therefore, members of entities and joint operations that are embedded entities **must** designate the 3 entities through which they want to receive payment.

Note: This subsection is **not** applicable for producers and/or members that are **not** enrolled in CRP or any other program that is still subject to 1-PL provisions through any farming operation.

This subsection provides information for handling permitted entity designations in the Business File software.

B When to Record Permitted Entity Designations in Business File

Permitted entity designations are only applicable for producers enrolled in conservation programs, such as CRP, that continue to be subject to 1-PL provisions.

The Business File software is designed to:

- “count” the number of permitted entity designations associated with a member
- group the applicable joint operations and combined producers into the “individual” designation

  Note: Combinations and decombinations recorded in the Combined Producer system are **not** reflected in the permitted entity process until the next workday.

- list all operations with which the member is associated
- automatically select the permitted designations if there are 3 or less permitted entities.

County Offices shall only update permitted designations:

- for members that are associated with more than 3 permitted entities
- if any of the operations the member is associated with is participating in conservation programs subject to 1-PL provisions
- if designations are revised on CCC-501B by the member.

561 General Information (Continued)

*** * ***

C Who Can Update Permitted Designations

Users in Recording County associated with the member **must** update permitted entity designations.

Reminder: The Recording County for the member may be different than the Recording County for the entity/joint operation with which the member is associated.

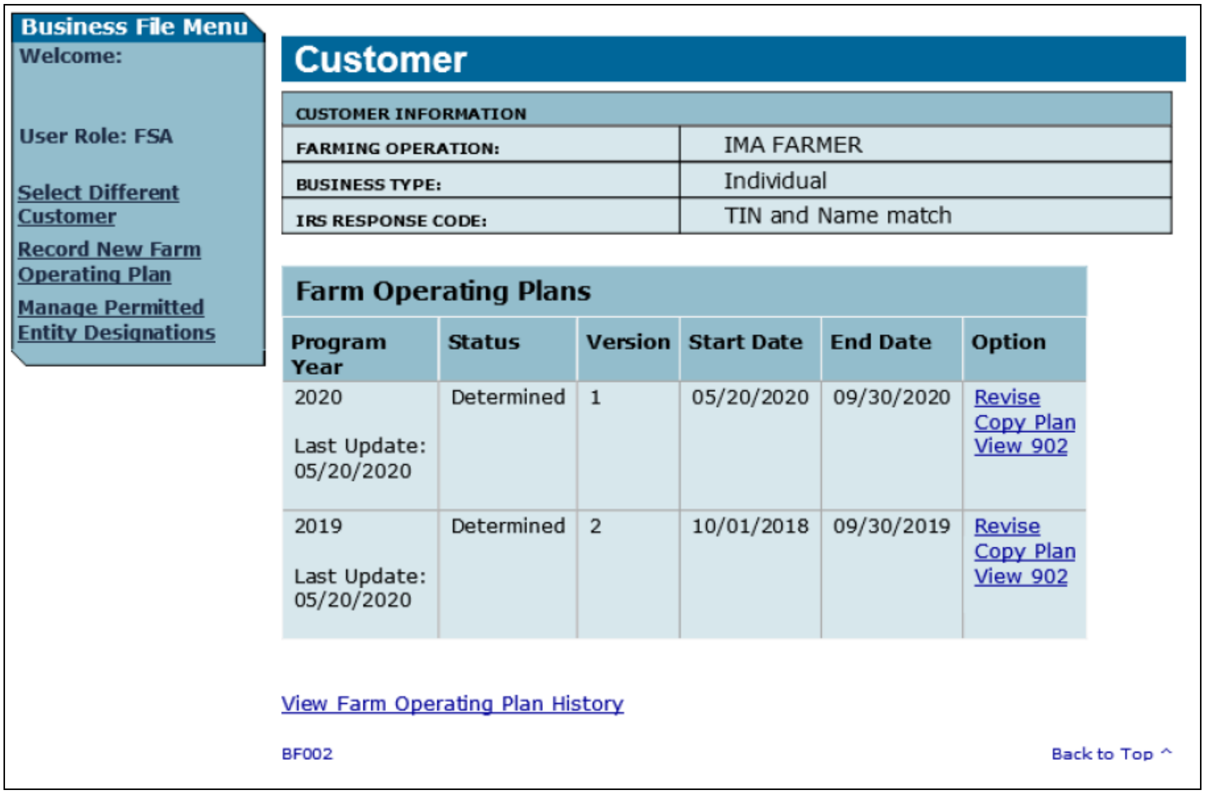
561 General Information (Continued)

D Accessing the Permitted Entity Designation Process in Business File

For County Offices to access the process to record permitted entity designations, from the Customer Page, under “Business File Menu”, CLICK “**Manage Permitted Entity Designations**”.

The following is an example of the Customer Page.

*--



Business File Menu

Welcome:

User Role: FSA

Select Different Customer

Record New Farm Operating Plan

Manage Permitted Entity Designations

Customer

CUSTOMER INFORMATION	
FARMING OPERATION:	IMA FARMER
BUSINESS TYPE:	Individual
IRS RESPONSE CODE:	TIN and Name match

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	Option
2020 Last Update: 05/20/2020	Determined	1	05/20/2020	09/30/2020	Revise Copy Plan View 902
2019 Last Update: 05/20/2020	Determined	2	10/01/2018	09/30/2019	Revise Copy Plan View 902

View Farm Operating Plan History

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562 Manage Permitted Entities Page

A Introduction

The Manage Permitted Entities Page:

- will be displayed after users click "**Manage Permitted Entity Designations**" from the Customer Page
- will be displayed differently depending on the number of entities/joint operations with which the selected member is associated.

This table describes the information displayed in various situations.

IF the selected member is…	THEN…
not associated with any farm operating plans for entities or joint operations	message, "There are no Permitted Entity Designations recorded", will be displayed.
a member of 3 or less permitted entities	the following are applicable: • each of the permitted entities are displayed • an indicator designates that the permitted designations have been determined by the system • link is available that allows users to revise the system designations **Caution:** A new CCC-501B may be needed if the system-generated designations are incorrect because the system automatically selects all permitted entities when the selected individual is associated with 3 or less. • link is available to view CCC-501B.

562 Manage Permitted Entities Page (Continued)

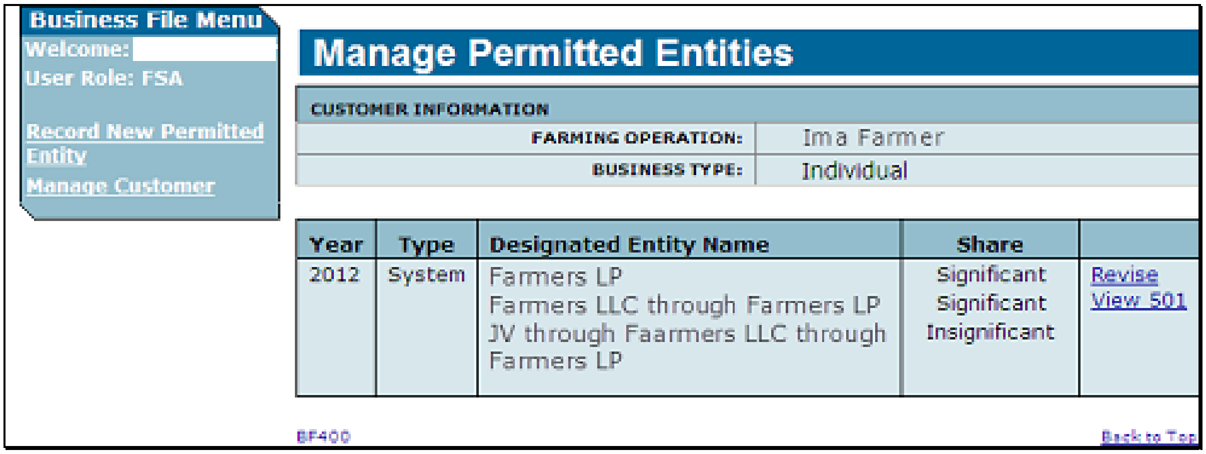
A Introduction (Continued)

IF the selected member is…	**THEN…**
a member of more than 3 permitted entities, but permitted entity designations have **not** been recorded	the following are applicable: • message, “There are no permitted entity designations recorded”, will be displayed • the system has **not** automatically selected the permitted designations • users **must** record the permitted designations based on the signed CCC-501B by, on the Manage Permitted Entity Page, under “Business File Menu”, clicking “**Record New Permitted Entity**”.
a member of more than 3 permitted entities and permitted entity designations have been recorded	the following are applicable: • each of the manually selected permitted entities will be displayed • an indicator designates that the permitted designations have been manually selected • link is available to revise the manual permitted designations • link is available to view CCC-501B.

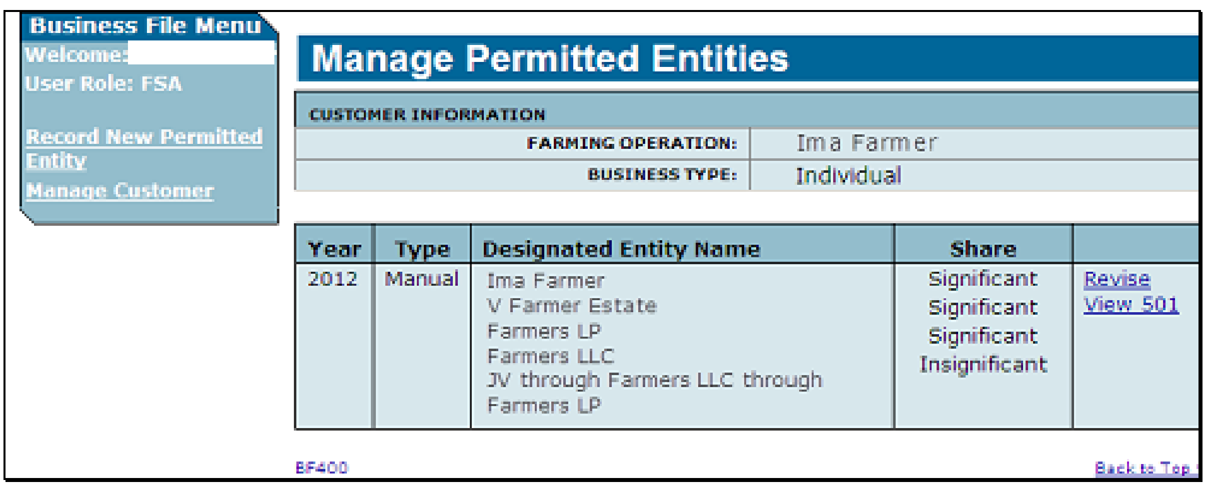
562 Manage Permitted Entities Page (Continued)

B Examples of the Page

This is an example of the Manage Permitted Entities Page, if the system has automatically selected the permitted entity designations because the selected individual is associated with 3 or less permitted entities.



This is an example of the Manage Permitted Entities Page when the permitted entity designations have been manually selected by the user because the selected individual is associated with more than 3 permitted entities.



562 Manage Permitted Entities Page (Continued)

C Information on the Page

The Manage Permitted Entities Page provides the user with an overview of the permitted designations for the selected member. This table describes the information displayed on the Manage Permitted Entities Page.

Section of Page	Field	Description
Customer Information	Farming Operation	Name of selected member.
	Business Type	The current year business type for the selected member recorded in Business Partner.
Permitted Entity Information	Year	The program year associated with the permitted entity designations.
	Type	Indicates the method used for recording the permitted entity designations. The designations are recorded in either of the following ways: • "System" indicates that the selected member is associated with 3 or less permitted entities and the system has automatically selected each permitted entity for designation. • "Manual" indicates that the user manually designated through which permitted entities the selected member has requested payment.
	Designated Entity Name	Name of the permitted entities that are designated to receive payment. If the selected member is receiving payment through embedded entities, each of the embedded entities is also listed.
	Share	Indicates whether the selected member has a significant or insignificant share of the applicable farming operation. Generally the following is applicable: • "Significant" indicates that the selected member has a share of the applicable farming operation that is greater than or equal to 10 percent. • "Insignificant" indicates that the selected member has a share of the applicable farming operation that is less than 10 percent.

562 Manage Permitted Entities Page (Continued)

D Page Options

This table describes the options available for the selected member where permitted entity designations have been recorded.

Link	Action
“Revise”	Allows the user to revise the permitted designations for the selected individual.
“View 501”	Opens a new window displaying the formatted version of CCC-501B for the selected member.

563 Select Permitted Entities Page

A Introduction

The Select Permitted Entities Page:

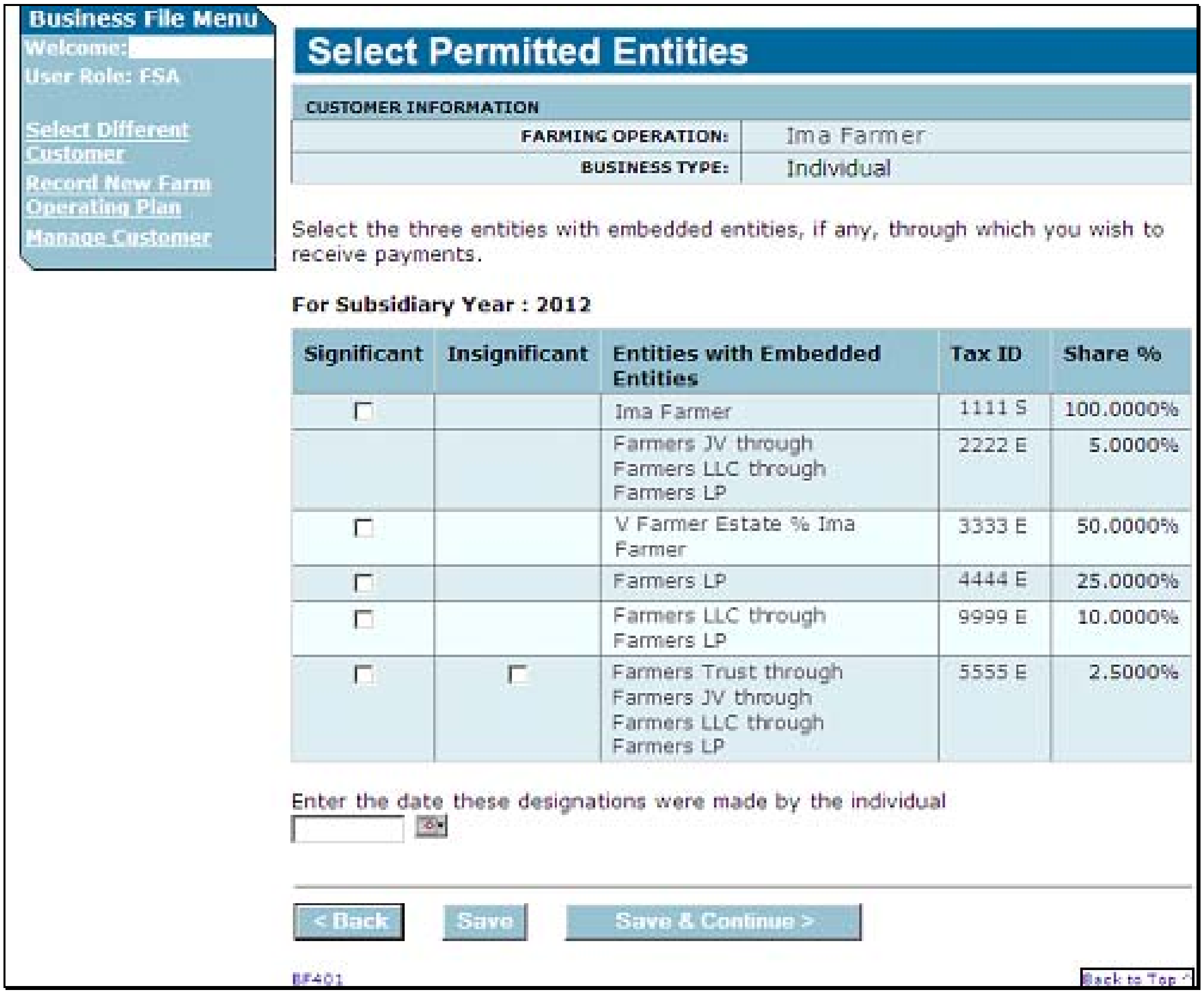
- will be displayed after the user selects either of the following from the Manage Permitted Entities Page:
  - under “Business File Menu”, “Record New Permitted Entity”
  - “Revise”
- displays all the permitted entities with which the selected member is associated
- groups permitted entities that are included in the “individual” designation, such as:
  - joint operations
  - combined producers
- allows the user to select which permitted entity should be designated for payment purposes.

Reminder: Permitted entity designations are only required for individuals, entities, and/or joint operations that are participating in conservation programs, such as CRP, that continue to be subject to 1-PL provisions.

563 Select Permitted Entities Page (Continued)

B Example of the Page

The following is an example of the Select Permitted Entities Page.



Business File Menu
Welcome:
User Role: FSA
Select Different Customer
Record New Farm Operating Plan
Manage Customer

Select Permitted Entities

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Select the three entities with embedded entities, if any, through which you wish to receive payments.

For Subsidiary Year : 2012

Significant	Insignificant	Entities with Embedded Entities	Tax ID	Share %
☐		Ima Farmer	1111 S	100.0000%
		Farmers JV through Farmers LLC through Farmers LP	2222 E	5.0000%
☐		V Farmer Estate % Ima Farmer	3333 E	50.0000%
☐		Farmers LP	4444 E	25.0000%
☐		Farmers LLC through Farmers LP	9999 E	10.0000%
☐	☐	Farmers Trust through Farmers JV through Farmers LLC through Farmers LP	5555 E	2.5000%

Enter the date these designations were made by the individual

< Back | Save | Save & Continue >

BF401 | Back to Top

563 Select Permitted Entities Page (Continued)

C Information on the Page

The Select Permitted Entities Page provides the user with a list of the permitted entities with which the selected member is associated. This table describes the information displayed on the Select Permitted Entities Page.

Section of Page	Field	Description
Customer Information	Farming Operation	Name of selected member.
	Business Type	The current year business type for the selected member recorded in Business Partner.
Permitted Entity Information	Significant	Check box is listed in this column if the selected member has a significant interest in the farming operation. Users can select up to 3 significant permitted entities. **Note:** Joint operations and other producers that are combined with the selected member will be grouped together with only 1 checkbox.
	Insignificant	Check box is listed in this column if the selected member has an insignificant interest in the farming operation. User can select all insignificant permitted entities. **Note:** A checkbox is also available in the "significant" column for all entities in which the selected member has an ownership share less than 10 percent. This allows the permitted entity to be selected as significant if the COC determines the member's interest is significant.
	Entities with Embedded Entities	Name of the permitted entities that the selected member is associated with based on information recorded through all farm operating plans recorded in the Business File software.
	Tax ID	Last 4 digits of the payment entity's tax ID number.
	Share percent	Calculated ownership share of the selected member in the applicable permitted entity. **Note:** The permitted entities are listed from highest to lowest ownership share.

563 Select Permitted Entities Page (Continued)

D Page Options

The following options are available on the Select Permitted Entities Page.

Link	Action
"Back"	Returns to the Manage Permitted Entities 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 designations recorded and returns to the Manage Permitted Entities Page.

E Page Error Messages

The following error messages may be displayed on the Select Permitted Entities Page if the data recorded does **not** meet the applicable validations.

Error Message	Description	Corrective Action
"No designations have been made."	Users click "**Save & Continue**" **without** designating any permitted entities.	• Select at least 1 permitted entity. • CLICK "**Back**" to return to the Manage Permitted Entities Page.
"3 permitted entities have **not** been selected. Are you sure you want to continue without designating all allowed permitted entities? Do you want to save this permitted entity designation?"	Selected member has a significant interest in 3 or more permitted entities and less than 3 permitted have been designated for payment.	It is acceptable to designate less than 3 permitted entities especially if: • selected member has **not** designed 3 permitted entities • all the permitted entities are **not** participating in conservation programs subject to 1-PL provisions. County Offices shall verify that the permitted entities designated on CCC-501B have been selected.

563 Select Permitted Entities Page (Continued)

E Page Error Messages (Continued)

<table>
<tr><th>Error Message</th><th>Description</th><th>Corrective Action</th></tr>
<tr><td>“Producer has an insignificant share in businesses that have not been designated. Are you sure you want to continue without designating these entities?

Do you want to save this permitted entity designation?”</td><td>Selected member has an insignificant interest in 1 or more permitted entities that have not been designated for payment.</td><td>It is acceptable to not designate all the permitted entities in which the selected member has an insignificant interest if the:

• COC has determined the selected member’s interest is significant

• permitted entity is not participating in conservation programs subject to 1-PL provisions.

County Offices shall verify the permitted entities have been properly designated based on CCC-501B or CCC-503A, as applicable.</td></tr>
<tr><td>“Must enter the date the CCC-501B was filed by the producer.”</td><td rowspan="2">Users click “Save & Continue”, but did not record a valid date the designations were submitted.</td><td rowspan="2">Record the date from CCC-501B filed by the selected member.</td></tr>
<tr><td>“Invalid date.”</td></tr>
</table>

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"		24, 561-563
CCC-502	Farm Operating Plan for Payment		561
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		72, 84, 99, 103, 106, 563
CCC-526C	Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008		28, 305, Ex. 6
CCC-527	Request For Action For Subsidiary/Payment Limitation	133	3, 4, 132
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill	4	
CCC-770 ELIG 2014	Eligibility Checklist - Agricultural Act of 2014	3	
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		25, 303, 351, Part 10
CCC-902E	Farm Operating Plan for an Entity - 2009 and Subsequent Program Years		23, 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		23, 72, 84, 99, 103, 106, 361
CCC-904	Allocation of Payment Limitation Under Common Attribution	83	82, 97, 98
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		4, 27
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information – Agricultural Act of 2014 and Agriculture Improvement Act of 2018		3, 26

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

Forms (Continued)

Number	Title	Display Reference	Reference
CRP-817U	Certification of Compliance for CRP		25
FCI-12	Crop Insurance Application		34
FSA-13-A	Data Security Access Authorization Form		12, 133
FSA-570	Waiver of Eligibility for Emergency Assistance		34
FSA-578	Report of Acreage		366

Abbreviations Not Listed in 1-CM

The following abbreviations are **not** listed in 1-CM.

Approved Abbreviation	Term	Reference
AUM	animal unit months	428, 429, 431
FCI	Federal Crop Insurance	2, 34, Ex. 6
FRS	Farm Records System	Text
PCW	Planted Converted Wetland	31, 351, Ex. 6
WHIP	Wildfires and Hurricanes Indemnity Program	43

Redelegations of Authority

None

Definitions of Terms Used in This Handbook

Combination Recording County

Combination recording county means:

- the county assigned by the system as the County Office initiating the combination
- the County Office assigned the specific responsibility for updating or deleting a combination
- combined recording county.

Note: There is a separate designated recording county for eligibility and payment limitation.

Cropland Factor

Cropland factor means 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

--**Deleted producer means a producer that has been removed or deleted from Business File;**-- therefore, is **not** a member of any entity.

Foreign Entity

Foreign entity means 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.

*** * ***

Definitions of Terms Used in This Handbook (Continued)

Producer

Producer means any entity, joint operation, or individual that is loaded in SCIMS.

Recording County

Recording county means 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

Subsidiary year means the year 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. The Subsidiary System operates on a FY basis from October 1 to September 30.

Menu and Screen Index

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

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	Minor General Information Page	524
	Subsidiary Combined Producers Screen	103
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BF042	Land Record Lease To Page	428
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BF043	Recorded Leases For Tract Page	430
BF046	Land Contribution Percentage Page	426
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BF053	Additional Equipment Page	449
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BF056	Leased Equipment To Another Producer Page	448
BF059	Lessor Interest Page	445

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COMWEB007	Subsidiary Combined Producers Screen	84
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